



THE TREE LINE

News for Sunland Construction & Affiliates

Buffalo Gap I&E



**May 2019 Edition
Gotta Dig-It**

Your Hard Work in the Spotlight. Thanks for your hard work, your professionalism and workmanship have kept jobs in the pipeline.

There are a number of jobs currently underway. If you are between jobs and are looking for a good opportunity, feel free to contact the Division Office to find out what work is available.

The first half of the fiscal year has been extremely busy. We have had more large capital projects than usual as well as a very challenging project in Colorado that we completed a few months ago. This project created a large financial setback that we are working to overcome with our current workload.

The high demand for Cryogenic Gas facilities continues to be our primary market. We are currently completing four of these facilities, all in the Delaware Basin of West Texas, and have five more that have just started. We are also busy supporting numerous customers on smaller projects through our satellite offices.

The Commercial Division continues to stay busy on several projects at the local Air Force Bases. They are also gearing up for several school projects that will begin this summer.

The outlook for the remainder of the year looks very steady with most of our work for the third and fourth quarter already under contract for both divisions.



We recently completed (2) 200MM Cryogenic Gas Plants north of Pecos, Texas (pictured below). Dale Jackson and his crew did an excellent job of maintaining a safe and productive site, and ultimately had 2 very successful projects. Dale and his crew will be starting another Cryo Plant in Brenham, Texas in June.



Cryogenic Gas Plants north of Pecos, Texas.



Incoming Power Terminations.

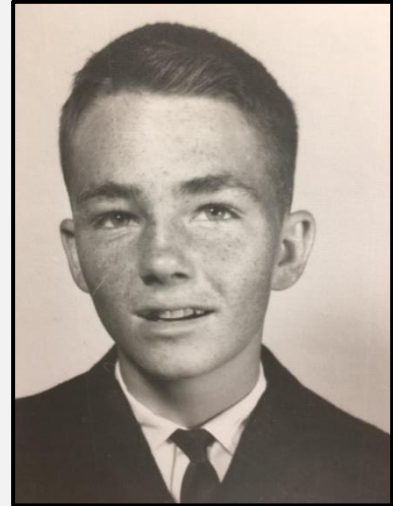


Pictured: Aaron Brito, Shawn Cloud and Ryan Jones.

Co-worker Connection



Leland Miller
*HSE Field Coordinator
Business Operations Safety
Buffalo Gap I&E*



Which company do you work for and how many years of service? I have worked for Buffalo Gap I&E and Sunland for over 16 years.

Tell us about your family? I have a wonderful wife that I have been married to for several decades (not centuries). I am blessed with three kids, nine grandkids and two great grand kids.

What do you enjoy doing in your spare time? I really enjoy bass and crappie fishing. Projects at our church are also very enjoyable.

This year, what has been your biggest work-related challenge? My biggest challenge coincides with almost everyone's challenge of trying to do the amount of work available with a workforce that is not familiar with the oil and gas construction business. This presents problems with both production and safety issues.

This year, what has been your biggest work-related achievement? Not necessarily my biggest achievement but BGI&E and mine has been NO LOST TIME INCIDENTS.

If you could have dinner with anyone past or present, who would it be and why? I would like to spend some time with my parents. I would like to make sure they knew how good of a home they provided for me and relay to them how much I loved them.

From Our Desk to Yours

I will take the quote below out of context a bit for our purposes but I believe it has value in defining our core values.

“I have fought the good fight, I have finished the race, I have kept the faith”

What is the good fight? – This is all too common of a saying. Our good fight would be to provide services to a client and in turn have the client call back for repeat services. This is what we are in business for and what has sustained us since 1974 and going forward. While the fight is not always easy, it should be our main focus as a business. The good fight gives a quality product at a value to our client and keeps Sunland profitable. A “win-win” for all involved.

“If the ax is dull, and one does not sharpen the edge, then he must use more strength”

To have a good fight, you must have a good fighter. What makes a good fighter? Answer – Talent, being teachable, and a good trainer. If you think back to the greatest boxers, they all had great trainers in their corner. Ali – Angelo Dundee, Tyson – Cus D’Amato. Without the trainer, the boxer would not have had nearly the success resting on talent alone. Our business is no different in regards to mentors/advisors within the organization. If we fail to gain knowledge transfer from our experienced employees, we are sure to fail, as this is the knowledge transfer that is vital to our industry. While the process can be done without training as indicated above, it just takes more horsepower, and is not nearly as efficient.

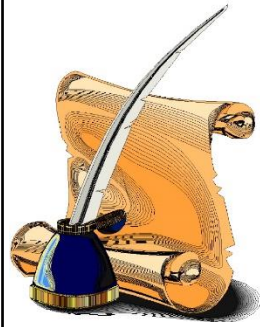
Finishing the race – If you notice, the saying is “finishing the race” and not “winning the race”. Most times, just finishing the race is valuable wisdom gained to carry you further than winning. Constant winning and expectation of winning lulls your senses and humility to sleep. There are hard lessons learned in bad situations that resonate far further than good ones. To me, finishing the race in this day and age has become harder than it ever has been. We now live in a society that says it’s okay to quit. Society has put an emphasis on doing what makes you happy which typically ends up leaving the mess to someone else for cleanup. We need to embrace finishing the race, it is where the life lessons and experiences are located.

