



LOS ALAMOS

**County of Los Alamos**  
**Minutes**  
**Board of Public Utilities**

1000 Central Avenue  
Los Alamos, NM 87544

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

Wednesday, July 18, 2018

5:30 PM

1000 Central Avenue  
Council Chambers

**REGULAR SESSION**

**1. CALL TO ORDER**

The regular meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, July 18th, 2018 at 5:30 p.m. at 1000 Central Ave., Council Chambers. Board Chair Jeff Johnson called the meeting to order at 5:35 p.m.

**Present 6 - Board Member Johnson, Vice-chair Walker, Board Member Frederickson, Board Member Taylor, Board Member Glasco and Board Member Burgess**

**Remote 1 - Board Member McLin**

**2. PUBLIC COMMENT**

Mr. Johnson opened the floor for public comment on items on the Consent Agenda and for those not otherwise included on the agenda. Members of the public gave the following summarized comments:

1) Ms. Susan Barns, 3406 Ridgeway Drive - Ms. Barns thanked Utilities for sponsoring the electrical vehicle show on Saturday. There was a good turnout with a nice variety of vehicles. She would like to see more of these in the future.

**3. APPROVAL OF AGENDA**

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**Ms. Taylor moved that the agenda be approved as presented. The motion passed by the following vote:**

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**Yes: 5 - Board Member Johnson, Vice-chair Walker, Board Member Frederickson, Board Member McLin and Board Member Taylor**

**4. BOARD BUSINESS**

**4.A. Chair's Report**

Mr. Johnson reported on the following items:

1) Mr. Johnson will not be at the August meeting and will be unavailable for most of August.

#### **4.B. Board Member Reports**

Board members reported on the following items:

1) Mr. Frederickson - Mr. Frederickson commented on the recent electrical vehicle show on Saturday. He enjoyed it and would like to see more of those in the future.

#### **4.C. Utilities Manager's Report**

Mr. Glasco provided a written report, which is included in the minutes as an attachment.

#### **4.D. County Manager's Report**

Mr. Burgess reported on the following items:

1) The County is continuing to try to understand the structure of the Triad National Security contract and its effect on revenues. This is important to the Utilities Department primarily because all non-represented employees did not receive a raise this year. That item was postponed in the County budget until more is known. Mr. Burgess, along with three Councilors, is going to Washington next week to try to impress upon our elected officials the importance of this revenue stream and hopefully have some opportunity for conversations with both the National Nuclear Security Administration and Triad representatives. Those meetings are still being scheduled at this time.

2) Many of the team members who worked on the new Munis Enterprise Resource System implementation have volunteered to be in the lobby to address questions and concerns or serve as backups, given the move of the Customer Care Center into the Boards and Commissions conference room. Mr. Burgess spent a couple of hours in the lobby himself and helped direct traffic. There have been a few hiccups with the new software, but those have been more internal and haven't necessarily impacted the public. Those issues that did impact customers were addressed almost immediately. The next big step is payroll on Thursday. This will be the first payroll under the new system. Things are looking good and payroll was uploaded last night. Billing will be the next big test. Those same Munis team members have scheduled time to be available to the public in the lobby in case there are any big problems with the billing. He appreciates how everyone has pulled together across departments to help with the project implementation.

#### **4.E. Council Liaison's Report**

Ms. Christine Chandler had nothing to report.

#### **4.F. Environmental Sustainability Board Liaison's Report**

Ms. Susan Barns provided a written report, which is included in the minutes as an attachment.

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

##### **4.G.1 [10417-18](#) Quarterly Update on Electric Utility Systems & Asset Management**

**Presenters:** Steve Cummins and Rafael De LaTorre

Deputy Utility Managers of Electric Distribution Mr. Rafael De La Torre and Deputy Utility

Manager of Electric Production Mr. Steve Cummins presented this item. The following is the substance of the item being considered.

The Board has requested a quarterly system assessment on a different utility each quarter. This quarter, Mr. De La Torre and Mr. Cummins presented an update on the electric system. Mr. Cummins introduced the Hydro-Electric Plant Engineer, Mr. Adam Cooper, who presented additional information about the asset management program at the El Vado and Abiquiu hydro plants.

The Board discussed this item and requested clarification where necessary.

Mr. Burgess left the meeting at 7:24 p.m.

**4.G.2**     [10695-18](#)

**Review of Policy and Procedure Manual to Formally Add Approved Board of Public Utility (PPM)**

**Presenters:**     Jeff Johnson

Board Chair, Mr. Jeff Johnson, presented this item. The following is the substance of the item being considered.

Annually in July, the Board begins to review its Policies and Procedures Manual (PPM). At this meeting, members were asked to propose any changes to be considered by the Board, which could then be incorporated into a revised PPM and brought back for approval.

The following actions were identified for follow-up:

1) Mr. Johnson asked that the final approval for PPM changes be moved to the September meeting since he will not be at the August meeting, but encouraged other members to bring their proposed changes to the August meeting for discussion.

**4.G.3**     [10697-18](#)

**Planning for Upcoming Board of Public Utilities Annual Boards & Commissions Presentation to Council on September 25th, 2018**

**Presenters:**     Jeff Johnson

Board Chair Mr. Jeff Johnson presented this item. The following is the substance of the item being considered.

The Board Chair will give the Board's annual presentation to Council on September 11th, 2018. Mr. Johnson presented possible topics to be presented to Council and asked members for input.

The Board discussed this item and requested clarification where necessary.

The following actions were identified for follow-up:

1) If members have any additional suggestions, they will e-mail them to Mr. Johnson.

**4.H.     Approval of Board Expenses**

There were no expenses.

