

**OFFICIAL MINUTES  
OF THE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
GOAL SETTING COMMITTEE**

**MARCH 4, 2026**

**WEDNESDAY  
3:30 P.M.**

**50 S. MILITARY TRAIL  
WEST PALM BEACH, FL**

**MEMBERS:**

Axel Miranda, Director, Office of Small Business Development (OSBD)  
Mark Broderick, Division Director IV, Facilities Development and Operations (FDO)  
Keith Clinkscale, Director of Ombudsman & Strategic Planning  
Irwin Jacobowitz, Division Director V, Purchasing  
Brenda Znachko, Division Director III, Financial Management and Budget (OFMB)

**COUNTY STAFF PRESENT:**

Robin Arguello, Small Business Development Specialist II, OSBD  
Krystin Berntsen, Director I, Water Utilities (WUD)  
Brooke Cook, Administrative Assistant II, OSBD  
Melvin Corredor, Building Official – Division Director IV, Planning, Zoning and Building (PZB)  
Wen Fils-Aime, Small Business Development Specialist II, OSBD  
Pamela Giust, Utilities Support Services Coordinator, WUD  
Allen Gray, Small Business Development Manager, OSBD  
Aaron Maharaj, Division Director III, PZB  
Marcela Millett, Manager, Strategic Planning, Ombudsman & Strategic Planning  
Terry Newton, Small Business Development Specialist III, OSBD  
Angela Smith, Small Business Compliance Manager, OSBD  
Tanoy Williams, Division Director II, OFMB

**WEBEX ATTENDEES:**

Delano Allen, Small Business Development Specialist I, OSBD  
Tarquiesha Brown, Randolph Construction Group  
Anna Gobble, Reina Engineering LLC  
Tylene Henry, NABWIC  
Deirdre Kyle, Small Business Development Specialist III, OSBD  
Richard Sena, Assistant County Attorney I, County Attorney  
Antonia Smith, Outreach and Public Information Coordinator, HED  
Will Thomas, BFA Environmental  
Brenda Znachko, Division Director III, OFMB

**ALSO PRESENT:**

Antwan Foster, Integrity Construction

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:  
Jillian Zalewska, Deputy Clerk

## **I. CALL TO ORDER**

The chair called the meeting to order at 3:30 p.m.

(CLERK'S NOTE: Marcela Millett attended as an alternate for Keith Clinkscale, and Tanoy Williams attended as an alternate for Brenda Znachko.)

Ms. Cook called the roll.

Present: Axel Miranda, Mark Broderick, Irwin Jacobowitz, Marcela Millett, and Tanoy Williams

Absent: Keith Clinkscale and Brenda Znachko

## **II. ADOPTION OF MARCH 4, 2026, AGENDA**

Mr. Miranda stated that the agenda had been reordered to take up Item V.4 as Item V.1.

**MOTION to adopt the agenda as amended. Motion by Marcela Millett, seconded by Mark Broderick, and carried 5-0.**

## **III. APPROVAL OF FEBRUARY 18, 2026, MINUTES**

**MOTION to approve the minutes. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 5-0.**

## **IV. REVIEW OF PROJECTS**

### **V. PROJECTS**

#### **1. Project No: Comprehensive Fee Study and Pay Analysis – PZB \$500,000**

Mr. Maharaj explained that PZB was seeking an RFP for a consultant to conduct a comprehensive fee study and pay analysis for the Building Division. The department recommended an API of SBE Evaluation Preference for Prime Bidders.

Ms. Angela Smith stated that OSBD agreed with the department's recommendation.

**MOTION to apply the recommended API of SBE Evaluation Preference for Prime Bidders. Motion by Irwin Jacobowitz, seconded by Marcela Millett, and carried 6-0.**

**CITATION: 2-80.24(2)(b) Option 2**

**2. Project No.: 2026 Pipeline Continuing Construction Contract/05-040 – WUD  
\$30,623,305.25**

Ms. Berntsen stated that WUD sought an IFB for the selection of up to two contractors for a three-year term. The department recommended an SBE Mandatory Minimum Subcontracting Goal of 15 percent.

Mr. Fils-Aime stated that OSBD agreed with the department's recommendation.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 15 percent. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 6-0.**

**CITATION: 2-80.24(1)(a)**

**3. South County Reclaimed Phase 2/23-053 and Lyons Road Force Main/24-028-  
WUD \$28,909,100.32**

Ms. Berntsen provided an overview of the project details. She stated that WUD recommended an SBE Mandatory Minimum Subcontracting Goal of 15 percent.

Mr. Fils-Aime stated that OSBD agreed with the department's recommendation

Mr. Jacobowitz inquired how many contracts WUD anticipated awarding, and Ms. Berntsen responded that WUD intended to contract with up to two firms.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 15 percent. Motion by Marcela Millett, seconded by Irwin Jacobowitz, and carried 6-0.**

**CITATION: 2-80.24(1)(a)**

**4. Project No: Wetlands Maintenance, Green Cay, old cma 950671RD – WUD  
\$1,080,000**

Ms. Giust explained that the project involved aquatic weed growth control, and WUD was seeking an IFB for a 12-month contract with four renewal options. WUD recommended an API of SBE Price Preference.

Mr. Fils-Aime stated that OSBD agreed with the department's recommendation.

Mr. Jacobowitz inquired if the contract would apply to Phase 2 of the project.

Ms. Giust responded that the contract would need to be resolicited for Phase 2 if the specifications did not permit the inclusion of additional sites.

**MOTION to apply the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 6-0.**

**CITATION: 2-80.24(3)(c)**

**5. Project No.: South County Reclaimed Phase 2 Pump Station/23-053 – WUD  
\$8,160,601**

Ms. Berntsen stated that WUD sought an IFB for a construction project at the reclaimed pump station. The department recommended an API of SBE Mandatory Minimum Subcontracting Goal of 15 percent.

Mr. Fils-Aime stated that OSBD agreed with the department's recommendation.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 15 percent. Motion by Tanoy Williams, seconded by Marcela Millett, and carried 6-0.**

**CITATION: 2-80.24(1)(a)**

## **VI. OLD BUSINESS**

No old business was discussed.

## **VII. NEW BUSINESS**

Ms. Angela Smith requested that presenting departments provide six copies of their solicitation packets at future meetings to ensure that copies were available for each committee member and for the County Attorney. OSBD would provide copies for the public and for the clerk. Additionally, she stated that Mr. Miranda or the acting GSC chair would henceforth sign the packets after the conclusion of the meeting to allow the departments to immediately move forward with their solicitations.

## **VIII. SBE Project Update Success stories**

Ms. Angela Smith stated that OSBD was preparing to initiate department-specific training sessions regarding the newly adopted OSBD ordinance. The first training would be conducted for Purchasing, and the second for FDO. Each department would be informed of when to attend the training. She also noted that the committee members were welcome to attend multiple training sessions if they wished to do so.

## **IX. Committee Comments**

Mr. Jacobowitz commended the OSBD staff for their successful efforts to register and certify vendors.

#### **X. Director's Comments**

Mr. Miranda stated that the collaboration between Purchasing and OSBD had been productive. He noted that approximately 80 firms had been registered and certified, approximately 70 were in the queue, and 20 to 30 were in process. In addition, he stated that Commissioner Flores and Commissioner Powell had both participated in workshops to promote OSBD certification, and Mayor Baxter had expressed interest in facilitating a workshop as well. Mr. Miranda noted that OSBD would continue to pursue creative options for promoting SBE participation.

#### **XI. Public Comments**

Mr. Miranda stated that one member of the public was present.

Mr. Foster, the owner and president of Integrity Construction, introduced himself and stated that he was a certified SBE.

Mr. Berntsen thanked Mr. Gray, Mr. Fils-Aime, Ms. Antonia Smith, and Ms. Kyle for attending a WUD event.

Ms. Millett reminded the attendees that departments should update their information in the Electronic Key Performance Indicator (EKPI) database as fiscal year budgets were put in place.

#### **XII. Adjournment**

**At 3:56 p.m., the chair declared the meeting adjourned.**