

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

MEETING CALLED BY: GARTH NEWMAN
FACILITATOR: DESNA BERGOLD

DATE: AUGUST 5, 2013
TIME: 4:00 PM
LOCATION: TAHOE, NV

PRESENT:

GARTH NEWMAN, QAC
MIKE SANTI, ITD
SCOTT ANDRUS, UDOT
BRYCE SIMONS, NMDOT
COLE MULLIS, ODOT
BILL SCHIEBEL, CDOT
JASON RICHINS, UDOT
DESNA BERGOLD, DB CONSULTING

MEMBERS ABSENT:

HOWE CROCKETT, WFLHD
TOM BAKER, WSDOT
GREG STELLMACH, ODOT
MIKE SAN ANGELO, AKDOT & PF
MICHAEL VOTH, CFLHD

AGENDA ITEMS / OBJECTIVES:

1. Review proposed revisions / provide any clarifications if needed - Garth
2. WAQTC Qualification numbers – Garth
3. Texas and Hawaii’s presence on the website - Desna
4. US / SI Usage – Cole
5. T 310 task force on density blocks – Cole
6. AMRL using CCRL
7. Financial commitment request – Scott Andrus
8. Consultant possibly submitting methods on behalf of the Champions – Garth
9. Access to AASHTO SOM documents – Garth
10. Newsletter update
11. Desk Manual for new QAC/EC members – QAC
12. AASHTO ‘C’ methods
13. Other

ISSUE	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
Review proposed revisions / provide any clarifications if needed	<p>Garth Newman, QAC Chair, discussed the proposed revisions to AASHTO test methods that WAQTC is presenting.</p> <p>Garth or Desna will be available in the sessions to help the test methods Champions if needed.</p> <p>Garth made a point of asking everyone to fill out the revision tracking forms so that we can know where the proposed changes stand with AASHTO. Garth will make copies of revision tracking forms for any who need it.</p> <p>Cole Mullis, ODOT, said that in the Executive Session there was a discussion concerning AASHTO has graphics artists. The graphics artist can make necessary changes to figures in the AASHTO test methods. The tech section chair just needs to be made aware of what changes need to be done.</p> <p>Tom Baker, WSDOT, had asked that the two new methods (TM 8 and TM 11) be submitted as standards instead of as provisional methods. There is some concern that since Tom could not make the conference there may be some issues with this. Scott Andrus, UDOT, will be Championing these methods.</p> <p><i>Revision tracking forms will be filled out.</i></p>	Champions
WAQTC Qualification numbers	<p>Garth discussed the issues with the technician qualification numbers that the QAC discussed during the July meeting.</p> <p>He wanted everyone to be aware that, when the time comes, this may become an auditing issue.</p> <p>Cole asked where we stand with the auditing manual: the EC gave the QAC an assignment to develop a work plan. The QAC will address this in January.</p> <p><i>No action required</i></p>	
Texas and Hawaii's presence on the website	<p>Texas and Hawaii are listed as members in the Administration manual and on the WAQTC website. Neither state participates in meetings and no longer receives training materials.</p> <p>Texas has never signed anything official stating they were WAQTC members.</p>	

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	<p>Cole suggested that if a state is not participating they should be removed.</p> <p>Hawaii's representative is at this SOM. Garth will talk to him and try to get some clarification.</p> <p><i>Texas will be removed from the administration manual and the website.</i></p> <p><i>Garth will report on the discussion with Hawaii's representative.</i></p>	<p>Desna Bergold</p> <p>Garth Newman</p>
US / SI Usage	<p>Cole has not moved forward on this. Remind him to talk about this.</p> <p><i>Desna will send an email reminder to Cole.</i></p>	Desna Bergold
T 310 task force on density blocks	Nothing to report.	
AMRL using CCRL	<p>This has been a topic of discussion in multiple meetings. Garth summarized the issue for the members. The CCRL inspectors are informing labs who have WAQTC qualifications that they cannot get qualified under ASTM 1077. This is a CCRL requirement and not an AMRL requirement and is not applicable.</p> <p>There are some people attending the SOM from AMRL.</p> <p><i>Cole and Garth will figure out when to talk to AMRL.</i></p>	<p>Cole Mullis</p> <p>Garth Newman</p>
Financial commitment request	<p>Scott has a draft letter for Matt to send to member agencies to request a financial commitment.</p> <p><i>Scott will send the letter to Matt for review.</i></p>	Scott Andrus
Newsletter update	<p>Cole started this discussion by suggesting perhaps the group should have thought ahead and considered some marketing at the AASHTO SOM.</p> <p>Garth discussed QAC's discussions about newsletters v. marketing flyer. The QAC feels that there are better ways to market WAQTC. Cole's idea would feed into that.</p> <p>Cole is interested in how many people access the website outside</p>	

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	<p>of WAQTC. When the website was at WFL this could not be tracked. Now we may be able to do that but this has not been addressed.</p> <p>Garth gets a lot of people contacting him from the information on the website.</p> <p>Scott suggested that Catherine Higgins, UDOT, may be able to help put together a marketing flyer. She has been very helpful so far.</p> <p>The group would like to have a teleconference in October to more fully discuss this issue.</p> <p><i>This will be on the agenda for the upcoming teleconference.</i></p>	Desna Bergold
Consultant possibly submitting methods on behalf of the Champions	<p>All feel that it is more appropriate to have proposals sent by TS members.</p> <p>When champions are assigned there will be a deadline set for submittals. If Desna has not received notification that the proposals have been submitted she will contact the champion.</p> <p><i>Set deadlines when champions are assigned.</i></p>	Committee
Access to AASHTO SOM documents	<p>Most members are having a difficult time accessing the new AASHTO member's page. Just be aware this is a problem. AASHTO is continuing to update the web site so the members need to check occasionally to make sure they have access.</p>	EC members
Desk Manual for new QAC/EC members	<p>The QAC felt it would be a good idea to create an introduction and instruction manual for new members of the QAC and EC. If the EC agrees the QAC would like to add this to the Strategic Plan.</p> <p>When this is complete it should be folded into the administration manual at some point.</p> <p><i>This will be included on the Strategic Plan at some point.</i> <i>This will be on the agenda for the upcoming teleconference.</i></p>	Desna Bergold
AASHTO 'C' methods	<p>Mike Santi offered to give AASHTO the 'C' methods information the group has collected.</p>	

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	<p>There will no longer be ‘C’ standards. The member agencies rated the list of ‘C’ methods and Desna compiled this into a spreadsheet.</p> <p>Because some agencies already have their own methods and did not rate AASHTO ‘C’ methods very high.</p> <p>The QAC has already been assigned to work on a T 309 proposed.</p> <p>Cole suggested sending a list to each Tech Section chair and asks what AASHTO intends to do with them.</p> <p>Desna will sort the list by Tech Section and indicate which methods are of great concern. Garth will draft a letter of inquiry for the EC members to attach with the list.</p> <p><i>This will be added to the teleconference agenda.</i></p>	<p>Garth Newman Desna Bergold</p>
<p>Other</p>	<p>Schedule conference call to specifically address marketing and financial request in early October.</p> <p><i>Desna will doodle for a good time to schedule a teleconference</i></p>	<p>Desna Bergold</p>