



## Gas Industry Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002  
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**TO:** Executive Committee (EC) Members  
Posting for Interested Industry Participants

**FROM:** Rae McQuade, Executive Director

**RE:** Revised Draft Minutes<sup>+</sup> from the Executive Committee (EC) Meeting - June 14, 2001

**DATE:** June ~~16~~21, 2001

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

**JUNE 14, 2001**

**REVISED DRAFT MINUTES**

### 1. Administrative

Mr. Novak welcomed the Executive Committee (EC) to the meeting, and thanked Boeing and Ms. Patton for sponsoring the meeting. He expressed sadness at the passing of Mr. Keisler, a friend and colleague to many of the GISB members. Mr. ~~Sappenfield-Costan~~ provided the antitrust charge. Ms. McQuade read the roll call. The agenda was modified to add a discussion of the annual meeting under the 'other business' topic. Mr. Hebenstreit made the motion to adopt the modified agenda, which was seconded by Mr. Caldwell, and adopted through unanimous endorsement of the EC. Ms. Chezar made the motion seconded by Mr. Ishikawa to adopt the revised redlined May 8, 2001 minutes with no changes made in the meeting. All were in favor. Ms. Davis made the motion seconded by Mr. Spangler to adopt the May 29, 2001 redlined minutes as amended during the review in the meeting. All were in favor.

### 2. Subcommittee Updates

Ms. Van Pelt gave the update for the Business Practices Subcommittee (BPS). The BPS is in the process of responding to one question from the Information Requirements Subcommittee (IR), is working on one request and expects to have one request forwarded to them as a result of the new request and triage recommendation proposed to the EC later today. There are no other items on the backlog.

Ms. McQuade updated the EC on the progress of the ~~contracts-Contracts~~ Subcommittee. All conceptual language issues have been determined and the drafting team of the subcommittee is developing the language changes to the short-term purchase and sales contract to correspond to the conceptual agreements. The drafting team is nearing completion - certainly by the end of this month, after which the redlined contract will be reviewed once more by the subcommittee as a whole before it is sent out for industry comment. They will then move on to the long-term purchase and sales contract. One issue to be considered by the group is whether there should be a separate document for the ~~long-long~~-term contract or should options be added that allow the contract to serve both ~~long-long~~-term and ~~short-short~~-term requirements depending on the clauses chosen. The subcommittee is meeting on June 25 to consider the issue of one contract or two and to review the changes to the short-term contract. It is expected that the subcommittee will conclude by the end of the year for both the long and

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~~+The draft minutes include notational votes received by May 10, but are otherwise unchanged from those prepared on May 8.~~



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~~short-short-term~~ contract development.

Ms. Van Pelt provided an update ~~to-of~~ the Future Technology Task Force (FTTF). At its last meeting, the FTTF was focused on the issues assigned to it in the preparation of the response to the Sandia Surety Assessment Report, and ~~in-it~~ reviewed and updated to the minimum technical characteristics of the web sites. They will continue to review and update the latter throughout the year.

Mr. Whatley provided the update for the IR. Ms. Calcagno has agreed to serve as co-chair of the subcommittee. Mr. Whatley explained that the group is nearing completion on the Order 637 transactional reporting and is now also working on the producer imbalance statement. He expects that the transaction reporting development should conclude in the next two meetings, ~~and the group is awaiting pending~~ a response from the BPS. Ms. Hess was thanked ~~by Ms. Davis~~ for her assistance in leading the group in May and June. The group has outstanding Order 637 issues and other requests that ~~were-have been~~ assigned to it.

Ms. Van Pelt reviewed the progress to date in the Technical Subcommittee and the ANSI Subcommittee. The Technical Subcommittee is working on the storage report, and the ANSI Subcommittee has outstanding code value approvals for several documents including Measurement Information, Measurement Audit Statement, and Pre-Determined Allocation.

Ms. Van Pelt also reviewed the progress of the XML subcommittee. It has finished the structure for the short term purchase and sale contract and is waiting for the pilot testers to use the structure. Reliant Energy and PanCanadian have agreed to participate in the pilot. Ms. Garcia asked that others consider participation in the pilot to provide additional information on the use of XML. The subcommittee is also working on the development of the structure for the Scheduled Quantity document as the phase 2 of the pilot testing. Ms. Van Pelt noted that it is unclear how the OASIS effort relates to our XML development activities.

