

**PHILLIPS 66 BILLINGS REFINERY  
CITIZENS ADVISORY COUNCIL  
ANNUAL RETREAT SESSION  
JANUARY 28, 2017**

**MEETING MINUTES**

- Present:** Council members: Linda Deavila, Travis Harris, David Hobbs, Bruce MacIntyre, Shirley McDermott, Gregory Neill, John Pulasky, Jim Ronquillo, Emily Schaffer, Melanie Schwarz, Jim Stevenson, Andrew Sullivan, Mike Yakawich, Stella Ziegler  
Phillips 66 management: Colin Franks  
Midstream: Morgan Remus  
Facilitator: Ann Clancy
- Absent:** Keith Beartusk, Paul Dextras, Ralph Hanser, Bob Hoar, Rob Lowe, Melissa Patton, Ray Rigdon, Heather Schwab
- Guests:** Matt Lundgren, Chari, South Side Neighborhood Task Force  
Larry Bean, Chair, Yellowstone Valley Citizens Council  
Process Plant Technology Students: Alexander Songstad, Courtney Lohrmeyer, Brad Cash, Michael Kendrick, Mark Godfrey.

**Purpose**

To develop a plan and timeline for 2017 CAC activities as well as create a shared sense of purpose and commitment to our mission.

**Outcomes**

- ◆ Review 2016 goals & activities.
- ◆ Identify and prioritize topics & projects for 2017
- ◆ Create a draft calendar for 2017.
- ◆ Get better acquainted & energized

**Agenda**

- ◆ Welcome/Introductions/Updates
- ◆ View from the Bridge – Update on Refinery
- ◆ What 2016 Looked Like
- ◆ Opportunities for 2017
- ◆ Identifying Goals & Activities for 2017
- ◆ Summary of Evaluations

**WELCOME/INTRODUCTIONS/UPDATES**

Guests Larry Bean, Chair of Yellowstone Valley Citizens Council, and Matt Lundgren, Chair of the Southside Neighborhood Task Force, were introduced. Five Process Plant Technology

students attended: Alexander Songstad (2<sup>nd</sup> year), Courtney Lohrmeyer (2<sup>nd</sup> year), Brad Cash (2<sup>nd</sup> year), Michael Kendrick (1<sup>st</sup> year), Mark Godfrey (2<sup>nd</sup> year)

## **Group Introductions**

*All participants introduced themselves, giving their names, constituency, and length of time on the CAC. They were also asked to share expectations for the coming year. The following comments were recorded:*

### Expectations for 2017

- Like serving on the board.
- Want to watch and listen and look for opportunities to intersect YVCC with the CAC.
- Here to listen.
- Want to be like a sponge and learn.
- Want to stay involved.
- Expectations vary depending on what's happening with the State Legislature and state government.
- The CAC did a lot of good things last year and I want to be part of keep doing good things.
- My expectations have already been exceeded just being a part of this group.
- Want to keep the Friendship House and Southside Neighborhood Task Force in contact with P66.
- Next month, I'll have here a full year as a student rep. I've learned a lot about P66 and the interaction among citizens.
- Continue to see what the CAC does.
- I like to watch and learn.
- I like to represent the Ag community.
- I like to keep learning how RiverStone Health can help pass the word along.
- From the City engineering standpoint, we like to know what P66 is doing and how it relates to the being involved with the city and greater community.
- We continue to do good work and find new opportunities for P66 to shine.
- Keep Southside moving and integrating with the rest of the city.
- After 30+ years living and serving in the North Park neighborhood, I want to continue that connection.
- This organization exemplifies community outreach and it's important to continue to ensure the safety of the neighborhood and to dialogue around awareness in the community. Would like to see one good mailing to the community/neighborhood this year.
- I have a lot of respect for P66 and its involvement with the community. I always learn something. They are a good neighbor.
- This council is a good model for a business to have in communicating with the Southside. It's exemplary and would like it to be expanded to other industries.
- This is a conduit and P66 is a guest and neighbor and needs to operate openly and transparently. We need discussions to know how well we are doing on being a good neighbor.

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

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

### **Midstream**

- Midstream has had its best year in Billings for reduced injuries and environmental incidents. In the entire Rocky Mountain region, 450 barrels of oil were spilled.
- P66 Midstream is conducting the work for replacement of pipeline crossings under the Yellowstone River just south of the Metra. All four lines (two of which belong to ExxonMobil and Cenex) will be replaced using horizontal drilling technology. The 10-12 inch pipelines will be buried about 40 feet below the riverbed. Morgan stated that the

company debated on whether to proactively announce its work to the media but decided not to given the media attention to what's happening with the Dakota Access Pipeline. Midstream is regulated by the Department of Transportation.