Keeping the faith – For our purposes, “Do you ride for the brand?” We work for a unicorn anomaly in our industry. In the day and age of public and private equity construction firms, Sunland is a private/family owned construction company that takes pride in “family” and resonates that pride to employees and their families. I take pride to say that I work for Sunland and represent the brand as such.

Respectfully,

Joey Artigue
Division Manager
The Stations Division

Credits for the excerpts:
II Timothy 4:7, Ecclesiastes 10:10, and of course - Glenn Sebolt



Information Technology Steering Committee

The Information Technology Steering Committee (ITSC) will be meeting on June 19th in Abilene, TX to review and prioritize the IT initiatives. If you have any feedback on specific topics related to the IT strategy, processes, applications, or new project ideas, please contact one of the members listed on the [IT home page](#). We have also created a new site for you to provide feedback or suggestions at any time. Click [here](#) to access the feedback page. The password and link can be found on the Workday Home page.

One of our In-progress initiatives is to provide more training tools on the Sunland applications. We are currently working on developing training courses and certifications for Workday user roles - HR Assistant, HR/Payroll Partners, Managers, and Employees. Once these courses are ready, they will be added to Workday Learning. Each course will include instructions, demos, and quiz questions. Once the required courses/quizzes are completed with a passing grade, the employee will receive an internal Workday certification. Here is the list of certifications and related courses. Each course will be approx. 15-20 minutes in length. When an employee is hired, he/she will automatically be assigned the required courses based on his/her Workday role. We will communicate more information as we get closer to the rollout.

Workday Certifications

Course	HR Assistants	HR/Payroll Partners	Managers	Employees
1.0 - Introduction to Workday	✓	✓	✓	✓
2.0 - Hire/Rehire for Job Management	✓			
3.0 - Hire/Rehire for Job & Position Mgmt		✓		
4.0 - Employee Onboarding	✓	✓		
5.0 - Change Job and Request Transfer	✓	✓	✓	
6.0 - Request Compensation Change	✓	✓	✓	
7.0 - Terminations	✓	✓	✓	
8.0 - Manage Self-Service	✓	✓	✓	
Training Lab in Sandbox	✓	✓		

Have a question on the ITSC or would like to provide feedback or project suggestions?
Click here to leave your feedback or ask a question! (The password can be found on the Workday home page)

Workday Inbox and Announcements

Don't forget to check your Workday inbox and the Announcements on the Workday home page for important reminders and action items. You will see reminders to complete training courses, review and sign any new/updated policies or benefits, and any other important company announcements. To access your inbox on the web, just click on the inbox on the home page or click the inbox icon in the upper right corner. To access your inbox on your mobile device, click the inbox icon at the bottom of the screen.



[Click here to access the IT Tech Tips library for more Workday tips.](#)



Inbox
2 items

Change Benefits for Life Event
2 month(s) ago - Effective 02/25/2019

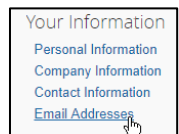
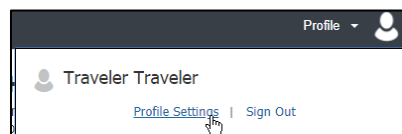
Required New Hire Orientation
2 month(s) ago - Effective 02/25/2019

[Go to Inbox](#)

Concur Tip –How to Email Receipts to Your Concur Account

Do you get receipts emailed to you from airlines, hotels, or on-line vendors? You can easily forward these emails to your Concur account by forwarding the email to receipts@concur.com (or receipts@expenseit.com for those that use Expenseit). This will send the receipt to your available expenses and will be available to add to your expense report. Note: It may take a while to process the receipt before you will see it in Concur. To use this feature, you need to make sure the email address that you forward the email from is set up as a verified email address in Concur. To verify your email

1. Add the email in Workday in the **Contact** section, if it is not already there. You can set up multiple emails if needed. This will feed to Concur overnight.
2. Open Concur on the web, click on **Profile → Profile Settings** in the upper right corner of the screen.
3. Click on **Email Addresses** in the left menu bar.
4. If your Email shows "Not Verified", click the **Verify** option.
5. This will send a code to the email address. Once you get the code, enter it in the **Enter Code** field and click the **OK** button.



Email Address	Verify	Contact?	Actions
Email 1 traveler@sunlandconstruction.com	Not Verified Verify	Yes	✎

Verify

Check email for code [Resend](#) [Cancel](#)

Enter Code

[OK](#)

To get additional Concur Help on other topics, click **Help → Training** in the upper right corner to access our Concur Training site with FAQs and tips. You can also click [Here](#) to access the Concur Training site.

SharePoint Tip – Is There an Easier Way to Manage SharePoint Documents?

Yes! You can open your SharePoint document library in File Explorer and manage your documents just like you manage your My Documents. To do this:

1. Open the document library in Internet Explorer.
2. Click the Library tab at the top of the page.
3. Click the Open with Explorer button in the menu bar. You may be prompted for your network login.
4. It will open the library in Windows Explorer – you can then drag and drop documents.

[Click here to access the detailed instructions in the IT Tech Tips library.](#)

