



# North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: [www.naesb.org](http://www.naesb.org)

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October 11, 2002

**TO:** NAESB Executive Committee and Interested Industry Participants  
**FROM:** Jim Buccigross, NAESB Executive Committee Chairman  
Rae McQuade, NAESB Executive Director  
**RE:** Executive Committee REQ Meeting Final Minutes- August 23, 2002

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
EXECUTIVE COMMITTEE MEETING  
Retail Electric Quadrant  
Hosted by El Paso Western Pipelines, Colorado Springs, Colorado**

**FINAL MINUTES**

**1. WELCOME**

Mr. Minneman welcomed the attendees to Colorado Springs and thanked El Paso Western Pipelines for hosting the meeting. Mr. Costan provided the antitrust charge. Each attendee was introduced as part of the roll call.

**2. RETAIL ELECTRIC QUADRANT DRAFT AGENDA & DRAFT MINUTES OF PRIOR MEETING**

The agenda for August 23 was adopted with changes to include a review and adoption of the triage recommendations that the requests be assigned to the wholesale gas quadrant. Also the agenda was modified to add a review of the credit worthiness item in agenda item 5, and to add a review and discussion of the Electronic Delivery Mechanisms Subcommittee and Future Technology Task force also to agenda item 5. Similarly, agenda item 6 was modified to include supplier elections update. There was no opposition to the modifications to the agenda and it was unanimously endorsed.

The draft minutes of June 13, 2002, as revised on August 22, were modified with a change to the attendee list. All were in favor of adopting the minutes as revised. It was discussed and determined to vote to adopt minutes via a joint EC conference call or notational votes in the future.

**2A. TRIAGE REPORT**

For Request Nos. R02007, R02008 and R02009 - the WGQ EC has voted on the scope, the assignment to the WGQ and to a specific subcommittee within the WGQ, and the priority for addressing the request. The REQ EC should vote that they agree that these requests belong solely in WGQ. There was discussion on whether they should also vote on the scope. It was determined to handle the scope vote at the overall NAESB level. It was discussed that the scope of the quadrant could also be addressed. Ms. Kiselewich noted that the REQ Quadrant Procedures include a scope statement. The NAESBops should be made clear on how to proceed. Similar to adoption of minutes, it was determined that for streamlining activities that require multiple EC quadrant attention, there will be a conference call to handle triage reports, draft minutes and joint update reports.



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The motion was made by Ms. Kiselewich and seconded by Ms. Hess to find Request Nos. R02007, R02008, R02008 and R02009 in scope of NAESB as a whole and applicable only to the WGQ as recommended by the Triage Subcommittee. Motion passed unanimously.

### **3. UPDATE ON 2002-2003 REQ ANNUAL PLAN & SUBCOMMITTEE REPORTS**

The annual plan for the REQ was reviewed for any changes. No changes were suggested.

- Kick-off Meeting

The Technical Electronic Implementation Subcommittee, Supplier-Utility Interface Subcommittee and the Customer Processes Subcommittee reports were not given, as the work will not begin in those subcommittees until after the subcommittee kick-off meeting to be held on September 18 and 19 in Baltimore. Ms. Kiselewich gave the review of when the meeting would be held and the general announcement. It was determined to not link the kick-off meeting to the Annual Meeting held in nearby Hunt Valley, MD, as most of the kick-off meeting attendees were not planning to go to the annual meeting. The draft agendas for each subcommittee to be followed during the kick-off meeting were reviewed by Jim Minneman. During the discussions, a request was made that a volunteer from the EC come forward to co-chair the Supplier-Utility Interface Subcommittee with Cherie Broadrick.

In discussing writing subcommittee charters and setting up subcommittees, Mr. Costan was asked his opinion on whether the charters should be approved by the Parliamentary Committee. He said that there should be no delay in setting up the subcommittees by the REQ, and that the Parliamentary Committee might, at a later date, set up standard subcommittee procedures for all quadrants. The bylaws currently permit the EC to establish subcommittees to transact its business. Ms. Davis noted that the way a subcommittee operates and its charter are really two separate documents. The operating procedures are within the Board's purview.

