

Documentation for WestConnect FERC Order 1000 Stakeholder Meeting (October 24, 2011)

On October 24, 2011, WestConnect hosted its initial meeting with stakeholders to discuss FERC Order 1000. The meeting was held in Westminster, CO in the board room of Tri-State Generation and Transmission Association, Inc. (Tri-State). The purpose of the meeting was to discuss the major tasks, stakeholders, and potential challenges associated with complying with FERC Order 1000 by the established deadline. The meeting was planned by the WestConnect FERC 1000 Task Force (Task Force), whose members include Bob Smith (Arizona Public Service and West Connect Steering Committee Chair), Susan Henderson (Xcel Energy), Ron Belval (Tucson Electric Power and Planning Management Committee Chair), Charles Reinhold (WestConnect Project Manager), Vince Goicoechea (Nevada Energy), Mike Mcelhany (Western Area Power Administration), Laurel Whisler (Salt River Project), Raymond Myford (Arizona Public Service), and Robin Nuschler (El Paso Electric). ICF International (ICF) was retained by WestConnect to help plan and facilitate the meeting. ICF team members included Robert Henke (Project Manager), Randall Coleman (Project Coordinator), and Ethan Sanders (Facilitator). The following information describes the planning and facilitation process that was used for this meeting.

Document Organization

This document includes a description of the Stakeholder meeting, including planning for, set-up, and the three sections. Appendix A includes the meeting agenda (short and detailed versions) and participant information. The PowerPoint file presented at the Stakeholder meeting, and as modified during and after the meeting to include Stakeholder input, is provided as a separate file.

Meeting Planning Process

The planning process began with the Task Force assembling a draft agenda. This agenda was then shared with the ICF team, who created a meeting design document (see detailed version of agenda in Appendix A) depicting the specific topics to be covered (organized into three main sections), the timing for each section of the agenda, the specific process that would be used to elicit audience participation, and all the materials that would be needed to run the exercises. It also identified the deliverables that would be produced during each section of the agenda. ICF created a straw man design document using the agenda provided, and then reviewed with the Task Force. The design document was updated and reviewed multiple times by the Task Force and ICF in order to ensure accuracy and the best possible process for facilitation. Once approved by the Task Force, the final version of the agenda, along with the materials identified in Table 1, were posted to the WestConnect website by Mr. Reinhold. Mr. Reinhold also emailed the final agenda and materials to distribution lists identified in Table 2.

**Table 1. Materials Posted to WestConnect Website
Prior to October 24, 2011 Stakeholder Meeting**

• FERC Order 1000
• Final Meeting Agenda
• FERC Order 1000 – Staff Overview Presentation

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**Table 1. Materials Posted to WestConnect Website
Prior to October 24, 2011 Stakeholder Meeting**

<ul style="list-style-type: none"> • Initial Brainstorming Document – Pros and Cons of Potential Planning Region Size
<ul style="list-style-type: none"> • Presentations by Bob Smith, Susan Henderson, Ron Belval, and Charles Reinhold

**Table 2. Distribution Lists Receiving Final Agenda and Materials
Prior to October 24, 2011 Stakeholder Meeting**

<ul style="list-style-type: none"> • Western Interstate Energy Board (WIEB)
<ul style="list-style-type: none"> • WestConnect Steering Committee
<ul style="list-style-type: none"> • WestConnect Planning Management Committee
<ul style="list-style-type: none"> • Colorado Coordinated Planning Group
<ul style="list-style-type: none"> • Sierra Subregional Planning Group
<ul style="list-style-type: none"> • Southwest Area Transmission Planning Group
<ul style="list-style-type: none"> • WECC Subregional Planning Group Coordination Group
<ul style="list-style-type: none"> • New Mexico Renewable Energy Transmission Authority
<ul style="list-style-type: none"> • Wyoming Infrastructure Authority
<ul style="list-style-type: none"> • State and Provincial Steering Committee
<ul style="list-style-type: none"> • Selected FERC Staff
<ul style="list-style-type: none"> • WestConnect Order 1000 Stakeholders

This meeting did present several logistical challenges, including the following:

The precise number of attendees was not known prior to the event. It was estimated that 50-100 people would attend in person.

Webinar technology would be used to allow access to the meeting for those who could not attend in person; the precise number of webinar attendees was also not known prior to the meeting, but was estimated at 30-50 attendees. The webinar would be hosted by Arizona Public Service.

While the Tri-State meeting room provides leading edge technology, it was essential that the facilitator, speakers, and participants quickly become oriented to the technology in a very short amount of time.

