



# Interim Program Review Committee Charter

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## 1 Background

The Western Resource Adequacy Program (WRAP) Program Review Committee (PRC) is a sector representative group that will be charged with receiving, considering, and proposing design changes to the WRAP. The PRC will be the clearing house for recommended design changes to the WRAP. These recommended changes could come from Participants, the Committee of State Representatives (COSR), the Board of Directors (BOD), other committees, stakeholders, the public, etc. The PRC is made up of 20 members from ten sectors.

## 2 Objectives

While the enduring purpose of the PRC is to process changes to the business practice manuals (BPMs) and WRAP tariff, in 2023 and some of 2024 the PRC will focus on the review and endorsement of the first set of WRAP BPMs. Because of the unique nature of this being the first year with an approved WRAP tariff, the scope of the PRC will differ slightly. The PRC review process for the initial BPMs will strive to emulate the standard review process that the PRC of 2022 developed, recognizing that this first round of reviewing and approving BPMs is a unique circumstance.

## 3 Deliverables

- 1) The PRC will deliver BPMs that have gone through a review process as portrayed in Appendix B.
  - a) The PRC is not expected to draft BPMs. The Program Administrator and Program Operator will work together to provide draft BPMs to the PRC.
  - b) Via the BPM review process, the PRC will collect comments from WRAP committees, stakeholders, and the public on draft BPMs, and changes can be made at this stage.
  - c) The PRC's review process will end in a vote of the PRC either approving or not approving the reviewed BPM – the BPM will move to RAPC for vote regardless of the outcome of the PRC vote, but PRC approval would lower the voting threshold needed for RAPC to approve the BPM.
- 2) Enduring charter for PRC once the review of the first round of BPMs is complete.

## 4 Resources

The WPP will provide management and facilitation support. WPP will work collaboratively with the co-chairs to create agendas to keep the effort on schedule and to coordinate support from other resources. Additionally, WPP will provide and maintain a web-based collaborative platform site for use by the committee. This site will capture past documentation and ongoing documentation work.



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WPP staff will coordinate external communications regarding progress of the PRC (press releases, public meetings, as appropriate). As needed, the WPP can also provide limited legal support for the PRC process.

## 5 Procedures

### Meetings

PRC meetings will be held monthly on the third Wednesdays from 9-10am Pacific Prevailing Time. As needed, these meetings will be extended to 90 or 120 minutes with at least one week of notice. Additional or replacement meetings may also be required with advance notice. Meeting dates will be noticed at least 5 days in advance on the WPP website. Co-Chairs may call special meetings that will be noticed in advance on the WPP website as soon as possible (may be noticed less than 5 days in advance).

Meetings will be open to the public. The public can attend in listen only mode; the Co-Chairs have the discretion to allow public comment at PRC meetings if time allows, however, PRC members will have priority for discussion. The PRC will accept written comments, which will be posted to the WPP website. The PRC will take written comments under advisement but will not issue direct responses to comments. The PRC may schedule time in the agenda for public comment as necessary.

Co-Chairs may close discussion of some agenda items to the public if good cause exists; this is anticipated to be an uncommon occurrence. Prior to closing part of an open session, Co-Chairs will announce the purpose and topics discussed in the closed session. No votes will be held in a closed session.

High-level minutes of the meeting will be posted to the WPP website, along with meeting materials. Minutes will include topics discussed and decisions reached. Once the PRC begins to test the revision request process, recordings of meetings will also be posted.

The PRC will revisit whether to allow greater public participation in meetings prior to testing the revision request process.

PRC meetings that involve review of BPMs will be recorded and posted to the WPP website for a minimum of 6 months.

### Quorum

The quorum for a meeting of the PRC shall require the presence of at least six of the ten sectors. Presence means that for sectors with 4 seats, presence of at least 3 out of 4 representatives and for sectors with 2 seats, presence of at least 2 out of 2 representatives.



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A lesser number may adjourn the meeting to a later time.

## Representative Term Minimum

Current PRC representatives are highly encouraged to serve through March 31<sup>st</sup>, 2024.

## Co-Chairs

The duties of the co-chairs will include:

1. Development of meeting agendas
2. Facilitation of meetings, ensuring committee members are given time to speak and contribute as appropriate, discretion to allow public comment
3. Conducting any formal votes as needed
4. Working to ensure that meeting and committee objectives are achieved
5. Calling a special meeting outside regular schedule with advance notice
6. Closing part of meeting as necessary to discuss sensitive materials.

During the course of discussions and debates, it is recognized that the co-chairs will sometimes need to represent views or considerations particular to their sector. Whenever a co-chair is expressing their particular sector views or considerations, they will note this to the committee.

The co-chairs will be supported by WPP staff to fulfill their duties.

