

From: [DES mi PRC](#)
To: [Jeannie L. Natta](#)
Cc: [DES mi PRC](#)
Subject: PRC - Welcome!
Date: Monday, October 11, 2021 8:11:00 AM

Welcome to the Project Review Committee!

I apologize for the delay in getting this to you. I'm still waiting to receive your welcome letter from the CPARB chair. However she wanted me to reach out to you and let you know that there is an on-going realignment process with appointments to the PRC and this position will be for 2 years and 8 months instead of the standard 3 years. (Ending June 30, 2024) Of course you'll be able to reapply when the time comes.

Please bookmark the PRC Homepage (*in my signature block below*) as it is the primary form of information exchange when the PRC isn't together. All correspondence goes through the PRC inbox at PRC@des.wa.gov (*not my personal DES email*) and you are asked NOT to respond to ALL to group emails as that could be misinterpreted as a public meeting if PRC Business is discussed. According to the Open Public Meetings Act RCW 42.30, all public meetings must adhere to public notification laws etc. etc. etc. That being said, I am the primary correspondence correspond-er and information hub. I am the PRC Girl-Friday, so if you need anything, please reach out and I will likely have a link to the information you need or an easy answer.

When you visit the PRC Homepage, the most current meeting information will be at the top. You will see the current meeting agenda, any business meeting pre-reads that have been submitted and the most current projects that have been submitted for review. All past meeting information will be found on the [PRC Meetings](#) page.

On the PRC Homepage, under the meeting information, you will find the most current documentation that I have available. This is where you can find the current member list, Active Public Body Certifications, and annual statistics. Below that is the current year's meeting schedule and application due dates. Please put the meeting dates on your calendar for the whole day if possible. I will solicit for a quorum once I have the list of applicants for the meeting, and the agenda schedule will be finalized by the Committee Chair.

Near the bottom of the PRC Homepage is some very important information for new members. Since the PRC is part of CPARB, ALL committee members are asked to review the **Online Appointee Training** which is developed and monitored through the Governor's Office. Additionally, you will be expected to be familiar with RCW 39.10, the Design-Build Best Practices Guidelines and also the PRC Bylaws. Your membership officially starts November 1, 2021. Your first official PRC Meeting will be December 2, 2021. Depending upon the length of the Agenda for December, the Chair may take the time to ask if you have any questions on how the PRC operates and member expectations.

Currently all PRC meetings are virtual until COVID restrictions allow in-person meetings and a new meeting location is identified. If you are interested in monitoring your first meeting to see how the meetings are run, please let me know. Even when you are not assigned you are free to join us at any time via the link on the homepage. I encourage you to ask questions of myself or any member on our contact list.

This is a lot of information to absorb, however most members find serving on the PRC a rewarding experience.

Thank you for joining us.
I look forward to working with you.

Talia Baker (*She/Her/Hers*)

Administrative Support

Project Review Committee

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