**AMWG May 2016 Meeting Notes**

**May 24, 2016**

**9:30 a.m. – 3:30 p.m.**

**ERCOT Met Center Room 168 & WebEx**

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 |
| Rebecca Zerwas | NRG |
| Sheri Moore | Centerpoint Energy |
| Kyle Patrick | NRG |
| Steve Brightman | SWES |
| Ed Echols | Sharyland |
| Kathy Scott | CenterPoint Energy |
| Bobby Roberts | TNMP |
| Monsherra Odanga | Oncor |
| Diane Velasquez | Sharyland |
| Michele Gregg | OPUC |
| Dave Michelsen | ERCOT |
| Sam Pak | Oncor |
| Kaitlin Smith | Clear Result |
| ***WebEx*** |  |
| Andrea O’Flaherty-Brown | Solutions Cube – SMT |
| Carolyn Reed | CenterPoint Energy |
| Jeff Stracener | AEP |
| Andrea Couch | TNMP |
| Sheri Wiegand | TXU Energy |
| Taylor Woodruff | Oncor |
| Robert Smith | Oncor |
| Rob Bevill | SPEER |
| Darrell Ford | DRF Industries |
| Marilyn Hudson | CenterPoint Energy |
| Kelly Tidwell | Direct |

1. **Review draft meeting notes and action items from the March AMWG meeting and make necessary updates/revisions**
	* The group reviewed the March 2016 meeting note, with 1 minor revision.
	* **Action Item:**
		+ *Esther Kent will make the 1 minor revision and send the notes to ERCOT for posting on the AMWG March 2016 meeting page*
2. **Update on AMWG Procedures Approval**
	* The group discussed “administrative edits” to the post-RMS approved AMWG procedures and whether “CR” should remain on the AMWG Change Request form as well as Change Request reporting (e.g. CR2016-xxxx)
	* **Action Item:** *John Schatz to review the Change Request form and provide a view/recommendation as to whether changes/revisions are warranted.*
	* **Action Item:** *Kathy Scott & Dave Michelsen will review procedures/rules regarding administrative edits post-voting*
	* **June Agenda Item:** *Review of AMWG Procedures and Change Request Form*
3. **Update on the SMT data workshop and status of PUC Project 42786 – Review of Advanced Metering System Web Portals**
	* Kathy Scott and John Schatz provided an overview of the workshop, noting:
		+ REPs are developing a list of required business functionalities
		+ JDOA / SMTMC is preparing a Rough Order of Magnitude (ROM) for the SMT changes (if any) needed to accept data from ERCOT in lieu of the TDUs
	* It was mentioned that PUC Staff expected to have recommendation memo filed by June 2, with discussion planned at the June 9 Open Meeting

1. **Review of the update from Randy Roberts on his action item from March to review the October 2015 and December 2015 “purple spikes” for origin and underlying root cause**
* John Schatz provided the dialogue in Randy’s absence. The spikes shown on the Days Lag Between Start Time (OD) and Load Date for AMS Read were related to one Market Participant (MP) and correlated to data corrections sent to ERCOT. Said MP implemented “new processes that should handle the corrections in a more timely manner going forward and not result in lag spikes”
1. **Review of TDSP AMWG Data Matrix, identify and discuss items for updating**
* Jim Lee guided the group through the revisions to the data matrix
* Several edits were noted and the group decided to incorporate the revisions, review them at the June AMWG meeting, and barring further revisions, post the updated matrix (and accompanying Power Point doc) to the AMWG main page
* **Action Item:** *Jim Lee to revise the matrix and Power Point doc and send to Esther Kent for posting to the AMWG June meeting page*
* **June Agenda Item:** *Review proposed revisions to the TDSP AMWG Data Matrix*
1. **Update on SMT April and May Usability and Defect Correction Minor Release and SSL Certificate Upgrade**
	* Andrea O’Flaherty (Solutions Cube) reviewed with the group the 4/6/16 SSL certificate renewal and the functionality implemented during the 4/30 and 5/21 planned SMT releases
		+ The SSL certificate upgrade was successfully completed on April 6th; 6 parties involved
		+ The April 30th release implemented functionality that allows users to open SMT in multiple tabs in the same browser w/out having to re-enter login credentials
		+ The May 21st release successfully implemented the following:
			1. Meter description for Small Business users on the My Meter Usage Report web page and the My Meters web page
			2. Monthly recurring report for TDSPs listing each TDSPs existing SMT user and corresponding information
			3. More descriptive error messages for errors that occur during a REPs ESIID search functionality
			4. Refined and corrected the REP Subscription of New Customer Enrollment 12 Months History Report validation process
			5. Correction of the Green Button report message
			6. Removal of extraneous characters from the SMT automated email that acknowledges receipt of a user’s feedback
	* **Action Item:** *Andrea to report what functionality will be included in the August release as well as a schedule of releases for the balance of 2016*
2. **Update on the SMT Standard Monthly Maintenance Cycle**
	* Ms. O’Flaherty reviewed the monthly maintenance schedule with the group.
		+ Monthly maintenance will be conducted the 3rd weekend each month
		+ As needed, additional maintenance will be conducted the 1st weekend of each month
		+ Maintenance activities will begin at 12:01 a.m. Saturdays instead of at the same time on Sundays. Will allow longer time for implementation and/or issues resolution
3. **Discuss questions related to the SMT Monthly Market Reports for February, Including the New 3rd Party Statistics Report**
	* The group reviewed the reports, and posed several questions
		+ Why are customers rejecting energy data agreements?
		+ What types of issues are 3rd Parties having with registration?
		+ Have complaints been received from 3rd Parties and/or customers?
		+ Are we aware of the areas where there appear to be issues?
	* **June Agenda Item:** *Review of 3rd Party Registration Process, agreement process, and customer acceptance process*
	* **June Agenda Item:** *Review of issues tickets categories*
	* **Action Item:** *SMT (Andrea?) to present high-level process flow*
4. **Review Action Items and Agenda Items**
	* John Schatz reviewed the action items and agenda items for the June meeting

Meeting adjourned at ~1:00 p.m.

Next meeting: June 23rd, 9:30 a.m. – 3:00 p.m. at ERCOT Met Center room 102 and Web-Ex