

**American Public Works Association /  
Contract Administration Education Committee  
(CAEC)**

**MINUTES**

April 21, 2022, from 10:00 A.M. – 11:00 A.M.

<b>Attendees Via Teleconference</b>
Robin Aronson
Melissa Jordan
Josh Klika
Deborah Ottum
Ronda Syverson
Randy Talbert

**PURPOSE:** In this meeting we will review the current webinar trainings and confirm coordinators. We will ask for input on training schedule and practices.

**A. Discussion Topics:**

1. CAEC Members. Please reach out to anyone who may be interested.
2. Discuss the webinar schedule and topics (tentative)
  - a) February – Force Account/Markups and FEMA
  - b) May – Job Order Contracting
  - c) September – Electronic Bidding Part Two
  - d) December – Public Works 101 and possibly L&I Prevailing Wage Logistics
3. Treasurer’s report. Limited activity. Melissa submitted budget at same level for 2023.
4. Discussed MRSC and credit hours reporting issues. Resolved. MRSC will let Ronda know when database is up-to-date.
5. CAEC training format:
  - a) Suggestion, conduct each training topic as 1 in-person session and 1 virtual session. Presentation team would present at both sessions.
  - b) In-person allows networking opportunities.
  - c) Hybrid option to be discussed further.
  - d) Not asking presenters to travel to four venues.
  - e) Melissa will discuss with Meeting Visions.
6. APWA Spring Conference report – CAEC hosted presentation on Project Delivery Process Improvement – Collaboration is the Key to Success was well received.
7. APWA Fall Conference – CAEC will host presentation on Electronic Bidding by Jim Rioux. Issue: September CAEC session is tentatively also Electronic Bidding.
8. We need to update the website and CAEC brochure.
9. Promote APWA Membership. CAEC training continues to be free to members.
10. CAEC Certificate program is recognized by a number of agencies. We have received a number of inquires asking if CAEC offers a Certification program. Please note, CAEC offers a Certificate Achievement for number of training hours, not a Certification.

**B. 2022 Workshop Schedule**

**February: Zoom (Completed)**

Topic: Force Account/Markups and FEMA

Date: February 24, 2022, from 10 a.m. – 12 p.m.

Coordinator: Ronda

Moderator: Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

Presentation Team: Ruth McIntyre and Merilee Kenyon of Trantech Engineering

No. of Attendees: Member 131, Non-M 59=190 Revenue: \$1,835 Expenses: \$0

**May: Zoom (Completed)**

Topic: Job Order Contracting

Date: May 19, 2022, from 10 a.m. – 12 p.m., lunch hour, 1 p.m. – 3 p.m.

Coordinators: Melissa Jordan

Moderator: Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

Presentation team: Linda Shilley, Pierce Transit

No. of Attendees: Member , Non-M = Revenue: \$ Expenses: \$

**September:**

Topic: Electronic Bidding Part Two

A panel discussion with agencies using electronic bidding procedures

Date: September 14, 2022, from 10 a.m. – 12 p.m.

Coordinators: Ronda Syverson

Moderator: Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

Presentation team: Panel, Jim Rioux (City of Olympia) Dustin Wittman (City of Pasco), Cathy Robinson (City of Lynnwood)

No. of Attendees: Member , Non-M = Revenue: \$ Expenses: \$

**November:**

Topic: Public Works 101 and possibly L&I Prevailing Wage Logistics

Presenters:

Date:

Coordinators: Melissa Jordan

Moderator: TBD

Technical Consultant: Juel Lugo of Lilt

No. of Attendees: Member , Non-M = Revenue: \$ Expenses: \$

**C. 2022 Committee Meeting Schedule**

~~January 20~~

~~April 21~~

July 21

October 20

D. Certificate Program:

Certificates are issued in February and September.

<b>Certificate Level</b>	<b>Certificates to be Issued in November 2021</b>	<b>Certificates Issued-to- Date (includes Nov 21)</b>
Bronze (30 credit hours)	8	398
Silver (60 credit hours)	3	110
Gold (90 credit hours)	1	39
Platinum (120 credit hours)	1	17
<b>TOTAL</b>	13	<b>566</b>

E. New Business

- Workshop topic for 2023. Share your ideas.