



Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: gisb@aol.com

Home Page: www.gisb.org

TO: Executive Committee (EC) Members
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the Executive Committee (EC) Meeting – March 9, 2001

DATE: April 19, 2001

**GAS INDUSTRY STANDARDS BOARD
GISB EXECUTIVE COMMITTEE MEETING**

**March 9, 2001
FINAL MINUTES**

1. Administrative

Mr. Buccigross welcomed the Executive Committee to the conference call. Ms. McQuade read roll call. Mr. Buccigross reviewed the conference call and transcription procedures. Ms. Hess made the motion, seconded by Mr. Love to defer adoption of the draft minutes of February 22 until the April EC meeting. No one objected to the change to the agenda. The change to the agenda was made. The amended agenda was adopted unanimously, through a motion made by Ms. McVicker and seconded by Ms. Hess. Mr. Costan read the antitrust charge. For a full accounting of the discussion from today's conference call, the transcripts should be ordered from Ms. Jane Copeland of Ak/Ret Reporting, (361-882-9037).

2. Proposed Standard No. 5.3.2

Mr. Novak made the motion to adopt to adopt proposed standard no. 5.3.2, seconded by Ms. McVicker, as shown below:

5.3.2 For biddable releases (less than 1 year):

- offers should be tendered by 12:00 P.M. on a Business Day;
- open season ends no later than 1:00 P.M. on a Business Day (evaluation period begins at 1:00 P.M. during which contingency is eliminated, determination of best bid is made, and ties are broken);
- evaluation period ends and award posting if no match required at 2:00 P.M.;
- match or award is communicated by 2:00 P.M.;
- match response by 2:30 P.M.;
- where match required, award posting by 3:00 P.M.;
- contract issued within one hour of award posting (with a new contract number, when applicable); nomination possible beginning at the next available nomination cycle for the effective date of the contract. (Central Clock Time)

For biddable releases (1 year or more):

- offers should be tendered by 12:00 P.M. four Business Days before award;
- open season ends no later than 1:00 P.M. on the Business Day before timely nominations are due (open season is three Business Days);
- evaluation period begins at 1:00 P.M. during which contingency is eliminated, determination of best bid is made, and ties are broken;



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 - match or award is communicated by 2:00 P.M.;
 - match response by 2:30 P.M.;
 - where match required, award posting by 3:00 P.M.;
 - contract issued within one hour of award posting (with a new contract number, when applicable); nomination possible beginning at the next available nomination cycle for the effective date of the contract. (Central Clock Time)

For non-biddable releases:

Timely Cycle

- posting of prearranged deals not subject to bid are due by 10:30 A.M. on a Business Day;
- contract issued within one hour of award posting (with a new contract number, when applicable); nomination possible beginning at the next available nomination cycle for the effective date of the contract. (Central Clock Time)

Evening Cycle

- posting of prearranged deals not subject to bid are due by 5:00 P.M. on a Business Day;
- contract issued within one hour of award posting (with a new contract number, when applicable); nomination possible beginning at the next available nomination cycle for the effective date of the contract. (Central Clock Time)

Intraday 1 Cycle

- posting of prearranged deals not subject to bid are due by 9:00 A.M. on a Business Day;
- contract issued within one hour of award posting (with a new contract number, when applicable); nomination possible beginning at the next available nomination cycle for the effective date of the contract. (Central Clock Time)

Intraday 2 Cycle

- posting of prearranged deals not subject to bid are due by 4:00 P.M. on a Business Day;
- contract issued within one hour of award posting (with a new contract number, when applicable); nomination possible beginning at the next available nomination cycle for the effective date of the contract. (Central Clock Time)

The motion passed unanimously.

Ms. Chezar asked for the standard to be included in the upcoming publication of the standards. Mr. Keisler noted that there are other Order 637 items being worked on in the Information Requirements Subcommittee. Mr. Keisler was asked when the Order 637 items would be completed, but was unable to estimate a completion date. The remaining steps for publication for Order 637 items include full staffing through Information Requirements Subcommittee and Technical Subcommittee, industry comment another EC review, then member ratification before it can be published.

There was discussion on delaying the publication by two months so that some of the Order 637 standards could be included in the publication. Ms. Hess noted that this publication already has some Order 637 items included. The goal to publish all Order 637 items in the upcoming release in a two-month period is not attainable, as some of the Order 637 items require the



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development of new transactions, which can take significant time. Mr. Novak noted that his goal is to avoid the delay in publication that occurred with the adoption of title transfer tracking standards, which was not published for two years. Ms. Van Pelt and Ms. Chezar discussed a reprioritization of the remaining Order 637 items based on how quickly they could be made ready for publication.

In response to the Mr. Keisler noted that a plan could be provided at the April meeting showing those items that could be addressed fairly quickly versus those that would take additional time.

