

Bill Bradbury
Chair
Oregon

Henry Lorenzen
Oregon

W. Bill Booth
Idaho

James A. Yost
Idaho



Northwest Power and Conservation Council

Jennifer Anders
Vice Chair
Montana

Pat Smith
Montana

Tom Karier
Washington

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Washington

February 4, 2014

MEMORANDUM

TO: Power Committee

FROM: Charlie Black, Power Planning Power Division Director

SUBJECT: Renewal of Charters for the Conservation Resources Advisory Committee, Generating Resources Advisory Committee, System Analysis Advisory Committee, and Demand Forecasting Advisory Committee

Next month, at the March Council meeting, staff will ask the Council to authorize the renewal of the following advisory committee charters which expire April 11, 2014:

- Conservation Resources Advisory Committee (CRAC)
- Demand Forecasting Advisory Committee (DFAC)
- Generating Resources Advisory Committee (GRAC)
- System Analysis Advisory Committee (SAAC)

Drafts of the proposed charters are attached for your consideration. The language of the proposed charters remains largely the same as the expiring charters. Any substantive changes, including any updated estimates for operating costs and staff time, have been highlighted. A provision has been added to all the charters allowing organizations to select a replacement member in the event the person originally selected changes employment or is otherwise unable to continue participation through the end of the two-year membership cycle. Lastly, language has been added to clarify that meetings will accommodate participation by phone or by webinar; but, in the event a member is unable to attend electronically or in person, the member can designate someone else from his/her organization to participate in his/her place.

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CHARTER OF THE CONSERVATION RESOURCES ADVISORY COMMITTEE

1. **Official Designation:** This advisory committee will be known as the Northwest Power and Conservation Council's Conservation Resources Advisory Committee.
2. **Background:** The Pacific Northwest Electric Power Planning and Conservation Act, P.L. 96-501, 16 U.S.C. §839 et seq. (Act), in Section 4(e)(3)(D), requires the Pacific Northwest Electric Power and Conservation Planning Council (Council) to prepare and adopt a regional conservation and electric power plan that gives priority to resources that the Council determines to be cost-effective. To determine the cost-effectiveness of new resources, it is necessary to estimate the performance, cost and availability of new resources potentially available to the region. The Conservation Resources Advisory Committee will assist in the development of reasonable estimates of the performance, cost and availability of new conservation resources and improvements to the efficiency of the electric power system.

In order to facilitate the development of those resources that the Council determines to be desirable components of the region's future resource mix, the Council must also understand barriers that may exist to the development of these resources, and policies and actions that might be implemented to resolve these barriers. Such policies and actions constitute the research and development element of the power plan called for in the Act. The Conservation Resources Advisory Committee will assist the Council in the identification of barriers to the development of resources and policies and actions to address these barriers.

This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. Section 4(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.

3. **Objectives and Scope of Activity:** The Conservation Resources Advisory Committee will advise the Council during the update and implementation of the regional Power Plan by:

- (A) Assisting the Council in identifying technical, cost, environmental, institutional and other barriers to the development of conservation resources.
 - (B) Assisting the Council in developing policies and actions to resolve barriers to the development of conservation resources.
 - (C) Assisting the Council by providing feedback and suggestions for improving the effectiveness of the conservation and direct application renewable resource development programs and activities in the region.
 - (D) Assisting the Council in assessing: 1) the current performance, cost and availability of conservation resources; 2) technology development trends; and 3) the effect of these trends on the future performance, cost and availability of conservation resources.
 - (E) Assisting the Council in implementing elements of the Sixth Plan conservation action plan.
 - (F) Assisting the Council in development of the Seventh Plan's assessment of regional conservation potential
 - (G) Assisting the Council in development of the Seventh Plan's conservation action plan
4. Official to Whom the Advisory Committee Reports: The Conservation Resources Advisory Committee will report to the Council's Executive Director.
 5. Authority of the Advisory Committee: The Conservation Resources Advisory Committee will serve in an advisory capacity only. Neither the Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff members of the Committee are not Council employees.
 6. Estimated Annual Operating Costs in Dollars and Person-Days: Five-thousand dollars (\$5,000) per year for travel, teleconference and video conference meetings support; eight thousand dollars (\$8,000) per year contracted services for minutes; and thirty staff days to organize and attend committee meetings.
 7. Advisory Committee Members: Every two years, the chair of the advisory committee, in consultation with the Director of the Power Planning Division, will solicit technical experts to participate on the advisory committee from a wide range of regional stakeholders. The Council's Executive Director shall approve the participants and, in doing so, shall ensure that membership of the advisory committee is fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee. Committee members shall be selected based primarily on their technical and policy expertise and experience. Members may include representatives of public and investor-owned utilities,

