



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 Gas Quadrant Executive Committee, Posting for Interested Industry Participants

FROM: Rae McQuade, NAESB Executive Director

RE: NAESB Retail Gas Quadrant Executive Committee Meeting Final Minutes – April 10, 2003

DATE: April 17, 2003

Retail Gas Quadrant Executive Committee
Thursday, April 10, 2003
9:00 a.m. to 11:30 a.m. EST

1. Welcome

Mr. Novak called the meeting to order and welcomed participants. Mr. Oncken gave the antitrust advice. Participants introduced themselves.

2. Retail Gas Quadrant Draft Agenda & Draft Minutes

Mr. Novak proposed several modifications to the agenda. Changes included the addition of an update on the NAESB list serv, addition of discussion of the Retail Electric Quadrant Glossary Subcommittee, and deletion of the 2003 RGQ Annual Plan and PKI Initiative. Mr. Novak proposed to discuss the 2003 RGQ Annual Plan and PKI Initiative at the Joint REQ/RGQ Executive Committee Meeting. Mr. Zavodnick moved, seconded by Mr. Jansen, to adopt the agenda as modified. The motion passed unanimously.

Mr. Oppenheim moved, seconded by Mr. Zavodnick, to adopt the draft minutes of the February 19, 2003 RGQ Executive Committee meeting, with several minor modifications. The motion passed unanimously.

3. Membership Drive Update

Mr. Novak provided an update of RGQ membership enhancement efforts. Mr. Novak noted the RGQ has established a recruiting task force which is currently being staffed. Mr. Novak said ideally the task force would consist of at least one Board and Executive Committee member from each segment. Mr. Novak stated discussions have begun with RGQ Board members on the staffing effort.

Ms. McQuade stated the pending monthly NAESB conference call with state regulators might provide a good vehicle for RGQ recruitment efforts. She stated broad attendance is expected. The first conference call will be held on April 16 from 2:00 p.m. to 3:00 p.m. EST, with subsequent calls being held on the third Wednesday of each month.

Mr. Novak welcomed Mr. Sytsma and Mr. Behr as new RGQ Executive Committee members.

4. List Serv Update

Mr. Novak introduced discussion of the NAESB list serv. He noted that while the REQ currently uses publicly available Yahoo Groups list servs, the RGQ has not implemented similar list servs in anticipation of the NAESB list serv.

Mr. Oncken provided an update on the internally developed NAESB list serv. Mr. Oncken stated development and creation of the list serv has been a very extensive process, which is shortly coming to a conclusion. Mr. Oncken noted the NAESB list serv will function differently than the Yahoo



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Groups implementation, and a white paper is currently being developed on that functionality which will be distributed to all NAESB members and posted to the NAESB web site.

5. Subcommittee Updates

Gas Practice Inventory Task Force

Mr. Yagelski provided an update on the Gas Practices Inventory Task Force (GPITF). He stated initial efforts of the GPITF involved developing a survey relating to current assignment of the Customer Processes Subcommittee (CPS), Supplier-Utility Interface Subcommittee (SUIS), and Technical Electronic Implementation Subcommittee (TEIS). Mr. Yagelski noted the extensive participation of the subcommittee chairs in development of the survey, and that draft survey questions were posted for comment on the NAESB web site.

Mr. Yagelski stated the survey has been completed and distributed to all RGQ members, as well as several groups within the American Gas Association. Responses are due into the NAESB office by April 14, although responses submitted after the due date will be considered and incorporated. As a next step, Mr. Yagelski stated responses will be compiled for standards development purposes during May.

Customer Processes Subcommittee

Mr. Oppenheim reported on the CPS. He stated the CPS has met several times since the February Executive Committee meeting and formulated comments on the REQ Billing and Payment document. Mr. Oppenheim noted the RGQ met jointly with the REQ in April and had the opportunity to comment on the REQ document. The next CPS meeting is scheduled for May 13-14 in Orlando, FL. Mr. Oppenheim stated work would continue on the document, with customer enrollment and switching pending on the agenda.

Supplier Utility Interface Subcommittee

Mr. Newbold gave the update, noting during the April 3 meeting the SUIS reviewed draft 6 of the REQ SUIS document with the goal of increasing knowledge within the RGQ of REQ progress. Additionally, Mr. Newbold stated changes were begun to make the document applicable to both electric and gas. Mr. Newbold said the SUIS is approximately 2/3 through the document, with the remaining scheduled to be addressed at the May meeting being held in Orlando, FL.

Mr. Novak stated the SUIS has primarily been working on Creditworthiness. Given the current debate within the Wholesale Gas Quadrant (WGQ) Business Practices Subcommittee regarding consistency and common use of terminology while developing creditworthiness standards, Mr. Novak suggested the RGQ and REQ review the creditworthiness work product for terminology use and consistency.

