



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com
Home Page: www.naesb.org

TO: NAESB Board of Directors, Posting for Interested Industry Participants
FROM: Todd Oncken, NAESB Deputy Director
RE: Final Minutes from the NAESB Board of Directors Meeting – December 4, 2003
DATE: December 5, 2003

**NAESB Board of Directors Meeting
Thursday, December 4, 2003
9:00 a.m. – 12:30 p.m. Central
Houston, TX**

1. Welcome & Administrative Items

Mr. Haynes called the meeting to order. Mr. Boswell gave the antitrust advice. Mr. Oncken called the roll of Board members and quorum was established. Mr. Anderson moved, seconded by Ms. Ogenyi to adopt the draft agenda. The motion passed unanimously. Mr. Anderson moved, seconded by Mr. Severance, to adopt the minutes from the September 18, 2003 Board of Directors meeting as drafted. The motion passed unanimously.

2. Executive Director's Report

Ms. McQuade gave the Executive Director's report. Topics included: 1) Monthly Update Calls – 'At A Glance'; 2) Membership Report; 3) Outreach Meetings; and 4) NAESB Web Site.

Monthly Update Calls – 'At A Glance': Ms. McQuade stated the At A Glance calls are still being held and are well received, with attendance mixed between representatives from NARUC, federal agencies and NAESB members. The frequency of the meetings was discussed with the group's leadership. It was determined to leave them on a monthly schedule. She noted the next call is scheduled for December 17 at 2:00 p.m. Eastern. The NAESB Office is in the process of scheduling the 2004 calls.

Membership Report: Ms. McQuade reported current NAESB membership at 357, with quadrant-specific membership as follows: Wholesale Gas Quadrant (WGQ) – 120; Wholesale Electric Quadrant (WEQ) – 158; Retail Gas Quadrant (RGQ) – 40; and Retail Electric Quadrant (REQ) – 39. A graphic depiction of NAESB membership can be found under tab 4 of the meeting materials. Ms. McQuade noted NAESB has mostly completed its cycle for 2004 membership billing so the number reported are not expected to decline much further.

Outreach Meetings: Ms. McQuade reported that she and Mr. Desselle visited the Seams Steering Group – Western Interconnection (SSG-WI), Western Electricity Coordinating Council (WECC), California Public Utility Commission, California Energy Commission, Northwest Power Planning Council, Los Angeles Department of Water and Power, Western Area Power Administration, RTO West and West Connect. She explained the purpose of the visits was to provide information on NAESB and to encourage participation in the NAESB process. Ms. McQuade said the visits were well received. Mr. Templeton encouraged Board members to assist in future outreach efforts, and Ms. Ogenyi noted that as these meetings are set up, Board members in the vicinity should be invited to attend, specifically representing NAESB items.

NAESB Web Site: Ms. McQuade stated several enhancements are underway, including an automated meeting RSVP function.



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3. Financial Report

Accrual Based Report 2003 YTD as of September 2003: Ms. McQuade gave the financial report as of September 2003. Ms. McQuade noted that both expenses and revenues were lower than budget. Ms. McQuade attributed variations to fewer memberships than projected, fewer courses than projected, the adjustment to the publication date of all quadrant's standards and other cost-cutting measures.

Budget for 2004: Ms. McQuade presented the 2004 budget for discussion and approval. Ms. McQuade stated the budget was based on conservative membership numbers, but noted the pending work of the REQ, RGQ and WEQ would likely result in increased interest and participation.

Mr. Templeton moved, seconded by Mr. Procario, to adopt the Resolution Regarding Adopting of Proposed Budget for 2004, which reads as follows:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of NAESB hereby adopts the proposed budget for 2004 recommended by the Managing Committee attached as Appendix A.

After discussion, the 2004 budget was approved unanimously.

