

**MINUTES  
ODOT/ACEC STEERING COMMITTEE MEETING  
MAY 13, 2011**

**Co-Chairs:** Cathy Nelson and Kay VanSickel  
**Attendees:** Paul DePalma, Donell Fowler, Dan Oven, Walt Bartel, Andy Perry,  
Tonya Finley, Troy Bowers, Marc Butorac, Alan Lively  
**Guest:** Erik Havig  
**Absent:** Michelle Remmy, Marty Anderson, Hal Gard  
**Notetaker:** Michelle Gauthier

**ACEC REPRESENTATIVES FOR ODOT CONSTRUCTION SUB-COMMITTEE**

The ODOT Construction Sub-committee is being resurrected. Membership was needed and Kay VanSickel and Troy Bowers have provided Jeff Gower with the names of three volunteers from the consultant committee that are potential members.

***ACTION: Cathy and Jeff are to watch for and communicate to the Construction Sub-Committee, items that arise that are pertinent at their future meetings.***

**LOCAL PROGRAM UPDATE**

Alan Lively requested suggestions from the consultant community of topics they would like to see as part of his regular report.

Some suggestions/requests include:

- List of projects being offered to consultants vs. completed solely by the Agency
- Local Government Certification Program update. Newly certified companies and self-certification lists
- Updates on “obscure” funding programs
- Local Agency Progress Report: status of bids, procurements, etc.
- Right-sizing of Local Program updates

**ODOT PROCUREMENT OFFICE PROCESS IMPROVEMENT INITIATIVE**

OPO is working on a LEAN Process to provide increased values to the customer with less drain on resources. This will provide speed of service with quality. Goals of this initiative will include streamlining, getting contracts out the door in a more efficient and timely manner.

***Action: Dan to provide update on July agenda.***

## **PARTNERING AGREEMENT**

The ACEC/ODOT Partnering Agreement has become outdated, and the original reasons for creating it have changed. One author from ACEC and one from ODOT shall be chosen and have been requested to return at the July meeting with draft changes that will better reflect the partnership as it exists today.

Items to be considered during the re-write include:

- The audience being addressed in the agreement
- Clarification of the functions of the liaison vs steering committees
- Executive ACEC Board purpose and function
- Steering Committee membership
- Signators
- Organizational charts with dates (new members, when members will rotate out)
- Member selection process
- Frequency of meetings
- How issues are identified and raised at meetings

For the Standing Committee, items to be considered include:

- Role
- Membership: representation from the following groups
  - Procurement/Contracting
  - Planning/Environmental
  - Technology Transfer
  - Training
  - Project Delivery and Management Systems

For the Contract Writing Working Group, membership to include

- Marc Butorac and Kay VanSickel (ACEC)
- Erik Havig and Cathy Nelson (ODOT)

Steering Committee Membership, representation from the following:

- Major Projects branch
- Technical Services
- Local Government
- Procurement Office
- Planning
- Environmental
- Regional Outreach
  - Regular ACEC/Region Office meetings to be considered

## **ODOT RIGHT SIZING EXERCISE**

Cathy explained Director Garrett's directive that the Agency will be 5% smaller by 2015 and that all positions are frozen for recruitment unless expressly approved by him.

Meeting was adjourned.