

WAQTC EXECUTIVE BOARD MEETING MINUTES

MEETING CALLED BY: MATT STRIZICH, MDT FACILITATOR: DESNA BERGOLD	DATE: APRIL 6 TH AND 7 TH , 2016 TIME: 1:00 TO 5:00 PM AND 8:00 AM TO NOON LOCATION: LITTLE AMERICA, SALT LAKE CITY, UT
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ATTENDING: MATT STRIZICH, CHAIR, MDT MIKE SAN ANGELO, AKDOT & PF BILL SCHIEBEL, CDOT MICHAEL VOTH, CFLHD MIKE SANTI, ITD	GREG STELLMACH, ODOT SCOTT ANDRUS, UDOT HOWE CROCKETT, WFLHD DAVID JONES, WSDOT GILBERT ARREDONDO, QAC REP. DAVID STEVENS, UDOT	ABSENT: GARTH NEWMAN, QAC CHAIR JAMES GALLEGOS, NMDOT CASEY SONEIRA, AMRL BRIAN IKEHARA, HDOT
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- AGENDA ITEMS / OBJECTIVES:**
1. AASHTO revisions from QAC
 - a. R XX, Sampling of Aggregates – New AASHTO procedure
 - b. T 99 and T 180; Moisture Density Relations of Soils – better equation in A1.6
 - c. T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete – minor revisions
 - d. T 152, Air Content of Freshly Mixed Concrete by the Pressure Method – revisions for internal consistency
 - e. T 176, Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test – propose a method for mixing working solution
 - f. T 23; Making and Curing Concrete Test Specimens in the Field – revisions
 2. Vice Chair – Qualification Advisory Committee (QAC)
 - a. Dual position?
 - b. How Garth’s replacement will be selected.
 - c. Term limit on the vice chair
 3. Budget and fund management – Scott Andrus
 4. Use of the term ‘Certification’ – Mike San Angelo, from August Meeting
 5. ‘Executive Board’ proposal – Howe Crockett
 6. WAQTC Operational Agreement – time to recommit? – Garth
 7. Process for agencies who wish to become members – Matt Strizich (Oak Metcalfe)
 8. Copyrights and permission form – Garth
 9. Revised Administration Manual and Rights, Policies and Information Handbook (RP&IH)
 10. Revised Style Manual
 11. T 310 Task Force on density blocks – Greg Stellmach
 12. 2015 planned work
 - a. Roles and Responsibilities guide for QAC
 - b. Roles and Responsibilities guide for EB
 - c. Online training Task Force – Garth
 - d. Reciprocity questionnaire
 13. 2016 Strategic Plan
 - a. Expectations of the AASHTO revisions Champion
 14. WAQTC web page lists the AASHTO test methods, shouldn’t it say the ‘FOP for . . .’
 15. T 121 – measure size for 1 ½” aggregate concrete – Greg Stellmach
 16. Other

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Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
Welcome	<p>Matt Strizich, Chair, MDT, welcomed the committee and asked that everyone introduce themselves. Gilbert Arredondo, a member of the Qualification Advisory Committee (QAC) for UDOT, was also welcomed; he will be representing Garth Newman, QAC Chair, ITD.</p> <p>Matt explained that the agenda items would be rearranged to accommodate topics with which Mike San Angelo, AKDOT, and Mike Santi, ITD, who were teleconferencing the afternoon of the 6th, are most concerned.</p>	
Use of the term 'Certification'	<p>The use of the term 'certification' in conjunction with the term 'qualification' was proposed at the 2015 August meeting. At the time it was decided to draft a definition for each term specific to their use in the Administration Manual and Rights, Policies and Information Handbook and request member's input. The Administration Manual draft was distributed Jan. 3 to the committee for input and approval. There were no dissenting votes.</p> <p>Excerpt from the manual: Within the context of this guide and program the term <i>Certification</i> is defined as confirmation (certificate) that someone has successfully met the qualification requirements, as defined elsewhere in this guide, in one of the technical areas in which WAQTC offers such credentials. <i>Qualification (qualified)</i> is defined as the demonstration of the requirements in one of these technical areas.</p> <p><i>Using 'certification' in conjunction with 'qualification' as defined is confirmed. The final revised Administration Manual and RPIH will be distributed.</i></p>	DESNA BERGOLD
'Executive Board' proposal	<p>Howe recommended that the 'Executive Committee' change its name to 'Executive Board' at the 2015 Spring meeting. After further discussion at the 2015 August meeting, it was determined that this change should have every member's input. A name change poll was distributed Jan. 3. All comments were positive. In the past the 'Executive Committee' was abbreviated as 'EC,' Desna proposed that 'Board' be used as the shortened version of 'Executive Board.' All agreed.</p> <p><i>The name of this committee is confirmed as the 'Executive Board.' The term will be revised in all documents and distributed.</i></p>	DESNA BERGOLD
Vice Chair	<p>Both the QAC and Executive Board have been discussing the need for a QAC Vice Chair.</p> <p>The main role of the Vice Chair will be performing duties and responsibilities as assigned by the Chair.</p>	

