

Contract Administration Education Committee (CAEC)

**AGENDA**

January 18, 2018  
10 a.m. until 12 p.m.  
KBA Offices  
11201 SE 8<sup>th</sup> Street, Suite 160, Bellevue, WA 98004  
(Deborah's Cell 425-531-1542)

Members Present	Via Teleconference	Teleconference – Call
Jane Cooke	Michele Capestany	Phone #:866-730-7514
Judy Isaac	Bob Desgrosellier	Pass Code: 487803#
Deborah Ottum	Haley Meredith	
Michele Percussi	Ronda Syverson	

**PURPOSE:** The purpose of the meeting is to set the 2018 workshop schedule, review 2017, and look at current membership.

**Introductions. Welcome Haley and Michele C.**

**A. Discussion Topics:**

1. Review 2018 workshop schedule. Need Sept. and Nov. topics and Coordinators. See Section C 2018 Workshop Schedule.
2. February workshop presenters. Linda Shilley. See Section C 2018 Workshop Schedule.
3. Review budget: revenue vs expense. See attachment entitled 2017 CAEC Statistics by Workshop (2 pages). The document was emailed by Linda on January 8, 2018.
4. Reimbursable expenses – Rules/allowances needed? Adopt APWA or other agency rules, such as tip % allowed:
  - a. Linda reported that in a recent conversation with Melissa, she suggested we establish rules to cover reimbursable expenses or following APWA or another organization's policy.
  - b. The American Public Works Association – Washington Chapter Expense Reimbursement Request form is available for presenters use (attached).
  - c. Jane read through highlights of APWA's policy. Does APWA mandate use of their policy? Is this a requirement within APWA By-laws?
  - d. Ronda added that APWA is funding CAEC.
  - e. A motion was made to adopt the APWA Purchasing Guidelines. The motion carried unanimously.
  - f. Linda will work with Melissa on this topic.
5. Liberty Lake – should we continue with this venue?
  - a. Cancel February 2018 session and evaluate on a case-by-case basis for future Workshops. For the May Workshop, both presenters are willing to travel to Liberty Lake. The Liberty Lake workshop is dependent on registration numbers.

- b. Discussed that the costs far exceed revenues.
  - c. Ronda asked if another City on the East side of the state would draw better attendance? How about Pasco? Discussion ensued, tri-cities is 1.5 hours from Yakima, so a Pasco venue would affect Yakima's attendance. Linda will research surrounding areas – agencies and consulting firms.
  - d. Suggestions: send out a survey, review past registrations and/or certificate database sorted by agency.
    - i. Broader announcement? Michele P. shared that in preparation for the September 2017 series, she sent the registration announcement to every agency, consultant, university, hospital, etc. in the area. And, Judy resent the announcement using the master database.
  - e. Linda shared that when she and Thanh presented in Airway Heights, many small agencies commented that they contract with consultants for project management.
    - i. Ronda commented, small agencies still have to provide oversight for their projects, no matter the size.
6. Discuss current membership. Welcome! Haley Meredith, City of Pasco, and Michele Capestany, City of Lacey
7. Workshop handouts: attendees are to print their own copies or place on an electronic device. It is suggested that Workshop Coordinators make a couple of extra copies, just in case.
8. Other:
- a. Linda will establish a meeting with Scott Egger, President APWA-WA, regarding services provided by Meeting Visions and Lilt (e.g., website and contact lists are not updated)
  - b. Judy reported, MRSC is reformatting the Purchasing & Contracting Workshop. The Workshop will be condensed to one day and be offered at more locations.
  - c. Spring Conference (April 17-20): CAEC brochures will be on-hand at APWA table. CAEC committee holds quarterly meetings, so we will not conduct a committee meeting at the conference.
  - d. Linda will update the CAEC brochure.
  - e. New APWA Board Liaison to CAEC: Janice Fahning, Director Snohomish County Public Works Engineering Services,

**B. Certificate Program:**

Certificates are issued in February and September.

<b>Certificate Level</b>	<b>Number of Certificates issued to date</b>	<b>Certificates to be Issued in February</b>
Bronze (30 credit hours)	315	7
Silver (60 credit hours)	68	2
Gold (90 credit hours)	28	5
Platinum (120 credit hours)	6	1
<b>TOTAL</b>	<b>417</b>	<b>15</b>

Linda mentioned that we may need a higher Certificate Level soon. It was suggested that Idium could be the next level.

### **C. 2018 Workshop Schedule**

#### **February:**

Topic: Back to Basics with Essential Documentation

Coordinator: Linda

Presenter(s): Linda

Training highlights: in-depth contract administration, legislative, best management practices, etc.  
Linda is finishing the PowerPoint.

Linda will create a folder in e-Builder, so attendees can retrieve documents from the presentation.

- o Send Linda sample documents, unique forms, checklists, notifications, etc.
- o Ronda suggested providing these documents to MRSC for the Sourcebook. Judy reported that MRSC is in the process of updating the Sourcebook, so she will evaluate the documents for placement in the book.
- o Linda will ask Meeting Visions to post the documents on the CAEC webpage.

Renton is full!

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

#### **Spring Conference (April 17-20)**

##### **May:**

Topic: Insurance and Bonding

Coordinators: Ronda

Presenters: Robin Aronson, – WCIA, Risk Services Manager (over 25 years of experience)  
Kara Skinner – Integrity Insurance (over 25 years of specialty surety experience)

Comments: both presenters are passionate about their chosen field of work.

Robin has presented this Workshop topic many times and comes highly recommended.

