



Truckee River Flood Management Authority

Board of Directors Meeting
Friday, April 13, 2012

Attachment
to
Item 3A. Tentative Budget for FY 12/13

Staff Responsibilities

Ed Evans - Senior Hydrogeologist

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA in specified field
- Responsible for review of GRR/EIS
- Write/present FMA staff reports as assigned
- Work under the direction of the chief program engineer
- **Emergency Operations**
 - Maintain and update to Regional Flood Response Plan (FRP).
 - FRP operator designated to monitor and provide warning notifications on Truckee River to County Emergency Manager (EM) and other designated personnel.
 - Liaison to Emergency Preparedness.
 - EOC member for Incident Command System Planning Sector - responsible for Technical Support and updates utilizing WebEOC format.
- **Flood Warning & System**
 - FMA liaison to stakeholder agencies, including NWS, piggybacked FMA member systems, partner agencies, and permit authorities.
 - Manage installation of new system components – to include planning, design, permits, installation, calibration, and construction.
 - Research funding mechanisms for expansion of system – to include grants, cooperative funding, etc.
 - Maintain Flood Warning System – to include gage hardware, and communication equipment and operations
 - Maintain FCC radio frequency licenses for the flood warning equipment
 - Develop and administer quality insurance protocols for the verification of data collected - to include calibration of equipment and backup systems as necessary
 - Analyze stream hydrography of County operated tributary gages.
 - Administer the public website for the display of flood field data collected and forecast information
 - Forecast software data input management and model state calibrations.
 - Compile meteorological and hydrologic data – to include database maintenance.
 - Maintain and support MOU's work with NWS for Slide Mtn. radio repeater & others
- **Restoration Monitoring**
 - Sample surface water in an effort to support the periodic river monitoring
 - Develop a program for ground water monitoring as it relates to the interface with the Truckee River.
 - Maintain the evapotranspiration (ET) monitoring network.
- As assigned – be familiar with and assist with the operation of the regional hydrologic model

Mimi Fuji-Strickler - Administrative & Government Affairs Manager

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA
- Write/present FMA staff reports as assigned
- Government Affairs
 - Review all items going to the BCC, City of Reno and City of Sparks, RTC, etc.
 - Monitor legislative actions and bills during Legislative Sessions
 - Interface with outside governmental agencies
 - Interface with FMA lobbyists; Conduct monthly lobbyist calls to meet with and coordinate with FMA member agency lobbyists and FMA lobbyists
 - Manage lobbyist contracts
 - Schedule meetings for local and DC visits
 - Plan, coordinate, strategize federal funding issues
 - Coordinate & execute federal forms for appropriations/grants; USBR when appropriate, FEMA and others
- Admin Services Manager
 - Manage insurance coverage for the FMA
 - On-going Business Continuity Planning
 - Attend BCC agenda signing & agenda review for assigned items
 - Attend BCC meetings if needed
 - FMA transitional items – transfer of assets, contracts, real & personal property

Other Assigned Duties

Land Management

- Manage contracts for land acquisition/relocation consultants, Real Estate Attorney, and property management service contracts
- Manage properties and easement owned by the FMA/Washoe County
- Acquisition
 - Secure & review Appraisals
 - Consult with Land Acquisition Consultant & manage contracts
 - Consult with FMA General Counsel & Real Estate Attorney
 - Consult, negotiate and advise Property owners
- Tenant Relocation
 - Review & approve submitted relocation claims
 - Consult with relocation consultant
 - Consult with tenants
 - Compile tenant relocation claims reports
- Property Management
 - Oversee all maintenance of properties
 - Manage all special licenses for use of properties
 - Secure, Review & Manage all maintenance contracts
 - Manage all utilities for properties
 - Formulate & over see property management budget

- Manage all tenants
- Collect rents
- Building Demolition
 - Coordinate the engineering for demolition
 - Manage the FEMA demolition grants
 - Plan & coordinate next phase for ground mitigation after demo

