

CAPITAL PROJECTS ADVISORY REVIEW BOARD

Virtual Meeting via Teams

Meeting Minutes

December 11, 2025

MEMBERS PRESENT	REPRESENTING	MEMBERS ABSENT	REPRESENTING
Linneth Riley-Hall (<i>Chair</i>)	Transportation	Bobby Forch Jr.	Disadvantaged Businesses
Keith Michel (<i>Vice-Chair</i>)	General Contractors	Senator Bob Hasegawa	Senate (D)
Robert Blain	Counties	Bruce Hayashi	Architects
Garett Buckingham	Public Hospital Districts	Irene Reyes	Private Industry
Lekha Fernandes	OMWBE	John Salinas II	Specialty Contractors
Erin Frasier	Construction Trades Labor	Rep. Mike Steele	House (R)
Janet Jansen (<i>Proxy</i>)	Dept. of Enterprise Services	Rep. Steve Tharinger	House (D)
Santosh Kuruvilla	Engineers	Senator Judy Warnick	Senate (R)
Karen Mooseker	School Districts		
Heather Munden	Ports		
Mark Nakagawara	Cities	<i>Vacant</i>	Construction Trades Labor
Steven Russo	Specialty Contractors		
Kara Skinner	Ins./Surety Industry		
Robin Strom	General Contractors		
Robynne Thaxton	Private Industry		
Olivia Yang	Higher Education		

Staff & Guests are listed on the last page

CALL TO ORDER & ROLL CALL FOR QUORUM

Chair Linneth Riley-Hall called the virtual meeting of the Capital Projects Advisory Review Board (CPARB) to order at 8:00 a.m. A roll call of members established a meeting quorum.

WELCOME BOARD MEMBERS & INTRODUCTIONS

Chair Riley-Hall welcomed members.

Members introduced themselves and shared information on their area of industry representation.

APPROVE AGENDA – *Action*

Minor adjustments to the agenda included removing the update on Prompt Pay and adding it as an update under the Business Equity/Diverse Business Inclusion (BE/DBI) Committee Report by Lekha Fernandes and removal of Construction Cost Escalation under Committee & Workgroup Reports. Action was added to the BE/DBI Committee Report. Chair Riley-Hall advised that she would provide the report for the Project Review Committee.

Kara Skinner joined the meeting at 8:10 a.m.

Garrett Buckingham moved, seconded by Robynne Thaxton, to approve the agenda as amended. A voice vote approved the motion unanimously.

APPROVAL OF MEETING MINUTES – October 9, 2025 – *Action*

Suggested edits to the minutes included:

- *On page 4, correct the spelling of “Washington.”*
- *On page 5, correct the reference to “RCW 39.04” by adding a period following 39.”*

Erin Frasier moved, seconded by Linneth Riley-Hall, to approve the October 9, 2025 meeting minutes as amended. A voice vote approved the motion unanimously.

INVITATION FOR PUBLIC COMMENTS – *Information*

Frank Lemos commented on the difficulty of hearing Vice Chair Michel when speaking.

Janet Jansen joined the meeting at 8:15 a.m.

CHAIR REPORT - *Information*

Chair Riley-Hall thanked and acknowledged members for their time and commitment to attend meetings. She encouraged members to participate and engage in the conversations.

Chair Riley-Hall reported on contact by the Governor’s Office advising that applications for Board positions are under review for either renewal or appointment to the Board. She thanked members with expiring terms for submitting an

application for membership on the Board. Numerous members with expired terms continue to attend meetings, which she appreciates as it enables establishment of meeting quorums.

Chair Riley-Hall reported she and Lekha Fernandes met with Senator Valdez in November to receive feedback on his bill for Prompt Pay. Senator Valdez shared his goal to ensure subcontractors are paid promptly and is seeking legislation that would require owners and prime contractors to be accountable for ensuring subcontractors to include small and disadvantaged businesses are paid timely, as small businesses are critical to the State of Washington. Senator Valdez's second goal is seeking unanimous support from CPARB on the proposed final bill.

Chair Riley-Hall reported on the December 6, 2025, grand opening of the Federal Way Link Extension project, which was originally approved by the Project Review Committee for the Design-Build alternative delivery method. Approval of the delivery method enabled Sound Transit to complete the mega \$2.45 billion project. She conveyed appreciation to the Board and to the PRC for approval of the project application. She thanked Nancy Deakins and Janice Zahn for attending the grand opening ceremony and participating in the preview rides.

