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Chair
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Joan M. Dukes
Vice-Chair
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Melinda S. Eden
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Bruce A. Measure
Montana

Rhonda Whiting
Montana

April 17, 2007

DECISION MEMORANDUM

TO: Council Members

FROM: Jeff King

SUBJECT: Approval of Northwest Wind Integration Forum Advisory Committee Charter and Steering Committee Membership

PROPOSED ACTION: Authorize the creation of, and approve a charter for a Northwest Wind Integration Forum (Forum). Appoint members of the Forum Steering Committee.

SIGNIFICANCE: Timely and successful implementation of the actions called for in the *Northwest Wind Integration Action Plan (NWIAP)* will call for considerable regional collaboration and coordination over the next several years. Recognizing the timeliness and importance of this work, the *NWIAP* calls on the Council, working with the Bonneville Power Administration (Bonneville) and other interested organizations to establish a Northwest Wind Integration Forum, consisting of a Steering Committee and a Technical Work Group. The Forum will monitor, facilitate and review implementation of the actions called for in the *NWIAP*.

BUDGETARY/ECONOMIC IMPACTS: Routine annual costs to the Council are estimated to be \$15,000 plus one professional and one clerical staff-month for making arrangements for meetings, solving logistical problems, and providing clerical services. This cost estimate includes travel reimbursement for public members of the Steering Committee to attend biennial meetings of the Steering Committee. Additional staff time may be required to support technical analysis. Technical Work Group participation will be voluntary and supported by participating organizations. From time to time the Forum may choose to undertake tasks on its own requiring joint funding from Forum participants. The Council may choose to participate in the funding of these tasks.

BACKGROUND: The *NWIAP*, released in March 2007 contains findings regarding the ability of the Northwest to accommodate future wind power development. The *NWIAP* identifies issues needing to be resolved for wind power to achieve its full potential in the Northwest and recommends 16 actions intended to help resolve these issues. Among these are actions addressing the limited market for control area services; transmission marketing, planning and

expansion; and wind integration and transmission cost recovery. Other actions address wind resource data needs, the capacity value of wind power and maximizing the value of wind resource development over the long-term. A final action calls on the Council, working with Bonneville and other interested organizations to establish a Northwest Wind Integration Forum to monitor, facilitate and review implementation of the actions called for in the *NWIAP*. These actions comprise the wind confirmation plan called for in Action GEN-8A of the *Fifth Northwest Electric Power and Conservation Power Plan*.

The *NWIAP* was prepared and adopted by an ad-hoc Policy Steering Committee organized and co-chaired by Bonneville and the Council. Steering Committee membership includes representatives of investor-owned and publicly-owned utilities, wind developers, state regulatory agencies, environmental groups and wind advocacy organizations. The Steering Committee was assisted by a Technical Work Group and subgroups focusing on specific issues.

ANALYSIS: Council staff proposes to establish the Forum as a Council Advisory Committee. Other Council advisory committees, such as the Independent Economic Analysis Board and the Regional Technical Forum have proved to be an effective approach to securing information and opinion on a range of topics, to provide regional forums for discussion, review and dissemination of information, and to fund jointly and conduct research. The Advisory Committee format should be ideal for accomplishing the objectives of the *NWIAP*.

ALTERNATIVES: The Forum could continue as an ad-hoc organization. As such, however, it would have no contact point or staff and facilities support that the Council can provide. As an Advisory Committee, the Forum will also benefit from the Council's independent third party status in power affairs.

Not forming a Northwest Wind Integration Forum is unwise because of the importance of implementing and completing the actions called for in the *NWIAP* in a timely manner.

ATTACHMENTS: Charter of the Northwest Wind Integration Forum and proposed Steering Committee membership. The charter was prepared in accordance with the Federal Advisory Committee Act.

