



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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Home Page: www.naesb.org

TO: NAESB Retail Electric Quadrant Executive Committee, Posting for Interested Industry Participants
FROM: Todd Oncken, NAESB Staff
RE: NAESB Retail Electric Quadrant Executive Committee Meeting Final Minutes- February 19, 2003
DATE: March 13, 2003

**Retail Electric Quadrant Executive Committee
Thursday, February 19, 2003
Final Minutes**

1. Welcome

Mr. Connell called the meeting to order. Introductions were made in the room and on the phone. Mr. Oncken gave the antitrust advice. Mr. Minneman welcomed meeting participants and noted Mr. Connell would be assisting him in leading the meeting.

2. Adoption of Draft Agenda & Draft Minutes of previous meeting

Mr. Kubler requested the agenda items be shifted so that the procedures for election of EC Alternates and update on the 2003 REQ Annual Plan could be discussed prior to the other agenda items. All Executive Committee members agreed to the change. Mr. Kubler moved, seconded by Mr. Brooks, to adopt the agenda as modified. Absent objection the modified agenda was adopted unanimously. [These minutes reflect the modified agenda.]

Participants reviewed the December 13, 2002 REQ Executive Committee draft minutes. As two sets of redlined draft minutes were submitted, participants agreed to consider both proposed revisions, along with any additional changes proposed. Please see attached redlined minutes which reflect all changes. Ms. Kiselewich moved, seconded by Mr. LaFond, to adopt the December 13, 2002 minutes as modified. Absent objection the December 13, 2002 REQ Executive Committee minutes were adopted unanimously.

3. Procedures for election of EC Alternates

Mr. Minneman initiated a discussion on the segment procedures which define how Designated Alternates (Alternates) are chosen in the REQ. Mr. Minneman informed Executive Committee members that the current effect of the Alternates selection procedures is that Alternates are chosen according to voting results in the most recent Executive Committee election, including midterm elections. However, many quadrant members interpreted the procedure to be that selection of Alternates would occur only as a result of the annual Executive Committee election. Mr. Minneman noted the difference in interpretation has resulted in uncertainty about the REQ Distributor Segment Alternates. Accordingly, Mr. Minneman stated the REQ has the opportunity to discuss the intent of the procedures and revise them accordingly. As the REQ segment procedures are currently consistent across the quadrant, a quadrant-wide change was suggested.

It was noted a segment is free to propose any designated alternate selection procedures it chooses, but once selected, the NAESB Office will interpret the language as it is written. Additionally, it was noted interim language can be adopted until formal procedures can be established.

Ms. Kiselewich drafted redlined procedures for the selection of designated alternates, using the Distributor Segment Procedures as an example, but proposing corresponding changes for all segments. Basically, Ms. Kiselewich proposed to hold a separate election for designated alternates. She reasoned this approach would avoid the confusion resulting from the current method of



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selecting designated alternates. It was noted this change would occur through established amendment procedures, if available, but the NAESB Office would consider the change official if the segment approves the change and NAESB Counsel reports the change is not inconsistent with existing governing documents. Mr. Kubler requested that, until such time as the Distributor Segment could vote on the changes, the original slate of designated alternates be reinstated.

Participants discussed the wording of the proposal. Ms. Hess favored expanding the number of selected designated alternates, but keeping a rotation so that the first alternate on the list would be the first to serve as an alternate. Mr. Moran suggested adding language to reference qualifications for the position.

Consensus was not reached on the issue and a vote was not taken. Participants agreed to discuss the procedures for the selection of designated alternates at the segment level, perhaps at a future REQ Quadrant Conference Call, instead of at the Executive Committee level. While parity among the segments was noted as nice, selection of designated alternates is an individual segment issue. The following point people were identified: Ms. Kiselewich, Distribution; Ms. Hess, Suppliers; Mr. Jarrett, Services; undetermined, End Users.

As it is pressing for the Distributor Segment, Mr. Kubler noted Distributor Segment should take action as soon as possible to resolve the open issue and determine its designated alternates.

4. 2003 REQ Annual Plan Update

Mr. Minneman gave an update on the 2003 REQ Annual Plan. Participants discussed annual plan item 2, *Creditworthiness Standards*. It was noted the language of item 2 was significantly different than the corresponding item on the other Quadrants' annual plans. Regardless of the language, Mr. Minneman stated that the REQ will avoid policy and the results will be pretty much consistent with the Retail Gas Quadrant (RGQ) results. It was noted the REQ Annual Plan was adopted by the Board prior to the addition of the Wholesale Gas Quadrant (WGQ) annual plan item on creditworthiness.

In their review, the REQ Executive Committee made several changes to the 2003 Annual Plan. Please see the attached redlined 2003 REQ Annual Plan for language changes.

