

**Department of Professional and Occupational Regulation
CNG Vehicle Mechanics Certification Program WORKGROUP
Draft MINUTES OF MEETING
July 14, 2014**

The second meeting of the CNG Vehicle Mechanics Certification Program Workgroup met on Monday, July 14, 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
Kip Kilmer, T F C Recycling

The following members of the Education Workgroup were not present:

Bobby Vincent, City of Richmond
Alleyn Harned, Virginia Clean Cities
Chris Young, TriState Energy
Gerald Brink, G R T C
Chuck Kunce, A S E
Chris Prack, A S E
John Eader, City of Chesapeake
Hank Brown, TFC Recycling

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director
Mindy Spruill, Regulatory Boards Administrator
Jay DeBoer, Director
Sheila Watkins, Administrative Assistant,
Compliance Specialist

Executive Director **Eric Olson** called the meeting to order at 10:25 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 Kilmer to approve the agenda as submitted. Members voting “Yes” were: Grizzard and Kilmer.

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 with one correction; on page 3 – next workgroup meeting should state: “”held on **Monday**, July 14, 2014” instead of “**Wednesday**, July 14, 2014.” **Mr. Kilmer** seconded the motion, which was approved unanimously. Members voting “Yes” were: Grizzard and Kilmer.

Approval of June 5, 2014 Meeting Minutes

Eric Olson shared an overview. Today we have draft Regulations for the review of this group. As of today there has been no public comment and the comment period ends on Wednesday. Following the Notice of intended regulatory action we have 180 days to complete our next step.

Overview of June 5, 2014 Notes

Mr. Olson provided each member with a copy of the draft Regulations for the CNG Vehicle Mechanics Certification Program and led a discussion with the group on its content. The draft was reviewed line by line and suggestions were made by the group.

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 resumed the discussion of the draft Regulations. There was detailed discussion surrounding the draft Regulations and its contents. Many suggestions were made for changes and both Mindy Spruill and Eric Olson will review these and in co operate them into the original draft and then present the updated draft to the work group members for comments. This will be accomplished prior to the next workgroup meeting.

Discussion

The next meeting of the Workgroup will be held on Monday, **September 15, 2014** at 10:00 am. **Next Workgroup Meeting**

Meeting adjourned at 1:33 pm.

Adjourn

Jay DeBoer, Director

Date