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Tom Karier
Washington

Phil Rockefeller
Washington

October 26, 2011

MEMORANDUM

TO: Council Members

FROM: Terry Morlan

SUBJECT: RTF Policy Advisory Committee Recommendations to the Council

The Regional Technical Forum Policy Advisory Committee (RTF PAC) will hold its third meeting by webinar on October 27. Because that is packet day, I cannot provide the committee's recommendation in this packet. However, I can provide an update on the RTF PAC discussions to-date, some agreements that have already been reached, and the issues to be discussed at the October 27 meeting. Depending on the outcome of the meeting tomorrow, it may be necessary to delay this presentation. However, our hopes are high that, based on previous discussions, the committee will be able to agree on a fairly comprehensive set of recommendations to present to the Council.

There are five general areas that the RTF PAC is reviewing. These include 1) scope of RTF activities, 2) RTF budget and the shares of the budget to be provided by each funding organization, 3) Guidelines for energy savings estimation and their implementation, 4) the RTF workplan for 2012 and the three year business plan, and 5) the RTF charter and bylaws.

In previous meetings, the RTF PAC reached substantial agreement on the first three items. After discussion of the process used in the RTF to determine its workplan and priorities and the role of the RTF versus utilities, the RTF PAC expressed substantial comfort with the process. The committee will discuss the workplan itself and the proposed RTF charter and bylaws at its meeting tomorrow. Assuming that agreement is reached, the plan is for Jim West, Co-Chair of the RTF PAC, to present the recommendations to the Council in Coeur d'Alene.

The draft workplan, charter, and bylaws are being concurrently reviewed by the RTF itself. The Council will need to approve the charter and bylaws for the RTF at its December or January meeting.

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Regional Technical Forum

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November 1, 2011

TO: Northwest Power and Conservation Council

FROM: Jim West
Tom Karier

SUBJECT: RECOMMENDATIONS OF THE REGIONAL TECHNICAL FORUM POLICY
ADVISORY COMMITTEE

The Regional Technical Forum Policy Advisory Committee (RTF PAC) held meetings on July 28, September 30, and October 27 to develop recommendations to the Council regarding the following issues:

1. Scope of RTF Activities
2. RTF 2012 Operating Plan and 3-Year Business Plan
3. RTF Funding Level and Allocation
4. Guidelines for the Development and Maintenance of RTF Savings Estimation Methods
5. RTF Charter and Bylaws

Consensus was reached on issues 1-4, and the decision was made to defer action on issue 5 until the RTF has completed its review and comment period on the proposed revised Charter and Bylaws. The RTF PAC believes this topic can be addressed relatively quickly through email exchange or a webinar in order to develop a final recommendation to the Council.

RECOMMENDATIONS AND FINDINGS:

- 1) Scope of RTF Activities
 - a) The RTF should focus on efficiency measure savings, protocols for estimating savings, coordination of research to improve savings estimates, and reporting on region-wide savings.
 - b) The RTF should engage in review of evaluation findings only to inform its determinations.
 - c) Review of others' program impact evaluation designs will occur only on request by the program administrator(s).
 - d) The RTF's role in program impact evaluation, primary data collection, and review of others' estimates should be limited to coordination, minimizing duplication of efforts, and dissemination.

