Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference Meeting
May 2, 2011

• MINUTES •

Attendees:

Shannon Bolan, NPPD*
Edgar Rivera, LUS*
Richard Appel, SECI*
Robert Hirchak, Cleco*
Misty Revenew, WRI*
Mike Hood, AECC*
Rod Lewis, KCPL*
Stanley Winbush, AEP*
Della Amstultz, WFEC*
Mike Crouch, OG&E*
Scott Labit, GRDA
John Allen, CUS
Jim Gunnell, SPP Staff Secretary
Bill Bowen, SPS
John Mason, INDN
Mike Willhoite, GRDA
Steve Tegtmeier, LES
Karen McGee, AEP
Carla Fitzpatrick, OPPD
Denny Fales, KCPL
Randy Ezzell, ITC Great Plains
Margaret Hebert, SPP
Gay Anthony, SPP
Leslie Sink, SPP
Jane Martin, SPP
Brenda Lee, SPP Contractor

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:12 p.m.

Agenda Item 2: Approval of 04/21/2011 Meeting Minutes
The minutes were approved as written.

Agenda Item 3: Review of Previous Action Items
Jim Gunnell reviewed the action item list below.
<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>Jim Gunnell will contact DTS engineer to schedule a meeting with the</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>On hold</td>
<td>The DTS Engineer will get the cost estimate from PNNL by end of Q2 2011.</td>
</tr>
<tr>
<td>appropriate contact at PNNL to request a cost estimate for upgrading the</td>
<td></td>
<td>Daniel Baker</td>
<td></td>
<td></td>
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<tr>
<td>SPP DTS Model</td>
<td></td>
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<tr>
<td>Jim Gunnell will contact the staff secretary for the Operating Reliability</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>e-mail request sent on 01/24/2011; ORWG to discuss at 01/26-27/2011 meeting; Jason Smith will</td>
</tr>
<tr>
<td>Working Group regarding who will be responsible for maintaining the</td>
<td></td>
<td></td>
<td></td>
<td>follow up with the RE regarding the interpretation of the CIP standard</td>
</tr>
<tr>
<td>information requirements of EOP-006-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Jim Gunnell will follow up and give report to the group regarding the</td>
<td>02/07/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Being tracked by the PRPC.</td>
</tr>
<tr>
<td>status of the secondary communications solutions.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Arrange and facilitate a phone call regarding the process of planning for</td>
<td>03/07/2011</td>
<td>Jim Gunnell</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>the replacement of retiring operators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow up with contacting registrants who are enrolled in multiple System</td>
<td>04/21/2011</td>
<td>Ronda Walters</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Operations Conferences</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Add the Train-the-Trainer discussion to the September OTWG agenda</td>
<td>04/21/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Check with governance on by-laws regarding task force involvement</td>
<td>04/21/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Forward data to Misty Revenew on budget considerations for hosting a</td>
<td>04/21/2011</td>
<td>Edgar Rivera</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Systems Operations Conference</td>
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</tbody>
</table>
Add a discussion of System Operations Conference location options to June OTWG agenda so that locations can be finalized by the August 1 OTWG meeting

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</thead>
<tbody>
<tr>
<td>Add a discussion of the OTWG Charter to the June OTWG agenda</td>
<td>04/21/2011</td>
<td>Jim Gunnell</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Agenda Item 4: Customer Training Vacancies**
Jim Gunnell provided an update on filling the three customer training vacancies.

**Agenda Item 5: JTA Taskforce Update**
No report at this time. The JTA in-person workshop will be held in Little Rock in June. Following that workshop, the JTA taskforce will be dissolved. The taskforce met all of the objectives that were established when the taskforce was formed.

**Agenda Item 6: Lessons Learned from Audits, JTA Development, Etc.**
Mike Crouch shared some high-level information regarding his recent audit experience.

**Agenda Item 7: Other**

a) Rod Lewis officially resigned his position with OTWG. He is retiring effective May 13, 2011.

b) The group reviewed the potential locations for the 2012 System Operations Conferences, including KCPL/WRI, Nebraska entities, LUS, OG&E, SPS, and SPP.

**Agenda Item 8: Summary of New Action Items**

a) Jim Gunnell will send notice of OTWG vacancy and nominations to the appropriate exploder lists.

b) Jim Gunnell will contact SWPA about their interest in sponsoring a System Operations Conference in 2012.

c) Margaret Hebert to summarize evaluations from the System Operations Conferences and provide to the OTWG for their July meeting.

**Future Meetings:**
Teleconference: June 6, 2011
1:30-3:00 p.m. CST

**Adjournment**
Richard Appel moved to adjourn the meeting. Misty Revenew seconded the motion. The meeting was adjourned at 2:04.