

FINAL COMMUNICATIONS PROTOCOL

Blue Lake Hydroelectric Project FERC No. 2230

City and Borough of Sitka Electric Department

August, 2003

INTRODUCTION

The following protocol provides a framework for documenting consultation and coordination among Participants in the relicensing of the Blue Lake Hydroelectric Project (“Project”, FERC No. 2230), located near Sitka, Alaska. The Project is a 7.7 megawatt generating facility owned and operated by the City and Borough of Sitka, Alaska (“CBS”, “licensee”) and originally licensed by the Federal Energy Regulatory Commission (FERC, “the Commission”) in 1959. Under FERC regulations, CBS is required to consult with state and federal natural resource agencies, the public, Indian tribes and Non Governmental Organizations (NGOs) at prescribed points in the relicensing process.

This Communications Protocol (CP) is a requirement under the “Alternative Licensing Procedure” (ALP), a recently approved alternative to the Traditional Licensing Approach for hydroelectric project licensing and relicensing intended to streamline the process (CFR 18, Section 4.34(i)). Under the Traditional Approach, a license applicant prepares and files a license application that includes an Exhibit E. All activities and documents required under the National Environmental Policy Act (NEPA) including preparation of an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) are conducted by the FERC or their contractor after acceptance of the final application for original license or new license.

Under the ALP, the licensee may, with FERC direction and approval, conduct **NEPA Scoping** (the public participation process to solicit comments on environmental issues) and prepare and submit a **Preliminary Draft Environmental Assessment (PDEA)** with the license application. The PDEA replaces the Exhibit E filed under the Traditional Approach. The **Final EA**, which will serve as the basis for conditions of the new license, will be prepared by the FERC after their independent review of the PDEA and project record.

Upon written approval by CBS and the signatories, this CP may be revised as deemed appropriate. No changes will be made to the CP without notification of the Participants. All proposed procedural changes will be distributed in writing to all Participants for review and comment. If comments represent a consensus of opinion on the proposed change(s), the Protocol will be modified, and the revised version distributed to the Participants list. In case of a dispute over proposed changes, CBS will convene a

meeting or teleconference, to include agency, tribe, public, NGO and FERC representatives, as necessary.

PARTICIPATING in the RELICENSING PROCESS

Under the ALP, the relicensing process is open to the general public and their participation is encouraged. A Participant List will be compiled by CBS and expanded as new Participants request inclusion in the ALP. (Current list is appended at end of CP).

The ALP affords Participants the opportunity to interact with the relicensing process at several distinct points, including: 1) public meetings; 2) coordinated meetings 3) document review and comment; and 4) access to general information regarding process, schedule, and status. CBS will use several means to assure access to relicensing material, as described in the following sections.

Public Reference Files

There will be two public reference files, one in Sitka and the other at the Commission offices in Washington D.C. The reference files will be maintained on a monthly basis and will include, but not be limited to: semi-annual progress reports (described below), study plans and reports, preliminary data files, meeting announcements, agendas and summaries, draft and final technical reports, draft and final EA's and license applications, written correspondence and telephone discussion notes. The addresses of the Public Reference Files are:

City and Borough of Sitka Electric Department
105 Jarvis Street
Sitka, Alaska, 99835

and

Federal Energy Regulatory Commission
Public Reference Room, Room 2-A
Attn: Secretary
888 First Street, N.E.
Washington, D.C. 20426

All materials in the reference files will be available for review and copying by request. All communications added to the Public Reference File will be available to the public consistent with the public records procedures set forth in the Freedom of Information Act. Most materials will also be available on the FERC website (www.ferc.gov). Individual project information is available on the FERC website at the **FERRIS** link.

The Blue Lake Project Relicensing Website

CBS will develop and maintain a Blue Lake Project Relicensing Website at which most Project material be made available. The Relicensing Website will contain:

- Project Description and History;
- Description of the Relicensing Process and ALP;
- Relicensing Schedule;
- Notices of Public and Coordinated Meetings;
- Notices of Availability of Documents for Participant Review;
- Semi-Annual Progress Reports;
- Monthly Status Updates;
- Current Participant List;
- Tracking File (record of all relicensing transactions)
- Other features, as deemed necessary.

