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Northwest Power and Conservation Council

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Jennifer Anders
Montana

June 7, 2016

DECISION MEMORANDUM

TO: Council members

FROM: Massoud Jourabchi
Manager, Economic Analysis

SUBJECT: Approval of Demand Forecasting Advisory Committee Charter

PROPOSED ACTION:

Authorize the creation of, and approve a two-year charter for, a Demand Forecasting Advisory Committee

SIGNIFICANCE:

The charter for the Demand Forecasting Advisory Committee (DFAC) expired April 2016. Staff will be starting the preparatory work for development of the natural gas forecast for the Eighth Power Plan. The DFAC will assist the Council in evaluation of input assumptions as well as review and assessment of the economic and load forecasts. Except for a few updates to create better uniformity across the Council's advisory committee charters, the provisions of the proposed charter remain largely the same as the previous charter for the DFAC.

BUDGETARY / ECONOMIC IMPACTS

Support for the Demand Forecast Advisory Committee will cost approximately \$7500 per year in travel support to public committee members. In addition, about four weeks of staff time will be required to coordinate meetings, develop agendas, prepare presentations and minutes, and attend meetings.

BACKGROUND

The Power Act requires the Council produce a long-term regional demand forecast for electricity. The DFAC has played an important advisory role in the preparation of past forecasts by assisting the Council in reviewing range of input assumptions and forecast results.

ANALYSIS

Attached is a copy of the proposed charter for the Demand Forecasting Advisory Committee. The charter was prepared in accordance with the Council's policy on advisory committees and the Federal Advisory Committee Act.

ALTERNATIVES

The Council could accomplish similar results without actually creating an advisory committee. That would require meetings and consultations between Council staff and many different groups and would lack the benefit of getting the region's experts together in one place to discuss the issues.

ATTACHMENTS

Demand Forecast Advisory Committee Charter
List of DFAC members as of May 2016.

Proposed Members of Demand Forecast Advisory Committee for 2016-2018	
Name	Affiliation
Investor Owned Utilities	
Sarah Dammen	PGE
Amber Riter	PGE
TBD	PacifiCorp
Grant Forsyth	Avista
villamor gamponia	Puget Sound Energy
David Lenar	NW Natural
Barr Smith	Idaho Power
Tom Wilde	Northwestern Energy
Public Utilities	
Glen Booth	BPA
Sarah Burczak	BPA
Robert Downes	Seattle City Light
Greg Mendonca	PNGC
Tom Payant	Snohomish
Bill Dickens	Tacoma
Pat McGray	Clark County

Robbie Noga	Grant PUD
Gary Huhta	Cowlitz
Bob Essex	Cowlitz
Adam Rue	EWEB
State Agencies/other interested parties	
Jess Kincaid	ODOE
Yochi Zakai	WUTC
Tomas Morrissey <tomas@pnucc.org>	PNUCC
Tom Powers	MT University
Bud Tracy	Retired Coop manager (Idaho)
Tom Potiowsky	Portland State University
Patrick Watson	Idaho Department of Commerce
Bret Bertolin	WA -State Economist
Kyle Morrill	Senior Economist, Director of Forecasting Bureau of Business and Economic Research
Mark McMullen	Oregon-State Economist
Terry Morlan	Retired NWPCC
Allison Campbell	Energy Specialist- CA
Kirstin Munro	Former Manager, Load Forecasting, PacifiCorp
Council Staff	
Steve Simmons	NWPCC
Massoud Jourabchi	NWPCC

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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 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. The Demand Forecasting Advisory Committee is being formed to assist the Council in its development of the Pacific Northwest Conservation and Electric 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 on subjects related to forecasting the region's future demand for electricity. The committee will assist the Council in:
 - (A) Evaluating analytical tools and assumptions related to forecasting the demand for electricity;
 - (B) Advising on designing studies related to forecasting the demand for electricity;

- (C) Identifying sources of information and data about the demand for electricity and its determinants;
- (D) Identifying significant changes in electricity markets and their implications for the future demand for electricity and the future price of electricity;
- (E) Reviewing and interpreting other forecasts of future demand for electricity;
- (F) Reviewing power planning assumptions or studies that may impact the forecast of electricity demand.

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 members of the Committee are not Council employees.

6. Estimated Annual Operating Costs in Dollars and Staff Time: \$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 and policy expertise and experience. Members may include representatives of public and investor-owned utilities, Bonneville, state energy offices, non-utility program implementers, state utility regulators, trade associations, demand response 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. The Management Officer will designate members of the Council's staff to coordinate and attend meetings of the Committee.

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 the 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) The Vice-Chair of the Demand Forecasting Advisory Committee may 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 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 or her 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 called meeting of the Northwest Power and Conservation Council, June 14-15, 2016 in Redmond, Oregon.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Henry Lorenzen, Chairman

Date Filed: _____