



**CITY OF KIRKLAND**  
Department of Parks & Community Services  
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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## **MEMORANDUM**

**To:** David Ramsay, City Manager

**From:** Mike Metteer, Business Services Programs Manager  
Carrie Hite, Deputy Director Parks and Community Services  
Jennifer Schroder, Director Parks and Community Services

**Date:** March 4, 2010

**Subject:** Request for Proposal - Kirkland Tour Dock

## **RECOMMENDATION**

That the City Council receives a briefing on two proposals submitted to lease the south side of the tour dock in Marina Park for the purpose of conducting a boat tour business. Staff requests Council's direction on the proposals received.

## **BACKGROUND**

The City Council received a letter dated October 23, 2009 from Don Stabbert, Managing Partner of Kirkland Ferry LLC, stating that two offers had been made to purchase the MV Kirkland, and requested an exclusive lease of the south side of the Marina Park Tour Dock for the MV Kirkland to help solidify the sale. Currently the north side of the tour dock is leased to Argosy Cruises. Argosy Cruises, until recently, leased the MV Kirkland and operated its boat tours from Marina Park. Argosy Cruises will be replacing the MV Kirkland with another boat to continue its operations.

On November 17, 2009, City Council received a briefing from staff regarding the status of the MV Kirkland and discussed options of advertising a Request for Proposal to lease the south side of the tour dock in Marina Park. Council gave direction to advertise a Request for Proposal for the south side of the tour dock. This would give Stabbert with the MV Kirkland, and any other tour company an equal chance to bid on additional tour operations at the Marina Park Tour Dock.

The City of Kirkland Marina has two docks – the Marina Park dock and the 2<sup>nd</sup> Avenue South dock (located adjacent to Anthony's Homeport). Of the two docks, the Marina Park Tour Dock is the only one available for long term stays due to the boundary lines and navigable waters. Currently, the north side of the tour dock is leased to Argosy with two more years of a three year lease. Based on the terms of this lease, the City of Kirkland will receive \$20,460 in 2010. The south side of the dock has been used for "touch-and-go tours" and charters, the fee for which is charged on the length of the vessel at a rate of \$0.94 per linear foot. In 2008, there were 220 touch-and-go permits, resulting in \$11,253 in revenue for the City; in 2009, there

were 213 touch-and-go permits, resulting in \$11,571 in revenue. The Second Avenue Dock is primarily used for transient moorage, with some overflow traffic for touch and go tours.

Per Council's direction, staff issued an RFP for the south side of the tour dock in Marina Park on January 11, 2010 and received two proposals within the January 22, 2010 deadline.

The two proposals received were from:

- MV Kirkland Cruises – Don Stabbert, Managing Partner, Kirkland Ferry, LLC
- Waterways Holding Corporation – Hilton Smith, Waterways Cruises and Events

### **PROPOSALS**

**MV KIRKLAND CRUISES** – MV Kirkland Cruises is a new business proposed by Mr. Stabbert. The proposal is to operate a year-round schedule with multiple daily departures offering private charters and public themed cruises. MV Kirkland Cruises proposes to take a different approach from that of other cruise operators. Instead of the typical Lake Washington sightseeing cruise, this new company intends to take a more local and creative approach to the cruise/tour and event business emphasizing historic and educational components.

**WATERWAYS HOLDINGS** – Waterways Holdings has proposed to operate lake tours consisting of dinner cruises Thursday through Sunday evenings and lake tours between Renton and Kirkland. Lake tours would alternate departure points (either Kirkland or Renton) every other weekend; as an option, customers will have the choice to tour the lake to the alternate destination and return, or have the option of getting off and spending time in that community and return on a later boat.

A sample weekend cruise schedule follows:

<b>DEPARTURE</b>	<b>WEEK 1</b>	<b>WEEK 2</b>
10:30	Renton	Kirkland
12:00	Kirkland	Renton
1:30	Renton	Kirkland
3:00	Kirkland	Renton
4:30	Renton	Kirkland
6:00	Kirkland	Renton

### **EVALUATION OF PROPOSALS**

On February 11, 2010 the proposals were reviewed by a panel that included Ellen Miller-Wolfe, Economic Development Manager; Kirkland Downtown Association and Kirkland Chamber representatives, Doug Davis and Bonnie McLeod; and staff from the Parks and Community Services department, Jennifer Schroder, Carrie Hite and Mike Metteer.

The interview consisted of a brief presentation and questions based on the evaluation criteria included in the Request For Proposal ( RFP ), a copy of which is attached.

Both proposals were evaluated with some merits and some concerns. Please see Attachment A to review the analysis of these proposals.

Based on the information provided in the submittals to the RFP and gathered from the interviews, the evaluation panel, at the end of the process, had some concerns about each of the proposals. Some of the concerns were based on the recent economic conditions present in the community, and whether there is currently a sufficient market to sustain two boat tour companies. In addition, the panel had concerns that an additional tour operation may adversely impact parking downtown, which is already limited.

Although each submittal describes a different scope, one being an educational/historical experience and the other a destination tour (Kirkland – Renton), what is common among all three operators is they all would provide an experience on Lake Washington for either the purpose of entertaining out-of-town guests, family, business events, special events or private charter opportunities.

**Options for Council to consider:**

- 1) Direct staff to award the contract one of the two operators
- 2) Direct staff to reject the proposals

Attachment A

**Kirkland Marina Park Tour Dock  
Evaluation of Request for Proposals  
March 2010**

Evaluation Criteria	Waterways Holdings	MV Kirkland Cruises, LLC
<b>Overall Plan</b>	<ul style="list-style-type: none"> <li>• Business operations Thursday through Sundays.</li> <li>• Dinner and brunch cruises Thursday-Sunday.</li> <li>• Lake tours between Renton and Kirkland Saturday and Sunday.</li> <li>• Alternating departure points from Renton/Kirkland.</li> <li>• Attractive, well maintained boats.</li> </ul>	<ul style="list-style-type: none"> <li>• Year round schedule</li> <li>• Multiple daily departures</li> <li>• Private charter</li> <li>• Themed tours, emphasis on historical, educational components.</li> <li>• Kirkland/Eastside target market.</li> <li>• Use of MV Kirkland.</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>• Draws on both Kirkland and Renton area for tourism draw.</li> <li>• Dinner cruises, private charters, Friday escape cruises</li> <li>• Wants to work with hotels in area.</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasis on historical significance, partnering with local historians, docents and interpreters, to provide a unique appeal for tourists.</li> </ul>
<b>Community Interest</b>	<ul style="list-style-type: none"> <li>• Participate in local service groups.</li> <li>• Charitable contributions of tickets/cruises</li> </ul>	<ul style="list-style-type: none"> <li>• Support local business in purchasing.</li> <li>• Participate in local service groups.</li> <li>• Charitable contributions of tickets/cruises</li> </ul>
<b>Business Experience</b>	<ul style="list-style-type: none"> <li>• Waterways Holdings is a new business. It was formerly operating under Waterways Hospitality.</li> <li>• Operating cruises in the Seattle area for 18 years.</li> </ul>	<ul style="list-style-type: none"> <li>• MV Kirkland Cruises is a new business.</li> <li>• Owned and proposed by Salmon Bay Marine Center, in business for over 25 years.</li> <li>• Operator of MV Kirkland Cruises is proposed to be Michael Lomax, with 30 years experience developing successful cruises.</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• \$19,845.00, annually. Prorated for partial year of 2010.</li> </ul>	<ul style="list-style-type: none"> <li>• 2010: \$21,120 ( Prorated for partial year )</li> <li>• 2011: \$21,780</li> <li>• 2012: \$22,440</li> </ul>
<b>Merits</b>	<ul style="list-style-type: none"> <li>• Traffic/parking would alternate between Renton and Kirkland</li> <li>• Opportunity to bring more people into Kirkland from Renton, might bring more people in to town to shop.</li> </ul>	<ul style="list-style-type: none"> <li>• MV Kirkland has been in Kirkland 14 years, may have some local appeal to citizens.</li> <li>• Historical significance as a ferry in Washington/Oregon area.</li> <li>• Creative business plan, not offering the typical lake tour, but themed cruises.</li> </ul>
<b>Concerns</b>	<ul style="list-style-type: none"> <li>• Doesn't address parking concerns</li> <li>• Seasonal plan, not operating year round.</li> <li>• With recent economic conditions, not known whether the Kirkland Tour Dock has capacity to support two vendors, without adversely impacting both businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Doesn't address parking concerns.</li> <li>• Plans to launch business and sell. City would still need to consent to new lessee at tour dock.</li> <li>• With recent economic conditions, not known whether the Kirkland Tour Dock has capacity to support two vendors, without adversely impacting both businesses.</li> </ul>

**The City of Kirkland Parks & Community Services  
Request for Proposal (RFP)**

**Kirkland Tour Dock RFP 2010**

**I. PURPOSE OF REQUEST**

The City of Kirkland Parks & Community Services (KPCS) is accepting proposals from Commercial Tour Boat Companies interested in utilizing dock space at the Kirkland Marina for commercial tourism use. Each proposal must clearly identify the intended use and the amount of space needed for operations.

**II. RFP SELECTION PROCESS SCHEDULE**

The Department's proposed schedule for review of the RFP submittals and final selection of the Contractor is as follows:

- January 11 - RFP Packages available
- January 22 - RFP Submittal Deadline: 4:30 PM
- January 25 - 27 - Evaluation Period
- February 1 -5 - Oral interviews – If needed; optional by Department
- February 11 - Award contracts

**RFP SUBMITAL DEADLINE**

Mailed or emailed RFP Submittals must be received in the office of the Purchasing Agent no later than 4:30 PM January 22, 2010. Sealed proposals submitted by mail should be addressed to:

City of Kirkland  
Attn: Barry Scott – Tour Dock RFP  
123 5<sup>th</sup> Ave  
Kirkland, WA 98033

Emailed proposals should include "Tour Dock RFP" in the subject line and be addressed to:

[bscott@ci.kirkland.wa.us](mailto:bscott@ci.kirkland.wa.us)

### **III. RFP REQUIREMENTS**

Please note the following general requirements are mandatory to all proposals. Proposals submitted after the deadline date or lacking one or more of the following requirements will not be accepted.

- All proposals sent electronically must be sent in PDF format or as Microsoft Word documents.
- All RFP forms provided by the Department must be completed and signed by the applicant and submitted to the Department. To be evaluated, a proposal must completely answer each question in the questionnaire.
- All proposals must include the legal name of organization, firm or individual(s) submitting the RFP. Proposal must include the address of principle place of business, phone numbers and the primary contact person. The proposal must be signed by an official who is legally authorized to bind the organization including his or her signature on the Financial Page.
- The applicant must provide all references and materials required by the RFP instructions.
- If clarification is required, submit questions by e-mail to Mike Metteer, Business Services Programs Manager at [mmetteer@ci.kirkland.wa.us](mailto:mmetteer@ci.kirkland.wa.us) prior to the due date. Please allow at least one business day for responses. Questions submitted after the due date will not be answered.
- For applications not submitted electronically, three signed and completed RFP Submittals shall be mailed or delivered to the address provided before the due date and time. Incomplete proposals, proposals not on the forms provided by the Department and proposals that arrive after the due date and time will not be accepted.
- If mailed, clearly mark the exterior of the RFP package – **“2010 Kirkland Tour Dock RFP”**.
- All proposals become public records upon submittal the City of Kirkland.

#### **IV. SITE INFORMATION:**

Kirkland Tour Dock; located in Marina Park, 25 Lake Shore Plaza

The north side of the Marina Park Tour Dock is not open for bids, (*where the MV Kirkland currently moors*); the south side will be available for a proposed use.

Power and water are available.

All applicants are encouraged to visit the site prior to submitting a proposal.

Point of sale ticket booth is not provided. It will be the responsibility of the bidder to provide, obtain all necessary permits and, after the approval of design and location by KPCS, install the point of sale ticket booth at the sole expense of the bidder.