Need for Timely Notification and Review

For this process to succeed, it is important that the interaction opportunities are announced to the Participants, and that the Participants provide timely comment and information at each opportunity. It is also important that Participants have sufficient access to general information. In the following, we describe the protocols to address these needs.

Public Meetings and Site Visits

Meeting events (Scoping and others) to present information and obtain comments from the public and stakeholders will be held at various points during the relicensing. Two public meetings will be held during the Project relicensing. The first event, consisting of two “Initial Stage Consultation” meetings and a site visit, was held in Sitka and at the Project site on December 14th and 15th, 2002. This event preceded CBS’s decision to utilize the ALP. Notice of the meetings and site visit was placed in the Sitka Sentinel and the Juneau Empire newspapers more than 15 days prior to the events. CBS prepared a summary of the Initial Consultation meetings, and circulated it among attendees for approval. A final summary was distributed to members of the existing mailing list on March 13, 2003.

The other scheduled relicensing meeting event will be the Scoping meeting and site visit, to be held during early fall, 2003. Notice of the Scoping meeting and site visit will be posted on the Relicensing Website (described above), on the Sitka Electric Department and City Administration Building Bulletin Boards and published in local newspapers, specifically the Juneau Empire and the Sitka Sentinel and the Anchorage Daily News. The Commission will also publish notice of the Scoping meeting and site visit in the Federal Register. All notices will be posted at least 30 calendar days in advance of the meeting date. CBS will also serve notification of the Scoping meeting and site visit via e-mail to all those on the Project's Participant List. CBS will transcribe the Scoping meeting on videotape, and tape copies will be available to all Participants on request.

When CBS solicits oral comments during meetings, those comments reflected in the approved meeting summary will be considered the speaker's formal comments if they choose not to provide written comments. Scoping Participants will be given at least 30 days notice to provide written comments on the Scoping meeting and related written material.

Coordinated Meetings

Meetings between and among relicensing Participants may occur on an "as needed" basis. In such meetings, a FERC representative will normally be invited to participate by teleconference or onsite. If a CBS representative is present at the meeting, CBS will prepare a detailed summary of the meeting. If CBS is not present at the meeting, the person that requested the meeting will prepare the meeting summary.

Meeting Summaries.

Draft Meeting Summaries for all public and coordinated meetings will be circulated to all meeting Participants for review and comment within 15 days after the meeting. Comments will be incorporated into a Final Meeting Summary, with the goal of agreement among all Participants on its content. Deadlines for preparation of drafts, returning comments, and submittal of a final summary will be agreed upon by Participants at each meeting. Final Meeting Summaries should be mailed to CBS at the contact address on page 6, for inclusion in CBS's Tracking File and Relicensing Website. All Draft and Final Meeting Summaries will be available on the Relicensing Website and in hard copy by request.

Document Availability

Major Documents.

Throughout the relicensing process, Participants will be afforded opportunity to review and comment on documents prepared in the course of the relicensing process. While it is not possible to envision an exact list of documents for review, CBS expects the major documents shown in Table 1 to be made available prior to issuance of the new license.

Most relicensing-related written material will be available in electronic format and will be distributed directly to Participants using the electronic means, primarily via CD-ROM in the form of pdf. and/or MS Word files. Much of the same material will be available through CBS's Blue Lake Project Relicensing Website. Participants are encouraged to review major documents and provide comments in pdf. or MS Word format. In all cases, however, Participants may request hard-copies of major documents. Hard copies of Scoping Documents, the Draft Application, Preliminary Draft EA, FERC Draft EA and FERC Order Issuing New License will also be provided to the public library in Sitka and the state library in Juneau.

The review period for major documents will be no less than 30 days, unless longer periods are required by FERC regulations, or if individual agencies formally request more review time.

Table 1. Major documents to be made available for review during Blue Lake Project relicensing.

Document Name	Expected Date of Issue	Description
Scoping Document I (SD1)	Fall, 2003	A document describing the Project, relicensing process, and environmental and economic issues related to relicensing
Draft Application for License	Fall, 2005	Documents describing various design and operation aspects of the project, as proposed for relicensing
Preliminary Draft EA	Fall, 2005	Accompanies Draft Application, describes existing environment, relicensing impacts and mitigation proposals.
Study Plans	Spring, 2003, Spring 2004	Describe detailed objectives, methods and required reporting for various environmental field and office studies
Study Reports	2003-2008	Present results of the environmental studies, usually on an annual basis
FERC Draft EA	2006-7	FERC-prepared EA noting issues, impacts, mitigation and recommendations.
FERC Order Issuing New License	2008, on expiration of existing license.	Contains FERC's Final EA and Licensing Order as well as License Articles and other Conditions.

