

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE
Updated August 11, 2008

MANUAL

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Contents

	Page
Objectives	3
Membership	3
Steering Committee	4
Technical Committees	5
a. Construction, Operation and Maintenance Committee	7
b. Design Committee	7
c. Planning and External Relations Committee	8
d. Material and Equipment Committee	8
Annual Meetings	9
Host Companies	10
Outside Participation	11
Appendix A: ROSTERS	13
Steering Committee.....	13
Member Companies and Company Representatives.....	13
Construction, Operation, and Maintenance.....	13
Design.....	13
Planning and External Relations.....	13
Material, Equipment and Guideline Publication.....	13
Appendix B: Annual Meetings	14
Appendix C: Planning Meetings with Steering Committee	17
Appendix D: Meeting Chairman's Guide	19

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Objectives

The objectives of the Southwest Electric Distribution Exchange (SWEDE) are to provide media for the interchange of technical information between electric utilities of the Southwestern area of the United States relative to the design, construction and operation of electric distribution facilities: to coordinate and exchange information with similar groups of other regions; and to promote the establishment of industry standards.

Membership

1. Membership in the Southwest Electric Distribution Exchange is limited to electric utility companies operating in the southwestern United States (current member companies are listed in the Appendix).
2. Requests for membership shall be referred to the Steering Committee for approval.
3. Each member company should designate one official company representative to whom all SWEDE correspondence is to be addressed. The Steering Committee Chairman should be notified at once as to changes of representatives.
4. Each member company should be represented on at least one of the Technical Committees.
5. Each company representative, or his designated alternate, should attend the annual meeting of SWEDE and all meetings of Technical Committees of which he is a member.
6. Member companies or representatives shall pay no membership fee or dues. Expenses of annual SWEDE meetings shall be borne by the host company who shall establish a registration fee to cover estimated expenses. Registration, lodging, meals, and travel

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

expenses of attendees at any SWEDE meeting shall be the responsibility of their respective companies.

Steering Committee

1. The Steering Committee shall be responsible for general policy and program continuity.
2. The Committee shall be composed of individuals representing a cross section of the SWEDE Companies. New members shall be elected by the Committee to replace retiring members.
3. The Committee shall select a Chairman and Chairman-Elect to serve a two-year term. The Chairman and Chairman-Elect may serve more than one consecutive term.
4. The Committee shall meet at the time of the annual SWEDE meeting and shall hold at least one additional meeting during each year to plan the program, timing, content and format for the next annual SWEDE meeting. Other meetings may be held at the call of the Chairman.
5. Minutes of each Steering Committee meeting shall be prepared by the Chairman and distributed to each committee member.
6. Members of the Committee may also be company representatives.
7. Duties of the Steering Committee include the following:
 - a. Provide general direction of the program for SWEDE.
 - b. Establish Technical Committees necessary for implementation of the objectives of SWEDE.
 - c. Approve the appointment of the Chairman and Vice-Chairman and the membership of the Technical Committees.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

- d. Give general direction to the Technical Committees so as to minimize duplication of effort.
- e. Determine the time and place of annual meetings and assist host companies in conduct of the meetings.
- f. Update the SWEDE manual as necessary.

Technical Committees

1. Technical Committees shall be established by the Steering Committee as necessary to implement SWEDE objectives.
2. Four Technical Committees have been designated to date:
 - a. Construction, Operation and Maintenance
 - b. Design
 - c. Planning and External Relations
 - d. Material and Equipment

Working groups, such as the Codes and Standards Working Group as a part of the Materials and Equipment Committee, may be formed as needed by each Technical Committee.

3. Each Technical Committee shall have a Chairman and Vice-Chairman who will serve a two-year term, effective June 1 of that year, with no requirement that they step down at the end of the two-year period. Each Chairman preferably shall have served as Vice-Chairman of the committee the previous year.
4. Membership of each Technical Committee should be at least five (5) members
5. Committees may utilize vendors, consultants, contractors, etc. for specific subjects after obtaining approval from the Steering Committee.
6. Each Technical Committee shall hold at least two meetings per year, of which one may be in conjunction with the annual meeting.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

7. Technical Committee Chairmen shall be responsible for their committee's portion of the program at the annual SWEDE meeting. It is recommended that all presentations at the General Session of the annual meeting be in printed form to be bound in one book of proceedings.
8. Technical Committees shall have the following general responsibilities:
 - a. Discuss what each member company is doing in design, construction, maintenance, and operation pertinent to that committee's area of responsibility.
 - b. Determine the equipment and materials being installed on a trial basis and report the results.
 - c. Plan and coordinate programs for annual meetings of SWEDE.

