

Bureau of Land Management  
FY17 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-16	Meeting via Teleconference 10/7/2015 next scheduled meeting teleconference 10/15/2015	several emails went out will information about end of year and new budget for the new FY year.	BLM: Sam Burton, Joan Grochowina, Charles Mitchell, Cherise Saiz, Reb Conn, Teresa Copeland, Wesley Ingram, Randy Pemberton, and Steve	Discussion on what was need to close out FY16 and complete budget to get approved for new FY17. Update on Plant status and upcoming shutdown.
November-16	Meeting via Teleconference 11/20/2015 next scheduled meeting teleconference 12/1/2015	Several calls, Emails and letter when out this month.	BLM: Sam Burton, Joan Grochowina, Christine Shaver, Teresa Copeland, Wesley Ingram, Randy Pemberton, and Steve Urbanczyk. CRLP: Nick DeMai	Update on Plant status and upcoming shutdown. Discussion on Agreement ending as of March 31, 2018
December-16	Meeting via Teleconference 12/1/2015 next scheduled meeting teleconference 1/12/2016	Phone calls and an excess of 10 emails between BLM and CRLP	BLM attendees: Wesley Ingram, Stephen (Steve) Urbanczyk, Joan Grochowina, David Reeves , Samuel (Sam) Burton CRLP Nick DeMai	Update on Plant status and how successful the shutdown in November was. Discussion on Agreement ending as of March 31, 2018
January-17	Meeting via Teleconference 1/12/2016 next scheduled meeting teleconference 2/11/2016	Calls and Excess of 22 email were sent between BLM and CRLP. Documents received from CRLP for end of year expenses and projected expenses for the	BLM: Sam Burton, Joan Grochowina, David Reeves, Steve Urbanczyk, Marty Smith, and Christine Shaver CRLP: Nick DeMai	BLM/CRLP FY2017 Budget Approval Projects:,K100: Commission "idle cylinders." C100 modifications & commissioning. CRLP Invoice #CRLP 2016-11-18 for K100 Re-rate work (\$78,356.81). <b>Action:</b> send email to Chris Shaver requesting modification to agreement and pay invoice in full., CRLP/BLM meeting with NM State Director (Jan 24th), CRLP Reports Due: FY2017 Qtr-1 Report and FY2016 Annual Reports, Send reports to Chris Shaver, Sam Burton and Joan
January-17	Meeting held January 24 in Sante Fe NM	Meeting with CRLP partners and Nick DeMai in Sante Fe, NM	BLM: Sam Burton, Joan Grochowina, Christine Shaver, NMSO, CRLP: Nick DeMai and Partners	Discussion with partners on process of contracting to keep plant running until 2021 when Agreement ends March 31, 2018
February-17	Meeting via Teleconference 2/2/2016 next scheduled meeting teleconference 3/3/2016	Phone call and emails sent between BLM a	BLM: Sam Burton, Joan Grochowina, David Reeves, Chis Shaver. CRLP Nick DeMai	Discussion on Helium loss at plant and issues with keeping the plant running.

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March-17	Conference call Cancelled 3/3/2016 next scheduled meeting teleconference 4/7/2016 cancelled rescheduled for 4/5/2016	Phone call and emails sent between BLM and CRLP.	BLM: Sam Burton, Joan Grochowina, David Reeves, Chis Shaver. CRLP Nick DeMai	
April-17	Meeting via Teleconference 4/5/2016, next scheduled meeting teleconference 5/3/2016	Phone call and emails sent between BLM and CRLP.	BLM: Sam Burton, Joan Grochowina, David Reeves, Chis Shaver. CRLP Nick DeMai	<b>CRLP:</b> Outage planning, K610 seal leakage, Cliffside Internet router access, C100 modifications proposal and billing update, and Phase-3 Integration of Central Compressor <b>Cliffside Issues:</b> Repairing exhaust fans in K building, Safe to work on exhaust fans on Waukesha building, Installing residue bypass from K600 to flare, and More communication is needed on CPL activity before it happens.
May-17	Meeting via Teleconference 5/3/2017 meeting teleconference 6/1/2017 cancelled/rescheduled	Phone call and emails sent between BLM and CRLP.	BLM: Sam Burton, Joan Grochowina, David Reeve, Randy Pemberton, Barry Stroll CRLP: Nick DeMai	<b>CRLP:</b> Outage planning, K610 seal leakage, Cliffside Internet router access, C100 modifications proposal and billing update, and Phase-3 Integration of Central Compressor <b>Cliffside Issues:</b> Repairing exhaust fans in K building, Safe to work on exhaust fans on Waukesha building, Installing residue bypass from K600 to flare, and More communication is needed on CPL activity before it happens.
June-17	Meeting via Teleconference 6/6/2017 cancelled next scheduled meeting teleconference 7/13/2017	Several phone calls between Sam Burton and Nick Demai. There were several email coorespondences. (4+)	Sam Burton, Carole James, Brent Gage, Shing Wong, Alex Chau, Marji Bourque, Joan Grochowina, CRLP	Meeting cancelled
July-17	Meeting via Teleconference 7/13/2017 next scheduled meeting teleconference 8/3/2017	Several phone calls between Sam Burton and Nick Demai. There were several email coorespondences. (6+)	Sam Burton, Carole James, Brent Gage, Shing Wong, Alex Chau, Marji Bourque, Joan Grochowina, Nick Demai and all CRLP partners	Helium Auction and Sale and Yearly CRLP meeting in mid July. No meeting at beginning of month
August-17	Meeting via Teleconference 8/3/2017 next scheduled meeting teleconference 9/7/217	Several phone calls between Sam Burton and Nick Demai. There were several email coorespondences.		Discussed upcoming shutdown in December and how plant was running.
September-17	Meeting via Teleconference 9/7/2017 next scheduled meeting teleconference 10/12/2017	Several phone calls between Sam Burton and Nick Demai. There were several email coorespondences.		Meeting cancelled