

WAQTC EXECUTIVE BOARD

2020 FALL MEETING MINUTES

MEETING CALLED BY: JOHN BILDERBACK,
CHAIR
RECORDER: DESNA BERGOLD, COORDINATOR

DATE: NOVEMBER 6, 2020
TIME: 9:00 TO 11:00 AM MST
LOCATION: <HTTPS://MEET.GOOGLE.COM/UTU-CBFU-WSP>

ATTENDEES:

JOHN BILDERBACK, CHAIR, ITD
LARRY ILG, ODOT, VICE CHAIR
L. SCOTT NUSSBAUM, TREASURER, UDOT
MIKE SAN ANGELO, AKDOT & PF
CRAIG WIEDEN, CDOT
MICHAEL VOTH, CFLHD
BRIAN IKEHARA, HDOT
OAK METCALFE, MDT
MATT LINNEMAN, NDDOT
GARRETT WEBSTER, WSDOT
SEAN PARKER, QAC CHAIR

GUESTS:

MISTY MINER, QAC VICE CHAIR
DAN GETTMAN, AKDOT
LORI COPELAND, ITD
SHARON TAYLOR, NDDOT
GILBERT ARREDONDO, UDOT
KEVIN BURNS, WSDOT
RANDY MAWDSLEY, WSDOT
SONYA PUTERBAUGH, AASHTO RE:SOURCE

AGENDA ITEMS / OBJECTIVES:

1. *Administration Manual*
 - a. 'Updates to the Registration, Policies, and Information Handbook' section – Oak
2. AASHTO re:source written exam review results
3. Embankment & Base and In-Place Density training videos – Craig
4. TFASH T 312 and ASTM D6925 harmonization – Oak
5. COVID 19 related certification extension – Oak
6. QAC meeting locations – QAC
7. Other items

Page 2		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

WELCOME	John Bilderback, ITD and WAQTC Executive Board Chair, welcomed the attendees.	
ADMINISTRATION MANUAL	<p>Updates to the ‘Registration, Policies, and Information Handbook’ section of the <i>Administration Manual</i>.</p> <p>Oak Metcalfe, MDT, explained that as he was preparing to update MDT’s <i>Registration, Policies, and Information Handbook</i> (RP&IH), he reviewed the <i>Administration Manual</i>. It indicates that the WAQTC ‘template’ RP&IH is to be posted on the WAQTC website and it is not.</p> <p>Excerpt from the <i>Administration Manual</i>:</p> <p>UPDATES TO THE REGISTRATION, POLICIES, AND INFORMATION HANDBOOK</p> <p style="padding-left: 40px;">As changes to the program occur or other RP&IH updates are required, the new information will be posted on the WAQTC Web site. Others may obtain this information by calling the TTQP representative in their state.</p> <p>Oak contacted Desna Bergold, D B Consulting and WAQTC Coordinator. Desna said that she does not know if the RP&IH has ever been posted. She thinks it may not have been because posting the WAQTC ‘template’ version, which does not have agency specific information, could cause confusion.</p> <p>Desna also explained that all the material in the RP&IH is in the <i>Administration Manual</i>, which is posted, but that the <i>Administration Manual</i> has sections that are specific to administering the <i>Transportation Technician Qualification Program</i> (TTQP). The section under discussion is one of those unique to the <i>Administration Manual</i>.</p> <p>The Board considered posting the WAQTC ‘template’ RP&IH with a disclaimer but decided to reword this section instead.</p> <p>Revised excerpt from the <i>Administration Manual</i>:</p> <p style="padding-left: 40px;">As changes to the program occur or other RP&IH updates are required, the new information will be made available to the respective agency TTQP representative.</p> <p><i>Revisions will be made to the WAQTC Administration Manual.</i></p>	DESNA BERGOLD

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
-------	------------------------------	------------------------

<p>AASHTO RE:SOURCE WRITTEN EXAM REVIEW RESULTS</p>	<p>Sonya Puterbaugh, AASHTO re:source, reviewed the Embankment & Base and Aggregate written exams to determine if they meet the requirements of <i>ASTM D3740, Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction</i> and <i>ASTM C1077, Standard Practice for Agencies Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Testing Agency Evaluation</i> for those AASHTO methods that they cover.</p> <p>Sonya found that none of the written exams meet the criteria in these standards. Both the ASTM standards require the written exam for each test method to have questions on each part of the test method that it contains: Significance and Use, Sampling, Specimen Preparation, all significant parts of the Procedure, and Reporting of Results.</p> <p>The Board discussed whether WAQTC should try to meet the ASTM requirements for the test methods that are currently included in the written exams for these qualifications and whether to add the test methods to the training and qualification materials that are necessary to meet full ASTM C1077 requirements.</p> <p>The Board recognized that there may be additional changes to the program to address additional exam questions. Desna said that the <i>Administration Manual</i> would have to be revised. She thinks it states that each test method is required to have five questions. (She was incorrect, each test method is required to have a <u>minimum</u> of five questions.)</p> <p>Oak indicated that he would support revisions to our existing exams to try to comply with these requirements and asked if we should consider additional methods.</p> <p>Mike San Angelo, AKDOT, said that originally WAQTC intended to include a Laboratory test method qualification for technicians that would cover the additional test methods. He indicated he would support developing this or adding methods to the Aggregate Module as an additional option somewhat like Asphalt I and Asphalt II.</p> <p>Mike also said that efforts to meet additional criteria is part of the continuous quality improvement cycle.</p>	
-----------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
-------	------------------------------	------------------------

