



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

December 15, 2010

FCD Resolution

Proposed No. FCD2010-44.2

Sponsors

1 A RESOLUTION relating to consulting executive and
2 management services; amending the Contract for Consultant
3 Services between the District and Lund Consulting, Inc.; and
4 authorizing the Chair to execute the “2011 Amendment to the
5 Contract for Executive and Management Consultant Services.”

6 WHEREAS, the King County Flood Control Zone District (“District”) entered
7 into a Contract for Consultant Services with Lund Consulting, Inc. (“Consultant”), for
8 consulting executive and management services (“Contract”); and

9 WHEREAS, the District and the Consultant entered into an Amendment to the
10 Contract, a Second Amendment to the Contract, and a 2010 Second Amendment to the
11 Contract to modify the maximum dollar amounts for the Contract and the term of the
12 Contract; and

13 WHEREAS, the Contract expires on December 31, 2010; and

14 WHEREAS, the Board has determined that it is in the best interests of the District
15 to extend the Contract through December 31, 2011; now, therefore

16 BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KING
17 COUNTY FLOOD CONTROL ZONE DISTRICT:

18 SECTION 1. The Board of Supervisors amends the Contract for Consultant
19 Services as stated in the “2011 Amendment to Contract for Consultant Services,”

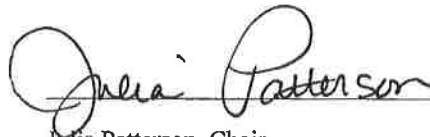
20 attached as Attachment A to this Resolution ("2011 Amendment"). The chair of the King
21 County Flood Control Zone District is authorized to execute the 2011 Amendment.

22

FCD Resolution was introduced on and passed by the King County Flood Control District on 12/13/2010, by the following vote:

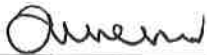
Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,
Ms. Patterson, Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr.
McDermott
No: 0
Excused: 0

KING COUNTY FLOOD CONTROL ZONE
DISTRICT
KING COUNTY, WASHINGTON



Julia Patterson, Chair

ATTEST:



Anne Noris, Clerk of the District

Attachments: A. 2011 Amendment to Contracting for Consulting Services King County Flood Control Zone District, dated December 13, 2010

**2011 AMENDMENT TO
CONTRACT FOR CONSULTANT SERVICES
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

This 2011 AMENDMENT amends Sections 1, 2 and 3 of the Contract for Consultant Services ("Contract") between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Lund Consulting, Inc. ("Consultant"), and Section B of the Second Amendment to the Contract, as follows:

A. Amendment of Section 1. Effective January 1, 2011, Section 1 of the Contract, as amended by the 2010 Second Amendment, is further amended as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" to this 2011 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, 2011, Section 2 of the Contract, as last amended by the Second Amendment, is further amended as follows:

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "B."

The District shall pay Consultant according to the rates and in the total amounts as stated in Exhibit "A" to the 2011 Amendment; provided, that the total amounts paid shall not exceed annual budget appropriations for the services.

C. Amendment of Section B of Second Amendment. Section B of the Second Amendment is deleted.

D. Amendment of Section 3. Effective January 1, 2011, Section 3 of the Contract, as last amended by the 2010 Second Amendment, is further amended as follows:

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on May 5, 2008 and ending December 31, 2011, 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 2011 Amendment on the dates written below:

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

CONSULTANT

By: _____

By: _____

Title: Board Chair

Title: _____

Date: _____

Date: _____

Exhibit A
King County Flood Control Zone District
Executive and Management Services
2011 Scope of Work and Budget
(December 13, 2010_v2)

2011 Priorities (*anticipated but flexible*)

- Legislative action on levy suppression
 - All Hazards Plan Update
 - Policy Direction, Outreach, Citizen's Committee, Plan Adoption
 - Strategic Plan for District future
 - Financial, including bonding; projects timeline; project funding policies; staffing, and other issues defined by Executive Committee
 - Advisory Committee participation
-

Executive Director Services

- Staff Board of Supervisors and Executive Committee meetings
- Provide leadership and policy options and recommendations
- Ensure implementation of approved 2011 Budget and Work Plan
- Oversee budget development and implementation
- Oversee compliance
- Oversee accountability
- Oversee communications, accounting, legal, and other contractors
- Coordinate with personal and central staff to prepare agendas and meeting materials
- Brief members, personal and central staff on policy issues
- Coordinate with Board Clerk on agendas, resolutions, and records

Financial Management

- Work with accountant on monthly financial reports
- Monitor contracts and financial status
- Manage state audit compliance
- Identify financial issues for board action

Issue Management

- Work with legal counsel and appropriate personnel to manage issues related to contracts, real estate, litigation

Government Coordination

- Maintain communications with Executive office staff on flood related issues
- Provide advice and recommendations related to regional roles
- Provide advice and recommendations related to federal and state issues
- Participate in intergovernmental activities related to priority District business including the Advisory Committee, levy suppression, vegetation management federal policy, Howard Hanson Dam, and other working groups.

Monitor Performance

- Review WLRD progress
- Consult with WLRD on emerging issues and approaches
- Audit performance
- Oversee implementation of interlocal agreements including performance reporting

Administrative Support

- Ensure records are maintained
- Process paperwork such as business license, filings, insurance, invoices, warrants
- Prepare meeting packets

Spokesperson

- Represent Board of Supervisors as requested with media, public, and other jurisdictions

Communications

- Evaluate priorities and recommend staffing support to Executive Committee by March 30, 2011
- Support Board of Supervisors and Executive Committee members with information related to media contacts, press releases, public outreach materials, and speaking points
- Prepare news advisories, releases, opinion editorials, etc.

