

WESTCONNECT
FERC Order 1000
COMPREHENSIVE COMMUNICATIONS PLAN

April 27, 2012

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LIST OF ACRONYMS

CA	Cost Allocation
CAST	Cost Allocation Strike Team
COMMST	Communications Strike Team
CST	Compliance Strike Team
FERC	Federal Energy Regulatory Commission
GST	Governance Strike Team
IMC	Implementation Management Committee
PMC	Planning Management Committee
PST	Planning Strike Team
ROFR	Right of First Refusal
SC	Steering Committee
ST	Strike Team
WC	WestConnect

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Section 1: Background

The purpose of this document is to describe internal and external communications associated with the WestConnect (WC) FERC Order 1000 compliance filing requirements. This plan is based on the Federal Energy Regulatory Commission (FERC) amending the transmission planning and cost allocation requirements established in Order No. 890 to ensure that Commission-jurisdictional services are provided at just and reasonable rates and on a basis that is just and reasonable and not unduly discriminatory or preferential. This comprehensive communications plan is based upon the following requirements for FERC Order 1000.

- **Planning**
 - Each public utility transmission provider must participate in a regional transmission planning process that results in a regional plan.
 - The planning region must be defined.
 - A planning process for making decisions must be identified.
 - Process must satisfy Order 890 principles.
 - Process must identify and evaluate transmission needs driven by public policy requirements.
 - Allow for opportunities for stakeholder participation.

- **Cost Allocation**
 - Must establish a cost allocation (CA) method for new transmission facilities selected in the regional transmission plan for purposes of CA.
 - Requires development of a methodology to identify benefits and beneficiaries of projects.
 - Participant funding of new transmission facilities is permitted, but is not allowed as the regional or interregional CA method.

- **Non-incumbent Developer Reforms**
 - Eliminate provisions that establish a federal right of first refusal (ROFR), with certain exceptions.
 - Develop a regional process for transmission project submission, evaluation, and selection.

- **Interregional Coordination**
 - Develop procedures for sharing information.
 - Implement procedures and describe the methods by which neighboring regions will identify and jointly evaluate transmission facilities that are proposed to be in both regions.
 - Exchange planning data and information between neighboring transmission regions.
 - Maintain a Website or email list for the communication and distribution of information.

To streamline and organize the process, the WC FERC Order 1000 team established eight committees. These include one overarching FERC Order 1000 Implementation Management Committee, or IMC, which is comprised of the existing WC Steering Committee (SC) and Planning Management Committee (PMC) and five subcommittees, or Strike Teams (ST).

1. Implementation Management Committee (IMC) – Chair, Bob Smith
 - Steering Committee (SC) – Chair, Bob Smith
 - Planning Management Committee (PMC) – Chair, Ron Belval
2. Governance Strike Team (GST) – Chair, Bob Smith
3. Planning Strike Team (PST) – Chair, Susan Henderson
4. Cost Allocation Strike Team (CAST) – Chair, Charlie Pottey
5. Compliance Strike Team (CST) – Chair, Ray Myford
6. Communications Strike Team (COMMST) – Chair, Charlie Reinhold

The current WC membership includes the following 17 entities:

1. Arizona Public Service
2. Basin Electric Power Cooperative
3. Black Hills Corporation
4. Colorado Springs Utilities
5. El Paso Electric
6. Imperial Irrigation District
7. NV Energy
8. Platte River Power Authority
9. Public Service – New Mexico
10. Sacramento Municipal Utility District
11. Salt River Project
12. Southwest Transmission Cooperative
13. Transmission Agency of Northern California
14. Tri-State G&T Association
15. Tucson Electric Power
16. Western Area Power Administration
17. Xcel Energy

Section 2: External Communication (Public)

This section outlines the WC FERC Order 1000 external communication strategies. External communication is needed to keep the public involved and up-to-date on progress towards meeting the October 11, 2012 deadline for compliance with the Regional Transmission Planning requirements and the April 11, 2013 deadline for compliance with the Interregional Transmission Planning requirements.

Website

The WC Website (<http://westconnect.com>) is the primary method for disseminating information to the public. The WC Website has a dedicated page for the WC FERC Order 1000 Stakeholder process and provides background and current information on the WC FERC Order 1000 compliance process; announcements for upcoming meetings; meeting agendas, notes, and presentations from WC committees; and contact information. The Website also provides a link for the public to subscribe to the WC FERC Order 1000 Stakeholder list. The WC FERC Order 1000 Stakeholder Process page can be found at:

http://westconnect.com/planning_order_1000_stakeholder_process.php

The WC Communications Team will provide updates to the Website Administrator on a regular and as-needed basis to keep the information and contents of the Website current. Timeframes and products for upload to the Website are further described in Sections 2 and 3 of this document.

Templates

To support readability and effective communication with the public, standard templates will be used for all agendas, notes, presentations, and white papers produced as part of the WC FERC Order 1000 compliance filing process. These templates are provided in Appendix A.

Stakeholder Meetings

Stakeholder meetings are open to the public and provide a venue for reporting and gathering information from the Stakeholders. Stakeholder meetings will be scheduled on an as needed basis. A meeting schedule is provided in Section 3 of this document (Table 1). At the October 24, 2011 Stakeholder meeting, participants were invited to join the Stakeholder mailing list and can continue to request to be added to this distribution list to receive all meeting notes, notifications, and updates by sending a request to admin@westconnect.com. The Stakeholder list is included as Appendix B.

Stakeholder meeting agendas, dates, locations, and times will be posted on the WC FERC Order 1000 public Website prior to the meetings. These meetings will be facilitated by a professional

facilitator to support effective public and other stakeholder involvement. At the conclusion of each Stakeholder meeting, meeting notes and presentations will be uploaded on the WC FERC Order 1000 public Website for all Stakeholders to access. In addition, to ensure maximum participation, the Stakeholder meetings will have conferencing services to allow for Stakeholders to call into the meeting and participate via the web (using WebEX or similar program) if they are unable to attend in person.

