Southwest Power Pool, Inc.

OPERATIONS TRAINING WORKING GROUP

Teleconference

March 20, 2014

• MINUTES •

Attendees:
Denney Fales – KCPL*
Michael Gaunder – OG&E*
Sheldon Hunter – SECI*
Robert Hirchak – CLECO*
Shannon Bolan – NPPD
Brian Goracke – NPPD
Amy Casavechia – SPP
Mike Hood – AECC*
Stanley Winbush – AEP*
Ricky Smith – SPS*
Edgar Rivera – LUS*
Keeth Works – SWPA
Alan George – SECI
Leslie Sink – SPP Stf Sec

John Gunter – SPP
Jennifer Farley – SPP
Katie Mauldin - SPP
Steve Tegtmeier – LES
Angie Blacketer - LES
Melissa Rinehart – SPP
PJ Rose – SPP
Michael Daly – SPP
Russell Moore – CUS*
Chris Dodds – WRI*
Dave Milam – KCPL
Rick Favret – AEP
Jimmy Womack – SPP
Greg Champlin - SECI

* Voting Member
*Jay Chase not in attendance

Agenda Item 1: Call to Order and Approval of Agenda
Meeting began at 1:02, Robert Hirchak made a motion to approve the Agenda and Sheldon Hunter seconded the motion.

Agenda Item 2: Approval 2/3/2014 Meeting Minutes
Motion to approve the meeting minutes was made by Stanley Winbush and Mike Hood seconded the motion.

Agenda Item 3: Review of Previous Action Items by Leslie Sink

<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 will email to members the date for testing prior to 2014 Drill start up</td>
</tr>
<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>
</tr>
<tr>
<td>OTWG Membership</td>
<td>2/3/2014</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>Leslie Sink will send Russell Moore’s and Chris Dodds’ nomination recommendation to Nick Brown for approval.</td>
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<tr>
<td>DTS Facilitator Certificates</td>
<td>2/3/2014</td>
<td>PJ Rose</td>
<td>Completed</td>
<td>PJ will contact Jane Martin regarding DTS class certificates</td>
</tr>
<tr>
<td>SOC facilitators invitations</td>
<td>2/3/2014</td>
<td>John Gunter</td>
<td>Completed</td>
<td>John will send out invitations for facilitators for the March SOC.</td>
</tr>
</tbody>
</table>

**Agenda Item 4:** 2014 SOC Update - Little Rock SOC’s preliminary review of the evaluations was very positive. A few changes have been identified for the upcoming April SOC. Additionally, all of the facilitators and presenters have been confirmed for the Lafayette SOC. John Gunter will email members to secure the remaining 2014 SOCs.

**Agenda Item 5:** DTS Update - Testing is continuing for the 2.5 versioning of the DTS, hopefully to be rolled out in May. If you have a discrepancy that is vital to reliability, please let us know and we will get it fixed as soon as possible. If the change is not critical (ex. Breaker name) there could be more of a delay.

**Agenda Item 6:** 2014 Registration update/waitlist – Currently all of the SOCs have a full roster with a few on the waitlist. Continue to encourage member operators to sign up for the SOCs. All REOPs instructor-led courses in Little Rock are currently full as well, with a few on the wait list. There have been several changes to the look and feel of the LMS. Kim Burnside provided a helpful document to the members regarding the new changes in the LMS. If anyone has any questions or concerns, please direct them to Kim. The document will be added to the meeting minutes and uploaded to SPP.ORG.

**Agenda Item 7:** Upcoming Regional Training Events – Upcoming net conferences: Congestion Management, Flowgate Mitigation, Voltage Control and Stability, AGC and Frequency Response and Power System Protection. There is an upcoming Restoration Drill in April and an IROL net conference the first of April.

**Agenda Item 8:** Integrated Marketplace Training – Michael Daly shared with the group the different areas of training and development for Phase II while also identifying the areas that are FERC mandated. Phase II completion is scheduled for March 2015. At this time, most are focused on the process document and Member Impacting Project Overview (MIPO) finalization. Most of the training deliverables will be in the Fall of 2014 for Phase II. Integrated Marketplace Training team is adding new CBTs and Learning Bursts frequently in the LMS also the training library is up-to-date on SPP.ORG. Amy Casavechia discussed the new market participants that will be joining SPP in the new bundle soon: 1 asset owning and 11 financial only MPs will be joining.
Agenda Item 9: Lessons Learned from Audit – Russell Moore discussed CUS’s preparation and facilitation for their 693 audit. He stated the auditors really didn’t focus on PER-005 – he felt this was because they provided detailed documentation/information on PER-005 within the RSAW that they were not questioned. Their take-away would be to work more closely with the operators to assist them in getting comfortable with the interview process.

Agenda Item 10: Other Items –
  a. Training Documentation – Russell Moore discussed the training documentation that CUS provided for the 693 audit and made a recommendation to the group for all to provide “like” documentation. One, to provide uniformity but also because of the success and thoroughness that it provides. His suggestion was to look closely at the entities internal controls and then create documentation that provides the (1) job task analysis worksheet (2) current list of reliability-related tasks (3) revision history with approval and most recent review date.
  b. 2013 Survey Results – Margaret Adams shared the survey results that included comments for regional emergency operations and integrated marketplace training. We received a good number of responses and the procedures still seem to be hitting the mark. Requests for more markets training seemed to be a common theme. Margaret shared the results with the Market trainers so that they can ensure the needs are being met. Additionally, she said that she would provide these results when we begin planning for the 2015 year.
  c. 2014-2016 Strategic Plan review – Leslie Sink shared with the group the Strategic Plan document the OTWG prepared during this time in 2013. She reviewed the document with everyone and it seems that the group is on task to ensure all of the deliverables are met in 2014 and 2015. She did note that a request of additional funding for a TTSE enhancement to the DTS will NOT be made to the MOPC this year. The current quoted price is over 8 million. PJ Rose is researching other ways to “enhance” our current DTS without requesting additional funding.
  d. Regional Emergency Net Conference 2014 CBT development – Margaret Adams shared with the group what will be delivered in 2014 and 2015 as far as CBTs offering CE credits. (This does not include any Learning Burst or other courses that will not be offering credit). 2014: CROW (May 31), Control Performance Standards (Aug 31) RSS – heavy revision (Oct 31) and Restoration Principles (Dec 31) 2015: Voltage Control, Power system Protection and Auto Generation Control. Dates will be determined at a later time.
  e. April Meetings - Denney Fales brought to the group’s attention that there are 2 meetings scheduled for April – one is 4/7 a teleconference and the other is 4/24 a face-to-face. Edgar Rivera made a motion to cancel the 4/7 meeting in lieu of the 4/24 meeting and Robert Hirchak seconded the motion. Leslie Sink will cancel the 4/7 meeting.

Agenda Item 11: Summary of new Action Items
  1. John Gunter will email OTWG members regarding upcoming 2014 SOC presenters and facilitators
  2. Kim Burnside will give the LMS handout to Leslie Sink to post with the minutes on SPP.ORG
  3. Leslie Sink will cancel the April 7th OTWG meeting in lieu of the April 24 face-to-face

Future Meetings
  April 24th, 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 Stanley Winbush seconded the motion. The meeting was adjourned at 2:55 p.m.