#### **V: REQUIREMENTS FROM CONTRACTOR**

If your proposal is accepted, the following will be due upon issuance of your use permit:

City of Kirkland Business License: Please be advised that you must present a current copy of a valid City of Kirkland Business license prior to being awarded an agreement.

Insurance: Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to the City executing the contract.

Compliance with law/business license: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes. Contractor must obtain City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02

## **VI. PROPOSAL EVALUATION AND SELECTION**

### **PROCESS**

A panel will review the qualified Bids and qualifications as submitted in this RFP process. The panel will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the Parks and Community Services Deputy Director regarding the award.

### **PROPOSALS**

Proposals should be prepared providing straightforward, concise descriptions of the applicants' capabilities to satisfy the requirements of the request. All proposals submitted electronically must be in either a PDF or Word document. All proposals will be evaluated based on point values where indicated below.

Applicants must designate and establish one vessel to moor at an agreed upon space of the Marina Park Tour Dock. The applicant will not moor another vessel in the same dock space designated for any amount of time unless that vessel is a for short term replacement being used to provide tours in place of the designated vessel. The applicant may elect to re-designate a different vessel to moor at the Marina dock during the month of January each year. Please provide the name of the vessel to be designated and the details of the boat (size, make of vessel, any historical significance, etc.).

Tenant improvement; list any and all desired improvements in the RFP; include items such as storage lockers, seating, additional power, additional water, security, point of sale booth, etc. It is to be understood that any modifications or improvements desired by the Bidder shall be installed at the sole expense of the Bidder and requires advance written approval from the Kirkland Parks and Community Services Department. All improvements shall become the property of the City of Kirkland upon completion of installation, provided that the contractor shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect. Any improvements that are deemed a liability for the City upon completion of a contract will be required to be removed at the term of the contract.

KPCS will evaluate and consider all proposals submitted.

## EVALUATION

- Tourism: Kirkland has become a destination place for both locals and tourists from afar to visit for a day, a week, or more; the waterfront beckons, the parks provide a cool oasis, and the charming pedestrian friendly downtown calls out to be explored. Please provide information what services you plan to offer and how your business aligns with promoting tourism.

**[20 points]**
  
- Community: It is understood that any tour boat company operating out of the Marina is a for-profit business. But, like any business in Kirkland, they are part of the community. Please list any and all community contributions and/or partnerships that your company has been able to offer service groups, associations, agencies or likewise.

**[20 points]**
  
- Accident and safety procedures. Given the situation and potential hazards on the water, it's highly possible that docking accidents may happen. Please provide your accident and safety procedures. In the event of an accident, please describe how damages caused by your vessel to the dock will be handled.
  - Although the Marina Park tour dock is a public dock the primary user of the tour dock will be responsible for routine maintenance and repairs of the tour dock. The tour dock must remain accessible at all times to the public and other vessels that utilize unassigned available space.

**[20 points]**
  
- Business experience: how long has this organization been in business; descriptions of businesses, numbers of employees. Please list at least three (3) references to support, document or verify your performance in providing vessel services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship.
  - Client references. Provide information about similar clients for whom you currently provide tour boat services.

- Business or financial references. Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

[20 points]

- Compensation: The City of Kirkland views the tour dock as a partnership; the compensation the city receives from the tour boat company is important but it is only a part of the whole package. Please detail the monthly moorage schedule to be paid to the City; this shall be a minimum of \$15.75 per foot of vessel or dock space desired, whichever is greater.
  - Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Washington State sales tax and any other applicable governmental charges.
  - Please provide a statement outlining how contractor will document and report revenues and expenditures.

[20 points]

## SELECTION

Upon completion of interviews the successful bidders will be required to sign contracts, submit business licenses and insurance requirements.

Contract will be awarded for a three year term.

The successful bidder will be expected to abide by all City of Kirkland Ordinances, Park rules, business license requirements, Public Health food service requirements and Washington State Liquor Control Board requirements.

The successful bidder understands and agrees that KPCS will only grant space by the contract, and not lease. Contract(s) will only confer permission to occupy and use the premises for described purposes. A successful bidder's expenditure of capital and /or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and / or expenditure of money thereon. KPCS will only grant successful bidders ("Contractors") an individual, revocable and non-transferable privilege of use in the premises for the concession granted.

City of Kirkland Parks & Community Services

# Response to RFP

**Kirkland Marina Park Tour Dock  
25 Lake Shore Plaza  
Kirkland, WA**

**1/22/10**

**Waterways Holdings Corporation**

(dba Waterways Cruises & Events and *Lake Washington Dining Cruises*)

205 NE Northlake Way

Seattle, WA 98105

206-223-2060

[www.waterwayscruises.com](http://www.waterwayscruises.com)

Contact: S. Hilton Smith @ 206-999-2500

# History

- Waterways Cruises & Events
  - Founded in 1992.
  - Trade name of Waterways Holdings Corporation.
- For 18 years Waterways has provided public cruises and private yacht charters on Seattle's Lakes.
- Waterways operates three luxury small passenger vessels from its HomePort on the north shore of Lake Union.
- In 2005 Waterways assumed operation of the Lakeside Event Center on the north shore of Lake Union.
- Waterfront employs, on a seasonal basis, approximately 60 employees, of which approximately 10 are "core staff" working on a year round, full-time basis for the company.

# 2009 Business

- In 2009 Waterways Cruises generated \$1,800,000 in revenue.
  - Approximately 350 cruise events
  - Approximately 90 events at the Lakeside Event Center
- Distribution of current business by customer
  - Corporate Events - 52%
  - Wedding Events - 30%
  - Social Events - 9%
  - Tour & Travel - 3%
  - School - 3%
  - Public Cruises - 3%
- Approximately 10% of 2009 business generated originated from Kirkland (Kirkland Marina Park Tour Dock & Carillon Point)

# 2010 Business

- ***New Service Locations for 2010***
  - Southport Dock in Renton
  - Kirkland Marina Park Tour Dock in Kirkland
- **Public Cruises**
  - Seattle = Approximately 100 cruises
  - Renton = approximately 170 cruises
  - Kirkland = approximately 160 cruises
- **Private Yacht Charters**
  - Approximately 250 cruises
- **Lakeside Private Events**
  - Approximately 75 events
- **Total Cruises & Events**
  - Approximately 755 cruises and events

# Proposed Operations from Kirkland

- **Kirkland's Marina Park Tour Dock**
  - Eastside HomePort for Waterways Cruises' **New** 105' *MV Mount Rainier* (105' *MV Emerald Star* until 2011)
  - Eastside docking Location for other vessels in the Waterways fleet when servicing Eastside private yacht charter customers – a continuation of past activities.
- **Cruises that will be provided by Waterways from the Marina Park Tour Dock in 2010 - 2112**
  - Public Cruises
    - *Chef's Select Dinner Cruises* (Thursday – Saturday)
    - *Weekend Brunch Cruises* (Saturday & Sunday)
    - *Homes & History Cruise Tours* (Saturday & Sunday)
    - *Friday Escape Cruises* (Friday)
    - *Sounds of the City Party Cruises* (Weekends)
    - Special Event Cruises
    - Theme Cruises
  - Private Yacht Charters
    - As scheduled by corporate, social, school and tour customers

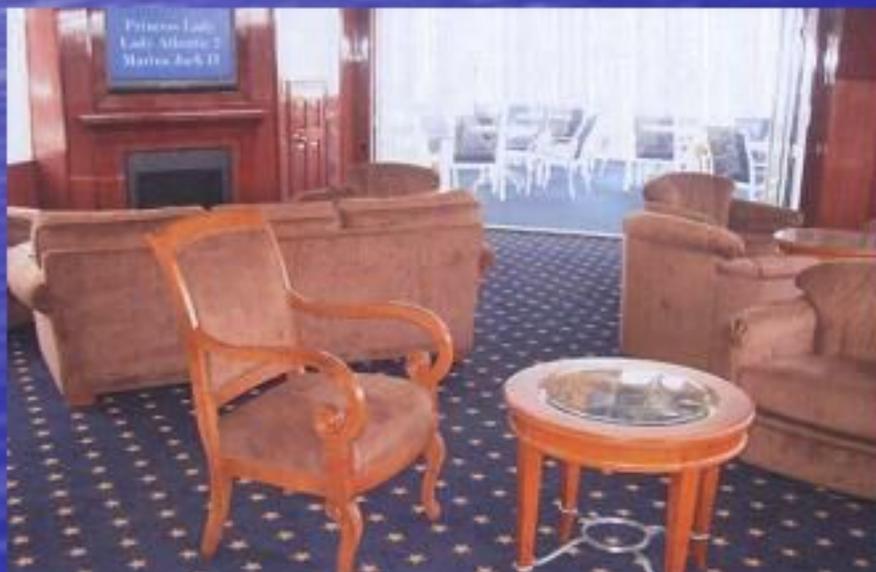
# MV Mount Rainier



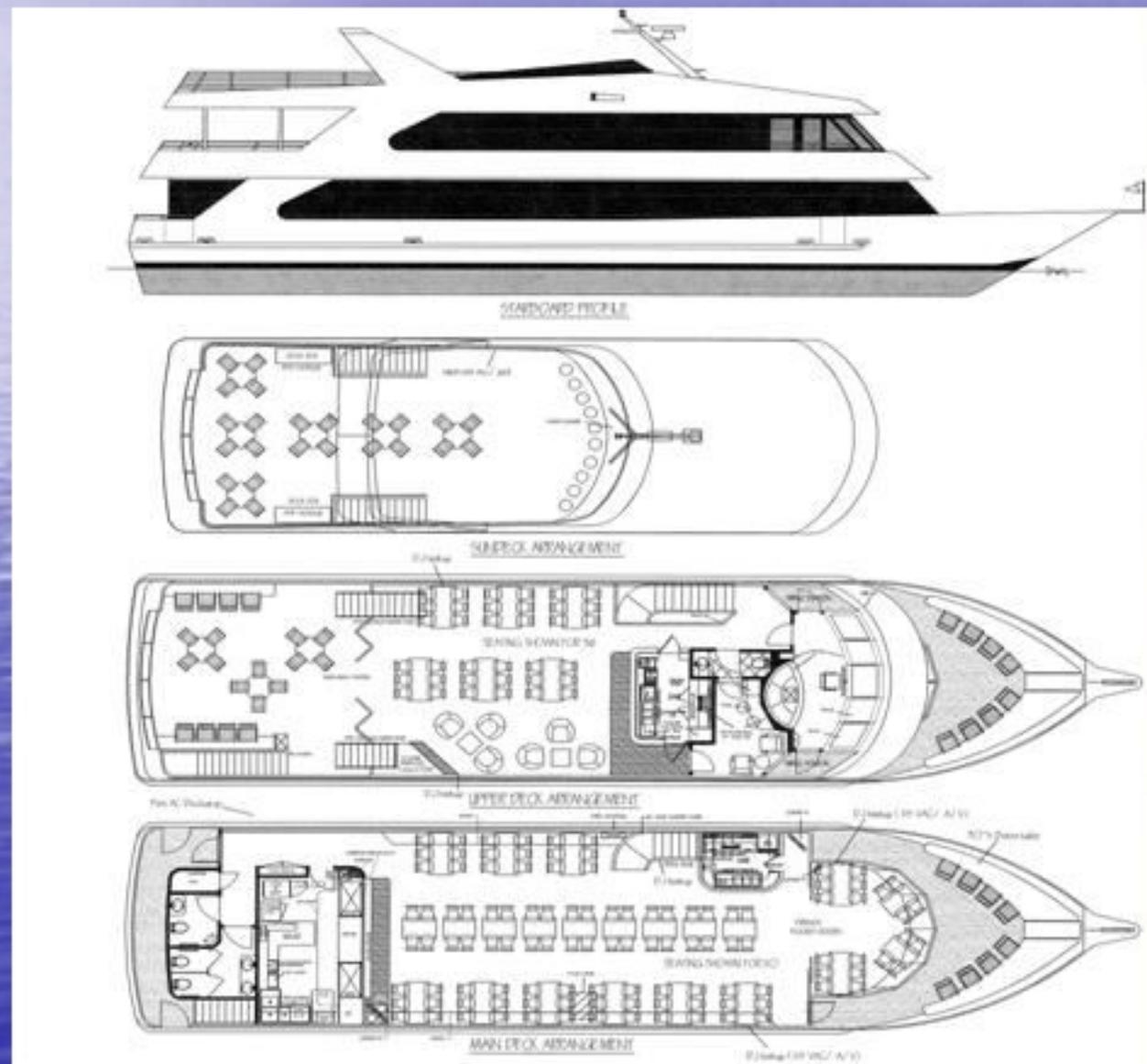
# MV Mount Rainier (continued)



