



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Agenda

### King County Ferry Board Executive Committee

*Boardmembers: Joe McDermott, Chair; Larry Gossett; Kathy Lambert*

1:30 PM

Wednesday, February 8, 2012 Southwest Conference Room

1. Call to Order

To show a PDF of the written materials for an agenda item, click on the agenda item below.

2. Roll Call

3. Approval of Minutes of January 11, 2012 **page 3**

4. **Management Reports**

5. Scott Davis, Director, Marine Division

6. Horace Francis, District Accountant

#### Items for Final Action by the Executive Committee

7. Approval of invoices **page 7**

#### Items for Recommendation to the Board of Supervisors

Item 8 will be considered in executive session regarding applicants for employment pursuant to RCW 42.30.10(1)(g).

8. Interview finalists for Executive Director

9. Recommendations on hiring executive director **page 15**

10. Other Business

11. Adjournment



*Sign language and communication material in alternate formats can be arranged given sufficient notice (206-1000).*

*TDD Number 206-1024.*

*ASSISTIVE LISTENING DEVICES AVAILABLE IN THE COUNCIL CHAMBERS.*



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King County

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516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes - Draft King County Ferry Board Executive Committee

*Boardmembers: Joe McDermott, Chair; Larry Gossett; Kathy Lambert*

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1:30 PM

Wednesday, January 11, 2012 Southwest Conference Room

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1. **Call to Order**

*The meeting was called to order at 1:36 p.m.*

2. **Roll Call**

**Present:** 2 - Mr. Gossett and Mr. McDermott

**Excused:** 1 - Ms. Lambert

3. **Approval of Minutes of December 14, 2011**

*Boardmember Gossett moved to approve the minutes of the December 14, 2011 meeting as presented. The motion passed unanimously.*

### **Management Reports**

4. Scott Davis, Director, Marine Division

*Scott Davis, Director, Marine Division, reported on December 2011 and annual ridership statistics.*

5. Horace Francis, District Accountant

*Horace Francis, District Accountant, reported on the progress of the state audit of 2010; the exit conference with the state auditor is scheduled for January 18, 2012. He also reported on the financial statement through October 31, 2011, including the balance sheet and statement of revenue and expenditures.*

6. Chair's Report - execution of Right of Entry Agreement for Pier 48

*The Chair indicated that he had signed a Right of Entry Agreement for Pier 48 with the state Department of Transportation. Work continues on the lease for Pier 48.*

### **Items for Recommendation to the Board of Supervisors**

7. Resolution re amendment of vessel lease for Vashon Island

*The Chair took up Items 7 and 8 together. He reported on the resolutions, which extend the vessel leases for the Melissa Ann and the Rachel Marie, the boats used on the Vashon and the West Seattle routes.  
Boardmember Gossett moved to recommend items 7 and 8 to the Board for approval. The motion passed unanimously.*

8. Resolution for vessel lease for West Seattle

### **Items for Final Action by the Executive Committee**

9. Approval of invoices

*Anne Noris, Clerk, reviewed the invoices: Marine Division (capital October 2011 \$213,990.83; operating October 2011 \$469,963.33); Insee Best (October 2011 \$595.32); Stae Auditor's Office (November 2011 \$5,350.40); Anne Noris (job posting \$375.00) and Francis & Co. (October 2011 \$8,974.25; November 2011 \$7,849.75). Boardmember Gossett moved to approve the invoices as presented. The motion passed unanimously.*

10. **Other Business**

*John Resha, District staff, reported on the hiring process for the District Administrator position. The staff is currently reviewing applications and plans to do preliminary interviews the week of January 23.*

*Rod Kaseguma, legal counsel, reported on a proposed extension of the interlocal agreement to participate in the cooperative purchasing agreement. The current agreement expired on December 31, 2011 and there is a proposal to extend the agreement until December 31, 2012. Mr. Kaseguma is researching the question whether Board action is required to approve the extension, or whether, under the District's procedures, the Chair can execute the extension.*

*The Chair entertained two motions, depending on the outcome of Mr. Kaseguma's research:*

