

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

<p>MEETING CALLED BY: MATT STRIZICH, MDT FACILITATOR: DESNA BERGOLD, DB CONSULTING</p>	<p>DATE: APRIL 15 AND 16, 2014 LOCATION: PORTLAND, OR</p>
<p>COMMITTEE MEMBERS: MATT STRIZICH, EC CHAIR, MDT MIKE SANTI, ITD SCOTT ANDRUS, UDOT MICHAEL VOTH, CFLHD GREG STELLMACH, ODOT BILL SCHIEBEL, CDOT DAVE JONES, WSDOT LINDA HUGHES, QAC REPRESENTATIVE, WSDOT</p>	<p>ABSENT: HOWE CROCKETT, WFLHD MIKE SAN ANGELO, AKDOT & PF BRYCE SIMONS, NMDOT GARTH NEWMAN, QAC</p>
<p>AGENDA ITEMS / OBJECTIVES:</p> <ol style="list-style-type: none"> a. Marketing WAQTC / flyer b. AASHTO Revisions <ol style="list-style-type: none"> a. Proposed 'A' method for <i>T 309 Temperature of Freshly Mixed Hydraulic Cement Concrete</i> b. Proposed 'A' Method for <i>T 2 Sampling of Aggregates</i> c. <i>T 30 Mechanical Analysis of Extracted Aggregate</i> d. <i>T 209 Theoretical Maximum Specific Gravity (G_{mm}) and Density of Hot Mix Asphalt (HMA)</i> e. <i>T 265 Laboratory Determination of Moisture Content of Soils</i> <ol style="list-style-type: none"> i. Procedure is one paragraph – Garth f. <i>T 121 Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i> g. <i>T 329 Moisture Content of Hot Mix Asphalt (HMA) by Oven Method</i> c. 'C' Methods that could be discussed at the SOM <ol style="list-style-type: none"> a. <i>T 168; Sampling Bituminous Paving Mixtures</i> b. <i>T 40; Sampling Bituminous Materials</i> d. QAC meeting update e. Process for agencies who wish to become members – Desna and Catherine f. Financial Request – Scott Andrus g. The future of WAQTC (from October meeting) – Mike San Angelo h. US / SI Usage – Cole i. T 310 task force on density blocks – Cole j. Strategic Plan (inclusion of Desk Manual) k. FOP Library work plan l. WASHTO and the EC meeting - Garth 1. Other 	

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>Bill Schiebel, CDOT, attended the beginning of the meeting via teleconference.</p>	
Financial Request	<p>Bill Schiebel requested the meeting begin with a review of the financial report that was sent out by Scott Andrus, UDOT. Bill is concerned that Colorado's contribution is not accurately reflected in the report. Scott indicated that this will be updated and CDOT's contribution will be included.</p> <p>Michael Voth, CFL, pointed out that in the report WFL and CFL should be combined. Also the total did not reflect their recent contributions. This will be updated too.</p> <p>Bill asked where WAQTC stands financially. Is it solvent now that many agencies have made contributions? The expectation is all members will contribute \$15,000 each for fiscal years 2014, 2015, and 2016. The fiscal year ends June 30th. The goal is for all the DOTs to contribute \$45,000 total</p> <p>Scott indicated that to cleanly move on negative balances will not be carried forward.</p> <p>Whether New Mexico will continue their participation is unknown.</p> <p><i>Scott will continue tracking WAQTC's financials and will try to distribute a revised spreadsheet.</i></p>	Scott Andrus
The future of WAQTC	<p>Bill asked that the group discuss the agenda item 'The future of WAQTC' next.</p> <p>This item is difficult to discuss without Mike San Angelo, AKDOT, as it directly relates to the topics he introduced during the January teleconference. Mike also recently sent an email expressing his concerns on WAQTC's continued relevancy. Matt Strizich, MDT, said that one of the tasks of the Executive Committee (EC) is to try to think ahead, to consider what will be needed as the industry advances. He also pointed out that the discussion began with potential issues concerning TCCC.</p> <p>Scott reminded everyone that Jeff Sadler, UDOT, is the WAQTC representative to TCCC. WAQTC is worried that TCCC is not focusing on where there is a lack of training. The EC previously asked Jeff to discuss training topics with TCCC, i.e. <i>percent within limits</i> training, etc. Scott said that Jeff had</p>	

