

# CAPITAL PROJECTS ADVISORY REVIEW BOARD

Via Teams

## Meeting Minutes - **DRAFT**

February 8 , 2024

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### MEMBERS PRESENT

Janice Zahn (*Chair*)  
Keith Michel (*Vice Chair*)  
Ike Burkett (*Alt for Robin Strom*)  
Lekha Fernandes  
Bruce Hayashi  
Janet Jansen  
Santosh Kuruvilla  
Karen Mooseker  
Mark Nakagawara  
Matt Rasmussen  
Irene Reyes  
Mark Riker  
Linneth Riley Hall  
John Salinas II  
Josh Swanson  
Robynne Thaxton  
Olivia Yang

### REPRESENTING

Ports  
General Contractors  
General Contractors  
OMWBE  
Architects  
State Government  
Engineers  
School Districts  
Cities  
Counties  
Private Industry  
Const. Trades Labor  
Transportation  
Specialty Contractors  
Construction Trades Labor  
Private Industry  
Higher Education

### MEMBERS ABSENT

Corey Fedie  
Bobby Forch  
Senator Bob Hasegawa  
Kara Skinner  
Rep. Mike Steele  
Rep. Steve Tharinger  
Senator Judy Warnick  
Vacant

### REPRESENTING

Public Hospital Districts  
Disadvantaged Bus,  
Senate (D)  
Insurance/Surety Industry  
House (R)  
House (D)  
Senate (R)  
Specialty Contractors

***Staff & Guests are listed on the last page.***

### CALL TO ORDER & ROLL CALL FOR QUORUM

*Vice Chair Keith Michel called the virtual meeting of the Capital Projects Advisory Review Board (CPARB) to order at 8:04 a.m.*

A meeting quorum was acknowledged.

### WELCOME BOARD MEMBERS & INTRODUCTIONS

Vice Chair Michel welcomed everyone to the meeting.

### BOARD ENGAGEMENT

#### **Board Members Opening Thoughts/Share Commitments – *Discussion***

Members individually shared their respective thoughts about the work of the Board and their appreciation of each member's hard work.

*Janet Jansen joined the meeting at 8:07 a.m.*

Several members spoke to being distracted because of the legislative session, looking forward to participating and engaging with members, and aligning the Board's work to increase efficiencies.

#### **APPROVE AGENDA – *Action***

Vice Chair Michel reviewed proposed changes to the agenda adjusting the timing of the Chair Report, adding a discussion on an appeal of a Project Review Committee decision, adding a discussion on a public records request, adding leadership elections in May, and removing the report by the Project Feedback Process Workgroup.

Olivia Yang commented on ways to improve coordination of the Board's activities and time. Vice Chair Michel suggested including the discussion under New Business.

***Irene Reyes moved, seconded by Linneth Riley Hall, to approve the agenda as modified. A voice vote approved the motion unanimously.***

#### **APPROVE MEETING MINUTES - DECEMBER 14, 2023 - *Action***

Vice Chair Michel invited a motion to approve the December 14, 2023 meeting minutes.

Linneth Riley Hall requested a correction on page 5 within the last paragraph correcting the citation of SHB 161 to reflect SHB 1621.

*Irene Reyes moved, seconded by Janet Jansen, to approve the December 14, 2023, minutes as amended. A voice vote approved the motion unanimously.*

**INVITATION FOR PUBLIC COMMENTS – Information**

Vice Chair Keith Michel invited public comments. No public comments were offered.

**CHAIR REPORT – Information**

The CPARB Chair report was deferred until later in the meeting.

**LEGISLATIVE UPDATES - Information**

Talia Baker updated members on the status of legislative bills of interest to the Board.

Senate Bill (SB) 6167 incorporating language from SHB 1621 was moved from Rules for a second reading. The Board's deadline for review is February 13, 2024, when all bills must move from house of origin. Other bills of interest address construction crane safety, apprenticeships, and prevailing wage sanctions and penalties. SB 6192 addresses additional work on work orders for private and public projects. Other bills of review during the 2023 legislative that did not move forward this session were designated as dead on the legislative tracker report. The legislative tracker report is published on the CPARB webpage under "Legislation of Interest" and updated twice a week.

