



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Agenda

### King County Flood Control District

*Boardmembers: Reagan Dunn, Chair; Dave Upthegrove, Vice Chair; Claudia Balducci, Rod Dembowski, Jeanne Kohl-Welles, Kathy Lambert, Joe McDermott, Pete von Reichbauer, Girmay Zahilay*

10:15 AM

Wednesday, January 8, 2020

Room 1001

#### SPECIAL MEETING

1. Call to Order

To show a PDF of the written materials for an agenda item, click on the agenda item below.

2. Roll Call

3. Approval of Minutes of December 11, 2019 **pg 3**

4. Executive Session: For 15 minutes, with action likely to follow, per RCW 42.30.110(1)(i)(iii), to discuss with legal counsel representing the District litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency

#### Discussion and Possible Action

5. FCD Resolution No. FCD2019-16 **pg 5**

A RESOLUTION relating to the organization of the King County Flood Control Zone District, authorizing position descriptions for the King County Flood Control District's Executive Director and Deputy Executive Director, and authorizing the Chair to enter into employment agreements for the Executive Director and Deputy Executive Director positions.

6. FCD Resolution No. FCD2019-17 **pg 17**

A RESOLUTION relating to the King County Flood Control Zone District's Executive Director and Deputy Director, authorizing the Chair and Vice Chair to implement Resolution FCD2019-16 pertaining to the direct employment of the District's Executive Director and Deputy Director.



*Sign language and communication material in alternate formats can be arranged given sufficient notice (206-1000).*

*TDD Number 206-1024.*

*ASSISTIVE LISTENING DEVICES AVAILABLE IN THE COUNCIL CHAMBERS.*



- 7. FCD Resolution No. FCD2020-01 **pg 23**

A RESOLUTION amending the rules and operating procedures of the King County Flood Control Zone District to change the regular meeting time of the District board and executive committee, and to insert a process for hiring and oversight of District employees; and amending FCZD2019-01, Attachment A, as amended.

- 8. FCD Motion No. FCD20-01 **pg 25**

A MOTION relating to the organization of the King County Flood Control District Board of Supervisors.

## Briefings

- 9. FCD Briefing No. FCD2020-B01

Website Update

- 10. **Adjournment**



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes

### King County Flood Control District

*Boardmembers: Reagan Dunn, Chair; Dave Upthegrove, Vice  
Chair; Claudia Balducci, Rod Dembowski,  
Larry Gossett, Jeanne Kohl-Welles, Kathy Lambert, Joe  
McDermott, Pete von Reichbauer*

---

12:00 PM

Wednesday, December 11, 2019

Room 1001

---

#### SPECIAL MEETING -draft minutes-

1. **Call to Order**

*The meeting was called to order at 2:47 p.m.*

2. **Roll Call**

**Present:** 7 - Ms. Balducci, Mr. Dembowski, Mr. Gossett, Ms. Kohl-Welles, Ms. Lambert, Mr. McDermott and Mr. Upthegrove

**Excused:** 2 - Mr. Dunn and Mr. von Reichbauer

3. **Approval of Minutes of November 6, 2019**

*Supervisor Upthegrove moved to approve the minutes of the November 6, 2019 meeting as presented. Seeing no objection, the Chair so ordered.*

**Executive Session: For 15 minutes, with action likely to follow, per RCW 42.30.110(1)(i)(iii), to discuss with legal counsel representing the District litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency**

*The Board did not go in to Executive Session.*

## Discussion and Possible Action

### 4. FCD Resolution No. FCD2019-18

A RESOLUTION amending the interlocal agreement between King County and the King County Flood Control Zone District to extend its term.

**A motion was made by Boardmember Dembowski that this FCD Resolution be Passed. The motion carried by the following vote:**

**Yes:** 7 - Ms. Balducci, Mr. Dembowski, Mr. Gossett, Ms. Kohl-Welles, Ms. Lambert, Mr. McDermott and Mr. Upthegrove

**Excused:** 2 - Mr. Dunn and Mr. von Reichbauer

### 5. Adjournment

*The meeting adjourned at 2:50 p.m.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_

---

Clerk's Signature



**Signature Report**

**FCD Resolution**

**Proposed No.** FCD2019-16.1

**Sponsors**

1                   A RESOLUTION relating to the organization of the King  
2                   County Flood Control Zone District, authorizing position  
3                   descriptions for the King County Flood Control District's  
4                   Executive Director and Deputy Executive Director, and  
5                   authorizing the Chair to enter into employment agreements  
6                   for the Executive Director and Deputy Executive Director  
7                   positions.

