



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 Wholesale Electric Quadrant Seams Subcommittee, Posting for Interested Industry Participants

FROM: James Cargas, NAESB Deputy Director

RE: Final Minutes from the NAESB Wholesale Electric Quadrant Seams Subcommittee Conference Call on December 5, 2003

DATE: January 7, 2004

**NAESB Wholesale Electric Quadrant Seams Subcommittee
Conference Call
December 5, 2003 (10:00am – 11:30am CST)**

Final Minutes

1. Administrative

Mr. Steven Cobb called the meeting to order. Mr. James Cargas gave the antitrust advice. Participants introduced themselves. Mr. Cobb reviewed the draft agenda. The agenda was adopted by consent. Mr. Cobb reviewed the draft minutes from the Subcommittee's November 4, 2003 meeting. The draft minutes were adopted by consent.

2. Review Recent Edits to Seams Catalog Matrix

Mr. Cobb explained that the most recent edits were made in a manner that preserved the integrity of the submission while using the categories and new sub-categories as a means of narrowing the scope of the matrix. He also explained that some recommendations assigning particular seams to the National Electric Reliability Council (NERC) were deleted since they require further guidance from the regulatory community before assignment.

The November 24, 2003 version of the matrix was reviewed for additional edits, and the following changes were adopted.

a. Amendments to Dave Nick's Submissions

The following changes were recommended in the November 4, 2003 meeting and approved by Mr. Nick: (i) seam #30 was re-categorized as "System Reliability;" (ii) seam #31 was deleted; and (iii) seam #32 was re-categorized as "Transmission Service." The amendments were adopted by consent.

b. Deletion of Seams #2 and #14

The deletion of seams #2 and #14, as recommended in the November 4, 2003 meeting, was approved by consent. The items were deleted.

3. Vote to Finalize and Adopt Amended Seams Catalog; Transmission to EC and JIC

Mr. Karl Tammar concluded that the matrix represents an excellent document and an excellent starting point for addressing all of the issues it contains. The November 24, 2003 version of the Seams Catalog matrix, as amended above, was adopted by consent. The Subcommittee also agreed by consent to forward the now final matrix to the WEQ Executive Committee (EC) for approval, and transmission to the NAESB / NERC / ISO-RTO Council's Joint Interface Committee (JIC).



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4. Work Process Plan

The Work Process Plan proposed by Mr. Cobb and posted on the NAESB web site was discussed. If approved at its December 9th meeting, the EC will forward the final matrix to the JIC. The JIC will then assign each seam to an organization for development of standards and resolution. Once certain seams issues are returned to NAESB, the EC will determine which subcommittees will be assigned which issues. Until that happens, this Seams Subcommittee will not know which seams issues it will be responsible for addressing.

Item #3 was dropped from Mr. Cobb's proposed Work Process Plan as unnecessary. The date for item #4, i.e., review catalog for recommended assignment to specific industry organization, was set at January 7, 2004. Since the next JIC meeting date has not been set and the extent of NAESB's assignment unknown, the remaining 2004 dates in items #7 to #11 were all changed to "TBD." The balance of the Work Process Plan was adopted by consent. The revised Work Process Plan appears below.

NAESB WEQ Seams Subcommittee Work Process Plan	
1	Finalize Seams Catalog Version 12-5-03 * Content and organization complete, e.g., categories/sub-categories Due Date: 12-5-03
2	Present Catalog and Work Process Plan to WEQ EC * Discussion and approval Due Date: 12-9-03
3	Review Catalog for Recommended Assignment to Specific Industry Organization Due Date: 1-7-04
4	Present to the Joint Interface Committee * Discussion and assignment to industry organizations * Seams Subcommittee will update catalog as required with assignment decisions * Notify Standards Review Subcommittee of issues assigned to NERC, FERC or IRC Due Date: TBD
5	Prioritize Catalog Issues as Required * Issues assigned to NAESB or all issues? Due Date: TBD
6	Establish Task Force to Develop Standard Requests * Order or development based on assigned priorities Due Date: TBD
7	Standard Request Forms 10% Complete (4 standard requests minimum) * Task force submit to Seams Subcommittee * Seams Subcommittee presents to EC * EC assigns standard drafting and support to the appropriate subcomte. Due Date: TBD
8	Standard Request Forms 30% Complete * Same process as item #7 Due Date: TBD



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NAESB WEQ Seams Subcommittee Work Process Plan	
9	Standard Request Forms 60% Complete * Same process as item #7 Due Date: TBD
10	Standard Request Forms 100% Complete * Same process as item #7 Due Date: TBD
11	New seams issues will be received and added to the catalog for standard development as required

