

Members of the Board

Jody Breckenridge, Chair
Jeffrey DelBono
Anthony J. Intintoli, Jr.
Nicholas Josefowitz
James Wunderman, Vice Chair

**SAN FRANCISCO BAY AREA
WATER EMERGENCY TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
Thursday, June 6, 2019 at 1:30 p.m.
Port of San Francisco
Pier 1
San Francisco, CA**

The full agenda packet is available for download at weta.sanfranciscobayferry.com

AGENDA

1. CALL TO ORDER – BOARD CHAIR
2. PLEDGE OF ALLEGIANCE/ROLL CALL
3. REPORT OF BOARD CHAIR **Information**
4. REPORTS OF DIRECTORS **Information**

Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report to be made at another meeting.
5. REPORTS OF STAFF **Information**
 - a. Executive Director’s Report on Agency Projects, Activities and Services
 - b. Monthly Review of Financial Statements
 - c. Legislative Update
6. CONSENT CALENDAR **Information/Action**
 - a. Board Meeting Minutes – May 9, 2019
 - b. Overview of FY 2018/19 Financial Audit Scope and Process
7. APPROVE CONTRACT AWARD TO NOSSAMAN LLP FOR THE PROVISION OF STATE LEGISLATIVE REPRESENTATION SERVICES **Action**
8. AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR WETA HOVERCRAFT FEASIBILITY STUDY **Action**
9. APPROVE DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND SMALL BUSINESS ENTERPRISE (SBE) GOALS FOR FFY 2020 THROUGH FFY 2022 **Action**

**Water Emergency Transportation Authority
June 6, 2019 Meeting of the Board of Directors**

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| 10. <u>AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS TO SUPPORT CONSTRUCTION OF A TEMPORARY FERRY LANDING AT PIER 48 ½ AND OPERATION OF SPECIAL EVENT SERVICE TO THE CHASE CENTER ARENA AREA</u> | Action |
| 11. <u>AUTHORIZE RELEASE OF AN INVITATION FOR BIDS FOR MARINE CONSTRUCTION SERVICES FOR THE DEVELOPMENT OF A TEMPORARY FERRY LANIDNG AT PIER 48 ½</u> | Action |
| 12. <u>AUTHORIZE PUBLIC OUTREACH FOR CHASE CENTER SPECIAL EVENT FARES</u> | Action |
| 13. <u>MISSION BAY FERRY LANDING PROJECT UPDATE</u> | Information |
| 14. <u>RECESS INTO CLOSED SESSION</u>
a. Public Employee Performance Evaluation
Position: Executive Director (pursuant to Government Code Section 54957) | Action
To Be Determined |
| 15. <u>REPORT OF ACTIVITY IN CLOSED SESSION</u>
Chair will report any action taken in closed session that is subject to reporting at this time. | Action
To Be Determined |
| 16. <u>PUBLIC COMMENTS FOR NON-AGENDA ITEMS</u> | |

ADJOURNMENT

All items appearing on the agenda are subject to action by the Board of Directors. Staff recommendations are subject to action and change by the Board of Directors.

PUBLIC COMMENTS WETA welcomes comments from the public. Each person wishing to address the Board of Directors is requested to complete a Speaker Card. Please forward completed Speaker Card and any reports/handouts to the Board Secretary. Speakers will be allotted no more than three (3) minutes to speak and will be heard in the order of sign-up. Said time frames may be extended only upon approval of the Board of Directors.

Non-Agenda Items: A 15 minute period of public comment for non-agenda items will be held at the end of the meeting. Please indicate on your speaker card that you wish to speak on a non-agenda item. No action can be taken on any matter raised during the public comment period.

Agenda Items: Speakers on individual agenda items will be called in order of sign-up after the discussion of each agenda item.

WETA meetings are wheelchair accessible. Upon request, WETA will provide written agenda materials in appropriate alternative formats to individuals with disabilities. In addition, WETA will arrange for disability-related modifications or accommodations including auxiliary aids or services to enable individuals with disabilities to participate in public meetings. Please send a written request including your name, mailing address, telephone number and brief description of the requested materials in preferred alternative format and/or auxiliary aid or service at least five (5) days before the meeting. Requests should be made by mail to: Board Secretary, WETA, 9 Pier, Suite 111, San Francisco, CA 94111; by e-mail to: contactus@watertransit.org; or by telephone: (415) 291-3377.

M E M O R A N D U M

TO: WETA Board Members
FROM: Nina Rannells, Executive Director
DATE: June 6, 2019
RE: Executive Director's Report

CAPITAL PROJECT IMPLEMENTATION UPDATE

3 New Vessels – North Bay

This project will construct three new 445-passenger high-speed 34-knot jet propulsion vessels to support WETA's Vallejo and North Bay services. In December 2015, the Board of Directors approved a contract with Fast Ferry Management for vessel construction management services. On September 1, 2016 the Board of Directors approved a contract award to Dakota Creek Industries for vessel construction.

The design and engineering work for the three new vessels is complete; all structural drawings have been approved. Main engine exhaust emissions testing was completed and Environmental Protection Agency (EPA) Tier 4 compliance for emissions was demonstrated at the factory. An agreement between WETA, MTU, Pacific Power Group and Dakota Creek for field testing of these first-ever MTU Tier 4 compliant engines has been finalized.

The first vessel, the MV *Pyxis*, entered service on March 1. The second vessel, the MV *Vela* was launched on May 18. The vessel is expected to be completed and ready for transit to the San Francisco Bay Area in July 2019. Work is well underway on the third vessel, the MV *Lyra*. Completion is expected in December 2019.

New Commuter Class Vessel

In December 2017, the Board of Directors approved the release of a Request For Proposals (RFP) to procure a mid-size high-speed passenger vessel, with potential options, that will establish a new class of WETA vessel with the versatility to support WETA's diverse system of services. This mid-size high speed vessel will meet WETA's needs for serving both long and short routes and facilities constrained by vessel size and water depth. On March 1, 2018, the Board of Directors approved a contract award to Glostren for Construction Management Services to support vessel construction. On October 4, 2018, the Board of Directors approved award of a contract for the vessel to Mavrik Marine, Inc. Keel laying and construction commenced on December 18.

Mavrik Marine (Mavrik) is working closely with their design team, One2Three Naval Architects, to complete the design and issue parts for NC cutting. The engineering team is working through machinery arrangements and designing vessel systems. Nearly all Mavrik resources have been assigned to the WETA project in order to expedite construction. Workmanship appeared very good on the parts under construction, and Mavrik is using established procedures to meet our expectations for quality. The "raft" is nearly complete and first level of house sideshell is installed. The current construction schedule anticipates Mavrik completing the vessel on time in

March 2020 using appropriate resource-loading and allowing enough float to account for unforeseen problems.

Downtown San Francisco Ferry Terminal Expansion Project

This project will expand berthing capacity at the Downtown San Francisco Ferry Terminal in order to support new and existing ferry services to San Francisco. The project also includes landside improvements needed to accommodate expected service expansion and increases in ridership, and to support emergency response capabilities. Project construction is being provided by Power Engineering under a Guaranteed Maximum Price contract, and construction management is being provided by Jacobs Engineering.

Construction began in February 2017 and is scheduled to be fully completed by January 2020. Gates F & G are now both complete and WETA service has been fully transitioned from existing Gate E to the new gates. The construction fencing surrounding the south portion of the construction site has been removed and this area is now open to the public. The gangway and float for Gate E were removed in April and transported to Bay Ship & Yacht, a local shipyard, for rehabilitation. The remaining on-site construction work will now be focused on the north side of the Agriculture Building where the contractor is proceeding with construction of a new plaza that will function as a passenger waiting and queuing area.

SERVICE DEVELOPMENT UPDATE

Mission Bay Ferry Landing

The Port of San Francisco released an engineering feasibility and site selection study for a future Mission Bay ferry landing in March 2016. WETA staff participated in the study and provided input regarding ferry operations and potential service models. In December 2016, the Port of San Francisco awarded a contract to COWI/OLMM to complete preliminary design, permitting and entitlement activities, and began the process in partnership with WETA. To support the effort, the City and Port of San Francisco placed \$7 million in its capital budget. A project Memorandum of Understanding (MOU) between the Port and WETA was adopted by the WETA Board in January 2017, establishing roles and responsibilities for the joint development of this project. Staff has worked together with Port staff and their consultants on initial design and environmental testing activities. The environmental document and final design are now complete and final permitting is underway. The Port is working to identify funds to move the project forward to construction this fall and has submitted a request for WETA to program \$25 million in Regional Measure 3 (RM3) funding to support project construction, estimated to cost approximately \$40 million. Staff will bring forward an item in June providing the Board with an overview of the project and discussion of the funding request.

Temporary Service to Golden State Warriors Chase Center Events

WETA staff is currently working with a team consisting of the Golden State Warriors, the Port of San Francisco and Golden Gate Ferry to develop plans to construct a temporary ferry terminal at Pier 48 ½. The temporary terminal would utilize WETA's spare float currently located on Mare Island and be in place for two years – unless needed earlier for an emergency event - when it will be needed for the next dredging event in Vallejo. Engineering studies have been completed and the team has concluded that a single-sided float configuration is the only option for the terminal. Marine construction firms have been approached to determine the potential cost to move WETA equipment in place and perform the limited landside construction necessary. Staff plans to bring forward an item in June identifying the actions necessary to support establishing this temporary terminal for use until the permanent Mission Bay Ferry Landing is built.

Oakland Athletics Howard Terminal Stadium Proposal

WETA staff has met with the Oakland Athletics organization and the Howard Terminal stadium development team. Discussions thus far have been high level and have not been detailed to the point of developing service plans or evaluating infrastructure needs. However, WETA staff anticipates being an active participant in the project transportation discussions moving forward. WETA submitted a comment letter during the scoping phase for the anticipated Environmental Impact Report (EIR) identifying terminal capacity limitations at the existing Jack London Square terminal in Oakland for consideration during the EIR process.

Alameda Seaplane Lagoon Ferry Terminal

In April 2016, the Alameda City Council and WETA Board of Directors adopted a MOU defining a future service concept for western Alameda and identifying the terms and conditions under which a new Seaplane Lagoon Ferry Service would be implemented. The MOU defines roles and responsibilities for each party pertaining to the proposed construction of a new ferry terminal along Seaplane Lagoon on the former Naval Air Station at Alameda Point, future operation of the service, and the pursuit of funds necessary to support the new service. The City contracted with Marcy Wong Donn Logan Architects to complete the final design of the ferry terminal.

The transfer of property from the City to the development team - Alameda Point Partners - included a \$10 million contribution toward the Seaplane Lagoon Ferry Terminal. The City previously secured \$8.2 million from the Alameda County Transportation Commission for the terminal and has recently committed \$2 million from City general funds. In September 2018, the WETA Board of Directors authorized a commitment of \$2 million to the project to close a funding gap and keep the project on schedule for construction. Alameda Point Partners (APP) has begun construction on the overall Site A project, including the Seaplane Lagoon terminal. The terminal float will be constructed by Bay Ship & Yacht, with oversight from Power Engineering. WETA staff is working with APP and City staff to support the construction effort and to plan for the anticipated service enhancement for Seaplane Lagoon and related restructuring of Alameda/Oakland service between the Alameda Main Street Terminal, Oakland Jack London Square and San Francisco.

Redwood City Ferry Terminal

WETA prepared a draft Redwood City ferry terminal site feasibility report in 2012 in an effort to identify site opportunities, constraints and design requirements, and better understand project feasibility and costs associated with the development of a terminal and service to Redwood City. During the summer of 2016, staff from the Port of Redwood City (Port), WETA and Redwood City met to redefine a ferry project and pursue feasibility study funds to move the project toward implementation.

Board Chair Breckenridge, Vice Chair Wunderman and WETA staff participated in a site visit to the Port on May 25, 2018 that also included Port Commissioners, the Mayor of Redwood City, and Councilmembers from Redwood City and Burlingame. In addition, staff from multiple agencies and private sector stakeholders such as Google and Prop SF were in attendance. The two-hour site event consisted of a visit to an adjacent property to view a potential ferry terminal location and an hour of presentations and discussion among the group.

Redwood City is currently leading an effort to prepare a Financial Feasibility Study and Cost Benefit Analysis Report for the Redwood City Ferry Terminal Construction and Service utilizing \$450,000 in San Mateo County Measure A transportation sales tax funds. The City has entered into an agreement with the San Mateo County Transportation Authority to develop and adopt

the Feasibility Study and Business Plan. The feasibility study, which kicked off in February 2019 with a meeting that included a consultant team and staff from the City and Port of Redwood City along with WETA, is expected to take 12 to 14 months to complete. Concurrent with this activity, Redwood City, Port of Redwood City and WETA staff are working to develop a draft MOU for future Board consideration that defines agency roles and responsibilities for working together to advance the terminal planning and development.

Berkeley Ferry Terminal

The proposed Berkeley service will provide an alternative transportation link between Berkeley and downtown San Francisco. WETA previously worked to develop a draft environmental assessment for a project to build a new ferry terminal and service in Berkeley at a site just south of the Berkeley Fishing Pier. This work was ultimately suspended due to extraordinary mitigation measures required by National Marine Fisheries related to project dredging and due to the lack of full funding for project construction and operation; a prerequisite to Federal Transit Administration (FTA) completion of the federal environmental process (NEPA).

City of Berkeley staff recently initiated a study to explore strategies for rebuilding the city's Municipal Fishing Pier, including a concept for a dual-use pier facility that would serve as both a ferry terminal and public access space. This study seeks to address issues related to not only the City's loss of public access to waterfront, but also conflicts that have emerged with the operation of private ferry service within the Berkeley Marina. Pursuant to terms of an MOU approved by the WETA Board and Berkeley City Council, the study will be expanded to consider WETA as the primary ferry service operator. WETA and City of Berkeley staff will work with a consultant team over the next 12 months to complete the study.

Treasure Island Ferry Service

This project - which will be implemented by the Treasure Island Development Authority (TIDA), the San Francisco County Transportation Authority (SFCTA), acting in its capacity as the Treasure Island Mobility Management Authority (TIMMA), and Lennar Urban, the prospective developer - had committed to implementing new ferry service between Treasure Island and downtown San Francisco in the 2011 Treasure Island Transportation Implementation Plan, currently posted on the SFCTA website. SFCTA recently announced that it is hoping to advance the opening of the new ferry service from 2023 to 2021.

WETA staff has worked with City of San Francisco staff over the years to support development of this project. Staff from SFCTA/TIMMA provided an update on the project and the transportation plan at the February 7 Board meeting. SFCTA staff indicated at that meeting that the planned transportation program funds to be provided through a new Treasure Island toll program, parking fees, fare revenues and developer subsidy would not be sufficient to fully cover the cost of their planned transportation program, including ferry service - especially in the early years - with an anticipated early start date of 2021. As a result, they noted that they were looking for additional funding and that they had reached out to private operators about operating ferry service. WETA staff has met with SFCTA and discussed service operating costs and capital needs. SFCTA is working towards a toll measure for TIMMA Board consideration this summer. Both agencies are exploring the possibilities for securing grant funds for the construction of a vessel for the service. Additionally, WETA staff is working with the developer of the Treasure Island ferry terminal, Wilson Meany, to review and provide WETA comments on terminal plans. Staff provided an update on the work to the Board in April and will plan to provide periodic updates as the project evolves.

Tideline Marine Group Private Shuttle Pilot Status

In September 2018, the WETA Board approved Tideline Marine Group's request to conduct scheduled, small vessel, private charter landings with the vessel *Osprey* at the Harbor Bay Ferry Terminal for the exclusive use of Exelixis employees on a six month demonstration basis subject to meeting WETA's conditions and requirements. These included meeting WETA's landing agreement requirements, providing WETA with all appropriate vessel documentation, completion a successful fit-up of the vessel *Osprey* at the Harbor Bay terminal, receipt of required approvals from the Harbor Bay Isle Associates and the City of Alameda, and execution of a landing agreement by all parties. These requirements have been met and Tideline began service operation on Wednesday, February 27. Based upon the April ridership report from Tideline, the service is carrying an average of 11 round-trip passengers per day.

SYSTEM PLANS/STUDIES

Solano County Water Transit Plan and Financial Feasibility Study

The Solano Transportation Authority (STA) is currently conducting a feasibility study of potential ferry and water transit routes in and around Solano County. WETA is a partner on the study by serving on a Technical Advisory Committee and funding the necessary ridership forecasting tasks, similar to the role WETA played in the 2014 Ferry Feasibility Study in Contra Costa County. The STA study is expected to be completed by the end of 2019. Staff will provide the Board with a briefing as the study progresses.

Small Vessel Service Study

An Advisory Committee of the Board was formed and met on four occasions to initiate study of small vessels as a complement to WETA's service. The Advisory Committee consists of Board members Josefowitz and Intintoli. A transportation consultant, ARUP, was engaged to perform the analysis and has produced a draft report. Staff also convened and met with a Technical Advisory Committee (TAC) to solicit input on the project and held meetings with individual stakeholders. An item to discuss the small vessel study work was presented by the consultant at the January 10, 2019 WETA Board of Director's meeting. The Board received the final report at its March meeting and authorized staff to begin the next steps toward implementation of the plan.

Hovercraft Feasibility Study

This study will broadly consider the feasibility of operating hovercraft on San Francisco Bay as part of the WETA water transit system. A Hovercraft Stakeholder Committee will be assembled, comprised of hovercraft industry representatives, advocates from Bay Area public policy groups, environmental organizations, and maritime industry representatives to guide the study. Staff will also convene a Hovercraft Technical Advisory Committee to review and provide input on preliminary results of the study. An item is included on this month's Board meeting agenda requesting authorization to release an RFP to secure consultant services to prepare the study.

Fare Program Study

WETA's current fare program was adopted in 2014 to promote consistent fare structures and implement small fare changes on an annual basis to ensure that WETA fares kept pace with cost inflation. As WETA's current fare program is set to end this fiscal year, a new program will need to be adopted to continue implementing annual fare changes in future fiscal years. WETA has contracted with Four Nines Technologies to provide consultant services to prepare a study to analyze the financial, ridership, and equity impacts of various options for a new multiyear fare program. Staff will bring an item forward to the Board in September to discuss proposed goals and objectives for the new fare program. Additional updates will be presented to the Board prior to a potential recommendation to adopt a new fare program in the spring of 2020.

EMERGENCY RESPONSE ACTIVITIES UPDATE

WETA's enabling legislation directs the agency to provide comprehensive water transportation and emergency coordination services for the Bay Area region. The following emergency response related activities are currently underway:

- WETA is participating in the development of the San Francisco Bay Area Port Recovery Plan which is the combined effort of seven Bay Area port authorities and WETA in coordination with port stakeholders at the local, state, and federal levels. The goal of the plan is to establish operational capability at Bay Area port authorities in response to a disaster and to set the conditions for port recovery. This plan is intended to provide a unifying structure to all major Bay Area ports through the use of a common set of processes and principles. Staff has arranged for the core team behind the plan, including CalOES, Federal Emergency Management Agency, United States Coast Guard (USCG), Port of Oakland and Port of San Francisco staff, to provide a presentation of the plan at the July WETA Board of Directors meeting.
- Staff is scheduled to participate in the San Francisco Bay Area Port Recovery Plan table top exercise scheduled for June 12. This table top exercise will introduce all participants to the Bay Area Port Recovery Plan and engage them in a scenario based discussion of the operational requirements of port recovery.
- The agency will conduct its annual functional exercise on September 24, 2019 as part of a larger exercise to validate the San Francisco Bay Area Port Recovery Plan during Fleet Week activities.
- Staff is preparing a series of staff training sessions which will take place over the next several months ahead of the September 24 exercise.

OPERATIONS REPORT

Monthly Operating Statistics - The Monthly Operating Statistics Report for April 2019 is provided as ***Attachment A***.

KEY BUSINESS MEETINGS AND EXTERNAL OUTREACH

On May 10, Lauren Gularte attended the Regional Business Outreach Committee monthly meeting.

On May 10, Nina Rannells and Thomas Hall attended the Bay Planning Coalition's Spring Summit in San Francisco. Vice Chair Wunderman participated in a panel on the growth of ferry service in the Bay Area.

On May 13, Nina Rannells attended the Bay Area Council's Water Transit Subcommittee and provided a brief overview of WETA's current work program.

On May 15, WETA Staff members Kevin Donnelly and Rachel Rodriguez attended a press conference at the Port of San Francisco where the USCG Commandant, Admiral Karl Shultz briefed media on maritime commerce and emergency response. Topics covered: Port Security, emergency preparedness, partnership among federal, state, and local maritime and emergency services agencies.

On May 16, Thomas Hall participated in the quarterly Clipper Customer Education and Distribution call.

On May 20, Nina Rannells attended the Clipper Executive Board meeting in Oakland.

On May 20, Lauren Gularte and Grant Sellers from Blue & Gold Fleet provided a walk through on WETA's vessels to the San Francisco Police Marine Unit as part of an effort to familiarize local law enforcement to our vessels.

On May 21, Kevin Connolly participated in a panel discussion hosted by SPUR Oakland on Bay Crossings that included staff from BART, MTC and Caltrain.

On May 22, Nina Rannells attended the California Transit Association's 2019 Spring Legislative Conference.

On May 22, Thomas Hall participated in Genentech's Transportation Fair at its South San Francisco campus where he shared ferry information with employees and received feedback on the South San Francisco service.

On May 23, WETA staff participated in Blue & Gold Fleet's 40th Anniversary Celebration.

OTHER BUSINESS

Regional Measure 3

Senate Bill 595 (Beall), authorized a new bridge toll measure - Regional Measure 3 - to raise the tolls on the state-owned bridges to fund a program of regional transportation improvements in the San Francisco Bay Area. In June 2017, during the development of this bill, the WETA Board adopted a Regional Measure 3 Principles and Investment Program. The final measure adopted by the legislature included \$300 million in capital funds to support construction of WETA vessels, terminals and facilities and an operating subsidy of up to \$35 million annually.

On January 24, 2018, the Bay Area Toll Authority (BATA) authorized moving forward to place RM3 on the June 5, 2018 ballot. The measure, which passed by a majority of Bay Area voters in June 2018, will raise tolls by \$3 over a six year period starting with a \$1 increase on January 1, 2019 followed by additional \$1 increases in January 2022 and January 2025.

Since its passage, RM3 has been challenged by two lawsuits in the Superior Court in the City and County of San Francisco. In the case of *Howard Jarvis Taxpayers Association, et al v. The Bay Area Toll Authority and the California State Legislature*, the Court granted BATA's and the Legislature's motions to dismiss the complaint without leave to amend. This ruling was finalized through the Court's submission of a Notice of Entry of Judgement filed on April 23, 2019. The Jarvis group is able to appeal the decision until June 25th and a similar lawsuit, *Randall Whitney v. MTC*, is still pending in San Francisco Superior Court. MTC is pursuing dismissal of the Whitney suit as well, and is hopeful that this issue can be closed out within the next several months. If this happens, MTC will be in a position to start allocating RM3 toll revenues to eligible projects in late summer/early fall of this year.

On January 1, 2019 BATA began collecting the first dollar of the approved toll increase. Toll revenues collected are being placed into an escrow account and will not be allocated to project sponsors until the lawsuits are settled.

END

Attachment A

**Monthly Operating Statistics Report
April 2019**

		Alameda/ Oakland	Harbor Bay *	Richmond	South San Francisco	Vallejo**	Systemwide
vs. last month	Total Passengers April 2019	117,555	32,124	16,145	12,709	95,828	274,361
	Total Passengers March 2019	100,098	30,563	13,867	12,196	82,915	239,639
	Percent change	17.44%	5.11%	16.43%	4.21%	15.57%	14.49%
vs. same month last year	Total Passengers April 2019	117,555	32,124	16,145	12,709	95,828	274,361
	Total Passengers April 2018	108,041	27,337		12,435	89,555	237,368
	Percent change	8.81%	17.51%		2.20%	7.00%	15.58%
vs. prior FY to date	Total Passengers Current FY To Date	1,124,353	293,591	51,946	118,161	881,959	2,470,010
	Total Passengers Last FY To Date	1,058,919	275,577		119,093	855,835	2,309,424
	Percent change	6.18%	6.54%		-0.78%	3.05%	6.95%
Ops Stats	Avg Weekday Ridership April 2019	4,412	1,460	734	578	3,688	10,872
	Passengers Per Hour April 2019	170	177	82	89	137	143
	Revenue Hours April 2019	693	181	198	143	699	1,914
	Revenue Miles April 2019	9,971	3,493	2,762	2,357	18,982	37,564
	Farebox Recovery Year-To-Date	58%	44%	25%	32%	65%	55%
	Cost per Available Seat Mile - April 2019	\$0.23	\$0.32	\$0.37	\$0.49	\$0.19	\$0.26
Fuel	Average peak hour utilization, AM - April 2019	65%	63%	46%	56%	76%	61%
	Average peak hour utilization, PM - April 2019	77%	65%	56%	57%	79%	67%
	Fuel Used (gallons) - April 2019	70,366	18,738	16,373	13,949	163,934	283,360
	Avg Cost per gallon - April 2019	\$2.78	\$2.78	\$2.78	\$2.78	\$2.75	\$2.78

MEMORANDUM

TO: Board Members

**FROM: Nina Rannells, Executive Director
Lynne Yu, Finance & Administration Manager**

**SUBJECT: Monthly Review of FY 2018/19 Financial Statements for Ten Months
Ending April 30, 2019**

Recommendation

There is no recommendation associated with this informational item.

Summary

This report provides the attached FY 2018/19 Financial Statements for ten months ending April 30, 2019.

Operating Budget vs. Actual

	Prior Actual	Current Budget	Current Actual
Revenues - Year To Date:			
Fare Revenues	\$16,679,906	\$19,109,868	\$18,237,298
Bridge Toll Revenues	14,127,025	17,623,584	15,127,783
Contra Costa Measure J	-	1,356,000	871,955
Other Revenues	13,210	606,667	13,446
Total Operating Revenues	\$30,820,141	\$38,696,119	\$34,250,483
Expenses - Year To Date:			
Planning & Administration	\$1,641,635	\$2,500,000	\$1,906,050
Ferry Services	29,178,507	36,196,119	32,344,433
Total Operatings Expenses	\$30,820,141	\$38,696,119	\$34,250,483
System-Wide Farebox Recovery %	57%	53%	56%

Capital Actual and % of Total Budget

	YTD Actual	% of FY 2018/19 Budget
Revenues:		
Federal Funds	\$13,729,067	
State Funds	53,824,163	
Bridge Toll Revenues	11,682,015	
Other Revenues	852,915	
Total Capital Revenues	\$80,088,160	68.58%
Expenses:		
Total Capital Expenses	\$80,088,160	68.58%

Fiscal Impact

There is no fiscal impact associated with this informational item.