Minor Documents and Correspondence.

Throughout the relicensing process, CBS will communicate frequently with Participants, individually and collectively. These communications may include written material such as meeting notices and summaries or other small documents relevant to the communications. Minor documents (with exception of Status Reports) will become part of the public record after review, editing and approval by participating parties. Transfer of minor documents will be primarily in the form of e-mail, often with attached files, and via the Relicensing Website (Table 2). CBS will follow certain e-mail transmittals with a phone message check to assure that the messages were received and in readable format.

Table 2. Document Transfer and Availability

Document Type	Primary Source	Backup Source
Meeting Notices	Web and e-mail with Attachment	Hard-copy*
Meeting Summaries	Web and e-mail with Attachment	Hard-copy
Correspondence**	Web or e-mail with Attachment	Hard-copy
Status Reports	Web or e-mail with Attachment	Hard-copy

*Hard-copies of all documents will be available by request.

**CBS will maintain a Tracking File to document all Project-related incoming and outgoing correspondence and other communications. The Tracking File will be updated monthly and will be available on the Relicensing Website.

COMMUNICATIONS PROTOCOLS

In this section, we describe conditions governing communications among relicensing Participants. The Protocols are intended to assure that interactions are appropriate, effective and properly documented.

Written Communications.

All written communications that need to be part of the public record, including comment letters, progress reports, fax communications, meeting summaries, and teleconference summaries, or in which any party intends to become part of the formal record, should be mailed to:

City and Borough of Sitka Electric Department
 Attn: Dean Orbison, Engineering Manager
 105 Jarvis Street
 Sitka, Alaska, 99835
 Phone: 907-747-6633

Fax: 907-747-3208
Email: dean@cityofsitka.com

All written communications must have the following clearly displayed on the first page, preferably in the “Subject” line of the correspondence:

Blue Lake Hydroelectric Project (FERC No. 2230)

Written communications must display deadlines for comments or other actions (when applicable) and should reference the corresponding activity of the relicensing process associated with the written communication (for example., “Comments on Scoping Document I”, “Summary of Study Planning Meeting”, etc.) in the “Subject” line of the correspondence. Communications must indicate where to submit responses, when applicable. Copies of all written communications will be placed in the Public Reference File. A distribution mailing list will be sent with each formal correspondence or document that shows all recipients who were sent a copy.

The Commission will from time to time advance the number following the Project number to indicate a different relicensing action phase (for example, FERC No. 2230-001, 2230-002, etc.) Participants should check Commission and CBS correspondence closely to assure that the proper Project numbers are identified when referencing a particular document.

Teleconference Communications

Periodic teleconference calls among relicensing Participants may occur on an “as-needed basis”. If the communication is between an agency and either CBS or the Commission, the party initiating the call will forward a written summary of the call to CBS at the contact address on page 6, to be included with the Public Reference File(s). Participants will be noticed and given the opportunity to participate in any communications CBS makes with FERC on substantive matters concerning the relicensing. Documentation of teleconference calls between CBS and the Commission will be included in the Public Reference File, with a summary written by the party initiating the call.

Inter/Intra Resource Agency Staff Communications.

Written communications, meetings, telephone conversations, or other types of communications within or between State or Federal resource agency staff concerning the Blue Lake Project relicensing are not subject to the scheduling, notification, and documentation requirements of previous sections this CP. It is understood that such communications will not be part of the licensing record unless they are submitted to the Commission by a participating agency. However, in the spirit of openness reflected in this CP, CBS encourages agencies to submit records of such meetings and communications to the Contact Address on page 6 as often as possible during the relicensing.

