



**GAS INDUSTRY STANDARDS BOARD  
Executive Committee Meeting  
November 13, 1997 -- 10:00 a.m. to - 5:30 p.m.**

**The Watergate Hotel, Washington D.C.**

**FINAL MINUTES**

**I. Introductory Items**

Mr. Bray welcomed the attendees and the Executive Committee (EC) members to Washington. Mr. Boswell was recognized for his recent award, the Legion of Merit. Mr. Holbrook reviewed the antitrust guidelines. The agenda was adopted with a reordering of items. The agenda with reordering of items was adopted unanimously. Draft Executive Committee minutes from October 16, 1997 were reviewed and adopted with changes.

**II. Proposed Standards and Interpretations**

Below are the actions taken on the proposed standards and interpretations. The resulting votes are attached. A notational ballot will be sent out to EC members absent, although the outcome of each vote taken was determined during the meeting. The proposed standards language as a result of the votes can be found on the GISB home page, in the Executive Committee area.

**C96031**

Mr. Lander explained the language. Clarifying language was added for readability and now reads as:

“Both the PDA dataset (GISB Standard 2.4.1, version 1.3) and the PDA Quick Response dataset (GISB Standard 2.4.2, version 1.3) contain the data element PDA Submitter’s Tracking ID (mandatory in the PDA and conditional in the PDA Quick Response). The purpose of this data element in the PDA process is to provide a means of identifying each particular location within the PDA document with a PDA submitter’s tracking identifier. A PDA submitter should supply the identifier in order that the PDA receiver may respond in the PDA Quick Response document with errors or warnings (if needed) and when doing so, identify the particular location at which the error or warning condition existed.”

With the changes, the interpretation was adopted unanimously with 20 votes, and at least two positive votes from each segment.

**C97015**

For request C97015, Mr. Lander reviewed the recommendation. No changes were offered to the recommended language. The interpretation was adopted unanimously with 20 votes and at least two positive votes from each segment.

**R96116**

For request R96116, Mr. Lander and Mr. Buccigross both reviewed the recommendation. Mr. Lander and Mr. Buccigross responded to questions from Mr. Walker and Ms. Loewen. Language for the conditions of five data elements was modified to conditional from senders option on the originally

submitted recommendation. The discussion on the request was tabled until after the recommendation could be revised during a break. This recommendation was redressed after lunch, giving the chairs of the Information Requirements Subcommittee time to modify the recommendation. The revised recommendation was described by Mr. Lander. The language offered in the revised recommendation made available in the meeting was changed in one place, for standard 5.4.7 only, to modify the condition to specify minimum quantities. It was clarified that if point level minimums are not accepted by a company then the information would not be sent nor would it be accepted. The changes to the documents, data elements, code values and X12 implementation guides for 5.4.1, 5.4.2, 5.4.3, 5.4.7, 5.4.8, 5.4.9. as amended in the revised recommendation were adopted unanimously with 19 votes and at least two positive votes from each segment.

#### **R96121(B)**

Mr. Buccigross explained the recommendation to add two codes to charge type -- facility outage credit and off-system capacity charge to standard 3.4.1, Transportation/Sales Invoice. In response to a question from Mr. Scheel on if it was efficient to continue to add codes, Mr. Buccigross responded that the proliferation of codes should decrease and a current effort is underway to review all definitions of codes in the data element charge type. There were no changes to the recommendation. The standard change was adopted unanimously with 19 votes, and at least two votes from each segment.

#### **R96126**

Ms. Hess explained the recommendation to change standards 3.4.2 and 3.4.1. There were no changes to the recommendation. The standard changes were adopted unanimously with 20 votes, and at least two votes from each segment.

#### **R97003(B)**

Ms. Hess explained the recommendation, request R97003(A) is outstanding. In response to a question from Ms. Loewen, it was stated that for mandatory data elements, the underlying presumption is that if they are not present or incorrectly supplied, the error code should so state. None of the error codes are required to be used, but if populated, should be completed within the values supplied and with the best knowledge of the supplier. There were no changes to the recommendation. The standard changes were adopted unanimously with 20 votes, and at least two votes from each segment.

