

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

MEETING CALLED BY: MATT STRIZICH, MDT
FACILITATOR: DESNA BERGOLD,
DB CONSULTING

DATE: JUNE 20, 2013
TIME: 10:00 AM TO
LOCATION: TELECONFERENCE

COMMITTEE MEMBERS PRESENT:

GARTH NEWMAN, QAC
MIKE SANTI, ITD
COLE MULLIS, ODOT
GREG STELLMACH, ODOT
MATT STRIZICH, MDT
BRYCE SIMONS, NMDOT
TOM BAKER, WSDOT
MIKE SAN ANGELO, AKDOT & PF
HOWARD ANDERSON, UDOT FOR SCOTT ANDRUS

ALSO IN ATTENDANCE:

KATHY HIGGINS, UDOT
JENNETH HAMPTON, UDOT

ABSENT:

HOWE CROCKETT, WFLHD
BILL SCHIEBEL, CDOT
SCOTT ANDRUS, UDOT
MICHAEL VOTH, CFLHD

AGENDA ITEMS / OBJECTIVES:

1. Kathy Higgins / UDOT Public Relations – Howard Anderson
2. T 312 – Cole and Garth
3. T 99/T 180 Task Force – Garth
4. English / Metric Usage – Cole
5. T 310 task force on density blocks – Cole
6. ‘C’ Methods - QAC will have list complete in July
7. Style Guide Templates
8. AMRL using CCRL
9. T 209 questionnaire
10. AASHTO revisions on the Tech Section agendas
11. Strategic Plan
12. Website updating – will DB Consulting be able to update at some time – Garth
13. TCCC Rep update – AASHTO vote
14. TCCC request for materials
15. Transitioning Files and Documentation – members only page
16. Financial commitment request – Scott Andrus
17. AASHTO SOM meeting
18. Other

ISSUE	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
Kathy Higgins / UDOT Public Relations	<p>Howard Anderson, UDOT, introduced Kathy Higgins. Kathy has been talking to Scott Andrus, UDOT, about helping WAQTC with their communication goals. Kathy has a background in public and media relations. She also has experience in organizational communication, social media, and training.</p> <p>Kathy would like to talk to key members to help establish WAQTC's communication goals, and then she could develop strategies to assist WAQTC.</p> <p>Mike San Angelo suggested that a first step would be to review the mission statement, Strategic Plan, and documents on the web site to get some background. After that she could schedule discussions with members of the Executive Committee (EC) and Qualification Advisory Committee (QAC).</p> <p>Matt Strizich, MDT, suggested Kathy talk to Garth Newman, ITD, first and perhaps that would indicate where to go from there.</p> <p>Kathy will contact Desna Bergold, DB Consulting, for documents and contact information for the group.</p> <p>The EC would like to thank Scott Andrus for the recommendation. <i>EC members will think about the WAQTC's communication needs.</i> <i>Kathy will be looking at WAQTC documents and contact members for discussion.</i></p>	<p>EXECUTIVE COMMITTEE</p> <p>KATHY HIGGINS</p>
T 312 – Cole and Garth	<p>AASHTO SOM has established an Expert Task Group (ETG) to review and revise <i>T 312, Hot Mix Asphalt (HMA) Specimens by Means of the Superpave Gyrotory Compactor.</i></p> <p>Garth Newman, ITD, would like to ensure that the QAC's proposals and concerns are presented to the ETG.</p> <p>Cole Mullis, ODOT, spoke to Georgene Geary recently and she informed him that the task force members are listed in the minutes of last year's AASHTO SOM Technical Section meeting.</p> <p>Garth will research this perhaps contact John Bukowski, FHWA, to determine where to go from here.</p> <p><i>Garth will follow up with John Bukowski.</i></p>	<p>GARTH NEWMAN</p>
T 99/T 180 Task Force – Garth	<p>Garth gave Scott Seiter, Oklahoma DOT, all the test method information from the QAC. Nothing has happened yet. Garth emailed James Williams, Mississippi DOT, the tech section chair (TS 1b) asking what WAQTC needs to do to move this forward.</p> <p>The QAC is proposing major changes to multiple test methods (T 99, T 180, T 224, T 272 – methods relating to laboratory density</p>	

