



**Colorado Coordinated Planning Group  
CHARTER**

Approved August 17, 2017

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## **I. Purpose**

The Colorado Coordinated Planning Group (CCPG) is an open transmission planning forum. Its core mission is to assure a high degree of reliability through cooperative planning, joint development, and coordinated operation of the high voltage transmission system in the Rocky Mountain Region of the Western Electricity Coordinating Council (WECC).

The CCPG provides a technical forum to complete reliability assessments, develop joint business opportunities, and accomplish coordinated planning under the single-system planning concept.

## **II. Background**

Since 1991, CCPG has functioned in accordance with the Electric Transmission Service Policy Statement and Joint Transmission Access Principles (Policy and Principles), dated December 16, 1991, which provided for joint transmission system planning and an opportunity to invest or otherwise responsibly share in benefits and costs of system enhancements associated with new generation and transmission.<sup>1</sup> Most substantive provisions of the Policy and Principles are now incorporated within FERC orders issued since 1991. Provisions of the Policy and Principles that are not covered by FERC orders are incorporated into this Charter. In addition, the Charter is intended to be consistent with relevant provisions of the Transmission Planning Rules of the Colorado Public Utilities Commission and related Commission decisions. Hence, by adhering to FERC rules and abiding by the terms of this Charter, CCPG Members will be following the substance and intent of the Policy and Principles.

## **III. Goals**

The goals of CCPG are to:

- Promote efficient use of the Bulk Electric System<sup>2</sup> (BES)
- Avoid duplication of facilities
- Facilitate joint development of robust transmission systems to support a variety of needs
- Provide a forum for meaningful stakeholder participation in the transmission planning process that aligns with FERC orders and applicable state Commission Transmission Planning Rules and decisions
- Facilitate compliance with FERC Orders, and NERC and WECC reliability standards, applicable state Commission Rules, criteria, policies, and guidelines
- Coordinate regional and sub-regional planning activities
- Provide a forum for interaction with regulatory body representatives

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<sup>1</sup> See Joint Transmission Access Principles and Electric Transmission Policy Statement, dated December 16, 1991, filed with the Federal Energy Regulatory Commission in Docket No. EC92-8-000.

<sup>2</sup> Bulk Electric System as defined in NERC's Glossary of Terms.

## **IV. Principles**

CCPG will operate in accordance with the following principles, the first nine of which are based on concepts promulgated in FERC Order No. 890<sup>3</sup>:

1. **Coordination** – CCPG will coordinate between entities developing the electric transmission system, including the regulatory community and entities that utilize and benefit from the transmission system. CCPG will make an effort to perform technical study work that is not duplicative of work done by others and will rely as much as possible on the technical studies conducted by project sponsors and work conducted in other forums to supplement the study work performed directly by CCPG.
2. **Openness** – CCPG meetings will be open to all stakeholders and conducted in accordance with critical energy infrastructure information (CEII) policies and considerations and FERC Standards of Conduct. The meetings provide an open forum for transmission project sponsors to introduce specific transmission projects to interested stakeholders and potential partners.
3. **Transparency** – CCPG will provide a forum for transmission owners, transmission operators, generators, and developers to clearly disclose the criteria, assumptions, and data that underlie studies performed and transmission system plans to stakeholders.
4. **Information Exchange** – CCPG will provide a forum for the exchange of information including responses to requests for information among transmission owners, transmission operators, transmission customers, generators, developers, market participants, government agencies, and stakeholders that utilize and benefit from the interconnected transmission system.
5. **Comparability** – CCPG will develop technical transmission studies and alternatives that utilize consistent base cases and assumptions to meet the needs of the subregion and region and treat all Members comparably.
6. **Dispute Resolution** – CCPG disputes not resolved by voting or negotiation will attempt to be resolved through mediation facilitated by the CCPG Chairperson.
7. **Regional Participation** – CCPG will coordinate its sub-regional efforts with WestConnect and other WestConnect sub-regional planning groups (SPGs), WECC planning committees, and the transmission planning processes required of public utilities by FERC Order Nos. 890 and 1000.
8. **Economic Planning Studies** – CCPG does not conduct economic planning studies. However, CCPG may guide stakeholders to appropriate venues where economic studies may be conducted.
9. **Cost Allocation** – CCPG will perform transmission studies in support of joint transmission projects. Individual Members may allocate costs between themselves as needed, but CCPG is not a governing body and will not address cost allocation.
10. **Collaboration with Government agencies and Stakeholders** – CCPG transmission studies will be open so they can be developed in collaboration with government agencies and stakeholders to facilitate the implementation of energy policy and information sharing, and to enhance and streamline project permitting, financing, and construction.
11. **Shared Workload** – CCPG has no staff and utilizes its Members to complete its work. Those Members most interested in specific studies will normally be responsible for the performance, cost, and completion of the studies. Studies will normally be conducted when there is a broad interest in a particular subject. If there is no consensus of need or interest, an individual Member may still proceed with a study at its own cost. The Member should still utilize CCPG

