

Joan M. Dukes  
Chair  
Oregon

Bruce A. Measure  
Montana

James A. Yost  
Idaho

W. Bill Booth  
Idaho



Rhonda Whiting  
Vice-Chair  
Montana

Bill Bradbury  
Oregon

Tom Karier  
Washington

Phil Rockefeller  
Washington

May 31, 2012

## MEMORANDUM

**TO:** Council Members

**FROM:** Tom Eckman  
Sandra Hirotsu

**SUBJECT:** Regional Technical Forum Membership Solicitation

The Regional Technical Forum (RTF) will be soliciting 20-30 technical experts to serve as Voting Members for the period January 2013 through December 2015. The term for the current group of Voting Members expires at the end of 2012. Nominations for non-voting members (RTF corresponding members, ex officio members and/or interested parties) will also be considered during this process.

Selection of Voting Members will follow the process set forth in the proposed RTF charter and bylaws. The process is also consistent with the RTF's existing charter. The solicitation process will begin in June 2012 with a call for nominees. The process will conclude in October with the Council, in consultation with the Power Committee Chair and Power Division Director, appointing the Voting Members. Although the new Voting Members' term does not begin until January 2013, an October decision by the Council on membership is necessary to ensure Voting Members can make necessary arrangements to participate in the January 2013 RTF meeting.

Attached is a draft solicitation letter that will be forwarded to the energy community as well as posted on the Council's website. Also attached is a draft solicitation letter that will be sent to the regulatory commissions of Idaho, Oregon, Montana and Washington.

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June xx, 2012

Dear Interested Party,

The Northwest Power and Conservation Council (Council) is soliciting applications for appointment to its Regional Technical Forum to serve three years terms beginning January 2013.

The Regional Technical Forum (RTF) was established in 1999. Its function is to advise the Council, the Bonneville Power Administration (BPA), the region's utilities, and other organizations, such as the Northwest Energy Efficiency Alliance and the Energy Trust of Oregon, on technical matters related to conservation and renewable resources development. The RTF develops standardized protocols for verifying and evaluating conservation savings, tracks conservation and renewable resource goals and provides feedback and suggestions for improving the effectiveness of conservation and renewable resource development programs in the region.

Since its formation the RTF has met more than 120 times to review, revise, refine and augment its recommendations. During this period the RTF conducted numerous technical reviews of potentially cost-effective efficiency measures, updated program specifications and developed work scopes for regional evaluation and research. The RTF also conducts regular surveys of the region's utilities and system benefits charge administrators to assess regional progress on conservation and reports its results to the region.<sup>1</sup> The RTF, with funding assistance from BPA, now maintains an extensive online database of conservation measure cost and savings.

The RTF focuses on technical issues not policy. Therefore, RTF members must have expertise and experience in the areas of economic and engineering analysis and the planning, implementation, and evaluation of conservation programs and renewable resource projects. The RTF reviews and provides comments on analyses and other materials prepared by Council and Bonneville staff and RTF contractors. Interested parties might wish to visit the RTF's website to view past meeting agendas, materials and work products to gain a more in-depth view of the topics it addresses.<sup>2</sup>

The RTF meets 10 - 12 times annually. Meetings last most of the day and require some preparation time to review meeting materials. With it increased work load the RTF now relies

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<sup>1</sup> See <http://www.nwcouncil.org/energy/rtf/consreport/Default.asp>

<sup>2</sup> See <http://www.nwcouncil.org/energy/rtf/Default.htm>

heavily on subcommittees to assist in its reviews. Therefore, members are also encouraged to participate in subcommittees of the RTF. Members can be reimbursed for their travel. In addition, a limited number of RTF members can be compensated for the time they are engaged in RTF work if their employer does not otherwise reimburse them. Approximately 20 to 30 RTF members will be appointed.

Qualified and interested individuals who are willing to commit the necessary time should submit letters of interest and a resume indicating their areas of technical expertise and experience with their letter of interest. All current members of the RTF will be considered for re-appointment but are required to submit letters of interest and a current resume. Please also indicate if you would need to be compensated for your time.

