



LOS ALAMOS

County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final

Board of Public Utilities

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

Wednesday, July 17, 2024

6:00 PM

Municipal Building, Council Chambers

Public Participation: In person or <https://us06web.zoom.us/j/88515885437>

Please note later start time.

Members of the public wishing to attend may participate and provide public comment via Zoom.

Webinar Link ~ <https://us06web.zoom.us/j/88515885437> Webinar ID ~ 885 1588 5437

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PUBLIC COMMENT:

Oral comments are accepted during the two periods identified on the agenda and after initial board discussion on a business item, prior to accepting a main motion on an item. Public comments are limited to four minutes per person. For those participating over Zoom, please use the raise hand function. If you are participating by phone enter *9 to raise your hand. Please submit written comments to the board at bpu@lacnm.us.

1. CALL TO ORDER

[18782-24](#)

Pages 6

Statement Regarding Closed Session

Pursuant to § 10-15-1 (H)(2) of the New Mexico Open Meetings Act, NMSA 1978, the Board of Public Utilities met in closed session at 5:30 pm on July 17, 2024 to discuss information pertaining to limited personnel matters: Utilities Manager Performance Planning

Presenters: Board of Public Utilities

2. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on Consent Agenda items or items that are not otherwise included in this agenda.

3. APPROVAL OF AGENDA**4. BOARD BUSINESS****4.a. Chair's Report****4.b. Board Member's Reports****4.c. Utilities Manager's Report****4.d. County Manager's Report****4.e. Council Liaison's Report****4.f. Environmental Sustainability Board Liaison's Report****4.g. General Board Business****4.g.1. [18964-24](#)** Presentation of Draft Climate Action Plan by the Los Alamos County Sustainability Manager

Pages 7 - 113

Presenters: Philo Shelton, Utilities Manager and Angelica Gurule, Sustainability Manager

Attachments: [A - Climate Action Plan Presentation by Cascadia Consulting Group](#)
[B - Draft Climate Action Plan](#)
[C - LARES Working Group Action Plan](#)
[D - LARES Working Group Update](#)

4.g.2. [18779-24](#)

Open Meetings Act Training

Pages 114 - 187

Presenters: County Attorney**Attachments:** [A - OMA Training Presentation 2024](#)
[B - Resolution No. 24-01 Open Meetings Act](#)
[C - Boards & Commissions Orientation Manual](#)
[D - 2024 BPU Meeting Calendar](#)**4.g.3. [18780-24](#)**

Annual Review of the Board of Public Utilities Procedural Rules

Pages 188 - 219

Presenters: County Attorney**Attachments:** [A - Board of Public Utilities Procedural Rules](#)
[B - Proposed Changes to Section 3.5](#)
[C - Proposed Changes to the List of Appendices](#)
[D - Appendix A - Reaffirmation Signature Sheet](#)**4.h. Board Expenses: NONE****5. PUBLIC HEARING(S)****5.a. [RE0609-24a](#)**

Incorporated County of Los Alamos Resolution No. 24-23; a Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority for the Denver Steels Waterline Replacement Project Phase II and III

Pages 220 - 224

Presenters: James Alarid, Deputy Utilities Manager - Engineering and Karen Kendall, Deputy Utilities Manager - Finance**Attachments:** [A - LAC Resolution 24-23](#)
[B - Project Vicinity Map](#)**6. CONSENT AGENDA**

The following items are presented for Board approval under a single motion unless any item is withdrawn by a member for further Board consideration in the "Business" section of the agenda.

~ CONSENT MOTION ~

I move that the Board of Public Utilities approve the items on the Consent Agenda as presented and that the motions in the staff reports be included in the minutes for the record.

OR

I move that the Board of Public Utilities approve the items on the Consent Agenda as amended and that the motions contained in the staff reports, be included in the minutes for the record.

6.a. [18637-24](#)
Pages 225 - 249

Approval of Board of Public Utilities Meeting Minutes for June 5 and 26, 2024

Presenters: Board of Public Utilities

Attachments: [A - Draft BPU Work Session Minutes - 6/5/24](#)
[B - Draft BPU Regular Session Minutes - 6/26/24](#)

6.b. [18894-24](#)
Pages 250 - 253

Approval of Utility Portion of IFB24-74 for the Bathtub Row Reconstruction Project

Presenters: Casey Aumack, Engineering Assoc. for J. Alarid, DUM-Engineering

Attachments: [A - Project Vicinity Map](#)
[B - Budget Revision 2025-02](#)

6.c. [18906-24](#)
Pages 254 - 258

Approval of Task Order No. 3, AGR 24-04c with Dub-L-EE for the Purpose of the White Rock Sewer Force Main Replacement Project

Presenters: James Alarid, Deputy Utilities Manager - Engineering

Attachments: [A - Force Main Photos](#)
[B - Task Order No. 3, AGR24-04c](#)

7. DEPARTMENT BUSINESS

7.a. [18963-24](#)
Pages 259 - 268

Approval of Amendment No. 3 to Task Order #5 Under AGR21-50a for the Purpose of the Electric Vehicle Charger Project with Allied 360 Construction in the Amount of \$3,300, plus Applicable Gross Receipts Tax

Presenters: Ben Olbrich, Deputy Utilities Manager - Power Supply

Attachments: [A - 20240717 TO #5 Amendment No. 3 presentation to BPU](#)
[B - 20240711 TO #5 Amendment No. 3](#)
[C - 20240711 TO #5 Initial and Current PO](#)

7.b. [18965-24](#)

Pages 269 - 405

Discussion and possible action for revisions to Quarterly and Annual Department Reports and Quarterly Conservation Reports

Presenters: Robert Gibson, Chair of the Board of Public Utilities

Attachments: [A - FY23 Annual Report](#)
[B - FY24/Q3 Quarterly Report](#)
[C - FY24/Q4 Conservation Report](#)

8. MONTHLY STATUS REPORTS**8.a.** [18090-24](#)

Pages 406 - 417

Status Reports for June 2024

Presenters: Philo Shelton

Attachments: [A - Electric Reliability Report](#)
[B - Accounts Receivables Report](#)
[C - Risk Status Report](#)

9. UPCOMING AGENDA ITEMS**9.a.** [18068-24](#)

Pages 418 - 422

Tickler File for July - October 2024

Presenters: Philo Shelton

Attachments: [A - Tickler File Jul-Oct2024](#)

10. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on any items.

11. ADJOURNMENT

~ If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 505-662-8040 as soon as possible.

Complete Board of Public Utilities agenda packets, past agendas, videos, legislation and minutes can be found online at <https://losalamos.legistar.com>.

Learn more about the Board of Public Utilities at <https://ladpu.com/BPU>. ~



County of Los Alamos
Staff Report
July 17, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 1.
Index (Council Goals):
Presenters: Board of Public Utilities
Legislative File: 18782-24

Title

Statement Regarding Closed Session

Pursuant to § 10-15-1 (H)(2) of the New Mexico Open Meetings Act, NMSA 1978, the Board of Public Utilities met in closed session at 5:30 pm on July 17, 2024 to discuss information pertaining to limited personnel matters: Utilities Manager Performance Planning

Recommended Action

I move that the Board of Public Utilities approve the following statement for inclusion in the minutes: *"The matters discussed in the closed session held at 5:30 pm on July 17, 2024 were limited only to those topics specified in the notice of the closed session, and no action was taken on any matter during the closed session."*



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

July 17, 2024

Agenda No.:	4.g.1.
Index (Council Goals):	Environmental Stewardship - Carbon-Neutral Energy Supply; Environmental Stewardship - Greenhouse Gas Reduction ; Environmental Stewardship - Natural Resource Protection; Environmental Stewardship - Waste Management; Environmental Stewardship - Water Conservation; DPU FY2022 - 5.0 Achieve Environmental Sustainability
Presenters:	Philo Shelton, Utilities Manager and Angelica Gurule, Sustainability Manager
Legislative File:	18964-24

Title

Presentation of Draft Climate Action Plan by the Los Alamos County Sustainability Manager

Body

Angelica Gurule, Sustainability Manager for Los Alamos County, will provide an update on the Climate Action Plan (CAP) development process, including an overview of the draft climate action plan, community engagement efforts, and target to reduce greenhouse gas emissions. Utilizing an online platform, the community is invited to provide feedback, comments and concerns for one month, starting July 9 through August 9, 2024 at

<https://losalamoscaps.konveio.com/> .

Sequentially, Cascadia and County staff will review public comments and integrate into the final climate action plan. The final climate action plan will be presented to County Council in October 2024.

Fiscal and Staff Impact

Budget options to implement greenhouse gas reduction efforts may be included in FY26 budget process.

Attachments

- A - Climate Action Plan Presentation by Cascadia Consulting Group
- B - Draft Climate Action Plan
- C - LARES County Council Working Group Action Plan Presentation
- D - LARES County Council Working Group Action Plan Status Update

Climate Action Plan Update

Board of Public Utilities Meeting | July 17, 2024

Project Team

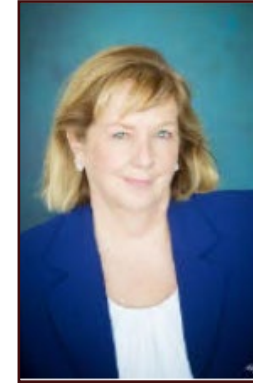
County



Cascadia Consulting Group



AMM



EcoDataLab



Angelica Gurule
Sustainability
Manager

Linda Matteson
Deputy County
Manager

Abbey Hayward
Conservation
Coordinator

Andrea Martin
Project Manager

Alicia Fennell
Deputy Project
Manager

Jenna Decker
GHG Emissions &
Strategy Lead

Amy Miller
Outreach &
Engagement Lead

Ben Gould
Consumption-Based
Inventory Lead

Meeting Goals



Provide an update on the Climate Action Plan (CAP) development process and an overview of draft CAP components, in coordination with release of DRAFT CAP and public comment period.



Present implementation plan overview and highlight actions for year 1 of implementation.



Outline next steps in the CAP process, including upcoming community engagement.

Project Update

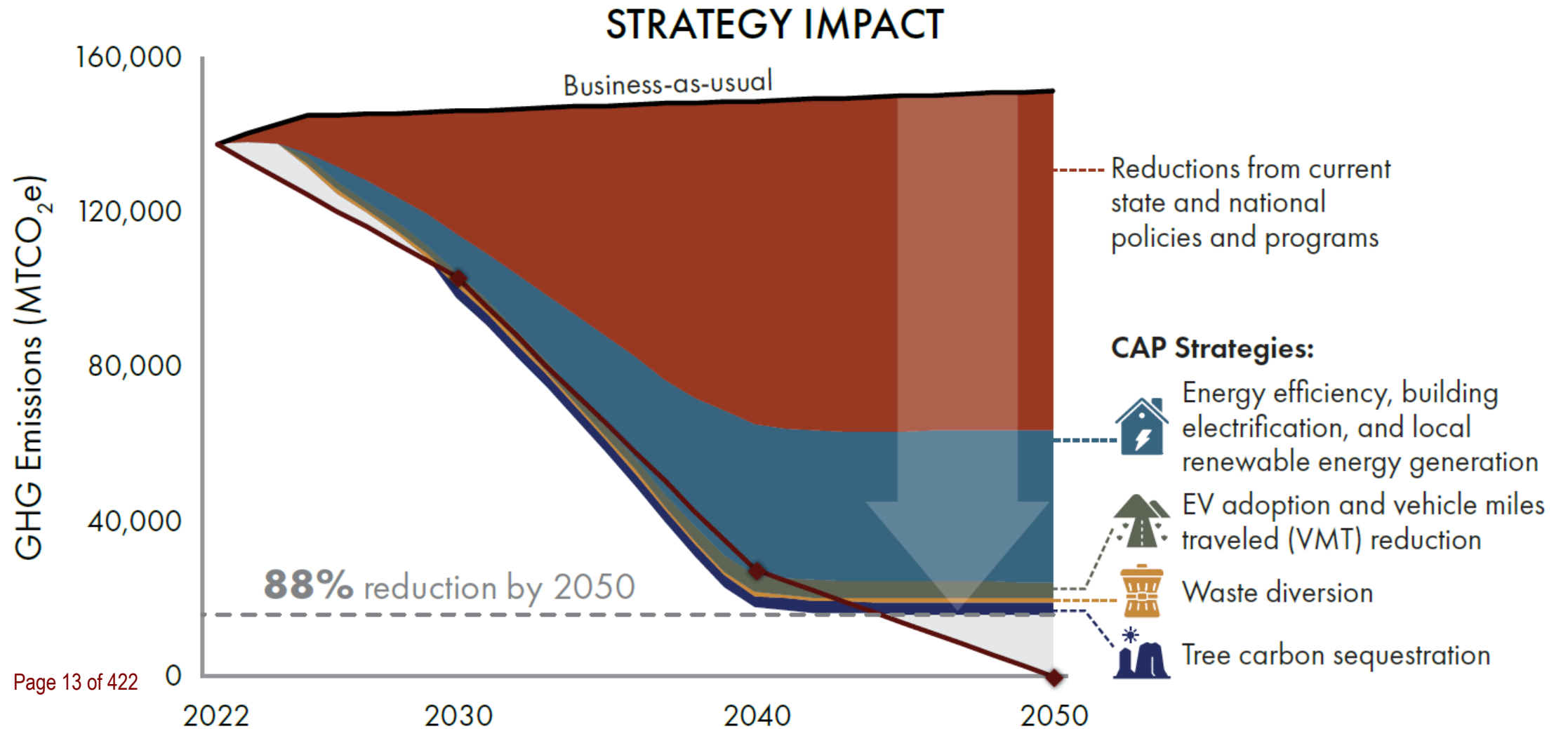


Project Update

- Since the March Council meeting...
 - CAP targets
 - Community engagement
 - Community workshop
 - Focus groups
 - Interviews
 - Draft CAP



CAP Targets



Community Engagement

- **Community workshop (1)**
 - Hybrid public workshop in Council Chambers and on Zoom
 - ~17 community members attended in Council Chambers and 8 attended on Zoom
- **Focus groups (3)**
 - Young working families
 - Young people including high school students and young professionals
 - County employees
- **Interviews (9)**
 - Included student, teacher, business leader, County employee, engineer, environmental consultant, previous County Councilor, non-profit executive
- **Feedback from these engagements were incorporated into updated CAP strategies and actions.**



Draft Climate Action Plan

Introduction

Why a climate action plan?

The impacts of climate change—including hotter temperatures, reduced precipitation, and increasing intensity of wildfires—are being experienced in Los Alamos County and beyond. While the County has been working on sustainability initiatives for decades, a more formalized and focused effort began in December 2020, when a group of concerned Los Alamos County residents submitted a petition to the County Council requesting action on climate change. This petition led to the formation of the **Los Alamos Resiliency, Energy, and Sustainability (LARES) Task Force and a County Council initiative** to address climate change. In its final report,¹ LARES Task Force wrote:

“Climate change represents an existential threat to our community and the world, with impacts becoming evident at an accelerating rate: hotter temperatures, reduced precipitation, increasing intensity and frequency of wildfires, and more animals seeking food near our homes.”

This **Los Alamos County Climate Action Plan (CAP)** represents the next step in implementing this initiative by outlining a vision and roadmap for **reducing greenhouse gas emissions and increasing climate resilience in Los Alamos County.**

Benefits of Climate Action

Taking action on climate change can bring benefits for Los Alamos County ecosystems, residents, and businesses.



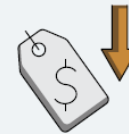
Improved quality of life & public health

Climate action can contribute to our collective health and wellbeing through clean air, clean water, and a healthy environment.



Resilient community

Climate action can enhance our community's ability to withstand and recover from environmental challenges by adopting sustainable practices.



Cost savings

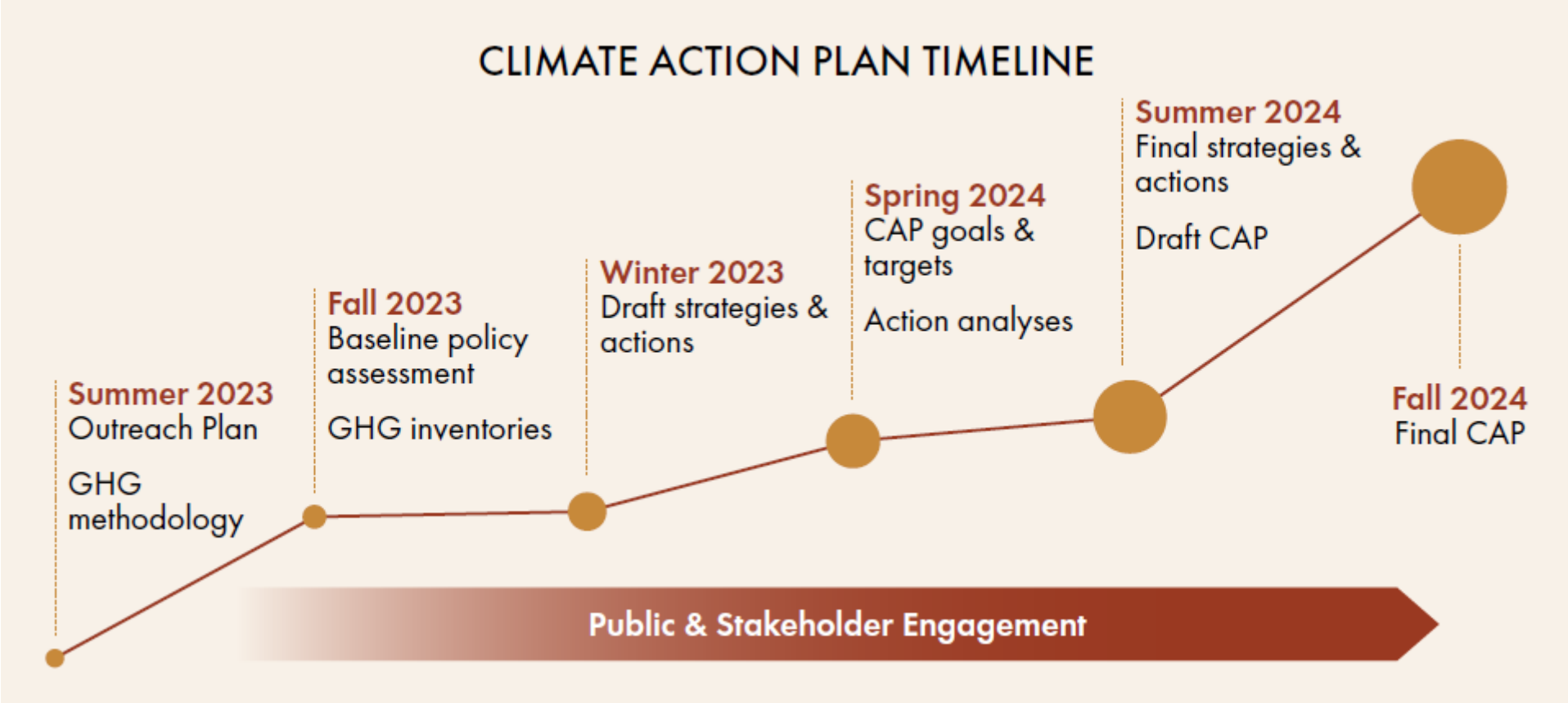
Climate action can save money by reducing waste, being smart with energy and water use, planting native landscapes, and driving less.



Environmental preservation

Climate action can help protect our local ecosystems, wildlife habitats, and natural beauty by conserving resources and reducing pollution.

How it Came Together



What We Heard

“Decarbonize the electric utility. Quit installing natural gas infrastructure in new construction.”

“Continue to make the central business district more walkable.”

“Biking is my primary mode of transportation and I would love to be able to explore more of what Los Alamos has to offer with the convenience of my bike.”

“I save water in the house from running water to get it hot for dishwasher and shower and use it to water outdoor and indoor plants.”

“We want economically feasible solutions.”

Themes:

- Energy efficient buildings
 - Affordable housing
 - Costs
 - Water scarcity
- Carbon-free energy
- Education & engagement

Climate Risk and Resilience

Wildfire and Air Quality



Higher temperatures and drought are likely to increase the severity, frequency, and extent of **wildfires**, which could harm property, livelihoods, and human health.



Wildfires are likely to make **air quality** unhealthy, especially affecting those with asthma and other health complications. Wildfires also impact drinking water supplies through contamination.



Wildfire and higher temperatures will also stress urban forests and expose them to greater risk of disease outbreaks and mortality.

Extreme Precipitation and Flooding



In New Mexico, climate change is likely to reduce **precipitation** while increasing the intensity of extreme precipitation events and likelihood of rain versus snow. This shift will increase the risk of flooding on soils hardened by drought and altered by wildfires.



Flooding and extreme precipitation events may damage transportation routes, affect energy systems such as power lines, impact ecosystems and groundwater resources, and disrupt emergency response services.

Drought and Water Systems



Climate change is projected to exacerbate **drought** conditions in the southwest, leading to water scarcity and challenges with providing water services, protecting water quality, and preserving healthy ecosystems.⁵



Projections indicate a 25% decrease in **surface water runoff and groundwater recharge** over the next 50 years, affecting agriculture and ecosystems across New Mexico.⁶

Extreme Heat



Average **temperatures** in New Mexico will likely rise, leading to more frequent and extreme heat waves. Annual average temperatures across New Mexico have risen by about 3 degrees F over the last 5 years.⁷



More frequent and intense **heat waves** will strain electricity systems and increase the demand for energy, which can lead to brownouts and power outages. Existing health conditions may lead to higher susceptibility to heat-related illnesses.

