



## North American Energy Standards Board

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

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**TO:** NAESB Retail Electric Quadrant Executive Committee, Posting for Interested Industry Participants

**FROM:** Meghan McMillan, NAESB Staff

**RE:** Draft Minutes from the NAESB Retail Electric Quadrant Executive Committee Meeting - December 13, 2002

**DATE:** January 8, 2003

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**Retail Electric Quadrant Executive Committee  
Friday, December 13, 2002  
Draft Minutes**

### 1. Welcome

Mr. Minneman opened the meeting and thanked Consolidated Edison Company of New York for hosting the meeting. Ms. McQuade called the roll of REQ Executive Committee members present at the meeting, followed by the introduction of meeting observers and phone participants. Mr. James Costan of McGuireWoods read the antitrust guidelines. Introductions were made around the room.

### 2. Adoption of Retail Electric Quadrant Draft Agenda & Draft Minutes of Oct. 17, 2002 meeting

As a modification to the draft agenda, Ms. Hess proposed to add an item under number 3 to discuss the use of the word *should* in NAESB standards as opposed to *must*. Discussion of the technical subcommittee and coordination of the technical subcommittee across quadrants was added under the Technical Electronic Implementation Subcommittee (TEIS) section. Ms. Hess moved, seconded by Mr. Kubler, to adopt the agenda as modified. On a procedural vote Ms. Hess's motion passed unanimously.

The October 17, 2002 meeting minutes were modified as follows: at the bottom of page 1, under item 3, "the working group formed at the parliamentary meeting" should read "the working group formed at the September kickoff meeting;" on page 2 under item 4 an additional sentence was added to read "Mr. Lee Spangler will coordinate comments and suggestions from the four quadrants;" under item 5 the sentence beginning "Mr. Brooks stated..." was changed to read "Mr. Brooks stated that it would be easier and more economical for implementers if the formats are consistent across all quadrants," removing the language "at least where EDM standards are concerned;" it was noted that Ms. Hess sat as an alternate for Ms. Schrabbs at the October 17 meeting. Ms. Kiselewich moved, seconded by Mr. Kubler, to adopt the October 17, 2002 EC Meeting minutes as modified, subject to Mr. Brooks' agreement about the language. On a procedural vote Ms. Kiselewich's motion passed.

The October 30, 2002 conference call draft minutes were modified to specify Ms. Kiselewich's affiliation with the MAAC NERC Region. Ms. Kiselewich moved, seconded by Mr. Kubler, to adopt the October 30, 2002 minutes as modified. On a procedural vote Ms. Kiselewich's motion passed unanimously.

### 3. Subcommittee Status

In response to Ms. Hess's earlier request, Ms. McQuade informed the REQ Executive Committee members that NAESB standards cannot use the words *must* or *shall* because NAESB standards are voluntary. Ms. Alexander suggested when the Executive Committee talks about something with significant impact on what the subcommittees are doing, like the



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use of *must* or *shall* in standards, there needs to be a method of communicating this information from the EC to the subcommittees, such as sending out a memo or notation to the subcommittee chairs. Being that several subcommittee chairs were not in attendance at the Executive Committee meeting, it was agreed a memo on the use of *must* or *shall* in standards would be distributed to REQ subcommittee leadership, posted to the NAESB website, and distributed on the list server. Ms. Kiselewich proposed adding a 'tips' page to the NAESB web site as an additional resource for subcommittee leadership. Mr. Minneman noted Ms. Camp should be informed of Ms. Kiselewich's suggestion to add a tips page to the NAESBS web site, so that Ms. Camp could include it in the list of proposed web-site changes being prepared by the REQ.

### **Customer Processes Subcommittee**

Mr. Moran gave the update. At the last meeting on November 7, 2002, the CPS reviewed the comments submitted by various parties on the billing and payment section of the UBP document. As a result of discussions at the meeting, a modified document was prepared and distributed, along with a request for additional comments by December 16. Mr. Moran identified the next step in the CPS process as the creation of a spreadsheet with compiled comments on the redlined document circulated on December 16 to be reviewed during the January 7 - 8 meeting. A group was formed at the November 7 meeting to develop and submit a single retailer model, and a draft of this document was placed on the list serve. Mr. Moran added one of the items brought up at the November meeting was policy and how to address it in the drafting of standards. CPS tabled the policy discussion for future consideration. Any policy issues identified in the UBP document were removed and placed in a separate document to be considered at a later time if necessary.

