Southwest Power Pool, Inc
Operations Training Work Group
July 16, 2008

• MINUTES •

**Agenda Item 1: Call to Order**
Ron Maki called the meeting to order at 12:50 p.m. CST

**Attendees:**
Ron Maki, Aquila – Chair*
John Kerr, GRDA – Vice Chair*
Mark McDonald, CLECO, absent; Michelle Corley, Proxy*
Mike Crouch, OGE*
Richard Appel, SECI*
Fred Meyer, EDE*
Mike Wech, SWPA*
Tony Harris, WRI
Carl Stelly, SPP
Jim Gunnell, SPP
Doug Callison, GRDA
John Taylor, SPP
James Williams, SPP
Bob Cochran, SPS
Pat Budler, NPPD
Shannon Bolan, NPPD
Robert Kieborz, NPPD

* voting member

**Agenda Item 2: Approval of 6/2/2008 meeting minutes**
Minutes were unanimously approved, as corrected, from 6/2/2008 teleconference. The name Richard Crouch was corrected to reflect the attendance of Richard Appel.

**Agenda Item 3: Miscellaneous**
A motion by John Kerr to send Dave Millam a letter from OTWG to recognize him for his efforts with the SPP Restoration Drills was seconded by Richard Appel. The motion passed unanimously.

**Agenda Item 4: PER-005-1 Comments**
The OTWG, after discussion, submitted comments on the NERC Standard PER-005-1.

**Agenda Item 5: Status of Previous Action Items**
- Ron Green and Mike Crouch to research and consider sites for 2009 system operations conferences in their areas. Update at August teleconference. **Material was submitted by Ron Green. This material will be summarized and presented to the OTWG at the August 4 teleconference. Mike Crouch will gather material and submit at the August 4 teleconference.**

- OTWG members to ask operators for feedback on topics they would like to see covered in 2009 system operations conference series and net conferences. **Material was submitted and discussed in Agenda Item 11.**
Fred Meyer will follow up with Mike Gammon and ORWG to request development of alternate electronic communication paths possibly through SPP NET. This item discussed in Agenda Item 6.

**Agenda Item 6: Discussion of Emergency Communications**
Fred Meyer was unable to get any definitive information on obtaining alternative systems for emergency communications. Ron Maki will deliver a direct request to the ORWG for information on obtaining alternative means for emergency communications.

**Agenda Item 7: Joint Inter-regional Training Forum Update**
John Taylor updated the group on the Inter-regional System Operations Conference planned for an early-December time frame. At this time the intent is to limit the 2008 conference to Reliability Coordinators and expand to other operators in 2009.

**Agenda Item 8: Recordkeeping Alternatives for CEH**
Jim Gunnell presented the group a document with information for alternate recordkeeping services.

He also reported that in conversation with QTS, Sarah Lutterodt promised enhanced reporting features in the latest version of the tool, which had been a weakness pointed out by some OTWG members. Sarah is also willing to deliver a hands-on training session to QTS users and others at the SPP offices upon request.

**Agenda Item 9: Fall SOC Updates**
Carl Stelly updated the group, reporting 51 registered applicants for the Fall System Operations Conference (SOC), with 7 registered on the SOC Waiting List. Carl also received approval from the group to change from the 3-ring binders printed in full color to a more cost effective black and white “workbook-style” binder for the conference content. The group also requested all presentations be provided on stick drives for the participants.

There was a motion by Richard Appel to raise participant limit to 55 for the Fall SOC, seconded by Fred Meyer. After discussion on the motion, the motion failed.

**Agenda Item 10: 2009 SOC and Facility Updates**
After discussion, the group approved the dates and locations for the 2009 SPP System Operations Conferences (SOC), as follows:

- April 6-9, 2009, Little Rock, Arkansas;
- April 27-30, 2009, SPA offices, Springfield, Missouri; and
- October 5-8, 2009, Lafayette Utilities facility, Lafayette, Louisiana.

**Agenda Item 11: 2009 EOPs Net Conference Roster**
Carl Stelly reminded the group that the SPP Net Conference catalog (TLR, Congestion Management, Voltage Control and Reactive Power Flow, System Stability, IROL, SPP Reserve Sharing System, and SPP Procedures) will have been offered for two years as of the end of the 2008 calendar year. He offered the group an opportunity to provide input on the possibility of replacing some or all of the topics with new topics for the 2009 net conference catalog.

