

Jennifer Anders
Chair
Montana

Tim Baker
Montana

Guy Norman
Washington

Tom Karier
Washington



Northwest Power and Conservation Council

Richard Devlin
Vice Chair
Oregon

Ted Ferrioli
Oregon

Jim Yost
Idaho

Vacant
Idaho

February 5, 2019

DECISION MEMORANDUM

TO: Council members

FROM: Jennifer Light
Regional Technical Forum Manager

SUBJECT: Renewal of the Regional Technical Forum Policy Advisory Committee (RTF PAC) charter with revisions, and appointment of member organizations and co-chairs.

PROPOSED ACTION: Renew the RTF PAC Charter with revisions, confirm the member organizations, and appoint two co-chairs

SIGNIFICANCE: The RTF PAC Charter expires on February 15, 2019. For the RTF PAC to continue to serve as an advisory committee to the Council, staff is seeking a two-year charter renewal with revisions. Additionally, the Council must confirm the member organizations and appoint the co-chairs.

BUDGETARY/ECONOMIC IMPACTS

Funding for the RTF is provided voluntarily by Bonneville, Energy Trust of Oregon, and utilities. The RTF is currently in the last year of a five-year funding agreement with these organizations. Funding is based on an annual work plan approved by the Council with input from the RTF PAC. The RTF Manager, who oversees the day to day operations of the RTF and supports planning for the RTF PAC, is funded through the RTF budget. The Council does not contribute funds directly to the RTF; rather, the Council provides the RTF and RTF PAC with support for legal, financial, and administrative services.

BACKGROUND

The RTF is an advisory committee to the Council formed out of a directive from Congress to develop and maintain a library of conservation measures with estimated

energy savings, measure costs, and measure lifetime. The RTF also develops standard protocols for determining energy savings for more complex conservation measures, provides guidance for estimating energy savings for custom programs and program level savings, and tracks progress towards regional conservation targets.

The RTF PAC was created by the Council to advise the Council on RTF policy and governance issues. The RTF PAC engages stakeholders in identifying regional priorities for energy efficiency work and assists the Council and the RTF in securing the resources necessary to perform the technical work required by the region. The RTF PAC also reviews the RTF's progress on its annual work plan and provides comments and advice to the Council on the organization and operating procedures of the RTF. Over the next two years, the RTF PAC will work to secure funding agreements for the RTF and will continue to advise the Council on policy implications of RTF technical recommendations and implementation, and how to best meet the mutual needs of RTF stakeholders.

ANALYSIS

The charter was prepared in accordance with the Council's policy on advisory committees and the Federal Advisory Committee Act. Attached is a copy of the revised RTF PAC charter. Staff proposes several changes to the charter. While most of the changes are editorial in nature for clarity and consistency with other Council advisory committee charters, there are three that warrant specific mention:

1. Section 7, Management Officer: The proposed charter changes the Advisory Committee Management Officer from the Power Division Director to the RTF Manager. This change reflects the actual roles of the staff in supporting the RTF PAC.
2. Section 8, Membership: This section continues to provide general language on membership composition. The notable change in this section is with respect to the second paragraph, which as revised states, "Every two years, member organizations will be appointed by the Chair of the Council in consultation with the Management Officer and RTF Chairs." This list previously included consultation with "interested parties." Interested parties were not defined or otherwise identified in the charter. Therefore, staff is proposing to remove "interested parties" to better align with other advisory committee charters, and staff understands and recognizes that the Management Officer and RTF Chairs will be mindful of input from interested parties in any recommendations they make to the Chair of the Council.
3. Section 9, Co-Chairs: The proposed charter changes the appointment of the co-chairs from every year to every two-years to coincide with the charter renewal. Staff believes this change is more practical and consistent with other advisory committees.

Staff circulated the proposed charter to the current RTF PAC membership. There was general support across the membership for these changes. Two members asked questions of clarification regarding item 2 above and had no objections upon clarification.

Per the proposed charter, the RTF PAC is led by up to two co-chairs appointed every two years by the Council. One of the co-chairs must be a Council member. Council member Tim Baker and Cory Scott, PacifiCorp, have served as RTF PAC Co-Chairs for the past year. Staff recommends reappointing both Tim Baker and Cory Scott to co-chair the RTF PAC.

Per the charter, the Chair of the Council will appoint the member organizations every two years. Staff recommends maintaining representation from the current organizations. The current RTF PAC member list is attached.

ALTERNATIVES

The Council could choose to not renew the RTF PAC charter. To achieve similar results in ensuring funding and informing policy operations for the RTF without creating an advisory committee would require frequent meetings and consultations between Council members, Council staff, and many different organizations. This would lack the transparency and benefits gained through gathering many of the region's policy people together in one place to discuss issues around the RTF.

