

# DRAFT Resource Planning Advisory Group Charter

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*Last updated 10/25/2023*

## Purpose

The Resource Planning Advisory Group (RPAG) provides Puget Sound Energy (PSE) with specialized technical advice to support PSE's long-term resource planning processes, including the gas and electric Integrated Resource Plans (IRP).

Specifically, the RPAG:

- Provides expert technical advice and feedback on key topics related to resource planning such as but not limited to:
  - Resource needs, including in relation to load forecast and resource adequacy.
  - Supply- and demand-side resource alternatives, including non-emitting energy and capacity (supply-side) and distributed energy resources and demand response (demand-side).
  - Meeting Clean Energy Transformation Act (CETA) and Climate Commitment Act (CCA) obligations and requirements
  - Resource alternatives
- Supports PSE in performing candidate portfolio evaluations
- Offers comments and recommendations on final portfolio results
- Provides expert technical advice on any other topics related to IRP development

## RPAG Membership

### *Selection methodology*

RPAG members are selected by PSE, in consultation with independent advisors, through an open application process.

You can view Triangle Associates' memorandum outlining the selection process [here](#).

### *Composition*

The RPAG will consist of approximately 10-12 members. RPAG members must possess an organizational affiliation approval to participate in the RPAG on the organization's behalf. Each RPAG member and their affiliated organization may identify an alternate RPAG member affiliated with the same organization to participate in the RPAG if the primary member is unavailable. Members may designate a temporary participant for specific topics as needed. However, we request that organizations try to maintain one representative from each organization actively participating in discussions to ensure equitable participation and balance. Organizations or individuals with a known conflict of interest will be asked to excuse themselves from membership and/or meetings.

While PSE will strive to at all times ensure a balanced mix of organizations on the RPAG, PSE will at all times reserve at least 1 seat and no more than 3 seats for each of the following organizations (to the extent it receives an application from these organizations), with no more than 1 individual per organization:

- Utility regulators
- Energy consumers
- Developers of clean energy solutions
- Environmental justice organizations
- Energy policy organizations
- Equity or social justice organizations
- Energy research or planning organizations
- The Washington State Office of the Attorney General Public Counsel Unit
- The Washington Utilities and Transportation Commission

#### *Term*

RPAG members serve for a term of two years, corresponding to each IRP cycle. So long as the RPAG remains in place, RPAG members may reapply to serve on the RPAG at the conclusion of their term and may serve for an unlimited number of terms.

#### *Qualifications*

To qualify for participation in the RPAG, RPAG members must meet Criteria 1 or Criteria 2, described below.

#### Criteria 1. Is a member of:

- the Washington State Office of the Attorney General Public Counsel Unit; or
- the Washington Utilities and Transportation Commission

#### Criteria 2. Meets all of the following:

- Has education and/or demonstrated professional experience in one of the following:
  - Planning for future energy production, usage, and availability
  - Assessing the benefits, costs and risks associated with various energy supply options
  - Technological innovation and deployment of clean energy solutions
  - Impacts of energy policy on production, usage, and availability
  - Promoting environmental justice in the context of energy policy and/or resource planning.
- Has a demonstrated track record working for or with any of the following:
  - Utilities
  - Utility regulators
  - Organizations that represent energy consumers

- Developers of clean energy solutions
- Environmental justice organizations
- Energy policy organizations
- Equity or social justice organizations
- Energy research or planning organizations

## **PSE Commitments**

PSE will adhere to the following commitments:

- Be accountable to RPAG members and members of the public by sharing how RPAG feedback and recommendations are used or not used in accordance with WAC 480-100-625.
- Provide opportunities for public comment in each RPAG meeting.
- Make RPAG materials available to RPAG members and members of the public at least three business days ahead of each RPAG meeting.
- Be clear about the level of decision-making power the RPAG has throughout the IRP process.

