Clean Coal Technology Task Force – Special Meeting
Monday, June 18, 2012
Conference Call; 7:00 AM MDT
Laramie, Wyoming

**CCTF Members Present:**
Ron Harper, Kit Jennings, Tom Lockhart, Rob Wallace, Carl Bauer

**CCTF Members Absent:**
Jim Bowzer and Paul Lang - *(note there are 2 vacancies on the task force at this time)*

**Governor’s Office Staff in Attendance:**
Rob Hurless

**SER Staff in Attendance:**
Bob Ballard

**Others Attending:**
None

**Agenda:**
1) Introductory Remarks and Call to Order by Chairman
2) Presentation of ACTTF Proposal Evaluations – Bob Ballard
3) Discussion and Decision – Selection of Awards

**Summary of Action Items from Meeting:**
1. Introductory Remarks & Discussion – Request clarification of Asst. AG on Executive Session
2. Intent of Legislation – Task Force has requested clarification from the Joint Interim Minerals, Business and Economic Development Committee on the intent of the Legislation concerning next steps to developing industrial facilities in the state.
3. Advanced Conversion Technology proposal selection and adjustments to the contract:
   a. Decrease top two ranked proposal budgets by ten (10%) percent to be within the Legislative appropriation.
   b. Prepare awarding contracts specifying all legislated criteria are to be clearly addressed in the final reports.
4. Bob Ballard to keep the Task Force members up-to-date on the progress.

**MEETING DETAILS:**

1. **Introductory Remarks and Discussion:**
Action Taken: SER to request counsel through Ms. Jane Caton – Assistant Attorney General to attend the next meeting of the Task Force to clarify Public Meetings Act (16-4-203 A.3) and Public Records Act (16-4-405).

2. Presentation of ACTTF Proposal Evaluations:  
Summary: SER received fourteen (14) proposals by the cut-off date of May 25, 2012. Ten (10) independent reviewers were selected to review the RFP criteria from two to three proposals each. All proposals had at least two independent reviews performed. A summary of the proposal reviews and rankings along with a more detailed presentation was sent to the CCTF prior to the meeting. Bob Ballard presented the summary reviews of the top two (2) recommended proposals and recommended an approach to accept both within the budget cap of $500,000.

3. Discussion and Decision – Selection of Awards  
Discussion: The legislative criteria for the studies and proposal ratings were reviewed. Bob Ballard indicated that the ratings of the reviewers were an indication of how well the proposals met the requirements of the RFP which restated the criteria of the Legislation verbatim. Chairman Harper recommended that the task force’s fiduciary responsibility to the Legislature be fortified and proposed the award contracts include an assurance that all the criteria are to be addressed by the studies.

Action Taken: Motion was made by Sen. Kit Jennings to accept the top two (2) recommended proposals subject to a ten percent (10%) reduction in budget for each and a contractual requirement that all of the criteria of the Legislation be addressed in the studies and final reports. If either of the two (2) proposers refuse to amend their budgets, then the proposer who did accept the offer will be awarded the full budget request. Motion was seconded by Vice-Chairman Lockhart. The vote was unanimous in favor of the motion. Bob Ballard was requested to notify Western Research Institute (Distributed Production of Fuels & Chemicals from Stranded Natural Gas) and ArcTech (Techno-economic Analysis of MicGAS™ Coal Biorefinery Plant Deployment in Wyoming) of their selection and negotiate the modifications requested by the task force.

4. Other Business:  
Summary: No other business was introduced.

Action Taken: Motion to adjourn was made, seconded, and passed unanimously.

Meeting adjourned at 9:00AM MDT.

Respectfully Submitted:

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Ron Harper       Tom Lockhart
Chairman       Vice-Chairman