



**STATE CAPITOL COMMITTEE
&
CAPITOL CAMPUS DESIGN ADVISORY COMMITTEE
JOINT MEETING**

**Legislative Building, Senate Rules Room
Olympia, Washington 98504**

**September 19, 2019
10:00 a.m.**

Final Minutes

Approved by CCDAC on November 7, 2019
Approved by SCC on December 12, 2019

SCC MEMBERS PRESENT:

Lt. Governor Cyrus Habib (Chair)
Kelly Wicker, Governor Inslee's Designee
Kim Wyman, Secretary of State
Pat Beehler (for Commissioner of Public Lands
Hilary Franz)

CCDAC MEMBERS PRESENT:

Alex Rolluda, Chair, Architect 1
Representative Beth Doglio
Senator Sam Hunt
Senator Timothy Sheldon
Representative Vicki Kraft
Representative Beth Doglio
Chris Jones, Landscape Architect

OTHERS PRESENT:

Brent Chapman, Department of Enterprise Services
Max DeJarnatt, City of Olympia
Kevin Dragon, Department of Enterprise Services
Bill Ecker, KMB Architects
Linda Farmer, Department of Enterprise Services
Bill Frare, Department of Enterprise Services
Tessa Gardner-Brown, Floyd|Snider
Valerie Gow, Puget Sound Meeting Services
Ashley Howard, Department of Enterprise Services
Kelci Karl-Robinson, House Capital Budget.
Hamed Khalili, Department of Enterprise Services
Ann Larson, Department of Enterprise Services
Nouk Leap, Department of Enterprise Services

Carrie Martin, Department of Enterprise Services
Jennifer Masterson, Office of Financial Management
Des McGahern, Department of Enterprise Services
Annette Meyer, Department of Enterprise Services
Sheri Nelson, Office of the Secretary of State
Rachel Newmann, S. Capitol Neighborhood Assn.
Phillip Person, Department of Enterprise Services
Richard Ramsey, Senate Ways and Means
Jairus Rice, Employment Security Department
Sarian Scott, Senate Ways and Means
Ronell Witt, Department of Enterprise Services
Oliver Wu, Department of Enterprise Services

Call Meeting to Order; Announcements; and Approval of Agenda - Action

Lieutenant Governor and Chair Cyrus Habib called the joint State Capitol Committee (SCC) and Capital Campus Design Advisory Committee (CCDAC) meeting to order at 10:06 a.m.

Members and staff provided self-introduction.

Deputy Director Meyer introduced Des McGahern, who recently joined the Department of Enterprise Services as Chief Operating Officer.

The agenda was approved as published.

Approval of July 11, 2019 SCC Minutes - Action

The minutes for the SCC Meeting held July 11, 2019 were approved by the SCC members as presented.

Appointment of 2020 SCC Chair and Vice Chair – Action

Chair Habib invited nominations for Chair of the SCC.

Secretary Kim Wyman nominated Lt. Governor Habib to serve as Chair of the SCC during 2020. Kelly Wicker seconded the nomination.

No other nominations were offered.

By affirmation, members elected Lt. Governor Habib to serve as Chair during 2020.

Chair Habib invited nominations for Vice Chair of the SCC.

Chair Habib nominated Secretary Kim Wyman to serve as Vice Chair during 2020.

No other nominations were offered.

By affirmation, members elected Secretary Kim Wyman to serve as Vice Chair during 2020.

Establish 2020 SCC Regular Meeting Calendar – Action

Chair Habib reviewed the proposed 2019 regular meeting dates:

- Thursday, March 19, 2020 from 10 a.m. to 12 p.m.
- Thursday, June 18, 2020 from 10 a.m. to 12 p.m.
- Thursday, October 15, 2020 from 10 a.m. to 12 p.m.
- Thursday, December 10, 2020 from 10 a.m. to 12 p.m.

Members approved the calendar as presented.

Capitol Lake-Deschutes Estuary, Environmental Impact Statement (EIS) Scoping Report - Informational

Project Manager Carrie Martin introduced Tessa Gardner-Brown with Floyd Snider, who updated the committee on the status of the Capitol Lake-Deschutes Estuary Environmental Impact Statement (EIS) project.

Ms. Gardner-Brown reviewed a project process map developed to ensure stakeholders and the greater community have an understanding of the process as it progresses through completion. Throughout the

project, the team has worked aggressively over the last year meeting some milestones as represented on the process map.