In response to a question from Ms. Chezar on the development of standards for energy day, it is considered a provisional activity and would probably not be addressed until the EISB consideration concludes and a request is prepared.

Each of the annual plan items was reviewed to ensure completeness. The Order 637 development plan was reviewed with the results shown below. Specifically, follow-up actions are needed for items 11a (Ms. Van Pelt), and 14 and 16 (Mr. Caldwell). Ms. Van Pelt and Mr. Caldwell will take follow up actions prior to the next EC meeting. The status follows:

Category/Action Item	Assignment/Priority	
<b>Capacity Release:</b>		
1. Review timelines for modifications including accommodation of intraday or partial day capacity releases (Affects GISB Standard No. 5.3.2 and related interpretations). <b>Status:</b> Three standards are outstanding awaiting a FERC response. One item in IR. (BPS 6)	BPS	6
2. Review elimination of the restrictions on partial day recalls (Affects GISB Standard Nos. 5.3.6, 5.3.7). <b>Status:</b> See above.	BPS	6
3. Change data sets to accommodate rates in excess of TSP's max rate. (Affects GISB Standard Nos. 5.4.1, 5.4.2, 5.4.7, 5.4.8, 5.4.9). <b>Status:</b> Complete, and will be present in version 1.5.	BPS	1
<b>Imbalance Netting &amp; Trading</b>		
4. Develop imbalance netting and trading data sets and web site display.	EDD	Already



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Category/Action Item	Assignment	Priority
<b>Status:</b> The web display is complete, and will be present in version 1.5. The EDI development is assigned to IR and is a lower priority than the other Order 637 development.		underway
<b>Timely Imbalance Information</b>		
5. Review the EC adopted standards (1999AP7, R97117 & R97118) resulting from the imbalance netting and trading standards to identify any potential inconsistencies with Order No. 637, including any additional provisions needed to accommodate Order No. 637 requirements. Also review possible web site display.	IMB	1
<b>Status:</b> Complete, and no changes were needed.		
<b>Balancing Services</b>		
6. Prepare a list of imbalance related code values.	IR	1
<b>Status:</b> Complete, and the list was used to prepare the technical implementation of business process section of version 1.5 of the standards manual.		
7. Accommodate 3rd party balancing services interaction with TSPs.	BPS	8
<b>Status:</b> Complete, see item 4.		
<b>Transactional Reporting</b>		
8. Review award data set codes and structure for firm and interruptible transportation (FT and IT) reporting (Affects GISB Standard No. 5.4.3).	BPS	3
<b>Status:</b> Substantially complete. IR is working on the data sets and the web visual display is pending. Once IR is complete, the work will transfer to the Technical Subcommittee before it is considered fully staffed.		
9. Accommodate visual display web pages for FT and IT reporting.	BPS	4
<b>Status:</b> See item 8 above.		
10. Review and establish a timeline for posting.	BPS	9
<b>Status:</b> Complete, no activity needed as the FERC established the deadlines.		
<b>Data and Visual Display</b>		
11a. Accommodate D-U-N-S® Number and name in Internet postings and their corresponding downloadable files. Add the field for the name in the Internet postings and downloadable files.	IR	3
<b>Status:</b> Incomplete. <u>IR completed its portion.</u> BPS sent a request to the EDD subcommittee. Ms. Van Pelt will investigate the BPS issue and forward the request to the GISB office for it to send on to the EDD subcommittee for action.		
11b. Accommodate D-U-N-S® Number and name in Internet postings and their corresponding downloadable files. Determine what information goes into the data element – either D&B name or TSP name.	COMCD	1
<b>Status:</b> Complete, and changes are present in version 1.5.		
12. Inventory usage or accommodation of agents in existing data sets.	IR	2
<b>Status:</b> Complete, and changes are present in version 1.5.		
13. Review the method for collecting information on the releasing shipper's relationship to the acquiring shipper.	BPS	5