#### **R97028**

Mr. Lander explained the recommendation to change standard 3.4.1. There were no changes to the recommendation. The first two pages of the recommendation as provided in the meeting materials were in error and should be discarded. The standard changes were adopted unanimously with 19 votes, and at least two votes from each segment.

#### **R97079**

Mr. Lander described the recommendation to add two business practice standards to the nominations business practices. There was a grammatical correction to the second practice offered, otherwise there were no other changes as a result of the discussion. The standard changes were adopted unanimously with 20 votes, and at least two votes from each segment.

#### **R97058(A)**

Mr. Buccigross described the revised recommendation as provided under separate cover on November 7 after the original meeting materials ("EC Book") were distributed. There were no changes to the revised recommendation. The standard changes were adopted unanimously with 20 votes, and at least two votes from each segment.

## **R97063**

Due to the number of comments received, the EC determined that the request and comments should be returned to the Contracts Subcommittee. The subcommittee should review the comments and determine the necessary changes. After the changes are made, the recommended standard contract for the funds transfer agreement will be resubmitted to the EC for its consideration in December. This decision was made through a motion with a unanimous procedural action of 20 votes.

### **III. Triage Recommendations**

Mr. Lander described the request R97115, Modify "Condition" of Delivery Location, Downstream Identifier Code, Receipt Location and Upstream Identifier Code in Standard 1.4.1 - Nomination data set to correspond to the instructions for Interpretations 7.3.8, 7.3.9, 7.3.10, and 7.3.11, submitted by Altra Energy Technologies. The EC determined that the request was in scope with a unanimous affirmative vote. In discussions held after the Triage materials were made available to the EC, the Triage Group recommended that it be forwarded to the Information Requirements Subcommittee. The motion was made and seconded to send the request to Information Requirements Subcommittee with the following priority:

The Information Subcommittee should consider request R97115 in its December meeting after any carryover items from the November meeting agenda and after the other requests scheduled for the December meeting.

In discussion, Mr. Lander voiced his opinion that there is no perceived immediacy to the request since there are three pipelines using the pathed non-threaded model and all use the implementation described in the request. Ms. Munson noted that the immediacy is related to the need to correct errors in version 1.2 of the standards manual and an inconsistency in implementation as a result of adopted interpretations.

The discussion then centered on the possibility that this request could be considered as a minor correction and clarification. There was no conclusion drawn on if the request was more in the nature of an errata. The procedural motion to send the request to the Information Requirements Subcommittee to be addressed on its December agenda passed unanimously.

### **IV. Process Subcommittee Recommended GISB Operating Practice**

Mr. Boswell reviewed the actions of the Process Committee on September 15 and November 13. A motion was made and seconded that the Triage Subcommittee procedures be adopted as a GISB Operating Practice. The resulting vote was unanimous in favor. A motion was made and seconded that the Interpretations Subcommittee procedures be adopted as a GISB Operating Practice. The resulting vote was unanimous in favor. A motion was made and seconded that the Business Practices Subcommittee procedures be adopted as a GISB Operating Practice. The resulting vote was unanimous in favor. A motion was made and seconded that the "Powers and Duties of the Subcommittee and Task Force Chairs" be adopted as a GISB Operating Practice. The resulting vote was unanimous in favor.

### **V. Internet Look and Feel Task Force Update**

Ms. Croley reviewed the recent meeting and the change in the approach of the group. The new approach adopted by the task force was the definition of general guiding principles first, after which specific standards could be developed. The principles adopted during the November 4 meeting were reviewed. The next meeting of the group is tentatively scheduled for December 16 and 17. Ms. McQuade noted that in several conversations that she has had with Board members, they were pleased with the progress made to date.