Bonneville, the Energy Trust of Oregon, state energy offices, non-utility program implementers, state utility regulators, trade associations, energy efficiency industry firms, public interest groups, and the general public. All Committee members serve at the pleasure of the Council.

If a member is unable to complete the two year term, the organization the member is affiliated with may designate another person to serve for the remainder of the original member's term. All replacement members must be approved by the Executive Director of the Council. The Executive Director shall be responsible for ensuring Council members are timely notified of any such replacement members.

If a member is unable to attend a particular committee meeting, that member may designate another person from his/her organization to attend in his/her place. Members may also participate in committee meetings electronically via webinar or telephone.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Conservation Resources Advisory Committee will be the Director of the Council's Power Planning Division.
9. Chair:
 - (A) The Chair of the Conservation Resources Advisory Committee will be selected by the Executive Director of the Council.
 - (B) The Chair may be called upon to report to the Executive Director 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 Conservation Resources Advisory Committee meetings, setting agendas for such meetings, 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's staff.
 - (D) The Chair will certify detailed minutes of meetings of the Conservation Resources Advisory 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 **thirty** days of the meeting, unless the Management Officer grants an extension. The Chair will distribute copies of the minutes to members of the Committee and other interested persons.
 - (E) Subcommittees or small workgroups of the Conservation Resources Advisory Committee may be established by the Chair of the Committee to undertake particular aspects of the Committee's work. Methods for

organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. Council staff will make arrangements for Committee meetings and provide general support services.

10. Vice-Chair:

- (A) The Vice-Chair of the Conservation Resources Advisory Committee will be selected by the Executive Director of the Council.
- (B) The Vice-Chair will perform the duties of the Chair of the Committee in the absence of the Chair, and such other duties as the Chair of the Committee 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 Conservation Resources Advisory Committee to the extent such matters are not covered in this Charter.

12. Estimated Frequency of Committee Meetings: The Chair of the Conservation Resources Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. It is estimated that eight committee meetings over two years will be held. Additional subcommittee meetings may also be held. 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 pursuant to the Council's advisory committee rules and subject to such other rules as the Council may prescribe.

13. Reimbursement of Expenses: The Council will reimburse public members of the Conservation Resources Advisory Committee 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 shall determine who public members are.

14. Duration: The Conservation Resources Advisory Committee will terminate two years from the date this Charter is adopted, unless renewed in accordance with the Federal Advisory Committee Act.

This Charter for the Conservation Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, March 11-12 in Portland, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Bill Bradbury, Chair

Date Filed: _____

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CHARTER OF THE DEMAND FORECASTING ADVISORY COMMITTEE

1. **Official Designation:** This advisory committee will be known as the Northwest Power and Conservation Council's Demand Forecasting Advisory Committee.
2. **Background:** The Pacific Northwest Electric Power Planning and Conservation Act, P.L. 96-501, 16 U.S.C. §839 et seq. (Act), in section 4(e)(3)(D), requires the Pacific Northwest Electric Power and Conservation Planning Council (Council) to develop "a regional conservation and electric power plan." The plan is to include a twenty-year forecast of electricity demand and a resource plan for the development of conservation and generation to meet the demand at the lowest cost, consistent with adequate and reliable electricity service. The Demand Forecasting Advisory Committee will assist the Council in its development of the Northwest Conservation and Electric Power Plan (power plan) by advising on important assumptions and analyses regarding the future demand for electricity in the region.

This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. Section 4(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.

3. **Objectives and Scope of Activity:** The Demand Forecasting Advisory Committee will advise the Council during the development of its power plan by:
 - (A) Assisting the Council in identifying significant changes in electricity markets and their implications for future electricity demand and price;
 - (B) Assisting the Council in evaluating analytical tools and assumptions, and advising on the most appropriate study designs;
 - (C) Helping to identify sources of information and data about electricity demand and its determinants; and
 - (D) Assisting in the review and interpretation of demand forecast results.

