

Enhanced Oil Recovery Commission



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MINUTES

September 17, 2015 – 1:00 PM

Big Horn Room, Wyoming Technology Business Center
Casper, Wyoming

Commission Members Present:

Tom Fitzsimmons, Chairman (Via Teleconference)
Aaron Otteman, Vice Chair
Rob Hurless, Representing Governor Mead
Senator Eli Bebout (Via Teleconference)
Jimmy Goolsby
Ron Baugh
Tom Drean, State Geologist
John MacPherson, UW Trustees
Eric Easton, Senior Assistant Attorney General

Enhanced Oil Recovery Institute Staff Present:

Steve Carpenter, Director (Via Teleconference)
Pepper McClenahan, Business Manager
Chana Conley, Office Assistant, Senior

Technical Advisory Board Members Present:

Vicki Stamp, True Oil

I. Call to Order

Vice Chairman Otteman called the meeting to order at 1:00 PM. A quorum was established.

II. Approval of Minutes

Motion: Chairman Fitzsimmons moved to approve the July 16, 2015 meeting minutes as published. Commissioner Goolsby seconded the motion. **Motion passed unanimously.**

****Senator Bebout entered the meeting at 1:02 PM. ****

Motion: Senator Bebout moved to approve the August 6, 2015 special meeting minutes as published. Commissioner MacPherson seconded the motion. **Motion passed unanimously.**

III. Situation Report

Director Carpenter updated the Enhanced Oil Recovery Commission (EORC) on the status of Enhanced Oil Recovery Institute (EORI) staff relocating to Casper, Wyoming. All current staff relocating to Casper were currently in place. Staff remaining in Laramie, Wyoming would travel to Casper as necessary.

Ex-Officio Hurless stated contractors were identified for the building modifications planned in the Casper office. A general contractor had been contacted to oversee the project. Ex-Officio Hurless noted an environmental assessment of the office construction was due to take place the following week. Senator Bebout asked if the environmental assessment was a requirement of the University of Wyoming or of the State of Wyoming. Ex-Officio Hurless committed to finding out the source of the requirement and reporting back to the EORC.

Action Item: Ex-Officio Hurless will research the source of requirements regarding the environmental assessment to be completed on EORI office build.

Director Carpenter stated a new strategic plan for EORI was in the draft stages. The new plan would include a reevaluation of the outreach program. The goal was to make the outreach function of EORI more technology based, and increase information transfer.

Ex-Officio Hurless noted the Wyoming Oil and Gas Fair had ended earlier in the day. At the fair, Ex-Officio Hurless gave a small talk announcing the hire of Steve Carpenter as the new EORI director, and also sharing the relocation of EORI to Casper. EORI was not committed to attending any further major events going forward, and would wait until the reevaluation of the outreach program is complete to make new commitments.

Director Carpenter stated the highest priority for EORI was to develop the new strategic plan based on feedback from the upcoming budget meetings. Commissioner Drean advised Director Carpenter to have a plan in place before attending the budget meetings and to have a clear direction for EORI. Director Carpenter responded basic plans had been drafted, but what plan to use moving forward would be dependent on the budget given to EORI for the 2017-2018 biennium.

IV. Financial Report

Business Manager McClenahan updated the EORC on current spending for fiscal year 2015 and 2016. Commissioner Drean asked how construction delays with the new office were going to effect the budget. Ms. McClenahan noted fiscal year 15 funds could still be encumbered. The work would have to be completed and paid for prior to October 2016 to be paid out of the fiscal year 2015-2016 biennium.

Ms. McClenahan stated that planned budgets for the next biennium had been sent to all Commissioners. The budget hearing with the Chief of Staff is scheduled for October 20, 2015.

The date to present to the Joint Appropriations Committee is December 12, 2018. Ex-Officio Hurless clarified that both hearing dates were distinct from when the University of Wyoming would present their budget.

V. Executive Session

Motion: Commissioner Drean moved to adjourn into executive session for the purpose of discussing personnel issues. Commissioner Goolsby seconded the motion. **Motion passed unanimously.**

**** Adjourned into Executive Session 1:35 PM****

**** Reconvened into General Session 2:09 PM ****

VI. New Business

No new business.

VII. Consent Items

Technical Lead Nick Jones was not present to update the EORC on current EORI projects. The update was postponed until the January 2016, EORC meeting.

VIII. Commission Open Discussion

No further discussion was required.

IX. New Action Items

Outstanding action items from the July 16, 2015 meeting were reviewed and new action items added.

Concerning the dispersal of lab equipment, Senator Bebout stated the Wyoming Legislative Service Office was not in the position to give a directive. Instead the University of Wyoming legal department would be able to give direction on allowable means of reallocation. Ex-Officio Hurless stated there was a faculty member that was interested in taking over the lab. If that faculty member decided against taking the lab, then an open house will be held for faculty and interested parties within the University of Wyoming to view the equipment. Senator Bebout asked the initial cost of the equipment. Ms. McClenahan stated \$1.4 million.

Commissioner Drean asked if there would be a material impact on the budget no longer having to maintain the lab equipment. Ex-Officio Hurless stated that much of the cost was from payroll for personnel associated with the lab, and ended when the lab closed.

Ms. Stamp inquired how projects needing laboratory work would be budgeted. Commissioner Drean noted that any laboratory work associated with a project would come from project funds

tied to the specific project instead of a general lab budget. Ms. McClenahan stated there was a meeting with Technical Lead Jones where estimated project costs were updated to reflect the addition of laboratory fees.

With regards to the completed action item to research current confidentiality agreements (CAs) and nondisclosure agreements (NDAs), Senior Assistant Attorney General Easton proposed that an official policy be developed going forward regarding EORI entering into such agreements.

Action Item: Senior Assistant Attorney General Easton would write a policy regarding EORI entering into CAs and NDAs and present to the EORC.

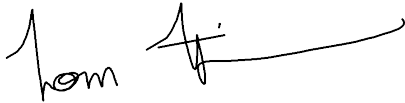
X. Future Meeting Dates

The next EORC meeting is tentatively scheduled for January 28, 2016 in Denver, Colorado. The date and location of the meeting will be discussed to determine if a different location or date is appropriate. The Technical Advisory Board (TAB) Meeting scheduled for January 27, 2016 may be postponed dependent on Director Carpenter and Commissioner Hurless visiting with current TAB members.

XI. Adjournment

Motion: Commissioner Dreaan motioned to adjourn. Commissioner Baugh seconded the motion.
Motion passed unanimously.

**** Meeting adjourned at 2:37 PM****



Tom Fitzsimmons, Chairman