

# Contract Administration Education Committee (CAEC)

## MINUTES

July 18, 2019, 10 A.M. – 12 NOON

City of Lacey

420 College Street SE

Lacey, WA 98503

Members Present	Via Teleconference	Teleconference – Call
Robin Aronson	Bob Desgrosellier	Phone #: 1-605-313-5148 Host Code: 458887 Participant Code: 753731
Michele Capestany	Cassie Kendall	
Judy Isaac	Deborah Ottum	
Ronda Syverson		

**PURPOSE:** The purpose of this meeting is to discuss current membership, budget, review 2019 Workshop topics and confirm Coordinators, and any new business.

### A. Discussion Topics:

- Items brought forward from April 2019 CAEC meeting:
  - No comments.
- Membership: Any updates?
  - Michele P. resigned as Co-Chair. Michele has been a member of CAEC off/on since 2005.
  - Jane resigned as Survey Coordinator and Moderator at Everett. Jane joined CAEC in 2009.
  - Judy will pick up a card and gift card to send to Michele and Jane. Please send Judy a message if you want her to include a personal note in either card.
  - Contact Judy if you are interested in the open Co-Chair position. Judy added that the Co-Chairs and Ronda work together to manage tasks as they come up. These tasks include emails, APWA, website, budget, etc. The Co-Chairs share work equitably.
  - Contact Judy if you are interested in managing the survey process.
  - Cassie Kendall, Kitsap County, has joined CAEC. Welcome Cassie!
  - It was mentioned that Snohomish County had microphone trouble during the May Workshop.
  - In regards to Jane’s resignation, the concern was expressed on coordination for the Snohomish County venue. Judy responded that Snohomish County staff has offered to coordinate the Workshop. Ronda added that it may be a good idea to have a CAEC representative on hand to assist with coordination and be the Moderator for the Workshop. Judy suggested that maybe a Snohomish County employee will join the committee. A CAEC representative can answer questions on APWA/CAEC and ensure the packets, brochures, etc., are available. Robin said that she may be available to attend. *Robin later confirmed that she will attend the Workshop in Snohomish County.*
  - Any leads on potential new members?
    - Bob reported that Don Huling, APWA WA Vice-President (2020 President), in an effort to promote APWA committees, has suggested that committees make a pitch to him during the conference. For example, rather than have an opening speaker at the conference – have committees present on what they are doing and any issues. Bob will follow-up on this concept. Perhaps a slide show or handouts on CAEC – past presenters, past presentations.
    - CAEC Workshop Moderators can ask attendees if they are interested in becoming a CAEC member or want to know more about the committee. A discussion ensued about adding this to the survey form. Probably not a good idea, surveys can be submitted anonymously. It was suggested that we provide a separate form asking if attendees would like to join the committee or be a presenter at a future CAEC Workshop.
    - Ronda offered to send Judy a recent email list of past Workshop attendees. She successfully used this list to recruit a presenter for the November Workshop series.
- Training Calendar/Venues:
  - Working on Workshop dates for 2020.

## Contract Administration Education Committee (CAEC)

- Judy will update the CAEC brochure and have copies printed for distribution.

### 2019 CAEC Workshop Schedule

	Renton	Yakima	Camas	Everett
<b>February</b>	7	14	28	21
<b>May</b>	23	30	16	2
<b>September</b>	26	5	12	Aug 29
<b>November</b>	Oct 24	7	14	21

- Budget Report attached.
  - To-date, revenues have exceeded expenditures.
  - February 2019, the presentation team from L&I did not request reimbursement for their travel expenses.
  - Budget request submitted. Bob stated that the preliminary budget shows \$7,000 for CAEC.
- Review 2019 Workshop Topics (Item D below):
  - Deborah asked about the attendance in Camas. Ronda responded that 35-40 attendees is typical. Deborah suggested replacing Camas with a venue in Olympia. Ronda stated that she joined the committee to promote a venue in the Southwest Region. People from the Southwest part of our state are always traveling north for training.
  - A discussion ensued on adding a Pierce County venue as a fifth location in 2020 or we could rotate between Renton and Pierce County. Deborah suggested that this may appeal to the masses. Judy said that she is available to help identify possible locations. We could poll attendees on this topic.
  - We will discuss this topic again at the October committee meeting. Judy will report on possible venues.
- Any comments on the APWA Conference held in April or CAEC Committee meeting scheduled for April 25?
  - Bob, Michele C., Judy, and Cassi met on April 25 during the Conference.
- Robin asked if the committee has considered using a webinar format for a Workshop series. Ronda responded that we have, and we even invited a firm offering webinar services to meet with the committee. At that time, it was determined not to go in this direction because one of the great benefits to CAEC Workshops is the networking opportunities.

### B. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Certificates Issued in February	Certificates Issued-to-Date
Bronze (30 credit hours)	25	356
Silver (60 credit hours)	9	85
Gold (90 credit hours)	2	33
Platinum (120 credit hours)	6	12
<b>TOTAL</b>	<b>42</b>	<b>486</b>

EXCITING – we will easily surpass 500 this year, we expect to distribute 18 in September.