LEGISLATION OF INTEREST - *Information*

Prompt Pay (Moved to the BE/DBI Committee Report)

Chair Riley-Hall reminded members of the request from Senator Valdez to receive unanimous support of the final bill.

Small Works Rosters (Construction Cost Escalation Bill)

Chair Riley-Hall commented on her ongoing efforts to seek a bill sponsor for a bill on Construction Cost Escalation for Small Works Rosters. Information on the identity of the bill sponsor will be forwarded and shared with the Board.

Nancy Deakins noted that the sponsor typically determines whether legislative staff will move the bill to the Code Reviser or whether to seek assistance from DES staff. In preparation of the bill, she plans to follow up with legislative staff members.

Ms. Fernandes recommended consideration of creating guidelines on the roles and responsibilities of CPARB-sponsored legislation to help guide members through the legislative process.

The Board discussed the initial reason for establishing the Legislation Writing\Drafting Committee and how committees proposing legislation present draft language for consideration and approval by the Board. Following approval of draft legislation, DES staff forwards the bill draft to the Code Reviser via a bill sponsor. Successful legislative bills have followed that process for many years. The proposed legislation qualifies as CPARB-sponsored as the Legislature directed the Board to review existing provisions. The Board established a committee to review the issues and draft a report, which included draft bill language approved by the committee and the Board.

Erin Frasier suggested considering how the Board intends to engage and strategize on moving legislation forward that is supported by the Board. She questioned whether the proposed legislation should be included as *Legislation of Interest* as well.

Ms. Deakins advised that the Board should consider action as to whether the legislation should move forward during the 2026 legislative session.

Robynne Thaxton recommended the Board Development Committee should explore the creation or the need for a Legislative Strategy Committee for Board-sponsored legislation to guide obtaining sponsors and moving legislation forward.

Chair Riley-Hall suggested moving forward at this time on the proposal because of time constraints and adding the request to the Board Development Committee agenda for discussion.

Olivia Yang remarked that the process should be integral to the responsibilities of any committee proposing legislation rather than establishing yet another committee to oversee the legislative process.

Members exchanged comments about differences in skill sets and interest in drafting legislation versus the collaborative process of developing proposed legislation, as well as budget restrictions in the current legislative environment. Each session, the legislative environment is different, which speaks to numerous factors at play that are difficult to work through as a Board.

Following a recommendation stressing the importance of both the sponsoring committee and Board thoroughly vetting and reviewing proposed legislation from the Board, Ms. Deakins clarified that the bill on Prompt Pay last year was titled as *Implementing CPARB Recommendations*. Senator Valdez sponsored the bill but other language was included that may have affected the recommendations, which were not reviewed by either the committee or the Board prior to moving forward.

Chair Riley-Hall suggested a next step of requesting the Board Development Committee assume the task of developing a set of recommendations for development of a Legislative Strategic Committee as a standing committee for the Board. The more immediate need is some structure around the legislative process to provide guidance for 2026 Board-sponsored legislation.

Chair Riley-Hall invited Frank Lemos to comment on Board appointments and reappointments by the Governor's Office.

Mr. Lemos reported on his close collaboration with the Board on CPARB member appointments since 2012. Previously, appointments were processed through access with Kelly Wicker from the Governor's Office. He stressed the importance of the seriousness of timely appointments and reappointments and the supporting role of DES leadership. Former DES Director Chris Liu provided leadership to ensure timely appointments and reappointments. Current DES Director, Matt Jones, should be engaging with the Governor's Office to ensure appointments and reappointments are completed.

Chair Riley-Hall thanked members with expired terms who have committed to participate and engage in meetings as voting members.

Kimberly Sockle, Interim Assistant Director of Public Works, DES, shared that she consistently advocates to DES executive leadership the importance of attention by the Governor's Office to process CPARB appointment applications. She understands DES executive leadership has conveyed the importance of the appointments to the Governor's Office.

Chair Riley-Hall affirmed the Board's request to the Board Development Committee to discuss and consider a recommendation to establish a Legislative Strategic Committee.

Ms. Frasier stressed the importance of considering the role of the Board for pursuing Board-sponsored recommendations with the Legislature.

Public Works Contracting

Ms. Deakins reported on Talia Baker's process to develop the bill tracker spreadsheet based on proposed bills and input from the Board and others within the industry. Ms. Baker forwards the spreadsheet weekly to members and updates the information on the website.

