



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Board of Public Utilities

*Jeff Johnson, Chair; Stephen McLin, Vice-chair; Paul
Frederickson, Kathleen Taylor and Carrie Walker, Members
Tim Glasco, Ex Officio Member
Harry Burgess, Ex Officio Member
Christine Chandler, Council Liaison*

Tuesday, January 16, 2018

11:30 AM

1000 Central Avenue
Council Chambers

SPECIAL SESSION

Complete Board of Public Utilities agenda packets, past agendas, videos, legislation and minutes can be found online at <http://losalamos.legistar.com/Calenar.aspx>. Learn more about the Board of Public Utilities at <http://www.losalamosnm.us/gov/bcc/utilitiesboard>.

PUBLIC COMMENTS:

Please submit written comments to the Board at bpu@lacnm.us. Oral public comment is accepted during the two periods identified on the agenda and after initial board discussion on a business item, prior to accepting a main motion on an item. Oral comments should be limited to four minutes per person. Requests to make comments exceeding four minutes should be submitted to the Board in writing prior to the meeting. Individuals representing or making a combined statement for a large group may be allowed additional time at the discretion of the Board. Those making comments are encouraged to submit them in writing either during or after the meeting to be included in the minutes as attachments. Otherwise, oral public comments will be summarized in the minutes to give a brief succinct account of the overall substance of the person's comments.

1. CALL TO ORDER

2. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda.

3. APPROVAL OF AGENDA

4. BUSINESS

4.A [10325-18](#) Annual Board of Public Utilities Self-evaluation for 2017

Presenters: Board of Public Utilities

PG. 1-7

5. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on any items.

6. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Department of Public Utilities (505) 662-8132 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

January 16, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 4.A
Index (Council Goals): BCC - N/A
Presenters: Board of Public Utilities
Legislative File: 10325-18

Title

Annual Board of Public Utilities Self-evaluation for 2017

Recommended Action

The Board may identify follow-up actions based on its evaluation.

Staff Recommendation

None

Body

The Board will conduct its annual self-evaluation as required by the Policies and Procedures manual.

Alternatives

The Board could choose to reschedule its evaluation.

Fiscal and Staff Impact

None

Attachments

A - BPU Self-evaluation Questions

BPU Self-Evaluation Questions

Criteria: Enter a number from 1 to 5 next to each question; make comments keyed to specific questions at the end this assessment:
 5 = All the time 3 = Some of the time 1 = Seldom or not at all

Question	Score	Comments	Priority	Possible Action
I. General Board Areas:				
A. Is there a Board policy manual addressing meeting procedures, committee roles and structure, election and term of officers, new member orientation, and related matters?				
B. Do all Board members participate in a formal orientation?				
C. Are Board procedures adhered to regarding bylaws, open meeting requirements, compliance with legal regulations, etc.?				
D. Are meeting packets complete and distributed prior to meetings?				
E. Is the length of Board meetings appropriate?				
F. Is there an annual Board calendar?				
G. Does the Board receive sufficient information to make good decisions?				
H. Are decisions made in a timely manner?				
II. Board Policy Areas				
A. Accountability				
1. Does the Board understand its obligation to see the organization acts in the best interests of DPU customer and citizens of the county?				

BPU Self-Evaluation Questions

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Question	Score	Comments	Priority	Possible Action
2. Does the Board act with diligence and objectivity on behalf of DPU customers and the County?				
B. Responsibility				
1. Do Board members understand their roles?				
2. Do Board members understand the difference between their policy role and management's administrative role?				
3. Do Board members actions reflect this understanding?				
C. Policy Direction				
1. Do Board members understand the mission, goals and strategies of the organization?				
2. Does the Board give clear directions to management on the mission and goals of the organization?				
3. Does the Board spend appropriate time on policy consideration and direction versus operational issues?				
D. Monitoring				
1. Does the Board have a system for receiving and monitoring information about the DPU's organizational performance?				

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Question	Score	Comments	Priority	Possible Action
2. Are there systems for corrective action where performance is below standard or reward when performance is above standard?				
3. Are organizational goal setting and achievements taken into account during the DPU Manager's evaluation?				
E. Other Communication and Advocacy				
1. Does the Board represent the community interests it serves?				
2. Does the Board communicate the value of the organizations to its stakeholders?				
3. Does the Board seek input and involve its stakeholders in policy considerations and decisions?				
4. Do Board members support the organization publicly?				
5. Does the Board communicate effectively with the County Council?				
III Board Responsibility Areas				
A. Legal				
1. Does the Board act within the guidelines set by the county charter				

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and policies and procedures document?				
2. Are there written policies on Board ethics and conflicts of interest?				
B. Financial				
1. Does the Board approve annual operating and capital budgets and receive periodic (at least quarterly) progress reports?				
2. Does the Board review a financial plan for the organization and receive sufficient information to monitor its financial strength and performance?				
3. Are financial goals and comparative ratios established and does the Board receive tracking information?				
4. Are the requirements for an annual audit met and does the Board receive a report on the results?				
5. Are the organizations and the Board indemnified sufficiently against insurable risk?				
6. Is the Board proactive in pushing for rate increases with the County Council when these increases are necessary for the financial health of the DPU?				
C. Planning				

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Question	Score	Comments	Priority	Possible Action
1. Is the Board informed about the business environment in which the organization is operating?				
2. Does the Board review and approve the organization's mission, goals, and major strategic initiatives?				
3. Do Board members usually attend annual DPU strategy and planning meetings?				
D. Board-Management Relations				
1. Is there a written job description and/or employment contract for the DPU Manager?				
2. Does the Board conduct a formal, annual performance review of the DPU Manager?				
3. Is the DPU Manager's compensation linked to the results of this review?				
4. Does the Board make resources available for the DPU Manager's continued professional development?				
5. Is there a succession plan for the DPU Manager, with exposure to the Board of possible successors?				
6. Has the Board established an effective working relationship with the DPU Manager?				

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7. Is there Board/management cooperation on determining the future direction of the organization?				
8. Are Board/DPU Manager roles clearly defined so the Board focuses on its policy role and avoids micro-management?				
9. Does the Board provide overall human resources direction to the DPU Manager without becoming involved in specific personnel matters?				
10. Is the Board explicit about the information it needs from the DPU Manager to fulfill its governance function?				
F. Education and development				
1. Do Board members participate in educational opportunities recommended and offered by the DPU or other entities that enhance their effectiveness as a board member?				