## Decision Making

The PRC will strive for and will act on the consensus of its members, where consensus means that all participants can “live with” the decision. However, in the event consensus cannot be obtained, voting procedures will be utilized. Voting will be by sector. For any vote to move forward, the following rules apply:

- At least six of the sectors enumerated below must approve in order for the PRC to be considered to be in favor of the action
- For sectors with 4 seats, 3 out of 4 representatives must approve in order for the sector to be considered to be in favor of the action
- For sectors with 2 seats, 2 out of 2 representatives must approve in order for the sector to be considered to be in favor of the action
- If a vote is taken during the design revision process trial run (i.e., consensus is not reached) and an item is passed, the PRC will write up a minority write up to accompany the approved item.
- In the event that a sector representative resigns the designated alternate will act as the interim representative in place of the resignee until another representative is selected by the respective sector. The resignee will inform their sector that designation of a new WRAP PRC representative is necessary at the time of resignation.

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## *Alternates and Proxy Voting*

There will be one alternate per representative. Official representative must provide at least one hours' notice, at chair/co-chair's discretion, to chair/co-chairs that the alternates will be attending (similar to WECC model). If alternates attend meetings regularly to ensure they are up to speed when asked to fill in for their representative, they are in listening-only mode when not filling in. Proxy voting is allowed; representatives can give their proxy to an alternate or to a fellow PRC member by notifying that individual and the chair/cochairs with one hours' notice, at chair/co-chair's discretion, indicating the intent and for which vote(s) and/or dates the proxy is given.

- In the event that a sector representative resigns the designated alternate will act as the interim representative in place of the resignee until another representative is selected by the respective sector. The resignee will inform their sector that designation of a new WRAP PRC representative is necessary at the time of resignation.

## *Working together (principles of engagement)*

PRC representatives will strive to represent their respective sectors while working in the best interest of the region. A spirit of collaboration will govern discussions, and the PRC will strive to manage cordially through conflicts and differences of opinion. Consistent attendance and engagement at PRC meetings by the identified PRC representative are critical.

The PRC may make use of sub-groups as needed; however, all final approvals and decisions of the PRC will be via at least quorum committee participation.

## **6 Communications**

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<b>Project Management Team and Co-Chair</b>	<b>The co-chairs will work with the WPP PM team on routine logistical issues</b>
<b>PRC reps to their sectors</b>	It is the responsibility of the sector representatives to provide two-way communication between their sectors and the PRC to ensure accurate representation of the sectors' needs and concerns. Such communications will be consistent with any PRC confidentiality expectations
<b>Amongst PRC reps</b>	<p>Communications among the PRC representatives are encouraged as appropriate; all issues coming before the PRC for decision should be discussed in the full PRC forum.</p> <p>The PRC will strive to perform most of its discussions in its meetings but may make use of email dialogue as appropriate</p>

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## 7 Schedule

March 2023 - March 2024 – Conduct Review process for the first round on BPMs

April – May 2024 – Draft enduring Charter

## 8 Composition

As stated in the WRAP tariff, the PRC will be comprised of members from the following sectors and each sector will appoint its own representatives.

1. Four (4): RAPC Participant IOUs
2. Four (4): RAPC Participant POUs
3. Two (2): RAPC Participant Retail Competition Load Serving Entity
4. Two (2): RAPC Participant Federal Power Marketing Administration
5. Two (2): Independent power producers/marketers
6. Two (2): Public interest organizations
7. One (1): Retail customer advocacy group
8. One (1): Industrial customer advocacy group
9. One (1): LSE, or designated representative, with loads in the WRAP represented by other LREs and is otherwise not eligible for any other sector
10. One (1): COSR (chair, vice-chair, or designated representative)

Sectors with more than one representative should strive for regional, operational, and other forms of diversity representation. The two- and four-seat sectors shall strive for their representation to come from two or four different geographic regions, respectively. The four geographic regions for this purpose are grouped as follows:

1. West Coast: WA, OR, CA
2. Rockies: MT, WY, UT, ID, SD
3. Southwest: AZ, NM, NV, CO
4. International: Canada, Mexico

The current PRC roster will be recorded in Appendix A.



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## 9 Appendix A

### Current Representation

Sector	Representatives
RAPC - IOUs	PSE – Phil Haines philip.haines@pse.com IPC – Camille Christen cchristen@idahopower.com NVE – Lindsey Schlekeway - lindsey.schlekeway@nvenergy.com Powerex – Mike Goodenough mike.goodenough@powerex.com
RAPC - POUs	SRP – Barbara Cenalmor barbara.cenalmorbruquetas@srpnet.com Chelan PUD – Shawn Smith shawn.smith@chelanpud.org Snohomish – Garrison Marr gbmarr@snopud.com Tacoma – Ray Johnson crjohnson@cityoftacoma.org
RAPC - Participant Retail Competition LRE	Shell - Ian White ian.d.white@shell.com Calpine – Bill Goddard billgoddard42@gmail.com
RAPC - Federal Power Marketing Administration	BPA – Jeff Cook jwcook@bpa.gov BPA – Rachel Dibble rldibble@bpa.gov
Independent power producers/marketers	Invenergy – John Cooper jcooper@invenergy.com Open seat
Public interest organizations	NWEC - Fred Huette fred@nwenergy.org Renewable Northwest - Max Greene max@renewablenw.org
Retail customer advocacy group	Utah Office of Consumer Services – Bela Vastag bvastag@utah.gov
Industrial customer advocacy group	AWEC – Sommer Moser sjm@dvclaw.com



