



# County of Los Alamos

## Minutes

### Board of Public Utilities

1000 Central Avenue  
Los Alamos, NM 87544

*Robert Gibson, Chair; Eric Stromberg, Vice-chair*  
*Matt Heavner, Charles Nakhleh and Jennifer Hollingsworth, Members*  
*Philo Shelton, Ex Officio Member*  
*Anne Laurent, Ex Officio Member*  
*Suzie Havemann, Council Liaison*

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Wednesday, November 19, 2025

5:30 PM

Municipal Building, Council Chambers

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Public Participation: in person or <https://us06web.zoom.us/j/85828927209>.

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

This regular meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, November 19, 2025. Chair Gibson called the meeting to order at 5:30 p.m. Members of the public were notified of the ability to participate and provide public comment in-person.

The following board members were in attendance:

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Present - 6: Members Gibson, Nakhleh, Heavner, Hollingsworth, Shelton and Laurent

Remote - 0:

Absent - 1: Member Stromberg

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Others in attendance in Chambers:

Mr. James Alarid, Deputy Utility Manager - Engineering

Mr. Clay Moseley, Deputy Utility Manager - Engineering

Ms. Joann Gentry, Deputy Utility Manager - Finance & Administration

Mr. Dennis Astley, Acting Deputy Utility Manager - Electrical Distribution

Mr. Ben Olbrich, Deputy Utility Manager - Power Supply

Ms. Cathy D'Anna, Public Relations Manager

Ms. Camille Chavez, Senior Office Specialist

Richard Cottrell, Citizen

Zoom participants:

Vice Chair Suzie Havemann (BPU Liaison)

Ms. Shannon Blair, Environmental Sustainability Liaison

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

Chair Gibson provided an opportunity for public comment on the Consent Agenda or those not otherwise included on the agenda. There was none.

No action was taken on this item.

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

Chair Gibson called for discussion or a motion.

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Member Hollingsworth moved and Member Heavner seconded that the agenda be approved as presented.

The motion passed by the following vote:

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YES - 4: Members Gibson, Nakhleh, Heavner and Hollingsworth

NO - 0:

ABSENT - 1: Member Stromberg

**4. CONSENT AGENDA**

Chair Gibson called for discussion or a motion.

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Member Hollingsworth moved and Member Heavner seconded that the consent agenda be approved as presented and that the motions in the staff reports be included in the minutes for the record.

The motion passed by the following vote:

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YES - 4: Members Gibson, Nakhleh, Heavner and Hollingsworth

NO - 0:

ABSENT - 1: Member Stromberg

4.a. Approval of Board of Public Utilities Meeting Minutes - October 2025

I move that the Board of Public Utilities approve the minutes for the October 1st and October 22nd meetings as presented.

**5. PRESENTATIONS (none scheduled)**

**6. PUBLIC HEARINGS**

6.a. Incorporated County of Los Alamos Ordinance No. 749, An Ordinance Authorizing the Execution and Delivery of a Water Project Fund Loan/Grant Agreement By and Between the New Mexico Finance Authority ("NMFA") and the Incorporated County of Los Alamos, New Mexico (The "Borrower/Grantee"), in the Total Amount of \$2,000,000, Including a Loan in the Amount of \$200,000, Evidencing an Obligation of the Borrower/Grantee to Utilize the Loan/Grant Amount Solely for the Purpose of financing cost of constructing a replacement of the waterline in San Ildefonso Road, and Solely in the Manner Described in the Loan/Grant Agreement; Providing for the Pledge and Payment of the Loan Amount and an Administrative Fee Solely From Net System Revenues of the Joint Utility System of the Borrower/Grantee; Certifying That the Loan/Grant Amount, Together With Other Funds Available to the Borrower/Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Loan/Grant Agreement; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent With This Ordinance; and Authorizing the Taking of Other Actions in Connection With the Execution and Delivery of the Loan/Grant Agreement.

Mr. James Alarid, Deputy Utility Manager - Engineering presented. Chair Gibson provided an opportunity for comments and questions from the board. The following individuals spoke:

- 1. Member Gibson

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**Member Heavner moved and Member Nakhleh seconded that the Board of Public Utilities recommend to Council approval of Incorporated County of Los Alamos Ordinance No. 749; An Ordinance Authorizing the Execution and Delivery of a Water Project Fund Loan/Grant Agreement By and Between the New Mexico Finance Authority (“NMFA”) and the Incorporated County of Los Alamos, New Mexico, and forward to Council for introduction and adoption.**

**The motion passed by the following vote:**

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**YES - 4: Members Gibson, Nakhleh, Heavner and Hollingsworth**

**NO - 0:**

**ABSENT - 1: Member Stromberg**

6.b.

