

# WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

**MEETING CALLED BY:** GARTH NEWMAN  
**FACILITATOR:** DESNA BERGOLD

**DATE:** DECEMBER 1, 2014  
**TIME:** 10:00 AM MOUNTAIN  
**LOCATION:** TELECONFERENCE

**COMMITTEE MEMBERS PRESENT:**

MATT STRIZICH, COMMITTEE CHAIR, MDT  
DAVE JONES, WSDOT  
HOWE CROCKETT, WFLHD  
SCOTT ANDRUS, UDOT  
GARTH NEWMAN, QAC  
MIKE SANTI, ITD  
MICHAEL VOTH, CFLHD  
BILL SCHIEBEL, CDOT  
GREG STELLMACH, ODOT

**ABSENT:**

MIKE SAN ANGELO, AKDOT & PF  
JAMES GALLEGOS, NMDOT  
GEROBIN CARNATE, HDOT

**AGENDA ITEMS / OBJECTIVES:**

1. Process for agencies to become a member – Matt
2. Use of WAQTC's logo and other intellectual property – Garth
3. Full student .pdf manuals on the web page – Garth/Gilbert
4. WASHTO report – Garth
5. QAC Roles and Responsibilities list – QAC
6. Use of WAQTC produced materials – Scott
7. Use of electronic notepads in training – Scott
8. TCCC update – Scott
9. Other

TOPIC	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
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<p>Process for agencies to become a member</p>	<p>Chair Matt Strizich, MDT, began the meeting by having everyone indicate their presence on the phone.</p> <p>Matt has started developing an outline of a process for an agency to become a member. He wanted to discuss a few of the steps with the group.</p> <p>Fist should be creating a link on the website which consolidates all the information someone may want to review if they were considering membership. Matt suggested that a spreadsheet with a rough allocation of how contributed money is spent be developed. He asks if it should then be put on the website or made available upon inquiry. Scott thought that showing, in percentages, how the money is allocated would be sufficient. This could be posted on the website as it is all a matter of public information.</p> <p>Second, Matt wanted to address how a prospective member would make initial contact with the WAQTC. He asked if there should be a single point of contact for prospective members or leave it open for someone to contact any member as they may have a relationship with a committee member already, or both.</p> <p>Bill Schiebel, CDOT, thought that a combination would work best. Scott Andrus, UDOT, felt that it would be easier to track using a single point of contact, perhaps the consultant. A single point of contact could provide the requested information to the prospective member, as well as contact information for any other committee member the inquirer would like, and then track the progress of the inquiry.</p> <p>Third, once the intent is established, the prospective member would sign the agreement form and begin to contribute to the pooled fund.</p> <p>Finally, Matt asked if the group wants the prospective member to explain how they intend to implement the program. How formal or informal should this step be? Should the prospective member sit in a meeting, discuss it in a conference call or submit a formal plan?</p> <p>Garth Newman, ITD, explained that in the past, with the exception of Montana, Garth went to each agency and walked new members through the administration manual and then helped some perform their first qualifications.</p> <p>He suggests that there should be a formal review of the administration manual with the new member and an explanation of</p>	
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	<p>how much latitude they have for the implementation of their program.</p> <p>Matt feels the discussion covered his questions adequately; he will draft a process and send it to the committee for review.</p> <p><b><i>Decision/ Action:</i></b> <i>Matt will send a draft to the committee members.</i></p>	<p><b>MATT STRIZICH</b></p>
<p>Use of WAQTC's logo and other intellectual property</p>	<p>Garth had the copyright page of the administration manual put on the screen. He then expressed concerns about the copyright language and whether it is clear enough. He has been on a number of laboratory qualification reviews and noticed that some private labs have used the WAQTC logo to advertise the labs qualifications. He feels that the copyright does not adequately cover what is allowed.</p> <p>Garth said that someone who wants to use the logo should contact him or Matt who could grant written permission. By allowing use without the permission it opens the door to possible abuse / loss of copy write.</p> <p>He clarified that member agencies are free to use the logo and materials in any manner consistent with the administration manual. He is concerned with nonmember entities using the materials and logo.</p> <p>Greg Stellmach, ODOT, inquired if there was some concern about the method the what the company that ODOT uses for training is doing. Garth said not if there is an agreement on file with this company on how the logo can be used.</p> <p>To summarize WAQTC may welcome use of the logo and the exposure but there should still be an agreement that goes along with the use.</p> <p><b><i>Decision/ Action:</i></b> <i>Garth will draft language for the copyright page and develop a form for permissions.</i></p>	<p><b>GARTH NEWMAN</b></p>
<p>Full student PDF manuals on the web page</p>	<p>Gilbert Arredondo, Qualification Advisory Committee (QAC) member from UDOT, thought that it would be helpful to have the whole student manual in Portable Document Format (PDF) posted on the WAQTC webpage.</p> <p>Garth thought that it may be helpful but that the Executive Committee (EC) needed to give permission.</p>	

