

Co-Co-Chair Riley-Hall called the Board Development Committee (BDC) meeting to order at 4:01 p.m.
A quorum was established.

Welcome and introductions

Committee members in attendance unless otherwise noted: (10 Active Members, 6 = Quorum)

Linneth Riley-Hall, Co-Chair, Owner Transit	CPARB
Jessica Murphy, Co-Chair, Public Owner Cities	PRC
Lekha Fernandes, OMWBE	CPARB
Bruce Hayashi, Architects/Labor/Other	CPARB
Dave Johnson, General Contractors	PRC Leadership
Santosh Kuruvilla, Owner Engineers	CPARB
Mike Pellitteri, Specialty Subcontractors	PRC
Irene Reyes, Private Industry	CPARB
Olivia Yang, Owner Higher Ed	CPARB
Janice Zahn, Owner Ports	CPARB Emerita
Vacant, Public Owner	Absent CPARB

Other attendees included:

Talia Baker, CPARB Staff
Robert Blain, Benton County
Jessica Letteney, Maul Foster & Alongi, Inc.

Review and approve agenda – Action

Co-Chair Riley-Hall reviewed the agenda, asked for amendments, and heard none.

Olivia Yang moved to approve the amended agenda, seconded by Co-Chair Riley-Hall. The motion was passed by a unanimous voice vote.

Review and approve minutes from 05/06/2025 – Action

Co-Chair Riley-Hall asked the group to review and provide any edits to the minutes from the May 6, 2025, meeting.

Dave Johnson moved to approve the minutes, seconded by Mike Pellitteri. The motion was passed by a unanimous voice vote.

Members of the Public

Co-Chair Riley-Hall provided three opportunities for members of the public to provide comments. None were forthcoming.

CPARB Request – Current and Needed Ad Hoc Committees

Construction Cost Escalation (for SWR) Committee

CPARB approved the BDC recommendation to establish a new committee to examine small works and cost escalation and the first meeting will be 2:00 to 3:30 p.m. on June 4, 2025. Members of the BDC who wish to attend can get the link on the [Construction Cost Escalation Committee website](#) or email Talia.

Inactive Committees

The following committees have been sunsetted:

- Project Feedback Process Workgroup,
- WSDOT Project Delivery Method Review Task Force,
- Legislative Writing/Drafting Committee, and
- General Contractor/Construction Manager Committee (GC/CM) Committee

The Education Connection Committee meets every other month when needed.

Co-Chairs Riley-Hall and Murphy had reviewed the CPARB committee websites to see whether there were any other groups still meeting.

BE/DBI Committee's Change Order and Retainage Work Groups

The Business Equity/Diverse Business Inclusion (BE/DBI) Committee has two work groups that are still active, the Change Order and Retainage Work Groups. Both have created best practices documents.

The Change Order Work Group will review a draft of Senate Bill (SB) 5176 June 22 or 23. If there is consensus, a draft will go to the BE/DBI Committee. If the committee agrees, CPARB will review it. It is important to keep Janice Zahn in the loop on this.

- Owners are reviewing the draft now. Instead of describing a process for tracking change orders and release of retainage, the amendment asks that every public owner be informed by the best practices that work for them and adopt policies informed by the best practices and include their adopted and published policies in contract documents so that everyone knows what they are agreeing to.
- Olivia said that owners noted there was additional work, and therefore there was a fiscal note. It was owners who said they believe in prompt pay and brought up additional topics. The committee wants to make sure all owners agree so that when the draft goes to the private sector there will be agreement. The progression is owners, work group, committee, and then CPARB.
- Co-Chair Riley-Hall expressed a concern that the draft might get to Janice in her role as a representative or to private owners and there might be a disagreement in comparison to having private owners included from the beginning so that they get to hear all concerns.

Job Order Contracting Evaluation Committee

The Job Order Contracting (JOC) Evaluation Committee has been meeting quarterly or on an as-needed basis. The committee provided trainings in 2022 and 2023 and is planning to provide more trainings based on the interest expressed in surveys administered in the fall of 2024. At the most recent CPARB meeting, they wanted approval to add two more people. Members discussed whether the JOC Evaluation Committee is still fulfilling its original charge and whether defining best practices was the goal of the JOCE Committee. The JOCE Committee is working on updating best practices and noted that the Committee posted a best practices manual on the [JOC Evaluation Committee page](#) in 2021. Talia sent a template to the committee to update their best practices manual like the one for the [GC/CM Best Practices](#). Co-Chair Riley-Hall noted that the committee is generating information; it published a [Subcontractor Outreach FAQ](#) on the May 17, 2025. Olivia noted that, if people want to talk about how to improve procurement, they don't need to do that through a committee. Talia shared that the committee members add their own minutes to the bottom of the agenda, so note-taking is not an additional expense.