Communication with Commission Staff

The Commission recently revised its ex-parte rules (88 FERC para. 61,225) and determined that the rule prohibiting off-the-record communications does not apply to interactions during the ALP. This is because all actions under ALP occur before a license application is filed, prior to the Noticed “licensing procedure” at the Commission. However, in this CP’s spirit of open interaction, oral communications by any participant with FERC staff will be summarized in a written memorandum prepared by a Participant agreed upon among those involved in the communication. The memorandum shall be promptly filed in the Commission’s official docket for these proceedings, which shall be available to all parties. Commission staff will notify Participants to oral communications whether documentation of a communication is being made at the time of the communication. A copy of the discussion memorandum shall also be forwarded by the Commission staff member for inclusion in the Public Reference File maintained by the Applicant.

Oral Communications and e-mails.

Oral communications (i.e. telephone conversations) between CBS and any Participant will be documented in writing (see “Contact Logs”, below) if communications regard substantive aspects of the project relicensing. Similarly, e-mails between CBS and any Participant on substantive Project aspects will also be documented. All written communications distributed by parties to the protocol shall enclose or attach a distribution list for that communication that identifies all recipients of that communication. The cc list on an e-mail message can serve as the distribution list.

Contact Logs

Contact log sheets will be utilized to document all oral communications among the Participants, if between an agency and CBS or the Commission. A contact log sheet will also be kept of communications between the Commission and CBS. Contact log sheets will include all information pertinent to the communication, (i.e., individual(s) involved, title(s), date of communication, subject of communication, issues discussed, action to be taken). CBS requests that all substantive communications be summarized via e-mail or letter, to the extent practicable.

SEMI-ANNUAL PROGRESS REPORTS

CBS will file with the Commission every six (6) months, a progress report that will summarize the Project status at the end of the previous 6-month reporting period. Each report will include the following for the forgoing 6-month period:

- An updated log of oral and written communications;
- Descriptions of all major action taken on the project;
- Copies of all comment letters and other written correspondence, including those with the Commission staff;

- Copies of all meeting summaries and teleconferences call records, including those with Commission staff;
- Schedule for the next 6-month relicensing period, including action items;
- Other information pertinent to the relicensing.

Each 6-month progress report will be placed in the Project Public Reference Files and on the Relicensing Website. Each Participant will receive a copy of the cover letter submitting the progress report to the Commission along with a log of all communications filed for that period. Any Participant may request a copy of any item on the log from CBS.

CONSULTATION AND REVIEW COMMENTS

A Draft Communications Protocol was distributed to the relevant Participant list via e-mail on May 8, 2003. Comments on the Draft Communications Protocol were received from Alaska Department of Fish and Game (ADF&G), Alaska Department of Natural Resources (ADNR), and United States Forest Service(USFS) on the dates shown in Table 1. Phone contact with National Marine Fisheries Service and United States Fish and Wildlife Service indicated that they would not provide written comment.

In Table 1, we detail the specific written agency comments by agency and number (comment numbering is shown in Attachments I-III). Table 1 shows the location of changes in the draft text, and provides an explanation of our response, particularly if we have taken a different position from the comment in question. Generally, we have agreed with all comments and have incorporated their requested language changes or other recommendations either verbatim or in full agreement with the intent of the comment. Any minor disparities between agency recommendations and elements in the final plan are explained in Table 1.

Table 1. Comments on Draft Communications Protocol, Blue Lake hydroelectric Project, FERC No. 2230.

US Forest Service Comments of May 27, 2003.

Comment Number	Comment Summary	Response and Location
USFS 1	Request for dispute resolution process.	We agree with the need for a dispute resolution process, but, because of ongoing changes in the regulatory framework for dispute resolution at the FERC, we believe that the process should be developed in consultation with Participants and the FERC.

		Instead of defining a process in this document, we prefer to address this need through a separate process and document, which may be referenced in any future CP revisions (See next comment).
USFS 2	Suggest language revision to accommodate changes in CP.	Page 1, last para. Language added to described process for changes in CP. Also, see response to ADFG1 , below.
USFS 3	Request for detailed distribution list	Agreed. If available, the name, title, organization, telephone number and e-mail of all Participants will be included in the list.
USFS 4	Request for CBS to distribute minutes as drafts and allow comment before finalization.	Language added under “Meeting Summaries” on P. 4 to indicate that draft minutes of all meetings will be sent for review prior to finalization.
USFS 5	Request for paper copy in addition to electronic copies of documents	This comment serves as USFS’s request for paper copies of documents. CBS will call the USFS principal contact if there is a question on whether certain documents should be mailed.
USFS 6	Question on pdf file format, suggestion for rtf format documents	On request, CBS will forward either rtf or MS Word versions of documents to Participants.
USFS 7	Question on how Tracking File and progress reports relate.	The Tracking File includes all Participant interactions by date and brief content. The Tracking File facilitates preparation of the Semi-Annual Progress Reports, but the Reports are more detailed and contain more discussion and explanation.

