

CAPITAL PROJECTS ADVISORY REVIEW BOARD

Via Teams

Meeting Minutes

April 13, 2023

MEMBERS PRESENT	REPRESENTING	MEMBERS ABSENT	REPRESENTING
Janice Zahn (<i>Chair</i>)	Ports	Senator Bob Hasegawa	Senate (D)
Bill Dobyms (<i>Vice Chair</i>)	General Contractors	John Salinas II	Specialty Contractors
Corey Fedie	Public Hospital Districts	Mike Shinn	Specialty Contractors
Lekha Fernandes	OMWBE	Rep. Mike Steele	House (R)
Bobby Forch, Jr.	Disadvantaged Bus.	Rep. Steve Tharinger	House (D)
Bruce Hayashi	Architects	Senator Judy Warnick	Senate (R)
Janet Jansen	State Government		
Santosh Kuruvilla	Engineers	<i>Vacant</i>	Counties
Keith Michel	General Contractors		
Karen Mooseker	School Districts		
Mark Nakagawara	Cities		
Irene Reyes	Private Industry		
Mark Riker	Const. Trades Labor		
Linneth Riley Hall	Transportation		
Kara Skinner	Ins./Surety Industry		
Josh Swanson	Construction Trades Labor		
Robynne Thaxton	Private		
Olivia Yang	Higher Education		

Staff & Guests are listed on the last page.

CALL TO ORDER & ROLL CALL FOR QUORUM

Chair Janice Zahn called the Capital Projects Advisory Review Board (CPARB) virtual meeting to order at 8:00am. A roll call of members established a meeting quorum.

WELCOME BOARD MEMBERS & INTRODUCTIONS

Chair Zahn welcomed members.

Chair Zahn noted there is a vacancy for Counties due to Erik Martin resigning.

APPROVE AGENDA – *Action*

Robynne Thaxton moved, seconded by Santosh Kuruvilla to approve the agenda. A voice vote approved the motion unanimously.

APPROVE 12/8/2022 & 2/9/2023 MEETING MINUTES – *Action*

12/8/22 Meeting Minutes

Minutes were revised to reflect name spelling errors. Chair Zahn asked that guidance noted in Zoom chat regarding meeting compensation be added to meeting minutes. Office of Equity, Community Compensation Guidelines can be found here: <https://equity.wa.gov/people/community-compensation-guidelines>.

Janet Jansen moved, seconded by Mark Riker to approve the meeting minutes. A voice vote approved the motion unanimously.

2/9/23 Meeting Minutes

Minutes were revised to reflect Lekha Fernandes as ‘Co-Chair Fernandes’ of the Board Development Committee. Minutes were updated to reflect accurate titles and to remain consistent with names.

Robynne Thaxton moved, seconded by Lekha Fernandes to approve the meeting minutes. A voice vote approved the motion unanimously.

INVITATION FOR PUBLIC COMMENTS – *Information*

Vice Chair Bill Dobyms invited public comments.

There were no public comments.

CHAIR REPORT – Information

Chair Zahn shared that a verbal report will be given for this month, noting there is no written report. Since the last meeting in February, a large majority of her efforts were spent attending public hearings for SHB 5268. The bill received favorable responses and was unanimously supported by both the House and Senate with no opposition votes. Chair Zahn had been fielding questions about the bill, but ultimately moved forward with very few amendments. Additionally, she conducted outreach to urge adoption of the budget, which is needed to advance board-sponsored bills. Chair Zahn acknowledged Vice Chair Dobyns, Mark Riker, and Josh Swanson for testifying in the public hearings.

Chair Zahn reported that HB 1050 passed without language related to CPARB. An amendment to SHB 1621 was added asking CPARB to review SHB 1621 and make recommendations to the appropriate legislative committees by December 31, 2023.

Chair Zahn also attended the Board Development Committee and Education Connections Committee. As part of previous conversations around education and outreach, she intends to reach out to board members once the legislative session ends.