The Council is aware that all those who might wish to participate in the work of the RTF may not be able to do so. It is also aware that some individuals are interested in only limited topic areas. Therefore, the Council is requesting that individuals indicate whether they would be interesting in serving as “corresponding members.” These individuals will be placed on an electronic mailing list to receive RTF meeting agendas, working papers and meeting minutes. While “corresponding members” are encouraged to participate in RTF meetings, serve on subcommittees and provide written comments and suggestions on issues it considers, they will not have a vote nor be compensated for their travel or time.

Please address any questions you may have to Tom Eckman the Council’s Manager of Conservation Resources who chairs the RTF (503) 222-5161 or [Teckman@nwcouncil.org](mailto:Teckman@nwcouncil.org)

Please send letters of interest and resumes by August 31, 2012 to:

**Gillian Charles**

Northwest Power and Conservation Council  
851 SW Sixth Ave., Suite 1100  
Portland, OR 97204-1348  
Ph (503) 222-5161  
Fax (503) 820-2370  
[GCharles@nwcouncil.org](mailto:GCharles@nwcouncil.org)

Applicants selected to serve on the RTF will be notified in October. The first RTF meeting for new appointees is scheduled for January x, 2013 at the Council’s central offices in Portland.

Sincerely,

Steve Crow

Executive Director

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June xx, 2012

Dear Commissioner,

The Northwest Power and Conservation Council (Council) is soliciting applications from technical experts for appointment to its Regional Technical Forum for the period January 2013 through December 2015. As state utility regulators, commissioners from Idaho, Montana, Oregon and Washington and commission staff are offered the opportunity to participate in the RTF as either *ex officio* non-voting members of the RTF or to serve as voting members at their discretion.

The Regional Technical Forum (RTF) was established in 1999. Its function is to advise the Council, the Bonneville Power Administration (BPA), the region's utilities, and other organizations, such as the Northwest Energy Efficiency Alliance and the Energy Trust of Oregon, on technical matters related to conservation and renewable resources development. The RTF develops standardized protocols for verifying and evaluating conservation savings, tracks conservation and renewable resource goals and provides feedback and suggestions for improving the effectiveness of conservation and renewable resource development programs in the region. The RTF, with funding assistance from BPA, now maintains an extensive online database of conservation measure cost and savings. More information about the RTF's work is available on its website at <http://www.nwcouncil.org/energy/rtf/Default.htm>.

The RTF meets monthly for day-long meetings. Some preparation time before each meeting is recommended in order to review technical materials which are posted online in advance. The RTF also has approximately twenty (20) subcommittees which it relies on to assist in technical reviews. Commissioners or commission staff, whether participating as *ex officio* or voting members, are encouraged to participate in RTF subcommittees. Subcommittee participation is determined on an as-needed basis throughout the year.

Please contact Tom Eckman, the Council's Manager of Conservation Resources and Chair of the RTF if you are interested in serving on the RTF in any capacity or for any questions. [Teckman@nwcouncil.org](mailto:Teckman@nwcouncil.org) or (503) 222-5161.

Sincerely,

Steve Crow  
Executive Director

# June 2012 Power Committee and Council Meeting

## **Regional Technical Forum Membership 2013-2015**

# Schedule

June/July  
Nominations  
solicited

End of July

August

- Nominations solicited from BPA, utilities, state energy offices, energy efficiency professionals, renewable resource developers, public interest groups, customers and other experts

- List of nominees established

- Nominees submit letter of interest and resume or CV to RTF

# Schedule (cont'd)



- RTF Operations Subcommittee and RTF staff review nominees' technical expertise, sector experience, technology focus, policy experience, and institutional experience

- RTF Operations Subcommittee and RTF Staff provide membership recommendations to Power Committee Chair and Power Division Director

- Council, in consultation with Power Committee Chair and Power Division Director, appoints Voting Members