



RENEWABLE FUEL STANDARD TECHNICAL ADVISORY COMMITTEE

Meeting #1

September 20, 2023



THE BUREAU OF
**PLANNING &
SUSTAINABILITY**

RFS TAC Mtg. #1 - Agenda

Time	Agenda item
9:30 a.m.	Call to order Welcome and brief introductions
9:40 a.m.	TAC Procedures Purpose, code, administrative rules, roles, agendas, bylaws
10:25 a.m.	BREAK
10:30 a.m.	2024 Work Planning Review and discuss proposed 2024 work schedule
10:50 a.m.	Public Comment
10:55 a.m.	Next Steps Discuss next meeting details
11:00 a.m.	End of meeting



Bylaws

I. Purpose of the committee

The RFS TAC is required to issue a report to the BPS Director regarding renewable fuel market conditions, including an assessment of supply availability and costs by October 15, 2025.

Fuel type by volume	Current	July 1, 2024	July 1, 2026	July 1, 2030
Diesel	95%	85%	50%	1%
Renewable fuel requirement (min)	5%	15%	50%	99%



Bylaws

I - III. - Already covered

- Committee purpose.
- City's role.
- Frequency of meetings.

IV. Membership and Term

- First term is July 31, 2023 – December 31, 2025
- Second term – no application, Jan 1, 2026 – Dec 31, 2029
- Alternates
- Testimony
- **Action Item:** Review the Oregon Guide for Public Officials on your own time before the next meeting.



Bylaws

IV. Quorum and Voting

- RFS TAC is a Type III advisory body, which means we do NOT need a quorum to conduct a meeting.
 - **Decision:** Staff suggest we have 4 members present in order to conduct a meeting? Yes or No
- RFS TAC is not required to take a formal vote in order to submit the report.
 - **Decision:** Staff suggest you require each member to vote to approve/disapprove the report before it is submitted? Yes or No



Bylaws

V. General Operating Procedures - Disclosure

- You are required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- The announcement needs to be made on each occasion when you are met with the conflict of interest, and the public official must disclose the nature of the conflict of interest.

Bylaws

V. General Operating Procedures – Decision Making

Two general options are recommended. Staff recommend the TAC uses one or both as needed. These are:

- **Robert's Rules of Order** culminating in a majority vote.
- **Consensus Decision Making** (including Modified Consensus Decision Making).

What to discuss here: role of the TAC

V. General Operating Procedures – Scope and Anti-trust

- Technical and economic issues related to the renewable fuel supply
- Technical and economic issues related to meeting the renewable fuel requirements in the RFS
- General market knowledge and perspectives
- Expectations of future conditions

What *not* to discuss here: out of scope

V. General Operating Procedures – Scope and Anti-trust

- Development and implementation of RFS rules
- Response to acute market conditions or emergencies

What *not* to discuss here: anti-trust

V. General Operating Procedures – Scope and Anti-Trust

- Costs, discounts, allowances, pricing methods, cost data, terms of sale, profit margin
- The resale prices customers should be charged
- Allocating markets, customers, territories, or products with competitors
- Limiting production
- Whether or not to do business with another company
- Any special contractual arrangements
- Any competitively sensitive information concerning your own company or a competitor company



How to use information discussed here

V. General Operating Procedures – Scope and Anti-Trust

Chatham House Rule

Participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

Decision: Staff recommend a version of this section be added to the bylaws based on our conversation today.
Yes or No?

Bylaws

VI. Removal of Members and Resignations

- You are serving at the pleasure of the Director and can be asked to leave.
- You need to let Pam know if you can not attend a meeting. Our requirements mean that you can only miss one meeting per year.
- Seats are non-transferable. If a member resigns, then the City will post a new recruitment.

Bylaws

VII. Officers

- You have a Chair and Vice Chair who were designated by the Director.
- If either resigns, then the Director will fill the role.
- The Vice-Chair does not automatically take the Chairperson's seat.

Bylaws

VIII. Facilitation

- Having a facilitator is optional. Staff recommends it.

IX. Communications

- Members are required to notify City staff liaison of verbal communications with interest groups and all communications with media.
- Members are required to copy the City staff liaison and, when appropriate, the Facilitator on all written communications from/to interest groups (other than a group specifically represented by a member) commenting on the Body's deliberations.
- Communications are subject to public records requests.



Bylaws

X. Public Meetings and Records

- Meetings are open to the public.
- Notice will go out via the listserv as well as on the website.
- All documents, drafts, meeting summaries, exhibits are public records via public records request.
- Communications among members should not be treated as confidential.
- **Decision:** Staff recommend public comment be placed on the agenda for five minutes at the beginning and at the end of each agenda. Yes or No.

