



North American Energy Standards Board

1301 Fannin, Suite 2350, Houston, Texas 77002
Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com
Home Page: www.naesb.org

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

FROM: Todd Oncken, NAESB Deputy Director

RE: NAESB Retail Electric Quadrant and Retail Gas Quadrant Joint Executive Committee
Meeting Final Minutes- June 4, 2003

DATE: June 29, 2003

**Retail Electric Quadrant/Retail Gas Quadrant Joint Executive Committee
Wednesday, June 4, 2003
Final Minutes**

1. Welcome

Mr. Buccigross welcomed participants to the Retail Electric Quadrant (REQ)/Retail Gas Quadrant (RGQ) Joint Executive Committee meeting and thanked the American Gas Association for hosting the Executive Committee meetings. Mr. Oncken gave the antitrust advice. The roll of REQ and RGQ Executive Committee members was taken. Other participants introduced themselves.

2. Joint Session Draft Agenda & Draft Minutes

Mr. Minneman moved, seconded by Ms. Kiselewich, to adopt the draft agenda as written. The motion passed unanimously.

Ms. Kiselewich moved, seconded by Mr. Jansen, to adopt the minutes of the February 19, 2003 REQ/RGQ Joint Executive Committee meeting as drafted. The motion passed unanimously.

Ms. Alexander moved, seconded by Ms. Hess, to adopt the redlined minutes of the April 10, 2003 REQ/RGQ Joint Executive Committee meeting as modified during this meeting. The motion passed unanimously.

3. Subcommittee Updates and Samples of Expected Standards

Customer Processes Subcommittee: Mr. Minneman gave the update on the Customer Processes Subcommittees (CPS), which met in Orlando in May. He stated the CPS worked through the Billing and Payments document, with the exception of the attachments. He said significant progress was made on the organization of the document and the language of the proposed standards. A CPS conference call has been scheduled for June 17, with work on the billing and services agreement attachment scheduled to begin during the call.

Glossary Subcommittee: Mr. Jarrett reported on the progress of the Glossary Subcommittees, noting that the subcommittees have drafted mission statements and posted work papers to begin the compilation of definitions for some terms. Discussion of the Glossary Subcommittees revealed several open items, including: 1) the process for approval of definitions by the Executive Committees; 2) the location of defined terms -- in a central glossary, in the model business practices where the defined term occurs, or both; 3) the timeline for completion of definitions; 4) the method for development of definitions for pending standards development efforts in the CPS and SUI; and 5) the procedure for modification of an existing defined term.

Participants extensively discussed the process of the Glossary Subcommittees. Mr. Buccigross stated the process for presentation of work to the Executive Committees would properly be developed at the subcommittee level, but suggested batching the definitions rather than presenting them individually. Ms. Alexander expressed concern with similar topics being discussed in multiple



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forums and suggested the Glossary Subcommittee submit the completed definitions to the business subcommittee which requested the defined term.

It was suggested a business subcommittee would identify the need for a defined term, submit a request for the definition, with a proposed definition if practicable, to the Glossary Subcommittees for review and definition, and the defined term would be reported back to the business subcommittee for inclusion in the model business practice. Ms. Hess stated the process of coordination between the subcommittees on development of definitions should be formalized, perhaps a memorandum submitted to the Glossary Subcommittees and posted on the NAESB web page for any affected subcommittee. Regardless of process, Mr. Sytsma stated creating commonality between different definitions of the same term would be key in the work of the Glossary Subcommittees. Agreement on process for the Glossary Subcommittees was not reached.

Mr. Minneman stated the processes surrounding redefinition of defined terms had not been fully developed. An open issue identified during discussion was the venue for making the request. Also, which documents requiring modification due to the redefinition would need to be identified. Ms. Calcagno stated the proponent of a changed definition should identify the places the change is relevant in its standards request.

Ms. Kiselewich moved, seconded by Mr. Jarrett:

To address immediate needs to permit the REQ and RGQ SUIS, and CPS and TEIS subcommittees to complete standards, the REQ and RGQ Executive Committees (ECs) direct the Glossary Subcommittee with developing definitions of terms provided by CPS, SUIS, and TEIS subcommittees so that these subcommittees can use these terms in the standards. The REQ and RGQ ECs direct that the Glossary Subcommittee first define those terms where there is no overlap and then address those used by these subcommittees with a goal of developing a single definition for all terms used. The defined terms may be approved by the REQ and RGQ ECs at the same time as the standards in which those definitions are first used are approved. Further, the Glossary Subcommittee shall revise their mission and include the process they propose using and bring this proposal to the ECs in August.

