



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

September 1, 2009

9:30 AM

1. Call to Order

2. Roll Call

Pg 3 3. Approval of Minutes of August 24, 2009

Item for Final Action by the Executive Committee

4 4. Approval of invoices

Items for Recommendation to the Board of Supervisors

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

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

29 7. Resolution establishing, ratifying, and confirming the King County Ferry District's Vashon Island passenger fare schedule.

Discussion and Possible Action

30 8. Demonstration Project Selection for 2010 per current work plan

Kjristine Lund and Paulette Norman

9. Fare Policies

Kjristine Lund and Rod Kaseguma



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.



Briefing

10. 2010 Budget Submittal by County Executive

Kjristine Lund, John Resha and Paulette Norman

Executive Director's Report

Kjristine Lund, Executive Director

11. Other Business

12. Adjournment

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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

Council Chambers

August 24, 2009

--draft--

15 minutes after recess of morning session of the Council meeting

1. **Call to Order**

The meeting was called to order at 11:55 a.m.

2. **Roll Call**

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

3. **Approval of Minutes of July 7, 2009**

Boardmember Ferguson moved approval of the minutes of July 7, 2009. The motion passed unanimously.

Items for Final Action by the Executive Committee

4. Approval of Invoices

Kjris Lund, Executive Director, reported on the invoices for the Seattle Times, for Inslee Best (June and July services), for Cocker Fennessy (June 16-July 15) and expenses, for the Washington State Department of General Administration, King County Council (2nd Quarter) and the American Public Transportation Association. John Resha, Board Staff, reported on the invoice of Lund Consulting, Inc. Boardmember Ferguson moved approval of the invoices as presented. The motion passed unanimously.

5. **Adjournment**

The meeting was adjourned at 12:02 p.m.

Approved this _____ day of _____.

Clerk's Signature

August 15, 2009

Invoice No. 295-24

TO: Ms. Kjristine Lund
Lund Consulting
411 University Street, Suite 1200
Seattle, Washington 98101

RE: **INVOICE - SERVICES**
King County Ferry District
July 16 to August 15, 2009

Cocker Fennessy provided the following communications/public affairs services to the King County Ferry District during this period as a subcontractor to Lund Consulting. Activities are detailed below.

General Contract

Materials

- Develop board meeting slides regarding Vashon transition
- Update identity style guide

Media

- Coordinate media inquiries and respond to requests regarding Vashon transition, fares, schedule, firebox recovery, levy proposals etc.; develop speaking points
- Monitor issue-related media

Website and Social Network Sites

- Regularly update content and maintain website, blog, facebook and twitter
- Upload board materials, new photos, news media articles, etc. to website

Database

- Update and manage project database
- Respond to and coordinate constituent responses

Project/staff support

- Participate in Executive Committee meeting, Board of Supervisor meeting, weekly executive staff meetings, project-related meetings, and regular meeting/calls with the Executive Director

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Cocker	Principal	2	\$195.00	\$390.00
Faucett	Principal	26.75	\$195.00	\$5,216.25
V. Lund	Senior Associate	11.25	\$150.00	\$1,687.50
Lin	Associate	4.5	\$110.00	\$495.00
			Subtotal	\$7,788.75

Vashon Transition

- Provide oversight and advice to Marine Division regarding fares, schedule, community outreach, etc.
- Review and provide revisions to fact sheets and website content
- Provide guidance and coordination regarding identity for new vessel, signage and collateral materials
- Participate in weekly meetings with Marine Division communication staff
- Participate in biweekly meetings with Marine Division and Washington State Ferries

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Faucett	Principal	6	\$195.00	\$1,170.00
V. Lund	Senior Associate	11.25	\$150.00	\$1,687.50
			Subtotal	\$2,857.50

Research/Ridership

- Request information (ridership, performance measures, etc.) from various organizations including PSRC, Commute Trip Reduction, Washington State Ferries, etc.; follow-up and analysis of information
- Meet with PSRC research staff regarding research tools, information and requests
- Develop outline and begin drafting research deliverable
- Review existing relevant marketing information and begin drafting ridership/marketing deliverable

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Faucett	Principal	3.0	\$195.00	\$585.00
V. Lund	Senior Associate	7.25	\$150.00	\$1,087.50
			Subtotal	\$1,672.50