*Boardmember Gossett moved to recommend to the Board of Supervisors that it approve the execution of the intergovernment agreement regarding the state purchasing cooperative. The motion passed unanimously.*

*Boardmember Gossett moved to authorize the chair to sign the extension agreement contingent on the advice of legal counsel that it is appropriate to do so. The motion passed unanimously.*

11. **Adjournment**

*The meeting was adjourned at 2:10 p.m.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk's Signature

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**February 2012 Invoice Summary**

<b>Vendor</b>	<b>Invoice #</b>	<b>Amount</b>
<b>Interfund transfer</b>		
Marine Division – November 2011 capital	0066	\$109,468.61
Marine Division – November 2011 operating	0067	\$187,269.70\$
<b>Warrants</b>		
Inslee Best – December 2011	180199	\$4,420.50
State Auditor's Office – December 2011	L91812	\$4,514.40
WA Stat General Services Administration – 1 <sup>st</sup> Qtr 2012 Coop membership	2010-WPC-177	\$125.00

King County Department of Transportation  
 Marine Division  
 Capital Project Summary Expenditures for November 2011

Summary Ferry District Billing for November 2011 - Capital  
 Invoice #66

Description	November Expenditures	October Expenditures	Third Quarter Expenditures	Second Quarter Expenditures	First Quarter Expenditures	Year To Date Expenditures	Life To Date Expenditures
Vessel Leases	86,117.00	86,821.00	259,341.00	\$ 254,151.00	\$ 232,287.62	\$ 918,717.62	\$ 2,275,584.30
Vessel Acquisition 1	-	10,260.06	17,856.27	\$ 19,597.11	\$ 11,688.15	\$ 59,401.59	\$ 59,401.59
Interim Moorage/Maintenance Facility	14,390.40	73,614.96	225,677.94	\$ 243,429.52	\$ 50,689.41	\$ 607,802.23	\$ 1,097,495.20
Seattle (Interim)	3,903.90	12,388.73	15,784.69	\$ 4,828.42	\$ 6,309.90	\$ 43,215.64	\$ 164,327.98
Vashon Terminal	1,234.43	10,875.91	814.90	\$ 4,053.37	\$ 457.00	\$ 17,435.61	\$ 70,143.71
Seacrest Interim	3,822.88	20,030.17	33,739.29	\$ 28,682.33	\$ 15,630.42	\$ 101,905.09	\$ 1,748,421.83
Fund 3591 Central Costs			-	\$ -	\$ -	\$ -	\$ 2,510.57
<b>Total Expenditures</b>	<b>109,468.61</b>	<b>213,990.83</b>	<b>553,214.09</b>	<b>\$ 554,741.75</b>	<b>\$ 317,062.50</b>	<b>\$ 1,748,477.78</b>	<b>\$ 5,426,397.31</b>

King County Department of Transportation  
 Marine Division  
 Capital Project Detail Expenditures for November 2011

Project Phase Monthly Billing for Ferry District Capital  
 Based on November 2011 Billing Detail

Project Number	Project Name	Major Program Category										Total Available Budget as of 12/01/11	
		2011 Capital Budget - FD	Planning	Pre-Design	Design	Construct, Implement	Close-out	Land Acquisition	Contingency	Other	Period Total		Year To Date Total
359100	Vessel Leases	\$ 2,467,575							86,117.00		86,117.00	918,717.62	\$ 1,548,857
359110	Vessel Acquisition 1	\$ 5,643,106										59,401.59	\$ 5,583,704
359111	Vessel Acquisition 2	\$ 5,668,106											\$ 5,668,106
359120	Interim Moorage/Maintenance Facility	\$ 2,938,049			12,695.40	1,695.00					14,390.40	607,802.23	\$ 2,330,247
359130	Seattle (Interim)	\$ 554,000	3,903.90								3,903.90	43,215.64	\$ 510,784
359140	Vashon Terminal	\$ 445,000	1,234.43								1,234.43	17,435.61	\$ 427,564
359150	Seacrest Interim	\$ 828,473	177.45		3,645.43						3,822.88	101,905.09	\$ 726,568
0	Fund 3591 Central Costs	\$ -											\$ -
	<b>Total</b>	<b>\$ 18,544,309</b>	<b>5,315.78</b>	<b>-</b>	<b>16,340.83</b>	<b>1,695.00</b>	<b>-</b>	<b>-</b>	<b>86,117.00</b>	<b>109,468.61</b>	<b>1,748,477.78</b>	<b>\$ 16,795,831</b>	

This invoice includes expenditures that were incurred in November 2011.

