

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

MEETING CALLED BY: GARTH NEWMAN, EC SECRETARY FACILITATOR: GARTH NEWMAN RECORDER: DESNA BERGOLD	DATE: AUGUST 2, 2015 TIME: 3:30– 5:30 PM LOCATION: RIVERS ROOM MARRIOTT, PITTSBURGH PA
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ATTENDEES: GARTH NEWMAN, QAC CHAIR MIKE SAN ANGELO, AKDOT & PF OAK METCALFE, MDT GREG STELLMACH, ODOT SCOTT ANDRUS, UDOT CASEY SONEIRA, AMRL	ABSENT: MATT STRIZICH, CHAIR, MDT MICHAEL VOTH, CFLHD MIKE SANTI, ITD JAMES GALLEGOS, NMDOT DAVID JONES, WSDOT BILL SCHIEBEL, CDOT BRIAN IKEHARA, HDOT HOWE CROCKETT, WFLHD
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- AGENDA ITEMS / OBJECTIVES:**
1. Certification verses Qualification – Mike San Angelo, from Spring Meeting
 2. The future of WAQTC – Mike San Angelo, from Spring Meeting
 3. ‘Executive Board’ proposal – Howe Crockett
 4. Proposed AASHTO Revisions
 - a. R 25; Standard Practice for Technician Training and Qualification Programs – Scott Andrus – submitted to TS Chair 6/8/15
 - b. R XX; Standard Practice for Developing a Family of Curves – Garth – submitted 4/6/15
 - c. T 11; Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing – Greg Stellmach – submitted 5/6/15
 - d. T 23; Making and Curing Concrete Test Specimens in the Field – Mike Santi – submitted 5/5/15
 - e. T 113; Lightweight Pieces in Aggregate – Greg Stellmach – submitted 5/6/15, refer to email
 - f. T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete – Kurt Williams – submitted 4/29/15
 - g. T 152; Air Content of Freshly Mixed Concrete by the Pressure Method – Kurt Williams – submitted 4/29/15
 - h. T 166; Bulk Specific Gravity (G_{mb}) of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens – Scott Andrus – submitted 6/8/15
 - i. T 272; Family of Curves—One-Point Method – Garth – submitted 4/6/15
 - j. T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method – Scott Andrus – submitted 6/8/15
 5. M 85 Annex A1 – Richard Giessel working with Mark Felag
 6. Updates to AMRL’s certification review – Casey Soneira
 7. Proposed AASHTO BBR for Mixtures– Scott Andrus
 8. WAQTC operational agreement – time to recommit? – Garth
 9. Process for agencies who wish to become members – Matt Strizich (Oak Metcalfe)
 10. Copyrights and permission form – Garth
 11. Online training task force – Garth
 12. T 310 task force on density blocks – Greg Stellmach
 13. AASHTO T 2; Sampling of Aggregates ‘A’ method – Garth
 14. Audit clarification – QAC
 15. Upcoming QAC meeting locations – QAC
 16. Other

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>Garth Newman, Executive Committee Secretary, IDT, welcomed the committee members.</p>	
<p>CERTIFICATION VERSES QUALIFICATION</p>	<p>Mike San Angelo, AKDOT, has proposed that WAQTC adopt the term ‘Certification’ for successful completion of the written and performance exams. Although there was a good reason for choosing to use the term ‘qualification’ at the time; now the term ‘certification’ is more widely used. Mike noted that the American Welders’ Society (AWS) differentiates between the two; a welder is certified and has specific qualifications. Mike reviewed the definitions of each in <i>QC7 Standard for AWS Certified Welders</i>. Essentially, taking the exam and proving ability is ‘qualifying,’ once someone proves they are qualified they receive a certification.</p> <p>Mike also suggested that the WAQTC create, at some point, a ‘standard’ similar to QC7, a document that outlines, to the technician, the value of the certification, the rules of obtaining it (qualifying) and keeping it, and the ways and repercussions of losing it. Much of this information is contained in the Administration Manual but it is not very accessible to the technician.</p> <p>The committee agreed that the change in nomenclature would be a good idea. It was decided that all the member agencies should participate in the vote.</p> <p>Casey Soneira, AMRL, told the committee that when someone offers to provide an AMRL inspector with their ‘qualifications’ they often send diplomas, driver’s licenses, etc. When AMRL asks for a ‘certification’ they typically get a ‘certificate.’</p> <p>The committee assigned Garth and Desna Bergold, D B Consulting, to draft the change for the Administration Manual. The draft will be reviewed by the meeting attendees and then sent to the Executive Committee who will be polled for comment.</p> <p>Mike tabled the ‘standard’ document proposal until the nomenclature topic is resolved.</p> <p><i>A draft for the Administration Manual will be distributed for Executive Committee comment.</i></p> <p><i>A ‘standard’ for the technician will be a topic for a future meeting.</i></p>	<p>GARTH NEWMAN DESNA BERGOLD</p>