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Category/Action Item	Assignment/Priority	
<b>Status:</b> BPS has completed its development work and <del>has forwarded the request to IR for its review</del> <u>is incorporating a method for collecting the information as a part of the development of the transactional reporting (item 8 above).</u>		
<b>Organizational Postings</b>		
14. Determine placement/navigation for the organizational postings within the Informational Postings section of web sites	EDM	1
<b>Status:</b> Unclear. EDM Subcommittee has completed the work, but it is unclear if the work was sent out for industry comment and brought before the EC for vote. Mr. Caldwell will investigate the status.		
<b>Operationally Available Capacity</b>		
15. Review the EC adopted standards resulting from request no. R99033 to identify inconsistencies with FERC Order No. 637.	BPS	2
<b>Status:</b> Complete, and addressed in changes for R99033. It will be present in version 1.5.		
16. Document the extent to which existing informational postings requirements address planned and actual service outages.	EDM	2
<b>Status:</b> Unclear. Mr. Caldwell will follow-up and provide an update.		
17. Accommodate increased frequency of posting for operationally available capacity. <i>(To be addressed together with item XV).</i>	BPS	2
<b>Status:</b> Complete, see item 15.		
<b>Index of Customers</b>		
18. Correctly reflect the FERC order reference and section number (GISB Standard No. 4.3.16) and data element ordering (GISB Standard No. 4.3.35).	BPS	
<b>Status:</b> Complete, and will be in version 1.5.		
<b>Operational Flow Orders</b>		
19. Accommodate reporting of the reasons for and the severity of outages. To accommodate the reporting, there are two issues: (1) where the OFO reporting is placed on the web site and (2) whether the report is standardized for reasons of outage and severity or whether the report is textual (i.e. through the existing informational postings).	BPS	7
<b>Status:</b> Complete, no activity required.		

In the update of the EDM Subcommittee, the subcommittee has been focused exclusively to the response to the Sandia Surety Assessment Report. Mr. Spangler reviewed each item of the draft response to the Sandia ~~surety~~ Surety Assessment Report, and gave a detailed introduction to the recommendation that will be sent out for industry comment and discussed and considered at the August EC meeting. The document is set up as an audit and audit response. After the review, the recommendation will be altered to include reference to request no. R00001. ~~The recommendation will be sent out for industry comment and discussed and considered at the August EC meeting.~~ The report itself will not be sent to the Department of Energy until after the EC has acted in voting on the standards and standards changes, the membership has ratified the actions of the EC, and the Board and Editorial Review Board has agreed to send the report.



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### 3. New Requests

#### R01015 Request:

Submitted by Enron Transportation Services to add two Reduction Reason code values (“allocation reason due to downstream constraint” and “allocation reason due to upstream constraint”) to the Confirmation Response (1.4.4), Scheduled Quantity (1.4.5) and Scheduled Quantity for Operator (1.4.6) datasets. The Reduction Reason code values will be used to communicate a reduction in nominated quantities resulting from a capacity allocation based on the total quantity at a location received from an upstream or downstream confirming party. These additional code values will allow Enron to provide shippers and operators with a clear explanation of the reason for reduction in nominated quantities.

#### Triage Recommendation:

Send the request to the BPS to be addressed in the normal course of business.

#### Discussion:

Ms. Chezar asked a few questions regarding this request. As the submitter of the request, Ms. Hess responded that she was unaware of the need for other pipelines to use the codes specified in the request. The request was forwarded to continue to provide the additional information to Enron’s customers. In the past, GISB has passed standards that applied to only one pipeline or to a limited number of pipelines.

#### EC Action:

The motion to find the request in scope was made by Mr. Hebenstreit and seconded by Ms. Davis. All found the request within scope. Ms. Patton made the motion seconded by Ms. Chezar to adopt the Triage recommendation to send the request to BPS to be addressed in the normal course of business. The motion passed unanimously.

### 4. New Standards

#### R98035A Recommendation:

Decline the request to modify the confirmation data sets to accommodate sending of pre-limit quantities.

#### Discussion:

Ms. Van ~~pelt-Pelt~~ described the request recommendation.

#### EC Action:

The procedural motion was made by Ms. Davis and seconded by Mr. Griffith to adopt the recommendation. The motion passed, (see the voting record in section 7 of these minutes, under column “M1”).

#### R98044 Recommendation:

From the EII Task Force (November 2 – 4, 1998 – noted as IR5). Add the data element ‘Estimated BTU’ to the Scheduled Quantity for Operator, and revise GISB Standard No. 1.3.63 to include the new data element.

#### Discussion:

Ms. Van ~~pelt-Pelt~~ described the request recommendation.



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### **EC Action:**

The motion was made by Ms. Davis and seconded by Mr. Hebenstreit to adopt the recommendation. The motion passed, (see the voting record in section 7 of these minutes, under column "M2").

### **R98061**

#### **Recommendation:**

Decline the request to create new standard nominations related data sets to allow No-Notice Transportation (NNT) shippers to request authorization for overrun deliveries under their NNT contracts, and determine the applicability of such functionality on the Customer Activities Web Page.

