

Capital Projects Advisory Review Board
Board Development Committee

Meeting Notes

July 1, 2025

Page 1 of 6

Committee members in attendance unless otherwise noted: (11 Active Members, 6 = Quorum)

Linneth Riley-Hall, Co-Chair, Owner Transit		CPARB
Jessica Murphy, Co-Chair, Public Owner - Cities	<i>Absent</i>	PRC – Member
Lekha Fernandes, OMWBE	<i>Absent</i>	CPARB
Bruce Hayashi, Architects		CPARB
Dave Johnson, General Contractors		PRC – Leadership
Santosh Kuruvilla, Owner Engineers		CPARB
Mike Pellitteri, Specialty Subcontractors		PRC – Member
Irene Reyes, Private Industry		CPARB
Olivia Yang, Owner Higher Education		CPARB
Janice Zahn, Owner Ports		CPARB Emerita
Eza Agoes, Owner Transit	<i>Absent</i>	PRC – Leadership

Other attendees included:

Talia Baker, CPARB Staff

Aleanna Kondelis, Co-Chair of the JOC Committee, Consultant

Gina Owens, Co-Chair of the JOC Committee, City of Seattle

Jessica Letteney, Maul Foster & Alongi, Inc.

Guest: 12536061603

Welcome and introductions

Co-Chair Riley-Hall called the Board Development Committee (BDC) meeting to order at 4:02 p.m.

A quorum was established and members introduced themselves.

Review and approve agenda – Action

The BDC reviewed the agenda and made two amendments:

- Discuss CPARB membership expirations.
- Discuss a recommendation to CPARB on the Small Works Roster budget.

Irene Reyes moved to approve the amended agenda, seconded by Dave Johnson.

The motion was passed by a unanimous voice vote.

Review and approve minutes from 06/03/2025 – Action

Co-Chair Riley-Hall asked the group to review and provide any edits to the minutes from the June 3, 2025, meeting.

Irene Reyes moved to approve the minutes, seconded by Bruce Hayashi. The motion was passed by a unanimous voice vote.

Invitation to Public to Participate

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

JOC Evaluation Committee

The Co-Chairs of the Job Order Contracting (JOC) Evaluation Committee—Aleanna Kondelis and Gina Owens—gave a presentation covering an overview of the committee, what activities they’ve been doing, and some clarifying statements.

• **Charge and current state**

The JOC Evaluation Committee has been meeting quarterly or on an as-needed basis. Activities include reviewing data, looking at best practices (BPs), and evaluating recommendations to update the JOC statute. The committee has been operating under that charge and operations have been cyclical. The list of committee members is available on the [JOC Evaluation Committee webpage](#).

• **Accomplishments in the last four years**

- 2019 Revised Code of Washington (RCW) 39.10 (JOC statute) expanded to all public owners

