Chehalis River Basin Flood Authority
Special Meeting
Rochester Community Center
10140 Hwy 12 SW, Rochester, WA

August 18, 2011 – 9:00 a.m.
Meeting Notes

Board Members Present: Julie Balmelli-Powe, City of Chehalis; Vickie Raines, City of Montesano; Ron Averill, Lewis County; Dan Thompson, City of Oakville; Edna Fund, City of Centralia; Terry Willis, Grays Harbor County; Karen Valenzuela, Thurston County.
Board Members Absent: Dolores Lee, Town of Pe Ell; Andrea Fowler, Town of Bucoda; Jim Cook, City of Aberdeen
Others Present: Please see sign in sheets

Handouts/Materials Used:

- Agenda
- Draft Work Plan
- Draft Goals, Action Items, Sub Committees
- Rules of Procedure
- RFQ Evaluation Questions

1. Call to Order and Welcome
Chairman Raines called the meeting to order at 9:07 a.m. She thanked Mr. Swartout for making the arrangements for the meeting room.

2. Introductions
Self-introductions were made by the Board.

3. Updates

a. OFM Contract with Flood Authority – Bob Johnson

Mr. Johnson stated the OFM contract had been signed and the Lewis County BOCC signed a resolution. The contract was written by the governor's office with input from the Flood Authority on the deliverables schedule. The dollar amounts are based on the requirements of ESHB 2020, including work for the hydraulic modeling, completion of the fish study by Anchor QEA, augmented work for sedimentation and opportunities for fish enhancement, also by QUE and the Early Warning system by West Consultants. The budget also includes money for staff support and administrative support, including Lewis County as fiscal agent and doing the contracting. Mr. Johnson asked if there were questions.

Commissioner Averill stated that during the discussion with the Governor's office the Flood Authority was operating under a couple of constraints that concerned allocations of funds to specific projects and performance measures.

The budget that was passed was a two-year budget for $1.32 million and Mr. Phillips said the money can be spread out over the two years. The Flood Authority was under pressure about what it puts in for the deliverables. He thanked Ms. Fowler and Mr. Boettcher for providing the wording that allowed some latitude. He noted that we need to be more specific when we write up the plan for 2011-2012.

Ms. Fowler stated the governor's office and OFM have new requirements for performance-based contracts. This has a table of deliverables, or written documentation, of things we have accomplished to get them checked off and move forward. She spoke with the Executive Committee about spreading out the budget for two years or get products out, show some progress, and have a slimmer budget the second year. The Committee decided on the latter.

Chairman Raines also noted there was discussion about splitting the money up into projects, such as the early warning system, and save the rest for next year but there is no point in saving it for a missed opportunity. It was decided to do as much as possible by July 2012.

Mr. Johnson stated the Executive Committee and the Governor's office wanted to keep the language in the contract generic but OFM staff who wrote the contracts wanted to know as much specificity (i.e., how many hours would go towards each project). Bob noted that we would not have had a contract if they had held firm to that line because it would be impossible to figure out. Sandy Trigg and Keith Phillips were helpful in brokering a contract that made sense.

Commissioner Willis asked for clarification on the Anchor QEA Fisheries Study and how the extension worked since funding for the Authority not spent during the last biennium reverted back to the State.

Mr. Johnson stated the original contract for the Anchor QEA Fisheries Study was for $900,000. Of this, $169,000 was not spent and was re-appropriated. The legislature authorized extension of this work. In reviewing the contracts, Mr. Johnson noted that some work in individual contracts with West and Anchor and the consultants that is lumped into a task where you won't see individual money but the deliverables add up to that amount. Unallocated money will be in Task 8, staff support, and the rest is allocated out. It is complicated but there is room to pay for everything in the budget. West will have to fit into one of these categories. When we get a bill from QEA on fish studies, it will be plugged into Task 8.

Commissioner Averill stated when HB 2020 passed they stipulated extending the fish contract to the end of the year for $275,000. We discussed that requirement with Anchor and the potential opportunity for an additional scope to examine enhancement opportunities and to conduct more sediment studies. That's how the budget figures are broken out. In the Schedule column, the original study went to the end of December 2011; however enhancement can go into 2012.

b. Contracts with Sub Consultants

Mr. Johnson reported that all contracts for work with Anchor QEA, West Consultants, Gordon Thomas Honeywell (GTH) and SBGH Partners have been approved by Lewis County on behalf of the Flood Authority. The GTH contract is a 90-day contract that may be extended. Action will need to be taken by the Flood Authority to do that. If the Flood Authority decides to extend the GTH contract for one year the provisions are already there; there is no need for another resolution and that contract may be extended through mutual written agreement.

Mr. Johnson stated HB 2020 has language to look at the impacts of bridges and what kind of mitigation would be potentially available through that language. There is money for that and the legislature wants the Flood Authority to look at it. That is a topic for future discussion and ultimately a contractor may need to be hired to determine if there are benefits to making modifications to bridges. OFM has its own

money; the contract signed with the State does include $10,000 that would help the Flood Authority coordinate with OFM on this report.

Commissioner Averill stated Mr. Phillips talking to the legislature about access to the $1.2 million designated for the Twin Cities project that is going into hibernation. He is asking if some of the money could come out of this portion, not out of the 1.32 million.

