

**CITY COUNTY PAVEMENT IMPROVEMENT CENTER (CCPIC)
GOVERNING BOARD MEETING
MEETING MINUTES**

CSU LONG BEACH

Friday, 17 May, 2019 10.00 am to 3.00 pm

Chair: Randy Breault (City of Brisbane), co-Chair: Matt Tuggle (Solano County)

Agenda Items

1. Welcome and self-introductions (all)

- Randy welcomed all and asked for self-introductions
- New attendee was Najee Zarif of San Joaquin County

2. Work plan progress updates: John Harvey and Laura Melendy

- Funding and spending update (John Harvey)
 - Update on funding and spending to date. John discussed the spending, which has primarily focused on training delivered by UC Davis and UC Berkeley. Other activities included website development and admin, travel, and communications. Funding to date has been provided by SB1 funds provided to the Davis and Berkeley campuses. **See attached meeting powerpoint.**
 - Progress on moving Mineta Transportation Institute SB1 funding to UC Davis. John mentioned that it has taken a lot of time getting money from MTI to Davis and then to the CSUs, mostly due to the unique nature of SB1 funding, and uncertainty around how to move legislative money. The process is nearly complete for all three CSUs. Task Orders have been sent to the CSUs and work should begin shortly as the funding is set up. This funding is \$150,000 initially.
 - The initial task orders for CSUC and Long Beach State are on asphalt compaction and concrete specifications. **Action Item for CSUC, begin work on concrete specifications task order and recently sent communications task order. Action Item for CPSLO and CSULB, begin work on asphalt compaction specifications task order and recently sent communications task order.**
 - Future task orders will include training participation and the hiring of a person for regional support in southern California to be coordinated with CSULB. The position will be funded by UCD funds.
 - Discussion on Caltrans planning grants included determining if funding from this program could be obtained. **Action Item for Eduardo Serafin and Matt Tuggle, preliminary investigation of the grant program through Caltrans and to report back to the group within 30 days.**

- Training (Laura Melendy)
 - History. To date a total of 6 classes (in-person and on-line) have been delivered through the CCPIC program. A total of 254 people have participated in six classes:
 - Asphalt Pavement Maintenance and Rehabilitation
 - 11/6/18 in Richmond for 43 people
 - 12/4/18 in Los Angeles for 31 people
 - 4/24/19 in Gilroy for 43 people
 - In-place Asphalt Recycling and Stabilization Strategies
 - 5/31/18 in Orinda for 23 people
 - Pavement Management Systems and Preservation Strategies
 - 10/24-25/18 in Costa Mesa for 41 people
 - Superpave Mix Design for Local Agencies
 - 2/4-5/19 online for 73 people

Action items for Laura. Need to identify the classes, the number of participants for the in-person and on-line classes and the jurisdictions attending, to date, and then update quarterly for cumulative and quarterly totals using a spreadsheet.

- Recycling class request from Santa Barbara. **Action item for John, Send request for in-place recycling class to Eduardo and Laura for follow up with County of Santa Barbara.**
- Marketing classes. Discussion on marketing the classes including using ITS, LOCC, CSAC, and the CP2 Center newsletter. Laura indicated most of the classes fill up with just the ITS marketing. **Action item for Laura, Do we need more marketing for the CCPIC courses?**
- CCPIC Training and Certificate Program (Laura Melendy)
 - Training and certificate program document (Laura Melendy). Laura provided an overview of the certificate project which would include 80 hours training, about 20 percent in person courses and 80 percent on-line. She reviewed **Attached draft certificate program document** at the meeting and asked for feedback on the document. The courses shown in the attachment are based on the survey and the past experience of Laura and John. The courses on page 3 of the attachment also include the potential trainers (universities and industry organizations). Comments and suggestions were made by the group. **Action item for Laura, Report on the status of the training and certificate program every meeting.**
 - **Action item for the group. Provide feedback and/or approval on the attachment to Laura by the June 1. Laura will revise based on the feedback and send out a link to the board.**
 - **Action item for John. Set up a meeting with existing and potential instructors to discuss course delivery and updating of content.**
 - Other discussion was to make sure the following topics are included in the proposed courses:
 1. Surface preparation prior to treatment or overlay.
 2. Thin lays-less than 1 inch.

