

Revised: 9/21/04 at 3:15 p.m.

## **ADMINISTRATIVE MATTERS**

September 22, 2004

### **A. CONSENT MATTERS:**

1. Employment Offer and Acceptance – I. Jeffcoat-Sacco
2. Utility Valuation Billing – G. Geiger

### **B. DISCUSSION MATTERS WITH COMMISSION:**

1. Testing & Safety Division Proposed Rulemaking – A. Moch
2. Metrology Lab Compliance – A. Moch
3. Assistant Metrologist Position and Training – A. Moch
4. Alternate Site for Living Disaster Recovery Planning System (LDRPS) – L. Ogaard/G. Geiger
5. Purchasing Commodities and Services Policy – I. Jeffcoat-Sacco/G. Geiger
6. Response Letter from Pam Sharp – I. Jeffcoat-Sacco
7. Revision of “Shall Statements” – I. Jeffcoat-Sacco
8. Harassment and Substance Abuse Policies – I. Jeffcoat-Sacco
9. Changes to Rejection Stickers – A. Moch
10. Earth Harvest Mills, Inc. – S. Richter

### **C. SCHEDULING MATTERS WITH COMMISSION:**

1. Update on LIHEAP Funds for 2004-05 Season – C. Wefald
2. PIE Meetings – I. Jeffcoat-Sacco
3. Work Session on Siting Process – C. Wefald
4. Update on Otter Tail Grandfathered Agreements – October 8 Informal? – C. Wefald
5. Work Session – MCImetro Access Transmission Services LLC, Qwest Corporation, Service Agreement(s) (PU-04-402) – P. Fahn

### **D. OTHER:**

1. Internet Postings