

Contract Administration Education Committee (CAEC)

MINUTES

July 16, 10:30 A.M. – 11:30 A.M.

GoToMeeting Teleconference

Members Present		Teleconference – Call
Robin Aronson	Deborah Ottum	Phone #: 1-571-317-3122
Michele Capestany	Ronda Syverson	Host Code:
Judy Isaac		Participant Code: 678-155-517
Thanh Jeffers		Computer login available.
Melissa Jordan		

PURPOSE: The purpose of this meeting is to discuss how we see CAEC operating in the future and how we move forward. This will be an important conversation and we look forward to your online participation and input.

A. Discussion Topics:

1. How we see CAEC Operating in the future:

a. Membership:

o New Members:

- The August APWA WA Newsletter will include an article on CAEC. Hopefully, this will drum up some interest in joining CAEC.

o Discuss any vacated positions caused by role changes.

- Treasurer's position. The Treasurer's position is still open. If you are interested in obtaining more information or volunteering, please review the CAEC Roles and Responsibilities document and contact Judy and Melissa.

b. CAEC Workshop Format

o CAEC is receiving inquiries asking when we will offer Workshops again.

- o Due to budget constraints caused by COVID-19 loss of revenues and expenses, some Agencies are not allowing employees to participate in or travel to training sessions when there is a cost to the Agency. Other agencies are even limiting Webinar participation. A Survey Monkey was suggested, but deemed not necessary because registration numbers will demonstrate if people are able to participate.

o The following topics were discussed at this meeting:

- Webinar format
- Webinars on a monthly basis
- APWA WA Chapter has purchased GoToMeeting and GoToWebinar programs. Technical assistance is provided by Lilt. Judy will contact Lilt to obtain more information on this process.
- Offer Webinars as a single topic for one or two days, depending on the number of registrations offered by program. Provides a live feeling to the participants.
- If possible, record Webinars and place on our website.
- Limit Webinars to 1-1/2 to 2 hours in length, providing time for questions/answers at the end.
- Registration fees, continue to charge for non-APWA members and offer the session free of charge to APWA members. We want to encourage APWA memberships. Join APWA and registration is free. To be determined. APWA Board decision?
- It was suggested to offer Webinars in a Series format. This concept was deemed as difficult to manage.

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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 (incl. Feb.)
Bronze (30 credit hours)	6	383
Silver (60 credit hours)	5	102
Gold (90 credit hours)	0	37
Platinum (120 credit hours)	1	15
TOTAL	12	537

C. 2020 Workshop Schedule

February:

Topic: Construction Project Documentation and Records Management

Coordinator: Ronda

Presentation team: Thanh Jeffers and Mark Kifowit from FreeDoc (document management and scanning firm)

No. of Attendees: 162 (4 sessions)

Revenue: \$ Expenses: \$

Workshop evaluation: Presentation on Construction Project Documentation was well received. Presentation on Records Management was too basic and did not meet the expectations of CAEC or many of the attendees and the presenter was easily distracted (two of the four sessions were better).

Description from website: The presentation team will present an overview on documentation requirements for locally funded Public Works construction projects. The Records Management segment of this workshop will provide assistance with terms and definitions, Records Retention Schedules, and How to Apply Retention Schedules to specifically identified Public Works construction related documents.

2020 Workshop Dates	Renton	Yakima	Camas	Everett
February	Feb 6	Feb 13	Feb 20	Feb 27

APWA WA 2020 Spring Conference: CANCELLED

May: CANCELLED

September: GoToWebinar

Topic: Insurance (note, the topic of Indemnification will not be included in this Workshop)

Date: possibly September 24, 2020

Coordinators: Ronda and Robin

Moderator: Melissa

Technical Consultant: Juel Lugo of Lilt

Presentation team: Robin Aronson, WCIA

No. of Attendees: (GoToWebinar)

Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website: **Insurance:** Taking the Mystery out of Insurance and Indemnity Requirement for Contracts. This Workshop will cover the various types of insurance, risk transfer, indemnification, certificates of insurance, additional insured endorsements, and much more.

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October: GoToWebinar

Topic: Bonds

Date: TBD

Coordinators: Ronda and Robin

Moderator: Melissa

Technical Consultant: Juel Lugo of Lilt

Presentation team: Kara Skinner, Integrity Surety

No. of Attendees: (GoToWebinar) Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website: **Bonds:** This session will provide training on Surety Bonds to aid in completion of a successful project. Learn how to validate a bond and the differences and protections afforded by Capital, Developer, and Commercial Bonds. All this and more is just a sampling of what issues will be covered in this Workshop.

November: GoToWebinar

Topic: TENTATIVE Federal Guidelines (perhaps WSDOT presentation to include Diversity Management and Compliance System (DMCS))

Date TBD

Coordinator: Thanh

Moderator: Melissa

Technical Consultant: Juel Lugo of Lilt

Presentation Team:

- Possibly, Brian Diaz, Local Programs Engineer Olympic Region to see if he is interested.
- Ruth McIntyre, Trantech Engineering (formerly with Local Programs and LTAP)
- Diane Sheesley, PE, Trantech Engineering

No. of Attendees: (GoToWebinar) Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

D. Other (from January 2020 minutes, not discussed at this meeting)

1. 2020 Committee Meeting Dates and Locations – PROPOSED

Note: Robin stated that the WCIA Tukwila office is available for a committee meeting.

~~January 23 – KBA Offices, 11201 SE 8th Street, Suite 160, Bellevue, WA 98004 (Deborah)~~

April 23 – CANCELLED

July 16 – Teleconference

October 15 – Teleconference or Renton Maintenance Facility, 3555 NE 2nd Street, Renton, WA 98056 (Judy)

2. 2021 Proposed Workshop Topics

Design-Build – February 2021

Alternative contracting methods – thorough training on each method.

3. Promoting CAEC

Consider developing promotional materials to distribute at conferences and other events around the state. Melissa to provide an update.