

January 22, 2013

**TO:** Jim Kramer  
**FROM:** Scott Boettcher  
**SUBJECT:** Work program and budget -- January 2013 through June 2013.

You asked that I take a look at the upcoming work program for the Flood Authority for the second half of the fiscal year (January 2013 through June 2013) as well the amount of budget remaining in my contract. I have done so and outlined this information below.

In short the scope of the work program looking ahead is comparable (in my estimation) to the first half of the year (which required minimally 65 hours/month of my time), though the budget remaining in my contract is considerably less (about 33 hours/month remaining). Supplementation of my contract to a level of 60 hours/month would ensure my ability to continue to fully support the Flood Authority for the next six months.

Please let me know if this is what you need or if you need anything clarified/refined.

➤	\$\$ remaining in Scott's existing contract (January 2013 through June 2013):	\$24,000 (33 hours/month)
➤	\$\$ needed to fully fund Flood Authority Work Program (January 2013 through June 2013):	\$43,200 (60 hours/month)
➤	\$\$ needed to supplement Scott's existing contract (January 2013 through June 2013):	\$19,200

**Flood Authority Work Program (January 2013 through June 2013)**

1. **Education/Outreach/Communication** – Working primarily through the Education and Outreach subcommittee, provide a robust education and outreach effort to raise awareness of the Flood Authority's efforts activities on behalf of the Basin and its communities.

Activities:

- a. Develop Power Point presentation and brief the 12 basin governments on the Flood Authority, its work program, the proposed state capital budget, and other significant actions and activities occurring in the basin.
- b. Update the Flood Authority's web presence so the work program and products of the Flood Authority are more accessible and better communicated.
- c. Assist basin governments in updating their websites with content and links to Flood Authority information and links (e.g., provided flood warning system web icons to basin governments for posting on their web pages).
- d. Develop press releases, news items and brief sheets periodically on project and policy actions.
- e. Develop educational YouTube on completed critter pads (Gregory and Brunoff) funded by the Flood Authority with 2012 Jobs Now Act funds.

- f. Conduct training workshops for the Flood Warning System.
  - g. Identify and implement training opportunities based on interest for key Flood Authority technical products, e.g., hydraulic model, fish studies.
2. **Staffing** – Provide day-to-day admin, staffing, and logistical support to the Flood Authority and its subcommittees (Executive, Education and Outreach, Project).

Activities:

- a. Track and report the status of 2013 state capital budget proposals.
- b. Track and report the status of 2012 Jobs Now Act projects. (Assess preliminary design results for individual projects to ensure they are able to achieve the intent of the Flood Authority's support.)
- c. Track and report the status of implementation of the Flood Authority work program, and adjust/modify as directed by the Flood Authority.
- d. Research and develop staff recommendations for key issues before the Flood Authority and its subcommittees, including:
  - o Alternative funding and cost allocation models for Flood Warning System.
  - o Use and application of social media by the Flood Authority.
  - o Updates and options to improve the usability of the Flood Warning System.
  - o Options and mechanisms to effect efficient permit decision-making throughout the basin (permit team, programmatic permits, etc.).
- e. Respond as directed to requests for information from basin governments, state Legislature, news media, etc.
- f. Support regular meetings of the Flood Authority and its subcommittees, including:
  - o January 24<sup>th</sup> – In-person meeting 9:00 - 3:00.
  - o February 21<sup>st</sup> – Conference call 11:00 - 12:00.
  - o March 21<sup>st</sup> – In-person meeting 9:00 - 3:00.
  - o April 18<sup>th</sup> – Conference call 11:00 - 12:00.
  - o May 16<sup>th</sup> – In-person meeting 9:00 - 3:00.
  - o June 20<sup>th</sup> – Conference call 11:00 - 3:00.