



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

FCDEC Motion FCDECM2019-02

Proposed No. FCDECM2019-02.1

Sponsors

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

4 WHEREAS, King County Flood Control Zone District ("the District") Executive
5 Committee Motion FCDECM2017-02 authorized the chair of the District to enter into an
6 agreement for advisory committee facilitation services with Lund Consulting Inc., and

7 WHEREAS, District Executive Committee Motion FCDECM2018-01 authorized
8 the chair of the District to enter into an amendment for advisory committee facilitation
9 services with Lund Consulting Inc. for 2018, and

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

12 NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE COMMITTEE
13 OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

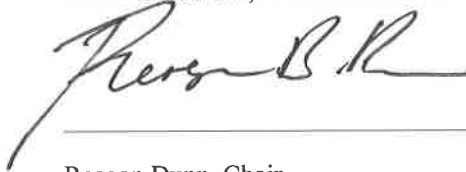
14 SECTION 1. The chair of the King County Flood Control Zone District is
15 authorized to

- 16 enter into the 2019 Amendment to Contract for Advisory Committee Facilitation
17 Services,\ Attachment A to this motion.
18

FCDEC Motion FCDECM2019-02 was introduced on and passed by the King County Flood Control District Executive Committee on 4/24/2019, by the following vote:

Yes: 3 - Ms. Lambert, Mr. Dunn and Mr. Upthegrove
Excused: 1 - Mr. von Reichbauer

KING COUNTY FLOOD
CONTROL ZONE DISTRICT
KING COUNTY, WASHINGTON



Reagan Dunn, Chair

ATTEST:



Melani Pedroza, Clerk of the Board

Attachments: A. 2019 Amendment to Contract for Advisory Committee Facilitation Services King County Flood Control Zone District

**2019 AMENDMENT TO
CONTRACT FOR ADVISORY COMMITTEE FACILITATION SERVICES
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 Lund Consulting Inc. (“Consultant”), as follows:

A. Amendment of Section 1. Effective January 1, 2019, 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” to the 2019 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, 2019, Section 2 of the Contract is 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 the Consultant according to the rates set forth in Exhibit “A” to the 2019 Amendment. The total compensation for services performed in the calendar year 2019 shall not exceed \$33,861.


The Consultant 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 amended as follows:

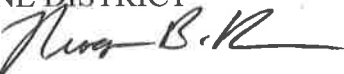
3. Duration of Contract. This Contract shall be in force and effect for a period commencing on January 1, 2019 and ending December 31, 2019, unless sooner terminated or extended under the provisions of this Contract. Time is of the essence of this Contract in each and all of its provisions in which performance is required.

IN WITNESS WHEREOF, the parties hereto have executed this 2019 Amendment on the dates written below:

LUND CONSULTING INC.

By: 
CEO/Partner
Date: 5/10/19

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

By: 
Board Chair
Date: 5/1/19

**EXHIBIT A
SCOPE OF SERVICES
2019 AMENDMENT**

Budget Summary

Task 1. Start-up	1,807
Task 2. Meeting preparation for 5 Advisory Committee meetings	8,225
Task 3. Meeting facilitation for 5 Advisory Committee meetings	5,150
Task 4. Meeting follow-up for 5 Advisory Committee meetings	5,150
Task 5: Participation in preparation, attendance, and follow-up for 4 Basin Technical Committee meetings	8,250
Task 6. Final meeting report	2,060
Task 7. Meeting Summaries	3,219
Total Cost	\$33,861

King County Flood District or WLRD responsible for the following costs:

Printed copies of agendas and handouts for meeting participants
Copies of large format graphics such as maps, charts, presentation boards
Production costs of name tents for Advisory Committee members and alternates
Room rental
Beverages and snacks
Website posting of materials
Email distribution of meeting notices, agendas, and materials to all parties
Advisory Committee membership and contact information list and interested parties list
Translation and/or ADA accommodation

Budget Detail

Task	Deliverable	Cost/Hrs
Task 1. Start-up		\$1,807
Meet with Executive Director to set scope and expectation including work plan for Advisory Committee.		1
Interview Advisory Committee chair about priorities, protocols, and schedule.		1
Develop Advisory Committee meeting calendar.	Meeting calendar	5
Task 2. Meeting Preparation – 5 meetings		\$8,225
Draft agenda by phone with Executive Director, WLRD point of contact, and Chairman. Identify documents needed for agenda topics, person responsible for materials, and deadlines.	Meeting agendas for up to 5 meetings	15
Collect documents, circulate for review prior to distribution, and facilitate revisions. Obtain final approval from Executive Director for distribution.		12
Ensure copies of materials are provided by WLRD for Committee members and public and other meeting prep follow-up details		5
Task 3. Meeting Facilitation – 5 meetings		\$5,150
Ensure meeting room is open; signage installed; room set-up including tables, easel, flip chart, AV, sign-in sheet, and provide note taker/clerk.		5
Work with Chairman to run meeting and facilitate discussion on agenda items.		15
Task 4. Meeting Follow-up – 5 meetings		\$5,150
Prepare draft of meeting summary for review by Executive Director, include follow-up actions and responsibilities; revise as needed for inclusion in next meeting packet.	Meeting summaries and follow-up actions.	15
Consult with Advisory Committee members to ensure their involvement in the process and answer any ongoing questions and issues.		5
Task 5. Participate in 4 Basin Technical Committee Meetings		\$8,250
	Review materials in advance and participate in meetings.	32
Task 6. Budget Recommendation Letter		\$2,060
Prepare draft of budget letter transmittal.	Draft letter	4
Circulate to Chairman and committee for final approval.		2
Distribute and present to Board of Supervisors on behalf of Advisory Committee.	Advisory Committee budget recommendation	2
Task 7. Clerical Support to Advisory Committee	Meeting notes, summary, edits	\$3,219
Total Cost		\$33,861

Rates: Kjrystine Lund, \$257.03 per hour, or \$3,064.20 per meeting, including start-up and final report
 Clerk services, \$128.75 per hour, or \$643.80 per meeting summary, includes recording and transcribing