



**Construction Advisory Committee  
MINUTES**

**REGULAR MEETING  
Tuesday, August 18, 2015**

**The Construction Advisory Committee convened in a regular meeting on Tuesday, August 18, 2015  
One Texas Center, 505 Barton Springs Road, Public Works Conference Room, 13<sup>th</sup> Floor.**

**Current Members**

☐ P ☐ Carson Fisk – Chair  
☐ P ☐ Suzanne Litz  
☐ P ☐ Howard Lazarus – Ex-Officio Member  
☐ P ☐ Gregory Sindelar

☐ P ☐ Thomas Dodd – Vice Chair  
☐ P ☐ Jeremy Hendricks  
☐ P ☐ Stephanie Gharakhanian

**City Staff in Attendance:**

Jennifer Pierce, Staff Liaison- Public Works Department  
Rosie Truelove, Director- Contract Management Department  
Rolando Fernandez, Assistant Director- Contract Management Department  
Cynthia Gonzales, Division Manager- Contract Management Department  
Edward Campos, Division Manager- Contract Management Department  
Robert Hinojosa, Assistant Director- Public Works Department  
Keri Burchard-Juarez, Assistant Director- Public Works Department

**Howard Lazarus, Ex-Officio Member, called the meeting to order at 10:04 a.m. due to the absence of a Chair or Vice Chair (New Officer Elections were held at this meeting)**

**1. CITIZEN COMMUNICATION: None**

**2. APPROVAL OF MINUTES**

*Minutes from the meeting of 06/23/2015 were approved on a 6-0 vote.*

**3. DIRECTOR'S REPORT**

*Howard Lazarus, Public Works Director presented an update to the Committee on the Proposed 2016 Public Works Department Budget and gave our overview of the Departments accomplishments for FY 2014-2015. PWD also obtained Accreditation from the American Public Workers Association in August. PWD became the 101 agency to be accredited with the organization.*

**4. NEW BUSINESS**

a. New Committee Member Welcome and Introductions

*This is the first meeting held with our new Committee Members. Each Committee Member introduced themselves to the other Members and the City Staff. They each provided information on their current employers and experience they had in the construction industry.*

b. Officer Elections

*Officer Elections were held. Carson Fisk was elected to serve as the Chair and Thomas Dodd was elected to serve as Vice Chair. Both received a unanimous 6-0 vote.*

c. Staff Introductions-

*City of Austin Staff was present to introduce themselves to the new CAC Members. Introductions included Howard Lazarus, Jennifer Pierce, Rosie Truelove, Rolando Fernandez, Robert Hinojosa, Keri Juarez, Cynthia Gonzales, and Edward Campus.*

d. Evaluation Program Update-

*Rosie Truelove, Director, provided an overview to the Committee of the Contract Management Department's Evaluation Program. Cynthia Gonzales, Division Manager, gave a presentation in which she reviewed the scoring system used for vendors/contractors and discussed the evaluation program in detail.*

**5. FUTURE AGENDA ITEMS**

- a. 2015 Workplan Updates – (September)
- b. CAC Bylaws – (September)
- c. Code Compliance Overview and Update – (September)
- d. Prevailing Wage Program Overview – (September)

**6. NEXT MEETING** (October 20, 2015)

**7. ADJOURN**

*Meeting was motioned to adjourn at 11:02 a.m. by Chair Fisk.*