

Capital Projects Advisory Review Board  
**Board Development Committee**

Meeting Agenda 10/3/2023

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**Committee focus:**

To aid in candidate outreach, recruitment, improve transitioning, and educating new board members on the roles, operating procedures, and the scope of the board.

Lekha Fernandes Co-Chair	OMWBE	CPARB
Robynne Thaxton Co-Chair	Thaxton Parkinson PLLC	CPARB
Jeff Jurgensen	OAC Services	PRC
Santosh Kuruvilla	Exeltech	CPARB
Irene Reyes	The Glove Lady	CPARB
Linneth Riley Hall	Sound Transit	CPARB
Olivia Yang	WSU	CPARB
Janice Zahn	Port of Seattle	CPARB
	<i>Vacant</i> General Contractors	CPARB
	<i>Vacant</i> Architects	CPARB
	<i>Vacant</i> Public Owner	CPARB

**AGENDA**

Item	Purpose	Presenter	Time
Welcome	Information	LH	3:00 pm
Review and approve agenda	Action	All	3:05 pm
Review/Approve minutes from 8/1 & 9/5	Action	All	3:06 pm
Invitation to public to participate	Information	RT	3:08 pm
Structure of the PRC	Discussion/Action	All	3:10 pm
- Staggered appointments	Discussion/Action	All	
- Additional positions	Discussion	All	
Ad Hoc Committee Structure	Discussion/Action	All	4:00 pm
New Issues for next meeting	Discussion	All	4:20 pm
Set agenda for next meeting	Discussion	All	4:25 pm
Adjourn	Action	All	4:30 pm

The committee meeting will be conducted virtually via the TEAMS platform.

**PARKING LOT:**

- PRC Job Descriptions
- PRC Term Limit Discussion
- Resources subsection on webpage

**ACTION ITEMS FROM THE LAST MEETING:**

1. Co-Chair Thaxton requested getting guidance from the AG or scheduling a conflict-of-interest training and the group think about what the problem is and return to the next meeting with a clear understanding of what should be fixed. (5/2/2023)
2. Brainstorm creative ideas on how to stagger PRC appointments (8/1)
3. Committee Homework: Look at the PRC list and see if there are positions that are overrepresented or underrepresented. (8/1)
4. Consider proposing to CPARB to pursue adding to the statute that either a DBE or WMBE can be represented on PRC panels. (8/1)
5. Shanika will discuss with Co-Chair Lekha Fernandes about including the following recommendation in the report at the next CPARB meeting: For those positions on the PRC that have multiple and are not staggered, ensure that the next appointment for that position is either one-, two-, or three-years for one term as a fix to stagger the positions. (9/5)
6. Jeff Jurgensen will discuss with Kyle Twohig about ensuring emphasis of owner-readiness on the PRC. (9/5)
7. Jeff Jurgensen will discuss with Talia Baker about the process of creating PRC panels and consider transitioning responsibility to the Chair and Co-Chair going forward. (9/5)