

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

LEADER : Michael San Angelo
FACILITATOR :
RECORDER : Garth Newman

DATE : March 21, 2005
TIME : 9:00 am to 4:45 pm pst

EXECUTIVE COMMITTEE MEMBERS PRESENT

Michael San Angelo, AkDOT-PF	Tim Biel, UDOT
Tim Aschenbrener CoDOT	Luci Moore, Oregon DOT
Garth Newman, ITD	Tom E. Baker, Washington DOT
Jeff Miles, ITD	Richard Duval. CFL-H D
Jeffery Rayman MtDOT	Howe Crockett, WLF-HD

MEMBERS ABSENT

Joan Nakamura, HDOT	David Belser TxDOT
Mark Elicegui, NDOT	
John Tenison, NMSHTD	

QUALIFICATION ADVISORY COMMITTEE PRESENT

Garth Newman ITD

GUESTS

Gerobin Carnate	HiDOT	Kevin Van Frank	UDOT
Gregory Cleveland	TxDOT	Phil Stolarski	CalTrans
Matt Strizich	MtDOT	Jeff Lewis	FHWA Cal.
Chris Newman	FHWA HQ	Douglas Townes	FHWA HQ
Bernie Kuta	FHWA RC	Tom Deddens	FHWA HQ
Kevin Daton	WsDOT		

MEETING OBJECTIVE :

1. Pooled Funds
2. Review of WAQTC RFP, recommended revisions, and how to put an RFP together if your agency wants to out source qualifications.
3. Possible membership revisions (Tom Baker)
4. Task fore assignments
- 5.

PLEASE RESPOND TO YOUR ACTION ITEMS.

ISSUE	DISCUSSION	DECISION	ACTION REQUIRED
<p>1) Pooled Funds</p>	<p>Michael San Angelo (Mike) Informed the group there are continuing problems with the pooled fund but with everyone's help it set up with AK as lead state can be completed quickly. The major difficulty is that no one at the AKDOT can see what is in the held funds (lock box) at FHWA Bernie Kuta stated that that was his problem also.\Chis Newman explained that he and Laura Lawndy (FHWA have just completed cleaning up the TCCC lock box and could advise WAQTC on how to accomplish this. Mike handed out a tracking sheet showing who the can confirm has placed \$ into the pooled fund. This still seems incorrect. Mike stated the only way to be sure what moneys FHWA has that is WAQTC's is to do an accounting from our side and submit it to FHWA. This would require each agency to review their accounting records for evidence for funds being sent to FHWA.</p> <p>Mike was also concerned that AKDOT couldn't reconcile the account form Bernie's records. Bernie shows 89K spent but FHWA records show 69 K spent. Bernie seemed to think this was a tracking problem.</p>	<p>Each agency find all documentation having to do with WAQTC pooled funds they have sent to FHWA and or obligated. Copy and e-mail Mike with the documentation. At a maximum you should have to go back 3 years. The pooled fund project number is:TPF 5 (064)</p> <p>Mike will get with Chris for help on the FHWA side</p>	<p>ALL MEMBER AGENCIES</p> <p>Michael San Angelo</p>
<p>2) RFP</p>	<p>This Item continues to be on hold until pooled funds can be secured. Michael San Angelo asked Douglas Townes to come speak to the group. Doug is with FHWA but has been a training director at the Florida DOT for 17 years. He developed the contract between FDOT and The University of Florida to administer their qualification program. Doug's presentation is being sent electronically along with the minutes.</p>	<p>Some wording will need to be adjusted in the RFP to reflect changes in the Administrative manual.</p> <p>Sent Power Point</p>	<p>Michael San Angelo</p> <p>Garth Newman</p>

