

WAQTC EXECUTIVE BOARD

2025 SPRING MEETING MINUTES

MEETING CALLED BY:

MIKE SAN ANGELO, CHAIR, AND
CRAIG WIEDEN, VICE CHAIR

RECORDER: DESNA BERGOLD, COORDINATOR

Date: March 26th, 2025, and
April 22nd, 2025

TIME: 10:00 AM TO 2:00 PM MDT AND
12:00 PM TO 2:00 PM

LOCATION: GOOGLE.MEET

ATTENDEES:

MIKE SAN ANGELO, AKDOT & PF, CHAIR
CRAIG WIEDEN, CDOT, VICE CHAIR
L. SCOTT NUSSBAUM, UDOT, TREASURER
BRENT CONNER, ADOT
MICHAEL VOTH, CFLHD
CHAD CLAWSON, ITD
PAUL BUSHNELL, MDT
AMY BEISE, NDDOT

LARRY ILG, ODOT
GARRETT WEBSTER, WSDOT
MISTY MINER, MDT, QAC CHAIR
GILBERT ARREDONDO, UDOT,
QAC VICE CHAIR

DESNA BERGOLD, D B CONSULTING, WAQTC
COORDINATOR

Agenda Items / Objectives:

1. Report on 2023 Proposed AASHTO revisions

- a. *T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens (TS 2c)* – Champion Oak Metcalfe
 - i. The ‘step’ revisions the QAC put together during the 2024 Winter Meeting for Allen Myers, TS 2c Chair, did not get published.

2. Report on 2024 Proposed AASHTO revisions

- a. *R 39, Making and Curing Concrete Test Specimens in the Laboratory (TS 3b)*– Champion Larry Ilg
- b. *T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop (TS 1b)* – Champion Scott Nussbaum
- c. *T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop (TS 1b)* – Champion Scott Nussbaum
- d. *T 255, Total Evaporable Moisture Content for Aggregates (TS 1c)* – Champion Larry Ilg
- e. *T 331, G_{mb} Using Automatic Vacuum Sealing Method (TS 3c)* – Champion oak Metcalf

3. 2025 Proposed AASHTO revisions from the QAC; [AASHTO proposed revisions and draft letters](#)

- a. *T 11, Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing – TS 1c*
- b. *T 27, Sieve Analysis of Fine and Coarse Aggregates – TS 1c*
- c. *R 100, Making and Curing Concrete Test Specimens in the Field – TS 3b*
 - i. 8.4 revisions – reference to ASTM.
- d. *R 75, Developing Soil Moisture-Density Relations – TS 1b*

- e. *T 84, Specific Gravity and Absorption of Fine Aggregate – TS 1c*
 - f. *T 85, Specific Gravity and Absorption of Coarse Aggregate – TS 1c*
 - g. *T 90, Determining the Plastic Limit and Plasticity Index of Soils – TS 1a*
 - h. *T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC) – TS 3b*
 - i. *T 345, Passing Ability of Self-Consolidating Concrete by J-Ring – TS 3b*
- 4. PP 97, Determination of Constant Mass – TS 5c, Propose as a Standard – QAC
- [Spring Meeting documents](#)
- 5. Style Guide revisions – QAC
 - 6. Website update – QAC Winter Meeting
 - 7. QAC Summer Meeting Travel – QAC Winter Meeting
 - 8. Third-Party Written Exam Delivery progress
 - 9. Administration Manual and RPIH
 - 10. Funding and Budget – Scott Nussbaum

BEGINNING OF PART 2

- 11. Task Force 16-01 T 310 procedure for Calibration Blocks
- 12. Sampling Module – Misty – QAC
- 13. ADA Compliance – Misty QAC
- 14. Reciprocity audit – 2025 is an audit year
- 15. T 209 poll - Chad
- 16. Strategic Plan
 - a. Long term goals
 - b. 2025 Planned Work
 - c. 2024 Completed Items
- 17. Other items

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

PART 1

WELCOME	Craig Wieden, CDOT and WAQTC Executive Board Vice Chair, welcomed participants to the virtual 2025 Spring Meeting. Mike San Angelo, AKDOT and Executive Board Chair, was unable to attend. Craig will act as Board Chair.	
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REPORT ON 2023 PROPOSED AASHTO REVISIONS