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<sup>3</sup> FERC Order No. 890 can be found at: <https://www.ferc.gov/whats-new/comm-meet/2007/021507/e-1.pdf>

for stakeholder input, feedback and guidance. Study results will be shared with all CCPG Members, as appropriate.

12. **Authority** – CCPG studies, reports, and conclusions represent only the consensus view of the participating CCPG Members, as supplemented by any applicable dissenting views, and do not constitute any form of approval or commitment by any utility to undertake projects identified therein.
13. **Civilized Discourse** – CCPG’s goal is to engage a broad spectrum of entities, all of which share an interest in the optimum development of the Bulk Electric System. All ideas will be welcomed and all concerns will be addressed, consistent with these principles. Respectful and professional debate is encouraged.
14. **Confidential Information** – Information considered business sensitive, critical energy infrastructure information (CEII), or identifying BES critical assets will not be discussed or disclosed at CCPG.

## **V. Membership, Participation, and Stakeholder Opportunities**

CCPG is a voluntary organization and is open to all persons with an interest in transmission planning with respect to development of the BES. The organization exists for the benefit of its Members and the value they derive in achieving the goals of the group.

### **A. Membership**

CCPG Members are those entities with a substantial stake in the development of the BES. This includes individuals who represent:

- 1) **Utility:** Organizations registered with FERC as a Transmission Planner (TP) with ownership of BES facilities in the CCPG footprint.
- 2) **Agency:** Government agencies including federal, state, municipal and county agencies.

Members must provide technical expertise and/or resource sharing in support of CCPG studies, development, and planning activities. Members should also maintain active and consistent participation in CCPG and its working groups.

To become a Member, interested entities or persons must notify the CCPG Chairperson in writing per Attachment A. The Membership list will be posted on the CCPG website. Each Member agrees to abide by the terms of this Charter. A Member may terminate its membership in the CCPG by notifying the Chairperson in writing. Membership may also be terminated due to lack of participation or participation inconsistent with the CCPG Principles set forth herein, at the discretion of the CCPG Chairperson and the Vice Chairperson.

Members may assign a proxy when necessary, provided they notify the CCPG Chairperson before the start of a meeting.<sup>4</sup>

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<sup>4</sup> Members may have more than one individual from their organization participating in CCPG, including Subcommittees, Work Groups, and Task Forces as described in Section VI. However, for voting purposes as described in Section VII, only one vote shall be permitted per Member and only the Member’s designated representative or proxy may vote on behalf of the Member.

Members have the rights to:

- Introduce motions, debate, and vote in committee deliberations and on other CCPG matters
- Nominate CCPG officers
- Participate in and vote on amending governing documents
- Designate a representative of the Member
- Assign representatives to participate on their behalf at CCPG and on CCPG Subcommittees, Work Groups, and Task Forces

By participating in CCPG, no Member shall be deemed to consent or submit to the jurisdiction of any regulatory agency, where such regulatory jurisdiction would not otherwise exist.

