

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:**

RESOLUTION NO. 23-025

APPROVAL OF A TWELFTH SUPPLEMENT  
AGREEMENT BETWEEN SBGH PARTNERS, LLC  
AND LEWIS COUNTY

**WHEREAS**, SBGH-Partners, LLC (SBGH) has an existing personal services agreement with Lewis County, acting as the fiscal agent for the Chehalis River Basin Flood Authority (Flood Authority), for consulting and other administrative services in support of the Flood Authority; and

**WHEREAS**, during the November 17, 2022, meeting, the Flood Authority discussed and authorized its Project Manager to secure funding in the amount necessary to hire additional staffing capacity through the end of the biennium; and

**WHEREAS**, the Flood Authority authorized Lewis County, as the as fiscal agent for the Flood Authority, to sign any amendments and/or agreements necessary to implement the prior mentioned Flood Authority discussions; and

**WHEREAS**, the Twelfth Supplement to a PSA between Lewis County and SBGH must be approved by the Board of County Commissioners (BOCC) and the Director of Community Development must be authorized to sign said agreement on behalf of the County; and

**WHEREAS**, the BOCC has reviewed the attached Twelfth Supplement to a PSA with SBGH and it appears to be in the best interest to enter into said agreement that includes budget increase of \$60,000.

**NOW THEREFORE BE IT RESOLVED** that the BOCC concurs with the recommendation and approves the attached Twelfth Supplement to a PSA between SBGH and Lewis County, acting as the fiscal agent for the Flood Authority. All other terms of the existing PSA, as well as supplemental agreements, except where noted above, remain in full force and effect; and

**NOW THEREFORE BE IT FURTHER RESOLVED** that the BOCC authorizes the Director of Community Development to sign the Twelfth Supplement Agreement with SBGH on behalf of the County, acting as the fiscal agency for the Flood Authority.

DONE IN OPEN SESSION this 24th day of January, 2023.

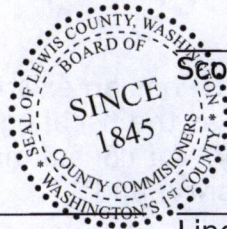
APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

Barbara Russell  
By: Barbara Russell,  
Deputy Prosecuting Attorney

Sean D. Swope  
Sean D. Swope, Chair

ATTEST:



Scott J. Brummer  
Scott J. Brummer, Vice Chair

Rieva Lester  
Rieva Lester,  
Clerk of the Lewis County Board of  
County Commissioners

Lindsey R. Pollock, DVM  
Lindsey R. Pollock, DVM, Commissioner

November 17, 2022

**TO:** Flood Authority Members  
**FROM:** Scott Boettcher, Staff  
**SUBJECT:** Flood Authority Looking Ahead (Action Item)

The following will be discussed at today's Flood Authority meeting. Please feel free to contact me with questions (360/480-6600, [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com)).

#### Background

1. At the last Flood Authority meeting, Scott outlined "Flood Authority Matters Requiring Significant Staff Attention Over Remainder of 2021-23 Biennium" (see [here](#)). This included the need to address the lack of a staff successor for Scott (Scott is sole staff to Flood Authority, without redundancy).
2. Since then, Scott has met with several members of the Flood Authority and others to discuss Scott's role, strengths, succession options, etc. Below describes suggested next steps in this regard.

#### Suggested Next Steps

1. **Staffing Support for Scott** – Scott's Flood Authority responsibilities are broad: Grants, contract management; Outreach, communications; Data analysis; Facilitation, project management; Strategic direction-setting, implementation; and Program development, administration. Workload has substantially increased over the past several years to the point where additional staffing capacity is needed. It is suggested Scott hire additional staffing capacity through the end of the biennium to provide grants, contracts management support to Scott using ~\$75K in unspent local projects funds.
2. **Flood Authority Governance and Administration** – Flood Authority last updated their Interlocal Agreement in February 2017 ([here](#)) and Rules of Procedure in August 2008 ([here](#)). Staffing support and staffing succession discussions have consistently segued to discussions also about purpose and future direction of the Flood Authority. It is suggested Scott work with Flood Authority members to update Flood Authority ILA, rules of procedure, and other governance, administration documents for initial review, discussion at next Flood Authority meeting.

#### Recommendation

Staff recommends Flood Authority members direct Scott to implement the above suggested next steps.