BOARD ENGAGEMENT – Information

Board Member Opening Thoughts/Shared Commitments

Chair Zahn shared that it is important for the Board to begin meetings with an opportunity to speak to and renew the Board's Shared Commitments. She invited opening comments from members for an opportunity to check in and share what they are looking forward to.

Members individually shared their respective thoughts about the work that has been done, especially related to all the efforts made this legislative session to get the bills passed. Enthusiasm was shared regarding the success of the session.

LEGISLATION TRACKING/BILL PROGRESS – Information

Talia Baker reported that Senate Bill 5278 still needs to be signed by the President and the Speaker. A notification will be sent out when the bill is set to be signed, and board members are encouraged to be present for signing. House Bill 1050 has passed and is awaiting a report on additional progress. House Bill 5088 has been signed off and is waiting for the Governor.

Chair Zahn noted that SHB 1621 should be included in the tracker as it gave the Board an assignment. Ms. Baker noted that she checks reports of bills progress on Monday, Wednesday, and Friday each week, and will update the tracker and reload it onto the website.

COMMITTEE REPORTS

Project Review Committee – Information

Chair Jeff Jurgensen reported that PRC members have worked on improving how meetings are run and opportunities are provided to applicants. One improvement included incorporating a 2-minute Clarification Period in between the panel deliberation and vote, allowing applicants the opportunity to address any misinformation or misunderstanding by panelists. Panelists have been trained to refute new information provided by the applicant during this period and proceed to a vote. Sherry Harris and Young Song are working on language to update the applications to include more specific WMBE participation and DBE usage data and goals in order to avoid redundancy in the Q&A portion. PRC is working to maintain neutrality during panel deliberations, specifically avoiding verbally sharing one's intent to vote. Several members expressed concern that there is no ability to track projects and ensure accountability, so Kurt Boyd helped form an Audit and Accountability Subcommittee to follow up on projects.

Chair Jurgensen noted the PRC is constantly looking for opportunities for improvements, which includes reminders to the panelists to review applications and send questions to the panel chair (instead of Talia) prior to the presentations in order to reduce redundancy in questions and not overburden the support Talia provides.

There will be a May 25th hybrid meeting in Spokane at the Talbot Event Center.

Vice Chair Kyle Twohig shared that recent use of the new Clarification Period has resulted in productive conversation and was helpful for applicants.

Linneth Riley Hall noted there was a lot of discussion regarding agency past performance, and one takeaway was to obtain feedback from CPARB on the role of PRC on past performance of the agencies on approved projects. The role of the PRC was a question to be raised to CPARB.

Chair Zahn highlighted the dollar values and statistics of the project approvals through the PRC, which is \$1.6 billion so far this year. These statistics are a good reminder of the volume of projects and investment dollars in our state that are using alternative delivery.

Keith Michel inquired into one project on the PRC report that did not receive unanimous approval, noting there were two dissenting votes. Mr. Michel asked whether the reason for voting no was appropriate.

Chair Jurgensen noted it is not an RCW requirement, however they are attempting to improve collection of information. The appropriate public benefit was similar to hundreds of projects that have been approved, and there was uncertainty regarding reasons for voting no. The other no-vote was tired of hearing verbal intent to work on WMBE and DBE, however the school district recently hired a new DEI coordinator and stated their intent to improve equity and inclusion efforts.

Ms. Riley Hall shared that it can sometimes be challenging to get panelists to focus on RCW requirements. There may be items outside of RCW that they are passionate about, however reiteration continues that scoring needs to be based on if the applicant meets the RCW requirements. It is a trend in members that needs to be monitored.

Irene Reyes expressed appreciation for all that PRC has been doing and noted a lot of investment has been directed towards school districts, which is critical for small and minority businesses.

Robynne Thaxton addressed Ms. Riley Hall's comment regarding sticking to RCW requirements and noted a need to tie no-votes back to a specific RCW requirement. Declining a project based on something not in the RCW is potentially contestable, therefore PRC members should have more training in tying votes back to the RCW for which they are allowed to deny. Santosh Kuruvilla agreed with Ms. Riley Hall and Ms. Thaxton's comments, suggesting a training opportunity at the beginning of meetings to provide a reminder that they need to tie no-votes to an RCW requirement.

