

Enhanced Oil Recovery Commission



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MINUTES

April 12, 2017 – 11:00 AM

EORI Conference Room, Wyoming Technology Business Center
Casper, Wyoming

Commission Members Present:

Tom Fitzsimmons, Chairman (via Teleconference)
Tom Drean, State Geologist
Dave True, University of Wyoming Trustee
Jimmy Goolsby

Commission Members Excused:

Senator Eli Bebout
Aaron Otteman, Vice Chairman
Matthew Fry, Representing Governor Matthew Mead
Ron Baugh

Commission Staff Present:

Eric Easton, Senior Assistant Attorney General
Michael Armstrong, Attorney General's Office

Enhanced Oil Recovery Institute Staff Present:

Steve Carpenter, Director
Rob Hurless, Deputy Director
Charity Owens, Accounting Associate, Senior
Chana Conley, Office Assistant, Senior
Jessica Barhaug, Senior Petroleum Engineer
Stephen Whitaker, Senior Geologist

I. Call to Order

Chairman Fitzsimmons requested that Commissioner Drean chair the meeting. Commissioner Drean called the meeting to order at 11:03 AM. Roll call was taken and no quorum was established.

II. Approval of Minutes

Approval of the January 9, 2017 Enhanced Oil Recovery Commission (EORC) minutes was postponed until the next EORC meeting when a quorum could be present.

III. Financial Report

Deputy Director Hurless presented the spending report for the Enhanced Oil Recovery Institute (EORI) through the March Reconciliation. Fiscal years 2017 and 2018 were part of a single biennium, meaning 2017 funds can be spent in 2018. Mr. Hurless explained the lower than average spending in 2017 was being cautious regarding uncertainties in the 2018 fiscal year budget.

Commissioner Drean asked what plans were in place if additional budget cuts were instituted in 2018. Mr. Hurless stated that several scenarios had been planned and hiring had been put on hold until the next budget session.

Action item: Deputy Director Hurless will create a report illustrating how multiple scenarios of budget cuts would impact EORI and present that report at the next EORC Meeting.

Mr. Hurless explained the EORC received block funding from the State of Wyoming. Separating the budget into multiple subcategories such as salary, operating expenses, and so forth was done internally at the discretion of the Commission. Chairman Fitzsimmons inquired if a plan had been created to respond if the Joint Appropriation Committee (JAC) decided to move the EORC budget to a line item budget in place of a block.

Action item: Deputy Director Hurless and Accounting Associate Owens would separate the EORC budget into line items for presenting to the JAC if requested.

Commissioner Drean stated the Wyoming State Geological Survey had a line item budget. Commissioner Drean offered his experience compiling a line item budget and agreed to meet with Deputy Director Hurless and Accounting Associate Owens to share that knowledge.

Action item: Commissioner Drean will meeting with staff from EORI to help establish a line item budget based on his experience at the State Geological Survey.

IV. Reports and Updates

Director Carpenter introduced Stephen Whitaker to the Commission. Mr. Whitaker was hired as the senior geologist after the retirement of Peigui Yin.

A new organizational chart for EORI was presented. There would no longer be a separation of staff into conventional and unconventional categories. Instead, senior technology staff would be titled client/project managers.

Deputy Director Hurless gave a short presentation regarding new project and staff management software purchased by EORI.

Director Carpenter presented a new spreadsheet that helped to prioritize current projects. The spreadsheets were built as a result of feedback at previous EORC meetings inquiring on

prioritizing staff and resources to projects. Commissioner Dreaan stated the spreadsheets were a good start, but that he also wanted the same matrices applied to projects of interest. If projects rated high enough, then EORI staff could seek out the projects and bring them into the Institute.

Senior Petroleum Engineer Barhaug presented the new Transform platform developed by Drilling Info. Commissioner Dreaan noted there were some parallels to work currently being completed by the Wyoming Geological Survey. Commissioner Dreaan proposed EORI and the Survey work collaboratively to avoid duplication of efforts.

Deputy Director Hurlless updated the Commission on the conference to be held in September. New updates included the Wyoming Oil and Gas Conservation Commission agreeing to join the joint conference. Chairman Fitzsimmons recommended extending invitations to the Joint Appropriations Committee as well as the Minerals Committee.

Director Carpenter gave a brief summary of the Technical Advisory Board (TAB) meeting in February and feedback received by TAB members and members of industry.

Outstanding Action Items were reviewed. Among the action items from the January, 2017 EORC meeting was the development of a written policy for sponsorship funds received by EORI. Assistant Attorney Generals Easton and Armstrong wrote a draft policy that was submitted to EORC members.

Action item: EORC members will review the draft policy regarding sponsorship funds and formal adoption of the policy would be discussed at the following EORC meeting.

V. New Business

No new business at this time.

VI. Executive Session

No executive session was requested.

VII. Commission Open Discussion

Enough discussion had taken place during the meeting. No further open discussion time was requested.

VIII. New Action Items

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Action item: Deputy Director Hurlless and Accounting Associate Owens would separate the EORC budget into line items for presenting to the JAC if requested.

Action item: Commissioner Drean will meet-with staff from EORI to help establish a line item budget based on his experience at the State Geological Survey.

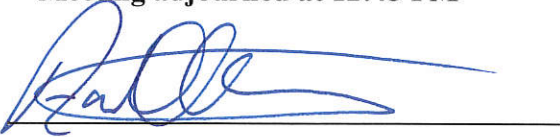
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IX. Future Meeting Dates

A decision regarding the next EORC business meeting was made, scheduling it to coincide with the September conference.

X. Adjourn

****Meeting adjourned at 12:45 PM****



Aaron Otteman, Vice Chairman (Signing for Tom Fitzsimmons, Chairman)