

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

LEADER: Jeff Miles, ITD
FACILITATOR: Garth Newman, ITD
RECORDER: Christi Juchmes

DATE: March 30, 2009
TIME: 8:30 am – 11:00 am
LOCATION: Boise, ID – members participating via teleconference

MEMBERS PRESENT:
Jeff Miles, ITD
Garth Newman, ITD*
Cole Mullis, ODOT
George Lukes, UDOT
Tom Baker, WSDOT
Bob Briggs, WSDOT (guest)Howe Crockett, FHWA
Matt Strizich, MDOT
Jim Zufall, CDOT (left early)
Alan Hotchkiss, CDOT** Richard Duval, FHWA-CFL
Brian Legan, NMDOT**

MEMBERS ABSENT:
Joanne Nakamura, HDOT
David Belser, TxDOT
Mike San Angelo, AKDOT & PF

* Non-voting member as Jeff is present
**QAC members representing States in absence of Exec members

MEETING OBJECTIVES:

1. Committee Business
2. Finances
3. QAC Update
4. ASTM / AASHTO Update
5. Materials Testing Equipment Survey
6. Travel and Logistics
7. Miscellaneous

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
<p>1. Committee Business</p>	<p>Committee Bylaws Review proposed changes to admin manual bylaws; specifically, Article 4 (Officers) Section 1</p> <ul style="list-style-type: none"> - Clarified that there are no specific term limits unless expressly stated in the position description - Addition of a Vice-Chair position to assist Chair and lead the Committee in the event of the Chair’s departure - Chair and Vice-Chair service rotates on a loosely alphabetical basis by State - Addition of Secretary-Treasurer to map out use of funds and give budget reports <p>Discussion of selection process and rotation of Vice-Chair <i>Solicit and summarize responses from states</i> <i>Refine language and redistribute to the Committee</i></p> <p>Agreement to remove gender-specific language from the bylaws (replace ‘Chairman’ with ‘Chair’, etc.</p> <p>Installation of Officers Voice vote to install Matt Strizich of Montana as the Vice Chair of the Executive Committee <i>Unanimous approval from all members present</i></p> <p>Voice vote to install George Lukes of Utah as the Secretary / Treasurer of the Executive Committee <i>Jim, Jeff, Matt, Cole, George, & Tom approve; Brian not present for vote</i></p>	<p><i>Jeff</i> <i>Jeff, Garth, Christi</i></p>
<p>2. Finances</p>	<p>Current Status of Pooled Fund Current expenditures to date: \$58,071, including hotel, travel and consultant expenses \$330,000 still available in fund</p> <p>Discussion of extending pooled fund</p> <ul style="list-style-type: none"> - Tom noted that pooled funds can be extended several times, but WAQTC may want to consider closing the current fund and creating a new one for ease of use 	

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2. Finances	<p><i>Subcommittee to meet at August meeting to discuss and ensure fund is properly extended</i></p> <p>State Contributions Cole pointed out that the strategic plan should be in place before a request for further contributions to the pooled fund is made, and asked for update on KBA's assistance in developing the strategic plan.</p> <p>Garth noted that the QAC looks at the strategic plan differently, more from a training material deliverables standpoint. Exec and QAC need to hold a joint discussion before decisions are made on the strategic plan.</p> <p>Suggests:</p> <ul style="list-style-type: none"> - Gather QAC feedback - Feedback evaluation by Exec subcommittee <p>Need to determine level of KBA involvement <i>Jeff will request that KBA organize a meeting with QAC, then Exec Tom and Cole volunteer to work with KBA to develop strategic plan</i></p> <p>Additional funds likely will not be requested in 2009 <i>Committee to re-evaluate at November meeting</i></p> <p>Inventory of Consultant Contract and Tasks Discussion of current and prospective future responsibilities; note earlier discussion of KBA role in strategic plan development Christi noted that Task 3 (Travel Reimbursement) as written requires submittal of receipts to consultant, but in practice is far more efficient for individuals to submit receipts directly to UDOT <i>Task 3 to be rewritten for next consultant contract to directly specify submittal to UT</i> <i>Subcommittee formed to rewrite consultant contract</i> <i>Send letter to UT to request development of new consultant contract for bid using pooled fund; copy committee members</i></p>	<p><i>Jeff, Garth, George and Howe</i></p> <p><i>Jeff Tom, Cole</i></p> <p><i>All</i></p> <p><i>Jeff, Matt and George</i></p> <p><i>Jeff</i></p>