## **VI. Intraday Nominations Task Force Report**

The Intraday Task Force update was given by Jerry Hahn. The complete presentation was not reviewed in light of the recently issued NOPR RM96-1-007, Order 587-F. Mr. Hahn reviewed the proposed report. Mr. Bray thanked Jerry Hahn, Chuck Beaver, Sharon Eady and Mike Novak for their leadership in this effort. Mr. Bray asked the task force chairs to discuss the report in light of the NOPR, for any needed changes and return to the December meeting with a revised report if needed. Ms. Loewen expressed that she would recommend that the chairs in their independent views to make the needed revisions, send the report out, and vote the standards in December, rather than delay the procedures by a presentation in December before any action was taken. Mr. Ehinger added that he would prefer a delay to December so that the industry thirty day comment period begin after the December EC meeting, so that the GISB comment period would not overlay the thirty day comment period for the FERC. Mr. Keeler noted that there are conflicting remarks between the Intraday Nominations report and the NOPR, and he also supported a delay. Mr. Wallenhorst added that there may be some confusion if the EC votes on these standards in January with the possible change in EC members. Mr. Hahn asked if the report could go out for industry comment now, with the revisions identified by the chairs as comments.

After much debate, it was determined that the proposed standards resulting from the report would not go out for comment, but rather be posted on the home page as a draft report clearly identified as drafted prior to the issuance of the NOPR. The chairs would identify needed changes, and then circulate to the task force for consideration. The revised report taking into account the NOPR would be reviewed by the EC in December. It would not go out for industry comment until after the December EC meeting. During the meeting, a comments was noted that issue S19 in the report may require data element changes. Mr. Lander recommended that the Information Requirements Subcommittee review for any necessary data set changes. While Ms. Corman concurred, she advised that the Information Requirements Subcommittee should not assume that changes are needed; they may be accommodated within the existing structure.

## **VII. 1998 Annual Plan**

Mr. Bray formed an ad hoc group the officers of the EC, the GISB General Counsel and the GISB Executive Director with two EC members from each segment. The purpose of this group is to review the NOPR to determine any needed changes by next week. The EC members are Mark Scheel, Cheryl Loewen, Dolores Chezar, Gary Beland, Kristine Mespelli, Joel Greene, Dale Davis, Shelley Corman, Bob Wallenhorst and Tom Ehinger. The meeting will be held by phone conference next week.

## **VIII. 1998 Maintenance Plan**

Ms. Davis noted that in review of the maintenance plan, if some of the requests do not get completed in 1997 as expected, those requests should not be dropped. Mr. Bray responded that it was not the intention of the plan to delay or postpone requests that had been outstanding for a significant periods of time. While the plan is aggressive, it should resolve the requests planned for action with 26 remaining items by year end. Maintenance in 1998 will be directed to Flowing Gas and Invoicing issues. Deadlines for the publication of standards manuals will be reviewed in light of the activities for 1998.

Mr. Ehinger described his concern that deadline dates for a maintenance plan or the 1998 Annual Plan do not specify resources needed to complete an item nor do the plans specify priorities, which he would prefer having addressed in the plan. The Governance Task Force determined not to describe priorities or resources further in the recommended plan, but Mr. Ehinger and Mr. Wallenhorst described concerns that they were not included. Mr. Bray noted that the resource issues raised by Mr. Ehinger and Mr. Wallenhorst would be reviewed during the review of recommended changes to the 1998 Annual Plan as a result of Order 587F.

## **IX. Discussion Groups**

Mr. VanderNoot reviewed the report provided in the meeting. The previously provided material under separate cover dated November 7, was replaced with the report distributed during the meeting. He reviewed the pilot testing to date. He asked that the use of discussion groups be formalized and used in the assignments received by the Future Technology Task Force from the Internet Look and Feel Task Force. A final report should be issued in December.

As an immediate benefit to GISB, Mr. Vander Noot offered that the tool could be used to respond to general questions on implementation of GISB standards or support in developing work products or "works in progress". Concerns were raised on the use of the tool for responses to general questions with those responses being misinterpreted as GISB official positions. Several participants thought that a more appropriate focus initially would be the use of discussion groups for the preparation of work products. Waivers would be crafted such that discussions in the preparation of work products are not considered GISB official responses nor may they be the formal positions of companies. The use of the discussion groups would not at this time extend to general implementation questions.