After a lengthy discussion of current and potential topics, the group agreed to keep the 2009 offerings at 7 net conference topics with 3 deliveries of each.

Carl will arrange the mid-year regional training survey to obtain more detailed feedback from participants on each of the 2008 net conference topics and include an
opportunity for operators to select the 7 topics they would most like to see offered in 2009. The group will decide at a future meeting what the 2009 topics should be. The topics offered for selection are the 2008 topics and the following new topics:

- Markets 201
- SPP Criteria
- Standards which will be auditable in 2009
- Operators reporting requirements to Reliability Coordinators (bad weather in area, emergency conditions, etc.)

**Action Item for Aug 4th call: Agenda Item 12: OTWG Charter Review and Reporting Structure**

This will remain as an agenda item for the next meeting, pending more information from the latest MOPC meeting regarding this subject.

**Agenda Item 13: Review of OTWG Member Terms**

Mike Gammon resigned his membership from the OTWG, effective Monday, July 14. Ron Maki reminded the group that Bo Jones had previously been recommended as a voting member. Jim Gunnell will verify with Bo Jones his intent to remain a candidate for the position on the OTWG.

Discussion of recommending Mike Wech, Fred Meyer, and Richard Appel for new 2-year terms as voting members also took place. The 2-year terms of Mike Wech and Fred Meyer have expired, and Richard Appel’s term is set to expire in August.

A motion was made and seconded to recommend Mike Wech, Fred Meyer, and Richard Appel to new 2-year terms, as well as nominate Bo Jones to replace Mike Gammon. The motion passed unanimously.

**Agenda Item 14: Determine 2009 Meeting Dates for OTWG Teleconferences**

After discussion, it was decided to set the 2009 OTWG teleconference schedule for the first Monday of each month from 1:30 to 3:00 p.m. There will be no teleconference in April due to the two conferences and none in May due to the Face to Face meeting scheduled on April 30, 2009. In addition, there will be no teleconference in October due to the Face to Face meeting scheduled October 8, 2009.

**Agenda Item 15: Review of New Action Items**

- Jim Gunnell will post comments submitted by the group for NERC Standard PER-005-1 by close of business, July 17.
- Ron Maki will contact the ORWG with request to do something about Satellite information technology and alternatives for emergency communications.
- Jim Gunnell will commit 5 staff members to help facilitate Critical Decision making exercises at the Fall SOC, and the OTWG will commit at least 6 (Maki, Kerr, Appel, Crouch, Meyer, and Wech committed during the meeting).
- Carl Stelly will add as an agenda item for the October Face to Face meeting a policy for non-member registrants for future regional training events.
- Carl Stelly will gather hotel facility comparison data for August 4 teleconference.
- Mike Crouch will gather hotel facility data for August 4 teleconference.
- Carl Stelly will issue the mid-year regional training survey with additional detail on net conference participation, adding new topics for consideration for 2009.
- Jim Gunnell will contact Carl Monroe regarding OTWG reporting structure.
- Jim Gunnell will update the OTWG Charter according to new reporting structure and disseminate to OTWG members.
- Jim Gunnell will contact Bo Jones about remaining in nomination for new OTWG voting member position.
Jim Gunnell will submit paperwork to recommend Mike Wech, Fred Meyer, and Richard Appel for new 2-year terms and recommend Bo Jones to replace Mike Gammon.

Jim Gunnell will contact Marcel Martin for potential mini-sims presentation at 2009 System Operations Conferences.

**Future Calls/Meetings**
Next scheduled teleconference is August 4, 2008 from 1:30 p.m. - 3:00 p.m.

Teleconference: Monday, September 8, 2008, 1:30 – 3:00 p.m.

Face to Face: October 9, 2008, 1:00 – 5:00 p.m., and October 10, 8:00 a.m. - noon, Little Rock, Arkansas.

**Adjournment**
Ron Maki adjourned the meeting at 4:56 p.m.

Respectfully submitted,
Carl Stelly