

Joan M. Dukes  
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Bruce A. Measure  
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Washington

Phil Rockefeller  
Washington

March 29, 2012

## DECISION MEMORANDUM

**TO:** Council members

**FROM:** Tom Eckman                      Manager, Conservation Resources  
Sandra Hirotsu                      Senior Counsel

**SUBJECT:** Approval of charter for Conservation Resources Advisory Committee

**PROPOSED ACTION:** Authorize the creation of, and approve a two-year charter for, a Conservation Resources Advisory Committee (CRAC).

### SIGNIFICANCE

The charter of the Council's Conservation Resources Advisory Committee expired in 2011. The CRAC assists the Council formulate and review policy and program alternatives for developing the region's cost-effective conservation potential. It provides expert advice both during the development and implementation of the Council's Power Plans. The Council requires the assistance of the region's experts in assessing the regional progress on the implementation of the Sixth Plan's conservation action plan. The Council continues to require the assistance of the region's experts in identifying barriers to the development of resources and the in developing policies and actions to address those barriers during the implementation of the Sixth Plan and development of the Seventh Plan. The Council also requires the assistance of the region's experts to assist in the development of reasonable estimates of the performance, cost and availability of new conservation resources and improvements to the efficiency of the electric power system for the Seventh Plan.

### BUDGETARY/ECONOMIC IMPACTS

Support for the Conservation Resources Advisory Committee will cost approximately \$ 15,000 per year in travel support to public committee members and in administrative support for meeting minutes. In addition, approximately 30 days of staff time will be required to coordinate meetings and prepare minutes.

### BACKGROUND

Section 2(3) of the Power Act states that one of the three major purposes of the Act is to "provide for the participation and consultation" of the region's stakeholders during the development of regional power plans. Pursuant to the Act, the Council's power plans have historically emphasized the important role of cost-effective conservation in regional power

planning. In order to facilitate the exchange of information between regional stakeholders, the Council and its staff have historically employed advisory committees composed of experts and stakeholders interested in specific topics. To assist in the assessment of regional progress on conservation action items set forth in the Sixth Plan and to support analysis leading to the development of the Seventh Plan, the staff is requesting that the Council authorize the formation of a Conservation Resources Advisory Committee.

### **ANALYSIS**

Attached is a copy of the proposed charter for the Conservation Resources Advisory Committee. The charter was prepared in accordance with the Council's policy on advisory committees and the Federal Advisory Committee Act.

### **ALTERNATIVE**

We could accomplish similar results without actually creating an advisory committee. That would require meetings and consultations between Council staff and many different groups and would lack the benefit of getting the region's experts together in one place to discuss the issues.

### **ATTACHMENTS**

Conservation Resources Advisory Committee Charter

CRAC - Potential Membership Recruitment List by Organization and Category

**Conservation Resource Advisory Committee**  
 Potential Recruitment List by Organization and Category

<b>Category</b>	<b>Subcategory</b>
General public interest	Evaluation Consultant
General public interest	ETO Board Member
General public interest	Regulatory Policy
Non-Utility Program Implementer	SBC Administrator
Non-Utility Program Implementer	Market Transformation
Non-Utility Program Implementer	Economist
Non-Utility Program Implementer	Technology Assessment
Non-Utility Program Implementer	Industrial Program Consultant
Non-Utility Program Implementer	Program Evaluation
Non-Utility Program Implementer	Conservation Potential Assessment
Non-Utility Program Implementer	Program Implementation/Evaluation
Non-Utility Program Implementer	Program Implementation/Evaluation
Non-Utility Program Implementer	Program Implementation/Evaluation
Non-Utility Program Implementer	Trade Alley Network Training
Non-Utility Program Implementer	Commercial Building Efficiency
Non-Utility Program Implementer	Industrial Program Consultant
Non-Utility Program Implementer	Commercial Building Efficiency
Public Interest Group	NWEC
Public Interest Group	NRDC
Regulator	WUTC
Regulator	OPUC
Regulator	OIPUC
Regulator	MPSC
State Energy Office	OR
State Energy Office	MT
State Energy Office	WA
State Energy Office	ID
Trade Association	Utility Association - WA Publics
Trade Association	Utility Association - Small Rural Publics
Trade Association	Utility Association - PNW Publics
Trade Association	Energy Efficiency Trade Association
Trade Association	Utility Association - IOUs & Publics
Utility	IOU
Utility	IOU
Utility	IOU
Utility	IOU
Utility	IOU
Utility	IOU
Utility	IOU
Utility	BPA
Utility	Western WA Public
Utility	Western WA Public
Utility	Western WA Public
Utility	Montana Public
Utility	Idaho Public
Utility	Eastern OR Public
Utility	Western OR Public
Utility	Eastern WA Public
Utility	Western WA Public

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## NORTHWEST POWER AND CONSERVATION COUNCIL

### CHARTER OF THE CONSERVATION RESOURCES ADVISORY COMMITTEE

1. **Official Designation:** This advisory committee will be known as the Northwest Power and Conservation Council's Conservation Resources 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 prepare and adopt a regional conservation and electric power plan that gives priority to resources that the Council determines to be cost-effective. To determine the cost-effectiveness of new resources, it is necessary to estimate the performance, cost and availability of new resources potentially available to the region. The Conservation Resources Advisory Committee will assist in the development of reasonable estimates of the performance, cost and availability of new conservation resources and improvements to the efficiency of the electric power system.