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PACIFIC NORTHWEST ELECTRIC POWER AND CONSERVATION PLANNING COUNCIL

CHARTER OF THE NORTHWEST WIND INTEGRATION FORUM

1. **Official Designation:** This advisory committee will be known as the Northwest Wind Integration Forum (Forum).
2. **Background:** The *Northwest Wind Integration Action Plan (NWIAP)*, released in March 2007 contains findings regarding the ability of the Northwest to accommodate future wind power development. The *NWIAP* identifies issues needing to be resolved for wind power to achieve its full potential in the Northwest and recommends 16 actions intended to help resolve these issues. Among these are actions addressing the limited market for control area services; transmission marketing, planning and expansion; and wind integration and transmission cost recovery. Other actions address wind resource data needs, the capacity value of wind power and maximizing the value of wind resource development over the long-term. These actions comprise the wind confirmation plan called for in Action GEN-8A of the *Fifth Northwest Electric Power and Conservation Power Plan*.

The *NWIAP* was prepared and adopted by an ad-hoc Policy Steering Committee organized and co-chaired by the Bonneville Power Administration (Bonneville) and the Northwest Power and Conservation Council (Council). Steering Committee membership includes representatives of investor-owned and publicly-owned utilities, wind developers, state regulatory agencies, environmental groups and wind advocacy organizations. The Steering Committee was assisted by a Technical Work Group and subgroups focusing on specific issues.

Timely and successful implementation of the actions called for in the *NWIAP* will call for considerable work over the next several years, much of it requiring regional collaboration and coordination. Recognizing the timeliness and importance of this work, the *NWIAP* calls on the Council, working with Bonneville and other interested organizations to establish a Forum to monitor, facilitate and review implementation of the actions called for in the *NWIAP*.

The Forum will be established as part of a network of advisory committees satisfying the Council's obligation under the Regional Act to establish a Scientific and Statistical Advisory

Committee. 16 U.S.C. § 839b(c)(11). Under section 4(a)(4) of the Act, the terms of the Federal Advisory Committee Act, 5 U.S.C. Appendix I, sections 1-14, apply “to the extent appropriate” to the Council's advisory committees. 16 U.S.C. § 839b(a)(4).

3. Objectives and Scope of Activity: The Forum will monitor, facilitate and review implementation of the actions called for in the *NWIAP*. Activities of the Forum will include:
 - (A) Monitoring and facilitating as necessary the accomplishment of the actions set forth in the *NWIAP*. Where desirable, the Forum may choose to undertake actions on its own, funded as necessary through voluntary contributions from participating organizations and others.
 - (B) Reviewing and publishing data, analysis, findings and recommendations resulting from implementation and completion of *NWIAP* actions.
 - (C) Serving as a regional forum for the discussion, evaluation and exchange of information concerning the integration of wind power into the power system.
4. Official to Whom the Advisory Committee Reports: The Forum will report to the Chair of the Council.
5. Organization and Appointment of Members: The Forum will consist of a Steering Committee and a Technical Work Group. The Council, through its Director of Power Planning, in consultation with the Senior Resource Analyst and with notice to the Power Committee, will appoint members to the Steering Committee, which will oversee the work of the Forum. The Technical Work Group, which shall be approved by the Steering Committee in consultation with the Council's Senior Resource Analyst, will be comprised of volunteer technical staff from utilities, regulatory agencies, public interest organizations, the Council, Bonneville, and others. It will provide necessary analytical support to the Steering Committee and other organizations charged with implementing *NWIAP* actions. The Steering Committee, in consultation with the Council's Senior Resource Analyst, will appoint subgroups from the Technical Work Group pool to address discrete issues raised by the *NWIAP*. Initially, the Council will appoint the current members of the *NWIAP* Policy Steering Committee to the Steering Committee. The Council may change the composition of the Steering Committee over time, observing; however, the diversity requirements of the Federal Advisory Committee Act.
6. Authority of the Advisory Committee: The Forum will serve in an advisory capacity only. This charter provides no authorization for the Steering Committee or its members, nor the Technical Work Group or its members to make statements or commitments on behalf of the Council. Committee members and Technical Work Group members (other than Council participants) will not be considered to be members of the Council staff.
7. Estimated Annual Operating Costs in Dollars and Person-Years: Routine annual costs to the Council are estimated to be \$15,000 plus one professional and one clerical staff-month for making arrangements for meetings, solving logistical problems, and providing clerical services. Additional staff time may be required to support technical analysis. From time to

