



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

June 22, 2017
Web Meeting Only

Minutes - General Business Meeting

1. Call to Order – Colin Stock
 - a. Time
 - *The meeting was called to order at 1:13 p.m. by Vice President Colin Stock.*
 - b. Self-introductions
 - *The following members participated in the web meeting:*

<i>Jim Auser (BSK Associates)</i>	<i>Mohammed Faiyaz (Applied Materials & Engineering)</i>
<i>Cliff Craig (Retired)</i>	<i>Tim Rodriguez (BSK Associates)</i>
<i>Miki Craig (CCTIA)</i>	<i>Augie Smarke (Mid Pacific Engineering, Inc.)</i>
<i>Terry Egland (Testing Engineers, Inc.)</i>	<i>Colin Stock (Testing Engineers, Inc.)</i>
2. Approval of Minutes
 - a. March 3, 2017
 - *The minutes were approved as submitted.*
 - b. May 25, 2017
 - *The minutes were approved as submitted.*
3. Financial Report
 - a. Income Statement (*handout*)
 - *Executive Secretary Craig provided financial reports from March through May. Revenues year-to-date are \$13,500.00, with expenses totaling \$5,845.09, leaving a net increase in reserves of \$7,654.91.*
 - b. Balance of Account
 - *The balance of the checking account at May 31, 2017 is \$16,464.40.*
4. Committee Reports
 - a. ASTM – Jeffry Cannon
 - *No report*
 - b. SEAONC CQA – Terry Egland
 - *No report*
 - c. FAQs – Colin Stock
 - *Vice President Colin Stock reported the FAQ pertaining to compression testing he was working on will be updated to include Eric France's remarks from the May meeting.*
 - d. NCAWNV ACI Certification – Tim Casey
 - *Executive Secretary Craig reported classes are filling rapidly in the last several months, so she recommends students register early.*
 - *She reminded everyone the first Adhesive Anchor Installation Inspector program is scheduled in July in Oakland. It, too, is filling rapidly.*
 - *Last but not least, Executive Secretary Craig reported the Certification Committee is working on launching a masonry field testing technician program sometime this summer. There is no projected launch date for the masonry lab testing technician certification at this time.*
 - e. Caltrans JTCP Work Group – Jim Auser
 - *Liaison Jim Auser reported the Phase II agreement between Caltrans and CSULB, so the new program is moving forward. A draft charter for the JTCP Advisory Council has been in the works and nears completion. Proposed representatives for the council include several Caltrans staff, FHWA, CalAPA, CalCIMA, ACI, AGC, League of California Cities, ACPA, and CCTIA. Liaison Auser has volunteered to be CCTIA's*



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representative on both the council and the technical advisory committee. Both the charter and council membership should be finalized at the July 14th meeting being held at the Caltrans Translab in Sacramento.

- f. DSA – Augie Smarkel
 - *No report*
- g. Membership – Jim Backman/Elizabeth Clarke
 - *No report*
- h. Communications – Tim Rodriguez
 - *No report*
- i. Professional Development – Elizabeth Clarke
 - *No report*
- j. Programs – Elizabeth Clarke
 - *No report*

5. Old Business

- a. Web Conferencing of Business Meetings
 - *Executive Secretary Craig polled the participants on the effectiveness of holding meetings via Zoom. She acknowledged there had been a few technical glitches with the login process, but was quite pleased with the recording of the DSA Roundtable in May, which she hoped the Council would receive permission to upload to its website for those who could not participate. Many indicated they appreciated not having to drive to distant locations to attend the meetings, and all appreciated the cost reduction over hotel bookings. The overall consensus was to schedule more web-only meetings, and encourage our Southern California members to participate.*
- b. 2017 Meeting Dates and Locations (*handout*)
 - *Executive Secretary Craig provided a calendar handout indicating established and temporary dates/locations for the year to date. Following discussion, it was determined to change the meetings tentatively scheduled to be held at the Four Points in Pleasanton to web conference meetings instead.*
 - *Those participating in the meeting today indicated a preference to hold the Southern California DSA Roundtable in September in the San Diego area. Executive Secretary Craig will begin researching facilities right away.*
 - *Executive Secretary Craig requested feedback on meeting notifications (email vs. website listing), and was directed to continue with email notices and reminders as was done in the past.*
- c. 2018 Annual Business Meeting
 - *No report*

