

# WAQTC EXECUTIVE BOARD

## 2023 SPRING MEETING MINUTES

**PRESIDING:** LARRY ILG, CHAIR  
**RECORDER:** DESNA BERGOLD, COORDINATOR

**DATE:** March 30<sup>th</sup>, 2023  
**TIME:** 1:00 TO 6:30 PM MDT  
**LOCATION:** DOUBLE TREE, MISSOULA, MT

**ATTENDEES:**  
LARRY ILG, ODOT, CHAIR  
L. SCOTT NUSSBAUM, TREASURER, UDOT  
CRAIG WIEDEN, CDOT  
MICHAEL VOTH, CFLHD  
CHAD CLAWSON, ITD  
OAK METCALFE, MDT  
GARRETT WEBSTER, WSDOT  
SEAN PARKER, ODOT, QAC CHAIR  
MISTY MINER, MDT, QAC VICE CHAIR

**ABSENT:**  
MIKE SAN ANGELO, AKDOT & PF, VICE  
CHAIR  
BRIAN IKEHARA, HDOT  
AMY BEISE, NDDOT

### Agenda Items / Objectives:

#### 1. Report on 2022 Proposed AASHTO revisions:

- a. *R 47, Reducing Samples of Asphalt Mixtures to Testing Size (TS 2c)* – Champion Larry Ilg
- b. *R 76, Reducing Samples of Aggregate to Testing Size (TS 1c)*
- c. *T 30, Mechanical Analysis of Extracted Aggregate (TS 2c)*
- d. *T 112, Clay Lumps and Friable Particles (TS 1c)*

#### 2. 2023 Proposed AASHTO revisions from the QAC:

- a. *T 11, Materials Finer Than 75- $\mu$ m (No. 200) Sieve in Mineral Aggregates by Washing (TS 1c)*
- b. *T 27, Sieve Analysis of Fine and Coarse Aggregates (TS 1c)*
- c. *T 30, Mechanical Analysis of Extracted Aggregate (TS 2c)*
- d. *T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete (TS 3b)*
- e. *T 166, Bulk Specific Gravity ( $G_{mb}$ ) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens (TS 2c)*
- f. *T 329, Moisture Content of Asphalt Mixtures by Oven Method (TS 2c)*

#### 3. QAC Chair and Vice Chair

- a. QAC next Vice Chair selection: Gilbert Arredondo
- b. AASHTO COMP Annual Meeting attendees

#### 4. Administration Manual and RPIH

- a. QAC accepted Board's recent proposal
- b. Disallow cellular devices under Written Exam
- c. Allow trial suspension under Performance Exam

#### 5. Funding and Budget – Scott Nussbaum

#### 6. Third-Party Written Exam Delivery progress

#### 7. Task Force 16-01 T 310 Procedure for Calibration Blocks

8. YouTube Channel and video training
9. Executive Board interview video
10. Strategic Plan
  - a. Long term goals
  - b. 2023 Planned Work
  - c. 2022 Completed items
11. Other items

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

WELCOME	Larry Ilg, ODOT and Executive Board Chair, welcomed everyone to the meeting.	
REPORT ON 2022 PROPOSED AASHTO REVISIONS		
R 47	<p><i>R 47, Reducing Samples of Asphalt Mixtures to Testing Size (TS 2c)</i></p> <p><u>Status of previous proposal</u></p> <p>In 2021, WAQTC proposed revisions updating the figures, formatting, and the use of ‘active voice.’ The revisions were submitted before the mid-year webinar and were discussed at the 2022 COMP Annual Meeting. These revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2023.</p> <p><i>Desna Bergold, D B Consulting and WAQTC Coordinator, will verify these revisions are published.</i></p>	DESNA BERGOLD
R 76	<p><i>R 76, Reducing Samples of Aggregate to Testing Size (TS 1c)</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO R 76 in 2021. There were significant comments and three negative votes. The QAC and the Executive Board addressed the negative votes, and the revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item. These revisions are drafted in the AASHTO Library and should be published in 2023.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD
T 30	<p><i>T 30, Mechanical Analysis of Extracted Aggregate (TS 2c)</i></p> <p><u>Status of previous proposals</u></p> <p>In 2020, WAQTC proposed revision to Section A2.2, ‘This mass is shown in Table A2.1 for <b>five</b> sieve-frame dimensions in common use.’ Table A2.1 was revised in 2021 and has only three sieve-frame dimensions. This revision is drafted in the AASHTO Library and should be published in 2023.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD

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T 112	<p><i>T 112, Clay Lumps and Friable Particles (TS 1c)</i></p> <p><u>Status of previous proposals</u></p> <p>In 2022, WAQTC proposed revisions to T 112 to address formatting and typographical errors. This was on the COMP ballot with other revisions. No negatives.</p> <p>The 2023 version in the AASHTO Materials Library does not include the editorial revisions. Sean Parker, ODOT and QAC Chair, is the Champion of these revisions and will alert Matt Beeson, TS 1c Chair.</p> <p><i>Sean will contact Matt Beeson.</i></p>	SEAN PARKER
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2023 PROPOSED AASHTO REVISIONS FROM THE QAC

