

Caltrans Statewide Small Business Council – Meeting Record
 District 11 Office – 4050 Taylor Street, San Diego, CA 92110
 January 18, 2013, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
A. Meeting called to order at 8:30 a.m.	René Halverson, Assistant Director, OBEO and Council Chair		
B. Action Items to Date	René Halverson		
Carry over from the July 2012 SBC meeting:			
<ul style="list-style-type: none"> Provide data tracking DBE utilization performance of primes and subs, specifically, professional service (A&E) contracts. 	Ramon Carlos	3/15/13	ASSIGNED – Mr. Carlos has been working with Mr. Lau on this matter, and noted tracking has improved.
<ul style="list-style-type: none"> Provide the Caltrans plan to foster small business participation approved by FHWA to SBC members. 	René Halverson to coordinate	3/15/13	UPDATE as required – per Lance Yokota, approval of the Caltrans plan is now being handled by the Head Office; anticipate approval.
Carry over from the November 2012 SBC meeting:			
<ul style="list-style-type: none"> Provide DBE information by ethnic group on the quarterly Award Tracker Report. 	Ramon Carlos	3/15/13	COMPLETED – report enclosed in the 3/15/13 meeting packets.
<ul style="list-style-type: none"> Provide a presentation on A+B contracts. 	Ramon Carlos	3/14/13	COMPLETED – presentation provided to the Construction Committee on 3/14/13.
<ul style="list-style-type: none"> Provide an update on Design/Build contracts, the pros and cons for SBs. 	Ray Tritt	3/15/13	COMPLETED – report provided by Ray Tritt during the full council meeting on 3/15/13.
<ul style="list-style-type: none"> How many SBs have used set asides in California and across the U.S.? Outcomes? 	Ramon Carlos	3/15/13	ASSIGNED – progress report during the March SBC meeting.
<ul style="list-style-type: none"> Re: Ted Link-Oberstar – Rick Land, Chief Deputy Director, announced Mr. Link-Oberstar is no longer with Caltrans, and has taken a position with the State Senate. 			ANNOUNCED during the January SBC meeting by Rick Land, Chief Deputy Director.
ACTION ITEMS from the January SBC meeting:			
1. Provide council members with the link to FHWA comments page.	Carole Ching	1/29/13	COMPLETED – link was emailed to Council members.
2. Coordinate events to bring Specialty Contractors and DBEs together with the primes.	Julian Camacho	3/15/13	ASSIGNED – Mr. Camacho will provide a progress report on the work being done to achieve this action item.
3. Provide OBEO’s plan for 2013, especially in regards to DBE.	René Halverson and Ramon Carlos	3/15/13	COMPLETED – information regarding OBEO’s plan recently approved by FHWA included in meeting packets.

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Further comments from the Chair - René Halverson			
Agenda review and remarks			
<ol style="list-style-type: none"> 1. Status of the supportive services contracts added to agenda – all proposals received in response to the advertisement in late Summer 2012 were determined to be “non-responsive;” necessary to begin the process again. All specific questions regarding this matter will be handled by Ramon Carlos. Members of the council offered their assistance; Mr. Carlos will provide additional information on outreach prior to the next advertisement. 2. Re: Code of Conduct – Council Member Debbie Hunsaker reported she has made minor changes to the document, which should be ready to send to the council members soon for further comment and possible correction(s). She intends to incorporate these changes by January 31. A draft will be presented to the council at the March meeting for ratification. 3. No further changes to the agenda stated. 			
4. Action Item review – List of action items carried over from July as well as new action items from November reviewed; see page 1 of this document for actions taken.			
<ol style="list-style-type: none"> 5. SBC membership <ol style="list-style-type: none"> a. Currently reviewing the applications received. b. Ramon Carlos is the lead on handling membership renewals. c. Members raised concerns regarding the need to provide a list of at least 35 association members. d. Discussion arose regarding accountability, which Mr. Land pointed out is being applied across the board to all aspects of Caltrans, not just the council. e. Members involved with L.A. Metro suggested this SBC consider what has been done to institutionalize L.A. Metro’s advisory council. f. Meeting on a more frequent basis, e.g., every month, was put forth; suggested that the members pay for their own travel and accommodations to participate in the additional 6 meetings, which met with mixed reaction, as this would pose a hardship on more than just a few members. 			
C. Highlights from the Director’s Office – Rick Land, Chief Deputy Director			
<ol style="list-style-type: none"> 1. Mr. Land explained his role as the Department’s Chief Deputy Director, which includes being in charge of all internal operations and outreach. 2. He then provided an update of general issues from the Director’s Office. 3. Governor’s proposed budget for FY 2013/2014 released on 1/10/13. <ol style="list-style-type: none"> a. This is the first step in the budget process. b. After review and discussions with the Legislature, the goal is to have a State budget in place by 6/30/13. The budget was passed on time last year, which sets a good precedent for this year. c. Approximately \$12.8 billion in expenditures is being proposed for Caltrans [state operations, \$4 billion; capital outlay, \$5.1 billion; local assistance, \$3.6 billion). d. This budget will provide for almost 19,800 positions, which is down from 22,000 five or six years ago. As Caltrans moves most of the Proposition 1B work into construction, its workforce must return to levels based on “regular” funding sources, such as excise taxes on fuel at the state and federal levels and special sales tax measures at the local level. e. There are infrastructure challenges that must be addressed as well as how they are to be paid for in the long term. 4. New Transportation Agency as of 7/1/13 			

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<ul style="list-style-type: none"> a. There will be 7 entities under the umbrella of this agency: Caltrans; California Highway Patrol; Department of Motor Vehicles; High Speed Rail Authority; Office of Traffic Safety; Board of Pilot Commissioners; and California Transportation Commission. b. Major focus areas: mobility; safety; and air quality (reduction of greenhouse gases; support for technologies that improve air quality, such as the driverless vehicles aka autonomous vehicles). c. The Administration is very committed to high speed rail; mobility for bike/pedestrians through the Active Transportation Program; preservation of the existing transportation system; sustainable communities; electrification of light-duty and heavy-duty vehicles; and the identification of options for financing transportation improvements in the long-term. d. Brian Kelly has been the head of the agency during this reorganization phase; not certain if Mr. Kelly will continue to be the head after July 1. <p>5. Other updates</p> <ul style="list-style-type: none"> a. Caltrans currently has 637 construction contracts underway (those being administered by Caltrans) with a total contract value of \$12.4 billion, the highest contract value ever. b. Since the last SBC meeting, Caltrans has appointed Karla Sutliff as the new Chief Engineer and Deputy Director for Project Delivery. Ms. Sutliff is the first woman to be appointed to this position in the history of Caltrans. c. Caltrans will continue with the implementation of MAP-21. <p>6. Re: focus on DBE participation – Caltrans is intent on efforts to increase participation. The Department has formed a committee whose purpose is to develop strategies focused on increasing DBE participation on Caltrans construction contracts.</p>			
D. FHWA Update – Lance Yokota			
<ul style="list-style-type: none"> 1. Re: proposed changes to rulemaking, DBE program – thanked members who submitted their comments and suggestions. Comments can be found on the FHWA web site; Carole Ching will provide the link to members. 2. As of December, Caltrans had reached 10.2% DBE participation, the closest it has been to attaining the annual goal of 12.5%. 3. Encouraged the SBC ad hoc committee’s work to improve African American DBE participation. 			
ACTION ITEM #1: Provide council members with the link to FHWA comments page.			
E. District Director Update			
Laurie Berman, District 11			
<ul style="list-style-type: none"> 1. Announcements – Mr. Cory Binns is the new Chief Deputy District Director; Mr. Binns directly oversees Traffic, Maintenance, Traffic TMC, Design, Engineering and Surveys. In addition, Ms. Dolores Valls is the Interim District Division Chief of Maintenance. 2. Awards <ul style="list-style-type: none"> a. Interstate 15 Express Lane Project named “Project of the Year” by the California Transportation Foundation and the American Public Works Association – this is a 20-mile portion of the freeway which took 9 years to complete. b. District 11 Small Business unit received a certificate of appreciation from the Vietnam Veterans of America “in recognition of your loyalty and outstanding service which have benefited all veterans.” 3. Upcoming projects for next quarter <ul style="list-style-type: none"> a. Bridge rehabilitation including seismic retrofit – will be performed on the Cabrillo Bridge. The bridge was built for the Panama-California Exposition of 1915. 			

