

**MOTOR VEHICLE DEALER BOARD  
RULEMAKING WORKSHOP MINUTES**

**August 19, 2014**

A rulemaking workshop was held at the Department of Revenue offices, Lakewood, Colorado. The following persons were present:

**BOARD MEMBERS:**

Anthony Brownlee  
Robert Endter  
Justin Franks  
Joseph Gebhardt  
Michael Jorgensen  
Stan Martin  
Deborah Thompson  
Jason Wagner

**MEMBERS ABSENT:**

Chris Hefty

**SENIOR DIRECTOR OF  
ENFORCEMENT:**

**EXECUTIVE SECRETARY:**

Bruce Zulauf

**LEGAL ASSISTANT:**

Leland BeBee

**DEPT OF REVENUE,  
AID, ENFORCEMENT  
DIVISION STAFF:**

Chris Rouze  
Matt Heap  
Martin Kenney  
John Opeka  
Dave Heinrich  
Gloria Breeden  
Erika Garcia  
Arleen Criddell-Tapanen

**ATTORNEY GENERAL'S OFFICE:**

Y.E. Scott  
Randall Cherry

**BUDGET OFFICE:**

**VISITORS:**

Todd O'Connell, CIADA  
Tammi McCoy, CADA  
Art Irwin, Christopher's Dodge World

Executive Secretary, Bruce Zulauf, opened the workshop of August 19, 2014 at 1:45 p.m. Mr. Zulauf informed everyone that we are in rulemaking workshop – open discussion.

Mr. Zulauf informed the Board that we have to review 20% of the rules each year. The Board has ten (10) rules they need to review and/or modify by the November deadline. We are currently a year behind.

The rulemaking notebooks were passed out to each Board member. The prior Board has already voted to start the rulemaking process. There are two rules that have been drafted by the Division and Attorney General's office.

1. Disclosure Form Regulations  
    And
2. Hearings Procedures Regulations

Ms. Scott explained that the proposed rule says that the Board will propose rules periodically, as authorized by statute, but the rules will be in a booklet form which allows the Board to make changes from time to time as needed. The procedural notebooks will include instructions on the entire Hearings process. The procedural manual has not yet been drafted. The rules that are currently now in effect will remain in effect until the first procedural manual is published. Ms. Scott stated that the procedural manual should be ready within the next month.

- **A motion was made to go into formal rulemaking – passed unanimously.**
- **A motion was made to move forward with the proposed rules 12-6-104-3 procedure manual and the sister Powersports – passed unanimously.**

The Division will be uploading the rules with the Secretary of State's office in a day or so.

Mr. Zulauf passed out the Permanent Rulemaking Process document along with the CCR (Colorado Code of Regulations) Portal e-Filing Process and a Permanent Rulemaking Calculator document to assist in clarifying the process for Board members.

- **A motion was made to delete the old rules at the time the new procedural manual is available – passed unanimously.**

Meeting adjourned at 2:00 pm.

*(Note: The Minutes of the Motor Vehicle Dealer Board summarize the contents of the meeting. They are not verbatim transcripts and are based principally upon the digital recording of the meeting and upon the later collaboration of staff attendees to ensure that the summary faithfully captures the matters before the Board and the actions the Board took. The digital recording of the meeting is a permanent record of the Board, retained in the electronic filing system of the Auto Industry Division, and is available as a resource for review, as needed.)*

Bruce Zulauf  
Executive Secretary