

CAPITAL PROJECTS ADVISORY REVIEW BOARD

Virtual Meeting Minutes - *Amended*

April 10, 2025

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

Staff & Guests are listed on the last page

CALL TO ORDER & ROLL CALL FOR QUORUM

Chair Linneth Riley-Hall called the hybrid meeting of the Capital Projects Advisory Review Board (CPARB) to order at 8:00 a.m. A meeting quorum was confirmed.

WELCOME BOARD MEMBERS & INTRODUCTIONS

Chair Riley-Hall welcomed everyone to the meeting.

APPROVE AGENDA – *Action*

Robynne Thaxton moved, seconded by Erin Fraser, to approve the agenda as published. A voice vote approved the motion unanimously.

APPROVE MEETING MINUTES – February 13, 2025 – *Action*

The minutes were corrected to reflect SB 5061 rather than SB 1561 under agenda item *Legislation of Interest* on page 7.

John Salinas II moved, seconded by Santosh Kuruvilla, to approve the February 13, 2025 meeting minutes as amended. A voice vote approved the motion unanimously.

INVITATION FOR PUBLIC COMMENTS – *Information*

There were no public comments.

CHAIR REPORT

Chair Riley-Hall recapped her participation in legislative meetings on legislative actions for two Washington State Department of Transportation (WSDOT) bills. She attended a meeting with WSDOT representatives and Representative Zahn to discuss the two bills as they moved forward through the legislative process. The bills are similar; however, the issue surrounded which bill more closely aligned with the Board's recommendations. A letter was introduced clarifying that House Bill 1970 was more aligned with the Board's recommendations.

Chair Riley-Hall advised that she is recommending staff draft thank you letters on behalf of the Board acknowledging the service and efforts of members with expiring terms of service on the PRC, Board, or committees/workgroups. Members supported the proposal.

LEGISLATION OF INTEREST – *Information*

Talia Baker displayed the Legislative Bill Activity Report published on the CPARB webpage. The report includes the most recent amendment to HB 1633 on permits for prime contractor bidders. The legislative session is scheduled to end on April 27, 2025.

Chair Riley-Hall advised that SSB 5773 and HB 1970 are the two WSDOT bills moving parallel through the session. Art McCluskey representing WSDOT is available to address any questions.

Mr. McCluskey advised that each bill has been amended. Each bill amends WSDOT's current Design-Bid-Build statute; however, the bills are not consistent. Hopefully, the amendment process will rectify any inconsistencies. WSDOT has contributed comments on the bills.

Representative Zahn conveyed appreciation for feedback from members on the two bills. There is agreement that HB 1970 is the preferred bill for WSDOT. HB 1970 was amended to add the definition of GC/CM and Progressive Design-Build. Although not inconsistent with RCW 39.10, including the definitions in two statutes might be unnecessary.

Ms. Thaxton thanked and acknowledged Representative Zahn for her work in support of effective legislation especially on legislation addressing the public works industry.

Representative Zahn acknowledged how her former membership on the Board benefitted her work in the Legislature as a member of the House Capital and Transportation Committees to support broad industry interests. The House Local Government Committee conducted a hearing on HB 1621; however, the bill did not move forward. The bill was somewhat precarious, as consensus was not achieved by either the committee or the Board on some provisions. She is considering ways to work with committee members and industry representatives after the end of the session. The bill was on self-performance for cities, PUDs, sewer, water, and fire districts. She also discussed the status of the Board's prompt pay bill with Senator Valdez, as she believed the bill would move forward. She plans to prepare a companion house bill for prompt pay to keep the bill alive in both chambers.

Chair Riley-Hall commented on the Board's unique opportunity with Representative Zahn as a former member of the Board who has the knowledge on alternative public works delivery methods and processes, as well as areas that are unique and may need attention. She would like the prompt pay committee to continue discussing potential modifications for passage of a bill.

PRC APPOINTMENTS – Action

Owner – Cities, 1 Position

Chair Riley-Hall invited Jessica Murphy to speak to her interest in the position.

Jessica Murphy said her participation in the PRC has been rewarding. It took several years to become familiar with the role. Membership has provided her with a broader knowledge of the industry and the important aspects of the industry across the state. She would like to continue serving another three-year term. She currently serves as a Project Manager with the City of Seattle.

