

Meeting Minutes

Standards Committee Process Subcommittee

March 19, 2019 | 1:00–2:20 p.m. Central

Introduction and Chair's Remarks

Standards Committee Process Subcommittee (SCPS or Subcommittee) Chair S. Bodkin called the duly noticed meeting to order at 1:00 p.m. Central and welcomed the members and observers. He also had those in attendance in-person and remotely introduce themselves. Quorum was achieved as seven of the nine members were present. An attendance list is found in Attachment 1.

NERC Antitrust Compliance Guidelines and Public Announcement

S. Barfield-McGinnis, NERC staff filling in for A. McMeekin, reviewed the NERC Antitrust Compliance Guidelines and the public meeting announcement. He also referenced the new NERC Participant Conduct Policy that was included in the announcement package, and that L. Perotti, NERC Legal, would provide a presentation at the Standards Committee (SC) meeting the following day.

Review Meeting Agenda (Item 1)

S. Bodkin reviewed the meeting agenda. There were no changes and the agenda was approved by unanimous consent.

Consent Agenda (Item 2)

The meeting minutes from January 22, 2019 and SCPS Roster were approved by unanimous consent.

Review of SCPS Work Plan (Item 3)

S. Bodkin reviewed the two-page Work Plan that was included in the agenda package and provided highlights of each item. There was no significant discussion.

Discuss/Approve Standards Resource Document (Item 4)

For agenda item 4a, L. Oelker presented the Standards Resource Document (i.e., Matrix) noting the following documents need volunteers to review: (1) Approving Errata in an Approved Reliability Standard, (2) Guidance Document for Management of Remanded Interpretations, and (3) Acceptance Criteria of a Reliability Standard [Quality Objectives]. SCPS members M. Harward, P. Malozewski, and D. Crane volunteered to review the documents and NERC Legal staff, L. Perotti, also agreed to assist. A review of the fourth document, Agenda Item 4(a)(iv), "Drafting Team Reference Manual" was deferred to September.

For agenda item 4b, S. Bodkin, referenced the SC "one-pager" found in the agenda package recommending retirement of three documents, which include: (1) SC Procedure – Approving a Field

Test Associated with a Reliability Standard; (2) Guidelines for Interpretation Drafting Teams; and (3) SC Procedure – Processing Requests for an Interpretation. S. Bodkin requested a motion to approve the recommendation. A motion was put forth by P. Malozewski and properly seconded. The motion carried unanimously.

Projects – Updates (Item 5)

a. Identify, Maintain, Prioritize and Categorize Standards Resources Documents

S. Bodkin reported the project could be marked as completed. An action was taken to close.

b. Reference Inventory Project

J. Flandermeyer reported that the team (M. Harward, J. Loewer, and J. Flandermeyer) found a number of “document hygiene” issues, which include things like broken links, formatting, and to a lesser degree circular references within a document. One notable issue pertained to documents that have another document encapsulated within it rather than linked or referenced. J. Loewer noted that some documents reference a NERC document, however, there is no hyperlink or other reference to aid the reader in locating the reference. J. Flandermeyer suggested further discussion was needed to determine if the administrative effort was warranted to clean up the documents. She recommended a follow up discussion on the topic of determining how things like hyperlinks should be handled going forward and level of effort for administration in an off-line discussion with NERC staff.

C. Larson, Manager of Standards Information at NERC suggested the group consider whether hyperlinks needed to be direct to the specific document or be more general, such as, taking the reader to a webpage where the reader could navigate to the particular document. He gave examples, such as, the NERC Standards Processes Manual (SPM) which is fairly static and could be hyperlinked directly; however, other more general documents that are updated often where names could change should be referenced via a webpage with multiple documents.

S. Bodkin also asked what process NERC staff had in place to improve the quality of the documents and to correct items like broken reference links to nerc.com. S. Barfield responded that NERC staff were currently working to update Standards’ website pages to the typical out of the box SharePoint foundation functionality. For example, current project pages are simple tables with no sorting or searching capability, whereas, one of the Reliability Standards’ pages allows groups of standard documents to be expanded and collapsed as well as sorted. C. Larson emphasized that a firm direction has not been decided on which pages would be enhanced and that other factors like document retention periods could influence which webpages get attention and priority. NERC staff noted these initial conclusions and will be having internal discussions on proposed next steps to address the team findings going forward.

c. Standard Grading Spreadsheet

S. Bodkin reported that the spreadsheet is complete and that it appears that the SC will be postponing the grading process in 2019 due to the Standards Efficiency Review effort. S. Rueckert

suggested approving the spreadsheet so that the work/project could be considered complete. S. Bodkin noted he would speak with H. Gugel, NERC Senior Director of Engineering and Standards as to what the next steps should be regarding the spreadsheet. An action item was taken.

d. Single Portal

S. Bodkin solicited volunteers to work with S. Barfield-McGinnis and/or other staff to update the single portal. G. Zito questioned whether current the single portal link and process should be removed from the Standards' page due to logic problems in the document and given that NERC Standards has added additional features for industry stakeholders to submit questions and issues. S. Barfield-McGinnis provided a demonstration of the newly activated helpdesk submission form and noted that it is a simple implementation to test the process. Some attendees recommended a decision tree process and to have more information to help a user understand the terminology. S. Barfield-McGinnis noted that NERC is in the process of updating the system to a cloud-based environment and it may be possible to incorporate additional detail and provide guidance currently contained in the Single Portal. Attendees also encouraged NERC to seek input on the submission form from stakeholders early in the updating process. Due to a lack of interest in applying SCPS resources to the single portal and because of the potential to incorporate single portal concepts into the NERC helpdesk cloud-based submission form, the project to update the single portal was scrubbed.