Once the design document was approved by the Task Force, the ICF team created a short version of the agenda for distribution to the attendees, and created slides that provided step-by-step directions for

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each activity. Due to the anticipated size of the group and the need to generate significant amounts of information in a short period of time, the primary approach was to use small group activities where each group would be asked to provide their ideas on five topics. This information was then entered into a spreadsheet synthesized real time by ICF. This allowed major themes to be identified, which in turn were reviewed and discussed by all attendees. Participant's responses to the data were captured in real time on the slides.

The WestConnect Steering Committee also requested that the small groups be comprised of members from various organizations and different types of organizational entities (Utilities, Merchant Companies, State Commissions, FERC Jurisdictionals, FERC Non-jurisdictional, etc.). Because it was not known in advance who would be attending the meeting, the team devised a randomized sorting mechanism to ensure the best possible cross-representation within each small group.

Meeting Set-up

Prior to the meeting, the ICF team ensured all materials were in place and all the technology was checked. A sign-in desk was established with a sign-in sheet, blank name tents and badges (which the attendees filled in), and all handouts. On the front of each name badge, one of eight colored-symbols was affixed (e.g., "red dots" "green stars" etc...). The cards were shuffled prior to attendees arriving in order to randomize audience members into small groups. ICF and the WestConnect Steering Committee also conducted a "dry run" prior to the meeting to ensure all details were covered. Participants began arriving approximately at 10:30am (Mountain Time) and the meeting began at 11am. Lunch was served by Tri-State to allow participants to work through the 12:00pm-1:00pm lunch period.

Meeting Section 1: Opening Remarks and Session Introduction

The purpose of the opening remarks was to set the stage for the day's events. The meeting began with a welcome and safety message from Ron Steinbach of Tri-State. Next Mr. Bob Smith added his welcome and provided a brief overview of the WestConnect MOU membership, Steering Committee membership, and planning participants. Mr. Smith also reviewed the meeting agenda, and allowed all participants in the room to introduce themselves. Next, Mr. Chris Thomas (FERC) provided an overview of Order 1000. Following this presentation, Ms. Susan Henderson provided an overview of the Western Planning Entities, the current Western Interconnection Planning Process, and the Stakeholders involved in this process.

The next presentation was given by Ron Belval. He provided an overview of Regional planning and the planning cycle. Finally, Charles Reinhold provided an overview of the Order 1000 Requirements. All of the slides from these presentations were made available electronically to the participants prior to the meeting.

Meeting Section 2: Generating Ideas for the FERC 1000 Action Plan

Facilitation of the meeting was then turned over to Ethan Sanders from ICF. The facilitator began by reviewing the purpose of the meeting which was to "To determine what needs to be accomplished in the next 12-18 months in order to comply with FERC 1000." Next the facilitator reviewed a set of group

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rules which the team had created prior to the meeting, and sought additional ground rules from the participants (none were offered).

The facilitator then reviewed the activity direction for this section of the agenda. The following were the directions that were presented.

- **Step 1** – Assemble into small groups according to the colored symbol on your name tags (these were directions for in-person participants.) For those participants on the Webinar, you will participate as one group with a separate facilitator (Robert Henke of ICF).
- **Step 2** – Each team will be given a set of 3X5 cards with the following questions on them (the questions were also listed on a PowerPoint slide for the benefit of the Webinar participants.)
 - What do we need to accomplish in order to be fully compliant with FERC 1000 by the deadline?
 - How will we accomplish it (i.e., what are the steps we will need to follow?)
 - Who are all of the stakeholders we will need to engage?
 - Are there any stakeholders who are not represented in today's meeting?
 - What are some challenges (e.g., stakeholder involvement, meeting timelines, etc.) we may face as we follow the steps outlined today?
- **Step 3** – As a team, you will have 75 minutes to consider the questions and record your answers on the 3X5 cards provided. For those who are on the Webinar, the facilitator will capture your ideas on a PowerPoint slide.
- **Step 4** – As groups finish each question, they will hand the facilitator their completed card. He will enter them into a master table of group responses.
- **Step 5** – After 75 minutes, the group will get a 15 minute coffee break, while the facilitator enters in the final responses to the questions.
- **Step 6** – Following the break, the facilitator will review the similar responses and lead a large group discussion. The group will discuss trends in the responses and any unique ideas (or divergent opinions).
- **Step 7** – When discussing the list of anticipated challenges, the facilitator will also elicit ideas for mitigating some of these challenges.