Greenhouse Gas Emissions



Community-wide sector-based

Estimates emissions produced by actions from residents, visitors, schools, County operations, and businesses within the county's geographic bounds.



County operations sector-based

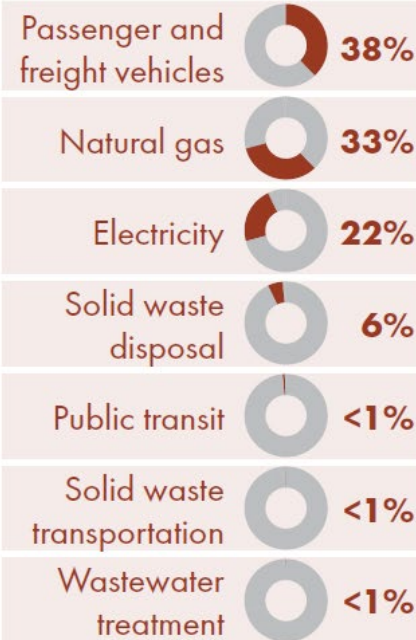
Estimates emissions produced by County-owned and -operated facilities and activities.



Consumption-based

Estimates emissions associated with the consumption activity of all households of a geographic area.

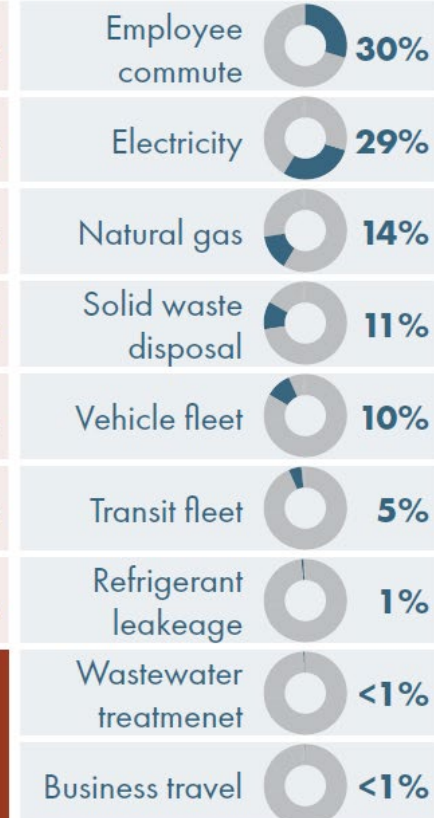
Sector-based Community-wide Emissions



TOTAL Emissions:
137,670 MTCO₂e

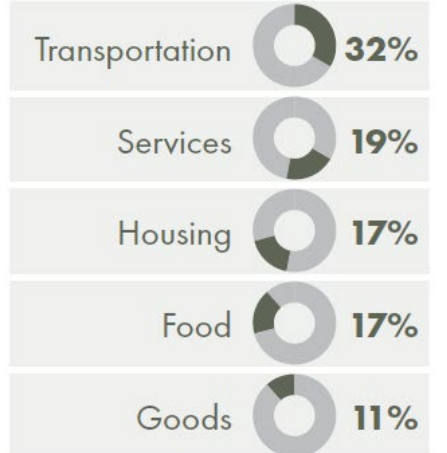
Per Capita:
7 MTCO₂e

Sector-based County Operations Emissions



TOTAL Emissions:
15,031 MTCO₂e

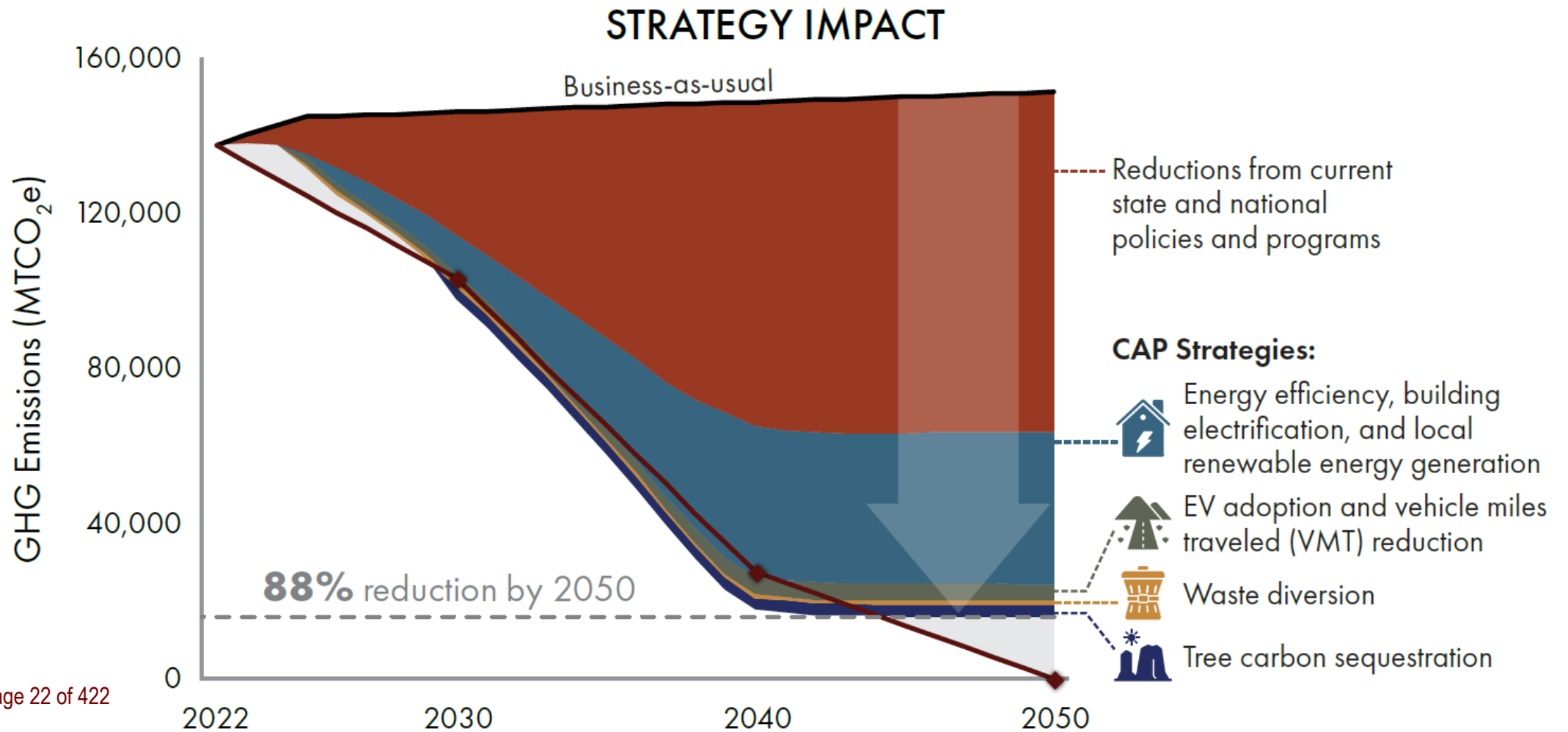
Consumption-based Community-wide Emissions









TOTAL Emissions:
374,000 MTCO₂e

Per Capita:
20 MTCO₂e

CAP Targets



Focus Areas and Strategies

	FOCUS AREA & STRATEGIES	EXAMPLE ACTIONS
	Buildings & Energy <ul style="list-style-type: none"> • Increase building efficiency and decarbonization • Increase renewable energy generation 	<ul style="list-style-type: none"> • Encourage energy efficiency and electrification retrofits • Expand electric energy resiliency
	Transportation & Land Use <ul style="list-style-type: none"> • Expand EV infrastructure and adoption • Expand and promote multi-modal connectivity and sustainable land use planning 	<ul style="list-style-type: none"> • Develop EV infrastructure plan • Expand mixed-use, transit-oriented development policies • Encourage multimodal transportation
	Materials & Consumption <ul style="list-style-type: none"> • Maximize waste diversion 	<ul style="list-style-type: none"> • Expand and refine waste data tracking, reporting, and goals
	Natural Systems & Water <ul style="list-style-type: none"> • Increase urban green space • Conserve water resources 	<ul style="list-style-type: none"> • Promote urban forest stewardship and tree preservation • Provide greywater reuse education
	Community Resilience & Wellbeing <ul style="list-style-type: none"> • Enhance community understanding of climate change • Prepare the community for climate impacts 	<ul style="list-style-type: none"> • Invest in public climate education campaigns • Encourage adaptation upgrades
	Cross-cutting <ul style="list-style-type: none"> • Encourage sustainable businesses • Promote climate education outreach 	<ul style="list-style-type: none"> • Develop a sustainable business certification • Expand community partnerships

Implementation Plan

Leadership and Accountability

Because of the interdisciplinary nature of climate change, the County will work across departments to implement the CAP. Key accountability approaches for implementation of the CAP are summarized below, to ensure that the County is making progress toward CAP goals.

Progress reporting and monitoring

- Report on CAP progress, challenges, and next steps to County Council and the ESB (brief reports and presentations annually; more detailed reports and presentations every 3-5 years). If needed, form new County staff and/or County advisory groups to guide and oversee CAP implementation.
- Share progress with the community (Action CC2.2).
- Update the community-wide sector-based GHG inventory every 3-5 years.

Plan adjustments and updates

- Work with County Council and the ESB to update CAP actions as needed to ensure adequate progress toward emission reduction goals.

The "Implementation Matrix" on the following pages represents the beginning of an ongoing and evolving implementation plan, which will kick off after CAP adoption.

Phasing

- Ongoing**
 Continuation of County or regional initiatives without significant changes.
- Immediate**
 1-2 YEARS (2025-2026)
 Priority actions for meeting the County's emissions reduction goals and foundational actions that pave the way for future work.
- Near-term**
 3-6 YEARS (2027-2030)
 Actions that continue moving the needle for Los Alamos to achieve its goals and establish more foundational infrastructure, partnerships, and regulations
- Mid-term**
 7-11 YEARS (2031-2035)
 Actions that require longer-term or more complex planning, coordination, and investments or may be less strongly supported by the community.

Timeframe	Lead	Funding	Relative Cost	Scope	Immediate Next Steps	Other Considerations
BE1.4: Adopt green building standards						
▶	Lead: CDD Support: CMO Sustainability Manager	• Green Building tax incentives • IRA	💰💰	👥	<ul style="list-style-type: none"> • Identify necessary staff time to devote to implementation of action • Research and decide on standards to adopt, based on noted examples, conversations with stakeholders and County staff, and Council direction • Identify technical assistance needs (could be identified as part of outreach program from BE1.3 or contractor training program development from BE1.5) and develop plan for providing technical assistance • Develop education program, including developing promotional/educational materials 	Consider combining outreach and education efforts with BE1.1 and BE1.3, as appropriate
T1.1: Promote EV adoption						
▶	CMO	<ul style="list-style-type: none"> • [NEVI Formula Program • IRA • New Clean Vehicle Tax Credit 	💰💰	👥	<ul style="list-style-type: none"> • Identify necessary staff time to devote to implementation of action • Identify and compile list of existing incentives, rebates, funding sources, resources, and information about EV purchases, prioritizing those that prioritize low-income communities • Develop education program, including developing promotional/educational materials and brainstorming a variety of education avenues (e.g., in-person workshops, tabling at events, social media posts, information on County website) • Convert municipal small engines, lawn/garden equipment, and golf carts, to be fossil fuel free within ten years • Continue pilot for municipal small engine and lawn garden equipment to determine pros and cons • Develop transition plan for municipal small engines to be fossil free within ten years 	Currently in design phase for infrastructure needs to charge and store 60+ electric golf carts. Golf carts estimated delivery is 2025.

Priority Actions

- **BE 1.3** Encourage community energy efficiency and electrification retrofits
 - Cost: \$32K | Impact: 12K MTCO₂e reduced
 - *Major emission source, cost savings*
- **BE 1.4:** Adopt green buildings standards
 - Cost: \$40K | Impact: 169K MTCO₂e reduced
 - *Major emission source, cost savings*
- **T 1.2:** Develop EV infrastructure plan
 - Cost: \$200K | Impact: 10K MTCO₂e reduced
 - *Major emission source, foundational action*

T 1.1: Promote EV adoption

Cost: \$35K | Impact: 59K MTCO₂e reduced

Major emissions source, cost savings

T 3.5: Develop a Commute Trip Reduction program

Cost: \$25K | Impact: 3K MTCO₂e reduced

Lead by example, major municipal emissions source

Potential Priority Actions for Year 2

- **T 2.1:** Expand mixed-use, transit-oriented development policies
 - Impact: 18K MTCO₂e reduced
 - *Major emissions source, co-benefits, has lasting impacts*
- **CR 1.1:** Conduct a vulnerability assessment
 - *Foundational, co-benefits, enhances climate resiliency*
- **CC 2.4:** Expand community partnerships
 - *Foundational, impactful (connects to all climate strategies)*

Next Steps

Next Steps

- **Engage with the community:** invite feedback on draft CAP through online review platform (Konveio)
- **Revise the CAP** to incorporate community and Council input
- **Finalize the CAP and implementation plan**
- Plan approval and adoption

Draft CAP Feedback Platform



Los Alamos County Climate Action Plan

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Number of Commenters: 0 of 500

Page 1 of 25 Type to search Comment Add Pins Drag

Click anywhere in the document to add a comment. Select a bubble to view comments.

Comments Hide

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Add a comment here

Comment Type

- None -

- Feature this comment
- Notify me when new replies are posted

Post Comment

Draft CAP Feedback Integration

Los Alamos County Climate Action Plan - Draft CAP Feedback

Source - Broad	Source - Specific	Comment	Edits Needed?	Proposed Edits	Notes/Questions	Integrated into CAP?
<i>Examples:</i>						
Konveio	Alicia F	Add more photos of chile peppers	No			
Konveio	Andrea M	Page 45 is missing the phrase "XYZ" after "ABC"	Yes	Add "XYZ" after "ABC"		Yes

- Review public comments and integrate into CAP

CAP Timeline

CAP TIMELINE



Thank you! Questions?

Contact Information:

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Andream@CascadiaConsulting.com*

*Alicia Fennell:
Alicia@CascadiaConsulting.com*



Backup Slides

LOS ALAMOS CLIMATE ACTION PLAN



LOS ALAMOS

PUBLIC COMMENT DRAFT | JUNE 2024



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Acknowledgments

The County would like to thank the many groups and individuals that contributed to this Climate Action Plan process.

County Staff

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Karen Kendall	Armando Gabaldon
Philo Shelton	Ben Olbrich
Paul Andrus	James Barela
Julie Williams-Hill	Pete Mondragon
Juan Rael	Keith Wilson
Eric Martinez	Cory Styron

County Council

Denise Derkacs, Chair	Melanee Hand
Theresa Cull, Vice Chair	Randall Ryti
David Reagor	Suzie Havemann
Keith Lepsch	

County Boards, Groups, Partners, and Advisors

Environmental Sustainability Board (ESB)	Family Strengths Network (FSN)
Board of Public Utilities (BPU)	Pajarito Environmental Educational Center (PEEC)

Consultant Team

Cascadia Consulting Group	AMM Consulting
EcoDataLab	



Letter from the County

Letter will be drafted in final version.



Key Terms and Abbreviations

Key terms

Circular economy: A model where products are designed to be reused or recycled, which avoids consumption of new raw materials and reduces waste, pollution, and greenhouse gas emissions.

Climate change: The long-term change in climate patterns due to increased levels of atmospheric carbon dioxide and other greenhouse gases, primarily produced by human activities.

Electrification: The transition away from using natural gas and other fossil fuels to electricity (typically generated from renewable energy sources like solar and wind) to power buildings and vehicles.

Multimodal transportation: Accessible transportation through various travel modes beyond single-occupancy vehicles, including pedestrian, bicycle, and public transit.

Sector-based emissions inventory: A type of greenhouse gas emissions inventory that identifies and quantifies emissions within Los Alamos' geographic boundary across different sectors such as transportation and building energy.

Abbreviations

CTR	Commute trip reduction programs promote alternatives to driving alone to improve sustainability and reduce traffic congestion. Common elements of CTR programs include transportation demand management strategies like bicycle amenities, carpool and vanpool incentives, transit fare subsidies, and flexible work schedules.
CBEI	Consumption-based emission inventories are a type of greenhouse gas emissions inventory that identifies and quantifies emissions occurring both locally and globally, associated with all items, goods, and services consumed by households in a community.
EV	Electric vehicles derive power from an electric motor rather than a fuel-powered internal combustion engine.
GSI	Green stormwater infrastructure systems use vegetation, soil, and natural processes to filter, slow, and treat stormwater runoff, such as permeable pavement and rain gardens.

MTCO₂e	Metric tons of carbon dioxide equivalent is a unit of measurement that represents an amount of a greenhouse gas whose impact on climate change has been standardized to that of one unit of carbon dioxide (CO ₂), based on the global warming potential (GWP) of the gas.
TOD	Transit-oriented Development is walkable, pedestrian-oriented, and densely compacted mixed-use (commercial, residential, entertainment) development centered around or located near public transit stations.
VMT	Vehicle miles traveled are the total miles of vehicle travel in a geographic area over a given time.

Executive Summary

Why a Climate Action Plan?

The impacts of climate change—including hotter temperatures, reduced precipitation, and increasing intensity of wildfires—are being experienced in Los Alamos County and beyond. While the County has been working on sustainability initiatives for decades, a more formalized and focused effort began in December 2020, when a group of concerned Los Alamos County residents submitted a petition to the County Council requesting action on climate change. This petition led to the formation of the **Los Alamos Resiliency, Energy, and Sustainability (LARES) Task Force and a County Council initiative** to address climate change.

This **Los Alamos County Climate Action Plan (CAP)** represents the next step in implementing this initiative by outlining a vision and roadmap for **reducing greenhouse gas emissions and increasing climate resilience in Los Alamos County.**



How Did It Come Together?

This CAP is built on several key steps and analyses, including a baseline policy assessment, greenhouse gas inventories, strategy and action development and refinement, GHG and action modeling, cost modeling, and target setting. Throughout the process, community engagement helped to shape the CAP's priorities and actions.

Key themes heard through community engagement included **support** for transitioning to carbon free energy sources, improving energy efficiency in buildings, expanding and protecting green spaces and natural ecosystems, prioritizing education and engagement, supporting economic development, promoting sustainable transportation options, and practicing water conservation and sustainable waste management. Community members shared their **concerns** about the cost of climate action and potential financial impacts on community members.

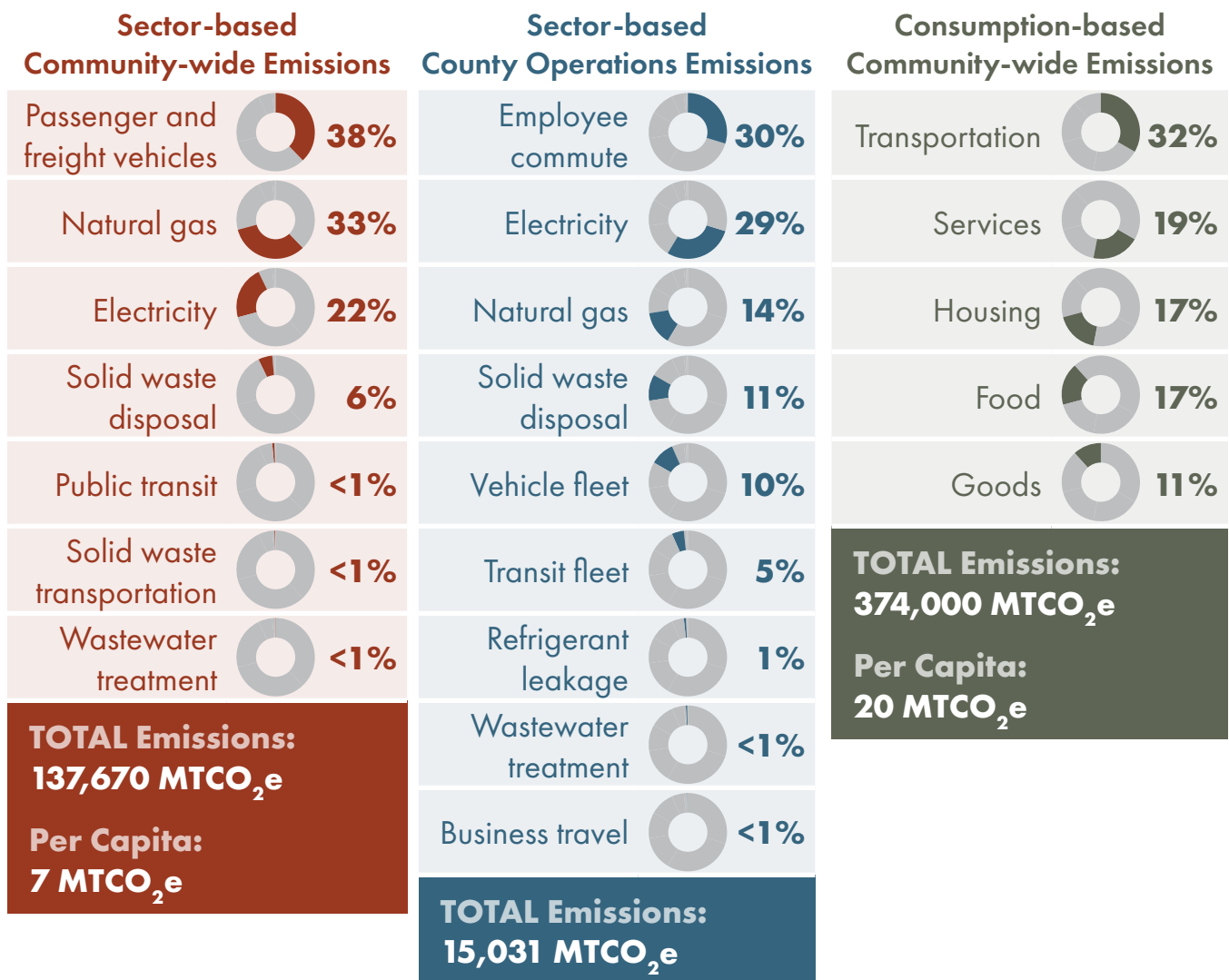
Where Do Our Emissions Come From?

