

**OPERATING PROCEDURES**  
**PREPARED PURSUANT TO THE TERMS OF**  
**THE ELECTRIC ENERGY COORDINATION AGREEMENT (ECA)**

**Between the**  
**UNITED STATES DEPARTMENT OF ENERGY/**  
**NATIONAL NUCLEAR SECURITY ADMINISTRATION**  
**(DOE/NNSA)**

**And**  
**THE INCORPORATED COUNTY OF LOS ALAMOS (County)**  
**(Contract No. ##)**

The DOE/NNSA and the Incorporated County of Los Alamos (the County), collectively referred to as the Operating Committee established these operating procedures pursuant to the Electric Coordination Agreement (ECA). The Operating Committee shall carry out its respective duties and obligations in accordance with these approved operating procedures. The operating procedures are categorized as follows: Administration (procedure series A), Budgets (procedure series B), Operations (procedure series C) and Planning (procedure series D).

These Operating Procedures are to be approved in accordance with Section 6 of the Statement of Work. The approved operating procedures shall become effective upon the last signed date shown below.

U.S. DEPARTMENT OF ENERGY  
NNSA

INCORPORATED COUNTY OF LOS  
ALAMOS

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Chairman of the Board of Public Utilities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman County Council

\_\_\_\_\_  
Date

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<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Committee Membership and Meetings

## ADMINISTRATIVE, PROCEDURE SERIES A

### 1. POLICIES & PROCEDURES

- 1.1. The Operating Committee shall be comprised of representatives designated by the County Utilities Manager or DOE/NNSA COR from each party, its number of members may vary from time to time and membership will be reviewed annually. For purposes of voting on Operating Committee matters, each party shall have one vote which shall reflect the consensus of each party's representatives present at the Operating Committee Meeting.
- 1.2. The County shall prepare minutes of Operating Committee Meetings. Distribution shall be made to all members of the Operating Committee no later than seven days before the subsequent Operating Committee Meeting.
- 1.3. The Operating Committee shall normally meet bi-monthly but may meet more or less frequently when otherwise warranted. A meeting date shall be set by the Operating Committee during the next meeting unless otherwise agreed upon.
- 1.4. The Manager of Operations shall normally conduct all Operating Committee meetings.
  - 1.4.1. Whenever possible, items requiring committee vote shall be distributed to all members of the Operating Committee no later than seven days before the meeting where such action is expected to be taken. If the vote is for a new approved resource, all pertinent documentation shall be provided to the Operating Committee at least a week prior to the next meeting.
- 1.5. DOE/NNSA and County involvement with third parties is pursuant to the terms and conditions of the third-party agreements that are identified below.
  - 1.5.1. PNM/County Open Access Transmission Tariff (OATT) Service Agreements
    - Network Integration Transmission Service Agreement (NITSA)
    - Network Operating Agreement (NOA)
  - 1.5.2. Tri-State G&T/County Interconnection Agreement
    - Service Schedule A - Emergency Assistance
    - Service Schedule B - Economy Energy Interchange
    - Service Schedule C - Banked Energy
    - Service Schedule D - Reciprocal Wheeling Service
    - Service Schedule E - Scheduled Outage Assistance
    - Operating Procedure I - PNM/Tri-State/LAC

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Committee Membership and Meetings

- Transmission Service Agreement (Spills & Coyote substations) for Hydro Wheeling

### 1.5.3. Other Agreements

- Nora/County Wheeling Agreement
- Jemez/County Wheeling Agreement
- Western Electricity Coordinating Council/NNSAL and LAC Agreement (WECC)
- Western/LAC Firm Electric Service Agreement
- Western/LAC Firm Transmission Agreement
- Western/DOE Firm Electric Service Agreement
- Lincoln Electric System/LAC LRS Participation Agreement
- Basin Electric Cooperative/LAC Displacement Agreement
- PNM/DOE Electric Service Agreement (WAPA Transmission Service)
- WAPA BA Services Agreement
- WAPA Generator Imbalance Agreement
- WAPA De-minimus Entity Agreement (possibly)
- San Juan Project Participation Agreement
- San Juan Restructuring Agreement
- San Juan Mine Reclamation & Trust Funds Agreement
- San Juan Decommissioning Agreement
- USACE Memorandum of Agreement between USACE & LAC for Operation and Maintenance of Hydro
- El Vado, Memorandum of Agreement between USBOR, MRGCD and LAC for Operation and Maintenance of Hydro
- Western Systems Power Pool/LAC Agreement
- Miscellaneous Short-Term Agreements
- LAC/PNM Marketing-excess energy sales agreement
- Colorado River Electric Distributors Association (CREDA)
- LAC/Western/PNM Operating Procedure #1
- Southwest Regional Transmission Association (SRTA)
- Regional Transmission Organizations (RTO's)
- Short-Term Energy Purchase/Sales Agreements
- Western/LAC Scheduling and Merchant Desk Agreement for SNL/KAFB
- WAPA/NNSA Interagency Agreement for Purchase of Renewable Energy
- Utah Associated Municipal Power Systems
- Foxtail Flats PPA and ESA

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Committee Membership and Meetings

**1.6.** Representatives from the DOE/NNSA and/or County shall have authority and responsibility to represent their respective parties' interest in matters related to the above referenced agreements. The Manager of Operations may be delegated as the Contract Representative by DOE/NNSA or County for operational matters related to the various contracts.

**1.6.1.** The Representative(s) for matters related to the agreements or organizations listed above shall carry out their respective duties and obligations pursuant to the Approved Operating Procedures established for Budgets (procedure series B), Operations (procedure series C), and Planning (procedure series D).

**1.6.2.** The Representative(s) for matters related to the agreements or organizations listed above shall be responsible to keep the Operating Committee informed on matters under deliberation.

**1.6.3.** The Representative(s) for matters related to the agreements shall be responsible to maintain a record of the minutes of each meeting and/or any procedures, practices or action established.

**1.6.4.** The Representative(s) for matters related to the agreements or organizations listed above shall inform the Operating Committee of items that could alter cost responsibility, alter contractual commitments, or impact service reliability for the Los Alamos Power Pool.

## **2. APPROVALS**

**2.1.** Reserved

## **3. ATTACHMENTS**

**3.1.** Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A2
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(7) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Manager of Operations and Other Approved Pool Personnel

## 1. POLICIES & PROCEDURES

### 1.1. Selection and Appointment of Manager of Operations

**1.1.1.** The County shall be responsible to recruit potential candidates for the position of Manager of Operations for interview by representatives of both Parties to the Operating Committee. Such representatives of the Parties shall recommend the preferred candidates to the Operating Committee. The Manager of Operations will normally be, unless otherwise agreed by both Parties, a County employee who functionally will report to and receive direction from the Operating Committee. His/her compensation shall be handled by the County.

**1.1.2.** If the position of the Manager of Operations is vacant, the County Utilities Manager, with concurrence of the Operating Committee, shall appoint an Acting Manager of Operations on an interim basis until recruitment and selection is completed in accordance with Item 1.1.1 above.

**1.1.3.** The members of the Operating Committee may individually provide the County Utilities Manager specific written recommendation to be included in the Manager of Operation's annual performance appraisal. The County Utilities Manager shall then make annual performance evaluations, concurrent with that of the County's performance evaluation process of the Manager of Operations.

**1.1.4.** The Manager of Operations shall annually conduct a review of Pool Personnel requirements as part of the annual budget process and, should a need for changes arise, propose changes to the Operating Committee for their consideration and possible recommendation to the Contracting Officer and County Authority. The following are the job titles and number of full-time employees (FTE) for each approved pool positions:

Manager of Operations (1 FTE)  
Power System Supervisor (1 FTE)  
Sr. or Power System Operators (7 FTE)  
Apprentice Power System Operator(s), as needed (0 FTE)  
Sr. or Data Analyst (1 FTE)

**1.1.5.** The Manager of Operations shall maintain a listing of all operating procedures and guidelines that have been established.

## 2. APPROVALS

Reserved

## 3. ATTACHMENTS

Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A3
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(5) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Procedure Changes

## 1. POLICIES & PROCEDURES

- 1.1. The Manager of Operations shall review every three years or as necessary the practicality and appropriateness of the Approved Operating Procedures and, where revisions to, deletions from or additions to the Operating Procedures are viewed to be beneficial, recommend changes to the Operating Committee. The Manager of Operations shall be responsible for preparation of revisions to or the establishment of Operating Procedures to the Operating Committee for their review and approval. In addition, changes may be recommended whenever deemed necessary by the Manager of Operations or members of the Operating Committee.

## 2. APPROVALS

- 2.1. All proposed changes to the Approved Operating Procedures are to be submitted to the County Authority and the Contracting Officer for their review and approval.

## 3. ATTACHMENTS

- 3.1. Reserved



<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A4
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(3) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Retention of Operating Reports and Records

## 1. POLICIES & PROCEDURES

- 1.1. The Manager of Operations shall establish a Resource Pool filing system. All records related to the Resource Pool will be retained in accordance with state, federal or industry records and information management (RIM) requirements applicable to each organization within the Pool. Any other records not specified in this agreement shall fall under the New Mexico Administrative Code (NMAC) record retention and disposition schedules.
- 1.2. Maintenance and test reports shall be retained by the owner of the related facility. The owners of such Pool Facilities shall make available copies upon request of the maintenance and test reports for designated facilities to the Manager of Operations. If information in such files is readily accessible by the Manager of Operations, portions of such files may serve in place of files that the Manager of Operations would otherwise maintain. If such files are not readily accessible by the Manager of Operations, the Manager of Operations shall specify information on DOE/NNSA and County owned Pool Resources that is required and DOE/NNSA's contractor (LANL) and the County shall provide such information on a continuing a basis for inclusion in the files of the Manager of Operations.

