



Final Minutes of the CMEP Advisory Council Meeting

WebEx

November 19, 2020 from 10:04 a.m. to 2:29 p.m. Central

1. Call to Order and Determination of Quorum

Council Chair Carl Stelly called the meeting to order at 10:04 a.m. Chair Stelly extended a warm welcome to all attendees, roll call was taken and introductions were made. Chair Stelly provided logistics of the virtual meeting and thanked everyone for their cooperation and extended thanks to MRO staff for their participation.

The meeting secretary determined that a quorum was present. A complete list of attendees is included as [Exhibit A](#). Pursuant to Policy and Procedure 4, MRO's Standards of Conduct, Conflict of Interest and Anti-Trust Guidelines were presented by Chair Stelly. Chair Stelly referred to Robert's Rules that are included in the packet and asked for any other business that the CMEPAC needs to discuss.

A closed session will occur at the end of this meeting to continue the discussion from the closed meeting held at 9:00 a.m. on November 19, 2020.

2. Subject Matter Expert Team (SMET) Update

Russ Mountjoy, SMET Technical Liaison and Manager of Registration, Certification and Standards provided an update on the SMETs and an overview of the written report included in the Agenda packet. Mountjoy noted that two Standard Application Guides (SAGs) MOD-025-2 and CIP-010-2 were recently submitted for ERO for endorsement but were not approved. The explanation was given as to why they were not endorsed, further noting that only 56% of SAGS submitted to NERC are endorsed. Mountjoy mentioned recent surveys sent by NERC, and that the results of those surveys were provided on a webinar November 18, 2020. He further noted that in order to increase the numbers for endorsement, NERC is implementing some changes to the SAG process. A new template will be presented for all authorized groups to use for submission. NERC will also use a template to assess the submitted guidance. There is a lot of effort being put into these guides, and even though they are not endorsed by the ERO, they have been vetted by the SMET, MRO, and the CMEPAC and will be posted on MRO's website.

A question was posed that; if an MRO member uses the posted application guides will deference be given to those guides. If an entity is following developed guidance, it will be taken into consideration for compliance purposes.

3. Self-Certification Worksheet Feedback

Desirée Sawyer, CMEPAC Staff Support provided an overview of the Self-Certification Worksheet feedback. Background on this information was provided to the guests on the call. Sawyer noted that the last review done was for PRC-005 and CIP-003, which was reviewed and incorporated. There will be no review for Quarter 4 of 2020, as the Quarter 2 self-certification was split over 2 quarters since it was quite large. The 2021 self cert schedule will be posted within the next week as it was just finalized. If you do not receive notification the self cert was not issued to you. Even though clarification will be



provided to the entities on the self-certifications, you are more than welcome to contact Desiree Sawyer for clarification at any time.

4. CMEPAC Monthly Calls

- a. Metrics. Chair Stelly provided an overview of the monthly call metrics included in the packet. Currently 75 individuals have registered for the calls. Stelly mentioned that in addition to some of the other platforms the CMEPAC uses for outreach to stakeholders, the council has added two new outreach platforms. One is the monthly call which so far the council has had three. The calls started at 30 minutes which proved to not be long enough so they will be scheduled for one hour going forward on the second Tuesday of each month from 3:00 – 4:00 p.m. central. The CMEPAC agreed to use this on a trial basis as an opportunity to engage and share ideas and it's a great opportunity to engage with the council. MRO staff is typically not on the call with the exception of Desiree Sawyer who assists, but not in a compliance role. Stelly urged the members to please bring concerns the council can assist with, and to also suggest future topics for this call or other outreach as well. These calls are for registered entities in the MRO region only, the entity does not have to be a member of MRO. This is an open and candid environment.
- b. Feedback. Carl Stelly provided an overview of feedback received from the monthly calls as provided in the Agenda packet. So far the feedback is fairly supportive and positive. If the time is not viewed as positive or with any real engagement, the calls will not continue. The survey feedback is showing that the calls are well received and increasing in participation. Stelly extended gratitude to the council for sharing their responses to the survey to open up discussion items. Stelly stressed that people can use the link in the feedback form from the call or send an email to AskCMEPAC. One of the goals set in discussion with MRO staff and the OGOC, is that the CMEPAC wants to take the lead in upcoming standards. Survey others to see what they are doing, these results will not ever be endorsed but the feedback is valuable to MRO to see what the REs are thinking. The CMEPAC will use the survey outside of the CMEPAC and the monthly calls for future effective standards to point out best practices. To take a proactive approach by gathering feedback on upcoming standards it was suggested adding those as a standing agenda item. Stelly asked for input on any outreach that people think would be beneficial and utilize the call or email to submit those.

Pyle liked the idea to add the upcoming standards to the standing agenda. DePoorter gave an update on the upcoming standards and asked about providing guidance on retired standards.

