

# **City of Richmond – POINT MOLATE COMMUNITY ADVISORY COMMITTEE**

Multi-Purpose Room  
440 CIVIC CENTER PLAZA

## **MINUTES TUESDAY, JUNE 17, 2013, 6:30 PM**

### **1. CALL TO ORDER**

Chair Garrett called the meeting to order at 6:32 p.m.

### **2. ROLL CALL**

Present: Committee Members Carman, Garrett, Gilbert, Hite, Kortz, Martinez, Smith, and Whitty.  
Absent: Committee Member Puleo, Rosing, Stello, Stephenson and Sundance.  
Staff Present: Gayle McLaughlin, Mayor; Craig K. Murray, Staff Liaison/Development Project Manager II, Engineering Department.

### **3. WELCOME AND MEETING PROCEDURES**

Garrett welcomed audience, explained meeting procedures, and discussed the Speaker Card process.

### **4. AGENDA REVIEW AND ADOPTION**

Garrett reviewed Agenda items and briefed PMCAC on the Agenda order and speakers. Whitty then motioned to approve the Agenda, Martinez seconded. Passed unanimously.

### **5. ANNOUNCEMENTS THROUGH THE CHAIR**

Garrett announced that there are no announcements and asked Murray to advise PMCAC on the status of the Pt Molate Prime Contractor. Murray reported that Upstream has advised pending transfer of duties to City of Richmond. Garrett briefed PMCAC regarding upcoming June 26 meeting on IR Site 3 with City staff, consultants, certain PMCAC members and NER.

### **6. OPEN FORUM**

One speaker for Open Forum. Speaker Hindler stated Arts Night is coming up this Thursday and presented an idea on World War II films at Pt. Molate and to host another event to show non-art and traditional art.

### **7. PRESENTATIONS, DISCUSSION & ACTION ITEMS**

#### **A. Review Proposed Contract Renewal for Nichols Consulting Engineers**

Garrett summarized duties by NCE to review Terraphase work and provided a summary of findings on current contract. Murray provided an update on recent City Council action on this contract and referenced materials in Board Packet regarding NCE service portion of contract. Garrett advised that NCE contract could change significantly pending duties and obligations released by the Prime Contractor in relation to US Navy obligations that will shift to City as part of early transfer agreements such as the Finding of Suitability for Early Transfer (FOSET) and Early Transfer Cooperative Agreement (ETCA).

#### **B. Second Reading Summary Report of PMCAC first term**

Garrett presented and asked each PMCAC member for their comments. Whitty provided suggested changes and inquired about information made available by Terraphase. Garrett noted that information on IR Site 3 is still pending and vital financial information is still pending and expressed it is taking too long. Carman provided his questions regarding land use. Martinez inquired about Water Board meetings and PMCAC should be invited to all meetings. Garrett noted that she would note it as a Protocol advisement. Garrett received thanks from PMCAC in ability to bring together and summarize findings of this first term of the PMCAC. Garrett noted that she would make changes and provide to Murray and Mayors Office.

### C. Selection of a Committee Chair and Vice-Chair

Garrett indicated that it is time to elect new Chair and Vice-Chair. Murray presented basic nomination and election process and that he would be serving as the election official. General discussion on the Chair, Vice Chair positions. Garrett, Whitty, Martinez, C.Smith and Carman were asked by members if they were interested in serving. Each declined to serve. Whitty offered Co-Chair positions for this term. Garrett summarized duties of the Chair and Vice Chair. Martinez suggested that Whitty and Carman serve as Co-Chairs in that Whitty can support Carman with knowledge and C.Smith as Vice Chair with parliamentary process standing. Garrett emphasized that it is good for organization to have a Chair shift and new Committee leadership and challenged members that to be fair and agree to serve on Committee with its charter duties then each to consider sharing those duties as part of serving. Whitty stated that many members are missing tonight. Kortz suggested putting any action off until next meeting. Garrett expressed that she is willing to coach and help the new Chair and Vice Chair but will not continue to serve in either position. Mayor praised Garrett in that she has been very thorough and detail oriented and really moved this new Committee forward. Mayor noted that work could be minimized for Chair, Vice Chair by identification of new Agenda items with each prior meeting from the body of the Committee rather than from the Chair. Garrett agreed and noted new process developing to require required reporting documents to be delivered on identified, regular dates. C.Smith inquired if Beyaert could come back. Garrett summarized that Beyaert noted that perhaps in future with development of land use options. Carman expressed his concern on information background, agenda preparation and rules in conducting meetings. Carman brought up Interim Chair position. Whitty agreed to act as Interim Chair for July meeting but noted that her work also requires night evening meetings and she serves on the City's DRB. Carman agreed to be Interim Vice Chair. Garrett summarized that elections will be held over until July PMCAC with Whitty as Chair and Carman as Vice Chair, Hite seconded. Passed unanimously.

### D. Assignments to Sub-Committees: 1.Clean-Up and Restoration; 2.Finance; 3.Legal; 4.Grant Development; 5. Beach Park; 6. Community Outreach

Garrett noted that this item will also be held over until the July PMCAC. Gilbert suggested email to all members particularly those that are not attending this meeting. Garrett agreed and noted that members to please recruit others such as their from their meetings they attend.

Public Speaker Hindler commented on Presidio use and if he served on this Committee it would need to be on the Community Outreach SubCommittee. Hindler expressed his interest in bringing art groups together. Hindler also stated that Beach Park could be open to fishing and opened up to visitors and tourism.

