



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

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Home Page: www.gisb.org

TO: Business Practices Subcommittee Chairs: Greg Lander, Terry McRae (absent), Diane McVicker (absent) Norm Walker (absent), Robert McAnally (absent)
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the Business Practices Subcommittee Meeting

DATE: April 22, 1999

I. Administrative

Mr. Lander chaired the meeting. Mr. Lander gave the antitrust advice. The agenda was adopted with the following changes: Request No. R97088 was incorrectly noted as R98088 on the agenda, and Request Nos. R97088 and R97090 will be delayed until the next meeting. The reference to the April 15 meeting minutes for request C98003 should have been noted as April 8/9, and the reference to concept 1 should be eliminated. The minutes of April 15, 1999 were adopted as final as amended with the proviso that Ms. McQuade review and correct the attendee list and include the vote record.

II. Review of Requests & Vote on Recommended Standards

C98003 Concept (from the minutes of April 8, revised during this meeting's discussion):

Concept: Where a Transportation Service Provider (TSP) performs daily allocations, the Beginning Transaction Date/Time and the Ending Transaction Date/Time in the Invoice should be the date/time that a transaction (line item) began (or ended respectively) where such transaction began (or ended respectively) within the subject invoice period. Where the TSP allocates daily and a transaction began prior to the subject invoicing period, the Beginning Transaction Date/Time in the Invoice should be the beginning date of the invoicing period. Where the TSP allocates daily and a transaction was continuing as of the end of the subject invoicing period, the Ending Transaction Date/Time in the Invoice should be the ending date of the invoicing period.

Where a TSP performs only monthly allocations, the Beginning Transaction Date/Time and the Ending Transaction Date/Time are permitted to be the date/time that the subject invoicing period began (or ended respectively). In the instance where the TSP allocates monthly, invoices on allocated quantities, and defaults the Beginning Transaction Date/Time and Ending Transaction Date/Time to the beginning and ending of the subject invoicing period, the TSP should indicate on the invoice the document to which the Service Requester may refer for documentation supporting the invoice quantities. In the instance where the TSP allocates daily, rolls up to monthly for invoicing, and defaults the Beginning Transaction Date/Time and Ending Transaction Date/Time to the beginning and ending of the subject invoicing period, the TSP should indicate on the invoice the document to which the Service Requester may refer for documentation supporting the invoice quantities.



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* Note: Beginning and Ending Transaction Date/Time, as used in this standard, represent four data elements: Beginning Transaction Date, Beginning Transaction Time, Ending Transaction Date, and Ending Transaction Time.

- Motion: Accept the above concept as an invoicing business practice standard (3.3.x).
- Discussion: Questions were answered specific to examples. For defaulting the times, a default can be to the beginning or ending of the gas day. There was discussion on the need for delineating scheduled from allocated. After discussion, it was removed.
- Vote: The motion passed unanimously (see Attendance List for Voting Record). The balanced vote was 4 in favor and 0 opposed. A total of 11 participants voted.

R98007 Request submitted from Columbia Gas.

Request: Add another quantity field to the invoice. This data element would be the Maximum Daily Quantity (MDQ). This data element is used when identifying Capacity Release information on an invoice. It is necessary to identify both the MDQ on the Replacement Shipper's contract and the quantity that was invoiced for released capacity demand charges and credits. The usage would be "Sender's Option" or "Mutually Agreed". This information will allow the payer to check the invoice and ensure that Capacity Releases have been invoiced correctly.

- Questions:
1. Is this at the contract or at a lower level – i.e. what information would this be associated with?
 2. What would you prefer a usage of SO or MA?
 3. Would you be willing to use the term MDTQ instead of MDQ with MDTQ defined as Maximum Daily Transportation Quantity? Or to add a suffix or prefix to indicate transportation
 4. Would you see this as present in all invoices or just for capacity release related invoices?

Action: Mr. Stodola will be contacted to participate in the next call or otherwise respond to these questions before the next BPS meeting.

R98008 Request submitted by Columbia Gas.

Request: Add the data elements Offer Number and Replacement Shipper's Contract Number to the Invoice. These data elements would be used to accurately identify Capacity Release information on an invoice. The Replacement Shipper's Contract Number is used when identifying Capacity Release credits. The Offer Number is used for Capacity Release charges and credits. The usage would be "Sender's Option" or "Mutually Agreed". This information will allow the payer to check the invoice and ensure that Capacity Releases have been invoiced correctly.

Discussion: Several noted that Mr. Stodola should be present during discussion on this request – specifically, it was requested that he explain how this is done today.

- Questions:
1. How is this addressed today?



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Action: Mr. Stodola will be contacted to participate in the next call or otherwise respond to these questions before the next BPS meeting.

R97094 Request submitted by Transco.

Action: Delayed until a subsequent BPS meeting when Transco representatives can attend.

R98030 Request submitted by Texaco.

Action: Delayed until a subsequent BPS meeting when a Texaco representative can attend.

III. Agenda for next meeting

The next meeting, to be held on April 29, from 2:30 to 4:30 p.m. central, will review the following requests for discussion and possible vote:

R97088	Submitted by Transco
R97090	Submitted by Transco
R98007	Submitted by Columbia Gas
R98008	Submitted by Columbia Gas
R97094	Submitted by Transco
R98030	Submitted by Texaco

The meeting adjourned early at 3:40 p.m. central.



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IV. Meeting Attendees & Voting Record

Name	Company	Voting In the Meeting	GISB Member	Vote on C98003
Pipelines:				
Mark Gracey	Tennessee Gas Pipeline	X	X	yes
Theresa Hess	Enron - Transwestern	X	X	yes
Mike Schisler	NGPL	X	X	yes
Mary Sue McNeal	El Paso Natural Gas	X	X	yes
Hanh Duong	Texas Eastern	X	X	yes
Mike Culver	Algonquin	X	X	yes
Stephanie LeCureaux	ANR	X	X	yes
Erik Anderson	ANR		X	not voting
Sandra Barnett	Koch Gateway		X	not voting
Julie Unruh	Koch Gateway	X	X	yes
Randy Young	Koch Midstream Services	X	X	yes
Kim Van Pelt	Trunkline	X	X	absent
Services:				
Greg Lander	TransCapacity	X	X	yes
Jim Buccigross	National Registry	X	X	yes