In order to facilitate the development of those resources that the Council determines to be desirable components of the region's future resource mix, the Council must also understand barriers that may exist to the development of these resources, and policies and actions that might be implemented to resolve these barriers. Such policies and actions constitute the research and development element of the power plan called for in the Act. The Conservation Resources Advisory Committee will assist the Council in the identification of barriers to the development of resources and policies and actions to address these barriers.

This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. 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 Conservation Resources Advisory Committee will advise the Council during the update and implementation of the regional Power Plan by:

- (A) Assisting the Council in identifying technical, cost, environmental, institutional and other barriers to the development of conservation resources.
  - (B) Assisting the Council in developing policies and actions to resolve barriers to the development of conservation resources.
  - (C) Assisting the Council by providing feedback and suggestions for improving the effectiveness of the conservation and direct application renewable resource development programs and activities in the region.
  - (D) Assisting the Council in assessing: 1) the current performance, cost and availability of conservation resources; 2) technology development trends; and 3) the effect of these trends on the future performance, cost and availability of conservation resources.
  - (E) Assisting the Council in implementing elements of the Sixth Plan conservation action plan.
  - (F) Assisting the Council in development of the Seventh Plan's assessment of regional conservation potential
  - (G) Assisting the Council in development of the Seventh Plan's conservation action plan
4. Official to Whom the Advisory Committee Reports: The Conservation Resources Advisory Committee will report to the Council's Executive Director.
  5. Authority of the Advisory Committee: The Conservation Resources Advisory Committee will serve in an advisory capacity only. 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 Person-Days: Five-thousand dollars (\$5,000) per year for travel, teleconference and video conference meetings support; eight thousand dollars (\$8,000) per year contracted services for minutes; and thirty staff days to organize and attend committee meetings.
  7. Advisory Committee Members: The chair of the advisory committee, in consultation with the Director of the Power Planning Division, will solicit technical experts to participate on the advisory committee from a wide range of regional stakeholders. The Council's Executive Director shall approve the participants and, in doing so, shall ensure that membership of the advisory committee is fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee. Committee members shall be selected based primarily on their technical and policy expertise and experience. Members may include employees of the region's utilities, Bonneville, the Energy Trust of Oregon, state energy offices, state utility regulatory commissions, energy efficiency industry firms, public interest groups, and from within and outside the region. All Committee members serve at the pleasure of the Council.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Conservation Resources Advisory Committee will be the Director of the Council's Power Planning Division.

9. Chair:

- (A) The Chair of the Conservation Resources Advisory Committee will be Tom Eckman.
- (B) The Chair may be called upon to report to the Executive Director of 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 Chair will include presiding over Conservation Resources Advisory 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 and the Council's staff.
- (D) The Chair will certify detailed minutes of meetings of the Conservation Resources Advisory Committee. 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) Subcommittees or small workgroups of the Conservation Resources Advisory Committee may be established by the Chair of the Committee to undertake particular aspects of the Committee's work. Methods for organizing the work and procedures of the Committee must follow 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) The Vice-Chair of the Conservation Resources Advisory Committee will be Charles Grist.
- (B) The Vice-Chair will perform the duties of the Chair of the Committee 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 Conservation Resources Advisory Committee to the extent such matters are not covered in this Charter.
12. Estimated Frequency of Committee Meetings: The Chair of the Conservation Resources Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. It is estimated that eight committee meetings over two years will be held. Additional subcommittee meetings may also be held between June 2012 and May 2014. All meetings will be open to the public, unless closed pursuant to 5 U.S.C. §552b(c). Timely notice of meetings, including agendas, will be made. Interested persons may attend 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.
13. Reimbursement of Expenses: The Council will reimburse public members of the Conservation Resources Advisory 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 Conservation Resources Advisory Committee will terminate two years from the date this Charter is adopted, unless renewed in accordance with the Federal Advisory Committee Act.

This Charter for the Conservation Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, April 11, 2012 in Stevenson, Washington.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: \_\_\_\_\_  
Joan Dukes, Chair

Date Filed: \_\_\_\_\_