

WAQTC EXECUTIVE BOARD

2024 SPRING MEETING MINUTES

MEETING CALLED BY: LARRY ILG, CHAIR
RECORDER: DESNA BERGOLD, COORDINATOR

DATE: MARCH 26TH, 2024
TIME: 12:00 PM MST
LOCATION: GOOGLE.MEET

ATTENDEES:

LARRY ILG, ODOT, CHAIR
L. SCOTT NUSSBAUM, TREASURER, UDOT
BRENT CONNER, ADOT
JESÚS SANDOVAL-GIL
CRAIG WIEDEN, CDOT
MICHAEL VOTH, CFLHD
OAK METCALFE, MDT
AMY BEISE, NDDOT
MISTY MINER, MDT, QAC CHAIR
GILBERT ARREDONDO, UDOT,
QAC VICE CHAIR

DAN GETTMAN, AKDOT & PF, FOR
MIKE SAN ANGELO,
MARK WILLOUGHBY, WSDOT, FOR
GARRET WEBSTER

ABSENT:

MIKE SAN ANGELO, AKDOT & PF,
VICE CHAIR
CHAD CLAWSON, ITD
GARRETT WEBSTER, WSDOT

Agenda Items / Objectives:

1. Report on 2023 Proposed AASHTO revisions.

- a. *T 11, Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing (TS 1c) – Champion Sean Parker*
- b. *T 27, Sieve Analysis of Fine and Coarse Aggregates (TS 1c) – Champion Sean Parker*
- c. *T 30, Mechanical Analysis of Extracted Aggregate (TS 2c) – Champion Larry Ilg*
- d. *T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete (TS 3b) – Champion Oak Metcalfe*
- e. *T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens (TS 2c) – Champion Oak Metcalfe*
- f. *T 329, Moisture Content of Asphalt Mixtures by Oven Method (TS 2c) – Champion Oak Metcalfe*

2. 2024 Proposed AASHTO revisions from the QAC

- a. *R 39, Making and Curing Concrete Test Specimens in the Laboratory*
- b. *R 60, Sampling Freshly Mixed Concrete*
- c. *T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop*
- d. *T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop*
- e. *T 255, Total Evaporable Moisture Content for Aggregates*
- f. *T 331, G_{mb} Using Automatic Vacuum Sealing Method*

3. Copy TS Vice Chairs on revision proposals.

Other QAC Items

4. Website update – QAC Winter Meeting
5. Copyright Officer Nominee – QAC Winter Meeting
6. QAC Summer Meeting Travel – QAC Winter Meeting
7. YouTube Channel and video training – QAC Winter Meeting
8. Third-Party Written Exam Delivery progress

Other WAQTC Items

9. Administration Manual and RPIH
10. Funding and Budget – Scott Nussbaum
11. New Mexico Training materials indicate that they are still WAQTC members.
12. Task Force 16-01 T 310 procedure for Calibration Blocks
13. Board Chair
14. Strategic Plan
 - a. Long term goals
 - b. 2024 Planned Work
 - c. 2023 Completed items
15. Other items

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
WELCOME	<p>Larry Ilg, ODOT and WAQTC Executive Board Chair, welcomed everyone to this 2024 Executive Board Spring Meeting.</p> <p>Larry said he appreciates that everyone was willing to work together to determine the best location for this meeting.</p>	

REPORT ON 2023 PROPOSED AASHTO REVISIONS

T 11	<p><i>T 11, Materials Finer Than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing (TS 1c) – Champion Sean Parker</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO T 11 in 2023 to include a reference to drying according to T 255.</p> <p>These revisions were approved by the Committee on Materials and Pavement (COMP) on Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2024.</p> <p><i>Desna Bergold, D B Consulting and WAQTC Coordinator, will verify these revisions are published.</i></p>	DESNA BERGOLD
T 27	<p><i>T 27, Sieve Analysis of Fine and Coarse Aggregates (TS 1c) – Champion Sean Parker</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO T 27 in 2023 to include a reference to drying according to T 255.</p> <p>These revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2024.</p> <p><u>Discussion item</u></p> <p>The revisions that the QAC is proposing to T 255 will further address the intent of the 2023 proposed revisions.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD
T 30	<p><i>T 30, Mechanical Analysis of Extracted Aggregate (TS 2c) – Champion Larry Ilg</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO T 30 in 2023 to include a reference to drying according to T 255.</p>	