Progress on the EIS over last two quarters includes:

- Developed a measurable evaluation process to screen concepts and optimize alternatives. Many concepts were offered by the community or included within project documents over the last 30 years. The intent is producing the best product by screening all concepts in a measurable method to ensure all stakeholders understand why certain components of alternatives have moved forward and why others have not. A good example is the width of the opening within an estuary scenario. Some concepts included an 8-foot wide opening while another concept identified a 500-foot opening. Those variables are compared against project goals to determine which of the alternatives assist in achieving the project goal in a measurable way.
- Developed methodologies for the following analyses:
 - Water Quality
 - Economics
 - Numerical Modeling of Hydrodynamics & Sediment Transport
 - Fish & Wildlife
 - Wetlands and Vegetation
 - Land, Shorelines & Recreation
- Engaged third-party experts to enhance the EIS process
- Began fieldwork in and around Capitol Lake to support technical analyses

Ms. Gardner-Brown reviewed a graphic depiction of how advancements occur through the measurable evaluation process. Given the level of interest in the project and the range of views on the spectrum, it is important to complete significant portions of the work through a transparent lens. The process was reviewed with the community, Executive Work Group, Technical Work Group, and the Funding and Governance Work Group to ensure agreement on screening certain components and only advancing those with the best opportunity to improve against project goals.

Third-party experts were engaged to ensure that the process increases its defensibility in all areas as the process proceeds. Third-party experts provided another viewpoint and validated the approach helping to ensure the process was completing technical analyses with a reasonable level of analysis. DES identified the importance of engaging experts that have never been involved in the process to provide a fresh perspective and enabling a review of the alternatives under the technical disciplines. Stakeholders conveyed the importance of understanding the technical approach for the three disciplines of Water Quality, Economics, and Numerical Modeling of Hydrodynamics and Sediment Transport. Following the third-party review, the methodologies were updated and posted online to provide an extra layer of transparency.

Fieldwork to support technical analyses began in April with close coordination with the Department of Ecology's spill response team. In May, monthly water quality samples were collected. An ongoing recreation survey was initiated in June. In July, the team attempted to complete a bathymetric survey of Capitol Lake as a key input to the numerical modeling; however, the effort was abandoned because of the presence of dense vegetation growth. The attempt will be reattempted in November after vegetation die-

off. In July and September, a site reconnaissance of wetlands and vegetation was initiated to support the biological resources.

The Executive Work Group met in April and June. At those meetings, members discussed community outreach, reviewed a proposed measurable evaluation process, and sought input on methodologies for technical analyses from the Department of Ecology for water quality, which resulted in changes to the approach based on the input.

The Funding and Governance Work Group met in June and developed a proposed work plan for developing a shared funding and governance framework for the identified Preferred Alternative. Members reviewed economic foundations that could influence the approach to shared funding and governance.

Ms. Gardner-Brown displayed a process map for the Funding and Governance Work Group. Members representing each entity have agreed to move through the process with an understanding that at the end, the intent is to seek agreement on a future shared funding and governance approach for the Preferred Alternative.

A joint meeting of the Executive Work Group and the Funding and Governance Work Group is scheduled on September 20, 2019 to engage both work groups and discuss potential models for both funding and governance. The facilitated discussion will help move the process forward that is agreeable to all the participating entities. The Executive Work Group plans to present a letter at the meeting expressing joint support for full funding and completing the EIS.

The process continues to meet its objectives by updating the SCC and CCDAC, as well as engaging in legislative coordination with members of the 22nd delegation.

Manager Larson added that as DES began work on developing the agency's 2020 Supplemental Budget, DES engaged with the Office of Financial Management (OFM) on completing the EIS process and potential governance and funding sources. Feedback from OFM spoke to the importance of the Executive Work Group engaging and committing to funding support during Phase 2. Subsequently, staff began meeting with legislators and received support from the 22nd Legislative Delegation for funding through Phase 2. The Executive Work Group members, in its joint letter, are committing to provide some financial support as the process moves forward. The supplemental budget request is for \$2.4 million with \$300,000 provided by Executive Work Group entities. Legislators understand that completing the project now is the lowest cost options compared to any start-and-stop option.

Ms. Gardner-Brown reported since the last update, the solicitation process was nearing completion for the Community Sounding Board for the project. The Community Sounding Board enables a diverse group of individuals to engage in focused discussion and to provide input or feedback around topics relevant to the project. The solicitation generated an outstanding response with 69 applications submitted from the community. The first meeting of the Community Sound Board was in April followed by a second meeting in June. Members were briefed on the project, reviewed the group's charter, discussed measurable evaluation process, conducted an exercise to support the recreation analysis, and included public comment opportunities. The team also continues to send project updates quarterly to an email mailing list of 5,000 addresses. The project team also attended Capital Lakefair as part of the recreation survey and to obtain new email addresses

Pending project activities through the first quarter of 2020 include:

- Design the Optimized Alternatives – Managed Lake, Estuary, and Hybrid
- Complete fieldwork and data collection
- Begin the numerical modeling of hydrodynamics and sediment transport
- Continue meeting with Work Groups – Executive, Technical, and Funding & Governance
- Continue engaging the Community Sounding Board
- Continue with the range of technical analyses

Senator Hunt asked about the impact to the study from the oil spill at the brewery. Ms. Gardner-Brown replied that some of the sampling work was delayed because the Department of Ecology assumed control of Capitol Lake and did not permit other work. Some of that work is projected to occur in the spring, which was not able to proceed until the summer when vegetation was too intense. Secondly, some new chemical constituents may be present in the sediment of Capitol Lake. The Department of Ecology did remediate the contaminated sediment that was identified. The project team continues to work with the Department to understand the nature of the clean-up and how it changed sediment quality.