8                   WHEREAS, the King County Flood Control Zone District Board of Supervisors  
9                   has determined that the King County Flood Control Zone District ("the District") requires  
10                  staff support from employees directly employed by the District, and

11                  WHEREAS, after a search for qualified employees, the King County Flood  
12                  Control Zone District resolved to select Michelle Clark and Kimberly Matej as the  
13                  District's Executive Director and Deputy Executive Director, respectively, and

14                  WHEREAS, the Executive Committee previously authorized position descriptions  
15                  for both positions, and

16                  WHEREAS, at the time of their hiring, both positions were filled by members of  
17                  the King County Flood Control Zone District's administrative unit established by the  
18                  Metropolitan King County Council, and

19                  WHEREAS, as the King County Flood Control Zone District grows in size, the

20 Board desires to employ the Executive Director and Deputy Executive Director directly,  
21 and

22 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KING  
23 COUNTY FLOOD CONTROL ZONE DISTRICT:

24 The Board of Supervisors for the King County Flood Control Zone District  
25 authorizes the position description for the Executive Director attached hereto as  
26 Attachment A and adopted herein by this reference.

27 The Board of Supervisors for the King County Flood Control Zone District  
28 authorizes the position description for the Deputy Executive Director attached hereto as  
29 Attachment B and adopted herein by this reference.

30 The Chair of the King County Flood Control Zone District is authorized to enter  
31 into an employment agreement between the District and Michelle Clark, in a form  
32 acceptable to the District's legal counsel.

33 The Chair of the King County Flood Control Zone District is authorized to enter

34 into an employment agreement between the District and Kimberly Matej, in a form  
35 acceptable to the District's legal counsel.

36

KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

---

Reagan Dunn, Chair

ATTEST:

---

Melani Pedroza, Clerk of the Board

**Attachments:** A. King County Flood Control Zone District Executive Director Job Description, B. King County Flood Control Zone District Deputy Exec Director Job Description

[Blank Page]

## King County Flood Control Zone District Position Description

Position: Executive Director	
Approved By:	FLSA: Exempt

### Summary

The King County Flood Control Zone District (District) Executive Director (Director) is responsible for the efficient overall management and administration of the District and the administration unit and its employees. The Director develops and oversees contracts with King County and other jurisdictions to implement the District’s capital program and services, and manages the day-to-day administrative functions of District operations. The Director is salaried, at will and overtime exempt, and reports to the Chair of the District, and is accountable and responsive to the King County Flood Control Zone District Board of Supervisors.

### Distinguishing Career Features

The Director staffs the District’s Board of Supervisors (Board), which sets the policy; adopts the annual operating and capital budgets; and approves projects, grants, contracts, and interlocal agreements with other jurisdictions. The Director also supports a 15-member Advisory Committee, made up of local government officials and citizens, which provides advice to the Board relative to annual operating and capital budgets.

### Essential Duties and Responsibilities

- Coordinate, oversee and manage the capital program and services provided to the District by contract, including issuing and reviewing requests for proposals, developing scoping documents, and overseeing contract and project implementation and reporting;
- Develop District goals, policies, plans, programs and annual budgets, in compliance with the Board’s direction;
- Develop and maintain relationships with the Board, as well as with Board staff, King County staff, city elected officials and staff, and the public;
- Carry out business and administrative duties, including development and publication of meeting agendas, in coordination with the District’s Clerk;
- Prepare reports analyzing policies, budgets, and framing decisions;
- Develop and carry out all communications regarding the Board’s activities;
- Review financial reports and invoices;
- Assist in developing the District’s strategic and business plans, as well as developing the District’s annual work plan, subject to Board approval;
- Monitor the performance of District funded projects and the District’s satisfaction of overall goals;
- Research and analyze information provided by contractors and others, and prepare reports to the Executive Committee and Board to inform decision making; conduct objective analysis of issues, ensuring consistency with existing policies; coordinate legal review as necessary;
- Provide advice and counsel on complex subject-specific matters involving strategic direction, policy, and organizational and operational issues;
- Support outside committees, such as the Advisory Committee, as needed;
- Serve as District spokesperson;
- Oversee District communications and intergovernmental relations;
- Manage District staff when hired; and