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>informed him that TCCC is starting a new contract to develop training and the EC recommendations were presented. The question is: how closely does the group want to work with TCCC given the concerns that have been expressed so far?</p> <p>Scott and Matt discussed how their agencies use WAQTC's program, train technicians, and what is needed.</p> <p>Bill pointed out that it may be difficult to compete with TCCC's potential on-line offerings due to the amount of money they are able to spend. It would be terrible to have to pay to use materials already owned by WAQTC for training. He asks if WAQTC would want to develop on-line training in the future. Linda Hughes, QAC representative, explained that recently WSDOT paid for some on-line training to be developed and it is very expensive, they paid upwards of \$60,000 for one small training course. WAQTC may not want to put the majority of their budget toward online training especially if TCCC will be making it available.</p> <p>Mike Voth pointed out that once TCCC provides on-line training does it impact WAQTC's reason to exist. Linda said that the TCCC training is generic and does not replace individual agency programs based on WAQTC.</p> <p>Linda suggested that we see if TCCC will be spending money on training that will benefit WAQTC because on-line training does not take the place of hands-on training.</p> <p>The October teleconference meeting minutes state that Mike San Angelo offered to send some information to the group concerning his ideas for the future of WAQTC. Desna will ask him if he could disseminate this information.</p> <p><i>Desna Bergold will contact Mike San Angelo.</i></p> <p><i>This will be on the EC July meeting agenda.</i></p> <p>There followed much discussion about training versus qualification. WAQTC qualifies technicians; the agencies determine what qualifications are required. TCCC will only be providing on-line training not hands on training. Scott indicated that considering this TCCC is not a direct threat to WAQTC's relevancy.</p>	Desna Bergold

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>Scott again stated that Jeff would like some guidance as WAQTC's representative. Scott will forward Jeff's notes from the February TCCC meeting. These notes will help with determining the next step.</p> <p><i>Scott will send Desna the notes he gets from Jeff for her to disseminate.</i></p>	Scott Andrus
AASHTO Revisions		
Proposed 'A' method for <i>T 309</i>	<p><i>T 309 Temperature of Freshly Mixed Hydraulic Cement Concrete</i></p> <p>Desna explained that AASHTO discontinued this 'C' procedure as it is an ASTM procedure that AASHTO had until now referenced in the AASHTO manuals. The QAC developed, from WAQTC TM 10, a procedure to propose as an AASHTO owned 'A' method. There have been some concerns that a new method intending to cover the same process would be too similar to an ASTM method. As this procedure can be traced to TM 10 that should not be a problem.</p> <p><i>Champion: Mike Santi, ITD</i></p>	Mike Santi
Proposed 'A' Method for <i>T 2</i>	<p><i>AASHTO T 2, Sampling of Aggregates</i></p> <p>This is also a 'C' method that the QAC is very concerned may be discontinued. They determined that it was best to develop a method to propose immediately. The proposed procedure was developed from the WAQTC Field Operating Procedure short form which was then formatted to an AASHTO procedure.</p> <p><i>Champion: Cole Mullis, ODOT, with Greg Stellmach, ODOT, as back up.</i></p>	Cole Mullis
<i>T 30</i>	<p><i>T 30 Mechanical Analysis of Extracted Aggregate</i></p> <p>The proposed changes were reviewed and approved.</p> <p>Matt Strizich will not be attending the AASHTO SOM, Oak Metcalfe, MDT, will be going in his place. Matt indicated Oak will be able to champion this procedure.</p> <p><i>Champion: Oak Metcalfe</i></p>	Matt Strizich Oak Metcalfe