Ms. Riley Hall acknowledged the efforts of Chair Jurgensen, Vice Chair Kyle Dilbert, and Mike Shinn for providing ongoing reminders at the beginning of each meeting as applications are reviewed.

Ms. Fernandes referred back to Ms. Riley Hall's original comment regarding evaluations of projects after they have been approved and performed. Using historical information can help provide insight into evaluation processes of these projects.

Chair Zahn noted there have been ongoing processes and conversations about the role of CPARB members regarding the Audit and Accountability Committee, which has not been officially stood up by CPARB, although the PRC meeting minutes reflect that it has been stood up.

Ms. Thaxton noted RCW 39.10.280 identifies the responsibilities of the PRC members. Looking at review and accountability may fall under the responsibilities of CPARB. A committee may be a more appropriate fit under CPARB due to its existing responsibilities to evaluate contracting procedures. There are no statutes that regulate anything other than procurement.

Chair Jurgensen clarified that PRC understands it does not have the authority to police any action. The goal is to evaluate how all owners are working on their projects, rather than follow up with individuals who are concerned.

Chair Zahn noted PRC meeting minutes reflect an ask of CPARB regarding whether a committee should be stood up and expressed the need for clarification. In [RCW 39.10.230.5](#), there is authorization of DES to collect data to support the board, but it does not authorize PRC to collect it. Ms. Riley Hall added the subcommittee formation was intended to be

brought up to CPARB for discussion, and the proposed Audit and Accountability subcommittee agreed to not meet until CPARB discussed their issues.

Karen Mooseker expressed concerns with this as well, and Olivia Yang expressed concern regarding balance between taking initiative and remaining within the authorized responsibilities of the group.

Kyle Twohig reiterated that his understanding was for the committee to discuss concerns and inquire with CPARB regarding approach to the issue, rather than initiating work in addressing the problem. There is no system in place for collecting and communicating complaints back to PRC for later review; this committee was stood up to begin gathering those complaints and seek guidance from CPARB regarding process to learn from and improve upon the process.

Ms. Reyes shared that she is an advocate of establishing metrics for accountability and believes it is important for CPARB to establish this guidance.

Ms. Thaxton clarified she believes it should be a CPARB committee with PRC members that reviews the processes of how the statutes are working. Ms. Reyes concurred with Ms. Thaxton but noted concern with the lack of oversight with PRC and accountability. Chair Zahn acknowledged a lack of process or oversight with how comments and concerns are considered. Ms. Yang noted the discussion was primarily around audit and accountability and not around coaching and mentorship. A more informal approach to address issues may be more productive and allow for lessons of how to improve.

Bobby Forch, Jr. noted that approving someone for an alternative delivery method allows for flexibility for equity and inclusion and should be articulated as a priority. There may be a learning curve and opportunity to educate owners to productively use alternative delivery methods that CPARB collaboratively approves.

Ms. Thaxton shared that historically there have been letters from PRC or CPARB Chairs to owners who do not comply with RCW requirements and suggested there should be a collaborative formalization of this process between CPARB and PRC.

Ms. Mooseker noted the word audit insinuates a specific process and purpose that does not reflect the intended purpose being discussed. Owners vary in experience and size with capital projects, and so the focus should remain on growing the skills of everyone involved as alternative procurement continues to be grown and improved. Ms. Mooseker concurred that PRC needs processes to address complaints but noted that some complaints may stem from a specific issue that may become a legal issue.

Chair Zahn provided a summary of the discussion, noting that this is a CPARB role in partnership with the PRC. There needs to be a better understanding of the process for responding to concerns, providing coaching and support, and considering the appropriate naming of the committee, as “audit and accountability” raises an expectation that this committee may not fill. Chair Zahn proposed that members of PRC form a workgroup and asked Ms. Riley Hall to be the connector between CPARB and PRC. She also asked any interested CPARB members to identify if they would like to be involved. Ms. Yang, Ms. Fernandes, Mr. Forch, Ms. Thaxton, Ms. Mooseker, Ms. Riley Hall, and Ms. Reyes volunteered to be involved in this workgroup.