**10:00 a.m. via Zoom  
November 17, 2022 - Meeting Notes**

<b>Flood Authority Members Present</b>			
<b>Representative</b>	<b>Jurisdiction</b>	<b>Representative</b>	<b>Jurisdiction</b>
Edna Fund	Lewis County	Duane Crouse	Napavine
Brian Shay	Hoquiam	Ron Averill	Centralia
Richard Armstrong	Oakville	Mike Olden	Montesano
Steven Lyle	Bucoda	Tony Ketchum	Chehalis
J. Vander Stoep	Pe Ell		

<b>Flood Authority Members Absent</b>			
Darrin Raines	Cosmopolis	Vickie Raines	Grays Harbor County
Dee Anne Shaw	Aberdeen	Brad Murphy	Thurston County

<b>Staff Members Present</b>			
Scott Boettcher	Megan Sathre	Lee Napier	

<b>Others Present</b>			
Celest Wilder	Brandon Rakes	Nat Kale	

**1. Call to Order**

Edna Fund, Vice Chair, called the meeting to order at 10:01 am.

**2. Introductions & Determination of Quorum**

Introductions were made. 9 Flood Authority members were present, there was a quorum.

**3. Approval of November 17, 2022 Agenda**

Edna called for a vote to approve the meeting agenda for November 17, 2022. The agenda was approved. See meeting materials here

[https://www.ezview.wa.gov/site/alias\\_1492/34798/meetings.aspx](https://www.ezview.wa.gov/site/alias_1492/34798/meetings.aspx)

**4. Approval of September 15, 2022 Meeting Notes**

Edna called for a vote to approve the meeting notes from September 15, 2022. The minutes were approved.

## **5. Executive Committee Action**

The Flood Authority Executive Committee took action on 10/08/2022 and 10/11/2022 (via email) to approve a staff recommendation that Lewis County be authorized to sign the RCO funding amendment to add \$110,000 to install a new gage on China Creek and update the Flood Authority's 2017 Basin Gage Plan.

Staff recommends the Flood Authority endorse the Executive Committee's action on 10/08/2022 and 10/11/2022.

Edna asked the Flood Authority members to affirm the Executive Committee recommendation that directed Lewis County, as the Fiscal Agent, to enter into funding agreement with RCO (Amendment #17) as well as Amendment #23 with West Consulting. The action passed unanimously.

## **6. Flood Warning System**

### **A. Updates/Discussion**

Scott reviewed a memo (*posted on the EZ View Site*) that summarized the updates to the Flood Warning System since the last meeting. The topics included gages, webcams, outreach, and alert sign-ups.

Nat shared the link to the training, Be Aware, Be Prepared webinar on YouTube:  
[https://www.youtube.com/watch?v=xJ057857H\\_s](https://www.youtube.com/watch?v=xJ057857H_s)

Scott noted the increased number of alert sign ups and the decrease in cost per alert sign up.

### **B. Approval of 2023 Flood Warning System Annual O&M Costs and Member Shares**

Scott displayed a table showing the breakdown and comparison of Annual O&M costs. They are gradually increasing. For 2023 it is projected to be \$91,952. In the chart, items with asterisks have been adjusted due to inflation. The costs are also increasing because of the addition of another gage and an additional webcam during 2022.

Scott explained how the costs have been allocated in the past. The method of allocation was based on the population of the county and risk. Staff recommends that we use the same allocation moving forward since there has not been substantial changes. If using

this method, the following allocations would be charged: Grays Harbor County (\$20,229); Lewis County (\$58,849); and Thurston County (\$13,873).

Ron requested that Lee inform the City of Chehalis and Centralia what portion they will need to pay. Lee responded that she would follow up with that information.

Edna made a motion to approve the O&M allocation costs. The motion was seconded by J. Vander Stoep. The motion passed unanimously.

## **7. 2023 Flood Authority Positions**

Scott explained the process for nominating the Chair and Vice Chair of the Flood Authority. The notice will go out on January 9, 2023. Nominations are due by January 16, 2023. The Flood Authority will vote at the first meeting in January.

Edna asked for the group's approval of this method. The group approved.

## **8. 2023-25 Local Projects**

### **A. 2023-25 Local Projects**

Scott displayed an excel spreadsheet of the proposed local projects for 2023-2025. The chart includes 29 projects that are active or wishing to be active. The project categories include the following; demolition, erosion, farm pad, flood warning system, infrastructure protection, pump stations, roadmap, study, and other. There are 11 project sponsors. Scott summarized the funding that was originally allocated and the additional funding that has been added.

