



FINAL MEETING MINUTES
MIDWEST RELIABILITY ORGANIZATION
Standards Committee

Midwest Reliability Organization Corporate Office – Roseville, MN
September 13, 2010 – 10:00 am

1. Call to Order

Chair Acton called the meeting to order at 10:00 am.

a. Determination of Quorum

Chair Acton determined that a quorum was present at 10:03 am.

The following members, guests and staff were present:

Members:	
Dave Acton, Chair, Alliant Energy	Jason Shaver, ATC (phone)
Mike Garton, DRS (phone)	Tim Noeldner, WPPI (phone)
Wayne Guttormson, Sask Power	
Gerry Steffens, RPU	
Joe Knight, Vice Chair, GRE	

Guests:	
Joe DePoorter, MGE (phone)	
Kenneth Hubona, FERC	

MRO Staff:	
Jim Burley	
Jennifer Matz	

Members Absent:	
Kavita Maini, WIEG	Larry Larson, OTP
David Rudolph, BEPC	Lloyd Linke, WAPA

b. Additions to the Agenda

No requests made for additions to the agenda.

c. Standards of Conduct and Anti-Trust Guidelines

Chair Acton reviewed the Standards of Conduct and Anti-Trust Guidelines with the meeting attendees.

2. Consent Agenda

a. Approve Meeting Minutes from June 14, 2010 Meeting

Chair Acton asked for a motion to approve the meeting minutes as written from June 14, 2010.

Upon motion duly made by Mr. Steffens and seconded by Mr. Noeldner, the Standards Committee unanimously approved the June 14, 2010 meeting minutes as written.

b. Approve Meeting Minutes from July 29, 2010 Meeting

Chair Acton asked for a motion to approve the meeting minutes as written from July 29, 2010.

Upon motion duly made by Mr. Knight and seconded by Mr. Steffens, the Standards Committee unanimously approved the July 29, 2010 meeting minutes as written.

3. Subject Matter Expert Group for PRC-005-1 and PRC-008-1

a. Review topics and nomination forms from Sectors

The committee stressed concern about the low number of responses from the sectors, and discussed whom the appropriate audience should be to get better results. After further discussion, the committee agreed the best approach would be to send the next recruitment letter to sector representatives, primary compliance contacts, and board members. The letters would reach contacts knowledgeable of whom to forward the letters to within their companies to reach the appropriate SME.

b. Choose topics for presentation

The committee agreed to use the standards themselves (purpose, requirements, and sub-requirements) as the outline for the presentation, since no topics were received from stakeholders.

Mr. Knight informed the committee of MCCF's feedback about MRO presenting at their December workshop. MCCF was interested in knowing why MRO wants to present at the MCCF rather than the MRO Compliance Workshop. Chair Acton and Mr. Burley highlighted that the MCCF was the first item and avenue to get the word out and would look at presenting at the Compliance Workshop as well.

Action Item: Ms. Matz will contact the MRO Compliance department to find out if there is room available to present at the MRO Compliance Workshop.

c. Select SMEs from nomination forms

Chair Acton discussed his preference of having three to four SMEs for this project, and so far only has received two nominees. Mr. Burley mentioned the possibility of three more volunteers, and plans to forward the nomination forms immediately when they arrive. For the meantime, the committee reviewed the two nominees received, and approved them for the project. Chair Acton volunteered to draft a letter providing the suggested outline and expectations to the volunteers. The presentation must be sent to the MCCF before their meeting on October 20th.

Action Item: Chair Acton will draft a letter to volunteers informing them of the committee's expectations for the project.

d. Committee influence on NERC Standards Under Development

Mr. Steffens stressed concern about other MRO committees questioning the Standards Committee's direction. After further discussion, the committee agreed it is critical to use as many avenues as possible to educate stakeholders and MRO committees about the Standards Committee new charter.

4. **Define Subject Matter Experts Ad-hoc Groups**

The committee stressed concern about the initial definitions of SME groups. Mr. Burley proposed the committee consider naming the groups after categories like Operations, Planning, CIP, and other. The committee liked and agreed to the idea.

