

Contract Administration Education Committee (CAEC)

MINUTES

July 21, 2016, 10:00 am - Noon

Pierce County Public Works

Tacoma Mall Plaza Conference Room Suite 212

Members Present	Via Teleconference	Teleconference – Call
John Carpita	Bob Desgrosellier	Phone #: 253.798.8806 Password: 8806798
Melissa Jordan	Catherine McNabb	
Lynn Richard	Michele Percussi	
Linda Shilley		
Ronda Syverson		

PURPOSE: The purpose of the meeting is to provide an update of the workshop fees issue, update the mission statement and objectives, and review upcoming events.

A. Discussion Topics:

1. Workshop Fees: Final Ruling
 - a. Fees are to be charged when anticipated expenses will be greater than \$200 for an individual session.
 - b. Perhaps APWA WA Chapter will reimburse.
 - c. Revisit this fall.
 - d. New fee structure becomes effective on 1/1/2017.
 - e. MRSC contract was taken into consideration.
2. Review and update Mission Statement and Objectives.
 - a. During the APWA Spring Summit, committees were asked to revisit Mission Statements.
 - b. CAEC Objectives and Mission Statements were reviewed and revised as follows:

Objectives

 - Promote responsible expenditure of governmental entity funds for public works projects in accordance with applicable statutes.
 - Provide training to local government agencies, consultants, and contractors in public works contracting.
 - Develop a training program responsive to the needs of as many local governments as possible, regardless of size or agency mission.
 - Monitor attendance at CAEC sponsored training and provide a multi-tiered certificate program to acknowledge completion of credit hours.

CAEC Mission Statement:
To provide an educational program that is responsive to the needs of public works personnel to encourage and facilitate professional growth, networking, and statewide uniformity of contract administration in order to efficiently serve the public.
3. Follow up to APWA presence at WFOA conference.
 - a. Shilley has discussed this suggestion with members from WFOA. They thought it was a good idea.
 - b. This suggestion stemmed from APWA Washington Chapter's goal to increase membership.

- c. APWA has determined that a booth will not be set-up at the WFOA Conference.
- 4. Revisit awarding CAEC credit to L & I, SAO and DOR workshops.
 - a. Shilley has received a request from Laura Herman, L&I, to offer CAEC credit for specific L&I training sessions. Shilley stated that there is no need to vet training offered by the agencies listed above. They provide accurate training materials.
 - b. Carpita stated that it is not difficult to credit attendee accounts by using a completed registration sheet.
 - c. McNabb stated we would be traveling down a slippery slope. The CAEC certificate acknowledges CAEC training. And, it takes staff time to issue additional certificates.
 - d. MRSC and APWA are co-sponsors of the CAEC Committee. Construction Administration training offered by these organizations will continue to be eligible for CAEC credit.
 - e. Will this encourage people to attend other sessions to obtain a CAEC certificate?
 - f. We are unique, CAEC training touches all aspects of construction management.
- 5. Free account on National APWA site for non-members to be added as Committee Members.
 - a. Chapter push to boost membership.
 - b. All CAEC committee members, that are not APWA members, are to go to the APWA National website and register for a free account. You must be registered in order to have your name placed on the website under the CAEC Committee Members list.
 - c. APWA will continue to perform updates to the CAEC webpages.
 - d. Syverson has reviewed the website and did submit a number of updates.
 - e. Send presentation materials, meeting minutes, and other updates to Shilley and Carpita. Shilley will forward to APWA for placement on the website.
 - f. It is imperative that we place Workshop dates on the website to ensure they are covered by APWA insurance.
 - g. A discussion ensued on quality control and branding efforts.

B. 2016 Workshop & Conference Schedule:

1. February – Contract Bid Mistakes

Workshop was well attended. What was feedback on surveys?

2. 2016 APWA Spring Conference:

Vancouver – April 5-8

- o Pre-Conference Workshop: Good feedback. Approx. 30 attendees.
- o Over 420 conference registrants
- o CAEC committee well represented by Jordan, Jeffers, Syverson, Shilley and Carpita.
- o Thank you Jeffers for organizing such a successful event.