Scott asked the question "Does the Flood Authority support the direction of this proposed 2023-25 Local Projects Framework?"

Members of the Flood Authority agreed with the methodology and priority-setting but expressed concern about the total amount of money needed/requested and suggested cutting that number down. They also suggested starting with a smaller amount, but being ready to pick up projects and funding as they become available. Mike asked whether the committee came up with the priorities for these projects. Scott replied that no, the committee did not yet prioritize these and that these are projects and costs in total (to be further reduced in cost as Scott and sponsors continue to refine cost precision). This is a proposed framework from the Flood Authority to the Chehalis Basin Board and the conversation being had today will shape the proposed direction. Mike also asked Scott if he foresees a priority setting process at some point. Scott replied that today's conversation is related to the scalability of the local projects regarding budget, but once that has been decided the projects committee will prioritize the projects by categories or projects.

Brian, J, and Edna discussed, from the perspective of OCB Board members, how funding is allocated and whether a prioritization list is needed prior to the funding being allocated. They also discussed the idea that the funding issued at first is not always the total amount that the Flood Authority will have in the end.

Edna asked for a vote from the Flood Authority for those in favor of the local projects framework direction. The Flood Authority voted approval unanimously.

### **B. Merge City of Chehalis & Port of Chehalis Projects**

Scott recapped the request that the City of Chehalis brought to the last Flood Authority meeting regarding combining their efforts with the Port of Chehalis to move forward with comprehensive planning processes administered by the City of Chehalis.

Edna asked for approval of merging the City of Chehalis and Port of Chehalis Planning Projects. The Flood Authority votes approval unanimously.

### **9. Flood Authority Look Ahead**

Scott explained that at the last meeting there was discussion of the need to address the lack of staff successor for Scott. Staff recommends that the Flood Authority members direct Scott to implement the following suggested steps:

1. Hire additional staffing capacity through the end of the biennium to provide grants, contracts management support to Scott using approximately \$75,000 in unspent local projects funds.
2. Work with the Flood Authority members to update Flood Authority ILA, rules of procedure, and other governance, administration documents for initial review, discussion at the next Flood Authority meeting.

Ron moved that the Flood Authority approve the staff suggestion to seek supplemental funding for the purpose of hiring additional staff as well as direction to Lewis County, as fiscal agent, to execute agreements supporting the recommendation. The motion was seconded by Mike. The motion passed unanimously.

### **10. Chehalis Basin Board**

Jay Gordon was absent – no update was given.

### **11. Public Comment**

There was no public who wished to comment.

### **12. Financial Reports**

Lee Napier from Lewis County Community Development reported that expenditures for September were \$8,841.96 for salaries and wages (Lewis County Staff) and consulting services (Scott). Expenditures for October were \$8,764.52 for the same budget lines.

During October, Lewis County received Amendment #17 from RCO to add \$110,000 to install a new gage. The amendment was accepted by the BOCC via resolution 22-344. In addition, resolution 22-345 approved the 24<sup>th</sup> supplement agreement between WEST Consultants and Lewis County, acting as the Fiscal Agent to the Flood Authority, which increased the budget by \$113,952.35.

## **12. Reports**

### **A. Chair's Report**

Vice Chair Edna shared that this is a very busy time for the OCB as they look at budgets. She expressed her appreciation for everyone's input. Chair Vickie did not provide anything to pass on to the group.

### **B. Member's report**

J: We had a pretty good size flood in the basin in January of this year. We have not had a catastrophic flood since to 2007. The forecasts are that over the next century we will have more of these. Statistically, we are unlikely to go another 15 years without another catastrophic flood and it's just an underling of the important work that this organizations been doing. The Flood Warning System is valuable in that it allows people to have a lot more information to protect their families and personal property and so on.

Richard: Being new to his group I am appreciative of all the members and the support I have received. In particular, what Scott is sharing with us. His assistance and support has been so helpful for me as I am trying to learn what I can do, what the Flood Authority can do, and what kind of resources are available to point me in the right direction. He does a better job than so many people I've seen at gathering the information and presenting it to us all effectively. The engagement, the investment, the forethought to be anticipating his departure, and taking the actions to ensure continuity. I just wanted to pass on a really big thank you. I am so grateful. I hope we can find a way to convince you to stay in some capacity, but I wish you the very best.