Ms. Sockle reported on a bill for funding prioritization of district energy system projects. The bill might be of interest to the Board. She will forward information to Ms. Deakins for tracking.

Robert Bain disconnected from the meeting at 9:00 a.m.

COMMITTEE & WORKGROUP REPORTS– *Information/Action*

Board Development Committee

- Mentors for New Board Members

PRC member Jessica Murphy reviewed the committee's process for assigning mentors to new PRC members. Members are typically assigned with members who have served several years on the committee. Regular check-ins are scheduled throughout the first year. The PRC Vice Chair leads the mentorship pairing process.

Karen Mooseker joined the meeting at 9:01 a.m.

Vice Chair Michel said he anticipates issuing a request to Board members to serve as mentors in anticipation of new Board appointments. The structure of the Board's program is currently informal. He invited feedback on ways to improve the process from recently appointed members.

- CPARB Performance Measures Report to JLARC (Joint Legislative Audit and Review Committee)

Chair Riley-Hall reported on a meeting with members from the JLARC. JLARC authorized an extension for the CPARB performance measures report through February 2026, affording the Board an opportunity to review a final draft of the report to JLARC. The committee will review the draft during its February meeting and forward a final draft for consideration by the Board on February 12th.

Bob Armstead spoke in support of the extension primarily because of language surrounding bond incentive inclusions that speak to the need for feedback from constituents.

- PRC

Ms. Murphy advised that the discussion on Reimagining the PRC was deferred pending efforts to draft the JLARC report.

Project Review Committee

Chair Riley-Hall reported on the PRC, at its recent meeting, they approved one GC/CM Certification application, 10 GC/CM project applications, and one Design-Build application. A summary of the meeting will be provided as a pre-read for the February meeting.

Chair Riley-Hall recessed the meeting at 9:11 a.m. to 9:21 a.m. for a break. A meeting quorum was verified.

Business Equity/Diverse Business Inclusion Committee (BE/DBI)

Co-Chair Lekha Fernandes reported the committee reviewed and discussed changes to the prompt pay bill. Members reviewed three options to move forward:

1. Offer no recommendations for changes and refer to the BE/DBI report as the committee's work product.
2. Recommend minor changes to existing bill language.
3. Review and accept or change a set of changes recommended by owners.

At the last meeting, members spent time discussing the second option due to interest from a diversity of interests. Members discussed three proposed changes to reduce the fiscal impact without changing the intent of the report. Owners indicated that prescriptive language for payment schedules would be a cost burden. Members considered adding language that speaks to communication surrounding invoicing and payment. Members representing owners recommended including an owner point of contact for payment inquiries, which is included in Option 2. Conversations during the legislative session on retainage payments and the 1% penalty recommended excluding retainage payments. The committee lacked sufficient time to fully vet Option 3. Members voted on Options 1 and 2. Option 1 did not pass (*there was more opposition than support*) whereas Option 2 passed, but not unanimously with one opposition. Option 3 was not considered for a vote.

Vice Chair Michel commented that the bill from the 2025 session triggered a significant number of fiscal notes (financial impact), which essentially led to the demise of the bill. The current effort by the BE/DBI Committee was to improve the bill and reduce fiscal impacts.

Mr. Armstead inquired about the composition of voting members as it appears the proposal is targeted for owners and prime contractors. Owners and prime contractors are members of a committee that serve as the voting members to recommend language, which appears to be unfair for the industry group that is most impacted by not changing prompt pay language. The community continues to have problems with CPARB and PRC because representatives are from industries that are either impacted or benefitting from changes from their respective vote(s). It is important CPARB understands that there is a degree of mistrust within the community about the Board's ability to effect changes that directly affect the community based on its desire to protect specific industry, agency, or an organization each member represents.

Co-Chair Fernandes said she is unsure of the representation of the 30 members voting on the proposal. She offered to share the group representation of each voter. Some members were absent from the last special meeting.

Mr. Armstead clarified that his statement was not intended as an attack on anyone, but it is an observation of fact.

Vice Chair Michel said he appreciated the input. However, he respectfully disagrees as the committee makeup is defined by a broad representation of all interests at the table including the Board. During his conversations, the best interests of small business and diverse contractors were the priority the bill is intended to support. The issue is the timing of the Board's review of the final edits for Option 2.