T 166	<p><i>T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens, TS 2c – Champion Oak Metcalfe</i></p> <p><u>Status of 2023 revision proposal</u></p> <p>Desna Bergold, D B Consulting and WAQTC Coordinator, said that WAQTC proposed revisions to AASHTO T 166 in 2023. Although these revisions were approved on Committee on Materials and Pavement (COMP) Rolling Ballot Group 3 as a concurrent ballot item, not all of the revisions were published in 2024.</p> <p>The 2023 proposal included breaking large paragraphs with multiple ‘steps’ into individual numbered paragraphs. This was not in the published version.</p> <p>Scott Nussbaum, UDOT and WAQTC Treasurer, volunteered to follow up with Allen Myers, Technical Subcommittee (TS) 2c Chair.</p> <p><i>Scott Nussbaum will discuss the unpublished 2023 revisions with Allen Myers.</i></p>	SCOTT NUSSBAUM
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REPORT IN 2024 PROPOSED AASHTO REVISIONS

R 39	<p><i>R 39, Making and Curing Concrete Test Specimens in the Laboratory, TS 3b – Larry Ilg, Champion</i></p> <p><u>Status of 2024 revision proposal</u></p> <p>In 2024, WAQTC proposed that the final reference to cardboard molds in 7.5.3.1.1, be removed. The referenced specification, <i>M 205, Molds for Forming Concrete Test Cylinders Vertically</i>, does not allow cardboard molds.</p> <p>This revision was approved but it is not drafted in the AASHTO Materials Library. This near 2025 publication, most of the revisions that will be published are tracked in the library.</p>	
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	<p>Craig said that he will follow up with Jim Reilman, TS 3b Chair, and Wally Heyen, TS 3b Vice Chair.</p> <p><i>Craig Wieden will discuss removal of the reference with Jim Reilman, TS 3b Chair, and Wally Heyen, TS 3b Vice Chair.</i></p>	CRAIG WIEDEN
T 99 AND T 180	<p><i>T 99, Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop, TS 1b – Scott Nussbaum, Champion</i></p> <p><i>T 180, Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop, TS 1b – Scott Nussbaum, Champion</i></p> <p><u>Status of 2024 revision proposal</u></p> <p>In 2024, WAQTC proposed revisions to T 99 and T 180 to refine the description of the drying oven and thermometer.</p> <p>Nick Van Den Berg, TS 1b Chair, asked Scott, the revisions champion, to draft the same revisions to <i>T 134, Moisture–Density Relations of Soil–Cement Mixtures</i>, as this method is closely related to T 99 and T 180. Scott submitted the revisions to T 134.</p> <p>All three methods passed the COMP ballot.</p> <p>The revisions to these three methods are drafted in the AASHTO Materials Library and should be included in the 2025 publication.</p> <p><i>Desna Bergold will confirm the revisions are published.</i></p>	DESNA BERGOLD
T 255	<p><i>T 255, Total Evaporable Moisture Content for Aggregates, TS 1c, – Larry Ilg, Champion</i></p> <p><u>Status of 2024 revision proposal</u></p> <p>In 2024, WAQTC proposed revisions to address the interpretation of the current language concerning apparatus, oven temperature, and restrictions on drying. WAQTC also proposed adding the constant mass formula.</p> <p>The revisions passed the COMP ballot and are drafted in the AASHTO Materials Library. They should be included in the 2025 publication.</p> <p><i>Desna Bergold will confirm the revisions are published.</i></p>	DESNA BERGOLD

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T 331	<p><i>T 331, G_{mb} Using Automatic Vacuum Sealing Method, TS 2c – Oak Metcalfe, Champion</i></p> <p><u>Status of 2024 revision proposal</u></p> <p>In 2024, WAQTC proposed to round the values of the English temperature range for the water bath and accuracy of the thermometer. This revision is consistent with T 209 and T 166.</p> <p>The revisions passed the COMP ballot but were not drafted in the AASHTO Materials Library. As Oak Metcalfe is no longer with MDT and the Executive Board, Scott volunteered to follow up with Allen Myers, Technical Subcommittee (TS) 2c Chair.</p> <p><i>Scott Nussbaum will discuss the approved revisions with Allen Myers.</i></p>	SCOTT NUSSBAUM