External communication associated with these meetings include:

- Meetings will be open to the public with teleconference and web access options.
- Meetings will be run by a professional facilitator to support effective public and stakeholder involvement.
- Details of the meeting location, call-in number, and directions for access will be posted on the WC Website for the public to view before each meeting.
- The meeting agenda will be posted on the WC Website for the public to view at least 2 days prior to the meeting.
- Meeting documentation (notes) will be posted to the WC Website for the public to view within 8 days of the meeting.
- Meeting information will be distributed to the Stakeholder mailing list.

Implementation Management Committee Meetings

Implementation Management Committee (IMC) meetings are open to the public and provide an opportunity for the public to hear the updates and progress made by the WC team members. IMC meetings also allow the public to experience the decision-making process. The meeting agenda, dates, locations, and times are posted on the WC FERC Order 1000 Website prior to the meetings. IMC meetings are held monthly and a meeting schedule is provided in Section 3 (Table 2). If additional meetings are added, announcements will be posted on the Website four weeks before the scheduled meeting. It is the responsibility of the WC Communications Team to ensure that all details related to the meetings are posted on the Website in a timely manner.

External communication associated with these meetings include:

- Meetings are open to the public with teleconference and web access options.
- Details of the meeting location, call-in number, and directions for access will be posted on the WC Website for the public to view before each meeting.
- The meeting agenda will be posted on the WC Website for the public to view at least 2 days prior to the meeting.
- Meeting documentation (notes and attendees) will be posted to the WC Website for the public to view within 8 days of the meeting.

Section 3: Internal Communication (WestConnect Members and Strike Teams)

SharePoint Site

The SharePoint Site provides a common location for storing and using files related to the WC FERC Order 1000 compliance filing and is a key tool for supporting internal communication. All ST Chairs have access and contributor rights to the Site. All ST members have access and read/edit rights to the Site. The Site includes folders for the five individual STs, as well as the IMC. The SharePoint site also contains folders with contact information, templates, action items, the project schedule, and other applicable documents. The Site is password protected and access is limited to those approved by the ST Chairs. All documents posted on the site are locked, allowing edits and comments in track changes only for “working” documents and read only access for final/master documents (i.e. no edits or comments are allowed once a document becomes final). This process is in place to ensure version control and document protection. Only individuals with contributor rights to the Site are able to unlock documents and post or delete documents. SharePoint user manuals are included as Appendix C.

Communication Standards

To support effective internal communication, the WC Communications Team encourages the use of consistent email and file naming conventions as described below.

Email

Subject Line: WC – FERC Order 1000 – Subject (Where “Subject” refers to the e-mail topic).

Example: WC – FERC Order 1000 – Draft CST Notes

Example: WC – FERC Order 1000 – NTTG White Paper for Administrative Record

File Structure

File Name: WC_FERC Order 1000_Version_Subject_Date_Initials (Where initials are most recent reviewer)

Example: WC_FERC Order 1000_Final_Communication Plan_4-10-12

Example: WC_FERC Order 1000_Draft_GST Notes_4-6-12_CR

Meetings

Stakeholder Meeting – Chair, Charlie Reinhold

The Stakeholder meetings are open to the public and scheduled on an as needed basis. Table 1 identifies scheduled Stakeholder meetings.

Table 1. Stakeholder Meeting Schedule

Date	Location	Time
October 24, 2011	Westminster, CO	10:00 a.m. – 2:00 p.m. (MDT)
February 8, 2012	Las Vegas, NV	10:00 a.m. – 2:00 p.m. (PDT)
May 10, 2012	Tempe, AZ	10:00 a.m. – 2:00 p.m. (MDT)
June 7, 2012	TBD	TBD
July 17, 2012	TBD	TBD
TBD	TBD	TBD

**Stakeholder meeting dates and times are subject to change. All changes will be reflected on the Website.

Internal communication procedures associated with these meetings include:

- Details of the meeting location, call-in number, and directions for access will be posted on the SharePoint site and discussed with WC members prior to the meeting.
- Stakeholder meetings are facilitated by a professional facilitator from ICF International (ICF). ICF will draft a meeting outline, agenda and overall roadmap for the meeting. ICF will provide this to the ST Chairs two weeks prior to the Stakeholder meeting. The meeting materials will be finalized by ICF one week prior to each meeting.
- ST Chairs will provide meeting materials (PowerPoint presentation and information to be circulated) to the WC Communications Team seven days before the meeting date.
- The WC Communications Team will consolidate the meeting PowerPoint presentations and meeting information, as necessary, five days before the Stakeholder meeting.
- Stakeholder meetings may be attended in person or by teleconference. The meeting layout will be cognizant of the individuals joining by telephone. Each speaker should announce their name before they speak. If they are speaking from the back of the room, the meeting facilitator will repeat their name and the question so those individuals on the phone can clearly be part of the conversation.
- ICF will prepare and distribute draft Stakeholder meeting notes for review to the IMC members within five days of the conclusion of the meeting. All IMC members will respond to the request for review/edits/comments within three days of receiving the draft meeting notes. Not responding indicates concurrence with the draft meeting notes as they are written. After three days, the WC Communication Team will consolidate all comments received, finalize the notes and post the locked final/master

notes on the WC FERC Order 1000 SharePoint Site, as well as forward them to the Website Administrator to be posted on the Website for public review.

Implementation Management Committee (IMC) – Chair, Bob Smith

The IMC is comprised of individuals from the 17 WC entities. The IMC currently meets on a monthly basis. All ST recommendations and potential decisions are voted on by the IMC. Meeting dates, locations, and times of IMC meetings are provided below in Table 2.

