

Minutes

Process Standardization Working Group Meeting

Thursday, August 15, 2002, 9:00 a.m. – 4:00 p.m.

LOCATION: GCSECA, 120 North 44th Street, Suite 100, Phoenix, AZ

Topic	Lead	Anticipated Outcome
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Tony Gillooly	Tony Gillooly welcomed participants to the full group session of the Process Standardization Working Group meeting ("PSWG"). A sign-in sheet was circulated. Minutes from the April 18, and July 18, 2002 were approved, a few minor changes were made to July's minutes.
2 Issue 102 & 129 – 867 Corresponding with VEE Rules	Shirley Renfroe	Shirley was not in attendance. Tony and Pat Cassidy commented regarding the UNI. A usage message may be needed for the UNI in the header, more research is needed. TEP will report on moving the UNI REF 02 to the REF 03 field, this will have to be checked with ITRON.
3 Status of PSWG approved documents sent to Utilities Division Director for approval as the State standard.	Paul Taylor	Paul has finished a draft of a cover Letter to go with the Approve Documents and sent this document to Evelyn. Action Item: Tony will update the group regarding if a hard copy of the Change Control document has been sent to the Utilities Director.
4 Issue 130 – Need to create a glossary of Direct Access terms.	Jenine Schenk	The combined Glossaries were distributed by Jenine, the discussions regarding decisions on each definition lead the group to the action item below. Adding an acronym reference for clarity at the beginning of this document was approved by group. Kathy Flood or June Moyer may be contacted regarding House Bill definitions. Action Item: All participants to take back and review this document and the new entries in the missing definition paper handed out by Anne Cobb. Anne will coordinate a conference call and/or communicate through email with Paul, Tony and Judy to finish missing definitions and submit to Jenine by the 6th of September.
5 Issue 138 – What happens to the non-residential customer over 100,000 kWh (annually) if they choose an ESP and want to return to standard offer?	Tony Gillooly	Discussion encompassed the huge issue this becomes if this is one rule across the board. This is not a UDC issue only. Note that this is an issue for when the rule making process comes up. This issue is unresolved but Barbara Keene will take note and keep this in her files of issues for when the rulemaking procedure opens up. This issue is closed for the PSWG; the position papers were given to staff.
6 Issue 141 – What will Utilities do when they approached by inactive ESP's who completed compliance testing and now are asking to become active in their territory?	Barry Scott	Barry was not in attendance- this will be moved to next agenda. Action Item: Barry Scott will write a standard for utilities and providers concerning authorization and reauthorization in a service territory. This will be distributed and discuss at the next meeting.

7	Issue 106 – Develop a document showing all agreed upon billing business rules	Tony Gillooly	<p>Shirley was not in attendance but had stated in last meeting that there is a document titled “Status Report to the ACC” which includes a section concerning Billing.</p> <p>Action Item: All participants to review, pg 66-85 in the “June 15th 2000 - Status Report to the ACC” (Bluebook), what items need to be added or have changed since the printing. There are only ten items that have been agreed to, also check the closed issue list for any billing items. Be prepared to discuss at the September 19th meeting.</p>
8	Issue 143 – Discussion of the North American Energy Standards Board, Retail Electric Quadrant questionnaire.	Barbara Keene	<p>Group discussed questionnaire again. Originally brought to the attention of the group by staff for the PSWG to be made aware of the groups existence and compare with groups work.</p> <p>Action Item: Pat will research and report to the group at the next meeting.</p>
9	Sale of Assets by ESP.	Barbara Keene	<p>Barbara brought back to the group an answer to the question regarding the sale of assets by an ESP.</p> <p>They are under the same rules as a UDC; they will likewise need to obtain an approval by the ACC. This opened discussion in the group regarding what is considered an asset. Does the ACC govern this by an amount?</p> <p>Action Item: Barb will bring the statute regarding this issue.</p>
10	Meeting Canceled and Future Meetings	Tony Gillooly	<p>It was decided that an RSVP notice will be sent out two weeks prior to the meeting and 3 days for participants to return an RSVP. All participants must respond with an RSVP. The Chairperson would make the final call if the meeting will be cancelled Group agreed to meet every month until issues are satisfied or until the first of the year when we will re-evaluate our goals.</p>
11	New Issues	Tony Gillooly	<p>Master issues list has not been updated for at least the last ten issues. An updated copy needs to be distributed. Evelyn may have charge of this.</p> <p>ACTION: Tony will ask Evelyn to send out an updated issue list as well as an updated resolved issue list.</p>
12	Set Next Agenda and Future Meeting Times	Tony Gillooly	<p>The group set the agenda for the September 19, 2002 meeting. TEP will be responsible for the minutes.</p>
13	Meeting Evaluation	Tony Gillooly	<p>The group provided feedback.</p>
14	Adjourn Meeting	Tony Gillooly	<p>The meeting was adjourned.</p>

Any of the above agenda items may be voted on and approved as a standard by the PSWG

Participants at the August 15, 2002 PSWG meeting were as follows:

Name	Organization (new e-mail address, if appropriate)
Aguayo, Stacy	APSES
Cassidy, Pat	SRP
Cobb, Anne	Trico
Fregoso, Judy	TEP
Gillooly, Tony	TEP
Keene, Barbara	Commission Staff
Pichoff Darrel	KRSaline
Schenk, Jenine	APS
Taylor, Paul	R.W. Beck / Citizens
Wallace, John	GCSECA