2025 PROPOSED AASHTO REVISIONS FROM THE QAC

	The WAQTC Qualification Advisory Committee (QAC) met in January to review AASHTO Standards used by the member agencies and propose revisions.	
T 11	<p><i>T 11, Materials Finer Than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing – TS 1c</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Remove Section 5.5, the oven is included in T 255 • Remove Note 1, the thermometer used to monitor the oven temperature <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>The approved revisions to T 255 will further address the intent of the 2023 revisions. The QAC proposes that as the procedure references T 255 then the apparatus from T 255 should be used. The oven and the thermometer to verify the oven temperature in T 11 as well as T 255 could cause a conflict.</p> <p><u>Board discussion:</u></p> <p>The board reviewed the previously proposed revisions to T 255 as the revisions proposed to T 11 depend upon the T 255 revisions.</p> <p>T 255 does not include a definition for constant mass and does not include all the components defined by <i>PP 97, Determining</i></p>	

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	<p><i>Constant Mass.</i> As T 255 has multiple methods of drying and allows multiple temperatures, it also does not include the time interval that is necessary to reach constant mass. It says, “The sample is thoroughly dry when further heating causes, or would cause, less than 0.1 percent additional loss in mass.”</p> <p>The WAQTC training materials address this by defining drying intervals based on the source of heat.</p> <p>The board decided that defining constant mass in T 255 be discussed with TS 1c Chair, Matt Beeson. Larry Ilg, ODOT, said that he would discuss it with Matt with assistance from Misty Miner, MDT and QAC Chair,</p> <p>The board decided that the proposed revisions to T 11 are not dependent upon additional revisions to T 255.</p> <p>Scott moved to approve the proposed revisions; Chad Clawson, ITD, seconded. The motion carried unanimously.</p> <p>Craig asked for a volunteer to champion the proposal through TS 1c, Amy Beise, NDDOT, volunteered.</p> <p><i>Amy Beise will submit the proposed revisions to Matt Beeson, TS 1c Chair, and Temple Short, TS 1c Vice Chair.</i></p>	AMY BEISE
T 27	<p><i>T 27, Sieve Analysis of Fine and Coarse Aggregates – TS 1c QAC proposed revisions</i></p> <ul style="list-style-type: none"> • Remove Section 5.4, the oven is included in T 255 • Remove Note 3, the thermometer used to monitor the oven temperature <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>The approved revisions to T 255 will further address the intent of the 2023 revisions. The QAC proposes that as the procedure references T 255 then the apparatus from T 255 should be used. The oven and the thermometer intended to verify the oven temperature in T 27 as well as T 255 could cause a conflict.</p> <p><u>Board discussion:</u></p> <p>Although the discussion under T 11 concerning the need for further revisions to T 255 applies, the board decided that the proposed revisions to T 27 are not dependent upon additional revisions to T 255.</p>	

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	<p>Amy moved to approve the proposed revisions; Garret Webster, WSDOT, seconded. The motion carried unanimously.</p> <p>Amy volunteered to champion the proposal through TS 1c.</p> <p><i>Amy Beise will submit the proposed revisions to Matt Beeson, TS 1c Chair, and Temple Short, TS 1c Vice Chair.</i></p>	AMY BEISE
R 100	<p><i>R 100, Making and Curing Concrete Test Specimens in the Field – TS 3b</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Table 3, remove the ‘equal to’ for rodding and vibrating • Change Table 4 to ‘See Section 9.3.’ <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>R 100 Table 3, Method of Consolidation Requirements, says that if the slump is greater than or equal to 1 in. the concrete is to be consolidated by rodding or vibration. In the next row, it says that if the slump is less than or equal to 1 in. it must be vibrated. These are conflicting instructions for slump that is 1 in.</p> <p>Table 4, Molding Requirements by Rodding, the ‘Numbers of Roddings per Layer’ for beams states, ‘See Section 9.4.1.’ The direction for ‘one for each 14 cm² (2 in.²) of the top surface area of the beam’ is in Section 9.3.</p> <p><u>Board discussion:</u></p> <p>Scott reviewed the consolidation requirements in ASTM C31, <i>Making and Curing Concrete Test Specimens in the Field</i>. C31 indicates that a slump less than 1 inch is vibrated and a slump equal to or greater than 1 in. is rodded or vibrated. Scott suggested that the proposal agrees with the ASTM practice. Misty concurred. Desna will draft the new revision.</p> <p>Scott moved to approve the proposed revisions as edited; Paul Bushnell, MDT, seconded. The motion carried.</p> <p>Craig asked for a volunteer to champion the proposal through TS 3b; Larry volunteered.</p> <p><i>Larry Ilg will submit the amended proposal to Jim Reilman, TS 3b Chair, and Wally Heyen, TS 3b Vice Chair.</i></p>	LARRY ILG