Public Outreach

- Press releases and Media interviews
- Scan regional newspapers and other media for flood related media articles to forward to staff and Board members
- Annual flood awareness campaign
- Flood Project tours – prepare materials, attend tours
- Flood Project booths – prepare materials, set-up, attendance
- Assist with planning and notification of EOC emergency planning exercises
- Assist with public messaging for on-going engineering contracts
- Web page maintenance
 - Manage the development of new web page
 - Post Agendas, Agenda Books, Minutes, Bid Notifications and Documentation and Presentations to the website.
- Develop/maintain Flood Project Video
- Develop Five Year Report
- Development & implement public input process for the project that will be constructed
 - In connection with anticipated project changes
 - In connection with the flood fees

Danielle Henderson – Natural Resources Manager

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA
- Responsible for review of GRR/EIS
- Write/present FMA staff reports as assigned
- **Program Management**
 - Direct the planning, implementation and maintenance of TRFMA natural resources
 - Administer, develop and implement monitoring of restoration site project elements on an ongoing discrete and regular basis
 - Serve as the FMA liaison to Corps project team and other stakeholders on related environmental issues
 - Serve as official TRFMA representative on the NNWPC; provide updates on TRFMA activities to the Commission
 - Serve as the FMA liaison on related environmental issues to the public
 - Answer public inquiries on related natural resource management topics – to include Interview public media as appropriate
 - Make public presentations and provide expertise on natural resource-related topics
 - Educate the public; build consensus for natural resource improvement projects and programs
 - Attend pertinent stakeholder meetings (e.g., RTC Southeast Connector Resource Team, WC-SQ1 Funding Group, WRWC Staff Working Group, TRFMA TAC and Working Group)
 - Coordinate non-federal sponsor review of draft EIS and GRR for the FMA
 - Develop natural resource policies and procedures
- **Projects, Contract and Grant Management**
 - Develop RFPs/RFQs to hire consultants to assist TRFMA
 - Evaluate proposals and qualifications; negotiate terms and conditions of contracts and prices for consulting services
 - Manage and administer contracts and grants; review and approve contract expenditures
- Supervise assigned staff
 - Support assigned staff activities – serve as backup as necessary
- Manage and administer the operation of the **FMA Working Group**
 - Develop monthly meeting agendas and notice of meetings
 - Develop monthly meeting topics that support the mission of the working group
 - Ensure adequate and appropriate minutes of each meeting are kept
 - Ensure all meeting logistics are identified and appropriate resources have been assigned – to include room preparation before and after the meeting
- Assist in the acquisition of lands necessary to implement the Flood Project - to include preparation of supporting documentation
- Make recommendations for future land acquisitions based on ecosystem management and natural resource protection
- Prepare supporting documentation for land acquisition offers
- Assist in the management and pre-construction upkeep of Flood Project properties

Laura McAuley – Administrative Assistant II

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA
- Write/present FMA staff reports as assigned
- Calendars – Executive Director and General Counsel
 - Maintain calendar for staff regarding FMA, Staff Meetings and County Holidays
 - Provide annual calendar for FMA, TAC and Working Group
- Assist with special event planning and day of event duties. Coordinate RSVPs and run Sign-In Table for special events; create name tags, tour passes, coordinate the creation of maps, etc.
- Secretarial support
 - Provide secretarial support for the Executive Director
 - Provide secretarial support for the General Counsel
- Travel
 - Produce *Permission to Travel* forms for all staff members
 - Arrange reservations for room, air travel and vehicles
 - Complete and submit reimbursement forms
- Oversee the organization of general office files
- Oversee the organization of the shared electronic files
- Place phone and e-help desk work orders for all staff; assist with voicemail problems
- Maintain office supplies and place periodic orders
- Coordinate with building management firm to fix and maintain ceiling tiles, lights, thermostats, etc. as needed
- Serve as notary public for FMA business
- Meeting minutes service
 - Provide minutes of staff meetings
 - Provide minutes of FMA and TAC meetings
 - Provide special verbatim minutes requests as necessary
 - Review/proofread/edit minutes of monthly meetings
 - Manage contracts and coordinate with outside minute taking services
- Conduct special research assignments as assigned
- Review and submit items to the BCC
- **FMA**
 - Serve as liaison to FMA member agency's elected support staff and manager's offices
 - Serve as liaison for FMA Board members
 - Check among FMA Board members for quorum for each meeting, or as necessary for special meetings
 - Check for meeting venues as required
 - Develop meeting agendas
 - Incorporate Board direction from previous FMA meetings and other staff requests
 - Coordinate the development of staff reports for the Director's review
 - Notify posters of completed agenda ready for public notice
 - Post Agendas, Agenda Books, Handouts, and Approved Minutes to appropriate distribution list and Website

