RESOLUTION NO. _____

RESOLUTION AMENDING RESOLUTION R20100050 (AT ATTACHMENT "A" & ATTACHMENT "B") AND ALSO ESTABLISHING THE ADMINISTRATION AND PUBLIC WORKS CALENDAR OF EVENTS FOR THE PUBLIC FORUM, AND THE REPORTING REQUIREMENTS FOR THE GUEMES ISLAND FERRY FARE REVENUE TARGET REPORT

WHEREAS, Skagit County (County) operates the Guemes Island Ferry between the City of Anacortes, Washington and Guemes Island, Washington; and

WHEREAS, the Skagit County Board of Commissioners (Board) has adopted Resolution R20100050, directing the formation of a Guemes Island Ferry Operations Public Forum and reestablishing a Guemes Island Ferry Ticket Fare Methodology; and

WHEREAS, pursuant to Resolution R20100050, the drafting of the annual Ferry Fare Revenue Target report and the Operations Summary Report occurred in August of 2010, and the reporting requirements to the Board for the same reports occurred in September of 2010; and

WHEREAS, on March 22, 2011, the Board adopted Resolution R20110099, establishing the 2011 Guemes Island Ferry Fare Structure, and pursuant to Resolution R20110099, the current Guemes Island fare structure went into effect June 1, 2011; and

WHEREAS, it is necessary to gather a full year's worth of revenue data in order to compile the Guemes Island Ferry Fare Revenue Target Report; and

WHEREAS, it is therefore necessary to change the reporting requirements for the Ferry Fare Revenue Target Report and the Operations Summary Report in order that where possible, a full year's worth of financial data may be included; and

WHEREAS, adjustments to the reporting requirements required adjustments to the Public Works Calendar of Events pursuant to R20100050; and

WHEREAS, it is the desire of the Board to amend the administration and reporting requirements and calendar of events of Resolution R20100050; specifically, pursuant to Attachment "A" and Attachment "B"; and

WHEREAS, it is the desire of the Board to amend Resolution R20100050, at Attachment "A" and Attachment "B"; and

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that Resolution R20100050 is hereby amended and shall function according to the purposes and principles set forth in amended Attachment "A" attached hereto and incorporated herein; and

NOW, THEREFORE, BE IT FURTHER RESOLVED AND IT IS HEREBY ORDERED, that Resolution R20100050 is hereby amended to adopt such terms, procedures, and requirements as set forth in amended Attachment "B", attached hereto and incorporated herein; and

NOW, THEREFORE, BE IT FURTHER RESOLVED AND IT IS HEREBY ORDERED, that all other terms and conditions of Resolution R20100050 shall remain in effect and unchanged; and

NOW, THEREFORE, BE IT FURTHER RESOLVED AND IT IS HEREBY ORDERED, that this resolution is effective upon adoption.

PASSED this 28 day of November, 2011.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

SKAGIT COUNTY COMMISSIONERS SEAL COURT STATE OF WASHINGTON

Ron Wesen
Ron Wesen, Chairman

Kenneth A. Dahlstedt
Kenneth A. Dahlstedt, Commissioner

Sharon D. Dillon
Sharon D. Dillon, Commissioner

Attest:

Amber Kloger, Asst.
Clerk of the Board

Approved as to form:

/Civil/ 11/14/11
Skagit County Prosecuting Attorney

ATTACHMENT "A"

GUEMES ISLAND FERRY OPERATIONS PUBLIC FORUM

Purpose:

The Public Forum process is intended to:

1. Provide opportunities for collaborative discussion between the County and the public on issues related to the Guemes Island ferry operations; and

2. Provide the County, the Guemes Island Ferry Committee, other organizations, and citizens at-large with a venue to provide public advisory input on issues concerning Guemes Island ferry operations.

Public Works will consider and evaluate information and advisory input gathered through the Public Forum process when making decisions on the various aspects of the Guemes Island ferry operations and in development of recommendations made to the Board.

Administration:

Public Works is expected to:

- Hold a Public Forum meeting two times a year or as otherwise deemed necessary or desirable to address operational needs and other issues of concern relative to the Guemes Island ferry operations.

- Prepare and distribute to the public a Guemes Island Ferry Operations Work Plan (Work Plan) at the beginning of each calendar year which should include topics on which Public Works intends to gather public advisory input during the ensuing calendar year together with information as to how the public may provide advisory input on the topics included in the Work Plan to Public Works throughout the year.

- Provide the public with information which encourages effective and collaborative discussion on issues and topics contained within the Work Plan and brought forward in the Public Forum meetings.

- Develop Public Forum meeting agendas, times, and locations and provide notification of such information at least two (2) weeks prior to each scheduled Public Forum meeting, by posting such information at the Guemes Island Ferry terminal(s) and by placing such information on Skagit County's website.

- Gather advisory input from the Guemes Island Ferry Committee, other interested organizations, and citizens at-large through the Public Forum process.

