



**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**Gas Industry Standards Board**  
**Board of Directors Meeting**  
**September 29, 1999**



**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**TABLE OF CONTENTS**

<b>Tab 1.</b>	<b>Welcome &amp; Opening Remarks</b> <ul style="list-style-type: none"><li>- Meeting Announcement</li><li>- Members of the Board of Directors &amp; Terms Antitrust Guidelines</li></ul> <b>Agenda</b> <ul style="list-style-type: none"><li>- Agenda</li></ul>
<b>Tab 2.</b>	<b>Minutes</b> <ul style="list-style-type: none"><li>- Draft Minutes of June 10, 1999</li></ul>
<b>Tab 3.</b>	<b>GISB Annual Plan</b> <ul style="list-style-type: none"><li>- 1999 Progress Report</li></ul>
<b>Tab 4.</b>	<b>Coalition for Uniform Business Rules (CUBR) Presentation</b> <ul style="list-style-type: none"><li>- Fact Sheet on CUBR</li></ul>
<b>Tab 5.</b>	<b>Finance Reports</b> <ul style="list-style-type: none"><li>- 1999 July Report – monthly &amp; year to date</li></ul>
<b>Tab 6.</b>	<b>Membership Reports</b> <ul style="list-style-type: none"><li>- Membership Report as of September 1999</li></ul>



**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**1. Welcome and Opening Remarks**

- The meeting is held at:

WHERE: Menger Hotel  
204 Alamo Plaza  
San Antonio, Texas 78205

ROOM: Ballroom B/C

WHEN: Wednesday, September 29, 1999  
9:30 a.m. to Noon Central

(Please note that there is an Executive Session to be held from 8:30 to 9:30 a.m. in the same room)

- For further assistance please reach:

Veronica Thomason at (713) 356 - 0060

- The officers presiding over the Executive Committee meeting are:

Jim Templeton	- Chairman
Stan Horton	- First Vice Chairman
Bill Boswell	- Second Vice Chairman & Treasurer
Rae McQuade	- Executive Director & Secretary

- The legal representation for GISB is provided by:

Dennis Holbrook - GISB General Counsel



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**1. Antitrust Guidelines**

- GISB General Counsel Dennis Holbrook will review the antitrust guidelines. The points are:

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anti-competitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.



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**1. Adoption of Agenda**

- The proposed agenda, attached, has been distributed and is available on GISB's home page.
- **The members of the Board of Directors are requested to review the agenda, suggest changes if needed, and vote to adopt the agenda.**



## Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

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**TO:** GISB Board of Directors  
**FROM:** Rae McQuade, Executive Director  
**RE:** Draft Agenda for Board Meeting - September 29, 1999  
**DATE:** September 17, 1999

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As previously published, our third Board meeting in 1999 will be held following the fifth GISB Annual Meeting. The Board meeting will be held in San Antonio at the Menger Hotel. Below are the specifics for the meeting. The meeting is graciously hosted by Enron Gas Pipelines. The meeting specifics are below, and draft agenda follows.

**WHERE:** Menger Hotel  
204 Alamo Plaza  
San Antonio, Texas 78205

**ROOM:** Ballroom B/C

**WHEN:** Wednesday, September 29, 1999  
8:30 a.m. to Noon Central

A printed copy of the materials for the meeting will be provided shortly to the directors, the Executive Committee officers and the presenters. The materials will be posted on the GISB Home Page in the "Board of Directors" area for attendees to download.

If you plan to stay at the Menger Hotel, please call 1-800-345-9285 for a reservation. There are several other hotels nearby, and a list follows with addresses and phone numbers for reservations. Other nearby hotels are:

- Crockett                      320 Bonham                      800-292-1050
- Emily Morgan                705 E. Houston Street        210-225-8486
- Holiday Inn Riverwalk      217 N. St Mary's Street      210-224-2500
- Hyatt                          123 Losoya                      210-222-1234
- La Mansion Del Rio        112 College Street            800-531-7208

Please feel free to call the GISB office should you have any questions or comments. We look forward to seeing you at the Board meeting.



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**GAS INDUSTRY STANDARDS BOARD OF DIRECTORS MEETING**  
**Menger Hotel, 204 Alamo Plaza, San Antonio, Texas - Ballroom B/C**  
**Wednesday, September 29 - 8:30 a.m. to Noon**  
**DRAFT AGENDA**

- |           |                   |  |
|-----------|-------------------|--|
| 8:30 a.m. | Executive Session | Directors and Officers of the Board  |
| 9:30 a.m. | General Session   | <ol style="list-style-type: none"><li>1. Welcome &amp; Administrative Items<ul style="list-style-type: none"><li>• Antitrust Guidelines</li><li>• Agenda Adoption</li></ul></li><li>2. Adoption of Minutes from June 10, 1999</li><li>3. Annual Plan<ul style="list-style-type: none"><li>• 1999 Progress</li><li>• 2000 Planning Process for the Annual Plan</li><li>• Five Year Plan</li></ul></li><li>4. Presentation by the Coalition for Uniform Business Rules regarding the Retail Market</li><li>5. Finance Reports<ul style="list-style-type: none"><li>• 1999 Report</li><li>• 2000 Budget Process</li></ul></li><li>6. 1999 Membership Report</li></ol> |
| Noon      | Adjourn           |  |



**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**2. Adoption of Minutes**

- The minutes of June 10, 1999 were posted on the home page for review and are included in these materials for vote to adopt.
- **The members of the Board of Directors are requested to review the draft minutes, suggest additional changes if needed, and vote to adopt as minutes of the meeting.**



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**TO:** GISB Board of Directors, Posting for Interested Industry Participants  
**FROM:** Rae McQuade, Executive Director  
**RE:** Draft Minutes from the GISB Board of Directors Meeting – June 10, 1999  
**DATE:** June 18, 1999

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### **GAS INDUSTRY STANDARDS BOARD GISB BOARD OF DIRECTORS MEETING**

**North Sheraton Hotel, Intercontinental Airport, Houston, Texas**

**June 10, 1999**

**DRAFT MINUTES**

#### **1. Opening Remarks**

Mr. Templeton opened the Board of Directors meeting and welcomed the Board members, speakers and observers to the meeting. Mr. Patterson and Mr. Maddox were welcomed as new Board members. Mr. Holbrook provided the antitrust guidelines. The agenda was adopted as presented in the meeting materials with a reordering of the agenda items, and the addition under other business of an update on the activities of the Coalition for Uniform Business Rules and an update on the GISB privacy policy and an organization known as TRUSTe.

#### **2. Adoption of Minutes**

The minutes of March 4, 1999 were adopted with no changes.