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R 75	<p><i>R 75, Developing Soil Moisture-Density Relations – TS 1b</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Revise the title to ‘<i>R 75, Developing a Family of Curves using Soil Moisture–Density Relations</i>’ • Revert, where appropriate, to 2016 language • Change ‘group’ back to ‘family’ throughout • Note 1, use ‘Intermediate curves’ and remove ‘template’ • Revise title of Figure 1 and relabel ‘incremental curves’ to ‘intermediate curves.’ <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>The new name is too similar to <i>T 99, Moisture-Density Relations of Soils</i>. The name change did not add clarity but more confusion. Notable in Section 3.1.1, which defines ‘soil moisture-density relations’ as ‘a group of soil moisture–density relations.’</p> <p>When T 272 was first published in 1982, it was titled ‘Family of Curves – One Point Method.’ At that time, the standard covered how to use a one-point determination in conjunction with a ‘Family of Curves’ but did not describe how a ‘Family of Curves’ was developed. WAQTC revised T 272 to cover the use of a one-point determination and created R 75 to cover the development of the family. These revisions were originally published in 2019.</p> <p>Changing the name of R 75 to <i>Developing a Family of Curves using Soil Moisture–Density Relations</i> should clear any confusion with T 99 and T 180 titles and highlight the fact that they are used in conjunction with R 75.</p> <p>A further proposed revision is in Note 1; the note discusses intermediate template curves and template curves which are labeled incremental curves on the graph. The QAC chose incremental curves for all uses.</p> <p><u>Board discussion:</u></p> <p>Larry asked if anyone discussed revisions with any Geotechnical Engineers. Craig said the CDOT’s representative on the QAC, Madeline Enright, is a Geotechnical Engineer and agreed with</p>	

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	<p>the need to address the confusion of the name and she supports the solution.</p> <p>Craig said that he likes the proposed revision and asked for a motion.</p> <p>Chad moved to approve the proposed revisions; Garrett seconded. The motion carried unanimously.</p> <p>Paul volunteered to champion the proposal through TS 1b.</p> <p><i>Paul Bushnell will submit the proposal to Nicholas Van Den Berg, TS 1b Chair, and Joseph Blair, TS 2b Vice Chair.</i></p>	PAUL BUSHNELL
T 85	<p><i>T 85, Specific Gravity and Absorption of Coarse Aggregate – TS 1c</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Section 3.1.1 revise the final sentence to, ‘The aggregate is considered “dry” when it has reached constant mass according to T 255 at $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$).’ • Remove Section 6.6, the oven is included in T 255 • Remove Note 1, the thermometer used to monitor the oven temperature <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>Sections 8.1 and 8.5 say to dry the sample according to T 255 at $230 \pm 9^{\circ}\text{F}$. This language should also be incorporated in the definition for absorption in Section 3.1.1.</p> <p>The committee decided that as the procedure references T 255 then the apparatus from T 255 should be used. Including the oven and the thermometer to verify the oven temperature in T 85 could cause a conflict.</p> <p><u>Board discussion:</u></p> <p>The board did not approve changing the definition of ‘absorption’ in Section 3.1.1 to include ‘constant mass according to T 255.’ T 255 does not include a definition for constant mass</p> <p>The board decided that the remaining revisions are not dependent upon additional revisions to T 255.</p> <p>Scott moved to approve the amended proposed revisions; Garret seconded. The motion carried unanimously.</p>	

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	<p>Amy volunteered to champion the proposal through TS 1c.</p> <p><i>Amy Biese will submit the proposed revisions to Matt Beeson, TS 1c Chair, and Temple Short, TS 1c Vice Chair.</i></p>	AMY BEISE
T 84	<p><i>T 84, Specific Gravity and Absorption of Fine Aggregate – TS 1c</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Section 3.1.1 revise the final sentence to, ‘The aggregate is considered “dry” when it has reached constant mass according to T 255 at $110 \pm 5^{\circ}\text{C}$ ($230 \pm 9^{\circ}\text{F}$).’ • Remove Section 5.5, the oven is included in T 255 • Remove Note 1, the thermometer used to monitor the oven temperature should also be removed • Section 7.1.1 add, dry ‘to constant mass according to T 255’ • Sections 8.3 and 8.3.1 add ‘dry to constant mass according to T 255’ <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>While reviewing this method to consider proposing revisions to match those proposed to T 85, the committee found that T 84 does not refer to T 255 for drying. They decided that it should reference T 255 and include those revisions they are proposing to T 85.</p> <p><u>Board discussion:</u></p> <p>The discussion under T 85 also relates to this method.</p> <p>The board did not approve changing the definition of ‘absorption’ in Section 3.1.1 to include ‘constant mass according to T 255.’</p> <p>The board decided that the remaining revisions are not dependent upon additional revisions to T 255.</p> <p>Scott moved to approve the proposed revisions as edited; Garret seconded. The motion carried unanimously.</p> <p>Amy volunteered to champion the proposal through TS 1c.</p> <p><i>Amy Beise will submit the proposed revisions to Matt Beeson, TS 1c Chair, and Temple Short, TS 1c Vice Chair.</i></p>	AMY BEISE

