

Avista's Equity Advisory Group Charter

September 2021

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Introduction

Washington’s Clean Energy Transformation Act (CETA), passed by legislature in 2019 requires utilities to ensure an equitable distribution of energy benefits and a reduction of energy burdens on vulnerable populations and highly impacted communities.



Avista Utilities (Avista or “Company”) is forming an Equity Advisory Group (EAG or “Group”) that will inform the development of the Company’s Clean Energy Implementation Plan (CEIP) to meet regulatory requirements of CETA, as well as advise and provide guidance on other company activities.

Background

On May 7, 2019 Governor Jay Inslee signed into law Senate Bill 5116, or CETA, which commits Washington to an electricity supply free of greenhouse gas emissions by 2045. To meet this standard, utilities will need to replace coal-based resources with renewable power sources. The law includes provisions to protect customers with special attention for those who are economically disadvantaged and those most impacted by climate change and environmental pollution. Utilities have new requirements to provide energy assistance to low income customers, while also tailoring programs to meet the needs of marginalized populations and households with high energy burdens.

The legislation also requires utilities to use a framework that enables the facilitation of public participation and oversight while working to meet reduction goals. Specifically, the law requires utilities to convene an equity advisory group per WAC 480-100-655.

WAC 480-100-655(1)(b)

A utility must maintain and regularly engage an external equity advisory group to advise the utility on equity issues including, but not limited to, vulnerable population designation, equity customer benefit indicator development, data support and development, and recommended approaches for the utility’s compliance with WAC 480-100-610 (4)(c)(i). The utility must encourage and include the participation of environmental justice and public health advocates, tribes, and representatives from highly impacted communities and vulnerable populations in addition to other relevant groups.

The formation of Avista’s EAG provides a forum for interested parties to engage with the Company in meaningful dialogues to ensure that a clean energy future does not disproportionately impact marginalized population groups and communities that tend to experience undue challenges pertaining to energy as well as other environmental, health and economic impacts.

Purpose

Avista's Equity Advisory Group (EAG) will provide consultation for various endeavors across the Company to ensure that all customers are benefiting from the transition to clean energy through the equitable distribution of energy and nonenergy benefits and reduced energy burdens to vulnerable populations and high impacted communities.

The group will be responsible for providing review, input and feedback on the following topics initially as they relate to Avista's inaugural 2021 Clean Energy Implementation Plan (CEIP) and then ongoing as these topics relate to the transformation work:

Vulnerable Population Designation – Washington State Department of Health's (DOH) Cumulative Impact Analysis identifies Highly Impacted Communities (HIC) within the Avista service territory. The EAG will provide additional insights into these communities, as well as identifying other communities and populations that may not have been identified in the impact analysis.

Customer Benefit Indicator Development – The EAG will integrate equity considerations into the development of Customer Benefit Indicators (CBI). These measurements will be included when the Company is planning for energy resources and other program development. This work is critical for ensuring that all customers benefit from the transition to clean energy through the equitable distribution of energy and nonenergy benefits and reduction of burdens.

