**RTF PAC Meeting Notes**

February 3, 2015

1:00 pm – 2:30 pm

**Meeting Attendees**

* Tom Eckman, NWPCC
* Charlie Grist, NWPCC
* Jennifer Anziano, RTF Manager
* Pat Smith, RTF PAC Co-Chair
* Jim West, RTF PAC Co-Chair
* Steve Bicker, Tacoma Power
* Wendy Gerlitz, NW Energy Coalition
* Susan Stratton, NEEA
* Fred Gordon, ETO
* Bob Stolarski, PSE
* Robin Arnold, Montana PSC
* Brian Dekiep, NWPCC
* Craig Smith, Seattle City Light
* Greg Kelleher, EWEB
* Sandra Hirotsu, NWPCC
* Pete Pengilly, Idaho Power
* Steve Johnson, WUTC
* Ralph Goode, Mission Valley Power
* Larry Blaufus, Clark County PUD
* Jim Maunder, Ravallie Electric Co-Op

The materials for this meeting are available [here](http://rtf.nwcouncil.org/rtfpac/meetings/2015/02/Default.htm)

1. **RTF PAC Business**

West opened the meeting with members introduction and approval of the November meeting minutes. The following membership changes to the RTF advisory committee were announced.

* From Northwestern Energy Deb Young will replace Bill Thomas
* From Montana Commission Robin Arnold will replace Bob Lake
* From Oregon PUC Jason Klotz will replace Juliet Johnson
* From Northwest Energy Coalition Wendy Gerlitz will replace Sara Patton
1. [**Proposed RTF PAC Charter Changes**](http://rtf.nwcouncil.org/rtfpac/meetings/2015/02/RTF%20PAC%20Charter%202015-v3.docx)
* Revising Chairperson/Vice Chairperson to be two Co-Chairs with equal status.
* One of the two RTF PAC co-chairs will be a Council member.
* RTF PAC Co-Chairs will be responsible in appointing replacements of PAC members from the same organization if a member is unable to serve.
* In appointing members replacement, Stratton asked whether co-chairs would act in consult or separately. The group agreed to appoint member changes acting in consultation with each other.
* Cavanaugh asked about whether it has been determined if the Council was subject to Federal Advisory Committee Act. The Council runs its advisory committees in accordance with FACA.
* The group discussed the background information in the charter and decided to recommend keeping the language in place.

After the above discussion the PAC voted to approve the Charter with recommendation for the Council to adopt the revised Charter to renew the RTF Policy Advisory Committee.

1. **Election or re-appointing PAC Chair & Co-Chair**
* The group recommended the Council to reappoint Jim West and Pat Smith to continue as co-chairs.
1. **Discussion of Proposed RTF Charter and Bylaws changes**
* Under Article four bylaws, on the language of meeting notices a typo is fixed to say one week and under Article seven, clarified the RTF financials is done by the RTF manager in consultation with the Council’s finance department.
* Discussed the suggestion from Washington UTC to amend the bylaws to stagger appointments of RTF voting members and agreed to keep the process as it is currently working.
* Bicker asked about the RTF voting member’s appointment process. The group recommended updating the operations manual to document the process of voting members selection as opposed to putting something in the Charter.
* For voting members selection of the RTF bylaws, the PAC recommended amending for the language to be consistent with that of the RTF charter (adding “approximately” before every three years.)

After the above discussion, the PAC voted to recommend the Council to approve the RTF Bylaws and Charter as modified in the above discussion.

1. **Discussion of RTF PAC Dashboard**Anziano reviewed the dashboard and the group discussed its usefulness. Bicker and West thought it was good to keep updating the dashboard as it gives transparency to what the RTF does, and given the diversity of regulatory mechanism in the region others can get a sense of what the money spent on resources gives to the region. Arnold added it is a useful tool to see the topics the RTF focus on and where the funding comes from. Others agreed.
	* No new suggestions were added. Open to changes recommended by staff to reduce overhead burden.
* West asked Anziano to circulate the dashboard for PAC comments and suggestions.
1. **Update on the selection of RTF Contract Analysts and QA/QC for 2015 and Implementers Group**
* The five contract analysts that the RTF contracted last year (Rusthon, Hadley, and Ptarmigan Research) will remain as the technical expertise for 2015. The RTF selected a sixth analyst, My Ton, to focus on the research and evaluation needs.
* For QA/QC, the selection committee selected DNV-GL KEMA.
* The RTF formed an Implementers Group to discuss the implications of the decisions that were made in the RTF meeting and to help communicate the decisions to the region. Gordon asked who participates. Anziano replied it is a broad group comprised of public utilities and IOUs, few are Avista, PacifiCorp, Snohomish, BPA, Idaho power, EWEB and Puget Sound. Grist added the genesis of the group was complaints and misunderstanding of the measures and to communicate what the RTF is doing and why. PAC members relayed that many of their staff were participating. Kelleher said he attend the meetings and found it extremely helpful to distill the main points of what happened at the RTF and to communicate it to implementers.
1. **Future RTF PAC Meetings Dates and Other Business**
* The members picked May 15th, August 27th and November 13th for the next three RTF PAC quarterly meeting dates.