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
T 90	<p><i>T 90, Determining the Plastic Limit and Plasticity Index of Soils – TS 1a</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Remove Section 3.6, the oven is included in T 265 • Remove Note 2, the thermometer used to monitor the oven temperature should also be removed • Section 6.4, break into individual steps, creating two additional sections and two subsections. <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>Sections 6.9 and 7.1 say to dry the sample according to T 265. The oven and thermometer are unnecessary as they are described in T 265.</p> <p>Section 6.4 is a long paragraph with multiple steps in it, the QAC proposed breaking the paragraph up into individual numbered steps.</p> <p>Scott moved to approve the proposed revisions; Garret seconded. The motion carried unanimously.</p> <p>Craig volunteered to champion the proposal through TS 1a.</p> <p><i>Craig Wieden will submit the proposed revisions to Andy Babish, TS 1a Chair, and Griffin Sullivan, TS 1a Vice Chair.</i></p>	CRAIG WIEDEN
T 351	<p><i>T 351, Visual Stability Index (VSI) of Self-Consolidating Concrete (SCC) – TS 3b</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Change the rating in 7.9 to, ‘rate the stability of the mixture in whole increments.’ <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>Section 7.1 states ‘Using the guidelines in Section 8, rate the stability of the mixture in 1.0 increments.’ Section 8 has a table of ratings and criteria, all of which are in whole numbers. Reporting to the tenths is false accuracy.</p> <p><u>Board discussion:</u></p> <p>The board suggested revising the proposal to reference the Table and use similar language as in Section 8.</p>	

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
	<p><u>Board revisions</u></p> <ul style="list-style-type: none"> Using the criteria in Section 8 Table 1, rate the stability of the mixture on a scale of 0 to 3 by visual examination <p>Scott moved to approve the amended proposed revisions; Garret seconded. The motion carried unanimously.</p> <p>Larry volunteered to champion the proposal through TS 3b.</p> <p><i>Larry Ilg will submit the proposed revisions to Jim Reilman, TS 3b Chair, and Wally Heyen, TS 3b Vice Chair.</i></p>	LARRY ILG
T 345	<p><i>T 345, Passing Ability of Self-Consolidating Concrete by J-Ring – TS 3b</i></p> <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <ul style="list-style-type: none"> Remove Note 2 reference in 7.8 Remove the note designation on Note 2 and create 7.8.1 <p><u>QAC revisions discussion</u></p> <p>Note 2 describes how the diameter of the Self-Consolidating-Concrete (SCC) should be measured for consistent results. These directions should not be a note.</p> <p>Paul Bushnell moved to approve the proposed revisions; Chad seconded. The motion carried unanimously.</p> <p>Larry volunteered to champion the proposal through TS 3b.</p> <p><i>Larry Ilg will submit the proposed revisions to Jim Reilman, TS 3b Chair, and Wally Heyen, TS 3b Vice Chair.</i></p>	LARRY ILG
PP 97	<p><i>PP 97, Determination of Constant Mass – TS 5c</i></p> <p>The QAC is asking the board to promote the provisional practice to a full standard.</p> <p><u>Summary of 2025 QAC Winter Meeting revisions discussion</u></p> <p>WAQTC developed this Provisional Standard Practice to provide general criteria and guidelines for determining constant mass when drying samples or testing equipment. It was originally published in 2019. It is intended for use with test methods that do not contain all the requirements for determining constant mass.</p> <p>The board agreed to propose promoting the provisional practice to a full standard.</p>	