time the Forum may choose to undertake tasks on its own requiring joint funding from Forum participants. The Council may choose to participate in the funding of these tasks.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Forum will be the Director of the Council's Division of Power Planning. The Management Officer will designate members of the Council's staff to coordinate and attend meetings of the Forum.
9. Chair:
 - (A) The Chair of the Forum will be elected by the Steering Committee of the Forum.
 - (B) The Chair may be called upon to report to the Chair of the Council on appropriate matters, including the Advisory Committee's progress on the tasks described in Part 3 of this Charter.
 - (C) The duties of the Chair will include presiding over meetings of the Steering Committee of the Forum, ensuring that detailed minutes of such meetings are prepared and submitted to the Executive Director of the Council in a timely manner, and maintaining communication between the Committee and the Council.
 - (D) The Chair will certify detailed minutes of meetings of the Forum Steering Committee. The minutes should include a complete and accurate description of matters discussed, conclusions reached, actions taken, persons invited to meet with the Committee, and persons in attendance. The minutes also will include copies of reports received, issued or approved by the Committee. Minutes of meetings will be prepared and released within ten days of the meeting, unless an extension is granted by the Management Officer. The Management Officer will distribute copies of the minutes to members of the Committee and the other interested persons.
 - (E) The Chair of the Forum, with the concurrence of the Steering Committee in consultation with the Council's Senior Resource analyst will form a Technical Work Group to undertake particular aspects of the Committee's work as described in Part 2, above. Methods for organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. The work of the Council staff for the Committee will include making arrangements for Committee meetings, solving logistical problems, and providing clerical services. Council staff may also contribute to the technical analyses undertaken by the Technical Work Group.
10. Vice-Chair: A Vice-Chair may be appointed by the Steering Committee of the Forum. The Vice-Chair will perform the duties of the Chair in the absence of the Chair, and such other duties as the Chair may assign.
11. Rules: The advisory committee rules approved and adopted by the Council on March 17, 1982, as amended from time to time, will apply to the Forum.

12. Estimated Frequency of Committee Meetings: The Chair of the Forum, after consultation with the Management Officer, or his designee, will call meetings as necessary. The normal frequency of Steering Committee meetings will be semiannual. All meetings will be open to the public, unless closed pursuant to 5 U.S.C. § 552b(c). Timely notice of meetings, including agendas, will be made. Interested persons may attend Committee meetings and appear before or file statements with the Committee, subject to such reasonable rules as the Committee may prescribe.
13. Reimbursement of Expenses: The Council will reimburse public members of the Steering Committee of the Forum for travel, including per diem in lieu of subsistence in accordance with the Council's travel regulations for contractors and advisory committee members, for the purpose of attending Committee meetings as authorized by 5 U.S.C. § 5703. The Executive Director of the Council shall determine which members of the Steering Committee are public members. It is expected that participating organizations will cover the costs of their Technical Work Group members. From time to time the Forum may choose to engage technical experts for presentations, consultation or analysis requiring joint funding from Forum participants. The Council may choose to participate in the funding of these activities.
14. Duration: The Forum will terminate two years from the filing date of this Charter, unless renewed in accordance with the Federal Advisory Committee Act. All Members of the Steering Committee serve at the pleasure of the Council.

This Charter for the Northwest Wind Integration Forum was approved and adopted at a duly called meeting of the Pacific Northwest Power and Conservation Planning Council, April 17-18, 2007 at Libby, Montana.

PACIFIC NORTHWEST ELECTRIC POWER
AND CONSERVATION PLANNING COUNCIL

By: _____
Tom Karier, Chair

Date Filed: _____