

# WAQTC EXECUTIVE BOARD

## 2019 FALL MEETING MINUTES

**MEETING CALLED BY:** JOHN BILDERBACK,  
CHAIR

**RECORDER:** DESNA BERGOLD, COORDINATOR

**DATE:** OCTOBER 11<sup>TH</sup>, 2019

**TIME:** 11:00 TO 1:00 PM MDT

**LOCATION:** TELECONFERENCE

**ATTENDEES:**

JOHN BILDERBACK, CHAIR, ITD

LARRY ILG, VICE CHAIR, ODOT

CRAIG WIEDEN, CDOT

OAK METCALFE, MDT

L. SCOTT NUSSBAUM, TREASURER, UDOT

GARRETT WEBSTER, WSDOT

MISTY MINER, QAC VICE CHAIR

MICHAEL VOTH, CFLHD

SEAN PARKER, QAC CHAIR

DESNA BERGOLD, D B CONSULTING, WAQTC  
COORDINATOR

**ABSENT:**

BRIAN IKEHARA, HDOT

MIKE SAN ANGELO, AKDOT & PF

**AGENDA ITEMS / OBJECTIVES:**

1. Training Developments – Spring Meeting
2. North Dakota DOT membership interest – Sean Parker
3. TTQP Operational Agreement
4. Travel Policy – Spring Meeting (9/17)
  - a. Representing WAQTC
5. WAQTC Brochure – from Spring Meeting (10/8)
6. Reciprocity audit to be distributed Columbus Day – Spring Meeting
7. Laboratory Testing Technician Qualification Module – Spring Meeting
8. AASHTO Standards Stewardship (10/8)
9. Contact info in Admin Manual and Webpage – Sean
10. ASTM D4791, Flat and Elongated withdrawn, no replacement – Sean

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

WELCOME	John Bilderback, ITD and WAQTC Executive Board Chair, welcomed the attendees to the meeting.	
TRAINING DEVELOPMENTS	<p>L. Scott Nussbaum, UDOT and WAQTC Treasurer, discussed UDOT's efforts to move their TTQP registration and scheduling to their online SABA Training Portal. They have two different interfaces, UDOT employee and consultant/contractor. The written exams are now being delivered on iPads that are connected to the Learning Portal.</p> <p>Scott offered to demonstrate the features of the Learning Portal for those interested at another time. Craig Wieden, CDOT, is interested.</p> <p>Oak Metcalfe, MDT, introduced Misty Miner, MDT and QAC Vice Chair. Although he hadn't asked her to prepare anything, he asked her to speak briefly about MDT's program and use of Moodle, an open-source learning platform. Misty explained they are still working on implementation.</p> <p>Other states considerations:</p> <p>Craig said that they have had a third party conduct their program but are now in the process of moving it in-house. They are looking at how things will be changed.</p> <p>Larry Ilg, ODOT said they are considering using iPads for their written exams. Garrett Webster, WSDOT, said they are currently reviewing a third-party software called 'YouTestMe' to determine how it will work with their systems.</p> <p>Scott said UDOT was already using the SABA Learning Portal, which the TTQP just moved to, for their other training needs, and they have had to work through some difficulties. Some of the biggest challenges has been securing the iPads so that there is no external access during written exams. Exam scoring and the re-examination process are unique to WAQTC which was another hurdle. Desna Bergold, D B Consulting and WAQTC Coordinator, said that UDOT hosted a teleconference for the Executive Board to discuss their plans for the written exam and the steps that were being taken for security.  <a href="http://www.waqtc.org/other/executive_2017_06_27.pdf">http://www.waqtc.org/other/executive_2017_06_27.pdf</a>.</p> <p><i>Scott Nussbaum will arrange a demonstration of UDOT's TTQP related Learning Portal.</i></p>	SCOTT NUSSBAUM

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NORTH DAKOTA DOT MEMBERSHIP INTEREST	<p>Sean Parker, ODOT and QAC Chair, explained that he discussed WAQTC with Matt Linneman, North Dakota DOT, at the AASHTO COMP annual meeting. He indicated that NDDOT may be interested in the program. Sean was later contacted by Sharon Taylor, NDDOT, seeking more information.</p> <p>Sean sent her a link to the WAQTC website, the WAQTC Membership Benefits and Membership Process documents, and an example PowerPoint Training presentation. Sharon also asked questions about joining the pooled fund which Sean forwarded to Scott for answers.</p> <p>Sean invited Sharon to send a representative to the QAC 2020 Winter Meeting and had Desna send her the invitation and agenda.</p> <p><i>Sean Parker will keep the Board posted on further developments with NDDOT.</i></p>	SEAN PARKER
TTQP OPERATIONAL AGREEMENT	<p>Desna mentioned that the Board may want to consider revising the <i>TTQP Operational Agreement</i>. When an agency decides to become an Accredited Contributing Member, they sign the agreement for the use of the training program. If an agency joins and then for whatever reason opts out, there is nothing in the agreement addressing possible continued use of WAQTC training materials. This has been a concern in the past. The agreement could be revised to state that an agency that drops out will no longer use the training materials.</p> <p>Craig thought the WAQTC would be on firmer footing if they chose to ask an agency to quit using the training materials with a signed agreement. Larry pointed out that the materials were developed with public money and if an agency were to drop out, they would no longer have access to updates. The Board agreed that there is no way to enforce an agreement to discontinue use of the training materials and without the annual updates, the materials have limited value.</p> <p><i>No further action at this time.</i></p>	
TRAVEL POLICY	<p>Scott and Desna developed a WAQTC Travel Policy based on UDOT's policy and the process that WAQTC has been following. The draft policy was sent to the Board members September 17<sup>th</sup>. The Board discussed some suggestions from Sean.</p>	