Exhibit A
Lund Flood Contract
December 13, 2010_v2

- Coordinate interviews and editorial boards if needed
- Serve as media contact
- Monitor media coverage, including blogs
- Coordinate with Executive Office and Water and Land Resources Division on media related activities
- Maintain web site with up to date information
- Produce periodic e-newsletter
- As needed, serve as liaison to the Water and Land Resources Division for communication related activities to ensure a coordinated and effective approach to communication
- Update and maintain existing materials
- Produce additional materials and presentations as needed

2011 Projected Work Plan

Month	Task
January	Flood Season <ul style="list-style-type: none"> • Board of Supervisor organizational matters for 2011 meetings and election of officers (if needed) • Assess status of board resolutions and compliance • Assess board member insurance liability coverage, bonding • Follow-up on compliance needed • Follow-up with Assessor on levy agreements and final collections • Coordinate legislative agenda on tax suppression with Board and Executive office • Financial close-out for 2010 • Advisory Committee planning coordination with WLRD • Appointment of Citizen's Committee for Hazard Plan Update • Hazard Plan Update Board/Executive Committee Motion on Issue Areas
February	Flood Season <ul style="list-style-type: none"> • Legislative session • 2011 capital budget reprioritization for levy suppression costs • Advisory Committee • Financial planning including bond analysis • Hazard Plan Update
March	Flood Season end <ul style="list-style-type: none"> • Legislative session • 2011 capital budget reprioritization for levy suppression costs • Advisory Committee • Financial planning including bond analysis • Hazard Plan Update
April	Construction Season preparation <ul style="list-style-type: none"> • Staff Executive Committee on CIP revisions • Staff public hearing on CIP budget revisions • Staff Board of Supervisors Meeting on CIP revisions based on Advisory Committee recommendation (could be May) • Work on Advisory Committee follow-up and planning • Work on All Hazards Plan update, inform member personal staff and central staff of key milestones, public outreach, and policy issues • Support state legislative agenda work as needed • Support congressional outreach as needed

Exhibit A
 Lund Flood Contract
 December 13, 2010_v2

	<ul style="list-style-type: none"> • Work with WLRD and legal counsel on grant compliance requirements, contracts, land acquisition, and other implementation needs (on-going as needed) • Monitor progress on CIP list and bring issues of project variances to the attention of the Executive Committee members (on-going) • Work with WLRD on post flood season flooding events and evaluation as needed
May	<p>Construction season preparation</p> <ul style="list-style-type: none"> • Staff Executive Committee and identify guidance for 2012 budget preparation and upcoming construction highlights • Develop budget strategy for Executive Committee consideration related to the impact of levy suppression and other budget impacts. • Plan/coordinate construction season kickoff event; coordinate with WLRD • Work with legal counsel and accountants on asset management • Prepare for annual audit
June	<p>Construction season</p> <ul style="list-style-type: none"> • Staff Executive Committee on WLRD work plan status – six month progress, project revisions • Staff Board of Supervisors meeting • Coordinate with Assessor and OFM on 2012 revenue forecast • Participate in Advisory Committee meetings and 2012 budget development • Implement construction season kickoff event, including coordination, materials, news advisory and release, etc. • Work with state auditor • Troubleshoot construction related issues as needed • Post legislative session strategic plan for District, scope, staffing, priorities
July	<p>Construction season</p> <ul style="list-style-type: none"> • Staff Executive Committee meeting to resolve policy and administrative issues needing action prior to August recess • Review 2012 budget objectives and strategies • Identify options for 2012 revenue • Take action on strategic plan as directed • Work with state auditor • Troubleshoot construction related issues as needed
August	<p>Construction season</p> <ul style="list-style-type: none"> • Coordinate with WLRD on construction project updates • Work with state auditor • Troubleshoot construction related issues as needed

Exhibit A
 Lund Flood Contract
 December 13, 2010_v2

	<ul style="list-style-type: none"> • 2012 budget due on August 31 from WLRD to District
September	<p>End construction season and preparing-planning for flood season</p> <ul style="list-style-type: none"> • Staff Executive Committee on preliminary draft 2012 budget • Work with WLRD and Budget Office on financial plan • Coordinate with WLRD on post construction activities i.e., ribbon cutting, news releases about projects completed, opinion editorials • Work with state auditor
October	<p>Flood Awareness Month</p> <ul style="list-style-type: none"> • Staff Board of Supervisors meeting for potential adoption of All Hazards Plan • 2012 Budget review and alternatives • Executive Committee adopt 2012 Budget for public review • Work with state auditor • Outreach activities with Flood Awareness Month
November	<p>Flood Season</p> <ul style="list-style-type: none"> • Public hearing on 2012 Budget • Coordination with stakeholders on budget issues • 2012 levy resolution and budget resolution • Complete levy process with Assessor
December	<p>Flood Season</p> <ul style="list-style-type: none"> • Staff year-end Board action items • Staffing contracts as needed • Preparation for 2012 legislative session

2011 Budget

Fees may not exceed approved 2011 District Management & Support Budget of \$250,000.

Fees will be paid monthly, following submittal and approval of invoices. Invoices will include detailed time sheets.

Rates

Includes salary, benefits, state and local B & O taxes, rent, phones, computers, normal office supplies, overhead

CLASSIFICATION	STAFF MEMBER	NORMAL BILLING RATE	BILLING RATE FOR KING COUNTY
Lund Consulting, Inc.			
Principal	Kjristine Lund	\$250.00	195.00
Senior Associate	TBD	\$200.00	175.00
Administrative Support	Varies	\$75 - \$175	\$60 -110
Communications Firm			
Partner	Kristin Faucett		195.00
Partner	Rick Cocker		195.00
Senior Associate	Vanessa Lund		150.00
Administrative Assistance and Junior Associates			\$65.00 - \$110.00