



D4 Small Business Council Meeting Minutes

DATE: June 16, 2010

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room
111 Grand Ave., Oakland, CA

D4 CALTRANS STAFF PRESENT

Bijan Sartipi, District Director
Helena “Lenka” Culik-Caro, DDD, Design
Brian White, DDD, Administration (Acting)
Nigel Blampied, Prog/Proj Mgmt
Kim Byrne, Office of Business Mgmt
Barbara Condie, Office Engineer
George Crosby, Small Business Program
Alex Dobrin, Toll Bridge Small Business Prog.
Osayahde Nesbitt, Small Business Program
Stanley Ng, Div.of Maintenance
Trinity Nguyen, Consultant Services
Derek Pool, Toll Bridge Small Business Prog.

HQ/Agency

Olivia Fonseca, DD, HQ Civil Rights (via telephone)

COUNCIL MEMBERS

Julian Camacho, Hispanic Cont. Assoc. (**ABSENT**)
Arvin Chaudhary, ACEC California
Marie DeLaParra, Oakland AACC
Paul Guerrero, CAL-SBE
Diana LaCome, National Concilio of America
Eddy Lau, AAAE
Victor Martinez, HCC
Peter Ramirez, SDVOC (**ABSENT**)
Leslie Sakai, AAAE
Jesus Vargas, WTS (**ABSENT**)

GUESTS

Jim Bobteller, Shields Electrical Services
Jim Costello, Presidio Electric
Raewyn Butcher, Ghirardelli Assoc.
Rick Ohlrich, SBDC
Travis Shields, Shields Electrical Services/Presidio Electric

Item #1: Introductions

District Director Bijan Sartipi welcomed everyone and the meeting attendees introduced themselves.

Item #2: Approval of Minutes

March 17, 2010 Meeting Minutes:

Motion: Ms. Diana LaCome; Second: Mr. Eddy Lau; Opposed: None; Approved: By consensus

April 21, 2010 Meeting Minutes:

Motion: Ms. Diana LaCome; Second: Mr. Eddy Lau; Opposed: None; Approved: By consensus

Item #3: District 4 Updates

Construction Update:

Ms. Barbara Condie referred to the documents “Forecast of Upcoming Construction Projects in District 4 as of 6/10/10” and “Awarded Projects in District 4 as of 6/10/10” to update the council on this topic. Referring to the section Advertised and Upcoming Projects, Ms. Condie announced that the Dumbarton Bridge Project (EA #1A5221) opened on June 15. The apparent low bidder at 36% under the \$73.1M engineer’s estimate was Shimeck Construction Company. Named subcontractors at time of bid were Bay Cities Paving, CMC Rebar, Jeffco Painting & Coating Inc., Myers & Sons Construction, Penhall, and Thomas & Pratt. Commenting on the UDBE Goal and DVBE Goal columns, Ms. Condie said that Construction is waiting for HQ Civil Rights to provide figures. Referring to the section Projects Bid Opened / Currently Awaiting Award, Mr. Sartipi asked Ms. Condie to verify and double-check any 0% goals for EAs that opened in May. Building on Mr. Sartipi’s comment, Mr. Lau noted

that, for example, in the Advertised and Upcoming Projects section, Dumbarton Bridge project EA #1A5221 is not federally-funded, so the report should reflect the aspirational 25% small business goal along with the mandatory 5% DVBE goal. Mr. Sartipi asked Ms. Condie to verify this also, even if checking the contract is required. Ms. Condie said that she would, but added that the data had been pulled directly from the HQ database. Ms. LaCome said that she would also follow up with Sacramento. Referring also to the Advertised and Upcoming Projects section, Ms. Culik-Caro commented that EA #2A5431 and #2A5421 are the remaining two projects that had been split out from a larger parent project in order to encourage small business participation. The bid opening for these two projects is in July. Referring to the section Projects Bid Opened / Currently Awaiting Award, she also noted EA #2A5411 was successfully awarded to small business.

