

# NOTES

## WSDOT/ACEC PD Team Meeting

*June 12, 2025*

*9:00am – 10:30am*

### Attendees:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Rafael Reyes/WSDOT      | <input checked="" type="checkbox"/> Paul Mason/WSDOT SWR | <input type="checkbox"/> Manuel Feliberti/DEA   |
| <input checked="" type="checkbox"/> Kenneth Loen/WSDOT HQ   | <input checked="" type="checkbox"/> Tom Brasch/WSDOT ER  | <input checked="" type="checkbox"/> Steve Olling/Parametrix                               |
| <input checked="" type="checkbox"/> Chris Damitio/WSDOT NWR | <input type="checkbox"/> Ben Hoppe/JUB Engineers         | <input checked="" type="checkbox"/> *Patrick Forza/Parametrix                             |
| <input type="checkbox"/> *JoAnn Schueler/WSDOT OR           | <input checked="" type="checkbox"/> Daniel Babuca/WSP    | <input type="checkbox"/> Suryata Halim/RHC Engineering                                    |
| <input type="checkbox"/> Randy Giles/WSDOT SCR              | <input checked="" type="checkbox"/> Brad Cooper/HLA      | <input checked="" type="checkbox"/> Heather Weeks/Jacobs                                  |
| <input type="checkbox"/> Cesar Mayor/WSDOT WSF              | <input checked="" type="checkbox"/> Don Sims/HNTB        | <input checked="" type="checkbox"/> Russell Craven filling in for Jennifer Saugen/Perteet |
| <input type="checkbox"/> Chun-Ho Chen/WSDOT WSF             | <input type="checkbox"/> Michael Adams/Skillings         | <input type="checkbox"/> Stacy Davis/Cobb, Fendley & Associates                           |
| <input checked="" type="checkbox"/> Dan Lewis/WSDOT NCR     |  |   |

*\* new members*

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

*Rafael*

- New members Patrick Forza/Parametrix, and JoAnn Schueler/OR
  - Introductions
  - Patrick Forza has joined the committee from Parametrix, relieving Steve Olling; Steve left meeting after introduction and passing off to Patrick
  - JoAnn Schueler joined this committee from Olympic Region but was unable to attend this meeting.
  - Rafael or Jenn to confirm whether Stacy Davis/Cobb will continue to be a member on this committee or if a replacement is needed.

### 2 *Staff Updates (10 min)*

*All*

- HQ Development Division
  - No staff changes come to mind for Rafael or Kenneth.
- WSDOT Regions & Consultants
  - WSDOT and ACEC members reported on changes to staff and budgets in Regions and businesses.

### 3 *Active Focus Areas*

*Rafael*

- Plan For Approval process improvement update
  - The process of completing a checklist was completed and the draft was shared with WSDOT and ACEC members.
  - Heather's comments mainly applied to design-build projects and were passed along to the design-build team.
  - Aiming to have this published through a design bulletin soon (as soon as Rafael can get to it, hoping for this to be done within the month).
    - Removing the current checklist from webpage and replacing it with the new one.
    - The bulletin will include details on how to use the new information.

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

*All*

- Software Migration: InRoads to Open Roads (Rafael and Jeff Graham)
  - Jeff Graham from the Computer Aided Engineering group was unable to attend, but Rafael shared high-level information about the transition.
  - One item to be addressed regarding the delivery of electronic engineering design data for Local Agency A&E agreements.
    - The current Exhibit C will be updated to align with the Open Roads migration, but it is still unclear what the update will look like or when it will be available. It will be more detailed than the current form.
    - The InRoads form/list will still be available.
    - Which form is used will be determined by which design software the design team uses.
    - The best person to contact is Ron Paananen for questions.
- Recap Annual Meeting June 5<sup>th</sup>
  - Will provide thorough update at next meeting, after the minutes have been approved.
  - Daniel Babuca asked if the video of the presentation was available since some folks may not have been able to join.
- Review Team Charter
  - Committee to review prior to next meeting.
- Succession Planning
  - ACEC group experience and main objectives of the committee.
    - 50% from before 2024 and the others post 2024.
    - An item worth considering for addition to the charter: term limits to cycle committee members or add a timeline for adding new members and bringing them up to speed.

- Fixed Fee Consultant Determination calculation
  - LAG Manual doesn't agree with the WSDOT Consultant Manual, will have to change the LAG Manual back (Local Programs changed the LAG Manual on purpose, but didn't realize the discrepancy with the Consultant Manual).
  - The best person to contact is Kyle McKeon (HQ local Programs) for consultant rates questions.

## 5 ***Adjourn – next meeting action items***

- Future Active Focus Areas or Meeting Presentations
  - During a previous meeting, Rafael solicited volunteers to give a presentation in the future.
  - Jenn/Rafael may assign members to upcoming meetings to give a presentation on a topic of the presenter's choosing.
  - The idea is for the presentation to be on a particular topic chosen by the presenter relating to project delivery; best practices, recent projects, lessons learned, etc.
  - Committee did brief brainstorming activity to determine the next Active Focus Area – nothing noteworthy today.
- Items for next meeting's agenda:
  - Design Manual – a round of draft updates going out to the state for review.
- Rafael will send the Committee Charter for all to review.