

CAPITAL PROJECTS ADVISORY REVIEW BOARD

Via Teams

Meeting Minutes – Amended

February 9, 2023

MEMBERS PRESENT	REPRESENTING	MEMBERS ABSENT	REPRESENTING
Janice Zahn (<i>Chair</i>)	Ports	Bobbie Forch, Jr.	Disadvantaged Bus.
Bill Dobyms (<i>Vice Chair</i>)	General Contractors	Senator Bob Hasegawa	Senate (D)
Corey Fedie	Public Hospital Districts	Mark Riker	Const. Trades Labor
Lekha Fernandes	OMWBE	Mike Shinn	Specialty Contractors
Bruce Hayashi	Architects	Kara Skinner	Ins./Surety Industry
Janet Jansen	State Government	Rep. Mike Steele	House (R)
Santosh Kuruvilla	Engineers	Rep. Steve Tharinger	House (D)
Keith Michel	General Contractors	Senator Judy Warnick	Senate (R)
Karen Mooseker	School Districts		
Mark Nakagawara	Cities		<i>Vacant</i> Counties
Irene Reyes	Private Industry		
Linneth Riley Hall	Transportation		
John Salinas II	Specialty Contractors		
Josh Swanson	Construction Trades Labor		
Robynne Thaxton	Private		
Olivia Yang	Higher Education		

Staff & Guests are listed on the last page

CALL TO ORDER & ROLL CALL FOR QUORUM

Chair Janice Zahn called the Capital Projects Advisory Review Board (CPARB) virtual meeting to order at 8:02 a.m.

A roll call of members established a meeting quorum.

WELCOME BOARD MEMBERS & INTRODUCTIONS

Chair Zahn welcomed members.

Chair Zahn reported on the resignation of Erik Martin because of his change in employment.

APPROVE AGENDA – *Action*

The agenda was revised to remove Approval of the December 8, 2023 minutes. The report from the GC/CM Committee was moved to 10:30 a.m. to accommodate schedules. Nancy Deakins was unable to attend and the budget reports will be deferred to the next meeting.

Robynne Thaxton moved, seconded by Olivia Yang, to approve the agenda as amended. A voice vote approved the motion unanimously.

APPROVE 9/8/2022, 10/13/2022, & 11/9/2022 MEETING MINUTES – *Action*

Janet Jansen moved, seconded by Olivia Yang, to approve the September 8, 2022 minutes as published.

A voice vote approved the motion unanimously.

Robynne Thaxton moved, seconded by Janet Jansen, to approve the October 13, 2022 minutes as published.

A voice vote approved the motion unanimously.

Lekha Fernandes moved, seconded by Bruce Hayashi, to approve the minutes of November 9, 2022 as published.

A voice vote approved the motion unanimously.

December 8, 2022

Action on the minutes was deferred to the next meeting.

Chair Zahn thanked and acknowledged the efforts of Talia Baker and Valerie Gow for preparation of the minutes.

INVITATION FOR PUBLIC COMMENTS – *Information*

Vice Chair Dobyms invited public comments.

There were no public comments.

CHAIR REPORT – Information

Chair Zahn referred members to the written Chair report. The majority of her efforts focused on bills sponsored by the Board. Efforts included combining the language from Small Works Roster legislation with the bill on Business Equity/Diverse Business Inclusion legislation. Meetings were held with the Board's four legislative members individually to seek their respective sponsorship. All legislative members supported the bill and agreed to be sponsors of the bill. The bill was passed through each house of origin. Some technical adjustments were necessary to consolidate the bills and to ensure bill language meets the intent of each CPARB committee.

Chair Zahn said she attended the Small Works Committee, GC/CM Committee, and Board Development Committee meetings. She plans to continue efforts to meet individually with each Board member. She also testified in-person for both bills. Late last week, another bill was introduced on small works roster changes, which will be reviewed during the Small Works Roster Committee report.

Chair Zahn attended the Board Development Committee and other committee meetings. She followed up with chairs of committees with proposed legislative bills. She also worked on the Port of Seattle's recertification for GC/CM and Design-Build, which was approved by the Project Review Committee.

