

Integrated Resource Plan Advisory Group

Charter
September 2018

This charter outlines the purpose and expectations for the Puget Sound Energy (PSE) Integrated Resource Plan Advisory Group (IRPAG). The IRPAG participants will review, provide feedback on, and affirm a revised version of this charter at their second meeting.

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

PURPOSE OF THE IRPAG

The IRPAG is an opportunity for the public to provide input on and contribute to the IRP. IRPAG meetings will be designed to facilitate the public sharing information with PSE about the IRP. IRPAG participants may provide input related to demand, public interest in conservation, and other IRP-related topics.

The following areas will be addressed in IRPAG meetings:

- Stakeholder areas of concern and interest
- Overview of the analytical framework
- Results of portfolio modeling

The IRPAG is an advisory body and does not make final decisions on the content of the IRP. In addition to the IRPAG, there will be a Technical Advisory Group (TAG). The TAG will have an opportunity to review IRPAG input and consider it in their feedback to PSE. In the interest of full transparency, IRPAG participants may observe, but not participate in TAG meetings.

PSE sent a letter invitation to all tribes in PSE's service territory to participate in the IRPAG or TAG as appropriate.

ROLES AND RESPONSIBILITIES

IRPAG participants will:

- Participate in meetings between May 2018 and June 2019
- Represent their organization's interests, not their personal objectives, if attending on behalf of an organization
- Review background materials provided in advance of meetings
- Engage in positive, productive communication with other participants, facilitator, and project staff
- Communicate disagreement respectfully
- Provide advice and input on how PSE can engage other community members as applicable to IRP-related topics

The facilitator will:

- Provide all IRPAG participants with a meaningful opportunity to participate in discussions
- Remind IRPAG participants of their roles and responsibilities and the group's purpose
- Keep meetings focused on the agenda
- Work with the project team to prepare meeting agendas
- Start and end meetings on time, unless the IRPAG agrees to extend the meeting time

The project team will:

- Provide any applicable background materials and presentations at www.pse.com/irp in advance of meetings to inform their input

- Translate concerns and interests from the IRPAG into IRP modeling and share them with the TAG; if an area of concern will not be addressed, the project team will explain why not
- Develop an agenda that incorporates stakeholders' feedback and allows opportunity for stakeholders to provide comments to PSE on the IRP
- Plan and develop background materials to support IRPAG understanding and engagement
- Share information to IRPAG participants so that they may provide informed input
- Provide clear information about how PSE makes decisions with IRPAG input
- Be present and available at IRPAG 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 IRPAG participants who are unable to participate in person
- Summarize the outcomes of the IRPAG meetings in meeting summaries and make them available at www.pse.com/irp
- Post final versions of the meeting summaries online at www.pse.com/irp

MEETING GUIDELINES

- The facilitator will make it possible for IRPAG participants to ask questions and provide comments.
- The facilitator will review the agenda at the beginning of each meeting for group agreement.
- Discussions will allow for respectful disagreement.
- Meetings will begin and end on time.
- At the meetings, IRPAG participants 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

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 review within two weeks of the meeting.
- IRPAG participants 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 IRPAG 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, the project team will provide a response in a timely manner.

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

IRPAG participants should not represent themselves as speaking for the IRPAG unless directed by the group to do so. IRPAG participants should not represent themselves as speaking for PSE under any circumstances. This working rule in no way restricts individual IRPAG participants, 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 IRPAG meetings. Members of the IRP project team will listen to all comments during the allotted time period and record them in meeting summaries. Ground rules for the IRP comment period will be provided with each IRPAG meeting announcement and reviewed at the meeting.