**AMWG March 2016 Meeting Notes**

**March 22, 2016**

**9:30 a.m. – 3:30 p.m.**

**WebEx Only**

1. **Antitrust Admonition**- Esther Kent
2. **Introductions** – Attendees

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| **Name** | **Company** |
| Esther Kent  | CenterPoint Energy |
| John Schatz | TXU Energy |
| Jim Lee | AEP |
| Debbie McKeever | Oncor |
| Andrea O’Flaherty-Brown | Solutions Cube - SMT |
| Carolyn Reed | CenterPoint Energy |
| Jeff Stracener | AEP |
| Lindsay Butterfield | ERCOT |
| Kathy Scott | CenterPoint Energy |
| Marilyn Hudson | CenterPoint Energy |
| Therese Harris | PUCT |
| Mark Ruane | ERCOT |
| Michele Gregg | OPUC |
| Randy Roberts | ERCOT |
| Chris Rowley | Oncor |
| Norm Levine | Direct Energy |
| Ken Conway | Oncor |
| Rebecca Zerwas | NRG |
| Sheri Moore | NRG |
| Suzanne Bertin |  |
| Andrea Couch | TNMP |
| Bobby Roberts | TNMP |
| Monsherra Odanga | Oncor |
| Eric Blakey | Just Energy |
| Rob Bevill | Consultant |
| Sam Pak | Oncor |

1. **Review draft meeting notes and action items from the February AMWG meeting and make necessary updates/revisions**
	* The group reviewed the February 2016 meeting notes. There were no revisions.
	* **Action Item:**
		+ *Esther Kent will send the notes to ERCOT for posting on the AMWG February 2016 meeting page*
2. **Status of PUC Project 42786 – Review of Advanced Metering System Web Portals**
	* Therese Harris (PUCT Staff) provided the group an update on the project:
	* PUC Staff has met with the primary affected stakeholders (ERCOT, REPs, TDUs, 3rd Parties, Consumer Groups)
	* PUC Staff has requested “ERCOT and the Joint TDUs to file the preliminary cost estimates in Project No. 42786 by noon on Friday, March 25, 2016
	* Stakeholders have the opportunity to file comments by Friday, April 1, 2016, pertaining to the preliminary cost estimates filed by ERCOT and the Joint TDUs or any additional comments stakeholders may wish to file.  Comments are to be limited to 5 pages in length
	* PUC Staff expects to present a recommendation memo to the Commissioners at a May Open Meeting (May 5th or 19th)

1. **Review of ERCOT AMS Data Reports**
	* Randy Roberts (ERCOT) led the group through a review of the reports
	* Regarding the “AMS Load Data Lag” report, a question arose regarding the spikes indicating that data was not loaded timely in several instances
	* **Action Item:** *Randy Roberts to review the October 2015 and December 2015 “purple spikes” for origin and underlying root cause*
	* Regarding the “AMSR Cycle Read Analysis” report, the topic was discussed where the threshold would be changed from 500 kWh to 250 kWh. The group decided to leave the threshold at 500 kWh.
	* TDSP Estimation Routines: several TDSPs indicated that they have or are planning enhancements to their respective estimation routines. Oncor proposed that ERCOT wait 45 days to pull data, instead of the current 15 days. The group agreed to this change.
	* TDSP Meter Change/Configuration: a couple TDSPs indicated that data issues related to meter changes/configuration were related to human error, and that training would continue
	* The group agreed that ERCOT would pull the next set of data in May.
2. **Review AMWG Procedures**
	* The group reviewed Section 8.4, Status of Change Requests, to consider revisions suggested by Michele Gregg (OPUC) at the March 1st RMS meeting.
	* The group agreed to add several new categories (to match those categories currently used in Change Request Status Report).
	* **Action Item:** *Esther Kent to provide the Procedures document to Lindsay Butterfield for “red-line cleanup” and preparation for presentation to the April 5th RMS meeting.*
3. **Review of TDSP AMWG Data Matrix, identify and discuss items for updating**
	* Jim Lee (AEP) provided an update on the Matrix revisions, stating that revisions are still in progress. He suggested that the revisions will be discussed at the April AMWG meeting.
	* **April Agenda Item:** *Review proposed revisions to the TDSP AMWG Data Matrix*
	* **Action Item:** *Jim Lee to provide an update/revisions to the TDSP AMWG Data Matrix*
4. **Update on SMT February Usability and Defect Correction Minor Release**
	* Andrea O’Flaherty (Solutions Cube) reviewed with the group the functionality implemented during the February 27th planned SMT release
		+ Usage type “toggling” without changing the date ranges
		+ FTP and API SSL certificate expiration alerts for REPs and 3rd Parties
		+ SMT GUI usability enhancements re: ad hoc report status
5. **SMT April Usability and Defect Correction Minor Release**
	* Ms. O’Flaherty reviewed the release details with the group.
	* Will implement functionality allowing a user to open SMT in multiple tabs in the same browser without having to re-enter login credentials
	* A full SMT outage will be required: April 29th at 9:00 p.m. until April 30th at 9:00 a.m.
	* LSE file delivery and FTPS folders will not be affected
6. **April 6th SMT SSL Certificate Upgrade**
	* An upgrade will occur to the 2-way SSL certificates. 6 parties are affected and all have been notified.
7. **Review SMT Monthly Market Reports for February, Including the New 3rd Party Statistics Report**
	* The group reviewed the reports, with requested revisions
	* **Action Item:** *Andrea to add a “Variance Column” to the 3rd Party Statistics Report*
	* **Action Item:** *Andrea to revise “NRC” to “Small Business” on the On-Demand Read Report and the SMT Number of Accounts by Type report*
8. **Review Action Items and Agenda Items**
	* John Schatz reviewed the action items and agenda items for the April meeting

Meeting adjourned at ~12:25 p.m.

Next meeting: April 26th, 9:30 a.m. – 3:00 p.m. Web-Ex Only