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Item 6
Approval of Invoices

INVOICE SUMMARY FOR SEPTEMBER 8, 2008 APPROVAL

Lund Consulting, Inc. (including Cocker Fennessy)

July services \$37,291.11

August services \$30,888.75

Cocker Fennessy direct expense \$5,429.14

Web site programming

Inslee Best

July services \$3,401.13

Clerk of the Board & Central Staff

January - March \$12,106.89

Enduris

Insurance September 1, 2008 - August 31, 2009 \$2,425.00

Marine Division

June 2008 \$17,442.17

July 2008 \$137,117.51

Total Invoices: \$246,101.70

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LUND CONSULTING INC.

INVOICE 2008-06

September 4, 2008

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 Phase 1: \$73,000.00
Approved Contract Phase 2: 382,158.00
Total Contract Value: 455,158.00
Billed to Date: 175,845.32
Billed with this Invoice: 206,734.07
Contract Balance: 248,423.93

Invoice Period: August 1-30, 2008

Professional Services:

Kjristine Lund, Principal,	100.0 hours @ \$195.00	\$19,500.00
Natalie Quist, Intern,	119.5 hours @ \$15.00	1,732.50



Lund Consulting, Inc. Professional Services: \$21,232.50

Cocker Fennessy, Professional Services \$9,656.25

Total Amount Due: \$30,888.75

411 University Street

Suite 1200

Seattle Washington 98101

Telephone > 206.442.4254

Fax > 206.322.8486

www.lundconsulting.com

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LUND CONSULTING INC.

Kjristine Lund Timesheet August 2008

MANAGEMENT
 ~~~~~  
 COMMUNICATIONS  
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 PLANNING
 ~~~~~  
 FUNDRAISING



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 Suite 1200  
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 Fax > 206.322.8486  
 www.lundconsulting.com

| Date   | Activity                                                                                                                                                                                                                                                                                                                           | Ferry District |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1-Aug  | Meet with Charlie Howard of PSRC about passenger only ferry study. Coordinate with Dick Callahan at PSRC about a seat at the table for the Ferry District at PSRC. Coordinate with Marine Division on progress.                                                                                                                    | 5              |
| 4-Aug  | Teleconference with Mike Anderson KPFF about scope of work for dock survey. Meet with Kirkland City Council member Dave Asher on Kirkland route. Coordinate with City of Ken more. Begin budget reviews.                                                                                                                           | 5              |
| 5-Aug  | Meet with staff to review work progress. Meet with County Budget staff to discuss revenue forecast. Meet with Mike Anderson by phone to discuss scope details. Obtain approvals by Board of Supervisors to retain Anderson. Coordinate with Joshua Johnston on hiring and upcoming labor issues. Work on communications protocols. | 5              |
| 6-Aug  | Meet with Executive staff, Dow Constantine and Julia Patterson regarding labor questions. Discuss Executive correspondence. Prepare response for board chairs. Meet with Executive Committee staff for weekly work session.                                                                                                        | 8              |
| 7-Aug  | Coordinate with Chris Arkills on labor follow-up. Teleconference with Rod Kaseguma regarding labor parameters. Finalize letter to Executive.                                                                                                                                                                                       | 5              |
| 8-Aug  | Respond to citizen inquiries from Vashon Island riders. Brief Board member Ferguson's staff, Megan, on labor issues. Review emails and correspondence. Review billings.                                                                                                                                                            | 5              |
| 11-Aug | Work with board staff to plan demonstration projects and listening tours. Review demonstration project focus group lists and questions. Respond to emails and voice mails.                                                                                                                                                         | 5              |
|        |                                                                                                                                                                                                                                                                                                                                    |                |

|        |                                                                                                                                                                                                                                                                               |   |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 12-Aug | Weekly meeting with staff to review progress and resolve questions and provide direction. Teleconference with Mike Anderson on work progress. Meet with Anne Noris to resolve loose ends on administrative matters. Return calls and emails.                                  | 5 |
| 13-Aug | Meet with Executive Committee staff for weekly work session. Reviewed business plan and budget. Begin communications plan prioritization. Return calls and emails.                                                                                                            | 5 |
| 14-Aug | Phone calls with Bill Greene on Marine Division issues and questions. Coordinate with county council central administrative staff on billing questions for staff. Teleconference with Rod Kaseguma on legal questions about property tax levy process.                        | 5 |
| 19-Aug | Meet with Marine Division and Kris Faucett on communication protocols. Meet with Kenmore mayor and a delegation of city interests related to the demonstration projects. Coordinate with Council staff regarding Marine Division supplemental budget appropriation request.   | 6 |
| 20-Aug | Meet with Executive Committee staff for weekly work session. Return calls and emails.                                                                                                                                                                                         | 4 |
| 21-Aug | Meet with Executive office representative, board staff, and labor liaison to discuss preparation for labor negotiations. Teleconference with Mike Alvin and staff about labor parameters. Prepare questions for legal counsel discussion. Review demonstration route history. | 5 |
| 22-Aug | Teleconference with Rod Kaseguma on labor questions. Bill Greene of Marine Division cancels weekly progress report call. Teleconference with Mike Anderson on progress by KPFF on dock research. Return emails and phone calls. Review documents.                             | 5 |
| 25-Aug | Work on listening tour preparations. Coordinate with West Seattle Chamber of Commerce, Patty Mullen. Follow-up on pending action items by Marine Division and staff and self.                                                                                                 | 5 |



