

Minutes Distribution Factor Working Group

January 6, 2009
OATI San Mateo Office
1875 South Grant Street
Suite 910
San Mateo, California

The Distribution Factor Working Group (DFWG) met on January 6, 2009 in San Mateo, California. The meeting notice and agenda are affixed as **Exhibits A** and **B**, respectively. Chairman Jim Busbin presided, and Larry Kezele announced that a quorum was present.

Attendees

| | | | |
|------------------------------------|----------|---------------|------|
| Jim Busbin, Chairman | Southern | Mona Soliman | PJM |
| Hardeep Kandola | IESO | Neil Shah | MISO |
| Carlos Gonzalez-Perez | OATI | Yasser Bahbaz | SPP |
| Vic Howell, Vice Chairman | VACAR-S | Jason Davis | ICTE |
| Larry Kezele | NERC | Dede Subakti | MISO |
| Phillip Shafeei | NYISO | Nelson Muller | OATI |
| Cheryl Mendrala (via speakerphone) | ISO-NE | Jose Medina | OATI |
| Ben Taylor (via speakerphone) | TVA | | |

Antitrust Compliance Statement

Chairman Busbin summarized the NERC Antitrust Compliance Guidelines.

DFWG Roster

The working group reviewed and revised the roster.

Distribution Factor Working Group Meeting Minutes

Vice Chairman Howell moved to approve the minutes of the September 24, 2008 meeting. The working group approved the motion.

Future Meetings

| Meeting/Conf. Call | Purpose | Date |
|------------------------------|-----------------|--------------------------------------|
| DFWG Conference Call Meeting | Regular Meeting | February 3, 2009 (2 p.m.–4 p.m. EST) |

Review of Agenda

Chairman Busbin reviewed the agenda and prioritized agenda items. The working group will conduct closed sessions as required.

Projects and Model Development

1. Book of Flowgates

- a. **BoF CO-03 (9000 Series Flowgates)** — Dede Subakti reported that 9000 series flowgates are used to represent balancing authority-to-balancing authority tie lines. The BoF currently automatically creates a name for flowgates based on the balancing authority assignment of the PSS/E area name. For example, if flowgate 9xxx is monitoring tie lines between balancing authority ZZZ and balancing authority YYY, then currently the flowgate will be named ZZZ-YYY. As a result, BoF users cannot change or modify the flowgate name or description. BoF CO-03 provides the functionality to manually enter or modify flowgate information in the 9000 series flowgates, including its name and description.

Implementation of BoF CO-03 will require implementation of an IDC change order.

Phillip Shafeei moved to approve BoF CO-03 for development. The working group approved the motion.

- b. **BoF CO-04 (Email Notification from BoF)** — Neil Shah explained that currently the Book of Flowgates (BoF) sends an email notification to all BoF users regardless of their user category and whether or not their email IDs are listed under the “Notification Email” area. These notifications are not only for pending requests that require flowgate maintenance user’s attention, but for all the changes that are being made to the BoF. As a result, “Flowgate View-Only,” “Flowgate View-Download,” and “Flowgate Download-Only” users receive many email messages and there is no provision to disable the email notifications without removing their BoF access.

CO-04 modifies the BoF such that the email notifications including the ones related to pending requests will be sent only to those BoF users whose email IDs are listed under “Email Notification” area. The “Email Notification” area will be populated with the email ID of all users in a particular RC area and then the flowgate maintenance user(s) for that reliability coordinator area could manage the list and add/delete as necessary.

Nelson Muller reviewed the evaluation of BoF CO-04. Neil Shah moved to approve CO-04, as amended, for development. The working group approved the motion.

2. **Flowgate Administration Reference Document** — Chairman Busbin stated that the Flowgate Administration Reference Document specifies several DFWG responsibilities. In addition, the reference document outlines Reliability Coordinator Working Group and Operating Reliability Subcommittee responsibilities related to the creation and use of flowgates. The working group suggested reformatting the reference document to become a flowgate user guideline. Chairman Busbin suggested that he and Vice Chairman Howell draft a revision to the reference document that converts it into a guideline for approval by the Operating Committee.
3. **Review of DFWG Scope** — The working group reviewed its scope approved by the Operating Reliability Subcommittee in June 2005. Larry Kezele will issue a red-line revision of the scope for working group review.
4. **Two-Year Work Plan** — Chairman Busbin explained that the Operating Reliability Subcommittee has requested each of its working groups to develop a two-year work plan. He will draft a work plan based upon the subcommittee's guidance for working group review.
5. **Model Review** — Hardeep Kandola reviewed the steps being taken to develop a solved IDC winter model. The IDC winter model is scheduled for upload to the SDX and the IDC on the evening of January 12, 2009. Chairman Busbin suggested the development of a two-year base case development timeline that reflects the critical dates for the development of each of the monthly IDC and SDX model uploads.
6. **Balancing Authority Transition from MISO to SPP** — Yasser Bahbaz explained that with the upload of the winter model on the evening of January 12, 2009 the Missouri Public Service (MPS) balancing authority will transition from MISO to SPP. Flowgate numbers will remain the same. He also reported that the Nebraska balancing authorities (OPPD, NPPD, and LES) will transition from MISO to SPP on April 1, 2009. The working group discussed the current assignment of flowgate ranges to each reliability coordinator. Implementation of the BoF database management system provides more flexibility in the assignment of flowgate ranges. The working group also considered the identification of reliability coordinator and balancing authority in the IDC graphical user interface. In the interim, all 6000 series flowgates will be assigned to both SPP and MISO. Mr. Muller will draft a BoF change order to document this functionality.