Greenhouse gas (GHG) inventories quantify a jurisdiction or entity’s GHG emissions. Different types of GHG emissions inventories apply different lenses to emission sources, thus measuring overlapping but slightly different sources of GHG emissions. Los Alamos County conducted three GHG emissions inventories as part of the CAP process. Understanding the sources and magnitude of our GHG emissions helps us to more effectively plan to reduce those emissions.

The **sector-based community-wide emissions inventory** accounts for emissions produced by residents, visitors, schools, County operations, and businesses within the county’s geographic bounds (as much as possible, Los Alamos National Laboratory’s (LANL) emissions are not included in the community-wide total, but its emissions impact on the community is considered for informational purposes within the study).

The **County operations emissions inventory** accounts for emissions that are produced by County-owned and -operated facilities and activities and are largely produced within the county’s geographic boundary. Note that these County operations emissions are also included as part of the sector-based community-wide emissions total.

The **consumption-based emissions inventory** estimates the emissions associated with the household consumption of all residents, including upstream emissions—emissions produced during the production and transportation stages of a product or service.

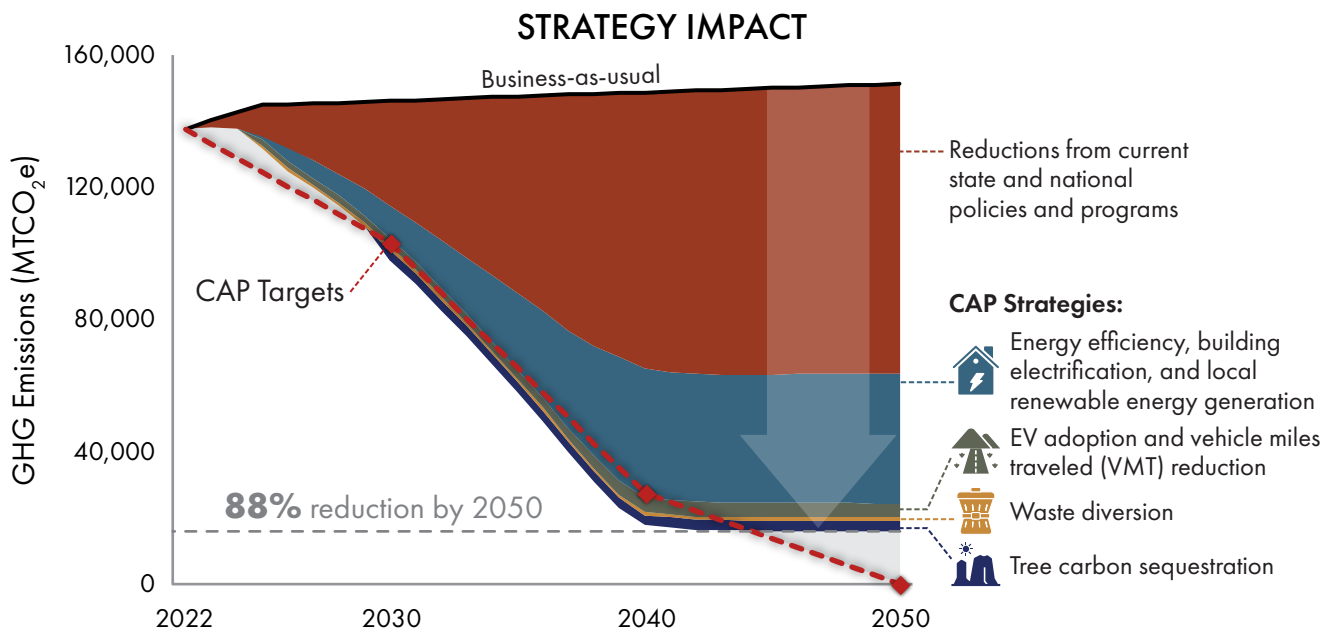


What will it take?







This Climate Action Plan lays out a roadmap for achieving the community’s vision of a resilient and sustainable Los Alamos, with the goal of reaching carbon neutrality by 2050, with interim targets of 30% GHG reduction by 2030 and 80% reduction by 2040 (compared to a 2022 baseline). The CAP strategies and actions contribute to this vision through **two primary pathways**:

- **Mitigation:** Reducing greenhouse gas emissions from Los Alamos County government and community member activities (100% by 2050 (carbon neutral)).
- **Adaptation & Resilience:** Increasing Los Alamos County government and community resilience to climate change impacts such as drought, flooding, wildfire, and extreme heat.

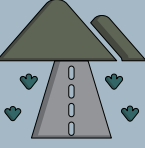
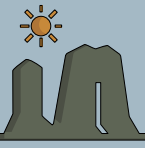

To achieve these targets, both the County government and community members will need to take strides to reduce our carbon footprint through the strategies shown below.



What’s needed?

	COUNTY STRATEGIES	EXAMPLE ACTIONS
	Energy efficiency	Encourage energy efficiency and electrification retrofits
	Building electrification	Require electric equipment replacement at burnout
	EV adoption	Develop EV infrastructure plan
	Vehicle miles traveled (VMT) reduction	Expand mixed-use, transit oriented development policies
	Waste diversion	Implement food waste prevention and diversion program
	Tree carbon sequestration	Promote urban forest stewardship and tree preservation

The Climate Action Plan is organized into six primary focus areas, which each contain key strategies and actions to achieve the County’s emission reduction and resilience goals:

	FOCUS AREA & STRATEGIES	EXAMPLE ACTIONS
	<p>Buildings & Energy</p> <ul style="list-style-type: none"> • Increase building efficiency and decarbonization • Increase renewable energy generation 	<ul style="list-style-type: none"> • Encourage energy efficiency and electrification retrofits • Expand electric energy resiliency
	<p>Transportation & Land Use</p> <ul style="list-style-type: none"> • Expand EV infrastructure and adoption • Expand and promote multi-modal connectivity and sustainable land use planning 	<ul style="list-style-type: none"> • Develop EV infrastructure plan • Expand mixed-use, transit-oriented development policies • Encourage multimodal transportation
	<p>Materials & Consumption</p> <ul style="list-style-type: none"> • Maximize waste diversion 	<ul style="list-style-type: none"> • Expand and refine waste data tracking, reporting, and goals
	<p>Natural Systems & Water</p> <ul style="list-style-type: none"> • Increase urban green space • Conserve water resources 	<ul style="list-style-type: none"> • Promote urban forest stewardship and tree preservation • Provide greywater reuse education
	<p>Community Resilience & Wellbeing</p> <ul style="list-style-type: none"> • Enhance community understanding of climate change • Prepare the community for climate impacts 	<ul style="list-style-type: none"> • Invest in public climate education campaigns • Encourage adaptation upgrades
	<p>Cross-cutting</p> <ul style="list-style-type: none"> • Encourage sustainable businesses • Promote climate education outreach 	<ul style="list-style-type: none"> • Develop a sustainable business certification • Expand community partnerships

This CAP aims to distribute benefits and burdens equitably across the community, ensuring that more vulnerable groups receive greater benefits and bear fewer burdens than other groups as a result of CAP actions. As part of this goal, the County will explore opportunities to address financial barriers for community members, build and strengthen inclusive and equitable partnerships, and incorporate diverse perspectives in decision-making.

Implementing the CAP will be an ambitious and ongoing effort by the County and community. As part of this effort, the County should regularly assess and report on progress toward targets and goals, allowing for adjustments and pivots as needed. The County is excited to lead this important work, in collaboration with community members and other partners, to reduce greenhouse gas emissions and increase climate resilience to make Los Alamos County a more sustainable and resilient community.

Introduction

Why a climate action plan?

The impacts of climate change—including hotter temperatures, reduced precipitation, and increasing intensity of wildfires—are being experienced in Los Alamos County and beyond. While the County has been working on sustainability initiatives for decades, a more formalized and focused effort began in December 2020, when a group of concerned Los Alamos County residents submitted a petition to the County Council requesting action on climate change. This petition led to the formation of the **Los Alamos Resiliency, Energy, and Sustainability (LARES) Task Force and a County Council initiative** to address climate change. In its final report,¹ LARES Task Force wrote:

“Climate change represents an existential threat to our community and the world, with impacts becoming evident at an accelerating rate: hotter temperatures, reduced precipitation, increasing intensity and frequency of wildfires, and more animals seeking food near our homes.”

This **Los Alamos County Climate Action Plan (CAP)** represents the next step in implementing this initiative by outlining a vision and roadmap for **reducing greenhouse gas emissions and increasing climate resilience in Los Alamos County**.

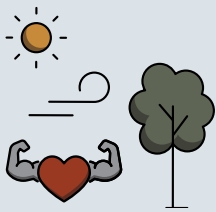
¹ [Los Alamos Resiliency, Energy and Sustainability Task Force Final Report \(2022\)](#)



Benefits of Climate Action

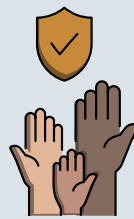
Taking action on climate change can bring benefits for Los Alamos County ecosystems, residents, and businesses. By doing our part, we can protect our local ecosystems and enhance our quality of life.

Improved quality of life & public health



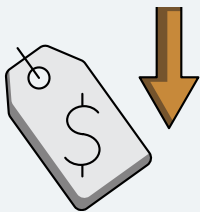
Climate action can contribute to our collective health and wellbeing through clean air, clean water, and a healthy environment.

Resilient community



Climate action can enhance our community's ability to withstand and recover from environmental challenges by adopting sustainable practices.

Cost savings



Climate action can save money by reducing waste, being smart with energy and water use, planting native landscapes, and driving less.

Environmental preservation



Climate action can help protect our local ecosystems, wildlife habitats, and natural beauty by conserving resources and reducing pollution.



Global Benefits

The benefits of local climate action and emissions reductions go beyond the Los Alamos community, and can have a positive impact across the globe. Our emissions may be a small percentage globally, but being a leader in climate action can make a big difference. By doing our part and taking action, we can show other communities what's possible, and encourage them to do the same!

Building on Existing Work

This Climate Action Plan builds on notable work and accomplishments already underway and completed by the County and community. The 2024 Los Alamos Strategic Leadership Plan includes “environmental stewardship” as one of its five goals, which prioritizes natural resource protection, greenhouse gas reduction, carbon-neutral energy supply, water conservation, and waste management—all of which play a role in the CAP strategies and actions in this document.

↓		The County provided free public transportation; launched recycling and reuse programs; began pursuing carbon-free power, water and energy conservation campaigns; and committed investments in multi-use trails.
2020		A group of concerned residents submitted a petition to County Council requesting action on climate change
2022		The LARES task force was created and developed recommendations for climate action
		The County hired dedicated County Sustainability staff
		The utility’s Integrated Resource Plan set a goal to be carbon neutral by 2040
2023		The County committed funds to develop an initial Climate Action Plan

This CAP covers a wide range of environmental and climate-related topics and will require collaboration across County departments and groups; existing plans and initiatives that this work will build on and interact with include the following:

- Los Alamos County Comprehensive Plan (2016)
- Los Alamos Long-Range Water Supply Plan (LRWSP) (2018)
- Los Alamos Integrated Resource Plan (IRP) (2022)
- Los Alamos Resiliency, Energy, And Sustainability (LARES) Report (2022)
- Los Alamos Energy & Water Conservation Plan (2022)
- Los Alamos Strategic Leadership Plan (2023)
- Los Alamos Short-Range Transit Plan (2023)

Focus Areas and Goals

This Climate Action Plan lays out a roadmap for achieving the community’s climate goals. Specifically, the strategies and actions contribute to this vision through **two primary pathways**:

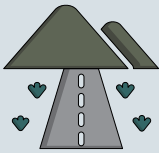
- **Mitigation:** Reducing greenhouse gas emissions from Los Alamos County government and community member activities (100% by 2050 (carbon neutral)).
- **Adaptation & Resilience:** Increasing Los Alamos County government and community resilience to climate change impacts such as drought, flooding, wildfire, and extreme heat.

The Climate Action Plan is organized into six primary focus areas, which each aim to support one or both of the primary pathways described above:



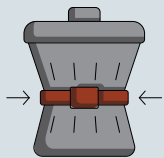
Buildings & Energy

Reduce greenhouse gas emissions from buildings through energy efficiency, electrification, and transitioning to renewable energy sources.



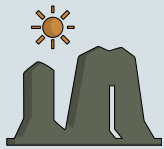
Transportation & Land Use

Reduce greenhouse gas emissions from transportation and improve community mobility through sustainable land use planning, accessible multimodal transportation options, improved cycling and pedestrian networks, and expanded electric vehicle infrastructure.



Materials & Consumption

Reduce community waste generation and the greenhouse gas emissions associated with the consumption and disposal of goods and materials.



Natural Systems & Water Resources

Conserve water resources and increase urban green space to improve climate resiliency, protect vital habitats, ecosystems, and natural resources, improve local carbon sequestration, and enhance community green spaces.



Climate Resilience & Wellbeing

Ensure that residents are prepared for climate impacts and enhance climate action education and programs.



Cross-Cutting

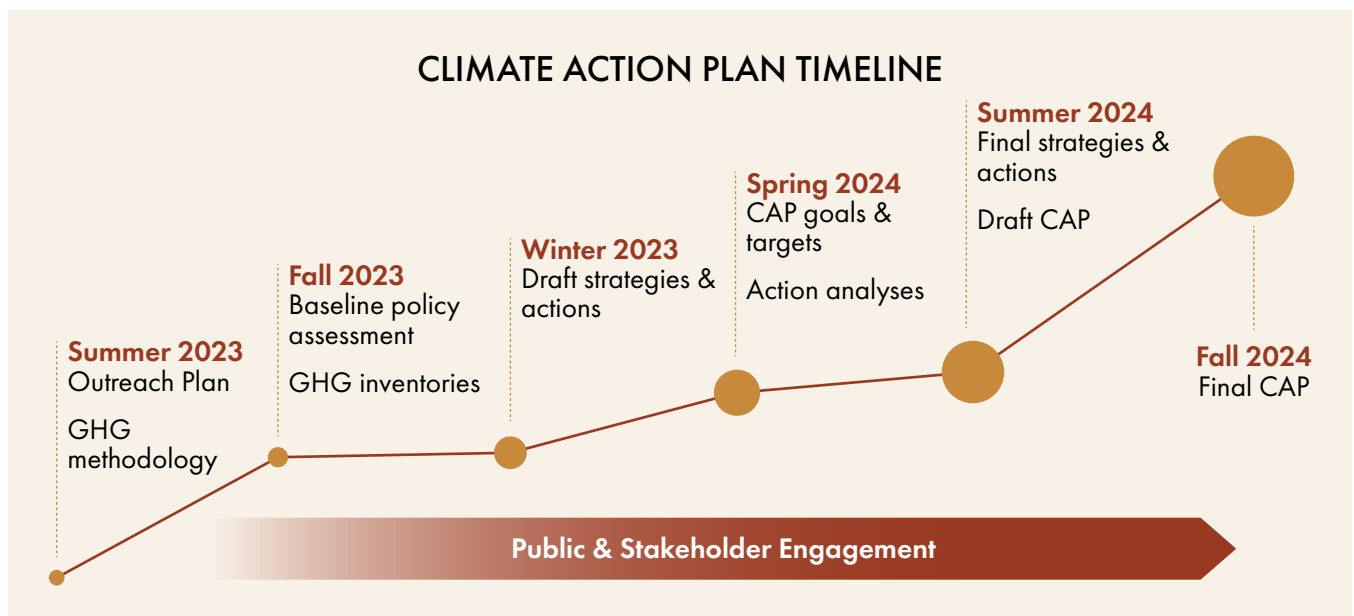
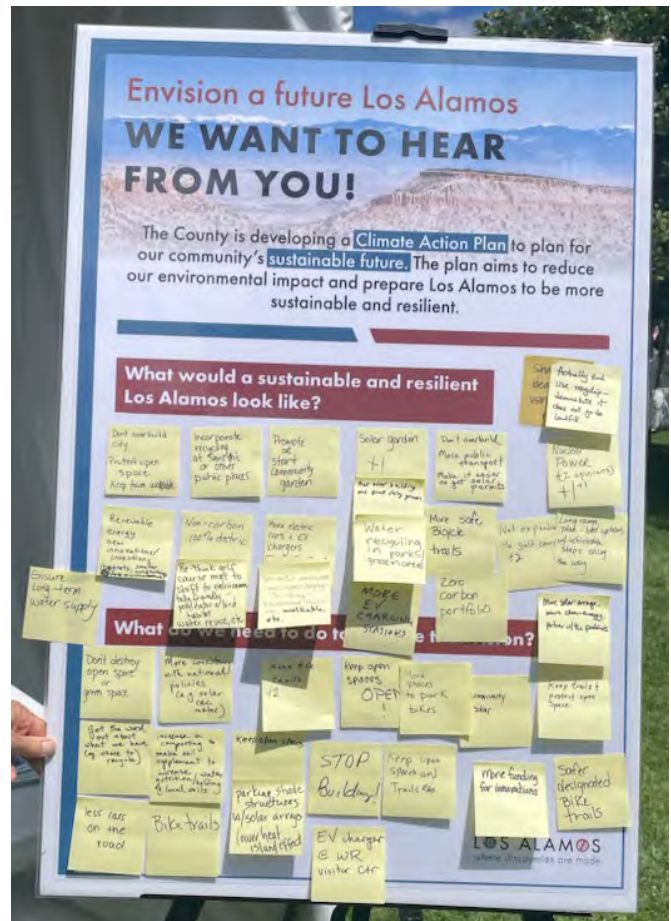
Reduce community-wide greenhouse gas emissions and inspire climate action through outreach, engagement, partnership, and leadership.

How it Came Together

This CAP is built on several key steps and analyses, including:

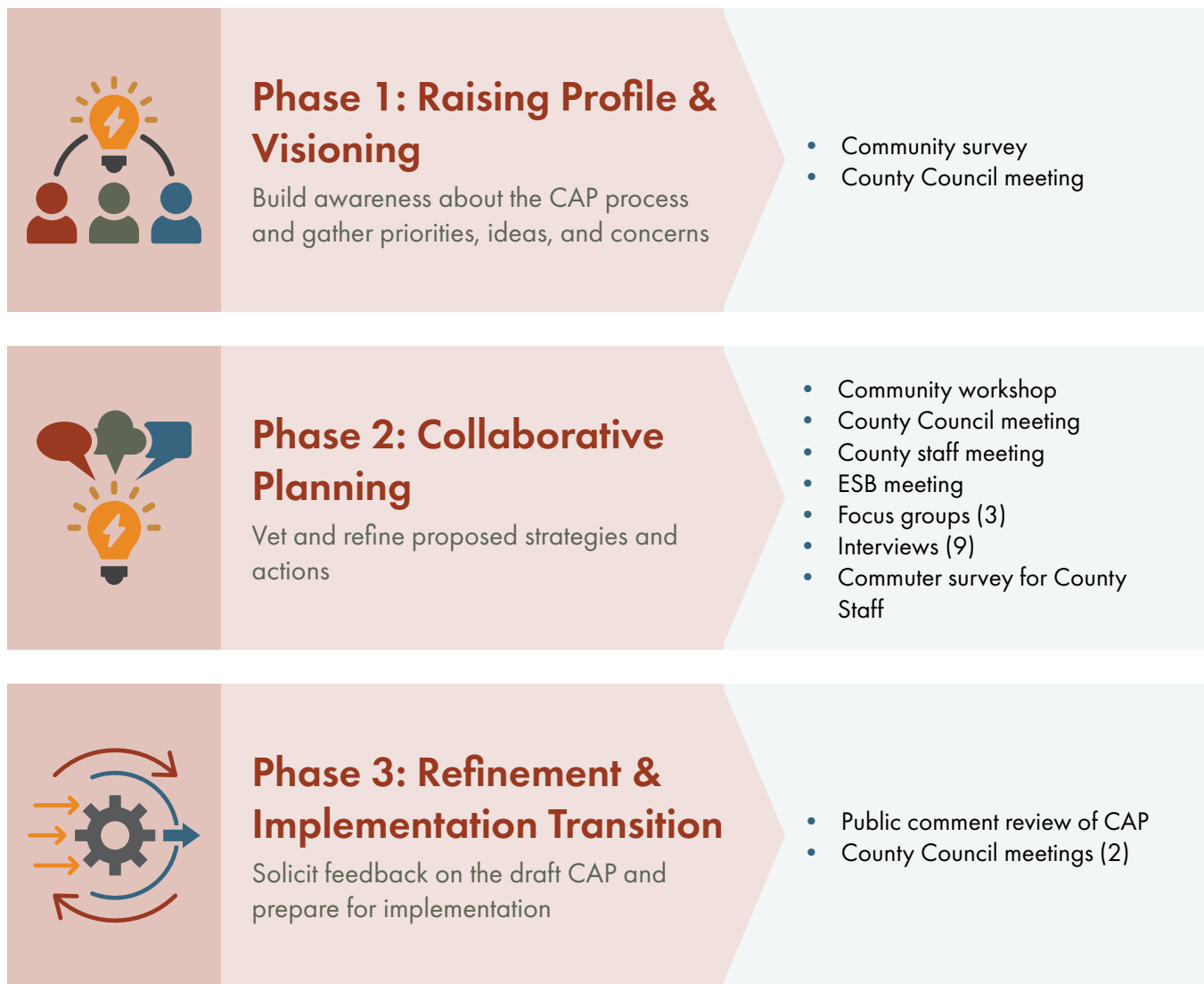
- A baseline policy assessment
- Greenhouse gas inventories strategy and action development and refinement
- GHG and action modeling
- Target setting

Throughout the process, community engagement helped to shape the CAP's priorities and actions.