## **X. ANSI Update**

Mr. Wallenhorst introduced the subject matter and thanked the participants in the Technical Subcommittee for working on preparing a plan for review of ANSI X12 compliance. The plan will address a GISB commitment to the X12 process -- GISB should be a visible entity in ANSI before changes are requested of ANSI. The plan will also address education, prepare a feasibility study, and use the results of the feasibility study to prepare a plan for necessary changes, a "migration" plan. The plan should be prepared in March. These efforts should be highlighted on the Annual Plan. Ms. Van Pelt made a presentation on the ANSI migration plan, (attached).

For ANSI accreditation as a Standards Development Organization, Mr. Holbrook updated the committee on recent events and the process to be followed. We are currently waiting for communication from ANSI before moving further. A preliminary vote of the ANSI Executive Committee (ExC) was taken, and we are awaiting requests for information from ANSI as a result of that vote.

## **XI. Other Business**

The locations for 1998 were discussed. Mr. Ehinger noted that Houston was the location for only four of the meetings. He added that the majority of the EC members would require travel and the participants for the adjacent meetings would also require travel. The meeting in January will be in Colorado Springs. Mr. Bray noted that an update to FERC staff was held last month. Mr. Boswell noted Mr. Massey's comments in a recent A.G.A. meeting. It was announced that an errata would be made available related to the outstanding ratification ballot.

## **V. Adjourn**

The next meeting will be held in December 11 in Washington. There was a motion to adjourn which was seconded and passed. The meeting was adjourned at 4:15 p.m.

- Attachments:
1. Attendance
  2. Voting Record
  3. Standards & Interpretation Language Adopted by the Executive Committee
  4. ANSI Migration Plan

|                      |            |   | <b>Attendance</b> |                                |  |  |
|----------------------|------------|---|-------------------|--------------------------------|--|--|
|                      |            |   | Present           | Member/Alternate               |  |  |
| Executive Committee: | END USERS: |   | ✓                 | Kristine Mespelli              |  |  |
|                      |            |   | ✗                 | Lee Smith                      |  |  |
|                      |            |   | ✓                 | Joel Greene for Diane McVicker |  |  |
|                      |            |   | ✓                 | Kelly Daly for Lynnette Wilson |  |  |
|                      | LDCs:      |   | ✗                 | Dona Gussow                    |  |  |
|                      |            |   | ✓                 | William Boswell                |  |  |
|                      |            |   | ✓                 | Dolores Chezar for vacancy     |  |  |
|                      |            |   | ✗                 | Kirt Kleinman                  |  |  |
|                      |            |   | ✓                 | Mike Novak                     |  |  |
|                      |            |   | ✓                 | Gary Beland                    |  |  |
|                      | PIPELINES: |   | ✓                 | Mike Bray                      |  |  |
|                      |            |   | ✓                 | Dale Davis for Max Feldman     |  |  |
|                      |            |   | ✓                 | Paul Love for vacancy          |  |  |
|                      |            |   | ✓                 | Shelley Corman for vacancy     |  |  |
|                      |            |   | ✓                 | Norm Walker                    |  |  |
|                      | PRODUCERS: |   | ✓                 | Jerry Hahn                     |  |  |
|                      |            |   | ✓                 | Tom Ehinger                    |  |  |
|                      |            |   | ✓                 | Hugh Roberts                   |  |  |
|                      |            |   | ✓                 | Paul Keeler                    |  |  |
|                      |            |   | ✓                 | Bob Wallenhorst                |  |  |
| SERVICES:            |            | ✓ | Carl Caldwell     |                                |  |  |
|                      |            | ✗ | Dave Pfeifer      |                                |  |  |
|                      |            | ✓ | Cheryl Loewen     |                                |  |  |
|                      |            | ✓ | Mark Scheel       |                                |  |  |
|                      |            | ✗ | Keith Sappenfield |                                |  |  |

