



MIDWEST RELIABILITY ORGANIZATION
Final Meeting Minutes of the
Standards Committee Meeting

MRO Office, Roseville, MN
 February 17, 2011 - 10:00am–3:00pm

1. Call to Order

a. Determination of Quorum

Chair Joe Knight called the meeting to order at 10:00 am, and determined that a quorum was present and introductions were made.

The following members, guests and staff were present:

Members:	
Joe Knight, Chair, GRE	Tim Noeldner, WPPI
Mike Garton, DRS	David Rudolph, BEPC
Wayne Guttormson, Sask Power	Lloyd Linke, WAPA
Gerry Steffens, RPU	
Dave Acton, Alliant Energy(phone)	
Guests:	
Kenneth Hubona, FERC (phone)	
Joe DePoorter, MGE (phone)	
MRO Staff:	
Carol Gerou	
Jennifer Matz	
Members Absent:	
Robert Thompson, Xcel	

b. Additions to the Agenda

No additions to the agenda were presented.

c. Standards of Conduct and Anti-Trust Guidelines

Pursuant to Policy and Procedure 4, Chair Knight reviewed the Standards of Conduct and Anti-Trust Guidelines with the meeting attendees.

2. Consent Agenda

a. Approve Meeting Minutes from November 18, 2010 Meeting

The approved minutes can be found on MRO's website at http://www.midwestreliability.org/STA_sc_agenda_minutes.html

Upon motion duly made by Mr. Gerry Steffens and seconded by Mr. Mike Garton, the Standards Committee approved the November 18th, 2010 meeting minutes as written.



3. Additions to Agenda

a. 2011 Standards Committee Membership

Below are the changes to the committee's membership since the last committee meeting:

i. *Jason Shaver, American Transmission Company (ATC) (TSO sector)*

Mr. Jason Shaver resigned as the TSO sector representative on the Standards Committee as of December 2010. MRO solicited the TSO sector for nominations to replace him.

ii. *New Sector Representation*

A special election was held to fill the vacant IOU and TSO sector seats on the Standards Committee. MRO solicited both sectors for nominations, and an electronic ballot commenced. The sectors elected the following candidates:

Mr. Robert Thompson of Xcel Energy (IOU)

On January 17, 2011, the board approved Mr. Thompson's membership.

Mr. Michael Moltane of ITC Holdings (TSO)

On March 24, 2011, MRO is seeking board approval for Mr. Moltane's membership.

iii. *Interested Individuals*

Ms. Carol Gerou informed the committee of Mr. Andrew Pusztai (ATC) interest in becoming a member of the Standards Committee. ATC is a member of the TSO sector; however, the TSO sector seat on the committee is already occupied. The committee discussed their options to avoid turning away volunteers, and determined it was unclear how many official seats each sector has are on the committee's roster. MRO Policy and Procedure 3 (Establishment, Responsibilities, and Procedures of Organizational Groups) states "the committee should consist of two members from each sector, where there are three or more members in the Sector. Sectors with less than three members shall have one group member." Therefore, the committee requested MRO review the number of members per sector to determine the official number of seats each sector has on the roster. In addition, the committee requested MRO solicit for nominations in sectors with vacant seats.

Action Item: MRO will review the number of members for each sector to determine the official number of seats per sector on the Standards Committee roster. In addition, MRO will solicit for nominations in sectors with vacant seats on the roster.

b. Elect Vice Chair

Chair Knight asked the committee for nominations for Vice Chair. No nominations were brought forth. Therefore, Mr. Dave Rudolph nominated himself with the exception that committee members are comfortable with two cooperative sector representatives serving back to back terms as Chair. Since the committee has no concerns, Chair Knight asked for a motion to elect Mr. Dave Rudolph as the Vice Chair of the Standards Committee.



Upon motion duly made by Mr. Gerry Steffens and seconded by Mr. Mike Garton the Standards Committee approved to elect Mr. Dave Rudolph as the new Standards Committee Vice Chair.