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	<p>Matt feels the student manuals should be made available.</p> <p>Garth asked for approval that Desna create PDFs of the training document for distribution on the website.</p> <p><i>Decision/ Action: Desna will create the PDFs of the training (student) manual for posting to the web.</i></p>	<p><b>DESNA BERGOLD</b></p>
<p>Use of WAQTC produced materials</p>	<p>Scott explained that UDOT is trying to develop some online training. Mike San Angelo, AKDOT, has already contacted Scott and offered use of the training that Alaska has developed.</p> <p>Dave Jones, WSDOT, feels that making training available without restrictions is fine and it would save trying to determine how to handle security. He also thinks that the training should be hosted on the WAQTC website.</p> <p>Matt said that MDT has developed one or two modules for online training for individuals that are recertifying. By requiring the technician go through training before recertification the effort must be tracked. The training could be made available on the WAQTC website but may also need to be on the individual states sites for tracking.</p> <p>The group needs to work together to determine what has already been done and what needs to be done to develop these training materials.</p> <p>Garth suggested a task force be put together that could look at online training and what will work for each state.</p> <p>The following task force members have been suggested: Linda Hughes, WSDOT, Misty Miner, MDT, Gilbert Arredondo and Jeff Sadler, UDOT. Someone from Alaska also needs to be involved.</p> <p>The respective EC members of the suggested task force members will talk to those listed. Scott will talk with Mike San Angelo about a representative from Alaska.</p> <p>Matt will provide a list of items the task force should work on. Scott will assign Gilbert or Jeff to lead. Matt suggested that Desna should be involved.</p>	

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	<p><b><i>Decision/ Action:</i></b></p> <p><i>Matt will provide a list of items for the task force to work on.</i></p> <p><i>Dave, Matt, and Scott will talk to Linda, Misty, Gilbert, and Jeff, respectively concerning the task force. Scott will talk to Mike San Angelo for an AKDOT member.</i></p> <p><i>Garth will check on what each state is currently doing.</i></p>	<p><b>DAVE JONES</b> <b>MATT STRIZICH</b> <b>SCOTT ANDRUS</b> <b>GARTH NEWMAN</b></p>
Use of electronic notepads in training	<p>UDOT is planning to use electronic notebooks during training instead of printed materials.</p> <p>Garth asked Scott that if electronic notepads are going to be used as a written exam tool how will UDOT protect the exams from being distributed?</p> <p>Scott will follow up on how the UDOT group intends to protect them. He will send a response.</p> <p><b><i>Decision/ Action:</i></b> <i>Scott will discuss security with the UDOT training group and send a response to the committee.</i></p>	<p><b>SCOTT ANDRUS</b></p>
WASHTO report	<p>Garth was supposed to talk to the ITD director but he was unable to make contact. WAQTC EC members may have to make contact with their agency representative on the WASHTO executive committee. Bill went to last year's meeting in Nebraska; his notes indicate that Texas may be the host for March 2015 in San Antonio but he hasn't heard anything formal. Matt will contact Texas and determine if that is the case.</p> <p>The EC should plan on holding the Spring meeting at the WASHTO meeting in March.</p> <p><b><i>Decision/ Action:</i></b> <i>Matt will get details for further planning of the EC Spring meeting.</i></p>	<p><b>MATT STRIZICH</b></p>
QAC Roles and Responsibilities list	<p>Garth introduced the table of QAC Roles and Responsibilities that QAC put together. This information is to address this portion of the operation manual. Matt felt the format it is a bit confusing, Garth explained it was a starting point but wanted the EC to see if they approve the direction it was going.</p> <p>Desna explained that this was one of the short term goals from the Strategic Plan, along with a Roles and Responsibilities section for</p>	

