

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

June 4, 2013

MEMORANDUM

TO: Power Committee

FROM: Charlie Black

SUBJECT: Draft Charter for Resource Strategies Advisory Committee

At the Power Committee meeting on April 9, 2013, I provided a summary of results from a series of meetings I had during the previous couple of months with regional stakeholders regarding potential creation of a new Resource Strategies Advisory Committee. During my report I indicated that there appears to be broad support for establishment of the new advisory committee. After some discussion, the Power Committee approved preparation of a draft charter for the new advisory committee.

A draft charter for the proposed Resource Strategies Advisory Committee is attached for your review and discussion at the Power Committee meeting on June 11, 2013. Please note in particular the highlighted portions of section 3 (Objectives and Scope of Activity) and section 7 (Advisory Committee Members). These sections include draft language describing two major topics for consideration and direction by the Power Committee at its June meeting.

Enclosure: Draft Charter for Resource Strategies Advisory Committee

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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 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 provide input and advice to the Council, its Power Committee and the Council’s staff on the development of the conservation and generation resource strategy that is the core of the Council’s power plan.

In fulfilling this function, the Committee will:

Meet regularly during the power plan process to review and discuss developments and materials and provide input to the Council at major milestone stages in the power plan development process, such as at the following times:

1) at the time of early development of the proposed scope, issues, overall analytical approach, public involvement process, and schedule for the power plan;

2) during the development of key assumptions, forecasts and other major analytical inputs into the draft plan;

3) during the development of the resource portfolio analysis and proposed resource strategy for the draft power plan

4) during the review of the draft power plan

5) during the review of the comments on the draft plan, the updating of the analytical inputs, and the development of a revised proposed resource strategy for consideration by the Council in the final power plan

Engage in informal, interactive conversations about the development of the Council's power plan resource strategy with a broad range of regional stakeholders, Council Members, and Council staff.

Identify, explore and provide input to the Council on policy issues with regard to the development of the resource strategy for the power plan.

Identify and explore areas of common ground across different stakeholder groups, including discussion of trade-offs and potential opportunities for consensus on the power plan's resource strategy or particular elements.

Provide input to the Council on implementation issues with regard to the developing power plan resource strategy, such as impacts on various stakeholders, potential implementation impediments and ways to address these impediments, and other practical considerations

Identify, explore and provide input to the Council on communications issues with regard to the development of the resource strategy for the power plan.

The Committee will not:

Make any decisions, provide any guidance as to the work of the Council staff, or otherwise assume responsibilities of the Power Committee and full Council

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 make policy decisions or act on behalf of the 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. Estimated Annual Operating Costs in Dollars and Staff Time: dollars plus months of staff time.

7. Advisory Committee Members:

Members of the Committee will be appointed by the Chair of the Council, in consultation with the Chair of the Council's Power Committee, the Director of the Council's Power Planning Divisions, and other interested parties. The Council will solicit potential members from a wide range of regional stakeholders. In making a final decision on Committee members, the Council Chair shall ensure that membership is fairly balanced in terms of the points of view and expertise represented on the Committee.

With the approval of the Council Chair 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. The Council Chair will ensure that the subcommittees are fairly balanced across a broad range of stakeholders. The subcommittee members will also be selected from the Committee members recognized for their ability to contribute to open, creative, constructive and solutions-oriented discussion of regional resource strategy issues.

All Committee members serve at the pleasure of the Council.

8. 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.

9. 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. The Committee may appoint a Co-Chair who would preside over Committee meetings.

(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 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.

(D) 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.

(E) Small workgroups of the Committee may be established by the Chair 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. Council staff will make arrangements for Committee meetings and provide general support services.

10. 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.

11. 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.

12. 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 **XX** meetings over two years will be held. Timely notice of meetings, including agendas, will be made.

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.

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