

# WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

**LEADER:** Jeff Miles, ITD  
**FACILITATOR:** Garth Newman, ITD  
**RECORDER:** Desna Bergold, DB Consulting

**DATE:** August 9, 2010  
**TIME:** 5:00 pm – 7:00 pm  
**LOCATION:** Madison, WI

**MEMBERS PRESENT:**  
Jeff Miles, ITD  
Garth Newman, ITD\*  
Scott Andrus, UDOT  
Mike San Angelo, AKDOT & PF  
Tom Baker, WSDOT  
Cole Mullis, ODOT  
Jim Zufall, CDOT  
Bryce Simons, NMDOT  
Ross (Oak) Metcalf, MDT for Matthew Strizich  
J. Jeffrey Seiders Jr., TxDOT

**MEMBERS ABSENT:**  
Joanne Nakamura, HDOT  
Howe Crockett, FHWA-WFL

\* Non-voting QAC members as Executive members are present

## MEETING OBJECTIVES:

1. Questions from QAC
  - a. New exams – who and how to vet them
  - b. AsTT and Volumetrics module(s)
  - c. Presentations
2. Executive Committee meeting schedule
3. Pooled fund
4. Materials updates/platform
5. How to handle the website in the future
6. Reviving WASHTO Construction/Materials

| ISSUE                             | DISCUSSION / DECISION  | ACTION REQUIRED BY:  |
|-----------------------------------|--|----------------------|
| <b>Welcome</b>                    | <p>Jeff Miles introduced WAQTC to the new members (Handout) with an explanation of its mission and make-up.</p> <p>Jeff brought copies of the Administration Manual, they will be distributed.</p> <p>Jeff discussed the process that was followed for advertising and contracting new consultant services. Went through the UDOT process for contracting.</p> <p>Introduced the new consultant Desna Bergold of DB Consulting &amp; Associates, LLC</p>   |                      |
| <b>Previous business</b>          | <p>R 47 – The changes were supposed to have gone to concurrent ballot in 2009 but there was no change in the 30<sup>th</sup> edition, wait and see what became of the change.</p> <p>WAQTC will introduce 6 new revisions this year. Each of the past 2 years have been extremely successful with up to 12 items passed within one concurrent ballot year.</p>   | <i>Desna Bergold</i> |
| <b>Materials updates/platform</b> | <p>Current documents were written in Microsoft office 97, what platform to update and revise to?</p> <p>Who has what? Reviewed QAC versions.</p> <p>WA 2007</p> <p>UT 2003</p> <p>MT 2007</p> <p>AK 2007</p> <p>CO 2003 / 2007 (Zufall)</p> <p>OR 2003</p> <p>ID 2007</p> <p>Motion to update to 2007 Jeff Miles (ID)</p> <p>2<sup>nd</sup> Jim Zufall (CO)</p> <p>Discussion: 2010 fixed some bugs of 2007.</p> <p>Yes - 10 No - 0, motion carries</p> <p><b>ACTION:</b> All new materials will be developed in office 2007. Existing materials will be converted to 2007 once a plan / schedule with costs is developed.</p> | <i>Desna Bergold</i> |

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|--|--|------------------------|
| <p><b>1. Questions from QAC</b></p> <p><b>a. New Exams</b></p> | <p>QAC working on a 4<sup>th</sup> exam.<br/> Issue: Psychomatrician and vetting.<br/> The original exams were developed in 1997 it was with the assistance of a Professor from the University of Portland.<br/> When issues arose from the original tests the QAC repaired questions on the fly.<br/> Question: Do we move through the process to vet exams through a University or take the (minimal) risk and vet them ourselves?<br/> Where do we go from here?</p> <p>Michael San Angelo discussed Airfield training program research by NICET.<br/> WAQTC rated high with some inherent issues such as there is a Psychomatrician on NICET staff and not WAQTC.<br/> AK is considering on-line exams and database.<br/> Could look into the cost of vetting through a University and Psychometrician<br/> There have been complaints of the current test at the time of failure but nothing beyond that.<br/> QAC would be comfortable implementing and tracking a 4<sup>th</sup> exam and modifying after the initial run.<br/> QAC proposal: approve moving forward with 4<sup>th</sup> test and QAC track them instead of vetting through a University</p> <p>Motion to proceed with a 4<sup>th</sup> test and QAC track: Tom Baker (WA)<br/> Second: Oak Metcalf (MT)</p> <p>Discussion: In all of the exams, there were probably 5 questions had to be revised because of failures.<br/> Written exam was developed to be somewhat easy and the practical was the litmus.<br/> Newer FOP's were written and vetted by the QAC (T 308 for example).</p> <p>Jeff called for a vote:</p> |                        |

