

WSDOT/ACEC-WA Executive Liaison Committee Charter

Updated August 17, 2020

Committee Purpose

This committee was created by the Washington State Department of Transportation (WSDOT) and the American Council of Engineering Companies of Washington (ACEC-WA) to provide a forum for addressing issues of common interests.

Committee Membership (January 2020 – December 2020)

Co-Chairs / Facilitators:

Steve Roark	WSDOT Director of Development
Linea Laird	ACEC-WA/WSP*

Members:

Kevin Dayton	WSDOT Chief Engineer
Marshall Elizer	WSDOT Multimodal Division Director
Allison Camden	WSDOT Multimodal Division Deputy Director*
Mike Cotten	WSDOT Northwest Region Administrator*
Brian Nielsen (Alternate)	WSDOT NWR Region Deputy Region Administrator*
John Wynands	WSDOT Olympic Region Administrator*
Kyle McKeon	WSDOT Local Programs Deputy Director
Van Collins	ACEC-WA/Executive Director
Richard Patterson	ACEC-WA/Stantec*
Carole Leigh	ACEC-WA/Shannon & Wilson*
Eva Wood	ACEC-WA/Jacobs* (Membership concluded August 2020)
Jim Thomson	ACEC-WA/HNTB* (Membership concluded August 2020)
Jilma Jimenez	ACEC-WA/Jacobs* (New membership effective August 2020)
Kevin Collins	ACEC-WA/HNTB* (New membership effective August 2020)

Term membership for non-permanent (*) Executive Committee positions will typically be limited to three years, but may be extended up to five years. A goal will be to limit member rotations to no more than 2 ACEC or 2 WSDOT members within a single year.

Subcommittee Co-Chairs:

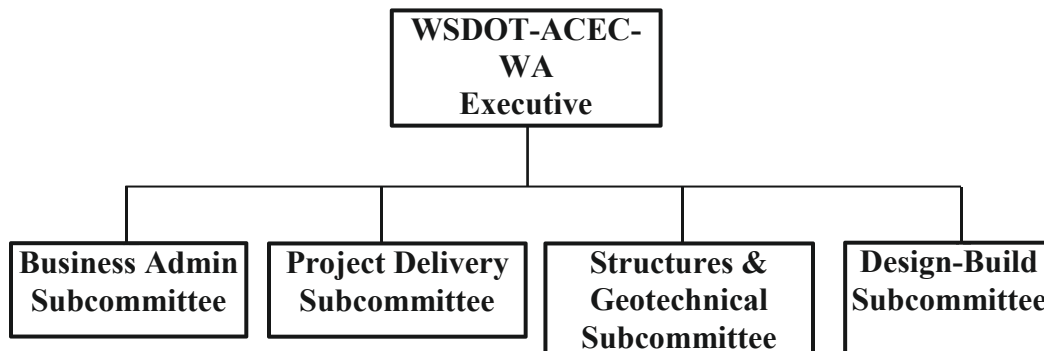
Design Build: Art McCluskey, WSDOT Asst. State Construction Engineer-Bridge
Richard Patterson, ACEC-WA/Stantec

Project Delivery: Mike Fleming, WSDOT Deputy State Design Engineer
Lisa Reid, ACEC-WA/SCJ Alliance

Business Administration: Ahmer Nizam, WSDOT Technical Services & Business Manager
Santosh Kuruvilla, ACEC-WA/Exeltech Consulting

Structures and Geotechnical: Mark Gaines, WSDOT State Bridge & Structures Engineer
Matt Lengyel, ACEC-WA/Figg Bridge Engineers

Organizational Structure



Mission

The overarching mission includes the following:

1. **Education** – to educate each other about our business plans and other areas of expertise.
2. **Collaborative problem solving** – to identify the challenges that require our collective efforts and to design a plan of action to solve them. Also, to work together for improvements to project delivery and business practices that enhances public confidence in the transportation industry.
3. **Strategic Leadership** – to work together to develop long term visions for the transportation industry. Support WSDOT’s strategic plan goals of workforce development, inclusion, and practical solutions.

Vision

Our vision includes the following:

- Increase public confidence
- Increase sense of “team” between consultants and WSDOT
- Better use of scarce public resources
- Jointly building a capable and flexible workforce able to deliver projects on time and on budget
- See tangible accomplishments using clear work plans and agendas
- Deliver cost effective profitable quality projects
- Form a simple straight forward process to resolve issues
- Achieve effective Project Delivery
- Collaborate and share engineering design knowledge
- Create an atmosphere of mutual trust and respect
- Ensure consultant interaction throughout the life of a project
- Embrace and understand Alternative Project Delivery by all parties
- Understand each other’s business responsibilities

- Build an atmosphere which promotes innovation
- Deliver constructible and permitable projects on time and within budgets
- Create an adaptive environment for changing relationships
- Increase value to traveling public
- Form consistent requirements for use of consultants

