



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

February 25, 2016
Four Points by Sheraton
5115 Hopyard Road
Pleasanton, CA 94588

Minutes - General Business Meeting

1. Call to Order – Tim Rodriguez
 - a. Time
 - *The meeting was called to order at 3:10 p.m. by President Tim Rodriguez.*
 - b. Self-introductions
 - *The following members were in attendance:*

<i>Jim Auser (BSK Associates)</i>	<i>Miki Craig (CCTIA)</i>
<i>Tim Casey (Construction Testing Services)</i>	<i>Terry Eglund (Testing Engineers, Inc.)</i>
<i>Elizabeth Clarke (Structure Groups)</i>	<i>Tim Rodriguez (BSK Associates)</i>
<i>Cliff Craig (Structure Groups)</i>	
2. Approval of Minutes
 - a. February 6, 2016
 - *The minutes were approved as submitted.*
3. Financial Report
 - a. Status of 2016 Dues Payments
 - *Executive Secretary Miki Craig reported ENGEIO Incorporated and Reliant Testing Engineers, Inc. She will email past due notices. President Rodriguez will call each firm directly.*
4. Committee Reports
 - a. ASTM – Jeffry Cannon
 - *President Rodriguez said he would call Chair Jeffry Cannon to confirm his commitment to this position.*
 - *Director Terry Eglund and Member Cliff Craig reported there have been a few balloted changes to C1077, but they are mostly clerical. Member Craig wrote a comment to the ballot item proposing recertification should be done at least every five years, noting the requirement would only be a funding mechanism and a certification should “just be a certification”.*
 - *Member Craig also reported a new standard was under development for shotcrete coring.*
 - b. SEAONC CQA – Terry Eglund
 - *Director Eglund reported the Special Inspection and Structural Observation Guideline and the Guidelines for Special Inspection of Wood Construction were now available from SEAONC. At his request, Executive Secretary Craig emailed the links to all CCTIA members.*
 - *He went on to report the main focus of the committee’s last meeting was the Statement of Special Inspections, which appears to be very inconsistent between local jurisdictions. The CQA has compiled a list of quite a few of them, but is not sure what direction to go with the information. Current thinking would be to put a recommendation together for the jurisdictions to use, or possibly develop at DSA-style collapsible spreadsheet.*
 - c. DSA – Augie Smarkel
 - *Director Eglund reported DSA’s Eric France had recently audited Testing Engineers. During the course of the audit, Mr. France asked what he could do to make the LEA program of value to the jurisdictions in California, potentially eliminating the need for individual programs.*
 - *Past President Elizabeth Clarke inquired if anyone was sending staff to the March 7th shotcrete exam. Testing Engineers will be sending two, as will Structure Groups. It was noted the testing was only available twice a year, once in the Sacramento office and once in the San Diego office, with a fee of \$475. Application must be made almost a month in advance. Ad hoc exams would be made outside DSA’s regular program schedule for a fee of \$1,100.*



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- d. Membership – Jim Backman
- *President Rodriguez noted he would like to encourage everyone at the table to reach out to any inactive member to get them re-involved, and to invite a non-member to attend a meeting. He asked if there was a brochure available for handout. Executive Secretary Craig noted there was an outdated version, which led to Past President Clarke volunteering to draft a new one.*
- e. Education – Elizabeth Clarke
- *Past President Clarke reported the Board of Directors reviewed ICC's change in policy for CEUs. Executive Secretary Craig has been tasked with inviting a representative of ICC to attend a future meeting to provide some insight into the purpose of the changes, and how the industry could move forward with complying. Additionally, she was requested to obtain ICC's approved educator requirements.*
 - *Executive Secretary Craig inquired if anyone attending the ABM program presented by CRSI was interested in receiving a certificate of CEUs. She will contact Mr. Jose Mendoza of behalf of those who participated.*
- f. FAQs – Terry Eglund
- *Director Terry Eglund reported he has been working on four FAQs recently. The main one is the prequalified joint issue (previously reported), which he feels is basically complete. He noted the Structural Engineers' newsletter may change the format, but it will also be posted on SEAONC's website.*
 - *There is one FAQ on nailing, and one on welding of a non-structural item to a structural member. These, too, are most complete and should be submitted to the Board next week. Each FAQ has a note on the bottom indicating the CQA Committee published it with cooperation from CCTIA. Responses are now being directed to cqa@seaonc.org. Director Eglund indicated the committee could use more questions at this time.*
 - *The discussion then turned how CCTIA could best use these new publications, and whether or not to include on our website. The FAQs are numbered differently than CCTIA's, which might cause some confusion. Director Eglund opined he would prefer to have them included on a separate listing on the CCTIA website. It was noted CCTIA's old, inapplicable FAQs should be eliminated or updated on the website, and then a social media blast could be sent to members notifying them the list had been updated and includes new items. President Rodriguez said he would review the current postings during the website rebuilding effort.*
- g. Programs – Elizabeth Clarke
- *Past President Clarke reported on the Board discussion for proposed topics of interest and guest speakers. CEUs would continue to be awarded for appropriate programs. Additional ideas are welcome, as the Board wants to encourage more participation.*
 - *It was also noted the Board of Directors had voted to eliminate the non-member fee being charged for afternoon general meetings. Special meetings, where lunch is provided, would continue to impose the non-member fee.*
5. New Business
- a. New Committees – Tim Rodriguez
- *President Rodriguez indicated his desire to establish several new liaison positions and a new committee. The positions were assigned as follows:*
 - NCAWNV Chapter Certification Committee Liaisons - Tim Casey and Cliff Craig*
 - Caltrans JTP Work Group Liaison – Jim Auser (seeking another person also)*
 - Communications Committee – Tim Rodriguez, Chair*
 - *As Chair of the Communications Committee, President Rodriguez hopes to rebuild the website and start a blog through LinkedIn to get people involved. Executive Secretary Craig was asked to send an invitation to all members to join the CCTIA Group on LinkedIn, and President Rodriguez will prepare a "how to accept" notification.*
 - *President Rodriguez wrapped up the discussion admonishing all members to encourage their younger staff to get involved on any committee.*



