

# *Calmentor* Program, North Region

## Meeting Minutes

January 8, 2009

10:00 a.m. – 12:00 p.m.

Caltrans District 3 – Venture Oaks Main Conference Room  
2389 Gateway Oaks Drive, Sacramento, CA 95834

<u>Caltrans Staff Present</u> Chuck Laughlin, Chief Consultant Services Unit Jan Macias, Assistant Contract Manager, CSU	<u>Steering Committee Members Present</u> Amanda Taylor, A. Taylor Engineering (SBE) Kim Tremaine, Tremaine & Associates (SBE) Mark Rayback, Wood Rodgers (Prime) Majdi Kanaan, ADKO Engineering (SBE) Debbie Loh, ICF Jones & Stokes (Prime) Jim Brainard, REY Engineers, Inc. (Prime)
<u>Guests</u> Eileen Hemphill-Haley, Pacific Watershed Associates Ted Lidie, Associated Engineering Consultants, Inc. Mark Burlew, Associated Engineering Consultants, Inc.	

### Welcome/Roll Call

Chuck Laughlin welcomed guests and introductions were made by all present. Today's guests included Eileen Hemphill-Haley, of Pacific Watershed Associates from Eureka, and Ted Lidie and Mark Burlew, Associated Engineering Consultants, from Redding. Ted volunteered to be on the Recruitment Sub-Committee as he was a recruiter for the U.S. Army, from which he retired.

### Approval of Minutes

Chuck Laughlin asked for comments and approval of last month's meeting minutes. Jim Brainard motioned that the minutes be approved, Kim Tremaine seconded the motion and minutes were unanimously approved.

### Membership

Chuck Laughlin reported three new applications had been submitted this past month; three protégé applications; Leo Rubio of Bennett Engineering Services, Timothy Blair of Surveyors Group, Inc., and Mars Burnside of Mars Burnside Engineering, Inc. Discussion ensued as to the appropriateness of Leo Rubio as protégé as he has considerable knowledge of Caltrans policies and procedures. Jim Brainard motioned that all applicants be approved, with the caveat that Leo Rubio's application be accepted as a Mentor rather than a protégé. Kim seconded the motion.

### A&E Fair Update

- Jody Jones, Caltrans Director District 3 and Rick Land, Caltrans Chief Engineer will be the keynote speakers. It was suggested that we try to get a Mentor/Protégé pairing from District 4 to provide a testimonial of the value and worth of the Calmentor Program. Chuck will check with District 4 to see if it is possible.
- The official invitation will be emailed on Monday, January 12, 2009 to approximately 550 (+/-) firms. It was recommended that an invitation go to APWA and ASC as well. Jan will follow up on obtaining email addresses.
- One hundred eleven (111) individuals have made reservations for the January 23<sup>rd</sup> event.
- Jan reported that ACEC pledged \$200 towards sponsoring the continental breakfast, Majdi Kanaan had previously presented \$100 for sponsorship, Mark Rayback presented a check for \$100, Amanda Taylor pledged \$100, and Debbie Loh pledged \$200. With these confirmed pledges and payments, the \$700 needed for the breakfast has been attained.
- It was mentioned that Civil Rights, DGS, and ACEC will have tables for participants to visit at the Ziggurat.

- Jim Brainard will duplicate signs for the event to be placed in the Ziggurat Building.
- Jan indicated the Program guidelines and various forms have been printed and will be placed in Caltrans "backpacks" for distribution to the attendees. Also to be provided are Caltrans pens. She mentioned that Caltrans "goodies", i.e., mini cones, key chains, etc. will be given to participants in the Small Business Certification workshop as those in attendance most likely will be new to Caltrans and not have that type of handout. It was asked if a flier for upcoming events could be presented with the other items. Jan will create a handout for distribution.
- Jan indicated that the entire Consultant Services Unit (12 staff) would be working during the event registering guests and greeting individuals at each workshop location and entrance to the Ziggurat building. Additionally, three Small Business liaisons from other Districts will be assisting. Mark Rayback volunteered staff to assist, if necessary.
- Several Steering Committee members asked what role they should play at the event and it was determined they should mingle and try to meet as many attendees as possible, but have no formal "work" to perform.

#### Future Events

- Jan provided menu selections for the Mentor/Protégé mixer in February, following the February 12, 2009 meeting. The luncheon will be held at Gary's Place and the cost will be \$16.50 per individual. A banquet room has been reserved.
- **FTC workshop – to be held in April, Jan to coordinate with Steve Sowers.**

PARKING LOT
<p>Possible topics for future quarterly Calmentor Meetings:</p> <ol style="list-style-type: none"> <li>1) How to create a cost proposal</li> <li>2) Standardization of State contract forms to federal forms would be a cost savings to firms in this economy and make SOQ submittals much easier with less possibility of errors</li> <li>3) Adding photo log to A&amp;E website for consultant use</li> <li>4) Standardization of consultant services processes and procurement requirements as there are major discrepancies from region to region.</li> </ol>