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<p>Estimated cost is \$20 million to \$40 million; proposed advertise date is February 2013.</p>			
<p>b. Upgrading the Materials Lab Facility in Kearny Mesa – estimated cost is \$1 million to \$10 million; proposed advertise date is April 2013.</p>			
<p>4. Upcoming Small Business events</p>			
<p>a. Matchmaking Event, 1/29/13 – hosted by the Small Business Development Center.</p>			
<p>b. Prime Contractors Awards Brunch immediately following the Small Business Council meeting, 2/27/13 – District 11 to host the brunch; the award portion of the event will be from 10:30 a.m. to 12:30 p.m.</p>			
<p>c. 9th Annual Procurement Fair, 3/20/13, 9:00 a.m. to 12:00 p.m. – District 11 to host the fair at the Balboa Park Club, Balboa Park.</p>			
<p>5. CalMentor Program update</p>			
<p>a. 20 successful pairings.</p>			
<p>b. Second progress reports have been sent; 80% have responded.</p>			
<p>c. Current cycle ends in June with the final progress report due at that time.</p>			
<p>d. Graduation event will be in either September or October 2013.</p>			
<p>e. Kick-off event for the next cycle will be in April 2013.</p>			
<p>6. Pilot project to be unveiled in late January – will utilize new lane closure specifications on slab replacement work to increase safety for highway workers. They will be adding a lane and additional signage to help buffer workers from moving traffic.</p>			
<p>7. Corridor updates</p>			
<p>a. I-5 Corridor</p>			
<p>01. Breaking ground on the I-5/Genesee interchange this fall.</p>			
<p>02. Finalizing the North Coast Corridor Project Environmental Document by summer.</p>			
<p>b. TCIF Corridor</p>			
<p>01. SR-11 Segment 1: SR-11/SR-905 Connectors and four-lane freeway to Enrico Fermi Drive; construction is expected to begin in the fall.</p>			
<p>02. 10th Avenue Port Access Project: includes operational improvements to César Chavez Parkway and Harbor Drive, and a Gateway sign over César Chavez Parkway; construction to begin in the fall.</p>			
<p>8. Council Member Aubry Stone thanked La Sonja Boulware with the District’s Small Business Unit, for her assistance in hosting his organization while they were in San Diego last September.</p>			
<p>9. Council members commented positively on the Ms. Berman’s leadership of the district.</p>			
<p>Carrie Bowen, District 10</p>			
<p>1. Currently has over \$725 million in construction on 31 projects.</p>			
<p>2. At the January CTC meeting, over \$10 million (\$10,510,000) and a total of two projects were voted in the district.</p>			
<p>a. Mariposa: Mt. Bullion Cut-off Road Rehabilitation, Phase 2, \$25,000 – reconstruct the road surface and improve the road near the town of Mariposa, from State Route 140 to just past State Route 49.</p>			
<p>b. San Joaquin: State Route 99 (South Stockton) Widening, \$10,485,000 – this Prop. 1B project includes widening lanes from four to six lanes from just north of Arch Road to just south of State Route 4, and improve and reconstruct various interchanges to ease traffic flow.</p>			
<p>3. Office Engineer report re: District 10 DBE participation, period 10/1/11 to 12/31/12 (Federal FY 2012-2013)</p>			
<p>a. 3 (federal) contracts were awarded for total of \$61,529,331.</p>			