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6. Old Business

a. CCTIA Special Inspection Guideline Update

- Executive Secretary Craig provided a brief recap of the discussion and decision made at the ABM. Not all comments to the redacted draft had been received as of this meeting. In the ensuing discussion, it was suggested the original contributors on the first page of the Blue Book be redacted, as some were not present to support and dissent on this particular use of the publication. This led to concerns that, by issuing this redaction of the book, CCTIA was effectively giving its endorsement of prevailing wage. It was finally decided to redact the “Objectives” and “Reporting” sections (in addition to any offsite services), send individual pages only, and specify at the bottom of each page that it was redacted from the 2010 Edition of the CCTIA Guidelines for Special Inspection in Construction. An explanation of this decision should be included in the email to Director Jim Backman.
- Director Terry Eglund took exception to the opinion offered during the previous discussion that updating the document to the newer code would not take much work. He went on to say the structural steel section would be very difficult, and questioned if CCTIA really needed to update the publication. Verbal opinions went both ways, and it was finally recommended that it would be better for now to concentrate on the Statement of Special Inspections.

7. New Business

a. 2016 Meeting Schedule (*handout*)

- Executive Secretary Craig provided a handout of the proposed meeting schedule dates and locations for the upcoming year.

b. 2017 Annual Business Meeting

- President Rodriguez reported the Board of Directors had decided to host the 2017 Annual Business Meeting in the afternoon of January 21st, at the Four Points by Sheraton in Pleasanton, to be followed by the Installation Dinner that same evening at McNamara’s Steak & Chop House in Dublin. A daytime spouse’s program would also be arranged.

c. DSA Proposed Amendments to the 2015 IBC

- Executive Secretary Craig reported she had received a copy of the currently proposed amendments from Mr. Jose Mendoza (CRSI), but it was too large to provide as a handout. She will upload it to the CCTIA website and send an email to the membership providing the URL information.

d. CASE’s 2004 Guide to Special Inspections and Quality Assurance, Third Edition

- Director Eglund reported the Council of American Structural Engineers (CASE) had recently superseded their 2004 guideline with CASE 962C – Guidelines for International Building Code – Mandated Special Inspections and Tests and Quality Assurance. All the previous language recommending special inspections be performed by the structural engineer of record has been removed from the guide.

8. Adjournment

a. Time

- There being no further business, the meeting was adjourned at 5:22 p.m. by President Tim Rodriguez.

b. Next meeting

- The next meeting will be March 24, 2016, at the Four Points by Sheraton in Pleasanton.

Respectfully submitted,
Miki Craig, Executive Secretary



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2016 Meeting Schedule

<i>Date</i>	<i>Description</i>	<i>Location</i>
February 25, 2016	BOD Meeting (1:00 pm)	Four Points, Pleasanton
	General Meeting (3:00 pm)	
March 24, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
April 28, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
May 19, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
June 23, 2016 (<i>tentative</i>)	Meeting w/DSA (12:00 pm)	Four Points, Sacramento
July 28, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
August 25, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
September 23, 2016 (Friday) (<i>tentative</i>)	Meeting w/DSA (12:00 pm)	Four Points, LAX
October 27, 2016	BOD Meeting (12:00 pm)	Four Points, Pleasanton
	General Meeting (3:00 pm)	
November 17, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
December 15, 2016	General Meeting (3:00 pm)	Four Points, Pleasanton
January 20-21, 2017 (<i>tentative</i>)	Annual Business Meeting	TBD

*Note: World of Concrete – January 17-20, 2017, Las Vegas, NV
Super Bowl LI – February 5, 2017, Houston, TX*