On the back of each 3X5 card each group's colored-symbol was noted. This ensured that group responses would be accurately recorded into the spreadsheet. Once all responses were received, the ICF team quickly reviewed common themes and entered the most prevalent responses for each question onto PowerPoint slides. The facilitator then led a 90 minute large group discussion. Participants were provided an opportunity to suggest additional responses that did not appear on the slides, and to ask clarifying questions. All additional responses and suggested changes were made real-time on the screen so that participants could be assured that their feedback was being captured. The facilitator also led a discussion on mitigation strategies for the challenges that were captured during the previous exercise. Participants were encouraged to comment on what they perceived to be the biggest challenges, and then provide mitigation strategies.

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The deliverables from this section of the agenda included a consolidated list of goals that needed to be accomplished, a consolidated list of action steps to accomplish these goals, a list of stakeholders, a list of anticipated challenges, and a list of mitigation strategies.

Meeting Section 3: Session Closing

The purpose of the session closing was to discuss next steps, milestones, and to discuss dates, places and topics for future meetings. The facilitator began by displaying a slide which listed time periods in the left-hand column (divided by calendar quarters) and then a space for responses regarding milestones in the right-hand column. The facilitator led a large group discussion of which milestones needed to be accomplished by which quarter. The facilitator also mentioned that the final decision on the approach and timelines rests with the Steering Committee, but they will consider the input of today's meeting.

Following the milestones activity, the facilitator led a discussion on future meetings. He encouraged the participants to investigate future dates and times for WestConnect Steering Committee meetings on the WestConnect website. He then led a discussion on the following questions, and captured responses on the slides.

- How frequently would you like to meet?
- What topics would you like to discuss?
- Do you prefer in-person or virtual meetings?
- What timeframe would you suggest for the next meeting (before or after holidays)?

The deliverable from this section of the agenda was a list of responses to these questions. The meeting was adjourned by Bob Smith.

Post-Meeting

Following the meeting, the ICF team undertook a comprehensive review of the information collected. The team ensured that all major themes were represented, and any queries raised during the meeting were addressed. A rough draft of the presentation and notes was emailed to the Task Force following the meeting.

APPENDIX A

1. Detailed Agenda (Design Document)
2. Final (Short) Agenda
3. Sign-in Sheet
4. Meeting Participants (typed sign-in sheet plus participants identified via webinar)

Detailed Agenda (Design Document)

WestConnect Meeting - FERC Order 1000

Location: Tri-State Office, 1100 West 116th Ave., Westminster, CO 80234

Date/Time: October 24, 2011, 11:00 a.m. to 4 p.m. (Mountain)

Call in information: 1-877-668-4490 Access code:823 765 480

<https://pnw-meeting.webex.com/pnw-meeting/j.php?ED=156516047&UID=0&PW=NZDk4NDBjYmQ5&RT=MIM1>

	Description (Purpose, Topics, Process, and Output)	Content and Materials
10:30 am	Check-in and sandwiches served	<ul style="list-style-type: none"> • Name tents/badges • Catering
1.0 hours	<p><u>Opening Remarks and Session Introduction</u></p> <p>Purpose</p> <ul style="list-style-type: none"> • To set the stage for the day’s events <p>Topics</p> <ul style="list-style-type: none"> • Remarks by Bob Smith, Chair of Steering Committee • Remarks from Chris Thomas- FERC Staff • Remarks by Susan Henderson – WECC Planning • Remarks by Ron Belval, Chair of Planning Management Committee • Review of meeting purpose, agenda, and ground rules <p>Process</p> <ul style="list-style-type: none"> • FERC Staff will provide an overview of the requirements and timeline using PowerPoint slides to guide the presentation. • Facilitator will review session purpose and agenda using PowerPoint slides to guide the presentation • Facilitator will show an initial set of ground rules on a PowerPoint slide, and then ask participants to add. <p>Output</p> <ul style="list-style-type: none"> • Hand-out of FERC presentation • List of ground rules. 	<ul style="list-style-type: none"> • Presentation by FERC for stakeholder information • Handouts of FERC Presentation • PowerPoint slide with ground rules