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<ul style="list-style-type: none"> b. Total DBE: \$3,321,675 (all Race Neutral) c. 5.4% DBE (statewide goal is 12.5%) 			
<ul style="list-style-type: none"> 4. Upcoming event – District 10 Procurement Fair, 1/24/13, 11:30 a.m., District 10 Office, Stockton. 			
Bijan Sartipi, District 4			
<ul style="list-style-type: none"> 1. Calmentor efforts have been growing; next meeting is scheduled for 1/25/13. 2. Procurement Fair held on 1/8/13 – no numbers yet; preliminary figures are indicating up to \$500,000 in purchases. 3. Mega projects – three are opening this year for public use. 4. Re: DBE and DVBE achievements – numbers will be ready next month. 			
F. September 21, 2012 Meeting Record approval – René Halverson			
<ul style="list-style-type: none"> 1. No amendments to the meeting record noted. 2. Motion to approve the meeting record made by Council Member Paul Guerrero; seconded by Council Member Aubry Stone. 3. No discussion occurred before the vote; meeting record approved unanimously. 4. It was noted the meeting record is not distributed or placed on the Caltrans web site until it is approved by the council. 			
G. Committee Meeting Reports			
<ul style="list-style-type: none"> 1. Construction – Debbie Hunsaker, Chair (elected for year two of a two consecutive year maximum for committee chairs) <ul style="list-style-type: none"> a. Meeting attendance: 9 council members; 3 Caltrans staff; thanked those who participated, especially Ramon Carlos with OBEO for providing direction, leadership and patience as the committee worked on its plan for the year. b. Ms. Hunsaker acknowledged and thanked Council Member Rebecca Llewellyn for continuing to serve as Co-Chair of the committee. c. Opened the committee meeting by asking each committee member to answer these questions: how long have you been on the council; what is your interest in serving on the council; what expectations do you have of the Construction Committee. d. Reviewed goals achieved and accomplishments set in the previous year – the committee discussed, had presentations, tracked, monitored, or addressed over 70 items and determined: 15 were either not within the realm of the committee or were duplicates in other areas; 26 were to be monitored or incorporated into the 2013 area of work or were combined with other like areas; 27 were completed or moved to accomplished/done status; 2 marked for specific follow-up. e. Re: Code of Conduct – Ms. Hunsaker has made revisions per suggestions received from colleagues; will send revised draft to Carole Ching to distribute to the council; goal is to vote on it at the March SBC meeting. f. For 2013: 26 items identified as carryover from 2012; 8 identified as new or important for 2013; 5 added as new or continuing for 2013. g. Market the successful outcomes of the SBC –Council Member Diana LaCome has volunteered to take the lead in organizing this effort to collect SBC member success stories over the years to show SBs what the SBC is doing on their behalf; stimulate excitement throughout the state by reinforcing at the local level what the SBC does to encourage the use of SBs everywhere. h. Develop new ideas to bridge Specialty Contractors with the primes - the committee suggested the SBC take a more active role in coordinating events to bring Specialty Contractors and DBEs together with the primes; Mr. Camacho will be taking the lead on this effort. 			

