

1. July 18, 2018 Board Of Supervisors Agenda

Documents:

[0718 FCZD BD OF SUPV NOT.PDF](#)

1.1. Meeting Packet, July 18, 2018

Documents:

[FCZD BOARD OF SUPERVISORS JULY 18, 2018 MTG PACKET.PDF](#)



**NOTICE OF A SPECIAL MEETING OF THE  
PIERCE COUNTY FLOOD CONTROL ZONE DISTRICT  
BOARD OF SUPERVISORS**

NOTICE IS HEREBY GIVEN that a Special Meeting of the Pierce County Flood Control Zone District Board of Supervisors will be held on:

**Wednesday, July 18 – 9:30 a.m.  
Pierce County Council Chambers  
930 Tacoma Avenue South – Room 1045  
Tacoma, WA 98402**

The Agenda for this Special Meeting will be as follows:

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda: July 18, 2018
- IV. Approval of Minutes: April 11, 2018
- V. Public Comment
- VI. Resolutions
  1. Resolution No. 2018-3, A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting Rules for the Inspection and Copying of District Public Records, and Repealing Resolution No. 2012-7.
  2. Resolution No. 2018-4, A Resolution of the Pierce County Flood Control Zone District Approving an Interlocal Agreement with Pierce County Regarding Support Services, and Repealing Resolution No. 2013-1.
  3. Resolution No. 2018-5, A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting A Procedure and Rules for Service Contracts.
- VII. Informational Briefings
- VIII. Project Updates
- IX. Other Business/Announcements
- X. Adjournment

*Dated: July 11, 2018*

Dan Roach  
District No. 1

Jim McCune  
District No. 3

Douglas G. Richardson  
District No. 6

Pam Roach  
District No. 2

Connie Ladenburg  
District No. 4

Derek Young  
District No. 7

Rick Talbert  
District No. 5

## Special Meeting

### Pierce County Flood Control Zone District Board of Supervisors

## MEETING AGENDA

**July 18, 2018**

**9:30 a.m.**

930 Tacoma Avenue South – Room 1045  
Tacoma, WA 98402

Voice: (253) 798-7777 – FAX: (253) 798-7509 – Toll-Free: (800) 992-2456 – TDD: (253) 798-4018  
[www.piercecountywa.org/fczd](http://www.piercecountywa.org/fczd)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda: July 18, 2018
- IV. Approval of Minutes: April 11, 2018
- V. Public Comment
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  1. Resolution No. 2018-3, A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting Rules for the Inspection and Copying of District Public Records, and Repealing Resolution No. 2012-7.

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#### **PUBLIC PARTICIPATION IN DISTRICT MEETINGS**

Anyone may address any resolution on the agenda for final consideration. Public comment on any other items on the agenda shall be at the discretion of the Chair. To ensure equal opportunity for the public to comment, the Chair may impose a time limit on each speaker. All comments must be directed to the Chair.

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District meetings are audio recorded from gavel to gavel.  
Audio equipment is available for the hearing impaired. Please contact the receptionist for assistance.

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2. Resolution No. 2018-4, A Resolution of the Pierce County Flood Control Zone District Approving an Interlocal Agreement with Pierce County Regarding Support Services, and Repealing Resolution No. 2013-1.
3. Resolution No. 2018-5, A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting A Procedure and Rules for Service Contracts.

VII. Informational Briefings

VIII. Project Updates

IX. Other Business/Announcements

X. Adjournment

**Note:** If for any reason this meeting is canceled, all Agenda items shall be continued to the next meeting of the District.

**MINUTES**  
**PIERCE COUNTY FLOOD CONTROL ZONE DISTRICT**  
**BOARD OF SUPERVISORS SPECIAL MEETING**  
**April 11, 2018**

*Minutes of the Pierce County Flood Control Zone District are not verbatim; however, audio recordings are available upon request.*

**I. Call to Order**

The Pierce County Flood Control Zone District Board of Supervisors meeting was called to order at 9:35 a.m. by Chair Talbert.

**II. Roll Call**

The Clerk called the roll.

Supervisors present: Rick Talbert, Chair; Dan Roach, Vice Chair; Connie Ladenburg, Douglas G. Richardson, and Derek Young. (Supervisors Pam Roach and Jim McCune arrived following the roll call.)

Also present: Rod P. Kaseguma, Inslee, Best, Doezie & Ryder, P.S.; Kjristine Lund, Independent Consultant, Lund Consulting, Inc.; Anne-Marie Marshall-Dody, Planning and Public Works Department; Harold Smelt, Planning and Public Works Department; and Brynne Walker, Planning and Public Works Department

Others present: Jeff Cox, Deputy Legal Counsel; Tammi Lewis and Mark Williams, Councilmember Assistants

**III. Approval of Agenda April 11, 2018**

Without objection, the Agenda was approved as presented.

**IV. Approval of Minutes October 11, 2017**

Ladenburg moved approval of the October 11, 2017, Pierce County Flood Control Zone District Board of Supervisors Meeting Minutes as presented; motion seconded and passed on a voice vote.

**V. Public Comment:** none

**VI. Resolutions**

1. **Resolution No. 2018-1**, A Resolution of the Pierce County Flood Control Zone District Board of Supervisors Naming Board Officers and a Third Member of the Executive Committee.

The Clerk read the title into the record. Lund explained the Resolution. Supervisor Richardson suggested the officers on the Board and Executive Committee remain the same as 2017. Following discussion, Richardson moved the following slate of officers:

Chair of the Board of Supervisors: Rick Talbert

Vice-Chair of the Board of Supervisors: Dan Roach

Non-officer member of the Executive Committee: Derek Young

The motion was seconded and passed. The question was called; Resolution No. 2018-1 was adopted as amended.