# MV Mount Rainier (continued)



# MV Mount Rainier (continued)



# MV Rainier (Delivery early 2011)

- 2011 *New* Skipperliner commercial dining yacht
  - 105' x 24' three deck vessel
  - USCG certified for 150 passengers
  - Buffet & plated dinner seating for 150 passengers
  - On board, full service galley
  - Three bars
- *Dual cruise capability*
  - Simultaneous use for public cruises & private yacht charter events
- Delivery to Kirkland – January 2011
- Investment by Waterways = \$3,500,000

# MV Emerald Star (deployed in April 2010)

- 1997 Skipperliner dining yacht
  - 105' x 20' two deck vessel
  - USCG certified for 250 passengers
  - Buffet & plated dinner seating for 125 passengers
  - On board, full service galley
  - Two bars
- Deployed to Kirkland - May 2010
- Investment by Waterways = \$2,000,000

# MV Emerald Star



# MV Emerald Star (Continued)



# Benefits Waterways Cruises Brings to Kirkland

- ***New cruise opportunities for city residents & visitors***
  - *New* sightseeing cruise routes to South Lake Washington - ***NEW*** to Kirkland
  - *New* Renton originated sightseeing cruises with 3 hour stop-over in downtown Kirkland – ***NEW*** to Kirkland
  - *New* Combination Weekend Brunch and Winery Cruise Tours - ***NEW*** to Kirkland
  - Brunch cruises – ***NEW*** to Kirkland
  - Dinner cruises – ***NEW*** to Kirkland
  - Party Cruises -- ***NEW*** to Kirkland
  - Special event cruises – ***NEW*** to Kirkland
- ***NEW modern commercial yacht*** located on the Kirkland waterfront (2011)
- ***Increased revenues for the City of Kirkland***
  - Moorage rental
  - City of Kirkland's portion of retail sales tax
  - City of Kirkland parking revenues
  - Kirkland Marina Tour Dock revenues from other Waterways Cruises vessels
- ***NEW Connection to Renton and Southend***
  - Renton passengers will be able to disembark for 3 hours in Kirkland as an option with Weekend Brunch Cruise from Renton (see schedule and route configuration)

# Benefits Waterways Cruises Brings to Kirkland (continued)

- **Active marketing and sales participation and partnering with existing Kirkland retail, lodging and touristic businesses**
  - On-line hotel concierge ticketing service and commission program.
  - Periodic sales calls to all local Kirkland businesses by Waterways sales staff
  - Joint cruise marketing with local Kirkland businesses.
  - Annual Spring Showcase of the Waterways fleet at the Kirkland Tour Dock
  - Annual Fall Waterways Cruises Open-House at the Kirkland Marina Park Tour Dock
  - Membership and active participation in the Kirkland Chamber of Commerce, the Washington State Tourism Council, and other Eastside business groups by Waterways Cruises sales staff and executives
- **Increased downtown retail traffic**
  - *Increased revenues for Kirkland businesses* resulting from increased cruise tour activity
  - *Increased taxes for the City of Kirkland*

# Benefits Waterways Cruises Brings to Kirkland (continued)

- **Increased Kirkland waterfront activity**
  - Increased number of *new* public cruises offered with a *wider variety of cruise offerings* (i.e. brunch, lunch, dinner, party and sightseeing cruises)
  - More use by local residents
  - More use by tourists
  - More boating activity
- **Waterways has a “Green, Clean & Lean Initiative”**
  - Reduce diesel fuel consumption and particulate discharge
  - Reduce utility usage
  - Reduce production of waste; recycle as much waste as possible.

# Public Cruise Schedule (Kirkland) - 2010

- **Sightseeing Cruises**
  - 40 *new* sightseeing cruises (3 hours/each) from April - October
- **Dining Cruises**
  - 54 *new* weekend brunch cruises (3 hours/each) from April – October
  - 52 *new* weekday and weekend dining cruises (2.5 hours/each) from April – October
  - 11 *new* party cruises
  - 40 *new* sightseeing cruises
- **Special Events Cruises**
  - As scheduled
- **Total Public Cruises**
  - *More than 157 new* public cruises

Waterways Cruises and Events

# Lake Washington Dining Cruises

## 2010 Cruise Schedule

TOTAL	Thursday Dinner 7:00 PM	Friday Escape 5:30 PM	Friday Dinner 7:00 PM	Friday Party 10:30 PM	Saturday Brunch 10:30 & 12:00	Saturday Homes 1:30 & 3:00	Saturday Dinner 7:00 PM	Saturday Party 10:30 PM	Sunday Brunch 10:30 & 12:00	Sunday Homes 1:30 & 3:00	Special Event Cruises & Theme Cruises	
Shift Hours	5 hours		12 hours		9.5 hours		8.5 hours		9.5 hours			
May (Incl April 30)	VIP Cruise	30	30		1	1	1	1	2	2	LWCLaunch - Renton	
	VIP Cruise	7	7		8	8	8	8	9	9	LWCLaunch - Kirkland	
		13	13		14	14	14		16	16	Chquo de Mayo (Wed 5/5)	
		20	20	20	21	21	21	21	23	23	Mothers Day (Sun 5/9)	
		27	27		28	28	28		30	30	Senior Day (Wed 5/19)	
June	3	4	4		5	5	5		6	6		
	10	11	11	11	12	12	12	12	13	13		
	17	18	18		19	19	19		20	20	Father's Day (Sun 6/20)	
	24	25	25		26	26	26		27	27	Senior Day (Wed 6/23)	
July	1	2	2	2	3	3	3	3	4	4	July 4 Fireworks (Sun 7/4)	
	8	9	9		10	10	10		11	11		
	15	16	16		17	17	17		18	18	Senior Day (Wed 7/14)	
	22	23	23	23	24	24	24	24	25	25		
	29	30	30		31	31	31					
August	5	6	6	6	7	7	7	7	8	8	Meet the Fleet (Thu 8/4)	
	12	13	13		14	14	14		15	15	Blue Angels (Thu-Fri 8/5-6)	
	19	20	20	20	21	21	21	21	22	22	Seafair Races (Sat-Sun 8/7-8)	
	26	27	27		28	28	28		29	29	Senior Day (Wed 8/18)	
September	2	3	3	3	4	4	4	4	5	5	Husky Football (2)	
	9	10	10		11	11	11		12	12		
	16	17	17	17	18	18	18	18	19	19	Senior Day (Wed 9/15)	
	23	24	24		25	25	25		26	26		
	30											
October	7	8	8	1	2	2	2	2	3	3		
	14	15	15	15	16	16	16	16	17	17	Husky Football (2)	
	21	22	22		23	23	23		24	24	Senior Day (Wed 10/13)	
	28	29	29	29	30	30	30	30	31	31	Halloween (Sun 10/31)	
May - October	336	24	26	26	11	54	40	26	13	54	40	22
Renton	170	12	12	13	3	27	20	13	10	27	20	13
Kirkland	159	12	14	13	8	27	20	13	3	27	20	2
Seattle	7											7

75 Boarding in Renton

66 Boarding in Kirkland

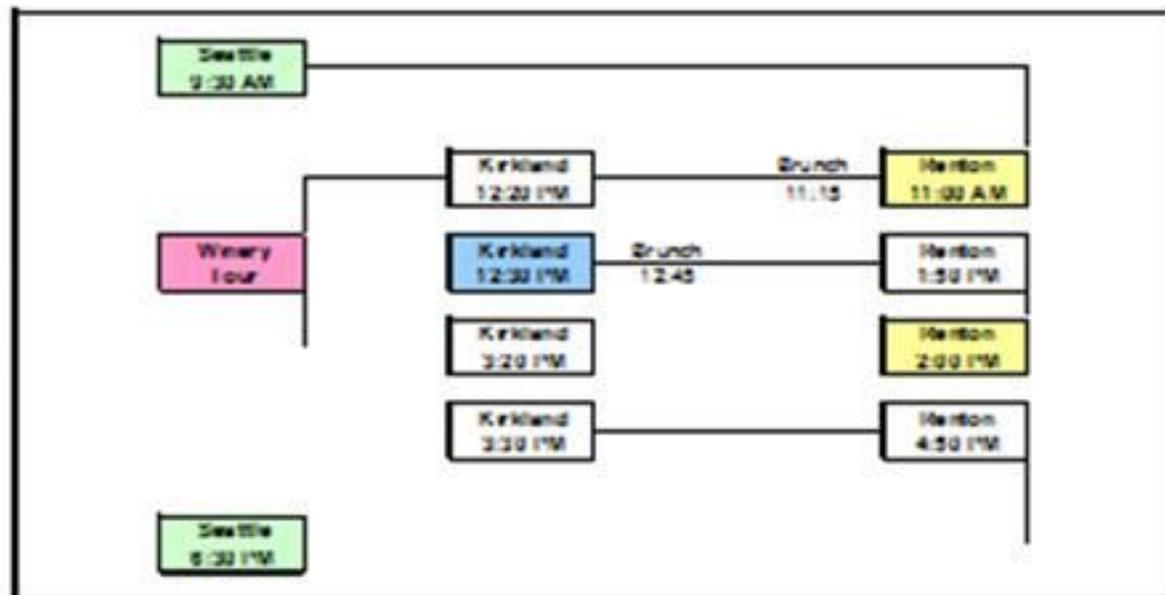
432 Boarding in Kirkland & Renton

336 Total Number of Cruises

7 Boarding in Seattle

# Lake Washington Dining Cruises

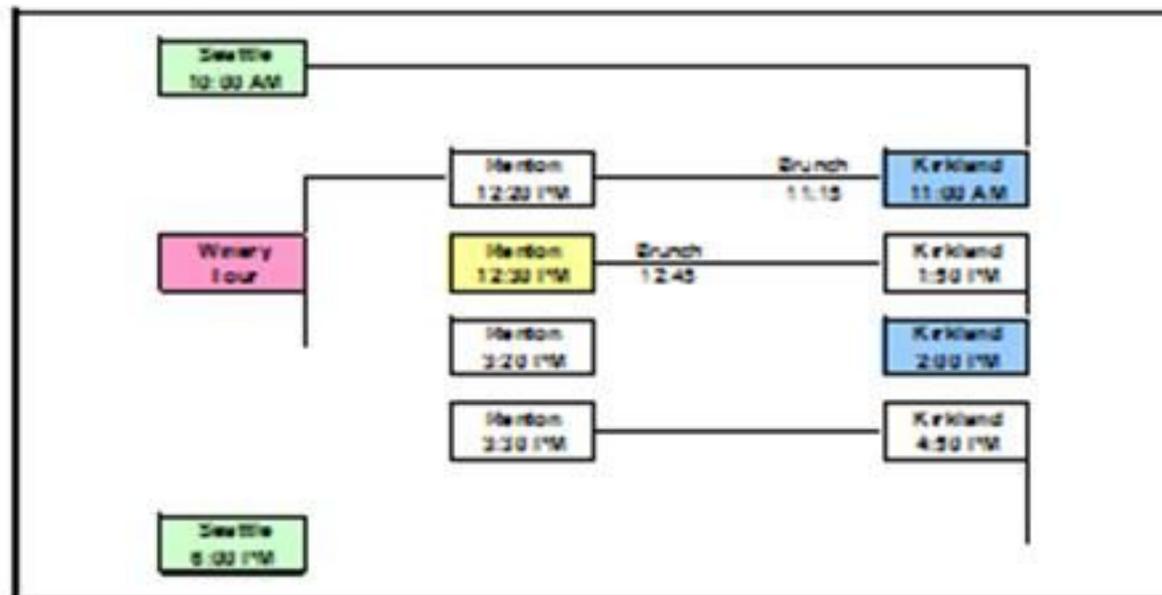
Sunday Schedule - First Departure From Renton



