



King County

King County Meeting Agenda

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

King County Ferry Board Executive Committee

*Boardmembers: Dow Constantine, Chair; Jane Hague, Vice-Chair; Bob Ferguson; Julia
Patterson*

SW Conference Room

August 20, 2009

9:30 AM

SPECIAL MEETING

1. Call to Order

2. Roll Call

Page 2 3. Approval of Minutes of July 7, 2009

Items for Final Action by the Executive Committee

6 4. Approval of Invoices

Items for Recommendation to the Board of Supervisors

32 5. **FD Resolution No. FD2009-17**

A RESOLUTION approving the King County Ferry District's Vashon Island Passenger Fare Schedule and Service Schedule.

On 7/20/2009, the King County Ferry District Deferred.

33 6. Resolution appointing the agent to receive claims for damages against the King County Ferry District under chapter 4.96 RCW

35 7. Resolution relating to inspection and copying of public records and approving the King County Ferry District Public Records Act Rules

8. Adjournment



Sign language and communication material in alternate formats can be arranged given sufficient notice (296-1000).
TDD Number 296-1024.

ASSISTIVE LISTENING DEVICES AVAILABLE IN THE COUNCIL CHAMBERS.





King County
Meeting Proceedings

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

King County **King County Ferry Board Executive Committee**

Boardmembers: Dow Constantine, Chair; Jane Hague, Vice-Chair; Bob Ferguson; Julia Patterson

Southwest Conference Room

July 7, 2009

9:30 AM

draft minutes

1. **Call to Order**

The meeting was called to order at 9:51 a.m.

2. **Roll Call**

Present: Ms. Patterson, Mr. Constantine and Mr. Ferguson
Excused: Ms. Hague

3. **Approval of Minutes of June 2, 2009**

Boardmember Ferguson moved approval of the minutes of June 2, 2009. The motion passed unanimously

Items for Final Action by the Executive Committee

4. **Approval of Invoices**

Kjris Lund, Executive Director, reviewed the invoices from Alliant Insurance, noting that the Marine Division planned to pay this invoice and include pro-rated amounts in its invoices; Super Graphics (\$12,335.18); Marine Division operating (\$745,644.79) and capital (\$24,873.00), for which an advance payment was authorized in June; Insee Best (\$10,004.00) and TMJ Group, LLC (\$9,498). Chris Arkills, legislative staff to the Chair, reviewed the invoices from Lund Consulting (\$22,571.25) and Cocker Fennessy (\$16,162.50). Boardmember Ferguson moved approval of the invoices as presented and described. The motion passed unanimously.

5. **Motion to approve summer special event service plan and to authorize a procedure for approving contracts necessary to implement the service**

Ms. Lund reviewed the possibilities of summer service for the District. She has authorized an RFP for possible service to begin in August. Another RFP would need to be authorized for vendors for possible service. The chair has authority to approve contracts up to \$20,000. Such contracts must then be reported on at the next Executive Committee meeting. The Executive Committee may approve contracts up to \$100,000.

Tom Jones, TMJ Group, LLC, briefed the committee on the results of his work on the potentials for summer service.

Boardmember Ferguson moved to approve the summer event service plan and authorize a procedure for approving contracts necessary to implement the service. The motion passed unanimously.

6. Motion to select five demonstration routes for further analysis in order to select two routes by September 1 for 2010 service

Ms. Lund reviewed the demonstration projects timetable.

Paulette Norman, Marine Division Director, briefed the committee on the analysis prepared for the possible demonstration routes in 2010.

Stephanie McLaughlin, KPPF, answered questions of the committee.

Mr. Arkills answered questions of the committee.

Kris Faucett, Cocker Fennessy, answered questions of the committee.

Ms. Faucett suggested that the committee take the top four origins and landing sites, listed on page 5 of materials, and explore both routes. The Chair articulated these options and the committee unanimously approved them.

7. Motion to approve warrants paid in 2008 and January through June 2009

Ms. Lund explained process of approving warrants that will take place by motion at the next District meeting.

Items for Recommendation to the Board of Supervisors

8. Resolution to adopt service plan and fares for Vashon Island

Ms. Norman briefed the committee on the proposed resolution, including recommendations for the schedule and fare pricing.

Carla Sawyer, Sawyer and Associates, answered questions of the committee regarding possible fares and farebox recovery.

