AWEA Wind Technical Standards Committee
Meeting Minutes
Thursday, August 16, 2018
2:00 PM – 3:30 PM, Eastern

Agenda:
1. Welcome
2. Roll Call
3. Approve Meeting Minutes from May 2018 Meeting
4. AWEA WSC Action Items
   a. ANSI Audit
      i. Update
      ii. Update standard development procedures
   b. Ballot Review
      i. Wind Standard Committee Membership Categories
         1. Membership Participation
         2. Non-participation and low participation notifications
         3. Staff to review status of membership requirements
         4. Membership categories
      ii. WSC name change to AWEA Wind Technical Standards Committee (WTSC)
      iii. New member approved by ballot
         1. ArcVera Renewables, primary contact John Bosche and alternate Gregory Poulas
5. AWEA WSC Standard Development Action Items
   a. Expedited Adoption IEC Standards
      i. Review status of expedited standards development
   b. ANSI Standards Development (regular process)
      i. Review status of standards under development
         1. TR-1 – Brian Kramak
         2. Offshore Subcommittee – Walt Musial
         3. Structure Subcommittee – Kirk Morgan
            a. Scope Ballot
         4. others
      ii. Discussion and Action items
         1. ASME A17.8 – Wind Turbine Elevator
            a. Update
         2. IEC 61400-1 Edition 1
            a. Subordinate group creation, Dan Brake as chairperson
         3. IEC 61400-24
            a. Subordinate group creation, need chairperson
         4. IEC 61400-26
         5. others
   c. New Standard Proposals
      i. Discussion and Action Items
6. Non-AWEA WSC Initiatives
   a. Improving coordination with other Standard Developing Bodies
7. Proposed Meeting Schedule
   a. Teleconference Fall 2018: August 16, 2018 @ 2:00 p.m.
   b. Teleconference Winter 2018: November 15, 2018 @ 2:00 p.m.
   c. In Person Meeting February 2019, San Diego, CA
8. Additional Items
9. Adjourn

Minutes:
- Quorum was achieved. 25 out of 34 (73%) voting companies attended, and this group requires 51%.
- Approve Meeting Minutes from May 2018 Meeting
  - Action item: Will ballot for May meeting minutes since they were just posted earlier today prior to the meeting so no time to review
- Tom Vinson, AWEA, provided an update on the ANSI audit
  - ANSI raised concerns related to procedures, document retention, comment resolution and voting
  - AWEA’s response is due to ANSI in late August, generally accepting their recommendations and taking steps to comply
  - Will requires revisions to our procedures. AWEA will be working on edits and will ballot
  - Action item: AWEA can provide a copy of our response to the WTSC
- Wind Standard Committee Membership Categories
  - Does participation in subgroups count toward participation?
    - A: No, but we can consider in procedures revisions
    - Interesting question since you don’t have to be a member to participate in a subcommittee
- Membership categories
  - Action item: Report balanced based on current membership after clean up
- WSC name change to AWEA Wind Technical Standards Committee (WTSC)
  - Approved: 7/5/18 by a vote 29 affirmative with 1 Abstain
- New member approved by ballot
  - ArcVera Renewables, primary contact John Bosche and alternate Gregory Poulos
  - Approved: 7/5/18 by a vote 26 affirmative with 1 Abstain
- New member ballot
  - Hartford Steam Boiler Inspection and Insurance Co.
    - Linkesh Diwan, Hartford Steam Boiler, was on the call
    - He has applied for WTSC membership under the General Industry category
      - The group agreed to leave their category as General Industry
      - Add a Financial Services Category?
    - Ballot closes 9/6/18
- AWEA WSC Standard Development Action Items
  - Expedited Adoption IEC Standards
    - No expedited standards identified on current agenda. Any we should consider?
    - Sandy – some coming up that was unanimously voted.
      - He will circle back on whether he wants to put any up for consideration for expedited adoption
    - -22 is being withdrawn (Sandy)
      - No longer active standard
      - General announcement made
      - Can AWEA communicate this development?
      - Sandy will send info
      - Action item: Send this info to the committee.
  - ANSI Standards Development (regular process)
    - TR1 – Matt McCabe provided an update
Subcommittee is actually meeting right now
Met once before
Have initial draft
Now putting some bounds on the uncertainty level
Then will be available to distribute more widely
They plan to do a “test” of the procedure on a couple of wind farms.
Meeting planned for September too
Probably Fall circulation for wider review
TR1 is listed as a Subcommittee on Kavi, but is not reflected on the projects page
Action item: Make sure to add TR1 to the projects page

Offshore
Continue to meet
Not sure on timing of expected product
In person coming up in October at AWEA Offshore Wind Conference in Washington, DC
Action item: Need to update progress complete in Kavi under projects.

