

Contract Administration Education Committee (CAEC)

AGENDA

October 19, 2017, 10:00 am - Noon
City of Olympia - City Hall
601 4th Avenue East, Olympia 98501
Conference Room 112

Members Present	Via Teleconference	Teleconference – Call
Jane Cooke	Bob Desgrosellier	Phone #:605-475-3220
Judy Isaac	Deborah Ottum	Pass Code: 423012#
Thanh Jeffers		
Linda Shilley		
Ronda Syverson		

PURPOSE: The purpose of the meeting is to set the 2018 workshop schedule, review 2017 status to date, discuss current membership.

A. Discussion Topics:

1. Committee members must be registered by APWA National prior to having their name posted on the CAEC webpage. Jane and Ronda stated that they both registered months ago. Upon checking the APWA National website would not accept either password. Linda will check into this issue.
2. Committee Members.
 - a. During the Fall 2017 APWA Conference, Bob Desgrosellier received the Richard Andrews Award. CONGRATULATIONS! The award recognizes an individual who exemplifies Dick's qualities of leadership, mentoring, encouragement, and serving behind the scenes without seeking recognition for him/herself as selected by the Board. Dick was a long time Washington State Chapter member, Board Member, and 2002 President.
 - b. Haley Meredith, City of Pasco, has expressed interest in joining CAEC. Linda has been in contact with her.
3. May and September workshop review.
 - a. Both Workshop sessions were successful.
 - b. In September, participation included members from Construction Project Teams and PW Directors.
 - c. We continue to have issues with persons not receiving an announcement for CAEC training. It appears to be a control issue with Meeting Visions email system – domain name issues? These problems were not present when MRSC was managing registration. MRSC followed a different process. Linda will establish a meeting with Scott Egger to discuss continuing problems with services provided by Meeting Visions. Please let Linda know if you are interested in participating.
4. November workshop update.
 - a. Linda thanked Deborah for coordinating what will be an exceptional Workshop. This session will be offered at all five venues.
 - i. Nancy Boccio, Project Manager and Senior Consultant, Parametrix
 - ii. Van Collins, President and CEO of the American Council of Engineering Companies
5. Set 2018 workshop schedule with topics and coordinators (see item D. DRAFT 2018 Workshop Schedule).

6. Liberty Lake – should we continue with this venue?
 - a. Attendance has been low. We have cancelled a few sessions. We have not found the draw. A few suggestions:
 - i. Linda will contact the Chair of the APWA Marketing and Public Works Outreach committee.
 - ii. Linda stated that John Carpita made efforts to market to the Spokane area. She asked Judy to research John's old files. Ronda will look in her records to see if she has any of John's speaker's pool lists.
 - iii. During the APWA fall conference, Linda announced the topic for the November Workshop series.
 - iv. Suggestion, contact past CAEC attendees from the Spokane area.
 - v. Last year, Thanh, Linda, and Van presented in Spokane Valley. There were 15 attendees. Many stated that they use consultants to manage their projects. Ronda said that the agencies still need to provide oversight. Training helps staff learn what to look out for.
 - vi. Linda suggested re-evaluating after one or two more Workshop sessions prior to making any permanent decisions.
7. 2017 CAEC Statistics by Workshop (spreadsheet emailed to CAEC members):
 - a. February inclement weather – higher rate of no-shows than usual.
 - b. Linda will increase capacity numbers to address no-show rate.
 - c. Discussed percentage of no-shows and APWA member participation.
8. We need to update the CAEC Brochures.
9. Set 2018 committee meeting schedule (see item D. DRAFT 2018 Workshop Schedule).
10. 2017 revenue to date and budget update:
 - a. APWA Fiscal year July 1 – June 30
 - b. Goal – Budget Neutral
 - c. Budget \$4,400, Remaining Balance \$2,845.37
 - d. Travel expenses for September include Workshop at Liberty Lake.
11. Committee members evaluate workshop presenters and submit comments to???:
 - a. Suggestion to send Linda and Workshop Coordinator an email if you have a comment or concern on a specific presenter or an issue with the Workshop.
 - b. Discussed the new CAEC survey form – positive comments:
 - i. We received a greater number of completed surveys than usual in September with the revised format.
 - ii. Jane provide a stack of *old* surveys to Linda. They may be scanned.
 - c. Discussed development of a *Blacklist* for presenters due to quality of content or presentation style.
12. Workshop Handouts (print or not?):
 - a. Comments have been made on survey forms regarding CAEC not providing printed handouts at Workshops. Do we want to start providing printed handouts again? NO!
 - b. Suggestion have 2-3 printed handouts available in the event someone forgets to bring a copy or neglected to download the presentation to their electronic device.