4. Official to Whom the Advisory Committee Reports: The Demand Forecasting Advisory Committee will report to the Council's Executive Director.
5. Authority of the Advisory Committee: The Demand Forecasting Advisory Committee will serve in an advisory capacity only. Neither the Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff committee members are not Council employees.
6. Estimated Annual Operating Costs in Dollars and Staff Time: Eight thousand dollars (\$8,000) plus one month of staff time.
7. Advisory Committee Members: Every two years, the chair of the advisory committee, in consultation with the Director of the Power Planning Division will solicit technical experts to participate on the advisory committee from a wide range of regional stakeholders. The Council's Executive Director shall approve the participants and, in doing so, shall ensure that membership of the advisory committee is fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee.

Committee members shall be selected based primarily on their technical expertise and experience. Members may include electric and gas public and private utilities, experts in the regional economy, state energy offices, Bonneville, the Energy Trust of Oregon, non-utility program implementers, state utility regulators, trade associations, energy efficiency industry firms, public interest groups, and the general public. All committee members serve at the pleasure of the Council.

If a member is unable to complete the two year term, the organization the member is affiliated with may designate another person to serve for the remainder of the original member's term. All replacement members must be approved by the Executive Director of the Council. The Executive Director shall be responsible for ensuring Council members are timely notified of any such replacement members.

If a member is unable to attend a particular committee meeting, that member may designate another person from his/her organization to attend in his/her place. Members may also participate in committee meetings electronically via webinar or telephone.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Demand Forecasting Advisory Committee will be the Director of the Council's Power Planning Division.
9. Chair:
 - (A) The Chair of the Demand Forecasting Advisory Committee will be selected by the Executive Director of the Council.
 - (B) The Chair may be called upon to report to the Executive Director 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 Demand Forecasting Advisory Committee meetings, setting agendas for such meetings, 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's staff.
 - (D) The Chair will certify detailed minutes of meetings of the Demand Forecasting Advisory 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 the Management Officer grants an extension. The Chair will distribute copies of the minutes to members of the Committee and other interested persons.
 - (E) Subcommittees or small workgroups of the Demand Forecasting Advisory Committee may be established by the Chair of the Committee to undertake particular aspects of the Committee's work. Methods for organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. Council staff will make arrangements for Committee meetings and provide general support services.
10. Vice-Chair: A Vice-Chair of the Demand Forecasting Advisory Committee may be appointed from Council staff by the Council's Executive Director. The Vice-Chair will perform the duties of the Chair of the Committee in the absence of the Chair, and such other duties as the Chair of the Committee 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 Demand Forecasting Advisory Committee to the extent such matters are not covered in this Charter.
 12. Estimated Frequency of Committee Meetings: The Chair of the Demand Forecasting Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. 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 pursuant to the Council's advisory committee rules and subject to such other rules as the Council may prescribe.
 13. Reimbursement of Expenses: The Council will reimburse public members of the Demand Forecasting Advisory Committee 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 shall determine who public members are.

14. Duration: The Demand Forecasting Advisory Committee will terminate two years from the date this Charter is adopted, unless renewed in accordance with the Federal Advisory Committee Act.

This Charter for the Demand Forecasting Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, March 11-12 in Portland, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Bill Bradbury, Chair

Date Filed: _____

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CHARTER OF THE GENERATING RESOURCES ADVISORY COMMITTEE

1. **Official Designation:** This advisory committee will be known as the Northwest Power and Conservation Council's Generating Resources Advisory Committee.
2. **Background:** The Pacific Northwest Electric Power Planning and Conservation Act, P.L. 96-501, 16 U.S.C. §839 *et seq.* (Act), in Section 4(e)(3)(D), requires the Pacific Northwest Electric Power and Conservation Planning Council (Council) to develop "a regional conservation and electric power plan." The plan is to include a twenty year forecast of electricity demand and a resource plan for the development of conservation and generation to meet the demand at the lowest cost consistent with adequate and reliable electricity service. The Generating Resources Advisory Committee will assist the Council in its development and implementation of the Northwest Conservation and Electric Power Plan (power plan) by advising on data, assumptions and analyses regarding generating resources.