Ms. Thaxton complimented Ms. Murphy on her active participation on the PRC and volunteering to serve on the WSDOT Project Delivery Method Review Task Force. She supports Jessica's reappointment to the PRC.

Chair Riley-Hall conveyed her support of Ms. Murphy and her contribution and participation as the Chair of the PRC.

Olivia Yang supported the appointment of Ms. Murphy to another term.

Keith Michel nominated Jessica Murphy to serve on the PRC as the Owner-Cities representative. Santosh Kuruvilla seconded the nomination.

By unanimous consent, Jessica Murphy was appointed to serve on the PRC representing Owner-Cities.

Owner – Counties, 1 Position

Chair Riley-Hall invited Brandi Colyar to speak to her application.

Ms. Colyar said she looks forward to the opportunity and appreciates the ability to apply. She is working on her first alternative delivery project in Spokane County. She has over 20 years of experience in delivering vertical public projects and has a strong background in public procurement and contract delivery.

Chair Riley-Hall asked about the resources she utilizes to assist in gaining knowledge of alternative delivery methods. Ms. Colyar said the county's first alternative delivery project is a public operations facility. She contacted Kyle Twohig who has familiarity with alternative delivery and who also works with Spokane County. Robynne Thaxton was also contacted to serve as the owner representative for the project. The project includes many environmental site challenges and existing operations that need to be moved. Using alternative delivery was the best option for the particular needs of the project. Although the county anticipated time delivery and cost savings, the project experienced some permitting delays of approximately six months, which would have been detrimental if the delivery method had been the standard Design-Bid-Build process. The Design-Build team was innovative and was able to continue and adapt to deliver the project on schedule.

Robert Blain nominated Brandi Colyar to serve on the PRC representing Owner-Counties.

Chair Riley-Hall moved, seconded by Robert Blain, to appoint Brandi Colyar to the position on the PRC representing Owner-Counties. A voice vote approved the motion unanimously.

Specialty Subcontractors, 1 Position

Chair Riley-Hall invited Mike Shinn to speak to his application.

Mike Shinn said he has served on the PRC since it was established. His interest is ensuring specialty contractors have a voice. He strives to uphold RCW 39.10 as many changes have occurred over the years. When he was first appointed, specialty contractors were not included in RCW 39.10. He believes he provides continuity as changes have occurred over time. He also served a term as a member of CPARB.

Bruce Hayashi asked Mr. Shinn, as the longest serving PRC member, to describe the changes that have occurred over the years and whether the changes have benefitted projects. Mr. Shinn said PRC is responsible to ensure public works projects adhere to the RCWs. Changes by the Board over time have benefitted specialty contractors. General contractors can split packages for projects for earlier bidding. The changes have improved processes and refined the definition of a subcontractor versus a general contractor.

Vice Chair Michel expressed support for the candidacy of Mr. Shinn. Not only is he an excellent leader as a specialty contractor, his tenure, experience, and his voice in different conversations resulted in beneficial feedback. He appreciates his ongoing willingness to continue serving in a volunteer position as a member of the PRC.

Robynne Thaxton nominated Mike Shinn to serve on the PRC representing Specialty Subcontractors.

By unanimous consent of a recommendation by John Salinas II, Mike Shinn was appointed to serve on the PRC representing Specialty Subcontractors.

Owner – Ports, 1 Position

Chair Riley-Hall invited Heather Munden to speak to her application.

Heather Munden said she was previously appointed to a vacant position on the PRC. She works for the Port of Seattle and serves as the Director of Engineering and Operations Group. Previously, she spent 20 years in construction management. She works on different GC/CM, Design-Build, JOC, and Small Works projects for the Port, and has initiated working groups to ensure better representation for Design-Build and GC/CM projects. She has enjoyed her time on the PRC learning about projects completed in other communities, as well as exposure to some of the lessons learned that are similar to experiences she has encountered at the Port of Seattle. She appreciates the opportunity to share insights with other agencies to help them complete successful projects.

Ms. Baker advised of the recent receipt of a letter from the Washington Public Ports Administration appointing Heather Munden to the CPARB. Ms. Munden has been an active member of the PRC over the last year and had been asked recently to apply to serve on the Board by Janice Zahn.

Olivia Yang conveyed appreciation to Ms. Munden for her committee participation. She supports her appointment to the PRC.