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<p>Top 3 issues to focus on:</p> <ul style="list-style-type: none"> 01. GFE (Good Faith Effort) and bid shopping – to be monitored and reported on; objective: develop ways to identify and expose bad business practices that hurt everyone. 02. Prompt and timely payments – force account; emergency work; time and material; objective: determine how big the problem is; work with Caltrans to address the issue; educate SBs so they understand the process. This affects all SBs; the committee will break this out in more detail in the coming month. 03. SB 474 – indemnity clauses and how they affect SB. We need to be the voice and see what can be done to mitigate the liability that is being passed down to the specialty and sub-contractor by the prime. Objectives: understand the legislation and how it impacts SB; identify what can be done to minimize the risk for SB; educate SB and Caltrans on the committee’s findings. <ul style="list-style-type: none"> i. Design/Build – there were a number of items and concerns related to this; will request an update from Ray Tritt before determining next steps. 			
<p>ACTION ITEM #2: Coordinate events to bring Specialty Contractors and DBEs together with the primes.</p>			
<ul style="list-style-type: none"> 2. Professional Services – Johnathan Hou, Chair (newly elected) <ul style="list-style-type: none"> a. Mr. Hou thanked his committee members for placing their faith in him, and acknowledged Mr. Lau’s hard work in chairing the committee for the past several years. b. Meeting was attended by 12 committee members, 5 Caltrans staff. c. Accomplishments of the past year reviewed – many issues were the same issues discussed over the past 10 years; while there has been some improvement, there still remains much work to be done. <p>Goals to be handled by 3 main task forces:</p> <ul style="list-style-type: none"> 01. Proper certification – Council Member Arvin Chaudhary to chair; focus on CUCP; NAICS or work codes; clarifying work code potential conflicts 02. Increase DBE/DVBE participation through policy change – Council Member Fred Jordan to chair; how can policy be changed for the better; bench contract support from Caltrans and the legislature; full report in March. 03. Increase DBE/DVBE participation – Council Member Bill Ulmer to chair. <ul style="list-style-type: none"> d. Each task force will develop their own time line. 			
<ul style="list-style-type: none"> 3. Commodities – Chris Chavez, Chair (newly elected) <p>Goals:</p> <ul style="list-style-type: none"> 01. Change the RFP language to specify and include “Commodities/Suppliers.” 02. Look into what rules and procedures are in place to ensure we don’t have CUF (Commercially Useful Function) violations. 03. Itemize supplies needed for each contract or document on the Caltrans web site. Ensure the subs know goals can be met by using commodities suppliers. 04. Agency oversight for ensuring the sub-contractors list their suppliers in order for their suppliers to be used towards meeting their goal; results of these efforts. 05. Change the language in the RFP to state certification with DGS or Caltrans is acceptable with other California public agencies (reciprocity). 			

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<ul style="list-style-type: none"> 06. Educate buyers on the necessity to use SBs and how certification works. 07. SB quarterly competition – expand on District 11’s idea to do this; report results to the committee. 08. Change the name of OBEO back to the Office of Civil Rights. 09. Propose returning to monthly statewide SBC meetings. 10. Legislate the SBC. 			
<p>4. Local Assistance – Julian Camacho, Chair (continuing; see note following this entry)</p> <ul style="list-style-type: none"> a. Procurement is the entry point for many minority businesses, because it only requires a business license. b. Vision: to ensure local agencies receiving FHWA funds are in compliance with the Caltrans DBE program. <p>Goals: [no list of goals provided by the committee chair]</p> <ul style="list-style-type: none"> c. Mr. Hou stated he would like Professional Services to work with Local Assistance. d. Denix Anbiah, Local Assistance – this is part of a master plan; action items discussed for 2013 will be sent out to members of the committee. 			
<p>Regarding the chairmanship of the Local Assistance Committee: Chair Halverson stated, according to the SBC Operating Guidelines, the committee chair’s term cannot exceed two calendar years. She requested the Local Assistance Committee elect a new chair and notify either her or Mr. Carlos by February 1.</p>			
<p>H. Ad Hoc Committee Report – African American DBE Participation, Council Member Eddy Lau, Chair</p> <ul style="list-style-type: none"> 1. Announced the committee will be meeting after this meeting in the Gallegos Room at 1:30 p.m. 2. Mr. Lau emphasized participation is critical to move the agenda of this committee along; commitment needs to be made today, or the committee will be dissolved. 			
<p>I. Public Comment – Chair Halverson, Facilitator</p> <ul style="list-style-type: none"> 1. Members suggested the council meet monthly with the council members picking up their own costs for the extra meetings. Chair Halverson will look at alternatives and discuss this matter with Director Dougherty. 2. Mr. Hou thanked Janice Salais, Certification, for being a coach to the committee to keep on track and moving forward. Mr. Hou also thanked Zoe Bayar, DPAC, for her input as the committee was forming its goals and objectives. 3. Council Member Aubry Stone urged all members to participate in at least one of the committees. 4. Mr. McGlover’s group will again present its highly successful Construction Career Awareness Day; preparing to serve 4,000 plus youth; more details to come. 5. Mr. Camacho requested OBEO’s plan for 2013, especially in regards to DBE. 			
<p>ACTION ITEM #3: Provide OBEO’s plan for 2013, especially in regards to DBE.</p>			
<p>Meeting adjourned: 12:00 p.m.</p>			
<p>Next meeting: March 15, 2013, Sacramento, specific details to be sent to members.</p>	<p>Carole Ching to notify SBC members.</p>	<p>2/15/13</p>	<p>DONE – “Save the date” notices with meeting and hotel accommodations information sent to council on Feb. 12, 2013.</p>