2. **Resolution No. 2018-2**, A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting a Revised 2018 Budget and Authorizing Improvements, and Repealing Resolution No. 2017-6.

The Clerk read the title into the record. Lund explained the Resolution, and introduced specific staff to explain. Brynne Walker explained the capital projects as contained in Attachment A to Resolution No. 2018-2. Discussion ensued on the following: role of Council and the District regarding disbursement of funds; opportunity fund utilization by jurisdictions.

The Chair called for public comment; there was none.

The question was called; Resolution No. 2018-2 was adopted.

## **VII. Informational Briefings**

1. **Informational Briefing on Interlocal Agreement between Pierce County and the Flood District.**

Lund explained the interlocal agreement and the clarification of definitions contained in the document. Following discussion, the Chair requested supervisors review the document prior to final approval at the July meeting.

## **VIII. Project Updates**

Melissa McFadden, District Administrator, provided a brief update on the funding status from the US Army Corps of Engineers on projects. Discussion ensued on prioritization of projects, and funding. The Chair requested further information which he would take to DC for further discussion; McFadden stated she would provide. Discussion ensued on restrictions on building in the floodplain. Richardson requested further financial information from McFadden on cost benefit ratio that was used for calculating the estimates.

## **IX. Other Business/Announcements**

Lund stated the advisory commission will look at a comprehensive plan of projects to review and prioritize and make a recommendation. She stated the National Flood Insurance has been extended through July 2018. Talbert suggested a tour of the projects when the Council goes on the farm tour.

## **X. Adjournment**

There being no further business, the Special Meeting of the Flood Control Zone District Board of Supervisors was adjourned at 10:31 a.m.

Attest:

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Kate Kennedy, CMC

Clerk of the Board

Approved:

\_\_\_\_\_  
Rick Talbert, Board Chair

\_\_\_\_\_  
Date Approved

RESOLUTION NO. 2018-3

**A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting Rules for the Inspection and Copying of District Public Records, and Repealing Resolution No. 2012-7.**

**Whereas**, the Public Records Act, Chapter 42.56 RCW, governs the inspection and copying of District public records and requires the District to adopt rules relating to inspection and copying of District public records; and

**Whereas**, Resolution No. 2012-7, adopted by the District Board of Supervisors on July 11, 2012, established District rules for the inspection and copying of District public records; and

**Whereas**, the Washington State Legislature recently amended the Public Records Act; and

**Whereas**, by Interlocal Agreement between Pierce County and the District, Pierce County, primarily through the Department of Planning and Public Works, carries out the District's work program for flood and storm water control projects and activities; and

**Whereas**, Chapter 2.04 of the Pierce County Code establishes rules for inspection and copying of Pierce County public records; and

**Whereas**, many of the public records relating to the District's business and operations are in the possession of Pierce County departments, and inspection and copying of those public records are subject to Chapter 2.04 PCC; and

**Whereas**, the District Board of Supervisors desires to adopt Chapter 2.04 PCC, with necessary modifications, as the District's rules for the inspection and copying of District public records, so that Pierce County's and the District's rules relating to inspection and copying of public records relating to District projects and activities are similar and coordinated; Now, therefore

**BE IT RESOLVED by the Board of Supervisors of the Pierce County Flood Control Zone District as follows:**



1        Section 1. Chapter 2.04 of the Pierce County Code, titled “Public Records  
2 Inspection and Copying Procedures,” as now or hereafter amended, is adopted as if set  
3 forth fully herein, with the following modifications:  
4

5            A. General Modification. Throughout Chapter 2.04 of the Pierce County  
6 Code, the terms “Pierce County” or “the County” shall mean the “Pierce County Flood  
7 Control Zone District” (District); the term “Pierce County Council” shall mean the “Board  
8 of Supervisors” (Board); and references to Pierce County’s website shall refer to the  
9 District’s website: <http://piercefloodcontrol.org/>.

10  
11            B. 2.04.020 -- Records Officer. The public records officer for the District  
12 (Records Officer) shall be the Clerk of the District Board of Supervisors or designee.  
13 The Records Officer is located at 930 Tacoma Avenue South, Tacoma, WA, 98402 and  
14 can be reached at (253) 798-7777 or by email at [kkenned@co.pierce.wa.us](mailto:kkenned@co.pierce.wa.us).

15  
16            C. 2.04.030 – Inspection of Public Records. The District public records  
17 must be inspected at the office of the Records Officer, or such other place as is  
18 determined by the Records Officer.

19  
20            D. 2.04.030(B) – Records Index. RCW 42.56.070(3) requires each local  
21 agency to maintain and make available for public inspection and copying a current index  
22 providing identifying information as to many records issued, adopted, or promulgated by  
23 the local agency, such as statements of policy and interpretations of policies,  
24 administrative staff manuals and instructions to staff, planning policies and goals,  
25 factual staff reports and studies, factual consultants’ reports and studies, and certain  
26 correspondence and materials referred to therein, by and with the local agency. RCW  
27 42.56.070(4) provides that a local agency need not maintain such an index if to do so  
28 would be unduly burdensome. The District Board of Supervisors finds that maintaining  
29 such a current index would be unduly burdensome because of limited District staff. The  
30 District has only one employee, an Executive Director, and only one clerk, who is the  
31 Clerk of the Pierce County Council and performs services for the District on an as  
32 needed basis.

33  
34            E. 2.04.030(D)(1) – Making a Request for Public Records. The District  
35 does not maintain an online records request portal or have a standard request form.  
36 Any person desiring to inspect or obtain copies of District public records must make the  
37 request in writing, addressed to the Records Officer, and deliver it by U.S. mail or email  
38 or in person to the Records Officer at the post office and email addresses listed in  
39 Subsection 1(A) of this Resolution. All references to Pierce County’s web portal or  
40 standard request form in Chapter 2.04 PCC shall be not apply with respect to the  
41 District’s public records policies and procedures.