Capital Projects Advisory Review Board
Board Development Committee

Meeting Notes

July 1, 2025

Page 2 of 6

- 2021 Committee published [JOC Best Practices](#).
- 2024 Between 2021 and 2024, the committee has done the following:
 - Shared BPs; delivered BP training (through groups like the Associated General Contractors of Washington (AGC) Education committee, contracting forums, and a partnership with City of Seattle). [US Digital Response](#) (USDR) is a nonprofit that works with agencies; the committee may partner with them again.
 - In quarterly meetings, the committee discusses data collection and new information. Data collection under RCW 39.10.460 changed from collecting reports and clarified that each public body must provide a list of work orders, cost of work orders, list of subcontractors hired, and a copy of intent to pay documentation. The committee has been collecting that information through a data warehouse but plans to expand their work to requesting the information from the public bodies. In addition, the committee is evaluating threshold utilization to see how they have been used and compare to nationwide trends using research studies. The committee wants to examine how the RCW changes have affected JOC and whether there are additional revisions that could be made.
- **Next steps and a request**
 - The committee has been submitting reports to CPARB from their data collection and analysis and has ideas for how to use resources that are already available.
 - JOC entities are participating, and the committee wants to confirm wins.
 - The committee wants to do a house cleaning of the BPs and add some appendixes for inclusion of subcontractors and diverse businesses.
 - There is a goal to look at the RCW 39.10 General Contractor/Construction Manager (GCCM) and Design-Build (DB) BPs around inclusion plans. They would like to review the BPs and understand the current barriers and challenges as well as wins to JOC as it is currently practiced with regard to potential legislative changes.
 - The committee is doing good work monitoring use of JOCs, supporting engagement, and providing information including BPs. Data collection, updates to the BP manual, and updates to statutes are consistent with Joint Legislative Audit and Review Committee (JLARC) reports. The co-chairs request that the BDC recommend keeping the JOC Evaluation Committee intact and can provide a work plan with a list of deliverables and time frames to CPARB by September 11th. Members are willing to meet more frequently if the new work plan requires.
- **Questions and answers**
 - **Olivia Yang asked whether they could see another way to get the work accomplished in this environment of budget cuts or to describe what will happen if the work of the JOC Evaluation Committee isn't done.**
 - Co-Chair Kondelis responded that there are ways to keep everyone accountable. JOC is an active and viable contracting method and JOC evaluation is important and critical work. The committee still gets questions and requests that require looking up in the JLARC response. If the committee doesn't exist, it is not clear how CPARB will handle requests when they occur.
 - Co-Chair Owens responded that she is a board member of the Center for Job Order Contracting Excellence (*CJE, the organization that provides standards, education, and credentials for JOC professionals*). She supports JOC on the national level. Washington's statute is unique in that it defines and regulates JOC. Most states don't have legislation regulating JOC. Washington's JOC law requires a special level of commitment. Most committee members have been on the committee since its creation and their passion for JOC shows in their networking and outreach. Their participation in the committee has been valuable both at the programmatic and state levels. JOC is about relationship-building and continuing to work on relationships to build trust in the contracting community. These members understand that without subcontractors, there is no JOC program.

Capital Projects Advisory Review Board
Board Development Committee

Meeting Notes

July 1, 2025

Page 3 of 6

- **Dave Johnson noted that some JOC data collection is done by agency requirements and some by CPARB requirements. He asked whether the committee was still participating in or monitoring data collection.**

Co-Chair Owens noted, by statute, public agencies are required to have the data available for request. The JOC Committee is trying to trigger those requests and gather the data. Co-Chair Kondelis pointed out the BPs were published in 2019 and now there is a full environment. A JOC contract is 2 years +1 year, so new agencies that started in 2019 have now gone through one whole JOC life cycle and the committee can now gather a full set of data. They are excited to start new data collection in a new environment.

- **Co-Chair Riley-Hall asked whether the RCW or JLARC requires a specific report be done by a certain date; basically, an outstanding deliverable for the JOC Evaluation Committee.**
Co-Chair Kondelis noted that there is no specific due date for a specific deliverable. The JLARC report encourages data collection for feedback and viability of the three alternative delivery methods and recommends that the data be used to inform future statutory changes.

- **Co-Chair Riley-Hall asked whether there is a specific request for members of the committee to do the training and whether the members of the committee are representing CPARB.**
 - Co-Chair Kondelis shared that committee members volunteer when a training request comes in, and provide BPs and testimonials of their own experience. Attendees are a mix of public agencies and JOC contractors, so both perspectives are discussed. Since the JOC BPs are a CPARB publication and the training is based on them, committee members assume they are representing CPARB when they are giving the trainings.
 - Janice Zahn pointed out some inconsistencies: 1) JOC training is advertised as under CPARB, but the Small Works training is provided by MRSC, and 2) the GC/CM and DB trainings—which are not advertised as CPARB trainings—are provided under the AGC (for a cost). The DBBPs that are provided under the AGC Foundation are grounded in the BPs developed under CPARB. This creates confusion and inconsistency.
 - Irene recommended the JOC Evaluation Committee communicate their content is not endorsed by CPARB.
 - Co-Chair Owens noted the training is really a presentation of the BP manual that was written for JOC practitioners. JOC is a type of procurement that is much different from other alternative public works methods. JOC practitioners need to teach the material because they are the subject matter experts and know the material. The last deliverable they provided was a one-page fact sheet for subcontractors around myths and misnomers to get them more comfortable interfacing with JOC contractors.

