

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

LEADER: Matt Strizich, MDOT
FACILITATOR: Desna Bergold, DB Consulting

DATE: November 10, 2011
TIME: 9:00 am Mountain
LOCATION: Teleconference

MEMBERS PRESENT:
Garth Newman, ITD
Scott Andrus, UDOT
Mike San Angelo, AKDOT & PF
Howe Crockett, WFLHD
Cole Mullis, ODOT
Jim Zufall, CDOT
Desna Bergold, DB Consulting
Tom Baker, WSDOT

MEMBERS ABSENT:
Bryce Simons, NMDOT
Richard Duval, CFLHD

MEETING OBJECTIVES:

1. WAQTC Website - Mike San Angelo will report to the committee From Spring 2011 meeting
2. Pooled Fund - Scott Andrus will report From Summer meeting
3. Asphalt VMA module From Summer meeting
4. WASHTO member survey -
Mike San Angelo was going to survey WASHTO members about renewing the WASHTO materials meeting
From Spring 2011 meeting
5. Spring 2012 Executive Committee meeting – where, when, and if
6. Strategic Plan Cole Mullis

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
Pooled Fund	<p>The pooled fund has been extended until 2016 with the current membership. Scott Andrus, UDOT, asks whether the commitment and the membership will stay the same</p> <p>It is unknown whether Hawaii will continue to participate, Matt Strizich, MDT will make inquiries.</p> <p>Currently there are sufficient funds for the next year in the original fund. Howe Crockett WFLHD asked about the funds contributed by the Central Federal Lands. Scott indicated that the agreement is set up and the funds are accounted for.</p> <p>Summary: the pooled fund is in place and ready for contributions. Matt, will send the pooled fund information supplied by Scott to all the Executive Committee members.</p> <p>Further discussion at the meeting in the spring. High priority <i>Desna will list on the spring meeting agenda.</i></p>	<i>Desna Bergold</i>
Asphalt VMA module	<p>Wendy Tripp, UDOT QAC member, has contacted Sean Parker, ODOT QAC member about the development of the VMA module. They have reviewed the materials from the various states programs.</p> <p>Sean and Wendy will have something for the QAC to review at the meeting in January. Desna may be able to help. Garth Newman, ITD, will work with Sean and Wendy and what, if anything, Desna can do.</p> <p><i>Garth will set up a conference call with Sean and Wendy.</i></p>	<i>Garth Newman</i>
Spring 2012 meeting	<p>Matt would like to try to have a spring meeting; he thinks his travel restrictions will be easing. Bryce Simons, NMDOT, may have some problems with travel restrictions; everyone else is all right as long as travel is reimbursed.</p> <p>The spring meeting may be held in New Mexico or Nevada, depending on New Mexico.</p> <p>The meeting should be held after the QAC meeting being held January 30th thru Feb. 3rd. It was suggested that the spring meeting be held late Feb or early March.</p> <p><i>Matt will discuss location with Bryce; location and date will be settled via email.</i></p>	<i>Matt Strizich</i>

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Other discussion	What is happening with the ITD: Idaho is still working on who will represent ITD on Executive Committee but their commitment remains.	
Strategic Plan	<p>Cole Mullis, ODOT, feels this should be a standing item on all meeting agendas, all agree. The committee discussed the 2011 planned work from the Strategic Plan.</p> <ol style="list-style-type: none"> 1. <i>Continue work on on-going activities</i> All on-going activities are up to date. 2. <i>Develop a semi-annual newsletter</i> This is currently stalled; it was assigned to Jeff Miles the former committee chair. 3. <i>Evaluate moving to an open book written exam</i> The QAC evaluated the proposal and decided against moving to an open book exam. Reference QAC meeting minutes from July 2011 and Executive Committee minutes July 2011. The study provided by Linda Hughes, WsDOT, was attached for information with the draft of the July EC meeting minutes but not the final. This is will be posted on the WAQTC webpage. 4. <i>Evaluate existing training materials for needed improvements / updates</i> Ongoing efforts by the QAC. 5. <i>Evaluate and modify other Alaska training modules for incorporation into WAQTC.</i> Alaska's CAgt did not work as PowerPoint, too wordy / busy for use in the classroom setting. The QAC decided to revamp the existing PowerPoint themselves. Linda Hughes redesigned the slides and provided new video. She did a <u>great</u> job. 6. <i>Remove oral Performance exam questions and incorporate into the written exam.</i> The QAC discussed this issue at the July 2011 meeting. It was decided that T 40 could be removed but the QAC felt the others had value and should stay. Please refer to the July QAC and Executive 	

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	<p>Committee meetings minutes.</p> <ol style="list-style-type: none"> 7. <i>Develop Asphalt Volumetrics module.</i> See above discussion. 8. <i>Develop training for proctors and trainer qualification requirements.</i> TCC may be a good starting place. Alaska is working on a train-the-trainer web based program. 9. <i>Develop SOP for Washington T 606: Humphrey's Curve</i> Garth feels that it would be easy to pull together. <p>It was recommended that the EC update strategic plan annually at the Spring meeting.</p> <p>Desna suggested she review EC and QAC meeting minutes, make suggestions for updates to the Strategic Plan with meeting minutes referenced and send for review before Spring meeting.</p> <p><i>All agreed this review would be helpful.</i></p>	<p><i>Desna Bergold</i></p>
<p>Website</p>	<p>Mike San Angelo, AKDOT & PF, had a meeting with a web page developer / provider. The WAQTC could pay \$100 per month for a hosting fee, the company will set up the website (Mike will pay for setup) they could then copy the existing website over temporarily and begin to program it so that the WAQTC could run it themselves. The WAQTC administrator could add and update.</p> <p>In the future, more packages could be added for additional fees.</p> <p>If the WAQTC began to offer training on the website it could possibly start to pay for itself.</p> <p>The current site is being hosted & maintained by WFLHD. They would like to have it off of there by the end of the year.</p> <p>Many feel that if the \$100 per month includes site assistance then it may be a good deal.</p> <p>Maybe start out with a year commitment to see how the company performs.</p> <p>The question was asked: Should Desna check around some more? Cole felt that with Mike's experience with this company it is unnecessary to spend the extra time and money, Howe agrees. Mike pointed out that a different company would charge for setup, with this company Alaska already has a</p>	

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	<p>relationship and is willing taking care of it. The company could also be able to make the site more smartphone friendly. Matt made the motion to have Mike proceed with setting up the website and will commit to one year hosting fee. Vote: in favor: 7, opposed: 0. <i>Mike San Angelo will set up the website with a year commitment.</i></p>	<p><i>Mike San Angelo</i></p>
<p>Other discussion</p>	<p>Howe brought up that the TCCC is accepting contributions to its pooled fund; he would like to encourage contributions because the FHWA is no longer supporting this effort.</p>	
<p>WASHTO</p>	<p>Mike has not had an opportunity to follow up. Jeff Miles was going to see about hosting it in Idaho before he left but with his departure this stalled. It would need to have a state volunteer to host it, Alaska would but it may be difficult to get attendance. Mike will send out and email to the Western states to see if anyone wants to host. He would like to push for 2013 meeting. Howe will try to provide a list of Departments Construction Engineers. <i>Howe Crockett will find a list of Construction Engineers, Mike San Angelo will contact the Western states both Construction and Materials engineers to see if anyone is interested in hosting WASHTO.</i></p>	<p><i>Howe Crockett Mike San Angelo</i></p>