

**WVDOH Materials Procedures (MP) Committee Meeting
Meeting Minutes**

Tuesday, August 4, 2026

Start Time: 11:00AM

Meeting Location: 190 Dry Branch Drive, Charleston, WV

The meeting was held both in person and virtually via Google Meet.

Voting Members in Attendance:

Contract Administration Division: Shawn Smith

MCS&T Division: Vince Allison

Operations Division: Kimberly Trent

Traffic Engineering Division: Josh Hemsworth

Old Business:

ITEM	Champion
5th time to Committee. Discussed in December, February, April, June, and August - MP 100.00.00 – <i>Preparing Materials Procedures</i> <u>Meeting Notes:</u> - The Chair reviewed the MP. Overall, the reason for the change is to further standardize the general structure of MPs, focused on the beginning sections. - There were no comments. Vote: Approved 4-0	A. Boothroyd & D. Brayack
4th time to Committee. February, April, June, and August - MP 106.03.50 – <i>General Information Guide for Technician and Inspector Certification Program (TICP)</i> <u>Meeting Notes:</u> - Several comments were received from Industry: - Subsection 18.3 – Recertification, 18.3.4, Bullet 3: Industry questioned whether the phrase "Asphalt Field and Compaction with Gage" should instead read "Asphalt Plant" rather than "Asphalt Field." The Champion and various MCS&T personnel discussed the comment and determined that the existing language should remain unchanged. Therefore, "Asphalt Field" will be retained. Subsection 18.3.9: Industry suggested revising the language to state, <i>"If recertification is not complete by December 31, the Technician's respective certification will be revoked, and the technician shall complete the full certification examination and practical."</i> This language would replace the current text. The Champion and other MCS&T personnel discussed the	S. Harper & A. Boothroyd

recommendation during the meeting and agreed to adopt the proposed revision. ○ Industry inquired whether the DOH can require technicians to sign the Code of Conduct. The Champion stated that the matter had been reviewed with legal counsel and confirmed that the current process is appropriate. If a technician refuses to sign the Code of Conduct, the instructor and another witness will sign the form and document that the technician declined to sign. ○ MCS&T personnel suggested revising Subsection 20.8 by adding the statement, "Consequences will be applied at the instructor's and administrator's discretion." The Champion and other MCS&T personnel discussed the proposed revision during the meeting and agreed to incorporate the language into Subsection 20.8. • Vote: Approved 3-1, as noted ○ Approved by Traffic Engineering, Contract Administration, and Operations Divisions.	
3rd time to Committee. Discussed in April, June, and August • <i>MP 688.02.20 – Guide for Contractor's and Fabricator's Quality Control Plan for Painting.</i> <u>Meeting Notes:</u> • The Champion reviewed the MP and noted that numerous changes had been made. No comments were received from the committee. The Champion indicated that more modifications were still needed and requested that the MP not be voted on at this time. • Tabled For Next Meeting	C. Ratchford
3rd time to Committee. Discussed in April, June, and August • <i>MP 688.03.20 – Guide for Development of the Contractor's Environmental Control Plan for Spent Material Prior to Painting Existing Structures.</i> <u>Meeting Notes:</u> • The Champion reviewed the MP and noted that numerous changes had been made. No comments were received from the committee. The Champion indicated that more modifications were still needed and requested that the MP not be voted on at this time. • Tabled For Next Meeting	C. Ratchford

Editorial Edits:

- None

New Business:

