

## PMPC Executive Committee Meeting Minutes

Date: May 3, 2018

Time: 10:00 am-11:30am

Location: Translab Conference, 5900 Folsom Blvd, Sacramento

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Facilitator: Marcella Wiebke

Attendees: PMPC Executive Committee

Purpose: Share information related to the activities of the PMPC

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1. Calendar  
There were a couple of minor edits to the PMPC Executive Committee Calendar. Marcella is still waiting on calendars from the Task/Subtask Groups.
2. SOP  
Went through the last couple of questions on the SOP. Still waiting on letters of support from Lauri.
3. Full Quarterly Meeting  
Marcella spoke with Steve regarding the quarterly meeting in July. Steve's expectation is that all PMPC members are in attendance. The issue of whether or not to have it officially facilitated was then discussed. The group decided against bringing in a facilitator. Mark will lead the meeting.
4. TGs and STGs  
Integration of Preservation and Foundation TGs – Marcella has created draft org chart which includes rolling these two groups into the Asphalt and Concrete Task Groups. The EC reviewed the names. Marcella will send out the draft org chart for review. As it was decided previously that there would no longer be co-chairs, Caltrans EC will need to designate a member of each group as the Chair and Industry EC will designate a lead.
5. Project Priorization  
The critical piece the EC and management need from the Task Groups for moving forward is the project priority. This needs to be concurrence from all members of the Task/Subtask groups.
6. Upcoming Asphalt Task Group Quarterly Meeting
  - a. Time – 8:30 – 10:00.
  - b. Agenda – The meeting be to cover the project statuses and whether or not they will be completed by June 30, 2018. Marcella will add columns to the current report and send it out to the Task Groups with instructions on how to complete.
7. Open Discussion
  - a. It's important to get the SOP out. The new guidance on Roles and Responsibilities are important for all the members to see.
  - b. Charley asked the schedule for the next release of specifications. The next posting date is July 20, 2018 with an implementation date of October 19, 2018.
  - c. One of the concerns with the PMPC projects is that major changes get made after the group has completed work and before it is released. In addition to monitoring PMPC projects as they move through the final process, it would be interesting to do a periodic review of specification changes that did not go through the PMPC process.