

# Asphalt Task Group -Scoping Document Meeting Minutes

**Date: November 6th, 2018**

**Time: 1:00 PM - 2:30 PM**

**Location: DOT Translab Conference Room –**

**Call-in: 510-987-8658; Conference Ext.: 1007; Pin: 6475**

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**Meeting Called By:** Asphalt Task Group

**Goal:** Share feedback collected from the ATG Scoping Document reviews. Discuss potential for each Scoping Document and reject or approve comments provided by the ATG. Determine a final approval or rejection for each Scoping Document.

**Invitees:** Tom Pyle, Blair Anderson, Tim Greuert, Tracy Zubek, Pat Imhoff, Sallie Houston, Kee Foo, Doug Mason, Tony Limas, Raghubar Shrestha, Cortney VanHook

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1. 1:00 PM – Brief overview of submitted Scoping Documents that were reviewed and commented on and how the meeting will proceed. (Tim G.)
2. 1:05 PM – CT 125 Scoping Document: review comment matrix (ATG)
3. 1:25 PM – Pavement Smoothness Specification Scoping Document: review comments (ATG)
4. 1:45 PM – Statistical Pay Factors Scoping Document: review comments (ATG)
5. 2:05 PM – Hamburg Wheel Track Scoping Document: review comments (ATG)
6. 2:25 PM – Roundtable / Review Action Items / Next Meeting (Tim G.)

## Meeting Minutes:

1. Brief overview
  - a. Only Asphalt STG scoping documents were intended to be reviewed in today's meeting. Sallie Houston and Doug Mason from PP STG participated in the meeting and shared Section 94 scoping document changes with team
2. Roundtable
  - a. No clear protocol for communication through PMPC
  - b. Scoping documents sent to PMPC email but not being received by the ATG
  - c. Decision - All scoping documents and PMPC items for ATG to be submitted through Cortney at [Cortney.VanHook@dot.ca.gov](mailto:Cortney.VanHook@dot.ca.gov)
  - d. Action – Cortney to evaluate if she can access [PMPC@dot.ca.gov](mailto:PMPC@dot.ca.gov); check with Kee Foo
3. Section 94 Scoping Document – Added to discussion
  - a. Reference table created by working group; add title and date to table. Tim – Requests that Kee, as the STG chair put together a plan and details on what exactly is needed from TG level and higher and submit all the details so that the TG can support and assist where needed
  - b. WPT will evaluate current guidance (MTAG, Tackcoat guidelines on HQ construction HMA website)
  - c. Section 37 to be its own scoping document and kept separate from Section 94
  - d. Clarify and expand upon benefits to supplier, Caltrans, etc...
  - e. Move redundant emulsion specs from section 37 and 39
  - f. ATG approves in concept. Doug/Sallie to make minor modifications and return to Cortney by Friday,

11/9/18

- g. Doug will route to WPT and PP STG
- h. ATG will evaluate changes and approve by 11/13/18

4. CT 125 Scoping Document

- a. Multiple changes were added to the hard copy scoping document. By 11/7/18, Cortney will send comments to the STG chair (Kee Foo) and request resubmission by 11/13/18
- b. "Performance Tracking/Management": The Asphalt STG will monitor....
- c. Milestones and dates need to be modified to be specific to scoping document.
- d. Deliverables need to be in sequential order and have due dates
- e. Deliverable details to be moved into the milestone table
- f. Not ready to be signed. Needs to be revised per comments.

5. Pavement Smoothness Scoping Document – Postponed for discussion

6. Statistical Pay Factor Scoping Document

- a. Multiple changes were added to the hard copy scoping document. By 11/7/18, Cortney will send comments to the STG chair (Kee Foo) and request resubmission by 11/13/18
- b. Clarify last sentence under "Statement of Effort/Improvement". Clarify extended; how will that be supported? Decision to remove sentence
- c. Move third paragraph to top of "Purpose" section; change "recommended" to "mandated" or "directed".
- d. Estimated impact to Caltrans and Contractor: Appears there will be an increased cost in JTCP in order to support. How to clarify that there will not be a significant cost increase
- e. ATG approves in concept. Kee/Tony to make minor modifications and return to Cortney by Friday, 11/9/18

7. Hamburg Wheel Track Scoping Document

- a. Multiple changes were added to the hard copy scoping document. By 11/7/18, Cortney will send comments to the STG chair (Kee Foo) and request resubmission by 11/13/18
- b. Needs to be resubmitted
- c. Consideration of IA Round Robin and RSP
- d. Dates are not realistic
- e. Second sentence of "Background", change "struggled" to "voiced concerns"
- f. Remove JTCP from #5 deliverables

8. Roundtable / Review of Action Items / Next Meeting

- a. It would be helpful if ATG members would have reviewed scoping documents prior to meeting
- b. Tim expressed that pre-reads and agendas are intended to be distributed 2 weeks ahead of the meeting
- c. There may be an opportunity to update the scoping document template based on comments from the WPT
- d. As we work together we better understand the expectations, challenges and work flow
- e. For quarterly ATG meetings, the group saw the value of having the STG Caltrans chair and Industry leads participating and will continue this practice. On a monthly basis the ATG should meet separate.

**Action Items**

- 1. Cortney to gain access to the [pmpc@dot.ca.gov](mailto:pmpc@dot.ca.gov) email
- 2. Cortney to communicate the to the group the flow of communication through the PMPC per the SOP
- 3..Section 94 to be updated per comments discussed and sent to Cortney by Friday, 11/9/18

4. CT 125, Statistical Pay Factor and HWT scoping document to be updated per comments and sent to Cortney by Tuesday, 11/13/18
5. Cortney to send ATG monthly meetings invitation