

Capital Projects Advisory Review Board

Virtual Meeting Via Teams

Meeting ID: 242 911 957 999 PC: RYqpGa

MEETING AGENDA

October 12, 2023

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	Mike Shinn	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 – <i>New!</i>	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 – <i>New!</i>	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 9/14/2023	Action	8:07	Keith Michel
Invitation for Public Comments	Information	8:10	Keith Michel
Chair Report	Information\Action	8:12	Janice Zahn
BOARD ENGAGEMENT			
Board Member Opening Thoughts/ Shared Commitments	Discussion	8:17	Janice Zahn
UPDATES TO THE BIDDER RESPONSIBILITY GUIDELINES (SB 5088)	Information\Action	8:25	Nancy Deakins
COMMITTEE & WORKGROUP REPORTS:			
Project Review Committee	Information	8:39	Kyle Twohig\Jessica Murphy
Board Development Committee (Bylaws update)	Information\Action	9:06	Robynne T.\Lekha F.
Small Works Committee	Information	9:22	Irene Reyes
Education Connections Committee	Information	9:25	Janice\Talia
SHB 1621 Review Committee	Information\Action	9:30	Keith M.\Mark N.
BE/DBI Committee	Information	10:01	Lekha\Santosh\Irene
Project Feedback Process Workgroup	Information	10:06	Dave Johnson\Jeff Gonzalez
BREAK 10 MINS		10:10	
GC/CM Committee – Best Practices Update	Information\Action	10:10	Nick Datz
NEW BUSINESS			
Member ideas	Information\Discussion	10:20	Janice Zahn
ADMINISTRATIVE			
Budget Report	Information		Nancy Deakins
Website Update	Information	10:25	Talia Baker
Recap of Action Items	Information\Action	10:35	Nancy Deakins
December 14, 2023 Draft Agenda	Discussion	10:40	Keith Michel
CLOSING THOUGHTS OF BOARD MEMBERS	Information	10:46	Janice Zahn
ADJOURNMENT	Action	10:54	Janice Zahn

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*

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.

December 14th Meeting:

- Minutes 10/12/2023
- Committee/Workgroup Reports:
 - Board Development (Bylaws Action)
 - Education Connections
 - GC/CM Best Practices – ASSP Chapter
 - BE/DBI
 - PRC
 - SHB 1621 Review Committee (Report Action)
 - Project Feedback Process Workgroup
 - Small Works Committee
- PRC Appointment – Owner Public Hospital Districts
- New Business
- Budget Report
- Recap of Action Items

Meeting Dates for 2024

- February 8, 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

2023 Dates: 12/14 **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