

WAQTC EXECUTIVE BOARD MEETING MINUTES

MEETING CALLED BY: DAVID JONES, CHAIR
FACILITATOR: GARTH NEWMAN, QAC
 CHAIR.
RECORDER: DESNA BERGOLD, COORDINATOR

DATE: APRIL 17TH AND 18TH, 2018
TIME: 1:00 PM TO 5:PM AND
 8:00 AM TO NOON
LOCATION: BOISE, IDAHO

ATTENDEES:

DAVID JONES, CHAIR, WSDOT
 GARTH NEWMAN, QAC CHAIR
 CRAIG WIEDEN, CDOT
 MICHAEL VOTH, CFLHD
 MIKE SANTI, ITD
 MISTY MINER, MDT

SCOTT ANDRUS, UDOT
 HOWE CROCKETT, WFLHD
 JOHN BILDERBACK, ITD
 JOE SQUIRE, ODOT

ABSENT:

MIKE SAN ANGELO, AKDOT & PF
 BRIAN IKEHARA, HDOT

AGENDA ITEMS / OBJECTIVES:

1. Report on outstanding 2015 AASHTO proposals

- a. *R 25; Technician and Qualification Programs (TS 5c)* – Champion Scott Andrus
- b. *T 11; Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing (1c)* – Champion Greg Stellmach – Task Force report – Garth Newman

2. Report on outstanding 2016 AASHTO proposals

- a. *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)* – Champion Garth Newman
- b. *T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop (TS 1b)* – Champion Garth Newman

3. Report on 2017 AASHTO proposals

- a. *R XX; Sampling Aggregate Products* – (TS 1c) Champions John Bilderback and Greg Stellmach
- b. *AASHTO T 272; One-Point Method for Determining Maximum Dry Density and Optimum Moisture (TS 1b)* – Champion Garth Newman
- c. *T 355; In-place Density of Asphalt Mixtures by Nuclear Methods (TS 2c)* – Kurt Williams (Kevin Burns)
- d. *T 119, Slump of Hydraulic Cement Concrete (TS 3b)* – Scott Andrus
- e. *T 23; Making and Curing Concrete Test Specimens in the Field (TS 3c)* – Oak Metcalfe
- f. *R XX; Sampling Asphalt Mixtures (TS 2c)* – Scott Andrus
- g. *T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method (TS 2c)* – request AASHTO to editorially change title and usage to *Asphalt Mixtures*
- h. *PP XX, Determining Constant Mass (TS 5c)* – Scott Andrus
- i. *T 113; Lightweight Pieces in Aggregate (TS 1c)* – response to 2015 balloted revisions
- j. *T 209; Theoretical Maximum Specific Gravity (G_{mm}) and Density of Hot Mix Asphalt (HMA)*– report of status from 2014 proposal

- k. *R 18, Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories (TS 5c) – Kurt Williams (Kevin Burns)*

4. AASHTO revisions from QAC

- a. *T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete (3/19)*
- b. *T 152; Air Content of Freshly Mixed Concrete by the Pressure Method (3/19)*
- c. *T 23; Making and Curing Concrete Test Specimens in the Field (3/19)*
- d. *R 39, Making and Curing Concrete Test Specimens in the Laboratory (3/19)*
- e. *R 47; Hot Mix Asphalt (HMA) to Testing Size (3/19)*
- f. *T 27; Sieve Analysis of Fine and Coarse Aggregate (3/19)*
- g. *T 30; Mechanical Analysis of Extracted Aggregate (3/19)*

5. Other QAC agenda items

- a. Revision to *Operational Agreement* to match *Administration Manual* (3/19)
- b. Adoption of *Training Materials Update Process* into *Operations Manual* (3/19)
- c. WAQTC Calendar of Events (3/19)
- d. Revisions to *Administration Manual* (3/19)
 - i. Under ‘Certified Technician Registry’ the successful exam results should be logged on the registry within 5 days, change to 10 days.
 - ii. ‘Presence on the Agency’s **Certified Technician Registry** may serve as Certification verification . . .’
- e. SCC module recommendations and AASHTO copyright issues
- f. ASSHTO copyright concerns

6. AASHTO ‘C’ standards letter responses – Garth

- a. Mick Syslo, TS 3b – keep methods
- b. Brian Pfeifer, TS 2a – continue

From Fall Teleconference

- 7. T 310 Task Force – new contact
- 8. List of SCC test methods for new training materials
- 9. NAQTC use by NDOT
- 10. Copyright and Copyright permissions form – Garth Newman and Mike San Angelo
- 11. Discussions with James Gallegos, NMDOT, and Greg Millburn, WYDOT – Greg Stellmach NMDOT
- 12. LQP page on website
- 13. Who from the QAC will attend the AASHTO COMP meeting?
- 14. New TPF

