

MINUTES Amended

(Verified with meeting transcript)

CENTRAL INTERSTATE LLRW COMMISSION ANNUAL MEETING JUNE 14, 2016, TUESDAY, 9:00 A.M.

In compliance with Commission By-Laws and Rules, a meeting notice announcing the date, time, location and agenda availability was mailed to the interested public May 14, 2016.

The Annual Meeting of the Central Interstate LLRW Commission was held Tuesday, June 14, 2016, in Shreveport, Louisiana, to take necessary action and discussion on proposed changes to the Commission By-Laws and Rules, reports, meeting minutes, export applications, export fee schedule (Rule 1), administrative budget, election of Chairman for fiscal year 2016-2017, and all other business to come before the Commission.

The meeting was called to order at approximately 9:25 a.m. after some telephone technical problems were resolved and roll was called. Responding to the roll call was: Oklahoma Commissioner and Chair, Jon Roberts; Arkansas Commissioner, George Overbey; Kansas Commissioner, John Mitchell; and Louisiana Commissioner, Scott Blackwell.

The Administrator, Rita Houskie; and the ~~new~~ future Administrator from Oklahoma DEQ, Kristie Valtierra were also present. The court reporter and Outside Legal Counsel, Shawn Renner, participated via telephone. No members of the public were present.

No members of the public spoke during the public comment period.

The Chair began the meeting by briefing the Commissioners on the progress made regarding the move of the Commission's office to Oklahoma DEQ. He gave a target date of January 2017 to have much of the move completed. He indicated that he had spoken with his IT people and they felt the move would be a relatively easy transition. A dedicated project code would be setup to track Kristie Valtierra's time spent on Commission business. The Chair said that he had been in communication with Shawn Renner and Shawn had agreed to stay on as the Commission's legal counsel until such time that an attorney in Oklahoma could be found. He also indicated that the financial accounts would stay in Nebraska until other things were up and running. He asked that the Commissioners review and comment on the Memorandum of Agreement between Oklahoma DEQ and the Commission by August 15th so any changes could be facilitated before the November 2016 meeting. The Agreement outlines the duties and responsibilities of each party.

The Chair introduced the next item on the Agenda set for discussion. He stated that the By-Laws needed some revision to accommodate the new setup of the Commission. He specifically pointed out the change to the term of the Chair, the addition of a Vice-Chair, a mechanism to allow more than two Commissioners to meet or have conversation via phone or email without it constituting a public meeting, the option to hold the Annual Meeting via telephone, to require two signors for payments over \$500, and to have the Administrator provide a financial report on income and expense monthly. The Commissioners were asked to respond with comments by September 15th.

Mr. Renner suggested that it would be prudent to run the financial changes by the auditor. Ms. Houskie asked if the comments would be seen by the Chair alone or if the other Commissioners would be copied on emails. The Kansas Commissioner suggested that the Chair consult with Mr. Renner about the sharing of emailed comments with respect to open records.

The Commission heard a brief report from the Administrator.

The next Agenda item was to ratify the previously approved export applications.

Motion by Kansas, second by Louisiana, to ratify the previously approved export applications for November 2015 through May 2016.

Motion **passed** 4-0

The minutes of the special teleconference held on November 17, 2015 were discussed. One correction was suggested by the Administrator. She said there was an extra 'and' in paragraph 3 that should be removed to clarify that it was only Mr. Blackwell from Louisiana participating in the meeting.

Motion by Kansas, second by Louisiana **to approve the minutes for the special teleconference meeting held on November 17, 2015. Amended to remove 'and' after Louisiana Commissioner in paragraph 3.**

Motion **passed** 4-0

The Chair introduced the next agenda item that was the adjustments to fiscal year 2015-2016 budget. The Administrator explained there were two adjustments to fiscal year 2015-2016 that did not affect the bottom line. The adjustments were made to ensure an adequate amount in the line item that accommodated postage expense.

Motion by Arkansas, second by Kansas **to adopt the proposed administrative budget adjustments for fiscal year 2015-2016.**

Motion **passed** 4-0

The Chair indicated that there had been some contemplation within the Commission on eliminating the export fees once the office has been moved to Oklahoma, although no formal actions have been initiated to that end. He stated that it would be unfair to eliminate the fees at the time of the move for those generators who applied in the first half of the fiscal year and recommended that the export fee schedule for the coming fiscal year be approved.

Motion by Louisiana, second by Arkansas **to approve export fee schedule (Rule 1) for fiscal year 2016-2017.**

Motion **passed** 4-0

The proposed budget for fiscal year 2016-2017 was next on the Agenda. The Chair explained that the document had two options for consideration. The first option was assuming that the move did not occur in January and Ms. Houskie remained as an employee for the full year. The second option assumed that the move took place and Ms. Houskie retired in January 2017. Because the Commissioners had not held a discussion regarding option two, the Chair suggested that they enter into executive session to discuss personnel matters and then return to open session to vote on the proposed budget.

Motion by Kansas, second by Louisiana **to enter into executive session to discuss personnel matters.**

Motion **passed** 4-0

The Chair called the meeting back to order at 10:25 a.m. and indicated no business had been conducted during the executive session other than personnel matters. He shared that option two of the proposed budget assumed Ms. Houskie was no longer the Administrator and the budget included a severance package that would include salary, unused vacation time and health insurance for one year.

Motion by Kansas, second by Louisiana **to adopt option two of the proposed administrative budget for fiscal year 2016-2017.**

Motion **passed** 4-0

Motion by Arkansas, second by Louisiana **to elect the Commissioner from Oklahoma to serve as Chair for fiscal year 2016-2017.**

Motion **passed** 4-0

The Commissioners tentatively set the date for the next meeting via telephone for November 17, 2016.

Motion by Louisiana, second by Kansas **to adjourn the meeting.**

Motion **passed** by acclamation

The meeting was adjourned at 10:45 a.m.