



## 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

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

**FROM:** Meghan McMillan, NAESB Staff

**RE:** Draft Minutes from the NAESB Retail Gas Quadrant Executive Committee Meeting – October 8, 2003

**DATE:** October 24, 2003

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**Retail Gas Quadrant  
Executive Committee Meeting  
October 8, 2003 (12:30 p.m. – 3:00 p.m. MST)  
Draft Minutes**

### 1. Welcome

Mr. Novak opened the meeting and Mr. Buccigross gave the antitrust advice.

### 2. RGQ Draft Agenda & Draft Minutes

Mr. Novak suggested changes to the agenda as follows: discussion of Triage item R03023 and discussion of Public Key Infrastructure (PKI). Ms. McCain suggested the addition of an item to approve the subcommittee charters. Ms. Cianflone moved, seconded by Mr. Oppenheim to adopt the agenda as modified. The agenda was adopted as modified absent objection.

Minor modifications were made to the RGQ EC draft minutes from August 7, 2003. Ms. Fatina moved, seconded by Mr. Stengel to adopt the August 7 draft minutes as modified. The minutes were adopted as modified absent objection.

### 3. Discussion of Triage Item R03023

Mr. Novak noted there are two pieces to this request. The first is to establish a standardized format to communicate measurement information between interconnected parties, and the seconded is the suggestion to use XML as that data format. The Triage Subcommittee assigned this request to the WGQ and the RGQ and recommended it be assigned to the Supplier-Utility Interface Subcommittee (SUIS). Mr. Novak voiced concerns about the SUIS assignment. Mr. Novak suggested this request should probably be assigned to the RGQ technical subcommittees, and suggested waiting to determine a dispensation for this request until the WGQ determines how it will handle this request. Mr. Buccigross stated the Triage Subcommittee did agree that this request does involve business issues so rather than go directly to technical it should go to a business subcommittee.

### 4. Creditworthiness Model Business Practices – Discussion & Vote

Mr. Novak stated there was significant discussion during the joint meeting during which several modifications were made to the following model business practices: 1.3.1.6, 1.3.1.7, 1.4.1.2, 1.4.1.3, 1.4.1.6 and 1.4.1.7. Mr. Oppenheim moved, seconded by Mr. Zavodnick to adopt the Creditworthiness Model Business Practices as modified. The motion passed unanimously.

### 5. 2004 RGQ Annual Plan – Discussion & Vote

Mr. Zavodnick reviewed the discussion during the joint REQ/RGQ EC session. Mr. Zavodnick moved, seconded by Ms. Burnett to adopt the 2004 RGQ Draft Annual Plan as revised. Upon a procedural vote the motion passed. Mr. Novak noted that there may be another call to adjust the annual plan pending the discussion at the WGQ EC meeting concerning R03023.



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### **6. Retail Gas Business Practices Inventory Task Force Update**

Mr. Novak stated the task force will hold a meeting again soon to develop requests for information concerning Market Participant Interactions.

### **7. Vacancies on Executive Committee and Recruiting Task Force**

Mr. Novak noted the bylaws contain language that reduces the size of the quadrant EC from 24 to 20, and unless the RGQ is able to recruit additional members, the clause would be enacted at the end of the year, and he suggested when the EC election is held the RGQ should not vote a sixth seat in for the EC. Mr. Novak stated there are now four board members that will be helping on the recruiting task force. Mr. Oppenheim announced he will be resigning from the EC effective after this month's EC meeting.

### **8. Other Business**

#### Instruction to SUIS

Mr. Zavodnick moved, seconded by Ms. McCain to instruct both the RGQ SUIS to begin work on the Market Participant Interactions annual plan item, and to note that the SUIS will not be working on the Supplier Licensing item until 2005. Upon a procedural vote the motion passed absent objection.

