

# WAQTC EXECUTIVE BOARD MEETING MINUTES

<b>MEETING CALLED BY:</b> GREG STELLMACH, CHAIR <b>FACILITATOR:</b> GARTH NEWMAN, QAC CHAIR. <b>RECORDER:</b> DESNA BERGOLD, COORDINATOR	<b>DATE:</b> OCT. 31 <sup>ST</sup> , 2016 <b>TIME:</b> 2:00 PM, MOUNTAIN STANDARD TIME <b>LOCATION:</b> TELECONFERENCE
<b>ATTENDEES:</b> GREG STELLMACH, CHAIR, ODOT DAVID JONES, VICE CHAIR, WSDOT GARTH NEWMAN, QAC CHAIR SEAN PARKER, QAC VICE CHAIR, ODOT MIKE SAN ANGELO, AKDOT & PF MICHAEL VOTH, CFLHD SCOTT ANDRUS, UDOT RANDY MAWDSLEY, WSDOT BRIAN IKEHARA, HDOT CASEY SONEIRA, AASHTO RE:SOURCE JEFF SADDLER, UDOT PAUL ZIMAN, FHWA MIKE SANTI, ITD DAVID STEVENS, UDOT	<b>ABSENT:</b> JAMES GALLEGOS, NMDOT HOWE CROCKETT, WFLHD MATT STRIZICH, MDT BILL SCHIEBEL, CDOT JOHN BILDERBACK, ITD

**AGENDA ITEMS / OBJECTIVES:**

1. T 121 – measure size for 1 ½" aggregate concrete – Greg Stellmach
2. T 310 task force – Greg Stellmach
3. Status of R XX; Sampling of Aggregates – Greg Stellmach
4. Sampling of Asphalt Mixtures – T 168 is a ‘C’ method, should the QAC develop an ‘A’ method - QAC
5. WAQTC web page lists the AASHTO test methods, shouldn’t it say the ‘FOP for . . .’
6. Roles and Responsibilities of the Executive Board Members – Matt Strizich
7. Examiner Orientation and signature list – for Operations Manual – QAC
8. Test methods for self-consolidating concrete qualification– originally Matt Strizich
9. Copyright for training materials – Garth
10. Reciprocity Questionnaire results
11. QAC Chair, Vice Chair and the WAQTC consultant and the AASHTO Tech. Sections
12. Vice Chair Attending AASHTO yearly or less – Greg Stellmach
13. WAQTC and TC3 – Greg Stellmach
14. TC3 - Jeff Saddler
15. New TPF and budget status – Scott
16. Other

TOPIC	DISCUSSION / DECISION	ACTION REQUIRED BY:
T 121	<p>Chair Greg Stellmach, ODOT, began the meeting with roll call.</p> <p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p>Greg expressed concern about field performance of this test on concrete containing 1 ½ inch aggregate. According to the procedure, the 0.4 ft<sup>3</sup> minimum measure is required; the measure filled with concrete is extremely heavy. He asks if there were any other agencies that were concerned about this and would support a WAQTC proposed revision to the test method allowing a smaller measure for field testing. Mike San Angelo, AKDOT, indicated that this could introduce discrepancies in precision and bias. To revise the test method, AASHTO would probably require some data on how it would affect test results.</p> <p>Garth Newman, ITD, says Idaho has always used T 121 as a field method without modification. He also pointed out that AASHTO T 121 is co-owned with ASTM (C 138). Co-owned methods are much more difficult to revise.</p> <p>Greg asked if WAQTC would be interested in pursuing this issue. Scott Andrus, UDOT, says they would be interested in exploring the possibility. David Jones, WSDOT, says that Washington State quit using this method in the field for this reason.</p> <p>After determining that the interest was limited and that there would be more information to gather, Greg determined that the Board would not ask the QAC to address a revision to this method at the QAC Winter meeting.</p> <p><i>No action at this time.</i></p>	
T 310 Task Force	<p><i>T 310; In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i></p> <p>Greg discussed the task force with James Williams, Chair of Technical Section (TS) 1b. Originally, the task force was going to address how to calibrate the verification/calibration blocks. The task force had been disbanded, but James reestablished it. There is no progress to report at this time.</p> <p><i>Greg will follow up with James Williams on status of the new task force.</i></p>	GREG STELLMACH
Status of R XX; Sampling of Aggregates	WAQTC proposed a new R XX; <i>Sampling of Aggregates</i> standard practice to replace AASHTO T 2, a 'C' method (ASTM D 75) wholly owned by ASTM. The proposal was balloted in July. There were a lot of comments from the TS members that need to be addressed.	