Maintenance Update:

Mr. Stanley Ng referred to the documents “District 4 Emergency Contracts Small Business Utilization FY 09/10 Report - Director’s Orders Force Account FY 09/10 (dated 6/9/10),” “District Director’s Orders Force Account FY 09/10(dated 6/9/10),” “Director’s Orders Informal Bid FY 09/10 (dated 6/9/10),” and “Doyle Drive Relocation (dated 6/9/10)” to brief the council on this topic. Referring to the Director’s Orders Force Account, Mr. Ng said that there were no new awards to report since last meeting. Of 18 contracts totaling \$30.2M, 20% were awarded to SBEs and 80% to Non-SBEs. The only change was, in response to Centric’s pending SBE application being denied, the percentages were readjusted to reflect that. Referring to the District Director’s Force Account, of 12 contracts totaling \$2.6M, 81% had been awarded to SBEs and 19% had been awarded to Non-SBEs. There were 6 new contracts since the last meeting. Referring to the Director’s Informal Bid, Mr. Ng reported that of 3 contracts totaling \$1.59M, 0% had been awarded to SBEs, 51% to Non-SBEs, and 49% not yet advertised. There were no new contracts since last meeting, and the only change was that the advertisement and bid opening for EA #1G4014 had been postponed to September. Referring to the Doyle Drive Utility Relocation, there had been a budget augmentation of \$1.5M, making the new budget \$20.5M. Of the \$15.6M in bills processed so far, 32% had been paid to SBEs, 41% paid to Non-SBEs, and 3% paid to DVBEs. Referring to the Director’s Order Force Account table detail, Mr. Lau asked if EA #1637G4 for \$2M could have been unbundled into smaller contracts since the work was for multiple buildings. Mr. Ng replied that the intention had been to try to award the contract to small business. Mr. Crosby noted that the work was very specialized, and Mr. Lau said that he did not believe it and asked what special skills Centric brings to the work. Mr. Sartipi said that on retrospect Caltrans probably could have unbundled the contract and the point is well taken. Mr. Lau asked that the contract be brought back, and Mr. Sartipi said that the timeline is very sensitive and the contract cannot be brought back. Mr. Lau said that he raised this issue with District staff when the contract when the package went out and did not receive a single response. Mr. Sartipi said that Caltrans had worked with Presidio in awarding the contract, and Mr. George Crosby added that the prospective bidders had to be approved by the Presidio Trust. Ms. LaCome asked if pressure could be put on Centric to bring in small business subcontractors, and Mr. Sartipi said that there is that potential, as has been evident on Doyle Drive. Mr. Jim Costello from Presidio Electric commented that Presidio had been in communication with Ghilotti Brothers, Inc. and had expected to get a portion of the Phase 3 contract, but the work had not materialized yet. Ghilotti is having subcontractor meetings. [The preceding sentence was corrected on 09-07-10.] Mr. Costello asked if Mr. Sartipi knew the timeline because Presidio had been waiting 10 months for work to begin, and Mr. Sartipi asked Ms. Barbara Condie to contact Mr. Paul Pendergast of Pendergast & Associates to find out more details on the timeline for the remaining work for Ghilotti on Doyle Drive. Ms. Marie DeLaParra asked the reason that Centric’s application was denied, and Mr. Ng said that he did not know those details. Ms. DeLaParra asked if streamlining could be done to avoid this sort of situation, and Mr. Crosby said that

a company cannot be denied access to bidding on a contract because they are not certified as a small business. Mr. Sartipi clarified that while Caltrans' goal was to hire a small business, this was not required. Mr. Sartipi said that he would find out the details on the Centric contract. Mr. Lau said that the certification process with the State takes only 20 minutes on the website. Mr. Crosby said that supporting documentation was needed, and Mr. Lau disputed this, and Mr. Sartipi said that this was beside the point. Mr. Sartipi asked Mr. Ng and Ms. Condie to research and report in detail on how the Centric matter unfolded. Ms. LaCome asked Caltrans to identify Centric's subcontractors and also to enlist Pendergast & Associates to assist Centric in finding small business subcontractors [Action Item #1310]. [Note: Subsequent to the 6/16 meeting, Mr. Ng reported to Mr. Sartipi that Centric's application for SBE certification was denied because they exceeded the \$14M cap in average annual work over the last 3 years.]

