

Contract Administration Education Committee (CAEC)

MEETING MINUTES

February 21, 2017, 10:00 am - Noon
MRSC Offices
2601 4th Avenue, Suite 800, Seattle WA 98121

Members Present	Via Teleconference	Teleconference – Call
John Carpita	Bob Desgrosellier	Phone #: 1-888-924-9240 Pass Code: 9424696#
Linda Shilley	Rick Hill	
	Thanh Jeffers	
	Catherine McNabb	
	Deborah Ottum	
	Michele Percussi	
	Lynn Richard	
	Ronda Syverson	

PURPOSE: The purpose of the meeting is to plan the May 2017 Workshop, review 2016 YE Report and FY 2017-2018 Budget.

A. Discussion Topics:

1. May 2017 Workshop:
 - a. Need new topic/presenters, etc. See notes under Section C.
 - b. Ronda was not successful in confirming presenters at all venues for the Force Account presentation.
 - c. Change Orders presentation was moved from May to February.
2. Review 2016 year-end report which is due to APWA 4-1-17: Please send any comments to Linda.
3. Discuss FY 2017-2018 budget request which is due to APWA 4-25-17.
 - a. After a brief discussion, it was determined that Linda will submit a request for \$4,500 (which is the same budget amount as in the last cycle).
 - b. Linda will monitor Workshop attendance numbers to keep a close tab on our revenues.
4. Web page updates; administrative changes – roles and responsibilities:
 - a. Linda reported that the CAEC web pages have gone through a major update. All training related information has been placed on a Training page. Training materials have been moved under a Documents tab, which is connected to the Training page.
 - b. Please let Linda know if you are interested in attending a 60-90 minutes training session to learn how to update the CAEC web pages. Lynn and Rick said they are interested in receiving this training.
 - c. Training Calendar:
 - i. Upcoming Workshops and other training is available on the WA APWA’s website.
 - ii. The 2016 CAEC Calendar is still available. Linda has asked that this be removed.
 - iii. Click on the Calendar List entry to obtain training dates, times, and venues.
 - iv. Linda suggested using a PC to review our web pages, as a group, during a future committee meeting.
 - d. Ronda will step down as CAEC Secretary. Please let Linda know by mid-March if you are interested in assuming these duties. Also, let Linda know if you are interested in being the backup Secretary, perhaps rotating each quarter.
 - e. Ronda will continue to manage the certificate program

- f. With his upcoming retirement, John asked for a volunteer to coordinate Workshops in Renton. The tasks required include: arrive at 9 a.m. on the date of the Workshop, setup computer with presentations, microphones, coffee service, and sign-in sheets. John will ask the Renton facility if they have a staff member that can manage this task. Rick stated that he may be able to take on this task at Renton. Rick will discuss further with John.
- g. Registration Process: Any comments received on the Workshop fee or ??
 - i. Camas did not receive any comments on the registration fee structure.
 - ii. Camas received a number of complaints that the handouts were modified after they were sent out. Ronda suggested, if this happens again, that a BOLD note be placed on the registration reminder broadcast stating that the linked handouts have been modified.
 - iii. Linda reported that email addresses did not initially pre-populate the registration sheet. Email addresses are essential to our tracking process for CAEC credit hours. Linda worked with Meeting Visions to ensure email addresses were included in the February sign-in sheets.
- h. Camas received some complaints on the registration form not populating the registrant's personal information (agency, address, phone, etc.). Linda reported that this issue is inherent in the registration system because the program is checking the national APWA database. Personal information will not be maintained in the WA APWA database. Using Reg Online has its limitations.
- i. A discussion was held on access to the Training Admin Area of the CAEC certificate database and how to obtain a list of past Workshops with attendance numbers. Ronda will send the links to all committee members.

B. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Certificates Issued in February 2017	Total Number of Certificates issued to date
Bronze (30 credit hours)	13	289
Silver (60 credit hours)	5	63
Gold (90 credit hours)	0	14
Platinum (120 credit hours)	2	4
TOTAL	20	370

C. 2017 Workshop & Conference Schedule

1. February – Federal Grant Requirements

Coordinator – Catherine

Workshop dates:

February 2nd – Renton

February 9th – Yakima

February 16th – Camas

February 23rd – Everett

~~March 2nd – Spokane Valley CANCELLED, only 1 registration received.~~

Comments:

- a. Inclement weather in Spokane presented a challenge for presenters. Rebecca Harder, WA State Auditor, presented both the morning and afternoon sessions. The afternoon presenter was able to phone in to assist Ms. Harder with the presentation. Thank you to all committee members involved in making this happen!
- b. Inclement weather can be a problem for November and February Workshops.
- c. John will check into providing a credit for attendees at the Yakima session.
- d. A discussion ensued on low registration numbers at Spokane Valley – depending on the Workshop topic – and that Steve Worley is no longer working for Spokane Valley.