Boarding in Renton      Boarding in Kirkland

# Lake Washington Dining Cruises

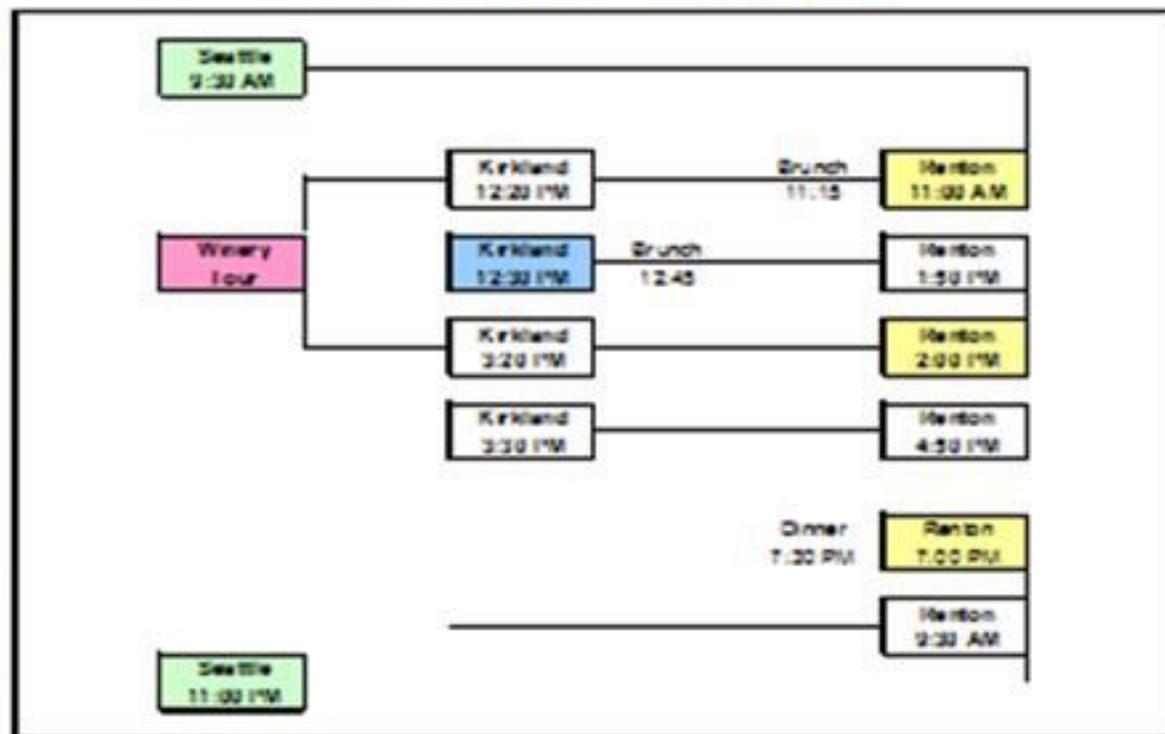
Sunday Schedule - First Departure From Kirkland



Boarding in Renton      Boarding in Kirkland

# Lake Washington Dining Cruises

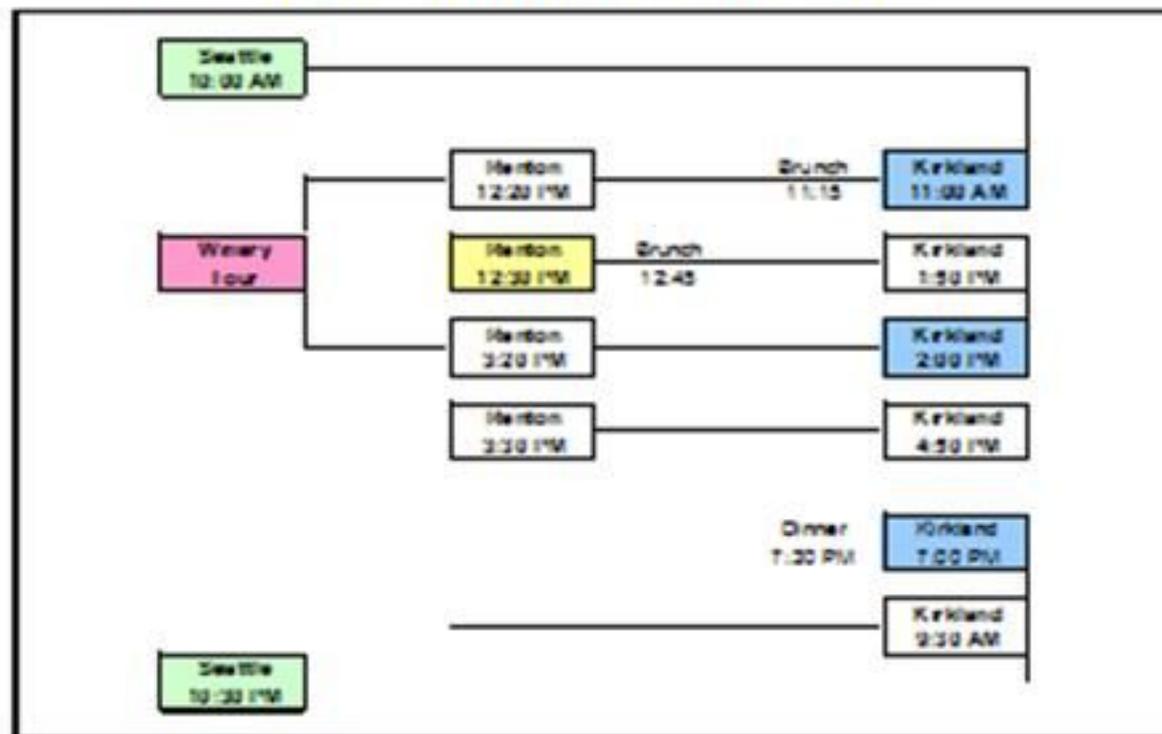
Saturday Schedule - First Departure From Renton



Boarding in Renton      Boarding in Kirkland

# Lake Washington Dining Cruises

Saturday Schedule - First Departure From Kirkland



Boarding in Renton      Boarding in Kirkland

# Operations Plan -2010

- **Start of Operations** – May 6, 2009
- **Public Cruises**
  - More than 157 *new* cruises per year
- **Private Yacht Charters**
  - Approximately 75 cruises/year

# Passengers (each year)

- **Public Cruises**

- Sightseeing cruises = 2,000 *new* passengers
- Brunch cruises = 2,500 *new* passengers
- Dinner cruises = 2,500 *new* passengers
- Party Cruises = 1,500 *new* passengers
- Special events cruises = 1,000 *new* passengers
- Total public cruise passengers = 9,500 *new* passengers

- **Private Yacht Charters**

- 75 cruise events = 4,500 passengers

- **Total Passengers**

- 14,000 passengers

# Revenues (each year)

- **Public Cruise Revenues**
  - Sightseeing cruises = \$65,000
  - Bruch cruises = \$100,000
  - Dinner cruises = \$175,000
  - Party Cruises = \$60,000
  - Special event cruises = \$65,000
  - Total Public Cruise Revenues = \$465,000
- **Private Yacht Charter Revenue**
  - Private yacht charters = \$375,000
- **Total Revenues**
  - Total Cruise Revenues = \$830,000

# Direct Economic Benefits for City of Kirkland (each year)

- **Monthly Dock Rental** = \$1,653.75/month  
(\$15.75/LF) beginning 5/1/10
- **Estimated parking revenues** = estimated at  
\$5,000/year
- **Estimated sales tax receipts** = \$55,000/year
  - Portion Allocated to the City of Kirkland =  
\$14,500/year
- **Total benefits to City of Kirkland in 2009** =  
\$39,000+

# Community Outreach

- **Donations to Community Based Organizations**

- Waterways principal owner is active in the Puget Sound educational and religious community:
  - Served on the Mercer Island School Board
  - Served on the Board of Trustees of University Preparatory School, Seattle, WA
  - Served on the Board of Trustees of Saint Martin's University, Lacey, WA
  - Serves as a faculty member in the MBA program at Saint Martin's University
  - Serves as the real estate advisor to Saint Martin's Abbey
- Waterways donates its facilities and vessels annually, free of charge, to over 15 charitable causes, primarily in support of local and regional educational institutions and cancer prevention/research organizations.

- **Discount Programs**

- Waterways offers discounts on its public cruises to all seniors and military personnel.
- Waterways offers heavily discounted cruises for high school graduation parties to keep teenagers safe on the riskiest night of their life.

# Community Outreach (continued)

- **Purchasing Programs**

- Waterways has a “Buy Northwest” preferential purchasing policy focusing on purchasing locally produced food and beverage products.
- Waterways has a “Buy from Small Business” preferential purchasing policy supporting other local and regional small businesses.

- **Community Based Hiring Policies**

- Waterways actively recruits students at local colleges to provide employment support for students paying for their own education.
- Waterways actively recruits and employs minority employees:
  - Over 25% of Waterways employees are from African-American, Hispanic, and Asian cultures.
- Waterways actively recruits and employs women employees:
  - Over 50% of Waterways employees are women.
  - Over 50% of Waterways management employees are women.
- Waterways employs senior citizens.
- Waterways has a “drug free” employment policy:
  - All employees must pass a pre-employment drug test.
  - All employees are drug tested randomly in a USCG approved drug testing program.
  - Any employee found violating the “drug free” policy is immediately terminated.

# Community Outreach (continued)

- **Green, Clean & Lean Initiative**

- Waterways is currently working with the City of Seattle and local utility and service providers to reduce its carbon foot print:
  - Reduce the amount of garbage generated by its operations.
  - Recycle paper, food, and oil waste.
  - Reduce electrical power, natural gas and water usage.
- Waterways recently reduced its diesel fuel consumption by 20% and will be reducing it further in 2010 after approval by the USCG of a change in operational policies:
  - Operating at slower vessel speeds results in significant reduction in diesel fuel consumption and generation of diesel particulate
  - Operating vessels underway on one engine in conditions where such operation does not compromise operational safety.
  - Using low carbon diesel fuel and fuel additives that reduce fuel consumption and diesel particulate discharge.

# Kirkland Docking Requirements

- **Kirkland Marina Park Tour Dock, Kirkland, WA**
  - **Location of moorage area** - westerly 105' of the existing dock frontage, south side of the dock.
  - **Electrical power** – City of Kirkland installation including dock lighting and kiosk.
  - **Water** – City of Kirkland installation.
  - **Sewerage** – use of existing pump-out facility located on the Second Avenue Dock.
  - **Dock lighting** - adequate for passenger access to leased dock area, boarding and security 24/7
  - **Secured area** – not required.

# Proposed Contract Terms

- **Moorage**

- Exclusive use of 105' of moorage located on the west end of the south side of the Kirkland Marina Park Tour Dock.

- **Initial term of contract** - 3 years

- Options to extend lease under mutually agreeable terms (if available) - Three terms of 3 years each

- **Per month moorage rental** - \$1,653.75 per month

- **Contract initiation date**

- 5/1/10

- **Utilities**

- Electricity and water provided on the dock by the City of Kirkland with the service cost to be paid for by Waterways Cruises.

