



## North American Energy Standards Board

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**TO:** NAESB Retail Gas Quadrant, Posting for Interested Industry Participants  
**FROM:** Meghan McMillan, NAESB Staff  
**RE:** Draft Minutes from the NAESB Retail Gas Quadrant Gas Practices Inventory Task Force Conference Call - February 21, 2003  
**DATE:** March 5, 2003

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**Retail Gas Quadrant  
Gas Practices Inventory Task Force  
Tuesday, February 21, 2003  
Draft Minutes**

### 1. Administrative

Mr. Yagelski opened the meeting and gave the antitrust guidelines. Introductions were made. Mr. Nishida moved, seconded by Ms. Bahur, to adopt the draft minutes from February 3, 2003. Upon a procedural vote the minutes were adopted as written. Mr. Zavodnick moved, seconded by Mr. Nishida, to adopt the agenda as written. Upon a procedural vote the agenda was adopted as written.

### 2. Discussion of Task Force Work Paper

#### Scope of Inventory

Mr. Yagelski noted the task force will need to work on all RGQ annual plan items. Mr. Zavodnick suggested the group concentrate on the items already assigned to the GPITF (Electronic Delivery Mechanism Standards, Creditworthiness Standards and Billing & Payment Practices).

#### Work Plan

Mr. Yagelski stated the GPITF would proceed with the above mentioned items on an issue by issue basis.

#### Process

Mr. Yagelski suggested the task force develop a survey to gather information on the stated items, which would be distributed to all distributor segment members. He noted the American Gas Association might be able to assist in the survey effort. Mr. Zavodnick suggested the survey should go out to all of the NAESB RGQ members. Ms. Marino noted that several Pennsylvania Commission members might be able to provide useful information to help with the survey.

#### Data Format or Tool

Mr. Yagelski suggested the task force publish the results of the survey as a spreadsheet. Mr. Yagelski volunteered to contact the chairs of the other RGQ subcommittees for input on the types of information to be gathered in the survey. Mr. Yagelski proposed to send out the survey by March 7, 2003, and request responses back by March 14, 2003. Mr. Nishida proposed adding a date stamp to gathered information. Mr. Zavodnick stated the task force should focus on the Billing and Payment and Creditworthiness items and that the EDM should be the lowest priority.

### 3. Address Highest Priority Annual Plan Items

See discussion in item number 2.



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### 5. Proposed Upcoming Meetings

Tentative dates for upcoming meetings were scheduled as follows: March 7, 2003 (10:00 a.m. – 12:00 p.m. CDT) and March 21, 2003 (10:00 a.m. – 12:00 p.m. CDT).

### 6. Adjourn

Mr. Nishida moved, seconded by Ms. Bahhur, to adjourn the meeting on February 21, 2003 at 10:39 a.m. CDT.

### 7. Attendees

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Name	Company
Arnaout, Mariam	American Gas Association
Bahhur, Samiah	Washington Gas
Gorman, Howard	RJ Rudden Associates
Hayes, Bruce	Ohio Consumers Council
Jones, Dan	Cincinnati Gas & Electric
Marino, Annunciata	Pennsylvania Public Utility Commission
McMillan, Meghan	NAESB
Nishida, Leslie	Wisconsin Public Service Corporation
Yagelski, Ken	Washington Gas
Zavodnick, Steve	Baltimore Gas & Electric