

Contract Administration Education Committee (CAEC)

MEETING MINUTES

January 24, 2019, 10 A.M. – 12 NOON
 KBA Office
 11201 SE 8th Street, Suite 160
 Bellevue, WA 98004

Members Present	Via Teleconference	Teleconference – Call
Michele Percussi	Ronda Syverson	Phone #: 1-641-715-0873 Host Code: 458887 Participant Code: 753731
Judy Isaac	Haley Meredith	
Deborah Ottum	Thanh Jeffers	
Michele Capestany	Robin Aronson	

PURPOSE: The purpose of the meeting is to discuss current membership, training venues, budget, review November 2018 Workshop series, review 2019 Workshop topics and confirm Coordinators, and any new business.

A. Discussion Topics:

- Items brought forward from October 30, 2018, CAEC meeting:
 - a) Free Conference Call Services for CAEC Meetings
 - b) Workshop Coordinators needed for May and September 2019 (Item D below)
 - c) Committee Meetings: schedule and locations (Item E below)
- Membership: Any updates
 - Michele P. will step down as CAEC Chair, but will continue to be involved in CAEC. Judy will continue as Co-Chair. Please contact Michele and Judy if you are interested in the Co-Chair position.
 - Catherine McNabb is retiring on January 31, 2019. If you want to include a note in the card from CAEC, please send it to Michele P. prior to January 28, 2019.
 - Linda Shilley is building her team at Pierce Transit. She's very busy.
 - Thanh has three potential candidates for CAEC membership. She will send information to Michele and Judy.
- Training Calendar/Venues:
 - Everett = Snohomish County Facility, new CAEC partners! Thank you Judy and Jane for your efforts in making this happen. Snohomish County is excited to participate in CAEC activities.
 - Robin will touch base with Jane on set-up for the February 21 Workshop at Snohomish County.

2019 CAEC Workshop Schedule

	Renton	Yakima	Camas	Everett
February	7	14	28	21
May	23	30	16	2
September	Aug 29	5	12	19
November	Oct 24	7	14	21

- Budget Report attached.
- Review 2018 October/November Workshop Series (Item C Below).
- Review 2019 Workshop Topics and confirm Workshop Coordinators (Item D below):
 - Workshop Coordinators – we need to draw from CAEC members who did not call in today.
- Workshop Moderators, please be sure to provide safety and emergency information in your opening comments.
- Ronda was asked to add time-frames to the CAEC Roles and Responsibilities under Workshop Series Coordinator.
- APWA Committee Summit to be held on February 21, 2019 at the Pierce County Building.

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B. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Certificates to be Issued in February	Certificates Issued-to-Date
Bronze (30 credit hours)	25	356
Silver (60 credit hours)	9	85
Gold (90 credit hours)	2	33
Platinum (120 credit hours)	6	12
TOTAL	42	486

EXCITING – we will easily surpass 500 in the September CAEC Certificate cycle!

C. 2018 Workshop Schedule

November:

Topic: On-Call Construction Contracts, Maintenance Contracts, Rosters, and Advertising

Coordinators: Haley, Thanh, Michele C.

Attendees: 225 (5 sessions, 2 in Renton) Revenue: \$2,300.00 Expenses: \$177.97

Workshop evaluation: Excellent series. Very well received. Thank you for Melissa Jordan and Jim Rioux for presenting the first session in Renton. Lessons learned – ensure presenters are well prepped and familiar with the material. The first session was an anomaly.

Description from website: Whether you are a contract professional, engineer, project manager, contractor or consultant, this session will help you to better understand the components and processes surrounding some of the requirements in public works contracting.

<u>Location</u>	<u>Date</u>
Renton	Nov 1
Yakima	Nov 8
Camas	Nov 15
Everett	Nov 29 Port of Everett
Renton	Dec 7

D. 2019 Workshop Schedule

February:

Topic: Prevailing Wage Contracting Essentials

Coordinator: Ronda

Attendees: (sessions) Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website: Presentation provided by Washington State Department of Labor & Industries (L&I) professionals. This workshop is designed for city, county, and state employees and consultants who work with public works contracts. L&I has developed this workshop to cover a wide range of public works, prevailing wage, apprentice utilization, and contract release topics including legislative changes, many of which affect the contracting community. All this (and more) is just a sampling of what will be covered during this workshop.

<u>Location</u>	<u>Date</u>
Renton	Feb 7
Yakima	Feb 14
Everett	Feb 21 Snohomish County
Camas	Feb 28

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May:

Topic: Back to Contract Basics

- (Van Collins (ACEC) has volunteered to present for about 30 minutes on Indemnification, new legislation)

Coordinator: Michele C. and Judy Isaac

- Michele P. will ask Liz Alzeer if she is interested in presenting this Workshop topic. She will let Michele C. and Judy know if Liz is on-board.

