

**Small Works Committee**

Meeting Notes 10-13-2023

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**Members:** (15 positions, 14 members, 5 alternates, 8 = quorum)

|   |                                          |
|---|------------------------------------------|
|   | Bill Frare, DES – Owner State (Co-Chair) |
| x | Dawn Egbert, Ports                       |
|   | Bobby Forch Jr., Diverse Business        |
| x | Sharon Harvey, OMWBE                     |
| x | Josh Klika, MRSC                         |
| x | Scott Middleton, MCAWW                   |
| x | Karen Mooseker, School Districts         |
| x | Brenda Nnambi, Transit                   |

|   |                                                |
|---|------------------------------------------------|
| x | Irene Reyes, Private Industry/ DBEs (Co-Chair) |
|   | Mark Riker, Labor                              |
| x | Cathy Robinson, Cities                         |
| x | Jolene Skinner, L&I                            |
|   | Kara Skinner, Insurance/Surety                 |
|   | Olivia Yang, Higher Education                  |
|   | Vacant, Counties                               |
|   |                                                |

Alternates:

|   |                                     |
|---|-------------------------------------|
|   | Mark Nakagawara, Cities (alternate) |
| x | Angela Peterson, Ports (alternate)  |
|   | Julie Underwood, Cities (alternate) |

|   |                                          |
|---|------------------------------------------|
| x | Maja Huff, Higher Education (alternate)  |
| x | Brian Ross, Higher Education (alternate) |
|   |                                          |

Guests & Stakeholders:

|                   |
|-------------------|
| Jon Rose, MRSC    |
| Leeann Synder     |
| Janet Jansen, DES |
| Theresa Gonzalez  |

|                  |
|------------------|
| Brynn Linville   |
| Talia Baker, DES |
| Cindy Magruder   |
|                  |

**The meeting was called to order at 1:32 PM.**

**Discussion Highlights:** Agenda Topic: Continued Discussion of Implementation

**Action: Approve past meeting minutes**

Co-Chair Reyes requested a motion to approve minutes from September 8, 2023. Scott Middleton moved to approve the minutes, and Cathy Robinson seconded the motion. The committee approved the motion by voice vote.

**Subcommittee Updates:**

**DES:** Janet Jansen shared that the latest draft of rules has been posted and is awaiting review.

**MRSC:** Jon Rose shared that MRSC is deep in the implementation of the requirements gathered from the advisory group and DES’ rule making process.

- MRSC is implementing some of the structure changes into their platform and has a deadline of July 1, 2024. A soft launch is planned for March, and stakeholders will be involved in this process.
- MRSC is also responsible for training specific government entity owners, such as Cities, Counties, Ports, and PUDs. These trainings have already begun across the state.
- The four primary organizations with responsibility to implement this bill are DES, MRSC, L&I and OMWBE. In addition, Apex Accelerator (formerly PTAC) is the business training resource. These five organizations meet on a biweekly basis to coordinate who will conduct training and outreach. MRSC’s primary responsibility is to the local government space, and DES’ responsibility is to the state government space. OMWBE and Apex Accelerator are responsible for the business community. MRSC will provide training to the business community for using the roster platform, but for the most part there will be very little change to what the business community must do. MRSC intends to communicate that because it’s a state wide roster, businesses can increasingly expect that this is a single point of sign up to reach rosters across the state. MRSC holds about 80% of the state small works rosters. That is because owners are encouraged to use the roster process but not mandated, therefore there are still some instances of independent rosters.

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- Angela Peterson with Ports requested clarification on if all rosters must be done through MRSC. Jon clarified that there are primarily statutory requirements for the Small Works Roster itself, not the consultant and vendor rosters. Ports would need to adopt what their roster's structure and provider would be, such as doing it yourself or joining a collective. MRSC is the only roster provider in the State of Washington. Some prefer to follow the same structure for all purchasing, which is why MRSC provides those options.

**OMWBE:** Sharon Harvey explained that OMWBE is on track with their charge of adopting rules for the new Public Works Small Business Enterprise Certification. On October 4, 2023, the rules were adopted and they filed their CR103P, which is necessary for expedited rule making. It's projected that rule will become permanent on November 17, 2023. The team is fully staffed, and they are in the process of data import with MRSC. The team has been working with partners to complete and distribute materials, as well as conduct outreach events. They should have their own flyer by the end of the month.

**L&I:** Jolene Skinner explained that a CR105 was filed for emergency rule making to update thresholds for Intents and Affidavits on October 3, 2023. The next step will be to file the CR103P, and the rules are expected to take effect July 1, 2023. They're partnering with MRSC to conduct the previously discussed trainings for government entity owners.

### Communications Subcommittee Report

Jolene shared that there's been great effort across the groups to develop the webpage, flyers, and a standard presentation. The webpage is now live: [Changes to the Small Works Roster | Department of Enterprise Services \(DES\) \(wa.gov\)](https://www.des.wa.gov/changes-to-small-works-roster). This website highlights overall changes related to SB 5268 and is a resource of information for both construction firms and public agencies. The calendar of trainings is still in the works but will be posted soon. There's also an option for anyone to request a speaker to attend a meeting and provide information. The website includes the fact sheets developed for contractors and agencies, as well as the PowerPoint presentation "Changes to Small Works."

### Review WAC Chapter 200-330 Amendments

Prior to the meeting, Talia Baker distributed via email the document Chapter 200-230 WAC Small Works Roster – DRAFT Word Document. Co-Chair Frare has requested that the committee read this document and provide any comments back to him via email, with a copy to [cparb@des.wa.gov](mailto:cparb@des.wa.gov).

- Sharon Harvey noted that she has read the document and agrees with no comment.

### Outreach Schedule & Updates

Jolene shared an Excel file that listed one past training session at WSDOT completed by OWMBE, and all future events planned through November. These will be staffed by OMWBE, Apex Accelerator, MRSC, L&I, and AWC. The file is updated and managed by the workgroup in charge of training and outreach, with communication led by Emily Brown. The training document will be distributed by Jolene and will eventually be added to the website as well.

### Action: Next Meeting Agenda and Alternate Date

The next meeting will be on November 16, 2-3:30pm. Talia will send a new invite, and Jon is to cover for Josh Klika. The same topics will be covered, with a new agenda item to be added of "New Business."

### Action Items:

- Jolene to share screenshot of training document with this group for the interim until it's on the website.
- Brenda Nnambi asked for a representative to be at the Supplier Diversity Day on October 18, 2023, which is part of the Construction Week events. She is to look into what agency would be the best fit to attend and coordinate directly from there.
- Talia to send new invite for updated date and time of next meeting.

**The meeting adjourned at 2:19pm.** Co-Chair Reyes adjourned the meeting.

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### **References/Resources:**

- OMWBE Timeline Update PDF (Sharon Harvey)
- [Changes to the Small Works Roster | Department of Enterprise Services \(DES\) \(wa.gov\)](#) (Jolene Skinner)  
– webpage includes PowerPoint presentation and flyers
- [Chapter 200-230 WAC Small Works Roster – DRAFT Word Document](#) (Talia Baker)
- SWR Outreach Tracking Excel file (Jolene Skinner)