In response to questions about the details of the crane safety bills (SB 5900/SHB 2022), Vice Chair Michel advised that although he was not aware of all details in the bill, he supports legislation on processes associated with construction cranes.

Santosh Kuruvilla noted that based on his company's experience with cranes, some pricing has increased because of commercial and bonding requirements, as well as affecting crane availability.

Ms. Baker noted the tracker includes a link to each bill. Public hearings scheduled for any of the bills can be accessed via a link at the top of the webpage Legislation Tracker document.

Vice Chair Michel reported SHB 6040 regarding prompt payment in public works is likely of good intent; however, the method the bill introduces is potentially disruptive and could have unintended consequences as it changes the system of payment within public contracting. He encouraged members and stakeholders to engage in the legislative process either in support or against the bill.

John Salinas II added that after many conversations with others regarding the bill, he supports the intent to ensure the flow of funds to small and certified businesses. However, he is concerned that requiring general contractors to carry the financial burden of ensuring certified firms are paid within 30 days without the owner paying the general contractor could create potential discrimination of certified firms. As drafted, the bill should be refined, as current language would not promote broader representation by certified firms, as the current language might place certified firms at a disadvantage if general contractors are required to pay within 30 days of completing a job.

Ike Burkett agreed as he also had similar conversations because it would force the general contractor to render risk decisions. Although he supports the intent, other avenues should be explored to ensure owners are accountable for timely payments.

**COMMITTEE & WORKGROUP REPORTS**

**SHB 1621 Review Committee – Information**

Committee Co-Chair Mark Nakagawara reported that regularly scheduled meetings were deferred this month pending resolution of a bill addressing CPARB's recommendations submitted in December 2023. Some of the outstanding issues are self-performed limits and the definition of Prudent Utility Management.

Committee Co-Chair Michel reported on testimony provided by several members of the Board in support of the recommendations, which included a recommendation to implement a portion of the bill and move the effective date for the balance of the bill to enable continued discussions to reach alignment and consensus on some unresolved issues. Committee members and stakeholders were encouraged to continue providing feedback as well as identifying more stakeholders to invite to participate in the discussions.

Co-Chair Nakagawara recommended appointing Linda DeBolt, representing the City of Bellevue, as a member of the committee to ensure representation of all code cities.

**Mark Nakagawara moved, seconded by Olivia Yang, to appoint Linda DeBolt, representing the City of Bellevue, as a member of the SHB 1621 Review Committee. A voice vote approved the motion unanimously.**

Nancy Deakins recommended creating a position representing Fire Districts.

**Mark Nakagawara moved, seconded by Irene Reyes, to create a position on the SHB 1621 Review Committee representing Fire Districts, with the member to be identified later. A voice vote approved the motion unanimously.**

### **Project Review Committee – Information**

PRC Chair Kyle Twohig briefed members on the outcome of several PRC meetings. One meeting covered two days with 13 projects reviews comprised of nine Design-Build and four GC/CM projects totaling approximately \$1.6 billion. Several of the larger GC/CM projects included alternative subcontractor selection applications (ASSP). Two of the Design-Build projects were not approved.

During the business meeting, members received a report from the Project Feedback Workgroup and reviewed the status of the GC/CM Best Practices Guidelines. Chair Twohig shared information on his discussion with Nick Datz, Chair of the GC/CM Committee. Members discussed the alternative subcontractor selection process and supported approval on a per trade basis. Members recommended revisiting the guidelines after users become adept at utilization and have demonstrated successful outcomes prior to revising the opportunity for a blanket approval. Recent usage of ASSP has increased, which speaks to beneficial changes in the industry.

The PRC has scheduled spring/fall in-person meetings and is recruiting for a vacant Owner-Ports and Owner-Public Hospital Districts positions.

Robynne Thaxton, Co-Chair of the Board Development Committee, provided PRC members with a report on the committee's work regarding the PRC. The Board Development Committee is exploring realignment of PRC position terms to stagger terms over a five-year period to achieve realignment of terms. PRC members discussed whether PRC should be allowed to present a project or certification presentation. The RCW provides clear guidance; however, PRC's bylaws include a minor conflict. After consulting with the Attorney General's Office, it was deemed that no conflict exists as long as the PRC member presenting the proposal is recused from the review panel. The bylaws will be refined to include one minor revision to alleviate future misinterpretations. Members revised how all project and certification reviews are scored based on whether the application meets the RCW requirements and not necessarily perceived best practices. One unique Progressive Design-Build application was denied. The applicant is reapplying using GC/CM to clarify that the architect of record would serve as the architect of the GC/CM project in response to feedback from panel members. The Spokane Public Facilities District's application was denied by a vote of 4/4. The project proponent appealed the denial to CPARB for reconsideration.

Vice Chair Michel thanked Chair Twohig and PRC members for facilitating the project review process given the number of applications the PRC continues to receive. He appreciated the evaluation of the ASSP and the approval process. It is important for the PRC to continue reviewing the administrative process. Chair Twohig responded that members are emphasizing the importance to owners to apply for ASSP at the time of the project application to reduce the number of presentations to the committee and save time for the applicant.

Irene Reyes asked whether a resubmission of an application speaks to an automatic guarantee of approval for the project proponent. Chair Twohig said a request for a special meeting to reconsider an application does not guarantee a positive outcome. Rather, the request is for another review of a resubmitted application during a special meeting because of the tight timeline of the project that would be substantially impacted if the applicant waited until the next regular meeting. Ms. Reyes asked about the process for applicants when their application has been denied, and whether special meetings are announced publicly. Chair Twohig said any request received for a special meeting is considered by the PRC Chair and Vice Chair. If a meeting is scheduled, the meeting is publicly noticed and all PRC members are informed via email to assign a panel of available members.

*Janice Zahn joined the meeting at 8:52 a.m.*

### **Appeal Process - Spokane Public Facilities District - Information**

Vice Chair Michel encouraged members to submit their preferred special meeting date through the Doodle poll emailed earlier to members. The special meeting will review and discuss the merits of the appeal.

Ms. Baker advised that 13 members have responded with the majority selecting February 20, 2024, from 3:30 p.m. to 5 p.m. or February 22, 2024, from 3 p.m. to 4:30 p.m. Final responses are required soon to meet public noticing deadlines. A quorum of 11 members is required to conduct the special meeting to consider the appeal. All meeting materials will be posted on the webpage. Any public comments received prior to the hearing will be posted on the special meeting event webpage.

**CHAIR REPORT – Information**

Chair Zahn reported on the passage of SB 6167 in support of HB 1621 from the Rules Committee for a vote. She has had several conversations with the bill’s sponsor, Senator Hasegawa, as well as attending committee meetings on behalf of the Board.

**Board Development Committee – Information/Action**

Co-Chair Robynne Thaxton reviewed proposed changes to CPARB Bylaws. Currently, each Board committee includes a designated stakeholder of an industry group. At this time, no one has been appointed to many of those positions. According to the bylaws, more than 50% of the committee membership is necessary to achieve a meeting quorum regardless of whether the position has been filled. The issue speaks to why the committee has been unable to meet because a quorum was lacking. The proposed change defines members of committees as those individuals who are appointed to the committee by CPARB. Positions reserved for stakeholder groups and not filled on a committee would not count towards a meeting quorum. The proposed amendment is helpful for committees to complete assigned tasks. She invited a motion to adopt the proposed amendment to the bylaws.

***Irene Reyes moved, seconded by Matt Rasmussen, to approve the amendment to the CPARB Bylaws as presented by Co-Chair Thaxton.***

Nancy Deakins reminded the Board of the requirement for 13 votes in favor of any bylaws amendment to pass the amendment.

***A roll call vote approved the motion unanimously:***

Co-Chair Lekha Fernandes reported on the committee’s review of open positions within all committees. It is important to ensure there is stakeholder representation on the committees; however, if there is no need for stakeholder representation, the committee needs to be informed of such because decisions will be necessary to determine committee membership to ensure the goals of the committee can be accomplished. The Board Development Committee is tasked with reviewing bylaws, rules, membership, accountability, mentorship programs, and training development of Board members. Current vacancies on the committee include general contractors, public owners, and an architect position. The Business Equity/Diverse Business inclusion Committee has a vacant position representing architects.

