

**2023 AMENDMENT TO
CONTRACT FOR ADVISORY COMMITTEE FACILITATION SERVICES
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Advisory Committee Facilitation Services (“Contract”) between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington (“District”) and Lund Consulting Inc. (“Consultant”), as follows:

A. Amendment of Section 1. Effective August 1, 2023, 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 2023 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 August 1, 2023, Section 2 of the Contract is further amended as follows:

2. 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 2023 Amendment. The total compensation for services performed for the contract term shall not exceed \$52,500.

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 3. Section 3 of the Contract is further amended as follows:

3. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on August 1, 2023 and ending December 31, 2023, 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 2021 Second Amendment on the dates written below:

LUND CONSULTING INC.

KING COUNTY FLOOD CONTROL
ZONE DISTRICT

By: _____
Kjristine Lund, Principal

By: _____
Reagan Dunn, Board Chair

Date: _____

Date: _____

EXHIBIT A SCOPE OF SERVICES 2023 AMENDMENT

As a professional facilitator, Lund's primary function will be to ensure that the King County Flood District Advisory Committee meetings are productive and contribute in a positive way to the development of recommendations for the 2023 Flood Control District operating and capital budget. Facilitate meetings on other policy issues as identified by the District Executive Director.

Expectations:

- Implement schedule for 2023 meeting dates for Advisory Committee and Basin Technical Committee.
- Help Advisory Committee members engage in discussions about the proposed 2024 budget.
- Plan for some meetings to be on topics identified by the Executive Director.
- Work with Basin Technical Committee to prepare for Advisory Committee meetings and to be sure staff have the information they need to brief their respective representatives on the Advisory Committee.
- Work with Basin Technical Committee to facilitate communications of issues for attention by the Advisory Committee.
- Ensure that each member of the Advisory Committee has an opportunity to participate in the discussions.
- Help the Advisory Committee formulate their budget recommendations within the Prescribed timeframe.
- Deliver a final report that reflects the Advisory Committee's consensus recommendations, and potentially a dissenting perspective on some issues, in a form that is useful to the Flood District's budget deliberations.
- Assist Advisory Committee chair with presentation to Executive Committee or Board of Supervisors regarding the Advisory Committee's budget recommendation.
- Coordinate with District Executive Director on all meeting agendas and materials.
- Work with Executive Director staff support designee to ensure materials are posted to District website.
- If requested, provide briefings about Advisory Committee progress and recommendations to the District Executive Director, Chair, Executive Committee and Board of Supervisors.
- Support Executive Director with special assignments such as participation in meetings with service providers, facilitation of interlocal agreements with jurisdictions, review of communications plans, and other duties as assigned.

Other Team Members

Joanne Shoji, Lund Office Manager, will provide clerical assistance including preparing draft meeting summaries from the recorded meetings.

Lorraine Allen, Office Assistant, will provide clerical assistance.

Budget Assumptions

- Two meetings for Advisory Committee
- Email communications with Joint Basin Technical Committee or two virtual meetings
- Maintain Advisory Committee contact information list and interested parties list
- Final budget recommendation report by August 31, 2023
- Assist Chair with presentation to Executive Committee or Board in September/October 2023
- Engagement through Flood District Budget process in the fall of 2023
- Provide support to Executive Director August 1 - December 31, 2023
- King County Flood District or King County Rivers Section responsible for the following costs:
 - Printed copies of agendas and handouts for meeting participants
 - Copies of large format graphics such as maps, charts, presentation boards
 - Production costs of name tents for Advisory Committee members and alternates
 - Room rental, beverages, snacks
 - Translation and/or ADA accommodation
 - Hybrid meeting AV tools

Tasks Detail

Task 1. Administration of Advisory Committee data base and contacts

(includes contact lists which are continuously updated)

Task 2. Develop meeting calendars

(includes doodle-polling)

Task 3. Agenda development

(includes work with Executive Director and Chair of Advisory Committee)

Task 4. Meeting facilitation

(includes preparation of meeting materials for approval by Executive Director, distribution by consultant, meeting preparation, follow-up and travel. Also include option of Zoom meetings using Lund account.)

Task 5. Meeting summaries

(meeting notes, draft and final summary)

Task 6. Final budget recommendation

(includes draft and final version with hard copies prepared by King County)

Task 7. Brief District

(At request of Executive Director)

Task 8. Assist Executive Director

(At request of Executive Director coordinate with jurisdictions on ILA's, RFMS on communications plans, and other duties as assigned.)

Monthly Fee for Tasks

\$10,400 per month, assumes 40 hours per month at \$260

Direct Expenses

\$250 per meeting of Advisory Committee for clerical support = \$500

Total Contract Amendment Not to Exceed = \$52,500