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<p>3) Membership & Accreditation</p>	<p>Tom Baker reviewed the changes to WAQTC organizationally and to the TTQP program voted on and approved in November. See attachment:</p> <p>Tom went over the three focus areas of WAQTC using the draft new Administrative Manual.</p> <p>Tom explained the groups that meet each year including dates and agenda items. See attachment</p> <p>Mike San Angelo asked who would be an accredited member and in what areas. Also what proportion were qualified agency vs. private Areas include: Aggregate, Asphalt, Concrete, Embankment & Base, & In-Place Density.</p> <table border="0" data-bbox="296 704 1167 1065"> <tr> <td>Alaska</td> <td>All</td> <td></td> <td>90%</td> <td>10%</td> </tr> <tr> <td>CFL-HD</td> <td>none</td> <td></td> <td>0</td> <td>0</td> </tr> <tr> <td>Colorado</td> <td>Embankment & In-Place Density</td> <td>ACI</td> <td>40</td> <td>60</td> </tr> <tr> <td>Hawaii</td> <td>none</td> <td></td> <td>95</td> <td>5</td> </tr> <tr> <td>Idaho</td> <td>All</td> <td></td> <td>60</td> <td>40</td> </tr> <tr> <td>Montana</td> <td>All</td> <td></td> <td>95</td> <td>5</td> </tr> <tr> <td>Nevada</td> <td>none</td> <td></td> <td></td> <td></td> </tr> <tr> <td>New Mexico</td> <td>Concrete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Oregon</td> <td>Aggregate, Asphalt, Embankment, & Density</td> <td>ACI</td> <td>15</td> <td>85</td> </tr> <tr> <td>Texas</td> <td>none</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Utah</td> <td>All</td> <td></td> <td>65</td> <td>35</td> </tr> <tr> <td>Washington</td> <td>none</td> <td>ACI</td> <td>95</td> <td>5</td> </tr> <tr> <td>WFL-HD</td> <td>none</td> <td></td> <td>0</td> <td>0</td> </tr> </table>	Alaska	All		90%	10%	CFL-HD	none		0	0	Colorado	Embankment & In-Place Density	ACI	40	60	Hawaii	none		95	5	Idaho	All		60	40	Montana	All		95	5	Nevada	none				New Mexico	Concrete				Oregon	Aggregate, Asphalt, Embankment, & Density	ACI	15	85	Texas	none				Utah	All		65	35	Washington	none	ACI	95	5	WFL-HD	none		0	0	<p>These are the areas that Agencies will be accredited in and be able to vote on revisions too. Agencies will receive both training materials and exams in areas they are accredited in. All members in good standing will receive training materials.</p>	
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<p>4) Task Force</p>	<p>Two items were brought to the committee to have a task force be assigned.</p> <p>1) A request from Texas to review their materials to consider reciprocity. Further discussion Colorado and NM review to see if their programs can be absorbed by WAQTC</p> <p>Tim Biel assigned to lead task force</p>	<p>Tex DOT to provide all materials for their qualification program.</p> <p>Colorado to provide Asphalt program materials.</p> <p>NM to provide Aggregate, Asphalt & Concrete program materials.</p>	<p>David Belser TxDOT</p> <p>Tim Aschenbrener CDOT</p> <p>John Tenison NM DOT</p>																																																																	

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<p>4) Task Force Continued</p>	<p>2) Garth Newman asked that a task force be assigned to look at development of a WASTC test method for a test method used by 4 agencies for density of granular material. Ws 606, AK 212, WFL, & ITD T74</p>	<p>Task force members: Bob Briggs WsDOT Greg Christensen AKDOT&PF Howe Crockett WFL Garth Newman ITD Set meeting</p>	<p>Alaska Washington WFL Idaho</p>
<p>5) AASHTO Revisions</p>	<p>Copies of the requested revisions to the AASHTO methods were handed out. These recommended changes came from the July 04 meeting of the QAC. Garth Newman facilitated the discussion.</p> <p>AASHTO T 30 revisions reviewed and approved Steward: Doug Hood Louisiana T -2C</p> <p>AASHTO T 308 revisions reviewed and approved Change reference to T 248 to T 239 8.11 insert "if the Asphalt binder content is to be determined form external methods or the printout checked see 8.11.1 Remove "note " from 8.12 and change 8.12 to 8.11.1 Steward: Jack Cowcert North Carolina</p> <p>AASHTO TP 61 revisions reviewed and approved</p> <p>AASHTO T 328 revisions reviewed and approved Steward; Greg Inman Arizona DOT</p> <p>AASHTO T 248 revisions reviewed and approved (editorial)</p> <p>WAQTC TM 5 has been approved and is now AASHTO T 329.</p>	<p>Assign a champion for each test method to push through AASHO</p>	<p>Jeff Miles</p> <p>Tim Beil</p> <p>Mike San Angelo</p> <p>Matt Strizich</p> <p>Gerobin Carnate</p>
<p>6) Improving and expanding</p>	<p>Mike San Angelo asked if we want to bring Inspection on board and how we would accomplish that.</p> <p>Alaska is developing the sampler tester training as Computer based training with the University of Alaska</p> <p>Tim Aschenbrener CDOT is developing a module to add to Embankment testing that covers field inspection of earthwork. Pilot being run now</p>	<p>nothing resolved</p>	

