

# WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

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

**DATE:** December 15, 2010  
**TIME:** 1:30 to 3:00 pm Mountain  
**LOCATION:** Teleconference

**MEMBERS PRESENT:**

Jeff Miles, ITD  
Garth Newman, ITD\*  
Matt Strizich, MDOT  
Scott Andrus, UDOT  
Mike San Angelo, AKDOT & PF  
Richard Duval, CFL-HD  
Howe Crockett, WFL-HD  
Cole Mullis, ODOT  
Alan Hotchkiss, CDOT for Jim Zufall, CDOT  
Desna Bergold, DB Consulting

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

**MEMBERS ABSENT:**

Joanne Nakamura, HDOT  
Tom Baker, WSDOT  
Jim Zufall, CDOT  
J. Jeffrey Seiders Jr., TxDOT

**MEETING OBJECTIVES:**

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|------------------------|-----------------|
| 1. Strategic Plan      | Desna Bergold   |
| 2. WAQTC Website       | Mike San Angelo |
| 3. Pooled Fund Renewal | All             |
| 4. Status of Chairman  | Jeff Miles      |
| 5. Spring Meeting      | Jeff Miles      |

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
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<p><b>Status of Chairman</b> - Jeff Miles, ITD</p>	<p>Discussion: Jeff Miles current Executive Committee (EC) Chairman pointed out that his term is nearly complete. According to the WAQTC by-laws the Vice-Chair, Matt Strizich, MDOT, is now eligible to become the next EC Chairman. Jeff is willing to continue in his role as chairman if that is what the Committee and Vice-Chair would prefer. Matt is willing to assume this duty but also has many other pressing duties therefore he would support Jeff continuing holding the position. Jeff feels he has the time necessary for this role.</p> <p>Motion Jeff continues as Chairman: Mike San Angelo, AKDOT &amp; PF Second: Cole Mullis, ODOT. All ayes, 0 opposed, motion carries.</p> <p>In continuing discussion of the WAQTC officers Scott Andrus is informed that as UDOT has agreed to administer the pooled fund that he is the Secretary-Treasurer.</p> <p><i>Decision: Jeff Miles, ITD will continue as Executive Committee Chairman</i></p>	
<p><b>Strategic Plan</b></p>	<p>Discussion: Garth Newman, ITD, starts the discussion by pointing out that the by-laws cover much of what the strategic plan should be.</p> <p>A good starting point would be the five bullet points from Article One of the by-laws:</p> <p><b>Through our partnership, we will:</b></p> <ul style="list-style-type: none"> <li>• <b>promote an atmosphere of trust, cooperation, and communication between government agencies and the private sector</b></li> <li>• <b>respond in a unified and consistent manner to identified quality improvement needs and new technologies that impact the products that we provide</b></li> <li>• <b>provide a forum to promote uniform test standards</b></li> <li>• <b>provide highly skilled, knowledgeable materials sampling and testing technicians</b></li> <li>• <b>provide reciprocity for Qualified testing technicians between accredited Agencies</b></li> </ul>	

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	<p>Jeff Miles, ITD recalls that Cole Mullis, ODOT had agreed to get a strategic plan started. Prior to the beginning of this meeting Cole did provide a list of work items from previous meetings and consultant RFQs.</p> <p>Howe Crockett, WFL-HD reminds everyone all of that the minutes of previous meetings are archived on the database.</p> <p>Scott Andrus, UDOT asked if we are discussing long-term or short-term goals for the strategic plan.</p> <p>Garth: A strategic plan can have multiple areas a section covering short-term goals and one covering long-term global concerns. The mission statement is pretty global and will be the basis of the long-term goals.</p> <p>Cole agrees that the mission statement and by-law bullet points are applicable. A good strategic plan will be helpful in justifying a request for additional funds. Most of the work items can fall under the bullet points (above), and we can show the benefit and cost savings to each state by having a cooperative qualification process.</p> <p>Cole: Do we want to agree that bullet points are still applicable? Anything to add or delete. Everyone agrees that the bullet points are good.</p> <p>Matt Strizich, MDOT asked about the status of the work item: <i>Inspector Training</i>. Howe had discussed this issue with the construction Engineers of WASHTO and no one wanted to lead this effort. UDOT has developed an Inspector training program. Cole states that ODOT also has a program. Many states have something but it is difficult to get buy in from the agencies. Matt does not believe <i>Inspector Training</i> should be on the strategic plan for this organization.</p> <p>UDOT Inspector Qualification Program link:</p>	

