Reliability Standards and Compliance Subcommittee
WebEx
Thursday, September 20, 2019
9:00 am to 10:00 pm   EPT, Valley Forge, PA

1) Administration

a) Call to Order (Mr. Moleski)

Subcommittee Members:
Mark Holman, Chair           Manager, Reliability Compliance Department.
Thomas Moleski, Secretary    Sr. Analyst, Reliability Compliance Department.
Syed Ahmad                   The Federal Energy Regulatory Commission
Thomas Buhler                Rockland Electric Company
Thomas Cichowski             Duquesne Light Company
Charlie Cook                 Duke Energy
Vince DeGiusto               UGI Utilities, Inc.
Brett Denby                  Northern Virginia Electric Cooperative
Claudine Fritz               Exelon Business Services Company, LLC
Daniel Gacek                 Exelon Business Services Company, LLC
Rajesh Geevarghese           Exelon Business Services Company, LLC
Mark Klohonatz               FirstEnergy Solutions Corp.
Jenjira Knernschield         ODEC
Connie Lowe                  Dominion Virginia Power
Christopher Mahila           State of Ohio
Gizella Mali                 FirstEnergy Solutions Corp.
Becky Robinson               Vistra Energy
Dan Searfoorce               State of Pennsylvania
Amber Skillern               EKPC
Jacquie Smith                Duquesne Light Company
Joseph Smith                 Public Service Electric & Gas Company
Richard Straight            FirstEnergy Solutions Corp.
John Sturgeon               Duke Energy
Haibin Sun                   Exelon
Reed Thompson                Public Service Electric & Gas Company
Richard Vendetti            City of Cleveland, DPU, Div of Cleveland Public Pwr
Becky Webb                   Exelon
Jenifer Wehner               Eon
Kathleen Wehnes              State of Maryland

PJM Staff:
Maria Baptiste               Sr. Business Analyst, Model Management
Kristen Foley                Paralegal, Reliability Compliance
b) **Review of Administrative Documents (Mr. Moleski)**
   i) Antitrust Guidelines
   ii) Code of Conduct
   iii) Compliance Disclaimer
   iv) Media Statement

   There were no questions raised on the administrative documents.

c) **Approval of Agenda (Mr. Moleski)**
   The Agenda was approved as presented.

d) **Approval of the July 19, 2019 Meeting Minutes (Mr. Moleski)**
   The July 19, 2019 Meeting Minutes were approved as presented.

e) **Communication Subscription Tool Replacement**
   Mr. Moleski outlined the new PJM Communication tool Pardot. Pardot will look a little different, but it will have the same functionality of our current “listserv” system. It will also have a feature where users can direct the communications that they want to receive.

   Pardot requires stakeholders to whitelist the IP address, 13.111.63.217. Subscribers who are unable to whitelist the IP address should check their spam folder to allow communications from “@lists.pjm.com”. Full details regarding the tool updates can be found at the [Tech Change Forum](#).

f) **2019 PJM Member Satisfaction Survey**
   Mr. Moleski discussed the importance of participation in the Member Satisfaction Survey. The survey helps PJM identify key stakeholder topics and how well we are meeting stakeholder needs. Respondents will have the opportunity to provide comments on what PJM is doing well and where we may improve.

   1. The survey is administered by a third party consultant and all responses are confidential, However, all survey participants are encouraged to provide their contact information if they’re comfortable doing so.
   2. The Survey is open for 2 weeks from September 30 to October 11.
   3. Survey contains approximately 25 questions and should take less than 10 minutes to complete
   4. To receive the survey, members may need to make the internet change discussed in Agenda Item 1e (above) to whitelist the IP address, 13.111.63.217

2) **PJM Compliance Activities**
   a) **Manual Updates**
      i) Manual M03a (Ms. Baptiste)
Ms. Baptiste outlined the changes to Manual M03a:

(a) The overall purpose and intent of changes included in Revision 18 of Manual 03A is to address:
   (i) 2019 Cover-to-cover Periodic Review for M03A
       1. Adopting new timeline for future revisions
   (ii) New Title (Section 2): Modeling Philosophy
   (iii) Phase I of an overall effort to update, reorganize, and streamline content

(b) Impacted Manual sections:
   (i) Sections 1.2, 1.5, 1.6, 1.7
   (ii) Section 2 (overall)
   (iii) Sections 3.2, 3.5
   (iv) Sections 4.3, 4.8, 4.9
   (v) Section 5 (overall)
   (vi) Exhibits 1, 10
   (vii) Appendices: F, G

b) NERC Standard Drafting Team Vacancies (Mr. Moleski)
   Mr. Moleski reviewed the vacancy for the Project 2019-02 BES Cyber System Information Access Management. PJM will not be seeking to place a member on this team, but will be monitoring the activities.

c) PJM O & P Audit Overview (Mr. Walker)
   Mr. Walker advised that the audit will cover 11 standards and 35 requirements. All Reliability Standard Audit Worksheets (RSAWS) for these requirements have been submitted. PJM expects feedback from ReliabilityFirst (RF) next week. PJM also expects to receive Requests for Information (RFIs) from RF next month.

   Mr. Walker also advised that PJM received the draft Controls Evaluation report from RF. PJM will provide an update on this report next month.

d) Review of the RSCS proposed schedule for 2020
   Mr. Moleski requested that the committee review the proposed schedule for 2020, for approval at the October meeting.

e) Transmission Owner Contacts
   Mr. Moleski requested that the committee review the contact list and provide any updates.

3) FERC, NERC, and Regional Activities

a) Committee Updates
   Mr. Holman advised that there were no committee updates.

b) Standards Under Development
   Mr. Kappagantula advised that the Compliance Guideline for TOP-001-4 and IRO-002-5 is now posted under the proposed guidance section on NERC Website, after NERC OC endorsed it in September.
4) Member Issues and Future Agenda Items

5) Future Meeting Dates*

- Friday, October 18th 10:00 AM  WebEx
- Thursday, November 14th 10:00 AM  Meeting and WebEx
- Friday December 13th 10:00 AM  WebEx *

* out of sync to avoid a holiday conflict.

* Monthly WebEx: Third Friday of every month, except months where a quarterly Face-to-Face meeting is scheduled.

Author: Kristen Foley

Anti-trust:
You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.

Code of Conduct:
As a mandatory condition of attendance at today’s meeting, attendees agree to adhere to the PJM Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants’ responsibilities and rules regarding the dissemination of meeting discussion and materials.

Public Meetings/Media Participation:
Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that “detailed transcriptional meeting notes” and white board notes from “brainstorming sessions” shall not be disseminated. Stakeholders are also not allowed to create audio, video or online recordings of PJM meetings. This meeting is being recorded for PJM training purposes, and participation in the meeting assumes consent

Compliance Disclaimer:
Reference to compliance examples, methods, processes or procedures during this meeting is meant solely for discussion purposes only and should not be relied upon by anyone as a guarantee or evidence of compliance with any RFC, SERC, NERC or FERC standards.

Provide feedback on the progress of this group: Facilitator Feedback Form Visit learn.pjm.com, an easy-to-understand resource about the power industry and PJM’s role.