# Proposed Contract Terms

(continued)

- **Landlord Improvements**

- Refurbish/upgrade existing 50 amp metered electrical and phone service to shed/kiosk.
- Install 100 amp metered electrical service to moorage location.
- Install 60 psi of water service to dock and shed/kiosk
- Access to existing sewerage pump-out on the Second Avenue Dock as needed.
- Dock lighting adequate for passenger access to occupied dock area, boarding and security 24/7.

# Proposed Contract Terms

(continued)

- **Payment for Landlord Improvements**
  - City of Kirkland to provide, electrical power, water, sewerage access and dock lighting at their cost.

# Proposed Contract Terms

(continued)

- **Tenant Improvements** (at Waterways sole cost)
  - **Portable shed/ticket kiosk** (approximately 6'x18') to be located at east end of dock – design/location to be approved by the City of Kirkland
  - **Customer waiting area** located at west end of dock to include seating for customers - design/location to be approved by the City of Kirkland
  - **Signage** (described in following section)
  - **Seasonal tent at the west end of the dock** - design/location to be approved by the City of Kirkland

# Proposed Contract Terms

(continued)

- **Public access area**
  - Dock east of park.
- **Private access areas**
  - Vessels - Waterways passengers and employees only
  - Operations “shed” and ticket booth – Waterways employees only

# Proposed Contract Terms

(continued)

- **Signage** (at Waterways sole cost)
  - “A-board” signage on Second Avenue to east of dock
  - “Banner” signage on the dock (similar to that located at Waterways Seattle HomePort)
  - Vinyl covered canopy (similar to that located at Waterways Seattle HomePort) with Waterways logo facing east and west
  - Appropriate signage on shed/ticket kiosk located at east end of dock

# Business References

## **Skipperliner Industries, Inc** - Vessel Manufacturer

Mr. Noel Jordan. President  
Skipperliner Industries, Inc.  
127 Marine Drive  
La Crosse, WI 54603

Cell 608-304-6635  
Fax 608-784-7778  
E-mail [jordann@skipperliner.com](mailto:jordann@skipperliner.com)

# **Business References** (continued)

## **US Foods– Food Supplier**

John Sutley

U.S. Foodservice

2204 70th Avenue East, Suite 100  
Fife, WA 98424-3600

Phone: 253.620.9000 or 800.572.3810

## **Additional Business References** (information available upon request)

Select Credit – equipment leasing

Fisheries Supply – marine supplies

Alaska Distributors – beer & wine supplier

Tomlinson Linen – linen service

Morrison's North Star Marine – diesel fuel supplier

# Customer References

## **Washington State Hospital Association – Customer**

Randy Revelle, Senior Vice President  
Washington State Hospital Association  
300 Elliott Avenue West  
Suite 300  
Seattle, WA 98119

Phone 206-281-7211  
Fax 206-283-6122

## **Microsoft – Customer**

Jillian McLain  
1 Microsoft Way  
Redmond, WA 98052

Phone 425-705-8257  
E-mail [jillianm@microsoft.com](mailto:jillianm@microsoft.com)

# Customer References (continued)

## **Seattle Hospitality - Customer**

Carol Riddle  
Seattle Hospitality  
1000 Dexter Avenue N.  
Seattle, WA 09109

Phone 206-270-3422

E-mail [carol@seattlehospitality.com](mailto:carol@seattlehospitality.com)

## **Additional Business References** (information available upon request)

- Gates Foundation
- Microsoft
- Polygon Development
- Russell Investments
- Boeing
- Grad Nights
- Tauck World Discovery Tours
- University of Washington

# Safety

- **Safety Management**

- Safety and Risk Management is a key factor in Waterways Cruises' passenger vessel operations.
- Waterways' Senior Captain is in charge of all safety related issues and crew training programs
- Waterways' vessels are inspected, maintained and operated under the strict supervision of the US Coast Guard.
- Vessels are operated at all times by US Coast Guard licensed, supervised and regulated master mariners.
- Waterways is a long-standing member of the Passenger Vessel Association and participates in all safety education and training developed and provided by PVA.
- All Waterways vessels are equipped with USCG required safety equipment.
- All vessels have direct radio and cell phone contact with all local emergency services at all times.
- All safety incidents are reported, as required, to the USCG.
- All Waterways vessels are operated in accordance with Waterways Cruises' Safety Management Manual.

# Safety (continued)

- **Crew Safety Training**

- All vessel crew employed by Waterways must pass a pre-employment drug test and are drug tested on a continual random basis under a USCG approved drug testing program.
- All vessel crew undergo new employee safety training, and continual retraining, including training in firefighting; preventing trips and falls; personal safety for the crew member; line handling; and the use of life saving equipment. These training programs and exercises are monitored by the USCG.
- All vessel crew, other than the vessel captain, hold local and state food handler and bartender permits and licenses; have participated in the qualification training to obtain these permits and licenses; and continually undergo company sponsored re-training in safe food and beverage handling.
- A majority of each vessel crew have undergone CPR and First Aid training.
- Crew training and re-training is a continual as well as a periodic activity at Waterways Cruises.

# **Safety** (continued)

- **Safety Record**

- Waterways Cruises has an enviable record of safety.
- No passengers have been seriously injured in 17 years of operation.
- No crew members have been seriously injured.
- There have been no serious safety incidents involving Waterways vessels in its 17 year history of operation

# Security

- **Vessel Security Plan**

- Waterways Cruises operates its vessels subject to the Marine Transportation Security Act (MTSA), as administered by the USCG and Department of Homeland Security.
- The USCG officially designated the *PVA Industry Standard for Security of Passenger Vessels and Small Passenger Vessels and their Facilities* as an approved Alternative Security Program required under the MTSA.
- Since 2002 Waterways Cruises has used the *PVA Industry Standard for Security of Passenger Vessels and Small Passenger Vessels and their Facilities* as its Vessel and Facility Security Plan.
- This Vessel and Facility Security Plan is monitored by the USCG and the Department of Homeland Security on an annual and random basis.

# Security (continued)

- **Crew Security Training**

- Crew training on security is administered on an ongoing and periodic basis.
- The *Security System Awareness for Passenger Vessels* course developed by the National Transit Institute and the PVA Safety and Security Committee is given to vessel crew on an annual basis each spring.

- **Vessel and Dock Security**

- Waterways will immediately report any security breaches of the vessel or any secured dock area to local law enforcement agencies.

# Dock Damage & Repairs

- **Minor Repairs to the Kirkland Marina Park Tour Dock**
  - Minor repairs will be completed by Waterways personnel or third party vendors
- **Damage to Kirkland Marina Park Tour Dock**
  - Damages to the dock which result from use by Waterways Cruises will be covered by Waterways' insurance carrier with the deductible covered by Waterways.
  - Waterways' Senior Captain is the liaison to the City of Kirkland, the USCG and our insurance carrier for handling all damage and other incidents
  - All damage incidents will be reported to the City of Kirkland within 24 hours of occurrence, including a full description of the damage, the anticipated cost to repair and proposed repair schedule.
  - All major damage repairs will be permitted in the normal course by the City of Kirkland and shall be in full compliance with all federal, state and local jurisdictions having jurisdiction over the Kirkland waterfront.

# Documentation & Reporting

- **Payment of Contract Compensation**
  - Moorage charge will be paid monthly in advance.
- **Kirkland Tour Dock Activity Report**
  - Quarterly report to be prepared by Waterways
  - Report to include the following information.
    - Number of cruises originating from the Kirkland Tour Dock - all vessels; by vessel.
    - Number of passengers boarding at Kirkland – public cruises & private yacht charters - all vessels; by vessel.
    - Revenues generated by all vessels using the dock – public cruises & private yacht charters.
    - Sales tax revenue generated by all vessels using the Kirkland Tour Dock.
    - B & O taxes generated by Waterways use of the Kirkland Tour Dock.
    - Expenses of operating the Waterways HomePort at the Kirkland Tour Dock.

# Additional Information

- **Passenger Vessel Association**

- Waterways Cruises has been an active member in good standing of the Passenger Vessel Association ([www.passengervessel.com](http://www.passengervessel.com)) for 17 years.

- **Insurance**

- Waterways is a participant in the *Passenger Vessel Association Endorsed Insurance Program*.
- \$2,000,000 liability insurance; vessel hull insurance; dock insurance; etc.

- **Accident, Safety & Security Procedures**

- Waterways is a PVA participant/signatory to the USCG approved Security Plan - *Industry Standard for Security of Passenger Vessels and Small Passenger Vessels and their Facilities*

# Additional Information

(continued)

- **Legal name**
  - Waterways Holdings Corporation
- **Trade names**
  - Waterways Cruises and Events
  - *Lake Washington Dining Cruises*
  - Lakeside Event Center
  - CaterArts Catering
- **Tenant contact**

S. Hilton Smith, President  
Waterways Holdings Corporation  
205 NE Northlake Way  
Suite 240  
Seattle, WA 98105

Cell 206-999-2500  
Fax 206-223-2066  
E-mail [hiltonmail@aol.com](mailto:hiltonmail@aol.com)

*For additional information contact:*

**S. Hilton Smith**

**Waterways Holdings Corporation**

**Waterways Cruises & Events**

*Lake Washington Dining Cruises*

**206-999-2500**

**hiltonmail@aol.com**



January 22, 2010

City of Kirkland  
Attn: Barry Scott – Tour Dock RFP  
123 5<sup>th</sup> Ave  
Kirkland, WA 98033

RE: Tour Dock RFP 2010

Dear Mr. Scott:

We are pleased to submit this proposal to operate the historic ferry MV Kirkland from the Marine Park Tour Dock. We are submitting our proposal for consideration by the City of Kirkland Parks & Community Services (KPCS) to utilize dock space at the Kirkland Marina for commercial tourism use.

Pending the necessary permits and approvals required for the new *MV Kirkland Cruises* vessel operations from the Marina Park Tour Dock, we expect scheduled and charter cruise services to begin around April, 2010. The company anticipates operating on an almost year-round schedule ranging from 5 to 7 days a week, with multiple daily departures offering private charter and public themed cruises. MV Kirkland Cruises will take a different approach from that of other cruise operators. Instead of the typical Lake Washington sightseeing cruise of Bill Gates house, our company intends to take a more local and creative approach to the new *MV Kirkland Cruises* cruise / tour and event business, emphasizing historic and educational components and materials.

The vessel we would be operating from the Marina Park Tour Dock is the MV Kirkland. She is a historic vessel launched in Astoria, Oregon in 1924. She measures 110' long, has a 36' beam, and draws 6' in depth. The MV Kirkland has been in continuous service for the last 86 years and has many years of service still left in her. For her entire career she has operated as a ferry and tour boat and has developed a loyal following in Kirkland in her last 14 years of operation there. She also saw service during WWII as a mine layer across the mouth of the Columbia River. The MV Kirkland was added to the National Register of Historic Places in 1997 under her original name The Tourist II. She is a vessel with a wealth of history, character, and charm that is very much in keeping with the character of downtown Kirkland. For additional information about the MV Kirkland, please see the attached historical summary.

We are requesting to lease 110' of dock space on the south side of the Marina Park Tour Dock. Infrastructure requirements beyond what is already available are expected to be modest. We would want the option of installing a Ticketing / Operations booth / facility near the dock and similar to that of Argosy's ticketing booth. On the south side of the pier we would need to install steel mooring knees with UHMW wear surfaces for the vessel to bear similar to what is installed on the north side of the pier. On those mooring knees we would also incorporate mooring cleats and bollards for securing mooring

lines. It is our understanding that a power pedestal with 100 amps of 240 volt single phase electricity and a ¾ inch water connection will be provided by the city for the use of the mooring tenant on the south side of the Tour Dock. This base power and water connection is sufficient for our needs. We also anticipate installing either on the pier near the boarding ladder, or at a point of sale ticket booth near the base of the pier, a public information board describing the history of the MV Kirkland and her long career in and around Washington, Oregon, Puget Sound, and Lake Washington. This information would tie in with the City's own information on display about Marina Park being the historic site of the Kirkland ferry dock and help to emphasize the connection to the location and the past.

