

Mike Milburn
Chair
Montana

Doug Grob
Montana

Jeffery C. Allen
Idaho

Ed Schriever
Idaho



Northwest Power and Conservation Council

Thomas L (Les) Purce
Vice Chair
Washington

KC Golden
Washington

Margaret Hoffmann
Oregon

Charles F. Sams III
Oregon

March 4, 2025

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.

PROPOSED ACTION: Renew the RTF PAC charter with revisions and appoint member organizations.

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 expired on February 7, 2025, and, thus, staff is seeking to renew this charter, with revisions as detailed below. Additionally, per the proposed charter, staff is seeking Council appointment of the member organizations.

BUDGETARY/ECONOMIC IMPACTS

There is no additional budgetary impact of this decision. Funding for the RTF is provided voluntarily by Bonneville, Energy Trust of Oregon, and regional utilities. The RTF is currently in the first 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, providing the RTF and 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 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 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 one non-substantive change to Section 9, Co-Chairs, to change appointment of the RTF PAC co-chairs from the Council to the Chair of the Council. This change is consistent with the requirements of other similarly structured advisory committees. Staff is not proposing any other changes.

Previously, the RTF PAC Council co-chair was former Member Burdick. With the recent appointment of two new Oregon Council members, staff is still working in consultation with the Chair of the Council to identify a Council co-chair for this advisory committee.

Per the Charter, the Council has the responsibility of appointing the member organizations. Staff have provided in the attachments with a recommendation of proposed membership in consultation with the current RTF PAC members, co-chairs, and interested parties.

ALTERNATIVES

The Council could choose not to renew the RTF PAC charter. To achieve similar results is 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 of the current RTF funding organizations, public interest groups, and state representatives. The Council could also choose to appoint different member organizations, which would require additional coordination with participants before proceeding.

ATTACHMENTS

RTF PAC proposed charter

RTF PAC proposed membership list

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March 12, 2025

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. The Advisory Committee will have two Co-Chairs, one of which will be a Council member and one from a funding RTF Policy Advisory Committee member organization. The Chair of the Council will appoint the Co-Chairs.
- 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 March 12, 2025.

NORTHWEST POWER AND CONSERVATION COUNCIL

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March 2025

Regional Technical Forum Policy Advisory Committee (Proposed)

Council Member Co-Chair: TBD

Direct and Indirect Funder Organizations

Organization	Representative
Avista Utilities	Dan Adams
Bonneville Power Administration	Jamae Hilliard Creecy
Cascade Natural Gas Corporation	Kary Burin
Chelan County Public Utility District	Jim White
Clark County Public Utility District	Debbie DePetris (co-chair)
Cowlitz County Public Utility District	Jen Langdon
Energy Trust of Oregon	Spencer Moersfelder
Eugene Water & Electric Board	Juan Serpa Muñoz
Idaho Power	Quentin Nesbitt
NorthWestern Energy	TBD
NW Natural	Mary Moerlins
Pacific Power (PacifiCorp WA/OR)	Clay Monroe
Portland General Electric	Jake Wise
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	Rachel Gardner Clark

State Representatives

Organization	Representative
Idaho Office of Energy and Mineral Resources	Alexa Bouvier
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	TBD

Public Interest Members

Organization	Representative
Northwest Energy Efficiency Alliance	Jeff Harris