42  
43            F. 2.04.030(E)(2) – Costs. The Board finds that calculating the actual  
44 copying cost of providing public records would be unduly burdensome due to limited  
45 District resources and staff, and therefore adopts the fee provisions found in RCW  
46 42.56.120 and as further itemized in PCC 2.04.030(E)(2)(a) – (c).

1  
2 G. 2.04.075 – Disposition of Funds. The requestor shall pay for copies of  
3 records by cash, check, or money order, payable to the District.  
4

5 H. 2.04.080(B) – Review of Denials of Public Records – Consideration of  
6 Petition for Review. The term “Prosecuting Attorney” shall mean “District legal counsel.”  
7

8 Section 2. Resolution No. 2012-7 is repealed.  
9

10 **ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**  
11

12  
13 ATTEST:

**PIERCE COUNTY FLOOD CONTROL  
ZONE DISTRICT**  
Pierce County, Washington

14  
15  
16  
17 \_\_\_\_\_  
18 Kate Kennedy, Clerk of the Board

\_\_\_\_\_ Rick Talbert, Board Chair

RESOLUTION NO. 2018-4

**A Resolution of the Pierce County Flood Control Zone District Approving an Interlocal Agreement with Pierce County Regarding Support Services, and Repealing Resolution No. 2013-1.**

**Whereas**, the County Council formed the Pierce County Flood Control Zone District by passing Ordinance 2011-95s on April 3, 2012; and

**Whereas**, in accordance with state law, the County Council acts ex officio as the Board of Supervisors of the District, a county engineer administers the affairs of the District, and the county treasurer acts as the District's treasurer; and

**Whereas**, the District desires to carry out flood and stormwater control services throughout the County as efficiently and effectively as possible; and

**Whereas**, the District is authorized under RCW 86.15.080(8) to enter into cooperative agreements with other governments, such as the County, to carry out the flood and stormwater control mission of Chapter 86.15 RCW; and

**Whereas**, the County has the expertise, resources and infrastructure necessary to support the District in its development and implementation of an annual District budget and work plan; and

**Whereas**, the County has provided flood and stormwater control services to the citizens of the County since its formation as a county and has developed an extensive expertise in providing flood and stormwater control services; and

**Whereas**, the County can assist the District in efficiently and effectively carrying out the District's mission to provide flood and stormwater control services for the people of the County; and

**Whereas**, a cooperative agreement between the County and the District will benefit each Party and is both authorized by state law and of importance to the health, safety and property of the citizens of the County; and

**Whereas**, the District and the County are each authorized to enter into a cooperative agreement pursuant to Chapter 39.34 RCW (the Interlocal Cooperation Act) and RCW 86.15.095; and

1       **Whereas**, on December 10, 2012, the Board of Supervisors of the District  
2 adopted Resolution No. 2012-14, which approved the “Interlocal Agreement Between  
3 Pierce County and the Pierce County Flood Control Zone District Regarding Support  
4 Services” (“County/District Interlocal Agreement”); and

5  
6       **Whereas**, on February 5, 2013, the Pierce County Council adopted Resolution  
7 No. R2013-5s, which approved the County/District Interlocal Agreement, with a  
8 modification to Section 3.8 of that Agreement; and

9  
10       **Whereas**, on June 5, 2013, the Board of Supervisors of the District adopted  
11 Resolution No. 2013-1, which approved the “Interlocal Agreement Between Pierce  
12 County and the Pierce County Flood Control Zone District Regarding Support Services”  
13 (“County/District Interlocal Agreement”) and repealed Resolution 2012-14; and

14  
15       **Whereas**, the District Executive Committee reviewed the “Interlocal Agreement  
16 Between Pierce County and the Pierce County Flood Control Zone District Regarding  
17 Support Services” at their meetings in February, April, and May of 2018 and worked  
18 with staff from Pierce County to identify areas of the County/District Interlocal  
19 Agreement that would benefit from clarifications and updates to conform with new  
20 information, and is recommending the “Interlocal Agreement Between Pierce County  
21 and the Pierce County Flood Control Zone District Regarding Support Services,” which  
22 is attached as Exhibit A to this Resolution, **Now, therefore**

23  
24       **BE IT RESOLVED by the Board of Supervisors of the Pierce County Flood**  
25 **Control Zone District as follows:**

26  
27       Section 1. The Chair of the Board is authorized to sign the “Interlocal Agreement  
28 Between Pierce County and the Pierce County Flood Control Zone District Regarding  
29 Support Services,” Exhibit A to this Resolution.

30  
31       Section 2. Resolution No. 2013-1 is repealed.

32  
33  
34       **ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

35  
36  
37  
38 ATTEST:

39       **PIERCE COUNTY FLOOD CONTROL**  
40       **ZONE DISTRICT**  
41       Pierce County, Washington

42  
43 \_\_\_\_\_  
44 Kate Kennedy, Clerk of the Board

45 \_\_\_\_\_  
46 Board Chair

**INTERLOCAL AGREEMENT BETWEEN PIERCE COUNTY AND THE  
PIERCE COUNTY FLOOD CONTROL ZONE DISTRICT  
REGARDING SUPPORT SERVICES**

This Agreement is hereby entered into by Pierce County, a home rule charter County in the State of Washington ("County"), and the Pierce County Flood Control Zone District, a quasi-municipal corporation of the State of Washington ("District") (the "Parties" or when singular, the "Party") and shall be effective upon execution by Pierce County and the District.