ADNR Comments of June 20, 2003.

Comment Number	Comment Summary	Response and Location
ADNR 1	Recommends checking for usage of “Parties” and “Participants”	Terms “Party” and “Parties” replaced by “Participant” or “Participants” in all cases.
ADNR 2	Include list of Participants on the Relicensing Website.	Website will include this list.

ADF&G Comments of August 6, 2003 (“NRR” means “No Response Required”).

Comment Number	Comment Summary	Response and Location
ADFG1	Request for language change to reflect that Protocol may be revised.	Page 2, para. 4. Requested language added verbatim.
ADFG2	Request for language relating to Freedom of Information act procedures	Page 2, last para. Requested language added verbatim.
ADFG3	Request for at least 30 days notice of meeting dates.	Page 3, 2 nd para. under Public Meetings and Site Visits, language added to indicated 30-day notice.
ADFG4	Request to replace “verbal” with “oral” throughout document.	Requested change made throughout document (two replacements were made).
ADFG5	Recommendation to provide hard copies of major documents (specified) to public library in Sitka and stat library in Juneau.	Page 4, last para. Language added to reflect recommendation.
ADFG6	Suggestion to implement a system to assure all e-mail transmittals have been received.	Page 5, last para. Language added to indicate that post-transfer checking will occur.
ADFG7	Encouragement to for all Participants to document communications with FERC staff.	Page 7, last para. Draft language in third sentence removed, requested language added, but with provision that summary memorandum be prepared by an approved participant in the communication, not by FERC staff.

ADFG8	Request for inclusion of mailing list with all formal correspondence or documents showing which recipients were sent a copy.	Page 6, first partial para. Requested language added verbatim.
ADFG9	Add language that Participants will be given the opportunity to participate in any communications CBS has with FERC on substantive matters.	Page 7, under Teleconference Communications, suggested language added verbatim.
ADFG10a	Suggest minor documents become part of record.	Text revised, page 6, first para.
ADFG10b	CBS should be responsible for recording and distributing meeting minutes	Agreed; we believe language on P. 4, "Meeting Summaries" addressed this comment.
ADFG10c	Oral communications and e-mails should be part of record, if of a substantive nature.	We believe this will be addressed by including the updated Tracking File in the Website and in the 6-month Progress Reports.
ADFG10d	Enclose or attach a distribution list on all written communications .	Page 7, first partial para. addresses this comment.
ADFG11a	Suggestion of 30-day comment period.	CBS generally agrees with the 30-day comment period suggestion, and agrees that the comment period will be no less than 30 days for any major document. Due to specific circumstances, however, a longer time period may be requested by individual Participants, and CBS is willing to negotiate review times in those cases.
ADFG11b	Recommendation that draft meeting minutes be distributed within 15 days to attendees, and that corrections be completed within 15 days.	CBS agrees with the need to distribute draft minutes as soon as possible after meetings, while recollections of the transactions are still fresh. Our track record in

		preparing minutes has been exemplary (normally within one week), and we intend to continue. No change made to the CP on this point, however, because of unforeseen events
ADFG11c	Encouragement to develop similar protocols for post-licensing communications.	Comment noted. CBS will consider such protocols at the appropriate time.

ATTACHMENT I

US Forest Service numbered comments on draft Communications Protocol, by letter dated May 27, 2003. (Quotation marks added around comment)

USFS1

“I believe a plan for dispute resolution should be addressed in the Communications Protocol. If a process is in place before a dispute occurs, we will be able to work our way through it in a timely fashion.”

USFS2

“The Communications protocol will be in place for a number of years and changes will need to be made. I suggest a sentence stating “the Communications Protocol may be amended and changed as need.” Striking a line through any information that is no longer necessary and inserting the correct information will allow easy access to changes.”

