

# MINUTES

## Capital Projects Advisory Board



**Meeting Date:** January 12, 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, Bill Messner, Kristin Retherford, Robert Chandler, Bruce Johnson, Cindy Wagner – Absent: Ben Kaiser**

**Guests:** Tamara Brickman, Renee Klein, Sharon Domaschofsky, Jeff McGowan, Michael Anderson, Stacy Davis, Jeremy Miller, Eric Timmons, Paul Ehenger, Lori Friesen

### Board Administration

- Call to Order/Roll Call – 10:05 am – Roll called. A quorum was determined.

### Old Business

- Capital Project Advisory Board (CPAB) charter ratification – 10:06 am – Bill Foster explained some background information about the why the charter needed to be adjusted. Daniel expanded on the background information.
- Cindy Wagner – Are there any major changes that we should be aware of?
- Daniel Christensen – Other than aligning language to statute and rules, there were language changes regarding members. Otherwise, the role of the board is basically the same, but there are more clear principles.
- Robert Chandler – In the previous iteration there was language that specifically stated that City of Salem members needed to be a part of this, but that is no longer here.
- Bill Foster – That was dated language that reflected when the Capitol Planning Commission (CPC) was dissolved, and its duties absorbed by CPAB. With CPC reinstated, it was not necessary to designate City of Salem members. Current members are welcome, and their input is valued.
- Bruce Johnson – Moved to approve charter.
- Robert Chandler – Seconded the motion.
- Bill Foster – Called for a vote on the motion.
- The charter ratification was approved.

### New Business

- Statewide Facility Planning Process Manual – 10:15am – Daniel explained the background of the manual and the need to “tighten up the language”, especially since this is an even numbered year before the legislative session.
- Bill Foster – Asked for clarification on the objective of the manual discussion.

- Daniel Christensen – Explained that later in January there traditionally is a “retreat style” meeting where the manual details are worked out and should be presented in the February meeting. Also explained next steps.
- Bill Foster – Is there value in having a sub-committee review the draft before bringing it forward?
- Daniel Christensen – I would like to create the package and then present it to the board for their input before finalizing the document. We are not starting from scratch, it’s about 90% done.
- Discussion about the agency plan submission checklist, facility condition index (FCI), leases, space utilization, etc. Robust discussion about FCI and other measuring tools. Ask agencies to start including the information about space utilization.
- Next steps are Daniel will put this package together this month, the subcommittee will work on it and make any adjustments. It will then be brought back to the board and agencies meeting in March the meeting.
- Daniel Christensen – Is the board interested in having a “field trip” later in the year? Consensus is yes.
- Jeremy Miller – NVC is open now and it could be a potential field trip location. It has a lab space, drop in space, office space, conference rooms, and really shows how DAS is moving to build spaces in the future. He would be happy to arrange a tour.
- Jeremy Miller asks that CPAB think about information that the board would like to have included that Jeremy could collect data. He is already collecting data and is happy to add to any data points that they would find useful. He will be putting together the data set that will be currently collected, and if it’s sufficient

### Other Issues

- Public Comment – 11:10am – Tamara Brickman works for DAS CFO and was recently appointed as the capital analyst in the Budget and Management section. Tamara stated the position, and her role, is still being determined, but she is working with the financial planning part of projects. Renee Klein will continue to attend for the time being.
- Adjourn – 11:13 am.

### Next meeting:

February 9, 2024

10:00am – 12:00pm

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