**March 28, 2019**

**TO:** NAESB Wholesale Gas Quadrant Executive Committee and Interested Industry Participants

**FROM:** Elizabeth Mallett, NAESB Deputy Director

**RE:** Wholesale Gas QuadrantExecutive Committee Meeting Revised Draft Minutes

**NORTH AMERICAN ENERGY STANDARDS BOARD**

**WHOLESALE GAS QUADRANT**

**EXECUTIVE COMMITTEE MEETING**

**Thursday, March 28, 2019 – 9:00 AM – 3:00 PM Mountain Standard Time**

**REVISED DRAFT MINUTES**

**1. Welcome**

Mr. Buccigross and Mr. Parker called the meeting to order and welcomed the Wholesale Gas Quadrant (WGQ) Executive Committee members, alternates, and other participants. Ms. Mallett read the NAESB Antitrust and Other Meeting Policies and called the roll of the WGQ Executive Committee members and alternates. Quorum was established. Mr. Buccigross thanked Mr. McCluskey and Salt River Project for hosting the meeting.

1. **Consent Agenda**

Mr. Buccigross reviewed the consent agenda, which included the adoption of the [agenda](https://www.naesb.org/pdf4/ec100918a.docx) and the draft meeting minutes from the October 11, 2018 WGQ Executive Committee meeting with [proposed changes](https://www.naesb.org/pdf4/wgq_ec101118w3.docx) from Ms. Hogge and Ms. McCain.

Mr. Parker moved, seconded by Ms. Van Pelt, to adopt the consent agenda. The motion passed a simple majority vote without opposition.

1. **Review and Consider for Vote the Recommendation to Support Standards Request R18008 - Request to Add Existing Data Element “Route” to the Following Data Set(s): NAESB WGQ Standard No. 1.4.3 – Request for Confirmation, NAESB WGQ Standard No. 1.4.3 – Confirmation Response and NAESB WGQ Standard No. 1.4.6 – Scheduled Quantity for Operator**

Mr. Schoene reviewed the [recommendation](https://www.naesb.org/member_login_check.asp?doc=wgq_R18008_rec.docx) for [Standards Request R18008](https://www.naesb.org/member_login_check.asp?doc=r18008_revised.doc) with the participants. He stated that the request was submitted by Williams Companies, Inc. and asked that “route” be added to the data sets to help with their nomination process in situations where nominations that otherwise look identical need to be distinguished by the specific path. The WGQ Business Practices Subcommittee (BPS) and the Information Requirements and Technical Subcommittees (IR/Tech) developed the recommendation which was unanimously voted out. The data element was assigned a Mutually Agreeable usage and no comments were received during the thirty day [request for formal comments](https://www.naesb.org/pdf4/wgq_022219reqcom.doc). Mr. Connor stated that he supports the adoption of the recommendation, especially with the Mutually Agreeable usage modification.

Ms. Munson moved, seconded by Mr. Connor, to adopt the recommendation for Standards Request R18008. The motion passed a super majority roll call vote. **[Vote]**

1. **Review and Consider for Vote Minor Correction**

Mr. Buccigross asked Ms. Hogge to review the Minor Corrections. He recommended that the proposed Minor Corrections be considered through a single, combined vote.

Ms. Hogge stated that [MC18005](https://www.naesb.org/member_login_check.asp?doc=wgq_mc18005_rec_020619.docx) was a request submitted by the IR/Tech Chairs. The recommendation moved the ‘Version Notes’ to the end of each manual for ease in performing a search within the manual and removed the ‘Tab’ references, as the manuals are no longer published in book format, but are available electronically.

Ms. Hogge stated that [MC19001](https://www.naesb.org/member_login_check.asp?doc=wgq_mc19001_rec.docx) was a request submitted by the IR/Tech Chairs. The recommendation adds the Electronic Bulletin Board (EBB) Usage of Mutually Agreeable for the data element Scheduling Status in NAESB WGQ Standard No. 1.4.6 - Scheduled Quantity for Operator data set. She stated that the EBB usage has been missing for several versions.

