

JOC Evaluation Committee

Meeting Minutes

Date | time 4/16/2020 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

Location: Microsoft Teams

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| Meeting called by | Linda Shilley | Voting Members: |
| Type of meeting | Monthly Committee | ✓ Quinn Dolan, Centennial; <input type="checkbox"/> Randy Horn, Gordian; <input type="checkbox"/> Aleanna Kondelis, University of Washington; ✓ Michael LaVielle, Washington State University; <input type="checkbox"/> Brent LeVander, Centennial; ✓ Eric Lindstrom, FORMA; ✓ Gina Owens, City of Seattle; ✓ Linda Shilley, Pierce Transit; ✓ Brian Thomas, Department of Enterprise Services |
| Facilitator | Linda Shilley | Invitees: |
| Note taker | Samuel Strom | ✓ Tollen Bramby, Snohomish County; <input type="checkbox"/> Garrett Buckingham, Evergreen Healthcare; <input type="checkbox"/> Debra Delzell, Department of Enterprise Services; <input type="checkbox"/> Michel Ligtenberg, Centennial; <input type="checkbox"/> Diana Peterson, Seattle Housing Authority; <input type="checkbox"/> Jena Richmond, Seattle Housing Authority <input type="checkbox"/> Melissa Van Gorkom, State of Washington; <input type="checkbox"/> Amanda Witt, Department of Enterprise Services |

Agenda Items

| Topic | Presenter | Time allotted |
|---|---------------|---------------|
| <input type="checkbox"/> Welcome and Board Member Introduction | Linda | 5 Minutes |
| <input type="checkbox"/> Approve Agenda | Linda | 5 Minutes |
| <input type="checkbox"/> Data Collection Efforts update | Quinn & Brian | 10 Minutes |
| <input type="checkbox"/> Best Practices Manual – Section Leads & Format | Linda | 30 Minutes |
| <input type="checkbox"/> General Items | All | 15 Minutes |
| <input type="checkbox"/> Next Meeting | All | 20 Minutes |

Notes

Welcome and Board Member Introduction

Approve Agenda

- Motion was made to approve agenda.
- Quinn seconded the motion.

Data Collection Efforts update

- Still missing data for UW 2017.
- Noise remediation for the port.
- Intend to get report out in May to CPARB.
- Melissa Jordan, the contact for Sound Transit to be invited to the JOC Committee.
- Brian to schedule a meeting with Linda, Quinn, Amanda and to regroup on the CPARB reporting to include new CPARB reporting form and data collection for FY2018 and 2019. Linda and Quinn will report back to the committee on the meeting.

Best Practices Manual - Draft Outline Discussion

- Who would be best to lead on certain sections?
- Quinn volunteered to take on the Contractor section.
- Linda volunteered to coordinate writing a draft of Section I. Gina and Tollen volunteered to work with Lisa.
- Michael suggested we do a survey on how each group does their division 1 coefficient.
- Suggestion made to have a list of unit price books used.
- Michael gave the idea to have an active list that everyone uniformly writes in each of the sections.
- Everyone writes a section under the name of the group that they represent.
- A unanimous decision was made to write a paragraph on how each group does business.
- Goal to have a draft by December.

General Items – Members input

- Put agency after name of each member of the committee.

Next Meeting

Thursday, May 21