



**MINUTES OF THE SMALL CONTRACTOR OUTREACH AND  
OPPORTUNITIES PROGRAM (SCOOP) COMMITTEE WORKSHOP**  
**January 13, 2012**

**1. CALL TO ORDER**

Chair Mudd called the SCOOP Committee meeting to order at 9:40 a.m.

**2. ROLL CALL**

Committee members present were Chair Mudd, Directors Croucher, Dailey, and Tu. Committee members absent were Directors Hilliker and Linden. At that time, there was a quorum of the Committee. Other Directors present were Directors Hogan, Knutson, Saxod, Pocklington, and Wight. Staff present was Deputy General Manager Belock, Deputy General Counsel Gallien, Director of Public Affairs Foster, Director of Administrative Services Young, SCOOP Manager Yanushka, and SCOOP Representative Maynard.

**3. PUBLIC COMMENT**

There were no members of the public who wished to address the Committee.

**4. DISCUSSION OF POTENTIAL SMALL BUSINESS PROGRAM  
ENHANCEMENTS**

Mr. Belock outlined the four potential program enhancements to the SCOOP program under consideration.

Enhancement 1 - Sheltered market procurement program

Mr. Belock explained the program would provide procurement opportunities to be competed solely between small businesses. Mr. Belock provided details on the dollar threshold of procurements eligible for the program, and how the program would be implemented.

Enhancement 2 – Bonding Assistance

Mr. Belock described the bonding assistance to be provided to small businesses which would include amending performance bond requirements on a case-by-case basis (based on risk and contract dollar amount), accelerating the bid bond release period, and providing bond training. The discussion to review bonding requirements on a case-by-case basis applied only to the performance bond and not to the requirement for a 100 percent payment bond, which is a state requirement and not subject to Water Authority discretion.

Enhancement 3 – 25 percent overall SCOOP goal

Mr. Belock stated the 25 percent overall SCOOP goal was established through benchmarking against similar agencies, evaluating current and projected

procurement opportunities to identify projects with subcontracting opportunities, and working with a consultant to assist with calculating an appropriate goal.

Enhancement 4 – Small Business Clearinghouse

Mr. Belock described the potential establishment of a clearinghouse registration system for small businesses interested in working with local and regional water agencies.

Mr. Belock briefly reviewed other program enhancements that were considered but would not be pursued: 1) establishing a small business preference, 2) implementing a local business program, 3) instituting a prompt payment penalty, and 4) establishing subcontracting goals.

Directors asked questions. Chair Mudd and staff provided answers.

**5. RESULT OF FOCUS GROUPS AND RESEARCH DATA**

Ms. Yanushka reviewed the results of two focus groups conducted by professional facilitators. One focus group was comprised of participants from small businesses, and the second comprised of participants from large businesses and trade associations. Ms. Yanushka described the format of the two focus groups and reviewed the comments received from both small and large businesses related to each of the four potential program enhancements.

Directors asked questions and staff provided answers.

Chair Mudd requested a list of procurement opportunities that would be excluded from a sheltered market procurement program, such as specialized professional services, to ascertain if any might be considered for inclusion in the program.

Directors Saxod and Tu asked how best to hold Contractors accountable for providing work to the subcontractors they identify during the bidding process. Chair Mudd requested this issue be added to the next agenda of the SCOOP Committee meeting for further discussion.

Chair Mudd suggested the enhancement of a small business clearinghouse be pursued as a pilot project involving five or six of our local agencies to develop an understanding if a clearinghouse system should be developed. Director Pocklington expressed support of the concept of a pilot program.

**6. RECOMMENDATION FOR FEBRUARY BOARD MEETING**

The committee developed the following SCOOP Committee recommendation to be presented at the February meeting of the Legislation, Conservation, and Outreach Committee: 1) develop a sheltered market procurement program for small businesses on procurements valued from \$10,000 up to \$150,000, 2) evaluate surety bonding requirements on a case-by-case basis based on risk exposure, 3) establish a 25 percent SCOOP goal for fiscal years 2012 and 2013, and 4) contact members to solicit interest in a clearinghouse system.

Director Croucher moved, seconded by Director Tu, and the motion carried to approve the recommendation for the February Board Meeting.

**7. ADJOURNMENT**

There being no further business to come before the SCOOP Committee, Chair Mudd adjourned the meeting at 11:10 a.m.

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Vince Mudd, Chair