



**MBE/WBE and Small Business Advisory Committee
Minutes**

**Regular Meeting
Tuesday July 6, 2010**

The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, July 6, 2010 at 301 W. 2nd Street Room 1029 in Austin, Texas.

Chair Adrian Neely called the Board Meeting to order at 5:45 p.m.

Board Members in Attendance:

Adrian Neely, Barbra Boeta, Anne Harutunian, Deirdre Moss, Brian Walters

1. APPROVAL OF MINUTES

Minutes from the June 1, 2010 regular meeting and the June 15, 2010 special called meeting were approved on a vote of 5-0 on a motion by Ms. Boeta seconded by Mr. Walters.

2. CITIZEN COMMUNICATION

Carol Hadnot, Austin Area Black Contractors Association, spotlighted women in their newsletter, and provided the committee with a copy.

3. NEW BUSINESS

For discussion and possible action on recommendations to City Council (2-1-163(B))

a. Presentation on outreach plan for proposed MBE/WBE Procurement Program Ordinances and Rules amendments

Veronica Briseño Lara, Director – SMBR presented the proposed outreach plan for the ordinance changes and Lino Mendiola, Andrews and Kurth, LLC discussed the proposed changes.

CITIZEN COMMUNICATION

Carol Hadnot, Austin Area Black Contractors Association, thanked staff and submitted suggestions and comments for the committee's consideration.

Alayne Johnson, Austin Area Black Contractors Association, also submitted suggestions for consideration.

Cloteal Haynes, Haynes, Eaglin and Waters, discussed her concerns with the ordinance changes to the committee.

The committee submitted the following suggestions to SMBR:

- Utilize other types of advertisement / outreach such as craigslist as ads in the local papers are expensive and ineffective
- More specific on the time subs have to return bids
- If breaking out larger contracts, be careful who is actually doing this to protect SMBR
- The section regarding assistance with obtaining equipment should be more specific as it is already in the ordinance.
- Consider the most cost and time effective outreach methods to contact subs

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The committee would like to have this on the next agenda item as a public hearing and that Collette Holt be invited to the meeting to assist with the discussion. SMBR will also keep a master list of all comments received and bring them back to the committee.

b. Discussion regarding 2011 City of Austin Budget and service provider contracts.

Rudy Garza, Assistant City Manager, said that there will not be any increases in SMBR's budget which includes the service provider contracts.

CITIZEN COMMUNICATION

Carol Hadnot, Austin Area Black Contractors Association said she hopes for opportunity to renegotiate her contract.

4. OLD BUSINESS

For discussion and possible action on recommendations to City Council (2-1-163(B))

a. Update on Water Treatment Plant 4 project

Anne Harutunian recused herself due to the company she works for having a contract where they will be paid more than \$5000 this year in professional fees. Ms. Harutunian will remain the audience for the discussion.

Larry Laws, Project Manager, MWH, Inc. presented the committee with an update on the MBE/WBE outreach and participation thus far on the WTP 4 project.

Ms. Harutunian returned to the dais.

b. Briefing on the Waller Creek Tunnel Project

Anne Harutunian recused herself due to the company she works for having a contract where they will be paid more than \$5000 this year in professional fees. Ms. Harutunian will remain the audience for the discussion.

Carolyn Perez, Public Outreach Coordinator, Public Works Department discussed the outreach efforts thus far and Gary Jackson, Project Manager, Public Works gave a status update on the project.

CITIZEN COMMUNICATION

Cloteal Haynes, Haynes, Eaglin & Waters, requested more details regarding hauling approach for the project.

Carol Hadnot, Austin Area Black Contractors Association, suggested a rotational list be utilized and requested more information on the project

Alayne Johnson, Austin Area Black Contractors Association, requested that the trade associations be contacted before the networking session.

Staff said that the presentation to be given at the networking session on July 14, will be emailed to the trade associations and that this project will probably not bid until September. Staff also laid out the participation goals and breakdown of the design portion of this project. The upcoming networking session will just be an overview of the project and another session will be held at a later date to discuss what options are feasible to tackle the large amount of hauling on this project.

Staff also explained that CAS is working on the participation enhancement for this project as a sub to Brown Root / Espey.

CITIZEN COMMUNICATION

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Alayne Johnson, Austin Area Black Contractors Association, asked why CAS Consulting was chosen to do outreach and requested request for change or good faith effort documentation.

Carol Hadnot, Austin Area black Contractors Association, said CAS is not certified to do outreach work.

Staff explained that they were originally on the compliance plan and SMBR will return to the committee in August on whether or not CAS is certified to do outreach work and whether or not there is a request for change and good faith effort documentation on this.

Ms. Harutunian re-joined the dais.

c. Update on Commodity Code Improvements

Keri Juarez, Assistant Director, Public Works Department updated the committee on the improvements thus far.

Mr. Neely requested that staff ensure a person with experience in the construction industry help with this process.

Ms. Moss stated that it only requires a person who has a clear understanding of how NIGP codes are going to be used and does not necessarily have to have construction experience.

d. Discussion and possible action regarding city staff's attendance to advisory committee meetings

Rudy Garza, Assistant City Manager, said that he would discuss with Ms. Briseño Lara if additional staff is necessary but that things have been working fine the last few months.

The committee requested that the staff liaison from SMBR be present.

5. STAFF REPORTS

a. Monthly Report from the Small & Minority Business Resources (SMBR) Department on Request for Changes and Council Awards

Ms. Briseño Lara presented the committee with the report and the committee asked for an overview and more details on the appeals process along with a flow chart outlining it. There was concern among the committee of having an outside entity overturning SMBR's decisions.

CITIZEN COMMUNICATION

Carol Hadnot, Austin Area Black Contractors Association is familiar with this hearing officer and does not rule in favor of MBE/WBE firms.

6. AGENDA ITEMS

Discussion and possible action on setting agenda items for the next meeting- August 3, 2010.

- **Ordinance and Rules Update as a Public Hearing**
- **Waller Creek Tunnel Update**
- **Overview of the Appeals process**
- **Election of officers for the committee.**

7. ADJOURNMENT

The meeting was adjourned at 8:32 p.m. on a motion by Ms. Boeta, seconded by Mr. Walters.