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DOCUMENTS included in the meeting packet:

- Meeting agenda
- SBC meeting record, draft, November 16, 2012
- Double-sided flyer - Save the date flyer, "Prime Contractor of the Year," 2/27/13, District 11 Office, San Diego; Procurement Fair, 3/20/13, Balboa Park Club, San Diego
- District 11 Outreach Events Update

PRESENT

Council Members:

1. Ajiake, Matthew (teleconference)
2. Cajas, Sandy (teleconference)
3. Calderon, Josie
4. Camacho, Julian
5. Chaudhary, Arvin
6. Chavez, Chris
7. Chen, Lynn
8. Cortez, Elias (Alt.)
9. Cunningham, Lee
10. Diaz, Juan (Alt.)
11. Garcia, Rodrigo
12. Golliet, Gene (Alt.)
13. Guerrero, Paul
14. Halm, Eric
15. Hassoun, Sam (teleconference)
16. Hou, Johnathan
17. Hunsaker, Debbie
18. Jackson, Jeffrey
19. Johnson, Bernard
20. LaCome, Diana
21. Lau, Eddy

22. Llewellyn, Rebecca
23. Lowry, Patrick (teleconference)
24. McGlover, Stephen
25. Ortiz, Leonard
26. Patten, Zeke
27. Alice Perez (teleconference)
28. Frank Ramirez (teleconference)
29. Stone, Aubry
30. Ulmer, Bill
31. Vargas, Jesus
32. Woo, Henry (Alt.)
33. Yu, M.C. (Alt.)

Caltrans Staff:

1. Land, Richard, Chief Deputy Director
2. Halverson, René, Assistant Director, OBEO & Council Chair
3. Anbiah, Denix
4. Bayar, Zoe, DPAC
5. Berman, Laurie, District 11
6. Blas, Will, District 7
7. Boulware, La Sonja, District 11
8. Bowen, Carrie, Director, District 10
9. Carlos, Ramon, OBEO

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10. Ching, Carole, OBEO
11. Effinger, Rob (teleconference)
12. Gastinell, Sherri, OBEO (teleconference)
13. Gongora, Michelle, District 11
14. Knox, Thomas, District 7
15. McGowan, Cyndee, District 11
16. Rice, Lorna, District 11
17. Salais, Janice, OBEO
18. Sartipi, Bijan, District 4
19. Sequeira, Alicia, OBEO (teleconference)
20. Shell, Angela, Construction
21. Silva, Anna, OBEO (teleconference)
22. Solis, Mario, OBEO (teleconference)

Approved by:



RENÉ HALVERSON

Assistant Director

Business and Economic Opportunity

California Department of Transportation

23. Whitmore, Liza, District 3 (teleconference)

Guests:

1. Carrera, Angel, DGS
2. Davy, Ric, Davy Architecture, PC
3. Guzman, Robert, SHPE-LA
4. Lelo-Butcher, Raewyn, Ghirardelli Associates; CalMentor (teleconference)
5. Shakoor, Rashad, Class 1 Construction
6. Talamantez, Roger, MABPA

Public Participants: None listed.