

Railbelt Reliability Council Implementation Committee - Meeting
January 18, 2021
Final Minutes (Approved by IC on 1/25/2021)

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) | Y | 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) | n | Matanuska Electric Association |
| Lou Florence (LF) | n | Shayne Coiley (SC) | n | Doyon Utilities |
| Dave Burlingame (DB) | Y | | v | 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) | n | 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 | | v | Unaffiliated seat |
| <i>Jeff Waller (JWL)</i> | n | <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

Steve Mahoney (SM) present.

Steve Lewis (SL) and Rebecca Sexton-Kelly (RSK) with Sapere present for facilitation.

Seth Blumsack (SB), Kate Konschnik (KK), Stephanie Lenhart (SL) not present.

10 of 12 voting members are initially present, no ex-officio members are present.

2) Approval of Agenda

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

PASSED with no objections. [10-0-2].

3) Approval of January 4 and 11 Meeting Minutes

MOTION to approve 1/4/2021 and 1/11/2021 meeting minutes. 1JG, 2CR.

Members provided minor amendments to minutes. RB suggested resolutions be attached to minutes so they are not lost to posterity.

PASSED AS AMENDED with no objections [10-0-2].

4) Bylaw Subcommittee Report

a) Mahoney Change request

RSK presented change order request.

FP noted this contract was originally for \$5,000, has evolved to \$200,000, with some potential for future increases. Asked if there are resultant issues / concerns with MEA procurement or management. JE said no, MEA is deferring to IC on oversight and MOU for reimbursement.

MOTION to approve. 1SS, 2BH.

JG asked if advisable or practical to minimize SM's attendance in full IC meetings. Informal consensus that there is value in his attendance, with recognition that sometimes he can bow out and it's best to let SM and the Chair determine that.

PASSED with no objections [10-0-2].

5) Miscellaneous / Old Business

- a) NDA: RSK briefed on status, comments received from some members, plan for all comments due by 1/21 under proposed schedule. SM clarified current plan is signatories will be individuals representing their entities as applicable to IC. JG asked how confidentiality will be decided, SM explained it is an individual process to be demarked on documents or disclosed at time of document transfer. JG observed lacking an IC policy there's potential for inconsistent application of confidentiality. RB clarified NDA is principally targeted at documents coming into IC, not leaving IC. RSK said will continue advancing NDA – comments by 1/21 for IC vote 1/25.

SD: relayed discussion with academics in regard to NDA during bylaw subcommittee meeting last week. SL clarified that their reporting protocols are to honor anonymity so individual comments made by IC / RRC members will not be attributed to individuals or organizations. They also provide a review / comment opportunity prior to materials being published.

[SD comments made after 5d, moved here in minutes for continuity]

- b) RCA Update: JE will coordinate with RCA on calendaring. Perhaps do a written update this time, SS and JE will lead effort.
- c) DOC revisions: RSK provided update, have Jim Torgerson (JT)'s revisions to DOC, could adopt now for the IC or just consider for the RRC's COC. JE: IC had tasked JT with reviewing DOC, which he did but the IC hasn't considered his comments. JE recommends leave DOC as-is, but consider JT's comments for developing the RRC COC. Informal consensus for this plan.
- d) IC Alternates: DB: understanding is SES will have an alternate assigned this week.

HK: hope to have a recommendation next week.

6) Project Manager (PM) Scoping Ad Hoc Committee

SS provided committee report and draft PM scope of work. Recommend that IC needs a PM.

MOTION to appoint a project manager for the IC. 1JB, 2SS.

Comments in support of motion. DB advised that IC should be aware that the PM will need resources to manage - member labor or consultants.

JE called the question.

PASSED with no objections. [10-0-2].

SS asked how PM will sync with Tom Lovas? BH, DB, JG clarified PM is managing and Tom Lovas is one of the resources being managed. JG also noted that PM role overlaps with budget subcommittee charter, will need to amend charter to avoid overlapping duties / responsibilities.

MOTION that the IC accepts the preliminary PM scope of work (SOW), and for the PM Scoping Committee to (1) meet with Sapere to determine their capability to perform the PM SOW on behalf of the IC and (2) make a recommendation back to the IC at the next meeting to proceed with Sapere or do an RFP for the PM. 1JB, 2CR.

JG asked if this process will follow the “RRC IC Management Document” passed by the IC 1/11/21. JE concurred it would.

PASSED with no objections. [10-0-2].

7) Member Comments

RSK/JE: Education update. Batteries session is this Thursday 1/21.

SS: Sharepoint calendar app is difficult to use. CIRI is working on a shared calendar that will sync with Outlook to help IC scheduling.

RSK/JE: Research group update. SL met w/ bylaws subcommittee last week, relationship still evolving. CR is drafting brief narrative to define roles / relationships / expectations. SL sees their role as engaged academics, not just silent observers. They will engage / comment as requested.