Chair Riley-Hall welcomed Ms. Munden as a new member of the Board. She asked whether Ms. Munden has the capacity to serve on both bodies who responded that she does have the capacity to serve on both bodies. Representative Zahn, who also works at the Port of Seattle, was instrumental in assisting her and advising her of time commitments. She believes she can fulfill both roles.

Olivia Yang nominated Heather Munden to serve on the PRC representing Owner-Ports.

By unanimous consent of a recommendation by Robynne Thaxton, Heather Munden was appointed to serve on the PRC representing Owner-Ports.

Owner – Transit, 1 Position

Chair Riley-Hall invited Eza Agoes to speak to her application.

Eza Agoes reported that she has served on the PRC for the last several years. She works for Sound Transit and serves as Deputy Executive Project Director for the Downtown Redmond Link Extension project slated to be opened in the next several weeks. She has worked in the construction industry for 25 years with 19 years of experience focused on alternative delivery methods. She has managed complex capital projects from both the Owner and Design-Builder perspectives. She recognizes the important role of reviewing the readiness of public owners to use alternative delivery methods for projects.

Alternative delivery is important for the success of an owner's projects as well as for the taxpayers who trust the state to deliver those projects. Her experience with alternative delivery as a design builder for Sound Transit and as an owner for the last nine years enables her to make informed decisions that benefit public transportation projects. She is excited to continue to contribute to the important work of the PRC.

Santosh Kuruville nominated Eza Agoes to serve on the PRC representing Owner-Transit.

By unanimous consent of a recommendation by Olivia Yang, Eza Agoes was appointed to serve on the PRC representing Owner-Transit.

Construction Trades Labor, 2 Positions

Chair Riley-Hall asked Mallorie Davies to share information about her interest to serve on the PRC.

Mallorie Davies thanked the Board for the opportunity to apply for the position. As an employee in the field, she has the opportunity and perspective of being a worker on alternative delivery projects. She enjoys the experience serving on the PRC and advocating for apprenticeship utilization and worker requirements on projects.

Erin Fraser commented on the work by Ms. Davies across all construction crafts and her efforts in legislative affairs. Her work in that space contributes to the broader labor community's understanding of the changes and how to engage with legislation. She appreciates her work in that space and looks forward to her continued membership.

Chair Riley-Hall asked Kevin Thomas to speak to his application.

Kevin Thomas said he serves as a Business Representative for Sheet Metal Workers Local 66, as Vice President of the Olympic Peninsula Building Trades, and as an executive member of the Pierce County Building Trades, as well as a delegate for many other central labor councils. He has a strong connection with the labor community and worked in the construction field. Over his last term of service, he was able to decipher RCW 39.10 and the different delivery methods to make good judgments on the projects that best suit each delivery method. He would like to serve another term on the PRC.

Ms. Fraser noted the importance of the role of Mr. Thomas within regional building councils in rural and urban communities. She appreciates his ability to connect locally with labor entities on projects.

Discussion followed on the different term of service for each position. Based on direction by the Board Development Committee, the applicant with the most votes would serve the three-year term and the second applicant would serve the two-year term. Both applicants indicated they had no preference as to the term of service as they would have an opportunity to reapply in the future.

Erin Fraser nominated Mallorie Davies and Kevin Thomas to serve on the PRC representing Construction Trades Labor.

Mr. Thomas offered to serve in the two-year position.

Olivia Yang moved, seconded by Erin Fraser, to appoint Kevin Thomas to the two-year Construction Trades Labor position and Mallorie Davies to the three-year Construction Trades Labor position on the PRC. A voice vote approved the motion unanimously.

Chair Riley-Hall recessed the meeting at 8:59 a.m. for a break.

Chair Riley-Hall reconvened the meeting at 9:14 a.m. A meeting quorum was verified.

COMMITTEE & WORKGROUP REPORTS – Information/Action

Board Development Committee

Committee Co-Chair Riley-Hall referred to the submittal of a committee report scheduled for posting on CPARB's webpage. The mission of the Board is to provide an evaluation of public capital projects construction processes including impact on contracting methods on project outcomes and to advise the Legislature on policies related to public works delivery methods and alternative public works contracting procedures. The Board Development Committee was tasked to develop a strategic plan to provide a schedule for future actions and required accomplishments throughout the next five years.

