

**Railbelt Reliability Council Implementation Committee - Meeting
February 1, 2021
Final Minutes (Approved by IC 2/8/2021)**

1) Roll-call

The meeting was held via Zoom, was called to order at 1:15 pm, and was chaired by JE.

Primary		Alternate		Organization
Brian Hickey (BH)	Y	Jeff Warner (JWR)	Y	Chugach Electric Association
John Burns (JB)	Y1	Frank Perkins (FP)	Y	Golden Valley Electric Association
Rick Baldwin (RB)	Y	Dan Chay (DC)	Y	Homer Electric Association
Julie Estey (JE)	Y	Ed Jenkin (EJ)	Y	Matanuska Electric Association
Lou Florence (LF)	Y	Shayne Coiley (SC)	n	Doyon Utilities
Dave Burlingame (DB)	Y	Rob Montgomery (RM)	n	City of Seward
Kirk Warren (KW)	Y	Curtis Thayer (CT)	n	Alaska Energy Authority
Suzanne Settle (SS)	Y	Sam Dennis (SD)	Y	Cook Inlet Regional Inc.
Joel Groves (JG)	Y	Mike Craft (MC)	Y	Alaska Environmental Power, LLC
Veri di Suvero (VDS)	Y	Enei Begaye (EB)	n	Alaska Public Interest Research Group
Chris Rose (CR)	Y	Greg Stiegel (GS)	n	Renewable Energy Alaska Project
Hank Koegel (HK)	Y	David Newman (DN)	v	Unaffiliated seat
<i>Jeff Waller (JWL)</i>	Y	<i>Janet Fairchild-Hamilton (JFH)</i>	n	<i>Regulatory Affairs and Public Advocacy</i>
<i>Bob Pickett (BP)</i>	n	<i>Antony Scott (AS)</i>	n	<i>Regulatory Commission of Alaska</i>

Y: Attending n: Not attending v: seat is vacant

Y1: JB joined approximately 1:45 pm

Steve Mahoney (SM) present.

Steve Lewis (SL), Rebecca Sexton-Kelly (RSK) Hallie Buse (HB) with Sapere present for facilitation.

Seth Blumsack (SB) and Stephanie Lenhart (SL) joined for agenda item 6, at approximately 3:30 PM

12 of 12 voting members are initially present, one ex-officio member is present.

2) Approval of Agenda

MOTION to approve today's agenda 1HK, 2BH.

Move NSF from item 7 to whenever they get on zoom as their material is date sensitive.

Receive standards implementation update from EJ.

PASSED AS AMENDED with no objections. [12-0-0].

3) Approval of January 25, 2021 Meeting Minutes

MOTION to approve 1/25/2021 meeting minutes. 1JG, 2SS.

PASSED with no objections [12-0-0].

4) Management Conversation

a. PM Scoping / Sapere Amendment

Discussion on notes vs minutes vs both.

MOTION that IC maintain minutes and notes of all of its committee meetings. 1BH, 2RB.

PASSED with no objections. [12-0-0]

MOTION that IC approve modified contract change request with Sapere; change was to increase NTE to \$363,140 and have Sapere provide both notes and minutes. 1SS, 2BH.

JE called question. DB objected.

MOTION PASSED [11-1-0], by roll-call vote, with DB voting against.

- b. ExCom Charter JE presented overview of draft charter.

MOTION to approve ExCom Charter, and include in the budget for PM “\$363,140 (approved)” 1SS, 2CR.

PASSED with no objections. [12-0-0]

- c. Budget Subcommittee Charter Considerations. JG advised subcommittee will review charter against new PM and ExCom roles and bring revised charter back to IC for consideration next week.

5) Budget Committee

JG gave presentation updating IC on current status of budget subcommittee duties.

6) NSF Presentation

SL / SB presented their proposed research project, request for a support letter, purpose, and timeframe.