Ms. Reyes added there should be a written process to enumerate the consequences. Chair Zahn responded that the workgroup, which may become an official committee, would be responsible for creating that process.

Ms. Riley Hall inquired whether the additional names from PRC would be added with this workgroup and Chair Zahn confirmed that this workgroup should be a partnership between PRC and CPARB. Ms. Riley Hall requested that there be a good mix of public and private owners.

PRC Appointments – Information and Action

Chair Zahn noted that per discussion in the February board meeting, PRC appointments would be split up between April and May. Despite recruitment efforts, there are several seats that have very few applicants, and discussion is needed to determine which seats should be voted on, and if additional recruitment is needed.

Ms. Thaxton asked for clarity regarding the number of open positions and what number of positions members would be voting on. Talia Baker provided an overview of the open PRC positions, all of which will expire at the end of June. With three applications each for Construction Manager and Specialty Contractors, there is an opportunity to either appoint one at this meeting or defer appointments until the May board meeting and continue recruitment efforts.

Chair Zahn inquired into whether CPARB is doing sufficient recruitment and outreach for candidates, or if outreach is focused on those who have served multiple terms. Ms. Thaxton suggested either leaving the applications open or closing them, as opposed to appointing just one applicant, and was in favor of proceeding with appointments. Ms. Reyes asked if CPARB has a process established regarding the number of applicants and when appointments should be made and suggested creating a process to remain consistent. Chair Zahn said there is no established protocol and clarified that the Construction Manager position has one applicant for each open seat.

Vice Chair Dobyms noted there are three qualified applicants for three positions, and he would like to move forward with voting on applicants and put efforts toward those positions that do not have any applicants. Ms. Fernandes noted that the applicants are active members of PRC and suggests more outreach efforts should be made to qualified applicants who bring in different perspectives.

Mr. Kuruvilla suggested moving forward with the original plan to vote for one appointment today and leave the remaining positions open until the May 4 deadline. Ms. Mooseker supported voting on one of each of the candidates for the Construction Manager and Specialty Subcontractor positions today.

Ms. Thaxton reiterated the need for consistency in leaving all positions open or voting on them today. Ms. Baker clarified the process for recruitment, which states that any position not filled will be reevaluated at the next meeting. Ms. Reyes emphasized the inconsistencies with appointing candidates and the need for an established process.

Mr. Kuruvilla noted confusion around the number of positions open, as listed on the meeting page. Ms. Baker clarified the number on the meeting page was the number of positions that would be appointed at the meeting, while the actual number of open positions is listed on CPARB's website in parentheses next to the position.

The recommendation to appoint one candidate at this meeting was made by Chair Zahn to the board, with the intention to discuss whether sufficient outreach was done by the board, especially to individuals not currently serving. Vice Chair Dobyms reiterated Ms. Thaxton's recommendation to either vote on all three today or leave the positions open.

Chair Zahn clarified CPARB's rule that positions currently being served would remain serving until they are reappointed to avoid a break in service.

Ms. Yang suggested no appointments be made today and noted that the application process is being held up by board structural issues and not due to candidate's credentials. Mr. Michel concurred that no appointments should be made as there is still time to recruit before the May 4 deadline. Ms. Baker asked for assistance in recruitment and shared that these openings are shared via two major papers and on CBARB's webpage. CPARB and PRC members should send Ms. Baker additional agencies or resources through which to advertise the open positions.

Chair Zahn noted there was more sentiment to not appoint any candidate at this meeting.

Ms. Yang asked the Board Development Committee, which meets a week before the CPARB meeting, to discuss this and provide a recommendation to CPARB. There is a need to discuss the recruitment and appointment process as it impacts applicants. Chair Zahn agreed and was surprised that all three positions were expiring at the same time.