4. Subject Matter Expert Groups

a. Discussion on SMEs and Industry View

Mr. Gerry Steffens reminded the committee of the discussion that occurred at the November 2010 committee meeting concerning the communication gap amongst the industry and the committee's new direction. Mr. Steffens discussed the importance of improving the committee's marketing plan, and the idea of developing a mission statement to use at the beginning of all presentations and documents in an effort to remind stakeholders of the committee's purpose. The committee agreed with Mr. Steffens, and also discussed the importance of demonstrating follow through of their mission statement in order to gain respect from the industry.

The committee discussed the importance of developing a CIP presentation for the MCCF meeting in June, and requested Ms. Carol Gerou find out what the MCCF deadlines are so the CIP SME group can present.

Action Item: Ms. Carol Gerou find out what the MCCF deadlines are for presenters at the June meeting.

b. SME Group Updates

i. MOD/TPL

Ms. Carol Gerou informed the committee on the number of nominations submitted from the industry for the MOD/TPL SME group. Two nomination forms have been received thus far, and Ms. Gerou asked members of the committee for assistance in locating several Transmission planning or modeling expert volunteers to complete the group.

Chair Knight asked for a motion from the committee to review and vote on the nomination forms submitted for the MOD/TPL SME group.

Upon motion duly made by Mr. Gerry Steffens and seconded by Mr. Wayne Guttormson, the Standards Committee approved Ms. Stacy Van Zante of Alliant Energy and Ms. Ruth Kloecker of ITC Holdings's nomination forms for the MOD/TPL SME group.

ii. PRC

Chair Knight asked for a motion from the committee to review and vote on the nomination form submitted for the PRC SME group.

Upon motion duly made by Mr. Gerry Steffens and seconded by Mr. Wayne Guttormson, the Standards Committee approved Mr. John Robson of Madison Gas and Electric's nomination form for the PRC SME group.



iii. *CIP*

Ms. Carol Gerou discussed the CIP SME group's goal of presenting at the MRO Reliability Conference; however, the MRO Assessments department informed her that the venue would not be a good location for a CIP presentation.

Mr. Dan Schoenecker attending the meeting at 12:45pm

The Standards Committee requested Mr. Schoenecker clarify the purpose for the Reliability Conference in the spring. Mr. Schoenecker explained to the committee that the agenda is being developed, and will cover topics important to Registered Entities. Mr. Schoenecker continued to provide the meeting attendees with several topics being considered for the conference.

c. *Review soliciting method for obtaining SMEs and topics*

Chair Knight revisited the discussion about the creation of a vegetation SME group.

The committee recessed for lunch at 11:50 pm and reconvened at 12:30 pm.

5. Marketing Standards Committee's New Vision

a. *Develop web page on MRO website*

Ms. Jennifer Matz discussed the items currently available on the SME web page on MRO's website. The site contains links to application guides presented, nomination form for those interested in volunteering on a SME group, and a link to submit questions to SME groups. Ms. Matz also stated that MRO may update their web site this year, and hesitates to make any major changes until a timeline for implementing MRO's new website is available.

b. *Spring MRO Reliability Summit – Early May 2011*

This agenda item was discussed under agenda item 4.b.iii.

c. *Merging SME groups into NSRS activities*

Ms. Carol Gerou discussed the idea of merging the efforts of the SME groups into the NSRS. The SME groups have been added as observers on the NSRS email exploder as a method for keeping the experts informed of topics under review that fall under their expertise. The committee raised concern about the amount of time that maybe requested of the SMEs if merged with the NSRS, and will only agree to the recommendation if MRO monitors the SME's efforts.

d. *Transmission Owners Forum*

i. *PRC-005/008 Presentation*

Ms. Carol Gerou informed the committee of the PRC SME group's invitation to present at the Transmission Owners Forum in April 2011. Two members of the



PRC SME group will travel to the event to present the Application Guideline Power Point on PRC-005-1 & PRC-008-0.

e. Communication Gap on Standards Committee's New Direction

This agenda item was discussed under agenda item 4.a.

6. 5 Regional Standard SARS

Ms. Carol Gerou informed the committee that the last day of the comment and voting period is February 18. Several votes and questions have been submitted.

