WAQTC EXECUTIVE BOARD MEETING MINUTES

MEETING CALLED BY: GREG STELLMACH, CHAIR	**DATE:** OCTOBER 16, 2017
FACILITATOR: GARTH NEWMAN, QAC CHAIR.	**TIME:** 11:00 MDT
RECORDER: DESNA BERGOLD, COORDINATOR	**LOCATION:** TELECONFERENCE

ATTENDEES:

GREG STELLMACH, CHAIR, ODOT

DAVID JONES, VICE CHAIR, WSDOT

SCOTT ANDRUS, TREASURER, UDOT

BILL SCHIEBEL, CDOT

MIKE SANTI, ITD

BRIAN IKEHARA, HDOT

MIKE SAN ANGELO, AKDOT & PF

MATT STRIZICH, MDT

NON-VOTING MEMBER ATTENDEES:

HOWE CROCKETT, WFLHD

MICHAEL VOTH, CFLHD

GARTH NEWMAN, QAC CHAIR, ITD

SEAN PARKER, QAC VICE CHAIR, ODOT

GUEST:

MIKE GARCIA, UDOT

JEFF SADLER, UDOT

KRISTY BIRD, UDOT

AGENDA ITEMS / OBJECTIVES:

1. Update on UDOT's online testing – Scott
2. Learning Management System (LMS) Administration Manual revisions – Scott – 9/25*
3. Budget – Scott
4. How to move forward with the ODOT Administration Manual proposals? – Greg
   a. Spring meeting version – 9/28*
5. Proposed revisions to the WAQTC bylaws – 10/2*
6. Reciprocity Questionnaire results and report – 10/5*
   a. Reciprocity Audits of Member Agencies workplan – from planned work
7. SCC poll – Desna and Garth – 10/5*
8. Use of copyrighted NAQTC by Nevada – Howe Crockett
9. HDOT and NMDOT have not committed to the new pooled fund – Greg
10. Copyright and Copyright permissions form – Garth Newman and Mike San Angelo
11. AASHTO 'C' Method letter responses? – Tabled from Spring meeting
12. LQP page on the website – from Spring meeting
13. Process for revision proposals – 10/2*
14. Add attending in person to a 'WAQTC's Annual Executive Board meeting' and identify an annual meeting requiring personal attendance – Mike San Angelo
15. Revisions to the *TTQP Operational Agreement* addressing QAC meeting attendance – Mike San Angelo
    * Date sent for review/comments

Topic	Discussion / *Decision*	ACTION REQUIRED BY:

Greg Stellmach, ODOT and Executive Board Chair, welcomed everyone to the meeting.		
UDOT's Online testing	Scott Andrus, UDOT and WAQTC Treasurer, indicated that UDOT is ready to begin administering the written exams online with electronic notebooks. He asked if the Board had any questions or concerns. Garth Newman, ITD and QAC Chair, asked how the exams are housed and who has access. Kristy Bird, UDOT, said that the Learning Management System (LMS) is a cloud based system run by a provider and the contract states that the provider will not access content. With the revisions to the Administration Manual approved, below, UDOT will be able implement the new system and remain in compliance. *UDOT will begin administering the written exams online.*	UDOT
LMS Admin Manual	Scott proposed revisions to the Administration Manual to allow UDOT to their LMS and administer the written exams online. The revisions were reviewed by the QAC, who suggested one change. The Board reviewed and the proposed revisions. Greg Stellmach asked for a roll call vote. All Board members said aye. *The WAQTC Administration Manual will be revised accordingly.*	DESNA BERGOLD
Budget	Scott informed the Board that the old Transportation Pooled Fund (TPF) is being closed and the new TPF is being used. He provided a spreadsheet that UDOT is using to track the pooled funds and contributions. Scott explained how they track the two systems. Bill Schieble, CDOT, asked that as CDOT is years ahead on their contributions, could the spreadsheet be revised to list the years they have paid and when payments should begin again? Scott agreed to add that information. Brian Ikehara, HDOT, indicated they are committed and are in the process of making their payment.	

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	Mike San Angelo, AKDOT, asked that Scott send him an invoice, it would make it easier for him to process the commitment and payment. He also suggested that it may be good practice to begin invoicing when necessary, it may be easier for many member agencies to process payments. It was determined that this would not need to be processed through the TPF and UDOT's Comptroller's office but only through WAQTC on letterhead. Scott and Desna Bergold, DB Consulting, will draft an invoice. *Scott Andrus will send invoices to member agencies when necessary.*	SCOTT ANDRUS
Admin Manuals – ODOT	Greg reintroduced the WAQTC Administration Manual revisions that were discussed at the Spring meeting. Desna had sent it out for comment on 9/28. Mike San Angelo asked what constitutes a 'performance sample.' He would like to define the term so that everyone has the same interpretation. The understanding is the test results are known, within a tolerance, for the sample. There was a discussion on how the technician's results are then compared to the performance sample and is acceptable. Garth wants all the agencies to prepare performance samples and interpret the results the same. The original proposed revisions were approved with a follow up to address a definition of "performance sample" and interpretation of test results. Sean Parker, ODOT and QAC Vice Chair, Mike San Angelo, and Garth will develop this additional criterion. Greg Stellmach asked for a roll call vote to approve the revisions provided the definition of 'performance samples' is included. All Board members said aye. *Revisions to the WAQTC Administration Manual will be incorporated and distributed.*	DESNA BERGOLD

