**October 21, 2022**

**TO:** NAESB Retail Markets Quadrant (RMQ) Executive Committee and Interested Industry Participants

**FROM:** Elizabeth Mallett, NAESB Director of RMQ and Wholesale Gas Quadrant

**RE:** RMQExecutive Committee Virtual Meeting Draft Minutes – October 19, 2022

**NORTH AMERICAN ENERGY STANDARDS BOARD**

**RETAIL MARKETS QUADRANT**

**EXECUTIVE COMMITTEE**

**Virtual Meeting**

**Wednesday, October 19, 2022 – 9:00 AM to 12:00 PM Central**

**DRAFT MINUTES**

**1. Welcome**

Ms. McKeever called the meeting to order and welcomed the RMQ Executive Committee members, alternates, and other participants. Ms. Mallett reminded the participants that the [NAESB Antitrust and Other Meeting Policies](http://www.naesb.org/misc/antitrust_guidance.doc) were in effect and called the roll of the RMQ members and alternates. Quorum was established.

1. **Agenda & Minutes Adoption**

Ms. McKeever reviewed the consent agenda with the participants, including the [meeting agenda](https://naesb.org/pdf4/ec101822a.docx) and the March 30, 2022 RMQ Executive Committee [draft meeting minutes](https://naesb.org/pdf4/rmq_ec033022fm.docx). Mr. Coffin moved to adopt the consent agenda. Mr. Behr seconded the motion which passed a simple majority vote without opposition.

1. **Review and consider for vote the recommendation for 2022 WEQ Annual Plan Item 5.b.i/2022 RMQ Annual Plan Item 2.a – Develop technical implementation business practice standards to support automation of the current REC creation, accounting, and retirement processes for voluntary markets consistent with the NAESB Base Contract for Sale and Purchase of Voluntary Renewable Energy Certificates**

Ms. Sieg presented the [recommendation](https://naesb.org/pdf4/weq_2022_api_5bi_rmq_2022_api_2a_rec_070722.docx) to the participants. She stated that the WEQ and RMQ Business Practice Subcommittees (BPS) have held joint meetings since last year to develop technical standards to support the electronic use of the *NAESB Base Contract for Sale and Purchase of Voluntary Renewable Energy Certificates (RECs)*. Ms. Sieg explained that the recommendation includes and updated Frequently Asked Questions document and the data dictionaries and code values that will enable a digitized version of the contract to be used on distributed ledgers and other technologies. During the formal comment period, one set of comments were submitted proposing minor, non-substantive changes. Also, the Wholesale Electric Quadrant (WEQ) Standards Review Subcommittee (WEQ SRS) submitted comments in support of the recommendation as written. Ms. Sieg stated that the WEQ and RMQ BPS held a joint meeting to review the submitted formal comments and submitted late formal comments that incorporated the proposed changes to the RMQ Executive Committee. Ms. Mallett noted that the WEQ Executive Committee approved the recommendation with no changes during the meeting on the prior day . Ms. McKeever opened the floor for questions. None were offered.

Ms. McKeever requested a roll call vote to approve the recommendation. Approval of the recommendation unanimously passed a super majority roll call vote. [Vote 1]

1. **Review and consider for vote the NO ACTION recommendation for 2022 WEQ Annual Plan Items 7.a.i and 7.a.iii, 2022 WGQ Annual Plan Items 5.a.i and 5.a.iii, and 2022 RMQ Annual Plan Items 3.a.i and 3.a.ii (Standards Request R21006) – Define a standard for the declaration of an impending extreme weather-related emergency operating condition by balancing authorities and natural gas pipelines consistent with other industry designations which could include the development and definition of what might constitute an impending extreme weather-related emergency operating condition; Define standards and communication protocols that support information sharing between critical parties during impending extreme weather-related emergency operating conditions**

Mr. Phillips presented the [no action recommendation](https://www.naesb.org/pdf4/weq_2022_api_7ai_7aiii_wgq_2022_api_5ai_5aiii_rmq_2022_api_3ai_3aii_r21006_rec_042622.docx) to the participants. [Standards Request R21006](https://naesb.org/pdf4/r21006.docx) was submitted last year and several meetings were held to consider the development of standards for the declaration of an impending extreme weather-related emergency operating condition and related information sharing that would support improved market coordination. Mr. Phillips stated that, due to the lack of support by the participants a standards recommendation could not be developed. Mr. Phillips noted that the WEQ approved the no-action recommendation during the meeting on the prior day. Ms. McKeever opened the floor for comments. None were offered.