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	<p>These revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2024.</p> <p><u>Discussion item</u></p> <p>The revisions that the QAC is proposing to T 255 will further address the intent of the 2023 proposed revisions.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD
T 121	<p><i>T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete (TS 3b) – Champion Oak Metcalfe</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO T 121 in 2023. These revisions were approved on COMP Rolling Ballot Group 1 as a concurrent ballot item and should be published in 2024.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD
T 166	<p><i>T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens (TS 2c) – Champion Oak Metcalfe</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO T 166 in 2023. These revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2024.</p> <p>Although the ballot passed, Allen Myers, 2C TS Chair, asked for help addressing comments.</p> <p>The QAC drafted the revisions and returned them to Allen.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD
T 329	<p><i>T 329, Moisture Content of Asphalt Mixtures by Oven Method (TS 2c) – Champion Oak Metcalfe</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to AASHTO T 329 in 2023. These revisions were approved on COMP Rolling Ballot Group 3 as a concurrent ballot item and should be published in 2024.</p> <p><i>Desna will verify these revisions are published.</i></p>	DESNA BERGOLD

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2024 PROPOSED AASHTO REVISIONS FROM THE QAC

R 39	<p><i>R 39, Making and Curing Concrete Test Specimens in the Laboratory (TS 3b)</i></p> <p><u>QAC revision discussion</u></p> <p>There is still one reference to cardboard molds in 7.5.3.1.1, M 205 does not allow cardboard molds.</p> <p><u>QAC proposed revisions:</u></p> <ul style="list-style-type: none"> • Remove ‘cardboard molds’ from Section 7.5.3.1.1 <p>The Board approved this proposal.</p> <p><i>Champion will submit the proposed revisions to TS 3b Chair, Brandon Varilek, and Vice Chair, Wally Heyen.</i></p>	CHAMPION
R 60	<p><i>R 60, Sampling Freshly Mixed Concrete (TS 3b)</i></p> <p><u>QAC revision discussion</u></p> <p>Misty said that MDT is seeing more use of mobile concrete mixers. As AASHTO R 60 does not directly address obtaining samples from these mixers, MDT has been sampling concrete from mobile mixers the same way AASHTO R 60 requires samples to be obtained from Revolving Drum Truck Mixers. The QAC determined that mobile mixers should be easy to include in AASHTO R 60 and proposed including ‘mobile mixers’ in the list of equipment in Section 1.1 and the heading of Section 5.2.3. Also, as some mobile mixers have conveyor belts, this should be added in the final sentence of this section, ‘Regulate the rate of discharge of the batch by the rate of conveyor or revolution of the drum and not by the size of the gate opening.’</p> <p><u>QAC proposed revisions:</u></p> <ul style="list-style-type: none"> • Add ‘mobile’ in Section 1.1 • Add ‘Mobile Mixers’ to the title of Section 5.2.3 and ‘conveyor or’ to the final sentence. <p><u>Board discussion:</u></p> <p>Craig Wieden, CDOT, asked if this was the same as ‘volumetric mixers.’ The QAC explored this question during the meeting and decided that although mobile mixers could be used for</p>	

