

ENGINEERING ANALYST

Job Summary: The Engineering Analyst provides engineering analysis, tracks project engineering documentation, and performs other project administration duties as assigned. The role is to provide support to all aspects of project execution such as identifying and developing processes, managing software platforms, controlling sensitive project data, and advising the project management and engineering team of critical issues and their resolution. The role includes facilitation of the implementation of the utility Enterprise Asset Management (EAM) system, and maintenance of the system and its records on an ongoing basis after implementation. Specific duties performed will be based on project/program specific needs identified by the Asset Management Director.

Duties & Responsibilities:

- Achieve milestones by coordinating efforts of internal and external project participants, including other transmission facility owners and project stakeholders
- Maintain project progress status information and reports, schedules and accountabilities
- Manage and coordinate consultant work activities
- Support business goals in collaboration with senior management and stakeholders
- Analyze evolving needs of the project and create processes to manage business aspects
- Manage and control sensitive information required for financial, project, and rate case analysis
- Create processes to manage business aspects and support evolving needs of the project
- Monitor project progress and provide support to the engineering team
- Manage documentation software platform
- Manage work flow processes in the Enterprise Asset Management (EAM) system
- Coordinate vendor input into EAM process
- Ensure that work processes are properly closed in EAM system
- Maintain WETT engineering records and work processes and ensure that these are incorporated into work order requests as needed
- Maintain maintenance records in EAM system in accordance with relevant NERC standards

Required Qualifications:

- BS/BA in Engineering or related discipline
- 0-4 years of project management experience
- Able to prioritize and manage multiple responsibilities
- A solid understanding of project management processes
- Effective oral and written communication skills

- Skilled in using the Microsoft Office suite (MS Project) to produce project deliverables
- Ability to work independently and follow through on assignments
- Proven accuracy, reliability, and completeness in job accomplishment
- Experience working with both consultants and technical specialists

Desired Qualifications:

- Experience in the electricity transmission industry is preferred

ACCOUNTANT

Accountant should hold a Bachelor's Degree from an accredited University/College and has 3 years accounting experience. Responsibilities include creating and maintaining property accounting records, financial preparing and entering financial data, researching and reconciling accounts, assisting in managing and forecasting cash flow, work order administration , regulatory rate case support, support in implementation of Enterprise Resource Plan, as well as other duties as appropriate. Proficiency with basic software (Excel, Word, PowerPoint) required. Ideal candidate will be a team player with a positive attitude. We offer an excellent benefits package in a challenging and rewarding environment.

ACCOUNTING MANAGER

General

The Accounting Manager is responsible for supervising the daily operations of the Accounting group. This includes maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position will be responsible for ensuring that work is properly allocated and completed in a timely and accurate manner in order to meet tight deadlines. The Accounting manager will participate in a variety of accounting activities including compliance requirements, IFRS reporting, general ledger preparation, financial reporting, external audit preparation, rate case support, and the support of budget and forecast activities. The Accounting Manager is accountable to the Controller for the coordination of day-to-day department work duties: the accuracy of staff work, the resolution of operating problems, and the incorporation appropriate Accounting practices into daily processing.

Responsibilities & Duties

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Ensure the accurate and timely processing of positive pay transactions.
- Supports budget and forecasting activities.
- Collaborates with the other WETT employees to support overall goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the General Manager, Controller, and other WETT managers regarding financial results, special reporting requests and the like.
- Work with the Controller to ensure a clean and timely year-end audit.
- Supervise the general ledger closing process to ensure all financial reporting deadlines are met. This includes managing the preparation and posting of journal entries and managing Account reconciliations.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Work with each direct report to establish goals and objectives for each year and monitor and provide status updates on the progress to enhance the professional development of staff.
- Support Controller with special projects and workflow process improvements.
- Support the maintenance of internal controls
- Coordinates and facilitates the process of documenting accounting policies and procedures.

- Work with the Controller to have an intimate knowledge of day-to-day banking, plus where the company stands from a financial point of view at any point in time.
- General staff duties.
- Protects organization's value by keeping information confidential.

Minimum Requirements

- BA/ BS in Business, majoring in Accounting or Finance
- CPA Preferred
- Four to seven years prior supervisory experience in the financial reporting/ general ledger area
- Must be proficient in computer skills (Microsoft Excel, Word) and able to thrive in a fast-paced setting. Experience with Oracle e-Business Suite or other large automated accounting system a plus.
- Must possess strong verbal and written communication skills; strong interpersonal and supervisory skills.
- Must have ability to multi-task, work well under pressure, and meet deadlines.
- Demonstrate willingness to take on new challenges with a positive attitude.
- Ability to lead others and interface positively with other departments.
- Attention to Detail is critical.

