



January 18, 2023

TO: Flood Authority Members
FROM: Scott Boettcher, Staff
SUBJECT: Procedures and Management Activities (Flood Authority Looking Ahead)

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

Background

1. The topic of “Flood Authority Looking Ahead” has been a significant agenda item at recent Flood Authority meeting (9/15/2022 and 11/17/2022 meetings).
2. To date, significant actions taken include hiring Cheryl Vincent to support Scott.
3. Other actions identified include updating Flood Authority’s 2017 Interlocal Agreement ([here](#)) and August 2008 Rules of Procedure ([here](#)).
4. Recently it has become clear that another significant action needed is clear documentation of Flood Authority “procedures and management activities.”

Next Steps -- Procedures and Management Activities

Staff will document “procedures and management activities” identified below Flood Authority review (March).

Flood Authority	Flood Warning System	Local Projects
1. Elect Chair and Vice-Chair (January).	7. Set annual O&M costs (November).	11. Solicit, scope, fund local projects.
2. Elect three CBB Appointees (7/2023, 7/2024).	8. Execute funding amendments with Lewis County, RCO.	12. Execute funding agreements, amendments with RCO.
3. Establish biennial fiscal agent costs (July odd years).	9. Refresh alert database (September-April).	
4. Execute funding amendments with Lewis County, RCO.	10. Manage Data Dashboard #1.	13. Manage Data Dashboard #2.
5. Engage Executive Committee for mid-cycle decisions.		
6. Manage EZview website and bi-monthly meetings.		