	<p><i>T 11, Materials Finer Than 75-<math>\mu</math>m (No. 200) Sieve in Mineral Aggregates by Washing (TS 1c)</i></p> <p><u>QAC's revision discussion</u></p> <p>During the 2022 QAC Summer Meeting, the QAC discussed the maximum temperature allowed for drying samples before and after washing. The AASHTO method states, 'Dry the test sample to constant mass at a temperature of <math>110 \pm 5^{\circ}\text{C}</math> (<math>230 \pm 9^{\circ}\text{F}</math>).' The method does not include all the components to determine constant mass. Including a reference to T 255 to dry the sample to constant mass was discussed at the 2022 AASHTO COMP Annual Meeting. Revisions for T 11 and T 27 were drafted to reference T 255 and presented to Matt Beeson, TS 1c Chair, by Scott Nussbaum, UDOT and WAQTC Treasurer. This proposal was not discussed during the midyear webinar.</p> <p>During the 2023 QAC Winter Meeting, the QAC discussed removing the temperature requirement. T 255 allows drying at a higher temperature but states in Section 7.2, 'Use a controlled temperature oven when excessive heat may alter the character of the aggregate, or where more precise measurement is required.'</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> <li>• Section 2.1, Referenced Documents, add 'T 255, Total Evaporable Moisture Content of Aggregate by Drying'</li> <li>• Section 8.1 add 'according to T 255' and remove 'at a temperature of <math>110 \pm 5^{\circ}\text{C}</math> (<math>230 \pm 9^{\circ}\text{F}</math>).'</li> </ul>	
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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<ul style="list-style-type: none"> <li>Section 8.5 add ‘according to T 255’ and remove ‘at a temperature of <math>110 \pm 5^{\circ}\text{C}</math> (<math>230 \pm 9^{\circ}\text{F}</math>).’</li> </ul> <p>The Board approved the proposed revisions. Sean offered to Champion the proposal; Scott offered to assist. Misty Miner, MDT and QAC Vice Chair, also offered to assist.</p> <p><i>Sean Parker will submit the proposed revisions to Matt Beeson, TS 1c Chair.</i></p>	SEAN PARKER
	<p><i>T 27, Sieve Analysis of Fine and Coarse Aggregates (TS 1c)</i></p> <p><u>QAC’s revision discussion</u></p> <p>See constant mass and temperature discussion under T 11.</p> <p>The QAC proposes removing the temperature range. T 255 Section 7.2 covers aggregate breakdown. T 27 Note 5 addresses drying at higher temperatures if the higher temperature doesn’t cause degradation, which can be removed because it is covered in T 255.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> <li>Section 2.1, Referenced Documents, add ‘T 255, Total Evaporable Moisture Content of Aggregate by Drying.’</li> <li>Section 8.1 add ‘according to T 255’ and remove ‘at a temperature of <math>110 \pm 5^{\circ}\text{C}</math> (<math>230 \pm 9^{\circ}\text{F}</math>).’</li> <li>Remove final sentence in Note 5.</li> </ul> <p>The Board approved these revisions. Sean offered to Champion these revisions as they are closely related to the T 11 revisions.</p> <p><u>Discussion item</u></p> <p>Larry said that ODOT has had issues with the large sieves and sieve shakers being used for sieve analysis (gradation). ODOT believes that the large sieves should be used for material separation not for accurate gradation results.</p> <p>Oak Metcalfe, MDT, said that in Montana, some district labs had an issue with AASHTO re:source proficiency sample results and found that the problem was using large sieves and shakers for part of the gradations.</p> <p>T 27 Note 2 indicates that not all sieves are for use with all samples.</p>	

