

Description of Meeting:	Cost Allocation Committee Meeting
Meeting Date:	January 4, 2010
Meeting Minutes Prepared By:	Lyndee Restad
Approved to post:	January 11, 2010

Attendee List: Rich Bayless, Brian DeKiep, Marshall Empey, Bryce Freeman, Sharon Helms, Sam Liu, Matt Muldoon, Marcy Norby, Larry Nordell, Lyndee Restad, Lou Ann Westerfield, Curt Winterfeld, Joni Zenger

Committee Members Not in Attendance: Jim Logan, Darrell Zlomke, Marc Hellman

1. Agenda:

- Review Notes from 12-16-2009 CAC Meeting and Approve to post
- Elect a new Chair and Vice Chair
- Discuss Committee Presentation for January Stakeholder Meeting
- Roundtable/Next Steps

2. Decisions / Discussions:

Discussion: Review Notes from 12-16-2009 CAC Meeting

- Notes were approved as submitted for posting on the Northern Tier website.

Discussion: Elect a new Chair and Vice Chair

- On a motion by Lou Ann Westerfield and seconded by Marci Norby, Curt Winterfeld was unanimously voted in as the new Committee Chair and Brain DeKiep was unanimously voted in as the new Committee Vice-Chair.

Discussion: Discuss Committee Presentation for January Stakeholder Meeting

- Lou Ann Westerfield will begin the presentation for the Stakeholder meeting and introduce Curt Winterfeld as the new Committee Chair. The presentation will be split between the outgoing chair, Lou Ann Westerfield and the newly elected chair, Curt Winterfeld.
- 45 minutes has been allotted for the presentation, with the presentation covering the following:
 - The 2008-2009 Cost Allocation Report and the path the committee has taken over the past two years.
 - The NTTG Steering Committee's adoption of the Cost Allocation Report
 - The processes for the second-plan cycle will be discussed (vis-à-vis, the first-cycle) and stakeholder input will be solicited.
- The Committee will have a meeting immediately following the Stakeholder meeting on January 28, 2010

Discussion: Roundtable/Next Steps

- The Cost Allocation Committee's PowerPoint presentation for the January Stakeholders meeting needs to be approved and turned in by the 18th
- The Presentation will be reviewed during the next committee meeting



3. Assignments:

Item #	Assignment	Owner	Target Date	Status
1.				

Next Meeting: Next Meeting: The next Northern Tier Cost Allocation Committee meeting is scheduled for Monday, January 11th at 1pm Pacific.

- Voice Conference Mtg. **503-813-5600** (toll free #800-503-3360)
- Meeting ID **688444** and password **123456**