

Capital Projects Advisory Review Board  
**Board Development Committee**

Meeting Agenda 1/16/2024

Page 1 of 1

**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 / <i>Stacy Shewell-Proxy</i>	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 11/21/23	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	
- Add. Owner positions\Renaming Positions	Discussion	All	
Ad Hoc Committee Structure	Discussion/Action	All	4:00 pm
Mentorship and Training			
2024 Committee Meeting Schedule			
New Issues	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:**

1. All members will review the proposed plan to stagger PRC appointments and compile edits, suggestions, and questions.
2. Co-Chair Robynne Thaxton will send the working plan to stagger PRC appointments to PRC Chair Kyle Twohig and Vice Chair Jessica Murphy to look over.
3. Janice Zahn and Co-Chair Lekha Fernandes will conduct an analysis of the PRC positions and the CPARB positions.
4. Co-Chair Robynne Thaxton and/or Co-Chair Lekha Fernandes to check in with CPARB Vice Chair Keith Michel to confirm his role and responsibilities in overseeing the mentorship program.