

# PMPC Executive Committee (EC) Meeting Minutes

**Date: September 15, 2022**

**Time: 10:00 am-12:00 am**

**Location: Webex Meeting**

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**Facilitator:** Tom Pyle

**Attendees:** Tom Pyle, Gudmund Setberg, Brandon Milar, Raymond Tritt, ~~Charley Rea~~, Ian Sun Chee Fore, Tim Greutert

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1. Call to Order
2. Action Items:
  - a. **Action Item:** Ian - Update SOP and sending briefing documents to the ATG and CTG group **DONE**
3. Urgent Issues
  - a. Tim - Continuity on work efforts, and being accountable of the work with milestones and due dates; pitch the idea of doing a report/presentation on the success
    - i. Pairing them up with a mentor; EC to EC; ATG to ATG; Working group to working group, etc.
      1. From August 18<sup>th</sup> meeting Ray - **Mentoring** new members on the PMPC committee and how it works
        - a. Tom – in a future update on the SOP – a mentor (a peer member – i.e. New EC member would be mentored by an EC member) to be assigned to new members process
        - b. Check list – structure; scoping documents, meetings, meeting minutes, action items – status,
    - b. **Action Item:** Tim and Brandon – In the next week or two of an outline - Next step - how to operationalize the mentorship of new members? Submit suggestions and ideas to Tim.
      - i. With the updated development of Charley's presentation
        1. PowerPoint slide: effective meetings – capturing meeting minutes and importance of an agenda
      - ii. Use the Caltrans' mentorship program as a model. The Mentors in the PMPC would be voluntary; for new members it will be mandatory
      - iii. Goal – teams can conduct/operate the SOP
4. EC+CTG Meeting Recap
  - a. Tom – disappointed that there wasn't more involvement from industry. CTG to share among more with Industry; its more one sided with just CT presented. Would like Industry to provide more updates and be more involved.
    - i. This should be across the board with both CTG and ATG.
  - b. Ray - Better structure the agenda and time.
    - i. Brandon - Only focus on actions that aren't done.
      1. **Action Item:** Ian - Update the agenda to include the link of where the meeting minutes are located, and have Kelly do the same with her agendas. Also include the links in the meeting minutes.

2. Certain meeting minutes (higher level working group meetings) get posted on the internet. – task groups taking notes – capturing in the meeting minutes – are important documents that help outsiders
  - c. Tim and Tom – excited to see the Balance Mix Design moving forward.
    - i. Tim - Sustainability and durability and performance these are big concepts that that could really change the way we do business for the better.
      1. More conversations in the Asphalt than there are in Concrete.
    - ii. Will need a lot of expertise. Need to get the right people and develop a road map for how we're going to implement this on the design phase, construction phase, and selection phase.
  - d. Being mindful of who is discussing in these meetings – get more people involved in the discussions; this is a team effort – this meeting was more METS – testing methods and materials.
  - e. Be balance and mindful of who will be presenting and make sure its balanced between Industry and Caltrans.
5. Next meeting date, topics, action list and meeting evaluation
- a. Really expect Cory and Donna could be at the next Sponsor Steering Meeting – highlight the great work across the EC from the past year, we should be able to show the progress that has been done on a number of topics.
    - i. Briefing documents from ATG and CTG should be returned to Ian COB September 23th.
  - b. **Action Item:** Prep for the upcoming Sponsor Steering Meeting discussion item – more Sustainability discussion and how the PMPC is moving sustainably needle for Caltrans, include job site visit.
    - i. Discussion about adding PMPC elements stories to the Caltrans externally facing sustainability page
    - ii. at least we could have some pictures of some things from moving forward so highlight PMPC work moving the needle would be awesome so be able to go back and come back with some deeper conversation
      1. **Action Item:** Tom and Tim bring ideas forward in the next week or so on how to approach this next meeting (probably will discuss during the 29<sup>th</sup> of September meeting).
      2. **Action Item:** reschedule Oct 6<sup>th</sup> meeting to September 29<sup>th</sup>
    - iii. Discussion topic for the Sponsor meeting
      1. To show a graph of you know how much recycled material was included or is being used or how many tons of CO2 or being saved; to show it even if it's projected into the future (if available)
        - a. PLC Implementation we reduced
      2. There's a big cement plant right and in Southern California or Arizona I can't remember where it was this I changing over completely to the new type of cement
6. Open Discussion
- a. Brandon
    - i. From the early meeting, final reports – preparing presentation – who is it for?
      1. Potentially a presentation whether it's online you - webinar where they can present this information that's available to the industry, headquarters, district personnel that's coming down the pipe specifications and what

these changes are and give everyone an opportunity to hear the background

- a. send to PMPC members and they can share it for that session
  - ii. Understanding the roles of districts, headquarters, PMPC research and UCPRC in regard to new innovated work; pilot projects going into construction in the districts. Making sure we have these pilot projects succeed.
    1. Understand everyone's roles and responsibilities are in the construction actual construction of the pilot projects
    2. Acknowledge successful pilot projects that we've seen in construction and with the test turnaround time
      - a. how a lot of the outreach that is being done at district level with the project level to ensure that everyone understands what we're trying to achieve and collect the data.
    3. Making sure that we have really good information to make future decisions that way we do a much better job for all our pilot projects.
    4. Tim - **Action Item:** Ian - Add to the Upcoming EC+ATG meeting to have them discuss the pilot projects - next action we need to take on a pilot project
  - iii. How we tie into the work that the UCPRC does - whether it's implementable research or if its research to help support something that's that that is being developed or something that's already done
    1. Brandon - is there something that we can do differently that will improve the communication and the understanding of efforts between UCPRC and PMPC?
7. Upcoming meetings:
- a. Next 1-hr EC Meeting: October 6, 2022, 9:00 am – 10:00 am
  - b. Quarterly EC + Sponsor Steering Committee Meeting: October 20, 2022, 8:30- 10:00am
  - c. EC (Post EC + Sponsor Steering Committee) Meeting: October 20, 2022, 10:00-Noon

For PMPC meeting minutes please visit:

- EC Meetings: [Pavement & Materials Partnering Committee \(PMPC\) Meeting Minutes | Caltrans](#)
- ATG Meetings: [Asphalt Task Group | Caltrans](#)
- CTG Meetings: [Concrete Task Group | Caltrans](#)