SOUTHWEST POWER POOL
OPERATIONS TRAINING WORKING GROUP MEETING

July 29, 2020
WebEx / Teleconference

SUMMARY OF MOTIONS AND ACTION ITEMS

1. Michael Daly will revise the scope statement for the Operations Training User Group (OTUG) and present it for approval at the September meeting.

2. Gay Anthony will work to determine a final host for a sixth System Operations Conference (SOC) proposed in 2021 and hold an email vote if necessary.

3. John Gunter will survey stakeholders about a schedule for the Restoration Drills and Regional Emergency Operations (REOPs) courses.

4. OTWG members will email Jennifer Farley by COB September 4, 2020, with topic suggestions for the 2021 Train-the-Trainer offerings.

5. Greg Reed will convene a meeting of Restoration Drill proctors to test the new virtual format.
AGENDA ITEM 1 – CALL TO ORDER

Russell Moore (CUS) called the meeting to order at 1:04 p.m. CT. The following members were in attendance:

Russell Moore, SPRM, Chair  
Michael Gaunder, OKGE, Vice-Chair  
Kevin Ballany, AECC  
Mark Ellis, AEP  
Denney Fales, Evergy  
Janelle Marriott-Gill, TSGT  
Robert Hirschak, CLECO  
Sheldon Hunter, SECI  
Danny Johnson, XCEL  
Kevin Reed, NPPD  
Derek Stafford, GRDA  
Steve Tegtmeier, LES

A quorum was present for the meeting, and the following absences were noted:

Natasha Brown (OMPA) was absent from the meeting and was not represented by proxy.

AGENDA ITEM 2 – STATEMENTS AND ATTENDANCE

Michael Daly (SPP) read the introductory language from the Chair/Staff Secretary training, the anti-trust notice, and then took attendance. (See Attachment 1)
AGENDA ITEM 3 – CONSENT AGENDA

Russell Moore presented the consent agenda that included the July 29 meeting agenda, and the meeting minutes from the April 30, 2020, WebEx/Teleconference meeting, and the minutes from the June 4, 2020, WebEx/Teleconference meeting.

Robert Hirchak (CLECO) made a motion to approve the consent agenda as presented. Kevin Reed (NPPD) seconded the motion. The motion passed with no opposition or abstentions.

AGENDA ITEM 4 – REVIEW OF PREVIOUS ACTION ITEMS

Michael Daly provided an update on the action items from the previous meeting. His update can be found here.

AGENDA ITEM 5 – OPERATIONS TRAINING USER GROUP (OTUG) UPDATE

A. OTWG VACANCIES

Russell Moore reported to the group that the reorganization of working groups had passed the Markets and Operations Policy Committee (MOPC). That action means that the Operations Training Working Group (OTWG) will transition to the Operations Training User Group (OTUG) effective January 2021. Due to this transition, the two vacancies on the OTWG will not be filled.

B. SCOPE STATEMENT REVIEW

The scope statement drafted for the OTUG was reviewed and questions were raised around voting and establishing a chair and vice chair. Mark Ellis (AEP) asked whether each stakeholder attending the OTUG would be able to vote, or if votes would be counted per company. Russell Moore agreed to seek guidance from Lanny Nickell, staff secretary of the MOPC, on this issue and report back. Michael Daly will further revise the draft scope statement to include voting per member company and electing a chair and vice chair. He will provide the draft for approval at the September meeting.

C. CHAIR/VICE-CHAIR NEEDS

Russell Moore reviewed the responsibilities of the chair and vice chair, and the group agreed that the OTUG should have those positions and define them in the scope statement.

D. PROPOSED 2021 MEETING SCHEDULE

Michael Daly presented the proposed 2021 meeting schedule. Kevin Reed asked if the meeting planned for July 28-29, 2021, could be moved to the week before or after. Michael will check with Tara Smith and see what availability there might be at the AEP Conference room in Dallas.
AGENDA ITEM 6 – MARKETPLACE TRAINING UPDATE

Michael Daly reported to members on the market training initiatives that were completed so far in 2020. For the remainder of 2020 and 2021, he shared about the strategic initiative roadmap process that will serve as the guide for coming market enhancements. The most immediate training needs in the next six to twelve months will include Schedule 1A changes, the Multi-Day-Ahead Pricing Forecast, and implementation of Electric Storage Resources. Beyond those needs, training will be needed to implement a Ramp Capability Product, Fast-Start enhancements, and an uncertainty/flexibility product.

