

Capital Projects Advisory Review Board

Virtual Meeting Via Teams

Meeting ID: 242 911 957 999 PC: RYqpGa

MEETING AGENDA

February 8, 2024

MEMBERS

Total = 25 Members: 21 Voting, 11 = Quorum

Janice Zahn (Chair)	Ports	Mark Riker	Construction Trades Labor
Keith Michel (Vice-Chair)	General Contractors	Linneth Riley Hall	Transportation
Corey Fedie	Public Hospital Districts	John Salinas II	Specialty Contractors
Lekha Fernandes	OMWBE	Kara Skinner	Insurance/Surety Industry
Bobby Forch, Jr.	Disadvantaged Businesses	Rep. Mike Steele	House of Representatives (R)
Sen. Bob Hasegawa	Senate (D)	Robin Strom	General Contractors
Bruce Hayashi	Architects	Josh Swanson	Construction Trades Labor
Janet Jansen	Dept. of Enterprise Services	Rep. Steve Tharinger	House of Representatives (D)
Santosh Kuruvilla	Engineers	Robynne Thaxton	Private Industry
Karen Mooseker	School Districts	Sen. Judy Warnick	Senate (R)
Mark Nakagawara	Cities	Olivia Yang	Higher Education
Matt Rasmussen	Counties		
Irene Reyes	Private Industry	Vacant	Specialty Contractors

AGENDA ITEMS	Purpose	Time	Presenter
Board Members and Public joining call	Gathering	745 am	Teams
Call to Order & Roll Call for Quorum	Information	8:02	Keith Michel\Talia Baker
Welcome Board Members & Introductions	Information	8:03	Keith Michel
Approve Agenda	Action	8:05	Keith Michel
Approve Meeting Minutes 12/14/2023	Action	8:07	Keith Michel
Invitation for Public Comments	Information	8:10	Keith Michel
BOARD ENGAGEMENT			
Board Member Opening Thoughts/ Shared Commitments	Discussion	8:17	Keith Michel
Legislative Updates	Information	8:27	Keith Michel\Nancy\Talia
COMMITTEE & WORKGROUP REPORTS:			
SHB 1621 Review Committee	Information	8:35	Keith Michel\Mark Nakagawara
CPARB Chair Report	Information	8:40	Janice Zahn
Project Review Committee	Information	8:45	Kyle Twohig\Jessica Murphy
Appeal Process - Spokane Public Facilities District		9:00	Keith\Talia
Board Development Committee (Bylaws update)	Information\Action	9:06	Robynne T.\Lekha Fernandez
15 MINUTE BREAK PLEASE RETURN AT 9:55		9:40	
BE/DBI Committee		9:55	Lekha\Santosh\Irene
JOCE Committee	Action	10:10	Linda\Quinn
Small Works Committee	Information	10:19	Bill Frare\Irene Reyes
Education Connections Committee	Information	10:35	Curt Gimmestad
NEW BUSINESS			
Member ideas: Consider committees / Review Parking Lot	Information\Discussion	10:28	Janice Zahn
ADMINISTRATIVE			
Leadership Election in May & Public Records Request Received		10:40	Talia
Budget Report	Information	10:45	Nancy Deakins
Recap of Action Items	Information\Action	10:48	Nancy Deakins
April 11, 2024 Draft Agenda	Discussion	10:50	Keith Michel
CLOSING THOUGHTS OF BOARD MEMBERS			
	Information	10:55	Janice Zahn
ADJOURNMENT	Action	10:57 am	Janice Zahn

CPARB Members agree to uphold the following commitments at all meetings: Respect, Purpose, Listen to Understand, Accountability, and Inclusion

2024 Dates: 4/11, 5/9, 9/12, 10/10, and 12/12

DES Support: Nancy Deakins (360) 280-6236, Talia Baker (360) 790-8322

CPARB Mission:

To provide an evaluation of public capital projects construction processes, including the impact of contracting methods on project outcomes, and to advise the legislature on policies related to public works delivery methods and alternative public works contracting procedures.

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Board Parking Lot Items:

- How to address Core Values as identified 2/11/2021
- Legal interpretations
- Continuous Improvement
- Recruitment *process* for committee members
- Stipends for volunteers
- Cost escalation discussion/guidance?
- Bonding/retainage from other states
- Board Retreat – desire and timing
- *Update Design Build Best Practices*
- *Progressive Design Build – how is it going?*
- *RCW Training/refresh for CPARB & PRC members*

IMPORTANT DEADLINES

- ✓ *All meeting Pre-Reads due 1 week prior to the next Board Meeting*
- ✓ SHB 1621 Review Report due to CPARB 9/12/2024
- ✓ SHB 1621 Review Report due to Legislature 10/31/2024

CPARB Member Shared Commitments:

We will embody the commitment of **Respect** by:

Listening first before speaking; Speaking respectfully with candor while being mindful of impacts and remaining open and honest; Respectfully embracing others' thoughts and opinions; Sharing your own thoughts and opinions without taking things personally; Being honest with one another; Being respectful to one another while acknowledging it's okay to disagree.

We will embody the commitment of **Purpose** by:

Staying focused on the purpose of CPARB by using agendas and engaging in board matters with a professional approach recognizing each member's personal life experiences; Ensuring meaningful, results oriented meetings; Showing up as open as possible ready to listen and learn; Coming prepared and with due diligence on meetings; Ensuring alternative delivery processes are efficient.

We will embody the commitment of **Listening to Understand** by:

Using active listening, without dominating and without judgment; Seeking to wholly understand others point of view; Listening and being considerate without negativity; Committing to exploring and understanding different viewpoints; Appreciating candor; Providing leverage for voices not being heard; Making time for conversations even if they are outside of the meeting.

We will embody the commitment of **Accountability** by:

Actively participating with clear expectations and clear responsibilities (within our statutory authority) while being unafraid to address problems; Coming to meetings, participating, following through on the work and commitments you make; Creating problem statements prior to discussions that summarize issues; Making solutions better with positive intent; Correcting factual inaccuracies with respect; Speaking with empathy and a focus on shared understanding instead of shame.

We will embody the commitment of **Inclusion** by:

Ensuring appropriate team members are included balancing the interests of different groups by seeking multiple perspectives to ensure inclusive participation; Ensuring active, early engagement for all participants; Balancing the interests of different groups; Being open to all feedback, everyone should be heard and held accountable; Acknowledging imbalances in relationships; Being comfortable with being uncomfortable.

April 11th Meeting:

- Minutes 2/8/2024
- Legislative updates
- Committee/Workgroup Reports:
 - Board Development (PRC Terms – Action)
 - Education Connections
 - GC/CM Best Practices (confirm any action required)
 - BE/DBI
 - PRC
 - SHB 1621 Review Committee (w/action for adding members)
 - Project Feedback Process Workgroup
 - Small Works Committee
- PRC Appointments – Owner Public Hospital Districts/Owner Ports
- New Business
- Budget Report
- Recap of Action Items

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