

PMPC Executive Committee Meeting Minutes

Date: April 12, 2018

Time: 8:30am-11:00am

Location: 2389 Gateway Oaks, Suite 200, Sacramento

Facilitator: Marcella Wiebke

Attendees: PMPC Executive Committee

1. Open Discussion

Regarding the restructuring of the PMPC, it is important that the groups continue holding meetings and working on the work products.

EPDs are a hot topic both internal to Caltrans and Industry.

SB1 Money – it is important that we continue to focus on the success of SB1. While the repeal is currently leaning towards not passing, it is close.

Russell attended one of the Joint Certification and Training sessions. It was a success in his opinion.

It was noted that the new structure of particularly the Asphalt Task Group is concerning to people. It will take some adjustment to the new level of meeting and reporting.

2. Outstanding SOP comments

a. Chairpersons

In the RPC structure, all members of the Task Groups were co-chairs. The Subtask Groups had a CT co-chair and an Industry co-chair. In some situations, this has caused some confusion. It was decided that CT would designate one staff as the chair and then Industry would designate a lead that would reach out to the larger group of stakeholders with information and when gathering data.

The chairpersons shall be responsible for uploading of meeting documents to the website.

b. Number of members in Task, Subtask and Working Groups

For the Task Groups, it was decided that a maximum of four members from Caltrans. They shall represent the affected CT divisions. Industry would provide a maximum of two members. One will act as lead, the other as back up.

For the Subtask Groups, it will be a maximum of 4 CT and 4 from Industry. Again, there will be a CT Chair and an Industry lead.

Working Groups should be no more than 4 from CT and 4 from Industry. The CT owner of the construction standard being discussed should be included in the group. District representation should be considered. The group members will be approved as part of the scoping document.

Chairperson for Work Product Groups – Caltrans shall chair these groups

3. Calendar

It was decided that the main calendar would show the PMPC Executive Committee Meetings and the quarterly meetings with the Task Group. Scheduling of the Task Group and Subtask Group meetings should be delegated to the Task Groups.

4. Letter and memo from Director – Still going through the review process.

5. Additional Items

- a. Current Projects – Direction will be given to the Task Groups that for projects that will not be finished by June 30, 2018, they should be prioritized so the Executive Committee can determine which projects should be worked on. The projects that are chosen to move forward will require new scoping documents to determine the team and the new schedule on remaining deliverables.
- b. Stress to groups that once a work product is complete, new ones can be started.
- c. A process needs to be put into place to review status/results on pilot projects.
- d. We need to stress to our Work Product Group chairs that they need to monitor the final spec to ensure it closely resembles what came out of the group and communicate any changes.