## **RPAG Commitments**

RPAG members commit to:

- Participate in facilitated discussions about PSE's electric energy and gas resource planning, programs, and investments.
- Contribute their technical expertise to enable PSE to effectively meet its legally mandated obligations under WAC 480-100-625, WAC 480-90-238, and RCW 19.405.
- Recommend best practices and share technological or scientific advances in electric and natural gas energy.
- Be available to attend RPAG meetings during the full two-year IRP cycle or assign their alternate.
- Consenting to live-streaming and recording their meetings on YouTube.

## **Group Conduct**

It will be important that RPAG members adhere to a code of conduct designed to promote a transparent, open and candid exchange of ideas and concerns. The RPAG will adhere to the following guidelines for conduct during meetings:

- Listen to and appreciate the diversity of views and opinions.
- Actively participate in the group (i.e., keep camera on during virtual meetings).
- Behave constructively and courteously towards all participants.
- Attend all meetings in a timely manner.
- Respect the role of the facilitator to guide the group process.
- Silence electronic devices.

Disagreement and differences of opinion are acknowledged, explored, understood, and appreciated. Should conflict arise, it will be addressed with the guidance of the RPAG facilitator.

Recurring inappropriate individual behavior may result in an individual being respectfully excused from the RPAG.

## **Roles and Responsibilities**

Below is a summary of the roles and responsibilities associated with the RPAG.

### **Puget Sound Energy**

PSE convenes the RPAG and selects RPAG members, in partnership with the facilitation team. PSE provides the services of independent third-party neutral facilitators to support communications with and among the RPAG. PSE identifies and reviews the annual work plan and agenda items for discussion during each IRP cycle. PSE is also responsible for ensuring the accessibility accommodations listed below.

### **The Resource Planning Advisory Group**

The RPAG is an advisory group rather than a decision-making group. As such, the RPAG will provide advice to the PSE resource planning team on specific areas related to advancing clean electricity planning and its impact on vulnerable and highly impacted communities and customers (see the “Purpose” section for more details). RPAG members may provide feedback on the annual work plan and on agenda items. RPAG members from established organizations may designate one alternate to represent the organization in the event the primary participant cannot attend.

### **Meeting Facilitator(s)**

Meeting facilitators neutrally and impartially support all participants, maintain the integrity of the process, and facilitate communication about the process among participants and other interested parties. The facilitator will work collaboratively with the project team to prepare process designs, meeting agendas, pre-work materials and final RPAG products. Private conversations between a RPAG member and the facilitator will be considered confidential unless otherwise identified. Any written communications are considered public records and may be subject to public disclosure.

### **Observers/Members of the Public**

RPAG meetings are open to the public. Non-members will be able to participate in all public RPAG meetings as “observers.” Observers are encouraged to attend and contribute to meetings through comments submitted in written form or during the prescribed portion of the agenda dedicated to public comment. Observer participation is facilitated by making the meeting schedule and participation details publicly available.

Observers must respect the need for the RPAG to reach a conclusion in its discussions and may not participate in any polling or discussion outside of the designated public comment period.

## **Accessibility**

To make RPAG meetings accessible to RPAG members and participants, PSE will offer the following:

- Provide language interpretation if needed.
- Provide assistive technology to RPAG members with disabilities, or provide other accommodations as needed (e.g., large-size print documents, documents formatted for screen readers, etc.).
- Provide meeting transcripts, meeting chats, and meeting materials following each meeting.
- Choose Americans with Disabilities Act (ADA) accessible venues if meetings are held in person.
- Choose transit-accessible venues if meetings are held in person.
- Choose virtual meeting platforms with call-in options to be mindful of internet and data limitations.

## **Charter Adoption and Charter Amendments**

This Charter for the RPAG is considered a living document and as such, a work in progress.

The RPAG Charter may be amended consistent with the terms and processes agreed to by PSE and the Group. Typically, adjustments to the Charter are considered to support any significant changes proposed for conducting the business of the Group. The facilitator will work with PSE and the RPAG to periodically evaluate if adjustments to the Charter are warranted. If needed in the future, the RPAG and PSE may elect to supplement this Charter with more specific policies as needed.