

To: Matt Cherry, President and Members of City Council
From: Wade Kapszukiewicz, Mayor
Subject: Appointment to the Toledo City Historic District Commission
9/30/2021

I Recommend the Following Appointment to the Toledo City Historic District Commission

Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved Slot / Type	Recommended by (if applicable)	Attendance Record	Resume attached
Debra J. Dunn	Appointment	2 years expiring, 10/12/2023	no	Westmoreland Delegate	TLCPC		yes



Wade Kapszukiewicz
Mayor

DEBRA J. DUNN

2030 Mount Vernon Avenue
Toledo, Ohio 43607

(419) 349-8439
ddunn@buckeye.com

OBJECTIVE

Utilize current experience while continuing to challenge and enhance my knowledge of the Buckeye organization including terminal operations, customer service and developmental strategies.

PROFESSIONAL EXPERIENCE

Buckeye Partner, L.P.

MQC SENIOR SPECIALIST (April 2016 - present)

Central District - Toledo, Ohio

- **Measurement and Quality Control (M&QC):**
- **Review** meter factor data; participate in resolution of measurement problems; troubleshoot quality issues.
 - **Lead** investigations of operational incidents; devise and recommend remedial / preventative action plans.
 - **Liaison:** Work with shippers in adherence to stringent quality assurance program.
 - **Lead** the installation, set-up, calibration and training for new and ongoing quality monitoring and measurement equipment.
 - **Maintain** company's top-notch reputation through resolution of contamination matters.

Buckeye Partner, L.P.

OPERATIONS MANAGER (May 2012 - April 2016)

Toledo, Ohio

- **Direct and manage** Asset Team to become a "*Highly Efficient*" team based on the criteria of Buckeye's organizational philosophies, goals and objectives.
- **Coach and mentor** team to become accountable for disciplines of budgeting, scheduling, operations, safety, and compliance in order to be an overall reliable, safe, environmentally responsible team and develop as student of the business.
- **Evolve** from supervising and directing personnel to assisting and advising team development and decision making to achieve most favorable results.
- **Encourage and demonstrate** entrepreneurial spirit for revenue generation, cost reduction along with improved productivity and processes.
- **Maintained** Operational Excellence status while acting as OM for the Michigan Asset Teams.

Buckeye Partner, L.P.

BUSINESS MANAGER (April 2011 - May 2012)

Toledo, Ohio

- **Focus and analyze** the business/financial aspect of the pipeline and terminal throughput, forecast, changes and/or changes of operations that affect revenue.
- **Report** to district monthly pipeline and terminal revenue, expenses and volume anomalies encouraging feedback to determine and understand the fluctuations and economic challenges.
- **Assist** with project justification, returns on investments, budgets, variance reporting, OT studies and provide guidance, capacity utilization, contract agreements, local opportunities for revenue generation or any other data requested by internal Buckeye customer for development of business initiatives.

- Expand my learning from operations and diversify into pricing and market structures, supply chain process, strategies and initiatives, financial implications and opportunities, analyze and provide accurate data for decision making that aligns with Buckeye's key values and principles.

Buckeye Pipeline Company

MANAGER, OPERATIONS (July 2009 – April 2011)

Toledo, Ohio

- **Direct and manage** Asset Team to become a "*Highly Efficient*" team based on the criteria of Buckeye's organizational philosophies, goals and objectives.
- **Coach and mentor** team to become accountable for disciplines of budgeting, scheduling, operations, safety, and compliance in order to be an overall reliable, safe, environmentally responsible team and develop as student of the business.
- **Evolve** from supervising and directing personnel to assisting and advising team development and decision making to achieve most favorable results.
- **Encourage and demonstrate** entrepreneurial spirit for revenue generation, cost reduction along with improved productivity and processes.
- **Maintained** Operational Excellence status while acting as OM for the Toledo Asset Team.

Buckeye Pipeline Company (NORCO Pipeline Company)

FIELD OPERATIONS SUPERVISOR (July 2006 – July 2009)

Toledo, Ohio

- **Schedule and Coordinate** the workload of (23) personnel in the most efficient and cost-effective method – maintenance and operations.
- **Conduct and audit** personnel audits as per company policy and procedures consisting of (3) monthly/4-hour audits pertaining to work practices, procedures, safety measures and training policies.
- **Monitor** PM's and correction of deficiencies along with day to day maintenance activities and local projects to assure reliability of pipeline assets.
- **Prepare and Track Budget** – expense, capital and OCB and follow up with monthly variance reports.
- **Supervise Daily Duties** – one calls, ROW issues, quality assurance and shipper concerns, requisitions, procurements and inventory, scheduling conflicts, training, and safety, environmental and regulatory compliance.
- **Assume** all responsibilities of Area Supervisor in his absence support District Work Team and as required act as Incident Commander and company representative in the event of an emergency.
- **Area of accountability** –
 - Pipeline(s) from Kendallville, Indiana to Bellevue, Ohio with stations along each route
 - (9) Inbound and outbound pipelines with tank farms
 - Intra transfer lines between company owned facilities
 - Receipt and delivery lines for local shippers