### **Supplier-Utility Interface Subcommittee**

Mr. Newbold gave the update. Mr. Newbold stated a redline document was produced as a result of the November SUIS meeting. He noted the SUIS decided not to address assessing credit limits at this time. A draft of the redline document from the November meeting was posted to the NAESB website and circulated through the REQ list serve. It was noted that comments on the posted draft (Draft No. 3) are due by December 18 to Mr. Newbold and/or the list serve. The comments will be compiled in a spreadsheet and distributed by January 3, 2003, or at the next SUIS meeting on January 8, 2003.

Mr. Minneman proposed the REQ monitor the WGQ's progress concerning credit worthiness. He reviewed the work plan created by the WGQ. Mr. Buccigross suggested the chairs of the REQ and WGQ subcommittees start a dialogue concerning creditworthiness issues. Mr. Newbold and Ms. Broadrick volunteered to coordinate with the WGQ subcommittee working on creditworthiness. It was noted the REQ subcommittees have posted their schedules for January and February.

### **Technical Electronic Implementation Subcommittee**

Ms. Hess gave the update. Ms. Hess stated the TEIS will use the EDM section of the Wholesale Gas Quadrant EDM Manual as a starting point for drafting of an REQ standards manual. Ms. Hess said the TEIS would like to arrange a joint meeting with the WGQ Technical Subcommittee to determine if the two groups can develop a joint manual for EDM. The next TEIS meeting is scheduled for the second week of January in Salt Lake City, UT. Mr. Minneman invited all interested parties to join the REQ TEIS List Serve for updates, and noted the link for joining the list serve is on the NAESB REQ web page.



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Mr. Minneman discussed the EC Technical Subcommittee's coordination proposal, located under Tab 7 of the EC book. Mr. Minneman described the goal of this proposal as facilitating the coordination of the four quadrants, particularly at the EDM and technical level, by creating a group with volunteers from all four quadrants to monitor what is being done on a technical level. Mr. Minneman noted this group would serve only as an advisory group since the EC makes decisions concerning technical standards. Mr. Buccigross stated all of the ECs would eventually need to approve this proposal. Ms. Davis voiced concerns about the lack of input from all of the subcommittee chairs on this proposal, and stated before it is approved all of the subcommittees should have some input.

#### 4. Review of Triage Decisions

Mr. Minneman reviewed the results of the Triage subcommittee, which were subsequently adopted by the Executive Committee on a December 6, 2002 conference call. The Triage subcommittee took action on **Request No. R02012**, submitted by KeySpan Energy, proposing to modify the NAESB WGQ Capacity Release Standards and data sets, to the extent necessary, to incorporate the October 1, 2002 reinstatement of the price cap on capacity release transactions. The Triage subcommittee found Request No. R02012 as properly within NAESB scope and assigned to the Wholesale Gas Quadrant. Further, the WGQ assigned Request No. R02012 to BPS to be addressed in the normal course of business.

#### 5. Follow-up on "Issues Which Prospective REQ Membership Believe Need To Be Addressed By The NAESB Board"

Mr. Minneman reviewed the document published in the EC book entitled "Issues Which Prospective REQ Membership Believe Need To Be Addressed By The NAESB Board". ~~As the~~During the development of the REQ, developed proposals for governance documents, issues needing to be addressed by the ~~Board~~ were identified and listed separately in a document which was submitted to the Board for consideration. Mr. Buccigross stated the issues identified in the "Issues" document are within the purview of the NAESB Parliamentary ~~Council~~Committee.

Mr. Moran suggested the "Issues" document be forwarded to the Parliamentary Committee. Ms. Hess proposed that interested parties update the "Issues" document before it is submitted to the Parliamentary Committee. However, Ms. McQuade stated the document has been forwarded to the Parliamentary Committee and will be addressed, probably after the Parliamentary Committee finishes its work on the NAESBops. Ms. Kiselewich suggested the Parliamentary Committee disregard section 11 of the document, which is already completed. It was noted that the "Issues" document may be redrafted and resubmitted to the Parliamentary Committee at a later time. Parliamentary Committee meetings are posted, open meetings and anyone with an interest in updating the Parliamentary Committee on the "Issues" document may do so during those meetings.

#### 6. "NAESB Position on 'Policy' Issues"

~~Ms. Alexander developed a compilation of statements about NAESB documents~~ dealing with policy issues that are included in the NAESB governing documents. This compilation has been included in the EC book for reference. Ms. Alexander reviewed the documents ~~she submitted to be included in the EC book~~. Mr. Moran stated the issue of policy is self-policing; and, if there is enough experience and knowledge in the subcommittee, then the group will develop standards that are relevant and necessary. Mr. Minneman suggested the subcommittee chairs put the policy issue on their agendas to make their members aware of the guidance provided in the governing documents. Ms. Hess voiced concerns about



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subcommittees spending a lot of time discussing NAESB's position on policy issues. Ms. Alexander stated the relevant documents included in the EC book should be distributed to the subcommittee chairs due to the likelihood of the policy issue arising.