It was noted that the RGQ should be operational in the next 30 days and that they should also have similar subcommittee or parallel subcommittee structures. There was a concern expressed on subcommittees acting directly from the annual plan – the opportunity to have joint development as identified in the triage process may not be available if the items are worked on directly from the annual plan without going first through triage. Mr. Minneman pointed out that endorsement of the Annual Plan by the full Executive Committee and approval by the Board provide the forum to discuss the need for joint development of the standards identified in the plan. It was recommended that once the RGQ is up and running, the two annual plans be reviewed and requests run through triage. It was also suggested that the request process may not be the best way to address the need for joint standards development. This may also require a change to the NAESB Ops if a requirement is made that annual plan items are required to also go through the triage process.

A press release from NAESB will be forthcoming to publicize the kick-off meetings of the REQ subcommittees.

In review of the plan for the kick-off meeting, the plenary session will address the REQ purpose, scope and processes. The UBP document will be posted as a work paper. There was a question on the applicability of volume 2 of the UBP report – competitive metering, which is part of the annual plan work to be done 3rd quarter of the REQ annual plan. It was noted that volume 2 is applicable to both metering and billing. Other documents that should be posted as work papers in addition to the UBP report are some of the state reports – Texas, Pennsylvania and New Jersey were noted as well as the FREDI group reports. The Common Information



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Model developed by EPRI may come into play but may be more applicable to the efforts of the Technical Electronic Implementation Subcommittee. The above-mentioned documents will be referred to as source documents. Ms. Hess will provide a sample NAESB WGQ standard. It may be more of a structure than a specific standard.

- Publication Process Review Task Force

A fifty-page report was prepared by the Publication Process Review Task Force. Mr. Novak gave its history. The WGQ has accepted the report and forwarded it on to the Parliamentary Committee for applicability of some of the report recommendations as NAESBOps. The REQ asked to review the report for applicability to that quadrant.

- Meeting Coordination Task Force

Similarly, Mr. Zavodnick reviewed the Meeting Coordination Task Force report. The need for a joint quadrant EC conference call one or two weeks prior to the EC meeting was discussed as a more efficient way of addressing items that require the attention of all quadrants.

- Policy Level Issues versus Standards Level Issues

When clear business practices can be laid behind policy decisions, NAESB REQ can move forward to develop standards. When there is no clear best way to provide a standard, then the alternatives should be defined rather than dictating a specific standard. It is expected that experience may provide insight and help to address whether the issue is a policy or a standard. Several examples were discussed. As an example, customer lists were discussed with the issue of whether the utility provides the information to the marketers and at what level. If the regulatory authority requires that the utility provide this information, it is relatively straightforward to develop the necessary standards. However, customer lists is an example of an issue where the policies adopted by state regulatory agencies are spread over a broad spectrum. Some issues lend themselves to a single standard model, while others require the development of alternatives. If a standard is based on a policy decision, that policy decision should be documented. As an illustration, if the policy decision is "a", then this is how it is implemented, and if the policy decision is "b" then this is how it is implemented.

- How to address differences in retail competition models from state to state

The goal is to make the exchange and processing of information as uniform as possible. It was noted that the FREDI group is also pursuing this goal.

Coordination of future REQ subcommittee meetings was discussed and the suggestion made that the meetings be scheduled far enough in advance to not conflict with state related meetings. It was agreed that the meetings should be sequential rather than overlapping.

- Annual Meeting Update

Mr. Sappenfield gave the update of the upcoming Annual Meeting held at Hunt Valley, MD.

#### **4. ESTABLISHMENT OF REQ TASK FORCES AND SUBCOMMITTEES**

- Review and Possible Vote on Subcommittee Charters

Once the template is finalized, the charters will be given to the NAESB Office so that a legal review can be done against our bylaws and certificate. After discussion, it was noted that the NAESBOps will be referenced in the charters rather than repeating the text. Subcommittee chairs will use the template and prepare the Subcommittee missions. Dependencies with other



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subcommittees may be referenced in the charters and subcommittee missions. It was noted that the NAESBOps should be numbered for easy reference.