## **B. Participation**

CCPG is open to active participation by other interested entities and persons not otherwise qualified to participate as Members. Active participation from all stakeholders is encouraged. To be considered a Participant, interested entities or persons should notify the CCPG Officers in writing and request to be added to or removed from the CCPG Participant list. No specific attendance at CCPG meetings is required to maintain Participant status, however, interested entities and persons are encouraged to attend CCPG meetings or otherwise remain sufficiently informed so as to facilitate their meaningful participation and input. Each Participant agrees to abide by the terms of this Charter, including the CCPG Principles set forth herein.

All Participants have the right to:

- Receive appropriate meeting notices
- Review reports and information
- Attend CCPG meetings
- Propose and advocate for alternative transmission plans and drivers for those plans

## **C. Stakeholder Opportunities**

CCPG provides opportunities for Stakeholder interaction and has documented a process for CCPG Consideration of Stakeholder Input. The document can be found on the CCPG website. It describes how stakeholders can submit comments and study requests to the electric transmission planning process. Comments may include suggestions, requests for clarifications, and other feedback pertaining to the process. Requests may include proposals for alternatives to an existing study, or suggestions for a new study. CCPG will maintain a record of all comments and requests received, as well as the response. These records will also be posted on the CCPG section of the WestConnect website.

## **VI. Organization**

The CCPG organization consists of three officers, members, active participants, a Management Committee, electrical geographic-based Subcommittees, footprint-wide Work Groups, and Task Forces (collectively known as the “CCPG committee structure”).

**Officers** – The CCPG will be steered by the collective effort of its Chairperson, Vice Chairperson, and Secretary. Officers must meet the criteria for membership and are elected for a two-year term.

**Chairperson** – The Chairperson is the designated representative of the CCPG and is elected by the Management Committee. He or she is responsible to ensure that the CCPG is effective, is conducted in accordance the CCPG principles, is orderly, and appropriately meets the needs of the Members and

Stakeholders. The Chairperson is responsible for ensuring that all CCPG rules and procedures are followed. The Chairperson will prepare for and lead CCPG meetings.

**Vice Chairperson** – The Vice Chairperson is the designated alternate representative of the CCPG and is elected by the Management Committee. Like the Chairperson, he or she is responsible to ensure that the CCPG is effective, is conducted in accordance the CCPG principles, is orderly, and appropriately meets the needs of the Members and Stakeholders. The Vice Chairperson will take on responsibilities of the Chairperson as necessary in their absence. The Vice Chairperson is also responsible to ensure that materials and work products from the CCPG are properly archived, posted, and coordinated with the CCPG website facilitator.

**Secretary** – The Secretary helps support CCPG efforts, in particular to ensure that meetings are properly scheduled, organized, and recorded.

**Management Committee** - The primary responsibility of the CCPG Management Committee is to ensure CCPG adheres to its core mission. It elects the CCPG Chairperson and Vice Chairperson who help facilitate the Management Committee activities. The Management Committee will consist of one representative from each of the Utility Members.

The Management Committee also has the final accountability for CCPG work products. Whenever a CCPG Subcommittee, Work Group, or Task Force completes a major undertaking and documents it in a report, the Management Committee is responsible to agree that the work:

- 1) Properly considered input from all participants;
- 2) Met the objectives of the effort;
- 3) Is accurate; and
- 4) Is technically adequate.

If the Management Committee does not approve an item, the Management Committee is responsible for providing direction to make the work acceptable. The Management Committee will also help the Subcommittees, Task Forces, and Work Groups resolve issues.

**Subcommittees** - The responsibilities of CCPG Subcommittees are to address a variety of needs and issues defined by the Subcommittee for a specific geographic portion of the CCPG footprint. Subcommittees are formed for a multi-year duration to serve a long-term purpose. Each Subcommittee will elect a Chairperson for a two-year term.

**Work Groups** - The responsibilities of CCPG Work Groups are to address single or highly focused needs identified by the CCPG Management Committee and defined by the Work Group for the entire CCPG footprint. Work groups are formed for a multi-year duration to serve a long-term purpose. Each Work Group will elect a Chairperson for a two-year term.