Chair Zahn and Bill Frare are scheduled to testify before the House and Senate public hearings later in the day at 4 p.m.

BOARD ENGAGEMENT – Information

Board Member Opening Thoughts/Shared Commitments

Chair Zahn said it is important for the Board to begin meetings with an opportunity to speak to and renew the Board's Shared Commitments. The Board's Shared Commitments are published on each meeting agenda. She invited opening comments from members.

Members individually shared their respective thoughts about the work ahead for the New Year, new members and changes in Board composition, optimism for the new year, appreciation of the efforts by leadership on behalf of the Board, some feelings of apprehension surrounding current construction industry issues and the future of the industry, and anticipation of a successful 2023 legislative session.

LEGISLATION TRACKING/BILL PROGRESS – Information

Talia Baker reported the legislative bill tracker is updated each week on Fridays. Occasionally, she receives notice of other bills necessitating the need to update information during the week. She received notification of Senate Bill 5726 on prevailing wages. The new Small Works Roster bill has been added to the tracker. Bills depicted in yellow are new bills. The most recent meeting information on each bill is included with times displayed in bold letters. Each bill number is linked to that bill's information on the legislative website. Much of the information for each bill is sourced from the Senate or House Bill Report. Whenever a substitute bill is introduced, the information is scanned to ensure language is similar. CPARB's sponsored bill, House Bill 1306, is scheduled for a public hearing at 4:00 p.m. by the House Appropriations Committee. The Senate Ways and Means Committee scheduled a public hearing on the bill at 4 p.m. as well.

Chair Zahn recommended including a link at the top of the bill tracker (Legislative Bill Activity) information page for connection to the Legislative Committee Sign In webpage for ease of signing in to testify during a legislative public hearing. She demonstrated the ease of using the sign-in feature for either testifying or registering support or nonsupport of specific bills.

Chair Zahn reviewed bills of interest to the Board. Bills sponsored by the Board include Senate Bill 5268 and House Bill 1306.

COMMITTEE REPORTS

Project Review Committee – Information

Chair Jeff Jurgensen reported members reviewed 13 project applications over a two-day meeting in January. PRC members reviewed the applications thoroughly and asked difficult questions during the evaluation process. During the PRC's business session, members continued efforts to improve the mentor process. The intent is to track progress and make updates if any are needed. Vice Chair Kyle Twohig is developing a tracking process for future use. Members

discussed adding WMBE participation information on the application for applicant project history. The PRC implemented a panel procedure modification to address misinformation or misunderstandings during panel deliberations. A two-minute period was included after the deliberation period enabling an applicant to provide clarification of any information that might have been incorrect or misunderstood. The additional time is not intended for the applicant to provide any new information. The next step is ensuring panel chairs control the presentation and deliberation process.

The next meeting is scheduled in March. The May hybrid meeting is scheduled at the Talbot Event Center facility in Spokane.

Members were encouraged to reapply or assist in recruitment for the 12 PRC positions expiring in June.

New member Kevin Thomas was introduced at the last meeting.

Chair Zahn asked about any insights in terms of lessons learned from the applicants.

Chair Jurgensen shared one personal lesson involving his role as panel chair and the importance of reading the applicant's response to questions submitted by PRC members. Although he scanned the responses quickly, when he reviewed the responses more thoroughly, he was surprised to learn an applicant had planned to hire his firm for the project. He recused himself from the panel despite not having any contact with the applicant regarding the project. Another lesson learned was the importance of training members who serve as panel chairs on how to execute a panel meeting.

Chair Zahn inquired about the number of positions on the PRC. At one point, one-third of the positions expired each year. The Board might want to consider some changes to avoid losing so many positions in one year.

Ms. Baker said PRC has 33 active members. Several years ago, there were difficulties filling vacant positions. Ideally, expiring positions should be 11 or less each year. This year, the number of expiring terms total 12. Vacant positions are posted on the PRC and CPARB's webpages. The May Board meeting includes PRC appointments for these positions.

Chair Zahn suggested splitting the appointment process between the April and May meetings.

Ms. Baker reminded members to follow-up with their respective stakeholders for potential PRC candidates. She plans to update the recruitment announcement following action on the Board Development Committee's proposal, as well as adding a deadline for submittal of letters of interest.

