



May 15, 2025

**TO:** Flood Authority Members

**FROM:** Scott Boettcher, Staff

**SUBJECT:** Lewis County as Fiscal Agent for 2025-27 Biennium

Purpose of this memo is, as was done for 2017-19 biennium ([here](#)), 2019-21 biennium ([here](#)), 2021-23 biennium ([here](#)), and 2023-25 biennium ([here](#)), to provide Lewis County with authorization and direction to continue acting as Flood Authority fiscal agent for the 2025-27 biennium and to take steps necessary to implement that role. This will be discussed as a Flood Authority action item at today's Flood Authority meeting. Feel free to call or email with questions (360/480-6600, [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com)).

#### **A. Background**

1. Lewis County works in many capacities. One capacity is as fiscal agent for the Flood Authority. Lewis County has fulfilled this role since inception of the Flood Authority in 2008.
2. Lewis County's duties as fiscal agent are more fully described [here](#) (April 17, 2017 fully-executed Interlocal Agreement) and [here](#) (June 30, 2023 updated fully-executed Interlocal Agreement).
3. As fiscal agent Lewis County acts at the direction of the Flood Authority on multiple matters of interest and relevance to the Flood Authority, including Flood Warning System, Local Projects, Flood Authority staffing and facilitation, information inventories and analyses, intergovernmental agreements, State Auditor's Office accountability audits, and more.
4. Much of the work done by Lewis County as fiscal agent for the Flood Authority is by contract and/or agreement with others, e.g., WA State Recreation and Conservation Office (RCO), WA State Department of Ecology Office of Chehalis Basin (OCB), consultants, other governments, etc. Setting-up and establishing these contracts and agreements takes time.
5. In an effort to best ensure continuity of operation as the Flood Authority moves from the 2023-25 biennium to 2025-27 biennium, Lewis County anticipates needing to begin working soon to scope and structure 2025-27 contracts and agreements as directed by Flood Authority.
6. Lewis County and staff assume it is the desire of the Flood Authority that Lewis County continue as fiscal agent for the Flood Authority for the 2025-27 biennium.

## **B. Recommendation**

1. Flood Authority authorize Lewis County to act as Flood Authority fiscal agent for the 2025-27 biennium.
2. Flood Authority direct Lewis County to take steps necessary to implement this role in time for the start of the 2025-27 biennium (July 1, 2025), including:
  - a. Scoping and structuring an interagency funding agreement with OCB consistent with Attachment A.
  - b. Scoping and structuring Lewis County and sub-contractor (WEST Consultants, SBGH-Partners, etc.) staffing agreements.
  - c. Briefing and securing approval from Lewis County Board of County Commissioners once OCB has provided Lewis County with a funding agreement per 2.a. above.

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**NOTE1** – Documenting specific Flood Authority authorization and direction to Lewis County to proceed with preparations for the 2025-27 biennium is necessary for future State Auditor’s Office Accountability Audits. Past accountability audits are provided via Table 1 below.

| <b>Table 1</b>                                                      |                |                      |
|---------------------------------------------------------------------|----------------|----------------------|
| <b>Past Washington State Auditor’s Office Accountability Audits</b> |                |                      |
| <b>Period:</b>                                                      | <b>Issued:</b> | <b>Report:</b>       |
| July 1, 2008 through June 30, 2011                                  | 3/28/2012      | <a href="#">Here</a> |
| January 1, 2012 through December 31, 2014                           | 2/04/2016      | <a href="#">Here</a> |
| January 1, 2015 through December 31, 2017                           | 1/10/2019      | <a href="#">Here</a> |

**NOTE2** – Budget (\$275,000, [here](#)) for Lewis County acting as fiscal agent for 2025-27 is anticipated as follows:

- Lewis County staffing -- \$25,000
- SBGH-Partners -- \$245,000
- Lewis County goods, services -- \$5,000
- WEST Consultants -- \$TBD (per Flood Authority direction)