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3. QAC Update	<p>Test Method Submittals Discussion of WAQTC's current procedure for test method submittal to AASHTO, including tracking and editing Garth proposes adopting a form to track the stages of progress of submitted revisions; general consensus from members <i>Initial draft of form to be completed by April 1</i> <i>Route to Tom for review</i></p> <p><i>Check on status of current submissions; summarize and report to committee</i> <i>Compile list of test methods worked on at February meeting</i></p> <p>Exam Questions Noted that Exec previously instructed QAC to create 3-5 new questions per module per year Discussion of open-book v. closed-book exam QAC's opinion: not ready to change from closed book exam; still a prospective future goal, but have too much to accomplish right now <i>For the next year, the tests will remain closed; add as item to strategic plan in discussions w/ KBA</i></p> <p>4 states use their own written exam – CO (asphalt only), WA, UT, NM; ID, OR, MT, and CO (embankment and density) using WAQTC exams</p> <p>Eventual development of an electronic database and randomly generated exams still desirable, but prohibitively expensive at this point; QAC is still evaluating development options</p> <p>General consensus: Questions contain all the necessary information, but many are too wordy, complicated or misleading Exam questions to be reviewed by Univ. of Alaska Discussion on exam content until evaluation process is complete George suggests that UT drop the most objectionable questions from exams but keep the remaining content until university review is finished General agreement among members; QAC members Alan and Brian also agree</p>	<p><i>Jeff, Garth</i> <i>Garth</i></p> <p><i>Garth</i> <i>Garth, Christi</i></p> <p><i>Jeff, Tom, Cole,</i> <i>and KBA</i></p>

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3. QAC Update	<p><i>Continue to work on exam questions and university validation</i> <i>Make pool of vetted questions available to member states</i></p> <p>QAC divided questions by section, then broke them down into Procedure, Equipment, and Calculation subgroups Undecided if three-category system is the best way to generate exam questions or if working with an outside vendor to develop an electronic system to randomize selection is a better solution QAC subcommittee of Greg Christensen, Sean Parker, and Jon Ogden assigned to develop proposal on exam question selection <i>Subcommittee to start working on test format and submit report to Exec Committee by August 1</i></p> <p><i>If any Exec Committee member has anything to add to the QAC July meeting schedule, including AASHTO test methods for review, submit it to Garth, Jeff or Christi by April 1</i></p>	<p><i>Greg, Garth</i> <i>Garth</i></p> <p><i>Greg, Sean, Jon</i></p>
4. ASTM / AASHTO Test Methods	<p>Report from Tom Baker: ASTM & AASHTO have been working in conjunction for a while on the publication of test methods; copyright issues were raised after ASTM published what appeared to be a near-complete copy of an existing WAQTC method</p> <p>Tom contacted ASTM to inform of possible copyright issues</p> <p>ASTM & AASHTO are now in discussions to share methods equally; possible licensing of AASHTO methods for global distribution by ASTM</p> <p>Tom is on publications task force and is representing WAQTC interest</p> <p>After discussion at QAC, AASHTO is removing the word 'recommended' from all R test methods <i>Forward email from Bruce Wasill outlining the process to Exec Committee</i> <i>Continue to monitor situation and report at August meeting in Anchorage</i></p>	<p><i>Garth</i> <i>Tom</i></p>

