Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING

December 1, 2008

• MINUTES •

**Agenda Item 1: Call to Order**
John Kerr called the meeting to order at 1:35 p.m. CDT

**Attendees:**
John Kerr, GRDA – Chair*
Mike Wech – Vice Chair*
Mark McDonald, CLECO*
Richard Appel, SECI*
Ron Green, AEP*
Fred Meyer, EDE*
Bo Jones, WRI*
Carla Fitzpatrick, OPPD
Jim Williams, SPP RE
Shannon Bolan, NPPD
Robert Kieborz, NPPD
Pat Budler, NPPD
Bob Cochran, SPS
Carl Stelly, SPP
John Taylor, SPP
John Allen, CUS
Tony Harris, Westar
* Voting Member

**Agenda Item 2: Review of Agenda**
The proposed agenda was approved, as is.

**Agenda Item 3: Approval of 11/03/2008 Meeting Minutes**
The November 3, 2008 meeting minutes were approved with no corrections or additions.

**Agenda Item 4: Status of Previous Action Items**
- Jim Gunnell to send announcement regarding the OTWG vacancy and request for nominations. **Agenda Item 5.**
- Jim Gunnell to request fee estimate for Marcel Martin for 2009 SOC. **Agenda Item 9.**
- Carl Stelly to follow up with Tim Miller regarding DTS modeling update timeline – **There is an issue with the transfer of the model from the EMS to the DTS, which is causing delays in updating the DTS model.** Tim was not able to give an estimate on the time it would take to complete the DTS model updates, but feels reasonably sure that it will be done in time for the drills in February, 2009.
- Carl Stelly to follow up on all open SOC items: **Agenda Item 9**
  - Schedule call with NPPD to discuss system information for potential SOC topic
  - Meet with Terry Oxandale about NPPD system information for potential SOC topic
  - Human Performance Factors
  - Critical Decision-making Exercises (Relaying and SPS)
Carl has drafted the agenda for the Spring SOC and will provide the agenda for OTWG review before the December meeting.

- Wind Farm presentation
- Ops Center Tour video

John Taylor to present update on PER-005 at the December teleconference Agenda Item 7.

Mike Wech and Fred Meyer to provide additional follow up regarding communications alternatives - *Mike Wech talked to Phillip Propes, SPP, regarding the MCN program. The MCN runs on VMS and the software is nearly 20 years old. MISO has been unable to port that over to a newer program. Phillip Propes mentioned that MISO has been encouraged to upgrade their program by NERC and FERC. With this in mind, MISO is on track to replace the MCN program in “near future.” Phillip Propes is not recommending that SPP go with MCN method at this time. Since MISO is upgrading and Phillip Propes recommends SPP not go forward with this, should SPP approach MISO to undergo joint venture in upgrading? This was the topic of much discussion. The consensus was to follow up with research on the MCN and the tool that WECC uses to this end. See new action item for Mike Wech.*

Carl Stelly will provide the Spring SOC agenda for OTWG review prior to the December 1st meeting – *Agenda Item 9.*

**Agenda Item 5: Discussion of Nominations for OTWG Vacancy**

John Kerr has received 5 nominees for the open OTWG voting member spot:
- Shannon Bolan, NPPD
- Carla Fitzpatrick, OPPD
- Tom Saitta, KCPL
- Edgar Rivera, LAFA
- Bill Cook, WFEC

John Kerr received clarification from Carl Monroe that the Nebraska members could participate as a voting member on any working group within SPP, if they so choose, due to their current member status.

Mike Wech moved to nominate Shannon Bolan, NPPD, as the recommended candidate for the vacant voting member position. Bo Jones seconded the motion. There were no objections, so OTWG will recommend Shannon Bolan, NPPD, as a voting member to fill the vacant position.

**Agenda Item 6: Discuss OTWG Face-to-Face**

Open discussion on 2009 Face-to-Face meeting. Richard Appel suggested the SWPA facility in January could host the Face-to-Face meeting. Mike Wech offered the facility, available the week of January 12 and the last week of January.

Discussion also revolved around scheduling the Face-to-Face meeting to coincide with the Train-the-Trainer session in Little Rock February 19 and 20. The group also discussed holding the PER-005 update and training session within the same timeframe, and tying the three events together in February in Little Rock.