Commissioner Averill stated Task 4 as written by the legislature is rather broad and there is some work being done on that. The Chehalis Tribe is doing a hydrologic study on the Sickman Ford Bridge. Ms. Hempleman stated DOE has a big role in it, also, and she is trying to understand all that she is hearing from all parties. Commissioner Averill stated these need to be fleshed out in the plan.

Mr. Thompson asked if Task 4 includes Mellen Street and Galvin Rd. Mr. Johnson stated it would be all that the Flood Authority chooses to include in the scope for the contractor. It is quite broad for mitigation opportunities basin-wide. The intent was to look at what is centered around levees and dams and the legislation says to look at other things.

Ms. Powe stated the deciding factor in spending the money the first year or parceling it out related to the need for accomplishing the hydraulic modeling.

Ms. Brett Swift, American Rivers, stated the legislation talks about an analysis of alternative measures and she asked where this is captured and who is taking the lead on this because the previous comment was flooding and previous measures. She is not sure about the relationship of 4 and 5 and where that analysis is taking place – measures other than levees and dams.

Ms. Fowler stated that is a good question and it fits in with the next agenda item.

4. Discussion of Draft Work Plan, Staff Roles

Prior to reviewing the work plan, Ms. Fowler, Flood Authority staff, stated she had spoken to quite a few people to get their thoughts on the work requirements of the legislature and moving forward. She heard frustration about solving the flooding issues and what a basin-wide solution would be. Most don't think there is a single solution and there are different issues in the upper and lower parts of the basin for short term, medium term and long term. She recognized that there has been a lot of focus on long term, bigger opportunities i.e. levees or dams, and that a variety of opportunities needed to be explored in a comprehensive way.

Another theme she heard was no single jurisdiction has enough money, time or resources to figure out what opportunities are out there. Ms. Fowler stated resources could be leveraged by the jurisdictions working together with a cooperative plan. She has seen this work in other areas. There needs to be an honest quest to move these forward with time sequencing and different projects. The draft work plan is a start by taking the requirements of HB 2020 and coordinating it with the hydraulic modeling and the efforts of the Tribe on the Sickman Ford Bridge.

Ms. Fowler stated another frustration she heard was that the agendas have been reactive and people do not know what is going to be on an agenda, if there will be follow-up, and what needs to be done between now and next July (2012). Topics for the Flood Authority to consider are how these key topics should be addressed, and when these things might be approached.

a. Draft Work Plan

Ms. Fowler stated the draft work plan identifies four items required by HB 2020 and she tried to break them down by month, which is the first column. The second column shows key dates and events; third column is Flood Authority action items; fourth column is activities by other entities; and the fifth column is how these relate to the requirements under HB 2020.

Flood Authority action items for August include a fisheries study update, discussion of the draft work plan, continuing implementation of the early warning system, sub-committees and assignments, and working with OFM to identify action steps on the Alternative Measures report.

September's Flood Authority meeting will be in Montesano. The hydraulic modeling contract effort will continue; if committees are approved they will start their work in September. The Corps will be working on their hydraulic model, and OFM will be working on its Alternative Measures report.

The October meeting will be in Chehalis and ongoing work will include fisheries work, hydraulic modeling, bridge evaluation, and testing of the early warning system. Consideration needs to be given on how to have in-depth conversations about key topics. Adequate time is needed for those and regular updates will still be needed.

November will include another fisheries sub-committee meeting and a discussion of benefit/cost information. That meeting is scheduled for Rochester.

The Fisheries Study is due on December 25; there will be a workshop on the study results.

For 2012, Ms. Fowler worked back from June. The OFM alternative measures report is due in July. She would like to link the hydraulic modeling to January and February so that information can go into reports for early 2012.

Ms. Fowler would like to establish a regular meeting date for the Executive Committee and get materials out ahead of time. The regular Flood Authority meetings are still scheduled for the third Thursday of every month; a full day of meetings may not be required each month.

The bottom of the work plan includes several on-going tasks. These include communications with the Tribes and peer review (not yet called out in the work plan). In-depth engagement with the state team on hydraulic modeling has begun. Also included is coordination with the governor's office, state and federal agencies and state legislators. Education and outreach will continue.

Mr. Johnson had a comment about the review and consultation. There had been discussion about whether or not those would be included in the contract and it was decided it would be up to the flood Authority for the appropriate agency review or consultation to take place. It is not in the contract that they will take place appropriately.

After reviewing the work plan, Flood Authority members offered comments and asked questions. Commissioner Averill stated the "testing and calibration" for the early warning system is the term used in place of "operations and maintenance" because of funding restrictions. Next year operations and maintenance funding will need to be identified.

Chairman Willis asked for clarification on the public outreach. She asked how the work plan equates to the OFM contract and where does the public come in under public outreach and under which task will they be paid.

Ms. Fowler stated the OFM contract needs to be reviewed regarding public outreach. If the Flood Authority sets up that committee, there needs to be a discussion on the type of public outreach and how to use existing resources, such as hard copies at the library. Materials are on the website but they can be difficult to navigate. A specific conversation needs to be held regarding how to organize the information to track what has happened with the studies, such as hydraulic modeling, and how can the process be summarized for process and outcome. This would be a deliverable and the legislators will know how the Flood Authority has responded to this piece of the legislation.

There is a high degree of public interest in the process and Ms. Fowler will work with the Outreach Committee to determine specific meetings in local areas or one large meeting. There needs to be more work on that in the work plan. Funding for that is included in Ms. Fowler's role and with SBGH for the technical side. Public outreach is included in Task 7, Program Facilitation.

