

# WAQTC EXECUTIVE BOARD

## 2019 SPRING MEETING AGENDA

**MEETING CALLED BY:** DAVID JONES, CHAIR  
**RECORDER:** DESNA BERGOLD, COORDINATOR

**DATE:** APRIL 17<sup>TH</sup> AND 18<sup>TH</sup>, 2019  
**TIME:** 1:00 TO 5:00 PM AND 8:00 AM TO NOON  
**LOCATION:** EMBASSY SUITES HOTEL  
EXECUTIVE BOARDROOM  
LINCOLN, NEBRASKA

**ATTENDEES:**

DAVID JONES, CHAIR, WSDOT  
L. SCOTT NUSSBAUM, TREASURER, UDOT  
SEAN PARKER, QAC CHAIR  
MICHAEL VOTH, FHWA  
JOHN BILDERBACK, ITD  
OAK METCALFE, MDT  
LARRY ILG, ODOT

**ABSENT:**

MIKE SAN ANGELO, VICE CHAIR, AKDOT & PF  
CRAIG WIEDEN, CDOT  
BRIAN IKEHARA, HDOT  
MIKE SANTI, ITD

**AGENDA ITEMS / OBJECTIVES:**

**1. Report on 2015 AASHTO proposals**

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

**2. Report on 2017 AASHTO proposals**

- a. *R XX; Sampling Asphalt Mixtures (TS 2c)* – Scott Andrus
- b. *PP XX, Determining Constant Mass (unknown)* – Scott Andrus
- c. *T 209; Theoretical Maximum Specific Gravity ( $G_{mm}$ ) and Density of Hot Mix Asphalt (HMA)* – report of status from 2014 proposal

**3. Report on 2018 AASHTO proposals**

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

**4. Proposed AASHTO revisions from QAC:**

- a. *R 25, Technician Training and Qualification Programs* (TS 5c) (3/19)
- b. *T 88, Particle Size Analysis of Soils* (TS 1a) (4/10)
- c. *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) (3/19)
- d. *T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete* (TS 3b) (3/19)
- e. *T 176; Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test* (TS 1a) (3/19)
- f. *T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop* (TS 1b) (3/19)
- g. *T 309; Temperature of Freshly Mixed Hydraulic Cement Concrete* (TS 3b) (3/19)
- h. *T 310; In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)* (TS 1b) (3/19)

**5. From QAC 2019 Winter meeting**

- a. *T 283, Resistance of Compacted Asphalt Mixtures to Moisture* (TS 2d)
- b. QAC short term goals or work items
- c. UDOT training videos
- d. Laboratory test methods for the FOP library
- e. Self-consolidating Concrete Module
- f. Updating the WAQTC Brochure (4/2)

**6. From Executive Board 2018 Spring meeting**

- a. Peer Exchange – Sean Parker
- b. Process to become a member agency – Scott Andrus and Desna Bergold (4/10)
- c. QAC and Working Committee – Desna Bergold, David Jones, Scott Andrus
- d. T 310 Task Force – new contact

**7. From Executive Board August Meeting**

- a. Nonprofit status – Mike San Angelo

**8. WAQTC Spring Business**

- a. Improving WAQTC deliverables – letter from Garth Newman (4/9)
- b. 2019 Strategic Plan (3/20)
- c. Travel Policy
- d. Pooled fund update – Scott Nussbaum
- e. Reciprocity Audits – every three years – started in 2016
- f. Operations Manual
- g. WAQTC Membership Benefits (4/2)
- h. Executive Board Chair
- i. Other items

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

<b>WELCOME</b>		
Welcome	<p>David Jones, WSDOT and Executive Board Chair, welcomed everyone and called the meeting to order.</p> <p>Scott Nussbaum, UDOT and WAQTC Treasurer, introduced himself. He is replacing Scott Andrus as UDOT’s Executive Board Member and WAQTC Treasurer.</p> <p>Sean Parker, ODOT and QAC Chair, and Larry Ilg, ODOT, are attending by teleconference.</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>	
<b>1. REPORT ON 2015 AASHTO PROPOSALS</b>		
R 25	<p><i>R 25; Technician Training and Qualification Programs</i></p> <p><u>Status of previous proposal</u></p> <p>In 2015, WAQTC proposed revisions to R 25. The revisions included adding references to the Appendixes and corresponding references in the Reference section, removing ‘flexible’ from Section 3.1, and adding ‘subordinates’ to Section 7.2, <i>Examination Controls and Integrity</i>.</p> <p>These revisions were balloted in the Technical Section and approved. The full SOM ballot was held for anticipated revisions from FHWA. Those revisions were balloted in 2018. The WAQTC revisions were not included. The QAC would like to re-propose the 2015 revisions.</p> <p><i>Discussed further under 2019 proposed revisions.</i></p>	
T 11	<p><i>T 11; Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed revisions to this method in 2015 to address the use of the automatic washer which was mentioned in a note.</p>	

