RMTTF Meeting

Friday, May 5, 2023

Oncor Electric Delivery

1616 Woodall Rodgers

Dallas, TX 75202

Conference room #106

9:30 AM

Attending:

* Debbie McKeever Oncor
* Tomas Fernandez NRG
* Melinda Earnest AEP
* Sheri Wiegand Vistra
* Kathy Scott Centerpoint
* Jesse Macias AEP
* Jordan Troublefield ERCOT
* Eric Broach NextEra
* Eric Lotter GridMonitor
* Bill Snyder AEP
* Monica Jones Centerpoint

Debbie opened the meeting and welcomed everyone and proceeded with reading the Antitrust statement.

Introductions

Each person attending was noted. See list above.

Agenda Review

Agenda was reviewed. No questions were asked. No changes were made.

Debbie turned the meeting over to Tomas to lead.

Notes from Last RMTTF Meeting

Tomas brought up the notes from the past meeting.

Notes from the past meeting were reviewed by the team.

None of the co-Chairs received any comments. No one in attendance today made comments. Since no changes were made to the meeting notes, the notes are considered final.

LMS stats

Art could not attend today’s meeting but had provided the LMS stats up through May 4th to the co-Chairs.

**LMS STATS AS OF 5/4/23**

|  |  |  |  |
| --- | --- | --- | --- |
| **LMS WBT Stats** | In Progress | Complete | Total |
| MT YTD | 30 | 93 | 123 |
| MT All Time | 583 | 1177 | 1760 |
| Retail 101 YTD | 122 | 72 | 194 |
| Retail 101 All Time | 1389 | 718 | 2107 |
| Mass Tran YTD | 1 | 13 | 14 |
| Mass Tran All Time | 47 | 84 | 131 |
| Texas SET YTD | 20 | 19 | 39 |
| Texas SET All Time | 62 | 48 | 110 |

Update for TX SET Training scheduled in Houston:

Debbie mentioned the TX SET training date for September 27 would need to be changed and that Kathy will give us an update today.

Centerpoint will be hosting in Houston in September. There is a conflict with the chosen date of September 27 in that the large room can’t be available. That room is needed since we expect 50 to sign up.

Kathy confirmed and said the new date for TX SET training is Thursday, October 5.

Usual start time is 8:30 AM and class is expected to run to late afternoon.

Instructors should arrive at least 30 minutes early.

RMTTF will be held the following day at Centerpoint on Friday, October 6.

TX SET Training Class held May 4th hosted by Vistra:

Tomas has the surveys from the TX SET training class held yesterday.

Tomas suggested that we start with a discussion regarding the training held yesterday and then go on to the surveys.

Presenters noted that they received lots of good comments/feedback during the training class which gave an indication that the training was very successful. Many comments were received that indicated the training was beneficial.

Amy mentioned that we could have had another break. Everyone thought so too.

Sheri said she thought that the timing was good with moving Monica’s section before lunch. Everyone agreed.

Next time, if we take a shorter lunch, we can do Melinda’s slides and then also take a break before Sheri and a break after Sheri. Sheri’s piece can go as long as 90 minutes.

Based on those changes, the new order for TX SET training would be:

* Welcome
* Introductions
* Governing docs
* TX set working group
* Break- keep as is
* Transaction overview
	+ A – MVI, Monica – will be before lunch
* Lunch
	+ B – SWITCH, Melinda
	+ C – MVO
* Break
	+ D - SOLUTION TO STACKING – TOMAS (Pull Stacking info)
	+ E - DNP/RNP
* Mass Transition

Comments:

For changes to the Mass Transition training - We will add a slide with points to help make the material easier to understand. “Mass transition” on one side and “mass acquisition on the other side.

Make it clear…for a Mass Transition ERCOT triggers the transaction.

For a Mass Acquisition, ERCOT can trigger the transaction or it may take place behind the scene and market is not aware. Lots of switching!

Good agreement that the best way is to format the slide with points on one side and points on the other side…two columns.

That should be able to help with understanding.

* BREAK

Comments:

Remainder of the line-up of the presentation will stay as is.

No changes to the presenters for the sections.

We should focus more on swim lanes.

Amy said her attendees that attended the “dry run” agree the training is good.

For the dry run she hadn’t pulled the swim lanes for her team but they were able to work the flow just from the card and that helped her.

We should make sure all the materials are posted on the training page.

Change slide 46 – picture needs to be updated bc it only has the “27”.

Kathy is going to add some new large props:

* List of online modules
* Move In swim lane
* Inventory list

At the beginning Debbie to make sure to state their books are in front of them.

Will add to the slide that includes muting their phone. Telling them twice is good.

Changes noted below…most were made to the TX SET presentation during today’s meeting.

* Slide 46 – change transaction card
* Slide 62 – change made during meeting – Retail Business days
* Slide 65 – change first checkpoint question to “Retail Business Days”.
* Slide 116 – Tomas changed “continuing from part 1” – to provide verbal that there are 3 sections
* Slide 117 – Tomas changed -
* Slide 118 – highlighted and bolded “process”

TX SET Training class - Survey results

* 29 people of 52 attendees
* Several no shows
* Most who completed the survey are LSE/REPs
* They knew about the training from ercot.com or referrals…notifications…reminder emails
* Comments were very positive –
* One comment was to be clearer in the details of the exercise. Tomas changed the slides.
* Melinda is sending out the emails.

