

Location: via Teams
Meeting ID: 286 966 538 619 **Passcode:** 528oxQ

Committee Members: (17 members, 9 = Quorum)

	Lekha Fernandes, OMWBE, Chair	x	Santosh Kuruvilla, Exeltech, Co-Chair
x	Irene Reyes, Excel Supply Company, Co-Chair	x	Cathy Robinson, University of WA
x	Frank Boykin, MBDA	x	John Salinas II, Specialty Contractors
	Jackie Bayne, WSDOT OEO	x	Young Sang Song, Song Consulting
	Stephanie Caldwell, Absher Construction		Jerry Vanderwood, Inland Northwest AGC
	Bobby Forch, CPARB DBE Representative	x	Chip Tull, Hoffman Construction
	Shelly Henderson, Mukilteo School Dist.		Vacant, DES
x	Aleanna Kondelis, Hill International	x	Olivia Yang, WA State University
	Vacant, General Contractors		Janice Zahn, Port of Seattle
	Brenda Nnambi, Sound Transit		Robert Blain, Benton County

Guests and Stakeholders:

x	Monica Acevedo-Soto	x	Heather Munden, Port of Seattle
x	Maja Sutton Huff, WSU, Higher education	x	Reasa Pearson, LNI
x	Heather Kurtenbach, Washington State Building Trades	x	Abigail Vizcarra Perez, City of Tacoma
x	Jessica Letteney, MFA	x	Steve Russo, UMC
x	Cindy Magruder, UW	x	Kara Skinner, Integrity Surety
x	Monique Martinez, DES	x	Carrie Whitton, Forma Construction

The meeting began at 1:36 p.m.

Welcome & Introductions

Co-Chair Kuruvilla welcomed everyone to the meeting and thanked them for attending.

Approve Agenda

Cathy Robinson motioned to approve the agenda. Chip Tull seconded. The motion passed through a voice vote.

Review and approve minutes from 2/19/2025

Aleanna Kondelis requested that the minutes show that both Cindy Magruder and Kara Skinner said they would help with the curriculum and presenting on paying contracts for MRSC.

Young Sang Song motioned to approve the minutes from 2/19/2025 as amended. Co-Chair Irene Reyes seconded. The motion passed through a voice vote.

New Business

Committee Name: Co-Chair Irene Reyes proposed refining the committee's name, suggesting "Small Business Enterprise." She recommended presenting the idea to the Board Development Committee before bringing it to CPARB.

Prompt Pay Legislation: John Salinas shared that the prompt pay legislation did not advance due to fiscal note constraints. The committee had formed two subcommittees—Retainage and Change Orders—under this initiative. He asked for input on how the legislative outcome affects their work and whether those discussions should continue.

Co-Chair Reyes noted that Senator Valdez is still working on the issue.

Olivia Yang supported continuing both subcommittees to maintain momentum. The Change Order Work Group has identified the primary issue: delays in payment due to lack of transparency around processes. Recommendations include clarifying processes upfront, improving communication among owners, primes, and subs, and documenting expectations at the start of projects. A key challenge remains reaching agreement on change order amounts.

Chip emphasized that, regardless of legislative developments, CPARB tasked the committee with addressing prompt pay, so the work should continue unless directed otherwise. Co-Chair Reyes agreed, stating the original CPARB mission focused on improving best practices, which doesn't require legislation. She praised the subcommittees for their practical, effective efforts.

John suggested combining prompt pay and change orders into one bill for next year and requested CPARB's input on the idea. Co-Chair Reyes advised keeping the issues separate to increase the chances of passing at least one bill. Olivia added that they should also consider the direction of the bill sponsor.

Review Project Plan

Co-Chair Kuruvilla presented the project plan shared by Chair Fernandes in January. Key updates:

- **OMWBE** plans to launch a survey in mid-to-late April.
- Reports on best practices are due to CPARB by mid-April.
- Chair Fernandes recommended continuing with the current plan, keeping the work groups, and focusing on documenting and improving best practices.

Work Group Report-Outs

Retainage Work Group: *Maja Huff* reported that the group has prioritized survey questions and will present draft best practices at the next meeting. She reviewed the survey, which includes eight questions aimed at identifying key issues in the retention process:

- **Q1:** Gauges understanding of RCWs related to retention bonds.
- **Q2–3:** Explore differing interpretations of the 45-day lien period and how duration is measured.
- **Q4:** Identifies where contractors seek information on retention and assesses awareness of training/resources related to prevailing wage and workers' comp.
- **Q6:** Asks what part of the process takes the longest.
- **Q7:** Collects any unknown best practices.
- **Q8:** Gathers views on barriers.

Discussion:

- *Aleanna* asked about targeting different audiences.
- *Maja* noted that the issues are shared across agencies, contractors, and subs.
- *Co-Chair Reyes* recommended separating the surveys for contractors/subs and owners, as not all questions are relevant to both.
- *Maja* agreed and will circulate the revised surveys for feedback before the next meeting.

Change Order Work Group: *Steve Russo* reported that the group is further along in drafting best practices than in finalizing the survey. A draft survey is being reviewed by *Co-Chair Reyes* and will be refined before broader distribution. Key features:

- Respondents identify as owners or contractors and are directed to different question sets (10 for owners, 8 for contractors).
- Survey uses both multiple-choice and open-ended questions.
- One question links to the RCW related to change orders.

Discussion:

- *Aleanna* will share a survey development guide used in prior efforts with *Chair Fernandes* and will provide feedback to align with OMWBE standards.
- *Co-Chair Reyes* will help prioritize key questions.
- *Chair Fernandes* will be looped in during the editing process.
- Surveys should remain anonymous to encourage honest feedback.
- Consider splitting the survey into two parts if needed due to length constraints.

Next Steps and Next Meeting Agenda

For the next meeting agenda, *Co-Chair Kuruvilla* recommends allocating 30 to 40 minutes for work group report-outs and considering limiting the meeting time to one hour. *Olivia* and *Co-Chair Reyes* supported one-hour meetings and suggested reaching out to CPARB both with regard to the meeting duration and *Janice Zahn's* name on the roster for this committee. *Co-Chair Kuruvilla* will call *Linneth* and leave a message for her to talk to *Janice*.

Next Meeting Agenda

- Welcome & Introductions
- Review & Approve Agenda and Minutes from 3/19/2024
- Workgroup Report-Outs
- Next Meeting Agenda
- Adjourn

Action Items

- *Aleanna Kondelis* will send the guidance developed for the last survey to *Monique Martinez*.
- *Maja Huff* will send the Retainage Work Group draft surveys out for comments.
- *Steve Russo* will send the Change Order Work Group draft surveys out for comments.
- *Co-Chair Kuruvilla* will reach out to *Linneth Riley-Hall* with regard to *Janice Zahn's* membership on this committee and he will discuss the meeting duration with *Monique Martinez*.

Co-Chair Irene Reyes motioned to approve the agenda. *Olivia Yang* seconded. The motion passed through a voice vote.

The meeting was adjourned at 2:30 p.m.

Reference

[BE/DBI Legislative Report June 2023](#)