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Vice Chair	<p>The QAC members were asked to choose one person to propose to the Executive Board for confirmation from the two members who expressed an interest, Misty Miner, MDT and Sean Parker, ODOT. The QAC was polled March 28. Sean Parker was selected.</p> <p>Matt explained that there were more concerns to discuss than simply confirming the QAC Vice Chair. He said that Misty had recommended two Vice Chairs because it is unknown how much longer Garth would remain Chair, and it would be a good opportunity for at least two people to get the experience. Other concerns Matt expressed are: Should the Vice Chair position have a term limit? How is Garth's succession going to be handled?</p> <p>Gilbert indicated that the QAC didn't get very specific in their conversations. He thought that perhaps two Vice Chairs may be good in the beginning.</p> <p>Mike San Angelo pointed out that is that the QAC Chair supports and represents the WAQTC to the AASHTO Subcommittee on Materials (SOM), and Garth is well respected and a strong voice it the SOM meetings. He wants everyone to consider how to help foster that type of relationship with the SOM Technical Section (TS) committees with the future Chair. Given that this type of relationship takes time to develop, he would not recommend term limits for the QAC Chair.</p> <p>The question of how Garth's replacement will be selected has been raised. Should the Vice Chair automatically assume the Chair position at the time it is vacated? Matt feels that there should not be an automatic succession. Perhaps the selection should wait until the time comes. Mike San Angelo agreed.</p> <p>Greg Stellmach, ODOT, feels that the Vice Chair position should automatically become the Chair because the Vice Chair position should be used as a training opportunity for the Chair position. He also suggested sending the Vice Chair to the AASHTO SOM meeting in August to begin building that relationship, and allowing the Vice Chair to assist in some of the responsibilities that will be assumed as the Chair. At that time, a new Vice Chair would be selected and trained to assume the Chair. Bill Schiebel, CDOT, agrees.</p> <p>Mike San Angelo agrees that both should be sent to this year's meeting but that attendance at subsequent meetings should be decided each year.</p> <p>The Board determined that if the Vice Chair position is to be used as a training position for the Chair there shouldn't be a term limit or a dual Vice Chair position. The Board will need to inform potential candidates that accepting the Vice Chair position is expected to be a long term commitment.</p>	
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	<p>Desna explained that she and Garth had discussed the possibility that whoever is selected for the Vice Chair position should be asked to attend facilitation training. Garth has taken facilitation training and has a strong background in meeting management. Desna attended facilitation training at the beginning of D B Consulting's contract with the WAQTC. Greg thought this a good idea and added that it would be valuable to ODOT, too. Greg thought perhaps ODOT would be able to sponsor Sean for the training. The Board decided that if ODOT could not provide the training, WAQTC would consider it. Greg asked Desna to provide him with information on available training. Mike San Angelo emailed a link for training in the Oregon area, http://www.northstarfacilitators.com/services/facilitator-training/. Howe Crockett, WFL, also said that there may be training available through AASHTO. He will research it.</p> <p>Matt will contact Sean and Misty and inform them of the outcome of the QAC vote and the Board's decision.</p> <p><i>No term limits for the QAC Chair or Vice Chair. The QAC Vice Chair will automatically succeed the Chair.</i></p> <p><i>Sean Parker is confirmed as the QAC Vice Chair.</i></p> <p><i>The Board will support ODOT sponsoring Sean for facilitation training. If ODOT cannot, WAQTC will consider it at the next meeting. Greg, Howe and Desna will research facilitation training options.</i></p> <p><i>Sean Parker will be asked to attend the AASHTO SOM meeting as a WAQTC co-representative.</i></p>	<p>MATT STRIZICH</p> <p>GREG STELLMACH</p> <p>HOWE CROCKETT</p> <p>DESNA BERGOLD</p>
WAQTC Operational Agreement and By-laws	<p>The WAQTC Operational Agreement and Bylaws were revised to change Executive Committee to Executive Board, sent for review on Mar. 21, and approved.</p> <p>Whether it was time for member agencies to recommit to the Operational Agreement and Bylaws was discussed at the 2015 August meeting. The Board discussed what individual or position would be appropriate to commit on behalf of the various agencies?</p> <p>Scott Andrus, Treasurer, UDOT, mentioned that the Board will be discussing the new pooled fund which will soon be advertised. The member states would functionally be recommitting by pledging their contribution. Howe thought perhaps signing a form might not be necessary and just assume the pooled fund recommitment covers it. This will be discussed further in conjunction with the budget / fund management topic.</p> <p>Michael Voth, CFL, asked, after the initial review, if the sections under</p>	

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	<p>‘Officers’ describing the Executive Board Chair and Vice Chair positions should be updated. The sections were reviewed and revised as well as the sections on Secretary/Treasurer, Coordinator, and Recorder. The Board also added sections for Copyright Officer and Archivist.</p> <p>Excerpts of the revisions to the bylaws:</p> <p><u>Section 2. Chair.</u> The Chair as of July 1, 2016, will be the Board representative from the Oregon Department of Transportation. Two years after this initial appointment the new Chair shall be the existing Vice-Chair.</p> <p><u>Section 3. Vice Chair.</u> The Vice-Chair as of July 1, 2016 will be the Board representative from Washington State Department of Transportation. After this initial appointment the role of the Vice-Chair will rotate among member states in alphabetical order. The Treasurer is not eligible to become Vice Chair.</p> <p><u>Section 4. Treasurer.</u> The Treasurer position will be the Board representative from the pooled fund lead state.</p> <p>The duties of the Coordinator and Recorder will be combined. Garth will be asked to define the responsibilities of the Copyright Officer and Archivist.</p> <p>Another revision question was whether the NAQTC, the original name of the WAQTC, still needs to be referenced. It was agreed that it should stay in Copyright documents, but not necessarily other documents.</p> <p><i>The Operational Agreement and Bylaws will be revised as described.</i></p> <p><i>The Operational Agreement and Bylaws recommitment will be discussed when the new pooled fund solicitation and commitment is complete.</i></p> <p><i>NAQTC will remain in documents related to the copyright and removed in other documents.</i></p>	<p>GARTH NEWMAN</p> <p>DESNA BERGOLD</p>
Process for agencies who wish to become members	<p>Matt did not prepare anything for this meeting but will have something drafted and sent out by May 1.</p> <p><i>Matt will send a draft of a membership process by May 1 for comment.</i></p>	MATT STRIZICH
Revised Style Manual	The WAQTC Style Manual revisions were reviewed. Revisions include the format of files posted on the WAQTC website and other minor revisions that reflect the accepted formatted materials.	

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	<i>Revisions to Style Manual are approved. The updated manual will be posted on the website.</i>	DESNA BERGOLD
T 310 Task Force on density blocks	<p>From August meeting: There has long been an AASHTO task force studying the calibration or standardization of the blocks used for standardizing Nuclear Density/Moisture gauges required for <i>T 310, In-Place Density and Moisture Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)</i>.</p> <p>Greg Stellmach, ODOT, has nothing new to report.</p> <p>Oak (Metcalf, MDT) stated that MDT works with Troxler Electronic Laboratories. Troxler sends calibrated gauges to Montana and they are used to standardize the blocks that are used to standardize the agency gauges. Mike says that Alaska has been doing the same thing but Troxler brings the gauges to Alaska and standardizes the blocks for them.</p> <p>Mike suggested that Greg speak to Dick Reeves with Troxler, for more information. ‘ <i>The status of the T 310 task force study will be on the agenda for the next EC meeting.</i></p> <p>Greg spoke to the James Williams, TS 1b Chair, and was informed the task force was disbanded years ago. It was mentioned that the TS may establish a new task force and roll the calibration of the density blocks into it. Greg reports that Troxler and AMRL are both interested in assisting, but the issue will have to wait until a new task force is in place.</p> <p>Greg will follow up and report at the next meeting.</p> <p><i>T 310 Task Force item will be on one more agenda.</i></p>	GREG STELLMACH
Other: R 25	<p>Mike San Angelo sent an email to the Board that discusses accreditation programs. His email is attached.</p> <p>Mike pointed out that the WAQTC training program meets the requirements of <i>AASHTO R 25, Standard Practice for Technician Training and Qualification Programs</i>. WAQTC should advertise this compliance by stating it on the website and updating the brochure.</p> <p>The email also mentions ASTM procedures:</p> <ul style="list-style-type: none"> • <i>ASTM E 2833 Standard Practice for Certification Bodies that Certify Personnel Engaged in Inspection and Testing of Construction Activities and Materials Used in Construction, Including Special Inspection.</i> 	

