

MEETING MINUTES

505 5th Avenue S, Suite 300, Seattle, WA 98104 | P 206.436.0515

Client: Port of Kingston
Project: 20190109 – Remote Ferry Holding Lot Feas Study
Date: November 15, 2019
RE: Partner Kick-off Meeting



1. **Introductions** – See sign-in sheet for attendees.

2. **Work Plan**

Patty walked the group through the following highlights of the Work Plan:

- The project need statement was developed during scoping.
- Project boundaries include the limits of the site.
- Project constraints include the April 2020 contract end date due to the grant limitations and the WB-62 design vehicle. GregC asked where that design vehicle came from. Patty said it was from WSF.
- The team list requires 1 additional member from Fehr & Peers, which Patty said she will add after the kickoff meeting.
- Patty asked the meeting attendees to provide contact information for any members missing from the partner agency contacts list.
- Laura told Patty to remove Lacey Gray from Table 2, as she is no longer with the Port of Kingston.
- Andy told Patty to add one more person from WSDOT. Andy will provide contact info to Patty.
- Patty explained that the survey team will update the list of utility contacts once they survey the site.
- Communications plan:
 - Patty's direct contact is the Port of Kingston, as that is Perteet's client
 - She asked all partners to cc the Port of Kingston when emailing Patty
 - External communications with the Community of Kingston will go through the Port
 - TBD if/when Community meetings will be held.
- The scope for Perteet and all subs is in the appendix.
- The schedule in Table 4 is a summary. Patty stressed that everyone needs to stick to this closely to meet the tight deadline of end of April 2020.
- Design standards:
 - Patty overviewed the list of design standards.
 - She noted that the WSF design manual was missing and that it would be added. Lee clarified that she was discussing the "Terminal Design Manual."
 - Marc asked if the Western Washington stormwater code was needed. Patty and David explained that the County standards govern.
- The QC will be done by a reviewer with knowledge of the project, but with a fresh set of eyes to catch items that the core team may have overlooked.
- Principals will likely review deliverables before they go out the door.

- Change management will be done in writing.
- Appendix C (schedule)
 - Partner meetings will be roughly every six weeks. Patty will start putting these on the calendar soon.
 - Orange bars are two-week partner review periods, which the partners need to adhere to, to meet the schedule.
 - Additional meetings are required for the traffic work in Task 3.
 - The fatal flaw analysis will be circulated via email and comments will be discussed over email.
 - Downtown alternatives proposed by the Community are not part of this scope of work
 - GregC asked for more detail. Patty said that Perteet prepared a scope of work for a mini-fatal flaw analysis of these locations.
 - GregE said that he wants concurrency from all of the partner agencies before proceeding with the additional analysis.
 - Patty noted that the traffic results will feed into the recommended configuration for the 30% plans and cost estimate.
 - The intent of Task 9 is to prepare a full document that can be used to pursue grants.

3. **Traffic Analysis**

- Brent shared Perteet's approach to traffic and ATMS modeling and what type of models are best used to do that. Perteet will use VISSIM for the project which will include every location that will have vehicles in the model. VISSIM will also produce videos of the model runs.
- Feedback on the existing condition model to confirm its representation of the current condition is critical.
- VISUM is traffic demand model type, and does not have the same capabilities of VISSIM to model traffic movements, congestion, etc.
- The PSRC model was discuss and direction was given to not use since it is not a good model for the Kingston area.
- Multiple base assumptions were discussed during the meeting:
 - The SR104 reroute is assumed to be part of the future condition.
 - Horizon year is to be determined, but may be 2040 to comply with the WSF planning efforts. In that case, Perteet will scale the 2036 TransCAD volumes by the annual growth rate between current volume counts and the 2036 projections.
 - Mandatory routing through the remote lot was discussed, but determined to not be a base assumption, but an alternative to be included in the analysis.
 - Payment location is to be determined, but for safety reasons, cash/coin money will not be collected at the remote lot. The remote lot will not include any human toll collection, but automated toll collection may be required there.
 - Passengers within vehicles are not counted leaving from Kingston. No plans to start counting passengers and that functionality does not need to be included in this analysis.
 - Coast guard limits passenger count for vehicles. Current toll booth operates use a hand counter to track number of passengers.
 - The remote lot does not need to be full autonomous, but that would be ideal.

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- Queuing on SR104 is still possible as a base assumption for the future condition, but it would be ideal to have “no” queuing if possible.
- Trucks have priority over some automobile trips onto the ferry currently due to size restrictions on loading. Van pool also currently has priority. Lanes for these uses should be considered in the remote lot layout and function.
- Perteet will use WSDOT ferry ridership projections in conjunction with the County’s TransCAD travel demand model, which is in 2036.
- Data is currently being gathered to consider a reservation system, but that is not included as a part of this study.
- David to provide Perteet with a copy of the TIA from the recent development south of the project site, which should include a count at the intersection of SR 104 and Lindvog.
- Lei said that the ferry operations budget is very tight.
- WSDOT removed the holding capacity analysis along SR 104 from the Scope prior to the RFP.
- Patty explained that the site maximum capacity can hold around 4 boatloads. For reference, the existing dock loading area can hold 2.5 boatloads.
- Lei will send a copy of the long range Ferry plan to Perteet for reference.
- In some instances where there are significant queues, WSP hands out tally/chips to cars to obtain access to the toll booth.
- Roy Deardorff may be able to provide information on ATM systems.
- Other considerations for the study include:
 - Signage should include wait times.
 - Results from this study could also include recommendations for additional traffic studies.
 - Sensitivity analysis using VISSIM.
 - Look at other “just in time” models such as Long Beach Port, Port of Tacoma, Port of Seattle.

4. Discussions

- Andy said that WSDOT will be talking to the Community at some point about the realignment of SR 104.
- Wetlands
 - Patty passed out a map of the wetland delineation.
 - She explained that the site doesn’t have any of the highest-classification wetlands that would cause significant issues for the project.
 - GregC asked what Wetland 4 is. Patty said it is only a small forest.
 - Patty noted that the new delineation has smaller wetland zones than the prior delineation.
 - David asked what would be a wetland fatal flaw. Patty said a Category 1 wetland would be a fatal flaw, but the site does not have any of those. The site only has Cat. 3 or 4 wetlands.
- GregC asked if the site had any streams. Patty said no.
- Patty passed out a document showing the locations of the test pits.
- Andy said that the funding/grant status of SR 104 will be known in January or February 2020. Construction will occur in 2023 or 2024.
- David said there is a new regional stormwater system for the County that will initiate in 2022.

MEETING ACTION ITEMS

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Action Item	Responsibility	Due Date
Send Patty new partner agency contacts	Greg I, Andy	11/18/19
Remove Lacey Gray from partner agency contacts	Patty	11/22/19
Add "Terminal Design Manual" to standards list	Patty	11/22/19
Send Perteet Lindvog traffic/Seaside TIA analysis	David	11/18/19
Send Perteet long range Ferry plan	Lee	11/18/19
Send regional stormwater facility information	Marc, David	11/18/19