The NAESBOps, certificate and bylaws should be reviewed and possibly be placed in a document for introductory material for the chairs. Ms. Broadrick and Ms. Lokey are to draft the missing sections for their subcommittees. Mr. Brooks and Mr. Anthony are to draft the guide for the subcommittee chairs.

- September Kickoff Meeting

This item was addressed under agenda item 3.

### 5. UPDATES

- Status of changes to NAESB Website

Ms. Camp has prepared a list of changes for the web site to make it more useful to the quadrant. The privacy agreement is being reviewed to determine what changes can be made to provide for more access to materials and members of subcommittees – such as use of list servers. Mr. Brooks indicated that he has set up list servers for the REQ and each of its subcommittees and will work with the NAESB office to implement them once the privacy question is resolved.

Ms. McQuade described the progress made by the RGQ and the WEQ quadrants.

The REQ supplier segment is running an election for the vacant seat on the EC. There are no identified candidates for the Board opening at this time.

### 6. OTHER BUSINESS

- Election of REQ vice-chair

Ms. Kiselewich was nominated as vice chair by Mr. Minneman and seconded by Mr. Brooks. She was elected by unanimous consent.

### 7. ADJOURN

The meeting adjourned at 1:55 pm through a motion made by Ms. Kiselewich and seconded by Mr. Brooks.



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### 8. REQ EXECUTIVE COMMITTEE ATTENDEES

<b>Distribution Segment</b>		<b>Present</b>
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company	In Person
Terry Moran	Regulatory Issues Manager, PSEG (MAAC NERC Region)	In Person
William Newbold	Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region)	By Phone
Jeff Anthony	Manager of Business and Regulatory Strategies, Wisconsin Electric - Wisconsin Gas (MAIN NERC Region)	By Phone
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<b>End User Segment</b>		
John Anderson	Executive Director, Electricity Consumers Resource Council	Absent
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	By Phone
Barbara Alexander	Maine Office of Public Advocate	Absent
V A C A N C Y		
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<b>Services Segment</b>		
Jim Minneman	Director of Business Services, PPL Solutions LLC	In Person
Dick Brooks	Vice President Secure Systems and Products Strategy, Systrends, Inc	In Person
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
V A C A N C Y		
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<b>Supplier Segment</b>		
Theresa Hess For Vacancy	Reliant Energy Retail Services	In Person
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	Absent
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	In Person
Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	In Person



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### 8. ATTENDEES

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<b>Individual</b>	<b>Organization</b>	<b>Attendance</b>
Marcy McCain	Algonquin Gas Transmission	In Person
Mariam Arnaout	American Gas Association	By Phone
Steve Zavodnick	Baltimore Gas and Electric	In Person
Tina Burnett	Boeing	By Phone
Michelle Nelson	ConEd	By Phone
Ron Carrier	Consumers Energy	In Person
Mary Edwards	Dominion Virginia Power	By Phone
Bill Griffith	El Paso Western Pipelines	In Person
Keith Sappenfield	EnCana Corporation	In Person
Veronica Thomason	NAESB	In Person
Rae McQuade	NAESB	In Person
Meghan McMillan	NAESB	By Phone
Jay Costan	NAESB General Counsel, McGuireWoods	By Phone
Mike Novak	National Fuel Gas Distribution	In Person
Rod Sipe	New Science Partners	In Person
Eric Vidlin	NYSEG	By Phone
Debbie McKeever	OnCor	In Person
Lewis Evans	PMO Link	By Phone
Yvette Camp	Southern Company	By Phone
Dale Davis	Williams Gas Pipeline	In Person
Christopher Burden	Williams Gas Pipeline	In Person
Illze Rukis	Wisconsin Public Service	By Phone