Charges for Conference Calling: Ms. McQuade reviewed the 2004 Conference Calling Administration document (see Tab 5). Highlights included: a charge of \$50.00 per line would be assessed for all NAESB meetings with both in-person and conference call attendance availability; payment of the conference call fee should be made by credit card or check; member companies have the option of paying a one-time fee of \$1000 which would cover all employees of that company for all conference calling for 2004; state, federal or provincial government employees, trade association staff and consumer advocates are exempt from the fee. The details of the administration plan were discussed at length such that all participants had a greater understanding of the proposal. Ms. McQuade stated the conference calling fee, as reflected in the 2004 budget and previously approved by the Board, was intended to offset the telecommunications charges pursuant to NAESB's contract with MCI.

Mr. DeForest raised concerns that the fee may have a potential negative effect on membership and volunteerism. Further, he questioned whether instituting a per call fee was the appropriate solution for a one year problem. Ms. Burnett agreed with Mr. DeForest and suggested an alternate \$100 per membership assessment to all members. Mr. Spangler and Mr. Novak also shared those concerns. Mr. Anderson suggested an alternative would be for member organizations to sponsor the conference calls through their organizations. He supported a "pay as you go" process as outlined in the document. It was noted that the conference calling fee would not apply in instances when individual conference calls were sponsored. In response, Ms. McQuade stated reports would be given at each subsequent Board meeting on the fee's financial status and the effects it has had on organizational participation.

Promotional Dues Discussion: Mr. Templeton moved, seconded by Mr. Anderson, to approve the Resolution Regarding Continued Promotional Dues for a Limited Number of Membership Slots in End-User Segments of Gas Retail and Electric Retail Quadrants, and the Wholesale Electric Quadrant Through December 31, 2006, which reads as follows:

RESOLVED, that the Board of Directors of NAESB approves the continuation of a special promotional dues program that will allow up to three Consumer Advocate Representatives to be or to become voting members of the End-User Segments of both the RGQ, the REQ, and the WEQ of NAESB at a reduced annual membership of \$500 each through December 31, 2006, and



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FURTHER RESOLVED, that not more than one such Consumer Advocate Representative paying a reduced annual membership shall serve as a Board member or an Executive Committee member for each of the indicated Quadrants.

It was noted that this was a continuation of the resolutions passed for 2003. Ms. McQuade stated that consumer advocates and state regulatory staff would likely participate in NAESB as non-members, but the promotional dues provide them the opportunity to voice their support for NAESB and its work products by participating as voting members. The resolution passed unanimously through a voice vote.

4. Executive Committee Report

Mr. Buccigross gave the Executive Committee report. Mr. Buccigross provided updates for each quadrant's 2003 Annual Plan and presented each 2004 Annual Plan for approval of the Board.

Wholesale Gas Quadrant: Mr. Buccigross reported the WGQ had completed all 2003 Annual Plan items, except item 5, *Review of minimum technical characteristics in Appendices C, D, and E of the EDM Manual*, which was carried into the draft 2004 Annual Plan.

Retail Gas Quadrant and Retail Electric Quadrant: Mr. Buccigross reported on the RGQ and REQ. He stated the RGQ and REQ subcommittees have completed their work on Creditworthiness and Billing and Payments, combined totaling over 100 model business practices. He noted the model business practices are identical for both quadrants. Mr. Buccigross stated the outstanding items from the 2003 Annual Plans were carried forward into the draft 2004 Annual Plans.

Wholesale Electric Quadrant: Mr. Buccigross reported that the WEQ had been working diligently on its 2003 Annual Plan, but due to fundamental changes in the environment many of the 2003 Annual Plan items would not directly carry forward into 2004.

2004 Annual Plans: Mr. Buccigross reviewed each quadrant's draft 2004 Annual Plan. A highlight of each plan and any discussion is reflected below.