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	<p>volumetric batching, they were unable to determine if the term ‘volumetric mixers’ covered the same range as ‘mobile mixers.’</p> <p>Craig suggested reaching out to the National Ready Mixed Concrete Association (NRMCA) for the appropriate terminology. He volunteered to out to Brian Killingsworth, NMRCA, and report back to the Board.</p> <p><i>Craig Wieden will contact NRMCA for information on the proposed revisions and report by next week.</i></p>	CRAIG WIEDEN
T 99 AND T 180	<p><i>T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop (TS 1b)</i></p> <p><i>T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop (TS 1b)</i></p> <p><u>QAC revisions discussion</u></p> <p>Section 3.5 requires the drying oven to be, ‘A thermostatically controlled drying oven capable of maintaining a temperature of 110 ±5°C (230 ±9°F),’ and requires that oven(s) for heating and drying be, ‘capable of operation at the temperatures required, between 25 to 120°C (77 to 248°F), within ±5°C (±9°F).’ This apparatus section also allows for more than one oven, but it has been interpreted that oven(s) must be operated in the 110 ±5°C (230 ±9°F) range for drying.</p> <p>Section 4.2 requires the sample to be air dried, ‘or by use of a drying apparatus that is maintained at a temperature not exceeding 60°C (140°F).’ This precludes the use of an oven in the 110 ±5°C (230 ±9°F) range.</p> <p>The QAC determined that the temperature range in the first sentence in apparatus is not necessary. The apparatus should describe the operational temperature of the oven and the procedure should call out the temperature setting. Section 4.2 lists the required temperature and in multiple locations the procedure states that the moisture sample is dried according to T 265. T 265 includes oven requirements and temperature settings.</p> <p>The QAC also determined that the thermometer requirements should not be included under the ‘Drying Oven’ section, it should be listed separately. The thermometer description begins, ‘The thermometer for measuring the temperature of materials,’ the procedure does not include determining the temperature of the materials. A thermometer could only be used to determine</p>	

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	<p>the oven temperature, although this is also not required in the test method. The committee agreed that the thermometer section could be removed but will instead propose that the thermometer have its own section and be revised to read, ‘The thermometer for measuring the oven temperature. . .’</p> <p><u>QAC proposed revisions to both test methods:</u></p> <ul style="list-style-type: none"> • Section 3.5 remove first and third sentences. • Create a new Section 3.6 for the thermometer, remove ‘of materials’ after temperature and add ‘oven’ after ‘for measuring the.’ <p>The Board approved these revisions.</p> <p><i>Champion will submit the proposed revisions to the TS 1b Chair, Nicholas Van Den Berg, and Vice Chair, Joseph Blair.</i></p>	CHAMPION
T 255	<p><i>T 255, Total Evaporable Moisture Content for Aggregates (TS 1c)</i></p> <p><u>QAC revision discussion</u></p> <p>The QAC has been informed that AASHTO re:source applies the statements in the oven requirements in apparatus to mean that when a ventilated oven is used it must be maintained at $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$). This temperature range can only be exceeded when ‘other suitable sources of heat’ are used. Mike Wagner, re:source’s representative to WAQTC, clarified that this isn’t just re:source’s interpretation, re:source consulted the COMP TS for guidance.</p> <p>The QAC is proposing revisions that will apply the same requirements to the ventilated oven as well as the ‘other sources of heat’ and define the set temperature range in the procedure and when it should be used.</p> <p>‘Significance and Use’ indicates that uncontrolled temperature is the default and controlled temperature is only used ‘in rare cases’ or ‘where more refined measurement is required.’ (Section 4.1)</p> <p>The QAC is also proposing that the various apparatus be listed separately and to include the constant mass formula.</p> <p><u>QAC proposed revisions:</u></p> <ul style="list-style-type: none"> • Section 5.2 remove first and third sentences. 	

