



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda

King County Flood Control District Executive Committee

Boardmembers: Reagan Dunn, Chair; Sarah Perry, Vice Chair; De'Sean Quinn, Pete von Reichbauer

1:30 PM

Wednesday, March 5, 2025

Hybrid Meeting

The King County Flood Control District Executive Committee 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 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/81966229847>
4. Join by telephone: Dial: +1 253 215 8782
Webinar ID: 819 6622 9847

	<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 5, 2025 pg 4

4. Additions to the Agenda

5. Public Comment

6. Approval of Invoices pg 9

Items for Final Action by the Executive Committee

7. FCDEC Motion No. FCDECM2025-01 pg 37

A MOTION authorizing the chair to enter into the 2025 - 2026 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management.



Sign language and interpreter services can be arranged given sufficient notice (206-848-0355).
TTY Number - TTY 711.
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.



Items for Recommendation to the Board of Supervisors

8. FCD Resolution No. FCD2025-01 **pg 46**
A RESOLUTION of the Board of Supervisors of the King County Flood Control District, amending the rules and operating procedures for the District, FCD Resolution 2024-01.1 at Attachment A, as previously amended.

9. FCD Resolution No. FCD2025-04 **pg 56**
A RESOLUTION of the Board of Supervisors of the King County Flood Control Zone District authorizing the Chair to enter into an amendment to a professional services agreement with Wallace Wilkins, Ph.D.

Briefings



10. FCD Briefing No. FCD2025-B02
February 2025 Flood Event Report
Steven Schauer, District Deputy Executive Director, King County Flood Control District

Manager Reports

Krista Camenzind, Deputy Director, Water and Land Resources Division

Other Business

Adjournment

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711. 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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1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Minutes King County Flood Control District Executive Committee

*Boardmembers: Reagan Dunn, Chair; Sarah Perry, Vice Chair;
De'Sean Quinn, Pete von Reichbauer*

1:30 PM

Wednesday, February 5, 2025

Hybrid Meeting

DRAFT MINUTES

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<https://kingcounty.zoom.us/j/85726933198>
4. Join by telephone: Dial: +1 253 215 8782
Webinar ID: 857 2693 3198

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Broadband Channels 22 and 711(HD)

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

1. Call to Order

The meeting was called to order at 1:31 p.m.

2. Roll Call

Present: 3 - Dunn, Perry and von Reichbauer

3. Approval of Minutes of November 6, 2024

Vice Chair Perry moved to approve the minutes of the November 6, 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 comment.

6. Approval and Ratification of Invoices Approved December 5, 2024 and January 8, 2025

Michelle Clark, District Executive Director, briefed the Committee on the following current and ratified invoices:

Current Invoices:

Water and Land Resources Division (\$4,206,772.41)
AndiSites (\$149.00)
Inslee Best (\$632.00) (\$761.57)
Lund Consulting (\$9,077.25)
Parametrix (\$6,850.15) (\$14,581.66)
WA State Auditor (\$49,333.61)
Wallace Wilkins (\$4,241.25)

Invoices ratified December 5, 2024:

Water and Land Resources Division (\$4,278,340.71)
King County Council (\$100,937.00)
AndiSites (\$149.00) (\$149.00) (\$149.00)
Collins Woerman (\$4,503.14)
Francis & Co. (\$4,503.14)
Inslee Best (\$17,297.62) (\$5,888.00)
Lund Consulting (\$2,730.00)
Parametrix (\$5,866.11)
WA State Auditor (\$139.10)
Wallace Wilkins (\$3,266.67)

Invoices ratified January 8, 2025:

Water and Land Resources Division (\$8,062,764.39)
AndiSites (\$149.00)
Francis & Co. (\$21,171.25)
Parametrix (\$1,643.01)
WA State Auditor (\$1,391.00)
Wallace Wilkins (\$2,000.00)

Vice Chair Perry moved approval of the invoices presented and ratified invoices of December 5, 2024, and January 8, 2025. The motion carried.

Items for Final Action by the Executive Committee

7. FCDEC Motion No. FCDECM2025-02

A MOTION authorizing the Chair to enter into an amendment to the contract for website redesign, maintenance, and hosting for the King County Flood Control District.

Steven Schauer, District Deputy Executive Director, briefed the Committee and answered questions.

A motion was made by Vice Chair Perry that this FCDEC Motion be Passed. The motion carried by the following vote:

Yes: 3 - Dunn, Perry and von Reichbauer

Items for Recommendation to the Board of Supervisors

8. FCD Resolution No. FCD2025-03

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

Michelle Clark, District Executive Director, briefed the Committee and answered questions.

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

Yes: 3 - Dunn, Perry and von Reichbauer

9. FCD Resolution No. FCD2025-02

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

Michelle Clark, District Executive Director, briefed the Committee and answered questions.

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

Yes: 3 - Dunn, Perry and von Reichbauer

Briefings

10. FCD Briefing No. FCD2025-B01

2025 King County Flood Control District Work Plan

Michelle Clark, District Executive Director, briefed the Committee on the 2025 King County Flood Control District work plan and answered questions.

This matter was Presented

Manager Reports

Krista Camenzind, Deputy Director, Water and Land Resources Division had nothing to report.

Other Business

No other business was presented.

Adjournment

The meeting adjourned at 2:20 p.m.

Approved this _____ day of _____

Clerk's Signature



**KING COUNTY
FLOOD CONTROL
DISTRICT**

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

Invoice Summary – March 5, 2025

Vendor	Invoice #	Amount
Interfund Transfers		
Warrants		
AndiSites	5845	\$149.00
Francis & Co.	8593 8594	\$10,700.00 <u>\$22,847.50</u> \$33,547.50
Inslee Best	431820	\$3,104.00
Lund Consulting	LG25-02	\$6,705.00
Parametrix	64621	\$14,471.91
WA State Auditor	L166713	\$6,871.54
Wallace Wilkins	2025-02	\$2,148.00

Board of Supervisors:

Reagan Dunn, Chair | Sarah Perry, Vice-Chair



AndiSites Inc. (www.andisites.com)
(919) 704-4683
11312 US 15-501 North
#107-211
Chapel Hill, NC 27517
United States

Billed To
Russell Pethel
King County Flood Control District
King County Courthouse
516 Third Avenue, Room 1200
Seattle WA 98104

Date of Issue
02/25/2025

Due Date
03/07/2025

Invoice Number
5845

Amount Due (USD)
\$149.00

Description	Rate	Qty	Line Total
WordPress Support & Maintenance ongoing WordPress support & maintenance for kingcountyfloodcontrol.org, including core software and plugin updates, nightly redundant backups, uptime monitoring, database optimization, and 30 minutes of AndiSites' time each month.	\$99.00	1	\$99.00
WordPress Managed Hosting by SiteGround at actual cost	\$50.00	1	\$50.00
	Subtotal		149.00
	Tax		0.00
	Total		149.00
	Amount Paid		0.00
	Amount Due (USD)		\$149.00

Notes

This invoice is for services from March 12, 2023 through April 11, 2023.

Terms

Please pay within 30 days of the invoice date. Late payments will incur a fee of 1.5% of invoice amount for every 30 days that the payment is late.

You can pay online by credit card or eCheck, or by cash/check/money order to the address listed on this invoice (please give yourself extra time if you choose to pay by mail so that you won't incur late fees).

King County Flood Control District Executive Committee

March 5, 2025

10

Thank you for your business!

EXHIBIT B
KING COUNTY FLOOD CONTROL DISTRICT BILLING INVOICE

To: King County Flood Control District
Russell Pethel, Administrator/ Clerk of the Board
King County Courthouse
516 Third Avenue, Room 1200
Seattle, WA 98104

E-mail: russell.pethel@kingcounty.gov
Phone: 206-848-0278

Invoice Number: 8593 Date of Invoice: 02/22/2025

Consultant Mailing Address: 200 W Mercer St, Ste E208, Seattle, WA 98119 Telephone: 206-282-3720

Contract Period: 4/1/2024 - 3/31/2025 Reporting Period: 12/1/2024 - 12/31/2024

Amount Requested this Invoice: \$10,700.00

Attach itemized description of services provided.