Chair Jurgensen noted he may have impacted this issue as his position was extended by a year when he was appointed PRC Chair. Chair Zahn said this is a structural issue that may need to be addressed to allow for a staggering of position terms. Ms. Baker noted that unfilled positions can extend the timing of term and affect whether terms are staggered.

Ms. Fernandes has been sharing with her networks about the open positions but needs more information relating to benefits and commitments of membership, and asked CPARB members to send her those key points. Chair Zahn noted the great work of the Board Development Committee in creating more structure around recruitment and providing clarity around responsibilities and time commitments, which may help in attracting candidates. Ms. Thaxton noted that the Board Development Committee will begin looking at the structural issues, recruitment strategies, and appointment timeframes. The more pressing issue is the upcoming position vacancies, and discussion around an appointment process and timeline will be added to the next Board Development Committee meeting. Ms. Fernandes reiterated the need for all CPARB members to assist with recruitment.

Board Development Committee – Information

Co-Chair Fernandes shared that the committee has reviewed job descriptions and added additional details to the Chair and Vice Chair descriptions, including informal check-ins with members, response time expectations with DES staff, and time commitment expectations for members. The working document detailing job descriptions and requirements was shared on screen. Co-Chair Thaxton requested that CPARB members provide feedback on the estimated time commitments and shared that the committee will have a finalized list of job descriptions by the next CPARB meeting.

Co-Chair Fernandes provided an overview of the estimated range of time commitments for the Chair and Vice Chair. These estimated hours include time spent in each of the committees. Chair Zahn noted the time commitments can vary during certain parts of the year. Feedback was requested from the Board regarding time commitments, and Co-Chairs Fernandes and Thaxton will consolidate feedback and formalize the job descriptions, so they are ready to be voted on by the next meeting.

The new member onboarding checklist needs to be approved and Chair Zahn advised that informal feedback and approval is sufficient rather than a formal vote.

The committee will be recruiting current CPARB members to sign up to be mentors to new members joining in June.

Legislative Writing\Drafting Committee – Information/Action

Ms. Fernandes shared that the committee asks CPARB to place the committee on hiatus and to consider reinstating the BE/DBI Committee.

Ms. Baker noted that CPARB disbanded the committee and there needs to be a motion to reestablish it.

Chair Zahn shared that a motion is needed to reestablish the BE/DBI Committee with the original members.

Irene Reyes moved, seconded by Kara Skinner, to reestablish the BE/DBI Committee. A voice vote approved the motion unanimously.

Subcontractor Bid Listing Policy Evaluation Committee – Information

Co-Chair Dobyms reported the committee has not yet identified a good meeting time to include everyone who would like to be represented on the committee.

Members shared suggestions for next steps in working together to establish a time, and this will remain on the agenda for next month's meeting.

Chair Zahn recessed the meeting at 10:12 a.m. for a break.

Chair Zahn reconvened the meeting at 10:25 a.m. A meeting quorum was confirmed.

Education Connections Committee – Information

Chair Zahn sought clarification on who was on the committee and whether any members were present today to provide a report. Ms. Riley Hall provided an overview, noting the committee met a few times and focused on finalizing a mission statement. The key words and phrases of the mission statement include: to provide connections, to enhance industry knowledge, quality, and efficiency. The committee clarified that its role is not to provide education but rather to make

connections. The committee has begun providing a list of links to existing education on CPARB's website and has considered developing a calendar.

Members have discussed a need to identify areas of need for education, such as small, minority, women-owned businesses, and for general contractors to prepare and implement an effective outreach plan to include WMBE participation. The committee discussed roles and responsibilities and the expectations of CPARB and those who are looking for educational opportunities.

Chair Zahn inquired into whether the committee was looking to add members, and if Co-Chairs were selected. Ms. Riley Hall said that Curt Gimmestad had expressed interest in being Chair and so he now holds that position on the committee.

