

**ROWCC Board Meeting
Las Vegas, Nevada
PBS&J Office, Henderson
September 11, 2007**

Attendees:

D. Wade Brown
Denise Lucas
Ray Armstrong
Gary Bland
Kerry Bland
Mark Bilyeu
Daryl Knobbe
Missy
Jim Struble
Jim Overcamp
Ben Ward
Joe Coates

Meeting commenced at 10:09 am

Meeting Minutes approval

- August 14, 2007 Teleconference
- June 18, 2007 Board meeting at IRWA Conference, Sacramento, CA
- May 15, 2007 Teleconference
- March 12, 2007 Board Meeting Teleconference
- December 7, 2006 Teleconference
- October 21, 2006 Board Meeting at IRWA Region meeting, Chicago, IL

Motion to approve minutes by Daryl, second by Ray. Motion was approved.

Treasurer Report

Balance \$21,434.44

See attached Treasurer report.

10 firms have renewed, 6 firms awaiting payment.

Ben moved, Mark second, approved.

URA Certification

Jim S. went back two yrs ago. Discussions with Federal agencies about some kind of certification. IRWA did not want to take on the risk by themselves. IRWA developed the Institute concept.

Presentation made at AASHTO in May 2007. AASHTO members felt that they had missed out on the opportunity.

Jim S. met with head of AASHTO and he said that IRWA, AASHTO and agencies must work together. Currently, the whole certification concept is crawling at a snail pace.

IRWA has task force to review the IRWA designations and certifications. The task force is to look at how the IRWA can better serve its members and partners. Jim is of the opinion that the existing SR/WA designation is what the Federal agencies need, but the designation needs to be enhanced to give it more credibility.

The Corps still wants its own certification.

IRWA does not want all of the state agencies, federal groups and others to have their own certification. Keep the certifications to one organization.

Jim stated that West Virginia is pegging for a certification program. Oklahoma requires that relocation staff have the IRWA relocation certification.

Wade stated that more agencies are seeing the benefits of the SR/WA designation.

Daryl stated that we need to change the mindset and stress that the SR/WA is a comprehensive designation and it deserves recognition. The IRWA and others need to get the members to place more value in the designation.

Jim spoke about the conversion of Lyle McMillian of Utah DOT. Lyle participated in the education summit in 2004. Lyle was very vocal and inspired the IRWA to make changes. Lyle has a large number of SR/WA's in his staff and gets the state to pay their dues.

Mark stated the Relocation Assistance Certification (RAC) got a lot of involvement in the new program and the SR/WA lost its luster.

Joe stated that the RAC has relocation in the title. The URA certification is recognized because of Uniform Act in the name. The IRWA may need to change the SR/WA title so that the designation is more reflective of the qualifications and accomplishments.

Jim s. stated IRWA needs to work on the marketing to promote the value of the designation.

A lengthy discussion was held among the group which focused on the IRWA designations.

Jim stated that John Horsley, Executive Director of AASHTO, said the IRWA, AASHTO and ROWCC among others should sit down and hammer out a solution about the URA certification concept.

Jim stated that it will be several months before it is known where the certification is going with the various parties.

Jim Struble had asked Ben Ward to serve on a IRWA Task Force to review the designation and certifications. The results of the task force will indicate the direction of the IRWA.

Joe suggested that the SR/WA be re-marketed under a different title.

Joe is concerned that creating a new certification will increase the cost of doing business. Investing the money to create a certification and then the users of services may not commit to use individuals with the designations and/or certifications.

Council directive to Ben for the task force meeting: The Council is still in an observation mode. The general position is not to create more criteria and costs. Ben is to put a thread on the web site to advise all members.

Joe stated that he has concern that a member of the council, who has a training company, is also serving as a representative of the Council relative to a URA certification. He was referring to OR Colan. He is afraid that the best interest of the council general membership may be compromised due to possible gain by the training entity. Daryl Knobbe is to share the concern with the principals of the firm.

PRES

Speakers were selected for the sessions made available to the Council. Individual members are to follow-up with speakers and obtain their commitment, photo and biography.

Mark moved to have a booth at PRES, Ben second. Approved.

