

# Capital Projects Advisory Review Board

## Virtual Meeting Via Teams

Meeting ID: 242 911 957 999 PC: RYqpGa

**MEETING AGENDA**  
December 14, 2023

### 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.

### 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	VACANT	Specialty Contractors
Bobby Forch, Jr.	Disadvantaged Businesses	Kara Skinner	Insurance/Surety Industry
Sen. Bob Hasegawa	Senate (D)	Rep. Mike Steele	House of Representatives (R)
Bruce Hayashi	Architects	Robin Strom	General Contractors
Janet Jansen	Dept. of Enterprise Services	Josh Swanson	Construction Trades Labor
Santosh Kuruvilla	Engineers	Rep. Steve Tharinger	House of Representatives (D)
Karen Mooseker	School Districts	Robynne Thaxton	Private Industry
Mark Nakagawara	Cities	Sen. Judy Warnick	Senate (R)
Matt Rasmussen	Counties	Olivia Yang	Higher Education
Irene Reyes	Private Industry		

AGENDA ITEMS	Purpose	Time	Presenter
Board Members and Public joining call	Gathering	745 am	Teams
Call to Order & Roll Call for Quorum	Information	8:00	Janice Zahn\Talia Baker
Welcome Board Members & Introductions	Information	8:03	Janice Zahn
Approve Agenda	Action	8:05	Keith Michel
Approve Meeting Minutes 10/12/2023 & 11/8/2023	Action	8:07	Keith Michel
Invitation for Public Comments	Information	8:10	Keith Michel
Chair Report	Information\Action	8:12	Janice Zahn
<b>BOARD ENGAGEMENT</b>			
Board Member Opening Thoughts/ Shared Commitments	Discussion	8:17	Janice Zahn
<b>Legislative Bill Awareness</b>	Information	8:27	Janice Zahn
<b>SHB 1621 REVIEW COMMITTEE REPORT</b>	Information\Action	8:35	Keith Michel\Mark Nakagawara
<b>15 MINUTE BREAK - RETURN AT 9:48 TO CONTINUE 1621 DISCUSSION</b>		9:35	
<b>COMMITTEE &amp; WORKGROUP REPORTS:</b>			
Project Review Committee	Information	9:50	Kyle Twohig\Jessica Murphy
Board Development Committee (Bylaws update)	Information\Action	10:00	Robynne T.\Lekha F.
Small Works Committee		10:05	Bill Frare\Irene Reyes
BE/DBI Committee		10:10	Lekha\Santosh\Irene
<b>NEW BUSINESS</b>			
Member ideas	Information\Discussion	10:20	Janice Zahn
<b>ADMINISTRATIVE</b>			
Budget Report	Information	10:35	Nancy Deakins
Recap of Action Items	Information\Action	10:40	Nancy Deakins
February 8, 2024 Draft Agenda	Discussion	10:45	Keith Michel
<b>CLOSING THOUGHTS OF BOARD MEMBERS</b>	Information	10:50	Janice Zahn
<b>ADJOURNMENT</b>	Action	11:00	Janice Zahn

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

2024 Dates: 2/8, 4/11, 5/9, 9/12, 10/10, and 12/12

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

# Capital Projects Advisory Review Board

## Virtual Meeting Via Teams

### 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*

### IMPORTANT DEADLINES

- ✓ All meeting Pre-Reads due 1 week prior to the next Board Meeting
- ✓ SHB 1621 Review Report due 12/31/2023

### 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.

### February 8th Meeting:

- Minutes 12/14/2023
- Legislative updates
- Committee/Workgroup Reports:
  - Board Development
  - 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
- Update Bylaws from BDC (Action)
- PRC Appointment – Owner Public Hospital Districts
- New Business
- Budget Report
- Recap of Action Items

### Meeting Dates for 2024

- April 11, May 9, September 12, October 10, and December 12, 2024

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

**2024 Dates:** 2/8, 4/11, 5/9, 9/12, 10/10, and 12/12

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