

SAN FRANCISCO BAY AREA WATER EMERGENCY TRANSPORTATION AUTHORITY
MINUTES OF THE BOARD OF DIRECTORS MEETING

(June 4, 2015)

The Board of Directors of the San Francisco Bay Area Water Emergency Transportation Authority met in regular session at the WETA offices at 9 Pier, Suite 111, San Francisco, CA.

1. CALL TO ORDER – BOARD CHAIR

Chair Jody Breckenridge called the meeting to order at 1:00 p.m.

2. PLEDGE OF ALLEGIANCE AND ROLL CALL

Chair Breckenridge led the Pledge of Allegiance. Other directors present were Director Jeff DelBono, Director Timothy Donovan and Director Anthony Intintoli.

3. REPORT OF BOARD CHAIR

Chair Breckenridge reported that she had attended the Port's emergency response exercise that morning. She noted that the regional disaster and response simulation was remarkable in that it was the first full-scale exercise done on the waterside that had occurred during her tenure at WETA. She said more exercises were expected and that they would ultimately feed into WETA's future emergency response plan.

4. REPORTS OF DIRECTORS

No reports.

5. REPORTS OF STAFF

Executive Director Nina Rannells shared her written report with the Board and welcomed any questions or comments. She added that along with Chair Breckenridge she had attended the Port's Emergency Response exercise earlier that morning with Manager of Operations Keith Stahnke, Operations Administrator Kevin Donnelly and Administrative/Policy Analyst Lauren Gularte. She said it was an interesting exercise which induced good dialog about crowd management and general response improvements.

Director Donovan asked if the Directors could receive a reminder a few days ahead of any applicable emergency response exercises so they could participate if available and so inclined. Ms. Rannells apologized that Directors were not reminded and noted that the Port staff had asked that WETA not invite additional representatives for this exercise. Chair Breckenridge noted that this exercise was focused on exercising the Port's emergency plan and that WETA would be participating in the Yellow Command September 11th Urban Shield 2015 exercise which is focused on coordination between transit and emergency management agencies during a regional event. Ms. Gularte explained that the Yellow Command exercise will be more applicable to WETA's emergency plan and more beneficial for the Board Members to observe than the exercise today. She said that WETA will be participating in the exercise in two locations. WETA staff will be in the Coastal Region's Regional Emergency Operations Center in Walnut Creek with CalOES staff, and other staff will be activating the WETA EOC. Ms. Rannells said the Directors would be advised of details on where best to observe the exercises and reminded of this important multiregional event which will be taking place all over the Bay Area. Chair Breckenridge introduced the Office of Emergency Services Coastal Regional Administrator Jodi

Traversaro, who said she was attending the meeting to integrate and synchronize coordination with WETA. The Board thanked her for her attendance.

Ms. Rannells then reported that there had been an incident with Harbor Bay service that morning and asked Mr. Stahnke to share the details of the event with the Directors.

Mr. Stahnke reported that at 8:30 a.m. the *Bay Breeze* had left the dock at Harbor Bay carrying 218 passengers and within a few minutes ran aground. He said the tide at the time was extremely low and that the vessel had moved slightly out of the channel which is a very narrow space to navigate. The ferry was stuck for approximately 60 minutes and was assisted back to the dock where 189 of the 218 original passengers were transferred to another vessel and were delivered safely to their San Francisco destination at 10:30 a.m. without incident. No injuries occurred and while passengers were not happy about being delayed, there were no complaints. The incident was reported to the US Coast Guard and to Blue & Gold Fleet engineering. Mr. Stahnke said that a dive team found no damage to the *Bay Breeze* other than a possible steering concern which appeared to be electrical. He noted that it was not yet clear whether the steering issue contributed to or was a result of the vessel running aground and said that was being investigated. Mr. Stahnke said the *Bay Breeze* would be fully tested and approved by the Coast Guard before being put back into service.

Director DelBono noted that the Harbor Bay channel was very shallow and Ms. Rannells reminded the Directors that the channel had not been dredged prior to the dredging project WETA had supported several years ago. Mr. Stahnke confirmed that the naturally occurring channel was 1/8 mile offshore and just 100' wide and that it had been dredged to create the 200' wide channel in use today. He said channel markers had been relocated to align with the newly deepened channel and noted that the areas right outside the channel were still extremely shallow.

Director Donovan asked if the *Peralta*, in Phase One of its mid-life refurbishment, would be ready to put back into service on schedule. Mr. Stahnke said that major testing would begin in the next week including electrical, fire safety, generators, and plumbing and the first sea trial was scheduled for the week of June 8, 2015. He emphasized that the objective was to put the boat back into service as soon as possible once all operating and safety tests and inspections were completed for Phase One. He said Phase Two of the work would begin in late fall, most likely around November, with the vessel in full operation again until then.

