



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

March 2, 2017
Four Points by Sheraton
5115 Hopyard Road
Pleasanton, CA 94588

Minutes - General Business Meeting

1. Call to Order – Mark Hahle
 - a. Time
 - The meeting was called to order at 3:15 p.m. by President Mark Hahle.
 - b. Self-introductions
 - The following members were in attendance:

| | |
|---|--|
| Jim Auser (BSK Associates) | Cliff Craig (Retired) |
| Jim Backman (Consolidated Engineering Labs) | Miki Craig (CCTIA) |
| Jeffrey Cannon (Youngdahl Consulting Group) | Terry Eglund (Testing Engineers, Inc.) |
| Tim Casey (Construction Testing Services) | Mark Hahle (Ninyo & Moore) |
| Elizabeth Clarke (Structure Groups) | Colin Stock (Testing Engineers, Inc.) |
2. Approval of Minutes
 - a. December 15, 2016
 - The minutes were approved as submitted.
3. Financial Report
 - a. Income Statement (*handout*)
 - Executive Secretary Craig provided a financial report through February. Revenues year-to-date are \$13,500.00, with expenses totaling \$3,207.82, leaving a net increase in reserves of \$10,292.18.
 - b. Balance of Account
 - The balance of the checking account at February 28, 2017 is \$19,101.67.
 - c. 2017 Annual Dues Status
 - Dues have been paid by eighteen (18) members, with ENGEO Incorporated and Terracon Consultants, Inc. still outstanding. Secretary/Treasurer Elizabeth Clarke was kind enough to volunteer to be the first member to process a payment through Square.
4. Committee Reports
 - a. ASTM – Jeffrey Cannon
 - Director Jeffrey Cannon reported there was nothing new at this time. He noted soils typically published in June, so there should be some activity soon.
 - Member Terry Eglund reported there is a new standard in development addressing adhesion testing of concrete repair overlays.
 - Member Eglund went on to report a current ballot item, which would remove reciprocity language in E329. Currently, the standard states an agency accredited to C1077 (or other appropriate standard) would also meet the requirements of E329. If this language were to be removed, agencies would no longer be able to use AMRL to obtain accreditation to E329 (at a lesser cost) to satisfy DSA Laboratory Evaluation & Accreditation requirements.
 - b. SEAONC CQA – Terry Eglund
 - Chair Terry Eglund reported the committee has decided to modify its Special Inspection and Structural Observation guideline to the new code, but it wants to complete development of the new Statement of Special Inspections before taking on this task.
 - Chair Eglund also noted the committee received a request from the City of San Francisco to develop and submit a code change pertaining to post-installed anchors. The City would like to have any anchor of this type used on a project meet the alternate testing requirements from the URM standards.



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- Lastly, Chair Egland reported the committee has been working on some FAQs, but has been bogged down with other items.
- c. FAQs – Colin Stock
 - Vice President Colin Stock acknowledged receipt of an FAQ submitted through the website by Director Jeffry Cannon.
- d. NCAWNV ACI Certification – Tim Casey
 - Liaison Tim Casey reported receipt of an email from NCA&WNV Chapter's Certification Committee Co-Chair, Tom Fourre, that he had been added to the invitee list for future meetings – hopefully next month.
 - Executive Secretary Craig reported the Chapter has not settled on a price for the Adhesive Anchor Special Inspector certification yet, but it should be resolved soon as the first program should be held in late April or early June.
- e. Caltrans JTCP Work Group – Jim Auser
 - Liaison Jim Auser reported a pilot program was conducted recently, but he has not heard much about how it went. A subsequent Work Group meeting reviewed comments from participants and evaluated recommended changes. At this time, it unknown when the first program will occur.
 - Caltrans' Project Manager Al Ochoa is being replaced at the end of the month.
 - Caltrans is contacting currently approved inspectors (through its IAs) via email informing them their certifications are expiring and they will need to test with their local IA.
 - A tentative calendar of program dates for all modules of the JTCP is circulating, but CCTIA members are cautioned the dates have not been finalized and will change.
- f. DSA – Augie Smarkel
 - Executive Secretary Craig reported she had reached out to schedule the two yearly meetings with State Architect Chet Widom. In response, she received a phone call from DSA's Eric France indicating Mr. Widom would not be participating this year as he would prefer the CCTIA/DSA meetings turn to a more technical focus. Confirmation of availability of the appropriate DSA representatives will need to be addressed before the meeting dates can be set.
- g. Membership – Jim Backman/Elizabeth Clarke
 - Director Jim Backman reported there were no new membership applications pending, and he and Co-Chair Elizabeth Clarke would be reaching out to ENGEO and Terracon to encourage the two firms to renew their membership.
 - Co-Chair Clarke will work on an invitation and letter of outreach to those non-member firms that participated in some of the special programs CCTIA hosted last year.
- h. Communications – Tim Rodriguez
 - Executive Secretary Craig was requested to add a listing of officers and committee chairs for the website. It was also noted that the auto-replies generated by the new software was erroneous and needed to be corrected.
- i. Professional Development – Elizabeth Clarke
 - Chair Clarke noted CCTIA's PDHs no longer counted very much under ICC's current certification renewal program. Director Backman requested Executive Secretary Craig take another look at ICC's rules as the OE3 apprenticeship program was given a blanket approval of acceptance. It was also noted that CCTIA's PDHs were still of benefit to members' engineering staff.
- j. Programs – Elizabeth Clarke
 - Chair Clarke reported the Board of Directors had developed a list of interesting topics, including the local jurisdiction coalition's approval program and various insurance issues. She will start making a list of subjects of interest for the 2018 Annual Business Meeting.