ITEM	Champion
1st time to Committee • <i>MP 109.00.21 – Basis for Charges For Non-Submittal of Sampling & Testing Documentation by the Established Deadline</i> <u>Meeting Notes:</u> • The Champion reviewed the MP. Overall, the revision updates the Concrete Section on the Attachment page by removing "Rapid Chloride Permeability" and replacing it with "Surface Resistivity." • There were no comments.	I. Shaffer
1st time to Committee • <i>MP 700.00.53 – Procedure for Evaluation Independent Assurance Samples With Acceptance Samples</i> <u>Meeting Notes:</u> • Champion reviewed the MP. Overall the revision adds Surface Resistivity in the scope subsection 4.2.4. • Industry inquired whether any items had been deleted in Subsection 8.6, as a table appeared to have been inserted with missing information. The Asphalt Section Supervisor determined that the issue was a minor formatting error that occurred during the conversion of a Google Doc to a Word document. The table will be removed, and the typo identified within the table in Subsection 9.2 will also be corrected.	I. Shaffer
1st time to Committee • <i>MP 700.00.54 – Procedure for Evaluation Quality Control Sample Test Results with Verification Sample Test Results.</i> <u>Meeting Notes:</u> • Champion reviewed the MP. Overall the revision adds Surface Resistivity in the scope subsection 4.2.4. • Industry inquired whether any items had been deleted in Subsection 8.6, as a table appeared to have been inserted with missing information. The Asphalt Section Supervisor determined that the issue was a minor formatting error that occurred during the conversion of a Google Doc to a Word document. The table will be removed, and the typo identified within the table in Subsection 9.2 will also be corrected.	I. Shaffer
1st time to Committee • <i>MP 700.00.56 – Commercial and Potential Skid Resistant Aggregate Source Approval Procedures</i> <u>Meeting Notes:</u> • The Chair introduced the item. Overall, this is a new MP that establishes the procedure for approving and monitoring aggregate producers and suppliers intending to provide aggregates for use on WVDOT projects. • There were no comments	T. Ross

Housekeeping for MP Committee:

Next Meeting – October 6, 2026, at 11:00AM

Location – MCS&T Conference Rm. (with Google Meet option)

Deadline for Submissions – September 15, 2026

Comments for next meeting – October 2, 2026

Additional MP Committee Meeting Information:

- <https://transportation.wv.gov/highways/mcst/Pages/MP-Committee-Page.aspx>

Tentative MP Committee Dates for 2026:

- October 6 and December 1.

Attendees List

In Person Meeting Attendees		
1.	Janie Adkins	EGIS
2.	Vincent Allison	WVDOH – Materials Control, Soils and Testing Division
3.	Evan Bailey	WV Paving
4.	Steve Boggs	EGIS
5.	John Cummings	WVDOH – Materials Control, Soils and Testing Division
6.	Shane Harper	WVDOH – Materials Control, Soils and Testing Division
7.	Katie Hastings	WVDOH – Engineering Division
8.	Josh Hemsworth	WVDOH – Traffic Engineering Division
9.	Dale Hill	Builders Supply of WV
10.	Kristy Huffman	WVDOH– Materials Control, Soils and Testing Division
11.	Calvin Ratchford	WVDOH– Materials Control, Soils and Testing Division
12.	Joshua Reese	WVDOH – Materials Control, Soils and Testing Division
13.	Ian Shaffer	WVDOH – Materials Control, Soils and Testing Division
14.	Shawn Smith	WVDOH – Contract Administration
15.	Kyle Stollings	Potesta and Associates
16.	Kimberly Trent	WVDOH – Operations Division
17.	Kiana Welch	WVDOH – Materials Control, Soils and Testing Division
Virtual Meeting Attendees		
18.	Sherlyn Bartley	WVDOH – Materials Control, Soils and Testing Division
19.	David Blankenship	Brayman Construction Corporation
20.	Kyle Bowling	AAA Paving and Sealing Inc
21.	John Crane	APA of WV
22.	Shawn Jack	WVDOH – Materials Control, Soils and Testing Division
23.	Andy Kincell	Ascent WV
24.	Joseph Neeley	WVDOH – District 1
25.	Rubina Tabassum	WVDOH – Engineering Division
26.	Andrew Thaxton	WVDOH – Materials Control, Soils and Testing Division
27.	Rodney Wolford	AAA Paving and Sealing Inc
28.	Jim Yondura	Greer Industries
28	TOTAL ATTENDEES	