Table 2. IMC Meeting Schedule

Date	Location	Time
March 20, 2012	Phoenix, AZ	12:30 to 4:00 pm MT
April 17, 2012	Albuquerque, NM	12:30 to 4:00 pm MT
May 15, 2012	Sacramento, CA	TBD
June 19, 2012	Phoenix, AZ	TBD
July 18, 2012	Las Vegas, NV	TBD
August 21, 2012	Denver, CO	TBD
September 18, 2012	Albuquerque, NM	TBD
October 16, 2012	Sacramento, CA	TBD
November 20, 2012	Phoenix, AZ	TBD
December 18, 2012	Las Vegas, NV	TBD

**IMC meeting dates and times are subject to change. All changes will be reflected on the Website.

Internal communication procedures associated with these meetings include:

- Details of the meeting location, call-in number, and directions for access will be provided to the IMC members and posted for WC members and the public at least seven days before each meeting.
- In those cases where the committee must make decisions at the meeting, the ST Chairs should provide a clear outline of the vote request to the IMC members seven days before the meeting.
- ST Chairs should provide meeting materials (PowerPoint presentation and information to be circulated) to the WC Communications Team seven days before the meeting date.
- The WC Communications Team will compile meeting PowerPoint presentations and information from the various STs, as necessary, five days before the IMC meeting.
- IMC meetings may be attended in person or by teleconference. The IMC meeting layout will be cognizant of the individuals joining by telephone. Each speaker should announce their name before they speak. If they are speaking from the back of the room, the meeting facilitator will repeat their name and the question so those individuals on the phone can clearly be part of the conversation.

- IMC draft meeting notes will be distributed to the IMC members within five days of the conclusion of the meeting for review. All IMC members will respond to the request for review/edits/comments within three days of receiving the draft meeting notes. Not responding shows concurrence with the draft meeting notes as they are written. After three days, the WC Communication Team will consolidate all comments received, finalize the notes and post the locked final/master notes on the WC FERC Order 1000 SharePoint Site, as well as forward them to the Website Administrator to be posted on the Website for public review.

Governance Strike Team (GST) - Chair, Bob Smith

GST meetings are typically held the first Wednesday of every month. There is a set call-in number for these meetings, which has been distributed to the CAST members.

Internal communication procedures associated with these meetings include:

- The GST Chair will provide a meeting agenda and any documents or information to be discussed on the call two days prior to each GST meeting.
- The WC Communication team will distribute draft GST meeting notes to the GST Chair for review within five days of the conclusion of the meeting. The GST Chair will have three days to provide edits/comments back to the WC Communications Team. Not responding shows concurrence with the draft meeting notes as they are written. After three days, the WC Communication Team will consolidate all comments received, finalize the notes and post the locked final/master notes on the WC FERC Order 1000 SharePoint Site, as well as forward them to the Website Administrator to be posted on the Website for public review.

Planning Strike Team (PST) – Chair, Susan Henderson

PST meetings are typically held on Fridays on an as needed (at least monthly) basis. There is a set call-in number and Webinar information for these meetings, which has been distributed to the PST members.

Internal communication procedures associated with these meetings include:

- The PST Chair will provide a meeting agenda and any documents or information to be discussed on the call two days prior to each PST meeting.
- PST draft meeting notes will be distributed to the PST Chair for review within five days of the conclusion of the meeting. The PST Chair will have three days to provide edits/comments back to the WC Communications Team. Not responding shows concurrence with the draft meeting notes as they are written. After three days, the WC Communication Team will consolidate all comments received, finalize the notes and post the locked final/master notes on the WC FERC Order 1000 SharePoint Site, as well

as forward them to the Website Administrator to be posted on the Website for public review.

Cost Allocation Strike Team (CAST) – Chair, Charlie Pottey

CAST meetings are typically held on Fridays on an as needed (at least monthly) basis. There is a set call-in number for these meetings, which has been distributed to the CAST members.

Internal communication procedures associated with these meetings include:

- The CAST Chair will provide a meeting agenda and any documents or information to be discussed on the call two days prior to each CAST meeting.
- The WC Communication team will distribute draft CAST meeting notes to the CAST Chair for review within five days of the conclusion of the meeting. The CAST Chair will have three days to provide edits/comments back to the WC Communications Team. Not responding shows concurrence with the draft meeting notes as they are written. After three days, the WC Communication Team will consolidate all comments received, finalize the notes and post the locked final/master notes on the WC FERC Order 1000 SharePoint Site, as well as forward them to the Website Administrator to be posted on the Website for public review.

Compliance Strike Team (CST) – Chair, Ray Myford

CST meetings are typically held on the first Thursday of every month. There is a set call-in number and Webinar information for these meetings, which has been distributed to the CST members.

Internal communication procedures associated with these meetings include:

- The CST Chair will provide a meeting agenda and any documents or information to be discussed on the call two days prior to each CAST meeting.
- The CST Chair will produce draft notes within 7 days of the meeting and the notes will be uploaded to the SharePoint site and the Website for public review.

Communications Strike Team (COMMST) – Chair, Charlie Reinhold

The COMMST includes the ST Chairs and the communications contractor, ICF. The contractor team is led by Jennifer Piggott. To ensure continuity and effective internal communication, the contractor communications team can be reached at one email address:

WC_Communications@icfi.com and this address should be included on all email

correspondence. Table 3 provides contact information for the ICF WC Communications Team.

Table 3. ICF International Communications Team Contact Information

Name	Role	Phone	E-mail
Jennifer Piggott	Project Manager	801-624-9577	jpiggott@icfi.com
Laura Ziemke	Project Director & Support	303-792-7811	lziemke@icfi.com
John Prieco	Project Coordination Support	303-792-7816	jprieco@icfi.com
Randall Coleman	Support – Note Taking	303-792-7809	rcoleman@icfi.com
Jennifer Rogers	Support – Note Taking	916-730-9133	jrogers@icfi.com
Michelle Osborn	Support – SharePoint	916-231-9585	mosborn@icfi.com

APPENDIX A – Templates

Meeting Agenda Template

AGENDA
WESTCONNECT FERC ORDER 1000
NAME OF SPECIFIC MEETING

DATE:
TIME: XXXX to XXXX MST
CHAired BY:
CALL IN NUMBER: XXX-XXX-XXXX, CODE: XXXXXXXX
WEBINAR INFO:

DISCLAIMER: Antitrust considerations direct meeting participants to avoid discussion of topics or behavior that could result in anticompetitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements. Instead, discussion should be designed to produce tariff language reflecting a transmission planning process that is procompetitive and enhances efficiencies and consumer welfare. Minutes are being kept of this meeting. If anyone takes notes, make sure they are complete.

Participants in this meeting should also avoid discussion of:

- your company's current or future prices, costs, marketing plans, internal business practices or other competitively sensitive information
- allocating markets, customers or territories with your competitors
- whether or not to deal with any other company or any action to exclude a competitor.