Ms. Hogge reviewed [MC19002](https://www.naesb.org/member_login_check.asp?doc=wgq_mc19002_rec.docx), a request submitted by the IR/Tech Chairs. The recommendation modifies NAESB WGQ Standard No. 5.4.25 Bid and NAESB WGQ Standard No. 5.4.26 Award Download to correct the Business Name Abbreviation in the data element ‘Pressure Base Indicator Description’. She stated that the Minor Correction is a clean up from an earlier request.

Ms. Hogge explained that [MC19003](https://www.naesb.org/pdf4/wgq_mc19003.docx) was a request submitted by the IR/Tech Chairs. The recommendation corrects the EDI Mapping Guidelines for NAESB WGQ Standard No. 3.4.1 Transportation/Sales Invoice to show the ‘Replacement Shipper Maximum Daily Quantity’ data element in the QTY Segment as Sender’s Option.

Ms. Hogge reviewed [MC19004](https://www.naesb.org/member_login_check.asp?doc=wgq_mc19004_rec.docx) submitted by the IR/Tech Chairs. The recommendation modifies the ‘Transactional Reporting’ section of the Executive Summary to remove references to the use of the Upload of Request for Download of Posted Datasets and Response to Upload of Request for Download of Posted Datasets data sets. Ms. Hogge stated that, in Version 3.0 of the NAESB WGQ Business Practice Standards, all references to Transactional Reporting via EDI were removed from the data sets, as there is no EDI development for Transactional Reporting.

Ms. Hogge explained that [MC19005](https://www.naesb.org/pdf4/wgq_mc19005.docx) was submitted by the IR/Tech Chairs. The recommendation modifies the NAESB WGQ Standard No. 3.4.1 Transportation/Sales Invoice and NAESB WGQ Standard No. 3.4.2 Payment Remittance. During a review of the data sets, it was discovered that the Data Element Cross Reference to ASC X12 and the EDI Mapping Guidelines did not accurately show the Contact Person data elements in the PER Segment. The existing data element ‘Contact Person’ was modified to reflect two separate data elements, ‘Contact Person (Name)’ and ‘Contact Person (Phone).’

Ms. Hogge reviewed [MC19007](https://www.naesb.org/pdf4/wgq_mc19007.docx), submitted by the IR/Tech Chairs. The recommendation contains a modification to NAESB WGQ Standard No. 3.4.1 Transportation/Sales Invoice. Ms. Hogge stated that there was a conflict in the code values and duplications were deleted.

Mr. Buccigross opened the floor for comments or questions on the minor corrections. Mr. Connor asked whether the WGQ Matrix was the best tool to analyze the standards. Ms. Munson stated that the Matrix lists all of the business standards and can be utilized to determine what topic a standard may fall under. For example, one could search the matrix for every standard that relates to nominations and find that some of the standards may not be in the nomination book. She noted that the [Code Values Log](https://www.naesb.org/pdf4/code_values_102918.xlsx) is also posted on the IR/Tech page. The Code Values Log is a spreadsheet that lists all of the code values and what data sets they are in for each data element. Ms. Van Pelt stated that a word search could be performed in both the Matrix and the WGQ books.

Mr. Gracey moved, seconded by Mr. Gwilliam, to adopt the recommendations for the minor corrections discussed. The motion unanimously passed a simple majority vote.

1. **Subcommittee Updates**

Triage Subcommittee

Mr. Booe noted that the Triage Subcommittee recently received two items that were assigned to the Wholesale Gas Quadrant (WGQ). Standards Request [R19001](https://www.naesb.org/pdf4/r19001.docx) was submitted by Enbridge (U.S.) Inc and [R18013](https://naesb.org/member_login_check.asp?doc=r18013.doc) was submitted by Boardwalk Pipeline Partners, Dominion Energy Transmission, Northern Natural Gas, and TransCanada Pipelines. Standards Request R18013 asks to modify NAESB WGQ Standard No. 4.3.39 to allow for line item processing functions on Customer Activities websites, along with the use of icons and/or graphical control elements for navigation and processing functions. Standards Request R19001 proposes the addition of a Sender’s Option data element, Location Fuel Area, to NAESB WGQ Standard No. 0.4.4 Location Data Download.

Ms. Van Pelt recommended that items that address standards only maintained by specific subcommittees need not go through the BPS. Mr. Booe agreed.