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	<p><b>Note 1</b>—Use of a mechanical sieve shaker is recommended when the size of the sample is 20 kg (44 lb) or greater, and may be used for smaller samples, including fine aggregate. Excessive time (more than approximately 10 min) to achieve adequate sieving may result in degradation of the sample. The same mechanical sieve shaker may not be practical for all sizes of samples because the large sieving area needed for practical sieving of a large nominal size coarse aggregate very likely could result in loss of a portion of the sample if used for a smaller sample of coarse aggregate or fine aggregate.</p> <p>Scott said that UDOT hasn't run into this issue. He's concerned that a technician may not be checking the sieve loss (0.02 percent allowable loss after sieving). He wondered if that would indicate a problem with the sieves and sieve shaker.</p> <p>Oak said he will discuss proficiency samples and the results with Sonya Puterbaugh or John Malusky, AASHTO re:source, to see if they have identified this issue.</p> <p>Scott suggested that the TTQP Training Materials address the Note 2 final sentence. Desna said she will add the use of large sieves to the 2023 QAC Summer Meeting Agenda.</p> <p><i>Use of large sieves for sieve analysis will be a 2023 QAC Summer Agenda item.</i></p> <p><i>Sean Parker will submit the proposed revisions to Matt Beeson, TS 1c Chair.</i></p>	<p>DESNA BERGOLD SEAN PARKER</p>
<p>T 30</p>	<p><i>T 30, Mechanical Analysis of Extracted Aggregate (TS 2c) (2/22)</i> <u>QAC's revisions discussion</u></p> <p>This method also restricts the drying temperature to '110 ± 5°C (230 ± 9°F).' As T 255 already addresses degradation, the committee decided to propose drying the sample according to T 255. (See discussion under T 11 and T 27).</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> <li>• Break paragraphs with multiple steps into individual steps.</li> <li>• Add (in red) 'Dry the sample to constant mass according to T 255, if necessary,' remove redundant constant mass language</li> <li>• Remove first sentence in Note 3.</li> <li>• Remove second 'add wetting agent.'</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Editorial ‘active voice’ revisions.</li> </ul> <p>The Board approved these revisions. Larry volunteered to Champion these revisions.</p> <p><i>Larry Ilg will submit the proposed revisions to Allen Myers, TS 2c Chair.</i></p>	LARRY ILG
T 121	<p><i>T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete (TS 3b)</i></p> <p><u>QAC’s revision discussion</u></p> <p>During the 2022 Summer Meeting, Misty pointed out that the AASHTO method does not have a step for determining the mass of the empty measure. The QAC proposes including steps for removing standing water from the dampened measure, determining mass of the measure, and calculating the net mass of the material.</p> <p>It is the QAC’s practice to reformat methods that have multiple steps in a paragraph to individual steps when proposing revisions to a method and other ‘active voice’ editorial revisions that are appropriate.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> <li>• Break paragraphs with multiple steps into individual steps.</li> <li>• Add ‘and remove any standing water from the bottom’ after ‘dampen the measure.’</li> <li>• Add ‘Determine the mass of the empty measure using a balance that meets the requirements of Section 4.1.’</li> <li>• Add ‘Determine the net mass by subtracting the mass of the empty measure (Section 7.2), from the mass of the measure and concrete (Section 7.12)’</li> <li>• Other ‘active voice’ revisions</li> </ul> <p>Desna told the Board that after drafting the QAC proposed revisions, Dan Gettman, AKDOT and QAC Member, pointed out that in Sections 3.1.1, 8.2, and 8.6 theoretical density is represented by <i>T</i>. Density is represented by <math>\rho</math> in the procedure and therefore theoretical density should be represented by <math>\rho_T</math>. The Board agreed.</p>	

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	<p>The Board pointed out that in the new 7.7.2.2, Desna had erroneously struck ‘in compacting the final layer.’ The sentence should begin with ‘in consolidating the final layer.’</p> <p>An internal cross referencing error was also found and correction drafted.</p> <p><u>Board proposal modifications</u></p> <ul style="list-style-type: none"> <li>• Sections 3.1.1, 8.2, and 8.6, change theoretical density variable to <math>\rho_T</math></li> <li>• Section 7.7.2.2 add ‘in consolidating the final layer’</li> <li>• Section 3.1.1 fix internal cross referencing after M, Section 3.1.4</li> </ul> <p>Oak volunteered to Champion this proposal.</p> <p><i>Oak Metcalfe will submit the proposed revisions to Brandon Varilek, TS 3b Chair.</i></p>	OAK METCALFE
T 166	<p><i>T 166, Bulk Specific Gravity (<math>G_{mb}</math>) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens (TS 2c) (2/22)</i></p> <p><u>QAC’s revisions discussion</u></p> <p>The QAC said that drying a core in Method C, Rapid Test, at <math>110 \pm 5^\circ\text{C}</math> (<math>230 \pm 9^\circ\text{F}</math>) isn’t very rapid. The core is intended to be destroyed. T 329 allows the mix to be dried up to the job-mix formula (JMF) mixing temperature. This temperature would speed up the rapid test. The QAC proposes drying the specimen according to T 329.</p> <p>The QAC proposes adding an apparatus section in Method C. Methods A and B both have one but not Method C even though the oven temperature range is different.</p> <p>In Section 5.5, it states the oven should be ‘capable of maintaining a uniform temperature of <math>52 \pm 3^\circ\text{C}</math> (<math>126 \pm 5^\circ\text{F}</math>),’ but in Section 6.1 it states, ‘Dry the specimen to a constant mass at a temperature of <math>52 \pm 3^\circ\text{C}</math> (<math>125 \pm 5^\circ\text{F}</math>).’</p> <p>As for T 121, the QAC is proposing reformatting the paragraphs and other ‘active voice’ editorial revisions.</p> <p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> <li>• Break paragraphs with multiple steps into individual steps</li> </ul>	



