

**WSDOT/ACEC Structures Team
Minutes – Kick-Off Meeting
10:00AM to 2:00PM
7/18/2014**

Washington State Ferries Office
2901 Third Avenue Suite 500
Seattle WA 98121-3014

Attendance:

WSDOT	Geoff Swett, P.E./S.E.	WSDOT - Bridge Design (Co-Chair)	Yes
	Eric Schultz, P.E.	WSDOT - Bridge Design	Yes
	Jeri Bernstein, P.E., S.E.	Washington State Ferries	Yes
ACEC	Jim Schettler, P.E./S.E.	Jacobs Engineering (Co-Chair)	Yes
	Bill Elkey, P.E./S.E.	Parsons	No
	Richard Patterson, P.E./S.E.	Buckland & Taylor	No
	Chester Werts, P.E., S.E.	HDR	Yes
	Paul Guenther, P.E., S.E.	Ben Gerwick	No

1. Team Membership

The team discussed the number of total members for the ACEC/WSDOT Structures team and agreed on a total of 14; seven ACEC members and 7 WSDOT members. Additional guest members could also be invited on an as needed basis, depending on the subject matter the team is working on. This will require WSDOT to add 4 new members and the ACEC consultants will need 2 members.

a. Review Status of Current Members

The status of the current members was discussed. Since the team has been on sabbatical for approximately the last 2 years, it was decided to re-start the terms of the current members as of September 2014, which is when official meetings will commence. The scheduled terms for membership will be finalized at the September meeting, but will range from 1 to 4 years. As new members join, members with the longest previous terms will start to rotate off. The team wanted to maintain some overlap with new members.

i. Update Spreadsheet

The information for the current members was updated on the Members Spreadsheet and will be posted on the web. As new members join, the spreadsheet will be updated.

b. Establish Membership Duration/Rotation Schedule

As discussed, membership duration will vary for current members and will be set at 3 years for new members. Any new members that join and transition into a chair position will typically run for more than the initial 3 years.

c. New Members

i. Member Expertise (Structural, Geotech, Construction, etc.??)

New members will typically be required to have structural background as their primary expertise. WSDOT will be adding a Bridge Construction representative that has both structural design and construction experience. Guests will be invited when additional expertise is needed (Geotech etc.)

ii. Solicitation for Interest

Jim will be posting a solicitation for interest for new ACEC members on the ACEC website along with verbally spreading the work. Interested candidates will be asked to submit resumes to Geoff Swett at swettg@wsdot.wa.gov. WSDOT members will be chosen from within the Bridge and Structures Office, the HQ Bridge Construction Office, or the Ferries Office.

iii. Method for Selection

The team will review the resumes at the September meeting and will vote on new members.

d. Co-Chair Succession Plan

Jeri Bernstein will be taking over the Co-chair position from Geoff Swett for WSDOT starting in early 2015. Geoff will plan to remain on the team as a member for 1-2 years. Jim plans to remain as Co-chair for another year and then a current member of the team will be selected as the new Co-chair. Jim will remain on the team a second year for overlap.

2. Review and Update Team Charter

The team reviewed the Team Charter, which was last updated in 2012. Edits were made to the Charter, which can be found in the Team Charter 2014 document. The Charter will be finalized and signed once all new members have joined, which will likely be the November 2014 meeting.

a. Primary focus and goal of team

The primary focus of the team, which is stated in the Charter and reproduced here, is as follows:

- Addressing the issues of common interest in or related to project delivery within the disciplines of bridge and structural engineering for transportation projects.
- Strengthening the coordination and collaboration between WSF, WSDOT Bridge and Structures and the consulting community.
- Providing suggested revisions and peer review to the WSDOT Bridge Design Manual, WSF Terminal Design Standards Manual, and other WSDOT design and construction standards.
- Proposing revisions to WSDOT related bridge and structural aspects for all delivery methods.

b. Design Review Services

The team wants to continue to provide design review services if requested. An effort will be made to re-advertise this service to consultants, WSDOT staff, City and County staff or other interested parties. Geoff will discuss with Roman Peralta, who is now the Local Agency/WSDOT Liaison.

c. Establish Meeting Frequency

Meeting frequency was discussed and chosen to be every other month on the 3rd Friday of the month. The next meeting will be in September and Jeri will send meeting invites to all the team members so that they can block it out on their calendars. The team discussed the importance of members making attendance at these meetings a priority. Meeting locations will generally be at either the WSF Office in Seattle or at the Bridge and Structures Office in Tumwater. The team felt it was important to meet in Tumwater occasionally so that it was easy for the WSDOT Bridge Design Engineer, Bijan Khaleghi, to attend.

3. Update Website

The team reviewed the website and agreed on changes or updates that are required. Geoff will work with the WSDOT IT staff to have the updates implemented.

4. Identify First Topics/Tasks for the Team (Members to bring ideas)

Various ideas for the team to work on were brainstormed. Ideas sent in by Richard Patterson via email were also reviewed. A few tentative ideas are as follows:

- Review WSDOT DB BDM – Geoff will check with Bijan on chapters to focus on
- Review WSDOT Design Memos
- Review WSF Terminal Design Manual
- Review and comment on any WSDOT Research interim reports
- Design Review Services when requested.

The team will continue to discuss in September and when new members join.

5. Tentative Agenda September 19th, 2014

- Vote/Finalize Team membership
- Adopt Charter
- Review Website Updates
- Review Selected Chapters of DB BDM
- Review Links of Topics on Website
- Finalize Task List for 2014-2015