- Midstream has its own budget for philanthropy and in Yellowstone County it donated time and money to rebuild the Shepherd school playground and provide I-pads to all students.

### **Refinery**

- Collin reported that the turnaround will last 56 days (normally they are 42-44 days) and will be the biggest and longest turnaround the Billings refinery has ever had. Refinery leadership has decided to stagger the shut downs during the turnaround so that fewer contractors will be at the refinery at any given time. The turnaround will cost about \$110 million.

### **Community Updates**

- *Southside Neighborhood:* February 19 will be a fund raiser and grand opening for the Southside Community Center whose building has been upgraded. Lunch will be served and the event is from 11:00-3:00. It is donation only and there will be a silent auction and introduction of new board members. On Saturday, April 22, the community is invited to help tear out the old playground at the Friendship House and rebuild a new one, all in one day. The Friendship House has three programs: preschool with 25 children; after school program serving 100 students; and a teen program serving up to 78 kids. Last year Friendship House served 29,000 meals to Southside children in need. There are opportunities for P66 to have a bigger footprint with the Easter Egg Hung this year and the opening of the Splash Park. Perhaps the opening could be linked in some way with the Meet in the Park event.
- *Legislative Updates:* Every other Thursday there will be an opportunity for interested citizens to meet via teleconference with their representatives serving in the Legislative session. The location is at room 155 at the MSUB College of Business.
- *Environmental focus:* YVCC, an affiliate with NPRC, is devoting much of its time now to lobbying at the Legislative session. There are two main issues YVCC is focused on: 1) PACE, the property assessed clean energy program, which is a U.S. Dept. of Energy best practice guideline for residential property, which has already been adopted by 33 other states; and 2) HB 296 requesting a study of Montana's hazardous materials response and preparedness.
- *Economic development:* Next Tuesday, January 31, the annual Economic Outlook seminar will be held at the Doubletree to review the economic impact of all industries state-wide. The Coal Country Coalition, focusing on 14 counties, is working on developing a Coal Impact Study to analyze the impact of coal production and generation on Montana's economy, assessing workforce skills, and developing strategies to combat negative outcomes of a potential downturn in the coal economy. The Batten building is currently being remediated for asbestos contamination. One Big Sky Center plans are moving forward. GE tenancy is winding down in 2017 and Big Sky Economic Development will be looking for a new tenant.
- *Requests:* P66 was asked to send someone to attend the monthly SSNTF meetings and it was suggested that P66 should blow its own horn more regarding its philanthropy efforts with the community.

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

Colin Franks presented a 2016 review and 2017 update on the refinery:

## **Why We Are Here Today**

- Share Expectations
- Major Refinery Initiatives / Activities
- 2017 Business Environment
- 2017 Refinery Goals

## **Objectives for Today**

- Encourage open and meaningful discussions
- Commit to achieve and succeed in our mission
- Provide information to Stakeholders
- Understand Stakeholder issues
- Establish a realistic and meaningful plan
- Align on 2017 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**

<p><b>Our Vision is our Goal</b></p>	<p><b>We are Phillips 66 – Providing Energy, Improving Lives</b> </p>	
<p><b>Our Strategy will help us achieve our Goal</b></p>	<p><b>Strategic Initiatives</b></p>	<p>Enhance Returns on Capital Deliver Profitable Growth Grow Shareholder Distributions Build a High-Performing Organization</p>
	<p><b>Fundamental Principles</b></p>	<p>Continuously Improve Operating Excellence Drive Financial Strength and Flexibility</p>
<p><b>Our Values are our Foundation</b></p>	<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 – 2016 Year in Review

<u>Successes</u>	<u>Challenges</u>
<ul style="list-style-type: none"><li>▪ Very reliable plant operations</li><li>▪ ZERO OSHA recordable injuries</li><li>▪ Zero spills, and record low environmental events (4) and flaring volume</li><li>▪ Vacuum Improvements Project reached 81% mechanical completion by year-end - (largest refining capital project in Phillips 66)</li></ul>	<ul style="list-style-type: none"><li>▪ Net income below target – due to market and environmental challenges</li></ul>

### Billings Refinery 2017 – Major Events

- Operate the refinery safely and reliably
- Execute the construction and startup of the Vacuum Improvements Project SAFELY
- Execute a successful 2017 plant wide turnaround SAFLEY
- The Vacuum Improvement Project at \$300 million will allow the refinery to fractionate more of the crude oil replacing outmoded structures and increasing the quality of products, but not the overall output.

