

PG&E WaveConnect Pilot Project Humboldt Working Group

Protocols and Operating Principles

PG&E has a permit from the Federal Energy Regulatory Commission (FERC) to prepare and file a license application, adaptive management plan, and monitoring plans for a WaveConnect Hydrokinetic Pilot Project in Humboldt County. With a draft license application due in March 2010, PG&E plans to engage a multi-interest stakeholder group—the Humboldt Working Group—in a collaborative effort to select the proposed site, select the technologies, and assist in the development of the license application and the adaptive management and monitoring plans.

Purpose of the Humboldt Working Group (HWG)

The charter of the HWG is to provide input, through collaboration, toward the preparation of a license application (five-year pilot license) and associated adaptive management and monitoring plans for PG&E's WaveConnect pilot project in Humboldt County. It is anticipated that the HWG will continue to work together throughout the licensing process and through the duration of the five-year license term.

Charter of the Humboldt Working Group

- Provide local expertise and knowledge and share interests to inform the development of a license application by March 2010.
- Conduct outreach to constituent groups to bring their input into the process and to keep these constituencies informed of project progress.
- Participate in (approximately) monthly meetings, either in-person or via teleconference (at times, the group may need to meet more frequently).
- Participate in planning phone calls or additional site visits, as needed. The first meeting will be held in July 2009 with approximately monthly meetings held through February 2010. Once the license application is submitted in early 2010, meetings will be held on a less frequent basis through the duration of the five-year license term. Meetings will take place in centrally located areas in Eureka.
- Review meeting materials in advance of HWG meetings.

Key tasks include reviewing and providing input on:

- The project description
- Baseline environmental information
- Identifying candidate sites and selecting the proposed site location for the pilot project
- Criteria for technology selection
- Technology selection process
- The draft license application, adaptive management plan, and associated monitoring plans for the pilot project

Recruitment and Selection of the HWG

HWG members were recruited and selected by an Ad Hoc Working Group representing diverse interests in the area. Ad Hoc Working Group members include:

- Maggy Herbelin, Humboldt Bay Stewards;
- Aaron Newman, Humboldt Bay Fishermen's Marketing Association;
- Mark Lovelace, Humboldt County Supervisor;
- Clif Clendenen, Humboldt County Supervisor;
- Pete Nichols, Humboldt BayKeeper
- Dana Boudreau, Redwood Coast Energy Authority
- Jennifer Savage, Surfrider Foundation, Humboldt Chapter;
- Larry DeRidder, Humboldt Area Saltwater Anglers;
- Pat Higgins, Humboldt Bay Harbor, Recreation and Conservation District;
- Kevin Pinto, Humboldt Commercial Fisherman;
- Bill Toman, PG&E; and
- Ian Caliendo, PG&E

Anna West and Briana Moseley of Kearns & West served as facilitators to the Ad Hoc group.

Applicants filled out nominations forms, and HWG members were selected based on the following criteria:

- Commitment to completing all aspects of the Humboldt Working Group responsibilities.
- Ability to bring first-hand knowledge and perspective related to the environmental, economic, recreational and cultural activities of the region.
- Willingness to express fundamental interests (as opposed to fixed positions) of one or more stakeholder groups.
- Ability to work collaboratively with other stakeholders to integrate the interests of all constituencies and find solutions that work for as many diverse stakeholders as possible.
- Ability to communicate with constituents who are interested in the pilot project to assist in bringing diverse interests to the process and to share Working Group progress with others.

HWG Responsibilities

Humboldt Working Group member responsibilities include:

1. Committed to completing all aspects of the Humboldt Working Group charge, including attending meetings, reviewing materials in advance, and other activities that evolve in the process.
2. Bring first-hand knowledge and perspective to bear on the environmental, economic, recreational, cultural or other resources and activities of the region.

3. Willing to express fundamental interests (as opposed to fixed positions) and to clearly convey the interests of one or more stakeholder groups.
4. Working collaboratively with other stakeholders, seeking to integrate the interests of the full range of constituencies and find solutions that work for as many diverse stakeholders as possible.
5. Able to actively communicate with constituencies interested in the pilot project to assist in bringing diverse interests to the process and to share Humboldt Working Group progress with others.