The Council could choose to renew the RTF PAC charter without revision.

The Council could choose to appoint different co-chairs than those proposed above.

ATTACHMENTS

Regional Technical Forum Policy Advisory Committee proposed charter
RTF PAC member list

James Yost
Chair
Idaho

W. Bill Booth
Idaho

Guy Norman
Washington

Tom Karier
Washington



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Regional Technical Forum Policy Advisory Committee - Membership (As of 12/2018)

Robin Arnold, Montana PSC

Tim Baker, Northwest Power and Conservation Council, **RTF PAC Co-chair**

Larry Blaufus, Clark PUD

Ralph Cavanagh, Natural Resources Defense Council

Stacey Donohue, Idaho PUC

Wendy Gerlitz, NW Energy Coalition

Fred Gordon, Energy Trust of Oregon

Garrett Harris, Portland General Electric

Gary Huhta, Cowlitz County PUD

Steve Johnson, Washington UTC

Juan Serpa Munoz, Eugene Water and Electric Board

Tom Lienhard, Avista

Joe Lukas, Western Montana G&T

Clay Norris, Tacoma Power

Pete Pengilly, Idaho Power

Elaine Prause, Oregon PUC

Cory Scott, PacifiCorp, **RTF PAC Co-chair**

Craig Smith, Seattle City Light

Bob Stolarski, Puget Sound Energy

Jeff Harris, Northwest Energy Efficiency Alliance

Kim Thompson, Bonneville Power Administration

Jessica Mitchell, Snohomish PUD

Deb Young, NorthWestern Energy

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[Date]

Charter of the Regional Technical Forum Policy Advisory Committee

1. Official Designation: This advisory committee will be known as the Northwest Power and Conservation Council's Regional Technical Forum (RTF) Policy 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(d)(1) requires the Pacific Northwest Electric Power and Conservation Planning Council ("Council") to prepare and adopt "a regional conservation and electric power plan." The plan is to include a twenty-year forecast of electricity demands 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.

Including conservation as a resource requires a rigorous verification and accounting of energy savings. In 1996, Congress directed the Council and the Bonneville Power Administration ("Bonneville") to establish a regional technical forum to develop "consistent standards and protocols for verification and evaluation of energy savings, in consultation with all interested parties." (Senate Report 104-120 - Energy and Water Development Appropriations Bill, 1996). The RTF was founded in 1999 as an advisory committee to the Council. The RTF is funded by Bonneville, regional utilities and the Energy Trust of Oregon, and through the Council by provision of staff support. The Council provides technological, administrative, and legal support.

The Northwest Energy Efficiency Taskforce ("NEET"), a regional effort to identify ways to accelerate efficiency acquisition in the region, recommended initiating a process to: (1) reach agreement on stakeholder definition; (2) address issues related to RTF governance and structure; (3) inventory stakeholder needs; (4) establish a transparent process for prioritizing those needs; (5) establish a multi-year workplan aligned with those needs; and (6) implement incremental operational changes to increase transparency in RTF operations. An RTF Review Committee was appointed by NEET to

more fully develop its recommendations, which resulted in a recommendation to form the RTF Policy Advisory Committee (“Advisory Committee”)

to provide increased visibility of, and policy guidance for, RTF activities through the Advisory Committee’s recommendations to the Council.

This Advisory Committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a voluntary scientific and statistical advisory committee to assist in the development, collection, and evaluation of information relevant to the Council’s development and amendment of its regional electric power plan. 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 Advisory Committee will provide policy recommendations to the Council on how best to meet the mutual needs of the RTF’s stakeholders, while ensuring that the RTF maintains its role as the pre-eminent independent technical body on energy efficiency in the region (i.e., maintain its independence and credibility). The Advisory Committee will develop its policy recommendations for the Council by:

- Engaging stakeholders to identify regional priorities and to foster the appropriate use and acceptance of data and outputs from the RTF;
- Securing the resources necessary for the RTF to perform the technical work required by the region;
- Reviewing the progress of the RTF toward fulfilling those priorities recommended by stakeholders and the RTF Advisory Committee and that have been established by the Council; and
- Providing consensus recommendations on policy-related matters regarding how best to meet the mutual needs of the RTF’s stakeholders.

The role of the Advisory Committee is to provide advice to the Council on the specific policy matters as set forth above. As an advisory committee to the Council, it is expected that the Advisory Committee’s activities will not conflict with the mission of the Council or the Council’s other advisory committees, including the RTF. The Advisory Committee will not make policy decisions or act on behalf of the Council. The Advisory Committee will not have a direct advisory or oversight role over the RTF. The Council’s relationship with the RTF and the RTF Chair will remain unchanged.