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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<ul style="list-style-type: none"> <li>• Change ‘52 ± 3°C (126 ± 5°F)’ to ‘52 ± 3°C (125 ± 5°F)’ in Section 5.5</li> <li>• Add apparatus section in Method C, include: <ul style="list-style-type: none"> <li>○ 11.1 Forced-Air, Ventilated, or Convection Oven—capable of maintaining the temperature surrounding the sample at 163 ± 14°C (325 ± 25°F).</li> <li>○ 11.2 For other equipment, see Methods A or B.</li> </ul> </li> <li>• Remove sentence describing apparatus in Procedure.</li> <li>• New Section 12.2.2, add ‘and dry according to T 329’ and remove ‘at 110 ± 5°C (230 ± 9°F)’</li> <li>• New Section 12.2.4, add ‘and dry to constant mass according to T 329’ remove ‘at 110 ± 5°C (230 ± 9°F)’ and following oven sentence.</li> <li>• Move the ‘More than one oven may be used . . .’ into a note.</li> </ul> <p>The Board reviewed the proposed revisions and decided that the oven for Method C should reference the requirements in Section 5.5. They also recommended deleting the original 11.2.1 instead of moving it to a note.</p> <p><u>Board proposal modifications</u></p> <ul style="list-style-type: none"> <li>• Add ‘For drying samples, meeting the requirements of Section 5.5. and’ in Section 11.1</li> <li>• Delete ‘More than one oven may be used . . .’ paragraph.</li> </ul> <p>Oak volunteered to Champion the proposed revisions.</p> <p><i>Oak Metcalfe will submit the proposed revisions to Allen Myers, TS 2c Chair.</i></p>	OAK METCALFE
T 329	<p><i>T 329, Moisture Content of Asphalt Mixtures by Oven Method (TS 2c)</i></p> <p><u>QAC’s revision discussion</u></p> <p>The QAC proposed revisions to ‘active voice’ to help clarify the method.</p>	

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	<p><u>Revision proposal:</u></p> <ul style="list-style-type: none"> <li>• Break paragraphs with multiple steps into individual steps</li> <li>• Remove ‘Preheat the oven’ in the new 6.5 and revise to ‘active voice’</li> </ul> <p>Oak volunteered to Champion the proposed revisions.</p> <p>Oak thought that combining the proposed revisions for each Technical Subcommittee into one proposal letter would be a good idea. The Board agreed. Desna will write a proposal letter for each TS Chair for the Champions to submit.</p> <p><i>Oak Metcalfe will submit the proposed revisions to Allen Myers, TS 2c Chair.</i></p>	OAK METCALFE
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OTHER WAQTC

QAC CHAIR AND VICE CHAIR	<p><i>Chair and Vice Chair Transition by July 1</i></p> <p>According to the ‘QAC Chair / Vice Chair Process’ in the <i>Operations Manual</i>, Sean’s term as QAC Chair will be ending July 1 and Misty, as current Vice Chair, will assume the Chair. During the 2023 QAC Winter Meeting, the QAC selected a new Vice Chair.</p> <p>Gilbert Arredondo, UDOT, is proposed to take over the Vice Chair’s duties when Misty becomes Chair.</p> <p>Craig Wieden, CDOT, moved to approve Gilbert as the QAC Vice Chair. Scott seconded. There were no nays, the motion carried.</p> <p>Misty asked if Sean, Misty, and Gilbert could attend the AASHTO COMP Annual Meeting for a smoother transition.</p> <p>Scott moved to allow the current QAC Chair, Vice Chair, and the future Vice Chair to attend the AASHTO COMP Annual Meeting, Oak seconded. There were no nays, the motion carried.</p> <p><i>Gilbert Arredondo is confirmed as the QAC Vice Chair as of July 1, 2023.</i></p> <p><i>Gilbert, Misty, and Sean are approved to attend AASHTO COMP Annual Meeting.</i></p>	<p>GILBERT ARREDONDO</p> <p>MISTY MINER</p> <p>SEAN PARKER</p>
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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

ADMINISTRATION MANUAL AND RPIH		
RADIATION SAFETY TRAINING	<p><i>QAC accepted Board's recent proposal</i></p> <p>During the 2022 Executive Board Fall Meeting, the Board decided that it is important to indicate that radiation safety training is required for use of the nuclear density gauge but that it is a separate certification and not the responsibility of the WAQTC trainer.</p> <p>The Board revised the section to read:</p> <p style="padding-left: 40px;">Embankment &amp; Base/In-Place Density testing:</p> <ul style="list-style-type: none"> <li>• Participants and their employer(s) are responsible to independently meet all safety, training, and certification requirements for the transportation and use of a nuclear density gauge.</li> </ul> <p>If any agency would like to require proof of radiation training before certification, they should include the requirement in the agency specific RPIH.</p> <p>The QAC agreed with the Board's proposal.</p> <p><i>The Administration Manual and Registration, Policies, and Information Handbook will be revised as approved.</i></p>	DESNA BERGOLD
WRITTEN EXAM	<p><i>Written exam, add no cellular device used during exam</i></p> <p>The QAC proposes explicitly excluding cellular devices for use as a calculator in the Written Examination section on Page 8 of the <i>Administration Manual</i>.</p> <p>The QAC also proposed further revisions because some of the wording is a bit outdated.</p> <p><i>Revisions to the Written Examination section:</i></p> <p>The examination is closed book which requires that no technical materials, <del>or notes</del>, <del>or cellular devices</del> are allowed <del>in the room to be accessed</del> during the examination. Calculations may be required for some questions; therefore, a <del>battery powered pocket</del> calculator (<del>non-cellular</del>) may be brought to the examination. Calculators may not be shared. <del>The individual must bring No. 2 pencils and erasers and clean scratch paper if desired.</del></p>	