Mr. Johnson stated there are two contracts for public outreach: West Consultants to provide what is on the web site and for training, and GTH and SBGH contracts for deliverables for outreach.

Chairman Raines noted that she was in favor of moving the regular Flood Authority meetings around to make them open to more people. There had been a suggestion to have the work session in the afternoon and the business meeting in the evening. She thinks the Authority needs to show openness and transparency and give the opportunity for comments.

Commissioner Averill stated part of the HB2020 legislation that did not make it into the OFM contract was a requirement to look at the airport levee and access to the hospital. It did talk about DOT projects which caused the DOT Southwest Region to be concerned about what their obligations were to the legislature. Commissioner Averill gave some background. The freeway widening project from Grand Mound and eventually to Mellen Street will change the structure that will impact how flooding might be mitigated in part of Centralia. It will also ensure year-round access to the hospital during the flooding season. The Mellen Street interchange project will provide that access and will tie in to the Corps' Twin Cities project. The Airport Board has filed a permit with Chehalis to raise the levee to a 100-year level. This was a placeholder originally but it is a project on the books now and there is a concern from DOT as to their obligation. This will probably be part of the OFM study and Mr. Donahue will sit down with the Governor's office to either set it aside or approach it in a definitive manner.

Ms. Fund stated regarding public outreach, the library would like electronic copies and easy access to those electronic copies, as well as paper copies.

Commissioner Willis asked about where the bridge evaluation would go.

Ms. Fowler stated the language in the OFM contract is a placeholder. Because of the work load to date the priority has been on the hydraulic modeling contract. She has spoken with Commissioners Averill and Schulte about the bridges in Lewis County, what they are and survey and inventory information. Commissioner Willis stated the roads department would have that information. Mr. Thompson stated the Ripe and Ready projects list has some of that information also.

Ms. Fowler stated the Projects Committee would spend time on that and bring information back for discussion. This would include the Newaukum River that Ms. Powe asked about.

Mr. Boettcher stated SBGH is working on a different project that is using the web tool called IPRMT which allows one to manage information on the website. A survey was done by the users on the site which was very positive. It is a repository for information from every meeting. He would like to bring that tool to the Flood Authority. He is not sure which sub-committee would consider it. He stated secure areas could be set up as needed.

Mr. Johnson stated there are some parts of the county web site that can only be accessed by the IT department. He would encourage looking at alternatives.

Commissioner Valenzuela stated she would like the Flood Authority information moved off of the Lewis County website and that should be a goal.

She also stated there has not been much opportunity for in-depth discussions on key topics. She suggested spending time at work sessions for those discussions and a shorter time for reports at the afternoon meetings.

Ms. Fowler stated she has been hearing that, also. In September Anchor QEA will give a presentation on the fisheries study with time for questions. Ms. Fowler noted that in her interviews with people, some had expressed favor about going out on field trips to look at flooding issues in various places, such as the waste water treatment plant in Montesano; such tours are not yet in the work plan.

b. Coordination role

In shifting from the work plan in general to staffing roles, Ms. Fowler stated it is her role to do the day-to-day management. She coordinates and brings back questions and issues with the Flood Authority members, the public and the work plan. Gregg and Scott coordinate on the technical side.

c. Technical Resources Role

Mr. Boettcher stated SBGH has four roles. One is to translate the technical information to the Flood Authority so it can understand it to make legislative decisions. The second role is to help structure the process. He noted that there are a lot of moving pieces and they will help determine how to arrive at the deliverables deadline. The third role is to help set up the groups strategically to make sure the parties come together. The last role is to create the web tool to help decision making move forward and keep the process visible.

Ms. Fowler summarized changes to be made to the work plan: 1) modifications and technical cleanup of language; 2) add public outreach; 3) complete OFM work dates; 4) allow adequate time for in-depth discussions; 5) provide time to go out and look at projects; 6) communicate regularly. This work plan is a living document and will be brought back to the Flood Authority for review in September. She noted that one of the deliverables in the OFM contract is a work plan.

Mr. Thompson stated Mr. Phillips suggested keeping a flow of information with the Tribe. He believes it is important to do that. The Tribe needs to know we are moving forward and what is in the work plan. He would like to have a draft copy sent to the Tribe.

Chairman Raines stated the RFQs and the scoring sheet for the hydraulic modeling effort were sent to them. Ms. Fowler stated there will be discussion regarding tribal consultation on the afternoon agenda.

Commissioner Willis stated the figure for Task 8 in the OFM contract has gotten larger. She asked if these dollars are available to counties if they need expertise in any of the areas mentioned in Task 8. Chairman Raines stated that would be discussed under 6c, Reimbursements, but that the short answer is that if work is being done on behalf of the Flood Authority there is room for help to the counties for reimbursement. It also includes funding to Lewis County for $35,000 for staff.

5. Discussion of Sub-Committees, Assignments

Chairman Raines stated the Flood Authority authorized the creation of the Executive Committee. This Committee consists of Commissioner Valenzuela, Mr. Thompson, Ms. Powe and Ms. Raines and it has met a couple of times to review the hydraulic modeling effort. This afternoon an action item will be to adopt an Outreach Committee and a Project Committee. Initially the Project Committee had been divided into the upper and the lower basin but now she thinks they need to be combined. She suggested that Outreach Committee include Pe Ell, Centralia and Bucoda, as well as the Chair and Vice Chair. The Project Committee would consist of Grays Harbor County, Lewis County, Chehalis and Aberdeen.

