

**Bill Bradbury**  
Chair  
Oregon

**Henry Lorenzen**  
Oregon

**W. Bill Booth**  
Idaho

**James A. Yost**  
Idaho



**Jennifer Anders**  
Vice Chair  
Montana

**Pat Smith**  
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**Tom Karier**  
Washington

**Phil Rockefeller**  
Washington

July 2, 2013

## MEMORANDUM

**TO:** Council Members

**FROM:** Charlie Black  
Director, Power Division

**SUBJECT:** Approval of Charter for Resource Adequacy Advisory Committee (RAAC)

At its meeting on July 9, 2013, the Council will vote on approval of a charter for the Resource Adequacy Advisory Committee (formerly the Resource Adequacy Forum).

In 2005, as part of the implementation of the Council's Fifth Power plan, the Resource Adequacy Forum was created by the Council and the Bonneville Power Administration as an ad-hoc committee to develop an adequacy standard for the regional power supply and to annually assess the adequacy of that supply. The Forum has been successful as an ad-hoc committee but has seen dwindling participation in recent years. In order to obtain a more diverse set of members and to encourage more consistent participation, a proposal has been made to charter the Forum as an official advisory committee for the Council. At its May meeting, the Council's power committee tasked staff to write a draft charter and to solicit comments from appropriate parties.

Only two sets of written responses were received; one from the Pacific Northwest Utilities Conference Committee (PNUCC) and one from PNGC Power. Both organizations supported the proposal. PNUCC commented that because of the "growing and changing demand for electricity" and "unique attributes" of new power resources it is critical to periodically assess the adequacy of the region's power supply. Their comments go on to say that "a reenergized Forum can provide an environment and the expertise needed for regularly examining system reliability as these new and different resources are acquired to meet the region's needs."

Attached are the Resource Adequacy Advisory Committee (RAAC) charter and the associated decision memorandum.

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## NORTHWEST POWER AND CONSERVATION COUNCIL

### CHARTER OF THE RESOURCE ADEQUACY ADVISORY COMMITTEE

1. Official Designation: This committee will be known as the Northwest Power and Conservation Council Resource Adequacy 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)(2), requires the Power and Conservation Council (Council) to prepare and adopt a regional conservation and electric power plan. The purpose of the power plan and one of the central purposes of the Act is to assure the Pacific Northwest an adequate, efficient, economical, and reliable power supply. The plan must include a demand forecast of at least twenty years and a forecast of power resources estimated by the Council to be required to meet the Bonneville Power Administrator's obligations, as well as an analysis of reserve and reliability requirements so as to insure adequate electric power at the lowest probable cost.

In 2005, the Council and the Bonneville Power Administration created the Resource Adequacy Forum (Forum) to develop a standard for assessing the adequacy of the regional power supply and to evaluate the adequacy of the region's power system on an annual basis. The Forum, open to the public, includes utility planners, state utility commission staff, and other interested parties. In 2008, the Forum reached consensus on a standard for assessing resource adequacy in the Pacific Northwest. That standard was adopted by the Council in April of 2008 and was used to develop the Sixth Power Plan. After an extensive peer review of the methodology following the release of the plan, the Forum revised the standard and the Council subsequently adopted the revised standard in December of 2011. The Council utilizes the standard in its power plan to ensure that future resource strategies will provide adequate power supplies. The Council also uses the standard to annually assess the adequacy of the region's power supply five years out, as an early warning should resource development fall short of demand growth for whatever reason. The Forum will now be called the Resource Adequacy Advisory Committee (RAAC).

3. Objectives and Scope of Activity: The RAAC will advise the Council by:
  - (A) Aiding Council staff in preparing and submitting to the Council an annual assessment of the adequacy of the region's power supply.

