



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda

King County Flood Control District Executive Committee

*Boardmembers: Dave Upthegrove, Chair; Reagan Dunn, Vice Chair;
Kathy Lambert, Pete von Reichbauer*

1:00 PM

Wednesday, July 15, 2020

Virtual Meeting

PUBLIC NOTICE: To help prevent the spread of the COVID 19 virus, all Boardmembers and staff will be participating in the July 1, 2020 Flood Control District Executive Committee meeting remotely. The live feed of the meeting will be streaming on the Council's website and on KCTV channel 22.

To join online paste the following link into the address bar of your web browser:
<https://kingcounty.zoom.us/j/91826500263> to join online.

Join by Telephone

Dial: US : +1 253 215 8782

Meeting ID: 918 2650 0263

Password: 402025

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

HOW TO WATCH/LISTEN TO THE MEETING: There are two ways to watch or listen in to the meeting:

- 1) Stream online via this link <https://livestream.com/accounts/15175343/events/4485487> or input the link web address into your web browser.
- 2) Watch King County TV Channel 22 (Comcast Channel 22 and 322(HD), Wave Broadband Channel 22)

1. [Call to Order](#)
2. [Roll Call](#)
3. [Approval of Minutes for July 8, 2020](#)
4. [Approval of Invoices](#) **Pgs 6-9**



Sign language and communication material in alternate formats can be arranged given sufficient notice (296-1000).

TDD Number 296-1024.

ASSISTIVE LISTENING DEVICES AVAILABLE IN THE COUNCIL CHAMBERS.



Items for Recommendation to the Board of Supervisors

5. FCD Resolution No. FCD2020-17 **Pgs 10-14**

A RESOLUTION relating to the organization of the King County Flood Control Zone District, authorizing a position description for the King County Flood Control District's Administrative Manager/Clerk of the Board, and authorizing the Executive Director to recruit and hire.

6. **Other Business**

7. **Adjournment**



King County

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Seattle, WA 98104

Meeting Minutes King County Flood Control District Executive Committee

*Boardmembers: Dave Upthegrove, Chair; Reagan Dunn, Vice
Chair;
Kathy Lambert, Pete von Reichbauer*

1:00 PM

Wednesday, July 1, 2020

Virtual Meeting

DRAFT MINUTES

PUBLIC NOTICE: To help prevent the spread of the COVID 19 virus, all Boardmembers and staff will be participating in the July 1, 2020 Flood Control District Executive Committee meeting remotely. The live feed of the meeting will be streaming on the Council's website and on KCTV channel 22.

To join online paste the following link into the address bar of your web browser: <https://kingcounty.zoom.us/j/99799643937> to join online.

Join by Telephone

Dial: US : +1 253 215 8782

Meeting ID: 997 9964 3937

Password: 759563

HOW TO WATCH/LISTEN TO THE MEETING: There are two ways to watch or listen in to the meeting:

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1. **Call to Order**

The meeting was called to order at 1:03 p.m.

2. **Roll Call**

Present: 4 - Mr. Dunn, Ms. Lambert, Mr. Upthegrove and Mr. von Reichbauer

3. **Approval of Minutes for June 17, 2020**

Vice Chair Dunn moved to approve the minutes of the June 17, 2020, meeting as presented. Seeing no objection, the Chair so ordered.

4. Approval of Invoices

Michelle Clark, Executive Director, reported on the following invoices: Andtisites (\$8,000.00); Washington State Auditor's Office (\$2,884.05).

Supervisor Lambert moved approval of the invoices. The motion carried.

Items for Recommendation to the Board of Supervisors

5. [FCD Resolution No. FCD2020-15](#)

A RESOLUTION relating to the operations and finances of the King County Flood Control Zone District; authorizing the expenditure of District funds for projects and activities in Water Resource Inventory Areas 7 (Snoqualmie Watershed portion) 8, 9 and 10 (King County portion).

Ms. Clark presented her staff report and answered questions.

A motion was made by Supervisor Lambert that this FCD Resolution FCD2020-15 be Recommended to the Board of Supervisors for consideration. The motion carried by the following vote:

Yes: 4 - Mr. Dunn, Ms. Lambert, Mr. Upthegrove and Mr. von Reichbauer

6. [FCD Resolution No. FCD2020-16](#)

A RESOLUTION of the Board of Supervisors of the King County Flood Control Zone District authorizing and approving Social Security coverage for the District's employees.

Charlotte Archer, District Legal Counsel, presented a staff report and answered questions.

Horace Francis, District Accountant, answered questions.

