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## **BAKER RIVER PROJECT RELICENSE**

### **Process Working Group**

May 31, 2000

1:00 p.m. - 4:00 p.m.

US Forest Service/National Park Service Office  
2105 Highway 20  
Sedro-Woolley, WA

### **Agenda**

1. Welcome & introductions
2. Review purposes and set schedule for Process Working Group
3. List norms for the Process Working Group
4. Delineate contents of Communications Protocol
5. Review sample Communications Protocols
6. Outline content of Baker Communications Protocol
7. Set procedure and schedule for writing and reviewing the Baker Communications Protocol
8. Set date and agenda for next meeting

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### **MEETING NOTES**

#### **PRESENT**

Bruce Freet (National Park Service), Stan Walsh (Skagit System Cooperative), John Boggs (Concrete Heritage Museum), Paula Hartzell (Town of Concrete), Kathy Anderson (Forest Service), Gary Sprague (Washington Department of Fish and Wildlife), Connie Freeland (Puget Sound Energy)

#### **ACTION ITEMS**

1. Research requirements for Alternative Licensing Procedures filing (Connie; by or before June 16)
2. Produce draft outline for ALP filing (Process Working Group; at June 22 meeting)
3. Collect examples of ALP filings from FERC (Connie)
4. Draft example consensus letters (Process WG; at June 22 meeting)
5. Draft Baker Communications Protocol
  - Outline (Process WG; at May 31 meeting)
  - 1<sup>st</sup> draft (Connie; send to Process WG via email by June 9)
  - Review of 1<sup>st</sup> draft (Process WG; June 9-June 20; send comments to all by 5 p.m. June 21)
  - Go over and make changes to 1<sup>st</sup> draft (Process WG; at June 22 meeting)
  - 2<sup>nd</sup> draft (Connie; send to Process WG via email by June 26)
  - Review of 2<sup>nd</sup> draft (Process WG; June 26-July 6; send comments to all by 5 p.m. July 6)
  - Go over and make changes to 2<sup>nd</sup> draft (Process WG; at July 10 meeting)
  - 3<sup>rd</sup> draft (Connie; send out to Overview Team by July 14 for review)
  - Present and discuss Communications Protocol at July Overview Team meeting (Process WG; date to be decided)

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## **NEXT MEETINGS**

June 22, 2000 (9 a.m. to noon; PSE Business Office in Mt. Vernon)

July 10, 2000 (9 a.m. to noon; Forest Service/Park Service Office in Sedro-Woolley)

## **MEETING AGENDA**

1. Welcome and introductions
2. Review purposes and set schedule for Process Working Group
3. List norms for Process Working Group
4. Delineate contents of Communications Protocol
5. Review sample Communications Protocols
6. Outline content of Baker Communications Protocol
7. Set procedure and schedule for writing and review of Baker Communications Protocol
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## **INTRODUCTIONS**

Participants introduced themselves and made a list of email addresses for all members.

## **PURPOSES OF PROCESS WORKING GROUP**

1. Draft a communications protocol by July Overview Team meeting (send draft protocol out at least one week before meeting for review)
2. Prepare a plan for obtaining consensus letters from stakeholders on Alternative Licensing Procedures (draft example consensus letter for July meeting)
3. Outline FERC filing requesting permission to use ALP (outline of what is required)

## **NORMS OF PROCESS WORKING GROUP**

Group reviewed list of standard meeting and social norms. Group agreed to use consensus for decision-making within group.

## **DISCUSSION RELATING TO COMMUNICATION PROTOCOLS**

Connie read FERC letter denying Grant PUD's request to use Alternative Licensing Procedures. Group discussed that consensus of most of the participants in the Baker Relicense Process will be necessary for ALP request to be approved. Kathy handed out a definition of consensus. [From FERC Order No. 596 (Docket No. RM95-16-000, issued Oct. 29, 1997); order adopting alternative licensing procedures; can be found on FERC's website, [www.ferc.fed.us](http://www.ferc.fed.us).] Connie handed out a list of elements found in most protocols. Bruce provided another example protocol from Chelan PUD. Connie drew a diagram showing how with the ALP (or collaborative process), FERC sets up a FERC Collaborative Staff, which is advisory to the process. This staff differs from the regular FERC staff, which gives input to the Commissioners as part of a FERC proceeding.

The following is a list of points the group decided should be addressed in the Baker Communications Protocol:

1. Introduction: include regulations
2. Purpose and need statement
3. Identification or definition (not list) of participants
4. Definitions of terms (glossary)

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5. Responsibilities of parties (licensee, participants and FERC)
  6. Time frame for protocol defined
  7. Media coverage and news releases (who does media deal with; responsibility for press releases; extent statements made by individual participants don't reflect collective position)
  8. How confidential information will be handled

### **OUTLINE FOR FIRST DRAFT OF BAKER COMMUNICATIONS PROTOCOL**

This outline includes points listed at meeting, plus information from list of elements found in most protocols and Bruce's list of contents for protocols.

1. Introduction
  - Purpose of communications protocol
  - Regulations noted
  - Project information
  - Dates of licensing process (overview)
2. Definitions of terms
  - Consensus
  - Participants
  - Interested parties
  - Acronyms
3. Communication Mechanisms and Guidelines
  - Confidential information (cultural resources and ESA species)
  - Reporting and recordkeeping
    - Public access
    - Mailing lists
    - Media coverage and news contacts
  - Meetings
    - Teams
    - Notices
    - Agendas
    - Minutes
    - Work products
    - Status reports
    - Facilitation
  - Public Reference File
  - Teleconference Communications
  - Written Communications
  - Contact Log Sheets
  - FERC Progress Reports
  - Communication with FERC
4. Roles and Responsibilities
  - Licensee
  - Participants
  - FERC
5. Evaluation and modification of Baker Communications Protocol

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- Time frame
  - Revisions
  - Adoption

#### **AGENDA FOR NEXT MEETING**

**June 22, 2000 (9 a.m. to noon; Mt. Vernon)**

1. Create 2<sup>nd</sup> draft of Baker Communications Protocol
2. Draft outline for FERC Alternative Licensing Procedures filing
3. Draft consensus letter for participants