5. AskCMEPAC

- a. Received E-mails. Chair Stelly provided an overview of the email inbox. He explained this is a new initiative suggested by CMEPAC members, since, if we are going to help stakeholders we need more available avenues. The email address is AskCMEPAC@mro.net and is open for anyone to pose a question, concerns, or future topics for discussion or outreach. Very few questions have been submitted thus far, but the CMEPAC is still promoting the email so it can grow in the future. Stelly cautioned the council with one primary caveat, the CMEPAC will not weigh in on your compliance, so any specific compliance questions will be redirected. Council Member DePoorter mentioned promotion of the AskCMEPAC email and monthly calls, he suggested adding this information to the announcements and hot topics that are sent from MRO. Pyle suggested an



invitation to the next SAC or RAC meetings to promote these initiatives and adding this information to the MRO welcome packet was also suggested.

Stelly further explained that the process is not yet final but data from a few questions is located on the collaboration site, so the Council is able to look at previous emails. There is a policy in draft form, the council will triage the email and try to determine which sub teams would be better equipped to look at the questions, CIP, Operations or Compliance. Leaders are in place for the sub teams with potential new members being added in 2021. The team lead is asked to work with the sub team to provide a draft response after a consensus is reached and that response is made available to the entire CMEPAC, for an opportunity to weigh in, in case there are concerns. The response is then submitted back to the requestor and are tracked on the collaboration site.

Norman provided examples where portions of the question are best channeled to MRO staff and other portions to CMEPAC, and asked the council to keep in mind that he can be contacted for further guidance. Since some of these questions would be submitted to HEROs it was mentioned that perhaps a notice could be added to the initial response email that if you do not want your question forwarded to HEROs please let us know. Another notice to be provided on the initial response if you do not want your question shared on the monthly call (even anonymously) please let us know.

6. 2021 CMEP Implementation Plan Webinar

Jeff Norman, CMEPAC Technical Liaison noted that the 2021 implementation plan is available from NERC and has led to outreach opportunities. He asked the council if there is an industry need for the 2021 implementation plan and what it would look like. Mention was made of a webinar last week which was very informative and answered a lot of questions. It was noted that changes to the Rules of Procedure (ROP) will impact the CMEP IP. Discussion ensued.

Norman would offer a webinar in collaboration with the CMEPAC for early Q1 to address the Implementation Plan. Outreach on CMEP IP is usually presented at the CMEP conference, what value is that bringing if it is already documented on the NERC website. If a webinar would add value MRO is supportive.

Good opener for a webinar from peers would still have the most questions about is the COP. There is benefit and value to provide outreach specifically on COP even though it has been done before, it is still garnering questions. Norman wants to also leverage the ERO webinar and work with the CMEPAC on COP outreach. The webinar and documents provided with this ERO webinar were noted as valuable. Links to these ERO products are below:

<https://www.nerc.com/pa/comp/CAOneStopShop/ERO%20Enterprise%20COP%20Presentation%20Slides.pdf>

<https://www.nerc.com/pa/comp/CAOneStopShop/COP%20FAQ.pdf>

The council recessed for lunch at 11:30 a.m. and reconvened at 12:00 p.m. Central

7. CMEPAC 2020 Work Plan Update

Chair Stelly asked the CMEPAC for ideas and to reach out to the CMEPAC for upcoming topics. Noting that 2020 provided a lot of good work. He extended gratitude to members and MRO Staff for their efforts. Status of all Work Plan Items were outlined and discussed and updates made as necessary. Discussion ensued. Chair Stelly encouraged all members of CMEPAC to review the work plan on a more frequent basis to provide a more current plan.

8. Draft CMEPAC 2021 Work Plan

Chair Stelly led the CMEPAC in discussion to prepare the 2021 work plan for approval by the OGOC. Discussion ensued.

The council recessed for break at 1:41 p.m. and reconvened at 2:00 p.m.