The approach the committee is using is discussing the current environment and clarifying the Board's status prior to undertaking planning to develop the strategic plan. Progress has taken longer than anticipated; however, there have been many productive discussions during committee meetings. She encouraged members to attend committee meetings to learn

more about the assigned eight topics. One of the topics of discussion is identifying the appropriate public works enforcement/oversight body and if an issue arises, the steps necessary to address any complaints. Staff forwarded an email with the approved process and Potential RCW Violations Reporting form, which is now available for use if a complaint is received for any public agency or contractor not adhering to the RCWs or the intent of the RCWs. While the Board is not an enforcement or adjudicating body, the reporting process is intended to record the issue and provide an opportunity for PRC and CPARB leadership to educate the owner on the correct use of 39.10. If the PRC notices any trends that CPARB could address for the industry, that will be reported at a future date.

Another topic of discussion focuses on the PRC and whether the PRC is performing based on the intent of the body's role or is serving as a venue for marketing. The discussions will track whether the PRC is following the intent of the RCWs and ensuring the process is meaningful for both the PRC and the presenting owners. Another area to be addressed includes the extent PRC members are asking questions perceived to not be relevant to the RCWs or to the intent of the RCWs.

The topic on reauthorization and ways to streamline the process has not been discussed as the focus is on the current environment.

Committee Co-Chair Riley-Hall added that she plans to request members review committees that should be established immediately to address upcoming issues. This year, the Board submitted proposed legislation and there may be committees that need to remain active that may have been deactivated and should be reinstituted based on the outcome of legislation. She is requesting the Board Development Committee explore the status of current and past committees and provide a report in May identifying committees that need to be established or reactivated.

Ms. Thaxton encouraged members to review the eight topics and provide feedback or attend the committee meetings.

Co-Chair Riley-Hall echoed the importance of all members either attending committee meetings or offering feedback.

BE/DBI Committee

Co-Chair Kuruvilla reported on the formation of two subcommittees. The Change Order Subcommittee and the Retainage Subcommittee are tasked to work on the Best Practices Report. The committees are meeting biweekly. The Change Order Subcommittee has reached out to state agencies to solicit input. The OMWBE has volunteered to conduct another survey.

Chair Riley-Hall referred to the recent bill (SSB 5176) on change orders that did not proceed through the legislature. She encouraged members to participate in subcommittee meetings to ensure future legislation aligns and is adopted during the 2026 legislative session.

Vice Chair Michel pointed out that the bills supported by the Board did not proceed through the legislative process. He suggested scheduling a debriefing on the specifics of why the bills failed because it is frustrating and disappointing when it appears the Legislature is increasing expectations of the Board but not supporting proposed legislation by the Board. He would like to schedule an action to receive feedback on why the bills were not successful.

Ms. Thaxton shared that she is working on several bills and was unfamiliar in terms of the hurdles encountered as bills work through the legislative process. She encouraged committees to communicate with members on ways they can advocate and support bills.

Ms. Fraser asked about the status of the Legislative Writing Committee and the potential of reengaging the committee for future legislative proposals. As many legislators are new, it may be beneficial to consider opportunities to educate legislators on the role of the Board.

Chair Riley-Hall reiterated the importance of continual follow-up on legislative bills by members. She supported establishing a committee or identifying sources knowledgeable about the legislative process to track progress and communicate to members on the need to testify or pursue other efforts to support legislation sponsored by the Board. This year, the Board was not strong in supporting legislation except for Representative Zahn, who was extremely helpful in moving some bills forward. It is important for the Board Development Committee to review the list of committees to ensure appropriate committees are established or revived to address legislative issues surrounding the Board's work products.

Project Review Committee

PRC Chair Jessica Murphy reported that at the last meeting, members reviewed four Design-Builds, three GC/CMs, recertification for both Design-Build and GC/CM from Washington State University, and a new certification for GC/CM

from Bellingham School District. Year-to-date project approvals are valued at over \$1 billion comprised of 60/40% GC/CMs and Design-Builds projects.

Business meetings and conversations included an update of inclusion questions on project applications to ensure consistency across all project type applications. The action spawned further conversations about specific questions and whether PRC should pursue more questioning to obtain more information as to owner efforts to support small and DBE businesses. Members were asked to read the 2022 report from the BE/DBI Committee for information on the topic. Other conversations spoke to the administrative paperwork challenges of small businesses and contractors. It was recognized that some of the paperwork can be onerous in addition to many data requests that can be burdensome to businesses. It is unclear as to how the different agencies are utilizing data collected from projects.

