KING COUNTY FLOOD CONTROL DISTRICT ADVISORY COMMITTEE OPERATING PROCEDURES

PURPOSE OF THE ADVISORY COMMITTEE

Ordinance 2006-0334 of the King County Council establishes a Flood Control Zone District (FCD) for King County and established the King County Flood Control Zone District Advisory Committee. The purpose of this district is to “undertake, operate, or maintain flood control projects or storm water control projects. The district is authorized to address flood and storm water control needs throughout the county, including within King County cities.” The King County Council governs the Flood District as a “District Board of Supervisors”.

The FCD Advisory Committee, which is composed of elected officials from throughout King County, is charged with the task of making annual recommendations to the District Board of Supervisors. Specifically, the Advisory Committee reviews and makes recommendations related to the annual work program and budget for the District, including capital improvement program projects and funding levels. The Board of Supervisors, in turn, takes these recommendations under advisement as it votes to approve the annual capital improvement and operating budget for the District.

The Advisory Committee’s recommendations must be filed with the clerk of the King County Council no later than August 31 of each year.

MEMBERSHIP AND STRUCTURE

As established by Ordinance 2006-0334, the Advisory Committee is composed of fifteen members. Ten seats on the Committee are permanent, and five seats are rotating (two-year) members.

The ten permanent seats on the Committee are held by each mayor, or council member alternate designated by the mayor, of Tukwila, Auburn, Kent, Renton, Snoqualmie, North Bend, Carnation, Seattle and Bellevue. The King County Executive is also a permanent member of the committee. Four rotating seats are held by mayors or city council members, or their alternates, as nominated by the Sound Cities Association. One of the rotating seats is held by an individual who represents one of King County’s Unincorporated Area Councils. These representatives are selected by the King County Council.

Each member of the Advisory Committee is allowed one alternate, who shall also be an elected official from the represented jurisdiction. The alternate shall attend meetings as necessary due to the absence of the Committee member. Alternates hold the same responsibilities and voting privileges as Committee members. Advisory Committee members will notify the Executive Director in writing of their alternate no later than March 31 of each year.
The Advisory Committee shall elect both a chair and vice-chair. The terms of the chair and vice-chair shall be two years, alternating appointment on even years for the chair position and odd years for the vice chair position.

A formal vote to fill these positions shall be taken at the first advisory committee meeting of each year.

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

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

**DECISION PROCESS**

The Advisory Committee is charged with the task of making recommendations to the Board of Supervisors. These recommendations shall be validated through voting. Prior to a vote, however, members shall make every effort to reach agreement by consensus. Once the vote is cast, both the majority and minority opinions of Committee members in relation to that recommendation shall be fully documented.

Each seat on the Advisory Committee shall have one vote. A quorum of the Advisory Committee is constituted if eight Committee members, or their alternates, are present at the meeting.

Advisory Committee meetings will be structured to allow for a comprehensive discussion of the issues at hand. The work of the Advisory Committee shall be informed by the Basin Technical Committees, groups composed of technical staff from each of the jurisdictions represented on the Advisory Committee. Prior to a “final vote” on their recommendations, the Advisory Committee may take a preliminary or “temperature read” vote on each of their recommendations. This preliminary vote enables members to better understand their areas of agreement and disagreement, and to forge compromise solutions whenever possible prior to a final vote. If a member is unable to attend a meeting at which a temperature read will be taken, that member may submit his or her “read” to the chair or facilitator in advance of the meeting.

Formal votes may be taken occasionally. When a formal vote is needed, committee members, or their alternates, are required to be present at the meeting in order to participate in the vote. To the extent that electronic, telephone, or video conferencing is available, these mediums will qualify a member as present for the purposes of voting rights.

**MEETING SCHEDULE, AGENDA, AND MINUTES**

The Advisory Committee shall generally meet two to three times per year, but may meet more frequently as necessary. Meetings shall be scheduled no later than March 31 each year to provide Advisory Committee members with adequate notice of the meeting dates. Meetings will take place beginning in late spring in order to incorporate the Committee’s recommendations into the District’s annual budget and meet the August 31 deadline of a submittal to the District Board of Supervisors as required by ordinance.
Special meetings of the Advisory Committee may be held as requested by the Board of Supervisors, or as matters arise that require the Committee’s attention.

