



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, March 15, 2011**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, March 15, 2011  
City Hall, 301 W. 2<sup>nd</sup> Street, Boards and Commissions Room, Austin, Texas.**

**Vice Chairwoman Timm called the Board Meeting to order at 10:11 a.m.**

**Board Members in Attendance:**

Emily Timm – Vice Chairwoman  
Ira Crofford  
Conrad Masters  
Eddie Hurst  
Gaynell Wilson

**Members Absent:**

Martin Prisant – Chairman  
Calvin Williams

**Staff in Attendance:**

Keri Burchard-Juarez, Assistant Director – Public Works Department  
Shannon Wisner, Executive Assistant - Public Works Department  
Rolando Fernandez, Acting Assistant Director - Contract and Land Management Department  
Frank Mays, Contract Compliance Manager - Contract and Land Management Department  
Felecia Shaw, Contract Development Analyst - Contract and Land Management Department  
Rick Wilson, Program Consultant – Contract and Land Management Department  
Leon Barba, Assistant Director – Planning and Development Review  
Rosie Truelove, Director – Contract and Land Management Department

**1. CITIZEN COMMUNICATION: GENERAL**

None

**2. APPROVAL OF MINUTES**

Minutes from the meeting of 02/15/2011 were approved by Vice Chairwoman Timm's motion, board member Hurst's second on a 4-0 vote. Board member Crofford arrived at 10:12.

**3. DIRECTOR'S REPORT**

- a. Ms. Juarez gave a brief statement of purpose.
- b. Ms. Juarez discussed upcoming groundbreakings and events in Public Works. She mentioned the Pfluger Bridge grand opening, Waller Creek Groundbreaking on April 8<sup>th</sup>, Northwest Recreation Center, and 1-35 Makeover Bridge grand openings.
- c. The workplan was discussed with board members and staff. Mr. Crofford requested to add an area for follow-up to see that recommendations from the CAC regarding enforcement/compliance are implemented. Vice Chairwoman Timm took notes on what was to be added.

#### **4. NEW BUSINESS**

- a. A memorandum regarding the CAC audit was provided by Mr. Lazarus and was discussed by Ms. Juarez.
- b. Ms. Timm briefly discussed her and Mr. Prisant's meeting with ACM Sue Edwards regarding the Rest Break Ordinance protocol and implementation.

#### **5. OLD BUSINESS**

- a. Leon Barba discussed the Rest Break Ordinance signage. He said that the information will be available, and is required to be posted. He also said that the signage will be posted where employees typically congregate before work and during breaks. The sign is 8 ½ x 11 and is in both English and Spanish.
- b. Mr. Fernandez distributed the revised 410 (in draft form). Page 23 of 52 references training to all construction workers. The document is still undergoing approval from law.
- c. (This item was covered in item 5b.)
- d. (This item was also covered in item 5b.)
- e. Mr. Mays discussed the fact that he is increasing his staff, which will help him with site visits and conducting audits. His new staff will be attending the 10 hour OSHA training. Mr. Mays provided a map of sites visited and discussed briefly what they are looking for when they visit a site. They look to see that all required postings are present and visible. They also collect certifications and conduct interviews. Mr. Mays said that the Prime contractors are the ones the City has contracts with and the Primes have the responsibility of making sure the sub-contractors perform. Mr. Mays believes that withholding payment is a very effective way of holding the contractors responsible for wage violations. The percentage of worksites that his group is performing audits on currently is 20% and Mr. Mays expects that percent to rise because of their staff increase.
- f. Mr. Wilson presented data on wage compliance via PowerPoint. He discussed that wage compliance is not yet updated on the form and passed out an evaluation form implementation schedule. He said that Phase 1 will be completed by mid-July.

#### **6. FUTURE AGENDA ITEMS**

- a) A representative from Neighborhood Housing will present the committee with information regarding their contract safety requirements.

- b) City staff will discuss the FY12 budget with committee.
- c) The City Auditor's office will present the findings of the CAC audit to the committee.
- d) CLMD will update committee on contract and evaluation process and be available for questions.
- e) CLMD and Law will present the findings of the San Antonio Ordinance that provides for a wage compliance citation process.

**7. NEXT MEETING** (April 19, 2011)

**PLEASE NOTE: THE MEETING SCHEDULED FOR APRIL 19<sup>TH</sup> WILL BE HELD IN THE CMO CONFERENCE ROOM AT CITY HALL, 301 W. 2<sup>ND</sup> STREET.**

**ADJOURN**

- *A motion to adjourn at 12:19p.m. was approved on a 5-0 vote by board member Hurst's motion, Vice Chairwoman Timm's second.*