

Integrated Resource Plan Stakeholder Advisory Group

Draft Charter, May 2018

The purpose of charter is to clarify the charge and expectations for the Puget Sound Energy Integrated Resource Plan Stakeholder Advisory Group. The Stakeholder Advisory Group members will be asked to review, provide feedback on, and affirm a revised version of this charter at the kickoff meeting.

ABOUT THE INTEGRATED RESOURCE PLAN

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

We know these forecasts will change as the future unfolds and conditions change.

The IRP:

- Examines the many energy-resource options available to PSE, including the maximum amount of new energy "supply" we 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.

The IRP includes commitments to action in the Action Plans.

Puget Sound Energy is required by the Washington Utility and Transportation Commission (WUTC) to submit an IRP on a biennial basis, consistent with WAC 480-100-238.

Every two years, a team of in-house economists, energy specialists, environmental advocates, demographers and other experts develops a new IRP.

CHARGE OF THE STAKEHOLDER ADVISORY GROUP

The Stakeholder Advisory Group is charged with providing input on:

- Electric and gas scenarios and sensitivities
- Carbon price methodology and assumptions
- Resource cost methodology and assumptions
- Resource need methodology and assumptions
- Portfolio analysis and stochastics

ROLES AND RESPONSIBILITIES

The Stakeholder Advisory Group members will:

- Participate in up to eight meetings between May 2018 and June 2019
- Review background materials in advance of meetings
- Engage in positive, productive communication with other members, facilitator, and project staff
- Review and provide written comments on meeting summaries and the draft Integrated Resource Plan
- Find opportunities for agreement whenever possible

The Facilitator will:

- Ensure that all Stakeholder Advisory Group members have a meaningful opportunity to participate in discussions
- Ensure members of the Stakeholder Advisory Group understand their charge
- Keep meetings focused on the agenda
- Work with the project team to prepare meeting agendas
- Start and end meetings on time, unless the Stakeholder Advisory Group agrees by unanimous vote to extend the meeting time
- Distribute meeting agendas and background materials at least one week prior to the scheduled meeting

The project team will:

- Provide background materials, presentations, and data to Stakeholder Advisory Group members to inform their input
- Be present and available at Stakeholder Advisory Group meetings to answer questions and inform the discussion
- Coordinate meeting logistics
- Summarize the outcomes of the Stakeholder Advisory Group meetings in meeting summaries

MEETING GUIDELINES

- The Facilitator will ensure that all participants have the opportunity to ask questions and provide comments that pertain to the agenda items being discussed. Discussions will allow for the development of a consensus, but consensus is not required.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the group can decide by unanimous vote to extend the meeting.
- At the meetings, Stakeholder Advisory Group 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 Stakeholder Advisory Group may attend meetings as observers but may not participate in group discussion and deliberations, unless called upon.

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.
- The project team will send meeting summaries to Stakeholder Advisory Group members via email.

COMMUNICATIONS

Internal

In the interest of streamlining communications, Michele Kvam, Puget Sound Energy will serve as the arbiter of internal communications. Outside of meetings, if a Stakeholder Advisory Group member would like to communicate with the rest of the group, he/she may send the facilitator an email for distribution to the larger group. The facilitator may choose to bundle this email with other emails to the group.

External

Participants in the Stakeholder Advisory Group should not represent themselves as speaking for the group unless directed by the group to do so. This working rule in no way restricts individual participants, in their capacity as citizens, from interacting with elected officials, the media, or community organizations.