



**Community Advisory Panel (CAP) Meeting**  
**Valero East – 610 Industrial Way, Benicia, CA**  
**Tuesday, June 25th, 2024 - 4:30 PM – 5:35 PM**

**CAP Meeting MINUTES**

**CALL TO ORDER**

Dennis Lowry called the meeting to order at 4:35 pm. The following participants were in attendance:

**CAP Members**

Dennis Lowry  
Dr. Gethsemane Moss  
Rod Sherry  
Patrick Cawley  
Marilyn Bardet  
Cara Bateman

CAP Chairman & Community at Large Member  
Benicia Unified School District  
Benicia Industrial Park Association  
Benicia Chamber of Commerce  
Good Neighbor Steering Committee  
Community at Large Member

**Valero CAP Representatives & Employees**

Lauren Bird  
Melissa Manke Fimbres  
Paul Adler  
Mike Sierras  
Taryn Goodwin  
Frank Hartig  
Pam Fischer

VP and General Manager  
HSE Director  
Director of Community Relations & Government Affairs  
Director Central Maintenance  
Manager Environmental Engineering  
Valero, Executive Administrative Assistant

**City and County Representatives**

Chief Josh Chadwick

Benicia Fire Department

There were 3 community members in attendance.

**Welcome**

- The June 25th [Agenda](#) was approved and the April 15th, 2024 meeting [Minutes](#) were approved as written.

**Refinery Update**

- Lauren Bird, VP & General Manager – Introduced himself to the CAP members and attendees and shared his history with Valero and his focus on Process Safety Management.
- Paul Adler, Community Relations & GA Director – Presented the updated Resource card that will be mailed to Benicia residents by the first week of July. He announced that Cachet Williams was selected as Volunteer of the Year for our Refinery for 2023. He also shared the work done by our employee volunteers with Habitat for Humanity at the Veteran housing build project that took place in Vacaville.
- Melissa Manke Fimbres, HSE Director – Introduced herself as HSE Director and shared her background and history with Valero.

\*Due to Lauren Bird's scheduled conflict with the 8/13<sup>t</sup> meeting date, the CAP members approved rescheduling the August meeting to 8/27/24.

### **CAP Member Updates**

Each CAP member introduced themselves and shared their position, history, and tenure in Benicia.

### **CAP Business – Dennis Lowry**

- The Bylaw subcommittee presented their suggested revisions provided in this link: [CAP Bylaw Revision](#). All CAP meetings will be open to the public and the revisions to the Bylaws were approved pending the approval of the removal process if a representative is intentionally refraining from open dialogue. The proposed mission statement was approved and included in their presentation. The revision will be updated into the Bylaws which will be posted onto the [CAP Bylaw section of the CAP website](#).

The meeting concluded at 5:35 pm

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### **2024 CAP Calendar**

- Tuesday, August 27<sup>th</sup>, 2024; 4:30 pm – 5:30 pm @ Valero East (date changed)
- Tuesday, October 8<sup>th</sup>, 2024; 4:30 pm – 5:30 pm @ Valero East
- Tuesday, December 10<sup>th</sup>, 2024; 4:30 pm – 6:00 pm ‘Community Information Night’ @ Valero East