**Task Forces** - The responsibilities of CCPG Task Forces are ad hoc as assigned by the Management Committee or the Task Force. Generally, these assignments will address a single issue or focused need affecting either a portion of or the entire CCPG footprint, with such assignment being of one or two-year duration to serve a short-term purpose. Each Task Force will elect a Chairperson.

Each Subcommittee, Work Group, and Task Force will address needs identified by its membership. Subcommittees and Work Groups can be expected to evolve or change over time to reflect the current interest and focus.

The CCPG Organizational Chart<sup>5</sup> shall be updated upon the election of new Officers or as needed.

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<sup>5</sup> The current CCPG Organization Chart is available on the WestConnect website.

## **VII. Voting**

Each CCPG Member will be allotted one vote. Each CCPG planning and study effort undertaken within the CCPG committee structure described in Section VI above will be self-defined by those CCPG Members who participate in the process. Study plans and final reports will require approval by the sponsoring Subcommittee, Work Group or Task Force, and the Management Committee.

Decisions and actions by the Management Committee, Subcommittees, Work Groups, and Task Forces will be reached, to the maximum extent possible, through consensus. To facilitate consensus building, CCPG Members will seek individual inputs, rely on data and expert advice, and encourage minority reporting where differences are not resolved. CCPG's success has been largely based on the use of an open vetting process, with ultimate decisions generally being reached on the basis of unanimous agreement.

The goal will be to reach consensus<sup>6</sup> on all approval items. If approval by consensus within the CCPG committee structure cannot be achieved, CCPG Members attending the committee or group meeting will conduct a formal vote. Any CCPG Member not attending a meeting in person may designate a proxy provided that the primary voting Member notifies the Chairperson of the committee or group in writing at least one day in advance of the meeting. A motion will pass by simple majority of those Members voting.

Attendance at meetings and voting may be in person, by telephone or other electronic means or by proxy as determined by the committee or group Chairperson. For a vote to be binding, a quorum of Member votes must be cast. To constitute a quorum with respect to any matter upon which a vote is taken, more than 50% of the voting Members of that committee or group or their designated alternative voting representatives must cast a vote. This includes the Management Committee.

## **VIII. Planning Functions**

CCPG planning functions include, but are not limited to:

- Development and implementation of a planning process that results in transmission expansion plans that meet a variety of needs and have a broad basis of support through an open stakeholder process.
- Identification of long-term transmission needs.
- Identification of congestion impacts of potential energy zones, generation facilities, or new transmission facilities.
- Development, through open and collaborative processes, of strategic transmission options and specific alternative plans for expanding or reinforcing the transmission system.
- Review of technical studies performed by a transmission project sponsor.
- Coordination of data, modeling, assumptions, processes, and other planning activities with WECC, WestConnect, Western Interconnection subregional planning groups, regulatory/governmental entities, and other industry entities involved in transmission planning.

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<sup>6</sup> Consensus is achieved when an issue is collectively agreed upon without irreconcilable dissenting opinions.



- Coordination with federal, state and local agencies on transmission corridor planning.
- Provision of a subregional forum to meet WECC and WestConnect Regional Planning requirements.
- Provision of a forum to evaluate impacts of proposed transmission or energy policy changes at state and federal levels.
- Response to requests and directives from regulatory entities.
- Conduct of briefings and sponsorship of educational workshops.

## **IX. Coordination and Study Process**

**Coordination Process** – The CCPG Coordination Process enables sponsors of transmission projects to coordinate project development through receipt of input from participating technical planning experts who are knowledgeable about the electric system. Transmission project sponsors are encouraged to present results of their independent study efforts to participating CCPG Members.

**Study Process** –The CCPG Study Process will focus on the development of transmission plans consistent with WECC and NERC planning horizons. This work is intended to assist and enhance the development of transmission projects.

CCPG will provide technical support for implementation by transmission project sponsors of transmission plans developed within the Study Process. Implementation of projects by developers may involve phased construction of a variety of short-term projects that will ultimately support implementation of a long-term plan. As a result, CCPG long- term plans will be revised periodically to incorporate changes in system assumptions.