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>A task force was formed to consider the issue in depth. Garth Newman, former QAC Chair, was a member of the Task Force.</p> <p>According to the AASHTO meeting minutes, the task force’s recommendation was to be balloted on Rolling Ballot 3 but was not included. Sonya Puterbaugh, AASHTO resource and QAC member, contacted Casey Soneira, AASHTO, and was informed that Matthew Beeson, TS 1c Chair, has been made aware of the issue and will take care of it.</p> <p><i>Discussion item, no further action necessary.</i></p>	
<b>2. REPORT ON 2017 AASHTO PROPOSALS</b>		
R XX SAMPLING OF ASPHALT MIXTURES	<p><i>R XX; Sampling of Asphalt Mixtures</i></p> <p><u>Status of previous proposal</u></p> <p>In, 2017, WAQTC proposed a new ‘A’ practice, wholly owned by AASHTO, to replace the ‘C’ method owned by ASTM. At the same time another practice was proposed with significant differences. A Task Force was created to resolve the differences and merge the two proposals. The new practice was balloted on Rolling Ballot 3 with no negative votes. This new practice will be included in the AASHTO Materials Standards Release 3.</p> <p><i>Discussion item, no further action necessary.</i></p>	
PP XX CONSTANT MASS	<p><i>PP XX; Determining Constant Mass</i></p> <p><u>Status of previous proposal</u></p> <p>In 2017, WAQTC proposed a new standard for determining ‘constant mass.’ Many test methods and practices use the term without a definition or a discussion on how to achieve it.</p> <p>The new standard was COMP balloted on Rolling Ballot 1, there were no negative votes.</p> <p>Oak Metcalfe, MDT, referred to the AASHTO library and informed the Board that <i>Determining Constant Mass</i> has been designated as PP 97.</p> <p>John Bilderback, ITD, asked what PP stands for and what is the significance. PP means provisional practice. Oak explained that</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>provisions practices are published in the Provisional Standards and need to be reconfirmed every two years. After eight years, they must be balloted as a full standard or discontinued.</p> <p>This new practice will be included in the AASHTO Materials Standards Release 1.</p> <p><i>Discussion item, no action necessary.</i></p>	
T 209	<p><i>T 209; Theoretical Maximum Specific Gravity (<math>G_{mm}</math>) and Density of Hot Mix Asphalt (HMA)</i></p> <p><u>Status of previous proposal</u></p> <p>WAQTC proposed extensive revisions to this method in 2014. A task force was formed to address comments and negative votes. The result was balloted concurrently on Rolling Ballot 3. There were no negative results. This revision will be included in the AASHTO Materials Standards Release 3.</p> <p><i>Discussion item, no action necessary.</i></p>	
<b>3. REPORT ON 2018 AASHTO PROPOSALS</b>		
T 121	<p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed that the vibrator requirements be revised to match <i>T 23-17; Making and Curing Concrete Test Specimens in the Field</i>. Revision was balloted concurrently and approved. It will be included in the AASHTO Materials Standards Release 1.</p> <p><i>Discussion item, no action necessary.</i></p>	
T 152	<p><i>T 152; Air Content of Freshly Mixed Concrete by the Pressure Method</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed that the vibrator requirements be revised to match <i>T 23-17; Making and Curing Concrete Test Specimens in the Field</i>. Revision was balloted concurrently and</p>	