*Bruce Hayashi joined the meeting at 9:03 a.m.*

Co-Chair Thaxton added that new members are not required to be members of the Board.

Co-Chair Fernandes reported the Education Connections Committee lacks a member representing MWBE and Trades/Labor interests. The committee is tasked with reviewing best practices, sponsoring events, and active engagement with industry interests interested in participating. The GC/CM Committee is responsible for developing the GC/CM Best Practices Guidelines and lacks representation from Cities and OMWBE. The JOC Evaluation Committee has no vacant positions. The Legislative Writing/Drafting Committee is currently paused but lacks a representative from Private Industry. Local Government Public Works Study Committee lacks representation from Public Hospitals, Counties, and OMWBE. The committee is also on hiatus. The Project Feedback Process Workgroup has no vacancies at this time. The SHB 1621 Review Committee lacks representation from Fire Districts. Vice Chair Michel noted that efforts are in progress to recruit a member representing Fire Districts. The last committee, Small Works Committee, lacks representation from Private Industry, MWBE contractor, General/Sub Contractors, and Counties. The committee is responsible for implementation of CPARB Small Works legislation.

Ms. Riley Hall noted the meeting date for the Board Development Committee has been changed to Wednesdays to accommodate member schedules.

Ms. Reyes volunteered to post the updated list of vacancies at the office of the Association of Women and Minority Businesses.

Mr. Nakagawara noted that he was delegated as the representative for Cities on the GC/CM Best Practices Review Committee when Rebecca Keith left the committee. He also has an assigned alternate as well.

*Karen Mooseker disconnected from the meeting at 9:08 a.m.*

Co-Chair Fernandes requested feedback from the Board on their availability and willingness to recruit members in the industries members represent and whether representation is required for some of the committees.

*Josh Swanson joined the meeting at 9:09 a.m.*

In response to an inquiry as to the tasks by the JOC Evaluation Committee, Vice Chair Quinn Dolan explained that the committee is focused on educational offerings to different organizations on best practices. The committee is considering some updates to the JOC Best Practices Guidelines as well as receiving additional tasks by the Board.

Olivia Yang commented about the goal of alignment, coordination, and committee efficiencies and suggested that if the focus of the JOC Evaluation Committee is training and best practices it might be possible to integrate or become a subgroup of the Education Connection Committee. Co-Chair Dolan affirmed the potential as the committee is considering a shift in the Chair and Vice Chair positions.

Mr. Kuruvilla supported the recommendation because the Education Connections Committee is responsible for outreach to the overall alternative delivery community. Co-Chair Thaxton recommended the Board Development Committee examine all committees and present a recommendation to the Board on potential consolidations and changes.

Vice Chair Michel said he was reluctant to sunset the JOC Evaluation Committee as JOC is one of the three forms of alternative delivery. The committee has engaged in beneficial conversations in the context of the future with reviews on limits and the JOC process. The delivery method continues to experience an increase in its use across the state. Chair Dolan pointed out how JOC has evolved over time in terms of capacities, use, and limits on work orders. Some agencies are reviewing whether the maximum work order size is too small. Sunsetting the committee would not be the right step as the industry changes and as more entities elect to use the delivery method.

Chair Thaxton suggested delegating the issue to the Board Development Committee to examiner structure and present the Board with a recommendation.

Chair Zahn supported the recommendation.

Co-Chair Fernandes advised that the Board Development Committee plans to contact all committee chairs to discuss ideas and plans for each committee. A schedule and format of the meetings will be developed.

Co-Chair Thaxton cited the imbalance of appointments to the PRC Committee with many terms expiring concurrently. The Board Development Committee developed a mechanism affecting new terms by converting to one-year and two-year terms to ensure terms are staggered in the future. The committee's priorities began with staggering stakeholder positions, equalizing the number of appointments each year, converting duplicative industry positions to two-year positions, and keeping interim terms as long as possible. The proposal would result in 12 appointments during the next appointment cycle and 10 appointments during the next round of appointments. The Board will be asked to consider changing the various owner positions to reflect owner positions only and to consider the proposal at the April meeting to afford time for the committee to discuss and receive feedback from PRC members.