Boardmember Ferguson moved that the Option 1 schedule with a base fare of \$3.50 a cash fare of \$4.50 each way be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused.

Boardmember Ferguson moved that the state's senior, disabled and youth discounts be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused.

Boardmember Ferguson moved to reconsider the recommendation of Option 1. The motion passed.

Boardmember Ferguson moved that Option 2, a cash fare of \$4.50 and a base fare of \$3.75 be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused. (note: Boardmember Patterson concurred in this recommendation on July 9, 2009, as provided for in the District's Rules and Operating Procedures.)

9. Resolution to sign regional reduced fare permit MOU

Ms. Lund briefed the committee on the reduced fare permit memorandum of understanding.

Boardmember Ferguson moved that the reduced fare permit memorandum of understanding be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused. Later in the meeting, Boardmember Patterson ratified the committee's action.

10. Resolution to opt out of Auburn Revitalization area

Ms. Lund briefed the committee on the state law changes to revitalization areas and the possibility of opting out of the revitalization areas for Auburn, Bellevue and Federal Way.

Boardmember Ferguson moved that the resolution opting out of the Auburn revitalization area be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused. Later in the meeting, Boardmember Patterson ratified the committee's action.

11. Resolution to opt out of Bellevue revitalization area

Boardmember Ferguson moved that the resolution opting out of the Bellevue revitalization area be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused. Later in the meeting, Boardmember Patterson ratified the committee's action.

12. Resolution to adopt a Disadvantaged Business Program

Ms. Lund briefed the committee on the need for a disadvantaged business program as required by federal law.

Boardmember Ferguson moved that the resolution adopting a disadvantaged business program be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused. Later in the meeting, Boardmember Patterson ratified the committee's action.

Briefing

13. Transportation Choices Coalition membership

The briefing was not held.

Updates

14. Vashon Service Transition Status

Ms. Norman briefed the committee on the transition of the Ferry District taking over the Vashon Island service.

Mr. Arkills answered questions of the committee.

15. Status of Labor Agreement

Ms. Norman informed the committee that the labor agreement has been transmitted to the King County Council for approval.

16. Vessel Leasing Status of Vessel Leasing

Ms. Norman informed the committee that the lease will be ready next week for approval. The Committee members instructed the Marine Division to provide the lease to the Executive Director and legal counsel for review.

17. Transit and Shuttle Service Planning

No update was given at the meeting.

Executive Director Report

Ms. Lund briefed the committee on the drafting of a letter to the Governor regarding the money the District will receive from the sale of the state's passenger only ferries and on letters regarding the demonstration projects.

18. **Other Business**

Ms. Lund briefed the committee on the state law changes to revitalization areas and the possibility of opting out of the revitalization areas for Auburn, Bellevue and Federal Way.

Boardmember Ferguson moved that the resolution opting out of the Federal Way revitalization area be recommended to the Board. Boardmembers Constantine and Ferguson voted "aye" on the motion, with Boardmembers Patterson and Hague excused. Later in the meeting, Boardmember Patterson ratified the committee's action.

19. **Adjournment**

The meeting was adjourned at 12:12 p.m.

Approved this _____ day of _____.

Clerk's Signature

STAFF REPORT

August 20, 2009

Subject

Review of Lund Consulting Invoices for June 16, 2009 through July 15, 2009

Background

Following the January 2009 King County Ferry District (District) Executive Committee meeting, John Resha was asked to provide independent review of the invoices for Lund Consulting, Inc. (Lund). Lund provides executive services to the King County Ferry District via an agreement extending from May 5, 2008 through December 31, 2009. The agreement with Lund is a "time and materials" type of agreement with a compensation maximum of \$580,000. The agreement also provides for a sub-consultant (Cocker Fennessy) to provide some of the communication related executive services. In June 2009, the District authorized Demonstration Route Planning and Annual Service Planning special projects with budgets of \$85,000 and \$150,000 respectively.