WHEREAS, the County Council formed the District by passing Ordinance 2011-95s on April 3, 2012; and

WHEREAS, in accordance with state law, the County Council acts ex officio as the Board of Supervisors of the District, the county engineer administers the affairs of the District, and the county treasurer acts as the District's treasurer; and

WHEREAS, the District desires to carry out flood and stormwater control services throughout the County as efficiently and effectively as possible; and

WHEREAS, the District is authorized under RCW 86.15.080(8) to enter into cooperative agreements with other governments, such as the County, to carry out the flood and stormwater control mission of Chapter 86.15 RCW; and

WHEREAS, the County has the expertise, resources and infrastructure necessary to support the District in its development and implementation of an annual District budget and work plan; and

WHEREAS, the County has provided flood and stormwater control services to the citizens of the County since its formation as a county and has developed an extensive expertise in providing flood and stormwater control services; and

WHEREAS, the County can assist the District in efficiently and effectively carrying out the District's mission to provide flood and stormwater control services for the people of the County; and

WHEREAS, a cooperative Agreement between the County and the District will benefit each Party and is both authorized by state law and of importance to the health, safety and property of the citizens of the County; and

WHEREAS, the District and the County are each authorized to enter into this Agreement pursuant to Chapter 39.34 RCW (the Interlocal Cooperation Act) and RCW 86.15.095;

1  
2 NOW, THEREFORE, the Parties agree as follows:  
3

4 1. Purpose and Scope of the Agreement.  
5

6 1.1 The purpose of this Agreement is to provide the terms and conditions  
7 under which the County and the District will cooperate to combine their respective  
8 financial resources and technical and administrative expertise to effectively and  
9 efficiently provide flood and stormwater control services to the people of the County.  
10

11 1.2 The cooperative flood and stormwater control program entered into  
12 pursuant to this Agreement will be funded by District revenues, and will be established  
13 by the District's annual budget and annual work plan, as approved by resolution of the  
14 District's Board of Supervisors.  
15

16 2. Definitions.  
17

18 2.1 "Administrative overhead costs" shall mean each employee providing  
19 services benefits from agency, department and divisional overhead that allows for the  
20 services to be performed such as location, communications, information technology,  
21 leadership, rent, office supplies, telephone bills, workspace, and utilities. Overhead  
22 rates have been determined based on centralized service and departmental cost pool  
23 expenses applied to each fund based on a distribution methodology.  
24

25 2.2 "Annual budget" means the District annual budget that is adopted by the  
26 Board of Supervisors, which per RCW 86.15.140 must be divided into the following  
27 appropriation items: (1) overhead and administration; (2) maintenance and operation;  
28 (3) construction and improvements; and (4) bond retirement and interest. The annual  
29 budget must be adopted at the same time as the Pierce County budget. In preparing the  
30 annual budget, the Board of Supervisors shall show the total amount to be expended in  
31 each appropriation item and the proportionate share of each appropriation item to be  
32 paid from each District account, and shall for the appropriation item of construction and  
33 improvement list each flood control improvement or stormwater control improvement  
34 and the estimated expenditure to be made for each.  
35

36 2.3 "Annual work plan" means the plan adopted by the Board of Supervisors as  
37 part of the annual budget, which shall describe the tasks to be performed and the  
38 respective roles and responsibilities of the County and the District for each task.  
39

40 2.4 "Comprehensive plan of development" means a plan for flood control or  
41 stormwater control that has been prepared for the river, stream, or water course upon  
42 which District funded improvements will be extended, enlarged, acquired or constructed,  
43 pursuant to the requirements of RCW 86.15.110. District funded improvements must  
44 generally contribute to the objectives of the comprehensive plan of development.  
45

1 2. 5 “Direct costs” means a cost that can be related directly to a work product,  
2 function, or service.

3  
4 2.6 “Indirect costs” means that the cost of certain administrative activities  
5 provided by the General Fund is distributed based on the County’s Central Services  
6 Cost Allocation Plan. The major activities or costs which are allocated include Finance  
7 Department, Executive Administration, Prosecuting Attorney and Legislative  
8 Administration. The IT Financial and Human Resources Systems Allocation distributes  
9 costs related to the operation, support, and enhancement of countywide financial and  
10 human resources related IT systems. County funds are charged a portion of financial/  
11 and human resources costs assembled by Finance and Performance Management.  
12 Fifteen percent (15%) of the IT Enterprise Allocation is included in this allocation to  
13 distribute costs to funds that do not directly consume IT resources but indirectly benefit  
14 from these services. The cost of auditing county-wide systems is allocated to  
15 departments based upon their share of total prior year expenditures. Certain  
16 departmental audit costs are allocated to specific departments based upon an estimate  
17 provided by the State Auditor. The amount shown in the schedule is an estimate. Actual  
18 costs are billed as incurred. Departments should budget the amount shown in the  
19 schedule unless a different number can be justified.

20  
21 3. Administration.

22  
23 3.1 The Pierce County Executive shall appoint the “county engineer,” as  
24 provided for in RCW 85.15.060 (“County Engineer”), to be responsible for the  
25 performance and oversight of the County services under this Agreement (“County  
26 Services”). On the Effective Date, the Pierce County Executive has appointed the  
27 Deputy Director of the Department of Planning and Public Works as the County  
28 Engineer.

29  
30 3.2 The County Engineer may delegate the responsibility for the  
31 administration and implementation of the County Services to a subordinate position.  
32 The subordinate position shall be designated and referred to as the “County  
33 Administrator.” On the Effective Date, the County Engineer has delegated such  
34 responsibility to the Assistant County Engineer. The County Engineer shall give the  
35 District at least sixty (60) days advance notice of a change in the subordinate position.  
36 The Parties agree that the County Engineer’s delegation of such responsibility to the  
37 Assistant County Engineer, or any other subordinate position, shall not relieve the  
38 County Engineer of the responsibility for oversight of the County Services, unless  
39 agreed otherwise by the Pierce County Executive and the Chair or Vice Chair of the  
40 Board of Supervisors.

