

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

MEETING MINUTES

January 20, 2022, from 11:00 A.M. – 12:00 P.M.

Attendees Via Teleconference
Robin Aronson
Thanh Jeffers
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. Discuss the webinar schedule and topics (tentative)
 1. February – Force Account/Markups and FEMA
 2. May – Job Order Contracting
 3. September – Electronic Bidding Part Two
 4. December – Public Works 101 and possibly L&I Prevailing Wage Logistics
2. Treasurer’s report – nothing to report, costs so far in the fiscal year have been less than \$100.
3. APWA WA new registration system. Nothing to report.
4. CAEC training format. No change for now, we will remain in the virtual world. Webinars are well attended and APWA is seeing a cost savings due to using the webinar format. Will likely remain virtual in 2022.
5. Board Liaison – Steve Worley
6. APWA Spring Conference – CAEC will sponsor a Technical Session on How to Build Capital Projects Together. Presentation by Jim Rioux, City of Olympia.

B. 2022 Workshop Schedule

February: Zoom (Completed)

Topic: Force Account/Markups and FEMA (FEMA presentation is brief)

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: TBD, session will be run for 4 hours (2 HR a.m., 1 HR lunch and 2 HR p.m.)

Coordinators: Melissa Jordan

Moderator: Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

Presentation team: Linda Shilley, Pierce Transit (member of CPARB JOC Committee)

No. of Attendees: Revenue: \$ Expenses: \$0

September:

Topic: Electronic Bidding Part Two

A panel discussion with agencies using electronic bidding procedures

Date: TBD

Coordinators: Ronda Syverson will contact same four presenters from 2021 session in early-March

Moderator: TBD

Technical Consultant: Juel Lugo of Lilt

Presentation team: Panel

No. of Attendees: Revenue: \$ Expenses: \$0

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: Revenue: \$ Expenses: \$0

- C. 2022 Committee Meeting Schedule. Meetings will be schedule at 9 a.m. and re-scheduled if conflicts arise.

~~January 20~~

April 21

July 21

October 20

- D. Certificate Program:

Certificates are issued in February and September.

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

- E. New Business

1. Josh reported that he has developed a training series on Procurement and Contracting. He is updating MRSC’s previous Procurement and Contracting offering into three or more individual sessions. The first session is on procurement not related to public works. More to come. These sessions have been approved for CAEC credit hours.