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<p>7) TCCC</p>	<p>Howe gave out a flyer on the TCCC and it's accomplishments. Latest Training modules for use: Train the trainer for subject mater experts becoming trainers for sampler tester modules. Classroom and laboratory training</p> <p>Basic Surveying</p> <p>Structures Inspection (in Beta)</p> <p>All training materials can be acquired through Chris Newman or Doug Townes at FHWA</p> <p>All NHI course materials can now be obtained and used for training in a state as long as it is not called the NHI class.</p>	<p>Tim Aschenbrener wants a copy of the survey course</p>	<p>Chris Newman</p>
<p>8) New and old news</p>	<p>Request for consultant to use WAQTC logo</p> <p>For pooled fund should we use GSA rates? Rates found at: http://www.fedtravel.com/gsa/</p> <p>Who and when will the Pooled fund pick up expenses. See attachment</p> <p>What does re-qualification require? Doug Townes states that there is a letter on re-qualification f grandfathering form 1997.</p> <p>States are wanting to go to 5 year qualifications. Garth Newman stated that he is finding that a 3 year qualification is becoming a 2 to 2 ½ year qualification because of scheduling and individuals not wanting to expire. Also with a good IA program any errors are being picked up.</p> <p>A ballet is being sent out to Accredited members and they can cast a vote in each area that there agency in accredited in.</p>	<p>Vote: all NO Inform Consultant</p> <p>Vote: all yes</p> <p>Get a copy of the letter to Mike San Angelo and Garth Newman</p> <p>Sent out Ballet</p> <p>VOTE</p>	<p>Mike San Angelo</p> <p>Doug Townes</p> <p>Mike San Angelo</p> <p>ALL</p>
<p>9) CCRL</p>	<p>Tim Biel has just go through a CCRL inspection and they are requiring the use of ASTM Test methods and that the technicians be ACI certified. This does not meet his needs.</p>		

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9) CCRL Continued	Tim would like to have WAQTC send a letter to ARML stating that CCRL is not meeting our needs.	Daft letter for Mike's signature	Tim Biel
	Everyone thought a list survey should be done nationally.	Complete a list survey of all DOT's	Tim Biel
	NEXT Executive Committee Meeting : October 4, 2005 Reno	Check about a Meeting room	Mike San Angelo

1. Membership: A state would be a member by virtue of funding and participation. Helping to fund WAQTC (including through the upcoming pooled fund effort) and participating gets you a place at the table and a voice. We would encourage all WASHTO members to join WAQTC. Participation would mean both on the executive group and on the technical/working group.

Note: the pooled fund will be established and administered by Alaska and it will happen if we keep WAQTC together. I also understand that your contributions to date are safe: no monies have been lost. It is my understanding that the next steps to make the pooled fund happen are easy and they will happen.

2. WAQTC Accreditation: If you follow the WAQTC sampler/tester program, as defined by WAQTC or as modified in the future, then a state can become accredited by WAQTC. Accreditation could be obtained in all modules or in individual modules. It might even be possible to have a state accredited with some kind of asterisk noting slight differences in requirements in that state, as long as the core of the accreditation is met. (Note: when I use the term "state" it is shorthand to include all of those who participate in WAQTC, not just "states.")