- Introductions
- Previous Meeting Minutes/Questions
- Agenda Items/Discussion Points (reference status update categories, whitepapers to be discussed, etc.)
 - XXXXXXXXXXXX
 - XXXXXXXXXXXX
 - XXXXXXXXXXXX
 - XXXXXXXXXXXX
 - XXXXXXXXXXXX
- Next Meeting
- Action Items

Meeting Notes Template

WESTCONNECT FERC ORDER 1000
XXXXXXXX MEETING NOTES
AGENDA ITEMS, DISCUSSION POINTS & ACTION ITEMS
 DATE: XXXXXXXX
 TIME: XXXXXX MST
 CHAIRED BY: XXXXXXXXX

MEETING							
ATTENDEES:							
	✓		✓		✓		✓
	✓		✓		✓		✓
	✓		✓		✓		✓

***DISCLAIMER:** Antitrust considerations direct meeting participants to avoid discussion of topics or behavior that could result in anticompetitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements. Instead, discussion should be designed to produce tariff language reflecting a transmission planning process that is procompetitive and enhances efficiencies and consumer welfare. Minutes are being kept of this meeting. If anyone takes notes, make sure they are complete. Participants in this meeting should also avoid discussion of:*

- *your company's current or future prices, costs, marketing plans, internal business practices or other competitively sensitive information*
- *allocating markets, customers or territories with your competitors*
- *whether or not to deal with any other company or any action to exclude a competitor.*

AGENDA ITEMS:

➤ XXX

DISCUSSION POINTS:

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXX

NEXT MEETING:

➤ XXX

CURRENT ACTION ITEMS:

Responsible Party	Action Item	Due Date	Status
			In progress.
			Completed.

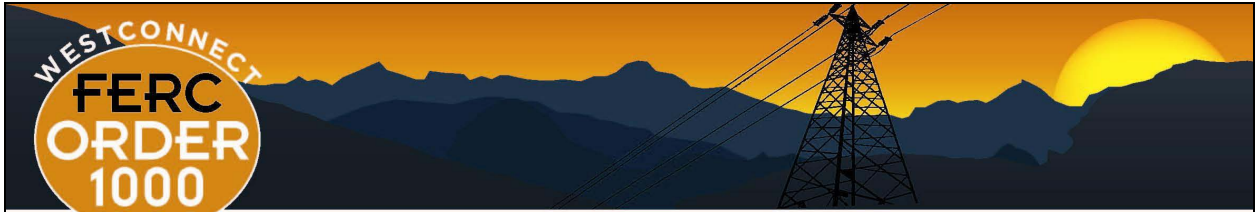
Power Point Slide Template



WESTCONNECT FERC ORDER 1000



WESTCONNECT FERC Order 1000
PRESENTATION TITLE

NAME OF PRESENTER
ORGANIZATION/TITLE
DATE



HEADING

- XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX
 - XXXXXXXXXXXXXXXXXXXXXXXX
 - XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX
 - XXXXXXXXXXXXXXXXXXXXXXXX
 - XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX



Contact Information

FULL NAME

phone: XXX-XXX-XXXX

e-mail: XXXXXXXXXXXX

Questions?

White Paper Template

**WESTCONNECT
FERC Order 1000
XXX Strike Team**

**WHITE PAPER TITLE
VERSION**

DATE

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Executive Summary

TITLE OF WHITE PAPER

1.0 Executive Summary

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2.0 Section 2.0 Title

Insert Text Here

2.1 Section X.1 Title

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Heading Level 3 Title

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3.0 Section 3.0 Title

Insert Text Here

3.1 Section X.1 Title

Insert Text Here

Heading Level 3 Title

Insert Text Here¹

4.0 References

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¹ ADD FOOTNOTE TEXT HERE

References

TITLE OF WHITE PAPER

Table 1. Insert Table Title

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Figure 1. Insert Figure Title

ATTACHMENT A

TITLE OF WHITE PAPER

**ATTACHMENT A
TITLE OF ATTACHMENT A**

APPENDIX B – Stakeholder List

First Name	Last Name	Email Address
		aabed@navigantconsulting.com
		acorathers@logansimpson.com
		adam.green@solarreserve.com
Bob	Easton	aeaston@wapa.gov
Ales	Fratkin	afratkin@sppc.com
		agapostoli@sundt.com
Adam	Gassaway	agassaway@lspower.com
		agonzales@nmreta.net
		ahho@azcc.gov
		akarsian@ccionline.org
		ala.wadi@enxco.com
Alan	Comnes	alan.comnes@sunpowercorp.com
Andy	Leoni	aleoni@tristategt.org
		alexduetws@gmail.com
Ali	Amirali	ali.amirali@elpower.com
Alistair	Rennie	alistair.rennie@srpnet.com
Amos	Ang	amos.ang@sce.com
		amyers@itcgreatplains.com
Andrew	Wang	andrew.wang@solarreserve.com
Andy	Wernsdorfer	andy.wernsdorfer@berrendo.net
Angela	Piner	angela.piner@hdrinc.com
Ann	Hopfenbeck	ann.e.hopfenbeck@xcelenergy.com
		arpa@centurytel.net
		aschaff@wapa.gov
Amanda	Ormond	asormond@msn.com
		ats.mclements@sbcglobal.net
Amy	Welander	awelander@tep.combdarmitzel
		azenergy@hotmail.com
		bacacomm@bacacounty.net
Barbara	McMinn	barbara.mcminn@aps.com
Bart	Burns	bart_jones@transcanada.com
		bburns@azcc.gov
		bcastor@terra-genpower.com
Buddy	Crill	bcrill@tep.com
		bdaryanian@rwbeck.com
Becky	Quintana	becky.quintana@dora.state.co.us