Scopes of work for 2025-27 are assumed to continue as follows:

- Lewis County’s current SOW with RCO (#[23-1297](#)) will be replaced with a new Interagency Agreement and SOW with OCB consistent with Attachment A.
- SBGH-Partners 2023-25 SOW with Lewis County ([here](#)) will be amended for the 2025-27 biennium.
- WEST Consultants current SOW with Lewis County ([here](#)) will be amended for 2025-27 biennium as necessary to implement Flood Authority direction. (WEST does have a SOW with Lewis County for Flood Warning System operation and maintenance that is covered through Lewis County, Grays Harbor County, and Thurston County reimbursements).

## Attachment A

### OCB Scope Of Work -- Lewis County Acting as Flood Authority Fiscal Agent

- OCB Agreement -- TBD
- Amount -- \$275,000
- Time Period -- 7/01/2025 through 6/30/2027
- Contact – Mindy Brooks (Lewis County), Noreen Bolo (OCB)

#### Purpose:

The project supports the CBS's flood damage reduction efforts through the administration of the Chehalis River Basin Flood Authority, with Lewis County serving as the lead administrative and fiscal agent. The project enhances local flood hazard reduction efforts, implements a flood warning system, and represents basin communities in the strategy's development by the OCB and the CBB. Benefits include improved flood resilience, better community preparedness, and more effective flood management strategies.

#### Statement of Work:

As lead administrative and fiscal agent for the Flood Authority, Lewis County will secure expertise, as necessary and directed by the Flood Authority, to:

**Task Number: 1**

**Task Cost: \$10,000**

**Task Title: Grant Administration**

#### Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and an EAGL (Ecology Administration of Grants and Loans) recipient closeout report. In the event the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

**Task Number: 2**

**Task Cost: \$265,000**

**Task Title: Chehalis River Basin Flood Authority Administration**

#### Task Description:

- A. The RECIPIENT will continue the work initiated under Recreation and Conservation Office (RCO) funding agreement #23-1297 for the 2025-2027 biennium. The RECIPIENT will help local communities identify, develop, fund and implement local flood hazard reduction projects throughout the basin.
- B. The RECIPIENT will oversee, staff, and implement the direction of the Chehalis River Basin Flood Authority and its Local Projects Committee-
- C. The RECIPIENT will recruit, track (status, budget), and support implementation (problem-solving, troubleshooting, regulatory and funding coordination) of local projects.
- D. The RECIPIENT will provide project management support for Chehalis River Basin Flood Authority CBS Flood projects. Work with OCB project specialists and program managers to ensure Chehalis River Basin Flood Authority projects are prioritized, tracked, and carried out as authorized by the CBB and the Director of the Office of Chehalis Basin.
- E. The RECIPIENT will represent the Chehalis River Basin Flood Authority on matters related to local projects before OCB and the CBB.
- F. The RECIPIENT will document, track, report, implement, staff, and otherwise attend to the activities, decisions, and logistics of the Chehalis River Basin Flood Authority.
- G. The RECIPIENT will provide day-to-day administrative and fiscal support, and budget and program accountability.
- H. The RECIPIENT will schedule and facilitate Chehalis River Basin Flood Authority meetings, including developing agendas with the Chair, taking notes, and posting materials.
- I. The RECIPIENT will conduct periodic State Auditor's Office accountability audits.
- J. The RECIPIENT will appoint three (3) out of seven (7) members to the CBB as required by state law (i.e., RCW 43.21A.732).
- K. The RECIPIENT will provide local perspective in the development of the CBS required by state law (i.e., RCW 43.21A.732).
- L. The RECIPIENT will advocate for balanced basin-wide flood damage reduction and aquatic species solutions as directed by local city and county resolutions.
- M. The RECIPIENT will ensure Project Success Stories are completed. Task Goal Statement:  
The RECIPIENT will oversee and support implementation of local flood hazard reduction projects in the Chehalis Basin by managing the Chehalis River Basin Flood Authority.