## 2. APPROVALS

- 2.1. The Manager of Operations shall review and approve the proposed filing system as well as verify annually that the records are being maintained in an acceptable manner and report to the Operating Committee.

## 3. ATTACHMENTS

- 3.1. Resource Pool File Retention Schedule

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A4
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(3) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Retention of Operating Reports and Records

<b>RESOURCE POOL FILE RETENTION SCHEDULE</b> <b>REVISED MARCH 2013</b>					
	<b>TYPE OF RECORD</b>	<b>RECORD SERIES</b>	<b>RECORD TITLE</b>	<b>RETENTION</b>	<b>VALUE</b>
A)	<b>DOE/NNSA INVOICES/BILLS</b>  (To be stored in their entirety with the following documents included :) <ul style="list-style-type: none"> <li>• DOE/NNSA/LAC monthly settlement sheets</li> <li>• Invoices from power suppliers</li> <li>• Invoices for transmission services provided by others</li> <li>• Payments for power sales</li> <li>• Payments for transmission services</li> <li>• Invoices from PNM</li> </ul>	1.21.2.301	Accounts Payable	Destroy six years from date audit report released.	FISCAL
B)	<ul style="list-style-type: none"> <li>• <b>ALL OTHER INVOICES</b> (at LAC, official invoice records are maintained by the County's enterprise reporting system)</li> </ul>	1.21.2.303	Accounts Receivable	Destroy six years from date audit report released	FISCAL
C)	<b>DEBT SERVICE ON APPROVED RESOURCES</b>  (Including but not limited to the following :) <ul style="list-style-type: none"> <li>• Debt service schedules</li> <li>• Records of payments</li> <li>• Interest income</li> </ul>	1.21.2.341	Investments	Destroy six years from date file closed.	FISCAL

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A4
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(3) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Retention of Operating Reports and Records

D)	<b>ECA BUDGETS</b>  Including but not limited to the following: <ul style="list-style-type: none"> <li>Annual operating budgets for all Approved Resources</li> <li>Capital budget items</li> </ul>	1.21.2.326	Annual Budget	Permanent	FISCAL
E)	<b>APPROVAL OF CAPITAL BUDGET ITEMS FOR COUNTY OWNED RESOURCES</b>  <i>Note:</i> These must be approved through the Board of Public Utilities and, if over \$300,000.00, through LA County Council. Approvals of these capital budget items are documented in meeting minutes, which are kept permanently.	1.21.2.326  1.21.2.452	Annual Budget  Meetings	Permanent	ADMINISTRATIVE
F)	<b>DISPATCH AND POWER SCHEDULING OPERATING REPORTS</b>  (Including but not limited to the following: <ul style="list-style-type: none"> <li>Corrected copies of daily schedule</li> <li>Daily power factor report (by hour)</li> <li>Daily load component summary (by hour)</li> <li>Written daily log</li> <li>Disturbance reports)</li> </ul>	1.21.2.116	Reports - General	Destroy two years from date file created	ADMINISTRATIVE

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Administrative	<b>PROCEDURE #:</b> A4
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(3) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Retention of Operating Reports and Records

	<ul style="list-style-type: none"> <li>Miscellaneous reports</li> </ul>				
G)	<b>HYDRO FACILITY – OPERATIONS DOCUMENTS</b> (including but not limited to the following: <ul style="list-style-type: none"> <li>Monthly operation reports</li> <li>Written daily logs</li> <li>Maintenance records)</li> </ul>	1.21.2.116	Reports - General	Destroy two years from date file created	ADMINISTRATIVE
H)	<b>INTERCONNECTION AGREEMENTS (i.e. WECC, etc.)</b>	1.21.2.116	Reports - General	Destroy two years from date file created	ADMINISTRATIVE
I)	<b>RESOURCE STUDIES AND PLANNING DOCUMENTS</b>	1.21.2.116	Reports - General	Destroy two years from date file created	ADMINISTRATIVE
J)	<b>DOE/NNSA/LAC OPERATING COMMITTEE MINUTES</b>	1.21.2.452	MEETINGS	PERMANENT	HISTORICAL
K)	<b>DOE/NNSA OWNED FACILITIES</b>		To be developed and retained by DOE/NNSA		

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(4) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Capital Budget

## 1. POLICIES & PROCEDURES

- 1.1. The Operating Procedures require the preparation and submittal to the Operating Committee of certain annual budgets, operating plans and other reports for the review and approval by the Operating Committee and/or the Contracting Officer and County Authority.
- 1.2. The Manager of Operations shall maintain a schedule of required Pool reports, which shall be updated quarterly and presented to the Operating Committee.
- 1.3. All reports requiring Operating Committee vote shall be dated and provided to each member of the Operating Committee at least 10 days prior to the Operating Committee meeting, unless otherwise agreed.
- 1.4. Within 45 days of the date presented to the Operating Committee, the Operating Committee shall either formally accept or reject annual budgets, operating plans and other reports submitted for Operating Committee vote. If rejected, the Operating Committee shall specify the desired course of action.

## 2. APPROVALS

- 2.1. Once the annual budgets, operating plans and other reports are approved by the Operating Committee then it will be submitted to the County Authority and the Contracting Officer for their review and approval, as needed.

## 3. ATTACHMENTS

- 3.1. Reserved

## BUDGETS, PROCEDURE SERIES B

## 1. POLICIES & PROCEDURES

- 1.1. The County Deputy Utilities Manager – Finance & Administration shall develop and present a detailed 24-month Budget including capital and operating expenditures to the Operating Committee by April 1<sup>st</sup> of each year.

The Budget for Capital Expenditures Budget shall reflect all equipment purchases for single items of \$250,000 or more, except as otherwise provided in the DOE/NNSA and County Coordination Agreement. Items less than \$250,000 shall be shown in the Operating Budget and expensed per Section b (4) Classification of Expenditures

- 1.2. The service life, method of capitalization and amortization, repayment schedule and current budget year recovery, if any, shall be specified as part of the Capital Budget.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(4) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Capital Budget

- 1.3. DOE/NNSA will ensure that LANL provides the County Deputy Utilities Manager – Finance & Administration with Capital Budget requests for DOE/NNSA Approved Resources by January 15 annually.
- 1.4. Capital Budget items which are controlled by the operating agent of generating resources for which neither DOE/NNSA nor County is the operating agent shall be passed through as demand expenses.
- 1.5. Only money for items covered by the Capital Budget shall be expended except as necessary during an emergency, forced outage or to avoid possible equipment damage or to minimize the risk of injury.
- 1.6. The County Deputy Utilities Manager – Finance & Administration shall review the Capital Budget at least quarterly and prepare an amended budget if warranted by changes in circumstances.

## 2. APPROVALS

- 2.1. Once the Operating Committee has accepted the Capital Budget, or any revision thereof resulting in a net increase, it must be submitted to the County Authority and the Contracting Officer for their review and approval.

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B2
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(4) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Budget

## 1. POLICIES & PROCEDURES

- 1.1. The County Deputy Utilities Manager – Finance & Administration shall develop and present a detailed 24-month Budget including Capital and Operating Expenditures to the Operating Committee by April 1<sup>st</sup> each year. Miscellaneous Operating Expenditures of more than \$100,000 shall be detailed on a supplemental schedule to allow monitoring and administration of costs. The planned use of outside personnel, equipment and services shall be separately identified.
- 1.2. DOE/NNSA will provide County with a load forecast by month for development of the Operating Budget by January 15 annually.
- 1.3. The Budget shall reflect the planned operating schedule of Procedure C1, *Annual Operating Plan for Approved Resources*.
- 1.4. DOE/NNSA will ensure that LANL provides the County Deputy Utilities Manager – Finance & Administration with Operating Budget requests for DOE/NNSA owned facilities by January 15 annually for DOE/NNSA's Approved Resources.
- 1.5. Once the Operating Budget is approved, only such funding categories as specifically provided for expenditure in the approved Budget are authorized except in the case of situations where personnel safety, system service integrity or risk of equipment damage may result.
- 1.6. It is recognized that the Operating Budget represents an approved plan of operations, and it is not to be used to inhibit prudent utility operation. The Manager of Operations in actual operations is expected to make decisions as appropriate to assure system reliability and minimize overall operating costs in a prudent manner. The Manager of Operations to the maximum extent possible shall make decisions that are consistent with prudent utility practices as have been, or may be, established by the Western Electricity Coordination Council, North American Electric Reliability Corporation, or the Federal Energy Regulatory Commission or successors thereto.
- 1.7. Actual operating results are to be compared against budgeted results on a year-to-date line-item basis no less than quarterly, and the County Deputy Utilities Manager – Finance & Administration shall provide to the Operating Committee a written explanation for significant variations (plus/minus 10% actual versus budget and over \$100,000).
- 1.8. Significant departures from the Operating Budget as defined in item 1.5. shall be subject to a prudence review by the Operating Committee and reported to the Contracting Officer and County Authority if found to result from imprudent operations.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B2
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(4) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Budget

- 1.9.** The Manager of Operations shall inform the County's Deputy Utilities Manager – Finance & Administration of circumstances which may cause significant variances to the Operating Budget.
- 1.10.** The Deputy Utilities Manager – Finance & Administration shall review the Operating Budget at least quarterly and prepare an amended Operating Budget if warranted by changes in circumstances.