Specific Program: CPA Consulting Services



Authorized signature

For Department Use Only

BUDGET SUMMARY

Total Contract Amount: _____

Previous Payments: _____

Current Request: _____

Balance Remaining: _____

Approved for Payment by: _____

Date: _____

Saturday, February 22, 2025

King County Flood District
 Attn: Russell Pethel, Administrative Clerk
 W 1039 King County Courthouse
 516 Third Avenue
 Seattle, WA 98104

Invoice No. 8593

Fee for accounting and consulting services during December 2024, including representing the District, providing data and responding to various inquiries, in support of the 2023 annual audit by the State Auditor; biweekly payroll preparation and related services for employee benefits, maintenance of general ledger and compilation of financial statements:

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
12/02/2024	Other general accounting Worked on processing US Able life payment. Worked on payroll and PERS setup reports for SJ review.	Inclan	0.80	\$100.00	\$ 80.00
12/03/2024	Report drafting Worked on October Final FS review.	Villamiel	1.00	\$250.00	250.00
12/03/2024	Audit preparation functions	Francis	0.33	\$375.00	123.75
12/09/2024	Audit preparation functions	Francis	1.75	\$375.00	656.25
12/11/2024	Payroll services Worked on payroll setup.	Inclan	0.30	\$100.00	30.00
12/12/2024	Audit preparation functions	Francis	1.00	\$375.00	375.00
12/13/2024	Compiling financial statements Worked on the preparation of October FS.	Sharma	3.00	\$200.00	600.00
12/13/2024	Compiling financial statements Worked on the preparation of October FS.	Sharma	1.00	\$200.00	200.00
12/13/2024	Payroll services Worked on payroll and PERS setup reports for SJ review.	Inclan	0.30	\$100.00	30.00
12/13/2024	Payroll services	Francis	1.00	\$375.00	375.00

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
12/16/2024	Compiling financial statements Worked on the preparation of October FS.	Sharma	8.00	\$200.00	1,600.00
12/16/2024	Payroll services Worked on processing payroll and DRS reports.	Inclan	0.90	\$100.00	90.00
12/17/2024	Compiling financial statements Worked on the preparation of October FS.	Sharma	8.00	\$200.00	1,600.00
12/17/2024	Audit preparation functions	Francis	2.00	\$375.00	750.00
12/18/2024	Compiling financial statements Worked on the preparation of October FS.	Sharma	8.00	\$200.00	1,600.00
12/18/2024	Audit preparation functions	Francis	2.50	\$375.00	937.50
12/19/2024	Audit preparation functions	Francis	1.00	\$375.00	375.00
12/20/2024	Payroll services Worked on timesheet requests and payroll setup.	Inclan	0.10	\$100.00	10.00
12/20/2024	Report drafting Worked on October Final FS review.	Villamiel	1.50	\$250.00	375.00
12/27/2024	Other general accounting Worked on processing US Able life payment. Worked on processing payroll and DRS reports.	Inclan	0.80	\$100.00	80.00
12/30/2024	Internal Audit Functions	Francis	1.50	\$375.00	<u>562.50</u>
Current Amount Due					<u>\$ 10,700.00</u>

Payment is due on receipt. A finance charge of 1.0% per month will be assessed on any unpaid balance.

We are accepting credit/debit payments via CPACHarge, a secure payment service. Payments may be made via the following URL: <https://secure.cpacharge.com/pages/francisandcompanypllc/payments>

EXHIBIT B
KING COUNTY FLOOD CONTROL DISTRICT BILLING INVOICE

To: King County Flood Control District
Russell Pethel, Administrator/ Clerk of the Board E-mail: russell.pethel@kingcounty.gov
King County Courthouse Phone: 206-848-0278
516 Third Avenue, Room 1200
Seattle, WA 98104

Invoice Number: 8594 Date of Invoice: 02/22/2025

Consultant Mailing Address: 200 W Mercer St, Ste E208, Seattle, WA 98119 Telephone: 206-282-3720

Contract Period: 4/1/2024 - 3/31/2025 Reporting Period: 1/1/2025 - 1/31/2025

Amount Requested this Invoice: \$22,847.50

Attach itemized description of services provided.

Specific Program: CPA Consulting Services



Authorized signature

For Department Use Only

BUDGET SUMMARY

Total Contract Amount: _____

Previous Payments: _____

Current Request: _____

Balance Remaining: _____

Approved for Payment by: _____ Date: _____

Saturday, February 22, 2025

King County Flood District
 Attn: Russell Pethel, Administrative Clerk
 W 1039 King County Courthouse
 516 Third Avenue
 Seattle, WA 98104

Invoice No. 8594

Fee for accounting and consulting services during January 2025, including representing the District, providing data and responding to various inquiries, in support of the 2023 annual audit by the State Auditor; biweekly payroll preparation and related services for employee benefits, maintenance of general ledger and compilation of financial statements for October and November, and started work for preparation of 2024 annual financial statements:

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
01/02/2025	Internal Audit Functions	Francis	1.50	\$375.00	\$ 562.50
01/06/2025	Payroll services				
	Worked on bi-weekly payroll review.	Jeenandra	0.50	\$210.00	105.00
01/09/2025	Other review work				
	Worked on review of L&I OTL rate notice with Paychex.	Inclan	0.10	\$100.00	10.00
01/10/2025	Accounting & Consulting	Francis	0.50	\$375.00	187.50
01/10/2025	Audit preparation functions				
	Worked on audit PBC requests.	Jeenandra	1.25	\$210.00	262.50
01/11/2025	Accounting & Consulting				
	Worked on financial analysis.	Francis	5.00	\$375.00	1,875.00
01/13/2025	Payroll services				
	Worked on processing payroll and DRS reports and payments.	Inclan	0.90	\$100.00	90.00
01/13/2025	Accounting & Consulting				
	Worked on financial analysis.	Francis	4.00	\$375.00	1,500.00
01/13/2025	Report drafting				
	Worked on updates to financial analysis presentation; worked on gathering budget documents and audited reports.	Villamiel	5.00	\$250.00	1,250.00

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
01/13/2025	Audit preparation functions	Francis	2.00	\$375.00	750.00
01/13/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	2.00	\$210.00	420.00
01/14/2025	Planning meetings Attended audit kickoff meeting with SAO.	Jeenandra	0.50	\$210.00	105.00
01/14/2025	Accounting & Consulting Financial analysis	Francis	4.00	\$375.00	1,500.00
01/14/2025	Report drafting Updated draft presentation per Horace's comments; worked on drafting of CIP analyses and gathering CIP data and checking audited reports and budgets.	Villamiel	3.00	\$250.00	750.00
01/14/2025	Audit preparation functions	Francis	2.00	\$375.00	750.00
01/14/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	0.50	\$210.00	105.00
01/15/2025	Meetings Attended financial analysis report review meeting.	Jeenandra	0.50	\$210.00	105.00
01/15/2025	Meetings Attended financial planning analysis meeting with the District.	Jeenandra	1.25	\$210.00	262.50
01/15/2025	Meetings Attended financial analysis meeting with the District.	Villamiel	1.00	\$250.00	250.00
01/15/2025	Report drafting Worked on cumulative CIP analysis.	Villamiel	1.00	\$250.00	250.00
01/15/2025	Audit preparation functions	Francis	3.50	\$375.00	1,312.50
01/16/2025	Meetings Attended status meeting with Horace.	Jeenandra	0.25	\$210.00	52.50
01/16/2025	Audit preparation functions	Francis	3.00	\$375.00	1,125.00
01/16/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	2.50	\$210.00	525.00
01/17/2025	Meetings Attended status meeting with Horace.	Jeenandra	0.25	\$210.00	52.50
01/17/2025	Audit preparation functions Attended internal control discussion meeting with SAO.	Jeenandra	1.00	\$210.00	210.00

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
01/17/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	1.50	\$210.00	315.00
01/20/2025	Audit preparation functions	Francis	2.00	\$375.00	750.00
01/20/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	1.50	\$210.00	315.00
01/21/2025	Audit preparation functions	Francis	6.00	\$375.00	2,250.00
01/21/2025	Audit preparation functions Worked on SAO requests followup.	Jeenandra	1.25	\$210.00	262.50
01/22/2025	Other review work Worked on setup of 2024 vendor 1099s; worked on preparing payroll reports and DRS OASI RFEI W3 info.	Inclan	1.00	\$100.00	100.00
01/22/2025	Audit preparation functions	Francis	2.00	\$375.00	750.00
01/23/2025	Audit preparation functions	Francis	1.00	\$375.00	375.00
01/25/2025	Payroll services Worked on bi-weekly payroll review.	Jeenandra	0.50	\$210.00	105.00
01/25/2025	Payroll services	Francis	2.50	\$375.00	937.50
01/27/2025	Payroll services Worked on processing payroll.	Inclan	0.20	\$100.00	20.00
01/29/2025	Payroll services Worked on processing DRS reports and payments.	Inclan	0.20	\$100.00	20.00
01/29/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	2.00	\$210.00	420.00
01/30/2025	Audit preparation functions Worked on audit PBC requests.	Jeenandra	3.50	\$210.00	735.00
01/30/2025	Audit preparation functions	Francis	3.00	\$375.00	<u>1,125.00</u>
Current Amount Due					\$ <u>22,847.50</u>

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February 13, 2025

King County Flood Control Zone District
EMAIL INVOICES TO:
Michelle.Clark@kingcounty.gov
russell.pethel@kingcounty.gov

Invoice No. 431820
Client No. 361395
Matter No. 0001
Billing Attorney: CAA

REMITTANCE ADVICE

RE: K.C. Flood Control Zone District-General

BALANCE DUE THIS INVOICE	\$ 3,104.00
Outstanding Balance	<u>\$ 1,393.57</u>
TOTAL BALANCE DUE	<u>\$ 4,497.57</u>

All checks should be made payable to:
(Please return this advice with payment.)

Inslee Best Doezie & Ryder, P.S.
Attn: Billing
Skyline Tower, Suite 1500
10900 NE 4th Street
Bellevue, WA 98004

For payment by wire in USD:

Please contact Billing at
(425) 450-4268 or by e-mail at
billing@insleebest.com

To pay your bill online via credit card please visit: <https://insleebest.com/payments>

Please reference with your payment: Invoice No. 431820, Client-Matter No. 361395 - 0001

PAYMENT DUE UPON RECEIPT

Thank you!
We value our partnership with you.

THIS INVOICE MAY NOT INCLUDE COSTS ADVANCED WHICH ARE STILL IN PROCESS.