Action Item #1310 for **Mr. Paul Pendergast & Mr. Stanley Ng**

Design Update:

Ms. Lenka Culik-Caro referred to the documents "Proposed Minor B Projects for Small Business, FY 09/10 (June 2010)" and "Proposed Projects within Minor B limit for Small Business Requiring CTC Vote – FY 09/10" (June 2010) to brief the council on this topic. Ms. Culik-Caro said that since the last meeting there had been two bid openings. Referring to the report "Proposed Minor B Projects for Small Business, FY 09/10 (June 2010)", Ms. Culik-Caro said that EA #2L2900 with an engineer's estimate of \$80,000 had a bid opening date of 6/1/10, and the most qualified bidder was SBE A. Mark Waldman with a bid of \$66,700. EA #0F0901 with an engineer's estimate of \$165,000 had a bid opening date of 6/1/10, and the most qualified bidder was Stoloski & Gonzales, Inc. with a bid of \$83,700. Mr. Paul Guerrero asked if Caltrans verified the accuracy of the bid with Stoloski & Gonzales, Inc., and Mr. Sartipi said that Caltrans does call before the award is made. Referring to the report "Proposed Projects within Minor B limit for Small Business Requiring CTC Vote – FY 09/10 (June 2010)", Ms. Culik-Caro said that EA #3S6711 with an engineer's estimate of \$120,000 had a bid opening on 6/15/10. She informed the council that the most qualified bidder was SBE Redwood Engineering with a bid of \$92,440. The second bidder was SBE Half Moon Bay Paving & Grading, and the third bidder was SBE Stoloski & Gonzales, Inc.

A&E Update:

Ms. Trinity Nguyen referred to the following reports to brief the council on this topic: "Recently Executed A&E Contracts (6/14/10)," "Recently Executed Non-A&E Contracts (6/14/10)," "Upcoming New A&E Contracts (6/14/10)," "Upcoming New Non-A&E Contracts (6/14/10)," "DBE Status Quarterly Report - Contracts with Identifiable DBE (RNDBE & UDBE) Dollars dated 6-14-10" and "DVBE Status Quarterly Report - Contracts with Identifiable DVBE and SBE Dollars dated 6-14-10." Referring to the section "Upcoming New A&E Contracts," Ms. Nguyen highlighted 4 contracts that were scheduled to execute in June 2010. Contract #04A3502 had as its top-ranked consultant S&C Engineering. This is a 3-year, \$3M contract with a 25% RNDBE goal and a 6.75% UDBE goal. Contract # 04A3503 had as its top-ranked consultant URS. This is a 3-year, \$2M contract with a 25% RNDBE goal and a 6.75% UDBE goal. Contract # 04A3500 had as its top-ranked consultant MacTec. This is a 3-year, \$12M contract with a 25% SBE goal and a 5% DVBE goal. Contract # 04A3504 had as its top-ranked consultant Mendoza & Associates. This is a 3-year, \$3M contract with a 25% RNDBE goal and a 6.75% UDBE goal. She also reported that contract #04A3508 had as its top-ranked consultant URS and will execute in July 2010. This is a 3-year, \$4M contract with a 6.75% RNDBE goal and a 6.75% UDBE goal. Mr. Bijan Sartipi noted that these 5 contracts along with contract #04A3461 and #04A3462 have as prime consultant a District 4 Calmentor member. Ms. Nguyen let