Business Practices Subcommittee

Mr. Buccigross asked Ms. Munson for an update on the WGQ Business Practices Subcommittee (WGQ BPS). She stated that the WGQ BPS completed the [recommendation](https://www.naesb.org/member_login_check.asp?doc=wgq_R18008_rec.docx) that was approved earlier in the meeting for [R18008](https://www.naesb.org/member_login_check.asp?doc=r18008_revised.doc) and is working with the WGQ Electronic Delivery Mechanisms (EDM) and WGQ Contracts Subcommittees on [R18007](https://www.naesb.org/pdf4/r18007.docx) addressing distributed ledger technology, which will be addressed during their upcoming April 3 and April 15 conference calls. Ms. Munson delivered a summary of the meetings concerning distributed ledger technology to date. She noted that two new requests will be addressed by the WGQ BPS during its April 2, 2019 conference call – [R18013](https://naesb.org/member_login_check.asp?doc=r18013.doc) and [R19001](https://naesb.org/pdf4/r19001.docx) ([Attachment to R19001](https://naesb.org/pdf4/r19001_attachment.pdf)).

Mr. Connor asked what the outcome would be if the NAESB Board of Directors determined that NAEB should not be involved in distributed ledger technology. Ms. Munson stated that the data sets would still be of use to the industry. Mr. Connor asked whether NAESB would go beyond the development of standards for the digital version of Base Contract. Ms. Munson stated that anything beyond the current standards development will be a board determination. Mr. Connor stated that none of the requestors of R18007 participated during the last joint WGQ BPS, Contracts, and EDM Subcommittee conference call. Ms. Munson explained that the requesters confirmed that they would be present moving forward.

Electronic Delivery Mechanisms (EDM) Subcommittee

Mr. Spangler noted that the WGQ EDM Subcommittee has been assigned 2019 WGQ Annual Plan Item 2, the annual review of Appendices B, C, and D in the Quadrant EDM Related Standards Manual. Additionally, the 2019 WGQ Annual Plan Item 6 calls for the development of standards, if needed, to support any recommendations resulting from the Sandia National Laboratories (Sandia) Surety Assessment Report. Recently, the subcommittee has been meeting jointly with the WGQ BPS and the WGQ Contracts Subcommittee to discuss R18007.

Information Requirements and Technical Subcommittees (IR/Tech)

Ms. Hogge stated that IR/Tech has met three times since the last WGQ Executive Committee meeting to address minor corrections and standards requests, but the majority of those meetings focused on Standards Request [R17008](https://naesb.org/member_login_check.asp?doc=r17008.doc). She noted that R17008 was submitted by Aquilon Energy and requests that the Invoice dataset be converted to XML. She stated that IR/Tech developed a cross-reference containing all of the data elements and certain attributes that were needed to identify field name and other usage information. Additionally, IR/Tech is working to complete a draft schema for the project and that there will be testing of such prior to the request being brought to the Executive Committee. Mr. Booe noted that standards are being tested in the Wholesale Electric Quadrant (WEQ), but prior to the testing, the participants voted on the baseline standards. Mr. Buccigross noted that the standard in R17008 had a Mutually Agreeable usage. Mr. Connor suggested that an educational call about XML be presented to the WGQ.

Mr. Buccigross asked whether a motion would be helpful regarding R17008.  Ms. Van Pelt stated that she was unsure of how a motion could be stated, but noted that she would like to delay the comment period or further development related to the other data sets until the work that has been completed has been piloted by the requestor and a regulated pipeline.  Ms. Munson stated that she would second.

Mr. Buccigross asked for objection on a motion made by Ms. Van Pelt that the Executive Committee support the go ahead for a pilot test.  Ms. Van Pelt added that she was referring to the Transportation Invoice.  Ms. Van Pelt stated that the subcommittee would like to know how the work is before other data sets are developed.  Mr. Buccigross asked for objection.  None was offered.

reminded participants that the Standards Matrix for NAESB WGQ Version 3.1 has been completed and posted on the NAESB website. Ms. Hogge

Contracts Subcommittee

Mr. Sappenfield stated that the WGQ Contracts Subcommittee continues to hold joint meetings with the WGQ BPS and WGQ EDM Subcommittees to discuss Standards Request [R18007](https://naesb.org/pdf4/r18007.docx).