Commissioner Valenzuela stated she is troubled by the Project Committee because one challenge will be to know thoroughly the on-going efforts so we don't do inefficient things, such as paying for the same work twice. She observed that there is no middle basin representation on the Project Committee.

Chairman Raines stated the middle basin is covered by Lewis County and Grays Harbor County through the Watershed Cooperative and the Tribe. Commissioner Valenzuela stated Lewis County is not considered middle basin. Chairman Raines stated she tried to develop teams to work together. These are advisory roles and to say someone from Thurston County could not attend a Project Committee meeting is not accurate. Meetings are open and will be listed on whatever forum is decided. Action on this is up to the Flood Authority. She tried to give everyone an assignment and not overlap meetings and people and provide a broad range of representation. She stated recommendations are welcome.

There was more discussion about the sub-committees: possibly all committees meeting once a quarter, prioritizing projects, posting outreach on the website, agendas and regularly scheduled meetings. Each committee chair can be asked to include a topic on the agenda.

Ms. Fowler stated the draft goals (distributed electronically) include two separate project committees and that per the discussion at the meeting today, she was hearing the need to integrate them into one committee.

Chairman Raines recessed the meeting for a short break, reconvening at 10:55.

6. Discussion of Flood Authority Dynamics/Rules of Procedure

a. Use of Consensus

Chairman Raines stated the Executive Committee discussed some issues about consensus. She noted that the Flood Authority has been criticized for moving too slowly and then too quickly. She hopes to reach a middle ground and is grateful to Ms. Fowler, Mr. Boettcher and Mr. Hueckel for their help.

She reviewed the Bylaws, section 5, page 2, where it talks about decision making rules under Roberts Rules of Order or consensus. Chairman Raines said she heard a need for there to be time for more thoughtful conversations on topics so we don't rush to a vote. There will be times to disagree but we need to be respectful of each other and try to arrive at a consensus and be respectful when we cannot. Commissioner Valenzuela stated she appreciated the review of the Rules of Procedure and observed that this process has not been particularly followed recently.

Chairman Raines stated under the bylaws, if a decision was unresolved it could be tabled or it could go to a vote with a supermajority of the members present.

b. Public Involvement/Outreach

Chairman Raines stated she would like to see public comment on the morning agenda. She would like to discourage outbursts during a discussion; however, if there are pertinent questions on an issue they could be heard.

Another issue is reporting to the media. Currently, the bylaws state that the Chair represents the group to the media and she would like that to continue. Chairman Raines noted that does not mean that anyone on the Board cannot speak to the media but it would be on behalf of that person's jurisdiction, not representing the Authority's position. Chairman Raines hoped staff could come up with press releases and statements to the legislature to help provide more information. She noted that Independent views of individual Flood Authority members may differ from the Flood Authority as a whole.

Based on her discussions, Ms. Fowler stated some Flood Authority members expressed concern that they have to read the newspapers to know what the Flood Authority is doing rather than finding out in Flood Authority meetings. She noted the importance of covering everything sufficiently in the meetings so the group is not surprised by what it reads in the paper. Another request she heard was for regular distribution of articles to all Flood Authority members on a regular basis so everyone has equal information at the same time. Chairman Raines suggested links on the website or attach PDFs to an email.

Mr. Johnson stated he believes the reporters try to be fair and impartial but sometimes there are inaccuracies. Sometimes people are misquoted or the report is wrong. Perhaps there should be press releases to the media as to what is going on.

Chairman Raines agreed, stating that it should be reciprocal and that people should reciprocal - ask reporters to read back a statement for accuracy. It is important to get information from the newspaper and their information must be accurate and not based on personal opinions.

Commissioner Valenzuela stated the Authority never talked about a media point of contact. The members know that when the press attends the meetings and quotes any of us during a meeting we have no control over that. Ms. Fowler stated that it is helpful that the Chronicle has background on the work of this body. Commissioner Valenzuela has the distinct conviction that the press in the Chronicle has not helped us at all – it has hurt us.

Chairman Raines stated some of that is the perception of the writer; they can take quotes out of meetings. Going forward, she would like more open dialogue with the media so that what they report is

accurate. If they put in quotes about getting to a decision, so be it. If they accurately portray the outcome and the action and direction of the Flood Authority, that is the most important thing.

Ms. Fund stated she believes that what everyone wants is for the truth to be published. As we work on the community outreach and talking points, we will get better. She appreciates any dialogue with the paper for the work the Flood Authority is doing and she believes a positive outlook can move us along.

Chairman Raines stated the Flood Authority has made great strides in the past few months and that the writing reflects that. She does not feel the contentious feelings from the past and we are coming together collectively to move forward as a Flood Authority on behalf of the residents in the basin and also on behalf of the legislation for the assignments they have given us.

Commissioner Averill stated it is the role of the press to ferret out and report all sides. If anyone thinks that all of the paper's information is coming from this body, they are mistaken. People in the audience have different opinions and reporting those is part of journalism. What goes into the paper is a reflection of all of what the reporter does. We assist that reporter when we give him information. He applauds the idea that we make sure that the reporters get accurate information. He noted that there is a difference in the philosophy on the editorial page than what is in the articles.

