



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*

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Wednesday, October 17, 2018

5:30 PM

1000 Central Avenue  
Room 110

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**REGULAR SESSION**

**1. CALL TO ORDER**

The regular meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, October 17, 2018 at 5:30 p.m. at 1000 Central Ave., Room 110. Board Chair Jeff Johnson called the meeting to order at 5:30 p.m.

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

**Absent 1 - Board Member Burgess**

**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) William Hunter, 3690 Ridgeway - Mr. Hunter had several questions regarding the excess electricity produced from rooftop solar. He wanted to know the wholesale rate Los Alamos County pays to its main distributor and why the full wholesale rate isn't being paid to rooftop solar providers in the county. Mr. Johnson recommended that he contact Mr. Bob Westervelt for more information.

**3. APPROVAL OF AGENDA**

Mr. Frederickson requested that item 6.B. be removed from consent.

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**Ms. Walker moved that the agenda be approved as amended. 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**

Aside from the reminder about the Boards and Commissions luncheon, Mr. Johnson had nothing to report.

**4.A.1     [10375-18](#)     Reminder for Upcoming Boards & Commissions Luncheon**

**Presenters:**     Jeff Johnson

The month prior to a Boards and Commissions luncheon, the attendee schedule will be included in the agenda packet as a reminder during the Chair's report. Ms. Taylor is scheduled to attend the November 15th luncheon. Ms. Walker volunteered to attend the January luncheon.

**4.B.     Board Member Reports**

Board members reported on the following items:

1) Mr. McLin - Mr. McLin noted that the November meeting is the day before Thanksgiving. He suggested that it be moved. The other members concurred. Staff will check into room availability and poll the Board to find a different time.

**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 was not present. No report was given.

**4.E.     Council Liaison's Report**

Ms. Christine Chandler reported on the following items:

1) At the Council meeting the previous evening, they had a briefing from the new environmental contractor at Los Alamos National Lab, Mr. Doug Hensing. Mr. Hensing reported that the aquifer has tested positive for RDX. She wanted to know what that means, what Utilities is doing about it and what the levels are. After discussion, it was decided that Mr. Glasco would gather more information to give a presentation to the Board at the November meeting.

**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     [10418-18](#)     Quarterly Update on Utility System - Gas Distribution System**

**Presenters:**     Jack Richardson

Deputy Utility Manager of Gas, Water and Sewer Mr. Jack Richardson 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. Richardson presented an update on the gas system.

The Board discussed this item and requested clarification where necessary.

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

There were no expenses.

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

**4.I.1 [11304-18](#) Tickler File for the Next 3 Months**

**Presenters:** Board of Public Utilities

In addition to the items already listed in the tickler provided in the agenda packet, the following items were identified for the tickler for upcoming meetings:

1) November 2018 - Update on RDX Contamination in the Aquifer (Tim Glasco)

**5. PUBLIC HEARING(S)**

There were no public hearings scheduled for this meeting.

**6. CONSENT AGENDA**

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**Ms. Taylor moved that the Board of Public Utilities approve the items on the Consent Agenda as amended 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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**Yes: 5 - Board Member Johnson, Vice-chair Walker, Board Member Frederickson, Board Member McLin and Board Member Taylor**

**6.A [11303-18](#) 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 September 19, 2018 as presented.**

**6.C [11248-18](#) Award of Bid No. 19-12 for the Purpose of Pajarito Well #5 Motor Control Center Replacement Project with Allied 360 Construction in the Amount of \$337,897.00, plus Applicable Gross Receipts Tax.**

**Presenters:** James Alarid

**I move that the Board of Public Utilities approve the Award of Bid No. 19-12 for the Purpose of Pajarito Well #5 Motor Control Center Replacement Project with Allied 360 Construction in the Amount of \$337,897.00 and a contingency in the amount of \$50,000, for a total of \$387,897.00, plus Applicable Gross Receipts Tax, and forward to Council for approval.**

**7. BUSINESS**

**ITEM 6.B. WAS MOVED FROM CONSENT TO BUSINESS.**

- 6.B     [AGR0594-18](#)     Approval of Amendment No. 4 to Services Agreement AGR16-4289 with Paymentus Corporation in the Amount of \$96,000.00 for a Revised Total Agreement Amount of \$195,000.00, plus Applicable Gross Receipts Tax for the Purpose of Credit Card and Electronic Bill Payment Services

**Presenters:**     Bob Westervelt

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

In 2015, the Department began using the Paymentus Corporation "absorbed fee" model for billing and credit card services rather than using the "convenience fee" model. Having not had experience with the "absorbed fee" model of accepting credit card payments, staff had little information on which to base an estimated total contract cost. Staff also wanted to limit exposure until there was a history from which success of the program could be measured. Thus, the contract was initially only funded for \$49,000.00. In 2017, funding was increased to \$99,000.00, which was projected as being adequate for the remainder of the initial contract term based on historical usage and growth. With nearly four years under the program, customer feedback has been very favorable, with increased utilization. Through amendment #3, the contract term was extended to the maximum term provided for in the initial contract, but funding was not increased at that time. DPU is now seeking additional funding authority to support this popular customer focused payment option. The proposed funding should be adequate for the remainder of the contract term.