WAQTC Spring Business

- 15. 2018 Strategic Plan (4/2)
- 16. On-line training interest – Matt Strizich
- 17. Method to become a member – Matt Strizich
- 18. QAC Vice Chair Travel – Garth and Sean
- 19. Logo use by private labs – Garth
- 20. QAC and ‘Working Committee’ – Desna

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
Welcome	<p>David Jones, WSDOT and Executive Board Chair, welcomed everyone and called the meeting to order.</p> <p>David asked everyone to introduce themselves as there were new members attending this meeting.</p> <p>Misty Miner is acting representative for Montana Department of Transportation as Matt Strizich is no longer in the position. Craig Wieden, CDOT, replaced Bill Schiebel, and Joe Squire is acting representative for ODOT. Garth Newman, ITD and QAC Chair, took the opportunity to announce that this will be his last meeting.</p> <p>The meeting began with a review of the status of AASHTO revision proposals to the Committee on Materials and Pavement (COMP) from 2015 that are still active.</p>	
Report on outstanding 2015 AASHTO proposals		
R 25	<p><i>AASHTO R 25; Technician and Qualification Programs (TS 5c)</i> – Champion Scott Andrus</p> <p>Revisions to AASHTO R 25 were on the 2017 AASHTO COMP Rolling Ballot Number 1. Scott Andrus, UDOT and WAQTC Board Treasurer, said that he emailed Curt Turgeon, Technical Section (TS) 5c Chair, and received the most recent draft. Scott said there are still a few differences between WAQTC’s proposal and this draft. Curt indicated that there would be a short window for WAQTC to review the final draft. Scott will forward the most recent draft to the Board members and asks that everyone please review and send any comments to Desna Bergold, D B Consulting and WAQTC Coordinator, by Wednesday April 25th. Desna will compile the comments and return to Scott.</p> <p><i>Board members will review the latest draft of AASHTO R 25; Technician and Qualification Programs and submit comments by Wednesday April 25th.</i></p>	<p>EXECUTIVE BOARD MEMBERS</p> <p>DESNA BERGOLD</p>

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T 11	<p><i>AASHTO T 11; Materials Finer Than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing (TS 1c) – Champion Greg Stellmach</i></p> <p>WAQTC proposed revisions to this method in 2015 to address the automatic sample washer. A TS Task Force was formed to consider the issue in depth. Garth is a member of the Task Force.</p> <p>Garth submitted the Task Force’s proposal to Scott Seiter, TS 1c Chair in July. Garth indicated this was discussed during the 2017 Annual Meeting and is on the mid-year meeting as an upcoming TS ballot.</p> <p><i>No further action at this time.</i></p>	
Report on outstanding 2016 AASHTO proposals		
T 99	<p><i>AASHTO 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) – Champion Garth Newman</i></p> <p>WAQTC proposed revisions to this method in 2016. The revisions proposed were deemed editorial at the 2016 AASHTO SOM (now COMP) Annual Meeting but have not been included in any updates.</p> <p>Garth has spoken to Lyndie Blackburn, TS 1b Chair. Lyndie committed to follow up on these revisions.</p> <p><i>No further action at this time.</i></p>	
T 180	<p><i>AASHTO T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop (TS 1b) – Champion Garth Newman</i></p> <p>See AASHTO T 99.</p> <p><i>No further action at this time.</i></p>	

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Report on 2017 AASHTO proposals
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R XX Agg.	<p><i>R XX; Sampling Aggregate Products – (TS 1c) Champions John Bilderback and Greg Stellmach</i></p> <p>WAQTC proposed a new ‘A’ practice, one that is wholly owned by AASHTO, to replace the ‘C’ standard owned by ASTM, in 2016. The proposal was balloted in the TS and there were many comments. WAQTC reworked the new practice and resubmitted. The revised new practice was on 2017 COMP Rolling Ballot Number 3.</p> <p><i>No further action at this time.</i></p>	
T 272	<p><i>AASHTO T 272; One-Point Method for Determining Maximum Dry Density and Optimum Moisture (TS 1b) – Champion Garth Newman</i></p> <p>WAQTC proposed revisions to this method in 2017. These revisions are being concurrently balloted (both COMP and TS) on Rolling Ballot Number 3. These revisions add a new section to instruct the user how to handle oversized particle corrections.</p> <p><i>No further action at this time.</i></p>	
T 355	<p><i>AASHTO T 355; In-place Density of Asphalt Mixtures by Nuclear Methods (TS 2c) – Kurt Williams (Kevin Burns)</i></p> <p>WAQTC proposed revisions to this method in 2017. These revisions were on 2017 COMP Rolling Ballot Number 3. These revisions allow a thin-lift gauge as an alternate device and adds a third method to place the gauge parallel to the direction of traffic and perform a four-minute reading in the back-scatter mode. The revisions were approved and will be in 2018 AASHTO Standards Release 3.</p> <p><i>No further action.</i></p>	
T 119	<p><i>AASHTO T 119, Slump of Hydraulic Cement Concrete (TS 3b) – Scott Andrus</i></p> <p>WAQTC proposed revisions to this method in 2017. These revisions were concurrently balloted on 2017 COMP Rolling</p>	