Ms. Fernandes asked about the average commitment of time each month by members. Mr. Jurgensen said the time commitment depends on the number of assigned panels. For example, he and Vice Chair Twohig spend approximately 10 hours each month. The average time commitment is approximately 5 to 10 hours a month. Ms. Fernandes asked about areas lacking representation on the committee. Mr. Jurgensen said representation is appropriate for both sides of the state. Another lesson learned relates to the lack of WMBE businesses in eastern Washington as it speaks to some of the eastern Washington applicants' response to questions on outreach. More efforts are needed as the responses pertained more to trades and construction rather than WMBE outreach and inclusion. Ms. Fernandes offered to include information within OMWBE's newsletter to assist in building awareness.

Discussion ensued on splitting PRC appointments between the April and May Board meetings. Chair Zahn recommended deferring a decision until later during the discussion on the April meeting agenda.

Mr. Jurgensen acknowledged the efforts and support Ms. Baker provides to the committee.

Board Development Committee – *Information & Action*

Co-Chair Robynne Thaxton reviewed a proposed new member onboarding checklist to support the Board's mentor process overseen by the Vice Chair. The list includes all topics members should be informed about to be an effective member and to identify Board responsibilities and deliverables. She acknowledged PRC for providing the checklist format.

The format of the form includes the name, date of appointment, and assignment of a mentor. The onboarding process involves a series of actions, such as reviewing the Design-Build Best Practices Guidelines, reviewing the Business Equity/Diverse Business Inclusion Committee Report, and other reports. New members are requested to attend a PRC business meeting and either a project or a PRC certification meeting. Members will complete the checklist with a signature by the mentor for submission to staff.

The committee discussed forming a New Member Committee and recommends not forming an additional committee at this time with an understanding that as new members are appointed the initial focus will be the onboarding process to include reviewing reauthorization legislation.

The next meeting of this committee is on March 7, 2023.

Co-Chair Thaxton asked Board members to provide feedback and comments on the proposed checklist prior to the committee's March meeting.

Chair Zahn offered that as an alternative to formation of a new committee, an option of incorporating time prior to the start of each meeting could be afforded for new members to meet and greet with members. Co-Chair Thaxton noted that the meeting time would require some meeting logistical adjustments as well as ensuring a meeting quorum was not established prior to the meeting.

Co-Chair Thaxton reported on efforts to develop job descriptions for CPARB positions. The draft job descriptions include references to the bylaws, expectations for the position, and responsibilities of each position. For example, the Vice Chair position responsibilities include managing the mentor/onboarding process. She reviewed a draft of a job description and asked members to provide feedback prior to the committee's March meeting. The committee's agenda includes a discussion on membership time commitments.

Co-Chair Fernandes encouraged members to share information on estimated time commitments as a chair or committee member to assist the committee in summarizing the information for new members. It is important for new members to understand the time commitment of membership.

Chair Zahn thanked the committee for its work. The information will be helpful for both new members and for the Governor's Office in its recruitment efforts. The information will help answer inquiries from candidates on the time commitment and the responsibilities of the Board.

Co-Chair Thaxton said the committee is discussing training or/or guidelines on conflicts of interest, as well as whether additional positions should be added to the PRC. She noted that the onboarding checklist is intended to serve as a living document with new members supported through the mentor/mentee relationship with a checklist providing guidelines, lessons learned, and helpful tips.

Chair Zahn commented on the importance of streamlining meetings and remaining focused with the goal of achieving meeting outcomes. Readiness by members is important to achieve the desired outcome.

Small Works Committee – Information

Co-Chair Frare briefed members on the status of the Board's legislation for small works roster. The bill is making progress with the bill reviewed and passed by policy committees in the House and Senate. The bill is scheduled for review by the fiscal committees later in the day. However, both committee meetings are concurrent with him and Chair Zahn providing testimony on the fiscal impacts of the bill. An amendment was requested to address technical corrections and refinements. Some of the changes were included in the Senate Substitute Bill while other amendments were not included. The committee continues to seek an amendment to correct Section 15 of the bill for references to bonding and retainage requirements. Sections 31 and 35 relating to ports and irrigation districts have a threshold of \$300,000 with the intent to increase the threshold to \$350,000. That information was not included in the amendment. Conversations with legislative sponsors continue in both the House and the Senate.

