

RAILBELT RELIABILITY COUNCIL – BOARD PROCEDURE		DOCUMENT NO.: BPR604
TITLE: <b>RULE AND TARIFF DEVELOPMENT PROCESS</b>		REVISION No.: 00
ADOPTED: 08/25/2025	LAST AMENDED: N/A	PAGE 1 OF 6

## **RULE AND TARIFF DEVELOPMENT PROCESS**

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### **1.0 PROCEDURE OVERVIEW**

The Product Development Rule (ER1) establishes processes to ensure compliance with statutory and regulatory requirements for developing integrated resource plans, standards, rules, and tariff revisions. This process provides a structured and consistent methodology specifically for the development or revision of a rule or tariff.

This document outlines the full product development lifecycle, from initiation through filing with the RCA, and allows for two different development pathways: (1) under the oversight of a Board Committee or (2) through an RRC Committee. If a Board Committee is selected, they will provide strategic guidance, review, and a recommendation to route the product to the Board for approval, while the Manager and designated staff will be responsible for conducting the development work and preparing drafts of the product for the Board Committee’s review. Alternatively, the Manager may determine to establish an RRC Committee to carry out the development of the product.

### **2.0 DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Approved Participant	A member of the public who helps shape the development of a product through active participation in a product development process as described in the Public Participation in a Development Rule (ER5).
Board	RRC Board of Directors.
Board Committee	A committee of the RRC Board, as provided in RRC Bylaws Section 2.4 – Board Committees.
Bylaws	RRC Bylaws.

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Term	Definition
Manager	The individual who will manage the development of rules and tariff. The Manager shall be the CEO, designated staff member or a contractor.
Product Recommendation Submittal Package	A compilation of materials prepared by the Manager for Board consideration of a proposed rule or tariff.
Registered Entity	A user, owner, or operator registered with the RRC and subject to reliability standards approved by the RRC and the RCA, per 3 AAC 46.999 (c)(22).
RRC Committee	A committee of the RRC other than a Board Committee.

### 3.0 ABBREVIATIONS

Term	Definition
AAC	Alaska Administrative Code.
CEO	RRC Chief Executive Officer.
RCA	Regulatory Commission of Alaska.
RRC	Railbelt Reliability Council.
SME	Subject matter expert.

### 4.0 OTHER DOCUMENT REFERENCES

Reference	Name
3 AAC 46	<a href="#">Alaska Admin Code</a>
Bylaws	<a href="#">Railbelt Reliability Council Bylaws</a>
ER1	<a href="#">Product Development Rule</a>
ER5	<a href="#">Public Participation in a Development Rule</a>
ER7	<a href="#">Public Notice and Meetings Rule</a>
ER9	<a href="#">Rule Amendments Rule</a>

### 5.0 RESPONSIBILITIES OF KEY PERSONNEL

Title	Responsibilities
Board	Initiates product development; approves final product by supermajority vote.
CEO	Ensures compliance with this procedure; assigns Managers.
Manager	Selects development pathway; manages product development process; maintains records; drafts materials; ensures public notice and posting; compiles comments and the Product Recommendation Submittal Package.

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## 6.0 APPLICABILITY

This process applies to the development or a revision of a rule or tariff, unless waived under the Rule Amendments Rule (ER9) for rule revisions required by an order issued by the RCA or in accordance with 3 AAC 46.350(b).<sup>1</sup>

## 7.0 STAGE 1: BOARD DIRECTIVE TO DEVELOP PRODUCT

Pursuant to Bylaws Section 2.3.6.3(p) and (q), a Board supermajority vote is required to initiate the development or modification of a tariff or rule, which is issued via directive by the Board to the CEO.

## 8.0 STAGE 2: MANAGER DESIGNATION AND PRODUCT DEVELOPMENT PATHWAY

Following a Board directive, in accordance with ER1, the CEO shall designate a Manager responsible for overseeing product development through a Board or RRC Committee and maintaining detailed records to support the following requirements:

1. For a rule:
  - a. The written explanation due under 3 AAC 46.110(a)(2)(c); and
2. For a rule or tariff:
  - a. The report to the RCA due under 3 AAC 46.460(a)4(I).

The Manager shall determine whether product development will proceed under the oversight of a Board Committee or an RRC Committee.

## 9.0 STAGE 3: INITIATION OF PRODUCT DEVELOPMENT

The Manager initiates the development by issuing a Notice of Intent to develop the product. This notice must include elements outlined in Section 5.0 of ER1.

This notice shall be published on the RRC website and posted at the main office of the RRC in accordance with Section 4.3.2 of the Public Notice and Meetings Rule (ER7). Additionally, this notice will also be sent electronically to all parties enrolled in the RRC online notification system and sent electronically to all Registered Entities.

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<sup>1</sup> See ER9 – Rule Amendment Rule, Section 6.0.4

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## **10.0 STAGE 4: FORMATION OF PRODUCT DEVELOPMENT GROUP**

### **10.1 Board Committee Product Development**

If the Manager determines product development shall proceed under the oversight of a Board Committee, the committee will provide strategic guidance and review, and a recommendation to route the product to the Board for approval. The responsibility for development rests with the Manager, supported by designated staff and any Approved Participants appointed through the process in ER5. The Manager may also identify SMEs and solicit other interested individuals as needed.

