

PMPC Executive Committee (EC) Meeting Minutes

Date: December 16, 2021

Time: 10:00 am-12:00 pm

Location: Webex Meeting

Facilitator: Tim Greutert

Attendees: Tom Pyle, Douglas Mason, Raymond Tritt, Charley Rea, Brandon Milar, Tim Greutert

1. Call to Order

- I. The meeting got started after a short break from PMPC CTG + EC meeting.

2. Action Items from 11/18/2021 EC meeting:

- I. Post and update the pilot tracking list on the PMPC website. (Doug) Waiting on discussion of item #2.
- II. Members to discuss PMPC tracking list posting and what can be posted. (Ray, Tim, and Tom)
 - a. Discussion on placing on pilot tracking list on the internet if it gives certain contractors a benefit in bidding. Discussion on how is this any different than the 1-2 year look ahead reports.
 - b. **Action Item: Tom to talk with Legal about sharing pilot tracking sheet on PMPC internet website.**
- III. Doug to send the final smoothness report with a signature block for close out. (Doug)
- IV. Doug to set up 1-hour meeting to create a close out form for work products with Tim and Ray. (Doug) Form was created, no meeting held. Doug to share with Charley and Brandon. Completed
- V. Doug to review SOP on final report language. (Doug) Completed
- VI. Doug set up a dry run meeting for presenters. (Doug) Completed
- VII. Tim to see if sponsors will provide a short intro video on PMPC's importance to the department. (Tim) Completed
- VIII. Doug to check on the milestone and updates for Foundations STG items. (Doug) Completed

Action Items from 10/21/2021 EC meeting:

- I. Tom to go through Pilot Project list at the next EC meeting. (Tom) Ongoing

Action Items from 9/16/2021 EC meeting:

- I. Doug to contact Kelly Lorah to see if she is collecting comments from task groups and STGs. (Doug) She is but the meeting to collect the comments isn't scheduled until December 7 when Tom gets back.
 - a. Meeting held December 7 and comments were assembled to be shared with the group for last comment before being sent to EC.
- II. Schedule a meeting to discuss proposed changes and schedule before the Sponsors meeting. (Doug) Changes are generality with nothing submitted except for Keith's Hoffman suggestion for incorporating Structures into charter and SOP.

Action Items from 7/15/2021 EC meeting:

- I. Doug to poll members for changes in the SOP. (Doug) Ongoing, Poll sent out to ATG, CTG, EC, and chairs of the STGs both Caltrans and Industry. Meeting scheduled for December 7 to go collect comments.
- II. Once all comments are in from task groups, send SOP with track changes on to show changes proposed to all in the STGs, give two weeks to respond.
- III. Finalize tracking system. (Shaila & Tom) Had discussion in previous meeting, ongoing as they finalize the document.
 - a. **Action Item (11/18/2021): Post and update the pilot tracking list on the PMPC website. (Doug)**
 - b. **Action Item (11/18/2021): Members to discuss PMPC tracking list posting and what can be posted. (Ray, Tim, and Tom)**

Action Items from 6/17/2021 EC meeting:

- I. Ray to take the issue paper back and start effort to reduce the test turnaround times. (Ray) No update, we are having conversations on test turnaround times. Caltrans does not track test turnaround times. This will be a longer process and will keep people in the loop.
 - a. Update: Ken is putting together a plan and talking with Charlie.
 - i. Charlie: I haven't spoken to him since the proposal.
 - b. Brandon: Key tracking form for testing projects, are they still doing this?
 - i. Ray: Will check into, not sure. It did have dates and times for testing when they were turned in, just not sure if construction is still the using the form or the data from it.
 - ii. Tim: Ray, I sent you some stuff from DIME on turnaround times, was this data beneficial?
 1. Ken is looking into the data submitted.
 2. Reaching out to the district to see what we can do to reduce times
 - iii. Ken is meeting with labs and REs about the test turnaround times.
 - iv. No updates to report (12/17/21)

Action Items from 3/18/2021 EC meeting:

- I. EC to keep pressing to ensure the pilot projects are completed for the work products. (All) Completed

3. Urgent Issues

- I. No issues were brought forward.

