

NOTES

WSDOT/ACEC PD Team Meeting

September 26, 2024

9:00am – 10:00am

Attendees:

- | | | |
|-------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Rafael Reyes/WSDOT | <input checked="" type="checkbox"/> Paul Mason/WSDOT SWR | <input checked="" type="checkbox"/> Manuel Feliberti/DEA |
| <input type="checkbox"/> Mike Fleming/WSDOT | <input type="checkbox"/> Larry Larson/WSDOT ER | <input checked="" type="checkbox"/> Steve Olling/Parametrix |
| <input type="checkbox"/> Kenneth Loen/WSDOT HQ | <input checked="" type="checkbox"/> Tom Brasch/WSDOT ER | <input type="checkbox"/> Suryata Halim/RHC Engineering |
| <input checked="" type="checkbox"/> Chris Damitio/WSDOT NWR | <input type="checkbox"/> Ben Hoppe/JUB Engineers | <input type="checkbox"/> Heather Weeks/Jacobs |
| <input checked="" type="checkbox"/> Joseph Perez/WSDOT OR | <input checked="" type="checkbox"/> Daniel Babuca/WSP | <input checked="" type="checkbox"/> Jennifer Saugen/Perteet |
| <input checked="" type="checkbox"/> Randy Giles/WSDOT SCR | <input type="checkbox"/> Brad Cooper/WSP | <input type="checkbox"/> Stacy Davis/Cobb, Fendley & Associates |
| <input type="checkbox"/> Cesar Mayor/WSDOT WSF | <input type="checkbox"/> Don Sims/HNTB | |
| <input type="checkbox"/> Dan Lewis/WSDOT NCR | <input type="checkbox"/> Michael Adams/Skillings | |

1 Welcome and Team Member Replacement Discussion (10 min)

Rafael / Jenn

- New members Kenneth and Brad were unable to attend this meeting and introduce themselves, so Jenn and Rafael will keep them on the agenda for introductions next week.
- Brad Cooper is a new committee member but will be working for HLA on the east side of the state in the future, so Daniel Babuca from WSP will remain on this committee until he can find another WSP replacement.
- Tom Brasch introduced himself – he is filling in for Larry Larson today and potentially future meetings as well.

2 Staff Updates (10 min)

All

- HQ Development Division
 - ER: Shar Kay took over as Region Administrator last month (replaced Todd Trepanier). Also Carson Welsh is the new Environmental Manager.
 - NWR: No significant changes
 - OR: Bonnie Kramer, Olympia PE, moved to the Aberdeen PEO, and Eric Tollman (acting PE from Port Angeles) will switch to the Olympia PE role. OR will need to backfill for the Port Angeles PE office.
 - NCR: No significant changes
 - SWR: No significant changes
 - HQ: No significant changes
- WSDOT Regions & Consultants
 - Manuel from David Evans Associates stated that his staff is waiting to see what WSDOT's budgets do this next cycle and the effects on projects. Also, DEA is acquiring TranTech Engineering, which will be finalized on Friday. This will return to giving DEA a Bellingham office presence and opens up a new Pasco Office.

- Jenn from Perteet stated that they had recently made some new hires resulting in a south sound (Olympia area) office as well as staff in the Bellingham area.
- Don Sims from HNTB mentioned that their employee Aarons Butters opened a Lacey office.

3 *Active Focus Areas*

Rafael

- Plan For Approval process improvement update
 - The team HQ pulled together has representation from almost all regions, local programs, and development services. Per Rafael and Jenn, Russell Craven (Perteet) will join from the ACEC side. **Rafael will invite him to the next meeting.**
 - The team had their kickoff meeting and it went really well. The State's Talent Division Office is facilitating the group and is leading it well so far.
 - Next meeting coming up will be in the middle of October on the 14th. The team will be focusing on current process/what's not working/what's working well. As an exercise for the next meeting, members were asked to map out process of what PFA looks like so they can see if we are all on the same page.
 - Joseph mentioned that it was good to get representation from all the regions, and nice to see how they do it in other regions as well. He said the agenda also talked about what triggers a PFA? The team consensus was that they need more consistency.
- Design Parameters Worksheet
 - The DP Worksheet is ready for publishing along with the current DM version. WSDOT will publish it as a "beta" version so staff can work in it and identify any needs or changes. Rafael stated that it should be published within a week or so.
 - There may be two worksheets published - One with new DM references, and one with 2023 DM references.
 - Per Rafael there will be flexibility with which version of worksheet to use. New projects should use the new worksheet but older projects will depend on where they are in the design.
 - Both Jenn and Rafael stated that the template this committee sent out a few months ago has been well received by staff.

4 *Other Focus Area ideas to discuss*

All

- Clear Zone Inventory process update
 - Steve Olling stated that he reviewed the Clear Zone guidance in the Design Manual and it hasn't changed much in quite a while. It explains the process as why it is a tool to use, but projects are not necessarily required to use unless the project has clear zone elements that are required to mitigation. It seems to be a clean process to go through.
 - What might be missing is more on the "why" or "when" it's necessary. In terms of being able to replace the clear zone inventory with a set of plans, it wouldn't really document why you moved things. For those safety projects, the spreadsheet makes sense and is needed. However we may need more clarification on the design build side, and will leave the same action item on the agenda for next month. Previous action item is that **Heather will bring some other examples of potential solutions at the next meeting for all types**

of DDP documentation changes that occur on a DB project. These solutions need to be based on language improvements already in place in either the DB manual or in DB RFP Chapters.

- Daniel asked if the clear zone questions were more DB responsibility? The group discussed and reiterated that we had asked Heather to look into DB templates and provide some more concise feedback on how those could change to be made clearer.
- Randy followed up to state that if a new/reconstructed project is following full DM standards, do we need to do a full inventory if we are just going to tear it all out and build to standards? Where is it applicable and is there a specific exemption? Can we document in a statement somewhere? **Randy will read through it and investigate whether a project might be exempted for specific reasons.**
- **Further discussion on DDP changes with a focus on DB projects.**
 - Rafael stated that he often hears feedback on the DDP checklist, and how it would be “nice if it had this or that”... He reminded the group to always check the latest template as it’s updated often to account for the comments received. Instructions on the new DDP checklist are often improved.
- **General discussion**
 - Randy Giles mentioned that we seem like a group without a problem to work on. We are a small group representative of two large organizations, and we could consider using some tools to reach out to additional WSDOT or ACEC members for feedback and other topics. **Jenn will put some thought into this and will bring some ideas back to the group for discussion at the next meeting.**

5 Adjourn – next meeting dates?

- The next meeting will be November 14th, 9:00am to 10:30am. Potential agenda items include:
 - Welcome new committee members
 - PFA improvements update
 - Revisit clear zone inventory
 - Gathering feedback on process improvements from wider ACEC/WSDOT audience