Ms. Gerou also informed the committee about RSVP software issues for two voters. Ms. Gerou recommended the committee approve to extend the time period of the ballot for those two voters until the RSVP issue is resolved. The committee reviewed the language within the Standards Process Manual (SPM) on this scenario. Since the SPM states the completion of a ballot as "will be 10 days," the committee was not comfortable with extending the ballot period. Instead, the committee requested Ms. Gerou enter votes in RSVP for voters having software issues. The committee created and voted on the following motion:

Motion

The Standards Committee directs Ms. Gerou to send an email out to the stakeholders by the morning of February 18th asking for those who could not vote successfully in RSVP to contact Carol Gerou by the end of the day with his/her vote and Ms. Gerou will enter it into RSVP.

Chair Knight asked the committee for a motion to approve the motion as written.

Upon motion duly made by Mr. Steffens and seconded by Mr. Linke, the Standards Committee approved the motion as written.

Action Item: Ms. Carol Gerou send an email to the stakeholders by the morning of February 18 asking for those who could not vote successfully in RSVP to contact Carol Gerou by the end of the day with his/her vote and Ms. Gerou will enter it into RSVP.

7. MRO Report

a. NSRS Report

Ms. Carol Gerou requested the committee's feedback on her method for communicating to the SC how the NSRS votes on NERC Reliability Standards under development. The committee informed Ms. Gerou that either the report or spreadsheet provided is suffice.

b. Standards Manager Report

Ms. Carol Gerou briefly reviewed her report provided in the Agenda Packet under agenda item 7.b.



c. Standard Process Manual Drafting Team

Mr. Mike Garton, Chair of the Drafting Team, briefly highlighted on the progress of the SPM team's development and the next steps.

d. Compliance Committee Update

Chair Knight provided highlights from the recent Compliance Committee meeting held on February 8th, which includes the status of the MCCF electing a new chair and vice chair, MRO's progress on the CMEP, and the committee's discussion on coordinating their education and training initiatives efforts with the Standards department to minimize any duplication efforts.

e. Planning Committee Update

Mr. Dave Rudolph provided highlights on recent activities of the Planning Committee, which includes the status of developing a guideline to assist industry in determining what constitutes an SPS, and determine the purpose for each subcommittee by reviewing their charters and work plans.

f. Operation Committee Update

Mr. Lloyd Linke agreed to be the OC liaison. Since the OC's next meeting is February 22, there was nothing new to report.

8. NERC Reports

a. Standards Committee

Ms. Carol Gerou reviewed the Draft Standard Priorization Tool and Reference Document out for comments with the committee. Mr. Joe DePoorter stated that his group's comments requested NERC to stop reprioritizing the projects if groups are putting in a lot of effort, and consider re-prioritizing projects every couple of years.

b. Compliance and Certification Committee

Chair Knight referred the committee to Mr. Terry Bilke's report in the Agenda Packet under agenda item 8.b.

c. Regional Standards Group

Ms. Carol Gerou provided highlights from her report in the Agenda Packet under agenda item 8.c. Two SARS have been created and sent to the NERC Standards staff. However, a discussion on the SARS did not take place since not all staff saw the SARS prior to the meeting. Ms. Gerou also highlighted that the SARs will be part of the next RSG meeting agenda, and the group will review their charter and develop a budget for the year.

d. NERC Drafting Teams

i. NERC Project 2007-17: Protection System Maintenance and Testing

Ms. Carol Gerou referred the committee to her report provided in the Agenda Packet under agenda item 8.d.



ii. *NERC Project 2009-01: Disturbance and Sabotage Reporting*

Chair Knight referred the committee to Mr. Joe DePoorter's report provided in the Agenda Packet under agenda item 8.d.

9. Next Meeting

<u>Date</u>	<u>Group</u>
March 24	MRO Board of Directors meeting
May 19	Standards Committee Meeting

10. Adjourn

Having no further business to discuss, a motion to adjourn the meeting was made by Mr. Gerry Steffens and seconded by Mr. Dave Rudolph. The meeting was adjourned at 3:05 pm.