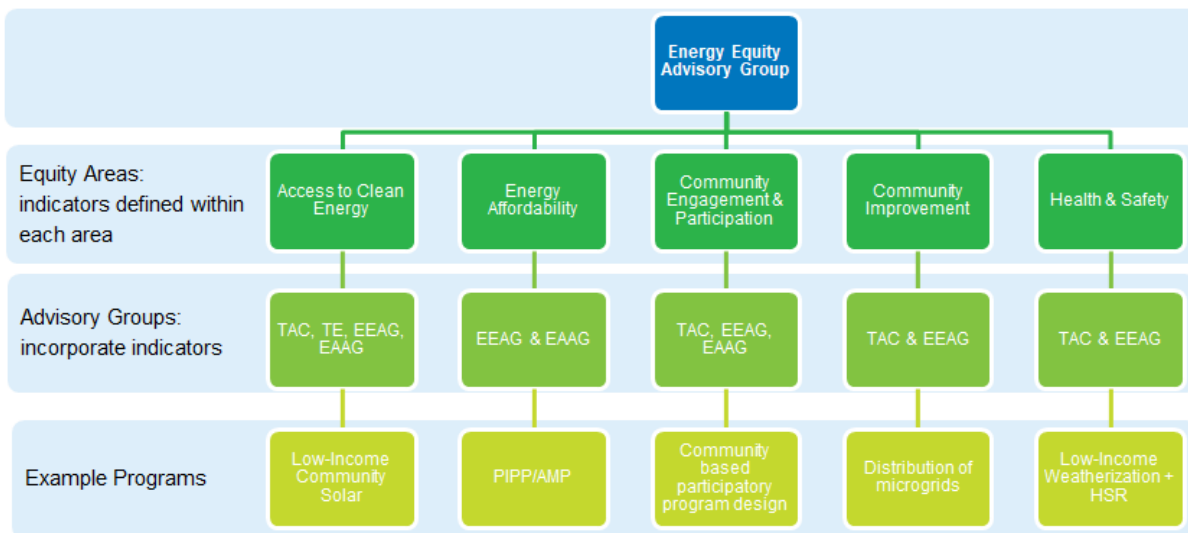
Data Support and Development – The EAG will assist in reviewing and identifying data needed to inform the development and analysis of equity indicators and vulnerable population designation (VP).

Recommended Approaches for Equitable Distribution of Benefits: The EAG will inform and advise on the Company's energy transformation priorities and other Company projects regularly through monthly Equity Lens sessions. Through the monthly sessions, the group will provide feedback on Avista's products and services, service resiliency objectives, validating if strategy and tactics are appropriately benefiting all customers equitably and, most importantly, share objective comments on these activities.

Ultimately, the EAG will provide guidance and support activities to incorporate equity considerations into the Company's future Integrated Resource Plan (IRP), with significant emphasis on the inaugural – and future – Clean Energy Implementation Plans (CEIP). To guarantee that the benefits of clean energy transformation efforts are accessible and affordable, that burdens are reduced and mitigated, and that the Company is held accountable for these equity aspects, the EAG will:

- Highlight and develop ways to mitigate barriers to customer participation in company programs.
- Help the company develop better understanding and incorporation of equity issues.
- Shape the EAG processes and construct for ongoing quality and member experience improvement.

Avista has a variety of existing advisory groups for initiatives related to its Integrated Resource Plan, Energy Efficiency, Energy Assistance, and Transportation Electrification. The following chart illustrates how the EAG will inform the various Company advisory groups and their initiatives.



Acronym	Advisory Group Purpose
TAC	Technical Advisory Committee – advisory group to the Integrated Resource Plan process – roadmap for how Avista will meet customers energy needs 20 years from now; revised every two years.
EEAG	Energy Efficiency Advisory Group – advisory group to the energy efficiency implementation department that offers rebates for efficiency improvements to homes and businesses.
TE	Transportation Electrification Stakeholder Group – incorporation of electric vehicles and related infrastructure to the energy grid
EAAG	Energy Assistance Advisory Group – advisory group for bill assistance programs

Goals

The goals for the EAG in the first year include the establishment of the group’s Charter, recruitment of members and preliminary work to identify and prioritize CBIs for the CEIP. Primarily, the group will provide input for the CBIs that will be used to ensure that Avista’s work is making progress in reducing burdens and ensuring the benefits of clean energy are experienced by all customers equitably.

The Charter will provide an overview of the EAG purpose, as well as Group and meeting construct.

To help with the drafting of the Charter a preliminary consultative group comprised of community representatives helped to determine the essential Group concepts such as membership requirements, appropriate meeting schedules (i.e. daytime, evenings or weekends) and compensation, and any other factors that may help to provide an adequate foundation for the EAG. Additionally, the preliminary group provided recommendations for engaging with populations designated as impacted and/or marginalized to recruit for EAG membership.

