

Integrated Resource Plan Technical Advisory Group

Charter
September 2018

This charter outlines the charge of and expectations for the Puget Sound Energy (PSE) Integrated Resource Plan Technical Advisory Group (TAG).

ABOUT THE INTEGRATED RESOURCE PLAN

An Integrated Resource Plan (IRP) is a utility plan for meeting forecasted annual peak energy demand—plus some established reserve margin—through a combination of energy supply, conservation, and other demand-side resources.

Washington Utility and Transportation Commission (WUTC) requires PSE to submit an IRP on a biennial basis, consistent with WAC 480-100-238 and WAC 480-90-238. Every two years, a team of in-house economists, energy specialists, environmental advocates, demographers, and other experts develops a new IRP. PSE knows these forecasts will change as conditions change.

The IRP:

- Examines the many energy-resource options available to PSE, including the maximum amount of new energy supply PSE can acquire through energy efficiency
- Makes a thorough, objective assessment of the benefits, costs, and risks associated with each energy-supply option
- Analyzes the region's population and economic trends, including a forecast of PSE customers' natural gas and electricity needs two decades into the future
- Evaluates political and economic policies and trends and their potential impact on energy production, usage, and availability
- Assesses commercially available conservation, including load management, as well as assessing currently employed and new policies and programs needed to obtain the conservation improvements
- Considers resource cost, market volatility risks, demand-side resource uncertainties, resource dispatchability, resource effects on system operation, risks imposed on ratepayers, public policies regarding resource preference adopted by Washington state or the federal government, and cost of risks associated with environmental effects including emissions of carbon dioxide

CHARGE OF THE TECHNICAL ADVISORY GROUP

TAG members have technical expertise in energy resourcing, transmission, utilities, conservation, and economics. They consider stakeholder input and other information sources in providing recommendations to PSE. TAG members represent a balance of industry and conservation expertise.

The members of the TAG are charged with providing input on:

- Conservation
- Electric resource costs and performance assumptions
- Natural gas resource costs and performance assumptions
- Resource adequacy modeling
- Local system planning: transmission and distribution
- Portfolio analysis
- Sub-hourly portfolio flexibility analysis
- Other topics that may emerge as part of the IRP process

In addition to the TAG, there will be an Integrated Resource Plan Advisory Group (IRPAG). The TAG will have an opportunity to review IRPAG input and consider it in their feedback to PSE. In the interest of full transparency, all members of the public may observe the TAG meetings.

MEMBERSHIP

PSE will accept nominations and applications between June and September 2018.

Organizations may nominate up to two representatives as TAG members. PSE will consider individuals and representatives from organizations provided they have technical competencies and experience in the material addressed by the TAG. Interested individuals and organizations should contact PSE, at IRP@pse.com, expressing their interest to participate along with short biographical information.

PSE will select TAG members based on defined criteria, including:

- Competencies or work experience in one or more items for input in the section above
- Demonstrated ability to contribute productively in a group setting

Individuals and organizations may send a proxy to a given meeting by notifying PSE, at irp@pse.com, at least one week ahead of the meeting.

ROLES AND RESPONSIBILITIES

TAG members will:

- Serve as subject-matter experts
- Participate in TAG meetings between July 2018 and June 2019
- Review background materials in advance of meetings, including stakeholder input from IRPAG meetings

- Engage in positive, productive communication with other TAG members, facilitator, and project team members
- Review the draft IRP and provide written comments if they wish
- Communicate disagreement respectfully

The facilitator will:

- Create meeting structures and lead meetings in ways that provide TAG members a meaningful opportunity to participate in discussions
- Remind TAG members of their charge, roles, and responsibilities
- Keep meetings focused on the agenda
- Work with the project team to prepare meeting agendas
- Start and end meetings on time, unless the TAG agrees to extend the meeting time

The project team will:

- Provide background materials, presentations, and data to TAG members and at www.pse.com/irp in advance of meetings to inform their input
- Be present and available at TAG meetings to answer questions and inform the discussion
- Coordinate meeting logistics
- Hold all meetings at transit- and ADA-accessible venues
- Provide a call-in option for TAG members who are unable to participate in person
- Summarize the outcomes of the TAG meetings in meeting summaries and distribute draft summaries to TAG members for review
- Post final versions of the meeting summaries online

MEETING GUIDELINES

- The facilitator will make it possible for all TAG members to ask questions and provide comments that pertain to the agenda items being discussed.
- Discussions will allow for respectful disagreement.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the TAG can decide by majority agreement to extend the meeting.
- At the meetings, TAG members will:
 - Share the available speaking time
 - Focus on successfully completing the agreed-upon agenda
 - Avoid side discussions when others are speaking
 - Voice concerns and complaints at the meeting, not outside the meeting
 - Put cell phones on silent
- Persons who are not members of the TAG may attend meetings as observers, but may not participate in group discussion and deliberations unless called upon by the facilitator.
- The public will be able to attend the meetings.

MEETING SUMMARIES

- The project team will prepare a written summary of the discussion and comments following each meeting.
- Meeting summaries will describe areas of agreement and disagreement and clarify where and why there is a disagreement.
- The meeting summaries will state all points of view clearly and fairly.
- Meeting summaries will include a list of action items.
- PSE will post a draft meeting summary to www.pse.com/irp for TAG members to review within two weeks of the meeting.
- TAG members may provide recommended changes to the draft meeting summary to PSE within one week of PSE posting the draft meeting summary.
- The project team will post final versions of the meeting summaries online at www.pse.com/irp within four weeks of each TAG meeting.

COMMUNICATIONS

The project team will review all emails sent to irp@pse.com. If the email includes a question or a request for information related to technical information for the 2019 IRP filing, the project team will provide a response in a timely manner. PSE may make questions and comments (and PSE responses) available to the public through the IRP process.

All TAG materials will be available online at www.pse.com/irp.

TAG members should not represent themselves as speaking for the TAG unless directed by the group to do so. TAG members should not represent themselves as speaking for PSE under any circumstances. This working rule in no way restricts individual TAG members, in their capacity as community members, from interacting with elected officials, the media, or community organizations.

COMMENT PERIOD

To maximize opportunities for stakeholders to provide feedback, PSE may offer a comment period for attendees at TAG meetings. If PSE offers comment periods during a TAG meeting, members of the IRP project team will listen to all comments provided during the allotted time and record them in meeting summaries. Ground rules for the IRP comment period will be provided with each TAG meeting announcement and reviewed at the meeting.