Co-Chair Riley-Hall recommended inviting the JOC Evaluation Committee to attend the July BDC meeting and present what they're doing and why they need to keep meeting as a CPARB committee. She would like the BDC to vet their activities and take a recommendation on the committee to CPARB.

Talia Baker will invite members of the JOC Evaluation Committee to attend the July BDC meeting and present their current projects and activities. The BDC decided to give 10 to 15 minutes including time for questions to the JOC Evaluation Committee at the next meeting. Lekha will help with time tracking during the meeting.

Members discussed the criteria that the BDC will use to decide whether to recommend pausing the JOC Evaluation Committee or continuing the committee's work. Co-Chair Murphy proposed that, if the body of work of a committee fits into work already being done by another work group, then the committee doesn't need to exist. The JOC Evaluation Committee could inform the Education Connections Committee (ECC) of their work, and ECC could consider how best to deliver the training.

Irene Reyes noted that the BDC needs to be careful with their recommendation. Part of the charge for the BDC to review committee work was to stop unnecessary meetings or discussions that solely benefit the people on the committees. Providing some qualifications and guidelines for committee work will help everyone.

Janice said that the benefit of the JOC Evaluation Committee is that it has offered the training at almost

no cost. She has seen GC/CM and Design-Build trainings at AGC priced at several hundred dollars, which means the trainings are not easily accessible for all audiences. It would be good to discuss whether the intent is to create low-barrier access to training led by volunteers.

Members discussed that the ECC is a repository for various education and training materials, and it provides vetting and validation—it is the hub for training. Improvements on how to use a procurement method may need to be a proposal to the ECC, which can decide whether to codify it as a training. The concerns about the cost of training are valid, but it is a separate topic to explore.

Irene noted that the BDC needs to have criteria for a committee's existence. There must be a clear purpose, and there must be criteria for membership—experience and requirements, and there should be measurable outcomes for the committee. At the July BDC meeting, the JOC Evaluation Committee will have a chance to say what their goals were and whether they met them.

In summary: If the Legislature or a statute requires it, a committee should be established. However, if a committee's work is already being done by another committee or has been done by a past committee, then the BDC should evaluate the existence of the committee and any requirements in the RCW or from the Legislature for maintaining the committee. If the BDC can establish performance indicators and start monitoring and synchronizing all processes and procedures, it will be easier to measure outcomes across all of CPARB and use those performance indicators to close a committee.

Supplemental Bidder Best Practices for State & Municipalities Committee

The group discussed a section of the Supplemental Bidder Responsibilities best practices assigned by Engrossed 2nd Substitute House Bill 1549 (E2SHB 1549) this year. The section discusses best practice guidelines for states and municipalities on apprenticeship utilization plans and submitting the utilization plan to the public owner as well as Labor & Industries.

Olivia Yang moved to have Co-Chairs Riley-Hall and Murphy review E2SHB 1549 and determine whether any further action is needed from CPARB. Co-Chair Murphy seconded the motion. The motion was passed by a unanimous voice vote.

Set Agenda for Next Meeting, 07/01/2025

The group agreed to set aside 10 to 15 minutes for the JOC Evaluation Committee presentation and questions. The rest of the meeting can be dedicated to the strategic plan.

Next Meeting Agenda

- July 1, 2025, 4:00 – 5:00 p.m.
- Review Agenda
- Approve Minutes – June 3, 2025
- JOC Evaluation Committee Presentation and Questions
- Strategic Planning
 - Discuss the priority list for strategic planning

Action Items

1. Talia Baker will invite members of the JOC Evaluation Committee to attend the July BDC meeting and present their current projects and activities and answer questions.
2. Co-Chairs Riley-Hall and Murphy will develop an email to help JOC Evaluation Committee members understand why they are being invited and what information they will be asked to share.
3. Lekha Fernandes will help track time during the presentation portion of the July meeting.

Co-Chair Riley-Hall moved to adjourn the meeting, seconded by Olivia Yang. The motion was passed by a voice vote.

The meeting was adjourned at 4:58 pm.

Board Development Committee

Meeting Notes 06/03/2025

Page 4 of 4

Resources

[Construction Cost Escalation Committee page](#)

[JOC Evaluation Committee page](#)

[JOC Evaluation Committee Subcontractor Outreach FAQ](#)

[CPARB General Contractor/Construction Manager Best Practices Manual](#)

[Engrossed 2nd Substitute House Bill 1549](#)

[CPARB Bidder Responsibility Guidelines](#)