

IMPLEMENTATION WORK GROUP

**July 28, 2000
0830-1530**

**PDX Conference Center
Portland Airport**

**Meeting Minutes
Version 1 – July 31, 2000**

Attendees:

Jack Bernhardsen	Pacific NW Security Coordinator	360-418-2956	jackbernhardsen@home.com
John Boucher	KEMA Consulting	503-258-0182	jboucher@kemaconsulting.com
Bert Brehm	Altra Software Services	425-814-4003	bert.brehm@altra.com
Christine Elliott	Northwest Power Pool	503-464-2804	chris@nwpp.org
Jon Fisker	Portland General Electric	503-464-8346	jon_fisker@pgn.com
Richard Goddard	Portland General Electric	503-464-8495	richard_Goddard@pgn.com
David James	Avista Corp	509-495-4185	djames@avistacorp.com
Jack Kelley	PRM	425-451-9123	jkelly@prmlp.com
John McGhee	BPA/TBL	360-418-2236	jbmcghee@bpa.gov
LeRoy Patterson	Montana Power	406-497-4387	lpatter@mtpower.com
Deanna Phillips	BPA/PBL	503-230-5164	dmphillips@bpa.gov
Vernon Porter	Idaho Power Company	208-388-2850	vporter@idahopower.com
Chris Reese	Puget Sound Energy	465-462-3055	creese@puget.com
Norm Stanley	PacifiCorp	503-251-5155	norm.stanley@pacificorp.com
Ralph Underwood	Seattle City Light	206-706-0240	
	ralph.underwood@ci.seattle.wa.us		
Jim Vinson	BPA/TBL	360-418-2011	javinson@bpa.gov
Don Watkins	BPA/TBL	360-418-2344	dswatkins@bpa.gov
Gray Wright	Sierra Pacific Power	775-834-3282	gwright@sppc.com

Calendar:

May 23, 2000	0830 - 1230	Work Group Meeting	Kingstad Center	✓
June 1, 2000	0830 - 1700	Work Group Meeting	Kingstad Center	✓
June 2, 2000	0830 - 1530	Work Group Meeting	Kingstad Center	✓
June 9, 2000	0830 - 1530	Work Group Meeting	Ditmer Control Center	✓
June 16, 2000	0830 - 1530	Work Group Meeting	Kingstad Center	✓
June 22, 2000	0830 - 1700	Work Group Meeting	Kingstad Center	✓
June 23, 2000	0830 - 1530	Work Group Meeting	Kingstad Center	✓
July 14, 2000	0830 - 1530	Work Group Meeting	Kingstad Center	✓
July 21, 2000	0830 - 1530	Work Group Meeting	PDX Conference Center	✓
July 28, 2000	0830 - 1530	Work Group Meeting	PDX Conference Center	✓
August 4, 2000	0830 - 1100	Work Group Meeting	Conference Call	
August 11, 2000	0830 - 1530	Work Group Meeting	Kingstad Center	
August 18, 2000	0830 - 1100	Work Group Meeting	Conference Call???????	
August 25, 2000	0830 - 1530	Work Group Meeting	May be earlier in the week?	

Assignments:

Action Item	Responsible Parties	Status
Publish updated budgetary spreadsheet for technology (computer systems, applications, and communications) Include estimates for costs at the back-up center and for annual O&M	Don Watkins	Due 7/26/00 Completed
Provide cost estimate for IT system	John Boucher	Due 7/25/00 Completed
Convert presentation of control center budgetaries into a tabulation of primary and back-up costs (initial and annual) and a bulleted description	David James	Due 7/26/00 Completed
Publish updated organization chart, including going to the CM and AS WG's for comment. Calculate the salary and benefit costs associated with staffing.	Jack Berharsen	Due 7/26/00 Completed
Bulleted report – Summary and assumptions	LeRoy Patterson	Due 7/28/00 Completed with material provided to date
Bulleted report – Functional requirements (email to LeRoy)	Chris Reece	Due 7/26/00 Open
Bulleted report – Organization and staffing (email to LeRoy)	Richard Goddard	Due 7/26/00 Completed
Bulleted report – Technology requirements (email to LeRoy)	Don Watkins	Due 7/26/00 Completed
Bulleted report – Control center requirements (email to LeRoy)	David James	Due 7/26/00 Completed
Implementation plan/Time line	Chris Reece	Due 7/26/00 List of topics presented
Support of Legal WG's creation of filing documents – Dispatch protocols/provisions	Norm Stanley	As required
Support of Legal WG's creation of filing documents – Outage coord.	Jim Vinson	As required
Support of Legal WG's creation of filing documents – Metering	Ralph Underwood	As required
Support of Legal WG's creation of filing documents – OASIS provisions	Bob Harshbarger	As required
Support of Legal WG's creation of filing documents – Critical control	Don Watkins, LeRoy Patterson	As required

facilities		
Support of Legal WG's creation of filing documents – Generation provisions	Deanna Phillips, LeRoy Patterson	As required
Support of Legal WG's creation of filing documents – Load provisions	LeRoy Patterson	As required
Provide final updates to LeRoy for inclusion in handout	Task team leaders	31 July 2000
Agree on Power Supply prices	David James, Don Watkins	31 July 2000
Execute August plans	Task team leaders	August 2000
Interface with Legal WG on TCA issues	Vern Porter, LeRoy Patterson, Deanna Phillips, Chris Reese, Norm Stanley, Don Watkins	4 August 2000
Interface with Legal WG on GIA, LIA, etc	LeRoy Patterson, Jack Bernhardsen, David James, Deanna Phillips, Vern Porter, Chris Reese, Ralph Underwood	4 August 2000

Summary of Consensus:

1. Note that in any case where consensus is reached that later proves inconsistent with decisions made by work groups responsible for a specific policy, such as Ancillary Services, then the Implementation work group will bring its consensus into conformance with those decisions.
2. The cost of initial implementation is dominated by the technology costs, particularly applications. Initial facilities costs represent less than 5% of the technology costs.
3. The annual operations cost is dominated by the staffing costs with facilities representing less than 10% of the staffing costs.
4. Since the costs of facilities are not dominant, the costs for different primary alternatives are relatively close, and the costs for different back-up alternatives are relatively close, then the selection of sites should be based less on cost and more on other criteria such as availability of trained staff and implementation schedule risk.
5. Technology and staffing estimates have been based on “lite” implementations of transmission planning, ancillary services, and congestion management. If heavier solutions are accepted the estimates will increase.

Highlights of Meeting (Agenda Attached):

- ❖ Finalize Rough Budgetary for Presentation to RRG
 - Computer Systems, Applications, and Communication Don Watkins
 - There was significant discussion regarding the specific items. There was some concern regarding how the numbers were created and how they will be used. These are estimates based on providing the needed systems. They do not represent bids and do not assume use of existing systems.
 - Control Center Facilities David James

- UPS/Generator/HVAC, Dispatch furniture and electronics, workstations and telephones, Miscellaneous, and projection screen technology costs were moved to Don Watkins effort. The IWG wants a comparison of Dittmer costs to those of using an existing building. The IWG will use this information to produce the budgetary numbers.

	Dittmer	Brownfield site	Backup
• Office building	625	1250	250
▪ HVAC	-	340	170
▪ Emergency Gen	-	750	300
▪ UPS	750	750	400
▪ Dual Feeds	-	20	20
▪ Subtotal	1375	3110	1440
▪ Annual			
▪ Lease	1420	925	185
▪ Maintenance	142	50	10
▪ Utilities	200	200	80
▪ Sub total	1762	1175	275

