

**Right of Way Consultants Council  
Board Meeting  
The LINQ Hotel, Las Vegas, Nevada  
October 16, 2015**

The meeting was called order by Faith Roland board chair at 12:08 PM.

Board members present were Faith Roland, Roland Resources, Kerry Malone, Contract Land Staff, Charlie Davis, Sendero Acquisitions, Doug Benson, Universal Field Services, Jerry Colburn, Overland, Pacific & Cutler, Trent Oglesby, Percheron Field Services, Cash Diel, Willbros and Jim Walker, ROWCC staff. Also in attendance were Kyle Driscoll, Duff & Phelps, Brian Everett, Overland, Pacific & Cutler, Norm Henenberg, Paragon Partners, Jim Henry, Lochner, Denise Jackson, ARWS, Dr. Mazie Leftwich, Contract Land Staff, Brent Leftwich, Contract Land Staff, Elaine Lipon, Coates Field Services, Justin Lyon, Percheron Field Services, and Elaine Verver, HDR Engineering.

Faith asked for self-introductions.

Minutes

Doug moved that the minutes of June 13, 2015, be approved; seconded by Kerry. Approved

Treasurers Report & 2015-2016 Budget

The Treasurers Report through September 30, 2015 was presented by Walker. Discussion by the group. Charlie moved that the treasurers report and budget be approved; seconded by Doug. Approved

Action Items

The action item list was reviewed and updated by Walker with new assignments for Board Members. It is attached to the minutes.

Membership Development

Faith reminded each board member to get a new member. We will create a possible new member list at the member meeting tomorrow with member assignments to call.

The ROWCC Seal and Terms of Use

Mazie presented design options from the CLS design department. She will develop color options for the final selection. There was discussion on "Terms of Use" for the seal by members. Malone and Henry will develop the criteria.

There was discussion about how to market a "ROWCC SEAL" in a similar way that the Better Business Bureau seal communicates trust in members. As a member, you are getting the "ROWCC Seal of Approval". This will give clients and potential clients the assurance that our companies are operating legally.

Compliance Issues

Charlie led a discussion on condemnation issues in Texas. There was discussion on ROW companies that are not lawfully performing work. Doug and Charlie will monitor the Texas issue.

Future Meetings

The Pipeline Committee meets January 19-21 at the Innisbrook, Palm Harbor, Florida. Walker will determine feasibility for a BOD meeting the afternoon of January 21 and a member meeting January 22. AASHTO meets in Miami in May. Faith has volunteered to attend AASHTO and other board members will attend as needed for a panel. Faith will ask the IRWA if the ROWCC can do a presentation in Nashville.

#### Position Descriptions

Trent presented examples of specific position description taken from various contracts. There was discussion on each description regarding qualifications within the position and methods of qualifying – years v. skill sets.

#### Education

Faith is going to do a rewrite of IRWA Course 303. The rewrite will include ROWCC information on our standardized contract and our mission.

#### Research

Walker will research various procurement associations and how the ROWCC may fit into their meeting agenda. Board suggested research on Electric, pipeline, public, state. Federal.

The meeting adjourned at 2:55PM as moved by Kerry and seconded by Cash.

Minutes respectfully submitted,

Jim Walker  
ROWCC Staff