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	<p>Revisions must be made as there were ‘no’ votes that were found to be persuasive. Greg will contact Scott Seiter, TS 3c Chair, to determine if the TS intended for the WAQTC to redraft their submittal or plans to use AASHTO resources to revise the proposed procedure for AASHTO. If the QAC will be addressing it at the Winter meeting, Greg will put together the information he has and provide it to the QAC.</p> <p>One of the comments concerned the appendix of ASTM D 75, ‘Exploration of Potential Aggregate Sources,’ which WAQTC’s proposed method did not cover. Sean Parker, ODOT, said that there is an AASHTO practice, <i>R 13, Conducting Geotechnical Subsurface Investigations</i> that covers much of the same ground, so the proposed practice shouldn’t need to include it.</p> <p><i>Greg Stellmach will follow up with the TS 3c Chair and report to the QAC.</i></p>	GREG STELLMACH
Sampling of Asphalt Mixtures	<p><i>T 168; Sampling Bituminous Paving Mixtures</i></p> <p>AASHTO T 168 is a ‘C’ method; the QAC asked if they should develop an ‘A’ method for AASHTO. Garth spoke to Allen Myers, TS 2c Chair at the AASHTO SOM meeting, and he indicated that if WAQTC doesn’t take on this effort someone else will need to.</p> <p>Garth pointed out that this is an important practice to WAQTC member states and he would like the Board’s to grant the QAC permission to draft the ‘A’ method. All agreed.</p> <p><i>The QAC will start working on an R XX, Sampling of Asphalt Mixtures.</i></p>	QAC
WAQTC web page	<p>Desna noticed that the WAQTC website lists the AASHTO test methods as links to the WAQTC Field Operating Procedure (FOP). Since the FOPs are posted on the webpage and not the AASHTO methods, perhaps the webpage should be revised. The Board looked at the webpage and determined there should be an introductory line before the list of FOPs in each of the modules’ library page. For example: Aggregate Test Methods – Field Operating Procedures for:’</p> <p><i>Desna will have the webpage changed to list ‘Field Operating Procedure’ in the modules’ header.</i></p>	DESNA BERGOLD
Roles and Responsibilities	<p>Matt Strizich, MDT and former Board Chair developed the <i>Roles and Responsibilities of Executive Board Members</i> to address Item 3 of the Planned Work from the 2016 Strategic Plan:</p> <ul style="list-style-type: none"> <li>• Develop Roles and Responsibilities guide for QAC and Executive Board members.</li> </ul>	

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	<p>Matt sent it to the Board members for comment and ITD had some concerns. Idaho may not be able to meet the requirement that whoever is assigned to represent an agency on the Board should be personally involved in the Agency Qualification Committee (AQC) and the WAQTC training program.</p> <p>The Board determined that all of the position responsibilities are desirable and perhaps adopting them would encourage the agency to meet them.</p> <p><i>The Roles and Responsibilities of the Executive Board Members is approved as written. This completes Item 3 of the 2016 Planned Work from the Strategic Plan.</i></p>	
Examiner orientation and signature list	<p>The QAC developed an Examiner Orientation Checklist and Signature Sheet to complete Items 4 and 5 of the 2016 Planned Work from the Strategic Plan:</p> <ul style="list-style-type: none"> <li>• Identify exam proctor and trainer qualification requirements</li> <li>• Develop a work plan for training of exam proctors</li> </ul> <p>The <i>Performance Exam Examiner Orientation</i> lists the performance exam guidelines of the <i>WAQTC Administration Manual</i> and requires the performance examiner to sign the document indicating that they have read and agree to follow the guidelines.</p> <p>Greg said that ODOT was not able to meet one of the requirements: 'Each test method must be performed in its entirety in examiner's presence.' They have examiners travel between two trailers to observe the performance exam which means that every step may not be performed in the presence of the examiner. ODOT prepares samples with a known result to determine if the method was performed correctly.</p> <p>Although this process may work for ODOT, it does not meet the Administration Manual guidelines. The checklist cannot be changed because it represents the guidelines from the manual.</p> <p>Sean volunteered to draft a revision to the Administration Manual for the QAC to review and then it could be presented to the Board for review and resolution.</p> <p>The draft revision will be sent to the QAC for comment. If necessary, a QAC teleconference will be scheduled. After comments are addressed the Board will review the draft revision and provide additional comments. If necessary a Board teleconference may be scheduled.</p>	

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	<p>The Board agreed that the <i>Performance Exam Examiner Orientation</i> checklist is a good tool and eventually may satisfy Items 4 and 5 of the Planned Work. Approval is tabled until the Administration Manual proposed revision has been approved.</p> <p><i>Sean Parker, ODOT, will draft revisions to the WAQTC Administration Manual to send to the QAC for comment with a possible follow-up teleconference.</i></p>	SEAN PARKER
SCC	<p>Matt Strizich had previously asked the QAC to discuss whether WAQTC would be interested in developing a qualification module for Self-consolidating Concrete (SCC) or possibly add test methods to the current Concrete Testing Technician module to cover this new material.</p> <p>The QAC polled the member agencies to determine what test methods were being used to accept SCC. Common test methods could be the basis of a qualification module.</p> <p>Garth pointed out that the results of the poll showed that there were so many different test methods being used there is no point trying to develop a qualification module until there is agreement among the members. He suggests that the Board members determine if common test methods are feasible.</p> <p>Scott volunteered to develop a list of the test methods that could serve the WAQTC for potential qualification. Mike San Angelo offered to assist.</p> <p><i>Scott Andrus and Mike San Angelo will put together a list of potential SCC test methods.</i></p>	SCOTT ANDRUS MIKE SAN ANGELO
Copyright	<p>The copyright document in the front of every training manual is outdated. Garth and Mike San Angelo worked together to update the global copyright and volunteered to update the training manual document.</p> <p>Greg would like a draft for the Spring meeting.</p> <p><i>Garth Newman and Mike San Angelo will draft a copyright document for the training manuals for review at the Spring meeting.</i></p>	GARTH NEWMAN MIKE SAN ANGELO
Reciprocity questionnaire results	<p>The Reciprocity Questionnaire was approved for inclusion in the Operations Manual to complete Item 8 of the 2016 Planned Work from the Strategic Plan. The questionnaire was distributed and the results have been compiled in a spreadsheet. The spreadsheet was not very user friendly. Desna was asked to provide a summary of the results.</p>	

