

**CALIFORNIA ENVIRONMENTAL LABORATORY TECHNICAL ADVISORY COMMITTEE (ELTAC)
COMMITTEE MEETING MINUTES
March 23, 2016**

More information on the Environmental Laboratory Accreditation Program (ELAP) and previous ELTAC meetings can be found at <http://www.waterboards.ca.gov/elap>.

CALL TO ORDER

DELAPO Christine Sotelo called the meeting to order on March 23, 2016 at 9:10 a.m. at the California Environmental Protection Agency Headquarters, 1001 I Street, Conference Room 2540, Sacramento, CA.

COMMITTEE MEMBERS PRESENT

DELAPO: Christine Sotelo

Representatives:

Mindy Boele
Jill Brodt
Stephen Clark
Ronald Coss
Huy Do
Andy Eaton
Miriam Ghabour
Bruce Godfrey
Anthony Gonzelz
Rich Gossett
David Kimbrough
Mark Koekemoer
Allison Mackenzie
Guilda Neshvad

State Regulatory Agency Employees:

Gail Cho
Bruce LaBelle

OTHER STAFF PRESENT

Scribe: Katelyn McCarthy

PDREU: Maryam Khosravifard

PDREU: Bert Davis

Office of Public Participation: Gita Kapahi

Office of Chief Council: Catherine Ewing

ANNOUNCEMENT

- *Evacuation information in case the fire alarm goes off during the meeting.*
- *The Committee meeting is being webcasted and recorded.*

COMMITTEE MEETING

PUBLIC FORUM

Any member of the public may address and ask question of the Committee relating to any matter within ELTAC's scope provided the matter is not on the agenda, or pending before the Advisory Committee.

No Action Taken

Commenter

Josie Teller, City of Davis

COMMITTEE BUSINESS

ITEM #1 - Call to Order/Roll Call

ITEM #2 - Public Comments on Items Not on Agenda

(The Committee will not take any action but will consider placing any item raised on the agenda at a future meeting.)

No Action Taken

ITEM #3 – Welcome

No Action Taken

1. Division of Drinking Water Executive Staff remarks
 - *Kurt Souza, Assistant Deputy Director, Southern California Field Operations Branch, gave opening remarks.*
2. Designated ELAP Officer remarks
3. Introductions of committee members

ITEM #4 - Procedural Review

No Action Taken

1. Establish ground rules for all meetings
2. Review By-Laws to clarify the role of ELTAC
3. Discuss development of Mission Statement
4. Review Bagley-Keene Open Meeting Act requirements
 - *Catherine Ewing, Attorney, gave a detailed presentation of Bagley-Keene Open Meeting Act requirements.*
5. Review Robert's Rules of Order
6. ELTAC Members' roles and responsibilities
7. Reporting procedures

ITEM #5 – Laboratory Accreditation Standard

➤ *Facilitated by Gita Kapahi, Office of Public Participation*

1. Presentation and discussion of the three laboratory accreditation standard options in the Expert Review Panel report

Motion: Stephen Clark moved to request ELAP present information on Options 1 and 2 to ELTAC at next meeting

Seconded by: David Kimbrough

Amendment Proposed: David Kimbrough moves to add formal request for extension of deadline for standard selection, add request that ELAP present information on standard options as 3 webinars to public before next ELTAC meeting

Amendment Seconded by: Rich Gossett

Call for Vote on Amendment: Rich Gossett

Call for Vote Seconded: David Kimbrough

AMENDMENT CARRIED.

Aye: All
Nay: None
Absent: None
Abstain: None

Call for Vote on Motion: Mindy Boele
Call for Vote Seconded: Rich Gossett

Aye: All
Nay: None
Absent: None
Abstain: None
MOTION CARRIED.

ITEM #6 - Field of Testing Lists

No Action Taken

1. Presentation of revised FOT lists

ITEM #7 – Future ELTAC Planning

No Action Taken

1. Alignment with Work Plan
2. Discuss ELTAC advisory plan
3. Meeting dates and agenda items

ITEM #8 - Chairperson Nomination process

- *Members Eaton, Gossett, and Kimbrough volunteered to be Chairperson.*
- *Voting members filled out anonymous ballots and returned to ELAP.*

ITEM #9 - Close

1. Review action items

ADJOURNMENT

The Committee adjourned at 3:15pm.