

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

MEETING CALLED BY: GARTH NEWMAN
FACILITATOR: DESNA BERGOLD

DATE: JULY 27, 2014
TIME: 4:30– 5:30 PM
LOCATION: CHARLES S. FROST MEETING
ROOM, MINNEAPOLIS, MN

COMMITTEE MEMBERS:

MIKE SANTI, ITD
SCOTT ANDRUS, UDOT
MIKE SAN ANGELO, AKDOT & PF
BRYCE SIMONS, NMDOT
MICHAEL VOTH, CFLHD
GARTH NEWMAN, QAC
OAK METCALFE, MDT
GREG STELLMACH, ODOT
GEROBIN CARNATE, HDOT
CASEY SONEIRA, AMRL (GUEST)

ABSENT:

HOWE CROCKETT, WFLHD
BILL SCHIEBEL, CDOT
DAVE JONES, WSDOT
MATT STRIZICH, MDT

AGENDA ITEMS / OBJECTIVES:

1. Review proposed revisions / provide clarification as needed – Garth Newman
2. AASHTO procedure formatting – ‘paragraph’ procedures – Garth Newman
3. The future of WAQTC – Mike San Angelo
4. WASHTO meeting – Garth Newman
5. Financial commitment request – Scott Andrus
6. AASHTO ‘C’ methods – letter to tech section chairs – Garth
7. Marketing Brochure
8. Process for agencies to become a WAQTC member – Matt Strizich
9. T 310 task force – Cole Mullis
10. Other

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
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Casey Soneira, AMRL, introduced herself. AMRL and the QAC worked together on the proposed revisions to T 209. This is a very promising relationship. The Executive Committee (EC) welcomed Casey.

Proposed revisions	<p>Garth Newman, ITD, briefly reviewed the proposed revisions, reminding the Champions of their Test Method assignments.</p> <p>The Champions have already submitted the proposed revisions to the respective Tech Section (TS) Chairs. The revisions are on the TS meeting agendas. There were no questions or need for clarification.</p> <p><i>Proposed revisions will be presented and discussed during the TS meetings.</i></p>	CHAMPIONS
AASHTO formatting	<p>There are many AASHTO Test Methods that include multiple steps in a single paragraph. This is not an effective format for a technician performing the test and it is not consistent with the <i>AASHTO Model Test Method</i>. This topic was discussed at the Spring Meeting. Desna, referring to the meeting minutes, reminded the committee that the decision was made that the QAC would focus on the content and technical issues of the test methods but would alert AASHTO of the formatting issues.</p> <p>Casey stated that AMRL has noticed that some labs that perform multiple test methods, i.e. AASHTO, ASTM, state methods etc., use the AMRL bulleted list of the differences among the methods. This lessens the confusion when referencing multiple methods. In general, it is less confusing when a method is step by step.</p> <p>Mike San Angelo, AKDOT, suggested that the question is: Do the TS and AASHTO want the technicians to use the actual test method, or the step by step procedures based on the method but developed by someone else? If the method should be used, it should be in a more useful format.</p> <p>Now that AASHTO has a technical writer on staff, the EC should ask AASHTO to begin addressing this issue.</p> <p><i>The Executive Committee will monitor the formatting issue and alert the TS chairs when possible.</i></p>	EXECUTIVE COMMITTEE
The future of WAQTC	<p>Mike San Angelo is preparing to give a speech at the SOM on the future of AASHTO which corresponds with his comments on the future of WAQTC. The WAQTC needs to consider its future and continual improvement. The EC should make decisions to ensure and maintain WAQTC's relevance while recognizing that other</p>	

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	<p>organizations may be competition. How can WAQTC provide value to member agencies?</p> <p>Another issue of concern is that other organizations are using the WAQTC logo without permission. WAQTC needs to build a network of affiliated agencies that will have WAQTC's best interest in mind.</p> <p>Mike is still developing a presentation concerning this issue.</p> <p>Garth recommended that a teleconference be scheduled to discuss this in late November.</p> <p><i>Desna will poll committee members for the best time to have a November teleconference.</i></p>	DESNA BERGOLD
WASHTO meeting	<p>At one time the EC met while the committee members were attending the WASHTO conference. Now that the WASHTO Construction / Materials Committee has begun holding conferences again, the EC may want to meet in conjunction with the conference again. No one is aware of when and where the next WASHTO meeting will be held.</p> <p>Garth volunteered to consult with the WASHTO Executive Director, Brian Ness, who is also the ITD Director.</p> <p><i>Garth will discuss the next WASHTO meeting with the WASHTO Executive Director.</i></p>	GARTH NEWMAN
Financial commitment request	<p>Scott Andrus, UDOT, explained that FHWA would like to close the old Transportation Pooled Fund (TPF). He tried to get them to wait until a new 'cycle' but FHWA decided to 'close' the old fund but leave it 'active.' Scott is unsure how this works but he has been assured it does. Scott took into consideration the money in the old account and started this year with the new funds that have been committed. The current fund continues until 2016 at which time a new TPF may need to be developed.</p> <p><i>Scott will keep the committee informed of any developments.</i></p>	SCOTT ANDRUS
AASHTO 'C' methods	<p>An AASHTO 'C' method is a test method that is based on an ASTM method that AASHTO's designated method refers to with or without modification. AASHTO has decided to discontinue this practice. The current 'C' methods will either be developed as AASHTO methods or discontinued. The WAQTC is interested in knowing</p>	

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	<p>what will become of certain methods.</p> <p>At previous meetings, the decision was made that EC members who also serve as members of a given TS will request 'C' method status information from the TS Chair. Garth drafted a letter regarding the request for information that EC members can distribute with a list of highlighted 'C' methods attached. He will ask someone from each TS to present the letter.</p> <p><i>The letter requesting information will be distributed to TS Chairs by EC members.</i></p>	EXECUTIVE COMMITTEE
Marketing Brochure	<p>Garth handed out several copies of the flyer for the committee members to distribute to interested parties.</p> <p>The committee expressed appreciation to Catherine Higgins, UDOT, for her efforts in putting this together.</p> <p><i>Committee members will distribute copies of the marketing brochure as they see fit.</i></p>	EXECUTIVE COMMITTEE
Process for agencies to become a member	<p>Matt Strizich, Chair, is not in attendance and did not relay information on this topic.</p> <p><i>This topic will be listed on the teleconference agenda.</i></p>	DESNA BERGOLD
T 310 task force	<p>Greg Stellmach, ODOT, informed the committee that Cole Mullis, ODOT, is moving to the pavement section and will no longer be able to represent WAQTC on the T 310 task force. Greg asked if he should join the task force or if the committee would like to select someone else to represent it. All concurred that Greg would be a great choice especially since he will be able to rely on Cole for information and support.</p> <p><i>Greg Stellmach will replace Cole Mullis on the T 310 task force.</i></p>	GREG STELLMACH
Other	<p>Bryce Simons, NMDOT, is retiring. The EC asked Bryce to make arrangements for NMDOT to identify and provide contact information for Bryce's replacement.</p> <p><i>Congratulations and good luck Bryce.</i></p>	BRYCE SIMONS