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	<p>Sean would like the policy to state that the mileage reimbursement is based on GSA rates. Desna said that the GSA rates may change but the contract unit price cannot be exceeded. The contract unit price can only be changed with a contract modification which is done at least yearly. At that time, the unit price is revised to match GSA. Scott explained that the due to UDOT's contracting rules the contract unit price cannot be tied to GSA rate changes. The policy will just reference the contract unit price.</p> <p>Other revisions Sean suggested: the term 'travel days' be revised to 'initial and final travel days' for clarity, the 'Executive Board Chair' also to be notified if airfare is expected to exceed the contract unit price, and removal of the sub-bullet stating that WAQTC may reimburse at a lower rate if flight reservations are made less than 21 days in advance. These recommendations were approved.</p> <p>He also suggested that the bullet under 'Rates' concerning connecting flights be clarified as it is confusing. Desna and Sean will work on this language.</p> <p>Desna explained where the draft Travel Policy differs from WAQTC's current practice. Reimbursement for ground transportation gratuities will be in addition to M&amp;IE reimbursement. This is consistent with GSA.</p> <p><i>Sean Parker and Desna Bergold will rework the section under flights.</i></p> <p><i>The final revision will be sent to the Executive Board members for approval.</i></p>	<p>SEAN PARKER DESNA BERGOLD</p>
<p>WAQTC BROCHURE</p>	<p>The WAQTC Brochure was updated with a quote from Oak that replaces Scott Andrus' quote. This was sent for review on October 8, 2019.</p> <p><i>The WAQTC Brochure is approved as revised.</i></p>	
<p>RECIPROCITY AUDIT</p>	<p>Just a reminder, the Reciprocity Audit will be distributed on Monday, October 14, with a 30-day response time which is until November 13<sup>th</sup>. The <i>Report and Summary</i> is due 60 days after the audit is distributed, Dec. 13<sup>th</sup>.</p> <p><i>Desna Bergold will distribute the Reciprocity Audit October 14<sup>th</sup>. Responses are due November 13<sup>th</sup>.</i></p>	<p>DESNA BERGOLD EXECUTIVE BOARD MEMBERS</p>

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LABORATORY TESTING TECHNICIAN QUALIFICATION MODULE	<p>The Board has asked the QAC to develop Field Operating Procedures (FOP) 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> <p>Two of them, AASHTO T 304 and ASTM D4791, have been developed and are included in the FOP Library in the 2019 Training Materials. UDOT has training materials for AASHTO T 84 in their <i>Laboratory Testing Manual</i>, Desna will format it as an FOP short form. This will be reviewed by the QAC during the 2020 Winter meeting.</p> <p><i>The FOP for AASHTO T 84 will be reviewed at the upcoming QAC 2020 Winter Meeting.</i></p>	QAC
AASHTO STANDARDS STEWARDSHIP	<p>During the recent AASHTO COMP annual meeting, there was discussion about the Stewardship of AASHTO Standards. Many of the WAQTC agencies are already Stewards and a few volunteered to become Stewards of additional Standards.</p> <p>Desna sent the Board members a summary of the responsibilities of ‘COMP Standard Stewardship’ provided by Casey Soneira, AASHTO. Desna also developed and distributed a spreadsheet listing the AASHTO Standards that WAQTC is or has been interested in, the ASTM equivalent, Technical Subcommittee (TS) and the TS Chair. She will include the Standards Stewards when she receives that information.</p> <p>Sean suggested that the Task Forces the WAQTC members are involved with be included. Desna will add this information.</p> <p>WAQTC member agencies may want to volunteer to become Stewards of WAQTC related Standards that do not currently have Stewards. The QAC routinely performs many of the tasks of a Steward and can be relied on to assist.</p> <p><i>Desna Bergold will distribute an updated Standards and Stewards list.</i></p>	DESNA BERGOLD

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CONTACT INFO IN ADMIN MANUAL AND WEBPAGE	<p>The Board reviewed the contact lists on the website and in the <i>Administration Manual</i>. In the manual, the Board members and email addresses are listed and the TTQP contacts and phone numbers are listed. On the website, the Board members names are listed with no contact information and the QAC members names and email addresses are listed. Sean asked if the information should be more consistent. The Board determined that the website listings will not be changed but that the email addresses for the TTQP contacts be added in the <i>Administration Manual</i> editorially.</p> <p><i>Desna will update the Administration Manual and RPIH and distribute and post.</i></p>	DESNA BERGOLD
ASTM D4791, FLAT AND ELONGATED WITHDRAWN, NO REPLACEMENT	<p><i>ASTM D4791, Flat and Elongated Particles in Coarse Aggregate</i> was withdrawn from the ASTM manual with no replacement. Sean asked if the WAQTC would like to develop a standard for AASHTO. Oak explained that the withdrawal was not intentional. The ASTM Standard Steward was supposed to perform a review and reconfirmation. When they didn't, the system automatically withdrew the standard. ASTM will probably reinstate the standard soon. Oak offered to follow developments and report.</p> <p><i>Oak Metcalfe will find out how ASTM intends to proceed and inform the Board.</i></p>	OAK METCALFE
OTHER	<p>Craig reminded everyone that the Rocky Mountain Asphalt User Producer Group meeting is next week.</p> <p><i>No action required.</i></p>	