Mr. Brundage moved that the RMQ Executive Committee approve the no action recommendation for 2022 WEQ Annual Plan Items 7.a.i and 7.a.iii, 2022 WGQ Annual Plan Items 5.a.i and 5.a.iii, and 2022 RMQ Annual Plan Items 3.a.i and 3.a.ii (Standards Request R21006). Mr. Coffin seconded the motion. The motion passed a simple majority vote. [Vote 2]

1. **Subcommittee/Development Updates**

Triage Subcommittee

Mr. Booe stated that, since the last RMQ Executive Committee meeting, there have been two Standards Requests submitted to NAESB – [R22002](https://naesb.org/pdf4/r22002.doc) was assigned to the WEQ, and [R22001](https://naesb.org/pdf4/r22001.doc) was jointly assigned to the WEQ and RMQ. Standards Request R22001 was submitted by Lawrence Berkley National Laboratory, Pacific Northwest National Laboratory, and the Department of Energy. The request asks NAESB to define a common list of grid services for electric market interactions. Mr. Booe explained that this standards development effort will be similar to other projects where the work was initiated in the wholesale quadrant and then moved into the RMQ.

RMQ Business Practices Subcommittee

Ms. Mallett stated that the RMQ BPS held a joint meeting with the WEQ BPS in August to review the comments received on the recommendation containing technical implementation for the *NAESB Base Contract for Sale and Purchase of Voluntary Renewable Energy Certificates* that was previously approved. She thanked Lisa Sieg for leading the subcommittees through the effort.

RMQ Information Requirements and Technical Implementation Subcommittee (IR/TEIS)

Ms. Mallett stated that the RMQ IR/TEIS is holding joint meetings with the WGQ EDM and the WGQ IR/Tech Subcommittees to complete the compilation of cybersecurity standards into two separate books – one for the RMQ and one for the WGQ. She noted that the WEQ Executive Committee voted to approve a minor correction containing a WEQ Cybersecurity book the day before. Mr. Booe noted that this is being done through the minor correction process and the work is anticipated to be completed before the March Executive Committee meetings. Mr. Coffin asked whether the standards would be reviewed for accuracy during the next audit. Mr. Booe stated that the standards are always up for review and each of the quadrant annual plans contain an item to review its cybersecurity standards. Mr. Booe stated that OpenFMB and the Energy Services Provider Interface (ESPI) Model Business Practices were not included in the process because they have specific cybersecurity standards only applicable to those standards. Mr. Coffin stated that the ESPI Model Business Practices should be reviewed, as security protocols have been modified or removed since the last publication. Mr. Booe stated that the review could be made an annual plan item for 2023 and asked how long the effort may take. Mr. Coffin stated that it has been a challenge to get the National Institute of Standards and Technology (NIST) to undertake a review of the standards that are referenced in EPSI. Mr. Booe stated that he would speak with Mr. Coffin offline and possibly reach out to contacts with NIST. He asked if the NIST standards were only references in the ESPI standard. Mr. Coffin stated that it is more than just references, as there are some protocols included in the standards that should be used. Mr. Booe stated that the item may be added to the

Green Button/Energy Services Provider Interface (ESPI) Task Force

Mr. Coffin delivered the update. He stated that there have been no requests submitted for additional modifications to the standards and that he intends to review the standards to note any potential items that were overlooked in the Version 3.3 publication of the RMQ Model Business Practices.

Open Field Message Bus (OpenFMB) Task Force

Ms. Mallett stated that the OpenFMB Model Business Practices are being tested through multiple laboratories. Also, the first OpenFMB PlugFest since the pandemic was held about two weeks prior.

