

**Jeffery C. Allen**  
Chair  
Idaho

Idaho

**Doug Grob**  
Montana

**Mike Milburn**  
Montana



## Northwest Power and Conservation Council

**KC Golden**  
Vice Chair  
Washington

Washington

**Ginny Burdick**  
Oregon

**Louie Pitt, Jr.**  
Oregon

February 7, 2023

### DECISION MEMORANDUM

**TO:** Council members

**FROM:** Laura Thomas  
Regional Technical Forum Manager

**SUBJECT:** Renewal of the Regional Technical Forum Policy Advisory Committee (RTF PAC) charter and appointment of member organizations and co-chairs.

**PROPOSED ACTION:** Renew the RTF PAC charter with revisions and appoint member organizations and the RTF PAC co-chairs.

**SIGNIFICANCE:** Under Section 4(a)(4) of the Northwest Power Act, the terms of the Federal Advisory Committee Act (FACA) apply to the extent appropriate to the Council's advisory committees. Pursuant to FACA, a formal charter is required for each advisory committee to meet, and the charters terminate two years after the effective date, unless renewed. The current RTF PAC charter expires on February 10, 2023, and, thus, staff is seeking to renew this charter, with revision as detailed below. Additionally, per the proposed charter, staff is seeking Council appointment of the member organizations and co-chairs.

### BUDGETARY/ECONOMIC IMPACTS

Funding for the RTF is provided voluntarily by Bonneville, Energy Trust of Oregon, and regional utilities. The RTF is currently in the fourth year of a five-year funding agreement with these organizations. Funding is based on an annual work plan approved by the Council, with input from the RTF PAC. The RTF Manager, who oversees the day-to-day operations of the RTF and supports planning for the RTF PAC, is funded through the RTF budget. The Council does not contribute funds directly to the RTF, rather, the Council provides the RTF and the RTF PAC with in-kind support services.

## **BACKGROUND**

The RTF is an advisory committee to the Council formed out of a directive from Congress to develop and maintain a library of conservation measures with estimated energy savings, measure costs, and measure lifetime. The RTF also develops standard protocols for determining energy savings for more complex conservation measures, provides guidance for estimating energy savings for custom programs and program-level savings, and tracks progress towards regional conservation targets.

The RTF PAC was created by the Council to advise the Council on RTF policy and governance issues. The RTF PAC engages stakeholders in identifying regional priorities for energy efficiency work and assists the Council and the RTF in securing the resources necessary to perform the technical work required by the region. The RTF PAC also reviews the RTF's progress on its annual work plan and provides comments and advice to the Council on the organization and operating procedures of the RTF. Over the next two years, the RTF PAC will work to continue to provide input into annual work planning, work to secure funding for the RTF beyond the current funding agreement, and advise the Council on policy implications of RTF technical recommendations and implementation.

## **ANALYSIS**

Attached is a copy of the revised RTF PAC charter. Staff proposes renewal of the charter with non-substantive changes as proposed: Non-substantive changes to Section 2, Background, to simplify the background language regarding establishment of the RTF PAC; non-substantive changes to Section 3, Objectives and Scope of Activity, to expand the description of the RTF's role to better reflect the full scope; minor changes to Section 6, Estimated Annual Operating Costs in Dollars and Staff Time, to simplify the language and reflect the estimated cost of the minutes, and other minor changes for clarity.

Per the Charter, the Council has the responsibility to appoint the co-chairs of the RTF PAC and the member organizations participating on the committee. The RTF PAC is to be led by two co-chairs, with one of the co-chairs required to be a Council member. Staff recommends the Council reappoint Council member Ginny Burdick and Debbie DePetris from Clark Public Utilities as co-chairs the RTF PAC. Staff also recommends approval of the proposed RTF PAC member organizations included in the attached RTF PAC membership list. Staff prepared the proposed membership in consultation with the current RTF PAC members, co-chairs, and interested parties.

## **ALTERNATIVES**

The Council could choose to not renew the RTF PAC charter. To achieve similar results in ensuring funding and informing policy operations for the RTF without an advisory committee would require frequent meetings and consultations between Council members, Council staff, and many different organizations. This would lack the transparency and benefits gained through hosting an interactive, collaborative discussion in an advisory committee meeting. The Council could also choose to appoint different member organizations or co-chairs, which would require additional coordination with participants before proceeding.