All meetings of the Advisory Committee are open to the public and records of its meeting are available upon request.

Meetings will be held at appropriate locations within King County to maximize participation by Committee members.

The facilitator shall consult with the Executive Director, Advisory Committee Chair, and King County staff in preparing the agendas. Members shall be provided with a copy of the agenda and supporting materials at least one week in advance of the meeting, unless there is less than a two-week interval between meetings. In cases when there is a compressed schedule in between meetings, every effort should be made to provide materials in advance of the meeting.

Staff from the District or a facilitator shall be responsible for taking and documenting the minutes from all meetings of the Advisory Committee. The meeting summary will be made available for review by Committee members prior to the next scheduled meeting, and subsequently reviewed and approved during the meeting’s regular order of business.

**PUBLIC ATTENDANCE AND COMMENT**

All meetings of the FCD Advisory Committee are open to the public. Any members of the public who wish to address the Committee must make this request to the Chair of the Committee in advance of the meeting.

Public comments are scheduled at the beginning of meetings. The chair will facilitate the public comment process.

Speakers will be asked to sign-in to indicate they would like to speak. Each speaker will have a maximum of 3 minutes, and shall state their name and address of residence at the beginning of their comments.

Speakers are encouraged to also provide their comments in written form. Speakers shall be courteous and civil, and may not yield time to another speaker.

**TERM AND AMENDMENTS**

These rules and procedures are not intended to be comprehensive. When an issue arises not foreseen by these operating rules and procedures, the Advisory Committee may consider amending these rules and procedures. These amendments may be amended at any meeting of the Advisory Committee if notice of such amendment is given on the agenda distributed to the members in advance of a scheduled meeting. Amendments may be approved by the Advisory Committee upon a majority vote in favor to do so.
A RESOLUTION relating to the operations and finances of
the District, adopting the 2018 budget and authorizing
improvements.

WHEREAS, pursuant to RCW 86.15.140, the King County Flood Control Zone
District ("District") held a public hearing on the proposed 2018 budget of the District on
November 13, 2017, and

WHEREAS, the board of supervisors ("the Board") desires to adopt the District's
2018 budget, and

WHEREAS, by Ordinance 15728, the King County council adopted the District's
initial comprehensive plan of development for flood and stormwater control, which is
titled "2006 King County Flood Hazard Management Plan," and by Resolution
FCD2011-05.1, the District Board amended the initial plan to include a project in the city
of Seattle (collectively, "the District Comprehensive Plan"), and

WHEREAS, pursuant to RCW 86.15.110, the Board must approve by resolution
all flood control and storm water control improvements, prior to the extension,
enlargement, acquisition or construction of such improvements, and

WHEREAS, RCW 85.15.110, further provides that such approval resolution must
state whether the improvements are to be extended, enlarged, acquired or constructed;
state that the comprehensive plan has been adopted; state that the improvements generally
contribute to the objectives of the comprehensive plan; state that the improvements will benefit the county as a whole; state the estimated costs of the improvements; and identify the data supporting the estimated costs, and

WHEREAS, the Board desires to approve improvements in the District's 2018 budget that are not in the District Comprehensive Plan, or that have been modified by the District's 2018 budget, in accordance with RCW 85.15.110, and

WHEREAS, the District reaffirms its commitment to the effective and efficient implementation of capital projects by contracting with King County, as its primary service provider, and other jurisdictions when appropriate;

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

SECTION 1. The Board hereby adopts the 2018 Budget for the District, as set forth in Attachments A ("Work Program"), B ("Annual Budget"), C ("Annual Operating Budget"), D ("2018 Capital Budget"), E ("2018 - 2023 Capital Budget"), F ("2018 Annual District Oversight Budget"), G ("2018 Subregional Opportunity Fund Allocations") and H ("2018-2023 Capital Budget Project List"); provided that King County, or other jurisdictions contracted to implement projects, work shall submit predesign reports for capital projects to the District executive director, and shall seek approval from the executive director of project charters. Furthermore, King County shall provide to the District executive committee thirty percent design project reports for authorization to proceed with sixty percent design.