### C. 2019 Workshop Schedule

#### **February:**

Topic: Prevailing Wage Contracting Essentials

Coordinator: Ronda

Attendees: 184 (4 sessions)      Revenue: \$2,280      Expenses: \$365.27

Workshop evaluation: Well received.

## Contract Administration Education Committee (CAEC)

Description from website: Presentation provided by Washington State Department of Labor & Industries (L&I) professionals. This workshop is designed for city, county, and state employees and consultants who work with public works contracts. L&I has developed this workshop to cover a wide range of public works, prevailing wage, apprentice utilization, and contract release topics including legislative changes, many of which affect the contracting community. All this (and more) is just a sampling of what will be covered during this workshop.

<u>Location</u>	<u>Date</u>
Renton	Feb 7
Yakima	Feb 14
Everett	Feb 21 Snohomish County
Camas	Feb 28

---

### May:

Topic: Back to Contract Basics

- o (Van Collins (ACEC) has volunteered to present for about 30 minutes on Indemnification, new legislation)

Coordinator: Michele C. and Judy Isaac

Attendees: 134 (4 sessions)      Revenue: \$1,400      Expenses: \$213.96

Workshop evaluation: Well received. Presentation team was from the City of Seattle. Presentation was from a larger city's perspective, not a small agency. Judy has reached out to presentation team to get their point-of-view from the presenter's side of things.

Description from website: None offered

<u>Location</u>	<u>Date</u>
Everett	May 2
Camas	May 16
Renton	May 23
Yakima	May 30

---

### September:

Topic: Construction Change Orders, Cost Estimating, Schedule of Values, and any legislative updates

Coordinator: Michele P. and Deborah

Presentation team – panel: designer, contractor, and construction manager's representative

- o Life cycle of a change order, cost estimating. Judy will provide a handout for legislative updates – no presentation. Workshop will be conducted from 9 a.m. until 12 noon. The series will be promoted with the specified times and state that attendees will receive three credit hours.
- o This workshop is a test to see how well a 9 a.m. to 12 noon Workshop is received.

Attendees: ( sessions)      Revenue: \$      Expenses: \$

Workshop evaluation:

Description from website: None offered

<u>Location</u>	<u>Date</u>
Renton	Sep 26
Yakima	Sep 5
Camas	Sep 12
Everett	Aug 29

## Contract Administration Education Committee (CAEC)

### **November:**

Topic: Unit-Priced (On-Call) and Emergency Contracts

Coordinators: Ronda

Presentation Team: Martin Pastucha and State Auditors

Mr. Pastucha is working with the auditor's office, L&I, and local agencies to develop his presentation.

He is a former City Manager with a strong background on the maintenance side of public works.

Attendees: ( sessions)                      Revenue: \$                      Expenses: \$

Workshop evaluation:

Description from website:

**Unit-Priced Contracts:** Back by popular demand, this session will cover multiple aspects of Unit-Priced Public Works Contracts including scoping, advertising, contract setup, bid award, documentation, management, and closeout.

**Emergency Contracts:** Unforeseen circumstances may justify the letting of a contract without following state bidding requirements. This presentation will cover an emergency as defined by statute to include declaration of emergency, general procedures, cost estimating, award, contract documents, payments, prevailing wage law, change orders, and project closeout.

**WA State Auditor:** The Presentation Team will include a representative from the Washington State Auditor's Office. The Auditor will provide some insight on ways to avoid an audit finding in regards to Unit-Priced Contracts and Emergency Contracts.

<u>Location</u>	<u>Date</u>
Renton	Oct 24
Yakima	Nov 7
Camas	Nov 14
Everett	Nov 21

### ***D. Other***

#### 1. 2019 Committee Meeting Dates and Locations

##### **2019 Meeting Dates/Locations TBD:**

~~January 24 — KBA Offices, 11201 SE 8<sup>th</sup> Street, Suite 160, Bellevue, WA 98004~~

~~April 18 — City of Lacey, 420 College Street SE, Lacey, WA 98503~~

~~July 18 — City of Lacey, 420 College Street SE, Lacey, WA 98503~~

October 10      Renton Maintenance Facility, 3555 NE 2<sup>nd</sup> Street, Renton, WA 98056

- o Suggestion, add a location in Tukwila in the rotation.