Specific areas of responsibility currently assigned to the Technical Committees are as follows:

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

a. Construction, Operation and Maintenance Committee

The Construction, Operation and Maintenance Committee is responsible for keeping the SWEDE members apprised of the most current technology, work procedures, and equipment required to construct, operate, and maintain the distribution system from the distribution substation to the customer.

This committee may prepare guidelines or present topics such as: emergency restoration procedures; switching procedures: work methods; operating practices; handling and disposal of hazardous materials; transformer and meter testing; line and equipment maintenance; productivity evaluation; supplemental treatment of standing wood poles; and similar subjects.

It shall further be the responsibility of this committee to assess equipment and material performance and advise the Material and Equipment Committee.

b. Design Committee

The Design Committee is responsible for keeping the SWEDE members apprised of the most current technology involving the design of specific distribution system elements from the distribution substation to the customer. For example, topics may include the design of network and primary transfer systems; service to industrial loads, high rise buildings, shopping centers, condominiums, apartment complexes, and residential developments. Consideration shall be given to transformer, secondary, service, metering, and street lighting configurations; conventional and improved appearance of lines and structures; BIL levels; fuse coordination; equipment protection schemes; and similar subjects.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

The topics addressed by the Design committee will generally deal with new approaches and techniques that require original design, testing, and evaluation or unique applications of existing design techniques and processes.

c. Planning and External Relations Committee

The Planning and External Relations Committee is responsible for making long range studies and developing guidelines which involve the entire distribution system, such as: the choice of system voltages; economic loading of conductors and equipment; television and radio interference, inductive coordination, and harmonics generated by customers.

This committee shall also study and exchange information such as customer and area load data; energy conservation; consumer-owned generation; flicker limits; transformer load management systems; service policies; reliability; and one-call systems.

This committee is also responsible for: information exchange regarding working relationships and contractual agreements with other utilities and agencies such as: telephone, CATV, gas, water, railroads, airports, and highways: study and evaluate the requirements imposed or proposed by various agencies such as EPA, DOE, state regulatory commissions, NECA, and ECC.

d. Material and Equipment Committee

The Material and Equipment Committee shall encourage and support an open forum for issues surrounding the use and application of distribution materials.

This includes the active discussion of the failures and problems with distribution materials and equipment, new or alternative technologies and materials and the

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

impact of national standards on the materials and equipment utilized by member companies.

Annual Meetings

1. A general meeting shall be held annually at a time and place selected by the Steering Committee.
2. The format of the annual meeting will be determined by the Steering Committee and will consist of:
 - a. Two ½ day General Meeting sessions
 - b. One ½ day Technical Committee workshops. The four workshops will run concurrently.
 - c. One ½ day Technical Committee planning meetings to be run concurrently.

The Technical Committee and Steering Committee meetings will be held on the first day.

3. The agenda for the annual meeting shall be approved by the Steering Committee with each Technical Committee responsible for its assigned portion of the program.
4. General Meeting sessions will be open meetings. Workshops shall be closed sessions. Attendance at the workshops shall be limited to member companies, their representatives or consultants, and others specifically invited by the Steering Committee. Vendors, manufacturers, or consultants may attend the General Meeting session.
5. Advance notice to trade journals as to meeting dates or programs normally shall not be given.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

6. Arrangements for each annual meeting shall be handled by a host company selected by the Steering Committee. Consultants, vendors or manufacturers may hold open houses, hospitality rooms or set up displays as approved by the steering committee. Individual company hospitality rooms are discouraged.
7. A tour of electric distribution facilities may be scheduled to supplement each annual meeting if desired. Tours will be optional and should be offered so as not to conflict with the scheduled sessions. Arrangements shall be handled by the host company.
8. Copies of the proceedings shall be distributed at the annual meeting.
9. Registration, lodging, meals and travel expenses of annual meeting attendees shall be the responsibility of their respective companies.
10. A listing of information relative to past and future annual meetings is included in the Appendix.

Host Companies

1. Arrangements for each annual meeting shall be handled by a host company selected by the Steering Committee.
2. The host company shall announce the location and dates of their meeting at the previous annual meeting. It shall not be the practice to furnish advance notice to trade journals as to meeting dates or programs.
3. The host company shall name a Meeting Chairman who shall be responsible for all arrangements necessary to ensure a successful meeting.
4. A detailed listing of responsibilities, suggestions and check lists for use of the Meeting Chairman is included under "Meeting Chairman's Guide."

