

**Railbelt Reliability Council Implementation Committee - Meeting**  
**February 22, 2021**  
**Final Minutes (Approved by IC 3/1/2021)**

**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)	Y	Matanuska Electric Association
Lou Florence (LF)	n	Shayne Coiley (SC)	n	Doyon Utilities
Dave Burlingame (DB)	Y	Rob Montgomery (RM)	n	City of Seward
Kirk Warren (KW)	Y1	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)	Y2	Renewable Energy Alaska Project
Hank Koegel (HK)	Y	David Newman (DN)	n	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: KW left the meeting at approximately 2 PM, rejoined approximately 3 PM.

Y2: GS left approximately 2 PM.

Steve Mahoney (SM) present; Tom Lovas (TL) present.

Steve Lewis (SL), Rebecca Sexton-Kelly (RSK), Hallie Buse (HB), and Bayunt Ollek (BO) with Sapere present.

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

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

**2) Approval of Agenda**

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

**PASSED** with no objections. [11-0-1].

**3) Approval of February 15 Meeting Minutes**

**MOTION** to approve 2/15/2021 meeting minutes. 1JG, 2JB.

**PASSED** with no objections [11-0-1].

**4) Subcommittee Formation**

a. Tariff

TL introduced himself and his experience. JG provided brief recap of TL's current scope of work.

TL provided high level discussion on what a utility tariff is, how it fits within the utility regulatory framework, and what it contains for a typical utility entity (service territory definition, conditions of service, rates, charges, etc.).

RSK presented process and schedule to stand up tariff subcommittee. SS suggested ad-hoc committee to scope charter, establish formal committee once a charter is drafted.

*[KW left meeting at 2:00 PM, 10 of 12 voting members present]*

*[GS left meeting at 2:00 PM]*

JE solicited ad-hoc tariff committee volunteers. MC, EJ, BH, RB, HK (for ad-hoc phase only) volunteered. EJ agreed to chair ad-hoc committee, will query committee to schedule meeting time. Goal is to have draft charter out Friday 3/5 11AM for inclusion in meeting packet for 3/8 meeting.

## 5) Budget Subcommittee (BudCom)

### a. Charter Amendment.

**MOTION** to approve revised Budget Subcommittee charter. 1DB, 2VDS.

JG summarized charter.

JE advised some member concern exists about task 7, and JG explained this was a legacy provision since the IC had tasked BudCom with drafting an RRC org chart and budgets back in September 2020. Task 7 generalizes that duty. When an application subcommittee is formed, this task could be transferred at the IC's discretion.

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

### b. Expense Report.

JG summarized expense report format and source of data.

## 6) Project Management

RSK presented proposed IC monthly progress report template/schedule and solicited IC feedback.

*[KW rejoined meeting, 11 of 12 voting members present]*

Sapere will implement reporting for February in March.

## 7) Bylaw Subcommittee (BySub)

### a. Voting Thresholds.

SD presented current BySub thinking and provisions for IC discussion. IC discussion provided guidance for BySub to advance this topic of bylaws language.

### b. Corporate Governance Committee.

SM introduced the Corporate Governance Committee in lieu of nominating committee.

### c. Balance.

SD highlighted that SB123 requires a balanced stakeholder board. IC consensus that balance needs to be defined.

## 8) Updates/Member Comments

Educational schedule changed to accommodate RCA workshop.

Suggested education on outage contingency preparation for citizens.

RCA workshop discussion on standards and IRP.  
SB69 ad hoc committee committed to second meeting.

**9) March 1 Meeting Agenda**

Stand up ad-hoc groups for IRP and standards.  
BySub update (if any).  
BudCom update (if any).  
Work Session debrief.

**10) Adjourn**

**MOTION** to adjourn 1BH, 2HK.

**ADJOURNED** at 4:03 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.
- CPCN: certificate of public convenience and necessity
- DOC: duties of care
- DU: Doyon Utilities
- ERO: Electric Reliability Organization
- ExCom: executive committee
- IC: Implementation Committee
- IRP: integrated resource plan
- LSE: load-serving entity
- MEA: Matanuska Electric Association, Inc.
- NDA: non-disclosure agreement
- NTE: not to exceed
- PM: project management
- PMP: project management professional
- RAPA: Regulatory Affairs and Public Advocacy
- RCA: Regulatory Commission of Alaska
- RRC: Railbelt Reliability Council
- SB: Senate bill
- SOW: scope of work

**ATTACHMENTS:**

1. Approved Amended Budget Subcommittee Charter

ATTACHMENT 1/1 (2 PAGES)