Technical Electronic Implementation Subcommittee

Mr. Novak reported on the progress of the TEIS. Mr. Novak noted the RGQ TEIS has recently met jointly with the REQ TEIS and WGQ EDM Subcommittee. Mr. Novak stated the WGQ EDM Subcommittee announced at the April WGQ Executive Committee meeting its intentions to evaluate the propriety of separating Tab 6 of the EDM Manual out of the Manual and creating a stand alone document, which could form the basis for a multi-quadrant EDM specification. [Tab 6 relates to internet communications.]

Mr. Minneman reflected on the REQ TEIS process. Mr. Minneman stated the REQ TEIS has reviewed the existing WGQ EDM. He noted significant sections of the WGQ EDM specification are already in use in the retail electric marketplace across the United States. Further, he stated in doing its review, the REQ TEIS identified some very specific instances of differences in the specifications needed for Retail Gas and Retail Electric.



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6. Update from REQ on REQ Glossary Subcommittee

Mr. Minneman informed participants the REQ created a glossary subcommittee at the February Executive Committee meeting. Mr. Minneman stated the task of the REQ Glossary Subcommittee was to prepare a central glossary for any defined terms. Any defined terms would be noted in a sub-glossary of the individual manuals.

Mr. Novak opened discussion on the need to establish a glossary within the RGQ. Mr. Novak stated that the WGQ discussed establishment of a glossary, but decided against it since there were several good definitions books and general concerns about pipeline tariffs with slightly different descriptions on different terms. However, Mr. Novak noted there is a series of definitions in each of the major topic areas. In instances where a WGQ definition exists, Mr. Novak favored consistency for the RGQ. Mr. Oppenheim supported the concept of a glossary, and noted a draft glossary has been helpful to the REQ CPS in its standards development efforts.

Mr. Zavodnick moved, seconded by Mr. Jansen, to create a RGQ Glossary Subcommittee. During discussion, Ms. Cianflone expressed minor concern that a NAESB produced glossary could be seen as a national standard glossary. Mr. Novak noted that was not the intention, but definitions could be adopted by outside organizations. Mr. Minneman said this could parallel the use of definitions in the WGQ. Mr. Zavodnick suggested tasking the RGQ Glossary Subcommittee with using the UBP document as a base, but also looking to definitions contained in documents from AGA, INGA, and pipeline tariffs. Mr. Zavodnick's motion passed unanimously.

7. Other Business

Mr. Novak noted the concept of having Quadrant updates at each of the Executive Committee meetings was discussed during the WGQ EC meeting.

Mr. Novak commented on the WGQ Credit Addendum currently under development in the WGQ Contracts Subcommittee. Mr. Novak stated that Mr. Sappenfield reported during the WGQ EC meeting and noted many of the concerns raised by the Distributors. Mr. Novak noted that while the WGQ Credit Addendum primarily affects wholesale transactions, it is reasonable to assume it could affect RGQ members as well.

8. Adjourn

Mr. Novak adjourned the meeting at 10:00 a.m. EST.



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9. Executive Committee Attendance

Title, Organization		Attendance
DISTRIBUTORS SEGMENT		
Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy	In Person
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	Phone
Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	In Person
William Oppenheim	Manager, Asset Optimization, PECO Energy	In Person
Steven M. Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	In Person
END USERS SEGMENT		
Barbara Alexander, alt. for Bruce Hayes	Consumer Affairs Consultant, State of Maine Public Advocate	Phone
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SERVICE PROVIDERS SEGMENT		
Rod Sipe	President, New Science Partners	Absent
Donald L. Sytsma	Vice President, R.J. Rudden Associates, Inc.	In Person
George M. Behr	Director, Energy Services Group, Inc.	Absent
V A C A N C Y		
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SUPPLIER SEGMENT		
Suzanne Calcagno	Associate Director, Regulatory Compliance, UBS Warburg Energy, LLC	Absent
Barbara A. Fatina	Vice President, Exelon Energy	Absent
Marcy McCain	Project Manager – Regulatory Affairs, Duke Energy Gas Transmission, LLP	In Person
Richard Zollars	Director, Data and Information, Dominion Retail, Inc.	Absent
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10. Other Participation

Administrative:

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



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Observers to the Meeting:

Name	Company	In person/Phone
Rick Alston	Old Dominion Electric Cooperative	In Person
Mariam Arnaout	American Gas Association	In Person
Mike Bray	Shell Gas Transmission	In Person
Kathryn Burch	Duke Energy Gas Transmission	In Person
Christopher Burden	Williams Gas Pipeline	In Person
Tina Burnett	NW Industrial Gas Users	In Person
Dale Davis	Williams Gas Pipeline	In Person
Jim Minneman	PPL Solutions	In Person