

# WAQTC

## EXECUTIVE COMMITTEE MEETING MINUTES

**LEADER :** Michael SanAngelo  
**FACILITATOR :** Bernie Kuta  
**RECORDER :** Garth Newman / Bernie Kuta

**DATE :** March 24, 2003  
**TIME :** 8:00 am to 5:00 pm pst

### EXECUTIVE COMMITTEE MEMBERS PRESENT

Tim Biel, UDOT  
Jeff Miles, ITD  
Garth Newman, ITD  
Howe Crockett, WFLHD  
Mark Elicegui, NDOT  
Tim Aschenbrener, Colorado DOT

Michael San Angelo, AkDOT-PF  
Bernie Kuta, RC  
Tom E. Baker, Washington DOT

### MEMBERS ABSENT

John Stites, CFLH D  
Jeff Gower, Oregon DOT  
John Tenison, NMSHTD

Garrett Okada, HDOT  
Jeffery Rayman MDT

### TTQP MEMBERS PRESENT

Garth Newman ITD  
Troy Peterson UDOT

### GUESTS

Jim Sorenson FHWA  
Dean Weitzel NvDOT  
Charles Luedders RC  
Jason Dietz FHWA-CA  
George Carnate HDOT

Dan Sanayi FHWA  
Wendy Weitzel NvDOT  
Kevin Dayton WSDOT  
George Raymond Okla DOT

### **MEETING OBJECTIVE :**

1. Review of Bylaws and Operational agreement
2. Qualification Advisory Committee (QAC) Discussion
3. Pooled Funds
4. Test methods

**PLEASE RESPOND TO YOUR ACTION ITEMS.**



ISSUE	DISCUSSION	DECISION	ACTION REQUIRED
1)	<p>Meeting Started with introductions. No changes to the executive committee for the first time!</p>		
2) Bylaws & Operational agreement	<p>Mike San Angelo handed out the agenda and copies of the bylaws, operational agreement, &amp; white paper on WAQTC Membership requirements. Mike went through the materials meticulously showing what is required to be a member of WAQTC as outlined by the Bylaws and operational agreement. He pointed out that each agency had signed both documents including who signed and when.</p> <p>The discussion continued with topics ranging from: Only qualifying in one area and how that doesn't follow the TTQP requirements</p> <p>Garth asked, "what a perfect qualification program would look like?" Everyone had differing ideas and lead into what each state is operating under now. This conversation brought up the issue of many of the agencies aren't using AASHTO and are changing the AASHTO designator to an Agency designator. This may be a contractual issue with contracts and specifications.</p> <p>Training reciprocity vs. Functional reciprocity. This topic brought in Nevada's Mark Elicegui and that NvDOT is going out on their own and why. They felt the WAQTC program was too inflexible. They don't want to teach all the test methods and want a 5-year qualification.</p> <p>Mike brought up the idea of a non-member agency. At an agency may be able to get training materials but not be able to vote on issues.</p> <p>All this discussion pointed out that no one really knows if any of the agencies are following the operational agreement and the Administration Manual.</p>	<p>Mike San Angelo will put together a Task group possibly the QAC to look at exactly what each agency is doing.</p> <p>Also look at how the current materials are broken out. If there are gaps in the materials. Development of new modules (Sampling and Density).</p> <p>Three-year qualification vs. 5-year qualification. See if the program needs levels such as Asphalt 1 and Asphalt 2.</p>	<p><b>Mike San Angelo</b></p>

ISSUE	DISCUSSION	DECISION	ACTION REQUIRED
<p>3) Qualification Advisory Committee</p>	<p>Mike went over the requirements of the Qualification Advisory Committee (QAC) from the operational agreement. Part of witch is below.</p> <p><u>Name and Membership.</u> The TTQP will have an oversight group referred to as the Qualification Advisory Committee (QAC). The QAC will consist of at least one representative each from the member Agencies of the WAQTC, <b>who possesses knowledge in the materials field</b> or other such area that the WAQTC feels will benefit the QAC.</p> <p><u>Requirements and Authority.</u> The principal task of the QAC is to provide oversight of the TTQP. The QAC will act in an advisory capacity to the WAQTC Executive Committee and will carry out tasks as assigned by the Executive Committee. The QAC will meet yearly, or at any other time as is required, at a location to be agreed upon by the members, either in person, by conference or video call, or other suitable means of conducting business. All recommendations of the QAC will require approval of the Executive Committee. The QAC will review the TTQP, and all comments from that year’s participants as compiled by member Agencies, and determine any changes, deletions, or improvements that are needed in the program and in the instructional materials. <b>The QAC will prepare a draft(s), if required, of the intended changes to the program and present it to the Executive Committee for approval.</b> Upon approval the QAC will follow the guidelines for incorporation of these changes into the program as defined in the TTQP Administrative Manual. The QAC will also make recommendations on additional qualifications or related undertakings that would help to accomplish the WAQTC mission. <b>As part of their oversight duties, either they, a subcommittee, or agent appointed by them, will review the administration of the TTQP in each member Agency in order to maintain the integrity of the program and the basis for technician reciprocity and assure conformance to the process.</b> A review will be conducted after the first year of operation and at a minimum every three years thereafter. The results of the findings will be reported to the WAQTC Executive Committee along with recommendations.</p> <p>A vote was taken At the Feb. 18 &amp; 19, 2000 to develop the QAC. The outcome was: “ The Executive committee will function in this capacity and will continue to use small subcommittee’s for tasks.”</p>		