3. May – Energy Savings Performance Contracts

Coordinator – Syverson

Speakers: Kirsten G. Wilson with DES Energy Program, Arthur Vertner and Rich Davis with Abacus/Willdan Energy Services.

What was feedback on surveys?

Positive comments were received. Audience participation was good.

4. September – Professional Services A-Z

Coordinator – Jeffers, Shilley,
Speakers: Jeffers

Workshop dates:

- September 8th – Renton
- September 15th – Yakima
- September 22nd – Camas
- September 29th – Everett
- October 13th – Spokane Valley (Center Place)

Presentation is close to being ready. Planning a breakout session. Will include a few slides on Federal requirements.

5. November – Public Works 101 (Back to Basics)

Most requested Workshop!
Coordinator – Carpita
Speakers: TBD

Workshop dates:

- October 27th – Renton
- November 3rd – Yakima
- November 16th – Camas
- November 17th – Everett
- December 1st – Spokane Valley (Center Place)

Carpita will present in the morning. DOR and L&I will present in the afternoon. The same team will go to all venues.

C. Possible Future Workshop Topics

1. Insurance and Bonds: a lot of confusion on WA state regulations, verification, legitimacy, requirements, costs to project, increase coverage with specialty work – increased risk, etc.
2. Davis Bacon. Combine with Insurance and Bonds presentation?
3. How to use supplemental bidder criteria. MRSC has developed a webinar on this topic.

D. Website Changes

APWA will continue to perform website updates. See discussion under A.5. on this topic.

E. CAEC Budget

Annual Budget: \$4,500
Remaining Balance: \$3,527.56

APWA will approve/finalize budgets by July 31. APWA Treasurer will notify committee Chair’s.

F. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Number of Certificates issued to date	Certificates Anticipated for Issuance in September
Bronze (30 credit hours)	276	7
Silver (60 credit hours)	58	1 (issued after this meeting)
Gold (90 credit hours)	14	0
Platinum (120 credit hours)	2	1
TOTAL	350	9

G. 2017 Workshop & Conference Schedule

1. February – Federal Grant Requirements

Coordinator – McNabb

Speakers: TBD

Workshop dates:

February 2nd – Renton

February 9th – Yakima

February 16th – Camas

February 23rd – Everett

March 2nd – Spokane Valley

A brainstorming sessions was held on this training topic:

- McNabb has materials from a basic Federal Grant Requirements training session presented a few years ago.
- Agency requirements may differ depending on funding source.
- Is there a matrix demonstrating standard grant requirements, regardless of where monies are coming from? General understanding of federal grant and public assistance requirements.
- How do you manage multiple funding agencies?
- Small projects – under \$2,500
- Environmental
- FHWA, HUD
- Suggestion to have an auditor present.
- Possible presentation structure:
 - Morning session on general grant requirements.
 - Afternoon presented by Federal Hwy and ???

H. Other

1. Shilley is running for the APWA “Board Member Elect” position.
 - a. Suggestion – mention this during each of the September Workshop series.
2. Carpita provided information on his transition plan as he moves toward retirement at the end of 2017:
 - a. Effective June 2017, he will no longer support CAEC.
 - b. He will moderate the May 2017 Renton workshop.
 - c. He asked who would take over the task of assigning/verifying workshop dates for the coming year (send out notice in June 2017 for 2018 workshops). Richard said that she would manage this task. Carpita will forward information to Richard.
 - d. Issue: Microphones. Carpita provides/sets up microphones at Renton. To be discussed further.
 - e. Carpita plans to conduct 2-day Purchasing & Bidding workshops in 2017.
3. Committee Meeting Dates and Locations (all meetings start at 10:00 am and go to approx. noon)
2016 Meeting Dates:

January 27	MRSC
April 21	City of Olympia
July 21	Pierce County
October 20	Port Townsend

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
Sign-in sheets 11x17	Melissa Jordan
Coffee/Snacks	Thanh Jeffers, Melissa Jordan (backup)

CAMAS

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

YAKIMA

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

SPOKANE VALLEY

Moderator	Steve Worley
Equipment/Site Coordinator	Steve Worley
Sign-in sheets 11x17	Steve Worley
Coffee/Snacks	Steve Worley