Customer Service

- Meet with Marine Division customer service staff regarding performance measures and policies; review suggested materials
- Follow-up with comparable agencies regarding customer service policies
- Develop questions and memo regarding customer service deliverable, completed tasks and next steps

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Faucett	Principal	5.25	\$195.00	\$1,023.75
V. Lund	Senior Associate	1.50	\$150.00	\$225.00
Lin	Associate	14	\$110.00	\$1,540.00
			Subtotal	\$2,788.75

Public Involvement on Demonstration Routes

- Meetings/calls with Port of Seattle regarding Shilshole facility and stakeholder outreach
- Update and maintain community readiness matrix
- Coordinate and respond to public inquiries and comments

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Faucett	Principal	.5	\$195.00	\$97.50
Lin	Associate	.75	\$110.00	\$82.50
			Subtotal	\$180.00

Totals

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Cocker	Principal	2	\$195.00	\$390.00
Faucett	Principal	41.5	\$195.00	\$8,092.50
V. Lund	Senior Associate	31.25	\$150.00	\$4,687.50
Lin	Associate	19.25	\$110.00	\$2,117.50
			Subtotal	\$15,287.50

TOTAL AMOUNT FOR THIS INVOICE: \$15,287.50

Thank you!

Cocker Fennessy is a Washington corporation.
Federal Tax Identification: 91-1623342

July 16-August 15, 2009
KC Ferry District
Cocker Fennessy Timesheet

Project	Personnel	Date	Description	Hours
295-A-General	Cocker, Rick	7/17/2009	Confer with Kris on issues and strategy	1
295-A-General	Cocker, Rick	7/23/2009	Consult with Kris on media issues	1
295-A-General	Faucett, Kris	7/16/2009	Media coordination - KIRO, Kitsap Sun, Beachcomber. Calls with Marine Division re: fare/schedule proposal. Speaking points. Prep slides, materials and attend Board meeting. Coordinate distribution of Vashon comments. Media calls and information coordination following meeting.	3
295-A-General	Faucett, Kris	7/20/2009	Weekly meeting with Kjrj. Identity advice. Updates to materials to reflect board actions. Call with Kjrj re: community outreach. Constituent responses. Weekly staff meeting.	6
295-A-General	Faucett, Kris	7/21/2009	Coordination with WSF.	2.5
295-A-General	Faucett, Kris	7/22/2009	Media inquiries. Develop speaking points.	3
295-A-General	Faucett, Kris	7/23/2009	Attend board meeting. Meetings with Rod and Kjrj.	2
295-A-General	Faucett, Kris	7/27/2009	Biweekly WSF/Marine Division call. Call with Kjrj. Regular call with Susan re: communication items/tasks. Constituent. responses. Emails review/responses.	2
295-A-General	Faucett, Kris	7/30/2009	Call with Kjrj.	0.5
295-A-General	Faucett, Kris	8/3/2009	Advise on website updates. Provide revisions.	2
295-A-General	Faucett, Kris	8/4/2009	Scope/budget numbers to Kjrj. Misc. emails.	0.75
295-A-General	Faucett, Kris	8/5/2009	Emails/comments.	1.25
295-A-General	Faucett, Kris	8/10/2009	Weekly meeting with Susan Whitmore.	1
295-A-General	Faucett, Kris	8/11/2009	Inquiry responses and emails.	1
295-A-General	Lin, Vitoria	8/12/2009	Add names from Strawberry Festival to database.	3
295-A-General	Lin, Vitoria	7/30/2009	Finish adding contacts to database.	0.75
295-A-General	Lin, Vitoria	7/31/2009	Database work.	0.5
295-A-General	Lin, Vitoria	8/3/2009	Add contacts to database.	0.25
295-A-General	Lund, Vanessa	8/10/2009	Monitor and forward emails sent to "info" account to appropriate parties.	1