The Board reviewed the most recent financial statements and Ms. Rannells referred the Directors to the financial reports, noting that spending continued to be less than budgeted. Chair Breckenridge said that was positive news and she welcomed questions or comments, of which there were none.

Ms. Rannells referred the Directors to the legislative update from WETA Federal Legislative Representative Peter Friedmann of Lindsay Hart, LLP, and said that WETA State Legislative Representative Barry Broad, of Broad & Gusman, LLP, was expected to attend and deliver a report to the Board at the August meeting.

6. CONSENT CALENDAR

Director DelBono made a motion to approve the consent calendar which included:

- a) Board Meeting Minutes of May 7, 2015;
- b) Approve Amendment to Agreement with the Association of Bay Area Governments for the Provision of Accounting Support Services;

- c) Approve Amendment to Agreement with Solano County Transit for the Provision of Bus Services;
- d) Approve Amendment to Blue & Gold Fleet Operating Agreement to Include Services for the Management and Operation of the Vallejo Ferry Terminal Ticket Office;
- e) Approve Amendment to Agreement with Nossaman LLP for the Provision of Legal Services;
- f) Approve Amendment to Agreement with Fast Ferry Management, Inc. for the Provision of Marine Services;
- g) Approve Amendment to Agreement with Nematode Media, LLC (DBA Bay Crossings) for Advertising in *Bay Crossings* and Other Services;
- h) Authorize Filing Applications with the Metropolitan Transportation Commission for FY 2015/16 Regional Measure 1 Capital Funds.

Director Intintoli seconded the motion and the consent calendar carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

7. APPROVE PURCHASE OF COMMERCIAL INSURANCE POLICIES

WETA Manager of Administration and Business Services Melanie Jann presented this item requesting Board approval to purchase commercial insurance policies in the amount of \$183,000. She referred the Directors to the insurance detail provided and noted that this insurance did not include vessel insurance which was provided by Blue & Gold Fleet.

Director Intintoli made a motion to approve the item. Director DelBono seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

8. AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR PHASE TWO MID-LIFE REFURBISHMENT OF THE PERALTA VESSEL

Mr. Stahnke presented this item requesting Board authorization for the release of a Request for Proposals (RFP) for Phase Two Mid-Life Refurbishment of the vessel *Peralta*. He said the objective would be to name a contractor for the work by late summer.

Director DelBono made a motion to approve the item. Director Intintoli seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

9. AUTHORIZE RELEASE OF AN INVITATION FOR BIDS FOR HARBOR BAY FERRY TERMINAL PILING REPLACEMENT PROJECT

Mr. Stahnke presented this item requesting Board authorization to release an Invitation for Bids for the Harbor Bay Ferry Terminal Piling Replacement Project.

Mr. Stahnke noted that the terminal had been constructed in the early 1990s for the provision of ferry services which began in 1992. Since then, he said, the pilings had failed twice, most recently in 2011. Mr. Stahnke said that WETA staff had worked with its on-call engineering team at COWI Marine North America to provide an assessment and scope of work with the objective of soliciting qualified firms to provide pile driving service to replace some or all pilings, of which there were five. He said the work was projected to begin in September. Ms. Rannels clarified that the project would allow the Harbor Bay

Terminal facility to support larger boats. Chair Breckenridge asked if there were any questions or comments on the item and there were none.

Director Donovan made a motion to approve the item. Director DelBono seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

10. STATUS REPORT ON ALAMEDA ACCESS PLAN ACTIVITIES

WETA Manager of Planning and Development Kevin Connolly delivered this informational item regarding Alameda Access Plan Activities. He explained that the Alameda Access Plan (Plan) completion process was currently in a holding pattern. He noted that the Plan draft was nearly complete but that WETA planners had taken a step back to allow the City of Alameda to implement several parking initiatives for each of the terminals. Mr. Connolly said that this approach had successfully engaged the City as well as other local partners, encouraging these entities to get involved and have a stake in the solutions. He said he expected that the Plan would be finished and released at the end of the summer. He noted that even if there were no further changes that the Plan engaged WETA's partners to help find solutions to challenges ferry riders currently have to manage when arriving in cars, on foot, or on bicycles to the Alameda terminals. He noted that once things had moved forward with the City's parking initiatives later this year, WETA planners would be in a better position to pursue additional solutions for pedestrian and bicyclist access.