➤ Staffing

Richard Goddard

- This created much discussion regarding titles, structure and numbers. Refer to the handouts. The staffing numbers are at 193 FTEs, now. Outsourcing costs for legal were increased to \$500, 000. There was some concern regarding how to handle startup costs.
- Planning reported that their numbers assuming (grid) operations and their guess of congestion and ancillary services. They believe they need 100 planners, 60 with the RTO for an RTO ‘Perform’ assumption based upon the actual numbers from the Filing Utilities (85 actual rounded to 100 for added work). An RTO ‘Coordinate’ assumption leads to an RTO staff of 20 for long term planning.
 - A ‘Probable’ outcome assumes that ‘extra’ facilities are put into the RTO for rate recovery that will increase planning complexity. This leads to a base number of 135 (with growth) for the filing utilities. This suggests a 60/40% split going to the RTO (0.6 * 135) in a “perform” mode and a 30/70% split for the “coordinate” mode (0.3 * 135).
 - They believe the filing utilities have 77 people plus 15 for growth giving 92 total. Therefore, IWG put in 18 people as 1 manager, 13 engineers and 4 technicians.

➤ Meter Audits

Ralph Underwood

- Scheduling Coordinator has the requirement to provide meter auditing for all RTO interface metering. RTO West should take this tact.

❖ Review of White Paper Bullets as RRG Handout

LeRoy Patterson

- Several changes were made and Richard provided information for his section.

❖ Lunch

❖ Presentation to RRG

John Boucher

- Reviewed John’s document.

❖ Filing Document Support John Boucher

- Vern Porter will lead: Norm Stanley, Don Watkins, Deanna Phillips, LeRoy Patterson to coordinate operational concerns regarding the TCA documents.
- LeRoy Patterson will lead: Deanna Phillips, Chris Reese, Jack Bernhardsen Vern Porter and David James to coordinate operational concerns regarding the GIA/LIA documents.
- ❖ Action Plan to Refine Budgetary Estimates Don W., David J., Richard G., Ralph U.
 - Don will discuss specific systems with vendors to refine costs. He will also try to refine the templates that explain the scope and assumptions that are driving the costs. He will check outsourcing considerations.
 - David suggested that creating a drawing and list of specifications for the building and use this information to refine the costs.
 - Richard will refine staffing levels as more information comes from the other work groups. His group will try to refine the wage levels and outsourcing costs based on generic job types.
- ❖ Action Plan to Draft White Paper
LeRoy Patterson
 - LeRoy will get additional information into the document from the task groups. Once this reaches a more stable level, I will begin to make the language consistent.
- ❖ Chris provided the beginnings of the implementation plan. This will identify tasks, critical paths, etc. He identified several items that will require a long time to resolve. This might include converting existing contracts into a flow based model which might take more than 9 months.
- ❖ Next Meeting
 - Cancelled the Friday August 4, 2000 meeting. IWG will have a conference call instead.
 - We intend to meet August 11, 2000.
 - We likely will not meet August 18 and August 25 remains unscheduled. John will discuss the August 25 meeting at the August 11 meeting.

The next meeting scheduled for Friday, August 4, will be replaced by a conference call. Feedback from the RRG meeting will be discussed at that time along with the implementation time line.

**Implementation Work Group
Meeting – July 28
Agenda**

Finalize Rough Budgetary for Presentation to RRG		
• Computer Systems, Applications, and Communications	Don Watkins	0830 – 0850
• Control Center Facilities	David James	0850 – 0910
• Staffing	Richard Goddard	0910 – 0930
• Meter Audits	Ralph Underwood	0930 – 0945
Review of White Paper Bullets as RRG Handout	LeRoy Patterson	0945 – 1030
Break		1030 – 1045
Presentation to RRG	John Boucher	1045 – 1215
Lunch		1215 – 1300
Filing Document Support	John Boucher	1300 – 1330
Action Plan to Refine Budgetary Estimates	Don Watkins, David James, Richard Goddard, Ralph Underwood	1330 – 1430
Action Plan to Draft White Paper	LeRoy Patterson	1430 – 1530