PMPC Executive Committee (EC) Meeting Minutes
Date: March 2, 2023
Time: 9:00 am-10:00 am
Location: Webex Meeting

Attendees: Tom Pyle, Charley Rea, Raymond Tritt, Brandon Milar, Keith Hoffman for Tim Greutert, Christa Siegenthaler for Gudmund Setberg, Ian Sun Chee Fore

1. Introduction
2. **Action Items**
   a. **Action Items from EC & ATG Meeting on 02/16/23:**
      i. <u>Ian</u> – Add "HMA Acceptance and Pay Criteria Status Update full scoping document" to the next EC meeting (to review the document) – **Kelly needs to send document**
      ii. <u>Ian</u> – Add to "Pilot Projects through SHOPP Management" to the next Sponsor meeting agenda - **DONE**
      iii. <u>Ian</u> – Add "Zero Speed Inertial Profiler" to CTG+EC agenda to determine if it should remain in RSTG or move to CTG – **Allen sponsored this, now that he's with CTG, does it follow him, or will his replacement continue this? Allen will continue with this effort – will sign scoping document – Assigned to Subtask Group**
         1. **Action Item:** Keith will work with Allen to figure out which Subtask Group will handle this.
   b. **Action Items from EC Only Meeting on 02/16/23:**
      i. <u>Tim, Tom, & Ray</u> – Commit to ensuring that the sponsors will be at the next scheduled EC+Steering/Sponsors Meeting (April 20th) - **Tom will follow up with them**
      ii. **<u>Tom/Ian</u> – Send Sponsor's goals and visions for the PMPC questions (see E.iii.c. all bullets) to the Sponsors to give them time to discuss prior to answering them at the Sponsor meeting. Questions to be shared with the EC prior to sending to Sponsors for final review (Kelly's willing to help) - Tom will forward questions to Sponsors**
      iii. <u>Tom</u> – Draft a SUSTAINABILITY presentation and agenda for the Sponsor meeting for review in the EC meeting on 03/02 (all members of the EC are able/willing to help) - **Being updated.**
      iv. <u>Kelly</u> – Send the Weekly PMPC routing status out to the EC and others – Due 02/21 – **Action Item: Ian will follow up with Kelly on Weekly PMPC routing status**
      v. <u>EC</u> – Evaluate pilot projects section of the SOP. Propose ideas to sustain pilot projects efforts, either through scoping documents, pilot tracking spreadsheets, workplans, etc. - **DONE**
      vi. <u>Ian</u> – Add Action Item #5 to the March EC Only meeting - **DONE**
      vii. <u>Tom/Ian</u> – Reschedule the 03/16 EC meetings to 03/30 (same time) - **DONE**
   c. Document Status Updates
      i. ASR Mitigation Status

1. Need 1 more signature, can be routed to Mina to sign on behalf of Gudmund. However, there were concerns from IQA on the specs. Does this effort go against the Department's Sustainability goals?
   a. Keith – it does not, long term forecast
   b. **Action Item:** Keith will ask Joe Harline to schedule a meeting with CTG and your STG to discuss ASR SD. To have this resolved before the next EC/CTG meeting at the end of this month. – **Email Sent**
2. **Action Item:** Ian to route to Mina to sign – **DONE – routed to Mina to sign.**
   a. **COMPLETED: Mina signed document**
3. Urgent Items
   a. Evaluate pilot projects section of the SOP.
      i. Concern: Scoping document not as detailed and who is doing what. Make documents have more detailed information.
      ii. Propose ideas to sustain pilot projects efforts, either through scoping documents, pilot tracking spreadsheets, workplans, etc.
4. Discuss Agenda for the EC+CTG Meeting on 03-30-2023
   a. **Action Item:** Ian to get latest CTG monthly update file from Kelly.
5. Discuss Sponsor Meeting on 04-20-2023
   a. Charter – and attendance. Discuss future meetings.
   b. Would like to hear from Sponsor's goals and visions for the PMPC
      i. What are they hearing? Any concerns? Successes?
      ii. What are the big things we need to know about? Caltrans global initiatives? Directional changes coming?
      iii. What are their focus points and expectations?
      iv. How do they view Caltrans' roles and responsibilities in the development of specifications and standards for use by Local Agencies?
6. Next meeting date, topics, action list and meeting evaluation

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Action Items from EC 1-hour meeting on 03/02/23:
1. **Action Item:** Keith will work with Allen to figure out which Subtask Group will handle this.
2. **Action Item:** Ian will follow up with Kelly on Weekly PMPC routing status.
3. **Action Item:** Ian to get latest CTG monthly update file from Kelly.

Upcoming Meetings:
- PMPC EC + ATG Meeting – February 16th 8:30-10am
- PMPC EC (EC + ATG) Meeting – February 16th 10-Noon
- PMPC EC 1 hour Meeting – March 2nd 9-10am
- PMPC EC + CTG Meeting – March 16th 8:30-10am
- PMPC EC (EC + CTG) Meeting – March 16th 10-Noon

Website: Pavement and Materials Partnering Committee | Caltrans

For all meeting minutes please visit:

- EC Meetings: Pavement & Materials Partnering Committee (PMPC) Meeting Minutes | Caltrans
- ATG Meetings: Asphalt Task Group | Caltrans
- CTG Meetings: Concrete Task Group | Caltrans