The committee's discussion on the Project Feedback Process Workgroup and the new form published on CPARB's webpage included several observations that occurred over the last several months. The first was an approved agency not using pricing as factor in its selection process for a Progressive Design-Build project. Chair Murphy said she contacted the agency. The agency had hired a consultant, and the mistake was an oversight, which speaks to the importance of owners having a knowledge and understanding of alternative delivery requirements and monitoring of project processes. The owner was able to rectify the mistake.

The second incident was instances of project teams receiving project approval with the agency moving forward but not utilizing all members of the approved project team. The discussion highlighted the possibility of changes in project teams moving forward and potential ramifications to a project.

Ms. Yang commented on her support of the PRC under the leadership of Chair Murphy. She stressed the importance of creating opportunities for small businesses, as well as ensuring small businesses are successful and remain in business when taking advantage of opportunities. She recommended PRC should align its focus because of the importance of ensuring businesses are successful and remain in business rather than only creating opportunities to participate.

Chair Riley-Hall recommended referred the topic of burdensome data requests to the Board Development Committee to consider assigning a task force to explore the topic of data requests to develop some recommendations for PRC to consider. Chair Murphy clarified that the complaints did not pertain to PRC data requests but to overall public works data requests.

Chair Riley-Hall commented on the absence of 10 members at the last PRC meeting. She asked whether the lack of attendance overly burdens other members and whether the absences speak to any type of trend that might need some follow-up. Chair Murphy said the absences at the February meeting were an anomaly as the timing also conflicted with some school breaks. She plans to monitor the situation because attendance has not historically been problematic.

GC/CM Committee

Chair Nick Datz presented the GC/CM Best Practices Manual. The manual includes some changes since the public review of the document. Committee members spent time in 2024 and early 2025 updating, incorporating public comments, and finalizing the document. Chair Datz reviewed the layout and chapters in the manual:

- Chapter 1 – Introduction
- Chapter 2 – Evaluating the Use of GC/CM
- Chapter 3 – Public Body Readiness for GC/CM
- Chapter 4 – Total Contract Cost
- Chapter 5 – GC/CM Procurement
- Chapter 6 – Preconstruction Services
- Chapter 7 – Construction Services
- Chapter 8 – Subcontracting
- Chapter 9 – Alternative Subcontractor Selection
- Chapter 10 – Heavy Civil GC/CM
- Chapter 11 – Closeout
- Appendix 01 – Cost Allocation/Responsibility Matrix Sample
- Appendix 02 – RFQ/RFP Scoring Examples

Chair Datz acknowledged the work and efforts by the committee as well as many other individuals who attended meetings to ensure a well-rounded approach in the development of the manual to improve delivery of GC/CM projects throughout the state.

Several members complimented and thanked the committee who spent many years developing the document.

Keith Michel moved, seconded by Olivia Yang, to approve the GC/CM Best Practices Manual as presented. A voice vote approved the motion unanimously.

Chair Datz confirmed the committee completed both assigned tasks. He supports sunsetting the committee.

Olivia Yang moved, seconded by Erin Fraser, to sunset the GC/CM Committee effective immediately. A voice vote approved the motion unanimously.

ADMINISTRATIVE

Budget Report

Ms. Deakins presented the budget report. Previously, the Board discussed adding funds for stipends; however, DES staff is meeting to discuss the next biennium budget allocations. The report reflects the current budget for the current biennium through June 2025. Most of the actual expenditures are for committee meeting minutes.

Ms. Yang supported the proposal to evaluate the work of the committees as it speaks to the fiscal implications of producing minutes for committees. One option of evaluation is assessing the critical need for a committee. The state's fiscal situation has required state agencies to furlough and reduce budgets. The situation is a dilemma because it is important to support all voices.

Ms. Baker noted that the Board recently reduced the number of committees. Each committee has the option to request DES support for meeting minutes or the committee can independently provide meeting minutes. Less committee activity will reduce costs for minutes. Additionally, no in-person meetings are allowed, which will reduce travel costs.