Mark Riker shared that the committee was considering requesting adding a member of Labor to the committee. Chair Zahn offered an opportunity to set up a motion to allot a committee seat to Labor to be filled later.

Ms. Riley Hall asked whether it should be considered to also have small business/DBE representation. Ms. Thaxton noted she is a small business and DBE. Mr. Forch identified that it would be helpful to have a WMBE construction contractor on the committee.

Ms. Riley Hall read aloud the list of members who are currently on the committee and their representation.

Chair Zahn said a motion was needed to add Labor and WMBE construction contractor seats to the committee.

Irene Reyes moved, seconded by Linneth Riley Hall, to add Labor and WMBE seats on the Education Connections Committee. A voice vote approved the motion unanimously.

Chair Zahn asked Mr. Forch and Ms. Reyes to work with Ms. Fernandes to recommend a WMBE contractor, and asked Mr. Riker or Mr. Swanson to identify who they would like to attend the next committee meeting on May 3.

WSU DB DEMONSTRATION PROJECTS <\$2M REPORT - Information

Joe Kline kicked off the presentation explaining why Washington State University (WSU) likes Design-Build (DB). WSU believes it maximizes value and delivers the most program for budgets, allows for collaborative problem solving with high-performing teams, and allows for flexible procurement strategies.

Maja Huff shared an overview of the five projects WSU has completed that were classified in the category of small DB projects, highlighting response numbers and overall budget size.

Mr. Kline shared lessons learned on the selection phase, design phase, and construction phase.

During the selection phase, it was found they needed to finetune their approach to smaller firms who typically do Design-Bid-Build, and partner with them to clarify the DB process. Owners should be ready to model collaborative problem solving, and it was found to be helpful to have one member on the DB team with some DB experience.

During the design phase, it was found that smaller firms needed assistance in determining when and which submittals were necessary in the process. It may be necessary for the owner to have DB experience, as it may be necessary for them to take on the role of DB manager early in the process.

During the construction phase, it was found that quick pay strategies may be more difficult to implement, and owners must be ready to collaboratively solve problems. Using GMP contracts as opposed to Lump Sum contracts was found to be successful.

Mr. Kline summarized that the owner should have significant experience in DB prior to bringing inexperienced teams into the process. The small dollar value projects may require more intensive time commitments from the owner, and significant work is needed to modify large DB contracts to be useful for small DB projects.

Ms. Yang shared that this is an opportunity for owners to build out a new pipeline for DB firms. This is an initial time investment that would potentially expand the pool of contractors. Ms. Yang extended an invitation for members to attend WSU's Design-Build Forum on July 28, 2023 in Pullman, Washington.

Mr. Kline noted that every firm that has participated has provided positive feedback.

The RCW requirement was reviewed, which includes the participation of small business entities and minority, women, and veteran-owned businesses. Chair Zahn noted that it appears the goal of having smaller businesses pursue these contracts is being met. Mr. Kline shared that better outreach and education is needed for small businesses to enter this marketplace, and better practices are being developed that will aim to leverage their engagement.

Chair Zahn suggested that highlighting best practices and lessons learned would be good to include in the report as stipulated in the RCW.

Ms. Riley Hall indicated that because this is a pilot program, WSU could provide some form of a recommendation at the end of their report. Mr. Kline responded that this program is still in the experimental phase, and they will make initial recommendations. Ms. Yang shared that certain concepts will be consistent across the state but will be tailored to the demographics between counties.

Chair Zahn shared that this will be discussed at the May board meeting and will allow for more time to discuss specific elements in the September meeting.

NEW BUSINESS

Community Representative share successes and challenges – *Information/Discussion*

There were no presenters identified to lead discussion on this item.

SHB 1621 Review Committee set up – *Information/Discussion*

Chair Zahn pivoted to discuss a different new business item: House Bill 1621, which is related to standardizing local government procurement rules, has passed both chambers. The last amendment that was passed into the bill included a section indicating that CPARB would review and make recommendations by December 31, 2023. Chair Zahn noted this is a minimal amount of time to weigh into this statute area, and asked Mr. Riker and Mark Nakagawara to assist in setting up a committee to begin work on this.