Below are the salient evaluations that the panel has requested the applicants address:

### **Tourism:**

The company's primary market focus will be in building its tour and private charter business from surrounding communities and businesses most of which are within a 10 to 15 mile radius from Kirkland. Lake Washington's growing 'eastside' business sector, the growing demand for 'closer to home' tourism experiences ("StayCations") and the focus of packaged tour operators and the cruise industry in bringing vacationers to Seattle are key sources of business.

The company's vision and intention for the business, knowing well the focus and past activities of Argosy Cruises and other vessel operators in the region, is to attract individual and group clientele to our Kirkland based cruises from the eastside communities around Lake Washington. The approximate 15-mile length of territory running north to south and the occupying communities hold a significant population base and more than enough to drive the company's business initiatives. As an example, the City of Renton supported the now defunct *Washington Dinner Train* for many years bringing over 100,000 riders annually to the area.

A number of unique public cruises and program elements are planned, including incorporating the rich, mostly untold history of the region, entertainment themes, family and children programs, educational events, Lifelong Learning Programs for seniors, and much more. Hosted by volunteer docents, historians and entertainers, thematically and creatively designed themed cruise and land based tours will be offered depicting the rich 100-year history of the eastside of Lake Washington. These 'points of difference' will capitalize on the range of popular tourism, social interests and group meeting activities up to this point not available in the region.

In addition to the quality of the tours, charters and events we would host on the MV Kirkland, the vessel itself is a draw to those who appreciate the Pacific Northwest maritime history and traditions. The MV Kirkland is on the national historic register (under its original name the Tourist II) and has been in continuous operation in the Northwest since her launching from the Astoria Shipyard in 1924. With the exception of the Virginia V, there is no other vessel operating in and around Seattle that can match her history, charm and character.

### **Community:**

Work would begin immediately once the dock and moorage rights are approved by the City of Kirkland Parks & Community Services, to execute a business plan designed to create a new and distinctive cruise/tour operation from the Marina Park Dock in Kirkland. The new operating company for the MV Kirkland, to be named *MV Kirkland Cruises*, expects to initiate working relationships with a variety of public and private entities within the City of Kirkland, and surrounding areas, each intended to benefit

the community, local businesses and the cruise operation. Our positioning of the *MV Kirkland* this spring is not directly intended to either conflict with nor directly compete with any other vessel operator.

We recognize as a high priority the value in immediately creating a direct relationship with the Kirkland business community and various other public and private entities. This effort will help the company in its sales as well as increase the overall tourism and downtown business activity. A major focus and objective of the *MV Kirkland Cruises* operating company, in contrast with the existing Seattle based cruise vessel operators, will be to establish and operate the company from a location in the City of Kirkland.

The new *MV Kirkland Cruises*, once in operation will stand-out as a distinctive and appealing tourism icon for the community of Kirkland and those interested in visiting the region. With an interest in emphasizing the region's numerous visitor attractions, in addition to our own cruise programs, the company will cross-promote its public tour and private charter cruise packages with other local tourism attractions. This will be done through the company's web-site and other marketing venues in development.

Ongoing community involvement will play a major role in building our public and private charter cruise business. With an interest in benefitting from certain operating efficiencies, a range of onboard amenities and services will be provided by third party contractors. This may include partnerships with local caterers, food service wholesalers, entertainers, florists and a variety of other small merchants with the ability to provide needed contractor services. The company will further align itself with eastside hotels, restaurants and event planners with the intention of having them provide other onboard services to *MV Kirkland Cruises*. As an adjunct to its cruise business the company intends to work towards adding a packaged tour operation, intended to promote and sell other non-cruise regional attractions.

The company's management understands the value of being a part of the business community in Kirkland and intends to work closely with various organizations to support their causes. This includes working to help advance the City Managers economic development efforts, including the "*Explore Kirkland*" campaign and collaborating with the Lodging Tax Advisory Committee's (LTAC) in their efforts. A unique aspect of the cruise programs will be a series of creatively developed regional historical and cultural onboard interpretive programs, illustrating a 100 Year History of the region. *MV Kirkland Cruises* will seek out support from the *Kirkland Cultural Council* and *Kirkland Heritage Society* in the development of the programs and staffing with Docents and historians.

### **Accident and safety procedures**

The company and its management are experienced in developing and executing formal marine management plans, each of which support USCG requirements and all regional and federal regulators. A summary of Marine Management Activities and Disciplines is as follows:

- Ongoing Planned Maintenance Schedules
- Application of Engineering Management System (EMS)
- Unscheduled and Preventative Maintenance Programs
- USCG Repair Requests
- Condition Reports

- Equipment Management
- System Implementation
- Crew safety training (Emergency First Aid and Fire Fighting)
- Annual Vessel Inspections
- Hazardous Material Handling
- For more detailed information on the MV Kirkland accident and safety procedures, please see the attached vessel and facilities maintenance plan.

The above referenced procedures and training go a long way to preventing or mitigating any damage from occurring. In addition, the mooring knees proposed in the tenant improvements section will provide a low friction mooring surface and distribute vessel loads over a greater area of the wood pier to minimize wear and tear on the pier structure. However, in the event of an accident causing damage to the pier, we would undertake to repair the structure in a professional and workmanlike manner as quickly as possible while obtaining all required permits from the City, State, and Federal permitting agencies. In the event of a spill or releases of hazardous materials or liquids, we would deploy on board containment booms and absorption materials, call our environmental response contractor, and notify the Coast Guard and DOE. From that point all cleanup would be handled in accordance to the regulatory requirements.

#### **Business Experience:**

The newly formed *MV Kirkland Cruises* operating company is planned with the support of the Don Stabbert organization. The Stabberts are partial owners in the MV Kirkland ferry and experienced marine facility and vessel managers. The new operation will be headed by Brooke Stabbert. The Stabbert family and their related companies bring financial support for the project and an expert knowledge gained from operating a variety of vessels in local and international waters for multiple generations. The Stabbert family companies are aimed at supplying vessel moorage, maintenance, management, and support services to virtually every aspect of the marine industry. Whether building moorage and shipyard facilities, refitting and retasking vessel platforms such as the MV Kirkland, or providing services directed to luxurious super yachts, the Stabberts are experts in the field. Brooke Stabbert is third generation commercial maritime, former USCG licensed merchant marine ship's engineer, with a master's degree in business and finance from the Kellogg School of Management. To add to this considerable experience and run day to day operation of the new *MV Kirkland Cruises*, the company is in discussions with an accomplished cruise and tour executive with 20 years of entrepreneurial expertise in designing, launching and operating smaller tourism based cruise lines and hospitality oriented companies. While the operating company *MV Kirkland Cruises* will be new, the experience and backing behind is not. There are two additional in office staff to run marketing and reservations and we will hire a new captain/marine superintendant to run the vessel with two deck hands.

The MV Kirkland was purchased and refit in 1995 and since then has been chartered to Argosy Cruises. During the past 13 years Don Stabbert been responsible for maintaining the vessel hull and overseeing haul outs and repairs and have done so successfully. Unfortunately, we are in dispute with Argosy regarding their obligations to maintain the vessel and it is not appropriate to list them as a reference as

a tour boat client. We can provide multiple references of our abilities as skilled marine business and vessel operators and have done so below.

References:

1. Paul Wilcox  
Waterfront Construction  
205 NE Northlake Way, #230  
Seattle, WA 98105  
(206) 548-9800 ph  
(206) 548-1022 fax  
We have worked with Paul and his company to build and maintain the Kirkland Homeport Marina and the Salmon Bay Marine Center.
  
2. Rich Haynie  
Rich Haynie Insurance  
2 Nickerson Street, Suite 302  
Seattle, WA 98109  
(206) 634-1770 ph  
(206) 634-1787 fax  
Rich is our marine insurance provider.
  
3. Don Cummings  
Elite Electrical  
P.O. Box 29165  
Bellingham, WA 98228-1165  
(360) 647-8050 ph  
(360) 647-0050 fax  
Don owns Elite Electrical, a marine electrical contractor who has worked for us on numerous marine projects.
  
4. Patsy Mallory  
US Bank Private Client Group  
10800 N.E. 8th St, Suite 500  
Bellevue, WA 98004  
(425) 450-5677 ph  
(425) 450-5690 fax  
Patsy is our banker.

5. Frank Firmani  
Charter Construction  
2400 NW 80th. St. #162  
Seattle, WA. 98117  
(206) 706-3010 ph  
(206) 382-0450 fax  
Frank's company Charter worked with us to build the Salmon Bay Marine Center.

6. Craig Hatton  
Hatton Marine  
4735 Shilshole Ave NW, Bld A  
Seattle, WA 98107  
(206) 283-5501 ph  
(206) 283-5639 tax  
Craig Hatton is the owner of Hatton Marine and has worked on many of our vessels.

**Compensation:**

We propose to lease a 110 foot section of the Marina Park Tour Dock for a period of three years. For the first year we propose to pay \$16.00 per foot per month for a total payment of \$1,760.00 plus electrical use billed by the kilowatt hour. Electrical use shall be metered separately and rates shall be equal to the same rate the city of Kirkland is billed per kilowatt hour plus an administrative fee for processing the bill. For the second year of operation we propose a moorage rate of \$16.50 per foot per month plus utilities. The third year would be \$17.00 per foot per month.

The operational revenues and expenditures will be recorded in the Company's books of record which are maintained on the cash basis recognizing revenue and expenses at the time physical cash is actually received or paid out. The company files annually both the Federal Tax Form 1065 and the Washington State Excise Tax Return. The company will also file any reports of revenues and expenditures required under its Kirkland business license.

Thank you for considering our proposal. Please do not hesitate to contact me if you have any questions.

Sincerely,



Brooke Stabbert  
MV Kirkland Cruises  
2292 W Commodore Way, #200  
Seattle, WA 98199  
(206) 963-9057 ph  
(206) 260-3953 fax  
[bstabbert@westwater.com](mailto:bstabbert@westwater.com)

# MV Kirkland History (formerly the Tourist II)



- *The ferry was launched in Astoria, Oregon on June 23, 1924 as the Tourist II for Captain Fritz Elfving to run service as a 22 car ferry boat from Astoria to Megler, Washington (near Ilwaco, Wa.).*
- *With the outbreak of WW II the Tourist II was purchased by the armed services, renamed the Octopus, and was operated as a troop transport across the Columbia River.*
- *On June 21, 1942 the Japanese submarine I-25 surfaced off the Oregon coast and shelled Fort Stevens, just 5 miles west of Astoria, and soon thereafter the ferry was converted into a minelayer and worked across the mouth of the Columbia River.*
- *After the war, the Department of Defense sold the Octopus back to Capt. Elfving who rechristened her the Tourist II. She went back to work on her ferry run until 1966 at which time the Astoria Bridge was completed and the ferry run became obsolete.*
- *In 1967 the Tourist II was sold to Pierce county transit and renamed the Islander of Pierce County. She went under a major renovation having the 2nd deck raised by 2' to accommodate oversized service vehicles. She ran from Steilacoom to McNeil and Anderson Islands.*
- *By the early 1990's The Islander of Pierce County became the back up to the backup boat, basically sitting unused as a ferry boat for about 3 years before being acquired by the Kirkland Ferry LLC. in November of 1995. She went through an \$800,000 remodel and refit, was renamed the M.V. Kirkland and in June, 1996 was placed in service as a tour and charter boat operating out of downtown Kirkland on Lake Washington.*
- *The M.V. Kirkland has carried hundreds of thousands passengers on Lake Washington public tours, private charters and special events during her career as a tour boat.*
- *On April 15, 1997 the M.V. Kirkland was added to the National Registry of Historic Places under her original name of Tourist II.*

# ***MV Kirkland Cruises***

## **Vessel & Facilities Maintenance Plan**

Submitted To:

The City of Kirkland Parks & Community Services (RFP Process)

Submitted By:

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# **1. Introduction to the MV Kirkland Equipment Maintenance Plan**

## **A Comprehensive and expert approach to managing the development, introduction and operation of the MV Kirkland**

### **A. Equipment Description**

A detailed outline of specific marine equipment and a report on the condition of the vessel will be developed within 30 days after the approval of the docking and moorage agreement is set for the Kirkland Main Street Dock location. At this time specific information is unavailable from Argosy Cruises who has overseen the maintenance of the vessel. Generally speaking, the working *Maintenance Plan* will be developed and managed by our Senior Captain / Marine Superintendent around several key factors; including the diesel engines, wooden hull design, steel superstructure, AC and DC power, navigation and safety equipment and etc.