5. Review of Triage Decisions

Mr. Minneman reviewed the Triage Results from January 31, 2003 where Request R03001, *[R]equest two new data elements be added to the Request for Confirmation, Confirmation Response and Scheduled Quantity for Operator*, and Request R03002, *[R]eview NAESB WGQ Version 1.6 Standards Booklets and Implementation Guides to remove references to actions and dates that have already passed*, were discussed. Mr. Minneman stated that both Request R03001 and Request R03002 were found to be within NAESB scope and properly assigned to the WGQ Business Practices Subcommittee to be addressed in the normal course of business.

6. Subcommittee Status

Customer Processes Subcommittee

Mr. Minneman gave the update on the Customer Processes Subcommittee (CPS). Mr. Minneman informed the Executive Committee that the CPS would be addressing the redlined drafts of their document at the upcoming meeting in Newark, NJ, presumably resuming the work began at the Atlanta meeting. Mr. Minneman noted the CPS participants have learned a lot about the NAESB process through their participation in the subcommittee. All relevant documents for the Newark meeting are posted on the NAESB web site.

Supplier-Utility Interface Subcommittee



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Mr. Newbold gave the update on the Supplier-Utility Interface Subcommittee (SUIS). Mr. Newbold reported he is currently compiling comments submitted on the draft document that resulted from the last SUIS meeting. Mr. Newbold noted that during the January SUIS meeting, participants gathered information that will lead to a cleaner document. In particular, he reflected on the difference between standards and principles, and that principles are important until a standard is developed. Mr. Newbold announced the meeting arrangements for the February 25, 2003 meeting are posted on the NAESB web site, and the next SUIS meeting is scheduled for April in St. Louis, MO.

Technical Electronic Implementation Subcommittee

Mr. Brooks gave the update on the Technical Electronic Implementation Subcommittee (TEIS). Mr. Brooks reported the TEIS is continuing to review the NAESB Wholesale Gas Quadrant (WGQ) EDM Standards, v. 1.6, and has completed an initial review of three sections. Mr. Brooks stated the review has resulted in a list of 18 open issues the TEIS needs feedback on from the WGQ. Mr. Brooks noted one of the open issues will be addressed by the WGQ Interpretations subcommittee on February 28, 2003. The open issues document is posted and available on the NAESB web site.

Participants discussed the method the TEIS is using to review the WGQ EDM Standards. Mr. Brooks stated the TEIS is in essence redlining the WGQ EDM standards to create REQ EDM standards which will be submitted to the REQ Executive Committee for review and adoption. Mr. Brooks said that publication of the REQ TEIS recommendations as standards has not been determined, as discussions are currently underway for coordinating across quadrants for a single NAESB EDM Manual. Mr. Minneman stated that he favored a single manual, but requested the TEIS indicate the publication method that would best serve the TEIS document.

It was suggested that technical aspects of the standards, such as numbering and version, be added as an agenda item for the April REQ EC meeting. Mr. Brooks agreed with the suggestion. Ms. Hess cautioned that discussion about versions might be premature for the next meeting. Additionally, she stated numbering of standards and the number of manuals should be discussed for all topics, not just EDM.

The next TEIS meeting will be held March 3-4, 2003, hosted by Reliant in Houston, TX. Subsequent to that meeting, there will be an information sharing meeting with the WGQ EDM Subcommittee on March 5.

Recent Resignations by Subcommittee leaders

Mr. Minneman announced leadership positions were available in the CPS and SUIS. Anyone interested in serving in a leadership capacity should contact the NAESB Office. It was noted that with joint work between the REQ and RGQ subcommittees, existing subcommittee leadership could complement each other and share the joint work load. Further, it was noted that non-EC members and non-NAESB members can serve as leaders of the subcommittees. [Subsequent to the meeting, it was determined that it is specifically stated in NAESBOps considered by the Board of Directors on March 20, that for subcommittees, subcommittee leadership must be NAESB members].

7. Definitions/Glossary, possible subcommittee?

Mr. Minneman opened discussion on the definitions used in the composition of NAESB REQ standards. Mr. Minneman noted this is an open issue from the annual plan, footnote 3, A "Glossary" exists from the November 2000 UBP document that should be maintained and updated as a common glossary for all items under this sub-heading [Retail Access Uniform Business Practices (UBP)] to address the UBP items in this section of the plan. Ms. Mason presented a proposal to establish a Glossary Subcommittee for the REQ. It was suggested this proposal would provide consistency between the REQ subcommittees on definitions.



