

Resource Planning Advisory Group Charter

Final as of 4/17/25

Purpose

The Resource Planning Advisory Group (RPAG) is established to provide Puget Sound Energy (PSE) with specialized technical advice to support PSE's long-term resource planning processes, including the Integrated System Plan (ISP).

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.
 - Energy equity and impacts on vulnerable and highly impacted communities and customers.
- Supports PSE in identifying and performing candidate portfolio evaluations.
- Offers comments and recommendations to help develop draft and final portfolio results.
- Provides expert technical advice on any other topics related to resource planning.

RPAG Membership

Selection

RPAG members are selected by PSE, in consultation with independent advisors, through an open application process. The selection process is documented in memoranda published on the [RPAG web page](#). PSE revisits membership needs annually and as needed. Applications for membership are accepted on an ongoing basis; however, PSE may conduct focused recruitment efforts as needed to fill vacancies or augment membership due to changes in policy or other requirements.

Composition

The RPAG is intended to be a representative group of a manageable size that fosters diverse and productive discussions across planning topics. Membership is open to individuals with an organizational affiliation and the necessary approval to represent their organization in the RPAG.

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 only one representative from each organization actively participating in discussions to ensure equitable participation and balance. Positions may remain open at any time, allowing for flexibility in membership as planning needs evolve. Organizations or individuals with a known conflict of interest may be asked to excuse themselves from membership and/or meetings. Members should proactively disclose potential conflicts to the RPAG facilitator and recuse themselves when appropriate.

PSE aims to maintain a balanced mix of organizations within the RPAG to ensure diverse perspectives in discussions. While participation will be shaped by the range of applicants, representation is expected to include voices from the following sectors. To support this, PSE will reserve at least one position and no more than three positions for each of the following types of organizations, provided applications are received. To support broad and equitable engagement, participation will be limited to one representative per organization.:

- 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

Membership may evolve over time to incorporate emerging policy needs and areas of expertise. PSE will consult with current RPAG members prior to making changes to the membership structure.

Terms, Opting Out, and Replacement Process

RPAG members are requested to serve for the duration of an ISP cycle, which may range from two to four years. Membership will continue on a rolling basis; members are not required to reapply at the end of a cycle but may be asked to reaffirm their participation.

Opting Out of RPAG Participation

- If an RPAG member decides to step down before the end of a planning cycle, they should notify the facilitator and PSE in writing in advance.
- Members may request a temporary leave of absence due to unforeseen circumstances. In such cases, the designated alternate may step in during the primary member's absence.

Replacement Process for Departing Members

- If a member discontinues participation, their organization may propose a replacement with similar qualifications. PSE will review the replacement nomination, along with other previously qualified applicants, and decide whether to conduct a targeted recruitment to fill the position.

- Candidates nominated by a departing member with similar qualifications that are either an employee or official contractor of the same organization will be given priority consideration.
- While the intent will always be to seat replacement members as soon as possible, PSE will determine whether to fill the vacancy immediately or defer it until the next structured review of RPAG membership, to occur prior to the start of each ISP cycle at minimum.
- PSE may select a new member from a pool of previously qualified applicants or conduct a targeted recruitment to fill the position.
- Organizations with designated positions¹ may appoint a new representative if their current member steps down.

Onboarding of New Members

- PSE will work with new members to identify an onboarding plan that meets their unique needs. Onboarding tools may include 1:1 or small group meetings, background reading, and/or videos of past meetings.
- PSE will make staff available to answer questions and support each new member's unique onboarding needs.

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

¹ Washington State Utilities and Transportation Commission and Washington State Office of the Attorney General Public Counsel Unit positions only

- 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 and public feedback and recommendations are used or not used in accordance with applicable state laws and regulations.
- Publish RPAG meeting dates on its website within one week of scheduling.
- Provide opportunities for public comment in each RPAG meeting and will make a good faith effort to solicit, support, and encourage public comment throughout the ISP process.
- Provide RPAG members with a synopsis of feedback from public webinars.
- Make RPAG materials available to RPAG members and members of the public at least three business days ahead of each RPAG meeting . PSE will aspire to provide materials earlier whenever possible to provide sufficient time for review.
- Tailor information to support RPAG members in their advisory role related to resource planning, while being cognizant of the fact that members have different types and levels of expertise.
- Be clear about the level of engagement on the [International Association of Public Participation \(IAP2\) spectrum](#) in which PSE is engaging the RPAG throughout the ISP process.

RPAG Commitments

RPAG members commit to:

- Participate in facilitated discussions about PSE’s electric and gas resource planning, programs, and investments.
- Contribute their technical expertise to support PSE’s resource planning efforts.
- Recommend best practices and share technological or scientific advances in electric and natural gas energy.
- Be mindful of limited meeting time and be open to connecting with other RPAG members outside of scheduled RPAG meetings for further dialogue and to resolve issues when needed.
- Be available to attend RPAG meetings during the 2-4 year ISP cycle, or assign an alternate.
- Consent to live streaming and recording of their meetings on YouTube.

Group Conduct

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

- Share a range of perspectives and ideas, and in turn, actively listen to the diversity of views and opinions.
- Actively participate in the group (e.g., keep camera on during virtual meetings whenever possible).
- 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 (e.g., personal attacks, discriminatory language, harassment and other similar disruptive and disrespectful behavior) may result in the facilitator respectfully excusing the individual from the meeting, or PSE and the facilitator respectfully excusing the RPAG member from their membership.

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. 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 ISP cycle, with input from RPAG members as appropriate. 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 provides advice to the PSE resource planning team on specific areas related to advancing electric and gas utility planning and their impacts on vulnerable and highly impacted communities and customers (see the “Purpose” section for more details). RPAG members provide feedback on the annual ISP work plan and on agenda items. RPAG members 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 works collaboratively with the project team to prepare process designs, meeting agendas, pre-work materials and final RPAG products. The facilitator aims for RPAG meetings to have a balance of discussion time and presentations. Private conversations between a RPAG member and the facilitator are 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 are 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 joining details publicly available on the [ISP website](#) at least three business days in advance of a meeting.

Observers are expected to 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 offers 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.
- Provide virtual options if the RPAG holds in-person meetings.

Charter Adoption and Charter Amendments

This Charter for the RPAG is considered a living document, evolving to reflect the needs of the group and the broader resource planning process. RPAG members are expected to adopt the Charter in principle, recognizing it as the foundation for how the group operates and collaborates.

Amendments and Revisions

- The RPAG Charter may be updated as needed to reflect changes in scope, structure, or operational needs.
- The facilitator, in collaboration with PSE and RPAG members, will periodically evaluate if updates are needed. During these reviews, which will at minimum occur prior to the start

of each ISP cycle, any RPAG member may propose changes to the charter as needed and appropriate.

If amendments are made, RPAG members will be asked to reaffirm their adoption in principle, ensuring continued alignment with the group's evolving needs.