It is not believed that the current operators maintained such a comprehensive tracking, oversight or recording of information related to the vessel's maintenance activities and requirements. This is to be determined upon return of the vessel to the owners along with all maintenance records. The EMS system of marine management is integral to any professionally run cruise operation and involves collecting, cataloging and acting on vessel and facility maintenance requirements.

### **B. Our Operational Goals**

As the new operators of the MV Kirkland Cruises we intend to take a highly disciplined and thoughtful approach to the care and safety of the vessel, the crew, our passengers, and surrounding property and facilities. Safety is our highest priority. A new *Vessel Engineering Management System (EMS)* will be prepared within 30 days of the return of the MV Kirkland to the company and will be designed to achieve the following goals:

- Promote a safe working environment through effective maintenance practices
- Ensure all vessel maintenance is done in a timely manner
- Record the completion of all planned maintenance tasks, in order to provide verification and generate equipment history
- Identify required repairs, and provide a means of recording repairs completed on the vessel
- Provide a means of notifying office and management personnel of required repairs that cannot be completed onboard the vessel
- Build a knowledge base of information related to vessel equipment, vessel equipment maintenance, and technical information resources on the vessel
- Fulfill regulatory compliance concerning vessel equipment

### **C. Philosophy**

The general philosophy of the *MV Kirkland Engineering Management System (EMS)* is to combine planned and unscheduled maintenance activities into one system in order to provide an accurate history of all equipment and make this information readily available. Depending upon the specific application, this system can be purely paper-based, fully digital or a combination of the two.

## **D. Application of *MV Kirkland Engineering Management System***

To the extent possible, a thorough evaluation of the needs of the operation is currently underway. This is being evaluated through our 'on-staff' marine management experts and outside marine surveyors familiar with the vessel. From this analysis a fully digital and workable EMS package will be developed illustrating the most effective approach to bringing the MV Kirkland to a higher standard, esthetically and mechanically to accommodate the requirements of the new and expanded cruise operation.

## **E. Equipment (*MV Kirkland*) System Design**

The EMS is made up of several binders:

- **Primary Binder** – referred to as the EMS Binder, contains system directions and general information, divided into the following sections:
  - Planned Maintenance
  - Unscheduled Maintenance
  - System Implementation
  
- **Supporting Binders** – referred to as the System Binders, divided by shipboard systems as classified by the Vessel System / Equipment List, containing the following:
  - Planned Maintenance Task Sheets
  - Equipment History Logs
  - Equipment Information Forms
  - Technical Reference Information Forms

The System/Equipment list is a vessel specific classification of all vessel equipment into a hierarchy of systems, system groups, and equipment. The list assigns a unique equipment code to every step in the hierarchy, which is used by various parts of the EMS to refer to specific equipment. The System/Equipment list is included in this section.

## **2. Planned Maintenance**

The *EMS Planned Maintenance System* is a collection of maintenance tasks that occur at regular intervals:

- weekly, Weekly Task List
- monthly, Monthly Task List
- annually, Annual Task List or
- hourly Task List

For each occurrence of each task that the EMS anticipates, an individual *Planned Maintenance Task Sheet (PMTS)*, usually prepared by the MV Kirkland Captain/s is included in the appropriate system binder, grouped according to occurrence interval.

Task Schedules included in *the Planned Maintenance* section of the EMS binder summarize the task schedules and provide a means of tracking planned maintenance progress over time.

### **A. Weekly**

The Weekly Task Schedule is a day by day listing of all planned maintenance tasks that must be completed on a weekly basis. These tasks are each assigned to a specific day of the week. On a daily basis, the appropriate engineering staff member will look up the 'Weekly Planned Maintenance Job' sheet for the assigned tasks in the '*Planned Maintenance – Weekly*' section of the appropriate system binder. This sheet provides additional details regarding the task, and

space to record weekly completion information. After completing the task, the responsible individual should enter their name, position, and initials onto the job sheet, along with the date of completion, and any comments / observations regarding the work. The Weekly Planned Maintenance Job sheet in this way acts as a weekly log of each task.

### **B. Monthly**

The Monthly Task Schedule is a chronological list of all maintenance tasks that occur on a monthly (or multi-monthly) basis, listed as a week by week maintenance schedule for the season. This list should be reviewed frequently by vessel engineering personnel in order to anticipate upcoming maintenance tasks. As tasks are identified by the task schedule as due, vessel engineering personnel should look up the associated Planned Maintenance Job sheets in the 'Planned Maintenance – Monthly' section of the appropriate system binder. The job sheet lists additional details regarding the maintenance task, and provides space for completion information. Upon completion of the task, the responsible person should enter the appropriate completion information to the job sheet, and initial the Monthly Task Schedule for that specific task, indicating that the work has been completed.

### **C. Annual**

The Annual Task List is a collection of all maintenance tasks that occur on an annual basis. Tasks are listed by system, and include a box where engineers can indicate task completion by entering their initials. When a task is to be completed, the responsible person should look up the Planned Maintenance Job sheet in the 'Annual' section of the appropriate system binder. The job sheet lists additional details regarding the maintenance task, and provides space for completion information. Upon completion of the task, the responsible person should enter the appropriate completion information to the job sheet, and initial the Annual Task List for that specific task, indicating that the work has been completed. At the beginning of the season, the vessel chief engineer should review the Annual Task List, and sign off on Planned Maintenance Job Sheets for each annual maintenance task sheet that was completed during the off season.

### **D. Hourly**

The Hourly Task list is a chronological listing of planned maintenance tasks that are completed based on observed equipment hours, grouped by individual pieces of equipment. At the beginning of the MV Kirkland's season, engineering personnel will enter the date and equipment hours in the space provided in the equipment header of the list. The list should be consulted periodically to anticipate when the next task is due, as dictated by observed hours. Anticipated due dates are also provided as a guideline. As tasks are identified as due, vessel engineering personnel should look up the associated Planned Maintenance Job sheets in the 'Planned Maintenance – Hourly' section of the appropriate system binder. The job sheet lists additional details regarding the maintenance task, and provides space for completion information. Upon completion of the task, the responsible person should enter the appropriate completion information to the job sheet, and initial the Monthly Task Schedule for that specific task, indicating that the work has been completed. When initialing the Hourly Task List, the responsible person should also fill in the 'Estimated' Hours for the next occurrence of that specific task.

## **3. Unscheduled Maintenance**

The *EMS Unscheduled Maintenance System* is designed to track identified deficiencies on the vessel. Any crew member of staff member working on the MV Kirkland who notices a piece of equipment needing repair, or a deficient material condition can identify the deficiency with a *Repair Request* form. Vessel engineering personnel record the deficiency, and make the appropriate repairs. In the event that the problem cannot be rectified by vessel personnel, shore-side engineering staff is notified by means of a Condition Report, which is completed by the vessel chief engineer (or designee) and relayed to the vessel operations office. Please see

the Unscheduled Maintenance Section of the EMS binder for more detailed information regarding the Unscheduled Maintenance system forms and instructions.

### **A. Repair Requests**

Any item that is noticed to be deficient on the vessel should be addressed by completing a Repair Request form. Any crew member, office staff member, or passenger can complete a Repair Request form. On a daily basis, the Chief Engineer (or designee) shall record received Repair Request Forms onto the Repair Request Log, located in the Unscheduled Maintenance Section of the EMS Binder. The Chief Engineer shall then assign personnel to remedy the identified problem. If it is determined that the problem cannot be completed by vessel personnel, or if materials required to complete the repairs exceed \$500.00, the ferry's Captain or Marine Superintendent shall complete a *Condition Report* for the identified Deficiency. Repair request items that become Condition Report items should be noted in the Repair Request Log.

### **B. Condition Reports**

When a problem is identified on the vessel that cannot be corrected by vessel personnel, or that requires materials costing more than \$500.00, the problem should be addressed by the completion of a Condition Report. (Note: If the deficiency is related to a casualty or other incident, vessel personnel should follow directives listed in the vessel emergency plan. Issues with urgency ratings of Orange or below should be handled by the Condition Report process.)

## **4. Equipment Management**

One objective of the EMS is to develop a historical record for all equipment on the vessel, in order to promote continuity. Completed planned maintenance task sheets make up a significant portion of this historical record. Additionally, retained Condition Reports detailing the identification and correction of specific problems on the vessel are also part of the EMS equipment history. In order to capture information about equipment that is not related to planned or unscheduled maintenance, the EMS provides Equipment

### **A. History Log Sheets**

*Equipment History Log Sheets* will be located in the Equipment History portion of each System Binder section, and are used to record miscellaneous notes about vessel systems or equipment. Log entries can be made by any engineering staff member. When making a log entry, the following fields should be completed:

- **Date** Date that the log entry is made
- **Equipment Code** Equipment Code number for the equipment involved (listed on the vessel's System / Equipment List)
- **Notes** The comments of the person making the entry
- **Name** Name of the person making the entry
- **Position** Position of the person making the entry

### **B. Equipment Information Forms**

Another objective of the EMS is to build a comprehensive library of information about vessel systems and equipment. The system achieves this objective by collecting and presenting equipment information on Equipment Information Sheets, and identifying all technical reference material related to equipment on a Technical Reference List.

## ***Equipment Information Forms***

Equipment Information Forms are located in the Equipment Information portion of the individual system binder sections. Each form contains information in four sections: Form Header, Equipment Information Section, Critical Spare Part Section, and Emergency Contact Section. When the EMS is fully implemented, the Equipment Information Forms will be fully completed and used as a reference for onboard personnel.

Form Header: EMS equipment details

- **Vessel Name**
- **Equipment Name**
- **System** System to which this equipment belongs
- **Equipment Code** Equipment Code number for this equipment (from vessel System / Equipment List)
- **Equipment Location** Location of equipment, as listed on the Vessel Location List
- **Location Code** Location Code number, as listed on the Vessel Location List

Equipment Information Section: Specific Equipment Information

- **Manufacturer**
- **Model Name**
- **Model Number**
- **Type**
- **Serial Number**
- **Additional Identifying Information**

Critical Spare Part Section: Tabular listing of critical spare parts that should be retained on the vessel at all times

- **Part Name**
- **Part Manufacturer**
- **Part Number (P/N)**
- **Par Level** The quantity of this part that should be onboard at all times.
- **Units** The unit measure used in 'Par Level' field
- **Note** Any notes regarding the part, supplier, alternate P/N, etc.

Emergency Contact Information: Information regarding the technical resource to be contacted in the event of an emergency with this equipment.

- **Company Name**
- **Address**
- **Business Phone Number**
- **Mobile Phone Number**
- **Fax Number**
- **Contact Name**
- **Contact Email Address**

### **C. Tech Reference Lists**

A Technical Reference List is included in the Equipment Information Section of each System Binder section. Every technical reference document related to any piece of equipment in that particular system should be listed, along with the following information:

- **Equipment Name**
- **Reference Name** for Example, Operator's Manual
- **Reference Number** Manufacturer's number for the technical reference
- **Location** - Permanent location of the technical reference, from the Vessel Location List.

As noted for the Equipment Information Forms above, once the EMS is fully implemented, the Technical Reference List will be a comprehensive listing of all technical resources available for a given system.

