

Minutes

City of Tacoma Equity in Contracting Advisory Committee

Date: Wednesday, August 20 2025

Time: 7:30am – 9:30am

Location: Tacoma Municipal Building, Room 243, 747 Market Street, Tacoma Washington 98402

Zoom Information

Dial: 253-215-8782

Meeting Link: <https://zoom.us/j/93921755135?pwd=UHB1Ym00dGJWZmtLeUE3cHBNWDFKdz09>

Webinar ID: 939 2175 5135

Passcode: 959442

I. CALL TO ORDER

Vice Chair Jordan called the meeting to order at 7:35AM

II. STATEMENT OF PURPOSE

City Staff Malika Godo provided the Statement of Purpose to note the purpose of the meeting.

III. LAND ACKNOWLEDGEMENT

City Staff Linda Cerna stated the Land Acknowledgement.

IV. ROLL CALL – EIC Advisory Committee

Present: Certified Business No. 1- Catina Patton; Certified Business 2 - Angela Michaelis; Certified Business 3 - Rahsaan Freeman; Council District 3 – Kate Ginn; Large Prime - Clint Myers; Union Signatory Firm – Justin Baker; TPU Service Area 2 - Michael Jordan
Absent (excused): Certified Business 4 - Scott Lundt

V. Consent Agenda & Minutes

- a. Approval of May 21, 2025 Meeting Minutes
 - Motion to approve the minutes made by Committee Member Myers seconded by Committee Member Patton
 - No added comments or discussion
 - Motion passes and the May 21, 2025 Meeting Minutes are approved
- b. Approval of May 21, 2025 Meeting Minutes and August 20, 2025 Agenda
 - Motion to approve the agenda made by Committee Member Baker seconded by Committee Member Myers
 - No added comments or discussion
 - Motion passes and the August 20, 2025 Meeting Minutes are approved

VI. City Staff Updates – City Staff

- a. **City of Tacoma Project Forecasting List:** This list is on the EIC website and will be sent via email.
- b. **Outreach Plan Updates:** The Access to Capital Workshop Class took place on July 31st, 2025 at the TPU Auditorium with close to 100 attendees and 6 presenters from various agencies. The OMWBE 101 and 101 also took place and two attendees were able to complete their applications for certification. Our next update is the Inaugural Grit City Connect event, which will take place on September 25th, 2025. We will send committee members an invite to the event and are hoping to bring in a few local contractors active on our project. We will connect with Vice Chair Jordan for the Technical Assistance portion of the event, Committee Member Myers to join us as a contractor and Committee Member Baker for the workforce side. We're expecting 100 to 200 attendees.
- c. **EIC Advisory Recruitment and Members Updates:**
Committee Payton will not be renewing her term as an EIC Advisory Committee Member.

As of August 4, 2025 Committee Member Hutchinson resigned from the EIC Advisory Committee as he was relocating out of state. On August 26, 2025, Tacoma City Council Meeting, will welcome four newly appointed members and two re-appointed members to the Equity in Contracting Advisory Committee as follows:

1. Thomas Ebenhoh to the Council District No. 2 position
2. Christopher Brown to the Council District No. 5 position
3. Sushil Nihal to the TPU Service Area No. 1 position
4. Khadi Berete to the TPU Service Area No. 3 position
5. Clint Myers to the Large Prime position (*reappointment*)
6. Justin Baker to the Union Signatory Firm position (*reappointment*)

d. Committee Member Required Training

EIC Advisory Members were advised to complete their training by visiting <https://www.atg.wa.gov/open-government-training>

VII. Committee Discussion – City Staff and Committee Members

a. Annual Work Plan Review and Document Progress - 2 main subcommittees

- **Internal Processes Subcommittee Updates (Catina Patton):** Members of this subcommittee are Chair Lundt, Vice Chair Jordan, Committee Member Michaelis, Committee Member Patton and Committee Member Ginn.

Updates from the last subcommittee which took place on Monday, August 11, 2025:

We discussed the EIC Loan Program, and the main concern was ensuring timely repayment of loan funds when funding companies that are unable to secure loan funds elsewhere. Suggestions were made to recover the funds from project payments instead of requiring the firms to repay. The intention is to keep the repayment process under City's control and to ensure funds return to the pool. The Proposed Benefits of a program like this are preferential interest rates for subs, access to funds enables subs to complete projects, it allows for more competitive bidding. The terms could be tailored to project length and payment schedules and finally it offsets payment delays.

The group also discussed the Material vs. Trucking Form. Committee Member Michaelis would like to introduce a new form (much like WSDOT'S process) to separate Material and Trucking reporting. The general input from the group was that firms must separate materials from trucking and if a firm lacks the relevant NAICS code, the work cannot count toward inclusion.

Finally, the group discussed Prompt Payment and some of WSDOT Practices including holding monthly meetings with general contractors to verify timely payments to subs. The recommendation was that the city should enhance its prompt payment oversight by refining its current process and monitoring GCs more closely to ensure subs are paid on time.

On this topic Committee Member Myers added that his company recently switched all their subs to Automatic Clearing House (ACH). This allows a guarantee for the subs to get paid early. Committee Member Myers was suggesting consideration from the City to give preference to primes who are aligning with City values. For example, he noted that his company pays their subs early, don't hold retainage on their subs and has practices to remove barriers for subs and make the project process smoother for everyone involved.

- **Workforce Subcommittee Updates:** Members of this subcommittee are: Chair Lundt, Committee Member Myers, and Committee Member Patton. No updates.

b. EIC Bylaws

Motion to approve the Bylaws was passed by Committee Member Patton and approved by Committee Member Myers

c. Open Discussions – EIC Advisory Members

Committee Member Myers stated that the OMWBE just announced a new LGBTQ Certification. His question was if the city would add the LGBTQ Certification to the EIC Program. Same question about the Veteran Certification. EIC Staff response was that the City would need to include the LGBTQ Business community in the next disparity study to evaluate if there is a disparity in the way contracting is done with the LGBTQ Business community. After the study is complete, if the results show a disparity, the city will be able to consider adding the LGBTQ certification as part of EIC Requirements.

EIC Staff informed the group that the WA Regional Contracting Forum will take place September 17, 2025 at the Muckleshoot Event Center from 8:00AM to 3:00PM.

EIC Staff informed the committee that the Tacoma Police Department is doing a back-to-school event at the Eastside Community Center on Saturday, August 23rd, 2025. Members were asked to share with their network.

Future Meetings – A special meeting can be scheduled if needed

- 2025 Regular Meetings
- November 19, 2025

Public Comment

- No public comment was received in writing, and no one attending online requested to speak for public comment.

Action items:

- Send the EIC Loan Program Draft to the group along with minutes from the internal process subcommittee meeting
- Plan to contact each EIC Advisory Committee Members to discuss several topics on the agenda (EIC Regulations overview, EIC Loan Program draft and subcommittee plans)
- Schedule subcommittee meetings
- Provide an update on the annual report and data dashboard
- Invite the City’s Office of Strategy to come and share on the Tacoma Anchor Network
- Send Project Forecasting List via email to the EIC Advisory Committee Members

Adjournment

Meeting adjourned at 8:44 AM

Minutes taken by City of Tacoma