

Cliffside Refiners Limited Partnership Meeting

March 13, 2018 @ 8:00 AM

Attendees:

Sam B. Joan G. Brock V. Mark C. Alex C. Christine S.
Mark M. Barry S. Brad B. Nick D.

I. Call to Order

II. Roll Call

- Taken

III. Open Issues

a. Outage Planning – Final Meeting

1. Plant to shutdown Sunday March 18, 2018
 - a) Barry suggested that the shutdown process begin Saturday at Midnight. Nick DeMai feels that the plant being shut down on Saturday evening, and, all day Sunday is excessive.
 - b) An agreement is reached that the Shutdown will begin Sunday morning at approximately 6:00 am. The plan is to turn the plant back over on noon Friday March 23, 2018.
 - **Brad B.** – Sunday we want to hang the permits, and start the purges, and begin work Monday morning.
 - **Barry** – We shut down four of the gas wells, and blow them down.
 - I am hiring a plumbing company to scope the drip station to see what's occurring in the line.
 - **Mark C.** – We will be performing the PM's on the K600, chemically clean the fin fans, and, and conduct electrical checks.
 - **Brad B.** – our critical path is around the critical safety circuits, the tie-in of the TSA, and ensure both beds are purged with nitrogen.
2. **Complete Integration to Central Compressor**
 - a) **Sam** – so now the critical issue, we planned to bring the plant back up with the central compressor. Is that still everyone's understanding?
 - **Brad** – it is my understanding, but, I do not think it will happen now.
 - **Barry** – We discovered the actual vent was not supported properly. I believe Clay and Wilbur are going to look at it this morning.
 - **Brad** – The previous vendors used uni-struts on this large exhaust stack.
 - We need to get with engineering and see what they have come up with in order to properly support the vent stack.

- The electrical relay team needs to download the relay settings and then send the data to our engineering team in order to test the settings to determine if the settings are correct.
- The drains are common out there. You could have flammable gas migrate up into the instrument air room, and, there is conduit that goes into the MCC that could create a potential significant energy release.
- The original list that Air Products had to complete will be done.
- **Nick/Joan/Barry** – discuss - BLM’s punch list?
- **Nick** –let’s address the critical issues. The nice-to-haves can be temporarily put to the side.
- **Brad** – My plan after the shutdown is to get together, and, have an HAZOP meeting to discuss what the show stopper are. The SOP I received yesterday Barry, is really not going to cut it.
- **Sam** – I hear everyone say how critical this is, how fast can it be done?
- **Brad** – On Wednesday or Thursday they are meeting us and they will download all the settings. We will send it to engineering to determine if the settings are correct.
- **Sam** - Okay let me ask it a different way. Will it be completed by March 31, 2018?
- **Brad** – that is our goal.
- **Sam/Nick/Brad** – discuss vent stack repair, electrical relay settings, and the drains not being in scope with the phase 3 tie-in and, we need an offline call concerning these items regarding a decision.
- **Brad Beckley** - leaves the meeting.
- **Sam/Barry** – discuss the SWIM’s manual. Barry stated he needs Brad’s input concerning the pressure control.
- **Sam/Barry** – discuss the rest of the items needing to be addressed during the shutdown. Barry talks about how to manage the repair(s) of the drains.
- **Sam/Nick** – discuss vent stack repair, electrical relay settings, and the drains. Sam does not believe they are show stoppers, however, they are not within the scope of work that was planned.

Another meeting scheduled for 3/13/18 @ 11:30 am with Melissa Hutchison in order to discuss vent stack repair, electrical relay settings, and the drains

IV. Meeting Adjourned

Cliffside Refiners Limited Partnership

Meeting March 13, 2018 @ 11:30 AM

Attendees:

Sam B. Joan G. Brock V. Melissa H.
Mark M. Barry S. Nick D. Christine S.

I. Call to Order

II. Roll Call

- Taken

III. Open Issues

- **Sam/Christine** - discuss the issues from this morning's meeting concerning the following: the vent stack repair, the electrical relay settings, and the drains.
- **Sam/Christine** – discuss the monetary amounts being submitted for the amount needed for the shutdown. **Chris** - Has Melissa been spoken to concerning these repairs? **Sam** – not at this time.
- **Sam/Christine** – discuss his being okay with the other work needing to be completed. The monetary amount should cover all the costs to put in the booster compressor. We should be able to proceed with the project unless they request additional funds for the items discussed previously. **Christine** – correct, as long as they don't request additional funds.
- **Melissa H.** joined the meeting.
- **Barry** – updates and discusses with Melissa H. the findings of this morning's meeting: the vent stack repair, the electrical relay settings, and the drains, while Sam tries to contact Nick D.
- **Barry/Melissa/Christine** – discuss the potential additional monetary costs regarding the vent stack repair, the electrical relay settings, and the drains.
- **Sam** – these are the three things we discussed this morning, and, we are still going forward with the plant shutdown. We are okay with Air Products completing their work, and, there are no additional charges.
- **Barry/Sam/Melissa** – Discuss the SWIM manuals. **Barry** - The operators downloaded the SWIM manuals from Guardian, and, Air Products stated the manuals are not sufficient. They stated the Operators manual must be PSM certified. **Sam** – I'm okay with Air Products assisting with the SWIM manuals since they are making the changes to the original manufacturer's mechanisms. **Melissa** – Are they writing the operating procedures, or, reviewing the current manuals?
- **Nick D.** – Joined the meeting. **Sam** – gives Nick the opportunity to discuss his concerns.

- **Nick** – we want to ensure that everyone is on the same page, that we have a direction, and complete as much as we can before the March 31, 2018 deadline.
- **Sam/Nick/Christine/Melissa** – discuss Phase Three - **Sam** - Whatever can be completed by April 1, 2018 falls under phase three. **Nick** – Yes! **Sam** - There are no problems with the items on the list. The additional items become problematic if they are not within the scope. They will not be done by March 31, 2018. They will have to by necessity go past April 1, 2018, and be addressed another way. **Nick** – these are discoverable that were not previously known when the proposal was written. In the past additional write-ups were done to cover the costs. **Christine** – we have a new review process that require additional levels of approval. So we could not get this completed in time to add additional funding.
- **Melissa/Nick** – discuss additional funding. **Melissa** – will cannot add anything further to the agreement such as, funding, or time. This is why in previous meetings Sam and I brought this up to you about what you will be able to do or not do, in order to move forward. **Nick** – this is a change to how things were done in the past. **Melissa** – yes it is, however, I have been on the calls regarding the shutdown.
- **Sam/Melissa/Nick** – discuss March 31, 2018 date and compressor. **Sam** – I'm taking the March 31, 2018 date completely off the table. The compressor will not be operational on March 31st. I want the RLP to complete the items they agreed upon. On April 1, 2018 this will move into a FAR Based Contract. All work should be completed according to the Phase three. **Melissa** – Nick we should table this discussion for now.
- **Sam/Nick/Barry** - discuss the PSM/SWIM manuals. **Nick** – still will have to go through review for safety review.

Meeting Adjourned