Director DelBono asked if the plan required approval by the Alameda County Transportation Commission. Mr. Connolly replied no, explaining that the Plan document was for the Board. He said that the Plan would be shared with the Commission as an informational item later this year. Chair Breckenridge asked if there was a comprehensive timeline for bringing the Plan solutions to fruition. Mr. Connolly clarified that the Plan would be continually refreshed as a working document and that the priority would be to add additional parking and improve bus service to the terminals via a new AC Transit Alameda County service initiative, which was currently about six months away from implementation. He said subsequent improvements would arrive according to their own timetables. Chair Breckenridge asked if there were any other comments or questions on the item and there were none.

11. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE LEASE AGREEMENT WITH THE CITY OF ALAMEDA FOR THE ALAMEDA MAIN STREET FERRY TERMINAL OVERFLOW PARKING LOT

Mr. Connolly presented this item requesting Board authorizations for the Executive Director to negotiate and execute a Lease Agreement with the City of Alameda and take any other such related actions to provide for the Alameda Main Street ferry terminal overflow parking lot.

Mr. Connolly shared a photograph of the lot with the Directors and explained that in anticipation of a BART strike in July 2013, the City of Alameda Staff, along with WETA staff, had identified the property then as the most ideal to support overflow parking for ferry riders. Mr. Connolly explained that the City has been using the property for Parks equipment storage. He noted that the property has now been emptied by the City. The proposed agreement is for a no-cost lease for an initial term of five years, with an option to renew for an additional five years and the additional provision that the City may charge for parking during the optional years. As a part of this agreement, WETA would invest in paving and striping the lot and construct a cross walk to support the use of the property creating approximately 130 more parking spaces at the terminal. .

Director DelBono asked how many riders were currently parking at the terminal and how many total parking spaces would be available after completion of the overflow lot. Mr. Connolly said the current parking need was for about 700 cars and the current lot supported 326 cars. He explained that with the new lot adding about 130 more spaces, the total number of parking spaces would be around 656 which would be confirmed after striping was completed on the pavement.

Director DelBono asked if it would be possible for the City to allow riders to park in the additional Officer's Club parking lot on the south side of the building when not in use as a possible additional overflow parking solution. Director DelBono said the lot in question was not presently used during the week. Mr. Connolly said the lot had been discussed and may be reconsidered down the road as parking needs grow, along with other potential options available around the Alameda terminals.

Director Donovan asked if there would be pedestrian walkway improvements for the walking paths from the parking lots to the terminals. Mr. Connolly said the crosswalk would connect to a new landscaped pathway that will provide safer and more comfortable access for riders.

Chair Breckenridge solicited any other questions or comments on the item and there were none.

Director Donovan made a motion to approve the item. Director DelBono seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

12. ADOPT WETA SYSTEM EXPANSION POLICY

Mr. Connolly presented this item requesting that the Board adopt the WETA System Expansion Policy and associated evaluation measures.

Mr. Connolly reviewed the WETA proposed service Expansion Policy which had been detailed for the Directors at the Board Workshop on May 28, 2015. He explained that the policy laid out the definition of service and clarified service goals and metrics, and would serve as a document to share with project partners and potential partners in an effort to fund, develop and implement service objectives for WETA services. The policy would be a planning template for WETA staff and serve as an integral part of WETA's plans to expand service.

Chair Breckenridge confirmed with Mr. Connolly that the policy document would serve as an addendum to WETA's Strategic Plan. Ms. Rannells emphasized that the policy would be a vital tool in successfully expanding WETA services.

Director DelBono made a motion to approve the item. Director Donovan seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

13. ADOPT WETA SYSTEM PERFORMANCE TARGETS POLICY

Mr. Connolly presented this item requesting that the Board adopt the WETA System Performance Targets Policy and associated evaluation measures.

Mr. Connolly explained that the objective of the Performance Targets Policy would be to clarify and measure WETA's minimum and maximum service performance levels. He said examples of the Policy's

service concerns include capacity issues and leave-behinds. He emphasized that its targets would be revisited and revised over time, including raising the bar when performance levels consistently exceed maximum targets. He further clarified that the metrics will initially reflect the current level of service and that all expansion projects will be expected to reach minimum service levels within ten years. He advised that the policy would serve as a working document to help adjust service needs and expectations over time using established metrics.

Director Donovan asked for clarification of the recovery period when services reach maximum levels. Mr. Connolly explained that generally, when service is expanded that productivity measures go down, and that the four year recovery period for new service built into the System Performance Targets Policy would support that expectation.

Chair Breckenridge asked for further questions or comments and there were none.

Director Intintoli made a motion to approve the item. Director DelBono seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None.

14. ADOPT WETA TERMINAL ACCESS POLICY

Mr. Connolly presented this item requesting that the Board adopt the WETA Terminal Access Policy and associated evaluation measures.