Mr. Boettcher stated that with the web tool he spoke about an update can be posted weekly. It is less formal than a press release; it is a summary of where we're going. It takes the sensationalism out of the opportunity and it is a regular weekly communication for people watching the project.

Ms. Powe stated there are developments or meetings that occur between the regular meetings and the Board does not always feel up to speed. This web tool would be a good way to bring everyone current.

Chairman Raines stated there are copies of the Rules of Procedure on the table and they are in electronic form.

Finally, Ms. Fowler observed the Rules of Procedure do speak to conduct at Flood Authority meetings. From her discussions, she heard that there are feelings of personal attacks and noted that the rules speak to that also. While there may be disagreements, the goal is to professionally deal with that. She suggested being "hard on the problem and easy on the people" and asking for an explanation if something is not understood.

c. Reimbursements

Chairman Raines stated at the last meeting Ms. Powe made a motion to not reimburse for mileage for Flood Authority meetings. There are a couple of aspects to the issue: reimbursement for Authority members to attend meetings, and for staff to attend and be reimbursed.

After considerable discussion, it was decided that the jurisdictions pay for mileage to the meetings for the member. If an alternate is sent, his or her mileage is not reimbursable from the Flood Authority but is to be paid by the jurisdiction also. If there is a specific request for someone to attend because of his or her expertise, that expense will be paid by the Flood Authority.

Chairman Raines stated staff will come up with specific language.

8. Discussion on Hydraulic Modeling

a. Update on Corps Basin-wide GI

Commissioner Willis reported that the Chehalis Basin Partnership (CBP) had accrued work in kind over the years. She was asked to get the books in balance as to how much in kind work could be used for the hydraulic modeling. The funding was for ~~$2.309k~~ $2.309 million and Grays Harbor County submitted work in kind increasing it to ~~$2,395k~~. $2.395 million. The Corps can proceed with West Consultants and the balance can cover the hydraulic modeling that the Corps wants to do.

Commissioner Willis stated the language in the task refers to coordination as part of the conversation and what that is exactly needs to be analyzed. There is a concern about the gap between Porter and Grand Mound. Mr. Goss wants to make sure he coordinates with the Flood Authority as is required in the language of the ILA and ESHB 2020 so that happens.

Commissioner Averill stated there are different contracts the Flood Authority has been working on. One is the Twin Cities project that Mr. Goss has stated will probably not go forward, and the GI study which the Corps stated was a study with the Chehalis Basin Partnership. Adding flood mitigation to that study, would have taken 14 years and $24 million. The flood mitigation portion was never accepted as part of the Project Management Plan (PMP), and a final PMP was never agreed upon. Commissioner Averill noted that Senator Murray provided the Corps with $1.2 million of federal money for the GI study and about $480,000 was left in the pot. The current hydraulic model (for ecosystem restoration only) is being funded by that portion of uncommitted funds. If it remained uncommitted, it would disappear in September. The hydraulic study for flood mitigation is what is being contracted by the Flood Authority.

Ms. Powe stated regarding the hydraulic model that Grays Harbor County and the Corps is doing, the newspaper had included comments from members of the Basin Flood Cooperative relating to their study and it seemed like the study was between the Corps and the Coop, not the Corps and Grays Harbor County and that the CBP was working on the hydraulic study with the Corps with in kind money. The partnership would not give the go ahead on that.

Commissioner Willis stated there is a difference between the hydraulic model and the hydraulic study. The hydraulic model is what we have given the Corps the go-ahead on. Grays Harbor County is the non-federal sponsor for the ecosystem restoration. The Coop is asking about a hydraulic study for the bridge and they have put out an RFQ for anyone who can do the study for the Sickman Ford Bridge through the Cooperative. The hydraulic model will lead to the hydraulic study and then to projects.

The hydraulic modeling is using work in kind through the CBP and other entities, which is the GI. There is a small component for flood mitigation in that GI only as it relates to ecosystem restoration because that does mitigate for flooding.

b. Flood Authority RFQ on hydraulic modeling

Chairman Raines stated four responses to the RFQ were received by the deadline. The Executive Committee determined it needed technical expertise to review the proposals for the technical qualification. Mr. Donahue and Mr. Hueckel were asked to develop a score sheet to rate or score the proposals. Mr. Donahue also set up a state agency team of technical experts to do so. They had less than a week to review the responses and provide feedback to the Executive Committee. The Executive Committee then held a conference call on Monday evening. The Executive Committee reviewed the reviews and timeline. The original schedule asked for a recommendation to select a consultant at today's meeting but additional time was needed to conduct interviews. Those are scheduled for next Friday. Three of the four will be interviewed.

The Chair would request at the afternoon meeting authorization from the Authority that the Executive Committee make that selection based on scoring and forward it to the Lewis County BOCC as fiscal agent. The goal is to get moving on that instead of waiting until the September meeting. SBGH Patners will facilitate the interviews and each one will last about an hour.

Ms. Fowler stated when the state agency team gave input on the scoring sheet there were some questions on the scoring and DOE explained them. The Executive Committee chose the top three firms. Time and location of the interviews have not been determined but they will be on Friday, August 26, probably at the Tumwater Timberland Library Warehouse.

Mr. Johnson stated there will not be a scope or a contract by the BOCC meeting on August 29 and because of the Labor Day holiday on September 5, the BOCC will sign it on September 12 or need to set a special meeting.