- Perform other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

This position requires:

- Advanced knowledge of business management and/or organizational leadership.
- Advanced knowledge and experience with capital program management.
- Experience providing direct staff support to elected officials.
- Advanced experience managing operating and capital budgets.
- Advanced experience working with resource and permit agencies.
- General knowledge of state laws regarding the operation of local governments, including budgeting, auditing, and fiscal management;
- Well-developed human relations skills to advise and influence others, to lead and facilitate group processes, and convey complex information to diverse audiences.
- Strong project management skills.
- Advanced knowledge of the structure and content of the English language to employ a variety of writing techniques that inform diverse audiences.
- Well-developed knowledge of, and skill in, using personal computers, common desktop productivity software including MS Word, Excel and PowerPoint and specialized research tools.

### **Abilities**

This position requires:

- The ability to carry out the functions of the position and effectively plan and implement program activities.
- Strong interpersonal skills, with the ability to effectively work with local, state, and federal elected officials, local, state, and federal employees and contractors.
- The ability to clearly synthesize information and complex ideas and communicate them effectively and clearly to the Board, the Executive Committee, contractors, and the public.
- The ability to work collaboratively with numerous stakeholders and facilitate group processes and problem solving.
- The ability to work independently and under deadline pressure.
- Experience within the last 3 years using general MS Word, Excel and PowerPoint applications.
- The ability to convert complex issues and convey them in a way that enables and enhances understanding.
- The ability to plan and implement activities such as large group meetings, community events and news conferences.
- The ability to write professional content clearly and concisely, and to prepare and present visually appealing written communications.
- Confidentiality and the ability to work on sensitive matters.

### **Physical Abilities**

May be required to travel throughout King County or surrounding areas in a timely manner.

### **Education and Experience**

- A Bachelor's degree in Public or Business Administration or Engineering, or at least five years' experience in the subject area of those degrees;
- At least five years' experience in business management and/or organizational leadership;
- At least five years' experience with capital program management, including managing operating and capital budgets and working with resource and permit agencies; and

Resolution No. FCD2019-16 - Attachment A

- At least five years' experience providing direct staff support to elected officials.

**Licenses and Certificates**

Requires a valid driver's license.

**Working Conditions**

Work is usually performed indoors where minimal safety considerations exist. Work will also require site visits to flood facilities along rivers and in unimproved areas.

[Blank Page]

## King County Flood Control Zone District Position Description

Position: Deputy Executive Director	
Approved:	FLSA: Exempt

### Summary

Serves as strategist, advisor, and project manager on complex and controversial issues requiring extensive research, negotiation, and analysis of facts, goals, and relationships among governmental entities. Plans, organizes, and coordinates the public information and media relations for the King County Flood Control District. The Deputy Executive Director is a salaried, at-will, overtime exempt classification. This position reports to the executive director, but is responsive to all members of King County Flood Control Zone District Board of Supervisors.

### Distinguishing Career Features

The Deputy Executive Director serves as strategist, advisor, and communications liaison responsible for policy development and integrating all forms of outreach and communications used by the District.

### Essential Duties and Responsibilities

- Provides advice and counsel on a wide range of complex strategic, policy, organizational and management issues.
- Plans, directs, coordinates, and provides advanced consultation in connection with legislation and policy development involving the largest, most comprehensive subject matter, services, and processes.
- Plans facilitates, and develops comprehensive communications strategies and programs and manages internal and external communications for the District.
- Develops and directs media relations, resident involvement, and public information assistance programs.
- Directs and coordinates press conferences, special events and informational/educational offerings by the District that create opportunities for public input.
- Develops an annual work program for approval by the executive director.
- Prepares written staff reports and briefings for board meetings.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

#### **Knowledge and Skills**

- Requires extensive knowledge of the legislative and policy development processes.
- Requires advanced knowledge of the methods and techniques for creating effective media and public relations materials, managing image and issues, and for establishing recognition for engaging in community outreach and feedback.
- Requires the ability to direct and prepare professional and influence written materials on a variety of complex and sensitive public policy matters.
- Requires a broad working knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments and state subdivisions.
- Requires knowledge of the principles and practices associated with supervision, leadership style,

team building, and performance management.

