

Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
June 5, 2017
Face-to-Face

• Summary of Action Items •

1. OTWG members will submit comments about their preference for the vacancy recommendation to Russell Moore by COB June 8, 2017.
2. OTWG members will email Michael Daly by June 12, 2017, and let him know: a.) if they are available and have the budget to attend a face-to-face meeting in Dallas, Texas, on July 10, 2017; and, b.) if they have the budget to attend face-to-face meetings in 2018 without impacting their ability to travel and facilitate System Operations Conferences (SOCs).
3. OTWG members are to send the requested information about their training programs to Janelle M. Gill by Friday, June 23, 2017.
4. Michael Daly will send out the slides for the 2018 Planning Kick-Off and the Meeting Frequency and Format presentations.

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• M I N U T E S •

Agenda Item 1 – Call to Order

Russell Moore (SPRM) called the meeting to order at 10:00 a.m. The following members were in attendance:

Russell Moore, SPRM, Chair
Chris Dodds, WRI, Vice-Chair
Kevin Ballany, AECC
Denney Fales, KCPL
Sheldon Hunter, SECI
Janelle Marriott-Gill, TSGT
Carroll Reddick, WFEC
Joel Robles, OPPD
Derek Stafford, GRDA
Steve Tegtmeier, LES
David Waag, WAPA

A quorum was present for the meeting, and the following proxies were received:

- Michael Gaunder (OKGE) was absent from the meeting, and Derek Stafford (GRDA) represented him by proxy.
- Robert Hirschak (CLECO) was absent from the meeting and was not represented by proxy.
- Danny Johnson (XCEL) was absent from the meeting, and Chris Dodds (WRI) represented him by proxy.

Agenda Item 2 – Statement and Attendance

Michael Daly (SPP) read the introductory language from the Chair/Staff Secretary training and then took attendance. (See Attachment 1)

Agenda Item 3 – OTWG Vacancy

Russell Moore stated that Stanley Winbush (AEP) had resigned from the group, and that two nominations were received for the group's one vacancy—Tyler Delcambre of Lafayette Utilities System and Jaroddo Horn of American Electric Power. Each nominee submitted information to the group about their background, qualifications, and interest in the group's work. While Tyler Delcambre was unable to attend the meeting, Jaroddo Horn spoke briefly about his background and interest in the group. Members then had the opportunity to ask questions of the nominees, and no questions were asked. Members are to submit comments about their preference for the recommendation to the chair by the close of business on Thursday, June 8. After that time, the chair and vice-chair will review the feedback and work with the staff secretary to prepare a recommendation to Nick Brown, President of SPP, for his consideration and appointment in keeping with section 3.1 of the bylaws.

Agenda Item 4 – Consent Agenda

Denney Fales (KCPL) made a motion to approve the consent agenda, which included the approval of the June 5th meeting agenda as well as the meeting minutes from the April 6th and April 20th teleconferences. Derek Stafford (GRDA) seconded the motion. The motion passed with no opposition or abstentions.

Agenda Item 5 – Review of Previous Action Items

Michael Daly provided an update on the action items from the previous meeting. His update can be found [here](#) among the meeting materials for the June 5 teleconference.

Agenda Item 6 – Marketplace Training Update

Amy Casavechia (SPP) shared updates for Marketplace training with the group. The 3rd Annual Marketplace Symposium will be held on October 3 and 4 at the SPP Corporate Campus in Little Rock. Registration for the event will open in the [SPP Learning Center](#) on June 14 at 10:00 a.m. CDT. Registration continues for Lighting the Way: Integrated Marketplace Fundamentals, which will be held on Monday, October 2, in Little Rock. Helpful documents are now available for the Two-Factor Authentication and Portal projects. “Getting Started with the Marketplace Portal” is available in the SPP Learning Center, and Local Security Administrators (LSA) can find the LSA User Guide and LSA Portal Job Aid in the Marketplace Portal. Several settlements Computer Based Trainings (CBTs) will also be updated and published. For more details, find Amy’s full update [here](#).

Agenda Item 7 – Reliability Training Update

A. VILT Feedback

Though there have only been a few deliveries of Virtual Instructor-Led Training (VILT) so far, Russell Moore requested any feedback from those that have attended. Chris Dodds (WRI) stated that the Flowgate Mitigation course had too much content, and that the drawing lines interactive sometimes becomes too unreadable to participants. John Gunter (SPP) thanked Chris for the feedback.

B. 2018 Planning Kick-Off

Leslie Sink (SPP) presented to members about the needs that should inform our 2018 training approach. Specifically, she recounted what our recent approach has been, which was to determine the numbers, research the requested topics, and create a plan of courses to offer throughout the year. Leslie requested that we all take a step back and truly analyze our needs for 2018. Recalling the first step of the ADDIE process, which is to analyze, she asked the group to consider the following: a.) what is it our stakeholders are offering; b.) how does SPP augment that training; and c.) where are the gaps. By asking these questions, the group can analyze what content really needs to be provided and how best to provide that content to our stakeholders. To that end, several requests were made of members, including: a.) emailing Michael Daly by June 12 about whether they could attend a face-to-face meeting in Dallas on July 10, 2017; b.) providing specific information to Janelle M. Gill by Friday, June 23 that includes: i.) the current Market and Reliability training provided by each member’s training program; ii.) the training courses members relied on SPP to provide as part of their training programs; and iii.) the vendors and content provided by those vendors that are included in their training programs; and c.) preparing an overview of the information they have to share at the July 10th meeting. Additionally, volunteers were sought to reach out to other areas of the footprint that attend training but are not represented by a voting member of the group. This action will ensure their feedback is included for consideration in planning the 2018 offerings. Leslie stated that the goal of this work was to have a good assessment of needs to discuss on July 10th which would help prepare a roadmap for 2018 training offerings. By the August 24th meeting, a draft proposal of 2018 offerings would be presented to the group. At the September meeting, the group would finalize the offerings and adopt a calendar for 2018.

