



**Approved 9.4.12**

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

**Regular Meeting  
Tuesday, August 7, 2012**

**The MBE/WBE and Small Business Advisory Committee convened in a regular meeting on Tuesday, August 7, 2012 at 301 W. 2<sup>nd</sup> Street Room 1101 in Austin, Texas.**

**1. CALL TO ORDER**

Chair Ed Lowenberg called the Board Meeting to order at 5:40p.m.

Board Members in attendance were Ed Lowenberg, Barbra Boeta, Schiller Liao, Andy Ramirez and Brian Walters.

**2. APPROVAL OF MINUTES**

The Committee approved the July 19, 2012 regular meeting on a motion by Mr. Ramirez and seconded by Mrs. Boeta. Motion passed 5-0.

**3. CITIZEN COMMUNICATION**

Mr. Julio P. Trevino, T-N-G's Construction, LLC. expressed payment concerns with prime contractor on the Pickfair Recreation Center ADA & Parks Improvement project.

Mr. Milton Petree, Patriot Veterans Construction & Consulting Firm, LLC., expressed concerns regarding bidding process and bonding with prime contractor on the Conley-Guerrero Senior Activity Center Renovations (Rebid).

Mr. Paul Saldana, US Hispanic Contractors Association de Austin (USHCA) expressed his concerns on complaints received from subcontractors regarding the Pickfair Recreation Center ADA & Parks Improvement project and communication and documentation issues in interpretation of specifications.

**4. OLD BUSINESS**

**Item 3a. Update on procurement opportunities on the Circuit of the Americas (COTA) project.**

Mr. Lowenberg recused himself from this discussion and Ms. Boeta took over as acting chair.

Ms. Cloteal Haynes and David Yeagy, Austin Commercial updated the Committee on the current minority procurement opportunities on the F1 (Circuit of the Americas COTA) project. The report indicated that the Hispanic goal has been exceeded however; the African-American, Asian/Native American and WBE goals have not. They do not anticipate that the WBE goal will be met by project completion.

**Item 3b. Update from Austin Energy regarding Mastec North America, Inc. and Dunlap Substation project.**

Ms. Dorothy Kester, Austin Energy updated the Committee on the \$250,000 assignment on the Mastec North America, Inc. contract and provided an update on the recently issued Dunlap Substation project.

Ms. Jan Lawson, Director, Business Development and Contract Compliance, Austin Energy provided information on the current maintenance contract held by Mastec North American, Inc.

**Citizen's Communication**

Mr. Paul Saldana, USHCA stated he is concerned that the prime contractor is receiving additional work when consistently not meeting goals.

Ms. Carol Hadnot, Austin Area Black Contractors Association expressed concerns regarding how the prime contractor was selected during solicitation of the project.

Mr. Milton Petree, Patriot Veterans Construction & Consulting Firm, LLC, also expressed concerns regarding prime contractor consistently not meeting goals and asks for accountability.

**Item 3c. Update from City staff regarding the Pickfair Recreation Center ADA & Parks Improvement project.**

Ms. Patricia Wadsack, Construction Inspection Division Manager, Public Works provided an update regarding Inspector concerns on the Pickfair Recreation Center ADA & Park Improvements project.

**Citizen's Communication**

Mr. Julio P. Trevino, T-N-G's Construction, LLC, expressed concerns regarding issue with prime contractor on the job site.

Mr. Paul Saldana, USHCA stated he would like information regarding the code of conduct for inspectors and process to file a complaint.

Ms. Carol Hadnot, Austin Area Black Contractors Association stated that the prime contractor is the same reported for misconduct in SMBR plan room.

Mr. Milton Petree, Patriot Veterans Construction & Consulting Firm, LLC, requested information on when a resolution would be reached on the Conley-Guerrero Senior Activity Center project.

**Item 3d. Update from the Weatherization Committee regarding Austin Energy's Home Energy Assistance Program (HEAP) solicitation, existing Weatherization contracts and recommendation for a resolution of recognition.**

Mr. Rolando Fernandez, Assistant Director, Contract Management Department provided the Committee an update regarding Austin Energy's HEAP solicitation selection criteria.

Ms. Amelie Gonzalez-Flores, Business Development Counselor, Austin Energy provided information regarding JOC training.

**Citizen's Communication**

Ms. Carol Hadnot, ABCA expressed gratitude for the work being done to ensure that this Weatherization project is successful.

**Item 3e. Update from the Small & Minority Business Resources (SMBR) staff regarding service provider funding request and 2013 proposed budget, including possible action on a resolution of support.**

SMBR staff provided an update regarding the 2013 proposed budget for service provider funding and the proposed increase to their existing contracts.

**Citizen's Communication**

Mr. Paul Saldana, USHCA provided a handout of service providers contracted with City of Austin. He also expressed concerns regarding funding increase and Council's directives for study.

Ms. Carol Hadnot, Austin Area Black Contractors Association expressed disappointment in staff's handling of the process.

Ms. Aletta Banks, Asian Contractors Association gave time to Mr. Paul Saldana.

The Committee requested a Special Called Meeting to have further discussions regarding the overlapping service report, service provider funding issue and make possible resolution in support.

**Item 3f. Update from the SMBR staff regarding the overlapping service audit on service provider contracts.**

SMBR provided an update on overlapping services on service provider contracts of which is currently pending completion.

**Item 3g. Update from SMBR staff on the Third Party Agreement procedures.**

SMBR distributed to the Committee a copy of the 3<sup>rd</sup> Party Agreement Guide for review and comment at the next monthly Advisory meeting.

**5. NEW BUSINESS**

**Item 4a. Review of the MBE/WBE and Small Business Procurement Advisory Committee's progress on 2012 goals.**

The Review of the Committees progress on their 2012 goals was postponed until next month's Advisory meeting.

**Item 4b. Update from SMBR staff regarding contractor goal performance report card on awarded contracts.**

An update from SMBR regarding contractor goal performance report card on awarded contracts was postponed until next month's Advisory meeting.

**6. STAFF REPORTS**

**Item 6a. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding the Small Business Construction Program (SBCP).**

Mr. Edward Campos, Division Manager, CMD briefed the Committee on current SBCP solicitations.

**Item 6b. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Request for Changes.**

Ms. Debra Dibble, Assistant Director, SMBR briefed the Committee on the Request for Change report

**Item 6c. Monthly report and update from Small & Minority Business Resources Department (SMBR) regarding Council Awards.**

Ms. Debra Dibble, Assistant Director, SMBR briefed the Committee on the Council Award report.

**7. AGENDA ITEMS**

- Update from City staff regarding the Dunlap Substation project.
- Update from staff regarding the Pickfair Recreation Center ADA & Parks Improvement project.
- Update from staff regarding the Conley-Guerrero Senior Activity project.
- Update from SMBR staff on the Third Party Agreement procedures.
- Review of the MBE/WBE and Small Business Procurement Advisory Committee's progress on 2012 goals.
- Update from SMBR staff regarding contractor goal performance report card on awarded contracts.

**8. ADJOURNMENT**

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

The meeting was adjourned at 9:02 p.m. on a motion by Mr. Lowenberg.