

MINUTES

Capital Projects Advisory Board



Meeting Date: March 8, 2024

Time: 10:00am – 12:00pm

Location: Mt. Mazama Conference Room, General Services Building (in person)
Microsoft Teams: [Click here to join the meeting](#) (virtual)

Attendees: **Bill Foster, Robert Chandler, Cindy Wagner, Kristin Retherford, Bill Messner, Bruce Johnson, Daniel Christensen, Amy Krueger**

Guests: **In person: Tamara Brickman**
Online: Randy Gengler, Eric Manus, Kris Mitchell, Craig Schumate, Jeffrey McGowan, Robert Underwood, Jeremy Miller, Jenn Coffin, Troy Coff, Sharon Domanshofskey, Lori Friesen, Melissa Garner, Kris Mitchell, Jeff Samuels, Steven Walborn

Board Administration

- Call to Order/Roll Call – Meeting called to order at 10:11am, roll called, quorum reached.

Old Business

- Statewide Facility Planning Process Manual – Daniel reviewed the history of CPAB since the move from CFO to EAM. Presented the changes in the planning manual, explained the details of the changes, shared the new project intake form.
- Instead of agency kick off in March, it will be in April.
- Revised Presentation Schedule – Shared the new schedule, now three groups instead of four. Noted that groups are now meeting later. Group One will be in May/June, Group Two will be in July, Group Three will be in August. Agencies will need to submit plans before scheduled presentation date.
 - * Proposed Group One presentation is June 14th, 9am – 1pm, 8 presentations, 10 – 15 minutes each. Group Two presentation is July 12th, 9am – 1pm, 7 presentations, 15 – 20 minutes each. Group Three schedule is August 9th, 9am – 1pm, 5 presentations/select project reviews, approx. 30 minutes each. If approved, Daniel will share with agencies and meet as proposed. Old workbooks would still be used for updating and manual will include instructions on how to update the workbook.
 - * Bruce Johnson – Are these forms posted on the DAS website so that agencies can go back and look at their past plans?
 - * Daniel – Yes, as agencies fill out their plans, these budget forms will integrate with the work plans. In the future there will be new processes, but this is the starting point.
 - * Board Discussion – consensus is that the plan looks good, fewer but longer meetings is easier to coordinate.
 - * Robert – suggested that we coordinate the dates, particularly summer dates, as soon as possible so that schedules can be cleared/adjusted.

* Bill Foster – Has notes and will share them offline. One thing of note is the use of “capitol” vs. “capital”. Will send to Daniel for clean-up.

* Approved unless the changes are substantial to where it changes the intent of the document. Adjustments that change the intent must come back to the whole group before the changes are approved.

- Bruce Johnson moves to approve the Planning Process Manual as presented with allowance for minor changes that do not change the substance of the manual. Bill Messner seconds. Motion passes unanimously.
- Project Review Checklist – Does it make sense as it stands? Is it helpful?
- Bill Messner – Is this document in the manual? – No. The topics are alluded to in the manual, but this checklist is only for board members to utilize as a notetaking device.

New Business

- None.

Other Issues

- Public Comment – None.
- Adjourn – Meeting adjourned 10:56am

Next meeting:

April 12, 2024

10:00am – 12:00pm

Mt. Mazama Conference Room, General Services Building (in person, Teams link to follow)