

WAQTC EXECUTIVE BOARD MEETING MINUTES

MEETING CALLED BY: DAVID JONES, CHAIR
RECORDER: DESNA BERGOLD, D B
CONSULTING, COORDINATOR

DATE: AUGUST 5TH, 2018
TIME: 3:30 TO 5:30 PM
LOCATION: HAYES ROOM LEVEL 3
CINCINNATI, OHIO

BOARD ATTENDEES:

DAVID JONES, CHAIR, WSDOT
SEAN PARKER, QAC CHAIR, ODOT
CRAIG WIEDEN, CDOT
OAK METCALFE, MDT
JOHN BILDERBACK, ITD

GUESTS:

MISTY MINER, QAC, MDT
KATHERYN MALUSKY, AASHTO
BILL LAWRENCE, UDOT
SONYA PUTERBAUGH, AASHTO:RESOURCE
GARTH NEWMAN, D B CONSULTING
CASEY SONEIRA, AASHTO
MATT NEEDHAM, MDT
CHAD CLAWSON, AASHTO

ABSENT:

SCOTT ANDRUS, TREASURER, UDOT
MICHAEL SAN ANGELO, VICE CHAIR,
AKDOT & PF
MICHAEL VOTH, CFLHD
LARRY ILG, ODOT
BRIAN IKEHARA, HDOT
MEGAN CHATFIELD, WFL-FHWA

AGENDA ITEMS / OBJECTIVES:

1. AASHTO Copyright Concerns – Scott Andrus
2. **AASHTO revisions from QAC:**
 - a. *T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete* – Champions Scott Andrus and David Jones – 3b – Thurs. 10:15 am
 - b. *T 152; Air Content of Freshly Mixed Concrete by the Pressure Method Concrete* – Champions Scott Andrus and David Jones – 3b – Thurs. 10:15 am
 - c. *T 23; Making and Curing Concrete Test Specimens in the Field* – Champions Scott Andrus and David Jones – TS 3b – Thurs. 10:15 am
 - d. *R 39, Making and Curing Concrete Test Specimens in the Laboratory* Champions David Jones and Scott Andrus – TS 3b – Thurs. 10:15 am
 - e. *R 47; Hot Mix Asphalt (HMA) to Testing Size* – Champions John Bilderback and Mike Santi – TS 2c – Wed. 1:00 pm
 - f. *T 27; Sieve Analysis of Fine and Coarse Aggregate Size* – Champions John Bilderback and Mike Santi – TS 1c – Wed. 8:00 am
 - g. *T 30; Mechanical Analysis of Extracted Aggregate* – Champion Scott Andrus – TS 2c – Wed. 1:00 pm
3. 'C' Standards – David Jones
4. T 310 Task Force – Mike Santi

5. NDOT's use of NAQTC – David Jones
6. NMDOT – David Jones
7. New members – David Jones
8. Peer exchange for on-line training – Joe Squire
9. Process to become a member agency– Scott Andrus, David Jones, Desna Bergold
10. WAQTC logo use – David Jones, Sean Parker, Desna Bergold
11. QAC and Working Committee – Scott Andrus, David Jones, Desna Bergold
12. QAC Vice Chair
13. Presentation at 2019 WASHTO Construction/Materials Meeting – John Bilderback
14. WAQTC operating as a Non-Profit 501(c)(3) Organization – Mike San Angelo
15. YouTube 'WAQTC' videos – Sean

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:

WELCOME		
AASHTO COPYRIGHT CONCERNS	<p>During the Qualification Advisory Committee (QAC) Summer meeting, the committee discussed how to develop Self Consolidating Concrete (SCC) training. In the past, training materials were developed by creating a step by step test method based on the AASHTO Standard. The current AASHTO Standards for testing SCC are in a step by step method and would not need much revising to be a good training tool. The QAC expressed concern about infringing on AASHTO copyright. The QAC asked the Executive Board to address the issue. Garth Newman, D B Consulting, formerly ITD and QAC Chair, and Scott Andrus, UDOT and WAQTC Treasurer, discussed AASHTO copyright and WAQTC training materials in a teleconference with Katheryn Malusky and Bob Cullen, AASHTO. Garth summarized that discussion for the attendees.</p> <p>Katheryn said that she reviewed the WAQTC training materials posted on the WAQTC website and feels that there is no copyright infringement. Katheryn asked who is accessing the information. Sean Parker, ODOT and QAC Chair, indicated that technicians and member agencies access the materials, but they are open access. Katheryn asked if WAQTC is concerned with public access. There were some expressions of concern and Sean asked how the Transportation Curriculum Coordination Council (TC3) handled the access. TC3 requires a technician to sign in and the domain is verified.</p> <p>Katheryn said that she will provide authorization for WAQTC to use AASHTO Standards in their training materials. Sean asked specifically about the AASHTO SCC related methods and whether WAQTC could use them. Katheryn said she will include it in the letter of authorization but asks that WAQTC protect the AASHTO materials.</p> <p>WAQTC agreed to explore methods of protecting the SCC training materials once they are developed.</p> <p><i>Katheryn Malusky will provide WAQTC with a copyright permission letter.</i></p> <p><i>WAQTC will protect AASHTO Standards when used.</i></p>	KATHERYN MALUSKY EXECUTIVE BOARD AND QAC

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Other: TC3	<p>Katheryn asked if and how WAQTC uses TC3 and what their impression is. Sean said he is unfamiliar with TC3 training materials. Other Board members are familiar with it and wondered how it fits with 23 Code of Federal Regulation 637. There is no written and performance exam with TC3 but there is a certificate of completion.</p> <p>Katheryn was asked if there is still some National Highway Institute (NHI) training or if TC3 is completely separated from them. Katheryn indicated that there is still some training, probably outdated, on the NHI website but that TC3 is completely under AASHTO.</p> <p><i>No action required.</i></p>	
AASHTO REVISIONS FROM QAC		
T 121	<p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i> – Champions Scott Andrus, UDOT, and David Jones, WSDOT, TS 3b, meeting at Thurs. 10:15 am.</p> <p>Sent to the Technical Section Chair, Mick Syslo, on 6/13/18.</p> <p>This and the other TS 3b proposals were not on the agenda when it was distributed. It was added late. Garth and Desna Bergold, D B Consulting and WAQTC Coordinator, will meet with Scott and answer any questions he may have to prepare for the meeting.</p> <p><i>Scott Andrus will present the proposal at the TS 3b breakout session.</i></p>	SCOTT ANDRUS
T 152	<p><i>T 152; Air Content of Freshly Mixed Concrete by the Pressure Method Concrete</i> – Champions Scott Andrus and David Jones, TS 3b, meeting Thurs. 10:15 am.</p> <p>Sent to the Technical Section Chair, Mick Syslo, on 6/13/18.</p> <p>Garth and Desna will meet with Scott and answer any questions he may have to prepare for the meeting.</p> <p><i>Scott Andrus will present the proposal at the TS 3b breakout session.</i></p>	SCOTT ANDRUS

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T 23	<p><i>T 23; Making and Curing Concrete Test Specimens in the Field – Champions Scott Andrus and David Jones, TS 3b, meeting Thurs. 10:15 am.</i></p> <p>Sent to the Technical Section Chair, Mick Syslo, on 6/13/18.</p> <p>Garth and Desna will meet with Scott and answer any questions he may have to prepare for the meeting.</p> <p><i>Scott Andrus will present the proposal at the TS 3b breakout session.</i></p>	SCOTT ANDRUS
R 39	<p><i>R 39, Making and Curing Concrete Test Specimens in the Laboratory – Champions David Jones and Scott Andrus, TS 3b, meeting Thurs. 10:15 am</i></p> <p>Sent to the Technical Section Chair, Matt Beeson, on 6/13/18.</p> <p>Garth and Desna will meet with Scott and answer any questions he may have to prepare for the meeting.</p> <p><i>Scott Andrus will present the proposal at the TS 3b breakout session.</i></p>	SCOTT ANDRUS
R 47	<p><i>R 47; Hot Mix Asphalt (HMA) to Testing Size – Champions John Bilderback, ITD, and Mike Santi, ITD, TS 2c, meeting Wed. 1:00 pm.</i></p> <p>Sent to the Technical Section Chair, Allen Myers, on 6/12/18.</p> <p>The proposed revision is on the TS 2c agenda.</p> <p>Garth and Desna will meet with John and answer any questions he may have to prepare for the meeting.</p> <p><i>John Bilderback will present the proposal at the TS 2c breakout session.</i></p>	JOHN BILDERBACK
T 27	<p><i>T 27; Sieve Analysis of Fine and Coarse Aggregate Size – Champions John Bilderback and Mike Santi, TS 1c, meeting Wed. 8:00 am.</i></p> <p>Sent to TS Chair, Matthew Beeson, 6/12/18.</p>	