41  
42 3.3 A District Executive Director, who shall be appointed by and report to the  
43 Board of Supervisors, shall administer and perform the duties and responsibilities of the  
44 District under this Agreement, and shall oversee the County Services under this  
45 Agreement.

1           3.4    The Chair of the Board of Supervisors or designee and the County  
2 Engineer or designee shall adopt standard operating policies and procedures for  
3 administration and implementation of this Agreement and delivery of the County  
4 Services. These policies and procedures shall not be considered a part of this  
5 Agreement, and may be amended from time to time by the Chair of the Board of  
6 Supervisors or designee and the County Engineer or designee. In the event of a  
7 disagreement between the Chair of the Board of Supervisors or designee and County  
8 Engineer or designee regarding interpretation and application of the policies and  
9 procedures the District Executive Committee and the Pierce County Executive shall  
10 resolve the disagreement.

11  
12       4.       District Obligations.

13  
14           4.1    The District's Board of Supervisors shall adopt a comprehensive plan of  
15 development and resolutions for the extension, enlargement, acquisition or construction  
16 of flood control or stormwater control improvements, as required by RCW 86.15.110,  
17 and an annual budget and annual work plan in accordance with RCW 86.15.140.

18  
19           4.2    The District shall pay for the costs incurred by the County consistent with  
20 this Agreement and the adopted budget and annual work plan. These costs shall  
21 include the following:

22  
23               4.2.1   Actual incurred costs, such as direct labor, employment benefits,  
24 equipment rental, sub-contractors, materials and supplies, utilities and permits.

25  
26               4.2.2   Direct costs related to flood control and stormwater control  
27 improvements and projects, including but not limited to costs for planning, design,  
28 administration, environmental, property acquisition, property management, construction,  
29 construction engineering and utility relocation.

30  
31               4.2.3   Indirect costs normally associated with public works construction  
32 improvements and projects and related to flood control and stormwater control  
33 improvements and projects, in addition to administrative overhead costs of section  
34

35               4.2.4   Administrative overhead costs for the services provided by County  
36 employees to the District. The administrative overhead costs shall be billed to the  
37 District in accordance with the standard methodologies for determining such costs as  
38 reviewed and approved by the County.

39  
40               4.2.5   The District shall pay for any other costs agreed to by the Chair or  
41 Vice Chair of the Board of Supervisors and the Pierce County Executive to the degree  
42 those costs are included in the annual adopted budget. The Chair or Vice Chair, as  
43 applicable, and the Pierce County Executive shall give notice of the agreement to the  
44 District Administrator and the Executive Director, and shall report the agreement to the  
45 District Executive Committee.  
46



1 4.3 The District shall perform all necessary services to administer this  
2 Agreement and the District responsibilities and duties, including but not limited to  
3 providing staff support to the Board of Supervisors, District Executive Committee,  
4 Advisory Committee, and other committees as may be established by the Board of  
5 Supervisors.

6  
7 4.4 The District shall respond to requests for disclosure of District public  
8 records in accordance with the District's public records resolution. If requested by the  
9 County, the District shall assist the County in responding to requests for disclosure of  
10 County public records that relate to the District, this Agreement or the County Services.

11  
12 5. County Obligations.

13  
14 5.1 Unless otherwise decided by the District through resolution of the Board of  
15 Supervisors, the office of the County Council shall provide clerical services for the  
16 District and the Board of Supervisors.

17  
18 5.2 If consistent with the annual budget and annual work plan and if requested  
19 by the District Executive Committee, the County, shall provide other support services,  
20 including but not limited to policy analysis of legislation and budgets, government  
21 relations support, technical services assistance, Advisory Committee assistance, and  
22 communications support.

23  
24 5.3 Consistent with this Agreement, the annual budget, the annual work plan  
25 and instructions and requests of the District, the County shall perform and implement all  
26 County Services, including but not limited to the following:.

27  
28 5.3.1 Operate and maintain flood control and storm water control  
29 projects, improvements, equipment and facilities, including levees  
30 and revetments;

31  
32 5.3.2 Plan for capital projects and improvements, including but not limited  
33 to feasibility studies, engineering, permitting, property acquisition, and construction;

34  
35 5.3.3 Plan for flood risk and stormwater risk reduction, including but not  
36 limited to development of the comprehensive plan of development;

37  
38 5.3.4 Provide technical assistance to jurisdictions and project  
39 proponents; and

40  
41 5.3.5 Design and develop communications materials to convey the work  
42 of the District, including but not limited to the annual report, website, mailings, post  
43 cards, and other communications tools.

44  
45 5.4 The County shall perform other duties and responsibilities agreed to by  
46 the Chair or Vice Chair of the Board of Supervisors or designee and the Pierce County

1 Executive.

2  
3 5.5 The County shall keep and prepare records that explain and describe the  
4 County Services and the costs and charges therefor, in a form and manner determined  
5 by the District

6  
7 5.6 The County shall respond to requests for inspection and copying of  
8 County public records that relate to the District, this Agreement or the County Services  
9 in accordance with Chapter 2.04 of the Pierce County Code. If requested, the County  
10 shall assist the District in responding to requests for disclosure of District public records.  
11 The County shall notify the District as soon as possible of the receipt of a request for  
12 disclosure of County public records that relate to the District, this Agreement or the  
13 County Services, and if requested by the District, shall keep the District informed of the  
14 status and handling of such request.