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	<ul style="list-style-type: none"> • <i>ASTM D 5255 Standard Practice for Certification of Personnel Engaged in the Testing of Soil and Rock</i> • <i>ASTM E 2849 Standard Practice for Professional Certification Performance Testing</i> <p>These standards should be reviewed to determine if the WAQTC program is compliant or can be easily made compliant to these standards.</p> <p>Mike volunteered Garth to assist him with the ASTM compliance review with Desna's assistance.</p> <p><i>The brochure and website will be revised to include a statement that the WAQTC program is compliant with AASHTO R 25.</i></p> <p><i>Mike and Garth will review the ASTM standards to determine the WAQTC programs are compliant with those standards.</i></p>	<p>DESNA BERGOLD</p> <p>MIKE SAN ANGELO</p> <p>GARTH NEWMAN</p>
Copyrights and permission form	<p>Mike San Angelo and Garth drafted an updated copyright statement. The most recent Copyright Draft 5.1 was distributed on March 22.</p> <p>Mike shared his concerns that WAQTC is giving away materials that should only be available to contributing members. At least the training materials should be protected from infringement.</p> <p>The draft copyright statement was reviewed and all thought it was acceptable. Howe offered to consult FHWA counsel on the legal aspects.</p> <p>The copyright statement would be posted on the WAQTC website and possibly in the training materials. Mike suggested that the copyright statement be required reading before opening copyrighted materials from the website. Desna will discuss this possibility with the website host.</p> <p>The copyrights permission statement from the training manuals and other documents is outdated and needs to be revised. The Board reviewed the statement and would like to strike the outdated information and replace Matt with Garth as the point of contact as Garth is the acting Copyright Officer.</p> <p>The WAQTC also needs to draft and adopt a policy on how permissions are granted. Mike offered to draft this. At this point it appears each agency would need a letter from WAQTC granting permission to use and reproduce the materials.</p> <p>Mike also discussed the option of requiring licensing.</p>	

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	<p><i>Howe will ask the FHWA counsel to review the copyright statement. If it is determined to be acceptable, the statement is approved by the Board.</i></p> <p><i>Desna will determine what is necessary to require acknowledgement of the copyright statement on the website.</i></p> <p><i>Mike will draft a policy for granting permissions.</i></p>	<p>HOWE CROCKETT</p> <p>DESNA BERGOLD</p> <p>MIKE SAN ANGELO</p>
Budget and fund management	<p>Scott shared a spreadsheet of WAQTC expenditures including yearly summaries from 2010 to the present for reference.</p> <p>For the next pooled fund, Bill thinks we should start fresh, determine yearly expenditures, and have each agency commit to contribute enough to cover them. Bill stated he'd like to see an organized future commitment obligation table that makes it easily apparent what each member agency commits to pay and indicates when each payment has been made. Colorado was also interested in illustrating how much, if any, payment has already been submitted to the Pool for advanced funding toward future year membership</p> <p>The WAQTC Transportation Pooled Fund (TPF) is being managed by UDOT's Research Division. David Stevens, TPF Manager, joined the meeting for this discussion.</p> <p>David reported that the TPF accounting / reporting system has been changed. WAQTC is being encouraged to update to a new TPF and retire the old one.</p> <p>He said WAQTC should close out the original TPF within 6 to 12 months, meaning the process to start the new fund and retire the old needs to begin now. The first step is to post a solicitation for the new TPF on the Transportation Pooled Fund Program website. Any agency can go to the website, read the description and pledge their contribution. The solicitation would be available to the entire country but special invitations to selected agencies can be sent. Once there are sufficient pledges, the solicitation can be closed and a new study number will be assigned. An agency can still join the TPF after the solicitation is closed; but the solicitation needs to be closed before a new study number is assigned.</p> <p>One issue is that the majority of the balance in the old TPF cannot be transferred to the new TPF. The non-federal funds that can be moved over would not be available for use for up to a year because it will take several months to close the old TPF. The WAQTC would be able to operate under the new TPF while the old one is being closed out. It is advisable to spend as much of the old TPF funds as possible before closing it; new contributions can be put into the new TPF as soon as</p>	