8. Standing Reports

- a. NERC Compliance and Certification Committee (NERC CCC). MRO's representative on the NERC CCC resigned from their seat on the NERC CCC. Norman commented that MRO Leadership is aware of this change and the proposed move forward is to have an MRO representative even if there is not a seat if NERC approves the liaison instead of a seat. Council Member Thad Ness provided a brief update as he attended the last meeting. Topics highlighted were the current work plan and an overview of the reliability issues steering committee, and their risk assessment and mitigation project. Ness mentioned the recorded ERO webinar on the COP and self-report and self-log reviews and that committees and subcommittee work are focusing on facility ratings with NERC and FERC and functional modeling. Information gathering was a topic of discussion.
- b. NERC Standards Review Forum. CMEPAC Member and NSRF Chair Joe DePoorter provided a written report, which was included in the agenda packet. The NSRF meets every Wednesday, according to current projects, he will determine whether the meeting needs to be held. There is great participation on the meetings and voting recommendations on comments are completed. Communication on SOLs is out for comment, and the NSRF has not yet received any. The next project is the cold weather standard development. The EOP standard will be the larger discussion, and will be pushed out in spring, which will consist of checking any cold weather measures in place.
- c. Mid-Continent Compliance Forum (MCCF). CMEPAC Member and MCCF member Buchholz provided a written report, which was included in the agenda packet. Provided an overview noting October 15, 2020 meeting, looking at agenda for regular steering committee meeting. Fall workshop hosted on November 10, 2020, was well attended with over 185 registered attendees on the webinar. He noted the various speakers at the workshop. The surveys from attendees will be reviewed this afternoon, but seems to be positive comments so far.
- d. SPP RC Working Group (SPPRCWG). CMEPAC Member and SPPRCWG member Buchholz provided a written report, which was included in the agenda packet. Buchholz noted the 10/20 meeting and further noting, the next meeting will be December 14, 2020. The group is transitioning to an advisory working group. The charter will be updated to accommodate that change. He highlighted the outreach that was pushed out from that group.



10. Review of Action Items

Desirée Sawyer, CMEP Advisory Council Staff Support went over the open action items, as well as the action items captured during today's meeting. Discussion ensued.

13. Other Business and Adjourn

Chair Stelly asked if there was any further business to discuss during the public meeting, hearing none, the public meeting was adjourned at 2:29 p.m. Central.

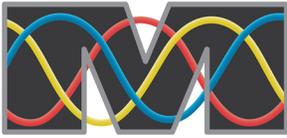
Prepared by: Dana Klem, RCS and RAPA Administrator and Desirée Sawyer, CMEP Advisory Council Staff Support

Reviewed and Submitted by: Jeff Norman, Director Compliance Monitoring.



Exhibit A – Meeting Attendees

Advisory Council Members Present	
Name	Company, Role
Carl Stelly, Chair, CMEPAC	Southwest Power Pool, Inc.
Terri Pyle, Vice Chair, CMEPAC	Oklahoma Gas and Electric
Andy Crooks, CMEPAC	Saskatchewan Power Corporation
Eric Ruskamp, CMEPAC	Lincoln Electric System
Fred Meyer, CMEPAC	The Empire District Electric Company
Joseph DePoorter, CMEPAC	Madison Gas & Electric
Mahmood Safi	Omaha Public Power District
Mark Buchholz, CMEPAC	Western Area Power Administration
Matt Caves, CMEPAC	Western Farmers Electric Cooperative
Michael Brytowski	Great River Energy
Mike Smith, CMEPAC	Manitoba Hydro
Paul Mehlhaff, CMEPAC	Sunflower Electric Power Cooperative
Sharon Koller, CMEPAC	American Transmission Company
Thad Ness, CMEPAC	Northern States Power Company d/b/a Xcel Energy
Tracey Stewart, CMEPAC	Southwestern Power Administration
MRO Staff	
Name	Title
Dana Klem	RCS and RAPA Administrator
Desirée Sawyer	Compliance Monitoring Coordinator
Jake Bernhagen	Senior Protection Systems Engineer
Jeff Norman	Director, Compliance Monitoring
Russ Mountjoy	Manager Registration, Certification and Standards



Tasha Ward	Senior Counsel and Director of External Affairs
Uttam Adhikari	Risk Assessment & Mitigation Engineer
William Steiner	Director of Risk Assessment and Mitigation
Guests	
Name	Company
Angela Wheat	Southwestern Power Administration
Brandi Fedmann	Nebraska Public Power District
Chuck Wickland	Otter Tail Power
Colleen Peterson	
Cynthia Hammarlund	ACE O&M
Daniel Moore	Western Farmers Electric Cooperative
Darnez Gresham	MidAmerican Energy
David Heins	Omaha Public Power District
David Rudolph	Basin Electric Power Cooperative
Gail Elliott	ITC
Jeff McDiarmid	SPP
Jon Shipman	Omaha Public Power District
Joseph Knight	Great River Energy
Karen Demos	NextEra Energy Resources
Larry Brusseau	Corn Belt Power Cooperative
Larry Heckert	Alliant Energy, NSRF Vice Chair
Marc Gomez	Southwestern Power Administration
Mark Hardaway	Wester Farmers Electric Cooperative
Michael Ayotte	ITC
Shonda McCain	Omaha Public Power District
Terry Harbour	MidAmerican Energy



Theresa Allard	Minnkota Power Cooperative
Tiffany Lake	Evergy
Tommy Drea	Dairyland Power Cooperative
Tina Adams	Western Farmers Electric Cooperative