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

5. Optional tours of electric distribution facilities may be scheduled to supplement each annual meeting. The host company shall be responsible for necessary arrangements.
6. Expenses of annual meeting shall be borne by the host company who shall establish a registration fee to cover estimated expenses. The host company shall bear all costs in excess of total registrations fees and any surplus funds forwarded by the previous host company. Any excess funds shall be conveyed to the next host company to reduce registration fees for the next annual SWEDE meeting.
7. The host company will be responsible for reproducing all general session papers, reports and committee meeting minutes provided to them by the committee chairmen.

Outside Participation

1. Requests from individuals from non-member utility systems to attend SWEDE meetings shall be directed to the Steering Committee for consideration and approval.
2. University participation in SWEDE meetings shall be encouraged. SWEDE member companies desiring to invite a professor from a school in their service or recruiting area to attend an annual meeting should give adequate notice of the invitation to the host company's Meeting Chairman.
3. Participation on Technical Committees by manufacturer's representatives is not encouraged, but will be permitted in specific cases when approved by the Steering Committee. Attendance at annual technical committee meetings (workshops) by such personnel shall be limited to those invited by Technical Committees and approved by the Steering Committee to appear on the program.
4. In every case, the sponsoring SWEDE member company shall make arrangements for the expenses of guests/presenters.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

5. Any question related to attendance at SWEDE meetings not covered above should be directed to the Steering Committee chairman.
6. Vendors, manufacturers and/or consultants may attend the General Meeting sessions.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Appendix A: ROSTERS

Steering Committee

Member Companies and Company Representatives

Construction, Operation, and Maintenance

Design

Planning and External Relations

Material, Equipment and Guideline Publication

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Appendix B: Annual Meetings

<u>Date</u>	<u>Location</u>	<u>Host Company and Meeting Chairman</u>
Spring 1968 (Apr. 11-12)	Hilton Inn Dallas, TX	Dallas Power & Light Company H. A. Buchanan
Fall 1968 (Nov. 7-8)	Camelot Inn Tulsa, OK	Public Service Company of Oklahoma - J. C. Wells
Spring 1969 (Apr. 10-11)	Lincoln-Sheraton Houston, TX	Houston Lighting & Power Co. L. R. Gardner
Fall 1969 (Nov. 6-7)	Green Oaks Inn Fort Worth, TX	Texas Electric Service Co. W. E. Shula
Spring 1970 (Apr. 30 - May 1)	St. Anthony Hotel San Antonio	City Public Service Board of San Antonio - B. E. Scholl
Spring 1971 (Apr. 29-30)	Civic Center Abilene, TX	West Texas Utilities Company H. W. Beaty
Spring 1972 (May 3-5)	Quality Motel Amarillo, TX	Southwestern Public Service Co. Bill Esler
Spring 1973 (May 23-25)	Arlington Hotel Hot Springs, AR	Arkansas Power & Light Co. H. W. Rice
Spring 1974 (May 16-17)	Habana Inn Oklahoma City, OK	Oklahoma Gas and Electric Co. John Freed
Spring 1975 (May 8-9)	Holiday Inn Downtown El Paso, TX	El Paso Electric Company Peyton Nichols
Spring 1976 (May 5-7)	International Hotel New Orleans, LA	Central Louisiana Electric Co. Carroll Fuselier
Spring 1977 (May 9-11)	Sheraton-Dallas Dallas, TX	Texas Power & Light Co. Fred Patterson
Spring 1978 (May 11-12)	Hilton Inn-Bossier Bossier City, LA	Southwestern Electric Power Co. L. C. Barry
Spring 1979 (May 10-11)	Sheraton Crest Austin, TX	City of Austin H. L. Peterson

