Meeting Minutes of the Administration of Oil and Gas Committee of the
North Carolina Mining and Energy Commission
June 28, 2013
10:30 am – 12:30 pm

1. **Preliminary Matters** - Chairman Charles Holbrook
   Chairman Holbrook called the meeting of the Administration of Oil and Gas Committee to order at 10:38 am in the Ground Floor Hearing Room of the Archdale Building in Raleigh, NC. Chairman Holbrook read the relevant excerpt of the State Government Ethics Act, and asked Commission Members to consider whether or not they had conflicts of interest with respect to any items on the agenda. No conflicts were reported.

   The following persons were in attendance for all or part of the meeting(s):
   Committee Members
   Charles Holbrook (Chairman)
   Dr. Kenneth Taylor
   Jane Raymond Lewis
   Dr. Ray Covington
   Charles Taylor

   Attorney General's Office
   Jennie Hauser (legal counsel)

   DENR Staff Member
   Layla Cummings, Department of Environment and Natural Resources (DENR) Secretary's Office
   Tracy Davis, Division of Energy, Mineral & Land Resources (DEMLR)
   Mell Nevils, DEMLR
   Toby Vinson, DEMLR
   Walt Haven, DEMLR
   Katherine Marciniak, DEMLR
   Ryan Channell, DEMLR
   Rosalind Harris, DEMLR

   Others in Attendance
   Refer to the attached meeting sign-in sheets.

2. **Background and Introductions** - Chairman Charles Holbrook
   Chairman Holbrook introduced Katherine Marciniak, DEMLR, to present "Requirements for Permits" and Dr. Kenneth Taylor to present "Permitting Processes".

3. **Review and approval of minutes from the May 2nd and June 6th, 2013 meetings** - Chairman Charles Holbrook
   Mr. Charles Taylor made a motion to approve the minutes and Dr. Covington seconded. The motion passed.

4. **General Permitting Presentation** – Ms. Katherine Marciniak
   Ms. Marciniak presented information and requirements for permits. A copy of a permit application was presented with permit components to include; baseline analytical reporting, well design plan,

erosion control plan/BMPs Plan, Water Use Plan, Reclamation Plan and Waste Management Plan. The Committee discussed the options and feasibility of electronic permits and paper permits. Chairman Womack suggested the Department use electronic permitting due to the technology available.

5. **Permitting Process from Various States** – Dr. Kenneth Taylor
   Dr. Taylor presented the requirements for permits from eight states: Arkansas, Colorado, North Dakota, Ohio, Pennsylvania, Texas, West Virginia and Wyoming. Copies of the report were supplied to each Committee member as well as to the members of the Coordinated Permitting Study Group on a compact disk (cd). The Committee discussed permit application examples from the eight states and how North Carolina should design an oil and gas permit. Pennsylvania's application process was almost double the amount of paperwork compared to the other states. Wyoming has an online application process. Ms. Hauser stated the Secretary of State's office should be considered regarding online signatures of documents. Ms. Hauser would look into online signatures for the commission.

6. **Wellhead Standards Rule Outline** – Ryan Channell
   Mr. Channell presented a wellhead standards rule outline. The outline included information for wellhead requirements, well maintenance, site security and visual impact mitigation. The Committee discussed spacing requirements for fencing and the need to establish variance criteria for fencing and landscaping.

7. **Next Steps** – Chairman Holbrook
   The Committee discussed reviewing the wellhead standards draft rules at the next meeting. The next rule set will be plugging and abandonment.

8. **Public Comment**
   No one from the audience signed up for the public comment period.

9. **Adjournment**
   Chairman Holbrook adjourned the meeting at 12:07pm.

DEMLR Staff contact for this Committee: Ryan Channell – NCDENR.