**MWG Meeting/WebEx Meeting Summary Notes**

**May 16, 2018 9:30 AM - 14:10 (15:30 scheduled)**



1. Anti-Trust Admonition was reviewed: Darrell S. of CenterPoint
2. Attendance roll-call and introduction: Darrell S.
	* Meeting attendees stated their name and company.
	* Don T. of ERCOT recognized and thanked Darrell S. of CenterPoint and John Cleveland of Austin Energy for the roles as Chair and Vice-Chair respectively.
3. Mike S. of ERCOT summarized the state of current telephone lines (POTS) and wide area network (WAN) used in the ERCOT area for data purposes, including EPS metering.
	* Current POTS systems are going away as carriers chose not to continue investing in their maintenance.
	* The existing WAN connection between TDSPs and ERCOT can be used for the transmission of EPS meter data. No changes to WAN fees would be incurred for the TDSP to transition EPS meters from POTS to WAN.
	* There was consensus at the meeting in regards to the need to transition away from POTS due to carriers moving away from this technology, but there are important questions to resolve.
	* John C. of Austin Energy and Gabriel G. of AEP brought up a current issue regarding EPS meters on WAN. WAN does not allow third party access. Therefore other parties that have historically accessed EPS meters, i.e. resource owners, may not have access to EPS meters connected to the WAN.
	* Doug B. of BEC brought up the concerns of some remote sites not having access to the WAN.
	* **Action Item:**
		+ TDSPs and ERCOT compile a list of communication options for further discussion.
			1. Submit ideas/options to ERCOT by 7/1/2018.
				1. Submit to Donald.Tucker@ercot.com or EPSMetering@ercot.com
			2. ERCOT will compile the list and bring it back to the MWG for discussion.
		+ Based on MWG discussions on communication options, the end goal is to discuss updates to ERCOT Protocols Section 10.12.1 (b) in regards to standard voice telephone circuit communications.
4. Donald M. of ERCOT reviewed changes being made to four ERCOT forms maintained at <http://www.ercot.com/mktinfo/metering/eps/index.html>
	* TDSP Access to EPS Metering Facilities Notification Form
		+ General formatting changes to align cells
		+ Additional common access types were added to allow for easier use by the TDSPs and ERCOT
		+ Update made to generalize source of data, changing “MV90 System” to “Meter Reading System”.
		+ All changes were agreed to by the MWG
	* ERCOT Polled Settlement MDAS Configuration Form
		+ Removal of the ESI-ID field.
		+ Instructions regarding “Facility” and “Unit or Load” were clarified to point more explicitly to the design proposal.
		+ Legend numbering was updated based on removal of ESI-ID field.
		+ All changes were agreed to by the MWG
	* EPS Metering Design Proposal
		+ Purpose page was updated with corrected page number references and directions on how to submit design proposals.
		+ Section A of the design proposal was updated for instructions on netting information and the comments section was updated to specify that the comments were for the facility as a whole.
		+ Section B of the design proposal was updated for correction on the loss compensation information regarding when ERCOT performs the calculation in the data aggregation system. This had previously referenced the MDAS system which was incorrect. The “Exemption Details” section was repurposed as “Meter Point Comments”. Exemption details was not being utilized and therefore the space was deemed better utilized for comments specific to the meter point, i.e. amplifying information on CT accuracy ranges.
		+ A second form of Section B was added with additional cells for throw-over VTs or parallel CTs. This is to allow for consistent application of documentation for these configurations.
		+ Section C has been brought up to right behind Sections A and B to be more in line with the information that TDSPs are submitting. A field for drawing numbers was added to allow for the TDSPs to specify which drawings are submitted along with the design proposal. This will allow for more accurate recording of which drawings correspond to a design proposal and ensure the correct drawings are approved and utilized.
		+ The description fields were relocated to the end of the form so they are easier to remove before submitting. Additional information was added to various fields to clarify what information is expected in each field along with updates for the changes to comment fields and the secondary Section B.
		+ Debbie G. of Oncor brought up concerns regarding formatting of some fields that the TDSP is entering. Requesting that any formatting that ERCOT will do to fields such as facility name, number of meters, etc. be added to the template. Don T. of ERCOT agreed. Any style formatting to be done to fields will be made part of the template prior to posting.
		+ All changes were agreed to by the MWG. ERCOT will update the template for any formatting (bold, text color) prior to posting the update version.
	* TDSP Version of Audit Checklist
		+ Updates to numerous Protocol and SMOG references to correct spelling and to ensure numbering matched current numbering schema.
		+ Question 107 updated to match current SMOG for determining burden of parallel CTs.
		+ Question 117 is updated to include the check for documentation of wire integrity and high/low impedance ground (when used).
		+ Question 118 is updated to ensure verification of throw-over relay for voltage potentials when used.
		+ Question 123 is updated to include that loss of potential must be within required bands.
		+ All changes were agreed to by the MWG.
	* All forms will be posted to the ERCOT website and can be used immediately after posting. Target date for required use of the updated forms is mid-June. An email will be sent to each TDSP contact list with the implementation date after the forms have been posted.
5. Henry P. of ERCOT presented a PowerPoint over a metering anomaly observed during Black Start testing in 2017.
	* Issue occurred due to the unique scenario of the testing switching order, islanded equipment at non-synchronized frequencies, and throw-over VTs.
	* Don T. of ERCOT expressed an observation that this anomaly creates uncertainty in regards to EPS Meter data for these specific metering configurations during black start testing and any actual event. MWG discussed this anomaly and recognized the uncertainty of actual data impacts for these specific metering configurations during any future black start testing or actual event. The MWG recognized that further analysis and discussions are needed to fully understand the potential impact to settlements.