Participants discussed the pending motion. Mr. Minneman stated the motion would facilitate the completion of the pending model business practices, while at the same time providing guidance to the Glossary Subcommittees on issues requiring a long-term solution. Participants generally agreed with that assessment. The motion passed unanimously.

Supplier Utility Interface Subcommittee: Mr. Newbold reported on the Supplier Utility Interface Subcommittees (SUIS), noting the Creditworthiness document has been fairly stable for several meetings. Mr. Newbold stated the SUIS reviewed the main document and has received, though not processed, the first sets of comments on the attachments during its May meeting. Mr. Newbold said a conference call has been scheduled for June 19, 2003. Mr. Newbold said the goal was to discuss final changes to the document at the July SUIS meeting, and possibly vote on the document. Mr. Newbold proposed to forward the SUIS request for definitions to the Glossary Subcommittees with the anticipation they would be processed out to the SUIS in advance of the July meeting.

Technical Electronic Implementation Subcommittee: Mr. Jarrett stated the Technical Electronic Implementation Subcommittees (TEIS) and Wholesale Gas Quadrant EDM Subcommittee have begun work on a joint EDM document. He noted the draft document is posted on the NAESB web site and highlights items the subcommittees feel need to be addressed, including some specification as to how the document would function as a joint document. The technical subcommittees are



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scheduled to meet in Richmond, VA on June 9-10, with day one being a joint TEIS and EDM meeting focusing on the joint EDM document proposal, and day two focusing on TEIS issues.

4. 2003 Annual Plan Updates

There were no proposed changes to the 2003 REQ or 2003 RGQ annual plans. Mr. Buccigross noted the Annual Plan Subcommittee will likely meet around the end of June or early July to begin the 2004 Annual Plan process. He noted several items from the 2003 REQ and RGQ annual plans have been modified to reflect a completion date of 2004.

5. Model Business Practices Format

Mr. Minneman stated significant discussions regarding format for model business practices began at the Orlando subcommittee meetings. As a result of those discussions, Mr. Newbold prepared a formatting proposal, based largely on the historic practices used by GISB. Mr. Minneman stated it would be appropriate to agree on a format and numbering scheme to be applied to the model business practices. Two proposals, prepared by Mr. Newbold, were presented for discussion in the meeting materials. Mr. Newbold focused discussion on his revised proposal, as found in the supplemental material to the Executive Committee Book. Key elements of this proposal include use of the historical numbering scheme, the addition of elements to describe the applicable quadrant, and definitions that are not numbered.

Participants extensively discussed the proposal. Participants favored utilizing a four-digit numbering scheme. Participants agreed the definitions would be arranged alphabetically instead of numbered. Agreement could not be reached on the placement and numbering of principles.

Mr. Behr suggested the Executive Committee focus its efforts on determining the numbering format for the proposed standards, not the whole layout of the document. Ms. Kiselewich agreed and stated Mr. Newbold's was a workable solution. Accordingly, Ms. Kiselewich moved, seconded by Mr. Behr, to approve the format of Mr. Newbold's revised proposal as drafted.

Participants discussed the motion. Mr. Young commented a common format for NAESB standards was a good idea, but approval of a specific proposal by the REQ and RGQ was premature. Mr. Young suggested sending the issue to a joint-quadrant committee to develop a plan that would be acceptable to all affected groups. Mr. Buccigross noted a joint committee does not exist, but reminded participants a decision by the REQ and RGQ on format is not binding on the wholesale quadrants. Accordingly, he suggested the issue would likely be revisited. Notwithstanding, Ms. Kiselewich stated the subject motion would be appropriate as an interim measure to allow the retail subcommittees to complete work on the pending model business practices.

Ms. Kiselewich amended the proposed motion to read as follows: to approve the format Mr. Newbold proposed as it stands, with the removal of reference to wholesale in column 'a' and changing the title to 'Proposed REQ/RGQ Numbering.' Mr. Behr accepted the amendment. [Attachment A reflects the modifications to Mr. Newbold's proposal, as identified in the motion.] The motion passed with one vote in opposition.

6. Development Venue for Data Dictionaries and Implementation Guides

Ms. Hess presented a proposal to change the mission statements of the REQ and RGQ subcommittees to transfer development of recommendations for data dictionaries and complementary documentation to the business subcommittees instead of the TEIS. It was noted this was briefly discussed at the April Executive Committee meeting. Ms. Hess said the modification was appropriate since the discussions surrounding the development of the data dictionaries are business discussions. It was noted development of data dictionaries is the work of



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the Information Requirements Subcommittee in the WGQ, but parties did not find it appropriate to develop an additional subcommittee in the retail quadrants to complete the task. Leadership of the TEIS subcommittees supported the task reassignment.