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3 hours	<p><u>Generating Ideas for the FERC 1000 Action Plan</u></p> <p>Purpose</p> <ul style="list-style-type: none">To determine what needs to be accomplished in the next 12-18 months in order to comply with FERC 1000 <p>Process</p> <ul style="list-style-type: none">Facilitator will create 7-10 breakout groups (depending on audience size.) Groups will assemble in designated breakout areas. Participants on the webinar will form one break-out group.Facilitator will post the following directions and questions on a slide:“As a team, you will have 75 minutes to consider the following questions and record your answers on the 3X5 cards provided (for those who are on the Webinar, a facilitator will capture your ideas on a PowerPoint Slide.)”For question #3 and 4, a handout will be provided with an initial list of stakeholders, grouped by organizational type.<ol style="list-style-type: none">What do we still need to accomplish in order to be fully compliant with FERC 1000 by the deadline?How will we accomplish it (i.e., what are the steps we will need to follow?)Who are all of the stakeholders we will need to engage?Are there any stakeholders who are not represented in today’s meeting?What are some challenges (e.g., stakeholder involvement, meeting timelines, etc.) we may face as we follow the steps outlined today?As groups finish each question, they will hand the facilitator their completed card. He will enter them into a master table of group responses.After 1 hour, the group will get a 15 minute coffee break, while the facilitator enters in the final responses to the questions.Following the break, the facilitator will review the similar responses and lead a large group discussion. The group will discuss trends in the responses and any	<ul style="list-style-type: none">Attendee roster with organization noted.Color dots to sort audience into cross-representational groups.Flip chart paperMarkersTape10 sets of 3X5 cards with the five questions pre-printed on the top of the card.Lap top with slide for capturing answers to questions (one question per slide)Handout with a list of all the organizations who are present at the meeting (for sorting participants into teams.)Handout of <u>all</u> potential stakeholders, grouped by type (for use with exercise)
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	<p>unique ideas (or divergent opinions).</p> <ul style="list-style-type: none"> When discussing the list of anticipated challenges, the facilitator will also elicit ideas for mitigating some of these challenges. <p>Output</p> <ul style="list-style-type: none"> Consolidated list of goals that need to be accomplished Consolidated list of action steps to accomplish goals Validated list of stakeholders List of anticipated challenges List of mitigation strategies. 	
<p>1.0 Hours</p>	<p><u>Session Closing</u></p> <p>Purpose</p> <ul style="list-style-type: none"> To discuss next steps and schedule next meetings. <p>Process</p> <ul style="list-style-type: none"> Facilitator will lead a discussion on the next steps that must be accomplished within the next 4 weeks. He will capture these on a slide. Facilitator will display all of the steps captured earlier for accomplishing FERC 1000 compliance by the due date. He will then lead a discussion of the major milestones that should be represented in the action plan, and capture these on a slide. Facilitator will mention that the final decision on the approach and timelines rests with Steering Committee, but they will consider the input of today’s meeting. Facilitator will display a slide with some potential dates for the next webinar. There will be several options. He will then elicit and discussion around these options. No dates will be set during the meeting. We just want to get an initial idea of how willing the participants are to meet via webinar over the holiday season, or if they prefer to meet early in the new year (which could present a timing problem.) 	<ul style="list-style-type: none"> Slide with all FERC 1,000 steps. A sample “action plan” that allows participants to see the typical format (i.e., tasks, task leads, start/end dates, outputs, etc...) Slide with initial set of dates for follow-on webinar.

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	<ul style="list-style-type: none">• Closing comments by Bob Smith, APS <p>Output</p> <ul style="list-style-type: none">• List of immediate next steps• List of milestones• Notes on availability for the next webinar.	
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Final (Short) Agenda

WestConnect Meeting - FERC Order 1000

Location: Tri-State Office, 1100 West 116th Ave., Westminster, CO 80234

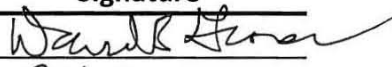
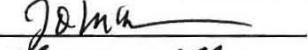
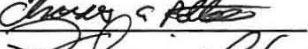


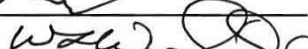


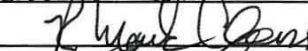

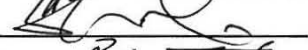
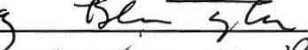
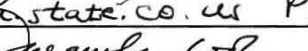
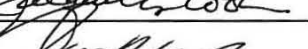

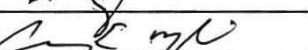
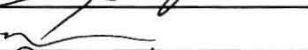
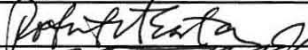
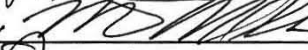