END

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San Francisco Bay Area Water Emergency Transportation Authority
FY 2018/19 Statement of Revenues and Expenses
For Ten Months Ending 4/30/2019

% of Year Elapsed 83%

	Apr-19 Actual	Year - To - Date			Total FY2018/19 Budget	% of Total Budget
		FY2017/18 Actual	FY2018/19 Budget	FY2018/19 Actual		
OPERATING EXPENSES						
<u>PLANNING & GENERAL ADMIN:</u>						
Wages and Fringe Benefits	\$112,081	\$888,512	\$1,293,167	\$1,053,866	\$1,551,800	67.9%
Services	88,610	862,841	1,139,500	825,661	1,367,400	60.4%
Materials and Supplies	31,208	35,947	150,417	105,245	180,500	58.3%
Utilities	3,420	28,572	34,250	35,992	41,100	87.6%
Insurance	-	1,201	23,583	1,200	28,300	4.2%
Miscellaneous	19,964	172,074	260,667	193,278	312,800	61.8%
Leases and Rentals	32,429	310,112	323,917	319,636	388,700	82.2%
Admin Overhead Expense Transfer	(63,143)	(657,623)	(725,500)	(628,828)	(870,600)	72.2%
Sub-Total Planning & Gen Admin	\$224,569	\$1,641,635	\$2,500,000	\$1,906,050	\$3,000,000	63.5%
<u>FERRY OPERATIONS:</u>						
<u>Harbor Bay FerryService (AHBF)</u>						
Purchased Transportation	\$184,377	\$1,690,355	\$1,900,000	\$2,148,655	\$2,280,000	94.2%
Fuel - Diesel & Urea	53,972	363,619	506,250	406,428	607,500	66.9%
Other Direct Operating Expenses	47,687	343,285	627,000	456,825	752,400	60.7%
Admin Overhead Expense Transfer	7,601	83,209	84,000	76,599	100,800	76.0%
Total Harbor Bay	\$293,638	\$2,480,468	\$3,117,250	\$3,088,506	\$3,740,700	82.6%
Farebox Recovery - AHBF	42%	49%	45%	44%	45%	
<u>Alameda/Oakland Ferry Service (AOFS)</u>						
Purchased Transportation	\$678,716	\$6,811,561	\$7,779,500	\$7,469,351	\$9,335,400	80.0%
Fuel - Diesel & Urea	202,562	1,251,111	1,678,250	1,542,429	2,013,900	76.6%
Other Direct Operating Expenses	182,815	1,068,769	2,116,000	1,592,040	2,539,200	62.7%
Admin Overhead Expense Transfer	27,087	284,968	319,583	275,056	383,500	71.7%
Total Alameda/Oakland	\$1,091,180	\$9,416,409	\$11,893,333	\$10,878,876	\$14,272,000	76.2%
Farebox Recovery - AOFS	68%	61%	56%	58%	56%	
<u>Vallejo FerryService (Vallejo)</u>						
Purchased Transportation	\$815,635	\$9,355,240	\$9,946,750	\$8,845,178	\$11,936,100	74.1%
Fuel - Diesel & Urea	450,783	3,462,431	4,790,000	4,135,835	5,748,000	72.0%
Other Direct Operating Expenses	146,988	1,480,190	1,654,500	1,289,873	1,985,400	65.0%
Admin Overhead Expense Transfer	22,668	315,133	262,083	229,771	314,500	73.1%
Total Vallejo	\$1,436,074	\$14,612,994	\$16,653,333	\$14,500,657	\$19,984,000	72.6%
Farebox Recovery - Vallejo	85%	61%	58%	65%	58%	
<u>South San Francisco FerryService (SSF)</u>						
Purchased Transportation	\$142,873	\$1,957,158	\$2,000,000	\$2,015,200	\$2,400,000	84.0%
Fuel - Diesel & Urea	40,172	335,936	481,000	305,598	577,200	52.9%
Other Direct Operating Expenses	34,101	330,672	415,417	348,977	498,500	70.0%
Admin Overhead Expense Transfer	4,108	44,869	36,250	39,527	43,500	90.9%
Total South San Francisco	\$221,254	\$2,668,635	\$2,932,667	\$2,709,302	\$3,519,200	77.0%
Farebox Recovery - SSF	44%	33%	36%	32%	36%	
<u>Richmond FerryService (Richmond)</u>						
Purchased Transportation	\$187,367	-	\$1,204,668	\$917,041	\$1,807,000	50.7%
Fuel - Diesel & Urea	47,135	-	\$217,200	132,187	325,800	40.6%
Other Direct Operating Expenses	27,127	-	\$165,068	109,988	247,600	44.4%
Admin Overhead Expense Transfer	1,679	-	\$12,600	7,875	18,900	41.7%
Total Richmond	\$263,308	\$0	\$1,599,536	\$1,167,091	\$2,399,300	48.6%
Farebox Recovery - Richmond	33%	0%	15%	25%	15%	
Sub-Total Ferry Operations	\$3,305,454	\$29,178,507	\$36,196,119	\$32,344,433	\$43,915,200	73.7%
Farebox Recovery - Systemwide	66%	57%	53%	56%	52%	
Total Operating Expenses	\$3,266,715	\$30,820,141	\$38,696,119	\$34,250,483	\$46,915,200	73.0%
OPERATING REVENUES						
Fare Revenue	\$2,183,842	\$16,679,906	19,109,868	18,237,298	\$23,004,900	79.3%
Regional - Bridge Toll	1,079,665	14,127,025	17,623,584	15,127,783	21,148,300	71.5%
Regional - Contra Costa Measure J	175,220	-	1,356,000	871,955	2,034,000	42.9%
Regional - Alameda Tax & Assessment	-	-	606,667	-	728,000	0.0%
Other Revenue	3,208	13,210	-	13,446	-	0.0%
Total Operating Revenues	\$3,266,715	\$30,820,141	\$38,696,119	\$34,250,483	\$46,915,200	73.0%

San Francisco Bay Area Water Emergency Transportation Authority
FY 2018/19 Statement of Revenues and Expenses
For Ten Months Ending 4/30/2019

Project Description	Apr-19 Total	Total Project Budget	Total Prior Expense	Total FY2018/19 Budget	Total FY2018/19 Expense	Total Future Year	% of Total Project Budget Spent
CAPITAL EXPENSES:							
<u>FACILITIES:</u>							
Terminal Construction							
Downtown Ferry Terminal Expansion - South Basin	\$1,372,305	\$97,965,000	\$46,780,727	\$34,556,273	28,094,675	\$16,628,000	76%
Richmond Ferry Terminal	228,669	21,000,000	11,134,262	9,865,738	9,865,372	-	100%
Maintenance and Operations Facilities							
Ron Cowan Central Bay Operations & Maintenance Facility	25,078	69,500,000	60,723,722	8,776,278	2,446,953	-	91%
Terminal Improvement							
Terminal Dredging - Vallejo and South San Francisco	711,187	5,165,000	106,999	5,058,001	4,621,455	-	92%
<u>FERRY VESSELS:</u>							
Vessel Construction							
445-Pax Replacement Vessel - M/V Vallejo	-	23,372,000	12,443,000	10,929,000	8,675,581	-	90%
445-Pax Expansion (Waterjet) Vessels - 2 vessels	1,404,251	46,745,000	15,557,743	20,187,257	10,414,506	11,000,000	56%
400-Pax Expansion (Propeller) Vessels - 2 vessels	3,532	33,400,000	26,533,692	6,866,308	6,061,141	-	98%
New Commuter Class High-Speed Vessel	1,229,804	15,300,000	93,374	9,106,626	7,194,222	6,100,000	48%
Vessel Rehabilitation and Refurbishment							
Vessel Mid-Life Refurbishment - M/V Peralta	-	5,117,000	2,929,906	2,187,094	2,026,465	-	97%
Vessel Engine Overhaul - M/V Intintoli and M/V Mare Island	3,278	3,000,000	-	1,500,000	372,206	1,500,000	12%
Vessel Qtr-Life Refurbishment - M/V Scorpio	7,186	2,500,000	-	2,500,000	38,086	-	2%
Vessel Engine Overhaul - M/V Taurus	-	800,000	-	800,000	67,498	-	8%
Vessel Service Life Extension - M/V Solano	10,455	13,000,000	-	3,375,000	95,515	9,625,000	1%
<u>CAPITAL EQUIPMENT / OTHER:</u>							
CCTV Install and Network Intergration - East Bay Terminals	-	400,000	-	400,000	-	-	0%
Purchase Service Vehicles	-	500,000	27,088	472,912	114,485	-	28%
Purchase Selective Catalyst Reduction (SCR) System	-	200,000	-	200,000	-	-	0%
Total Capital Expenses	\$4,995,745	\$337,964,000	\$176,330,514	\$116,780,486	\$80,088,160	\$44,853,000	
CAPITAL REVENUES:							
Federal Funds	\$1,685,686	\$79,972,140	\$33,033,731	\$38,038,409	\$13,729,067	\$8,900,000	58%
State Funds	2,462,341	201,533,450	112,665,044	61,852,046	53,824,163	27,016,360	83%
Regional - Bridge Toll	846,281	53,235,010	29,605,664	14,912,706	11,682,015	8,716,640	78%
Regional - Alameda Sales Tax Measure B / BB	1,437	1,723,400	586,075	1,137,325	412,915	-	58%
Regional - Alameda TIF / LLAD	-	400,000	-	400,000	-	-	0%
Regional - San Francisco Sales Tax Prop K	-	1,100,000	440,000	440,000	440,000	220,000	80%
Total Capital Revenues	\$4,995,745	\$337,964,000	\$176,330,514	\$116,780,486	\$80,088,160	\$44,853,000	

TO: WETA Board Members

FROM: Peter Friedmann, WETA Federal Legislative Representative
Ray Bucheger, WETA Federal Legislative Representative

SUBJECT: WETA Federal Legislative Board Report – June 2019

This report covers the following topics:

1. The Path Forward on Transportation Infrastructure Legislation
2. Continued Advocacy on Behalf of WETA
3. FY08 Berkeley Funds Available for Repurposing

The Path Forward on Transportation Infrastructure Legislation

It was widely reported that when House and Senate Democrats went to the White House a few weeks ago to meet with President Trump to talk about the path forward on infrastructure legislation that the President came into the room, told the Democrats in attendance that he would not work with them until Speaker Pelosi ended the investigations into his Administration and then rushed to the Rose Garden to tell the press what he had just done. The press dramatized the incident and declared that any possibility that Congress and the White House could work together to fund transportation improvements was effectively gone.

That is only half right. There seems to be general agreement that Congress is unlikely to take on a wide-ranging infrastructure bill that provides funding for roads, bridges and transit, and also includes money for seaports, railroads, airports, transmission lines, drinking and wastewater and broadband deployment. However, as House Transportation and Infrastructure (T&I) Committee Chairman Peter DeFazio noted shortly after the infamous White House meeting, Congress does need to take up and pass a new surface transportation bill (covering only roads, bridges and transit) before the FAST Act expires next September.

Continued Advocacy on Behalf of WETA

Given that Congress must pass legislation to replace the FAST Act – which authorized the current funding levels for the Federal Transit Administration (FTA) ferry grant program and the Federal Highway Administration (FHWA) ferry formula program – we will continue to advocate for additional funding for these programs. To this end, we worked with members of the Public Ferry Coalition to get 19 members of the House of Representatives to send a letter to the T&I Committee seeking additional funding for the FTA and FHWA programs. Seven Bay Area members of Congress signed the letter, including Reps Anna Eshoo, John Garamendi, Jared Huffman, Barbara Lee, Jackie Speier, Eric Swalwell and Mike Thompson. We shared the letter with staff for T&I Committee Chairman DeFazio, Speaker Pelosi and House Minority Leader Kevin McCarthy.

In addition to the letter, Congressman John Garamendi submitted the following language to the T&I Committee chairman, who had asked committee members to formally submit their priorities to the committee:

Increase FTA and FHWA Funding for Public Ferry Systems: *The current authorized levels for the Federal Transit Administration's (FTA) Passenger Ferry Grant Program (\$30 million annually) and the Federal Highway Administration's (FHWA) Ferry Boat Formula Program (\$80 million annually) are simply inadequate to meet our nation's needs. Public ferry systems are much more economical than building bridges and tunnels and promote resiliency in the face of climate change. Congress should increase funding for the FTA grant program to \$90 million annually and increase the Highway Trust Fund set-aside for the FHWA Ferry Boat Formula Program.*

FY08 Berkeley Funds Available for Repurposing

Language was included in the FY19 Transportation Appropriations bill that will allow WETA to "repurpose" unspent funds that were earmarked for Berkeley. Thanks to this legislation, \$642,346 funding is available to WETA. This funding is from an FY08 earmark that could not be spent and could not be changed given the current ban on earmarks. The FY19 Transportation Appropriations bill allows entities with unspent funds that are more than ten years old to repurpose those funds.

Respectfully Submitted,

Peter Friedmann and Ray Bucheger

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

(May 9, 2019)

The Board of Directors of the San Francisco Bay Area Water Emergency Transportation Authority met in regular session at the Port of San Francisco, Pier 1 in San Francisco, CA.

1. CALL TO ORDER – BOARD CHAIR

Chair Jody Breckenridge called the meeting to order at 1:30 p.m.

2. ROLL CALL

Chair Breckenridge, Vice Chair James Wunderman, Director Jeffrey DelBono, Director Anthony Intintoli, and Director Nicholas Josefowitz were in attendance.

3. REPORT OF BOARD CHAIR

Chair Breckenridge had no report to share.

4. REPORTS OF DIRECTORS

Directors had no reports to share.

5. REPORTS OF STAFF

Executive Director Nina Rannells shared her written report with Directors and noted that since the Board last met, one of the two lawsuit threats to the validity of the passing of Regional Measure 3 (RM3) by voters last June had been dismissed. She said there was a sixty-day appeal period that would run through late June and that there is a second lawsuit outstanding. Ms. Rannells said she remained hopeful and that once the RM3 funding clears the court process, staff would bring forward an item for Board discussion regarding WETA's RM3 program.

Ms. Rannells said that WETA's legislative representatives in Washington have lobbied for a tripling of the Federal Ferry Boat Discretionary Program funding, currently a pool of \$30 million that is up for application at the federal level. She said this effort was in concert with other ferry operators. Ms. Rannells also noted that the new Richmond ferry service that WETA launched in January continued to grow. Vice Chair Wunderman said he had recently spoken with Richmond Mayor Tom Butt who told him he was very happy about the success of the growing service.

6. CONSENT CALENDAR

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

- a. Board Meeting Minutes – April 4, 2019
- b. Authorize Filing Applications with the Metropolitan Transportation Commission for FY 2019/20 Regional Measure 1 and Regional Measure 2 Funds
- c. Approve Amendment to Agreement with Nematode Media, LLC for Ferry Ticket Sales and Information Services for FY 2019/20
- d. Approve Purchase of Commercial Insurance Policies for FY 2019/20

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

Yeas: Breckenridge, DelBono, Intintoli, Josefowitz, Wunderman. Nays: None. Absent: None.

**7. APPROVE MEMORANDUM OF UNDERSTANDING WITH CITY OF BERKELEY
FOR FERRY TERMINAL PLANNING AND FEASIBILITY STUDY**

Senior Planner/Project Manager Michael Gougherty presented this item to approve a Memorandum of Understanding (MOU) with the City of Berkeley for a ferry terminal planning and feasibility study. He shared a PowerPoint presentation with Directors that provided an overview of the history of ferry service considerations in Berkeley. He explained that WETA ferry service on the Berkeley/Albany shoreline had been considered as early as 2003, when WETA was the San Francisco Bay Area Water Transit Authority (WTA) and potential ferry sites had been initially studied. He said work was halted in 2013 after it was determined that there was insufficient funding to build and operate the service.

Mr. Gougherty noted that the interest and support for ferry service in the city of Berkeley was reaffirmed with its inclusion in WETA's 2016 Strategic Plan. He said the Interstate 80 highway commute, directly adjacent to the Berkeley Marina, is the second worst traffic congestion corridor in the Bay Area. Mr. Gougherty noted that in addition to being in WETA's Strategic Plan, Berkeley Ferry service was included in MTC's Plan Bay Area and in its 2017 Core Capacity Transit Study as a medium-term solution for improving public transportation to and from the San Francisco Core.

Mr. Gougherty introduced and extended thanks to Berkeley Mayor Jesse Arreguin, Berkeley Vice Mayor Susan Wengraf, Berkeley Economic Development Manager Jordan Klein, and other City of Berkeley staff who were in attendance to show their support for the item. Mr. Gougherty said that hundreds of letters of support had also been received from Berkeley residents and employers urging the WETA Board to move forward with the recommended MOU for the study. Mr. Gougherty then introduced Nelson Lam, Berkeley Associate Civil Engineer and project manager to provide additional background and information on the project.

Mr. Lam provided the Board with a virtual tour of the Berkeley Marina and noted that over 200,000 people visit the area annually for leisure activities and special events. He further noted that there were three restaurants, 1,000 boat slips, and multiple sailing clubs located at the marina. Mr. Lam said Berkeley was working with Caltrans on a highway overpass plan to improve access to the area, and the City was working on a master development plan for the shoreline. Mr. Lam said voters approved a \$100 million bond in 2016 which could help fund the development and construction of a terminal.

Mr. Klein said that Berkeley is a job center for the East Bay with 67,000 jobs. He explained that more than 36,000 of these jobs are located in West Berkeley, near the shoreline that would be studied for potential ferry service. Mr. Klein said that residential development in West Berkeley continued, and that San Pablo Avenue would continue to be a high density planning area for commercial and residential development. Mr. Klein said that he had received a commitment that the current West Berkeley shuttle service run by Wareham Development would be increased to support access to ferry service at the marina if this plan moves forward. He added that master planning efforts for South Berkeley would also be ongoing throughout this process.

Mr. Gougherty emphasized that the feasibility study was a planning function only, to identify if WETA could proceed with the project. If the project was deemed infeasible, he said, by either WETA or the City of Berkeley, the MOU would end with no further obligation from either party. He added that Berkeley staff would drive the public participation process with WETA as a support partner.

It was agreed that an important objective of the project would be to limit parking at the future terminal, and instead increase other modes of access with public transit, the West Berkeley shuttle, and pedestrian and bicycle access improvements.

Director Josefowitz said he felt the information provided for this item did not present a fair and balanced view of the factors under consideration. He emphasized that much of the land near the Berkeley

shoreline will never be developed because of a 1913 State land agreement, and he said that numerous other development sites in Berkeley were legally contentious or already in litigation. He said the Board should not get people's hopes up for a site that will just result in more inertia. Director Josefowitz said the Bay Area has serious housing and transportation problems that will not be addressed by building a terminal in an area where no housing or employment can be built. He emphasized that he was in favor of looking at ferry service in Berkeley in an area where residential and commercial development has a chance of happening, but said he cannot support the idea being considered in the current shoreline location because nothing will ever be built there.

Vice Chair Wunderman said he understood and appreciated Director Josefowitz's concerns and agreed that they were important considerations. He thanked the Mayor and City of Berkeley staff for their work and partnership with WETA in moving forward to determine if water transportation makes sense for Berkeley. Vice Chair Wunderman said he had attended the opening of the new Bayer facility in Berkeley that morning, and that he had also received a commitment from Wareham Development that shuttle service to the waterfront would be increased to support future ferry service. He said he felt that a ferry terminal built at the current Golden Gate Fields location might be ideal. Mr. Gougherty said that the first site study had determined that location to be prohibitive for ecological reasons.

Director Intintoli noted that the Board will not get answers to the important questions being raised about the feasibility for a terminal and ferry service in Berkeley unless the study happens. He said those answers will be crucial to Directors in the consideration process. Director DelBono said he agreed, and that while he also agreed with Director Josefowitz about his concerns, he too wants answers. He said there are going to be many questions about potential ferry service in the South Bay also, and a study to answer those important questions will be crucial to that process just as this study was crucial for Berkeley.

Chair Breckenridge said she would like the study to include surveying the major employers in Emeryville to find out if their employees would go to Berkeley to take a ferry instead of going to Oakland. She added that emergency response capabilities and potential in Berkeley should also be included, and she noted that the Berkeley/Albany shoreline is an important asset with an expanse of open space that could provide an ideal staging area for the Bay Area in the event of emergency or disaster.

Mr. Gougherty explained that the many things mentioned by Directors, including whether or not any of the initial environmental work that had been done can be leveraged for the current study and clarity on emergency response capabilities potential in Berkeley, would all be included in the study. He noted that local market assessment was a key component of the study scope. Director Josefowitz said he would also like to see zoning details for future development and land use potential in the City of Berkeley, especially near the terminal, included in the feasibility study. Mr. Gougherty said that in addition to the work that will be done by the consultant who will be performing the primary technical aspects of the study, that there would be considerable work done by the City of Berkeley and by WETA staff with assistance from the engineering firm GHD.

PUBLIC COMMENTS

Mayor Arreguin said it was important to not view the shoreline location in isolation, and instead as a crucial transportation link for the entire city of Berkeley. He said the City was working on a San Pablo Avenue development plan and part of that process is to creatively identify how to get people from the City across the highway to the shoreline. He noted that the City was working with Caltrans on that process. Mayor Arreguin said the waterfront is going to look very different in ten or fifteen years because of the shoreline redevelopment, and he emphasized that there was great economic opportunity in Berkeley. He said ferry service would be a fundamental piece of the shoreline's surrounding development.

Vice Mayor Susan Wengraf said many areas of Berkeley were extremely vulnerable to wildfires and that her constituents were very keen on WETA's emergency response mandate. She said Berkeley would continue to be a job growth city, and she thanked Directors for their support and partnership.

CEO of HOVR California Felix Sargent said HOVR was a hovercraft consultancy and could prepare information for the Board on the viability of utilizing hovercraft for Berkeley at different locations. He said there were many interesting and promising sites along the Berkeley shoreline for hovercraft utilization, especially at the foot of Gilman Street and on the McLaughlin East Shore. Mr. Sargent said hovercraft should be included in the scope of the Berkeley study and offered that if the item could be tabled until the next meeting HOVR could bring back details of what to include in the study scope to support hovercraft use. He said that this information could be included as a separate proposal for the study.

Director of Operations & Policy for the Bay Planning Coalition Emily Loper urged Directors to include travel from Berkeley to Bay Area job centers other than the San Francisco Ferry Building in the feasibility study. She said Mission Bay, Redwood City, and South San Francisco were all important, growing job centers not currently well served by public transportation. Ms. Loper emphasized that as WETA continues to build its system out, including all of the places people are commuting to and from will be a key objective.

Vallejo Planning Commissioner Kathleen Diohep said that the last mile information that would be gathered in the process of this feasibility study will provide much needed information that can be utilized elsewhere throughout WETA's current and future system. Mr. Lam said travel to and from the terminal will be a key piece of the study, and Mr. Gougherty confirmed that the study scope was comprehensive enough to include the last mile as well as all of the other questions raised other than including specific vessel types for a future service and including multiple additional site considerations.

Jerry Bellows of MARAD said he was on the Board when the first Berkeley study was done and he remembered that the marina location had been decided upon because the other options were too difficult to access. He added that since routes will be considered in the official hovercraft study that WETA will also be doing, that those findings may tie in to the Berkeley feasibility study. Mr. Bellows further noted that Berkeley had already built a lot of new housing at University Avenue and other areas near the marina and had plans to build a lot more. He emphasized that Berkeley was already committed to building at least as much housing as the City of Alameda has committed to build at WETA's planned Seaplane Lagoon terminal. He urged Directors to move forward with the MOU to support the study.

Steven Buss and Laura Foote of YIMBY Action urged Directors to vote no on the MOU because they felt there was not enough development opportunity on the Berkeley waterfront to support public ferry service.

Director Josefowitz thanked all speakers at the meeting and especially the Mayor and Berkeley City staff. He reiterated that while he wants to see ferry service in Berkeley, he still has grave concerns about the potential for development around the proposed site. Director Josefowitz said he planned to vote no on moving forward with the Berkeley study.

Ms. Rannells emphasized that staff wants to deliver the right work product. She said the robust conversation had been very helpful, and she thanked Directors and speakers.

Director Intintoli made a motion to approve the item.

Director DelBono seconded the motion and the item passed 4-1.

Yeas: Breckenridge, DelBono, Intintoli, Wunderman. Nays: Josefowitz. Absent: None.

Chair Breckenridge recessed the meeting from 3:16 p.m. to 3:21 p.m.

Director Josefowitz left the meeting at 3:21 p.m. and returned at 3:26 p.m.

8. APPROVE FISCAL YEAR 2019/20 OPERATING AND CAPITAL BUDGET

Ms. Rannells introduced the item and noted that the \$111 million budget was made up of about \$50 million for operations and about \$60 million for capital needs. She said that the budget represented a baseline to support what WETA was already doing with its current staff, and she noted that the budget did not include any new RM3 funds but did include Regional Measures 1 and 2 and local available monies. Ms. Rannells said the budget also included enough funding for several planning studies that will enable the Board and staff to better define and plan a future that includes RM3 funding. She said her current understanding regarding the threat to RM3 is that clarity on the lawsuits was expected by the end of June, and that the Metropolitan Transportation Commission (MTC) planned to work on how best to allocate the funding throughout late summer and into early fall. Ms. Rannells said that if all goes well, WETA could begin requesting RM3 funding allocations as early as October 2019. She added that a lot of work will be needed to set up those agreements, including working with MTC and Directors to make determinations about how the funding will be best utilized.

Finance & Administration Manager Lynne Yu presented the item to approve WETA's Fiscal Year 2019/20 Operating and Capital Budget, including the annual staff pay schedule. She provided an overview of the proposed budget's operating and capital components and welcomed questions.

Vice Chair Wunderman asked if the budget included staff to support robust community outreach and engagement throughout the Bay Area. Ms. Rannells said that WETA's current staffing is limited and reiterated that the proposed budget did not include the use of RM3 funds. She said she looks forward to working with the Directors in the coming months to determine a staffing structure for WETA once RM3 funds are available.

Chair Breckenridge said that vessel decisions will need to be made by the end of the year to support the current planned timelines for Mission Bay and Treasure Island and that those projects will require quite a bit of additional staff work also. Ms. Rannells said staff plans to return to the Board in the coming months with a detailed vessel plan that will include small vessels and green vessel opportunities.

Vice Chair Wunderman made a motion to approve the item.

Chair Breckenridge seconded the motion and the item unanimously passed.

Yeas: Breckenridge, DelBono, Intintoli, Josefowitz, Wunderman. Nays: None. Absent: None.

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

Mr. Bellows said Maritime Day was on May 22. He encouraged everyone to learn about the celebration's events and participate in or attend some of the planned activities.

Chair Breckenridge said additional time could be needed for the June Board meeting for a closed meeting item discussion regarding performance. Directors Josefowitz and DelBono said they will not be available to attend the July 11 Board meeting.

All business having been concluded, the meeting was adjourned at 3:46 p.m.

- Board Secretary

END

MEMORANDUM

TO: Board Members

**FROM: Nina Rannells, Executive Director
Lynne Yu, Finance & Administration Manager**

SUBJECT: Overview of FY 2018/19 Financial Audit Scope and Process

Recommendation

There is no required action associated with this informational item.

Background/Discussion

Section 106.6 of WETA's Administrative Code requires preparation of an annual financial audit report by an independent auditor consistent with California Government Code Section 66540.54. The firm of Maze & Associates (Maze) is under contract with WETA to perform the independent audit for FY 2018/19.