### **10.2 RRC Committee Product Development Group**

If the Manager determines product development shall proceed through an RRC Committee, the Manager is responsible for facilitating the development group. The group will include the Manager, individuals appointed by the Manager, Qualified Representatives, and any Approved Participants. The Manager may also identify and solicit SMEs needed to support product development.

## **11.0 STAGE 5: DURING PRODUCT DEVELOPMENT**

The Manager is responsible for ensuring transparency and inclusive participation, including hearing and considering the views expressed by all Approved Participants. This means maintaining and publishing relevant development materials and coordinating public notices and meetings in accordance with Section 6.0 of ER1.

The Manager is responsible for producing the drafts of the product and any supporting materials. After each meeting, and upon reviewing the feedback received, the Manager will revise the draft product accordingly. This iterative process will continue until the product development group determines the product is ready for submission to the Board.

### **11.1 Board Committee: Meetings and Notice Requirements**

The Manager may coordinate development work outside of formal meetings by engaging staff and Approved Participants to prepare draft materials and recommendations. These materials will then be presented to the Board Committee for review and input during a scheduled meeting.

If the level of effort or complexity of the development warrants more focused engagement, the Manager may convene Special Board Committee Meetings, as defined in Section 5.1.3 of ER7, specifically for product development. The Manager will chair these Special Meetings.

Pursuant to Section 5.2.1(2) of ER7, Board Committee meetings must be noticed at least seven (7) days in advance. Draft copies of the product and other relevant documents must be published no later than four (4) calendar days before the meeting. The Manager may choose to release materials earlier to allow additional time for review by the Committee and other participants.

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Meeting minutes shall be drafted and are subject to approval by the Board Committee at its next regular meeting.

## **11.2 RRC Committee: Meetings and Notice Requirements**

The Manager will chair RRC Committee meetings. Pursuant to Section 5.2.1(3) of ER7, RRC Committee meetings must be noticed at least seven (7) calendar days prior to the meeting date. Initial drafts of products must be published at least seven (7) calendar days prior to the meeting date. Subsequent drafts of products must be published at least four (4) calendar days prior to the meeting date. Other relevant materials must be published at least prior to the start of the meeting.

The Manager shall ensure a written record of the meeting is made publicly available.

## **12.0 STAGE 6: SUBMISSION OF PROPOSED PRODUCT TO BOARD**

When product development occurs under the oversight of a Board Committee, the Board Committee is responsible for providing a recommendation to route the product to the Board for approval. The Manager will compile a Product Recommendation Submittal Package to convey the Board Committee's recommendation to the Board.

When product development is conducted through an RRC Committee, the Manager shall consider input from the RRC Committee and finalize the proposed product for submission to the Board in a Manager's Product Recommendation Submittal Package.

Per Section 4.3.1 of ER7, Product Recommendation Submittal Packages must be publicly noticed at least fourteen (14) calendar days before the proposed product is to be considered by the Board for approval. The Product Recommendation Submittal Package shall contain the following:

1. A statement announcing the opening of a public comment period;
2. Elements outlined in Sections 7.0 and 8.0 of ER1;
3. When a product has been developed under the oversight of a Board Committee, a memorandum from the Board Committee Chair summarizing the Committee's oversight and recommendation; and
4. A copy of the proposed product.

## **13.0 STAGE 7: BOARD APPROVAL OF PROPOSED PRODUCT**

Pursuant to Bylaws Section 2.3.6.3, items (p) and (q), a supermajority vote of the Board is required to approve the proposed tariff or rule and authorize filing with the RCA.

If the Board fails to pass the proposed product, the Board may modify it or remand it.

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### **13.1 Board Modification of Proposed Product**

By simple majority vote, the Board may amend the proposed product. A supermajority vote of the Board will still be required to approve the amended product and authorize filing with the RCA.

### **13.2 Board Remand of Proposed Product**

If the product fails to pass the product will automatically be remanded to the body of origin (Board Committee or RRC Committee).

The Board may also vote to remand the proposed product back to the body of origin, the remand shall include specific directions for desired revisions.

Upon a Board remand, the process will return to Stage 5 as described herein.

## **14.0 STAGE 8: RCA FILING OF PROPOSED PRODUCT**

Pursuant to Section 9.0 of ER1, after the proposed product is approved by the Board, the Manager shall ensure that the following is completed:

1. For a rule:
  - a. Director dissent, if any, must be appended to the written explanation required under 3 AAC 46.110(a)(2)(C), and the written explanation will be published with the approved plan, rule, or reliability standard on the RRC website.
  - b. Publish a Notice of Filing on the RRC website. The notice must contain the items required in 3 AAC 46.470(d)(6).
2. For a rule or tariff:
  - a. The report required under 3 AAC 46.460(a)(4)(I) will be addressed to the RCA and filed, according to RCA regulations, with the submittal requesting approval of the product.