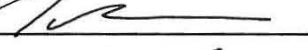

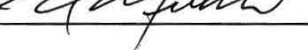


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Schedule	Description
10:30 am	Check-in and sandwiches served
1.0 hours	<p data-bbox="358 548 930 579"><u>Opening Remarks and Session Introduction</u></p> <ul data-bbox="407 625 1344 842" style="list-style-type: none">• Bob Smith, APS and Chair of Steering Committee• Chris Thomas, FERC Staff – Order 1000• Susan Henderson, Xcel Energy - Transmission Planning• Ron Belval, TEP and Chair of Planning Management Committee• Charlie Reinhold, Project Manager WestConnect• Ethan Sanders, ICF Facilitator - Meeting purpose, agenda, and ground rules
3 hours	<p data-bbox="358 884 984 915"><u>Generating Ideas for the FERC 1000 Action Plan</u></p> <ul data-bbox="407 961 1414 1314" style="list-style-type: none">• Breakout groups. Participants on the webinar will form one break-out group.• Groups will have 75 minutes to discuss and record their responses to the following questions:<ol data-bbox="505 1073 1414 1314" style="list-style-type: none">1. What do we need to accomplish in order to be fully compliant with FERC 1000 by the deadline?2. How will we accomplish it (i.e., what are the steps?)3. Who are all of the stakeholders we will need to engage?4. Are there any stakeholders who are not represented in today’s meeting?5. What are some challenges (e.g., stakeholder involvement, meeting timelines, etc.) we may face as we follow the steps outlined today?
1.0 Hours	<p data-bbox="358 1356 561 1388"><u>Session Closing</u></p> <ul data-bbox="407 1434 935 1591" style="list-style-type: none">• Next Steps• Milestones• Dates for next meeting• Closing comments by Bob Smith, APS

Name	Company/Affiliation	Phone	E-mail address	Signature
Robert Henke	ICF Int'l	303-520-9051	Rhenke@icfi.com	<i>[Signature]</i>
Randall Colman	ICF Int'l	303-279-7807	r.colman@icfi.com	<i>[Signature]</i>
Ethan Sanders	ICF Int'l	571-296-6196	esanders@icfi.com	<i>[Signature]</i>
Ron Belval	Tucson Elect. Power	520-745-3420	rbelval@tep.com	<i>[Signature]</i>
LEEANN TORRELSON	SRP	602-236-0973	LEEANN.TORRELSON@SRP.NET.COM	<i>[Signature]</i>
Ray Myford	APS	602-256-2790	raymond.myford@aps.com	<i>[Signature]</i>
Tom Christensen	Basin Electric	701-557-5393	tomc@bepc.com	<i>[Signature]</i>
Shawn Carlson	Basin Electric	701-557-5626	scarlson@bepc.com	<i>[Signature]</i>
Susan Henderson	Xcel Energy	303-571-7575	susan.henderson@xcelenergy.com	<i>[Signature]</i>
Brad Nickel	WECC	801-819-7604	bnickel@wecc.biz	<i>[Signature]</i>
GERRY STELLER	PSCC	303-571-7225		<i>[Signature]</i>
Larry Williamson	BHC	605-721-2285	larry.williamson@blackhillscorp.com	<i>[Signature]</i>
Kenna Hagan	BHC	605-716-3961	Kenna.hagan@blackhillscorp.com	<i>[Signature]</i>
Ivan Vanats	BHC	605-721-1428	Ivan.Vanats@blackhillscorp.com	<i>[Signature]</i>
Eric Egge	BHC	605-721-2646	eric.egge@blackhillscorp.com	<i>[Signature]</i>
GREG MILLER	PNM	505-241-4570	gregory.miller@pnm.com	<i>[Signature]</i>
Geoff Bennett	PNM	505-241-4524	geoffry.bennett@pnm.com	<i>[Signature]</i>
Tom Dugan	PNM	505-241-4569	tdugan@pnm.com	<i>[Signature]</i>
Jeff Mechenbier	PNM	505-241-4582	jmechen@pnm.com	<i>[Signature]</i>
Alan Myers	ITC Great Plains	785-783-2229	amyers@itcgreatplains.com	<i>[Signature]</i>
Kelly de la Torre	ALGIATorneys	303-514-8905	kelly.dlt@antonlaw.com	<i>[Signature]</i>
Menson Becenti-Agular	NM PRC	505-827-8019	T.Becenti@state.nm.us	<i>[Signature]</i>
BRUNO CARRARA	NM PUBLIC REG COMMISSION	505-827-4581	BRUNO.CARRARA@STATE.NM.US	<i>[Signature]</i>
Ellen Altman	Terra-Gen Power	775-850-2232	ealtman@tgpny.com	<i>[Signature]</i>
Joe Taylor	Xcel Energy	303-571-2462	joseph.c.taylor@xcelenergy.com	<i>[Signature]</i>