Maze is scheduled to begin the initial field work associated with the audit of WETA's FY 2018/19 financial statements on June 17, 2019, and to issue the final audit reports no later than December 2019. The Engagement Letter, provided as **Attachment A** to this report, describes the scope of their audit, audit objectives, responsibilities of management and procedures pertaining to the audit. In addition, Maze has included their most recent peer review report.

Fiscal Impact

There is no fiscal impact associated with this informational item.

END

Attachment A



May 7, 2019

Nina Rannells, Executive Director
San Francisco Bay Area Water Emergency Transit Authority
Pier 9, Suite 111
The Embarcadero
San Francisco, CA 94111

Dear Nina:

We are pleased to confirm our understanding of the services we are to provide for the San Francisco Bay Area Water Emergency Transit Authority as of and for the year ended June 30, 2019. The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

1. Basic Financial Statements.
2. Testing for compliance with the Single Audit Act and applicable laws and regulations and issuance of our reports thereon.
3. Test Measure B funds for compliance with the Agreement for Distribution of Measure B Funds to Local Agencies and issue separate report thereon.
4. Test Measure BB funds for compliance and issue separate report thereon.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the Authority's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole.

Other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the accompanying supplementary information when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of the Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with Authority management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority. Because the determination of abuse is subjective, *Governmental Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill the Authority for responding to this inquiry. At the conclusion of our audit we will also require certain written representations from management about management's responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the Authority and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls, and accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and the Board internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the Authority has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and the applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each major program. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with (1) access to all information of which management is aware is relevant to the preparation and fair presentation of the financial statements; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. We understand that the Authority will provide us with the Closing Checklist information required for our audit and that the Authority is responsible for the accuracy and completeness of that information.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that it complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings must be made available for our review.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maze & Associates, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement. With regard to an exempt offering document with which Maze & Associates is not involved, you agree to clearly indicate in the exempt offering document that Maze & Associates is not involved with the contents of such offering document.

Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Management also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accepting responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report to you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will retain audit documentation for this engagement for seven years after the report release date pursuant to state regulations. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2019 and to issue our reports no later than December 31, 2019. David Alvey is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Maze & Associates' independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are billed based on our contract with the Authority. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the Authority's account becomes thirty days or more overdue and may not be resumed until the Authority's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from Authority personnel, the completion of schedules and data requested on our Checklists, and the assumption that there will be no unexpected increases in work scope, such as new Single Audit Act major programs, new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with Authority management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, or services will continue to be governed by the terms of this engagement letter.

Government Auditing Standards require that we provide the Authority with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

Maze + Associates

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the Authority.

By: *Mike Pennell*

Title: Executive Director

Date: May 14, 2019



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Company@CoughlanNapaCPACo.com

Report on the Firm's System of Quality Control

January 31, 2018

To Maze & Associates Accountancy Corporation and the
Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

MEMORANDUM

TO: Board Members

**FROM: Nina Rannells, Executive Director
Lauren Gularte, Program Manager/Analyst**

**SUBJECT: Approve Contract Award to Nossaman LLP for the Provision of State
Legislative Representation Services**

Recommendation

Approve contract award for state legislative representation services to Nossaman LLP (Nossaman), in the amount of \$180,000 for a three-year term beginning July 1, 2019, with the option to extend the contract for up to a total of ten years and authorize the Executive Director to negotiate and execute a contract.

Background

WETA has utilized the firm of Broad & Gusman to provide state legislative services since 2004. In keeping with Board direction to competitively bid professional service contracts that have been in place for ten years or more, the WETA Board authorized staff to advertise this work for competitive bid at the April 2019 meeting.

State legislative services required by WETA include assisting WETA in building and renewing political contacts and relationships at the local, regional, and state levels to support WETA's mission to provide and expand ferry service in the region, monitoring and advising the agency on State legislation and regulations affecting WETA, and developing and implementing a state focused legislative and advocacy strategy to ensure continued state financial and legislative support for the organization and its programs. It is critical that the firm representing WETA have knowledge, interest and experience in the areas of public transportation, emergency response and maritime operations as well as state funding opportunities and regulatory agencies associated with these functions.

Discussion

A Request for Proposals (RFP) for state legislative representation services was released on April 11, 2019 and was posted on WETA's website, sent to firms on our mailing list, and sent to lobbying firms listed in the Secretary of State Lobbying Directory that represent transit or transportation agencies. Proposals were due on May 8, 2019.

Two firms submitted proposals in response to the RFP including Broad & Gusman and Nossaman. Both firms submitted the required materials and were deemed to be responsive.

An Evaluation Committee, made up of WETA staff and SFMTA's Director of Government Affairs, was established to review and score the proposals. The evaluation criteria for the proposal review, as established in the RFP, considered the qualifications and experience of the firm and the proposed staff, the project understanding and proposed services, and price.

After initial review of the written proposals, both proposers were invited to participate in interviews with the Evaluation Committee on May 16 in order to further introduce their team members and provide additional information regarding their qualifications, experience and proposed services. The results of the evaluation are summarized below:

<i>Evaluation Criteria</i>	<i>Broad & Gusman</i>	<i>Nossaman</i>
Proposer qualification, experience & proposed staff	43	47
Project understanding & scope of services	26	28
Cost	16	20
Total	85	95

Based on the review of the proposals submitted, interviews, and the firm's references the Evaluation Committee recommends award of a contract for state legislative representation services to the firm of Nossaman.

Nossaman has more than 30 years of legislative and advocacy experience in Sacramento. The firm holds a strong public policy legacy and is well regarded by the legislature, administration and state agencies. Nossaman has extensive experience in the public sector representing more than 200 public agencies at the local, state, and federal levels. Nossaman is also familiar with WETA's work because they served as General Counsel for the agency from 2001 until 2017. They have direct experience in securing funding for transportation and emergency response related issues and are well connected in the state capitol.

Nossaman's proposal included a well-rounded team of seasoned staff to monitor and report on legislation of interest to WETA, keep WETA apprised of ongoing legislative developments, undertake direct advocacy on behalf of WETA, coordinate and cooperate with other organizations, assist WETA with its external legislative communications and identify state funding opportunities for WETA. Policy advisors Jennifer Capitolo and Nate Solov will serve as the lead lobbyists for WETA and will have the primary responsibility for managing the Nossaman team to meet WETA's objectives. Jennifer is a Senior Policy Advisor and has 15 years of lobbying experience in Sacramento with a focus in the areas of transportation, water, infrastructure, and local government. Nate Solov is a Capitol insider with relationships with Bay Area Caucus legislators and staff through 17 years as a legislative director and chief of staff for elected officials including 10 years as chief of staff for Senator Jerry Hill. Their services and capabilities will be augmented by other policy advisors from Nossaman who can support WETA in a wide range of specialized areas as needed.

Consistent with the RFP, staff recommends an initial contract term of three years with an option to extend the contract for up to a total of ten years. This long-term contract is proposed given the importance of establishing a strong and collaborative relationship between WETA staff, the Board of Directors and the legislative representation team. As proposed, the services would be provided for a fixed annual fee of \$60,000 in the first three years increasing to \$66,000 beginning on July 1, 2022.

Fiscal Impact

Sufficient funds are included in the FY 2019/20 Operating Budget to support year-one of this contract. Funds to support additional years of work will be included in future year annual operating budgets.

END

SAN FRANCISCO BAY AREA WATER EMERGENCY TRANSPORTATION AUTHORITY

RESOLUTION NO. 2019-11

AWARD CONTRACT TO NOSSAMAN LLP FOR THE PROVISION OF STATE LEGISLATIVE REPRESENTATION SERVICES AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT

WHEREAS, San Francisco Bay Area Water Emergency Transportation Authority (WETA) seeks to enter into a professional services agreement for state legislative representation services; and

WHEREAS, the WETA Board of Directors authorized the release of a Request for Proposals for state legislative representation services at its April 4, 2019 meeting; and

WHEREAS, WETA has established procedures in its Administrative Code relating to the selection and contracting of consulting services, solicitation, and evaluation of qualifications; and

WHEREAS, WETA staff has utilized these procedures in requesting and evaluating proposals for state legislative representation services and, as a result, recommends the award of a contract to provide state legislative representation services to the firm of Nossaman LLP; now, therefore, be it

RESOLVED, that the Board of Directors hereby awards a contract to Nossaman LLP for state legislative representation services in the amount of \$180,000 for an initial period of three years through June 30, 2022 with an option to extend this contract for up to seven additional years; and be it further

RESOLVED, that the Board of Directors authorizes the Executive Director to negotiate and execute the agreement and take any other related actions to support this work.

CERTIFICATION

The undersigned, the Board Secretary, does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the San Francisco Bay Area Water Emergency Transportation Authority held on June 6, 2019.

YEA:

NAY:

ABSTAIN:

ABSENT:

/s/ Board Secretary

2019-11

END

MEMORANDUM

TO: Board Members

FROM: Nina Rannells, Executive Director
Kevin Connolly, Planning & Development Manager

SUBJECT: Authorize Release of a Request for Proposals for Professional Services for WETA Hovercraft Feasibility Study

Recommendation

Authorize release of a Request for Proposals (RFP) to secure professional consultant services to support a WETA Hovercraft Feasibility Study.

Background

In January 2019, the Board received a letter from Bay Area Council President Jim Wunderman requesting a study of hovercraft as a possible alternate technology for delivering new ferry service in San Francisco Bay. In February, the Board indicated general support for the concept and further discussed a potential study in the context of WETA's larger work program during its March workshop. At the April Board meeting, staff presented a preliminary scope for a hovercraft feasibility study and received input from the WETA Board and comments from the public, including suggestions to pursue a more extensive study, to consider incorporating the hovercraft work into development of the small vessel program, and to evaluate the opportunity to implement hovercraft on existing WETA routes. It was agreed that staff would return to the Board with an updated scope and a recommendation to initiate the process of selecting a consultant team to support the work.

Discussion

Staff has prepared an updated scope based on input received during the April Board meeting that is included as **Attachment A**. Specific changes include expanding the study scope to consider hovercraft service on up to 5 services, new or existing. Staff also explored options for integrating the hovercraft feasibility study with development of the small vessel program, including combining the work efforts. While there are many areas of overlap between the two efforts, staff is ultimately recommending that the efforts not be combined. The small vessel study was completed earlier this year and resulted in a final report and proposed next steps for developing a small vessel program. Proceeding with these next steps is critical from a timing perspective to potentially acquiring the vessels needed to begin operating Mission Bay and Treasure Island ferry services once those terminals are built. As an alternative to combining the work efforts, staff proposes that the hovercraft study be expanded to specifically consider the potential implementation of small hovercraft vessels in addition to larger hovercraft vessels.

Other components of the work scope remain unchanged from the draft scope that was presented to the Board in April, including the designation of a Hovercraft Stakeholder Committee comprised of hovercraft industry representatives, advocates from Bay Area public policy groups, environmental organizations, and maritime industry representatives that will meet at key points during the course of the study to guide the work. The study will also include a Hovercraft Technical Advisory Committee including, but not limited to, representatives from other ferry operators, United States Coast Guard, Federal Aviation Administration, Bay Conservation and Development Commission, Army Corps of Engineers,

the Port of San Francisco, and local and regional officials to review and provide input on preliminary results of the study.

In order to develop the WETA Hovercraft Feasibility Study, staff will need to secure professional consultant services to support the work. The required areas of expertise will include marine engineering, hovercraft technology, transportation planning, and environmental analysis, at a minimum. Based on the scope of work, staff estimates that the effort will take approximately 12 months to complete and will require a budget for consultant services of up to \$500,000. Pending Board authorization to release a RFP, staff anticipates returning to the Board in September with a potential recommendation for a contract award.

Fiscal Impact

There is no fiscal impact associated with the release of this RFP. However, funds are included in the FY 2019/20 Operating Budget to begin this work.

END

Attachment A

WETA Hovercraft Feasibility Study Work Scope

Task 0.1 Assemble Hovercraft Stakeholder Committee

Prior to beginning the study analysis, WETA staff will assemble a committee of hovercraft stakeholders drawn from a range of interest areas. The purpose of the committee is to participate in the study and provide feedback as it progresses. The Committee will ideally meet on four occasions during key milestones in the effort. Board members can choose to participate on the Committee or receive regular updates at WETA Board meetings as the study progresses. Some of the committee members WETA will invite to participate include: hovercraft industry representatives, advocates from Bay Area public policy groups, environmental organizations and maritime industry representatives. The consultant will be responsible for preparing meeting agendas, presenting research and findings from the study, drafting exhibits, and taking meeting notes.

Task 0.2 Assemble Hovercraft Technical Advisory Committee

A committee of technical experts will be assembled to provide input on regulatory and permitting issues as the study progresses. The Technical Committee will meet on a regular basis and evaluate the consultant analysis and provide input regarding findings and conclusions. Some of the committee members WETA will invite to participate include representatives from: other ferry operators, US Coast Guard, Federal Aviation Administration, Bay Conservation and Development Commission, Army Corps of Engineers, the Port of San Francisco and other local city officials. The consultant will be responsible for preparing meeting agendas, presenting research and findings from the study, drafting exhibits, and taking meeting notes.

Task 1.0 Summary of 2011 Hovercraft Feasibility Study

The consultant will summarize the research and findings from the 2011 WETA study of hovercraft.

Task 2.0 Review of other studies, assessments and projects completed since 2011

The consultant will perform a search of studies and hovercraft projects undertaken since the completion of the 2011 WETA hovercraft study. The review will produce a summary of efforts in North America and elsewhere that can be applied in San Francisco Bay.

Task 3.0 Update technology assessment from 2011 Study

The consultant will document the current state-of-the-art of hovercraft technology, paying specific attention to potential application in the San Francisco Bay environment. The task will include research into vessel types, capacities and propulsion alternatives. The analysis will also examine potential environmental impacts and benefits of hovercraft technology in

low-draft, sensitive environments such as tidal wetlands. Finally, this task will also examine terminal and maintenance facility requirements, given the anticipated vessel technology. Upon completion of this Task, the consultant will coordinate with staff to present an informational update on the study to the Board.

Task 4.0 Update capital and operating costs from 2011 Study

The consultant will develop capital and operating costs for hovercraft technology and provide comparisons to generic costs for conventional WETA catamaran vessels. The cost estimates will be for both vessels and facilities, including potential maintenance facilities. Operating costs will assume WETA's existing cost structure related to labor, maintenance, overhead and other variables to allow for a direct comparison between vessel technologies.

Task 5.0 Update operational considerations & environmental performance from 2011 Study

The consultant will examine and update the 2011 study's discussion of operational considerations for the operation of hovercraft in San Francisco Bay. The analysis will pay specific attention to WETA's expectations of passenger comfort and ride quality. In addition, this task will analyze the environmental performance of hovercraft vessels in terms of both emissions and their potential impact on sensitive shoreline areas of San Francisco Bay.

Task 6.0 Potential Hovercraft Corridor Assessments

Select up to five potential service corridors (new or existing) for more detailed study as a ferry service using hovercraft technology. This analysis will be performed at a detailed-level and will identify the steps required for project implementation and an estimate of costs to bring a project from inception to completion. Estimates of ridership and revenues will also be developed, although ridership will be estimated at a high level based upon similar services and will not utilize a ridership forecasting model. A concept-level assessment of terminal site conditions will also be performed, with potential sites identified in coordination with local officials or property owners at the sites under study. For corridors that are potential for both conventional catamaran or hovercraft service, a comparison analysis will be developed, showing development costs and operational characteristics for both technologies. Upon completion of this Task, the consultant will coordinate with staff to present an informational update on the study to the Board.

Task 7.0 Draft and Final Reports, Recommendation to WETA Board of Directors

The consultant will develop comprehensive draft and final reports along with recommendations that will be presented to the WETA Board of Directors. The consultant will provide an evaluation of the study results and its consistency with WETA's Strategic Plan. A draft report will be released to the public for comment and input prior to final consideration by the Board of Directors.

MEMORANDUM

TO: Board Members

**FROM: Nina Rannells, Executive Director
Lauren Gularte, Program Manager/Analyst**

SUBJECT: Approve Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Goals for FFY 2020 through FFY 2022

Recommendation

Approve the following actions associated with WETA's FFY 2020-2022 Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) goals:

1. Establish a 0.24% DBE goal applicable to anticipated upcoming contracts assisted by the Federal Transit Administration (FTA), and authorize the Executive Director to transmit the DBE goal to FTA; and
2. Establish a 7.5% Small Business Enterprise (SBE) goal applicable to anticipated upcoming contracts assisted by FTA.

Background Discussion

This item provides an overview of the development of the DBE and SBE goals for the agency for the three-year period between FFY 2020 and FFY 2022, as required by the Department of Transportation (DOT) in order to remain eligible for FTA funding.

DBE Goal

As a recipient of federal transportation funding, WETA is required to have a diversity program for the participation of DBE firms in WETA contracting opportunities. The DOT requires federal grant recipients to set overall DBE goals on a three-year basis. WETA is required to develop and submit a new goal for FFY 2020-2022 to FTA by August 1, 2019.

Staff recommends establishing a 0.24% overall DBE goal for FFY 2020 through FFY 2022. This recommendation is based upon an evaluation of contracting opportunities for DBE firms in WETA's contracts for projects anticipated to receive FTA funding during the next three fiscal years. The types of contracts included in WETA's FFY 2020-2022 overall goal consist of 22 vessel engine overhaul projects, 1 vessel refurbishment project, 2 terminal rehabilitation projects and 1 dredging project. The table below breaks these contracts down by type and notes the percentage of federal funds expected to be used during FFY 2020-2022 on these categories.

Contract Type	FTA Dollars	Federal Funds Percentage
Vessel Engine Overhaul	\$5,754,731	39.1%
Vessel Refurbishment	\$2,404,280	16.3%
Terminal Rehabilitation	\$4,325,200	29.4%
Dredging	\$2,224,472	15.1%
Total	\$14,708,683	100.0%

All of WETA's federally funded projects during FFY 2020-2022 are either vessel refurbishment/engine overhaul projects or marine construction contracts that include very specialized work with limited contractors available to complete the work. Despite efforts to encourage DBE participation in agency contracting opportunities, WETA has experienced a lack of DBE participation in vessel related work and limited participation in waterside construction work. Since 2012, WETA has received DBE participation on 7 contracts, 4 of which were terminal or land-based construction contracts, 1 design contract, and 2 waterside construction contracts. WETA has never had DBE participation on vessel construction or refurbishment, vessel engine overhaul or dredging contracts, which we believe is reflective of the lack of firms available to complete this specialized work. WETA's 0.24% DBE goal for FFY 2020-2022 considers the historically low DBE availability to participate in the types of contracts that WETA will be letting in the next three years.

The proposed DBE goal was determined by utilizing a two-step process and reflects staff's determination of the level of DBEs ready, willing and able to participate in these contracting activities in the next three federal fiscal years. The full DBE Goal Analysis Report identifying the anticipated program of projects, the availability of DBEs calculated per project, and the extensive DBE availability analysis conducted is provided as **Attachment A** to this report.

SBE Goal

In February of 2012 as required by revised DBE regulations, the WETA Board of Directors approved a SBE element of its DBE plan that is similar in concept to the DBE program. This program requires setting an overall SBE goal on the same schedule as the DBE goal based upon an evaluation of SBE contracting opportunities for projects and an assessment of WETA's history of attracting SBE participation.

Staff conducted the SBE availability analysis using the same two step methodology as the DBE Goal Analysis to determine the number of SBEs available to participate on WETA's federally funded contracts. Staff recommends establishing a 7.5% overall SBE goal for FFY 2020 through FFY 2022. The full SBE Goal Analysis Report is also provided as **Attachment B** to this report.

Race/Gender Neutral Measures and Public Participation

U.S. DOT regulations require that the maximum feasible portion of the overall DBE goal be achieved using race-neutral means such as programs and initiatives that assist small businesses in general and that are not limited to minority or women-owned firms. WETA's efforts in this area are facilitated through active participation in educational and outreach events organized by the San Francisco Bay Area Regional Business Outreach Committee (BOC); a committee comprised of 23 Bay Area transit and transportation agencies. The BOC produces a quarterly newsletter with contracting opportunities, tips for successful bids and contact information for DBE Administrators at each agency. This newsletter is posted on WETA's website and distributed to a list of DBE and non-DBE firms. The BOC also holds four workshops or technical training opportunities for small businesses each year. As a part of the public participation process for developing agency DBE goals, on April 2, 2019 the BOC held a consultation and public participation meeting with trade, business organizations and DBE firms on agency DBE goal setting process for FFY 2020-2022, to solicit comments on each agency's proposed goal, and to advertise upcoming contracting opportunities. No comments were provided specific to WETA's proposed overall goal during the public participation meeting. On May 1, 2019 WETA published the 0.24% overall

goal and Goal Analysis Report on its official website for public comment and also sent notifications to a list of 499 firms on WETA's Business Outreach email list. No comments were received as of the date of writing this item.

Fiscal Impact

There is no fiscal impact associated with this item.

END



FEDERAL FISCAL YEARS 2020 THROUGH 2022

**DRAFT DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL
ANALYSIS REPORT**

For Contracts Assisted by the Federal Transit Administration

April 25, 2019

SUMMARY

The San Francisco Bay Area Water Emergency Transportation Authority (WETA) operates passenger ferry service on the San Francisco Bay. Under the San Francisco Bay Ferry brand, WETA carries approximately 3 million passengers annually on five ferry routes, utilizing a fleet of 14 high speed passenger-only ferry vessels. San Francisco Bay Ferry currently serves the cities of Alameda, Oakland, Richmond, San Francisco, South San Francisco and Vallejo. WETA is a recipient of federal financial assistance from the Federal Transit Administration (“FTA”) and the Federal Highway Administration (“FHWA”) of the U.S. DOT, and is required to implement a Disadvantaged Business Enterprise (DBE) Program in accordance with 49 CFR Part 26, including setting a triennial goal for the inclusion of DBEs in WETA’s federal contracting activities.

WETA has developed a 0.24% DBE goal, with a 100% race neutral and 0% race conscious split, applicable to Federal Fiscal Years 2020, 2021, and 2022 contracting opportunities assisted by the Federal Transit Administration (FTA) in accordance with revisions to 49 CFR Part 26.

The goal is applicable to a total of \$14,708,683 of FTA dollars that are budgeted for 26 projects with contracts anticipated to be awarded from October 1, 2019, through September 30, 2022. WETA will periodically evaluate the goal and the award of federally assisted contracts to determine whether the present goal continues to be realistic or whether mid-course adjustments will be necessary. The DBE goal developed for FTA-assisted contracts identify the relative availability of DBEs, based on evidence of ready, willing and able DBEs in relationship to all comparable businesses that are likely to be available to compete for WETA’s FTA-assisted contracts. The three-year overall goal reflects WETA’s determination of the level of DBE participation that would be expected absent the effects of discrimination.

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Goals for inclusion of DBEs in WETA’s federally assisted vessel construction contracts are captured in separate project specific DBE goals prepared by WETA, or through a Transit Vehicle Manufacturer (TVM) certified shipyard’s DBE program.

The type of contracts included in WETA’s FFY 20-22 overall goal consist of 22 vessel engine overhaul projects, 1 vessel refurbishment project, 2 terminal rehabilitation projects and 1 dredging project. The table below breaks these contracts down by type and notes the percentage of federal funds expected to be used during FFY 20-22 on these categories.

Contract Type	FTA Dollars	Percentage
Vessel Engine Overhaul	\$5,754,731	39.1%
Vessel Refurbishment	\$2,404,280	16.3%
Terminal Rehabilitation	\$4,325,200	29.4%
Dredging	\$2,224,472	15.1%
Total	\$14,708,683	100.0%

All of WETA’s federally funded projects during FFY 20-22 are either vessel refurbishment/engine overhaul projects or marine construction contracts that include very specialized work with limited contractors available to complete the work. Despite efforts to encourage DBE participation in agency contracting opportunities, WETA has experienced a lack of DBE participation in vessel related work and limited participation in waterside construction work. Since 2012, WETA has received DBE participation on 7 contracts, 4 of which were terminal or land-based construction contracts, 1 design contract, and 2 waterside construction contracts. WETA has never had DBE participation on vessel construction or refurbishment, vessel engine overhaul or dredging contracts, which we believe is reflective of the lack of firms available to complete this specialized work.

WETA’s 0.24% DBE goal for FFY 20-22 considers the historically low DBE availability to participate in the types of contracts that WETA will be letting in the next three years. While DBE participation on WETA’s contracts has historically been low, there has been an increasing amount of participation from Small Business Enterprises (SBEs). In FFY 17 and FFY 18 WETA achieved 10.2% and 14.5% SBE participation, respectively.

The following report provides a step by step overview of WETA’s determination of its FFY 20-22 DBE goal which was developed in accordance with 49 Code of Federal Regulations (CFR) Part 26, issued by the U.S. Department of Transportation (U.S. DOT).

DETERMINING WETA’S LOCAL MARKET AREA

WETA’s local market area is the area in which the substantial majority of contractors and subcontractors with which WETA does business are located and the area in which WETA spends the substantial majority of its federal contracting dollars. Staff

determined the local market area by examining each federally assisted contract let over the last three federal fiscal years based on the location (county) of the successful bidder. The substantial majority of WETA's federal contracting dollars during the last three years have been awarded to prime contractors in Alameda, Contra Costa, Marin, San Francisco and San Diego counties.

For the FFY 20-22 goal period, WETA's Local Market Area is dependent on the type of project being conducted, specifically whether it is a vessel refurbishment contract that could take place outside of the Bay Area region, or if it is a project that will take place in the Bay Area. Marine Group Boat Works in San Diego county and Bay Ship and Yacht in Alameda county are the only two shipyards that WETA has awarded contracts to for the refurbishment of vessels in the last several years. Accordingly, for vessel refurbishment projects, WETA has widened its market area beyond the local San Francisco Bay Area to include San Diego county but has excluded San Diego county from its local market area for all other projects in this goal period as they will be taking place in the San Francisco Bay Area.

While the substantial majority of federal contracting dollars have been awarded to prime contractors in four Bay Area counties (Alameda, Contra Costa, Marin and San Francisco), WETA has included the other 5 counties in the San Francisco Bay Area as firms in these counties are likely to bid on WETA's projects due to geographic proximity.

WETA's local market area for FFY 20-22 includes the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma. San Diego county will be included for the M/V SCORPIO - Vessel Quarter Life Refurbishment and Major Engine Overhaul project.

RELEVANT AVAILABLE EVIDENCE

WETA examined available evidence within its geographic market area to determine which sources should be considered for inclusion in WETA's FY20-22 DBE Goal Methodology:

Census Bureau's County Business Pattern (CBP) Database: WETA used the Census Bureau's County Business Pattern (CBP) database through American Fact Finder tool on the Census website (<https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>)

using the most current data from 2016, to obtain the number of all firms (DBEs and non-DBEs) in WETA's market area that are ready, willing and able to bid for WETA's FTA-assisted contracts.

California Unified Certification Program (CUCP) Database: WETA used the California Unified Certification Program (CUCP) database to determine the

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number of certified DBEs in WETA's market area that are ready, willing, and able to bid for WETA's FTA-assisted contracts.

