

Minutes:
Process Standardization Working Group Meeting

Wednesday, April 4, 2001, 9:00 a.m. – 4:00 p.m.

SRP – Sedona ISB Conference Room

1600 N. Priest Drive

Topic	Lead	Anticipated Outcome	Att.
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Tony Gillooly	Mr. Gillooly welcomed participants to the full group session of the Process Standardization Working Group meeting (Evelyn Dryer was unable to attend). A sign-in was circulated. Participants introduced themselves. Minutes from the March 21, 2001 meeting were approved with changes to agenda items 4 & 10.	1
2 Report from Janie Mollon on revised Change Control Process	Janie Mollon	This item appeared on the Agenda in Error . . . should have been listed for April 18 th meeting. A short discussion revolved around how this document should be posted on the ACC website. This will be discussed at the next meeting.	
3 Report from Staff on the definition of Final Bill Issue 84	ACC Staff	Staff does not have an update. Post-pone to the April 18 th Meeting.	
4 Q&A for Task Team Chair addressing Issue 101: MRSP Performance Monitoring and Testing	Janie Mollon	Janie Mollon (New West Energy) reported on the status of the Task Team. Janie Mollon (New West Energy) passed out a "Questions and Answers – Performance Monitoring Report" handout. This document is a compilation of comments from participants at meetings and e-mails to Janie. It will be used to clarify the issues that need to be covered in the next MRSP performance-monitoring meeting. Janie is concerned that an MRSP could be compliant regarding PM, but still be de-certified for some other infractions not covered by the PM. The group agreed to standardize the warning letters, letter to MRSP and the letter to the Utilities Division Director. Action Item: What are MRSP de-certification and ESP processes/rules for your company? And does this information belong in the PM document? Present at the MRSP meeting April 12, 2000, Greenlee room, N.W.E.	2
5 Q&A for Task Team Chair addressing Issue 61: MSP Performance Monitoring and Testing	John Wallace	John Wallace (GCSECA) gave a task team status report. A meeting was scheduled for April 13, 2000 at Grand Canyon State Electric Coop. As this is a holiday for some attendees, the meeting will be re-scheduled for Tuesday April 17 th , same location. Agenda forthcoming.	

6	Q&A for Task Team Chair addressing Issue 107: Develop a document showing all agreed upon Metering business rules	Stacy Aguayo	<p>Stacy Aguayo (APS) gave a task team status report. A draft has been sent out for review. Most of the information came from business rules documents.</p> <p>The Overview: Needs more information and detail regarding document purpose and how to read the document. Comments appreciated.</p> <p>Ch 1 and 2: This general information was never discussed in PSWG or other AZ meetings. This is a compilation from other utilities (out of state) as well as in-state processes. Comments appreciated.</p> <p>It was suggested moving the metering forms document approved by PSWG and currently posted on the ACC website into the metering handbook so ESP/MSP have a single place to look.</p> <p>Action Item:</p> <p>Participants need to review and redline the document. Send comments to Stacy Aguayo by April 18th. A draft incorporating all the comments will be presented by May 2nd, 2001 meeting. Please track changes on the documents using Word.</p>	3
7	Approval of field requirement in the AZ 810 to Conditional from Mandatory	Tony Gillooly	<p>Gene Slechta (SRP) reported that SRP' billing system does not have the capability of providing beginning and ending reads on the 810. SRP commented that the ESP can calculate the beginning and ending reads from the 867 billing data for residential IDR customers. The field will be populated if the UDC can provide the reads.</p> <p>Action Item:</p> <p>All participants review the options and be prepared with response for May 2nd.</p> <p>Should this field be conditional or optional? Further discussion is needed at the May 2nd meeting. Discuss the options below:</p> <p>The three options discussed regarding the requirement for sending beginning and ending reads for Residential IDR customers:</p> <ol style="list-style-type: none"> 1. Let the state process drive the requirement 2. Let the market drive the requirement (between ESP/MRSP) 3. Obtain a waiver or have the commission change the rules requiring printing the beginning and end reads for Residential IDR customers <p>Action item:</p> <p>Gene and Shirley will review 810 documents for conditional field definitions and make recommendations as needed.</p>	

8	Review Open issues and re-prioritize	Tony Gillooly	<p>The group reviewed open issues and re-prioritized</p> <p>The following issues were identified as “quick hitters” and will be discussed for one hour each at the April 18th meeting. Jim Wontor (APSES) suggested we close issue 55 and 81. APSES originated these issues last year and does not feel the PSWG is the appropriate place to pursue these issues.</p> <p>Issues 75, 83, 94, to discuss</p> <p>Issues to close: 55 and 81.</p>
9	Issue 100: What process can be developed to facilitate a customer installing an IDR meter and equipment before DA that allows a customer to move to DA and back with the same equipment.		<p>Discussion:</p> <p>LeeAnn (RW BECK/CITIZENS) reported on an action item from the March 21 meeting -- Citizens does not currently have any IDR meters listed on their accepted meter list that they would be willing to purchase from an ESP/MRSP.</p> <p>TEP will confirm if they will waive a meter test charge if the meter had been tested within the time period specified in the rules for meter testing</p>
10	New Issues	Tony Gillooly	<p>Janie Mollon raised the issue of needing one final review of the VEE document since she has received little to no feedback. Her concern is specifically the Appendix which is new material, Janie will send out the VEE document by Friday April 6th.</p> <p>Action Item:</p> <p>Please review the document (particularly the appendix) for approval of the document at the next meeting April 18th, 2001.</p>
11	Meeting Evaluation	Tony Gillooly	The group provided feedback.
12	Set Next Agenda	Tony Gillooly	The group set the next agenda.
13	Adjourn Meeting	Tony Gillooly	The meeting was adjourned.

PARTICIPANT LIST

PARTICIPANTS AT APRIL 4, 2001
PROCESS STANDARDIZATION WORKING GROUP

Name	Organization
Aguayo, Stacy	APS
Brown, Debbie	SRP
Cobb, Anne	TRICO
Flood, Kathy	SRP
Greenrock, June	SRP
Keene, Barbara	Commission Staff
McArthur, Stephen	Mohave
Mollon, Janie	New West Energy
Pichoff, Darrel	KR Saline & Associates
Renfro, Shirley	Pinnacle West
Schenk, Jenine	APS
Scott, Barry	SSVEC
Slechta, Gene	SRP
Tony Gillooly	TEP
Torkelson, LeeAnn	R.W. Beck / Citizens
Wallace, John	GCSECA
Wontor, Jim	APSES