



Agreement OCBFA-2325-LcCd-00010

OFFICE OF CHEHALIS BASIN FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

LEWIS COUNTY COMMUNITY DEVELOPMENT

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the Lewis County Community Development hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

GENERAL INFORMATION

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

Total Cost: \$275,000

Total Eligible Cost: \$275,000

Recipient Share: \$0

Effective Date: July 1, 2025

The Expiration Date of this Agreement is no later than: June 30, 2027

Project Type: OCBFA-2325-##

Project Short Description: (500-character limit, includes spaces)

The project supports the Chehalis Basin Strategy's (CBS) 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, implements a flood warning system, and represents basin communities in the strategy's development by the Office of Chehalis Basin (OCB) and the Chehalis Basin Board (CBB). Benefits include improved flood resilience, better preparedness, and more effective flood management.

Project Long Description: 4000-character limit, includes spaces

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.

Overall Goal: (1000-character limit, includes spaces:

The overall goal is to continue the work initiated under Recreation and Conservation Office (RCO) funding agreement #23-1297 for the 2025-2027 biennium, covering the 2025-2027 Flood Authority operations.

RECIPIENT INFORMATION

Organization Name: Lewis County Community Development

Mailing Address: 125 NW Chehalis Ave
Chehalis, WA 98532

Physical Address: 125 NW Chehalis Ave
Chehalis, WA 98532

Contacts

Project Manager	Katrina Sukola Water Quality and Water Resources Specialist 1200 6th Ave Ste 1880 Seattle, WA 98101 Katrina.Sukola@icf.com 206-801-2812
Authorized Signatory	Mindy Brooks Director, Lewis County Community Development 125 NW Chehalis Ave Chehalis, WA 98532 mindy.brooks@lewiscountywa.gov 360-740-2610
Billing Contact	Sarah Hensley Office Manager, Lewis County Community Development 125 NW Chehalis Ave Chehalis, WA 98532 sarah.hensley@lewiscountywa.gov 360-740-1232

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Office of Chehalis Basin
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Noreen Bolo OCB Project Specialist PO BOX 47600 Olympia, WA 98504-7600 nobo461@ecy.wa.us (564) 250-0352	
Financial Manager	Noreen Bolo OCB Project Specialist PO BOX 47600 Olympia, WA 98504-7600 nobo461@ecy.wa.us (564) 250-0352	
Technical Advisor	Nat Kale OCB Planner PO BOX 47600 Olympia, WA 98504-7600 nkal461@ecy.wa.gov (306) 706-4277	

RECIPIENT agrees to read, understand, and accept all conditions contained within the entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Recipient Name

Mindy Brooks
Director
Lewis County Community Development

Task Number: 1

Task Cost: \$10,000

Task Title: Grant Administration *[Task 1 is locked down and cannot be edited – Only Task Cost can be edited – You will fill in the budget below]*

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 Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome:

- Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.
- Properly maintained project documentation.

Grant Administration Deliverables

Number	Description	Due Date (leave blank)
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	

1.2	Recipient Closeout Report (EAGL Form).	
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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.

Task Expected Outcome:

Successful completion of local flood hazard reduction projects throughout the Chehalis Basin, including effective oversight, coordination, and implementation of Chehalis River Basin Flood Authority initiatives, with strong fiscal accountability and advocacy for balanced flood damage reduction and aquatic species solutions.

Deliverables:

Number	Description	Due Date (leave blank)
2.1	Upload studies and analyses to the Chehalis River Basin Flood Authority website and EAGL	
2.2	Upload outreach materials to the Chehalis River Basin Flood Authority website and EAGL	
2.3	Upload project success stories to the Chehalis River Basin Flood Authority website and EAGL	
2.4	Upload Chehalis River Basin Flood Authority meeting summaries and meeting materials to the Chehalis River Basin Flood Authority website and EAGL	

BUDGET SUMMARY *(This will be EAGL generated from the information in the agreement tasks and may be filled in for RECIPIENT's review.)*

Funding Distribution

Funding Title: OCBFA-2325 Flood

Funding Type: Grant

Funding Effective Date: July 1, 2025

Funding Expiration Date: June 30, 2027

Funding Source: Capital State Building Construction [Biennium]

Recipient Match %: 0

In Kind Interlocal Allowed: NO

In Kind Other Allowed: NO

Is this Funding Distribution used to match a federal grant? NO

Indirect Rate: max 30%. Rate will be identified by Sponsor.



Scope of Work Budget Summary *(Edit table as necessary for your project.)*

Task Number	Recipient Share %	Ecology Share %	Task Total \$
1. Grant and Loan Administration	0	100	\$ 10,000
2. Chehalis Basin River Flood Authority Administration	0	100	\$ 265,000
Total			\$ 275,000

TERMS AND CONDITIONS

Please read the full Terms and Conditions in the [Flood Authority Grant Program Funding Guidelines](#). Any questions should be discussed with your Ecology Project Team during negotiations, prior to signature.

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

SECTION 1. DEFINITIONS

General Terms and Conditions for all Ecology Grants and Loans

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