	<p>Randy Mawdsley, WSDOT, pointed out that he has often been reminded that WAQTC and its member agencies use AASHTO Standard Specifications and Methods not ASTM. WAQTC meets the requirements of <i>AASHTO R 25 Standard Practice for Technician Training and Certification Programs</i>.</p> <p>Larry Ilg, ODOT, understands Randy's point that WAQTC is AASHTO affiliated not ASTM but AASHTO is working to harmonize with ASTM.</p> <p>Oak agreed and said that the AASHTO Committee on Materials and Pavement (COMP) Technical Subcommittee (TS 2d), which he chairs, is making efforts to harmonize ASTM and AASHTO Standards.</p> <p>Larry pointed out that Sonya's email said that if the exams are not revised within 60-days, AASHTO re:source will no longer accept WAQTC's exams for compliance with the ASTM Standards. He asks if WAQTC wants and is able to meet this deadline.</p> <p>Mike suggests that if the Board chooses to revise the exams, in the interim, the website could state that WAQTC is currently not in compliance but is addressing it.</p> <p>Sonya indicated that re:source may be flexible with the deadline if WAQTC decides to work toward compliance.</p> <p>Sean Parker, ODOT and QAC Chair, said that the QAC could work on it during the Winter Meeting with a goal of confirming the revisions during the Summer Meeting. This would mean that the revised exams would be ready for the October 2021 Training Materials update.</p> <p>Scott Nussbaum, UDOT and WAQTC Treasurer, asked if WAQTC is looking at compliance with both ASTM D3740 and C1077. He is concerned about the impact this may have on an agency's ability to deliver certifications to potentially 'new customers,' a segment of the industry that WAQTC and member agencies do not already represent. UDOT does not feel the need for the training program to meet the ASTM requirements and Scott is concerned about the unintended consequences.</p> <p>Larry is also concerned that WAQTC appears to be trying to get into a competitive market. Mike San Angelo feels WAQTC is already in one.</p>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Page 5		
TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

	<p>John thinks that WAQTC should, at a minimum, consider this review as constructive criticism and a path to improve the exams.</p> <p>Larry suggested that WAQTC form a Task Group, one or two from the Board and one or two from the QAC to determine a way to move forward.</p> <p>Everyone agreed. The Task Force can identify what new questions would be required on the existing exams and what changes may need to be made to the program and <i>Administration Manual</i>.</p> <p>Scott suggested that the Task Force also consider reviewing the unique exam scoring criteria which has proven a problem for their Learning Portal.</p> <p>The Task Force members are:</p> <ul style="list-style-type: none"> • Larry Ilg, ODOT • Mike San Angelo, AKDOT • Scott Nussbaum, UDOT • Sean Parker, ODOT • Misty Miner, MDT • Lori Copeland, ITD • Sharon Taylor, NDDOT • Randy Mawdsley, WSDOT • Desna Bergold, D B Consulting • Sonya Puterbaugh, AASHTO re:source <p>The Task Force will:</p> <ul style="list-style-type: none"> • Identify what new questions would need to be developed for the current exams to comply with ASTM D3740 and C1077. • Determine what changes would need to be made to the program and <i>Administration Manual</i>, if any. • Review the unique scoring of the exams <p><i>A Task Force will be formed to determine if and how WAQTC will meet the requirements of ASTM D3740 and C1077.</i></p> <p><i>The Task Force will make recommendations to the Executive Board based on their findings.</i></p>	<p>LARRY ILG</p> <p>MIKE SAN ANGELO</p> <p>SCOTT NUSSBAUM</p> <p>SEAN PARKER</p> <p>MISTY MINER</p> <p>LORI COPELAND</p> <p>SHARON TAYLOR</p> <p>RANDY MAWDSLEY</p> <p>DESNA BERGOLD</p> <p>SONYA PUTERBAUGH</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
-------	------------------------------	------------------------

