

**PHILLIPS 66 BILLINGS REFINERY  
CITIZENS ADVISORY COUNCIL  
ANNUAL RETREAT SESSION  
JANUARY 30, 2016**

**MEETING MINUTES**

**Present:** Council members: Keith Beartusk, Paul Dextras, Bob Hoar, Bruce MacIntyre, Shirley McDermott, Gregory Neill, John Pulasky, Emily Schaffer, Andrew Sullivan, Mike Yakawich, Michele Zahn, Stella Ziegler  
Phillips 66 management: Ray Rigdon, Colin Franks  
Midstream: Mark Hilbert  
Facilitator: Ann Clancy

**Absent:** Lucas Blehm, Ralph Hanser, Travis Harris, Lance Johnson, Melissa Patton, Jim Ronquillo, Melanie Schwarz

**Guests:** Rob Lowe, Masterlube  
Process Plant Technology Students: Cody Dayley, Shelby Eckart, Hunter Maddox, Mikayla Nielsen, Tayte Wegner, Dayton Willoughby

**Purpose**

To develop a plan and timeline for 2016 activities as well as create a shared sense of purpose and commitment to our mission.

**Outcomes**

- Review 2015 goals & activities
- Identify & prioritize topics & projects for 2016
- Create draft calendar for 2016
- Get better acquainted & energized

**Agenda**

- Welcome/Introductions/Updates
- Honoring Bob Carr & Eileen Morris
- Debriefing of 25<sup>th</sup> Anniversary Celebration
- View from the Bridge – Update on Refinery
- Final Strategic Plan for 2015
- CAC Evaluation Results for 2015
- CAC Mission & Major Roles
- Review CAC Mission
- CAC Survey Results for 2016
- Identifying Goals & Activities for 2016
- Report Outs & Prioritizing Goals & Activities for 2016
- Summary of Evaluations

## **WELCOME/INTRODUCTIONS/UPDATES**

Rob Lowe with Masterlube was introduced as a potential replacement for Bob Carr representing a member-at-large constituency. There were six Process Plant Technology students in attendance: Cody Dayley, Shelby Eckart, Hunter Maddox, Mikayla Nielsen, Tayte Wegner, Dayton Willoughby.

### **Group Introductions**

*All participants introduced themselves, giving their names, constituency, and length of time on the CAC. They were also asked to share what one thing they found of great value in what the CAC did in 2015. If new, individuals were asked to share their expectations for the coming year. The following comments were recorded:*

#### What was of great value in 2015

- Educational component of meetings. How things change and work and involving students for 2016.
- Involvement of students; would like to see more of them.
- Meet in Park, panel discussions and information to and from the group.
- 25<sup>th</sup> anniversary, tying people together who came on originally, all the things they've done in the community' involvement of South side and whole community. Marvel at seasoned members of the group.
- All preceding things [stated] and tour of refinery. Remember when it was built and wandering around there. What a change over the years. Like the project updates & improvements as my office looks over at refinery. Seeing the coke drums set up.
- Meet in Park. Meeting at City College.
- 25<sup>th</sup> anniversary.
- Tour of plant.
- Tour of plant & Meet in Park.
- Came on 1 year ago and sorry had to miss 25<sup>th</sup> anniversary. Meet in Park is the most tangle effect on community and I live on south side.
- Getting an inside look at the refinery.
- Happy to be here.
- Meet in Park – bringing all these agencies together. It's huge for the neighborhood, has a big impact and really like the direction it's gone. Huge impact on south side; hear from neighbors how they look forward to the event.
- My family lives near the smokestack of refinery. Colin, Ray and Ann impress me. Been on and off the board and find it most exemplary board of reaching out, bringing in professionals. Am genuinely intrigued and grateful.
- Enjoy all the meetings. Like the retreat. Good bunch of people.
- Information and panel discussions are extremely important. Oil is a commodity that is important to this area.
- Look forwarding to learning more.
- Panel discussions – no other way to get that activity. Appreciate the position of P66 that there is no bias with the different topics and that discussions are not all focused on the company.
- We are the only group in the family of refinery CACs that has agriculture constituency. Like panel discussions relating agriculture to oil. Hope we continue to do those and get more involved with young kids. Get P66 involved with Science Expo and Back to Future, Lewis & Clark educational event at City College.
- Like 3 things: interesting to see how the Eat & Meet has evolved into the much larger Meet in Park event involving community and partners; student involvement; panel discussions to continually learn as things change over time
- Meet in Park, the incredible diversity of the group, Andy and the students who help us understand what's up with them, 25<sup>th</sup> anniversary was really important and spoke to the involved and dedicated people who have participated over the years. To be able to hear from the community. It

has all been good for P66. Like the ideas for the panels. It seems to be all good what comes out of the CAC group as you help P66 be a good neighbor.

### **Midstream/Refinery/Community Updates**

*There were some brief updates from Mark Hilbert with Midstream (Transportation), Colin Franks with the refinery, and some community members.*

#### *Midstream*

- Mark Hilbert informed the group that Midstream donated \$30,000 to the Children's Museum in downtown Billings
- Midstream provided logistics to and from the refinery in 2015 and pushed into North Dakota where a new crude oil pipeline and terminal are being built to ship by rail. None of the product will be going to Billings but rather to the east and west coasts.

#### *Refinery*

- Collin noted that the FCC unit in the refinery was currently down because of a leak in an exchanger in one of the boilers. They are working on getting it operational.
- Phillips 66 is still affected by the crude oil prices but not like upstream. Other portions of the business are impacted but as an energy company Phillips 66 is sitting well. The fourth quarter of 2015 was good.

#### *Community*

- Dave Galt has been replaced by Alan Olson, formerly with Sanjel USA, as the new director of the Montana Petroleum Institute
- Shirley McDermott pointed out John Pulasky's involvement in Pompeii Pillars Day.
- Mike Yakawich reported on some South Side neighborhood updates:
  - Community Leadership Development group is taking over some houses to be remodeled as there is 60% landlord usage which greatly impacts the area
  - South Park is getting or already has a new playground, tennis court and splash park
  - A lot of the homeless and transients are being pushed from downtown to South Park
  - The city is working to upgrade the 27<sup>th</sup> street corridor
  - Partnerships continue with Friendship House & Boys & Girls Club
  - There are ordinances for taking care of abandoned homes but they are not always enforced. It's a matter of poor landlords and our voices on the South side need to be more effectively heard.

### **Honoring Bob Carr & Eileen Morris**

On behalf of Phillips 66, Colin Franks honored both Bob Carr and Eileen Morris for their contributions to the CAC as they rotate off. Eileen was not able to be in attendance but Bob Carr made a few remarks stating how he considered it a privilege to be of service to this unique and diverse group. He's had a long standing relationship with the refinery due to his work with City College but participating on the CAC was an opportunity to see the refinery in a different light. He feels Phillips 66 is committed to playing a role in making Billings the best place it can be and he has appreciated the unbiased position of the refinery in many of the CAC's panel discussions and presentations.

## **DEBRIEFING OF 25<sup>TH</sup> CAC ANNIVERSARY CELEBRATION**

*Ann Clancy asked the group for comments on what they thought worked well or what could have been done differently regarding the 25<sup>th</sup> CAC Anniversary Celebration held at the Petroleum Club on December 8, 2015. The following comments were recorded:*

- Tremendously impressive group of people, all with a connection to the refinery
- Heard stories from years ago
- The early members of the CAC asked very interesting questions and wanted to know how the group had evolved
- I was asked about the impact of change to the Meet in the Park event over the years. Old timers wanted to ask questions and exchange ideas.
- Learned a lot, e.g., how P66 became involved with setting up the Power Plant Technology Program at City College
- Enjoyed seeing all the people stand up and be recognized who had participated at some point on the CAC
- Coming on board as a new person, it was great way to get an historical perspective
- Venue was great
- Food was great
- Program was good
- Historical information on the display boards was very helpful
- Really appreciated being able to bring a former and early member of the CAC; the continuity and consistency of the group are remarkable; he felt valued to have come
- Good time to pause in the overall scheme of things and reflect on the history; good for everybody otherwise much history and experience can be lost
- Panel discussion questions and philanthropic contributions – usually it's just a flash in the media but if you look at the dollars that go into community causes; for over 25 years this company has been a valued member and partner in the community
- Opportunity to network with other companies like Cloud Peak and Stillwater Mining, e.g., looking for internships
- Informative panel
- I stay on this board because P66 seems responsible to do the right thing

## **VIEW FROM THE BRIDGE – UPDATE ON REFINERY**

*Colin Franks presented a review of and an update on the refinery:*

### **Why We Are Here Today**

- Share Expectations
- Major Refinery Initiatives / Activities
- 2016 Business Environment
- 2016 Refinery Goals

### **Objectives for Today**

- Encourage open and meaningful discussions
- Commitment to achieve and succeed in our mission
- Provide information to Stakeholders
- Understand Stakeholder issues
- Establish a realistic and meaningful plan
- Align on 2016 goals and activities

### **Management Philosophy**

**Business Expectations:**

- We operate as guests within our community
- Respect and protect our license to operate
- Listen, and seek to understand

**Priorities:**

- Safety excellence
- Environmental excellence
- Operational excellence

**Phillips 66 Vision, Values & Strategy**

Our Vision is our Goal	<b>We are Phillips 66 – Providing Energy, Improving Lives</b> 	
Our Strategy will help us achieve our Goal	Strategic Initiatives	Enhance Returns on Capital Deliver Profitable Growth Grow Shareholder Distributions Build a High-Performing Organization
	Fundamental Principles	Continuously Improve Operating Excellence Drive Financial Strength and Flexibility
Our Values are our Foundation	<ul style="list-style-type: none"> <li>▪ <b>Safety.</b> We protect each other, our environment and our communities.</li> <li>▪ <b>Honor.</b> We stand behind our word and you can count on us to do the right thing, always.</li> <li>▪ <b>Commitment.</b> We are inspired to achieve the highest level of performance in everything we do.</li> </ul>	

**Billings Refinery – 2015 Year in Review**

<p><u>Successes</u></p> <ul style="list-style-type: none"> <li>▪ Very reliable plant operations</li> <li>▪ Record throughput</li> <li>▪ Received funding for significant project (Vacuum Improvement Project) to enhance crude advantage and earnings (largest refining capital project in Phillips 66 - \$300 million)</li> <li>▪ Successfully negotiated labor contract</li> </ul>	<p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>▪ 3 OSHA recordable injuries (2 contractor 1 employee - no serious injuries)</li> <li>▪ Net income below target – market and environmental challenges</li> </ul>
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**Billings Refinery 2016 – Major Events**

- Operate the refinery safely and reliably
- Execute the construction of the Vacuum Improvements Project SAFELY
- Prepare to execute a successful 2017 plant wide turnaround

**Billings Refinery Vision**

*“To be recognized as the best performing small refinery in our industry”*

- Pacesetting safety, environmental, reliability, and cost performance
- A socially and environmentally responsible neighbor
- A professional, positive, “can do” workforce

- Collaborative management/workforce interactions
- Effective partnership with contractors and suppliers
- Flawlessly execute all aspects of our business
- Position the Billings Refinery for long range success with strategic capital investment

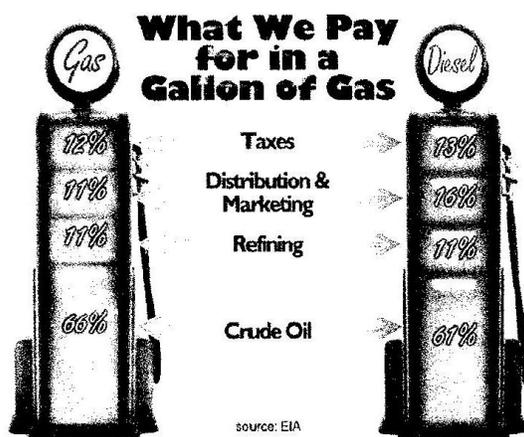
## CAC Perspective and Shared Expectations

### WE WILL:

- Be a vehicle for sharing refinery information, & discussing community impact
- Be an active and visible presence in our community
- Outreach to identify refinery and community concerns
- Share resources, be accessible, and foster open dialogue
- Educate: Refinery on needs of community; community on the refinery operations & role within community
- Strengthen both the refinery and the community
- Be communicative, understanding, and sensitive
- Be a vehicle for dissemination of factual information
- Provide balanced feedback on issues of mutual importance
- Address health, safety, environmental, & civic concerns
- Ask hard questions and expect honest answers
- Be a collaborative partnership
- Be positive, trusting, & respectful
- Manage perceptions and expectations
- Provide access to a diverse range of viewpoints
- Seek win-win resolutions
- Focus on achieving sustainable results and longevity
- Serve as a credible advisory body
- Make recommendations on controversial matters
- Work to continuously improve neighbor relations

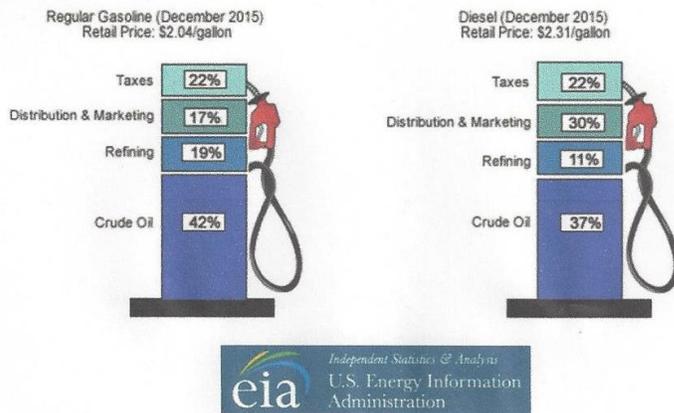
## Gas Prices

Colin compared the breakdown of gasoline and diesel prices from what he presented at last year's retreat session (figure 1) and what is currently taking place (figure 2) as a result of the drop in oil prices:



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Figure 1



**Figure 2**

Colin explained that Phillips 66 is the second largest refiner in the U.S. so it has been less impacted by the drop in oil prices. The Rocky Mountain region is also a niche market and has historically been strong due to its more remote location and that continues to be the case.

### **CAC Member Questions & Comments**

*The following comments/suggestions/questions from CAC members and guests were recorded during the View from the Bridge presentation:*

- *Where will the workers for the turnaround be housed?* They find places in hotels, campers and trailers. P66 doesn't get involved in that. The influx of workers will ramp up to about 1500 at the height of the turnaround which is to be completed by the end of June 2017.
- *Being a niche and closed market, do you still buy oil at the world rate?* We get all our crude from Canada. From a crude perspective, we are not a niche market. The Bakken doesn't impact us because we are configured for heavy sour crude oil and the Bakken has lighter sweeter crude that is transported to the East Coast, Gulf Coast and California. Canadian crude is also cheaper than most and there are refineries all over that can handle that crude. There's huge competition in Canada as they try to get their crude product dispersed to other places by pipelines or rail or trucks. There is a lot that goes into normalizing oil prices.
- *Is Arabian oil sour or sweet?* Probably sweet but could be used in small doses.
- *There was an article in the Gazette about oil companies having to pump because property owners have such short leases so they have to produce to keep the leases. Does this mean an uninterrupted flow of oil or oversaturation?* The country is seeing high inventories of both crude and product which is why it's cheap now. On the product side, it's vacillating between gasoline and diesel for profitability. For the first time there seems to be an oversupply of gasoline, diesel and crude which is something not seen before.

### **CAC MISSION & ROLES FOR PAST 25 YEARS**

*Ann Clancy provided a brief explanation of the origin of the Billings refinery Citizens Advisory Council and reviewed the strategic plan for 2015.*

#### **How Billings CAC Got Started**

- Idea for Citizen Advisory Councils announced as one of nine environmental initiatives by Conoco's CEO in April 1990
- Spring 1990, Billings Conoco Refinery hired MSU-B to conduct a Social Impact Assessment around construction of Coker unit – one of ideas from assessment was to establish a stakeholder council
- November 5, 1990 the first CAC meeting was held at Billings refinery – 11 members present

## CAC Roles & Mission

### Mission

Establish and maintain an open and honest dialogue between our communities and Phillips 66 in order to act upon issues in an atmosphere of trust, respect and collaboration.

### CAC Roles



There were no changes made to the CAC mission or roles. Ann presented the summary of the 2015 goals and activities for a final review of the year.

Goals & Activities for 2015	Timelines/Actions
<p><b>CAC Theme for 2015: Focus on Youth &amp; Education</b></p> <ul style="list-style-type: none"> <li>• Focus on moving forward, diversity</li> <li>• Take City College student model and apply to Career Center students to include them</li> <li>• Interact with K-12 students, especially middle students</li> </ul>	<p><b><u>Timeline:</u></b> Team objectives included in Meet in Park &amp; Southside Outreach subteams</p>
<p><b>CAC Outreach Theme for 2015: Interconnectivity with Community &amp; Other Industries</b></p> <ul style="list-style-type: none"> <li>• Connecting with other industries (e.g., agriculture, transportation, pipelines, railroads, health care, education)</li> <li>• Refining 101 presentation to community</li> <li>• MSU-B College of Business student internships at refinery</li> <li>• Panel discussion with representatives from other community-industry organizations</li> </ul>	<p><b><u>Timeline:</u></b> December 8, 2015: Panel Discussion</p> <p><b>ONGOING</b></p>
<p><b>Focus on CAC Ongoing South Side Outreach</b></p> <ul style="list-style-type: none"> <li>• Improve and make consistent grassroots outreach efforts to Southside residents &amp; businesses (e.g., annually)</li> <li>• Involve students in this effort</li> <li>• Inform people about sirens, emergency preparedness, basic info as who to call, setting up a better phone tree, mass calling preparedness for emergencies, etc. (magnet distributed to Southside)</li> </ul>	<p><b><u>Timeline:</u></b> Team met March 9 &amp; April 16 Magnet distributed before &amp; during Meet in Park event, September</p> <p><b>ONGOING</b></p>

<b>City College Connection/Site Visit</b> <ul style="list-style-type: none"> <li>Onsite visit; have students run demonstrations in lab</li> <li>Share what's going on at City College (other programs)</li> <li>Keep inviting students to CAC meetings</li> <li>Encourage students to have a presence at Meet in Park event</li> </ul>	<b>Timeline:</b> March 10 CAC Mtg.
<b>Refinery tour for CAC members and Students</b> <ul style="list-style-type: none"> <li>Have Refining 101 presentation</li> <li>Include as many students as possible from Process Plant Tech program, MSU-B engineering program &amp; home schoolers</li> </ul>	<b>Timeline:</b> April 14 CAC Mtg.
<b>Pipeline Safety Presentation</b> <ul style="list-style-type: none"> <li>Update on pipeline control center operations &amp; Phillips 66 river mitigation efforts</li> <li><i>Future: invite a DEQ representative who works with pipeline safety to participate</i></li> </ul>	<b>Timeline:</b> May 12 CAC Mtg.  <b>ONGOING</b>
<b>2015 Legislative Reports</b> <ul style="list-style-type: none"> <li>Dave Galt, Director of MPI: Montana Legislative report, impact of oil prices on economic development, and industry health status</li> <li>Bruce MacIntyre, Billings Chamber of Commerce: Summary of Montana Legislative activities and decisions that affect Billings</li> </ul>	<b>Timeline:</b> June 9 CAC Mtg.
<b>Refinery Philanthropic Reports</b> <ul style="list-style-type: none"> <li>Half-year report</li> </ul>	<b>Timeline:</b> June 9 CAC Mtg.
<b>Meet in the Park Event</b> <ul style="list-style-type: none"> <li>Link with RSH Gardener's Market on Thursdays</li> <li>Continue to include students</li> <li>Repeat &amp; expand community involvement on what was offered in 2013 (door to door flyers)</li> </ul>	<b>Timeline:</b> September 10
<b>Panel Discussion: Cost of Energy</b> <ul style="list-style-type: none"> <li>Effects on drilling in Powder River Basin (Dave Ballard, President, Ballard Petroleum)</li> <li>Opportunities for transition (Randy Hafer, President, High Plains Architects)</li> <li>Bakken report (Alan Olson, Field Representative, Sanjel USA)</li> </ul>	<b>Timeline:</b> October 13 CAC Mtg.
<b>Celebration of 25 years of CAC</b> <ul style="list-style-type: none"> <li>Display booth at Meet in Park Event</li> <li>Reception at Petroleum Club of past &amp; current CAC members and invited guests including panel discussion with 2 representatives from other industries (Stillwater Mine &amp; Cloud Peak Energy)</li> </ul>	<b>Timeline:</b> September 10, 2015 December 8, 2015
<b>For Further Consideration</b>	
<b>Refinery Philanthropic Reports</b> <ul style="list-style-type: none"> <li>2015-2016 Report</li> </ul>	<b>Timeline:</b> 2016
<b>Panel Discussion: Update on City of Billings Activities</b> <ul style="list-style-type: none"> <li>Include DBA, EBURD, BSED, Chamber, Business Improvement District, Homelessness Committee</li> </ul>	<b>Timeline:</b> 2016
<b>Maintain &amp; Update Local Sustainable Development Scorecard</b> <ul style="list-style-type: none"> <li>Present this as part of community outreach efforts</li> </ul>	<b>Timeline:</b> 2016

In reviewing the accomplishments of the 2015 strategic plan, it was observed that the goals and activities of last year took place primarily in two of the CAC roles:

Community Outreach

- Focus on youth & education (theme)
- Subteam: Connecting with other CACs
- Southside outreach
- Meet In Park event
- City College visit
- 25 year celebration

Support

- CAC panel discussion: Cost of Energy
- Pipeline safety presentation
- Refinery tour & 101 presentation
- 2015 legislative reports
- P66 philanthropy report

**SURVEY RESULTS: SUMMARY OF CAC OVERVIEW FOR 2015**

Ann presented the survey results of the CAC evaluation for 2015:

**Total Responses: 13**

1=Not really 2=Could do better 3=Not sure 4=Did well 5= Did really well!

<b>CAC OVERVIEW</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Understood our Citizens Advisory Council (CAC) mission. <i>(Establish and maintain an open and honest dialogue between our communities and Phillips66 in order to act in an atmosphere of trust, respect and collaboration.)</i>	0	0	0	3	10
2. Understood the goals of our CAC for 2014.	0	0	0	5	8
3. Have been effective as a CAC this past year in fulfilling our mission & goals.	0	0	0	7	6
4. Understand our roles and responsibilities as CAC members.	0	0	0	7	6
5. Had clearly written guidelines and procedures for how our Council runs.	0	0	1	6	6
6. Had a personal sense of sharing or investment in the mission and goals of the CAC this year.	0	0	0	6	7
7. Had the information I needed to do a good job on the CAC.	0	0	0	5	8
8. Generally got along well and worked effectively together as a Council.	0	0	0	3	10
9. There was a clearly written and well-organized plan for what we were doing during the year.	0	0	1	5	7

10. Felt that my presence on the Council was valued by Phillips 66.	0	0	1	5	7
11. Felt that the CAC was asked by Phillips 66 to provide its advice and input this year.	0	0	2	8	3
12. Believed the CAC maintained an environment of honesty and openness between community members and industry members.	0	0	0	3	10
13. Phillips 66 did a good job of keeping community members informed of refinery operations and future planning.	0	0	0	7	6
14. CAC community members did a good job of keeping Phillips 66 informed of constituent/community concerns.	0	0	4	8	1
15. The CAC addressed important concerns/questions for me as a community/industry member this year.	0	0	0	8	5

<b>OUR BEST ACCOMPLISHMENTS 2015</b>	
<b>Meet in Park Event</b>	<ul style="list-style-type: none"> <li>• Meet in the Park. (10x)</li> <li>• Meet in the Park is a highlight for P66, the CAC and the community.</li> <li>• The South Park event was successful! Impressed with gathering in the Park.</li> <li>• It was a resounding success. This event is intended to reach the community members in the P66 neighborhood, to benefit them and to keep them informed of the P66 operations. This meets one of the CAC's primary goals.</li> </ul>
<b>25 Year Celebration</b>	<ul style="list-style-type: none"> <li>• Our anniversary dinner. (5x) Impressed with the anniversary celebration.</li> <li>• That the CAC has served this community for 25 years is a huge achievement.</li> <li>• 25<sup>th</sup> anniversary big event – exceptionally well done.</li> </ul>
<b>Panel Discussions &amp; Presentations</b>	<ul style="list-style-type: none"> <li>• Updates from the refinery were well done.</li> <li>• Staff presentations regarding pipeline safety; current industry; economic, market, production information.</li> <li>• Pipeline operations presentation.</li> <li>• CAC gatherings that include dialog with the members of the P66 leadership team seemed to be the most educational.</li> <li>• Enjoyed some of the presentations by community members including the one about the new house that is totally off the grid.</li> <li>• Appreciated content at every meeting. Diversity of monthly agendas. The variety of events was nice. Thank you for your efforts.</li> <li>• Panel discussions.</li> </ul>
<b>City College Connection</b>	<ul style="list-style-type: none"> <li>• Student participation. Involvement by students at CAC meetings.</li> <li>• The way the CAC reached out to students this year.</li> <li>• The tour at the school is good. Onsite visit to City College.</li> </ul>
<b>Participation &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Providing opportunity for community involvement.</li> <li>• Thought this year was great. 2015 Strategic Plan was well thought out and the meetings were meaningful.</li> <li>• Really enjoyed the year.</li> <li>• Very much value the honest and sincere attitude of Phillips 66 staff. Seem to genuinely want our input; they are open to share both good and challenging, seek out community guidance and good will.</li> <li>• The consistent time, day and location of the CAC meetings is very helpful. The way it's moderated is done well by keeping people on track, having a clear agenda, starting and ending on time.</li> </ul>
<b>Refinery Tour</b>	<ul style="list-style-type: none"> <li>• Refinery tour. (2)</li> </ul>

	<ul style="list-style-type: none"> <li>• The refinery tour is good. It provides insight and tangible understanding of the work of P66.</li> <li>• New members and old benefit from these tours.</li> </ul>
<b>DISAPPOINTMENTS/MISSED OPPORTUNITIES 2015</b>	
<b>No Disappointments</b>	<ul style="list-style-type: none"> <li>• None/None come to mind. (5x)</li> <li>• There weren't any missed opportunities from my perspective.</li> <li>• Missed the meeting in the Park but all else seemed to go well.</li> <li>• Not a disappointment but would like to hear more about community interest.</li> <li>• 25<sup>th</sup> panel discussion presented some challenges but did turn out OK.</li> </ul>

## **SURVEY RESULTS: SUGGESTED CAC GOALS FOR 2016**

*Ann presented the survey results showing suggested activities and goals for 2016:*

<b>SUGGESTED ACTIVITIES &amp; GOALS FOR 2016</b>	
<b>Focus/Theme for 2016</b>	<ul style="list-style-type: none"> <li>• Do more of the same/Focus on education.</li> <li>• Like the focus on youth and education - seems like a good tie with the needs of a community.</li> <li>• Interact with K-12 students, especially middle students.</li> <li>• Continue to focus on youth programs including City College</li> <li>• Not sure</li> </ul>
<b>Meet in Park Event</b>	<ul style="list-style-type: none"> <li>• Meet in Park/Continue Meet in the park.</li> <li>• Definitely continue the Meet in the Park Event.</li> <li>• The South Park Greet n Meet is effective in building community and good relations. Not sure of the financial cost. Yet, this effort is commendable.</li> </ul>
<b>Panels, Presentations &amp; Suggested Topics</b>	<ul style="list-style-type: none"> <li>• In light of the huge drop in the oil market, we need to be kept informed about the status of the oil industry both locally and worldwide.</li> <li>• What is the latest thinking on just how low and for how long can the market go before it does permanent damage to the local oil industry in MT &amp; ND?</li> <li>• Congress lifted the ban on selling oil outside the Country. What effects will this have on the markets for our local industry and the worldwide market?</li> <li>• One question that keeps coming to us is how the Clean Power Plan will affect the refinery and the cost to run it. Where does P66 stand on that?</li> <li>• What kinds of impacts do Billings Refinery &amp; Phillips 66 in general expect due to Iran going in the oil market and China's economic re-alignments?</li> <li>• Continue to learn more about the investment P66 is making in the refinery.</li> <li>• Energy development, environment, production, marketing, etc. will continue to be in the forefront.</li> <li>• Want to hear about P66's long term plans, e.g. future capacity expansions to the refinery, new refining processes, environmental/EPA, etc.</li> <li>• Conversation about how current oil prices affect the community and the refinery.</li> <li>• Anything to do with the local legislative agenda. Exxon/Mobil holds an event for the Billings Area legislators right after elections and shares their views on issues of importance with our delegation. May want to consider doing something similar.</li> <li>• Possibly a presentation from some of the community members that are representing businesses to give a look at what they have to offer.</li> <li>• Not able to attend all meetings, yet they are often very informative. Like the educational component of the meetings &amp; always happy to have a handout to help me stay focused on the speaker and take information home for deeper study.</li> </ul>

	<ul style="list-style-type: none"> <li>• The more information shared with CAC about the local refinery &amp; industry, the better. As a CAC member in the community, information is critical.</li> <li>• Like the panel discussions. They are great for the CAC and students.</li> </ul>
<b>City College Connection</b>	<ul style="list-style-type: none"> <li>• Continue our engagement with students/Continue to engage the students.</li> <li>• City College site visit.</li> <li>• Like the City College visit.</li> <li>• What can City College present that would be of most interest to the CAC?</li> </ul>
<b>Increase Connection, Outreach &amp; Participation</b>	<ul style="list-style-type: none"> <li>• Engage in a discussion with P66 CAC members asking about their perceived value to CAC and P66. What could strengthen the relationship? How could the CAC be more effective? P66 has stated the importance of the CAC to the industry and refinery.</li> <li>• Focus on neighborhood safety remains a key priority. As we have done with the e-mail list and outreach, keep it going. Through the South Park Meet and Greet or through a mailing/phone call/email, keeping the community informed and updated is very much encouraged and proactive.</li> <li>• Does the Billings community really know about the positive relationship between the Refinery &amp; CAC? Perhaps presentations, such as at Rotary Club, would heighten knowledge and appreciation regarding this valuable community collaboration.</li> <li>• Would like to know how to expand awareness and how to get more members and other people interested in supporting CAC.</li> <li>• Seek opportunity for public interaction with CAC members. Explore possible activities for CAC member involvement between monthly meetings.</li> <li>• Refining 101 presentation to community.</li> <li>• Continue to expand our community outreach &amp; awareness of CAC.</li> <li>• Continue to keep the community informed of what is happening at P66. With the expansion coming up there will be a lot of interest in what is being changed and we should be as transparent as possible with our constituents.</li> <li>• Outreach and education are important.</li> <li>• If there are ways in which MSUB &amp; City College can help, please let us know.</li> <li>• The mix /variety seemed good in 2015.</li> </ul>

## **IDENTIFYING 2016 ACTIVITIES/GOALS**

*In four small groups, CAC members discussed the following questions and recorded their responses on flipcharts. All the responses from the four groups have been collated below:*

**What would be of greatest benefit to focus on for 2016? Where do we want to put our attention this year? How can we get more “hooked” into the community in 2016?**

### **Meet in the Park**

- More booths/involvement
- Continue youth involvement
- Good P.R. for P66

### **Panel Discussions**

- Have panel on link between agriculture and oil industry onsite at City College; could include information on other City College programs
- Skills of the workforce, future needs (include power plants, growth of Billings)
- Environmental concerns: Clean Air Act impacts, global warming, economic impacts
- Panel with DBA, Chamber, EDA, homeless; impact of City of Billings growth on services & Southside

- Impact of price of oil on our community; impact of oil import & export
- Clean power impact (coal) on refinery & citizens; impact of the reduction of coal mining

**Presentations**

- Oil industry economics: supply chain, environmental impacts
- More detail on vacuum project 2016 & 2017
- Future expansion options for refinery
- Bring Alan Olson as presenter, new MPI director
- Legislative & election updates
- Focus on midstream operations - pipelines and terminals, tour?

**City College Partnership**

- Continue partnership with City College
- City college tour; change program for tour so more CAC members attend
- Science summer camp

**Refinery Tour**

- Refinery tour
- Plant tour
- Special refinery tour for City College students
- Breakdown tours to parts of operations for students

**Projects**

- Security # on recorded message
- Update local sustainable scorecard: taxes, jobs, charity events, etc.
- Diorama: Create model of total oil industry operation from well to fuel pump to be presented at Meet in Park and other events
- Partnership with SD2 to help with early exposure to science & technology
- Social service partnerships
- Clean up
- Staff booth at community activities
- Grant committee help/assistance by CAC members

**Media & Communication**

- Media interaction with CAC
- Share PSA's about the refinery & CAC
- Improve media connection to CAC story – Gazette article
- Assign a communication subteam to develop ways to enhance communication flow to/from CAC and community
- What does P66 want from CAC?
  - Wants to know concerns of residents
  - In turn, refinery is good impact for community, e.g., financial, Sulphur plant

**DRAFT PRIORITIZATION OF 2016 ACTIVITIES/GOALS**

*As a large group, CAC members prioritized some activities and topics to focus on in 2016 and created a draft calendar of events. A finalized list and calendar will be developed at the February 16, 2016 CAC meeting.*

<b>Community Outreach Role</b>
Theme: Focus on Youth & Education
Meet in Park

<ul style="list-style-type: none"> <li>• Continue youth involvement</li> <li>• Good PR</li> <li>• More booths &amp; businesses</li> </ul>
Continue building connections with other citizen-industry groups
Add security #/tag on end of recorded call
Partnership with City College <ul style="list-style-type: none"> <li>• Maybe panel discussion (agriculture &amp; alternative fuels) &amp; more focused tour of lab to encourage CAC attendance</li> <li>• Summer science camps</li> </ul>
Partnership with School District 2 <ul style="list-style-type: none"> <li>• To help with early exposure to science &amp; technology</li> </ul>
Communication <ul style="list-style-type: none"> <li>• Newsletter/website/community communication; ways of communication as to how to do better and improve 2-way</li> <li>• Provide feedback on media interaction: More? Less? CAC help market (ads &amp; website)</li> <li>• Share PSA's about the refinery &amp; CAC</li> <li>• Improve media connection to CAC story – Gazette article</li> </ul>
Potential Project: <ul style="list-style-type: none"> <li>• Diorama: Create model with charts &amp; audio of total oil industry operation from well to fuel pump to be displayed at Meet in Park and other events</li> </ul>
<b>Support Role (Education)</b>
Panel discussions <ul style="list-style-type: none"> <li>• Panel with DBA, Chamber, EDA, homeless; impact of City of Billings growth on services &amp; Southside; Candi Millar (March 8 CAC mtg. ??)</li> <li>• Have panel on link between agriculture and oil industry onsite at City College; could include information on other City College programs</li> <li>• Skills of the workforce, future needs (include power plants, growth of Billings)</li> <li>• Environmental concerns: Clean Air Act impacts, global warming, economic impacts</li> <li>• Impact of price of oil on our community; impact of oil import &amp; export</li> <li>• Clean Power Act impact on refinery &amp; citizens; impact of reduction of coal mining</li> </ul>
Presentations <ul style="list-style-type: none"> <li>• Oil industry economics: supply chain, environmental impacts</li> <li>• More detail on vacuum project 2016 &amp; 2017</li> <li>• Future expansion options for refinery</li> <li>• Impact of Sulphur plant</li> <li>• Bring Alan Olson as presenter, new MPI director</li> <li>• Legislative &amp; election updates</li> <li>• Focus on Midstream operations - pipelines and terminals, tour?</li> </ul>
Refinery tour suggestions: <ul style="list-style-type: none"> <li>• Every other year maybe</li> <li>• More specific tours</li> <li>• Tour for City College students – break down into operations</li> </ul>
<b>Advisory Group Role</b>
Local Sustainable Scorecard: compare other refineries
Area of refinery philanthropy – solicit CAC member feedback, ideas, advice
Solicit CAC feedback on concerns of residents

## DRAFT 2016 CAC CALENDAR

Month	Activities
February 16	<b>Finalize 2016 strategic plan Refinery Philanthropy Update</b> <i>Community, Refinery &amp; Midstream Updates</i>
March 8	<b>Panel Discussion: City of Billings??</b> <i>Community, Refinery &amp; Midstream Updates</i>
April 12	<b>City College Onsite Visit &amp; Panel Discussion (agriculture-alternative fuels), Tour?</b> <i>Community, Refinery &amp; Midstream Update</i>
May 10	<b>Refinery Tour</b> Student participants (operations oriented for PPTP students?) <i>Community, Refinery &amp; Midstream Updates</i>
June 14	<b>Panel Discussion or Presentation - to be determined</b> <i>Community, Refinery &amp; Transportation Updates</i>
July	<i>No CAC meetings</i>
August	<i>No CAC meetings</i>
September 8	<b>Meet in the Park Event in South Park</b>
<i>Mid-September</i>	<i>Yellowstone River Clean-Up, CAC &amp; P66 participation???</i>
October 11	<b>Panel Discussion – to be determined</b> <i>Community, Refinery &amp; Midstream Updates</i>
November 8 <small>(Election night, change date??)</small>	<b>Presentation or Panel Discussion – to be determined</b> <i>Community, Refinery &amp; Midstream Updates</i>
December 13	<b>State Legislative update for 2017 and impact of national election results</b> <i>Community, Refinery &amp; Midstream Updates</i>

## SUMMARY OF RETREAT EVALUATIONS

### 1. What did you most appreciate about today's planning session?

- Good open discussion of interests & concerns. Lots of good ideas presented for consideration.
- It was organized so to move quickly.
- The retreat is good. Gives the CAC a sense of direction.
- Nice constructive environment.
- The information provided is very organized.
- The presenting and group communication.
- The information learned was great. Learning about the CAC and their involvement was great.
- I liked that you took our ideas seriously.
- Being able to put ideas out on improvements in 2017.
- Brainstorming in small groups.
- Open and honest discussion. Opportunity for "Hotline" number for task force – "information interaction". Well organized.
- Group discussion.
- It had a purpose and I think we achieved it. you turned the ship into the wind and now we know where we are going.
- Spending time with the group. Discussing past and future.
- Great to rehash past activities and ideas for new.
- Timely – moved right along. Great points and information.

**2. What would you have changed or done differently?**

- Nothing. (4x)
- Nothing. Well run as usual.
- Everything was perfect.
- Can't think of anything.
- Turn off the noise machine in the corner when we start.
- Nothing.
- Maybe shorten it up.
- More time discussing the year's schedule.
- You have a great template – leave it alone.
- Good job.
- Not much I can think of – maybe a financial from the refinery – dollars generated and put back into local economy, maybe local vendors utilized, names.

**3. What unanswered questions, comments or concerns do you have about the planning process today?**

- Continue tours of the refinery & City College but change them up some to get more information out and improve participation.
- None. (5x)
- N/A
- Nothing.
- None. Great job!
- Only what will be happening in the fall.
- I'm sure I'll have some later one.
- Many ideas and only a few CAC meeting dates. Look forward to the final plan for the year.
- Nothing comes to mind.

**4. Any other comments? Any suggestions for the facilitator? Any suggestions for Phillips 66?**

- More detail needed on just what the new Vacuum addition to the refinery actually will do to improve operations. See if the Gazette might be interested in doing an article on the CAC-P66 relationships.
- This event takes a lot of planning. The direction and group participation is on target.
- None. (4x)
- I enjoy doing these meetings. I like the information and interaction that is presented that informs you.
- P66 to hire students straight out of college. Thanks, Ray.
- Thank you for the opportunity and willingness to include the community. Appreciated the food and refreshments.
- Great job utilizing time.
- Great job, Ann.
- Well done, Ann!
- Good job, Ann.
- Looking very forward to more.