Community Engagement

For this CAP to be effective, it needs to reflect the values and priorities of the community. Throughout the CAP process, the County engaged with community members and County stakeholders to gather input and feedback about the CAP. The process included the following key phases:



Throughout this process, the planning team sought to integrate racial equity and inclusivity. For example, the County provided a diversity of engagement options, tracked participation demographics, and supported both in-person and virtual attendance to accommodate those with scheduling or transportation limitations.

What We Heard

In the **community survey, community workshop, focus groups, and individual interviews**, residents and community members shared their priorities, support, and concerns about climate action in Los Alamos. Some key themes from this engagement are summarized below.



There are many energy inefficient buildings in the community, both commercial and residential. There is support for improving energy efficiency in buildings, and there is a need for financial assistance for families to reduce energy consumption, especially in older buildings.



Lack of affordable housing in the area is a significant challenge, leading to more commuters and overall transportation challenges. People expressed frustration with traffic and the number of commuters coming into the area, both from a safety and pollution perspective, and supported expanding and promoting sustainable transportation options.



Residents and community members expressed concerns about the cost of climate action, including the worry that CAP actions may not be economically viable and could pose challenges for some families and businesses. People also voiced concern over the feasibility of plan implementation and identified the need for budget and infrastructure improvements to effectively implement CAP actions.



Water scarcity is top of mind for many community members. People expressed support for protecting green spaces and natural ecosystems and practicing water conservation.



The community generally supports a transition to carbon free energy sources.



Community members voiced support for prioritizing education and engagement, supporting economic development, and practicing sustainable waste management.

Ideas, concerns, and feedback gathered through community engagement helped to shape the overarching goals and specific details of CAP actions.

“Decarbonize the electric utility. Quit installing natural gas infrastructure in new construction.”

“Biking is my primary mode of transportation and I would love to be able to explore more of what Los Alamos has to offer with the convenience of my bike.”

“Continue to make the central business district more walkable.”

“I save water in the house from running water to get it hot for dishwasher and shower and use it to water outdoor and indoor plants.”

“We want economically feasible solutions.”





Strategy and Action Development

The strategies and actions in this Climate Action Plan aim to address Los Alamos' major emission sources and projected future climate impacts. **The following process was used to develop the CAP actions:**

- **Develop initial set of actions.**

An initial set of actions was developed based on the GHG inventory results, the county's unique context and staff input, current best practices and best available science, peer jurisdictions, local and regional resources, and community priorities.

- **Refine actions through staff feedback and qualitative analysis.**

The initial action list underwent several rounds of County staff and Environmental Sustainability Board (ESB) member review to vet, revise, and prioritize actions. To further refine the list of actions, actions were evaluated through a multi-criteria analysis based on impact, cost, equity, and co-benefits. This qualitative analysis highlighted the CAP actions that scored well across categories, as well as actions that needed further strengthening. Based on the qualitative analysis and feedback received from the County, approximately 40 actions moved forward for County Council and community member feedback.

- **Conduct quantitative analyses on a short list of actions.**

The County conducted a cost-benefit analysis on eight actions, evaluating implementation and ongoing costs of actions, relying on published scientific literature, case studies, expert opinion, and County staff input to determine approximate costs. This cost-benefit analysis was conducted for both the County and community, which helped to understand the cost savings potential for the community. The team also performed a quantitative GHG impact assessment and wedge analysis, which provided an estimate of the emission reductions associated with key actions to provide a defensible plan for meeting the County's emission reduction goals. Not all actions were modeled, because some were not readily quantifiable, may have resulted in inconsequential GHG emission reductions, or may have more indirect benefits. Results from the cost-benefit analysis and impact assessment are detailed in the "[Appendices](#)".

- **Finalize actions through Council and community input.**

The Los Alamos community and County Council reviewed the results of the qualitative and quantitative action analyses and provided feedback on the vetted action list through a community workshop and County Council meeting.

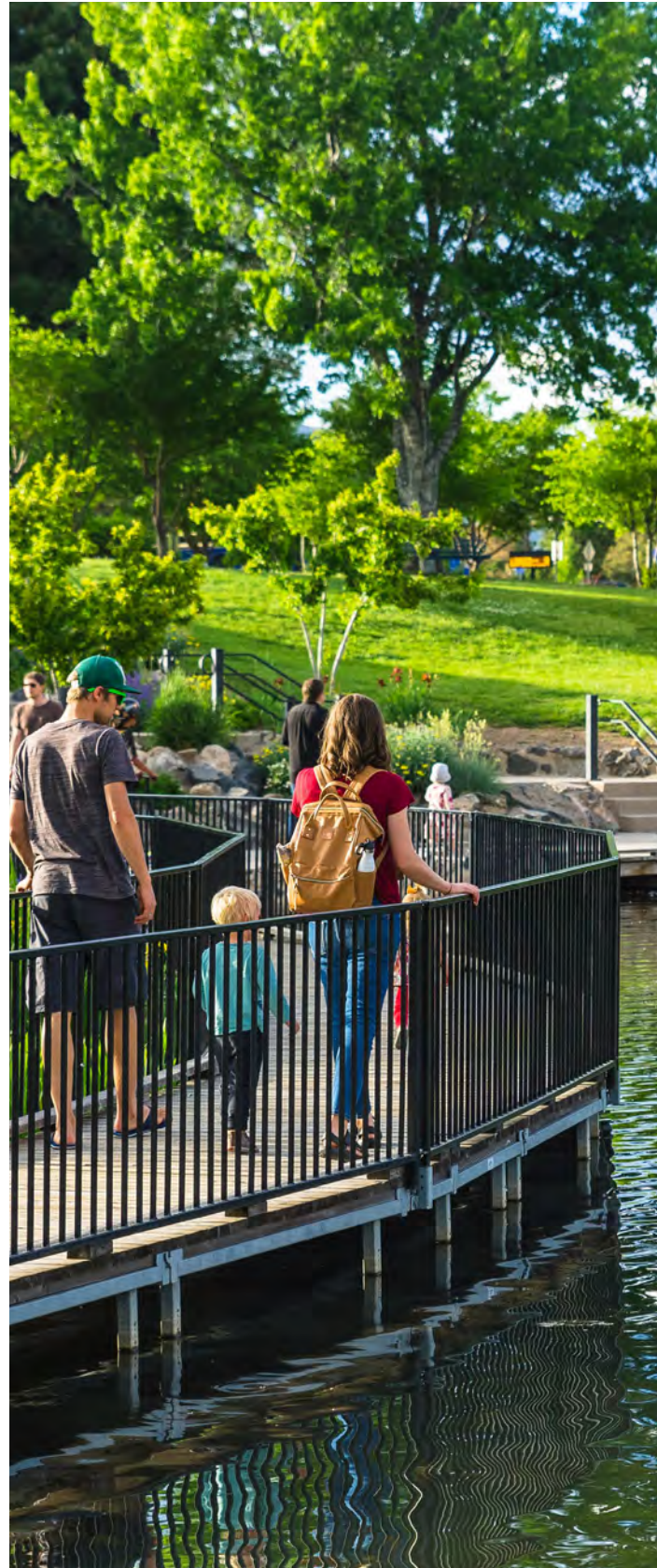
What about costs?

Throughout the community engagement process, residents and stakeholders consistently voiced concerns and questions about the costs of climate action. Cost considerations informed the development of strategies, actions, and the overall CAP.

- CAP actions were designed to minimize cost burdens on residents as much as possible. This includes providing resources and education about financial incentives and limiting mandates to ensure community members are not burdened with new costs. As mentioned above, multi-criteria analysis of proposed actions included equity and community costs as criteria, which further supported the CAP’s goal of limiting additional financial burdens for community members.
- To better understand the costs associated with select actions, the County commissioned cost analyses for a subset of proposed climate actions. These analyses considered costs to the community, costs to the County, and potential cost savings. See the [“Appendices”](#) for details on these analyses.
- There is substantial funding available for climate action, with a variety of federal and state grants and incentives designed to support building retrofits, EV charging infrastructure, and other climate and sustainability initiatives. For some examples of funding resources, see the [“Funding and Education Resources”](#) section.
- Although climate action can be costly, the costs of inaction can be even greater.^{2,3} These costs—though difficult to quantify precisely—include both economic and social costs, such as from infrastructure and property damages from extreme weather events, rising energy costs due to more extreme temperatures, impacts on food and water security, and impacts on physical and mental health. These impacts disproportionately affect overburdened communities on both a local and global scale; overburdened communities may include people who are Black, Indigenous, Hispanic or Latino, people of color, people with low or no income, unhoused individuals, youth, immigrants, people with disabilities, people with limited English proficiency, and other identities who face current or historic inequities. The costs of climate action need to be discussed alongside the costs, risks, and impacts of inaction.

2 [Climate Policy Initiative: The Cost of Inaction \(2024\)](#)

3 [Deloitte research reveals inaction on climate change could cost the world’s economy US\\$178 trillion by 2070 \(2022\)](#)



Cost estimation of select climate actions

To better understand the costs of climate action, the planning team conducted a more detailed quantitative cost analysis of select actions for consideration in the Climate Action Plan. The planning team **prioritized analysis of actions anticipated to be higher cost, cost-effective to the community, and/or implemented in the near-term**. The analysis considered both anticipated costs to the community (residents, businesses) and costs to the County government. Costs and benefits were considered over the full lifetime of action implementation, from 2025 to 2050.

The cost analyses also considered the following:

- Future rates of inflation
- Discount rate (i.e., a dollar received today has more value than a dollar received later)
- County labor costs (i.e., additional County staff needs)
- Avoided costs of climate damages (using the social cost of carbon, a value representing the cost of long-term damages caused by each ton of CO2 emitted into the atmosphere)
- Energy and fuel costs and savings
- Upfront costs for new infrastructure, equipment, or retrofits
- Available tax incentives and rebates

Costs were summarized in net present values (PV) to allow for an apples-to-apples comparison across action implementation timeframes. Findings from the cost analysis, summarized in the table below, suggests that the total net present value (NPV) community cost of implementing select CAP actions is equivalent to about **\$122 in savings per resident per year** (\$3,057 in savings per resident over the 25-year implementation timeframe). Much of these savings to the community are in the form of rebates/incentives and fuel cost savings. Note that, while the values appear precise, they represent estimates with a margin of error and more detailed cost-benefit analysis should be pursued prior to budgeting and implementing an action.

Net costs associated with selected CAP actions (negative value are net cost savings).

ID	Action	NPV Costs to Gov't	NPV Costs to Community	Total NPV Costs	Public Benefit (PV Avoided Climate Costs)	Net Public Cost (NPV)	Per-Capita NPV Community Costs
BE2.1	Incentivize electrification retrofits	\$166,971	(\$37,081,632)	(\$36,914,662)	(\$631,390)	(\$37,546,051)	(\$1,869)
BE1.4	Adopt green building standards	\$593,664	(\$23,311,003)	(\$22,717,339)	(\$9,508,735)	(\$32,226,074)	(\$1,175)
BE1.2	Establish an energy benchmarking program for municipal buildings	\$1,132,882	\$0	\$1,132,882	(\$685,968)	\$446,913	\$0
T1.2	Develop EV infrastructure plan	\$895,346	\$100,746	\$996,091	(\$624,417)	\$371,674	\$5
T1.4	Transition County fleet to EVs	(\$1,216,117)	\$0	(\$1,216,117)	(\$3,613,425)	(\$4,829,542)	\$0
T3.4	Expand non-motorized transportation options and accessibility	\$17,146,368	\$210,048	\$17,356,416	(\$24,477)	\$17,331,939	\$11
T3.5	Develop a CTR program	\$447,518	\$0	\$447,518	(\$195,949)	\$251,569	\$0
CR1.3	Support the local food system	\$372,931	(\$578,890)	(\$205,959)	\$0	(\$205,959)	(\$29)
Total		\$19,539,562	(\$60,660,731)	(\$41,121,169)	(\$15,284,362)	(\$56,405,531)	(\$3,057)

How Climate Change is Impacting Los Alamos

Los Alamos County—along with communities around the world—is already experiencing the impacts of a changing climate. The county has experienced increased frequency and size of wildfires, extreme precipitation and flooding events, and extended drought periods,⁴ which will continue to impact different sectors, including transportation systems, buildings and energy, ecosystems, human health, and the local economy. Climate impacts can threaten the safety, health, and wellbeing of residents, particularly vulnerable populations such as low-income residents, the very young, and the elderly; this CAP aims to build and strengthen resilience to climate impacts.

Wildfire and Air Quality



Higher temperatures and drought are likely to increase the severity, frequency, and extent of **wildfires**, which could harm property, livelihoods, and human health.



Wildfires are likely to make **air quality** unhealthy, especially affecting those with asthma and other health complications. Wildfires also impact drinking water supplies through contamination.



Wildfire and higher temperatures will also stress urban forests and expose them to greater risk of disease outbreaks and mortality.

Extreme Precipitation and Flooding



In New Mexico, climate change is likely to reduce **precipitation** while increasing the intensity of extreme precipitation events and likelihood of rain versus snow. This shift will increase the risk of flooding on soils hardened by drought and altered by wildfires.



Flooding and extreme precipitation events may damage transportation routes, affect energy systems such as power lines, impact ecosystems and groundwater resources, and disrupt emergency response services.

Drought and Water Systems



Climate change is projected to exacerbate **drought** conditions in the southwest, leading to water scarcity and challenges with providing water services, protecting water quality, and preserving healthy ecosystems.⁵



Projections indicate a 25% decrease in **surface water runoff and groundwater recharge** over the next 50 years, affecting agriculture and ecosystems across New Mexico.⁶

Extreme Heat



Average **temperatures** in New Mexico will likely rise, leading to more frequent and extreme heat waves. Annual average temperatures across New Mexico have risen by about 3 degrees F over the last 5 years.⁷



More frequent and intense **heat waves** will strain electricity systems and increase the demand for energy, which can lead to brownouts and power outages. Existing health conditions may lead to higher susceptibility to heat-related illnesses.

4 [Climate Change and the Los Alamos National Laboratory: The Adaptation Challenge \(2015\)](#)

5 [New Mexico Climate Risk Map](#)

6 [New Mexico Climate Adaptation and Resilience Plan \(2024\)](#)

7 [New Mexico Earth Matters: New Mexico's Climate in the 21st Century: A Great Change is Underway \(2020\)](#)

Greenhouse Gas Emissions

Greenhouse gas emissions inventories quantify a jurisdiction or entity’s GHG emissions within a set period of time (typically a calendar year). Understanding the sources and magnitude of GHG emissions helps jurisdictions more effectively plan to reduce those emissions.

Different types of GHG emissions inventories apply different lenses to emission sources, thus measuring overlapping but slightly different sources of GHG emissions. Los Alamos County conducted three GHG emissions inventories as part of the CAP process:



Community-wide sector-based

Estimates emissions produced by actions from residents, visitors, schools, County operations, and businesses within the county’s geographic bounds.



County operations sector-based

Estimates emissions produced by County-owned and -operated facilities and activities.



Consumption-based

Estimates emissions associated with the consumption activity of all households of a geographic area.

The County chose to conduct these three inventories to gain a broader understanding of Los Alamos’ emissions. Each inventory estimates slightly different sources or scopes of emissions, with some overlap between inventory types, which are described in the following sections.

Most of the CAP actions aim to address emissions from the community-wide sector-based inventory—emissions that occur within the county’s geographic bounds and over which the County and community have the most direct control. Though the County has less control over the emissions quantified in the consumption-based emissions inventory (CBEI), the CBEI can expand our understanding of our household-level emissions and avenues to reduce them.

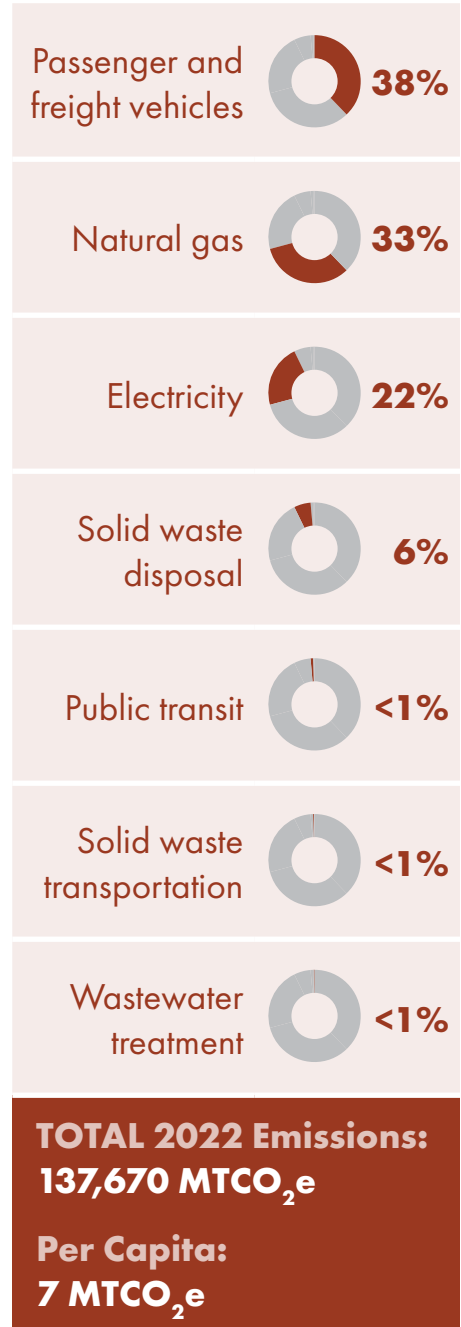
The results from the three GHG inventories are summarized in the following sections. For more details on inventory methodologies and results, see the [“Appendices”](#).

Sector-based Community-wide GHG Emissions

Los Alamos County completed a community-wide greenhouse gas emissions baseline study using a 2022 inventory year to inform development of this Climate Action Plan.

The **community-wide sector-based emissions inventory** accounts for emissions that are produced by actions from Los Alamos County residents, visitors, schools, County operations, and businesses. As much as possible, Los Alamos National Laboratory’s (LANL) emissions are not included in the community-wide total, but its emissions impact on the community is considered for informational purposes within the study.

In 2022, Los Alamos County’s **community** produced an estimated 137,670 metric tons of carbon dioxide equivalent (MTCO₂e), equating to approximately 7 MTCO₂e per-capita.⁸ The largest contributors to emissions were community building energy consumption and transportation.

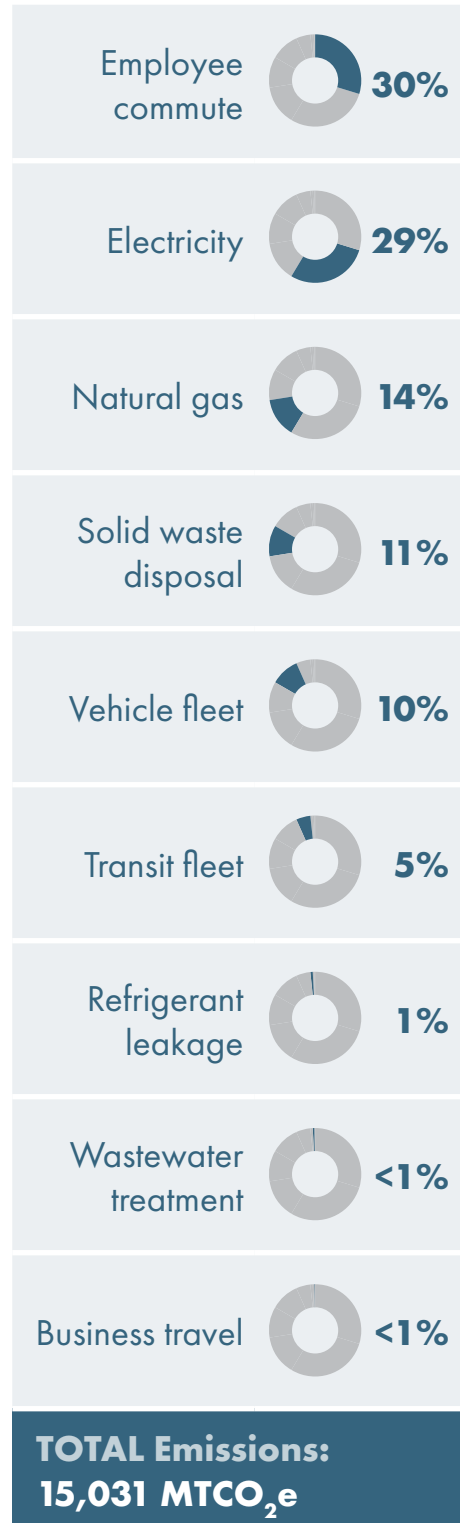


⁸ Based on a population of 19,187 (U.S. Census 2022 estimate).