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	<ul style="list-style-type: none"> • Create a new Section 5.2.1 for ‘Other suitable sources of heat.’ • Create a new Section 5.3 for the thermometer add ‘oven’ after ‘for measuring the.’ Controlled temperature oven • Create Section 7.2.1 starting with ‘Rapid heating may cause some particles to explode. . . ‘ • Add the temperature range in 7.2.1 • Create Section 7.2.2 starting with ‘If a source of heat other than controlled temperature oven. . . ‘ • Move the ‘Caution’ statement between Section 7.2.1 and 7.2.2 as 7.2.1.1 • Add constant mass formula to Section 8 Calculation <p><u>Board discussion:</u></p> <p>The Board approved the revisions and suggested that the comments and letter to the TS Chair include that the QAC worked with AASHTO re:source in developing the revisions. This statement will also be included in the proposed revisions to T 99 and T 180.</p> <p><i>Champion will submit the proposed revisions to TS 3b Chair, Matt Beeson, and Vice Chair, Temple Short.</i></p>	
T 331	<p><i>T 331, G_{mb} Using Automatic Vacuum Sealing Method (TS 2c)</i></p> <p><u>QAC revision discussion</u></p> <p>The water bath temperature range in Sections 5.10 and 6.3 are listed as $25 \pm 1^{\circ}\text{C}$ ($77 \pm 1.8^{\circ}\text{F}$). The conversion temperature allowance for Fahrenheit has been changed to $\pm 2^{\circ}\text{F}$ in many of the asphalt mixture test methods.</p> <p><u>QAC revisions proposal</u></p> <ul style="list-style-type: none"> • Section 5.7 change accuracy of $\pm 0.5^{\circ}\text{C}$ ($\pm 0.9^{\circ}\text{F}$) to accuracy of $\pm 0.5^{\circ}\text{C}$ ($\pm 1^{\circ}\text{F}$) • Section 5.10 change $25 \pm 1^{\circ}\text{C}$ ($77 \pm 1.8^{\circ}\text{F}$) to $25 \pm 1^{\circ}\text{C}$ ($77 \pm 2^{\circ}\text{F}$) • Section 6.3 change $25 \pm 1^{\circ}\text{C}$ ($77 \pm 1.8^{\circ}\text{F}$) to $25 \pm 1^{\circ}\text{C}$ ($77 \pm 2^{\circ}\text{F}$) 	

CHAMPION

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	<p><u>Board discussion:</u></p> <p>Brent Conner, ADOT, asked if it was the role of WAQTC to chase down these discrepancies, asked if AASHTO should be alerted to find and make these revisions.</p> <p>Desna explained that usually the QAC recommends these types of revisions when they are already reviewing a standard. WAQTC has a Field Operating Procedure (FOP) in the FOP Library based on this method. As the AASHTO method was revised in 2023, the QAC is revising the FOP. WAQTC originally proposed similar revisions in T 166 and T 209.</p> <p>Oak explained that AASHTO publications does not have the staff or mandate to reconcile all these differences and that this type of revision requires balloting. Usually, they must be proposed to the TS to be resolved.</p> <p>The Board approved the proposed revision.</p> <p>Oak volunteered to be the champion of the revisions.</p> <p><i>Champion Oak Metcalfe will submit the proposed revisions to the TS 2c, Chair, Allen Myers, and the Vice Chair, Richard Bradbury.</i></p>	OAK METCALFE
COPY TS VICE CHAIRS ON PROPOSALS	<p>The QAC asked if the WAQTC revision Champion should copy the Vice Chair on revision proposals submittals.</p> <p>Oak, as a TS Chair, thought that this would be helpful to the TS Chairs.</p> <p><i>Champion will submit the proposed revision packages to the TS Chairs and Vice Chairs.</i></p>	CHAMPIONS