the council know that the award date for contract #04A3553-10 may be delayed pending passage of the state budget. She also noted that there would be about a week delay in the target advertisement dates of contract #04NEW321-09, #04NEW322-09, #04NEW352-10 and #04NEW353-10. Regarding contract #04A3500, Mr. Eddy Lau asked how it differed from the MacTec contract being advertised by District 59. Ms. Nguyen replied that the materials engineering and testing in District 59 included statewide work, excluding Antioch and Dumbarton. Mr. Lau said that it was his understanding that the District 59 construction management contract targets Antioch and Dumbarton and requires testing capabilities and the scope includes materials testing. Ms. Nguyen said that DPAC reviews the contract scopes to ensure that there is no overlap, but that she would find out if an overlap had occurred in this case. Referring to the "DBE Status Quarterly Update" report, Ms. Nguyen said that the Average Proposed % RNDBE was 8% and the Overall % RNDBE Achieved to Date was 0%, since the race neutral program just started. Only contract #04A3350, #04A3374, #04A3375, and #04A3376 have race neutral goals, because these are the most recent contracts. She added that this percentage should increase as time passes. The Average Proposed % UDBE was 21%, and the Overall % UDBE Achieved to Date was 88%. The Average Proposed % DBE was 22%, and the Overall % DBE Achieved to Date was 27%. Ms. Nguyen noted 3 contracts that have 0% DBE (column 14). In the case of #04A2311, the problem was that the proposed work on Devil's Slide did not materialize as planned; 97% of the contract term is completed and 13% of the funds have been expended. Mr. Sartipi asked Ms. Nguyen to explain how the work did not materialize, and Ms. Nguyen said that Caltrans was fairly well-staffed in house for design so did not need specialty design work. In the case of #04A2906, Caltrans is working with contractors to identify options for increasing DBE participation, but because the contract term expires in 3 months, this may become a lost opportunity; 79% of the time is completed and 47% of the funds have been expended. In the case of #04A3324, the contract has just started and there is time to increase achievement. She also noted that contract #04A2809 had a 17% DBE goal but had achieved only 9%; 20% of the time is completed and 0% of the funds have been expended. Ms. Nguyen drew the council's attention to contract #04A2938, which has DBE Wreco as prime contractor. Although Wreco is not currently meeting its 53% goal, Wreco is achieving 40% right now, and it is anticipated that Wreco will ultimately meet its 53% goal because Wreco is a DBE. Noting that contracts #04A2815 and #04A2839 have not met their DBE goals, Mr. Arvin Chaudhary asked what the comment "on track" means in the Comment column. Ms. Nguyen said that "on track" means that the prime contractors have DBE work lined up and, as a result, it is anticipated that they will meet their goals. Ms. Nguyen said that it is her understanding that the figures in the % Contract Completion \$ column depict dollars invoiced to date, but that she will check on this. Ms. Nguyen noted that the addition of the comments column on the Quarterly Achievement Reports was in response to Action Item #1010 [NOTE: See also p. 6]. Mr. Paul Guerrero asked how Ms. Nguyen arrived at the 88% figure for Overall % UDBE Achieved to Date, and he said that he did not believe that only 12 of every 100 dollars for this \$3M contract will go to the prime contractor, suggesting that the report was misleading. Ms. Nguyen and Mr. Sartipi explained that the 88% figure shows the percentage of the Total \$ Invoiced to Date that has gone to UDBEs (\$202,429 / \$230,518). Mr. Sartipi noted that the Total \$ Invoiced to Date is only 7% of the \$3M contract value. Ms. Nguyen further clarified that the calculations had not changed. Since this report is just a snapshot and the UDBE % is a newly implemented goal, the values will fluctuate significantly. Mr. Arvin Chaudhary asked why on line 26 the DBE goal was 0, and Ms. Nguyen said that this contract was under the Race Neutral Program. Regarding contract #04A2810, Ms. Raewyn Butcher asked why 98% of the contract term has expired but only 29% of the amount has been invoiced, and Ms. Nguyen explained that 60-70% of the staff is in China and the contract has been amended. Regarding contract #04A3324, Ms. Raewyn Butcher asked for an update. Ms. Nguyen explained that the contract was recently amended. The fabrication activities in China required significantly more materials inspection than was originally planned. After

considering the impacts to the Bay Bridge project and the reasonableness of going out with a new procurement, it was determined that an amendment was the best option. Ms. Nguyen pointed out that the incumbent had presently achieved a combined usage of 20% DVBE/SBE and had provided a solid plan to achieve the contract combined goal of 30%.

Toll Bridge Program Update:

Mr. Derek Pool was called away from the meeting before he could give his report. Mr. George Crosby drew the council's attention to Mr. Pool's reports in the meeting folder. Mr. Guerrero requested that Ms. Pat Padilla report to the council at the next meeting.

Proposed Service Contracts over \$5K Report

Mr. Osayahde Nesbitt referred to the document "Proposed Service Contracts Over \$5K (Maintenance, Administration & Right of Way, 6/15/10) to update the council. Mr. Nesbitt informed the council that there were no new contracts since the last report, and 1 contract was out to bid: #04A3468, a \$40,000 contract for services for all fueling systems for all Toll Bridges beginning 9/1/10 and ending 9/1/12. The bid due date is 6/16/10. Mr. White suggested that Mr. Nesbitt send an email to the council letting them know which contracts have been awarded and to whom.