The Vessel Lease project is partially funded by a state grant and the state grant reimbursement is billed at the end of each quarter separately from this monthly billing of lease payments to the Ferry District.

The Interim Maintenance Barge expenses include labor costs for the Roads Project Manager, Julia Turney, and supporting staff to manage the barge capital project in the amount of \$11,052. Engineering firm Anchor QEA expense of \$52 was for an hour of staff time to support the permit work. City of Seattle Department of Planning and Development permit charge of \$1,695 was for the Value Based - Issued Permit. The printing service costs paid to KC P Procurement for printing the contract and the rebid contract in July and September for \$1471.

The Seattle Interim (Pier 50 Terminal) capital project expenses for November of \$3,904 are from consulting firm KPFF completing a review and briefing paper on planning efforts related to redevelopment of Seattle Waterfront and its relationship with terminal planning needs for passenger ferry service.

The Vashon Terminal capital project expenses of \$1,235 in November from consulting firm KPFF are for tasks completed as part of the technology study grant, including development and refinement of a scope of work for an Enhanced Traveler Information and Passenger Processing System. Discussed project status and schedule with Parsons Brinckerhoff, and clarified overall grant report and prepared scope of work for completing report.

The Seacrest Interim project reflects expenditures from a contract with KPG to complete a multi-year parking study. KPG expenses include meeting with project manager, submittal of 2nd Quarter report, completing 3rd quarter report and collecting extra data during the Alaskan Way Viaduct Closure for \$3,646.

King County Department of Transportation  
 Marine Division  
 Ferry District Operating Billing Summary - November 2011

Summary Ferry District Billing for November 2011- Operating Invoice #67

Description	Expenditures
Management & Administration	\$ 79,074.53
Ops & Mtce - Maintenance	\$ 40,802.00
Ops & Mtce - Operations	\$ 62,147.18
Shoreside Operations	\$ 5,245.99
<b>Grand Total November Expenditures</b>	<b>\$ 187,269.70</b>

Summary Ferry District Billing Year-to-Date 2011 - Operating

Description	Expenditures
Management & Administration	\$ 1,133,130.22
West Seattle Route Operations & Maintenance	\$ 1,914,672.25
Vashon Island Route Operations & Maintenance	\$ 901,022.24
<b>Grand Total Year-to-Date Expenditures</b>	<b>\$ 3,948,824.71</b>

Highlights:

General Information

The 2011 Budget was developed with different categories than in previous years. The accounting code structure was changed for 2011 to align with how the Marine Division plans to manage its operations. The expenditures will be presented in two views, including the operations and maintenance costs lumped together and the operations and maintenance costs broken down by route using the service hours allocation split of 68% West Seattle and 32% Vashon Island service.

Management & Administration

This includes all office staff salaries for the month of November. This also includes various central service monthly or quarterly charges that total \$20,777. KPFF Consulting performed program work totaling \$3,908 for weekly meetings with Scott Davis and Greg Lerner reviewing grant work program.

Ops & Mtce - Maintenance

This category includes all maintenance staff, parts & supplies, and repair/ maintenance costs to maintain the vessels.

Ops & Mtce - Operations

This category includes the captain and crew salaries for both routes and other vessel related operating costs such as fuel and supplies used for vessel operations. In October the Rachel Marie experienced mechanical problems on a couple days and payments to Clipper Navigation for \$2,500 and Port of Kingston for \$5,222 were expensed to November. The actual invoices were paid in December 2011. Employee Education Reimbursement was made to a Deckhand for obtaining his 200 Ton Master Course in the amount of \$1,700. This reimbursement was made in accordance with the labor agreement.

Shoreside Operations

The Shoreside Operations category includes the salaries of the marine information agents and terminal related expenses.

