

Cliffside Refiners Limited Partnership (CRLP) Federal Acquisition Regulations (FAR)

Contract to 2021 Meeting

April 5, 2017 9:00 AM (CST) 8:00 AM (MT)

Attendees:

Sam Burton	Melissa Hutchison	Joan Grochowina	Roya Babanoury
Wally Nelson	Adrienne Brumley	Teresa Coffenberry	Jeff Weiss
David Reeves	Nick DeMai	Heath Moore	
Nick Haines	Eric Pagal	Tom Harrison	
Aden Seidlitz	Randy Burton	Bob Lein	
Jim MacDougal	Neil O'Brian	Tim Spisak	

I. Meeting called to order at 9:00 AM (CST) 8:00 AM (MT)

II. Roll call taken

III. Minutes approved for March 1, 2017 meeting

IV. Open Issues

a) Sources Sought

Sam – Everyone knows that a sources sought was put out. I will now give Melissa the opportunity to talk about the sources sought and then open it up for questions and discussion

Melissa – A sources sought was issued and is now closed as of approximately three minutes ago

- The results and information from the sources sought will be reviewed and we will move forward with working on our requirements
- We will work on putting out a solicitation, determining our requirements and then working on an award before the current agreement expires
- Nick H. - once something goes to contracting you should only be dealing with the people in contracting. A sources sought is your providing information,

however, once in the procurement process information should only be sent to the contracting officer.

Nick D. – So there is no issue if I send information to CRLP member's right?

+ **Melissa** – That is totally your decision, it's just within the BLM information flow needs to go to Acquisition and then acquisition's will distribute information as necessary.

+ **Aden** – Nick it helps keep our processes clean

Melissa – Nick do you have any questions?

+ **Nick D.** – can you expand on what will occur during the next thirty days through possibly the next one hundred eighty days?

+ **Melissa** – the procurement process was market research obtaining information on the types of contracts that may be used, small businesses, and the acquisition structure

- Responses received from the sources sought we aide me in determining if small businesses vs large businesses that can help me do this
- The information gathered will help determine my acquisition strategy. I will use the information to determine how I will structure the solicitation to come up with the requirements in order to have something in place by April 2018.
- We are very well aware of the time constraints that are ahead of us and how it ends March 31, 2018. We are working diligently to get things moving. Nick I want you to know that I will keep you in the loop as things are made public and I am posting things out there.

b) Closure Activities

Sam – A second round of proposals from GSA has been received

- The GSA closure activities will conduct the clearing of the surface rights as well as the right of ways along the pipeline.
- We are moving forward with the environmental phase I and environmental assessment in order to actually dispose of the property according to GSA procedures
- Second phase has been sent forward, it's been approved and funding has been put into it, we are now well into this phase of the pipeline rights of way and a clear sale of the property
- The assessment and surface rights are well underway they will be getting subcontracting and getting the contractors in, they will be getting a clear title from the county courthouses so we can document what is for sale

- The high level bucket items being considered are the mineral resources and the reservoir, then the surface equipment and the pipeline itself
- GSA is aware that many of the potential buyers are beginning to ask questions what exactly are they purchasing, I am trying to set up conference call and will be sending emails to interested parties as well as storage contract holders. Potential dates for the conference call/emails is April 18, 2017 or the following week of April 24th, 2017
- Sam- Any questions on what I discussed?
 - ✚ **Nick H.** What is included in the sale and defining it is really Important
 - ✚ **Sam** – we are trying to put together a reporting mechanism such as a frequently asked questions bulletin, and I am trying to get permission to post on our website describing what is on the sale between now and the year 2021.

c) CRLP Updates

Nick D. – I do not have anything, we discuss some operational issues on our next meeting.

- **Sam** – tomorrow was a scheduled time, do you want to postpone the meeting?
- **Nick D.** – Yes let's push it back to next Thursday April 13th
- **Sam** – Joan let's send out an announcement letter that we will have the CRLP meeting next Thursday April 13th.

d) Other topics of discussion

V. Next meeting May 3, 2017 9:00AM (CST) 8:00AM (MT)

V. Meeting adjourned