|        |                                                                                                                                                                                                                                                                                                                                                                                                            |     |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 26-Aug | Weekly progress meeting with Kris Faucett. Meet with Kirkland City Manager and staff in preparation for listening tour. Call Gordon Baxter to introduce myself as Executive Director of the Ferry District. Ferry District. Research ferry terminal costs and partnership approaches. Coordinate with Council staff on supplemental budget process and coordination between county and district processes. | 8   |
| 27-Aug | Meet with Vashon Island citizen representation about community involvement for route. Meet with Executive Committee staff for weekly work session. Begin analysis collectively of business plan assumptions.                                                                                                                                                                                               | 5   |
| 28-Aug | Facilitate Ballard listening tour session. Prep, facilitate, follow-up. Return phone calls and emails.                                                                                                                                                                                                                                                                                                     | 5   |
| 29-Aug | Meet with Council staff to discuss capital budget review process and coordination between district and county. Review business plan and budget to research questions. Prepare list of questions for the Marine Division to ensure budget accountability.                                                                                                                                                   | 4   |
| Total  |                                                                                                                                                                                                                                                                                                                                                                                                            | 100 |



**Item 9**  
**Review of Assumptions in 2007 Business Plan and 2008 Budget**



| Assumption                                                                                                  | 2007 Business Plan | April 2008 Marine Division Pro Forma | 2008 Marine Division Budget | 2009 Marine Division Budget | PSRC Passenger - Only Ferry Study | Board of Supervisors 2009 |
|-------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------|-----------------------------|-----------------------------|-----------------------------------|---------------------------|
| Vessel <ul style="list-style-type: none"> <li>• Lease</li> <li>• Purchase</li> <li>• Build</li> </ul>       |                    |                                      |                             |                             |                                   |                           |
| Vessel Configuration <ul style="list-style-type: none"> <li>• Number of Passengers</li> </ul>               |                    |                                      |                             |                             |                                   |                           |
| Speed                                                                                                       |                    |                                      |                             |                             |                                   |                           |
| Fuel                                                                                                        |                    |                                      |                             |                             |                                   |                           |
| Overnight Moorage                                                                                           |                    |                                      |                             |                             |                                   |                           |
| Maintenance                                                                                                 |                    |                                      |                             |                             |                                   |                           |
| Fares <ul style="list-style-type: none"> <li>• Passes</li> <li>• Technology</li> <li>• Equipment</li> </ul> |                    |                                      |                             |                             |                                   |                           |
| Shuttle Service                                                                                             |                    |                                      |                             |                             |                                   |                           |

| Assumption                                                                                     | 2007 Business Plan | April 2008 Marine Division Pro Forma | 2008 Marine Division Budget | 2009 Marine Division Budget | PSRC Passenger - Only Ferry Study | Board of Supervisors 2009 |
|------------------------------------------------------------------------------------------------|--------------------|--------------------------------------|-----------------------------|-----------------------------|-----------------------------------|---------------------------|
| <b>Visibility &amp; Identity</b>                                                               |                    |                                      |                             |                             |                                   |                           |
| Branding                                                                                       |                    |                                      |                             |                             |                                   |                           |
| Signage                                                                                        |                    |                                      |                             |                             |                                   |                           |
| Advertising                                                                                    |                    |                                      |                             |                             |                                   |                           |
| Earned Income                                                                                  |                    |                                      |                             |                             |                                   |                           |
| <b>District Operations</b>                                                                     |                    |                                      |                             |                             |                                   |                           |
| Board of Supervisors                                                                           |                    |                                      |                             |                             |                                   |                           |
| FTE's                                                                                          |                    |                                      |                             |                             |                                   |                           |
| Labor                                                                                          |                    |                                      |                             |                             |                                   |                           |
| <ul style="list-style-type: none"> <li>• In-house</li> <li>• Demonstration Projects</li> </ul> |                    |                                      |                             |                             |                                   |                           |
| <b>Definitions of Success</b>                                                                  |                    |                                      |                             |                             |                                   |                           |
| Customer Experience                                                                            |                    |                                      |                             |                             |                                   |                           |
| Fare Box Recovery                                                                              |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |
|                                                                                                |                    |                                      |                             |                             |                                   |                           |