295-A-General	Lund, Vanessa	7/17/2009	Add board meeting agenda to website. Remove old RFPS from site. Check site performance stats over last month. Upload board packet and reformat. Prepare/format new vessel photos	1.5
295-A-General	Lund, Vanessa	7/20/2009	Monitor meeting. Revise website to reflect decision date change.	0.5
295-A-General	Lund, Vanessa	7/20/2009	Review/comment on style guide	0.5
295-A-General	Lund, Vanessa	7/21/2009	Modify KCFD website based July 20 Board meeting. Review KCFD style guide and draft introduction; additional identity advice.	2.5
295-A-General	Lund, Vanessa	7/22/2009	Review style guide and vessel ID questions.	1
295-A-General	Lund, Vanessa	7/22/2009	Review/ provide feedback on marine division website content. Update KCFD website with new Vashon fact sheet. Coordinate emails received.	0.75
295-A-General	Lund, Vanessa	7/23/2009	Respond to email inquiries , update KCFD website	0.5
295-A-General	Lund, Vanessa	7/24/2009	Post Board meeting materials to website, add information about extended service for Torchlight parade, review mail sent to info@ account & coordinate response. Direction about style guide and meeting with Marine Division	1.25
295-A-General	Lund, Vanessa	7/27/2009	Vessel ID coordination.	0.75
295-A-General	Lund, Vanessa	8/4/2009	Edit website - change links to internal links, split meeting packets into smaller file sizes, upload through FTP site	0.5
295-A-General	Lund, Vanessa	8/4/2009	Planning for Identity meeting/discussion on 8/5 send/manage constituent emails from	0.25
295-A-General	Lund, Vanessa	8/13/2009	"info@kingcountyferries.org" account	0.25
295-A-General				44.5
295-B-Vashon transition	Faucett, Kris	7/22/2009	Revisions to Vashon fact sheet and website content.	0.75
295-B-Vashon transition	Faucett, Kris	8/3/2009	Call with WSF re: coordination.	0.25
295-B-Vashon transition	Faucett, Kris	8/5/2009	Meeting regarding identity - vessel, signs, collateral materials, etc. Update Chris Arkills.	4
295-B-Vashon transition	Faucett, Kris	8/10/2009	Identity call with team.	0.25
295-B-Vashon transition	Faucett, Kris	8/12/2009	Review/revisions to Marine Division web copy and fare advisory.	0.75

295-B-Vashon transition	Lund, Vanessa	7/20/2009	Prepare slides (look for images, create screen shot images) for KCFD board meeting summarizing Vashon outreach	0.75
295-B-Vashon transition	Lund, Vanessa	8/5/2009	Vashon transition - identity coordination with Marine Division, designer and 4 Seasons.	3.5
295-B-Vashon transition	Lund, Vanessa	8/7/2009	Site visit to Melissa Ann regarding identity [Includes prep and debrief]	2.5
295-B-Vashon transition	Lund, Vanessa	8/10/2009	Coordination with marine division and designer re: identity	1.5
295-B-Vashon transition	Lund, Vanessa	8/13/2009	Review fare material/comment	0.5
295-B-Vashon transition	Lund, Vanessa	8/13/2009	Review vessel identity material, discuss identity pieces with Kris	0.5
295-B-Vashon transition	Lund, Vanessa	8/14/2009	Review/discuss vessel identity implementation with designer and Marine Division via phone calls, emails and conference call	2
295-B-Vashon transition				17.25
295-C-Research	Faucett, Kris	8/5/2009	Meeting with Kjris to review research deliverable outline, tasks.	0.75
295-C-Research	Lund, Vanessa	7/28/2009	Reschedule PSRC meeting. Review/edit next steps for research tasks.	1.5
295-C-Research	Lund, Vanessa	8/5/2009	Contact WSF for additional research information, work on research report outline, meet with Kjris and Kris to discuss plan	1.5
295-C-Research	Lund, Vanessa	8/10/2009	Call with WSF re: performance statistics. Coordination with PSRC/ set up meeting	0.5
295-C-Research	Lund, Vanessa	8/11/2009	Meet with Jennifer from PSRC, discuss report/information needs, meet with Susan to discuss CTR	2.25
295-C-Research	Lund, Vanessa	8/12/2009	Manage "info@kingcountyferries.org" email account - send responses to inquires.	0.5
295-C-Research				7
295-D-Ridership benchmarks	Faucett, Kris	8/3/2009	Ridership and marketing plan.	1.5
295-D-Ridership benchmarks	Faucett, Kris	8/4/2009	Weekly meeting with Kjris - discussion on ridership benchmarks/marketing task.	0.75
295-D-Ridership benchmarks	Lund, Vanessa	8/3/2009	Review/discuss with Kris	0.25
295-D-Ridership benchmarks	Lund, Vanessa	8/4/2009	Meeting with Kris and Kjris to discuss ridership/marketing report	0.75
295-D-Ridership benchmarks				3.25