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Ballot Number 1. If the revisions passed the ballot, they will be included in 2018 AASHTO Standards Release 1.</p> <p><i>Scott Andrus will follow up on the results of 2017 COMP Rolling Ballot Number 1.</i></p>	SCOTT ANDRUS
T 23	<p><i>AASHTO T 23; Making and Curing Concrete Test Specimens in the Field (TS 3c) – Oak Metcalfe</i></p> <p>Mick Syslo, TS 3c Chair, agreed the proposed revisions are editorial. The revisions should be in 2018 AASHTO Standards Release 1.</p> <p><i>No further action.</i></p>	
R XX Asphalt Mix	<p><i>AASHTO R XX; Sampling Asphalt Mixtures (TS 2c)– Scott Andrus</i></p> <p>WAQTC proposed a new ‘A’ practice, one that is wholly owned by AASHTO, to replace the ‘C’ standard owned by ASTM, in 2017. Another practice was proposed at the same time with significant differences. A Task Force was created to resolve the differences and join the proposals. Scott was the head of the Task Force. Scott sent the proposal to Allen Myers, TS 2c Chair, in October 2017. Allen will soon ballot this in the TS.</p> <p><i>No further action at this time.</i></p>	
T 308	<p><i>AASHTO T 308; Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method (TS 2c)</i></p> <p>WAQTC asked the TS to editorially change “hot mix asphalt” and “HMA” to “asphalt mixture” throughout the method in 2017. At the 2017 Annual Meeting, Allen Myers, TS 2c Chair, determined that as this would change the title of the method the revision requires balloting. The proposed revisions are on concurrent Ballot No. 3.</p> <p><i>No further action at this time.</i></p>	

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
PP XX	<p>AASHTO PP XX, <i>Determining Constant Mass (5c)</i> – Scott Andrus</p> <p>Curt Turgeon, TS 5c Chair, will ballot this proposal in the TS.</p> <p><i>No further action at this time.</i></p>	
T 113	<p>AASHTO T 113; <i>Lightweight Pieces in Aggregate (TS 1c)</i> – response to 2015 balloted revisions</p> <p>WAQTC proposed revisions to this method in 2015. The revisions were balloted and there were some comments that needed to be addressed. Sean Parker, ODOT and QAC Vice Chair, is reworking the proposal.</p> <p><i>No further action from the Board at this time.</i></p>	
T 209	<p>AASHTO T 209; <i>Theoretical Maximum Specific Gravity (G_{mm}) and Density of Hot Mix Asphalt (HMA)</i> – report of status from 2014 proposal</p> <p>WAQTC proposed extensive revisions to this method in 2014. There were quite a few comments from TS 2c members, so the TS Chair created a Task Force to review the proposal and address the comments. Garth is a member of the Task Force and reported on their progress to the committee.</p> <p>Garth said the task force delivered the final proposed revisions to Allen Myers, TS 2c Chair. Garth will call him and determine when it will be balloted and to whom.</p> <p>Allen is considering further revisions based on an NCHRP report concerning absorptive aggregate. Garth recommended to Allen that he should ballot the version from the Task Force and address the report results at another time.</p> <p><i>Garth will contact Allen Myers, TS 2c Chair, to determine when the revisions will be balloted.</i></p>	GARTH NEWMAN

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R 18	<p><i>AASHTO R 18, Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories (TS 5c) – Kurt Williams (Kevin Burns)</i></p> <p>WAQTC proposed revisions to this practice in 2017. The proposed revisions were on concurrent COMP Rolling Ballot No. 1. If the revisions passed the ballot, they would be included in 2018 AASHTO Standards Release 1.</p> <p><i>No further action at this time.</i></p>	
<p>AASHTO revisions from QAC</p> <p>Garth Newman, ITD and QAC Chair presented the 2018 revisions proposed by the QAC.</p>		
T 121	<p><i>AASHTO T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete (TS 3b)</i></p> <p>QAC proposal:</p> <p style="padding-left: 40px;">Revise vibrator requirements in apparatus to match AASHTO T 23</p> <p>The Board approved the revisions.</p> <p>David and Scott volunteered to champion the proposal.</p> <p><i>David Jones and Scott Andrus will submit the proposed revisions to Mick Syslo, TS 3b Chair.</i></p>	<p>DAVID JONES SCOTT ANDRUS</p>
T 152	<p><i>AASHTO T 152; Air Content of Freshly Mixed Concrete by the Pressure Method (TS 3b)</i></p> <p>QAC proposal:</p> <p style="padding-left: 40px;">Revise vibrator requirements in apparatus to match AASHTO T 23</p> <p>The Board approved the revisions.</p> <p>David and Scott volunteered to champion the proposal.</p> <p><i>David Jones and Scott Andrus will submit the proposed revisions to Mick Syslo, TS 3b Chair.</i></p>	<p>DAVID JONES SCOTT ANDRUS</p>