The email that included details for accessing the building and logistics sent to those that registered from Sheri could be used as a template for upcoming classes or at consider using the same list.

Below is Sheri’s email was sent on May 1.

*Good morning TXSET 101 registrants!*

*ERCOT and the RMTTF are excited to bring back our long-awaited TXSET class this week on* ***Thursday, May 4th*** *at the Vistra offices at 1925 W John Carpenter Freeway Irving, TX  75063.   A few logistics so you know what to expect:*

* ***Parking*** *– attached please find a map of the facility with parking instructions*
* ***Building Entrance*** *– please enter at the North entrance (W John Carpenter Freeway)*
* ***Check in at Security*** *– suggest you arrive by 8:00 AM - please check in at the North entrance of the building.  Security will have a list of attendees and then you will be escorted to the classroom*
* ***Lunch & Snacks*** *– no need to bring a lunch – lunch will be provided along with some breakfast and afternoon snacks*
* ***What to bring*** *– no need to bring your laptops - workbooks will be provided.  There will be lots of drawing (and notetaking of course), so if you have a favorite writing instrument, I suggest you bring it*
* ***Arrival time*** *– suggest you arrive at 8:00 am to allow enough time to check in at security, check in to the classroom, and grab yourself some coffee and breakfast snacks*
* ***Class start time*** *– promptly at 8:30 am – we have a full day of knowledge planned for you!*

*Finally, we know last minute things come up, so ,if you are unable to attend, if you could kindly cancel your reservation via Learning Management System, that will allow someone on the waitlist to take your coveted spot (yes, we have a waitlist).  Keep in mind, we are only offering this instructor led class twice this year – once in Dallas and once in Houston (September) thus we encourage your attendance.*

*If there are any questions about the class, you may reach out to one of the RMTTF Co-Chairs.  If there are any questions about the facility, you may contact Sheri Wiegand.*

*Earnest, Melinda (**mdearnest@aep.com**)*

*Fernandez, Tomas (**Tomas.Fernandez@nrg.com**)*

*Mckeever, Deborah (**Deborah.Mckeever@oncor.com**)*

*Wiegand, Sheri (**sheri.wiegand@vistracorp.com**)*

One person commented on the survey that they were expecting a hot breakfast and even though the info in Sheri’s email includes that there will be lunch and only breakfast and afternoon snacks…maybe for the instructor led in person class (right now is only TX SET) could add something to the reminder email that Melinda will send out that says something like…”light snacks for morning and afternoon will be available”.

Follow up emails to the ERCOT Training notification, consider including details related to the date of the classes…

* Marketrak classes are June 7 and 8th.
* Instructor led but will be held only via Webex.
* Can ask questions.

RMTTF to make sure training materials are posted. Add that to the reminder emails or updates for classes.

* Training materials will be posted to the Training page in the ERCOT Learning Management System.

Need a room at ERCOT for both days. Melinda said she will request a room for the instructors for both days. Truly helps if the instructors are together to minimize disruptions and changing presenters/passing the ball and need the room also for RMTTF which will also be held the afternoon after Part 1. Everyone can depart after Part 2 on Thursday.

Marketrak training presentation

Discussion for a change to Slide 9. Removing 2019 and adding last 6 months of 2022.

Sheri said she will take care of that.

RMTTF Items

Check on dates for Marketrak training for the Fall. Could be October 11, 12 hosted by AEP in Corpus Christi. Melinda to check on the dates.

Note that the AEP REP workshop is tentatively expected to take place after the November RMS meeting. Make sure to avoid that date. RMS is scheduled for November 7 so the activity/appreciation event would be that evening and the workshop would be November 8.

Develop Market training for 5.0 and Marketrak changes

Cannot be finished until slides are available so dependent on ERCOT for those.

* Will be for the existing MPs
* Webex only
* Approximately 2 hours.

The training can be developed by TX SET, MCT with RMTTF or combination of groups. MCT has the knowledge but many that attend MCT do attend RMTTF and TX SET.

Can start the draft outline because the TX SET Change controls and the NPRRS and SCRs and Marketrak changes are known. Need screen shots which are usually from Tammy for Marketrak but since Marketrak and TX SET are changing, may have some from Dave’s team and from Tammy.

2024 Training

Debbie suggested rotating TX SET In person Instructor Led training between Dallas and Houston and offering just once a year in each city. Could also do in Austin but most of the attendees are from REP companies and most are either in Dallas or Houston. Everyone agreed and that a class would not take place in Austin.

Possible date for Dallas: February 8, 2024 - TX SET In Person training at Oncor. Debbie to check on this but would not be confirmed for several months.

Maybe have Houston in the Fall.

Nothing should conflict with any of the TX SET 5.0 plans.

Other Business

None

Adjourn

Meeting adjourned at 12:10 PM