

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

LEADER: Jeff Miles, ITD

FACILITATOR:

RECORDER: Christi Juchmes

DATE: November 20, 2008

TIME: 8:30 am – 4:30 pm

LOCATION: Boise, ID

MEMBERS PRESENT:

Jeff Miles, ITD

Garth Newman, ITD

Cole Mullis, ODOT

George Lukes, UDOT

Bob Briggs, WSDOT

Howe Crockett, FHWA

Mike San Angelo, AKDOT & PF (via conference call)

Alan Hotchkiss, CDOT (via conference call)

Richard Duval, FHWA-CFL (via conference call)

Greg Christensen, AKDOT & PF (via conference call)

MEMBERS ABSENT:

Joanne Nakamura, HDOT

Bob Meyers, NMDOT

Matt Strizich, MDOT

David Belser, TxDOT

MEETING OBJECTIVES:

1. Funding
2. Committee business
3. Construction inspection training and qualifications program
4. TCCC database
5. Test method copyright issues
6. Exams
7. Training program review & revisions
8. Power Point training revisions
9. Trainer & tech qualifications

Note: Jeff Miles of Idaho had volunteered to facilitate the beginning of the meeting until a chairman has been selected.

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
<p>1. Funding</p>	<p>Status and Accounting of Pooled Fund GL: unsure of exact amount in fund; 200K range Approved contract amount is 215,930 UDOT will extended pooled fund to 2013 <i>Confirm with JM by Dec.1st</i></p> <p>BB: bill for \$6,514.63 from WSDOT. To eliminate surcharge on bill, will reduce the amount paid into general fund</p> <p>JM: Moves to ask the funding partner at each meeting for a status report on the fund and the consultant contract GL: Amends to include not just sum, but record of debits and credits <i>Motion accepted</i> <i>Review report from UDOT</i></p> <p>JM: Proposes for April agenda: To set a date for another round of contributions (est. 40-50K over 5 years) and inventory consultant contract and tasks <i>Begin creating April agenda</i></p> <p>Communicate the following to members: - Allowance for early contribution - Count towards contribution to extended pool fund - Established set contribution goal - Schedule and duration for pooled fund and activities resulting from pooled fund <i>Include in March agenda</i> <i>Draw up and contact member states with letter</i></p>	<p>George</p> <p>Garth</p> <p>Christi</p> <p>Christi</p>
<p>2. Committee Business</p>	<p>Bylaws Modifications Discussion of adding vice-chair and secretary / treasurer positions for executive and accounting functions</p> <p>GN: Proposes modifying bylaws to included a secretary / treasurer position <i>Motion accepted</i></p>	

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<p>2. Committee Business</p>	<p>HC: Suggests that chair position rotate alphabetically thru membership – service is not mandatory, but members have a responsibility to provide leadership GN: Proposes modification to bylaws section 4: if consultant hired, then recorder position does not need to be filled CM: Notes that no material changes needed for section 4, but secretary/treasurer position does need to be added <i>Motion accepted</i></p> <p>JM: The following ballot to be voted on at April meeting: 1: add a volunteer vice chair, who will automatically assume chairmanship after two years and take on chair duties in event of departure. 2: propose 2 yr chairmanship 3. rotate chairmanship thru member states on a loosely alphabetical basis 4. add a secretary/treasurer position by volunteer to handle financial dealings of the committee <i>Prepare ballot and submit to JM for review by Dec 1st</i> <i>Transmit to committee by December 15th</i></p> <p>JM: Volunteers for chairmanship <i>Motion passes unanimously</i></p> <p>Meeting Dates and Locations Discussion on changing fall meeting date and potential locations General consensus: October a generally bad date, backs too closely into construction season GN: Portland and Reno tend to work best as meeting locations for both financial and no-travel reasons JM: Will try to accommodate travel but will focus on teleconferencing to accommodate budget. CM: Concern over scheduling meeting too closely to WASHTO / AASHTO <i>Work on scheduling fall meeting</i> <i>Work on March meeting agenda in January</i></p>	<p>Christi Jeff</p> <p>Jeff Jeff and Christi</p>