#### 2. DRAFT 2020 Workshop Schedule. To be discussed further during October 2019 committee meeting:

##### **February:**

Topic: Records Management 101 (project documentation and retention)

Coordinator: Ronda

##### **May:**

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

Coordinator: TBD

##### **September:**

Topic: Back to Contract Basics

Coordinator: TBD

##### **November:**

Topic: Job Order Contracting / Design Build

Coordinator: TBD

## Contract Administration Education Committee (CAEC)

3. After the meeting, a discussion began with the participants in Lacey on providing a flexible Workshop format. This will be discussed further during the October 2019 committee meeting. The group discussed the following:
  - Workshop length:
    - 9 a.m. to 12 noon (3 credit hours)
    - 9 a.m. to 3 p.m. (5 credit hours)
    - 10 a.m. to 3 p.m. (4 credit hours)
    - 9 a.m. to 12 noon and 2 p.m. to 5 p.m. sessions conducted at two venues on the same day (3 credit hours)
  - Changing the format from four Workshop series each year to three Workshop series to be held in April, May, and September. We would then avoid snow and ice events. Also, it would be easier to coordinate three workshops, rather than four per year.

Fiscal year was changed to July to June

**APWA - CAEC BUDGET**

Date	Revenue					Expense					Balance	Notes
	Camas	Everett	L Lake	Renton	Yakima	Camas	Everett	L Lake	Renton	Yakima		
7/1/2018											\$6,000.00	Approved Budget for fiscal year
7/30/2018						\$37.50					\$5,962.50	Coffee Camas location
8/30/2018									\$16.35		\$5,946.15	Renton mileage for presenter
8/30/2018				\$540.00							\$6,486.15	Renton attendance revenue
9/5/2018						\$22.98					\$6,463.17	refreshments for Camas
9/5/2018						\$314.60					\$6,148.57	Camas travel expenses for presenters
9/6/2018	\$100.00										\$6,248.57	Camas attendance revenue
9/13/2018					\$80.00						\$6,328.57	Yakima attendance revenue
9/13/2018										\$50.00	\$6,278.57	coffee Yakima Location
9/14/2018										\$583.26	\$5,695.31	Yakima Travel expenses for Presenters
9/14/2018								\$250.00			\$5,445.31	L Lake travel expenses - Cancellation fee
9/19/2018							\$77.28				\$5,368.03	Refreshments for Everett
9/20/2018							\$32.59				\$5,335.44	Everett Travel expenses for presenters
9/20/2018		\$360.00									\$5,695.44	Everett attendance revenue
9/25/2018						\$11.03	\$211.03	\$11.03	\$11.04	\$11.03	\$5,440.28	Everett rental cost and gift for Linda (gifted divided amount venues)
10/15/2018							\$303.75				\$5,136.53	Everett venue rent
11/1/2018				\$760.00							\$5,896.53	Renton attendance revenue
11/1/2018									\$13.47		\$5,883.06	Refreshments for Renton
11/8/2018					\$300.00						\$6,183.06	Yakima attendance revenue
11/8/2018										\$50.00	\$6,133.06	coffee Yakima Location
11/14/2018						\$18.00					\$6,115.06	refreshments for Camas
11/15/2018	\$140.00										\$6,255.06	Camas attendance revenue
11/29/2018		\$860.00									\$7,115.06	Everett attendance revenue
11/29/2018							\$82.23				\$7,032.83	coffee and refreshments Everett
12/7/2018				\$240.00							\$7,272.83	Renton attendance revenue
12/7/2018									\$13.97		\$7,258.86	Refreshments for Renton

12/7/2018						\$126.77	\$217.64		\$57.88	\$199.14	\$6,657.43	Travel Expenses all locations for presenter
1/18/2019						\$37.50					\$6,619.93	Coffee Camas location
1/24/2019						\$7.23	\$7.23	\$7.23	\$7.23	\$7.23	\$6,583.78	Cost of mailing certificates
2/7/2019									\$41.13		\$6,542.65	Refreshments for Renton
2/7/2019				\$700.00							\$7,242.65	Renton attendance revenue
2/21/2019							\$142.95				\$7,099.70	Refreshments for Everett
2/21/2019		\$940.00									\$8,039.70	Everett attendance revenue
2/28/2019						\$63.69					\$7,976.01	Refreshments for Camas
2/28/2019	\$400.00										\$8,376.01	Camas attendance revenue
3/8/2019					\$240.00						\$8,616.01	Yakima attendance revenue
3/8/2019										\$80.00	\$8,536.01	coffee Yakima Location
5/2/2019							\$82.29				\$8,453.72	Refreshments for Everett
5/2/2019		\$420.00									\$8,873.72	Everett attendance revenue
5/15/2019						\$25.55					\$8,848.17	refreshments for Camas
5/16/2019	\$360.00										\$9,208.17	Camas attendance revenue
5/23/2019									\$26.12		\$9,182.05	Refreshments for Renton
5/23/2019				\$360.00							\$9,542.05	Renton attendance revenue
5/30/2019										\$80.00	\$9,462.05	coffee Yakima Location
5/30/2019					\$260.00						\$9,722.05	Yakima attendance revenue
Totals	\$1,000.00	\$2,580.00	\$0.00	\$2,600.00	\$880.00	\$664.85	\$1,156.99	\$268.26	\$187.19	\$1,060.66		

**Total Revenues:** \$7,060.00

**Total Expenses:** \$3,337.95