

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

LEADER : Michael San Angelo
FACILITATOR : Bernie Kuta
RECORDER : Garth Newman

DATE : November 14, 2004
TIME : 8:30 am to 3:30 pm pst

EXECUTIVE COMMITTEE MEMBERS PRESENT

Michael San Angelo, AkDOT-PF
Burnie Kuda, WRC
Garth Newman, ITD
Jeff Miles, ITD
Jeffery Rayman MtDOT

Luci Moore, Oregon DOT
Tom E. Baker, Washington DOT

MEMBERS ABSENT

Richard Duval, CFL-H D
Mark Elicegui, NDOT
John Tenison, NMSHTD
Tim Biel, UDOT

Garrett Okada, HDOT
Howe Crockett, WLF-HD
Tim Aschenbrener, Colorado DOT

TTOP MEMBERS PRESENT

Garth Newman ITD
Sean Parker, ODOT

Troy Peterson UDOT

GUESTS

MEETING OBJECTIVE :

1. Members
2. Review of TTQP program / WAQTC Bylaws & operational agreement
3. Possible membership revisions (Tom Baker)
4. Pooled Funds
5. Qualification Advisory Committee (QAC) Discussion
6. TCCC up-date

PLEASE RESPOND TO YOUR ACTION ITEMS.

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ISSUE	DISCUSSION	DECISION	ACTION REQUIRED
1)	<p>Changes to the executive committee. Luci Moore ODOT, Jeffery Rayman MtDOT, David Belser TxDOT,</p> <p>Resignation: Bernie Kuta</p>		
2 & 3)	<p>Mike San Angelo discussed why the meeting was called and what his intent was when he sent the first e-mail stating that administrative policies were not being followed.</p> <p>Tom Baker went on to explain his e-mail and that no one was in disagreement that the WAQTC organizational structure needed to be looked at and revised to more reflect the member agencies.</p> <p>All parties agreed that reorganization with out participation for all agencies won't work.</p> <p>After a long discussion about revisions to the WAQTC membership Bernie Kuta placed Tom Bakers proposal for membership and accreditation before the group.</p> <p>Work was done on updating the Administrative manual</p>	<p>Vote was unanimous to adopt Tom's recommended changes. SEE ATTACHMENT</p> <p>Clarifications: Accreditation by qualification, any member can comment on changes but only accredited member get to have a vote on changes</p> <p>Task force to be set up to hammer out the details of accreditation.</p> <p>Continue working on Administrative manual revisions for Executive committee review. Review by Jan 1</p>	<p>Executive Committee must set up! ASAP</p> <p>Garth Newman</p>

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ISSUE	DISCUSSION	DECISION	ACTION REQUIRED
4) Pooled funds	<p>This seems to be the issue that will or will not allow the WAQTC to move forward. Without the pooled fund monies being available no one can travel to work on either the new administrative manual or a taskforce on accreditation. Alaska has committed to be the holder of the pooled funds.</p> <p>The other issue with the pooled funds is getting a consultant on board to do the day to day work of the WAQTC.</p>	<p>Mike will commit to having the pooled fund set up by Christmas 2004</p> <p>Send out the RFP Bernie developed to see if it still meets our needs</p>	<p>Mike San Angelo</p> <p>Bernie Kuta Tom Baker</p>
5) QAC	<p>It was discussed by the members that there was indeed a need to look at how often the executive committee and the Qualification Advisory Committee (QAC) should meet. This brainstorming session developed a yearly schedule</p>	<p>Yearly meeting schedule: See attachment</p>	
6) TCCC	<p>The TCCC met in Kansas City Nov 1. The training on Structures for inspectors that was started by WAQTC is proceeding. They are expecting a Beta in the Spring. The Train the trainer course was beta tested and the response was very good. This course was developed for Subject mater experts that are being asked to be trainers for sampler tester and inspector classes.</p>		
	<p>NEXT Executive Committee Meeting :</p> <p>Seattle</p> <p>March 21, 2005 as part of WASHTO materials</p>	<p>Check about a Meeting room</p>	<p>Tom Baker</p>

WHEN	WHAT	WHO	COST	WHY
January	Technical	QAC or designee	All Pooled Funds	This is a technical session to work on revisions to AASHTO and WAQTC test methods. Deliverables from this meeting will be sent to the Executive committee for approval and assignment of a champion
March	Policy	Executive Committee	0 to minimal pooled funds Members already coming to WASHTO	The Executive committee will meet the day before the first day of the WASHTO Materials meeting. This meeting will consist of reviewing the recommendations from the QAC on test method changes, and assign a champion to sponsor the revisions at the AASHTO SOM meeting. At this meeting any WAQTC policy matters will be discussed, reviewed, and voted on.
July	Technical	QAC	All Pooled Funds	This technical session is to revise WAQTC TTQP materials for the next training cycle.
August	Policy	Executive Committee	0 to minimal pooled funds Members already coming to SOM	The executive Committee members that are at the AASHTO SOM will meet with the test method champions to confirm the all are in agreement to the revisions and plan how to help enlist other individuals so WAQTC recommended revisions happen.
October (first week)	Policy	Executive Committee	All Pooled Funds	This meeting reviews the TTQP materials from the QAC and approves them for the next training cycle. At this meeting any WAQTC policy matters will be discussed, reviewed, and voted on. Other materials including Research needs NCHRP studies and other development needs will be discussed.

Subject: WAQTC

Greetings to all from the Pacific Northwest:

I have been talking to WAQTC members about where WAQTC is now, how we got here and where we are headed in the future. It is clear we have some differences, but I believe we have more in common. Several subsets of WAQTC, consisting of one or more members, have thoughts on what WAQTC could or should be. One thought is that providing for qualified samplers/testers is a central function for WAQTC and to meet this function we need a WAQTC sampler/tester training program. Another thought is that WAQTC provides a forum for testing standardization, both within WAQTC and in dealing with the AASHTO Subcommittee on Materials (SOM). To meet this function we need WAQTC meetings, both technical and administrative/management to resolve testing issues and present a common front at the SOM meeting. Another thought is to use WAQTC to make the western states more effective in NCHRP research proposals and to meet this function we would need WAQTC meetings to provide a common front on NCHRP issues.

These ideas are not mutually exclusive.

One proposal is to establish WAQTC in the following manner:

1. Membership: A state would be a member by virtue of funding and participation. Helping to fund WAQTC (including through the upcoming pooled fund effort) and participating gets you a place at the table and a voice. We would encourage all WASHTO members to join WAQTC. Participation would mean both on the executive group and on the technical/working group.

Note: the pooled fund will be established and administered by Alaska and it will happen if we keep WAQTC together. I also understand that your contributions to date are safe: no monies have been lost. It is my understanding that the next steps to make the pooled fund happen are easy and they will happen.

2. WAQTC Accreditation: If you follow the WAQTC sampler/tester program, as defined by WAQTC or as modified in the future, then a state can become accredited by WAQTC. Accreditation could be obtained in all modules or in individual modules. It might even be possible to have a state accredited with some kind of asterisk noting slight differences in requirements in that state, as long as the core of the accreditation is met. (Note: when I use the term "state" it is shorthand to include all of those who participate in WAQTC, not just "states.")

Note: a state could still be a member of WAQTC and not be WAQTC Accredited in the sampling/testing program. Members that are not WAQTC Accredited might not have an absolute say in how the WAQTC accreditation program works, but that is one of the details to be resolved.

3. Other WAQTC Functions: We have the opportunity to use WAQTC to become more effective on the national front, including making our desires known through NCHRP proposals and projects, TCCC and other