## 8. STAFF REPORTS

### A. Review of fund balances for Pt. Molate General Fund budget and Navy Escrow Account

Garrett reviewed documents in packet and summarized fund balance status with approximately \$19.7M available.

### B. Schedule for deliverables of PMCAC inquiries to staff, contractors

Garrett noted that series of documents are listed in packet for Committee review and suggested that there is standing deadline be implemented. Murray noted that these are regular basis documents and each will need to arrive in Murray's office to make the Agenda packet. Garrett noted that Murray can structure with due dates and draft documents to Water Board, Insurance Reports need to be regularly supplied and this will also need some work.

**C. Report on Notice from US Escrow Fund Agent**

Garrett noted that Escrow Agent has provided notice that they are resigning. Garrett noted that staff could go to a Trust Account and wouldn't necessarily need to go to an Escrow Agent. Murray provided summary to PMCAC on what duties this Escrow Agent provides for Pt Molate and City of Richmond's process. Trust, Escrow and third process identified in ETCA should be known to bidders. Murray noted that he is working with Tracey Lovely in Finance Department. Garrett noted that with current Escrow charge of \$300. a month then this new contract would not need to go to Finance Committee and City Council. Murray noted that this is correct. Garrett asked Murray to report back to Chairs and Committee as this item moves forward.

**9. CONSENT CALENDAR**

Whitty motioned to approve the Consent Calendar, Martinez seconded. Passed unanimously.

**10. FUTURE AGENDA ITEMS**

Garrett asked Bill Carson of Terraphase to report. Carson indicated that he can report out on both IR Site 3 and sample results for first two events for IR Site 4 and confirmed that he will attend and participate in July.

C. Smith asked for report out on Art Show.

Martinez inquired on Beach Park.

Whitty inquired about a Presidio Trust-type presentation. Garrett noted that PMCAC may want to search out an experienced municipal land use or special plan person to provide information on types of Special Districts. Garrett noted there are also private-investment examples that are not in a Trust.

Mayor indicated that she would speak with Planning Director and City Manager on different district options and can report.

**11. CITY COUNCIL LIAISON REPORTS**

a. Report by Councilmember/Mayor McLaughlin regarding recent issues in Richmond relevant to the Advisory Committee

Mayor reported out on the upcoming June 26 meeting and looking forward to NER and NCE and staff meeting and discussion.

b. PMCAC appointment status

No report.

**12. CHAIR AND SUB-COMMITTEE REPORTS**

a. Clean Up and Restoration

1. Synopsis of Terraphase Monthly Status report of March, 2013
2. Synopsis of Terraphase Monthly Status report of April, 2013
3. Synopsis of ACE USA Monthly Status report of March, 2013
4. Synopsis of Q1 2013 IR Site 1 Landfill QMR

Carson provided key changes to each of the Monthly Status Reports. Carson noted that he is waiting for Water Board feedback on the meeting minutes and feel that there is pretty much in agreement to move forward under IR Site 3 for March, April reports. Carson noted that IR Site 4 there are two rounds of reports and packaged ground water treatment plant (PGWTP) system continues, three or four tanks are proposed to be closed and as done in past individual reports will be provided on each proposed tank closure. Carson summarized closure thresholds to be used and review of monitor and natural attenuation is being reviewed. Whitty inquired on PGWTP. Carson noted that there is no

free product, it is pushing 20 years old, needs a lot of TLC and think can do Carbon and oil water filter off line and a different group at Water Board, the NPDES group, will need to review this plan. Carson noted ground water monitoring was performed in regular fashion. Whitty inquired about items in the ACE report. Carson summarized items and items that may be out of the original scope that need to be reported to insurance carrier. Carson provided an example regarding a tank pit in IR Site 3 that was not in original scope and a wetland area to be created in IR Site 4. Carson noted on last report show that there is not any Methane build up and below thresh hold and on IR Site 1 system was changed gravity system and is in compliance.

b. Community Outreach

1. Arts Night Status

Hite reported that event is scheduled for Thursday, June 20, 6-8pm, provided directions, and stated that all Artists commitments are in and finalizing food and beverage commitments to Bridge Art Studios location at 23 Main. Hite believed about sixty will attend. Garrett noted that brochures at meeting are being folded and provided back to the Community Outreach Committee.

2. General Outreach Activities

c. Grant Development

1. Grant

App. Status Garrett noted one grant not received and another grant has been applied for by the June 1 deadline.

d. Beach

Garrett reviewed proposed signs and current state of improved parking lot with pictures in packet. General discussion why no swimming and fishing on one of the signs. Garrett reviewed a similar entrance rock sign from Glen Cove Park and quality considerations. Mayor suggested that City Seal rather than City Logo may be more appealing. Additional review and discussion on the park rules signs. Garrett noted that there were April 20, May 11 Beach Clean Up days and April 20 high tide completely disbursed work. Garrett noted that Baykeeper will move with Bobcat larger pieces and also there will be process to separate timbers into two different piles and need someone to help mark clean wood for reuse.

e. Chair

1. Identification of pending schedule conflicts

**13. ADJOURNMENT of PMCAC regular meeting**

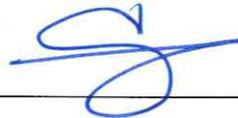
Garrett moved to adjourn the meeting at 8:34 pm, seconded by C.Smith. Passed unanimously.

**SCHEDULED MEETINGS**

Committee Meeting – .

Monday, July 15, 2013, 6:30 p.m., Multi-Purpose Room, 440 Civic Center Plaza

Minutes respectfully submitted by:



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Craig K. Murray, PMCAC Staff Liaison