

Gas & Electric Rulemaking 480 - 90 & 100
April 27, 1999
Meeting Minutes

Attendees: Mert Lott, Steve Rieger, Dennis Moss, Jeffrey Showman, Kim West, Mark Anderson, Alan Buckley, Joanna Huang, Ken Hua, Graciela Etchart, Jim Russell, Tom Schooley, Hank McIntosh, Pam Smith, Tani Thurston, Vicki Elliott, Marjorie Schaer & Sher L. Hadfield

Discussion:

Graciela brought the meeting to order by reviewing the agenda and items to be discussed.

New Work Procedures:

Marjorie handed out and reviewed a Rulemaking Issues Paper. The handout gives examples of a Notice of Workshop, how the group may want to structure the issues paper for the workshop, and how to write up issues.

Rulemaking should be a participative process. Keep in mind there may be rules we're adopting by reference. Rules should be consistent and should take into account similar rules from other government agencies (Federal, state, county, city, FERC).

Discuss Document Database set up for the issues:

Jim reviewed the attachments to the agenda. Attachment 2 gives instructions on how to create an "Issues" entry in the document database. Use the format of attachments 1 & 3 when putting issues on the database. Give descriptive notes so a complete record is available. Be careful not to use derogatory remarks when writing issues as the document database is public record.

Rule team leads should be responsible for getting together with your groups to identify issues and comments. It was suggested that the leads would put the issues in order and summarize as per pages 8 & 12 of Marjorie's handout. Anyone may put issues or comments in the document database.

The first step is to get all the issues into the database (comments will be coming in next Wednesday). The final list of issues is due to be sent out on May 17, 1999.

Table of Contents:

Attachment 4 to the agenda is to help with developing a table of contents. Please review the document to be sure this is the best way to organize the chapters.

Re-writing Procedure:

Graciela explained that any changes to the rules should simply be re-typed without using the redline or strikeout features.

Next Meeting:

The next meeting will take place in room 108 from 2:30 to 3:30, next Tuesday, May 4, 1999.

