Southwest Power Pool, Inc.

OPERATIONS TRAINING WORKING GROUP

Teleconference

February 3, 2014

● MINUTES ●

Attendees:
Denney Fales – KCPL*
Michael Gaunder – OG&E*
Sheldon Hunter – SECI*
Robert Hirchak – CLECO*
Shannon Bolan – NPPD
Brian Goracae – NPPD
Amy Casavechia – SPP
Mike Hood – AECC*
Stanley Winbush – AEP*
John Lindsey – CLECO
Jay Chase – GRDA*
Ricky Smith – SPS*
Carla Fitzpatrick
Russell Moore – CUS
Chris Dodds - WRI
John Gunter – SPP
Jennifer Farley – SPP
Katie Mauldin - SPP
Steve Tegtmeier – LES
Angie Blacketer - LES
Karen McGee – AEP
Gary Plummer – BPU
Melissa Rinehart – SPP-RTO
Alan Wahlstrom – SPP-RE
PJ Rose – SPP
Michael Daly – SPP
Becky Gifford – SPP
Brenda Lee – SPP
Jim Gunnell - SPP
Alicia Battaglino – Exelon

* Voting Member
Edgar Rivera (Robert Hirchak) Proxy

Agenda Item 1: Call to Order and Approval of Agenda
Meeting began at 1:32, Robert Hirchak made a motion to approve the Agenda with moving items 10 a. and c. to item number 4 and Mike Hood seconded the motion.

Agenda Item 2: Approval 11/6/2014 Meeting Minutes
Motion to approve the meeting minutes was made by Mike Hood and Jay Chase seconded the motion

Agenda Item 3: Review of Previous Action Items by Jennifer Farley

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Machine Changeover</td>
<td>6/20/2013</td>
<td>PJ Rose</td>
<td>Completed</td>
<td>PJ did email to members the date for testing prior to 2014 Drill Start up</td>
</tr>
<tr>
<td>MOPC Strategic Changes needed from OTWG</td>
<td>1/6/2014</td>
<td>Leslie Sink Denney Fales</td>
<td>In progress</td>
<td>Discuss with OTWG if updates or changes are needed. Do we need a special meeting? (This item will be moved to the March 20th meeting)</td>
</tr>
</tbody>
</table>
| Request discussed scenarios from Michael Desselle | 1/6/2014 | Leslie Sink | Completed | Leslie requested the scenarios and they were:  
1. Gas supply bust  
2. Water shortage  
3. Infrastructure attach |
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<tbody>
<tr>
<td>DTS 2013 Discrepancy update</td>
<td>1/6/2014</td>
<td>Katie Mauldin</td>
<td>In progress</td>
<td>Katie was able to address a few of the discrepancies. She will continue to work on addressing the unresolved discrepancies</td>
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**Agenda Item 4:** The OTWG voting members voted unanimously for Russell Moore and Chris Dodds to fill the group’s two empty seats. They had an additional unanimous vote to **not** hold the March 3rd OTWG teleconference.

**Agenda Item 5:** 2014 SOC Update – John is nearing completion of the development of the content and materials for the 2014 SOCs. John shared with the group that Jay Chase has been a huge help serving as a SME on the development of the content. John stated additional SMEs are needed as well as additional facilitators for all of the SOCs. The facilitator need is as follows: Little Rock – 3; Lafayette – 3; Springfield – 4; Kansas City – 1 and Amarillo – 4. Please contact John if you are able to facilitate and any of these locations.

**Agenda Item 6:** DTS update – Katie Mauldin stated that she will continue to address unresolved issues with the DTS.

**Agenda Item 7:** 2014 Registration – John Gunter shared with everyone that the SOCs are all full with Little Rock and Kansas City still being overbooked. The waitlist for each of the SOCs are as follows: Little Rock – 6; Lafayette – 11; Springfield – 11; Amarillo – 4. REOPs February class has 3 available seats and the April and May classes are full.

**Agenda Item 8:** Upcoming Regional Events: Margaret Adams will be begin her net-conferences on February 18th with Voltage Control & Stability, February 19th, AGC & Frequency Response and February 20th Power System Protection. For a complete list, please see the SPP Blocked calendar. John Gunter will hosting an Emergency Response Drill on February 4th – 5th and a System Restoration Drill beginning February 11th - 12th. Those participating in the March drill will need to get your scenarios to John by February 10th. PJ Rose will host a DTS Facilitator training on February 7th. Jennifer Farley will host a Train the Trainer net-conference on March 6th.

**Agenda Item 9:** Integrated Marketplace – Michael Daly stated during the past month the Integrated Marketplace training team has:  
a.) facilitated two net conferences—one for the Market Monitoring Data Depository and two for the OPS-15 CROW metric  
b.) completed and posted two job aids—Bilateral Settlement Schedules and Must-Offer Requirement (these materials are posted along with all of our other materials on the Marketplace Training page on SPP.org)  
c.) released 2 learning bursts—Market Mitigations and Commitment Parameters—and one CBT—Ramp Rate Interactions

In the months ahead, they are:
a.) continuing to develop CBTs for Special Resource Types, TCR Bid Activity, and ARR Allocation Process  
b.) updating all previously released Level 2 CBTs for protocol compliance  
c.) posting a job aid for Market Participants to assist at Go-Live on March 1

**Agenda Item 9: Lessons Learned from Audits** - Chris Dodds shared take-aways from his most recent audit. In regards to the Back-up Control Center (BUCC), the auditors focused on how the operators were receiving the updated information, where it was documented and who was responsible. It was stated that IT issues were the main reason for going to BUCC. The auditors asked pointed question in regards to the Operators in Training (OIT), on what processes they were going through. Questions as to how Westar did their annual review were also asked. Chris shared that it is important to write strong learning objectives and have detailed information on your rosters. He also stated his appreciation for audit information that has been shared by other members.

**Agenda Item 10: Other Items** – Training Documentation – Russell Moore proposed an organized group be formed to design a uniformed documentation process/format among member entities. He will share more on this topic during the March face-to-face meeting.

Jay Chase raised a concern about Consolidated Balancing Authority training after the Go-live date. How will training change for the CBA? He felt it would beneficial to have a guest speaker from our Performance Support group at our March face-to-face meeting.

A couple of members asked PJ Rose about receiving certificates after they attend the DTS facilitator class.

**Agenda Item 11: Summary of new Action Items**
1. Leslie will send Russell Moore’s and Chris Dodds’ nomination recommendation to Nick Brown for approval.  
2. Leslie and Denney will discuss with the OTWG if updates or changes are needed and if a special meeting is needed. (carry over item)  
3. PJ Rose will contact Jane Martin about getting certificates for DTS facilitator training.  
4. John will send out invitations for facilitators for the March SOC.  
5. Russell Moore will share his documentation process with the group during the March 20th face-to-face meeting.

**Future Meetings**
- March 20th, 2014 Face-to-face 1:00 – 5:00 CST  
  To register, click [here](#)

**Agenda Item 12: Adjournment**
Denney Fales asked for a motion to adjourn the meeting. Robert Hirchak made a motion to adjourn the meeting and Mike Hood seconded the motion. The meeting was adjourned at 2:38 p.m.