#### **3. Annual Plan**

Mr. Buccigross reviewed the efforts so far toward the 1999 plan. On the review of the common codes, Mr. Holbrook noted that he is working with Mr. Wise from IHS Energy to finalize the contract for set up and maintenance for transaction point common codes. Two issues have come to light: IHS Energy does not intend to join GISB this year as a member, and they want to modify the revenue sharing mechanism such that all of their costs are covered before any revenue sharing is done. The original agreement specified that after \$164,000 (the estimated costs) in revenues were collected by IHS Energy, there would be a 50-50 sharing arrangement with GISB. The link from IHS Energy to the GISB Web site for on-line lookup of information should be available in June, two months late. Board members may be asked to work with IHS Energy, and Mr. Horton volunteered to lend his support if needed.

Mr. Buccigross noted that the EBB Internet Implementation Task Force (EII) is significantly ahead of schedule and the next meeting may be its last. While there will be additional tasks and requests identified for the transition to the Internet of the EBB functions, work will be done to determine how to address those requests and tasks. For example, the requests and tasks could be addressed through the existing EII group – which he believed was never intended to be a standing committee, or through the standing Business Practices



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Subcommittee. For the imbalance trading and netting annual plan item, the proposed standards to support monthly imbalances is out for industry comment and will be addressed by Executive Committee in its July meeting. The development of standards related to multi-tiered allocations and the allocation grid effort is nearing conclusion with the proposed standards out for comment. The Critical Notices Subcommittee has completed its work and is now considered inactive. Mr. McGill, Ms. Corman and Mr. Hansen were thanked for their leadership of this subcommittee. The Board approved several changes to the annual plan task completion dates:

- The Imbalance Netting Standards task completion date was changed to third quarter, 1999.
- The Critical Notices task completion date was changed to the second quarter, 1999.
- The Multi-tiered Allocations - Allocation Grid task completion date was changed to the third quarter, 1999.

In discussion on these completion date changes, it was noted that the date in Annual Plan reflects when the assigned subcommittee has completed its work and resources are available for other activities. It does not indicate that the standards are fully staffed through technical implementation and are in a state such that they can be implemented by the industry. This will be noted on the annual plan to avoid a misunderstanding that the completion dates noted indicate that the standards are ready for industry implementation.

Ms. McQuade noted that currently there are approximately 300 pages of recommendations for new standards or modifications to existing standards that are out for industry comment. The Executive Committee will address each of these recommendations at its meeting in July.

#### **4. Finance Report**

Ms. McQuade reviewed the finance report through April – both on an accrual and cash basis. On an accrual basis, compared to the same period last year, GISB has increased revenue by \$40,329 and reduced expense by \$49,767 for a net income difference for this period of \$90,095. On a cash basis, our expenses were higher than normal -- \$91,932 – due to a number of the expenses for March clearing in April. The March expenses were \$42,835, which if averaged with April yield \$67,383. Our expenses average approximately \$70,000 per month on both a cash and accrual basis.

Ms. McQuade introduced the next topic, non-dues revenue generation. It was noted that the majority of associations that were surveyed by the American Society of Association Executives have expanded the types of activities that generate revenue so that they are not solely dependent upon membership dues. At the last Board meeting, Mr. Lander volunteered to head a group to review potential sources for revenue generation. Ms. Garcia gave the report from the group, which is composed of Mr. Smith, Mr. Davis, Mr. Baish, and Ms. Laird from the Board and the Executive Committee officers Mr. Buccigross and Mr. Novak. It was noted that GISB is a membership driven association as should remain so, regardless of how the revenues are generated to fund the organization. As GISB further pursues advertising, it should not impede access to the Web site. Some of the GISB members may help in ensuring that our Web site is developed to provide the most benefit to our members at the least cost. In response to a question, Mr. Holbrook noted that GISB might restrict advertising that it deems inappropriate and that the advertising policy stated on the Web site should be sufficient to cover our activities.



## **5. Certification**

Mr. Boswell provided an overview for the report, which was prepared through the efforts of the evaluation team to respond to the concerns noted at the March Board meeting. Mr. Holbrook addressed both antitrust and liability issues. Board members thanked Mr. Boswell for his efforts to respond to the questions put forth in March.

- GISB is not doing the certification itself so that it can avoid hiring additional staff. Organizations choosing to be certified may select from those who individuals who have qualified as certifiers and whose qualifications as certifiers are current. GISB will receive a fee of \$7500 or 50% of the certifier's fee, whichever is greater; this fee will come from the certifier. In this context, board members noted a preference for a test for the certifiers in addition to the requirement that they attend the courses. Ms. McQuade noted that a test would be developed.
- Mr. Holbrook noted that he had discussed the broad intent of the program with Mr. Mehinka, Esq., of Morgan Lewis & Bockius, who also serves as chair of the ABA Antitrust Committee, and no concerns were raised. After Mr. Mehinka reviewed the proposed certification program, Mr. Holbrook noted that Mr. Mehinka expressed his general view that GISB was taking appropriate steps to avoid any possible antitrust concerns. Similar conversations were held with Mr. Belford, Esq., who serves as AGA General Counsel. Should the Board determine that certification was an activity that GISB would pursue, antitrust counsel will be retained to provide formal review.
- On the question of certification as an activity is within the scope of GISB, there was considerable discussion. It was noted that the articles were very carefully drafted to keep GISB focused on standards that would foster competition, and as such the scope statement was intentionally drafted as a limiting statement. Others noted that the GISB scope provides a broad interpretation of the purposes of GISB. A point was made that this action could be viewed as precedent setting. In further discussion, it was noted that this is not the first time the Board has interpreted the scope statement. In some cases the Board determined that an activity was within scope, while in others it ruled that the activity was not within scope.
- The need for additional insurance was discussed, and it appears that the cost of E&O insurance coverage (which GISB currently does not have) will be more than offset by the revenues derived from the program. \$5 million is the amount recommended and GISB will also require that certifiers carry their own coverage and hold GISB harmless. D&O coverage should be set at not less than the value of GISB's assets.

The question was called on if the Board considered certification an activity within the scope of GISB. The motion carried through a vote of eleven affirmative votes to three opposed.

On the question of whether GISB should pursue certification, the Board voted unanimously in favor of pursuing certification along the lines previously proposed, as further clarified by the report of Mr. Boswell's task force and the discussions during this board meeting. The program will be more fully developed addressing the above items and other items indicated previously and formally reviewed by antitrust counsel. Following this review, the Executive Committee will evaluate the technical aspects of the program to assure that they are



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consistent with the Board's directives. The program will begin as soon as this is accomplished, which is expected to occur at the next Executive Committee meeting.

### **6. Membership**

Ms. Garcia reviewed the activities to date to retain membership and attract new members. GISB lost 24 members from last year's membership, but we have gained 25 new members. As such, the membership is stable, but we have lost \$72,000 in revenue – a one-time loss, as the program for reduced dues for new members has been discontinued. This number could go as high as \$87,000. The members that chose not to rejoin in 1999 are a result of mergers; multiple memberships reduced to a single membership; and companies that have determined that others in the organization can represent their views. GISB lost 6 pipelines, 4 producers, 5 LDCs, 2 end users and 7 service companies. New members have come predominantly from services segment and several of the new members are Canadian. GISB has gained 5 new pipelines, 4 of which are Canadian; we have gained no new producer members; we have gained 3 new end users; 2 new LDCs; and 15 services companies. The largest segment in GISB is the services segment.

