



LOS ALAMOS

# County of Los Alamos

## Minutes

### Board of Public Utilities

1000 Central Avenue  
Los Alamos, NM 87544

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

Tuesday, January 22, 2019

11:00 AM

1000 Central Avenue  
Council Chambers

#### **SPECIAL SESSION**

#### **1. CALL TO ORDER**

A special meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Tuesday, January 22nd, 2019 at 11:00 a.m. at 1000 Central Ave., Council Chambers. Board Chair Carrie Walker called the meeting to order at 11:05 a.m.

**Present 6 - Board Member Walker, Board Member Johnson, Board Member Frederickson, Board Member McLin, Board Member Taylor and Board Member Glasco**

**Absent 1 - Board Member Burgess**

Mr. Frederickson joined the meeting at 11:07 a.m.

#### **2. PUBLIC COMMENT**

Ms. Walker opened the floor for public comment on items not otherwise included on the agenda. There were no comments.

#### **3. APPROVAL OF AGENDA**

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Mr. McLin moved that the agenda be approved as presented. The motion passed by the following vote:

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**Yes: 4 - Board Member Walker, Board Member Johnson, Board Member McLin and Board Member Taylor**

**Absent: 1 - Board Member Frederickson**

#### **4. BOARD BUSINESS**

##### **4.G. General Board Business**

**4.G.1 [11559-19](#) Continue Board of Public Utilities Self-evaluation**

**Presenters:** Board of Public Utilities

The Board began its annual self-evaluation at the December 19th, 2018 meeting. Action items were noted in the minutes of that meeting. At this special meeting, the Board focused on any items that were identified for further discussion and gave the Utilities Manager an opportunity to provide input.

If no action was identified, the question is not listed below. Of the questions discussed again at this meeting, the following had possible actions identified:

**1) QUESTION I.G. - Does the Board receive sufficient information to make good decisions?**

**QUESTION I.H - Are decisions made in a timely manner?**

ACTION - Mr. Glasco discussed the timing challenges staff frequently encounter when trying to provide the Board with sufficient time and information to make decisions. He also discussed the increased involvement of the Attorney's Office in Utilities issues and how this has considerably slowed the process of how and when information is presented to the Board. Councilor Sheehey noted that while it is important to Council that the Attorney's Office is conversant in legal issues related to Utilities, delays should be minimized. It was suggested that this could be an issue for the joint Board/Council subcommittee to discuss.

**2) QUESTION II.B.2 - Do Board members understand the difference between their policy role and management's administrative role?**

ACTION - The Board discussed the ongoing issue of the language in Chapter 40 of the County Code of Ordinances related to Board policies, rules and regulations being unclear and how it sometimes causes confusion between Council and the Board. It was suggested that this could be an issue for the joint Board/Council subcommittee to discuss.

**3) QUESTION II.D.2 - Are there systems for corrective action where performance is below standard or reward when performance is above standard?**

ACTION - It was determined that there are, in fact, several effective mechanisms in place for the Board to review the performance of systems and take corrective action. The Board should continue with these practices. They include regular system updates, being involved in strategic planning and conducting Utilities Manager's performance appraisals. With regards to rewarding personnel for above standard performance, that falls more under the purview of the Utilities Manager, but the Board and Council will continue to approve or not approve raises as they think appropriate through the approval of budgets.

**4) QUESTION II.D.3 - Are organizational goal setting and achievements taken into account during the DPU Manager's evaluation?**

ACTION - It was noted that the evaluations are conducted in a way that is high-level and flexible enough to change if necessary. If the Utilities Manager is doing well overall at achieving organizational goals, then an assessment of leadership across broad goals may be appropriate. However, if the Board identifies specific issues needing to be addressed, the evaluation could be changed to be more detailed.

**5) QUESTION II.E.3 - Does the Board seek input and involve its stakeholders in policy considerations and decisions.**

ACTION - A member felt that the public meetings on specific important topics are a very effective way to get good feedback. He suggested that having multiple public meetings over time on the same topic is even better because it can sometimes take a lot of lead time for the public to sense that there is an issue, digest it and respond. It was also recommended that the Department continue to use the County's online Open Forum tool to receive higher quality discussions and constructive input when compared to input received through other forms of social media.

**6) QUESTION III.D.9 - Does the Board provide overall human resources direction to the DPU Manager without becoming involved in specific personnel matters?**

ACTION - The words "human resources" will be changed to "staffing" in this question so that it more accurately reflects the Board's role.

**7) QUESTION III.F.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?**

ACTION - The Board decided not to impose any sort of minimum training requirement on new members. However, if there is training or travel that would be beneficial, staff was asked to extend an invitation to notify both the Board and Council. For new members, facility tours and various utility organization webinars were recommended. It was suggested that perhaps a subcommittee of members could meet to put together a list of possible training opportunities for new members. Ms. Taylor expressed interest in touring the dispatch center and learning more about the Department's cybersecurity.

**5. PUBLIC COMMENT**

Ms. Walker opened the floor for public comment on any topic. There were no comments.

**6. ADJOURNMENT**

The meeting adjourned at 12:16 p.m.

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APPROVAL

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Board of Public Utilities Chair Name

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Board of Public Utilities Chair Signature

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Date Approved by the Board