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<p>The Board approved the QAC's proposal.</p> <p><i>The Administration Manual and Registration, Policies, and Information Handbook will be revised as approved.</i></p>	DESNA BERGOLD
PERFORMANCE EXAM	<p><i>Allow trial suspension</i></p> <p><i>Trial suspension revision</i></p> <p>The QAC proposes adding a section in the Performance Examination section to allow the technician to suspend the performance examination if they realize they had made a mistake. This is like what ACI does during their performance exam. This option is mentioned in the 'Examiner Orientation' in the <i>Operation Manual</i>. It doesn't appear anywhere else.</p> <p>The QAC determined that suspending a trial and restarting the method should not restart the time allowed to perform the entire exam.</p> <p>Proposed revision to the <i>Administration Manual</i>:</p> <p style="padding-left: 40px;">During a test method trial, if an examinee realizes they have made an error they can request to voluntarily suspend that trial and immediately start the test method over from the beginning. Voluntarily suspending and restarting a test method will not be counted as a trial failure. The examinee must state that they want to suspend the trial and start over without prompting. Voluntary suspension of a trial is allowed only once per test method.</p> <p>The Board reviewed the QAC proposed revisions and they were also concerned about how much time restarting a test method would take.</p> <p>The Board discussed how this could work. If a technician were to forget to determine the mass of a sample and realized if when the gradation was nearly complete, how could they start the test method over from the beginning in a reasonable time frame? The Board said that any revisions should address various situations.</p> <p>The ACI Performance Exams are 'closed book.' WAQTC Performance Exams are 'open book.' The Board wondered if it is appropriate to allow starting the test method over for an 'open book' exam.</p>	

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	<p>The Board decided to return the proposal to the QAC for further discussion.</p> <p>While reviewing the <i>Administration Manual</i>, the Board noticed that multiple terms are used interchangeably: ‘participant,’ ‘examinee,’ and ‘individual.’ The Board would like the QAC to select a term and revise the manuals appropriately.</p> <p><i>Revisions to the Administration Manual and Registration, Policies, and Information Handbook will be 2023 QAC Summer Agenda items.</i></p>	<p>DESNA BERGOLD</p>
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<p>FUNDING AND BUDGET</p>	<p><i>Funding and Budget</i></p> <p>Scott presented the WAQTC Funding Summary (attached). He indicated that the Pooled Fund balance has been growing in the last few years. As of the end of March there is a \$250,000 balance.</p> <p>Scott said that is necessary to have enough money to carry over to new contracts but there is no need for a high balance.</p> <p>Scott said there are a couple of options: reduce the contribution or not contribute for a year or discuss improvements to the program that haven’t been considered due to cost.</p> <p>Garrett Webster, WSDOT, would like to keep the funding steady and come up with ideas to improve the program. Reducing the contributions or discontinuing them for a year could make it difficult to re-allocate the funds.</p> <p>Misty suggested that some of the funds could be used for virtual training. Garrett agreed that WAQTC could add production value to the training videos.</p> <p>Misty also suggested that a video of Board members being interviewed about the benefits of WAQTC membership would be a good public relations tool. Larry thinks interviewing the technicians would also be helpful.</p> <p>Larry would like the Board to consider whether WAQTC is repeating Transportation Curriculum Coordination Council (TC3) and FHWA efforts. TC3 has online training and videos but the training is only available to TC3 members. FHWA videos should be available to all. Sean asked Mike Voth, CFL, for a catalogue of videos (follow up email attached). Oak shared the link for <a href="#">FHWA Concrete Clips</a>.</p>	
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	<p>Larry suggested funding ‘train the trainer’ classes. Hosting classes for trainers or sending them to seminars to improve training methodology.</p> <p>The Board appreciated the ideas and would like everyone to send Desna any more ideas.</p> <p>The Board would also like the QAC to brain-storm program improvements.</p> <p>Scott then presented the commitments and contributions list. Scott asks that those who have not posted their commitment on the pooled fund site do so. Scott also said that UDOT will reach out to agencies in arrears.</p> <p><i>Brain-storming program improvements will be a 2023 QAC Summer Meeting Agenda item.</i></p>	DESNA BERGOLD
THIRD-PARTY WRITTEN EXAMS	<p><i>Third-Party Written Exam Delivery</i></p> <p>Desna informed the Board that the Aggregate Testing Technician (AgTT) written exam is available for registration at <a href="http://Webassessor.com/waqtc">Webassessor.com/waqtc</a>. Registration opened March 2<sup>nd</sup>, 2023.</p> <p>Desna said that there have been a couple of new accounts created by WAQTC members but no exam registrations. The agencies that will be using the third-party exam first, ITD, WSDOT, and AKDOT, will be having internal meetings to discuss how to proceed.</p> <p>The QAC suggests that Asphalt Testing Technician I and II (AsTT) written exams also be made available for registration.</p> <p>The Board approved making AsTT I and II available.</p> <p><i>Desna will contact Kryterion and have AsTT I and II written exams made available.</i></p>	DESNA BERGOLD
TASK FORCE 16-01	<p><i>AASHTO Technical Subcommittee (TS) Task Force 16-01: Write procedure for Calibration Blocks</i></p> <p>The QAC members asked their agency experts how the blocks used for calibrating the nuclear gauges are calibrated.</p> <p>Everyone said that they calibrate the blocks every five years by either sending the gauges to outside agencies or obtaining master gauges provided by outside agencies. Master gauges are calibrated to a higher standard.</p>	