Mr. Riker shared that HB 1621 did not have complete alignment with SB 5268 and created an additional level of thresholds.

Chair Zahn asked for volunteers to be on this committee or help identify seats that are needed. Board members Riker, Nakagawara, Hayashi, Reyes, Yang, and Michel, or another general contracting representative, volunteered to serve on the committee. Mr. Riker suggested having a seat for Mechanical Contracting, and Sharon Harvey will serve as the OMWBE seat.

Chair Zahn suggested the name of the new committee be "Review of Substitute House Bill 1621." Ms. Baker was asked to help set up a Doodle Poll to schedule a meeting time with the members who volunteered to serve on the committee.

Lekha Fernandes moved, seconded by Janet Jansen, to establish the new committee for the review of SHB 1621. A voice vote approved the motion unanimously.

ADMINISTRATIVE

Board Member Recruitment – Expiring Positions – *Information*

Ms. Baker reminded members that six positions on the board are expiring and encouraged those who intend to reapply to submit their application via the Governor's Office [Boards & Commissions](#) website. The Governor's office prefers there to be more than one applicant prior to appointment. Ms. Baker encouraged members to share open positions with those who may be interested.

Vice Chair nomination reminder for May 11th

Ms. Baker reminded members that Vice Chair Dobyns' term ends in June, and he will not be reapplying. Members must submit a letter of interest if interested in applying, and Ms. Baker will share a list of items put together by the Board Development Committee regarding what should be included in a letter of interest for leadership positions.

Budget Report – Information

Nancy Deakins provided an overview of the budget report as projected through June 2023. CPARB is under budget, however the May travel budget for PRC and Board is not yet been included. There is a meeting scheduled for later this month to work on the allotments for the upcoming biennium. Guidance has been requested regarding compensation for underrepresented groups and whether CPARB needs to follow DES policy.

May 11, 2023 In-Person Meeting Planning & Draft Agenda

Chair Zahn has been working with the Port of Seattle to use the SeaTac Airport Conference Center for the May 11 CPARB meeting. As long as two people from the Port attend the meeting, the Port can be a sponsor to host the meeting rather than charging the full cost of renting the room.

Chair Zahn recommended adding to the May agenda a status report and implementation plan for SB 5268. Ms. Yang shared that upon the bill's passing, discussion should be had on what is new with small works and adapting existing trainings. Chair Zahn shared that Dawn Egbert was carrying out informal information-sharing about the bill in SW Washington, and indicated a more formal presentation can be created.

Chair Zahn asked whether the May meeting should be from 9am-2pm with a break for lunch, and members agreed on this timeline.

CLOSING THOUGHTS OF BOARD MEMBERS

Chair Zahn invited members to share closing thoughts. Members shared excitement about the accomplishments of CPARB this past year, including collaboration on difficult issues and putting together good policies. Members shared they were looking forward to the work to come and getting together in person.

ADJOURNMENT

There being no further business, Chair Zahn adjourned the meeting at 11:35 a.m.

Staff & Guests

Talia Baker, Department of Enterprise Services	Claire Moerder, Maul Foster Alongi
Kurt Boyd, Valley Electric	Colleen Newell, Maul Foster Alongi
Nancy Deakins, Department of Enterprise Services	Brenda Portaro, OMWBE
Jim Dugan, Parametrix	Cathy Robinson, University of Washington
Theresa Gonzalez	Resie Rogers
Valerie Gow, Puget Sound Meeting Services	Jon Rose, MRSC
Sharon Harvey, OMWBE	Kelsey Rote, Office of Financial Management
Jeff Jurgensen, OAC Services	Leeann Snyder
Joe Kline, Washington State University	Maja Sutton, Washington State University
Don Laford	Chris Thomas
Brynn Linville	Kyle Twohig, Spokane County
Monique Martinez, Department of Enterprise Services	Michele Williams
Art McCluskey, WSDOT	