Sector-based County Operations GHG Emissions

Los Alamos County also completed a County operations greenhouse gas emissions baseline study using a 2022 inventory year. The **County operations emissions inventory** accounts for emissions that are produced by County-owned and -operated facilities and activities.

County operations were responsible for an estimated 15,031 MTCO₂e in 2022. County operations emissions are not in addition to, but part of community-wide emissions, because County buildings, facilities, and activities generally occur within Los Alamos’ geographic bounds. The largest contributors to emissions were transportation and County facility building energy consumption.



Consumption-based Community-wide GHG Emissions

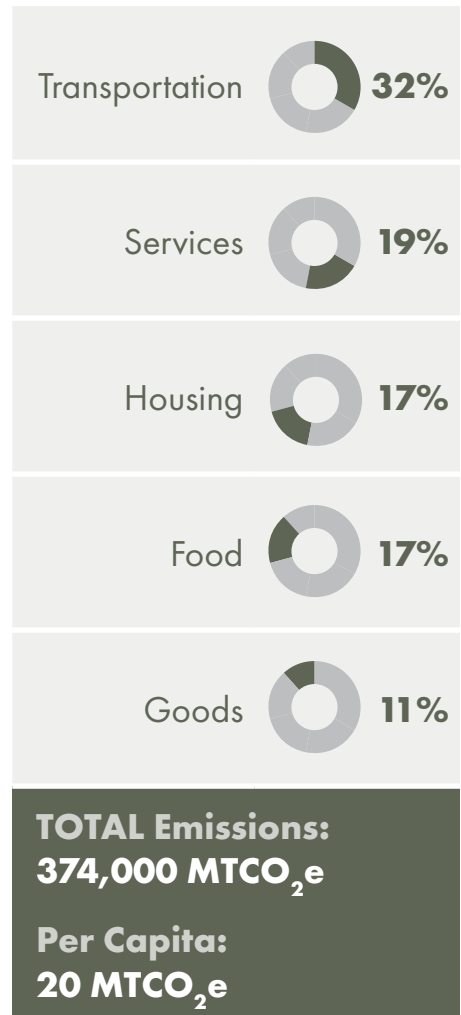
Lastly, Los Alamos County completed a **consumption-based emissions inventory (CBEI)**, estimating the greenhouse gas emissions associated with the household consumption of all residents, including upstream emissions—emissions produced during the production and transportation stages of a product or service.

These emissions are broken out into five categories: transportation (including driving and air travel), housing (including home construction and household energy use from electricity and natural gas), food (including meat, dairy, fruits and vegetables, cereals and bakery products, and other foods), services (including healthcare and education), and goods (including furnishings and appliance and other miscellaneous goods).

In Los Alamos County in 2022, the typical **household** was responsible for roughly 47 MTCO₂e annually, or about 20 MTCO₂e per person (for comparison, the national average is slightly lower at about 42 MTCO₂e per household annually). With 7,999 households in the county, this is a total of roughly 374 thousand MTCO₂e in 2022 attributable to residents of Los Alamos County. In contrast, the community-wide inventory totaled only 135,997 MTCO₂e. Los Alamos County’s consumption-based emissions are nearly three times greater than its sector-based emissions because the CBEI encompasses upstream emissions, which are not included in sector-based inventories.

Within the categories shown in the figure to the right, the largest sub-categories of gasoline, healthcare, and natural gas comprised nearly 44% of emissions.

Los Alamos County’s household consumption is driven by a variety of factors, but high household income, high vehicle ownership, and high educational attainment are major drivers of consumption-based emissions. For more details about the CBEI methodology and results, see the “[Appendices](#)”.



Emission Reduction Targets

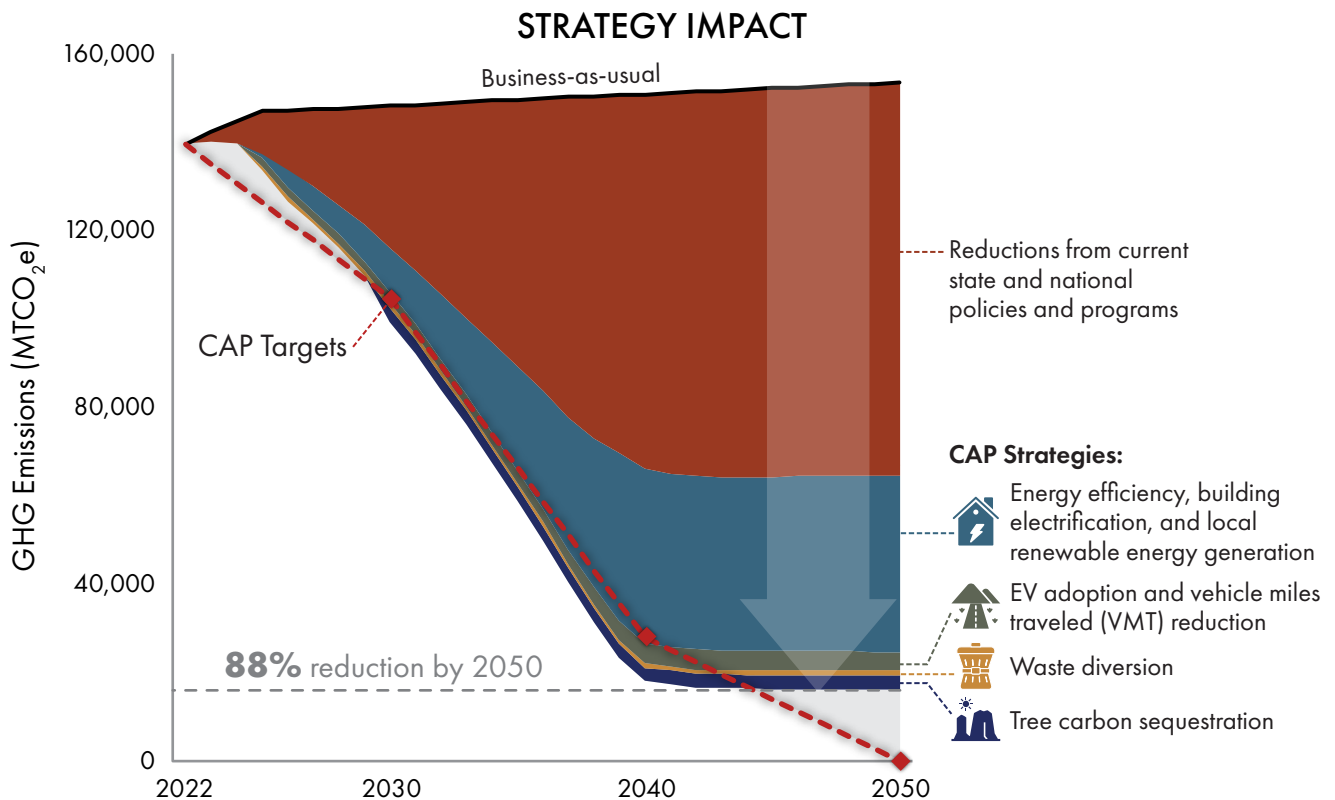
Los Alamos County has established the following GHG emission reduction targets compared to 2022 baseline emissions levels:

- 30% reduction by 2030.
- 80% reduction by 2040.
- 100% reduction (carbon neutral) by 2050.

These ambitious targets—informed by detailed quantitative analysis, comparison to peer jurisdictions, and consultation with the Los Alamos County community and leadership—are consistent with the Intergovernmental Panel on Climate Change (IPCC) recommendations for avoiding the worst climate change impacts.

What Will It Take?

To achieve these targets, both the County government and community members will need to take strides to reduce our carbon footprint. The entire community will need to transition away from fossil fuel-heated and -powered buildings and vehicles, reduce overall energy consumption, and divert solid waste away from the landfill. This Climate Action Plan aims to encourage and drive these changes through policies, programs, partnerships, and other mechanisms, described in the “[Strategies and Actions](#)” section on the following pages.



The need for climate action

Based on the community-wide GHG inventory, if no action is taken to address climate change, population and economic growth are anticipated to increase GHG emissions by 10% by 2050. However, existing federal, state, and local policies that address climate change will help reduce those future emissions increases—specifically, the policies modeled in this analysis are expected to result in a 54% reduction by 2050 compared to 2022 emission levels. Local action is needed to achieve further emission reductions. **The CAP actions modeled here are expected to reduce community-wide emissions by 88% by 2050 compared to 2022 emission levels.** The remaining 12% reduction will rely on additional federal and state action, technological innovations, regular evaluation of Los Alamos’ progress, and consideration of other tools and options beyond actions included in this CAP.



What’s needed?

COUNTY STRATEGIES

EXAMPLE ACTIONS



Energy efficiency

Encourage energy efficiency and electrification retrofits



Building electrification

Require electric equipment replacement at burnout



EV adoption

Develop EV infrastructure plan



Vehicle miles traveled (VMT) reduction

Expand mixed-use, transit oriented development policies



Waste diversion

Implement food waste prevention and diversion program



Tree carbon sequestration

Promote urban forest stewardship and tree preservation

Strategies and Actions

The strategies and actions on the following pages aim to **reduce GHG emissions** and **increase resilience** to climate change impacts. The action list is organized by the following focus areas and strategies:

	<h3>Buildings & Energy</h3> <ul style="list-style-type: none"> • Increase building efficiency and decarbonization • Increase renewable energy generation
	<h3>Transportation & Land Use</h3> <ul style="list-style-type: none"> • Expand EV infrastructure and adoption • Expand and promote multi-modal connectivity and sustainable land use planning
	<h3>Materials & Consumption</h3> <ul style="list-style-type: none"> • Maximize waste diversion
	<h3>Natural Systems & Water</h3> <ul style="list-style-type: none"> • Increase urban green space • Conserve water resources
	<h3>Community Resilience & Wellbeing</h3> <ul style="list-style-type: none"> • Enhance community understanding of climate change • Prepare the community for climate impacts
	<h3>Cross-cutting</h3> <ul style="list-style-type: none"> • Encourage sustainable businesses • Promote climate education outreach

Each focus area section outlines the **goal** for the focus area, how the actions **build on existing work**, the **strategies**, and potential **co-benefits**. Co-benefits are benefits or positive outcomes that result from action implementation in addition to the primary goals of reducing emissions or building resilience; for example, better air quality would be a co-benefit of reducing gasoline-powered vehicle travel.

The following icons indicate the scope of each action:



Community



County government operations



Both community and County operations



Buildings & Energy

GOAL: Reduce greenhouse gas emissions from buildings through energy efficiency, electrification, and transitioning to renewable energy sources.

Greenhouse gas emissions (2022)



55% of community-wide emissions including electricity and natural gas

Co-benefits:

- Public health and reduced indoor air pollution
- Quality of life and home comfort
- Energy security and lower energy bills
- Green jobs and local economic development
- Water conservation

Los Alamos Highlights

The County has a strong history of encouraging energy efficiency and building emission reduction. In 2006, Los Alamos County adopted Resolution 06-18, which established High Performance Green Buildings Standards for Los Alamos new construction projects, stating that all new County buildings must meet (Leadership in Energy and Environmental Design) LEED Silver certification. In 2021, the Los Alamos Board of Public Utilities (BPU) set a goal to phase out natural gas by 2070. In addition, the Los Alamos Department of Public Utilities (DPU) is a publicly owned power provider that encourages the community to engage in energy decision-making. DPU has been providing energy and water conservation education and outreach since 2008 and has already implemented several building energy sustainability initiatives in the County, including the Utilities Assistance Program, providing redundancies within the circuit systems, and rooftop distributed solar and net meter installation assistance.

CAP actions support LARES' existing building energy goals to educate property owners on potential energy-saving renovations to their buildings and set a cut-off date for new natural gas hook-ups and new electric resistance heating installations.

The following actions build on existing County, state, and federal incentives and programs to support electrification of new and existing buildings while also increasing energy efficiency and renewable energy generation.

Strategies

BE1. Increase building efficiency and decarbonization



BE2. Increase renewable energy generation.



Strategy BE1: Increase building efficiency and decarbonization



BE1.1: Establish an energy benchmarking program for commercial buildings

Establish benchmarking criteria to track building energy and water performance in commercial buildings, including offices, restaurants, hotels, and other business facilities. Educate building owners on potential cost benefits of efficiency upgrades where necessary. Offer education and promote existing incentives. Encourage commercial customers to share data to promote energy efficiency improvements.



BE1.2: Establish an energy benchmarking program for County-owned buildings

Establish benchmarking criteria to track building energy and water performance in County-owned and -operated buildings using the EPA ENERGY STAR Portfolio Manager Tool. Perform ROIs to build the argument for necessary efficiency upgrades in municipal buildings. Earmark recurring funding to support efficiency upgrades of County buildings. Monitor smart meters for gas, water, and electricity currently in place in all relevant County facilities, including buildings and light posts. Create a dashboard to track building performance for all County facilities and consider creating a public dashboard so the community can see improvements in energy efficiency.



BE1.3: Encourage energy efficiency and electrification retrofits

Develop an energy efficiency and electrification outreach and educational campaign. The campaign should: promote existing incentives and funding sources, especially for low-income households; focus on cost savings and public health benefits for residents, business, and landlords; and provide information about specific retrofits (e.g., weatherization, energy efficient appliances, LED lighting, electric hot water heaters, space heaters, stoves, laundry dryers). As part of the campaign:

- Market DPU's "Induction Cooktop Loaner Program."
- Develop and provide free home energy audits.
- Teach residents how to engage in decision-making regarding the ownership, generation, storage, distribution of, and transition to renewable energy.
- Provide information on available funding and share what incentives are available to relieve the financial burden for low-income residents. Notify the community when new funding opportunities become available through resources such as the County website, utility bill inserts, and pamphlets and brochures distributed at County events.
- Stay up to date on future clean energy financing options for low-and-moderate income households, such as through the New Mexico Climate Investment Center.

Buildings in Los Alamos County are generally older, which can be less energy efficient than newer buildings. This action would reduce GHG emissions and improve energy efficiency in those older buildings. In addition, New Mexico has one of the highest poverty rates in the country, and low-income households often struggle to pay for utilities and fuels used to power their homes and vehicles.

What We Heard: The community has many residential and commercial buildings that are energy inefficient. There are opportunities to both educate and incentivize building owners to make buildings more efficient.

LARES Task Force recommendation alignment: (CP-3) Educate property owners on potential energy-saving renovations to their buildings; and (NG-11) Make energy audits and other relevant information available to property owners through County government.



BE1.4: Adopt green building standards

Promote fossil fuel infrastructure reduction in new residential, commercial, and municipal construction by adopting a green building performance standard (examples include the Santa Fe County HERS Rating and Seattle Building Energy Performance Standard). Educate the community on the cost and public health benefits this will provide for new buildings such as lower utility bills and improved indoor air quality. Plan to provide technical assistance, educational resources, and outreach during this transition, especially for commercial users of natural gas appliances such as restaurants and community centers.

This action supports LARES recommendations and BPU's goal to phase out natural gas by 2070, which is the leading source of building energy emissions in the county.



BE1.5: Develop a contractor training program

Identify, support, and/or develop free training programs and resources for local and regional contractors, design professionals, and County staff (i.e., plan reviewers, building inspectors, and project managers) to learn green building skills such as electrification, energy efficiency, and water efficiency retrofits, especially during low-construction times of year. Potential partners may include UNM-LA, NNMC, and Santa Fe Community College. Consider organizing a quarterly open house with contractors.



BE1.6: Require electric equipment replacement at burnout

Develop policies and programs that will result in replacement of fossil fuel appliances and equipment at the end of their useful life in residential and commercial buildings. Policies and programs should focus on major natural gas uses in buildings, including space/water heating, clothes drying, and cooking. As part of this work, the County will identify obstacles that could impede progress on electrification, such as needed infrastructure upgrades, and identify opportunities to address these barriers. Policy options include:

- Restrictions on local sale of gas-powered appliances/systems such as furnaces and water heaters.
- Requirements for end-of-life replacement of gas-powered equipment with efficient, electric equipment for homes and businesses.

LARES Task Force recommendation alignment: (CP-2)

Advocate for change or clarification of the NM Anti-Donation Clause to allow local governments to provide incentives for energy reduction projects.

Strategy BE2: Increase renewable energy generation



BE2.1: Promote local renewable energy

Support local and statewide standards for community solar programs, micro-grid establishment, and grid modernization. This may include:

- Continuing to work with DPU to plan for enhanced distributive energy goals and assist with rooftop distributed solar installation by installing net meters to reduce energy costs.
- Advocating for the development of regional or statewide standards, policies, or resources that advance community solar programs, including those that establish solar micro-grids (localized energy systems) or provide financial assistance to offset infrastructure costs.

This action aligns with the County's Integrated Resource Plan, which recommends greatly increasing local solar generation and storage capacity.



BE2.2: Expand electric energy resiliency

Continue to expand electric energy resiliency by investing in a diverse set of renewable energy sources such as wind, solar, geothermal, and nuclear, as well as energy storage. Work with DPU staff to align with existing initiatives and increase energy resiliency for the community through the Integrated Resource Plan (IRP) and by providing redundancies within the circuit systems.



Transportation & Land Use

GOAL: Reduce greenhouse gas emissions from transportation and improve community mobility through sustainable land use planning, accessible multimodal transportation options, improved cycling and pedestrian networks, and expanded electric vehicle infrastructure.

Greenhouse gas emissions (2022)



38% of community-wide emissions

Co-benefits:

- Public health
- Reduced outdoor air pollution
- Increased opportunities for active transportation
- Mobility options
- Affordable housing and housing security
- Cost savings on gasoline

Los Alamos Highlights

The County’s 2017 Bicycle Transportation Plan and 2022 “Drive Less Los Alamos” initiative provide resources on the Los Alamos County Trail Network, cycling safety measures, Atomic City Transit routes and schedules, New Mexico Park & Ride operations, and other commuting measures to reduce community-wide driving. The County hosts an annual “Bike to Work” day and is considered a bronze level Bicycle Friendly Community. The County recently completed a Transit Center Study to identify priority areas for County transit access, emergency services, and opportunities for regional transit collaboration. Transportation outreach actions will be supported by Atomic City Transit’s existing marketing plan to increase awareness of the transit opportunities available in Los Alamos and retain and attract customers.

Actions in this focus area related to electric vehicles build on the LARES recommendations approved by Council to increase publicly accessible EV charging infrastructure and increase the number of electric vehicles in the County fleet by at least two per year. The County already has several Level 1, 2, and 3 EV chargers in public spaces and businesses, with more installations underway. The County has existing incentives to reduce required parking spaces if a contractor includes EV charging infrastructure and/or bike storage or repair facilities.

Finally, existing County policies aim to maintain and increase housing options for all residents by engaging with non-profit service providers who oversee daily operations of affordable housing homeownership, rental, and rehabilitation programs.

Strategies

T1. Expand EV infrastructure and adoption.



T2. Expand and promote multi-modal connectivity and sustainable land use planning.



Strategy T1: Expand EV infrastructure and adoption



T1.1: Promote EV adoption

Encourage EV network expansion by educating the community on available tax incentives and rebates for EV purchases, with a focus on those available to low-income populations. Identify partners such as LANL and the school district to work together on fleet conversions to EVs.

LARES Task Force recommendation alignment: (TM-9) Convert municipal small engines, lawn/garden equipment, and golf carts, to be fossil fuel free within ten years.



T1.2: Develop EV infrastructure plan

Develop and implement an EV infrastructure plan that prepares the County and community for the transition to EVs by mapping infrastructure needs. Partner with the Los Alamos Electric Utility, NMDOT, Los Alamos Public School, UNM-LA, and other organizations to develop strategies and identify barriers for EV readiness in key locations, including public spaces, schools, businesses, places of worship, and multifamily homes.

What We Heard: There is an increased interest in purchasing electric vehicles but also concern about not enough charging infrastructure to support growth.

LARES Task Force recommendation alignment: (TM-3) Increase publicly accessible electric vehicle charging infrastructure.



T1.3: Implement codes requiring EV infrastructure

Implement new building codes to incentivize EV readiness for new and redeveloped single family homes. Encourage a certain number of EV chargers in multi-family housing, commercial developments, and community gathering spaces, including increased access for affordable housing units. This action builds on the County's existing incentives to reduce required parking spaces if a contractor includes EV charging infrastructure.



T1.4: Transition County fleet to EVs

Work with the County Fleet and Transit Divisions and EV Working Group to transition County vehicle fleet to EVs when replacing a fleet vehicle that has reached the end of its usable life, where feasible. When technology is not available, pursue transition strategies such as right-sizing or hybrid vehicles. Consider aligning with New Mexico state target to achieve a zero-emission vehicle fleet by 2035.

LARES Task Force recommendation alignment: (TM-4) Increase the number of electric vehicles in the County fleet by at least two per year, eventually making 100% of light duty (passenger cars and trucks) plug-in electric.

Strategy T2: Expand and promote multi-modal connectivity and sustainable land use planning



T2.1: Expand mixed-use, transit-oriented development policies

Continue to expand land use zoning standards and codes, such as changes to parking minimums, to promote affordable, transit-oriented, and mixed-use development to reduce urban sprawl. Encourage building within walking distance of essential services, when possible, and promote existing complete streets policies and Public Works Design & Construction Standards. Support existing County policies to maintain and increase housing options for all residents by engaging with non-profit service providers who oversee daily operations of affordable housing homeownership, rental, and rehabilitation programs. Affordable housing policies may include a “rent-to-own” policy, where a portion of rent is set aside as capital towards the down payment of a housing unit.



T2.2: Continue public transit education campaign

Partner with the media to continue education campaigns that educate on how to use public transit options, showcase transit connections to bike and pedestrian ways, and feature bus rider stories in an effort to combat fear and prejudice while highlighting advantages and accessibility. Build on Atomic City Transit’s marketing plan to increase awareness of the transit opportunities that are available in Los Alamos and retain and attract customers. Continue to teach new riders how to use the Atomic City Transit app and bike racks in an effort to raise Atomic Transit ridership, which is currently low in the County.

What We Heard:
Community members support improved public transit systems and options.



T2.3: Advocate and partner regionally to improve transit network

Continue to work with partners such as Atomic City Transit, LANL, Los Alamos Public Schools, North Central Regional Transit District, and NM Park and Ride to advocate and engage in regional opportunities to improve the transit network to (1) ensure there are safe non-motorized connections to transit facilities, addressing first and last mile improvements, (2) expand transit access to neighborhoods that are not currently served by transit and to services, jobs, and activities for seniors, people with disabilities, and low-income residents, and (3) increase bike storage at transit centers. Reference the Transit Center Study to identify priority areas for County transit access, emergency services, and opportunities for regional transit collaboration. Use findings from the Transit Study to increase ridership, implement more micro transit options, provide incentives, and increase route frequency.



T2.4: Encourage multimodal transportation

Provide educational resources for commercial property owners and consider updating land use codes to increase bike storage options, preferred parking for carpools, and shared vehicles to promote multimodal transportation options. This action builds off of the Development Code’s Parking Alternatives and Reductions section, which allows for reducing the parking requirements for commercial properties that have bike storage or repair facilities.



T2.5: Expand non-motorized transportation options and accessibility

Identify and implement projects from the 2017 Bicycle Transportation Plan, Trails and Open Space Management Plan, Bicycle Work Group, and Public Works to expand non-motorized transportation options and infrastructure to support biking, walking, and other means of non-motorized transportation. This includes projects to improve and create bike and walking infrastructure, especially in low-income and older neighborhoods, and invest in County-funded sidewalk improvement for safety and accessibility for all users, with a focus on those with limited mobility.

This action supports efforts currently underway, including the annual “Bike to Work” day, the 2024 Pedestrian Study, and the County’s Bronze level Bicycle Friendly Community award.

What We Heard: Many community members prefer bicycling to locations in the community. They want additional and better-connected trails, with a focus on safety.



T2.6: Develop a commute trip reduction program

Develop a commute trip reduction (CTR) program for County employees that builds on the “Drive Less Los Alamos” Walk, Bike, Ride, Carpool Initiative, which may include:

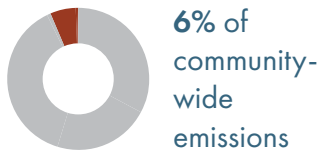
- Continuing to provide resources on the Los Alamos County Trail Network, cycling safety measures, Atomic City Transit and Afternoon Express routes and schedules.
- Encouraging employees to utilize alternative modes of transportation when commuting to and from work.
- Continuing to expand flexible work options and remote and hybrid work, for applicable positions, through the Telework and Alternate Work Schedules program, including exploring options such as 4-day work weeks.
- Encouraging local employers to promote CTR, including collaborating with Los Alamos National Laboratory to develop a commuter program and explore flexible work options.



Materials & Consumption

GOAL: Reduce community waste generation and the greenhouse gas emissions associated with the consumption and disposal of goods and materials.

Greenhouse gas emissions (2022)



Co-benefits:

- Natural resource conservation
- Cost savings
- Food security
- Local economic development

Los Alamos Highlights

The County has several existing initiatives aimed at reducing waste, including working to increase local business participation in the recycling program, decreasing the commercial recycling rates to incentivize more commercial recycling, and providing outreach and education to businesses about adjusted rates and the benefits of recycling. The County has organized a glass drop-off recycle program since 2012, expanded the list of materials accepted in curbside mixed recycling in 2014, and recently opened a reuse center located at the Eco Station.

ESD is set to launch a food scrap collection program for residents to drop off their food scraps for free at the Eco Station and curbside collection for commercial businesses for no additional charge. LARES also recommended several goals related to waste diversion, including strengthening the County’s environmental purchasing policy and reducing consumption-associated greenhouse gas emissions through sustainable purchasing and consumption/disposal of goods and services. Current County waste and consumption goals and progress on goals include:

- Meet or surpass a municipal solid waste (MSW) recycling rate of 40% by 2020. As of 2016, the County recycling rate was 24%.
- Achieve 75% diversion of construction and demolition (C&D) materials and debris (waste) by 2020. As of 2016, the County C&D waste diversion rate was 83%.
- Receive an excellent or good rating from at least 75% of respondents in a survey for quality of residential recycling services. As of 2016, 89% of respondents ranked the services as excellent or good.

Strategies

MC1. Maximize waste diversion



Strategy MC1: Maximize waste diversion



MC1.1: Promote circular economy practices

Promote circular economy practices, programs, and policies. At the County level, implement an environmental purchasing policy (EPP) for all County government agencies and departments. As part of this, develop and define EPP criteria and decision-making processes.

LARES Task Force recommendation alignment: (WCNR-2)
Reduce consumption-associated greenhouse gas emissions through sustainable purchasing and consumption/disposal of food, goods and services.

At the community level:

- Develop and support community reuse and repair programs, such as fix-it clinics, a community tool library, and local “buy nothing groups.”
- Support existing programs and resources like the Library of Things and the Los Alamos County Eco Station.
- Work in consultation with local businesses to promote local reuse centers and practices.



MC1.2: Expand and refine waste data tracking, reporting, and goals

Building on current work, expand waste data tracking and reporting methods to establish new goals, including new zero waste targets and management plan. This includes:

- Conducting and expanding the scope of future waste characterization studies to include additional sectors (commercial and multifamily) and waste streams (recycling and compost), as well as a more detailed material list for sorting.
- Updating the County’s current waste goals and targets to align with zero waste and source reduction priorities, including outlining specific actions and assessments needed to achieve these targets.

Zero Waste Strategy:

As part of this CAP process, the County conducted a high-level examination of Los Alamos County’s existing solid waste collection programs and services and waste stream tonnage data, including discussing goals with representatives of the County Environmental Services Division (ESD). This assessment resulted in a Zero Waste Pathway to summarize opportunities for the County to reduce waste and increase reuse by exploring zero waste strategies and actions.

A zero waste pathway is an ongoing, evolving set of practices to conserve resources and reduce burdens on communities and the environment by responsibly producing, consuming, reusing, and recovering materials. A zero waste jurisdiction will reduce unnecessary purchases of goods and services, promote reuse and repair markets, and implement strong systems to recover and recycle materials. Working toward zero waste of resources requires that the County both minimize waste generation and maximize waste diversion. To read the full Zero Waste Strategy, see the Appendices.





MC1.3: Implement food waste prevention and diversion program

Continue to establish and implement the municipal food composting program. In the short term, prioritize outreach on the new food compost program for high generators of food waste, and in the long-term, look to expand to curbside collection for residents and consider accepting and incentivizing compostable paper and other compostable packaging. Also consider:

- Facilitating a food waste prevention network between businesses, NGOs, and research institutions to develop systems and infrastructure to reduce food waste and foster connections between sources of unwanted food and communities in need.
- Partnering with local businesses, restaurants, and grocery stores such as Gaia's Pantry to raise awareness of edible food recovery programs.
- Building upon existing Zero Waste Los Alamos resources and education campaign that provides food shopping, prep, and storage techniques to reduce spoilage; recipes to reduce food waste; and messages on reducing waste.



MC1.4: Promote C&D recycling and reuse

Provide a construction and demolition (C&D) recycling, salvage, and deconstruction toolkit for construction professionals which includes how-to instructions, contact information for local service providers, and information on low-carbon and recycled building materials. Promote educational resources for building professionals through permit counter brochures, industry events, and industry publications. In the long-term, acknowledging the current limitations of local C&D recycling markets, consider a C&D recycling ordinance which requires that C&D project waste is minimized, reused, or recycled; or evaluate an incentivized approach by offering reduced rates for separating reusable C&D materials.



MC1.5: Conduct recycling and composting outreach and education

Build on existing programs to conduct commercial and residential education and outreach on recycling, composting, and waste management best practices, including identifying opportunities to expand programs. Initiatives may include:

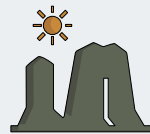
- Commercial, single-family residential, and multifamily residential technical assistance program that offers recycling toolkits, welcome packets, online resources, and in-person outreach to help with waste prevention, recycling, composting, and sustainable purchasing.
- Standardized waste collection systems for commercial and multifamily properties, including designated colors for collection bins for each waste stream, clear and consistent signage such as posters with "what goes where," and recommendations for front-of-house or public facing bins.
- Targeted commercial food scrap outreach that provides additional outreach for the largest generators (including hospitals, universities, and other institutions). Outreach should include information about known contamination issues that need to be addressed.



MC1.6: *Implement the zero waste strategy*

Implement all other recommendations outlined in the Zero Waste Strategy (ZWS) to continue to reduce the generation of waste and improve the focus to enhance waste reduction, recycling, and composting. Plan for mid- and long-term strategies and actions outlined in the ZWS which include but are not limited to:

- Promoting and expanding existing recycling services and programs, including evaluating curbside food scrap collection programs and increasing participation in refrigerant recycling programs.
- Investing in long-term programs that promote source reduction and alternatives to landfill, such as education and behavior change programs and research.



Natural Systems & Water Resources

GOAL: Conserve water resources and increase urban green space to improve climate resiliency, protect vital habitats, ecosystems, and natural resources, improve local carbon sequestration, and enhance community green spaces.

Co-benefits:

- Ecosystem health and habitat improvements and increases
- Public health – improved air quality and reduced urban heat
- Water conservation and water quality
- Quality of life and community aesthetics
- Reduced need for chemicals

Los Alamos Highlights

The Los Alamos Long Range Water Supply Plan (2017) and Source Water Protection Plan (2003) provide a foundation for improving water security during prolonged and intense drought periods in the county. The County’s Water and Energy Conservation Program and Water Rule W-8 also aim to reduce potable water use and encourage management of reclaimed water. In addition, stormwater management is a key issue for the County and LANL, and the County has proposed actions to integrate low-impact development, natural systems, and permeable surfaces to reduce and filter stormwater runoff.

Los Alamos has an internal policy on tree preservation and mitigation under the County’s Parks and Recreation Plan. Many of the pine tree species are under threat, necessitating additional measures to restore natural habitats and ecosystems

Strategies

NS1. Increase urban green space.



NS2. Conserve water resources



Strategy NS1: Increase urban green space



NS1.1: Promote urban forest stewardship and tree preservation

Reduce the effects of extreme heat and promote healthy communities by increasing native, drought-friendly vegetation cover and enforcing the County's existing tree preservation and mitigation policy. Promote urban forest stewardship through an equitable and inclusive community tree planting and preservation program, focusing "greening" in areas with lower tree coverage and higher exposure to extreme heat.

In Los Alamos, many of the pine tree species are under threat from wildfire and invasive pest species exacerbated by climate change, necessitating additional measures to restore and protect natural ecosystems.

Strategy NS2: Conserve water resources



NS2.1: Promote green stormwater infrastructure and low-impact development

Continue to invest in green stormwater infrastructure and incentivize low impact development (LID) projects by streamlining permitting processes, prioritizing vulnerable communities most impacted by extreme weather and climate impacts. Green stormwater infrastructure is nature-based infrastructure to address urban flooding and water quality issues, such as through rain gardens and bioswales. Green infrastructure provides more climate and health co-benefits than conventional "grey" infrastructure systems.

Stormwater management is a key issue for the community and LANL. This action builds on current County actions to integrate low-impact development, natural systems, and permeable surfaces to reduce and filter stormwater runoff.



NS2.2: Develop a water security strategy

Align with The Los Alamos Long Range Water Supply Plan (2017) and Source Water Protection Plan (2003) to develop a water security strategy and drought preparedness plan to address water shortages and prepare for climate impacts. Promote collaboration and data sharing on water resources with other jurisdictions, and revise land use practices to conserve water in the county. Expand existing water conservation programs which encourage the community to reduce daily water use and educate residents on water sources and supply.

What We Heard:
Residents of Los Alamos know that water is a precious resource and are concerned about water availability in the future.



NS2.3: Encourage sustainable landscaping and water conservation

Reduce water consumption from landscaping by planting native and climate appropriate plants. Work with landscape companies and homeowners to educate drip irrigation and low pesticide management techniques. Support the Water and Energy Conservation Program and Water Rule W-8 to reduce potable water use and encourage management of reclaimed water.



NS2.4: Provide greywater reuse education

Promote greywater systems for residents, including providing free rain barrels to homeowners to capture and reuse rainwater. Develop new educational programs for the community on the environmental and financial benefits of reusing rainwater and greywater.



Community Resilience & Wellbeing

GOAL: Ensure that residents are prepared for climate impacts and enhance climate action education and programs.

Co-benefits:

- Public health and improved air quality
- Quality of life and home comfort
- Ecosystem health
- Water conservation and water quality
- Food security
- Local economic development

Los Alamos Highlights

The County’s community resilience work will build on the 2023 Hazard Mitigation Plan and 2022 LANL Climate Change Vulnerability Assessment and Resilience Plan (VARP), which include measures to increase energy redundancy, protect critical assets from climate impacts, and promote nature-based solutions for resiliency. Community resiliency actions are also supported by sustainability leadership from community groups and businesses such as the Los Alamos High School EcoClub.

Strategies

CR1. Enhance community understanding of climate change



CR2. Prepare the community for climate impacts



Strategy CR1: Enhance community understanding of climate change



CR1.1: Conduct a vulnerability assessment

Conduct a climate hazard vulnerability assessment to understand how extreme weather and other aspects of climate change will impact people, services, and infrastructure, particularly vulnerable populations. Identify vulnerable areas and populations and enhance equity-focused response in emergency planning to extreme temperature events, drought conditions, and wildfires.



CR1.2: Invest in public climate education campaigns

Invest in public education campaigns about climate resilience and mitigation solutions in partnership with Pajarito Environmental Education Center.

- Tailor campaigns to educate and empower vulnerable communities, which often experience the earliest and most acute impacts of climate change, face historic and current inequities, and have limited capacity to adapt.
- Share climate information through targeted community outreach to develop capacity to address sustainability issues.
- Encourage schools to incorporate sustainability related topics and consider partnering with the Los Alamos High School EcoClub.



CR1.3: Support the local food system

Continue to encourage and promote local food systems by:

- Supporting and promoting farmers' markets.
- Supporting and promoting community and backyard gardens through coordinated community education and regional collaboration.
- Collaborating with businesses and organizations such as LA Cares to provide resources and support for food security for all residents.

Strategy CR2: Prepare the community for climate impacts



CR2.1: Encourage adaptation upgrades

Solicit grants to offer rebates and incentives to encourage adaptation upgrades on residential and commercial properties (e.g., reducing paved areas to address runoff and heat, installing green roofs, permeable pavement, air filters, fans).



Cross-Cutting

GOAL: Reduce community-wide greenhouse gas emissions and inspire climate action through outreach, engagement, partnership, and leadership.

Co-benefits:

- Local economic development
- Quality governance—improved and increased engagement, communication, and relationships

Los Alamos Highlights

This focus area builds on existing cross-cutting climate action. This includes the Board of Public Utilities’ (BPU) commitment to becoming a net-zero electricity provider by 2040 in 2013, the ESB’s 2017 Sustainability Plan, and the County’s hire of a dedicated sustainability staff to facilitate climate action plan development and provide ongoing outreach for the CAP in 2022. The LARES Task Force was also convened in 2020 after residents submitted a petition to Council requesting climate action by the County. Actions in this focus area build on the near-term work of the LARES Task Force to encourage forming partnerships with LANL and the Los Alamos Public Schools with the specific intention of collaboration on greenhouse gas reduction.

Strategies

CC1. Encourage sustainable businesses.



CC2. Promote climate education outreach.



Strategy CC1: Encourage sustainable businesses



CC1.1: Develop a sustainable business certification

Collaborate with local businesses and relevant stakeholders to develop and promote a certification program or labeling system that recognizes businesses that adopt sustainability measures such as energy efficiency, waste diversion, sustainable landscaping, and sustainable product sourcing. As part of the certification program development, define sustainability criteria and guidelines. Promote this program in conjunction with the County's Small Business Center.

Strategy CC2: Promote climate education outreach



CC2.1: Facilitate equitable public participation in planning

In addition to providing robust and equitable education to help prepare vulnerable communities for climate impacts (CR1.2), actively seek input from marginalized or vulnerable populations in climate policy-making processes by expanding ESB membership. In Los Alamos, more vulnerable communities may include communities of color, low-income residents, older adults, and non-English speaking residents.



CC2.2: Monitor and share climate action progress

Consistently monitor CAP implementation progress through an online dashboard or website that provides climate action information and resources to community members, businesses, and stakeholders. Provide annual progress updates to County Council and the ESB.



CC2.3: Collaborate with local Pueblos

Work with local Pueblos to share resources and ideas on climate change issues, and align with relevant plans such as the Pueblo de San Ildefonso Climate Action Plan. Support the County's efforts to build equitable partnerships with local Pueblos through the Progress through Partnering initiative, regional, or one-on-one projects to increase green workforce training offerings, clean energy access, transit, and public safety and wellbeing.



CC2.4: Expand community partnerships

Develop a work group with Los Alamos National Laboratory, local schools, and community-based organizations to encourage technology development and innovative solutions to addressing climate challenges.

LARES Task Force recommendation alignment: (GR-7) Form a partnership with LANL and the Los Alamos Public Schools with the specific intention of collaboration on greenhouse gas reduction.

What You Can Do

Everyone can contribute to helping solve the climate crisis—and ultimately, our community’s impact will be measured as the sum of individual actions.

Here are some ideas for ways you can help reduce our community’s emissions:



Transportation

Plan on buying an electric car for your next vehicle. In the meantime, explore the opportunities to get around without a car, whether that’s biking, walking, taking the bus, or carpooling.



Housing

If you own your home, look at incentives and rebates for home electrification upgrades, such as heat pumps, induction stoves, and rooftop solar. If you’re a renter, look into opportunities to purchase renewable energy, or consider a portable induction cooktop.



Healthy Living

Eating more plant-based foods—such as fruits, grains, and vegetables—and reducing consumption of meat and dairy products not only helps reduce emissions, but it can often be good for your health, too. Regular exercise, such as walking or biking, can also help improve health while reducing emissions.



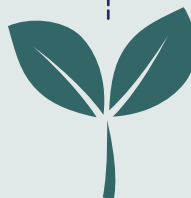
Flying

Air travel is uniquely damaging to the environment due to high-altitude pollution. Consider staying local or driving for your next vacation, or explore Amtrak’s Southwest Chief line from Santa Fe or Albuquerque with service to Los Angeles and Chicago.



Repair & Reuse

Before discarding items, check to see if they can be repaired, donated, or sold. Visit secondhand stores and check local Buy Nothing groups or online marketplaces for items before buying new.



Climate Resilience

Talk with family, friends, and neighbors about climate concerns, priorities, and needs. According to the Yale Program on Climate Change Communications, although 63% of Americans are worried about global warming, only 35% of Americans discuss it. By having open conversations, you can help prepare your community for the effects of climate change.



Get Involved

Engage with your community and help be a local climate action leader! Consider joining the Environmental Sustainability or Transportation board, attending County Council and Board of Public Utility (BPU) meetings, and advocating for climate action implementation in your everyday life.

Implementation

The following implementation considerations are critical for successful implementation of this CAP and meaningful progress toward climate goals.

Community support, partnerships, and collaboration

Continued community support is vital for the successful implementation of the CAP—from building and sustaining buy-in to empowering community members to take a greater role in climate action, the County recognizes the importance of ongoing community engagement. Many of the actions above involve establishing or strengthening partnerships or collaborations, such as with local schools and community-based organizations; some of these key actions include CC2.1, CC2.3, and CC2.4. The County will regularly assess its community engagement efforts and identify opportunities for improvement.



Equity

This CAP aims to distribute benefits and burdens equitably across the community (i.e., ensure that more vulnerable groups receive greater benefits and bear fewer burdens than other groups as a result of CAP actions). As part of this goal, the County will explore opportunities to address financial barriers for community members, build and strengthen inclusive and equitable partnerships, and incorporate diverse perspectives in decision-making.

Leadership and Accountability

Because of the interdisciplinary nature of climate change, the County will work across departments to implement the CAP. Key accountability approaches for implementation of the CAP are summarized below, to ensure that the County is making progress toward CAP goals.

Progress reporting and monitoring

- Report on CAP progress, challenges, and next steps to County Council and the ESB (brief reports and presentations annually; more detailed reports and presentations every 3-5 years). If needed, form new County staff and/or County advisory groups to guide and oversee CAP implementation.
- Share progress with the community (Action CC2.2).
- Update the community-wide sector-based GHG inventory every 3-5 years.

Plan adjustments and updates

- Work with County Council and the ESB to update CAP actions as needed to ensure adequate progress toward emission reduction goals.