Mr. Connolly said the Terminal Access Policy would be equally applicable to current and future facilities. He said that it would engage cities and localities to become greater stakeholders in fostering ferry ridership in their populations and that it was already successfully utilized as a tool to evaluate and assess rider access needs at the existing Alameda terminals.

Director DelBono requested confirmation that the WETA Terminal Access Policy would assure that local partners such as cities would provide feeder transit services management and participate in access solutions for ferry riders arriving on foot, in cars or on bicycles. Ms. Rannells replied that the expectation would be that WETA staff would partner with local stakeholders and would work in tandem with them to address access concerns as makes sense and that the Access Policy would help in that process by engaging these partners. Chair Breckenridge added that the Access Policy would also aid in clarifying roles and responsibilities for WETA and its partners and potential partners as related to terminal access. She then asked for further questions or comments and there were none.

Director Donovan made a motion to approve the item. Director Intintoli seconded the motion and the item carried unanimously.

Yeas: Breckenridge, DelBono, Donovan, Intintoli. Nays: None

15. OPEN TIME FOR PUBLIC COMMENTS FOR NON-AGENDA ITEMS

Chair Breckenridge noted that she had received a public comment request from Mr. Ray Perman who had also asked that a letter be distributed to the Board. Mr. Perman had also provided an information packet about the organization he represents.

As Mr. Perman was no longer present, Director DelBono asked if his letter should be discussed. WETA counsel Stanley Taylor of Nossaman LLP clarified that the item was not on the agenda and that the

time to discuss it would be during the public comment period. Chair Breckenridge asked WETA Staff to provide a brief discussion and explanation of Mr. Perman's request.

Ms. Rannells explained that Mr. Perman was requesting permission to dock a ferry vessel at WETA's Oakland terminal to support a fundraiser event. She explained that WETA occasionally allows other operators to land at WETA terminals under agreed upon parameters. She noted that this permission had been granted in the past to Mr. Perman and his organization, but that certain circumstances have changed that have lead staff to deny Mr. Perman's current request. Ms. Rannells noted that Mr. Stahnke had had numerous conversations with Mr. Perman about his specific request and that he had explained why the request was denied and offered alternative solutions to provide the service that he desired. Ms. Rannells then asked that Mr. Stahnke review that process and those conversation details for the Board.

Mr. Stahnke explained that since the last time Mr. Perman's group was granted permission to land at a WETA terminal, WETA had invested in capital improvements, including piling replacement and repair, for the Oakland terminal to specifically support vessels in the current WETA fleet. He noted that size and velocity details of WETA vessel landings drove those terminal requirements and other vessels' needs or requirements have not been considered or included in that work. Specific to Mr. Perman's request, the Hornblower private charter vessel Mr. Perman has requested to land at WETA's Oakland terminal is about twice the size and capacity of WETA's largest vessel. Allowing the Hornblower vessel, he cautioned, or any vessel of this size to land at a WETA terminal could jeopardize WETA's service and this is why Mr. Perman's request had been denied.

Chair Breckenridge confirmed for the Board that there was a process in place to receive such requests. She said that despite granting permission to other operator landings in the past that the environment had changed. She further noted that any such future requests would be considered using the information WETA had received in its engineering analyses of its fleet and terminals and that WETA's primary objective in the process will be to protect its infrastructure.

Mr. Stahnke added that WETA staff and engineers had worked with both Red & White and Hornblower to grant them landing rights for some of their vessels at some of the WETA facilities but that the 800 passenger vessel Mr. Perman requested to use for his event was not suitable due to its size.

Director Donovan asked if the information regarding what WETA's facilities would be available during emergency response activities. Chair Breckenridge replied that it would be and that WETA would coordinate with all parties in the emergency response transportation cell to maximize response time and efficiency. She emphasized that life is the first priority in emergency response efforts, of course, and noted that after life safety, protecting assets to support that first priority is paramount.

Ms. Rannells noted that there would be no actionable items for the Board in the month of July and suggested that the Board next meet in August. Director Intintoli agreed. Mr. Stanley confirmed the meeting in July could be cancelled without a formal vote. The directors agreed that they would next meet in August.

Chair Breckenridge asked if it made sense for the Board to visit the new facility on Mare Island in Vallejo since it was nearing completion. Mr. Connolly said the landside portion of the facility should be available to visit this fall, but would not be operational until the waterside portion is constructed. Chair Breckenridge asked that WETA staff look at the calendar and the facility and see when it will make best

sense for a Board site visit and ultimately, a ceremony to invite the public to help bring the new facility online.

Chair Breckenridge asked if there were any further public comments or questions and there were none.

16. ADJOURNMENT

All business having concluded, the meeting was adjourned at 1:45 p.m.

Respectfully Submitted,

Board Secretary