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'EXECUTIVE BOARD'	<p>Howe Crockett had asked the committee to consider changing the term <i>Executive Committee</i> to <i>Executive Board</i> at the last meeting. (This request was not in the meeting minutes.) Those in attendance at this meeting agreed that this may be a good idea, it would help distinguish this effort from other committees. It was suggested that this change be added to the poll concerning 'certification.'</p> <p><i>The full committee will be polled.</i></p>	DESNA BERGOLD
PROPOSED AASHTO REVISIONS	<p>Garth confirmed that everyone was ready to champion the revisions in their respective test methods. He will follow up with Kurt Williams, WSDOT, when he arrives. Garth also said that he or Desna will be available to assist in any way they can.</p> <p><i>Garth and Desna will be available throughout the AASHTO SOM meetings for support.</i></p>	GARTH NEWMAN DESNA BERGOLD
M 85 ANNEX A1	<p>Garth let everyone know that Richard Giessel, AKDOT QAC, has been working with Mark Felag, Technical Section 3a Chair, concerning corrections to the Annex of <i>AASHTO M 85; Portland Cement.</i></p> <p><i>No action required.</i></p>	
UPDATE'S TO AMRL'S CERTIFICATION REVIEW	<p>Casey reminded the committee that the member agencies were sent a certification program package survey. The survey asks that the agencies indicate what their technician certification program is and exactly which tests are covered. This survey was also done about two years ago and the information has been incredibly helpful to AMRL.</p> <p>AMRL verifies conformance to ASTM quality standards:</p> <ul style="list-style-type: none"> - <i>C 1077; Agencies Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Testing Agency Evaluation</i> - <i>D3740; Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction</i> - <i>D 3666; Minimum Requirements for Agencies Testing and Inspecting Road and Paving Materials</i> - <i>E 329; Agencies Engaged in Construction Inspection, Testing, or Special Inspection, etc.</i> <p>Some companies are trying to use WAQTC certifications to meet the ASTM requirements. AMRL needs and appreciates</p>	

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	<p>accurate information to assess compliance with these specifications.</p> <p>Casey mentioned that AMRL has developed a spreadsheet comparing the various certifications. Mike asked if he could get a copy. The spreadsheet is an internal document; Casey will ask if she can share it.</p> <p>On an unrelated topic, Casey informed the committee that AMRL will soon be offering accreditations in Slurry Seals and Micropaving. Mike suggested that Casey represent AMRL at the Rocky Mountain Paving West Pavement Preservation Partnership. She said she would be very interested in attending. Mike will follow up with her.</p> <p><i>No action required.</i></p>	
BBR METHOD	<p>Scott Andrus, UDOT, wanted the committee to know that UDOT is are proposing a provisional method for <i>Determining the Flexural Creep Stiffness of Asphalt Mixtures Using the Bending Beam Rheometer (BBR)</i>.</p> <p>The research for this method started in Minnesota and Utah has continued to work on it. Kevin Van Frank with CME and Pedro Romero with the University of Utah will conduct a presentation on it in Technical Section (TS) 2d. Scott is mostly interested in getting the conversation started and letting AASHTO members know about the proposal.</p> <p><i>No action required.</i></p>	
OPERATIONAL AGREEMENTS	<p>While cataloging the ‘archival documents’, Garth realized that the <i>operational agreements</i>, those signed by the state agencies’ directors (or representative), are 20 years old. He asks if at some time they should be revisited and the agencies be given the opportunity to recommit.</p> <p>Mike and Scott thought it would be a good time to look at the operation agreements again.</p> <p>Garth will find the original unsigned and the signed documents and distribute them to the respective states. Everyone should review the original and determine if it needs revisions.</p> <p><i>The operational agreements will be distributed for review and possible revision.</i></p>	<p>GARTH NEWMAN EXECUTIVE COMMITTEE</p>

