

# Transmission Provider Process for Modifying Planning Documents Posted On BHBE's OASIS Website

Transmission Provider will use the following process to modify a Transmission Planning Process or Business Practice document ("document") that is posted on the BHBE OASIS website (<http://www.oatioasis.com/BHBE>) under the Transmission Planning folder.

Step 1: The existing document will be modified by Transmission Provider.

- Transmission Provider will discuss and obtain input from TCPC regarding this modification.
  - This discussion will be during a regularly scheduled meeting or, if an immediate need for change is required, Transmission Provider will have a conference call with TCPC using normal meeting notification procedures.
  - As a result of this discussion Transmission Provider may chose to move forward to Step 2 or withdraw the modification document.
- Stakeholders who want to request a modification to a document must provide a written request to Transmission Provider explaining the modification and providing a clear concise justification for the need for the modification.
  - Transmission Provider will obtain input from TCPC regarding the stakeholder request for document modification change.
  - After receiving the TCPC input, Transmission Provider will make a determination whether to proceed to Step 2 or reject the request.
    - If the stakeholder request is rejected, Transmission Provider will prepare a response to the request and arrange a conference call with the requestor and TCPC within 30 calendar days after rejecting the request. As a result of this conference call, if Transmission Provider determines that the request for modification is valid then the request will proceed to Step 2.

Step 2: The modified document will be posted on Transmission Provider's OASIS website under the Transmission Planning tab

- The comment period will end after 30 calendar days from the posting date.

- The original document, redlined markup and clean version of the modified document will be posted in a folder named “Planning Documents For Comment”.
- A “Document Posting Log” will be maintained on the website and will include document name, posting date, comment period end date, comment(s) received and disposition (e.g., Approved or Not Approved).

Step 3: At the time the modified document is posted, Transmission Provider will notify stakeholders by emailing using Transmission Provider’s exploder list.

Step 4: Stakeholder must comment during the comment period.

- Comments can be either emailed to Transmission Provider or postal mail.
- Email to: [vcrocker@blackhillspower.com](mailto:vcrocker@blackhillspower.com)
- Postal mail: Black Hills Power, Inc.  
Attn: Vance A. Crocker  
P.O. Box 1400  
Rapid City, SD 57709-1400

Step 5: If Transmission Provider receives a postal or email comment before the comment period ending date, Transmission Provider will prepare a response (accepting or rejecting) the comment and arrange, if appropriate, a conference call with the comment sponsor and TCPC within 30 calendar days of the close of the comment period. A conference call will be arranged with the comment sponsor for all comments that are rejected. As a result of this conference call, if Transmission Provider determines that the comment is valid then the request will proceed to Step 6.

Step 6: Document modification that has not been rejected through Steps 1-5, must be **approved** by the Manager, Transmission Planning and Operations prior to posting of the modified document.

Step 7: Once a change is approved, notice of the modification and its effective date will be placed on the company's public website and OASIS at the same time the modification is posted and made accessible. Modifications will include an effective date of not less than 5 calendar days following the date of posting.

Step 8: Once a modification has gone into effect, the previous version of the document will be archived pursuant to Transmission Provider’s document retention policy.