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January 3, 2008

DECISION MEMORANDUM

TO: Council members

FROM: Tom Eckman
Manager, Conservation Resources

SUBJECT: Decision on Charter for the Conservation Resources Advisory Committee.

PROPOSED ACTION: The staff is proposing that the Council establish a Conservation Resource Advisory Committee to aid in the development of its sixth Power Plan by adopting this charter

SIGNIFICANCE: By taking this action the Council would direct the staff to form a Conservation Resources Advisory Committee.

BUDGETARY/ECONOMIC IMPACTS

It is envisioned that the Conservation Resource Advisory Committee will meet approximately eight - twelve times over the course of the sixth Plan's development. To facilitate participation on the committee the Council has reimbursed travel cost for those members who are not otherwise compensated by their employers for attending. In addition, the services of a technical writer will be required to prepare a summary of each meeting in order to ensure that the discussions and recommendations of the Committee are adequately documented.

Estimated Budget - \$15,000, for travel, teleconference and video conference meetings support, \$10,000 contracted services for minutes, and sixty staff days to organize and attend committee meetings

BACKGROUND

During the development of prior plans the Council has formed a Conservation Resource Advisory Committee to assist the staff and Council in two general areas. First, members of this advisory committee provide expert technical review of the Council's assessment of regionally cost-effective conservation potential. Second, committee members help the staff and Council formulate and review policy and program alternatives to develop effectively the region's conservation potential.

In April of 1999, the Council formed the Regional Technical Forum, which has and continues to provide advice on the technical issues surrounding energy efficiency. Therefore, the staff is proposing that Conservation Resources Advisory Committee focus more on the policy and institutional issues surrounding the efficient and effective deployment of more energy efficient technologies and practices.

As proposed in this charter the members of the committee would be appointed by the Director of the Power Division and serve for a period of two years. The staff envisions that approximately 20 committee members will be appointed. While members would be appointed based primarily on their technical expertise, the selection process would attempt to ensure that members represent a diversity of stakeholder interests and geographic areas of the region.

ANALYSIS

The Act (Sections 4(c)(11) and 4(c)(12) directs the Council to establish voluntary advisory committees to assist both the development and implementation of its plans. During the development of all prior plans, the Council has appointed a Conservation Resource Advisory Committee to encourage broad public participation in the assessment of regional conservation potential and in the formulation of an action plan needed to acquire conservation resources.

Given the recent increase in regional reliance on energy efficiency, Bonneville's changing role as a resource provider for public customers, and new regulatory requirements (e.g., Washington State Initiative 937) there is a resurgence of interest in the Council's conservation assessment and the role conservation will play in the sixth plan's resource portfolio. Consequently, interest in participation on the Conservation Resource Advisory Committee is expected to be significantly higher than was the case in either the fourth or fifth plans.

ALTERNATIVES

The Council could decide against forming a Conservation Resource Advisory Committee. This would reduce the cost of developing the sixth Plan. However, it would also eliminate one of the most effective mechanisms the Council has employed to encourage public participation in its plan development process. Given the increased regional interest in the role of conservation in the sixth Council plan the staff recommends against this alternative.

ATTACHMENTS

Draft Charter

CONSERVATION RESOURCES ADVISORY COMMITTEE INFORMATION

CHARTER OF THE CONSERVATION RESOURCES ADVISORY COMMITTEE TO THE PACIFIC NORTHWEST ELECTRIC POWER AND CONSERVATION PLANNING COUNCIL

1. Official Designation: This advisory committee will be known as the Pacific Northwest Electric Power and Conservation Planning 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. in Section 4 requires the Pacific Northwest Electric Power and Conservation Planning 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 regional 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 of the Plan by:
 - (A) Assisting the Council in evaluating the role of conservation in a carbon constrained environment.

 - (B) Assisting the Council in identifying technical, cost, environmental, institutional and other barriers to the development of new conservation resources.

- (C) Assisting the Council provide 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 developing policies and actions to resolve barriers to the development of new conservation resources.
 - (E) Assisting the Council in assessing: 1) the current performance, cost and availability of new conservation resources; 2) technology development trends; and 3) the effect of these trends on the future performance, cost and availability of new conservation resources.
4. Official to Whom the Advisory Committee Reports: The Conservation Resources Advisory Committee will report to the Council's Executive Director or his designee.
 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 will not be considered to be members of the Council staff.
 6. Estimated Annual Operating Costs in Dollars and Person-Days: \$15,000, for travel, teleconference and video conference meetings support, \$10,000 contracted services for minutes, and sixty staff days to organize and attend committee meetings.
 7. Appointment of Advisory Committee Members: The Director of the Council's Division of Power Planning will designate members of the Council's staff to attend meetings of the Committee. The Chairperson of the Committee, in consultation with the Director of Power Planning, will appoint the remaining members. The membership of the committee may include representatives from the region's utilities, the state energy offices, resource developers, public interest groups, and resource experts from within and outside the region. Committee members shall be appointed based primarily on their technical and policy expertise and experience.
 8. Chairperson:
 - (A) The Chairperson of the Conservation Resources Advisory Committee will be Tom Eckman
 - (B) The Chairperson 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 Chairperson will include presiding over Conservation Resources Advisory Committee 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 Chairperson will certify detailed minutes of meetings of the Conservation Resources Advisory Committee. The minutes should include a complete and accurate description on 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 Chairperson will distribute copies of the minutes to members of the Committee and the other interested persons.
- (E) Subcommittees of the Conservation Resources Advisory Committee may be established by the Chairperson 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 for the Committee will make logistical arrangements for Committee meetings and provide general support services.

9. Vice-Chairperson:

- (A) The Vice-Chairperson of the Conservation Resources Advisory Committee will be Charles Grist.
- (B) The Vice-Chairperson will perform the duties of the Chairperson of the Committee, in the absence of that Chairperson, and such other duties as the Chairperson of the Committee may assign.

10. 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.

11. Estimated Frequency of Committee Meetings: The Chairperson of the Conservation Resources Advisory Committee, after consultation with the Director of the Power Planning Division, or his designee, will call meetings as necessary. It is estimated that eight committee meetings will occur at approximately two-month intervals. Additional subcommittee meetings may also be held between January 2008 and July 2009. 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, subject to such reasonable rules as the Council may prescribe.

12. Reimbursement of Expenses: The Council will reimburse public members of the Conservation Resources Advisory Committee for travel for the purpose of attending Committee meetings, in accordance with the Council's travel regulations for advisory committees, as authorized by 5 U.S.C. §5703. The Executive Director shall determine who are public members.

13. Duration: The Conservation Resources Advisory Committee will terminate two years from the filing date of this Charter, unless renewed in accordance with the Federal Advisory Committee Act. All Members of the Committee serve at the pleasure of the Council.

This Charter for the Conservation Resources Advisory Committee was approved and adopted at a duly noticed meeting of the Pacific Northwest Electric Power and Conservation Planning Council, January xx, 2008 in Portland, Oregon.

PACIFIC NORTHWEST ELECTRIC POWER
AND CONSERVATION PLANNING COUNCIL

By: _____
Tom Karier, Chairman

Date Filed: _____

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