

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

MEETING MINUTES

July 21, 2022, from 1 p.m. until 2 p.m.

<b>Attendees Via Teleconference</b>
Robin Aronson
Thanh Jeffers
Melissa Jordan
Josh Klika
Susan Knotts
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. If you know anyone who is interested, please reach out to them.
2. Discuss the webinar schedule and topics (tentative)
  1. February – Force Account/Markups and FEMA
  2. May – Job Order Contracting
    - Any comments about format – a.m. and p.m. sessions? No.
  3. September – Electronic Bidding Part Two
  4. December – Public Works 101 and possibly L&I Prevailing Wage Logistics
3. Treasurer’s report. To be provided.
4. CAEC training format.
  1. No change, at this time.
  2. In support of virtual training format at least through February 2023.
  3. Surprised that the APWA Spring Conference was well attended, including by Vendors.
  4. Some agencies are not funding in-person training/travel at this time.
  5. Suggestion – one virtual and one in-person session on a different date. Will revisit at a later date.
5. Website update and brochure:
  - Website, Robin will take a look at the website and advise Melissa of any changes.
  - Brochure, table until in-person trainings.

**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

Technical Consultant: Juel Lugo of Lilt

Presentation Team: Ruth McIntyre and Merilee Kenyon of Trantech Engineering

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

No. of Attendees: 174

**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

Moderator: Melissa

Technical Consultant: Juel Lugo of Lilt

Presentation team: Eric Lindstrom (Forma Construction), Quinn Dolan (Centennial Contractors Enterprises), Linda Shilley (Pierce Transit) and Aireanna Kondelis (Consultant)

Comments: Well received. Best Practices – useful tool.

No. of Attendees: Member 63, Non-M 32 = 95 Revenue: \$960 Expenses: \$

No. of Attendees: 85

**September:**

Topic: Electronic Bidding Part Two

A panel discussion with agencies using electronic bidding procedures

Date: September 14, 2022, from 10:00 a.m. – 12 p.m.

Coordinators: Ronda

Moderator: Melissa

Technical Consultant: Juel Lugo of Lilt

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

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

No. of Attendees:

**December:**

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

Presenters: Melissa brief basic Public Works. Remainder of the session Labor and Industries presentation with a focus on Purchased Services – with or without prevailing wage.

Date:

Coordinators: Melissa

Moderator: TBD

Technical Consultant: Juel Lugo of Lilt

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

No. of Attendees:

**C. 2022 Committee Meeting Schedule**

~~January 20~~

~~April 21~~

~~July 21~~  
October 20

2023 Committee Meeting Schedule

January 19

April 20

July 20

October 19

D. Certificate Program:

1. MRSC has been through some staffing changes, which caused delays in updates to the APWA/CAEC Training database (credit hours earned toward CAEC Certificate Program). Attendance data is now up-to-date.
2. Certificates are issued in February and September.

<b>Certificate Level</b>	<b>Certificates to be Issued in July 2022</b>	<b>Certificates Issued-to-Date (incl. July 2022)</b>
Bronze (30 credit hours)	11	409
Silver (60 credit hours)	5	115
Gold (90 credit hours)	2	41
Platinum (120 credit hours)	2	19
<b>TOTAL</b>	<b>20</b>	<b>586</b>

E. New Business

1. MRSC/CAEC Partnership:
  1. Josh asked committee members to consider offering CAEC Credit for upcoming MRSC Workshops on Public Works Training and Outreach with Procurement Technical Assistance Center (PTAC).
  2. Consensus, yes, when CAEC can certify that the session is relevant to Public Works professionals.
  3. Josh provided a slide presentation entitled, "Digging into Public Works." MRSC has a number of other training sessions scheduled.
  4. Melissa strongly encouraged Josh to obtain the Office of Minority and Women's Business Enterprise (OMWBE) participation in training and outreach. Agencies are self-imposing goals.
  5. Contractor/Private business training in-person followed by virtual.
2. Topics for 2023. Be prepared to discuss at the October committee meeting. Ronda will provide a list of possible topics.