Senator Sheldon asked about the involvement of the Squaxin Island Tribe within the process. Ms. Gardner-Brown said the tribe is represented on each of the work groups and provides input through the work groups.

Secretary Wyman asked about the source of the funding from the Executive Work Group. Ms. Gardner-Brown said the next meeting will include a discussion with the Executive Work Group on the potential sources of funding. Some sources could provide initial funding, while other funding sources could provide continual funding. During the discussion, the intent is to narrow the sources of funding that would best support the project, as well as identify several models to advance that would support the capital request for the project.

Secretary Wyman asked about the final decision authority for the project moving forward. Ms. Gardner-Brown advised that the goal of the Funding and Governance Work Group is to negotiate an agreement between entity members comprised of the Port of Olympia, cities of Olympia and Tumwater, Thurston County, LOTT Clean Water Alliance, DES, and Squaxin Island Tribe. DES is the lead agency tasked with selecting the Preferred Alternative; however, the selection must be supported by decision-making entities engaged in the process.

Chair Habib added that based on that information, the committee will engage in a longer discussion on the process as part the roundtable table discussion scheduled later in the meeting.

Employment Security Building – Predesign - Action

Chair Habib reported the requested action was deferred from the last meeting pending more information. He acknowledged Jairus Rice, Director of Office Services for the Employment Security Department.

Mr. Rice introduced ESD Senior Project Manager Hamed Khalili.

Mr. Rice reported the ESD Headquarters Building was constructed in 1961. The original building systems are deficient and obsolete. ESD is unable to meet efficiency and performance requirements under Executive Order 18-01. Other functional and code deficiencies include non-ADA compliant accessibility, restrooms, and egress. Workspaces are not configured to standards of Executive Order 16-07 for modern work environments.

The building's predesign recommended a major renovation of the building including energy, cosmetic, code, and seismic upgrades. The project schedule remains the same with the design phase forecasted to begin in summer 2020 through summer 2021 and construction beginning in summer 2021. Move-in is anticipated to be in late 2023 or early 2024.

At the last briefing of the SCC, members recommended the predesign should incorporate a security review and findings from the Capitol Security and Visitor Services (CSVS) and Washington State Patrol (WSP). The predesign team and WSP/CSVS met and reviewed building security and developed findings. The findings were incorporated within the predesign resulting in changes to the assessment for additional design elements and cost revisions for the additions.

Findings affecting predesign include:

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- Site Security
 - Incorporate Crime Prevention through Environmental Design (CPTED) Principles in Landscape Design
 - Enhance Site Lighting
 - Reinforce/Improve Standoff Distance for Vehicles and Trash Containers
 - Improve Site Video Security System (VSS)
-
- Structure Security
 - Enhance Structural System to Prevent Progressive Collapse
 - Protect Air Intakes
 - Protect Ground Floor Openings from Intrusion
-
- Facility Entrance Security
 - Enhance Visitor Security Lobby/Reception
 - Improve VSS
-
- Interior Security
 - Incorporate Intrusion Detection System (IDS)
 - Improve VSS
-
- Security Systems
 - Incorporate IDS
 - Improve VSS

Project goals were updated to reflect the inclusion of, "Provide adequate Building Site, and Occupant Security per DES/CSVS/WSP focus." Inclusion of security enhancements and systems added approximately \$3 million to the project budget

Chair Habib commented that since the July estimate that was presented to the committee, the additional security enhancements increased the budget by \$3 million. Mr. Rice acknowledged that the increase would be addressed during the design phase. The SCC is asked to approve moving the project forward to secure the budget and begin the design phase next year.

Chair Habib asked about the source of the consultation for the threat risk assessment and remediation strategy. Mr. Rice reported the team met with Matt Jones and Bob Covington from CSVS and they consulted with WSP on the metrics that were presented to ESD, DES, and KMB Architects.

Chair Habib thanked Mr. Rice for the responsiveness to the committee's request as it speaks to substantial additions to the predesign recommendation. An increase in \$3 million also speaks to the importance of the committee's request to ESD. From a process perspective, he questioned whether law enforcement was involved, and at what level in the risk analysis and decisions for prevention. Mr. Rice responded that he would need to defer to CSVS to provide the information.

Manager Kevin Dragon shared that he participated in the review between CSVS and ESD. The assessment relied heavily on CSVS to undertake a security consultation with the WSP group. Manager Dragon understood WSP has undergone some recent staffing changes, and unfortunately he is unable to identify the individuals involved.

Chair Habib said the proposal represents a substantial improvement from the initial predesign. However, moving forward, similar assessments should be included for all projects similar to other analyses and public policies that are conducted and reviewed for development projects. Although the Director of EDS is a former United States Ambassador, it is not inconceivable that people who have issues or grievances with unemployment insurance could pose as a risk. Any state agency has public security risks and moving forward it would be beneficial for security decisions to be from law enforcement, which should include embedding that process moving forward.