BREAK

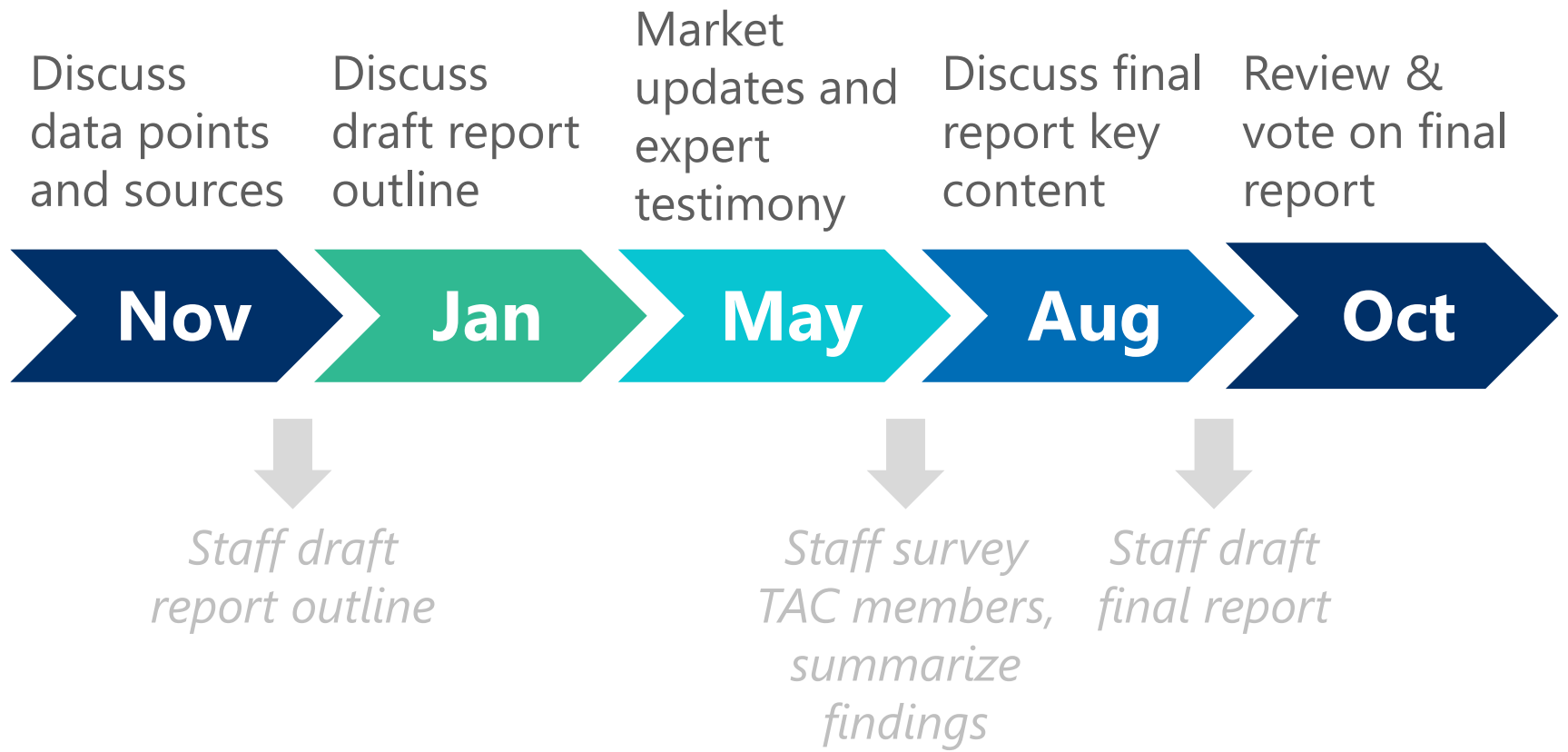


Proposed 2024 Work Schedule

Goal Test and refine a process for reporting to the Bureau Director

Output A report on market conditions, assessment of supply/costs

Proposed 2023-2024 Work Schedule



Proposed Meeting Agendas

- Meeting overview and introductions
- Public comment
- Main topic
- Public comment*
- Closing



Public Comment Period



Next Steps

- Next meeting set for Thursday, Nov. 9, 9:30 – 11:00.
- Send any bylaw edits to Pam by October 20.
- Begin thinking about data sources and reports we would like to use.
- Look for meeting materials in the beginning of November.



Meeting Adjourned

