

# Asphalt Task Group -Scoping Document Meeting Minutes

**Date: December 5th, 2018**

**Time: 1:30 PM - 3:30 PM**

**Location: DOT Translab – Tim’s Office**

**Call-in: 510-987-8658; Conference Ext.: 8682; Pin: 6475**

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**Meeting Called By:** Asphalt Task Group

**Goal:** Sign scoping documents that have been approved by the Executive Committee. Review and discuss pending scoping documents and prepare for approval.

**Attendees:** Tom Pyle, Blair Anderson, Tim Greutert, Tracy Zubek, Deepak Maskey

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1. 1:30 PM– Introduction/Review Agenda (Tim G.)
2. 1:35 PM – Introductory Issues (ATG)
3. 1:45 PM – Statistical Pay Factors Scoping Document (ATG)
4. 1:50 PM – Section 39 RAP Scoping Document (ATG)
5. 1:55 PM – Update Section 94 (ATG)
6. 2:00PM – CT 125 (ATG)
7. 2:30 PM – HWT for RHMA-G Mixes (ATG)
8. 3:00 PM – Update Status Spreadsheet (ATG)
9. 3:10 PM – Roundtable/Review Action Items/Next Meeting (Tim G.)
10. 3:15 PM – Feedback (ATG)
11. Adjourn (All)

**Pre-reads:**

Item 6: CT 125 Scoping Document

Item 7: HWT for RHMA-G Scoping Document

## **Meeting Minutes:**

1. Introductions/Review Agenda
  - a. Deepak to cover Marcella’s old tasks such as meeting minutes, coordination, etc. at the EC level
  - b. Cortney to cover meeting minutes, coordination, etc. at the TG level
2. Introductory Urgent Issues
  - a. Blair – The PMPC calendar (ATG) needs to be updated for the 2019 calendar year
  - b. **Action** – Deepak to send draft PMPC calendar (ATG) all for review
  - c. Tom – Received comments on the HWT scoping document from Kee.
    - i. Correction - Document was not a revision to the scoping document but was a response to Industry on RHMA-G mixes. Separate issue.
3. Statistical Pay Factors Scoping Document – TG will re-sign. If EC wants to re-sign they can or just proceed with older signed version
4. Section 39 RAP Scoping Document - TG will re-sign. If EC wants to re-sign they can or just proceed with older signed version
5. Update Section 39 Scoping Document - TG will re-sign. If EC wants to re-sign they can or just proceed

with older signed version

6. CT 125 Scoping Document
  - a. **Action** - eliminate any language to CPD
7. HWT Test Scoping Document
  - a. Blair – Under “Background” states that “Since the inception of the HWT test, Industry has struggled to meet rut depth requirements imposed on RHMA-G mixes”; Is this a true statement?
    - i. Tracy – Issue has magnified within the last year and half or so
    - ii. **Action** – change wording to “Industry has expressed concerns that they are struggling to meet rut depth...”
  - b. Pat (via email) - In the Milestones Table, there should be a Milestone for the recommended Section 39 changes.
    - i. TG is in concurrence with this change
    - ii. **Action** – Cortney to add milestone to table
  - c. Pat (via email) - In the Milestone Table, there should be a Milestone for issuance of the CPD since it is listed as the method of implementation for the new test method and specification changes
    - i. Tim – Believes that this should not be included. Putting this in the scoping document in a way mandates that it should be done. This could be an outcome, but it should be decided on by the working group.
    - ii. **Action** – Eliminate any language to CPD in both HWT and CT 125 and then pass to Pat for review.
  - d. Pat (via email) - In Objectives/Deliverables/Due Dates – 3.c. Should it say “Eliminate” instead of “Replace”? I had to read that sentence a few times to figure out what it meant.
    - i. Tim – Disagrees with this change. But agrees it needs to be clarified.
    - ii. Tom – Consider using the word “update”
    - iii. TG is in concurrence with the word “update”. Pat to review for concurrence with decision.
    - iv. **Action** – Cortney to make modification revising word to “update”
8. Update Status Spreadsheet
  - a. **Action** – Cortney to update spreadsheet and send to Deepak
9. Roundtable/Review Action Items/Next Meeting
  - a. Tom – Struggled with the way the last EC/ATG meeting was held. The meeting focused too much on the details. How do we improve upon these meetings in the future? How can the ATG manage down as well as manage up?
    - i. Propose providing update sheet at the beginning of each meeting.
    - ii. Propose three different components to getting scoping documents approved:
      1. Status on existing work
      2. Next 12-15 month look ahead where the focus is on topics
      3. 1<sup>st</sup> expand and get approval on the below info (the top three topics):
        - a. Title
        - b. Statement of Effort/Improvement
        - c. Purpose
        - d. Background
        - e. Approach
      4. 2<sup>nd</sup> expand and get approval on the below info:
        - a. Objective/Deliverables/Due Dates
        - b. Resources
      5. Conflict Resolution
  - b. Blair – EC status update sheet should have impeding issues listed

- i. Tim – Update should just provide a high-level update of where we are at and what is on track and what is not. No details. Tom and Tracy agree.
- c. Tom – Suggests that Deepak bring the status update sheet to Sergio and get a clear understanding of what the EC is looking for during their meetings.
  - i. **Action** – Deepak to discuss with Sergio expectations on status updates from TG, STG, etc.
- d. How do issues get brought to the TG level for resolution?
  - i. Tracy – Should consider making the TG aware as soon as an issue arises.
- e. **Action** – Tom to get with the three STG chairs and ask them about the STG meetings: Who they meet with? How often they meet? What they discuss?
- f. **Next Meeting on January 8<sup>th</sup>, 1:30 – 3:30 PM**

10. Feedback

**Action Items:**

1. Deepak to send draft calendar for year 2019 to all for review. Due 12/14/2018 (Deepak M.)
2. Update of CT 125 and HWT as discussed in the meeting. Due 12/5/2018 (Cortney)
3. Update EC status update spreadsheet and provide to Deepak. Due 12/5/2018 (Cortney)
4. Discuss with Sergio expectations on status updates from TG, STG, etc... Due 12/14/2018 (Deepak M.)
5. Discuss meeting process with STG chairs. Due 12/12/2018 (Tom)