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
T 23	<p><i>AASHTO T 23; Making and Curing Concrete Test Specimens in the Field (TS 3b)</i></p> <p>QAC proposal:</p> <ul style="list-style-type: none"> • Correct tamping rod length in Table 1 • Revise to an 'R' practice <p>The Board approved the revisions.</p> <p>David and Scott volunteered to champion the proposal.</p> <p><i>David Jones and Scott Andrus will submit the proposed revisions to Mick Syslo, TS 3b Chair.</i></p>	DAVID JONES SCOTT ANDRUS
R 39	<p><i>AASHTO R 39, Making and Curing Concrete Test Specimens in the Laboratory (TS 3b)</i></p> <p>QAC proposal:</p> <ul style="list-style-type: none"> • Add SCC steps and test method apparatus and references. • Add Super Air Meter apparatus and test method reference. • Revisions in apparatus to match AASHTO T 23. • Reference in preparation of materials, 6.3 Aggregates to AASHTO T 27 when discussing separating in to individual size fractions. • Move 'buttering' mixer from Note 14 to a step. • Revise Note 13 and add to Step 7.1.2.2. • Remove 'Placing' section to 'Casting Specimens' section revised from AASHTO T 23. • Add Table for 'Method of Consolidation Requirements.' • Add section for specimen 'Identification' from AASHTO T 23. • Remove reference to cardboard molds, they are not allowed in AASHTO M 205. • Remove "Precision and Bias" statement, this is a practice, the precision and bias statement is repeated from the test methods it references. • Reverse US Customary units and SI units to meet AASHTO Style Manual. 	

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	<p>The Board made slight revisions to those proposed in Note 1 and approved the revisions.</p> <p>David and Scott volunteered to champion the proposal.</p> <p><i>David Jones and Scott Andrus will submit the proposed revisions to Mick Syslo, TS 3b Chair.</i></p>	<p>DAVID JONES SCOTT ANDRUS</p>
R 47	<p>AASHTO R 47; <i>Hot Mix Asphalt (HMA) to Testing Size (TS 2c)</i></p> <p>QAC proposal</p> <ul style="list-style-type: none"> • Change maximum temperature for heating equipment in Section 8.1 to maximum mixing temperature. • Add heating of equipment to Sections 10.1 and 12.1. • Change the term HMA to asphalt mixtures throughout. <p>The Board approved the revisions.</p> <p>John Bilderback, ITD, and Mike Santi, ITD, volunteered to Champion the proposal.</p> <p><i>John Bilderback and Mike Santi will submit the proposed revisions to Allen H Myers, TS 2c Chair.</i></p>	<p>JOHN BILDERBACK MIKE SANTI</p>
T 27	<p>AASHTO T 27; <i>Sieve Analysis of Fine and Coarse Aggregate (TS 1c)</i></p> <p>QAC proposal:</p> <ul style="list-style-type: none"> • Move evaluation of shaker time and sieving efficiency from Section 8.4 to Annex A1. • Move sieve overloading restrictions from Section 8.3, Note 5, and Table 1 to Annex A2. • Add references to applicable Annexes. • Correct verbiage in Section 8.5. • Match language from AASHTO T 30 where appropriate. <p>The Board approved the revisions.</p> <p>John Bilderback, ITD, and Mike Santi, ITD, volunteered to champion the proposal.</p>	

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	<i>John Bilderback and Mike Santi will submit the proposed revisions to Scott Sieter, TS 1c Chair.</i>	JOHN BILDERBACK MIKE SANTI
T 30	<p><i>AASHTO T 30; Mechanical Analysis of Extracted Aggregate (TS 2c)</i></p> <p>QAC proposal:</p> <ul style="list-style-type: none"> • Move evaluation of shaker time and sieving efficiency from Section 8.4 to Annex A1. • Move sieve overloading restrictions from Section 8.3, Note 5, and Table 1 to Annex A2. • Add references to applicable Annexes. • Correct verbiage in Section 8.5. • Match language in T 27 where appropriate. <p>The Board approved the revisions.</p> <p>Scott volunteered to champion the proposal.</p> <p><i>Scott Andrus will submit the proposed revisions to Allen Myers, TS 2c Chair.</i></p>	SCOTT ANDRUS
Other items from the QAC		
Operational Agreement	<p>The QAC proposed revisions to the <i>Operational Agreement</i> to match the <i>Administration Manual</i> and current practice.</p> <p>The QAC identified a conflict in the organizational documents. The <i>Operational Agreement</i> states that the final training materials are to be incorporated into the Transportation Technician Qualification Program (TTQP) by October 15th. The <i>Administration Manual</i> says the training materials are to be incorporated into the Agency's materials by Oct. 1. The QAC recommends changing the <i>Operational Agreement</i>.</p> <p>The Board approved the revisions.</p> <p><i>The Operational Agreement will be revised to match the Administration Manual.</i></p>	DESNA BERGOLD