First Name	Last Name	Email Address
Becky	Heick	becky_heick@blm.gov
		benjes@wapa.gov
		benmorris@astound.net
		besmith@azcc.gov
Bruce	Evans	bevans@swtransco.coop
Bryan	Griess	bgriess@navigantconsulting.com
Bryan	Griess	bgriess@tanc.us
Bill	Johnson	bill.johnsen@srpnet.com
Bill	Williams	bill.williams@altresco.com
Bill	Kipp	bill@blackforestpartners.com
		bill@ed-3.org
Bill	Hosie	bill_hosie@transcanada.com
Billy	Custos	bjcutsor@nmppenergy.org
Bruno	Jeider	bjeider@ci.burbank.ca.us
		bkovach@sehinc.com
		bleung@centurytel.net
		bmahoney@water.ca.gov
		bmiddaugh@tristategt.org
		bmoye@stargroupconsulting.com
Brad	Nickell	bnickell@wecc.biz
		bob-a@sbcglobal.net
Bob	Briggs	bob.briggs@rangerxpress.com
		bob@verderesources.com
		bpierson@trcsolutions.com
		brad@pennrealestategroup.com
		breindl@nmreta.net
		brenda@becnv.com
		brendabbro@starband.net
		brendan@swrenewables.com
Brial	Cole (APS)	brian.cole@aps.com
Brian	Cole (PW Energy)	brian.cole@pwenergy.com
Brian	Gardanier	brian.gardanier@aps.com
Brian	Keel	brian.keel@srpnet.com
Brian	Parsons	brian_parsons@nrel.gov
Brooke	Trammell	brooke.trammell@pnmresources.com
		brownriggj@prpa.org
Bruno	Carrara	bruno.carrara@state.nm.us
Bryan	Krauter	bryan.krauter@blackhillscorp.com.
Bryan	Krawchyshyn	bryan_krawchyshyn@transcanada.com

First Name	Last Name	Email Address
		bstump@azcc.gov
Blane	Taylor	btaylor@tristategt.org
		buildingdynamics@comcast.net
		burgess.e@gmail.com
		bwallace@ci.casa-grande.az.us
		bwhalen@nvenergy.com
Brian	Whalen	bwhalen@sppc.com
		byron@wapa.gov
Calvin	Yanaga	calvin.y.yanaga@sargentlundy.com
Carey	Kling	carey.kling@res-americas.com
Carl	Williams	carl.a.williams@shell.com
Carl	Huppert	carl.huppert@ventyx.com
Cary	Deiss	carydeise@useconsulting.com
		carzaga@azcc.gov
Cathy	Atkins	cathy.atkins1@us.army.mil
Cliff	Berthelot	cberthelot@csu.org
Craig	Cameron	ccamero@smud.org
		cfreeman@southwesternpower.com
Charles	Hains	chains@azcc.gov
Chaichang ?	Chen	chen@wapa.gov
Christina	Conway	christina.conway@oncor.com
Chris	Thomas	christopher.thomas@ferc.gov
		chrpow@tristategt.org
Chuck	Russell	chuck.russell@srpnet.com
		ckenny@stargroupconsulting.com
Clark	Deschene	clarkdeschene@gmail.com
		cmarr@sierrageopower.com
Chris	Fecke-Stoudt	cmf@krsaline.com
John	Collins	collinsj@prpa.org
Cory	Blair	cory.blair@eon.com
		covert@workinglandscapes.com
Craig	Cox	cox@interwest.org
		cpink@tristategt.org
Charlie	Pottery	cpottery@nvenergy.com
		crundell@cminet.net
		cshears@everpower.com
		csvard@peakpwr.com
		cunderwood@burnsmcd.com
		curtl@vea.coop
Dan	Brickley	dabrickl@srpnet.com

First Name	Last Name	Email Address
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APPENDIX C – SharePoint Site Instructions



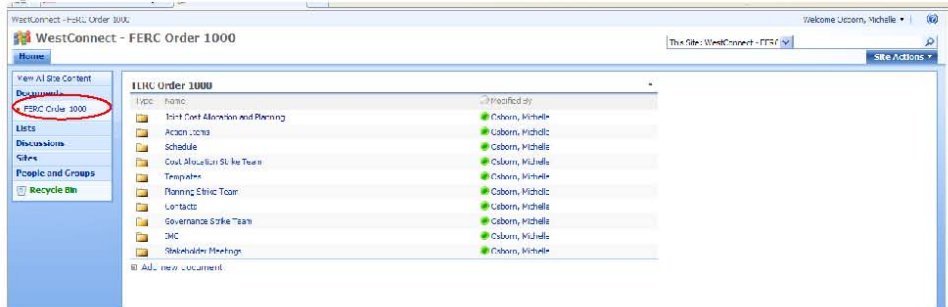
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<https://portals.icfi.com/westconnect/default.aspx>

Home Page

On the left hand side you will see **FERC Order 1000** – Click on this to take you to the document folders.

Figure 1



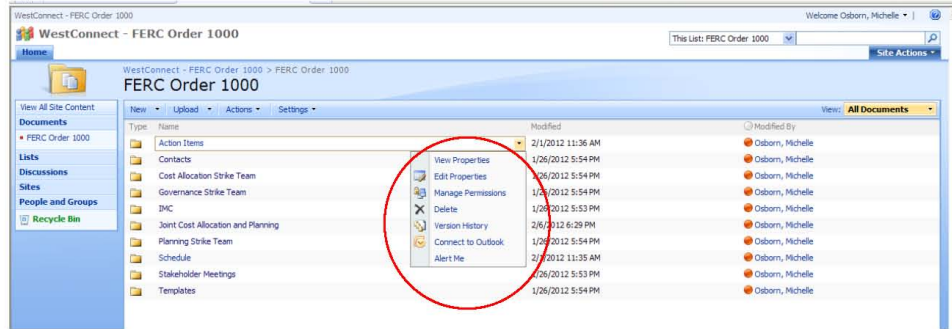
Document Options Menu

To display the document options in the shared FERC Order 1000 document library, hover your mouse over the file name and click on the down arrow. The following options are displayed:

- **View Properties** – Displays all available information about the document.
- **Edit Properties** – Displays a page where you can modify the document's name or title.
- **Delete** – Deletes the document from the document library.
- **Version History** – Displays a history of updates to the document.
- **Alert Me** – The alert feature of a Team Site sends e-mail notifications to interested team members whenever another member changes some aspect of the selected file.

