



Approved 9.18.2012

**WEATHERIZATION COMMITTEE
MINUTES**

**REGULAR MEETING
Tuesday, June 19, 2012**

The Weatherization committee convened on Tuesday, June 19, 2012 at City Hall, 301 West 2nd Street in the Executive Session Room, # 1027 in Austin, Texas.

1. CALL TO ORDER

Chair, Mr. Andy Ramirez called the Board Meeting to order at 3:00 p.m.

Board Members in attendance were Andy Ramirez, Barbra Boeta and Anne Harutunian.

2. APPROVAL OF MINUTES

The minutes from May 15, 2012 regular meeting were approved with attendance verification on a motion by Ms. Boeta and second by Ms. Harutunian. Motion passed 3-0.

3. CITIZEN COMMUNICATION: GENERAL

There were no citizen's signed up.

4. OLD BUSINESS

a. The Committee reviewed resolutions submitted by City's legal staff and Austin Energy. The Committee agreed to use Austin Energy's version of the resolution with the following changes; i. the ARRA Weatherization Assistance Program final close-out numbers and; ii. The addition of mentioning contributions from the minority trade associations as requested by Ms. Carol Hadnot, Austin Area Black Contractors Association (ABCA).

Mr. Ramirez entertained a motion to approve a draft resolution with changes discussed. Motion seconded by Ms. Boeta and passed 3-0.

b. Mr. Joe Guerrero, Program Coordinator, Austin Energy (AE) briefed the Committee on the final numbers for the ARRA Weatherization program close out which ended April 30, 2012. He also informed the Committee of possible residual funds from ARRA allocated for administrative expenses.

c. Ms. Rosie Truelove, Director, Contract Management Department (CMD) briefed the Committee on the Home Energy Assistance Program Weatherization program solicitation and provided status on the Request for Qualification and contract documents. Discussions with the City Manager's office and Legal regarding best procurement methods that will include local business presence are scheduled. The Committee will be informed if a special called meeting will need to take place as the solicitation will go to Council August 2, 2012.

5. STAFF REPORTS

Ms. Debra Dibble provided the Committee with a copy of the May 2012 ARRA Weatherization Services MBE/WBE Participation report.

The Committee requested a list of firms that will receive sanctions for failure to fulfill contractual goals or subgoals without justification as outlined in Section 2-9(A)-25 of City Ordinance. Ms. Dibbles

informed the Committee that all expenditures should be in by June 30, 2012. Upon final contract close out, a report of any sanctions issued will be provided.

6. AGENDA ITEMS

- a. Update from Austin Energy regarding the close-out of the ARRA Weatherization Assistance Program.
- b. Discuss and make recommendations regarding the HEAP Weatherization program solicitation.

7. ADJOURNMENT

Chair, Andy Ramirez adjourned the meeting at 3:45 p.m.

DRAFT