Operating Guidelines

Meetings

- Meet at least 4 times a year, preferably during January, March/April, June, and November.
- Meetings will be held at mutually agreeable locations.
- Conduct a joint “annual meeting” to foster networking and build relationships.
- Abide by the Meeting Guidelines as follows:

Communication Guidelines:

- ✓ *LISTEN! to what is being said, value everyone's input*
- ✓ *RESPECT! all input, demonstrate flexibility and openness to all suggestions*
- ✓ *ASK! for clarification when needed and show interest*
- ✓ *TAKE ACTION! on a suggestion or give feedback why no action was taken*
- ✓ *THANK YOU! appreciate each individual's contribution*

Meeting Guidelines:

- ✓ *Begin and end meetings on time*
- ✓ *Respect the agenda*
- ✓ *Listen actively and get involved*
- ✓ *Manage air time constructively*
- ✓ *Be open to new ideas, concepts, and thoughts*
- ✓ *Be willing to reach consensus*
- ✓ *Each member assumes responsibility for the group's progress*
- ✓ *Leave the meeting with a clear idea of the next steps -- who will do what by when*

Tenets

- We will openly communicate about our mutual concerns and not avoid difficult issues.
- We will listen to the other person’s perspective and respect what we each bring to the table.
- We will “play above the line” when communicating by choosing to take full ownership of the decisions we make, being accountable for the actions we take, and acknowledging that we are fully responsible for the end results we achieve.
- We have a willingness to let go of the negative and celebrate our successes.
- We will remember our responsibility to show a cohesive face to the larger community for the good of both of our groups.

Agenda

- Summarize items for next meeting at the end of each meeting.
- Co-Chairs develop agenda and distribute draft agenda at least one week prior to meeting.
- Meeting notes will be provided by ACEC and distributed to WSDOT for review and comment.
- Action Items List will be provided as part of the meeting notes.
- Meeting notes will be distributed within 7 days of the meeting.
- ACEC-WA Executive Director will keep complete records of committee indefinitely.

Attendance

- All members will confirm ability to attend by notifying both Co-Chairs or their delegates.
- No Substitutes.
- Need minimum of 8 attendees (4 ACEC and 4 WSDOT).
- Members should give co-chairs at least one week's notice if unable to attend, when possible.

Boundaries

- We will discuss only those issues/projects that affect both WSDOT and Consultants.
- We will not duplicate the efforts of other teams.
- Projects involving WSDOT as partner/collaborator with other transportation agencies.

Roles and Responsibilities

Collective:

- Charter Subcommittees and Task Forces as appropriate.
- Reaffirmation of Team Charter – Bi-Annually.

Individual:

- Solicit input on behalf of this committee.
- Follow through with assigned “Action Items”.
- Bring all input to the table whether you agree with it or not.

Critical Success Indicators for 2020

- When we feel the meetings are productive and tackling critical issues for both parties.
- When we consistently have an agenda and accomplish our “to do” list.
- When all sub-committees are well staffed, regularly attend meetings, and are actively working on critical issues.
- When we can build and maintain efficient and productive teams within our organizations.
- When the meeting minutes are posted and shared with respective organizations so that the broader organizations understand and are knowledgeable of the work we are accomplishing.

Committee Endorsement

"We approve this Committee Charter and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the charter that applies to us, including providing resources, actively participating, and effectively communicating. We know what to do and are prepared to act. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this charter."

Co-Chair  May 28 2020 3:54 PM 

Co-Chair 

Member Kevin J. Dayton 
Digitally signed by Kevin J. Dayton
Date: 2020.06.04 16:21:28 -07'00'

Member 

Member 

Member  Cotten, Mike
Jun 10 2020 12:46 PM 

Member 

Member John Wynands 
Digitally signed by John Wynands
Date: 2020.06.11 08:46:57 -07'00'

Member Kyle R. McKeon

Member Van A. Collins 
Digital Signer: Van A. Collins
DN: cn=Van A. Collins, o=ACEC-WA, ou=ACEC-WA, email=vcollins@acec-wa.org, CN=Van A. Collins
Date: 2020.06.16

Member  Digital Signature Eva Wood
Jacobs, 16 June 2020, 5:40pm

Member Carole Leigh 
Digitally signed by Carole Leigh
DN: cn=Carole Leigh, o=Shannon & Wilson, Inc., ou, email=cl@shawnwil.com, c=US
Date: 2020.06.30 15:28:23 -07'00'

Member 

Member 

Member 

Member  Digitally signed by E. Richard Patterson
DN: C=US,
E=richard.patterson@stantec.com,
O=Stantec, OU=Transportation, CN=E. Richard Patterson
Date: 2020.07.04 16:20:57 -07'00'

Member  Digitally signed by Lisa M Reid
Reason: I am approving this document
Date: 2020.07.02 09:51:32 -07'00'

Member 

Member



Digitally signed by Matthew J.
Lengyel
Date: 2020.07.02 14:56:58 -05'00'

Member

Michael S Fleming

Digitally signed by Michael S Fleming
Date: 2020.07.06 09:28:31 -07'00'

Member



Member