OTHER ITEMS FROM THE QAC

WEBSITE UPDATE	<p>WAQTC.org</p> <p>The QAC is proposing updating the WAQTC website. It is outdated and the home page is very busy. As technicians are not always accessing websites on a desktop it should also be more tablet /smart phone friendly.</p> <p>The QAC would like to:</p> <ul style="list-style-type: none"> • Update the website making it more user-friendly and mobile-friendly. • Be able to perform minor updates. 	
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	<ul style="list-style-type: none"> • Have a private folder to eliminate the jump drives with draft and final training materials sent through the mail. <p>Desna was asked to contact Ryan Cubillas, Applied Microsystems, which hosts the WAQTC.org website, and ask him what the requested updates would take.</p> <p>Ryan said that the WAQTC’s current site:</p> <ul style="list-style-type: none"> • Does not have a user-friendly built-in way to edit it and Applied Microsystems does not support direct command access. • Does not support a private folder. <p>Ryan recommended transitioning the site to a content management system (CMS) such as WordPress. This would allow:</p> <ul style="list-style-type: none"> • self-editing • extending functionality in the future cost-effectively via plugins • modernizing the look and feel • making it mobile/tablet friendly instantly • providing the requested folder/file sharing <p>Applied Microsystems has experience hosting WordPress.</p> <p>There would be a one-time cost for setting it up. Just migrating to the current site would entail 10 -14 hours. Currently Applied Microsystems is charging \$175 / hour for Ryan’s time, assuming the same rate, the transition is estimated at \$1750 to \$2450.</p> <p>Currently, WAQTC is paying \$100 / month, \$1200 annually, for Applied Microsystems to host WAQTC.org. Desna has asked if this price will change. She has not received an answer but will report back when she receives one.</p> <p>Oak said that he would support a way forward.</p> <p>Misty explained that a shared folder would eliminate the need to send flash drives to all QAC members with draft and final training materials annual revisions. Besides the expense, the flash drives have been delayed on delivery when time is essential.</p>	
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	<p>Misty said that the QAC has formed a task force that met the day before this meeting, she would like the task force to continue designing plans for a website.</p> <p>Scott Nussbaum, UDOT and WAQTC Treasurer, said that updating the website is a low-cost improvement.</p> <p>Larry asked if the Board wanted to approve a budget amount. Scott suggested that they not get too tied into how things need to be, the WAQTC needs to remain flexible.</p> <p>Desna was asked to follow up with Ryan to better estimate the cost of transitioning the website and continued hosting. She should also determine what kind of ongoing support Applied Microsystems will provide.</p> <p>Scott also said that UDOT has developed a file sharing platform that they use to securely share files with the contractors, suppliers, etc. He said that he would investigate allowing the WAQTC to use the platform.</p> <p>The Board agrees to update the website and has given Misty and the QAC permission to move forward.</p> <p><i>Scott Nussbaum will explore file sharing options through UDOT.</i></p> <p><i>The QAC's Task Force will continue to design plans for the updated website.</i></p> <p><i>Desna will work with Applied Microsystems on a plan to migrate the website to a CMS.</i></p>	<p>SCOTT NUSSBAUM QAC TASK FORCE DESNA BERGOLD</p>
COPYRIGHT OFFICER NOMINEE	<p>The QAC nominated Gilbert Arredondo to the position of Copyright Officer.</p> <p>Oak made a motion to approve the appointment of Gilbert Arredondo to Copyright officer, Dan Gettman seconded the motion.</p> <p><i>Gilbert Arredondo will assume the position of Copyright Officer.</i></p>	<p>GILBERT ARREDONDO</p>
QAC SUMMER MEETING TRAVEL	<p>The 2024 QAC Summer Meeting will be held in Bismarck, ND, July 15th through the 19th. It appears most QAC members will not be able to travel on Monday morning and arrive in time for the 1:00 pm meeting. As most will be requesting Sunday travel the QAC would like to begin the meeting at 8:00 am on Monday and close on Thursday.</p>	

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	<p>Oak agreed with this plan, as he frequently must travel the day before a meeting.</p> <p>Amy Beise, NDDOT, said that there is a United flight out of Bismarck on Thursday at 5:10 pm, so if the meeting is concluded by 3:00 pm, attendees should be able to return home on Thursday.</p> <p>The Board approved travel on Sun. July 14th and an earlier start time for the meeting on July 15th.</p> <p>Desna will include this information on the invitation that Larry will be sending to the QAC.</p> <p>Larry asked the Board if they would approve Sean Parker, ODOT, and his potential replacement attending the 2024 QAC Summer Meeting. Craig and Oak agree that WAQTC would reimburse travel costs for both attendees. Scott indicated that there are sufficient funds for this.</p> <p><i>The QAC Summer Meeting will begin at 8:00 am July 15th and the QAC will be encouraged to travel on July 14th.</i></p>	QAC
YOUTUBE CHANNEL AND VIDEO TRAINING	<p>During the 2023 Summer meeting, the QAC agreed that each member would try to develop a video for the following test methods.</p> <ul style="list-style-type: none"> • FOP for AASHTO T 30 – Misty • FOP for AASHTO T 166 – Lori • FOP for AASHTO T 209 – Gilbert • FOP for AASHTO T 329 – Mark • FOP for AASHTO T 308 – Dan • FOP for AASHTO T 312 – Sean • FOP for AASHTO T 255 – Sharon • North Dakota test videos. • Asphalt Videos <p>QAC members felt it was a good exercise to understand the resources that are required.</p> <p>Misty told the Board that the QAC would like to continue to develop video training materials.</p> <p>Larry said that he approves of the continued effort, but ODOT does not have the resources to contribute much.</p> <p>Brent said that ADOT has developed some video training materials. He said that the training materials must be developed by someone in the industry, video consultants without industry</p>	