After discussion the OTWG decided on the following tentative schedule, pending availability of hosting facilities:
- Feb 17: OTWG Face-to-Face meeting
- Feb 18: PER-005 update and training
- Feb 19-20: Train-the-Trainer
John Kerr suggested the Face-to-Face agenda include an item to discuss increasing the number of voting members of the OTWG.

**Agenda Item 7: PER-005 Update**

John Taylor, SPP, reported the steps remaining in the approval process for NERC PER-005 including the review of comments received with votes during the balloting process. The working group meets this week to discuss and address those comments. Once responses are completed, a 10-day re-balloting period will follow. The next step would be to send PER-005 to the Board of Trustees (BOT) for approval, which involves a thirty day posting period before the BOT votes in their next meeting February 9, 2009. Once approved by the BOT it goes to regulatory bodies in the US (FERC), Canada, and Mexico for regulatory approval. The regulatory approval could happen sometime in the mid to late first quarter of 2009, based on the timing of the previous steps in the process.

John Taylor also reported that the effective dates would be on a “requirement basis”, as follows:

- **Requirement R1 and Requirement R2** become effective the first day of the first calendar quarter 24 months after regulatory approval or, in those jurisdictions where regulatory approval is not required, these requirements become effective the first day of the first calendar quarter 24 months after Board of Trustees adoption.

- **PER-002-0 Requirement R4 and PER-004-1 Requirement R2** are presently in effect and will be retired when PER-005-1 Requirement R3 becomes effective on the first day of the first calendar quarter after applicable regulatory approval; or in those jurisdictions where no regulatory approval is required, on the first day of the first calendar quarter following Board of Trustees adoption.

- **Subrequirement R3.1** becomes effective on the first day of the first calendar quarter 36 months after applicable regulatory approval, or in those jurisdictions where no regulatory approval is required, this subrequirement becomes effective on the first day of the first calendar quarter 36 months after Board of Trustees adoption.

**Agenda Item 8: Summary of SOC Evaluations**

Carl Stelly discussed the October System Operations Conference Evaluation Summary and presented it formally for review. The document had been sent previously to members. Carl asked the group to review the results to help shape future discussions of SOC topics and presentations.

Carl also reminded the group the survey had been sent to each presenter to provide feedback from the conference attendees.

**Agenda Item 9: 2009 SOC Topic Update**

Carl Stelly updated the group on the status of the proposed 2009 SOC agenda. The draft agenda was sent to members previously.

Carl requested the OTWG members and participants review the document and provide feedback, with the goal being the approval of an agenda during the January teleconference. Participants were invited to provide feedback on the overall flow of agenda items and to provide suggestions on potential objectives and a speaker for the CIP for Operators session during the SOC.

Jim Gunnell has been in contact with Applied Professional Training, Inc. about delivering the mini-sims during the 2009 SOC, but has not yet received any fee estimates.
Discussions between NPPD and SPP staff have provided further insight into a potential presentation on NPPD impact on SPP, and NPPD training staff is working on that presentation.

There were no other updates on the other potential SOC agenda items.

**Agenda Item 10: Review of New Action Items**
- Jim Gunnell to request fee estimate from Applied Professional Training mini-sims for 2009 SOC and report back at January call
- Carl Stelly to follow up with Tim Miller regarding DTS modeling update timeline to establish a timeline for the DTS model updates
- Mike Wech to follow up with MISO for periodic updates for their upgrade of their MCN and to further investigate the WECC communications tool, as well
- Jim Gunnell to add the communication update as a regular OTWG agenda topic
- Jim Gunnell to formally submit the recommendation of Shannon Bolan, NPPD, as a voting member of the OTWG
- Carl Stelly to check on facilities for Face-to-Face and PER-005 training sessions in February
- Carl Stelly to add an item to the January OTWG agenda to approve the 2009 SOC agenda
- Carl Stelly to obtain a list of pending DTS enhancements or updates
- All members and SPP training staff – to provide input on updates or enhancements to DTS for future needs
- Jim Gunnell to obtain an update from PNNL on potential SPP member usage of its DTS and the current status of Emulator project and report at the January call

**Future Calls/Meetings**
- Teleconference ......................................................... January 5, 2009 at 1:30-3:00 p.m. CDT
- Face-to-Face ........................................................................ February 17, 2009 8:00 a.m. – 5:00 p.m. CDT, Little Rock

**Agenda Item 11: Adjournment**

Richard Appel moved to adjourn the meeting, and Ron Green seconded the motion. There being no objections, John Kerr adjourned the meeting at 3:30 p.m. CDT.