### **7. Other**

Ms. Munson provided information on a new group that has formed, the Coalition of Uniform Business Rules, who has in its membership several GISB members. The group has a goal to develop the uniform business rules by August, and they are working with the Utility Industry Group (UIG). They hope to present these rules to the states as a unified perspective. The group is made up from predominantly retail marketers and software service providers. They may consider requesting GISB to adopt some of their rules as GISB standards.

Ms. Corcoran reviewed the need for a privacy policy on our Web site. A draft policy is currently being reviewed by the Editorial Review Board and should be included on the GISB Web site shortly. A potential advertiser asked that we develop one and make it available from our Web site before they could agree to advertise. In addition, Ms. Corcoran discussed GISB becoming licensed by a group known as TRUSTe, a type of certification. The group is gaining wide acceptance by companies doing business on the Internet. They provide an independent third party review of guidelines that indicate how the information collected by an organization on the Internet is to be used. To become licensed, GISB would provide a copy of its privacy policy, and complete a licensing agreement with TRUSTe. Once accepted, GISB would be able to display artwork from TRUSTe, indicating to any interested GISB Web site user that it had complied with the parameters of the program governing information use.

### **8. Adjournment**

The meeting adjourned at 4:30 p.m.



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### 9. Attendance

Segment	Board Member Name	Member Company	Present
End Users	Norm Davis	International Paper	✗
	Janie Mitcham	Reliant Energy	✓
	Lee Smith	Midland Cogeneration Venture	✗
	John Stevens	Eastern Utilities Associates	✗
	Jim Templeton	Comprehensive Energy Services	✓
LDCs	Bill Boswell	Peoples Natural Gas	✓
	Walt DeForest	National Fuel Gas Distribution	✓
	Mary Jane McCartney	ConEd	✓
	Andy Sonderman	Columbia Gas Distribution	✓
	Lee Stewart	SoCal Gas	✓
Pipelines	Rick Baish	El Paso Natural Gas	✓
	Stan Horton	Enron Gas Pipeline Group	✓
	Terry McGill	Columbia Gulf Transmission	✗
	Ron Mucci	Williams Gas Pipeline	✓
	Bob Reid	Colorado Interstate Gas	✓
Producers	Pete Dickson	Exxon	✗
	Allan Knopp	Conoco	✗
	Nancy Laird	PanCanadian Petroleum Ltd.	✗
	Hugh Roberts	Marathon	✗
	Vacancy		✗
Services	Steve Bergstrom	Dynegy Marketing & Trade	✓
	Julie Gomez	Enron Capital & Trade	✗
	Greg Lander	TransCapacity	✗
	Lyn Maddox	PG&E Energy Trading	✓
	Marty Patterson	Idaho Power	✓



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Presenters: Jim Buccigross Chairman 1999 Executive Committee  
Cynthia Corcoran Corcoran Law  
Sylvia Munson Altra Energy Technologies

Administrative: Rae McQuade Executive Director  
Dennis Holbrook General Counsel  
Veronica Thomason GISB Staff  
Laurie Paulson Hoffman Paulson Associates  
Jo Ann Garcia GISB Staff

Advisory Comm. Vincent Majkowski Advisory Committee

Observer	Company Represented	Email Address	GISB Member
Sylvia Munson	Altra Energy Technologies	sylviam@altranet.com	✓
Les Fyock	American Gas Association	lfyock@aga.org	✗
Cynthia Corcoran	Attorney at Law	cynthiacorcoran@corcoran-law.com	✗
Michael Hansen	Columbia Gulf Transmission	mrhansen@columbiaenergygroup.com	✓
Mark Scheel	Dynegy Inc.	masc@dynegy.com	✓
Shelley Corman	Enron Gas Pipeline Group	scorman@enron.com	✓
Theresa Hess	Enron Gas Pipeline Group	thess@enron.com	✓
Anne Roland	INGAA	aroland@ingaa.org	✗
Claire Burum	Koch Gateway	burumc@kochind.com	✓
Julie Unruh	Koch Gateway	unruhj@kochind.com	✓
Richard Smith	Mobil Natural Gas	richard_d_smith@email.mobil.com	✓
Mark Gracey	Tennessee Gas Pipeline	graceym@epenergy.com	✓
Dale Davis	Williams Gas Pipeline	dale.m.davis@wgp.twc.com	✓



**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**3. Annual Plan**

- In this section you will find the current Annual Plan for GISB.
- Mr. Buccigross, chair of the Executive Committee, will review the progress made on the plan to date, and suggest changes for the Board's consideration if needed.
- The Board members will be asked to volunteer one Board member per segment to work on the preparation of the Annual Plan for 2000. The Executive Committee will be asked to do the same. The Annual Plan 2000 Committee is led by a Board officer.
- The GISB Five-Year Plan should be reviewed by the committee at the same time to determine if changes are needed.

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN AS OF SEPTEMBER 6, 1999**

	<b><u>ITEM DESCRIPTION</u></b>	<b><u>STATUS</u></b>	<b><u>SCHEDULED COMPLETION DATE<sup>1</sup></u></b>
<b>Web Page Standards and Transition of EBBs to Internet</b>			
1	Nominations Related Standards - EDI, Web Sites, Flat Files	Completed (1) January 23, 1999	First Qtr 1999
2	Flowing Gas Related Standards - EDI, Web Sites, Flat Files	Completed (1) March 1, 1999	First Qtr 1999
3	Invoicing Related Standards - EDI, Web Sites, Flat Files	Completed (1) May 16, 1999	Second Qtr 1999
4	Capacity Release Related Standards - EDI, Web Sites, Flat Files	Completed (1) August 27, 1999	Third Qtr 1999
5	Contracts Related Standards - EDI, Web Sites, Flat Files	Completed (1) August 27, 1999	First Quarter 2000
<b>Common Codes</b>			
6	Common Codes Reference for Business Parties & Locations	Completed (2) August 27, 1999	Second Qtr 1999
<b>Finish Work of Open Issues -- Carry over Projects from 1998</b>			
7	Imbalance netting standards	On Schedule (3)	Third Quarter 1999
8	Ranking Across Contracts	On Schedule (4)	Fourth Quarter 1999
9	Critical Notices (Request No. R98086)	Completed (5) August 27, 1999	Second Quarter 1999
10	Multi-tiered Allocations -- Allocation Grid	Completed (6) August 27, 1999	Third Quarter 1999
<b>Program of Standards Maintenance</b>			
	Nominations & Capacity Release	On Schedule	Fourth Quarter 1999
	Ongoing Interpretations for Clarifying Language Ambiguities	On Schedule	Ongoing
	Ongoing work on Code Values and Other Technical Matters	On Schedule	Ongoing

<sup>1</sup> Dates in the completion column are by end of the quarter for completion by the assigned committee. The dates do not necessarily mean that the standards are fully staffed so as to be implementable by the industry, and/or ratified by membership.  
If one item is completed earlier than planned, another item can begin earlier and possibly complete earlier than planned. There are no begin dates on the plan.