This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. Section 4(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.

3. **Objectives and Scope of Activity:** The Generating Resources Advisory Committee will advise the Council regarding generating resource and technology alternatives having significance to the development and implementation of the power plan. Activities of the Committee will include:
 - (A) Assisting in the identification of generating resources and technology alternatives having significance to the power plan and its implementation.
 - (B) Assisting in the identification of sources of technical, cost, environmental and other important information concerning significant generating resources and technology alternatives.
 - (C) Reviewing the information and assumptions concerning generating resources and technology alternatives.
 - (D) Reviewing and interpreting the analyses concerning generating resources and technology alternatives undertaken for development of the power plan.

4. Official to Whom the Advisory Committee Reports: The Generating Resources Advisory Committee will report to the Council's Executive Director.
5. Authority of the Advisory Committee: The Generating Resources Advisory Committee will serve in an advisory capacity only. Neither the Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff members of the Committee are not Council employees.
6. Estimated Annual Operating Costs in Dollars and Person-Years: Fifteen thousand dollars (\$15,000) per year and three staff months during development of the power plan.
7. Advisory Committee Members: **Every two years**, the chair of the advisory committee, in consultation with the Director of the Power Planning Division will solicit technical experts to participate on the advisory committee from a wide range of regional stakeholders. The Council's Executive Director shall approve the participants and, in doing so, shall ensure that membership of the advisory committee is fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee.

Committee members shall be selected based primarily on their technical expertise and experience. Members may include electric and gas public and private utilities, experts in the regional economy, state energy offices, Bonneville, the Energy Trust of Oregon, non-utility program implementers, state utility regulators, trade associations, energy efficiency industry firms, public interest groups, and the general public. All committee members serve at the pleasure of the Council.

If a member is unable to complete the two year term, the organization the member is affiliated with may designate another person to serve for the remainder of the original member's term. All replacement members must be approved by the Executive Director of the Council. The Executive Director shall be responsible for ensuring Council members are timely notified of any such replacement members.

If a member is unable to attend a particular committee meeting, that member may designate another person from his/her organization to attend in his/her place. Members may also participate in committee meetings electronically via webinar or telephone.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Generating Resources Advisory Committee will be the Director of the Council's Power Planning Division.
9. Chair:
 - (A) The Chair of the Generating Resources Advisory Committee will be selected by the Executive Director of the Council.

- (B) The Chair may be called upon to report to the Executive Director 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 Generating Resources Advisory Committee meetings, setting agendas for such meetings, 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's staff.
 - (D) The Chair will certify detailed minutes of meetings of the Generating Resources Advisory 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 the Management Officer is granted. The Chair will distribute copies of the minutes to members of the Committee and other interested persons.
 - (E) Subcommittees or small workgroups of the Generating Resources Advisory Committee may be established by the Chair of the Committee to undertake particular aspects of the Committee's work. Methods for organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. Council staff will make arrangements for Committee meetings and provide general support services.
10. Vice-Chair: A Vice-Chair of the Generating Resources Advisory Committee may be appointed from Council staff by the Council's Executive Director. The Vice-Chair will perform the duties of the Chair of the Committee in the absence of the Chair, and such other duties as the Chair of the Committee 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 Generating Resources Advisory Committee to the extent such matters are not covered in this Charter.
12. Estimated Frequency of Committee Meetings: The Chair of the Generating Resources Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. The estimated frequency of meetings during development of a power plan is quarterly. The estimated frequency of meetings during implementation of a power plan is semi-annual to annual. 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 pursuant to the Council's advisory committee rules and subject to such other rules as the Council may prescribe.

13. Reimbursement of Expenses: The Council will reimburse public members of the Generating Resources Advisory Committee 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 shall determine who public members are.
14. Duration: The Generating Resources Advisory Committee will terminate two years from the date this Charter is adopted unless renewed in accordance with the Federal Advisory Committee Act.