Ronda had an opportunity to meet face-to-face with Kara, she is professional, a clear communicator, and has a high energy level. Kara tasked Ronda to provide numerous bond examples from past CAEC attendees. We provided 65 examples to Kara. She will incorporate some of the documents into her presentation.

Agenda Insurance: An overview of various types of insurance, Contractual Risk Transfer Basics, Indemnification Language, Certificates of Insurance, Insurance Requirements, and Additional Insured Endorsements

Agenda Bonds: “Capital” or “Traditional” Contract Bonds: Performance & Payment, Warranty Bonds  
Developer Bonds vs. Traditional Payment & Performance: Warranty Periods, Erosion/Sediment Control, Wetland Mitigation

Commercial Bonds: Lease Bonds and Other – Transit Bonds (ROW Bonds)

How to Validate a Bond

Notes: Date Change for Liberty Lake: Robin may have to send an alternate. Kara is available and has modified her calendar.

<u>Location</u>	<u>Date</u>
Renton	May 3
Yakima	May 10
Camas	May 17
Everett	May 24
Liberty Lake	June 6

## **Topics Discussion:**

Ronda read through a list of possible Workshop topics provided by Linda on September 26, 2017.

### **September:**

Topic: Scheduling and Project Management

Coordinator: Michele P.

Presenter(s): perhaps from an Agency – Liz Alzeer City of Seattle? – and Professional Service rep.

Discussion: There are a number of consulting firms offering services for scheduling – time management of a project. Look at past CAEC survey for training suggestions. Contract Workflow process –planning, construction, through close-out.

<u>Location</u>	<u>Date</u>
Renton	Aug 30
Yakima	Sep 13
Camas	Sep 6
Everett	Sep 20
Liberty Lake	Oct 10

### **November:**

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

Coordinator: Haley, Linda, Michele C.

Presenter(s): TBD

Ronda stated that Maintenance Contracts was the topic for the May 2014 Workshop series. She was asked to obtain information on the presenter. The presenter was Glenn Akramoff. In 2014, he was the City Manager of Normandy Park. He is now the Director of Organizational Development for the City of Sammamish.

<u>Location</u>	<u>Date</u>
Renton	Nov 1
Yakima	Nov 8
Camas	Nov 15
Everett	Nov 27
Liberty Lake	Dec 5

## ***D. Other***

### **1. Committee Meeting Dates and Locations**

#### **2018 Meeting Dates:**

January 18	KBA Offices - Bellevue
April 26	City of Lacey
July 19	Edmonds School District Offices, Lynnwood
October 18	MRSC Office, Seattle

### **2. CAEC Responsibilities and Procedures:**

- a. 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.
- b. Discussion on Workshop Coordinator responsibilities:
  - i. Locate and Meet with presenters.
  - ii. Presentations prepared in time for review by Linda to ensure training material complies with statutes.
  - iii. Prepare/send agenda, bios, presentations, and text for website to Linda for review and to forward to Meeting Visions.
  - iv. Inform presenters that they can request reimbursement for travel expenses.
  - v. 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 Revenue
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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 - Cancelled	1	0					
<b>Totals</b>		<b>198</b>	<b>5</b>	<b>139</b>	<b>30%</b>	<b>71</b>	<b>51%</b>	<b>\$ 1,420</b>

### 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
<b>Totals</b>		<b>182</b>	<b>8</b>	<b>148</b>	<b>19%</b>	<b>87</b>	<b>59%</b>	<b>\$ 1,740</b>

### 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
<b>Totals</b>		<b>190</b>	<b>11</b>	<b>179</b>	<b>6%</b>	<b>81</b>	<b>45%</b>	<b>\$ 1,620</b>

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

11/2/2017	Renton	68	4	55	19%	32	58%	\$ 640
11/9/2017	Yakima	24	0	21	13%	9	43%	\$ 180
11/16/2017	Camas	27	1	18	33%	3	17%	\$ 60
11/29/2017	Everett	53	5	48	9%	20	42%	\$ 400
12/6/2017	Liberty Lake	19	0	13	32%	10	77%	\$ 200
<b>Totals</b>		<b>191</b>	<b>10</b>	<b>155</b>		<b>74</b>		<b>\$ 1,480</b>

**Total Revenue to Date \$ 6,260**

**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 Revenue

**TOTALS FOR ALL WORKSHOPS BY VENUE:**

Location	Registrations	Walk-Ins	Actual Attendance	% of No Shows	# of Non-APWA Members (Paid the \$20)	Non-APWA Members By %	Total Collected
Renton	278	7	226	19%	116	51%	\$ 2,320
Yakima	92	0	73	21%	41	56%	\$ 820
Camas	119	4	92	23%	28	30%	\$ 560
Everett	231	13	191	17%	100	52%	\$ 2,000
Liberty Lake & Airway Heights	40	10	39	3%	28	72%	\$ 560
							\$ 6,260

**FISCAL YEAR EXPENSE TOTALS FOR ALL WORKSHOPS BY VENUE: This is for Sept. and Nov workshops only**

Location	Revenue	Expenses	Net
Renton	\$ 2,320.00	\$ 256.05	\$2,063.95
Yakima	\$ 820.00	\$ 585.62	\$234.38
Camas	\$ 560.00	\$ 857.04	(\$297.04)
Everett	\$ 2,000.00	\$ 133.78	\$1,866.22
Liberty Lake & Airway Heights	\$ 560.00	\$ 1,716.89	(\$1,156.89)

Total 2017-2018 CAEC Budget (APWA FY is July to June)

Total Revenue (FYTD)	\$ 4,400
Total Expenses (FYTD)	\$ 3,100
Net Revenue (FYTD)	\$ 3,385
	<u>\$ (285)</u>

