



LOS ALAMOS

**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, January 15, 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 session of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, January 15, 2025 at 1000 Central Avenue in Council Chambers. Board Chair Robert Gibson called the meeting to order at 5:33 pm. Members of the public were notified of the ability to participate and provide public comment in-person or over Zoom.

The following board members were in attendance:

**Present - 7: Members Gibson, Stromberg, Heavner, Nakhleh, Hollingsworth, Shelton, and Laurent**

**Absent - 0**

1.a. Statement Regarding Closed Session

**[19599-25](#)**

Joint Closed Session of the County Council and Board of Public Utilities - December 10, 2024

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**Member Gibson moved and Member Stromberg seconded that the following statement be included in the minutes:**

**"The matters discussed in the Closed Session of County Council and the Board of Public Utilities Board Joint Session held on December 10, 2024 that began at 5:00 pm and the Closed Session of the County Council held on December 10, 2024 at 5:30 p.m. were limited only to the topics specified in the notice of the closed session, and no action was taken on any matter in the closed session."**

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

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**YES - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson**

**NO - 0:**

**2. PUBLIC COMMENT**

Chair Gibson provided an opportunity for public comment on the Consent Agenda or those not otherwise included on the agenda. The following individuals spoke:

1. Mr. Steve Tobin - he distributed a document to the board that is attached to the minutes.

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

**3. APPROVAL OF AGENDA**

Chair Gibson asked board members for amendments to the agenda or a motion. He then proposed that item 8.a.1 be moved up in the agenda to take place after approval of the agenda. Board members agreed.

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**Member Stromberg moved and member Hollingsworth seconded that the agenda be approved as amended.**

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

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**YES - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson**

**NO - 0:**

**8.a.1. [19367-25](#)**

Introduction of Council Liaison to the BPU

Chair Gibson introduced Council Vice Chair Suzie Havemann. According to the Municipal Code Sec.8-13. Council liaisons *"The council vice-chair will serve as liaison to the board of public utilities."* Vice Chair Havemann shared some background information about herself.

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

**4. CONSENT AGENDA**

Chair Gibson called for discussion or a motion. There were no discussion. He then provided an opportunity for public comment; there was none.

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**Member Hollingsworth moved and Member Stromberg seconded that the Board of Public Utilities approve the items on the Consent Agenda 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 - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson**

**NO - 0:**

**4.a. [19370-25](#)**

Approval of Board of Public Utilities Meeting Minutes - December 2024

**I move that the Board of Public Utilities approve the meeting minutes as presented.**

**4.b. [19414-25a](#)**

Award of Bid No. IFB 25-27 for the Purpose of Jemez Mountain Fire Protection Project Phase 4 with File Construction LLC.

**I move that the Board of Public Utilities approve the Award of Bid No. IFB 25-27 for the Purpose of the Jemez Mountain Fire Protection Project Phase 4 with File Construction LLC. in the Amount of \$2,294,157.82 and a contingency in the amount of \$229,416.00, for a total of \$2,523,573.82, plus Applicable Gross Receipts Tax and forward to Council for approval.**

**4.c. [19563-25a](#)**

Budget Revision No. 2025-31 for the DHSEM Grant for Water Production Generators

I move that the Board of Public Utilities recommend Budget Revision 2025-31 in the amount of \$387,486 and include the attached budget revision in the minutes for the record, and forward to Council for approval.

- 4.d. [AGR1088-25a](#) Approval of Services Agreement No. AGR 25-16a with Instrumentation and Control (IC) Solutions, LLC, for the Purpose of Furnishing Programmable Logic Controllers (PLCs) for the Water Production Supervisory Controls and Data Acquisition (SCADA) Replacement Project.

I move that the Board of Public Utilities recommend Services Agreement No. AGR 25-16a with IC Solutions, LLC, for the Purpose of Furnishing PLCs for the Water Production SCADA Replacement Project in the amount of \$950,000 plus applicable gross receipts tax, and forward to Council for approval.