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LSE (or representative) with loads in the WRAP represented by another LRE and otherwise not eligible for any other sector

Northern Wasco PUD - Chris Allen [chris-allen@nwascopud.org](mailto:chris-allen@nwascopud.org)

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COSR

OPUC - Chair Megan Decker  
[megan.decker@puc.oregon.gov](mailto:megan.decker@puc.oregon.gov)

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## 11 Appendix B

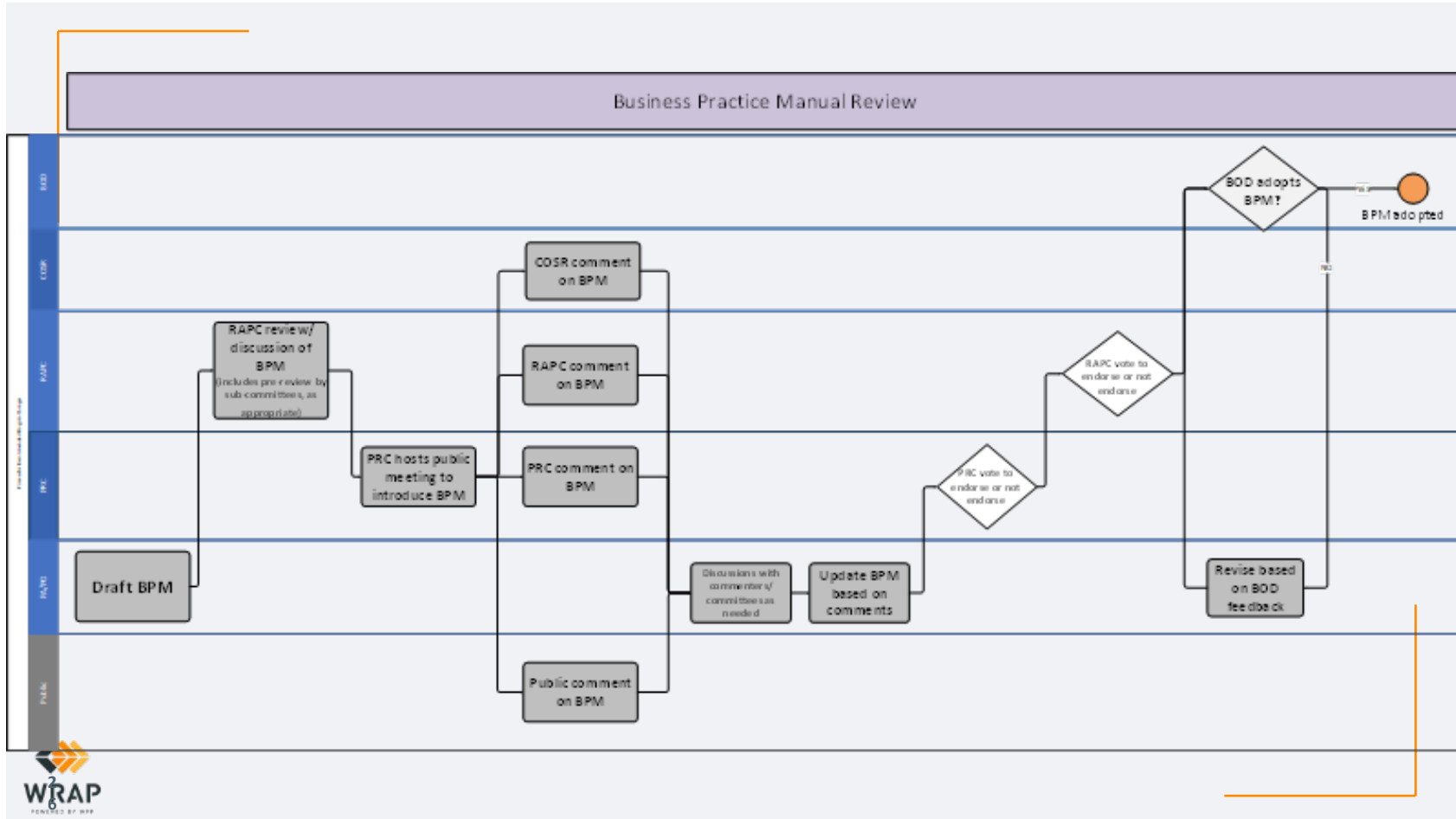


Figure 1. BPM Review Process