

**Valero Community Advisory Panel (CAP)  
Approved Summary Meeting Minutes  
Tuesday, July 31, 2018  
Valero East Conference Room A**

**CALL TO ORDER**

The meeting was called to order at 4:30 p.m.

The following attended:

**CAP Members**

Marilyn Bardet	Good Neighbor Steering Committee
Tom Campbell	Benicia City Council
Steve McClure	Benicia Chamber of Commerce
Libbey McKendry	Community at Large

**Valero CAP Representatives & Additional Valero Staff**

Don Wilson	VP and General Manager
Scott Folwarkow	Executive Director Governmental Affairs
Paul Adler	Director Community Relations & Government Affairs
Don Cuffel	Director Health, Safety, Environment and Regulatory Affairs
David Le	Refinery Controller
Yves Marekani	Director Technical Services
Ray Quain	Director Human Resources
Jim Rollans	Director Central Maintenance
Maria Onedera	Lead HR Associate

**Others in Attendance**

Lorie Tinfow	City Manager, City of Benicia
--------------	-------------------------------

**Approval of Minutes**

Summary minutes from the April 27, 2017 CAP meeting were approved.

**Welcome – Paul Adler**

- CAP members and guests introduced themselves
- Reviewed the CAP Bylaws and Membership
  - Interviews to be conducted for one vacant Community-at-Large position
  - If a member cannot attend a meeting, a stand-in from their particular “group” may attend
  - Meetings will be held regardless of a quorum
  - CAP Chair position vacant
  - Steve McClure elected as CAP Chair
- Future CAP Meeting Dates
  - October 9, 2018 Topic Ideas
    - Solano/Benicia Community Alert System
    - Emergency Operations Center (EOC) coordination between Benicia and Valero
    - Evacuation plans in the event of a major incident
  - December 11, 2018 Topic Ideas
    - Eric Stevenson, BAAQMD, to speak about Rule 12-15, Valero fence line, and to answer any questions. Also invite STI, the website design team
  - 2019 Topic Ideas
    - Colby LaPlace, Hazardous Materials Specialist with Solano County
    - Representatives from Cal Osha or Emergency Services

**Valero's Fenceline Air Monitoring Project – Don Cuffel**

- See attached presentation

**Refinery Manager's Update – Don Wilson**

- Reviewed May 5<sup>th</sup> PG&E Incident (see attached presentation)

**Tour of Maintenance & Lab Services Building**

Meeting adjourned for tour at 5:30 p.m.

## BY-LAWS OF VALERO COMMUNITY ADVISORY PANEL (CAP)

### Mission Statement

The objectives of the CAP are to provide an ongoing means of communications between the community and Valero on matters of mutual concern and interest that relate to refinery operations and their impact on the community, and to provide an advisory role to Valero on those matters.

### Membership

Members serving on the CAP shall be selected jointly by the City of Benicia (City) and Valero in accordance with the requirements of the Good Neighbor Agreement, executed between the City and Valero on September 25, 2000. Members shall be current residents of the City or owners of businesses that are located within the City. The following organizations shall each be represented by one member:

- Benicia Chamber of Commerce
- Benicia Industrial Park Association
- Benicia Unified School District
- Benicia City Council
- Good Neighbor Steering Committee

In addition, the community-at-large shall be represented by two members.

### Term

The members of the CAP shall serve for two-year staggered terms. After formation of the CAP, and selection of a chairperson in accordance with these By-Laws, the chairperson shall designate four members, including one member representing the community-at-large, to serve initial terms of two years. The remaining members shall serve initial terms of one year. Upon completion of the initial term, a member will not be precluded from being reappointed for an additional two-year term. Members may serve up to three full consecutive terms for a total of six years. Expiring terms end April 30.

### Chairperson

The CAP shall select a chairperson by means of a majority vote. Elected officials serving as members of the CAP shall not be eligible to serve as chairperson. The chairperson shall hold the position for one year and is eligible to serve a second term at the pleasure of the membership. Election of the CAP chairperson shall be held at the first meeting of each calendar year.

The chairperson shall also serve as spokesperson and media contact for the CAP.



## Filling of Vacancies

In the event a member cannot complete a full term and must withdraw from membership in the CAP, a replacement shall be selected as follows: for a member representing an organization, the affected organization shall select a replacement; for a member-at-large, Valero and the City, in consultation with the CAP, shall select a replacement. The individual appointed shall fill only the remaining unexpired term of the member who has withdrawn.

## Meeting Agendas

The chairperson, working directly with the Valero Refinery Manager or his/her appointee, shall send out an agenda for the meeting by regular or email. Agenda items may include matters requested by CAP members for inclusion at a prior CAP meeting, matters communicated to the chairperson during the interval between the prior meeting and the date of mailing of the agenda, or matters added at the beginning of the meeting at the discretion of the chairperson.

## Conduct of the Meetings

The CAP schedules quarterly meetings and may hold an annual public meeting in a town hall format. A quorum shall consist of four (4) members.

At the beginning of each meeting, the chairperson shall call for approval of the minutes of the previous meeting, and shall review the agenda items, including additions or deletions.

Meetings of the CAP shall be issue-oriented, and shall primarily focus on review of key programs that pertain to refinery operations, in accordance with the provisions of the Good Neighbor Agreement. The CAP shall make every effort to address matters that come before it by working to achieve a consensus. Matters that cannot be resolved by a consensus shall be determined by a majority vote.