- i. Michele expressed her concern that we may lose the Spokane area venue. They really need CAEC training.
- ii. Michele added that she will step in to see what she can do. She will discuss this further with John. She spends approximately half of her time in the Spokane area. She added that the venue is beautiful and the small agencies need training as they wear multiple hats and rely heavily on consultants (agency is ultimately responsible).
- iii. Linda stated that she will reach out to past attendees to get their thoughts on the low registration numbers and to seek volunteers. She added, the September 2016 Workshop in Spokane Valley was well received, had excellent participation, and the attendees were grateful to have the training opportunity.

2. 2017 APWA Spring Conference

Tacoma – April 25-28

3. May – Contract Closeout

Coordinator: John and a cast of thousands

Topic Discussion:

John suggested modifying a previously created presentation.

L&I Secure Access

A lot to this website, not just payroll related information.

Web access at each venue.

L&I hands on presentation.

As-builts

Warranty

Substantial Completion

Final Completion

Retention

Bond Release

Send John sample documents for use in the presentation.

Presenters: to be determined

4. July – Legislative Updates

If warranted. May send an email blast, rather than conduct a Workshop series. We will know in June if a session is warranted.

5. September – Cost Estimating

Coordinator: Michele

Topic Discussion: Construction Cost Estimating

Presenters:

Michele Percussi – Consultant

Mike Myett – Contractor

Michael Dyer – Agency

6. 2017 APWA Fall Conference

Kennewick – October 2-4

7. November – Negotiating Professional Service Agreements

Coordinator: Thanh, Lynn, Linda

Possible Presenters: Greg Piland (City of Kirkland), Van Collins (ACEC), Consultant?

Deborah suggested Nancie Boccio (formerly with CH2M) and Van Collins. She will contact them both and let Linda know if they are interested and available.

Linda stated that agency experiences were shared during the Fall 2016 Workshop in Spokane. Many of these agencies are small and each person wears multiple hats.

Topic discussion:

Where to begin	Schedule
Scope	Budget
Terms	Negotiating contracts
GSA rate requirement	WSDOT audited rates
Estimate cost of Engineering services	OFM representative
Rates	Consultant representative
Overhead	Breakout session
Diversity	Add Consultant Oversight segment?

D. Other

1. Committee Meeting Dates and Locations (all meetings start at 10:00 am and go to approx. noon)
2017 Meeting Dates:
 - February 21 MRSC
 - April 20 City of Olympia
 - July 20 Pierce County
 - October 19 Location to be determined
2. Thank you cards for Workshop Presenters: Should we raise the gift card amount to \$10?
Consensus: YES!
3. Discussion on Workshop handouts: Some Workshop Coordinators are printing a few copies in case someone forgets their copy. OK.
4. Reimbursement process for cancellation of Workshop registration is being developed.
5. APWA News:
 - a. Committee Summit
 - b. Spring Conference – Tacoma: Many of the Chapter Committees have a committee meeting. CAEC will not have a Committee meeting. We meet on a quarterly basis.
 - c. WA Chapter has an annual budget of \$750,000.
 - d. PWX 2019 – Seattle has been chosen to host the event from September 8-11!!!
 - i. Keep in mind that a number of volunteers will be needed for this big event.
 - ii. This is a huge honor.
 - iii. The event will be held at the WA State Convention Center and other sites.
 - iv. Michele will attend PWX 2017 this August in Orlando.
 - e. WA APWA Chapter – Google Docs – excellent resource for all members.
 - f. Please revisit the Committee Handbook, it is available on the Chapter’s website.
 - g. Linda reported that the WA APWA Board has agreed that we will not be expected to chase Workshop walk-ins.
 - h. Reminder, upcoming Workshop dates are available through the APWA WA Chapter Training Calendar List.

CAEC WORKSHOP ASSIGNMENTS:**FOR ALL VENUES**

Certificates	Ronda Syverson
Handouts	Provided through registration. Moderators please provide a few copies at each venue.
Registration	Reg Online
Speaker Appreciation	Betty Chan Etquibal
Surveys	Jane Cooke prepares/sends to Moderators for distribution. Jane also compiles the results.

EVERETT

Moderator	Betty Chan-Etquibal, Jane Cooke, or Catherine McNabb
Equipment/Site Coordinator	Clark Langstraat
Sign-in sheets 11x17	Jane Cooke
Coffee/Snacks	Perteet

RENTON

Moderator	Thanh Jeffers
Equipment/Site Coordinator	John Carpita (request for replacement)
Sign-in sheets 11x17	Melissa Jordan
Coffee/Snacks	Thanh Jeffers, Melissa Jordan (backup)

CAMAS

Moderator	Ronda Syverson, Jim Hodges
Equipment/Site Coordinator	Ronda Syverson
Sign-in sheets 11x17	Ronda Syverson
Coffee/Snacks	Ronda Syverson

YAKIMA

Moderator	Bob Desgrosellier, Sue Ownby
Equipment/Site Coordinator	Bob Desgrosellier
Sign-in sheets 11x17	Bob Desgrosellier
Coffee/Snacks	Bob Desgrosellier

SPOKANE VALLEY

Moderator	TBD. Michele Percussi may be able to assist, in the short term, when she is available.
Equipment/Site Coordinator	TBD
Sign-in sheets 11x17	TBD
Coffee/Snacks	TBD