

**Department of Professional and Occupational Regulation
CNG Vehicle Mechanics Certification Program WORKGROUP
Final MINUTES OF MEETING
September 15, 2014**

The second meeting of the CNG Vehicle Mechanics Certification Program Workgroup met on Monday, September 15, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Workgroup were present:

Carlton Grizzard, T F C Recycling
Gerald Brink, G R T C
Hank Brown, TFC Recycling
John Eader, City of Chesapeake
Chuck Kuncce, A S E

The following members of the Education Workgroup were not present:

Bobby Vincent, City of Richmond
Alleyn Hamed, Virginia Clean Cities
Chris Young, TriState Energy
Chris Prack, A S E

Kip Kilmer, T F C Recycling is no longer serving on the workgroup.

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director
Mindy Spruill, Regulatory Boards Administrator
Nick Christner, Deputy Director
Mark Courtney, Senior Director of Regulatory &
Public Affairs
Sheila Watkins, Administrative Assistant,
Compliance Specialist

Executive Director **Eric Olson** called the meeting to order at 10:18 a.m. He welcomed those who were able to make it to the meeting.

Call To Order and Opening Remarks

Eric Olson, Executive Director requested approval of the draft agenda. **Grizzard** offered a motion seconded by **Eader** to approve the agenda as submitted. Members voting "Yes" were: **Grizzard, Eader, Brink, Brown and Kunce**.

Approval of Agenda

There was no public comment.

Public Comment

Mr. Olson requested a motion to approve the minutes. **Mr. Grizzard** offered a motion to approve the minutes and **Mr. Eader** seconded the motion, which was approved unanimously. Members voting "Yes" were: **Grizzard, Eader, Brink, Brown and Kunce**.

Approval of July 14, 2014 Meeting Minutes

Eric Olson shared an overview. He shared with all present that the workgroup is not a policy making Board. **Mindy Spruill** shared that she visited TFC and that the operation of the facility (especially the recycling areas) was very interesting. **Mr. Olson** reminded the workgroup that this is a volunteer certification program. He also shared that a copy of the updated draft Regulations for the review of this group is ready. As of today, 9-15-14, there has been no public comment and the comment period has ended. Following the Notice of intended regulatory action we have 180 days to complete our next step. The goal is to get these proposed regulations submitted by December of 2014.

Information Sharing

Mrs. Watkins provided each member with a copy of the updated draft Regulations for the CNG Vehicle Mechanics Certification Program. **Mindy Spruill** led a discussion with the group on its content. The draft was reviewed line by line and suggestions were made by the group. The group decided to have lunch and then complete the review.

Review of "Draft" Regulations

The work group took a lunch break from 12 noon– 12:30 pm.

Lunch Break

Mr. Olson called the meeting back to order at 12:30 pm and **Mindy Spruill** resumed the line by line discussion of the draft Regulations. There was additional detailed discussion surrounding the draft Regulations and its

Review of "Draft" Regulation Discussion Continued

contents. Many suggestions were made for changes and both Mindy Spruill and Eric Olson will review these and incorporate them into the draft and then present the updated draft to the work group members for final comments. This will be accomplished prior to the next workgroup meeting.

The next meeting of the Workgroup will be held on Thursday, October 9, 2014 at 10:00 am in Board Room 3.

Next Workgroup Meeting

Meeting adjourned at 2:13 pm.

Adjourn


Jay DeBoer, Director


Date