After discussion, it was noted that the critical item for publication in the upcoming release is standard 5.3.2. The motion was made by Mr. Sullivan and seconded by Mr. Novak to delay the publication of the standards manuals until 5.3.2 is completed for publication, with the highest priority given to 5.3.2 to minimize the publication delay. The procedural motion passed with 12 in favor and 8 opposed.

3. Minor Corrections and Clarifications

Two items were considered for minor corrections and clarifications submitted by Williams Gas Pipeline and the Technical Subcommittee.

Indented Data Elements Minor Corrections and Clarification

Williams Gas Pipeline (WGP) requested that minor correction and clarification be considered to add indented data elements to the Nomination (1.4.1), Request for Confirmation (1.4.3), Confirmation Response (1.4.4), Scheduled Quantity (1.4.5) and Scheduled Quantity for Operator (1.4.6) datasets.

Mr. Keisler described the minor correction. Ms. Hess noted that she did not believe that this is a minor correction and clarification, that they represent a substantial change to the standards manuals. She added that the usual convention of indented data elements may not always apply, and that this request should be reviewed to determine if it is an exception and the indented data elements are not required.

The motion was made that this request is not a minor correction and clarification. Ms. Hess made the motion, seconded by Mr. Love, that this request is not a minor correction and clarification and that a request should be submitted if these changes are to be considered. The motion passed unanimously.

Technical Subcommittee Cleanup Items

Ms. Van Pelt described this request for a minor correction and clarification, which was discussed at the Technical Subcommittee meeting on August 3, 2000. For R99041, the TIBP for the Scheduled Quantity was modified to clarify the usage of the two possible code values for Reduction Reason. When the code values were changed with R97064D, corresponding changes to the TIBP were not made.

The motion was made by Ms. Hess and seconded Ms. Chezar to adopt the minor correction and clarification. The motion passed unanimously.

4. Other Business and Adjourn

The next EC meeting will be held in Washington D.C. on April 19. The meeting adjourned at 3:24 p.m.



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5. Executive Committee Attendance & Voting Record

	Present	Motion 1 5.3.2	Motion 2 Publication	Motion 3 Indented	Motion 4 Correction
End Users:					
Bill Hebenstreit	Y	Y	Y		
Diane McVicker	Y	Y	Y	Y	Y
Dona Gussow	Y	Y	Y	Y	Y
Kelly Daly	Y	Y	Y	Y	
Tina Patton	Y	Y	Y	Y	Y
LDCs:					
Dolores Chezar	Y	Y	Y	Y	Y
Mike Novak	Y	Y	Y	Y	Y
Chris Maturo	Y	Y			
Rick Ishikawa for Bob Betonte	Y	Y	Y	Y	Y
Steve Sullivan	Y	Y	Y	Y	Y
Pipelines:					
Bill Grygar for Bill Griffith	Y	Y	N	Y	Y
Paul Love for Dale Davis	Y	Y	N	Y	Y
Theresa Hess	Y	Y	N	Y	Y
Kim Van Pelt	Y	Y	N	Y	Y
Mark Gracey	Y	Y	N	Y	Y
Producers:					
Paul Keeler	Y	Y	N	Y	Y
Lauren Kaestner (Ballot)	Ballot	Y			Y
Richard Smith	Y	Y	N	Y	Y
Mike Johnson					
Scott Brown	Y	Y	N	Y	Y
Services					
Jim Buccigross	Y	Y	Y	Y	Y
Sylvia Munson	Y	Y	Y		Y
Keith Sappenfield	Y	Y	Y	Y	Y
Mark Scheel (ballot)	Ballot	Y			Y
Carl Caldwell ¹	Y	Y			Y
Total Votes In Favor		24	12	18	21
Total Votes Opposed		0	8	0	0
Procedural - "17/2 R" - "17/2"		"17/2 R"	Procedural	Procedural	"17/2"
Pass/Fail		Pass	Pass	Pass	Pass

¹ Mr. Caldwell voted as via ballot after the motion on proposed standard 5.3.2.



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6. Other Participation

Administrative:

Rae McQuade	- Executive Director
JoAnn Garcia	- GISB Staff
Jay Costan	- GISB General Counsel
Jane Copeland	- Ak/Ret Reporting Service

Observers to the Meeting:

Name	Company	GISB Member
Lawrence, Dale	Williston Basin	Y
McMahon, Gina	BTUWatch.com	Y
Aschbrenner, Clancy	Colorado Interstate Gas	Y
Arnaout, Miriam	American Gas Association	
Bianchi, Joe	ANR Pipeline	Y
Keisler, Jim	Williams Gas Pipeline	Y
Greene, Joel	Salt River Project	Y
King, Iris	Dominion Gas Transmission	Y