ACCOUNTANT, SUPERVISOR

Description:

The Accounting Supervisor is responsible for supervising AP and the project/asset areas of accounting (Projects, Fixed Assets, Work Management, Inventory). This includes maintaining accounting principles, practices and procedures to ensure accurate and timely reports. This position will be responsible for ensuring that work is properly allocated, reviewed, and completed in a timely and accurate manner. The Accounting Supervisor will participate in a variety of accounting activities including compliance requirements, IFRS reporting, general ledger preparation, account reconciliations, financial reporting, external audit preparation, rate case support, and maintaining strong internal controls.

Responsibilities & Duties

- Ensure an accurate and timely monthly, quarterly and year end close with properly completed checklists.
- Provide accurate project and fixed asset records to comply with FERC requirements.
- Ensure monthly reconciliations are reviewed and completed on time.
- Ensure the timely reporting of all monthly financial information.
- Ensure project and work management sub-ledger reporting and reconciliations are completed timely.
- Collaborates with the other WETT employees to support overall goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the General Manager, Controller, and other WETT managers regarding financial data.
- Work with the Controller to ensure a clean and timely year-end audit.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Work with each direct report to establish goals and objectives for each year and monitor and provide status updates on the progress to enhance the professional development of staff.
- Support Controller with special projects and workflow process improvements.
- Support the maintenance of internal controls
- Coordinates and facilitates the process of documenting accounting policies and procedures.
- General staff duties.
- Protects organization's value by keeping information confidential.

Candidate Profile:

- BA/ BS in Business, majoring in Accounting or Finance

- CPA preferred
- Utility accounting experience preferred
- Four years experience in the financial accounting including projects and fixed assets.
- Must be proficient in computer skills (Microsoft Excel, Word) and able to thrive in a fast-paced setting. Experience with Oracle e-Business Suite or other large automated accounting system a plus.
- Must possess strong verbal and written communication skills; strong interpersonal and supervisory skills.
- Must have ability to multi-task, work well under pressure, and meet deadlines.
- Demonstrate willingness to take on new challenges with a positive attitude.
- Ability to lead others and interface positively with other departments.
- Attention to Detail is critical.

FINANCIAL ANALYST

Description:

The Senior Financial Analyst is responsible for budget development, financial forecasting, and management reporting including metrics. The position is responsible for cash management, debt accounting, and compliance with credit agreements. Financial modeling including development and scenario analysis will be used to evaluate and articulate financial impacts.

Responsibilities & Duties

- Assist in development of the annual business plan
- Oversee and manage the continued development of budgeting, financial Forecasting, and modeling tools
- Assist in the review of quarterly report to partners
- Monthly forecast of project costs, financing needs, and cash requirements
- Monthly reporting of actual to budget/forecast including analysis of variances
- Analyze current and past trends in key performance indicators, highlighting trends and analyzing causes of unexpected variance
- Ad-Hoc Reporting and Analysis
- Develop financial models and analyses to support strategic initiatives
- Monitor debt compliance of the Company's project financing agreements
- Monthly accounting for debt including interest, financing fees, amortization, and reconciliation
- Assist in the preparation and review of monthly management reports including financial highlights, variance analysis and yearly financial forecasts

Candidate Profile:

- BA/ BS in Business, majoring in Accounting or Finance
- CPA preferred
- Four to seven years experience in the financial analysis and reporting
- Experience with Oracle e-Business Suite or other large automated accounting system a plus.
- Solid analytical and organizational abilities; resourceful and shows initiative
- Advanced knowledge of Microsoft Excel using financial models
- Must possess strong verbal and written communication skills; strong interpersonal and supervisory skills.
- Must have ability to multi-task, work well under pressure, and meet deadlines.
- Demonstrate willingness to take on new challenges with a positive attitude.
- Attention to Detail is critical.

QUESTION LK 4-6:

Refer to page 3 of the Highly Sensitive Confidential Workpapers of Dr. Fairchild and the incentive plan expense included in the Company's proposed O&M and A&G expenses:

- a. Please provide the workpapers showing the assumptions and computations of the incentive expenses.
- b. Please provide a description and a copy of the plan documents for each incentive plan.
- c. Identify which employees are eligible for which incentives under each incentive plan.

RESPONSE:

a. The assumptions and computations of the incentive expenses included in Account 926-Employee Pensions & Benefits are contained in the attached Excel worksheet labeled "Response to Cities LK 4-6," which is attached as a highly sensitive confidential document. The details of WETT's short-term incentive plan are included in the tab labeled "STIP" and those of its long-term incentive plan are included in the tabs labeled "LTIP" and "LTIP Matrix."

