PMPC Executive Committee Meeting Minutes

Date: May 3, 2018
Time: 10:00 am-11:30am
Location: Translab Conference, 5900 Folsom Blvd, Sacramento

Facilitator: Marcella Wiebke
Attendees: PMPC Executive Committee
Purpose: Share information related to the activities of the PMPC

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.