15  
16 5.7 Consistent with the District's policies and procedures for adoption of the  
17 annual budget and annual work plan, the County shall prepare and submit for review  
18 and approval by the District an annual budget and annual work plan that meets the  
19 requirements of RCW 86.15.140, together with such other documents as requested by  
20 the District Executive Committee or Executive Director.

21  
22 5.8 The County has authority to take emergency action on behalf of the  
23 District. If the County takes emergency action, it shall advise the District of the  
24 emergency action as soon as practicable.

25  
26 6. Invoices and Payments.

27  
28 6.1 In the month following performance of County Services, the County shall  
29 submit to the District Executive Director or designee invoices for the County Services in  
30 a form and manner determined by the District. Upon approval of the invoices in a  
31 manner and procedure determined by the District, the District shall pay the invoices.

32  
33 6.2 The expenses for District operations, and capital expenses not provided  
34 by the County, shall be charged directly to the District Operating Fund (Fund 154) or the  
35 District Capital Fund (Fund 322) as appropriate.

36  
37 6.3 County indirect costs for the District's operating and capital funds shall be  
38 allocated to those two funds through the approved County indirect cost plan and  
39 charged directly.

40  
41 7. Limitation on County Expenditures.

42  
43 7.1 The County Services shall not exceed the District's annual budget. The  
44 Parties agree that any County Services in excess of the District's annual budget shall  
45 not be a debt and obligation of the District.

1 8. Financial and Accounting Reporting.

2  
3 8.1 The District shall be responsible for preparing and submitting all required  
4 financial reports and audits to the State of Washington, unless otherwise agreed by the  
5 Chair of the Board of Supervisors or designee and the County Engineer or designee.  
6 The County shall assist the District in the preparation of all financial reports and audits,  
7 submitting to the District all financial information and materials requested by the District.  
8

9 8.2 The County shall submit to the District monthly financial reports regarding  
10 revenue and expenditures, in relation to annual budget appropriations.  
11

12 8.3 At the end of each calendar year, the County shall complete a  
13 reconciliation of fund transfers and costs incurred. No later than April 1, the County  
14 shall provide to the District an annual report of costs and ending fund balance for  
15 District funds in the previous calendar year.  
16

17 9. Legal Relations: No Third Party Beneficiaries, Venue, Indemnification, Costs and  
18 Fees, Insurance, Survival, and Independent Contractor.

19  
20 9.1 It is understood and agreed that this Agreement is solely for the benefit of  
21 the Parties hereto and gives no right to any third party.  
22

23 9.2 The County is an independent contractor with regard to the services  
24 provided under this Agreement. The County shall retain all authority for rendition of  
25 services, standards of performance, control of personnel, and other matters incident to  
26 the performance of services by County pursuant to this Agreement. The County shall  
27 be solely responsible for its acts and omissions and for the acts and omissions of its  
28 employees, agents, contractors, consultants and representatives during the  
29 performance of this Agreement. Nothing in this Agreement shall be considered to create  
30 the relationship of employer and employee or principal and agent between the Parties.  
31 If the District contracts directly with another contractor, the County shall not be  
32 responsible for performance or actions or inactions relating to such contract unless the  
33 County is a party thereto.  
34

35 9.3 This Agreement shall be interpreted in accordance with the laws of the  
36 State of Washington. The Superior Court of Pierce County, Washington, shall have  
37 exclusive jurisdiction and venue over any legal action arising under this Agreement.  
38

39 9.4 To the maximum extent permitted by law, each Party shall defend,  
40 indemnify and hold harmless the other Party, and all of its officials, employees,  
41 principals and agents, from any and all claims, demands, suits, actions, fines, penalties,  
42 and liability of any kind, including injuries to persons or damages to property, which  
43 arise out of or are related to any negligent acts, errors, omissions of the indemnifying  
44 Party and its contractors, agents, employees and representatives in performing  
45 obligations under this Agreement.  
46

1            Provided, that if any such damages and injuries to persons or property are caused  
2 by or result from the concurrent negligence of the District or its contractors, employees,  
3 agents, or representatives, and the County or its contractor or employees, agents, or  
4 representatives, each Party's obligation hereunder applies only to the extent of the  
5 negligence of such Party or its contractor or employees, agents, or representatives.  
6

7            The foregoing indemnity is specifically and expressly intended to constitute a  
8 waiver of each Party's immunity under industrial insurance, Title 51 RCW, as respects  
9 the other Party only, and only to the extent necessary to provide the indemnified Party  
10 with a full and complete indemnity of claims made by the indemnitor's employees. This  
11 waiver has been mutually negotiated.  
12

13            9.5    The County shall provide insurance coverage, or self-insurance, for the  
14 acts and omissions of its officers, employees and agents in providing the services and  
15 carrying out the obligations of this Agreement, to the same extent and in the same  
16 amount as is provided generally by the County for its officers, employees and agents.  
17 The County shall provide proof of its insurance coverage or self-insurance at the  
18 request of the District. The District and any employees of it shall not be covered under  
19 the County's insurance or self-insurance program. In the event the County obtains  
20 insurance coverage for the Board of Supervisors or employees of the District, the costs  
21 of such insurance shall be reimbursable to the County by the District.  
22

23            9.6    The provisions of this section shall survive any termination of this  
24 Agreement.  
25

26 10.    Effective Date, Duration, Termination, and Waiver.  
27

28            10.1    This Agreement shall take effect on \_\_\_\_\_, 2018 ("Effective Date")  
29 and shall remain in effect until December 31, 2020, and shall automatically renew for  
30 one-year periods thereafter unless on or before December 1 of any year either or both  
31 parties notifies the other in writing that the Agreement shall not renew.  
32

33            10.2    Notwithstanding the preceding paragraph, either Party may terminate this  
34 Agreement for convenience upon sixty (60) days written notice to the other Party. In  
35 addition, this Agreement may be terminated at any time by mutual agreement of the  
36 Parties.  
37

38            10.3    Failure to require full and timely performance of any provision at any time  
39 shall not waive or reduce the right to insist upon complete and timely performance of  
40 such provision thereafter.  
41

42 11.    Dispute Resolution.  
43

44            11.1    Should a dispute arise between the Parties out of or related to this  
45 Agreement, the Parties will notify the other in writing of any dispute that the respective  
46 Party believes should be resolved.