6. New Business

- a. Interpretation by BOPELSG Pertaining to Proposals for Services (*handout*)
 - *Executive Secretary Craig provided a handout of some excerpts of the most recent Professional Engineers Act. Member Augie Smarkel provided background on a recent issue his firm encountered when, during an AMRL audit, the firm was asked who was authorized to sign proposals and contracts. AMRL interpreted the documents must be signed by a licensed engineer, or the firm must clearly state that the document did not meet the requirements of the Act. Member Smarkel requested interpretation from BOPELSG, and received a reply that licensed engineers must sign both types of documents. Executive Secretary Craig reported she had recently had an animated discussion with SEAONC CQA Committee member, Mark Gilligan, on this issue, and he concurred with the Board's interpretation, although he thought that carrying it over to proposals might be going too far. Executive Secretary Craig pointed out the testing agency is frequently asked to propose on projects where the plans are not yet complete or approved, or for general services to be determined at a later*



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time under a work order for each project. No resolution was reached during the discussion, but all agreed it would be interesting to follow as AMRL moved through its upcoming audits.

7. Adjournment

a. Time

- *There being no further business, the meeting was adjourned at 2:35 p.m. by Vice President Stock.*

b. Next meeting

- *The next meeting will be July 27, 2017, 1 p.m., at the Hilton in Stockton.*

Respectfully submitted,
Miki Craig
Executive Secretary

CCTIA
Operating Statement

	2017	
	<u>Actual</u>	<u>Budget</u>
	<u>YTD 3/31/17</u>	<u>YE 12/31/17</u>
<i>Revenues</i>		
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>
<i>Expenses</i>		
Education Programs		
Executive Secretary Services		1,000
Professional Services	3.95	
Hemsley Award Expenses		
ABM Expenses	3,108.03	2,500
General Meetings	1,633.07	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	29.85	120
<i>Total Expenses</i>	<i>4,850.84</i>	<i>11,950</i>
<i>Net Reserves/(Losses)</i>	<i>\$8,649.16</i>	<i>\$2,925</i>

First Quarter Ended
March 31, 2017

CCTIA
Operating Statement

	2017	
	<u>Actual</u>	<u>Budget</u>
	<u>YTD 4/30/17</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	1,894.67	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	39.80	120
<i>Total Expenses</i>	<i>5,122.39</i>	<i>11,950</i>
Net Reserves/(Losses)	\$8,377.61	\$2,925

Four Months Ended
April 30, 2017

CCTIA
Operating Statement

	2017	
	<u>Actual</u>	<u>Budget</u>
	<u>YTD 5/31/17</u>	<u>YE 12/31/17</u>
<i>Revenues</i>		
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>
<i>Expenses</i>		
Education Programs		
Executive Secretary Services		1,000
Professional Services	3.95	
Hemsley Award Expenses		
ABM Expenses	3,108.03	2,500
General Meetings	2,607.42	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	49.75	120
<i>Total Expenses</i>	<i>5,845.09</i>	<i>11,950</i>
<i>Net Reserves/(Losses)</i>	<i>\$7,654.91</i>	<i>\$2,925</i>

Five Months Ended
May 31, 2017



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2017 Meeting Schedule

(Items in red are tentative)

<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
	Work With Me! (Sherry Petro)	
April 27, 2017	General Meeting (1:00 pm)	Hilton, Stockton
May 25, 2017	Special Meeting (1:00 pm)	Hilton, Stockton
	DSA Roundtable (Eric France)	
June 22, 2017	General Meeting (1:00 pm)	Web Conference
July 27, 2017	General Meeting (1:00 pm)	Hilton, Stockton
August 24, 2017	General Meeting (1:00 pm)	Web Conference
September 22, 2017	Special Meeting (12:00 pm)	Location to be Determined (San Diego)
	DSA Roundtable (Eric France)	
October 26, 2017	BOD Meeting (10:30 am)	Hilton, Stockton
	General Meeting (1:00 pm)	
November 16, 2017	General Meeting (1:00 pm)	Web Conference
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*

engineer shall be designated the person in responsible charge of professional engineering work for each branch of professional engineering practiced in any department or agency of the state, city, county, or city and county.

(b) Any department or agency of the state or any city, county, or city and county that has an unlicensed person in responsible charge of engineering work on January 1, 1985, shall be exempt from this requirement until that time as the person currently in responsible charge is replaced.

(c) The designated person in responsible charge of professional civil engineering work of any department or agency of the state, city, county, city and county, district, or special district pursuant to this section is responsible for compliance with subdivisions (b) and (c) of Section 8771.

