



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Agenda

### King County Flood Control District

*Boardmembers: Reagan Dunn, Chair; Sarah Perry, Vice Chair;  
Claudia Balducci, Jorge Barón, Rod Dembowski, Teresa Mosqueda,  
Dave Upthegrove, Pete von Reichbauer, Girmay Zahilay*

**1:30 PM**

**Tuesday, March 12, 2024**

**Hybrid Meeting**

The King County Flood Control District will be holding a Hybrid Meeting. You may attend the meeting in person in Council Chambers (Room 1001, 516 3rd Avenue in Seattle), or through remote access.

The Flood Control District values community input and looks forward to hearing from you.

#### HOW TO PROVIDE PUBLIC TESTIMONY:

1. In person: You may attend the meeting in person in the King County Courthouse Council Chambers.
2. By email: You may testify by submitting a COMMENT EMAIL to [info@kingcountyfloodcontrol.org](mailto:info@kingcountyfloodcontrol.org) or filling out the General Contact Form at the bottom of the page on the Flood District's webpage: <https://kingcountyfloodcontrol.org/contact-us/>

If your comments are submitted before 10:00 a.m. on the day of the Flood meeting they will be distributed to the Supervisors and appropriate staff prior to the meeting. Comments submitted after 10:00 a.m. will be distributed after the meeting.

3. Remote attendance on the Zoom Webinar: Paste the following link into the address bar of your web browser: <https://kingcounty.zoom.us/j/83034071240>
4. Join by telephone: Dial: +1 253 215 8782  
Webinar ID: 830 3407 1240

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711.</p> <p>Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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**HOW TO LISTEN TO THE MEETING:**

Stream online: input the following web address into your browser:  
<https://king-county-tv.cablecast.tv/watch-now?site=1>

Watch King County TV - Comcast Channels 22 and 322(HD) or Astound Broadband Channels 22 and 711(HD)

Listen to the meeting by telephone – See "Join by telephone" above.

**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 February 13, 2024 pg 3**

**4. Additions to the Agenda**

**5. Public Comment**

**Items for Final Action by the Board of Supervisors**

**6. FCD Motion No. FCD24-01 pg 7**

A MOTION authorizing the Chair to enter into an amendment to the contract for accounting services.

**Other Business**

**Adjournment**



# King County

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Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes

### King County Flood Control District

*Boardmembers: Reagan Dunn, Chair; Sarah Perry, Vice Chair;  
Claudia Balducci, Jorge Barón, Rod Dembowski, Teresa  
Mosqueda,  
Dave Upthegrove, Pete von Reichbauer, Girmay Zahilay*

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**1:30 PM**

**Tuesday, February 13, 2024**

**Hybrid Meeting**

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#### **DRAFT MINUTES**

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3. **Listen to the meeting by telephone – See "Join by telephone" above.**

1. **Call to Order**

*The meeting was called to order at 1:54 p.m.*

2. **Roll Call**

**Present:** 9 - Balducci, Barón, Dunn, Dembowski, Mosqueda, Perry, Upthegrove, von Reichbauer and Zahilay

3. **Approval of Minutes of January 9, 2024**

*Vice Chair Perry moved to approve the minutes of the January 9, 2024, meeting as presented. Seeing no objection, the Chair so ordered.*

4. **Additions to the Agenda**

*There were no additions to the Agenda.*

5. **Public Comment**

*No one signed up to provide public testimony.*

## Items for Final Action by the Board of Supervisors

**6. FCD Resolution No. FCD2024-04**

A RESOLUTION amending an interlocal agreement with the city of Black Diamond regarding the Covington Creek Culvert Replacement Project.

*Steven Schauer, Deputy Executive Director, briefed the Board and answered questions.*

**A motion was made by Vice Chair Perry that this FCD Resolution be passed. The motion carried by the following vote:**

**Yes:** 9 - Balducci, Barón, Dunn, Dembowski, Mosqueda, Perry, Upthegrove, von Reichbauer and Zahilay

**7. FCD Resolution No. FCD2024-05**

A RESOLUTION authorizing the chair to enter into the second amendment to the agreement for professional services to prepare a programmatic environmental impact statement on the Lower Green River Corridor Plan.

*Michelle Clark, Executive Director, briefed the Board and answered questions.*

**A motion was made by Vice Chair Perry that this FCD Resolution be passed. The motion carried by the following vote:**

**Yes:** 9 - Balducci, Barón, Dunn, Dembowski, Mosqueda, Perry, Upthegrove, von Reichbauer and Zahilay

**8. FCD Resolution No. FCD2024-06**

A RESOLUTION authorizing the chair to enter into a second amendment to the agreement Lower Green River Corridor Plan and PEIS Project Manager Services.

*Michelle Clark, Executive Director, briefed the Board and answered questions.*

**A motion was made by Vice Chair Perry that this FCD Resolution be passed. The motion carried by the following vote:**

**Yes:** 9 - Balducci, Barón, Dunn, Dembowski, Mosqueda, Perry, Upthegrove, von Reichbauer and Zahilay

## Other Business

*Supervisor Mosqueda briefed the Board on the flooding in South Park as a result of King Tide events.*

## Adjournment

*The meeting was adjourned at 2:07 p.m.*

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

\_\_\_\_\_  
Clerk's Signature



**KING COUNTY  
FLOOD CONTROL  
DISTRICT**

# **KING COUNTY FLOOD CONTROL DISTRICT**

King County Courthouse  
516 Third Avenue  
Room 1200  
Seattle, WA 98104

## **Signature Report**

### **FCD Motion**

**Proposed No.** FCD24-01.1

**Sponsors**

1                   A MOTION authorizing the Chair to enter into an  
2                   amendment to the contract for accounting services.