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	<p>the study number is assigned. Any pending payments should be held until the funds can be applied to the new TPF.</p> <p>David distributed a draft transition plan (attached) that may be a good starting point.</p> <p>Matt pointed out that it would be good to get the new TPF open as soon as possible and keep the old one open until the funds are expended, around June of 2017. It may be possible to get a new study number by July 1 when agencies may need to complete their transfers.</p> <p>The updated solicitation would be a short description of the program listing the benefits of the study including the expected annual contribution. The WAQTC brochure could be used as a starting point. Additional information such as scope of work, annual funding, and organizational structure can be attached to the solicitation. Scott said he and David will work on the new solicitation.</p> <p>Budget – David handed out a spreadsheet with agency commitments, completed transfers and balances.</p> <p>Scott suggested that Teleconference be scheduled for May to discuss solicitation and when to start the new TPF.</p> <p><i>Scott and David will put together the solicitation and get it posted.</i></p> <p><i>Teleconference will be scheduled in mid-May to discuss the solicitation and when to start the new TPF.</i></p>	<p>SCOTT ANDRUS</p> <p>DAVID STEVENS</p> <p>DESNA BERGOLD</p>
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AASHTO REVISIONS FROM QAC

<p>R XX, Sampling of Aggregates</p>	<p><i>R XX, Standard Practice for Sampling Aggregates</i></p> <p>The current <i>AASHTO T 2, Sampling of Aggregates</i> is a ‘C’ method which references ASTM D 75. WAQTC would like to propose a new standard practice, <i>R XX, Sampling of Aggregates</i>, to replace the AASHTO T 2, based on the WAQTC Field Operating Procedure, as it is a critical standard practice. The new practice would then be an ‘A’ method, owned by AASHTO.</p> <p>The Board reviewed the revisions. Greg pointed out that the steps in 5.3 did not make sense as written. The hierarchy in the steps was not correct. Also in 6.2.2 the term i.e. was used when it should be e.g. (for example). These corrections were made.</p> <p>Greg asked about the definition for ‘nominal maximum size,’ the definition proposed is consistent with Superpave, but the concrete industry uses a different definition. The only other option seems to be submitting the practice without a definition. Bill suggests that since</p>	
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	<p>this method is simply trying to address the size of the sample to be obtained, the definition of nominal maximum size is not a conflict with other definitions. It was decided that a definition is necessary and that the practice will be submitted with the current definition.</p> <p>Greg is on TS 1c and volunteered to be the Champion.</p> <p><i>The corrections will be made to the submittal draft R XX.</i></p> <p><i>Greg Stellmach will forward the proposed revisions to the Technical Section (TS) 1c Chair, Scott Seiter, and will act as Champion.</i></p>	<p>DESNA BERGOLD</p> <p>CHAMPION: GREG STELLMACH</p>
T 99 and T 180	<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 and 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>The QAC would like to propose an alternate method for calculating corrected density (Section A1.6). The current formula is not very intuitive due to mathematic simplification. If a technician is using a hand calculator, the numbers are so large in the interim steps it becomes confusing.</p> <p>Bill thought that both formulas should remain because many technicians and agencies may be comfortable with the old format.</p> <p>Garth is a member of TS 1b, so he was nominated to be the Champion. Greg offered to assist.</p> <p><i>The submittal will be revised to have both alternate formulas.</i></p> <p><i>Garth Newman will forward the proposed revisions to the Technical Section (TS) 1b Chair, James Williams, and will act as Champion.</i></p>	<p>DESNA BERGOLD</p> <p>CHAMPIONS: GARTH NEWMAN</p> <p>GREG STELLMACH</p>
T 121	<p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p>Section 3.1.1 cross referencing is incorrect in the definitions for M, T and V. The reference to <i>C 1064 Standard Test Method for Temperature of Freshly Mixed Hydraulic Cement Concrete</i> should be removed. According to AASHTO guidelines a reference should not be listed unless it is used in the body of the method.</p> <p>3.1.3 states 'cubic meters' when 'cubic yards' is intended.</p> <p>In many places the procedure states 'tap the sides of the measure' the QAC would like to propose 'tap around the perimeter' instead of sides.</p> <p>The Board thinks that perhaps these are editorial revisions. Scott is a member of TS 3b and volunteers to be Champion.</p>	