For the WGQ, Mr. Buccigross noted most of the items in the draft plan address EDM issues, including item 5, *Prepare a common NAESB Electronic Transport (ET) and WGQ Quadrant Electronic Delivery Mechanism (WEQ QEDM) manuals using the version 1.6 NAESB WGQ EDM tab 6 and applicable 4.x.x standards as a base*, which contemplates a joint effort between the WEQ, REQ and RGQ. Additionally, he noted the *Intraday nomination issues* provisional item might become active due to the assignment of Request R03031 to a four quadrant group subsequent to the Executive Committee approval of this draft annual plan. In the alternative, he said some Executive Committee members felt the work necessitated under Request R03031 could be accomplished as standards maintenance. The Executive Committee will decide this issue at its December meeting.

For the RGQ and REQ, Mr. Buccigross stated the draft annual plans were virtually identical since the quadrants are working in lock-step on model business practice development. Additionally, he noted most of the items carried forward from the 2003 Annual Plans. The items not shared by both plans were: RGQ item 9, *Inventory Existing Natural Gas Practices within States*; REQ item 9, *Retail Meter Data Validation, Editing & Estimating*; REQ item 10, *Load Profiling*; and REQ item 11, *Settlement Process*. It was requested that the retail quadrants better define the meaning of supplier (ex. RGQ item 4 and 8).

For the WEQ, Mr. Buccigross stated the draft 2004 Annual Plan was significantly different than the 2003 Annual Plan. Additionally, he noted the WEQ, like the WGQ, must be flexible and reactive to the FERC. Mr. Buccigross stated there was significant work contemplated by the draft annual plan, noting that the Seams Catalog currently consists of 148 issues. Ms. McQuade noted that companion standards to NERC standards that result from the blackout investigation would be



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pursued under item 1. Mr. Anderson stated the November 14 letter from Chairman Wood could affect the priority of the annual plan items, though no apparent change was needed at this time. Nevertheless, he said being responsive to the Chairman was important. The provisional items were discussed. It was explained that although provisional items were listed, action by the Executive Committee and Board approval would be required to elevate their status to active.

Ms. Ogenyi moved, seconded by Mr. Templeton, to approve the Resolution Regarding Approval of Proposed 2004 Annual Plans for Wholesale Gas, Wholesale Electric, Retail Gas and Retail Electric Quadrants, which reads as follows:

RESOLVED, that the Board of Directors of NAESB approves the Annual Plans of each of the four Quadrants for 2004.

The resolution passed unanimously through a voice vote.

5. Updates on Related Groups

Joint Interface Committee: Ms. McQuade briefly discussed the Joint Interface Committee (JIC), a coalition of NERC, NAESB and the ISO-RTO Council (IRC). She stated that the JIC met on September 19 to review several standards requests and ultimately assigned those requests submitted by NAESB to NAESB for further development.

OASIS Standards Collaborative and Electronic Scheduling Collaborative: Ms. McQuade reported that the OASIS Standards Collaborative has merged into the NAESB Information Technology Subcommittee (ITS) and the Electronic Scheduling Collaborative has merged into the NAESB Electronic Scheduling Subcommittee (ESS). It was noted that the ESS and ITS are very active, with the ESS developing standards requests and recommendations to adopt standards consistent with existing FERC orders. Mr. Oberski noted the ESS will hold its first meeting in Washington, DC on December 15-16 at the FERC. Mr. Brown commented that the ESS and ITS are attracting resources from the ISOs and RTOs, with Mr. Simonelli from New England ISO and Mr. Rodriquez from PJM volunteering to co-chair the ESS with Mr. Dison.

Seams Efforts: Mr. Brown reported on the Seams Subcommittee, noting that the subcommittee has produced the Seams Catalog which will be considered by the WEQ Executive Committee in December, and if adopted forwarded to a broad industry audience. Mr. Brown projected the catalog could lead to additional work for the WEQ subcommittees in 2004, consistent with the 2004 Annual Plan. Ms. McQuade noted the ISOs and RTOs were very active in the development of the catalog.