WEQ/WGQ Federal Energy Regulatory Commission (FERC) Forms Subcommittee

Mr. Spangler stated that the FERC issued a [Notice of Proposed Rulemaking](https://www.naesb.org/pdf4/ferc011719_nopr_filing_process_Commission_forms.pdf), *Revisions to the Filing Process for Commission Forms*, on January 17, 2019 in Docket No. RM19-12-000. In the NOPR, the Commission is proposing to transition from the current use of the Visual FoxPro software, which is no longer supported by its developer, to a type of Extensible Markup Language (XML) called eXtensible Business Reporting Language (XBRL). The XBRL standard would be used to file the Commission’s Form Nos. 1, 1-F, 2, 2-A, 3-Q electric, 3-Q natural gas, 6, 6-Q, 60, and 714. Mr. Spangler stated that the WGQ/WEQ FERC Forms Subcommittee has been working with FERC staff to address concerns that have been raised. Mr. Buccigross opened the floor for questions. Mr. Connor asked whether the new forms will be filed for 2019. Mr. Spangler stated that FERC has not laid out a hard timeline, but 2019 is unlikely.

1. **Adoption of the 2019 WGQ Annual Plan Adopted by the Board of Directors on December 13, 2018**

Mr. Buccigross reviewed the [2019 WGQ Annual Plan](http://www.naesb.org/pdf4/wgq_2019_annual_plan.docx) and asked for any modifications. Ms. Hogge stated that the status of 2019 WGQ Annual Plan Item 1 - Update the reference tool developed for Version 3.0 to reflect modifications applicable to Version 3.1 - should be changed from “Underway” to “Completed.” Ms. Van Pelt suggested that the second quarter completion date should be moved to the fourth quarter for the recommendation addressing 2019 WGQ Annual Plan Item 4 - R17008 Develop a standard for exchange of transportation invoice information using Extensible Markup Language (XML).

Mr. Connor noted that the completion date for 2019 WGQ Annual Plan Item 6.a and 6.b – Develop and modify the NAESB Business Practice Standards, if needed, to address any recommendations resulting from the surety assessment performed by Sandia – was set for 2019. He asked whether the item would be part of a bigger effort with the Department of Energy (DoE), FERC, and cybersecurity infrastructure. Mr. Booe stated that he understands the Sandia Surety Assessment Report to be a part of a larger cybersecurity effort within the DoE, but from a NAESB perspective, it is limited to standards development. He explained that the DoE has requested that NAESB address any changes in response to the report in an expedited manner. Ms. Hogge asked whether the final Sandia Surety Assessment Report would be addressed by the Executive Committee or the subcommittees. Mr. Booe stated that the Board Critical Infrastructure Committee will help scope the recommendations so that they can be more easily addressed by the various subcommittees.

Ms. Hogge moved, seconded by Ms. Van Pelt, to adopt the [2019 WGQ Annual Plan](https://www.naesb.org/pdf4/wgq_ec032819a1.docx) with the proposed revisions discussed during the meeting (changing the status of 2019 WGQ Annual Plan Item 1 to “Completed” and changing the completion date for 2019 WGQ Annual Plan Item 4 to the fourth quarter of 2019). The motion passed a simple majority vote without opposition.

1. **Publication Schedule Review**

Mr. Booe provided the publication schedule updates for the [RMQ](http://www.naesb.org/misc/retail_publication_schedule_ver3_3.doc), the [WEQ](http://www.naesb.org/misc/weq_publication_schedule_ver3_3.doc), and the [WGQ](http://www.naesb.org/misc/wgq_publication_schedule_ver3_2.doc). The RMQ Executive Committee met on March 27, 2019 and determined that it will recommend to the Board Revenue Committee that the next publication date be set for the end of the year, as the Energy Services Provider Interface (ESPI) and Open Field Message Bus (OpenFMB) Model Business Practices are expected to be complete by the end of the year.

