

# WSDOT/ACEC-WA Executive Liaison Committee Charter

Updated October 2021

## 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 (October 2021 – October 2022)

### Co-Chairs / Facilitators:

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

### Members:

Kevin Dayton	WSDOT Chief Engineer
Marshall Elizer	WSDOT Assistant Secretary, Multimodal Development and Delivery
Allison Camden	WSDOT Deputy Asst. Secretary, Multimodal Development and Delivery*
Mike Cotten	WSDOT Northwest Region Administrator*
Brian Nielsen (Alternate)	WSDOT NWR Region Deputy Region Administrator*
John Wynands	WSDOT Olympic Region Administrator*
Jay Drye	WSDOT Local Programs Director
Van Collins	ACEC-WA/Executive Director
Richard Patterson	ACEC-WA/David Evans and Associates, Inc.*
Carole Leigh	ACEC-WA/Shannon & Wilson*
Jilma Jimenez	ACEC-WA/Jacobs*
Kevin Collins	ACEC-WA/HNTB*

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:

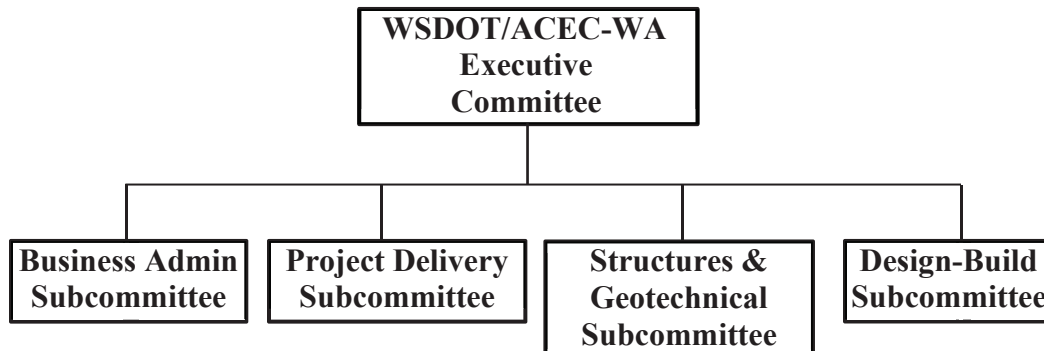
<u>Design Build:</u>	Art McCluskey, WSDOT Asst. State Construction Engineer-Bridge Richard Patterson, ACEC-WA/David Evans and Associates, Inc.
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<u>Project Delivery:</u>	Kevin Miller, WSDOT Assistant State Design Engineer Lisa Reid, ACEC-WA/SCJ Alliance
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<u>Business Administration:</u>	Ahmer Nizam, WSDOT Technical Services & Business Manager Santosh Kuruvilla, ACEC-WA/Exeltech Consulting
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<u>Structures and Geotechnical:</u>	Mark Gaines, WSDOT State Bridge & Structures Engineer Joan Zhong-Brisbois, ACEC-WA/CDM Smith
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## 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 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 permittable 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.
- Meetings will be held at mutually agreeable locations or may be conducted virtually.
- Conduct a joint “annual meeting” to foster networking and build relationships.
- Abide by the WSDOT 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 the 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 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 2022**

- 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 subcommittees are well staffed, meetings are regularly attended by members, and members 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



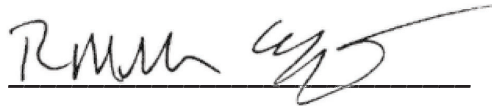
Co-Chair



Member



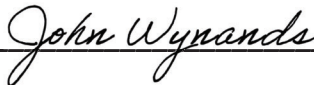
Member



Member

Allison Dane Camden

Member



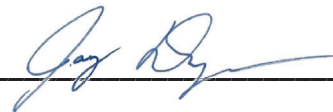
Member



Member



Member



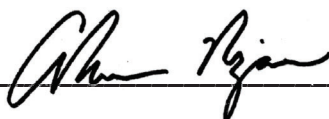
Member



Member



Member



Member Mark A. Hoies

Member Stan A. Collins

Member S. Paul Pat

Member Carol Leigh

Member Jim Jones

Member Jim L. Hall

Member Lisa M. Reid

Member Kornilla

Member Joan Zhong-Brisbois