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September 09, 2020

DECISION MEMORANDUM

TO: Council Members

FROM: Andrea Goodwin
Senior Counsel

SUBJECT: Contract with Amy Milshtein for Fiscal Year 2021

PROPOSED ACTION: Staff recommends authorization to renew the contract with Amy Milshtein for the 2021 fiscal year in an amount not-to-exceed \$29,700 to prepare minutes for the Council's Power Division advisory committee meetings.

SIGNIFICANCE: The Northwest Power Act (Act) authorizes the Council to establish such voluntary advisory committees as it determines are necessary or appropriate to assist in its development of the regional power plan and in carrying out its other functions and responsibilities. Under Section 4(a)(4) of the Act, the terms of the Federal Advisory Committee Act (FACA) apply to the extent appropriate to the Council's advisory committees. Pursuant to FACA, detailed minutes of advisory committee meetings are required.

BUDGETARY/ECONOMIC IMPACTS:

Total contract budget not-to-exceed \$29,700 for fiscal year 2021.

BACKGROUND AND ANALYSIS

The Council utilizes several advisory committees to provide feedback and advice to the Council on a range of technical issues. For fiscal year 2021, staff anticipates a number of advisory committee meetings due to the ongoing development of the 2021 Power Plan and its schedule for completion. The Council has contracted for the preparation of the advisory committee meeting minutes for the last several years, which has produced

satisfactory minutes. Council authorization to renew the contract with Amy Milshtein will facilitate the continued preparation of acceptable minutes through this fiscal year.

ALTERNATIVES

The Council could choose to not contract for this work and have staff prepare the minutes, or the Council could contract with a different person or entity to produce the minutes. If staff were to prepare the minutes, this could absorb a not insignificant amount of staff's time and potentially take away from time spent on more substantive matters. To contract with a different person or entity may require additional resources, as well as additional staff time, to produce an acceptable product.