

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
DIVISION OF MEASUREMENT STANDARDS (DMS)
REGISTERED SERVICE AGENCY (RSA) ADVISORY COMMITTEE
ZOOM CONFERENCE MEETING
NOVEMBER 9, 2021
10:00 a.m. – 12:00 p.m.
MEETING MINUTES**

**Minutes are considered DRAFT until approved by the
RSA Advisory Committee during their next meeting**

A. CALL TO ORDER

CDFA-DMS Director Kristin Macey called the meeting to order at 10:11 a.m. The meeting format was virtual only, with no in-person attendance option. The meeting started late because some attendees experienced technical difficulties logging into Zoom and had to use only telephone connections. The meeting was recorded so that accurate minutes could be written.

B. ROLL CALL OF MEMBERS

Roll call was taken by Kristin Macey.

Committee Members Present:

Sam Bayless, California Fuels and Convenience Alliance
Michelle Buran, Acme Scale Company
Lynn Carmichael, Traboh Inc., DBA Hobart Sales and Service
Steven Cook, General Public Representative
Tom Pisani, Butte County Department of Agriculture/Weights and Measures
Lucian Stacy, Left Coast Scales, LLC
Branden Woolley, Napa County Department of Weights and Measures

CDFA-DMS:

Clark Cooney, DMS Enforcement Branch Chief
Jeff Cambeis, DMS Measurement Standards Specialist II
Matthew Douglas, DMS Special Investigator
Samuel Ferris, DMS Senior Environmental Scientist
Kristin Macey, DMS Division Director
Anil Samujh, DMS Measurement Standards Specialist III
Kevin Schnepf, DMS Environmental Program Manager I

Presenters:

None

Other Participants:

No one requested to provide comment(s).

C. INTRODUCTION OF GUESTS & STAFF

Kristin Macey announced the appointment of DMS Senior Environmental Scientist Samuel Ferris as CDFA-DMS Liaison to the Committee.

D. REPORTS AND INFORMATION (Informational)

a. Committee Purpose. Kristin Macey explained the formation of a weights and measures system in California, and how DMS became a part of CDFA. Kristin Macey explained the significant role that RSA play in ensuring this system works properly, to protect the citizens of California and the businesses that use commercial weighing and measuring devices. Kristin Macey gave a brief overview of the legislative change because of [Assembly Bill 376](#) in 1999 and the [regulatory change in 2000](#) that are the basis of the current legal requirements for RSAs doing business in California. Kristin Macey concluded with the history of the RSA Advisory Committee; how it formed and had two meetings in 2001 but was disbanded shortly thereafter, and CDFA's desire to conduct a review of DMS' RSA Program now that twenty years has passed.

E. NEW BUSINESS (Discussion/Action by Committee)

a. Election of Committee Chair. Each committee member introduced themselves and stated their qualifications. Kristin Macey then called for nominations. Lucian Stacy nominated Steven Cook. Sam Bayless nominated Branden Wooley. Tom Pisani also nominated Steven Cook. There was no discussion. Sam Bayless, Michelle Buran, Lynn Carmichael, Tom Pisani, and Lucian Stacy voted for Steven Cook. Steven Cook and Branden Wooley voted for Branden Wooley. Steven Cook was elected chairman of the RSA Advisory Committee by a vote of five (5) to two (2).

F. NEXT MEETING AGENDA ITEMS (Informational)

Kristin Macey reminded attendees that the [California Code of Regulations, Section 4088 \(d\)](#) provides for the frequency of meetings: "The Committee shall meet at the call of the chairman or the Department, or at the request of any four members of the Committee. The Committee shall meet at least once a year."

There was no opposition to having the CDFA Liaison use Doodle Poll to schedule future meetings and assist the Chair with receiving agenda items and creating the agenda. Members or interested parties can submit proposed agenda items to DMS@cdfa.ca.gov. Ultimately though, it is up to the Chair to set the next meeting's agenda. Kristin Macey stated that future meetings will be much different than this one. DMS will open the meeting and do roll call, then turn it over to the Chair who will run the meeting. The meeting minutes from this meeting will be read at the following meeting and either amended or accepted. After being accepted, the recording of this meeting will be destroyed 30 days after it was recorded.

G. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There were no comments from the public.

H. ADJOURNMENT

Kristin Macey adjourned this meeting at 11:02 a.m.

Respectfully submitted:

Samuel Ferris
Senior Environmental Scientist
CDFA-DMS Liaison to the RSA Advisory Committee

APPROVED 1-13-22