



KING COUNTY
Signature Report

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

February 18, 2016

FCDEC Motion

Proposed No. FCDECM2016-02.1

Sponsors

1 A MOTION authorizing the chair to enter into an amendment to
2 the agreement for advisory committee facilitation services and
3 rescinding FCDECM2016-01.1.

4 ...body

5 WHEREAS, the King County Flood Control Zone District ("District") has
6 entered into an agreement for advisory committee facilitation services with Kellogg
7 Consulting, Inc.; and

8 WHEREAS, the agreement approved by the executive committee on
9 January 25, 2016 did not include the 2016 rates for Kellogg Consulting, Inc. as
10 Attachment B; and

11 WHEREAS, the District desires to amend the agreement as set forth in Attachment A to
12 this motion; now, therefore

13 BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE KING COUNTY
14 FLOOD CONTROL ZONE DISTRICT:

15 SECTION 1. The chair of the King County Flood Control Zone District is
16 authorized to enter into the "2016 Amendment to Agreement for Advisory Committee
17 Facilitation Services," Attachment A to this motion.

18 SECTION 2. FCDECM2016-01 is hereby rescinded.

19

20

21

22 WHEREAS, the King County Flood Control Zone District ("District") has
23 entered into an agreement for advisory committee facilitation services with Kellogg
24 Consulting, Inc.; and

25 WHEREAS, the agreement approved by the executive committee on
26 January 25, 2016 did not include the 2016 rates for Kellogg Consulting, Inc. as
27 Attachment B; and

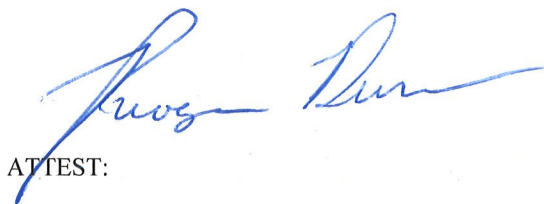
28 WHEREAS, the District desires to amend the agreement as set forth in Attachment A to
29 this motion; now, therefore

30 BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE KING COUNTY
31 FLOOD CONTROL ZONE DISTRICT:

32 SECTION 1. The chair of the King County Flood Control Zone District is
33 authorized to enter into the "2016 Amendment to Agreement for Advisory Committee
34 Facilitation Services," Attachment A to this motion.

35 SECTION 2. FCDECM2016-01 is hereby rescinded.

36


ATTEST:

KING COUNTY FLOOD CONTROL ZONE
DISTRICT EXECUTIVE COMMITTEE
KING COUNTY, WASHINGTON

Reagan Dunn, Chair

Anne Noris, Clerk of the Board

Attachments: A. 2016 Amendment to Agreement for Advisory Committee Facilitation Services

**2016 AMENDMENT TO
CONTRACT FOR ADVISORY COMMITTEE FACILITATION
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Advisory Committee Facilitation Services ("Contract") between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Kellogg Consulting, Inc. ("Consultant").

A. Amendment of Section 1. Effective January 1, 2016, Section 1 of the Contract is amended as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" (~~(of this Agreement)~~) to the 2016 Amendment. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

B. Amendment of Section 2. Effective January 1, 2016, Section 2 of the Contract is amended as follows:

2. Compensation and Method of Payment.

The District shall pay the Consultant: [Check applicable method of payment]

....X. According to the rates set forth in Exhibit (~~("B.")~~) "B" to the 2016 Amendment.

X (~~(A sum)~~) The compensation shall not (~~(to)~~) exceed \$ 22,513.75 for the services in 2016.

Other (describe):-----

The District shall pay the Consultant for services rendered within ten (10) days after Board voucher approval.

C. Amendment of Section 3. Section 3 of the Contract is amended as follows:

3. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on March 17, 2015 and ending December 31, (~~(2015)~~) 2016, unless sooner terminated or extended under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

IN WITNESS WHEREOF, the parties hereto have executed this 2016 Amendment on the dates written below:

KELLOGG CONSULTING, INC.