## **2. APPROVALS**

- 2.1.** Once the Operating Committee has accepted the budget, or any revision thereof resulting in a net increase, it must be submitted to the County Authority and the Contracting Officer for their review and approval.

## **3. ATTACHMENTS**

- 3.1.** Reserved



<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B3
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section b of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Billing and Payment

## 1. POLICIES & PROCEDURES

- 1.1. Resource Accounting Pool costs will be allocated in accordance with Section b. *Resource Costs and Payment* of the DOE/NNSA and County Coordination Agreement.
- 1.2. The County's Deputy Utilities Manager – Finance & Administration will be responsible for development of invoice format and preparation of bills.
- 1.3. The Manager of Operations shall review all invoices related to his enumerated duties and approve such invoices for billing and payment.
- 1.4. In the event of a question regarding portions of any bill, the party receiving such bill shall furnish the Deputy Utilities Manager – Finance & Administration a written statement of the issue including all relevant information to clearly define the dollar amount at issue. The County's Deputy Utilities Manager – Finance & Administration shall review the item under question and attempt to resolve the question. If the County's Deputy Utilities Manager – Finance & Administration is not able to resolve the question in a manner that is acceptable to the Parties, within 45 days of receipt of the written statement, he/she shall provide relevant information to all members of the Operating Committee for review and resolution at the next regular scheduled Operating Committee meeting. If the Operating Committee is unable to resolve the question, it shall be referred to the Contracting Officer by the aggrieved party for resolution in accordance with the FAR 22.233-1, *Disputes*, of the DOE/NNSA and County Coordination Agreement. This procedure is intended as an optional means for expeditiously resolving issues and is not intended to preclude either party from their right to direct use of the Contract Disputes Clause.
  - 1.4.1. By whichever of the above manners the dispute is resolved, the County's Deputy Utilities Manager – Finance & Administration shall notify the aggrieved party in writing of the final determination in the matter. Copies of such correspondence shall be sent to all members of the Operating Committee, the Contracting Officer and the County Authority, and all Parties concerned in the dispute, and shall be appended to the minutes of the next regular Operating Committee Minutes.
- 1.5. County's Deputy Utilities Manager – Finance & Administration shall maintain a record of outstanding billing disputes and their status.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B4
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 3 b (3) of the Statement of Work.	<b>PROCEDURE DESCRIPTION:</b> Adjustments for Prior Period Invoiced Corrections

## 1. POLICIES & PROCEDURES

- 1.1. The County's Deputy Utility Manager – Finance & Administration will be responsible for the calculation of adjustments to the current month invoice for changes in prior months invoiced amounts.
- 1.2. Adjustments associated with changes in prior months invoiced amounts shall be allocated to the Parties using the appropriate billing parameters from the month the charges were first invoiced.
- 1.3. The current months invoice shall include sufficient detail to show the determination of prior month adjustments.
- 1.4. The Manager of Operations shall review all invoiced adjustments as part of his/her duties under Procedure B3, *Billing and Payment*.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B5
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(4) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Timing of Expenditures

## 1. POLICIES & PROCEDURES

- 1.1. The Parties recognize that the timing of expenditures could have significant impact on the allocation of costs. While costs included in capacity charges are spread evenly over the year, and most energy charges are included in the settlement sheets in the months they benefit, other costs occur periodically which benefit a longer period of time than the current month.
- 1.2. To eliminate the possibility of timing expenditures to benefit either party, operations expenditures that are expected to benefit more than the current month shall be included in the Resource Pool using an average allocator that corresponds to the months that will receive a benefit.
- 1.3. Capital expenditures less than \$250,000 shall be allocated based on a rolling twelve-month demand allocator. This rolling allocator shall be computed as the average allocator for the current and previous eleven months.
- 1.4. Examples of operations expenditures benefiting periods greater than the current month shall include but not be limited to: falling water charges, prepayments of transmission services and payments for professional services.

## 2. APPROVALS

- 2.1. All proposed allocation methods should be submitted to the Operating Committee for their review and approval as part of the annual budget process or updates thereof.

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B6
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 3 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Accounting for Pool Operations

## 1. POLICIES & PROCEDURES

- 1.1. The County shall maintain a separate checking account for Pool revenues and County related Pool expenses.
- 1.2. The net earnings on this separate checking account shall be included in the capacity charge computation for County owned resources.
- 1.3. Reconciliation - Within eleven months after the end of the County's fiscal year, the County will prepare a reconciliation of its audited general ledger to the costs included in the settlement sheets for the fiscal year.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Attachment A, Exhibit 1 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Special Purpose Approved Resources (SPAR)

## 1. POLICIES & PROCEDURES

### 1.1. Technical Area-3 Combustion Turbine

- 1.1.1.** The Technical Area-3 Combustion Gas Turbine Generator (TA-3 CGTG) is classified as a Special Purpose Approved Resource (SPAR) and is considered Authorized or Unauthorized by the Manager of Operations (MOP) and as defined in 1.1.2. This procedure is designed to incorporate DOE/NNSA's CGTG into the resource mix available to serve the DOE/NNSA's load and/or Los Alamos Power Pool (LAPP) load and regional utility network needs on an "as required" basis. DOE/NNSA's load can be served by the TA-3 CGTG after all LAPP approved resources have been used to serve LAPP load. Energy Credits will be includable in the Resource Accounting Pool only when the TA-3 CGTG is Authorized and scheduled to serve LAPP load or regional utility needs by the MOP or designee.
- 1.1.2.** TA-3 CGTG Authorized operations shall include, but not necessarily be limited to, periods of operation for a) serving LAPP load requirements; b) Balancing Authority requested operation; and c) training, rating, operational and equipment acceptance tests as required to comply with Western Electricity Coordination Council (WECC) requirements. All such operation shall be classified as "Authorized Operation".
- 1.1.3.** TA-3 CGTG Unauthorized operations shall include the use of generation to supply DOE/NNSA's load. To avoid excess inadvertent power and sales risk in the markets Los Alamos County Operations and DOE/NNSA's O&M will coordinate the scheduling of the TA-3 CGTG on a month ahead, day ahead and real time operations basis. Such Operations shall be classified as "Unauthorized Operation".
- 1.1.4.** Cost Recovery for the TA-3 Combustion Gas Turbine Generator shall be defined as below:
- 1.1.4.1.** Energy Credit
- The DOE/NNSA shall receive a credit equal to the cost of the fuel at the time of generation when operation is authorized by the MOP and a fixed fee of \$26.15/MWhr (2023) to cover operations and maintenance and capital costs (O&MC), expenditures in addition to the cost of the natural gas fuel for the unit. The fixed O&MC cost will be reviewed and updated annually by DOE/NNSA and adjusted as part of the annual budget submittal.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Attachment A, Exhibit 1 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Special Purpose Approved Resources (SPAR)

If the TA-3 CGTG generates energy without authorization of the Manager of Operations per 1.1.2, the energy credit will be equal to one MWh of reduction in DOE/NNSA's load for each MWh of net generation. This credit shall be in lieu of O&MC cost described above.

#### **1.1.4.2.**

##### **TA-3 CGTG Incidental Third-Party Sales**

The TA-3 CT unit is not intended for third party sales under normal conditions; however, during network emergencies the unit may be utilized under section 1.1.2. Revenues from TA-3 CGTG operations in response to authorized operations shall be determined by applicable agreements and/or tariffs. Costs (in accordance with section 1.1.3.1) and revenue shall be accounted for and shared by the Parties following the ECA accounting procedures.

#### **1.1.4.3.**

##### **Ancillary Transmission Service Charges**

Network transmission tariffs require that certain ancillary services be charged for load-serving generators connected to the transmission network. Applicable ancillary services are priced under the PNM NITSA tariff and billed to the County as part of the monthly transmission services invoice. Additional ancillary fees associated with the TA-3 CGTG will be treated as common transmission costs. Such charges attributable to third-party sales to the extent practical shall be identified and recovered from the third-party user.

#### **1.1.4.4.**

##### **Metering**

Net electric output of the TA-3 CGTG shall be metered with time-of-use kW/kWh meters with a minimum of 60-day storage capability using 60-minute clock-hour demand intervals. Interval-by-interval metering data shall be provided to the Manager of Operations and the authorized metering agent for billing purposes. The hourly output of the TA-3 CGTG shall be combined with the total net imports and other local generation to determine the LAPP monthly demand and energy usage.

Fuel used for Authorized Generation will be directly metered and adjusted to eliminate fuel used for all other equipment.

