

**Highway Construction Materials Technician Certification Board
Meeting Minutes**

February 6, 2008

Meeting was announced by posting at the ODOT Training Center and on the internet web site at <http://oktechcert.org/Meetings>.

The meeting was called to order at 9:00 AM by Reynolds Toney. The following members/guests were present.

MEMBERS

Reynolds Toney	ODOT
Scott Seiter	ODOT
Tammy robinson	OTA
Don Smith	APAC
George Raymond	ODOT
John Privrat	Duit Construction
Craig Parker	Silver Star Construction
Rod Abbott	Sherwood Construction

GUESTS

Bill Gamel	ODOT Consultant
Waseem Fazal	FHWA
Connie Rozean-Pruitt	OAPA
Deanna Loveland	OAPA
Gary Evans	ODOT
Brent Burwell	ACPA

TRAINING CENTER STAFF

Steve Sawyer	Program Director
Karla Irvin	Administrative Assistant

1. Reynolds Toney determined that a quorum was present and called the meeting to order.
2. Motion to approve minutes of made by Craig Parker, seconded by Rod abbott. Approved unanimously.
3. Program Director's Report
 - a. There was a discrepancy in the 220Q Fund balance reported by the ODOT comptroller as compared to the program accounts. As a result, a thorough review of the accounts is being undertaken by the staff and a new system for tracking

accounts receivable and payable is being developed. Also, a new invoice will be created which includes a perforated section which is to be submitted with payment remittance. A report on the progress of these actions will be delivered at the next meeting.

- b. After informing the Board of the nature and specifics of a formal complaint investigation, it was agreed that the RHCMT named in the complaint would be sent a letter of caution.
 - c. After a brief discussion, it was agreed that certification in Materials Sampling & Testing should not require concurrent certification in Aggregates.
4. Regarding the Inspector Training Program, Bill Gamel reported that Danny Gierhart was progressing on the Asphalt Construction module. Steve Sawyer reported that work on the project would increase significantly after the training and certification season ended in May. Development of the Concrete Construction module and the Bridge Construction module will continue but development of the other modules will begin after the release of the new ODOT spec book and Construction Manual. A sub-committee to advise and assist in the development process was formed; Reynolds Toney, Craig Parker, George Raymond (or John Leonard), and Waseem Fazal.
 5. Bill Gamel reviewed the suggested rule changes to be submitted to the Governor. George Raymond suggested that the wording regarding the fees for new certification modules should be changed to allow fees “not to exceed” \$325/day. The change was agreed to by the Board. A few minor editorial errors were addressed and a motion to approve as amended was made by George Raymond and seconded by Tammy Robinson. Approved unanimously.
 6. Meeting adjourned by the Chair.