SECTION 2. The Board approves the extension, enlargement, acquisition or construction, as applicable, of the improvements that are included in the District
Comprehensive Plan, that are included in the District Comprehensive Plan but have been modified by Attachments C, D and H to this resolution, or that are not included in the District Comprehensive Plan but are identified in Attachments C, D and H to this resolution (collectively, "the improvements"). The District Comprehensive Plan includes the streams or water courses upon which the improvements will be enlarged, extended, acquired or constructed. The Board determines that the improvements generally contribute to the objectives of the District Comprehensive Plan and will be of benefit to the county as a whole.

SECTION 3. The estimated costs of the improvements are stated in Attachments C, D and H to this Resolution and the supporting data for the estimated costs are on file with the director of the King County water and land resources division.

SECTION 4. For improvements that will be constructed, preliminary engineering studies and plans either have been prepared or will be prepared, and have been filed or will be filed, with the director of the King County water and land resources division.

SECTION 5. The Board authorizes the executive committee to modify project budgets and schedules identified in Attachment H; provided that all changes must remain within the identified basin and overall basin budget allocation as identified in Attachments C and D.

SECTION 6. Section 3.6 of the interlocal agreement between the District and King County provides that King County shall notify the District executive director in writing if the county needs to modify or reprioritize capital projects. King County's notifications to the District executive director should include information regarding variations within project budgets of more than twenty percent in the "acquisition,"
"design," "construction," "contingency" and "total" expenditure categories, shown on Attachment D to this resolution.

FCD Resolution FCD2017-07 was introduced on and passed as amended by the King County Flood Control District on 11/13/2017, by the following vote:

Yes: 8 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
No: 0
Excused: 1 - Mr. Dunn

KING COUNTY FLOOD CONTROL DISTRICT
KING COUNTY, WASHINGTON

ATTEST:

Melani Pedroza, Clerk of the District

Attachments: A. King County Flood Control District 2018 Work Program dated October 30, 2017, B. King County Flood Control 2018 Annual District Budget dated 11/8/17, C. King County Flood Control District 2018 Annual Operating Budget, dated 11/8/17, D. King County Flood Control District 2018 Annual Capital Budget, dated 11/8/17, E. King County Flood Control District 2018-2023 Six-Year CIP, dated 11/8/17, F. King County Flood Control District 2018 Annual District Oversight Budget, dated 11/8/17, G. King County Flood Control District 2018 Subregional Opportunity Fund Allocations, dated 11/8/17, H. King County Flood Control District 2018-2023 Six-Year CIP Project Allocations, dated 11/8/17
King County Flood Control District 2018 Work Program

The District work program is comprised of three categories: district oversight and policy development, operations, and capital improvements. The Flood Control District contracts with King County for operations and capital improvements.

- **District Oversight and Policy Development**
  - Policy direction to guide Advisory Committee and King County as service provider
  - Financial planning, budgeting, levy rate, bonding (if any)
  - Administration of contracts
  - Asset management
  - Capital improvement priorities
  - Capital improvement implementation evaluation
  - Public awareness priorities
  - Post flood event review and evaluation
  - Federal and state legislative agenda
  - Legal services, financial management, and Washington State audit

- **Operations Work Program**
  - Annual Maintenance
  - Flood Hazards Plan, Grants, Outreach
  - Flood Hazard Studies, Maps, Technical Services
  - Flood Preparation, Flood Warning Center, Post Flood Recovery
  - Program Management, Supervision, Finance, Budget
  - Program Implementation,
  - District Planning, Outreach, Policy and Technical Services

- **Capital Improvement Program (CIP)**
  - Capital Improvement Projects Acquisitions and Elevations
  - Programmatic capital funding (Subregional Opportunity Fund, Cooperative Watershed Management Grants, Flood Reduction Grants)

**2018 Priorities:**

**Management & Budget**
- Seek federal assistance with US Army Corps issues
- Align capital expenditure schedules
- Provide budget issue requests to Advisory Committee

**Policy Development**
- Equity and Social Justice Policy
- Evaluate Home Elevation Program to recommend policy changes to make program more effective
and accessible for residents at risk of flooding

**Capital Projects**
- Establish reporting format for delineating that portion a project’s capital budget that meets habitat mitigation requirements and that portion dedicated to habitat restoration benefits
- Reports from WLRD on capital project progress