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	<p>experience are not invested in the product. Oak agreed and said that keeping it in the industry speeds things up, it can be difficult to explain sampling and testing to others.</p> <p>Oak wants to make sure that WAQTC develops quality videos. If 'WAQTC' will be on it, will there be an approval process? Misty explained that she intends that after the QAC endorses a video it will be presented to the Board for approval.</p> <p>Scott said that the QAC should develop a consistent format. Uniform style, headers, introductions.</p> <p>It would be a good idea to get permission from the video developer to provide copyright permission to WAQTC for their use when appropriate.</p> <p><i>The QAC will continue their efforts to create videos based on the WAQTC training materials.</i></p>	QAC
THIRD-PARTY EXAM DELIVERY	<p><i>Kryterion Experiences</i></p> <p>During the QAC 2024 Winter Meeting, Mark Willoughby, WSDOT, gave a short presentation on the first eight months of using Kryterion to deliver the written exams through the Webassessor.</p> <p>Desna suggested that Mark deliver the same PowerPoint to the Board. Mark did so.</p> <p><i>Discussion item, no further action necessary.</i></p>	

OTHER WAQTC ITEMS

ADMIN MANUAL AND RPIH	<p>No revisions submitted.</p> <p><i>No further action necessary.</i></p>	
FUNDING AND BUDGET	<p><i>Turned over to Scott Nussbaum, Treasurer.</i></p> <p>Scott said that he will send a current spreadsheet in the next week or two.</p> <p>He said there is a pretty healthy balance in the account. WAQTC brings in about \$120,000 per year. Some extra funds will be useful as the current TPF runs through 2025, WAQTC will need to initiate a new pooled fund towards the end of this year. Funds need to be obligated to both funds for a short period of time. The</p>	

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	<p>amount of funds currently being carried is more than enough for this effort.</p> <p>Scott proposes that toward the end of the next calendar year, WAQTC drops the requested commitment to around \$9,000 per member agency. Larry agreed.</p> <p><i>Scott will put provide more accurate amounts for yearly expenditures and the proposed amount to revise the requested commitment for the 2024 Executive Board Summer Meeting.</i></p>	SCOTT NUSSBAUM
NEW MEXICO TRAINING MATERIALS CLAIM WAQTC MEMBERSHIP	<p>Desna told the Board that during another project she was working on, she noticed that New Mexico DOT's training materials indicate that NMDOT is still a member of the WAQTC. The Board feels that this reference is a relic from when NMDOT was a WAQTC member agency. Board members agree that no formal action should be taken but that Board members will discuss NMDOT's training materials when they see their NMDOT counterparts during upcoming meetings.</p> <p><i>NMDOT will be made aware of the reference in their training materials.</i></p>	EXECUTIVE BOARD MEMBERS
TASK FORCE 16-01 T 310 PROCEDURE	<p><u>Discussion item</u></p> <p>Craig oversees this Task Force. They had their Kick-off meeting in January to refine the Task Force's Scope. He said it was a good meeting and that Instrotek representatives were in attendance. The Task Force identified two issues to address, calibration of nuclear gauge calibration blocks, and calibration of Master Gauges used by many to calibrate in use blocks.</p> <p>Craig said that the Task Force is comprised of Oak and Larry, Board Members; Kelly Syslova, FDOT; Paul Smith, CDT; and Ali Regimand, Instrotek</p> <p>Craig said he will schedule a follow-up meeting.</p> <p><i>Discussion item.</i></p>	
BOARD CHAIR AND VICE CHAIR	<p>According to the WAQTC bylaws, Larry's term as Chair concludes July 1, 2024. The current Vice Chair, Mike San Angelo, AKDOT, is to assume the Chair. Although Mike was unable to attend, his representative, Dan, said that Mike will be accepting the Chair. The role of the Vice Chair rotates among member states in alphabetical order. Jesús Sandoval-Gil, ADOT,</p>	MIKE SAN ANGELO CRAIG WIEDEN