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5. Old Business

a. Web Conferencing of Business Meetings

- *President Hahle reported he should have something set up for the March 30th program. He is still researching which service would best suit CCTIA's needs.*

6. New Business

a. 2017 Meeting Dates and Locations

- *President Hahle reported the Board had worked up a tentative schedule, which will be finalized as Executive Secretary Craig locks in venues.*

b. 2018 Annual Business Meeting

- *President Hahle reported the Board had recommended either Monterey or Las Vegas for CCTIA 2018 Annual Business Meeting. If the program is held in Monterey, it will be a one-day event; if held in Las Vegas, it will be a two-day event to accommodate travel. Executive Secretary Craig is researching likely venues and costs.*

7. Adjournment

a. Time

- *There being no further business, the meeting was adjourned at 3:53 p.m. by President Hahle.*

b. Next meeting

- *The next meeting will be March 30, 2017, 1 pm, at Four Points by Sheraton in Pleasanton. The program will be "Work With Me!", presented by Sherri Petro, Director of OD/HR at BSK Associates.*

Respectfully submitted,

Miki Craig

Executive Secretary

CCTIA
Operating Statement

| | 2017 | |
|-------------------------------------|---------------------------|---------------------------|
| | <u>Actual</u> | <u>Budget</u> |
| | <u>YTD 2/28/17</u> | <u>YE 12/31/17</u> |
| Revenues | | |
| Dues & Initiation Revenues | \$11,700.00 | \$13,000 |
| ABM Registrations | 1,800.00 | 1,875 |
| ABM Sponsorships | | |
| General Meeting Guest Registrations | | |
| Education Programs | | |
| <i>Total Revenues</i> | <i>13,500.00</i> | <i>14,875</i> |
| Expenses | | |
| Education Programs | | |
| Executive Secretary Services | | 1,000 |
| Professional Services | 3.95 | |
| Hemsley Award Expenses | | |
| ABM Expenses | 3,108.03 | 2,500 |
| General Meetings | | 7,560 |
| Webinar Services | | 240 |
| Credit Card Processing Fees | 22.90 | 360 |
| Newsletter | | |
| Office Supplies | 53.04 | 100 |
| Postage | | 50 |
| S I Guidelines | | |
| Stationary & Printing | | |
| Taxes & Licenses | | 20 |
| Website | 19.90 | 120 |
| <i>Total Expenses</i> | <i>3,207.82</i> | <i>11,950</i> |
| Net Reserves/(Losses) | \$10,292.18 | \$2,925 |

Two Months Ended
February 28, 2017



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2017 Meeting Schedule

(Items in red are proposed)

| <i>Date</i> | <i>Description</i> | <i>Location</i> |
|---|---|-------------------------|
| March 2, 2017 | BOD Meeting (1:00 pm) | Four Points, Pleasanton |
| | General Meeting (3:00 pm) | |
| March 30, 2017 | Meeting w/Program (1:00 pm) | Four Points, Pleasanton |
| April 27, 2017 | General Meeting (1:00 pm) | Hilton, Stockton |
| May 25, 2017 | General Meeting (3:00 pm) | Four Points, Pleasanton |
| June 22, 2017 | Meeting w/DSA (12:00 pm) | Four Points, Sacramento |
| July 27, 2017 | General Meeting (1:00 pm) | Hilton, Stockton |
| August 24, 2017 | General Meeting (3:00 pm) | Four Points, Pleasanton |
| September 22, 2017 | Meeting w/DSA (12:00 pm) | Four Points, LAX |
| October 26, 2017 | BOD Meeting (10:30 am) | Hilton, Stockton |
| | General Meeting (1:00 pm) | |
| November 16, 2017 | General Meeting (3:00 pm) | Four Points, Pleasanton |
| December 14, 2017 | BOD Meeting (10:30 am) | Hilton, Stockton |
| | General Meeting (1:00 pm) | |
| January 26, 2018 (Friday) and/or January 27, 2018 (Saturday) | Annual Business Meeting and/or Installation Dinner | |

*Note: World of Concrete – January 23-26, 2018, Las Vegas, NV
Super Bowl LII – February 4, 2018, Minneapolis, MN*