

Meeting Agendas and Minutes

Rock Products Committee	Caltrans Concrete TG Meeting Agenda/Minutes* Date: January 11, 2018 Time: 10:00 – 12:00 p.m. Location: OSM RM 514
Members:	Keith Hoffman, Susan Hida, Kirk McDonald, Mark Hill, Marcella Wiebke, Pete Spector (for Blair Anderson), Kuo-Wei Lee
Roll Call	Charles Stuart (for Bruce Carter), Jim Little (co-chair of QA/QC w/ Craig Knapp), Keith Hoffman, Kirk McDonald, Deepak Maskey, Kuo-Wei Lee, Robert Ferris (for Cortney VanHook)
Topics	
<p><u>Old Business – Update on previous meetings Action Items</u></p> <ol style="list-style-type: none"> 1. Kirk to send minute correction to Corey for incorporation into prior minutes 2. Marcella to update rosters for Concrete Task Group 3. Marcella to Verify Calendar 4. Marcella to send out Change Document (new participant template) 	

New Business

1. General

- Industry Member Changes
 - Kirk McDonald to send Robert Ferris the changes
 - No changes in CIP or PC
 - Full task group makeup – to follow up
- Caltrans Member Changes -
- Meetings for 2018
 - CT meeting 1/12/2018
 - Conformation from Marcella for 2018 schedule
 - Ensure Agendas are sent promptly

2. Project Status Update (Task Groups and Sub Task Groups)

We will use the Work Plan Status tracking sheet

- QA/QC Spec for CIP
 - Joint Training underway
 - Final submittal and approval of test methods (CTMs to ASTMs)
 - SP&I identified several items that need to be completed prior to posting spec.
 - IA Manual update to test methods and implementation of JTCA
 - Recommendation from Kirk McDonald, supported by Keith Hoffman: Remove from the tracking log until the spec is posted at which time task group will notify RPC.
- Type 1L Cement Research (Informative):
- Dowel bar Scoping Document (Project #29)
 - Comments have been made.
 - Recommendation due to substantial changes to scoping document, needs to be resubmitted for fiscal year 18 – 19 approval (July 1st)
- Recycled Crushed Aggregate Scoping Document
- Precast Concrete Pavement Panels Phase 2 Scoping Document (Project #34)
 - Scoping document does not contain language about Consultants

- Unique mix design naming convention
 - Subtask group is currently drafting memo for task group and RPC regarding inability to make forward process.
 - Identify specific details on the problems.
- Precast Mix Design (#31)
 - Last update: Informal pilot projects for DIME have been used successfully.
 - Recommendation by Keith Hoffman, supported by Kirk McDonald: Look for a chair replacement of Jim Ma due to lack of engagement.
- Low Strength Pavement
 - Progress unchanged.
 - Working on recommendations for long term fixes.
 - Reached consensus on short term fix.
 - Reflected time percentage is based on old approved scoping document. A delayed start of six months due to lack of resources at the time.
 - Sent recommendation to extend target date to reflect actual time percentage.
- Volumetric mixer scoping document (#36)
 - Draft has been sent.
- Pavement Smoothness
 - NSSP with Incentive/disincentive clause has been sent to pavement program.

3. Proposed scoping documents for next fiscal year from subtask groups

- Recycled Concrete
- Type 1L Cement (?)
- Dowel Bar

4. Open discussion (Emerging Issues)

- Who has access to RPC email for invite updates? Need redundancy.
- Who has access to Work Plan Status tracking sheet? Needs to be updated regularly.

Summarize New Action Items

1. Approved schedule for 2018
2. 4+2 meeting next month due to poor progress.
3. Kirk McDonald to send Robert Ferris (cc Cortney VanHook) Industry Member Changes.
4. Make lists of members/staff of Subtask Groups.
5. Determine who has access to RPC email, and how to add other people as a redundancy to facilitate invite changes as the needs arise.
6. Determine who has access to the Work Plan Status tracking sheet to make updates.

Next meeting(s) date(s): TBD (February 2018)

*** Add notes regarding each item under the topic for minutes.**