

Capital Projects Advisory Review Board
Board Development Committee

Meeting Agenda 11/7/2023

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Committee focus:

To aid in candidate outreach, recruitment, improve transitioning, and educating new board members on the roles, operating procedures, and the scope of the board.

(8 Active Members; 5 = Quorum)

Lekha Fernandes Co-Chair	OMWBE	CPARB
Robynne Thaxton Co-Chair	Thaxton Parkinson PLLC	CPARB
Jeff Jurgensen	OAC Services	PRC
Santosh Kuruvilla	Exeltech	CPARB
Irene Reyes	The Glove Lady	CPARB
Linneth Riley Hall/ <i>Proxy Eza Agoes</i>	Sound Transit	CPARB
Olivia Yang	WSU	CPARB
Janice Zahn	Port of Seattle	CPARB
	<i>Vacant</i> General Contractors	CPARB
	<i>Vacant</i> Architects	CPARB
	<i>Vacant</i> Public Owner	CPARB

AGENDA

Item	Purpose	Presenter	Time
Welcome	Information	LH	3:00 pm
Review and approve agenda	Action	All	3:05 pm
Review/Approve minutes from 8/1 & 9/5	Action	All	3:06 pm
Invitation to public to participate	Information	RT	3:08 pm
Structure of the PRC	Discussion/Action	All	3:10 pm
- Staggered appointments	Discussion/Action	All	
- Additional positions	Discussion	All	
Ad Hoc Committee Structure	Discussion/Action	All	4:00 pm
New Issues for next meeting	Discussion	All	4:20 pm
Set agenda for next meeting	Discussion	All	4:25 pm
Adjourn	Action	All	4:30 pm

The committee meeting will be conducted virtually via the TEAMS platform.

PARKING LOT:

- PRC Job Descriptions
- PRC Term Limit Discussion
- Resources subsection on webpage

ACTION ITEMS FROM THE LAST MEETING: (NO QUORUM AT 10/3/23)

1. Co-Chair Thaxton requested getting guidance from the AG or scheduling a conflict-of-interest training and the group think about what the problem is and return to the next meeting with a clear understanding of what should be fixed. (5/2/2023)
2. Brainstorm creative ideas on how to stagger PRC appointments (8/1)
3. Committee Homework: Look at the PRC list and see if there are positions that are overrepresented or underrepresented. (8/1)
4. Consider proposing to CPARB to pursue adding to the statute that either a DBE or WMBE can be represented on PRC panels. (8/1)
5. Shanika will discuss with Co-Chair Lekha Fernandes about including the following recommendation in the report at the next CPARB meeting: For those positions on the PRC that have multiple and are not staggered, ensure that the next appointment for that position is either one-, two-, or three-years for one term as a fix to stagger the positions. (9/5)
6. Jeff Jurgensen will discuss with Kyle Twohig about ensuring emphasis of owner-readiness on the PRC. (9/5)
7. Jeff Jurgensen will discuss with Talia Baker about the process of creating PRC panels and consider transitioning responsibility to the Chair and Co-Chair going forward. (9/5)