

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

MINUTES

October 21, 2021 2:00 P.M. – 3:00 P.M.

REVISED 4/12/2022

Attendees Via Teleconference
Robin Aronson
Michele Capastany
Melissa Jordan
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. Update on MRSC Liaison. Josh Klika has accepted the Public Works position at MRSC. Melissa will contact him to ask if he will be the liaison to CAEC.
2. Discuss the webinar schedule and topics
 1. February – Federal Funding (completed)
 2. May – Job Order Contracting (completed)
 3. September – Electronic Bidding (completed)
 4. December – Project Management Basics to be held on December 15 from 10-12 noon
3. Treasurer’s report to be distributed.
4. APWA WA will be moving to a new registration system. More to come.

B. 2021 Workshop Schedule

February: Zoom (Completed)

Topic: Federal Guidelines (includes Project Management Review and Diversity Management and Compliance System (DMCS))

Date: February 25, 2021

Coordinator: Thanh

Jeffers Moderator:

Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

Presentation Team: Diane Sheesley, PE and Ruth McIntyre of Trantech Engineering

No. of Attendees: (191 members, 78 non – 269) Revenue: \$ 2,340 Expenses: \$0

May: Zoom (Completed)

Topic: Job Order Contracting

Date: May 20, 2021

Coordinators: Melissa Jordan

Moderator: Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

Presentation team: Linda Shilley, Pierce Transit

No. of Attendees: (88 members, 30 non -118) Revenue: \$1,175 Expenses: \$0

September:

Topic: Electronic Bidding

A panel discussion with agencies using electronic bidding procedures

Date: September 15, 2021

Coordinators: Judy Isaac and Melissa Jordan

Moderator: Erin

Technical Consultant: Juel Lugo of Lilt

Presentation team: Panel

No. of Attendees: (92 members, 38 non – 130) Revenue: \$1,140 Expenses: \$0

November:

Topic: Project Management Basics

Presenters: Eric Stewart, Bellevue College and Jim Rioux, City of Olympia.

Date: December 15, 2021, from 10-12 noon

Coordinators: Susan Knotts and Ronda Syverson

Moderator:

Technical Consultant: Juel Lugo of Lilt

No. of Attendees: Member 121, Non-M 30=151 Revenue: \$1,000 Expenses: \$0

C. 2021 Committee Meeting Schedule

~~January 21~~

~~April 29~~

~~July 15~~

~~October 21~~

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	13400	566

E. New Business

- Website updates. Judy’s name has been removed. July meeting minutes added.
- 2022 – perhaps we will shift back to in-person training or a hybrid with February/November in webinar format with the other sessions as in-person. We have received a number of comments from people missing the network opportunities of in-person training sessions. Suggestions:
 - Hybrid – February/November webinar and May/September in-person
 - Longer webinar – 10-12 noon, lunch, 1-3 p.m.
 - To be revisited during January 2022 committee meeting.
- 2022 Workshop Meeting Topics (Tentative):
 - February – Force Account/Markups. Ronda Coordinator
 - May – Job Order Contracting. Melissa Coordinator
 - September – Electronic Bidding. Ronda Coordinator
 - November – Public Works 101 and possibly L&I Prevailing Wage Logistics. Melissa Coordinator