



March 3, 2011

Dear Council Member:

The minutes from the February 8 CAC meeting are attached. The next CAC meeting will be on **Tuesday, MARCH 8, 2011**, beginning with dinner at 5:00 p.m. The meeting will run from 5:30 to 7:30 p.m.

Sincerely,

Ann L. Clancy, Ph.D.
Meeting Facilitator

Meeting Location: ConocoPhillips Learning Center
415 South 24th Street

CONOCOPHILLIPS BILLINGS REFINERY
CITIZENS ADVISORY COUNCIL
February 8, 2011

MEETING MINUTES

Present: Council members: Ken Ard, Steve Arveschoug, Keith BearTusk, Paul Dextras, Mike Kautzman, Paul Miller, Linda Pettengill, Jim Ronquillo, Emily Schaffer, Dolores Terpstra, Richard Wilson, Ernie Woods, Stella Ziegler
ConocoPhillips management: Steve Steach, Reed Marton, Mark Hilbert
Facilitator: Ann Clancy

Absent: Brittany Blood, Bob Carr, Hillary Harris, Shirley McDermott, John Pulasky, Elizabeth Stears

Guest: Pat Doolen, Process Plant Technology Program, MSU-B COT

AGENDA

- Welcome/Introductions/Announcements
- Honoring Gladys Stahl
- Update on Coke Drum Transportation
- Finalizing 2011 CAC Goals
- Refinery & Transportation Updates
- Next Meeting: March 8

WELCOME/INTRODUCTIONS/HONORING GLADYS STAHL

Richard Wilson, Director of the Process Plant Technology Program at MSU-B College of Technology, introduced his guest, Pat Doolen, a second-year student in the program who was attending to learn more about the CAC. Richard intends to invite students to each of the CAC meetings in 2011.

Gladys Stahl, who has been a member of the CAC since November 2001, was honored for her commitment and contributions over her long tenure as a representative of the Senior constituency. Gladys will continue to attend meetings as "Member Emeritus." Her formal replacement is Dolores Terpstra, Director of South Park Senior Center, who joined the CAC at the January 29 retreat session.

UPDATE ON COKE DRUM TRANSPORTATION

Coke Drum Project

Steve Steach reported that the first of the four coke drums being held in Idaho has taken off for Montana. Logistical adjustments have been made to the route and to some of the safety measures in order to respond to the need for fewer delays and easier access around sharp curves. One of the revisions in the transportation plan includes splitting the

second day of travel into two days thereby increasing total travel time to the Montana border from four to six days.

FINALIZING CAC GOALS & TIMELINE FOR 2011

CAC members identified and clarified CAC goals for 2011 which includes both projects and topics. The revised goals will be presented at the March 8 CAC meeting. Two CAC members informed the group of conferences that will be held in Montana in 2011 that might be of interest to the refinery or CAC members:

- City League, October 2011. ConocoPhillips could set up a booth at the conference including information about the CAC
- There will be an Asia Pacific Conference in Big Sky, April 2011 focused on economic development

The following projects and topics were placed on the calendar for 2011:

Month	Activities
February 8	<ul style="list-style-type: none"> • Coke Drum Project & Refinery 2011 Shutdown • Finalize CAC goals & timeline for 2010 • Neighborhood Eat & Meet Planning
March 8	<ul style="list-style-type: none"> • Transportation 201 • Prep for Coke Drum Ribbon Cutting Ceremony • Finalizing CAC Goals & Timeline for 2011: Neighborhood Eat & Meet Planning
April 12	<ul style="list-style-type: none"> • Global ConocoPhillips Strategy • Workforce Diversity Team Report • TIF Legislative Update
May 10	<ul style="list-style-type: none"> • Beautification Update • Legislative Update
June 14	<ul style="list-style-type: none"> • Virtual Refinery Tour & Presentation • Refinery Bus Tour
July & August	<ul style="list-style-type: none"> ▪ <i>No CAC meetings</i>
Sept. TBD	<ul style="list-style-type: none"> • Neighborhood Eat & Meet: RiverStone Health
October 11	<ul style="list-style-type: none"> • MSU-B COT Onsite Visit with Students
October 20	<ul style="list-style-type: none"> • Big Sky EDA annual meeting: ConocoPhillips Representative as Keynote Speaker?
November 8	<ul style="list-style-type: none"> • TIF District Overview
December 13	<ul style="list-style-type: none"> • Oil & Gas Overview • Review of 2011 Goals

REFINERY UPDATE

Safety and environmental: The refinery is having a lunch on Thursday to celebrate one year without injuries. The OSHA VPP is scheduled to visit the refinery in April. The first

reportable event of 2011 occurred in February – a tripped compressor resulted in flaring for about 10 minutes. There have been two minor spills due to freezing which resulted in some leakage.

Operations: The refinery has been running well despite the cold. There have been some close calls on cold weather issues but overall the refinery has operated well and has been able to rely on its own steam generation.

TRANSPORTATION UPDATE

Safety and environmental: There were no recordable injuries or spills greater than a barrel. There was an exceedence of a permit on water discharge within the refinery. The discharge was stopped but there was a violation.

Operations: In terms of right of way, there have been over 3400 calls to excavate in the Yellowstone County area which field representatives have responded to. The company will be running a routine inspection tool through some of the pipelines between Alkali Creek and Laurel MRL railroad yard over the next two weeks to sense any abnormalities, dents, gouges or leaks in the pipes.

Next Meeting Agenda: March 8, 2011

- Transportation 201 Presentation
- Preparation for Coke Drum Ribbon Cutting
- Finalizing CAC Goals & Calendar for 2011: Neighborhood Eat & Meet Planning
- Refinery & Transportation Updates

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