Representative Kraft said the CCDAC discussed developing an assessment of building conditions to develop a prioritized list of needs. She asked staff about the status of that inventory process.

DES Assistant Director Bill Frare advised that an inventory of facilities exists, as well as a matrix of different studies conducted for buildings and a matrix on facility condition assessments with a color-coded map of building conditions reflecting a range from green to red. Buildings on the west campus are 100+ years old and east campus buildings are nearing over 50 years in age. Buildings generally have a design life of approximately 50 years. Many building components have a design life of 15 to 30 years. Many campus buildings are not in good condition and many components need replacement. Challenges facing DES include staff resources and decisions on whether time should be expended to deliver approved projects or planning for future needs. Those responsibilities were typically split; however, over the last several years DES has established a planning and project delivery position occupied by Kevin Dragon. The program was restructured by assigning five planners and one lead for building, structural, and environmental planning. A Lead Project Manager is assigned to Manager Dragon, as well as other project managers to deliver the projects. The change is first time DES has project managers dedicated to DES projects. Because of the numerous discipline responsibilities and the split in focus, dedicated staff members have been assigned for project management and planning focusing on 2-year, 10-year, and 30-year plans and proactively addressing building needs.

Manager Dragon added that another task is analyzing the capital and operating budgets from a programmatic approach to minimize unexpected emergencies that have a tendency to shift priorities. The intent is to develop a priority rating of needs that can be applied across the campus to ensure assets are protected both short-term and long-term.

Secretary Wyman noted another important matter is that CCDAC and SCC have worked on the Capitol Campus Master Plan since she was assigned as a member of the committees. The Capitol Campus

Master Plan is a comprehensive plan identifying buildings that should be replaced or renovated over a specific time horizon. Her frustration is the disconnect between the Master Plan and the Legislature, because when the Legislature funds a project, those decisions should be based on a comprehensive review of the Master Plan instead of arbitrarily adding a building with no foresight. A good example is the 1063 Building, which was not included in the Master Plan that was scoped by the CCDAC. The political reality often disrupts the planning process.

Pat Beehler moved, seconded by Chair Habib, to approve the findings and recommendation as outlined in the Employment Security Department's Building Renovation – Predesign, prepared and revised by KMB Architects.

Senator Hunt asked whether the proposal includes vacating the building during construction and whether that cost has been factored in the budget. Mr. Rice affirmed the budget includes costs for relocating employees and housing employees at a new location during construction.

Motion carried unanimously.

Capitol Campus, Centennial Tree Challenge - Informational

Chair Habib recognized Brent Chapman, DES Building and Grounds Horticulturist.

Mr. Chapman briefed the committee on a “Centennial Challenge,” a new partnership between DES and the Department of Natural Resources (DNR). The National Association of State Foresters issued the challenge to all states to celebrate the organization’s 100-year anniversary. The partnership has committed to planting 100 trees on Capitol Campus between October 2019 and August 2020. The challenge provides an opportunity to replace some aging trees and fill in gaps in some areas on the campus.

Mr. Chapman shared a photograph of West Capitol Campus with the Legislative Building framed by legacy trees. The edge of the campus has informal landscaping and plantings and a diversity of tree species closer to the Legislative Building. The Olmsted Brothers developed the landscaping vision for the campus, which speaks to the importance of diversity of forms, textures, and colors from native and non-native species appropriate for planting sites. Over the years, gaps in planting new trees have occurred resulting in less than ideal age diversity in the campus urban forest. Some legacy trees have structural and health challenges that need to be addressed.

A tree planting plan is under development in collaboration with DNR urban foresters. The plan considers today’s site conditions and drainage challenges. The selection of trees account for species that are naturally tolerant of low aeration and poor drainage. The West Capitol Campus Historic Landscape Preservation Master Plan was developed in 2009 by a landscape architecture firm specializing in landscape preservation. The plan guides all planting decisions to include the 100-Tree Challenge. The East Campus Plaza Program and Schematic Design Plan was developed in 1996 to guide development plantings on the East Campus. Both plans are heavily influenced by the original Olmsted Plan developed in the 1920s.

Mr. Chapman shared a 1920 photograph of major road infrastructure on the West Campus. A large maple tree was planted in the City of Olympia before the campus was developed. The tree is a well known legacy trees that is over 100 years old. Although the campus has many legacy trees, the campus lacks trees that are 20, 30, 40, or 50 years old creating a gap in tree age diversity.

Future plans include planting trees in cycles to avoid future diversity gaps in tree age. Mr. Chapman displayed an illustration of tree planting zones on the West Campus featuring a multi-layer woodland around the edges of the campus. He outlined the location of potential planting sites for some of the trees. DES received a West Campus Beautification Grant from the State Legislature and the Department of Commerce.

The utility upgrade along Sid Snyder several years ago afforded an opportunity to plant several large trees, many small ornamental trees, and a shrub layer.

The 100-Tree Challenge will kick-off at the entrance to the West Campus. The proposed planting plan was presented to DES stakeholders and to the DNR urban foresters. Future plantings include identifying other sites on the West Campus to help develop the frame for the West Campus. The Olmsted vision included open green space affording an area for public gatherings. The proposed plans include honoring the original vision and function for the open green space.

