

**WSDOT/ACEC Structures Team  
Meeting @ Berger/ABAM Office**

**Attendees:**

Dick Stoddard	Bob Fernandes
Mike Bauer	Mark Johnson
Paul Wolf	Jim Schettler
Mat Preedy	Steve Aisaka
Bill Prill	
Ron Lewis	

**Absent:**

David Goodyear	Jose Carrasquero
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**Notetaker:** Dick Stoddard

**Opening Remarks:**

Next meeting will be on November 3<sup>rd</sup> at Berger/ABAM – Federal Way..

The Structures Team web page has been updated. The page is located at:  
<http://www.wsdot.wa.gov/eesc/bridge/cecw/index.cfm>

Meeting minutes, current agenda, and active issues are posted on the page.

**Previous Minutes**

Minutes from the September 8, 2006 meeting were reviewed and approved.

**Action Item Update:**

- Item 1  
Invite Don Nelson and Jugesh to the October meeting. - Not available, will invite to the December and January meetings.
- Item 2  
Sign LT4 Proposal 1 – will be signed at today's meeting.
- Item 3  
Prepare LT4 Proposal – will be signed at today's meeting.

**Today’s Agenda:**  
**WSDOT/Bridge Office – Conf Room 1034 - Tumwater**

9:00 am	20 min	Standing Agenda Co-Chair’s opening remarks – membership (10 min) Review and approve minutes from last meeting (5 min) Review and approve today’s agenda (5 min) Review status of outstanding action items (10 min)
9:20 am	20 min	<ul style="list-style-type: none"> <li>• LT 4 – “<i>Determining Environmental Requirements</i>”            Proposal 1 – Performance Based Permitting            Sign Letter to Sponsors</li> </ul>
9:40 am	40 min	<ul style="list-style-type: none"> <li>• LT 4 – “<i>Determining Environmental Requirements</i>”            Proposal 2 – Use WSDOT Std. Spec. in Environmental Documents</li> </ul>
11:00 am	10 min	Break
11:10 am	50 min	LT 4 – “ <i>Determining Environmental Requirements</i> ” <ul style="list-style-type: none"> <li>• Proposal 3 – Document Decisions</li> </ul>
12:00 pm	30 min	Working Lunch Agenda <ul style="list-style-type: none"> <li>• BDM Revisions and Design Memo Conflicts – Status</li> </ul>
12:30 pm.	1:00 pm	Wrap Up Review action items from today’s meeting (10 min) Prepare agenda for the next meeting (10 min) Analysis of today’s meeting (10 min)
1:00 pm.		Adjourn

**Meeting Minutes**

Signatures for LT4-Proposal 1 and LT4-Proposal 2 were made at the meeting. The signed documents will be delivered to the Team Sponsors.

LT 4 – “*Determining Environmental Requirements*”  
Proposal 3 – Document Decisions

**Proposal 3 discussion:**

Paul Wolf presented his draft of Proposal 3 and a description of the Environmental Office CTS computer system that has been developed to track environmental commitments from the ROD (Record of Decision) through construction. Proposal 3 could be implemented if the CTS system started at the project proposal and scoping phase. That would capture decisions made in the development of the Preliminary Plan which should occur prior to the ROD. The Commitment Tracking System, CTS, appears to be a convenient and capable system to document the pre-ROD decisions.

**Proposal 3 revisions:**

The team made changes to the problem statement and current process description. Problem statement to address: Lack of documentation of decision history, Lack of consistency from project to project, Lack of collected data to evaluate strategic success of decisions. Focus on need to establish a consistent approach with a logical process for decision making.

**LUNCH****BDM Discussion**

Current process of issuing Design Memos do not present a problem to consulting firms represented on the Structures Team. ACEC members appreciate WSDOT’s effort to write and maintain the BDM. It is very helpful and is used by their staff. Rapid updates of the cost estimating sheets would be valuable.

**WRAP UP**

- Next meeting will be held on November 3, 2006 at Berger/ABAM – Federal Way.
- December 8<sup>th</sup> meeting will be at WSDOT Bridge Office – Tumwater
- January 12<sup>th</sup> meeting – Joint Meeting with WSDOT/ACEC Project Delivery Team – WSDOT Bridge Office - Tumwater

**Action Items for Next Meeting**

- Item 1  
Carry signed proposals LT4-1 and LT4-2 to Don Nelson. - Dick
- Item 2  
Discuss LT4-3 revisions with the environmental office - Paul

**Meeting Adjourned**