A motion was made by Supervisor Dunn that this FCD Resolution FCD2020-16 be Recommended to the Board of Supervisors for consideration. The motion carried by the following vote:

7. Other Business

8. Adjournment

The meeting was adjourned at 1:32 p.m.

Approved this _____ day of _____

Clerk's Signature



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

Invoice Summary – July 15, 2020

Vendor	Invoice #	Amount
Warrants		
Lund Consulting	KCFCD 2020-5 LGR KCFCD 2020-2 ACF	\$12,360.00 <u>\$7,000.00</u> \$19,360.00
WA State Auditor	L137714	\$565.50



Invoice: KCFCD 2020-5 Lower Green River Corridor Plan and EIS Project Manager

July 3, 2020

Michelle Clark, Executive Director
King County Flood Control District
1200 King County Courthouse
516 Third Avenue Seattle, WA 98104

Invoice period: June 1-30, 2020

Professional Services:

Activities described below.

Total Amount Due **\$12,360.00**

Please remit payment to: *Lund Consulting, Inc.*
1941 26th Avenue East
Seattle, WA 98112

Activity Report:

Worked with team Parametrix, (Cascadia, Gallatin, Faucett) on recommendations for Executive Steering Committee.

Reviewed analysis of alternatives 2 and 3.

Reviewed methodology reports.

Worked with Parametrix to review schedule, deliverables from subcontractors, methodology reports, hydraulic model guidelines, plan chapters, deliverables from King County staff.

Participate in weekly team check-in meetings.

Keep Executive Director informed.

Advance deliverables to Executive Director for feedback.

Review contracts and invoices.

Monitor schedule.

Monitor media coverage.

Lund Consulting, Inc.
1941 26th Avenue East Seattle, WA 98112
206-612-8138
www.lundconsulting.com



Invoice: KCFCD 2020-2 Advisory Committee Facilitation

July 3, 2020

Michelle Clark, Executive Director
King County Flood Control District
1200 King County Courthouse
516 Third Avenue Seattle, WA 98104

Invoice period: June 12 – July 3, 2020

Professional Services:

Activities described below.

Total Amount Due **\$7,000.00**

Please remit payment to: *Lund Consulting, Inc.*
1941 26th Avenue East
Seattle, WA 98112

Activity Report:

Task 2. Work on meeting calendars	500
Task 3. Agenda development for meeting #1 and JBTC	1,400
Task 4. Facilitate meetings	4,000
Task 5. Meeting summary	500
Task 7. Coordinate with District staff	600

Lund Consulting, Inc.
1941 26th Avenue East Seattle, WA 98112
206-612-8138
www.lundconsulting.com

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098



Page: 1 of 1
Invoice No.: L137714
Invoice Date: 07/13/2020
MCAG No.: 2929
County: King

King County Flood Control District
516 Third Avenue King County Court House Rm 1200
Seattle, WA 98104

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for your records)

Entity Name: King County Flood Control District

Invoice No.: L137714

Invoice Date: 07/13/2020

Audit No.: 47043

Audit Period: 18 - 18

Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
06/20	Accountability Audit	\$113.10	5.0	\$565.50	\$0.00	\$565.50
Sub Total:			5.0	\$565.50	\$0.00	\$565.50
Total Due This Invoice:			5.0	\$565.50	\$0.00	\$565.50

(Hrs rounded to nearest tenth)

JV Number: 210284

**FULL PAYMENT DUE
IN 30 DAYS**

I hereby certify the amount listed herein is a proper charge for services rendered:

By: Janel M. Roper, Director of Administrative Services



Signature Report

FCD Resolution

Proposed No. FCD2020-17.2

Sponsors

1 A RESOLUTION relating to the organization of the
2 King County Flood Control Zone District,
3 authorizing a position description for the King
4 County Flood Control District’s Administrative
5 Manager/Clerk of the Board, and authorizing the
6 Executive Director to recruit and hire.

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

10 WHEREAS, pursuant to the District’s Operating Rules and Procedures, job
11 descriptions for new positions must be approved by the Board of Supervisors; and

12 WHEREAS, as the needs of the District expand, the Board desires to employ an
13 Administrative Manager/Clerk of the Board to advise the Board;

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

16 The Board of Supervisors for the King County Flood Control Zone District
17 authorizes the position description for the Office Manager/Clerk of the Board attached
18 hereto as Attachment A and adopted herein by this reference.

19 The Executive Director of the District is authorized to implement the recruitment

20 and hiring of this position, in accordance with the District's rules and procedures.