In the WEQ, there are now two versions of the NAESB WEQ Business Practice Standards pending before FERC. A [NOPR](https://www.naesb.org/pdf4/ferc072116_nopr_naesb_weq_v003.1_rm05-5-025.docx), proposing to incorporate by reference Version 003.1, was issued on July 21, 2016 in Docket No. RM05-5-025, and, on October 4, 2018 another [NOPR](https://www.naesb.org/pdf4/ferc100418_nopr_weq-006_weq_version003_rm05-5-026.pdf), specific to the Time Error Correction Business Practice Standards was issued in Docket No. RM05-5-026. A final rule on the NAESB WEQ standards has not been issued since 2014. Mr. Booe noted that the directive from the DoE to finish the standards development in response to the Sandia Surety Assessment may become a challenge without FERC action on the standards. Mr. Booe noted that the Parallel Flow Visualization project is wrapping up and should trigger a publication at the end of the year.

1. **Board of Directors, Board Committee, and Regulatory Updates**

Mr. Booe provided the updates.

NAESB [membership](https://www.naesb.org/misc/membership_report_013119.docx) is currently at 301 members and has remained stable for the past four years. The WGQ is one of the most stable quadrants in the organization. The details are included in the meeting materials.

The [Board of Directors](https://www.naesb.org/pdf4/bd041119a.docx) will meet on April 11, 2019 in Houston, Texas at the Marriott Marquis. The agenda for that meeting will include a review of the revenue and budget numbers through January, and approval of the annual plans. At the Board dinner, Annie McIntyre will provide a cybersecurity presentation. As the leader of the 2006 Sandia Surety assessment, she may be able to provide a new perspective on the Sandia Surety Assessment. During the board meeting, Jim Kavicky from Argonne National Laboratory will present on the [Gas-Electric Modeling and Analysis for Resilient Systems](https://www.naesb.org/pdf4/bd041119a1.pdf), explaining several collaborations that are currently underway with the industry.

The Board Strategy Committee has not met since the proposal of the 2019–2021 Strategic Plan. The group anticipates scheduling its next conference call towards the middle of the year to ensure that the annual plans are in line with the strategic direction of the organization.

The [Board Revenue Committee](https://www.naesb.org/pdf4/bd_revenue031219notes.docx) met on March 12, 2019. During the meeting, the committee heard an update on the blockchain standards development efforts, discussed revenue generation and reviewed the organization’s communication activities and publication cycles.

The [Parliamentary Committee](https://www.naesb.org/pdf4/parliamentary031219a.docx) also met on March 12, 2019 to continue the process of updating the NAESB Governance Documents. The NAESB Certificate of Incorporation, the NAESB Bylaws, and the NAESB Operating Procedures are being reviewed to ensure that they are consistent with Delaware Law, consistent with each other, and whether any Board Resolutions or established practices should be included in the text.

The [Board Critical Infrastructure Committee](https://www.naesb.org/pdf4/bd_cic020619a.doc) (Board CIC) is expected to receive the Sandia Surety Assessment later this year. Once the next draft report is received from Sandia, the Board CIC will review and provide feedback to Sandia on the contents, if necessary. Upon receipt of the final report, the Board CIC will make recommendations for subcommittee action items.

The [Board Retail Structure Review Committee](https://www.naesb.org/pdf4/rsrc112718mn.docx) met at the end of last year to review membership within the quadrant and potential actions to increase participation. The Committee forwarded its report to Mr. Desselle.

The [Board Managing Committee](https://www.naesb.org/pdf4/managing082018a.docx) has conducted business through emails since its last meeting in late August. They are currently reviewing a change order for modifications to the Electric Industry Registry (EIR). Also, Ms. Mallett is negotiating with the Korea Smart Grid Association regarding a Memorandum of Understanding on the Energy services Provider Interface (ESPI) Model Business Practices, the basis for the Green Button Initiative.

1. **Other Business**

Ms. Hogge stated that, upon conferring with NAESB leadership, she recommends Ms. Lopez as a new cochair for the IR Subcommittee and Mr. McCord for the Tech Subcommittee. Mr. Booe noted that the new cochairs would be noted on the 2019 WGQ Annual Plan. Ms. Van Pelt encouraged participants to attend the upcoming face-to-face Executive Committee meetings.

1. **Adjourn**

The meeting adjourned at 10:42 AM Mountain Standard Time on a motion by Ms. Van Pelt, seconded by Ms. Hogge.