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<p>Craig said that Matt Linneman, TS 1b Chair, asked him in 2021, as the Steward for T 310, to look for a practice.</p> <p>Craig said that CDOT doesn't have a good relationship with Troxler and they were trying to figure out how Troxler's master gauge was NIST traceable. CDOT didn't get anywhere in tracking that down. CDOT recently contracted with Instrotek to have them provide a master gauge so that CDOT could check their blocks. Instrotek provided the following on their process used for their block/master gauge:</p> <p><i>Once every five years we calibrate the blocks by weighing them to get the total mass and we use a large caliper to determine the dimensions for volume determination.</i></p> <p><i>These two measurements give us the information we need to calculate the density of each block (density= mass/volume). Both the scale and the caliper are NIST traceable, which would make our master block NIST traceable.</i></p> <p><i>Our master gauge is calibrated at high precision on these blocks and is used to determine the density of our secondary blocks and customer blocks. Secondary blocks are also NIST traceable by the way of the master gauge calibration on the NIST blocks.</i></p> <p>Craig said that the Task Force, which is primarily WAQTC members, could draft a practice. If another company has a different process the practice could include multiple processes. Craig said that he would try to get more specific information about Instrotek's process. The Task Force will then consider developing a practice.</p> <p><i>Craig Wieden will get more information from Instrotek and determine if the Task Force will develop a practice.</i></p>	CRAIG WIEDEN
YOUTUBE CHANNEL AND VIDEO TRAINING	<p><i>Training Videos for YouTube Channel</i></p> <p>YouTube channel</p> <ul style="list-style-type: none"> <li><a href="#">Aggregate</a> Videos playlist</li> <li><a href="#">Asphalt</a> Videos playlist</li> <li><a href="#">Concrete</a> Videos playlist</li> <li><a href="#">Embankment &amp; Base and In-Place Density</a> Videos playlist</li> </ul> <p>Misty informed the Board that reviewing and making recommendations for the training videos is an ongoing task for</p>	

Page 16		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<p>the QAC. Until they can fully review what is already available, they cannot determine what still needs to be done and create a timeline.</p> <p>Misty said that based on the feedback so far, audio should be added.</p> <p>Larry suggested waiting until it is determined if there are improvements such as professional audio that could be done with more funding.</p> <p><i>YouTube Channel and Video Training is tabled until the QAC can discuss it during the 2023 QAC Summer Meeting.</i></p>	QAC
EXECUTIVE BOARD INTERVIEW VIDEO	<p>As discussed under the Funding and Budget item, Misty suggested that a video of the Board members on the benefits of being a WAQTC Member Agency be created.</p> <p>Larry wondered what the lifespan would be with the potential turnover with personnel. Sean thought a video would be beneficial for many years.</p> <p><i>A video of Executive Board members discussing the benefits of WAQTC membership is open for further discussion.</i></p>	
STRATEGIC PLAN		
LONG TERM GOALS	<p><i>Development of Presentation Materials</i></p> <p>Desna asked for clarification of ‘Development of Presentation Materials’ long-term goal. The description is:</p> <p style="padding-left: 40px;">Presentations on WAQTC: the benefits of membership, technology transfer opportunities, activity reports, training modules, etc.</p> <p>The Board determined that with the earlier discussion of videos, etc. that this is an ongoing activity and not a long-term goal.</p> <p><i>Development of Presentation Materials will be changed to an on-going activity.</i></p>	DESNA BERGOLD
2023 PLANNED WORK  2022 COMPLETED ITEMS	<p><i>2022 Planned Work</i></p> <p><i>Strategic Plan Action Items</i></p> <p>a) Continue work on ‘on-going’ activities.</p>	