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Update Process	<p><i>TTQP Training Materials Update Process</i></p> <p>The process and dates the QAC follows for to address revisions to the TTQP Training Materials have not been formally documented although Garth has been following the same process throughout.</p> <p>Garth documented the usual revision process. The QAC reviewed the <i>Training Materials Update Process</i> and would like the Board to approve including it in the Operations Manual.</p> <p>The Board approved.</p> <p><i>The Training Materials Update Process will be incorporated into the Operations Manual.</i></p>	DESNA BERGOLD
Calendar	<p><i>WAQTC Calendar of Events</i></p> <p>Desna developed a WAQTC calendar of events based on the WAQTC organizational documents and current practice. She incorporated the event schedules for Executive Board, TTQP QAC, and Working Committee into the calendar.</p> <p>The QAC felt that the calendar is helpful and would like greater distribution. They recommend the Board approve the calendar for posting to the website.</p> <p>The Board approved.</p> <p><i>The WAQTC Calendar of Events will be posted on the WAQTC website.</i></p>	DESNA BERGOLD
Administration Manual	<p>The QAC identified conflicting dates for notifying an exam participant of their results in the <i>Administration Manual</i>. Under 'Participant Notification,' it states that the Agency will notify the participant within 10 working days. Under 'Certified Technician Registry' the successful exam results should be logged on the registry within 5 days.</p> <p>The QAC recommends the time frames agree and the time allowed to log successful results into the registry be 10 days.</p> <p>While reviewing the manual, the QAC noticed that it said, 'a letter, or other method selected by the Agency, may serve as</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Certification verification . . .’ They recommend this be changed to ‘Presence on the Agency’s Certified Technician Registry may serve as Certification verification . . .’</p> <p>Recommended revisions to <i>Administration Manual</i>:</p> <ul style="list-style-type: none"> • Under ‘Certified Technician Registry’ the successful exam results should be logged on the registry within 5 days, change to 10 days. • ‘Presence on the Agency’s Certified Technician Registry may serve as Certification verification . . .’ • Remove the statement ‘Exams will be either Metric or English depending on agency standards’ from Annex A. Metric exams are no longer supported. This revision is considered editorial. <p>The Board approved the revisions.</p> <p><i>These revisions will be made to the Administration Manual.</i></p>	DESNA BERGOLD
SCC Module	<p>The Board asked the QAC to develop a workplan for a Self-Consolidating Concrete (SCC) Qualification module.</p> <p>Garth explained that the QAC is concerned about AASHTO copyrights and developing training materials. Some of the AASHTO methods are in step by step format, similar to the WAQTC Field Operating Procedures (FOPs). He also pointed out that if WAQTC were to use the AASHTO method for training the WAQTC would not be able to distribute them as the way they distribute the WAQTC FOPs.</p> <p>It was agreed the Board would discuss it with AASHTO.</p> <p><i>The SCC module will be put on hold until the AASHTO copyright concerns are addressed.</i></p>	
AASHTO Copyright Concerns	<p><i>AASHTO copyright concerns</i></p> <p>The QAC also asked the Board to address the copyrights for methods that WAQTC developed and AASHTO adopted.</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
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	<p>The methods WAQTC developed and are now AASHTO copyrighted are:</p> <ul style="list-style-type: none"> • R 64, Sampling and Fabrication of 50-mm (2-in.) Cube Specimens Using Grout (Non-Shrink) or Mortar • R 67, Sampling Asphalt Mixtures after Compaction (Obtaining Cores) • R 75, Developing a Family of Curves • T 308, Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method • T 309, Temperature of Freshly Mixed Portland Cement Concrete • T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth) • T 329, Moisture Content of Asphalt Mixtures by Oven Method • T 335, Determining the Percentage of Fracture in Coarse Aggregate • T 355, Test for In-Place Density of Asphalt Mixtures by Nuclear Methods <p>Three more proposals to AASHTO:</p> <ul style="list-style-type: none"> • R XX, Sampling of Aggregate Products • R XX, Sampling of Asphalt Mixtures • R XX, Determining Constant Mass <p>There are also many AASHTO methods WAQTC has revised into step by step format for clarity. These AASHTO methods now resemble WAQTC's copyrighted training materials format.</p> <p>Garth explained that many agencies also specify use of WAQTC FOPs in contracts, some of which the AASHTO methods now match.</p> <p>The WAQTC and AASHTO currently have a great working relationship and all WAQTC member agencies are also AASHTO members. AASHTO and WAQTC could come to a formal mutual usage agreement so there would be no misunderstandings later.</p> <p>The Board concluded there are two issues to address: WAQTC's rights concerning materials that were initially copyrighted by</p>	
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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>WAQTC and now are also copyrighted by AASHTO; and, WAQTC's development and distribution of new training materials derived from AASHTO copyrighted standards.</p> <p>The Board members are uncertain who to discuss the copyright question with at AASHTO.</p> <p>David asked Garth and Scott to contact Evan Rothblatt, AASHTO Liaison, and discuss a mutual usage agreement for historically WAQTC copyrighted materials and use of AASHTO copyrighted materials for future training materials.</p> <p><i>Garth Newman and Scott Andrus will have a teleconference with Evan Rothblatt.</i></p>	<p>GARTH NEWMAN SCOTT ANDRUS</p>
'C' Standards	<p>AASHTO has some standards, called 'C' standards, that are owned by ASTM and referenced from AASHTO. Garth sent letters to the relevant Tech Section Chairs requesting information on the status of the standards. This will allow the WAQTC to determine a course of action. He received responses from two of the six TS Chairs, Mick Syslo, TS 3b, and Brian Pfeifer, TS 2a.</p> <p>Scott suggested that the Board ask Oak Metcalfe, MDT, who is now AASHTO COMP Executive Vice Chair for Region 4. Perhaps he could get responses. Scott also suggests that Board members who are members of the TS could bring it up during the round tables.</p> <p>Desna was asked to update the 'C' standards list, distribute to the Board and ask for feedback by May. She was also asked to draft a letter to Oak for David.</p> <p><i>Desna Bergold will distribute a revised list of 'C' methods and collect responses.</i></p> <p><i>David Jones will send Oak Metcalfe a letter requesting information.</i></p>	<p>DESNA BERGOLD DAVID JONES</p>

