



**Construction Advisory Committee
MINUTES**

**REGULAR MEETING
Tuesday, January 19, 2010**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, January 19, 2010
505 Barton Springs Road, 13th Floor, Director's Conference Room, Austin, Texas.**

Chairman Conrad Masters called the Board Meeting to order at 10:05 a.m.

Board Members in Attendance:

Conrad Masters – Chairman
Ira Crofford – Vice Chairman
Martin Prisant
Emily Timm
Gaynell Wilson
Calvin Williams

Members Absent:

Eddie Hurst

Staff in Attendance:

Sam Angoori, Deputy Director - Public Works Department
Howard Lazarus, Director - Public Works Department
Keri Juarez, Division Manager – Public Works Department
Susan Garnett, Executive Assistant - Public Works Department
Frank Mays, Contract Compliance Manager - Contract and Land Management Department

1. CITIZEN COMMUNICATION: GENERAL

None

2. APPROVAL OF MINUTES

Conrad Masters motioned to approve minutes. Ira Crofford seconded. Motion passed.

3. NEW BUSINESS

- Howard Lazarus, Director of Public Works, updated the committee on Construction Safety and violations that had occurred. Committee asked if all staff could be required to have Occupational Safety and Health Administration (OSHA) training. Howard replied that all Public Works field crews, and Street and Bridge field crews will be required to have the ten hour OSHA training. Thirty hour OSHA training will be required of all inspectors and supervisors. The training will be offered in English and Spanish. Committee requested regular updates regarding the training program.
- Chairman Masters asked committee to review 2008-2009 Annual Report and Work Plan and return on February 16th with ideas for updates. Calvin Williams motioned to include in the Work Plan a checklist of items the Construction Advisory Committee has worked on in the past for tracking purposes. Motion seconded by Martin Prisant. Motion passed.

4. OLD BUSINESS

- Discussion with city staff regarding recent compliance efforts, violations, related reports, wages, and/or wage enforcement.
- Committee asked staff if any reply had been received from City Council regarding the letter sent to the Mayor and Council in November 2009. It was suggested to the committee that each member speak with their council representatives to get an answer in response to that letter. Committee requested to review a copy of the letter from city staff.
- Committee made a request to see the Contractor Evaluation Form, as well as the script used in Prevailing Wage presentations at pre-bid meetings to be reviewed by the committee in the February 16th meeting.
- Martin Prisant motioned to include brochures to city contractors and sub-contractors at all pre-bid meetings. Motion seconded by Vice Chairman Crofford. Motion passed.

5. FUTURE AGENDA ITEMS

- Committee updates of 2008-2009 Annual Report and Work Plan.
- Update from the Blue Team regarding OSHA training to modify contract agreements.
- Assistance with Wage Compliance Audit Report.

6. NEXT MEETING (February 16, 2010)

ADJOURN

- *Chairman Masters motioned to adjourn. Vice Chairman Crofford seconded motion. Motion passed and Chairman Masters adjourned the meeting at 10:54 a.m.*