The proposed planting plan includes the area along the slope overlooking Capitol Lake to assist in enhancing and stabilizing the area. Native trees will be planted along the slope and could include some of the trees from the 100-Tree Challenge. Twenty-two trees are designated along Maple Park Boulevard to enhance tree diversity. Another tree zone is on the East Plaza parking garage membrane as part of the garage project. The project includes the addition of 23 trees and is funded by the capital projects budget. Several trees may be planted in Heritage Park as part of the tree challenge, as well as along the Deschutes Parkway to replace trees that have failed over the years.

Some of campus legacy trees are experiencing health and safety challenges. Four Norway maples will be removed on the West Campus. Mr. Chapman identified the location of the four trees to be removed. The trees are rotting internally and the safety level is too high to retain the trees. Removal of the trees creates opportunity for new trees as part of the 100-Tree Challenge. DNR is purchasing some of the trees.

Last Arbor Day, Governor Inslee celebrated the planting of a new tree at the corner of the Insurance Building with children from the Capitol Campus Childcare Center. The 100-Tree Challenge event is scheduled on October 18, 2019. Tree plantings will begin in October and completed by Arbor Day 2020 in April. The NASF Centennial Challenge provides an opportunity for the state to plant 100 trees in a thoughtful manner to kick off the next 100 years.

Chair Habib thanked Mr. Chapman for the update. He recommended involving and engaging students in the effort as it offers a learning opportunity and connection to the campus while providing a great hands-on science and civic lesson opportunity. Another opportunity is the Governor engaging in a symbolic gesture of friendship to a sister state, country, or region, particularly if some of the tree species are indigenous to their respective area.

Mr. Chapman added that last year for the urban forestry event, children from the science programs at Lincoln Elementary participated and learned how to measure the height and width of trees. Ways of engaging the community is always in the forefront especially engaging the younger generation by getting them excited about the environment and trees.

Chris Jones asked whether the trees planted as part of the 100-Tree Challenge would have any specific designations, such as a heritage tree. Mr. Chapman replied that a digital map will be created of the 100

trees. However, the trees will not be labeled or otherwise noted that the tree was part of the 100-Tree Challenge.

Representative Kraft inquired about the cost of the program to plant 100 trees. Mr. Chapman advised that the trees have been donated. DNR allocated \$200 for each tree. Some costs will be incurred to plant trees, which will be completed by DES grounds staff members. The cost is essentially incorporated as part of the plan to plant trees across the campus as part of the department's operating budget.

Senator Sheldon commented on typical controversies surrounding any tree removal. Some states have salvaged and repurposed trees to help mitigate controversies surrounding tree removal. He asked whether staff has considered repurposing the Norway maples designated for removal. Mr. Chapman replied that the DES Cultural Resource Manager has been engaged in conversations with staff. A list of woodworkers in the community was developed. No firm commitments have been obtained at this time. Most woodworkers love the wood; however, the challenge is drying and milling the wood. Staff is engaged in making some connections. The logs can be stored until a formal process can be completed. Senator Sheldon offered to share information with staff about an individual who works at a local mill.

Capitol Childcare Center – Progress Update – Informational

Chair Habib recognized Oliver Wu, DES Project Manager.

Project Manager Wu updated members on the status of the Capitol Childcare Center project.

The project commenced on July 1, 2019 for a new childcare center on Capitol Campus serving 75 to 100 children. The center will serve as a resource to state employees and provide a state-of-the-art center with outdoor nature-based play and learning spaces.

The selected project delivery method is Progressive Design-Build because of the short timeline for the procurement process to meet a completion deadline of December 2020. The selection was a qualifications-based process consisting of six Design-Build proposers narrowed to three finalists. Following an aggressive schedule and two intensive meetings, DES selected Walsh Construction and Mahlum Architects. The team commenced work on August 6, 2019 with the first task of convening a partnership workshop to identify all stakeholders, including the Core and Project Executive Teams, reviewing the selection of subconsultants and subcontractors, developing communication protocols (email, file-sharing, and communication plan), reviewing the project milestone schedule and key dates, and developing a Team Charter highlighting:

- Project Vision
- Metrics for Success
- Core Values

The vision of the project is to develop a state-of-the-art childcare center that prioritizes children, parent, and educator needs. The center will serve as a community gateway to the campus and as a model for innovative and effective investment of state resources toward the health of future generations.

Metrics for success include positive team relationship, building performance indicators, and milestone achievements, such as pursuing net-zero ready, health impacts, on budget and on time decision-making, and engaging in laughter/fun.

Core values identified include excellence, efficiency, integrity, commitment, respect, and transparency.

Two full-day workshops were convened to develop program requirements for the project in a classroom setting. The workshops were well attended by key stakeholders from the Governor's Office, Campus Security, Campus Parking, DCYF, and the team from DES Finance. The format of the workshop was interactive and visual-based. The Design-Build team began each session with some educational and interactive exercises. Information and photographs were shared from case studies of other early learning centers and other childcare centers. The interactive activity entailed stakeholders applying colored dots to likes and dislikes of the examples followed by a roundtable sharing activity describing the reasons for the likes and dislikes.