February 13, 2025

King County Flood Control Zone District
EMAIL INVOICES TO:
Michelle.Clark@kingcounty.gov
russell.pethel@kingcounty.gove

Invoice No. 431820
Client No. 361395
Matter No. 0001
Billing Attorney: CAA

For Professional Services Rendered Through: January 31, 2025

RE: K.C. Flood Control Zone District-General

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Amount
1/03/25	CAA	Exchange e-mail with R. Pethel regarding contract issues (.3).	.30	96.00
1/06/25	CAA	Review and revise legislative material for Andisites contract, and exchange related e-mail with R. Pethel (.4).	.40	128.00
1/07/25	CAA	Exchange e-mail with M. Clark (.1).	.10	32.00
1/08/25	CAA	Conference with M. Clark (.8).	.80	256.00
1/10/25	CAA	Conference with M. Clark (.9); analyze e-mail from R. Pethel (.1);	1.00	320.00
1/13/25	CAA	Conference with M. Clark (1.3); exchange e-mails with R. Pethel (.3).	1.60	512.00
1/15/25	CAA	Conference with M. Clark (.8).	.80	256.00
1/16/25	CAA	Conference with M. Clark (1); draft e-mail to A. Ostdiek (.1).	1.10	352.00
1/17/25	CAA	Exchange e-mail with R. Pethel (.2).	.20	64.00
1/22/25	CAA	Telephone call with M. Clark (.8).	.80	256.00
1/24/25	CAA	Exchange e-mail with R. Pethel (.2); conference with M. Clark (.7).	.90	288.00
1/27/25	CAA	Conference with M. Clark regarding various issues (1); draft and revise Staff Report and Resolution for Professional Services Agreement, and exchange related e-mail with R. Pethel and M. Clark (.6).	1.60	512.00
1/30/25	CAA	Analyze e-mail from S. Schauer (.1).	.10	32.00

TOTAL PROFESSIONAL SERVICES \$ 3,104.00

TOTAL THIS INVOICE \$ 3,104.00

Outstanding Balance \$ 1,393.57

TOTAL BALANCE DUE \$ 4,497.57

INSLEE BEST

February 13, 2025
Invoice No. 431820
Client No. 361395
Matter No. 0001

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
\$.00	\$.00	\$.00	\$.00	\$.00	\$.00



Invoice: LG 25-02

Lower Green River Corridor Plan and EIS Project Manager

February 25, 2025

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

Invoice period: January 28 – February 25, 2025
Professional Services:

Activities described below.

Professional Services:

Kjristine Lund 22.5 hours @ \$298 per hour

Total Amount Due **\$6,705.00**

Please remit payment to: *Lund Consulting, Inc.*
930 High Road
Camano Island, WA 98282

Activity Report:

Work with Parametrix and subconsultants on planning process tasks including annotated outline for plan, engagement schedule, key messages, website updates, and considerations of goals and indicators.

Coordinate with team and District leadership to verify assumptions for plan and CIS.

Review invoices and project budget monitoring for recommendation to Executive Director.

Monitor District meetings, budget, and Green River activity to stay informed on project.

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

Hours Kjristine Lund

Date	Description	Hours
02/03/2025	Team meeting and advance planning for same.	2.00
02/04/2025	Review EC meeting packet and documents from Parametrix.	1.00
02/05/2025	Monitor EC meeting to get feedback on plan and contract. Review materials for team meeting on Thursday.	1.00
02/06/2025	Team meeting on Plan. Review documents sent by team including plan outline, plan purpose text, prior EC meeting notes and communications on multi benefit indicators. Prep for Monday meeting with Director Clark.	3.00
02/07/2025	Prep for Monday meeting with Michelle and team. Review proposed talking points on scope steps being taken.	1.00
02/10/2025	Team call. Review materials for discussion. Review meeting packet for Tuesday relative to contracts.	2.50
02/11/2025	Monitor BOS meeting for contract approvals and other updates relative to project. Review materials created by Jenny for discussion on team meeting call.	1.00
02/12/2025	Team call and discussion about Plan outline, multi-benefits approach, Planning Committee, navigators, and process flow. Sign contract documents and give team information on contracting.	3.00
02/13/2025	Review updated annotated outline from Jenny. Look into steering committee history for County Plan process.	1.00
02/17/2025	Review and send comments on annotated outline. Coordinate on meetings times.	1.00
02/18/2025	Review contracts, invoices, and project management organization.	1.00
02/19/2025	Prepare for call with consulting team. Participate in team call on updated to annotated outline, discussion about planning coordination needs with King County Staff, indigenous knowledge discussion, review of website updates schedule, discussion regarding application of best available science.	2.00
02/21/2025	Coordination with team on Monday prep and meeting with ED. Review Indigenous Knowledge issue paper and send comments.	1.00
02/24/2025	Team meeting. Review materials in advance.	2.00
		22.50

EXHIBIT C
KING COUNTY FLOOD CONTROL ZONE DISTRICT BILLING INVOICE

To: King County Flood Control Zone District
Michelle Clark, Executive Director
516 Third Avenue, Room 1200, W-1201
Seattle, WA 98104
Phone: (206) 477-2985
michelle.clark@kingcounty.gov

Invoice Number: 64621 Date of Invoice: 02/24/2025

Consultant: Parametrix

Mailing Address: 1019 39th Ave SE, Suite 100, Puyallup, WA 98374

Telephone: (253) 604-6600

Contract Period: 11/7/19-2/28/2025 Reporting Period: 01/18/2025-02/14/2025

Amount requested this invoice: \$ 14,471.91

Attach itemized description of services provided.

Specific Program: _____

Authorized signature

For District Use Only

BUDGET SUMMARY

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

Approved for Payment by: _____ Date: _____

Parametrix No. 553-7543-002

Michelle Clark, Executive Director
King County Flood Control District
516 Third Avenue, Room 1200, W-1201
Seattle, WA 98104

Re: Lower Green River Flood Hazard Management Plan
Invoice Period: January 18, 2025 through February 14, 2025

Dear Ms. Clark:

We are excited that, during this period, the Board of Supervisors approved moving forward with the next phase of work! Please note that the attached budget summary has not yet been updated to reflect that approval, but you'll see it next month. During this period, we provided services as described below.

Task 3 PEIS

Subtask 3.01 – Project Management: Participated in strategy meetings with you and Steven on January 27 and February 3. Participate in a strategy meeting with Steven on February 10. Began working on invoice schedule.

Subtask 3.10 – Public Engagement and Communications: Kris Faucett met with Steven to discuss the website location and content, and then she developed a timeline for website updates. She continued coordination with the Navigators about upcoming work. Please note that we have a kick off meeting scheduled with the Navigators on March 3.

Task 4 – Post Final PEIS Services

Subtask 4.01 – Services During Board Deliberation: Began working on an annotated outline for the Plan and discussing the outline with the consultant team. Pulled previous work on goals and indicators and began reviewing.

Please let me know if you have any questions about this invoice. Thank you!

Sincerely,

Parametrix



Jenny Bailey
Project Manager

Attachments

cc: Kjris Lund, Lund Consulting
Project File





1019 39th Avenue SE, Suite 100
Puyallup, WA 98374

253.604.6600 | Parametrix.com

Remit to: PO Box 146, Spokane, WA, 99210-0146

Billing Contact - Jordanna D. Lebow, Email: jlebow@parametrix.com

Invoice : 64621

Invoice Date : 2/24/2025

Project : 553-7543-002

Project Name : Lower Green River Flood Hazard Mgmt Plan

King County Flood Control District

Attention: Michelle Clark

516 3rd Ave, Room 1200

Seattle, WA, 98104

For Professional Services Rendered From 1/18/2025 Through 2/14/2025

FCDECM2019-01

Task : 03 - Draft PEIS

Subtask : 01 - Project Management

Subtask Labor	2,741.88
Subtask Expense	0.00
Subtask Total	2,741.88

Subtask : 01CAS - Project Management - Cascadia

Subtask Labor	0.00
Subtask Expense	2,733.75
Subtask Total	2,733.75

Subtask : 10LF - Public Engagement and Communications - Lund Faucett

Subtask Labor	0.00
Subtask Expense	4,567.50
Subtask Total	4,567.50

Task Labor	2,741.88
Task Expense	7,301.25
Task Total	10,043.13

Task : 04 - Post Final PEIS Services

Subtask : 01PMX - Services During Board Deliberation

Subtask Labor	4,428.78
Subtask Expense	0.00
Subtask Total	4,428.78

Task Labor	4,428.78
Task Expense	0.00
Task Total	4,428.78

Amount Due This Invoice

14,471.91

PROJECT STATEMENT :

Prior Billings:	3,763,364.87	Contract Amount:	4,909,444.63	Billings To Date:	3,777,836.78
Current Billings:	<u>14,471.91</u>	Billings To Date:	<u>3,777,836.78</u>	Paid To Date:	<u>3,763,364.87</u>
Total Billings:	3,777,836.78	Contract Balance:	1,131,607.85	Total Amount Due:	14,471.91

Task : 03 - Draft PEIS

Subtask : 01 - Project Management

Labor

<u>Employee</u>	<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Jennifer A. Bailey	Sr Consultant	5.75	288.96	1,661.52
Jordanna D. Lebow	Project Accountant	0.50	93.30	46.65
Marci K. Gamon	Sr Project Control Specialist	7.25	142.58	1,033.71
Total Labor				2,741.88