Groundrules

HWG Participation and Collaboration

- Participate in an active and focused manner – commit to success of the process.
- Interact with all other members respectfully.
- Communicate interests, not positions.
- Be brief in communications, and be prepared.
- Help involve all.
- Seek solutions for all – help integrate each others' interests into creative solutions that address diverse needs.
- Commit to a good faith effort.
- Share relevant information
- Communicate effectively – the larger community will need information and updates on the Pilot Project. We encourage open, frank communications within the HWG and we also assume that information shared with those outside the group will be on a “not-for-attribution to individuals in the group” basis.
- Attend all meetings; start on time.
- Keep cell phones on silent.

Facilitator Roles and Responsibilities

Key facilitator roles include:

- Develop draft agendas for group review.
- Provide advance notice of times and locations of meetings.
- Distribute meeting materials (1 week in advance).
- Prepare action lists and track actions.
- Prepare meeting summaries.

Facilitator responsibilities include:

- Maintain a neutral position as project issues are discussed.
- Help the group accomplish its objectives.
- Help guide the discussion.
- Enforce participant ground rules.

- Help involve all.
- Ask “why” to clarify interests.
- Ensure a smooth process.
- Retain confidential information as confidential to individual participants.
- Manage time.
- Track actions, next steps, deadlines.

Media Contact

Given the high interest in the WaveConnect Pilot Project, there will likely be coverage of the project in local media, blogs and other forms of communications. Participants in the Humboldt Working Group will respect the open, frank discussions that occur within the HWG and be mindful that participants should not attribute specific conversations to other participants through the media. Also, participants will respect and treat fairly, sensitive information shared among the group when discussing HWG actions externally with others or in the media.

Decision Making

The HWG is an advisory group to PG&E. Its role is to support PG&E’s preparation of its license application, and adaptive management and monitoring plans. In the spirit of encouraging open exchange and collaboration, the HWG will use a consensus decision-making approach. Consensus, here, is defined as a high level of agreement where participants “can live with” a decision.

At critical decision points, we will take a tally of each participant in the HWG and ask if he or she “can live with” a certain decision, proposed approach, etc. It is hoped that, through hard work together, consensus will be reached which is a high level of agreement by as many stakeholders as possible. If, however, we are not able to achieve a consensus (“can live with”) on a particular point, then the facilitators will note the tally, and highlight the reasons or concerns by individuals so we understand outstanding/unresolved issues or concerns. The facilitators will also maintain a “bin list” of unresolved topics which can be revisited in the future by the group.

It is hoped that all participants in the HWG will ultimately support the license application and related documents submitted to FERC. However, all participants retain their abilities to determine whether or not they support the license application, and related documents submitted to FERC at that time.

Primary Members and Alternate Members

Each HWG member organization or participant will assign the primary representative. All primary members can identify an alternate representative or a proxy within the HWG who can substitute for the primary if the primary representative is not available.

Alternates are welcome to attend the meetings as observers. In the event that an alternate is asked to step in for a primary, it is the primary representative’s responsibility

to ensure that the alternate is briefed on the process to date before actively participating in the HWG.

A listen-only phone line will be provided for HWG members who cannot attend in person, although this is not a preferred mode of participation.

If a member is unable to continue participation in the HWG, he or she, or the sector will nominate a replacement and the HWG will select the replacement.

Public Participation in the Process

All interested members are encouraged to actively participate throughout on the WaveConnect project. There are several ways for the public to engage and keep informed.

- Attend and participate in periodic public meetings that will be scheduled and noticed to the public. The purpose of these public meetings is to discuss the work of the HWG with the larger community. A summary of work completed by the HWG will be provided (periodic meetings will be held at project milestones. Approximately two public meetings will be held between now and 2010. Additional meetings may be held as deemed necessary by the HWG).
- Email updates (periodic updates will be sent to all who have attended meetings or signed up on the WaveConnect web site on project status and developments).
- WaveConnect website (www.pge.com/waveconnect). The WaveConnect website will be continuously updated with relevant information. Also, interested members of the public can send comments and inquiries for the HWG's consideration via the website.

HWG members have a responsibility to work with their constituencies. Any member of the public is encouraged to contact and communicate with HWG members to stay informed on the process and progress, raise concerns, etc. In addition to direct communication with the HWG members, members of the public can submit written questions or concerns via the PG&E WaveConnect website (www.pge.com/waveconnect) to the HWG. If a member of the public chooses to come to a meeting, he or she may observe the meeting.

Meeting summaries of the HWG will be posted on the WaveConnect website.