Adjournment

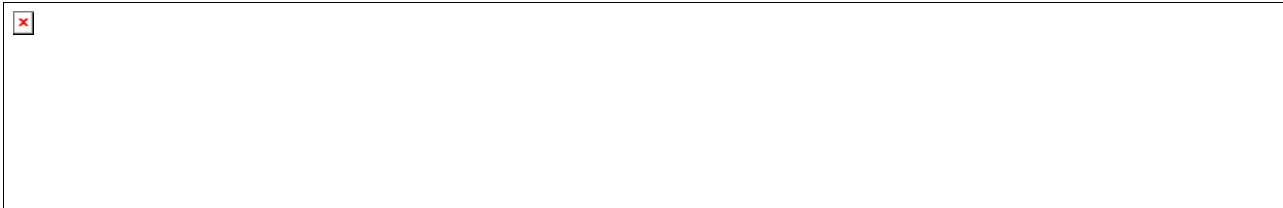
The meeting was adjourned at 12:14 p.m. PST on January 6, 2009.

Larry Kezele

Larry Kezele
Secretary

Iryn Gamolo

From: Angie Nicastro [Angie.Nicastro@nerc.net]
Sent: Friday, December 05, 2008 10:42 AM
To: Angie Nicastro
Subject: MEETING: January 2009 Distribution Factor Working Group
Attachments: NERC Distribution Factor Working Group.vcs; footer



Meeting Announcement: Distribution Factor Working Group

January 6, 2008 | San Mateo, California (OATI Office)

Register online today: <http://www.nerc.net/meetingregistrations/Committee.aspx?meetingdate=1/6/2009&meetingtype=DFWG>

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|--------------------------------|---|
| Meeting Group and Dates | |
| Group Name | Distribution Factor Working Group |
| Dates | 1/6/2009 -- 8:00:00 AM - 12:00:00 PM |
| Hotel | |
| Hotel | OATI Office |
| Address | 1875 South Grant Street. Suite 910 |
| City | San Mateo |
| State | CA 94402 |
| Phone | xxx-xxx-xxxx |
| Attending Staff | |
| Staff | Larry Kezele |
| Miscellaneous | |
| Notes | <p>OATI Office is conveniently located near three major airports: San Francisco International Airport - 8 miles Oakland International Airport- 24 Miles San Jose International Airport- 27 Miles</p> <ul style="list-style-type: none"> • Nearby Hotels, Listed in the order of distance to OATI Office: • San Mateo Marriott San Francisco Airport >> 1770 South Amphlett Blvd San Mateo , CA 94402 650-653-6000 • Residence Inn San Francisco Airport/San Mateo >> 2000 Winward Way San Mateo , CA 94404 650-574-4700 • Hotel Sofitel 223 Twin Dolphin Drive REDWOOD CITY, California 94065 650/598-9000 http://www.sofitel.com/sofitel/fichehotel/gb/sof/0922/fiche_hotel.shtml • Doubletree Hotel San Francisco Airport 835 Airport Blvd. Burlingame, California, USA, 94010-9949 1-650-344-5500 • Embassy Suites San Francisco Airport - Burlingame 150 Anza Blvd Burlingame, California, USA, 94010 1-650-342-4600 • Holiday Inn Express Hotel & Suites Belmont - more info » 1650 El Camino Real, Belmont, CA (800) 465-4329 |

Attached please find an outlook meeting invitation. If you would like to add it to your schedule, just double click on the attachment, select "Open" from the pop up screen, and then hit the "Save & Close" button at the upper left hand of the meeting screen to add to your calendar.

North American Electric Reliability Corporation
116-390 Village Blvd.
Princeton, NJ 08540
609.452.8060 | www.nerc.com

Agenda Distribution Factor Working Group

January 6, 2009 | 8 a.m.–12 p.m.
OATI San Mateo Office
1875 South Grant Street
Suite 910
San Mateo, California

Administrative

1. Arrangements
2. Review NERC Antitrust Compliance Guidelines (**Attachment 1**).
3. Determination of Quorum: The rule for NERC working groups is that half of the members (that are entitled to vote) of the working group constitutes a quorum, and a motion passes if it receives two-thirds affirmative votes of the votes cast.
4. Summary of Parliamentary Procedures (**Attachment 2**).
5. Approve and set timing for the agenda. (Closed sessions will be conducted as required.)
6. Review DFWG Roster (**Attachment 3**).
7. Review and approve minutes of the September 24, 2008 meeting (**Attachment 4**).
8. Future meetings and conference calls.
 - A. None scheduled.

Projects and Model Development

1. Book of Flowgates
 - A. BoF CO-03 (9000 Series Flowgates)
Status – Approved for evaluation.
Action – Review evaluation and approve for development
 - B. BoF CO-04 (Email Notifications from BoF)
Status – Drafted (**Attachment 5**)
Action – Review draft and approve for evaluation
2. Reference Document Review — The working group will review and revise the Flowgate Administration Reference Document as appropriate (**Attachment 6**). (Secretary's note: The Operating Committee can no longer approve reference

documents; rather, is has developed a Board of Trustees approved process for creation, review, and approval of “Guidelines.” In its review of the attached reference document I would suggest that the working consider each of the following approaches when revising the reference document: 1) Translate into a working group training document, 2) develop a standard authorization request to translate the document into a technical reference document to a reliability standard, or 3) recommend elimination of the document.)

3. Review of DFWG Scope — The working group will review its scope (**Attachment 7**).
4. Two-Year Work Plan — At the request of the Operating Reliability Subcommittee, the working group will develop a 2-year work plan for presentation to the subcommittee.
5. Member comments.
6. Other.