

PUGET SOUND ENERGY
SAMMAMISH— JUANITA 115 kV TRANSMISSION LINE
STAKEHOLDER ADVISORY GROUP
OPERATING GUIDELINES

Purpose

The purpose of the project stakeholder advisory group is to collaborate with PSE to develop possible community-acceptable alternatives, as well as help PSE better understand the community issues to consider as they make the alignment decision on a route that will meet the needs of PSE's customers, the local community and PSE.

The Advisory Group will:

- Provide a forum for dialogue and information sharing.
- Consider the Sammamish-Juanita 115 kV needs in the context of the broader Moorlands electrical system.
- Consult with representatives of the community, on a community-acceptable alignment to provide system reliability and capacity.
- Help PSE make a stronger connection with the community; and help PSE provide information to the community so community members can provide meaningful input in order to help PSE site the needed transmission line;
- Provide advice, as community representatives, on ways to address community concerns.
- Give input on the GeoRoute model and model-developed route options.
- Partner with PSE to find a community-preferred alignment for the 115 kV transmission line.

Norms for individual work as members of the advisory group

- We acknowledge our group's diversity and value different points of view. We will respect each other's opinions and will operate in consistently constructive ways, even if other members are less constructive.
- We will make every effort to attend meetings, to participate actively, to read and be prepared to discuss information and issues, and to be available for work between formal meetings.
- We will keep an open mind and come to meetings with interests, not entrenched positions. We will identify our interests and objectives to everyone. We will openly explain and discuss the reasons behind our statements, questions and actions.
- We will be responsible for representing the interests and concerns of the community we represent at the table. We will consult with our constituencies on a regular basis concerning the discussions and recommendations of the advisory group.
- In striving to achieve consensus, we will listen carefully to the views expressed by others, avoid interruptions, and seek ways to reconcile others' views with our own. We will focus on problem solving and providing input into key issues that can become the basis for consensus recommendations

- We will represent information accurately and appropriately.
- We will adhere to the ground rules and respect the procedural guidance and procedural recommendations of the facilitator.

Norms for our work together

Use of Time

- We respect time by being on time. Meetings will begin and end on time, unless otherwise agreed to by the advisory group.
- When making our comments, we will consider the time needed for others to share their perspectives.

Consensus and Decision Making

- The advisory group will strive to reach consensus on reasonable recommendations through a cooperative and collaborative discussion process with PSE.
- In the Sammamish—Juanita 115 kV discussions, consensus may not represent unanimity. Consensus will represent substantial agreement that the advisory group agrees can move forward. The facilitator is responsible for seeking and probing for consensus. It is the responsibility of each advisory group member to voice dissent if s/he cannot live with any particular recommendation.

Facilitator

- We give the facilitator permission to keep the group on track.
- We expect the facilitator to help the advisory group accomplish our purpose in a completely neutral, balanced and fair manner.
- We want the facilitator to:
 - Develop draft meeting agendas.
 - Manage advisory group meetings and discussions.
 - Consult with advisory group members between meetings about how to manage the process and resolve issues of concern.
 - Prepare meeting summaries.

Meeting Ground Rules

- Start / end on time
- Silence cell phones
- Come prepared
- Listen respectfully
- Speak from interests, not positions
- Participate in the process

Norms for our work with others outside the advisory group

External Communications

- We will avoid characterizing the views or opinions of other advisory group members outside of any advisory group meeting or activity.
- We will accurately describe the level of consensus that has been achieved for every advisory group recommendation that is conveyed to PSE.
- All advisory group meetings shall be open to the public.
- The public will be given the opportunity to comment during the course of each advisory group meeting. Those wishing to provide public comment to the advisory group will be strongly encouraged to direct their comments towards the issues and topics of focus on the advisory group's agenda.
- Advisory group meetings will be announced on the PSE website, and meeting announcements with date, time and location, will be provided to the Redmond and Kirkland Patch blogs, other media outlets and community groups for distribution to the broader community. Advisory group meeting products, such as agendas, summaries, and PowerPoint presentations will be posted on the PSE webpage (www.PSE.com/SammJuan115) and will be available to advisory group members for distribution to their constituents.