

PMPC Executive Committee Meeting Minutes

Date: September 20, 2018

Time: 10:00 am-11:00am

Location: 3390 Lanatt Street, Sacramento

Facilitator: Marcella Wiebke

Attendees: Ray Hopkins, Tom Ostrom, Amer Bata, Tim Greutert, Charley Rea, Marcella Wiebke, Ian Sun Chee Fore

1. Review of meeting with CTG

- a. In the future, at this meeting, the review needs to be high level and cover the status and deliverables. The EC will be looking to the chair as the lead. The duties of the TG and STG chairs and leads need to be clarified (if they aren't already in the SOP).
- b. The EC recognizes that there may be some scoping documents that don't quite get finished. The Task Group can provide a draft with proposed date for the final version. This is preferred instead of receiving a poor product.
- c. CIP process check – This STG is a little behind on scoping documents and teams. Marcella will do a process check.
- d. Concrete Smoothness guidelines and specs are under review and scrutinized based on the guidelines.
 - i. Follow up on Tom Pyle's Smoothness Workplan schedule

2. Plan for Scoping Documents

As noted in the 1/4ly meeting, an email will go out to all TGs and STGs that the scoping documents are due to the EC by COB Oct. 16. This will back up the STGs with a deadline to the TGs of October 11.

The EC commits to reviewing and approving the scoping documents within 2 weeks of submittal.

3. Calendar Review

- a. With the reorganization and rollout of PMPC, the group is out of sync with the standard schedule in the SOP. With that note, the EC is open to projects being completed by June 2020 unless they are noted as needing a longer schedule.
- b. 2019 – Marcella has the 2019 calendar about ready to release. The EC would like to have meeting invites sent even if rooms can't be scheduled.
- c. Looking into next year, the first EC meeting on the 2019 calendar is Jan 3. This meeting will be moved to January 10th.
- d. The fact that there is a need for a facilitator for the meetings was discussed. Management supports a contract for this effort.
- e. Materials and CIP attendees issue
- f. The EC would like the January 2019 meeting to be a whole PMPC meeting. The SOP can be reinforced, "Wins" can be acknowledged and celebrated, and the sponsors and steering committee can share their thoughts.

4. Open Discussion

- a. The CIP STG had presenters at their meeting. The intent of these meetings is to cover PMPC work. At this time, presentations are not appropriate at these meetings. Marcella will discuss with the CIP STG this issue.
- b. Meeting times – in the future, the EC (Caltrans) will meet from 8:30-9:30 and full EC 9:30-10:30.
- c. Emerging Issues – we all need to plan for emerging issues that may come up. The subtask groups may be asked to stop process on work products to facilitate a topic that is considered top priority. Or the new topic will need to be put in the bin list after it has been reprioritized to consider the new topic.