The "[Implementation Matrix](#)" on the following pages represents the beginning of an ongoing and evolving implementation plan, which will kick off after CAP adoption.

Phasing



Ongoing

Continuation of County or regional initiatives without significant changes.



Immediate

1-2 YEARS (2025-2026)

Priority actions for meeting the County's emissions reduction goals and foundational actions that pave the way for future work.



Near-term

3-6 YEARS (2027-2030)

Actions that continue moving the needle for Los Alamos to achieve its goals and establish more foundational infrastructure, partnerships, and regulations



Mid-term

7-11 YEARS (2031-2035)

Actions that require longer-term or more complex planning, coordination, and investments or may be less strongly supported by the community.

Funding and Education Resources

As Los Alamos County moves forward on identifying priority areas of implementation in its Climate Action Plan, it is imperative that the County identify potential partners, information, and funding resources and examine examples of other successful programs. Below is a list of some of the state and federal resources available, as well as examples of existing and previous climate programs.

Renewable Energy & Grid Resilience

- [New Mexico Solar Market Renewable Energy Production Tax Credit \(updated in 2024\)](#)
- [New Mexico Grid Resilience Grant Program](#)
- [Geothermal Resource Assistance](#)
- [Commercial Property Assessed Clean Energy Program](#)
- [Federal Solar Tax Credit](#)
- [USDA Rural Energy for American Program Energy Audit & Renewable Energy Development Assistance Grants](#)
- [USDA Rural Energy for America Program Renewable Energy Systems and Energy Efficiency Improvement Guaranteed Loans and Grants](#)

Energy Efficiency & Electrification

- [NMSU Program for business energy efficiency \(no fee service\)](#)
- [New Mexico Community Energy Efficiency Development Grant Program](#)
- [New Mexico Sustainable Building Tax Credit \(Residential and Commercial\)](#)
 - [Sustainable Building Tax Credit \(SBTC\)](#)
 - [Energy Conserving Products](#)
- [New Mexico Energy Savings Performance Contracts](#)
- [New Mexico Mortgage Finance Authority Low Income Energy Efficiency Program \(federal LIHEAP funds\)](#)
- [USDA Rural Energy for American Program Energy Audit & Renewable Energy Development Assistance Grants](#)
- [USDA Rural Energy for America Program Renewable Energy Systems and Energy Efficiency Improvement Guaranteed Loans and Grants](#)
- [Federal Tax Incentives for Residential Energy Efficiency](#)
- [Federal Tax Incentives for Business Energy Efficiency](#)
- [Commercial Property Assessed Clean Energy Program](#)
- [City of Albuquerque Business Energy Challenge](#)
 - Previous program to help small businesses save in three areas—transportation, building and site. The website is not available but AMM Consulting can provide sample documents to the County.
- [Examples of utility incentives for energy efficiency](#)
 - [El Paso Electric Company](#)
 - [Tri-State Generation and Transmission Association Programs for Rural Electric Cooperatives](#)
 - [Xcel Energy Programs](#)
 - [PNM Reduce Your Use Grants \(PNMR Foundation\)](#)

Electric Vehicles and Electric Vehicle Infrastructure

- [National Electric Vehicle Infrastructure Act \(NEVI\)](#) (federal funds available through NM Department of Transportation)
- Federal tax credits for EV vehicles and infrastructure
 - [Tax Incentives](#)
 - [New and Used Clean Vehicle Tax Credits](#)
- [New Mexico State Clean Car Tax Credit](#) (recently announced, site still being finalized)
- Examples of Utility EV education and rebate programs
 - [PNM](#)
 - [El Paso Electric Company](#)
 - Xcel Energy
 - [Easy Electric Vehicle Charging at Home](#)
 - [Save Money on Charging](#)
 - [Tri-State Generation and Transmission Association](#) (rural cooperatives)

Future Financing Options for Communities, Residents and Businesses

- [New Mexico Climate Investment Center](#)
- Suggestion: Los Alamos County could seek advice and counsel from other counties and experts in New Mexico regarding the anti-donation clause. Interpretation of the law can vary but programs that are for the community common good are often considered lawful. Professor Gabe Pacyniak at the University of New Mexico School of Law is an expert on the anti-donation clause and can serve as a resource for ongoing questions and interpretation.

Water Resources

- [State of NM Clean Water Revolving Loan Fund](#)
- Examples of Municipal Rebate Programs
 - [Albuquerque/Bernalillo County Water Utility Authority](#)
 - [City of Santa Fe](#)

Tree Planting and Stewardship

- [Tree Planting and Stewardship, Tree New Mexico](#)
- [Recycling, New Mexico Recycling Association](#)

Implementation Matrix

The implementation matrix is a living document that will continue to evolve after CAP adoption. The following tables are organized by timeframe and summarize key implementation considerations such as lead department or agency, potential funding sources, and immediate next steps.

Legend:

Timeframe:	= Ongoing	= Immediate (1-2 yrs)	= Near-term (3-6 yrs)	= Mid-term (7-11 yrs)
Relative cost: Each action includes its relative cost, considering direct costs to the County and community, as well as cost savings.	= Low	= Moderate	= High	
Relative impact: Each action includes its relative GHG reduction or climate resilience impact, considering the needs it addresses and the scope and likelihood of impact.	= Low	= Moderate	= High	
Scope of each action:	= Community	= County government operations	= Both community and County operations	



Lead:

CDD: Community Development Department	CSD: Community Services District	PD: Police Department
CMO: County Manager's Office	DPU: Department of Public Utilities	PW: Public Works

Funding:


ATTAIN: Advanced Transportation and Innovation	CMAQ: Congestion, Mitigation, and Air Quality Improvement Program	HMGP: Hazard Mitigation Grant Program	NMED: New Mexico Environment Department
BIL: Bipartisan Infrastructure Law	DOE EECBG: Department of Energy Efficiency and Conservation Block Grants	IJA: Infrastructure Investment and Jobs Act	PNM: Public Service Company of New Mexico
BRIC: Building Resilient Infrastructure and Communities	DOE WARP: Department of Energy Weatherization Assistance Program	IRA: Inflation Reduction Act	PPRF: Public Project Revolving Fund
CDBG: Community Development Block Grant	EMNRD: Energy, Minerals, and Natural Resources Department	LEDA: Local Economic Development Act	TAP: Transportation Alternatives Program
CIG: Conservation Innovation Grants	HEEHRA: High-Efficiency Electric Home Rebate Act	NEVI: National Electric Vehicle Infrastructure	

Immediate

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE1.3: Encourage community energy efficiency and electrification retrofits						
▶	Lead: DPU Support: CMO Sustainability Manager	<ul style="list-style-type: none"> IRA New Mexico Clean Energy Grants PNM 	 		<ul style="list-style-type: none"> Identify necessary staff time to devote to program development; secure funding for delivering free energy audits Identify potential partners and gaps to supplement existing County programming Educate property owners on potential energy-saving renovations to their buildings Identify and compile list of existing incentives, funding sources, resources, and information Develop education program, including developing promotional/educational materials, reaching out to community organizations and leaders to understand best avenues for engagement (e.g., in-person workshops, tabling at events, social media posts) Develop energy audit program, starting with a pilot program if appropriate; purchase additional DIY energy audit tools such as thermal cameras 	







Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE1.4: Adopt green building standards						
▶	Lead: CDD Support: CMO Sustainability Manager	<ul style="list-style-type: none"> Green Building tax incentives IRA 	   		<ul style="list-style-type: none"> Identify necessary staff time to devote to implementation of action Research and decide on standards to adopt, based on noted examples, conversations with stakeholders and County staff, and Council direction Identify technical assistance needs (could be identified as part of outreach program from BE1.3 or contractor training program development from BE1.5) and develop plan for providing technical assistance Develop education program, including developing promotional/educational materials 	Consider combining outreach and education efforts with BE1.1 and BE1.3, as appropriate
T1.1: Promote EV adoption						
▶	CMO	<ul style="list-style-type: none"> [NEVI Formula Program IRA New Clean Vehicle Tax Credit 	   		<ul style="list-style-type: none"> Identify necessary staff time to devote to implementation of action Identify and compile list of existing incentives, rebates, funding sources, resources, and information about EV purchases, prioritizing those that prioritize low-income communities Develop education program, including developing promotional/educational materials and brainstorming a variety of education avenues (e.g., in-person workshops, tabling at events, social media posts, information on County website) Convert municipal small engines, lawn/garden equipment, and golf carts, to be fossil fuel free within ten years Continue pilot for municipal small engine and lawn garden equipment to determine pros and cons Develop transition plan for municipal small engines to be fossil free within ten years 	Currently in design phase for infrastructure needs to charge and store 60+ electric golf carts. Golf carts estimated delivery is 2025.

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
T1.2: Develop EV infrastructure plan						
▶	CMO/PW	<ul style="list-style-type: none"> • NEVI Formula Program • IRA Charging and Fueling Infrastructure Grant Program 	 		<ul style="list-style-type: none"> • Identify necessary staff time to devote to implementation of action, including determining if there is in-house capacity to develop a plan. If not, hire a consultant • Explore funding opportunities, such as federal grants and state incentives to support the planning and installation of EV infrastructure • Build and formalize partnerships with key stakeholders including the Los Alamos Electric Utility, NMDOT, schools, businesses, and community organizations • Map existing EV charging stations and areas that should be prioritized for EV chargers • Establish an EV working group to accelerate the development of charging infrastructure and a robust transition plan • Investigate shaded parking as part of EV infrastructure i.e. solar powered EV chargers 	
T2.1: Expand mixed-use, transit-oriented development policies						
▶	CDD	<ul style="list-style-type: none"> • TAP 	 		<ul style="list-style-type: none"> • Identify necessary staff and partners to involve, and determine the staff time needed to implement this action • Begin a review of current land use zoning standards, parking minimums, and existing complete streets policies and identify areas for improvement of connectivity and affordability • Assess and map prime locations for mixed-development, transit connectivity, and priority intersections • Begin exploring additional affordable housing policy and vet with key staff, partners, and the community 	




Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
T2.6: Develop a CTR program						
▶	CMO		 		<ul style="list-style-type: none"> Assess County positions to add to the Telework and Alternate Work Schedules program Assess the recent County commuting survey to better understand commute preferences, challenges, and behavior; design and implement an additional survey if more information is needed Identify resources to help make sustainable commute choices easier, such as carpool and rideshare programs and partnerships with local employers 	
CR1.1: Conduct a vulnerability assessment						
▶	CMO/PD (Emergency Management Commander)	<ul style="list-style-type: none"> New Mexico Climate and Conservation Fund Resilient Communities Fund BRIC HMGP PPRF 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to conduct the assessment Establish a planning team with key County staff and partners to oversee the vulnerability assessment Set clear goals and define the scope of the vulnerability assessment Collect and review relevant climate and demographic data in the County and begin to identify and map vulnerable populations and critical infrastructure/systems Reach out to local organizations to form partnerships and begin gathering input from communities on perceived climate risk and vulnerability (such as through a survey or workshop) 	<p>Align with Hazard Mitigation Plan</p> <p>Use nmclimaterisk.org</p> <p>Consider incorporating climate emergency/public health planning into existing plans</p>

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
CC2.4: Expand community partnerships						
▶	CMO	<ul style="list-style-type: none"> Resilient Communities Fund BRIC NMED Environmental Justice Small Grants Program 	 		<ul style="list-style-type: none"> Establish a vision for engagement and formalize partnerships with representatives from LANL, local schools, and community-based organizations Create communication materials to encourage participation, especially targeting community-based organizations representing those most impacted by climate change Identify other pertinent beneficial partnerships for the County including state agencies and regional planning districts that could offer expertise and resources on CAP implementation 	Potential partners: <ul style="list-style-type: none"> LANL Los Alamos Public Schools

Near-Term

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE1.2: Establish an energy benchmarking program for County-owned buildings						
▶▶	Lead: PW - Capital Projects and Facilities Support: CMO Sustainability Manager	• IRA	 		<ul style="list-style-type: none"> Identify necessary staff time to devote to program development; secure funding for assessments, upgrades, monitoring, and maintenance Develop benchmarking criteria through research of similar programs and discussions with stakeholders/County staff Determine next steps for ROI assessments; identify all relevant County-owned buildings Develop building performance dashboard; research options and discuss with County IT/communications teams 	Explore resources from the ENERGY STAR® Portfolio Manager®
BE1.5: Develop a contractor training program						
▶▶	Lead: CDD Support: CMO and DPU	<ul style="list-style-type: none"> Green Building tax incentives IRA 	 		<ul style="list-style-type: none"> Identify necessary staff time to devote to program development Reach out to potential partners to understand training needs and partners' interest in collaborating on the program development or implementation Develop training priorities and program content, based on needs identified by partners, stakeholders, and local contractors Connect with Santa Fe Community College and the NM Energy, Minerals and Natural Resources for information on existing programs 	Consider combining outreach and education efforts with BE1.1 and BE1.3, as appropriate








Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE1.6: Require electric equipment replacement at burnout						
▶▶	CDD	• IRA			<ul style="list-style-type: none"> • Identify staff time and capacity needed to implement action • Conduct peer city research on similar natural gas equipment restrictions • Consult with contractors and building owners on replacing natural gas equipment with electric • Draft policy to limit natural gas equipment sales • Educate the public on the policy and the benefits of electrification through informational handouts, technical assistance, and workshops • Advocate for change or clarification of the NM Anti-Donation Clause to allow local governments to provide incentives for energy reduction projects • Identify potential partners and advocates for anti-donation clause to allow local governments to provide incentives for energy reduction projects • Begin discussions with our state legislative delegation to identify advocates for amendment • Explore using sustainability criteria in Metropolitan Redevelopment Area plans • Explore how other municipalities are using LEDA and HUD to provide incentives for energy reduction projects 	

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE2.1: Promote local renewable energy						
▶▶	Lead: DPU Support: CMO	<ul style="list-style-type: none"> • HEEHRA • IRA • Solar Market Development Tax Credit • EMNRD Renewable Energy Production Tax Credit • New Mexico Clean Energy Grants 	 		<ul style="list-style-type: none"> • Determine staff time and capacity needed to promote this action • Facilitate dialogue with DPU, utility companies, solar energy providers, and community organizations to highlight the benefits of micro grids and grid modernization through workshops and social media • Identify sites that are suitable for renewable energy pilot-projects. Consider areas with high energy costs or those that would benefit most from distributive energy solutions • Understand current renewable projects or installments, and assess current county regulations related to solar energy and micro-grids • Identify existing grants, loans, and financial assistance programs to incentivize solar 	







Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
T1.4: Transition County fleet to EVs						
▶▶	PW	<ul style="list-style-type: none"> Clean Heavy-Duty Vehicles Program NEVI Formula Program IRA 	 		<ul style="list-style-type: none"> Conduct an inventory of current fleet, if not already available Assess estimated end of life timelines for fleet to identify priority vehicles Follow implementation steps for T1.1, T1.2, and T1.3 to increase availability of EV charging sites and infrastructure to support additional EV vehicles Explore policy options to reduce emissions in current vehicle fleets (e.g., idling policies) 	<p>Staff may have varying comfort levels in working with EVs; consider polling staff on comfort, concerns, and questions and develop protocols for staff training</p> <p>County Fleet and Transit Divisions are developing a scope of work for a Fleet Conversion and Transit Conversion studies to include an evaluation of expanding charging capabilities at County buildings. Fleet to include a funding for a Fleet Conversion Study was received as part of the FY25 budget process.</p>






Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
T2.2: Continue public transit education campaign						
▶▶	PW/CMO	<ul style="list-style-type: none"> CMAQ 			<ul style="list-style-type: none"> Identify necessary staff time to design and implement educational campaign Develop, review, and understand key performance metrics for community engagement Partner with Atomic City Transit to develop educational materials such as brochures and videos, to provide through various media channels to ensure the community is informed about the benefits and usage of public transit 	
T2.3: Advocate and partner regionally to improve transit network						
▶▶	PW	<ul style="list-style-type: none"> The I-40 TradePort Corridor IJJA 			<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Develop and/or maintain regional transit partnerships Assess priority needs for expanded transit service, gaps in transit service, and multi-modal connectivity Advocate to partners for expanded multi-modal transit connections, transit access, and transit stop amenities 	Partners: Atomic City Transit, LANL, Los Alamos Public Schools, North Central Regional Transit District, and NM Park and Ride
T2.5: Expand non-motorized transportation options and accessibility						
▶▶	PW	<ul style="list-style-type: none"> DOT Transportation Infrastructure Finance & Assistance IJJA 			<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Establish a taskforce/advisory committee with a variety of representatives from the community Identify priority streets for a complete streets program Identify gaps in the bicycling and pedestrian network and infrastructure Solicit public input and community feedback on potential improvements through community workshops and surveys 	Consider exploring bike, car and scooter share programs that could be implemented

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
MC1.1: Promote circular economy practices						
▶▶	Lead: PW – ES Support: CMO	• CPRG	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Conduct peer city research on circular economy practices Develop and vet an EPP for County operations in partnership with key County staff Assess locations for community resource centers Purchase and/or run a donation drive to collect resources for community resource centers 	
MC1.2: Expand and refine waste data tracking, reporting, and goals						
▶▶	Lead: PW Support: CMO		  		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Assess current waste characterization for gaps in material types and sectors Develop an updated material list for waste characterization 	
MC1.3: Implement food waste prevention and diversion program						
▶▶	Lead: PW Support: CMO	• USDA (Food waste reduction program)	  		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Perform a waste audit to better understand food waste across the community Reach out to local food banks to develop partnerships and co-create strategies to improved food waste prevention and diversion Begin targeted outreach with entities that are high food waste generators (i.e., restaurants, multifamily buildings) 	







Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
NS1.1: Promote urban forest stewardship and tree preservation						
▶▶	CSD	<ul style="list-style-type: none"> Urban & Community Forestry Program 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Review and update the County's tree protection ordinance Develop a plan and guiding principles for urban forest stewardship events and educational campaigns Develop an incentive system for landowners to plant and maintain trees on private property 	
NS2.2: Develop a water security strategy						
▶▶	DPU	<ul style="list-style-type: none"> <u>The Drinking Water State Revolving Loan Fund</u> IJA BIL NMED Water Quality Grant Program 	  		<ul style="list-style-type: none"> Determine staff time and capacity needed to conduct water risk assessment Explore peer jurisdictions' water management plans and incorporation of water management into emergency preparedness plans Identify gaps in the County's Long Range Water Supply Plan and Source Water Protection Plan 	

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
NS2.3: Encourage sustainable landscaping and water conservation						
▶▶	DPU	<ul style="list-style-type: none"> Native Plant Society of New Mexico CIG NMED River Stewardship Program NMED Water Quality Grant Program 	   		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Establish a system that tracks water usage and other useful metrics Explore options for rebate programs that provide assistance in water efficiency landscape practices such as replacing grass with turf Research and consider implementation of a smart meter program for water customers Align with NS2.2 to determine staff time and capacity needed to develop a long-term county water plan that identifies resources, plans for growth, and outlines a path for conservation Work with partners to begin to identify opportunities to reduce water use at County facilities (e.g., low flow toilets) and recreational areas (e.g., alternative irrigation methods for golf courses) 	
CR2.1: Encourage adaptation upgrades						
▶▶	CMO	<ul style="list-style-type: none"> Resilient Communities Fund BRIC DOE WAP DOE EECBG New Mexico Clean Energy Grants 	   		<ul style="list-style-type: none"> Form a planning team with key County staff to identify and manage grants to offer rebates/incentives Research and compile a list of potential funding opportunities from federal, state, and private sources Develop grant proposals and involve community members and local businesses to gather input and support 	

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
CC1.1: Develop a sustainable business certification						
▶▶	DPU	<ul style="list-style-type: none"> Resilient Communities Fund BRIC LEDA 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Connect with local business leaders and relevant stakeholders to design the certification program and define sustainability criteria and guidelines Develop sustainability criteria and guidelines for the certification program 	
CC2.1: Facilitate equitable public participation in planning						
▶▶	CMO	<ul style="list-style-type: none"> Resilient Communities Fund BRIC NMED Environmental Justice Small Grants Program 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Identify vulnerable community members, community leaders, and community organizations to collaborate with Convene a community leader group to collaborate with the ESB and plan for engaging vulnerable populations in climate planning 	









Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
CC2.2: Monitor and share climate action progress						
▶▶	CMO	<ul style="list-style-type: none"> Resilient Communities Fund BRIC 	 		<ul style="list-style-type: none"> Determine if there is in-house capacity to develop a plan. If not, hire a consultant Work with consultants and/or staff members to design and launch an online dashboard or website to track and display CAP implementation progress and provide climate action information Establish a system for regularly updating data on CAP implementation and annual progress updates Provide regular updates at County Commission meetings on plan progress and provide updates to local media 	
CC2.3: Collaborate with local Pueblos						
	CMO	<ul style="list-style-type: none"> Resilient Communities Fund BRIC CDBG NMED Environmental Justice Small Grants Program 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Initiate meetings and discussions with local Pueblos to exchange resources and ideas on climate change issues Co-develop a plan for partnership and engagement, building off the Progress through Partnering initiative 	

Mid-Term









Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE1.1: Establish an energy benchmarking program for commercial buildings						
▶▶▶	Lead: DPU Support: CMO; CDD; partner with Chamber or Housing partners	<ul style="list-style-type: none"> IRA LEDA 	 		<ul style="list-style-type: none"> Identify necessary staff time to devote to program development Identify and formalize relationships with community partners, such as the Los Alamos Chamber of Commerce, to help develop and promote a program Identify and compile list of existing incentives Develop education program, including developing promotional/educational materials and identifying priority businesses and buildings Develop benchmarking criteria through research of similar programs and discussions with stakeholders 	Resources: Business energy efficiency program through NM State University
T1.3: Implement codes requiring EV infrastructure						
▶▶▶	CDD	<ul style="list-style-type: none"> NEVI Formula Program IRA Charging and Fueling Infrastructure Grant Program 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Research current EV infrastructure code and identify areas for improvement Collaborate with relevant stakeholders, including developing and distributing guidelines and resources for contractors and developers to facilitate compliance with new EV readiness and charging infrastructure requirements Explore codes to require EV readiness for single-family homes and a proportion of EV chargers for multi-family developments and commercial builds Determine proportion of EV chargers to units needed per multi-family development 	

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
T2.4: Encourage multimodal transportation						
▶▶▶	CDD	<ul style="list-style-type: none"> • ATTAIN • IJA 			<ul style="list-style-type: none"> • Identify staff time and capacity needed to implement action • Develop educational resources for property owners, which could include flyers, brochures, and webinars • Develop outreach campaign plan for providing educational materials and resources to property owners • Explore land use code update options; research peer jurisdiction examples 	
MC1.6: Implement the zero waste strategy						
▶▶▶	PW	<ul style="list-style-type: none"> • Recycling and Illegal Dumping Grant 			<ul style="list-style-type: none"> • Identify staff time and capacity needed to implement action • Develop an implementation plan for the zero waste strategy • Evaluate avenues for reducing consumption associated greenhouse gas emissions through sustainable purchasing and consumption/disposal of food, goods, and services • Build necessary partnerships for implementation 	
NS2.4: Provide greywater reuse education						
▶▶▶	DPU	<ul style="list-style-type: none"> • BIL 			<ul style="list-style-type: none"> • Identify staff time and capacity needed to implement action and identify funding needed for rain barrel purchases • Develop educational materials • Collaborate with community groups to share educational materials 	

Ongoing

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
BE2.2: Expand electric energy resiliency						
	DPU	<ul style="list-style-type: none"> IRA IJJA House Bill 233, Energy Grid Modernization Roadmap 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Research options, steps, and potential challenges to increase battery storage usage so that energy from renewables can be stored and used during peak hours Explore establishment of microgrids within the systems for energy redundancy and security 	
MC1.5: Conduct recycling and composting outreach and education						
	PW		 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Develop “what goes where” guides and signage to provide to businesses and residents and post online Assess the waste stream to identify the largest commercial food waste generators Design engagement/education campaign plans, including developing toolkits, printed and online resources and materials, and in-person outreach 	County Council allocated funding during FY25 budget cycle for outreach, education and marketing for greenhouse gas emissions reductions.