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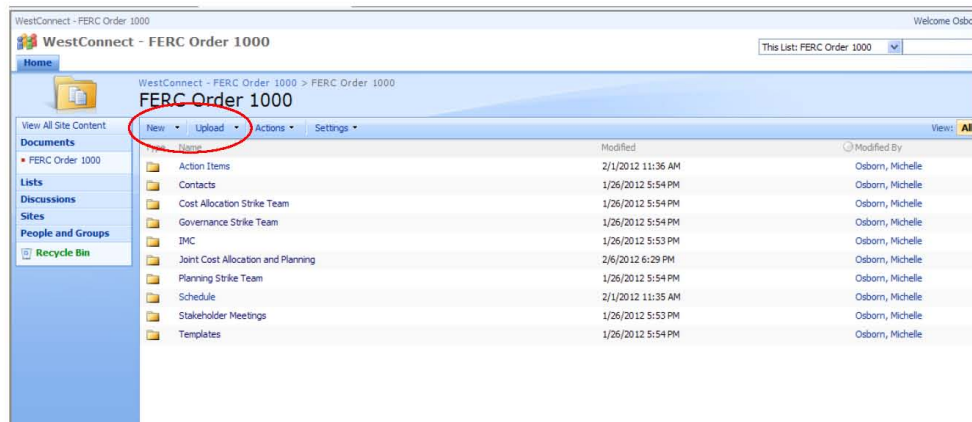
Figure 2



Main Document Area – Displays a listing of documents in the open FERC Order 1000 library. It also provides a toolbar with these links (red circled area):

- **New Document** – Downloads a Microsoft Word document template to your computer, which the corresponding application then opens with the current library as the default save location.
- **New Folder** – Displays a New Folder page for creating an additional folder within the current open library.
- **Upload Document(s)** – Displays an Upload Document page that allows you to upload one or more documents from your computer or network drive and adds it to the library. (*SharePoint Site members are only allowed to upload a document if you are a "contributor." For this site, the following people are contributors: Charlie Reinhold, Bob Smith, Sue Henderson, Charlie Pottrey, Ray Myford and ICF staff*)

Figure 3



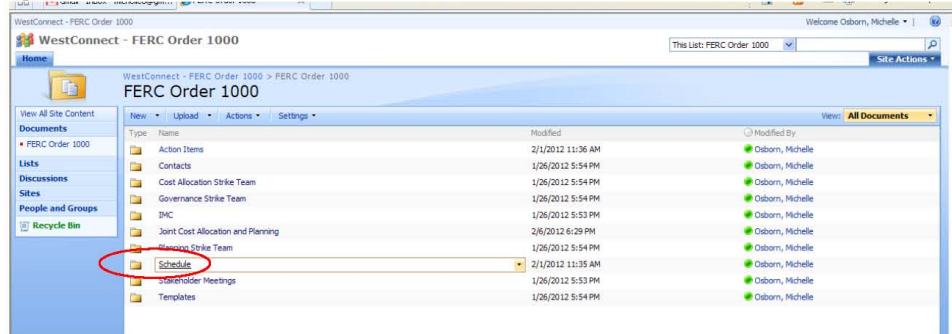
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How to Upload a Single Document

(SharePoint Site members are only allowed to upload a document if you are a "contributor." For this site, the following people are contributors: Charlie Reinhold, Bob Smith, Sue Henderson, Charlie Pottley, Ray Myford and ICF staff)

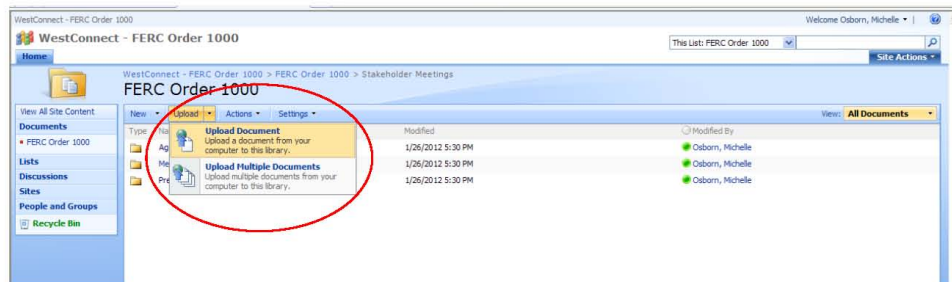
1. From the FERC Order 1000 library double click on the folder you wish to add a document to.

Figure 4



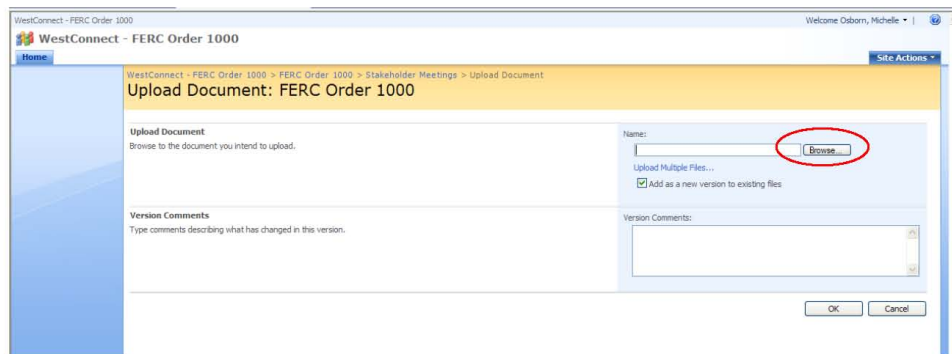
2. Select Upload Document from the document library toolbar.