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<i>The QAC should focus on content and help alert AASHTO to formatting issues.</i>	
	<p>The EC will ask Cole, the Western Representative to AASHTO, if he will introduce this global issue to the Executive Committee.</p> <p><i>Matt Strizich will talk to Cole Mullis.</i></p>	Matt Strizich
<i>T 121</i>	<p><i>T 121 Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p>The proposed changes were reviewed and approved.</p> <p><i>Champion: Mike Santi</i></p> <p>As above, the Tech Section needs to be alerted to the formatting issue.</p> <p><i>Mike Santi will bring up the formatting issue to the tech section.</i></p>	Mike Santi
<i>T 329</i>	<p><i>T 329 Moisture Content of Hot Mix Asphalt (HMA) by Oven Method</i></p> <p>The proposed changes were reviewed and approved. One of them is to correct an untracked change in the moisture content formula which occurred in the 2011 AASHTO manuals.</p> <p><i>Champion: Scott Andrus</i></p>	Scott Andrus
<p>'C' Methods <i>T 168</i> <i>T 40</i></p>	<p><i>T 168; Sampling Bituminous Paving Mixtures</i> <i>T 40; Sampling Bituminous Materials</i></p> <p>These test methods will most likely be topics of discussion at the AASHTO SOM meeting. The QAC would like to ask the EC to suggest that AASHTO develop these as 'A' methods.</p> <p>Garth has a letter with a list of the 'C' methods which WAQTC considers at risk. The EC member on a given tech section is to send the letter and the pertinent portion of the list to the chair. Desna read the draft of this letter. The EC approved it. Desna will talk to Garth and follow up on this soonest.</p> <p><i>Desna will ask Garth to send the letter to the EC members.</i></p>	Desna Bergold Garth Newman

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
Marketing WAQTC flyer	<p>Desna presented the flyer Catherine Higgins, UDOT, created. The group felt it was well put together and looks good.</p> <p>There were suggestions on content: Adding the cost of maintaining the program and the contribution of personnel hours by individual states.</p> <p><i>Desna will draft content and work with Catherine to revise the flyer.</i></p>	Desna Bergold Catherine Higgins
Process for agencies who wish to become members	<p>While compiling the flyer it became apparent that there was no 'process' for interested parties to become members.</p> <p>Matt will draft something for a process. He was already looking into this with the intent of talking to Wyoming and N Dakota.</p> <p><i>Matt Strizich will draft a process for new members and distribute for comment.</i></p>	Matt Strizich
US / SI Usage	<p>AASHTO has been alerted to the issues. Nothing to report.</p> <p><i>This is complete.</i></p>	
QAC meeting update	<p>The QAC meeting minutes were disseminated before this meeting. Specific discussions below.</p>	
QAC traveler reimbursement	<p>There has always been some concern over how long it takes to reimburse QAC members for travel. Due to processing and approval time a traveler may be required to carry a balance on their credit cards. Sean Parker, ODOT, expressed his concern because ODOT needs to be reimbursed first before he is reimbursed which causes an additional delay. Sean suggested that if the consultant paid for room accommodations instead of the traveler it would minimize the attendee's liability. Desna, DB Consulting's representative, does not have objections.</p> <p>The EC agreed that this could work. The traveler would still make the hotel reservations and secure it with his/her credit card. The consultant will pay for the hotel accommodations for travelers at the meetings.</p> <p><i>Executive Committee approved this change to paying for hotel accommodations.</i></p>	