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	<p>Craig volunteered to champion the proposal through TS 5c.</p> <p><i>Craig Wieden will submit the proposal to Curt Turgeon, TS 5c Chair, and Sejal Barot, TS 5c Vice Chair.</i></p>	CRAIG WIEDEN

OTHER ITEMS FROM THE QAC

STYLE GUIDE REVISIONS	<p><i>WAQTC Style Guide</i></p> <p><u>QAC proposed revisions</u></p> <ul style="list-style-type: none"> • Add guidelines for the new footer in the training materials • Update the T 2 reference to R 90 and other editorial revisions. • Update the Table of Contents reference from the <i>AASHTO Style Manual and Process Guide</i> • Revise the footer to match the <i>Administration Manual</i> footer <p><u>Board discussion</u></p> <p>Desna presented the revisions to the WAQTC Style Guide. Craig recommended a change in the Preface, where it references ‘qualified QC technicians;’ it should say ‘qualified testing technicians.’ QC is defined as ‘quality control,’ in member agencies all testing technicians need to be qualified. Another board revision is to eliminate random capitalizations.</p> <p>Garrett moved to approve the proposed revisions; Paul seconded. The motion passed unanimously.</p> <p><i>The revisions to the WAQTC Style Guide will be included in the 2025 annual updates.</i></p>	DESNA BERGOLD
WEBSITE UPDATE	<p><u>WAQTC</u></p> <p>Desna shared the revised website with the board. She said that she is working on some changes that the QAC have proposed which aren’t active on the website. Misty told the board that the QAC has selected a website oversight team, Sharon Taylor, NDDOT, and Gilbert Arredondo, UDOT, to assist Desna with the website.</p> <p><i>Discussion item only.</i></p>	

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QAC SUMMER MEETING	<p>Desna told the board that Mike San Angelo, the Executive Board Chair, had approved a change of location for the 2025 QAC Summer Meeting. It will now be held in Boise, ID, July 14th through the 18th.</p> <p><i>Discussion item only.</i></p>	
THIRD-PARTY WRITTEN EXAM DELIVERY PROGRESS	<p>The third party written exam delivery has not turned out as originally anticipated. Desna shared that she has spent a lot of time working through the billing, working with Kryterion on discrepancies, and assisting candidates on registration issues and overcharges. Scott said that the WAQTC was under the impression that Kryterion would be able to bill the individual agencies for the ecommerce fees, which is not currently the case.</p> <p>Scott said that he would prefer UDOT to deal with the billing but there are too many regulations to meet if UDOT were to try to contract directly with Kryterion. At this point, WAQTC can only access the Transportation Pooled Fund (TPF) through consultant contracting.</p> <p>Garret indicated that WSDOT has had a lot of success with the exam deliveries and really likes the practice. ITD and AKDOT have also been using Kryterion.</p> <p>Craig said CDOT has been considering using Kryterion to deliver WAQTC and CDOT written exams.</p> <p>Scott asked if there are other providers to consider.</p> <p>Scott proposed scheduling a meeting with Kryterion to discuss the terms of the contract and some of the issues WAQTC has been facing. Desna indicated that WAQTC no longer has a designated contact at Kryterion. She will work through Kryterion support to see what can be arranged.</p> <p><i>Scott Nussbaum and Desna Bergold will review the contract with Kryterion.</i></p> <p><i>Desna Bergold will contact Kryterion and try to schedule a meeting.</i></p>	<p>SCOTT NUSSBAUM</p> <p>DESNA BERGOLD</p>

OTHER WAQTC ITEMS

ADMIN MANUAL AND RPIH	<p><i>WAQTC Administration Manual and Registration, Policies, and Information Handbook (RPIH)</i></p> <p><u>QAC revisions</u></p>	
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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
	<ul style="list-style-type: none"> • Change ‘between’ to ‘among’ • Editorial revisions • Revisions to the Registration Form • Reciprocity language change • Reciprocity table in the Annex <p>The QAC proposed revising the reciprocity section of the Administration Manual and RPIH to reflect practice. Not all member agencies offer all the qualifications, and not all member agencies recognize every certification for reciprocity. They also proposed adding a chart for reciprocity opportunities across agencies in Annex A.</p> <p><u>Board discussion</u></p> <p>The board reviewed the chart and felt it was confusing. It is not clear whether it represents the certification offered by an agency or the certifications that are available for reciprocity. The board thought the chart should be more comprehensive if included.</p> <p>In the Qualification/Certification Reciprocity section it describes the requirements to be considered qualified. The board decided that the language on reciprocity should be moved to the beginning of the section.</p> <p>The board streamlined the section, removed language that wasn’t strictly related to reciprocity and revised it to read:</p> <p>‘WAQTC certification in any agency may facilitate qualification in another member agency. Each agency will outline the additional requirements for their qualifications. Each technician should verify specific agency requirements before seeking reciprocity.’</p> <p>They then determined that the chart should be removed.</p> <p>Desna then presented the revisions from the QAC to the example registration form.</p> <p>Scott moved to approve the revisions as edited; Mike Voth seconded. The motion passed unanimously.</p> <p><i>The revisions to the WAQTC Administration Manual and RPIH will be included in the 2025 annual updates.</i></p>	<p>DESNA BERGOLD</p>

