

PMPC Executive Committee (EC) Meeting Minutes

Date: January 20, 2022
Time: 10:00 am-12:00 pm
Location: Webex Meeting

Facilitator: Tom Pyle

Attendees: Tom Pyle, Douglas Mason, Raymond Tritt, Mrudang Shah, Gudmund Setberg, Charley Rea, Brandon Milar, Tim Greutert

1. Call to Order

- I. The meeting got started after a short break from PMPC CTG + EC meeting.
- II. EC wants to poll district directors on who wants to be part of the Steering Committee. Need the district directors' encouragement and permission for district employees to participate in the PMPC.

2. Action Items from 12/16/2021 EC meeting:

- I. Tom to talk with Legal about sharing pilot tracking sheet on PMPC internet website. (Tom) Did not talk to Legal, no issue with sharing sheet. Completed
- II. Send out a participant survey to evaluate the workshop. (Doug/Kelly) Completed
- III. EC to send survey samples to Doug to review. (EC) Completed
- IV. Doug schedule meeting with Tom and the Caltrans EC members to discuss agenda items for January meeting. (Doug) Completed
- V. Doug to check on decision document guidance and resend to EC members. (Doug) Completed
- 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) Completed

Action Items from 11/18/2021 EC meeting:

- I. Post and update the pilot tracking list on the PMPC website. (Doug)
- II. Members to discuss PMPC tracking list posting and what can be posted. (Ray, Tim, and Tom) Completed
- III. Doug to send the final smoothness report with a signature block for close out. (Doug) Working with Kelly to use signature block to get TG signatures too.

Action Items from 10/21/2021 EC meeting:

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

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.
 - b. Meeting held January 13 for final comments on SOP resolution with TG.
- 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. Completed and need to schedule meeting.

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. (Repeat from above)
- II. 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)**
(Repeat from above)
- b. **Action Item (11/18/2021): Members to discuss PMPC tracking list posting and what can be posted. (Ray, Tim, and Tom)** (Repeat from above)

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. Meet with staff in February to discuss pilot to test turnaround times and speed up process. Does industry want to be involved? Yes.
 - v. **Action Item: Joseph Dongo to have meeting with Brandon and Charley after meeting with Caltrans staff.**

3. Urgent Issues

- I. No issues were brought forward.

4. Work Products and Bin List – Attachments 2-9:

- I. EC had a discussion on the best use of their time, and it was decided to forgo reviewing the monthly work product status updates and bin lists in the EC only meeting. They would prefer to hear about any changes on the work products in general, not go through every work product line by line, just any changes in schedule or personnel for the work products.
- II. **Action Item: Have STGs give a presentation on the submitted CTG scoping documents.**
- III. **Decision Document: EC decided to forgo having the Work Product and Bin list as agenda items for the EC Only meeting but include them as attachments to EC.**

5. Sponsor Meeting:

- I. Charley: Liked Cory's comment on looking to long term future and the work we are doing to get there.
- II. Tom: Nabeelah's comment on communication with the districts in breaking the silos between programs. We need to communicate to all groups in Caltrans as to what the PMPC is doing.
- III. Brandon: I see we are comfortable with our current communication lines in place, but if we were to take on a safety item, would the safety people know who were if the PMPC came calling?
- IV. Tom: Maybe we need to get involved in Project Delivery Advisory Committee (PDAC) and let them know what the PMPC's successes are and what we are doing.
- V. **Action Item: Tim, Ray, Tom to talk with Sergio, Tom Ostrom and Ray Hopkins to see about participating in the PDAC or giving a presentation.**
- VI. Discussion on whether the Sponsors and Steering Committee wanted an hour or hour and half meeting. Whether or not DRISI (Dara/Nick) need to be involved at Steering Committee. Maybe at another level in the PMPC.
- VII. **Action Item: At the next meeting, put together an agenda for sponsor meeting, half of the time for presentations and the other half for open discussions.**
- VIII. **Action Item: Query the Steering Committee and Sponsors for the top five items they want to discuss.**

6. Pilot Project Tracking List:
 - I. Pilot project tracking list was sent out to the group and no discussion was held on it.
7. Open Discussion:
 - I. Tom: I have received some input from Chu Wei. FHWA wants more involvement in PMPC as a mandatory stakeholder.
 - II. Group had a discussion on the issue. Tom was going to talk with Sergio to see what his discussion were with Chris Long form FHWA. Group decided to continue business as usual.
 - III. **Action Item: Add agenda item for the next meeting to discuss FHWA role in PMPC.**
 - IV. **Action Item: EC to review bin list, tracking list and monthly updates and provide feedback to Doug.**
 - V. **Action Item: Tim to talk to STG chairs and TG to set up presentations for scoping documents.**
8. Decisions made/Approvals given by EC:
 - I. EC decided to forgo having the Work Product and Bin list as agenda items for the EC Only meeting but include them as attachments to EC.
9. Action Items
 - I. Joseph Dongo to have meeting with Brandon and Charley after meeting with Caltrans staff on the test turnaround times.
 - II. EC would like presentations on the submitted CTG scoping documents. (Tim)
 - III. Tim, Ray and Tom to talk with Sergio Aceves, Tom Ostrom, and Ray to see about participating in PDAC or giving a presentation. (Tim, Ray & Tom)
 - IV. Doug to put together and agenda for sponsor meeting where half the time is presentations and the other half is conversation. (Doug)
 - V. Doug to query Steering Committee and Sponsors the top five items they would like to discuss at next meeting. (Doug)
 - VI. Add agenda item for the next meeting to discuss FHWA role in PMPC. (Doug)
 - VII. EC to review bin lists, tracking list, and monthly update and provide your feedback. (All)

Next Meeting scheduled for February 17, 2022