3. Performance models for use in LCCA using agency data. **Action items for John, Jay, Howard, Matt and Najee, John or one of his students will call regarding estimated performance and total costs for different treatments.**
 4. How engineers interact with maintenance staff or communication through project delivery process.
 5. Utility company coordination of utility cuts with pavement treatments.
 6. ADA impacts and coordination with pavement treatments.
 7. Quizzes for the certificate program. It was generally agreed that after each course, a quiz would be given and then to receive a certificate, a final comprehensive exam would be given. **Action to Laura and Eduardo, investigate logistics of giving quizzes for on-line classes, particularly with multiple people on one registration not all of whom are taking the quiz, Eduardo to work on questions for the first on-line class in June with help from Gary Hicks and Chris Hooke.**
 8. **Action for all, For a great resource on pavement preservation and all the various treatments, check out www.roadresource.org . Another good resource is the AASHTO ETF at <http://tsp2-etf.org/> .**
 - Overview of first new web-based class to be delivered in June 2019 (John Harvey)
 - CCPIC Core A: Introduction to Pavement Engineering and Management. See **Attached meeting powerpoint** for the course information and an outline of the topics. The course which will be on-line and delivered in 4 days, 2 hours each day. Right now it is scheduled for June 17-20 from 1 to 3 pm each day. Laura is ready to start registrations now. John has completed the course materials and is prepared to deliver the course and the governing board can participate in the class.
 - **Action item for Laura. Laura to send out a link to the board ASAP so they can register for the course.** Course information and registration available via this link:: techtransfer.berkeley.edu/schedule
- Serve as a resource center
 - Update on discussions with Erik Updyke as southern California technical resource (John Harvey). John has had conversation with Erik and others about appointing Erik to this role. Erik would help with specifications using the Greenbook. He could also provide a help desk (vetted by the board) and work on FAQs. The northern California resource center would be based out of UC Davis.
 - **Action for John and Laura. The university needs to look into this to prevent potential conflicts of interest in terms of defining how to keep resource center from entering into realm of consulting.**
 - Example project: East Bay Municipal Utility District and City of Orinda. John Harvey briefly discussed this project funded by East Bay MUD as an example of other things the CCPIC could do in terms of cooperative research.
 - Other possibilities

- Provide assistance to LOCC, CSAC, CEAC and other agencies (like utility districts), state agencies (like CalRecycle)
 - Provide assistance to local government for pilots, technology development
 - Any priorities that we should reach out about?
 - **Action items of the board: Provide feedback by June 15 to John regarding the CCPIC serving as a resource center, and priorities they think resource centers should focus on.**
- CCPIC website (John Harvey, information prepared by Jon Lea)
 - Communication about website. At present the website is thin on content. We need suggestions for what to add to the website.
 - Update on website activity. John provided a report on the website activity which seem to peak after selected meetings. The website needs to be better marketed in the CP2 newsletter and at various local public works meetings.
 - Update on creating peer-to-peer communication capability for regional local government discussion groups. John reviewed the CCPIC forum document and Matt Tuggle volunteered to pilot hosting it. **Action for UC Davis. Jon Lea and John Harvey to follow-up with Matt on this.**
- Outreach and communication
 - California Pavement Preservation Center newsletter. Gary Hicks will develop articles including a meeting summary including upcoming training classes and one on the role of the CCPIC for the June newsletter. Articles will appear in the quarterly newsletter each issue. **Action item for the board. Need ongoing feedback and ideas on CCPIC communication through CP2 newsletter.**
 - Suggested topic. An article on cost escalation as SB1 funding comes on line and while industry still building capacity. Need to get information from Caltrans, MTC, ARTBA and other sources. **Action for John, have students look into this for discussion at our next meeting and potential article for next CP2 newsletter.**
 - Outreach at PWOI meeting in March in San Diego (Shadi Saadeh). This worked well but we need to participate in other meetings including LOCC, CSAC, CEAC, MSA, PWOI, APWA and NACE. **Action for Rony and Chris, provide to John, Laura and Gary a calendar for all relevant meetings of the cities and counties by June 1. Also, work with John and team to identify appropriate state-wide events to discuss deliverables or activities. The presentation would be different for the different audiences. Action for the board, send any events you are involved with that we should put on our calendar for summer outreach around state to Rony and Chris. CCPIC is talking with Panos Kokkas from Yolo County about presenting at the NACE meeting to be held in southern California in April, 2020.**
 - Booth or other types of outreach at events. We discussed the need for more visibility at the various meetings including the use of a booth, brochures, class schedules, other deliverables including the resource centers, and a SB-1 logo. **Action for Laura, work on developing brochures, and other materials for use at conventions and meetings.**

- Communications between key players. Need to improve communication channels between Rony, Chris, John, Laura, Randy, Matt. **Action for John, Laura, Gary, provide better communication to board members and CCPIIC team.**
3. Next meeting (All)
- Web meeting,
 - When? In August or September for 1-2 hours. **Action for John, send out a doodle poll in by June 20.**
 - Topics? Some to consider are SB-1 funding, bicycle lane PMS, unpaved roads, training effort and plans for 2019 and 2020. **Action for the group.** Please provide John with topics 30 days prior to the web meeting so he can finalize the agenda. **Action item for John, create a calendar for timely communication with Randy, Chris, Chris and Rony prior to each board meeting and then follow it.**
 - Any other items to bring forward. If so, send to John.
 - Face to Face meeting
 - When. Before November 22nd
 - Where. At MTI in San Jose. **Action for John, follow up with Karen Philbrick at SJSU about hosting.**
4. Meeting Adjourned at 2 pm