

**Right of Way Consultants Council
Membership Meeting
The LINQ Hotel, Las Vegas, Nevada
October 17, 2015**

Sponsored by Universal Field Services, Inc.



The meeting was called to order by Faith Roland, Board Chair at 8:09 AM.

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 Sue Cope, Clark Land Resources, Kyle Driscoll, Duff & Phelps, Brian Everett, Overland, Pacific & Cutler, Lynn Green, THC, Inc., 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, David Martin, Contract Land Staff, Beth Minear, Contract Land Staff, Michael Moore, THC, Inc., Kinnon Williams, Inslee Best and Elaine Verver, HDR Engineering.

Introductions

Everyone present introduced themselves.

Chair Report

Faith recapped yesterday's Board meeting by item noting accomplishments and thanked Doug Benson and Universal Field Services for sponsoring this meeting.

Minutes

Doug moved that the minutes of June 14, 2015, be approved; seconded by Jerry. Approved

Presentation

E Discovery and how it affects you and your company

Speaker: Beth Minear, Esq. Vice President & Project Management Strategist, Contract Land Staff

Beth is CLS's resident FERC expert and works out of the firm's Northeast Regional Office in Ripley, West Virginia.

There were questions and discussion following Beth's presentation.

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. Faith recorded contract terms and items and will send them out to members.

The ROWCC Seal

Mazie presented color options from the CLS design department. There was discussion on “Terms of Use” for the seal by 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.

Discussion

Faith discussed the IRWA Foundation and sponsorship opportunities from Carol. Faith will attempt to get us a booth at Nashville.

Presentation

Contracts and Contracting

Speaker: Kinnon W. Williams, JD, Inslee Best, Bellevue, WA

Kinnon W. Williams, Esq. is a Shareholder in the firm of Inslee Best Doezie & Ryder, P.S. of Bellevue, Washington. Selected as “*Super Lawyer*” by his peers in *Seattle Metropolitan Magazine* for 2013, 2014 and 2015 his practice focuses on eminent domain, real estate and municipal law.

There were questions and discussion following Kinnons presentation. It is suggested that members review the AIA standard contract looking for useful clauses for our contract.

Action items

Members please review attached Action Items for assignments

The meeting was adjourned at 1:42PM as moved by Kerry and seconded by Jerry

Minutes respectfully submitted,

Jim Walker
ROWCC Staff