



CALIFORNIA COUNCIL OF TESTING AND INSPECTION AGENCIES

October 28, 2021
Zoom Web Conference

Minutes - General Business Meeting

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

<i>John Atkinson (NV5, Inc.)</i>	<i>Antoine Megevand (Inspection Services, Inc.)</i>
<i>Jim Auser (BSK Associates)</i>	<i>Chris Pollack (Kleinfelder)</i>
<i>Jeffry Cannon (Youngdahl Consulting Group)</i>	<i>Augie Smarkel (Mid Pacific Engineering, Inc.)</i>
<i>Miki Craig (CCTIA)</i>	<i>Linus Vitkus (Twining, Inc.)</i>
2. Approval of Minutes (*handout*)
 - a. September 23, 2021
 - *The minutes were approved as submitted.*
3. Financial Report
 - a. Income Statement
 - *Executive Secretary Craig provided financial reports through September 30, 2021. Revenues for the year-to-date are \$7,000.00, with expenses totaling \$257.10, leaving a net increase in reserves of \$6,742.90.*
 - b. Balance of Account
 - *The balance of the checking account on September 30, 2021 was \$46,006.32. Future liabilities may include web hosting, a venue deposit for Annual Business Meeting, and year-end administrative expenses.*
 - c. 2021 Member Dues
 - *Executive Secretary Craig reported Krazan & Associates, Inc. and Testing Engineers, Inc. have not paid dues for 2021. Additional reminders were emailed to each of the firms on October 5th.*
4. Committee Reports
 - a. ASTM – Chris Pollack
 - *No report*
 - b. SEAONC CQA – Jim Auser
 - *No report*
 - c. FAQs – Colin Stock
 - *No report*
 - e. Caltrans JTCP – Jim Auser
 - *Chair Jim Auser reported more programs were available at both CSU Long Beach and San Jose State University as both campuses are open, and restrictions put in place during the pandemic have been eased.*
 - f. DSA – Augie Smarkel
 - *No report*
 - g. Membership – Elizabeth Clarke
 - *No report*
 - h. Communications – Tim Rodriguez
 - *No report*
 - i. Professional Development – John Atkinson
 - *No report*
 - j. Programs – Colin Stock
 - *No report*
5. Old Business
 - a. CCTIA Membership Survey – Augie Smarkel
 - *President Smarkel has forwarded the list of potential questions to Membership Chair Elizabeth Clarke as requested, but has not received any comments back. He noted that Survey Monkey would likely be the best application to use for completing this task.*



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- b. Succession Planning – Augie Smarkel
 - *President Smarkel noted Stephanie Wessel has been selected to assume the Executive Secretary duties commencing January 1st. She was unable to attend today's meeting.*
 - c. ICC Preferred Provider Program – Augie Smarkel
 - *Executive Secretary Craig once again inquired if President Smarkel or his firm had paid the registration fee to ICC. He responded he thought payment would be due at the time the first program was scheduled. He is working on a soil classification training program, which should be ready to kick off the program in early 2022.*
6. New Business
- a. Nominations for 2022 Officers and Directors – October Meeting
 - *The slate of nominees selected by the Executive Board was presented, and additional nominations opened to the floor. Members interested in serving should contact President Smarkel as soon as possible. Nominations will be formally closed at the November general business meeting; balloting will occur in early December.*
 - b. Approval of 2022 Budget
 - *The 2022 proposed budget prepared and recommended by the Executive Board was presented for adoption by the membership in attendance. Following review, the budget was approved as presented.*
 - c. ACI Field Testing Technician – Grade 1 Certification
 - *Secretary/Treasurer Jeffry Cannon noted it was difficult to find available seating at the Northern California Chapter's certification programs. Executive Secretary Craig (who acts as the Business Administration Manager for the NCA & WNV Chapter, ACI) responded that demand remained high, and session capacities continued to be reduced at the request of the host venues. Although the Chapter is providing one to three programs every weekend, the sessions continue to fill three to four months in advance. She recommended checking the Chapter's website calendar frequently as programs are added when new venues are arranged and/or applicants reschedule or cancel.*
 - *President Smarkel shared that his firm has an in-house program, equivalent to ACI's FT1 certification and approved by AASHTO, which he frequently utilizes for newly hired, entry-level personnel. These technicians are typically placed on minor residential-type pours, which appears to be acceptable to the jurisdictions in his area. Secretary/Treasurer Cannon suggested CCTIA take on the task of creating a chart that outlined jurisdictions where this type of employer self-certification is or is not acceptable, which would be of great benefit to the CCTIA membership.*
7. Adjournment
- a. Time
 - *There being no further business, the meeting was adjourned by President Smarkel at 4:04 p.m.*
 - b. Next meeting
 - *The next meeting will be November 18, 2021, 3:00 p.m., via Zoom.*

Respectfully submitted,
Miki Craig
Executive Secretary