- Prepare monthly agenda books
- Meeting logistics
 - Coordinate and order beverages, food, etc. as necessary
 - Prepare room set-up before and following FMA meetings
- Act as Clerk for the Board meetings including:
 - Roll call
 - Public comment
 - Take note of action items and record motions for each item
 - Monitor quorum
- **T A C**
 - Produce Agenda Packets for monthly meetings
- **Human Resource Representative Duties**
 - Maintain confidential employees' information in SAP personnel module and secured paper files.
 - Run reports regarding staff in SAP for Department Executive Director as well as for individual staff members regarding their own information.
 - Monitor staff's vacation and comp time - notify employees with reminders as appropriate
 - Monitor records of hours worked for intermittent employee
 - Send bi-weekly timecard reminders; run report to display working times each pay period.
 - Attend quarterly H.R. Rep meetings and pass along the information to all staff.
 - Share Employee Wellness Information with all staff.
 - Review and approve longevity payments twice a year.
 - Maintain agreement with NDPS for employee fingerprinting.
 - Assist staff with:
 - Time entry
 - WCEA/FMLA Issues
 - Employee benefits – to include PERS
 - Training – to include monitoring required training and registration
 - Maintain and coordinate access to the office via employee and visitor badges.
 - Assist employees with resignation procedures
 - New Employee Orientation and Department Orientation including:
 - Work with Human Resources to create the employee's position
 - Set-up telephone and computer profile
 - Register employee for New Employee Orientation
 - Spending several hours with new employee orienting them to the department including 3 page checklist of information
 - Assist new employee with filling out required documentation including W-4, I-9, direct deposit, PERS and health insurance enrollment
 - Enter new employee into SAP system
 - Ensure new employee is in Payroll System
- **Public Information Officer Duties**
 - Assist with Outreach/Public Awareness campaigns.
 - Update Facebook page as required; print daily Facebook view for records.
 - Provide back-up coverage for website postings
- **Account Clerk Duties**
 - Answer department's main telephone line, field questions from the public
 - Act as receptionist; greet visitors, sign for deliveries, etc

- Open and distribute mail
- Maintain and update the TRFMA Contact List of over one thousand people and over one hundred distribution groups
- Maintain copiers including ordering toner as needed, fixing jams, and placing calls for repairs
- Maintain videoconferencing equipment; set up videoconferences
- Order Business Cards for staff
- Shop for and maintain employee snack store
- Maintain In/Out Board

Eric Scheetz – Licensed Engineer (Resident Engineer)

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA
- Responsible for review of GRR/EIS
- Write/present FMA staff reports as assigned
- Act as controls engineer for FMA activities and project, manage project construction costs and schedule
- Interface and coordinate with Corps and stakeholders on land related requests and issues
- Assist with property/facility management, maintenance, security, i.e. - graffiti/ thefts, police reports, etc
- Coordinate and interface regarding construction and engineering issues with utilities as assigned
- Special Projects – as assigned perform engineering studies, data acquisition and analysis
- **Manage/Monitor the construction of flood project contracts**
 - Review of all construction cost estimates
 - Review the constructability of all projects
 - Review projects for value engineering
 - Manage FMA construction projects:
 - Manage/oversee the preparation of bid documents
 - Manage the selection of contractors
 - Conduct construction management and/or field monitoring of FMA projects (even to the extent they allowed, those being managed and built by the Corps, stakeholders and FMA member agencies)
 - Manage construction closeout as necessary
 - Manage the demolition of and modifications to buildings and other infrastructure
 - Manage the relocation and realignment of selected utilities as assigned
 - Manage engineering contracts as assigned
- **Home Elevation Program**
 - Oversee the grant application process
 - Manage the engineering associated with each elevation
 - Manage the recommendation of grants
 - Oversee and monitor the individual home construction
 - Plan for home elevation program changes
- Provide personnel backup for Flood Warning System
- Respond to public information requests