D4 Small Business Update:

Mr. George Crosby updated the council on this topic. He introduced Mr. Rick Ohlrich who reported on the Alameda County SBDC. He said that Mr. Ed Duarte was still providing counseling to clients. So far this year, 18 clients had been served through AC SBDC. Because of the budgetary problems, SBDC is not doing the same level of outreach it had been. Mr. George Crosby reported that at the Quarterly Outreach on 6-3-10 there were 25 small businesses represented. Also, on 6-9-10 the D4 Small Business Program held a "Small Business Banking Opportunity Forum" in the Auditorium which was well-received. Additionally, Mr. Osayahde Nesbitt attended the Oakland African American Chamber of Commerce's monthly meeting. Mr. Crosby said that Mr. Paul Pendergast would attend the next D4 SBC meeting to report on Doyle Drive. Ms. Diana LaCome asked if there would be reports on the Dumbarton and Antioch Bridge outreach efforts, and Mr. White said that he would ask Mr. Pool about this.

Item #4: Review of Action Items

Action Item #1809 is Ongoing: Mr. White read into the minutes the text of the action item: "*Mr. Lau said that on contract#99/00-07 PB Americas, Inc. has expended 98% of the funds but only has achieved 8.6% of its 15% DBE commitment, and he asked Local Assistance what can be done about this.*" Ms. Olivia Fonseca reported the contract was solicited in 1998 and awarded in 2000 with a 25% DBE goal. The DBE goal requirements were different in 1998 than they are now. For instance, in 1998 the DBE Program regulations did not require that the goal---or the good faith effort to meet the goal--- be applied to contract amendments. However as of 2005, the DBE Program guidance is to encourage the contractor to apply the original DBE contract goal to the amendment(s) or make a good faith effort to add DBEs to the amended portions of work. PB Americas attained the original DBE goal of 25% and 16.3% on the amendments and task orders. PB Americas' overall DBE utilization was 18.47%. Ms. Fonseca reported that PB Americas still showed efforts to substitute DBEs for departing DBEs, and good faith efforts were made. Ms. Fonseca said that the conclusion of HQ research on this matter is that PB Americas met the DBE requirement for the contract. Mr. Guerrero and Mr. Lau requested a detailed explanation of the reported achievement data over the years in this contract.

Action Item #1010 is Complete: Mr. White read into the minutes the text of the action item: *“In response to Mr. Lau's question about the actual reason for 0% SBE usage on contract #04A2600, Mr. Sartipi said that this was a valid question, whether this was a coincidence or not, and there would be a meeting with the A&E contract managers to discuss this. Mr. McElhinney said that he will have an internal focus meeting with the A&E contract management group and follow up on the contracts with zero progress to see if contractors have a plan to increase participation and to track participation on a more regular basis.”* Mr. Lau said that the addition of the last column to the A&E Quarterly Achievement reports is sufficient to consider this action item fulfilled [NOTE: See also p. 4].

Action Item #1210 is Ongoing: Mr. White read into the minutes the text of the action item: *“Mr. Lau asked what the DBE utilization was on T.Y Lin's original contract and the amended contract. Mr. Lau said that he was not sure if the contract was a federal or state contract, and Ms. Nguyen said she would follow up on both and report back either the DBE or DVBE utilization.”* Ms. Nguyen said that this contract is state funded and presently has a no goals requirement. Ms. Nguyen reported that as of February 2010, \$31.35M (17.52% of total contract amount) went to small businesses/micro businesses/DBEs/DVBEs, of which \$428K has been paid to DVBEs; and an additional \$10.69 M (5.92% of total contract amount) went to other firms with less than 100 employees (unconfirmed certification). This represents a total of \$42.04M (23% of total contract amount). Ms. Nguyen observed that this is a significant achievement in the face of challenges such as firms closing down, losing certifications, and not being certified; small business being bought by large firms (e.g. LAN by AECOM, WKA by PBS&J); and specialized and complex design, maintaining Engineer of Record. Mr. Lau asked if there had been any DVBE substitution approved on this contract, and Ms. Nguyen said she would follow up and report at the next meeting.

Statewide Action Items 1607s and 3408s are Complete: The council agreed to close Statewide Action Items 1607s and 3408s. Mr. Guerrero said that he would follow up on Statewide Action Item 2908s, which reads: *“Mr. Guerrero requested that that all of the action items deferred to Statewide SBC be followed up on and that the Statewide SBC report back to the D4 SBC as to how these action items have been dealt with or resolved.”* Mr. White reminded the council that the Statewide Action Items are assigned to individual D4 SBC members and it is their responsibility to follow up and report back to the D4 SBC.

Item #5: New Business

There was no new business.

Item #6: Adjourn

Mr. Sartipi adjourned the June meeting and announced that the next D4 SBC meeting would be on August 18, 2010, from 1pm to 3pm in the Executive Conference Room (15-240).

