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# Northwest Power and Conservation Council

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September 3, 2025

## 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 \$30,900 for advisory committee minutes support throughout the fiscal year 2026.

**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 continues to develop the Ninth Power Plan, staff plans to convene many of these advisory committees in FY26. 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 2026, staff recommends authorization to contract with Ms. Milshtein in an amount not to exceed \$30,900. This support was included in the Council’s budget for FY26.

## BACKGROUND

The Power Division uses its advisory committees to inform and vet staff analysis and recommendations throughout power plan development. In FY26, the division will be working

towards a draft Ninth Power Plan. This includes conducting scenario modeling, reviewing modeling results, considering other analysis outside of modeling to inform long-term planning, and ultimately developing a suite of recommendations. To support these activities, staff are planning around 100 hours of advisory committee meeting time to share analysis and solicit feedback from regional experts.

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 FY26, 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 FY26. 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.