



GAS INDUSTRY STANDARDS BOARD
Executive Committee Meeting
August 20, 1998 -- 9:00 a.m. to 4:30 p.m.
The Doubletree Hotel, Houston, Texas

FINAL MINUTES

I. Introductory Items

Mr. Bray welcomed the attendees and the Executive Committee (EC) members to Houston and made introductory remarks. Mr. Holbrook reviewed the antitrust guidelines. Roll was called (21 members or alternates present) and members and alternates were welcomed to the committee meeting. The attendees introduced themselves. The agenda was adopted through a unanimous vote. The draft minutes of July 16 were modified and adopted through a unanimous vote. For a full accounting of the discussion from today's meeting, the transcripts should be ordered from Jane Copeland of Ak/Ret Reporting.

II. Proposed Standards

Ms. Croley represented the recommended standards changes for **Request No. R97126**, "Add an error code and message to "table A - Internet EDM Standard Error Codes and Messages." An EDM error code is needed for EDI translation errors." There was no discussion. The proposed standards changes passed unanimously with 22 votes, (a notational ballot from Mr. Novak was counted in the tally).

Ms. Corman introduced the request to adopt an amended trading partner agreement (TPA) as a standard, (**Request Nos. R96004 and R97060**). She reviewed the work paper, distributed during the meeting, explaining the process differences of EDI transmissions via Internet versus VANs. The TPA was reviewed page by page for changes resulting from the comments filed by Texaco and Columbia Gas Transmission.

For section 1.2.1, minor clarifications were made. For Section 1.2.2, alternate language was offered: "Each party shall be responsible for the services needed to carry out its responsibilities under this agreement." After discussion, a straw vote sense of the room vote was taken: one EC member preferred the alternate language and twenty EC members supported the original language. No changes to the section were made. For section 1.3, minor changes were made for readability. For section 1.4.2, minor clarifications were made. For section 3.1, minor changes were made for clarity. For section 3.2, minor changes were made for clarity. For section 3.3 minor changes were made for clarity.

The inclusion of language previously deleted:

3.3.3. The conduct of the parties pursuant to this Agreement, including the use of Signed Documents properly transmitted pursuant to this Agreement, shall, for all legal purposes, evidence a course of dealing and a course of performance accepted by the parties in furtherance of this Agreement, any Transaction and any other written agreement described in Section 3.1.

was discussed. After discussion, it was not included. Section 4.7 was modified to reduce ambiguity. The exhibit was modified for eliminating un-needed information in the contact information.

The changes made were reviewed, and the TPA was voted as a standard unanimously.

III. Voting Rules for and Review of Executive Committee Subcommittees and Task Forces

The results of the suggested voting procedures by the subcommittee chairs were reviewed. Allocation Grid Drafting Team was inadvertently left off of the table, as was the Cross Contract Ranking Task Force. They were added and inactive task forces deleted. The Business Practices Subcommittee voting procedures were changed to balanced voting. The motion was made to adopt the proposed voting rules as specified, which carried unanimously.

IV. EII Task Force Plan

Ms. Unruh joined the Executive Committee after lunch replacing Mr. Walker.

Mr. Caldwell reviewed the progress made to date by the EII Task Force. He reviewed the report (posted) to the EC members. The issue was identified on the potential for conflicts between the version 1.3 standards related to Internet non-transactional standards and the standards currently under development for the transactional web sites. While conflicts have not yet arisen, some standards have been identified that need more specificity. Another issue was the response to the FERC regarding timelines related to Order No. 587-G, specifically those outlined in the EII Task Force, for informational purposes with the caveats that this timeline is extremely aggressive. Concern was raised on the Y2K compliant systems and that June 1999 for implementation off nominations barely gives enough time to ensure that systems are Y2K ready. Other concerns were raised that with the current GISB work load, the completion dates are not realistic.

As a result of the above discussion, Ms. McQuade reviewed the correspondence regarding meeting scheduling difficulties. The alternatives are to identify specific days for meetings, reduce the number of days an active group can meet, reduce the number of active groups, allow for overlapping meetings. Several options were considered from postponing work in the Title Transfer Tracking Task Force, to having the Title Transfer Tracking Task Force bring forward standards in mid-September. The September schedule was discussed and will be posted alleviating most of the overlap problems. From October on, a set calendar for meetings will be published.

For the October 15 timeline for nominations for EII task force, the feasibility of meeting the dates will be determined as the EII task force addresses the survey items, beginning August 21. When requests come in regarding the survey items they should be marked as an EII item. The EC was requested to allow a bypass of the Triage group for those specific items and concurred that those items could go directly to the EII task force. The plan as presented by Mr. Caldwell was adopted unanimously. The EC will determine that the EII requests are in scope notationally.

V. Common Codes Progress Report

Mr. Hahn described the activities underway regarding the D&B work to provide a central repository for common codes. He asked that the volunteer companies that have been requested to provide data do it as expeditiously as possible. The effort is two pronged - initialization and cleanup. The Common Codes Subcommittee should meet in the near future to address the problem of companies using D-U-N-S® Numbers which are not legal entities. His expectation is that an agreement should be in place to meet the ninety day waivers granted by the FERC to pipelines regarding D-U-N-S® Numbers. An update on this issue should be forwarded to the FERC with GISB's scheduled updates.

VI. FERC Notices of Proposed Rule-making

Mr. Caldwell provided a synopsis of the Notice of Proposed Rule-making, Docket No. 98-10-000. Mr. Bray reviewed the highlights where GISB was noted. We should begin regular informal communications with the FERC so that issues can be easily discussed prior to appearing in formal communications. There will be work for GISB as a result of this NOPR, as changes are proposed to existing standards for example in capacity release.

VII. Annual Plan

Ms. McVicker had noted earlier that Title Transfer Tracking should forward standards for comment in September. Ms. Davis expected that the Allocation Grid Drafting team work should be concluded by the end of the year, but could be affected by the workloads in Information Requirements Subcommittee. Mr. Buccigross noted that the Imbalances Subcommittee should have proposed standards out of committee by year end.

VIII. Other Business Items

The EII task force is meeting tomorrow at Dynegy on the 71st floor.

IX. Adjourn

Meeting adjourned at 3:45 p.m., August 20, 1998. The EC meeting in September is canceled.

- Attachments:
1. Attendance
 2. Voting Record
 3. Trading Partner Agreement
 4. Voting Procedures for Executive Committee Groups
 5. September Calendar
 6. General Monthly Calendar