



SMALL CONTRACTOR OUTREACH AND OPPORTUNITIES PROGRAM (SCOOP)
COMMITTEE MEETING
March 4, 2014

1. Call to order

Chair Hilliker called the SCOOP Committee meeting to order at 9:36 a.m.

2. Roll call – Determination of a Quorum

Committee members present were Chair Hilliker, Vice Chair Tu, and Directors Lewinger, Linden, and Mudd. Committee member absent was Director Miller. At that time, there was a quorum of the Committee. Also present were Directors Muir and Saxod.

Staff members present were Deputy General Manager Belock, Deputy General Counsel Gallien, Director of Public Outreach and Conservation Foster, Public Affairs Supervisor Penunuri and Public Affairs Representative Balben. The guest speakers present were Michael Schwerin, CEO, Helix Environmental Planning, Inc., and Shelby Howard, Principal Biologist, Biology Group Manager of Helix Environmental Planning, Inc.

3. Opportunity for members of the public to address the Committee regarding agenda items for this meeting

There were no members of the public who wished to speak.

4. Approve the minutes of the SCOOP Committee meeting of November 5, 2013

Director Lewinger moved, Director Tu seconded, and the motion passed unanimously to approve the SCOOP Committee minutes of November 5, 2013.

5. Introduction of SCOOP Supervisor

Chair Hilliker introduced Teresa Penunuri as the new SCOOP Supervisor.

6. Small Business Success Story Presentation

Ms. Penunuri introduced Michael Schwerin, CEO and Shelby Howard, Principal Biologist, Biology Group Manager of Helix Environmental Planning, Inc. They provided a presentation regarding their experience working with the Water Authority as a prime contractor. They were a SCOOP firm and participated in SCOOP outreach events. Mr. Schwerin provided an overview of their history working with the SCOOP program and how it helped them to educate the sub-contractors they worked with.

Mr. Howard provided an overview of how they used their SCOOP training and experience to help educate their sub-contractors. He stated they conduct monthly training with their active sub-contractors which includes environmental training sessions, restriction reviews and project constraints.



7. Presentation of SCOOP quarterly report

Ms. Penunuri presented the SCOOP second quarter report for fiscal year 2014, including outreach activities, training and achievements.

- SCOOP outreach activities: Staff attended 13 outreach events, hosted by 12 different organizations.
- SCOOP training: One hundred and fifty-two individuals attended SCOOP training, representing 116 firms.
- Dollars awarded to small businesses: A total of \$89,966,602, or 41 percent of total cumulative dollars awarded through the fiscal year, were awarded to small businesses; two percent was awarded to women and minority-owned businesses.

Ms. Penunuri stated that online trainings had increased by 521 percent in the last year and were receiving an average of 464 page views per month.

8. Update on recent SCOOP Enhancements

Mr. Balben provided an overview on the sheltered market program. He reviewed procurements that had been awarded under the sheltered market program and informed the committee that the next steps would include internal training as well as external outreach.

9. SCOOP Availability Survey Update

Ms. Penunuri provided a brief summary on the upcoming economic climate survey which would poll the small-business community on their willingness and availability to participate in Water Authority procurements. The survey would be sent via email to approximately 6000 businesses. She reported that the last survey was completed in 2006, and that this survey would take place later in March. She added that the results would be ready to present at the June 26, 2014 Board meeting.

10. Adjournment

There being no further business to come before the SCOOP Committee, Chair Hilliker adjourned the meeting at 10:33 a.m.