21

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Dave Upthegrove, Chair

ATTEST:

Melani Pedroza, Clerk of the Board

Attachments: None



POSITION DESCRIPTION

Position: Administrative Manager/Clerk of the Board	FLSA: salaried, overtime exempt
Board Approved:	Salary Grade: 124
Revised:	

JOB SUMMARY

Serves as Clerk to the King County Flood District, including providing clerk functions for Executive Committee and Board meetings. Manages all aspects of administrative operation of the office under guidance of the King County Flood Control District Executive Director and Deputy Director. Oversees and organizes the District's content management, public records requests, and legislative responsibilities. Performs technical, clerical, and administrative support duties for the District. Participates in the production of the District's products and web presence. Completes tasks according to established policies and procedures, works independently with limited supervision, and contributes through knowledge, skills, and good work habits.

The Administrative Manager/ Clerk of the Board is a salaried, at-will, overtime exempt classification. This position reports to the Executive Director, but is responsive to all members of the Board of Supervisors.

DISTINGUISHING CAREER FEATURES

The Administrative Manager/Clerk of the Board requires substantial knowledge of local government administrative procedures, analytical skills, understanding of database construction and management, and the ability to organize work, information flow, and perform difficult, diverse, and confidential duties in support of the office and its dealings with other work teams and organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides and maintains up-to-date documentation on various laws, rules/regulations, policies/procedures as related to functions such as agenda bill preparation process, Open Public Meetings Act, Public Records Act, Roberts Rules of Order, and other internal policies and state law as requested.
- Reviews, edits, produces, and distributes agenda packets and supporting materials for executive committee and full board meetings from information provided by the executive director and deputy director, and notices all meetings in accordance with Washington law.
- Establishes and maintains records of meeting proceedings, actions taken, and any follow-up items including preparing and distributing minutes.
- Ensures materials and reports for signature and/or official proceedings are accurate, complete, and technically correct. Proofreads and checks all other materials for accuracy, completeness and compliance with standards.

- Serves as the District's primary records custodian and public records officer. Conducts searches, and reviews to determine if collected records are exempt from production. Consults and collaborates with District's legal counsel, as appropriate, for proper redaction in accordance with state law.
- Coordinates and manages administrative workload.
- Prepares and posts legal notices and publications as required.
- Coordinates and processes invoices for payment.
- Researches and responds to inquiries regarding legislation, records, and State laws.
- Performs record searches for District staff and the public.
- Provides notary services.
- Remains current with relevant technological advancements as it relates to field.
- Arranges and coordinates services such as scheduling of conference and meeting rooms and official proceedings.
- Researches and assembles information from a variety of sources for the preparation of records, reports, and special projects. Conducts special studies as requested by the executive director or deputy director.
- Coordinates the recruitment and hiring processes, serves as an internal subject matter expert on recruitment and hiring.
- Coordinates staff and citizen inquiries that can be sensitive, controversial, and/or confidential.
- Performs other duties as assigned that support the overall objective of the position. This description is not intended as a complete list of specific duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS

Knowledge and Skills

- The position requires a thorough knowledge of office practices, procedures and equipment, including information flow, filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of the rules, regulations, protocols, and procedures associated with records management.
- Requires knowledge of the Open Public Meetings Act, Public Records Act, Roberts Rules of Order, and other and state law as requested.
- Requires advanced working knowledge of personal computer software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry to custom data bases.
- Requires skills in building working relationships with diverse and sometimes opposing parties to develop bridges for understanding and collaboration. Requires ability to interact with other professionals and elected officials on matters of significant importance.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence and write and edit report text.
- Requires well-developed human relations skill to adapt to diverse personalities and styles, establish harmony and cooperation within the office, facilitate small group discussions, exercise patience when dealing with internal and external customers and convey technical concepts.
- Requires critical thinking, problem solving, and effective administrative skills to carry out

the overall objectives of the position.

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 remain objective with elected officials and to properly handle private and confidential communications.
- Requires the ability to develop and maintain positive work relationships with co-workers, service providers, other agencies, communities, and special interest groups.
- Requires the ability to prioritize workload to meet deadlines.
- 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

- Bachelor's degree in Public Administration, Business Administration or related field.
- 5 to 8 years records management or local government clerking responsibilities.
- Or 9 to 12 years of relevant education and experience in place of above.
- Public sector experience.
- Successful passing of a required background check.

Licenses and Certificates

- Requires a valid Washington state driver's license.
- Valid Notary Public certification or ability to obtain within two (2) months of hire.
- Washington State Public Records Officer certification preferred.
- Municipal Clerk Certification preferred.

Working Conditions

Work is performed indoors where minimal safety considerations exist.