

**WSDOT/ACEC Washington  
Business Administration Subcommittee Meeting Minutes**

**Date & Time:** September 29, 2009, 3:00 pm – 4:30pm

**Location:** Capital Professional Center – Lacey, WA

**Attendees:** Steve McKerney, Kyle McKeon, Martha Roach, Laura Skillings, Jeannie Brozik, Jeri Sivertson, Leah Jones, Santosh Kuruvilla

**Absent:** Michael Richards

The following topics and items were discussed at the meeting:

- 1) There were only 9 responses (2 additional responses since the September 9, 2009 meeting) to WSDOT/ACEC Business Administration Subcommittee Questionnaire (Survey).
- 2) Leah presented a Summary Report of the 9 responses from the Survey. In general the Survey results indicated that ACEC Member Firms are interested in the following areas:
  - a) Audit Process (Question 1 – 5 responses)
  - b) WSDOT Internal Audit Procedures including Agreement Audits, Overhead Audits, and Overhead Desk Reviews ( Question 2 – 6 responses)
  - c) WSDOT interpretation of FAR (Question 3 – 5 responses)
  - d) Interest in WSDOT providing Best Management Practices in Contract Management and Information on preparing for a WSDOT Audit (i.e., time keeping, record keeping, uncompensated overtime) (Question 4 – 5 responses)
  - e) How information in Question 4 above is presented to ACEC Member Firms. Main interest is in formats such as training or workshop sessions, and utilizing the web. (Question 5 – 8 responses)
  - f) Review of specific contract language in WSDOT Agreements (Question 6 – 3 of 9 responses)
- 3) Based on the initial 9 responses the Subcommittee is considering focusing on the following areas for future Subcommittee work:
  - a) Outreach efforts to inform ACEC membership regarding WSDOT Business Administration Processes, most likely through one or more Webinars. Topics being considered include:
    - i) Understanding the Differences between Desk Reviews and Audits
    - ii) Preparing for a WSDOT Audit (i.e., timekeeping, record keeping, and uncompensated overtime).
    - iii) FAR Application.
    - iv) Agreement Procurement and Management
  - b) Other efforts being considered include:

- i) Training and Workshops
  - ii) Language in WSDOT Agreements
- 4) Steve and Santosh to work offline to develop Subcommittee Report to WSDOT/ACEC Executive Committee on October 20, 2009 at 1pm.
- 5) Santosh to consult Bill Garrity regarding ACEC webinar resources for future training opportunities.
- 6) Next meeting on October 27, 2009, 2:00pm to 3:30pm will be held at WSDOT Audit Office.