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	<p><i>Desna will summarize the results of the Reciprocity Questionnaire and distribute it along with the reformatted spreadsheet.</i></p> <p><i>This will be on the agenda for the Spring meeting.</i></p>	DESNA BERGOLD
AASHTO TS Membership and Friendship	<p>An email was sent to the AASHTO SOM attendees suggesting that they consider becoming members (agency personnel) or friends (non-agency) of the Technical Sections they were interested in. Sean asked Garth and Greg if he should become a member of some Tech. Sections, and if so, which ones. Greg feels the Board should discuss Tech. Section membership.</p> <p>Mike San Angelo pointed out that DOT employees can be registered as technical advisors to a Tech. Section.</p> <p>It was determined that Garth and Sean should be added as technical advisors, through their agencies, to the Tech. Sections to which the WAQTC training materials are related. Greg suggested that Desna become a ‘friend’ of those sections related to WAQTC interests, too.</p> <p><i>Sean and Garth will discuss becoming technical advisors of the WAQTC related Technical Sections with their respective agencies representative to AASHTO.</i></p> <p><i>Desna will write a letter for Greg to distribute to the TS Chairs asking to become a ‘friend’ of those same Technical Sections.</i></p>	GARTH NEWMAN SEAN PARKER DESNA BERGOLD
AASHTO Attendance and TS members	<p>The QAC Chair and the consultant have been attending the AASHTO SOM meeting. At the 2016 meeting, the QAC Vice Chair also attended. Garth felt that the Board should determine if the WAQTC wants to send all three to future meetings. Depending on the number of proposals the WAQTC is making, the Board feels that some years three may be needed and some years two may be sufficient. Greg suggested that the Board make the decision at the Spring meeting when the AASHTO SOM workload is known. All agreed.</p> <p><i>The Board will determine at the Spring meeting who will be assigned to attend the AASHTO SOM meeting.</i></p>	BOARD CHAIR
TC3	<p>Greg says he has become more involved with the Transportation Curriculum Coordination Council (TC3) and wanted to discuss recent developments with the Board. He suggested that Jeff Saddler, UDOT, WAQTC’s representative to TC3, take the floor. Jeff informed the Board that the ‘Understanding Materials from the Inspector’s Point of View’ training is in final review and should be available in a few months. This training topic was recommended to TC3 by WAQTC.</p> <p>WAQTC also suggested that TC3 develop a materials related statistical analysis course, but TC3 decided that the National Highway Institute’s (NHI) course is sufficient.</p>	

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	<p>Mike San Angelo wondered if there was anything in the course materials that would benefit the QAC. He asked Jeff to forward any information he has on the training to Desna and she will distribute it for review.</p> <p><i>Jeff Saddler will send information concerning the ‘Understanding Materials from the Inspector’s Point of View’ course to Desna.</i></p> <p><i>Desna will forward this to the QAC.</i></p>	<p>JEFF SADDLER DESNA BERGOLD</p>
New TPF and budget status	<p>Treasurer Scott Andrus reported that three states have signed up for the new Transportation Pooled Fund (TPF) so far, Oregon, Utah, and Washington.</p> <p>Scott also reported that the WAQTC will be moving to the new fund around July because the funds in the old TPF should be expended around then. Scott asked everyone to please commit to the new TPF and begin sending funds to cover WAQTC operating costs.</p> <p>Scott isn’t certain what to do about NMDOT and whether they are interested in remaining a member of WAQTC. Greg will contact James Gallegos, NMDOT, to see what they intend to do.</p> <p>Garth said he has had contact with Greg Millburn of Wyoming DOT, who seemed interested in understanding WAQTC and wanted more information. Garth felt with recent developments at WYDOT it would be a good time to have a discussion with them. Greg will contact Greg Millburn to determine WYDOT’s interest.</p> <p><i>Those agencies that have not joined the new Transportation Pooled Fund should do so. For more information contact Scott Andrus, <a href="mailto:scottandrus@utah.gov">scottandrus@utah.gov</a>.</i></p> <p><i>Greg Stellmach will contact James Gallegos of NMDOT and Greg Millburn at WYDOT.</i></p>	<p>BOARD MEMBERS</p> <p>GREG STELLMACH</p>
Other	<p>There was no other business.</p> <p>Greg Stellmach concluded the meeting.</p>	