<b>RAILBELT RELIABILITY COUNCIL IMPLEMENTATION COMMITTEE</b> SUBCOMMITTEE PROJECT CHARTER		
<b>BUDGET SUBCOMMITTEE (BudCom)</b>		
<b>SCOPE AND DELIVERABLES</b>		
The Implementation Committee (IC) formed the Budget Subcommittee to develop IC and RRC budgets, and later assigned additional duties including developing an IC work breakdown structure (WBS), IC implementation plan, IC expense tracking, and scoping of application and tariff contents for the ERO application and full ERO tariff. Current duties and status are presented in the following table.		
Implementation Duties	IC Budget Subcommittee Activities	2/8/2021 Status & Schedule
1. Create IC Budget Subcommittee	Create an IC Budget Subcommittee and nominate/approve Subcommittee members.	Completed 9/14/2020.
2. Develop Work Breakdown Structure and Workplan for Subcommittee Duties	BudCom will have primary responsibility for developing WBS and Workplan <u>for its subcommittee duties</u> assigned by the IC. BudCom will work collaboratively with the IC project manager (PM, Sapere), Executive Committee (ExCom) and others to coordinate its Workplan with the overall IC/RRC Workplan.	
3. Develop IC Work Breakdown Structure and IC Workplan	Submit a description of the RRC Business Plan to the IC.  Develop a proposed WBS that identifies the deliverables needed to complete the RRC Business Plan. Recommend to PM new IC Subcommittees and their recommended scopes.  Provide recommendations to PM for incorporation into overall plan and execution.	Handoff of IC Workplan to Sapere/ExCom in progress (2/1/2021 to 2/15/2021).
4. Budget Development	Develop a draft budget for the IC.  Develop draft budget for RRC consistent with application requirements including staffing, contract services, office and other relevant budget items as determined by the IC.	Current draft updated 11/7/2020, as presented to IC on 12/7/2020 and 2/1/2020.
5. Seek Budget Approval	Seek approval of the IC budget.  Seek approval of the RRC budget to be included in the application.	Draft IC/RRC budgets presented to IC. IC to request revisions or approve. Schedule will follow IC action.
6. Amend Budgets	When requested by the IC, prepare and present IC or RRC budget amendments to the IC for approval.	
7. RRC Foundational Documents	Draft foundational RRC documents required for the ERO application not under the Bylaws Subcommittee's Charter, to include RRC Organizational Chart, RRC Budget Pro Formas, and generally items specified in 3 AAC 50.955 (1/13/2021 draft).	Draft RRC org chart and budget issued in Sept 2020. Further work on hold pending task #8.  <i>Task may be transferred to committee tasked to prepare ERO application.</i>

<p><b>8. RRC ERO Application &amp; Tariff Scoping</b></p>	<p>Recommend the required content of the RRC’s ERO application. Seek IC approval of required components of RRC ERO application and transfer to PM for incorporation into overall Project Plan.</p> <p>Recommend RRC ERO tariff components to be included with application, in the form of draft table of contents. Seek IC approval of table of contents and transfer to PM for incorporation into overall Project Plan.</p> <p>Define the scope of the full tariff required for the RRC ERO. Seek IC approval of ERO tariff and transfer to PM for incorporation into overall Project Plan.</p>	<p>In progress with support of Tom Lovas. Defined scope to be issued to IC in March 2021.</p> <p><i>Development beyond scoping may be transferred to other subcommittee(s).</i></p>			
<p><b>9. Expense Reporting</b></p>	<p>Provide the IC with an aggregated monthly report of expenses against all IC approved expenditures and monthly expense projections.</p> <p>Identify IC expense authorizations in need of revision and report to IC.</p>	<p>On-going monthly reports to be issued by approximately the 15<sup>th</sup> of the following month.</p>			
<p><b>MEMBERSHIP AND SUPPORT</b></p>					
<p>The IC Treasurer shall be a member and chair of this Subcommittee. IC members assigned to the Subcommittee are reflected in the <b>IC Subcommittee Roster</b>.</p> <p>BudCom assignment #8 will be supported by Energy and Resource Economics (ERE, Tom Lovas). BudCom will coordinate with IC project manager (Sapere), legal counsel (Steve Mahoney), the IC, and other IC subcommittees as needed.</p>					
<p><b>HIGH-LEVEL BUDGET</b></p>					
<p>BudCom will be supported by Energy and Resource Economics (ERE, Tom Lovas) for scoping of the ERO application/tariff contents (BudCom assignment #8). Cost estimate for this scoping activity is <b>\$20,000</b>. Future level of effort to continue work outlined by ERE is to be determined.</p> <p>Budgets of other IC contractors interfacing with BudCom (Sapere, M&amp;B) are reflected in other charters (ExCom).</p>					
<p><b>PROCEDURES AND EXPECTATIONS</b></p>					
<p>BudCom will conduct business in accordance with the IC’s management guidance document approved 1/8/2021. BudCom gives recommendations and information to the IC. The IC makes decisions and gives direction to BudCom. BudCom will function based on consensus whenever possible. When consensus cannot be reached, BudCom will bring the matter and competing views back to the IC for consideration and direction.</p> <p>BudCom will exercise discretion in advising the IC of strategic matters with regard to RRC / ERO application, and RRC formation / execution so the IC can make informed decisions.</p>					
<p><b>PROJECT CHARTER APPROVAL</b></p>					
<p>Date approved:</p>	<p>Yea:</p>	<p>Nay:</p>	<p>Absent:</p>	<p>Abstain:</p>	<p>Date:</p>
<p>IC Chair – Julie Estey</p>					<p>Date:</p>
<p>IC Secretary – Joel Groves</p>					<p>Date:</p>