



April 16, 2012

Dear Council Member:

The minutes from our **February 21, 2012 CAC meeting** are attached. Please excuse the delay in getting them completed.

Sincerely,

Ann L. Clancy, Ph.D.
Meeting Facilitator

Meeting Location: ConocoPhillips Learning Center
415 South 24th Street

CONOCOPHILLIPS BILLINGS REFINERY
CITIZENS ADVISORY COUNCIL
February 21, 2012

MEETING MINUTES

Present: Council members: Ken Ard, Steve Arveschoug, Bob Carr, Joshua Juarez, Shirley McDermott, Paul Miller, Linda Pettengill, John Pulasky, Jim Ronquillo, Dolores Terpstra, Stella Ziegler
ConocoPhillips management: Julian Stoll, Mark Hilbert, Randall Richert
Facilitator: Ann Clancy

Absent: Keith BearTusk, Brittany Blood, Paul Dextras, Emily Schaffer, Gladys Stahl, Elizabeth Stears, Richard Wilson

Guest: Michael Davis, Wayman Chapel

AGENDA

- Welcome/ Introductions
- Honoring Reed Marton
- Community Updates
- Refinery & Transportation Updates
- Finalize Goals & Topics for 2012
- Meeting agenda for March 13 CAC meeting

WELCOME/INTRODUCTIONS

Honoring Reed Marton

Julian Stoll honored Reed Marton, a dedicated member of the CAC from November 2005 until February 2012. He had already departed for his new assignment at the ConocoPhillips Sweeney Refinery in Texas and was not available to receive his plaque in person. He has family in that area of Texas and plans to spend the remaining years of his career located in their vicinity. Julian stated that he worked with Reed at the Lakes Charles refinery where he served well and was as well regarded as was here at the Billings Refinery as a committed environmental steward. Reed also attended many of the South Side Neighborhood Task Force meetings and rarely missed a CAC meeting. Reed sent out an email message to CAC members saying what a distinct pleasure it was to work with so many wonderful people in the CAC. He will be greatly missed for his dedication and commitment to the CAC.

Julian introduced Randall Richert, Consultant-Air Environmental at the refinery, as a replacement for Reed Marton. He will be representing Safety, Health & Environmental at the refinery until Reed's successor has been selected. In addition to his CAC position, Reed "bequeathed" the Sustainable Development Scorecard to Randall who has worked with Jim Hughes at the Montana DEQ for many years and has taught classes at MSU-B for one of the CAC alums, Susan Gilbertz.

COMMUNITY UPDATES

Linda Pettengill reported that approval for construction of a gazebo in South Park has been given and should begin in spring. The task force will be doing fund raising to support the project. Dolores Terpstra reported that the kitchen at the South Park Senior Center has been completed and is available for rent. Capacity is 150. There will be a pancake breakfast on March 11 as a celebration. Ken Ard reported that utility work for the library construction site is underway. There is asbestos to be removed. Construction on the library will begin in June. He also mentioned construction on a trail project along Broadwater to Zimmerman which will include a road widening and new sidewalks, curbs and gutters.

Shirley McDermott reported that North Park is getting a new federal GSA building at the location of the lumber company. Steve Arveschoug added that the GSA building will be privately built for lease back to GSA and will be a real catalyst for further development of the area. Steve reported that he visited Sidney and Williston, meeting with Chamber and economic development professionals in the area to be updated on what was happening. He said community leadership was positive and the economy and infrastructure of the Williston area is getting stronger. Billings has seen positive economic spillover from the energy development activity in the Williston area. He reported on Bay Ltd., a full-service multi-discipline construction, fabrication and maintenance company that services a number of industries including refining and refined products storage and transmission. It is located throughout the US Gulf Coast, Latin America, Canada and other international locations. It has a facility now in Billings.

Paul Miller reported that Northern Plains Resource Council was looking forward to hosting the 2012 Neighborhood Eat & Meet. He also reported that all the activity in the Williston area also had its downsides as the crime rate has increased dramatically and labor has become a commodity. He noted that some companies have brought property in the Lewistown area to service activity in Williston.

Bob Carr announced that Job Service is using the Garfield facility to help people navigate the employment process for work in the Bakken.

REFINERY UPDATE

Operations: Julian Stoll reported that the refinery has had a reasonable start to the year. Some income was lost in January but the refinery is above breakeven for February. Due to the turnaround, the refinery will be down in income March through May.

Turnaround: There will be a full turnaround beginning on March 28 shutting all the units of the refinery down. Travis Sloan, refinery PR, is sending postcards to the South Side community describing the turnaround and what to expect regarding traffic and housing needs. About \$70 million will be spent on completing the turnaround.

Safety: There were no recordable injuries despite this being a challenging time of year for operations. He was glad to report no process safety events.

Environmental: In January there was an issue with a process unit that had a central system failure. As a result, the unit had to be shut down and in restarting it suffered an environmental recordable 6-minute event. Because of the SO₂ release the event was called in. There have been two environmental recordable events so far this year and the refinery has a goal of not exceeding 5 events.

People: Julian reported that union negotiations were successfully completed. The committee did a commendable job as well as management. The contract agreement was reached before the expiration deadline. It was voted and ratified on February 14 and is a 3-year contract. Julian stated he is also meeting with employees in small groups within the refinery to get acquainted and identify any themes about work satisfaction or concerns.

TRANSPORTATION UPDATE

Safety: Mark Hilbert reported “0” incidents for employees and contractors. There was one event that occurred when someone was removing snow and knocked a light pole over.

Environmental: There were no spills or releases.

Operations: Mark reported that Transportation received Spirit awards for pipeline safety and for its effective work teams established to improve safety in each division. Pipelines are running well and storage has increased substantially due to preparation for the refinery turnaround. There has also been extensive planning that is bringing in funding to remediate river crossings. There have been recurring inspections after the heavy flooding of 2011. Right of way calls have been low, averaging about 114 a month.

FINALIZE CAC GOALS & PROJECTS FOR 2012

The following goals and projects were finalized for 2012:

Goal: Provide Outreach to Neighborhood & Community Members

Projects for 2012	Timelines/Actions
<p>Neighborhood Eat & Meet</p> <ul style="list-style-type: none"> • <u>Theme:</u> Environment • <u>Location:</u> Northern Plains Resource Council with a tour • <u>Focus:</u> TBD • Invite media 	<p><u>Timeline:</u> Report at May 8 mtg. Report at June 12 mtg. September date TBD</p> <p><u>Team:</u> Jim Ronquillo, Bob Carr, Paul Dextras, Linda Pettengill, Gladys Stahl, Dolores Terpstra, Emily Shaffer, Julian Stoll, Randall Richert, Ann Clancy</p>
<p>Corporate Name Change</p> <ul style="list-style-type: none"> • How is the refinery going to educate the public about the name change to Phillips 66? • Topic for CAC to be in advisory role & education role with community • Billings Refinery is heritage Conoco site (Example: Wood River refinery museum) 	<p><u>Timeline:</u> Update on corporate process at May 8 mtg. Name change strategy presented for CAC feedback at June 12 mtg.</p> <p><u>Responsible:</u> CoP</p>
<p>Disaster Response & Mock Disaster Drill</p> <ul style="list-style-type: none"> • Susan Taylor (Refinery Safety Director) and George Jurovich (Refinery ER Lead) will invite CAC members to observe 3 mock drill exercises (will take place during day) between June-September • Refinery Incident Command Team doing tabletop exercises to 	<p><u>Timeline:</u> Presentation by Susan Taylor & Duane Winslow at May 8 mtg.</p> <p><u>Responsible:</u> CoP & Paul Dextras</p>

<ul style="list-style-type: none"> prepare for community-wide drill in Sept. • Presentation by Duane Winslow, Yellowstone County Disaster & Emergency Service (DES) on county revision of operational plan & impact on refinery 	
<p>Local Sustainability Scorecard</p> <ul style="list-style-type: none"> • Present updated scorecard – Randall Richert • Share scorecard with local groups, e.g., Montana Conservation Roundtable 	<p><u>Timeline:</u> TBD</p> <p><u>Responsible:</u> Randall Richert</p>
<p>Sponsor a Community Leader Event</p> <p>Similar to Wood River Refinery CAC – sponsor a forum on energy & economic development</p>	<p><u>Timeline:</u> 2013</p>

Goal: CAC Education/Dialogue & Marketing

Projects for 2012	Timelines/Actions
<p>Update on US & Global Refining & Corporate Business Strategy</p> <ul style="list-style-type: none"> • Updates on what's happening in refining industry • Impacts on economic future of Billings Refinery • CAC members invite up to 2 guests each • Guest: Rolf Groseth, Chancellor, MSU-B 	<p><u>Timeline:</u> Presentation at March 13 mtg.</p> <p><u>Responsible:</u> Julian Stoll</p>
<p>CoP Refinery Philanthropy</p> <ul style="list-style-type: none"> • Overview on CoP philanthropy approach & annual projects including community activities & events by Travis Sloan 	<p><u>Timeline:</u> Presentation at April 10 mtg.</p>
<p>Agriculture Community</p> <ul style="list-style-type: none"> • Presentation by Steve Lakman, County Extension Agent, ExxonMobil spill • Agriculture & refining discussion: Oil production, what is shared with agriculture • Pipelines: where they are, how deeply buried, information to extension agents 	<p><u>Timeline:</u> Presentation by Lakman at April 10 mtg. Ag & refining discussion at October 9 mtg.</p> <p><u>Team:</u> John Pulasky, Howard Butler, Mark Hilbert</p>
<p>Transportation 301 Presentation</p> <ul style="list-style-type: none"> • Presentation by Mark Hilbert 	<p><u>Timeline:</u> Presentation at October 9 mtg.</p> <p><u>Team:</u> John Pulasky, Howard Butler, Mark Hilbert</p>
<p>Update on Refinery Environmental Issues</p> <ul style="list-style-type: none"> • Focus on refinery environmental issues, such as wastewater • Include other perspectives: YVCC environmental group, City of Billings Environmental Engineer, Boris Krizek • Invite, Montana Conservation Voters; contact: Theresa Keaveny 	<p><u>Timeline:</u> Discussion at November 13 mtg.</p> <p><u>Team:</u> Paul Miller, Julian Stoll, Reed's replacement, Ken Ard</p>
<p>Legislative Update</p> <ul style="list-style-type: none"> • Bruce MacIntyre, Ed Bartlett and/or Jani McCall 	<p><u>Timeline:</u> Presentation at November 13 mtg.</p>
<p>Update on Shared Training Facility Plans</p>	<p><u>Timeline:</u> TBD</p>

<ul style="list-style-type: none"> • Be informed on 2012 plans to promote & initiate a shared training facility for firefighting training • Contact other CACs to see how training is done in other communities 	<u>Responsible:</u> Paul Dextras
---	----------------------------------

Goal: CAC Members Act in Advisory Role on Refinery

Issues/Challenges

Projects for 2012	Timelines/Actions
Workforce Diversity <ul style="list-style-type: none"> • Continue educating & updating CAC members • Go deeper into school district – offer middle school tours? • Pending from 2011: invite Native American students & Bridging Cultures group to a CAC meeting 	<u>Timeline:</u> December 11 mtg. <u>Team:</u> Ellen Fulton, Julian Stoll, Keith Beartusk, Shirley McDermott, John Pulasky, Howard Butler, Mark Hilbert
Engage with Other Industry-Community Groups <ul style="list-style-type: none"> • Explore who else locally or regionally has an industry-community group • Shirley to contact Laurel mayor, former Cenex employee 	<u>Timeline:</u> TBD <u>Team:</u> Travis Sloan, Bob Carr, Shirley McDermott
Refinery Beautification Plan <ul style="list-style-type: none"> • Revisit and continue with multi-year plan 	<u>Timeline:</u> 2013
Meet with Other CoP Advisory Councils <ul style="list-style-type: none"> • Explore ways to bring together 1 or 2 other company CACs with the Billings CAC 	<u>Timeline:</u> 2013

The following items were recorded for consideration in 2012:

- Invite media to Neighborhood Eat & Meet
- More diverse perspectives
- More information on refinery operations
- More community outreach/exchange

Next Meeting Agenda: March 13, 2012

- Community Updates
- Refinery & Transportation Updates
- Update on US & Global Refining & Corporate Business Strategy

Filename: FebruaryMinutes2012.doc
Directory: C:\Documents and Settings\ddoty\Local
Settings\Temporary Internet Files\OLK17
Template: C:\Documents and Settings\ddoty\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: Ann
Keywords:
Comments:
Creation Date: 4/15/2012 4:35:00 PM
Change Number: 9
Last Saved On: 4/16/2012 11:47:00 AM
Last Saved By: Ann
Total Editing Time: 90 Minutes
Last Printed On: 4/17/2012 7:00:00 AM
As of Last Complete Printing
Number of Pages: 6
Number of Words: 1,877 (approx.)
Number of Characters: 10,217 (approx.)