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	<p>approved. It will be included in the AASHTO Materials Standards Release 1.</p> <p><i>Discussion item, no action necessary.</i></p>	
T 23	<p><i>T 23; Making and Curing Concrete Test Specimens in the Field</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed revisions to correct the tamping rod length in Table 1 and revise the Test Method (T) to a Practice (R). Revisions were balloted concurrently and approved. This revision will be included in the AASHTO Materials Standards Release 1.</p> <p><i>Discussion item, no action necessary.</i></p>	
R 39	<p><i>R 39; Making and Curing Concrete Test Specimens in the Laboratory</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed extensive revisions; adding steps for Self-consolidating Concrete (SCC), matching requirements in T 23, and further corrections to comply with the AASHTO Style Manual. Revisions were balloted concurrently and approved. They will be included in the AASHTO Materials Standards Release 1.</p> <p><i>Discussion item, no action necessary.</i></p>	
R 47	<p><i>R 47; Hot Mix Asphalt (HMA) to Testing Size</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed revisions that include changing the term HMA to asphalt mixtures, maximum temperature for heating equipment, and adding heating of equipment in Sections 10.1 and 12.1. Revisions were balloted concurrently and approved. They will be included in the AASHTO Materials Standards Release 1.</p> <p><i>Discussion item, no action necessary.</i></p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
T 27	<p><i>T 27; Sieve Analysis of Fine and Coarse Aggregates</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed moving discussions of overloading sieves, shaker time, and sieving efficiency into Annexes. This proposal was balloted on Rolling Ballot 3 and there was one negative vote. WAQTC will wait to see if the TS 1c Chair will ask WAQTC to address the negative vote and other comments.</p> <p><i>Discussion item, no action necessary.</i></p>	
T 30	<p><i>T 30; Mechanical Analysis of Extracted Aggregate</i></p> <p><u>Status of previous proposal</u></p> <p>In 2018, WAQTC proposed moving discussions of overloading sieves, shaker time, and sieving efficiency into Annexes. This proposal was balloted on Rolling Ballot 3 and there was one negative vote. WAQTC will wait to see if the TS 2c Chair will ask WAQTC to address the negative vote and other comments.</p> <p><i>Discussion item, no action necessary.</i></p>	
<b>4. PROPOSED AASHTO REVISIONS FROM QAC</b>		
R 25	<p><i>R 25; Technician Training and Qualification Programs</i></p> <p>Refer to <i>Report on 2015 AASHTO proposals</i> for proposal history.</p> <p><u>Revision proposal from the QAC</u></p> <ul style="list-style-type: none"> <li>• Add the following references in Section 2 and Appendixes <ul style="list-style-type: none"> <li>— R 47, Reducing Samples of Hot Mix Asphalt (HMA) to Testing Size</li> <li>— R 75, Family of Curves</li> <li>— T 30, Mechanical Analysis of Extracted Aggregate</li> <li>— T 265, Laboratory Determination of Moisture Content of Soils</li> <li>— T 272, One-Point Method for Determining Maximum Dry Density and Optimum Moisture</li> </ul> </li> </ul>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<ul style="list-style-type: none"> <li>— T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by the Nuclear Methods (shallow Depth)</li> <li>— T 335, Determining the Percentage of Fracture in Coarse Aggregate</li> </ul> <ul style="list-style-type: none"> <li>• Remove the term ‘flexible’ from Section 3.1 bullet 2</li> <li>• Add ‘or immediate subordinate’ in Section 7.2</li> </ul> <p>The Board approved the proposed revisions. Scott volunteered to Champion; Sean offered to help. Scott will discuss the previous TS ballot with the TS 5c Chair, Curt Turgeon, to determine the next step.</p> <p><i>Scott Nussbaum and Sean Parker will submit the proposed revisions to Curt Turgeon, TS 5c Chair.</i></p>	<p>SCOTT NUSSBAUM</p> <p>SEAN PARKER</p>
<p>T 88</p> <p>T 176</p>	<p><i>T 176; Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test</i></p> <p><i>T 88; Particle Size Analysis of Soils</i></p> <p><u>Discussion item</u></p> <p>Members of the QAC found discrepancies in the apparatus sections of two test methods.</p> <p>In T 176, Section 4.1, the dimensions shown in the Figure 1 table do not agree with those shown in the diagrams.</p> <p>In T 88, Section 3.1.4 requires that hydrometers conform to <i>ASTM E100, Standard Specification for ASTM Hydrometers</i>, but the dimension in ‘Figure 5 – Hydrometer’ do not agree with E100. There is also an internal discrepancy in E100 between the Figure 2 dimensions and those listed on the ‘Soil Hydrometer’ table. Evan Rothblatt, ASTM, was contacted. He said the technical contact for E100 is aware of the discrepancy and it will be addressed.</p> <p>The QAC cannot recommend revisions to these methods; it is unknown which values are correct. Both methods are in TS 1a. The QAC recommends that the Board alert the TS 1a Chair, Andy Babish.</p>	



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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>David asked Desna Bergold, D B Consulting and WAQTC Coordinator, to draft a letter addressed to Andy detailing the discrepancies.</p> <p><i>Desna Bergold will draft a letter to Andy Babish, TS 1a Chair for David Jones to review and forward.</i></p>	<p>DESNA BERGOLD</p> <p>DAVID JONES</p>
<p>T 99</p> <p>T 180</p> <p>T 121</p> <p>T 310</p>	<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</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</i></p> <p><i>T 310; In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i></p> <p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p><u>Revision Discussion</u></p> <p>While developing the calculations section for the Field Operating Procedure (FOP) for AASHTO T 272, it was found that there is not a common variable for density in the AASHTO Standards. T 99 and T 180 use <math>W</math> in the method and <math>D</math> in the Annex, T 121 uses <math>D</math>, and T 310 uses <math>d</math> in the method and <math>\rho</math> (rho) in the Annex. <i>T 355; In-place Density of Asphalt Mixtures by Nuclear Methods</i> also uses <math>\rho</math>.</p> <p>The QAC recommends using <math>\rho</math>, which is a common variable in physics and engineering to denote density of material, throughout the test methods.</p> <p><u>Revision proposal</u></p> <ul style="list-style-type: none"> <li>• Replace the variables that represent density in T 99, T 180, T 121, and T 310 with <math>\rho</math>.</li> </ul> <p>Desna was asked to draft a letter to Neoma Cole, the Chair of TS 1b, <i>Geotechnical Exploration, Instrumentation, Stabilization and Field Testing</i>, and Mick Syslo, the Chair of TS 3b, <i>Fresh Concrete</i>, asking if this revision would be considered editorial. John volunteered to be Champion if necessary.</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p><i>Desna Bergold will draft a letter to TS 1b Chair, Neoma Cole, and TS 3b Chair, Mick Syslo, detailing the proposed revisions.</i></p> <p><i>John Bilderback will deliver the letters to Neoma Cole, TS 1b Chair, and Mick Syslo, TS 3b Chair.</i></p>	<p>DESNA BERGOLD</p> <p>JOHN BILDERBACK</p>
T 309	<p><i>T 309; Temperature of Freshly Mixed Hydraulic Cement Concrete</i></p> <p><u>Revision discussion</u></p> <p>There is confusion over the intent of Section 8.4.1. In Section 8.4, the test method requires the technician to complete the temperature measurement within 5 minutes of obtaining the sample. In Section 8.4.1, it states: ‘Concrete containing aggregate of a nominal maximum size greater than 75 mm (3 in.) may require up to 20 minutes for the transfer of heat from the aggregate to the mortar after batching.’ This statement has been interpreted as a contradiction to Section 8.4 by allowing up to 20 minutes to complete the temperature measurement. Another interpretation is that, if the criteria in Section 8.4.1 are met, the temperature is to be taken in the forms at least 20 minutes after batching.</p> <p>The QAC questioned the value of the statement as aggregate greater than 3 in. is rarely used in transportation construction and haul time to sample time is rarely less than 20 minutes.</p> <p><u>Revision proposal</u></p> <p>Remove confusing statement addressing large size aggregate with a recommendation that if 8.4.1 were to remain in place, further action should be clarified.</p> <p>The Board approved the revision. Scott recommended asking Bill Lawrence, UDOT to Champion.</p> <p><i>Scott Nussbaum (Bill Lawrence) will submit the proposed revisions to Mick Syslo, TS 3b Chair.</i></p>	<p>SCOTT NUSSBAUM</p>