- Requires well-developed knowledge of modern English to prepare influential professional reports suitable for public communication.
- Requires advanced human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation with work teams having competing objectives, facilitate and moderate group discussions, prepare and deliver formal presentations to audiences that may offer argumentative discussion, often in frustrating situations, and carry out advanced negotiations.

### **Abilities**

- Requires the ability to carry out the functions of the position.
- Requires the ability to evaluate implications of new information for current and future problem solving and decision-making.
- Requires the ability to use logic and reasoning to identify strengths and weaknesses of proposals, alternatives, and conclusions or whether proposals comply with policy, laws, or regulations.
- Requires the ability to remain objective with elected officials and to properly handle private and confidential communications.
- Requires the ability to present facts and recommendations in a clear, concise, interesting, and logical and objective manner, both orally and in writing.
- Requires the ability to develop and maintain positive work relationships with peers, other committees, county organization units, other agencies, communities, and special interest groups.
- Requires the ability to give full attention to what other people are saying, take time to understand facts and points being made, ask appropriate questions, and not interrupt at inappropriate times.
- Requires the ability to prioritize workload to meet deadlines.
- Requires the ability to work varying schedules.
- Requires consistent attendance and punctuality.

### **Physical Abilities**

- Incumbent must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about office environs and outside locations.
- Requires the ability to sit for extended periods of time to accomplish deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and group settings.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

The position typically requires a degree in public or business administration, or equivalent discipline that will enable job performance and/or a combination of three or more years of training and experience in executive-level leadership experience that includes accountability to legislative bodies, as well as, policy and advisory boards.

### **Licenses and Certificates**

Require a valid driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.



516 Third Avenue • Room 1200 • Seattle, WA 98104  
 206.296.1020 • info@kingcountyfloodcontrol.org  
 www.kingcountyfloodcontrol.org

## STAFF REPORT

<b>Agenda Item:</b>	6	<b>Staff:</b>	Charlotte A. Archer, General Counsel
<b>Resolution Number:</b>	FCD2019-16	<b>Date:</b>	December 4, 2019
<b>Attachments:</b>	Attachment A – Job Description, Executive Director Attachment B – Job Description, Deputy Executive Director Attachment C – Employment Agreement for Executive Director Attachment D – Employment Agreement for Deputy Executive Director		

By FCD Executive Committee Motion 2016-08 and related motions, the Board of Supervisors authorized funding for a full time Executive Director. Although funded by the District, the position was created as a County legislative staff position. The position was filled in 2016 by Michelle Clark by action of the Board of Supervisors, after a competitive application and screening process. Similarly, by action taken in 2019, the Board funded a full time Deputy Executive Director as a County legislative staff position. After a competitive application and screening process, the position was filled in late 2019 by Kimberly Matej. At the time these positions were created, the Executive Committee authorized job descriptions for each; the descriptions were then sent to the Metropolitan King County Council and approved thereby, in accordance with the council's organizational motion.

As the District grows and its needs expand, the District benefits from directly employing both an Executive Director and Deputy Executive Director. By this Resolution, the Board of Supervisors would authorize the direct employment of these positions by the District, by: (1) authorizing the job descriptions for both positions; and (2) authorizing the Chair to execute employment contracts with the current individuals holding these positions, Michelle Clark and Kimberly Matej. As these positions are currently funded by the District, there is no fiscal impact from this proposed transition.

[Blank Page]



**Signature Report**

**FCD Resolution**

**Proposed No.** FCD2019-17.1

**Sponsors**

1           A RESOLUTION relating to the King County Flood  
2           Control Zone District's Executive Director and Deputy  
3           Director, authorizing the Chair and Vice Chair to  
4           implement Resolution FCD2019-16 pertaining to the direct  
5           employment of the District's Executive Director and  
6           Deputy Director.

