

**Small Works Committee**

Meeting Notes 02-09-2024

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

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

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

**Alternates:**

	Maja Huff, Higher Education (alternate)
	Mark Nakagawara, Cities (alternate)
<b>x</b>	Angela Peterson, Ports (alternate)

<b>x</b>	Brian Ross, Higher Education (alternate)
	Julie Underwood, Cities (alternate)

**Guests & Stakeholders:**

Talia Baker, DES
Janet Jansen, DES
Cindy Magruder (Higher Education)

Shamekia Moultrie (DVA)
Jon Rose (MRSC)
Janice Zahn (Ports)

**The meeting was called to order at 1:32pm**

**Action: Approve past meeting minutes**

Co-Chair Frare requested a motion to approve the minutes from January 12, 2024. Cathy Robinson moved to accept the minutes, and Brian Ross seconded the motion. The committee approved the motion by voice vote.

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

**Subcommittee Updates**

**DES/State:** Co-Chair Frare shared with the committee that DES held their public hearing and any comments received during that process have been addressed. One comment received in this process asked for clarification relative to written bids submitted. The Revised Code of Washington (RCW) advises that written bids are permitted, and the rules (Washington Administrative Code or WAC) were silent to this topic. An adjustment to the rules will be submitted through CR 103 soon to include this small update. Janet Jansen will be the program manager for implementation.

**MRSC:** Jon Rose presented the Small Works Roster PowerPoint. Jon reviewed the SB 5268 directives of solicitation process, which include requirements to solicit all businesses on the roster category, option to direct contract, and geographic search ability. The reporting requirements and direct contracting “rule of six” were also reviewed. With L&I, MRSC has worked to automate the verification requirements to improve registration speed. With OMWBE, they’ve worked to identify and automate the certification status. MRSC has also been working to capture additional data to manage rotation requirements, bid tab collection and public reporting, category revisions and process review for eligibility requirements, and free access for businesses to the Public Works Roster.

There are many agencies and people that will need to update their policies and processes because of the new roster system implementation. With APEX, MRSC has held trainings for over 1,000 people thus far and will continue to hold trainings on the new process for contractors and agencies. In particular, agencies will need their approving bodies to review rotation requirement rule changes. It is noted that this will take time.

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Current challenges to implementation are notifying the broader business community on how to prepare, general awareness of new Public Works Small Business Enterprise (PWSBE) certification to trigger sufficient volume for the “rule of six,” and education to agency staff on their role in adopting revised policies in preparation for the launch on July 1.

A large amount of existing WA state businesses will be eligible for the PWSBE certification. They will need to apply, and then get on the roster. That process will take time. Jon encourages the Small Works Committee to share this information. Another challenge is that this process was different for about 40 years, and it will take time to shift energy into the new way of doing things.

**OMWBE:** Sharon Harvey shared the SB 5268 Implementation Timeline PDF. OMWBE remains on track. The PWSBE Certification unit is trained and operational. For the first time in 40 years, there is no backlog of applications to process. OMWBE is not currently charging a processing fee for any certifications. Current funding for this will end in July, and they will pursue further legislative funding in an attempt to keep the zero processing fee. The OMWBE IT team is working on the data share agreement for MRSC and will soon review this with their contract management team, then go live with the export. OMWBE will also participate in the webinar on February 29th. It is also of note that SB 5684 was dropped this legislative session but has not moved since January 8. This bill was sponsored by Senator Hasegawa and is the trailer bill to SB 5268.

**L&I:** Jolene Skinner updated that L&I has finished filings for the rule updates and is waiting for them to come into effect on July 1. IT implementation is almost complete but will not be live until July 1. New utilization reports have been added for apprenticeship utilization and diverse workers. Also, a new downloadable certified payroll option has been added.

### **Communications Subcommittee Report - Outreach Schedule & Updates:**

Co-Chair Frare reminded the Small Works Committee that the Communications Subcommittee is no longer meeting weekly. Most communications and outreach are based on trainings at this point in the process.

### **New Business: Other**

Co-Chair Frare requested the group’s opinion on dissolving the committee after July 1, as the group’s special purpose will be fulfilled by that date. There was general consensus. Jon noted that section 16 of the bill references that CPARB must review construction cost escalation data in 2025. Co-Chair Frare noted that although that need may not be fulfilled by this specific committee, there is an on-going commitment.

### **Next Meeting:**

The next meeting will be on March 8th at 1:30pm. Same agenda.

### **Action items:**

1. Angela Peterson to share updates at next week’s public owners group meeting. Updates include that the small business definition has been updated, the new option to download certified payroll, the invitation to the February 29th webinar for public owners to share with contractors, and a general update on the Small Works Committee’s work.

### **Meeting adjourned at 2:08 pm**

Co-Chair Frare called the meeting to close.

### **References/Resources:**

- [OMWBE SB 5268 Implementation Timeline](#) PDF (Sharon Harvey)
- [MRSC Small Works Roster PowerPoint](#) (Jon Rose)