Co-Chair Frare reported on feedback on the bill terminology of "*small and women-owned, minority, and veteran-owned businesses*" that was interpreted as the business must be both small and either a women, minority or veteran business,

rather than each as a separate entity. The technical change revised the sentence to eliminate the “and” and insert a comma. Additionally, the Senate Bill includes removal of existing language in Section 28 relative to the responsibility of DES to provide a report on in-state preference.

Chair Zahn mentioned another technical change. Ms. Baker advised that members were notified through an email of the revisions when the bills were consolidated.

Chair Zahn added that the Frequently Asked Questions was also updated. Dawn Egbert updated the document to ensure information was clear and included some background on reasons for the legislative proposals.

Santosh Kuruvilla asked about any feedback received by the committee on the proposed legislation. Co-Chair Frare advised that most testimony on the bill was positive. Some comments were offered by Tabor 100 supporting the reduction of the number of contractors for direct contracting to three rather than five and six as included in the bill. A separate bill was introduced by Senator Hasegawa pertinent to sections on direct contracting. During the hearing, Senator Hasegawa affirmed the proposal was in conflict with CPARB’s bill but that he did not want to introduce an amendment to the bill because he believed the bill should move forward as proposed by the Board. The separate bill lacked a thorough review as the bill speaks to agencies considering any contractor on the roster if four or more small businesses are included on the roster. If only two or three small businesses are on the roster, the agency must contract with a small business. The bill did not address the situation where no small business was included on the roster or only one small business was on the roster. Mr. Frare reported he requested a conversation with Senator Hasegawa concerning the logic of the proposed bill.

Chair Zahn said she did not receive the email link to testify. However, after reviewing the discussion, very few questions were asked about the bills during the House and Senate hearings. During a Senate hearing, a legislator requested clarification as to whether any business could be included on a small works roster. The legislator was assured any company could be included on the Small Works Roster. She testified in support of the bill during a House hearing along with Mark Riker and Bill Frare. She and Mr. Riker provided testimony during the Senate hearing. With respect to Senator Hasegawa’s bill, the Senate response spoke to the desire for the state to have a robust small, women and minority-owned business community while recognizing that over the years, the number of businesses have reduced. There is a desire by the Legislature to explore how the reduction in numbers can be increased, which speaks to the Board’s role to consider those comments.

Co-Chair Frare added that Senator Valdez complimented the proposed statewide Small Works Roster sponsored by MRSC. Senator Valdez shared that he has heard that signing up for multiple rosters with different agencies has been a barrier for small and diverse businesses when seeking work.

Chair Zahn thanked Mr. Rose for his efforts because other work on implementation steps will be helpful as the bill moves forward to fiscal committees. She encouraged members to take advantage of the link for either signing in support of the bill or signing in to testify. Co-Chair Frare commented on the importance of either attending or signing in support of the bill as the information on pro and con positions is shared with the legislative committee as the beginning of each hearing.

Chair Zahn recessed the meeting at 9:32 a.m. for a break.

Chair Zahn reconvened the meeting at 9:46 a.m. A meeting quorum was confirmed.

Legislative Writing/Drafting Committee – Information

Co-Chair Olivia Yang requested the Board’s consideration to pause the committee as the committee’s main work was completed with the submittal of the CPARB bills.

Chair Zahn offered that it would be helpful to share any lessons learned as the committee was convened to review legislative recommendations and create bill language, which was a departure from past practices for legislation sponsored by the Board.

Co-Chair Yang said she and Co-Chair Santosh Kuruvilla were privileged to work on the Business Equity/Diverse Business Inclusion (BE/DBI) Committee with the assistance of many others to complete the BEDBI Report. The report resulted in some changes to the RCW. A second purpose suggested was training in response to comments surrounding some owners not aware of the nuances of BE/DBI support. She recommended moving forward with next steps to

organize training on consistent and comprehensive support of diverse businesses, what it means, and the role of each organization to promote diverse businesses. The Board's customary legislative process was through debate of issues through a committee resulting in proposed legislation, which was the model employed for Small Works Roster legislation. Alternatively, a compound process such as the BE/DBI Committee would be effective. She suggested considering a process that balances all issues.