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<p>4. ASTM / AASHTO Test Methods</p>	<p>AASHTO T 84 / T 85 Test method originally written for concrete aggregate, not HMA Major issues resulting from different properties of HMA; revised method should incorporate procedures from M 6 and M 80) <i>QAC to submit significant revisions to exec committee after July meeting</i></p> <p>Reviewed by tech committee 1c; Cole is generally the champion, but may not be there this year <i>Someone else to champion?</i></p> <p>AASHTO TM 11 / TM 12 Errors found in TM 12, not fully converted to AASHTO format Revision must be submitted first as there are problems with the table <i>Find out who TM 12 should be submitted to</i></p> <p>TM 11 submitted to Tom Baker <i>Find out which tech section T 106 falls under</i></p> <p>Humphrys Curves <i>Develop SOP for Humphrys curves and present at next exec committee meeting</i></p> <p><i>Email Mike San Angelo about progress on Power Point training development and tech qualification cards</i></p>	<p><i>QAC</i></p> <p><i>Garth</i></p> <p><i>Garth</i></p> <p><i>Garth</i></p> <p><i>Christi</i></p>
<p>5. Materials Testing Equipment Survey</p>	<p>10 out of 12 states responded. Recap of survey results:</p> <ul style="list-style-type: none"> • 9 out of 10 states use R-18 as the basis for their calibrations / standardization / checks • 9 out of 10 have their own in-house calibrations/standardization/checks procedures and 5 provide them to outside contractors for their use • 9 out of 10 perform their calibrations/standardization/checks using a combination of both in-house services and outside calibration firms 	

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<p>5. Materials Testing Equipment Survey</p>	<ul style="list-style-type: none"> • 45% of the States would be willing to use, require the contractors to use, and require private laboratories to use the WAQTC calibrations/standardization/check procedures • 8 out of 10 states feel that the laboratory technician performing the calibrations/standardization/check procedures should be trained and qualified <p>80% of the responding states required that technicians be trained and qualified for calibration and suggests that WAQTC consider implementing requirement</p> <p>Noted that if some states declined to use future WAQTC standards because it was assumed that they would be less stringent, that was not the intent of the survey</p> <p>States that declined: OR, UT, MT (would not require contractor / private lab to use standards) and NM (uses in-house calibration from the central lab, plus external contractors</p> <p>Noted by respondent that since states are accredited by AASHTO under R-18 and ISO 17025, any WAQTC programs/procedures must be developed within the guidelines of AASHTO R 18 and PP57 or states risk losing accreditation</p> <p>Final decision up to committee</p> <p>Discussion: Proposed development of WAQTC calibration requirements for those not contained in R 18</p> <p>OR has an extensive process for this; not opposed to multi-state standards but wants to see more details first, possibly in the form of a proposal?</p> <p>Bob Briggs noted that this process was started with the simple intent to create a set of standards to assure all requirements have been met instead of someone just doing the minimum amount of work necessary</p> <p><i>Compile a more detailed result report with potential plan of action and distribute to the committee</i></p>	<p>Bob Briggs</p>

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<p>6. Travel & Logistics</p>	<p>Travel Funding Due to out-of-state travel restrictions, Jeff proposed that WAQTC offer travel scholarships to the AASHTO meeting in AK from the pooled fund OR, MT can't benefit at all; WA can benefit if 100% reimbursable from pooled fund; CO, UT could benefit</p> <p>Voice vote: Offer compensation to exec committee members to attend AASHTO materials committee meeting in AK should they be unable to obtain other funding, such as AASHTO scholarships Unanimous agreement from states present <i>Produce & distribute letter guaranteeing WAQTC funds for members to submit as part of travel request to state</i></p> <p><i>Set up meeting time & facilities, including conference call access, for Executive Committee at summer AASHTO conference</i></p> <p>July QAC Tentatively scheduled for July 13-17 Proposed location: Vancouver, WA; ID, OR, WA, CO, NM, UT, AK could all attend – MT is a possibility</p> <p><i>Poll states for preferred QAC meeting location via email</i> <i>Check with Howe about securing a room at WFL</i> <i>Once details are finalized, formally announce meeting date / location</i></p> <p>Action item: NM to draft request for more qualification numbers and forward to Jeff</p>	<p><i>Jeff</i></p> <p><i>Christi / Jeff</i></p> <p><i>Christi</i> <i>Christi</i> <i>Christi</i></p>
<p>7. Misc. Discussions</p>	<p>Discussion: the possibility of NCAT setting up a regional and/or national asphalt tech qualifications program; New England already does this Possible meeting at AASHTO or online presentation Matt would be interested and would prefer online demo as MT can't attend AASHTO <i>Set up NCAT presentation, preferably both in person at Anchorage and online</i></p>	<p><i>Tom</i></p>