## **1.2. Quick Start Emergency Generators**

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Attachment A, Exhibit 1 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Special Purpose Approved Resources (SPAR)

- 1.2.1. DOE/NNSA and/or County may install back-up or emergency generators on their distribution systems to provide emergency service in the event of a power supply failure. If the emergency generators are connected to the power grid using appropriate synchronizing and system protection devices; they may qualify as Special Purpose Approved Resources-Contingency Reserve (SPAR-CR). Starting and stopping of a SPAR-CR unit must be under the direct control of the LAPP Power System Operators.
- 1.2.2. The owner of a SPAR-CR will receive an energy credit equal to the energy provided. Operation for testing and training will be performed as necessary by the owner; however, only a one-to-one energy credit will be received for non-contingency reserve operation. No capacity credit, fuel expense, or other operating or maintenance expenses will be incurred by the LAPP related to SPAR-CRs.
- 1.2.3. Each SPAR-CR shall be equipped with time-of use kWh/kW meters which can be always monitored by the LAPP Power Operations Center (POC). The output of each SPAR-CR shall be added to the hourly load calculation for the LAPP monthly invoice. Each SPAR-CR, which now includes the WETF Emergency Diesel Generator and the TA-3 Steam Plant Emergency Diesel Generator, shall be initially certified by the Manager of Operations.
- 1.2.4. The owner of a SPAR-CR unit will notify the LAPP Power Operations Center when it plans to operate a unit for training and testing purposes and when a unit is unavailable for operation to enable the Power System Operators to adjust the resource schedule accordingly.
- 1.2.5. The owner of a SPAR-CR may withdraw its units from LAPP by providing a 60-day advance written notice of its intent to the Manager of Operations.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B8
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #	<b>PROCEDURE DESCRIPTION:</b> Customer Related Costs

## 1. POLICIES & PROCEDURES

- 1.1. Certain County owned facilities or their customers are connected to or are in close proximity to DOE/NNSA owned utility facilities. From time to time those NNSA owned utility facilities may need to be modified to accommodate upgrades, repairs, new tie-in or replacements to County facilities. Due to security and access issues, such modifications usually must be done by an NNSA contractor. To accomplish such modifications, the County Utilities Manager should formally request a quote for such work from the DOE/NNSA Contracting Officer Representative (COR) and/or Facilities Operations Director for Utilities and Institutional Facilities (FOD). The COR and/or FOD shall provide a written quote to include an estimate of the cost of the work as well as a not to exceed amount. Once accepted by the County, the work may commence. Upon completion of the work, the COR and/or FOD shall present a bill to the County's Utilities Manager.
- 1.2. Similarly, Los Alamos National Laboratory or their customers may need utilities work done by County crews or contractors from time to time. For such work the COR and/or FOD should formally request a quote for such work from the County's Utilities Manager. The Utilities Manager shall provide a written quote, including a not to exceed amount. Once accepted by the COR and/or FOD, the work may commence. Upon completion of the work, the Utilities Manager shall present a bill to the COR and/or FOD.
- 1.3. The Parties shall make every effort to prepare a reasonable quote and to complete the work efficiently. If during the work the scope or conditions significantly change such that the project cost may exceed the not to exceed amount, the party performing the work shall notify their counterpart in writing, by preparing and delivering a revised quote. The other party must accept the revised estimate before the cost incurred exceeds the original not to exceed amount. Once the work has been completed, the party performing the work shall deliver a bill to their counterpart within 60 days.
- 1.4. The County will add credit adjustments as needed for DOE/NNSA and/or their customers to the monthly invoice and the parties will review these credit adjustments monthly.
- 1.5. Payment
  - 1.5.1. Payment for work done under this operating procedure should be done as an adjustment to the monthly invoice under the Electric Coordination Agreement. The party being billed shall be responsible for proper accounting for the transaction in their respective financial records. Bills delivered by the 10th of the month shall be included in the invoice for the previous month, to be delivered by the 15th.



<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Budgets	<b>PROCEDURE #:</b> B8
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #	<b>PROCEDURE DESCRIPTION:</b> Customer Related Costs

## 2. APPROVALS

2.1. Reserved

## 3. ATTACHMENTS

3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4.(b).(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Annual Operating Plan for Approved Resources

## OPERATIONS, PROCEDURE SERIES C

### 1. POLICIES & PROCEDURES

- 1.1. Each party shall provide load forecasts of both demand and energy for electrical loads by January 15<sup>th</sup> for the ensuing ten years 1) for use in the next 24-month Operating Budget, 2) for use in LAPP resource planning studies and 3) to supply ten-year load data for PNM's operational and ten-year planning purposes pursuant to the NITSA/NOA requirements. The County shall have contractual responsibility for acquisition and transportation of short-term resources and other services required to provide Los Alamos Power Pool (LAPP) load requirements and to dispose of short-term excess energy. DOE/NNSA shall have contractual responsibility for acquisition and transportation of emergency and economy energy purchase transactions related to the operation of DOE/NNSA generation assets, DOE/NNSA owned transmission and DOE/NNSA's Western allocation. DOE/NNSA shall normally have contractual responsibility for acquisition and transportation of short term and other services for its resources. The Manager of Operations is responsible for scheduling of all resources.
  - 1.1.1. DOE/NNSA and the County will provide information to the Manager of Operations in a timely manner for use in scheduling and dispatching all LAPP resources.
  - 1.1.2. Neither party shall enter into arrangements for the use of other resources unless it can be demonstrated to the satisfaction of the Operating Committee that the proposed arrangements will be economically beneficial to both Parties, and they are either covered or approved in accordance with the terms of the DOE/NNSA and County Coordination agreement.
- 1.2. The Parties shall provide written documentation to the Manager of Operations for the following:
  - 1.2.1. Load forecasts of both demand and energy for electrical loads by month for the 24 months included in each 24-month budget period. DOE/NNSA and LANL shall include a separate component for intermittent loads greater than 1 MW. Such load forecasts shall be forwarded to the Manager of Operations by January 15, of each year.
  - 1.2.2. Hot start time requirements and LANL fuel cost.
  - 1.2.3. Other variable cost data.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4.(b).(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Annual Operating Plan for Approved Resources

1.2.4. Proposed Maintenance Schedule

1.2.5. Other information that may be required for operating purposes including planned operation per established guidelines.

1.2.6. List of all capital improvement projects to Approved Pool Resources for inclusion in the 24-month capital and operating budgets.

1.2.7. Transmission line data:

- One-line switching diagrams including control devices
- Nominal and max power carrying capacity
- Minimum, normal, and max operating voltage
- Advance maintenance and outage schedules
- SVC Maintenance and outage schedules

1.3. The Manager of Operations shall prepare an annual operating plan for approved resources and market purchases as follows:

1.3.1. Evaluate and prepare the proposed schedule of Western Resources pursuant to the terms of the Western/DOE/NNSA Interagency Agreement and LAC/Western Contract for firm electric service.

1.3.2. Gather and evaluate the planned availability and maintenance schedules of the County's the Laramie River capacity and the hydroelectric capacity, TA-3 CGTG, and the capacities of other available resources.

1.3.3. Prepare a schedule of loads and resources, which identifies monthly capacity deficiencies and surpluses.

1.3.4. Make proposals for short-term purchases and sales opportunities that should be contracted for in advance of the coming operating year for large blocks of capacity and/or energy.

1.3.5. Revise and update the annual operating plan whenever a significant change occurs.

## 2. APPROVALS

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> <b>ECA Contract #,</b> <ul style="list-style-type: none"> <li>• Section 4.(b).(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Annual Operating Plan for Approved Resources

- 2.1. The above items 1.3.4 and 1.3.5 shall be formally reviewed and approved by the Operating Committee.

### 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C2
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Operating Schedules and Reports

## 1. POLICIES & PROCEDURES

- 1.1. The Manager of Operations shall collect and evaluate load, operational, and economic data. The Manager of Operations shall prepare operating schedules and reports to assure that the resource pool is operating in an economic and reliable manner. The Manager of Operations shall:
  - 1.1.1. Schedule and dispatch Los Alamos Power Pool (LAPP) production resources;
  - 1.1.2. Administer purchase and sale transactions regarding economy energy, emergency and maintenance services, transmission services, and any other services necessary to minimize cost or maximize benefits to both DOE/NNSA and the County.
- 1.2. The Manager of Operations shall be responsible for the following:
  - 1.2.1. Preparation of an hourly schedule of the Approved Resources each day for the following day's operation, giving recognition to the Annual Operating Plan, expected loads and available resources.
  - 1.2.2. Adjustments to the hourly schedule shall be made as appropriate to meet load requirements and to take advantage of economic opportunities.
  - 1.2.3. Power Scheduling Software showing the actual and scheduled operations for accounting and operating purposes.
  - 1.2.4. Preparation of monthly operating reports which summarizes the previous month's operation.

## 2. APPROVALS

- 2.1. The Operating Committee shall review and approve any changes in the established format of the operating reports.