1. **Attendance**

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| **Wholesale Gas Quadrant Executive Committee** | **Attendance** | **Vote** |
| **Producers Segment**  |
| Sarah Tomalty | Senior Regulatory Affairs Advisor, BP Energy Company | By Phone |  |
| Ben Schoene | Senior Regulatory Affairs Analyst, ConocoPhillips Company | By Phone | In Favor |
| Chuck Cook | Manager - Regulatory Affairs, Chevron Natural Gas | By Phone | In Favor |
| Chris C. Briggs | General Manager, Marketing Operations, Anadarko Energy Services Company | By Phone |  |
| Randy E. Parker | Regulatory Affairs Upstream Commercial, Exxon Mobil Corporation | In Person | In Favor |
| **Pipeline Segment**  |
| Kim Van Pelt | Manager of Regulatory Reporting and Compliance, Boardwalk Pipeline Partners, LP | In Person | In Favor |
| Tom Gwilliam | Commercial Regulations and Standards Manager, Iroquois Gas Transmission System | In Person | In Favor |
| Rachel A. Hogge | Gas Market Program Coordinator, Dominion Energy Transmission Inc. | In Person | In Favor |
| Mark Gracey | Director – Business Processes, System Compliance, Kinder Morgan Inc | In Person | In Favor |
| Marcy McCain | Specialist II Tariffs, Enbridge (U.S.) Inc. | In Person | In Favor |
| **Local Distribution Company (LDC) Segment** |
| Pete Connor | Contractor, American Gas Association | By Phone | In Favor |
| Craig Colombo | Energy Trader III, Dominion Energy Inc. | By Phone |  |
| Archie Hickerson | Director Rates & Tariff Administration, Southern Company Gas | By Phone |  |
| Abdessamad Nassif | Energy Supply Trader Supervisor -Gas & Coal, Colorado Springs Utilities | By Phone | In Favor |
| Kathryn Ferreira | Manager of Energy Training and Systems – Gas Supply, New Jersey Natural Gas |  |  |
| **End Users Segment** |
| N. Jonathan Peress | Director, Energy Market Policy, Environmental Defense Fund, Inc. | By Phone |  |
| Valerie Crockett | Senior Program Manager - Regulatory & Policy, Tennessee Valley Authority | By Phone | In Favor |
| Willis E. McCluskey | Senior Fuel Supply Analyst, Salt River Project Agricultural Improvement & Power District | By Phone |  |
| Roy Hiller | Natural Gas Operations Manager, Southern Company Services, Inc. | By Phone | In Favor |
| Leonard Ashley | Advisor II, Strategy and Business Development, Midcontinent Independent System Operator | By Phone | In Favor |
| **Services Segment** |
| Rakesh Agrawal | Executive Vice President, Blackstone Technology Group, Inc. | By Phone |  |
| Lisa Simpkins | Environmental and Fuels Policy, Federal Regulatory Affairs, Exelon Generation Company, LLC | By Phone | In Favor |
| Leigh Spangler | President, Latitude Technologies, LLC | In Person | In Favor |
| Jim Buccigross | Vice President – Energy Industry Practice, 8760 Inc  | In Person | In Favor |
| Sylvia Munson (as alt for Greg Lander) | President, Skipping Stone, LLC | By Phone | In Favor |

| **Other Participants** |
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| **Participant** | **Organization** | **Attendance** |
| Jonathan Booe | North American Energy Standards Board | In Person |
| Dave Darnell | Systrends | In Person |
| Micki Hoffee | Northern Natural Gas | In Person |
| Nichole Lopez | Kinder Morgan Inc. | In Person |
| Elizabeth Mallett | North American Energy Standards Board | In Person |
| Steve McCord | TransCanada Pipeline Limited | In Person |
| Sylvia Munson | 44Farris, LLC | By Phone |
| Denise Rager | North American Energy Standards Board | By Phone |
| Keith Sappenfield | Corpus Christi Liquefaction, LLC | By Phone |
| Nancy Senger | WBI Energy Transportation, Inc. | By Phone |
|  |  |  |
| Jill Vaughan | Court Reporter | In Person |