**Real Estate**
- Update facility inventory and real estate records
- Address property title issues

**Planning and Studies**
- Snoqualmie Middle Fork Planning Process
- Lower Green River Planning Process
- 2018 Flood Hazard Management Plan Update Process
- Levee Breach Study to evaluate and identify gaps in evacuation and shelter in place plans in areas impacted by a levee breach

**Grants**
- Monitor Opportunity Fund Project Implementation
- Monitor WRIA Grant Progress and Identify Leveraging Opportunities
- Outreach for Flood Reduction Grants Program including funding opportunities for dam inundation mapping

**Communications**
- Review and approve communications plans by Service Provider for planning processes, advisory committees, large wood, flood awareness, and special initiatives
- Conduct media outreach and response on identified priorities
- Participate in public meetings on priorities
- Web Site Upgrades

**King County ILA Service Provider Work Plan**

**Resource Management, Annual Maintenance, and Facility Monitoring**

**Program Summary:** Coordinate facility and property maintenance for the District, which includes 500 flood protection facilities covering 119 linear miles and approximately 800 acres of land managed for flood mitigation purposes. Facility inspections and assessments may lead to proposed repairs in the capital program. Inspections and assessments also help to increase the potential for federal funding assistance for future flood damages.

**Annual Maintenance Program:**
- Manage work authorizations and coordinate with Department of Transportation (DOT) Road Services Division, Washington Conservation Corps, work crews from the Road Division, Earth Corps, the Department of Juvenile and Adult Detention’s Community Work Program, or contractors on completion of maintenance activities:
- Facility mowing
- Access gate maintenance
- Access road maintenance
- Noxious and non-native plant removal
- Irrigation and watering
- Interpretive sign installation and maintenance.
- Coordinate design of facility and acquisition property re-vegetation projects.
- Coordinate design and implementation of volunteer planting and other land stewardship projects.
- Provide land and resource management including management of lands for appropriate levels of public access.
- Inspect, assess and, if necessary, remove hazardous trees.
- Collect and remove garbage from fee-simple owned property.

**Flood Protection Facility Assessment and Monitoring Program**
- Develop methods for facility inventory/assessment program.
- Conduct annual, spring and fall, facility assessments.
- Conduct, or assist with, post-flood damage assessments.
- Produce annual report on facility conditions.

**Facility Maintenance and Repair Program**
- Conduct or assist with facility assessments, consistent with the facility assessment and monitoring program.
- Coordinate with the U.S. Army Corps of Engineers (Corps) on PL 84-99 levee inspections including vegetation management, permitting, and mitigation (as necessary).
- Support or lead staff on the Green River Pump Station Operation and Maintenance Program.

**Sediment Management, Large Woody Debris, In-stream Management Program**
- Coordinate sediment management program/project actions to reduce flood risks.
- Coordinate large woody debris program/project actions to reduce flood risks.
- Monitor other in-stream hazards and coordinate associated flood risk reduction actions.

**Flood Hazard Plan, Grants, Repetitive Loss Mitigation, and Public Outreach**

**Program Summary:** Manage repetitive loss area mitigation coordination, public outreach, flood hazard management planning, and grant preparation. Repetitive loss mitigation is generally achieved by buying or elevating at-risk homes. While buyouts and elevations are funded via the capital program, the planning, prioritization, and the Federal Emergency Management Agency (FEMA) grant submittals are funded via the operating program. Most operating costs for grant development are reimbursable if the FEMA grant is awarded. Public outreach for specific capital projects is funded through the capital program; basin-wide outreach regarding on-going and planned capital projects is considered an operating expense.

**Repetitive Loss Area Mitigation Planning**

**Program**
• Track repetitive loss area and repetitive loss property information.
• Provide ongoing program database updates, including tracking property owner communications, interest, and staff recommendations for mitigation options.
• Manage and administer King County's Home Buyout and Elevation Program consistent with District acquisition policies.

Public Outreach and Communications Program
• Provide increased citizen preparedness for floods.
• Provide community outreach support for capital projects.
• Conduct annual basin-wide meetings and outreach regarding the full range of floodplain management activities, whether on-going or planned.
• Support media relation activities.
• Coordinate citizen involvement, and prepare and facilitate public meetings.
• Coordinate updates to webpage and other outreach and educational materials.
• Coordinate outreach to landowners with facility easements regarding maintenance work.
• Coordinate with the District to implement communications protocols.

