

**North Carolina Transmission Planning Collaborative
Oversight / Steering Committee (OSC)
Meeting Minutes
September 21, 2005
ElectriCities Office – Raleigh
10:00 AM EPT**

Attendees:

Clay Norris, Chair	ElectriCities
Art Hubert	ElectriCities
Andy Fusco	ElectriCities
Greg Locke	ElectriCities
Janice Carney	ElectriCities
Frank Gaffney	ElectriCities
Mark Byrd, Vice-Chair	Progress Energy
Verne Ingersoll	Progress Energy
Nina McLaurin	Progress Energy
Bryan Guy	Progress Energy
John Dalton	Duke Power
Luis Fondacci	NCEMC
Charles Askey	NCEMC
Rich Wodyka	Gestalt
Pam Kozlowski	Gestalt

1. ADMINISTRATIVE

The OSC Chair called the meeting to order at 10:00 am. Mr. Norris requested revisions or additions to the published agenda. None were made.

Meeting Minutes

The Committee reviewed the minutes from the August 17, 2005 OSC meeting. Ms. Kozlowski recommended two minor revisions. **Mr. Ingersoll made a motion to approve the August 17, 2005 minutes as revised, and Mr. Dalton seconded the motion. In a unanimous voice vote, the August 17, 2005 minutes were approved as revised.** Ms. Carney will distribute the revised and approved minutes to the OSC.

2. PWG STATUS REPORT

Mr. Guy provided the OSC with an update of PWG activity. The PWG has completed the side-by-side comparison of the Duke and Progress transmission planning processes and is on target to meet other assignment due dates. Bryan Guy of Progress Energy has been elected Chair of the PWG and James Manning of NCEMC has been elected Vice Chair of the PWG.

3. PROCESS DOCUMENT REVIEW (CTPP – Collaborative Transmission Planning Process)

Mr. Norris turned the meeting over to Mr. Wodyka to facilitate discussion of the draft process document. There was general discussion that the draft document went beyond the agreed upon scope of the Participation Agreement and more discussion followed detailing what was believed to be the agreed upon scope. Mr. Locke was assigned the task of revising the document to reflect the meeting discussion. A working group with a representative from each organization was identified in an attempt to reach consensus on the process document prior to the October 5, 2005 TAG meeting.

Working Group Members:

John Dalton – Duke
Verne Ingersoll– Progress
Charles Askey – NCEMC
Luis Fondacci – NCEMC
Greg Locke – ElectriCities
Rich Wodyka – Gestalt

Mr. Locke to revise and distribute draft document to OSC by close of business Friday, September 23, 2005. Ms. Carney to schedule a conference call of working group members prior to September 30, 2005 in an attempt to reach agreement on the document prior to the October 5, 2005 TAG meeting.

4. WEBSITE REVIEW

- A. Previewed front page of website.
- B. Reviewed draft language for front page of website. Ms. Carney to distribute agreed upon language to OSC for final approval.
- C. Link to public website for each entity to be included on website. Each company needs to send link to Mr. Wodyka. Ms. Carney to send email to OSC reminding them to send company link.
- D. Discussion of need for public and secure websites. Public documents and TAG information will be posted in the public area. OSC agreed that OSC and PWG meeting highlights would be included in the public area. Website will include issues tracking capability as a tool to keep TAG informed of activities associated with identified issues. Gestalt will serve as contact identified on website.
- E. Identified website administrators who will have ability to post on website
 - i. PWG – to be delegated by Chair of PWG
 - ii. OSC – Janice Carney
 - iii. TAG – Pam Kozlowski
- F. Goal to have website live and available for OSC review by September 30, 2005.

5. OCTOBER 5, 2005 MARKET PARTICIPANT MEETING

- A. OSC agreed upon Transmission Advisory Group (TAG) as approved name for the non-LSE participant group.
- B. Mr. Wodyka reviewed draft agenda for the October 5, 2005 TAG meeting.
 - i. Ms. Carney to get list of RSVP's from Sam Watson at the NCUC and distribute to the OSC prior to the October 4, 2005 OSC meeting.
 - ii. OSC discussed need for NERC/SERC type standard of conduct statement to be read at TAG meetings. Mr. Ingersoll to check with Len Anthony of Progress to determine legal need.
 - iii. TAG Charter – Several OSC members had not reviewed draft charter. Mr. Wodyka to revise charter to reflect name changes and distribute to OSC. Need approval from OSC by September 30, 2005.
 - iv. OSC confirmed ITP will serve as TAG chair.
 - v. OSC discussed how to respond to individual questions/suggestions from TAG members. OSC agreed to respond to group in general and not provide individual responses.
 - vi. Press Release Template - Ms. Carney to send draft press release template to OSC members for approval by the individual company corporate communications departments. OSC will issue press release following TAG meeting. Need to draft press release.

6. FUTURE MEETING DATES

- A. The next OSC meeting is scheduled for Tuesday, October 4, 2005 at the ElectriCities office in Raleigh. **The OSC changed the meeting time from 10:00 am – 2:00 pm to 1:00 pm – 4:00 pm due to the dinner meeting following the Committee meeting. Lunch will not be served.**
- B. An additional OSC meeting was scheduled for Wednesday, October 5, 2005 at the ElectriCities office immediately following the TAG meeting at the NCUC. Lunch will be served.

The meeting was adjourned at 1:15 pm.