

WSDOT-ACEC WA Executive Liaison Committee

Tuesday, April 7, 2020 – 10:00 am to 12:00 pm
Skype & Call-In

Meeting Minutes

1.) I-976 / Legislative Update – (Kevin / Marshall / Van)

The Governor has signed the Transportation Budget. Projects that were put on hold due to I-976 have been allowed to restart. Full funding of projects still needs to be addressed. There are many unknowns ahead due to the outcome of the I-976 Supreme Court case as well as potential funding impacts as a result of COVID-19 funding needs.

2.) Discussion – Committee Structure, Vision & Goals (Steve / Linea / All)

- Updating Committee & Subcommittee Charters – All teams have submitted their updated Charters for review. Steve and Linea are looking for feedback regarding the Executive Charter. Some comments shared at the meeting included: Be consistent re ACEC-WA; Get rid of question marks; and Update Jim Thompson's position. The Charter will be revised based on feedback and sent out for signature.
- Prioritizing critical work – The Executive Team wants to understand how the subcommittee's put together their work plans and ensure the work is based on prioritized needs of the subcommittees.
- Communication and transparency – Besides updating and posting subcommittee charters, we need to ensure that subcommittee minutes are posted so that the broader WSDOT and ACEC community have access to the work underway. Both the Design Build and Structures/Geotechnical Subcommittees have been posting their charters and meeting minutes since 2016 to their own WSDOT homepages. Linea and Steve have an action item to find a common area for posting subcommittee meeting minutes and allowing access via links.

3.) Subcommittee Reports:

- Design-Build – Art McCluskey/Richard Patterson – The AGC/ACEC-WA/WSDOT Design-Build Subcommittee has held two meetings so far this year. Art noted that they've updated their Charter. The work of the subcommittee is based on the recommendations of the 2016 D/B JTC Report. Topics they are working on are:
 - Fish Passage Program Design-Build vs typical process
 - Accelerating and streamlining the procurement process overall
 - Professional Liability Insurance provisions – still underway
 - Design-Build Performance Report – expect to be updated by end of year
 - Revisions on technical language for Geotechnical Baseline Report, 3rd party damages, and Communications
 - Implementing Digital Signatures
 - Accelerate Progressive Design-Build opportunities based on input and feedback from Olympic Region project

The 30 member team has been meeting on Skype. The process is going well and they are looking forward to the next meeting.

- Structures/Geotechnical – Mark Gaines / Matt Lengyl – the Structures/Geotechnical Subcommittee has in fact updated their website to post their new Charter as well as meeting minutes. Matt has done a good job of recruiting new members and the team is quite robust with experience. They have met 4 times since September and their last meeting in March was via Skype. They include presentations in their meeting and will be posting these as well. They followed their 2019/2020 work plan fairly close. Topics they are working on include:
 - Fish Passage buried structure alternatives and will allow metal plate
 - Future of seismic design considering new hazard maps
 - Autonomous vehicles and what truck trains might mean to current bridge design and loading conditions as well as lane path impacts. They are proposing a NCHRP project on this topic.

 - Project Delivery – Neither Mike Fleming (WSDOT) or Lisa Reid (ACEC- WA) representatives were on line. Steve will send out their draft charter for review by the group.

 - Business Administration – Ahmer Nizam / Santosh Kuruvilla – Their subcommittee work overlaps and is many times driven by other subcommittee needs. They have also updated their charter similar to the other groups. Topics they are working on include:
 - Open Roads software implementation
 - Design-Build insurance requirements
 - Design-Build payments requirements
 - Inclusion – open invitation for Jackie Bayne to attend meetings
 - They will work with other subcommittee chairs to see what other needs are out there.
- 4.) Quick follow up on Insurance Requirements for Consultants – Steve has a meeting scheduled for April 24th. ACEC-WA, The Risk Management Office and Guy Bowman of the AG's Office will be in attendance.
- 5.) Annual Meeting Planning: There was quite a bit of discussion about moving the annual meeting out several months to be on the safe side for social distancing requirements related to COVID-19. WSDOT is already moving other annual meetings out further. August was identified as a target month to consider. Steve was to check on potential dates that would work for Roger and Keith, and Van was to check on the availability of the Red Lion Bellevue.
- 6.) As of April 8th, August 12th was set as the new annual meeting date. The team will continue to fill out the agenda.
- 7.) Van suggested the need for a virtual meeting, webinar or some sort of update in a couple of weeks, when WSDOT and others have worked out what return to work looks like after COVID-19 shutdowns. WSDOT is starting this work with Maintenance employees and Kevin Dayton is happy to accommodate an electronic format for this update. Van/Kevin/Marshall to schedule?

Goal: Have a draft agenda for review at the Next Meeting	
What?	Action Lead(s)
1. Agenda	Steve / Janelle / Linea – fill in Gaps
2. Facility & Logistics	Claire Inslee – Scheduled for Aug 12, 2020
3. Confirmed Content:	
▪ Subcommittee Reports	Co-Chairs
▪ WSDOT Program Update	Kevin / Marshall
▪ Leg. Update	Van to request Sen Hobbs
▪ Guest Speakers Lunch	Roger has been confirmed for lunch keynote speaker
▪ Project Showcase(s)?	Brian Nielsen has suggested Mega projects for WSDOT 2 showcase projects OCEA awards or ACEC Grand Awards recipient? ACEC-WA needs to confirm 2 opportunities as well. Work with Van for ACEC shout out.
▪ Other items of interest?	COVID-19 Update or Lesson's Learned?

8.) Action Items and Upcoming Meetings:

- Confirm Legislative Update Speaker – Van
- Confirm WSDOT & ACEC Project Showcases – Steve / Van / Linea
- Update Executive Liaison Committee Charter and send around for electronic signature – Steve / Linea
- Finalize all Charters by next meeting – All Subcommittees
- Determine where to place WSDOT/ACEC-WA meeting minutes, Charters, etc. – Steve/Linea
- Update Annual Meeting Date – Steve/Van – (done)
- Continue to re-visit Agenda – Steve / Linea
- Upcoming meetings:
 - May 5, 2020: Conference Call from 2 - 3 pm
 - Do we need a meeting prior to annual meeting?
 - August 12, 2020: Annual Meeting at the Red Lion Hotel Bellevue
 - September 2020: Two hour in person meeting – TBD