

PMPC Executive Committee (EC) Meeting Minutes

Date: November 17, 2022

Time: 10:00 am - NOON

Location: Webex Meeting

Facilitator: Ray Tritt

Attendees: Robert Hogan for Tom Pyle, Raymond Tritt, Tim Greutert, Christa Siegenthaler for Gudmund Setberg, Charley Rea, Brandon Milar, Ian Sun Chee Fore

1. Call to Order
2. Action Items from 10/20/2022 EC+ATG meeting:
 - a. ~~Action Item~~: Discussion idea - Tim – perusing a presentation on an economic discussion – someone from the AGC gave a good presentation on this topic - understand the impacts.
3. Urgent Issues
4. EC+ATG Meeting Recap
 - a. Tim – great tools - weekly document tracker email
 - i. **Action Item:** Ian - Scoping document review – standing agenda in the monthly meeting– review word document. **DONE**
 - ii. Everyone agree to meet at the 1 hour meeting the first Thursday meeting – this is an informal meeting, not part of the set meetings establish.
 1. **Action Item:** Ian - Will continue to have the 1-hour meeting 3-6 months from now and then revisit. **DONE**
 - iii. Tim – lack of participation – with more frequency of meeting lead to more actors – how beneficial?
 1. Ray – good to have actors – exposure – attend but not have them approve - sign documents as actors
 2. Rob – met with Tom prior to these meetings; but it is good to understand the direction
 3. Christa – Gudmund is planning to use vacation to the end of the calendar year
 - a. Tim & Ray – single representation - beneficial to have the same representative for when Gudmund is replaced – have Christa until a long-term actor – for continuity and consistency
 - i. **Action Item:** Christa will talk with Gudmund about having her as actor until long-term actor replacement. **DONE**
 - b. Tim – Pilot Project tracker liked the update
 - c. Ray – really like the update on the ATG information; would like more preparedness from the CT side; industry did a good job with the updates.
 5. Next meetings:
 - a. Tim – in person meeting at the Translab for the EC group
 - i. Ray – agrees with the in-person meeting – supports; having some of these meetings in person; Charley also agrees with the in-person meeting; Christa agrees; Rob says that Tom is in favor.
 - ii. EC meeting be in-person (not hybrid); and the EC+ATG/CTG/Sponsor meetings be virtually/hybrid option

1. **Action Item:** Ian to schedule – look at the Translab conference room for the next December meeting. **DONE**
- b. Tim - would like EC and Task Group leadership members sitting in the work group meetings – not to drive the discussion but operate effectively?
 - i. Charley – is their concern/problems? Tim – no concerns – make sure the teams are working well together – pilot project tracker – keep it moving
 - ii. Rob – presence might alter the dynamics of the meeting
 - iii. Ray – Let those leadership position to let them lead the group.
 1. Alternate option - just have an open discussion, then step out; see if the TG need help with anything or provide any support from the EC.
6. Open Discussion:
 - a. From the beginning of this meeting
 - i. **Action Item:** Tim to Robert – an overview presentation about the role of APCS conditions in the project development process. There will be a PaveM component. **Majority agree – 15 minutes – Ian will let Robert Hogan know.**
 - b. Mentorship Program
 - i. Next steps - Tim is looking at Brandon's write-up; meeting with the group and create familiarity and be more collaborative. Is on its first draft. **Action Item:** Tim will discuss more in the next meeting. **In Progress**
 - c. ATG and CTG Scoping Documents
 - i. **Action Item:** Ian will schedule a meeting for the CTG to brief the EC over the 3 scoping document ASR, Lime and Spec Improvement of JPCP-RSC. **Have them present during the EC (Post EC-CTG) Meeting. – EC in Agreement.**
 1. Charley – The revised Performance Based ASR Mitigation scoping document was updated to reflect the revised workplan, but left in old completion dates, so added to confusion; would have liked a cleaner version
 - d. Binder Content
 - i. **Action Item:** Charley will see if they will be able to meet on December 1st and who to invite. **DONE – meeting has been rescheduled to December 12th - virtual**
 1. Industry was hoping that it would be resolved by the end of the calendar year.
 2. There is a regularly scheduled meeting of the ATG on Nov. 29; that will continue, but the binder content issue will be addressed at the meeting with EC on December 1st.
 - ii. **Action Item:** Once Charley has confirmed who will attend from industry, Ian will then include them on the invite. **DONE**
 1. Tim/Rob – should there be a briefing? Yes
 - a. **Action Item:** Tim will have Jackie provide a summary update. **No summary update as there was no meeting**
 - b. **Action Item:** Industry to provide a briefing with options and issues – helps gives EC the objective of the meeting and what they hope to accomplish in this meeting. **Will still require Industry to provide for December 12th.**
 - e. Milestone Extensions
 - i. Binder Content
 1. Charley – the policy – My understanding is that the TG can make those extensions that didn't affect the end date, without formally notifying the EC.

2. Ray – do EC approve major schedule changes – like final date? Charley – My recollection is that extensions that affect the completion date are by the TG, but the EC is notified via the extension memo.
 3. EC approves the scoping document; therefore, means the EC approve initial the schedule.
- f. Sustainability Presentation Status update
- i. Charley is halfway done on the first draft – working on the presentation that was created. Idea is for the upcoming Sponsor Meeting in January to highlight sustainability.
 - ii. Tim - Presents on materials and also on the Caltrans Sustainability Page. Supports the effort of this presentation.

Next 1-hr EC Meeting: December 1, 2022, 9:00 am – 10:00 am

Quarterly EC+CTG Meeting: December 15, 2022, 8:30- 10:00am

EC (Post EC+CTG) Meeting: December 15, 2022, 10:00-Noon