



January 2010

# **Colorado Coordinated Planning Group CHARTER**

## **I. Purpose**

The Colorado Coordinated Planning Group (CCPG) is a planning forum which operates to assure a high degree of reliability in joint planning, development, and 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 provide 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. Most substantive provisions of the Policy and Principles are now incorporated within FERC orders issued since 1991. Provisions of the Policy and Principles that were not covered by FERC orders are incorporated into this charter. 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 electric transmission system
- Avoid duplication of facilities
- Facilitate joint development of robust transmission systems to support a variety of resources
- Provide a forum for discussion of access to renewable energy resources
- Meet NERC and WECC reliability standards, criteria, policies, and guidelines
- Coordinate regional and subregional planning activities
- Provide a forum for interaction with regulatory bodies and other stakeholders as plans are developed

### 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:

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 among transmission owners, transmission operators, transmission customers, generators, developers, market participants, and regulators 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 be resolved using the WECC dispute resolution processes<sup>1</sup>.
7. **Regional Participation** – CCPG will coordinate its subregional efforts with WestConnect and other Western Interconnection subregional planning groups, WECC planning committees (PCC

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<sup>1</sup> The WECC dispute resolution process is detailed in WECC Bylaws, Appendix C

and TEPPC) and the transmission planning processes required of public utilities by FERC Order No. 890.

8. **Economic Planning Studies** – CCPG neither conducts nor has a role in conducting economic studies. However, CCPG may guide stakeholders to appropriate venues where economic studies may be conducted.
9. **Cost Allocation** – CCPG will perform transmission planning studies that support the development of joint participation transmission projects. CCPG will not directly address cost allocation but will defer to documented methodologies such as those set forth in a Transmission Provider’s Attachment to its Open Access Transmission Tariff that addresses the transmission planning process.
10. **Collaboration with Regulators** – CCPG transmission studies will be open so they can be developed in collaboration with regulators 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 permanent staff and utilizes its members to complete required study work. Members proposing specific studies will be responsible for performance, cost, and completion of the work. In general, members will, at their own expense, study the geographic areas in which they have an interest. Study results will be shared with all CCPG members. CCPG is supported by WestConnect and the WestConnect Planning Manager as defined by the WestConnect Objectives and Procedures for Regional Planning for the WestConnect Planning Area.

## V. Membership

CCPG is a voluntary organization and membership is open to all parties that have an interest in participating in a stakeholder process for development of the electric transmission system within the CCPG footprint<sup>2</sup>. The organization exists for the benefit of its members and the value that they derive in achieving the goals of the group. To become a member of CCPG, a party must notify the Chair of the Oversight Committee in writing<sup>3</sup>, and request to be added to the CCPG membership list. The membership list will be posted on the WestConnect website. Each member agrees to follow the terms of this Charter to the extent they do not violate the member’s charter or bylaws or any applicable regulation or law. A member may terminate its membership in the CCPG by notifying the Chair of the Oversight Committee in writing.

Members have the right to

- Receive appropriate meeting notices, reports and information
- Attend and vote in CCPG meetings
- Attend oversight committee meetings and comment on proceedings
- Introduce motions, debate, and vote in committee deliberations
- Elect and remove CCPG officers
- Participate in amendment of governing documents

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<sup>2</sup> Member organizations can include Transmission Providers and other stakeholder organizations.

<sup>3</sup> Attachment B to this Charter contains the form of an acceptable membership request letter.

## VI. Organization

The CCPG consists of an Oversight Committee, a Steering Committee, electrical geographic-based subcommittees, and footprint-wide work groups and task forces (collectively known as the “CCPG committee structure”).

**Steering Committee** - The responsibilities of the CCPG Steering Committee are to manage CCPG, develop Oversight Committee agendas, provide coordination among CCPG study groups, and ensure progress in the overall CCPG activities. The Steering Committee will consist of the Oversight Committee Chair and Vice Chair and the Chairs of each of the subcommittees and work groups. The Oversight Committee Chair will Chair the Steering Committee.

**Oversight Committee** - The responsibilities of the CCPG Oversight Committee are to ensure: accuracy and technical adequacy of CCPG study work, consistency among the various studies, proper focus on objectives, and adherence to Policy and Principles. When the Oversight Committee does not approve an item submitted from a subcommittee, work group, or task force, the Oversight Committee is responsible for providing direction to make the work acceptable. The Oversight Committee will also help the subcommittees and work groups resolve issues.

The Oversight Committee will consist of a Transmission Provider Group and an Advisory Group. The Transmission Provider Group will consist of Transmission Providers that provide open access transmission services within the CCPG footprint. The Advisory Group will consist of all other CCPG members that are not members of the Transmission Provider Group.

The CCPG membership will elect a Chair and Vice Chair for the Oversight Committee for two-year terms.