- 4.e. [AGR1093-25a](#) Approval of Services Agreement No. AGR 25-16b with James Wilkinson, dba Elementyl Consulting, for the Purpose of Software Support Services for the Water Production Supervisory Controls and Data Acquisition (SCADA) Replacement Project

I move that the Board of Public Utilities recommend Services Agreement No. AGR 25-16b with Elementyl Consulting, for the Purpose of Software Support Services for the Water Production SCADA Replacement Project in the amount of \$446,060 plus applicable gross receipts tax, and forward to Council for approval.

## **5. PRESENTATIONS**

- 5.a. [19372-25](#) Annual Asset Management Teams (AMT) Presentation

Mr. James Alarid, Deputy Utility Manager - Engineering presented.

Chair Gibson provided an opportunity for comments and questions from the board and staff. The following individuals spoke:

1. Mr. Shelton
2. Member Nakhleh
3. Member Hollingsworth
4. Member Gibson
5. Member Stromberg
6. Mr. Marez

Chair Gibson provided an opportunity for public comment on this item, there was none.

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

- 5.b. [19573-25](#) Update on the New Mexico Municipal Energy Acquisition Authority (NMMEAA) Natural Gas Supply Agreement

Mr. Ben Olbrich, Deputy Utility Manager - Power Supply presented.

Chair Gibson provided an opportunity for comments and questions from the board and staff. The following individuals spoke:

1. Mr. Shelton
2. Member Gibson
3. Member Nakhleh
4. Member Hollingsworth

5. Member Heavner
6. Member Stromberg

Chair Gibson provided an opportunity for public comment on this item, The following individuals spoke:

1. Paul Parker

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

## **6. PUBLIC HEARINGS (Ordinances & Resolutions)**

- 6.a. [RE0627-25a](#) Affirmation of the Incorporated County of Los Alamos Open Meetings Resolution No. 25-01

Chair Gibson called for discussion or a motion. There was no discussion.

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**Member Nakhleh moved and Member Stromberg seconded that the Board affirm Incorporated County of Los Alamos Resolution No. 25-01; A Resolution Establishing Minimum Standards of Reasonable Notice to the Public for all Meetings of the Council, County Boards, Commissions and Other Public Bodies Created by the State and Those Appointed by the Council (Collectively "Appointed County Committees.").**

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

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**YES - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson**

**NO - 0:**

## **7. DEPARTMENT BUSINESS**

- 7.a. [19130-25a](#) Award of Bid No. IFB 25-21 for the Purpose of Los Alamos WWTP Belt Press Replacement Project with Meridian Contracting, Inc.

Mr. James Alarid, Deputy Utility Manager - Engineering presented.

Chair Gibson provided an opportunity for comments and questions from the board and staff. The following individuals spoke:

1. Member Nakhleh
2. Member Gibson
3. Member Hollingsworth

Chair Gibson provided an opportunity for public comment on this item, there was none. Chair Gibson then called for a motion.

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**Member Hollingsworth moved and Member Nakhleh seconded that the Board of Public Utilities approve the Award of IFB 25-21 for the Purpose of Los Alamos WWTP Belt Press Replacement Project with Meridian Contracting, Inc., in the Amount of \$2,425,969.00 and a contingency in the amount of \$242,597.00, for a total of \$2,668,566.00, plus Applicable Gross Receipts Tax. He further moved that the Board of Public Utilities approve Budget Revision 2025-30 in the amount of \$595,033.00 and include Budget Revision 2025-30 in the minutes, and forward to Council for approval. The motion passed by the following vote:**

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**YES - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson  
NO - 0:**

## **8. BOARD BUSINESS**

### 8.a. Chair's Report

Chair Gibson reported that:

1. The Daily Post reported that Kit Carson received grant funding of \$231 million for their solar hydrogen project.
2. A settlement agreement was reached on the Quemazon easment issue. He commended Mr. Thomas Wyman, Assistant County Attorney for his efforts.

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

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

There were none.

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

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

Mr. Philo Shelton reviewed his report which was included in the meeting packet. Chair Gibson provided an opportunity for board questions. There were none.

