

**Minutes**  
**HVSIA Executive Council meeting**  
**Wednesday 13 August 2014 8:00 am – 9:00 am**  
**Florida Department of Transportation, State Materials Office**  
**Gainesville, Florida**

**Scope:** *The purpose of the HVSIA Executive Council is to:*

- *Manage the affairs and policies of the Alliance.*
- *Establish other committees for managing specific portfolios with delegated authority to act on behalf of the ExCo.*
- *Identify and/or approve organizations or individuals for Membership.*
- *Elect the Lead Agency and Chairperson on a three-year basis.*
- *On issues related to the activities and operations of the Alliance, all members will be allowed to vote;*
- *All membership, constitutional and financial matters will be dealt with by the Executive Council.*

**1. Welcome & Call to Order: Chair Bouzid Choubane**

**2. Items under Discussion**

**2.1 Formalization of HVSIA logo and letterheads for formal communication**

Some owners and agencies require formal invitations to attend international meetings. Bob Briggs agreed to create a standard template letter-head which will be used for all formal communication. This will include an HVSIA logo.

Decisions Taken:

- 1) Bob Briggs will develop a HVSIA template and letterhead.
- 2) Bob Briggs will send a welcome letter to new HVSIA members and let them know that they are members and to make them aware of HVSIA

**2.2 Maintenance assistance provided by Dynatest**

Bob Briggs informed the group that a competent team of engineers and technicians are now available for maintenance and technical assistance apart from Stefan Budricks. They include:

- Gary Silcox- software development and support
- Brian Cook – electrical engineer
- Ritchey Skelly – assembly lead, technician, and operator
- Peter Millar – technician and operator
- Charles Moore – technician and operator
- Jacob McDonald – technician and operator
- Lance Denmark – technician and operator

Current and former HVS operators as mentioned above (Lance, Jacob, Charles, Peter) are also available to aid with troubleshooting.

The owners expressed a wish that a fault-finding guide and a Troubleshooting database should be created which will enable users to fix general problems without having to contact Dynatest. This should be hosted by Dynatest or can be hosted on the HVSIA website in the Executive Council area (not available to the general public). The option of a *maintenance discussion blog* on the internet was debated where all users can contribute to. Bob Briggs to investigate.

Stefan B to put together a list of the expected lifetimes of critical components as this will assist users to purchase critical components ahead of time to avoid costly downtime due to unforeseen maintenance. The users also requested a list from Dynatest showing the lead time for the ordering and delivery of parts.

Stefan B mentioned that remote internet based assistance is also available via *team-viewer* as long as the HVS control computer is hooked up to the internet.

Decisions Taken:

- 1) Bob Briggs will develop a troubleshooting database and guide (blog) and provide an update in October.
- 2) Stefan Budricks will determine the expected life of parts assuming routine maintenance is performed.

### **2.3 Customization and Improvements to the HVS**

Various users have made small changes and improvements to their machines and are willing to share the information with other users. Two examples of this are Costa Rica and Florida. Luis G and Bouzid C agreed to share their information to all users.

Stefan B provided an overview of the changes and improvements of the latest Mk VI model.

Stefan B is also available for assistance and information regarding the implementation of the latest improvements, such as the electric carriage drive system (instead of the hydraulic system) to existing HVS machines.

### **2.4 HVSIA Chair Rotation**

Although the constitution stated that the rotation will be on a 3-yearly basis the idea was discussed to reduce this to 2 years. The motivation for this is because there are so many owners now and all should get the opportunity to chair and host an HVSIA meeting. It was, therefore, proposed to reduce the rotation period from 3 to 2 years. The proposal will be submitted via email to the Executive Council members for a Yes/No vote.

It was re-iterated that the chair is responsible for the formal invitations and he can at his discretion appoint a co-chair to assist. All formal invitations will in future be done on the new HVSIA letterheads. The chair can also invite other non-HVS owners/groups or individuals to attend HVSIA meetings. The chair may also approach other HVS users to host future HVSIA meetings at their facility.

### **2.5 Format of the meeting**

All are in favor of the existing format (as seen in the agenda of the current meeting).

### **2.6 HVS operators: sharing of information**

The need for HVS Operators to share and discuss machine specific issues was discussed. Possible solutions include web-based meetings between operators such as video links or Go-To Meetings. Chair to organize.

## 2.7 Contact details

It was agreed that a complete list of contact information including that of HVS operators must be added to the Exco only area of the HVSIA website. This will enable users and the operators to get in contact with one another with ease.

## 2.8 HVSIA website ([www.HVSIA.com](http://www.HVSIA.com))

Louw d P gave an overview of the website. The web site needs and update with all the new owners joining the last 2 years. Louw and Alvaro agreed to create a questionnaire which will be mailed to all which will assist in the population of the correct and latest info on the website. Some of the info on the web is also not relevant and needs to be removed. The main changes required are:

- Remove machine production table
- Consolidate contact information to only one page and one person per program
- Usernames should be email address
- Constitution should be on the public side of the website if not already
- Update the activity matrix

### Decisions Taken:

- 1) Louw du P and Alvaro Ulloa-Calderon will develop a questionnaire and mailed that to all.
- 2) Louw d P: Update the website after info from all users are received and make changes as discussed.

Note: UCR's group offered to provide assistance with the website maintenance/updates if and when needed.

## 2.9 Next meeting and possible discussion topics

Luis G agreed to put out a survey monkey so that users can vote on the location for the next meeting. Three possibilities were suggested: FAA, UCD and Florida.

Possible discussion topics/workshops for next HVSIA 2015:

- Walk through of troubleshooting guide/blog
- Introduction of operators through web-video
- HVS enhancements and customizations that programs have made
- Workshop on *how did the HVS assisted in the development of green technologies and a reduction in greenhouse gasses*. A kind of Cost/benefit analysis on this topic is suggested.

### Decisions Taken:

- 1) Luis G will poll members to determine the next HVSIA meeting location (UC-Davis, FDOT, or FAA).

## 3. Adjourn