

Richard Devlin
Chair
Oregon

Ted Ferrioli
Oregon

Guy Norman
Washington

Patrick Oshie
Washington



Northwest Power and Conservation Council

Bo Downen
Vice Chair
Montana

Doug Grob
Montana

Jim Yost
Idaho

Jeffery C. Allen
Idaho

February 2, 2021

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 and appointment of member organizations and co-chairs.

PROPOSED ACTION: Renew the RTF PAC charter with revisions and appoint member organizations and the RTF PAC co-chairs.

SIGNIFICANCE: Under Section 4(a)(4) of the Northwest Power Act, the terms of the Federal Advisory Committee Act (FACA) apply to the extent appropriate to the Council's advisory committees. Pursuant to FACA, a formal charter is required for each advisory committee to meet, and the charters terminate two years after the effective date, unless renewed. The current RTF PAC charter expires on February 13, 2021, and, thus, staff is seeking to renew this charter, with revisions as detailed below. Additionally, per the proposed charter, staff is seeking Council appointment of the member organizations and co-chairs.

BUDGETARY/ECONOMIC IMPACTS

Funding for the RTF is provided voluntarily by Bonneville, Energy Trust of Oregon, and regional utilities. The RTF is currently in the second 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 the RTF PAC with in-kind support 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 continue to provide input into annual work planning and advise the Council on policy implications of RTF technical recommendations and implementation.

ANALYSIS

Attached is a copy of the revised RTF PAC charter. Staff proposes minor, non-substantive changes to Section 12, Reimbursement Expenses, for readability and minor changes to Section 6, Estimated Annual Operating Costs in Dollars and Staff Time, to reflect the reduction in resources needed to support this committee. Staff also proposes updating Section 8, Membership, to include the state energy offices in addition to the current membership make up of Bonneville, investor-owned and customer owned utilities that are direct funders of the RTF, indirect funders, public interest members, the Northwest Energy Efficiency Alliance, and the state public utility commissions. While the current membership composition is fairly balanced in terms of the points of view represented and the functions to be performed by the RTF PAC, adding representation from the state's energy offices would bring supplemental perspectives on the state's energy goals and priorities. Staff discussed this proposed revision with the RTF PAC and received general support across the membership for this change.

Finally, staff proposes updating the appointment process provision in Section 8 to reflect how we have traditionally managed membership appointments. Specially, staff proposes changing the appointment of the member organizations from the responsibility of the Chair of the Council to the responsibility of the Council as a whole. Per the current Charter, every two years the Council is to appoint the co-chairs of the RTF PAC and the Chair of the Council is to appoint the member organizations. In practice, however, the Council has made appointments of both the co-chairs and the membership organizations at the same time, coinciding with the charter renewal. Thus, this proposed change is intended to capture that practice.

With these proposed changes, staff recommends the Council renew the RTF PAC charter and approve the proposed RTF PAC member organizations and co-chairs. The proposed RTF PAC member organizations and representatives list is attached and it reflects the addition of the state energy offices. As noted in the attached list, staff is still waiting confirmation on a potential new public interest member organization. Staff prepared the proposed membership in consultation with the current RTF PAC members, co-chairs, and interested parties.

Finally, staff recommends reappointing Council member Pat Oshie to co-chair the RTF PAC. Per the charter, the RTF PAC is to be led by two co-chairs, with one of the co-chairs required to be a Council member. Council staff needs more time to identify a recommendation for the second co-chair. In advance of the Council meeting, staff will send an updated RTF member organizations and representatives list with its final recommendation, including a second co-chair and a new public interest organization.

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 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 hosting an interactive, collaborative discussion in an advisory committee meeting. The Council could also choose to appoint different member organizations or co-chairs, which would require additional coordination with participants before proceeding.

ATTACHMENTS

RTF PAC proposed charter

RTF PAC proposed member list

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Ted Ferrioli
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Guy Norman
Washington

Patrick Oshie
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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: Three weeks of staff time to provide meeting support, which includes organizing and attending meetings along with time to prepare meeting minutes, and \$500 annually for teleconference and video conference meeting support.

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 public utility commissions, the state energy offices, and the Council.

Every two years, member organizations will be appointed by the Council with consultation from the Management Officer, RTF Chairs, and interested parties.

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 the Council may 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 policy and as authorized by 5 U.S.C § 5703. 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 10, 2021 at Portland, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL

Chair
Date Filed: February 10, 2021

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Regional Technical Forum Policy Advisory Committee (Proposed)

Council Member Co-Chair: Patrick Oshie

Direct and Indirect Funder Organizations

Organization	Representative
Avista Utilities	Tom Lienhard (co-chair)
Bonneville Power Administration	Nita Zimmerman
Cascade Natural Gas	Kary Burin
Chelan County PUD	Jim White
Clark County PUD	Debbie DePetris
Cowlitz County PUD	Bob Essex
Energy Trust of Oregon	Fred Gordon
Eugene Water and Electric	Juan Serpa Munoz
Idaho Power	Quentin Nesbitt
NorthWestern Energy	Deb Young
NW Natural	Rick Hodges
Pacific Power (PacifiCorp WA)	Cory Scott
Portland General Electric	Garrett Harris
Puget Sound Energy	Bob Stolarski
Rocky Mountain Power (PacifiCorp ID)	Clay Monroe
Seattle City Light	Craig Smith
Snohomish PUD	Suzanne Frew
Tacoma Power	Ray Johnson
Western Montana G&T	Joe Lukas

State Representatives

Organization	Representative
Idaho Office of Energy and Mineral Resources	John Chatburn
Idaho Public Utility Commission	Taylor Thomas
Montana Public Service Commission	Robin Arnold
Oregon Department of Energy	TBD
Oregon Public Utility Commission	Anna Kim
Washington Department of Commerce	Elizabeth Osborne
Washington Utilities and Transportation Commission	Steve Johnson

Public Interest Members

Organization	Representative
Natural Resources Defense Council	Ralph Cavanagh
Northwest Energy Efficiency Alliance	Jeff Harris
TBD	TBD