**ATTACHMENTS**

RTF PAC proposed charter

RTF PAC proposed member list

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February 15, 2023

### **Charter of the Regional Technical Forum Policy Advisory Committee**

1. Official Designation: This advisory committee will be known as the Northwest Power and Conservation Council's Regional Technical Forum (RTF) Policy 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 prepare and adopt "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.

Including conservation as a resource requires a rigorous verification and accounting of energy savings. In 1996, Congress directed the Council and the Bonneville Power Administration (Bonneville) to establish a regional technical forum to develop "consistent standards and protocols for verification and evaluation of energy savings, in consultation with all interested parties." (Senate Report 104-120 - Energy and Water Development Appropriations Bill, 1996). The RTF was founded in 1999 as an advisory committee to the Council. The RTF is funded by Bonneville, regional utilities and the Energy Trust of Oregon, and through the Council by provision of staff support. The Council provides technological, administrative, and legal support.

Based on a recommendation from what was called the Northwest Energy Efficiency Taskforce ("NEET"), a regional effort to identify ways to accelerate efficiency acquisition in the region, the Council subsequently formed the RTF Policy Advisory Committee (Advisory Committee) as well, to provide increased visibility of, and policy guidance for, RTF activities through the Advisory Committee's recommendations to the Council.

This Advisory Committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a voluntary scientific and statistical advisory committee to assist in the development, collection, and evaluation of information relevant to the Council's development and amendment of its regional

electric power plan. 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 Advisory Committee will provide policy recommendations to the Council on how best to meet the mutual needs of the RTF’s stakeholders, while ensuring that the RTF maintains its role as the pre-eminent independent technical body on energy efficiency and when relevant the interactive analysis between conservation and demand response for the region (i.e., maintain its independence and credibility). The Advisory Committee will develop its policy recommendations for the Council by:

- Engaging stakeholders to identify regional priorities and to foster the appropriate use and acceptance of data and outputs from the RTF;
- Securing the resources necessary for the RTF to perform the technical work required by the region;
- Reviewing the progress of the RTF toward fulfilling those priorities recommended by stakeholders and the RTF Advisory Committee and that have been established by the Council; and
- Providing consensus recommendations on policy-related matters regarding how best to meet the mutual needs of the RTF’s stakeholders.

The role of the Advisory Committee is to provide advice to the Council on the specific policy matters as set forth above. As an advisory committee to the Council, it is expected that the Advisory Committee’s activities will not conflict with the mission of the Council or the Council’s other advisory committees, including the RTF. The Advisory Committee will not make policy decisions or act on behalf of the Council. The Advisory Committee will not have a direct advisory or oversight role over the RTF. The Council’s relationship with the RTF and the RTF Chair will remain unchanged.

Specifically, the Advisory Committee will provide comments and advice to the Council in the following areas:

- The organization and operating procedures of the RTF;
- RTF work plan priorities and the policy implications of RTF technical recommendations and their implementation;
- The funding structure for the RTF, and long-term (5-year) funding commitments from the funding utilities and agencies; and
- RTF progress in accomplishing its objectives and completing its work plan consistent with the work plan priorities.

The Council expects that with input from the RTF Chair and the Advisory Committee, the Council will have final say over the content and implementation of the RTF work plan and will benefit from collaboration with the stakeholders on the Advisory Committee. This collaborative approach will promote an RTF work plan that results in greater regional benefits through a better understanding of the most pressing needs of the Northwest. The Advisory Committee will also relieve the RTF Chair(s) of the burden of securing funding commitments, allowing more organizational resources to be allocated to the technical analysis where it is most needed.

4. Official to Whom the Advisory Committee Reports: The Advisory Committee will report to the Executive Director of the Council.

5. Authority of the Advisory Committee: The Advisory Committee will serve in an advisory capacity only. Neither the Advisory Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff members of the Advisory Committee are not Council employees.

6. Estimated Annual Operating Costs in Dollars and Staff Time: Three weeks of staff time to provide meeting support plus \$3,500 to support preparation of meeting minutes.

7. Advisory Committee Management Officer: The Advisory Committee Management Officer ("Management Officer") for the RTF Policy Advisory Committee will be the Council's RTF Manager. The Management Officer will designate members of the Council's staff to coordinate and attend meetings of the Committee.

8. Membership: The general composition of the Advisory Committee will include the following member organizations: Bonneville, investor-owned and customer-owned utilities that are direct funders of the RTF, an indirect RTF utility funder, Energy Trust of Oregon, public interest members, the Northwest Energy Efficiency Alliance, the public utility commissions, the state energy offices, and the Council.