WETA's Bidders List: WETA maintains a bidders list as required under 49 CFR Part 26.11 of all bidders (successful and unsuccessful) on federally assisted contracts. Staff reviewed the bidders list and determined that the type of contracts included in the last three years of the bidders list are not similar enough with the projects/contracts included in WETA's upcoming FFY 20-22 goal period to solely determine the relative availability of DBEs in WETA's market area.

Disparity Studies Performed by Other Agencies: Several Bay Area transit agencies (San Mateo County Transit District (SamTrans), Bay Area Rapid Transit (BART), Santa Clara Valley Transportation Authority (VTA), San Francisco Municipal Transportation Agency (SFMTA), SamTrans, Caltrain and the California Department of Transportation (Caltrans)) have completed disparity studies in the past. The types of contracts included in these disparity studies are not marine specific (vessel and terminal) and therefore these disparity studies cannot be used as a data source for WETA's FFY 20-22 goal.

Goals of Other DOT Recipients: WETA did not consider the goals of other U.S. DOT recipients as other DOT recipients in the region do not have substantially similar contracting opportunities.



Contracts Assisted by FTA for FFY 20-22

A total of \$14,708,683 of FTA dollars is budgeted for 26 projects with contracts anticipated to be awarded from October 1, 2019, through September 30, 2022. See Table 1 below. A two-step process is used to determine the overall goal for these contracts.

Table 1: Federally Funded Contracts Anticipated to be Awarded During FFY20-22

Contract Type	Description of Contract	FTA Dollars
FFY 2020		
Vessel	Scorpio Engine Major Overhaul & Vessel Quarter Life Refurbishment	\$ 2,404,280
Vessel	2020 Engine Major Overhaul (Gemini)	\$ 284,280
Vessel	2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)	\$ 328,000
Terminal	Harbor Bay Terminal - Pile Replacement	\$ 201,200
FFY 2021		
Vessel	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$ 712,926
Vessel	2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)	\$ 1,002,339
Vessel	2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)	\$ 390,411
Terminal	Main Street - Terminal Rehab	\$ 4,124,000
FFY 2022		
Vessel	2022 Engine Major Overhaul & Gear Box (Peralta)	\$ 871,428
Vessel	2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)	\$ 1,658,322
Vessel	2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)	\$ 507,026
Terminal	Vallejo Terminal - Dredging	\$ 2,224,472
Total		\$ 14,708,683

Step One. Determining Base Figures

Base figures were calculated for contracts budgeted for award to determine the relative availability of DBEs in specific areas of expertise using the North American Industrial Classification System (NAICS) codes for the counties in WETA’s market area. WETA identified 20 NAICS codes as pertinent areas of expertise for the contracts. The NAICS codes and descriptions are identified in Table 2 below.

Number of DBEs: To determine the number of DBEs in WETA’s market area staff searched the CUCP database for ready, willing and able DBEs certified in the NAICS codes identified for the prime contracts and subcontracts. The numbers of DBEs identified are displayed in Column C of Table 2 located below.

Number of All Firms (DBEs and non-DBEs): To determine the number of all firms (DBEs and non-DBEs) in WETA’s market area, staff searched the Census Bureau’s County Business Patterns database for all firms specializing in the NAICS codes identified for the prime contracts and subcontracts. Numbers of all firms identified are displayed in Column D of Table 2.

Relative Availability of DBE Firms: Relative availability is derived by dividing the number of ready, willing and able DBEs in a particular NAICS code by the number of all firms (DBEs and non-DBEs) in that NAICS code. Table 2a and 2b show this equation carried out for the DBEs identified in the CUCP database and all firms identified in the County Business Pattern database.

Relative Availability figures are displayed in two different tables below as a result of the fact that WETA has a different Local Market Area for vessel refurbishment projects. Table 2a displays the Availability of DBEs and all firms by NAICS Code for all projects except Vessel Refurbishment (excluding San Diego County). Table 2b displays the availability of DBEs and all firms by NAICS Code for M/V SCORPIO - Vessel Quarter Life Refurbishment and Major Engine Overhaul project (includes San Diego County). The resulting relative availability figures are displayed in Column E of Table 2a and 2b.

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Table 2a: Availability of DBEs and all firms by NAICS Code for all projects except Vessel Refurbishment (excluding San Diego County)

A. NAICS Code	B. NAICS Description	C. CUCP DBEs	D. All Firms in Local Market Area	E. Relative DBE Availability (E = C/D+C)
237990	Other Heavy and Civil Engineering Construction	5	64	7.25%
325212	Synthetic Rubber Mfg	0	2	0.00%
336611	Shipbuilding and Repair	0	11	0.00%
423510	Metal Service Centers and Other Metal Merchant Wholesalers.	0	171	0.00%
484110	General Freight Trucking, Local	10	510	1.92%
541330	Engineering Services	35	2,284	1.51%
541370	Surveying and Mapping (except Geophysical) Svcs	7	93	7.00%
541620	Enviro consulting Svcs	21	380	5.24%
811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	1	298	0.33%

Table 2b: Availability of DBEs and all firms by NAICS Code for M/V SCORPIO - Vessel Quarter Life Refurbishment and Major Engine Overhaul (Includes San Diego County)

A. NAICS Code	B. NAICS Description	C. CUCP DBEs	D. All Firms in Local Market Area	E. Relative DBE Availability (E = C/D+C)
238210	Electrical Contractors and other Wiring Contractors	14	2,480	0.56%
238220	Plumbing, HVAC Contractors	6	2,721	0.22%
238310	Drywall and Insulation Contractors	10	648	1.52%
238320	Painting and Wall Covering Contractors	7	1,474	0.47%
238330	Flooring Contractor	1	631	0.16%
238350	Finish Carpentry Contractor/ship joinery	7	753	0.92%
332999	All Other Miscellaneous Fabricated Metal Products Mfg	2	100	1.96%
334220	Radio & Television Broadcasting and Wireless Communications Equipment Mfg	0	82	0.00%
334511	Search, Detection, Navigation, Guidance, Aeronautical, & Nautical System & Instrumentation Mfg	0	34	0.00%
336360	Motor Vehicle Seating and Interior Trim Mfg	1	6	14.29%
336611	Shipbuilding and Repair	1	39	2.50%
541330	Engineering Svcs	48	3,390	1.40%

FTA Funds to be Expended in Each Specific Area and Calculating Base Figures: To determine the FTA dollars that will be expended for each specific area of expertise, the FTA-assisted contracts and subcontracts identified by project managers were categorized according to their NAICS industry classifications. See Exhibit 1, Column B. Contract dollars of each industry classification were divided by the total contract dollars (\$14,708,683) resulting in percentage of total dollars per contract and classification, called the “weighted” percentage. The result is shown in Exhibit 1, Column D.

Next, the Base Figure for the Overall Goal was calculated by multiplying the weighted percentage of funds to be expended for each NAICS code (Exhibit 1, Column D) by DBE relative availability for each NAICS code (carried forward from Table 2 and shown in Exhibit 1, Column E). Base Figures for each NAICS code is shown in Exhibit 1, Column F. Finally, Base Figures for all NAICS codes were totaled, resulting in a 1.91% overall base figure.

Calculating Base Figure per Individual Contract: To determine the Base Figure for each contract, the percentage of work (prime and sub) identified by project managers was multiplied by the DBE relative availability (carried forward from Table 2), and totaled for each contract. See Exhibit 2.

Step Two. Adjusting Base Figures

WETA examined the nature of the contracts budgeted for award to determine whether any further refinements were warranted. Staff determined adjustments were warranted on all 12 projects.

1. Scorpio – Vessel Quarter Life Refurbishment and Major Engine Overhaul Project:

This project is performed at a shipyard and includes dry docking of the vessel, refurbishment of the interior, replacement of the navigational equipment and overhaul of the engines. There are very few shipyards in the state of California and WETA has experience working with all of the shipyards that are qualified to work on WETA’s vessels. The CUCP data for the NAICS code 336611 Shipbuilding and Repair listed one firm certified as a DBE that WETA had not heard of before. To determine if this firm would be “ready, willing and able” to perform the scope of work for the Scorpio Vessel Quarter Life Refurbishment and Major Engine Overhaul Project, staff looked up the website of the firm and called the firm. After investigating further by looking at the business’ website and talking with an employee of the firm, it was confirmed that the business is not capable of the required shipyard services as they are a commercial flooring business and not a shipyard. As noted in Table 3 below, the relative DBE availability for NAICS code 336611 Shipbuilding and Repair for this project is therefore adjusted to 0.0%.

Step 1 Relative DBE Availability for NAICS code 336360 Motor Vehicle Seating and Interior Trim Manufacturing was 14.29%. From experience with vessel

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refurbishment projects, there are not many transit vehicle seat manufacturers. In looking at the firms reported in the CUCP data, there was one DBE firm reported. Staff looked up their website and found that Yelp.com reported that the business is closed. Additionally, the phone number listed on the CUCP database was disconnected. Accordingly, as noted in **Table 3** below, the relative DBE availability for NAICS code 336360 Motor Vehicle Seating and Interior Trim Manufacturing for this project is adjusted to 0.0%.

Table 3: Step 2 Adjustment to Scorpio Vessel Quarter Life Refurbishment and Major Engine Overhaul Project

NAICS Code & Description for Prime & Subcontracting Opportunities	Percent of Individual Contract Dollars	Step 1 Relative DBE Availability	Original Base Figure Per Contract	Step 2 Adjusted Relative DBE Availability	Step 2 Base Figure Per Contract
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SCORPIO - Vessel Quarter Life and Major Engine Overhaul								
	Prime	336611	Shipbuilding and Repair	63%	2.50%	1.575%	0.00%	0.000%
	Sub	238210	Electrical Contractors and other wiring contractors	3%	0.56%	0.017%	0.56%	0.017%
	Sub	238220	Plumbing, HVAC Contractors	4%	0.22%	0.009%	0.22%	0.009%
	Sub	238310	Drywall and Insulation Contractors	0.50%	1.52%	0.008%	1.52%	0.008%
	Sub	336360	Motor Vehicle Seating and Interior Trim Mfg.	6%	14.29%	0.857%	0.00%	0.000%
	Sub	238330	Flooring contractor	5%	0.16%	0.008%	0.16%	0.008%
	Sub	238320	Painting and Wall Covering Contractors	3%	0.47%	0.014%	0.47%	0.014%
	Sub	541330	Engineering Services	7%	1.40%	0.098%	1.40%	0.098%
	Sub	334220	Radio & Television Broadcasting & Wireless Communications Equipment Mfg.	2%	0.00%	0.000%	0.00%	0.000%
	Sub	332999	All Other Miscellaneous Fabricated Metal Products Mfg.	1%	1.96%	0.020%	1.96%	0.020%
	Sub	238350	Finish Carpentry Contractor/ship joinery	2%	0.92%	0.018%	0.92%	0.018%
	Sub	334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrumentation Mfg.	3.50%	0.00%	0.000%	0.00%	0.000%
				100.00%		2.623%		0.191%

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2. Engine Major Overhauls (2020-2022), Engine Half Life Overhauls (2020-2022), and Engine Quarter Life Overhauls (2020-2022)

Engine Major Overhauls consist of two types of work, trucking and refurbishment of the engine subcomponents by a company providing Original Engine Manufacturer (OEM) authorized service and support for ferry vessel engines. The type of work involved in Engine Half Life and Engine Quarter Life Overhauls only includes refurbishment of the engine subcomponents by a company providing OEM authorized service and support for ferry vessel engines. In order to not void the warranty on ferry vessel engines, the work must be completed by a company providing OEM authorized service and support. There are only 2 companies providing OEM authorized service and support in this region, both of which are not DBEs. Accordingly, the Relative DBE Availability for NAICS code 811310 Commercial and Industrial Machinery and Equipment Repair and Maintenance for all Engine Major Overhaul, Engine Half Life and Engine Quarter Life Overhaul projects is adjusted to 0.0%. Table 4 shows this adjustment for all of the Engine Major Overhauls, Engine Half Life and Engine Quarter Life Overhauls in 2020, 2021, and 2022.

Table 4: Step 2 Adjustments for Engine Overhaul Projects 2020-2022

NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Step 1 Relative DBE Availability	Original Base Figure Per Contract	Step 2 Adjusted Relative DBE Availability	Step 2 Base Figure Per Contract
2020 Engine Major Overhaul (Gemini)								
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	98.8%	0.33%	0.330%	0.00%	0.000%	
Sub	484110	General Freight Trucking, Local	1.2%	1.92%	0.023%	1.92%	0.023%	
				100%		0.354%		0.023%
2021 Engine Major Overhauls (Pisces & Bay Breeze)								
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	99.5%	0.33%	0.333%	0.00%	0.000%	
Sub	484110	General Freight Trucking, Local	0.5%	1.92%	0.010%	1.92%	0.010%	
				100%		0.342%		0.010%
2022 Engine Major Overhaul & Gear Box (Peralta)								
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	99.6%	0.33%	0.333%	0.00%	0.000%	
Sub	484110	General Freight Trucking, Local	0.4%	1.92%	0.008%	1.92%	0.008%	
				100%		0.341%		0.008%

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NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Step 1 Relative DBE Availability	Original Base Figure Per Contract	Step 2 Adjusted Relative DBE Availability	Step 2 Base Figure Per Contract
<u>2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)</u>								
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	0.00%	0.000%
				100%		0.334%		0.000%
<u>2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)</u>								
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	0.00%	0.000%
				100%		0.334%		0.000%
<u>2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)</u>								
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	0.00%	0.000%
				100%		0.334%		0.000%
<u>2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)</u>								
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	0.00%	0.000%
				100%		0.334%		0.000%
<u>2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)</u>								
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	0.00%	0.000%
				100%		0.334%		0.000%

3. Main Street Terminal Rehabilitation, Harbor Bay Piles and Vallejo Terminal Dredging Projects:

These three projects include work that falls under NAICS code 237990 Other Heavy and Civil Engineering Construction. The scope of work within NAICS code 237990 for each of the above projects requires a firm with marine construction expertise and/or equipment. Marine construction is highly specialized and there are very few firms in the 9 county Bay Area that perform this type of work.

There are only five firms certified as DBEs in WETA’s market area that perform work in NAICS code 237990 Other Heavy and Civil Engineering Construction. To determine whether any of these firms perform marine construction services or construction management of marine construction projects and would therefore be “ready, willing, and able,” staff investigated the availability of the 5 firms listed as certified in NAICS code 237990 Other Heavy and Civil Engineering Construction to perform work as prime contractors on contracts included in these three projects. All five of the firms confirmed that they either do not perform marine construction services, do not own marine construction equipment, or could only perform work as a subcontractor for these types of projects. The next section discusses the adjustments made to each of these three projects.

Main Street Terminal Rehabilitation Project: 10% of this contract includes Construction Management which falls under NAICS code 237990. Since none of the firms certified as DBEs are able to perform marine construction, they would not be capable of providing construction management services on a marine construction contract. Accordingly, the Relative DBE Availability for NAICS code 237990 Other Heavy and Civil Engineering Construction for the construction management portion of this project is adjusted to 0.0%.

Table 5: Step 2 Adjustment to Main St. Terminal Rehabilitation Project

<u>NAICS Code & Description for Prime & Subcontracting Opportunities</u>				Percent of Individual Contract Dollars	Step 1 Relative DBE Availability	Original Base Figure Per Contract	Step 2 Adjusted Relative DBE Availability	Step 2 Base Figure Per Contract
<u>Main Street - Terminal Rehab</u>								
<u>Construction Management Contract</u>								
Prime	237990	Other Heavy and Civil Engineering Construction		10%	7.25%	0.725%	0.00%	0.000%
<u>Construction Contract</u>								
Sub	541330	Engineering Services		10%	1.51%	0.151%	1.51%	0.151%
Prime	336611	Shipbuilding and Repair		80%	0.00%	0.000%	0.00%	0.000%
				100%		0.876%		0.151%

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Harbor Bay Piles Project: The prime contracting work for this project is in NAICS code 237990 Other Heavy and Civil Engineering Construction. None of the firms listed as certified under NAICS code 237990 perform marine construction services. There may be potential subcontracting opportunities available under NAICS code 237990. The following adjustment is based on DBE availability for subcontracting opportunities amounting to 10% of the work under NAICS code 237990.

Table 6: Step 2 Adjustment for Harbor Bay Piles Project

NAICS Code & Description for Prime & Subcontracting Opportunities			Percent of Individual Contract Dollars	Step 1 Relative DBE Availability	Original Base Figure Per Contract	Step 2 Adjusted Relative DBE Availability	Step 2 Base Figure Per Contract
<u>Harbor Bay - Piles</u>							
Prime	237990	Other Heavy and Civil Engineering Construction	52%	7.25%	4.203%	0.00%	0.000%
Sub	237990	<i>Other Heavy and Civil Engineering Construction</i>	6%	7.25%	-	7.25%	0.420%
Sub	423510	Metal Service Centers and Other Metal Merchant Wholesalers.	8%	0.00%	0.000%	0.00%	0.000%
Sub	325212	Synthetic Rubber Manufacturing	28%	0.00%	0.000%	0.00%	0.000%
Sub	541370	Surveying and Mapping (except Geophysical) Services	6%	7.00%	0.420%	7.00%	0.420%
			100%		4.623%		0.840%

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Vallejo Terminal Dredging Project: 8% of this contract includes Construction Management which falls under NAICS code 237990. Since none of the firms certified as DBEs are able to perform marine construction, they would not be capable of providing construction management services on a marine construction contract. Accordingly, the Relative DBE Availability for NAICS code 237990 Other Heavy and Civil Engineering Construction for the construction management portion of this project is adjusted to 0.0%.

The prime construction work for this project is in NAICS code 237990 Other Heavy and Civil Engineering Construction. None of the firms listed as certified under NAICS code 237990 perform marine construction services. There may be potential subcontracting opportunities available under NAICS code 237990. The following adjustment is based on DBE availability for subcontracting opportunities amounting to 10% of the work under NAICS code 237990.

Table 7: Step 2 Adjustment Vallejo Terminal Dredging Project

NAICS Code & Description for Prime & Subcontracting Opportunities			Percent of Individual Contract Dollars	Step 1 Relative DBE Availability	Original Base Figure Per Contract	Step 2 Adjusted Relative DBE Availability	Step 2 Base Figure Per Contract
<u>Vallejo Terminal Dredging</u>							
	<u>Dredging - Design Services</u>						
Prime	541620	Enviro consulting services	3%	0.00%	0.000%	5.24%	0.157%
<u>Dredging - Construction Management</u>							
Prime	237990	Other Heavy and Civil Engineering Construction	8%	7.25%	0.580%	0.00%	0.000%
<u>Dredging - Construction</u>							
Prime	237990	Other Heavy and Civil Engineering Construction	77%	7.25%	6.232%	0.00%	0.000%
Sub	237990	<i>Other Heavy and Civil Engineering Construction</i>	9%	7.25%	-	7.25%	0.623%
Sub	541370	Hydrographic survey work	3%	7.00%	0.210%	7.00%	0.210%
			100%		7.022%		0.990%

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Overall Goal

DBE availability per contract was calculated into projected DBE participation dollars by taking the FTA dollars budgeted for each contract (from Table 1) and multiplying them by the adjusted availability per contract. The total of the projected DBE participation dollars was then divided by the total of the budgeted FTA dollars for all contracts, resulting in a 0.24% overall goal. See Table 8 below.

Table 8: Overall DBE Goal FFY 20-22

Contract Type	Contract	FTA Dollars	DBE Availability per Contract	FTA Dollars Projected for DBEs
Anticipated for Award in FFY 19/20-21/22				
Vessel	SCORPIO - Vessel Quarter Life and Major Engine Overhaul	\$2,404,280	0.191%	\$4,594
Vessel	2020 Engine Major Overhaul (Gemini)	\$284,280	0.023%	\$66
Vessel	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$712,926	0.010%	\$69
Vessel	2022 Engine Major Overhaul & Gear Box (Peralta)	\$871,428	0.008%	\$67
Vessel	2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)	\$1,002,339	0.000%	\$0
Vessel	2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)	\$1,658,322	0.000%	\$0
Vessel	2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)	\$328,000	0.000%	\$0
Vessel	2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)	\$390,411	0.000%	\$0
Vessel	2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)	\$507,026	0.000%	\$0
Terminal	Main Street - Terminal Rehab	\$4,124,000	0.151%	\$6,224
Terminal	Harbor Bay - Piles	\$201,200	0.840%	\$1,691
Terminal	Vallejo Terminal Dredging	\$2,224,472	0.990%	\$22,029
Total FTA Dollars and DBE Dollars		\$14,708,683		\$34,739
FTA Dollars Projected for DBEs		FTA Budgeted	Annual Overall Goal	
\$34,739		\$14,708,683	0.24%	

Race/Gender-Neutral Measures

Summary of Race Neutral Methods of Achieving DBE Participation

Regulations require that the maximum feasible portion of the overall DBE goal be achieved through race-neutral measures. Neutral efforts are programs and other initiatives that assist small businesses in general and are not limited to minority or women-owned firms.

WETA continues to focus on expanding race/gender-neutral outreach through participation in the “Business Outreach Committee” (BOC), a consortium of twenty three Bay Area transit and transportation agencies formed in an effort to maximize outreach efforts. The BOC publishes a quarterly newsletter to advertise each BOC member agency’s upcoming contracting opportunities as well as advertise BOC events and workshops to assist DBEs and small businesses. The BOC has an aggressive annual outreach calendar. Events in the past year have included DBE certification workshop presented by certifying agencies of the California Unified Certification Program, meet the buyers and meet the primes events, and professional services networking and technical training workshops. Many of these events are focused on introducing DBE and small businesses to prime contractors in order to provide networking opportunities.

In preparation for the development of upcoming overall triennial goals, the BOC also held a consultation meeting with trade and business organizations on the DBE goal setting process and BOC agencies’ upcoming contracting opportunities, as well as a public participation event to solicit public comments on each agency’s DBE goal and upcoming contracts (see discussion below).

In addition to participating in the educational and outreach activities through the BOC, WETA will continue race/gender-neutral activities in its contracting opportunities, including:

- Ensuring that bidding and contract requirements facilitate participation by DBEs and other small businesses by incorporating DBE language throughout WETA’s bid documents including:
 - WETA’s DBE Program policy.
 - A nondiscrimination assurance from the contractor (and each subcontract the prime contractor signs with a subcontractor).
 - A statement that encourages prime contractors to use financial institutions owned and controlled by socially and economically disadvantaged individuals in the community.
 - The website address for the DBE directory identifying all firms eligible to participate as DBEs in WETA’s program.
- Ensuring contracts are accessible to small businesses, and if not, making efforts to unbundle large contracts to make them more accessible.

- Encouraging prime contractors to subcontract portions of the work that they might otherwise perform themselves.
- Providing technical assistance and other support services to facilitate consideration of DBEs and other small businesses.
- Provide information at pre-bid conferences to prospective contractors/consultants as to applicable small business/DBE requirements including DBE database websites, resources and answering any questions.
- Providing an email service to firms interested in receiving notification when WETA posts new contracting opportunities on its website.
- Providing an online networking list for prospective prime and subcontractors for large construction contracts in order to promote networking well in advance of pre-bid meetings.

Public Participation

Member agencies of the BOC conducted a public participation session on April 2, 2019, at the AC Transit District's office in Oakland, California. The meeting consisted of two parts, a consultation meeting focused on consulting with and receiving comments from trade groups, minority, women's and general contractor groups, community organizations, and other representatives to discuss how to increase availability of disadvantaged, minority and women owned businesses and a public participation session with owners and representatives of DBE firms.

The BOC emailed an invitation for the consultation meeting to 173 organizations. The consultation meeting invitation is provided in Exhibit 3, and the list of organizations invited is provided in Exhibit 4. Despite the large number of firms invited, only two people from VSCE, Inc., a contracting firm, attended the consultation meeting. The roundtable discussion topics included the following:

- o What are the major barriers for your members in competing for contracting opportunities?
- o What trades are there a lack/plethora of DBE participation?
- o What types of technical assistance do your members need most?
- o Do you have suggestions for resources and references that the BOC should develop, maintain, and disseminate to your members?
- o How can the Business Outreach Committee assist you in your mission?

Participants also discussed how the BOC could better reach contractors and where contractors are looking to find out about upcoming procurement opportunities. Meeting minutes for the consultation meeting are included as Exhibit 5.

The invitation to the public participation meeting was sent out by each BOC member agency to their respective outreach lists, and was also advertised in the BOC Newsletter which is distributed to over 8,700 recipients. A copy of the public participation meeting

flyer is provided in Exhibit 6. WETA posted a notice of the meeting on its website and emailed out to our Business Outreach email list with over 499 recipients. 36 people attended the public participation meeting.

Olga Medina (VTA) provided an overview on the goal-setting methodology used by agencies in establishing their DBE goals. This included identifying contracting opportunities, setting a base figure, and making any adjustments as necessary. The presentation also included a slide with each participating agency's proposed goal as of that date, including WETA's proposed 0.24% goal.

Participants had questions about whether race neutral goals are being phased out, what agency's past DBE participation levels have been in comparison to their goals, a request for a cumulative report from all agencies, what resources are available to SBEs, and how small business firms can get ahead of the release of an RFP and network with potential primes. No comments were provided specific to WETA's proposed overall goal. The meeting minutes from the public participation meeting are included as Exhibit 7.

Both sessions provided a forum for representatives from businesses and organizations to share their views about the availability of certified and potential DBEs ready, willing and able to compete for DOT-assisted contracts, to discuss their concerns, and to provide input on how DOT recipients might more effectively administer their programs to improve DBE participation.

Adjustments Made Based on Comments from Various Groups, Organizations and Officials

Since the comments received at the public participation sessions do not concern WETA's specific contracting opportunities projected for FFY 2020 through FFY 2022, no additional adjustments will be made to the DBE availability figures or the overall goal.

Publication of Goal

The proposed overall DBE goal for FTA-assisted contracts for FFY 2020 through 2022 is 0.24% with a proposed race-neutral/race-conscious split of 100% race neutral and 0% race conscious. On May 1, 2019 WETA published the 0.24% overall goal and Goal Analysis Report on its official website. WETA will review any comments received and consider whether any adjustments are warranted.