Page 17		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

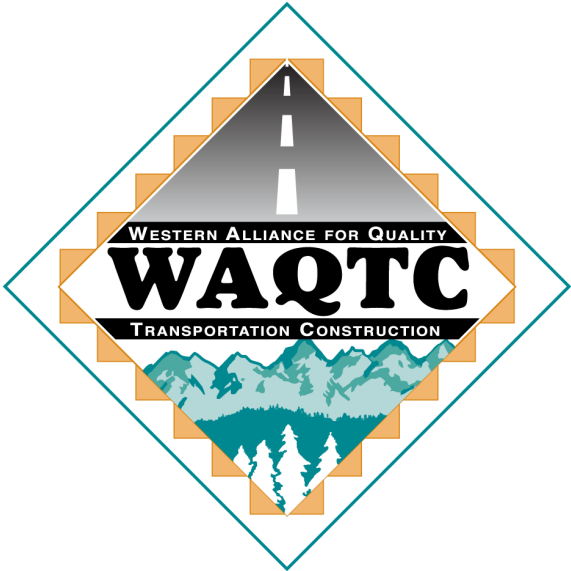
	<ul style="list-style-type: none"> <li>b) Evaluate existing training materials for needed improvements / updates.</li> <li>c) Member teleconferences to share developments in training and certification platforms.</li> <li>d) Implement virtual written examinations.</li> <li>e) Develop online training and videos.</li> </ul> <p>The Board reviewed the 2023 revisions to the Strategic Plan that Desna drafted and approved with a correction to the header and the revision made under the ‘Development of Presentation Materials’ item.</p> <p><i>The 2023 Strategic Plan is approved as modified.</i></p>	DESNA BERGOLD
OTHER ITEMS	<p><i>Executive Board Summer Meeting</i></p> <p>The Executive Board Summer Meeting, which is held in part to review proposed AASHTO revisions, is usually held on the Sunday before the AASHTO COMP Annual Meeting.</p> <p>In 2022, the Board decided to hold the meeting virtually on the Friday before the AASHTO COMP Annual Meeting. Desna asked what the Board would like to do this year.</p> <p>Oak said that last year the meeting was held on Friday due to issues traveling to Miami from the western states. This year it isn’t an issue because the AASHTO COMP Annual Meeting will be held in San Diego.</p> <p>The Board discussed the advantages of having an in-person meeting. Desna pointed out that although traveling to San Diego isn’t as difficult, AASHTO has the Steering Committee meeting on that Sunday too.</p> <p>Scott asked if there were disadvantages to having the meeting in-person. Some members do not travel to the AASHTO COMP Annual Meeting, having a virtual meeting during work hours allows more members to attend.</p> <p>The Board agreed that the Friday before the AASHTO Annual Comp Meeting has advantages.</p> <p><i>The Executive Board Summer meeting will be held virtually Friday July 28<sup>th</sup>, 2023</i></p>	

# WAQTC Funding Summary

## March 30, 2023

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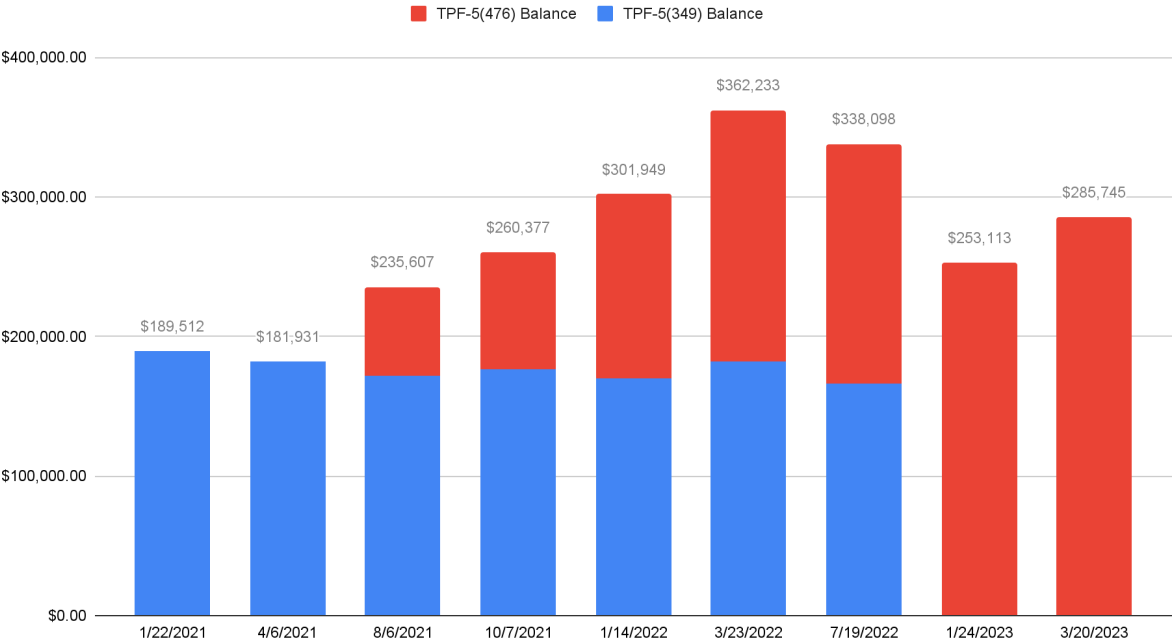
(As of March 20, 2023 Finance Report)