- Post Public Forum meeting summaries at the Guemes Island Ferry terminal(s) and place such information on Skagit County's website.

- Meet with the Guemes Island Ferry Committee, other interested organizations and citizens at-large as is deemed necessary. These sessions are for the purpose of facilitating detailed and collaborative dialogue between such interested parties and Public Works and are intended to develop recommendations as to operational practices relative to the Guemes Island Ferry operation. Such on-going meetings will be used to discuss and work toward resolving issues identified in the Work Plan. Inclusive of these meetings is the development of progress reports, updated annual Work Plans, and recommendations to the Board. It is further expected that the Public Works Director and senior management of the department will actively participate in such on-going meetings.

  Report annually to the Board during the month of April regarding the Guemes Island Ferry Fare Revenue Target Report and include fare recommendations. Report annually to the Board during the month of November regarding the Guemes Island Ferry Operations Status Report. Included in this report shall be a financial evaluation, results of the past year's Work Plan activity, and the proposed Work Plan for the coming year.

Meetings:

The public is invited to attend, observe, and participate in an orderly fashion at any Public Forum meeting.

Calendar of Events:

1st Quarter (January through March) – Public Works staff distributes to the Public the Work Plan reviewed by the Board during the previous year end. The Work Plan will include topics on which the county intends to gather public advisory input during the ensuing Work Plan year, and information as to how the public *can* provide advisory input in the topics included on the Work Plan to the County throughout the year. Public Works staff prepares a Draft Annual Ferry Fare Revenue Target Report which shall include a recommended rate schedule. Public Works staff conducts the Annual Public Forum meeting for the purpose of discussing issues and efforts included on the Work Plan and to solicit advisory input on the Draft Annual Ferry Fare Revenue Target Report.

2nd Quarter (April through June) – Public Works staff presents to the Board the Annual Ferry Fare Revenue Target Report which shall include a recommended rate schedule.

3rd Quarter (July through September) – Board may conduct a public meeting at a location deemed appropriate by the Board for the purposes of hearing advisory input as to any and all community concerns relative to the Guemes Island community. Public Works staff prepares a draft Ferry Operations Status Report regarding Guemes Island Ferry operations annual accomplishments, including progress achieved on the current Work Plan; and prepares a draft Work Plan for the upcoming year. Public Works staff conducts the second Annual Public

Forum meeting for the purpose of discussing issues and efforts included on the to solicit advisory input on the Draft Operations Status Report.

4th Quarter (October through December) – Public Works staff presents to the Board the Ferry Operations Status Report and the coming year's Draft Work Plan. Public Works staff works with the Board in the final adoption of the Ferry Division's portion of the Public Works budget for the upcoming year, and finalizes the coming year's Work Plan.

Written Communication:

Written comments or questions relative to the Guemes Island ferry operations may be submitted to:

Skagit County Director of Public Works
1800 Continental Place
Mount Vernon, WA 98273-5625

ATTACHMENT "B"

GUEMES ISLAND FERRY TICKET FARE METHODOLOGY

Purpose:

It is the desire of the Board that the County's ferry fare revenue target be calculated as a percentage of the overall system operating and maintenance costs as computed in the annual Deficit Reimbursement Report provided to the State less revenues from the Motor Vehicle Fuel Tax and State Ferry Deficit Reimbursement. In order to balance and mitigate potential large variations in year-to-year maintenance costs and revenues from the Motor Vehicle Fuel Tax and State Ferry Deficit Reimbursement, these costs and revenues will be averaged over the previous five (5) County calendar fiscal year periods.

Ferry Fare Revenue Target:

The ferry fare revenue target shall be calculated as follows:

- The ferry fare revenue target, using data from January 1st through December 31st of each calendar year, is equal to:

- The five (5) calendar year average of ferry operating and maintenance costs as computed in the prior annual deficit reimbursement reports submitted to the State. For purposes of this resolution, capital expenditures are not included in the ferry operating and maintenance costs and shall be defined as all capital expenditures defined in WAC 136-400-030 and other capital costs including financing and depreciation expenses applied to the replacement, expansion, or creation of ferry system physical elements, less

- the five (5) year average of the State Motor Vehicle Fuel Tax received by the County for operation and maintenance of the ferry system, less

- the five (5) year average of the State Ferry Deficit Reimbursement received by the County,

- the total of the above multiplied by 65%

Reporting Requirements:

Prior to April 30th of each year, Public Works shall prepare and submit a report to the Board that calculates the County's ferry fare revenue target pursuant to the above formula, and shall recommend a ferry rate schedule for the upcoming calendar year with an estimate of fare revenues based on these rates. The Draft Annual Ferry Fare Revenue Target Report shall be subject to advisory input through the Public Forum process prior to submittal to the Board. The Board shall review the report and by resolution set fare rates for the following year.