Structure Subcommittee (Kirk Morgan provided update)
Off to a slow start
Took a bit on scope and getting committee confirmed
Updating a shore base machines practice doc – AWEA/ASCE recommended practice for large-scale generating facilities (2011)
Parallel or maybe higher priority task is coralling industry views on -6
Establish its role relative to the offshore subcommittees
Action item: AWEA will set up call for WTSC and subcommittee leaders on resolving comments in Workspace

Discussion on comments
- Offshore
  - Outside scope?
  - Or link in some way and define role vis-à-vis offshore subcommittee? Kirk’s preference is for the latter
- Comment to not pursue at all
  - Ron and Kirk agree this is problematic because if we’d have to withdraw the 2011 document if we don’t pursue and people rely on the 2011 document pretty heavily
Action item: Michele to arrange mini-training for Kirk on how to resolve comments.
Action item: Kirk to start process of resolving comments.

Discussion and Action Items
- ASME A17.8 – Wind Turbine Elevator
  - The WEHSSC has a subcommittee created
  - Has a chair
  - Individuals from WTSC have requested to be included on the subcommittee, membership is open
- IEC 61400-1 Edition 1
  - Subordinate group creation, Dan Brake as chairperson
  - Action item: Michele, AWEA, to confirm with Dan Brake on whether he will chair. Then we can send out the ballot.
- IEC 61400-24
  - Subordinate group creation, need chairperson
• The scope is verifying and/or adding references (UL and NFPA standards to be incorporated as references).
• Action item: Michele will send an email to Maya, Tom and Dan regarding leadership. If a chairperson can be determined, first action is to develop the scope for balloting the subcommittee.
  - IEC 61400-26
    - IEC is taking technical standard into an actual standard
    - Waiting on TC-88, then will look to USTAG on whether we should adopt as a national standard
• Non-AWEA WSC Initiatives
  - Improving coordination with other Standard Developing Bodies
    - ASME drone inspection standard – anyone interested in participating on behalf of the wind industry in this process?
    - We have no “drone” members, but probably several owners/operators are using drone for inspection
• Additional Items
• Meeting Schedule
  - Teleconference Winter 2018: November 15, 2018 @ 2:00 p.m.
  - In Person Meeting February 2019, San Diego, CA
    - There was a mistake from the meetings schedule ballot. The date for the February meeting is listed as the 26th, however the date is actually the 25th. Staff will send a ballot to correct the mistake.

Action Items:
• AWEA will ballot May meeting minutes
• Share a copy of AWEA audit response with the consensus committees
• Staff will provide a membership report on current membership after responses and review of the applications and participation level. Report will include membership category numbers, balance, and full membership information.
• AWEA to send notification that IEC 61400-22 has been withdrawn by IEC.
• Staff will add TR-1 to the projects page
• Walt Musial to update Offshore Wind Subcommittee status on the projects page
• AWEA staff to arrange a mini-training with Kirk on how to record comments; Kirk and Jomaa will then start the process of resolving comments from the scope ballot
• AWEA staff to confirm with Dan Brake that he’s interested in being chair of the IEC 61400-1 national adoption subcommittee
• AWEA staff to send an email to Maya Nissim, Tom Bendlak, and Dan Holm regarding chairperson for IEC 61400-24 subcommittee. If a leader can be determined, the first action is to develop the scope for balloting the subcommittee and creation of the subcommittee.
• AWEA staff will send a ballot for the updated February meeting date.

Meeting Attendees:

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<th>Company</th>
<th>Name</th>
<th>Interest Category</th>
<th>Role</th>
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<td>American Wind Energy Association</td>
<td>Vinson, Tom</td>
<td>N/A</td>
<td>Alternate for Secretariat</td>
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<td>Leeward Renewable Energy</td>
<td>Grife, Ronald</td>
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<td>Group Chair</td>
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<td>DNV GL</td>
<td>Griffin, Dayton</td>
<td>Consultants</td>
<td>Vice Chairperson</td>
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<td>Bowes, Joe</td>
<td>Producer</td>
<td>Member</td>
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<td>Sherman, Michael</td>
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<td>Metzinger, Luke</td>
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<td>Butterfield, Sandy</td>
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<td>Lan, Christy</td>
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<td>Diwan, Linkesh</td>
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<td>Observer</td>
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**Members Not in Attendance:**

- ArcVera Renewables
- AWS Truepower
- Elevator Industry Work Preservation Fund
- Elevator Safety Solutions
- Keystone Engineering Inc.
- NextEra Energy Resources
- University of Texas at Austin
- V-Air Wind Technologies