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September 6, 2023

DECISION MEMORANDUM

TO: Council members

FROM: Jennifer Light
Director of Power Planning

SUBJECT: Power Division Advisory Committee Minutes Support

PROPOSED ACTION: Staff recommends authorization to continue to contract with Amy Milshtein in an amount not to exceed \$29,391 for advisory committee minutes support throughout the fiscal year 2024.

SIGNIFICANCE: The Power Division has seven different advisory committees it uses to vet and inform staff analysis and recommendations. In preparation for the mid-term assessment of the 2021 Power Plan and early development of the ninth power plan, staff plans to convene each advisory committee for one or more meetings in FY24. The Federal Advisory Committee Act requires that the Council produce “minutes” of Advisory Committee meetings, or summary of the items discussed at each committee meeting and the recommendations made by the committee. Staff recommends continuing to contract with Ms. Milshtein for minutes support, which will ensure each meeting is well documented.

BUDGETARY/ECONOMIC IMPACTS

For fiscal year 2024, staff recommends authorization to contract with Ms. Milshtein in the amount not to exceed \$29,391. This support was included in the Council’s budget for FY24.

BACKGROUND

The Power Division uses its advisory committees to inform and vet staff analysis and recommendations during power plan development and implementation. In FY 24, the division will be preparing its mid-term assessment of the 2021 Power Plan and building out datasets and tools to support development of the ninth plan. To support these activities, staff are planning approximately 20 advisory committee meetings and workshops. This assumes a minimum of 1 to 2 meetings per committee, and staff anticipates that more meetings will be needed in some committees to support the adequacy assessment and continued enhancement of the divisions modeling tools. Staff is also planning a couple of multi-committee meetings, or workshops, to tackle broader topics, including a reserves workshop this fall.

Staff has contracted with Ms. Milshtein since 2015 for advisory committee meeting support. Ms. Milshtein has developed a solid understanding of our minute needs and familiarity with the work. Over the course of this time, the Council has released multiple request for proposals (RFP) for minutes services (most recently for FY22) to identify other potential contractors that might also provide this support, and Ms. Milstein has repeatedly provided the best proposal to meet the division's needs. Staff last issued an RFP for these services for FY22. These processes have resulted in few to no responses (besides that of Ms. Milshtein), and Ms. Milstein's responses have continually best fit the needs of the division. Staff recommends continuing to contract with Ms. Milstein for FY24.

ALTERNATIVES

The Council could proceed without this added contract support. This would require more staff time to capture the meeting discussion and recommendations, diverting away from other priority tasks. Staff does not recommend this alternative.

Alternatively, the Council could ask staff to issue an RFP to identify alternative contractors before proceeding. This would require staff resources and delay our ability to secure minutes services for the start of FY24. Based on historic experience, staff is not confident that this time would add value by identifying better alternatives. Staff believes that it is appropriate and important to ensure it is being open in its contract solicitation and would recommend doing another RFP for minutes services in FY25.