**POTENTIAL PROJECTS FOR CONSIDERATION FOR THE 2000 ANNUAL PLAN**

**PROJECT DESCRIPTION**

- 1 Contracts Request No. R98019 -- Development of a Standard Long Term Base Contract for Purchase and Sales of Natural Gas
- 2 Others may be added for consideration for 2000.

**GAS INDUSTRY STANDARDS BOARD**  
**1999 ANNUAL PLAN -- EBB INTERNET IMPLEMENTATION SCHEDULE**

Function	EII *	EC	Member Approval	Implementation Following Member Approval **
General	11/04/1998	12/17/1998	01/1999	
Nominations	11/20/1998	12/17/1998	01/1999	8 months
Flowing Gas	12/18/1998	01/22/1999	02/1999	9 months
Invoicing	03/1999	05/21/1999	06/1999	10 months
Capacity Release	05/1999	07/16/1999	08/1999	11 months
Contracts	11/1999	12/1999	01/2000	9 months

**NOTES:**

However, no implementation should be between November 2, 1999 and March 31, 2000 for Y2K and seasonal considerations. If the date falls within this range, implementation would occur in April 2000.

\* The dates represent the completion of standards related to existing datasets. The dates do not include the completion of requests submitted for additional data elements, code values or new transaction sets necessary to complete the full transition to the Internet of the functions listed. Those items not standardized by the completion date should be implemented as an interim using proposed standard [S21]. This a change from what had been previously included in the dates for completion on the original EII plan.

\*\* The effective date for starting the calculation on implementation following member approval would occur at the beginning of the month of the ratification. An example would be for nominations, ratification would conclude January 17, 1999 and implementation would occur September 1, 1999.

## GAS INDUSTRY STANDARDS BOARD

### 1999 ANNUAL PLAN -- STATUS NOTES AS OF SEPTEMBER 6, 1999

- | <b>NOTE</b> | <b>STATUS</b>  |
|-------------|--|
| 1.          | The Web Page Standards and the transition of the EBBs to the Internet effort is assigned to the EBB Internet Implementation Task Force and is under the leadership of Carl Caldwell of Deloitte and Touche, Mike Novak of National Fuel Gas Distribution, Tammy Hopkins of Enron Gas Pipeline Group, Dona Gussow of Florida Power and Light and Paul Keeler of Burlington Resources. The lead chair is Carl Caldwell. The group is ahead of schedule. Efforts on the all functional areas are complete and will be reflected in the August 31 and September 30 publication of version 1.4 of the standards manuals. The task force is inactive and no meetings have been scheduled. The first target industry implementation date is September 1999 for the general and nominations related standards.   |
| 2.          | The standards and procedures needed for the use of common codes within the GISB standards is assigned to the Common Codes Subcommittee under the leadership of Donna Scott of Enron Administrative Corp, Julie Unruh of Koch Gateway and Tammy Hopkins of Enron Pipeline Group. The subcommittee proposed several standards on the use of the D-U-N-S® Number as the entity common code which were adopted by the Executive Committee (EC) on May 20. The GISB office, along with the general counsel and GISB officers worked with D&B to create both a central repository of information and a downloadable file. Several companies have sent in information to populate the downloadable file as they work with D&B to validate their data. The contract with IHS for the common gas transaction point codes should be finalized shortly, after which it will be posted on the GISB home page. IHS is late on providing the central repository of codes and associated names for gas transaction point common codes. The standards were ratified, and this action item is considered complete. The subcommittee is considered inactive. |
| 3.          | The imbalance trading and netting standards and procedures are assigned to the Imbalances Subcommittee under the leadership of Jim Buccigross of National Registry for Capacity Rights and Dennis LaTour of ANR Pipeline. The subcommittee has drafted the standards language for the business practices of trading or netting imbalances on a monthly basis and has completed the data sets for the new transactions for consideration by the Information Requirements Subcommittee. Imbalance trading and netting based on daily allocations is outstanding. The proposed standards were brought forward to the Executive Committee (EC) in May and adopted in the July EC meeting for imbalances based on monthly allocations. The standards will not be ratified or published until after they have been completed for information requirements and technical mapping. The completion date has been modified to third quarter, approved by the Board on June 10. Imbalance standards based on daily allocations will be considered in September.   |
| 4.          | The standards and procedures for ranking across contracts is assigned to the Confirmations & Cross Contract Ranking Subcommittee chaired by Sylvia Munson of Altra Energy and Donna Scott of Enron Administrative Corp. While the group is considered on schedule for fourth quarter 1999, the scope of the subcommittee was expanded on March 18, 1999 to include issues on the level of confirmations. The subcommittee completed its work in August, and the proposed standards will be available for comment in October and considered for EC vote in November.  |
-

**GAS INDUSTRY STANDARDS BOARD**

**1999 ANNUAL PLAN -- STATUS NOTES AS OF SEPTEMBER 6, 1999**

- | <b>NOTE</b> | <b>STATUS</b>   |
|-------------|---|
| 5.          | The standards and procedures for critical notices was assigned to the Notices Task Force chaired by Michael Hansen of Columbia Gas Transmission and Shelley Corman of Enron Gas Pipeline Group. The task force completed its efforts and forwarded the standards on to the Information Requirements Subcommittee to make the necessary changes to the data dictionaries. The business practices standards were adopted by the EC on May 20. The completion date has been modified to second quarter, approved by the Board on June 10. The standards will be ratified in June.  |
| 6.          | The standards and procedures for effecting multi-tiered allocations is assigned to the Allocation Grid Drafting Team chaired by Dale Davis of Williams Gas Pipelines. The group has passed its work on to the Information Requirements and Technical Subcommittee for work on the GISB data sets, and ultimate inclusion in the GISB standards. Outstanding questions have been forwarded to the Business Practices Subcommittee. The standards will be presented to the Executive Committee in July for vote and will be incorporated in version 1.4 of the standards. The completion date has been modified to third quarter, approved by the Board on June 10. The standards should be ratified in August. |
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**GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE**  
**ANNUAL PLAN PROCESS, CHARACTERISTICS, IMPLEMENTATION AND RESPONSIBILITIES**

**PLAN CHARACTERISTICS**

The Annual Plan has the following characteristics and any changes to the Annual Plan will maintain these characteristics:

1. Focus and prioritization of GISB activities : The annual plan provides a clear focus on specific activities with a prioritization defined. The activities defined should have high expectation of implementation. The annual plan will be focused on the standards development and maintenance, and interpretations development efforts of the organization.
2. Resource application to GISB efforts : The annual plan recognizes that the member company resources to work on GISB efforts are limited. The efforts defined for activity by GISB should not exceed those limits by spreading the resources so thin that the assurance of success is affected.
3. Alignment of efforts to assure coordination of intent : It is the intent of the Board of Directors and the Executive Committee that their objectives activities coincide. The Board of Directors and the Executive Committee will direct GISB work through the annual plan so that those intents are aligned and the annual plan efforts are realized.
4. Timetable for efforts : The work of GISB is defined with a specific timetable during which consensus can be reached. If consensus is not reached within that timetable, avenues other than GISB can be pursued.