Coordination with NERC: Mr. Brown reported on coordination efforts with NERC. He stated that Mr. Desselle, Mr. Yeung, and Ms. McQuade are participating in NERC's effort to map out the transition of NERC Policies into new standards. Additionally, he stated Mr. Desselle and Mr. Hartsoe are part of NERC's transition team established to react to legislation that would create an Electricity Reliability Organization (ERO), and a potential decision by NERC to move toward becoming an ERO. Finally, he said NAESB has been a standing agenda item for the last two meetings of NERC's Markets Committee. He noted a task force has been established within the NERC MC, chaired by Mr. Brown, to help more effectively coordinate with the SRS and Seams Subcommittee. On a related note, it was reported that NAESB was invited to the IRC Board Meeting to present information on current projects and coordination with NERC.

6. Managing Committee Report

NAESB Update Meeting with the FERC: Ms. McQuade reported on the recent meeting with Chairman Wood which resulted in the Chairman's letter dated November 14 (available in tab 8). Ms. McQuade stated the intent of the meeting was to provide a status report on NAESB activities and discuss the draft 2004 Annual Plans. In addition, Ms. McQuade stated that NAESB received



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valuable feedback from the Chairman regarding his disappointment with the substance of the WGQ creditworthiness standards. Ms. McQuade highlighted the topics of discussion, which were also included in her report to the Board. Mr. Haynes stated that overall the meeting was positive and the Chairman was supportive of NAESB's work.

FERC Technical Conference 12-1-03: Ms. McQuade reported on the FERC Technical Conference. She stated the intended purpose was to discuss reliability standards and procedures in light of the pending energy legislation. However, since no legislation has passed, information on the blackout and various related presentations were made including actions that may be taken by the FERC related to the blackout. She noted that all Commissioners were present, except Commissioner Massey.

7. Old and New Business

New Business: Mr. Brown gave a brief review of the WEQ Board and Executive Committee leadership meeting held on December 3, 2003. Key points included: concern over a lack or a drain on resources – both financial and physical; investigation of the potential addition of staff support, funded by the WEQ, to assist the WEQ in standards development; and the potential for increased interactions with FERC staff in search of additional guidance through FERC Orders.

Mr. Haynes stated all parties found the quadrant leadership meetings to be useful and important. As such, those meetings will be continued going forward.

8. Adjourn

The meeting was adjourned on December 4, 2003 at 11:00 a.m. Central.



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9. Board Attendance

WHOLESALE GAS QUADRANT

END USER SEGMENT

Jim Downs	Manager of Gas and Regulatory and Federal Compliance, Calpine Corp.	Absent
Joe Stepenovitch	Vice President, Energy Marketing & Trading, Florida P&L	In Person
John Procaro	Vice President & COO, Cinergy	In Person
Janie Mitcham	Vice President, Fuel and Energy Management, Reliant Energy	In Person
Jim Templeton	Principal, Comprehensive Energy Services	In Person

LDC SEGMENT

Tim Kelley	Vice President Energy Services and Regulation, Connecticut Natural Gas Corporation and The Southern Connecticut Gas Company	Phone
Adrian Chapman	Vice President, Regulatory Affairs & Energy Acquisitions, Washington Gas Light Company	In Person
Reed Horting	Vice President, Gas Supply & Transportation, PECO Energy Co.	Phone
Walt DeForest	Senior Vice President, National Fuel Gas Distribution	In Person
Lee Stewart	President, Energy Transportation Services, Southern California Gas Co.	Phone

PIPELINE SEGMENT

Terry McGill	Executive Vice President, Enbridge Energy	In Person
John Somerhalder	President, El Paso Energy Pipeline Group	Absent
Shelley Corman	Senior Vice President & Chief Commercial Officer – Transwestern Pipeline, Enron Transportation Services Company	In Person
Ron Mucci	Senior Vice President Shared Service, Williams Gas Pipeline	In Person
Richard Kruse	Senior Vice President, Duke Energy Gas Transmission	In Person

PRODUCER SEGMENT

Randy Mills	Regulatory Manager, ChevronTexaco	Absent
William T. Benham	Vice President – Regulatory Affairs, BP Energy Company	Absent
Keith Sappenfield	Regional Director – US Regulatory Affairs, En Cana Oil & Gas (USA) Inc.	In Person
V A C A N C Y	V A C A N C Y	
V A C A N C Y	V A C A N C Y	