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Spring 1980 (May 7-9)	Holiday Inn Corpus Christi, TX	Central Power & Light Company W. A. Ball
Spring 1981 (May 6-8)	Red Carpet Inn Beaumont, TX	Gulf States Utilities Company J. L. Raleigh
Spring 1982 (May 5-7)	Hilton Hotel Ft. Worth, TX	Texas-New Mexico Power Company Glenn Ford
Spring 1983 (Apr. 27-29)	Westin Oaks Hotel Houston, TX	Houston Power & Lighting Co. Glenn Cole
Spring 1984 (May 9-11)	Westin Hotel Tulsa, OK	Public Service Co. of Oklahoma Johnie Holeman
Spring 1985 (May 1-3)	Doubletree Hotel Dallas. TX	Dallas Power & Light Company Henry Buchanan
Spring 1986 (Apr. 30-May 2)	Wyndham Hotel Austin. TX	Lower Colorado River Authority Bob Turner
Spring 1987 (May 6-8)	Worthington Hotel Ft. Worth, TX	Texas Electric Service Company Neil VanGeem
Spring 1988 (Apr. 20-22)	Plaza Hotel San Antonio, TX	Public Service of San Antonio Ben Scholl
Spring 1989 (May 3-5)	Marriott Hotel Oklahoma City. OK	Oklahoma Gas & Electric James Clemmer
Spring 1990 (May 2-4)	Harvey Hotel Amarillo. TX	Southwestern Public Service Dan Reed
Spring 1991 (May 1-3)	Embassy Suites Hotel Abilene, TX	West Texas Utilities Co. Van Glynn
Spring 1992 (Apr. 29, 30-May 1)	Holiday Inn Conv Cntr Alexandria. LA	Central Louisiana Eletric Co. Carroll Fuselier
Spring 1993 (May 5-7)	Sheraton Bayfront Hotel Corpus Christi, TX	Central Power & Light Co. Butch Robinson
Spring 1994 (May 4-6)	Hilton Hotel at Clearlake Houston. TX	Houston Lighting & Power Co. Scott McDonald

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Spring 1995 (May 3-5)	Marriott Hotel Arlington, TX	TU Electric Judd Putnam
Spring 1996 (May 1-3)	Austin Marriott Austin, TX	City of Austin Peter Gerard Soosay
Spring 1997	La Mansion San Antonio, Texas	City Public Service Leonard Hill
Spring 1998	YO Hilton Kerrville, Texas	Lower Colorado River Authority Allan Kunze
Spring 1999	Westin Hotel Oklahoma City, OK	Oklahoma Gas & Electric Co. James Clemmer
Spring 2000	Radisson Hotel Fort Worth, Texas	Texas Utilities Tom Anthony
Spring 2001	Harrahs Hotel Shreveport, LA	AEP-Southwestern Electric Power Ron Cosby
Spring 2002	Airport Hilton El Paso, TX	El Paso Electric David Rios
Spring 2003	Moody Gardens	Larry Neal Center Point
Spring 2004	Hyatt Austin, Texas	George Martinez, Peter Soosay Austin Energy
Spring 2005	Gaylord Hilton Grapevine, Texas	Roger Dickens Texas New Mexico Power
Spring 2006	Omni Bayfront Corpus Christi	Mike Nikolauk AEP-North Texas
Spring 2007	Hotel Contesa San Antonio	Cathlene Ballard CPS Energy, San Antonio
Spring 2008	Marriot Horseshoe Bay	Robert Peterson Pedernales Electric Cooperative
Spring 2009	Crown Plaza Tulsa OK	Steve Baker AEP, Public Service OK

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Appendix C: Planning Meetings with Steering Committee

<u>Date</u>	<u>Location</u>	<u>Host Company and Arrangements Chairman</u>
Fall 1971 (Oct. 23)	Executive Inn Dallas, TX	Texas Power & Light Co. Gwynn Sutton
Fall 1972 (Nov. 2)	Sheraton Marina Inn Corpus Christi, TX	Central Power & Light Co. Bill Ball
Fall 1973 (Aug. 30)	Executive Inn Dallas, TX	Dallas Power & Light Co. R. S. Miner
Fall 1974 (Sept. 18)	Host Airport Hotel Houston, TX	Houston Light & Co. R. M McCuiston
Fall 1975 (Sept. 17)	Airport Marina Dallas-Fort Worth	Texas Electric Service Co. J. W. Carpenter
Fall 1976 (Oct. 14)	Airport Marina Dallas-Fort Worth	Dallas Power & Light Co. Don Deffebach
Fall 1977 (Sept. 27)	Airport Marina Dallas-Fort Worth	Texas Power & Light Co. Fred Patterson
Fall 1978 (Sept. 27)	Airport Marina Dallas-Fort Worth	Texas Electric Service Co. J. W. Carpenter
Fall 1979 (Sept. 21)	Airport Marina Dallas-Fort Worth	Dallas Power & Light Co. Don Deffebach
Fall 1980 (Sept. 18)	Amfac Hotel Dallas-Fort Worth	Texas Power & Light Co. Fred Patterson
Fall 1981 (Sept. 30)	Amfac Hotel Dallas-Fort Worth	Texas Electric Service Co. J. W. Carpenter
Fall 1982 (Sept. 30)	Amfac Hotel Dallas-Fort Worth	Dallas Power & Light Co. Don Deffebach
Fall 1983 (Sept. 28)	Marriott Hotel Dallas-Fort Worth	Texas Power & Light Co. Fred Patterson
Fall 1984 (Oct. 3)	Holiday Inn Bedford, TX	Texas Electric Service Co. John Carpenter