- (B) Advising the Council on developing or modifying regional resource adequacy metrics.
  - (C) Advising the Council on issues related to resource adequacy, for example by recommending methods to quantify how various types of resources contribute to power supply adequacy.
  - (D) Assisting in incorporating the regional resource adequacy standard and metrics into development of the Council's Northwest Power Plans.
4. Structure and Organization: To carry out these objectives the RAAC will be comprised of a technical committee and a steering committee. The function of the technical committee will be to collect and review relevant data and to aid in the enhancement of analytical tools used for the analysis. The function of the steering committee will be to provide policy-related recommendations to the Council for use in performing regional resource adequacy assessments and to periodically review methodologies used for those assessments.

For example, to carry out objective (A) described above, the technical committee will gather and review load, resource and other relevant data. The steering committee will then review that data and make policy-related recommendations to the Council, which are needed to proceed with the analysis. Such recommendations may include, for example, an assumed level of reliance on market supplies. After review and approval by the Council, staff will prepare a preliminary adequacy assessment for review by the technical and steering committees. The Council will be briefed on the results of the preliminary assessment. Should any adjustments to the analyses be needed, proposed changes will be reviewed by both Committee committees with Council staff preparing a final assessment for presentation to the Council for review, approval and release.

The technical and steering committees shall work together to accomplish the objectives of the Committee. The RAAC's committees shall operate on a consensus basis to the extent practicable. Neither committee shall have the authority to overrule the other committee. If a situation arises where there is a difference of opinion between the two committees as to how to proceed with the work of the RAAC, the matter shall be brought to the Council for resolution.

5. RAAC Management Officer: The RAAC Management Officer (Management Officer) for the RAAC will be the Director of the Council's Power Planning Division. The Management Officer will designate a member of the Council's staff to coordinate and schedule meetings of the RAAC.
6. Co-Chairs: The steering and technical committees will each have one co-chair from the Council and one co-chair from the Bonneville Power Administration.
- (A) The Chair of the Council, in consultation with the Chair of the Power Committee, Executive Director of the Council, Director of the Council's Power Planning Division, and Bonneville Power Administration, will appoint the co-chairs of the steering and the technical committees. The Bonneville co-chair will be recommended by the Bonneville administrator.

- (B) The Co-Chairs may be called upon to report to the Council on appropriate matters, including the RAAC's progress on the tasks described in Part 3 of this charter.
- (C) The duties of the Co-Chairs will include presiding over the meetings of the steering and technical committee which they chair, 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 steering committee and technical committee co-chairs will certify detailed minutes of meetings of their respective groups. The minutes should include a complete and accurate description of matters discussed, conclusions reached, actions taken, persons invited to meet with the RAAC, and persons in attendance. The minutes also will include copies of reports received, issued or approved by each committee. Minutes of meetings will be prepared and released within ten days of the meeting, unless the Council's Executive Director grants an extension. The co-chairs will distribute copies of the minutes to members of both the RAAC's committees and all minutes shall be posted on the Council's website in a timely manner following the distribution of the minutes.

7. Advisory Committee Members: The co-chairs of the RAAC's technical and steering committees, in consultation with the Director of the Power Planning Division and the Council's Executive Director, will solicit policy and technical experts to participate on the RAAC's steering and technical committees from a wide range of regional stakeholders. Steering committee members shall be selected based primarily on their policy expertise and experience. Technical committee members shall be selected based primarily on their technical skills and experience. The co-chairs will recommend to the Council a set of participants for both committees. The Council shall make the final decision to approve the participants in the RAAC's committees 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. Co-chairs may appoint replacements from the same organization if any member is unable to serve.

Members may include representatives of public and investor-owned utilities, Bonneville and other federal agencies, state energy offices, state utility regulators, trade associations, energy efficiency and renewable resource associations, independent power producers, public interest groups, and the general public.

8. Subcommittees: Subcommittees or small workgroups of the RAAC steering and technical committees may be established by the co-chairs of the committees to undertake particular aspects of that committee's work. Methods for organizing the work and procedures of RAAC committees must follow the scope of responsibilities assigned to the RAAC by the Council. Council staff will make arrangements for committee meetings and will provide general support services.
9. Estimated Frequency of Committee Meetings: The Co-Chairs of the RAAC steering and technical committees, after consultation with the Management Officer, or his designee, will

call meetings as necessary. It is estimated that the steering committee and the technical committee will each meet three times per year. Additional subcommittee meetings may also be held 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 RAAC committee meetings and appear before or file statements with the Committee subject to such reasonable rules as the Council may prescribe.

10. Official to Whom the Committee Reports: The Committee will report to the Council's Executive Director.
11. Authority of the Committee: The 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. Committee members are not Council employees by virtue of their membership on the Committee.
12. Reimbursement of Expenses: The Council will reimburse public members of the RAAC committees 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.
13. Estimated Annual Operating Costs in Dollars and Person-Days: Ten thousand dollars (\$10,000) per year for teleconference and video conference meeting support, contracted services for minutes and reimbursement of expenses; and six (6) months of one Council staff person's time to schedule meetings, collect and process meeting material, facilitate meetings, coordinate data vetting processes, oversee model enhancement efforts and perform analysis related to adequacy assessments.
14. 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 RAAC to the extent such matters are not covered in this charter.
15. Duration: The RAAC 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 Resource Adequacy Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, \_\_\_\_\_, 2013 in \_\_\_\_\_, \_\_\_\_\_.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: \_\_\_\_\_  
Bill Bradbury, Chair

Date Filed: \_\_\_\_\_

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July 2, 2013

## DECISION MEMORANDUM

**TO:** Council members

**FROM:** Charlie Black  
Director, Power Division

**SUBJECT:** Approval of Charter for Resource Adequacy Advisory Committee (RAAC)

**PROPOSED ACTION:** Authorize the creation of, and approve a two-year charter for a Resource Adequacy Advisory Committee.

**SIGNIFICANCE:** The primary function of the RAAC will be to advise the Council, its Power Committee and the Council's staff on regional power resource adequacy and related matters on an annual basis and during the development of the Council's power plan.

### BUDGETARY/ECONOMIC IMPACTS

Support for the Resource Adequacy Advisory Committee will cost approximately \$ 10,000 per year for teleconference and video conference meeting support, contracted services for minutes and reimbursement of expenses. In addition, approximately 6 months of staff time will be required to schedule meetings, collect and process meeting material, facilitate meetings, coordinate data vetting processes, oversee model enhancement efforts and perform analysis related to adequacy assessments.

### BACKGROUND

The Northwest Power Act requires the Council prepare a regional power plan that sets forth a general scheme for implementing conservation measures and developing resources to reduce or meet the Bonneville Power Administrator's obligations. Following the adoption of the Fifth Power Plan in 2005, the Council and the Bonneville Power Administration created the Resource Adequacy Forum (Forum) to develop a standard for the adequacy of the regional power supply and to assess the adequacy of that supply on an annual basis. The Forum has been successful as an ad-hoc committee but has seen dwindling participation in recent years. In order to obtain a more diverse set of members and to encourage more consistent participation, a proposal has been made to charter the Forum as an official advisory committee for the Council.

The advisory committee would not replace or overlap with the functions of the Council's other advisory committees, but rather would serve to provide input to the Council on various technical topics relevant to assessing the adequacy of the existing power supply and to ensuring that the Council's twenty-year resource strategy will provide an adequate supply. The Council would seek input from the Committee on such topics as: appropriate metrics to define adequacy, analytical methods to assess adequacy and key assumptions and inputs for those methods.

### **ANALYSIS**

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

### **ALTERNATIVE**

The Council could accomplish similar results by simply continuing to host the Forum on an ad-hoc basis and not charter it as an advisory committee. That option would likely result in low and inconsistent participation, as has occurred in recent years, and may not provide a representative sampling of ideas from all affected regional parties.

### **ATTACHMENTS**

Proposed Resource Adequacy Advisory Committee Charter