SERVICES SEGMENT

Sylvia Munson	Principal, Elite Computer Consultants	In Person
V A C A N C Y	V A C A N C Y	
Jim Buccigross	Vice President Energy Industry Practice, Group 8760 LLC	In Person
Lyn Maddox	President & CEO, Prospect Energy	Absent
G. William Hebenstreit	Vice President Contract Service, El Paso Merchant Energy	In Person

RETAIL ELECTRIC QUADRANT

DISTRIBUTOR SEGMENT

Dave Koogler	Director – Regulation & Competition, Dominion Virginia Power (SERC NERC Region).	In Person
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Bill Bourbonnais	Assistant Vice President – Transmission, WPS Resources Corporation (MAIN NERC Region)	In Person
Johnny Magwood	Vice President Customer Services, Baltimore Gas and Electric Company	In Person
Leonard Haynes	Executive Vice President and Chief Marketing Officer, Southern Company Services (SERC NERC Region)	In Person

END USER SEGMENT

Sonny Popowsky	Pennsylvania Office of Consumer Advocate	Phone
V A C A N C Y		
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V A C A N C Y		

SERVICES SEGMENT

H. Ward Camp	Vice President Regulatory and Strategic Alliances, Distribution Control Systems, Inc.	Absent
Stacey Park	Director, The Structure Group	Absent
J Cade Burks	President, EC Power	In Person
John Williams	Chief Executive Officer and Co-founder, Group 8760 LLC	In Person

SUPPLIER SEGMENT

Brian Landrum	President, Reliant Energy Retail Services	Absent
Jason Woodward	Director of Business Services, Tractebel Energy Services, Inc.	Absent
V A C A N C Y		
Richard Zelenko	General Manager, Dominion Retail Inc.	Phone

WHOLESALE ELECTRIC QUADRANT

END USER SEGMENT

John A. Anderson	Executive Director, Electricity Consumers Resource Council (ELCON)	In Person
V A C A N C Y	To be filled from the Large Industrials Sub-segment	
Carol Guthrie	General Manager, Electric Market Strategies, ChevronTexaco Energy Research and Technology Company	Absent
V A C A N C Y	To be filled from the Commercial/Residential Sub-segment	
Ron Jackups	Vice President, Cinergy	In Person
Brett Perlman	Former Commissioner, Public Utility Commission of Texas	Absent

LDC SEGMENT

Frank Johnson	Senior Vice President Electric Transmission and Distribution, Consumers Energy	Absent
Jim Miller	Vice President & General Counsel, Southern Company Services Inc.	Absent
Ted Humann	Senior Vice President Transmission, Basin Electric Power Cooperative	Phone
Arthur G. Fusco	Vice President and General Counsel, Central Electric Power Cooperative Inc.	Phone
Mark B. Bonsall	Chief Financial Executive/Associate General Manager, Salt River Project	Absent
V A C A N C Y	To be filled from the Competitive Retailer Sub-Segment	

