



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002

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Home Page: www.naesb.org

TO: NAESB Gas Electric Coordination Task Force, Posting for Interested Industry Participants

FROM: Meghan McMillan, NAESB Staff

RE: Draft Minutes from the NAESB Gas Electric Coordination Task Force Conference Call – December 16, 2003

DATE: December 18, 2003

**Gas Electric Coordination Task Force (GECTF)
December 16, 2003 (1:00 p.m. – 4:00 p.m. Central)
Draft Minutes**

1. Administrative

Ms. McVicker opened the meeting. Ms. McMillan gave the antitrust advice. Ms. Kiselewich moved, seconded by Ms. Chezar to adopt the agenda as written. The agenda was adopted absent objection.

2. Develop and Review Overall Deliverables and Milestones for the Task Force

The group briefly discussed and edited the mission statement. It was agreed that the mission statement should avoid referencing other documents, and it was agreed to delete the footnote attached to the mission statement. There was some discussion regarding the deliverables to be produced by the task force. It was suggested that the purpose of the GECTF is to develop a deliverable that suggests to the Executive Committees various courses of action concerning the coordination of gas and electric standards developed by NAESB. Ms. Chezar asked if the mission statement should refer to a report to be developed and/or to a date by which it would be finished. It was noted that there would be status reports given to the ECs and to the FERC and there will be a final report to FERC. The group agreed that a tentative completion date for the final report would be the last EC meeting of the year. Concerns were voiced that this date would not meet FERC's suggested deadline of June 2004. The Task Force noted that an interim report will be given in June and the NAESB office has previously volunteered to draft a letter to FERC noting that the June date is not feasible for a finishing a final report. Ms. Chezar stated it should be noted under meetings and voting that this task force will employ balanced voting.

3. Develop Agenda for First Meeting

Ms. McVicker stated this first meeting will be focused on familiarizing the participants with the issues on both the gas and electric sides. Ms. Chezar suggested it might be useful to block out specific blocks of time for agenda items, and she suggested an hour for the first three items on this agenda. It was agreed to allow, during day one of the meeting, one hour for the first three items, forty-five minutes for item four, and then after lunch have the gas and electric representatives discuss the first two items on each of their presentations. Day two will consist of the remainder of the agenda. It was suggested that the gas side representatives meet on a separate call to coordinate their presentation for the January meeting. Mr. Jackson noted that the electric side has been working on the coordination of their presentation. It was agreed to try and extend the meeting time on the first day until 6:00 p.m. Eastern, and to end the meeting on the second day at 3:00 p.m. Eastern. Mr. Novak will verify with Ms. Arnaout that the meeting facilities can accommodate the schedule change.



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4. Set Meetings and Times for Task Force

Concerns were voiced regarding the February 23 meeting date, and it was noted this meeting is a conference call and will probably be cancelled. The group discussed the hosting of the February 10-11 face-to-face meeting, but no official decision was made.

5. Assign Responsibilities for Presentations at the First Face-to-Face Meetings

See discussion under item 3.

6. Discuss Coordination of Work with NERC and ISO/RTO Task Forces

It was noted that representatives from these groups might be able to participate in the GECTF meetings, and that it would be beneficial for these participants to exchange information that might be valuable for this task force.

7. Provide Background Documents to NAESB for Posting on the Web Site

It was noted that any documents relevant to these meetings should be sent to the NAESB office by the 22nd of January for the February meeting.

8. Other Discussion

There was no additional discussion.

9. Adjourn

Mr. Novak moved, seconded by Mr. Zavodnick to adjourn the meeting on December 16, 2003 at 2:22 p.m. Central.

10. Attendees

Name	Company
Bacon, Tom	Conectiv
Bray, Mike	Shell Gas Transmission
Burch, Kathryn	Duke Energy
Burden, Christopher	Williams Gas Pipeline
Calcagno, Suzanne	UBS Warburg Energy
Chezar, Delores	KeySpan
Colombo, Craig	Dominion Resources
Connor, Pete	NiSource
Crockett, Valerie	TVA
Davis, Dale	Williams Gas Pipeline
Gracey, Mark	Tennessee Gas Pipeline
Gussow, Dona	Florida Power & Light Co.
Heslington, Sheri	Dominion
Ingraham, Jim	TVA
Jackson, Gary	TVA
Kijowski, Drake	PSE&G
King, Iris	Dominion Trans
Kiselewich, Ruth	Baltimore Gas
McMillan, Meghan	NAESB
McVicker, Diane	Salt River Project
Nishida, Leslie	Wisconsin Public Service Corp.
Novak, Michael	National Fuel
Perlman, Marjorie	Energy East



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Reed, Tony
Scheel, Mark
Schwecke, Roger
Shepard, Mike
Van Pelt, Kim
Young, Randy
Zavodnick, Steve

Southern Company
Chevron Texaco
Southern California Gas Company
Mewborne Oil Company
Panhandle Eastern
Gulf South Pipeline LP
Baltimore Gas & Electric