

ADMINISTRATIVE MATTERS

February 12, 2004

A. CONSENT:

1. Utility Valuation Billings – Motion by Commissioner Wefald to approve. Seconded by Commissioner Cramer. Passed 3-0.

B. DISCUSSION:

1. ITD Update – Awaiting letter from ITD; apparently functionality and cost are not issues, only technical ability. Steve Kahl will keep Commission apprised.
2. Procedural Schedule in ITC Group/DCN/Illuminet vs. Qwest Complaint (PU-2829-03-83) – Directions have been provided to parties by Hearing Officer.
3. Goals and Activities Reports – Accepted as distributed.
4. Policy Revisions – Motion by Commissioner Cramer to approve. Seconded by Commissioner Wefald. Passed 3-0.
5. Virus Scan Software Renewal – Cost approx. \$2,000; budgeted for. Proceed.
6. Salary AG Opinion 11/7/03 – Given directives of 2003 Legislature, Jon Mielke will seek clarifying input from OMB concerning agency's ability to use available salary line item monies for merit and equity increases, etc.
7. Large Mass Lab Drain Problem – Temporary fix is in place; permanent fix will be made when weather permits.
8. Licensing & Rail Job Duties – Jon Mielke will distribute to staff; responses due by 2/20.
9. You Should Know Brochure – Your Gas Bill – Forward suggestions to Illona; revise accordingly and start using.
10. TRO Stay – No filing has been received so the Commission has nothing to act on; no action taken at present time.

C. SCHEDULING:

1. Montana-Dakota Utilities Co., John Reiss, Killdeer, Public Convenience & Necessity (PU-399-03-544) – Expect that protest will be withdrawn; no scheduling necessary at present time.
2. Rail Investigation Consulting, PUD Position, Licensing, & Rail Duties – Work session set for 1 pm on 2/27.
3. ITD Purchasing Guidelines – Consider seeking AG's Opinion; work session set for 10 am on 3/5.