



January 5, 2021

Executive Director
King County Flood Control District
King County Courthouse
516 Third Avenue, 12th Floor
Seattle, WA 98104-3272

Re: Flood District Advisory Committee Facilitator 2021 Scope and Budget

Dear Ms. Clark:

I am submitting the attached scope and budget for 2021 to continue facilitating the King County Flood District Advisory Committee in 2021 on behalf of Lund Consulting, Inc. Lund Consulting is a State of Washington Certified Woman Business Enterprise, WBE Certificate #W2F9320685.

For over 25 years, I have led and facilitated group decision processes for complex and high visibility projects throughout the state involving flood risk reduction, land use, environmental cleanup, housing, community building, and multi-modal transportation plans. I enjoy leading complex teams that include elected officials, senior public officials, technical subject matter experts, stakeholder interests, and engaged citizens at large. I also assist clients with employee retreats and team building to implement work plans and strategic plans.

I would very much enjoy the opportunity to continue working with the District.

The year ahead offers opportunities to move from virtual meetings, perhaps, by the end of summer!

Sincerely,



Kjristine Lund

Principal in Charge

King County Flood Control District Advisory Committee Facilitator

Scope and Budget 2021

January 5, 2021

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 2021 Flood Control District operating and capital budget. Facilitate meetings agendas on other policy issues as identified by the District Executive Director.

Expectations

- Schedule 2021 meeting dates for Advisory Committee and Basin Technical Committee. Allow for zoom meetings in first half-of year and potential in-person meetings for late summer.
- Debrief with Advisory Committee members about outcome of 2021 Budget action by Board of Supervisors.
- Help Advisory Committee members engage in discussions about the proposed 2021 budget.
- 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 2021, final budget recommendation report by August 31, 2021
- Engagement through Flood District Budget process in the fall
- Participate in briefings of District Board and staff as requested
- Some of the meetings will support work on the Flood Hazard Management Plan

King County Flood Control District Advisory Committee Facilitator
Scope and Budget 2021
January 5, 2021

Tasks and Budget Detail

Task 1. Start-up – Initial Advisory Committee contact <i>(includes contact lists which are continuously updated)</i>	25 hours	6,375
Task 2. Develop meeting calendars <i>(includes doodle-polling)</i>	20 hours	5,100
Task 3. Agenda development <i>(includes work with Executive Director and Chair of Advisory Committee)</i>	12 hours	3,060
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>	\$2,040 per meeting	32,640
Task 5. Meeting summaries <i>(clerk @ \$50 per hour, meeting notes, draft and final summary)</i>	44 hours	2,200
Task 6. Final budget recommendation <i>(includes draft and final version with hard copies prepared by King County)</i>	15 hours	3,825
Task 7. Brief District <i>(At request of Executive Director)</i>	10 hours	2,550
Total Cost		\$55,750

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, \$255 per hour for tasks above with a facilitation fee of \$2,040 per meeting.
Joanne Shoji, \$50 per hour for clerk services