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	<p>of soils and soil / aggregates) because they are intertwined. Garth is afraid that there will be some push back because the proposed changes are so sweeping.</p> <p>Cole pointed out that Garth is listed as a member of the task force in the tech section meeting minutes. Garth will send the information to the other TS 12-02 (Task Force 12-02) members and request a meeting.</p> <p><i>Garth will contact the other members of the task force.</i></p>	GARTH NEWMAN
English / Metric Usage – Cole	<p>Many AASHTO methods are inconsistent in the use of US Customary and metric units.</p> <p>Cole has been working with Bill Ahearn, VDOT. Bill was going to submit the list of test methods that need to be addressed to Greta Smith, AASHTO, at the SOM.</p> <p><i>Cole will follow up with Bill.</i></p>	COLE MULLIS
T 310 task force on density blocks	<p>Cole has not had time to move forward on this.</p> <p><i>Cole will keep the group posted.</i></p>	COLE MULLIS
'C' Methods - QAC will have list complete in July	<p>The QAC has a list of all the AASHTO 'C' methods, methods that reference ASTM methods instead of being standalone methods, some of which have already been discontinued. The QAC members have been consulting their agencies to rate the methods 1 to 5.</p> <p>5 is 'high impact': methods that the agency would need to develop, request WAQTC to develop or incur significant expense purchasing ASTM. 1 is 'low impact': methods the agency does not use or already used ASTM.</p> <p>Those lists are to be returned to Desna by 6/21/13. Desna will compile the results. The final list will be discussed at the July QAC meeting and presented to the EC in August.</p> <p>Garth and Mike Santi, ITD, expressed concern that the test methods are so intertwined it is difficult to determine what may have a large future impact. To work with AASHTO methods and then reference an ASTM method that then references other ASTM methods when the agency would prefer to use, and may have already purchased, AASHTO methods creates a cross referencing inconsistency.</p> <p>There is the potential to be costly to an agency both directly and indirectly (consultant labs) to use both AASHTO and ASTM methods.</p> <p><i>The final list from the QAC will be presented at the August EC meeting.</i></p>	GARTH NEWMAN

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Style Guide Templates	<p>At the Spring meeting the EC suggested that templates for WAQTC materials be included on the website with the Style Guide. Desna presented examples of the PowerPoint and short form templates.</p> <p><i>The Style Guide and the templates will be posted on the WAQTC website.</i></p>	DESNA BERGOLD
AMRL using CCRL	<p>Matt was going to set up a meeting with Stephen Lenker, Director – Construction Materials Reference Laboratory (AMRL/CCRL), Cole, and Garth to discuss the issues that arise when CCRL inspectors are used for AMRL accreditations.</p> <p>Mike San Angelo, AKDOT, suggests that representatives from AMRL and CCRL be invited to the WAQTC EC meeting at the SOM. He also expressed the concern that the issue may be nationwide. Matt will set up the teleconference and then will use the listserv to inquire if other agencies are having similar issues.</p> <p>Tom Baker, WSDOT, will put this issue on the AMRL agenda. He also would be happy to participate in the conference call when it is set up.</p> <p><i>Matt will set up conference call with AMRL / CCRL Director Steve Lenker.</i></p> <p><i>Tom Baker will include the issue on AMRL agenda.</i></p>	MATT STRIZICH TOM BAKER
Financial commitment request	<p>Howard introduced Jenneth Hampton, UDOT, who handles the WAQTC pooled fund for Scott Andrus.</p> <p>Jenneth introduced a spreadsheet that shows each agency's commitment, obligations, and the expenditures that UDOT developed from the FHWA pooled fund webpage. Unfortunately this does not represent all the problems that were encountered in the old system and the problems AKDOT had in trying to manage the original pooled fund. The expenditures for that time were not processed in the federal system; AKDOT used their own funds through their state system. There were also issues with the funds contributed from New Mexico which were never recorded in the federal system. Jenneth requested that Mike or his representative email an explanation to her of the issues and indicate that the 'commitment' funds shown on the FHWA website cannot be tracked.</p> <p>The pooled fund will essentially start over and future commitments will follow the new process.</p> <p>When the time comes each state will need to post their commitment on the website.</p>	