Community Rating System (CRS) and federal Disaster Mitigation Act Coordination
• Manage the CRS program consistent with the newly adopted federal CRS manual, including coordination with other CRS jurisdictions in King County through the CRS Users Group.
• Complete annual CRS recertification documentation.
• Coordinate/manage updates and process to the planning and regulatory processes for future flood plan updates, King County’s Regional Hazard Mitigation Plan, King County Comprehensive Plan, Shoreline Master Plan, and Critical Areas Ordinance. This includes coordination with other jurisdictions.

Grants Program
If resources are available, the following types of grant activities may be included:
• Develop grant applications for FEMA hazard mitigation assistance grants as well as post-flood funding. Develop other grant applications to support capital project implementation.
• Administer the biennial Washington State Department of Ecology Flood Control Assistance Account Program (FCAAP) grant process and track successful grants to ensure timely reporting.
• Coordinate and assist with preparation of applications for all state and federal flood hazard mitigation grant processes.

Provide grant application technical assistance to cities and other stakeholders, as needed.
Grant prioritization within WLRD shall be based on the following considerations, in order of significance:
• The impacts to public safety.
• The portion of the project directly related to flood reduction.
• The risks of potential damage to infrastructure, including but not limited to businesses, homes, farms, and roads.
• Efficiency of staffing hours.
In addition to grant alerts to the District, WLRD shall transmit a grant overview report to the District by June 30 of each year including information with a description of grants for which WLRD has applied and how the above priorities were taken into consideration.

**Flood Hazard Studies, Maps, and Technical Studies**

**Program Summary:** Generate technical information used to characterize, quantify, and delineate flood risks, as well as to develop and implement strategies and actions to reduce those risks. Flood hazard technical information types include hydrologic and hydraulic studies, floodplain and channel migration zone maps, geologic studies, geographic information system (GIS) land use data, dam operations studies, risk assessments and flood hazard management corridor working maps. These technical assessments are used to inform the capital project feasibility, prioritization, and design process funded by the capital program.

- Conduct independently or with consultant contracts, as needed, the following technical study and mapping projects:
  - Floodplain delineation and mapping
  - Channel migration zone delineation and mapping
  - Channel monitoring
  - Gravel removal studies and analysis
  - Risk assessments
  - Hydraulic modeling
  - Landslide hazard mapping in areas that may intersect major river floodplains.
- Coordinate with FEMA and other local, state and federal agencies on mapping studies and products.
- Maintain accessible flood study and flood hazard data in a floodplain mapping library.

**Flood Preparation, Flood Warning Center and Post Flood Recovery Program**

**Program Summary:** Implement a comprehensive approach to preparing and educating citizens for flood events, coordinating emergency response and regional flood warning center operations during flood events, and ensuring consistency across basins for post-flood recovery actions. Post-flood damage assessments may result in capital projects to repair damaged facilities. Flood and post-flood activities are tracked with a unique project number so that expenditures may be submitted for any federal assistance that becomes available following a federal disaster declaration.

**Flood Preparedness**

- Coordinate flood hazard education program, communication tools (brochures, web content, customer service bulletins, etc.) to increase the awareness of flood risks and prepare citizens for flood events. This includes base-level participation in the regional Take Winter by Storm campaign.
- Track and disseminate flood hazard technical information to other King County departments (Department of Transportation (DOT), Department of Permitting and Environmental Review (DPER), etc.) and other local, state, and federal agencies.
- Coordinate annual flood awareness month and associated public information program strategy (meetings, websites, other) designed to increase the public's awareness of locally
available resources and information.

**Regional Flood Warning Center**
- Staff the Regional Flood Warning Center monitoring and emergency first responder flood patrols during flood events.
- Coordinate with the following agencies in support of the Regional Flood Warning Center operations:
  - Local governments
  - City of Seattle and Corps on dam operations
  - National Weather Service on weather forecasts and flood predictions
  - King County Office of Emergency Management for coordinated emergency response activities
  - United States Geological Survey (USGS) on river gauging contract and gauge upgrades
  - King County DOT on road closures and emergency flood damage and repair response activities.
- Coordinate flood emergency response activities.