Irene Reyes commented that based on her experience as a member of the BE/DBI Committee, the Legislative Writing/Drafting Committee, and the Small Works Committee, it is important to acknowledge inclusion and transparency and the ease of receiving feedback from small and minority businesses. The goal of increasing participation of WMBEs was achieved by the creation of the committee to receive feedback. She supports retaining and utilizing the Legislative Writing/Drafting Committee as needed.

Linneth Riley Hall mentioned that as member of the PRC, at the last meeting several members volunteered to provide model outreach plans to share with applicants. It may be possible to share those outreach plans with the Board's committee. The committee should remain active to assist in mutual support between the PRC and the Board. The committee should review the outreach plans to determine which plans should move forward as model outreach plans.

Co-Chair Yang supported the comments but urged consideration of other mechanisms for socializing and conveying information without necessarily pursuing legislation to codify all actions. Ms. Riley Hall agreed the comments were not reflective of pursuing only legislation.

Janet Jensen suggested disassembling the committee and reestablishing a committee as needed.

Co-Chair Kuruvilla suggested rebranding the committee for a different purpose. He recommended scheduling another committee meeting to develop the purpose of a new committee. It also appears that continuing conversations surrounding WMBE might benefit from the involvement of OMWBE for a comprehensive discussion on next steps and committee rebranding efforts.

Co-Chair Yang explained that the committee was focused on implementing the recommendations contained in the BE/DBI Report. Consequently, the next step is training on BE/DBI practices, which speaks to Ms. Riley Hall's comments in terms of socializing WMBE practices. The next step could entail a conversation on future steps within the BE/DBI arena, which involves all parties to include Ms. Fernandes and the OMWBE team.

Chair Zahn said the conversation appears to support education as one aspect of a committee to provide education on the tools, as well as reviewing practices by different agencies in the form of a community of practice as a way to support the reconstitution of the Education Committee. Additionally, work is ongoing by the Subcontractor Bid Listing Policy Evaluation Committee that may result in policy language or legislation.

Co-Chair Yang offered that the next step depends on the outcome of any policy changes or legislation, identification of the needs and practices, and where new authorities might be warranted. Bid listing can involve a number of issues, which speaks to delaying any decision on the structure for implementing any proposals until the issues and nuances (*such as bait and switch scenarios*) have been reviewed and identifying the most effective and efficient ways to implement changes. She recommended sunseting the Legislative Writing/Drafting Committee and pursuing conversations on issues surrounding bid listing, consider socializing best practices in support of diverse businesses, and standardizing training and practices.

Keith Michel commented that the disadvantages or advantages of sunseting the committee are unclear. Each committee has been instrumental in moving policies and legislation forward. Pausing the committee's efforts might be preferred rather than sunseting the committee. Members recognize how the industry is evolving and adapting and it is important to continue ongoing conversations. He prefers retaining the committee to continue meeting to check on processes and innovations underway in the industry to ensure members are active, informed, share ideas, and evolve best practices created by the Board.

Chair Zahn responded to questions about potential leadership changes of the committee and confirmed the possibility of any changes in leadership as the committee evolves.

Co-Chair Kuruvilla recommended scheduling another committee meeting for soliciting participation by OMWBE and engage in a rebranding process to develop a new committee name and direction for the committee for the Board's consideration.

Co-Chair Yang emphasized the strong BE/DBI focus of the Legislative Writing/Drafting Committee and the importance of having appropriate membership for a new committee.

Santosh Kuruvilla moved, seconded by Lekha Fernandes, to schedule another meeting of the Legislative Writing/Drafting Committee to discuss redefining the committee and establishing a new purpose and direction for continuing to move forward. A voice vote unanimously approved the motion.