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	<p>having just joined the Board declined the position. Craig Wieden, CDOT, said that he would accept the Vice Chair.</p> <p><i>July 1, 2024, Mike San Angelo will become the new Executive Board Chair, and Craig Wieden will become the new Executive Vice Chair.</i></p>	

STRATEGIC PLAN

2023 COMPLETED ITEMS	<p>Desna shared the anticipated revisions to the Strategic Plan. She said that the Short Term Goal, ‘Implement virtual third party written examinations,’ can be moved to 2023 Completed Items. WSDOT began using Webassessor to deliver exams in 2023 and ITD has just begun using Webassessor.</p> <p>Other completed items are revisions to the AASHTO Standards that were published in 2023:</p> <ul style="list-style-type: none"> • <i>R 47, Reducing Samples of Asphalt Mixtures to Testing Size</i> – Rewrote multiple sections to use ‘active voice.’ Changed ‘Quartering by Apex’ to ‘Sectoring’ for clarity. Added ‘The final test sample consists of two diagonally opposite quarters,’ to quartering. • <i>R 76, Reducing Samples of Aggregate to Testing Size</i> – Introduced the ‘Sectoring’ method and new graphics. • <i>T 11, Materials Finer Than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing</i> – Added T 255 reference and ‘dry it to constant mass according to T 255 at a temperature of $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$)’ to Section 8.1. • <i>T 27, Sieve Analysis of Fine and Coarse Aggregates</i> – Added T 255 reference and ‘dry it to constant mass according to T 255 at a temperature of $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$)’ to Section 8.1. • <i>T 30; Mechanical Analysis of Extracted Aggregate</i> – Revised section A2.2 to match Table A1.1. • <i>T 112, Clay Lumps and Friable Particles</i> – Corrected formatting and entries in Tables 1, 2, and 3. • <i>T 355, In-place Density of Asphalt Mixtures by Nuclear Methods</i> – Changed the term ‘prove’ to source rod’ throughout for consistency and to reflect the term used by the manufacturer(s). <p><i>2023 Completed Items approved.</i></p>	
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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY

<p>SHORT-TERM GOALS AND 2024 PLANNED WORK</p>	<p>The Board added the following short-term goals:</p> <p>Update the WAQTC website.</p> <p>Migrate the current website to a content management system (CMS) to allow self-editing, extend functionality, modernize the look and feel, and make it mobile/tablet friendly.</p> <p>Evaluate membership funding needs.</p> <p>Determine the optimum annual member contribution.</p> <p>Secure electronic file sharing</p> <p>Explore means to electronically share WAQTC Training Materials and other files among member agency representatives.</p> <p>These items were also added to the 2024 Planned Work.</p> <p><i>The 2024 Strategic Plan was approved as modified.</i></p>	
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OTHER ITEMS

	<p>Brent Conner took a moment to summarize ADOT’s program and goals. He said that currently their certifications are based on state methods. ADOT is transitioning to AASHTO standards. This is one of the purposes for joining WAQTC, the certifications and training are based on AASHTO.</p> <p>Larry offered WAQTC’s support and assistance for ADOT’s transition.</p> <p><i>Discussion item, no further action at this time.</i></p>	
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