INSLEE, BEST, DOEZIE & RYDER, P.S.  
P.O. BOX 90016  
BELLEVUE, WA 98009-9016  
(425) 455-1234  
TAX ID # 91-0872275

RECEIVED  
2012 JAN 20 PM 1:16  
CLERK

King County Ferry District  
Attn: Anne Noris  
516 Third Ave., Room W-1039  
Seattle, WA 98104

INVOICE DATE 01/16/12  
INVOICE NO. 180199  
ACCOUNT NO. 361394-0001

RE: K.C. Ferry District - General

Amount Due from Previous Statement	\$	5,852.72
Payments Received Since Previous Statement	\$	(5,279.29)
Last Payment Received On 12/20/11		
Account Adjustment	\$	.00
Finance Charge	\$	.00
<b>BALANCE FORWARD</b>	\$	<u>573.43</u>

FOR LEGAL SERVICES RENDERED THROUGH 12/31/11:

DATE	ATTY	DESCRIPTION	HOURS	AMOUNT
12/02/11	RPK	Telephone call from S. Davis re Pier 48 lease and vessel leases; commence work on vessel lease amendments; office conference with M. Frazer re ferry lease amendments.	.70	189.00
12/02/11	MBF	Office conference with R. Kaseguma re amendments to ferry leases.	.20	43.00
12/03/11	RPK	Review and revise Pier 48 lease.	5.00	1,350.00
12/05/11	RPK	Review S. Davis email re Pier 48 lease; email to S. Davis re same.	.10	27.00
12/06/11	MBF	Draft amendments to West Seattle and Vashon Island leases.	1.90	408.50
12/09/11	RPK	Telephone conference with A. Noris re WA coop agreement amendment.	.10	27.00
12/10/11	RPK	Review S. Davis email re Pier 48 lease; review T. McGuigan email re same.	.10	27.00
12/19/11	RPK	Telephone call from S. Davis re Pier 48 lease and ferry lease amendments; review Pier 48 emails; two telephone conferences with T. McGuigan re Pier 48 lease; review documents re State purchasing cooperative.	1.50	405.00

PAGE NO. 2  
 INVOICE DATE 01/16/12  
 ACCOUNT NO. 361394-0001

12/20/11	RPK	Telephone call from S. Davis re Pier 48 lease; email to S. Braddock re Pier 48 lease; telephone conference with A. Noris; telephone call from S. Braddock re Pier 48 lease.	2.40	648.00
12/21/11	RPK	Email to S. Davis re ferry lease amendments; telephone conference with S. Davis re Pier 48 lease.	.50	135.00
12/22/11	RPK	Research re cooperative agreement amendment.	.10	27.00
12/23/11	RPK	Telephone call from T. McGuigan re Pier 48 right of entry agreement.	.20	54.00
12/27/11	RPK	Review and revise right of entry agreement for Pier 48; email to S. Davis; two telephone conversations with S. Davis.	1.70	459.00
12/28/11	RPK	Review final Pier 48 right of entry agreement; review T. McGuigan email; telephone conference with T. McGuigan; email to S. Davis.	1.70	459.00
12/29/11	RPK	Two emails to M. Allison and S. Braddock re Pier 48 right of entry agreement; review emails re same.	.60	162.00

Total Fees This Invoice \$ 4,420.50

**TOTAL FEES AND COSTS THIS INVOICE \$ 4,420.50**  
**TOTAL AMOUNT DUE NOW \$ 4,993.93**

PAYMENT DUE UPON RECEIPT--1% MO. FINANCE CHARGE ASSESSED AFTER 60 DAYS.  
 TO ASSURE PROMPT CREDIT, PLEASE INDICATE YOUR ACCOUNT NO. ON YOUR CHECK.  
 THIS INVOICE MAY NOT INCLUDE COSTS NOT YET BILLED TO US.