295-E-Customer Service	Faucett, Kris	7/16/2009	Meet with Julia (Marine Division) regarding performance measures/benchmarks.	2
295-E-Customer Service	Faucett, Kris	7/30/2009	Review MD materials/examples	1
295-E-Customer Service	Faucett, Kris	8/3/2009	Memo re: customer service tasks completed, lessons learned, next steps. Review questions.	1.5
295-E-Customer Service	Faucett, Kris	8/4/2009	Weekly meeting with Kjris - discussion focused on customer service task.	0.75
295-E-Customer Service	Lin, Vitoria	7/16/2009	Customer service research. Email to Kjris summarizing findings, relevant documents.	0.75
295-E-Customer Service	Lin, Vitoria	7/16/2009	Meet with Kris to prepare for meeting with Julia Greenley from Marine Division.	0.5
295-E-Customer Service	Lin, Vitoria	7/16/2009	Meeting with Julia Greenlee; follow-up next steps	1
295-E-Customer Service	Lin, Vitoria	7/17/2009	Review relevant customer service materials	0.25
295-E-Customer Service	Lin, Vitoria	7/17/2009	Draft and edit customer service update memo. E-mail various entities re: performance stats.	4
295-E-Customer Service	Lin, Vitoria	7/17/2009	Research customer survey paper's bibliography for resources.	1
295-E-Customer Service	Lin, Vitoria	7/20/2009	Follow up with Julia Greenlee requesting info for benchmarks and performance measures.	0.25
295-E-Customer Service	Lin, Vitoria	7/21/2009	Read materials from Julia Greenlee	0.5
295-E-Customer Service	Lin, Vitoria	7/28/2009	Look over materials from Julia Greenlee and talk with Kris about information	0.5
295-E-Customer Service	Lin, Vitoria	7/28/2009	Additional meeting with Julia Greenlee.	1
295-E-Customer Service	Lin, Vitoria	7/28/2009	Write meeting summary with Julia, update customer service list, update document.	3.25
295-E-Customer Service	Lin, Vitoria	7/30/2009	Meet to discuss next steps and deliverable.	0.5
295-E-Customer Service	Lin, Vitoria	7/30/2009	Update customer service question list to include additional information.	0.5
295-E-Customer Service	Lund, Vanessa	8/4/2009	Meeting with Kris and Kjris to discuss customer service plan. Request ridership information from WSF, review info from WSF. Request/review ridership information from Marine Division.	1.5
295-E-Customer Service				20.75

295-F-Public involve on Demos	Faucett, Kris	7/23/2009	Call with Port regarding Shilshole outreach.	0.5
295-F-Public involve on Demos	Lin, Vitoria	7/23/2009	Conference call with Kris and Sally from Port of Seattle re. Shilshole stakeholders.	0.5
295-F-Public involve on Demos	Lin, Vitoria	7/23/2009	Write memo to Kjis updating her of next steps after conference call with Sally.	0.25
295-F-Public involve on Demos				1.25
Total				94



401 SECOND AVE. S. SUITE 501 SEATTLE WA 98104-3804
OFFICE 206.652.9506 FAX 206.652.8305
WWW.COFEN.COM

August 15, 2009

Invoice No. 295-25

TO: Ms. Kjrystine Lund
Lund Consulting
411 University Street, Suite 1200
Seattle, Washington 98101

RE: **INVOICE - EXPENSES**
King County Ferry District
July 16 to August 15, 2009

Cocker Fennessy provided communications/public affairs services to the King County Ferry District during this period as a subcontractor to Lund Consulting. Expenses are detailed below.

Expenses

Jennergy – identity guidance, style guide additions, and new vessel mock-ups	\$1,462.12
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TOTAL AMOUNT FOR THIS INVOICE: \$1,462.12

Thank you!