Paul Urban – Senior Licensed Engineer (Chief Engineer)

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA
- Responsible for review of GRR/EIS
- Write/present FMA staff reports as assigned
- Provide **lead technical direction** to FMA technical programs and processes
 - Serve as the chief liaison to all technical stakeholder agencies – utilize assigned specialized staff in their assigned capacity for normal activities
 - Support and direct FMA technical programs, projects, studies, monitoring and information exchanges
 - Review and approve all technical reports, designs, plans and data exchanges
 - Develop and direct the development of quality assurance and quality control protocols for FMA technical programs
 - Assist with and allocate resources for support of FMA technical programs and projects
 - Ensure representation of technical staff as appropriate at all outside technical meetings
 - Hold periodic staff meetings with technical staff to review progress of work assignments, work schedules and to identify and strategize potential problems
 - Responsible for tracking financial and schedule progress for all FMA technical projects
 - Oversee and develop as necessary RFPs/RFQs to hire consultants to assist TRFMA
 - Evaluate proposals and qualifications; negotiate terms and conditions of contracts and prices for consulting Services
 - Oversee and as necessary manage and administer contracts; review and approve contract expenditures
- Administer and perform the function as necessary of development plan review within member agencies
 - Develop and update procedures and processes to be followed during development permit reviews
 - Update all tools necessary to complete the development permit reviews – to include the regional hydrologic model, etc.
 - Train or oversee the training of staff resources as necessary to perform the reviews
- Supervise assigned staff
 - Support assigned staff activities – serve as backup as necessary to all technical staff
- Manage and administer the operation of the **FMA Technical Advisory Committee**
 - Develop monthly meeting agendas and notice of meetings
 - Notify posters of completed agenda ready for public notice
 - Strategize monthly meeting topics that support the mission of the TAC
 - Ensure adequate and appropriate minutes of each meeting are kept
 - Ensure all meeting logistics are identified and appropriate resources have been assigned – to include room preparation before and after the meeting
- Develop and follow technical engineering and planning standards for the FMA

Lori Williams – Senior Financial Analyst

- **General:**
- Prepare, administer, amend and execute annual work plans, budgets and schedules for assigned areas of responsibility
- Maintain project documentation files
- Responsible for Overall Strategic Planning for FMA
- Responsible for review of GRR/EIS
- Write/present FMA staff reports as assigned
- Serve as liaison to represent the FMA to:
 - State Department of Taxation – provide annual reports and documents according to NRS
 - Washoe County - Interlocal Agreement for Assets and Services, monitor annual charges
- Manage FMA typical financial programs and processes
 - Cash
 - PO's and contracts
 - Accounts payable
 - Payment of invoices
 - Monitoring of all budgeted line items
 - Maintain review of all invoices by assigned PM
 - Monitor each project and advise PM's and Director of potential budget and funding problems
 - Provide overall accounting and maintenance of general ledger
 - Work with varied funding sources, complex accounts, grant monies and bonds
 - Perform advanced financial analyses for the operation including: cash flow forecasts; long and short range financial plans; statistical analysis; data and statistical compilation for rate setting; debt analysis; cost/benefit analysis; cost accounting; and revenue and expenditure projections.
- Ensure compliance with FMA business policies and procedures and implement necessary internal controls
 - Manage purchasing processes for the FMA - Monitor all purchasing activities of the FMA
- Oversee the development of cost estimate associated with subdivision development permit reviews
- Direct and administer the installation, operation and update of financial accounting systems
 - Ensure all appropriate staff have been trained on the system's use
 - Work with PM's to develop appropriate financial reports
 - Update FMA financial software and database as appropriate
 - Develop FMA policies and procedures corresponding to financial matters
- Manage the development of the annual budget
- Manage the annual and requested intermediate audits of FMA finances
- Manage the development of the flood user fees – to include the transition of rates
- Manage contracts for:
 - Bond counsel
 - Financial rate consultants
 - CFO
 - Auditors