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TOPIC	Discussion / <i>Decision</i>	ACTION REQUIRED BY
FUNDING AND BUDGET	<p>Scott indicated that he would send out an updated funding summary.</p> <p><i>No further action at this time.</i></p>	SCOTT NUSSBAUM
	<p>The board decided that the remainder of the agenda items should be tabled, and another meeting scheduled to continue the meeting.</p> <p><i>Desna Bergold will poll the board members for a date and time for another meeting.</i></p>	DESNA BERGOLD

PART 2

WELCOME	<p>Mike San Angelo, Executive Board Chair, welcomed the attendees to the second part of the 2025 Spring Meeting. He apologized for his absence for part one. Scott Nussbaum Treasurer, was unable to make this meeting as well as Chad Clausen, ITD, Paul Bushnell, MDT, and Larry Ilg, ODOT.</p>	
TASK FORCE 16-01 T 310 PROCEDURE	<p>Craig said that he has not made any progress on this Task Force. He intends to schedule a meeting later in the spring.</p> <p><i>Craig Wieden will schedule a Task Force meeting.</i></p>	CRAIG WIEDEN
SAMPLING MODULE	<p><i>WAQTC TTQP Sampling Module</i></p> <p>Misty explained that the QAC discussed a WAQTC sampling module during the 2025 Winter Meeting. Many agencies have a certification just for sampling using the WAQTC FOPs. Some include the reduction and density FOPs. The QAC members who are interested could not agree on which FOPs to include. The QAC members also did not agree on the duration of the certification. Misty told the board that she instructed the QAC to come to an agreement on the content of a sampling module and bring a proposal to the 2025 QAC Summer Meeting.</p> <p>Mike said that finally getting a sampling module would be good and enhance the program. Other board members agreed. Mike thinks that if the QAC can come together on the content, the length of the certification can be worked out.</p> <p>Misty said that perhaps there could be more than one module, a sampling module, and a sampling and reduction module. She also indicated that with the board's support the QAC will</p>	

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	<p>continue working on a module during the 2025 QAC Summer Meeting.</p> <p><i>The QAC will work on the sampling module during the 2025 QAC Summer Meeting.</i></p>	QAC
ADA COMPLIANCE	<p><i>Training materials and ADA compliance</i></p> <p>Misty explained that the QAC would like to begin addressing the accessibility of the training materials and asked for the board's permission to begin with one training module and determine what kind of effort it would take. Mike said that he thinks it is a good idea.</p> <p>Based on the work Madeline Enright, CDOT and QAC member, has done to address accessibility of the training materials that CDOT uses, Craig advised starting with Word documents and using the accessibility checker built into the program. They agreed that figures and equations would present significant challenges.</p> <p>Craig Wieden moved to approve the QAC proposal, Garret Webster, seconded. The motion passed to allow the QAC to proceed with ADA compliance efforts on one or two modules.</p> <p><i>The QAC will develop a work plan to begin addressing one training module for accessibility.</i></p>	QAC
RECIPROCITY QUESTIONNAIRE	<p><i>Transportation Technician Qualification Program (TTQP) Operational Agreement and the Reciprocity Questionnaire</i></p> <p>Desna reminded the board that according to the TTQP Operational Agreement, a review of each member's administration of the WAQTC TTQP is to be conducted every three years. The last review was in 2022.</p> <p>The Reciprocity Questionnaire has been the tool used to perform this review. Desna presented the 2025 revised Reciprocity Questionnaire for approval. She indicated that it is essentially the same as the last questionnaire with Administration Manual page references updated. She asked the board for approval and a timeline. Mike said as soon as possible as construction season is beginning, and everyone will be busier soon.</p> <p>Desna was instructed to send the questionnaire to the board members and ask for responses within three weeks.</p> <p><i>Desna Bergold will distribute the questionnaire with a three week deadline.</i></p>	DESNA BERGOLD