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Fall 1985 (Sept25)	Holiday Inn-South Irving, TX	Texas Power & Light Co. Robert E. Erwin
Fall 1986 (Sept24)	Amfac Hotel Dallas-Ft. Worth	Dallas Power & Light Mark Thomason
Fall 1987 (Sept24)	Amfac Hotel Dallas-Ft. Worth	TU Electric - TES R. E. Wehmeyer
Fall 1988 (Sept 14)	Hyatt Hotel Dallas-Ft. Worth	TU Electric - TPL Robert E. Erwin
Fall 1989 (Sept 13)	Hyatt Hotel Ft. Worth	TU Electric R. E. Wehmeyer
Fall 1990 (Sept 13)	Holiday Inn-DFW Airport West Bedford, TX	TU Electric R. E. Wehmeyer
Fall 1991 (Sept 12)	Holiday Inn-DFW Airport West Bedford, TX	TU Electric R. E. Wehmeyer
Fall 1992 (Sept 15)	Holiday Inn-DFW Airport West Bedford, TX	TU Electric R. E. Wehmeyer
Fall 1993 (Sept 15)	La Quinta Inn Arlington, TX	TU Electric Stacy Reames
Fall 1994 (Sept 14)	La Quinta Inn Arlington, TX	TU Electric James Mars
Fall 1995 (Sept 14)	La Quinta Inn Arlington, TX	TU Electric James Mars
Fall 1996	Sheraton Brookhollow Dallas, TX	Tom Anthony
Fall 1997	Sheraton Brookhollow Dallas, TX	Tom Anthony
Fall 1998	Sheraton Brookhollow Dallas, TX	Tom Anthony

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

Fall 1999	Sheraton Brookhollow Dallas, TX	Tom Anthony
Fall 2000	Sheraton Brookhollow Dallas, TX	Tom Anthony
Fall 2001	Sheraton Brookhollow Dallas, TX	Tom Anthony
Fall 2002	Sheraton Brookhollow Dallas, TX	Tom Anthony
Fall 2003	Austin Energy	George Martinez
Fall 2004	Austin Energy	George Martinez
Fall 2005	Austin Energy	George Martinez
Fall 2006	Austin Energy	George Martinez
Fall 2007	Austin Energy	Bob Seaver
Fall 2008	Austin Energy	Bob Seaver

Appendix D: Meeting Chairman's Guide

Purpose

This guide has been prepared to aid the Meeting Chairman in making arrangements necessary for a successful annual meeting.

Registration

1. Estimate the number of expected attendees.
2. Determine registration fee and what it includes.
3. Set up pre-registration procedure.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

4. Send formal notice of the meeting date and location, together with the tentative program subject matter, schedule of events, meeting registration forms and room reservation forms to the Company Representatives about six weeks before the meeting.
5. Select registration personnel.
6. Prepare name badges.
7. Arrange for registration and information tables.
8. Arrange for cash box, change and receipt forms.
9. Arrange for maps, booklets, etc., related to the city.
10. Prepare attendance roster and financial statement and forward to the Steering Committee.

Meeting Facilities

1. Survey local meeting facilities and determine availability.
2. Reserve meeting facilities and reserve a block of rooms for out-of-town attendees.
3. Work out meeting room arrangements with hotel or motel.
4. Arrange for appropriate audio/visual equipment.

Luncheons, Social Hours

1. Select luncheon menus for both meeting days and determine costs.
2. Arrange for luncheon facilities to be separate from meeting room.
3. Arrange for coffee and soft drinks for breaks during morning and afternoon sessions of all meeting days.

Tours (optional with Host Company)

1. Determine possible tours of electric distribution facilities.
2. Choose date and time for tour which will not conflict with scheduled meetings.
3. Determine route and select guides.
4. Arrange for transportation.

SOUTHWEST ELECTRIC DISTRIBUTION EXCHANGE

5. Prepare tour outline or guide booklet.

Companion Activities (Optional)

1. Determine number of companions to attend, if possible.
2. Arrange for companions hospitality room, with coffee and doughnuts.
3. Arrange transportation and possible tours for companions.

Programs

1. Obtain programs from each Technical Committee chairman.
2. Request keynote speaker to deliver the "Welcome."
3. Schedule registration, business meetings, tours, coffee breaks, luncheons, social activities, etc.
4. Arrange for printing of agenda.

Proceedings

Provide a copy of proceedings to each attendee.

Miscellaneous

1. The location and date of the meeting should be announced at the prior annual meeting.
2. Advance notice to trade journals as to meeting dates or programs shall not be given.