3                   WHEREAS, by Motion FCD23-03, the King County Flood Control District ("the  
4 District") authorized the 2023 contract for accounting services with Francis & Company  
5 PLLC, and

6                   WHEREAS, the District has determined it is in the best interest of the District to  
7 approve an amendment to the current contract for accounting services;

8                   NOW, THEREFORE, BE IT MOVED BY THE BOARD OF SUPERVISORS  
9 OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

10                  SECTION 1. The Chair of the King County Flood Control Zone District is

- 11 authorized to enter into the 2024 Amendment to Contract for Accounting Services,
- 12 Attachment A to this motion.

KING COUNTY FLOOD CONTROL DISTRICT  
KING COUNTY, WASHINGTON

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Reagan Dunn, Chair

ATTEST:

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Russell Pethel, Clerk of the District

**Attachments:** A. 2024 Amendment to Contract for Accounting Services



**2024 AMENDMENT TO  
CONTRACT FOR ACCOUNTING 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 Francis & Company, PLLC ("Accountant"), as follows:

A. Amendment of Section 1. Effective April 1, 2024, Section 1 of the Contract is further amended as follows:

1. Scope of Services to be Performed by Accountant. The Accountant shall perform the services described in Exhibit "A" to the 2024 Amendment. In performing the services, the Accountant shall comply with all federal, state and local laws and regulations applicable to the services. The Accountant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

B. Amendment of Section 2. Effective April 1, 2024, Section 2 of the Contract is further amended as follows:

1. Compensation and Method of Payment. The Accountant shall request payment for work performed using the billing invoice form at Exhibit "B." The District shall pay the Accountant according to the rates set forth in Exhibit "A" to the 2024 Amendment. The total compensation for services performed in the calendar year 2024 shall not exceed \$175,000.

2. The Accountant 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:

1. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on April 1, 2024, and ending March 31, 2025, 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.

**Attachment A**

IN WITNESS WHEREOF, the parties hereto have executed this 2024 Amendment on the dates written below:

FRANCIS & COMPANY, PLLC.

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By: \_\_\_\_\_  
CEO/Partner

By: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A  
SCOPE OF SERVICES  
2024 AMENDMENT

Tasks	Services
Meetings with Executive Director, Board, Executive Committee, Legal Counsel and others	Partner or Manager Work with Executive Director throughout the year as necessary (through Partner or Manager) to ensure that accounting and compliance issues are properly considered in the ongoing operation of the District. These services could include attendance at meetings with the Executive Director, Board and/or Executive Committee, and with legal counsel, State Auditor and others.
Conduct Accounting	<p>Work with Executive Director to track expenditures, verify expenditures, conduct periodic compliance monitoring, provide monthly financial statements, maintain accounting information within chart of accounts, maintain general ledger, prepare reporting formats, coordinate and interface with State Auditor, prepare and review internal control policies and procedures, and perform fixed assets accounting.</p> <p>Conduct accounting services necessary for compliance with grant conditions, including the use of federal funds.</p> <p>Perform human resources tasks (including processing employee payroll and reviewing and processing invoices related to employee benefits).</p> <p>Assist with other financial and banking items such as but not limited to employer ID number, banking, budgeting and payroll service accounts. All services leading to financial close, preparation and delivery of monthly reports from data supplied by the District.</p>
Annual Compilation of financial statements with footnotes and reporting to the Board.	Produce a full set of year-end financial statements (including management’s discussion and analysis and footnotes) in accordance with generally accepted accounting principles for annual audit.
Audit preparation and support services.	<p>Prepare annual internal audit of operating and management services contract with King County in consultation with the Chair or his designee to determine areas of focus.</p> <p>Perform accounting and consulting services to support annual audit of the District, including working with King County departments to gather documents for the financial statements. Oversee the audit process including financial and accountability audits. Provide support during the audit, as the primary financial consultant for the District.</p>

- **Fees (Per Hour):** Partner \$375; Senior manager \$250; Manager \$220; Senior Accountant \$190; Staff Accountant \$170; Bookkeeping \$100



**Staff Report**

<b>Agenda Item:</b>	6	<b>Name:</b>	Michelle Clark
<b>Proposed No.:</b>	FCD24-01	<b>Date:</b>	March 12, 2023

**Proposed Motion FCD24-01: A MOTION authorizing the Chair to enter into an amendment to the contract for accounting services.**

The King County Flood Control District (District) uses consultants to provide professional services including accounting and financial management services. Motion FCD23-03 authorized the chair to enter into a contract for accounting services with Francis & Company PLLC (Francis) after a competitive process in 2023. The contract is for a term of one year with three options to extend the contract for one additional year per extension.

Under the proposed contract amendment, Francis will continue to provide accounting and financial management services including:

1. Provide accounting services, including general ledger maintenance and preparation of monthly financial statements relating to District operating and capital budgets;
2. Prepare a full set of year-end financial statements in accordance with generally accepted accounting principles;
3. Prepare an annual audit of operating and management services contract with District primary service provider King County;
4. Serve as primary point of contact and perform accounting services to support the annual audits of the District by the Washington State Auditor; and
5. Advise the District on financial compliance issues for special purpose governments, state and federal grants, and other compliance areas.

Approval of this motion is administrative and does not impact the 2024 adopted budget.