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
T 310 task force on density blocks	<p>Greg reported that Cole is still working on this but has nothing to report at this time.</p> <p><i>This will continue to be an agenda item.</i></p>	Desna Bergold
Strategic Plan - Reviewed updates to the strategic plan.		
<p>Desk Manual</p> <p>Newsletter</p> <p>Planned work</p> <p>T 606</p>	<p>Linda discussed the development of a desk manual which is now included in the plan.</p> <p>The QAC would like to solicit input on this endeavor.</p> <p>Scott suggested that the QAC review UDOT's CMOI which may be helpful for a starting place for a desk manual.</p> <p>Greg pointed out that a desk manual is a large undertaking. There are a lot of great ideas here but it's so large that it could be overwhelming. Perhaps it should be looked at in smaller pieces.</p> <p><i>The desk manual, renamed 'operations manual,' will be moved to long term goals and the smaller piece, 'Roles and Responsibilities of QAC and EC members,' will be a 2014 short term goal.</i></p> <p>All references to the 'Newsletter' have been removed. The development of a 'Marketing Brochure' has been included.</p> <p><i>The 'Marketing Brochure' will remain on the 'Planned Work' list.</i></p> <p>AKDOT & PF ATM 212, ITD T 74, WSDOT TM 606, and/or WFLHD HUMPHRYS CURVES – There is no manufacturer of the 606 machine. Linda suggested that the SOP for this process should be developed by the states that are using it or are interested and this should be included in the FOP library. She reported that AASHTO does not seem interested in this as a potential procedure.</p> <p><i>Development of the SOP will be removed from the 'Strategic Plan' and will be considered for the FOP Library when a Champion develops it.</i></p>	Desna Bergold

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
<p>Training for Exam Proctors and Trainers</p>	<p>Two short term goals were established for the long term goal <i>'Develop Training for Exam Proctors and Develop Trainer Qualification Requirements'</i>:</p> <ul style="list-style-type: none"> • Identify exam proctor and trainer qualification requirements • Develop a work plan for training of exam proctors <p>There is a need for many more exam proctors than trainers and they may have different requirements. Trainers need to be able to teach in a classroom and laboratory setting; proctors must have qualifications but not necessarily the ability to teach. Starting with the information in the Administration Manual these requirements need to be identified and expounded upon.</p> <p><i>Desna will start identifying the qualifications from the 'Administration Manual' and have ready for the QAC July meeting.</i></p> <p><i>This will be included on the QAC July meeting agenda.</i></p> <p>Reviewed the appendices 'Completed Items.' Matt thinks that the appendices should cover up to four years. Any 'Completed Items' before that will be archived when the time comes.</p> <p><i>Appendices of 'Completed Items' will be included for four previous years.</i></p> <p>The EC prioritized the '2014 Planned Work' list.</p> <p><i>The QAC will review the prioritized 'Planned Work' at the July meeting.</i></p>	<p>Desna Bergold</p> <p>QAC</p>
<p>FOP Library work plan</p>	<p>The EC reviewed the proposed updates to the FOP Library Work Plan.</p> <p>The group discussed the championing of existing FOPs that are on the website. Greg Christensen, AKDOT, and Sean Parker, ODOT, have volunteered to update those FOPs.</p> <p>There is some concern about establishing time frames for submittals etc. A change to the timing of the initial submittal was proposed.</p> <p><i>The proposed change will be incorporated in the Work Plan.</i></p>	<p>Desna Bergold</p>

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
WASHTO and the EC meeting	<p>Garth Newman, WAQTC EC Secretary, wanted to know if this group will start meeting in conjunction with the WASHTO Construction / Materials meeting.</p> <p>Everyone thought that having the meetings in conjunction is a good idea. If a member state is not going to be sending their EC member to the WASHTO meeting WAQTC could still reimburse that member for the WAQTC meeting.</p> <p>The length of the EC meeting may become a problem.</p> <p>Matt will find a WASHTO contact for Desna to work with for next year's meeting.</p> <p><i>This will be on the EC July meeting agenda.</i></p>	Desna Bergold
Other	<p>Discussion of what to do with the WAQTC 'archived' materials. At this time they all reside with Garth Newman.</p> <p>There may be some issue with long term data storage of WAQTC historical documents electronically. Especially in establishing a location where members can access them.</p> <p>The first step would be to identify the materials that should be archived and in what format they are currently saved.</p> <p>Garth and Desna will brainstorm to determine how to get the archived materials together. The QAC needs to be consulted in determining what is important to keep.</p> <p><i>Include on the QAC agenda.</i></p> <p><i>Garth and Desna will discuss how much information there is and how to compile it.</i></p>	Garth Newman Desna Bergold