The Board discussed this item and requested clarification where necessary.

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**Ms. Taylor moved that the Board of Public Utilities approve Amendment No. 4 to Services Agreement AGR16-4289 with Paymentus Corporation in the Amount of \$96,000.00 for a Revised Total Agreement Amount of \$195,000.00, plus Applicable Gross Receipts Tax for the Purpose of Credit Card and Electronic Bill Payment Services. 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**

## **8.        STATUS REPORTS**

- 8.A     [11305-18](#)     Status Reports

**Presenters:**     Board of Public Utilities

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

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

## **9.        PUBLIC COMMENT**

There were no comments.

FINAL - APPROVED

**10. ADJOURNMENT**

The meeting adjourned at 7:20 p.m.

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APPROVAL

Jeff Johnson  
Board of Public Utilities Chair Name

[Signature] 11-20-18  
Board of Public Utilities Chair Signature

November 20, 2018  
Date Approved by the Board

ATTACHMENT  
OFFICER REPORTS  
SUBMITTED AT THE MEETING

# FINAL - APPROVED

## **MANAGER'S REPORT**

**October 17, 2018**

1. Attended the Water Environment Federation Conference in New Orleans at the beginning of October with Jeff Ayers and Jack Richardson. Primarily investigated new technologies that may be useful to us in the design of the new White Rock wastewater treatment plant.
2. Traveled to Tucson, Arizona to attend the annual UAMPS Board of Directors retreat. Toured a micro-grid site at a Caterpillar training facility outside of Tucson and also made a presentation on our NEDO smart-grid project.
3. Staff is preparing a bill stuffer for the November bills that details how to tell if the customer's bill is correct or may have problems. Also included will be directions on how to read the electric and gas meters.
4. We are moving along on the Ski Hill water line project. Still remaining to be resolved is meeting with the tribes on cultural resource protection issues and studies on protection of the endangered Jemez Mountain Salamander. Unfortunately, the salamander study cannot be performed until May of next year, so the project will be delayed at least until then. DPU is not contributing funds to these efforts.
5. The County Attorney's office is looking at possible ways around the AMI privacy issue discussed at the September BPU meeting. We may have a possible solution as early as the November BPU meeting.
6. Papers to refinance the loan for the Los Alamos Wastewater Treatment Plant were finalized and signed earlier this week. We hope to have the documents to the State later this week.
7. The driller reached final depth on Otowi Well No. 2 on Sunday, October 14, at 2,520 ft. below ground surface. Geophysical logging was completed, with reaming and casing the well scheduled to be completed by mid-December.

# FINAL - APPROVED

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

*Susan Barns, ESB Liaison*

*10/17/2018*

Recent activities of the ESB include:

- Discussion of upcoming surveys of trash, recycle and yard trimmings roll carts use. Members of the ESB and Environmental Services staff will be walking neighborhoods in LA and WR in the next two weeks to survey cart use, to determine if changes to pick-up schedules are needed.
- Participation in the Homecoming Parade and the 2018 EcoChallenge.
- Review of an update on the new methane extraction system installed on the closed landfill site.
- Assistance with LA's first official Zero Waste public event, the Bear Buffet held at the Nature Center. At this dinner, all service ware was reusable, and all waste generated was recycled or composted.
- Planning for the upcoming Recycle Fair and Fashion and Show, to be held at Chamisa School on Nov. 14 at 5 pm. There will be a make-and-take craft fair, in addition to the Fashion Show. Prizes will be awarded and the public is invited to participate and attend.
- Review of the Environmental Services FY18 4<sup>th</sup> Quarter Budget Report

Tomorrow night's ESB meeting topics include:

- Updates on the Yard Trimmings Roll Cart program, the EcoChallenge, and LAHS Eco Club activities.
- Proposal to install a Sunflower sculpture by Ed Grothus at the EcoStation.

We are pleased to note the recent state-wide recognition of two Los Alamos solid waste reduction programs. At the New Mexico Recycling Coalition conference in Albuquerque, Chamisa School's Zero Waste Lunch Program, and Los Alamos County's Yard Trimmings Diversion Program were given awards.