



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

Southwest Conference Room

May 5, 2009

9:30 AM

REVISED AGENDA

1. Call to Order

2. Roll Call

2 3. Approval of Minutes of April 7, 2009

Items for Final Action by the Executive Committee

5 4. Approval of invoices

5. Consideration of first reduction in the number of demonstration route-segments to be studied

Items for Recommendation to the Board of Supervisors

18 6. Resolution recommending approval of procurement policy

25 7. Resolution recommending approval of auditing officer policy

8. Resolution recommending approval of the 2009 Operating Budget for Marine Division

Briefings

9. Status of leased vessels and Washington State Ferries contract extension

10. Organizational structure options for 2010

11. Public Outreach Work Plan

12. 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.





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Meeting Proceedings

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

Southwest Conference Room

April 7, 2009

10:00 AM

DRAFT MINUTES
SPECIAL MEETING
SECOND REVISED

1. Call to Order

The meeting was called to order at 10:30 a.m.

2. Roll Call

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

3. Approval of Minutes of March 9, 2009

Boardmember Hague moved approval of the minutes of March 9, 2009. The motion passed unanimously.

Action Items

Items for Executive Committee final action

Federal Funding

4. Motion to approve letter to PSRC requesting membership

Kjris Lund, Executive Director, explained the reasons for becoming a member of PSRC (eligible for federal funding). Boardmember Hague moved to have the chair sign the letter. The motion passed unanimously.

5. Motion to delegate signature authority to Executive Director for federal grant forms

Ms. Lund explained the reason for taking this action. Boardmember Hague moved to have the chair sign the authority document. The motion passed unanimously.

6. Motion to approve letter authorizing King County to perform grant management services on behalf of the District

Ms. Lund explained the purpose of the letter to the King County Marine Division for grant management services.

Bill Greene, Marine Division, answered questions of the committee.

Boardmember Hague moved to have the chair sign the letter. The motion passed unanimously.

Service Implementation

7. Motion to approve letter authorizing King County to begin demonstration route technical studies as adopted in the 2009 Ferry District Budget.

Ms. Lund explained the reason for the letter to the Marine Division to proceed with studies for demonstration routes.

Mike Anderson, KPPF Consulting Engineers, answered questions of the committee.

Boardmember Hague moved to have the chair sign the letter. The motion passed unanimously.

8. Motion to approve 2009 - 2010 work plan for ferry service

Ms. Lund reviewed the 2009-2010 work plan for proposed ferry service and highlighted differences from the initial business plan: year-round service from West Seattle to begin in April 2010, leased vessel for Vashon and new service to begin in Sept. 2009 in conjunction with Metro service changes; two demonstration routes launched in 2010; fare structure to relate to ORCA.

Mike Beck, acting manager, Marine Division, answered questions of the committee.

Boardmember Hague moved to approve the 2009-2010 work plan. The motion passed unanimously.

Administration

9. Motion to approve invoices

Ms. Lund reviewed the summary of invoices, including the King County council, the cooperative purchasing pool and Insee Best.

John Resha, Board staff, briefed the committee on the Lund Consulting invoice.

Boardmember Hague moved to approve the invoices as presented. The motion passed unanimously.

Items for Recommendation to the Board**Federal Funding**

10. Motion to approve resolution authorizing the filing of applications for federal transportation assistance by the Federal Transit Administration

Ms. Lund briefed the committee on the resolution, which is required by the Federal Transit Administration. Boardmember Ferguson moved a do pass recommendation to the board. The motion passed unanimously.

11. Motion to approve resolution adopting a six-year capital improvement plan

Ms. Lund briefed the committee on the proposed six year CIP. Boardmember Patterson moved a do pass recommendation to the board. The motion passed unanimously.

Service Implementation

12. Motion to approve resolution amending the ILA between the Ferry District and King County to authorize King County to undertake thorough technical planning for demonstration routes and to authorize advance payment for services.

Ms. Lund briefed the committee on the proposed amendment to the linterlocal agreement with King County. Boardmember Ferguson moved a do pass recommendation to the board. The motion passed unanimously.

Administration

- 13. Motion to approve resolution amending Executive Director contract

Mr. Resha briefed the committee on the contract amendment with Lund Consulting for executive director services. Boardmember Ferguson moved a do pass recommendation to the board. The motion passed unanimously.

- 14. Motion to approve resolution amending operating rules and procedures

Ms. Lund and Rod Kaseguma, legal counsel, briefed the committee on proposed changes to the operating rules and procedures. Boardmember Ferguson moved a do pass recommendation to the board, subject to the changes discussed in the meeting. The motion passed unanimously.

THERE WILL BE AN EXECUTIVE SESSION PRIOR TO ACTION ON ITEM 14

The committee went into executive session to interview prospective candidates to provide accounting services to the district.