Please note that due to the inadvertent omission of an employee from the requested total in WETT's Application, the monthly amount shown in the "STIP" tab of the attached of \$37,355 is \$1,376 more than that \$35,979 included in WETT's requested Account 926 total of \$1,473,151. Similarly, the monthly amount shown on the "LTIP" tab of the attached highly sensitive confidential Excel spreadsheet of \$33,396 is \$2,595 more than the \$32,177 included in WETT's requested Account 926 total of \$1,473,151.

b. Both short- and long-term incentive plans are necessary to attract and retain qualified candidates, as is standard utility practice. Incentive pay is particularly necessary for a small start-up such as WETT, since qualified candidates may consider it riskier to work for a small, new company rather than a large, established company. Since incentive plans are necessary, WETT designed its incentive plans to encourage the effective achievement of project and operational goals.

Under WETT's short-term incentive plan ("STIP"), an employee may receive an annual incentive bonus up to a pre-established percentage of his/her salary. The base percentage varies among employees and is a negotiated factor generally determined at the time of employment. See the tab labeled "STIP" in the attached document entitled "Response to Cities LK 4-6" for the percentage and amount applicable to various employees. This incentive plan is evaluated at the beginning of each year based on the year-end achievement of a combination of company and personal goals set at the beginning of the previous year. These goals include, among other things, safety and budget control effectiveness. Attached are two highly sensitive confidential documents setting forth the metrics and calculations for WETT's 2011 STIP.

Employees participating in WETT's long-term incentive plan ("LTIP," also called the Project Success Bonus or "PSB") earn an incentive bonus when certain milestones are achieved. The incentive amounts are accrued but not paid until the completion of the project. The total amount of this potential long-term incentive earned at each milestone varies among employees depending upon negotiated amounts and their area of specialization. The total amount of LTIP by employee is shown in the tab labeled "LTIP" in the attached document entitled "Response to Cities LK 4-6," and the milestone matrix is shown on the tab labeled "LTIP Matrix." Because WETT is currently in the construction phase, its long-term incentive plan is based on construction and project completion milestones; when WETT becomes operational, similar long-term incentives are expected to be offered to employees based on operating performance benchmarks. The plan documents are the LTIP Matrix and individual employment letters that specify the milestones and percentages for that employee. Employment letters are attached as highly sensitive confidential documents; employee names and addresses have been redacted for privacy reasons.

c. The requested information is contained in the attached, highly sensitive confidential Excel worksheet labeled "Response to Cities LK 4-6."

Co-Preparers and Co-Sponsors:

Wayne Morton	Title: General Manager, Wind Energy Transmission Texas LLC
Bruce Fairchild	Title: Principal, Financial Concepts and Applications, Inc.

NON-VOLUMINOUS HIGHLY SENSITIVE CONFIDENTIAL INDEX

ITEM NO.	TITLE/DESCRIPTION	DATE	NO. OF PAGES
1	WETT's Short Term Incentive Plan – (STIP), WETT's Long Term Incentive Plan – (LTIP), WETT's Long Term Incentive Plan Matrix [Responsive to 4-6(a, b, c)]	6/12	3
2	WETT 2011 KPI Analysis [Responsive to 4-6(b)]	2011	1
3	WETT 2012 Metrics [Responsive to 4-6(b)]	2012	24
4	Substation Project Manager Employment Letter [Responsive to 4-6(b)]	1/20/10	4
5	Regulatory Affairs Manager Employment Letter [Responsive to 4-6(b)]	1/12/11	4
6	Real Estate Manager Employment Letter [Responsive to 4-6(b)]	9/14/10	4
7	Accountant Employment Letter [Responsive to 4-6(b)]	9/30/10	3
8	Planning and Operations Manager Employment Letter [Responsive to 4-6(b)]	12/5/11	5
9	Project Manager Employment Letter [Responsive to 4-6(b)]	10/11/10	4
10	Controller Employment Letter [Responsive to 4-6(b)]	1/27/10	4
11	Office Manager Employment Letter [Responsive to 4-6(b)]	5/28/10	5
12	Program Director Employment Letter [Responsive to 4-6(b)]	6/6/11	4
13	Project Manager Employment Letter [Responsive to 4-6(b)]	7/14/12	4
14	Manager of Contracts Employment Letter [Responsive to 4-6(b)]	6/5/11	4
15	Assistant Project Manager Employment Letter [Responsive to 4-6(b)]	8/4/10	4
16	General Manager Employment Letter [Responsive to 4-6(b)]	9/27/10	5
17	Health, Safety, Security, and Environmental Manager Employment Letter [Responsive to 4-6(b)]	8/11/11	5