



**Business Advisory Council-Meeting Minutes Summary**

DATE: Wednesday, May 30, 2012

TIME: 9:00 am.- 12:00 pm

LOCATION: 1415 L Street , Suite 300 Sacramento, CA.

**MEMBERS Present:**

Arvin Chaudhary- Eddy T. Lau - Diana LaCome - - Linden Nishinaga - Tony Wong Sam Hassoun - Earl "Skip" Cooper - Scott Leslie - Aubry Stone - Roy M. Perez - Chris Coles - Bob Mulz - Debbie Hunsaker - Marvin Dean - Paul Guerrero Leonard Ortiz - Betty Williams - Fred Jordan - Lee Cunningham- Gene Golliet

**MEMBERS Absent:** Leonard Lumas, Robert Weir

**ALTERNATES (In attendance):**

Todd Goolkasian, Winifred Au, Bill Ulmer, Michael Baines, Tom Crawford

**GUESTS:**

**Item #1: WELCOME/INTRODUCTIONS** (Thomas Fellenz, CHSRA Interim Council Chair)

Interim Council Chair Fellenz opened the meeting at 9:10 a.m. by welcoming everyone. Interim Council Chair Fellenz initiated introductions of California High-speed Rail Authority (CHSRA) representatives. Attendees introduced themselves as well as provided some information about the association they were representing. Council members were advised that Jeff Morales had been selected as the new Chief Executive Officer for CHSRA and will report mid-June 2012.

**Item #2: COUNCIL PURPOSE & OBJECTIVES** (Thomas Fellenz, CHSRA Interim Council Chair)

Interim Council Chair Fellenz presented the CHSRA Business Advisory Council's proposed Mission Statement. Refer to powerpoint presentation attachment for the Mission Statement.

\*MOTION # 1: Motion to adopt Mission Statement by Fred Jordon. Seconded by Scott Leslie. Approved by full consensus.

**Item #3: OVERVIEW OF OPERATING GUIDELINES/MEETING LOGISTICS** (Thomas Fellenz, CHSRA Interim Council Chair)

Interim Council Chair Fellenz presented the CHSRA Small Business Advisory Council's proposed Operating Guidelines.

- o Interim Council Chair Fellenz appointed Pat Padilla as Designee Council Chair if

he or Jeff Morales cannot make a meeting.

- Interim Council Chair Fellenz has appointed Lauren Padilla as designated Council Committee Liaison.
- 22 positions have been filled on the Council.
- All Council members must fulfill the policies included in the Operating Guidelines.
- Members are in an *advisory* capacity and not to use membership on the Council for personal gain, influence or to speak on behalf of the CHSRA.
- Provisions state a member can be replaced who is not participating to ensure we have a very active Council.
- May establish subcommittees.
- Each member will have one vote.
- All meetings are in Sacramento. Goal is to have one meeting each quarter.

**a. COUNCIL TO ADOPT**

\*MOTION # 2: Motion to adopt Operating Guidelines by Eddy Lau. Seconded by Debbie Hunsacker. Approved by full consensus.

**b. ACKNOWLEDGEMENT OF RECEIPT**

The Acknowledgement of Receipt form is to be completed, signed and returned by the end of the meeting.

**Item #4: PACKAGE 1 (RFP NO. 11-16) PROJECT OVERVIEW** (Bryce Little, CHSRA Project Management Team)

Bryce Little, presented a power point presentation overview of the project. Refer to powerpoint presentation attachment for a summary of this agenda item.

**Item #5: SMALL AND DISADVANTAGES BUSINESS ENTERPRISE PROGRAM OVERVIEW** (Olivia Fonseca, CHSRA Small Business Program Team)

Olivia Fonseca, presented a powerpoint of the Small Business Program. Refer to the powerpoint presentation attachment for a summary of this agenda item

**Requests:**

- Provide the list of Shortlisted firms. Information is on website and a copy will be emailed to the members.
- Post the Shortlisted firm's outreach events on CHSRA website. The CHSRA will eblast the notices as the events are scheduled. Provide the CHSRA employee composition by race, ethnicity and gender.
- Provide the SB utilization report for next meeting.
- Consider providing primes with a financial incentive for utilizing SBs. Response: Federal Railroad Administration forbids utilizing incentives to utilize SBs.
- Amend all existing contracts to include the 30% SB goal for the balance of dollars. Response: Will take comment into consideration. Several existing contracts will end June 2013.

**Item #6: DESIGN BUILT PROVISIONS** (Patricia Padilla, CHSRA Small Business Program Team)

Patricia Padilla presented a powerpoint of the Design Build Provisions in the Small

Business Program. Refer to the powerpoint presentation attachment for a summary of this agenda item

**Item #7: ADHOC DISCUSSION**

**SUBCOMMITTEES**

- Council members expressed desire to form 2 subcommittees, 1 on construction and 1 on design. The Subcommittee term is for one (1) year.
- Subcommittees to meet at 10am.

Design: (5)

Linden Nishinaga  
Eddy Lau  
Tony Wong  
Arvin Chaudhary  
Fred Jordan  
Gene Golliet

Construction: (10)

Marvin Dean  
Paul Guerrero  
Debbie Hunsaker  
Sam Hassoun  
Leonard Ortiz  
Lee Cunningham  
Roy Perez  
Chris Coles  
Diana LaCome  
Aubry Stone

Bonding/insurance issues will be a topic for the Construction Subcommittee.

- **COUNCIL MEETING SCHEDULE**

\*MOTION # 4: Motion to coordinate meetings with Caltrans meeting schedule and start meeting at 10 am, by Debbie Hunsaker. Seconded by Fred Jordan. Discussion:

- [Sam Houssan]—Recommends that the Council establish its own autonomy and not follow what Caltrans has in place or scheduled.

\*MOTION # 4 revised: Debbie Hunsaker withdraws prior motion. New Motion to have Council meetings on the opposite month of Caltrans Small Business Council meetings. Seconded by Eddie Lau. Approved by full consensus.

- Council members discussed the meeting schedule for the remainder of the calendar year. The schedule is
  - o August 16<sup>th</sup>- 12:30-3:00pm
  - o October 18<sup>th</sup>- 12:30-3:00pm
  - o December 6<sup>th</sup> 12:30-3:00pm

\*MOTION # 5: Motion by Sam Hassoun to schedule Council meetings from 12:30 to 3:00pm. Seconded by Diana LaCome. Approved by full consensus.

- Council meetings will be the third Thursday's of applicable months, Subcommittee meetings will begin at 10 am
- CHSRA will reserve the Subcommittee meeting rooms.

**Item #8: MEETING ADJOURN** (Thomas Fellenz, CHSRA Interim Council Chair)

Interim Council Chair Fellenz adjourned the meeting at 12:27pm.

**Business Advisory Council-  
Upcoming Meeting Schedule (Third Thursday of applicable Months)**

<b>Dates:</b>	<b>August 16, 2012</b>	<b>12:30-3:00pm</b>
	<b>October 18, 2012</b>	<b>12:30-3:00pm</b>
	<b>December 6, 2012</b>	<b>12:30-3:00pm</b>

