

MINUTES

Process Standardization Working Group Meeting

September 09, 2004 -- 09:00 a.m. to 4:00 p.m.

Arizona Public Service (APS) Corporate Headquarters

400 N. 5th St., (5th Street, just north of Van Buren) Conf Room CHQ5A Phoenix, AZ

Topic	Lead	Anticipated Outcome
1 Welcome, Introductions, and Sign-in.	Shawna Hilman	Shawna Hilman welcomed participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet was circulated and participants introduced themselves.
2 Discussion of the non- interval estimation standards	Jana Van Ness and Keith Van Ausdal	APS distributed a matrix spreadsheet on their revisions 1) Estimation Situations and Customer Notifications (Version 6) and 2) Estimation Procedures (Version 6). Participants provided feedback and additional comments or corrections on each APS matrix. APS also distributed their additional comments and edits to the preliminary document called PSWG Estimation Report to ACC (Version 6). John Wallace will contact Co-ops for participant comments , and the other participants will fill in their comments that are missing also. Comments are asked to be sent to Shawna Hilman prior to the next meeting so that she can update the matrixes and Estimation Report to ACC.
3 Update from all participants and Staff	Shawna Hilman	Erinn Andreasen said that she received a call inquiring how to obtain a CC&N.
4 New Items	John Wallace	Participants did not have any new items.
5 Meeting Evaluation		The group did not accomplished what they had intended to at this meeting. Mrs. Dryer was unable to attend and many questions surrounded the APS matrix revisions.
6 Set Next Agenda and future meeting locations		The next meeting will be held on October 14th, 2004 at 9 am at a place to be determined. Participants will be having further discussion on non-interval estimation.
7 Adjourn Meeting		The meeting was adjourned.

