

RESOLUTION NO. _____

A Resolution Establishing the Guemes Island Ferry Operations and Performance Roundtable

Whereas, Skagit County operates the Guemes Island Ferry between Anacortes, Washington and Guemes Island; and

Whereas, it is in the mutual interests of Skagit County and Guemes Island ferry riders to have a structured process to address ferry planning, management, policy and operations needs, issues and concerns; and

Whereas, in December 2003 the Skagit County Board of Commissioners accepted the final recommendations of the "Guemes Island Ferry Schedule and Fare Task Force" that included the creation of an Operations and Performance Roundtable; and

Whereas, both Skagit County and the Guemes Island Ferry Committee have expressed a desire to develop an effective consultative, collaborative and coordinative relationship, which will in turn best serve the interests of Guemes Island Ferry riders;

Now, Therefore Be It Resolved, that the Board of County Commissioners, seeking to allow for regular and structured discussion of planning and operational issues associated with the effective operation of the Ferry hereby creates the Operations and Performance Roundtable (Roundtable).

Be It Further Resolved, that the Roundtable will be the forum for Skagit County Public Works and the Guemes Island Ferry Committee to come together and address ferry issues of mutual interest, and that these meetings are open to the public for input.

Be It Further Resolved, that the Skagit County Public Works Department and the Guemes Island Ferry Committee will have the following Roundtable responsibilities, as appended hereto as Attachment "A", and at the direction of the Skagit County Board of Commissioners.

WITNESS OUR HANDS AND THE OFFICIAL SEAL OF OUR OFFICE this 8th day
of November 2004.

**BOARD OF COUNTY
COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**



Ted W. Anderson
Ted W. Anderson, Chairman

Don Munks
Don Munks, Commissioner

Kenneth A. Dahlstedt
Kenneth A. Dahlstedt, Commissioner

ATTEST: June Giesbrecht
Clerk of the Board

Attachment "A"

ROUNDTABLE OPERATING PRINCIPLES

Purpose

The Guemes Island Ferry Roundtable is a forum for an effective consultative, collaborative and coordinative relationship between Skagit County Public Works and the Guemes Island Ferry Committee with respect to policy decisions affecting the Guemes Island Ferry service.

Roles and Responsibilities

The Skagit County Public Works Department will have the following Roundtable responsibilities:

- In collaboration with Ferry Committee members, develop an annual work plan for the Roundtable, and present it to the County Board of Commissioners on an annual basis.
- Generally meet bi-monthly with the Ferry Committee, but at a minimum, four times annually or as required, at a regularly scheduled time.
- Develop meeting agendas that encompass the issues and suggestions of the Ferry Committee, and circulate the draft meeting agenda to all Roundtable participants in advance of each meeting.
- Provide the necessary information and analysis for effective discussion of policy, operational and financial issues of concern and represent management's perspective in the resolution of these issues.
- Regularly provide the Ferry Committee with information on Ferry performance and key issues as agreed to in the Committee's working guidelines.
- Report to the County Board of Commissioners on a semi-annual basis on progress and performance in meeting the workplan objectives and elements. The fall meeting will include the financial performance evaluation.
- Assume responsibility for Roundtable meeting planning and logistics. Prepare meeting summaries. Post meeting times, locations and meeting summaries at the Ferry Terminals and on the County's web site.

The Guemes Island Ferry Committee will have the following Roundtable responsibilities:

- Meet regularly with Skagit County Public Works staff to discuss policy, operating and financial issues relating to the Guemes Island Ferry, and advise the County on the perspectives of Guemes Island ferry riders.
- Convey issues of concern and areas for improvement on behalf of islanders to the County's Public Works staff, and work collaboratively with staff in addressing those concerns.
- Serve as the County's "eyes and ears" on Guemes Island, and share information regarding Ferry issues with Islanders.
- Together with Public Works staff, brief the County Commission on Ferry Committee issues and activities on a semi-annual basis.

- Sponsor and attend community meetings on Guemes Island to share and solicit information on Ferry issues.
- The Ferry Committee will accept written concerns and recommendations from the ridership and bring them forward to the roundtable for consideration as appropriate.

Meetings

The Roundtable public participation:

- The public is invited to attend and observe the Guemes Island Ferry Committee and Public Works Roundtable working meetings.
- There will be a 15 minute public comment period set aside at the beginning of every Roundtable meeting to allow input from those members of the public in attendance.