USFS3

“A distribution list should be inserted detailing the name, title, organization, address, telephone number and e-mail address of all participants.”

USFS4

“On page 3, Public Meeting and Site Visits, CBS of Sitka should be responsible for recording comments and distributing a draft to allow participants to review the remarks before becoming final.”

USFS5

“On page 4, under Major Documents, the Forest Service would like one paper copy (in color if appropriate) in addition to the electronic copy delivered to Mike Johnson. We have had problems printing .pdf files in the past.”

USFS6

“Why are documents submitted in a .pdf format that needs to be unzipped? Documents submitted in an .rtf(rich text format) seem to be easy for everyone to use.”

USFS7

“On page 5, under Table 2, a Tracking File will be maintained. How do the Tracking File and Progress report on Page 7, relate? Are they the same?”

ATTACHMENT II

ADNR numbered comments on draft Communications Protocol, by e-mail dated May 13, 2003. (Quotation marks added around comments)

ADNR1

“I recommend you check throughout the draft as to usage of the terms, “party(ies)”, “participant(s)” and the like, since “party” is a legal term of art of some importance to FERC. See, for instance the bottom of the first page, and page 3 under “Coordinated Meetings””.

ADNR2

“Please include the participant list on the website.”

ATTACHMENT III

ADF&G numbered comments on draft Communications Protocol, by letter dated August 6, 2003. (Quotation marks added around comments; titles in bold refer to sections or topics in the Draft CP.)

ADFG1

Introduction

“Add to page 2, paragraph 4: Upon written approval by CBS and the signatories, this Communications Protocol may be revised as deemed appropriate.”

ADFG2

Public Reference Files

“Add: All communications added to the Public Reference File will be available to the public consistent with the public records procedures set forth in the Freedom of Information Act.”

ADFG3

Public Meetings and Site Visits

“We recommend that CBS serve notice of meetings at least 30 days in advance to all those on the Project’s Participant List in order to allow participants the opportunity to take advantage of advance purchase tickets if travel to meetings is desired.”

ADFG4

“Replace "verbal" with oral throughout the document in reference to spoken communications. On the Connell Lake and Whitman Lake communications protocols, FERC's general council indicated previously that oral is legally correct.”

ADFG5

Major Documents

“We recommend that the public library in Sitka and the state library in Juneau also be provided hard copies of Scoping Documents, the Draft Application, Preliminary Draft EA, FERC Draft EA, and FERC Order Issuing New License for public review.”

ADFG6

Minor Documents and Correspondence

“ADF&G welcomes your proposal to use e-mail for much of the communication. The State of Alaska has a fairly sophisticated e-mail network, but there have been several hardware failures causing e-mail communications from outside and within the state network to be delayed or lost. Links to smaller communities are also frequently out of

service. We suggest that you develop and implement a system to acknowledge that participants have received e-mails for all electronic correspondence.”

ADFG7

Communication With Commission Staff

“Although, as stated in the draft Protocol, FERC revised its ex-parte rules to allow off-the-record communications during the ALP, ADF&G continues to encourage all participants, CBS and consultants to document and report any communications with FERC staff during the pre-filing period. Reporting will insure that the collaborative consultation process may be successfully conducted, without possible gaps in information and understanding of actions by parties to the process. As such, we recommend that the following be added to this section: Oral communications shall be summarized in a written memorandum by the Commission staff, or if agreeable to participants, by another participant in the communication that is designated by the Commission. The memorandum shall be promptly filed in the Commission’s official docket for these proceedings, which shall be available to all parties. Commission staff will notify participants to oral communications whether documentation of a communication is being made at the time of the communication. A copy of the discussion memorandum shall also be forwarded by the Commission staff member for inclusion in the Public Reference File maintained by the Applicant.”

ADFG8

Written Communications.

“Add: A distribution mailing list will be sent with each formal correspondence or document that shows all recipients who were sent a copy. “

ADFG9

Teleconference Communications.

“Add. Participants will be noticed and given the opportunity to participate in any communications CBS makes with FERC on substantive matters concerning the relicensing.”

ADFG10

Documentation

(ADFG10a)

“Minor documents (with exception of Status Reports) need to become part of the public record as well as reviewed and edited as needed by all participating parties prior to being filed.”