Specifically, the Advisory Committee will provide comments and advice to the Council in the following areas:

- The organization and operating procedures of the RTF;
- RTF work plan priorities and the policy implications of RTF technical recommendations and their implementation;
- The funding structure for the RTF, and long-term (5-year) funding commitments from the funding utilities and agencies; and

- RTF progress in accomplishing its objectives and completing its work plan consistent with the work plan priorities.

The Council expects that with input from the RTF Chair and the Advisory Committee, the Council will have final say over the content and implementation of the RTF work plan, and will benefit from collaboration with the stakeholders on the Advisory Committee. This collaborative approach will promote an RTF work plan that results in greater regional benefits through a better understanding of the most pressing needs of the Northwest. The Advisory Committee will also relieve the RTF Chair(s) of the burden of securing funding commitments, allowing more organizational resources to be allocated to the technical analysis where it is most needed.

4. Official to Whom the Advisory Committee Reports: The Advisory Committee will report to the Executive Director of the Council.

5. Authority of the Advisory Committee: The Advisory Committee will serve in an advisory capacity only. Neither the Advisory Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff members of the Advisory Committee are not Council employees.

6. Estimated Annual Operating Costs in Dollars and Staff Time: \$15,000 per year plus six weeks of staff time for meeting support, which includes organizing, attending and preparing meeting minutes.

7. Advisory Committee Management Officer: The Advisory Committee Management Officer (“Management Officer”) for the RTF Policy Advisory Committee will be the Council’s RTF Manager. The Management Officer will designate members of the Council’s staff to coordinate and attend meetings of the Committee.

8. Membership: The general composition of the Advisory Committee will include the following member organizations: Bonneville, investor-owned and customer-owned utilities that are direct funders of the RTF, an indirect RTF utility funder, Energy Trust of Oregon, public interest members, the Northwest Energy Efficiency Alliance, the four state public utility commissions, and the Council.

Every two years, member organizations will be appointed by the Chair of the Council in consultation with the Management Officer and RTF Chairs.

The Co-Chairs will appoint representative members from the member organizations. If any representative member is unable to serve, the Co-Chairs may appoint replacement members from the same organization. If a representative member is unable to attend a meeting, that representative member may designate another person from his/her organization to attend and participate in his/her place on behalf of the member organization.

9. Co-chairs:

- A. Every two years, the Council will appoint up to two Co-Chairs of the Advisory Committee, one of which will be a Council member. If a Co-Chair is unable to complete the two-year term, the Council may designate another person to serve as Co-Chair for the remainder of the original Co-Chair's term.
- B. The Co-Chairs may be called upon to report to 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 Co-Chairs will include presiding over Advisory Committee meetings, ensuring that detailed minutes of such meetings are prepared and maintaining communication between the Committee, the RTF, the Council, and the Council's staff.
- D. The Co-Chairs will certify detailed minutes of meetings of the Advisory Committee. The minutes should include the date, time and place of the meeting, a complete and accurate description of matters discussed, conclusions reached, actions taken, persons invited to meet with the Advisory Committee, and persons in attendance. The minutes also will include copies of reports received, issued or approved by the Advisory Committee. Minutes of meetings will be prepared and issued 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 appropriate Council officials, members of the Advisory Committee, other interested persons, and make the minutes available for public inspection.
- E. The Co-Chairs may establish small sub-groups of the Advisory Committee to undertake particular aspects of the Committee's work. Methods for organizing the work and procedures of the Advisory Committee must follow the scope of responsibilities assigned to the Advisory Committee by the Council. Council staff will make arrangements for Advisory Committee meetings, solve logistical problems, and provide clerical services.

10. 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 RTF Policy Advisory Committee to the extent such matters are not covered in this Charter.

11. Estimated Frequency of Committee Meetings: The Co-Chairs of the 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. Section 552b(c). Timely notice of meetings, including agendas, will be made. Interested persons may attend Advisory 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.

12. Reimbursement of Expenses: For the purpose of attending advisory committee meetings as authorized by 5 U.S.C. Section 5703, the Council will reimburse public members of the Advisory Committee for travel if requested, including per diem in lieu of subsistence in accordance with the Council's travel regulations for contractors and advisory committee members. The Executive Director shall determine who are public members.

13. Duration: The RTF Policy Advisory Committee 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 Committee serve at the pleasure of the Council.

This Charter for the RTF Policy Advisory Committee was approved and adopted at a duly called meeting of the Northwest Power and Conservation Council, February 13, 2019 at Portland, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL



Chair

Date Filed: February 13, 2019