1  
2 11.2 The Parties will communicate regularly and commit to act in good faith to  
3 resolve the dispute.

4  
5 11.3 If the dispute cannot be remedied within thirty (30) days after written  
6 notice, the Parties shall consider submitting the matter to a mutually agreed upon non-  
7 binding mediator. The Parties shall share equally in the cost of the mediator.

8  
9 12. Administration, Identification of Contacts, and Notice.

10  
11 Any formal notice or communication to be given by the District to the County under  
12 this Agreement shall be deemed properly given, if delivered, or if mailed postage  
13 prepaid and addressed to:

14  
15 County: Toby D. Rickman, P.E.  
16 Deputy Director, Planning and Public Works Department  
17 2702 South 42<sup>nd</sup> St., Suite 201  
18 Tacoma, WA 98409-7322  
19 (253) 798-\_\_\_\_\_  
20 Attention: Melissa McFadden, P.E.

21  
22 Any formal notice or communication to be given by the County to the District under  
23 this Agreement shall be deemed properly given, if delivered, or if mailed postage  
24 prepaid and addressed to:

25  
26 District: Chair, Board of Supervisors  
27 Pierce County Flood Control Zone District  
28 Room 1046  
29 930 Tacoma Avenue South  
30 Tacoma, WA 98402  
31 Attention: Kjristine Lund, Executive Director

32  
33 The name and address to which notices and communications shall be directed may  
34 be changed at any time, and from time to time, by either the District or the County  
35 giving notice thereof to the other as herein provided.

36  
37 13. Entire Agreement; Amendment.

38  
39 13.1 This Agreement is a complete expression of the terms hereto and any oral  
40 representation or understandings not incorporated herein are excluded.

41  
42 13.2 Any modification, amendment, or clarification to this Agreement shall be in  
43 writing and signed by both Parties. Copies of such shall be attached hereto and by this  
44 reference made a part of this Agreement as though fully set forth herein.

45  
46 14. Assignment.

1  
2 Neither Party shall transfer or assign this Agreement without the prior written  
3 consent of the other Party.

4  
5 15. Severability.

6  
7 If any provisions of this Agreement are held invalid by a court of competent  
8 jurisdiction, the remainder of this Agreement shall not be affected thereby if the Parties  
9 mutually agree that such remainder would then continue to serve the purposes and  
10 objectives originally contemplated.

11  
12 16. Filing.

13  
14 This Agreement shall be filed with the Pierce County Auditor in conformance with  
15 RCW 39.34.040, and any cost of such filing shall borne by Pierce County.

16  
17 IN WITNESS WHEREOF, the parties have caused this Agreement to be  
18 executed.

19  
20  
21  
22 **PIERCE COUNTY**

23  
24  
25 \_\_\_\_\_ Dated \_\_\_\_\_  
26 Pierce County Executive

27  
28  
29 Approved as to Form:

30  
31  
32 \_\_\_\_\_ Dated \_\_\_\_\_  
33 Deputy Prosecuting Attorney

34  
35  
36  
37 **PIERCE COUNTY FLOOD CONTROL ZONE DISTRICT**

38  
39  
40 \_\_\_\_\_ Dated \_\_\_\_\_  
41 Chair, Board of Supervisors

42  
43  
44 Approved as to Form:

45  
46 District Legal Counsel

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2  
3  
4  
5

By: \_\_\_\_\_

Dated \_\_\_\_\_

RESOLUTION NO. 2018-5

**A Resolution of the Pierce County Flood Control Zone District Board of Supervisors, Adopting A Procedure and Rules for Service Contracts.**

**Whereas**, the District Board of Supervisors desires to adopt a procedure and rules for service contracts; and

**Whereas**, Section 2.106.050 of the Pierce County Code establishes a procedure and rules for service contracts, which the District Board of Supervisors desires to adopt, with necessary modifications, as the District’s procedure and rules for service contracts; now, therefore

**BE IT RESOLVED by the Board of Supervisors of the Pierce County Flood Control Zone District as follows:**

Section 1. Section 2.106.050 of the Pierce County Code, titled “Procedure for Solicitation and Purchase of Service Contracts,” as now or hereafter amended, is adopted as if set forth fully herein, with the following modifications:

A. General Modifications. Throughout Section 2.106.050 of the Pierce County Code, the term “Agent,” which is defined in PCC 2.106.030 as “Pierce County Purchasing Agent” or “Executive,” shall mean the “Pierce County Flood Control Zone District Executive Committee” (Executive Committee); the terms “Pierce County” and “the County,” shall mean the “Pierce County Flood Control Zone District” (District); and the term “Pierce County Council” shall mean the “Board of Supervisors” (Board).

B. Subsection A. Instead of annually, the Executive Committee may determine the District’s anticipated requirements for any category or type of service bi-annually. The Executive Committee’s determination can be ongoing or one-time only. The Executive Committee or its designee shall publish additional announcements for previously unpublished services.



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C. Subsections B, C and D. If the Executive Committee determines the District's anticipated requirements bi-annually, the service contract approved and entered into after such bi-annual process may be for a term of up to two years, and the dollar limits for the categories of service contracts in Subsections B, C and D shall be doubled. The Executive Committee or designee shall evaluate statements of interested firms, conduct discussions with such firms, develop criteria, contact interest firms, rank submitted proposals, negotiate service contracts, develop specifications, and advertise request for proposals. Only the Board may approve and enter into a service contract.