**Post-Flood Recovery Operations Program**
- Complete preliminary damage assessments, and develop and track FEMA public assistance Project Worksheet completion, expenditures and general documentation.
- Coordinate with FEMA and Corps on flood damage repairs and federal funding opportunities; determine eligibility.
- Identify projects and complete grant applications for post-disaster FEMA Hazard Mitigation Grant Program opportunities.

**Program Management, Supervision; Finance, Budget and General Administration**

**Program Summary:** Provide supervisory, budgeting, contract administration, and administrative services for the District.

**Management and Supervision Tasks**
- Manage the technical and business operations of the District work program and staff.
- Develop annual operating and capital budgets, work programs and staff allocations.
- Provide supervision, technical assistance and quality control/assurance to staff.
- Carry out responsibilities for hiring, management performance, developing training expectations and recommending effective discipline and termination.
- Ensure programs and projects are completed to carry out the goals and objectives of the River and Floodplain Management Program.
- Work collaboratively with other government and regulatory agencies, departments within King County, and the public to address environmental policies and issues related to floodplain management principles, goals and objectives.

**Finance and Budget Operations**
• Develop annual capital and operating budget.
• Track and report annual capital and operating budget, revenue and expenditures.
• Process approved reimbursement requests for Subregional Opportunity Fund, Water Resource Inventory Area (WRIA) Cooperative Watershed Management grants, and Flood Reduction grants.
• Provide grant and cost-share reporting, billing and documentation.
• Provide contract and procurement management, support and strategy. (Note: contract administration for specific capital projects is charged to the capital project budget rather than the operating budget.)
• Support capital project managers/engineers with detailed project expenditures, revenues, scheduling, contract management and other finance needs in support of CIP implementation.
• Contract record-keeping consistent with county, state, and federal policies and requirements.

General Administration
• Records maintenance.
• Copying, filing, correspondence, and scheduling.
• Meeting preparation, coordination and support.
• Photo-documentation management.
• General program administrative support.

Compliance
• Provide access to records including but not limited to contracts, invoices, timesheets.
• Respond to annual District audits, King County Council audits, state audits, grant-related audits, and quarterly procurement audits.
• File semi-annual and Annual Report with the Board of Supervisors and Executive Director in printed and electronic form for posting to the District website.
• Notify Executive Director in writing when project scope, budget or schedule change from the adopted capital improvement plan.
• Notify Executive Director of grant requests 30 days prior to grant due date or submittal
• Notify Executive Director of grant award within 10 days of grant approval.
• Work with Executive Committee and Executive Director to support the District’s work with Advisory Committee.

King County Flood Control District Program Implementation

Program Summary: Implement flood hazard management programs and coordinate capital improvement projects for the District. Teams of staff are organized by river basin, supported by countywide technical services and countywide planning services, and will be responsible for identifying, implementing, and tracking flood risk reduction program and project actions within a given basin. Staff also coordinate four basin technical committees with partner jurisdictions and maintain relationships with communities and other agencies.

Basin Team and Basin Technical Committee Program
• Staff and coordinate regular Basin Technical Committees.
• Implement work program to guide private property owner and community outreach
necessary to complete capital improvement projects.

- Develop ongoing relationships with cities, agencies, and stakeholders within the basin, and ensure consistency across basins.
- Coordinate on acquisition priorities with Acquisition Unit consistent with District acquisition policies.
- Coordinate and support logjam investigation and response/action.
- Respond to, investigate and provide technical assistance for enforcement on complaints and general inquiries. Conduct citizen and/or landowner contact, communication and outreach.
- Conduct annual public meetings about large wood.
- Coordinate with the DOT Road Services Division on construction crew scheduling.
- Provide quarterly project reporting to management.
- Address and seek resolution on basin-specific floodplain management issues.

**King County Flood Control District Advisory Committee Coordination**

- Provide staff support to the Flood Control District Advisory Committee and the Board of Supervisors, as requested by the Executive Director.
- Track basin technical committee meetings, issues, and cross-basin policy issues.
- Coordinate public process across the District to ensure consistent outreach across basins.
- Report District activities, accomplishments, revenues and expenditures through an annual report.
- Respond to Advisory Committee and Board of Supervisors requests for information regarding rate structure options, and other issues.

**Flood Control District Committee Support**

- Provide presentations and updates as requested by the Executive Director at meetings of the Executive Committee and Board of Supervisors.