**Subcommittees** - The responsibilities of CCPG subcommittees are to address a variety of needs and issues defined by the Subcommittee membership 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 Chair 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 Oversight Committee and defined by the work group membership 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 Chair for a two-year term.

**Task Forces** - The responsibilities of CCPG task forces are ad hoc as assigned by the Oversight Committee or the task force membership. 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 Chair.

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.

See Attachment B<sup>4</sup> for CCPG’s organization chart.

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<sup>4</sup> The CCPG Organization Chart is in a separate electronic document

## 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 Oversight Committee.

Decisions and actions by the Oversight Committee, Steering 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>5</sup> on all approval items. If approval by consensus within the CCPG committee structure cannot be achieved, CCPG members attending the committee meeting will conduct a formal vote. Any CCPG member not attending a meeting in person may designate an alternate voting representative to vote on its behalf, provided that the primary voting member notifies the Chair in writing at least one day in advance of the meeting. A motion will pass by simple majority of those voting.

For the Oversight Committee, the Transmission Provider Group and Advisory Group will vote separately. If an Oversight Committee motion fails to obtain a simple majority of both the Transmission Provider Group and the Advisory Group, the vote of the Transmission Provider Group will determine the outcome, with the vote of the Advisory Group recorded in the meeting notes of the Oversight Committee. The Advisory Group will be provided the opportunity to submit an explanation for the difference in opinion from the Transmission Provider Group and this explanation will be added to the meeting notes.

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 Chair. 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. For any vote of the Oversight Committee, the absence of a full committee quorum or a quorum within the Advisory Group will not prevent the vote from being binding if the Advisory Group members have had reasonable notice that the vote would occur and a quorum of the Transmission Provider Group is in attendance at the time of the vote.

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<sup>5</sup> Consensus is achieved when an issue is collectively agreed upon without irreconcilable dissenting opinions.

## 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 (PCC and TEPPC), Western Interconnection subregional planning groups, regulatory/governmental entities, and other industry entities involved in transmission planning.
- Coordination with federal and state agencies on transmission corridor planning.
- Provision of a subregional forum to meet WECC 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

CCPG will conduct both a Coordination Process and a 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.

CCPG members affected by a proposed transmission project are entitled to the opportunity to responsibly share in the benefits and costs of system enhancements associated with new generation and transmission additions.

**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, not to impede the efforts of individual transmission providers.

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 and presented to the Oversight Committee for approval. 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 by the Oversight Committee, study participants will conduct study work, agree upon findings, share results with CCPG, and document their work in writing.

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 subregional 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 incorporated into the Annual WestConnect Transmission Plan. CCPG subcommittees, work groups and task forces will publish individual reports.

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 and may be attended in person or by conference call. The CCPG Oversight Committee and subcommittees, work groups and task forces will meet periodically, generally following an annual study cycle. The CCPG Oversight Committee will generally meet at least three times per year and will approve an annual meeting plan and post these plans on the WestConnect website. The Steering Committee will hold at least one meeting between Oversight Committee meetings. CCPG meeting notices will be distributed at least 30 days in advance of meetings. Proposed agendas will be provided at the direction of the Oversight Committee Chair, at least two weeks in advance of meetings. Meeting notes will be posted on the WestConnect 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 Chair of the Oversight Committee, in such form as directed by the Chair. A clear explanation of purpose and benefit to CCPG should accompany each proposed amendment. The Chair will circulate acceptable amendment proposals among members of the Oversight Committee for review and comment.

Following a sufficient period for review and revision, as determined by the Chair, proposed Charter amendments shall be presented at a regularly scheduled Oversight Committee meeting, and then a recorded vote shall be taken. Absence of a full Oversight Committee quorum or a quorum within the Advisory Committee will not prevent an amendment vote from being binding, provided that Advisory Committee members have had reasonable notice that the vote would occur and a quorum of the Transmission Provider Group is in attendance at the time of the vote.

The Transmission Provider Group and the Advisory Group will vote separately. If an amendment fails to obtain a two-thirds majority of both the Transmission Provider Group and the Advisory Group, including those voting by proxy, the amendment will be approved upon the vote of a two-thirds majority of the Transmission Provider Group, with the vote of the Advisory Group recorded in the meeting notes of the Oversight Committee. The Advisory Group will be provided the opportunity to submit an explanation for the difference from the opinion of the Transmission Provider Group and this explanation will be added to the meeting notes.

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

An organization which elects to become a CCPG member shall send a letter request to the Chair of the CCPG Oversight Committee. At minimum, the letter shall contain the following statements:

<My Company Letterhead>

<Chair Name>, CCPG Oversight Committee Chair  
<address>

Dear <Chair 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 January 2010, 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

- Transmission Provider (provides open-access transmission)
- Advisory Member or non-Transmission Provider

The following person is our designated representative to receive announcements, meeting agendas, and other CCPG-related material:

Name,  
Title,  
Mailing address,  
Email address  
Telephone

Sign: \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_