9. Public Comment

Mr. Vince Panesko stated as a member of the public he supports a website. Weekly updates would be very helpful. He recommended to always include information about the website and to choose an easy name for it.

10. Adjourn

The morning business concluded and adjournment was at 12:08 p.m.

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Public Meeting
Rochester Community Center
10140 Hwy 12 SW, Rochester, WA

August 18, 2011 – 1:30 p.m.
Meeting Notes

Board Members Present: Ron Averill, Lewis County; Julie Balmelli-Powe, City of Chehalis; Vickie Raines, City of Montesano; Dan Thompson, City of Oakville; Edna Fund, City of Centralia; Karen Valenzuela, Thurston County; Terry Willis, Grays Harbor County
Board Members Absent: Jim Cook, City of Aberdeen; Dolores Lee, Town of Pe Ell; Andrea Fowler, Town of Bucoda
Others Present: Please see sign in sheet

Handouts/Materials Used:

- Agenda
- Meeting Notes from July 21, 2011
- Expenditure Review

1. Call to Order
Chairman Raines called the meeting to order at 1:36 p.m.

2. Introductions
The board introduced themselves.

3. Approval of Agenda
Chairman Raines entertained a motion to approve the agenda. Commissioner Averill made the motion; Ms. Fund seconded. Chairman Raines asked to add a discussion on the tidbit logger collection after Item 10. The motion passed with the amendment.

4. Approval of the Meeting Notes
Chairman Raines entertained a motion to approve the meeting notes from the morning meeting and business meeting on July 21, 2011. Commissioner Averill moved; Ms. Powe seconded. Commissioner Willis stated her name was misspelled in page 1. Commissioner Valenzuela requested a change on page 15. She stated the vote on the motion was not unanimous, that she abstained. Chairman Raines stated she understood if no vote was given it was considered a yes vote. Commissioner Valenzuela stated she should have been given the opportunity to abstain. The meeting notes were approved with the correction.

5. Public Comment
Mr. Vince Panesko asked about the ILA with OFM, Task 7 regarding finalizing the work plan for technical studies. He asked if the work plan would be finalized at this meeting. He had heard nothing about the needed technical studies and that the conclusions thereof need to be verified by additional geotechnical studies. His opinion was that to site a dam a technical study is needed. He asked if that is all the technical studies needed or is that what is needed in a narrower sense to accomplish in 2012 rather than project-wise.

Chairman Raines stated the work plan reflects what is needed for this legislative session, not all potential studies that could be done.

Mr. Johnson stated the work plan needs to be completed sometime in September; not on the first of September.

6. Reports

a. Chair's report

Chairman Raines stated she had met with Keith Phillips and the Executive Committee and that meeting was discussed at the morning session.

b. Correspondence

The Salmon and Steelhead Conservation Society extended an invitation to a workshop that had been emailed to everyone on the Flood Authority distribution list earlier in the week.

c. Member Reports and Updates on Recent Activities

Chairman Raines asked for reports from the jurisdictions.

Ms. Powe stated she updated the Chehalis City Council on the Flood Authority's activities. They are pleased with the progress.

Commissioner Averill stated Lewis County did the paperwork on actions directed to the Flood Authority by the OFM contract. The OFM contract was distributed by Pat Anderson but the other sub-contracts (for Anchor QEA, SBGH Partners and GTH) were not distributed. They are available for anyone who would like to see them and are on the website. He also stated that Anchor QEA had a technical meeting in July and there will be another one next week. Notes were sent out from the first meeting.

Ms. Fund stated the levee in Centralia has been repaired. The Speaker of the House attended the last Chamber meeting and stated he appreciated the local work done on this project. Ms. Fund received a call from KELA regarding the documents that the library has requested. They would like to have a piece on the radio about that.

Commissioner Willis stated Grays Harbor County would defer to the Corps report regarding the hydraulic modeling. The County has added to its agenda a Flood Authority report to keep the Commissioners apprised of the activities of the Flood Authority.

Commissioner Averill stated he was concerned when the Twin Cities project was mothballed. He asked for access to all information and Mr. Phillips has a list of deliverables from the Corps. He will have Ms. Anderson send those out to everyone when they are available. Some things are not yet finished.

Ms. Lara Fowler stated she has had conversations with many different members and she will follow up with those she has not yet spoken to. She is willing to speak to city councils to find out their specific focus and to walk through the work plan. She believes information exchange at the local level brings more information to the table.

d. State Team Report

Mr. Donahue stated he is working with Ms. Fowler and SBGH Partners to arrange state staff participation and is looking forward to continued participation in the development of the scope. The State is also in the process of working out agreements with OFM and how staff will participate with the governor's office, DOT, DOE and WDFW.

e. Corps of Engineers Report

Mr. Goss stated the Corps is working on the wrap up report on the Twin Cities project and coordinating to get data in a format that will be useful to pass forward. The list from Mr. Phillips (discussed by Commissioner Averill) had been developed prior to the revised benefit cost ratio and therefore out of date. He will work with Mr. Donahue to revise that information. Tasks for 100 year protection have stopped.

Regarding the GI, Grays Harbor County has reviewed the scope and gone over the in kind for share. The H and H modeling (hydrology and hydraulic) were awarded to West Consultants.

Commissioner Averill stated he asked at the last meeting about the modeling issues from Grand Mound to Porter. Mr. Goss spoke to Mr. Pat Wheeler and the hydraulic model is complete in that area and the data in the basin-wide model will be included and new cross sections will be included.