Attendees: (sessions) Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

<u>Location</u>	<u>Date</u>
Everett	May 2
Camas	May 16
Renton	May 23
Yakima	May 30

September:

Topic: Bidding, Procurement, Emergency Contracts, and any legislative updates

Coordinator: Haley.

- Judy will forward information on legislative updates.

Attendees: (sessions) Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

<u>Location</u>	<u>Date</u>
Renton	Aug 29
Yakima	Sep 5
Camas	Sep 12
Everett	Sep 19

November:

Topic: Change Order, Change Order Management, How to Write a Change Order, Cost Estimating, Schedule of Values, update on On-Call Contracts – who is using this process, legislative changes – auditor comments, etc.

- Presentations by Client and Consultant (KBA and Milestone?)

Coordinators: Michele P. and Deborah

- Judy and Haley will forward legislative changes – SAO comments.

Attendees: (sessions) Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

<u>Location</u>	<u>Date</u>
Renton	Oct 24
Yakima	Nov 7
Camas	Nov 14
Everett	Nov 21

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E. Other

1. 2019 Committee Meeting Dates and Locations

2019 Meeting Dates/Locations TBD:

January 24	KBA Offices, 11201 SE 8 th Street, Suite 160, Bellevue, WA 98004
April 18	City of Lacey, 420 College Street SE, Lacey, WA 98503
July 18	City of Lacey, 420 College Street SE, Lacey, WA 98503
October 10	Renton Maintenance Facility, 3555 NE 2 nd Street, Renton, WA 98056

2. Future Workshop Topics:

- On-Call Contracts – City of Seattle and City of Shoreline. Add the topic of On-Call Contracts to a CAEC Workshop on an annual basis. We can only assume that more and more agencies will start using this process.

Fiscal year was changed to July to June

APWA - CAEC BUDGET

Date	Revenue				Expense				Balance	Notes		
	Camas	Everett	L Lake	Renton	Yakima	Camas	Everett	L Lake			Renton	Yakima
7/1/2018											\$6,000.00	Approved Budget for fiscal year
7/30/2018						\$37.50					\$5,962.50	Coffee Camas location
8/30/2018									\$16.35		\$5,946.15	Renton mileage for presenter
8/30/2018			\$540.00								\$6,486.15	Renton attendance revenue
9/5/2018						\$22.98					\$6,463.17	refreshments for Camas
9/5/2018						\$314.60					\$6,148.57	Camas travel expenses for presenters
9/6/2018	\$100.00										\$6,248.57	Camas attendance revenue
9/13/2018					\$80.00						\$6,328.57	Yakima attendance revenue
9/13/2018									\$50.00		\$6,278.57	coffee Yakima Location
9/14/2018									\$583.26		\$5,695.31	Yakima Travel expenses for Presenters
9/14/2018							\$250.00				\$5,445.31	L Lake travel expenses - Cancellation fee
9/19/2018						\$77.28					\$5,368.03	Refreshments for Everett
9/20/2018						\$32.59					\$5,335.44	Everett Travel expenses for presenters
9/20/2018		\$360.00									\$5,695.44	Everett attendance revenue
9/25/2018						\$11.03	\$211.03	\$11.03	\$11.04	\$11.03	\$5,440.28	Everett rental cost and gift for Linda (gifted divided amount venues)
10/15/2018							\$303.75				\$5,136.53	Everett venue rent
11/1/2018				\$760.00							\$5,896.53	Renton attendance revenue
11/1/2018								\$13.47			\$5,883.06	Refreshments for Renton
11/8/2018					\$300.00						\$6,183.06	Yakima attendance revenue
11/8/2018									\$50.00		\$6,133.06	coffee Yakima Location
11/14/2018						\$18.00					\$6,115.06	refreshments for Camas
11/15/2018	\$140.00										\$6,255.06	Camas attendance revenue
11/29/2018		\$860.00									\$7,115.06	Everett attendance revenue
11/29/2018						\$82.23					\$7,032.83	coffee and refreshments Everett
12/7/2018			\$240.00								\$7,272.83	Renton attendance revenue
12/7/2018								\$13.97			\$7,258.86	Refreshments for Renton
12/7/2018						\$126.77	\$217.64		\$57.88	\$199.14	\$6,657.43	Travel Expenses all locations for presenter
Totals	\$240.00	\$1,220.00	\$0.00	\$1,540.00	\$380.00	\$530.88	\$924.52	\$261.03	\$112.71	\$893.43		

Total Revenues: \$3,380.00

Total Expenses: \$2,722.57