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<b>ISSUE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION REQUIRED</b>
<b>QAC continued</b>	<p>A ballot will be sent out to vote again on the development of the QAC. Please review the Administrative manual the Operational agreement.</p> <p>If the vote is “YES” a questionnaire will be sent out on who the QAC person will be from that agency.</p>	<p>Send Out Voting Ballot 30 Day response</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>
<b>4) WAQTC Pooled Fund</b>	<p>Bernie Kuta handed out the latest rendition for the pooled fund agreement along with a pooled fund study commitment form and a cost breakdown for the WAQTC Administrative manager.</p> <p>Some discussion ensued about the cost estimates.</p> <p>Jim Sorenson told the attendees that the FHWA budget was out and that there was more research funding available the expected. He recommended contacting the Division offices so we could get those funds. Have the Divisions contact the DOT’s.</p> <p>Bernie has only got a commitment from UTAH and WFLHD for funds. This could limit the ability to get a manager on board for this year’s revisions and having the September meeting.</p>	<p>Revise cost estimate</p> <p>Send out letter to Division offices</p> <p>Keep hound the executive members All executive members to go beck and try to get funding</p>	<p><b>Bernie Kuta</b></p> <p><b>Bernie Kuta</b></p> <p><b>Bernie Kuta</b></p> <p><b>ALL</b></p>
<b>5) Test methods</b>	<p>Reviewed where test methods AASHTO T-308 &amp; TP-61, are at in revision process.</p> <p>T-308</p> <p>Two recommended changes were co- introduced by Co. and Or.</p> <p>Tom Baker recommended development of a process to push through these revisions through the tech section.</p> <p>Step one to get data supporting the revisions from Nevada, Colorado and Oregon.</p> <p>Also get data to review from NCAT.</p> <p>Step two: Send out a survey on who would oppose these change</p> <p><b>Need a champion to carry it to the tech section in August.</b></p>	<p>Develop protocol <b>SEE PAGE 7</b></p>	<p><b>Tom Baker</b></p>

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<b>ISSUE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION REQUIRED</b>
<b>Test Methods continued</b>	<p>TP-61 back out to AASHTO Ballot problems with the definition differences AASHTO vs. ASTM</p> <p>Reviewed where test methods WAQTC TM-4, TM-5, TM-6, &amp; TM-8 are at in the process to change them to AASHTO.</p> <p>Discussion on TM-4, only two states in WAQTC use it (Idaho &amp; Alaska).</p> <p>TM-5 follow same protocol as T-308. Use Washington Data.</p> <p>TM-6 follow same protocol as T-308. Gather data</p> <p>TM-8 follow same protocol as T-308. Gather data</p> <p>TM-2 has partially been incorporated into AASHTO but still needs to be fully incorporated.</p>	<p>Michael San Angelo Champion</p> <p>Ballot to remove from Asphalt module</p> <p>Work by Tim Biel and Championed by Tom Baker Tom to supply Tim with list who voted no.</p> <p>Work by Jeff Gower <b>NEED Champion!</b></p> <p><b>Need Worker and Champion!</b></p> <p>Need to find out who is on tech section from WAQTC. Solicit them into championing this method</p>	<p><b>Michael San Angelo</b></p> <p><b>Tim Biel</b></p> <p><b>Tom Baker</b></p> <p><b>Jeff Gower</b></p> <p><b>Michael San Angelo</b></p>
<b>6) Test Security</b>	<b>We have had individuals calling posing as WAQTC agency personal trying to get the written exams.</b>	<b>Transfer of written exams should not occur between agencies and requests should come through the recorder.</b>	<b>ALL</b>

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<b>ISSUE</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>ACTION REQUIRED</b>
<p>8) TCCC</p> <p>9) <b>Quality Assurance Technologist course</b></p>	<p>Howe handed out an overview of the last meeting. TCCC is still looking for Pooled fund monies.</p> <p>Howe handed out a briefing paper written by Bruce Wasill of WFLHD. Bruce recommends holding off on using the existing materials until the revisions are completed. Handout also included information on incorrect QL pay equation from the AASHTO guide specs.</p>	<p>Please look at the TCCC web page at:  <a href="http://www.nhi.fhwa.dot.gov/tccc/">www.nhi.fhwa.dot.gov/tccc/</a></p>	<p><b>ALL</b></p>
	<p><b>PROPOSED NEXT MEETING:</b></p> <p><b>Portland or Reno      September 25, 2003</b></p>	<p>Please respond to Garth if this doesn't work for you!</p> <p>Check about a Meeting room</p>	<p><b>ALL</b></p> <p><b>Jeff Gower</b> <b>Mark Elicegui</b></p>

<b>Name</b>	<b>Agency</b>	<b>E - Mail</b>
Gerry Carnate	Hawaii – DOT	gerobin.carnate@hawaii.gov
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### **Protocol for Successfully Implementing New Test Standards in AASHTO**

1. Survey the Subcommittee on Materials List-serve, to determine test usage, interest and support.
2. Publish results of survey (note: if very few states are interested, reconsider trying to move ahead on establishing an AASHTO test method).
3. Publish facts and studies to members of the Technical Section responsible for the area of the test method
4. Contact the chair of the Technical Section and get on their agenda for the annual meeting
5. Write up a short description of the test method, the need for the change, the reason for the change and the logic behind the change.
6. Lobby members of the Technical Section
7. Speak at the Technical Section meeting, at the annual SOM meeting.