

**Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
September 28, 2017
Face-to-Face**

• Summary of Action Items •

1. Members are to send any known Marketplace training needs to SPP staff.
2. Members are to solicit ideas for topics for the 2018 System Operations Conference and send all feedback to Gay Anthony by Friday, October 13, 2017.
3. SPP staff will incorporate the modifications to the 2018 Training Calendar as discussed during the meeting and publish a final version to SPP.org on October 16, 2017.
4. Russell Moore will send out a list of the 2018 OTWG Meeting dates and times and solicit feedback from members regarding locations. Members are to reply to Russell with their feedback by Friday, October 6, 2017.
5. Michael Daly will send out the OTWG Charter to solicit revisions from members. All proposed revisions will be due to Michael by COB on Friday, October 13, 2017.
6. Members are to send further feedback to John Gunter regarding the course content for the 2018 Power System Protection VILT.

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Face-to-Face Meeting

• M I N U T E S •

Agenda Item 1 – Call to Order

Russell Moore (SPRM) called the meeting to order at 1:00 p.m. The following members were in attendance:

Russell Moore, SPRM, Chair
Kevin Ballany, AECC
Denney Fales, KCPL
Michael Gaunder, OKGE
Janelle Marriott-Gill, TSGT
Robert Hirschak, CLECO
Jaroddo Horn, AEP
Sheldon Hunter, SECI
Danny Johnson, XCEL
Carroll Reddick, WFEC
Joel Robles, OPPD
Steve Tegtmeier, LES
Dave Waag, WAPA

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

- Chris Dodds (WRI) was absent, and Russell Moore (SPRM) represented him by proxy.
- Derek Stafford (GRDA) was absent, and Michael Gaunder (OKGE) 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 – Consent Agenda

Russell Moore presented the consent agenda that included the September 28th meeting agenda as well as the meeting minutes from the August 24, 2017, face-to-face meeting. Denney Fales (KCPL) made a motion to approve the consent agenda as presented. Michael Gaunder (OKGE) seconded the motion. The motion passed with no opposition or abstentions.

Agenda Item 4 – Review of Previous Action Items

Michael Daly provided an update on the action items from the previous meeting. His update can be found [here](#).

Agenda Item 5 – 2018 New Offering Survey: eLearning Creation

Dwayne Dush (SPP) presented to members about offering a new VILT series on creating eLearning. The idea stemmed from feedback received for the Train-the-Trainer survey sent out in August. Several

members expressed interest in this type of learning, and additional information was provided that helped guide the development of course offerings, including, available eLearning platforms, whether Continuing Education Hours (CEHs) would apply, and developing objectives for eLearning. Members were encouraged to email Dwayne with any further needs related to eLearning creation.

Agenda Item 6 – Marketplace Training Update

Amy Casavechia (SPP) provided an update of Marketplace training activities to members. Currently, the Marketplace trainers are preparing for two events next week—the Fundamentals Clinic and the Marketplace Symposium. Additional on-going work includes preparing the December on-boarding bundle, processing updates to eLearning courses, and assessing training impacts for proposed revision requests and market releases. The team is already looking ahead to 2018 and planning training for changes to the quick-start logic, the settlements system replacement project, expanded fundamentals training, and other enterprise projects. SPP staff also solicited members to determine if there were any requests for additional Marketplace training.

Agenda Item 7 – Reliability Training Update

A. 2018 System Operations Conference (SOC)

i. 2018 SOC Host Locations

Gay Anthony (SPP) reviewed the timeline for finalizing the dates, locations, and topics of the 2018 SOCs, and then turned to the nominations for SOC locations. Seven nominations were received from KCPL, OPPD, AEP, TSGT, LUS, SPA, and CUS. The group then discussed how to proceed with voting to determine which 5 locations would be selected, with SPP hosting the first conference in Little Rock.

Denney Fales (KCPL) made a motion to accept the vote for SOC locations as voted on during the meeting with the alternate location being the next location that received the most votes. Danny Johnson (XCEL) seconded the motion. The motion passed unanimously with no opposition or abstentions.

The group then took time to rank their selections for the SOC host locations one through seven on a ballot prepared by Gay. The top five selections would host SOCs in 2018, with the sixth most voted selection being used as an alternate in case reservations could not be secured at one of the top five locations.

Gay then counted the votes and gave the selections in no particular order to Russell Moore to be read aloud. The following selections were made:

- Kansas City Power & Light (KCPL)
- Omaha Public Power District (OPPD)
- American Electric Power (AEP) to be hosted in Shreveport, Louisiana
- Tri-State Generation and Transmission Association, Inc.
- City Utilities of Springfield (CUS)
- Lafayette Utilities System (LUS) as an alternate host site

Gay will move forward working with SPP staff to make sure reservations can be secured at these host sites.

ii. Plan for 2018 SOC Topic Selection

The group will finalize all topics for the 2018 SOCs at its meeting on October 26, and members are to send to Gay any topics they are thinking of that should be included for that discussion. Members are to send their suggestions to Gay by Friday, October 13. The group then brainstormed several topics for

inclusion in the SOC, including how a wind farm works, characteristics of transmission lines, and congestion management specific to SPP, and characteristics of SPP's footprint.