Congresswoman Herrera-Beutler will be meeting with the new commander to discuss Centralia and Chehalis projects and other projects within her district.

Commissioner Valenzuela asked the difference between the two lists. Mr. Goss stated Mr. Phillips has information for the end of fiscal year, which was done last June. With the new benefit cost ratio there is no work to do for 100 year protection; therefore, a new list is being prepared. Commissioner Valenzuela asked if there is a basis for an appeal. Mr. Goss stated the report is being reviewed to see if the state wants to appeal it. They need to see the data in the report and conduct a technical review on which to base their decision. Mr. Donahue stated the wrap up report is due by September 30 and he will not have everything that is needed for the report.

Mr. Goss stated the purpose of the wrap up report highlights that the design of the 100 year levees may be done in certain sections, total design done in other areas. Another area may need to be looked at again or some sections may need to be looked at, as to what was done at a certain level, whether data was complete or if further work is needed and what those recommendations are.

Commissioner Averill stated last month there was a list of projects done under the GI study and that University of Washington was doing a synopsis of each. He asked when that might be completed. Mr. Goss did not know and said he would get back to Commissioner Averill.

Ms. Powe asked when the hydraulic model would be done on the lower basin. Mr. Goss stated it will be 8 to 10 months.

7. Update on Fisheries Study, sub-committee meetings

Chairman Raines stated this subject was discussed at the morning meeting.

8. Approval of 2010 Work Plan, Next Steps

Ms. Fowler stated the work plan had been distributed and the elements summarized this morning. There were some suggestions: fix the typos, cross legislation, continue working with the state, etc. A good question was asked regarding all the studies that could be done but the work plan is from now until next July. Also discussed was the incorporation of public outreach and adding site tours. She suggested rather than approving the work plan as it is now, she would re-work it, take additional feedback and provide another draft at the next meeting.

9. Approval of Sub-committee Assignments

a. Outreach and Education

Chairman Raines stated the Executive Committee was approved last month. The other proposed sub-committees were:

- Outreach and Education: Chairman Raines, Commissioner Valenzuela, Pe Ell, Centralia and Bucoda
- Project Committee: Grays Harbor County, Aberdeen, Chehalis, Lewis County

Commissioner Averill made a motion to accept the sub-committees. Ms. Fund seconded.

Commissioner Valenzuela thought consensus did not require a motion; rather, facilitate the conversation and then the chair states consensus. Commissioner Averill stated a motion is stated and if there is no objection it is approved by consensus. If there is an objection it would go to a vote. Commissioner Willis stated at some point you have to put into words what the issue is and whether or not there is disagreement.

Commissioner Willis asked how the sub-committee meetings will occur and what will occur during those meetings. Chairman Raines stated Ms. Fowler will call the initial meetings; they will be posted on the website and sent to the Flood Authority distribution list. Those groups should then sit down and decide the best time to meet and report back to the Authority on the meeting with ideas or goals.

Ms. Fowler stated it would be useful to have a standardized calendar that is accessible to anyone. The meetings will be informal and if someone sees a committee is going to discuss a project that interests him or her they will know about it. She observed that one basic ground rule is to make sure other entities are notified if it is known the discussion will involve that entity. This all goes back to OFM and deliverables – how do we provide concise documentation that is transparent and allows everyone to follow along? There are different ways of communicating.

There was discussion about conference calls. While it is better to have a face-to-face meeting sometimes it is unavoidable to use the telephone. If a committee had a meeting and one person could not attend there would not be a problem if someone else dialed in.

Ms. Fund stated the library district has a phone number that is advertised and any number of people can be part of a conversation.

Chairman Raines asked if there were any objections to the assignments. Without objection, the sub-committees were accepted.

10. Approval of Next Steps for Hydraulic Modeling

Four proposals were received and the state team was developed to provide technical expertise. John Donahue and SBGH Partners worked with DOE and WDFW on the scoring criteria. The overall technical

team (including state and Thurston County expertise) reviewed the proposals and ranked them. Interviews will be held on August 26. Commissioner Averill stated after the interviews the contractor will be selected. The winning contractor will go over the scope of work and what it is going to cost. The Authority will need to authorize who works with the contractor for the financial arrangement. Once that is done it will be brought back to Lewis County as the fiscal agent for passing the document.

Commissioner Averill stated the haste in this process is because we really need the hydraulic data. If we go through the regular process the contractor couldn't start until September. He made a motion to have the Executive Committee conduct the interviews and select a contractor. After the financial issue is determined, get back to the Executive Committee to concur with that and then Lewis County can pass the contract. Mr. Thompson seconded the motion.

Mr. Johnson stated he would propose that if this passes that any scope and budget that is melded into a document goes out to all the members for limited comment. After a truncated period of time it will be approved.

Commissioner Averill stated the BOCC could not get it done by August 29; September 5 is a holiday and it shouldn't be put off until the September 12. They could hold a special meeting as needed.

The Chair asked if there were any objections. There were none and the motion was passed by consensus.

11. Tidbit Loggers

Ms. Hempleman stated DOE could take over the monitoring from the Tribe and DOE will pay for it. There is a work plan: about 6 readings between now and June and then DOE will re-evaluate if they want to continue. The data will be put into an Environmental Information Management (EIM) system that is available to everyone. She asked if the Flood Authority wanted to see a sample plan which describes what DOE will do and what their responsibility is. In the interest of having data, DOE would like the Flood Authority to authorize Anchor to give information about the fish study which would also be available.