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C3
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(1) & (2) of Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Operating Reserves

## 1. POLICIES & PROCEDURES

- 1.1. The County shall maintain membership in the Western Electricity Coordinating Council (WECC) and comply with their operating criteria and those of the North American Electric Reliability Corporation (NERC).
- 1.2. The County has expanded the services offered by PNM under the NITSA to include Schedule 5 Operating Reserves and Schedule 6 Supplemental Reserves in order to meet this obligation.
- 1.3. The DOE/NNSA and County shall identify interruptible load, if any. The Manager of Operations shall establish guidelines as appropriate for the Power System Operators to follow during system disturbances and outages of generation and transmission resources.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C4
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> <ul style="list-style-type: none"> <li>ECA Contract #, Section 4(b)(1) &amp; (2) Statement of Work</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Transmission Facility Records and Operational Data

## 1. POLICIES & PROCEDURES

- 1.1. DOE/NNSA and County shall be responsible for the maintenance and operation of their respective contribution of transmission facilities to the Resource Pool. These responsibilities will normally be carried out pursuant to contracts between DOE/NNSA or the County and area utilities. In order to assure the ready availability of system data for joint and independent studies, as well as to facilitate system operations, it is agreed that a file of transmission and system data shall be maintained and available for the Operating Committee.
- 1.2. It is recognized that DOE/NNSA's M&O contractor will continue to maintain official files of data on DOE/NNSA owned facilities and the County will continue to maintain official files on County owned facilities.
- 1.3. DOE/NNSA's M&O Contractor and County will provide current data as required within 30 days upon by the Manager of Operations.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C5
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Transmission System Operation and Maintenance

## 1. POLICIES & PROCEDURES

### 1.1. Transmission Facilities

- 1.1.1. DOE/NNSA is NERC registered as a Distribution Provider (DP) but is still owner and operator for the transmission facilities.
- 1.1.2. DOE/NNSA and the County shall comply with NERC and WECC standards where applicable, for the safe and reliable operation of electric transmission system.
- 1.1.3. DOE/NNSA and the County shall be responsible for the maintenance and operation of their respective transmission facilities. Incurrence of significant costs relating to operation or maintenance of Pool transmission facilities will be reviewed and approved pursuant to the Operating Committee procedures for budgeting and planning.
- 1.1.4. DOE/NNSA 115 kV transmission and substation facilities are described in Attachment A, Exhibit 1.3 of the ECA.

### 1.2. Operating Personnel Credentials and Training

- 1.2.1. DOE/NNSA and the County shall staff at all times operating positions with personnel that are appropriately qualified for positions directly responsible for safe electric system operations.
  - 1.2.1.1. The County shall notify NNSA as necessary or as requested on any staffing vacancies or deficiencies relating to compliance with the requirements for staffing of certified and qualified personnel. The County shall continue to report on personnel shortfalls until the County is in compliance with the required level of staffing with qualified personnel.
- 1.2.2. DOE/NNSA through its M&O Contractor and the County shall provide training resources necessary for operating personnel to obtain and maintain operator qualifications.
  - 1.2.2.1. DOE/NNSA shall provide training and qualification requirements necessary for operations of NNSA electric transmission facilities.



<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C5
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Transmission System Operation and Maintenance

### 1.2.3.

## 1.3. Operating Procedures

**1.3.1.** Operating personnel shall be provided with the responsibility and authority to implement real time actions to ensure stable and reliable operations of the electric system.

**1.3.1.1.** Written operating procedures state that operating personnel have the authority to take or direct timely and appropriate real-time actions without obtaining approval from higher level personnel during normal and emergency conditions.

**1.3.2.** All maintenance work requiring a planned outage of transmission facilities which may impair the ability to adequately serve Resource Pool loads or reduce system reliability shall be coordinated and scheduled with the Transmission Operator, who will coordinate with County, PNM, and other affected entities as appropriate.

**1.3.3.** The Transmission Operator shall be responsible for administration of the load curtailment plan in accordance with general guidelines set forth in emergency operations plan and procedures developed by all Parties for their respective systems.

**1.3.4.** DOE/NNSA and the County shall have specific written procedures (clearance and switching) required for operating the electric transmission system in a manner, which ensures personnel safety, the safety of the general public, and the protection of property.

## 2. APPROVALS

**2.1.** Reserved

## 3. ATTACHMENTS

**3.1.** Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C6
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract # Section 4(b)(1) & (2) Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Coordination of Relays and Protective Equipment

## 1. POLICIES & PROCEDURES

- 1.1. Each permanent fault condition on TC-1, TC-2, LC-1, or LC-2 shall be investigated by the Manager of Operations, LAC Deputy Utility Manager, Electrical Distribution, and/or DOE/NNSA M&O contractor and a brief report shall be prepared and filed with the Operating Committee with a description of the sequence of relay and breaker actions that led to the fault being isolated. A determination should be made as to whether or not all affected devices performed properly, and if not, what changes should be made to assure proper clearance in the future.
- 1.2. DOE/NNSA and the County shall be responsible for the maintenance and operation of their respective relays and protective equipment. Incurrence of significant costs relating to operation or maintenance of relays and protective equipment will be reviewed and approved pursuant to the Operating Committee procedures for budgeting and planning.
- 1.3. Whenever system improvements are planned that could increase equipment duties, the facility owner shall provide a report for the Operating Committee of all affected equipment ratings and make recommendations of equipment replacement and/or revised Approved Operating Procedures as appropriate.
- 1.4. Official files of data on DOE/NNSA & County owned facilities will be maintained per Operating Procedure A4 *Retention of Operating Reports and Records*.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

## 1. POLICIES & PROCEDURES

### 1.1. Points of Interconnection with PNM

- 1.1.1. The points of interconnection with PNM are the ownership transfer point between DOE/NNSA and PNM pole No. 78 of the 115 kV Norton Line (NL) and the Southern Technical Area (STA) end of the 115 kV Reeves Line (RL) and SN 115kV Line at the Norton Substation
- 1.1.2. The Norton (NL and SN) and STA points of interconnection as well as the TA-3 CGTG shall be equipped with billing accuracy recording kWh meters which store data by interval. Billing meters shall allow the transfer of data to a personal computer for translation and determination of coincident demands among the metering points. PNM's interconnection meters will be read monthly to determine the total electrical energy into the LAPP.
- 1.1.3. DOE/NNSA shall be responsible for acquisition, installation, and maintenance of back-up metering equipment located at the Norton (NL and SN) and STA points of interconnection as well as net metering of the TA-3 CGTG while PNM will provide and maintain loss compensated metering equipment at Buckman and Norton. DOE/NNSA shall also own and maintain backup metering at Buckman as necessary.
- 1.1.4. Metering equipment at Norton (NL and SN) and STA shall be set to record power flows in and out of the Los Alamos Service Area. The Norton meter will be loss compensated to exclude transmission line losses on PNM's 115 kV line section of the NL Line.
- 1.1.5. All meters listed in Exhibit A & B in C7 may be inspected with representatives of DOE/NNSA, the County and PNM given an opportunity to be present.

Note: Manufacture's guidance for digital meters does not require calibration over the life of the meter.

### 1.2. Internal Los Alamos System

- 1.2.1. All points of normal delivery from the Los Alamos Power Pool (LAPP) to Los Alamos County load centers shall be equipped with billing accuracy recording demand meters with interval-by-interval storage capability (except for the

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

monthly peak demand meters in 1.2.2 to which a Diversity factor is applied) as shown in Exhibit A in C7. See Exhibits A in C7 for delivery points.

- 1.2.2.** Points of delivery from the LANL distribution system to Los Alamos County with estimated demands less than 25 kW shall be equipped with kWh meters with a peak indicating demand register.
- 1.2.3.** The DOE/NNSA shall be responsible for ownership, operation, and maintenance of all meters at points of delivery from its transmission and/or distribution system to Los Alamos County. The MOPS shall have oversight authority over all meter functions. The County shall have the right to inspect all delivery point meters and to separately read the meters and compare to the DOE/NNSA meter readings used for billing.
- 1.2.4.** Each party may choose to place an identification marker (i.e. a tag) on the meters they own and operate to delineate ownership. As needed, each party will notify the other party when a meter is installed, removed, or replaced, and must update the list on Exhibit A.
- 1.2.5.** Each party will be responsible for notifying their customers on who to contact for repairs, installation, or removal of meters during normal, emergency or off hours.  
For customer requests during normal business hours, please contact:  
LANL: Duty Office at 505-699-7452  
LAC: Customer Care Center 505-662-8333  
For emergency or off hours repairs on a meter, please notify:  
LANL: Facility Supervisor or Duty Officer: 505-699-4075 / 505-699-7452  
LAC Police Dispatch 505-662-8222  
The customer will be billed for service during the next billing cycle for any work done by the DOE/NNSA M&O contractor.
- 1.2.6.** If time-of-day metering is not available to measure the incremental station service applicable to TA-3 generation, net generation shall be equal to 90% of gross generation.
- 1.2.7.** Points of delivery from the LANL distribution system to LAC customers shall be defined in Exhibit A in C7. LANL shall deduct the energy and demand in accordance with Exhibit A in C7. LAC shall reimburse LANL 1.5¢/kWh for maintenance and operation expenses on the distribution system supporting these

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

customers. Approved LAC customers served from the LANL distribution system are listed in Exhibit A attached to and made part of this procedure by reference.

### 1.3. Meter Readings

- 1.3.1. Metering data shall be collected the first workday of the billing month and processed for billing and load information purposes by the 5<sup>th</sup> working day of the billing month.
- 1.3.2. All metering data shall be processed to determine the total LAPP load for each 60-minute time interval. The total system import from PNM's transmission system, plus the net output of all local generation sources is the LAPP load. DOE/NNSA's load shall be determined by subtracting the loss adjusted capacity and energy deliveries to Los Alamos County from the total LAPP load. The total LAPP load, the loss adjusted County load and DOE/NNSA's load, shall be calculated per Exhibit B attached to and made part of this procedure by reference.
- 1.3.3. The loss adjusted County load shall be determined using loss factors and, where applicable, a diversity factor, which the DOE/NNSA and County Operating Committee determines from time to time to be the proper loss and diversity factors to determine County's share of the LAPP losses inside the LAPP transmission and distribution system. Approved loss and diversity factors are listed in Exhibit A attached to and made part of this procedure by reference.
- 1.3.4. It is recognized that DOE/NNSA's M&O contractor will continue to maintain official files of data on DOE/NNSA owned facilities, which shall contain nameplate data on all meters, related current transformers and potential transformers. This file shall also contain information on all meter equipment settings, test reports including adjustments made, and individuals present during the tests. The meter owners shall provide all data listed above to the MOPS by November 1 of each year with updates on a timely basis as changes occur.

