

Phil Rockefeller
Chair
Washington

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Henry Lorenzen
Oregon

Bill Bradbury
Oregon



Northwest Power and Conservation Council

W. Bill Booth
Vice Chair
Idaho

James Yost
Idaho

Pat Smith
Montana

Jennifer Anders
Montana

October 6, 2015

MEMORANDUM

TO: Council members

FROM: Charlie Grist and Jennifer Anziano

SUBJECT: 2016-2018 RTF Member Recommendations

BACKGROUND:

Presenter: Charlie Grist

Summary Approximately every three years, the RTF membership is renewed. The current membership term comes to an end at the end of 2015. The RTF is seeking members for 2016-2018.

Relevance The Council, in consultation with the Chair of the Power Committee and the Power Division Director, has the authority to appoint RTF membership as well as Chair and Vice-Chair positions.

Workplan: 1.D. Chair and manage RTF activities

Background: The process of appointing RTF Voting Members occurs approximately every three years, as set forth in the RTF's charter and bylaws. The RTF solicits nominations for voting members from the Bonneville Power Administration, the region's utilities, the state energy offices, energy efficiency professionals, renewable resource developers, public interest groups, customers and other experts from within and outside the region. RTF staff and the RTF Operations Subcommittee review the nominees' qualifications and make member recommendations to the Council's Director of the Power Planning Division and the Chair of the Power

Committee. The full Council, in consultation with the Director of the Power Division and the Chair of the Power Committee considers the recommendations and appoints voting members in accord with the principles set forth in the Council's rules on advisory committees and the RTF's charter and bylaws.

More Info: 2016 Staff Recommendations (sent via email)
2016 Expertise Matrix (sent via email)
Decision Memo
Applicant Resumes and Letters of Interest are available upon request

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MEMORANDUM

TO: Council members

FROM: Jennifer (Anziano) Light and Charlie Grist

SUBJECT: Recommendations for 2016-2018 RTF Membership

PROPOSED ACTIONS: Approve the staff recommendations for Voting Members to serve on the Regional Technical Forum (RTF) for 2016 to 2018. List attached.

Approve the staff recommendation to appoint Jennifer (Anziano) Light as RTF Chair and reappoint Charlie Grist as Vice-Chair.

SIGNIFICANCE: Under the RTF charter and bylaws, the Council, in consultation with the Chair of the Power Committee and the Power Division Director, appoint the RTF membership, as well as Chair and Vice-Chair positions. Staff is looking to update its advisory committee membership to ensure the RTF continues to provide the technical expertise and the forum necessary to advise the Council and to assist the region in the evaluation and verification of energy savings.

BUDGETARY/ECONOMIC IMPACTS

If the membership and officer recommendations are approved, the Council will not sustain any additional economic impacts.

The RTF is funded entirely by the regional utilities and organizations based on a budget approved by the Council. (The Council will be deciding on the 2016 Work Plan, Budget, and Business Plan at its October Council meeting.)

BACKGROUND AND ANALYSIS

The RTF plays a key role in the region as the non-constituent based group of technical experts who develop standardized estimation methods and protocols for verifying and evaluating conservation savings. Since its authorization by Congress in 1996, the RTF has had a lasting impact on the region's conservation savings.

The process of appointing RTF Voting Members occurs approximately every three years, as set forth in the RTF's charter and bylaws. The RTF solicits nominations for voting members from the Bonneville Power Administration, the region's utilities, the state energy offices, energy efficiency professionals, renewable resource developers, public interest groups, customers and other experts from within and outside the region. RTF staff and the RTF Operations Subcommittee review the nominees' qualifications and make member recommendations to the Council's Director of the Power Planning Division and the Chair of the Power Committee. The full Council, in consultation with the Director of the Power Division and the Chair of the Power Committee considers the recommendations and appoints voting members in accord with the principles set forth in the Council's rules on advisory committees and the RTF's charter and bylaws.

In addition to voting members, the RTF also has a non-voting membership group known as "corresponding members" who are called upon to serve on RTF subcommittees, attend RTF meetings, and offer comments on matters, providing an additional breadth of expertise to the RTF. Corresponding members may include energy consultants or independent contractors with a high level of technical expertise in one or more areas of energy efficiency and in some instances may receive compensation from the RTF for their time and work. Corresponding members are appointed by the Director of the Council's Power Planning Division, in consultation with the Chair of the Power Committee.