Name	Company/Affiliation	Phone	E-mail address	Signature
Dave Grover	ITC Holding	651 222-1880 ²⁰⁸	dgrover@itctransco.com	
Jim McMorran	NV Energy	775-834-4640	jmcmorran@nvenergy.com	
Charles Pottey	NV Energy	775-834-5861	cpottey@nvenergy.com	
Vince Gioia-Checa	NV Energy	775-834-4708	vgioia@nvenergy.com	
Christopher Thomas	FERC	202-502-8412	Christopher.Thomas@FERC.gov	
Mike Egan	PREWIP	307 283 3531	m.keegan@prewip.com	
WARREN WENDLING	WENDLING CONSULTING	303-499-8414	w.l.wendling@wec.com	
Kaicheng Chen	WAPA	320-962-7713	Chen@WAPA.gov	
FRANK BARBERA	TRES AMIGAS	203-216-1060	FBARBERA@TRESAMIGAS.com	
Mark Clements	Attorney TRANSMISSION SOLI	303 881-8204	ATS.McClements@att.net	
Bryan Grylls	TANC	916-852-1673	bgrylls@tanc.us	
SHAWN MATHEW	TANC	916-621-3256	SMATHEW@TANC.US	
Blane Taylor	TSET	303 254 3659	btaylor@tristategt.org	
PAUL CALDARA	CPUC	303 894 2025	paul.caldara@denver.state.co.us	
Jaquelyn Cook	SSWC	520 586 5340	jcook@ssw.coop	
Tim Woolley	Tri-State	303-254-3277	TWOOLLEY@TRISTATEGT	
DAVE LARSON	WIEB	303 573 8910	DLARSON@WIEB.ORG	
Cory Blair	RES Americas	3-3-551-5527	cory.blair@res-americas.com	
Alan Cassady	LS POWER	636-236-8850	acassady@lspower.com	
Bob Easton	WAPA - RMR	9704617272	aeaston@wapa.gov	
Mike McElhany	WAPA - RMR	602-377-8006	MCELHANY@WAPA.GOV	
Sharon Helms	NTTG	503-804-7669	shelms1@frontier.com	
JOEL HENDRICKSON	COLORADO PUC	303 894 2916	JOEL.HENDRICKSON@CO.US	
John Collins	PRPA	910-229-5292	collinsj@prpa.org	
Nick Muller	CIEMA	303-297-1970	nmuller@ciema.com	

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Participant Contact Information

First Name	Last Name	Organization	Email Address	Phone #	Attended Via (In-person or Webinar)
Mary Ann	Zehr	Tri-State	mzehr@tristategt.org	303-254-3098	In-person
Doug	Reese	Tri-State	dreese@tristategt.org	303-254-5676	In-person
Ronald	Steinbach	Tri-State	rsteinbach@tristategt.org	303-254-3355	In-person
Chris	Powell	Tri-State	chrpow@tristategt.org	303-254-3614	In-person
Joel	Bladow	Tri-State	jbladow@tristategt.org		In-person
Matthew	Haag	Tri-State	mhaag@tristategt.org		In-person
Robert	Henke	ICF International	rhenke@icfi.com	303-520-9051	In-person
Randall	Coleman	ICF International	rcoleman@icfi.com	303-279-7807	In-person
Ethan	Sanders	ICF International	esanders@icfi.com	571-296-6196	In-person
Charlie	Reinhold	WestConnect	reinhold@ctcweb.net	208-253-6916	In-person
Ron	Belval	Tucson Electrical Power	rbelval@tep.com	520-745-3420	In-person
LeeAnn	Torkelson	SRP	Leeann.turkelson@srpnet.com	602-236-0973	In-person
Ray	Myford	APS	Raymond.myford@aps.com	602-250-2790	In-person
Tom	Christensen	Basin Electric	tomc@bepc.com	701-557-5393	In-person
Shawn	Carlson	Basin Electric	scarlson@bepc.com	701-557-5626	In-person
Susan	Henderson	Xcel Energy	Susan.f.henderson@xcelenergy.com	303-571-7575	In-person
Brad	Nickell	WECC	bnickell@wecc.biz	801-819-7604	In-person
Gerry	Stelleri	Excel Energy/PSCO	Gerry.stellern@xcelenergy.com	303-571-7225	In-person
Larry	Williamson	BHC	Larry.williamson@blackhillscorp.com	605-721-2285	In-person
Kenna	Hagan	BHC	Kenna.hagan@blackhillscorp.com	605-716-3961	In-person
Ivan	Vancas	BHC	Ivan.vancas@blackhillscorp.com	605-721-1428	In-person
Eric	Egge	BHC	Eric.egge@blackhillscorp.com	605-721-2646	In-person
Greg	Miller	PNM	Gregory.miller@pnm.com	505-241-4570	In-person
Geoff	Bennett	PNM	Geoffery.bennett@pnm.com	505-241-4526	In-person
Tom	Duane	PNM	tduane@pnm.com	505-241-4569	In-person
Jeff	Mechenbier	PNM	jmechen@pnm.com	505-241-4582	In-person
Alan	Myers	ITC Great Plains	dwyers@itcgreatplains.com	785-783-2229	In-person
Kelly	De la Torre	ALGL Attorneys	kellydlt@antonlaw.com	303-514-6905	In-person
Theresa	Becenti-Aguilar	NM PRC	T.becenti@state.nm.us	505-827-8019	In-person