Exhibit 1

Calculating Weighted FTA Dollars and Base Figure

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A. NAICS Code	B. NAICS Description and Associated Contracts	C. FTA Dollars for contract	D. Weighted % of Total FTA Dollars	E. DBE Availability	F. Base Figure
237990	Other Heavy and Civil Engineering Construction				
	Main Street - Terminal Rehab	\$ 412,400	2.80%	7.25%	0.20%
	Harbor Bay - Piles	\$ 116,696	0.79%	7.25%	0.06%
	Vallejo Terminal Dredging Con Mgmt	\$ 177,958	1.21%	7.25%	0.09%
	Vallejo Terminal Dredging - CON	\$ 1,913,046	13.01%	7.25%	0.94%
238210	Electrical Contractors and other wiring contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 72,128	0.49%	0.56%	0.00%
238220	Plumbing, HVAC Contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 96,171	0.65%	0.22%	0.00%
238310	Drywall and Insulation Contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 12,021	0.08%	1.52%	0.00%
238320	Painting and Wall Covering Contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 72,128	0.49%	0.47%	0.00%
238330	Flooring contractor				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 120,214	0.82%	0.16%	0.00%
238350	Finish Carpentry Contractor/ship joinery				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 48,086	0.33%	0.92%	0.00%
325212	Synthetic Rubber Manufacturing				
	Harbor Bay - Piles	\$ 56,336	0.38%	0.00%	0.00%
332999	All Other Miscellaneous Fabricated Metal Products Manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 24,043	0.16%	1.96%	0.00%
334220	Radio & Television Broadcasting and Wireless Communications Equipment manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 48,086	0.33%	0.00%	0.00%

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A. NAICS Code	B. NAICS Description and Associated Contracts	C. FTA Dollars for contract	D. Weighted % of Total FTA Dollars	E. DBE Availability	F. Base Figure
334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrumentation Manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 84,150	0.57%	0.00%	0.00%
336360	Motor Vehicle Seating and Interior Trim Manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 144,257	0.98%	14.29%	0.14%
336611	Shipbuilding and Repair				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 1,514,696	10.30%	2.50%	0.26%
	Main Street - Terminal Rehab	\$ 3,299,200	22.43%	0.00%	0.00%
423510	Metal Service Centers and Other Metal Merchant Wholesalers.				
	Harbor Bay - Piles	\$ 16,096	0.11%	0.00%	0.00%
484110	General Freight Trucking, Local				
	2020 Engine Major Overhaul (Gemini)	\$ 3,411	0.02%	1.92%	0.00%
	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$ 3,565	0.02%	1.92%	0.00%
	2022 Engine Major Overhaul & Gear Box (Peralta)	\$ 3,486	0.02%	1.92%	0.00%
541330	Engineering Services				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$ 168,300	1.14%	1.40%	0.02%
	Main Street - Terminal Rehab	\$ 412,400	2.80%		0.00%
541370	Surveying and Mapping (except Geophysical) Services				
	Vallejo Terminal Dredging- CON	\$ 66,734	0.45%	7.00%	0.03%
	Harbor Bay - Piles	\$ 12,072	0.08%	7.00%	0.01%
541620	Enviro consulting services				
	Vallejo Terminal Dredging - Design Svcs	\$ 66,734.16	0.45%	5.24%	0.02%

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A. NAICS Code	B. NAICS Description and Associated Contracts	C. FTA Dollars for contract	D. Weighted % of Total FTA Dollars	E. DBE Availability	F. Base Figure
811310	Commercial and Industrial Machinery and Equipment Repair and Maint.				
	2020 Engine Major Overhaul (Gemini)	\$ 280,869	1.91%	0.33%	0.01%
	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$ 709,361	4.82%	0.33%	0.02%
	2022 Engine Major Overhaul & Gear Box (Peralta)	\$ 867,942	5.90%	0.33%	0.02%
	2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)	\$ 1,002,339	6.81%	0.33%	0.02%
	2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)	\$ 1,658,322	11.27%	0.33%	0.04%
	2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)	\$ 328,000	2.23%	0.33%	0.01%
	2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)	\$ 390,411	2.65%	0.33%	0.01%
	2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)	\$ 507,026	3.45%	0.33%	0.01%

Total Federal Funds	\$14,708,683
Base Figure	1.91%

***SCORPIO Vessel Quarter Life Refurbishment and Major Engine Overhaul Project DBE Availability Includes San Diego County**

Exhibit 2:
Base Figure Breakdown per Individual Contract

ATTACHMENT A

NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Relative DBE Availability	Base Figure Per Contract
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<u>SCORPIO - Vessel Quarter Life and Major Engine Overhaul</u>						
	Prime	336611	Shipbuilding and Repair	63%	2.50%	1.575%
	Sub	238210	Electrical Contractors and other wiring contractors	3%	0.56%	0.017%
	Sub	238220	Plumbing, HVAC Contractors	4%	0.22%	0.009%
	Sub	238310	Drywall and Insulation Contractors	0.50%	1.52%	0.008%
	Sub	336360	Motor Vehicle Seating and Interior Trim Manufacturing	6%	14.29%	0.857%
	Sub	238330	Flooring contractor	5%	0.16%	0.008%
	Sub	238320	Painting and Wall Covering Contractors	3%	0.47%	0.014%
	Sub	541330	Engineering Services	7%	1.40%	0.098%
	Sub	334220	Radio & Television Broadcasting and Wireless Communications Equipment manufacturing	2%	0.00%	0.000%
	Sub	332999	All Other Miscellaneous Fabricated Metal Products Manufacturing	1%	1.96%	0.020%
	Sub	238350	Finish Carpentry Contractor/ship joinery	2%	0.92%	0.018%
	Sub	334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrumentation Manufacturing	3.50%	0.00%	0.000%
				100.00%		2.623%

<u>2020 Engine Major Overhaul (Gemini)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	98.8%	0.33%	0.330%
	Sub	484110	General Freight Trucking, Local	1.2%	1.92%	0.023%
				100%		0.354%

<u>2021 Engine Major Overhauls (Pisces & Bay Breeze)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	99.5%	0.33%	0.333%
	Sub	484110	General Freight Trucking, Local	0.5%	1.92%	0.010%
				100%		0.342%

<u>2022 Engine Major Overhaul & Gear Box (Peralta)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	99.6%	0.33%	0.333%
	Sub	484110	General Freight Trucking, Local	0.4%	1.92%	0.008%
				100%		0.341%

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NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Relative DBE Availability	Base Figure Per Contract
<u>2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%
				100%		0.334%

<u>2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%
				100%		0.334%

<u>2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%
				100%		0.334%

<u>2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%
				100%		0.334%

<u>2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%
				100%		0.334%

<u>Main Street - Terminal Rehab</u>						
<u>Construction Management Contract</u>						
	Prime	237990	Other Heavy and Civil Engineering Construction	10%	7.25%	0.725%
<u>Construction Contract</u>						
	Sub	541330	Engineering Services	10%	1.51%	0.151%
	Prime	336611	Shipbuilding and Repair	80%	0.00%	0.000%
				100%		0.876%

<u>Harbor Bay - Piles</u>						
	Prime	237990	Other Heavy and Civil Engineering Construction	58%	7.25%	4.203%
	Sub	423510	Metal Service Centers and Other Metal Merchant Wholesalers.	8%	0.00%	0.000%
	Sub	325212	Synthetic Rubber Manufacturing	28%	0.00%	0.000%
	Sub	541370	Surveying and Mapping (except Geophysical) Services	6%	7.00%	0.420%
				100%		4.623%

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NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Relative DBE Availability	Base Figure Per Contract
<u>Vallejo Terminal Dredging</u>						
<u>Dredging - Design Services</u>						
	Prime	541620	Enviro consulting services	3%	5.24%	0.157%
<u>Dredging - Construction Management</u>						
	Prime	237990	Other Heavy and Civil Engineering Construction	8%	7.25%	0.580%
<u>Dredging - Construction</u>						
	Prime	237990	Other Heavy and Civil Engineering Construction	86%	7.25%	6.232%
	Sub	541370	Hydrographic survey work	3%	7.00%	0.210%
				100%		7.179%

Exhibit 3:
Consultation Meeting Invitation Letter

ATTACHMENT A

may have concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and agency efforts to establish a level playing field. We are also seeking your input on the methodology agencies use to determine their DBE goals for federally-assisted contracts.

This important meeting will be held **Tuesday, April 2, 2019, 12:00 PM – 1:00 PM** (light lunch provided) at Alameda Contra Costa Transit District (AC Transit), 1600 Franklin Street, Board Room, Oakland, CA 94612. RSVP: <https://goo.gl/forms/EZW0AxOLnithAbPA2>.
Please RSVP by March 25, 2019.

Following the consultation meeting, the BOC will conduct a meeting with small businesses from 2:00PM – 3:00PM to provide information on upcoming contracting opportunities, receive input on the goal-setting process and to request comments/suggestions on proposed goals.

Please see the attached invitation letter and Public Participation Meeting flyer.

Respectfully,

Artemise Davenport

Chair, Business Outreach Committee
Disadvantaged Business Enterprise (DBE) Program Administrator
Compliance Programs Department
Golden Gate Bridge, Highway & Transportation District
Direct | 415-257-4581
Fax | 415-257-4555
E-mail | adavenport@goldengate.org

Exhibit 4:
Consultation Meeting Invite List

ATTACHMENT A

Organization Name	Street	City	State	Zip	Contact Name	Contact Position	Phone	Website	Email	Type	Notes
ASIA AMERICA MULTITECHNOLOGY ASSOCIATION	3 W. 37th Avenue, Suite 19	San Mateo	CA	94403	Hannah Quan	Executive Director	650/350-1124	www.aamasv.com/index.php	aama@aamasv.com	NETWORKING	
SAN FRANCISCO AFRICAN AMERICAN CHAMBER OF COMMERCE	1485 Bayshore Boulevard, Suite 328	San Francisco	CA	94124	Ray Jordan	President	415/468-6400	www.sfaacc.org/	admin@sfaacc.org	COC	Chamber of commerce: ethnic
Sonoma County Black Chamber Of Commerce	9543 Wellington Circle	Windsor	CA	95492	Attn: Ann Bouligny		707-758-8005		annee48@hotmail.com		Chamber of commerce: ethnic
ANUE MANAGEMENT GROUP, INC. Small Business Resource Center	610 16th Street, Suite 315	Oakland	CA	94612	Kaye Stevens	President, CEO	510/272-0736, Ext. 15	www.anuegroup.net	anuegroup@anuegroup.net	TECHNICAL	
FACE - Redwood Resources					Barbarette Newton				inquiries@redwoodresources.net		
Breakfast Of Champions - Oakland	3526 Breakwater Court	Hayward	CA	94545	Ms. Beth Power	URS/Signet	510-731-5456		beth.dollens.power@urs.com		
SMALL BUSINESS DEVELOPMENT CENTER CONTRA COSTA	4071 Port Chicago Hwy	Concord	CA	94520	Oscar Dominguez	Director	(925) 671-4570	www.contracostasbdc.com	odominguez@contracostasbdc.com	TECHNICAL	
U.S. SMALL BUSINESS ADMINISTRATION SAN FRANCISCO DISTRICT OFFICE, 8(a) Business Development Program	455 Market Street, 6th Floor	San Francisco	CA	94105	Brenda A. Gambardella	Assistant District Director for 8(a) Business Development	415/744-6787	www.sba.gov/aboutsba/sbaprograms/8ab/d/	brenda.gambardella@sba.gov	FEDERAL/STATE	No
Oakland Small Business Development Center	675 Hegenberger Road, Suite 201	Oakland	CA	94621	Attn: Regina Tardy				business2oakland.com		
CHINESE AMERICAN CHAMBER OF COMMERCE	2021 The Alameda, Suite 130	San Jose	CA	95126	Dennis Wan	President	408/615-7300	www.cacc-sc.org	cacc_sc@yahoo.com	COC	
WOMEN'S INITIATIVE for Self Employment/East Bay	1465 Enea Circle, Bldg. E, #900	Concord	CA	94520	Carmen Angulo	Director	925/603-2771	www.womensinitiative.org	cangulo@womensinitiative.org	TECHNICAL	
U.S. PAN ASIAN AMERICAN CHAMBER OF COMMERCE	275 Fifth Street	San Francisco	CA	94103	Carrolyn Kubota	Project Director	415/348-6262	www.uspaacc.com/sbtrc/index.html	carrolyn@uspaacc.com	COC	
CALIFORNIA BLACK CHAMBER OF COMMERCE	2951 Sunrise Blvd., Suite 175	Rancho Cordova	CA	95742	Aubry Stone	CEO	916/463-0177	www.calbcc.org	cbcc@calbcc.org	COC	
SMALL BUSINESS DEVELOPMENT CENTER SOLANO COLLEGE	360 Campus Lane, Suite 102	Fairfield	CA	94534	Charles Eason	Director	707/864-3382	www.solanosbdc.org	charles.eason@solano.edu	TECHNICAL	
Calmentor Program BUILDERS EXCHANGE OF SAN FRANCISCO	111 West Grand Avenue 850 South Van Ness Ave.	Oakland San Francisco	CA	94612 94110	Mr. Curtis Lindskog Deanna Johnson	Consultant Exchange Director	925-918-2400 415/282-8220	Website: www.bxofsf.com	clindskog@comcast.net contact@bxofsf.com	BUILDERS EXCHANGE	
OAKLAND BUILDERS ALLIANCE	19 Embarcadero Cove, 2nd Floor	Oakland	CA	94606	Erin Cusick		510/437-9620	www.oaklandbuilders.net	contractors@oaklandbuilders.org	TRADE	
FOUNDATION FOR FAIR CONTRACTING	3807 Pasadena Avenue Suite 150	Sacramento	CA	95821	Bryan Berthiaume	Executive Director	916/487-7871	www.ffccalifornia.com	darbi4ffc@aol.com	TECHNICAL	No
Small Business Commission	City Hall, Ste 448. 1 Dr. Carlton B. Goodlett Place	San Francisco	CA	94102	Attn: Commissioner David Chiu		415-554-6134		david.chiu@grassroots.com		
SACRAMENTO REGIONAL BUILDERS' EXCHANGE, INC.	1331 T Street	Sacramento	CA	95811	James Lambert	Vice President	916/442-8991	www.sbxchange.com	dee@sbxchange.net	BUILDERS EXCHANGE	
CITY OF SAN JOSE Office of Economic Development	200 E. Santa Clara St., 17th Floor	San Jose	CA	95113	Dhez Woodworth		408) 535-8230		Dhez.WoodWorth@sanjoseca.gov	TECHNICAL	No
Conference Of Minority Transportation Officials - San Francisco Chapter	1600 Franklin St	Oakland	CA	94612	Attn: Cynthia Isom-Dorsey		510-891-4882		dorseygrp@aol.com		
OAKLAND BLACK BOARD OF TRADE AND COMMERCE					Eddie Dillard		510/706-9005		eddie.dillard2009@yahoo.com	COC	
HISPANIC CHAMBER OF COMMERCE OF Greater San Jose	84 W. Santa Clara St., Ste 100	San Jose	CA	95113	Efrain Cardoza/Olga Enciso Smith	Directors	408/494-0296	www.gsjhcc.org	efraincardoza@pacbell.net or incagardens@hotmail.com		Chamber of commerce: ethnic
HISPANIC CHAMBER OF COMMERCE ALAMEDA COUNTY	1840 Embarcadero, Suite 101	Oakland	CA		Ron Silva	President	510/536-4477	Website: www.hccac.com	info@hccac.com		Chamber of commerce: ethnic
SAN FRANCISCO HUMAN RIGHTS COMMISSION CERTIFICATION UNIT	25 Van Ness Avenue, Suite 800	San Francisco	CA	94102	Maria L. Cordero	Senior Contract Compliance Officer, S.F. DBE Program	415/252-2537	Website: www.sfgov.org/site/sfhumanrights_index.asp	maria.cordero@sfgov.org		Training
ASIAN BUSINESS LEAGUE OF SAN FRANCISCO	564 Market Street, Suite 404	San Francisco	CA	94104	Doris Chew	Director	415/788-4664	Website: www.ablsf.org	ablsf@aol.com		
ANUE MANAGEMENT GROUP, INC. Small Business Resource Center	1924 Franklin Street, Suite 315	Oakland	CA	94612	Kaye Stevens	President, CEO	510/272-0736, Ext. 15	Website: www.anuegroup.net	anuegroup@anuegroup.net		Entrepreneurial Development
SACRAMENTO BUILDERS' EXCHANGE, INC.	1 Sierragate Plaza, Suite 120-A	Roseville	CA	95678	Dee Fisher	Office Manager	916/969-5315	Website: www.sbxchange.com	dee@sbxchange.net		

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OAKLAND AFRICAN-AMERICAN CHAMBER OF COMMERCE	7200 Bancroft Ave. suite 262	Oakland CA	94605	Elvin McCaskle	Execurive Director	510/567-1307 x14	Website: www.oaacc.org	exec@oaacc.org	Chamber of commerce: ethnic
MBE MAGAZINE	3528 Torrance Boulevard #101	Torrance CA	90503	Ginger Conrad	Publisher	310/540-9398	Website: www.mbemag.com	gconrad@mbemag.com	
CAL STATE EAST BAY SMALL BUSINESS DEVELOPMENT CENTER	475 – 14th Street, Suite 150	Oakland CA	94612	Raj George	Director	510/208-0410	Website: www.eastbaysbdc.org	hello@eastbaysbdc.org	
SUPPLIER CLEARINGHOUSE C/O ASIAN INC.	1167 Mission St., 4th Floor	San Francisco CA	94103	Beverly Popek	Sr. Verification Analyst	415/928-6892	Website: www.asianinc.org	info@asianinc.org	Clearinghouse no longer operated by ASIAN, Inc.
COUNCIL OF ASIAN AMERICAN BUSINESS ASSOCIATIONS (CAABA)	1167 Mission St.	San Francisco CA	94103	Frank Fung	Chair	415/928-5910	Website: www.caaba.org	info@caaba.org	
J.R. OLSEN BONDS & INSURANCE BROKERS, INC.	7407 Tapenga Canyon Boulevard	Canoga Park CA	91303	James R. Olsen	President	800/452-7121	Website: jrolsenbonds.com	jrolsen@jrolsenbonds.com	
UNITED COUNCIL OF SPANISH SPEAKING PEOPLE OFFICE OF COMMUNITY AFFAIRS, SALUDOS HISPANOS EXECUTIVE OFFICES	73-121 Fred Waring Drive #100	Palm Desert CA	92260	Florence Dobe	Accounts Receivable Director	800/337-7367	Website: www.saludos.com	lasaludos@earthlink.net	
U.S. SMALL BUSINESS ADMINISTRATION	455 Market Street, 6th Floor	San Francisco CA	94103	Mark Quinn	District Director	415/744-6820	Website: www.sba.gov	mark.quinn@sba.gov	
MARIN BUILDERS ASSOCIATION	660 Las Gallinas Avenue	San Rafael CA	94903	Klif Knoles	General Manager	415/462-1220	Website: www.marinba.org	mba@marinba.org	
NORTHERN CALIFORNIA SUPPLIER DEVELOPMENT COUNCIL	460 Hegenberger Road, Suite 730	Oakland CA	94621	Michael Ruiz	President	510/686-2555	Website: www.ncsdc.org	mruiz@ncsdc.org	
OAKLAND SMALL BUSINESS GROWTH CENTER	675 Hegenberger Road, Suite 201	Oakland CA	94621	Napoleon Britt	Executive Director	510/553-0675	www.oaklandnet.com/business/smallbus/osbgc.html	osbgc@mgci.com	
SERVICE CORPS OF RETIRED EXECUTIVES (SCORE) C/O SBA OFFICE	455 Market St.	San Francisco CA	94105	Wint Mather	External Vice Chair	415/744-6827		sfscore.com ; wintmather@aol.com	Mentorship
CALIFORNIA SMALL BUSINESS ENTREPRENEURS, INC.	3023 E. Myrtle Street	Stockton CA	95205	Attn: Diana Lacombe	President	209/546-7841	Website: www.calsbe.com	smallbusiness@calsbe.com	
BUILDERS CONTROL, INC.	18 Embarcadero Cove	Oakland CA	94606	Steward Suckling	Chief Operations Officer	510/534-5716 626/786-0612	Website: www.builderscontrol.com	stewardsuckling@builderscontrol.com	
URBAN ECONOMIC DEVELOPMENT CORP.	5021 - 3rd Street	San Francisco CA	94124	Comer Marshall	Executive Director	415/923-0105	Website: www.best.com/~uedc	uedc@aol.com	
CITIBANK, N.A. OAKLAND DOWNTOWN FINANCIAL CENTER	1325 Broadway	Oakland CA	94612	Asad Anwer	Vice President	510/834-3883		asad.anwer@citicorp.com	
BUILDERS EXCHANGE OF ALAMEDA COUNTY	3055 Alvarado Street	San Leandro CA	94577	Acott Leary C. Diane Howell,	Executive Director	510/483-8880	Website: www.beac.com	beac@beac.com	BUILDERS EXCHANGE
BLACK BUSINESS LISTINGS (BBL)	1448 Broadway/ P.O. Box 12456	Oakland CA	94612	Ph.D	Editor	510/839-0690		blackexpo@aol.com	
EAST BAY ASIAN DESIGN PROFESSIONALS c/o YEI ENGINEERS, INC. WOMEN CONSTRUCTION OWNERS AND EXECUTIVES USA	7700 Edgewater Drive, Suite 128 4401A Connecticut Avenue NW	Oakland CA Washington D.C.	94621 20008	Doug Yung Deborah Wilder	President	510/383-1050 800/788-3548	Website: www.ebadp.org (under construction) Website: www.wcoeusa.org	dyung@yeiengineers.com info@wcoeusa.org	
WOMEN'S INITIATIVE FOR SELF-EMPLOYMENT	555 Northgate Drive	San Rafael CA	94903	Julie Abrams	Director	415/302-4740	Website: www.womensinitiative.org	jabrams@womensinitiative.org	
WOMEN'S INITIATIVE FOR SELF-EMPLOYMENT	2699 Monument Blvd.	Concord CA	94520	Julie Abrams	Director	415/641-3460 414/641-3490	Website: www.womensinitiative.org	jabrams@womensinitiative.org	
ASSOCIATED BUILDERS AND CONTRACTORS GOLDEN GATE CHAPTER	4309 Hacienda Drive, suite 500	Pleasanton CA	94588			925/474-1300	Website: www.abcgcc.org	jrobinson@abc-ggc.org	
MINORITY BUSINESS AND PROFESSIONAL DIRECTORY	P.O. Box 77226	San Francisco CA	94107	Harold Mullins	Publisher	510/874-7740	Website: www.mbpd.com	mbpd@mbpd.com	

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LINK 2000	79 - 28th Street	San Francisco	CA	94110	Michael Juarez	President	415/824-6720	Website: Link2000Loans.com	mjuarez@Link2000Loans.com	
SOLANO-NAPA BUILDERS EXCHANGE	135 Camino Dorado	Napa	CA	94558		Plan Room Coordinator	707/255-2515	Website: www.snbe.com	planroom@snbe.com	
SMALL BUSINESS CALIFORNIA NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) SAN FRANCISCO BAY AREA CHAPTER	2311 Taraval Street	San Francisco	CA	94116	Scott Hauge	President	415/680-2188	www.smallbusinesscalifornia.org	shauge@smallbusinesscalifornia.org	Mentor Program
	985 Darien Way	San Francisco	CA	94127	Kay Robinson	Chapter Administrator	925/284-5677	Website: www.nawbo-sf.org	singerr@pacbell.net kay@insightintuitiveconsulting.com	
VETERANS BUSINESS OUTREACH CENTER	7270 E. Southgate Drive, Suite 1	Sacramento	CA	95823	Coreena Conoley		916/393-1690	Website: www.vboc-ca.org	cconley@vboc-ca.org	
TMC DEVELOPMENT WORKING SOLUTIONS	611 Front Street	San Francisco	CA	94111	Emily Gasner		415/477-8415	www.tmcworkingsolutions.org	emily@tmcworkingsolutions.org	TECHNICAL
San Francisco Ad Club San Francisco Association of Marketing Executives										
San Francisco Public Relations Roundtable Bay Area Innovation Group	1550 Bryant Street, Suite 1000	San Francisco	CA	94103	Mr. Eric Steckel	Bars + Tone	415-222-6123ext 201		eric@bars-tone.com	SBE
ASIAN AMERICAN CONTRACTORS ASSOCIATION (AACCA)	1649 Jerrold Ave.	San Francisco	CA	94124	Florence Kong	President	415/671-1068 x28	www.aaca-sf.com	florkong@yahoo.com	TRADE
U.S. SMALL BUSINESS ADMINISTRATION San Francisco District Office	455 Market Street	San Francisco	CA	94105	Gary Marshall	Public Information Officer	415/744-6771	www.sba.gov	Gary.marshall@sba.gov	FEDERAL
ASIAN, INC, San Francisco Office	1167 Mission Street, 4th Floor	San Francisco	CA	94103	Grace Barba	Business Consultant	415/928-5910	www.asianinc.org	gbarba@asianinc.org	TRADE
SUPPLIER CLEARINGHOUSE FOR THE CA PUBLIC UTILITIES COMMISSION	1167 Mission Street, 4th Floor	San Francisco	CA	94103	Grace Barba (SF)	Business Consultant	415/928-6892	Website: www.asianinc.org	gbarba@asianinc.org	Clearinghouse no longer operated by ASIAN, Inc.
Office of Community Investment and Infrastructure	One South Van Ness Ave.	San Francisco	CA	94103	George Bridges	Contract Compliance	(415) 749-2546	www.sfredevelopment.org	George.Bridges@sfgov.org	CERTIFICATION PROGRAM No
CALIFORNIA CONSTRUCTION CONTRACTING PROGRAM Delta Colleges					Gillian Murphy	Project Manager	209/954-5089	www.buildcalifornia.org	gmurphy@deltacollege.edu	TECHNICAL No
San Francisco Chamber of Commerce California Small Business Association and Roundtable Professional Women's Business Association	2757 16th Street	San Francisco	CA	94103	Ms. Gwen Kaplan	Ace Mailing	415-863-4223		gwen.kaplan@acemailingsf.com	Chamber of commerce: ethnic; DBE
East Bay Small Business Development Center	519 17th Street, Suite 210	Oakland	CA	94612	Attn: Faheem Hameed				hameed@eastbaysbdc.org	
Society of Marketing Professionals HISPANIC CHAMBER OF COMMERCE OF Sonoma County	1466 66th Street	Emeryville	CA	94608	Mr. Harry Lawrence	RGA Environmental	510-899-7031		harry@rgaenv.com	DBE
	3033 Cleveland Avenue #306	Santa Rosa	CA	95403	Donna Zapata	Office Manager	707/575-3648	www.hcc-sc.org	hccadmin@hcc-sc.org	COC
THE BLACK CHAMBER OF SILICON VALLEY	1290 Parkmoor Avenue, 3rd Floor	San Jose	CA	95126	Joel Wyrick	President	408/277-3115	blackchamber.com	info@blackchamber.com	COC
BLACK ECONOMIC COUNCIL BUILDERS' EXCHANGE OF SANTA CLARA COUNTY	4096 Piedmont Ave., Suite 314	Oakland	CA	94611				www.blackeconomiccouncil.org	info@blackeconomiccouncil.org	NETWORKING No
Chinese for Affirmative Action BUILDERS' EXCHANGE OF CONTRA COSTA COUNTY	400 Reed Street	Santa Clara	CA	95050	Mike Miller	Director	408/727-4000	www.bxscco.com	info@bxscco.com info@caasf.or	BUILDERS EXCHANGE
	2440 Stanwell Drive, Suite	Concord	CA	94520	Denise McDavid	Director	925/685-8630	www.ccbx.com	info@ccbx.com	BUILDERS EXCHANGE
REGIS COMMUNICATIONS CONSTRUCTION BID SOURCE INTERACTIVE	P.O. Box 568	Burson	CA	95225	Pearl Regis	Owner	800/962-4162	www.constructionbidsource.com	info@constructionbidsource.com	TECHNICAL No
DBE GOODFAITH, INC. East Bay Small Business Development Center	PO Box 521	Newark	CA	94560	Jose Altamirano	Director of Operations	877/802-3394	www.dbegoodfaith.com	info@dbegoodfaith.com	TECHNICAL No
EAST BAY SCORE COUNSELORS TO AMERICA'S SMALL BUSINESS	475 14th Street , Suite 150	Oakland	CA	94612	Attn: Raj George		510-208-0410		info@eastbaysbdc.org	
FILIPINO AMERICAN CHAMBER OF COMMERCE OF SANTA CLARA COUNTY	492-9th Street, Suite 350	Oakland	CA	94607			510/273-6611	www.eastbayscore.org	INFO@EASTBAYSCORE.ORG	
	1046 W. Taylor, Suite 206	San Jose	CA	95126	Edith Masacayan	President	408/283-0833	www.filchamber.org	info@filchamber.org	Chamber of commerce: ethnic