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
	<p>Status of Consultant Contract OR motions to extend for 1 year UT seconds <i>Motion passes unanimously</i> <i>Transmit a letter to UDOT regarding extension</i></p> <p>Consultant Work Plan Modifications UT motions to extend tasks A-2(a) and A-2(c) OR seconds <i>Motion passes unanimously</i> <i>Set up conference the 1st week of Dec. to set tasks and deadlines</i></p> <p>Admin Manual Discussion of 2008 modifications to admin manual Many executive committee members have not seen updated version – need answers within the next 10 working days to accept / reject changes <i>Send manual to exec members and collect responses by Dec. 5</i></p> <p>Miscellaneous Business / Assignments <i>Update list of WAQTC contributing members on website</i> <i>Forward WASHTO save-the-date email to exec committee members</i> <i>Contact Mo in Nebraska and discuss WAQTC meeting</i> <i>Make conference room arrangements in coordination with NDOT</i> <i>Send out WAQTC expense report form to committee members</i></p>	<p>Jeff</p> <p>Jeff and Christi</p> <p>Garth</p> <p>Howe Christi Jeff Christi Garth</p>
<p>3. Construction Inspection Training & Qualifications Program</p>	<p>HC: Discussion of fall survey gauging state interest in contributing to and/or instituting a Qualification / Training program; trying to coordinate on a national basis to avoid duplication. OR, AK, MT, and WA interested, with UT already working on a program <i>Arrange videoconference with interested states about putting together a program</i></p> <p>Discussion on modifying state-specific elements of training to create a general program</p> <p>Discussion of how this affects the TCCC and training already in progress or in development</p>	<p>Howe</p>

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3. Construction Inspection Training & Qualifications Program	<p>Discussion on possible pooled fund support for the program, depending on the wording of the bylaws</p> <p>JM: If language allows, and the program can be tracked to demonstrate that state objectives are being met, no real opposition</p> <p>CM: Could create a construction branch, using this group as umbrella organization <i>Will check on pooled fund status / language; form a group to discuss and move forward</i></p> <p>CM: OR has a construction inspection program starting into 4th season <i>Initiate conference call between AK, UT, OK, OR</i></p>	<p>Howe</p> <p>Cole or George</p>
4. TCCC Database	<p>GN: Created database with the goal of coordinating training on national basis, allowing states to pull together elements from different training programs to avoid duplication.</p> <p>Allows TCCC to evaluate most popular and successful state programs to improve quality of national programs</p> <p>Creates matrix to group course material with targeted recipient – provides categories and preferred skill levels for each course</p> <p><i>Member states need to populate database with their information</i></p> <p><i>Re-send database explanation and information to group</i></p>	<p>Howe</p>
5. Test Method Copyright Issues	<p>Discussion on the authorized and unauthorized reproduction of WAQTC test methods</p> <p>JM: ASTM has taken several WAQTC test methods and used them as their own (e.g., the verbatim reproduction of T329); a serious risk of being charged twice for own material</p> <p>JM: Proposes the following:</p> <ul style="list-style-type: none"> - <i>contact Tom Baker re: copyrights and distribution issue at the request of BB</i> - <i>send AASHTO a letter allowing reproduction with permission</i> - <i>consult with ITD legal counsel</i> - <i>pursuant to legal opinion, send a cease-and-desist letter to ASTM</i> - <i>provide follow-up report at April meeting</i> 	<p>Jeff</p>

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<p>6. Exams</p>	<p>Discussion on the following:</p> <ul style="list-style-type: none"> - current state of exams - determining validity of exam questions - closed book vs. open book exams - pre-existing QAC assignment to create 3-5 new questions each year - create a standard exam structure and maintain exam reciprocity among states - ability to generate a unique exam instead of administering the same questions every year - increasing the credibility of the WAQTC training program by creating a more difficult exam series - standardizing the validation process for new exam questions <p>GL: UDOT has created 150 new questions for exams and is running into validation difficulty (e.g., grammatical issues; ‘trick’ questions; incorrect answer key)</p> <p>CM: Proposes the following</p> <ul style="list-style-type: none"> - previously nominated QAC subgroup write new questions each year; - categorize questions; - open submitted exam questions to university review; - track the most frequently missed questions in state exams; - and reconvene the group to address problems <p><i>General group consensus</i></p> <p>Discussion of states’ individual methods and opinions (e.g., open v. closed book, tracking states’ question failure rates)</p> <p><i>No consensus reached for changing exam at this time</i></p> <p><i>States to submit exam questions to QAC subgroup by December 1st</i></p> <p><i>Add to April meeting agenda: discussion on changing nature of test; whether or not to track answers in each state’s modules</i></p>	<p>Christi</p>