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Items from the Fall Teleconference

T 310 Task Force	<p><i>T 310 Task Force 16-01</i></p> <p>Greg Stellmach, ODOT and former Executive Board Chair, was a member of the AASHTO T 310 TS Task Force on calibration blocks. He sent an email suggesting the Board follow up on the Task Force. He indicated that there is quite a bit of information in TS 1b minutes from 2017 Annual meeting. Lyndi Blackburn, TS 1b Vice Chair, was going to write a procedure for calibration block certification.</p> <p>Mike Santi volunteered to follow up with Lyndie.</p> <p><i>Mike Santi will contact Lyndie Blackburn to determine the status of the procedure for calibration blocks and report.</i></p>	MIKE SANTI
NDOT	<p><i>NAQTC use by NDOT</i></p> <p>Greg Stellmach had asked the <i>Nevada Alliance for Quality Transportation Construction</i> to quit using the acronym NAQTC, which is copyrighted by WAQTC.</p> <p><i>Northwest Alliance for Quality Transportation Construction</i> was the original name of the <i>Western Alliance for Quality Transportation Construction (WAQTC)</i>.</p> <p>The Board decided to continue this effort.</p> <p>Garth suggested that the WAQTC ask them to change the acronym to NVAQTC to distinguish their program from the WAQTC's original program.</p> <p>David asked Desna to draft a letter for him to send to the Nevada representative.</p> <p><i>David Jones will send a letter to the Nevada Alliance for Quality Transportation Construction asking them to quit using the copyrighted acronym.</i></p>	DESNA BERGOLD DAVID JONES

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
WAQTC Copyright	<p>Garth and Mike San Angelo, AKDOT, drafted new language for the WAQTC copyrighted materials. The Board reviewed the draft and made a few revisions before approving it for inclusion in WAQTC materials.</p> <p>The Copyright Officer has been Garth Newman, who soon will no longer be the QAC Chair. The Board determined that the Copyright Officer position will remain the QAC Chair.</p> <p><i>The revised copyright statement will replace the current copyright statement in WAQTC materials.</i></p> <p><i>The Copyright Officer Position will remain a duty of the QAC Chair.</i></p>	DESNA BERGOLD
NMDOT	<p>New Mexico DOT has not committed to remaining a member of WAQTC or withdrawing.</p> <p>Greg Stellmach talked to James Gallegos and Brian Legan, NMDOT, but did not receive a definitive response. He intended to write them a letter outlining the benefits of WAQTC membership and expressing regret that NMDOT may no longer be considered a member. David volunteered to complete this task.</p> <p><i>David Jones will send a letter to James Gallegos, NMDOT.</i></p>	DAVID JONES
New members	<p>Greg Millburn, Wyoming DOT, indicated that WYDOT is interested in WAQTC membership.</p> <p>David volunteered to follow up with Greg and offer any assistance that WAQTC can provide. David will also invite Greg to attend the Summer Board meeting that will be held in conjunction with the AASHTO COMP Annual Meeting.</p> <p><i>David Jones will follow up with Greg Millburn.</i></p>	DAVID JONES
LQP	<p><i>LQP page on website</i></p> <p>The WAQTC has a page on its website for a Laboratory Qualification Program (LQP) and a place for 'Qualified Testing Laboratory Registries' links. UDOT's registry is the only one listed.</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Originally, the intent of the LQP was to try to develop a regional laboratory program. There has not been any movement on this goal for quite a long time.</p> <p>David recommended that the LQP related information be removed from the webpage, all agreed.</p> <p><i>Desna Bergold will have references to the LQP removed from the website.</i></p>	DESNA BERGOLD
COMP	<p>During the 2017 Spring meeting, the Board decided that the QAC Chair and one other representative of the QAC would be asked to attend subsequent AASHTO COMP Annual Meetings. The next QAC Chair, Sean Parker, current QAC Vice Chair, will be invited. The next QAC Vice Chair will be determined following the process Garth used in the past, which means the QAC Vice Chair position may not be filled soon. David proposed inviting Misty to attend the 2018 AASHTO COMP annual meeting. The Board agreed.</p> <p>Joe asked if the Board should consider limiting the term of QAC Chair, and if so, for how long. Garth has been the QAC Chair since the WAQTC started, and Misty pointed out that his rapport with the AASHTO COMP is due in part to his long acquaintance. She indicated that the new Chair should have the same opportunity to develop working relationships. Other members of the Board felt there should be a limit but that it should be longer than the two years the Executive Board Chair serves. Garth and David recommended limiting the QAC Chair term to 5 years.</p> <p>The Board also discussed the selection of the Vice Chair. Desna was asked to document the process used last time for inclusion in the Operations Manual.</p> <p><i>Sean Parker and Misty Miner will be invited to attend the Executive Board Summer meeting and the AASHTO COMP Annual Meeting.</i></p> <p><i>The QAC Chair term will be limited to 5 years. The QAC Chair and Vice Chair process will be documented and included in the Operations Manual.</i></p>	DESNA BERGOLD