Buckeye Pipeline Company (NORCO Pipeline Company) Continued

DISTRICT TEAM SPECIALIST (2003-July 2006)

Coraopolis, Pennsylvania / Toledo, Ohio

- **Measurement and Quality Control and Right of Way** for pipelines and terminals throughout region of Pennsylvania, Ohio and Michigan.
- **Measurement and Quality Control (M&QC):**
- **Review** meter factor data; participate in resolution of measurement problems; troubleshoot quality issues.
 - **Lead** investigations of operational incidents; devise and recommend remedial / preventative action plans.
 - **Liaison:** Work with shippers in adherence to stringent quality assurance program.
 - **Lead** the installation, set-up, calibration and training for new and ongoing quality monitoring and measurement equipment.
 - **Maintain** company's top-notch reputation through resolution of contamination matters.
- **Right of Way (ROW):**

- **Public Education Consultant:** Sustain good working relationships with property owners along pipeline corridor throughout all phases of pipeline integrity work.
- **Evaluate** property easements; ascertain company rights; settle conflicts through negotiation and establishment of mutually satisfactory agreements.
- **Review** contracts, ensuring validity and protection of company interests.
- **Liaison:** Conduct pre-project meetings with townships / municipalities; procure all necessary permits and easements.

NORCO Pipeline Company (Buckeye Pipeline Company)

FIELD OPERATIONS SUPERVISOR (2001- 2003)

Toledo, Ohio

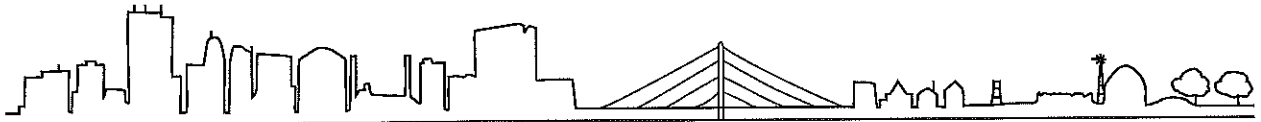
- **Pipeline Operations Management:** Scheduled and supervised overall functions, maintenance and field employees. Planned and coordinated projects; tracked budget / expenditures.
- **Pipeline Monitoring** at all points: Terminals, tank farms and pump stations. Ensured efficiency, best practices, preventative maintenance, safety and product quality.
- **Managed Station Operations:** 4 inbound lines, 4 outbound lines, intra-transfer lines, 7 suction lines.
- **Operational Compliance:** Implemented damage prevention standards through one-call systems; maintained current knowledge and enforcement of federal, state and local regulations.
- **Pipeline Integrity Programs:** Smart pig runs; hydro-testing of lines; ordered and supervised repairs.

TransMontaigne Pipeline, Inc

- **SAFETY COORDINATOR (1999-2001)**
- **OPERATOR (1997-1999)**
- **ADMINISTRATIVE SUPERVISOR (1988-1997)**

EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION, *The University of Toledo, Toledo, Ohio*** June 1996
- **BACHELOR OF SCIENCE DEGREE, *The University of Toledo, Toledo, Ohio*** March 1990



TOLEDO - LUCAS COUNTY PLAN COMMISSIONS

One Government Center, Suite 1620, Toledo, OH 43604 P: 419 245-1200 F: 419 936-3730

June 15, 2021

TO: Karen Poore, Chief of Staff

FROM: Molly L. Maguire, Principal Planner

THROUGH: Thomas C. Gibbons, Director (709 6/15/21)

SUBJECT: Toledo City Historic District Commission Delegate Appointment

For the Toledo City Historic District Commission, I am requesting the appointment of a new member for the Westmoreland Delegate vacancy. Debra Dunn is a current resident in the Westmoreland Historic District and is an active member in the Westmoreland Historic Neighborhood Association. Debra's resume is attached for your review.

The Toledo City Historic District Commission is requesting her confirmation as follows:

Ms. Debra Dunn, Westmoreland Delegate appointment to the Toledo City Historic District Commission, for a two-year term to expire July 31, 2023.

Please let me know if you have any questions regarding this request or need any additional information. Thank you for your time and consideration on this matter.