

MP Committee Meeting Minutes
Thursday, April 12, 2018, 1:00 p.m.

Attendance:	Dan Brayack	Stefanie Elliott	Kimberly Hoover
	Mike Mance	Travis Walbeck	John Crane
	Vincent Allison	Paul Cyrus	Jimmy Pritt
	Josh Hemsworth	David Lipscomb	Mark Nettleton
	Martin Dougherty	Jacob Bumgarner	Matthew Daly
	Steve Boggs	Jonathan Bailey	

Sign in sheet was circulated. Copy attached.

WELCOME

Dan Brayack called meeting to order. Brief review of Open Meeting format. Review of the following:

VOTING MEMBERS

Contract Admin – Steve Boggs
Engineering Division – TBD
Maintenance Division – Jacob Bubgarner
Materials Division – TBD
Traffic Engineer – Ted Whitmore

GOALS OF MP COMMITTEE

Produce Good/Effective MPs
Get MPs through process
Give understanding to all involved parties
Be Effective with Participants Time
Look toward the Future

Review of MP Process

MPs to FHWA

Need to see content changes (not formatting) that have been made to the MP when they are sent to the FHWA.

UPCOMING AGENDA

You can find agendas on the Materials website. They will also be in Word format in ProjectWise.

Would like to spend around 10 minutes on the MP when being reviewed. MPs will be lumped into groups. Only voting members need to stay for the entire meeting.

REVIEW OF MP'S

- **MP 601.03.50** – Mike Mance – small change to Batch Tickets that has already been approved. We will review and vote on it.
- **MP 307.00.50** – Steve Boggs – notes on attachments – comment from industry about under drains. Paul said he was ok with it. We can vote on this next time.
- **MP 688.02.20** – Kim Hoover – 4th presentation to Committee. Needs to obtain an email address to submit the form to. Wants to have the PDF form be fillable online. Ron has changes he wants made to this – 3.2.1 last sentence need to delete “should” and replace with “shall”, bullets should be changed to “a, b, c, etc”. Dan will send the rest of these changes to Kim. She will make changes and bring forth to next meeting for 5th time.
- **MP 688.03.20** – Kim Hoover – 4th presentation to Committee. Kim cannot approve the changes that were made. Wants to change the name of the MP. Would like the form to be filled out electronically and submitted. This is almost a complete re-write. Decision still needs to be reached on who will approve the containment plans. Mike Mance recommends referencing 105.2. Kim will update and bring back to committee a 5th time.
- **MP 700.00.00** – Kim Hoover – 1st presentation to Committee. This is MP on process of creating MPs. Dan wants to make sure that verbiage is always changed to “as listed, but not limited to”. Dan has a template if you want to start writing a MP that will help with formatting issues. There is an attachment to this MP that Kim got from FHWA and it needs to be credited to them. Need to update the revision date. Travis wants to approve this to be voted on. Kim says this cannot be approved today because we do not have an approval process yet. The approval process is referenced in DD105. Ron also has comments on this. Dan will forward to Kim to make the requested changes. This will be brought to the MP Committee for a 2nd time.

PWL Specs

401.02.31, 401.07.20, 401.07.21, 401.07.22, 401.07.23, 401.07.24, 401.07.25, 401.13.50 - These have been sent 3.5 years ago to FHWA.

NEXT MEETING

Next meeting will be held Wednesday, May 9, 2018 at 1:00 p.m. Meetings will typically be held on second Thursday of the month after June.

ADJOURNED