Note: a state could still be a member of WAQTC and not be WAQTC Accredited in the sampling/testing program. Members that are not WAQTC Accredited might not have an absolute say in how the WAQTC accreditation program works, but that is one of the details to be resolved.

3. Other WAQTC Functions: We have the opportunity to use WAQTC to become more effective on the national front, including making our desires known through NCHRP proposals and projects, TCCC and other

Executive
Committee
Members

AGENCY	NAME	TITLE	E-MAIL
Alaska DOT & PF	Michael San Angelo	Materials Engineer	Michael_Sanangelo@dot.state.ak.us
CFL-HD	Richard Duval	QA Engineer	Richard.Duval@fhwa.dot.gov
Colorado DOT	Tim Aschenbrener	Materials Engineer	Tim.aschenbrener@dot.state.co.us
Hawaii DOT			
Idaho Trans. Dept.	Jeff Miles	Materials Engineer	jmiles@itd.idaho.gov
Idaho Trans Dept.	Garth Newman	Training Specialist	gnewman@itd.idaho.gov
Montana DOT	Jeff Rayman	T & D Materials	jrayman@mt.gov
Nevada DOT			
New Mexico SHTD			
Oregon DOT	Luci Moore	QA. Engineer	lucinda.m.moore@state.or.us
Texas DOT			
Utah DOT	Tim Biel	Materials Engineer	tbiel@utah.gov
Washington DOT	Tom Baker	Materials Engineer	bakert@wsdot.wa.gov
WFL-HD	Howe Crockett		Howe.Crockett@fhwa.dot.gov
Alaska DOT & PF			
Arizona DOT			
CFL-HD			
Colorado DOT			
Hawaii DOT			
Idaho Trans. Dept.			
Montana DOT			
Nevada DOT			
New Mexico SHTD			
Oregon DOT			
Utah DOT			
Washington DOT			
WFL-HD			
GUESTS			
Hawaii	Gerobin Carnate		Gerobin.cornate@hawaii.gov
Utah	Kevin Van Frank	MTLS Research E	KVANFRANK@utah.gov
Cal Trans	Piil Stolarski	Materials Engineer	Phil.Stolarski@dot.ca.gov
Montana	Matt Strizich	Materials Engineer	mstrizich@mt.gov
FHWA R C	Bernie Kuta	Pavement Engineer	bernie.kuta@fhwa.dot.gov
FHWA HQ	Chris Newman		Christopher.Newman@fhwa.dot.gov
FHWA RC	Douglas Townes		Douglas.Townes@fhwa.dot.gov
FHWA HQ	Tom Deddens		Tom.deddens@fhwa.dot.gov
WsDOT	Kevin Dayton		Daytonk@wsdot.wa.gov
Texas	Gregory Cleveland	Manager	gclevela@dot.state.tx.us

QAC
Members

WHEN	WHAT	WHO	COST	WHY
January	Technical	QAC or designee	All Pooled Funds	This is a technical session to work on revisions to AASHTO and WAQTC test methods. Deliverables from this meeting will be sent to the Executive committee for approval and assignment of a champion
March	Policy	Executive Committee	Minimal pooled funds One day for Members already coming to WASHTO 2 ½ days for Executive members not coming to AASHTO	The Executive committee will meet the day before the first day of the WASHTO Materials meeting. This meeting will consist of reviewing the recommendations from the QAC on test method changes, and assign a champion to sponsor the revisions at the AASHTO SOM meeting. At this meeting any WAQTC policy matters will be discussed, reviewed, and voted on.
July	Technical	QAC	All Pooled Funds	This technical session is to revise WAQTC TTQP materials for the next training cycle.
August	Policy	Executive Committee	0 to minimal pooled funds Members already coming to SOM	The executive Committee members that are at the AASHTO SOM will meet with the test method champions to confirm the all are in agreement to the revisions and plan how to help enlist other individuals so WAQTC recommended revisions happen.
October (first week)	Policy	Executive Committee	All Pooled Funds	This meeting reviews the TTQP materials from the QAC and approves them for the next training cycle. At this meeting any WAQTC policy matters will be discussed, reviewed, and voted on. Other materials including Research needs NCHRP studies and other development needs will be discussed.