AGENDA ITEM 7 – 2021 RELIABILITY TRAINING PLANS

A. 2021 SYSTEM OPERATIONS CONFERENCES (SOCs)

Gay Anthony (SPP) reviewed the plan for 2021 SOCs. Currently, six conferences are planned with at least 50 seats per conference. The content for the conferences will be the same content that was planned for 2020. Tentatively, the schedule will be as follows:

<table>
<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>May 17-20, 2021</td>
<td>Little Rock, Arkansas (SPP)</td>
</tr>
<tr>
<td>June 14-17, 2021</td>
<td>Westminster, Colorado (TSGT)</td>
</tr>
<tr>
<td>August 23-26, 2021</td>
<td>Omaha, Nebraska (OPPD)</td>
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<tr>
<td>September 13-16, 2021</td>
<td>New Albany, Ohio (AEP)</td>
</tr>
<tr>
<td>October 11-14, 2021</td>
<td>Kansas City, Missouri (Evergy)</td>
</tr>
<tr>
<td>November 8-11, 2021</td>
<td>TBD</td>
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Due to some hose sites having difficulty hosting around Columbus Day and Veterans Day, Gay will research an alternative date and host site for the November SOC. She will notify the group of her research.

Kevin Reed (NPPD) made a motion to reconsider the SOC host locations and schedule for approval no later than September 10, 2020. Denney Fales (Evergy) seconded the motion. The motion passed with no opposition or abstentions.
B. 2021 RELIABILITY TRAINING OFFERINGS

Greg Reed (SPP) reported that six two-day restoration drills would be offered in 2021, which would provide 16 continuing education hours (CEHs) per drill.

John Gunter (SPP) stated that there would be six virtual deliveries of Regional Emergency Operations (REOPs) in 2021. Partial credit would be available to attendees. Feedback on the content of the course was requested, and John will be sending a survey to stakeholders to determine the best schedule for the course.

Gay Anthony reviewed the 2021 VILT offerings with the group. The courses will be: Emerging Technologies, Event Reporting, Minimum Generation/Load Shed, Outage Coordination Methodology, PSP: Generator and Differential, and Reliability Communication Tool.

Jennifer Farley (SPP) shared plans for the 2021 Train-the-Trainer courses. She asked for feedback from members on topic suggestions by September 4, 2020.

Jennifer Farley reviewed the draft of the 2021 reliability training calendar. She noted where 68 CEHs would be offered per training week with a total of 418.5 CEHs offered for the year including self-study courses.

AGENDA ITEM 8 – 2020 RELIABILITY TRAINING UPDATE

A. REMAINING DRILLS

Greg Reed discussed that the remaining restoration drills for 2020 would be held virtually. He explained that WebEx was a better solution for these sessions. Greg will be conducting an education session about the details of this course for drill proctors.

B. REMAINING REOPs COURSES

SPP staff noted that the remaining REOPs sessions in 2020 would be held virtually.

C. REMAINING 2020 VILT SCHEDULE

Jennifer Farley reviewed the remaining schedule for virtual instructor-led training (VILT) in 2020. The calendar was included in the meeting materials.
AGENDA ITEM 9 – WRITTEN REPORTS

A. eLEARNING UPDATE

Russell Moore acknowledged that there was a written report from the eLearning team. He asked for questions about the report from members for Amy Casavechia (SPP). No questions were asked.

AGENDA ITEM 10 – ROUND TABLE

Robert Hirchak requested an update from Mark Ellis (AEP) and Leslie Sink (SPP) on the progress of the NERC single certification for system operators. Mark stated that there was no progress on that initiative.

AGENDA ITEM 11 – WORKING GROUP EFFECTIVENESS SURVEY

Michael Daly provided the QR code and link for members and attendees to assess the effectiveness of the meeting. Russell Moore noted that candid comments were welcome.

AGENDA ITEM 12 – SUMMARY OF ACTION ITEMS

1. Michael Daly will revise the scope statement for the Operations Training User Group (OTUG) and present it for approval at the September meeting.

2. Gay Anthony will work to determine a final host for a sixth System Operations Conference (SOC) proposed in 2021 and hold an email vote if necessary.

3. John Gunter will survey stakeholders about a schedule for the Restoration Drills and Regional Emergency Operations (REOPs) courses.

4. OTWG members will email Jennifer Farley by COB September 4, 2020, with topic suggestions for the 2021 Train-the-Trainer offerings.

5. Greg Reed will convene a meeting of Restoration Drill proctors to test the new virtual format.

AGENDA ITEM 13 – DISCUSSION OF FUTURE MEETINGS

July 30, 2020—WebEx Teleconference 1:00 p.m. to 5:00 p.m. CDT

September 10, 2020—WebEx Teleconference 8:00 a.m. to 11:30 a.m. CDT
AGENDA ITEM 14 – ADJOURNMENT

Russell Moore adjourned the meeting at 5:03 p.m. CDT.

Respectfully submitted,

Michael Daly, Staff Secretary

Attachments—Attendance
Attachment 1—Meeting Attendance Record

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<thead>
<tr>
<th>First Name</th>
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<tr>
<td>Gay</td>
<td>Anthony</td>
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<td>Kevin</td>
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<td>Stephen</td>
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