**Item 10**  
**Demonstration Projects -- Update**

Demonstration Projects -- Update

King County DOT  
Marine Division Startup  
Scope of Work

**GUIDING PRINCIPLES**

Two principles underlie the KPFF team's approach to establishing and work products throughout this scope of work:

- **Minimize redundancy and duplication of effort.** KPFF will leverage King County's existing expertise, tools, completed work, and process documentation. We will work with King County's planning, programming, design, and construction management staff, among others, in carrying out the work described in this scope of work to ensure that gaps are filled without duplication or overlap.
- **Complete work products.** The KPFF team will work toward designing and building work products that can be handed off to in-house staff or other consultants as "modules" as they are completed. As such, the KPFF team will pay particular attention to areas including document control (e.g., file structure); use of consistent, plain language; and process documentation.

**AREA 1: CAPITAL PROGRAM**

For the purposes of the proposed scope of work, the Capital Improvement Program will focus on three locations: (Vashon Island, West Seattle, and Downtown Seattle), plus the Moorage/Maintenance Facility. While this scope of work is thus limited, the KPFF team will be mindful of the planned demonstration routes, the eventual implementation of which will have impacts in terms of vessels, terminal infrastructure, and operations. The KPFF team stands ready to amend this scope of work to take the demonstration projects into account, as directed by King County.

KPFF will work with King County to develop its 14-Year CIP through a structured planning and prioritization process. Key input for developing the planning framework will include the system vision as articulated by key policy makers, agency staff, and stakeholders, as captured in the Chartering Workshop. The planning and prioritization work from this task will culminate in a draft Capital Improvement Program.

**Task 1: Short-Term safety improvements at Seacrest Park**

**1.01 Review prior plans and studies**

KPFF will review plans and studies for the improvement of the Seacrest landing facility and interview current operators, users, and City and County staff. The review and interviews will provide an understanding of current deficiencies and suggestions for resolving them.

*Deliverables:* Past plans and studies summary memo  
Interview summaries

**1.02 Prepare recommendations memo**

Based on the findings of Task 1.01, KPFF will recommend a plan for improvement to the Seacrest dock with prospects for implementation within 12 months. A re-locatable float and/or gangway will be explored. Discussions will be held with the Seattle Parks Department to ensure alignment with the City's long-term plans for the park, and any affected tribes will be consulted.

*Deliverables:* Recommended improvement plan

**1.03 Prepare design and environmental services scope of work**

KPFF will prepare a scope of work to complete the design and permitting of the short term improvements to the Seacrest facility, including the float, gangway, and other structures as necessary.

*Deliverables:* Design and permitting scope of work.

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## Scope of Work

### **1.04 Prepare project cost estimate**

KPFF will develop a rough-order-of-magnitude (ROM) cost estimate for the construction and installation of the recommended improvements. The estimate will include a brief discussion of data sources and assumptions.

*Deliverables:* Construction cost estimate

## **Task 2: Capital Improvement Program (CIP) Development**

### **2.01 Review existing planning documents and conduct site visits**

KPFF will review King County, City of Seattle, and Washington State Ferries plans and studies related to the West Seattle, Vashon Island, and Pier 50/52 passenger-only ferry terminals as well as related transportation and land use plans. We will prepare a summary memo identifying the key issues at each site and discussing previously recommended solutions.

*Deliverable:* Summary memo

### **2.02 Identify opportunities and constraints**

This task includes a review of existing studies, plans, and demographic data related to existing and planned passenger-only ferry service, including the Puget Sound Regional Council's *Puget Sound Regional Passenger-Only Ferry Study*. The KPFF team will visit each site in conjunction with representatives from King County, the City of Seattle, and the Vashon-Maury Island Community Council. The system vision articulated in the Chartering Workshop, along with system goals and objectives will be used as a basis for evaluating opportunities and constraints.

KPFF will prepare a memo summarizing the opportunities and constraints for the current and potential future landing sites. This will include discussion of the physical characteristics of the site, the condition of any existing facilities, current ownership, potential environmental issues, intermodal connectivity opportunities, possible benefits and impacts to adjacent and nearby properties, regulatory constraints such as zoning or other development restrictions, and other issues identified during the prior studies review, site visits, and stakeholders discussions. Recommendations for terminal development or improvements will be included in the memo.