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	<p>EC members that the EC will be creating.</p> <p>The EC discussed the roles and made a couple of suggestions for clarity.</p> <p><i>Decision/ Action: The EC approved the direction with the corrections.</i></p>	
TCCC update	<p>Jeff Sadler has been the WAQTC representative to TCCC. At previous meetings Jeff asked if there were some other potential training the WAQTC would like TCCC to work on. The two areas suggested were 'Percent Within Limits' method of analyzing material quality and a 'Mentoring Module.'</p> <p>Scott wanted to report TCCC progress. TCCC is working on developing training on percent within limits perhaps based on the NHI course. The full five day NHI course may be a bit too intense for this purpose. The NHI course that Scott has been working on is more basic and could be better for this use.</p> <p>Jeff is also in the process of developing a mentoring program. Scott is not certain what Jeff has come up with so far and asked for suggested. Garth says that they have been looking at an on-the-job-training (OJT) model for supervisor training. He stated that the mentor / trainer would need to be aware of what an OJT model is like and how to apply the concepts to the learning experience. An OJT model measures the trainer and the trainee.</p> <p>Another component should be a sales pitch of why they should mentor. Focus on the value of mentoring to the agency and the mentor.</p> <p><i>Decision/ Action: Scott will discuss this feedback with Jeff.</i></p>	<b>SCOTT ANDRUS</b>
Other: Funds	<p>Matt wanted to remind everyone to start the funds transfer process. Scott explained that the UDOT accounting office has had a huge turn over lately and they have been working through changing the accounting method. They hope to create a spreadsheet that will easily track the allocations.</p> <p>Also there was some question on when the payments start given the letter was sent after some states began to contribute. The commitment is for three years (payments) if a payment was made before the commitment officially began it can be considered an early payment or an extra payment. Matt suggested that this be at the</p>	

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	<p>contributing agency's discretion.</p> <p><i>Decision/ Action: No further action.</i></p>	
Other: QAC Vice Chair	<p>Matt mentioned that Garth would like to set up a QAC Vice Chair position. He thought this sounded like a good idea. The group discussed how this individual would be chosen. Garth explained that the QAC Chair is an assigned position from the Executive Committee. Garth thinks the QAC should make a recommendation for the vice chair and the EC vote on it. This process was approved.</p> <p><i>Decision/ Action: Desna will but QAC Vice Chair selection on the January QAC agenda.</i></p>	<b>DESNA BERGOLD</b>
Other: AMRL representative at QAC meeting	<p>Casey Soneira, AMRL, has expressed a desire to attend a WAQTC meeting. She didn't specify QAC or EC but Matt thought that she may want to attend a QAC meeting. Garth reminded everyone that working with AMRL on AASHTO revisions has been very successful in the past.</p> <p>All agreed and the EC approved inviting Casey to the January QAC meeting.</p> <p><i>Decision/ Action: Garth will extend an invitation to Casey Soneira.</i></p>	<b>GARTH NEWMAN</b>
Other: RFQ	<p>WAQTC and UDOT have been working on the consultant Request For Qualifications (RFQ) to be advertised. Scott says that Raeleen Sanchez, UDOT, will have the package put together soon for review. Garth wanted everyone to be aware they should alert any firms in their state that may be interested that it is advertised on the UDOT website.</p> <p><i>Decision/ Action: Matt Strizich and Scott Andrus will continue to move forward on the RFQ advertisement.</i></p>	<b>MATT STRIZICH SCOTT ANDRUS</b>
	Meeting adjourned at 12:00 noon.	