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Participant Contact Information

First Name	Last Name	Organization	Email Address	Phone #	Attended Via (In-person or Webinar)
Bruno	Carrara	NM Public Regulatory Commission	Bruno.carrara@state.nm.us	505-827-4581	In-person
Ellen	Allman	Terra-Gen Power	eallman@tgpny.com	775-850-2232	In-person
Joe	Taylor	Xcel Energy	Joseph.c.taylor@xcelenergy.com	303-571-7462	In-person
Dave	Grover	ITC Holding	dgrover@itctransco.com	651-222-1000 x2308	In-person
Jim	McMorran	NV Energy	jmcmorran@nvenergy.com	775-834-4640	In-person
Charles	Pottery	NV Energy	cpottery@nvenergy.com	775-834-5861	In-person
Vince	Goicoechea	NV Energy	vgoicoechea@nvenergy.com	775-834-4708	In-person
Christopher	Thomas	FERC	Christopher.thomas@ferc.gov	202-502-8412	In-person
Mike	Eng	Precorp	mikee@precorp.corp	307-283-3531	In-person
Warren	Wending	Wending Consulting	w.l.wending@g.com	303-499-8414	In-person
Kaicheng	Chen	WAPA	chen@wapa.gov	320-962-7713	In-person
Frank	Barbera	Tres Amigas	fbarbera@tresamigasllc.com	203-216-1060	In-person
Mark	Clements	Alternative Transmission Solutions	Ats.mclelements@sbcglobal.net	303-881-8204	In-person
Bryan	Griess	TANC	bgriess@tanc.us	916-852-1673	In-person
Shawn	Maritin	TANC	smaritin@tanc.us	916-631-3236	In-person
Blane	Taylor	Tri-State	btaylor@tristategt.org	303-254-3659	In-person
Paul	Caldara	CPUC	Paul.caldara@dora.state.co.us	303-894-2025	In-person
Jacquelyn	Cook	SWTC	jcook@ssw.coop	520-586-5340	In-person
Tim	Woolley	Tri-State	twoolley@tristategt.org	303-254-3277	In-person
Doug	Larson	WIEB	Dlarson@westgov.org	303-573-8910	In-person
Cory	Blair	RES Americas	Cory.blair@res-americas.com	303-551-3927	In-person
Adam	Gassaway	LS Power	agassaway@lspower.com	636-236-8856	In-person
Bob	Easton	WAPA – RMR	aeaston@wapa.gov	970-461-7272	In-person
Mike	McElhany	WAPA – RMR	mcelhany@wapa.gov	602-377-8006	In-person
Sharon	Helms	NTTG	Shelms1@frontier.com	503-804-7669	In-person
Joel	Hendrickson	Colorado PUC	Joel.hendrickson@dora.state.co.us	303-894-2916	In-person

WestConnect FERC Order 1000 Meeting October 24, 2011
Participant Contact Information