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
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**5. FROM QAC 2019 WINTER MEETING**

<p>T 283</p>	<p><i>T 283, Resistance of Compacted Asphalt Mixtures to Moisture</i></p> <p>Revisions were drafted addressing the paragraph formatting and the order of the procedural steps. Sean asked ODOT’s subject-matter specialist to review and make recommendations. It was decided that further revisions should be coordinated with ITD as one of the member agencies that use it.</p> <p>John will work with Mike Santi and Mike Copeland, ITD, to review the drafted revisions and ODOT’s recommendations. Sean will review ITD’s recommendation and determine the next step. Oak asked that he be consulted as he is the Chair of TS 2d, <i>Proportioning of Asphalt-Aggregate Mixtures</i>.</p> <p><i>John Bilderback and Sean Parker will work together to draft revisions to the method by June 15<sup>th</sup>. The QAC will review and discuss at the QAC Summer meeting.</i></p>	<p>JOHN BILDERBACK  SEAN PARKER</p>
<p>SHORT TERM GOALS OR WORK ITEMS</p>	<p><u>Discussion item</u></p> <p>The QAC asked the Executive Board to discuss QAC short term goals or work items.</p> <p><i>Refer to the Strategic Plan discussion.</i></p>	
<p>UDOT TRAINING VIDEOS</p>	<p><u>Discussion item</u></p> <p>During the 2019 QAC Winter meeting, Gilbert Arredondo, UDOT, shared some training videos that UDOT is developing.</p> <p>The QAC was very impressed with the quality of the video and wanted the Board to be aware of the work that is being done.</p> <p>Scott further explained UDOT’s efforts to the Board and how it worked within their training platform. The Board viewed one of the videos and were also impressed.</p> <p>Scott offered to provide more information on their program for inclusion in the minutes.</p> <p><i>Information provided by Scott Nussbaum is attached.</i></p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
<p>TEST METHODS FOR THE FOP LIBRARY</p>	<p><u>Discussion item</u></p> <p>The QAC asked for the Board’s thoughts on developing FOPs for test methods for the FOP Library that member agencies use but aren’t considered field tests. For example, <i>AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate</i>, that is used in mix designing, and <i>AASHTO T 304, Uncompacted Void Content of Fine Aggregate</i>, a Superpave consensus property. They also wanted the Board’s thoughts on developing a Laboratory Technician Qualification Module.</p> <p>Oak thought it is a good idea to develop training materials for common design and suitability test methods for the FOP Library.</p> <p>Scott indicated that UDOT has a Laboratory Technician Qualification Module and he discussed some of UDOT’s other non-WAQTC qualifications such as a Superpave Mix Design module. Oak said MDT is interested in a mix design qualification.</p> <p>MDT has been discussing how to deal with consultant technician and laboratory qualifications. Scott mentioned UDOT has addressed similar issues. In Utah, a consultant lab is required to have AASHTO Accreditation and each technician is required to have UDOT TTQP qualifications in the area that they are performing testing.</p> <p>Sean also discussed possible portable laboratory qualifications. ODOT has a portable lab certification in four testing areas. John is interested in ODOT’s portable lab qualification and Sean agreed to share that information with the Board. Mike Voth, FHWA, asked what level of verification they are doing for the labs. Sean says ODOT uses project level verification.</p> <p><u>Action item</u></p> <p>The Board approved development of FOPs for the FOP library for the following standard test methods:</p> <ul style="list-style-type: none"> <li>• AASHTO T 84, Specific Gravity and Absorption of Fine Aggregate</li> <li>• AASHTO T 304, Uncompacted Void Content of Fine Aggregate</li> <li>• ASTM D4791, Flat and Elongated Particles in Coarse Aggregate.</li> </ul>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p><i>QAC will work on FOPs for the listed standards.</i></p> <p><i>Possible development of a Laboratory Testing Technician Qualification Module will be an agenda item for the Executive Board Fall Teleconference.</i></p>	<p>QAC DESNA BERGOLD</p>
<p>SCC MODULE</p>	<p><i>Self-consolidating Concrete Testing Technician (SCCTT) Qualification Module</i></p> <p>Sean discussed the progress of the SCCTT Qualification module.</p> <p>The following test methods will be included in the SCCTT qualification module:</p> <ul style="list-style-type: none"> <li>• T 347, Slump Flow of Self-Consolidating Concrete (SCC)</li> <li>• T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC)</li> <li>• T 345, Passing Ability of Self-Consolidating Concrete (SCC) by J-Ring</li> </ul> <p>These methods were selected in 2017 by polling the member agencies.</p> <p>The QAC assigned responsibility for drafting of short forms of these test methods to committee members, Desna is assigned to draft the SCC Background and Concrete Testing Technician review. All members of the QAC were asked to provide pictures of SCC testing and placement for use in the PowerPoint and Student versions.</p> <p>Desna showed the Board draft PowerPoint master slides for the training module.</p> <p><i>Sean Parker will keep the Executive Board informed of the progress of the SCCTT Qualification Module development.</i></p>	<p>SEAN PARKER</p>