13. Discuss current membership:

- a. Linda will contact active members to verify that they are still interested in being a member of CAEC.

14. Fall Conference Review (Thanh)

- a. Well attended.
- b. Committee Report:
 - i. 2017 Summary
 - ii. Impressed with the number of CAEC training locations.
 - iii. Budget neutral
 - iv. Hope "Managers" inform staff about CAEC training workshops and suggest that they attend.
 - v. MRSC table received a few inquiries on CAEC.

15. Spring Conference Review (Thanh):

- a. Late-April 2018
- b. Ronda offered to assist with registration.

B. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Number of Certificates issued to date	Certificates Issued in September
Bronze (30 credit hours)	307	18
Silver (60 credit hours)	66	3
Gold (90 credit hours)	23	9
Platinum (120 credit hours)	5	1
TOTAL	401	31

C. 2017 Remaining Workshop & Conference Schedule

November – Negotiating Professional Service Agreements

Coordinator: Deborah Ottum

Speakers: Van Collins and Nancie Boccio

Registrations as of 10-18-17:

Renton	62
Yakima	20
Camas	16
Everett	25
Liberty Lake	10

D. DRAFT 2018 Workshop Schedule

1. Linda read through some possible Workshop topics.
2. Judy offered a suggestion from Mike Dyer (construction consultant), he suggested we send out a survey to ask what types of change orders CAEC attendees want training on.
3. Discussion on establishing a permanent 9 a.m. start time for each Workshop. At this time, dependent on the topic and presenters, we will remain flexible between a 9 a.m. and 10 a.m. start time with 9 a.m. becoming the norm. Basically, attendees lose a day of work with either start time. The Workshop announcement will highlight the start time in red.

- a. IMPORTANT – ensure all of our venues have reserved ample time to set-up for 9 a.m. start time.

4. Training credits:

- a. CAEC brochure states, “Candidates will receive credit equal to the hours spent in workshop attendance, receiving, for example, 3 hours of credit for a 3 hour workshop.”
- b. Erin, Meeting Visions, tracks hours.
- c. MRSC, manages the certificate database.
- d. Ronda pulls the data from the database to create certificates.

February:

Topic: SAO Audit Findings and Lessons Learned

Coordinator: Linda

Presenters: TBD

Possible training bullets:

- State Auditor’s presentation
- Actual report on findings
- Survey monkey
- Hand out 3x5 cards and ask attendees to submit questions anonymously.
- Add note to online registration, submit questions electronically to ... or hand them to the Workshop Coordinator at the venue.
- Comment: most findings are related to financial activities.

<u>Location</u>	<u>Date</u>
Renton	Feb 1
Yakima	Feb 8
Camas	Feb 15
Everett	Feb 22
Liberty Lake	Mar 1

May:

Topic: Insurance and Bonding

Insurance:

Robin Aronson & Team, WCIA (Washington Cities Insurance Authority) – All 5 venues
Taking the Mystery out of Indemnity & Insurance Requirements for Contracts
This training comes highly recommended by Thanh.

Bonds:

Kara Skinner, Integrity Surety – All 5 venues
Multiple email communications – she’s excited about this opportunity.
Ronda will meet Kara in person on December 8, 2017.
DRAFT website text and DRAFT Agenda have been developed.

Coordinator: Ronda

Ronda will confirm a 9 a.m. or 10 a.m. start. She is waiting to hear from one of the presenters.