Total Subtask : 01 - Project Management 2,741.88

Subtask : 01CAS - Project Management - Cascadia

Expenses

<u>Account / Vendor</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Subconsultants - General			
Cascadia Policy Solutions LLC	2,733.75	1.0000	2,733.75
Total Expenses			2,733.75

Total Subtask : 01CAS - Project Management - Cascadia 2,733.75

Subtask : 10LF - Public Engagement and Communications - Lund Faucett

Expenses

<u>Account / Vendor</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Subconsultants - General			
Lund Faucett LLC	4,567.50	1.0000	4,567.50
Total Expenses			4,567.50

Total Subtask : 10LF - Public Engagement and Communications - Lund Faucett 4,567.50

Task : 03 - Draft PEIS 10,043.13

Task : 04 - Post Final PEIS Services

Subtask : 01PMX - Services During Board Deliberation

Labor

<u>Employee</u>	<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Jenifer J. Young	Sr Consultant	6.00	304.69	1,828.14
Jennifer A. Bailey	Principal Consultant	9.00	288.96	2,600.64
Total Labor				4,428.78

Total Subtask : 01PMX - Services During Board Deliberation 4,428.78

Task : 04 - Post Final PEIS Services 4,428.78

Amount Due This Invoice 14,471.91

Labor Detail

<i>Task</i>	<i>Subtask</i>	<i>Name</i>	<i>Date</i>	<i>Hours</i>
Task03				
03	01	Jennifer A. Bailey	1/21/2025	0.25
03	01	Jennifer A. Bailey	1/22/2025	1.50
03	01	Jennifer A. Bailey	1/27/2025	1.50
03	01	Jennifer A. Bailey	2/3/2025	1.50
03	01	Jennifer A. Bailey	2/10/2025	1.00
03	01	Jordanna D. Lebow	1/23/2025	0.50
03	01	Marci K. Gamon	1/21/2025	0.25
03	01	Marci K. Gamon	1/22/2025	0.75
03	01	Marci K. Gamon	1/23/2025	0.50
03	01	Marci K. Gamon	2/4/2025	0.25
03	01	Marci K. Gamon	2/6/2025	0.50
03	01	Marci K. Gamon	2/7/2025	0.50
03	01	Marci K. Gamon	2/11/2025	1.50
03	01	Marci K. Gamon	2/12/2025	1.75
03	01	Marci K. Gamon	2/13/2025	0.75
03	01	Marci K. Gamon	2/14/2025	0.50
Total Hours Task03				13.50
Task04				
04	01PMX	Jenifer J. Young	1/23/2025	1.00
04	01PMX	Jenifer J. Young	1/27/2025	1.00
04	01PMX	Jenifer J. Young	1/29/2025	1.00
04	01PMX	Jenifer J. Young	2/3/2025	1.00
04	01PMX	Jenifer J. Young	2/6/2025	1.00
04	01PMX	Jenifer J. Young	2/12/2025	1.00
04	01PMX	Jennifer A. Bailey	1/23/2025	1.00
04	01PMX	Jennifer A. Bailey	1/27/2025	0.25
04	01PMX	Jennifer A. Bailey	1/28/2025	1.00
04	01PMX	Jennifer A. Bailey	1/29/2025	1.50
04	01PMX	Jennifer A. Bailey	2/3/2025	0.50
04	01PMX	Jennifer A. Bailey	2/5/2025	1.75
04	01PMX	Jennifer A. Bailey	2/12/2025	1.75
04	01PMX	Jennifer A. Bailey	2/14/2025	1.25
Total Hours Task04				15.00
Total Hours Project 553-7543-002				28.50

Invoice Backup: (BOTHPHASEA- Lab & Exp by Phase, Doc # Sort)

Project: 553-7543-002, Invoice Group: 02

Other Expenses Detail

<i>Task</i>	<i>Subtask</i>	<i>Acct Name</i>	<i>Vendor Name</i>	<i>Doc #</i>	<i>Ref #</i>	<i>Ref Date</i>	<i>Cost/Qty</i>	<i>Mult / Unit Cost</i>	<i>Billed</i>
Task 03									
03	10LF	Subconsultants - General	Lund Faucett LLC	0247615	459-47	2/15/2025	4,567.50	1.0000	4,567.50
03	01CAS	Subconsultants - General	Cascadia Policy Solutions LLC	0247767	50098-R2	2/21/2025	2,733.75	1.0000	2,733.75
Total Expenses Task03									7,301.25
Total Expenses Project 553-7543-002									7,301.25

LUND FAUCETT

INVOICE

Lund Faucett

411 University Street, Suite 1200
Seattle, WA 98101
Phone: 206-442-4390

Date: 2/15/25
Invoice #: **459-47**
For: Parametrix / King County Flood
Control District
Project #: 553-7543-002
Bill To: APInvoicing@parametrix.com
MGamon@parametrix.com

BILLING PERIOD: Jan 21, 2025 - Feb 14, 2025

SERVICES

Lund Faucett provided communications and public affairs services related to the Lower Green River PEIS and Flood Hazard Management Plan including:

- Review PEIS and lowergreensepa.org to familiarize with relevant information relate to flood hazard plan
- Review and provide feedback on draft materials related to flood hazard plan
- Develop plan, tasks and timelines for early announcement and engagement activities
- Meet with District Deputy Director related to early announcement and engagement activities, including website(s)
- Schedule kickoff meeting Navigators
- Participate in weekly team and other project meetings
- Perform project management tasks and monitor project-related media

STAFF		HOURS	RATE	SUBTOTAL
PARTNER	K. Faucett	13.5	\$285.00	\$3,847.50
ASSOCIATE	C. Rogers	4.5	\$160.00	\$720.00
			SUBTOTAL	\$4,567.50

INVOICE TOTAL \$4,567.50

Please make checks payable to Lund Faucett. If you have questions concerning this invoice, contact Kris Faucett at 206.910.6471.

THANK YOU FOR YOUR BUSINESS!

**Cascadia Policy Solutions
1201 Third Ave
Suite 320
Seattle, WA 98101**

Invoice submitted to:

Jenny Bailey
Parametrix, Inc.
719 2nd Avenue, Suite 200
Seattle, WA 98104

Invoice #	50098-R2
Invoice Date	02/21/2025
For Services Through	02/14/2025
Terms:	N/A

<u>Date</u>	<u>By</u>	<u>Service Summary</u>	<u>Hours</u>	<u>Amount</u>
In Reference To: 50007 (1) Lower Green River Corridor - Parametrix Project No. 553-7543-002 (Consulting)				
01/24/2025	MB	[Task 3.01] Review emails; teleconference with Parametrix (J . Bailey) in preparation for 1/29/25 Plan development meeting. [Maia Bellon]	0.25	101.25
01/27/2025	MB	[Task 3.01] Review email; attend weekly meeting with client (M. Clark, S. Schauer), Parametrix (J. Bailey, J. Young), communications (K. Faucett) and K. Lund. [Maia Bellon]	1.25	506.25
02/03/2025	MB	[Task 3.01] Attend weekly videoconference with client (M. Clark, S. Schauer), Parametrix (J. Bailey, J. Young), LundFaucett (K. Faucett), and K. Lund. [Maia Bellon]	1.00	405.00
02/06/2025	MB	[Task 3.01] Review emails and materials to prepare for consultant team meeting; videoconference with Parametrix (J. Bailey, J. Young), communications (K. Faucett) and K. Lund regarding same. [Maia Bellon]	2.25	911.25
02/10/2025	MB	[Task 3.01] Attend weekly videoconference with client (M. Clark, S. Schauer), Parametrix (J. Bailey, J. Young), communications (K. Faucett), and K. Lund. [Maia Bellon]	1.00	405.00
02/12/2025	MB	[Task 3.01] Attend weekly consultant team meeting with Parametrix (J. Bailey, J. Young), communications (K. Faucet) and K. Lund. [Maia Bellon]	1.00	405.00

Total Hours: 6.75 hrs
Total Consulting: 2,733.75
Total Invoice Amount: 2,733.75

**Cascadia Policy Solutions
1201 Third Ave
Suite 320
Seattle, WA 98101**

Invoice submitted to:

Jenny Bailey
Parametrix, Inc.
719 2nd Avenue, Suite 200
Seattle, WA 98104

Invoice #	50098-R2
Invoice Date	02/21/2025
For Services Through	02/14/2025
Terms:	N/A

PAYMENT MAY BE MADE TO:

CASCADIA POLICY SOLUTIONS
Attn: Eric Giles
1201 3rd Avenue, Suite 320
Seattle, WA 98101-2933

Our billing statements are due and payable within thirty days of receipt. If you have any questions regarding our billing statement, please call Eric Giles at (206) 292-2616, or the responsible attorney.

