

Jeffery C. Allen
Chair
Idaho

Ed Schriever
Idaho

Doug Grob
Montana

Mike Milburn
Montana



Northwest **Power** and **Conservation** Council

KC Golden
Vice Chair
Washington

Thomas L (Les) Purce
Washington

Ginny Burdick
Oregon

Louie Pitt, Jr.
Oregon

September 4, 2024

DECISION MEMORANDUM

TO: Council Members

FROM: Jennifer Light
Director of Power Planning

SUBJECT: Power Division Advisory Committee Minutes Support

PROPOSED ACTION: Staff recommends authorization to continue to contract with Amy Milshtein in an amount not to exceed \$54,600 for advisory committee minutes support throughout the fiscal year 2025.

SIGNIFICANCE: The Power Division has eight different advisory committees it uses to vet and inform staff analysis and recommendations around power planning. As the Council prepares for the ninth power, staff plans to convene all eight of these advisory committees for multiple meetings throughout FY 2025. The Federal Advisory Committee Act requires that the Council produce “minutes” of Advisory Committee meetings, or a summary of the items discussed at each committee meeting, and the recommendations made by the committee. Staff recommends continuing to contract with Ms. Milshtein for minutes support, which will ensure each meeting is appropriately documented.

BUDGETARY/ECONOMIC IMPACTS

For fiscal year 2025, staff recommends authorization to contract with Ms. Milshtein in an amount not to exceed \$54,600. This support was included in the Council’s budget for FY 2025.

BACKGROUND

The Power Division uses its advisory committees to inform and vet staff analysis and recommendations throughout power plan development. In FY 2025, the division will be preparing for the ninth plan. This includes building out data sets on loads and resources, developing modeling tools and frameworks to ensure appropriate modeling of the power system and resources, and starting to analyze power system needs and early scenario modeling for the ninth plan. To support these activities, staff are planning over 180 hours of advisory committee meeting time to share analysis and solicit feedback. This assumes multiple meetings for each committee. This is an increase in advisory committee time, commensurate with the important work taking place in FY 2025 relative to the ninth plan development.

Staff has contracted with Ms. Milshtein since 2015 for advisory committee meeting support. Ms. Milshtein has developed a solid understanding of our minute needs and familiarity with the work. Over the course of this time, the Council has released multiple request for proposals (RFP) for minutes services to identify other potential contractors that might also provide this support, and Ms. Milstein has repeatedly provided the best proposal to meet the division's needs. Staff last issued an RFP for these services for FY22. These processes have resulted in few to no responses (besides that of Ms. Milshtein), and Ms. Milstein's responses have continually best fit the needs of the division. Staff recommends continuing to contract with Ms. Milstein for FY 2025, as her existing familiarity with the Council's work will benefit the division in preparing these summaries during this important time.

ALTERNATIVES

The Council could proceed without this added contract support. This would require more staff time to capture the meeting discussion and recommendations, diverting away from other priority tasks. Staff does not recommend this alternative.

Alternatively, the Council could ask staff to issue an RFP to identify alternative contractors before proceeding. This would require staff resources and delay our ability to secure minutes services for the start of FY 2025. Based on historic experience, staff is not confident that this time would add value by identifying better alternatives. Staff believes that it is appropriate and important to ensure it is being open in its contract solicitation and would recommend doing another RFP for minutes services after completion of the power plan.