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'C' Standard	AASHTO has some standards, called 'C' standards, that are owned by ASTM and referenced from AASHTO. Desna developed a list of remaining 'C' standards and drafted letters to the relevant Tech Section Chairs requesting information on the status of the standards to determine if the WAQTC would like to take any action. The Board reviewed the letter. Mike San Angelo suggested that the AASHTO Executive Board Chair be carbon copied on the letters. Greg suggested that the letters be sent by Garth with a follow up of the responses by the QAC. *Garth Newman will send the letters to the Technical Section Chairs and cc the AASHTO Executive Board Chair.* *The QAC will follow up on the responses.*	GARTH NEWMAN QAC
Bylaws	Proposed revisions to the WAQTC Bylaws were reviewed. The revisions are to clarify the existing language and add a section on how changes to the TTQP operational documents are addressed. The Board reviewed the proposed revisions. Greg Stellmach asked for a roll call vote. All Board members said aye. *Revisions to the WAQTC Bylaws will be incorporated and distributed.*	DESNA BERGOLD
Reciprocity Questionnaire	The Board reviewed the results and summary of the Reciprocity Questionnaire. Desna pointed out the *TTQP Operational Agreement* requires agency audits at least every two years (upon review the *Operational Agreement* states three years). She also indicated that Reciprocity Audits of member states is a Strategic Plan long-term item and a work plan is on the 2017 Planned Work. The Board approved the addition of the Reciprocity Questionnaire to the Operations Manual. It will be sent to member states for response at least every three years according to the *TTQP Operational Agreement*. *The reciprocity questionnaire will be included in the Operations Manual.*	DESNA BERGOLD
SCC Poll	Desna presented the results of the Self-Consolidating Concrete (SCC) test methods and qualification poll. The summary also included	

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	information on ACI's intentions for an SCC certification and the pilot certification at CDOT. Matt Strizich, MDT, indicated he would be in favor of developing a WAQTC Qualification for SCC because the ACI certification requires ACI Concrete Field Testing Technician Level I certification. If technicians who have WAQTC Concrete Testing Technician (CTT) certification need an SCC certification, they would have to recertify in ACI Concrete Field Testing Technician Level 1. Garth also pointed out that ACI certifies in ASTM test methods, the SCC testing procedures are significantly different than the AASHTO methods. Matt asked if everyone agrees that WAQTC should develop an SCC qualification. All agreed. The Board will ask the QAC to develop a work plan for an SCC certification. Greg Stellmach asked for a roll call vote. All Board members said aye. *The QAC will be asked to develop a workplan for a Self-Consolidating Concrete Qualification module.*	GARTH NEWMAN QAC
NAQTC use by NDOT	Howe Crockett, WFLHD, brought up the concern that Nevada DOT has been using the acronym NAQTC. This acronym is copyrighted by WAQTC as its original acronym. Greg contacted NDOT and discussed WAQTC concerns. Greg's contact indicated that he would discuss it within his committee and determine if they would consider a variation on the acronym. *Greg Stellmach will keep the Board informed on this issue.*	GREG STELLMACH
HDOT and NMDOT	Hawaii DOT has committed for 2017. NMDOT has not. Greg has talked to James Gallegos and Brian Legan, NMDOT but has not received a definitive response. He feels it is now time to address separating NMDOT from WAQTC. Greg asked how this was handled in the past with NDOT and Texas DOT. Garth said that NDOT sent WAQTC a letter saying they were	

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	quitting and TxDOT informed WAQTC verbally. Garth suggested that Greg send NMDOT a letter stating that because they have not recommitted they will be removed. Perhaps the letter should indicate that if WAQTC does not receive a response within 90 days NMDOT will no longer be considered a member of WAQTC. Greg wondered if sending them an invoice would be helpful. Mike thought that sending an invoice with the letter may be appropriate. Greg will prepare a letter, state that NMDOT has been a valuable member of the WAQTC, outline the benefits of membership, and express regret that NMDOT may no longer be considered a member, but also indicate a 90-day deadline for response. He will include that the door is always open to commit at a future date. *Greg will work with Garth and Desna to put together a package to send to James Gallegos, NMDOT.*	GREG STELLMACH GARTH NEWMAN DESNA BERGOLD
Copyright and Copyright permissions form	There has been no recent action on the Copyright and Copyright permissions form. Mike San Angelo and Garth will work on it and have a draft to distribute for review by January 30th. *Garth and Mike San Angelo will draft Copyright revisions and a Copyright permissions form.*	GARTH NEWMAN MIKE SAN ANGELO
LQP page	Tabled due to lack of time. *This item will be included on the next meeting agenda.*	
Process for revision proposals	At the Spring meeting, Desna was asked to develop a process for AASHTO revision proposals and how to involve the QAC. Mike San Angelo suggested that a flowchart would be useful to him. He volunteered to see if he could get a process flowchart put together. If he can't, Desna will ask DB Consulting's graphics artist to work on it. *The Process for Revision Proposal was approved for inclusion in the Operations Manual, including the addition of a flowchart.*	MIKE SAN ANGELO DESNA BERGOLD
TTQP Operational	There is a disagreement between the *QAC Member Roles and Responsibilities* guide and the *TTQP Operational Agreement*.	

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Agreement Revision	The Meeting Specific Expectations (Norms) of the *QAC Member Roles and Responsibilities* was recently revised to state 'attend meetings in person.' The *TTQP Operational Agreement* provides alternatives to attending in person. Mike San Angelo indicated that the language in the *TTQP Operational Agreement* allowing alternatives should be removed. The Board agreed. Greg Stellmach asked for a roll call vote. All Board members said aye. *The* TTQP Operational Agreement *will be revised to remove the conflicting language.*	DESNA BERGOLD
	Greg Stellmach closed the meeting at 1:20 pm MDT.	