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

By: _____
CEO/Partner

By: _____
Board Chair

Date: _____

Date: _____

EXHIBIT A

ADVISORY COMMITTEE SCOPE OF SERVICES

The Consultant shall oversee, prepare, manage and facilitate the District's Advisory Committee budget discussions in 2016. The expectation is that there will be up to five Committee meetings in 2016 between April and August. Meetings are expected to last approximately 3 hours.

The Consultant shall participate in regular (approximately two) planning or preparation meetings between each meeting, and in other occasional brief meetings as requested by the District Executive Director. The Consultant will ensure that notes are taken at Advisory Committee meetings and will prepare committee meeting summaries, including editing for final documentation. The Consultant shall also prepare a letter of transmittal from the Advisory Committee to the District Board of Supervisors with the Committee's final funding recommendations.

All of Consultant's services shall be generally approved and directed by the District Executive Director.

The Consultant shall finalize the agenda and meeting summaries after incorporating edits from the Executive Director and shall format and proofread the agenda, meeting summaries, and transmittal letter of final recommendations for quality control prior to final distribution by the Executive Director.

In performing the services, the Consultant shall comply with the following schedule, which is subject to input from and changes by the District Executive Director:

- Facilitate up to five Committee meetings to ensure productive participation of Committee members, including meeting room arrangements, signage, nameplates, and refreshments.
Deliverable – set-up rooms and facilitate Advisory Committee meetings.
- Contact all Advisory Committee members to obtain accurate names, titles, designated alternates, and contact information and prepare an excel spreadsheet with accurate contact information. Keep list maintained.
Deliverable – accurate contact list of Advisory Committee members and alternates.
- Assist in scheduling Committee meeting dates and locations; work with King County staff, the District Executive Director, and leadership of the Committee to identify meeting dates. Use doodle poll or other tool to schedule dates with all members.
Deliverable – finalize Committee meeting dates and locations.

- Prepare meeting agendas. Perform quality control of final agenda and provide to Executive Director at least 10 days prior to next scheduled Committee meeting. Work with District Executive Director and King County staff to define each Committee meeting's goals, to help ensure clarity of materials and presentations. Keep Executive Director informed of emerging issues related to the Advisory Committee's work and strategies for resolving issues between Committee meetings.

Deliverable – provide final agendas for Advisory Committee meetings.

- Write up Committee meeting summaries, which must include key points, follow-up tasks, and next steps. Review and revise meeting documentation with the District Executive Director and King County staff. Ensure quality control of meeting summaries. Provide final draft of meeting summary to Executive Director at least 10 days prior to next scheduled Committee meeting. Revise meeting summary if necessary following Committee action to adopt and provide copy of final meeting summary to Executive Director.

Deliverable – provide draft and final meeting summaries.

- Prepare transmittal letter of the Committee's funding recommendations, including potential sub-report to express alternative views. Work with the Executive Director and King County staff on preliminary and final report. Provide draft of the report to the Committee via email prior to finalizing. Allow for two rounds of edits. Final report will be completed two weeks after the final Committee meeting for transmittal to the Board of Supervisors by August 31.

Deliverable – transmittal letter of Advisory Committee's funding recommendations.

- Assist Executive Director with meeting notices, distribution of meeting materials, and maintenance of interested party contacts.

Deliverable – interested persons list with contact e-mail addresses, e-mail prompts to Executive Director for timely meeting notices, and e-mail prompts to Executive Director for timely distribution of materials.

EXHIBIT B

ADVISORY COMMITTEE RATES AND CHARGES

Kellogg Consulting		2016 Hourly Rate
Tamie Kellogg	Senior Consultant	\$210
Natasha Walker or Aimee Bullock	Project Coordinator	\$70
*Melissa Plotskey	Communications Specialist	\$85
*Freddie Barrett	Leadership Development and Executive Coaching	\$225
*Not intended for use on Flood Control District		

Travel time per meeting shall be compensated at actual travel time, not more than 1.5 hours per meeting. Out-of-pocket costs shall be paid at Consultant's actual costs.

Payment shall be pursuant to invoices submitted monthly containing a timesheet and description of services rendered that month by the Consultant to the Executive Director and Clerk.

Total Compensation shall not to exceed \$22,513.75