<p>EMBANKMENT & BASE AND IN- PLACE DENSITY TRAINING VIDEOS</p>	<p>Craig Wieden, CDOT, told the Board that CDOT used to offer full training courses once a month. Now, due to COVID-19 concerns and minimum distancing guidelines, they need to conduct more courses for fewer attendees. He said that CDOT decided to develop training videos to post to their training website. It is his understanding that as long as the videos do not specifically reference WAQTC, there is not a problem with the copyright claims.</p> <p>Mike said that CDOT should be able to use the WAQTC training materials.</p> <p>Misty Miner, MDT, said that she asked the QAC to review MDT’s training videos, as a courtesy, and the QAC approved the videos content.</p> <p>Desna clarified that she has found nothing in the WAQTC Organizational Documents that says a member agency cannot use WAQTC’s name and the training materials as needed. In the past, WAQTC was concerned with videos on YouTube that were developed by others that used the WAQTC name and indicated they represented WAQTC test methods. A WAQTC representative asked that those videos be removed.</p> <p>An issue that has been discussed in the QAC is how to maintain videos and keep them current.</p> <p>Scott said that UDOT has videos on a few test methods that are only available through their training portal. He asked what are the parameters for use of WAQTC materials? The Board needs to decide.</p> <p>John asked Desna to draft an addition to the <i>Administration Manual</i> to address member agencies use and control of training materials.</p> <p>All agreed that CDOT can use the WAQTC name and training materials for video training. The QAC would like to review the videos for reciprocity. CDOT will post the videos on their training website. Craig indicated that updates to the videos may eventually be a problem; ongoing maintenance has not been addressed.</p> <p><i>CDOT may use WAQTC materials in their training.</i></p> <p><i>CDOT will post their training videos to their training website and make them available for QAC to access.</i></p>	<p>CDOT</p>
--------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
-------	------------------------------	------------------------

	<i>Desna Bergold will draft an addition to the Administration Manual addressing member agencies' use of WAQTC Training Materials.</i>	DESNA BERGOLD
TFASH AASHTO T 312 AND ASTM D6925 HARMONIZATION	<p>Oak sent an email to AASHTO COMP TS 2d members about the ASTM – AASHTO Harmonization (TFASH) efforts. TFASH has formed a subgroup to work on harmonizing <i>AASHTO T 312, Preparing and Determining the Density of Asphalt Mixtures Specimens by Means of the Superpave Gyratory Compactor</i> and <i>ASTM D6925, Preparation and Determination of the Relative Density of Asphalt Mix Specimens by Means of the Superpave Gyratory Compactor</i>.</p> <p>He indicated that the subgroup has good representation from industry and manufacturers but only one DOT member. The subgroup would benefit from additional DOT representation. He plans to participate but is unable to attend the first meeting scheduled for Friday November 20th.</p> <p>If anyone is interested in participating, please contact Oak or Maria Knake, AASHTO re:source.</p> <p>Larry asked if experienced personnel could participate even though they are not an agency's representative to AASHTO. Oak said that all are welcome.</p> <p><i>Anyone interested in joining the TFASH subgroup contact Oak Metcalfe or Maria Knake.</i></p>	
COVID-19 RELATED CERTIFICATION EXTENSION	<p>In March, WAQTC discussed temporary extensions of expiring qualifications due to COVID-19 concerns. Each member agency has addressed extensions for personnel working on their projects. Oak pointed out that FHWA approved extensions do not comply with the <i>Administration Manual</i>.</p> <p>Oak explained that Montana has been facing increasing issues. For example, at this time, employees are not allowed to enter buildings that they do not work in.</p> <p>Oak would like to discuss WAQTC wide temporary extensions for WAQTC reciprocity qualifications.</p> <p>CDOT and AKDOT temporarily extended qualifications for those working on their projects but they no longer offer this.</p> <p>Scott said that UDOT extended UDOT certifications through Dec. 31st, but WAQTC qualifications were not extended. They</p>	

TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
-------	------------------------------	------------------------

	<p>are also currently offering qualification courses and exams to smaller groups.</p> <p>It appears all agencies have addressed extending qualification expiration dates on an agency level for agency work. None of the extensions are intended for reciprocity.</p> <p>John said that ITD developed a provisional certification status for trained but not certified personnel so they may perform acceptance testing. These technicians are supervised by a qualified technician until certification and are subject to Independent Assurance (IA).</p> <p>Randy says WSDOT has been successfully using Microsoft Teams and other platforms to perform IAs.</p> <p>Oak asked if everyone intended that those whose qualifications were extended would be required to pass full WAQTC exams to receive renewed WAQTC certifications. All agreed.</p> <p>WAQTC will not extend the reciprocity related certifications, agencies will continue to address certification extensions as needed. Craig indicated that this is consistent with other certification bodies.</p> <p><i>Discussion item. No action necessary at this time.</i></p>	
QAC MEETING LOCATIONS	<p>Desna reminded the Board that they need to determine if the QAC Winter Meeting will be held in-person or virtually. This decision was postponed from the Board Summer Meeting.</p> <p>All agreed that the meeting will not be held in person. The QAC Winter Meeting will be held virtually and is scheduled for January 25th through 29th. Desna will work with Sean and the members of the QAC on times and platform.</p> <p>The Board decided not to address the 2021 QAC Summer Meeting at this time.</p> <p><i>The QAC Winter Meeting will be held virtually.</i></p>	
OTHER ITEMS	<p>Oak reminded everyone that AASHTO and ASTM are becoming more and more entwined.</p> <p>He said that soon he will no longer be the Region 4 representative to the AASHTO Steering Committee. AASHTO will be looking for a Region 4 representative. A WAQTC</p>	

Page 9		
TOPIC	<i>Discussion / Decision</i>	ACTION REQUIRED BY:

	<p>Executive Board member has filled this role for many years and it is preferable to continue to do so.</p> <p>Oak recommends that Board members consider if you who would like to fill this role.</p> <p><i>Discussion item. No action necessary at this time.</i></p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--