Fed. I.D. No. 52-7256405

King County Flood District Lower Green River Flood Hazard Management Plan

553-7543-002

Task No.	Parametrix Activity	Current Budget	Previously Spent	Current Effort	Spent To Date	Remaining Budget
02	Alternatives, Methodologies, and Affected Environment					
01	Project Management	\$167,366.66	\$167,366.66	\$0.00	\$167,366.66	\$0.00
02	Scoping Comment Tracking	\$4,884.49	\$4,884.49	\$0.00	\$4,884.49	\$0.00
03	Opportunities, Constraints, and Methodologies	\$172,907.53	\$172,907.53	\$0.00	\$172,907.53	\$0.00
04	Intergovernmental Communication Support (Optional)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05	Alternatives	\$236,502.73	\$236,502.73	\$0.00	\$236,502.73	\$0.00
06	Affected Environments	\$210,302.48	\$210,302.48	\$0.00	\$210,302.48	\$0.00
07	Aerial Image Acquisition and 3D Modeling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08	Communication Support	\$8,148.00	\$8,148.00	\$0.00	\$8,148.00	\$0.00
09	Communication Specialist	\$42,495.08	\$42,495.08	\$0.00	\$42,495.08	\$0.00
10	Hydraulic Modeling Peer Review	\$36,040.29	\$36,040.29	\$0.00	\$36,040.29	\$0.00
11	Communication Strategist	\$150,627.76	\$150,627.76	\$0.00	\$150,627.76	\$0.00
EXP	Expense	\$3,425.17	\$3,425.17	\$0.00	\$3,425.17	\$0.00
		\$1,032,700.19	\$1,032,700.19	\$0.00	\$1,032,700.19	\$0.00

03	Draft PEIS					
01	Project Management	\$529,081.51	\$485,350.03	\$5,475.63	\$490,825.66	\$38,255.85
03.01	Project Management	\$404,281.51	\$387,200.03	\$2,741.88	\$389,941.91	\$14,339.60
03.01CAS	Project Management - Cascadia	\$94,075.00	\$68,382.50	\$2,733.75	\$71,116.25	\$22,958.75
03.01LF	Project Management - Lund Faucett	\$30,725.00	\$29,767.50		\$29,767.50	\$957.50
02	SEPA Re-Scoping	\$44,783.02	\$44,783.02	\$0.00	\$44,783.02	\$0.00
03	Impact Evaluations	\$411,491.22	\$411,491.22	\$0.00	\$411,491.22	\$0.00
04	Mitigations and Enhancements	\$198,009.74	\$198,009.74	\$0.00	\$198,009.74	\$0.00
05	Draft PEIS Chapter 1-4 and Executive Summary	\$81,937.08	\$81,937.08	\$0.00	\$81,937.08	\$0.00
06	DEIS Remaining Back Matter	\$134,955.09	\$134,955.09	\$0.00	\$134,955.09	\$0.00
07	Final Production of Draft	\$26,266.65	\$26,266.65	\$0.00	\$26,266.65	\$0.00
08	Notice Availability	\$4,857.57	\$4,857.57	\$0.00	\$4,857.57	\$0.00
09	Modeling Coordination	\$108,261.71	\$108,261.71	\$0.00	\$108,261.71	\$0.00
10	Public Engagement and Communications	\$280,376.11	\$273,040.72	\$4,567.50	\$277,608.22	\$2,767.89
03.10PMX	PMX	\$30,274.79	\$30,239.72		\$30,239.72	\$35.07
03.10CAS	Cascadia	\$25,750.00	\$20,465.00		\$20,465.00	\$5,285.00
03.10LF	Lund Faucett	\$224,351.32	\$222,336.00	\$4,567.50	\$226,903.50	-\$2,552.18
11	Comment Catalog and Preliminary Review	\$28,638.83	\$28,638.83	\$0.00	\$28,638.83	\$0.00
12	Additional Translation and Interpretation Services	\$15,000.00	\$4,103.18	\$0.00	\$4,103.18	\$10,896.82
03.12	PMX	\$15,000.00	\$4,103.18		\$4,103.18	\$10,896.82
13	Executive Steering Committee	\$188,442.54	\$91,730.12	\$0.00	\$91,730.12	\$96,712.42
03.13PMX	PMX	\$66,092.54	\$31,077.88		\$31,077.88	\$35,014.66
03.13CAS	Cascadia	\$122,350.00	\$60,652.24		\$60,652.24	\$61,697.76
14	Visualization Tool	\$26,744.30	\$26,744.30	\$0.00	\$26,744.30	\$0.00
15	Intergovernmental Communication Strategy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Draft PEIS Comment Summary Report	\$12,287.85	\$12,287.85	\$0.00	\$12,287.85	\$0.00
17	Prelim Responses and Next Steps	\$363,254.31	\$268,494.09	\$0.00	\$268,494.09	\$94,760.22
03.17	Parametrix	\$297,654.31	\$244,172.36		\$244,172.36	\$53,481.95
03.17BC	Berk Consulting	\$15,000.00	\$9,361.18		\$9,361.18	\$5,638.82
03.17CON	Confluence	\$15,000.00	\$8,453.26		\$8,453.26	\$6,546.74
03.17CAS	Cascadia	\$5,600.00	\$0.00		\$0.00	\$5,600.00
03.17GB	Globalwise	\$5,000.00	\$0.00		\$0.00	\$5,000.00
03.17NHC	NHC	\$15,000.00	\$2,970.00		\$2,970.00	\$12,030.00
03.17WC	West Consulting	\$10,000.00	\$3,537.29		\$3,537.29	\$6,462.71
03EXP	Expense	\$538,719.28	\$485,896.72	\$0.00	\$485,896.72	\$52,822.56
03EXP.PMX	Parametrix	\$59,325.45	\$51,366.98		\$51,366.98	\$7,958.47
03EXP.GW	Globalwise	\$188.50	\$0.00		\$0.00	\$188.50
03EXP.LF	Lund Faucett	\$215,760.07	\$171,204.28		\$171,204.28	\$44,555.79
03EXP.DYN	Dyanmic Language	\$263,445.26	\$263,325.46		\$263,325.46	\$119.80
		\$2,993,106.81	\$2,686,847.92	\$10,043.13	\$2,696,891.05	\$296,215.76

04	Post Final PEIS Services					
01	Project Management	\$400,000.00	\$35,708.20	\$4,428.78	\$40,136.98	\$359,863.02
04.01PMX	Services During Board Deliberation	\$195,300.00	\$21,720.82	\$4,428.78	\$26,149.60	\$169,150.40
04.01LF	Services During Board Deliberation	\$4,700.00	\$4,532.50		\$4,532.50	\$167.50
04.02PMX	Services During Preferred Alternative Implementation	\$200,000.00	\$9,454.88		\$9,454.88	\$190,545.12
99	Unanticipated Services	\$8,108.56	\$8,108.56	\$0.00	\$8,108.56	\$0.00
	Management Reserve	\$475,529.07	\$0.00	\$0.00	\$0.00	\$475,529.07
	Management Reserve	\$475,529.07	\$0.00		\$0.00	\$475,529.07
	Project Total	\$4,909,444.63	\$3,763,364.87	\$14,471.91	\$3,777,836.78	\$1,131,607.85

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.: L166713
Invoice Date: 02/12/2025
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.: L166713
Invoice Date: 02/12/2025

Audit No.: 55622 Audit Period: 23 - 23 Purchase Order:

Month/Year	Work Performed	Bill Rate	Hrs	Amount	Travel/Other Expenses	Total
01/25	Accountability Audit	\$139.10	14.9	\$2,072.59	\$0.00	\$2,072.59
01/25	Financial Audit	\$139.10	34.5	\$4,798.95	\$0.00	\$4,798.95
Sub Total:			49.4	\$6,871.54	\$0.00	\$6,871.54

Total Due This Invoice: **49.4** **\$6,871.54** **\$0.00** **\$6,871.54**
(Hrs rounded to nearest tenth)

JV Number: 250467

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

**FULL PAYMENT DUE
IN 30 DAYS**

Charleen A. Patten

By: Charleen A. Patten, Financial Services Operations Manager

Wallace Wilkins, Ph.D.
620 Terry Avenue, Suite 1107
Seattle, WA 98104-2273
(206) 284-1943

February 27, 2025

Invoice for Professional Services
King County Flood Control District

Invoice #2025-02

Coaching

2/4/25	Prep, Record Review	10 min	\$72.50
2/4/25	Coaching Session	90 min	\$652.50
2/13/25	Prep, Record Review	10 min	\$72.50
2/13/25	Coaching Session	90 min	\$652.50
2/18/25	Coaching Session Scheduled		\$625.50
2/25/25	Prep, Record Review	10 min	\$72.50

Total Coaching \$2,148.00

Wallace Wilkins
Signed Electronically

Tax ID # 20-3191839; UBI # 601 403 237



**KING COUNTY
FLOOD CONTROL
DISTRICT**

KING COUNTY FLOOD CONTROL DISTRICT

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

Signature Report

FCDEC Motion

Proposed No. FCDECM2025-01.1

Sponsors

1 A MOTION authorizing the chair to enter into the 2025 -
2 2026 Amendment to Contract for Flood Preparedness
3 Brochure Graphic Design and Project Management.

4 WHEREAS, by FCDEC Motion FCDECM2023-03, the King County Flood
5 Control Zone District authorized a contract for professional services with Lund Faucett,
6 LLC, for the preparation and distribution of the King County Be Flood Ready Brochure,
7 and

8 WHEREAS, by FCDEC Motion FCDECM2024-02, the District authorized an
9 amendment to the contract to extend the term of the agreement, pursuant to the terms of
10 the agreement, and

11 WHEREAS, by FCDEC Motion FCDECM2024-03, the contract was further
12 amended to increase the amount of the contract, and

13 WHEREAS, the District desires to continue to receive these services via an
14 amendment to the contract, as set forth in Attachment A to this motion;

15 NOW, THEREFORE, BE IT MOVED BY THE EXECUTIVE COMMITTEE OF
16 THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

17 SECTION 1. The chair of the King County Flood Control Zone District
18 Executive Committee is authorized to execute the "2025 - 2026 Amendment to the

- 19 Contract for Flood Preparedness Brochure Graphic Design and Project Management,"
- 20 Attachment A to this motion.