**IMPLEMENTATION OF THE ANNUAL PLAN**

1. Recognition of time constraints of development efforts -- the plan provides focus with no more than 5 to 10 major efforts identified, with deadlines for completion which serve as prioritization. The development efforts, deadlines, and priorities are identified in the Annual Plan. If one of the approved efforts is completed during a year, a new effort could be added if approved by the Board of Directors in consultation with the officers of the Executive Committee.
  2. Empowerment of the chairs at subcommittee and task force meetings -- chairs are empowered to limit discussions when necessary, call items out of order when applicable, follow agendas closely, and in general exert more control so that the time participants spend in meetings is more effective.
  3. Efforts are "implementable" -- each effort should have a reasonable expectation that consensus can be reached, with clear deadlines established for completion. The deadlines provide an incentive to all industry participants to reach closure. For each Board meeting, these deadlines will be reviewed with the progress made to date by the subcommittees. The deadlines, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. If a deadline is missed, the Board, in consultation with the officers of the Executive Committee, will determine whether the work should be continued, put on hold or transferred to another venue.
  4. Modifications to existing standards and new standards that are requested which come through the request process should reflect a broad industry need. As prioritization occurs, a primary parameter should be how many companies or segments need this standard or standard change. Industry efforts to implement standards that affect only a few companies should be severely limited.
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### **BOARD OF DIRECTORS RESPONSIBILITIES TO THE PLAN**

1. Progress toward completion of the plan will be reviewed by the Board quarterly with the officers of the Executive Committee.
2. The deadlines in the Annual Plan, as with any other parameter established in the Annual Plan, cannot be changed without Board approval. When a deadline is reached before the item is completed, the Board, in consultation with the officers of the Executive Committee, will determine whether the work should continue, be postponed or transferred to another venue.
3. Any changes or additions to the annual plan items, including those requested by government agencies or commissions, must first be presented to the Board for its consideration, prioritization and approval.
4. The Board will review monthly progress reports on the Annual Plan to determine if any changes are necessary.
5. The Chairman of the Board of Directors will request that each segment by September name one Board member and one EC member to a task force to develop the subsequent year's annual plan.

### **EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE PLAN**

1. The Executive Committee should strive to complete the items set forth in the Annual Plan in the times specified. When a deadline is reached before the item has completed, the Executive Committee will recommend to the Board for the Board's determination of whether the work should continue, be postponed or transferred to another venue.
2. The officers of the Executive Committee will brief the Board at each Board meeting on the progress made towards completing each item on the Annual Plan.
3. There will be boundaries on the time spent in modifying standards, which will be controlled by the Executive Committee through its setting of meeting dates for the subcommittees addressing maintenance issues.
4. A key element in determining priority for maintenance issues is the number of companies or segments needing the modifications requested. The Triage Group recommendations to the Executive Committee will include priorities/dates and possible changes to other priorities such that the workload in maintenance is reasonable considering the other items included in the plan.

### **GISB OFFICE RESPONSIBILITIES TO THE PLAN**

1. The GISB office will prepare the monthly progress report to the Board of Directors in consultation with the officers of the Executive Committee and other subcommittee chairs as appropriate.
  2. The Executive Director will be an active participant in subcommittee and task force meetings that he or she attends, acting as a liaison to the Board of Directors.
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**GAS INDUSTRY STANDARDS BOARD OPERATING PRACTICE**  
**POWERS AND DUTIES OF SUBCOMMITTEE AND TASK FORCE CHAIRS**

Chairs of committees, subcommittees and task forces undertake responsibilities in assuming their roles as presiding officers. The GISB organization is appreciative of the significant leadership efforts that are assumed when individuals agree to serve as chairs.

Chairs act as representatives of the Executive Committee in discharging its responsibilities with respect to the organization's purposes. The annual plan adopted by the Board of Directors sets forth GISB's priorities for the year in question, and the chairs are strictly charged by the Board and the Executive Committee to ensure that the subcommittees and task forces are directed to the end of accomplishing the annual plan. As such, chairs are empowered to take any actions necessary to ensure that the discussion is timely, effective, and focused on matters consistent with the plan, including, but not limited to setting and enforcing deadlines for debate, ruling items out of order, and otherwise supervising the progress of the meetings for which they are responsible.

The principles below are in full accordance with normal rules of order for groups following the democratic principles of parliamentary procedure.

1. The chair's role is that of serving the assembly, striving for fair play among the participants, trying to ascertain the participants' and the organization's intent, and providing guidance for the fulfillment of the intent of the organization as a whole. The organization's intent is reflected in the annual plan.
  2. Presiding officers of a meeting should remain impartial and objective. If a motion is made, and the chair wishes to advocate a particular position, he or she should ask another officer to act as chair during the discussion. After the discussion, the chair should resume his or her role as the presiding officer.
  3. The chair should not permit participants to speak at will, offer alternative main motions when a main motion is already under consideration, interrupt speakers or claim the floor without first being recognized by the chair.
  4. The chair should refuse to allow participants to claim the floor several times before others have had their first opportunity to speak.
  5. The chair is empowered to limit discussions when necessary and call items out of order if not on the agenda of the meeting.
  6. The chair is to guide the participants to follow the agenda and to meet the goals established for that agenda and to realize the organization's intent. The organization's intent is reflected in the annual plan.
  7. It is the responsibility of the chair to guide the participants so that the time spent in the meeting is effective, meets the goals of the organization, and addresses the items on the agenda.
  8. The chair should ensure that the agenda for the meeting is in agreement with the intent of the organization as a whole.
  9. The chairs are empowered to limit discussion to the named members of the committee, task force or group. They are also empowered to name members of subgroups to act on specific issues. While all GISB meetings are open, chairs can restrict discussion in the meetings to the named members of the groups.
  10. The chairs should ensure that draft minutes of the meetings and any exhibits (including any work papers and alternative proposals) are prepared as soon as reasonably possible as provided in the GISB Operating Practices.
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**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**4. Presentation by the Coalition for Uniform Business Rules**

- Attached is a fact sheet on the Coalition for Uniform Business Rules.
- They have asked to make a presentation to the Board members regarding their work and possible relationship with GISB.
- The presentation material will be made available at the meeting.