1. **Adoption of the 2022 RMQ Annual Plan Adopted by the Board of Directors on September 1, 2022**

Mr. Booe reviewed the 2022 RMQ Annual Plan as adopted by the Board of Directors on September 1, 2022 with [proposed revisions](https://www.naesb.org/pdf4/rmq_ec101922w1.docx). He noted that the item assigned to the EDM Subcommittee would carry forward on the 2023 RMQ Annual Plan. Ms. Mallett noted that the RMQ leadership list was revised to remove “Mr. Lackey”. Mr. Booe stated that Ms. Do indicated that she may return and help lead some of the subcommittees and the Executive Committee and that her company should make the decision this quarter. Ms. McKeever stated that Ms. Do has done a great job in previous years.

Mr. Coffin moved to adopt the revised proposed 2022 RMQ Annual Plan as adopted by the Board of Directors on September 1, 2022. Mr. Brundage seconded the motion. The motion passed a simple majority vote with no opposition.

The revised 2022 RMQ Annual Plan may be accessed at the following link: <https://naesb.org//pdf4/rmq_ec101922a1.docx>.

1. **Adoption of the Proposed 2023 RMQ Annual Plan Proposed to the Annual Plan Subcommittee**

Ms. McKeever reviewed the [2023 RMQ Annual Plan](https://naesb.org/pdf4/rmq_ec101922w2.docx) as proposed to the annual plan subcommittee. She stated that the EDM item is important to the ERCOT market, as they utilize version 1.6. The participants added the ESPI cybersecurity update to the Proposed 2023 RMQ Annual Plan as Item 2.

Mr. Coffin moved to adopt the proposed 2022 RMQ Annual Plan. Mr. Behr seconded the motion. The motion passed a simple majority vote with no opposition.

The revised 2023 RMQ Annual Plan may be accessed at the following link: <https://naesb.org//pdf4/rmq_ec101922a2.docx>.

1. **Publication Schedule Review**

Mr. Booe reviewed the [RMQ](https://www.naesb.org/misc/retail_publication_schedule_ver3_4.docx), [WEQ](https://www.naesb.org/misc/weq_publication_schedule_ver3_4.doc), and [WGQ](https://www.naesb.org/misc/wgq_publication_schedule_ver3_3.doc) publication schedules with the participants. The last RMQ publication, Version 3.3 of the Model Business Practices, was published in January of 2020. The NAESB Operating Practices set a goal to publish every 18 to 24 months. Mr. Booe noted that the RMQ would only have three final actions and four minor corrections that would be applied to Version 3.4 of the RMQ Model Business Practices. He stated that an RMQ publication in the second quarter of next year would be consistent with what the other quadrants have planned and he could take that recommendation back to the Board Revenue Committee and the Board of Directors. Ms. McKeever stated that the timeline is a little aggressive, but the date could always be adjusted. Mr. Booe agreed but cautioned that it takes some time to get the modifications applied and published. Mr. Coffin asked how long it would take the office to go through the standards once they are ready to publish. Mr. Booe stated that this will be the first publication without Denise Rager who handled the publications for the last twenty years. He stated that, in the past, a month was usually given for the office to complete the publication. Mr. Coffin stated that any modifications would need to be completed by May to hit the second quarter target. Mr. Booe stated that a special session of the Executive Committee could be considered at a later date in the year to complete the new version. Mr. Coffin stated that the Green Button Alliance has been working to try to get NIST to review the ESPI standards, but no one has been assigned to the effort. Ms. McKeever asked for any comments. None were offered.