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
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<p>WAQTC BROCHURE</p>	<p><u>Discussion item</u></p> <p>The QAC recommends that the WAQTC Brochure be updated. The brochure currently includes quotes from Garth Newman and Scott Andrus, neither of whom is working with WAQTC anymore.</p> <p>The QAC thought that including statements from AASHTO TS Chairs and representatives from private testing firms may be useful. They also recommended that the brochure briefly list WAQTC’s accomplishments such as the revisions to AASHTO standards and the new standards that have been adopted by AASHTO. The QAC asks the Board how they would like to proceed with updating the Brochure.</p> <p>Scott informed the Board that there will soon be a new solicitation for the Transportation Pooled Fund (TPF). He believes that the brochure is a good advertising and promotional tool and encouraged updating it.</p> <p>Desna drafted an interim brochure for use at the just completed WASHTO meeting that includes a list of WAQTC accomplishments and removes Garth’s quote. The Board approved including the list of accomplishments and discussed other additions such as comments from a private lab that operates under multiple member agencies.</p> <p>The Board decided the brochure should feature one quote from a private lab and one from a member agency representative. Desna pointed out that if there is additional content that will not fit in the brochure it could be posted on the website.</p> <p>John also provided some editorial corrections to the brochure. Desna will make these corrections.</p> <p><u>Action item</u></p> <p>Oak volunteered to contact Dowl Consulting for comments, Mike will provide a member agency quote, and David said he will contact Northwest Council of Engineering Labs (NWCEL) for a statement.</p> <p><i>Oak Metcalfe, David Jones, and Mike Voth will provide statements about WAQTC.</i></p> <p><i>The WAQTC Brochure will be updated, posted on the WAQTC website, and provided to WAQTC members for distribution as needed.</i></p>	<p>OAK METCALFE</p> <p>MIKE VOTH</p> <p>DAVID JONES</p> <p>DESNA BERGOLD</p>
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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
<p>EXAMS AND ASTM REQUIREMENTS</p>	<p>Desna brought up an item from the QAC Winter meeting that did not get listed on the agenda.</p> <p>Sonya Puterbaugh, AASHTO re:source, told the QAC that some laboratories are seeking accreditation in <i>ASTM D3740, Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction</i> using WAQTC qualifications. AASHTO re:source cannot accept WAQTC certifications because they have not confirmed that the written exams meet the requirements of D3740.</p> <p>The QAC discussed the benefits of establishing compliance with D3740. They recommend the Board approve allowing AASHTO re:source to review the <i>WAQTC Embankment &amp; Base and In-place Density Testing Technician (E&amp;B/IPD)</i> qualification written exams after obtaining a non-disclosure agreement.</p> <p>The Board agreed that this is a reasonable request and wondered if the QAC would consider revising the exams if they didn't meet the requirements of D3740. Desna indicated that the QAC had considered that and may decide to adjust some questions to improve the exams.</p> <p>Scott pointed out that the QAC will need to make sure AASHTO re:source is informed of any further test revisions. Sonya participates in the QAC and will be made aware of any test question revisions.</p> <p><i>The Executive Board agreed to allow AASHTO re:source to review the E&amp;B/IPD written exams.</i></p> <p><i>Desna Bergold will work with Sonya Puterbaugh and provide the E&amp;B/IPD written exams after obtaining a signed non-disclosure agreement.</i></p>	<p>DESNA BERGOLD</p>
<p><b>6. FROM EXECUTIVE BOARD 2018 SPRING MEETING</b></p>		
<p>PEER EXCHANGE</p>	<p>During the 2018 Executive Board Spring meeting, the Board discussed online training and the possibility of a peer exchange to explore the options. Joe Squire, ODOT, intended to speak to FHWA, but he is no longer a member of the Board.</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
<p>PEER EXCHANGE</p>	<p>Although online training for WAQTC field testing technicians has long been a goal, there have been significant issues to consider: the training platform, member agency Information Technology (IT) concerns, and development and maintenance issues.</p> <p>Scott recommended working with the Transportation Curriculum Coordination Council (TC3), perhaps requesting they develop specific training. He said that training in the SCC test methods could be discussed with TC3.</p> <p>Oak offered information on the MDT's training, some of which is available through their training portal. Scott discussed the future of UDOT training and their training portal.</p> <p>It was suggested that member agencies could provide information on their training efforts and platforms during a teleconference. Perhaps one agency could present at a time. The Board agreed that sharing developments would be beneficial but decided to wait until after the current construction season. The timing of the training teleconferences should be discussed at the August Board meeting. The Board also felt that further consideration of online training needs should wait until after the member agencies share their current training efforts.</p> <p><i>Training Developments Teleconferences will be an agenda item for the August meeting.</i></p>	<p>DESNA BERGOLD</p>
<p>MEMBERSHIP PROCESS</p>	<p><i>Method to become a member of the WAQTC</i></p> <p>Desna, Scott Andrus and David Stevens, UDOT, developed a <i>WAQTC Membership Process</i> for review and approval.</p> <p>The Board recommended reversing the sections on Contributing Members and Accredited Contributing Members and suggested making the distinction clearer.</p> <p><i>The WAQTC Membership Process is approved for inclusion in the Operations Manual with the recommended revisions.</i></p>	<p>DESNA BERGOLD</p>



Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
QAC AND WORKING COMMITTEE	<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, both committees have the same members, but a Contributing Member Agency would only have a seat on the latter committee and an Accredited Contributing Member Agency, one that has agreed to the TTQP Operational Agreement, would have a seat on both. Desna asked the Board if there should be a different name for the committee that has both.</p> <p>The Board considered the difference and determined that the QAC name could continue to represent both.</p> <p><i>Qualification Advisory Committee (QAC) will remain the name used to denote the committee that maintains the TTQP training materials and performs other WAQTC activities.</i></p>	
T 310 TASK FORCE	<p><i>T 310 Task Force 16-01</i></p> <p>Scott reviewed the Annex of AASHTO T 310 and indicated that the calibration block concerns have been addressed.</p> <p><i>This item is complete.</i></p>	
<b>7. FROM EXECUTIVE BOARD AUGUST MEETING</b>		
NONPROFIT STATUS	<p><u>Action item follow</u></p> <p>Mike San Angelo, AKDOT, was scheduled to give a presentation on the benefits of WAQTC becoming a non-profit entity. He was unable to attend this meeting.</p> <p>The Board considered what the intended benefits would be in pursuing nonprofit status. They speculated that it may be the ability to copyright the training materials. Scott noted that as the training materials were developed and maintained with Federal funds, it may be not be possible to officially copyright them. He also wondered if it is possible for a Transportation Pooled Fund (TPF) entity to also have non-profit status.</p> <p><i>Discussion of WAQTC and non-profit status is tabled.</i></p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
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**8. WAQTC SPRING BUSINESS**

<p>IMPROVING WAQTC DELIVERABLES</p>	<p>Garth Newman, Allwest Testing &amp; Engineering, sent a letter to the Board (attached), in which he says that he had asked the QAC Copyright Officer, Sean Parker, for strikeout versions of the training materials to assist in updating technician training. His request was denied. Garth’s letter asks the Board to consider providing strike-out versions in the future.</p> <p>Sean explained that he decided not to distribute the strike-out version because they are not final. There may be corrections once the revisions are accepted.</p> <p>John told the Board that he often provides a comparison (redline) of the two final documents. The Board felt that as the compared versions are final documents it addresses Sean’s concern. The final short forms and the comparison with the original document will now be posted on the website. The short form with the revision line in the margin will not.</p> <p><i>Final short forms of the training materials and a comparison of original and revised short forms will be posted on the WAQTC website.</i></p> <p>Garth also mentioned that while familiarizing himself with the ASTM website he contacted Evan Rothblatt, ASTM, and was provided with a 45-minute tutorial on navigating the ASTM website. Garth recommended the tutorial to the Board as a showcase of recent developments.</p> <p>Oak agreed that the ASTM platform is a great tool, but ASTM has a much broader audience than WAQTC or even AASHTO. He wonders what content Garth was specifically referring to and volunteered to contact Garth for clarification. Oak will then contact Evan or not based on Garth’s comments.</p> <p><i>Oak Metcalfe will contact Garth Newman for clarification and determine the next step.</i></p>	<p>DESNA BERGOLD</p> <p>OAK METCALFE</p>
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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
<p>2019 STRATEGIC PLAN</p>	<p>Desna drafted the anticipated revisions to the Strategic Plan for 2019. She presented these revisions to the Board.</p> <p>A short-term goal that may have been completed is ‘Work to clarify and address copyright concerns on produced standards and reproduced training materials.’ Desna asked if the letter from AASHTO addressing copyright concerns satisfied this goal. The most recent letter was unavailable for review. Desna and Sean will follow up on this issue and make a recommendation.</p> <p>Work on the long-term goal, ‘Develop training materials for Self-consolidating Concrete,’ has begun and it will be moved to a short-term goal.</p> <p>‘Reciprocity Audits of Member States’ and ‘Operations Manual for WAQTC’ are now considered ‘On-going Activities.’</p> <p>‘Pursue a peer exchange to examine online training option’ was a short-term goal, it will be replaced with ‘Member Agency teleconferences to share developments in training and certification platforms.’</p> <p><i>The 2019 Strategic Plan will be revised as listed.</i></p>	<p>DESNA BERGOLD</p>
<p>TRAVEL POLICY</p>	<p>WAQTC does not have an official travel policy to address how travel is reimbursed. Scott suggested that it would be very helpful to have guidelines in place. It could include any issues that WAQTC and UDOT feel need to be addressed.</p> <p>The Board discussed things to consider when drafting a policy:</p> <ul style="list-style-type: none"> <li>• Reimbursement according to General Services Administration (GSA) per diem rates.</li> <li>• How to address overlapping meetings.</li> <li>• Establish guidelines and possible exceptions.</li> <li>• Possible airfare issues.</li> </ul> <p>Scott mentioned that UDOT’s travel policy is to book air travel three weeks in advance. If WAQTC adopts something similar, indicating that if the airfare increases when booked closer than three weeks the agency may be asked to pay the difference, it may help travelers obtain agency approval sooner.</p>	<p>DESNA BERGOLD</p>

