

# NOTES

## WSDOT/ACEC PD Subcommittee Team Meeting

July 31, 2025

9:00am to 10:00am

### Attendees:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> *Rafael Reyes/WSDOT     | <input checked="" type="checkbox"/> Dan Lewis/WSDOT NCR      | <input checked="" type="checkbox"/> Michael Adams/Skillings |
| <input type="checkbox"/> Kenneth Loen/WSDOT HQ              | <input type="checkbox"/> Paul Mason/WSDOT SWR                | <input checked="" type="checkbox"/> Manuel Feliberti/DEA    |
| <input type="checkbox"/> Chris Damitio/WSDOT NWR            | <input checked="" type="checkbox"/> Tom Brasch/WSDOT ER      | <input type="checkbox"/> Patrick Forza/Parametrix           |
| <input checked="" type="checkbox"/> JoAnn Schueler/WSDOT OR | <input checked="" type="checkbox"/> *Jennifer Saugen/Perteet | <input type="checkbox"/> Suryata Halim/RHC Engineering      |
| <input type="checkbox"/> Randy Giles/WSDOT SCR              | <input checked="" type="checkbox"/> Daniel Babuca/WSP        | <input type="checkbox"/> Heather Weeks/Jacobs               |
| <input type="checkbox"/> Cesar Mayor/WSDOT WSF              | <input type="checkbox"/> Brad Cooper/HLA                     | * co-chair  |
| <input type="checkbox"/> Chun-Ho Chen/WSDOT WSF             | <input type="checkbox"/> Don Sims/HNTB                       |   |

### 1 Welcome and Team Member Updates (5 min)

Rafael / Jenn

- Stacy Davis is no longer with Cobb Fendley; a replacement is being sought. Deepa from Osborne Consulting is interested in joining, and Rafael and Jennifer will follow up with her.

### 2 Staff Updates (10 min)

All

- Olympic Region: Down to two project development engineers; interviews for a backfill are scheduled.
- North Central Region: Filling planning manager and assistant program manager positions but otherwise stable.
- Eastern Region: Larry Larson retired; Thomas Brasch has taken over. Multiple engineering positions will be posted soon.
- Consultant Side: No major changes at Perteet. Michael's team at Skillings hired a stream engineer/geomorphologist. Ricky Bhalla replaced Dewayne Matlock as the Gateway Program Deputy Administrator. David Evans continues work on ferries electrification.

### 3 Active Focus Areas / Agenda Items

Rafael / Jenn

- Annual Meeting June 5<sup>th</sup>
  - No recording available – Jenn can provide agenda

- Project Delivery Memos & Design Bulletins -
  - Rafael reviewed new and updated memos:
    - Project Delivery Memo 25-01: Updates on project risk management and risk-based estimating; some errors identified, to be corrected in the next design manual update.
    - Project Delivery Memo 25-02: Streamlines roundabout-first intersection control evaluations with an abbreviated ICE process.
    - Design Bulletin 25-01: Updated PDMS guidance and tool for project delivery method selection.
    - Design Bulletin 25-02: Clarification and new checklist for Plan for Approval (PFA); aims for statewide consistency.
  - Feedback on these documents is encouraged as teams begin using them.
- Design Manual Updates
  - Next update expected early to mid-August. Jenn will circulate changes for ACEC review and compile comments. Per Rafael this cycle covers a two-year period, with another review planned for early spring. Jenn will request comments (in track changes) within 3 weeks so she can compile them and send back.
- Succession Planning
  - How long should members and chair(s) be in place?

#### **4 Other Focus Area ideas to discuss**

**All**

- Succession Planning & Participation
  - Discussion on increasing engagement and rotating presentations among members. Group discussed ensuring presentations were valuable to project delivery.
  - Manuel shared feedback on the new project delivery case tool, noting interpretation challenges for ferry projects. Group agreed on the value of vetting new memos and tools in this forum before publication.
- Team Charter Review
  - Jenn reviewed the team charter, including meeting conduct, attendance, and term limits (currently suggested at four years). Discussion on possibly extending member and co-chair terms. Discussed adding in-person meetings or getting together at other events (e.g. Executive ACEC meetings) with approved travel.

#### **5 Next Steps & Action Items**

- All members to review new delivery memos and design bulletins and provide feedback based on initial usage.
- Jenn to send out the team charter and meeting notes, and follow up with absent ACEC members about continued participation.
- Subcommittee to revisit term limits and co-chair rotation at the next meeting.
- Consider in-person meeting during the annual joint meeting, as regular in-person meetings are currently not feasible for WSDOT staff.