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	<i>Scott Andrus will submit the proposed revisions to the Tech Section (TS) Chair 3b, Mick Syslo, and ask if the requested revisions are editorial.</i>	CHAMPION: SCOTT ANDRUS
T 152	<p><i>T 121; Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete</i></p> <p>The QAC noticed that the base of the air meter is identified as the ‘measuring bowl’ in apparatus but referred to as ‘bowl’ in the test method. It is much better to use consistent nomenclature throughout a test method. The QAC proposes using ‘measuring bowl’ in each instance when referring to the base of the air meter.</p> <p>Methods listed in references that are not in the body of the procedure should be removed.</p> <p>In many places the procedure states ‘tap the sides of the measure’ the QAC would like to propose ‘tap around the perimeter’ instead of sides.</p> <p>The Board thinks that perhaps these are editorial revisions. Scott is a member of TS 3b and volunteers to be Champion on these revisions also.</p> <p><i>Scott Andrus will submit the proposed revisions to the Tech Section (TS) Chair 3b, Mick Syslo, and ask if the requested revisions are editorial.</i></p>	CHAMPION: SCOTT ANDRUS
T 176	<p><i>T 176; Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test</i></p> <p>The QAC would like to introduce a standard means to thoroughly mix the working solution due to variations seen in test results that have been attributed to working solution that was not thoroughly mixed. The Board thought the measurements of the water as originally specified was implying precision that was unnecessary. They corrected the proposal to read in section 4.9:</p> <p style="padding-left: 40px;">‘Thoroughly mix solution by filling the bottle with approximately 2 L (1/2 gal) of water. Add the stock solution and agitate vigorously for 1 to 2 minutes. Add the remainder of the water. Repeat the agitation process.’ Add process for mixing working solution in section 4.9.</p> <p>Bill is a member of TS 1a and volunteers to be Champion.</p> <p><i>The submittal will be revised.</i></p> <p><i>Bill Schiebel will submit the proposed revisions to the Tech Section (TS) Chair 1a, Andy Babish, and will act as Champion.</i></p>	DESNA BERGOLD CHAMPION: BILL SCHIEBEL

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T 23	<p><i>T 23; Making and Curing Concrete Test Specimens in the Field</i></p> <p>Revisions to this procedure were originally proposed in 2015 but did not get on the TS ballot. Revisions include:</p> <p style="padding-left: 40px;">Tapping the outsides of the mold ‘10 to 15 times’ instead of ‘at least 10 times’ to be consistent with other methods.</p> <p style="padding-left: 40px;">Adding a section addressing self-consolidating concrete.</p> <p style="padding-left: 40px;">Putting the cap on the cast cylinders.</p> <p>Greg is a member of TS 3c and volunteered to be Champion.</p> <p><i>Greg Stellmach will submit the proposed revisions to the Tech Section (TS) Chair 3c, Mark Felag, and will act as Champion.</i></p>	CHAMPION: GREG STELLMACH
OTHER REMAINING ITEMS		
Revised Administration Manual and RP&IH	<p>The WAQTC <i>Administration Manual</i> and the <i>Registration, Policies and Information Handbook (RP&IH)</i> were updated with the new ‘certification definition’ and ‘Board’.</p> <p>Reformatting both documents was proposed, as well as moving the ‘Qualification Process and Mandatory Test Methods’ and ‘Example Registration Form and Rights and Responsibilities Agreement’ into Annexes.</p> <p><i>Revisions were approved. Revised documents will be distributed and posted to the website.</i></p>	DESNA BERGOLD
2015 PLANNED WORK		
2016 Strategic Plan	<p>The updated Strategic Plan was reviewed.</p> <p>The revised Strategic Plan includes clarifying the expectations for the AASHTO revision Champions. Other revisions include moving ‘Maintenance of the FOP library’ to On-going Activities and evaluating the need for WAQTC training materials on ‘equipment calibration, standardization and checks’ processes to Short-term Goals.</p> <p><i>Revisions are approved by the Board and will be distributed and posted to the WAQTC website.</i></p>	DESNA BERGOLD
Roles and Responsibilities guide for QAC members	<p>The <i>Roles and Responsibilities of the QAC Members</i> was reviewed and approved as submitted.</p> <p><i>The Roles and Responsibilities of the QAC Members is approved for inclusion in the Operations Manual.</i></p>	DESNA BERGOLD