	* **Action Item:** TDSPs to investigate the sites identified as using this type of metering configuration to prepare for further discussions at future MWG meetings.
6. Don T. presented a PowerPoint on statistics surrounding EPS metering facility notices, temporary exemptions and document submittals.
	* The analytics provide TDSPs insight into relevant statistics regarding various EPS metering activities.
	* If a TDSP desires to know the key that identifies their company or more detailed information for their company; contact EPSMetering@ercot.com.
7. Debbie G. of Oncor presented a PowerPoint on areas that Oncor sees potential for efficiencies.
	* Digital signature on documents that currently expect a physical signature could result in a reduction of steps in the process form work being performed to submit.
		+ Don T. confirmed that ERCOT will not prohibit the use of electronic signatures on documents that TDSPs submit. The acceptance of digital signatures can begin immediately by those TDSPs who wish to utilize the option and have a technology such as DocuSign that provides for adding a digital signature to the documents.
	* Design proposals being returned via email versus postal mail
		+ Henry P. confirmed ERCOT’s ability to shift to this methodology. No Protocol or SMOG change is necessary to support this change.
		+ The MWG endorsed the concept of ERCOT providing documents associated with EPS Metering Design Proposal approval electronically.
		+ ERCOT will work to adopt this procedurally.
			1. Prior to implementing this change, ERCOT will communicate with TDSPs in regards to the change. Upon implementation of the procedure change, ERCOT will consider the documents provided in the electronic communication as the official copy.
			2. Communication of the process change will provide each TDSP the opportunity to request ERCOT to continue sending a copy of these documents via postal mail copies. If requested by a TDSP, ERCOT will continue to send the postal mail copies in addition to the electronic copy.
	* TDSP documents submitted for site certification (site certification and schematic drawings) being returned via email versus postal mail
		+ Don T. provided that there is currently a Protocol requirement for returning the originals to TDSPs (10.4.3.1(2)).
		+ Some TDSPs currently submit these documents to ERCOT electronically while others provide a hard copy of the documents.
		+ Don T. will investigate if returning documents via email can constitute the return of the original.
		+ A NPRR might need to be sponsored to update Protocol to allow for email return of these documents.
		+ This topic requires more discussion by the MWG
	* Request to cancel 12 hour notification and replace it with a 5 day notification when communications is restored to one of the two EPS meters at a site.
		+ TDSP difficulty in knowing whether they need to dispatch personnel to retrieve data for settlements when communication has been restored to one meter.
		+ While ERCOT voice notification for follow up notices does provide information regarding communication status of meters at the site, subsequent follow up email notifications where both meters are not communicating does not indicate that one meter is communicating.
		+ Don T. explained that a SMOG change would be needed to change the current ERCOT process for cancelling a 12 hour notification and issuing a 5 day notification. He also provided information that in response to earlier discussions on this topic, ERCOT has included the concept of incorporating information in regards to the communication status of EPS Meters at a site in follow up email notifications.
			1. Development is underway for changes to ERCOT system to update the email notice to indicate if one meter at a site has communication restored.
			2. Implementation for this functionality is currently scheduled for quarter 2 of 2019.
8. Darrell S. asked for any new items.
	* Doug B. requested a confirmation for access notifications being received by ERCOT be explored.
		+ Allow TDSPs more assurance that they will be able to perform planned work.
		+ Follow up conversations at ERCOT on this topic raised a question in regards to whether the TDSP use of a request for return receipt on their emails would fulfill this need. ERCOT will follow up with Doug to discuss.
	* Gabriel G. requested help with tracking of outstanding sites.
		+ Donald M. provided the option of sending amplifying information on provisionally approved sites when requested.
	* Darrell S. inquired on help finding RARFs to assist in preparing design proposals.
		+ Don T. clarified that the settlement metering group cannot provide the RARF however recommend contacting the TDSP resource owner contact or ERCOT account managers to help facilitate this information transfer. TDSPs can also choose to work with their current ERCOT meter engineering contacts if further assistance is needed in this process.
	* Debbie G. and Gabriel G. addressed the issue of the current process that requires temporary exemptions to accompany Cutover Forms due to the requirement of ERCOT systems between settlements and modeling.
		+ The current process is laborious and non-desirable.
		+ ERCOT agreed to explore the possibilities of updating the Cutover Form process.
		+ This item may need further discussion by the MWG.
9. Meeting Summary and Closing Remarks: Darrell S.
	* Darrell S. and Don T. summarized the action items to be taken after the meeting.
		+ Action items for TDSPs are under the last bullets of item 3 and 5 of these notes.
			1. **Action Item from # 3:**
				1. TDSPs and ERCOT compile a list of communication options for further discussion.

Submit ideas/options to ERCOT by 7/1/2018.

Submit to Donald.Tucker@ercot.com or EPSMetering@ercot.com

ERCOT will compile the list and bring it back to the MWG for discussion.

* + - * 1. Based on MWG discussions on communication options, the end goal is to discuss updates to ERCOT Protocols Section 10.12.1 (b) in regards to standard voice telephone circuit communications.
			1. **Action Item from # 5:**
				1. TDSPs to investigate the sites identified as using this type of metering configuration to prepare for further discussions at future MWG meetings.
		- ERCOT will be exploring items as noted in 3, 4, 7 and 8.
		- Updated forms will be posted to the ERCOT website and an email sent to each TDSPs contact list regarding expected implementation date.
1. End of Meeting (14:10)