Ms. Yang offered that the budget should also include the budgeted amount for each line item to track the status of the budget against actual expenditures. Ms. Deakins said the budget report in May would include the budgeted figures to reflect how much DES is contributing to support the Board.

NEW BUSINESS

Stipends

Ms. Baker provided background on the provision for offering stipends. In 2022, the Legislature passed legislation to compensate community members willing to share their lived experience by participating on boards, committees, or other groups. In 2024, the Office of Equity forwarded guidelines and a set of community compensation guidelines. Based on the level of activity in DES last summer, DES delayed implementation of the program. She is **willing** to assume the role of Program Administrator for the Community Compensation Program on behalf of the Board and will work with the Finance Department to prepare some documentation using samples from other agencies that have implemented the program. The Board will need to determine if funds should be allocated for stipends. Additionally, a reporting element is required for the program. She anticipates presenting a program proposal to CPARB at the September meeting.

Ms. Yang suggested it might be prudent to delay any activity until the Legislature funds the program given the state's budget shortfall.

Ms. Baker noted that if the Board wants to allocate some funds, it would be important to know prior to a staff meeting with the budget team.

Mr. Salinas asked whether the stipend has an established hourly or rate of compensation. Although he understands the difficulties associated with the budget shortfall, it would be important to identify the magnitude of the amount of funds necessary.

Ms. Deakins added that staff did not complete any estimates on compensation rates other than receiving information from the Office of Equity.

Ms. Baker noted that the amount is a \$45 hourly rate with three-hour meetings compensated at \$135 and any meeting over four hours compensated at \$400.

Mr. Salinas suggested seeking more guidance on the mechanics of establishing rates by the Office of Equity because it is likely the budget magnitude might not be impactful except if multiple people attend a three-hour meeting each week. He prefers not eliminating the option until further review is completed.

Ms. Deakins added that the guidance should include clarity on eligibility requirements as most committee members have lived experience. The program guidance for eligibility speaks to lived experience or low income in addition to other stipulations such as paid compensation by a member's place of business.

Chair Riley-Hall asked whether the program would be applicable to current CPARB and PRC members representing small businesses. Ms. Baker affirmed it is likely the program could apply to those individuals as well. Chair Riley-Hall recommended drafting information based on that approach and contacting some small businesses to determine if there is some level of interest to apply for a stipend.

Ms. Deakins commented on the Board's guidance of supporting the legislation when it was passed in 2022. The Office of Financial Management was responsible for developing a policy. The next step for staff is obtaining some guidance to present to the Board.

Ms. Fraser said that based on her knowledge of other venues with the program, few requests have been received for a stipend because many of the volunteers receive compensation through their employment. The Board should consider ways to make the program available if needed, as well as clarifying eligibility and establishing some criteria. If experience is desired of participants, a stipend should be considered rather than available to everyone.

Ms. Baker said utilization would likely occur with the board's ad hoc committees when members reach out to stakeholder groups and small and diverse businesses.

Chair Riley-Hall asked about the possibility of seeking input from each committee as to whether any specific stakeholders are lacking. She prefers avoiding expending time developing a process if there is no current need or interest.

Ms. Baker emphasized the importance of obtaining approval to request the funds. If the Board should receive a request, the process and the funding should be established.

Chair Riley-Hall recommended adding a report on stipends to the September meeting agenda for information from DES on the source of the funds if stipends were offered to volunteers. The Board supported the suggestion.

Bonding/Retainage From Other States

Chair Riley-Hall recommended deferring the subject to the BE/DBI Committee. No member opposed the recommendation.

Construction Cost Escalation Data

Ms. Deakins said the issue was generated from the Small Works Roster legislation in RCW 39.04.154. The legislation stipulates that beginning in 2025 and every five years, CPARB must review construction cost escalation and render recommendations to appropriate committees on adjustments to contracting thresholds (Small Works Roster thresholds).

Chair Riley-Hall reiterated her previous suggestion for the Board Development Committee to review current committees and consider if any additional committees should be established and tasked with directives from the legislative process. She has considered extending an invitation to an economist with the AGC to brief the Board on the economy and construction cost trends.

Mr. Salinas supported the suggestion and noted that the AGC has data specific to the region on construction costs to help simplify forecasting escalation.

Ms. Yang noted that OFM also has similar data.

