

MARINA YACHT HARBOR, WEST HARBOR RENOVATION  
PROJECT WORKING GROUP  
KICK-OFF MEETING  
06/22/09

**MEETING NOTES**

**Attendees:**

Mary Hobson	Paul Reyff
Craig Lewis	John Henricks
Frank Filice	William Belmont
Paul Manning	Gregory Chun
Bright Winn	Maggie Cleveland
Larry White	

**1. Introduction**

**A. Objectives of the Working Group & Ground Rules**

The primary objective of the Working Group is to provide user input to the design team on technical design issues. The group will not be tasked with discussing, reviewing or approving Marina management or operations or other Department policies. The group has been formed to assist the project design team, and is not intended to represent or act in an advisory capacity to the General Manager, Commission or other policy making entity.

Due to time limitation and the volume of information to be reviewed and discussed, it is critical that the team stay focused and on-point. To insure productive meetings, discussion topics will be calendared in advance.

The individual Design Team members attending the meetings will be scheduled by the Winzler and Kelly Project Manager (WK PM) based on the scheduled topics for discussion.

**B. Team Rolls & Responsibilities**

The Recreation and Park Project Manager (RPD PM) will be tasked with developing an agenda and moderating the meeting. As noted above, Design Team members attending the meetings will be determined by the WK PM based on the scheduled topics for discussion.

Per the announcement, team members have been asked to commit to being available to attend group meetings as frequently as every-other-week. Information presented will be cumulative so members should attempt to attend all meetings. If a member cannot attend a scheduled meeting, they may appoint an alternate to participate in the meeting.

**C. Introduction of Group Members**

Individual team members introduced themselves and gave a brief introduction into their background and interest in the project. The primary stakeholder representatives are as follows: Paul Manning, Harbor Association; Bright Winn, Golden Gate Yacht Club [SFYC representative, Dick Robinson, was absent]. The at-large representatives are as follows: John Hendricks, Bill Belmont, Gregory Chun, and Paul Reyff. All group members have long-term affiliations and experiences with the San Francisco West Harbor. The department representatives are as follows: Mary Hobson, Capital Project Manager; Frank Filice, Environmental Project Manager; Larry White, Harbormaster; and Marianne Bertuccelli, RPD Neighborhood Services Area Manager for Marina Green [Maggie Cleveland, park supervisor, attended the meeting on behalf of Marianne}. The primary consultant team representative is Craig Lewis, Winzler and Kelly Project Manager.

## **2. Schedule**

### **A. Review of Project Delivery Schedule**

A baseline project schedule was distributed to the group members for informational purposes. This project will be delivered across multiple phases, with an anticipated final completion at the end of 2011. The working group's efforts will be focused during the first three phases: Programming and Planning, Detailed Design, and Design/Build Contract Documents. The group will meet frequently during the course of these phases to provide user input on design issues. These three phases will extend into the fall and possibly early winter. Meetings beyond the fall will be less frequent. Meetings in 2010 and beyond will be scheduled on an as-needed basis.

### **B. Working Group Meeting Frequency, Time and Meeting Location**

Monday afternoons were determined to be acceptable for meetings going forward.

Group members requested that the meetings be moved to the Harbor. This would be convenient for the members, as well as facilitate site walks for inspection if needed. Bright Winn offered to make the Golden Gate Yacht Club available for Working Group Meetings.

Conference call capability was requested so that group members could join the discussion, even if they could not be physically present. It is unknown if the GGYC has conferencing capabilities.

Group member Paul Manning offered to provide a conferencing account for the group's use.

## **3. Open Discussion on Meeting Topics**

The following topics were proposed for discussion at upcoming meetings: dock layout and slip mix; breakwaters design criteria; channel and turning basin clearances; mole removal, fill and water coverage issues; budget priorities; boater access and gangway locations; public access; dock utilities and services; construction materials and methods; landside improvements; fire boat access; and construction phasing and boat relocation planning.

The team reviewed a schedule of proposed meeting dates. The PM will take the suggested topics and lay out a proposed sequence of meetings to cover the topics for discussion.

Team members expressed an interest in reevaluating the design criteria, which was used to develop the approved conceptual plan for the renovation project. The group is open to revisiting the design criteria, but was advised that the project design is constrained by four primary criteria: the project must 1) be in conformance with our approved CEQA EIR document, 2) be deliverable within the established project budget; 3) meet the requirements of the approving regulatory agencies and 4) be in compliance with the controls placed by our agreement with the Dept of Boating and Waterways [a) the project must follow the DBW design guidelines for small craft harbors, and b) the resulting project must have a revenue generation capacity capable of supporting repayment of the loan]. It will be the PM's responsibility to focus the group discussion within these boundaries.

The group discussed the importance of keeping an open mind during the discussions. With the exception of the stakeholder representatives, the group members are the voice of all the boaters, both current and future. The SF Marina is a municipal marina, and at times we will find the constraints place by this fact frustrating. The goal of this group is to work together to deliver the best project possible.

It was suggested that the RPD PM draft a mission statement for the group.

## **4. Next Meeting**

Monday, July 13, 2:00 – 3:30 PM. Golden Gate Yacht Club. Discussion Topic will be Breakwater Design.

Meetings to continue every-other-week starting with July 20, 2009.