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PROCESS TO BECOME A MEMBER	<p>Matt Strizich, EC Chair, MDT, did not give Oak Metcalfe, MDT, an assignment to discuss this.</p> <p><i>'Process to become a member' will be on the next Executive Committee agenda.</i></p>	<p>DESNA BERGOLD</p>
COPYRIGHTS AND PERMISSION FORM	<p>Finishing up the copyrights and permissions form is still on Garth's to-do list. Garth sent Mike a draft and Mike sent back revisions.</p> <p><i>Garth Newman will finish the form for distribution.</i></p>	<p>GARTH NEWMAN</p>
ONLINE TRAINING TASK FORCE	<p>Garth reported on the conversation concerning the online task force from the QAC meeting.</p> <p>The task force members have submitted their training packages to Jeff Saddler, UDOT, but have not heard anything further. Gilbert Arredondo, QAC UDOT, has volunteered to follow up with Jeff.</p> <p><i>Online training task force report will be on the next QAC and EC meeting agendas.</i></p>	<p>DESNA BERGOLD</p>
T 310 TASK FORCE	<p>There has long been an AASHTO task force studying the calibration or standardization of the blocks used for standardizing Nuclear Density/Moisture gauges required for <i>T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i>.</p> <p>Greg Stellmach, ODOT, has nothing new to report.</p> <p>Oak stated that MDT works with Troxler Electronic Laboratories. Troxler sends calibrated gauges to Montana and they are used to standardize the blocks that are used to standardize the agency gauges. Mike says that Alaska has been doing the same thing but Troxler brings the gauges to Alaska and standardizes the blocks for them.</p> <p>Mike suggested that Greg speak to Dick Reeves with Troxler, for more information.</p> <p><i>The status of the T 310 task force study will be on the agenda for the next EC meeting.</i></p>	<p>DESNA BERGOLD</p>

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<p>AASHTO T 2</p>	<p><i>AASHTO T 2; Sampling of Aggregates</i> is a ‘C’ method; this means AASHTO references ASTM D 75 for the bulk of the procedure. The QAC would like permission to develop an ‘A’ method (AASHTO method). Garth would like to talk to the TS Chair to determine the status of this method and volunteer the QAC services.</p> <p><i>The committee gave Garth permission to pursue developing an ‘A’ method for AASHTO T 2.</i></p>	<p>GARTH NEWMAN</p>
<p>AUDIT CLARIFICATION</p>	<p><i>Develop a work plan for Reciprocity Audits of Member Agencies</i> is a 2015 Planned Work item in the <i>Strategic Plan</i>. The QAC has asked what the purpose of the audit is and what the repercussions would be.</p> <p>The EC feels that the audit would evaluate an agency’s training and qualification procedures, specifically the performance exams, to determine reciprocity. Each agency would like to be confident that when they accept a qualification from another agency, the standards and criteria are the same.</p> <p>Casey recommended talking to Tracy Barnhart, AMRL’s Quality Manager. She would be able to assist in defining the criteria the audit would use and what form it should take.</p> <p>Mike said that currently reciprocity is voluntary. The audit would find an agency’s program to be compliant or non-compliant. He proposes that a qualification from an agency found non-compliant would no longer be acceptable in other member states. An agency found non-compliant would not be able to give WAQTC qualification numbers nor issue WAQTC certifications until they become compliant. The WAQTC would offer support to the agency to bring them into compliance.</p> <p>One of the issues that would need to be officially addressed is exam security. Perhaps also update the guidelines for proctoring of the exams, particularly the written exam.</p> <p><i>The proposed auditing program will address reciprocity eligibility. Agencies’ programs will be found either compliant or non-compliant for providing reciprocal qualifications.</i></p> <p><i>Garth will report back to the QAC.</i></p>	<p>GARTH NEWMAN</p>

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<p>UPCOMING QAC MEETING LOCATIONS</p>	<p>The QAC asks for approval to go to Albuquerque, NM, for the winter meeting so that New Mexico will have the opportunity to participate in the QAC AASHTO revisions meeting. Mike suggested determining if New Mexico is interested in participating. If James Gallegos, NMDOT, is at the AASHTO SOM meeting, Garth will ask him. If not Garth will talk to Matt Strizich. If NMDOT is not interested, the QAC will hold the winter meeting in Reno, NV.</p> <p>The QAC has selected the Portland / Vancouver area for the summer meeting. So far, it has been a convenient and reasonable location.</p> <p><i>The QAC will schedule the Portland / Vancouver area for the summer meeting. The winter meeting location is TBD</i></p>	<p>GARTH NEWMAN DESNA BERGOLD</p>