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Rhonda Whiting
Montana

W. Bill Booth
Idaho

James A. Yost
Idaho



Dick Wallace
Vice-Chair
Washington

Tom Karier
Washington

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Oregon

Joan M. Dukes
Oregon

April 28, 2010

DECISION MEMORANDUM

TO: Council Members

FROM: Charlie Grist
Senior Analyst

SUBJECT: Conservation Resource Advisory Committee Charter

PROPOSED ACTION: Renew the charter for the Conservation Resource Advisory Committee

SIGNIFICANCE: Staff proposes to use the Conservation Resource Advisory Committee to advise the Council on policy issues related to the implementation of the Sixth Plan conservation action plan. Historically the committee has been primarily engaged in the development of the power plan. Staff proposes to engage the committee on key action plan issues

BUDGETARY/ECONOMIC IMPACTS

Budgetary impacts are based on four meetings per year. Annual operating costs are estimated at \$10,000 for travel, teleconference, and video conference meetings support plus \$7,000 for contracted services for minutes. In addition we estimate thirty staff days to prepare materials, and organize and attend committee meetings.

BACKGROUND

The Council formed the Conservation Resource Advisory Committee to advise it on the development of the Sixth Power Plan. The previous committee charter expired in January 2010.

The Act (Sections 4(c)(11) and 4(c)(12) directs the Council to establish voluntary advisory committees to assist it both develop and implement its plans. During the development of all prior plans, the Council has appointed a Conservation Resource Advisory Committee to encourage broad public participation in the assessment of regional conservation potential and in the formulation of an action plan needed to acquire conservation resources. Interest and participation on the Conservation Resource Advisory Committee was high during the development of the Sixth Plan and is expected to remain high as the region ramps up implementation. The Conservation Resource Advisory Committee proved to be an excellent forum for discussion of issues during plan development. We expect it will be equally effective at addressing key implementation issues.

As proposed in this charter the members of the committee would be appointed by the Director of the Power Division and serve for a period of two years. To provide continuity, staff envisions that most of the 34 members on the previous committee will be reappointed.

ANALYSIS

Several issues would benefit from discussion in the Conservation Resource Advisory Committee in the next two years. The most immediate springs from the need to develop the structure and metrics for the mid-term review of conservation progress (Action CONS-16). Assessing progress toward the five-year 1,200 average megawatt conservation target will be a challenging technical task. It also carries with it many interested stakeholders. The Conservation Resource Advisory Committee would be an excellent forum to develop a broadly-supported approach to the mid-term conservation review.

Additional issues for Conservation Resource Advisory Committee consideration over the next two years include reviewing policy implications for the upcoming direct use of gas study, reviewing the results of the conservation uncertainty analysis, convening forums on regulatory issues facing conservation (CONS-13), and developing recommendations on measure bundling, the use of cost-effectiveness tests, research, and development investments (CONS-18).

ALTERNATIVES

The Council could decide against forming a Conservation Resource Advisory Committee. This would reduce the costs. However, it would also eliminate one of the most effective mechanisms the Council has employed to encourage public participation in its plan development and implementation activities. Given the increased regional interest in the role of conservation in the sixth Council plan the staff recommends against this alternative.

ATTACHMENTS

Draft Charter

Committee Membership 2008-2010

CONSERVATION RESOURCES ADVISORY COMMITTEE

CHARTER OF THE CONSERVATION RESOURCES ADVISORY COMMITTEE TO THE NORTHWEST POWER AND CONSERVATION COUNCIL

1. Official Designation: This advisory committee will be known as the Northwest Power and Conservation Council's Conservation Resources Advisory Committee.
2. Background: The Pacific Northwest Electric Power Planning and Conservation Act (Act), P.L. 96-501, 16 U.S.C. §839 *et seq.* in Section 4 requires the Northwest Power and Conservation Council (Council) to prepare and adopt a regional conservation and electric power plan that "gives priority to resources that the Council determines to be cost-effective." To determine the cost-effectiveness of new resources, it is necessary to estimate the performance, cost and availability of new resources potentially available to the region. The Conservation Resources Advisory Committee will assist in the development of reasonable estimates of the performance, cost and availability of new conservation resources and improvements to the efficiency of the electric power system.

In order to facilitate the development of those resources that the Council determines to be desirable components of the region's future resource mix, the Council must also understand barriers that may exist to the development of these resources, and policies and actions that might be implemented to resolve these barriers. Such policies and actions constitute the research and development element of the power plan called for in the Act. The Conservation Resources Advisory Committee will assist the Council in the identification of barriers to the development of resources and policies and actions to address these barriers.

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 Conservation Resources Advisory Committee will advise the Council during the update and implementation of the regional Power Plan by:
 - (A) Assisting the Council in evaluating the role of conservation in a carbon constrained environment.
 - (B) Assisting the Council in identifying technical, cost, environmental, institutional and other barriers to the development of new conservation resources.