**Floodplain Management Planning**

- Support Board discussions of policy issues, building on materials previously developed for the Citizens Committee.
- Support Board engagement in capital project planning efforts, including the development of goals and evaluating alternative flood risk reduction actions. Participate in basin planning and coordination efforts such as the Lower Snoqualmie Flood-Fish-Farm work group.

**Agriculture Needs Assistance**

- Provide technical and modeling assistance and permitting support for farm pad proposals.
- Manage compensatory storage bank.
- Provide assistance to identify and pursue mitigation opportunities for barn and other farm structure elevations.
- Implement recommendations of the Farm/Flood Task Force as directed by District Executive Committee.
- Coordinate outreach to farmers and the King County Agriculture Commission to gather input on the unique needs of agriculture lands within flood hazard areas.

**Capital Improvement Program Implementation**
Program Summary: The vast majority of the proposed District work program and budget is dedicated to the implementation of major maintenance and capital projects. This work includes managing and implementing major maintenance, repair and new flood protection facility design, permitting and construction; home buyouts and acquisitions; home and barn elevations; and farm pad cost-share assistance.

The capital projects include those projects to be completed by jurisdictions through the Subregional Opportunity Fund program with funding allocated proportional to assessed value of each jurisdiction, grants recommended through the WRIA cooperative watershed management program, and the flood reduction grant program.

Construction of flood protection infrastructure has paved the way for considerable residential, commercial and industrial economic development in flood hazard areas. The flood protection infrastructure has reduced the frequency of flooding and severity of erosion, and contained flood flows within levees that has allowed for significant economic growth by promoting development of historical floodplains, as exemplified by the industrial and commercial development lining the lower Green River. However, these areas will always face the potential risk that the flood protection facilities could be overwhelmed, resulting in serious flood damage, significant impacts to the regional economy, or personal injury and death. While the costs of flood protection facility construction and maintenance are borne by the public, the value to the economy is a regional benefit.

The CIP will complete high priority and regionally significant flood hazard management capital improvement projects to significantly protect public safety and reduce flood risks to the regional economy, transportation corridors, and public and private infrastructure and property. These capital improvement projects include retrofits and repairs to levees and revetments; levee setbacks to improve slope stability and increase flood conveyance and capacity; and targeted acquisition of repetitive loss properties and other at-risk developments.

The CIP will provide project design, construction and management on the following project implementation elements, consistent with WLR Division’s Project Management Manual:

- **Scope and Concept**
  - Identify problem, alternatives, recommended solution and project goals.

- **Feasibility**
  - Identify and conduct studies, analysis, cost estimates, resource needs, landowner issues.

- **Acquisition**
  - Obtain the necessary property rights to perform the work.

- **Design and Permitting**
  - Address all elements of the project (e.g. geomorphic, constructability)
  - Complete all federal, state and local permitting requirements (e.g. Corps, Endangered Species Act (ESA))
  - Survey
- Conduct pre- and post-construction ("as-built") survey
  - AutoCAD
    - Develop design plan set
  - Hydraulic Modeling
    - Conduct pre- and post-project modeling
    - Complete Letter of Map Revision (LOMR) for constructed projects, when/if warranted
  - Ecological
    - Conduct pre- and post-construction monitoring
    - Complete pre-project feasibility studies/analysis
    - Provide project design support
    - Complete biological assessments/evaluations
      - Individual
      - Programmatic
    - Complete Section 7 ESA consultation
    - Coordinate or support permitting and permit agency outreach
  - State Environmental Policy Act (SEPA)
    - Complete individual project SEPA review
    - Complete programmatic SEPA review
  - Geotechnical Engineering Support/Geologist/Geotechnical
    - Provide sediment management monitoring, analysis and modeling
    - Conduct pre- and post-construction monitoring
    - Conduct pre-project feasibility studies/analysis
    - Provide project design support
  - Engineering (may include Project Management function as well)
    - Lead design engineer for projects
    - Manage construction of projects
    - Obtain resources for projects; make task assignments
    - Track and report project scope, schedule, and budget
    - Develop plan set for construction, or bid documentation support
    - Provide overall project quality assurance and quality control oversight
  - Project Management
    - Obtain resources for projects; make task assignments
    - Track and report project scope, schedule, and budget
    - Provide overall project quality assurance and quality control oversight
    - Monitoring and Adaptive Management
      - Pre-project baseline information
      - Construction Monitoring
        - Conduct pre- and post-construction monitoring
        - Provide monitoring reports to DPER and other agencies as required.