## **COALITION FOR UNIFORM BUSINESS RULES**

### **FACTS SHEET**

The following facts sheet describes the efforts made to-date by the Coalition for Uniform Business Rules (CUBR) to develop a single set of business operating rules based on "best practices" for competitive retail electric and gas markets. Although CUBR's efforts only began in April 1999, CUBR released its comprehensive Uniform Business Rules recommendations in **September 1999**.

#### **Top Ten Priority List**

The top ten priority issues addressed by CUBR include: (i) Supplier licensing; (ii) customer information; (iii) enrollment and customer switching; (iv) creditworthiness; (v) billing and payments; (vi) electric metering; (vii) retail electric settlements and gas operations; (viii) Supplier tariff and agreements; (ix) performance standards and incentives; and (x) dispute resolution process. In addition, CUBR currently is developing standard electronic transactions to implement the Uniform Business Rules, with data dictionaries and implementation guides to be released by the end of 1999.

#### **Base Documents**

In its effort to develop "best practices", CUBR based its recommended uniform business rules on currently existing business rules implemented in the states for electric and/or gas restructuring and by FERC for the wholesale industry. The models relied on for the base documents include GISB, UIG, California, Nevada, New York, Ohio, Pennsylvania, Massachusetts, and New Jersey. The base documents have been modified to reflect the experiences of the CUBR Members when implementing retail choice in the various states under different business rules.

#### **Sponsoring Members**

CUBR is comprised of Sponsoring Members, which are energy-related companies that have committed to participate in the development of the Uniform Business Rules and to share expenses, including the contract with the consultant hired to coordinate the drafting of the Uniform Business Rules.

The Sponsoring Members of the CUBR consists of a diverse cross section of the industry, representing gas and electric suppliers, utilities, meter data management agents, meter service providers, software providers, billing service providers, and entities that provide various mid and back-office support for suppliers. Currently, there are a total of 25 Sponsoring Members with

- 7 billing and/or meter service providers;
- 5 back office support and/or software vendors; and

- 13 retail electric suppliers, gas suppliers, and/or utilities, including
  - 6 Utility-affiliated Suppliers and
  - 7 non-affiliated Suppliers.

### **Other Involved Participants**

In addition to the Sponsoring Members, other entities have participated in CUBR's efforts, including State Commission Staff, consulting firms, different trade organizations, wholesale suppliers, and other competitive service providers and suppliers. There has been a strong push by the Members to include all interested parties in the discussions. For instance,

- EEI (Edison Electric Institute) attended a CUBR meeting, is actively monitoring the CUBR efforts, has a similar ongoing effort, and is in discussions with various CUBR members.
- NEMA (National Energy Marketers Association) has made a presentation at a CUBR meeting and has members actively participating.
- Center for the Advancement of Energy Markets made a presentation at a CUBR meeting.
- EPSA (Electric Power Supply Association) is actively monitoring the CUBR efforts.
- GISB (Gas Industry Standards Board) is actively monitoring the CUBR efforts.
- UIG (Utility Industry Group) has made a presentation at a CUBR meeting, has agreed to work with CUBR on EDI implementation, and has Board members participating in CUBR efforts.
- At least 13 Commissions, including state Commissions and the Federal Trade Commission, are monitoring CUBR's progress through an electronic mail distribution list sent to interested Commissioners and/or Commission Staff.
- CUBR Members have made a presentation at the NARUC conference and are scheduled to speak at the GISB Annual Conference.

## **Time and Energy Commitment**

From April through August 1999, CUBR met at least twice a month, with all-parties meetings held every two weeks either through 4-hour teleconferences or all day in-person work sessions, with the June, July and August meetings lasting at least 2 days.

Subgroups also met to develop recommendations on specific issues, including Metering, Electricity Operations, Gas Operations, Roll-Out Process, Standard Electronic Transactions, and Legal Issues. The subgroups met periodically either in person or via teleconferences to draft recommendations and best practices for the larger group to consider at the all-parties meetings. The Standard Electronic Transactions subgroup and the Roll-Out Process subgroup continue to meet to develop recommendations.

## **CUBR Timeline**

The CUBR effort is a three-stage process designed for (i) planning, (ii) document development, and (iii) presentation. Each Stage is described below.

### Stage 1

Begun in April 1999, the first stage was completed in late May 1999 with the formation of the group, the development of a top ten priority issue list, the commitment of companies, and the procuring of a consultant to coordinate the second stage.

- At least 3 in-person planning sessions and several teleconferences were held to organize CUBR and to begin the CUBR efforts.
- At least 76 individuals participated in stage 1, including Commission Staff, consultants, meter service providers, billing service providers, gas marketers, electric suppliers, software vendors, meter data management agents, wholesale energy suppliers, mid and back-office support providers, and other interested entities.

### Stage 2

The second stage was a three-month effort to develop uniform business rules for retail access with a focus on the top ten priority issues discussed above. CUBR contracted with a consultant (the law firm John & Hengerer) to coordinate the efforts to complete a document on the ten priority issues in September.

- At each in-person meeting, an average of 25 individuals attended for an average of 7 hours per day. CUBR had 4 in-person meetings (a one day meeting in early June, followed by two 2-day meetings in late June and July and a 3-day meeting in late August (with over 30 people attending for over 22 hours)).
- Each teleconference was scheduled for at least 4 hours with at least 20 participants. CUBR has had 3 teleconferences with additional teleconferences scheduled through the end of the year.
- The man hours committed by the Sponsoring Members to stage 2 was consistently high with a minimum of 240 total man hours dedicated to all-parties conference calls and a minimum of 1,535 total man hours dedicated to in-person work sessions, for a total of at least 1,775 man hours committed to all-parties meetings. In addition, the Sponsoring Members attended subgroup meetings and prepared comments and proposals before the meetings.

### Stage 3

Stage 3 began in September 1999 with the release of the CUBR document outlining Uniform Business Practices. The document currently is being circulated and presented to interested parties and Commissions. For instance, CUBR representatives are scheduled to speak at the GISB Annual Meeting in September. In addition, the CUBR Members already have made a presentation to the Texas Commission and submitted a filing to the Virginia Commission on the CUBR efforts. The recommended Uniform Business Practices also are posted on the CUBR website, which is described in greater detail below.

### **Communications**

In an effort to keep all interested parties informed and active in the CUBR discussions, CUBR is utilizing electronic communications to the greatest extent practical.

- There is an electronic distribution list for all Sponsoring Members and other interested entities to circulate meeting minutes, draft documents, comments, and concerns, as well as providing a forum for the Members to debate the implementation details.
- CUBR also circulates its meeting minutes and final documents to interested state and federal Commission Staff.
- CUBR has an Internet website to post the Uniform Business Rules, white papers, announcements of upcoming events, contact information, and other updates. The website's address is <http://www.cubr.org>.