# Invoice Voucher

Remit To: State Auditor's  
PO Box 40021  
Olympia, WA 98504-0021  
Federal ID No. 91-6001098  
(360) 725-5585



Page: 1 of 1  
Invoice No.: L91812  
Invoice Date: 01/12/2012  
MCAG No.: 2931  
County: King

King County Ferry District  
516 Third Avenue Room W1039  
Seattle, WA 98104

If change in address, please write new address above:

Billing Addr

Mailing Addr



(Return this portion with your payment)

State Auditor's Office

(Detach and retain for yours records)

Entity Name: King County Ferry District

Invoice No.: L91812

Invoice Date: 01/12/2012

Purpose of Billing: Statutory Audit Services

Audit No.: 34858

Audit Period: 10 - 10

Purchase Order:

Month/Year	Auditor	Bill Rate	Full Hrs	Amount	Travel	Total
12/11	Boulmetis	\$83.60	53.0	\$4,430.80	\$0.00	\$4,430.80
12/11	Potapenko	\$83.60	1.0	\$83.60	\$0.00	\$83.60
<b>Sub Total:</b>			<b>54.0</b>	<b>\$4,514.40</b>	<b>\$0.00</b>	<b>\$4,514.40</b>

**Total Due This Invoice:**

**54.0**

**\$4,514.40**

**\$0.00**

**\$4,514.40**

JV Number: 130112

CJ Number: \_\_\_\_\_

WT Number: \_\_\_\_\_

**FULL PAYMENT DUE  
IN 30 DAYS**

I hereby certify the amount listed herein is a proper charge for services rendered:

By: Janel M. Roper, Financial Services Manager

For questions, please call (360) 725-5601 or (360) 725-5586  
fax (360) 586-3105 or e-mail [accreceivable@sao.wa.gov](mailto:accreceivable@sao.wa.gov)

Washington State  
 Department of Enterprise Services  
**Purchasing & Contract Administration**  
 TIN 45-2096870

**Invoice No.**  
**18-1-56850**

**Invoice Date:** 01-27-2012    **Due Date:** 02-26-2012  
**For Period of:** 01-01-2012    **To:** 03-31-2012  
**Customer/Account Number:** 11701- 001  
**Reference Number:** 2010-WPC-177  
**PO Number:**

**Bill to:** ANNE NORIS  
 KING COUNTY FERRY DISTRICT  
 MS KCC-CC-1200  
 W 1039 516 3RD AVE  
 SEATTLE WA 98104-3272

**For Accounts Receivable inquiries:** Tabitha Glover  
 phone: (360) 407-9238  
 fax: (360) 664-9040  
 email: tabitha.glover@des.wa.gov

**Remit to:** Department of Enterprise Services  
 Financial Office  
 PO Box 41008  
 Olympia, WA 98504

**For Customer Service inquiries:** Co-op Manager  
 phone: (360) 902-7415  
 fax: (360) 586-2426  
 email: coop@ga.wa.gov

**Payment Information:** Agency: 1790  
 Fund: 422 SWV 00981171-1

*Please Indicate Invoice/Credit Memo Numbers on Payment Document or Return Top Portion With Payment*

Item Code	Item Description	Reference Number	Quantity	Unit	Unit Price	Total
1 CO-OP	CO-OP MEMBERSHIP		1.00	QTR	\$125.00	\$125.00

**Total: \$125.00**

**Comments:**

Quarterly Co-op Membership billing for calendar year 2012. PLEASE REFERENCE THE INVOICE NUMBER WITH YOUR PAYMENT. Thank you for using OSP services.

**Statements are on-line at <https://fortress.wa.gov/ga/apps/Invoice/>. Hard copy statements are available upon request**

..Title

A RESOLUTION relating to the organization of the King  
County Ferry District, and authorizing the chair to enter  
into an employment agreement for the District  
Administrator position.

..Body

WHEREAS, the Board of Supervisors has determined that the King  
County Ferry District requires staff support from an employee; and

WHEREAS, the King County Ferry District advertised for District Administrator  
services in 2011; and

WHEREAS, the King County Ferry District executive committee has evaluated  
applicants and interviewed finalists; now, therefore

BE IT RESOLVED BY THE BOARD OF THE KING COUNTY FERRY  
DISTRICT:

The chair of the King County Ferry District is authorized to enter into an

employment agreement, Attachment A to this resolution, between the District and

\_\_\_\_\_.