7           WHEREAS, chapter 86.15 RCW authorizes the King County council to initiate  
8           the creation of special purpose flood control zone districts for the purpose of undertaking,  
9           operating or maintaining flood control projects or storm water control projects, among  
10          other powers, and

11          WHEREAS, in 2007, the county created the King County Flood Control Zone  
12          District ("the District"), governed by a board of supervisors ("the board"), and

13          WHEREAS, up to September 2016, the District was run day-to-day by an  
14          employee of the district, its executive director, and

15          WHEREAS, in June 2016, by Motion FDECM2016-5, the board's executive  
16          committee updated the position description for the executive director, and

17          WHEREAS, in September 2016, the staffing for the District, including the  
18          executive director position, was transferred to a flood control district Administration  
19          Unit, established in legislative branch for its employees to exclusively provide support

20 for the District, and

21 WHEREAS, in 2016, by Motion 14782 the council appointed Michelle Clark as  
22 the District executive director, and

23 WHEREAS, by motion in 2019, the board's executive committee approved a  
24 position description for a deputy executive director as part of the flood control district's  
25 administration unit, and

26 WHEREAS, shortly thereafter, the executive committee and the District executive  
27 director appointed Kimberly Matej as the District's deputy director, and

28 WHEREAS, by Resolution FCD2019-16, the District approved of the updated  
29 position descriptions for the executive director and deputy executive director, and  
30 authorized the engagement of these two positions as direct employees of the District, and

31 WHEREAS, the direct employment of the executive director and deputy director  
32 requires the District to arrange for payroll processing and to implement and comply with  
33 applicable employment laws and regulations, such as participation in the Washington  
34 Public Employee's Retirement System;

35 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE KING  
36 COUNTY FLOOD CONTROL ZONE DISTRICT:

37 The King County Flood Control Zone District's chair and vice chair are  
38 authorized and directed to implement and comply with all necessary payroll and  
39 employment laws and regulations that apply to the positions of district executive director  
40 and deputy director. The chair and vice chair are authorized to execute any applications,

41 agreements and contracts within the executive committee's delegated spending authority,  
42 on behalf of the District that are necessary for such implementation and compliance.  
43

KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

---

Reagan Dunn, Chair

ATTEST:

---

Melani Pedroza, Clerk of the Board

**Attachments:** None

[Blank Page]



**KING COUNTY  
FLOOD CONTROL  
DISTRICT**

516 Third Avenue • Room 1200 • Seattle, WA 98104  
206.296.1020 • info@kingcountyfloodcontrol.org  
www.kingcountyfloodcontrol.org

**STAFF REPORT**

<b>Agenda Item:</b>	7	<b>Staff:</b>	Charlotte A. Archer, General Counsel
<b>Resolution Number:</b>	FCD2019-17	<b>Date:</b>	December 4, 2019
<b>Attachments:</b>	None		

This Resolution accompanies Resolution No. FCD2019-16.

By this Resolution, the Board of Supervisors would delegate authority to the Chair and Vice Chair to implement FCD Resolution No. FCD 2019-16, authorizing the direct employment of an Executive Director and Deputy Executive Director as employees of the District. This delegated authority would include the execution of all relevant agreements (within the Executive Committee’s delegated spending authority), as well as all actions necessary to meet the District’s payroll and benefits obligations. As these positions are currently funded by the District, there is no fiscal impact from this proposed transition.

[Blank Page]



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### FCD Resolution

TITLE ONLY

**Proposed No.** FCD2020-01.1

**Sponsors**

1                   A RESOLUTION amending the rules and operating  
 2                   procedures of the King County Flood Control Zone  
 3                   District to change the regular meeting time of the  
 4                   District board and executive committee, and to  
 5                   insert a process for hiring and oversight of District  
 6                   employees; and amending FCZD2019-01,  
 7                   Attachment A, as amended.

8

KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

---

Reagan Dunn, Chair

ATTEST:

---

Melani Pedroza, Clerk of the Board

**Attachments:** None





# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### FCD Motion

TITLE ONLY

**Proposed No.** FCD20-01.1

**Sponsors**

- 1 A MOTION relating to the organization of the King
- 2 County Flood Control District Board of Supervisors.
- 3
- 4

KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON

---

Reagan Dunn, Chair

ATTEST:

---

Melani Pedroza, Clerk of the Board

**Attachments:** None