- (C) Assisting the Council by providing feedback and suggestions for improving the effectiveness of the conservation and direct application renewable resource development programs and activities in the region.
 - (D) Assisting the Council in developing policies and actions to resolve barriers to the development of new conservation resources.
 - (E) Assisting the Council in assessing: 1) the current performance, cost and availability of new conservation resources; 2) technology development trends; and 3) the effect of these trends on the future performance, cost and availability of new conservation resources.
 - (F) Assisting the Council in implementing elements of the Sixth Plan conservation action plan.
4. Official to Whom the Advisory Committee Reports: The Conservation Resources Advisory Committee will report to the Council's Executive Director or his designee.
 5. Authority of the Advisory Committee: The Conservation Resources 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 will not be considered to be members of the Council staff.
 6. Estimated Annual Operating Costs in Dollars and Person-Days: \$10,000 for travel, teleconference and video conference meetings support; \$7,000 contracted services for minutes; and thirty staff days to organize and attend committee meetings.
 7. Appointment of Advisory Committee Members: The Director of the Council's Division of Power Planning will designate members of the Council's staff to attend meetings of the Committee. The Chairperson of the Committee, in consultation with the Director of Power Planning, will appoint the remaining members. The membership of the committee may include representatives from the region's utilities, state energy offices, resource developers, public interest groups, and resource experts from within and outside the region. Committee members shall be appointed based primarily on their technical and policy expertise and experience.
 8. Advisory Committee Management Officer: The Advisory Committee Management Officer ('Management Officer') for the Generating Resources Advisory Committee will be the Director of the Council's Division of Power Planning. The Management Officer will designate members of the Council's staff to coordinate and attend meetings of the Committee.

9. Chairperson:

- (A) The Chairperson of the Conservation Resources Advisory Committee will be Tom Eckman.
- (B) The Chairperson 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 Chairperson will include presiding over Conservation Resources Advisory Committee 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 Chairperson will certify detailed minutes of meetings of the Conservation Resources 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 Chairperson will distribute copies of the minutes to members of the Committee and the other interested persons.
- (E) Subcommittees of the Conservation Resources Advisory Committee may be established by the Chairperson 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 for the Committee will make logistical arrangements for Committee meetings and provide general support services.

10. Vice-Chairperson:

- (A) The Vice-Chairperson of the Conservation Resources Advisory Committee will be Charles Grist.
- (B) The Vice-Chairperson will perform the duties of the Chairperson of the Committee, in the absence of that Chairperson, and such other duties as the Chairperson 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 Conservation Resources Advisory Committee.

12. Estimated Frequency of Committee Meetings: The Chairperson of the Conservation Resources Advisory Committee, after consultation with the Director of the Power Planning

Division, or his designee, will call meetings as necessary. It is estimated that eight committee meetings over two years. Additional subcommittee meetings may also be held between June 2010 and May 2012. 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, subject to such reasonable rules as the Council may prescribe.

13. Reimbursement of Expenses: The Council will reimburse public members of the Conservation Resources Advisory Committee for travel for the purpose of attending Committee meetings, in accordance with the Council's travel regulations for advisory committees, as authorized by 5 U.S.C. §5703. The Executive Director shall determine who are public members.
14. Duration: The Conservation Resources 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 Conservation Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, May 12, 2009 in Portland, Oregon.

NORTHWEST POWER
AND CONSERVATION COUNCIL

By: _____
Bruce Measure, Chairman

Date Filed: _____

Conservation Resources Advisory Committee Members

- **Dick Adams**, PNUCC
- **Ken Baker**, Independent Consultant
- **Robert Balzar**, Seattle City Light
- **Larry Blaufus**, Clark County PUD
- **Dick Byers**, Washington UTC
- **Ralph Cavanagh**, Natural Resources Defense Council
- **Darroll Clark**, Franklin PUD
- **Dave D'Avanzo**, Lane Electric Cooperative
- **Michael Early**, ICNU
- **Ken Eklund**, Idaho Office of Energy Resources
- **Tim Engleson**, Lincoln Electric Cooperative
- **Bruce Folsom**, Avista
- **Lauren Gage**, Bonneville Power Administration
- **Fred Gordon**, Energy Trust of Oregon
- **Hossein Haeri**, Cadmus Consulting Group
- **Jeff Harris**, Northwest Energy Efficiency Alliance
- **John Kauffman**, Oregon Department of Energy
- **Ken Keating**, Independent Consultant
- **Jim Lazar**, Independent Consultant
- **Mike Lee**, Montana Public Service Commission
- **Noah Long**, Natural Resources Defense Council
- **Chuck Murray**, Washington CTED
- **John Murray**, Lane Electric Cooperative
- **Lyle Neiss**, Mission Valley Power
- **Stan Price**, Northwest Energy Efficiency Council
- **Fred Rettenmund**, Inland Power and Light
- **Chris Robinson**, Tacoma Power
- **Eugene Rosolie**, PNGC
- **Tom Schumacher**, Benton County PUD
- **Lisa Schwartz**, Regulatory Assistance Project
- **Mike Sleight**, Central Lincoln PUD
- **Kevin Smit**, EES Consulting
- **Mary Smith**, Snohomish County PUD
- **Steve Weiss**, Northwest Energy Coalition