#### PKI

Mr. Zavodnick stated Private Key Infrastructure involves an entity being required to prove its identity to another entity through the exchange of keys. Public Key is used when an entity is required to prove its identity to the Certificate Authority, which then gives that entity a key, and any other entity who wishes to work with the first entity must also prove their identity to the Certificate Authority in order to get the first entity's key. Mr. Johnson noted NERC is working to develop Energy Market Access Reliability Certificates in order to write a policy statement on how to implement. NERC is drafting an energy industry standard through this project and their goal is to implement E-MARK policy on E-Tagging to tag transactions between parties. And the next steps in this project involve the development of this Certificate Authority.

#### Subcommittee Mission Statements

Ms. McCain noted that the subcommittee mission statements were drafted but never adopted. The EC decided to vote on these mission statements at the next EC meeting or during a conference call.

### **9. Adjourn**

Ms. Burnett moved, seconded by Mr. Zavodnick to adjourn the meeting on October 8, 2003 at 2:45 p.m. MST.



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### 10. Attendees

		Title, Organization	Attendance
<b>DISTRIBUTORS SEGMENT</b>			
Y	Nancy Cianflone	Director, Marketing Services Area, KeySpan Energy	Phone
	V A C A N C Y		
Y	Leslie H. Nishida	Gas Federal Regulatory Supervisor, Wisconsin Public Service Corporation	Phone
Y	Michael Novak	Assistant General Manager, National Fuel Gas Distribution Corporation	In Person
Y	William Oppenheim	Manager, Asset Optimization, PECO Energy	In Person
Y	Steven M. Zavodnick	Senior Engineer Gas Operations, Baltimore Gas and Electric Company	In Person
<b>END USERS SEGMENT</b>			
	Bruce Hayes	Senior Regulatory Analyst, Ohio Consumers' Counsel	Absent
Y	Tina Burnett	Chair, Northwest Industrial Gas Users Association	In Person
	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		
<b>SERVICE PROVIDERS SEGMENT</b>			
	Rod Sipe	President, New Science Partners	Absent
Y	Donald L. Sytsma	Vice President, R.J. Rudden Associates, Inc.	In Person
Y	George Behr	Director, Energy Services Group, Inc.	In Person
	V A C A N C Y		
	V A C A N C Y		
	V A C A N C Y		
<b>SUPPLIER SEGMENT</b>			
	Suzanne Calcagno	Associate Director, Regulatory Compliance, UBS Warburg Energy, LLC	Absent
Y	Barbara A. Fatina	Vice President, Exelon Energy	In Person
Y	Marcy McCain	Project Manager - Regulatory Affairs, Duke Energy Gas Transmission, LLP	In Person
Y	Richard Zollars	Director, Data and Information, Dominion Retail, Inc.	Phone
Y	Joe Stengel alt.	Manager, Federal Regulatory Affairs, Philadelphia Gas Works	In Person
	V A C A N C Y		
<b>Administrative:</b>			
	Rae McQuade	-Executive Director	
	Veronica Thomason	-NAESB Staff	
	Meghan McMillan	-NAESB Staff	

<sup>1</sup> Motion: adopt the Creditworthiness Model Business Practices as modified.



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### Observers to the Meeting:

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<b>Name</b>	<b>Company</b>	<b>In Person/Phone</b>
Behr, George	ESG	Phone
Camp, Yvette	Southern Company	Phone
Chezar, Dolores	KeySpan Energy	In Person
Cianflone, Nancy	KeySpan Energy	Phone
Doyle, Michele	Consolidated Edison	Phone
Jarrett, Mark	Southern Company	Phone
Johnson, Alan	Mirant	In Person
Newbold, Bill	Detroit Edison	Phone
Nishida, Leslie	Wisconsin Public Service Corp.	Phone
Penkala, Barb	Reliant Energy	Phone
Reed, Tony	Southern Company	In Person
Robert, Lisa	Defense Energy Support Center	Phone
Scott, Donna	Transwestern Pipeline	Phone
Zollars, Richard	Dominion	Phone