

Calmentor Program, North Region

Meeting Minutes

May 14, 2009

10:00 a.m. – 12:00 p.m.

Conference Call – Phone Bridge

<u>Caltrans Staff Present</u> Chuck Laughlin, Chief Consultant Services Unit Jan Macias, Assistant Contract Manager, CSU	<u>Steering Committee Members - Present</u> Debbie Loh, ICF Jones & Stokes Jim Brainard, REY Engineers, Inc. Mark Rayback, Wood Rodgers Rick Kaufman, Blackburn Consulting Beth Power, Caltrop Amanda Taylor, A. Taylor Engineering
<u>Guests</u> Dave Wilson, RSC Engineering Eileen Hemphill-Haley, Pacific Watershed Associates Maqsood Ali, Technical Studies, Inc. Ted Lidie, Associated Engineering Consultants Bob Kelley, Natural Resources Management Corp Russ Wenham, Omni Means, Ltd Christopher Curtis, CBC Surveys, Inc Brian Mayerle, Foothill Associates Tracy Park, CSW/Struber-Stroeh Engineering	<u>Steering Committee Members - Absent</u> Kim Tremaine, Tremaine & Associates Steve Sowers, Caltrop Majdi Kanaan, ADKO Engineering

Welcome/Roll Call

Chuck Laughlin opened the conference call meeting by asking all parties to identify themselves and he welcomed guests.

Approval of Minutes

Chuck Laughlin asked for comments and approval of the minutes from the April 9, 2009 meeting. Mark Rayback motioned that the minutes be approved, Jim Brainard seconded the motion and minutes were unanimously approved.

Membership

Chuck Laughlin reported four Protégé applications had been submitted this past month:

- 1) Christopher Curtis, CBC Surveys, Inc.
- 2) Brian Mayerle, Foothill Associates
- 3) Eddit Kho, Morton & Pitalo, Inc.
- 4) Bob Kelley, Natural Resources Management Corporation

Debbie Loh indicated that Thomas Miller of ZMAssociates application had not yet been acted upon. Jan Macias said she would follow up on it so that it could be acted upon at the next meeting. Beth Power motioned that all applicants be approved and Debbie Loh seconded the motion, all were unanimously approved. This now brings our membership to 41; 13 Mentors and 32 Protégés.

Sub-Committees Reports

Recruitment

Ted Lidie indicated that although recruitment efforts had slowed a bit, he is still aiming at recruiting more Mentors for the program. Ted offered to facilitate introductions between protégé and mentor firms. If interested, contact Ted at (530) 226-1616.

Pairing

Dave Wilson indicated four pairing assignments have been established; 1) Caltrop and Blackburn Consulting, 2) Bennett Engineering and RSC Engineering, 3) PB Americas and Salaber Associates, and 4) Omni-Means, Ltd and Pacific Watershed.

Memorandum of Understanding (MOU)

Debbie Loh reported that one MOU had been reviewed to date. She indicated that Christy Corzine is anticipating receiving a completed MOU from Bennett Engineering and RSC Engineering.

Special Events

Beth Power reported not much has been going on but she indicated she would contact Jan Macias to discuss the possibility of arranging another Mentor/Protégé mixer luncheon.

Closing Business

Beth Power motioned the meeting be adjourned, Mark Rayback seconded the motion and Chuck Laughlin adjourned the meeting at approximately 10:35 a.m.

PARKING LOT	
Possible Future Events	Possible Topics for Future Meetings
FTC Workshop	Standardization of consultant services processes and procurement requirements – major discrepancies from region-to-region
DBE/UDBE Presentation	Standardization of State contract form to federal forms – cost savings to firm and SOQ submittals easier with less possibility of errors
Golf Tournament	Adding photo log to A&E website for consultant use
CAAP Presentation	How to create a cost proposal
Mixer Luncheon	