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Salient points of Ms. Mason's proposal include: 1) the establishment of a central glossary, based on the UBP document; 2) capitalization of defined terms within each REQ document; 3) proposal of general definitions to allow for maximum use; and, 4) modifications to the common glossary through proposals by the existing REQ subcommittees.

Participants discussed the propriety of establishing the subcommittee and the effects and implementation of the subcommittee on the standards development process. Mr. Newbold supported the concept of a separate group developing definitions, since this would likely provide consistency among the definitions. Participants requested that certain defined terms, pertinent to a particular document, be defined within the document. Ms. Mason noted any definition contained in a document must match the definition contained in the common glossary.

Participants discussed the structure of the glossary subcommittee. Discussion revealed the Glossary Subcommittee would be an open subcommittee, so that it would function like the existing REQ subcommittees. However, the value of communication between the glossary subcommittee and the existing REQ subcommittees was noted.

Mr. Jarrett moved, seconded by Mr. Brooks, to propose the REQ establish a Glossary Subcommittee to build and maintain a glossary of terms and definitions. Ms. McQuade verified the existence of a quorum. Absent objection, the motion passed unanimously. While subcommittee leadership is selected at the first subcommittee meeting, Mr. Jarrett and Ms. Mason expressed their desire to lead the Glossary Subcommittee.

8. Other Business

Ms. McQuade stated the NAESB office is currently coordinating with NARUC to develop a monthly conference call to update regulatory officials on the progress of NAESB standards development efforts. The call will be scheduled for the same time each month and will last approximately one hour. It was noted this call is more informal than the NAESB Advisory Council, and would presumably reach the commissioners' working staff level. Ms. McQuade noted the regulatory conference calls will provide an opportunity for the retail quadrants to forge a relationship with NARUC staff.

9. Adjourn

The meeting adjourned at 5:03 p.m. CST.



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10. Attendance

| | Title, Organization | Present |
|-----------------------------|--|---------------------|
| Distribution Segment | | |
| Ruth Kiselewich | Director Special Projects and Supplier Services, Baltimore Gas & Electric Company | Phone |
| Terry Moran | Regulatory Issues Manager, PSEG (MAAC NERC Region) | Phone |
| William Newbold | Strategy Manager of Electric Choice Implementation Team, Detroit Edison (ECAR NERC Region) | In Person |
| Jonathan Kubler | Manager of Pricing and Rates, Georgia Power Company | In Person |
| End User Segment | | |
| V A C A N C Y | | |
| Steve LaFond | Corporate Electricity Resources, Boeing Corporation | Phone |
| Barbara Alexander | Maine Office of Public Advocate | In person |
| V A C A N C Y | | |
| Services Segment | | |
| Jim Minneman | Director of Business Services, PPL Solutions LLC | Phone |
| 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 | In Person |
| Mark Jarrett | Team Leader - Market Information and Analysis, Market Intelligence, Southern Company | In Person |
| Supplier Segment | | |
| Bill Barkas | Manager of Retail State Government Relations, Dominion Retail, Inc. | Phone |
| Felecia Lokey | Director Retail Regulatory Affairs North American TXU Energy | Absent |
| Heidi Schrab | Market Development Operations Manager, Green Mountain Energy Company | Absent |
| V A C A N C Y | | |
| Theresa Hess, alt. | Manager NAESB Relations, Reliant Energy Retail Services | In Person |
| Administrative: | Rae McQuade | -Executive Director |
| | Veronica Thomason | -NAESB Staff |
| | Todd Oncken | -NAESB Staff |

Observers to the Meeting:

| Name | Company | In Person/Phone |
|--------------------|---------------------------------|-----------------|
| George Behr | ESG | Phone |
| Jim Buccigross | Group 8760 | Phone |
| Christopher Burden | Williams Gas Pipeline | In Person |
| Andy Dotterweich | Consumers Energy | In Person |
| Bill Griffith | El Paso Western Pipelines | In Person |
| Bruce Hayes | Ohio Consumers' Counsel | Phone |
| Annunciata Marino | PA. Public Utilities Commission | Phone |
| Jean Mason | Ameren | In Person |
| Lawrence Paulson | Hoffman-Paulson Associates | In Person |



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|-------------------|-------------------------------|-----------|
| Marjorie Perlman | Energy East Management Corp. | In Person |
| Judy Ray | Alabama Power | Phone |
| Thomas Ringenbach | American Electric Power | In Person |
| Lisa Robert | Defense Energy Support Center | Phone |
| John Russom | Alabama Power | Phone |
| Leigh Spangler | Latitude Technologies | In Person |
| Paul Szykman | UGI Utilities | Phone |
| Stephen Ward | Maine Public Advocate | In Person |
| Steve Zavodnick | Baltimore Gas & Electric Co. | Phone |