Agenda Item 8 – Lafayette SOC Feedback

Jennifer Farley (SPP) shared that the feedback from the Lafayette System Operations Conference (SOC) was very positive overall. She did address two comments that were received: a.) some font sizes in the workbook may be adjusted, and b.) the applicability of a market activity for those participants not in SPP's footprint. The next SOC will be held in Omaha, Nebraska, from August 21-24, 2017.

Agenda Item 9 – Ad Hoc Group Reports

A. Organizational Items

i. Onboarding Volunteers

Russell Moore stated that the group was still in need of some volunteers to help onboard our newest members—Kevin Ballany and Dave Waag. The group will also be onboarding another new member soon.

ii. Meeting Materials

Russell Moore stated that he wanted to wait to send out some presentations as part of the meeting materials to ensure ideas could be explained in the context they were meant. This action will help ensure members fully understand the ideas and reduce any confusion.

iii. Meeting Format/Frequency

Russell Moore reported on the work of the Organizational Items ad hoc group and presented a proposal for the group's consideration. One outcome of the 2016 Strategic Planning session was to have more face-to-face meetings. In an effort to implement that idea, the ad hoc group proposes to have five face-to-face meetings in 2018. This change in meeting format will enable OTWG business to be separated from SPP Training events to allow for deeper discussion of agenda items. Russell added that this change would also be more consistent with other SPP working groups and offer the opportunity for improved engagement during meetings to carry-out group responsibilities. A tentative time frame for the five meetings as well as possible agenda items for each meeting was also presented. Members were asked to find out if their individual organizations would support travel to these face-to-face meetings without impacting their ability to travel and facilitate at SOC's.

B. Success Metrics

Janelle M. Gill (TSGT) reported that the Success Metrics ad hoc group will meet again on Monday, June 12, 2017, at 2:30 p.m. CDT. The group is currently working on how the evaluation questions for the 2018 SOC's will measure the experience in Little Rock versus other locations in the footprint. She added that more volunteers for this group are needed.

Agenda Item 10 – Lessons Learned from Audits

A. Discussion/Questions/Insights/Compliance Concerns

Derek Stafford shared that PRC standards were the main focus of a recent audit at GRDA. Steve Tegtmeier (LES) stated that he was able to sit in on the operator interviews during their recent audit from the MRO. Steve will send the questions asked during those interviews to Russell Moore who will distribute them upon request.

B. NATF Peer Reviews

No comments were shared.

Agenda Item 11 – Roundtable

No comments were shared.

Agenda Item 12 – Summary of New Action Items

1. OTWG members will submit comments about their preference for vacancy recommendation to Russell Moore by COB June 8, 2017.
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Agenda Item 15 – Discussion of Future Meetings

Currently, the next scheduled meeting will be a Face-to-Face Meeting in Omaha, Nebraska, on Thursday, August 24, 2017, from 1:00 p.m. to 5:00 p.m. CDT. However, members are being asked to confirm if they could attend a Face-to-Face meeting in Dallas, Texas, on July 10, 2017.

Agenda Item 16 – Adjournment

Russell Moore adjourned the meeting at 11:20 a.m.

Respectfully Submitted,

Michael Daly, Secretary

Attachments
Attachment 1—Meeting Attendance Record

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First Name	Last Name	Company
Tina	Adams	Western Farmers Electric Cooperative
Kevin	Ballany	Arkansas Electric Cooperative Corp
Amy	Casavechia	Southwest Power Pool
Michael	Daly	Southwest Power Pool
Chris	Dodds	Westar Energy
Denney	Fales	Kansas City Power & Light
Jennifer	Farley	Southwest Power Pool
Becky	Gifford	Southwest Power Pool
Jim	Gunnell	Southwest Power Pool
John	Gunter	Southwest Power Pool
Jamie	Hajek	NorthWestern Energy
Jaroddo	Horn	American Electric Power
Sheldon	Hunter	Sunflower Electric Power Corp
Mike	Kidwell	Empire District Electric Company
Janelle	Marriott Gill	Tri-State Generation and Transmission Assn., Inc.
John	Mason	Independence Power & Light
Karen	McGee	American Electric Power
Dave	Millam	Kansas City Power & Light
Russell	Moore	City Utilities of Springfield, MO
Carroll	Reddick	Western Farmers Electric Cooperative
Joel	Robles	Omaha Public Power District
Leslie	Sink	Southwest Power Pool
Derek	Stafford	Grand River Dam Authority
Steve	Tegtmeier	Lincoln Electric System
Dave	Waag	Western Area Power Administration
Stanley	Winbush	American Electric Power
Jimmy	Womack	Southwest Power Pool