- 15. Motion to approve contract with accounting firm

Boardmember Ferguson moved to approve a contract with Francis and Co. for accounting services. The motion passed by a vote of 3 to 0, with Boardmember Hague excused.

- 16. **Adjournment**

The meeting was adjourned at 12:16 p.m.

Approved this _____ day of _____.

Clerk's Signature

KING COUNTY FERRY DISTRICT

516 Third Avenue | Room W 1039 | Seattle, WA 98104
206.296.1020 | info@kingcountyferries.org
www.kingcountyferries.org

May 5, 2009

Invoice Summary

Lund Consulting, Inc. (3/16/09-4/15/09)	\$21,498.75
Cocker Fennessy Professional services (3/16/09 - 4/15/09)	\$17,933.75
Cocker Fennessy expenses	\$115.09
Web domain name, and mailing list on-line	
Inslee, Best (2/28/09-3/31/09)	\$6,193.00

LUND CONSULTING INC.

INVOICE 2009-04

April 30, 2009

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

MANAGEMENT
COMMUNICATIONS
PLANNING
FUNDRAISING

King County Ferry District Executive Director and Communications Services

Approved Contract: \$385,000.00
Billed with this Invoice: 347,108.92
Contract Balance: 37,891.08

Invoice Period: March 16, 2009 – April 15, 2009

Accomplishments this period:

- Launch new identity
- Launch Water Taxi Service
- Marketing, customer service, media, troubleshooting
- ILA negotiations on demonstration projects
- Attend community meetings: Vashon, Kenmore
- Attend city meetings: Des Moines, Seattle
- Staff Executive Committee



Professional Services:

Lund Consulting, Inc. 110.25 Hours 21,498.75

Acting as agent for:
Cocker Fennessy, Professional Services 17,933.75

Total Amount Due: \$39,432.50

411 University Street

Suite 1200

Seattle Washington 98101

Telephone > 206.442.4254

Fax > 206.322.8486

www.lundconsulting.com

Kjristine Lund timesheet

Date	Task	Description	Hours
3/16/09	Community Meetings	Prepare for and attend Vashon Island community meeting about transition to new service in July.	5
3/17/09	Staff committee	Work on WSF contract and in-house service decision. Prep. meet with WSF, Chairman, staff. Follow-up.	2
3/17/09	Staff committee	Coordinate with team and Executive Committee on shuttle service decision.	2
3/17/09	return calls and email	Return calls on community meeting prep. Meeting with new Marine Division manager time. John Resha.	1
3/17/09	Review reports	Read Marine Division semi-weekly report. Review pending decision reports.	1.5
3/18/09	return calls and email	Coordinate with legal counsel on B&O taxes. Respond to meeting requests. Review emails to facilitate progress and implementation of Water Taxi service West Seattle and Vashon.	2.25
3/19/09	Teleconference Budget & Finance	Laurie Brown and Paulette Norman status and introductions.	0.5
3/19/09	Finance	Work plan for 2009 board approval	4
3/20/09	Teleconference	Teleconference on weekly work status with Marine Division.	1.5
3/20/09	Budget & Finance	Coordinate with Chuck Williams regarding legislation and committee action.	1
3/20/09	Budget & Finance	Coordinate with Council budget staff on billings.	0.5
3/23/09	Community Meetings	Meeting with Des Moines and Tacoma stakeholders.	2.5
3/23/09	Community Meetings	Troubleshoot legislative issue.	1.5
3/23/09	Community Meetings	Respond to citizen calls and emails.	0.5
3/24/09	Budget & Finance	Coordinate with Debbie Porter, Metro, on Federal grants	0.5
3/24/09	Community Meetings	Prepare, respond to citizen inquiries, attend and present at Kenmore Town Hall meeting.	3



Date	Task	Description	Hours
3/25/09	Management direction	Series of meetings with Marine Division, including KPFF, council staff, Transportation Choices Coalition, consulting team, Work planning and direction on action items.	6
3/26/09	Budget & Finance	Series of meetings and teleconferences: Horace Francis to clarify ferry contract process, John Resha on organization, Rod Kaseguma on resolutions for procurement and auditing officer and operating procedures.	6
3/26/09	Management direction	Respond to inquiries regarding Seacrest Dock facility.	0.5
3/30/09	Budget & Finance	ILA and budget discussion with Marine Division and staff.	4
3/30/09	Staff committee	Agenda, packets	4
3/31/09	Management direction	Work on finalizing ILA for demonstration services.	2
3/31/09	Staff committee	Work on committee packets: try and gather information from sources including legal, Marine Division, financial.	4
4/1/09	Staff committee	Work on packet revisions for final versions of documents including ILA, procedures, federal documents, and Marine Division letters.	4
4/1/09	Staff committee	Meet with Chairman Constantine on details for launching Water Taxi. Also review pending decisions.	1
4/1/09	Staff committee	Meet with staff to prep for April 7 meeting by reviewing agenda items. Meet with Julia Patterson. Brief Kimberly Nuber.	3
4/2/09	Budget & Finance	Meet with Marine Division to review federal grant forms and requirements for board action. Follow-up with document drafts for Executive Committee and board.	4
4/3/09	Management direction	Weekly teleconference on progress with Marine Division.	2