5. **Standard Process Manual (SPM) SAR**

a. Comments received from its associated comment period

The committee reviewed the purpose of the SAR, and the comments that were received.

b. Vote (SPM Step #3) to authorize or reject modifications to SPM

Chair Acton asked for a motion to move forward with drafting the SPM with modifications.

Upon motion duly made by Mr. Steffens and seconded by Mr. Knight, the Standards Committee unanimously approved to move forward with drafting modifications to the Standards Process Manual.

6. **MRO Reports**

a. NSRS Report

Mr. DePoorter provided some additional highlights besides the report in the Agenda Packet under agenda item 6.a. The NSRS team uses the Standard Gauge monthly newsletter to inform others, and suggests the Standards Committee consider using it too. Mr. DePoorter also discussed that NSRS works hard at communicating with one another to compile comments, and plans to have a face-to-face meeting sometime around the MRO Compliance Workshop.

b. Standards Manager Report – Carol Gerou

Chair Acton reviewed the Standards Manager Report provided in the Agenda Packet under agenda item 6.b.

c. Compliance Committee Update – SC Member

Mr. Knight briefly discussed the highlights from the Compliance Committee meeting held on September 7. Mr. VanOsdol clarified how entities that have outstanding violations with mitigation plans should report their compliance during the upcoming self-certification period. The MRO 2011 CMEP will be released shortly after NERC releases their CMEP, which is anticipated to be sometime during late October or November. Ms. Patrick informed that the number of violations reported in the third quarter was almost twice the amount reported during the first and second quarter combined, which may be due to the 43 CIP requirements now enforceable. Mr. Knight also highlighted that the PCGC is considering adding an open book quiz that operators will need to pass before NERC will renew their certificates. This is in addition to the CEHs that they are already required to earn to renew their certificates.



d. Planning Committee Update – SC Member

Due to a time constraint, the committee was unable to visit this agenda item.

e. Operating Committee Update – SC Member

Due to a time constraint, the committee was unable to visit this agenda item.

7. NERC Reports

a. Interchange Subcommittee – Shane Jenson

The report is provided in the Agenda Packet under agenda item 7.a.

b. Standards Committee – Carol Gerou

The report is provided in the Agenda Packet under agenda item 7.b.

c. Compliance and Certification Committee – Terry Bilke

The report is provided in the Agenda Packet under agenda item 7.c.

d. Regional Reliability Standards Working Group – Carol Gerou

i. NERC's Draft Template for Quality Review of Standards

The report is provided in the Agenda Packet under agenda item 7.d.

e. NERC Drafting Teams

i. Protection System Maintenance and Testing – Carol Gerou

The report is provided in the Agenda Packet under agenda item 7.e.i.

ii. Project 2009-01: Disturbance and Sabotage Reporting – Joe DePoorter

Besides the report provided in the Agenda Packet under agenda 7.e.ii, Mr. DePoorter informed that the team is working with NERC's EAWG in defining "Sabotage."

8. Other Business

a. Motion to approve or disapprove new non-attendance policy

Chair Action proposed to postpone the discussion of this agenda item until further information can be provided to the committee. The committee agreed.

b. Are additional Meetings necessary for the Standards Committee in 2010

Chair Action proposed the committee hold a WebEx conference call once the SMEs for MOD and TPL Standards are received. The purpose of the call would be for the committee to review and approve the SMEs for the project. The committee agreed to schedule the call for October 12, 2010 from 1:30 pm to 3:30 pm.

Action Item: Ms. Matz will send a meeting invite to the committee with WebEx conference call details for October 12.



c. Sector 10 Voting

Mr. Burley provided MRO's current position regarding sector 10 voting. Currently, MRO casts their vote based on what the NSRS decides through their processes and procedures. Mr. Burley suggested MRO and the other Regional Entities cast their own vote via sector 10, while stakeholders cast their own vote through their appropriate sector(s). MRO will investigate further the other Regional Entities views on sector 10 voting and update the Standards Committee at the next meeting.

9. Next Meeting/ Future Locations

<u>Date</u>	<u>Group</u>
September 23	MRO Board of Directors Meeting
November 18	Face-to-Face SC meeting at MRO
December 2	MRO Board of Directors Meeting

10. Adjourn

Having no further business, Chair Acton adjourned the meeting at 2:45 pm.