Figure 5



3. Click on Browse.

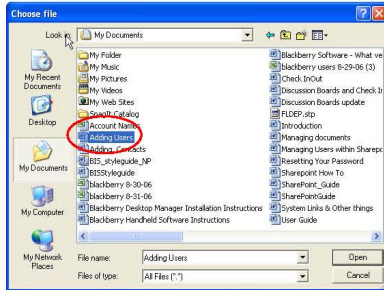
Figure 6



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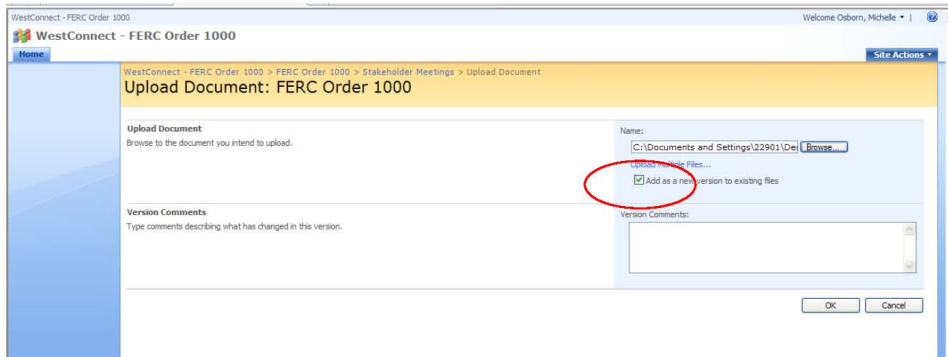
4. Highlight the file you want to upload, and click **Open**.

Figure 7



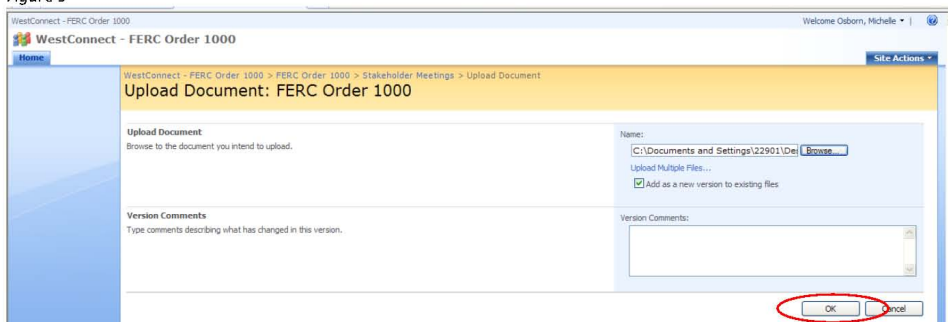
5. Verify that you want to **Add as a new version to existing file(s)**. If a file of the same name already exists in the document library, you can force the file to be replaced by selecting the checkbox. This will save in **Version History**.

Figure 8



6. Click the **OK** button to upload the document to the document library.

Figure 9



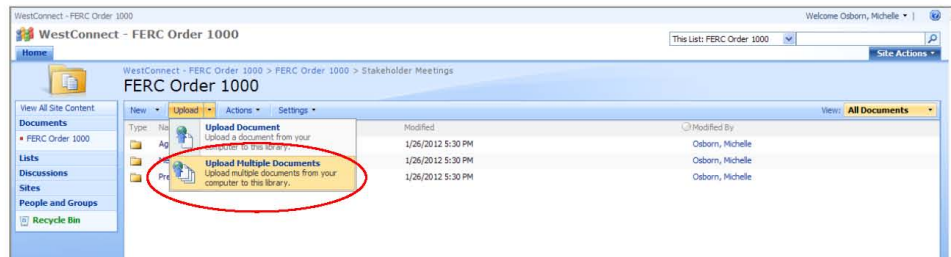
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Uploading Multiple Documents

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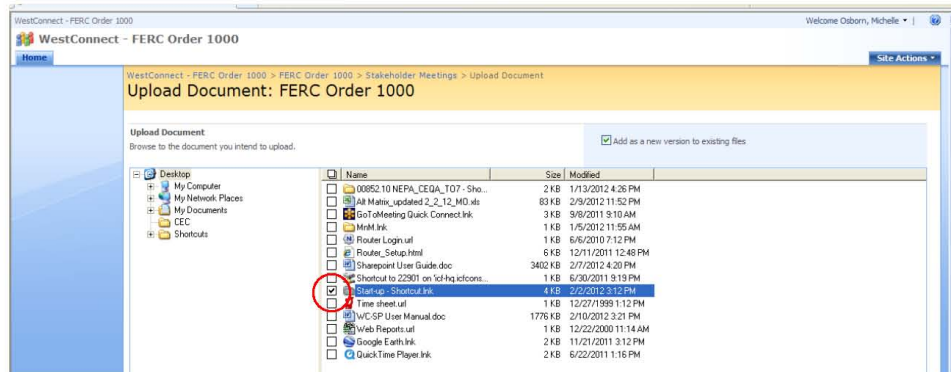
1. From the FERC Order 1000 document library, select a folder as shown in Figure 2.
2. Select **Upload Document** from the document library toolbar as shown in Figure 3.
3. Click on **Upload Multiple Files...**

Figure 9



4. This will open the **Explorer View**. Select the location and select the files you want to upload by selecting their corresponding checkbox.