Several members conveyed appreciation for the committee's work.

Mr. Kuruvilla commented on the importance of balancing public versus private positions. Co-Chair Thaxton explained that the exercise focused on positions expiring in June 2024 because of public notice requirements. She acknowledged the importance of ensuring balance, as the terms would be staggered based on the priorities.

*Chair Zahn recessed the meeting at 9:40 a.m. for a break. Chair Zahn confirmed a meeting quorum and reconvened the meeting at 9:56 a.m. Karen Mooseker rejoined the meeting during the recess.*

### **BE/DBI Committee - Information**

Co-Chair Fernandes said the committee is focused on reviewing prompt pay for contractors through various lenses and categories. The first category is owner to prime with consideration of base work, change work, retention releases, requirements for payment, and a thorough review through of each step and process to identify ways to ensure subcontractors are paid quickly. The committee is currently analyzing base work by defining the barriers, current

practices, possible solutions, and considering potential testing of solutions and outcomes to create good, better, and best practice documents. The committee has slowed the process to ensure all input is received from all diverse stakeholders to help define good, better, and best. If necessary, the process will also identify any legislative changes that could be supported to ensure subcontractors are paid promptly. The next category of review is the owner to small diverse prime contractor followed by the prime to sub relationship to examine requirements for payment, mobilization available to small diverse businesses, and use of electronic payments. The committee plans to review agency internal processes, as part of that review and will share best practices from all lenses to ensure prompt payment occurs. The committee discussed legislation (SSB 6040) and supported assuming the work if the Legislature directs the Board to review the legislation.

Vice Chair Michel expressed appreciation to committee leadership for their efforts. Work has been ongoing between committee meetings contributed by various members to tackle some of the challenging issues of the committee's focus. He is feeling positive about some of the developments especially within the technical nuances of improving payment to subcontractors.

Chair Zahn asked whether the committee was able to solicit broad participation by small and minority firms to ensure the committee considers recommendations and best practices benefitting small firms. Co-Chair Fernandes acknowledged that the committee includes diverse voices of either voting members or active participants. The intent is to complete the owner to prime category to identify missing information and consider some community outreach to identify any gaps or missing information. The committee has four members who represent small diverse businesses or groups.

Chair Zahn reiterated the importance of ensuring all efforts are pursued to include small businesses and groups. Co-Chair Fernandes noted that OMWBE provides stipends to individuals who participate in advisory committees. The OMWBE can support developing a process or procedures to ensure diverse voices are included within committees. Guidance is also available through the Office of Equity that can be shared as well.

Chair Zahn asked about the timing for a report to the Board, especially if any recommendations include potential legislative changes. Co-Chair Fernandes explained that the committee has slowed its process and it is likely no recommendations for any legislation would be offered for the 2025 legislative session because of the necessity for outreach to all stakeholders, Board engagement, and other involvement. However, should the Legislature direct CPARB to review SSB 6040 and the Board assigns the committee the task, the committee plans to ramp up efforts to complete the work in a shorter span of time.

Chair Zahn shared that one of the amendments to SSB 6040 referenced referral of the bill to the Board; however, it appears the bill sponsor is not necessarily supportive of that direction. She is unsure whether the bill will be amended to include a referral to the Board as the bill moves forward.

Vice Chair Michel added that the committee's work is focused on external factors outside the RCW constraints or protocols with efforts on contracting and public entity norms in terms of payment to identify potential efficiencies rather than legislative changes. Within the committee's previous report to the Board on best practices to improve inclusion and diversity within the industry statewide, information was included on payments out of cycle and ways to encourage project owners and participants to consider processes to prioritize payment to subcontractors.

Discussion ensued on the committee's efforts focused on identifying common and current practices to develop recommendations to improve practices while acknowledging any needed legislation will take some time.

### **JOC Evaluation Committee – Information**

Committee Chair Linda Shilley requested the Board's approval to appoint a new Chair and Vice Chair to the Job Order Contracting Evaluation Committee. Quinn Dolan has served as Vice Chair since 2018 and she has served as Chair since 2020. The Board is asked to appoint Gina Owens with the City of Seattle as Chair, and Aleanna Kondelis with Hill International as Vice Chair.