Once the Equity Advisory Group was established, an introductory meeting was conducted to form a shared understanding of the objectives for the first year of EAG activities. Through the recruitment process and at the introductory meeting, candidates were advised of the request to participate in a minimum of four 2021 EAG meetings and the option to attend various public meetings.

With the Equity Advisory Group in place, work began to determine the indicators and weighting factors that will be used to confirm the Company is advancing its work for equitable clean energy transformation. The Group also helped to identify the vulnerable population determinates based on the preliminary analytical work conducted by Avista and the DOH Cumulative Impact Analysis and associated map.

Group Composition and Structure

In accordance with *WAC 480 100 655(1)(b)* the Equity Advisory Group should include participants from the areas of:

- Environmental Justice;
- Public Health Advocates;
- Tribes;
- Representatives from highly impacted communities and vulnerable populations, that may include seniors, veterans, Black, Indigenous and People of Color (BIPOC), low-income, and individuals living with disability;
- Urban and rural representation; and
- Additional individuals/organizations that may be identified by the Group members.

The company will strive to engage members who provide “lived experience” and expertise and have the potential to receive the benefit of the Company’s efforts relating to compliance with CETA.

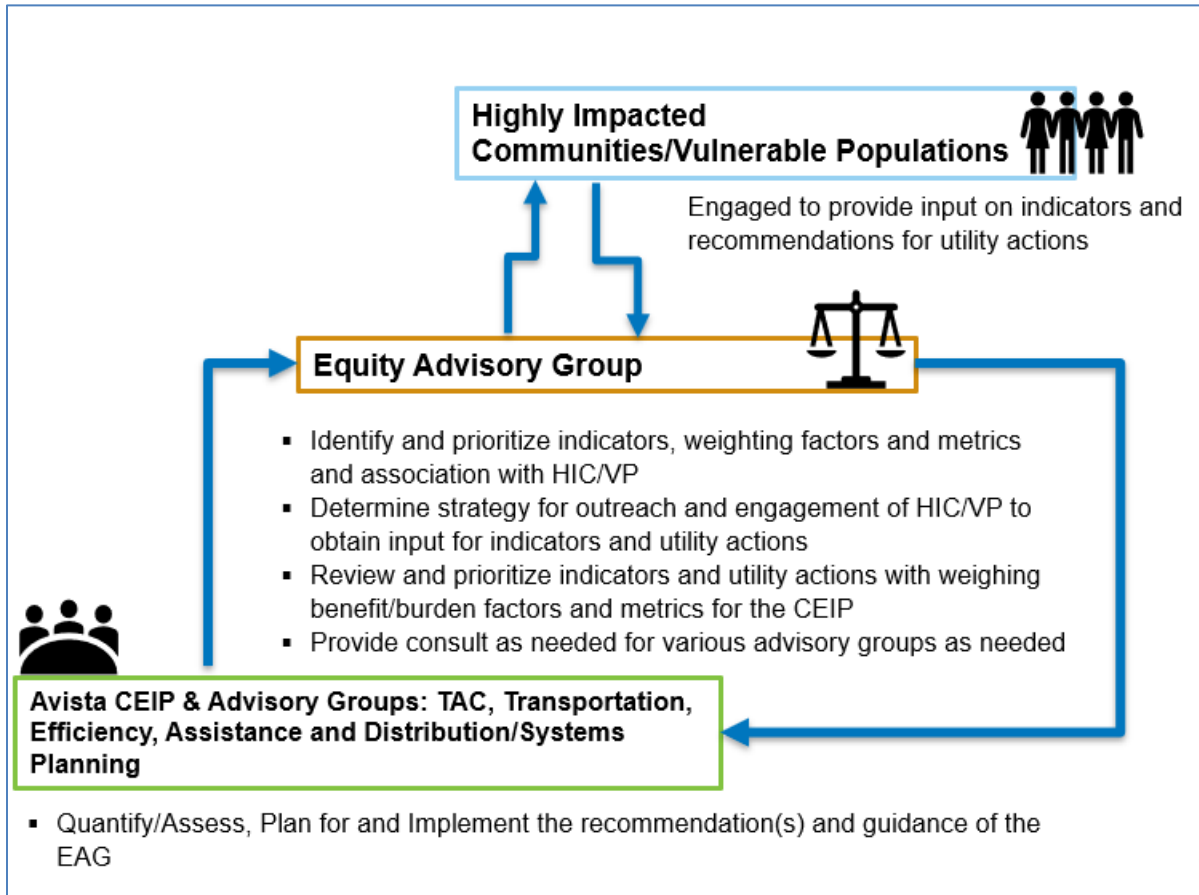
To ensure that the benefits to clean energy transformation are accessible and affordable, the energy burdens are reduced and mitigated, and the Company is accountable for these equity aspects, the EAG will:

- Highlight and develop ways to mitigate barriers to customer participation in company programs;
- Help the company develop better understanding and incorporation of equity issues
- Shape the EAG processes and construct for ongoing quality and member experience improvement

Information obtained from the EAG in these areas will be shared and discussed with the Company’s other existing advisory groups to disseminate appropriate strategies, to mitigate barriers to customer participation and to ensure adequate representation from communities and populations that have been

traditionally excluded from decision-making and bear the burden of inequities (i.e., “highly impacted communities” or “vulnerable populations”).

The chart below provides an illustration of the activities the EAG will undertake and how their consult will inform the Company’s activities and advisory groups.



Member Recruitment

The Company is committed to obtaining membership that reflects diverse representation of its customer base with emphasis on those who have been traditionally excluded and/or adversely affected by energy generation and delivery.

Membership in the EAG is defined as any interested person who can actively consult on equity concerns related to the strategic planning, resource coordination and management of the Company’s clean energy initiatives.

Interested individuals will be invited to complete a **Member Interest Form** that will provide a tool for considering candidates for the EAG. A sample of this form is included in the Appendix of this Charter.

Meetings

Meetings will be conducted in a virtual setting until the Company resumes standard, in-person, business practices or once gathering in groups larger than 10 is permitted.

Meetings will be facilitated by an independent contractor.

Meetings are open to EAG members, related Avista staff and guests by invitation.

Most of the EAG meeting are open to non-members who have expressed an interest in attending (e.g., observers, guest presenters, interested in joining). Avista staff will screen non-members who are interested in attending meeting to ensure their intent for attending is positive in nature.

Comments made by members should not be shared with specificity outside of the meeting (*Stories stay – Lessons Leave*)

Quarterly team building meetings will be hosted for members only. The intent of these meetings is for members to develop the relationships between themselves, the facilitator and Avista staff.

Members will be notified of meetings that must be recorded. For those meetings that must be posted for public review, the EAG will be notified prior to the meeting that the particular session will be recorded. Additionally, EAG meeting notes must be publicly available but specific comments will not be associated with any one member and will be general in nature.

Presentations

The EAG monthly meetings/Equity Lens Sessions will provide the members an opportunity to learn about various company projects, programs and initiatives as presented by Avista staff and/or partner stakeholders.

Presentations will be available to members in advance of the meeting (*3 days as required per WAC 480-100-655 (g)*).

All Guest speakers will be required to:

- a. Provide an overview of the topic being presented with the recognition they are presenting to group that does not have utility background
- b. Avoid jargon, use simple terms/words
- c. Follow-up with an update on how EAG input was used (if not used, provide reasons why)
- d. Make presentation materials available to group three (3) days in advance
- e. Identify where EAG engagement for the topic being presented is on the Spectrum of Engagement (i.e., inform, consult, involve, collaborate, or empower)

Meeting and Group Activity Archive

Meeting notes will be taken and shared with members. Meeting notes with presentations will also be available on the Company's website at myavista.com/ceta.