JE: SS/JE talking about IC momentum into next phase. Contemplating forming an executive subcommittee, plan to present a proposal in next few weeks. Also clarify roles of officers.

8) January 25 Meeting Agenda

Bylaws subcommittee to take governance up again - revisit strawman #2.

PM Scoping ad hoc subcommittee update on PM recommendation.

NDA approval.

9) Adjourn - ADJOURNED at 2:41 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. |
| COC: | code of conduct |
| DOC: | duties of care |
| ERO: | Electric Reliability Organization |
| IC: | Implementation Committee |
| MEA: | Matanuska Electric Association, Inc. |
| MOU: | Memorandum of Understanding |
| NDA: | non-disclosure agreement |
| PM: | project manager |

RCA: Regulatory Commission of Alaska
RFP: request for proposals
RRC: Railbelt Reliability Council
SES: Seward Electric System
SOW: scope of work

ATTACHMENTS:

1. Approved Change Order for Manley & Brautigam.
2. Approved preliminary scope of work for project manager.

CONTRACT CHANGE REQUEST: Manly & Brautigam (Mahoney)

Change Request #1
Date Submitted: 01/14/2021
Contracting Utility: MEA
Contract Manager: Julie Estey

SCOPE CHANGE

| Before Change: | After Change: |
|--|---|
| <p>Work related to 501C recommendations, beginning in mid-2020, evolved into a larger bylaw scoping and drafting effort.</p> | <p>Development and documentation support of Bylaws, Articles of Incorporation, and policies as determined necessary.</p> <ul style="list-style-type: none"> A. Continued attendance at weekly IC meetings to ensure engagement with ongoing IC progress (28 weeks, estimated 4 hours per meeting or 112 hours). B. Bylaws and Articles of Incorporation will be developed over the course of the next 10 weeks consisting of 2 hours of weekly meetings and 8 hours of drafting each week, including research, answering questions between BySub, Sapere, and IC members. Total of 100 hours. C. Should the policies be developed in full through the BySub, the effort will mirror much of the first phase. Policies will require 2 hours of weekly meetings and 8 hours of drafting each week, including research and answering questions. Total of 100 hours. |

SCHEDULE CHANGE

| | Target date for completion | |
|--|----------------------------|---------------|
| | Before Change: | After Change: |
| A. Support at IC meetings | N/A | 08/01/2021 |
| B. BySub: complete first draft of bylaws | N/A | 03/15/2021 |
| C. Bysub: revised full draft of bylaws (endorsed by IC) + draft policies | N/A | 08/01/2021 |

BUDGET CHANGE

| | Before Change: | After Change: |
|--|-----------------|----------------------|
| Original task (501 recommendations, bylaw TOC, initial drafting of bylaw contents) | \$5,000 | \$32,000 |
| A. Support at IC meetings | N/A – new scope | 112 hours / \$44,800 |

| | | |
|--|-----------------|----------------------|
| B. BySub: Complete first draft of bylaws | N/A – new scope | 100 hours / \$40,000 |
| B. BySub: Revised full draft of bylaws (endorsed by IC) + draft policies | N/A – new scope | 100 hours / \$40,000 |
| Contract Total: | \$5,000 | \$156,800 |

| | | | | |
|----------------------------|-----------------|--------|---------------------|-----------------|
| Date approved | Yea: 10 | Nay: 0 | Absent/Abstain: 2/0 | Date: 1/18/2021 |
| IC Chair – Julie Estey | /s/ JULIE ESTEY | | | Date: 1/29/2021 |
| IC Treasurer – Joel Groves | | | | /s/ JOEL GROVES |

GATING QUESTION: Does the RRC need to hire a project coordinator? AD HOC COMMITTEE SAYS YES!

Scope of Work:

1. Provide overall scope, schedule, and budget to achieve ERO application submittal by October 1, 2021
2. Compile deliverables required for ERO application – (for discussion) do we need this or did BSC already do it? Is this already covered by Tom Lovas?
3. Recommend assignments of deliverables to subcommittees, set deadlines
4. Monitor action items for each subcommittee and ensure deliverables are completed timely
5. Identify and report risks to schedule (critical path) periodically or as requested
6. Be accountable for deliverables from existing subcommittees
7. Request creation of new subcommittees or ad hoc work groups as necessary
8. Work with subcommittees to Identify required resources including consultants, Member personnel or equipment
9. Coordinate obtaining external resources for IC approval
10. Provide written weekly status updates to the IC at its Monday meetings
11. Weekly project meetings with subcommittee chairs
12. Bi-monthly, 2-week look-ahead Gantt chart for each subcommittee and overall project
13. Develop metrics to monitor and track scope, schedule, and budget progress
14. Report actual cost of work performed vs. budget (earned value); bi-monthly