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Northwest Power and Conservation Council

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Montana

July 6, 2016

DECISION MEMORANDUM

TO: Council members

FROM: Ben Kujala
Interim Power Division Director

SUBJECT: Approval of System Analysis Advisory Committee Charter

PROPOSED ACTION:

Authorize the creation of, and approve a two-year charter for, a System Analysis Advisory Committee

SIGNIFICANCE:

The charter for the System Analysis Advisory Committee (SAAC) expired March 2016. The SAAC provided peer review of the redevelopment process for the Regional Portfolio Model (RPM) used by the Council in developing the Seventh Power Plan. Continued use of the expert advisory committee is anticipated where the Seventh Plan calls on the SAAC to assist the Council during the GENESYS model redevelopment process.

Except for minor 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 SAAC.

BUDGETARY / ECONOMIC IMPACTS

Support for the System Analysis Advisory Committee will cost approximately \$5000. In addition, about four months 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 and a resource plan for conservation and generating resources to meet that demand at the lowest cost consistent with adequate and reliable electricity service. The SAAC has played an important advisory role in evaluating computer models and analytical techniques used to arrive a power generation resource portfolio recommendations. He SAAC will continue to advise the Council on RPM enhancements and modeling approaches, as well as to advise the Council during the redevelopment of the GENESYS model for use in the Council's Eighth Power Plan. implement its plan.

ANALYSIS

Attached is a copy of the proposed charter for the System Analysis 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

System Analysis Advisory Committee Charter
List of proposed SAAC members

Proposed SAAC Members

Name	Affiliation
Investor Owned Utilities	
Sarah Dammen	PGE
Amber Riter	PGE
Kirstin Munro	PacifiCorp
Grant Forsyth	Avista
Villamor Gamponia	Puget Sound Energy
David Lenar	NW Natural
Tom Wilde	Northwestern Energy
Public Utilities	
Glen Booth	BPA
Sarah Burczak	BPA
Robert Downes	Seattle City Light
Greg Mendonca	PNGC
Bill Dickens	Tacoma
Robbie Noga	Grant PUD
Gary Huhta	Cowlitz
Bob Essex	Cowlitz
Adam Rue	EWEB
State Agencies/other interested parties	
Yochi Zakai	WUTC
Tomas Morrissey	PNUCC
Tom Powers	MT University
Bud Tracy	Retired Coop manager (Idaho)
Tom Potiowsky	Portland State University
Bret Bertolin	WA -State Economist
Kyle Morrill	Montana- Senior Economist
Mark McMullen	Oregon-State Economist
Terry Morlan	Retired NWPCC
Council Staff	
Steve Simmons	NWPCC
Massoud Jourabchi	NWPCC

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CHARTER OF THE SYSTEM ANALYSIS ADVISORY COMMITTEE

1. Official Designation: This advisory committee will be known as the Northwest Power and Conservation Council's System Analysis 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 develop "a regional conservation and electric power plan." The plan is to include a twenty-year forecast of electricity demand 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 System Analysis Advisory Committee will assist the Council in its development and amendment of the Northwest Conservation and Electric Power Plan (power plan) by advising on data, assumptions and analyses regarding power system modeling including resource portfolio and production cost modeling.

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 System Analysis Advisory Committee will advise the Council regarding power system models having significance to the development and implementation of the power plan. Activities of the committee will include:
 - (A) Reviewing the information and assumptions regarding portfolio modeling.
 - (B) Assisting in developing of parameter and model assumptions for representing power system operations.
 - (C) Reviewing the information and assumptions regarding the wholesale electric power price forecast.
4. Official to Whom the Advisory Committee Reports: The System Analysis Advisory Committee will report to the Council's Executive Director.
5. Authority of the Advisory Committee: The System Analysis 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: Five-thousand dollars (\$5,000) per year for travel, teleconference and video conference meetings support; eight thousand dollars (\$8,000) per year contracted services for minutes; and thirty staff days to organize and attend committee meetings.

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 expertise and experience. Members may include electric and gas public and private utilities, experts in the regional economy, state energy offices, Bonneville, the Energy Trust of Oregon, non-utility program implementers, state utility regulators, trade associations, energy efficiency 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 System Analysis Advisory Committee will be the Director of the Council's Power Planning Division.
9. Chair:
- (A) The Chair of the System Analysis 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 System Analysis 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 System Analysis 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 thirty 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 other interested persons.
 - (E) Subcommittees or small workgroups of the System Analysis 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) A Vice-Chair of the System Analysis Advisory Committee may be appointed from Council staff by the Council's Executive Director.
 - (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 System Analysis Advisory Committee to the extent such matters are not covered in this Charter.

12. Estimated Frequency of Committee Meetings: The Chair of the System Analysis 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 System Analysis 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 System Analysis 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 Conservation Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, July 12-13, 2016 in Olympia, Washington.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Henry Lorenzen, Chair

Date Filed: _____