Further work on the single portal is stopping due to changes in NERC processes and the lack of updates to the single portal have compromised its value to stakeholders. NERC is currently upgrading the existing helpdesk tracking system to a cloud-based environment specifically tailored to Standards issues. This helpdesk tracking system will address stakeholder needs in a more efficient and effective manner. An action item was taken for NERC to consider the removal/retirement of the single portal as the NERC technology upgrade evolves.

Standards Committee Meeting (March 20, 2019) (Item 6)

S. Bodkin provided a summary of the items he would be reviewing at the SC meeting the following day.

Discussion Items (Item 7)

S. Bodkin asked attendees and SCPS members if there were any topics or issues the group wanted to take on. There were no specific suggestions or thoughts.

L. Oelker asked if the Standards' version of the Participant Conduct Policy would be removed from the Standards resource webpage. L. Perotti responded that she would check and confirm whether the ERO-wide policy would supplant the current Standards version. An action item was taken.

M. Gildea, FERC staff, asked for a clarification on who governs the Functional Model. A. Gallo responded that he understands the SC owns and manages the Functional Model, however, the Standing

Committees (i.e., Critical Infrastructure Protection Committee, Operating Committee, and Planning Committee) have a say in the revision of the model document.

Action Items/Assignments (Item 8)

- a. M. Harward, P. Malozewski, D. Crane (WECC), and L. Perotti to review: (1) Approving Errata in an Approved Reliability Standard, (2) Guidance Document for Management of Remanded Interpretations, (3) Acceptance Criteria of a Reliability Standard [Quality Objectives].
- b. Close agenda item 5(a) Identify, Maintain, Prioritize and Categorize Standards Resources Documents on the SCPS Work Plan.
- c. J. Flandermeyer Agenda Item 5(b) to discuss the Reference Inventory project off-line with interested members and others about next steps (e.g., an administrative review)
- d. C. Larson to have internal NERC discussions to address hyperlink issues when moving documents to the new format on nerc.com.
- e. S. Bodkin to discuss with H. Gugel the next steps concerning Standards Grading.
- f. NERC to consider the removal/retirement of the single portal as the NERC technology upgrade evolves.

Future Meetings (Item 9)

- a. Meetings in coordination with Standards Committee:
 - i. June 25, 2019 — Atlanta, GA (NERC) | 1:00 p.m. – 5:00 p.m. Eastern
- b. Scheduled conference calls:
 - i. April 3, 2019 | 1:00 – 3:00 p.m. Eastern
 - ii. May 8, 2019 | 1:00 -3:00 p.m. Eastern

Adjourn (Item 10)

S. Bodkin adjourned the meeting at 2:20 p.m. Central.

Attachment 1

Last	First	Company	Member/Observer
Bodkin	Sean	Dominion Resources Services, Inc.	Chair
Flandermeyer	Jennifer	Kansas City Power & Light (KCP&L)	Vice Chair
Hagen	John	Pacific Gas and Electric Company	M
Harward	Matthew	Southwest Power Pool, Inc.	M
Hammons	Daniela	CenterPoint Energy Houston Electric, LLC	M
Loewer	Jill	Utility Services	M
Malozewski	Paul	Hydro One	M
Oelker	Linn	LG&E and KU	M
Rueckert	Steve	WECC	M
Barfield-McGinnis	Scott	NERC	N/A
Perotti	Lauren	NERC	N/A
Larson	Chris	NERC	N/A
Manning	Rob	NERC Board of Trustees	N/A
Mueller	Wendy	NERC	N/A
Allen	John	City Utilities	O
Brytowski	Mike	Great Rivers Energy	O
Bussey	Masuncha	Duke Energy	O
Casuscelli	Amy	Xcel Energy, Inc.	O
Chou	Yee	AEP	O
Coyne	Rachel	Texas RE	O
Crane	Donovan	WECC	O
Darrah	Rebecca Moore	ACES	O
Gallo	Andrew	City of Austin dba Austin Energy	O
Gildea	Michael	Federal Energy Regulatory Commission	O

Lanehome	Ken	Bonneville Power Administration	0
Pratt	Mark	Southern Company	0
Shu	Ruida	Northeast Power Coordinating Council	0
Van Brimer	Kim	Southwest Power Pool, Inc.	0
Vedvik	Alexander	Public Service Commission of Wisconsin	0
Webb	Douglas	Kansas City Power & Light Co.	0
Williams	Jim	Southwest Power Pool, Inc.	0
Winters	William	Con Edison	0
Yeung	Charles	Southwest Power Pool, Inc.	0
Zito	Guy	Northeast Power Coordinating Council	0