

Revised 12/17/08 8:20 a.m.

ADMINISTRATIVE MATTERS

December 17, 2008

A. CONSENT MATTERS

1. Equity Salary Adjustment – J. Deutsch

B. DISCUSSION MATTERS WITH COMMISSION:

1. PHMSA December 2 Letter – A. Moch
2. T&S Re-organization – A. Moch
3. Fargo Gas Explosion Testing Update – A. Bendish & A. Moch
4. Otter Tail Renewable Cost Recovery Rider Case No. PU-08-742 – T. Rafferty
5. Job Descriptions for Director of Compliance and Competitive Markets and Director of Economic Regulation – D. Nitschke
6. Draft Response to PHMSA Central Region on 2007 Audit – A. Moch
7. Pecan Pipeline Jurisdictional Determination Case No. PU-08-831 – P. Fahn
8. Customer Notice for the OTP Second Public Input Session – I. Jeffcoat-Sacco

C. SCHEDULING MATTERS WITH COMMISSION:

1. Otter Tail 2nd Public Input Session (Recommended dates of March 23 or 27 at 12:00 p.m.) Case No. PU-08-862 – M. Diller
2. Work Session NSP Electric Rate Increase Case No. PU-07-776 – S. Wefald
3. Reschedule Zap the Gap Hatton Meeting – T. Rafferty

D. OTHER: