



<b>Description of Meeting:</b>	<b>Cost Allocation Committee Meeting</b>
<b>Meeting Date:</b>	<b>December 16, 2009</b>
<b>Meeting Minutes Prepared By:</b>	<b>Lyndee Restad</b>
<b>Approved to Post:</b>	<b>January 4, 2010</b>

**Attendee List:** Brian DeKiep, Bryce Freeman, Sharon Helms, Matt Muldoon, Marcy Norby, Larry Nordell, Lyndee Restad, Lou Ann Westerfield

**Committee Members Not in Attendance:** Rich Bayless, Marshall Empey, Marc Hellman, Sam Liu, Jim Logan, Curt Winterfeld, Joni Zenger, Darrell Zlomke

**1. Agenda:**

- Review Notes from 12-01-2009 CAC Meeting and Approve to post
- Debrief from Steering Committee Meeting
  - State Co-Chair Determination Letter (distributed separately)
  - Other Assignments
- NTTG States: Letter to FERC Update
- Roundtable/Next Steps

**2. Decisions / Discussions:**

**Discussion: Review Notes from 12-01-2009 CAC Meeting**

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

**Discussion: Debrief from Steering Committee Meeting**

- Sharon Helms gave an overview of the Steering Committee's comments on the 2008-2009 Cost Allocation Committee Final Report
  - Steering Committee approved the Final Report with the modification of Table 1 to include the estimated project cost and in-service date
    - The modifications to Table 1 were reviewed and approved
- Sharon gave an overview on the Steering Committee's comments/recommendations on the Determination Letter
  - The letter will be modified to include a link to all three of the Final 2008-2009 Reports. Both Marsha Smith and John Cupparo will sign the letter.
  - The NTTG Steering Committee requested the following modifications to the letter:
    - Include as an appendix, the modified Table 1 from the NTTG Cost Allocation Final Report, along with a map that provides a reference for the location of each of the projects.
    - Include a paragraph explaining NTTG's mission and purpose, the groups that comprise its membership and what it has done in the past. Emphasize the public comment process and the regional agreement aspect and how the plan might be useful in other siting and planning processes.
  - The NTTG Steering Committee approved distribution of the letter to:
    - Five state commissions in the NTTG footprint and CA, WA and CO
    - Governor and delegation representatives in the NTTG footprint
    - FERC Chairman



- Lou Ann Westerfield will work with Marsha to finalize the letter and implement the recommendations from the Steering Committee
  - Instead of having to enter a long web addresses, it was suggested that the letter contain instructions that will walk the people through how to get to the reports on the website
  - Appendix will be included with map and project list
    - Add language to the bottom of the project list stating that projects are dynamic and are subject to change
- Larry Nordell will include the Governors’ email addresses (within the Footprint) and the Delegations of the States in current email distribution list for the Letter

**Discussion: NTTG States: Letter to FERC Update**

- Comments have been filed
- Comments were short and easy to read. The CAC message is very clear.
- No additional comments on the letter

**Discussion: Roundtable/Next Step**

- Due to the Holidays, the December 21<sup>st</sup> and 28<sup>th</sup> CAC meeting have been cancelled
- Next call – discuss Chair and Vice Chair elections
  - Elect new Chair and Vice Chair

**3. Assignments:**

Item #	Assignment	Owner	Target Date	Status
1.	Work with Marsha on finalizing Determination Letter	L. Westerfield		

**Next Meeting: Next Meeting:** The next Northern Tier Cost Allocation Committee meeting is scheduled for January 4<sup>th</sup> at 1pm Pacific.

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