Invoice Summary

	Lund Consulting	Cocker Fennessy	Other Sub-Consultants	Total for Invoice	Contract Balance
Management and Communications Maximum					\$580,000
Total Invoices Prior to June 15, 2009				\$412,719	\$167,281
June 16 - July 15, 2009 Billing	\$13,748	\$2,406	\$0	\$16,154	\$151,127
Demonstration Route Public Involvement Maximum					\$85,000
Total Invoices Prior to June 15, 2009				\$2,000	\$83,000
June 16 - July 15, 2009 Billing	\$11,691	\$6,000	\$0	\$17,691	\$65,309
Annual Service Planning Maximum					\$150,000
Total Invoices Prior to June 15, 2009				\$1,990	\$148,010
June 16 - July 15, 2009 Billing	\$2,072	\$12,000	\$0	\$14,072	\$133,938

Analysis

Due to implications to contract maximums, additional breakdown by project was necessary. This dialogue with the consultant has also resulted in a new process for reporting to increase the billing clarity.

The \$47,916.25 invoice for the period is as expected and reflects the extensive work on Demonstration Route and Annual Service planning, in addition to the regular executive services.

INVOICE 2009-07

August 17, 2009

Dow Constantine, Chairman
King County Ferry District Executive Committee
1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

King County Ferry District Executive Director and Communications Services

Approved Contract: \$580,000.00
Billed with this Invoice: 464,625.20
Contract Balance: 115,374.80

Invoice Period: June 16 – July 15, 2009

Accomplishments this period:

Executive Committee meeting staffing for July 7
Preparation for July 20 Board of Supervisor meeting
Vashon Island service transition from WSF
Demonstration project prioritization
Summer service options

Professional Services:

Lund Consulting, Inc. 27,510.00

Acting as agent for:
Cocker Fennessy, Professional Services 20,406.25

Total Amount Due: \$47,916.25

Kjristine Lund Timesheet

6/16/09	Meet on ridership and marketing research; meet on FTA assurances; develop web information checklist; coordinate with legal counsel on tax, shuttle, assurances. Respond to citizen inquiries on Kirkland and West Seattle.	8
6/17/09	Work with team on ridership, technical studies, transit connections, Executive Director recruitment, Vashon transition, fares, tax levy resolution, agenda planning, constituent information requests, schedules, planning for demonstration routes, summer service options.	8
6/18/09	Meet with Hank Myers regarding district recruitment of Executive Director. Coordinate with City of Renton on their questions about demonstration service and shuttle options. Identify CTR contact at Boeing. Research requirements for licensed engineer with one vessel. Coordinate with Paulette Norman and Anne Noris to set schedule for deliverables. Work with CoFen on community meeting plans. Respond to questions about KPFF study. Review state audit for DOT issues.	8
6/19/09	Troubleshoot demonstration project planning regarding permits and community-agency contacts. Review fare policy development. Review summer service options. Coordinate by phone with accountant. Teleconference with Anne Noris on next agenda. Work with legal counsel on federal EEO requirements and how to fulfill in order to certify.	7
6/19/09	Review fare options presented to date by Marine Division and cross-walk with prior studies and budgets to sort out assumptions.	2
6/22/09	Coordinate with Marine Division on deliverables due. Meet at Leschi to review dock facility. Work with Tom Jones on summer event service planning. Coordinate with legal counsel to begin process for agreements needed to undertake summer service. Draft agenda for July 7 meeting. Contact Ellen Petrie regarding Executive Director search and questions from applicants. Review e-newsletter copy and edit.	6



	Meet with Cocker Fennessy on demonstration route ridership projections and outreach. Discuss approaches used by other jurisdictions to set benchmarks and performance standards. Gather information necessary for July 7 Executive Committee meeting. Seek progress reports from Marine Division. Seek information on labor negotiations, vessel lease, fares, schedule, and demonstration community readiness.	
6/23/09		5
	Review accounting information and organize back-up for warrants to be ratified by Board and for audit. Review state audit report for relevance to capital assets. Teleconference with Kris Faucett to get briefing on work progress, especially fare policy and Vashon transition.	
6/24/09		3
	Review correspondence from Kenmore and Renton regarding demonstration service. Review Vashon survey results. Consult with Kris Faucett regarding City of Seattle email and letter on demonstration project planning.	
6/25/09		2
	Coordinate with Rod Kaseguma on responsibilities for charter contract lease approval. Get briefing on asset approvals under Interlocal. Review resolutions drafted by legal counsel on revitalization area opting out. Coordinate with Boeing on employment CTR data request.	
6/26/09		2
	Prepare materials for Executive Committee packet: resolution review; attachments and reports. Review and collect invoice back-up information. Respond to information requests on Vashon service.	
6/27/09		3
	Packet information preparation for Executive Committee meeting. Review fare and service plan for Vashon, send questions to Marine Division. Research response for inquiries on cost per rider and subsidy. Review and edit community readiness report. Make assignments for action on summer service. Review and research insurance fees.	
6/28/09		4
	Work on RFP notification requirements for summer service. Respond to Jarrett campaign information requests on fare box recovery. Collect data and work toward consistent reporting. Continue to request information from Marine Division for policy decisions by board.	
6/29/09		4
	Access FTP site for demonstration report by KPFF. Continue budget, ridership, fares, costs, labor analysis to determine performance. Work on performance measures to require from division as required in the interlocal agreement.	
6/30/09		4