The Sponsoring Members include:

- ABB,
- Altra Energy Technologies,
- CellNet Data Systems,
- Columbia Energy Services Corporation,
- Coral Energy,
- CSC Energy Services,
- DTE Edison America,
- Enron Corporation,
- Excelergy Corporation,
- Exelon Energy,
- Green Mountain.com,
- LG&E Retail Access Services,
- New Energy,
- Orcom Solutions, Inc.,
- PHASER Advanced Metering Services,
- PG&E Energy Services,
- PP&L EnergyPlus Company,
- Reliant Energy Retail, Inc.,
- ReTX,
- SCT Corporation,
- Schlumberger
- Shell Energy Services, L.L.C.,
- Strategic Energy Limited,
- TXU Electricity, and
- Utility.com.



**GAS INDUSTRY STANDARDS BOARD**  
**BOARD OF DIRECTORS MEETING MATERIALS**  
**SEPTEMBER 29, 1999**

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**5. Financial Reports**

- Attached is the most recent financial report for the GISB organization. Rae McQuade will review the reports and answer questions.
- Ms. Garcia and Ms. McQuade will update the Board on non-dues revenue generation.
- The Board members will be asked to volunteer one Board member per segment to work on the preparation of the GISB budget for 2000. The Budget Committee is led by a Board officer.



**GAS INDUSTRY STANDARDS BOARD  
BOARD OF DIRECTORS MEETING MATERIALS  
SEPTEMBER 29, 1999**

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**6. 1999 Membership Report**

- Attached is the most recent membership report for the GISB organization.
- Ms. Garcia and Ms. McQuade will update the Board on the efforts to increase membership.



**Gas Industry Standards Board  
Membership list -- 1999  
Prepared September 2, 1999**

**End Users**

- 1 Arizona Public Service Company
- 2 Boeing Co.
- new** 3 Bray and Associates
- new** 4 Calpine-EMI Marketing, LLC
- 5 Citizens Power Sales
- 6 Comprehensive Energy Services
- 7 Defense Energy Support Center
- 8 Entergy Services, Inc.
- 9 EUA Ocean State Corporation
- 10 Florida Power & Light Company
- new** 11 GPU Energy
- 12 International Paper
- 13 Midland Cogeneration Venture
- 14 Pennsylvania Power & Light Co.
- 15 Reliant Energy HL&P
- 16 Salt River Project Agricultural Improvement and Power District
- new** 17 Tennessee Valley Authority

**Government**

- 1 Department of Energy

**Producers**

- 1 Amoco Corporation
- 2 Burlington Resources
- 3 Cabot Oil & Gas Marketing Corp.
- 4 Chevron U.S.A. Production
- 5 Coastal Oil & Gas
- 6 Conoco, Inc.
- 7 CNG Producing Company
- 8 Exxon Company, U.S.A.
- new** 9 Koch Exploration Company
- 10 Marathon Oil Company
- 11 Mobil Natural Gas, Inc.
- 12 Occidental Energy Marketing Inc. (OEMI)
- 13 PanCanadian Petroleum
- 14 PennzEnergy
- 15 Texaco Natural Gas, Inc.

**LDCs**

- new** 1 AGL Resources Inc.
- 2 Ameren Corporation
- 3 Baltimore Gas & Electric Co.
- 4 Cincinnati Gas & Electric (Cinergy)
- 5 Columbia Gas Distribution Co.
- new** 6 Conectiv
- 7 ConEdison
- 8 Consolidated Natural Gas
- 9 Consumers Energy
- new** 10 Energy North Natural Gas Inc.
- 11 Equitable Gas Company
- 12 Key Span Energy
- 13 Laclede Gas Co.
- 14 Michigan Consolidated Gas Co.
- 15 National Fuel Gas Distribution
- 16 NIPSCO Industries, Inc.
- 17 Nicor Gas
- 18 Northern States Power - Wisconsin
- 19 Northwest Natural Gas Company
- 20 Pacific Gas & Electric
- 21 PECO Energy Co.
- 22 Peoples Gas Light & Coke Co.
- 23 Providence Gas Co.
- 24 Public Service Electric & Gas
- new** 25 San Diego Gas & Electric Company
- 26 Southern California Gas Co.
- 27 Southern Connecticut Gas Co.
- 28 Southwest Gas Corporation
- 29 Southwestern Energy Company
- 30 Washington Gas Light Co.
- 31 Westfield Gas & Electric Light Dept.
- new** 32 Wisconsin Electric Power Company
- 33 Wisconsin Gas Company



**Gas Industry Standards Board  
Membership list -- 1999  
Prepared September 2, 1999**

**Pipelines**

- 1 Algonquin Gas Transmission
- 2 Alliance Pipeline Ltd.
- 3 ANR Pipeline Company
- new** 4 ATCO Pipelines
- 5 CNG Transmission Corp.
- 6 Colorado Interstate Gas Co.
- 7 Columbia Gas Transmission
- 8 Columbia Gulf Transmission Co.
- 9 El Paso Natural Gas Co.
- 10 Florida Gas Transmission Co.
- 11 Great Lakes Gas Transmission
- 12 Iroquois Gas Transmission System
- new** 13 Kansas Pipeline Company
- 14 Kern River
- 15 Koch Gateway Pipeline
- 16 Lone Star Pipeline Company
- 17 Mid Continent Market Center
- new** 18 Mid Louisiana Gas Company
- 19 Mississippi River Transmission
- 20 National Fuel Gas Supply Corp.
- 21 Natural Gas Pipeline Co of America
- 22 Northern Border Pipeline Co.
- 23 Northern Natural Gas Co.
- 24 NOVA Gas Transmission Ltd.
- 25 Oklahoma Natural Gas Company
- new** 26 Ozark Gas Transmission, L.L.C.
- 27 PG&E Gas Transmission
- 28 Panhandle Eastern Pipe Line Co.
- 29 Pemex Gas y Petroquimica Basica
- 30 Portland Natural Gas Transmission System
- 31 Questar Pipeline Co.
- 32 Reliant Energy Gas Transmission Company
- 33 Sabine Pipe Line Company
- 34 Southern Natural Gas Co.
- 35 Tejas Offshore Pipelines
- 36 Tennessee Gas Pipeline
- 37 Texas Eastern Transmission Corp

- 38 TransCanada Pipelines
- 39 Transok, Inc.
- 40 Transwestern Pipeline Co.
- 41 Trunkline Gas Company
- new** 42 Vector Pipeline L.P.
- 43 Viking Gas Transmission Company
- new** 44 Westcoast Energy Inc.
- 45 Williams Gas Pipelines
- 46 Williston Basin Interstate Pipeline