In addition to RTF voting and non-voting members, members of the public may also attend RTF meetings. As a technical advisory committee to the Council governed by the Federal Advisory Committee Act (FACA), RTF meetings are open to the public, with exceptions allowed for closing RTF meetings in a few specified circumstances.

In June 2015, the Council announced that it was soliciting applications for RTF membership--both voting and non-voting. The Council received 19 resumes from current members and 29 resumes from new applicants expressing interest in voting member positions. The RTF charter allows for the appointment of 20-30 voting members.

After an extensive review and evaluation process, staff and the RTF Operations Subcommittee have come up with recommendations they are confident will maintain the technical expertise and participatory level necessary to accomplish the diversity of tasks included in the RTF's work for 2016 through 2018. The list of applicants recommended by staff and the Operations Subcommittee for appointment as voting members is attached. The first decision for the Council to make is whether to approve these people as voting members of the RTF. Current members and new applicants not recommended for appointment as voting members will be given the opportunity to participate as

corresponding members. The list of applicants recommended for appointment as corresponding members is also attached.

The staff and Operations Subcommittee recommendations for voting members are based on formal evaluation of applicants against a set of criteria that includes technical expertise, sector experience, technology focus and policy, and institutional experience. Consistent with the Council-approved RTF Charter, the recommendations for voting members are not constituent-based, that is, the voting members' slots are not intended to represent specific entities. On the other hand, in making its recommendation, staff and the Operations Subcommittee have also considered the diversity of the advisory committee's membership and believes the recommended group of nominees represents a group that is fairly balanced in terms of the points of view and technical aptitude required by the RTF. The recommended group contains 15 new voting members and 15 voting members continuing on from current service. Please see the attached spreadsheet detailing the names and self-reported skills of all the applicants.

In addition to appointing Voting Members to serve on the RTF, the RTF charter also calls on the Council to select the Chair and Vice-Chair. The staff and Operations Subcommittee recommend that the Council appoint Jennifer (Anziano) Light, RTF Manager for the Council, as RTF Chair and Charlie Grist, Manager of Conservation Resources for the Council, as RTF Vice-Chair. Jennifer Light is the RTF Manager, and in this role is intimately familiar with the work plan requirements, works well the RTF members, Council staff, and RTF Policy Advisory Committee, and demonstrates the capacity to serve as an effective Chair of the RTF. Charlie Grist has served ably in the position of Vice Chair, has extensive experience in energy efficiency, and works well with the other RTF members, other Council staff, and the RTF Policy Advisory Committee so as to ensure the Council meets its statutory responsibilities and that the RTF works efficiently to help the Council meet those responsibilities.

ALTERNATIVES

With regard to the voting members, the Council could appoint fewer, or other, applicants to serve on the RTF from the list of candidates. Neither staff nor the Operations Subcommittee support this alternative insofar as it might limit the technical expertise, capacity and diversity of the RTF, and could potentially make it more difficult for the RTF to accomplish its 2016 Work Plan and 2015-2019 Business Operating Plan.

As for the RTF Chair and Vice-Chair, the Council is free to select other voting member candidates to fill these positions, assuming of course a willingness to serve. Neither the staff nor the Operations Subcommittee recommend this alternative, in as much as the work load of the RTF staff requires daily management and oversight by the Chair and Vice-Chair to assure its successful execution. Council staff have ably served as RTF Chair and Vice-Chair, and appointment of a voting member, who is not on Council staff, as Chair or Vice-Chair will likely result in additional work for Council staff who assist with the management, administrative and business operations of the RTF, given the lack of familiarity of non-Council staff with Council operations generally.

Also, be aware that if a Council staff person does not serve as Chair and/or Vice-Chair, FACA still requires that we designate a Council employee to serve as the RTF's

Designated Federal Officer (or in this case, Designated Council Officer). Under FACA the agency has to designate an employee to be responsible for calling, attending, and adjourning advisory committee meetings, approving meeting agendas, maintaining records, etc. The overlap in duties between the advisory committee chair and the DFO position has been one of the reasons why the Council's practice has been to name a Council employee as chair of each advisory committee, and in the interest of efficiency, entrust the responsibilities of the DFO to that staff member.

ATTACHMENTS

2016 Staff Recommendations (sent via email)

2016 Expertise Matrix (sent via email)

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