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	<p><a href="http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:2409">http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:2409</a>,</p> <p>Jeff proposes that Desna and Cole work together:</p> <ul style="list-style-type: none"> <li>○ start by noting the remaining work items against the strategic goals (bullets)</li> <li>○ poll the states and have each member prioritize (rank) the items</li> <li>○ get a consensus of the most important items</li> <li>○ have the committee get together and perhaps pair up on the top three items and determine what to do, how to do it and what it may cost.</li> </ul> <p>The WAQTC has become a powerful influence with the AASHTO SOM and the benefits/costs of this effort and the working committee (QAC) should be included in the on-going efforts. Cole will add to the list.</p> <p>Remove ‘develop four new training modules’ from work items, keep Asphalt Volumetrics.</p> <p>Richard Duval, WFL-HD feels the semi-annual newsletter needs to happen. Mike San Angelo, AKDPT &amp; PF also feels that the newsletter is an important development.</p> <p>What did the strategic plan from KBA look like? Cole has this and we could use it as a template. Short-term and long-term goals would be important to meet the outcomes of the strategic plan.</p> <p>Matt would like to review and update the strategic plan annually; all agree this would be the plan. Garth suggests that we develop measurements of how and what the WAQTC is doing. Performance Measures would be one of the final steps to develop once the strategic plan is in place and a useful tool to justify expenditures.</p> <p>Garth points out that 23CFR 637 part B requires that each agency uses qualified</p>	
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	<p>sampler/testers and laboratories, WAQTC needs to show the agencies that the best way to satisfy this requirement is this cooperative effort.</p> <p><i><b>ACTION:</b> Cole Mullis and Desna Bergold will start by making a list based on work items and this discussion and then send it to the member states for prioritization. They will then put together a draft document and present the draft at the next meeting/opportunity.</i></p>	<p><i>Cole Mullis and Desna Bergold</i></p>
<p><b>WAQTC Website -</b> Mike San Angelo, AKDOT &amp; PF</p>	<p>Discussion: At the last meeting the EC had discussed using the University to get help in continuing the WAQTC website and that is still a possibility, but Mike thinks there could be band-width problems if, in the future, the website will be delivering more content. Mike has been looking into the services of a private company with which Alaska has a term agreement. There would be an initial charge to set up the website which Mike says Alaska is willing to pay and then a monthly service charge for which WAQTC would be responsible. If all goes well, perhaps the site may be up and running by mid-January. Many agreed it would be good to have enough band-width for potential future on-line training.</p> <p>Howe Crockett, will look at if we can extend our time at WFL.</p> <p>Jeff Miles, ITD, reminds all that this is an expenditure and per the by-laws there needs to be a motion to spend the money.</p> <p>Motion to spend the money to establish the website and make this a priority: Mike San Angelo, AKDOT&amp; PF Second: Cole Mullis, ODOT</p> <p>Discussion: amend the motion to determine the actual cost then put to the committee for final approval.</p> <p>Vote: 5 ayes, 0 nays: motion passes.</p>	<p><i>Mike San Angelo</i></p>

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	<p><i><b>ACTION:</b> Mike San Angelo will determine the actual cost of maintaining the website through a private company. The committee will review the actual cost for final approval.</i></p>	
<p><b>Pooled Fund Renewal - All</b></p>	<p>Discussion: Jeff Miles went to a meeting where he found out that the pooled funding is all going to be different and the committee needs to understand what “all different” means.</p> <p>Howe Crockett points out that there is pooled fund website with a procedures manual. Howe provided the following link: <a href="http://www.pooledfund.org/">http://www.pooledfund.org/</a> The link to the manual is at the bottom of the page.</p> <p>Howe has been trying to determine from the Federal Highways/Federal Lands stand point if they can contribute to the pooled fund, finally got a ruling that it is legal to contribute but there is not a procedure in place. They need to figure out how to do it because they are on a different financial system than the states. Richard Duval will work with Howe on this as CFL thinks they have a way.</p> <p>Jeff requested a comment from each state.</p> <p>Jeff Miles: ITD is willing to make it a high priority to contribute to a new pooled fund.</p> <p>Mike San Angelo: AK is concerned with dollar amount, \$10,000 a year may be ok, \$20,000 may be hard</p> <p>Alan Hotchkiss: In Colorado the registration fees pay for the program, they need enough lead time to charge for the course appropriately and build the funds.</p> <p>Jeff feels \$10,000 may be appropriate and they should prepare now. Once the Strategic Plan is approved requests are ready to send out.</p> <p>Cole Mullis: OR needs a strategic plan before he starts asking for funds</p> <p>Scott Andrus: UT is willing to handle the pooled fund and Scott will start</p>	

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	<p>talking to people, \$10,000 wouldn't be a problem, could maybe do more</p> <p>Matt Strizich: MT wouldn't have any issues in that range</p> <p>Howe Crockett: WFL would contribute if they find a way</p> <p>Richard Duval: CFL will budget for this on a yearly basis, and they may have found a way to contribute.</p> <p>Alan pointed out that they agreed on \$10,000 a year but asked how many years. Mike suggested doing what they did last time, which was six years.</p> <p>QAC chair to work with Secretary/Treasurer to determine what expenditures have been. See below</p> <p><i>Decision: Most states need a strategic plan before allocating the funds.</i></p>	
<p><b>Spring Meeting</b> Jeff Miles, ITD</p>	<p>Discussion: Jeff has discussed a meeting with WASHTO Construction Engineers, they all would like a meeting but nobody wants to pay for it. Jeff proposes a one and a half day meeting every year in March for a WAQTC executive committee.</p> <p>Cole Mullis suggested Portland, Jeff says Idaho would host if everyone would like. Jeff pointed out that he likes to choose a state/location that is easy to get a direct flight. The QAC meeting is in Henderson NV this year, which is easy to fly into.</p> <p>Three proposals: Henderson, Boise, Portland – Mike San Angelo likes Henderson, unless someone would have a problem traveling to Henderson. Hold off on choosing a location until it is determined if some would have a problem traveling to Henderson.</p> <p>Jeff will have Desna send out vote (mid-January?) for places and WAQTC can cover travel if it is necessary.</p> <p>Discussion on when to have the meeting, proposed the same dates as when WASHTO was held. Some discussion on who could make what dates. Week of April 4<sup>th</sup> proposed most can make this meeting except Garth.</p>	<p><i>Desna Bergold</i></p>



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	Jeff thanked everyone for their time.  Howe Crockett made a suggestion that for a future meeting we could use Adobe Connect.  Happy Holidays	
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