6731. Civil engineering defined

Civil engineering embraces the following studies or activities in connection with fixed works for irrigation, drainage, waterpower, water supply, flood control, inland waterways, harbors, municipal improvements, railroads, highways, tunnels, airports and airways, purification of water, sewerage, refuse disposal, foundations, grading, framed and homogeneous structures, buildings, or bridges:

(a) The economics of, the use and design of, materials of construction and the determination of their physical qualities.

(b) The supervision of the construction of engineering structures.

(c) The investigation of the laws, phenomena and forces of nature.

(d) Appraisals or valuations.

(e) The preparation or submission of designs, plans and specifications and engineering reports.

(f) Coordination of the work of professional, technical, or special consultants.

(g) Creation, preparation, or modification of electronic or computerized data in the performance of the activities described in subdivisions (a) through (f).

Civil engineering also includes city and regional planning insofar as any of the above features are concerned therein.

Civil engineers registered prior to January 1, 1982, shall be authorized to practice all land surveying as defined in Chapter 15 (commencing with Section 8700) of Division 3.

[NOTE: The last registration number issued to a civil engineer registered before January 1, 1982 was 33,965.]

6731.1. Civil engineering - additional authority for engineering surveying

Civil engineering also includes the practice or offer to practice, either in a public or private capacity, all of the following:

(a) Locates, relocates, establishes, reestablishes, or retraces the alignment or elevation for any of the fixed works embraced within the practice of civil engineering, as described in Section 6731.

(b) Determines the configuration or contour of the earth's surface or the position of fixed objects above, on, or below the surface of earth by applying the principles of trigonometry or photogrammetry.

(c) Creates, prepares, or modifies electronic or computerized data in the performance of the activities described in subdivisions (a) and (b).

which he or she has contracted to perform. Nothing in this section is intended to imply that a licensed contractor may design work which is to be installed by another person.

6738. Engineering businesses

(a) This chapter does not prohibit one or more civil, electrical, or mechanical engineers from practicing or offering to practice, within the scope of their license, civil (including geotechnical and structural), electrical, or mechanical engineering as a sole proprietorship, partnership, limited liability partnership, firm, or corporation (hereinafter called business), if all of the following requirements are met:

(1) A civil, electrical, or mechanical engineer currently licensed in this state is an owner, partner, or officer in charge of the engineering practice of the business.

(2) All civil, electrical, or mechanical engineering services are performed by or under the responsible charge of a professional engineer licensed in the appropriate branch of professional engineering.

(3) If the business name of a California business contains the name of any person, then that person shall be licensed as a professional engineer, a licensed land surveyor, a licensed architect, or a geologist registered under the Geologist and Geophysicist Act (Chapter 12.5 (commencing with Section 7800)). Any offer, promotion, or advertisement by the business that contains the name of any individual in the business, other than by use of the name of an individual in the business name, shall clearly and specifically designate the license or registration discipline of each individual named.

(b) An out-of-state business with a branch office in this state shall meet the requirements of subdivision (a) and shall have an owner, partner, or officer who is in charge of the engineering work in the branch in this state, who is licensed in this state, and who is physically present at the branch office in this state on a regular basis. However, the name of the business may contain the name of any person not licensed in this state if that person is appropriately registered or licensed in another state. Any offer, promotion, or advertisement that contains the name of any individual in the business, other than by use of the names of the individuals in the business name, shall clearly and specifically designate the license or registration discipline of each individual named.

(c) The business name of a California engineering business may be a fictitious name. However, if the fictitious name includes the name of any person, the requirements of paragraph (3) of subdivision (a) shall be met.

(d) A person not licensed under this chapter may also be a partner or an officer of a civil, electrical, or mechanical engineering business if the requirements of subdivision (a) are met. Nothing in this section shall be construed to permit a person who is not licensed under this chapter to be the sole owner of a civil, electrical, or mechanical engineering business, unless otherwise exempt under this chapter.

(e) This chapter does not prevent an individual or business engaged in any line of endeavor other than the practice of civil, electrical, or mechanical engineering from employing or contracting with a licensed civil, electrical, or mechanical engineer to perform the respective engineering services incidental to the conduct of business.

(f) This section shall not prevent the use of the name of any business engaged in rendering civil, electrical, or mechanical engineering services, including the use by any lawful successor or survivor, that lawfully was in existence on December 31, 1987. However, the business is subject to paragraphs (1) and (2) of subdivision (a).