

Bill Bradbury
Chair
Oregon

Henry Lorenzen
Oregon

W. Bill Booth
Idaho

James A. Yost
Idaho



Jennifer Anders
Vice Chair
Montana

Pat Smith
Montana

Tom Karier
Washington

Phil Rockefeller
Washington

July 2, 2013

MEMORANDUM

TO: Council Members

FROM: Charlie Black

SUBJECT: Vote on Approval of Charter for Resource Strategies Advisory Committee

At its meeting on July 9, 2013, the Council will vote on approval of a charter for the Resource Strategies Advisory Committee.

The new advisory committee would provide an additional means for the Council to facilitate open communication about policy and resource strategy matters during development of its Northwest Power Plans. The concept of the new advisory committee has been discussed with a broad range of regional interests, who have expressed strong support for its establishment. The new committee and various aspects of its formation have also been discussed at several meetings of the Council's Power Committee.

If the charter is approved by the Council, next steps will include identifying and inviting members to participate on the committee. An initial meeting of the committee could be convened by this fall. This would enable the committee to actively participate during development of the Council's Seventh northwest Power Plan.

Attached are the Resource Strategies Advisory Committee charter and the associated decision memorandum.

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July 2, 2013

DECISION MEMORANDUM

TO: Council members

FROM: Charlie Black
Director, Power Division

SUBJECT: Approval of Charter for Resource Strategies Advisory Committee (RSAC)

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

SIGNIFICANCE: The primary function of the RSAC will be to advise the Council, its Power Committee and the Council's staff on regional power resource strategies and related matters during the development of the Council's power plan.

BUDGETARY/ECONOMIC IMPACTS

Support for the Resource Strategies Advisory Committee will cost approximately \$ 3,000 per year for preparation of committee minutes and travel support to public committee members. In addition, approximately 1 month of staff time will be required to coordinate, chair and attend meetings.

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 Sixth Power Plan and release of the mid-term assessment, the Council proposed the idea of establishing a new advisory committee to assist the Council in engaging stakeholders in regional resource strategy issues as the Council is developing the power plan.

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 and qualitative topics relevant to developing a twenty-year resource strategy. The Council would seek input from the Committee on such topics as: the analytic approach being considered by the Council for development of the power plan; key assumptions and inputs into the resource

strategy; and review of candidate power resource strategies. The Council may also request input from the advisory committee on factors relevant to power planning that are not easily captured by computer models (e.g., intra-regional variability and other resource strategy implementation considerations).

ANALYSIS

Attached is a copy of the proposed charter for the Resource Strategies 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 without actually creating an advisory committee. That would require meetings and consultations between Council staff and many different stakeholder groups and would lack the benefit of getting the region's experts together in one place to discuss the various issues relevant to development of the regional power plan.

ATTACHMENT

Proposed Resource Strategies Advisory Committee Charter

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NORTHWEST POWER AND CONSERVATION COUNCIL

CHARTER OF THE RESOURCE STRATEGIES ADVISORY COMMITTEE

1. Official Designation

This advisory committee will be known as the Northwest Power and Conservation Council Resource Strategies 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 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 Act also requires the Council to involve all interested parties and the public at large in development of the plan.

The Resource Strategies Advisory Committee (Committee) is being formed to assist the Council in its development and amendment of the Northwest Conservation and Electric Power Plan (power plan).

3. Objectives and Scope of Activity

The primary function of the Committee will be to advise the Council, its Power Committee and the Council’s staff on regional power resource strategies and related matters during the development of the Council’s power plan.

The Committee will meet at key stages during the Council’s power planning process to review and discuss methods, inputs and analyses of regional power resource strategy alternatives. Topics for review and discussion may include:

- (A) scope, analytic approach, evaluation criteria, public involvement process, and timeline for development of the power plan;
- (B) key assumptions, forecasts, scenarios and other major analytical inputs into the resource plan;
- (C) candidate regional power resource strategies to be evaluated;
- (D) quantitative modeling of candidate regional power resource strategies; and
- (E) qualitative assessment of leading candidate regional power resource strategies, including implementation considerations.

4. Official to Whom the Advisory Committee Reports

The Resource Strategies Advisory Committee will report to the Council's Executive Director.

5. Authority of the Advisory Committee

The Resource Strategies Advisory Committee will serve in an advisory capacity only. The Committee will not vote, make policy decisions or act on behalf of the Council. Nor will the Committee provide any direction as to the work of the Council staff, or otherwise assume responsibilities of the Power Committee or full Council. 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. Advisory Committee Members

Members of the Committee will be appointed by the Council, in consultation with the Executive Director of the Council, the Director of the Council's Power Planning Division, and other interested parties. The Council will solicit potential Committee members representing a broad range of interested parties. Members will be selected based on their expertise in strategy and policy matters related to resource planning. In appointing Committee members, the Council will ensure that membership is fairly and adequately balanced in terms of resource strategy and policy points of view represented.

With the approval of the Council and after consultation with the Power Committee Chair and the Director of the Council's Power Planning Division, the Committee may form one of more subcommittees to help it carry out its functions. Subcommittee members may be selected from the Committee members recognized for their ability to contribute to open, constructive, creative and solutions-oriented discussion of regional resource strategy issues.

All Committee members serve at the pleasure of the Council.

7. Advisory Committee Chair

- (A) The Chair of the Resource Strategies Advisory Committee will be selected by the Chair of the Council to serve a one year term.

- (B) The Chair may be called upon to report to the Council on appropriate matters, including the Committee's progress on the tasks described in Part 3 of this charter.
- (C) The Chair may approve a replacement member from the same, or a similarly-situated, organization should a member appointed by the Council be unable to continue as a committee member.
- (D) The duties of the Chair will include presiding over 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, the Council and the Council's staff.
- (E) The Chair will certify detailed minutes of Committee meetings. 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 other interested persons.

- (F) Small workgroups of the 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 be consistent with the scope of responsibilities assigned to the Committee by the Council.

8. Advisory Committee Vice-Chair

A Vice-Chair may be elected by the committee members to serve a one year term. The Vice-Chair will perform the duties of the Chair, in the absence of the Chair, and such other duties as the Chair of the Committee may assign.

9. Advisory Committee Management Officer

The Management Officer for the 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.

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 Resource Strategies Advisory Committee to the extent such matters are not covered in this charter.

11. Estimated Frequency of Committee Meetings

The Chair of the Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. It is estimated that approximately six meetings over two years will be held. Timely notice of meetings, including agendas, will be made. Council staff will make arrangements for Committee meetings and provide general support services.

All meetings are open to the public, unless closed pursuant to 5 U.S.C. 552b(c). Interested persons may attend committee meetings and appear before or file statements with the committee, pursuant to the Council's advisory committee policy and subject to such other rules as the Council may prescribe.

12. Estimated Annual Operating Costs in Dollars and Staff Time

3,000 dollars plus one month of staff time.

13. Reimbursement of Expenses

The Council will reimburse public members of the 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 Committee will terminate two years from the date the Council adopts this charter, unless renewed in accordance with the Federal Advisory Committee Act.

This charter for the Resource Strategies Advisory Committee was approved and adopted at a duly called meeting of the Northwest Power and Conservation Council, __ (month) __ __ (day) __, 2013 at __ (city) ____, __ (state) ____.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Bill Bradbury, Chair

Date Filed: __ (month) __ __ (day) __, 2013