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GREATER SAN JOSE HISPANIC Chamber of Commerce	84 W. Santa Clara St. Suite 100	San Jose	CA	95113	Carlos Figueroa	CEO	408-494-0296	www.gsjhcc.org	Info@gsjhcc.org	COC	
HISPANIC CHAMBER OF COMMERCE OF CONTRA COSTA	P.O. Box 23964	Pleasant Hill	CA	94523	Richard MacBride	Business Development Committee Chair	925/281-2623	www.h5c.org	info@h5c.org	COC	
HISPANIC CHAMBER OF COMMERCE of Alameda County	1840 Embarcadero, Suite 101	Oakland	CA	94607	Felix Galaviz	CEO	510/536-4477	www.hccac.com	info@hccac.com	COC	
HISPANIC CHAMBER OF COMMERCE of Marin	P.O. Box 4423	San Rafael	CA	94913	Cecilia Zamora	President	415/721-9686	www.hccmarin.com	info@hccmarin.com	COC	
HISPANIC CHAMBER OF COMMERCE OF SILICON VALLEY	P.O. Box 1926	San Jose	CA	95109	Dennis King	President	408-248-4800	http://www.hccsv.org/	INFO@HCCSV.ORG	COC	
Mission Hiring Hall	3042 16th Street	San Francisco	CA	94103					info@missionhiringhall.org		
NATIONAL ASSOCIATION OF SURETY BOND PRODUCERS (NASBP)							202/686-3700	www.nasbp.org	info@nasbp.org	BONDING	No
NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) SAN FRANCISCO BAY AREA CHAPTER					Barbara Mark, Ph.D.	Chapter Administrator	415/333-2130	www.nawbo-sf.org	info@nawbo-sf.org	NETWORKING	
NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) SILICON VALLEY CHAPTER	P.O. Box 2696	Santa Clara	CA	95055	Marit Fox	Chapter Administrator	408/257/3857	www.nawbo-sv.org	info@nawbo-sv.org	NETWORKING	
NAWBO Silicon Valley	P.O. Box 2696	Santa Clara	CA	95055	Angie Roberts		408/257/3857	www.nawbo-sv.org	info@nawbo-sv.org		
NORTH BAY BLACK CHAMBER OF COMMERCE	P.O. Box 15075	Santa Rosa	CA	95402	Rose Parish	President	888/846-5155	www.socobcc.net	info@nbcc.org	COC	
NORTHERN CALIFORNIA MINORITY BUSINESS ENTERPRISE CENTER (Operated by Asian Inc.)	111 N Market St., Suite 920	San Jose	CA	95113	Alejandro Serrudo	Project Director	408/998-8058 510/839-3991	www.norcalmbec.com	info@norcalmbec.com		
MBDA Business Center	800 North First Street, 2nd Floor	San Jose	CA	95112	Alejandro Serrudo	Project Director	408/998-8058	http://www.mbda.gov/businesscenters/sanjose	info@norcalmbec.com; aserrudo@sanjosembdacenter.com	TECHNICAL	
OAKLAND AFRICAN-AMERICAN CHAMBER OF COMMERCE	449 15th Street, Suite 410	Oakland	CA	94612	Wil Hardee Jr.	CEO	510/268-1600	www.oaacc.org	info@oaacc.org	COC	
SMALL BUSINESS DEVELOPMENT CENTER LEAD CENTER/HUMBOLDT STATE UNIVERSITY	House 71, 1 Harpst Street	Arcata	CA	95521		Director	707/826-3919	www.norcalsbdc.org	info@oecbd.org	TECHNICAL	No
OPPORTUNITY FUND WORKING CAPITAL FOR WORKING PEOPLE	111 W. St. John Street, Suite 800	San Jose	CA	95113	Catlin McShane	Marketing Manager	408/297-0204	www.opportunityfund.org	info@opportunityfund.org	TECHNICAL	
SAN FRANCISCO HISPANIC CHAMBER OF COMMERCE	703 Market Street, Suite 609	San Francisco	CA	94103	Richard Ventura	CEO and President	415/278-9611	www.sfhcc.com	info@sfhcc.com	COC	
NATIONAL ORGANIZATION OF MINORITY ARCHITECTS SAN FRANCISCO CHAPTER	P.O. Box 190638	San Francisco	CA	94119	Leopold Ray-Lynch	President	415/957-2750	www.sfnoma.net	info@sfnoma.org	TRADE	
SILICON VALLEY SCORE COUNSELORS TO AMERICA'S SMALL BUSINESS	234 E. Gish Rd. #100	San Jose	CA	95112	Mark Levi	Chair	408/453-6237	www.svscore.org	info@svscore.org	TECHNICAL	
Blue Book Of Building And Construction - Sac Builders Exchange	1331 T Street , Suite 10	Sacramento	CA	94814	Attn: Owner				info@thebluebook.com		
WOMEN IN CONSULTING San Francisco Chapter	P.O. Box 26255	San Jose	CA	95158		Director	408/266-9658	www.womeninconsulting.org	infor@womeninconsulting.org	NETWORKING	
THE SURETY & FIDELITY ASSOCIATION OF AMERICA (SFAA)	1101 Connecticut Avenue NW #800	Washington	DC	20036			202/463/0600	www.surety.org	information@surety.org	BONDING	No
DBE Contractor	2270 Paluo Avenue	San Francisco	CA	94124	Ms. Julie Berry	Cal-Con Pumping	415-401-9838		jb@calcon@mac.com		DBE
ANEW AMERICA COMMUNITY CORPORATION	1918 University Avenue Suite 3A	Berkeley	CA	94704	Jeff Butler	WBC Director	510/540-7785x302	www.anewamerica.org	jbutler@anewamerica.org	TECHNICAL	
BUILDERS' EXCHANGE OF STOCKTON	7500 West Lane	Stockton	CA	95210	Janette Luna	Plan Room Monitor	209/478/1005	www.besonline.com	jluna@besonline.com	BUILDERS EXCHANGE	
California Hispanic Chamber of Commerce Caltrans Statewide and District 4 SBE/DBE Council Womens Transportation Seminar - Programs Committee											Chamber of commerce: ethnic; DBE
Bay Area Innovation Group	827 Broadway, Suite 340	Oakland	CA	94607	Mr. Jesus Vargas	VSCE, Inc.	510-835-5001		jvargas@vsceinc.com		

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ASIAN AMERICAN ARCHITECTS ENGINEERS (AAAE)	1167 Mission St., 4th Floor	San Francisco	CA	94103	Kendall Young	President	415/928-5910	www.aaenc.org	ken@kyaarch.com	TRADE	
WOMEN'S INITIATIVE for Self Employment/Oakland	519 17th Street, #110	Oakland	CA	94612	Karuna Jaggar	Executive Director	510/287-3103	www.womensinitiative.org	kjaggar@womensinitiative.org	TECHNICAL	
U.S. DEPARTMENT OF TRANSPORTATION OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION (OSDBU)	1200 New Jersey Avenue	Washington	D.C.	20590	Ledra Post		202/366-2502	www.osdbu.dot.gov	ledra.post@dot.gov	FEDERAL/STATE	No
MISSION ECONOMIC DEVELOPMENT AGENCY (MEDA)	2301 Mission St. #301	San Francisco	CA	94110	Luis Granados	Executive Director	415/282-3334	www.medasf.org	lgranados@medasf.org	TECHNICAL	
CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP) c/o BAY AREA RAPID TRANSIT DISTRICT	300 Lakeside Drive, 18th Floor F.E. Jordan Associates, 11 Embarcadero West, Ste. 210	Oakland	CA	94607	Linda Wells-Grogan	Executive Committee Chair	510/464-6195	www.californiaucp.com	LWellsG@bart.gov	CERTIFICATION PROGRAM	No Chamber of commerce: ethnic
African American Chamber of Commerce		Oakland	CA	94607	c/o Fred Jordan		510-763-2400		matt@sfaacc.com		
NATIONAL HISPANIC BUSINESS INFORMATION CLEARINGHOUSE (BIC) EAST BAY WOMEN IN BUSINESS ROUNDTABLE C/O Oakland Metropolitan Chamber	1225 17th Street, Suite 1500 475 14th St.	Denver	CO	80202	Michael Barrera	President	877-502-6771	www.nhbc.org	mbarrera@hispanicbic.org	TECHNICAL	No
TRADESWOMEN, INC.	1433 Webster Street	Oakland	CA	94612	Meg Vasey	Executive Director	510/874-4800 510/891-8773, x313	www.tradeswomen.org	meg@tradeswomen.org	TRADE	
SAN FRANCISCO HUMAN RIGHTS COMMISSION CERTIFICATION UNIT	25 Van Ness Avenue, Suite 800	San Francisco	CA	94102	Melinda Kanios	Senior Contract Compliance Officer, S.F. DBE Program	415/252-2530	www.sfgov.org/site/sfhumanrights_index.asp	Melinda.kanios@sfgov.org	CERTIFICATION PROGRAM	No
IT Consultant	1 Avenue of the Palms, Suite 200	San Francisco	CA	94130	Mr. Micah Wade	M&J Consulting	415-948-9838		micahwade@mac.com		
CA Dept. Of General Services Office Of Small Business Certification And Resources	1531 I Street, 2nd Floor	Sacramento	CA	95814-2016	Attn: michael aguillio		916-323-5478		michael.aguillio@dgs.ca.gov		
INDUSTRY COUNCIL for Small Business Development	P.O. Box 64220	Sunnyvale	CA	94088	Michael Chang	President		www.icsbd.org	michael.t.chang@lmco.com	COC	
CONSULTING LINK 2000	79 - 28th Street	San Francisco	CA	94110	Michael Juarez	President	415/824-6720	Link2000Loans.com	mjuarez@Link2000Loans.com	TECHNICAL	
Public Affairs Consultants	1 Avenue of the Palms, Suite 304	San Francisco	CA	94130	Ms. Monica Wilson	Pendergast Consulting Group	415-621-0600		monica@pendergastconsultinggroup.com		SBE Chamber of commerce: ethnic
San Francisco Black Chamber Of Commerce	33 New Montgomery Street, Suite 210	San Francisco	CA	94105	Washington		415-777-8550		mwashington@sfbcc.org		
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION (NAWIC)	327 S. Adams St.	Fort Worth	TX	76104			817/877-5551	www.nawic.org	nawic@nawic.org	TRADE	
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION (NAWIC)	327 S. Adams St.	Fort Worth	TX	76104			800/552-3506	Website: www.nawic.org	nawic@nawic.org		
Horizons Unlimited	440 Potrero Avenue	San Francisco	CA	94110	Attn: Nora I. Rios		415-486-6700		nreddick@aol.com		
CA State Contracts Register Small Business Cert. And Resources	1531 I Street, 2nd Floor	Sacramento	CA	95814-2016	Attn: Marc Anderson		916-324-0269		osdchelp@dgs.ca.gov		
CALIFORNIA DEPT. OF GENERAL SERVICES PROCURMENT DIVISION/OFFICE OF SMALL AND DISABLED VETERAN BUSINESS ENTERPRISE SERVICES	707 Third Street, 1st Floor, Room 400	West Sacramento	CA	95605	Marie Dennis	Office Chief	800/559-5529	www.pd.dgs.ca.gov	osdshelp@dgs.ca.gov	CERTIFICATION PROGRAM	No
Lawyers Committee on Civil Rights	131 Steuart Street, Suite 400	San Francisco	CA	94105	Attn: Orca Sellstrom				osellstrom@leer.com		
SMALL BUSINESS NETWORK OF SAN FRANCISCO (SBN)	PO Box 225336	San Francisco	CA	94122	Pat Christensen	Political Affairs Director	415/731-2859	www.sfsbn.org	PATDCHRIS@YAHOO.COM	NETWORKING	
SUPPLIER CLEARINGHOUSE OF THE PUBLIC UTILITIES COMMISSION	800 W. 6th Street #850	Los Angeles	CA	90017	Douglas Phason		800/359-7998	www.thesupplierclearinghouse.com	phl@cpuc.ca.gov	CERTIFICATION PROGRAM	No
Centre City Development Corporation	225 Broadway, Suite 1100	San Diego	CA	92101					planning@ccdc.com		
Association of Public Works Agencies (APWA)	1970 Broadway, Suite 900	Oakland	CA	94612	Ms. Raewyn Butcher	Ghirardelli Associates	510-708-7442		raewyn@ghirardellisassoc.com		DBE
Black Board of Trade and Commerce	P.O. Box 30725	Oakland	CA	94604	Attn: Barbara Taylor		510-436-5253		Rhythms@pacbell.net		
SMALL BUSINESS DEVELOPMENT CENTER ALAMEDA COUNTY	1330 Broadway Suite 705	Oakland	CA	94612	Rick Ohlrich	Lead Business Advisor	(510) 208-0412	www.acsbdc.org	Rick@acsbdc.org	TECHNICAL	
HISPANIC CHAMBER OF COMMERCE OF SILICON VALLEY	310 S. First St.	San Jose	CA	95113	Rosa Laos	Economic Development	408/282-7070	www.hccsv.org	rosa@solutionlatinoresearch.com		Chamber of commerce: ethnic

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Associated General Contractors				Attn: Kevin Rowe		925-827-2422	925-708-0642	rowek@agc-ca.org		
AMERICAN SUBCONTRACTORS ASSOCIATION - Bay Area Chapter	P.O. Box 4686	Walnut Creek CA	94523	Sabrina Ritchie Executive Director		925/680-1166	www.asabayarea.org	sabrina@asabayarea.org San_Francisco_Filipino_Cultural_maiil.vresp.com	TRADE	
San Francisco Filipino Cultural Center SMALL BUSINESS DEVELOPMENT CENTER REDWOOD EMPIRE AT SANTA ROSA JUNIOR COLLEGE	606 Healdsburg Ave.	Santa Rosa CA	95401	Lorraine Duverney Director		707/524-1770	http://sbdcsantarosa.org/	sbdc@santarosa.edu	TECHNICAL	
SMALL BUSINESS EXCHANGE (SBE), INC.	703 Market Street, Suite 1000	San Francisco CA	94103	Gerald Johnson CEO, Publisher Client Services		415/778-6250	www.sbeinc.com	sbe@sbeinc.com	TECHNICAL	
WOMEN'S INITIATIVE for Self Employment	1398 Valencia Street	San Francisco CA	94110	Sofia Campos Coordinator		415/641-3460	www.womensinitiative.org	scampos@womensinitiative.org	TECHNICAL	
NATIONAL CENTER FOR AMERICAN INDIAN ENTERPRISE DEVELOPMENT STOCKTON SCORE STOCKTON SCORE COUNSELORS TO AMERICA'S SMALL BUSINESS	11138 Valley Mall, Suite 200 445 W. Weber Avenue	El Monte CA	91731	Sharon Chambers-Feaster Project Director		626/442-3701	www.ncaied.org	schambers@ncaied.org	TECHNICAL	No
US Minority Business Development Agency	221 Main Street #1280	Stockton CA	95203	Chairman		209/946-6293	www.scorestockton.org	scorestockton@att.net	TECHNICAL	
Ella Hill Hutch Community Center U.S. DEPARTMENT OF COMMERCE MINORITY BUSINESS DEVELOPMENT AGENCY (MBDA)	221 Main Street #1280	San Francisco CA	94105	Attn: Salvador M. Enriquez		415-744-3001		senriquez@mbda.gov		
SAN FRANCISCO SCORE COUNSELORS TO AMERICA'S SMALL BUSINESS JAPANESE AMERICAN CHAMBER OF COMMERCE OF SILICON VALLEY	455 Market Street, Sixth Floor 84 W. Santa Clara St., Ste 100	San Francisco CA	94115	Attn: Trina Johnson		415-744-3001	www.mbda.gov	sfhomeless@wikia.com sfro-info@mbda.gov	FEDERAL/STATE	No
SURETY INFORMATION OFFICE (SIO)		San Francisco CA	94105	Linda Marie Marmolejo Regional Director		415/744-6827	www.sfscore.com	SFSCORE@SFSCORE.ORG	TECHNICAL	Chamber of commerce: ethnic
CALIFORNIA PUBLIC UTILITIES COMMISSION Small Business Program	505 Van Ness Avenue	San Francisco CA	94105	Susan Fukuba Executive Director		408/288-5222	http://www.jaccsv.com/	sfukuba@jaccsv.org		
CALIFORNIA SMALL BUSINESS ENTREPRENEURS, INC.	2055 Idaho Avenue	Stockton CA	95205			202/686-7463	www.sio.org	sio@sio.org	BONDING	No
AMERICAN COUNCIL OF ENGINEERING COMPANIES AMERICAN INDIAN CHAMBER OF COMMERCE	1303 J Street, Suite 450 555 W. Fifth Street 31st Floor	Sacramento CA	95814	Paul Meyer Executive Director		916/441-7991	www.acec-ca.org	staff@acec-ca.org	TRADE	
PENINSULA BUILDERS EXCHANGE	735 Industrial Road #100	Los Angeles CA	90013			650/591-4486	www.aicccal.org	stateadmin@aicccal.org	COC	No
ASSOCIATED BUILDERS AND CONTRACTORS GOLDEN GATE CHAPTER (ABC)	4577 Las Positas Road Unit C	San Carlos CA	94070	Tom McGinley Director		94707	www.constructionplans.org	support@constructionplans.org	BUILDERS EXCHANGE	
NorCal Mechanical Contractors Association	1 Avenue of the Palms, Suite 400	Livermore CA	94551	Toby Cummings, CAE President/CSO		925/474-1300	www.abc-ggc.org	toby@abc-ggc.org	TRADE	
Tradeswomen, Inc. WOMEN'S INITIATIVE for Self Employment/Marin SMALL BUSINESS DEVELOPMENT CENTER NAPA VALLEY COLLEGE	P.O. Box 882103 7250 Redwood Blvd, 3rd Floor 1556 First Street, Suite 103	San Francisco CA	94188	Mr. Tony Bush LiquidDyn		415-441-4900		tony@liquidyninc.com		DBE
Minority Business Consortium	12 South First Street #710	San Francisco CA	94188	Attn: Molly Martin		415-821-2374	www.womensinitiative.org	tradeswomn@aol.com		
National Association of Minority Contractors, Inc.	25005 Viking Street	Novato CA	94945	Thais Rezende Director		415/878-2100	www.womensinitiative.org	trezende@womensinitiative.org	TECHNICAL	
Filipino American Chamber of Commerce of Silicon Valley Conference Of Minority Transportation Officials - Nor Cal Chapter HISPANIC CHAMBER OF COMMERCE OF Greater San Jose Asian Inc./San Jose Minority Business Center	736 Charcot Avenue, PO BOX 71855 888 First North suite 203 3031 Tisch Way, Suite 80	Napa CA	94559	Beth Pratt Director		707/253-3210	www.napasbdc.org	ybible@napavalley.edu walter@minoritybusinessconsortium.com	TECHNICAL	
National Association of Minority Contractors, Inc.	25005 Viking Street	San Jose CA	95113	Walter Wilson President		408-621-7249	http://www.mbcsv.com/contact.html	walter@minoritybusinessconsortium.com		
Filipino American Chamber of Commerce of Silicon Valley Conference Of Minority Transportation Officials - Nor Cal Chapter HISPANIC CHAMBER OF COMMERCE OF Greater San Jose Asian Inc./San Jose Minority Business Center	736 Charcot Avenue, PO BOX 71855 888 First North suite 203 3031 Tisch Way, Suite 80	Hayward CA	94545	Pete Varma President		(650) 302-5615	www.namcnc.org	pvarma@intralineinc.com		
Filipino American Chamber of Commerce of Silicon Valley Conference Of Minority Transportation Officials - Nor Cal Chapter HISPANIC CHAMBER OF COMMERCE OF Greater San Jose Asian Inc./San Jose Minority Business Center	736 Charcot Avenue, PO BOX 71855 888 First North suite 203 3031 Tisch Way, Suite 80	San Jose CA	95131	Benjie Fernandez President		(408) 283-0833	http://www.filamchamber.org/home.html	info@filamchamber.org		
Filipino American Chamber of Commerce of Silicon Valley Conference Of Minority Transportation Officials - Nor Cal Chapter HISPANIC CHAMBER OF COMMERCE OF Greater San Jose Asian Inc./San Jose Minority Business Center	736 Charcot Avenue, PO BOX 71855 888 First North suite 203 3031 Tisch Way, Suite 80	Oakland CA	94612-8055			510-891-4882	http://www.comtonorcal.org/	comto.norcal@gmail.com		
Filipino American Chamber of Commerce of Silicon Valley Conference Of Minority Transportation Officials - Nor Cal Chapter HISPANIC CHAMBER OF COMMERCE OF Greater San Jose Asian Inc./San Jose Minority Business Center	736 Charcot Avenue, PO BOX 71855 888 First North suite 203 3031 Tisch Way, Suite 80	San Jose CA	95122	Directors		408/494-0296	www.gshcc.org	efraincardoza@pacbell.net incagardens@hotmail.com		
Filipino American Chamber of Commerce of Silicon Valley Conference Of Minority Transportation Officials - Nor Cal Chapter HISPANIC CHAMBER OF COMMERCE OF Greater San Jose Asian Inc./San Jose Minority Business Center	736 Charcot Avenue, PO BOX 71855 888 First North suite 203 3031 Tisch Way, Suite 80	San Jose CA	95128			408-998-8058	http://www.asianinc.org/	mchan@asianinc.org		

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La Raza Roundtable de California	749 Story Road	San Jose	CA	95122	Victor Garza			http://larazaroundtable.org/contact/	Meet@LaRazaRoundTable.org
Western Regional Minority Supplier Development council	80 Swan Way, Suite 24580 Swan Way, Suite 245	Oakland	CA	94621	Richard Chacon		510-686-2555	http://wrmsdc.org/	services@wrmsdc.org
NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) SAN FRANCISCO BAY AREA CHAPTER	237 Kearny Street, P.O. Box 428	San Francisco	CA	94108	Laura Renner; Suzanne Langtot, administrator	Chapter Administrator	(415) 333-2130 408 291-5250	https://www.nawbo.org/san-francisco-bay-area http://www.svvacoc.org/ http://web.sjchamber.com/Chambers-of-Commerce/Silicon-Valley-Vietnamese-American-Chamber-of-Commerce-19803	info@nawbo-sfba.org; suzanne@nawbo-sfba.org
Silicon Valley Vietnamese American Chamber of Commerce	1376 N. Fourth St	san jose	CA	95112				http://web.sjchamber.com/Chambers-of-Commerce/Silicon-Valley-Vietnamese-American-Chamber-of-Commerce-19803	info@svvacoc.org
CONTRA COSTA BLACK CHAMBER OF COMM	3478 Buskirk Boulevard, Suite 1000	Pleasant H	CA	94523			925-287-6490	http://blackchamber.localon.com/	contracostablackchamber@gmail.com
Solano County Black Chamber of Commerce	55 Springtowne #269	Vallejo	CA	64591	Elease Cheek	President	707-315-3515	http://www.solanoblackchamber.org	elease@solanoblackchamber.org
Solano Filipino American Chamber of Commerce	239 Cassidy Street	Vallejo	CA	94590	Hermie Sunga	President	707-556-5800	http://www.solanofilamchamber.com	contact@faccsolano.com
		Fairfield	CA		Citlallo Flores	President	707-999-2966		
Solano Hispanic Chamber of Commerce	PO Box 2118		CA	94533-027	Zepeda			https://www.solanohcc.com	info@solanohcc.com

Exhibit 5:
Consultation Meeting Minutes



Business Outreach Committee (BOC)

A Consortium of Bay Area Transit and Transportation Agencies

CONSULTATION MEETING 2019

Tuesday, April 2, 2019

12:00 PM – 1:00 PM

Alameda-Contra Costa Transit District (AC Transit)
1600 Franklin Street, Board Room
Oakland, CA 94612

MINUTES

1. Introduction/Background

- Artemise Davenport (BOC Chair/GGBHTD) began the meeting and gave a brief background of the BOC and the purpose of the consultation meeting.

- BOC member agency introductions:
 - Artemise Davenport, Golden Gate Bridge, Highway & Transportation District (GGBHTD)
 - Brooklyn Moore-Green, Alameda Contra Costa Transit District (AC Transit)
 - Phillip Halley, Alameda Contra Costa Transit District (AC Transit)
 - Tania Babcock, Eastern Contra Costa Transit Authority (Tri-Delta Transit)
 - Mike Furnary, Western Contra Costa Transit Authority (WestCat)
 - Sheila Evans-Peguese, San Francisco Municipal Transportation Agency (SFMTA)
 - Todd Senigor, San Francisco Municipal Transportation Agency (SFMTA)
 - Olga Medina, Santa Clara Valley Transportation Authority (VTA)
 - Liz Brazil, Santa Clara Valley Transportation Authority (VTA)
 - Dennis Ybarra, Solano County Transit (SolTrans)
 - Joseph Towner, San Francisco Bay Area Rapid Transit District (BART)
 - Hoa Sin, San Francisco Bay Area Rapid Transit District (BART)
 - Renee Kulick, Napa Valley Transportation Authority (NVTA)
 - Lauren Gularte, San Francisco Bay Ferry/Water Emergency Transportation Authority (WETA)
 - Kristina Martinez, Central Contra Costa Transit Authority (County Connection)

- Participant introductions:
 - Adam Gehlert, VSCE, Inc.
 - Cheryl Chambers, VSCE, Inc.