### 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:

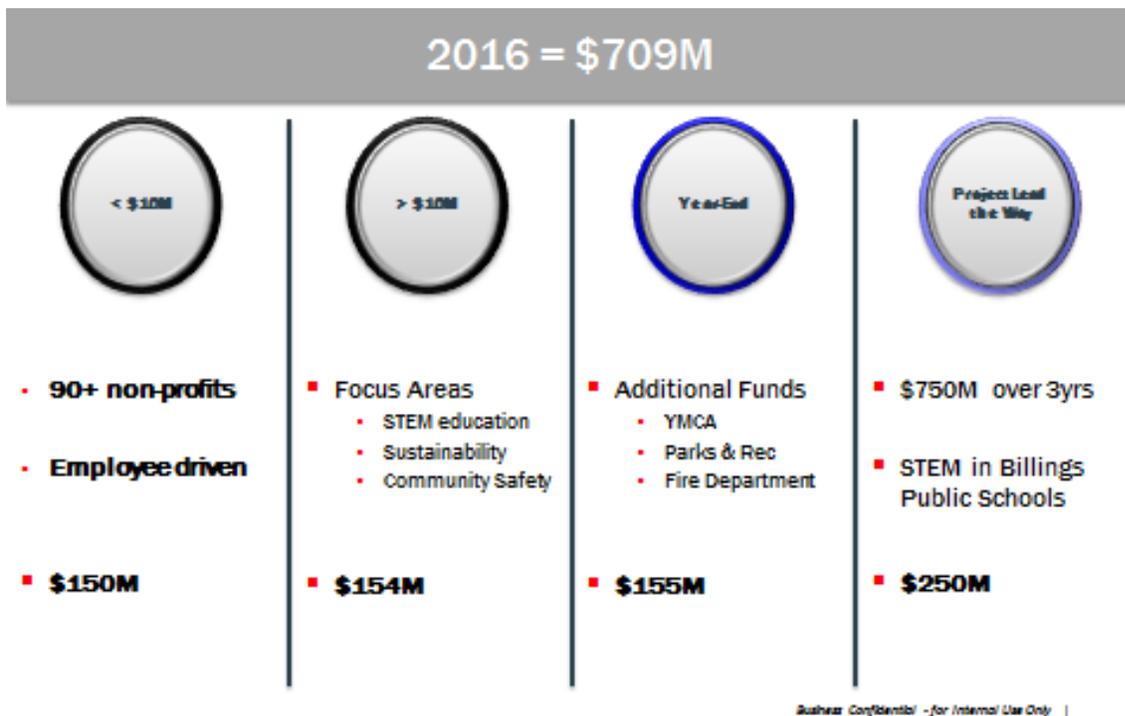
- Be a vehicle for sharing refinery information, & discussing community impact
- Be an active and visible presence in our community
- Outreach to identify refinery and community concerns
- Share resources, be accessible, and foster open dialogue
- Educate: Refinery on needs of community; community on 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

## Our People and Community

- Refinery awards:
  - EPA Clean Air Award
  - EPA Energy Star Awards (four times)
  - Montana Governor’s Cup for Outstanding Workplace Health & Safety
  - National Petroleum Refiners Association (NPRA) Distinguished Safety Award
  - OSHA VPP Star Site
- Active community input via the Citizens Advisory Council
- Philanthropic Program supporting over 90 Individual Organizations



## Billings Refinery’s Community/Philanthropic Investment in 2016



## CAC Member Questions & Comments

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

- Are the megaloads that are being stopped an issue for the refinery? It might be in the future when the coke drums will need to be replaced. There is a load coming in to replace the FCC reactor.

- *What were the challenges in 2016 regarding the market environment?* The year was a combination of low crude prices and low product prices so when that happens it squeezes the refinery. So we were well below expectations. This can impact capital investments which depend on the market outlook.
- *Was the Energy Star award based on conservation or alternative energy?* It was conservation based on refinery efficiencies measured by such criteria as no citations or few environmental incidents.
- *With the price of crude oil still down, is there anything about the price of gasoline going up?* There are a lot of political issues going on, such as the impact of the Dakota Access Pipeline. When Canadian crude starts going to other parts of the U.S. our access to Canadian crude will go up in price. Our economists haven't seen any significant changes yet because we are fairly landlocked and isolated in the Rocky Mountain region.
- *Are there any new technologies?* We are a refining company so we don't produce crude oil. OPEC has announced rate cuts that will impact crude prices.
- *Will there be an impact from increased gas taxes?* The positive is that gasoline taxes generate revenue for the location but the negative is that once in place the taxes don't tend to go away. In 2015, taxes were 22% of the cost of gasoline. Numbers of states have raised taxes on gasoline. There is a proposal in the Billings Legislature to raise the gas tax up to 5 or 10 cents per gallon.
- *How many workers will be at the turnaround at its peak?* 1500.
- *Where are intersections that will be impacted by traffic?* 1<sup>st</sup> and 24<sup>th</sup> and 27<sup>th</sup> and 4<sup>th</sup>. The Billings Construction Supply has flaggers that we are hiring. Contract workers will not be allowed to leave at lunchtime.
- *Can we have a CAC meeting where you share all the relevant information with us?* Yes, we can do that at the March meeting.
- *Maybe you can do a list of "frequently asked questions" and post them on the website and make them available to CAC members.*

## **CAC MISSION & ROLES FOR PAST 26 YEARS**

*Ann Clancy provided a brief explanation of the origin of the Billings Refinery Citizens Advisory Council and reviewed the strategic plan from 2016.*

### **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: No changes were made**

#### 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.*

#### Roles

There are three major roles that the CAC has tended to play:

- **Advisory:** providing feedback and input to the refinery
- **Community Outreach:** participating in activities that reach out to the greater community
- **Education and Support:** being educated on issues related to the refinery and the community and supporting the refinery to be a good corporate citizen

## **WHAT 2016 LOOKED LIKE**

*Ann presented the summary of the 2016 goals and activities for a final review of the year.*

<b>2016 STRATEGIC GOALS &amp; ACTIVITIES</b>
<b>Annual Theme: Focus on Youth &amp; Education</b>
<b>Refinery Philanthropy Update</b>
<ul style="list-style-type: none"> <li>Refined CAC 2016 Strategic Plan</li> </ul>
<b>Refinery Workforce &amp; Diversity Update</b>
<ul style="list-style-type: none"> <li>Refinery Philanthropy Update for 2015-2016 &amp; Finalized CAC 2016 Strategic Plan</li> </ul>
<b>City College Presentation/Panel at Refinery Learning Center</b>
<ul style="list-style-type: none"> <li>Senior Services Mill Levy &amp; Biofuels: Food for Thought &amp; Transportation (Andy Sullivan)</li> </ul>
<b>Refinery Tour</b>
<ul style="list-style-type: none"> <li>Refinery 101 Presentation &amp; Update on Vacuum Improvements Project</li> </ul>
<b>Midstream Operations Tour</b>
<ul style="list-style-type: none"> <li>Operations Functional Role &amp; Divisions</li> <li>Pipeline and Terminal Operations, Operations Control Center</li> <li>Tour of crude oil terminal, truck rack, pipeline station</li> </ul>
<b>Meet in Park Community Event</b>
<b>Help Wanted: Refining Industry-Community Workforce Needs Panel Discussion</b>
<ul style="list-style-type: none"> <li>Billings Works Director, Billings Career Center Director, MSU-B/City College Dual Credit Program Director, Billings Refinery HR Manager</li> </ul>
<b>Future of Moving Petroleum &amp; Petroleum By-Products Panel Discussion</b>
<ul style="list-style-type: none"> <li>Community Transportation Consultant, Jupiter Sulphur plant manager, Midstream Division Engineering Director, Billings Refinery Optimization Manager</li> </ul>
<b>State Legislative Update for 2017 &amp; Impact of National Election</b>
<ul style="list-style-type: none"> <li>Montana Petroleum Institute Director, Billings Chamber of Commerce, Bruce MacIntyre</li> </ul>

## **Evaluation of 2016: Survey Summary**

*Ann presented the survey results of the CAC evaluation for 2016:*

### **Total Responses: 16**

**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	13
2. Understood the goals of our CAC for 2014.	0	0	1	7	8
3. Have been effective as a CAC this past year in fulfilling our mission & goals.	0	0	3	8	5
4. Understand our roles and responsibilities as CAC members.	0	0	1	8	6
5. Had clearly written guidelines and procedures for how our Council runs.	0	1	4	5	6

6. Had a personal sense of sharing or investment in the mission and goals of the CAC this year.	0	0	3	6	7
7. Had the information I needed to do a good job on the CAC.	0	0	2	8	6
8. Generally got along well and worked effectively together as a Council.	0	0	1	3	12
9. There was a clearly written and well-organized plan for what we were doing during the year.	0	0	3	3	10
10. Felt that my presence on the Council was valued by Phillips 66.	0	1	2	3	10
11. Felt that the CAC was asked by Phillips 66 to provide its advice and input this year.	0	1	2	8	5
12. Believed the CAC maintained an environment of honesty and openness between community members and industry members.	0	0	1	5	10
13. Phillips 66 did a good job of keeping community members informed of refinery operations and future planning.	0	0	1	5	9
14. CAC community members did a good job of keeping Phillips 66 informed of constituent/community concerns.	0	0	3	8	5
15. The CAC addressed important concerns/questions for me as a community/industry member this year.	0	0	2	8	6

## Best Accomplishments in 2016

### Meet in Park

- Meet in the Park. (3x)
- Meet in the park was successful.
- Meet in the Park community event.
- Really liked the Meet in the Park event that the CAC puts on.
- Meet in the Park was by far the best achievement. It brings together so many citizens for the surrounding area!
- Meet in the Park event came off very well and was beneficial to all.
- Our best event was Meet in the Park. It really serves the market we try to reach and the venue is excellent because of its proximity to the refinery and citizens in the area. Seems to get better each year.
- Our best achievement continues to be Meet in the Park. This is our best opportunity to reach out to the community and let them know that a group (CAC) represents them.
- Another successful Meet in the Park this year. Great community involvement.

### Educational Sessions/Presentations

- Educational sessions
- Panels were informative.
- The various presentations were excellent and very informative. Made me feel that I was able to explain to the public what the philosophy of the refinery was about. Especially enjoyed the pipeline and truck rack presentations.
- We had some panels and individual presenters that were highly qualified in their fields and that were pertinent to our Board goals and made for very interesting and educational discussions.

## **General Comments**

- The mission or goal of the CAC seems very clear from the start for me.
- The communication between the refinery and the council was great and helpful (especially to the Southside neighbors).
- There is positive and constructive work performed at every meeting I have attended.
- Consistently inviting, welcoming and maintaining CAC meetings.
  - Enjoy being on this Council. Thank you for making it a welcoming environment.
  - Am proud to see how the refinery is committed to the community with its expansion plans. It is a great economic driver for both the economic and social wellbeing of the community and state.
  - Just want everyone to know how much I enjoy the refinery updates and the special presentations that we have had.
  - Thanks so much for having me. Such a friendly group!
  - Happy New Year and here's hoping for a safe and productive year at the Refinery.
  - Very much enjoy my participation on the CAC and look forward to another year. I am all about collaboration and want to continue to add my time and resources to find those opportunities.
  - Ann - you are the best. I'm not sure where the CAC would be without you.

## **Disappointments/Missed Opportunities in 2016**

### **Soliciting CAC Feedback**

- It just didn't seem like our input was necessary on any item last year! It is almost like we get together for dinner on the refinery and listen to what is being presented. There seemed to be a time that I felt that they wanted or needed any input.
- Not sure about our role when asked our input on funding community projects.

### **Visual Improvement of Refinery**

- I know there is only so much you can do with the refinery, but I think the refinery could invest more effort into making the appearance of the refinery add something to the City. They have done some great projects in the past, but more could be done. Along Minnesota Avenue?

### **Missed Meetings**

- Missed the refinery tour due to bad weather.
- Missed a couple of meetings so missed those opportunities but cannot think of any disappointments.
- My attendance was impacted by outside forces so my only disappointment is that I missed some of the planned conversations/presentations.
- Due to illness was not able to take part in the Meet in the Park event.
- Will try to figure out a better way to help Meet in the Park next year. Maybe get [my organization] to put a booth down there.

## **Where the CAC Spent its Time in 2016**

Of the three major roles that the CAC plays in any given year (advisory, outreach, support/education), Ann pointed out where the CAC spent its time in 2016:



## **OPPORTUNITIES FOR THE CAC IN 2017**

*Ann presented the survey results showing suggested activities and goals for 2017:*

### **Carry Forward into 2017**

- Meet in the Park event.
- Refinery updates.
- Philanthropy updates.
- Overall Education theme and connection with City College including presentations.
- Pipeline presentations/updates.
- Tours: refinery and Midstream (pipeline).
- Outreach: to schools, neighborhood, and inform and educate citizens/community.
- Panel discussions on interesting topics including petroleum products.

### **Community Outreach**

- Learn about different parts of our community that benefit or need to know of the CAC.
- More interaction with different community groups. How does City Council view the refinery? The county and state? Plus the other refineries.
- Continue to link with other citizen-industry groups.
- Jeffrey Butts, City of Billings Alternate Modes Coordinator, focuses on walking and biking around the city including the refinery.
- Have P66 participate in grand opening in 2017 of South Park splash park.
- Update on MT Ave. walking path (supported by P66).
- Ongoing effort to solicit feedback/concerns of residents, distribute magnets again.
- Share PSA's about the refinery & CAC.
- Improve media connection to CAC story – Gazette article

### **Student/Education Outreach**

- Engage MSU-B main campus in some of our programming. They are in a transition and we need to understand their significance to our community and how P66 impacts them.
- David Fredrickson, Sustainability Coordinator for MSU-B/City College, could present.
- Continue to involve City College students with the CAC. They are being provided an opportunity that many will never get.
- Update of Refinery Diorama Tool (Multi-year joint project of P66 & City College, 3-D model with charts & audio of total oil industry operation from well to fuel pump to be displayed at events such as Meet in Park).

## **Education on Refinery Operations**

- Refinery security update. Combine with Tom Keightley, BPD Community Liaison Officer who can talk about process followed when active shooter enters a business, school, etc.
- Since P66 operations impact Southside street traffic, would like to have a P66 overview of current and planned future impacts to truck and light vehicle traffic flow.
- Yegen Drain is a critical hydraulic element (irrigation and wastewater receiving, City storm drainage) and natural habitat within the Southside. Would like a P66 overview of water quality and flows and summary of P66 discharges to the Drain and spill protection.
- Power plants in Colstrip slated to close within 15 to 20 years; would like a P66 overview of current power consumption, onsite generation/conservation, renewable power use and future planning.
- Cooling water supply is a significant demand; would like a P66 overview of current water supply, consumption and future planning, i.e., is climate change projected to impact regional hydrology and the quality or quantity of refinery cooling water supply?
- Refinery environmental update by Mark Cohn.
- Once Vacuum improvements are complete, what difference will it make to refinery operations?
- Update on Local Sustainability Scorecard: Solicit feedback from CAC

## **Panels & Presentations on Various Topics**

- Panel representing more minority groups.
- Panel on the impact of Billings' growth and update on tax increment districts including City planning, DBA, Chamber, EDA, homeless committee chair, a county commissioner (preference for John Ostlund as the others represent outside county residents).
- Panel with BSED, Chamber, DBA or the new BillingsNow group to share their strategies and plans for the future. Need to connect our goals together for increased effectiveness of both P66 and Yellowstone County.
- Occasionally have CAC members tell us what their constituency is up to.
- Panel on agriculture-water-energy industry link, new state water plan, RMC agricultural economist projection of future (could host meeting at RMC & invite guests).
- Provide consistent follow-up reports on Dakota Access Pipeline (DAPL).
- Update on environmental impact of sugar beet factory in relation to refinery.

## **Emergency Response**

- Hanser's wants to touch on the emergency response issue that was discussed at our CAC meeting regarding train traffic through downtown Billings. Have a discussion regarding the emergency action plans with emergency responders in Billings in the event of a refinery emergency.
- The emergency responders in regards to train traffic. Touch on the growth of Billings and how the community is getting involved with assisting the emergency responders.

## **Thoughts/Questions about the CAC in 2017**

- Look forward to the planning session to see how other members and refinery personnel look at proposed ideas.
- Would really like to know why the CAC exists. Why does P66 continue with this? What real value do we add?
- Really enjoyed every meeting and learned a lot and gained a lot of knowledge so my goal is to contribute more when needed.
- Ask me/members if you [P66] need help with something.
- Do as many goals & activities as time and energy would allow. We have a great template of ideas and projects. I'm proud to be a part.

## **IDENTIFYING 2017 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:*

### **Given our list of opportunities, what would most benefit the refinery and the community to focus on for 2017?**

- Youth and education: In-depth on P66 involvement in this community, e.g., safety, philanthropy. Work on developing informing about refining and refining jobs in schools. Get the message out. Bring in a PR guy to talk about what's already happening and find a place to plus the CAC.
- Impact of P66 philanthropy, economically, safety-wise. Expose to junior high and high schools to refining occupations so students know the jobs and the education necessary to do the jobs.
- Community outreach: Re-establish a Community outreach subteam to take actions around communication, such as call trees, magnets, disaster instructions, etc. At least once per year communicate to neighborhood.
- City college tour in April: have student presentations and have CAC members be able to meet new students and take load off of P66. Perhaps include Career Center tour with City College tour
- CAC member stakeholder presentations throughout the year following a standard format with the intent of presenting their perspective of P66 and the Southside community (e.g., 15 minutes, could solicit questions ahead of time).
- Get involved in community: keep physically upgrading the area around the refinery, e.g., improvements on 1<sup>st</sup> Ave. South and Minnesota Ave.
- Continue with Meet in the Park. Invite business owners to put up booths.
- Would P66 want to give a plant tour in the fall of this year?
- The students like seeing how future employers of them (e.g., P66 refinery) interact with the community.

### **Where do we want to put our attention?**

- City College and students workforce needs. Want to know what happened to students who've graduated and started working for P66. Share their experiences with CAC and students. Meet in Park – enhance, and do more formal introduction of P66 & CAC – why the refinery does it. How P66 invests locally, e.g., acknowledge and have P66 banners at Southside Easter Egg Hunt, Senior Center, Friendship House.
- Student outreach: have a list of CAC members interested in talking to students on the topic of civic involvement. Offer educational outreach programs. Contact lists.
- Emergency response overview that addresses rail concerns, how the community should respond, plans for major fires or hazardous releases. Perhaps a one-page report at the end of the year by P66 that is shared with CAC members who can then carry that out to community (could that be the Local Sustainable Development Scorecard?).
- Let the CAC be more involved when P66 is doing a community event so that the CAC members can participate and be present so there is more of a public face for the CAC.
- Add a high school teacher and high school student to CAC (science or STEM or career tech).

### **How can we stay connected to the community in 2017 given the turnaround?**

- Impact of turnaround. Communication & interaction. Do a direct mail piece to neighborhood. Use SSNTF database. Get CAC help on communication and timelines.

Celebrate successful turnaround with CAC, maybe have some employees come and tell CAC how it went. Suggest wine and cheese. Highlight how turnaround impacts the community through employing local contractors.

- External impacts of turnaround on community, e.g., traffic patterns. Higher level of education regarding RR traffic. Education on renewable sources within the company which would be of interest to further developing that attitude in the community, e.g., new library being a LEED certified building
- Keep community informed on turnaround – both good and bad. Let community know about traffic conditions. Let business owners know when shift changes occur. Share projected impacts on traffic and local businesses (restaurants, hotels). More information to the public.
- Provide the CAC an opportunity to comment on the turnaround plan regarding impact on the community in case there are any blind spots.

## **DRAFT PRIORITIZATION OF 2017 ACTIVITIES/GOALS**

*As a large group, CAC members prioritized some activities and topics to focus on in 2017 and created a draft calendar of events. A finalized list and calendar will be developed at the February 7, 2017 CAC meeting.*

### **DRAFT 2017 CAC CALENDAR**

<b>Month</b>	<b>Activities</b>
<b>February 7</b>	<b>Finalize 2017 strategic plan</b> <b>Have P.R. refinery representative present on community/philanthropy plans for 2017</b> <i>Community, Refinery &amp; Midstream Updates</i>
<b>March 14</b>	<b>Turnaround Report &amp; Discussion</b> <b>Legislative Update</b> <b>Report from Community Outreach subteam</b> <i>Community, Refinery &amp; Midstream Updates</i>
<b>April 11 or 18??</b>	<b>City College &amp; Career Center Onsite Visit &amp; Tour</b> <i>Community, Refinery &amp; Midstream Update</i>
<b>May 9</b>	<b>Update on Turnaround</b> <b>Midstream Operations Tour</b> <i>Community, Refinery &amp; Midstream Updates</i>
<b>June</b>	<b>Meeting to be cancelled this year due to turnaround</b>
<i>July</i>	<i>No CAC meetings</i>
<i>August</i>	<i>No CAC meetings</i>
<b>September 7 or 14</b>	<b>Meet in the Park Event in South Park</b>
<i>Mid-September</i>	<i>Yellowstone River Clean-Up, CAC &amp; P66 participation???</i>
<b>October 10</b>	<b>CAC Member Stakeholder Presentations (1-2)</b> <b>Turnaround Celebration</b> <b>Refinery Tour</b> <i>Community, Refinery &amp; Midstream Updates</i>
<b>November 14</b>	<b>Emergency Response Overview</b> <b>Presentation by Alumni of City College PPTC Program</b> <i>Community, Refinery &amp; Midstream Updates</i>

**SUMMARY OF RETREAT EVALUATIONS**

**1. Overall, how would you rate the effectiveness of the session?**

<b>Responses:</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>21</b>
	<b>1</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Poor</b>	<b>Good</b>	<b>Great!</b>	

**Comments:**

- Very good facilitator/facilitation.
- Thank you for the hospitality.
- Our goals are great.
- Good turnout & good participation.
- This was my first meeting and I really enjoyed hearing the different points and opinions of the board members.
- Good productive meeting.
- Great meeting!
- Thanks, Ann!

**2. Which parts of the session were most worthwhile to you?**

- Group sessions.
- The team presentations.
- Break-out discussion.
- Planning session by group – lots of good ideas.
- Break-out.
- Group sessions.
- Opportunity for individual input.
- Small group discussion.
- Hearing partner updates. Having a voice at the table.
- Splitting up in groups and forming ideas for the upcoming year, then discussing them really shows how many topics this committee is interested in.
- Getting to know CAC better, especially members.
- Mr. Frank’s vision/goals presentation.
- Good handouts.
- All of it – being new I was trying to soak it up and learn.
- The education of everyone so that we are all on the same page.
- Comments after breakout.
- Discussion about what to talk about for the upcoming year.
- I like the planning session for next year.
- When we broke off into groups and discussed goals for 2017.
- Seeing the different items the individuals in the community would like for the CAC to pursue.
- New member enthusiasm and input.
- Planning the year. All were open hear ideas and opinions. Great facilitation. Goal discussion.
- Going over the plan for the year and discussing youth and education. Learning the different ways the CAC could help in the community.
- Everything!

### 3. Which parts of the session didn't work for you?

- N/A
- None. (3x)
- Nothing.
- None. Good progression through the day.
- All were good. (2x)
- All pretty good.
- It was all very educational.
- I think everything went well.
- I thought the session was great and don't have any complaints.
- Talking about things we are going to have a whole meeting on, e.g., turnaround.
- I think this session works great. Great use of our time and I like the half-day format.
- Not enough time to exchange information with other participants.
- Venue was a poor choice – noisy, not clean, hard to hear, uncomfortable seating. Please pick a better venue next year.

### 4. What wishes/suggestions do you have in moving forward with the strategic plan for this year?

- CAC being more involved in projects.
- Good job. Low key presence but things moved along nicely.
- After all these years, there are still areas that people are still wanting more information about.
- All points that were presented were great ideas and would greatly benefit the community as well as the committee and P66.
- Keep the citizens involved/informed.
- Good – like the suggestions this year; we have some variety.
- Just to make it clear and written down.
- Great job of scheduling the year.
- Keep us updated on our progress. Remind us of what we said our priorities are.
- Have a P66 representative come to the South Side (task force, Friendship House, Montana Rescue Mission, Senior Center) regularly. Give neighborhood nonprofits assistance, priority in funding.
- I think we should still allow modifications to the plan as the year progresses.
- The City College day should be very good.
- Your meetings are wonderful – keep doing what you do to make these meetings happen.
- Information outreach committee: Community Awareness Committee (form/reform/keep it going). Goal for P66: clear email list for outreach in Southside/Northside; mailing list to Southside & Northside; focus on ONE mailing/outreach information...magnet...send simple letter...awareness. Monthly or semi-monthly attendance to SSNTF. I am willing to support this Information Committee and in other ways to be a liaison with community/city council (Make Yakawich, [yak.mike@gmail.com](mailto:yak.mike@gmail.com) 647-6391. We did meet in 2015 and it was a good meeting. Rubbing elbows in the ditch clean-up was a great project. Maybe a highway clean-up and/or Friendship House playground.
- Most [members] if not all are busy. Some may want to just advise. Some to roll up their sleeves. Some both. Not to stretch selves too much but when/if possible ownership can be fun, beneficial as we can help out more.
- Railroad presentation?
- Note: would a small sound system be worth investing in? 1 mic, 1 speaker for indoors. About \$300 Hanson for CAC meetings and the retreat.
- None. (4x)

**5. Anything else to share? Any suggestions for the facilitator? Any suggestions for Phillips 66?**

- Excellent job.
- Nice job.
- Great job of organizing!
- You're both doing a good job, thank you!
- Great job, Ann!
- Thank you when and for your donations to local community projects and programs. Brand more when you do give—banner/media, etc. Small donations do spread out to more and impact more at times.
- None. (3x)
- Thanks for all your work putting this together, Ann.
- It was such an honor to be here. Thank you for having me as your guest!
- Nothing again. Good session! Wait – have the session somewhere less noisy. Have facilitator and P66 rep in middle of room instead of at the end.
- Name tags for all are essential (not just place tags). Most did not wear them. Had to get to know people without names. Small group discussion is vital and great. Thanks.
- I think we should address that it is hard to hear sometimes