Participants discussed the proposal. The implications of the task reassignment on the annual plan timeline was discussed. It was noted the reassignment would extend the timeline for completion of annual items in the business subcommittees, but it would be possible to decouple the completion of the model business practices and data dictionary work, where appropriate. It was also noted the modified timeline would impact the subcommittees' ability to begin work on the next annual plan item. Ms. Calcagno stated that implementation of the model business practices would not be possible until completion of the data dictionaries and subsequent TEIS work was completed.

Ms. Hess moved, seconded by Ms. Kiselewich, to adopt the proposal to change the venue for development of data dictionaries and complementary documentation to the business subcommittees, as presented, with corresponding changes to subcommittee mission statements being handled independently by the REQ and RGQ. The motion passed unanimously.

7. Other Business

No other business was discussed.

8. Adjourn

The meeting adjourned at 1:10 p.m. Eastern.



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9. Attendance

Retail Electric Quadrant Executive Committee		
	Title, Organization	Present
Distribution Segment		
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)	In Person
Jonathan Kubler	Manager of Pricing and Rates, Georgia Power Company	Phone
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	In Person
Dick Brooks	Independent Consultant	Absent
Rob Connell	Manager of Commercial Systems Applications, Electric Reliability Council of Texas	Absent
Mark Jarrett	Team Leader – Market Information and Analysis, Market Intelligence, Southern Company	Phone
Supplier Segment		
Bill Barkas	Manager of Retail State Government Relations, Dominion Retail, Inc.	Phone
Margarida Williamson	Senior Counsel, Calpine PowerAmerica, LP	Absent
V A C A N C Y		
Theresa Hess, alt. for VACANCY	Manager NAESB Relations, Reliant Energy Retail Services	In Person



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Retail Gas Quadrant Executive Committee

	Title, Organization	Present
Distributors Segment		
Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy	Phone
Joseph M. Jansen	Manager Supplier Regulations, Public Service Electric and Gas Company	In Person
Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	In Person
Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	Absent
Joe Stengel, alt. for William Oppenheim	Federal Regulatory Affairs Manager, Philadelphia Gas Works	In Person
Ken Yagelski, alt. for Steven M. Zavodnick	Department Head of Regulatory Affairs, Washington Gas	In Person
End Users Segment		
Bruce M. Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel	Phone
Tina Burnett	Chair, Northwest Industrial Gas Users Association	Absent
V A C A N C Y		
V A C A N C Y		
V A C A N C Y		
V A C A N C Y		
Service Providers Segment		
Rod Sipe	President, New Science Partners	Absent
Donald L. Sytsma	Vice President, R.J. Rudden Associates, Inc.	In Person
George Behr	Director, Energy Services Group, Inc.	In Person
V A C A N C Y		
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V A C A N C Y		
Supplier Segment		
Suzanne Calcagno	Associate Director, Regulatory Compliance, UBS Warburg Energy, LLC	In Person
Barbara A. Fatina	Vice President, Exelon Energy	Phone
Marcy McCain	Project Manager - Regulatory Affairs, Duke Energy Gas Transmission, LLP	In Person
Richard Zollars	Director, Data and Information, Dominion Retail, Inc.	Absent
V A C A N C Y		
V A C A N C Y		

Administrative:

Rae McQuade		-Executive Director
Veronica Thomason		-NAESB Staff
Todd Oncken		-Deputy Director

Observers to the Meeting:



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Name	Company	In Person/Phone
Mariam Arnaout	American Gas Association	In Person
Gwen Beadles	Dominion Retail	Phone
Christopher Burden	Williams Gas Pipeline	In Person
Yvette Camp	Southern Company	Phone
Dale Davis	Williams Gas Pipeline	In Person
Tom Gwilliam	Iroquois Gas Transmission System, LP	In Person
Leonard Haynes	Southern Company	In Person
Veronica Jones	Defense Energy Support	Phone
Marjorie Perlman	Energy East Management Corporation	In Person
Phil Precht	Baltimore Gas & Electric Corp.	In Person
Tom Ringenbach	American Electric Power	Phone
Lisa Roberts	Defense Energy Support	Phone
Pam Silberstein	National Rural Electric Coop Association	In Person
Joe Stengel	Philadelphia Gas Works	In Person
John Williams	8760	In Person
Randy Young	Gulf South Pipeline Company	In Person