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Roles and Responsibilities guide for Board members	<p>Matt developed a table similar to the <i>Roles and Responsibilities of the QAC Members</i> for the Board members. He will send it out for comment.</p> <p><i>Matt will send out Roles and Responsibilities of the Executive Board Members for comment.</i></p>	MATT STRIZICH
Reciprocity questionnaire	<p>A program audit has been an agenda topic for many meetings and development of a work plan for 'Reciprocity Audits of Member Agencies' is on the Strategic Plan.</p> <p>Desna thought that distributing a Reciprocity Questionnaire, based on the AMRL Certification Details Form would be a starting place. With Garth's permission, she developed a questionnaire based on the requirements in the <i>Administration Manual</i>. The questionnaire will be a 'self-reported' audit as a first step.</p> <p>The committee members reviewed the questionnaire, and with some revisions, approved the Reciprocity Questionnaire for use.</p> <p>The Board determined that the questionnaire should be distributed to each agency's Executive Board member, who will be responsible for its completion and return. Desna will compile all responses and report to the Executive Board.</p> <p>The initial questionnaire will be sent by May 1 with a requested return target date of July 11th. Audits will be performed at least every three years thereafter to meet the requirements of the Operational Agreement.</p> <p><i>Desna will send the Reciprocity Questionnaire to the Executive Board members by May 1st with a requested return date of July 11th.</i></p> <p><i>The Executive Board members will complete and return the questionnaire by July 11th.</i></p>	<p>DESNA BERGOLD</p> <p>EXECUTIVE BOARD MEMBERS</p>
Online training Task Force	<p>There has been some confusion of the status of this task force assignment. Jeff Saddler, UDOT, reported that he reviewed the existing training on the member agencies' websites and determined that sufficient training was available, so he thought the assignment was complete.</p> <p>The rest of the task force was unaware of this development. The Board reviewed the meeting minutes from the QAC Winter meeting.</p> <p>The QAC has many concerns:</p> <p>Excerpt from meeting minutes: Garth is concerned that the expense to develop the training is</p>	

Topic	Discussion / <i>Decision</i>	ACTION REQUIRED BY:
	<p>just the beginning. As the test methods and training materials are revised the online training will have to be updated, many of them yearly. Long term maintenance of the training materials may be cost prohibitive.</p> <p>It is also unknown whether this training would fall under <i>Section 508 of the Rehabilitation Act</i> and would need to be accessible to people with disabilities.</p> <p>The QAC asked for direction from the Board.</p> <p>The Board believes it is important that if WAQTC were to have online training it should be separate from the individual agencies' training platforms.</p> <p>Matt said that WAQTC needs to determine member agencies' needs. UDOT is proceeding to develop what they need. MDT is redeveloping their training. Matt would like to know who else wants to pursue online training and determine what it would take to develop and maintain using some of the materials already developed.</p> <p>Howe says that FHWA has a Section 508 officer who WAQTC can consult when they determine if they are going pursue on-line training.</p> <p><i>Matt will solicit member states interest and determine the next step.</i></p>	MATT STRIZICH
WAQTC web page	<p>This agenda item was not discussed due to lack of time.</p> <p><i>Item will be included on the August meeting agenda.</i></p>	DESNA BERGOLD
T 121	<p>This agenda item was not discussed due to lack of time.</p> <p><i>This will be on the August meeting agenda.</i></p>	DESNA BERGOLD

Mike San Angelo's email to the Board dated 4/6/16:

WAQTC Executive Board:

Our recent proposed revision to *AASHTO R 25 Standard Practice for Technician Training and Qualification Programs* had me making notes on my "things to do list", as to its applicability to our program. All the research work I've done regarding *Accreditation of Training Certification Programs* had me realizing two things; the first being the benefit of accreditation; and the second being the monumental amount of work and funding necessary to obtain accreditation which left me thinking it may not be worth all the effort. But that being said I couldn't get past the benefits derived from accreditation which forms the foundation that strengthens those programs who have it. Not wanting to go down that long path in getting WAQTC formally accredited, I do think we can simply and easily extract a strengthening benefit offered by formal accreditation without doing much of anything. All we would have to do is to update WAQTC's documents to "*advertise the fact*" that WAQTC's Program is Compliant to "*AASHTO R 25 Standard Practice for Technician Training and Qualification Programs*".

As a side, there are a few ASTM's that address items concerning "*Certification Bodies that Certify Personnel*"

- *ASTM E 2833 Standard Practice for Certification Bodies that Certify Personnel Engaged in Inspection and Testing of Construction Activities and Materials Used in Construction, Including Special Inspection.*
- *ASTM D 5255 Standard Practice for Certification of Personnel Engaged in the Testing of Soil and Rock*
- *ASTM E 2849 Standard Practice for Professional Certification Performance Testing*

If others thought it valuable I (we) could review those documents against our current program to see if we comply or if not what adjustments would be required to comply (which I am not against doing if someone else would want to help). If we, internally, found our program complies with one or more published document we could advertise this via our internet site and or other documents. This isn't necessary, but I think we live in a time where personnel training (*and certification/qualification bodies*) programs are expected to operate according to a set of published requirements.

