

**Capital Projects Advisory Review Board (CPARB's)
Project Review Committee (PRC)
Meeting Minutes**

**Meeting Number 1
June 7, 2007, 9:00 a.m. – 3:00 p.m.
At Northwest Carpenters Facility, Kent, Washington**

Present: Jim Paapke, Dave Marberg, Eric Smith (Vice Chair), Darlene Septelka, Penny Koal, John Mannix, Bob MacIsaac, Gary Arndt, Jonathan Hartung, Keith Schreiber, Peg Staeheli, Tom Peterson, Rodger Benson (Chair), Tom Balbo, Phil Lovell, Jim Cameron, Mike Shinn, Darron Pease, Dan Chandler, Gary Baldasari, Paul Berry, Jim Anderson, Rick Benner.

Absent: Christy Trautman (Wendy Keller took her binder back to the office for her to review prior to the next meeting).

Scribe: Mr. Phil Lovell

Agenda Presenters, Staff and Audience: Olivia Yang, Dick Goldsmith, Dick Lutz, Searetha Kelly, Nancy Deakins, Roland Orr, Wendy Keller, Dan Vaught.

Format of meeting notes

[D] – Connotes discussion without action taken

[DMSV]- Connotes annotated discussion followed by a Motion, Second, and Vote with the substance of such action appearing *in italics*. Where motions passed by the committee in this meeting lead to revisions within referenced sections of the Committee's Operating By-Laws, refer to those specific sections within By-Laws dated June 7, 2007 for precise verbiage in conjunction with these revisions.

Meeting Notes

1-1 Organization of the PRC began with discussion, nominations, and election of Committee Chair (Rodger Benson), and Vice Chair (Eric Smith) from the Membership Roll

1-2 [D] - Major items of business for today include meeting frequency, dates, and timing to accommodate public requirements under the statute, and any action required with regard to the 6/5/07 draft of the Committee's Operating By-Laws including adoption of the By-Laws. Since CPARB meetings are regularly scheduled on 2nd Thursday of the month; agreed that regular PRC meetings should precede this timing to allow appropriate documentation and subsequent reporting by PRC Chair as to this committee's activities at the next CPARB meeting. Agreed that regular PRC meetings shall be on 4th Thursday of the month (would make it 7/26, 8/23, 9/27, 10/25, and 11/25/07 (Thanksgiving—alt day to be determined). Special meetings of the Committee can occur when called for, but must be preceded by public notice. Meetings can be utilized for whole committee or Panel subcommittee meetings, with appropriate action resulting.

[DMSV] – unanimously in favor *that initially the whole committee meet in the morning on scheduled meeting days, with the afternoon utilized for Certification and/or Project Applications*

[D] - In order to maximize learning curve for the committee's members initial attendance/participation by as many members as possible is encouraged.

[DMSV] - Unanimously in favor *that the 'whole' committee shall meet when meeting agenda includes review and/or action on Public Body Certification Applications*

1-3 RE: By-Laws [DMSV] - *add sentence under Article 5 providing for Chair and Vice Chair positions to comprise of one member representing public entity and one member from private industry.*

1-4 RE: By-Laws [DMSV] - *adding statement under Article 4 providing that Chair and Vice Chair shall appoint 'Lead' person from that panel for each scheduled panel meeting.*

1-4 RE: By-Laws [DMSV] - *reorganizing Section 3, Article 2 establish a Section 4 under Section 3A under which sub-items 'B' thru 'G' now relabeled as sub-items 'A' thru 'F'.*

1-5 [D] - Discussed need for panel voting mechanism/vehicle. Lovell agreed to draft forms for Panel and/or Committee voting purposes when acting on Agency Certification and Project Approval Applications.

Format will follow 'Pass'/'Fail' recording for each criteria and overall evaluation at end.

1-6 [D] - Panel size of 6 to be made up of representatives from both public and private entities as well as representative of disciplines making up the PRC Committee as a whole (Owner/Agency, Contractor, Designer, Consultant, Subcontractor, etc.). Agreed with concept that PRC shall designate a panel at each meeting to comprise and panel(s) for next upcoming Agency Certification or Project Approval Applications. Agreed that in interests of learning curve we can use the option of employing the whole committee for such panels OR have other 'non-panel' members sit in to learn from the experience.

1-7 RE: By-Laws [DMSV] - *passed adding provision to Article 4 that Chair and Vice Chair shall appoint/designate 8 committee members to serve on each panel, with 6 members comprising a necessary quorum should all 8 designates be in attendance at that panel's meeting.*

1-8 RE: By-Laws [DMSV] - *passed that a super-majority vote by those present at any appointed panel meeting shall be required in order to constitute valid action taken by the panel. (This would comprise of vote tracks 6/8, 5/7, and 4/6, with 6 being the minimum qualifying panel).*

1-9 [D] - Future meeting locations potential: this facility (Carpenters Facility, Kent), Highline Community College (difficulty in getting space due to conflicts?), AGC, Tacoma. No action taken (to be determined).

1-10 RE: By-Laws [DMSV] - passed to provide that *Article 7 be modified to require a 2/3 vote of all present when the whole PRC committee is called to act on any given Application.*

Also [DMSV]-passed regarding By-Laws Article 7: *add statement that a quorum of 60% of whole membership (16/28) must be present at whole membership- called meetings in order to take valid action at such meeting.*

1-11 [DMSV] - passed unanimously that *the Project Review Committee Operating By-Laws be adopted as amended at this meeting.*

1-12 Suggested that committee members attend/be offered a class ‘teaching us’ how public meetings are to be conducted under WA law as well as addressing ethical matters. Also suggested that we adopt standard formats for forms, meetings, agendas, and other procedural matters as they become identified.

1-13 [D] - The Public Agency Certification and Project Approval Application forms and related ‘Information Sheets/Instructions’ should be clarified in certain respects. The following items were discussed, moved, seconded, and passed accordingly in this regard:

- *That the forms and Info Sheets created for Agency Certification and Project Approval shall be identified at the top as (applicable to) ‘State of Washington’ (administrative).*
- *Project Approval Info Sheet: electronic submittals to be made by 4 PM of the 1st business day of the month in order to be considered at the next PRC meeting.*
- *Project Application, page 3 of 4, top—Use the matrix format of staff/experience chart utilized as example in answer to question 5 within the Certification Application package.*
- *Project Application—Project Org Chart Attachment ‘C’—make generic (i.e.; ‘wipe out’ references to specific real-life firms, agencies, names, etc.).*
- *Project Application—Section/question 8- utilize a matrix/table format outlining past projects stats/history as utilized as example under Agency Certification.*

1-14 [DMSV] passed *adopting for use the latest draft Public Agency Certification Application form as amended above.*

1-15 [DMSV] passed *adopting for use the latest draft Project Approval Application form as amended above.*

Meeting Adjournment

Meeting Adjourned at approximately 3:30 PM