2021/22 Meeting Schedule

The chart below includes the series of inaugural meetings with the CETA topics to be reviewed and discussed at each meeting. The concentration of focus for this first meeting series is on the development of Customer Benefit Indicators (CBIs) and the Clean Energy Implementation Plan (CEIP).

Meeting	Date/Time	Agenda	Objective
Equity Advisory Group Introductory Meeting	2 meeting options: Thursday, May 13 7:30 to 8:30 am and 4:30 to 5:30 pm	<ul style="list-style-type: none"> - Meet & Greet - Review 2021 participation opportunities 	Informative
Public Participation Introductory Meeting EAG invited to participate	Thursday, May 20 1:00 to 3:30 pm	<ul style="list-style-type: none"> - Avista's Portfolio of Clean Energy - Current State - Clean Energy Transformation Act (CETA) - Department of Health's Highly Impacted Communities - Clean Energy Action and Implementation Plans (CEAP & CEIP) 	Informative
Public Participation Meeting #2 EAG participation required to participate for education and input	Thursday, June 17 1:00 to 3:30 pm	<ul style="list-style-type: none"> - CEAP targets (revised 4.30.21) - Avista's Customer Benefit Indicators methodology and review the list - Renewable Energy Credit (REC) proposed methodology 	Participant Feedback through breakout groups with polling for indicator prioritization
Public Participation Meeting #3 EAG invited to participate for education	Thursday, July 15 9:00 to 11:30 am	<ul style="list-style-type: none"> - Customer Benefit Indicators (CBI) and associated resource mix - CBI impact methodology and measurement - Resource details (budget, location, etc.) 	Informative
Equity Advisory Group Meeting #2	Tuesday, July 20 (time to be determined)	<ul style="list-style-type: none"> - Review CBI and associated resource mix with methodology and measurement - Discussion 	Obtain EAG consult
Public Participation	Tuesday, August 17	<ul style="list-style-type: none"> - Correlated CBI, Resource Mix and metrics 	Informative

Meeting #4	1:00 to 3:30 pm	<ul style="list-style-type: none"> – Cost-Cap Calculations – Miscellaneous (e.g. non-energy impacts, etc.) – Next Steps for CEIP and engagement 	
Public Participation with emphasis on new customer engagement Meeting #5	Wednesday September 1 5:30 to 7:30 pm	Non-Technical Public Outreach. Meeting to educate and inform for those who are interested in the non-technical aspects discussed during the previous meetings. Including an overview and resource break outs	Summary overview of all activity to date
Equity Advisory Group Meeting #3	August 28 7:30am and September 1 4:30pm	Discussion and Planning for Group path forward and how Group participates on the collaborative spectrum	Identify the Group's plan for moving forward

For public meetings where EAG members were required to attend, the group was uniquely gathered into a separate breakout group for discussion.

The chart below provides a tentative schedule of the topics to be presented at the monthly Equity Lens Sessions that will commence in October 2021 and run through 2022. Due to unforeseen requirements or circumstances, topics and schedules may be modified:

Date	Topic
October 2021	Energy Assistance
November 2021	Outreach and Marketing to engage Named Communities
January 2022	Energy Efficiency Program Development
February 2022	Named Community Fund
March 2022	Community Resiliency: Outage support for Vulnerable Populations
April 2022	Energy Efficiency Program Development: Round 2
	Other general topics to be scheduled: <ul style="list-style-type: none"> ▪ Electric Vehicles Community & Low-Income Initiative ▪ Non-Energy Burdens ▪ Automated Metering Infrastructure ▪ Wildfire

Member Compensation

Members who state on their Member Interest Form that they would like to be compensated will be paid \$90 for their participation at EAG meetings and public participation meetings for which their input is required.

For in-person meetings, if they occur, reimbursement for transportation expenses will be provided for travel that is beyond 10 miles of the meeting location.