4. Work Products and Bin List – Attachments 2, 3, 4, & 5:

ATG Work Products

- I. The group spent a considerable amount of time on the action items and in the interest of time management and with the EC recently meeting with the ATG last month, the group decided to forgo reviewing the monthly work product update this month.
- II. UCPRC mentioned in one of their presentations the heavy vehicle simulators testing facility needs maintenance repairs for the equipment, is this going to cause delays in testing? Most were unaware of the maintenance or if it would cause any delays.
- III. Also, is rubber being evaluated for type A asphalt concrete? UCPRC is still saying they are running tests on it, might want to do a follow up with John Harvey on how it is tying in with PMPC efforts.
- IV. Last item to discuss is milestone extensions. Task groups and sub task groups chairs need to get consensus with industry on milestone extension. Industry has indicated their Caltrans counterparts have never told them they were pursuing a milestone extension on a couple occasions.

5. Winter Workshop Review:

- I. Tim: I received good feedback and some constructive criticisms on the workshop. What did anyone else hear?
- II. Charley: Didn't really reach out for feedback. We had good participation looking at the number of attendees. General impression was we were trying to reach two different audiences with workshop, those who are new and those who are experienced.
- III. Tim: When do we do this again or we need to work out for industry when it works for their schedule if doing a larger workshop?
- IV. Brandon: Heard from some that thought it was a complete waste of time with going over the SOP, the thank yous and patting each other on the back. They want to have a meaningful discussion to improve the PMPC to move forward, Others felt there was no purpose or goals of what we were trying to do with workshop and participant expectations. Targeting our audience is something we can do annually or every other year, 1 to 2-day forums to be more effective. A value to new participants might be going over the SOP as an orientation. Since such a large effort to put one of these on, I recommend every other year and a 2-hour orientation review for new employees/members to the PMPC.

- V. Ray: Our thought was focusing on new participants for orientation and looking at a day long program, it would have been a different approach than what was presented.
 - VI. Tom: Would be open to a team, one from Design and one from Construction who share the challenges they faced and how they overcame. Turn them into Case Studies.
 - VII. Tim: Did you think it was technical enough?
 - a. Felt it was more operational than technical.
 - b. Group made the decision to solicit feedback from the participants on the workshop.
 - c. **Action Item: Send out a participant survey to evaluate the workshop.**
 - d. Brandon and Charley to send sample survey questions to Doug.
 - e. **Action Item: EC to send survey sample to Doug to review.**
 - f. Send out survey by next week, ask what worked and didn't work, what you want to see in the future, presentation ratings, and then some generic rhetoric about the survey.
6. Upcoming Sponsor Meeting:
- I. Discussion focused on the upcoming sponsor meeting. Looking to get a perspective look into the future for Asphalt and Concrete industry. Focus our discussions on what we see in the future. Group recommended setting up themes for each quarterly meeting and think how to be more effective in meetings.
 - a. Themes: January will be Forward Thinking/Looking, April is Sustainability, July is Equity and Partnerships, and October is Recycle and Innovation.
 - II. Meetings will have the same topics; just different themes and we can show resource needs for the future on some of the big lift items on the bin lists.
 - III. **Action Item: Doug schedule meeting with Tom and the Caltrans EC members to discuss agenda items for January meeting.**
7. Open Discussion:
- I. Charley: Are we done with decision document review? Will we be incorporating into the SOP changes?
 - a. **Action Item: Doug to check on decision document guidance and resend to EC members.**
 - II. **Action Item: Doug schedule meeting with Tom, Cathrina, and Kuo-Wei before January 20 sponsor meeting to discuss individual status of work products in their task groups and scoping documents being developed.**
8. Decisions made/Approvals given by EC:
- I. None.
9. Action Items
- I. Tom to talk with Legal about sharing pilot tracking sheet on PMPC internet website. (Tom)
 - II. Send out a participant survey to evaluate the workshop. (Doug/Kelly)
 - III. EC to send survey samples to Doug to review. (EC)
 - IV. Doug schedule meeting with Tom and the Caltrans EC members to discuss agenda items for January meeting. (Doug)
 - V. Doug to check on decision document guidance and resend to EC members. (Doug)
 - VI. Doug schedule meeting with Tom, Cathrina, and Kuo-Wei before January 20 sponsor meeting to discuss individual status of work products in their task groups and scoping documents being developed. (Doug)

Next Meeting scheduled for January 20, 2021