- 2) RTF 2012 Operating Plan and 3-Year Business Plan
 - a) The RTF PAC agrees with the broad categories of work in the 2012 work plan and the 3-year business plan, including:
 - i) Standardization of Technical Analysis & Existing Measure Review; New Measure Development & Review of Unsolicited Proposals.
 - ii) Tool Development; Research Projects & Data Development; Regional Coordination.
 - iii) RTF Member Support & Administration; RTF Management.
 - b) The RTF PAC recommends increased contract staff support, or addition of a RTF-funded Council staff position, to reduce Council staff in-kind commitment.
 - c) The RTF PAC agrees with the existing process and criteria for developing and reviewing the work plan and recommends its continuation.
- 3) RTF Funding Level and Allocation
 - a) The RTF PAC recommends a funding level of \$1.5 million per year for the years 2012 through 2014.
 - b) The RTF PAC recommends use of NEEA funding allocation method and percentages for the years 2012-2014, with a review of any changes to NEEA's allocations for possible adoption. (NB: Although the RTF PAC reached consensus to move forward with this recommendation, NorthWestern Energy disagrees with using NEEA allocation shares. The RTF PAC Co-chairs will work with NorthWestern to address its concerns.)
- 4) Guidelines for the Development and Maintenance of RTF Savings Estimation Methods
 - a) RTF PAC supports guidelines to improve the clarity, transparency and operational effectiveness of the RTF.
 - b) Implementation of the guidelines should not result in automatic deactivation of existing deemed measures due to arbitrary time limits.
 - c) Guidelines should be implemented with the understanding that they will be adjusted as necessary over time.
 - d) Guidelines should not become an obstruction to acquisition of energy savings by creating a bottleneck in the process.
- 5) RTF Charter and Bylaws (NO RECOMMENDATION AT THIS TIME)
 - a) Further discussion of quorum and voting with regard to abstentions is needed before RTF PAC makes a recommendation on Bylaws revised Charter. In general, however, the RTF PAC acknowledges
 - i) Scope of RTF activities as specified in the revised Charter are consistent with RTF PAC recommendations
 - ii) Council should be responsible for RTF activities and operating procedures, with input from the RTF PAC
 - b) The RTF PAC has noted the need for possible revisions to the draft Bylaws, including:
 - i) Quorum requirement.
 - ii) Voting requirement.
 - iii) Voting by the RTF Chair, Vice-Chair, and RTF staff that are also RTF members

The RTF Portfolio Advisory Committee appreciates the opportunity to offer these recommendations to the Council and respectfully requests approval.

RTF Policy Advisory Committee Recommendations

Northwest Power and Conservation Council

November 9, 2011

Jim West :: Co-Chair, RTF Policy Advisory Committee



Scope of RTF Activities

- The RTF should focus on efficiency measure savings, protocols for estimating savings, coordination of research to improve savings estimates, and reporting on region-wide savings.
- The RTF should engage in review of evaluation findings only to inform its determinations
- Review of others' program impact evaluation designs will occur only on request by the program administrator
- RTF role in program impact evaluation, primary data collection, and review of others' estimates should be limited to coordination, minimizing duplication of efforts, and dissemination

RTF 2012 Operating Plan and 3-Year Business Plan

The RTF PAC Agrees With the Broad Work Plan Categories and the 3-year business plan:

- Standardization of Technical Analysis & Existing Measure Review; New Measure Development & Review of Unsolicited Proposals.
- Tool Development; Research Projects & Data Development; Regional Coordination.
- RTF Member Support & Administration; RTF Management.

The RTF PAC recommends increased contract staff support, or addition of a RTF-funded Council staff position, to reduce Council staff in-kind commitment.

The RTF PAC agrees with the existing process and criteria for developing and reviewing the work plan and recommends its continuation.

RTF Funding Level and Allocation

- The RTF funding level should be \$1.5 million per year for three years: 2012 – 2014
- The RTF should use NEEA funding share percentages for 2012-14 and to review any changes to NEEA allocations for possible adoption (NorthWestern Energy disagrees with using NEEA shares)

Guidelines

- RTF PAC supports guidelines to improve the clarity, transparency and operational effectiveness of the RTF
- Implementation of the guidelines should not result in automatic deactivation of existing deemed measures due to arbitrary time limits
- Guidelines should be implemented with the understanding that they will be adjusted as necessary over time
- Guidelines should not become an obstruction to acquisition of energy savings by creating a bottleneck in the process

RTF Charter and Bylaws

- Scope of RTF activities as specified in the revised Charter are consistent with RTF PAC recommendations
- Council should be responsible for RTF activities and operating procedures, with input from the RTF PAC
- Further discussion of quorum and voting with regard to abstentions is needed before RTF PAC makes a recommendation on Bylaws