B. 2018 VILT Course Selection and Schedule

Gay Anthony presented the recommendations for the 2018 Virtual Instructor-Led Training (VILT) offerings. Based on feedback from the members, the topics will be Abnormal Operations, New and Emerging Technologies, and Power System Protection 201. The Power System Protection course will need more input from members so that objectives and content can be tailored to member needs. Members were asked to send their input for the course to John Gunter.

Each VILT topic in 2018 will be delivered 6 times, which will mean 18 deliveries total, with three topics being delivered in a single training week. The dates will be scattered throughout the year to accommodate shift schedules. And, based on member feedback, the VILTs will be delivered from 0900-1100 and 1200-1400 on the same delivery day. Topics will be alternated between the morning and afternoon deliveries.

C. 2018 Reliability Calendar

Jennifer Farley (SPP) led members through a review of the draft calendar for 2018. A few of the courses were moved to accommodate registration in 2018. Jennifer will post the revised calendar to SPP.org by October 16. Registration for all 2018 reliability courses will open in the [SPP Learning Center \(LMS\)](#) on Thursday, November 14, at 2:00 p.m. C.S.T.

Denney Fales (KCPL) made a motion to approve the 2018 calendar with the revisions discussed during the meeting. Michael Gaunder (OKGE) seconded the motion. The motion passed with no opposition or abstentions.

Agenda Item 8 – 2017 SOC Feedback – Omaha

Members received the evaluation feedback for the Omaha SOC in their meeting materials. Jennifer and Gay touched on the actionable feedback that was implemented for the Springfield SOC.

Agenda Item 9 – 2018 OTWG Meetings

Russell Moore reviewed the presentation on meeting frequency and format from the July meeting with the group. Since the SOC format for 2018 had been revisited and settled upon by the members, that change impacted the proposed content for one of the meetings. The group then discussed whether having the ½ day p.m. and ½ day a.m. meeting format was needed. The consensus was to go ahead with the meetings as had been previously discussed and adjust the content as needed. The group then spent time identifying meeting dates in conjunction with the 2018 training calendar and agreed upon the following dates and times: February 21-22, May 16-17, August 1-2, September 5-6, and October 25-26. Host locations for the 2018 meetings are still being determined. There were several volunteers to host the OTWG meetings, and members were to email Russell Moore with their preferences by Friday, October 6.

Agenda Item 10 – Lessons Learned from Audits

Leslie Sink (SPP) noted that SPP's Peer Review will now be in March 2018.

Sheldon Hunter (SECI) spoke about the recent audit at Sunflower Electric. He shared that personnel must be trained for OSI, the SCADA system provider, and that human performance training must be trained company wide.

Agenda Item 11 – Roundtable

Michael Daly shared three items with the group:

- Members received the annual Working Group Effectiveness Survey from SPP on Monday, September 25. Members were encouraged to complete the survey by Friday, October 6, and let Michael know if they had not received the survey.
- Members will be receiving the annual Stakeholder Satisfaction Survey by the end of October and are encouraged to complete the survey.
- The annual charter review is scheduled during the October meeting. Michael will send out the charter for members to review and propose edits to. Proposed edits will be due to Michael by COB on Friday, October 13, 2017.

At the beginning of the meeting, Jim Gunnell announced to members that we would be taking a new position at SPP. Effective October 1, 2017, Jim will be the new director of IT Process Optimization.

Agenda Item 12 – Working Group Effectiveness Survey

Michael Daly provided the QR code and link for members to assess the effectiveness of the meeting. Russell Moore noted that candid comments were welcome.

Agenda Item 13 – Summary of New Action Items

1. Members are to send any known Marketplace training needs to SPP staff.
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Agenda Item 14 – Discussion of Future Meetings

Russell Moore shared that the next meeting will be on October 26, 2017, in Kansas City, Missouri. The meeting will begin at 1:00 p.m. CDT in the 2nd floor auditorium of Kanas City Power & Light main offices.

Agenda Item 15 – Adjournment

Russell Moore adjourned the meeting at 4:48 p.m.

Respectfully Submitted,

Michael Daly, Secretary

Attachments: Attachment 1—Meeting Attendance Record

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First Name	Last Name	Company
Gay	Anthony	Southwest Power Pool
Kevin	Ballany	Arkansas Electric Cooperative Corp.
Angie	Blacketer	Lincoln Electric System
Amy	Casavechia	Southwest Power Pool
Michael	Daly	Southwest Power Pool
Dwayne	Dush	Southwest Power Pool
Denney	Fales	Kansas City Power & Light
Jennifer	Farley	Southwest Power Pool
Michael	Gaunder	Oklahoma Gas & Electric
Allan	George	Sunflower Electric Power Corp
Janelle	Marriott-Gill	Tri-State Generation and Transmission Assn., Inc.
Jim	Gunnell	Southwest Power Pool
John	Gunter	Southwest Power Pool
Robert	Hirschak	Cleco
Jaroddo	Horn	American Electric Power
Sheldon	Hunter	Sunflower Electric Power Corp
Danny	Johnson	Xcel Energy
Mike	Kidwell	Empire District Electric Company
John	Mason	Independence Power & Light
Karen	McGee	American Electric Power
Russell	Moore	City Utilities of Springfield, MO
Carroll	Reddick	Western Farmers Electric Cooperative
Joel	Robles	Omaha Public Power District
Leslie	Sink	Southwest Power Pool
Steve	Tegtmeier	Lincoln Electric System
Dave	Waag	Western Area Power Administration