Date	Task	Description	Hours
4/3/09	Staff committee	Prepare materials for Executive Committee meeting.	3
4/3/09	Management direction	Final preparations for season launch. Field media inquiries.	1
4/5/09	Community Meetings	Participate in kick-off event. Facilitate and field questions from citizens and media.	3
4/6/09	Staff committee	Event follow-up. Field media and citizen questions. Respond to meeting requests. Finalize prep for Tuesday meeting.	4
4/7/09	Staff committee	Staff Executive Committee meeting.	2
4/7/09	return calls and email	Return calls and respond to emails about demonstration service, time-tables, meeting requests, vendors, and media.	3
4/7/09	Management direction	Follow-up with Bruce Agnew on regional partners, establishing advisory committee. Contact accountants and Jane Hague office on decision by Executive to hire Francis and Company. Contact division about safety policy development schedule.	3
4/8/09	Management direction	Review action items needing attention. Initiate follow-up calls to collect information and determine status: demonstration community contacts, summer event service. Prepare correspondence for Chair's signature.	2
4/9/09	Policy research	Meet with Ric Ilgenfritz about Sound Transit plan implementation.	1.5
4/10/09	Management direction	Review financial and budget reports. prep for operating budget.	2
4/11/09	Budget & Finance	Review financial reports and coordinate with accounting firm for start-up.	4
4/13/09	Teleconference	Teleconference with Marine Division on project status reports. Teleconference with Kris Faucett on status of communications tasks.	2
4/13/09	return calls and email	Work on confirming meetings with other jurisdictions, responding to public inquiries, insurance, vendors, staff meetings.	2



Date	Task	Description	Hours
4/13/09	Budget & Finance	Work on contracts and financial reports.	1
4/14/09	Management direction	Demonstration route coordination with City and Board member staff. Meet with staff to discuss management plan for 2010. Coordinate with Marine Division on labor, vessel, and FTA issues.	2
4/14/09	Management direction	Demonstration project coordination with Port of Seattle to define access to docks and partnerships. Return calls and emails with demonstration route questions.	2
4/14/09	Management direction	Respond to media and citizen inquiries about Water Taxi service. Process paperwork for inter-fund transfers. Review financial statements.	1
4/14/09	Management direction	Respond to emails and voice mail: FTA, charter, game service, media, citizens, Marine Division, Kris Faucett.	1
Total			110.25



April 15, 2009

Invoice No. 295-16

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

RE: **INVOICE - SERVICES**
King County Ferry District
March 16 to April 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.

Materials and service-related communications

- Coordinate launch of West Seattle/Downtown Seattle service including material development and review of signs and advertisements; advise on kickoff event; attend event and perform wrap-up activities
- Oversee implementation of new identity into all collateral materials
- Coordinate vessel and shuttle paint and graphics process and implementation
- Develop new fact sheets and update Frequently Asked Questions
- Meet with Marine Division regarding West Seattle/Downtown Seattle service launch (3/17, 3/31, 4/14) and customer service planning (3/25)
- Participate in biweekly call with Washington State Ferries and Marine Division (4/2)

Community outreach and engagement

- Attend Vashon/Maury Community Council meeting (3/16)
- Meet with Des Moines community leaders (3/23)
- Develop materials for Kenmore Town Hall meeting
- Coordinate attendance at Seattle Parks Board hearing regarding Seacrest terminal improvements
- Meet with City of Seattle transportation staff (4/14)
- Coordinate and respond to constituent inquiries

Media

- Develop media materials related to the West Seattle/Downtown Seattle service launch including advisories and releases
- Manage media regarding service launch
- Develop blog article and response to letter to the editor
- Respond to reporter inquiries including Seacrest dock improvements, Mariner game day service and general system and service

Marketing

- Advise on marketing opportunities
- Review revised West Seattle/Downtown Seattle marketing plan
- Research Seafair opportunities and costs

Website and social network sites

- Renew web domain names (annual)
- Regularly update and maintain website, blog, facebook and twitter
- Provide edits to Marine Division service website

Database

- Identify additional contacts for database
- Maintain project database

Project/staff support

- Participate in Executive Committee meetings (4/7) weekly executive staff meetings (4/1) and regular meeting/calls with the Executive Director
- Participate in project-related meetings (3/31, 4/1, 4/14)

<u>Staff</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Faucett	Principal	51.75	\$195	\$10,091.25
V. Lund	Senior Associate	42.75	\$150	\$6,412.50
Lin	Associate	13	\$110	\$1,430.00
			Subtotal	\$17,933.75

TOTAL AMOUNT FOR THIS INVOICE: \$17,933.75

Thank you!