2. Roundtable Discussion

- Proposed Roundtable Discussion Topics
 - What are the major barriers for your members in competing for contracting opportunities?
 - What trades are there a lack/plethora of DBE participation?
 - What types of technical assistance do your members need most?
 - Do you have suggestions for resources and references that the BOC should develop, maintain, and disseminate to your members?
 - How can the Business Outreach Committee assist you in your mission?
- Artemise Davenport (GGBHTD) began the discussion by letting participants know each of the agencies present were in the process of establishing their three-year overall DBE goals for FFY 2020-2022. The BOC is seeking feedback from participants on items such as:
 - Issues within the DBE/SBE community
 - Challenges to the DBE program
 - What agencies can do to assist DBE/SBE's
- Adam Gehlert (VSCE, Inc.) asked how the BOC could better reach contractors since his firm was the only participant in attendance during this session. Ms. Davenport noted that the BOC utilizes a variety of avenues to get information out, including mass email distribution. Individual agencies also have registration options on their respective websites to receive notifications of events, procurements, etc. Mr. Gehlert stated that it would be great to have one main website (at least at the regional level) of all agency contracting opportunities instead of having to register through each individual website.
- Sheila Evans-Peguese (SFMTA) asked VSCE how they get in front of job opportunities before they hit the street. Mr. Gehlert replied that they participate in many networking opportunities and agency events. Liz Brazil (VTA) noted match-making events to build connections with prime contractors. Ms. Davenport also noted that the BOC may consider fine-tuning its annual "Meet the Primes" events to create more 1-on-1 opportunities/interviews for DBEs/SBEs and prime contractors.
- Cheryl Chambers (VSCE, Inc.) stated that DBEs need assistance on financial forms in the procurement process if they have not done it before. Ms. Evans-Peguese asked if it would be helpful for agencies to hold separate sessions to assist in completing all required forms. Ms. Chambers answered yes, indicating all involved departments should be present at those meetings.

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- Phillip Halley (AC Transit) asked VSCE what types of financial requirements they have for firms they work with. Mr. Gehlert stated they generally have payment mechanisms in place that are consistent with state law. Agencies asked how others were encouraging their primes to submit bills on time and what types of different payment mechanisms were there to ensure subcontractors were being paid on time and primes were being held accountable. Ms. Brazil noted that one payment mechanism was through the use of an escrow account to ensure subcontractors were being paid on time. This is something agencies can consider during the contract negotiations process.

- Aretmise Davenport (GGBHTD) asked if VSCE had any suggestions for resources and how the BOC could assist. Ms. Chambers noted more outreach and partnering up with different organizations (i.e. Conference of Minority Transportation Officials (COMTO)).

- Cheryl Chambers (VSCE) asked what the difference was between both sessions being held. Ms. Davenport explained the first session was geared towards business organizations, chambers of commerce, etc. that may be able to provide feedback on the DBE/SBE communities they work with. The second session is open to the general public and DBE/SBE community where they are able to comment on the goal-setting methodology agencies use to establish their overall goals and/or the DBE program in general.

- Phillip Halley (AC Transit) asked VSCE how busy their organization was at this time. He noted that AC Transit has had a number of solicitations with a lack of, or no bids. He sought input on different advertising strategies and how other agencies were getting their information out.

ADJOURNMENT

Exhibit 6:
Public Participation Flyer



PUBLIC PARTICIPATION MEETING

TUESDAY, APRIL 2, 2019

2:00 PM - 3:00 PM

AC Transit 1600 Franklin Street (Board Room), Oakland, CA 94612

The BOC hereby notifies all interested parties that member agencies are beginning the process of establishing triennial overall DBE goals for contracts and procurements that may be financed in whole or in part by the Department of Transportation for Federal Fiscal Year 2020/2022.

**Get advance notice on upcoming contracting opportunities
Review goal setting process | Provide input on proposed goals**

Please RSVP for this free event [HERE](#)

PARTICIPATING BOC MEMBER AGENCIES:



It is the policy of the BOC members that small businesses owned and controlled by socially and economically disadvantaged individuals are provided equal opportunity to participate in the construction, professional service, and procurement activities of their agencies.

Please contact meeting coordinator Artemise Davenport at (415) 257-4581 if you have questions or want additional information about the meeting. If you cannot attend, but wish to submit your comments and/or suggestions, please complete the comment card and send to Artemise Davenport, DBE Program Administrator, Golden Gate Bridge, Highway and Transportation District, 1011 Andersen Drive, San Rafael, CA 94901, or via facsimile to (415) 257-4555, or via electronic mail to adavenport@goldengate.org.

Exhibit 7:
Public Participation Meeting Minutes



Business Outreach Committee (BOC)

A Consortium of Bay Area Transit and Transportation Agencies

**PUBLIC PARTICIPATION MEETING 2019
Establishing Overall Triennial DBE Goal for Federal Fiscal Year (FFY) 2020-
2022**

Tuesday, April 2, 2019
2:00 PM – 3:00 PM

Alameda-Contra Costa Transit District (AC Transit)
1600 Franklin Street, Board Room
Oakland, CA 94612

MINUTES

3. Introduction/Background

- Artemise Davenport (BOC Chair/GGBHTD) began the meeting and gave a brief background of the BOC and the purpose of the public participation meeting.

- BOC member agency introductions:
 - Artemise Davenport, Golden Gate Bridge, Highway & Transportation District (GGBHTD)
 - Brooklyn Moore-Green, Alameda Contra Costa Transit District (AC Transit)
 - Phillip Halley, Alameda Contra Costa Transit District (AC Transit)
 - Tania Babcock, Eastern Contra Costa Transit Authority (Tri-Delta Transit)
 - Mike Furnary, Western Contra Costa Transit Authority (WestCat)
 - Sheila Evans-Peguese, San Francisco Municipal Transportation Agency (SFMTA)
 - Todd Senigor, San Francisco Municipal Transportation Agency (SFMTA)
 - Olga Medina, Santa Clara Valley Transportation Authority (VTA)
 - Liz Brazil, Santa Clara Valley Transportation Authority (VTA)
 - Dennis Ybarra, Solano County Transit (SolTrans)
 - Joseph Towner, San Francisco Bay Area Rapid Transit District (BART)
 - Hoa Sin, San Francisco Bay Area Rapid Transit District (BART)
 - Renee Kulick, Napa Valley Transportation Authority (NVTA)
 - Lauren Gularte, San Francisco Bay Ferry/Water Emergency Transportation Authority (WETA)

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- Kristina Martinez, Central Contra Costa Transit Authority (County Connection)

4. Presentation: DBE Program Triennial Goal-Setting Methodology

- Olga Medina (VTA) provided an overview on the goal-setting methodology used by agencies in establishing their DBE goals. This included identifying contracting opportunities, setting a base figure, and making any adjustments as necessary. The presentation also included each participating agency's proposed goal as of that date.

5. Presentation: Nor-Cal PTAC

- K. Patrice Williams of Norcal Procurement Technical Assistance Center (PTAC) provided an overview of a no-cost service available to DBEs. These support services include bid matching, strategic planning, procurement counseling, and assistance with bid proposals/submittals.

6. Public Comments, Q&A

- Are race-neutral goals being phased out? Are you finding more success in race-conscious goals?
 - Sheila Evans-Peguese stated yes, however, race-conscious must be justified through a narrowly tailored disparity study.
- Artemise Davenport (GGBHTD) noted that these proposed goals are not confirmed as each agency continues to work through their respective departments. Each agency will publish their final proposed goals for thirty (30) days on their individual websites.
- How does WestCat have a 0% proposed goal? This does not look good from an outside perspective
 - Mike Furnary stated that WestCat does not anticipate receiving federal funding to use on its upcoming contracting opportunities. They anticipate using federal dollars for the purchase of vehicles, which is not included in this goal-setting process. Transit Vehicle Manufacturers (TVMs) are required to establish their own DBE goals.
- Is there anywhere on your website(s) where we can see past DBE participation/goal attainment? It would help to see the attainment and how DBE's could help achieve those goals.
 - Proposed goals will be posted on individual agency websites
 - Liz Brazil (VTA) also noted that the Federal Transit Administration (FTA) website lists its top fifty (50) grantees past goals and attainment.
- This is a request for all agencies to make a coordinated effort in creating one major report that captures cumulative data related to the DBE program. This may include progress, challenges, participation, payments, etc. There are challenges with DBEs and SBEs being paid on time. The program should help small businesses grow and profit in the State of California.

ATTACHMENT A

- What level of tier are DBEs participating on contracts? How can DBEs move from the 5th or 6th tier to the 1st or 2nd tier?
 - Sheila Evans-Peguese (SFMTA) responded that although it is encouraged, it can be a challenge to unbundle contracts.
- I am not a DBE, but a SBE. What resources are available to SBEs?
 - Most agencies have a separate SBE component or program. There are also SBE goals on contracts.
- How do you start looking at teams before a RFP is even put out? Most are already formed beforehand.
 - Artemise Davenport (GGBHTD) responded that the BOC will be looking into creating more opportunities to help DBEs/SBEs build more working relationships through events such as matchmaking, networking, and interviews/1-on-1 with primes.
 - Sheila Evans-Peguese (SFMTA) encouraged reaching out to project managers at the specific agency and to primes in advance. Luz Campos (MTC) noted that MTC has a vendor database used during the procurement process, which will list everyone interested in a specific project.
- Our firm is interested in a SFMTA solicitation and have begun the process of reaching out to DBEs. Not all DBEs will call back/respond or are not interested, etc. What can we do?
 - Sheila Evans-Peguese (SFMTA) encouraged reaching out to the agency for assistance. Some DBEs need to update their phone numbers, have moved, etc.

7. ADDITIONAL NETWORKING & ADJOURNMENT



FEDERAL FISCAL YEARS 2020 THROUGH 2022

SMALL BUSINESS ENTERPRISE (SBE) GOAL ANALYSIS REPORT

For Contracts Assisted by the Federal Transit Administration

May 2, 2019

SUMMARY

WETA's Disadvantaged Business Enterprise (DBE) Program requires the establishment of an overall Small Business Enterprise (SBE) goal for each triennial DBE goal period. The SBE goal analysis is conducted using the same methodology as the DBE overall goal. This report provides a description of the data sources used to set the SBE goal, a brief description of the two step process to determine the goal and tables displaying the Base Figure and Base Figure per contract. Please refer to the DBE Goal Analysis Report for a more detailed description of the methodology used to establish both the DBE and SBE goals.

WETA has developed a 7.5% SBE goal applicable to Federal Fiscal Years 2020, 2021, and 2022 contracting opportunities assisted by the Federal Transit Administration (FTA) in accordance with revisions to 49 CFR Part 26.

The goal is applicable to a total of \$14,708,683 of FTA dollars that are budgeted for 26 projects with contracts anticipated to be awarded from October 1, 2019, through September 30, 2022. The SBE goal developed for FTA-assisted contracts identifies the relative availability of SBEs, based on evidence of ready, willing and able SBEs in relationship to all comparable businesses that are likely to be available to compete for WETA's FTA-assisted contracts.

Contracts Assisted by FTA for FFY 20-22

A total of \$14,708,683 of FTA dollars is budgeted for 26 projects with contracts expected to be awarded during FFY 2020 through 2022. See Table 1 below. A two-step process is used to determine the overall goal for these contracts.

Table 1: Federally Funded Contracts Anticipated to be Awarded During FFY20-22

Contract Type	Description of Contract	FTA Dollars
FFY 2020		
Vessel	Scorpio Engine Major Overhaul & Vessel Quarter Life Refurbishment	\$ 2,404,280
Vessel	2020 Engine Major Overhaul (Gemini)	\$ 284,280
Vessel	2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)	\$ 328,000
Terminal	Harbor Bay Terminal - Pile Replacement	\$ 201,200
FFY 2021		
Vessel	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$ 712,926
Vessel	2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)	\$ 1,002,339
Vessel	2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)	\$ 390,411
Terminal	Main Street - Terminal Rehab	\$ 4,124,000
FFY 2022		
Vessel	2022 Engine Major Overhaul & Gear Box (Peralta)	\$ 871,428
Vessel	2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)	\$ 1,658,322
Vessel	2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)	\$ 507,026
Terminal	Vallejo Terminal - Dredging	\$ 2,224,472
Total		\$ 14,708,683

Step One. Determining Base Figures

Base figures were calculated for contracts budgeted for award to determine the relative availability of SBEs using the same local market area and North American Industry Classification codes as were used for the FFY 20-22 DBE Goal Analysis. As described in WETA’s FFY20-22 DBE Goal Analysis Report, WETA’s local market area includes the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma. San Diego County will be included for the M/V SCORPIO - Vessel Quarter Life Refurbishment and Major Engine Overhaul project.

Number of SBEs: To determine the number of SBEs in WETA’s market area staff searched the California Unified Certification Program (CUCP) database for DBEs (all DBEs are considered SBEs), Small Minority Business Enterprises (SMBEs) and Small Women Business Enterprises (SWBEs) certified in the NAICS codes identified for the prime contracts and subcontracts. In addition, staff also consulted the Department of General Services database (<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>) to find the number of SBEs certified by the California Department of General Services. The lists of DBEs, SMBEs, SWBEs and SBEs were combined, duplicates and businesses outside of WETA’s market area were deleted to determine the total number of SBEs in WETA’s market area. The total number of SBEs identified in each NAICS code is displayed in Column C of Tables 2a and 2b located below.

Number of All Firms (SBEs and non-SBEs): To determine the number of all firms (SBEs and non-SBEs) in WETA’s market area, staff searched the Census Bureau’s County Business Patterns database for all firms specializing in the NAICS codes identified for the prime contracts and subcontracts. Numbers of all firms identified are displayed in Column D of Tables 2a and 2b.

Relative Availability of SBE Firms: Relative availability is derived by dividing the number of ready, willing and able SBEs in a particular NAICS code by the number of all firms (SBEs and non-SBEs) in that NAICS code. Tables 2a and 2b show this equation carried out for the SBEs identified in the CUCP and DGS databases and all firms identified in the County Business Pattern database.

Relative Availability figures are displayed in two different tables below as a result of the fact that WETA has a different Local Market Area for vessel refurbishment projects. Table 2a displays the Availability of SBEs and all firms by NAICS Code for all projects except Vessel Refurbishment (excluding San Diego County). Table 2b displays the availability of SBEs and all firms by NAICS Code for M/V SCORPIO - Vessel Quarter Life Refurbishment and Major Engine Overhaul project (includes San Diego County). The resulting relative availability figures are displayed in Column E of Table 2a and 2b.

ATTACHMENT B

Table 2a: Availability of DBEs and all firms by NAICS Code for all projects except Vessel Refurbishment (excluding San Diego County)

A. NAICS Code	B. NAICS Description	C. SBE Firms	D. All Firms in Local Market Area	E. Relative DBE Availability (E = C/D+C)
-				
237990	Other Heavy and Civil Engineering Construction	9	64	12.33%
325212	Synthetic Rubber Mfg	0	2	0.00%
336611	Shipbuilding and Repair	1	11	8.33%
423510	Metal Service Centers and Other Metal Merchant Wholesalers.	0	171	0.00%
484110	General Freight Trucking, Local	21	510	3.95%
541330	Engineering Services	39	2,284	1.68%
541370	Surveying and Mapping (except Geophysical) Svcs	7	93	7.00%
541620	Enviro consulting Svcs	36	380	8.65%
811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	1	298	0.33%

Table 2b: Availability of DBEs and all firms by NAICS Code for Vessel Refurbishment project (M/V Scorpio vessel refurbishment - Including San Diego County)

A. NAICS Code	B. NAICS Description	C. SBEs Firms	D. All Firms in Local Market Area	E. Relative DBE Availability (E = C/D+C)
-				
238210	Electrical Contractors and other Wiring Contractors	143	2,480	5.45%
238220	Plumbing, HVAC Contractors	86	2,721	3.06%
238310	Drywall and Insulation Contractors	39	648	5.68%
238320	Painting and Wall Covering Contractors	67	1,474	4.35%
238330	Flooring Contractor	38	631	5.68%
238350	Finish Carpentry Contractor/ship joinery	9	753	1.18%
332999	All Other Miscellaneous Fabricated Metal Products Mfg	1	100	0.99%
334220	Radio & Television Broadcasting and Wireless Communications Equipment Mfg	1	82	1.20%
334511	Search, Detection, Navigation, Guidance, Aeronautical, & Nautical System & Instrumentation Mfg	0	34	0.00%
336360	Motor Vehicle Seating and Interior Trim Mfg	1	6	14.29%
336611	Shipbuilding and Repair	1	39	2.50%
541330	Engineering Svcs	63	3,390	1.82%

FTA Funds to be Expended in Each Specific Area and Calculating Base Figure: The FTA-assisted contracts and subcontracts identified by project managers were categorized according to their NAICS industry classifications. See Exhibit 1, Column B. Contract dollars of each industry classification were divided by the total contract dollars (\$14,708,683) resulting in percentage of total dollars per contract and classification, called the “weighted” percentage. The result is shown in Exhibit 1, Column D.

Next, the Base Figure for the Overall Goal was calculated by multiplying the weighted percentage of funds to be expended for each NAICS code (Exhibit 1, Column D) by SBE relative availability for each NAICS code (carried forward from Table 2 and shown in Exhibit 1, Column E). Base Figures for each NAICS code is shown in Exhibit 1, Column F. Finally, Base Figures for all NAICS codes were totaled, resulting in a 4.82% overall base figure.

Calculating Base Figure per Individual Contract: To determine the Base Figure for each contract, the percentage of work (prime and sub) identified by project managers was multiplied by the SBE relative availability (carried forward from Table 2), and totaled for each contract. See Exhibit 2.

Step Two. Adjusting Base Figures

WETA examined the nature of the contracts budgeted for award to determine whether any further refinements were warranted. WETA also considered other data, such as past participation of SBEs, which would help measure the percentage of work that SBEs would be likely to obtain and to make the Step One Base Figure as precise as possible.

Past Participation

WETA examined the percentage of SBE participation committed to SBEs on WETA’s FTA funded contracts for the last 3 years:

- FFY 16: SBE Awards/Commitments equaled 5.19%
- FFY 17: SBE Awards/Commitments equaled 10.18%
- FFY 18: SBE Awards/Commitments equaled 14.45%

Using adjustments based on past participation as a means of adjusting the Step 1 Base Figure, staff determined the median past participation to be 10.18%.

Final Step. Calculating the Overall Goal

1. FFY 2020-2022 Base Figure = 4.82%
2. Median Past Participation = 10.18%
3. Adjustment = (Base Figure 4.82% + median past participation 10.18%) / 2 = 7.5%

Conclusion

The overall SBE goal for FTA-assisted contracts for FFY 2020 through 2022 is 7.5%.

ATTACHMENT B

Exhibit 1: Calculating Weighted FTA Dollars and Base Figure

A. NAICS Code	B. NAICS Description and Associated Contracts	C. FTA Dollars for contract	D. Weighted % of Total FTA Dollars	E. SBE Availability	F. Base Figure
237990	Other Heavy and Civil Engineering Construction				
	Main Street - Terminal Rehab	\$412,400	2.80%	12.33%	0.35%
	Harbor Bay - Piles	\$116,696	0.79%	12.33%	0.10%
	Vallejo Terminal Dredging Con Mgmt	\$177,958	1.21%	12.33%	0.15%
	Vallejo Terminal Dredging - CON	\$1,913,046	13.01%	12.33%	1.60%
238210	Electrical Contractors and other wiring contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$72,128	0.49%	5.45%	0.03%
238220	Plumbing, HVAC Contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$96,171	0.65%	3.06%	0.02%
238310	Drywall and Insulation Contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$12,021	0.08%	5.68%	0.00%
238320	Painting and Wall Covering Contractors				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$72,128	0.49%	4.35%	0.02%
238330	Flooring contractor				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$120,214	0.82%	5.68%	0.05%
238350	Finish Carpentry Contractor/ship joinery				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$48,086	0.33%	1.18%	0.00%
325212	Synthetic Rubber Manufacturing				
	Harbor Bay - Piles	\$56,336	0.38%	0.00%	0.00%

ATTACHMENT B

A. NAICS Code	B. NAICS Description and Associated Contracts	C. FTA Dollars for contract	D. Weighted % of Total FTA Dollars	E. SBE Availability	F. Base Figure
332999	All Other Miscellaneous Fabricated Metal Products Manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$24,043	0.16%	0.99%	0.00%
334220	Radio & Television Broadcasting and Wireless Communications Equipment manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$48,086	0.33%	1.20%	0.00%
334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrumentation Manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$84,150	0.57%	0.00%	0.00%
336360	Motor Vehicle Seating and Interior Trim Manufacturing				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$144,257	0.98%	14.29%	0.14%
336611	Shipbuilding and Repair				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$1,514,696	10.30%	2.50%	0.26%
	Main Street - Terminal Rehab	\$3,299,200	22.43%	8.33%	1.87%
423510	Metal Service Centers and Other Metal Merchant Wholesalers.				
	Harbor Bay - Piles	\$16,096	0.11%	0.00%	0.00%
484110	General Freight Trucking, Local				
	2020 Engine Major Overhaul (Gemini)	\$3,411	0.02%	3.95%	0.00%
	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$3,565	0.02%	3.95%	0.00%
	2022 Engine Major Overhaul & Gear Box (Peralta)	\$3,486	0.02%	3.95%	0.00%

ATTACHMENT B

A. NAICS Code	B. NAICS Description and Associated Contracts	C. FTA Dollars for contract	D. Weighted % of Total FTA Dollars	E. SBE Availability	F. Base Figure
541330	Engineering Services				
	SCORPIO - Vessel Quarter Life and Major Engine Overhaul*	\$168,300	1.14%	1.82%	0.02%
	Main Street - Terminal Rehab	\$412,400	2.80%		0.00%
541370	Surveying and Mapping (except Geophysical) Services				
	Vallejo Terminal Dredging- CON	\$66,734	0.45%	7.00%	0.03%
	Harbor Bay - Piles	\$12,072	0.08%	7.00%	0.01%
541620	Enviro consulting services				
	Vallejo Terminal Dredging - Design Svcs	\$66,734	0.45%	8.65%	0.04%
811310	Commercial and Industrial Machinery and Equipment Repair and Maint.				
	2020 Engine Major Overhaul (Gemini)	\$280,869	1.91%	0.33%	0.01%
	2021 Engine Major Overhauls (Pisces & Bay Breeze)	\$709,361	4.82%	0.33%	0.02%
	2022 Engine Major Overhaul & Gear Box (Peralta)	\$867,942	5.90%	0.33%	0.02%
	2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)	\$1,002,339	6.81%	0.33%	0.02%
	2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)	\$1,658,322	11.27%	0.33%	0.04%
	2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)	\$328,000	2.23%	0.33%	0.01%
	2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)	\$390,411	2.65%	0.33%	0.01%
	2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)	\$507,026	3.45%	0.33%	0.01%

Total Federal Funds	\$ 14,708,683
Base Figure	4.82%

***SCORPIO Vessel Quarter Life and Major Engine Overhaul Project SBE Availability Includes San Diego County**

ATTACHMENT B

Exhibit 2: Base Figure Breakdown per Individual Contract

NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Relative SBE Availability	Base Figure Per Contract
<u>SCORPIO - Vessel Quarter Life and Major Engine Overhaul</u>						
	Prime	336611	Shipbuilding and Repair	63%	2.50%	1.575%
	Sub	238210	Electrical Contractors and other wiring contractors	3%	5.45%	0.164%
	Sub	238220	Plumbing, HVAC Contractors	4%	3.06%	0.123%
	Sub	238310	Drywall and Insulation Contractors	0.50%	5.68%	0.028%
	Sub	336360	Motor Vehicle Seating and Interior Trim Manufacturing	6%	14.29%	0.857%
	Sub	238330	Flooring contractor	5%	5.68%	0.284%
	Sub	238320	Painting and Wall Covering Contractors	3%	4.35%	0.130%
	Sub	541330	Engineering Services	7%	1.82%	0.128%
	Sub	334220	Radio & Television Broadcasting and Wireless Communications Equipment manufacturing	2%	1.20%	0.024%
	Sub	332999	All Other Miscellaneous Fabricated Metal Products Manufacturing	1%	0.99%	0.010%
	Sub	238350	Finish Carpentry Contractor/ship joinery	2%	1.18%	0.024%
	Sub	334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrumentation Manufacturing	3.50%	0.00%	0.000%
				100.00%		3.346%
<u>2020 Engine Major Overhaul (Gemini)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	98.8%	0.33%	0.330%
	Sub	484110	General Freight Trucking, Local	1.2%	3.95%	0.047%
				100%		0.378%
<u>2021 Engine Major Overhauls (Pisces & Bay Breeze)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	99.5%	0.33%	0.333%
	Sub	484110	General Freight Trucking, Local	0.5%	3.95%	0.020%
				100%		0.353%
<u>2022 Engine Major Overhaul & Gear Box (Peralta)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	99.6%	0.33%	0.333%
	Sub	484110	General Freight Trucking, Local	0.4%	3.95%	0.016%
				100%		0.349%
<u>2021 Engine Half Life Overhauls (Hydrus, Cetus, Pyxis)</u>						
	Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%
				100%		0.334%

ATTACHMENT B

NAICS Code & Description for Prime & Subcontracting Opportunities				Percent of Individual Contract Dollars	Relative SBE Availability	Base Figure Per Contract
<u>2022 Engine Half Life Overhauls (Argo, Carina, Intintoli, Vela, Lyra)</u>						
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	
			100%			0.334%
<u>2020 Engine Quarter Life Overhauls (Argo, Carina, Pyxis)</u>						
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	
			100%			0.334%
<u>2021 Engine Quarter Life Overhauls (Intintoli, Vela, Lyra)</u>						
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	
			100%			0.334%
<u>2022 Engine Quarter Life Overhauls (Mare Island, Pyxis, Hydrus, Solano)</u>						
Prime	811310	Commercial and Industrial Machinery and Equipment Repair and Maint.	100%	0.33%	0.334%	
			100%			0.334%
<u>Main Street - Terminal Rehab</u>						
<u>Construction Management Contract</u>						
Prime	237990	Other Heavy and Civil Engineering Construction	10%	12.33%	1.233%	
<u>Construction Contract</u>						
Sub	541330	Engineering Services	10%	1.68%	0.168%	
Prime	336611	Shipbuilding and Repair	80%	8.33%	6.667%	
			100%			8.067%
<u>Harbor Bay - Piles</u>						
Prime	237990	Other Heavy and Civil Engineering Construction	58%	12.33%	7.151%	
Sub	423510	Metal Service Centers and Other Metal Merchant Wholesalers.	8%	0.00%	0.000%	
Sub	325212	Synthetic Rubber Manufacturing	28%	0.00%	0.000%	
Sub	541370	Surveying and Mapping (except Geophysical) Services	6%	7.00%	0.420%	
			100%			7.571%
<u>Vallejo Terminal Dredging</u>						
<u>Dredging - Design Services</u>						
Prime	541620	Enviro consulting services	3%	8.65%	0.260%	
<u>Dredging - Construction Management</u>						
Prime	237990	Other Heavy and Civil Engineering Construction	8%	12.33%	0.986%	
<u>Dredging - Construction</u>						
Prime	237990	Other Heavy and Civil Engineering Construction	86%	12.33%	10.603%	
Sub	541370	Hydrographic survey work	3%	7.00%	0.210%	
			100%			12.059%

SAN FRANCISCO BAY AREA WATER EMERGENCY TRANSPORTATION AUTHORITY

RESOLUTION NO. 2019-12

**APPROVE DISADVANTAGED BUSINESS ENTERPRISE AND SMALL BUSINESS
ENTERPRISE GOALS FOR FFY 2020 THROUGH FFY 2022**

WHEREAS, in accordance with federal regulations, WETA must develop an overall Disadvantaged Business Enterprise (DBE) goal for contracts assisted by the Federal Transit Administration (FTA); and

WHEREAS, WETA's DBE program requires the establishment of an overall Small Business Enterprise (SBE) goal; and

WHEREAS, WETA has evaluated the relative availability of DBEs in the areas involved with WETA's expected federal contracting activities during Federal Fiscal Years 2020 through 2022 and adjusted that availability to WETA's specific geographic market area to arrive at the overall three-year DBE goal of 0.24%; and

WHEREAS, WETA has evaluated the relative availability of SBEs in the areas involved with WETA's expected federal contracting activities during Federal Fiscal Years 2020 through 2022 and adjusted that availability to WETA's specific geographic market area to arrive at the overall three-year SBE goal of 7.5%; and

WHEREAS, WETA published the proposed overall DBE goal on its official website on May 1, 2019 for public comment for 30 days and received no public comments; now, therefore, be it

RESOLVED, that the Board of Directors hereby establishes the Federal Fiscal Year 2020 through 2022 overall DBE goal of 0.24% and the overall SBE goal of 7.5% applicable to \$14,708,683 in contracts assisted by the FTA anticipated during this period; and be it further

RESOLVED, that the Board of Directors hereby authorizes the Executive Director to submit the DBE goal to FTA by August 1, 2019.