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
New TPF	<p>During the Fall Teleconference Scott informed the Board that the old Transportation Pooled Fund (TPF) is closed and the new TPF is being used. He provided a spreadsheet that UDOT is using to track the pooled funds and contributions.</p> <p><i>No action necessary.</i></p>	
WAQTC Spring Business		
Strategic Plan	<p>The Board reviewed the 2018 Strategic Plan. It was decided that the term ‘accreditation’ in the focus areas should be changed to ‘certification.’ Desna was asked to change the term in all documents that list the WAQTC focus areas.</p> <p>New short-term goals include:</p> <ul style="list-style-type: none"> • Pursue a peer exchange to examine online training options. • Work to clarify and address copyright concerns on produced standards and reproduced training materials • Develop an Asphalt Mixtures Laboratory Prepared Specimens standard practice. <p>Short-term goals moved to long-term:</p> <ul style="list-style-type: none"> • Develop online training and identify means to make available as a field reference. • Develop training materials for Self-Consolidating Concrete <p><i>The revised 2018 Strategic Plan was approved by the Board.</i></p>	
On-line Training Interest	<p>The WAQTC has had ongoing discussions about developing and providing common online training. MDT has already developed some online training and AKDOT once had online training but no longer offers it due to the cost of maintenance. One of the points of discussion has been how maintenance of common training would be handled.</p> <p>The Transportation Curriculum Coordination Council (TC3) has developed some online training and will be providing more in the coming year. Scott shared a list of online training from TC3 provided by Jeff Saddler, UDOT. The Board discussed using the</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>applicable TC3 training and only developing what is not already offered under the program.</p> <p>TC3 training is free to Federal DOT employees. State DOTs pay a yearly flat rate for their employee's access. Consultant firms would have to pay for individual training.</p> <p>Misty recommended that, for continuity, the WAQTC develop all the training or leave it all to TC3.</p> <p>There was further discussion on how to develop the training and what platform to use. Howe said that TC3 has done a lot of research and they use HTML5 and Articulate. Misty explained MDT uses the Moodle platform which works well with the existing video clips and accommodates ADA learning.</p> <p>Scott said that UDOT has their Learning Management System to consider.</p> <p>Garth indicated that the Board may not really have enough information to weigh the costs versus the benefits of developing, delivering and managing online training. Perhaps the Board should solicit more information from a subject matter expert. Garth will discuss the possibility with National Transportation Training Directors.</p> <p>Joe suggested a peer exchange. An FHWA supported peer exchange would help pay for the expenses but would not pay for an individual's time. A peer exchange would allow for the WAQTC to bring in an expert as a resource.</p> <p>Howe explained it could be a one or two-day meeting to brainstorm solutions. Federal Highways would provide a recorder to develop a report to share with other agencies.</p> <p>Joe volunteered to talk to ODOT's FHWA manager.</p> <p><i>Joe Squire will talk to FHWA about a peer exchange for online training.</i></p>	<p>JOE SQUIRE</p>