Manager Dragon added that the exercise served to validate and confirm the predesign program as it moves forward to design. The exercise also identified any gaps.

Another like/dislike activity was on the space program to identify the sizing and orientation of classroom spaces, multipurpose spaces, and staff breakroom space. Overall, feedback from stakeholders was a positive experience with stakeholders providing much feedback throughout the two days. Programmatic decision-making was a team effort as the Design-Build team framed the format for soliciting information in a process stakeholders enjoyed.

Program validation including comparing the original ProArts predesign against the legislative-selected IBM site. After some decision-making surrounding spacing and sizing of classrooms and multipurpose space, a basic design was determined of approximately 10,507 square feet with 49% of the space consisting of childcare, learning, and classroom space, 21% for office and shared space (multipurpose area), and 30% for building support space (mechanical rooms, electrical rooms, etc.).

Another step in the validation defined childcare spaces of infant classrooms, toddler classrooms, preschool classrooms, restrooms, and shared laundry spaces. The square footage of each space was defined. One of the highlights of the decision-making process was incorporating flexibility into the infant and toddler classrooms by enabling the space to be interchanged allowing the future operator to accommodate the needs of market demands. All four classrooms would meet the minimum requirements of DCYF. A conference room was eliminated from the programming with the director's office used as an occasional conference space.

The validation program also reviewed outdoor program components. Project Manager Wu shared a graphic of the different outdoor components by percentage. The program includes an "arrival experience." The "arrival experience" includes campus security and how children enjoy the arrival experience when entering the childcare center.

Other programming completed includes some sustainability workshops and eco charrettes to review net-zero opportunities, LEED certification, and other sustainability features. Next steps include the basis of design charrette and workshops at the end of September. The project substantial completion date is December 2020.

Chair Habib asked about the source for determining the capacity of the childcare center. He asked whether the figure was based on the number of children served at the current facility and whether there is any flexibility on the site for future expansion to accommodate growth in state employment. Mr. Wu said the capacity of 75 to 100 children was based on DCYF licensing requirements as each infant, toddler, and preschool room has a maximum capacity of children.

Project Manager Dragon noted the legislative proviso included a range of occupancy of 75 to 100 children. DES is also considering future expansion capability.

Chair Habib asked whether an employee survey was completed. Project Manager Dragon affirmed a survey was completed. Assistant Director Frare said the survey was conducted in conjunction with DCYF several years ago. At the time, the need was identified for a facility to serve 150 to 200 children in addition to the existing facility. The original predesign considered a capacity of 150 children; however, during the legislative process and identification of the best use of properties on campus, the IBM site was considered the “right sized” option as the original option was estimated to cost \$15 million for a capacity of 150 children. The “right sized” option cost was \$10 million with capacity for 75 to 100 children. The “right sized” option was a compromise and was not based on full build-out to serve the need.

Chair Habib asked whether the operating model to serve children is based on a first-come, first-serve policy. Assistant Director Frare confirmed the current childcare facility employs the same model. The operation is based on a non-profit parent association serving as the governance model structure in partnership with DES. The parent association contracts with the facility operator to operate the facility.

Deputy Director Annette Meyer added that a group is forming to review future operating models.

Chair Habib commented that legislators might not have had sufficient information to assess the drawbacks of specific options in terms of adequate coverage of service and future costs for expansion. He questioned the role of both the SCC and the CCDAC in providing guidance to the Legislature to assist in making decisions.

CCDAC Chair Alex Rolluda asked whether there were any conversations surrounding the image or character of the building. Project Manager Wu responded that the team is working to ensure the building design aligns with East Campus buildings, as well as considering cross-laminated timber for the main structural component. Decisions on the building design are moving to the next phase and will include a review by both committees to receive feedback and input.

Mr. Jones noted the process is moving quickly and the next meeting of the CCDAC is not likely until early 2020. Manager Dragon replied that the committees are scheduled to meet once before the end of the year. Members will receive another update to solicit feedback to the extent that a product is available for review. Mr. Jones questioned whether the options would still be available for review or whether a preferred alternative would be determined prior to November. Project Manager Wu advised that the process would likely be beyond the point of options with a preferred path selected as the schedule calls for completing design by the end of January 2020.

Manager Dragon pointed out that the challenge is the requirement for the project to be completed by December 2020. The process is expedited to achieve the target date within the legislative proviso. DES is striving to seek ways to engage with the committee’s to receive meaningful feedback.

Senator Hunt commented that prior to the construction of the 1063 Building, the campus housed a state-operated childcare center on the site of the 1063 Building. When the new building was commissioned, the childcare center moved to west Olympia. The proposed project returns childcare services to the campus following a period of 10 years with no provision of childcare services on the campus.