CERTIFICATION

The undersigned, Board Secretary, does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the San Francisco Bay Area Water Emergency Transportation Authority held on June 6, 2019.

YEA:

NAY:

ABSTAIN:

ABSENT:

/s/ Board Secretary
2019-12

END

MEMORANDUM

TO: Board Members

FROM: Nina Rannells, Executive Director
Kevin Connolly, Planning & Development Manager
Chad Mason, Senior Planner/Project Manager

SUBJECT: Authorize the Executive Director to Enter into Agreements to Support Construction of a Temporary Ferry Landing at Pier 48 ½ and Operation of Special Event Service to the Chase Center Arena Area

Recommendation

Authorize the Executive Director to enter into the following agreements to support construction of a temporary ferry landing at Pier 48 ½ and operation of special event service to the Chase Center Arena area through the 2020-2021 NBA basketball season:

- 1) A Memorandum of Understanding with the Port of San Francisco (Port) and the Golden Gate Bridge, Highway & Transit District (GGBHTD) that defines the roles and responsibilities of each project partner, identifies funding responsibilities, and provides an overview and description of the purpose of the operating and real estate agreements between and among the parties;
- 2) Funding agreements with the Port and GGBHTD for funds to relocate and install WETA's spare float at Pier 48 ½ and return the float to WETA at the end of the term;
- 3) A lease agreement with the Port for the use of marginal wharf property between Piers 48 and 50 (Pier 48 ½) to operate a temporary ferry landing for Chase Center special events; and
- 4) A Landing Rights Agreement with GGBHTD to allow landings at the temporary Pier 48 ½ facility before and after special events in coordination with WETA services.

Background

The Port of San Francisco and WETA have been engaged in a project to develop a new Mission Bay Ferry Landing at the foot of 16th Street since 2016. It is envisioned that this new double-sided ferry landing will ultimately support ferry service for both Chase Center events and regular commute service to the area, either as a link to the Downtown San Francisco Ferry Building or direct from other WETA terminals.

The Mission Bay Ferry Landing project has been fully designed and is significantly through the permitting process. Provided full funding becomes available this year, Port staff anticipates being in a position to advertise the project for construction in late 2019, begin construction in early 2020 and complete construction in late 2021.

The Chase Center Arena is scheduled to open on September 6, 2019 with a concert by Metallica and the San Francisco Symphony. In addition to concerts, the primary tenant of the facility will be the World Champion Golden State Warriors basketball team (Warriors). The first Warriors event scheduled for the Chase Center will be a pre-season game against the Los Angeles Lakers on October 5, 2019.

Discussion

In anticipation of the opening of the new Chase Center Arena later this year, Port staff initiated an effort in recent months to explore the possibility of using Port property to construct a temporary ferry terminal to allow limited ferry service for Chase Center events until the new Mission Bay Ferry Terminal is built. The Port identified Pier 48½ as the best possible location for the temporary ferry landing facility. This site, which is .4 miles from the new Chase Center Arena, provides enough space for a single-sided float which can reasonably accommodate two staggered ferry landings per event. A working group made up of staff from the Port, GGBHTD, WETA and the Warriors have been coordinating on the engineering, construction, and operations of the facility.

The concept of a temporary ferry terminal at Pier 48 ½ is made possible by the availability of two significant project components including the Pier 48 ½ property and WETA's spare float, currently stored at the Mare Island Maintenance Facility. The float was constructed in 2016 to serve a three-fold purpose: 1) it serves as temporary landing equipment when the Vallejo terminal undergoes dredging roughly every three years; 2) it provides the same replacement functionality when other floats in the WETA network undergo maintenance and need to be dry docked; and 3) it can be quickly deployed in the event of an emergency either to replace damaged WETA equipment or to provide a temporary boarding location where necessary. The spare float will not be needed for the next two years in Vallejo. As a result, it is available to be temporarily deployed to the vicinity of the Chase Center to support development of the temporary terminal at Pier 48 ½.

Under the proposed partnership structure, in addition to providing the terminal float WETA would serve as the lead agency for constructing and managing the temporary terminal facility. The other agency partners will contribute to the temporary terminal project through funding, engineering services, property or in-kind staff services. To date, the Port staff has led the temporary project through the permitting process, amending the Mission Bay Ferry Landing environmental document and a pre-existing Bay Conservation and Development Commission (BCDC) permit for the Pier 48 ½ location. Port staff has also taken the lead in working with a consultant to secure a temporary permit with the Army Corps of Engineers. Finally, the Port will set aside the Pier 48 ½ location free of charge for the temporary facility under a license agreement with WETA. The engineering study to analyze the installation and operation of WETA's float at the Pier 48 ½ location was funded by GGBHTD. In addition, funds to cover the cost of transport and installation and relocation of the WETA float will be provided by GGBHTD and private contributions coordinated through the Port.

WETA will operate the temporary facility and will charge a landing fee to help offset the maintenance expenses for the two-year period. In the event that the float is damaged by another operator, there will be a provision for that operator to cover repair expenses. In addition, WETA will require that each of the agreements referenced above inform the partners that the float could be redeployed in the event of an emergency or even if unforeseen maintenance is required elsewhere in the WETA system.

Fiscal Impact

The project approach envisions that funding for the installation and transport of the WETA float will be provided by agency partners and potentially private contributors. The operation of service vessels will be covered by fares per WETA's Special Event fare policy which requires that special event services are cost neutral.

END

SAN FRANCISCO BAY AREA WATER EMERGENCY TRANSPORTATION AUTHORITY

RESOLUTION NO. 2019-13

AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS TO SUPPORT CONSTRUCTION OF A TEMPORARY FERRY LANDING AT PIER 48 ½ AND OPERATION OF SPECIAL EVENT SERVICE TO THE CHASE CENTER ARENA AREA

WHEREAS, the City of San Francisco has expressed a desire for enhanced regional transit service to the new Chase Center Arena, located in the Mission Bay area of San Francisco; and

WHEREAS, WETA has worked in partnership with the Port of San Francisco, the Golden Gate Bridge, Highway and Transit District (GGBHTD) and the Golden State Warriors organization; and

WHEREAS, WETA has offered to make its spare float conditionally available for a period of two years; and

WHEREAS, the partners have offered to fund the transportation of the WETA float and installation at the Pier 48 ½ location, within a half-mile of the Chase Center; and

WHEREAS, to achieve a temporary ferry landing at the Pier 48 ½ location, WETA will have to not only make its float available but seek a private marine contractor to perform the construction; and

WHEREAS, a series of agreements must be executed to ensure that the proper funding, property disposition and operational procedures are understood to implement the project; now, therefore, be it

RESOLVED, the Board of Directors will authorize the WETA Executive Director to enter into agreements with partner agencies in order to deliver a temporary ferry terminal at the Pier 48 ½ location by either September or October 2019.

CERTIFICATION

The undersigned, Board Secretary, does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the San Francisco Bay Area Water Emergency Transportation Authority held on June 6, 2019.

YEA:

NAY:

ABSTAIN:

ABSENT:

/s/ Board Secretary

2019-13

END

MEMORANDUM

TO: Board Members

FROM: Nina Rannells, Executive Director
Kevin Connolly, Planning & Development Manager
Chad Mason, Senior Planner/Project Manager

SUBJECT: Authorize Release of an Invitation for Bids for Marine Construction Services for the Development of a Temporary Ferry Landing at Pier 48 ½

Recommendation

Authorize the release of an Invitation for Bids (IFB) for marine construction services for the development of a temporary ferry landing at Pier 48 ½.

Background/Discussion

In anticipation of the opening of the new Chase Center Arena later this year, the Port of San Francisco (Port) staff initiated an effort in recent months to explore the possibility of using Port property to construct a temporary ferry landing to allow limited ferry service for Chase Center events until the new Mission Bay Ferry Terminal is built. The Port identified Pier 48 ½ as the best possible location for the temporary ferry landing facility. A working group made up of staff from the Port, Golden Gate Bridge, Highway & Transportation District (GGBHTD), WETA and the Golden State Warriors (Warriors) have been coordinating on the engineering, construction, and operations of the facility.

As discussed in the previous item (Item 10), Port, WETA and GGBHTD have agreed to a concept for moving this project forward in a collaborative manner. Under the proposed project structure, WETA will serve as the lead agency contracting for services to develop the temporary ferry landing at Pier 48 ½.

This item authorizes staff to release an Invitation for Bids (IFB) for marine construction services to develop the temporary ferry landing at Pier 48 ½ to allow for limited special event service to the Chase Center Arena area. The construction work for the terminal facility includes transportation of WETA's spare passenger float, gangway and steel pipe piles from Mare Island in the City of Vallejo and installation of the components at Pier 48 ½ in San Francisco. The terminal will require installation of four steel pipe guide piles. The contractor will be also be responsible for installation of a steel pile and landing platform adjacent to the Pier 48 ½ marginal wharf area. The landing platform will provide the landside gangway connection. COWI, a marine engineering firm, has developed the plans and specifications for the terminal. COWI will be available to provide additional marine engineering support during the IFB and construction processes. The Port is leading the permitting and environmental review process, which should be completed by mid to late July.

Authorization to release the IFB now allows adequate time for contract award at the July WETA Board meeting and construction of the facility in time to provide ferry service for events scheduled at the Chase Center this fall.

Fiscal Impact

There is no fiscal impact associated with the release of this Invitation for Bids. The cost of construction is anticipated to be covered with external contributions made available through GGBHTD and Port.

END

MEMORANDUM

TO: Board Members

**FROM: Nina Rannells, Executive Director
Kevin Connolly, Planning & Development Manager
Mike Gougherty, Senior Planner/Project Manager**

SUBJECT: Authorize Public Outreach for Chase Center Special Event Fares

Recommendation

Authorize staff to initiate public outreach activities on a proposed special event fare for Alameda/Oakland service to Chase Center events.

Background

WETA currently operates two special event services featuring direct ferry service between Oracle Park and the cities of Alameda/Oakland and Vallejo during most San Francisco Giants home games. Fares for these special event services are evaluated and adjusted outside of the FY 2015-2020 WETA Fare Program for regular services, pursuant to the WETA Fare Policy objective that special event services recover their full incremental operating costs through farebox or other special revenues.

Current fares for the Alameda/Oakland ballpark services, shown in Table 1 below, were established in March 2019:

Table 1: Current WETA Special Event Fares (to Oracle Park)

Service	Adult	Youth	Senior/Disabled
Alameda/Oakland	\$9.60	\$7.20	\$7.20

Discussion

Staff has worked with a project development team including the Golden State Warriors organization (Warriors), the Port of San Francisco and Golden Gate Ferry to introduce ferry service at a temporary ferry landing at Pier 48 ½, approximately .4 miles from the Chase Center Arena, beginning this fall. The temporary terminal landing will have limited capacity to accommodate only one vessel at a time and is expected to serve both WETA and Golden Gate Ferry (Larkspur) services.

The Warriors have shared the home zip codes of Chase Center season ticket holders in an effort to help determine the best locations from which to provide ferry service. Within the WETA system, the significant majority of season ticket holders are shown to be located in the Oakland/Alameda vicinity with South San Francisco identified as the next largest market. Given ticket holder data, the temporary terminal's capacity constraints and limited WETA vessel availability, staff recommends that WETA focus its Chase Center special event services for the first year of operation on Oakland/Alameda service.

Since 2019 will be the first year of Chase Center special event services, no actual ridership, revenue, or expense data is available from which to accurately model the service for establishing a special event fare. However, the Chase Center services and Oracle Park services are expected to have similar operating profiles due to the frequency and nature of the events as well as the close proximities of each location's ferry terminal. As a result, staff recommends utilizing the same fare structure for Chase Center services as is currently established for serving Oracle Park, as indicated in Table 2 below.

Table 2: Proposed WETA Special Event Fare to Chase Center

Service	Adult	Youth	Senior/Disabled
Alameda/Oakland	\$9.60	\$7.20	\$7.20

Next year WETA will use the data from 2019 to comprehensively model Chase Center special event services, using the same methods used to assess the financial performance of the Oracle Park services.

Next Steps

Pending Board authorization, staff will begin the outreach process to solicit comments on the proposed new fares by notifying the general public and WETA passengers through on-board flyers, email and information on the WETA/San Francisco Bay Ferry website. After a period of thirty days, the following steps would be taken:

- June/July 2019: Consider public input and develop a final recommended special event fare structure and fares for 2019/2020 Chase Center special event services;
- July 2019: Hold public hearing to receive input on the recommended Chase Center special event fare structure and fares and present a final recommendation to the Board for approval; and
- September 2019: Implement special event fares for 2019/2020 Chase Center special event services, pending Board approval.

Fiscal Impact

The public outreach and public hearing are expected to cost less than \$2,000 for materials production, public notification and other associated costs. These costs will be covered by this year's Operating Budget. The proposed special event fares for 2019/20 are estimated to generate revenue to fully cover this cost.

END

MEMORANDUM

TO: Board Members

FROM: Nina Rannells, Executive Director
Kevin Connolly, Planning & Development Manager

SUBJECT: Mission Bay Ferry Landing Project Update

Recommendation

There is no recommended action with this informational item.

Background

A ferry terminal located in the Mission Bay section of San Francisco has been included in redevelopment plans for the area dating back to 2004. The Port of San Francisco, working with WETA, proposed a planning study to analyze several candidate locations for a Mission Bay Ferry Terminal in early 2015. A Memorandum of Understanding (MOU) between the Port and WETA was adopted by the WETA Board in January 2017. The MOU defined roles and responsibilities for the planning and development of a potential Mission Bay ferry facility.

To date, the Port has funded all planning and development activities – a total expense of nearly \$7 million – with WETA providing in-kind staff time as the project has progressed through the development process. In May 2015, the Port engaged a marine engineering firm to conduct a site selection analysis and ultimately provide conceptual planning, architecture and engineering for a new ferry landing at Mission Bay. The site selection analysis examined four potential sites and eventually identified a site at the foot of 16th Street as the optimal location. The advantages of the site were that it was centrally located in the Mission Bay area, creating an easy walk to dense employment, entertainment and residential land uses. It also was the most protected of the candidate sites from wind and wave conditions. The other sites would have required construction of a breakwater, complicating project permitting and construction as well as adding to capital cost. While the 16th Street location required expensive dredging due to its proximity to a then-active shipyard and sediment contamination from historical maritime industrial operations and submerged debris from remnants of Pier 64, it offered the most attractive balance of passenger convenience, wind and wave protection and support of surrounding land uses.

The Mission Bay Ferry Terminal is included in WETA's Strategic Plan, adopted in January 2016 as a near-term expansion candidate. It was also included in the 2017 Transbay/Core Capacity Study produced by MTC as a near-term project that could help alleviate transbay transit capacity shortfalls. The project was included in the last and current versions of MTC's Plan Bay Area, the region's transportation planning document. Finally, WETA included Mission Bay in its Regional Measure 3 ferry investment program which identified an advocacy program of potential WETA projects for inclusion in Regional Measure (RM3).

As detailed in the Port-WETA project MOU, the Mission Bay Ferry Landing is being planned, designed and constructed by the Port of San Francisco. After it is complete, the Port intends

to turn over the waterside assets (float, gangway, piles) to WETA for ownership. WETA will operate the facility which could also be made available for use by Golden Gate Ferry through a landing rights agreement with WETA. WETA will be responsible for maintaining the waterside assets while the Port will maintain the fixed assets (pier, landing area).

Discussion

Mission Bay Ferry Landing Project Design Characteristics

Project design, permitting and environmental analysis has been led by the Port of San Francisco in partnership with WETA. The environmental analysis resulted in a Mitigated Negative Declaration that was issued in June 2018. The project elements consist of a fixed pier, gangway and two-sided float that is interchangeable with WETA's other San Francisco floats. The project includes some landside costs for a plaza immediately in front of the fixed pier and the adjacent area of utilities to support the project as well as structures required for the area's storm water plan. In addition, the project was designed in parallel with two waterfront parks adjacent to the site. To the north, Bayfront Park is currently under construction while Agua Vista Park is immediately to the south of the site. While the parks were designed to accommodate ferry functions such as queueing or potential emergency response staging, the cost of the parks are not included in the Mission Bay Ferry Landing project cost.

The project site is served by transit and a high-quality pedestrian and bicycle environment. Terry Francois Boulevard is being relocated westward from its current position on the waterfront to accommodate the new park, which also results in more waterfront property for the ferry landing. A cycle track – a protected two-way bicycle facility -- is being included in the new Terry Francois Boulevard. In addition, there will be duck-outs for Mission Bay and UCSF shuttles and buses in the street frontage adjacent to the Ferry Landing. As part of the Chase Center, a new MUNI platform is being constructed a block west of the site for the T Third Street line and the Central Subway line, which is opening soon. Finally, MUNI bus service is a block from the site and there is a plan to upgrade lines 55 and 22 which operate on 16th Street connecting to BART.

The design by architect Robin Chiang features a canopy and roof made of lightweight materials on the pier, gangway and float that also offer rain protection. This distinctive architectural treatment was chosen due to the prominence of the site and its surroundings. This design decision was reinforced at every level of review: community, City and Bay Conservation and Development Commission.

The Ferry Landing offers a unique opportunity to add to WETA's emergency response network in a critical location. The Ferry Landing increases terminal capacity in the event WETA is moving first responders into San Francisco and evacuating workers and residents to other locations in WETA's network. With a park immediately adjacent to the Ferry Landing, there will be open space for staging of equipment and staff.

Dredging for the new Ferry Landing amounts to a significant but unavoidable expense given the location, adjacent waterborne uses and history of the site. Pier 46, a former oil transfer facility, is sunken and immediately to the north of the ferry landing location. When the project planning began, the shipyard and dry dock facility located at the foot of 20th Street was an active operation led by BAE. In the meantime, BAE left the site and the Port, which owns the shipyard, has been actively seeking a new tenant. The expectation remains that any new

shipyard tenant will require the planned-for dredging footprint that allows for efficient simultaneous ferry operations and shipyard activity. Because the Pier 46 site must be capped and debris removed, the expense is much larger than what WETA has experienced in other recent development projects.

Mission Bay Ferry Landing Service Concept

The 2019 Small Vessel Study developed a service concept that utilizes a small vessel in tandem with WETA's conventional vessels to offer connecting service between the Downtown Terminal and Mission Bay. As envisioned, passengers from WETA services will transfer to a waiting small vessel if they are headed to Mission Bay in the first half of the AM commute period. Later in the AM commute, larger vessels will first stop at the Downtown Terminal and then continue to Mission Bay. This service design matches the size and scale of Mission Bay as a secondary jobs market. Also, the convenience of a transfer arrangement is made possible through the design of WETA's Downtown Terminal expansion project which aligns three floats at Gates E, F and G in the South Basin of the terminal area. The transfer arrangement will allow passengers from WETA services, as well as Golden Gate Ferry, to make a connection to Mission Bay. As the service matures and WETA builds its fleet, staff anticipates that there will be opportunities to offer direct service to Mission Bay as market demand warrants.

Special event service will operate to serve both Golden State Warriors (Warriors) home basketball games and concerts or other events at the Chase Center. Service to and from Warriors games will likely mimic what is currently offered for Giants home games, although staff is working with the Warriors to better understand season ticket holder home origins. There will also be the opportunity for ferry riders or downtown San Francisco workers to take the commute period ferry service between the Downtown Terminal and Mission Bay prior to games or events. However, ferry service will not necessarily be offered to every WETA origin terminal after events. Based on preliminary ticket holder data, it appears the largest home game origins are proximate to the Oakland, Alameda and South San Francisco terminals.

Service to concerts such as Metallica, The Who or Phish will be dependent on anticipated attendance and the ability of the Chase Center to adequately plan for the event. Staff is currently working with Chase Center staff to determine the best fit for ferry service to concerts, given conflicts in schedule with baseball or variable attendance levels.

Vessels

New vessels will need to be added to the WETA fleet to serve the Mission Bay Ferry Landing by the target start date for commuter service in late 2021. Staff examined the use of small vessels during the 2019 Small Vessel Feasibility Study as a potential application in Mission Bay service. Small vessels will have the advantage of being able to turn around quickly and are sized appropriately for the modest level of ridership expected in the initial years of service to Mission Bay. As a result of the analysis, the Small Vessel Study determined that small vessels were the appropriate application for a connecting service between the Downtown Terminal and the Mission Bay Ferry Landing. While multiple types of vessels will ultimately serve the new facility during both peak hours and for special events, staff envisions that small vessels will be the primary vessel type during commute hours in the initial years of service. WETA will need to initiate procurement activities and identify funding for at least two small vessels, estimated to cost \$6 million, by the end of calendar year 2019 in order to meet expectations for starting service in late 2021.

Estimated Terminal Project Costs and Funding Plan

The total estimated cost for the Mission Bay Ferry Landing facility is \$46.2 million. The Port has secured \$21.2 million and is seeking a \$25 million RM3 commitment from WETA – out of WETA’s \$300 million RM3 capital program - to support terminal construction this fall (see letter request provided as **Attachment A**). Coincidentally, this amount is the approximate value of the waterside assets that the Port would ultimately transfer to WETA for management and control once the terminal construction has been completed.

Table 1.0 below presents the cost breakdown for the project and Table 2.0 provides a breakdown of the project’s anticipated funding sources.

Table 1.0 Project Costs

Facility Component	Cost
Float, Gangway, Fixed Pier	\$13,200,000
Ferry Plaza	\$2,100,000
General Conditions, Contractor Overhead, Profit	\$8,300,000
Dredging, Cap Construction	\$10,200,000
Construction Management, Monitoring	\$2,100,000
Port Contract Contingency	\$3,300,000
Entitlement & Engineering	\$7,000,000
Total Installed Facility Cost	\$46,200,000

Table 2.0 Anticipated Project Funding Sources

Facility Funding Sources	Amount
<i>Secured Sources</i>	
Port of SF – Capital	\$3,500,000
City of SF -- General Fund	\$3,500,000
City of SF – Office of Community Investment and Infrastructure	\$9,000,000
Private Contributions	\$5,200,000
Total, Secured Sources	\$21,200,000
<i>Unsecured Sources (Facility & Vessels)</i>	
WETA RM3 – Facility	\$25,000,000
Total, Unsecured Sources	\$25,000,000
Total, Secured & Unsecured Sources	\$46,200,000

Next Steps

The Port has asked for a WETA commitment of \$25 million in RM3 capital funds to support construction of the Mission Bay Ferry Landing beginning this fall – a critical schedule milestone that supports the Port’s ability to make use of the 2020 in-water construction window and complete the project in 2021. This request is complicated by the fact that the timing and availability of RM3 is still uncertain due to legal challenges pending in the courts.

Provided that the WETA Board is supportive of the Port’s request for \$25 million in RM3 funds for this project, and the RM3 program clears its legal challenges in the next few months, several actions will be necessary in the coming months to meet the project schedule as summarized below in Table 3.0.

Table 3.0 Upcoming WETA/Other Board Actions, Project Milestones

WETA Board Action, Project Milestone	Estimated Date
Project Status Report	June 2019
WETA Adopts RM3 Program Plan/Funding Request to MTC	September 2019
WETA/Port Adopt Mission Bay Project MOU Amendment	October 2019
Port Commission Authorizes Construction	October 2019
MTC Approves WETA Program Funding	November 2019
WETA Authorizes Vessel Procurement	November 2019
Terminal Construction Begins	Spring 2020
Vessel Delivery	Summer 2021
Ferry Landing Opens	Fall 2021

In the event that the WETA Board supports the Port’s request for \$25 million in RM3 funds for the project but there continues to be uncertainty regarding the RM3 program beyond the summer months, staff will work with MTC and the Port to identify options for moving the terminal and vessel construction forward under an alternative approach such as a “letter of no prejudice” that allows local funds to be used to advance construction activities ahead of the final funding commitment. This approach would require further discussion and close coordination with the Port and the Metropolitan Transportation Commission.

Fiscal Impact

There is no fiscal impact associated with this project update. However, in order to move this project forward to construction this fall, WETA will need to consider the Port’s request for a commitment of \$25 million RM3 funds to support terminal construction and will need to identify funds for construction of two small ferry vessels, estimated to cost \$6 million, to support implementation of regularly scheduled service once the terminal is complete.

END

ATTACHMENT A



April 5, 2019

Nina Rannells
Executive Director
Water Emergency Transportation Authority
Pier 9, Suite 111, The Embarcadero
San Francisco, CA 94111

Dear Ms. Rannells:

I write to request that the WETA Board consider an action prior to July 1st to approve programming \$25 million of Regional Measure 3 (RM3) Ferry Enhancement Program funding to the Mission Bay Ferry Landing Project.

As my staff and I have discussed with you and Board Member Wunderman, Mission Bay Ferry Landing is an essential piece of the transportation plan for one of the fastest-growing neighborhoods in San Francisco and is a top priority for San Francisco's state and local leadership. The project is on track to initiate construction in fall of 2019 and be completed in late 2021, if the Port can secure the final \$25 million in construction funding.

Based upon the last meeting City staff had with WETA and MTC, the Port is following up with MTC regarding the possibility of reimbursement of expenditures being an eligible use of RM3 funds. Because of the lawsuit delaying flow of RM3 funds, San Francisco is willing to consider advancing other funding to temporarily cover this construction expense, if the project can be positioned to secure future RM3 reimbursement. Ensuring that the project is supported by the WETA Board as a Ferry Enhancement Program is key to completing its funding plan.

In light of the importance of the project to regional transit solutions and the immediacy of the need to complete the project to match the speed of growth, the Port requests that the WETA Board take action this spring.

If you would prefer that the Port convey this request directly to your Board members, please notify David Beaupre (david.beaupre@sfport.com) on my staff and we will reach out to them. Thank you for your kind consideration.

Sincerely,

Elaine Forbes
Executive Director

cc: Andres Powers, Mayor London Breed's Office
Kevin Connolly, WETA
David Beaupre, Port of San Francisco