Meeting Norms: Guidance for Group Participation

1. Members are encouraged to actively participate in discussions
2. Each member will be provided time to speak
3. Healthy and civil debate is encouraged
4. Members should be open to new ideas and concepts
5. Members are respectful of differing opinions
6. Collectively the group should strive to align varying options (e.g. identify shared goals for different perspectives)

Decision Model

Should the group discussion result in need for a decision, the decision will be made by consensus.

The Gradients of Agreement will be utilized, combined with collaborative dialogue to gauge the level of support for a proposal to ensure each member has had the opportunity to express ideas and better understand what is important to each member. Consensus voting will take place after the group has agreed that no further discussion is needed. The solution should then have broad level of support and will enhance the commitment and success of the resulting decision. The EAG facilitator will strive to ensure all discussions have occurred prior to group voting.

Gradients of Agreement: Better Vocabulary

1	2	3	4
Whole-hearted Endorsement	Support with Reservations	Abstain	Veto
"I really like it."	"I can live with it."	"This issue does not affect me."	"I do not support this proposal."

Roles and Responsibilities

EAG Members

This is an active advisory group that is comprised of participants from community-based, public health, government and social service organizations along with individuals with relevant experiences who provide a consultation to assure the needs of their particular area or interests are considered as it relates to potential benefits or detriments that a clean energy future may bring to their community.

The EAG is expected to provide a voice for marginalized customers and will assist in the development of the inputs to be considered for future energy resource planning processes.

EAG responsibilities include:

1. Providing consult to ensure equity considerations are expressed in public participation meetings and during various consult activities
2. Attending EAG meetings
3. Attending public participation meetings for which attendance is required or as interested and available

Company Representatives

The company's lead staff will facilitate regularly occurring meetings with an internal group of Avista representatives who will be updated on the EAG's activities and progress. This group will provide oversight to assure the group's activities are aligned with other company activities and initiatives, resources are leveraged and the recommendations of the EAG are distributed to the related advisory group or company program or project.

Representation for the company's internal group includes:

Executive Sponsor: Latisha Hill

- Lead Staff: Ana Matthews and Renee Coelho
- Avista Advisors:
 - Rates & Regulatory: Shawn Bonfield, Amanda Ghering and Jaime Majure
 - IRP Manager: James Gall
 - CEIP Manager: Annette Brandon
 - Avista's Diversity, Equity and Inclusion Strategy: Kristine Meyer
 - General Consult: Meghan Pinch
 - Communication: Anne Gannon

Related company initiatives:

- Biennial Conservation Plan: Ryan Finesilver
- Affordability: Nicole Hydzik and Joy Fryer
- Demand Response: Leona Haley
- Solar: Joy Fryer
- Transportation Electrification: Rendall Farley

Lead Staff Responsibilities

1. Lead EAG Meetings
2. Coordinate all meeting support activity (i.e. schedule meetings, provide agenda and meeting materials to members, coordinate compensation)
3. Document meeting notes and action items
4. Send out meeting notes, action items and ensure follow-up of action items
5. Serve as company liaison for all EAG activities

Resources

For the development of this document the following resources were used:

1. Avista's Economic Vitality Charter, dated 11/20/2020
2. Spokane Regional Emergency and Disaster Healthcare Coalition: Core Member Advisory Group Charter, dated: 4/1//2019
3. Justice in 100 Metrics: Tools for Measuring Energy Equity
4. WUTC Draft Area Metrics and Examples
5. Spokane City's Sustainability Action Subcommittee: Overview

Appendix

Member Interest Form

Avista Equity Advisory Group Interest Form

Introduction:

Washington's Clean Energy Transformation Act (CETA) passed by legislature in 2019 requires utilities to ensure an equitable distribution of energy benefits and a reduction of burdens on vulnerable populations and highly impacted communities.

There are many societal issues that run parallel with the desire to convert to a clean energy future. Based on your unique experience, please review the information below to indicate your interest in advising Avista in these matters.