Incorporated County of Los Alamos Ordinance No. 751, An Ordinance Authorizing the Execution and Delivery of a Water Project Fund Loan/Grant Agreement By and Between the New Mexico Finance Authority (“NMFA”) and the Incorporated County of Los Alamos, New Mexico (The “Borrower/Grantee”), in the Total Amount of \$2,500,000, Including a Loan in the Amount of \$250,000, Evidencing an Obligation of the Borrower/Grantee to Utilize the Loan/Grant Amount Solely for the Purpose of financing cost of constructing a replacement 14-Inch Water Transmission Line , and Solely in the Manner Described in the Loan/Grant Agreement; Providing for the Pledge and Payment of the Loan Amount and an Administrative Fee Solely From Net System Revenues of the Joint Utility System of the Borrower/Grantee; Certifying That the Loan/Grant Amount, Together With Other Funds Available to the Borrower/Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Loan/Grant Agreement; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent With This Ordinance; and Authorizing the Taking of Other Actions in Connection With the Execution and Delivery of the Loan/Grant Agreement.

Mr. James Alarid, Deputy Utility Manager - Engineering presented. Chair Gibson provided an opportunity for comments and questions from the board. The following individuals spoke:

- 1. Member Gibson
- 2. Member Nakhleh

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Member Hollingsworth moved and Member Nakhleh seconded that the Board of Public Utilities recommend to Council approval of Incorporated County of Los Alamos Ordinance No. 751; An Ordinance Authorizing the Execution and Delivery of a Water Project Fund Loan/Grant Agreement By and Between the New Mexico Finance Authority (“NMFA”) and the Incorporated County of Los Alamos, New Mexico, and forward to Council for introduction and adoption.

The motion passed by the following vote:

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YES - 4: Members Gibson, Nakhleh, Heavner and Hollingsworth

NO - 0:

ABSENT - 1: Member Stromberg

**7. DEPARTMENT BUSINESS (none scheduled)**

**8. BOARD BUSINESS**

**8.a. Chair's Report**

Chair Gibson provided some updates. He then asked for comments or questions from the board; there were none.

**No action was taken on this item.**

**8.b. Board Member's Reports**

**No action was taken on this item.**

**8.c. Utilities Manager's Report**

Mr. Shelton reviewed his written report and a copy is attached to the minutes. Chair Gibson provided an opportunity for comments and questions from the board. The following individuals spoke:

- 1. Member Nakhleh
- 2. Member Heavner
- 3. Member Hollingsworth
- 4. Member Gibson
- 5. Mr. Astley
- 6. Mr. Olbrich
- 7. Mr. Moseley

**No action was taken on this item.**

**8.d. County Manager's Report**

Ms. Anne Laurent provided highlights from the November 4th & 18th Council Meetings. Chair Gibson provided an opportunity for comments and questions from the board. There were none.

**No action was taken on this item.**

**8.e. Council Liaison's Report**

Council Vice Chair Suzie Havemann also provided some highlights from the November 4th & 18th Council Meetings. Chair Gibson provided an opportunity for comments and

questions from the board. The following individuals spoke:

- 1. Ms. Laurent
- 2. Member Hollingsworth

**No action was taken on this item.**

**8.f. Environmental Sustainability Board Liaison's Report**

Ms. Shannon Blair, ESB Chair reported on recent activities. Chair Gibson provided an opportunity for comments and questions from the board. The following individuals spoke:

- 1. Member Hollingsworth

**No action was taken on this item.**

**8.g. General Board Business**

**8.g.1. Review & Possible Approval of the Board of Public Utilities Annual Evaluation Results**

Chair Gibson reviewed the evaluation results. He also provided an opportunity for comments and questions from the board. The following individuals spoke:

- 1) 2) Member Heavner
- 2) Member Nakhleh
- 3) Member Hollingsworth
- 4) Mr. Shelton
- 5) Vice Chair Havemann

Chair Gibson then called for further discussion or a motion.

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**Member Heavner moved and Member Nakhleh seconded that the Board approve the 2025 Board of Public Utilities Evaluation Results as presented.**

**The motion passed by the following vote:**

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**YES - 4: Members Gibson, Nakhleh, Heavner and Hollingsworth**

**NO - 0:**

**ABSENT - 1: Member Stromberg**

**8.g.2. Discussion and Possible Approval of the 2026 Board of Public Utilities Meeting Calendar**

Mr. Shelton reviewed the proposed 2026 meeting calendar. Chair Gibson provided an opportunity for comments and questions from the board. The following individuals spoke:

- 1) Member Gibson
- 2) Member Heavner
- 3) Mr. Shelton
- 4) Member Nakhleh

Chair Gibson called for further discussion or a motion. Members agreed that the date of the January regular meeting be changed to January 14, 2026.

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**Member Heavner moved and Member Hollingsworth seconded that the Board of Public Utilities approve the proposed board meeting calendar for 2026 as amended.**

**The motion passed by the following vote:**

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**YES - 4: Members Gibson, Nakhleh, Heavner and Hollingsworth**

**NO - 0:**

**ABSENT - 1: Member Stromberg**

**8.h. Board Expenses**

**8.h.1. 2025 UAMPS Annual Member Meeting - Discussion and Possible Action**

Chair Gibson presented the information. He then provided an opportunity for comments and questions from the board. None of the board members expressed interest in participating.