Cocker Fennessy is a Washington corporation.
Federal Tax Identification: 91-1623342



JENNERGY

Invoice

Date	Invoice #
8/10/2009	903

Bill To
Cocker Fennessy Rick Cocker 401 Second Ave S Suite 501 Seattle, WA 98104

Terms
Net 30

Description	Amount
Mockups/Photoshop work for new boat design, minor changes to styleguide, meetings, conference calls, vendor coordination/project management	1,425.00
Kinkos Plan Scan/CD Burning	37.12
Thanks for choosing Jennergy for your design needs! We appreciate your business.	Total \$1,462.12

Balance Due	\$1,462.12
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Jennergy, Inc.
20480 Pugh Road NE | Poulsbo, WA 98370
360.779.0699 | 360.779.1920 | jennergys@jennergy.com | www.jennergy.com

INVOICE 2009-08

August 28, 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

Invoice Period: July 16 – August 15, 2009

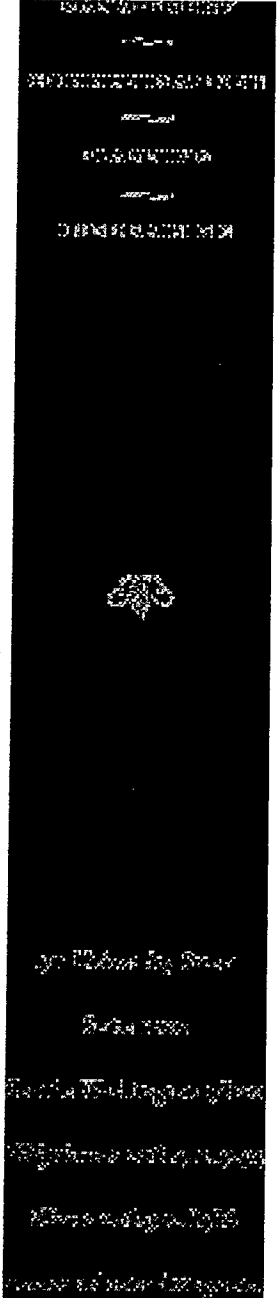
Approved Base Contract:	\$580,000.00
Billed with this Invoice:	488,842.70
Contract Balance:	91,157.30

Lund Summary		
Management, Budget & Finance	84.25	\$16,428.75
Demonstration Outreach	16.25	\$3,172.65
Service Planning	30.50	\$5,677.50
Lund Consulting, Inc. Total	131	\$25,278.90

Cocker Fennessy Summary		
Communications	44.5	\$7,788.75
Demonstration Outreach	1.25	\$180.00
Service Planning	48.25	\$7,318.75
Cocker Fennessy Total	94	15,287.50

Accomplishments:

- FTA compliance resolutions
- Fare policy support
- Audit preparation
- Vashon transition
- Demonstration projects community relations
- Review of proposed labor agreement
- Media and citizen inquiries
- Marine Division oversight



Kjristine Lund Timesheet

Date	Task	Description	Hours
7/16/09	Vashon Transition	Review vessel charter agreement for Vashon with legal counsel. Obtain changes on termination and insurance clauses.	1
7/16/09	Demonstration Outreach	Meet with potential service vendors. Research alternative for public outreach on environmental issues.	4
7/16/09	Management	Teleconference on recruitment of Executive Director. Respond to media inquiries. Review submitted invoices for accuracy.	1.5
7/17/09	Management	Meet with Labor Relations and board staff on proposed labor agreement. Review agenda and first draft meeting packets. Request information and track-down back-up data needed for meeting.	6
7/18/09	Management	Draft memo on labor discussion for review.	1
7/19/09	Budget & Finance	Prepare attachments for meeting resolutions including fact checking and information collection to complete documents transmitted by Marine Division.	4
7/20/09	Budget & Finance	Prep for Board of Supervisor's meeting including responding to information requests, clarifying subject matter, confirming information. Staff meeting. Follow-up on media inquiry information. Work with legal counsel on contract charter questions. Work with legal counsel on information requests regarding investment pool.	7
7/20/09	Vashon Transition	Follow-up on fare options for Vashon transition.	1
7/21/09	Vashon Transition	Work on options for fare policy and fare-box recovery with staff. Analyze financial information.	1.5
7/21/09	Management	Public information updates. Media requests. Coordinate on labor questions and business model scenarios. Gather information for scenario analysis.	3
7/21/09	Demonstration Outreach	Respond to board staff requests for information about demonstration projects. Discuss next steps on special event service with consultants who responded to RFP. Consult with team on demonstration route outreach including contacts, strategy, key issues.	0.5
7/22/09	Demonstration Outreach	Teleconference with UW representative about demonstration service coordination between district and UW. Review draft agreement.	1