This Charter for the Generating Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, March 11-12, 2014 at Portland, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Bill Bradbury, Chair

Date Filed: _____

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CHARTER OF THE SYSTEM ANALYSIS ADVISORY COMMITTEE

1. **Official Designation:** This advisory committee will be known as the Northwest Power and Conservation Council's System Analysis Advisory Committee.
2. **Background:** The Pacific Northwest Electric Power Planning and Conservation Act, P.L. 96-501, 16 U.S.C. §839 et seq. (Act), in Section 4(e)(3)(D), requires the Pacific Northwest Electric Power and Conservation Planning Council (Council) to develop "a regional conservation and electric power plan." The plan is to include a twenty-year forecast of electricity demand and a resource plan for the development of conservation and generation to meet the demand at the lowest cost, consistent with adequate and reliable electricity service. The System Analysis Advisory Committee is being formed to assist the Council in its development and amendment of the Northwest Conservation and Electric Power Plan (power plan). The value of resources in the power plan depends on their contribution to the reduction of risk and enhancement of reliability in the larger power supply and demand system. This Committee will advise the Council about the assumptions behind, analyses of, and options for managing economic and performance uncertainty and reliability in the region's power supply system.

This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. Section 4(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.

3. **Objectives and Scope of Activity:** The System Analysis Advisory Committee will advise the Council by evaluating the computer models and analytical techniques used to arrive at power generation resource portfolio recommendations. The Committee will also suggest enhancements to these tools and processes as well as improved approaches to the communication of results derived from their use.
4. **Official to Whom the Advisory Committee Reports:** The System Analysis Advisory Committee will report to the Council's Executive Director.

5. Authority of the Advisory Committee: The System Analysis Advisory Committee will serve in an advisory capacity only. Neither the Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff members of the Committee are not Council employees.
6. Estimated Annual Operating Costs in Dollars and Staff Time: Five thousand dollars (\$5,000) plus four months of staff time.
7. Advisory Committee Members: Every two years, the chair of the advisory committee, in consultation with the Director of the Power Planning Division will solicit technical experts to participate on the advisory committee from a wide range of regional stakeholders. The Council's Executive Director shall approve the participants and, in doing so, shall ensure that membership of the advisory committee is fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee.

Committee members shall be selected based primarily on their technical expertise and experience. Members may include electric and gas public and private utilities, experts in the regional economy, state energy offices, Bonneville, the Energy Trust of Oregon, non-utility program implementers, state utility regulators, trade associations, energy efficiency industry firms, public interest groups, and the general public. All committee members serve at the pleasure of the Council.

If a member is unable to complete the two year term, the organization the member is affiliated with may designate another person to serve for the remainder of the original member's term. All replacement members must be approved by the Executive Director of the Council. The Executive Director shall be responsible for ensuring Council members are timely notified of any such replacement members.

If a member is unable to attend a particular committee meeting, that member may designate another person from his/her organization to attend in his/her place.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the System Analysis Advisory Committee will be the Director of the Council's Power Planning Division.
9. Chair:
 - (A) The Chair of the System Analysis Advisory Committee will be selected by the Executive Director of the Council.
 - (B) The Chair may be called upon to report to the Executive Director 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 System Analysis Advisory Committee meetings, setting agendas for such meetings, 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's staff.
 - (D) The Chair will certify detailed minutes of meetings of the System Analysis Advisory 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 the Management Officer grants an extension. The Chair will distribute copies of the minutes to members of the Committee and other interested persons.
 - (E) Subcommittees or small workgroups of the System Analysis Advisory Committee may be established by the Chair of the Committee to undertake particular aspects of the Committee's work. Methods for organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. Council staff will make arrangements for Committee meetings and provide general support services.
10. Vice-Chair: A Vice-Chair of the System Analysis Advisory Committee may be appointed from Council staff by the Council's Executive Director. The Vice-Chair will perform the duties of the Chair of the Committee in the absence of the Chair, and such other duties as the Chair of the Committee 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 System Analysis Advisory Committee to the extent such matters are not covered in this Charter.
12. Estimated Frequency of Committee Meetings: The Chair of the System Analysis Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. 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 pursuant to the Council's advisory committee rules and subject to such other rules as the Council may prescribe.
13. Reimbursement of Expenses: The Council will reimburse public members of the System Analysis Advisory Committee 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 shall determine who public members are.
14. Duration: The System Analysis Advisory Committee will terminate two years from the date this Charter is adopted, unless renewed in accordance with the Federal Advisory Committee Act.

This Charter for the Conservation Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, March 11-12 in Portland, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Bill Bradbury, Chair

Date Filed: _____