7/1/09	Teleconference with Kris Faucett to be updated on Vashon Island service transition. Request refinements to fare policy options. (Not provided) Assess revised transit schedule for linkages on Vashon and costs. Review progress on federal assurances needed and log on to FTA site to register.	4
7/2/09	Review KPFF report on route readiness. Review summer service report and presentation. Plan agenda materials for July 7. Coordinate with team on fare and service schedule developments. Work through materials needed for Executive Committee in light of county furlough day and non-availability of personnel.	3
7/3/09	Prepare work plan for State audit of Ferry District. Review ILA for conformance and gaps. Develop list of records needed from Marine Division: RFP's, contracts, procurements, file records, capital project schedule and budget by phase. Teleconference with CoFen on meeting preparation.	4
7/6/09	Conduct research on community issues for demonstration communities related to costs, wake, noise, glare, permits. Respond to requests from Fred Jarrett for cost information. Prepare reports for Executive Committee. Work with consulting team on summer service proposal and fare/service policy.	7
7/7/09	Staff Executive Committee. Follow-up compilation of warrants for 2008-09 for board approval. Develop next step process for test service - summer/fall 2009. Coordinate with UW on next steps. Respond to requests for direction on federal funds.	6
7/9/09	Meet with Kitsap County representatives about partnership opportunity. Work on federal assurances and TEAM access codes. Respond to requests for guidance on fares outreach. Respond to information requests on farebox recovery.	2
7/10/09	Review work progress on demonstration projects. Respond to information and decision requests on outreach for Vashon fares and service. Follow-up with Marine Division to seek charter contract for review. Look into parking study samples and steps for demonstration projects. Respond to media requests.	5
7/13/09	Plan and review outreach materials for Vashon service change. Respond to calls from job seekers for Ed position. Respond to calls from community representatives interested in KPFF ridership report. Coordinate with Cocker Fennessy to get KPFF study on web site and messages sent to interested parties.	3



7/13/09	Attend Laurelhurst Community Council meeting about demonstration service.	1
7/14/09	Meet with Cocker Fennessy on research approach for ridership projections and marketing service. Review budget information and costs per rider, fare box recovery in light of member questions.	4
7/15/09	Ferry Board of Supervisor packet compilation and information collection. Meet with staff on agenda and potential summer service. Meet with Marine Division about public outreach and process for identifying readiness. Respond to media inquiries. Interview with Seattle Weekly. Respond to citizen inquiries regarding fares and schedule.	8
Total Hours @ \$195		113

**Dennis
Sellin**

6/29/09	Review report: "Developing Parking Policies to Support Smart Growth in Local Jurisdictions: Best Practices" (Wilbur Smith Associates for the Bay Area MTC, 2007); City of Portland land use and zoning regulations for light rail transit zones; "The Park-and-Ride Planning Process" (Parsons Brinckerhoff)	7
6/30/09	Read "Puget Sound Parking Trends" for 2002-04, and 2004-06 (Puget Sound Regional Council Regional Council). Begin Internet research on parking policies, regulations, and committees for demonstration communities (Kirkland).	7
7/1/09	Internet research on demonstration communities and their parking policies, regulations (Des Moines, Kenmore, Renton). Research on Seattle land use code and parking regulations.	8
7/6/09	Read "Elliott Bay Parking Study Initial Report" (King County Ferry District, February 2009). Contact Paula Hoff, Seattle Parks and recreation to discuss study, as well as empirical experience of parking at the Seacrest Park site.	8
7/7/09		3
7/9/09	Contact Tom Jones, and discuss his experience regarding parking availability, community response, and community contacts with demonstration communities.	3.5
Total Hours @ \$150		36.5



