

<b>Description of Meeting:</b>	<b>Cost Allocation Committee Meeting</b>
<b>Meeting Date:</b>	<b>January 11, 2010</b>
<b>Meeting Minutes Prepared By:</b>	<b>Lyndee Restad</b>
<b>Approved to Post:</b>	<b>January 28, 2010</b>

**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

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

## 1. Agenda:

- Review Notes from the January 4, 2010 Cost Allocation Meeting and Approve to Post
- Review Committee Presentation for January Stakeholder Meeting
  - Lou Ann Westerfield: CAC Report, 2008-2009 Biennial Plan
  - Curt Winterfeld: Looking Ahead at CAC Activities for Next Two-year Cycle
- Quick review of committee meeting schedule for January/February
- Roundtable/Next Steps

## 2. Decisions / Discussions:

### **Discussion: Review Notes from the January 4, 2010 Cost Allocation Meeting and Approve to Post**

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

### **Discussion: Review Committee Presentation for January Stakeholder Meeting**

- The Cost Allocation Committee's Stakeholder presentation is scheduled for 11:30 am – 12:15 pm on January 28, 2010
- The Committee presentation will cover 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 large financial commitment the CAC has in the Biennial Plan
- The presentation will allow time for Stakeholder feedback
  - Recommendations on what the Committee could have done differently in the previous term



**Discussion: Quick review of committee meeting schedule for January/February**

- The Cost Allocation Committee's PowerPoint presentation for the January Stakeholders meeting needs to be approved and turned in by January 18<sup>th</sup>
- The Monday, January 18<sup>th</sup> meeting has been cancelled in observance of the Martin Luther King holiday
- The Committee will hold an in-person meeting from 5pm – 7pm on January 28<sup>th</sup>. A conference call option will be available.

**Discussion: Roundtable/Next Steps**

- The final presentation will be reviewed during the next committee meeting

**3. Assignments:**

Item #	Assignment	Owner	Target Date	Status
1.	Schedule 01-28-2010 CAC Meeting Conference call (5pm – 7pm)	L. Restad		

**Next Meeting: Next Meeting:** The next Northern Tier Cost Allocation Committee meeting is scheduled for Monday, January 25<sup>th</sup> at 1pm Pacific.

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