# Summary Chart

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Pooled Fund Balance



# Commitments and Contributions

Mar 20, 2023

Federal Fiscal Year	Agency	Commitments (Posted)		Received Funds	
		<a href="#">TPF-5(349)</a> 2017-2021	<a href="#">TPF-5(476)</a> 2021-2025	<a href="#">TPF-5(349)</a> 2017-2021	<a href="#">TPF-5(476)</a> 2021-2025
2017	Alaska			\$75,000	
2018	Alaska			\$12,000	
2019	Alaska			\$12,000	
2020	Alaska				
2021	Alaska		\$12,000		
2022	Alaska		\$12,000		
2023	Alaska		\$12,000		
2024	Alaska		\$12,000		
2025	Alaska		\$12,000		
2017	Colorado			\$27,519	
2018	Colorado				
2019	Colorado				
2020	Colorado			\$25,000	
2021	Colorado		\$12,000		\$12,000
2022	Colorado		\$12,000		\$12,000
2023	Colorado		\$12,000		\$12,000
2024	Colorado		\$12,000		
2025	Colorado		\$12,000		
2017	Hawaii	\$12,000		\$12,000	
2018	Hawaii	\$12,000		\$12,000	
2019	Hawaii	\$12,000		\$12,000	
2020	Hawaii	\$12,000		\$12,000	
2021	Hawaii				
2022	Hawaii		\$12,000		\$12,000
2023	Hawaii		\$12,000		
2024	Hawaii				
2025	Hawaii				
2017	Idaho	\$12,000		\$12,000	
2018	Idaho	\$12,000		\$12,000	
2019	Idaho	\$12,000		\$12,000	
2020	Idaho	\$12,000		\$12,000	
2021	Idaho		\$12,000		\$12,000
2022	Idaho		\$12,000		\$12,000
2023	Idaho		\$12,000		\$12,000
2024	Idaho		\$12,000		
2025	Idaho		\$12,000		

Since our meeting, a significant contribution is being processed from Alaska DOT - LSN 4/11/23

# Commitments and Contributions

Mar 20, 2023

Federal Fiscal Year	Agency	Commitments (Posted)		Received Funds	
		<a href="#">TPF-5(349)</a> 2017-2021	<a href="#">TPF-5(476)</a> 2021-2025	<a href="#">TPF-5(349)</a> 2017-2021	<a href="#">TPF-5(476)</a> 2021-2025
2017	Montana	\$12,000		\$12,000	
2018	Montana	\$12,000		\$12,000	
2019	Montana	\$12,000		\$12,000	
2020	Montana	\$12,000		\$12,000	
2021	Montana		\$12,000		\$12,000
2022	Montana		\$12,000		\$12,000
2023	Montana		\$12,000		\$12,000
2024	Montana		\$12,000		
2025	Montana		\$12,000		
2017	North Dakota				
2018	North Dakota				
2019	North Dakota				
2020	North Dakota	\$12,000		\$12,000	
2021	North Dakota	\$12,000	\$12,000		\$12,000
2022	North Dakota		\$12,000		\$12,000
2023	North Dakota		\$12,000		\$12,000
2024	North Dakota		\$12,000		
2025	North Dakota		\$12,000		
2017	Oregon	\$12,000		\$12,000	
2018	Oregon	\$12,000		\$12,000	
2019	Oregon	\$12,000		\$12,000	
2020	Oregon	\$12,000		\$12,000	
2021	Oregon	\$12,000	\$12,000		\$24,000
2022	Oregon		\$12,000		
2023	Oregon		\$12,000		\$12,000
2024	Oregon		\$12,000		
2025	Oregon		\$12,000		
2017	Utah	\$12,000		\$12,000	
2018	Utah	\$12,000		\$12,000	
2019	Utah	\$12,000		\$12,000	
2020	Utah	\$12,000		\$12,000	
2021	Utah		\$12,000	\$12,000	
2022	Utah		\$12,000		\$12,000
2023	Utah		\$12,000		
2024	Utah		\$12,000		
2025	Utah		\$12,000		

# Commitments and Contributions

Mar 20, 2023

Federal Fiscal Year	Agency	Commitments (Posted)		Received Funds	
		<a href="#">TPF-5(349)</a> 2017-2021	<a href="#">TPF-5(476)</a> 2021-2025	<a href="#">TPF-5(349)</a> 2017-2021	<a href="#">TPF-5(476)</a> 2021-2025
2017	Washington State	\$12,000		\$12,000	
2018	Washington State	\$12,000		\$12,000	
2019	Washington State	\$12,000		\$12,000	
2020	Washington State	\$12,000		\$12,000	
2021	Washington State		\$12,000		\$12,000
2022	Washington State		\$12,000		\$12,000
2023	Washington State				
2024	Washington State				
2025	Washington State				
2017	Western & Central Federal Lands				
2018	Western & Central Federal Lands			\$10,000	
2019	Western & Central Federal Lands				
2020	Western & Central Federal Lands				
2021	Western & Central Federal Lands			\$20,000	
2022	Western & Central Federal Lands				\$12,000
2023	Western & Central Federal Lands				\$12,000
2024	Western & Central Federal Lands				
2025	Western & Central Federal Lands				