

ADMINISTRATIVE MATTERS

March 31, 2004

A. CONSENT MATTERS:

1. Utility Valuation Billings – G. Geiger
2. Part-Time Employment – Rail Rates Investigation (RR-439-03-271) – C. Clark
3. Salary Adjustments – C. Clark
4. Reorganization Strategic Planning – C. Clark

Motion to approve consent matters passed 3-0,

B. DISCUSSION MATTERS WITH COMMISSION:

1. Recommended Law Changes that Pertain to Bond Release Applications – J. Deutsch – The Commission agreed with the recommended changes and authorized Jim to recommend the changes to the Interim Natural Resources Committee.
2. Noodles by Leonardo – S. Richter – Sue is to set up a meeting with company officials in Devils Lake on April 13th to discuss Commission concerns and require the company to comply with state law requirements. A letter from the Commissioners will sent setting out concerns that need to be addressed.
3. Credit-Sale Contract Items – S. Richter – The Commission approved the revised credit-sale contracts poster. The Commission also approved the language in the “you should know” brochure concerning selling grain, but wants the issue date to reflect the current date and have the sentence referring to bond protection and the indemnity fund bolded.
4. ND 2-1-1 Contact Information – J. Lein – Jerry was given direction on responding to the Mental Health Association’s request for updates to its database. Advise the Association that the Public Service Commission will provide assistance with utility matters.
5. Legislative Audit & Fiscal Review Committee Meeting on April 19 – PSC Audit Report Presentation – C. Clark – Commissioner Clark reported that he received a good audit report from the State Auditor. The report contained an informal recommendations that the Commission’s purchase card holders be independent of the Purchase Card Administrator, and that the Commission prepare a closing package that includes insolvency data. OMB will provide additional information on the closing package requirement.
6. Appoint Staff – Montana-Dakota Utilities Co., Natural Gas Rate Increase, Application (PU-04-97) – W. Binek – Motion to appoint Bill Binek and Patrick Fahn as advocacy staff and Mike Diller, Illona Jeffcoat-Sacco and Jerry Lien as advisory staff passed 3-0.
7. “You Should Know” Brochure: Your Gas Bill – P. Fahn – Approved with minor changes.
8. Waiver of Number Portability Compliance (PU-04-138) – P. Fahn – Schedule work session.
9. Standing Rock Tribal Letter – C. Clark – Bill Binek to draft response letter for Commission signatures.
10. “Day 61” TRO Issues – C. Clark – Revisit after ROC meeting.

11. Renewable Energy Workshop Agenda – C. Wefald – Agree with Commissioner Wefald's proposed agenda.

C. SCHEDULING MATTERS WITH COMMISSION:

1. Hearing - BEK vs. SmartNet, Inc., Complaint (PU-2967-03-666) – P. Fahn – May 25 @ 9 am.
2. Work Session – Waiver of Number Portability Compliance (PU-04-138) – P. Fahn – April 8 @ 1 pm.
3. Special Meeting – Rail Rate Investigation – W. Binek – May 13 at 9 am.
4. Briefing on Coteau Permit Application – C. Wefald – April 5 at 10 am
5. Work Session – Review responses to MDU Gas RFP – April 16 @ 10 am.
6. Special Meeting -- Consultant contract-MDU gas case – April 21 at 10 am.

D. OTHER:

1. Internet Postings