1. **Board of Directors, Board Committee, and Regulatory Updates**

Mr. Booe reviewed the [Membership Report](https://www.naesb.org/misc/membership_report_022822.docx) with the participants. He stated that NAESB has had a net loss of six members and five of them were from the RMQ. Mr. Booe asked participants to contact the NAESB office if there are any changes which need to be made to membership contacts. He stated that Ms. Trum recently delivered a NAESB 101 presentation to the National Association of Regulatory Utility Commissioners (NARUC) members and that NARUC is coordinating on the Gas Electric Harmonization (GEH) Forum effort with NAESB, which may bring in new membership from state commissions. To date, the Pennsylvania Office of Consumer Advocate, the City of Houston, Summit Utilities, Agility CIS, and Open Energy Solutions have resigned. Mr. Booe stated that the RMQ is under the member threshold requirement for a quadrant defined in the NAESB Bylaws and that Michael Desselle, who has been made aware of the issue, suggested to wait until we have the end of year membership numbers, rather than taking immediate action. Mr. Booe stated that there are vacant seats on the RMQ Executive Committee and on the Board of Directors s He noted that Ms. Mallett will be contacting RMQ members to see if they would like to run for those positions.

Mr. Booe noted that the last NAESB Board of Directors meeting was held on September 1, 2022 and included the strategic session and meeting of the members. Pat Wood, Bob Gee, and members from the Advisory Council provided some comments and the discussion focused on the GEH Forum efforts underway. The survey developed by the Board Strategic Committee was reviewed during the meeting and the Board Strategy Committee intends to meet again before the December Board of Directors meeting to finalize any recommendations that will be made as a result of the survey. He noted that the December Board of Directors meeting will be held virtually.

The Board Revenue Committee met in August and reviewed revenue generation, the membership status, communication activities, and other standing agenda items. Mr. Booe stated that over the last year, there has been increased nonmember participation and the Revenue Committee has suggested a review of the NAESB nonmember participation policy in order to ensure that the policy is providing incentives for nonmembers to join NAESB.

The Board Digital Committee met to in April to update some of the sections in the Board Digital Committee Report that was adopted by the Board of Directors in 2020. The committee agreed to review the report once again before the end of the year to see whether any changes are necessary.

Mr. Booe stated that the GEH Forum has held two meetings. During the first meeting, over 500 attendees were on the call. The Chairmen of FERC, Chairman Glick, and the President of NERC, Jim Robb spoke to the crowd along with Greg White, the president of NARUC.

1. **Other Business**

Mr. Booe stated that the NAESB 2023 Meeting Schedule has been posted on the NAESB website.

1. **Adjourn**

The meeting adjourned at 9:53 AM Central on a motion by Mr. Coffin. The motion passed without opposition.

1. **Attendance & Voting Record**

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| **Retail Markets Quadrant Executive Committee** | | **Attendance** | **Vote #1** | **Vote #2** |
| **Retail Electric Utilities Segment** | |  |  |  |
| Debbie McKeever | Market Advocate, Oncor Electric Delivery Company LLC | Present | In Favor | In Favor |
| Don Brundage | Principal Engineer, Southern Company Services, Inc. | Present | In Favor | In Favor |
| **Retail Gas Market Interests Segment** | |  |  |  |
| George Behr | Director, Sales/Solutions Engineering, Latitude Technologies, an ESG Company | Present | In Favor | In Favor |
| **Retail Electric End Users/Public Agencies Segment** | |  |  |  |
| Sam Watson | General Counsel – North Carolina Utilities Commission rep. National Association of Regulatory Utility Commissioners (NARUC) |  |  |  |
| Catherine Meiners | Retail Data Analyst Sr., Electric Reliability Council of Texas (ERCOT) | Present | In Favor | In Favor |
| **Retail Electric Service Providers/Suppliers Segment** | |  |  |  |
| Donald F. Coffin | Technical Manager, Green Button Alliance | Present | In Favor |  |

| **Other Attendees** | **Organization** |
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| Jonathan Booe | North American Energy Standards Board |
| Valerie Crockett | Tennessee Valley Authority |
| Matt Kura | Arizona Public Service Company |
| Renée Lani | American Public Gas Association |
| Elizabeth Mallett | North American Energy Standards Board |
| Joshua Phillips | Southwest Power Pool |
| Keith Sappenfield | Sabine Pass Liquefaction |
| Donnie Sharp | American Public Gas Association |
| Lisa Sieg | LG&E and KU Services Company |
| Jill Vaughan | Court Reporter |
| Sheik Zulkader | California ISO |