D. Subsections F and G. Subsection F, relating to exceptions to the competitive solicitation provisions, and Subsection G, relating to Council service contracts, are deleted.

**ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

ATTEST:

**PIERCE COUNTY FLOOD CONTROL  
ZONE DISTRICT**  
Pierce County, Washington

\_\_\_\_\_  
Kate Kennedy, Clerk of the Board

\_\_\_\_\_  
Rick Talbert, Board Chair

## Pierce County Flood Control Zone District



July 18, 2018

To: Board of Supervisors, Pierce County Flood Control District  
Fr: Kjristine Lund, Executive Director  
Re: Resolutions for Consideration by Board of Supervisors

- Resolution 2018-3 – Rules for the Inspection and Copying of Public Records
- Resolution 2018-4 - Approving an Interlocal Agreement for Support Services
- Resolution 2018-5 – Adopting a Procedure and Rules for Service Contracts

### Resolution 2018-3 – Rules for the Inspection and Copying of District Public Records

At their, June 22, 2018, meeting the Executive Committee recommended approval of this resolution which repeals a prior public records resolution (Resolution NO. 2012-7) of the Board and replaces it with this updated version. The resolution adopts Pierce County's rules for inspection and copying of records with some modifications.

The Public Records Act, Chapter 42.56 RCW, governs the inspection and copying of District public records and requires the District to adopt rules relating to inspection and copying of District public records. The Washington State Legislature recently amended the Public Records Act. By Interlocal Agreement between Pierce County and the District, Pierce County, primarily through the Department of Planning and Public Works, carries out the District's work program for flood and storm water control projects and activities. Chapter 2.04 of the Pierce County Code establishes rules for inspection and copying of Pierce County public records. Many of the public records relating to the District's business and operations are in the possession of Pierce County departments, and inspection and copying of those public records are subject to Chapter 2.04 PCC.

Key modifications included in this resolution are:

To substitute references in the Pierce County Chapter Code with the term Pierce County Flood Control Zone District or Board of Supervisors or designee.

The public records officer for the District shall be the Clerk of the District Board of Supervisors.

The District Board of Supervisors finds that maintaining a current index providing identifying information as to records issued would be unduly burdensome.

Any person desiring to inspect or obtain copies of District public records must make the request in writing, addressed to the Records Officer, and deliver it by U.S. mail or email or in person.

## Resolution 2018-4 - Approving an Interlocal Agreement for Support Services

Between, February 21 – June 20, 2018, the District’s Legal Counsel, Rod Kasaguma and Executive Director Lund reviewed proposed revisions to the Interlocal Agreement (ILA) between the District and Pierce County with Pierce County Planning and Public Works Staff, and with the members of the Executive Committee. Staff provided a briefing to the Board of Supervisors about the proposed revisions to the ILA at the Board’s, April 11, 2018, meeting. At their, June 20, 2018, meeting the Executive Committee recommended approval of the revised Interlocal Agreement for Support Services between Pierce County and the District.

The District Board and County Council approved the current ILA between the District and County in 2013. The basic ILA framework has worked effectively since that time. Due to the reorganization of the County Department of Planning and Public Works it is necessary to modify the ILA to reflect the current organizational structure. In addition, based on the last five years of experience of the District and County working together, there are some recommended clarifications of roles and responsibilities and definitions of terms.

- A section has been added to define terms.
- Section 3 clarifies the procedure for delegating responsibility from the County Engineer to a subordinate for providing support services.
- A section is added to have the District and County develop standard operating procedures which will be helpful to create a continuity of service as personnel transition.
- Language is added to clarify those costs for which the County may seek reimbursement from the District.
- Language is added to clarify procedures for public records requests.
- A section is added to clarify responsibilities for financial reporting.

## Resolution 2018-5 – Adopting a Procedure and Rules for Service Contracts

The Executive Committee at their, June 20, 2018, meeting recommended approval of this resolution. The District contracts for services such as legal counsel and executive director. A contractor services model was selected as the most cost-effective approach when the District was formed in 2012 because the work is part-time. In the future, it is likely the District may also contract for accounting services to comply with state audit requirements.

The District desires to have a transparent process for soliciting interest from firms to provide such services. Section 2.106.050 of the Pierce County Code establishes a procedure and rules for service contracts, which this resolution adopts with some necessary modifications.

Modifications to the Pierce County procedures for purposes of the District’s service contract procurements:

- Throughout Section 2.106.050 of the Pierce County Code, the term “Agent,” which is defined in PCC 2.106.030 as “Pierce County Purchasing Agent” or “Executive,”

shall mean the “Pierce County Flood Control Zone District Executive Committee” (Executive Committee); the terms “Pierce County” and “the County,” shall mean the “Pierce County Flood Control Zone District” (District); and the term “Pierce County Council” shall mean the “Board of Supervisors” (Board).

- Instead of annually, the Executive Committee may determine the District’s anticipated requirements for any category or type of service bi-annually. The Executive Committee’s determination can be ongoing or one-time only. The Executive Committee or its designee shall publish additional announcements for previously unpublished services.
- If the Executive Committee determines the District’s anticipated requirements bi-annually, the service contract approved and entered into after such bi-annual process may be for a term of up to two years, and the dollar limits for the categories of service contracts in Subsections B, C and D shall be doubled.
- The Executive Committee or designee shall evaluate statements of interested firms, conduct discussions with such firms, develop criteria, contact interest firms, rank submitted proposals, negotiate service contracts, develop specifications, and advertise request for proposals.
- Only the Board may approve and enter into a service contract.