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	<p>The proposed revision is on the TS 1c agenda.</p> <p>Garth and Desna will meet with John and answer any questions he may have to prepare for the meeting.</p> <p><i>John Bilderback will present the proposal at the TS 1c breakout session.</i></p>	JOHN BILDERBACK
T 30	<p><i>T 30; Mechanical Analysis of Extracted Aggregate – Champion Scott Andrus – TS 2c – Wed. 1:00 pm</i></p> <p>Sent to the Technical Section Chair, Allen Myers, on 6/12/18.</p> <p>The proposed revision is on the TS 2c agenda.</p> <p>Garth and Desna will meet with Scott and answer any questions he may have to prepare for the meeting.</p> <p><i>Scott Andrus will present the proposal at the TS 2c breakout session.</i></p>	SCOTT ANDRUS
OTHER BUSINESS		
'C' STANDARDS	<p>AASHTO 'C' standards are owned by ASTM and referenced from AASHTO, often with minor revisions or modifications. AASHTO has been trying to eliminate 'C' standards from their materials. Garth sent letters to the TS Chairs that have 'C' standards in their section requesting information on the status of the standards. This will allow the WAQTC to determine a course of action.</p> <p>Oak Metcalfe, MDT, said that the AASHTO Committee on Materials and Pavements (COMP) Steering Committee is having a round table discussion on Thursday about 'C' Standards. Oak said they may not have an answer for all of them, but he will address it.</p> <p><i>Oak Metcalfe will add the WAQTC 'C' standards question to the AASHTO COMP Steering Committee Agenda.</i></p>	OAK METCALFE
NDOT's use of NAQTC	<p>David Jones, WSDOT and Executive Board Chair, sent a letter to Michael Dunning, Quality Assurance Supervisor, Clark County Department of Public Works, to follow up on Greg Stellmach's, ODOT and former Executive Board Chair, discussions</p>	

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	<p>concerning the Nevada Alliance for Quality Transportation Construction's copyright infringement in the use of the acronym NAQTC. The letter asked for a response by June 15. The only response received was reiteration of the question he had asked Greg, 'What impact their use of NAQTC has had for the last 20 years?' Greg had responded in general terms, but his response was not acknowledged.</p> <p>Desna will supply David with the information she has, and David will respond to Michael Dunning.</p> <p><i>David Jones will respond to Michael Dunning and renew his request to revise the acronym for their program.</i></p>	DAVID JONES
NMDOT	<p>David sent a letter to James Gallegos, NMDOT, inviting New Mexico Department of Transportation, to join the new WAQTC Transportation Pooled Fund (TPF). The letter also informed James that the WAQTC can no longer list non-participating members as members on the website and in organizational documents. A response was requested by June 15. No response was received, and New Mexico DOT was removed from the website and other documents.</p> <p><i>No further action required.</i></p>	
NEW MEMBERS	<p>Greg Millburn, WYDOT, expressed interest in joining WAQTC last year. Oak is under the impression that Greg was getting some.</p> <p>Oak volunteered to talk to Greg as he may be attending the COMP meeting.</p> <p><i>Oak Metcalfe will speak to Greg Millburn.</i></p>	OAK METCALFE
PEER EXCHANGE	<p>Joe Squire, ODOT, suggested at the Spring Meeting that WAQTC seek a FHWA supported peer exchange for online training.</p> <p>Sean is not aware of any action on this suggestion. He volunteered to talk to Joe and introduce him to Megan Chatfield, WFL-FHWA, who has replaced Howe Crockett on the Executive Board.</p> <p><i>Sean Parker will follow up with Joe Squire and Megan Chatfield.</i></p>	SEAN PARKER