Advisory Group Member Qualifications

- Knowledge, skills, and experience (lived and professional) to effectively represent your respective community/population/group.
- Capacity and willingness to serve as the conduit or intermediary between the Equity Advisory Group (EAG) and the entity you represent.
- Availability to attend regularly scheduled meetings

The following information collected will be used to understand your interest and capacity to participate in the Equity Advisory Group as well as to track the experiences and communities/sectors that are represented.

Please submit completed forms by email to ana.matthews@avistacorp.com or by mail to:

Avista
MSC-68, Attention: Ana Matthews
1411 E. Mission, Spokane WA 99202

Member Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City _____ State _____ ZIP Code _____

Phone: _____ Email Address: _____

Preferred method for communication (e.g. email, phone, etc.):

Interest

In what way would you like to engage with the EAG?

- Actively participate as an EAG member
- Receive information/updates on the activities of the EAG
- Both actively participate and receive information/updates
- Other: _____

What are your interests in joining Avista's Equity Advisory Group?

Are you interested in joining Avista's Energy Equity Advisory Group as an: (check all that apply and provide)?

- Individual community member, leader, or worker who is interested in Washington State's Clean Energy Transformation law.

Please describe: _____

- Partner from an organization, business, or union that serves communities or workers.

Please describe: _____

- Partner from an industry, sector, or governmental agency.

Please describe: _____

- Other with description:

How will participating in the Group benefit your community/sector/organization?

Experience

Please provide information about your background or experience that may inform ways to make improvements to the following areas: (check all that apply)

- Employment
Please describe: _____
- Housing
Please describe: _____
- Transportation
Please describe: _____
- Food insecurity
Please describe: _____
- Health care
Please describe: _____
- Language barriers
Please describe: _____
- Other:
Description: _____

Please identify community affiliations in which you have personal and/or professional experience. We understand there may be intersecting personal identities and/or professions. Select all that apply.

- Community member, advocate and representative for people in congregate settings: people experiencing homelessness, people who are detained/incarcerated, etc.
- Community member, leader representing immigrant and refugee communities
- Community member, leader representing individuals with disabilities
- Community member, leader representing rural and frontier communities
- Community member, leader representing the LGBTQIA+ community
- Community member, leader representing the African American/Black communities
- Community member, leader representing the Asian American communities
- Community member, leader representing the Latinx communities
- Community member, leader representing the Native Hawaiian and other Pacific Islander communities
- Community member, leader representing American Indian/Alaska Native communities

Please note tribe:

- Community based organization, please note which organization: _____

- Community-led groups or coalition, please note group: _____

- Faith based community

- Local Health Jurisdiction

- Academic partner, please note which institution: _____

- Government Agency, please indicate: _____

Other: _____

Compensation

We value and honor your time, and compensation may be available to you or your organization to cover the cost of your participation at Equity Advisory Group meetings.

Would you like to be compensated for your time?

- Yes

- No

- Other comment(s): _____

Participation

Starting October 2021, the Equity Advisory Group will meet monthly with two meeting options for the second Wednesday and Friday of each month. Wednesday meetings are in the late afternoon from 4:30 to 6:00 pm to 9:00 am and the Friday meetings are in the morning from 7:30 to 9:00 am. The group will not meet in December.

Are you able to attend the meetings?

- Yes, I can attend either the morning or afternoon meetings.

- No. I am not able to attend but I would like to receive company updates and materials.

- Other: _____

To safeguard individual and public health and safety the Equity Advisory Group activity will occur virtually (e.g. through Microsoft Teams and Zoom) until further notice.

How can we best support you with virtual participation? Please check all that apply:

- Language interpretation

- Disability accommodations

- Technology assistance/accessibility (i.e. virtual platform training, phone conference, video)
- Other
Please describe: _____
- Other Comments: _____

Please use this space to provide any additional comments you would like to share here:

Signature _____ Date _____