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6. Exams	<p>QAC subgroup will be assigned the following tasks:</p> <ul style="list-style-type: none"> - 60 days to evaluate and categorize the new exam questions as submitted by states. <i>Due by February 1st.</i> - Categorize existing exam questions. <i>Due by February 1st.</i> - Review and suggest modifications to exam structure (what categories, and how many questions per category). <i>Due by March 15th.</i> - Generate new exam questions. <i>Ongoing.</i> <p>MS: Suggests that the QAC be directed to produce 3-5 new exam questions every year to incrementally but continuously update the program <i>Discussion tabled until subgroup progress can be measured</i></p> <p><i>Add discussion of QAC exam question production to April agenda</i> <i>Arrange university review of questions as part of validation process – no firm date set</i></p>	<p>Sean Parker Greg Christensen Jon Ogden</p> <p>Christi KBA</p>
7. Training Program Review and Revisions	<p>AASHTO T 84 / T 85</p> <p>CM: Update on status of submitted changes to AASHTO T 84/T 85</p> <p>Discussed changes included:</p> <ul style="list-style-type: none"> - Adding language to make 84 more similar to 85 - Adding section 6.2 to address sample preparation - Significant figures in both 84 and 85 - Sample prep v. sampling - Definition of fine aggregate <p>Changes on hold due to pending study results</p> <p><i>Executive committee to agree on issues of concern and provide direction to QAC to resolve concerns and make necessary changes to test methods prior to WASHTO</i></p> <p><i>Submit test methods to CJ for inclusion on April agenda, including name, issues and a short description</i> <i>Set up 2pm Sunday meeting prior to AASHTO</i> <i>QAC chair to attend AASHTO and conduct Sunday meeting</i> <i>Follow up by attending tech section meeting at AASHTO and calling for vote</i></p>	<p>Garth / Christi</p> <p>Christi Garth Exec. Committee</p>

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<p>7. Training Program Review and Revisions</p>	<p>AASHTO TM 11 / TM 12 BB: Was this sent in to AASHTO; will it be worked on in Jan. / Feb.? CM: Intent was to develop and eventually submit TM 11 and 12 for inclusion as AASHTO methods. Proposes sending both methods to AASHTO now to start the process TM 12 to be put into AASHTO format and submitted to chair of tech section 3b Submit TM 11 to Tom Baker of 2c</p> <p>Equipment Calibration Standards BB: Suggests that WAQTC establish a subcommittee to create equipment calibration and setup standards; provides clarification for private labs CM: issue of defining verification v. standardization v. calibration – this has to be resolved first before we can create these standards GL: UT is developing an access database w/ calibration standards of every piece of equipment currently in use</p> <p>Discussion of previous issues with private labs / subcontractors regarding proper equipment calibration</p> <p>JM: Suggests establishing task force on this issue to accomplish the following: - Check with AASHTO regarding progress in defining terminology - Contact member states with questionnaire regarding current processes - Task force to create a proposal to create a solution and/or R method incorporating standards and terminology decided upon at the March meeting</p> <p><i>BB and WA's Linda Hughes to oversee survey creation; CO's Alan Hotchkiss to assist</i></p> <p>Humphrys Methods AK, WA, ID, FHWA all have separate methods for Humphrys curves Discussion of creating 1 test method between the 4 agencies GN: ITD's Bailey aggregate method may have an impact on creating 1 universal TM <i>Contact AK's Greg Christensen on creating one universal method</i></p>	<p>George Garth</p> <p>Bob & (TBD) Christi</p> <p>Garth</p>

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8. Power Point Training Revisions	<p>MS: AK is having a local university revise and update the Power Point training Can discuss at a later date whether to make materials available to member states for free or to charge</p> <p>GN: WAQTC first needs to establish what format to work in, whether 2002, 2003, or 2007, for the word documents; then the discussion over Power Points can take place <i>Discussion tabled</i></p>	
9. Trainer & Tech Qualification	<p>Qualification Cards Discussion of selecting a committee-approved vendor to issue hard-copy qualification cards to techs upon module completion at the technician's expense, as proposed by AK</p> <p>Discussion of current proof of qualifications process by each state</p> <p>Discussion of procedure in the event of revoked qualifications</p> <p><i>Resolution: If AK wants to institute the program, they have the authority to do so; state participation is at the individual state's discretion</i></p> <p>Trainer Qualification Requirements Discussion on creating trainer requirements such as years of testing and possible adult-education course to compile a list of trainers <i>Discussion tabled by group agreement</i></p> <p>Outside Consultants Discussion on the qualifications, hiring, and training of outside consultants to conduct training and proctor exams MS: Suggests creating a list of approved trainers / organizations and posting on the website GN: Admin manual language should be reviewed for possible rewrite regarding use of consultants <i>Redraft existing admin manual language for review in April</i> <i>Add agenda items: each state to present current consultant process; review proposed admin manual modifications; discussion of trainer qualifications</i></p>	<p>Mike Christi</p>