**4.I.     Preview of Upcoming Agenda Items**

4.I.1      11002-18      Tickler File for the Next 3 Months

**Presenters:**      Board of Public Utilities

No additional items were identified for the tickler.

**5.      PUBLIC HEARING(S)**

There were no public hearings scheduled for this meeting.

**6.      CONSENT AGENDA**

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**Ms. Walker moved that the Board of Public Utilities approve the items on the Consent Agenda as presented and that the motions contained in the staff reports be included in the minutes for the record. The motion passed by the following vote:**

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6.A      [11000-18](#)      Approval of Board of Public Utilities Meeting Minutes

**Presenters:**      Board of Public Utilities

**I move that the Board of Public Utilities approve the meeting minutes of June 20th, 2018 as presented.**

**7.      BUSINESS**

7.A      [10954-18](#)      Preliminary Discussion About Sewer Rate Changes

**Presenters:**      Bob Westervelt

Deputy Utility Manager of Finance and Administration Mr. Bob Westervelt presented this item. The following is the substance of the item being considered.

This is the preliminary discussion of a proposed 8% increase to residential and commercial sewer rates. A formal public hearing on this item is scheduled for the August Board meeting, at which time the Board may act on the final proposed ordinance. The ten-year forecast for the sewer utility presented with the FY2018 budget included a series of incremental rate increases to generate revenues needed for current operations and to build cash reserves necessary for future infrastructure replacements, most notably the needed replacement for the White Rock waste water treatment facility. Several alternatives have been considered as to timing of that plant replacement and financing alternatives. The scenario adopted by the Board included an 8% increase in FY18 and another in FY19, with declining increases in years following.

The Board discussed this item and requested clarification where necessary.

The following actions were identified for follow-up:

- 1) Staff will return with a proposed ordinance for Board approval at a public hearing in August.

# FINAL - APPROVED

**7.B      10951-18      Preliminary Assessment of Electric Vehicle (EV) Charging Stations**

**Presenters:**      Steve Cummins

Deputy Utility Manager for Power Supply Mr. Steve Cummins presented this item. The following is the substance of the item being considered.

On January 20, 2016, the Board of Public Utilities adopted several strategic Initiatives for electrical energy resources. One of the recommendations was to support replacement of petroleum-fueled motor vehicles with all-electric vehicles and consider locating more electric vehicle charging stations around the County or at LANL. DPU has been investigating EV charging stations. Staff plans to solicit a Request for Proposals to gather cost and installation information from the different vendors. After staff has evaluated the proposals and determines which one best meets the needs of the County, they will return to the Board with more information at a future meeting. Mr. Cummins introduced Engineering Associate Mr. Ben Olbrich and Engineering Intern Mr. Tyler Mabraten. Mr. Mabraten conducted the bulk of the research and presented his findings.

The Board discussed this item and requested clarification where necessary.

**8.      STATUS REPORTS**

**8.A      11001-18      Status Reports**

**Presenters:**      Department of Public Utilities

The following informational status reports were provided to the Board in the agenda packet:

- 1) Electric Reliability Update
- 2) Accounts Receivables Report
- 3) Safety Report

**9.      PUBLIC COMMENT**

Mr. Johnson opened the floor for public comment on any items. There were no comments.

**10.     ADJOURNMENT**

The meeting adjourned at 8:32 p.m.

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APPROVAL

Carrie Walker for Jeff Johnson

Board of Public Utilities Chair Name

Carrie Walker

Board of Public Utilities Chair Signature

August 15, 2018

Date Approved by the Board

# FINAL - APPROVED

FINAL - APPROVED

ATTACHMENT  
OFFICER REPORTS  
SUBMITTED AT THE MEETING

# FINAL - APPROVED

## MANAGER'S REPORT

**July 18, 2018**

1. Tyler Munis roll-out on July 1 successful. First round of billing to go out this Friday.
2. HVAC work on Municipal Building has progressed to the point where the CCC will return to their offices by July 27 or before.
3. Electric Car show held at the LAC Nature Center on July 14. This was sponsored by DPU and managed by PEEC through our water and energy conservation education contract. PEEC estimates that approximately 350 people attended. All the comments received were positive.
4. Now doing the planning for our FY2020 Strategic Planning workshop, traditionally held the last part of August. This year we will be concentrating on Action Plans and on our Results.
5. Received the letter from PNM officially stating that, subject to approval by the PRC, they will be exiting and shutting down the San Juan Generating Station at the end of the Plant Participation Agreement on July 1, 2022.
6. Continuing negotiations with NNSA on a future ECA. Latest round was mostly concerned with the structure of how to recover costs of pooled assets, the possibility of NNSA paying a tariff rate to LAC rather than shared cost, and with how we would handle a LANL share of the SMR.



# FINAL - APPROVED

## **Environmental Sustainability Board (ESB) liaison report**

*Susan Barns, ESB Liaison*      7/18/2018

Recent activities of the ESB include:

- A presentation on Recycle Coach, a web- and mobile-based education application to help residents recycle more and better
- A presentation on Repurposing Discarded Items by Mark Devolder
- An update from the Zero Waste subcommittee, including an Ignite talk on Zero Waste recently given at the Los Alamos Makers. A monthly article series on Zero Waste has begun in the Los Alamos Daily Post.
- Information and outreach activities at ScienceFest and the Farmer's Market
- Initiation of Yard Trimmings roll cart program. Response to the program has been overwhelming; nearly 4000 households have requested yard trimmings roll carts, 2500 have been delivered. Environmental Services collected more than 17 tons of yard trimmings in the first week of the program, diverting more than an entire truck of trash from the landfill.

Tomorrow night's meeting topics will include:

- A vote on purchasing and implementing the Recycle Coach application
- An update on the yard trimmings roll cart program