KING COUNTY FLOOD CONTROL DISTRICT
KING COUNTY, WASHINGTON

Reagan Dunn, Chair

ATTEST:

Russell Pethel, Clerk of the District

Attachments: A. 2025 - 2026 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management

**2025 - 2026 AMENDMENT TO
CONTRACT FOR FLOOD PREPAREDNESS BROCHURE
GRAPHIC DESIGN AND PROJECT MANAGEMENT**

THIS AMENDMENT amends Sections 1, 2, and 4 of the Contract for Flood Preparedness Brochure Graphic Design and Project Management ("Contract") between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Lund Faucett, LLC ("Consultant"), as follows:

A. Amendment of Section 1. Effective July 1, 2025, 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 2025 - 2026 Contract 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 July 1, 2024, Section 2 of the Contract is further amended as follows:

1. 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 2025 - 2026 Contract. The total compensation for services performed shall not exceed \$90,200.

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 4. Section 4 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 July 1, 2025, and ending June 30, 2026, 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 2025 - 2026 Amendment on the dates written below:

LUND FAUCETT, LLC

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

By: _____
CEO/Partner

By: _____
Reagan Dunn, Chair

Date: _____

Date: _____

LUND FAUCETT

Date: February 26, 2025
To: Michelle Clark & Steven Schauer, King County Flood Control District
From: Kris Faucett
Subject: 2025-26 Be Flood Ready Brochures

Lund Faucett is pleased to offer this scope and budget to assist the King County Flood Control District (District) in producing the 2025-26 Flood Preparedness Brochures along with additional Be Flood Ready materials. We have been honored to support the District in developing these important informational materials for nearly a decade to ensure King County communities have practical, up-to-date information about how to prepare for and address flooding. We will again partner with Tom Clauson and his firm, TCi Design + Branding, to develop compelling, attractive, clear publications.

SCOPE OF WORK

We propose the following plan to complete the redesigned brochures before the rainy season begins (Sept. 2025). The new tasks of coordinating with Community Navigators on the development and distribution of brochures and developing new postcard materials with Be Flood Ready messaging will follow.

During the project kick-off meeting, we will refine this schedule and establish communication protocols to ensure the project stays on track. We will be efficient in the scheduling and facilitation of meetings to ensure the project stays on time and on budget.

Project Phase	Key Tasks	Deliverables	Timing
Project Kickoff	<ul style="list-style-type: none"> Confirm expectations, guidelines, desired results and timeline Structure internal project communications, reporting and invoicing 	<ul style="list-style-type: none"> Detailed project scope and timeline 	Mid-March
Develop Content	<ul style="list-style-type: none"> Hold meeting(s) with District/WLRD staff to discuss and confirm content which may include Chair’s message and project highlights for general and district-specific content Get edits/changes to last year’s brochure (from WLRD) 	<ul style="list-style-type: none"> Meeting agendas/summaries, task assignments, review cycles Translation plan/timeline First draft of brochure(s) content (Word files) 	April - June

Project Phase	Key Tasks	Deliverables	Timing
	<ul style="list-style-type: none"> • Confirm translation vendor and timeline • Confirm print/mailing plan and timeline (with WLRD) • Draft brochure(s) content and circulate for review • Incorporate feedback and gain approval on final brochure(s) content from District and WLRD 	<ul style="list-style-type: none"> • Final brochure content 	
Design Layout	<ul style="list-style-type: none"> • Develop redesigned brochure(s) layout/design • Present draft of brochure(s) content and layout • Coordinate with District and WLRD staff as needed to refine brochure(s) layout 	<ul style="list-style-type: none"> • First draft(s) of brochure(s) layout/design (PDF) 	April - July
Finalize, Translate, Print, Distribute	<ul style="list-style-type: none"> • Meet/coordinate with District and WLRD staff as needed to finalize brochure(s) layout • Incorporate feedback and gain approval on final brochure(s) layout • Coordinate with the translation vendor to complete 22 translations (timed to be completed when brochures are mailed - end of Oct.) • Provide print files for all brochures to WLRD and District • WLRD will manage printing and mailing (distributed end Oct.) 	<ul style="list-style-type: none"> • Final draft of brochure(s) layout (PDF) • Final brochure(s) files (PDF/native/web compatible) • 22 translated versions (PDFs, web versions) 	<ul style="list-style-type: none"> -Design Finalized (early August) -Printed (end August) -Translations completed (end August) -Mailed (September)
Coordinate with Community Navigators	<ul style="list-style-type: none"> • Kickoff and conduct regular meetings to engage Navigators in development and distribution of the brochures. 	<ul style="list-style-type: none"> • Meeting agendas/summaries • Plans for and summary reports of brochure distribution 	March - September

Project Phase	Key Tasks	Deliverables	Timing
Develop postcards (county-wide & D8 specific)	<ul style="list-style-type: none"> Meet with District and WLRD staff to concept ideas and content for two postcards. Draft content and design two postcards (D8 & countywide) that include Be Flood Ready messaging (and King Tide information for D8) and directs people to District website for more information WLRD/District will manage printing and mailing) 	<ul style="list-style-type: none"> Meeting agendas/summaries Drafts of content and design (2 rounds of review) for each postcard Final postcard files (PDF/native/web compatible) 	TBD, following brochure distribution

BILLING POLICY, HOURLY RATES & BUDGET

Lund Faucett bills research projects based on time and materials.

We track our time using hourly rates in 15-minute increments at the rates listed below. Routine office expenses and local travel are included in our hourly rates. Expenses are billed at cost, with no markup.

Payment is due 30 days after the invoice date.

Hourly rates

Staff	Position	Rate
Kris Faucett	Partner	\$285
Vanessa Lund	Partner	\$285
Ellen Pepin Cato	Senior Associate	\$220
Calvin Rogers	Associate	\$155
Tom Clauson	Art Director	\$175
Asher Koch	Lead Designer	\$150

Budget

Based on our experience completing this project and the proposed scope of work, we suggest a not-to-exceed budget of \$90,200. This includes a major redesign of the brochure and brochure content; two new postcards with Be Flood Ready messaging (content and design); coordinating work with Community Navigators on materials and distribution; and project management and translations. This estimate does not include printing and distribution.

We look forward to discussing this information with you. Thank you for the opportunity to support the District in this important endeavor!



STAFF REPORT

Agenda Item:	7	Name:	Steven Schauer
Proposed Legislation:	FCDECM2025-01	Date:	March 5, 2025

Proposed FCDEC Motion FCDECM2025-01: A MOTION authorizing the chair to enter into the 2025 - 2026 Amendment to Contract for Flood Preparedness Brochure Graphic Design and Project Management.

Proposed FCDEC Motion FCDECM2025-01 authorizes the chair to amend a contract with Lund Faucett, LLC, for the purpose of developing the 2025-2026 Be Flood Ready Brochure ("Brochure").

The Brochure is a critical resource distributed annually to residents, advising them on flood preparedness for the upcoming flood season. For the 2025-2026 flood season, the King County Flood Control Zone District (District) is proposing a redesign of the Brochure and the development of two additional postcard pieces for distribution. The content and format of the Brochure will be designed in collaboration with King County’s Water and Land Resources Division (WLRD) staff to ensure compliance with FEMA’s National Flood Insurance Program (NFIP) requirements. Additionally, Community Navigators will be engaged to help ensure the Brochure is accessible, informative, and culturally appropriate for various communities. The Brochure will continue to be distributed by direct mail, as it has been historically, and the Community Navigators will also help with the distribution, which is a new distribution method.

As key components of the amendment, Lund Faucett, LLC, will:

- **Content & Design Support:** Facilitate coordination between District staff, WLRD, Community Navigators, and design vendors.
- **Translation Services:** Ensure the county-wide Brochure is available in multiple languages to serve non-English speaking residents, and each District-specific Brochure will be produced in English and Spanish.
- **Community Navigator Engagement:** Facilitate Community Navigator feedback on Brochure content, format, and distribution strategy and some distribution at community events.

By FCDEC Motion FCDECM2023-03, the District entered into a Contract for Professional Services with Lund Faucett, LLC, for the preparation and distribution of the Be Flood Ready Brochure. In April 2024, the District amended the contract by FCDEC Motion FCDECM2024-02, establishing a contract for an amount not to exceed a total of \$45,000. In September 2024, the first amendment to the contract was revised by FCDEC Motion FCDECM2024-03,

increasing the not to exceed total by \$3,000 to account for an unexpected budget shortfall related to translation services, for an amended contract amount not to exceed a total of \$48,000.

This proposed motion for the second amendment to the contract with Lund Faucett, LLC is for an amount not to exceed a total of \$90,200. This amount is within the approved budget.



**KING COUNTY
FLOOD CONTROL
DISTRICT**

KING COUNTY FLOOD CONTROL DISTRICT

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

Signature Report

FCD Resolution

Proposed No. FCD2025-01.1

Sponsors

1 A RESOLUTION of the Board of Supervisors of the King
2 County Flood Control District, amending the rules and
3 operating procedures for the District, Resolution FCD2024-
4 01, Attachment A, as amended.