**Services**

- new** 1 AEP Energy Services, Inc.
- 2 Andersen Consulting LLP
- 3 Altra Energy Technologies, L.L.C.
- 4 Aquila Energy
- new** 5 Baker & Botts, L.L.P.
- new** 6 British Columbia Power Exchange Corp.
- new** 7 CGI Group
- 8 Coral Energy Resources, L.P.
- new** 9 Cynthia Corcoran Attorney at Law
- 10 DC Systems, Inc.
- 11 Deloitte & Touche Consulting Group
- 12 Dynegy Marketing and Trade
- 13 Dynegy Inc.
- new** 14 ECOM Worldwide
- 15 Elite Computer Consultants
- 16 EDS
- new** 17 Energy Solutions International
- 18 EnFORM Technology, LLC
- 19 Engage Energy
- 20 Enron Administrative Services Corp.
- 21 Enron Capital & Trade Resources
- 22 Ernst & Young
- new** 23 Enserch Energy Services, Inc.
- 24 GE Information Services
- 25 Group 8760, LLC
- 26 Hatch Associates Limited



*Services (Continued)*

- 27 IBM Corporation
- 28 Idaho Power Company
- 29 Koch Midstream Services Co.
- 30 K N Energy, Inc.
- 31 Latitude Technologies
- new** 32 Merchant Energy Group of the Americas, Inc.
- new** 33 Microsoft Inc.
- new** 34 Multisoft Consulting Corporation
- 35 National Registry of Capacity Rights
- new** 36 Network Associates Inc.
- new** 37 North Atlantic Utilities, Inc.
- new** 38 Northeast Gas Markets, LLC
- 39 NrG Information Services, Inc.
- new** 40 O'Hara Law Office
- new** 41 PaperFree Systems, Inc.
- 42 Pepco Gas Services
- 43 PG&E Energy Trading
- new** 44 Price Waterhouse Coopers LLP
- 45 ProLiance Energy, L.L.C.
- new** 46 Proxicom, Inc.
- 47 Reliant Energy Services, Inc.
- new** 48 Sapient Corporation
- 49 Southern Company Energy Marketing
- new** 50 Sprague Energy Corp.
- new** 51 Sterling Commerce
- 52 Stuart Maudlin
- 53 Superior Natural Gas Corporation
- 54 Tractebel Energy Marketing, Inc.
- 55 TransCapacity L.P.
- 56 TransEnergy
- new** 57 Utility Partners, Inc.
- new** 58 U.S. Energy Services, Inc.
- new** 59 Valmet Automation, Inc.
- 60 Williams Energy Services Co.
- 61 Wright, Logue & Associates

*The designation of "new" next to a company indicates that it is a first year member of GISB.*



# Gas Industry Standards Board

## 1999 Members who have not renewed membership for 1999

Prepared September 2, 1999

#	Member Company	Notes	Contact	Phone	Fax
1	American Electric Power	End User	William Wotring	614-223-3642	614-220-4848
2	New England Power Company	End User	Linda Doering	508-389-2581	508-898-3952
3	Colonial Gas Company - NEGA	LDC	John Harrington	978-322-3440	978-459-2314
4	Connecticut Natural Gas Corp.	LDC	Edna Karanian	860-727-3505	860-727-3500
5	MidAmerican Energy Company	LDC	Tom Gesell	712-277-7441	712-252-7343
6	National Utility Investors	LDC	Frank Bahniuk - Retired	908-719-4230	908-781-2794
7	Piedmont Natural Gas Co.	LDC	Kenneth Valentine	704-364-3120	704-364-8320
8	Enogex, Inc.	Pipeline	Michael Walker	405-557-5220	405-530-7410
9	Mobile Bay Pipeline Company	Pipeline	Sandra Barnett	713-544-5732	713-544-4990
10	Northwest Pipeline Corporation	Pipeline	Jeff McNeal	801-584-7138	801-584-6950
11	Texas Gas Transmission Corp.	Pipeline	Kathy Kirk	502-688-6900	502-683-5657
12	Transcontinental Gas Pipe Line	Pipeline	Leneva Aschermann	713-215-4365	713-215-4620
13	Williams Natural Gas Co.	Pipeline	Jim Harder	918-588-3865	918-588-3876
14	Fina Oil & Chemical	Producer	Wade Hobbs	214-890-1872	214-890-1999
15	Phillips Petroleum Co.	Producer	Virgil Spurgeon	713-669-7993	713-669-3595
16	Producers Energy Marketing, LLC	Producer	Alan McLaurin	281-583-6299	281-583-4353
17	Vastar Resources, Inc.	Producer	Norma Rosner	281-584-6000	281-584-3551
18	Altra Streamline, L.L.C.	Services	Sylvia Munson	713-210-8169	713-210-8004
19	Columbia Energy Services	Services	Dick Manson	412-873-1400	412-873-1411
20	Duke Solutions, Inc.	Services	Deborah A. Custer	704-373-4222	704-373-4321
21	IHS Energy	Services	Tim Wise	713-840-8282	713-599-9121
22	Midcon Gas Services Corp.	Services	Steven Salato	713-963-3800	713-964-5781
23	Mitchell Gas Services, Inc.	Services	Gene Veselka	713-377-7282	713-377-7277
24	The SABRE Group	Services	Steve Kretsch	817-967-1121	817-963-2331



## 1999 Membership Statistics As of September 2, 1999

### MEMBERSHIP STATISTICS:

Membership at the end of 1998:	164	
Non-renewing members in 1999:	24	15%
Base of membership beginning in 1999:	140	
New members in 1999:	33	
Membership Roster for 1999 To Date:	173	

### SPONSORSHIP STATISTICS:

Sponsorship Funds Remaining in 1997:	\$420,000
Sponsorship Funds Used to Pay 1997 Dues:	\$64,000
Sponsorship Funds Donated in 1997:	\$258,000
Sponsorship Funds Remaining for 1998:	\$98,000
Sponsorship Funds Used to Pay 1998 Dues	\$30,500
Sponsorship Funds Remaining for 1999:	\$67,500
Sponsorship Funds Used to Pay 1999 Dues:	\$17,500
Sponsorship Funds Remaining for 2000:	\$50,000

### SEGMENT STATISTICS:

	End Users	LDCs	Pipelines	Producers	Services	Government	Total
Number of Members	17	33	46	15	61	1	173
Percentage of Overall Membership	9.8%	19.1%	26.6%	8.7%	35.3%	0.6%	100%
1999 Membership Dues Amount	\$74,000	\$144,000	\$213,000	\$72,500	\$252,000	\$5,000	\$760,500
Dues Paid in 1999	\$74,000	\$137,000	\$188,000	\$65,000	\$207,000	\$5,000	\$676,000
Dues Paid by Sponsorship Funds	\$0	\$0	\$5,000	\$2,500	\$10,000	\$0	\$17,500
Dues "In Kind"	\$0	\$0	\$20,000	\$0	\$25,000	\$0	\$45,000
Dues Outstanding	\$0	\$7,000	\$0	\$5,000	\$10,000	\$0	\$22,000
Sponsorship Funds Remaining for 1999	\$0	\$7,000	\$14,000	\$27,000	\$2,000	\$0	\$50,000