



January 16, 2024

TO: Flood Authority Members

FROM: Erika Britney, Staff

SUBJECT: Administrative Logistics

The following updates on Administrative Logistics will be discussed during the January 18, 2024 Flood Authority meeting. Please feel free to contact me with questions (425/260-6640, erika.britney@icf.com).

1. Meeting Platform:
 - a. **Current Status:** Zoom is the platform used for Flood Authority virtual meetings. The Lewis County Zoom license is used.
 - Flood Authority members need a dial-in option for joining meetings.
 - b. **Possible Change:** Lewis County maybe transitioning over to Microsoft Teams, which also offers on-line and dial-in options for joining meetings¹.

[NOTE: If all boards except Flood Authority transition to MS Teams, then the cost for maintaining the Zoom license would need to be covered by the Flood Authority.]
 - c. **DISCUSSION:** Identify issues / concerns with a transition over to using Microsoft Teams to conduct Virtual Flood Authority meetings.
2. Email Distribution List:
 - a. **Current Status:** Manual list is maintained by a Lewis County admin support person. The list is only accessible to one person (issue for staff transitions and when staff are out on leave).
 - b. **Possible change:** Lewis County is using a virtual mail service for various boards and County contact lists. They are evaluating using this mail service (Mail Chimp) for managing the Flood Authority email distribution list. Mail service would enhance accessibility and flexibility.
 - The "Sender" would be the key change visible to Flood Authority members.

¹ ICF also has a MS Enterprise Teams license with multiple dial-in numbers for joining calls.