(ADFG10b)

“The City should be responsible for recording and providing written summaries of meeting minutes (including teleconferences). The minutes should be distributed in draft format to all meeting participants for their review and comments before submittal for public review.”

(ADFG10c)

“Any oral communications (i.e. telephone conversations) between the City and any participant should be documented in writing if communications are in regards to substantive aspects of the project relicensing. E-mails between the City and any participant should also be filed and be made part of the formal record.

(ADFG10d)

“All written communications distributed by parties to the protocol shall enclose or attach a distribution list for that communication that identifies all recipients of that communication. The cc list on an email message can service as the distribution list.”

ADFG11

Comment period

(ADFG11a)

“We suggest a comment period of 30 days on major documents unless longer periods are required by the FERC. The City should also provide a response to comments and how they were incorporated or considered within 30 days, unless noted otherwise in communications. It should be assumed that if no comments are submitted from a participant or the City within the comment period that there are no objections to contents of major documents. We also suggest that the City, if needed and requested by a participant, consider extensions on comment periods.”

(ADFG11b)

“For minor documents we recommend that minutes be distributed to all meeting attendees within 15 days of the meeting and that any needed corrections be sent 15 days after receipt.”

(ADFG11c)

“Lastly, we encourage development of similar protocols for communications to be established for post licensing communications after licenses are approved.”

COMMUNICATIONS PROTOCOL APPROVAL

BLUE LAKE HYDROELECTRIC PROJECT

FERC No. 2230

I have read and agree to follow this Communications Protocol proposed by CBS and Borough of Sitka Electric Department to guide communications and information exchange between the Participants in the ALP for the Project .

SIGNATURE:

AGENCY/ORGANIZATION:

DATE:

I accept the conditions of this communication protocol

I do not accept the conditions of this communication protocol

Reasons, if any: _____

Please mail to:

Mr. Dean Orbison

Engineering Manger
City and Borough of Sitka Electric Department
105 Jarvis St. Sitka, AK, 99835

BLUE LAKE PROJECT (FERC No. 2230)

PARTICIPANT MAILING LIST

August 12, 2003

Alaska Department of Fish & Game
Attn: Christopher Estes
Sport Fish/RTS Division
333 Raspberry Road
Anchorage, AK 99518-1599
907-267-2142
christopher_estes@fishgame.state.ak.us

Jason Mouw
Alaska Department of Fish and Game
Division of Sport Fish/RTS
P.O. Box 240020
Douglas, AK 99824-0020
jason_mouw@fishgame.state.ak.us

Phil Mooney
Alaska Department of Fish and Game
304 Lake Street, Room 103
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Alaska Department of Fish and Game
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US Fish and Wildlife Service
Attn: Richard Enriquez
3000 Vintage Boulevard, Suite 201
Juneau, AK 99801
907-586-7021
Richard_Enriquez@fws.gov

Alaska Department of Natural Resources,
Division of Water
Attn: John Dunker
400 W. Willoughby
Juneau, AK 99801-1724
907-465-2533
john_dunker@dnr.state.ak.us

Sitka Tribe of Alaska
Attn: Lisa Gassman
456 Katlian Street
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907-747-3207
lisa_gassman@sitkatribes.org

Sitka Tribe of Alaska
Attn: Michael Stringer
456 Katlian Street
Sitka, AK 99835
907-747-3207
michael@sitkatribes.org

U.S. Geological Survey
Attn: Bruce Bigelow
P.O. Box 1568
Juneau, AK 99801
907-586-7287
bbigelow@usgs.gov

Alaska Department of Environmental
Conservation
Attn: Jim Powell
410 Willoughby Avenue
Juneau, AK 99835
907-465-5321
jim_powell@dec.state.ak.us

Division of Governmental Coordination
Attn: Lorraine Marshall
P.O. Box 110030
Juneau, AK 99811-0030
907-465-8790
lorraine_marshall@dnr.state.ak.us

National Marine Fisheries Service
Attn: Linda Shaw, Habitat Biologist
P.O. Box 21668
Juneau, AK 99802-1668
linda_shaw@noaa.gov

U.S. Forest Service
Attn: Carol Goularte, District Ranger
Sitka Ranger District
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