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>Desna and Scott agreed to start drafting a policy.</p> <p><i>Desna Bergold, Scott Nussbaum, and David Jones will begin drafting a Travel Policy for discussion during the Fall Teleconference.</i></p>	<p>SCOTT NUSSBAUM</p> <p>DAVID JONES</p>
<p>ASSIGNMENT FOR QAC</p>	<p>The Board would like the QAC to consider future meeting schedules and whether an adjustment could reduce airfare costs. The meetings ususally are scheduled from Monday at 1:00 pm to Friday at 12:00 pm., with the expectation that members travel Monday morning and Friday afternoon/evening if possible. These are possibly the most expensive days and times for airfare.</p> <p>The QAC should determine if there would be significant savings if the travel to and from the meetings were shifted by one day.</p> <p>Oak pointed out that they should also consider the additional expense to member agencies if the traveler is to be paid overtime.</p> <p><i>Exploring adjusting the QAC meeting schedules to reduce travel costs will be on the QAC Summer meeting agenda.</i></p>	<p>DESNA BERGOLD</p>
<p>POOLED FUND UPDATE</p>	<p>Scott prepared a PowerPoint presentation on the Transportation Pooled Fund (TPS) for the Board (attached).</p> <p>Scott stated that the pooled fund solicitation is required by FHWA every five years and is due in 2021. At the end of five years, the current TPF is closed and federal funds, contributed by member agencies and FHWA, have to be returned. State funds do not have to be returned and can be moved into a new TPF. Participation in the new TPF would require recontributing returned funds. On Slide 2, the ‘Funding Provided’ table, AKDOT’s contribution for 2021 is listed. Scott pointed out that this money may have to be returned. Mike said that Federal Lands intends to contribute in 2020 and he asked to be invoiced.</p> <p>Scott showed the ‘Deposits and Expenditures’ graph, slide 3, and indicated that UDOT’s costs to administer the TPF are shown but difficult to identify. The costs amount to approximately \$700 for the last four years.</p> <p>Scott was asked how UDOT knows which funds are federal and which are state. He says that the method of the contribution</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>indicates the source of the funds, Federal funds transfer or state agency check.</p> <p>Oak asked how another agency would handle the TPF if they were to take over for UDOT.</p> <p>Scott opened the pooled fund program website <a href="https://www.pooledfund.org/details/study/600">https://www.pooledfund.org/details/study/600</a> and showed the tools that are available. He said that David Stevens, UDOT, tracks the funds and payments and updates the detail page.</p> <p><i>Discussion item, no action necessary.</i></p>	
<p>RECIPROCITY AUDITS</p>	<p>From the Operational Agreement:</p> <p style="padding-left: 40px;">A review will be conducted after the first year of operation and at a minimum every three years thereafter. The results of the findings will be reported to the WAQTC Executive Board along with recommendations.</p> <p>A Reciprocity Audit was last conducted in 2016, the final report was distributed March 16, 2017. It is time for another audit.</p> <p>The Board considered the best time to conduct the audit and determined it should wait until after the current construction season. Desna was instructed to send the Reciprocity Questionnaire to the member agencies in October and ask for responses within 30 days. The Reciprocity Report and Summary are to be distributed within 60 days after the Questionnaire is distributed.</p> <p><i>Reciprocity Audit will be an agenda item for the August Meeting.</i></p> <p><i>Desna will perform a Reciprocity Audit beginning in October.</i></p>	<p>DESNA BERGOLD</p>
<p>OPERATIONS MANUAL</p>	<p>There are many pieces of the <i>Operations Manual</i> complete. Desna recently developed a Table of Contents to be included in the file.</p> <p><u>Table of Contents</u></p> <ul style="list-style-type: none"> <li>▪ FOP Library Workplan</li> <li>▪ Process for Revision Proposals to AASHTO Standards</li> <li>▪ QAC Chair and Vice Chair Process</li> </ul>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<ul style="list-style-type: none"> <li>▪ Roles and Responsibilities of QAC Members</li> <li>▪ Roles and Responsibilities of Executive Board Members</li> <li>▪ TTQP Examiner Orientation</li> <li>▪ TTQP Reciprocity Questionnaire</li> <li>▪ TTQP Training Materials Update Process (Word)</li> <li>▪ TTQP Training Materials Update Process (Gantt Chart)</li> <li>▪ WAQTC Events Calendar (Word)</li> <li>▪ WAQTC Events Calendar (Gantt Chart)</li> </ul> <p>Desna was asked to add all of the <i>Operation Manual</i> documents to the webpage.</p> <p><i>The complete Operations Manual will be added to the webpage.</i></p>	<p>DESNA BERGOLD</p>
MEMBERSHIP BENEFITS	<p>The Membership Benefits document is complete. The Board granted final approval and asked Desna to post it to the WAQTC webpage with the brochure.</p> <p><i>Membership Benefits will be posted on the WAQTC Home page.</i></p>	<p>DESNA BERGOLD</p>
EXECUTIVE BOARD CHAIR	<p>David announced his retirement from WSDOT and his resignation as the WAQTC Executive Board Chair, effective at the end of June.</p> <p>David spoke to Mike San Angelo, Executive Board Vice Chair, who is next in line for Chair. Mike San Angelo has not responded with whether he will be able to take the Chair position.</p> <p>The WAQTC Bylaws state:</p> <p style="padding-left: 40px;">‘Should the prospective Chair decline the position, the Board may hold a special election... The Board may elect a Chair by simple majority of the Board members if it becomes necessary.’</p> <p>David will contact Mike San Angelo and ask for an answer by May 18<sup>th</sup>. If he is unable to commit to the Chair position the Board will hold a special election according to the Bylaws.</p> <p><i>David Jones will ask Mike San Angelo to respond by May 18<sup>th</sup>.</i></p> <p><i>The Executive Board will hold a special election if it becomes necessary.</i></p>	<p>DAVID JONES</p>

