

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

Meeting Agenda  
 May 4, 2025  
 Page 1 of 2

**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.

(11 Active Members; 6 = Quorum)

	, Co-Chair	Public Owner \Owner State	CPARB
	Linneth Riley-Hall, Co-Chair	Sound Transit\Owner Transit	CPARB
	Lekha Fernandes	OMWBE	CPARB
	Bruce Hayashi	Architects/Labor/Other	CPARB
	Dave Johnson	General Contractors	CPARB/PRC
	Santosh Kuruvilla	Exeltech\Engineers	CPARB
	Jessica Murphy / Dave Johnson	PRC Chair\Vice Chair	PRC Leadership
	Mike Pellitteri	Private Industry/Specialty Contractor	CPARB/PRC
	Irene Reyes	The Glove Lady\Private Industry\MBE	CPARB
	Olivia Yang	WSU\Higher Education	CPARB
	Janice Zahn	Port of Seattle\Ports	CPARB

**AGENDA**

Item	Purpose	Presenter	Time
<b>Welcome</b>	Information	LRH	4:00
<b>Review</b> and approve agenda	Action	All	
<b>Review</b> / Approve minutes 4/1/2025	Action	All	
<b>Invitation</b> to public to participate	Information	LRH	
<b>CPARB Request</b> – <i>Current and Needed ad hoc Committees</i> - Review current ad hoc committees to determine if they are still needed or if they just need a refresh. - Determine if there is a need for new committees and recommend stakeholder positions. - Review past committees/taskforces and determine if any need to be re-established.	Discussion\Action	LRH	4:05
<b>Strategic Planning</b> ( <i>Continue Discussion</i> ) #1 - Owner\stakeholder readiness #2 - Determining who is the public works enforcement? ( <i>How to report potential violations</i> ) ( <i>Check out the Potential Violations Form on the CPARB Homepage</i> ) #3 - Creating a feedback loop for lessons learned #4 – Reimagining the Project Review Committee	Discussion		4:30
<b>New Issues</b> - Update to BDC Mission?	Discussion		
<b>Set agenda for next meeting 6/3/2025:</b> - Approve Agenda & Minutes from 5/6/2025 - Continue to review list and assess where items need to be added for consideration - Continue tackling issues	Discussion	All	4:55
<b>Adjourn</b>	Action	All	5:00

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

**PARKING LOT:**

- PRC Position Descriptions
- Resources subsection on webpage
- Recruitment material for CPARB & PRC

**ACTION ITEMS FROM THE LAST MEETING:**

1. Olivia will find someone from the Ethics Commission to address this committee on the topic of ethics.
2. Someone should reach out to the State Auditor to find out if they agree that their role is enforcement.
3. Explore having a big tent event to talk about lessons learned and continuous improvement to advance industry readiness.

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Page 2 of 2

**STRATEGIC PLANNING ISSUES LIST**

Issue	Objectives	Action Needed:	Completed
1. Owner\stakeholder readiness 2. Determining who is the 'public works cop/enforcement' ( <i>How to report potential violations</i> ) 3. Creating a feedback loop for lessons learned	<b><i>Provide guidance to public agencies and collective construction industry for successful accountable public works contracting.</i></b>	(1) Education <ul style="list-style-type: none"> <li>Other Owners</li> <li>MRSC – Webinar Owner\Owner</li> <li>Attend PRC reviews</li> <li>Mutual 'report cards'? (<i>consider small firms as well</i>)</li> </ul> (2) Use potential violation report form – <i>soon to be online</i>	(1) In process (2) In process
4. Reimagining the PRC a. What is the role of the PRC? <i>i. Original intent?</i> <i>ii. Current Role?</i> <i>iii. Future?</i> b. Having the right people on the PRC...	Control to ensure alternative delivery is used appropriately.  Provide resources \ opportunity for project success	Review the whole PRC process  Consider Public Bodies who have had (a certain #) certifications w/o issue to no longer need to go to the PRC.	
5. Defining CPARB's value add for public works a. Taking stock of accomplishments b. Standardize decision-making in committees and on the board ( <i>recommendations include legislative reports</i> )	# of reports / recommendations to the Legislature that have been adopted  <b><i>Advise the legislature on policies related to public works delivery methods and alternative public works contracting procedures.</i></b>		
6. Conducting an outcome-oriented review of the strategic plan ( <i>sequential with priority 1 &amp; 2</i> ) a. Defining measurable goals b. Describing interim steps c. Creating actionable outcomes 7. Discussing ethical considerations for membership for CPARB, PRC or Committees a. Building in capacity ( <i>bringing in individuals to participate</i> )	Ethics Board presentation annually at CPARB and PRC BMs.	ECC take on?	
8. Reauthorization and how to streamline it; ( <i>sequentially dependent on other issues being addressed</i> ) a. What should the Board Development Committee's role be? ( <i>regarding strategic plan and reauthorization</i> ) b. Setting the number of years for reauthorization c. Reading the JLARC studies to see what they said in 2019 and 2012			

**Vision:**

- What CPARB should be doing (4 themes/guiding principles)
  - o Betterment of Public Contracting / Improving Outcomes
  - o Active Industry Engagement
  - o Help Legislators make good laws / Improve the process
  - o Maintaining and measuring accountability and transparency