Mr. Boettcher stated the Environmental Information Management (EIM) is a great resource.

Commissioner Averill stated the Flood Authority gave DOE the authority at the last meeting and there was no objection if the Tribe agreed. DOE has a representative on the Anchor technical committee. Since the Flood Authority has a contract with them he is hesitant to tell Mr. Schlenger he has to do it. We might want to look at the contract.

Ms. Fowler stated she would follow up with Anchor to ensure the public information goes into the central data base.

Ms. Hempleman stated there will be one person downloading the data and another person going over the quality control and this process takes place every other month. She can report on that process but she said it will not be immediate since she is unsure how long it will take.

Ms. Powe asked if anyone can go on the EIM site to get information. Mr. Boettcher stated there is a lot of different data there, things that DOE regulates, but not habitat data. More tools are becoming available to inquiries. Ms. Fowler stated perhaps a link could be established to go to that site.

Chairman Raines stated DOE is requesting authorization by the Flood Authority to do the tidbit logger data. She asked for questions or comments.

Commissioner Averill stated he is in favor of this and would like to see the documentation.

Commissioner Willis asked if there had been an agreement with the Tribe and is there something the Authority has to undo. Ms. Hempleman has had a conversation with the Tribe and Mr. White stated DOE is welcome to take it over.

There were no other questions and the request was approved by consensus.

12. Tribal Consultation

Chairman Raines stated that at the last meeting Mr. Phillips had spoken strongly of the need to engage with the Tribe. He mentioned the government-to-government training offered by the Governor's Office of Indian Affairs. She is in contact with the coordinator to learn when the next training will be and can notify anyone else who is interested. In the meantime, she requested authorization to send a letter to the Tribe to ask for a meeting with Chairman Burnett and Mr. White as to how to facilitate meaningful consultations.

Mr. Thompson stated he would like to attend the training. Regarding the letter to the Tribe, he suggested before a letter is sent to make a telephone call to speak with Mr. White. Chairman Raines stated she has tried to communicate with Mr. White and she has not heard from him by his choice. She would like to get everyone in the same room to see how to move forward.

Commissioner Valenzuela stated she has taken this training three times and it is time well spent. There is an expense and she thought the Flood Authority should be willing to pay on behalf of the members. She liked the idea of sending a letter to the Tribe to re-establish communication with them.

Ms. Powe understood Mr. Phillips to say that a group could request the training. Mr. Boettcher stated ten is the number needed for a group and they will work on your schedule. Chairman Raines stated she would look into that.

There was no objection, and by consensus a letter would be sent to the Tribe. Staff will draft the letter.

13. Expenditure Review

Mr. Johnson stated there were two parts to the report: a revised report which was the wrap-up from the last biennium to reflect invoices received after the end of the biennium. The spreadsheet had the same format broken into the tasks that were included in the OFM budget document. There was nothing expended for the period except for staff support and project management, but there are encumbered funds. There is $400,000 that is included but not encumbered because there is no contract. The early warning system and fish studies are extensions of previously authorized work that was re-allocated. A portion of those are encumbered and some things with OFM are included in the budget but no formal action has been taken. Action will ultimately include them in the encumbered funds.

Ms. Fowler stated earlier there had been a discussion about reimbursements and expenditures. She restated what she had heard earlier from the discussion: if a person is at a meeting for an entity that is the entity's contribution to the Flood Authority. If a person is asked by the Flood Authority to do work,

the contribution for time would be reimbursed. Those types of things cannot always be preapproved so there needs to be a system of checks and balances. Commissioner Averill stated it could be approved as a policy.

Mr. Johnson stated everyone needs to be on the honor system because bills have to be paid within thirty days. If we need an after-the-fact approval we will run into trouble with the auditor's office. If a request for reimbursement comes in the form of an invoice he will assume it is an honorable request. He does not want to put his staff under the obligation to verify it; he will assume it should be paid.

Chairman Raines stated a request should be accurately documented. Mr. Johnson stated everyone can go through the details and if there is a question why staff time was paid it can come up at a meeting.

Mr. Swartout stated he doesn't want the process to cost more to be transparent than it does to be reimbursed. He was asked to review the RFQs and it took two days to do that. He couldn't get permission ahead of time. Mr. Johnson stated he should submit an invoice and it will be paid since the Executive Committee requested his participation.

Commissioner Averill stated the county is currently providing recording services for these meetings. The county is subject to audits and for purposes of backing up the expenditures, good records are needed. As sub-committees meet, a note taker needs to make the meeting a part of the record but that the record does not to be as detailed as the monthly Flood Authority meeting notes.

14. Next Meeting and Board-Requested Topics

The next meeting will be in Montesano on September 15. The morning meeting will be a discussion with Anchor QEA.

Ms. Fowler stated she will check into field trips. Mr. Thompson suggested looking at the areas of tidal influence on the Chehalis River at Montesano.

Chairman Raines stated there will be a follow-up on hydraulic modeling and updates from the consultants. If anyone has something to add to the agenda, please email the Chair, Mr. Boettcher or Ms. Fowler.

15. Adjourn

The Flood Authority business concluded and the meeting adjourned at 3:00 p.m.