Co-Chair Riley-Hall concluded the Q&A session and the JOC Evaluation Committee's agenda item with a recommendation to discuss the JOC Evaluation Committee after BDC members have had a chance to think about this presentation and read the JLARC Report and October 22, 2021 CPARB letter to JLARC on the formulation of the JOC Best Practice Guidelines. The BDC can discuss its recommendation in the early August or early September meeting.

CPARB Membership

There are several people whose CPARB membership has expired. There are applicants who have submitted applications for the CPARB positions at the Governor's office, but they have not yet been evaluated. As of the morning of 7/1/2025, another request was sent to the Governor's office to review the applications for CPARB membership. Normally summer is the period for onboarding new members. The risk of falling behind on CPARB membership is the very real possibility the board won't be able to make quorum in September and the work of CPARB will fall behind as a result.

Moving forward, the BDC will continue to ask current members to continue participate until the BDC hears from the Governor's office. Talia will send a and email from CPARB Chair Linneth Riley-Hall to CPARB members to request they continue to participate until appointments are made.

Capital Projects Advisory Review Board
Board Development Committee

Meeting Notes

July 1, 2025

Page 4 of 6

Irene offered to share a copy of that email to the Governor's office through her own point of contact.

Talia will ask the DES interim assistant director to continue raising the issue.

Small Works Roster

Funding for maintaining the Small Works Roster was not approved this year. The cost to maintain the roster is \$750,000, which goes toward maintaining the software application, data warehousing and security, and the rest of the digital platform. MRSC was administering, and this funding expired on July 1, 2025. MRSC has offered to fund through the fall of 2025. Two possible options were presented to Co-Chair Riley-Hall to continue funding:

1. Each agency that uses the Small Works Roster contribute \$3,000 per year so that way small firms would not incur costs to use small works roster.
2. Charge businesses to be on the roster.

She proposes discussing this issue at the next meeting and making a recommendation to CPARB.

As a former member of the Small Works Roster Committee, Irene does not like the idea of charging small businesses to have a look at the bids. Tax dollars are being spent; there needs to be a way to see what is being bid out; it feels unfair otherwise.

Mike Pellitteri said there are jobs that his firm would normally bid on but then they are charged \$35 for the big documents, on top of the hours of labor that goes into generating competitive bids. He'd like to understand what the costs on the receiving end are.

Next Meeting Agenda, 08/05/2025

- August 5, 2025, 4:00 – 5:00 p.m.
- Review Agenda
- Approve Minutes – July 1, 2025
- JOC Evaluation Committee, specifically:
 - BDC's recommendation to CPARB on continuing the Committee
 - The training the committee members are providing
- Small Works Roster funding, specifically the background in the RCW of using MRSC as a platform
- Strategic Planning
 - Discuss the priority list for strategic planning

Action Items

1. Talia Baker will send an email from CPARB Chair Linneth Riley-Hall to request that the participants with expired CPARB memberships continue to attend unless they are not able to attend.
2. Irene Reyes will share a copy of the email with her contact in the Governor's office.
3. BDC members will read the JLARC Report and October 22, 2021, CPARB letter to JLARC on the formulation of the JOC Best Practice Guidelines.

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

The meeting was adjourned at 5:05 pm.

Resources

[JOC Evaluation Committee page](#)

[JOC Evaluation Committee Subcontractor Outreach FAQ](#)

[JLARC Report](#)

[October 22, 2021, CPARB letter to JLARC on the formulation of the JOC Best Practice Guidelines](#)

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Capital Projects Advisory Review Board
Board Development Committee

Meeting Notes

July 1, 2025

Page 6 of 6

b. Setting the number of years for reauthorization			
c. Reading the JLARC studies to see what they said in 2019 and 2012			

Vision:

What CPARB should be doing (4 themes/guiding principles)

- Betterment of Public Contracting / Improving Outcomes
- Active Industry Engagement
- Help Legislators make good laws / Improve the process
- Maintaining and measuring accountability and transparency