Subcontractor Bid Listing Policy Evaluation Committee – Information

Co-Chair Dobyns reported the committee is scheduled to meet to review some concerns by several parties that conveyed they did not believe they were part of the process. Another meeting of the committee was convened to receive feedback from the parties. A representative from OMWBE attended the meeting and listened to the discussions. As no other interests were represented at the meeting, members agreed to schedule another meeting to receive input from the groups.

Chair Zahn suggested confirming with Ms. Fernandes and others a mutual meeting date/time and location. Co-Chair Dobyns confirmed he would contact Ms. Fernandes to determine available dates and times.

NEW BUSINESS

Revitalize Education and Outreach Workgroup and an Industry Forum – Discussion

Chair Zahn invited a discussion on revitalizing the workgroup and scheduling an industry forum.

Ms. Yang said that speaking through the lens of the BE/DBI Committee, and as mentioned by Mr. Jurgensen, not everyone is aware of what comprehensive support of diverse businesses includes. Most disparity study recommendations include a realm of actions supporting cash flow, mentorships, training, relationships, and assisting businesses in growing, etc. Owners have the capability of supporting those efforts by working with the industry and communities on ways to assist small and diverse businesses. An education committee could help support those efforts as well as the new Legislative Writing/Drafting Committee.

Ms. Jansen said many efforts are pursued by members through their jobs. Many private companies have outreached. DES hired a new equity officer and Charles Wilson is participating in the meeting as the DBI representative for the department. Staff continues to work closely with job order contractors. Much of the work is being pursued independently from the Board through work groups, companies, and agencies to improve support for small and diverse businesses.

Ms. Fernandes agreed many independent outreach efforts are underway to increase participation. However, the Board drafts legislation and the Legislature seeks assistance for different reasons, which speaks to the importance of engagement by the Board as an entity including diverse voices. It is important for the Board to consider ways to inform groups and the public about the Board's efforts and encourage participation to afford an opportunity for diverse business to have a voice and receive information on tools and methods.

Chair Zahn stated that because of the intense workloads of the Board, the agenda included more opportunities for outreach and education that the Board was not able to accommodate. Within the last year because the Board has concentrated on legislation and other issues, space on the agenda has limited opportunities for more participation. In terms of education and community of practice, the level of participation surrounds both input from the communities and output by sharing education, best practices, and community of practice. Should the Board activate the committee, the committee could determine its committee name and serve as a venue to incubate a community of practice and consolidate different educational tools (best practices, training classes).

Ms. Yang offered that the committee's goal could include standardizing processes and consistency in training through subject-matter experts representing different interests, such as the BE/DBI Committee and Design-Build Best Practices serving as clearinghouses and as a mechanism for outreach.

Josh Klicka said an educational committee would likely overlap with the efforts by MRSC. Over the last year, MRSC has provided training on public works across the state. There is likely a connection between the two efforts. He offered to collaborate with the committee because it affords an opportunity for a partnership. As MRSC is training on the topics, it is important to be in alignment with the Board's best practices.

Chair Zahn recommended considering naming the committee, *Education Connections Committee* in recognition of the many entities providing education and training and the importance of the Board creating connections to those sources.

Ms. Baker recommended terminating the existing workgroup, which never held a meeting, and establish a new committee using the workgroup responsibilities as a starting point for the committee.

Chair Zahn encouraged consideration of motion to terminate the old and outdated workgroup.

Olivia Yang moved, seconded by Janet Jansen, to terminate the Education, Outreach, and Web Development Workgroup effective immediately. A voice vote approved the motion unanimously.

Linneth Riley Hall moved, seconded by Olivia Yang, to establish the Education Connections Committee.

Ms. Yang offered a friendly amendment to encourage participation by CPARB stakeholders. Ms. Riley Hall supported the amendment.

A voice vote unanimously approved the motion.

Board members Thaxton, Yang, Riley Hall, Jansen offered to serve on the new committee. Ms. Fernandes reported OMWBE would submit a name for membership. Mr. Klicka offered to serve on the committee. Josh Swanson expressed interest in serving but noted his time is limited because of the legislative session.

Olivia Yang moved, seconded by Linneth Riley Hall, to appoint the preliminary slate of committee members of Curt Gimmestad, Linneth Riley Hall, Olivia Yang, Robynne Thaxton, Josh Klicka, Curtis Bennett, Janet Jansen, and Brian Aske. A voice vote approved the motion unanimously.