### **7. 2003 REQ Annual Plan Update and Review of 2003 Calendar**

Mr. Minneman made note of the additional words in front of the annual plan, which is included in the EC book. He gave a brief update on the annual plan. The following items are now underway: 1 (Billing and Payments), 2 (Creditworthiness Standards) & 12 (Electronic Delivery Mechanisms). Brief discussion ensued about the coordination of annual plans across quadrants. Mr. Buccigross stated the Annual Plan Subcommittee will work to develop a solution to be approved by the entire EC concerning cross-quadrant coordination. Mr. Newbold suggested removing item 4 (Supplier Licensing) from the annual plan because it deals entirely with policy. The group decided to discuss Annual Plan Item 4 at the next EC meeting in February.

### **8. Vacant REQ EC and Board Seats**

Ms. McQuade informed the EC about the distributor segment election underway, which will be finalized on December 18 or 19. Mr. Minneman encouraged any interested parties to come forward and run for other vacancies. He requested that a nomination period be opened for the services segment vacancy. Mr. Kubler noted a conference call to hear from the candidates for the open REQ EC Distributor Segment seat will be held on December 16.

### **9. Other Business**

#### **Election of the 2003 NAESB EC Chair**

Mr. Buccigross explained the process of electing the 2003 NAESB EC Chair. Ms. McQuade will poll the four quadrant Vice Chairs to determine who is interested in running for the position of NAESB EC Chair and then distribute via email an appropriate ballot to all Executive Committee Members. While every Executive Committee Member is eligible to vote, the election is weighted with each quadrant providing 25% of the final vote. The election is weighted by quadrants. It was noted that the winner of the election will serve as overall Executive Committee Chair and Vice-Chair of his or her respective quadrant.

### **10. Adjourn**

Ms. Alexander moved, seconded by Mr. Moran, to adjourn. The REQ EC meeting adjourned on Friday, December 13, 2002 at 11:29am.



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### 11. Executive Committee Attendees

	Title, Organization	Present
<b>Distribution Segment</b>		
Ruth Kiselewich	Director Special Projects and Supplier Services, Baltimore Gas & Electric Company (MAAC NERC Region)	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)	Phone
V A C A N C Y		
<b>End User Segment</b>		
V A C A N C Y		
Steve LaFond	Corporate Electricity Resources, Boeing Corporation	Absent
Barbara Alexander	Maine Office of Public Advocate	In person
V A C A N C Y		
<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.	Absent
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
V A C A N C Y		
<b>Supplier Segment</b>		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	In person
Felecia Lokey	Director Retail Regulatory Affairs North American TXU Energy	Phone
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	In Person
Theresa Hess alt. for Heidi Schrab	Market Development Operations Manager, Green Mountain Energy Company	In Person

### 12. Other Participation

<b>Administrative:</b>	Rae McQuade	-Executive Director
	James Costan	-General Counsel
	Meghan McMillan	-NAESB Staff

### Observers to the Meeting:

Name	Company	In Person/Phone
Arnaout, Mariam	AGA	Phone
Buccigross, Jim	8760 Inc.	In Person
Calcagno, Suzanne	UBS Warburg Energy	In Person
Cianflone, Nancy	KeySpan Energy	In Person
Colombo, Craig	Dominion Resources	In Person
Davis, Dale	Williams Gas Pipeline	In Person
Dotterweich, Andy	Consumers Energy	In Person
Fatina, Barb	Exelon Energy	In Person
Fyock, Les	Philadelphia Gas Works	In Person
Jansen, Joe	PSE&G	In Person
Lawson, Barry	NRECA	In Person



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Name	Company	In Person/Phone
McCain, Marcy	Duke Energy Gas Transmission	In Person
Nishida, Les	WPSC	In Person
Novak, Mike	National Fuel Gas Distribution	In Person
Oppenheim, Bill	PECO Energy	In Person
Perlman, Marjorie	Energy East	In Person
Sappenfield, Keith	EnCana Corporation	In Person
Sipe, Rod	New Science Partners	In Person
Stengel, Joe	PGW	In Person
Van Pelt, Kim	CMS	In Person
Van West, Lori	Excel Energy	Phone
Zavodnick, Steve	Baltimore Gas & Electric	In Person