5 WHEREAS, the Board of Supervisors of the King County Flood Control District
6 desires to update its rules and operating procedures to ensure its procedures are efficient,
7 effective and responsive to the needs of the agency, and

8 WHEREAS, in furtherance of the goals of the District, including efficiency, the
9 Board has delegated authority to the Executive Committee to approve certain contracts
10 for goods and services and desires to expand that authority, and

11 WHEREAS, updated procedures are in the best interest of the District to promote
12 operational efficiency and overall service delivery;

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

- 15 SECTION 1. The rules and operating procedures of the King County Flood
16 Control District, as amended in Attachment A to this Resolution, are adopted.

KING COUNTY FLOOD CONTROL DISTRICT
KING COUNTY, WASHINGTON

Reagan Dunn, Chair

ATTEST:

Russell Pethel, Clerk of the District

Attachments: A. King County Flood Control Zone District Rules and Operating Procedures

KING COUNTY FLOOD CONTROL ZONE DISTRICT
RULES AND OPERATING PROCEDURES

Section 1 Purpose.

The purpose of this resolution is to establish rules and operating procedures for the King County Flood Control Zone District (the "District").

Section 2 Definitions.

A. "Advisory Committee" means the advisory committee for the King County Flood Control Zone District as established by King County Ordinance 15278.

B. "Board" means the Board of Supervisors of the King County Flood Control Zone District ("FCZD"), who as King County Councilmembers are ex officio members of the Board.

C. "Executive Committee" means the executive committee of the King County Flood Control Zone District, consisting of four members of the Board who are appointed by the chair of the Board.

D. "Legislation" means a "motion" or "resolution".

E. "Motion" means legislation that organizes and administers the Flood Control Zone District or that contains declarations of policy which do not have the force of law.

F. "Remote meeting" means a meeting by the Executive Committee or Board held through one or more means of remote communication that allows real-time verbal communication by the Supervisors and the ability for members of the public to listen to the proceedings in real-time, without a physical location for the meeting.

G. "Resolution" means legislation that has the force of law.

Section 3 Officers.

A. The chair of the Board shall be elected by the members of the Board. The chair of the Board may appoint another member of the Board to preside at a Board meeting.

B. The chair of the Board shall preside at Board meetings, sign resolutions and other documents on behalf of the Board and perform such other duties as are commonly associated with that office.

C. The vice-chair of the Board shall be elected by the members of the Board. The vice-chair shall act in the absence of the chair.

D. The chair and the vice-chair shall serve at the pleasure of the Board for a term of one year, unless decided otherwise by the Board and until successors are chosen.

Section 4 Executive Committee.

A. The Executive Committee shall consist of four members of the Board, elected by the members of the Board.

B. The Executive Committee members shall serve at the pleasure of the Board for a term of one year, unless decided otherwise by the Board and until successors are chosen.

C. On behalf of the Board, the Executive Committee may take the following actions and perform the following functions, in addition to those identified elsewhere in these rules:

1. Approve contracts for goods and services up to \$200,000;
2. Review and recommend capital projects to the Board;
3. Develop and approve staffing and personnel policies related to the administration of the District; and
4. Oversee and administer the daily administration of the District.

D. At the first meeting in January, the Executive Committee shall elect a chair and vice-chair of the Committee, who shall serve for a term of one year and until their successors are elected.

E. The chair of the Executive Committee:

1. Shall preside at Committee meetings and perform such other duties as are commonly associated with that office, and
2. May approve contracts for goods and services that are up to \$20,000 in an amount and that are included in the District's budget and work program. After approval of such a contract, the agenda for the next Executive Committee meeting shall contain an agenda item for the contract and at the meeting the chair of the Executive Committee or designee shall give a report regarding the contract.

F. The Executive Committee shall reflect the geographic diversity of the District.

G. The vice-chair shall perform the duties of the chair in the chair's absence.

H. The chair or the vice-chair of the Executive Committee may be removed by simple majority vote of the total membership of the Committee. If the chair or vice-chair of the Committee is removed, the Committee shall elect a successor as provided herein.

I. If any decision of the Executive Committee is not unanimous, the decision shall be forwarded to the Board for final decision at the request of any member who voted against the decision.

Section 5 Advisory Committee.

A. The Advisory Committee shall consist of fifteen members, consisting of permanent seats and two-year seats, as follows:

1. Ten permanent seats shall be held by:

a. each mayor, or a council member alternate designated by the mayor, of the following cities: Tukwila, Auburn, Kent, Renton, Snoqualmie, North Bend, Carnation, Seattle and Bellevue; and

b. the King County executive;

2. Four two-year seats shall be held by either mayors or city council members, or mayor or council member alternates, as nominated by the Suburban Cities Association or its successor, from the remaining cities in King County to ensure the goal of diversity in the geographic location and size of jurisdictions on the advisory committee; and

3. One two-year seat shall be held by an individual chosen from lists of no more than three nominees submitted to the Board by each of the King County Unincorporated Area Councils, alternating between a resident of the urban unincorporated area and the rural unincorporated area; and

4. The members for two-year seats allocated to representatives of the Unincorporated Area Councils and the Suburban Cities Association or its successor shall be subject to confirmation by the Board.

B. The Advisory Committee shall review and recommend to the Board an annual work program and budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the board of supervisors.

C. Each seat on the advisory committee shall have one vote, unless rules adopted by the Advisory Committee provide otherwise.

D. The Advisory Committee shall elect a chair of the Committee, whose term shall be of indefinite duration.

E. The chair of the Advisory Committee shall preside at Committee meetings, and perform such other duties as are commonly associated with that office.

F. The Advisory Committee shall elect or remove a vice-chair in the same manner as the chair. The vice-chair's term shall be of indefinite duration. The vice-chair shall perform the duties of the chair in the chair's absence.

G. The chair of the Advisory Committee or the vice-chair may be removed by simple majority vote of the total membership of the Committee. If the chair or the vice-

chair of the Committee is removed, the Committee shall elect a successor as provided herein.

H. Each seat on the Advisory Committee shall have one vote, unless rules adopted by the advisory committee provide otherwise.

I. The Advisory Committee shall adopt other rules governing its operations, at or promptly after its first meeting.

Section 6 Meetings.

A. The regular meetings of the Board shall be held at 1:30 p.m. on the second Tuesday of each month. The regular location of Board meetings shall be the King County Council Chambers, 10th floor King County Courthouse, Seattle, Washington 98104.

B. The regular meetings of the Executive Committee shall be held at 1:30 p.m. on the first Wednesday of each month. The regular location of the Executive Committee meetings shall be the King County Council Chambers, 10th floor King County Courthouse, Seattle, Washington 98104.

C. Special meetings of the Board or Executive Committee may be called by their respective chairs or as provided in RCW 42.30.080.

D. The Board, the Executive Committee and the Advisory Committee shall comply with the Open Public Meetings Act, Chapter 42.30 RCW. Any member of the Board may attend a meeting of the Executive or Advisory Committees.

Section 7 Executive Committee and Board Action.

A. A quorum of the Board shall consist of five members. A quorum of the Executive Committee shall consist of three members of the Committee.

B. All actions of the Board or Executive Committee shall be by simple majority vote of those present. All actions of the Executive Committee shall be simple majority vote of those present; provided that if only two members of the Executive Committee are present, the Executive Committee may act by unanimous vote of the two members and written concurrence in that vote by a third member of the Executive Committee, which concurrence shall be filed with the Clerk of the Board by the close of the next business day after the vote.

C. Members of the Board and Executive Committee must be present to vote on a matter before the Board or Executive Committee, except as provided in subsections B and D of this section.

D. The clerk of the Board, in consultation with the chair, shall establish authentication and operating procedures, which must comply with all state and county laws regarding open public meetings. Except as provided herein, all meetings of the Board or Executive Committee shall allow for physical attendance of the meeting by members of the public.

1. Members may participate and vote in meetings of the Executive Committee of which they are members and in meetings of the Board by telephone or other electronic means.

2. After the declaration of an emergency by King County, the State of Washington, or the federal government, the chair may issue a finding that the Board or Executive Committee cannot hold a meeting with members or the public attending in person with reasonable safety because of the emergency, and a determination that either: (1) a meeting will be held remotely without a physical location; or (2) a meeting will be held at a physical location with limited available area for the public. The chair shall submit the finding and associated determination to the full Board for ratification as soon as reasonably practicable. If the finding and determination are not ratified, the finding and determination shall be immediately vacated.

3. When participating by telephone or other electronic means, the member shall speak audibly so that the public can hear the discussion and voting process.

E. All actions of the Board or Executive Committee shall be recorded in the minutes, copies of which shall be distributed to each member of the Board or Committee.

Section 8 Board Resources.

A. The Board shall determine and provide for staff resources required to assist the Board and the Executive Committee in performing their duties.

B. Hiring and staffing decisions. The Executive Committee shall oversee employment-related issues for the Board in consultation with the Executive Director, as follows:

1. Prepare and adopt administrative and personnel-related policies (see Section 4.C. above).

2. Job descriptions, classifications, and an organizational chart of employees of the District shall be reviewed and recommended by the Executive Committee, and authorized by motion of the Board.