**No action was taken on this item.**

**8.h.2. 2026 APPA Legislative Rally - Discussion and Possible Action**

Chair Gibson presented the information. He then provided an opportunity for comments and questions from the board. None of the board members expressed interest in participating.

**No action was taken on this item.**

**9. STATUS REPORTS**

**9.a. Status Reports - October 2025**

Chair Gibson opened the floor for comments and questions on the status reports. The following individuals spoke:

- 1) Member Gibson
- 2) Mr. Astley
- 3) Member Nakhleh
- 4) Member Hollingsworth
- 5) Mr. Shelton

**No action was taken on this item.**

**10. UPCOMING AGENDA ITEMS**

**10.a. Tickler File for November 2025 through February 2026**

Chair Gibson opened the floor for comments and questions on the tickler. The following individuals spoke:

- 1) Member Gibson
- 2) Member Nakhleh

**No action was taken on this item.**

**11. PUBLIC COMMENT**

Chair Gibson provided an opportunity for public comment on any topic. The following individuals spoke:

- 1. Mr. Richard Cottrell

No action was taken on this item.

**12. ADJOURNMENT**

The meeting adjourned at 7:14 p.m.

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**APPROVAL**

Robert B. Gibson  
 Board of Public Utilities Chair

December 10, 2025  
 Date Approved by the Board

Minutes transcribed by: Kathy Casados, Executive Assistant

**ATTACHMENTS**

(in agenda order):

- 8.c. Utilities Manager's Report 11/19/2025

**Utilities Manager's Report**  
**November 19, 2025**

1. The failed transformer unit 1 has been drained of the oil and a crane picked it up today hauled it away to the recycler. The next step is to remove the old foundation and build a new foundation for the larger 12 MVA replacement transformer that is scheduled for delivery on December 4th. The design plans to accept this larger transformer require a caisson foundation. For the tie line with LANL, the transformer installation is planned to be coordinated with a LANL crane in approximately a week and a half. The schedule for LANL's work on their portion of the project is still delayed by archeology reviews. Finally, DPU has provided comments back on the mutual aid agreement to PNM and it is under review by PNM's attorneys.
2. For Elk Ridge, Cartwright Plumbing has better coordination with New Mexico CID's Mobile Home section, and 17 homes are currently moved over to the new gas distribution system. It is anticipated to have 12 more inspections ready for this Friday. GWS crew have the new meter assembly ready for installations and will quickly be cutover to the new gas line as they receive green tags from CID.
3. DPU received a retirement notice from John Fesser, Water Operator. DPU has eight open recruitments currently (Customer Care Specialist, Power System Operator Apprentice, Deputy Utility Manager for Electric Distribution, Electric Distribution Superintendent, Senior Management Analyst, Engineering Project Manager for Electric Distribution, Water operator, and Engineering Aid for utility locates). Also, I participated in interviews for a new Human Resource Manager and Fire Chief.
4. NNSA Albuquerque procurement office is working on a temporary extension of the current ECA for 90 days. I have also worked with our intergovernmental affairs manager and the County's federal lobbyist to put pressure on the Albuquerque office to get this new ECA moving forward.
5. The Jemez Fire Protection Project pipeline and paving for the phase I segment is sustainably complete and the phase II segment is one-third complete. The development agreement threshold of spending down \$3.5 million on the State grant has been met and as required by the development agreement, Pajarito LLC has been billed \$1 million for their share of the project.
6. Held a meeting with DPU SMT to update our action plans to match the Department's FY2027 Strategic Focus Areas, Goals and Objectives. Also, we developed an ethics statement to be used with The Code of Ethics poster displayed at all DPU's work sites.
7. UAMPS held a short session on-line this month and I have no new project updates to share.

8. Submitted a \$3.4 million grant for the EA-4 Powerline replacement to NM Energy and Minerals and Natural Resources Department. We anticipate hearing next week if we receive this grant award.
9. This morning, I forwarded a letter from NMED regarding the suspension of the limited pump and treat interim measures. James Alarid and I are members of the Chromium Plume Working Group and there are going to be between two to four meetings scheduled before the end of this year. Considering this news, the adaptive site management process will be an important next step in this process. The working group members include Environmental Management, Office of State Engineer, NMED, Pueblo de San Ildefonso, NM Indian Affairs Department, and Los Alamos County.
10. Human Resources held two sessions of a mandatory supervisory training course that all our supervisory staff attended. Topics included time keeping, performance planning, and how to handle discipline.
11. The demolition of the San Juan Generating Station remains on track except for metals recycling that will run into February before all the recyclable materials can be hauled away. The mine reclamation activity is moving a little faster than planned with the grading planned to be completed a year earlier in 2028.