

Bureau of Land Management
F14 Summary of Monthly Meetings and Communications with Cliffside Refiners Limited Partnership

Month	Meetings	Communications (i.e., Email, Telephone, Letter)	Participants	Actions Taken as a result of Meeting or Communications
October-13	No meetings occurred.	2 E-mails about plant equipment repairs		repair quotes solicited by CRLP
November-13	No meetings occurred.	5 e-mails regarding invoicing and budget actions		no further actions
December-13	No meetings occurred.	2 e-mails Fourth Quarter reimbursement request		BLM reviews requested reimbursement
January-14	No meetings occurred.	5 e-mails regarding invoicing and budget actions		no further actions
February-14	No meetings occurred.	5 e-mails regarding invoicing and budget actions		no further actions
March-14	No meetings occurred.	8 e-mails regarding invoicing and budget actions		BLM agrees to plant turn around schedule
April-14	No meetings occurred.	5 e-mails regarding invoicing and budget actions		CRLP -GC replacement initiated. CRLP- Printer issue
May-14	Meeting held in Albuquerque, NM May 29,2014	Meeting held to review Agreements status.	Robert Jolley, Samuel Burton, Janet Huff, Nick DeMai, Terry Copeland, Adriene Brumley, Reb Conn	Action Items developed (see attached summary)
June-14				
July-14				
August-14				
September-14				

CRLP Meeting Summary

Date: May 29, 2014

Location: BLM Office Albuquerque, NM

Attendees: Robert Jolley, Samuel Burton, Janet Huff, Nick DeMai, Terry Copeland, Adriene Brumley, Reb Con

A meeting was held with Nick DeMai and BLM staff to discuss the current Agreements and potential actions needed to renew, extend or modify them. The following topics were discussed, and action items developed.

- Billing and Payments
- Minor Maintenance/ Major Maintenance (Clear Delineation and Deliverables)
- Emergency Repairs (Affecting Helium Production)
- Environmental Compliance (Air)
- Safety Compliance (Process Safety Management)
- Aligning Agreements with FAR and HSA
- Central Compression Tie-in
- July Shut-down Coordination
- Enhanced Communication

Action Items:

1. Corrective Action Plan (CAP) sent to team for input
2. Need SPIs for both agreements to submit to Solicitor and WO for approval.
3. Need copy of letter sent to CRLP by Amarillo Field Manager to negotiate the next phase.
4. Nick DeMai to provide a list of outstanding disallowed cost to Janet and Sam
- 5 Spreadsheet or list of capitalized major maintenance expenses/cost.
6. Develop a process and contract language to settle disputes regarding the Financial Assistance Agreements to incorporate into the new agreement(s).
7. Address BLM concerns regarding EPA compliance –CRLP responsibility or BLM responsibility – to incorporate in the new agreement(s).

Decision:

To improve the communication with the CRLP, monthly teleconferences will be held with the Amarillo Field Office personnel (and others) starting June 8th .