MINUTES
Capital Projects Advisory Board

DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S

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, Cindy Wagner, Kristin Retherford, Bill Messner, Bruce Johnson, Daniel Christensen, Amy Krueger**
Unable to attend: Ben Kaiser, Robert Chandler

Guests: <u>In person</u>: **Tracy Wilder, Michael Andersen, Thom Martin**
<u>Online</u>: **Tamara Brickman, Walt Campbell, Jenn Coffin, Troy Croff, Stacy Davis, Sharon Domaschofsky, Paul Ehenger, Lori Friesen, Melissa Garner, Eric Manus, Jeff McGowan, Joseph Pickering, Paul Platosh, Robert Underwood**

Board Administration

- <u>Call to Order/Roll Call</u> – Meeting called to order at 10:04. Quorum reached.

Old Business

- <u>Statewide Facility Planning Process All-Agency Kickoff</u> –
- Daniel shared a recap from the previous biennium and what's new in the planning manual.
    - o New administrative rule language, updated definitions and terminology, distinguishes roles and responsibilities between DAS, CPAB, CPC, and agencies, outlines steps and submission dates, etc.
    - o Shared new web app that should help agencies determine whether a project needs to be reviewed by CPAB and/or CPC.
        - ▪ Is this for statewide projects?
        - ▪ Yes, and it will guide you to CPAB and/or CPC if it needs to be reviewed by them.
    - o Agency deliverables include the agency facility plan workbook, a facility plan presentation, and a cover memo. This information can be found in the manual.
- Presentation schedule has been condensed due to the Governor's office needing more time to start their processes and the review process has been pushed back. All presentation meetings have been extended to 4 hours (including breaks).
    - o First round of presentations will be June 14, there will be 8 agencies presenting.
    - o Second round of presentations will be July 12, there will be 7 agencies presenting.
    - o Third round of presentations will be August 9, there will be 4 agencies presenting.
- Questions/Comments
    - o Bruce encouraged agencies to utilize the form as it will help the board to understand the scope of work before the meeting.
    - o Bill M. thanks Daniel for all of his work done in this process. His background is in utilities and works on resiliency. It has been an important question as we come out of the pandemic.

- o Cindy reiterates the idea of office space consolidation and what is necessary given the new nature of hybrid office work.
- o Kristin commented that their process is very similar as the others.
- o How much are you (CPAB) looking for specific index numbers that a smaller agency might be out of date?
  - Share those and then put them in context.
  - One outlet could be the engineering report, but also inform the board of your tendency and trajectory. The board understands that the numbers aren't going to be precise.
  - Kristin: Challenges and delays due to local labor, supply chain, and other local resources being unavailable. Share these and other kinds of challenges at the local level with the Board.
  - Bruce: Be sure to build in the supply chain factors when building the timeline.
- o Bond sales vs appropriations from bonds, there are time limitations on those. Sales are 3 years and appropriations are 6 years. We can get designs done, but we don't always have the money to spend due to the funds not being available.
  - Tamara Brickman – Is this a limitation issue or a selling bonds issue?
  - Paul Ehenger – It seems to be a bond selling issue.
  - Tamara – We can meet offline and work on this together.

New Business

- Administrative Updates –
  - o Introducing Paul Platosh, Facility System Administrator – TRIRIGA roll out update.
    - TRIRIGA has been used as "SAS" (Site as Service) for several years, but now with iPlans being phased out, we're going to use TRIRIGA for "FCA" (Facility Condition Analysis). TRIRIGA is now cloud-based like iPlan was.
    - We will be starting the phased roll out of the FCA at the end of the month.
      - Phase 1 – Discovery and design, FCA Training, user acceptance testing, and import data. This will be a 9-month roll out.
      - Phase 2 – FCA new inspections, starts in 2025.
    - Jeremy Miller gave more explanation and history behind this shift from iPlan to TRIRIGA and implications due to HB 3409 while looking at it from a variety of perspectives. Phase 1 is getting things set up, Phase 2 is the deep dive of working with the program.
      - Daniel and statewide sustainability officer are teasing out HB 3409 to be sure that all the pieces for that are included in the FCA.
  - o Questions:
    - When will the transfer happen?
      - As soon as the contract is in place, which should be at the end of April, but if the paperwork is delayed, it could be mid-May.
      - In the meantime, you can be cleaning up your iPlan files and remove any unnecessary information.
    - Can we get an example of what data will be included so that we're certain we're not including unnecessary data?
      - Yes. That is why phase one is a 9-month process, we not only want to capture what is current, but also, we can build forward.
    - Will agencies be required to use Tririga? We currently have a federal program we are required to use for all our facility data.
      - No, we are working to have a way where all data is integrated.

- - Do agencies have to pay for the FCA?
    - Yes, but there will be a contract in place for that. It will take into consideration all the pieces of HB 3409 and the FCA module should be ready for the 27-29 budget build.

Other Issues

- Public Comment – None.
- Adjourn – Meeting adjourned 11:24am.

Next meeting:
June 14, 2024
10:00am – 12:00pm
Mt. Mazama Conference Room, General Services Building (in person, Teams link to follow)