Mike

Distributed by David Stevens at the 2016 WAQTC Executive Board Spring meeting with comments addressing meeting discussion

April 6, 2016

DRAFT Transition Plan to a New Pooled Fund Study Number

Current study: TPF-5(064) Western Alliance for Quality Transportation Construction (WAQTC)

TPF web page: <http://www.pooledfund.org/Details/Study/274>

Current Lead Agency: Utah DOT (financial/contract management)

Current UDOT project ID's: PIN 4040, Program 42072, Contract 16-8100 (Desna Bergold)

UDOT contacts: Scott Andrus, Materials Division, scottandrus@utah.gov; David Stevens, Research Division, davidstevens@utah.gov

Purpose of transition:

- Fulfill the request of the FHWA Pooled Fund Program Manager for older pooled fund studies to move completely into the new financial process.
- Current WAQTC study number has a mix of the old and new processes. Transition provides an opportunity to start fresh in the new process.
- Then plan on transitioning to a new TPF study number again every 3-5 years.

Proposed timeline, steps, and need for assistance by WAQTC partner agencies:

- April-June 2016
 - UDOT reviews financial status of project with WAQTC partners: completed funding transfers to UDOT and checks received, remaining balance, anticipated expenditures 6-12 months out.
 - Partner agencies complete their remaining funding commitment transfers to UDOT. Then they make no more funding commitments (pledges) or transfers under the current study number.
 - WAQTC partners identify UDOT or another partner as Lead Agency going forward.
 - WAQTC partners develop a new TPF solicitation: planned duration (2017-2021?), updated study description, objectives, scope of work, funding commitments required, and expected annual and total funding commitments for each partner agency.
 - UDOT posts the new TPF solicitation online and notifies WAQTC partners and other interested parties.
 - Each WAQTC partner (continuing and new; states and federal agencies) identifies available funding for their agency to participate in the new study number for FY 2017-2021 (?). Each partner agency then logs on to the TPF website and posts their funding commitments (pledges) for each year under the new TPF solicitation.
 - WAQTC activities and expenditures continue under the current contract and UDOT project ID's.

In the Spring meeting it was decided that any remaining transactions wait until they can be put in the new TPF

- July-September 2016

Also from the meeting discussions: these steps will be completed as quickly as possible.

- When sufficient funding commitments are attained for the new solicitation, UDOT works with FHWA to obtain a new study number.
 - UDOT notifies WAQTC partners and other interested parties about the new TPF study number.
 - As needed, each additional WAQTC partner (continuing and new; states and federal agencies) identifies available funding for their agency to participate in the new study number for FY 2017-2021 (?). If they didn't already do this under the TPF solicitation, then each partner agency logs on to the TPF website and posts their funding commitments (pledges) for each year under the new TPF study number.
 - UDOT starts to transition internally by setting up a new PIN and program number corresponding to the new TPF study number.
 - WAQTC activities and expenditures continue under the current study number, contract, and UDOT project ID's.
- October-December 2016
 - Partner agencies under the new TPF study number start to transfer federal funding commitments via form FHWA-1575 and non-federal funding commitments via check to UDOT for FY 2017.
 - UDOT obligates newly received FY 2017 funding transfers and checks in the new PIN and program number corresponding to the new TPF study number.
 - WAQTC activities and expenditures continue under the current study number, contract, and UDOT project ID's.
 - January-March 2017
 - Partner funding commitments continue online, and FY 2017 transfers to UDOT continue under the new study number.
 - UDOT starts to transition to using the FY 2017 transfers on the new study number for WAQTC activities and expenditures, under the current contract and new UDOT project ID's.
 - April-June 2017
 - UDOT coordinates with FHWA to close the old TPF study number and return unused federal funds to the study partners.
 - Study partners can choose what to do with the returned federal funds. (Don't wait for these to be returned before committing FY 2017+ funds to the new pooled fund solicitation/study number.)
 - UDOT attempts to transfer unused non-federal funds to the new study number and UDOT project ID's.
 - WAQTC activities and expenditures continue under the new study number, new UDOT project ID's, and current contract.
 - UDOT maintains the multi-year contract through the transition and makes a plan for the next contract and study number transitions.