Chair Shilley thanked the Board for its support. The committee is proud of the work completed over the last several years. The committee completed the JOC Best Practices Guidelines and has embarked on training sessions. The future role of the committee is continuing the collection of information, proposing new legislation, and updating the Guidelines annually if new legislation is adopted.

Ms. Thaxton noted the Board's bylaws delegate selection of committee leadership positions to each respective committee as long as the individuals are current members of the committee.

Chair Shilley and Vice Chair Dolan affirmed the individuals are current committee members. Both members advised that they intend to remain on the committee but will not serve in a leadership role.

Ms. Baker noted the Board previously adjusted committee leadership positions to reflect Co-Chair positions rather than a Chair and Vice Chair.

Chair Zahn thanked Ms. Shilley and Mr. Dolan for their service to the committee.

*Karen Mooseker disconnected from the meeting at 10:17 a.m.*

### **Small Works Committee – Information**

Committee Co-Chair Bill Frare reported the committee has focused on implementation of SB 5268. The Department of Labor and Industries is updating systems within the agency in addition to minor changes to its WAC. OMWBE has completed WAC changes and established the Public Works Small Business Enterprise Certification Program. The Department of Enterprise Services (DES) is finalizing the Department's WAC for updates to small works contracting based on SB 5268. MRSC is updating the Statewide Roster to accommodate the needs of new agencies using the roster. DES is joining the Statewide Roster and is working on internal practices to facilitate the transition. DES is also developing model contracts. Additionally, in terms of the prior discussion on sunseting committees, the Small Works Committee is a potential committee that could be considered for sunseting following full implementation anticipated to be completed by July 2024. He expressed appreciation to dedicated committee members.

Chair Zahn commented that the work by the committee has been transformational. She conveyed gratitude for the quickness of the committee working together and representing many state departments.

Ms. Fernandes affirmed OMWBE completed its rule-making process. The department is on track to deploy the system to begin accepting applications on March 1, 2024, for the new certification program.

Co-Chair Frare reported MRSC is co-hosting with DES webinar training on February 29, 2024, to the business and contracting community.

Jon Rose, MRSC, reported registrations for the webinar total 350 to date. He agreed to provide a link to staff to forward to the Board.

Mr. Salinas inquired as to whether OMWBE has implemented a process notifying all OMWBE certified firms of the new certification opportunity. Ms. Fernandes replied that OMWBE is notifying all certified firms about the new certification program. All existing certified businesses qualify for the new program as the businesses meet the criteria. Businesses will have the opportunity to opt in to receive the new certification.

### **Education Connections Committee – Information**

Chair Zahn referred to the pre-read Co-Chair Curt Gimmestad provided on the status of the committee.

### **NEW BUSINESS**

#### **Parking Lot Items**

Chair Zahn queried members on next steps regarding the series of parking lot items. Staff could forward a survey on the items prior to the next meeting to receive votes on priorities for moving some of the issues forward for the Board's consideration. She asked for feedback on any additions to the parking lot list.

Ms. Yang said she had recommended adding an assessment of committees with a goal to improve efficiency and potential alignment. The Board Development Committee offered to review and develop a proposal for consideration by the Board.

Ms. Reyes said the development of a recruitment process for committees should be a top priority.

Vice Chair Michel suggested adding a committee to review the Design-Build Best Practices Guidelines.

Mr. Kuruvilla recommended scheduling a review on the status of Progressive Design-Build.

Ms. Riley Hall commented on the need to provide training to PRC members on the RCWs and RCW requirements for GC/CM and Design-Build. The training should be a structured process to ensure a thorough understanding of the RCWs.

Ms. Thaxton noted that PRC's onboarding process oversees training for PRC members. The Board Development Committee can explore options and provide a recommendation.

Ms. Yang recommended interactions between PRC leadership and the Board to discuss training for PRC members. Ms. Thaxton advised that PRC leadership has been invited to serve on the Board Development Board for those reasons.

Ms. Riley Hall emphasized the importance of training in general especially since the Board is considering an appeal of a GC/CM application.