Mr. Cobb noted that the Seams Catalog is “locked” cannot be amended once the EC approves it. Any subsequent changes and edits must go through the same standards development process as the current version. The next EC meeting is scheduled for February 24, 2004. The EC can also conduct special conference calls between meetings.

a. Presentation to WEQ Executive Committee on December 9th

Mr. Reed recommended providing the EC an overview of the process and timeline under which the Seams Catalog was produced. Ms. McQuade noted that a copy of the final Seams Catalog will appear in the EC book distributed to all EC members. Mr. Davis recommended having one slide with the 9 main categories, discussing the 135 individual seams only if requested. Also, it was concluded that sorting the seams by category and sub-categories will be easier for the EC to put the 135 seams issues into context.

Mr. Cobb will prepare the presentation with Ms. McQuade.

b. Presentation to JIC

The JIC may require a cover letter from the Subcommittee or power-point presentation providing background information on its development process, or a key to the Seams Catalog’s terms and categories. The recommendations column will be particularly helpful to the JIC in making their decisions on assignments. The JIC is, however, free to reject or change the recommendations.

The date of the next JIC meeting has not been set yet. Mr. Cobb volunteered to start the process by drafting recommendations by Friday, December 12. Mr. Tammar, as the IRC representative, and Mr. Ken Brown and Mr. Jeff Mueller as the NERC representatives, will review his draft by Friday, January 2. The results of these efforts will be posted as a “straw man.” The entire Subcommittee will have an opportunity to voice their opinion and make changes at a conference call on Wednesday, January 7, 2004.

The EC will need to ratify the recommendations developed by the Subcommittee either at its February 24, 2004 meeting or through a notational ballot.

c. Delivery of Seams Catalog to FERC and Industry

Ms. McQuade concurred that the Seams Catalog forwarded to the FERC will not contain the recommendation of assignments since they will not have been approved by the JIC. Ms. McQuade will transmit the final Seams Catalog prior to the FERC’s final meeting of 2003 on December 17.

Ms. McQuade will send the final EC approved Seams Catalog to over 40 industry trade associations and organizations for distribution to their respective membership. The Subcommittee set the week of December 15-19 for delivery of the EC approved Seams Catalog to industry groups and associations.



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6. Action Items, Future Meetings and Other Business

The next Subcommittee meeting will be Wednesday, January 7, 2004, from 10:00 am to 3:00 pm CENTRAL via conference call. The purpose will be to review the proposed recommended assignments that will be forwarded to the JIC.

The following action items were reviewed:

<u>Deadline:</u>	<u>Responsible Person(s):</u>	<u>Action Item:</u>
Dec. 9	Mr. Cobb	Presentation of Seams Catalog to WEQ EC.
Dec. 12	Mr. Cobb	First draft of recommended assignments due.
Dec. 12	Ms. McQuade	Transmit final Seams Catalog to FERC (final FERC meeting is Dec. 17).
Dec. 15	Ms. McQuade	Distribution of final Seams Catalog to industry trade associations and organizations.
Jan. 2	Mr. Tammar Mr. Brown Mr. Mueller	Review and edit first draft of recommended assignments by Mr. Cobb. Deliver edited version to NAESB Office for posting.
Jan. 7	Entire Subcommittee	Conference call to discuss and adopt recommended assignments to accompany final Seams Catalog delivered to JIC.
TBD	WEQ EC	Vote to adopt recommended assignments for transmission to JIC (may be notational ballot).
TBD	Ms. McQuade	Transmit final Seams Catalog to JIC with recommendations.
TBD	Mr. Cobb Mr. Rossignoli	Presentation of final Seams Catalog to JIC.

7. Adjourn

The meeting adjourned at 11:30am Central.



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Attendees:

	Attendee:	Company:
1	Ken Brown	Public Service Electric & Gas Company
2	Yvette Camp	Southern Company
3	James Cargas	NAESB
4	Steven Cobb	Salt River Project
5	Phil Cox	American Electric Power
6	Ed Davis	Entergy
7	Michael Desselle	American Electric Power
8	Andrew Dotterweich	Consumers Energy
9	Barry Green	Ontario Power Generation
10	Robert Harshbarger	Puget Energy
11	Barb Kedrowski	WE Energies
12	Melissa Lauderdale	Edison Electric Institute
13	Rae McQuade	NAESB
14	Tony Reed	Southern Company
15	Pulin Shah	Exelon
16	Jerry Smith	Arizona Public Service Company
17	Karl Tammar	New York ISO
18	Tonja Wicks	Edison Electric Institute
19	Walt Yeager	Cinergy