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
Method	<p><i>Method to become a member of the WAQTC</i></p> <p>Outlining the steps to become a WAQTC Member Agency has been discussed at other meetings. Steps would need to address the two different types of membership, Contributing Member and Accredited Contributing Member. An Accredited Contributing Member agency agrees to abide by the TTQP Operational Agreement.</p> <p>Scott said that there are also steps to follow to become a member of the Transportation Pooled Fund.</p> <p>David suggested Desna and Scott work on the membership process and he will help.</p> <p><i>Scott Andrus, Desna Bergold, and David Jones will draft a process to become a WAQTC member for discussion at the Summer Board Meeting.</i></p>	<p>SCOTT ANDRUS DESNA BERGOLD DAVID JONES</p>
Logo	<p>Garth has noticed that some private companies are displaying the WAQTC logo on their websites. He indicated that no one has been given permission to use the copyrighted logo.</p> <p>Appropriate use of the logo may not be a bad thing. Joe said we could consider it as advertising. WAQTC should ask the companies to remove the logo until they have requested and received permission to use it. WAQTC would then be able suggest the verbiage and only approve appropriate use.</p> <p>Desna was asked to draft the letter for David to send to the companies that are displaying the logo. He will also include the copyright permissions form.</p> <p>Garth will ask the QAC members to identify which laboratories are using the logo in their states.</p> <p><i>David Jones will send a letter to the companies who are using the logo.</i></p>	<p>GARTH NEWMAN DESNA BERGOLD DAVID JONES</p>
QAC	<p>The Qualification Advisory Committee (QAC) name has been used to identify the committee that maintains the Technician Qualification Program (TTQP) Training Materials as well as the committee that works on AASHTO revisions and standards. Currently, they have the same members, but a Contributing</p>	

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	<p>Member Agency would only have a seat on the latter committee and Accredited Contributing Member Agencies, those that have agreed to the TTQP Operational Agreement, would have seat on the both. Desna asked the Board if there should be a different name for the committee that has both.</p> <p>David suggested that he, Desna, and Scott work on clarifying the representation and responsibilities of the two committees while working on the process of how to become a WAQTC Contributing or Accredited Contributing member.</p> <p><i>David Jones, Scott Andrus, and Desna Bergold will work on how to distinguish between QAC and the larger committee.</i></p>	<p>DAVID JONES DESNA BERGOLD SCOTT ANDRUS</p>
Executive Board Chair and Vice Chair	<p>David was confirmed as the new Executive Board Chair. He will complete Greg Stellmach's term, which was to end July 1, 2018, and serve two more years.</p> <p>Mike San Angelo, AKDOT, is next in line to serve as Vice Chair, according to the WAQTC Bylaws.</p> <p><i>David Jones is the Executive Board Chair.</i></p> <p><i>Mike San Angelo will be asked to serve as the Vice Chair.</i></p>	<p>DAVID JONES</p>
Bylaws	<p>The bylaws define the positions of the Copyright Officer and the Archivist as 'the QAC Chair or a QAC member designated by the Chair.' The Board decided that these positions could be held by others. It was determined that the Board would like to be able to elect the individual that would serve in these positions. They also agreed that the positions could be filled by a consultant.</p> <p>The proposed language was revised to match the description of the Coordinator.</p> <p style="padding-left: 40px;">. . .will be elected by a simple majority vote of the Board membership . . . This position may also be a contracted position.</p> <p>The revisions to the bylaws were approved.</p> <p><i>The WAQTC Bylaws will be revised.</i></p>	<p>DESNA BERGOLD</p>

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
Archivist	<p>With the approved revisions to the bylaws, the Archivist position, held by Garth Newman, was reassigned. The Board decided the Archivist should be a consultant position. Desna Bergold was confirmed as the Archivist.</p> <p><i>Desna Bergold will serve as the WAQTC Archivist.</i></p>	DESNA BERGOLD
QAC Summer Meeting	<p>David would like to attend a portion of the QAC Summer meeting in Denver. As the new Board Chair, he felt it would be good to meet the QAC members and show the Board's support. He asked for approval to use pooled funds for his travel expenses to the meeting. All agreed that this would be a good opportunity and approved using pooled funds for David's travel expenses.</p> <p><i>David Jones will attend a portion of the QAC Summer meeting.</i></p>	DAVID JONES
Contract Renewal	<p>The yearly contract with D B Consulting will end on June 30th, Scott asked if the Board approves renewing the contract for another year. The Board agreed.</p> <p><i>Scott Andrus will begin working on a new yearly contract with D B Consulting and Associates, LLC.</i></p>	SCOTT ANDRUS
2019 WASHTO	<p>John asked the Board if the WAQTC would like to discuss the benefits of WAQTC membership at the next WASHTO Construction/Materials meeting in April 2019.</p> <p>David indicated that WAQTC is interested and all agreed. The details of the WASHTO meeting are not confirmed, John said he will keep the Board informed and it should be discussed at the next meeting.</p> <p><i>A presentation at the 2019 WASHTO Construction/Materials meeting will be an agenda item for upcoming meetings.</i></p>	DESNA BERGOLD