

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
2150 Webster Street, P. O. Box 12688, Oakland, CA 94612

**NOTICE OF MEETING MINUTES
OFFICE OF CIVIL RIGHTS
BUSINESS ADVISORY COUNCIL**

Wednesday, January 31, 2024
1:00 p.m. – 3:00 p.m.

A meeting of the Office of Civil Rights Business Advisory Council (BAC) was held on Wednesday, January 31, 2024, from 1:00 p.m. to 3:00 p.m. at BART Headquarters, Room 161, 2150 Webster Street, Oakland, CA 94612 via Zoom videoconference and in person at BART Headquarters.

Members Present: Lydia So, Oscar Zavaleta, Cameryn Erickson, Erin Hanigan, Emanuel Hyppolite, Ethan Hartsell, Debra Roak, Que Alicea

Absent Members: Leo Scott, Darolyn Davis

Guests and Staff: Director Robert Rayburn, John Mazza, Alaric Degrafinried, Devika Anand, Julian Chacon, Alexi Chacon

AGENDA

1. Roll Call and Public Introductions
2. Approval of Meeting Minutes (For Action)
 - October 18, 2023, meeting minutes were approved. Que Alicea moved to approve, and Ethan Hartsell seconded the motion.
3. Performance & Data Analytics (PDA) Presentation on Federal Transit Administration Semi-Annual Report (Presentation by Julian Chacon) (For Information)
 - Julian Chacon presented on the Federal Transit Administration Semi-Annual Report which highlighted that BART met its Triennial Goal and awarded 23.64% of FTA funding to Disadvantaged Business Enterprises.
 - BAC members asked what strategies could be employed to increase the amount of FTA funding awarded to DBEs.
 - Director Rayburn directed BAC members to look at the most recent report delivered to the Measure RR Bond Oversight Committee for further details on Measure RR Bond funding dollars awarded to local small businesses.
4. PDA Presentation on Tentative Updates to Early Release of Retainage Policy (Presentation by Alexi Chacon) (For Information)

- Alexi Chacon presented on tentative updates to the Early Release of Retainage Policy which would ensure that subcontractors are paid for their completed work in a timely manner.
5. PDA Presentation on the City and County of San Francisco's Contractor Evaluation Process (Presentation by Alexi Chacon) (For Information)
 - Alexi Chacon presented on the City and County of San Francisco's Contractor Performance and Evaluation Database which included an overview of the database's strengths and weaknesses.
 - BAC members emphasized that timely payment to small business owners was a critical priority and asked whether the root cause was negligence from prime contractors or existing policies at the public agency awarding the contract.
 6. Update on Small Business Summit Planning Efforts (Presentation by Alexi Chacon) (For Information)
 - Alexi Chacon provided an update on Small Business Summit Planning Efforts which included an expansion of the in-person Summit to an additional 4 days of digital programming providing resources to small business owners.
 7. Update from Procurement on Upcoming Contracts (Presentation by Alaric Degrafinried and John Mazza) (For Information)
 - John Mazza presented on upcoming contracts an overview of MDD spend history and top vendors awarded MDDs in 2023.
 - BAC members asked for strategies on how to make knowledge of MDD opportunities more accessible to small business owners.
 8. PDA Presentation on 2022-2023 Review of BAC Meeting Topics (Presentation by Alexi Chacon) (For Information)
 - Alexi Chacon presented a review of all meeting topics and guest speakers in 2022-2023.
 9. Administrative Discussion (For Information)
 - BAC members requested future presentations on efforts to streamline BART's invoicing process and continuous updates on ridership numbers.
 10. General Discussion and Public Comment (an opportunity for members of the public to address the BAC on matters under their jurisdiction and not on the agenda) (For Information)
 - No further discussion from BAC held.
 11. Adjournment
 - Mahsa Azad moved to adjourn, and Que Alicea seconded the motion.

BART provides services/accommodations upon request to persons with disabilities and individuals who are limited English proficient who wish to address Committee matters. A request must be made within one and five days in advance of Board/Committee meetings, depending on the service requested. Please contact the Office of the District Secretary at (510) 464-6083 for information.

2024 Meeting Schedule

The Business Advisory Council will meet on the following dates in The San Francisco Bay Area Rapid Transit District - in the BART Board Room, 2150 Webster Street, Oakland, California 94612, unless noted otherwise.

DATE TIME LOCATION		
January 31	1:00pm – 3:00pm	Via Zoom/BART HQ
March 27	1:00pm – 3:00pm	Via Zoom/BART HQ
May 22	1:00pm – 3:00pm	Via Zoom/BART HQ
July 17	1:00pm – 3:00pm	Via Zoom/BART HQ
September 11	1:00pm – 3:00pm	Via Zoom/BART HQ
November 6	1:00pm – 3:00pm	Via Zoom/BART HQ