

Date: December 7, 2020  
To: Rebecca Keith, Chair of CPARB  
From: Janice Zahn, CPARB member  
Subject: PRC Review draft Workplan

As requested by the CPARB at the October 2020 board meeting, below is a draft workplan for the new PRC Review subcommittee respectfully submitted for the board's consideration and feedback. There have been many comments raised regarding various aspects of the Project Review Committee, both at CPARB and at Reauthorization committee meetings. These areas include PRC committee representation and the appointment process conducted by CPARB, the PRC member role, duties and expectations, as well as potential PRC approval process improvements.

With the level of effort required to complete the RCW 39.10 Reauthorization task and the upcoming PRC appointment process in May 2021 for expiring seats, I recommend that the PRC Review work be performed in phases as follows:

Phase 1: PRC committee representation and appointment process

- Compile list of concerns/areas of improvement
- Review and make recommendations for the representation and balance of seats on PRC
- Review and make recommendations regarding the PRC qualifications and selection criteria
- Develop appointment process alternatives for CPARB consideration
- Report back to CPARB on the above tasks

Phase 2: PRC roles, duties and expectations

- Prioritize list of concerns/areas of improvement, develop schedule for review/discussion
- Review current PRC bylaws and onboarding materials
- Update onboarding materials
- Make recommended improvements for CPARB consideration

Phase 3: PRC approval process improvements

- Develop guidelines for determining approvals
- Review project, certification and re-certification applications
- Review and make recommendations for panel selection, owner interview and approval process

CPARB only has one meeting (in February) prior to the May CPARB meeting, where the board considers the appointment or re-appointment of existing PRC member seats. Therefore, appointing members for the PRC Review subcommittee is important to start the Phase 1 work immediately. Refinements to the scope of work in the subsequent phases can be reviewed and considered by CPARB at a future meeting.