|                |                            |                             | Members |
|----------------|----------------------------|-----------------------------|---------|
| Observers:     | Sandra Barnett             | Koch Gateway                | ✓       |
|                | Chuck Beaver               | TransEnergy                 | ✓       |
|                | Jim Buccigross             | TransCapacity               | ✓       |
|                | Darlene Buchholz           | Baltimore Gas and Electric  | ✓       |
|                | Cynthia Corcoran           | Duke Energy                 | ✗       |
|                | Susan Croley               | Panhandle Eastern           | ✓       |
|                | Sharon Eady                | NorAm Gas Transmission      | ✓       |
|                | Mark Gracey                | Tennessee Gas Pipeline      | ✓       |
|                | Theresa Hess               | Enron - Northern Natural    | ✓       |
|                | Greg Lander                | TransCapacity               | ✓       |
|                | Sylvia Munson              | Streamline                  | ✓       |
|                | Gary Payne                 | Enron Capital & Trade       | ✓       |
|                | Joyce Phillips             | Texas Eastern Transmission  | ✓       |
|                | Ann Roland                 | INGAA                       | ✗       |
|                | Donna Scott                | Enron Capital & Trade       | ✓       |
|                | Lanyard Sledge             | East Tennessee Gas Pipeline | ✗       |
|                | Leigh Spangler             | Latitude Technologies       | ✓       |
|                | Laverne Tillson            | Defense Fuel Supply Center  | ✓       |
|                | Edward Turowski            | Baltimore Gas and Electric  | ✓       |
|                | Kim Van Pelt               | Panhandle Eastern Pipelines | ✓       |
| Jim VanderNoot | Tennessee Gas Transmission | ✓                           |         |
| Brian White    | A.G.A.                     | ✗                           |         |
| Randall Young  | Koch Gateway               | ✓                           |         |

Administrative:

Rae McQuade  
Veronica Thomason  
Dennis Holbrook  
Jane Copeland  
Laurie Paulson  
Cheryl Hoffman

- Executive Director
- GISB Staff
- General Counsel
- Ak/Ret Reporting
- Hoffman Paulson Associates
- Hoffman Paulson Associates

## Executive Committee Voting Record -- November 13, 1997 (with notational votes recorded)

| PROPOSED RECOMMENDATIONS <sup>1</sup> |                             | C96031 | C97015 | R96116 | R96121B | R96126 | R97003B | R97028 | R97079 | R97058A |
|---------------------------------------|-----------------------------|--------|--------|--------|---------|--------|---------|--------|--------|---------|
| EU                                    | Kristine Mespelli           | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Joel Greene                 | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Kelly Daly                  | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Dona Gussow                 |        |        |        |         |        |         |        |        |         |
|                                       | Lee Smith                   |        |        |        |         |        |         |        |        |         |
| LDC                                   | Gary Beland                 | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Bill Boswell                | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Dolores Chezar              | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Kirt Kleinman               |        |        |        |         |        |         |        |        |         |
|                                       | Mike Novak                  | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
| PL                                    | Mike Bray                   | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Dale Davis                  | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Paul Love                   | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Shelley Corman <sup>2</sup> | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Norm Walker                 | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
| PR                                    | Jerry Hahn                  | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Tom Ehinger                 | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Paul Keeler                 | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Bob Wallenhorst             | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Hugh Roberts                | ✓      | ✓      |        |         | ✓      | ✓       | ✓      | ✓      | ✓       |
| SV                                    | Carl Caldwell               | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Dave Pfeifer                |        |        |        |         |        |         |        |        |         |
|                                       | Cheryl Loewen               | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Mark Scheel                 | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | Keith Sappenfield           | ✓      | ✓      | ✓      | ✓       | ✓      | ✓       | ✓      | ✓      | ✓       |
|                                       | PASSED (P) FAILED (F)       | P      | P      | P      | P       | P      | P       | P      | P      | P       |
|                                       | UNDETERMINED (U)            |        |        |        |         |        |         |        |        |         |

<sup>1</sup> The recommendations that were amended prior to vote were: C96031, R96116  
The recommendations that were voted on in original form were: C97015, R96121B, R96126, R97003B, R97028, R97079, R97058A  
There were no recommendations that were voted on as a vote to decline the request.  
The recommendations on which a procedural vote was taken were: R97063

<sup>2</sup> Theresa Hess voted for Shelley Corman on R96126, R97003B, R97028