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	<p>There needs to be corrections on the FHWA website to remove former members. It is unknown who updates that page, possibly the lead state.</p> <p>Each agency should review the information on the spreadsheet that was generated from the FHWA webpage and respond to Jenneth.</p> <p><i>Mike will send an email to Jenneth with an explanation.</i></p> <p><i>Jenneth will update the spreadsheet and Desna will send it out.</i></p> <p>Contact information</p> <p style="padding-left: 40px;">Jenneth Hampton Financial Analyst III Project Development - Program Finance Utah Department of Transportation 4501 South 2700 West Salt Lake City, UT 84114 Phone: (801) 965-4276 E-mail: jhampton@utah.gov</p>	<p>MIKE SAN ANGELO</p> <p>JENNETH HAMPTON</p> <p>DESNA BERGOLD</p>
T 209 questionnaire	<p><i>T 209, Theoretical Maximum Specific Gravity (G_{mm}) and Density of Hot Mix Asphalt (HMA)</i> has incomplete instructions for standardization of the flask for the ‘mass determination-in-air’ method. The QAC feels that there are some points that need to be clarified.</p> <p>At the Spring Meeting it was suggested that a questionnaire be developed and sent through the AASHTO listserv to poll the states on the methods they use. Garth Newman and Mike Santi report this has not been done yet.</p> <p><i>Garth will develop the questionnaire and send it through AASHTO's listserv via Mike Santi.</i></p>	<p>GARTH NEWMAN MIKE SANTI</p>
AASHTO revisions on the Tech Section agendas	<p>Mike Santi has submitted T 22 to TS 3C.</p> <p>Scott Andrus was to submit TP XX (TM 8) and TP XX (TM 11) it is unknown if this is done yet. Desna will follow up.</p> <p>Cole Mullis was assigned R 35; he hasn't sent it in yet, he will do it next week. Desna will follow up.</p> <p>Matt has assigned Oak Metcalfe, MDT, to champion T 269, T 287, T 305, and T 319. Matt will work with Oak to get them submitted. Desna will follow up.</p> <p>Desna sent Howard and Tom the ‘Revision Tracking’ spreadsheet.</p> <p><i>Scott, Cole, and Matt will get the test methods to the Tech Section chairs.</i></p>	<p>SCOTT ANDRUS COLE MULLIS MATT STRIZICH</p>

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	<i>Desna will follow up.</i>	DESNA BERGOLD
Strategic Plan	<p>The Strategic Plan was discussed at the Spring Meeting. Desna was assigned to clean up the draft version of the Strategic Plan and include the FOP Library as a goal. The EC reviewed the cleaned up version and approved it.</p> <p><i>Desna will have the Strategic Plan put on the website.</i></p>	DESNA BERGOLD
Website updating and Transitioning Files and Documentation – members only page	<p>Mike San Angelo has recommended that WAQTC explore a new provider. Mike is concerned about the hourly rate Advanced Microsystems charges.</p> <p>It is proposed that Desna look at other providers to see if there are better rates somewhere. Perhaps Kathy will be able to assist.</p> <p><i>Desna will look into options.</i></p> <p>There is some concern that all of WAQTC’s history and archives reside with Garth. There should also be a reliable way to transition Committee Chair information.</p> <p>Cole asked what information should be included on a ‘member’s only’ page. Garth suggested perhaps everyone could think what they would like to see as far as documents on the webpage.</p> <p><i>Each member will get their thoughts on paper and send them to Desna to compile.</i></p> <p><i>This will be included on the August agenda.</i></p>	<p>DESNA BERGOLD</p> <p>COMMITTEE MEMBERS</p> <p>DESNA BERGOLD</p>
TCCC request for materials TCCC Rep update	<p>Mike San Angelo discussed some of the history of TCCC and his concerns about copyrights. If TCCC used WAQTC materials to develop training who would be able claim ownership of the training and materials? Is there a possibility that eventually WAQTC member agencies would have to pay for materials they currently own?</p> <p>Garth pointed out that the goals of TCCC were to fill gaps in training. TCCC developed up to 40 online courses from existing state courses and NHI ran into issues of maintenance as far as updating and compatibility with current software. NHI then decided to divest themselves of TCCC but keep the courses. TCCC then pursued a relationship with AASHTO. AASHTO voted to adopt TCCC. At that time through discussions TCCC determined to develop materials testing training even though the training already existed. Some of the older members of TCCC were concerned that it is unnecessary to redevelop something that exists. The concern is that this is not consistent with TCCC’s mission statement and does not benefit the agencies that contributed to TCCC through the</p>	

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	<p>pooled fund. Garth feels this is a question that should be asked of TCCC at the SOM.</p> <p>Tom Baker recommended that Mike San Angelo become the WAQTC representative to TCCC. Mike determined that he would decline the nomination due to current workload.</p> <p>Matt Strizich had been considering Montana's needs for construction / inspection training and possibly having a representative from MDT on the TCCC.</p> <p>Cole pointed out that if Matt were to get an MDT representative on TCCC then perhaps that person could also represent WAQTC.</p> <p>Matt will call Ken Cox, TCCC, and tell him WAQTC is thinking about their position and there will be more conversation at the SOM.</p> <p><i>Matt will respond to TCCC.</i></p> <p><i>This will be on the August meeting agenda.</i></p>	<p>MATT STRIZICH DESNA BERGOLD</p>
AASHTO SOM meeting	<p>Desna sent an email concerning shuttles from the Reno airport.</p> <p>The EC meeting will be Monday at 4:00 pm. Desna will inform the group which room the meeting will be in when Karen Crawford, CMC, SOM organizer has assigned it.</p> <p><i>Desna will send out agenda and meeting room.</i></p>	<p>DESNA BERGOLD</p>