MOTION for IC to write a letter endorsing the academic researchers’ grant proposal. 1SD, 2HK.

PASSED with no objections. [12-0-0]

7) Updates/Member Comments

- a) Independent Alternate Update HK chose Dr. David Newman at UAF. Area of study is blackouts in transmission systems. Will not attend Monday meetings because he has a conflicting class this term, but he can join subcommittees. JE. Does IC need to vote? SS/KW/VDS: No, IC previously deferred choice to HK. *[motion #4 from 10/5/2020, motion #1 from 10/19/2020, and subsequent delegation from Selection Committee to HK].*
- b) SES alternate SES has appointed Rob Montgomery as alternate.
- c) RCA Coordination No response from BP so no new schedule information to share.
- d) Commonwealth North Presentation CR was sole IC volunteer and will work with JE on presentation. Still working on scheduling with CWN. Will continue to coordinate with IC.
- e) Standards EJ gave update on current utility efforts to fully implement 2018 standards, will keep IC advised of progress.

8) February 8 Meeting Agenda

Meeting will be mostly allocated to BySub. Draft language on Board Composition will be up for TA. Please review and comment by tomorrow.

Budget Subcommittee project charter change request, Lovas budget change request, offer recommendations on subcommittees and SMEs.

ExCom monthly report using new template.

9) Adjourn - ADJOURNED at 4:10 PM.

DEFINITION OF ABBREVIATIONS AND ACRONYMS

All committee members are identified by their initials, as defined in the roll call table.

1JE, 2JG.	Shorthand designating which committee members proposed and seconded motions.
[~]:	Secretary's commentary provided for clarity / context as appropriate. Vote tally shorthand is Y-N-A, yea – nay – absent or abstain.
Aol:	articles of incorporation
CEA:	Chugach Electric Association, Inc.
DOC:	duties of care
DU:	Doyon Utilities
ERO:	Electric Reliability Organization
ExCom:	executive committee
IC:	Implementation Committee
MEA:	Matanuska Electric Association, Inc.
NDA:	non-disclosure agreement
PM:	project management
PMP:	project management professional
RAPA:	Regulatory Affairs and Public Advocacy
RCA:	Regulatory Commission of Alaska
RRC:	Railbelt Reliability Council
SOW:	scope of work

ATTACHMENTS:

1. Approved Sapere change request

ATTACHMENT 1/2 (1 PAGE)

CONTRACT CHANGE REQUEST: Sapere Consulting				
<p>Change Request #1 Date Submitted: 1/28/2021 Contract Manager (utility that is paying contract costs): Brian Hickey, Chugach Direct Report: ExCom Indirect Report: Subcom Chair and IC</p>				
SCOPE CHANGE				
Before Change:		After Change:		
<p>Sapere’s original contracted scope is provided as Attachment B. A Redline is also supplied as Attachment C.</p> <p>Generally, the IC understood that the scope for Sapere was focused on facilitation, although the scope also contains elements of project management.</p>		<p>Proposed updated scope for Sapere is supplied as Appendix A.</p> <p>This updated scope clearly identifies project management tasks Sapere will provide to the IC.</p> <p>This change also includes one month of support for the BySub which will authorize the continued level of support Sapere has been providing (weekly meeting attendance, prep of IC deliverables as directed), but which was not included in the previous budget.</p>		
SCHEDULE CHANGE – unchanged				
		Target date for completion		
		Before Change:	After Change:	
Contract End (unchanged)		12/31/2021	12/31/2021	
BUDGET CHANGE				
		Before Change:	After Change:	
IC Support / Project Management		\$265,135	\$359,140	
BySub Support (through Feb 19)		\$0 (not specifically enumerated previously)	\$4,000 (22 hours)	
Contract Total:		\$265,135	\$363,140	
Date approved	Yea:	Nay:	Absent/Abstain:	Date:
IC Chair – Julie Estey				Date:
IC Treasurer – Joel Groves				Date: