

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

During the current non-binding, not FERC jurisdictional phase of the program, the main purpose of the PRC is to develop the process and design the framework for the future PRC to be able to efficiently and fairly receive and consider WRAP design recommendations.

To that end, the group will aim to create, document, and test the design recommendation process.

Prepare the PRC for its role in the future governance structure for the binding WRAP.

3 Deliverables

- 1) Process documentation detailing:
 - a) How a change recommendation or proposal is received; any criteria or threshold it must meet for consideration
 - b) How a recommendation or proposal is considered, prioritized, and/or modified through feedback from the public/stakeholders, COSR, PA/PO, PRC, RAPC, and/or BOD on its way to becoming a design change
 - c) How and when public comment is undertaken
 - d) The roles and responsibilities of various parties (e.g., change recommendation sponsor, PRC, PA, PO)
- 2) Enduring charter for Binding WRAP Program Review Committee

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 SharePoint site for use by the committee. This site will capture past documentation and ongoing documentation work.

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 biweekly on Wednesdays from 9-10am pacific 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. 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.

Quorum

The quorum for a meeting of the PRC shall require 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

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

The PRC will revisit this threshold by the end of July. Changes will be made if needed.

Representative Term Minimum

Current PRC representatives are highly encouraged to serve through Dec 31st, 2022.

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.

Alternates and proxy voting

There will be one alternate per representative. Official representative must provide at least 24-hours' notice 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 allowed; reps can give their proxy to an alternate or to a fellow PRC member by notifying that individual and the chair/cochairs with 24-hours' notice, 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

Project Management Team and Co-Chair	The co-chairs will work with the WPP PM team on routine logistical issues
PRC reps to their sectors	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
Amongst PRC reps	<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>

7 Schedule

April – August 2022 – Develop documentation how an idea becomes a proposal and process documentation for how a proposal progresses into a design change

September – December 2022 – Test process that was developed by reviewing a proposed program design change

November – December 2022 – Draft enduring Charter

8 Representatives

Sector	Representatives
RAPC - IOUs	PSE – Phil Haines philip.haines@pse.com IPC – Camille Christen cchristen@idahopower.com NVE – Ryan Atkins ratkins@nvenergy.com Powerex – Mike Goodenough mike.goodenough@powerex.com
RAPC - POUs	SRP – Barbara Cenalmor barbara.cenalmorbruquetas@srpnet.com Basin Electric - Garrett Schilling 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 – Mark Smith mark.smith@calpine.com
RAPC - Federal Power Marketing Administration	BPA – Jeff Cook jwcook@bpa.gov BPA – Rachel Dibble rldibble@bpa.gov
Independent power producers/marketers	Avangrid Renewables - Andrew Sharer andrew.sharer@avangrid.com Invenergy – John Cooper jcooper@invenergy.com
Public interest organizations	Robin Arnold - robin@renewablenw.org Fred Huetten - fred@nwenergy.org
Retail customer advocacy group	Wyoming Consumer Advocate – Anna DeMers anna.demers2@wyo.gov



Phase 3A Program Review Committee Charter

Industrial customer advocacy group AWEC - Tyler Pepple tcp@dvclaw.com

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)

COSR NPUC - Tammy Cordova tcordova@puc.nv.gov