



**KING COUNTY
FLOOD CONTROL
DISTRICT**

KING COUNTY FLOOD CONTROL DISTRICT

King County Courthouse
516 Third Avenue
Room 1200
Seattle, WA 98104

Signature Report

FCD Motion FCD24-01

Proposed No. FCD24-01.1

Sponsors

1 A MOTION authorizing the Chair to enter into an
2 amendment to the contract for accounting services.

3 WHEREAS, by Motion FCD23-03, the King County Flood Control District ("the
4 District") authorized the 2023 contract for accounting services with Francis & Company
5 PLLC, and

6 WHEREAS, the District has determined it is in the best interest of the District to
7 approve an amendment to the current contract for accounting services;

8 NOW, THEREFORE, BE IT MOVED BY THE BOARD OF SUPERVISORS
9 OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

10 SECTION 1. The Chair of the King County Flood Control Zone District is

FCD Motion FCD24-01

- 11 authorized to enter into the 2024 Amendment to Contract for Accounting Services,
- 12 Attachment A to this motion.

FCD Motion FCD24-01 was introduced on 3/6/2024 and passed by the King County Flood Control District on 3/12/2024, by the following vote:

Yes: 8 - Balducci, Barón, Dunn, Dembowski, Perry, Upthegrove,
von Reichbauer and Zahilay
Excused: 1 - Mosqueda

KING COUNTY FLOOD CONTROL DISTRICT
KING COUNTY, WASHINGTON

DocuSigned by:
Reagan Dunn
B60CACB4B3EC49E...

Reagan Dunn, Chair

ATTEST:

DocuSigned by:
Russell Pethel
42A7D875B6B4420...

Russell Pethel, Clerk of the District

Attachments: A. 2024 Amendment to Contract for Accounting Services

**2024 AMENDMENT TO
CONTRACT FOR ACCOUNTING SERVICES
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Accounting Services ("Contract") between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Francis & Company, PLLC ("Accountant"), as follows:

A. Amendment of Section 1. Effective April 1, 2024, Section 1 of the Contract is further amended as follows:

1. Scope of Services to be Performed by Accountant. The Accountant shall perform the services described in Exhibit "A" to the 2024 Amendment. In performing the services, the Accountant shall comply with all federal, state and local laws and regulations applicable to the services. The Accountant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

B. Amendment of Section 2. Effective April 1, 2024, Section 2 of the Contract is further amended as follows:

1. Compensation and Method of Payment. The Accountant shall request payment for work performed using the billing invoice form at Exhibit "B." The District shall pay the Accountant according to the rates set forth in Exhibit "A" to the 2024 Amendment. The total compensation for services performed in the calendar year 2024 shall not exceed \$175,000.

2. The Accountant shall complete and return to the District Exhibit "C," Tax Identification Number, prior to or along with the first billing invoice.

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

1. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on April 1, 2024, and ending March 31, 2025, 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.

EXHIBIT A
SCOPE OF SERVICES
2024 AMENDMENT

Tasks	Services
Meetings with Executive Director, Board, Executive Committee, Legal Counsel and others	Partner or Manager Work with Executive Director throughout the year as necessary (through Partner or Manager) to ensure that accounting and compliance issues are properly considered in the ongoing operation of the District. These services could include attendance at meetings with the Executive Director, Board and/or Executive Committee, and with legal counsel, State Auditor and others.
Conduct Accounting	<p>Work with Executive Director to track expenditures, verify expenditures, conduct periodic compliance monitoring, provide monthly financial statements, maintain accounting information within chart of accounts, maintain general ledger, prepare reporting formats, coordinate and interface with State Auditor, prepare and review internal control policies and procedures, and perform fixed assets accounting.</p> <p>Conduct accounting services necessary for compliance with grant conditions, including the use of federal funds.</p> <p>Perform human resources tasks (including processing employee payroll and reviewing and processing invoices related to employee benefits).</p> <p>Assist with other financial and banking items such as but not limited to employer ID number, banking, budgeting and payroll service accounts. All services leading to financial close, preparation and delivery of monthly reports from data supplied by the District.</p>
Annual Compilation of financial statements with footnotes and reporting to the Board.	Produce a full set of year-end financial statements (including management's discussion and analysis and footnotes) in accordance with generally accepted accounting principles for annual audit.
Audit preparation and support services.	<p>Prepare annual internal audit of operating and management services contract with King County in consultation with the Chair or his designee to determine areas of focus.</p> <p>Perform accounting and consulting services to support annual audit of the District, including working with King County departments to gather documents for the financial statements. Oversee the audit process including financial and accountability audits. Provide support during the audit, as the primary financial consultant for the District.</p>

- **Fees (Per Hour):** Partner \$375; Senior manager \$250; Manager \$220; Senior Accountant \$190; Staff Accountant \$170; Bookkeeping \$100