Edna: I just was going to point out, and I did earlier today, my background on my picture. I was going through the Lewis County Historical Museum files for some other things and came across this photo and thought it was interesting. I'll things pass along from one dam to another.



### **C. Correspondence**

There was no correspondence to report out.

#### **13. Confirm Next Regular Meetings, Topics and Location**

The next meeting will occur on January 19, 2023, 10:00 A.M. via Zoom.

Adjournment was at 11:30.

## TWELFTH SUPPLEMENT TO PERSONAL SERVICES AGREEMENT

### BETWEEN LEWIS COUNTY, ACTING AS FISCAL AGENT FOR THE CHEHALIS RIVER BASIN FLOOD AUTHORITY AND SBGH-PARTNERS, LLC

**THIS TWELFTH SUPPLEMENTAL AGREEMENT** is made and entered into by and between LEWIS COUNTY, WASHINGTON, herein referred to as "County", acting as the fiscal agent for the Chehalis River Basin Flood Authority ("Flood Authority"), and SBGH-Partners, LLC, 2601 Capitol Way S, Olympia, WA 98501-3326, herein referred to as "Contractor", together referred to as "Parties".

**IT IS THE PURPOSE OF THIS AGREEMENT** to amend the Parties' Agreement for consulting and coordination services, as executed on August 8, 2011 and subsequently amended by Supplemental Agreements (hereinafter referred to as the "Existing Agreement").

CONTRACTOR acknowledges and by signing agrees to the amendments to the Existing Agreement set forth in this Supplemental Agreement, agrees that they have been mutually negotiated, and further agrees that all of the terms of the Existing Agreement not amended or modified by this Supplemental Agreement are and shall remain in full effect.

**THEREFORE, IT IS MUTUALLY AGREED THAT** this Twelfth Supplemental Agreement amends the Existing Agreement, including but not limited to the specific tasks and costs as set forth below.

#### **Section 1. Statement of Work**

Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for, or incidental to, the performance of the work set forth in the Existing Agreement, as amended by the Scope of Work and Budget, attached hereto as "Attachment A," and incorporated herein by this reference.

#### **Section 2. Period of Performance**

Subject to its other provisions, shall commence on October 1, 2021 and be extended and completed on June 30, 2023 as agreed and shown in the attached Twelfth Supplemental Scope of Work, "Attachment A," but may be modified or extended by mutual agreement in accordance with the amendment provisions of the Existing Agreement. *Note: This Agreement increases the budget described in the Eleventh Supplement.*

#### **Section 3. Payment**

Compensation for the work provided in accordance with this Twelfth Supplemental Agreement shall be as set forth in "Attachment A" (Twelfth Supplemental Scope of Work). Expenses incurred from October 1, 2021 through June 30, 2023, shall not exceed Two Hundred Twenty-Nine Thousand Seven Hundred and Fifty Dollars (\$229,750) without written prior approval of the County and authorization by the Flood Authority, and shall implement the authorization of the Flood Authority as directed at their November 17, 2022 meeting (see [staff memo](#) and [meeting notes](#)) and subsequently affirmed by the Chehalis Basin Board at their December 1, 2022 meeting.

**Future Non-Allocation of Funds:**

If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County, acting as the fiscal agent for the Flood Authority, will not be obligated to make payments for services or expenses incurred after the end of the current calendar year. No penalty or expense shall accrue to the County in the event this provision applies.

This Twelfth Supplemental Agreement and statement of work, period of performance and compensation constitutes an Twelfth Supplement to the Parties' Existing Agreement and supplements and amends the scope of work, period of performance and compensation, with such additional provisions agreed upon by the parties for good and sufficient consideration, the receipt of which is hereby acknowledged.

IN WITNESS WHEREOF, the parties have executed this Twelfth Supplemental Agreement this 24 day of January, 2023.