SCC, CCDAC and DES Roundtable – Informational

Chair Habib reported the topic was prompted by the SCC following a demonstrative episode during the July meeting when it became clear that the proposal for a Labor & Industrial building and training center had been finalized without the benefit of input from the SCC. The discussion prompted some questions as to how the committees operate or how the committees should be operating. The committees operate per statute, which could be changed or amended. Many of the recent projects speak to a lack of interplay and clarity between DES, OFM/Governor's Office, Legislature, CCDAC, and the SCC. He asked for feedback on an optimal way that interplay should occur.

Assistant Director Frare expressed appreciation for the conversation because the current process is a bit confusing and cumbersome. Even he struggles with the role of the SCC and CCDAC in conjunction with the legislative process and working through the Governor's Office as well. The main role of CCDAC and SCC is to provide design excellence as a check on DES and the process, approve the Master Plan and the holistic view/setting of Capitol Campus, approve policies relative to facility standards, and approve buildings within Thurston County (all campuses). The committees have broad responsibilities; yet at the end of the day, neither committee has any budget authority. The SCC could approve a number of decisions; however, if the Legislature at-large does not approve the recommendations, those recommendations do not move forward which creates discontinuity between the policy aspect of decisions by the committees and the budget aspect for the state. Staff appreciates the opportunity to present the DES budget to the committees prior to submittal to receive feedback. The authorizing environment is through OFM and the Governor's Office and then the legislative process. In terms of projects, the committee receives presentations on predesigns for an opportunity to review and comment. The input is submitted through OFM, which approves the project and forwards the project to the Legislature. Not all projects receive funding and those not moving forward are deferred for reference in the future. Projects approved for funding generate more synergy between the budget and policy aspects as deadlines are established for projects. Projects require a balance between the project's scope, budget, schedule, and the risks associated with delivery of the project. Compromises are often necessary, as well as minimizing the risk while providing the best value to the state to the extent possible.

Chair Habib offered a hypothetical example of a member of one of the committee's recommending the addition of a conference room as part of childcare center project or even a majority of the committee agreeing a conference room should be included in the scope of the project. He asked whether either committee, as a matter of statutory authority, would be in the position to affect the inclusion of a conference room within the scope of the project. Assistant Director Frare advised that neither committee has the statutory authority to direct such inclusion. When DES receives a budget proviso and direction to deliver a project, the scope of the project has essentially been determined. The purpose of the facility is to provide childcare to children. A conference room would be an additional scope to the project.

Chair Habib noted that initially, the scope did include a conference room but it was removed during the process.

Chair Habib requested clarification as to whether the committees could weigh in and direct DES with respect to a discretionary addition. Assistant Director Frare responded that the purview of the SSC and CCDAC is to help guide DES through project proposals. Policy guidance, such as the amount of new parking, how much security is included for the childcare center, the ESD Building, or the remodel to the WSDOT Building are types of policy guidance within the purview of each committee to recommend. Chair Habib asked about the binding affect of policy suggestions by the committees. Assistant Director Frare advised that the recommendations are considered guidance and would not be binding; however, staff appreciates guidance from both committees.

Secretary Wyman commented that in the early 80s when Secretary Munro was the Secretary of State, the campus included the Department of Licensing, GA Building, and the OB 1 & 2 Buildings that were constructed over time but lacked the appearance and grandeur of Capital Campus. Secretary Munro and Lt. Governor Owen, as well as others expressed concerns that new buildings were being built because of legislative need and necessity but lacked the look, feel, and the majesty of the campus. Those concerns led to the creation of the SCC to provide a layer of review for new buildings on the campus. The DNR Building is an example of the SCC's review. The membership of the committee was established to ensure input was provided on the look and feel and how a new building would impact the entire campus while having the weight of statewide independently elected officials able to convey information that would otherwise not be possible. Over time, as more details of projects were reviewed, the committee realized the importance of having a base of knowledge, which led to the creation of the CCDAC to review the details by design professionals.

Chair Habib asked Secretary Wyman whether she believes the process is working. If the review process has become a pro forma exercise, he questioned the intent of the process and whether two committees are necessary or whether combining the committees might be preferable, as well as clarifying each committee's role within the authorizing process.

Secretary Wyman said she believes both committees are worthwhile acknowledging that it entails much work. Having the discussions in a public forum is beneficial and healthy for any project. Her frustration surrounds efforts that have been spent on master planning being disregarded. Having the voice of the two committees adds value to the process.

Manager Dragon noted that from a staff planning perspective, the two committees provide benefit as CCDAC members provide a design excellence lens for the proposals even though some timing might be off as the process speaks to obtaining CCDAC feedback first for DES and SCC. The SCC provides concurrence to ensure the project is on the right track in the context of the Master Plan and what is befitting for the campus. The two projects presented in July were beyond the power curve because of some issues outside the control of DES that would have entailed earlier presentations to the committees to receive meaningful feedback.