GENERATION SEGMENT

Forrest E. Reeves	Assistant Administrator, Office of Corporate Operations, Southwestern	Phone
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	Power Administration	
Charles W. Severance	Director Bulk Power, Wisconsin Public Service Corporation	In Person
John J. Dellas	Executive Director Electric Restructuring, Consumers Energy	Phone
V A C A N C Y	To be filled by the Merchant Sub-segment	
Thomas Ingwers	Director, Energy Trading and Contracts, Sacramento Municipal Utility District	Phone
Gloria Ogenyi	Director Energy and Market Policy, Conectiv Energy Supply, Inc.	In Person
<hr/> TRANSMISSION SEGMENT		
W Terry Boston	Executive Vice President – Transmission/Power Supply Group, Tennessee Valley Authority	Phone
Peter Flynn	Vice President Transmission Strategy and Policy, National Grid USA	In Person
V A C A N C Y		
Carroll Waggoner	Sr. Manager Transmission Policy, Sunflower Electric Power Corporation	In Person
John H. Zemanek	Vice President Transmission, Entergy	Phone
Michael Desselle	Director Public Policy, American Electric Power	Absent
<hr/> MARKETER/BROKER SEGMENT		
Steve Oliver	Vice President of Bulk Power Marketing Transmission Services, Bonneville Power Administration/Power Business Line	Phone
R. Scott Brown	Vice President and Director, Exelon Generation Power Team	In Person
Thomas A. Smith	Manager of Power Marketing, Tri-State Generation & Transmission Association, Inc.	In Person
John Meyer	Vice President – Asset Commercialization, Reliant Energy	Absent
Dowell Hudson	Vice President Special Projects, Energy Markets, Ontario Power Generation	Absent
Joseph Hartsoe	Vice President and Associate General Counsel, American Electric Power Marketing Inc.	In Person
<hr/> RETAIL GAS QUADRANT		
<hr/> DISTRIBUTOR SEGMENT		
Craig White	Acting Chief Operating Officer, Philadelphia Gas Works	Phone
Glen Schwalbach	Assistant Vice President Corporate Planning, Wisconsin Public Service Corp.	Absent
Mark Maassel	Vice President Regulatory & Government Policy, NiSource, Inc.	In Person
Paul Szykman	Manager – Rates & Strategic Planning, UGI Utilities, Inc.	In Person
Joseph F. Bodanza	Senior Vice President for Finance Operations & Regulatory Affairs, KeySpan Energy	Absent
V A C A N C Y		
<hr/> END USER SEGMENT		
Matthew Parsell	Assistant Director, Natural Gas Division, Indiana Office of Utility Consumer Counselor	Absent
Tina Burnett	Chair, Northwest Industrial Gas Users Association	In Person
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V A C A N C Y

SERVICES SEGMENT

Leigh Spangler	President, Latitude Technologies Inc.	In Person
David Pfeifer	Vice President – Energy, EnForm Consulting, L.P.	In Person
David Darnell	President & CEO, Systrends Inc.	Absent
Greg Lander	Principal, CapacityCenter.com	Absent
Richard Rudden	President & CEO, RJ Rudden Associates, Inc.	Phone

V A C A N C Y

SUPPLIER SEGMENT

Randy Magnani	Director C&I Operations, Amerada Hess Corporation	Absent
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10. Other Participants

Name	Company	In Person/Phone
Bill Boswell	McGuire Woods, LLC	In Person
Mike Bray	Shell Gas Transmission	In Person
Ken Brown	Public Service Electric & Gas Company	Phone
Kathryn Burch	Duke Energy Gas Transmission	Phone
Christopher Burden	Williams Gas Pipeline	In Person
Yvette Camp	Southern Company	Phone
Jim Cargas	NAESB Staff	In Person
Pete Connor	NiSource	Phone
LaRita Cormier	Riverside Reporting	In Person
Ed Davis	Entergy	Phone
Dale Davis	Williams Gas Pipeline	In Person
Bob Goss	SEPA	In Person
Mark Gracey	El Paso East Pipelines	In Person
Bill Grygar	PEPL	In Person
Tom Gwilliam	Iroquois Gas Transmission System	Phone
Barry Lawson	NRECA	Phone
Rae McQuade	NAESB Executive Director	In Person
Lou Oberski	Dominion	In Person
Todd Oncken	NAESB Staff	In Person
Mike Novak	National Fuel	Phone
Lawrence Paulson	Hoffman-Paulson Associates	In Person
Tony Reed	Southern Company	In Person
Mark Scheel	ChevronTexaco	In Person
Veronica Thomason	NAESB Staff	In Person
Kim Van Pelt	PEPL	In Person
Charles Yeung	Reliant	In Person
Randy Young	Gulf South Pipeline	In Person
Steve Zavodnick	Baltimore Gas & Electric	Phone