3. The Executive Committee shall establish and be responsible for outreach, recruitment and hiring for the Executive Director, provided:

a. Hiring of the Executive Director shall be subject to appointment by motion of the Board; and

b. The Executive Director shall report to the Chair of the Board, and shall be accountable and responsive to the supervisors on the Board; and

c. The Executive Director is responsible for the efficient overall management and administration of the King County Flood Control District; and

d. The Executive Director is subject to the policies and procedures of the District; and

e. The Executive Committee shall annually evaluate the performance of the Executive Director, using a process established by the Executive Committee; and

f. The Executive Director is subject to disciplinary actions as determined by the Executive Committee. The Executive Director, if either suspended without pay or terminated, may appeal the decision to the Board. The appeal must be filed within ten calendar days of written notice of the suspension or termination being sent to the employee. An appeal is filed by delivering a notice of appeal to the clerk of the Board.

4. The Executive Director shall:

a. Consult with the Board chair and vice chair about the hiring decision before extending an offer of employment for Deputy Executive Director; and

b. Shall make hiring decisions for all positions that report to the Executive Director as they appear in the organization chart adopted by the Board.

Section 9 Electronic Signature Authorized.

A. Authorization. The Chair, Vice Chair, and Executive Director, or designees, are authorized to utilize electronic signatures, as defined at RCW 38.52.010, for the execution of records, except as indicated in this section. An electronic signature may be used with the same force and effect as a signature affixed by hand, subject to the limitations in this section and under state and federal law.

B. Definitions. Except where specifically defined in this section, all words in this section shall have the meaning commonly associated therewith.

1. Record. A record is defined as any paper, machine-readable material, completed form, or other document, regardless of physical format, made or received by the District in connection with the transaction of public business.

2. Electronic Signature. An electronic sound, symbol or process, attached to or logically associated with an electronic record, and executed or adopted by a person with the intent to sign the record.

C. Requirements for Use of Electronic Signature. Consistent with the Board's authorization, an electronic signature may be utilized in lieu of a handwritten signature, when the following requirements are met:

1. The electronic signature shall be in the form of either a digitized graphical image of a handwritten signature or a digital signature using a private user signing key and public validation key.

2. The electronic signature shall be accompanied on the record by the date and time of the signature, unless the electronic signature technology is self-auditing.

3. The identification and authentication of the signer shall be possible based on the e-signature;

4. The signer shall intend to sign;

5. The electronic signature shall be reliably associated with the record;

6. The signed record shall have integrity (e.g., legibility, no indication of alteration, secure and reliable storage process, access limited to authorized persons), which shall be ensured by using an integrity control measure, including but not limited to encrypted transport protocols, message encryption, or multifactor authentication methods.

D. Restrictions on use of Electronic Signature. An electronic signature may be used on any record other than:

1. Promissory notes;
2. Real property title documents;
3. Sureties and guarantees of payment from a third party;
4. Transactions which require a notarized signature, sworn signature, or witnessed signature; and
5. Any other record that shall not be executed by electronic signature pursuant to a federal, state or local law.

Section 10 Miscellaneous.

A. The rules of the Metropolitan King County Council as contained in K.C.C. chapter 1.24 or, where those rules are silent, the rules contained in the 2000 edition of Robert's Rules of Order Newly Revised 10th edition shall govern the Board and Executive Committee in all cases in which they are reasonably applicable and not inconsistent with this resolution.

B. The Board may revise these rules and operating procedures at any regular or special meeting by majority vote.

ADOPTED by the King County Flood Control Zone District on the 11th day of March, 2025.

Chair of the Board

ATTEST:

Clerk of the District



Staff Report

Agenda Item:	8	Name:	Charlotte Archer
Proposed No.:	FCD2025-01	Date:	March 11, 2025

Proposed Resolution FCD2025-01: Amending the District’s Rules and Operating Procedures

The King County Flood Control District has adopted rules and operating procedures to govern the internal operations of the District to ensure efficient and effective delivery of public services. The most recent iteration of the District’s rules was adopted by Resolution FCD2024-01.1, with the amended rules set forth on Attachment A.

The District periodically reviews its operating procedures and identify updates that serve these goals. Proposed amendments for the 2025 update to the rules include:

- Increases the delegated authority to the Executive Committee for approval of contracts for goods and services to \$200,000;
- Removal of the requirement that the minutes delineate between in-person and remote participation by Supervisors;
- Remove the requirement that members provide advance notice when intending to participate in a meeting remotely; and
- Remove the limitation that electronic signatures may only be utilized during an emergency, provide electronic signatures are subject to security measures consistent with Washington state law.



**KING COUNTY
FLOOD CONTROL
DISTRICT**

KING COUNTY FLOOD CONTROL DISTRICT

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

Signature Report

FCD Resolution

Proposed No. FCD2025-04.1

Sponsors

1 A RESOLUTION of the Board of Supervisors of the King
2 County Flood Control Zone District authorizing the Chair
3 to enter into an amendment to a professional services
4 agreement with Wallace Wilkins, Ph.D.

5 WHEREAS, the Board of Supervisors of the King County Flood Control Zone
6 District desires to continue to provide professional development opportunities and
7 resources for its employees, and

8 WHEREAS, in furtherance of this goal, the Board authorized via Resolution FCD
9 2022-03.1 and the Chair executed a professional services agreement with a professional
10 development consultant, Wallace Wilkins, Ph.D. ("Consultant") to perform said services,
11 and

12 WHEREAS, the Board and Executive Committee authorized extensions to this
13 contract in 2023 and 2024, and

14 WHEREAS, the Board desires to extend the Consultant's contract through 2025 to
15 continue these valued services for this term;

16 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
17 SUPERVISORS OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

18 SECTION 1. The Chair of the King County Flood Control Zone District is
19 authorized to execute an amendment to the professional services agreement with Wallace

20 Wilkins, Ph.D. (Attachment A) for professional development services for 2025 for an
21 amount not to exceed \$50,000. The Board authorizes a waiver of Section 5 of Resolution
22 FCD2009-06.2, as amended by Resolution FCD2020-13.1 and Resolution FCD2023-
23 09.1, for the

24 purposes of authorizing this amendment and ratifies all actions taken prior consistent with
25 this authorization.

26

KING COUNTY FLOOD CONTROL DISTRICT
KING COUNTY, WASHINGTON

Reagan Dunn, Chair

ATTEST:

Russell Pethel, Clerk of the District

Attachments: A. King County Flood Control Zone District Amendment to Contract for Professional Services with Wallace Wilkins PH.D.

**King County Flood Control Zone District
Amendment to Contract for Professional
Services with Wallace Wilkins Ph.D.**

THIS AMENDMENT ("Amendment") to the Contract for Professional Services is entered into between the King County Flood Control Zone District, a Washington municipal corporation ("District") and Wallace Wilkins, Ph.D. ("Consultant"). District and Consultant are each a "Party" and together "Parties" to this Amendment.

WHEREAS, by Resolution No. FCD2022-03, the District and Consultant entered into a professional services agreement on August 10, 2021 (the "Underlying Agreement"), and

WHEREAS, by Resolution No. FCD2022-17, the District authorized an extension of the Underlying Agreement through 2023, and an increase in funding, and

WHEREAS, by Executive Committee Motion No. FCDECM2024-01, the Executive Committee authorized an extension of the Underlying Agreement through 2024 and an increase in funding, and

WHEREAS, the District desires to continue Consultant's services for 2025, and the Parties have negotiated this amendment;

NOW, THEREFORE, in consideration of the mutual benefits accruing, it is agreed by and between the parties thereto as follows:

1. The Underlying Agreement, as amended, shall be amended at Section 2 to include an additional sum not to exceed \$50,000.
2. The Underlying Agreement, as amended, shall be amended at Section 3 to extend the term of the Underlying Agreement to December 31, 2025.
3. In all other respects, the Underlying Agreement between the parties shall remain in full force and effect, amended as set forth herein, but only as set forth herein.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year set forth above.

KING COUNTY FLOOD CONTROL
DISTRICT

CONSULTANT

Reagan Dunn, Chair

Signature

Printed Name and Title



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

STAFF REPORT

Agenda Item:	9	Name:	Charlotte Archer, District Legal Counsel
Resolution No:	FCD2025-04	Date:	March 11, 2025

FCD2025-04: A RESOLUTION authorizing the Chair to enter into an amendment to a professional services agreement with Wallace Wilkins, Ph.D.

In 2021, the Chair of the Board of Supervisors of the King County Flood Control Zone District identified Wallace Wilkins, Ph.D. (“Consultant”) as a consultant to provide professional development services for King County Flood Control Zone District’s employees. After confirming Mr. Wilkins’ qualifications and skills as a professional development consultant, uniquely skilled at working with public agency employees, the Chair executed an agreement for \$20,000 for said services for a period ending December 2021. The Board approved continuing services from the Consultant for 2022 via Resolution No. FCD2022-03 and authorized a limited waiver of the District’s procurement rules for this professional service because of the Consultant’s unique qualifications and skills. The District extended these services for 2023 and 2024 under the same terms.

Chair Dunn proposes a fourth extension of the agreement to engage Consultant for continued services in 2025, in order to continue to provide this valuable and beneficial service to the employees of the District. The proposed extension requires Board action. By this Resolution, the Board would authorize the Chair to execute an amendment to the existing agreement with the Consultant for continued services into 2025, in an amount not to exceed \$50,000 (the work would be billed hourly, at Consultant’s service rates, up to this cap). As this amendment would cause the total contract value to exceed the authority delegated to the Executive Committee, as well as the threshold for a Request for Proposal to procure this professional services, the Resolution would also authorize a limited waiver of these rules.