#### **Discussion:**

Ms. Van ~~p~~Pelt described the ~~request~~recommendation.

#### **EC Action:**

The procedural motion was made by Ms. Davis and seconded by Mr. Hebenstreit to adopt the recommendation. The procedural motion passed, (see the voting record in section 7 of these minutes, under column "M3").

### **R98062**

#### **Recommendation:**

Decline the request to create new standard nominations related data sets to allow a Park and Loan shipper to submit a request for a specific Park/Loan deal, and determine the applicability of such functionality on the Customer Activities Web Page.

#### **Discussion:**

Ms. Van pelt described the request.

#### **EC Action:**

The procedural motion was made by Ms. Davis and seconded by Mr. Hebenstreit to adopt the recommendation. The motion passed, (see the voting record in section 7 of these minutes, under column "M4").

## **5. Other Business**

Ms. Garcia reviewed the speakers to date contacted for our annual meeting, to be held in Houston on September 20 and 21. The process for publishing version 1.5 was reviewed. Ms McQuade stated that it should be posted by Friday June 22, 2001. In response to a question from Ms. Hess, the GISB office should have the results of all of the ratifications since January 2000 posted by Tuesday, June 19. Ms. King covered details for the August meeting in Pittsburgh, and noted that a block of baseball tickets for Wednesday night are available on a first-come first-serve basis.

## **6. Adjourn**

The motion to adjourn was made by Ms. Van Pelt and seconded by Mr. Hebenstreit. All were in favor. The meeting adjourned at 1:45 p.m. central.



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## 7. Executive Committee Attendance & Voting Record

	Present	M 1	M 2	M 3.	M 4
<b>End Users:</b>					
Bill Hebenstreit	Y	Y	Y	Y	Y
Diane McVicker	Ballot	Y	Y	Y	Y
Dona Gussow	Ballot	Y	Y	Y	Y
Kelly Daly	Absent				
Tina Patton	Y	Y	Y	Y	Y
<b>LDCs:</b>					
Dolores Chezar	Y	Y	Y	Y	Y
Mike Novak	Y	Y	Y	Y	Y
Audrey Bragg for Chris Maturo	Phone	Y	Y	Y	Y
Rick Ishikawa for Bob Betonte	Y	Y	Y	Y	Y
Steve Sullivan	Absent				
<b>Pipelines:</b>					
Bill Griffith	Y	Y	Y	Y	Y
Dale Davis	Y	Y	Y	Y	Y
Theresa Hess	Y	Y	Y	Y	Y
Kim Van Pelt	Y	Y	Y	Y	Y
Mark Gracey	Y	Y	Y	Y	Y
<b>Producers:</b>					
Paul Keeler	Ballot	Y	Y	Y	Y
Lauren Kaestner	Y	Y	Y	Y	Y
Richard Smith	Y/Ballot	Y	Y	Y	Y
Mike Johnson	Y	Y	Y	Y	Y
Scott Brown	Ballot	N	Y	Y	N
<b>Services</b>					
Jim Buccigross	Ballot	Y	Y	Y	Y
Leigh Spangler for Sylvia Munson	Y	Y	Y	Y	Y
Keith Sappenfield	Phone	Y	Y	Y	Y
Mark Scheel	Y	Y	Y	Y	Y
Carl Caldwell	Y	Y	Y	Y	Y
Votes in Favor		22	23	23	22
Votes Opposed		1	0	0	1
(P)ass / (F)ail / (I)nconclusive		P	P	P	P
Ratification?		N	Y	N	N



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### 8. Other Participation

**Administrative:** Rae McQuade - Executive Director  
JoAnn Garcia - GISB Staff  
Veronica Thomason - GISB Staff  
Zel Gonce - Naegeli Reporting Corporation

#### Observers to the Meeting:

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<b>Name</b>	<b>Company</b>	<b>GISB Member</b>
Arnaout, Miriam	American Gas Association	
McMahon, Gina	BTUWatch.com	Y
Jones, Veronica	Defense Energy Support System	Y
Whatley, Pete	Dynegy	Y
Corman, Shelley	Enron Transportation Services	Y
Young, Randy	Gulf South Pipeline	Y
Gwilliam, Tom	Iroquois Gas Pipeline	Y
Love, Paul	NGPL	Y
McDougal, Prince	Southern Natural Gas	Y
Burch, Kathryn	Texas Eastern	Y