

Joan M. Dukes
Chair
Oregon

Bruce A. Measure
Montana

James A. Yost
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W. Bill Booth
Idaho



Rhonda Whiting
Vice-Chair
Montana

Bill Bradbury
Oregon

Tom Karier
Washington

Phil Rockefeller
Washington

March 29, 2012

DECISION MEMORANDUM

TO: Council members

FROM: Massoud Jourabchi Manager, Economic Analysis
Sandra Hirotsu Senior Counsel

SUBJECT: Approval of charter for Demand Forecasting Advisory Committee

PROPOSED ACTION: Authorize the creation of, and approve a two-year charter for, a Demand Forecasting Advisory Committee

SIGNIFICANCE

The charter for the Demand Forecasting Advisory Committee (DFAC) expired in 2008. We will be starting the preparatory work for development of the demand forecast for the 7th plan. The DFAC will assist the Council in evaluation of input assumptions as well as review and assessment of the demand forecasts.

BUDGETARY/ECONOMIC IMPACTS

Support for the Demand Forecasting Advisory Committee will cost approximately \$7500 per year in travel support to public committee members. In addition, about four weeks of staff time will be required to coordinate meetings, develop agendas, prepare presentations and minutes, and attend meetings.

BACKGROUND

The Power Act requires the Council to produce a long-term regional demand forecast for electricity. The Demand Forecasting Advisory Committee has played an important advisory role in the preparation of past forecasts by assisting the Council in reviewing demand forecasting tools, input assumptions and forecast results.

ANALYSIS

Attached is a copy of the proposed charter for the Demand Forecasting 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

Demand Forecasting Advisory Committee Charter

List of DFAC members

Demand Forecast Advisory Committee Members as of August 1, 2006

Name	Affiliation	Sector
Ham Nguyen	PGE	Utility
Romita Biswas	PacifiCorp	Utility
Randy Barcus	Avista	Utility
Glen Booth	BPA	Utility
Joe Ross	NW Natural Gas	Gas Utility
Terry Morlan	NPCC	Public
Mary Winslow	Seattle City Light	Public
Ken Corum	NPCC	Public
Massoud Jourabchi	NPCC	Public
Tom Payant	Snohomish	Utility
Phil Carver	ODOE	Public
State offices		
Mike Ferguson	Idaho	Public
Tom Potiowsky	Oregon	Public
Bret Bertolin	WA	Public
Jim Sylvester	MT	Public

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NORTHWEST POWER AND CONSERVATION COUNCIL

CHARTER OF THE DEMAND FORECASTING ADVISORY COMMITTEE

1. **Official Designation:** This advisory committee will be known as the Northwest Power and Conservation Council's Demand Forecasting 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 Demand Forecasting Advisory Committee will assist the Council in its development of the Northwest Conservation and Electric Power Plan (power plan) by advising on important assumptions and analyses regarding the future demand for electricity in the region.

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 Demand Forecasting Advisory Committee will advise the Council during the development of its power plan by:
 - (A) Assisting the Council in identifying significant changes in electricity markets and their implications for future electricity demand and price;
 - (B) Assisting the Council in evaluating analytical tools and assumptions, and advising on the most appropriate study designs;
 - (C) Helping to identify sources of information and data about electricity demand and its determinants; and
 - (D) Assisting in the review and interpretation of demand forecast results.

4. Official to Whom the Advisory Committee Reports: The Demand Forecasting Advisory Committee will report to the Council's Executive Director.
5. Authority of the Advisory Committee: The Demand Forecasting 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 committee members are not Council employees.
6. Estimated Annual Operating Costs in Dollars and Staff Time: Seven thousand five-hundred dollars (\$7,500) plus one month of staff time.
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 expertise and experience. Members may include electric and gas public and private utilities as well as experts in the regional economy and state energy offices. All committee members serve at the pleasure of the Council.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Demand Forecasting Advisory Committee will be the Director of the Council's Power Planning Division.
9. Chair:
 - (A) The Chair of the Demand Forecasting Advisory Committee will be Massoud Jourabchi.
 - (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 Demand Forecasting 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 Demand Forecasting 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 Demand Forecasting 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 Vice-Chair of the Demand Forecasting Advisory Committee may be appointed from Council staff by the Council's Executive Director. 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 Demand Forecasting Advisory Committee to the extent such matters are not covered in this Charter.
- 12. Estimated Frequency of Committee Meetings: The Chair of the Demand Forecasting Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. 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 Demand Forecasting 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 Demand Forecasting 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 Demand Forecasting Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council, April 11, 2012 at Stevenson, Washington.

NORTHWEST POWER AND CONSERVATION COUNCIL

By: _____
Joan Dukes, Chair

Date Filed: _____