*Deliverable:* Opportunities, Constraints, and Recommendations Report

### **2.03 Develop candidate capital projects**

Potential projects addressing system needs and deficiencies will be developed to a conceptual level of design (up to 3%) through a scoping process developed or adapted by KPFF in consultation with King County planning and engineering staff. Existing planning-level documents will be used wherever possible. Select projects, including Seacrest Dock and the Moorage/Maintenance Facility, will be developed to a higher level of detail.

Because of the uncertainty of cost estimates at the planning level, the KPFF team will apply appropriately scaled principles of cost estimation validation throughout project development.

*Deliverable:* Conceptual Level Project Scopes of Work

### **2.04 Explore joint use opportunities**

The downtown Seattle terminal is likely to become a hub for passenger-only ferry service to ports of call outside of King County and should be developed to allow expanded capacity as new or partnering operators begin service. In an emergency response situation, such as the aftermath of a major earthquake or terrorist attack, all available vessels would likely be called into service. As such, it may be desirable from an emergency response perspective to plan King County's passenger-only terminals to accommodate a variety of vessels. Moreover, sharing infrastructure elements would reduce the carbon footprint associated with building, and possibly operating, ferry service.

As such, we recommend that King County convene a working group of current and potential future ferry operators to establish standards for passenger boarding based on an "open architecture" concept. Such a working group could look toward other areas for collaboration, such as schedule coordination, sharing spare vessels, joint vessel acquisition to achieve economies of scale in production, and standardization of bridge controls to minimize training costs. Such a working group could also provide opportunities to collaborate on grant applications as well as leveraging grant resources.

KPFF's role in this task would involve identifying and contacting potential participants, facilitating working group meetings, capturing meeting outcomes, and providing follow-on recommendations.

**2.05 Develop and run prioritization scheme**

Based on outcomes from the Chartering Workshop, along with additional input as directed by King County staff, the KPFF team will develop a prioritization and sequencing scheme that incorporates asset management principles, including least life cycle and cost-benefit analysis. Candidate projects will be run through the analysis, generating a prioritized list.

**2.06 Prepare draft 14-year CIP**

The results of this planning and prioritization effort will be incorporated into a proposed 14-Year CIP.

**Task 3: Moorage and Maintenance Planning**

Planning for moorage and maintenance needs will be a particular focus within the overall planning effort. While it will be developed to a greater level of detail than others for which need is not as immediate, it will still be considered and prioritized using the overall prioritization framework and ultimately included as part of the 14-Year CIP (if a build alternative is feasible). Opting for 100% contracted maintenance, and not developing any maintenance facility at all, will also be considered.

**3.01 Review prior plans and studies**

Members of the KPFF team will review prior plans, studies, and other documents related to siting and planning a maintenance facility for passenger-only ferries in King County. This will include both documents generated for King County as well as those generated as part of the WSF passenger-only ferry program.

*Deliverables:* Summary report

**3.02 Conduct site visits**

Members of the KPFF team will join representatives of the King County DOT in site visits to potential locations for a moorage/maintenance facility. Other key stakeholders will be invited to join these site visits. We will also arrange a visit to the WSF passenger-only ferry maintenance barge in Eagle Harbor.

*Deliverables:* Site visit summary report

**3.03 Prepare opportunities, constraints and recommendations report**

KPFF will prepare a memo summarizing the opportunities and constraints for the moorage/maintenance facility sites. This will include discussion of the physical characteristics of the site, the condition of any existing facilities, current ownership, potential environmental issues, intermodal connectivity opportunities, possible benefits and impacts to adjacent and nearby properties, regulatory constraints such as zoning or other development restrictions, and other issues identified during the prior studies review, site visits, and stakeholders discussions. Tradeoffs associated with opting for contracted maintenance will be compared and contrasted with the build alternatives.

*Deliverables:* Opportunities, Constraints, and Recommendations Report

**3.04 Prepare design and environmental services scopes of work**

If the moorage/maintenance facility recommendations are approved, we will develop scopes of work for the recommended site for the design and environmental work needed to move the recommendations forward. These scopes of work will be structured to facilitate development of the consulting proposals and fee estimates needed to contract for design and environmental services.

*Deliverables:* Design and environmental services scopes of work

**3.05 Prepare project cost estimates**

Based on the final approved recommendations for moorage/maintenance facility, KPFF will develop rough order of magnitude (ROM) cost estimates for each terminal site. These estimates will be based on the basis of typical costs per linear foot, square foot, or other unit for similar projects.

*Deliverables:* ROM cost estimates and supporting discussion memo