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T 209 POLL	<p>Chad was not available to attend this portion of the meeting. He sent an email saying that he received some good input from Larry and may follow up at another time.</p> <p><i>No further action at this time.</i></p>	
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STRATEGIC PLAN

<p>LONG TERM GOALS</p> <p>2025 PLANNED WORK</p> <p>2025 COMPLETED ITEMS</p>	<p><i>2025 Strategic Plan</i></p> <p>Desna presented the 2025 Strategic Plan draft.</p> <p>Anticipated revisions include adding ‘Continued revisions to the WAQTC Website’ to ongoing activities under the first activity. Moving ‘Updating the WAQTC website’ and ‘Addressing secure file sharing’ to completed work.</p> <p>2024 Completed Items for Appendix:</p> <ul style="list-style-type: none"> • Updated the WAQTC website. Migrated the current website to WordPress, a web content management system which allows self-editing, extends functionality. The new website has a modernized look and feel, and is mobile and tablet friendly. • Secure electronic file sharing Developed means to electronically share WAQTC Training Materials and other files among member agency representatives using UDOT’s secure Google Drive. <p>AASHTO revisions:</p> <ul style="list-style-type: none"> • T 11, Materials Finer Than 75-µm (No. 200) Sieve in Mineral Aggregates by Washing – Added T 255 reference and ‘dry it to constant mass according to T 255 at a temperature of 110 ± 5°C (230 ± 9°F)’ to Section 8.1. • T 27, Sieve Analysis of Fine and Coarse Aggregates – Added T 255 reference and ‘dry it to constant mass according to T 255 at a temperature of 110 ± 5°C (230 ± 9°F)’ to Section 8.1. • T 30; Mechanical Analysis of Extracted Aggregate – Added drying the sample to constant mass according to T 255. Removed redundant wetting agent addition. ‘Active voice’ revisions. • T 121, Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete – ‘Active voice’ revisions and 	
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	<p>broke the paragraphs into steps. Added dampening the measure and removing any standing water. Added determine mass of measure and instruction on determining the net mass of concrete.</p> <ul style="list-style-type: none"> • <i>T 166, Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens</i> – Added T 329 reference in Method C direction to dry according to T 329. Added apparatus section in Method C. • <i>T 329, Moisture Content of Asphalt Mixtures by Oven Method</i> – Editorial revision ‘Active voice’ revisions and broke the paragraphs into steps. <p>Craig pointed out that the two approved QAC efforts should be included. Addressing ADA compliance and exploring a sampling module should be included on the Strategic Plan and listed on the 2025 Planned Work. The board agreed.</p> <p><i>Desna Bergold will draft the additions to the draft Strategic Plan and distribute for final approval.</i></p>	DESNA BERGOLD

OTHER ITEMS

ACEC IDAHO'S USE OF WAQTC	<p>American Council of Engineering Companies (ACEC) of Idaho, who manages ITD's training and qualification program, uses WAQTC on checks and return addresses. ACEC is paying Idaho's Kryterion bills and Desna noticed that the return address on the envelopes is stamped 'WAQTC/ACEC' and the check lists 'WAQTC, Inc.' as the account holder. She said that she spoke with Chad Clawson and Lori Copeland, ITD and QAC member. Chad didn't know if this would be a problem. Desna suggested informing the board.</p> <p>Mike expressed concern over the use and considers it copyright infringement. He will follow up with Chad.</p> <p><i>Mike San Angelo will follow up with Chad Clawson.</i></p>	MIKE SAN ANGELO
LOGO	<p>Misty told the board that the QAC discussed updating the WAQTC logo. Misty and Gilbert have been working with Vicki Sims, D B Consulting's graphics designer, and Vicki created some mockups.</p> <p>The mockups included several options for a main logo and a banner design suitable for letterhead and website. Mike congratulated Misty on taking the initiative and said that the</p>	

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	<p>options all look great. The board generally approved of the mockups, and they decided to send them to the QAC for feedback and potential refinement.</p> <p><i>The QAC will review the logo and banner options and make a proposal to the board for approval.</i></p>	QAC
	As no further items were put forward, Mike adjourned the meeting.	