Ms. Baker said she would notify members by email to schedule a meeting to appoint committee leadership.

Chair Zahn referred to the industry forum and recommended interested Board members could develop a proposal for consideration at the April meeting.

Mr. Kuruvilla said that several years ago he and Mike McCormick outlined an industry forum format. They had also contacted several industry participants. He offered to forward the information to Ms. Baker for a pre-read for the April meeting.

GC/CM Committee – Information

Chair Nick Datz reported on progress on the development the GC/CM Best Practices Guidelines. At the last meeting, members reviewed the chapter on construction services. Comments were incorporated within the guidelines with three chapters remaining for review. Reviews of total contract costs and procurement chapters are tentatively scheduled for the March and April meetings. Activities following the completion of all chapters include finalizing selection of graphics, charts, and other information. If successful in terms of completing chapter reviews, the May meeting will include development of a final draft for the Board's review.

Chair Zahn referred to prior comments on subcontractor bid listing policy evaluations. Although the statute on subcontractor bid listing is not related to subcontracting for GC/CM, the discussion included whether the GC/CM Best Practices Guidelines would incorporate best practices of subcontracting as outlined in the statute. Chair Datz offered to follow-up with Keith Michel for additional information.

Ms. Baker asked whether a collection of lessons learned for GC/CM generated by the PRC could be incorporated within the GC/CM Best Practices Guidelines. Chair Datz explained that the guidelines do not include a chapter on lessons

learned. However, he could present the information to the committee for discussion. The guidelines are established on lessons learned within the industry.

ADMINISTRATIVE

Board Member Recruitment – Expiring Positions – Information

Ms. Baker reported the Board has six positions expiring on June 30, 2023. The CPARB home page includes information on the positions. She encouraged members interested in reapplying to visit the Boards and Commissions webpage and reapply online. Members not reapplying are requested to consider identifying candidates from their respective stakeholder group. The appointment process takes several months to complete.

Ms. Riley Hall asked whether the Board acknowledges a member's service with a letter of acknowledgment. Ms. Baker explained that over the last several years because of the lack of resources, the practice of providing thank you letters has suffered. Chair Zahn affirmed the importance of reinstating the practice.

April 13, 2023 Meeting Planning & Draft Agenda – Action

The Board recommended the following topics for inclusion on the April meeting agenda:

- Chair Report
- Committee Reports:
 - PRC Committee
 - Board Development Committee
 - Education Connections Committee
 - Legislative Writing/Drafting Committee - Renaming
 - Small Works Committee
 - JOCE Committee
- Board Member Expiring Terms
- New Business
- Budget Reports

Mr. Kuruvilla recommended considering the addition of an abbreviated version of a lessons learned presentation by some industry practitioners, such as Port of Seattle or Sound Transit. Chair Zahn suggested allocating some time on each meeting agenda for BE/DBI sharing by agencies. Mr. Kuruvilla suggested expanding the topics beyond BE/DBI.

Vice Chair Dobyns commented on several interesting mini presentations from industry representative at the last Board Development Committee meeting.

Discussion ensued on the format of industry presentations.

CLOSING THOUGHTS - Information

Chair Zahn invited members to share closing thoughts. Members shared their respective closing thoughts.

ADJOURNMENT

With there being no further business, Chair Zahn adjourned the meeting at 11:23 a.m.

Staff & Guests

Layne Alfonso, OMWBE

Talia Baker, Department of Enterprise Services

Trevor Braun

Nick Datz, Pierce Transit

Quinn Dolan, Centennial Contractor Enterprises, Inc.

Bill Frare, Department of Enterprise Services

Jeff Gonzalez, Department of Enterprise Services

Valerie Gow, Puget Sound Meeting Services

Jeff Jurgensen, OAC Services

Josh Klicka, MRSC

Art McCluskey, WSDOT

Brenda Portaro, OMWBE

Cathy Robinson, University of Washington

Jon Rose, MRSC

Jolene Skinner, L&I

Charles Wilson, Department of Enterprise Services