Co-Chair Fernandes requested guidance for moving forward with the proposed option.

Chair Riley-Hall requested feedback on whether other industry representations should be added to the committee.

Mr. Armstead said he would like to be a member of the committee. He suggested adding Frank Lemos. He added that for over the last 15 years, he and his constituents have attended Board meetings in an attempt to seek changes. His comments are based on his experience over the last 15 years.

Robynne Thaxton moved, seconded by Linneth Riley-Hall, to appoint Bob Armstead and Frank Lemos (conditional based on agreement), to serve as members of the BE/DBI Committee.

Vice Chair Michel questioned the need for a change in committee membership especially in terms of the discussion and the action. The meetings are open to the public and everyone is welcome to attend and participate.

Chair Riley-Hall said she believes that for those who believe their voices have not been heard, it is important to afford an opportunity to participate. Prompt pay has been a long-time issue for small and disadvantaged businesses. She would rather pause and include members to ensure others believe they have been represented on a committee.

Ms. Thaxton offered to assist Ms. Fernandes in drafting legislative bill language.

Ms. Frasier offered that the proposal is sufficient to present to Senator Valdez, who can assign staff to work with Ms. Fernandes to draft bill language. Additionally, she agreed with Vice Chair Michel's comments as she is concerned about the discussion surrounding committee composition when the list published on the Board's website is an inaccurate representation of the current committee composition. She requested clarification because the prior practice has been a CPARB member designating an alternate to attend a committee meeting in their absence. An alternate attended a committee meeting on her behalf; however, the individual's name was not included on the member list.

Discussion ensued on the official membership of the committee and confusion as to whether Labor was represented. It was noted that Mr. Armstead and Mr. Lemos represent small and disadvantaged businesses.

The motion carried unanimously.

Linneth Riley-Hall moved, seconded by Robynne Thaxton, to add a position representing Labor to the BE/DBI Committee. A voice vote approved the motion unanimously.

Co-Chair Fernandes invited feedback on the proposal to assist in drafting language to enable the Board to review and approve unanimously. Ms. Thaxton recommended utilizing email to circulate and receive feedback on draft language. Chair Riley-Hall recommended scheduling a special meeting in mid-January 2026 on Prompt Pay to review the final draft completed by the committee to vote to approve or disapprove.

Linneth Riley-Hall moved, seconded by Keith Michel, to direct the BE/DBI Committee to draft amendment language for Prompt Pay by mid-January for circulation to the Board and schedule a special CPARB meeting at the end of January 2026 to vote on the draft amendment. A voice vote approved the motion unanimously.

OTHER BUSINESS

Mr. Armstead referred to a prior request to correct his contact information. He asked staff to follow up as he did not receive some information from Ms. Yang. He was advised that his contact information had been updated.

Between 10:01 a.m. and 10:06 a.m. Santosh Kuruvilla, Robin Strom, Lekha Fernandes, Erin Frasier, Kara Skinner, and Janet Jansen left the meeting. A meeting quorum no longer existed.

Ms. Yang recommended the Board enable any CPARB member to serve on the BE/DBI Committee.

Linneth Riley-Hall moved, seconded by Olivia Yang, to enable unfilled Board positions on the BE/DBI Committee to be filled by other CPARB members as voting members. Due to the lack of a quorum, the motion died.

DES Management Analyst Monique Martinez advised that she would forward information to all members about the opportunity to serve as a member of the BE/DBI Committee.

ADJOURNMENT

Chair Riley-Hall adjourned the meeting at 10:08 a.m.

Staff & Guests

Bob Armstead, National Assn. of Minority Contractors
Josh Brown, Department of Enterprise Services
James Cockburn, Washington Public Ports
Ryan Cuoio, Eagle Harbor Mechanical
Nancy Deakins, Department of Enterprise Services
Steve Ellis, Association of Washington Cities

Frank Lemos, LDC Incorporated
Monique Martinez, Department of Enterprise Svcs.
Art McCluskey, WSDOT
Cindy Magruder, University of Washington
Brianna Morin, Association of Washington Cities
Jessica Murphy, City of Seattle/PRC

Staff & Guests

Valerie Gow, Puget Sound Meeting Services

Danica Hope, Benton County

Maja Huff, Washington State University

Roe Pulaiasi-Gonzales, Pierce County

Kimberly Sockle, Department of Enterprise Services

Jessica Summerton-Moore, King County