

MINUTES

Capital Projects Advisory Board

Meeting Date: October 13, 2023
Time: 10:00am – 12:00pm
Location: Mt. Mazama Conference Room, General Services Building (in person); Microsoft Teams (virtual)
Attendees: Bill Foster, Bill Messner, Bruce Johnson, Ben Kaiser
Staff: Daniel Christensen, Amy Krueger
Guests: Stacy Davis, Sharon Domaschofsky, Renee Klein, Joseph Pickering, Randy Bentz

Board Administration

Call to Order/Roll Call

- (1:03) – Roll call called – Present: Bill Foster, Bill Messner, Bruce Johnson, Ben Kaiser. Absent: Kristen Retherford, Robert Chandler, Cynthia Wagner.

Approval of Minutes

- (2:37) – Bill Foster moved to approve minutes, Bruce Johnson second. Bill Messner abstained. Motion passed.

Old Business

Administrative Rule Update Progress

- (5:33) – Daniel Christensen gave an update on the Statewide Facility Planning Process administrative rule update (OAR 125-125). Daniel recapped the process to date: a Notice of Permanent Rule Filing was given on August 7th, the required public hearing was held on September 20th, the final rule was filed with Secretary of State on September 28th, and the rule was made effective on October 1st. Daniel stated rules are live on the Secretary of State website. Daniel explained the roles of both CPC and CPAB and the impact of the new administrative rules on both entities.
- (9:00) – Daniel outlined next steps following the rule adoption, including resolving outstanding procedural issues, updating the CPAB charter, developing a revised Statewide Facility Planning Manual, and preparing materials for agency use.
- (11:00) – Daniel discusses procedural issues to resolve:
- (11:05) – Daniel: How does CPAB treat projects subject to CPC review (i.e., Salem-area projects)?
- (11:13) – Daniel: when in the process do CPC-reviewed projects reach CPAB?
- (11:20) – Daniel: What are CPAB's individual project review expectations?
- (11:33) – Daniel: What are CPAB's agency presentation expectations?
- (11:37) – Daniel: What are CPAB's actions? (e.g., acceptance, recommendation)

New Business

- (21:08) – Daniel shared the CPAB charter, noting it was last updated in 2012 and most sections are no longer relevant/consistent with the adopted rules. Daniel: What is the preferred charter revision process?
- (24:45) – Daniel: What specifically should be added (what’s missing)? What specifically should be removed (besides outdated language)?

Statewide Facility Planning Process Manual

- (35:58) – Daniel transitioned to updating the Statewide Facility Planning Process Manual
- (36:10) – Daniel: What outputs does the Board prefer to see from agencies? Bill M: Is there any network or other plans that we could borrow from in order to build our own version instead of recreating a new document? Bruce: At HECC, they are looking at Michigan, Colorado, and others to utilize what they are doing and assess how it could work in Oregon. Daniel: We are doing the things we need to do and while it might not be well packaged, the work is getting done. Bill M.: I just would like to see if there is something we can use as a base and modify to meet our needs. Daniel: When in the process do CPC-reviewed projects reach CPAB?
- (56:03) – Daniel: What are CPAB’s individual project review expectations? Daniel: Are there appropriate exemptions (such as presentations)? Bill F: We need to have room to make recommendations before approving projects.
- (1:06:19) – Daniel: We work as a subcommittee to update the manual. Also, we will set up monthly CPAB meetings from January to September and if it’s not needed, we can cancel.

Other Issues

Public Comment

- None

Adjourn

- (1:11:18) – Chair Foster adjourned the meeting.

Next meeting:

January 12, 2024

10:00pm – 12:00pm

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