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

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

Ms. Anne Laurent reported that:

1. County Council elected Theresa Cull as Chair and Suzie Havemann as Vice Chair at their January 7th meeting.
2. Council discussed an EV transition plan for fleet and county.
3. On Jan 14 Council endorsed FY26 budget guidance. There were higher revenues in GRT last year, but these will only be used for one-time spending.
4. The County Manager's Office (CMO) is currently recruiting for public works director - interviewing at the end of the month.
5. On January 16 she will present the 2024 County Annual Report at the Chamber Breakfast.
6. In March, CMO staff and Councilors will travel to Washington, DC for annual lobbying on federal priorities.
7. She stated that it may be worthwhile to have Mr. Jerry Smith and the selected contractor report to the BPU on the anticipated broadband schedule.

Chair Gibson provided an opportunity for questions or comments from the board. There were none.

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

8.e. Council Liaison's Report

Vice Chair Havemann reported that:

1. Council discussed a potential wildlife feeding ordinance and asked staff to return with a revised ordinance. There is interest in looking at the City of Ruidoso's ordinance for guidance.
2. Engagement with the small and local business community is a top priority for Council. They brainstormed on collaborations and decided to form a Working Group consisting of three councilors, community members and business owners to work on this issue.
3. Council is considering revisiting the issue of plastic bags. There was an idea proposed to charge a ten cent fee rather than an outright ban. Council requested that the ESB research and report back to Council.
4. Council is revisiting the fees for property owners of vacant buildings.
5. Council is also revisiting instituting a mandated minimum wage.

Chair Gibson provided an opportunity for comments or questions from board. The following individuals spoke:

1. Member Stromberg
2. Member Nakhleh

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

8.f. Environmental Sustainability Board Liaison's Report

Mr. Deringer unexpectedly had an issue at work and was unable to attend.

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

8.g. General Board Business

8.g.1. [19368-25](#) Election of Board of Public Utilities Chair and Vice Chair for Calendar Year 2025

Chair Gibson explained that the board is required by Ordinance to elect a chair and vice-chair annually in January. He then reviewed the process to be followed which was also outlined in the meeting packet.

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Chair Gibson called for nominations for Chair:

1. Member Hollingsworth nominated Member Gibson; he accepted.
2. Member Stromberg nominated Member Nakhleh; he declined.

Member Heavner moved and Member Nakhleh seconded that the Board close nominations and reelect Member Gibson as Chair.

The motion passed by the following vote:

YES - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson

NO - 0:

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Chair Gibson called for nominations for Vice Chair:

1. Member Nakhleh nominated Member Stromberg; he accepted.

2. Member Hollingsworth nominated Member Heavner; he declined.
3. Member Heavner nominated Member Nakhleh; he declined.

Member Heavner moved and Member Nakhleh seconded that the Board close nominations and reelect Member Stromberg as Vice Chair.

The motion passed by the following vote:

YES - 5: Members Hollingsworth, Heavner, Nakhleh, Stromberg and Gibson

NO - 0:

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- 8.h. Board Expenses (NONE)

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

## **9. STATUS REPORTS**

- 9.a. [19371-25](#) **Monthly Status Reports for November & December 2024**

Chair Gibson provided an opportunity for comments or questions from the board. The following individuals spoke:

1. Member Gibson

**No action.**

## **10. UPCOMING AGENDA ITEMS**

- 10.a. [19369-25](#) Tickler File for February - April 2025

Chair Gibson reviewed tickler items for the next meeting. He then provided an opportunity for comments or questions from the board. There were none. Chair Gibson then mentioned that he, Vice Chair Stromberg and Mr. Shelton plan to meet the fourth Friday of each month to review tickler items. Board members were encouraged to submit agenda items for the tickler at any time.

**No action.**

## **11. PUBLIC COMMENT**

Chair Gibson provided any opportunity for public comment on any item. There was none.

## **12. ADJOURNMENT**

**The meeting adjourned at 8:25 pm.**

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**APPROVAL**

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**Board of Public Utilities Chair**

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**Date Approved by the Board**

**Minutes transcribed by: Kathy Casados, Executive Assistant**

**ATTACHMENTS**

*(in agenda order)*

- 2. Public Comment by Steve Tobin - document distributed to BPU Members
- 4.c. Budget Revision 2025-31
- 8.c. Utilities Manager's Report 1/15/25