Every two years, member organizations will be appointed by the Council with consultation from the Management Officer, RTF Chairs, and interested parties. The Co-Chairs will appoint representative members from the member organizations. If any representative member is unable to serve, the Co-Chairs may appoint replacement members from the same organization. If a representative member is unable to attend a meeting, that representative member may designate another person from his/her organization to attend and participate in his/her place on behalf of the member organization.

9. Co-chairs:

- A. Every two years, the Council will appoint up to two Co-Chairs of the Advisory Committee, one of which will be a Council member. If a Co-Chair is unable to complete the two-year term, the Council may designate another person to serve as Co-Chair for the remainder of the original Co-Chair's term.
- B. The Co-Chairs may be called upon to report to 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 Co-Chairs will include presiding over Advisory Committee meetings, ensuring that detailed minutes of such meetings are prepared and maintaining communication between the Committee, the RTF, the Council, and the Council's staff.
- D. The Co-Chairs will certify detailed minutes of meetings of the Advisory Committee. The minutes should include the date, time, and place of the meeting, a complete and accurate description of matters discussed, conclusions reached,

actions taken, persons invited to meet with the Advisory Committee, and persons in attendance. The minutes also will include copies of reports received, issued, or approved by the Advisory Committee. Minutes of meetings will be prepared and issued within ten days of the meeting, unless an extension is granted by the Management Officer. The Management Officer will distribute copies of the minutes to appropriate Council officials, members of the Advisory Committee, other interested persons, and make the minutes available for public inspection.

- E. The Co-Chairs may establish small sub-groups of the Advisory Committee to undertake particular aspects of the Committee's work. Methods for organizing the work and procedures of the Advisory Committee must follow the scope of responsibilities assigned to the Advisory Committee by the Council. Council staff will make arrangements for Advisory Committee meetings, solve logistical problems, and provide clerical services.

10. 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 RTF Policy Advisory Committee to the extent such matters are not covered in this Charter.

11. Estimated Frequency of Committee Meetings: The Co-Chairs of the Advisory Committee, after consultation with the Management Officer, or their designee, will call meetings as necessary. All meetings will be open to the public, unless closed pursuant to 5 U.S.C. Section 552b(c). Timely notice of meetings, including agendas, will be made. Interested persons may attend Advisory 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.

12. Reimbursement of Expenses: For the purpose of attending advisory committee meetings the Council may reimburse public members of the Advisory Committee for travel if requested, including per diem in lieu of subsistence in accordance with the Council's travel policy and as authorized by 5 U.S.C § 5703. The Executive Director shall determine who are public members.

13. Duration: The RTF Policy 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 RTF Policy Advisory Committee was approved by the Council at its regular monthly meeting on February 15, 2023.

NORTHWEST POWER AND CONSERVATION COUNCIL

Chair  
Date Filed: February 15, 2023

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February 2023

# Regional Technical Forum Policy Advisory Committee (Proposed)

**Council Member Co-Chair:** Ginny Burdick

### **Direct and Indirect Funder Organizations**

<b>Organization</b>	<b>Representative</b>
Avista Utilities	Dan Adams
Bonneville Power Administration	Jamae Hilliard Creecy
Cascade Natural Gas Corporation	Kary Burin
Chelan County PUD	Jim White
Cowlitz County Public Utility District	Debbie DePetris (co-chair)
Energy Trust of Oregon	Fred Gordon
Idaho Power	Quentin Nesbitt
NorthWestern Energy	Danie Williams
NW Natural	Mary Moerlins
Pacific Power (PacifiCorp WA)	Cory Scott
Portland General Electric	Matt Tidwell
Puget Sound Energy	Gilbert Archuleta
Rocky Mountain Power (PacifiCorp ID)	Clay Monroe
Seattle City Light	Jennifer Finnegan
Snohomish County Public Utility District	Suzanne Frew
Tacoma Power	Ray Johnson



**State Representatives**

<b>Organization</b>	<b>Representative</b>
Idaho Office of Energy and Mineral Resources	Marissa Warren
Idaho Public Utility Commission	Taylor Thomas
Montana Public Service Commission	TBD
Oregon Department of Energy	Alan Zelenka
Oregon Public Utility Commission	Anna Kim
Washington Department of Commerce	Elizabeth Osborne
Washington Utilities and Transportation Commission	Melissa Cheesman

**Public Interest Members**

<b>Organization</b>	<b>Representative</b>
Natural Resources Defense Council	Ralph Cavanagh
Northwest Energy Efficiency Alliance	Jeff Harris