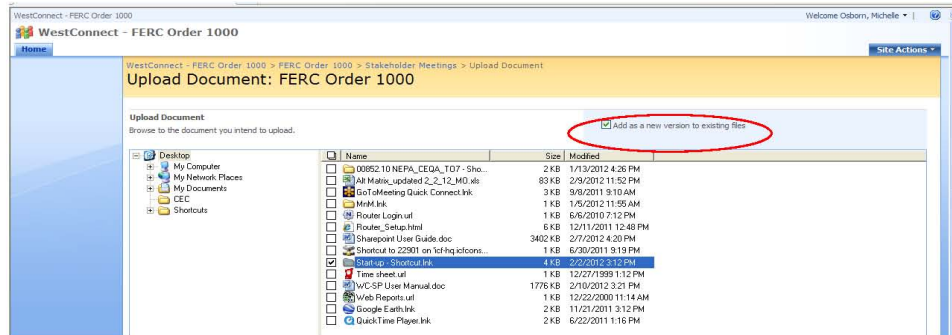
Figure 10



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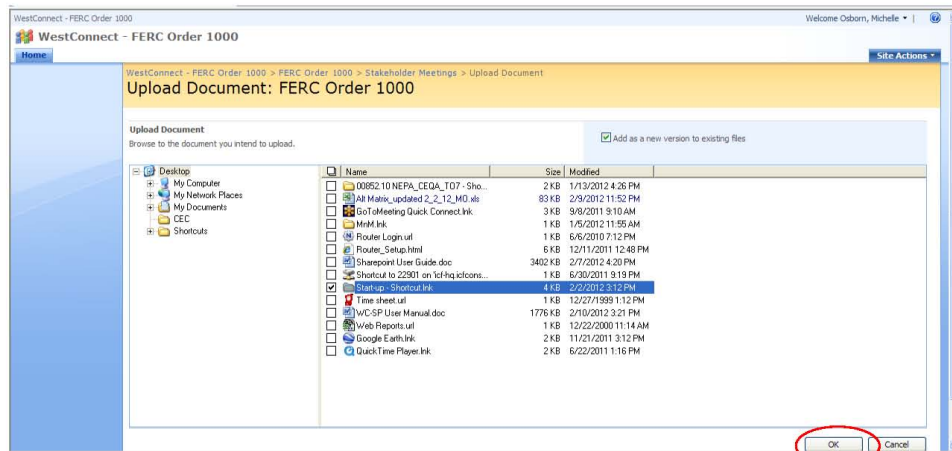
5. Verify that you want to **Add as a new version to existing file(s)**. If a file of the same name already exists in the document library, you can force the file to be replaced by selecting the checkbox. This will save in **Version History**.

Figure 11



6. Click on **OK**.

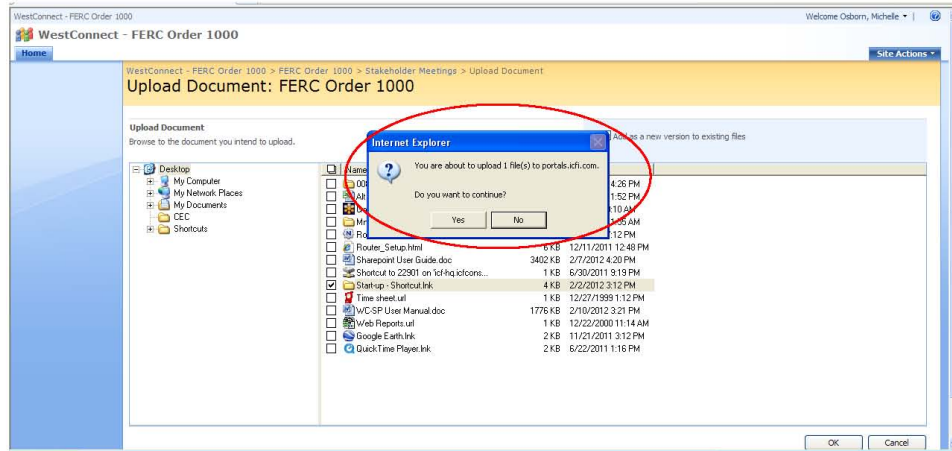
Figure 12



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7. A Dialogue box will appear confirming your upload. Select **Yes** if you want to execute the upload. Otherwise, select **No** to cancel the upload.

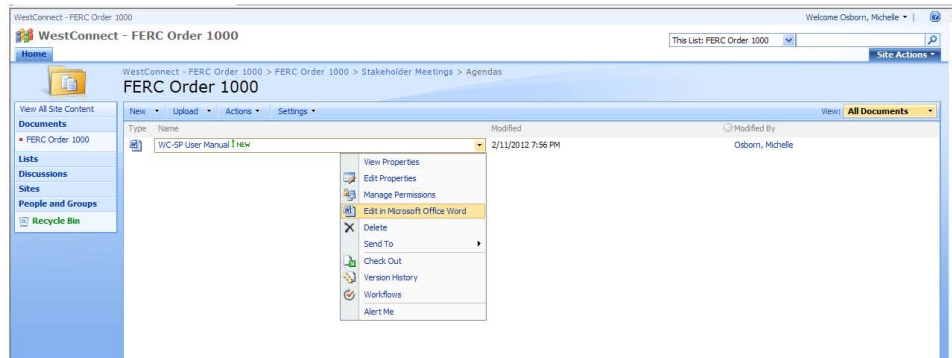
Figure 13



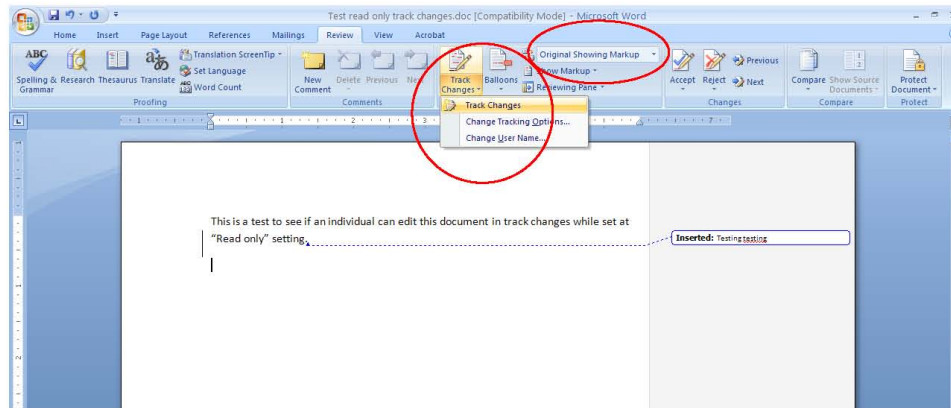
Editing Documents

1. From the **FERC Order 1000 document library**, select a **folder** as shown in Figure 2
2. Select the folder in which the document you wish to edit is stored.
3. You can either double click the document to open it, or you can hover your mouse over the file name you want to edit, and click on the down arrow. Select **Edit in Microsoft Office Word** (Excel, Access, etc) from the pull down menu selection.

Figure 14



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4. Once you are in the document make sure the **“Track Changes”** feature is turned on and that you select the option **“Show original with markup”**
5. Saving changes to shared Microsoft Office documents works the same as with any document stored locally on your hard drive or network drive. Just type **CTRL-S** or click on **File** from the menu bar and select **Save** to save changes.

User Permission Rights:

There are three different levels of permission rights:

1. Admin Full Control: (*For ICF Internal staff*)
2. Contribute: (*Charlie Reinhold, Bob Smith, Sue Henderson, Charlie Pottey, Ray Myford*) permission to view, add, update and delete.
3. Read: (*All other users*) permission to view and edit only. This right does not allow the creation or deletion of folders, files and documents.