**Central Costs/Overhead and Reimbursement from Capital**

- This category includes use-based and FTE-based overhead costs from the Water and Land
Resources Division of the Department of Natural Resources and Parks and King County. Examples include use-based charges for the Prosecuting Attorney’s Office, risk management, and the financial management system, as well as FTE-based charges for building rent and utilities. When staff loan out from the operating fund to the capital fund, the capital fund reimburses the operating fund for FTE-related overhead charges.
# 2018 Annual Budget

**Attachment B**

11/8/17

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<tr>
<td>Bond Retirement and Interest</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>51,170,763</strong></td>
<td><strong>71,464,004</strong></td>
<td><strong>154,323,593</strong></td>
<td><strong>65,623,017</strong></td>
</tr>
</tbody>
</table>

Projected Capital Reserves - Cash Fund Balance  


1 The cash fund balance assumes an expenditure rate of 39% of the capital budget in 2017, informed by prior year actuals.

2 The budgetary fund balance assumes 100% expenditure of all budgeted amounts and is used to understand budgetary commitment.
## King County Flood Control District

### 2018 Annual Operating Budget
**Attachment C**

11/8/17

<table>
<thead>
<tr>
<th></th>
<th>2016 Actuals</th>
<th>2017 Approved</th>
<th>2017 Revised</th>
<th>2018 Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance</td>
<td>$1,739,316</td>
<td>$2,589,281</td>
<td>$2,686,481</td>
<td>$3,386,766</td>
</tr>
<tr>
<td>Flood Hazards Plan, Grants, Outreach</td>
<td>$285,536</td>
<td>$318,123</td>
<td>$318,123</td>
<td>$718,898</td>
</tr>
<tr>
<td>Flood Hazard Studies, Maps, Technical Services</td>
<td>$1,140,460</td>
<td>$1,304,619</td>
<td>$1,454,619</td>
<td>$1,414,741</td>
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<tr>
<td>Flood Protection, Flood Warning Center</td>
<td>$335,073</td>
<td>$863,033</td>
<td>$863,033</td>
<td>$1,417,463</td>
</tr>
<tr>
<td>Program Management, Supervision, Finance, Budget</td>
<td>$937,136</td>
<td>$951,992</td>
<td>$951,992</td>
<td>$1,283,543</td>
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<tr>
<td>Program Implementation</td>
<td>$1,931,768</td>
<td>$1,165,633</td>
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<tr>
<td>Overhead / Central Costs</td>
<td>$1,878,700</td>
<td>$3,327,496</td>
<td>$3,327,496</td>
<td>$3,218,261</td>
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<tr>
<td>District Planning, Outreach, Policy Technical Services</td>
<td>$392,000</td>
<td>$392,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$8,247,988</strong></td>
<td><strong>$10,912,177</strong></td>
<td><strong>$11,159,377</strong></td>
<td><strong>$11,333,238</strong></td>
</tr>
</tbody>
</table>
## King County Flood Control District

### 2018 Annual Capital Budget

**Attachment D**

11/8/17

<table>
<thead>
<tr>
<th>Basin</th>
<th>Acquisition</th>
<th>Design</th>
<th>Construction</th>
<th>Contingency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snoqualmie River Basin</td>
<td>$1,065,862</td>
<td>$3,433,478</td>
<td>$7,466,841</td>
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<tr>
<td>Cedar River Basin</td>
<td>$1,373,207</td>
<td>$4,016,541</td>
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<td>Green River Basin</td>
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<td>White River Basin</td>
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<td>Seattle</td>
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<td>Effectiveness Monitoring</td>
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<td>Countywide Corridor Plan Implementation</td>
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<tr>
<td>Countywide Miscellaneous</td>
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<td>Opportunity Fund</td>
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<tr>
<td>Grant Fund</td>
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<td>WRIA Grant Funding</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$14,137,803</strong></td>
<td><strong>$26,732,137</strong></td>
<td><strong>$130,000</strong></td>
<td><strong>$53,496,926</strong></td>
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</tbody>
</table>