The Study Process will generally follow an annual study cycle. Before study work begins, a study plan will be prepared by an assigned subgroup. A study plan must include:

- Purpose and need
- Objectives
- Assumptions and study performance criteria
- Development of base case and other data
- Methodology
- Description of contingencies to be examined
- Schedule
- Assignment/allocation of study work

Once the study plan is approved, study participants will conduct study work, agree upon findings, share results with CCPG, and document their work.

In general, CCPG study participants will study geographic areas in which they have an interest. Members seeking specific studies will be responsible for the completion of work. Studies performed within CCPG will generally:

- Focus on local and sub-regional needs
- Consider a variety of alternatives to allow for a wide range of options
- Consider the flexibility of alternatives, including non-transmission alternatives
- Comply with established reliability standards, criteria, policies, and guidelines
- Be summarized in reports to be made available for general review, in compliance with applicable CEII policies and considerations

Transmission plans developed by CCPG will be submitted for incorporation, as appropriate, into relevant regional transmission plans.

CCPG Subcommittees, Work Groups and Task Forces will publish final reports and present results to the general CCPG membership. The Management Committee has approval authority for all Subcommittee, Work Group, and Task Force work products.

Study work conducted within the CCPG committee structure is not intended to focus solely on or substitute for the study work required for implementation of a specific transmission project. For example, CCPG study work will not address generation interconnection requests and transmission service requests in a Transmission Provider's queue.

## **X. Meetings**

CCPG meetings are open to all Members, Participants, and other interested stakeholders, and may be attended in person or by conference call. The CCPG Management Committee and Subcommittees, Work Groups, and Task Forces will meet periodically, generally following an annual study cycle. The CCPG Management Committee will meet annually or more frequently as determined by the Chairperson. CCPG meeting notices will be distributed at least 30 days in advance of meetings. Proposed agendas will be provided at the direction of the CCPG or subcommittee Chairperson, at least two weeks in advance of meetings. Meeting notes will be posted on the CCPG website.

## **XI. Notice**

Meeting notices, review documents, and notices of voting issues will be distributed by posting copies of announcements and documents on the WestConnect website and sending electronic copies by email to registered CCPG Members.

## **XII. Amendment**

From time-to-time the need may arise to amend this Charter due to changes to federal laws and regulations, actions taken at a state level, or other considerations specific to CCPG.

Proposed amendments to the Charter must be submitted in writing to the CCPG Chairperson, in such form as directed by the Chairperson. A clear explanation of purpose and benefit to CCPG should accompany each proposed amendment. The Chairperson will circulate acceptable amendment proposals among Members of the Management Committee for review and comment.

Following a sufficient period for review and revision, as determined by the Chairperson, proposed Charter amendments shall be presented at a scheduled Management Committee meeting, and then a recorded vote shall be taken.

An amended Charter will be distributed to CCPG Members by the Chairperson, within thirty (30) days of such affirmative vote.

**Membership Request Form**

Attachment A

An organization which elects to become a CCPG Member shall send a letter request to the Chairperson of the CCPG Management Committee. At minimum, the letter shall contain the following statements:

<My Company Letterhead>

<Chairperson Name>, CCPG Management Committee Chairperson  
<address>

Dear <Chairperson Name>,

Effective as of the signature date below, please register our company as a CCPG Member, and include <My Company> on the publicly posted CCPG Member list. Terms of the Colorado Coordinated Planning Group (CCPG) Charter, dated August 2017, appear to be in harmony with our company charter, bylaws or other governing documents and any applicable regulation or law. <My Company> hereby endorses and agrees to abide by the terms of the CCPG Charter.

<My Company> is a (select one):

- Utility: Organization registered with FERC as a Transmission Planner (TP) with ownership of BES facilities in the CCPG footprint
- Agency: Government agencies including federal, state, municipal and county agencies

The following persons are the designated and proxy representatives from our organization:

<b>Designated Representative</b>	<b>Proxy Representative</b>
Name:	Name:
Title:	Title:
Email:	Email:
Telephone:	Telephone:

If this request is coming from a Utility, then the designated representative will also serve as Management Committee Member unless otherwise notified to the Chair.

Sign: \_\_\_\_\_

Attest: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_