Ms. Deakins provided additional context on the subject. The Small Works Roster legislation in 2022 included efforts on developing a revised statute. At that time, the committee did not have sufficient time to address thresholds other than suggesting that CPARB should periodically review escalation. There were many ideas discussed at that time in terms of including an automatic escalation factor. Issues pertinent to the legislation likely warrant a review by a work group.

Mr. Hayashi pointed out that the question is the intent of the Small Works Roster in terms of what constitutes small works. It is possible to add escalation each year that could result in a threshold of \$1 million in ten years. He asked whether that is the goal as the issue is beyond escalation in terms of what constitutes small works as a project.

Ms. Fraser supported establishing a work group as the statute is vague on the information that should be included in the review as well as the tools for evaluating. She agreed the work group should also question the intent of the Small Works Roster.

Chair Riley-Hall recommended inviting AGC representatives to the September meeting followed by a discussion by members on the next steps. OFM may also be able to provide the Board with information.

Ms. Yang explained that OFM stipulates the escalation factor the University should use when submitting requests for capital projects.

Chair Riley-Hall asked staff to invite a representative from OFM to attend the next meeting. Mr. Salinas offered to follow up with the AGC with an invitation to present information at the next meeting.

Recap of Action Items

Ms. Deakins reviewed action items:

- Board Development Committee to review need for establishing or sunseting committees
- Seek feedback from Representative Zahn on bills not surviving the 2025 legislative session to assist the Board in organizing next steps for two bills. Vice Chair Michel suggested establishing a small group comprised of Linneth Riley-Hall, Keith Michel, Erin Fraser, Santosh Kuruvilla, Bill Frare, and Olivia Yang to meet with Representative Zahn after the end of the session but prior to the May meeting to review the two failed bills
- Add the source of stipend funds to the May meeting agenda
- Construction Cost Escalation – John Salinas to contact AGC for September meeting presentation, staff to extend invitation to OFM representatives as well - consider establishing a committee or work group at the May meeting
- Staff to draft thank you letters for members of committees with terms ending or for members of deactivated committees.
- Staff to post GC/CM Best Practices Manual on CPARB webpages.
- Chair Riley-Hall to follow-up with Jessica Murphy to check on mentorship assignments to new PRC members.

May 8, 2025 Draft Agenda

Vice Chair Michel reviewed the draft of the May 8, 2025 meeting agenda:

- Minutes of April 10, 2025
- Legislation of interest and follow up:
 - CPARB bills that died
 - Update to Bidder Responsibility Criteria (HB 1549)
- Committee/Workgroup Reports:
 - Board Development Committee (Mentors)
 - BE/DBI Committee
 - JOC Evaluation Committee
- PRC Appointments
- Cost Escalation Review
- Stipends and Budget
- New Business
- Recap of Action Items

Final comments included an extension of thanks by Chair Riley-Hall and Vice Chair Michel to members for attending and participating in the meeting.

Ms. Baker reminded members to consider serving as mentors for new CPARB members. Eight positions are expiring in 2025. The timing of appointments from the Governor's Office is unknown at this time other than a number of applications have been submitted for expiring positions.

ADJOURNMENT

Olivia Yang moved, seconded by John Salinas II, to adjourn the meeting at 11:09 a.m. A voice vote approved the motion unanimously.

Staff & Guests

Eza Agoes, Sound Transit

Talia Baker, Department of Enterprise Services

Scott Bingham, Sundt Construction

Brandi Colyar, Spokane County

Michelle Connor, GLY

Nick Datz, Sound Transit

Mallorie Davies, WA & N. ID Dist. Council of Laborers

Nancy Deakins, Department of Enterprise Services

Raymond Faber, Faber Construction

Valerie Gow, Puget Sound Meeting Services

Priscilla Gritta, Sundance Electric

Chris Herman, Washington Public Ports Association

Dave Johnson, Hoffman Corporation

Aleanna Kondelis, Hill International

Monique Martinez, Department of Enterprise Services

Heather Munden, Port of Seattle

Jessica Murphy, City of Seattle/PRC

Chris Olmsted, Holmberg Mechanical

Gina Owens, City of Seattle

Keith Ramick, Kiewit Building Group, Inc.

Mike Shinn, Shinn Mechanical, Inc.

Kevin Thomas, SMART Local 66

Lance Westerlund, P2S Engineering

Janice Zahn, State Representative