## 2. APPROVALS

- 2.1. Exhibits A & B hereto may be modified by the DOE/NNSA and LAC Operating Committee as necessary to implement the requirements of the ECA.

## 3. ATTACHMENTS

- 3.1. Exhibit A to Operating Procedure C-7 LAC Delivery Point Metering

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> <b>ECA Contract #,</b> <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

**3.2.** Exhibit B to Operating Procedure C-7 LAPP Interchange Metering Points & billing Methodology

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>Section 4(b)(1) &amp; (2)</li> <li>Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

## EXHIBIT A (OPERATING PROCEDURE C-7) - LAC DELIVERY POINT METERING

<u>Delivery Point</u>	<u>Voltages of Circuit Metered</u>	<u>kW &amp; kWh Loss %</u>	<u>Diversity Factor</u>
<b>LAC ELECTRIC</b>			
TA-03-1682-LA-3	13,800	1.7	
TA-03-1682-S-6 LAMC	13,800	1.7	
TA-03-2598-LC1	13,800	1.7	
TA-03-2598-LC2	13,800	1.7	
TA-03-2598-TC1	13,800	1.7	
TA-03-2598-TC2	13,800	1.7	
LAC1 – Pajarito Cliffs	13,800	1.7	
LAC2 Lower LA Canyon	13,800	1.7	
Landfill Transfer Station	480	4.0	
S-18 West	13,800	1.7	
Totavi (Point of Receipt)	13,800	1.7	
White Rock SWR Unit 1	12,470	1.7	
White Rock SWR Unit 2	12,470	1.7	
<b>LAC WATER ELECTRIC</b>			
Community Booster/S-Site Booster #1	13,800	1.7	
Otowi Well #2	480	4.0	
Otowi Well #4	4,160	1.7	
Pajarito Well #1	480	4.0	
Pajarito Well #1 Booster	480	4.0	
Pajarito Well #1 Chlorinator Bldg	480	4.0	
Pajarito Well #2	4,160	1.7	
Pajarito Well #2 Booster	480	4.0	
Pajarito Well #3	13,800	1.7	
Pajarito Well #4	120	4.0	
Pajarito Well #5	4,160	1.7	
Pajarito Well #3 Booster	480	4.0	
S-Site Booster #2	480	4.0	
<b>LANL RETAIL CUSTOMERS</b>			
Atomic City Transit Center	240	4.0	
AT&T Mobile	240	4.0	0.33
Bandelier – Ponderosa Campground	240	4.0	0.33
Bandelier @ TA-33	13,800	1.7	
Bandelier – TA-49 Fire Cache	240	4.0	0.33
Bandelier – TA-49 Interagency Fire Center	240	4.0	0.33
Bandelier @ Entrance	120	4.0	0.33
Bandelier – Tsankawi	240	4.0	0.33
Century Link	240	4.0	0.33
CommNet Four Corners	240	4.0	0.33
Elk Ridge Trailer Court	13,800	1.7	
LA Transit Mix	480	4.0	
NMDOT - SF County Traffic Signal	240	4.0	0.33

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>Section 4(b)(1) &amp; (2)</li> <li>Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

National Radio Astronomy @ TA-33	240	4.0	0.33
T-Mobile	240	4.0	0.33
Verizon	240	4.0	0.33

Note: The loss factors shown in Exhibit A attached hereto were developed in a Report on Revenue Metering Loss Adjustment Factors dated February 24, 1995 and approved by the Operating Committee.

### EXHIBIT B (Operating Procedure C-7) LAPP INTERCHANGE METERING POINTS & BILLING METHODOLOGY LAPP Interchange Metering

<u>Metering Point</u>	<u>Voltage of Circuit Metered</u>	<u>kW &amp; kWh Loss%</u>
Norton (Norton to ETA)	115 KV	N/A
STA (Buckman to STA)	115 KV	N/A
Buckman to PNM	12.5 KV	TLC or 1%

LAPP Interchange Energy = (Norton IN + STA IN) less (Norton OUT + STA OUT + Buckman + transmission losses to NT-Rio Grande)

#### Billing Methodology

Total Billing Energy (between DOE/NNSA & LAC) = +/- RL Line measured at STA +/- NL line measured at Norton – Buckman load measured at the low side of transformer (adjusted to include 115/12.5kV transformer losses to be calculated real-time) – NL line losses (to be calculated real time) between Norton and the dead-end structure on the east side of the Rio Grande River crossing + (Hydro Schedule – Hydro Actual) + Load side generation)

Where:

SVC energy losses = 730 HR x 250 kW/hr = 182,500 kWh monthly  
SVC demand loss = 250 kW per month

LAPP Peak Demand (1) = The highest coincident demand for a 60-minute period as measured by the interchange revenue meters  
= PNM's Monthly Transmission System Peak Load (see Section 1.46 of the Tariff or its successor Section) is defined as the maximum firm usage of PNM's transmission system in a calendar month. PNM's Monthly Transmission System Load (see Section 34.3 of the Tariff) is determined by taking PNM's Transmission System Peak minus the coincident peak usage of all firm Point-to-Point Transmission Service customers pursuant to Part II of the Tariff, plus the reserved capability of all firm Point-to-Point Transmission Service Customers pursuant to Part II of the Tariff.

For purposes of this Third Revised Service Agreement, PNM's Monthly Transmission System Load shall be equal to the algebraic sum of the following quantities at the time of hourly coincident peak each month of: (i) PNM's Native Load, (ii) plus PNM's Network Integration Transmission Service customers' loads



<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C7
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, <ul style="list-style-type: none"> <li>• Section 4(b)(1) &amp; (2)</li> <li>• Attachment A, Exhibit 2.4 <i>County Transmission Agreement</i>, PNM/LAC NITSA</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> Metering

DOE/NNSA Peak Demand = pursuant to Part III of the Tariff, (iii) plus PNM's bilateral transmission contract customers usage (Pre- Open Access Transmission Tariff firm transmission agreements), and (iv) the reserved capability of PNM's Point-to-Point Transmission Service Customers pursuant to Part II of the Tariff.  
LAPP Peak Demand less the LAC loss adjusted metered demand coincident with the LAPP Peak Demand

DOE/NNSA Energy = Total Billing Energy less the metered LAC Energy use (Loss adjusted)

**NOTE:**

- 1) In the case of multiple peaks with its associated demands of equal value, the first occurrence and the associated time shall be deemed the peak demand for the month.
- 2) If the SCADA peak is unavailable for a period of time for which schedules indicate a peak have occurred; then the recorded interval data from kWh meters shall be used to determine the LAPP peak demand.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C8
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(1) & (2) Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Communication Equipment

## 1. POLICIES & PROCEDURES

- 1.1. The Operating Committee shall oversee the development, procurement, installation, and maintenance of the communication equipment necessary to transmit information from each point of interconnection and each generating resource to the Los Alamos Dispatch Center as well as to Tri-State G&T, NORA, Jemez Mountain Electric Cooperative and PNM.
- 1.2. The Manager of Operations and Utility Facility Operations Director shall report annually to the Operating Committee for their review on the operating experience, adequacy, maintenance practices and recommendations of improvements for the communication system and related equipment interfaces.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C9
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(1) & (2) Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Planned Maintenance Outages of Pool Resources and Service Interruption

## 1. POLICIES & PROCEDURES

### 1.1. Scheduling Planned Maintenance Outages of Pool Resources and Service Interruptions.

- 1.1.1. All planned maintenance outages of Pool Resources and service interruptions planned by one party that could affect service to load of the other party or delivery of energy from Approved Resources shall be fully coordinated with the Manager of Operations, who in turn shall report to the Operating Committee for their review.
- 1.1.2. The Manager of Operations shall give consideration to possible temporary service arrangements, additional staffing or other practical steps that would limit the duration of the interruption and the amount of load affected.

### 1.2. Evaluation of Service Interruptions

- 1.2.1. The party responsible for the facilities which caused the need for a planned or emergency service interruption that affected total supply from one or more distribution feeders, resulted in a sustained outage of a substation transformer or a generating unit, or caused the sustained loss of reactive correction equipment of 5 MVARs or more, shall file a brief report with the Manager of Operations.
- 1.2.2. The Manager of Operations shall maintain a file of all such outage reports.
- 1.2.3. The Manager of Operations shall review such reports and make specific recommendations to the Operating Committee.

