

Capital Projects Advisory Review Board
Education Connections Committee

Meeting Notes 6-26-2024

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Committee Members: (8 filled positions, 5 = Quorum)

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| <input type="checkbox"/> Curt Gimmestad (GC & AGC) | <input type="checkbox"/> Linneth Riley-Hall (Transit) |
| <input checked="" type="checkbox"/> Brian Aske (DBIA NW) | <input checked="" type="checkbox"/> Robynne Thaxton (Private Industry) |
| <input checked="" type="checkbox"/> Curtis Bennett (OMWBE) | <input checked="" type="checkbox"/> Olivia Yang (Higher Ed) |
| <input checked="" type="checkbox"/> Janet Jansen (State - DES) | <input type="checkbox"/> Vacant (MWBE) |
| <input checked="" type="checkbox"/> Josh Klika (MRSC) | <input type="checkbox"/> Vacant (Trades\Labor) |
| | <input checked="" type="checkbox"/> Nicky Budnuchit (OMWBE proxy) |

Guests:

Talia Baker, CPARB Staff
Aleanna Kondelis

Meeting started at 7:45 am

Talia Confirmed a quorum at 7:45 am. Chair Gimmestad will not be available for this meeting. Talia asked if there was a volunteer to lead the meeting discussion. Olivia suggested the group self-monitor and there was general consensus.

Talia shared the agenda. *Olivia made a motion to approve the agenda and Robynne seconded the motion. The agenda was approved via voice vote.*

Robynne made a motion to approve the meeting minutes from 5/29/2024 and Olivia seconded the motion. The Minutes from 5/29/2024 were approved via voice vote.

Discussion Highlights:

Josh Klika shared his outline of the proposed Owner Readiness webinar based off the discussion at the last meeting. This was circulated via email and posted on the meeting event page as a pre-read.

Submitting a PRC Application was moved to the bottom of the outline, as this was considered the last step after they have been educated and assembled their team. Discussion of the difference contracting methods was moved up on the outline after performing a Project Assessment.

Project assessment will include 'What is the Project Scope', 'Who is on the internal Team', and the 'Project needs\goals'.

Aleanna provided on-screen edits while the committee discussed the structure and various elements of Owner Readiness which includes the project assessment, agency assessment, owner resources, the elements to team development, decision structure, procurement options, funding parameters, and training needs.

Talia shared there is a Training Resource Guide at the bottom of both the CPARB and PRC homepages which was developed by this committee. This should be part of the resources for this webinar.

Josh confirmed the intent of the webinar is heading in the right direction. Olivia shared there are several committees working on this issue which includes the CPARB Project Feedback Process Workgroup.

Robynne suggested sharing the intent to develop the Owner Readiness Webinar, the outline, and see if the PRC has any suggestions that the ECC may have missed. The next PRC meeting is Thursday, June 27th and Robynne volunteered to bring it up at the PRC Business Meeting as a teaser, and Josh will follow up with sharing the concept at the July 27th PRC Business Meeting. Josh won't need more than 10-15 minutes on the PRC agenda.

Next Meeting: 7/31/2024

- Agenda
- Minutes from 6/26/2024
- Josh will share progress on the webinar and feedback from the PRC meeting in July.
- Brian has developed an outline for an updated DB training that he may wish to share
- Identify Next Steps
- Establish Next meeting Agenda

Parking Lot:

- Lessons Learned

Action items:

1. Josh and Aleanna will collaborate on the final outline from the 6/26/2024 meeting and send it to Talia.
2. Talia will forward the webinar outline to the whole Committee.
3. Robynne will attend the June PRC meeting and share the intent to develop an Owner Readiness webinar.
4. Josh will attend the July 27th PRC meeting and share current progress and collect PRC feedback.

Olivia moved to adjourn.

Meeting adjourned at 8:36 am