The next Council meeting will be Monday, February 12, 2008. Meeting to be held in the hotel lobby in Dallas in the early evening in lobby. A write-up for the Council booth is to be placed in the program. Denise will coordinate the write-up and booth selection.

5c. Education Programs related to FERC policies & procedures

Kerry spoke about the need to have some education sessions relative to FERC policies & procedures. A lot of states are now starting to have similar requirements for private sector work. The education session would cater to senior staff and project managers that deal with FERC requirements. The session would provide instruction on how to complete FERC forms and how to deal with the various federal and state agencies.

Joe suggested a session at the IRWA conference in Austin.

The session will be a "how to", what to avoid, etc.

Kerry will circulate an outline of possible discussion topics and seek membership participation.

Jim Struble stated that the FERC head in Washington DC said that congressmen and senators are getting calls from constituents. People are feeling that they are getting run over by the right of way agents.

The Kelo case has heightened the awareness of the general public relative to land acquisition and eminent domain matters.

5d. Marketing, website, membership

Wade thinks we need to re-do the website.

Ray said that we should not re-work the website since it is not that heavily used. He will check into the website issues.

Wade will send a hard copy of the application to known firms who have applied to the Council.

Ray is to have web company make some minor modifications.

Membership

Ray asked if \$500.00 is the right amount to charge our members. After discussion it was decided to leave the fee at \$500.00 per year.

The Board discussed the option of hiring an executive secretary to assist with council administration and follow-up to our activities.

There was also discussions about enhancing our marketing efforts. Suggestions include hiring an outside consultant to look at our marketing materials, develop specific goals and objections for our marketing efforts.

Ben is to speak with his company marketing department about creating some new marketing materials.

Mark to speak with AASHTO about attending the planning meeting in January 2008.

Action Items:

1. Ben to attend IRWA task force meeting and start a thread on website about Council position.
2. Review commitments for speakers and moderators. Moderators to make sure info to Faith Roland by Sept 14th. Denise to take lead.
3. Ray to follow up on website issues.
4. Kerry to prepare outline for private sector matters at IRWA June 2008.
5. Wade to send out applications to interested firms.
6. Ben to speak with marketing department about new materials and possibly a table top graphic display.
7. Mark to speak with AASHTO about attending planning session and our May session.

Adjourned 3:05 pm.



**BOARD OF DIRECTORS MEETING
SEPTEMBER 11, 2007
10:00 a.m.**

PBS&J Conference Room
2270 Corporate Circle
Suite 100
Henderson, NV
702-263-7275

AGENDA

1. Call to order
2. Approval of Meeting Minutes
3. Approval of Treasurer Report
4. Old Business
 - a. URA Certification Update
5. New Business
 - a. IRWA Update – Jim Struble, IRWA President
 - b. PRES Planning
 - i. Topics Selection
 - ii. Speaker Assignment
 - iii. Booth at PRES
 - iv. ROWCC Session
 - c. Education Programs related to FERC policies & procedures
 - d. Membership committee report, new member applications
 - e. Council marketing
 - f. AASHTO 2008 Grand Rapids, Michigan
 - g. IRWA 2008 Austin, TX
 - h. Web site
 - i. Other
6. Adjournment

3:49 PM

09/07/07

Accrual Basis

Right of Way Consultants Council, Inc.
Balance Sheet
As of September 7, 2007

	<u>Sep 7, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	18,434.44
Total Checking/Savings	18,434.44
Accounts Receivable	
Accounts Receivable	3,000.00
Total Accounts Receivable	3,000.00
Total Current Assets	21,434.44
TOTAL ASSETS	<u>21,434.44</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	8,832.78
Retained Earnings	8,482.88
Net Income	4,118.78
Total Equity	21,434.44
TOTAL LIABILITIES & EQUITY	<u>21,434.44</u>

3:50 PM

09/07/07

Right of Way Consultants Council, Inc.