## 2. APPROVALS

- 2.1. The above item 1.2.3 shall be formally reviewed and acted on appropriately by the Operating Committee

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C10
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> <ul style="list-style-type: none"> <li>• ECA Contract #, Section 4(1) &amp; (6) of the Statement of Work</li> <li>• NITSA identified under Exhibit 2.5</li> </ul>	<b>PROCEDURE DESCRIPTION:</b> System Operation and Load Shedding

## 1. POLICIES & PROCEDURES

- 1.1. Policy: DOE/NNSA and County are committed to comply with applicable NERC and WECC Reliability and Operating Standards and Requirements.
  - 1.1.1. DOE/NNSA's M&O Contractor and County shall plan and implement methods of load curtailment consistent with NERC requirements and when requested by PNM as the Balancing Authority.
  - 1.1.2. The DOE/NNSA's M&O Contractor and County recognize the requirement to reduce the total system load when transmission and/or generation resources are inadequate to serve the system load.
  - 1.1.3. Each Party shall develop and maintain a manual load shedding plan as needed by the Planning Coordinator (PNM) for its loads and generators.
  - 1.1.4. The DOE/NNSA M&O Contractor and County will work together to coordinate and implement manual load shedding using the current LANL Utility Operating Instructions (UOI) and County Dispatch Operating Procedures.
- 1.2. In the event load curtailment procedures are implemented, the LANL Utilities Facilities Operations Director (FOD) and County shall submit a report to Operating Committee for review at the next scheduled Operating Committee meeting. The report will identify the amount, duration of load curtailments, and the reasons for implementation of the curtailment. This report shall comment on the degree of compliance of DOE/NNSA and County.
- 1.3. The percentage of load shedding required of each Party is approximately 80% for the Laboratory and approximately 20% for the County.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C11
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA contract #, Section 5(b) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> NERC CIP Compliance and Electric SCADA System Maintenance

## 1. Policy

### 1.1 NERC Critical Infrastructure Protection (CIP) Compliance

- 1.1.1 DOE/NNSA is registered with NERC as a Distribution Provider (DP) and still owns and operates the LANL 115kV system and associated controls, which includes the electric Supervisory, Control and Data Acquisition (SCADA) system.
- 1.1.2 DOE/NNSA, or designee, shall develop and maintain policies and procedures for compliance of the applicable NERC Requirements. This includes the NERC Critical Infrastructure Protection (CIP) Standards.
- 1.1.3 DOE/NNSA shall be responsible for compliance with these procedures the critical infrastructure in so far as those assets owned by the DOE/NNSA which includes the Primary and Backup Control Centers, the Primary and Backup SCADA server rooms, the Physical Access Control System (PACS) and the DOE/NNSA Substation Bulk Electric System (BES) Cyber Systems.
- 1.1.4 The County shall provide evidence to NNSA, or designee, as required by DOE/NNSA NERC CIP procedures as it pertains to LAC-owned equipment. NNSA, or designee, shall validate NERC compliance by the County.
- 1.1.5 DOE/NNSA, or designee, shall maintain evidence files for NERC CIP compliance and is responsible for submittal of documentation to WECC.
- 1.1.6 The County shall be accountable to DOE/NNSA for compliance with the DOE/NNSA NERC CIP procedures and herein.

### 1.2 Electric SCADA Assets

- 1.2.1 DOE/NNSA, or designee, owns and maintains the electric Supervisory Control and Data Acquisition (“SCADA”) system and associated software licenses and applications, servers, and equipment.
- 1.2.2 The County shall comply with DOE/NNSA CIP policies and procedures for connection of County equipment to the SCADA system.
- 1.2.3 DOE/NNSA, or designee, and the County shall own and maintain their respective electric SCADA Remote Terminal Units (RTU’s). Each will maintain an inventory of their RTUs.
- 1.2.4 DOE/NNSA, or designee, shall maintain a baseline of the electric SCADA system, its current patches, revisions, and operating configurations the Operating Committee as requested.

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<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA contract #, Section 5(b) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> NERC CIP Compliance and Electric SCADA System Maintenance

- 1.2.5 DOE/NNSA, or designee, shall develop an electric SCADA configuration change control procedure to document patches, revisions and operating configurations for electric SCADA control, analog and monitoring functions. DOE/NNSA and the County shall review and provide input to this procedure at least annually.
- 1.2.6 DOE/NNSA, or designee, and the County shall comply with the configuration change control procedure for their respective equipment connected to the SCADA.
- 1.2.7 DOE/NNSA shall coordinate and provide advance notice to LAC for any SCADA work that requires LAC staff support. DOE/NNSA shall plan and schedule their work that affects the operations of LAC facilities so that plant outages and customer outages are mutually agreed upon. DOE/NNSA shall provide timely SCADA support to LAC when there is a SCADA system failure. County and DOE/NNSA SCADA personnel will work jointly to resolve any communications problems.

### 1.3 Communications

- 1.3.1 DOE/NNSA, or designee, shall maintain the electric SCADA CPU communications (e.g., Synchronous Optical Network (SONET) Ring) used for electric SCADA RTU communications. The County shall maintain its own communications associated with the electric SCADA CPUs and its RTUs.
- 1.3.2 DOE/NNSA, or designee, shall maintain the diagram for the SCADA CPU, SONET, and RTU communications delineating ownership.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C12
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Attachment A, Exhibit 3 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Kirtland Air Force Base / Sandia National Laboratories Scheduling Agent Services

## 1. POLICIES & PROCEDURES

- 1.1. Each month the Los Alamos County (LAC) Manager of Operations is responsible to issue written guidelines to direct the hour-by-hour operations of the LAC Power System Operators. Copies of such written guidelines shall be included in the Operating Committee meeting handouts and submitted to Western Area Power Administration (Western) and the SNL/KAFB for their review and comment at their discretion.
- 1.2. The LAC Power Scheduler shall have responsibility to prepare and submit the hourly load profile information to Public Service Company of New Mexico (PNM). This information shall be developed from the most recent PNM SCADA data on interchange deliveries into SNL/KAFB and/or the PNM Profiler historical Actual Net Interchange information for similar days for SNL/KAFB. Adjustments may be made to reflect the anticipated impact on hourly loads from predicted changes in ambient temperatures. Additionally, the LAC Power Scheduler may recognize the anticipated load impact from projected SNL/KAFB operational changes, whenever such information is provided by the designated SNL/KAFB utility representatives. It shall be the designated SNL/KAFB utility representative's responsibility to advise the LAC Power scheduler of anticipated load changes of two (2) MW or more at least 48 hours in advance. If unanticipated load changes of two (2) MW or more occur, it shall be their responsibility to advise the LAC Power scheduler as soon as practical.
- 1.3. Prior to each operating season, the LAC Power Scheduler shall have responsibility to project the short-term power needs and/or surplus power that is projected for the upcoming operating season and make recommendations to Western for possible block energy transactions that might be made for the next operating season. As used herein, operating seasons shall mean Western's winter season (October-March) and summer season (April-September). Subject to the prior concurrence of the SNL/KAFB utility representative who may need to coordinate with others in NNSA Headquarters, Western may enter into additional seasonal transactions to address the projected needs and/or surpluses.

Alternately, Western may advise the LAC Power Scheduler to handle the projected needs and/or surpluses through LAC month-ahead transactions. To facilitate the development of the following season's schedule, to the extent needed, conference calls will be held to obtain input from SNL, KAFB and LAC.

- 1.4. Prior to each operating month, the LAC Power System Supervisor shall have responsibility to project the short-term power needs and/or surplus power that is projected for the upcoming month and make recommendations to Western through the Operating Committee for possible energy transactions that might be made for the next month. LAC may enter into additional monthly transactions to address the projected needs and/or surpluses. Notification of

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scheduled monthly transactions shall be provided by e-mail to Western and NNSA SNL/KAFB utility representative. To the maximum extent practical monthly purchases and sales shall be scheduled on a combined basis for KAFB/SNL, LANL and LAC.

- 1.5.** The LAC Power Scheduler may handle the projected needs and/or surpluses through LAC daily and/or hourly transactions. To the maximum extent practical weekly purchases and sales shall be scheduled on a combined basis for SNL/KAFB, LANL and LAC.
- 1.6.** To the maximum extent practical, real-time operations shall be conducted on a combined basis for SNL/KAFB, LANL and LAC. Resource transactions responsibility and revenues shall be accounted for on an after-the-fact optimal basis.
- 1.7.** Prior to each month, the LAC Power Scheduler shall have responsibility to prepare and submit the required hour by hour schedule for the KAFB allocation of Western hydroelectric power.
- 1.8.** LAC will monitor SNL/KAFB loads from Public Service Company of New Mexico's (PNM) real-time metering using the Inter-control Center Communications Protocol between LAC and PNM.
- 1.9.** The LAC Power Scheduler shall develop and maintain a separate Power Scheduler for SNL/KAFB as an extension to the LAC Power Scheduler (Power Scheduling Software).
- 1.10.** Western will continue to contract with PNM for a NITSA/NOA to deliver power to SNL/KAFB. The administration of Western's NITSA/NOA is described below.
  - 1.10.1.** Operate on Western's behalf its scheduling agent responsibilities required by the First Revised Service Agreement for Network Integration Transmission Service Agreement (NITSA) between PNM and Western and the First Revised Network Operating Agreement (NOA) between Western and PNM In accordance with an Operating Procedure executed among PNM, Western and LAC.
  - 1.10.2.** All necessary NITSA ancillary services from PNM for the KAFB/SNL load, including spinning and non-spinning reserves and reactive supply, shall be purchased under the Western NITSA/NOA pertaining to KAFB/SNL. Operations oversight and monthly cost validation related to the ancillary services obtained shall be the responsibility of LAC.
  - 1.10.3.** The return of energy for transmission losses shall be scheduled normally at either 1 MW or 2 MW each hour as necessary to satisfy the return of losses to PNM.