Chair Zahn recommended reframing the parking lot item as “RCW Training/Refresh” and adding it to the Board’s survey.

#### **ADMINISTRATIVE**

##### **CPARB Chair and Vice Chair Elections**

Chair Zahn reported leadership positions are a two-year term. Current terms expire at the end of June with new Chairs and Vice Chairs beginning terms on July 1, 2024. Procedures and criteria were established by the Board Development Committee.

Ms. Baker advised members that letters of interest for the positions should be submitted to the CPARB inbox to ensure the Board can review the letters for preparation of voting at the May meeting.

Chair Zahn said she plans to work with staff to develop a survey to members to provide feedback on current leadership. Vice Chair Michel supported the recommendation as he welcomes any feedback on his service to the Board. Chair Zahn advised that members should expect to receive a survey within the next month.

##### **Public Records Request – Information**

Ms. Baker reported DES received a public records request from the National Minority Business Advisory Council (MBAC) on December 26, 2023. DES provided a response and forwarded links to the information requested that is available online. DES has not received any communication since the information was forwarded to the requester. Ms. Baker confirmed her intent to copy the Board with both the request and the response by DES.

*Karen Mooseker rejoined the meeting at 10:43 a.m.*

##### **Budget Report – Information**

Chair Zahn referred members to the pre-read of the budget report for their information.

##### **Recap of Action Items – Information/Action**

Ms. Deakins recapped action items from the meeting:

- SHB 1621 Review Committee Co-Chairs to identify Fire District representative to serve on the committee.
- Board members to assist with recruitment for PRC members.
- CPARB members to respond to the Doodle Poll for the special meeting for the appeal filed by Spokane Public Facilities District.
- Board members to assist with recruitment of open committee positions/staff will update the document on open positions.
- Members to complete a survey on parking lot items.
- Members interested in serving in a Board leadership position need to send a letter of interest to the CPARB inbox.
- Staff will release survey to the Board on current leadership for feedback.
- Staff will copy the Board of the public records request and response by DES.
- Chair Zahn affirmed the May meeting would be scheduled as an in-person meeting with virtual attendance as an option.

##### **April 11, 2024 Draft Agenda – Review and Discussion**

Vice Chair Michel reviewed a draft of the proposed April meeting agenda. Members offered recommended changes to the agenda:

- Minutes 2/8/2024
- Legislative updates
- Committee/Workgroup Reports:
  - Board Development (PRC Terms – Action)
  - Education Connections
  - GC/CM Best Practices (confirm any action required)
  - BE/DBI



- PRC
- SHB 1621 Review Committee (w/action for adding members)
- Project Feedback Process Workgroup
- Small Works Committee
- Update Bylaws from Board Development Committee (Action)
- PRC Appointments: Owner – Public Hospital Districts & Owner – Ports
- New Business
- Budget Report
- Recap of Action Items

**CLOSING THOUGHTS of Board Members - Information**

Chair Zahn invited members to share closing thoughts. Closing thoughts centered on appreciation for the Board's collaboration and efforts, ending on time, and recognition of the Chinese New Year.

**ADJOURNMENT**

*With there being no further business, Chair Zahn adjourned the meeting at 10:58 a.m.*

**Staff & Guests**

Eza Agoes, Sound Transit

Talia Baker, Department of Enterprise Services

David Beaudine, Turner Townsend & Heery

Nancy Deakins, Department of Enterprise Services

Linda DeBolt, City of Bellevue

Ashlee Delaney, Department of Enterprise Services

Quinn Dolan, Centennial Contractors

Bill Frare, Department of Enterprise Services

Jeff Gonzalez, Department of Enterprise Services

Valerie Gow, Puget Sound Meeting Services

Aleanna Kondelis, Hill International

Ping Liu, Flat Iron Corporation

Monique Martinez, Department of Enterprise Services

Art McCluskey, Washington Department of Trans.

Jonathan Miller, Turner Townsend & Henry

Jessica Murphy, City of Seattle

Gina Owens, JOCE Committee

Jon Rose, MRSC

Linda Shilley, Pierce Transit

Kyle Twohig, Spokane County