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

March 16 - April 15, 2009
King County Ferry District
Cocker Fennessy Timesheet

Date	Description	Hours
03/16/2009	Attend Vashon Maury Community Council meeting. Web domain renewals. Review/edit brochure. Memo regarding shuttle wrap.	4.25
03/17/2009	Develop new fact sheets. Meet with Marine Division re: service launch. Media materials. Misc. emails/coordination.	5.25
03/18/2009	Develop launch activities list. Water taxi west Seattle and general fact sheets. Calls with Gretchen. Visor paint. Shuttle graphic locations.	4.75
03/19/2009	Meet with Steve re: graphics. Revise FAQ. Sign edits. Feedback on fact sheet revisions.	5.50
03/20/2009	Revisions/calls re: West Seattle Ad. Finalize and send West Seattle Fact sheet to media. Follow-up re: vessel proofs. Coordinate with SuperGraphics re: wraps. Kenmore town hall presentation. E-mails/calls.	5.75
03/23/2009	Participate in Des Moines community leaders lunch. Weekly meeting with Kjris. Develop general fact sheet for Kenmore town hall, including formatting.	5.50
03/24/2009	Finalize revised fact sheet and FAQ for Kenmore public meeting. Water taxi color proofs for vessel and shuttles. Call with Gretchen re: launch materials. Buttons.	4.50
03/25/2009	Meeting with WSF and Marine Division re: customer service. Create e-newsletter and constant contact email blast, troubleshoot graphics logo issue.	4.75
03/26/2009	Final approval for shuttle/vessel graphics. Coordinate attendance at Parks Seacrest meeting. Emails. Calls with Marine Division. Update website.	4.75
03/27/2009	Button production coordination, website revisions, upload docs to website, misc emails.	3.75
03/28/2009	Add Water Taxi celebration info to website, facebook and blog	1.00
03/30/2009	Website updates. Supergraphics call/coordination. Update Kjris. Build E-mails/database for e-newsletter announcement.	2.25
03/31/2009	Participate in ILA meeting. Kickoff coordination with Gretchen. Send invite to board members. 2009 budget amendment. Develop outreach list. Database work.	8.25
04/01/2009	Meeting with Kjris and staff to prep EC meeting and discuss launch. Shuttle bus wrap check and changes. Participate in weekly staff meeting. Additional launch activities. Website updates. Send e-newsletter. Respond to inquiries.	8.00
04/02/2009	Visit metro base re: shuttle wrap. Participate in biweekly call with WSF. Develop internal itinerary for launch. Coordination with fire department and mayor's office re: attendance and fireboat display. Review/revisions to media advisory. Print materials for event. Final review of advertisements. Calls with Marine Division re: kickoff. Database additions.	7.00

04/03/2009	Calls with SuperGraphics re: vessel. Trip to view graphics and ensure quality. Media release review. Upload board information and create new hyperlinks for website. Upload photos. Database additions.	4.50
04/04/2009	Website, twitter, facebook and blog updates	0.75
04/05/2009	Staff kickoff event - manage media. Update blog/twitter. Upload photos.	4.75
04/06/2009	West Seattle Water Taxi launch wrap up, including produce summary of activities/binders, graphic follow-up, thank yous, media clips, etc. Twitter updates, slideshow for EC meeting, download/save articles and format for website	5.00
04/07/2009	Executive Committee meeting. Set-up constant contact automatic subscription. KUOW call.	3.50
04/08/2009	West Seattle launch debrief with Marine Division - wrap- up, outstanding tasks and next steps. Graphics quality control. E-mails/calls.	2.75
04/09/2009	Respond to reporter inquiries - Scott Sunde and King 5. Coordinate information. Calls with Gretchen and Kjrj re: marketing, banners, constituent requests. Twitter, facebook, blog posts.	1.75
04/10/2009	Seafair research/phone call. Review Mariners' game announcement on website, send email re: language.	0.75
04/13/2009	West Seattle letter to the editor response. Review revised marketing plan. Call with Kjrj.	1.75
04/14/2009	Meet with City of Seattle DOT staff. Meet with John Resha. Meet with Gretchen regarding marketing, West Seattle wrap-up, Marine Division website, etc. Respond to Keith Irvin inquiry re: Mariners' service.	3.25
04/15/2009	Develop graphic review checklist. Agenda items for WSF meeting. Coordinate constituent responses with Marine Division. Develop blog article. Provide Marine Division website edits. Purchase domain names. Billing inquiry.	3.50
Total		107.50