First Name	Last Name	Organization	Email Address	Phone #	Attended Via (In-person or Webinar)
John	Collins	PRPA	collinsj@prpa.org	970-229-5272	In-person
Nick	Mullen	CIEA	ngmullen@gmail.com	303-297-1970	In-person
Inez G.	Dominguez	Colorado PUC	Inez.dominguez@dora.state.co	303-894-2876	In-person
Terri	Eaton	Xcel Energy	Terri.k.eaton@xcelenergy.com	303-571-7112	In-person
Joel	De Jesus	BGM – Tri-State	jgdejesus@brvdevgentile.com	202-296-1500	In-person
Dave	Neumayer	WAPA	neumayer@wapa.gov	970-461-7322	In-person
Barbara	McMinn	APS	Barbara.mcminn@aps.com	602-371-6383	In-person
Bob	Smith	APS	Robert.smith@aps.com	602-371-6910	In-person
Amanda	Ormond	Western Grid Group	asormond@msn.com	480-227-8312	In-person
Tom	Blackburn	Tri-State	tlblackburn@brudergentile.com	202-296-1500	In-person
Linda	Kizuka	Tri-State /Bruder Gentile and Moray	lskizuk@brudergentile.com	202-296-1500	In-person
Christina	Conway	Oncor	Christina.conway@oncor.com	214-766-4114	In-person
Gary	Graham	Western Resource Association	ggraham@westernresources.org	303-916-4530	In-person
Ron	Lehr	AWEA	rllehr@msn.com	303-504-0940	In-person
Jeremy	Lewis	Western Resource Advocates	Jeremy.lewis@westernresources.org	505-506-0810	In-person
Peter	Esposito	Tres Amigas	pesposito@tresamigasllc.com	970-209-3071	In-person
Mark	Detsky	Dietzc Davis	mdetsky@dietzedavis.com	303-447-1375	In-person
Craig	Cameron	SMUD	ccamero@smud.com	916-732-5363	In-person
Julia	Souder	Clean Line Energy Partners LLC	jsouder@cleanlineenergy.com	832-319-6329	Webinar
Amy	Welander	Tucson Electric Power Company	awelander@tep.com	520-884-3655	Webinar
Lynn	Greene	Lucky Corridor LLC	lynn@luckycorridor.com	303-681-3073	Webinar
Jerry	Maio	Utah Public Service Commission	jmaio@utah.gov	801-530-6724	Webinar
Vicki	Sandler	Arizona Independent Scheduling Administrator's Association	vickisandler@gmail.com	602-625-7879	Webinar
Christopher	Fecke-Stoudt	K.R. Saline & Associates, PLC	cmf@krsaline.com	480-610-8741	Webinar
Charles	Hains	Arizona Corporation Commission	chains@azcc.gov	602-542-3402	Webinar

WestConnect FERC Order 1000 Meeting October 24, 2011
Participant Contact Information

First Name	Last Name	Organization	Email Address	Phone #	Attended Via (In-person or Webinar)
Prem	Bahl	Arizona Corporation Commission	pbahl@azcc.gov	602-542-7269	Webinar
Laura	Furrey	Arizona Corporation Commission	lfurrey@azcc.gov	602-542-3370	Webinar
Brooke	Trammell	PNM Resources Inc.	Brooke.trammell@pnmresources.com	505-241-4728	Webinar
Kevin	Smith	Braun Blaising McLaughlin, PC	smith@braunlegal.com	916-326-5812	Webinar
Jim	Baak	The Vote Solar Initiative	jbaak@votesolar.org	415-817-5064	Webinar
Leanne	Arrant	Colorado Rural Electric Association	larrant@coloradorea.org	303-455-2700 x 705	Webinar
Jennifer	Gardner	Western Interstate Energy Board	jardner@westgov.org	303-573-8910 x 207	Webinar
Lou Ann	Westerfield	Idaho Public Utilities Commission	Louann.westerfild@puc.idaho.gov	208-334-0323	Webinar
Jason	Spitzkoff	APS	Jason.spitzkoff@aps.com		Webinar
John	Coggins	SRP	John.coggins@srpnet.com		Webinar
John	Underhill	SRP	John.Underhill@srpnet.com	602-236-2931	Webinar
Lisa	Szot	Enel/Greenpower	lisa.szot@enel.com	858-731-5010	Webinar
Robin	Nuschler	Representing El Paso Electric Company	fercsolutions@aol.com	202-487-4412	Webinar
Bob	Johnson	Xcel Energy	Robert.K.Johnson@XCELENERGY.COM	303-273-4893	Webinar
Gabriel	Aguilera	FERC	Gabriel.aguilera@ferc.gov	202-502-8489	Webinar
Gerald	Deaver	Xcel Energy	Gerald.R.Deaver@xcelenergy.com	303-571-7681	Webinar
Jeff	Hein	NREL			Webinar
John	Candelaria	Aspen Consulting	jcandelaria@aspeneg.com		Webinar
Laurel	Whisler	SRP	Laurel.Whisler@srpnet.com	602-236-3854	Webinar
		MAPP COR			Webinar
Matt	Heck				Webinar
		MT PSC			Webinar
Rob	Taylor	SRP	Rob.taylor@srpnet.com		Webinar

WestConnect FERC Order 1000 Meeting October 24, 2011
Participant Contact Information

First Name	Last Name	Organization	Email Address	Phone #	Attended Via (In-person or Webinar)
Sarah	Benedict				Webinar
Tami	Anderson	MAPPCOR	ta.anderson@mappcor.org	651-294-7086	Webinar