

## **Attachment D**

### **Process for Selection of Board of Public Utilities Member**

When there is a vacancy on the Board of Public Utilities (BPU), the County Council will solicit letters of interest and applications from the public. The solicitation will include, but not be limited to the following information: eligibility requirements, the powers and duties of the BPU, and estimated time commitments, including dates/times of BPU meetings. Once applications are received, the applicants should be provided with additional information, including, but not limited to, copies of the Department of Public Utilities (DPU) annual report, the Los Alamos County Charter, and Chapter 40 –Utilities of the Los Alamos County Code of Ordinances.

When the recruiting process is complete, the County Council will appoint a working group to interview the applicants and provide a written recommendation to the Council. Members of the interview working group will consist of the Council liaison to the BPU, a Councilor appointed by the Council Chair, the BPU Chair or designee, and the County Manager or designee. The DPU Manager may also participate as a non-voting member. The working group will develop interview questions that demonstrate the applicants' skills, knowledge, and interest in the position.

A report that includes a link to recorded interviews and the working group recommendation will be provided to the County Council. The County Council will review and consider the working group's report and recommendation at a Council meeting and will request public comment before taking a roll call vote. Appointment to the BPU requires a minimum of four (4) votes in favor of an applicant. If no applicant receives four (4) votes after the first roll call vote, the applicant with the fewest votes will be eliminated and the Council will take additional roll call votes until a final selection is made.