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|  | <p>Yes - 10 no - 0</p> <p>Motion carries</p> <p><b>ACTION:</b> <i>QAC(Greg Christensen) to get 4 exam to Desna to distribute with the update this fall. States will start using a new exam and track the result. QAC will report to Executive Council at both Spring and Summer meetings.</i></p>  | <p><i>QAC / Greg Christensen</i></p> |
| <p><b>AK - AgTT presentations</b></p>        | <p>Aggregate training Power Point presentation from Alaska training materials shown</p> <p>Format is great.</p> <p>Some text needs to be more concise, video needs to be added.</p> <p>QAC requests that the AgTT PowerPoint be edited by Desna and beta test this coming year. Get estimate for the rest of the Power Points. Tom may be able to get funds to contribute directly.</p> <p>Motion to revise AgTT and implement: Oak Metcalf (MT)</p> <p>Second: Tom Baker (WA)</p> <p>Discussion: looks good</p> <p>Yes - 10 no - 0</p> <p>Motion carries</p> <p><b>ACTION:</b> <i>Desna will edit the AgTT PowerPoint</i></p> | <p><i>Desna Bergold</i></p>          |
| <p><b>AsTT and Volumetrics module(s)</b></p> | <p>Discussion of added test methods to current Qualification's. States do it differently.</p> <p>The concept of two modules AsTT and AvTT was presented.</p> <p>Cole suggested basic Asphalt and an Asphalt/Volumetric, not separate.</p> <p>Motion to have two modules: Mike SanAngelo (AK)</p> <p>Second Cole Mullis (OR)</p> <p>Yes - 10 no - 0</p> <p>Motion carries</p> <p><b>ACTION:</b> <i>An Asphalt/Volumetric module will be developed i.e. T 312 with</i></p>   | <p><i>QAC</i></p>                    |

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|                    | <i>volumetric calculation</i>   |  |
| <b>Website</b>     | <p>Western Federal Lands cannot host the WAQTC website anymore.<br/>           At the first of the year the site will be shut down.<br/>           AK may be able to take it and house it at a University, Mike will see what they can do.<br/>           WAQTC can pay the fee for the year for the name. AK may cover this fee or it may be considered a portion of its contribution to the pooled fund. Howe is prepared to allow the current site to be moved to wherever.<br/>           Garth mentioned how good the current site is.<br/> <b>ACTION:</b> <i>Mike will find out if AK can house the website at a University</i></p>   | <i>Mike San Angelo</i>                 |
| <b>Pooled Fund</b> | <p>Utah volunteered to handle the pooled fund. It is our understanding that FHWA lost the remaining WAQTC funds.<br/>           Jeff asked for more funds to be contributed to the pool.<br/>           Motion new pooled fund through Utah and Utah will provide accounting: Jeff Miles (ID)<br/>           Second: Tom Baker (WA)<br/>           Discussion:<br/>           Cole brought up the need for a Strategic Plan to present to those who provide the funds.<br/>           EC needs to develop a strategic plan via phone conference etc.<br/>           Extend and revise the original motion to include Strategic Plan. Jeff Miles (ID)<br/>           Second: Tom Baker (WA)</p> <p>Texas will probably not be able to participate further.<br/>           Vote: Yes - 10 no - 0<br/>           Motion carries<br/> <b>ACTION:</b> <i>The Executive Committee will begin on a strategic plan for each to use to support requests for more funds. Chair and consultant set conference calls to get plan started. A strategic planning meeting may be held in coordination with the Spring Executive Committee Meeting.</i></p> | <i>Executive Committee &amp; Desna</i> |

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|---|---|----------------------|
| <b>Alaska's On-line Training Program</b>    | <p><a href="http://materialstraining.com">http://materialstraining.com</a> Alaska's training website.</p> <p>On-line training can be taken during technician 'downtime,' then they would take the written exam before going to take the practical exam</p> <p>The website also helps in day to day operations in the lab; a technician can reference on-line training at any time and possibly review a procedure before performing it.</p> <p>As there is no uniformity in performance exams state to state, proctor to proctor, it is suggested that on-line training for the proctors could be added to increase uniformity. The site also provides quiz's to determine understanding, the quiz results are not tracked but the participant is dropped back into the section</p> <p>Tom would like to start using AK's site immediately.</p> <p><i>Everyone impressed with AK site</i></p> |                      |
| <b>Executive Meeting Schedule/WASHTO</b>    | <p>Executive Committee needs to have its own spring meeting or revive WASHTO.</p> <p>Option: Executive Committee should do more web meetings.</p> <p>Cole suggested web meeting for spring. Jeff thought maybe a state could sponsor EC physical meeting.</p> <p>Keep the idea open.</p> <p><b>ACTION:</b> <i>Jeff will plan a March meeting, if people can't make it, change to a web meeting.</i></p>   | <i>Jeff Miles</i>    |
| <b>QAC January Meeting</b>                  | <p>QAC wants to have its Jan. meeting in Reno or Henderson. Where shall they go?</p> <p>Henderson was approved by the committee.</p> <p><b>ACTION:</b> <i>Desna will arrange meeting in Henderson</i></p>   | <i>Desna Bergold</i> |
| <b>Facilitation Training for Consultant</b> | <p>Estimate for facilitation training for the consultant presented to the EC from DB Consulting, this item was included in the contract as a direct cost.</p> <p>Motion to send Desna to Facilitation training: Mike San Angelo (AK)</p> <p>Second: Cole Mullis (OR)</p> <p>Vote: Yes - 10 No - 0</p> <p>Motion carries <b>ACTION :</b> <i>Desna will attend proposed training</i></p>  | <i>Desna Bergold</i> |