A/R Aging Summary

As of September 7, 2007

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Epic Land Solutions, Inc.	0.00	0.00	500.00	0.00	0.00	500.00
Integra Realty Resources	0.00	0.00	500.00	0.00	0.00	500.00
Mustang Engineering, LP	0.00	0.00	500.00	0.00	0.00	500.00
O. R. Colan Associates	0.00	0.00	500.00	0.00	0.00	500.00
Overland Pacific & Cutler, Inc.	0.00	0.00	500.00	0.00	0.00	500.00
Twin Peaks Field Services, Inc.	0.00	0.00	500.00	0.00	0.00	500.00
TOTAL	0.00	0.00	3,000.00	0.00	0.00	3,000.00

Right of Way Consultants Council, Inc.
Check Detail
 January 1 through September 7, 2007

3:49 PM
 09/07/07

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1007	1/24/2007	Quixion		Bank of America	-450.00	-450.00
Bill	10528	1/24/2007			Website Maintenance	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	1008	2/2/2007	Quixion		Bank of America	-219.45	-219.45
Bill	22	2/2/2007			Website Maintenance	-219.45	219.45
TOTAL						-219.45	219.45
Bill Pmt -Check	1009	2/27/2007	Harvard Business ...		Bank of America	-50.00	-50.00
Bill	2007 ...	2/27/2007			Legal Fees	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	1010	2/27/2007	Jim Overcamp		Bank of America	-43.29	-43.29
Bill	02-13...	2/27/2007			Presentation Expense	-43.29	43.29
TOTAL						-43.29	43.29
Bill Pmt -Check	1011	2/27/2007	Associated Right ...		Bank of America	-89.00	-89.00
Bill	2006 ...	2/27/2007			Taxes	-89.00	89.00
TOTAL						-89.00	89.00
Bill Pmt -Check	1012	4/27/2007	Bernard Ward		Bank of America	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	1013	4/27/2007	PBS & J		Bank of America	-29.48	-29.48
Bill	031207	4/27/2007			Meeting Expense	-29.48	29.48
TOTAL						-29.48	29.48

Right of Way Consultants Council, Inc.
Customer Contact List
August 30, 2007

2:25 PM
08/30/07

Customer	Bill to	Balance Total
Allen, Williford & Seale	Allen, Williford & Seale 14925 Memorial Drive, Suite 200 Houston, TX 77079	0.00
American Acquisition Group, LLC	American Acquisition Group, LLC 5600 Mariner Street, Suite 104 Tampa, FL 33609	500.00
Associated Right of Way Services, Inc.	Associated Right of Way Services, Inc. 2300 Contra Costa Blvd., Suite 525 Pleasant Hill, CA 94523	0.00
Cinnabar Service Company	Cinnabar Service Company 5121 S. Wheeling Ave. Tulsa, Oklahoma 74105	0.00
Coates Field Service Inc.	Coates Field Service Inc. 4800 N. Santa Fe Oklahoma City, OK 73118	0.00
Contract Land Staff, Inc.	Contract Land Staff, Inc. 10701 Corporate Drive, Suite 215 Stafford, TX 77477	500.00
Epic Land Solutions, Inc.	Epic Land Solutions, Inc. 24050 Madison Street, Suite 205 Torrance, CA 90505	500.00
Florida Acquisition & Appraisal, Inc.	Florida Acquisition & Appraisal, Inc. 2109 E. Palm Ave., Suite 104 Tampa, FL 33605	0.00
Integra Realty Resources	Integra Realty Resources 5718 Westheimer, Suite 1100 Houston, Texas 77057	500.00
Mustang Engineering, LP	Mustang Engineering, LP 16001 Park Ten Place Houston, TX, USA 77084	500.00
O. R. Colan Associates	O. R. Colan Associates 439 N.E. 7th Avenue Ft. Lauderdale, FL 33301	500.00
Overland Pacific & Cutler, Inc.	Overland Pacific & Cutler, Inc. 100 W. Broadway, Suite 500 Long Beach, CA 90802	500.00
PBS&J	PBS&J 3230 Commerce Place, Suite A West Palm Beach, Florida 33407	500.00
Pinnacle Consulting Management Group, I...	Pinnacle Consulting Management Group, Inc 5534 N. Western Oklahoma City, Oklahoma 73118	0.00
Smith-Roberts Land Services, Inc.	Smith-Roberts Land Services, Inc. 4720 Richmond Square Oklahoma City, OK 73118	0.00
Twin Peaks Field Services, Inc.	Twin Peaks Field Services, Inc. 20527 W. 95th St. Lenexa, Kansas 66220-3659	500.00