



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**FCDEC Motion FCDECM2022-01**

**Proposed No.** FCDECM2022-01.1

**Sponsors**

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

4           WHEREAS, King County Flood Control Zone District ("the District") Executive  
5           Committee Motion FCDECM2020-05 authorized the chair of the District to enter into an  
6           agreement for advisory committee facilitation services with Lund Consulting Inc. ("the  
7           Agreement") for 2020, and

8           WHEREAS, District Executive Committee Motion FCDECM2021-06 authorized  
9           the chair of the District to enter into an amendment to the Agreement; 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 MOVED BY THE EXECUTIVE COMMITTEE OF  
13          THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

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

FCDEC Motion FCDECM2022-01

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- 15 authorized to enter into the 2022 Amendment to Contract for Advisory Committee
- 16 Facilitation Services, Attachment A to this motion.

FCDEC Motion FCDECM2022-01 was introduced on and passed by the King County Flood Control District Executive Committee on 1/19/2022, by the following vote:

Yes: 4 - Dunn, Perry, Upthegrove and von Reichbauer

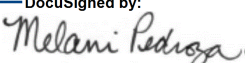
KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

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Dave Upthegrove, Chair

ATTEST:

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Melani Pedroza, Clerk of the District

**Attachments:** A. 2022 Amendment to Contract for Advisory Committee Facilitation Services King County Flood Control Zone District

**2022 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 Accounting 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, 2022, Section 1 of the Contract 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 the 2021 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 21, 2022, Section 2 of the Contract 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 the Consultant according to the rates set forth in Exhibit “A” to the 2022 Amendment. The total compensation for services performed in the calendar year 2022 shall not exceed \$94,419.

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 further amended as follows:

3. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on January 1, 2022 and ending December 31, 2022, 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 2021 Second Amendment on the dates written below:

LUND CONSULTING INC.

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

DocuSigned by:  
By: Kristine Lund  
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Kjristine Lund, Principal

DocuSigned by:  
By: Dave Upthegrove  
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Dave Upthegrove, Board Chair

Date: 1/20/2022

Date: 1/20/2022

**EXHIBIT A  
SCOPE OF SERVICES  
2022 AMENDMENT**

**Objective**

As a professional facilitator, Lund's primary function will be to ensure that the King County Flood District Advisory Committee meetings are productive and contribute in a positive way to the development of recommendations for the 2022 Flood Control District operating and capital budget. Facilitate meetings agendas on other policy issues as identified by the District Executive Director.

**Expectations**

- Schedule 2022 meeting dates for Advisory Committee and Basin Technical Committee.
- Debrief with Advisory Committee members about outcome of 2022 Budget action by Board of Supervisors.
- Help Advisory Committee members engage in discussions about the proposed 2023 budget.
- Plan for some meetings to be on the topic of the Flood Hazard Management Plan.
- Work with Basin Technical Committee to prepare for Advisory Committee meetings and to be sure staff have the information they need to brief their respective representatives on the Advisory Committee.
- Work with Basin Technical Committee to facilitate communications of issues for attention by the Advisory Committee.
- Ensure that each member of the Advisory Committee has an opportunity to participate in the discussions.
- Help the Advisory Committee formulate their budget recommendations within the prescribed timeframe.
- Deliver a final report that reflects the Advisory Committee's consensus recommendations, and potentially a dissenting perspective on some issues, in a form that is useful to the Flood District's budget deliberations.
- Coordinate with District Executive Director and Deputy Director on all meeting agendas and materials.
- Work with Deputy Director to ensure materials are posted to District website.
- If requested, provide briefings about Advisory Committee progress and recommendations to the District Executive Director, Chair, Executive Committee and Board of Supervisors.

**Other Team Members**

Joanne Shoji, Lund Office Manager, will provide clerical assistance including preparing draft meeting summaries from the recorded meetings.

### Budget Assumptions

- Eight meetings each for Advisory Committee and Joint Basin Technical Committee (16 meetings)
- Consultant to prepare and maintain Advisory Committee membership and contact information list and interested parties list
- Start-up January 2022, final budget recommendation report by August 31, 2022
- Engagement through Flood District Budget process in the fall
- Participate in briefings of District Board and staff as requested, including Executive Director support

### Tasks and Budget Detail

Task 1. Start-up – Initial Advisory Committee contact <i>(includes contact lists which are continuously updated)</i>	25 hours	6,500
Task 2. Develop meeting calendars <i>(includes doodle-polling)</i>	30 hours	7,800
Task 3. Agenda development <i>(includes work with Executive Director and Chair of Advisory Committee)</i>	32 hours	8,320
Task 4. Meeting facilitation <i>(includes preparation of meeting materials for approval by Executive Director, distribution by consultant, meeting preparation, follow-up and travel. Also include option of Zoom meetings using Lund account.)</i>	\$1,500 per meeting	24,000
Task 5. Meeting summaries <i>(clerk @ \$52.25 per hour, meeting notes, draft and final summary)</i>	44 hours	2,299
Task 6. Final budget recommendation <i>(includes draft and final version with hard copies prepared by King County)</i>	15 hours	3,900
Task 7. Brief District <i>(At request of Executive Director)</i>	10 hours	2,600
Task 8. Assist Executive Director <i>(At request of Executive Director coordinate with jurisdictions on ILA's, RFMS on communications plans, and other duties as assigned.)</i>	150 hours	39,000
Total Cost		\$94,419

King County Flood District or King County Rivers Section 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, snacks  
Website posting of materials  
Translation and/or ADA accommodation

Professional Services Fees:

Kjristine Lund, \$260 per hour for tasks above with a facilitation fee of \$1,500 per meeting.  
Joanne Shoji, \$52.25 per hour for clerk services