District 4 Small Business Council Action Items as of June 16, 2010:

No.	Item	Assignee	Date	Status
1809 [incorrectly closed on November 18, 2009]	Mr. Lau said that on contract #99/00-07 PB Americas, Inc. has expended 98% of the funds but only has achieved 8.6% of its 15% DBE commitment, and he asked Local Assistance what can be done about this.	Ms. Sylvia Fung	9-16-09	Ongoing: <u>11/18/09 update:</u> Ms. Fung reported that based on invoices to date as of August 2009, PB Americas Inc is achieving 15.9% of its 16% DBE goal ¹ . <u>6/16/10 update:</u> Ms. Fonseca reported that PB Americas still showed efforts to substitute DBEs for departing DBEs, and good faith efforts were made. Ms. Fonseca said that the conclusion of HQ research on this matter is that PB Americas met the DBE requirement for the contract. Mr. Guerrero and Mr. Lau requested a detailed explanation of the reported achievement data over the years in this contract.
1210	Mr. Lau asked what the DBE utilization was on T.Y Lin's original contract and the amended contract. Mr. Lau said that he was not sure if the contract was a federal or state contract, and Ms. Nguyen said she would follow up on both and report back either the DBE or DVBE utilization.	Ms. Trinity Nguyen	4-21-10	Ongoing: <u>6/16/10 Update:</u> Ms. Nguyen said that this contract is state funded and presently has a no goals requirement. Ms. Nguyen reported that as of February 2010, \$31.35M (17.52% of total contract amount) went to small businesses/micro businesses/DBEs/DVBES, of which \$428K has been paid to DVBEs; and an additional \$10.69 M (5.92% of total contract amount) went to other firms with less than 100 employees (unconfirmed certification). Mr. Lau asked if there had been any DVBE substitution approved on this contract, and Ms. Nguyen said she would follow up and report at the next meeting.

¹This status note was added on 7/29/10.

District 4 Small Business Council Items Deferred to Statewide Council as of June 16, 2010:

No.	Item	Assignee	Date	Status
1706s	DDD Hess will examine existing web-based registration for contractors with Office of Civil Rights	Ms. LaCome	4/12/06	Ongoing
3206s	Elevate the concerns of the District 4 Small Business council regarding Caltrans' plan to implement the new insurance limits on January 1, 2007.	Ms. LaCome	9/13/06	Ongoing
2008s	Reevaluation of the Good Faith Effort (GFE) Process for DBE and DVBE Outreach by HQ Civil Rights	Ms. LaCome	4-16-08	Ongoing
2508s	Mr. Guerrero wanted to know how quickly newly certified small businesses-- who submit their names "via the web"--- get on D4 Maintenance's Emergency Contact Information list	Mr. Guerrero	4-16-08	Ongoing
2908s	Mr. Guerrero requested that that all of the action items deferred to Statewide SBC be followed up on and that the Statewide SBC report back to the D4 SBC as to how these action items have been dealt with or resolved.	Mr. Guerrero	4-16-08	Ongoing <u>6/16/10 Update:</u> Mr. Guerrero said that he would follow up on this action item. Mr. White reminded the council that the Statewide Action Items are assigned to individual D4 SBC members and it is their responsibility to follow up and report back to the D4 SBC.
1009s	Mr. Guerrero requested that the HQ Office of Civil Rights ensure that DVBE goals are included in all state-funded projects.	Mr. Guerrero	1-21-09	Ongoing
1709s	Caltrans does not track DBE participation (only UDBE), at the end of the year it would report -0- participation. If you achieve -0- participation by race neutral means, and fail to meet the race neutral goal, you have to go to a race conscious goal. Is this correct?	Mr. Guerrero & Mr. Camacho	6-17-09	Ongoing

"s" designates a Statewide SBC action item

2010 District 4 Small Business Council Meeting Schedule

*All meetings will be held in the **Executive Conference Room, 15-240***

** As of April, D4's meetings will be held every other month.*

Month	Date & Time
August	Wednesday, August 18, 2010 1:00 pm – 3:00 pm
October	Wednesday, October 20, 2010 1:00 pm – 3:00 pm
December	Wednesday, December 15, 2010 1:00 pm – 3:00 pm

2010 D4 SBC schedule can also be found at <http://www.dot.ca.gov/dist4/smallbusiness/sbc.htm>