## **5. System Implementation**

The company will utilize the mobilization period between the times the vessel is reclaimed from Argosy Cruise to the April, 2010 launch date for the operation to build a knowledge base of information with which a permanent engineering management system shall be created. In order for a permanent system to be created, a great deal of information regarding vessel equipment, equipment maintenance, and technical references is required. This information will be compiled through the information provided by Argosy Cruises and the following means:

### ***Equipment Information Forms***

- Complete forms in system binder for equipment already identified
- Complete 'New Equipment Forms' for equipment not yet identified

### ***Planned Maintenance Job Sheets***

- Add / Correct descriptions for existing jobs (on the job sheets themselves) Add info regarding required tools/materials, add tech ref info directly related to the task
- Complete 'New Planned Maintenance Job Forms' for maintenance tasks not yet identified.

### ***Technical Reference Forms***

- Add entries to forms for all resources available on vessel: tech manuals, binders, drawings, tech bulletins, relief notes, etc.

## **6. MV KIRKLAND / MARINE OPERATIONS POLICY MANUAL**

### **Our Approach to the Business:**

Guided by expert marine managers the MV Kirkland operation will operate strictly within the directives and disciplines of formal policies, operating guidelines and state and federal regulations. A new and comprehensive *MV KIRKLAND / MARINE OPERATIONS POLICY MANUAL* are in development which will describe all directives and applicable resource information. These marine management standards could be made available to all agencies with a 'need to know', including our insurers and those included as 'additional insured's on our policies, including the City of Kirkland.

The objective of the MV Kirkland Cruises operations staff and management is to provide a safe and enjoyable experience for our guests, exceeding their highest expectations. The individual performance of each and every crewmember is especially important in achieving this goal. This requires a lot of hard work, training and particularly a strong team effort. An individual's attitude and ability to work with others are qualities considered every bit as important as job skills.

As a company, the new MV Kirkland Cruises places a strong emphasis on creating memorable and truly first-class experiences for our guests, and to this end we will employ a first class knowledgeable team and leaders with the expertise to succeed. Our approach to the business demands a high level of flexibility and spontaneity from all involved and each and every crewmember plays a key role in creating a successful operation.

### **Fueling and Waste Removal**

Fueling and waste removal will be accomplished as with previous operations

### **Vessel Refueling Plan**

To be evaluated.

- Vessel securely moored.
- No Smoking policy enforced.
- Fueling hoses in good condition.
- Fueling hoses proper length.
- Fueling hose is supported to prevent kinking or strain on connection.
- Emergency Shutdown Systems understood.
- Location of valve or switch to stop fuel transfer
- Enough personnel are present and in proper locations.
- Spill containment equipment is readily accessible.
- Communications set up with transfer personnel.

### **Vessel Cleaning**

#### **Trash**

The vessel crew shall keep the vessel, ramps, docks and queuing area clear of trash and debris by sweeping these areas throughout their shift. The trash will be placed in receptacles located on

the vessel or in approved dumping location/s. At the end of the day, all trash will be properly bagged and disposed.

### Spills

The vessel crew will promptly clean up any beverage spills on the vessel, ramps, docks and passenger areas approaching the MV Kirkland boarding area and within reasonable time of being notified of a spill.

### Washing of Boat

The vessel crew will wash and detail the boat with fresh water. The cabin windows, railings and brass will be touched up as needed daily.

### Sanitary

The vessel crew shall keep all crew spaces in a sanitary condition at all times, including but not limited to sanitizing the vessel's head system, wheelhouse and interior cabin space. The engine room and decks will be kept clean and oil free at all times.

### **Vessel Preparation**

Generally speaking we will do all we can to prepare the vessel for any operation the day before, but in reality there will always be work to be done before passengers arrive for the next cruise.

Following is a list of checks and duties to be accomplished before guests arrive:

- Check vacuuming of floors.
- Check/stock paper products, brochures, etc.
- Check all waste baskets for trash bags.
- Check all areas for trash.
- Check heads.
- Help take food aboard if necessary.

Following are closing duties to be accomplished before leaving vessel:

- Check heads, clean and restock.
- Empty trash, take off boat.
- Replace trash can liners.
- Stock supplies.

### **Shipboard Spill Mitigation Procedures**

The MV Kirkland operation requires a constant vigil to prevent and mitigate any spill or discharge of toxic liquids, which could be dangerous to the environment. In addition to notification of the appropriate authorities rapid response is imperative in case of an accidental overboard discharge of fuel. The first priority is to prevent further discharge into the water. Secondly, the spill should be contained using sorbent pads to mitigate further spread and damage. The company will maintain required materials and equipment onboard to minimize this threat and report any occurrence as required.

## KEY POSITION/JOB DESCRIPTIONS

### MV Kirkland Captain and or Marine Superintendent

#### **Job Summary**

Directs the MV Kirkland / ferry's activities including repair, maintenance, restoration, inspection and licensing programs. Supervise on-board crewmembers. Provide high level of customer service.

#### **Essential Functions** – THE FOLLOWING ARE ESSENTIAL FUNCTIONS OF THE JOB BUT ARE NOT ALL-INCLUSIVE.

- Direct the ferry's activities and insures passengers' safety and security while vessel is underway.
- Ensures that Vessel logs concerning safety drills, licensing information and safety training records are maintained.
- Trains and provides feedback for evaluation of the performance of marine crew.
- Acts as representative of the operation to the public, community groups and other appropriate governmental agencies to provide information concerning the MV Kirkland ferry operations.
- Prepares and submits reports and completes special projects as directed.
- Maintain and enhances our benchmark status with all inspecting agencies.
- Operate vessel at economical engine speeds, per established policies.
- Ensure a physically safe and environmentally sound working environment, proper tools, training, facilities and materials for all crewmembers. **Conduct weekly emergency drills.**
- Ensure compliance with all applicable local, state and federal safety and environmental regulations to include station bill assignments.
- Provide required training as needed for working with and properly disposing of hazardous waste.
- Review contents of Marine Operations Manual.
- Ensure that the vessel is always kept in satisfactory condition and that maintenance work is done as unobtrusively as possible while guests are onboard.
- Maintain radio watch.
- Responsible for accuracy of passenger numbers.
- Ensure that the safety of our guests and crewmembers is maximized through careful and vigorous definition, administration and enforcement of safety policies and guidelines. Coordinate emergency response.
- Ensure that all company policies are understood, valued and followed by crewmembers. Demonstrate the MV Kirkland Cruises company goals and values and distribute to all crewmembers.
- Develop strong relationships with appropriate crewmembers and represent the Company at meetings and other functions as requested.
- Participate in meetings, training, drills and safety audits as required by company policy.
- Ensure vessel is secure and alarm is set prior to departure from evening shift.
- Assure quality workmanship and performance by crewmembers.
- Ensure that the crew is properly uniformed, demonstrate appropriate attitudes, is technically competent in their area of their responsibility, that all crewmembers are providing their best efforts, and that we have identified and are using their skills to the company's best advantage.
- Perform minor engineering repairs and engineering rounds as directed.
- Comply with rules and regulations contained in the Crew Handbook and as directed by the General Manager including, but not limited to:
  - Report to work on time and ready for duty;
  - Depart the vessel(s) only when properly relieved;
  - Ensure that the proper uniform is worn and grooming standards are met;

- Complete required administrative forms clearly and accurately to include Accident/Incident Reports.
- Present professional level of customer service and appearance to all – internal and external.
- Performs other duties as assigned.

### Minimum Requirements

Experience	Education/Certification
Master experience on vessels of 100 gross tons or more Demonstrated ability to safely operate the vessel	Licensed Master for motor vessels of 100 gross tons or more by the USCG
Must be a minimum of 18 years of age Must wear safety equipment as mandated by the USCG	
Submit to and pass alcohol and drug tests as mandated by the USCG including but not limited to pre-employment, random, post-accident testing	
Maintain compliance with USCG licensing requirements regarding physical standards.	

### Working Conditions

Mental	Physical	Use of Senses	Environmental
Ability to determine safe or unsafe conditions. Process calculations occasionally.	Ability to carry materials weighing upwards of 75 lbs. to include hoses, garbage, paint and other. Ability to work on scaffold and ladders.	Observe for safety. Vision correctible to 20/40. Full color vision, no night blindness Full range of all limbs	Outside conditions, extreme temperatures. Marine operation subject to varied wake and motion.

### PHYSICAL REQUIREMENTS

	Not Required	Occasionally (33%)	Frequently (66%)	Continuously (100%)
Standing			x	
Walking			x	
Sitting			x	
Lifting		x		
Carrying		x		
Pushing		x		
Pulling		x		
Climbing		x		
Balancing		x		
Stooping		x		
Kneeling		x		
Crawling		x		
Reaching		x		
Handling		x		
Speaking				x
Hearing				x
Seeing				x
Color Vision				x
Depth Perception				x

## MV Kirkland Deckhand

### Job Summary

Observes lake and dock conditions and passengers activities to ensure the safest conditions during the MV Kirkland ferry operation and/or during special events. Handles lines and rigging to launch or dock the boat. Performs custodial and maintenance tasks as directed. Provide high level of customer service.

### Essential Functions – THE FOLLOWING ARE ESSENTIAL FUNCTIONS OF THE JOB BUT ARE NOT ALL-INCLUSIVE.

- Handles mooring lines and rigging to launch or dock the boat.
- Carry out and complete assigned tasks within legal requirements of USCG and other regulatory agencies.
- Assists with training of non-deck staff/ crew as directed in safety and operational requirements.
- Assist with filling water, bunkering fuel, and shore powers connect & disconnect, engine room repairs & maintenance as directed.
- Responsible for getting underway, mooring, anchoring, handling lines, ship’s ramps, and shore side facilities in all weather conditions.
- Perform lookout duties while underway - to include watching for other vessels, monitoring traffic conditions and potential unsafe conditions onboard and otherwise.
- Monitor passenger & crewmember safety issues on the boat. Ensure that safety equipment is utilized and appropriate guidelines are followed for all tasks involving physical risk or hazardous materials.
- Demonstrate practical knowledge of all phases of shipboard safety procedures and knowledge of location and use of all firefighting and safety equipment (i.e. fire extinguishers, fire stations, life preservers, work vest, life floats, rescue boat).
- Participate in meetings, training, drills and safety audits as required by USCG & company policy.
- Perform cleaning tasks of the vessels & property as required.
- Perform maintenance and construction tasks as required.
- Perform minor engineering repairs and engineering rounds as directed.
- Assist in boarding and disembarking of passengers.
- Comply with rules and regulations contained in the Crew Handbook and as directed by the Captain and General Manager including, but not limited to:
  - Report to work on time and ready for duty;
  - Depart the vessel(s) only when properly relieved;
  - Ensure that the proper uniform is worn and grooming standards are met;
  - Complete required administrative forms clearly and accurately.
- Present professional level of customer service and appearance to all – internal and external.
- Performs other duties as assigned.

### Minimum Requirements

Experience	Education/Certification
Previous customer service experience preferred. Must be a minimum of 18 years of age Must wear safety equipment as mandated by the USCG.	High School Diploma or Equivalent
Submit to and pass alcohol and drug tests as mandated by the USCG including but not limited to pre-employment, random, post-accident testing	
An equivalent combination of education and experience may be substituted.	

### Working Conditions

Mental	Physical	Use of Senses	Environmental
Ability to determine safe or unsafe conditions.	Ability to carry materials weighing upwards of 75	Observe for safety.	Outside conditions, extreme temperatures. Marine

	lbs. to include hoses, garbage, paint, ladders and other. Ability to work on scaffold and ladders.		operation subject to varied wake and motion.
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**PHYSICAL REQUIREMENTS**

	<b>Not Required</b>	<b>Occasionally (33%)</b>	<b>Frequently (66%)</b>	<b>Continuously (100%)</b>
Standing			x	
Walking			x	
Sitting		x		
Lifting		x		
Carrying		x		
Pushing		x		
Pulling		x		
Climbing		x		
Balancing			x	
Stooping		x		
Kneeling		x		
Crawling		x		
Reaching		x		
Handling		x		
Speaking				x
Hearing				x
Seeing				x
Color Vision	x			
Depth Perception				x