<u>Location</u>	<u>Date</u>
Renton	May 3
Yakima	May 10
Camas	May 17
Everett	May 24
Liberty Lake	May 31

September:

Topic: Emergency Contracting Procedures (tentative)

Coordinator: TBD

Presenters: TBD, Jane may have some ideas on possible presenters

<u>Location</u>	<u>Date</u>
Renton	Aug 30
Camas	Sep 6
Yakima	Sep 13
Everett	Sep 20
Liberty Lake	Sep 25 (note – this is a Tuesday)

November:

Topic: Scheduling and Project Management (tentative)

Coordinator: TBD

Presenters: Mike Myette and perhaps a Contract Manager

<u>Location</u>	<u>Date</u>
Renton	Nov 1
Yakima	Nov 8
Camas	Nov 15
Everett	Nov 29
Liberty Lake	Dec 6

E. Other

1. Committee Meeting Dates and Locations

January 18	KBA Offices – Bellevue (Deborah)
April 19	Thurston County Offices, Olympia (Lynn)
July 19	Edmonds School District Offices, Lynnwood (Jane)
October 18	MRSC Office, Seattle (Judy)

2. CAEC Responsibilities and Procedures:

- a. Site Coordinator: Linda will review and distribute the checklist that Ronda has created.
- b. Linda will develop draft responsibilities for the CAEC Workshop Coordinator, Site Coordinator, Moderator, etc. Linda will distribute the lists to CAEC members for review and comment.
- c. Discussion on Workshop Coordinator responsibilities:
 - i. Ensure training material complies with statutes.
 - ii. Meet with presenters.
 - iii. Workshop language for website.
 - iv. Coordinate/provide training material for Workshop announcement.
 - v. Inform presenters that they can request reimbursement for travel expenses.
 - vi. No need to attend each Workshop – we have a Site Coordinator and Moderator at each venue.

2017 CAEC Statistics by Workshop

Date	Location	Registrations	Walk-Ins	Actual Attendance	% of No Shows	# of Non-APWA Members (Paid the \$20)	Non-APWA Members By %	Total Collected
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Workshop #1 - Managing Federally Funded Projects, and SAO's Change Order Pricing

2/2/2017	Renton	82	3	60	27%	26	43%	\$ 520
2/9/2017	Yakima	21	0	13	38%	7	54%	\$ 140
2/16/2017	Camas	31	1	21	32%	6	29%	\$ 120
2/23/2017	Everett	63	1	45	29%	32	71%	\$ 640
3/2/2017	Spokane - <i>Cancelled</i>	1	0					
Totals		198	5	139	30%	71	51%	\$ 1,420

Workshop #2 - Prevailing Wage and Contract Close-Out Issues for Local Government Agencies

5/4/2017	Renton	62	0	49	21%	28	57%	\$ 560
5/11/2017	Yakima	30	0	25	17%	19	76%	\$ 380
5/18/2017	Camas	26	1	20	23%	8	40%	\$ 160
5/25/2017	Everett	48	4	40	17%	20	50%	\$ 400
6/1/2017	Airway Heights	16	3	14	13%	12	86%	\$ 240
Totals		182	8	148	19%	87	59%	\$ 1,740

Workshop #3 - Construction Cost Estimating

8/31/2017	Renton	66	0	62	6%	30	48%	\$ 600
9/7/2017	Yakima	17	0	14	18%	6	43%	\$ 120
9/14/2017	Camas	35	1	33	6%	11	33%	\$ 220
9/21/2017	Everett	67	3	58	13%	28	48%	\$ 560
9/26/2017	Liberty Lake	5	7	12	0%	6	50%	\$ 120
Totals		190	11	179	6%	81	45%	\$ 1,620

2017 CAEC Statistics by Workshop

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Workshop #4 - Negotiating Professional Service Agreements From A Consultant's Perspective

11/2/2017	Renton							
11/9/2017	Yakima							
11/16/2017	Camas							
11/29/2017	Everett							
12/6/2017	Liberty Lake							
Totals		0	0	0		0		\$ -

Total Revenue to Date \$ 4,780

Total 2017-2018 CAEC Budget (APWA FY is July to June)	\$ 4,400
Total Revenue (FYTD)	\$ 1,620
Total Expenses (FYTD)	\$ (1,502)
Net Revenue (FYTD)	\$ 118

Venue Capacity

Renton	70
Yakima	40
Camas	45
Everett	80
Liberty Lake	40