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
OTHER ITEMS	<p>Mike Voth asked if WAQTC has considered a qualification for pavement profile (IRI) to meet the requirements of <i>AASHTO R 56; Certification of Inertial Profiling</i>. He thinks reciprocity among member agencies would be beneficial.</p> <p>R 56 covers both ‘Equipment Calibration Verification’ and ‘Operator Certification.’ Scott is concerned that the WAQTC may not be able to keep up with the developments in equipment and testing. He wonders if there can be reciprocity with the different parameters and equipment. He also pointed out that software used to measure and evaluate pavement profile may be different among the agencies.</p> <p>Mike pointed out there are common issues: calibration of the equipment, profile length, areas that are not part of the test sections, outputs for ProVal, for example.</p> <p>The Board decided to ask the QAC to discuss IRI and determine if there are possibilities for R 56 certification in the future.</p> <p><i>AASHTO R 56 certification will be an agenda item for the QAC Summer Meeting.</i></p>	QAC



WAQTC Executive Board  
David Jones P.E. Chair  
Michael San Angelo Vice Chair

## **RE: Improving WAQTC's Deliverables**

Members of the board,

As the past Western Alliance for Quality Transportation Constriction Qualification Advisory Committee (WAQTC QAC) chair and a founding member of WAQTC I believe the organization strives to deliver a product that is consistently the best in Transportation industry. WAQTC in the development of new standards and revision of existing standards strive to deliver a product that is simple to read and easily repeatable. This is not always the case with other standards such as AASHTO and ASTM.

I have taken on a new role as the training specialist for ALLWEST Testing and Engineering. As a Training Specialist both at ITD and now at ALLWEST one of my responsibilities is to keep certified Sampler / Testers up-to-date on the latest test methods both new and revised. In my previous position I not only had complete access to all the latest WAQTC files but serving as the QAC chair gave me the knowledge of the latest revisions and new standards. This made producing up-date training for certified Sampler / Testers quite quick and simple.

Having no knowledge of the 2018 FOP revisions, I hoped that the modification the QAC made to the Short form FOP's (Field Operating Procedures) two versions ago by following AASHTO's lead and placing a bar to the left of the sentence / paragraph where a revision happened would simplify my task. I downloaded the adobe pdf versions of the short form test methods from the WAQTC web site. Adding the bar indicator did allow me to quickly locate the sentence or paragraph with a revision but still required an unreasonable amount of time to determine what changed between the new standard and the previous standard. Because of my 20-year tenure I knew several years ago a knockout version of the standard was produced and delivered in the package to all member agencies.

I knew obtaining this knockout version would greatly speed up the process of delivering training on the up-to-date test standards to my existing certified staff. To this end I requested the knockout version short form standards for the 2019 training materials, through the "Copyright" officer. My request was immediately denied. I contacted the Executive Board chair to ask why the board would deny the request. The result was continued resistance to my request without a reasonable explanation of why.

I have now completed the task of performing update training on WAQTC, AASHTO, and ASTM standards that have been modified in 2018 for our staff.



The time involved in determining the revisions to the WAQTC and AASHTO methods was extensive and unnecessary had WAQTC and AASHTO followed ASTM's lead and supplied a strikeout version of the standard. Not only was a strikeout version available for ASTM standards but a revision comparison can be performed between versions.

While running comparisons on the ASTM standards ALLWEST frequently uses I realized I knew very little about ASTM's website and how to navigate it. I contacted Evan Rothblatt at ASTM and he provided exceptional customer service by providing ALLWEST with a WebEx demonstration of the abilities of the ASTM website to our staff region wide. I was pleased and amazed at the access and functionality of the ASTM website. Also, how ALLWEST can tailor it to a specific individual and group needs.

I would highly recommend that both the Executive Board and QAC members have Evan give you that 45-minute presentation if WAQTC wants to continue to be in a leadership position in the Transportation Industry in accordance with WACQTC's mission to be germane and exceptional.

In closing I hope the Board and the QAC continue to look for ways to make the use and access of your materials simple yet secure. It would be a small step forward in providing a strikeout version of the FOP short form for anyone to have access to.

Sincerely,

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