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
PROCESS TO BECOME A MEMBER AGENCY	<p>Scott Andrus, Desna Bergold, and David Jones were asked to draft a process to become a WAQTC member agency. There has been no progress on this assignment. Desna and Scott will work on it.</p> <p><i>Desna Bergold and Scott Andrus will work on the steps to be a WAQTC member.</i></p>	DESNA BERGOLD SCOTT ANDRUS
WAQTC LOGO USE	<p>David sent letters to three consultant laboratories that were using the WAQTC logo on their websites without permission. The letter also included a form to request permission to use copyrighted material. Sean, Copyright Officer, received one request for permission to use the logo, which he granted.</p> <p>It appears the other two laboratories have removed the logo from their website.</p> <p><i>No further action required.</i></p>	
QAC AND WORKING COMMITTEE	<p>David Jones, Scott Andrus, and Desna Bergold were asked to work on how to distinguish between the QAC and the AASHTO working committee.</p> <p>The QAC designation has been used to identify the committee that maintains the Technician Qualification Program (TTQP) Training Materials as well as AASHTO revisions and standards. Currently, the two committees have the same members, but a Contributing 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.</p> <p>There has been no resolution to this question.</p> <p><i>David Jones, Scott Andrus, and Desna Bergold will continue to work on how to distinguish between QAC and the larger committee.</i></p>	DESNA BERGOLD SCOTT ANDRUS DAVID JONES
EXECUTIVE BOARD VICE CHAIR	<p>David Jones announced that Mike San Angelo, AKDOT, has accepted the position of Vice Chair of the Executive Board.</p> <p><i>No further action required.</i></p>	

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Topic	Discussion / Decision	ACTION REQUIRED BY:
QAC VICE CHAIR	<p>Sean announced that following the new process to select a QAC Vice Chair, Misty Miner, MDT, has been selected to fill this position. He asked the Board to confirm her appointment.</p> <p>The Board agreed.</p> <p><i>Misty Miner is confirmed as the QAC Vice Chair.</i></p>	
PRESENTING AT WASHTO	<p>At the Spring meeting, John asked the Board if WAQTC would like to discuss the benefits of WAQTC membership at the next WASHTO Construction/Materials meeting in April 2019.</p> <p>John provided further details: the WASHTO Meeting is scheduled for April in Lincoln, Nebraska. The Board should also schedule their Spring meeting in conjunction with this meeting. John suggested that the QAC Chair and Vice Chair could also attend to help promote WAQTC.</p> <p><i>The location and date if the Executive Board Spring meeting will be held in conjunction with the WASHTO Construction/Materials meeting in April 2019</i></p> <p><i>A presentation will be developed based on the Benefits to Becoming a Member brochure and Benefits of WAQTC Pooled Fund Membership document develop by Desna.</i></p>	BOARD AND QAC MEMBERS
WAQTC OPERATING AS A NON-PROFIT 501(C)3 ORGANIZATION – MIKE SAN ANGELO	<p>Mike San Angelo was scheduled to present on the benefits of WAQTC becoming a non-profit entity. He was unable to attend this meeting at the last minute.</p> <p>Misty asked if WAQTC were eligible to become a nonprofit, it is her understanding that a nonprofit cannot limit their membership. No one had an answer to the question.</p> <p>The Northeast Transportation Technician Certification Program (NETTCP) is a nonprofit organization. Garth suggested asking the NETTCP leadership the process they used to become a 501(c)3 entity.</p> <p>Board members expressed concern about the record keeping and taxes aspect.</p> <p>Mike will be asked to send his presentation to the Board members for further information.</p>	

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	<p><i>Mike San Angelo will be asked to provide more information.</i></p> <p><i>Nonprofit status will be an item on upcoming meeting agendas.</i></p>	MIKE SAN ANGELO
YOUTUBE WAQTC VIDEOS	<p>While searching the internet for references to WAQTC and the use of its logo, Desna found videos on YouTube labeled WAQTC methods. The videos were posted by Jessica Drye, now Jessica Towell, who is the lab foreman at the Ada County Highway District (ACHD) in Boise, Idaho.</p> <p>John volunteered talk to Jessica and determine the purpose of the videos and inform her there is potential copyright infringement.</p> <p><i>John Bilderback will talk to Jessica Tool and report to the Board.</i></p>	JOHN BILDERBACK
QAC MEETINGS	<p>The QAC proposes holding their 2019 Winter meeting in Reno, NV, January 28th through February 1st and holding their 2019 Summer meeting in Anchorage, AK, July 15th through the 19th.</p> <p><i>The proposed QAC meeting locations are approved.</i></p>	