Chair Habib cited the analogy of the Senate apologizing for the House of Representatives not reviewing a bill because the process was "under the gun" and the bill needed to be sent to the Governor. That scenario would not be possible or acceptable. If, for a practical manner, the statute dictates that a project requires the blessing of the SCC in order to move forward, then the process is defective if that step does not occur. Special meetings of the SCC could be scheduled. Otherwise, it is a procedural flaw and invalidates the next steps if that is the legal requirement. He was surprised that the SCC was voting on an action if, in fact, it does not matter.

Manager Dragon responded that perhaps staff should have been more informative in that stage of the process rather than requesting action or perhaps presenting the proposal earlier. However, some situations were beyond the control of DES staff. However, he and the team are committed to present proposals earlier in the process as the new planning team is implemented.

Chair Habib asked about the practical outcome of no action by the SCC for the ESD project. Assistant Director Frare replied that the lack of action by the SCC on the predesign would not have any consequences.

Secretary Wyman asked whether the lack of action by the SCC would have impacted the Legislature. Senators Hunt and Sheldon affirmed that it likely would have some impact. Chair Habib offered that he does not believe the Legislature would care about a vote by the SCC on particular decisions.

Senator Hunt referred to the Helen Sommers Building when the Chair of the House Capital Budget Committee was upset about both committees and included language in the bill that excluded both the CCDAC and SCC from the process. That resulted in an entirely different process than in other buildings where the committee provided input on architecture design and other building elements.

Representative Kraft said the issue speaks to the importance of having capital budget members on the CCDAC as those members could advise the Legislature about the reasoning for the committee's proposals. Chair Habib's previous question as to whether it would make sense to combine the committee's is input required by DES because if there is insufficient time for the committee to review the design criteria and conduct regular SCC business, then it might be beneficial to retain two committees.

Assistant Director Frare expressed appreciation for the feedback and offered to prepare a proposal for one or two committees as it would be beneficial to have members from Ways and Means and the House Capital Budget Committee to enable a direct link between policy and budget issues.

Representative Doglio said she believes it makes a difference to have ongoing conversations about the status of projects on the Capital Campus. She is also interested as a legislator who represents Capitol Campus, as well as serving as the Vice Chair of the Capital Budget Committee. Being a member has provided her with much more knowledge about the status of activities. The CCDAC is a helpful body.

Secretary Wyman noted the importance of attendance as the CCDAC has experienced spotty attendance. Although, she has missed her share of meetings, she has assigned alternates to attend. Part of the problem with the CCDAC is the lack of sufficient members in attendance when the committee wants to review a project thoroughly. Engagement by all members is important. Her concern is that combining the two committees might not afford an opportunity for the committee to engage in necessary discussions.

Chair Habib asked Kelly Wicker for input from the Governor's Office perspective. Ms. Wicker expressed appreciation for the conversation as there definitely have been some missing components in terms of reviewing, timelines, and following the procedural structure. Any review should consider those issues and that the work that has been completed and the information the committee is receiving is timely to ensure the committees are part of the planning process. She is unsure as to the answer, but there are different components that need some conversation.

Chair Habib suggested seeking legal guidance on the question because if the committee's vote has no meaning other than creating a record, there also could be associated risks. It could be possible that future litigation blames the SCC for not approving a specific project and the project moved forward regardless of the implication that the SCC did not approve the project. The intent is to avoid a meaningless process because it can create risk for the operation of government. He suggested revisiting the issue at the next meeting after receiving guidance from the Attorney General's Office or legislative policy staff to clarify why the committee would commence a vote if it has no meaning for the ESD project.

Secretary Wyman said she believes the vote by the SCC is important and pointed to the 1063 Building as an example. During that review she asked some tough questions about parking. It likely did not make a difference in the project, but it did offer an opportunity for opposing viewpoints which is healthy and

beneficial. Had it led to potential risk for litigation, that discussion could have added some weight. If other members had attended, the discussion could have been different and the project might have proceeded differently. The opportunity for that is what is provided by the committees, which is why both committees make sense.

Chair Habib agreed that some clarity is required and the committees should revisit the issue during a potential joint meeting if feasible.

CCDAC Chair Rolluda said the CCDAC serves as an advisory body to the SCC. The committee includes two professional architects, an urban planner, and a landscape architect. For the CCDAC to offer meaningful criticism or even value engineering, input during the process and prior to design is critical because input from the committee is meaningful if the design has been completed.

Chair Habib acknowledged and thanked volunteer members for their time and efforts to serve on the committee.

Public Comments

Secretary Wyman announced the opening of a new exhibit in the lobby of the Secretary of State's Office on "Head of the Curve" featuring prominent women in Washington historic and modern era who completed extraordinary things in moving the state or country forward. The exhibit opens later in the day at 3 p.m. with a kick-off in the Reception Room followed by the unveiling of the exhibit. She invited everyone to attend.

Adjournment

With there being no further business, Chair Habib adjourned the meeting at 12:03 p.m.

Prepared by Valerie L. Gow, Recording Secretary/President,
Puget Sound Meeting Services, psmsoly@earthlink.net

Approved by CCDAC at the November 07, 2019 Meeting without modifications.

Approved by SCC at the September 19, 2019 Meeting without modifications.