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- 1.10.4.** If SNL/KAFB has excess power and LAC/LANL requires additional power, such power shall be made available to LAC/LANL on a first priority basis at a transaction price equal to the lower of actual cost or 95% of the Platts Four Corners Index (PFCI) price.
- 1.10.5.** If LAC/LANL has excess power and SNL/KAFB requires additional power, such power shall be made available to SNL/KAFB on a first priority basis at a LAPP market value transaction price.
- 1.10.6.** Excess SNL/KAFB power that is not assigned to meet LAC/LANL needs will be available for the LAC to sell to CRSP on a first priority basis before offering it to third Parties. Consistent with established LAC practices if neither LAC/LANL nor CRSP can utilize the excess, LAC will attempt to sell excess power hourly at a negotiated price or default to the PNM/LAC sales agreement or any successor agreement then in effect.
- 1.11.** The normal practice shall be to require the suppliers to provide transaction tags to PNM for all resource transactions related to SNL/KAFB. It shall be the LAC power scheduler's responsibility to work with the block power suppliers and advise them of any split of power schedules to entities other than SNL/KAFB, e.g. portion to go to PNM for losses, or surpluses provided to LAC, and to verify that all required tags have been properly provided by the suppliers. If and when tags are not properly provided by the supplier, the LAC Power Scheduler shall prepare and submit the transactions tags to PNM for all resource transactions related to KAFB/SNL power supply needs and surplus power sales.
- 1.12.** In the event that the combined operations incur any Schedule 4, Imbalance penalties, written documentation as to the cause, cost responsibility and recommendations for future avoidance of similar penalties shall be prepared by the Power Scheduler and submitted to the Operating Committee, Western and the NNSA SNL/KAFB utility representative for review and possible action. Monetary penalties shall be reviewed by the Operating Committee and if, in their sole discretion, such penalties cannot be clearly attributable to the errors of either party, or if the penalties should reasonably have been avoided by the Power Schedulers, then the penalties shall be shared by the LAC, LANL and SNL/KAFB based on SNL/KAFB's proportionate share of the combined monthly energy for the operating month(s) during which the penalty relate.
- 1.13.** LAC shall function as the Purchasing-Selling Entity (PSE) for the combined LAC-SNL/KAFB load-resource pool pursuant to a delegation letter to be signed by authorized representatives of SNL/KAFB and LAC. SNL/KAFB shall have the opportunity to review all compliance documentation generated by LAC.

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#### **1.14. Manpower Requirements**

- 1.14.1.** No additional Power System Operators or Power Schedulers are anticipated beyond those employed prior to taking responsibility for the SNL/KAFB dispatch function. Beginning December 11, 2023, the existing personnel will be required to handle more transactions, which may require occasional overtime. The Power System Operators are County employees with direct supervision provided by the LAC Power System Coordinator. The Operating Committee shall be responsible to approve any changes in the number of Power System Operators required.

#### **1.15. Cost Allocation**

- 1.15.1.** Expenses associated with the coordination of the combined operation of the Approved Resources, include funding and operating the load dispatch center and the employment of a Manager of Operations. Effective December 11, 2023, the monthly allocation of Scheduling Agent Services will be done in a two-step process. First, all of the Scheduling Agent Services costs will be totaled. The portion allocable to SNL/KAFB will be determined by the ratio of (i) the total energy use by SNL/KAFB (Metered data from PNM) to (ii) the combined LAC/LANL (Metered ANI provided by LANL) and SNL/KAFB energy use for the billing month, multiplied by the total cost. The costs determined by this formula are allocable to SNL/KAFB will then be billed directly to the Western Area Power Administration. Second, all remaining Scheduling Agent Services costs will be included in the monthly LAC/LANL settlement sheet and allocated 100% demand.

#### **1.16. Billing & Payment**

- 1.16.1.** Billing: LAC will submit an estimated monthly invoice to Western with a copy to SNL and KAFB utility representative by the end of each month for all estimated Scheduling Agent Services expected to be rendered during that month for SNL/KAFB, plus the net of SNL/KAFB estimated supplemental power purchases for the current month and actual sales for the prior month.

Western will issue its estimated invoice for the prior month to SNL and KAFB utility representatives for the NITSA, SLCA/IP Allocation, and WRP including the estimated invoice from LAC (as described herein) by the second (2nd) day of each month.

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C12
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Attachment A, Exhibit 3 of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Kirtland Air Force Base / Sandia National Laboratories Scheduling Agent Services

Estimated and actual costs of dispatch, purchases and sales will be reconciled on the next month's invoice.

- 1.16.2.** Payment: Western will pay any amount due to LAC, based on the estimated invoice by the twentieth (20th) day of the following month. Payment will be electronically transferred by Western into LAC's designated account. In the event that the revenue from sales of excess SNL/KAFB power exceeds the estimated monthly costs for the Scheduling Agent Services and any supplemental purchases, such net amount will be paid by electronic transfer into Western's designated account by LAC within seventy-two (72) hours of receipt of such sales revenue.

Pursuant to the Interagency Agreement (87-SLC-0029) between KAFB and Western and the Base Support Agreement (FB4469-00286-610) between NNSA and KAFB, KAFB will pay Western for the services rendered by LAC, as well as for the NITSA, SLCA/IP Allocation, and WRP services no later than fifteen (15) days following receipt of invoice.

## **1.17. Term**

- 1.17.1.** This Operating Procedure shall become effective on July 1, 2025, shall remain in effect until December 31, 2035, unless terminated upon one (1) year advance written notice given by either Party to the other Party.

## **2. APPROVALS**

- 2.1.** Reserved

## **3. ATTACHMENTS**

- 3.1.** Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Operations	<b>PROCEDURE #:</b> C13
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA contract #, Section 3(a)(1) and (2) of the Statement of Work	<b>PROCEDURE DESCRIPTION:</b> Load Serving Entity Functions by County for NNSA

## 1. POLICIES & PROCEDURES

- 1.1. County Ops will respond to directives communicated through/from Balancing Authority PNM. County Ops will also notify DOE/NNSA and its M&O Contractor of any directives.
- 1.2. PNM provides Intermittency services via the Energy Imbalance Market. PNM will provide directives during energy emergencies if the EIM is insufficient.
- 1.3. **Interruptible Demands and Direct Control Load Management (DCLM) Data: NERC Reference Standard MOD-031-3 Energy and Demand Data R1.** County will provide upon request energy and demand data to planning coordinator (PNM), for interruptible demands and DCLM to Transmission Operators, Balancing Authorities on request within 30 calendar days. **Evidence required by County:** Provide list of interruptible demands to NNSA by January 31 of each year to ensure they are available if requested. If there are no interruptible demands, County shall provide documentation stating so.
- 1.4. **Normal Operations Planning:** County shall coordinate LASA's current-day, next-day, and seasonal operations with the Balancing Authority and Transmission Service Provider. **Evidence required from County:** Next Day load and seasonal operations forecast is transmitted by County to Balancing Authority prior to the upcoming month. County shall provide documentation to NNSA by January 31 each year.

## 2. APPROVALS

- 2.1. Reserved

## 3. ATTACHMENTS

- 3.1. Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Planning	<b>PROCEDURE #:</b> D1
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(2)	<b>PROCEDURE DESCRIPTION:</b> Planning Studies

## **Planning, Procedure Series D**

### **1. POLICIES & PROCEDURES**

**1.1.** The Operating Committee shall commission studies, as necessary, to assess the reliability and adequacy of the Los Alamos Power Pool. A listing of typical studies follows:

- Transmission line and generation outage conditions
- Reactive Power Correction
- Fault Current Studies
- WECC & NERC Compliance
- Integrated Resource Plan (Power Supply Study)
- Long term power requirements
- Feasibility of adding new approved resources
- Gap analysis as appropriate

**1.2.** The Operating Committee shall commission studies to assess potential resource additions to meet future load and reliability requirements as indicated by the results of the studies performed in Section 1.1 above.

### **2. APPROVALS**

**2.1.** The Operating Committee shall select a person or firm to prepare “commissioned” studies and appoint a Project Manager to represent the interest of the LAPP to carry-out commissioned studies.

**2.2.** All formal reports and studies shall be submitted to the Operating Committee for review and approval.

### **3. ATTACHMENTS**

**3.1.** Reserved

<b>EFFECTIVE:</b> 07/2025	<b>PROCEDURE TYPE:</b> Planning	<b>PROCEDURE #:</b> D2
<b>REVISED:</b>	<b>CONTRACT REFERENCE:</b> ECA Contract #, Section 4(b)(2)	<b>PROCEDURE DESCRIPTION:</b> Participation in Electrical Industry Organization

## 1. POLICIES & PROCEDURES

- 1.1. The County will continue to maintain memberships in the following organizations and their successors, as needed for compliance, business and regulatory purposes:
  - American Public Power Association (APPA)
  - Utah Associated Municipal Power Systems (UAMPS)
  - Western Electricity Coordinating Council (WECC)
  - WSPP
  - Colorado River Electrical Distributors Association (CREDA)
  - Vendor “user groups”, transmission organizations, and associations, as necessary, to carry out the responsibilities of the job and maintain a current knowledge base
- 1.2. The Manager of Operations, or his designated representative, shall represent the Los Alamos Power Pool at meetings of the above listed organizations.
- 1.3. The Manager of Operations shall evaluate continued memberships in these or other organizations and make recommendations to the Operating Committee for any changes recommended.
- 1.4. The Manager of Operations shall evaluate the benefit of becoming a member of other industry planning, marketing, and operating groups and if beneficial recommend pursuing membership to the Operating Committee.

## 2. APPROVALS

- 2.1. The Operating Committee shall review and approve the recommendations for new memberships.
- 2.2. Funding for the above must be contained in an approved budget before Operating Committee can expend funds for the above matter.

## 3. ATTACHMENTS

- 3.1. Reserved