



## KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

### Signature Report

#### FCDEC Motion FCDECM2022-04

**Proposed No.** FCDECM2022-04.1

**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 FCDECM2022-01 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 FCDECM2022-04

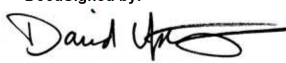
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- 15 authorized to enter into the "2022 - 2023 Amendment to Contract for Advisory  
16 Committee Facilitation Services," Attachment A to this motion

FCDEC Motion FCDECM2022-04 was introduced on and passed by the King County Flood Control District Executive Committee on 10/19/2022, by the following vote:

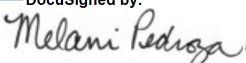
Yes: 3 - Dunn, Perry and von Reichbauer  
Excused: 1 - Upthegrove

KING COUNTY FLOOD CONTROL DISTRICT  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...

Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...

Melani Pedroza, Clerk of the District

**Attachments:** A. 2022 - 2023 Amendment to Contract for Advisory Committee Facilitation Services  
King County Flood Control Zone District

## **2022 - 2023 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 October 20, 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 2022 - 2023 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 October 20, 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 - 2023 Amendment. The total compensation for services performed for the contract term shall not exceed \$94,419.

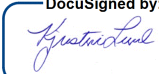
The Consultant shall complete and return to the District Exhibit "C," Tax Identification Number, prior to or along with the first billing invoice.

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 October 20, 2022 and ending December 31, 2023, 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.

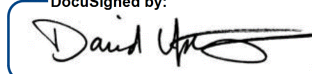
IN WITNESS WHEREOF, the parties hereto have executed this 2021 Second Amendment on the dates written below:

LUND CONSULTING INC.

By:    
 DocuSigned by: 137A3CF030BC475...  
Kjrystine Lund, Principal

Date: 10/24/2022

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By:    
 DocuSigned by: E76CE01F07B14EF...  
Dave Upthegrove, Board Chair

Date: 10/21/2022

## **EXHIBIT A SCOPE OF SERVICES 2022-2023 AMENDMENT**

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 2023 Flood Control District operating and capital budget. Facilitate meetings on other policy issues as identified by the District Executive Director.

### **Expectations:**

- Schedule 2023 meeting dates for Advisory Committee and Basin Technical Committee.
- Debrief with Advisory Committee members about outcome of 2023 Budget action by Board of Supervisors.
- Help Advisory Committee members engage in discussions about the proposed 2024 budget.
- Plan for some meetings to be on topics identified by the Executive Director.
- 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 on all meeting agendas and materials.
- Work with Executive Director staff support designee 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.
- Support Executive Director with special assignments such as participation in meetings with service providers, facilitation of interlocal agreements with jurisdictions, review of communications plans, and other duties as assigned.

### **Other Team Members**

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

Lorraine Allen, Office Assistant, will provide clerical assistance.

## Exhibit A

### 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
- Advisory Committee organization and start-up January 2023, final budget recommendation report by August 31, 2023
- Engagement through Flood District Budget process in the fall of 2023
- Participate in briefings of District Board and staff as requested year-round
- Provide support to Executive Director October 20, 2022- December 31, 2023
- 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
  - Translation and/or ADA accommodation
  - Hybrid meeting AV tools

### Tasks Detail

Task 1. Start-up – Initial Advisory Committee contact

*(includes contact lists which are continuously updated)*

Task 2. Develop meeting calendars

*(includes doodle-polling)*

Task 3. Agenda development

*(includes work with Executive Director and Chair of Advisory Committee)*

Task 4. Meeting facilitation

*(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.)*

Task 5. Meeting summaries

*(meeting notes, draft and final summary)*

Task 6. Final budget recommendation

*(includes draft and final version with hard copies prepared by King County)*

Task 7. Brief District

*(At request of Executive Director)*

Task 8. Assist Executive Director

*(At request of Executive Director coordinate with jurisdictions on ILA's, RFMS on communications plans, and other duties as assigned.)*

### Monthly Fee for Tasks

Not to exceed \$10,400 per month, assumes 40 hours per month at \$260

### Direct Expenses

\$250 per meeting of Advisory Committee for clerical support = \$2,000

Total Fee 14 Months = \$94,419