## Annual Report

In October of each year, commencing in 2001, the CAP shall prepare an Annual Report summarizing its key activities and accomplishments. Copies of this report shall be provided to the City Council, represented organizations on the CAP, and the Benicia Public Library.

## Amendments to the By-Laws

Amendments to these By-Laws shall be approved and incorporated upon the majority vote of all members.



# BAAQMD Fenceline Monitoring Project

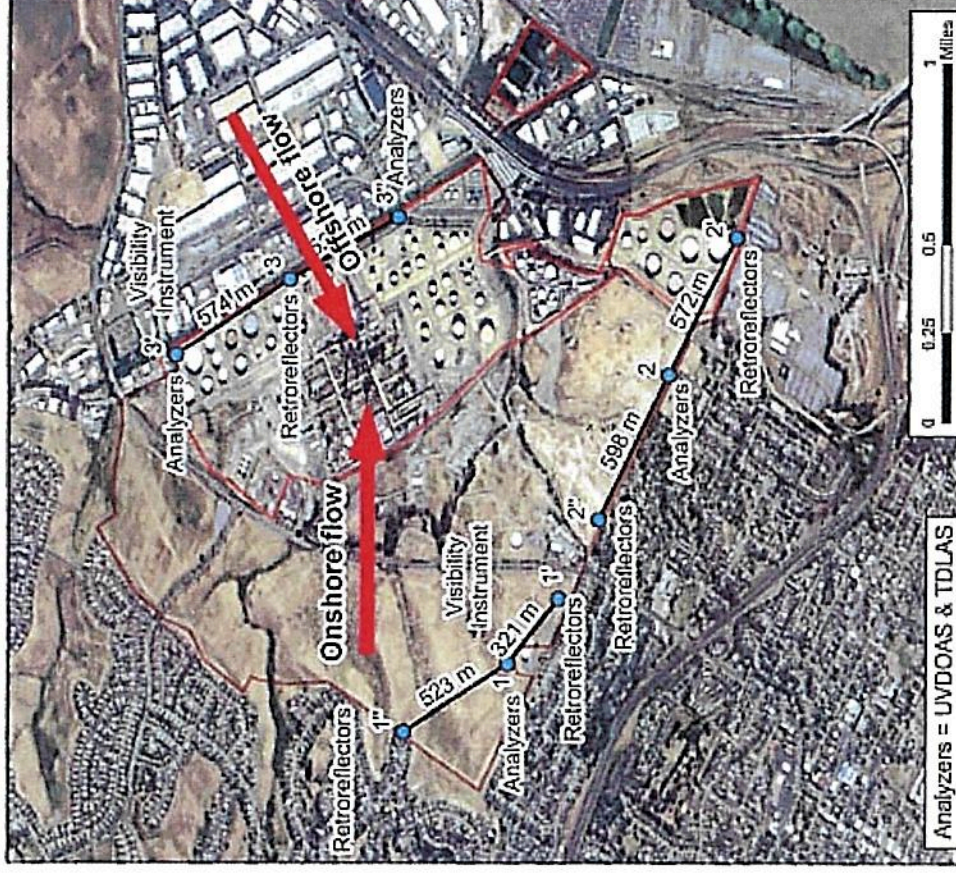
Air Monitoring Plan  
for the Valero Refinery in  
Benicia, California

*On June 8, 2018 the  
BAAQMD approved Valero's  
Air Monitoring Plan as being  
protective of the community  
and compliant with  
Regulation 12-15*

Prepared for  
Valero Refining Company - CA  
Benicia Refinery  
Benicia, CA

September 7, 2017

**STI**  
Sonoma Technology, Inc.  
Advanced Environmental Solutions







**Legend:**

**Blue Arrows = Over 100 Refinery Monitors – required by BAAQMD & EPA**

**Yellow Dots = BTEX Passive Fenceline Monitors – required by EPA**

**Orange Dots = Ground Level Community Monitors – required by BAAQMD**

**Pink Dots = Approved BAAQMD Open-Path Fenceline Monitors**

**Black Dot = Placement of GNSC/City Monitor – (operational between 2013-2015)**

**Green Dot = Potential location for additional Fenceline Monitor**

**\*Mobile Source Monitors deployed as necessary**



## May 5<sup>th</sup> 2017 PG&E Event

- The California Public Utilities Commission (CPUC) cited PG&E as being solely responsible for the May 5<sup>th</sup> incident due to inadequate training for their employees and lack of equipment maintenance
  - This is the 3<sup>rd</sup> regulatory agency to validate conclusions that hold PG&E solely responsible for causing the incident
- What has Valero done since the event?
  - Requested review of PG&E's overall maintenance program/procedures
  - We now have the ability to disable the Special Protection Scheme on the Valero side each time PG&E performs maintenance or feeder switching
  - Limit "single-ended" events
    - Requested and received "bundling" of PG&E Preventative Maintenance tasks
    - Successfully accomplished all 2018 PM tasks and Capital Projects in a 2-week period
    - Require pre-work inspection of each 230 kv line
    - Pre-Position refinery equipment to reduce the impact of a potential PG&E trip of refinery power
  - Continuously risk rank all proposed PG&E work on Valero equipment
  - Improved pre-notification requirements when planning work on VLO equipment