**Lewis County Contract Manager**

Lee Napier, Director of Community Development  
2025 NE Kresky Ave.  
Chehalis, WA 98532  
(360) 740-2606

**Contractor Program Manager**

Scott Boettcher  
2601 Capitol Way S  
Olympia, WA 98501-3326  
(360) 480-6600

**LEWIS COUNTY**

**SBGH-PARTNERS, LLC**

By: Lee Napier  
Lee Napier

By: Scott Boettcher  
Scott Boettcher

Title: Director

Title: Owner

Date: 1/24/2023

Date: 1/13/2023

**ATTACHMENT "A"**  
**TWELFTH SUPPLEMENTAL PERSONAL SERVICES AGREEMENT AND SCOPE OF WORK**

Between  
**LEWIS COUNTY**  
 and  
**SBGH-Partners, LLC**

<b>Contract Manager:</b>	Scott Boettcher, Principal SBGH-Partners 2601 Capitol Way S Olympia, WA 98501-3326 360/480-6600 <a href="mailto:scottb@sbgh-partners.com">scottb@sbgh-partners.com</a>
<b>Primary Staff:</b>	Scott Boettcher
<b>Period of Performance:</b>	October 1, 2021 through June 30, 2023
<b>Time and Expense:</b>	Labor and expenses not to exceed \$229,750
<b>General Duties:</b>	Lead staff responsible for day-to-day administrative and logistical support to the Flood Authority and its committees. Responsible for work plan development and tracking as well researching and developing staff recommendations for issues that come before the Flood Authority and its committees.
<b>Task 1:</b>	<p><b>Provide Day-To-Day Administrative and Logistical Support to the Flood Authority and its Committees</b> -- This task will involve supporting, documenting, tracking, reporting and otherwise attending to the activities, decision-making, and logistics of the Flood Authority and its committees (Community Outreach &amp; Education, Chehalis Basin Projects, and Executive), including:</p> <ul style="list-style-type: none"> <li>• Providing the Flood Authority with contract management support including developing scopes of work and working with Lewis County and RCO to amend, track and report on contracts.</li> <li>• Providing regular Flood Authority meeting support including determining location/equipment needs, confirming presenters, etc.</li> <li>• Updating the Flood Authority's web presence so the work program and products of the Flood Authority are accessible and effectively communicated.</li> <li>• Organizing workshops and trainings on Flood Authority products including the Flood Warning System.</li> <li>• Providing local project coordination support with RCO, OCB, CBB, and local project stakeholders.</li> </ul>

<p><b>Task 2:</b></p>	<p><b>Provide Tracking and Work Program Support to the Flood Authority and its Committees--</b> This task will involve tracking, reporting, and supporting:</p> <ul style="list-style-type: none"> <li>• Implementation of 2012 Jobs Now Act projects (state capital budget).</li> <li>• Implementation of 2013-15, 2015-17, 2017-19, 2019-21, 2021-23 state capital budget projects as applicable.</li> <li>• Implementation of the Flood Authority's overall work program, including providing on-going communication to the public regarding the work and accomplishments of the Flood Authority.</li> </ul>
<p><b>Task 3:</b></p>	<p><b>Research and Develop Staff Recommendations for Issues that Come Before the Flood Authority and its Committees--</b> This task will involve preparing analyses, options, recommendations, and other information as necessary to support the Flood Authority as it moves forward in its decision-making, including:</p> <ul style="list-style-type: none"> <li>• Developing options and alternatives to ensure adequate sustainable funding for operations and maintenance of the Flood Warning System.</li> <li>• Developing options and alternatives to improve the usability of the Flood Warning System.</li> <li>• Developing options and alternatives to effect efficient decision-making and implementation for local projects throughout the Basin.</li> <li>• Developing options and alternatives to effect clear and meaningful outreach and communication throughout the Basin.</li> <li>• Supporting local floodproofing, retrofitting, and development of basin-wide recommendations.</li> </ul>

# BOCC AGENDA ITEM SUMMARY

**Resolution:**

**BOCC Meeting Date:** Jan. 24, 2023

**Suggested Wording for Agenda Item:**

**Agenda Type:** Deliberation

Approval of a Twelfth Supplement Agreement between SBGH Partners, LLC and Lewis County

**Contact:** Lee Napier

**Phone:** 360.740.2606

**Department:** CD - Community Development

## **Description:**

Approval of an Twelfth Supplemental Agreement between SBGH Partners, LLC and Lewis County

## **Approvals:**

## **Publication Requirements:**

**User**

**Status**

**Publications:**

n/a

PA's Office

Pending

## **Additional Copies:**

Graham Gowing, Grace Jimenez, Becky Butler

## **Cover Letter To:**

n/a