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
NS2.1: Promote green stormwater infrastructure and low-impact development						
	CDD/PW	<ul style="list-style-type: none"> BIL IJJA NMED River Stewardship Program CIG 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Evaluate current permitting processes for LID projects and identify opportunities to simplify or streamline to better support LID projects Utilize GIS and tools like iTree to understand the tree canopy coverage within the city to identify priority areas for additional tree canopy or other green stormwater infrastructure project investments Building on current work, develop policies and programs that incentivize water-wise tree planting and work with NGOs to establish tree planting or GSI events Identify ways to reduce concrete and asphalt surfaces in development and encourage addition of permeable surfaces 	

Timeframe	Lead	Funding	Relative Cost & Impact	Scope	Immediate Next Steps	Other Considerations
CR1.2: Invest in public climate education campaigns						
	CMO	<ul style="list-style-type: none"> Resilient Communities Fund BRIC 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Form a planning team with key partners, schools, and community groups In collaboration with the planning team, outline the goals of the education campaigns and determine which vulnerable communities and groups will be the focus of the campaigns Develop educational materials and messages that are relevant and accessible to the target audiences 	<p>Potential partners:</p> <ul style="list-style-type: none"> Pajarito Environmental Education Center Los Alamos High School Eco Club <p>Consider partnering with the medical community to educate about the public health impacts from climate change</p>
CR1.3: Support the local food system						
	<p>Lead: CSD</p> <p>Support: CMO</p>	<ul style="list-style-type: none"> Resilient Communities Fund BRIC NMED Environmental Justice Small Grants Program 	 		<ul style="list-style-type: none"> Identify staff time and capacity needed to implement action Connect with existing food banks, urban agriculture and gardening organizations, farmers markets, and food security organizations in the county and region; understand what kind of support would be helpful for initiatives and programs already underway Promote the Los Alamos Farmers Market on the County's website and social media and at County events 	<p>Potential partners:</p> <ul style="list-style-type: none"> LA Cares Farmers market and gardening groups <p>Local food banks and food retailers</p>

Conclusion

This CAP builds on recommendations made by the LARES Task Force and priorities set by County Council to solidify Los Alamos County’s commitment to climate action. **With this CAP, Los Alamos County has established GHG emission reduction targets of 30% reduction by 2030, 80% reduction by 2040, and 100% reduction (carbon neutral) by 2050, compared to 2022 baseline emissions levels.** This CAP also includes actions that increase the community’s resilience to climate impacts while establishing and expanding partnerships throughout the community.

Actions in this plan will protect our community and minimize negative impacts from natural hazards such as fire, droughts, and flooding. These actions also ensure that **Los Alamos County does its part to address this global crisis**, which affects everyone on Earth regardless of their individual contributions, including the world’s most vulnerable populations. Implementation of this plan will also bring a slew of additional benefits, including **reducing energy costs for residents and businesses, improving local air quality, creating more beautiful landscapes, and providing additional mobility options** for moving around the county.



Los Alamos County is excited to lead this important work in collaboration with community members and other partners. Taking action on climate change is not just a choice; it’s a moral imperative that shapes our future. By acting now, we can **safeguard our planet for future generations**, ensuring they inherit a world with clean air, stable weather patterns, and thriving ecosystems. Every action we take today, whether it’s reducing our carbon footprint, supporting renewable energy, or advocating for sustainable practices, contributes to a healthier and more resilient planet. **Together, we have the power to protect vulnerable communities, preserve biodiversity, and create a sustainable and equitable future for all.** Joining the fight against climate change isn’t just about responsibility—it’s about seizing the opportunity to make a positive impact that reverberates across borders and generations.

Appendices

For more details about the analyses and CAP development process, see the following appendices, available on the County's website here: lacnm.com/sustainability.

- Sector-Based GHG Emissions Inventory Report
- Consumption-Based GHG Emissions Inventory Report
- Baseline Policy Assessment Memo
- Zero Waste Strategy
- Survey Summary
 - Survey Summary Appendix A: Survey Questions
 - Survey Summary Appendix B: Open-Ended Responses
- Community Workshop Summary
- Focus Groups and Individual Interviews Summary
- County Commuting Survey Results
- GHG Reduction Strategies Quantification Methodology & Findings





LOS ALAMOS

LARES Recommendations as selected by County Council Working Group

No.	LARES Recommendation	Strategies	Lead	Status	Notes	Timeline	
Community Planning (CP-2)							
1	Advocate for change or clarification of the NM Anti-Donation Clause to allow local governments to provide incentives for energy reduction projects.	1.1	Research summary from legislations	CMO	Complete	Reviewed Summary of For & Against the Constitutional amendments proposed by the legislature in 2021 and 2022.	Short (<6 months)
		1.2	Identify potential partners and advocates for anti donation clause to allow local governments to provide incentives for energy reduction projects	CMO	Complete	Have identified potential advocates for enactment of amendment.	Medium (6-12 months)
		1.3	Begin discussions with our state legislative delegation to identify advocates for amendment	CMO	Complete	Have begun discussions with state legislative delegation to identify advocates for amendment enactment.	Short (<6 months)
		1.4	Explore using sustainability criteria in Metropolitan Redevelopment Area plans	CMO	Complete	The MRA is a designated area that allows for the county to partner with the private sector on projects. It doesn't contemplate sustainability in and of itself. It's up to the county as to how to incorporate sustainability in the projects it chooses to support. WR has been designated and LAC is in the process of designating an area in the townsite.	Medium (6-12 months)
		1.5	Explore how other municipalities are using LEDA and HUD to provide incentives for energy reduction projects.	CMO/CDD	In Progress	Have identified one municipality and will continue to identify how and if others are able to provide incentives.	Medium (6-12 months)
Community Planning (CP-3)							
2	Educate property owners on potential energy-saving renovations to their buildings.	2.1	Identify potential partners and gaps to supplement existing County programming.	CMO/DPU	Complete	Commercial businesses and multifamily home owners/tenants have been identified as those that require focused outreach and education.	Short (<6 months)
		2.2	Enhance existing educational outreach plan(s) and contract(s) that target residential and commercial property owners on potential energy-saving improvements to their buildings.	CMO/DPU	Ongoing	Education and outreach are ongoing; however, enhancing outreach plans are in progress. Plans to hire experts to provide a workshop in Inflation Reduction Act - Tax Rebates and Savings are in the works. DPU has outlined a program in partnership with the Chamber of Commerce to create a Sustainable Chamber-type certification. This program will allow interested businesses to improve their efficiency in four areas: water, energy, waste management, and climate action. Water and energy areas are rolling out first as a trial program. Expansions to the existing DIY Energy Assessment (originally designed to be used with the thermal cameras, but can also be used as a standalone) are under exploration. One possible avenue will be focused on house-specific type of improvements.	Short (<6 months)
		2.3	Purchase additional DIY energy audit tools such as thermal cameras [DPU input: DPU's Conservation Coordinator's role includes continual community education, as outlined in the Water and Energy Conservation Plan, on ever evolving home efficiency measures and improvements that are appropriate for a wide range of home types and occupant needs. These measures are not focused only on those with large	CMO/DPU	Complete	DPU is purchasing an additional 7 thermal cameras and two tablets (for larger viewing) to use for programming. The public libraries have 5 cameras in rotation as part of the Library of Things and these items experienced significant use during the fall/winter of 2023-2024. DPU will also purchase appliance vent cleaning kits to help maintain the efficiency of harder to clean appliances, like refrigerator coils and dryer vents.	Medium (6-12 months)
Community Planning (CP-4)							
3	Strengthen the County's environmental purchasing policy.	3.1	Explore four (4) established environmental preferrable purchasing policies and use as a framework to strengthen the County's environmental purchasing policy.	ASD/CMO	In Progress	Initial exploration has begun. Staff is contact with other organizations that have implemented similar policies.	Short (<6 months)
		3.2	Based on Climate Action Plan results - focus on goods/services with greatest potential to reduce greenhouse gas emissions.	ASD	On Hold	Pending final climate action plan.	Medium (6-12 months)
General Recommendation (GR-7)							
4	Form a partnership with LANL and the Los Alamos Public Schools with the specific intention of collaboration on greenhouse gas reduction	4.1	Offer to form a working group with LAPS and identify areas where LAC can collaborate and/or provide support to reduce GHG emissions.	CMO	Complete	Initiated meetings with LAPS to discuss opportunities for collaboration and formation of a working group.	Short (<6 months)
		4.2	Continue to explore opportunities for collaboration with LANL and obtain routine updates regarding GHG reduction initiatives.	CMO	Complete	Initiated meetings with LANL to discuss opportunities for collaboration and formation of a working group.	Short (<6 months)
		4.3	Identify opportunities for outreach and education for County, LANL and LAPS initiatives	CMO	Complete	Initiated meetings with LANL and LAPS to discuss opportunities for collaboration, formation of a working group as well as outreach and education.	Short (<6 months)
Natural Gas (NG-6)							
5	Set a cut-off date for new natural gas hook-ups and new electric resistance heating installations, effectively requiring electric heat pumps. Encourage substitution of heat pumps when gas-fired furnaces and boilers are replaced.	5.1	Monitor recent federal case law which determined that local governments are prohibited from banning new natural gas hook-ups.	CDD	On Hold	Currently following Federal Court , which finds this rule to be illegal because federal rule preempts local entities to make this this rule.	Medium (6-12 months)
		5.2	Conduct comparative analysis of alternative environmental sustainable building codes.	CDD	Complete	Staff has researched environmental sustainable, energy efficient, building codes including Santa Fe County (HERS rating), City of Santa Fe (HERS rating), Taos County, and City of Seattle (Building Energy Performance Standards). Next steps are to present to Council.	Short (<6 months)
		5.3	Present findings to County Council for consideration.	CDD	On Hold	Once completed will present findings to Council.	Short (<6 months)
Natural Gas (NG-11)							
6	Make energy audits and other relevant information available to property owners through County government.	6.1	During FY25 budget hearings request funding to hire a professional contractor to provide energy audit services. *Action Items in CP-3 will also include energy saving education for property owners and DIY energy audit tools provided by the County.	CMO	Complete	During FY25 budget cycle, Council approved \$100k to solicit for a qualified contractor to provide energy audit services (50-100 homes). Staff will begin formal solicitation process. We have learned that there are only 8 certified energy auditors in NM.	Short (<6 months)

No.	LARES Recommendation	Strategies	Lead	Status	Notes	Timeline	
Transportation and Mobility (TM-3)							
7	Increase publicly accessible electric vehicle charging infrastructure.	7.1	Seek out potential partners and strategic locations for installing Level 1 or 2 electric vehicle charging stations.	DPU/PW	Complete	Several locations on County property have been identified as prime locations for initial deployment of EV Charging Infrastructure. During FY25 budget cycle, Council approved \$550k to deploy 13 EV Chargers.	Short (<6 months)
		7.2	During FY25 budget cycle, request funds for an RFP solicitation to design and implement an EV charging infrastructure plan for our community, addressing both infrastructure and capacity.	DPU/PW	Complete	During FY25 budget cycle, Council approved \$400k to develop an electric vehicle charging infrastructure plan encompassing design and deployment and also develop a fleet conversion plan.	Short (<6 months)
		7.3	Establish an EV working group to accelerate the development of charging infrastructure and transition plan.	DPU/PW	Complete	Staff from across the County are collaborating to work on EV Charging Infrastructure and Transition Plan	Short (<6 months)
Transportation and Mobility (TM-4)							
8	Increase the number of electric vehicles in the County fleet by at least two per year, eventually making 100% of light duty (passenger cars and trucks) plug-in electric.	8.1	County Fleet and Transit Divisions are developing a scope of work for a Fleet Conversion and Transit Conversion studies to include an evaluation of expanding charging capabilities at county buildings. Fleet to include a funding request for a Fleet Conversion Study as part of the FY25 budget	DPU/PW	Complete	During FY25 budget cycle, Council approved \$400k to develop an electric vehicle charging infrastructure plan encompassing design and deployment and also develop a fleet conversion plan.	Short (<6 months)
		8.2	As part of the FY25 Fleet Replacement Plan and FY25 Budget Cycle, Fleet has evaluated and scheduled two fleet replacements with electric vehicles in consultation with the using departments/divisions.	PW	Complete	Fleet has identified two DPU gas powered vehicles that will be replaced with electric vehicles.	Short (<6 months)
		8.3	Continue to pursue carbon free energy projects.	DPU/PW	Ongoing	In March 2024, LAC approved an agreement for a large, 170 MW Foftail Flats Solar and Battery Energy Storage System in San Juan County, that will double the amount of clean energy and will come online in 2026.	Short (<6 months)
Transportation and Mobility (TM-5)							
9	Revise and implement a County-wide "no idling" policy with shaded parking options.	9.1	Review current policy and revise with input from DPU Manager and PW Director	DPU/PW	Complete	Policy has been revised and awaiting approval	Short (<6 months)
		9.2	Develop and implement educational campaign to promote -no idling benefits.	CMO	Pending	The education campaign will consist of several key elements including an announcement email to all employees, flyer, custom sun visors for all County fleet vehicles, awareness sticker for all County vehicles. Once the policy has been approved, the education campaign items will be completed and launched to all County employees.	Short (<6 months)
		9.3	Integrate "No-idling policy" into County trainings.	CMO	Pending	Once approved the policy will be integrated into new employee orientation and defensive driving training.	Short (<6 months)
		9.4	Investigate shaded parking as part of EV infrastructure i.e. solar powered EV chargers.	DPU/PW	On Hold	Will consider shaded parking as part of the EV Charging Infrastructure plan development.	Medium (6-12 months)
Transportation and Mobility (TM-9)							
10	Convert municipal small engines, lawn/garden equipment, and golf carts, to be fossil fuel free within ten years.	10.1	Continue pilot for municipal small engine and lawn garden equipment to determine pros and cons.	CSD/PW	In Progress	Pros: The equipment is easy to use and maintain. Fewer parts than an internal combustion engine and may be repaired easier. Less pollution generation compared to combustion engines. Weed eaters and chainsaws weigh less than traditional gas powered systems. Cons: The battery powered equipment is limited in use in time due to battery performance. Hotter days reduce the battery at a higher rate. Ability to store batteries during work assignments is a challenge. Charging stations to accommodate large battery use. Cost of batteries is high (over time this may decline or increase).	Medium (6-12 months)
		10.2	Develop transition plan for municipal small engines to be fossil fuel free within ten years	CSD/PW	On Hold	Staff are currently conducting pilot for municipal small engine and lawn garden equipment including chainsaw, blower, weed eater and trimmers.	Medium (6-12 months)
		10.3	Currently in design phase for infrastructure needs to charge and store 60+ electric golf carts. Golf carts estimated delivery is 2025.	CSD/PW	In Progress	LAC is utilizing on call vendors for the entire process in hopes of streamlining the timeline. Design should take a couple months with construction following being completed by the anticipated delivery date of the new fleet in March 2025.	Medium (6-12 months)
Waste Consumption Natural Resources (WCNR-2)							
11	Reduce consumption-associated greenhouse gas emissions through sustainable purchasing and consumption/disposal of food, goods, and services	11.1	Through education, outreach, and community engagement, the County will create an online resource to help residents reduce their carbon footprints and expand the "Save the Food" campaign to reduce food waste.	CMO/PW	Complete	The online resource to help residents reduce their carbon footprints is complete. Staff will continue to work on expanding the "Save the Food" campaign to reduce food waste	Short (<6 months)
		11.2	Partner with Los Alamos Sustainability Alliance (former Zero Waste Team) on education, outreach and community engagement.	CMO	Complete	The Los Alamos Sustainability Alliance continues to support this initiative by sharing information at County events. Most recent events include Earth Day, DPU Water Festival, and Leadership Los Alamos Environmental Day.	Short (<6 months)
		11.3	Submit budget option to enable solicitation of contract services for education, marketing and outreach for greenhouse gas emissions reduction.	CMO	Complete	During FY25 budget cycle, Council approved \$80k to solicit for educational, marketing, and outreach services focused on greenhouse gas (GHG) reduction.	Short (<6 months)

LARES COUNCIL WORKING GROUP ACTION PLAN UPDATE

Angelica Gurule | July 17, 2024

LARES Council Working Group



The LARES working group serves as an advisory group to County Council for the purpose of identifying **LARES recommendations** for County Council approval



The working group held 7 meetings between September 21 – October 21



The recommendations selected by the LARES Working Group focus on initiatives that will **accelerate carbon emission reductions** in County operations and mitigate climate change



The LARES Working Group selected 14 recommendations and in November 2023 County Council selected 11 of those recommendations to **boost climate action** in advance of the completion of the comprehensive climate action plan



The **Action Plan was approved** by County Council January 2024 and CMO was asked to return with budget options during FY25 budget process



Recommendations focus on: Overarching Policy Statements, Partnerships, County Policy, Strategic Investments and Advocacy

LARES Recommendations Highlights

During the FY25 budget process Council invested \$1.2M in climate action initiatives

- NG -11: \$100K to solicit for a qualified contractor to provide energy audits
- TM-3: \$550K to deploy EV chargers
- TM-3: 65K to replace two gas powered vehicles to electric vehicles
- TM-4: \$400K to develop an electric vehicle charging infrastructure plan and fleet conversion plan
- WCNR-2: \$80K to solicit for educational, marketing and outreach services focused on GHG reduction

Completed Actions

- GR-7 – Form a partnership with LANL and LAPS with the specific intention of collaboration on greenhouse gas reduction
- NG-11 – Make energy audits to other relevant information available to property owners through County government
- TM-3 – Increase publicly accessible electric vehicle charging infrastructure
- WCNR-2 – Reduce consumption-associated GHG emissions through sustainable purchasing and consumption/disposal of food, goods, and services

Next Steps

- Remaining action items and strategies have been incorporated into the Draft Climate Action Plan Implementation Matrix

Thank you! Questions?

Contact Information:

Angelica Gurule: Angelica.Gurule@lacnm.us



County of Los Alamos

Staff Report

July 17, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 4.g.2.
Index (Council Goals):
Presenters: County Attorney
Legislative File: 18779-24

Title

Open Meetings Act Training

Body

The purpose of the annual training is to provide a refresher to the State's Open Meeting Act base requirements and board member responsibilities.

Attachments

- A - OMA Training Presentation 2024
- B - Resolution No. 24-01 Open Meetings Act
- C - Boards & Commissions Orientation Manual
- D - 2024 BPU Meeting Calendar

NMSA 1978
§§10-15-1 TO 10-15-4

AND

§§14-2-1 TO 14-2-12

NEW MEXICO OPEN MEETINGS ACT & INSPECTION OF PUBLIC RECORDS ACT

KNOWN AS THE “SUNSHINE LAWS”

- All persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those who represent them.
- The formation of public policy or the conduct of business by vote shall not be conducted in closed meetings.
- All meetings of a quorum of members of any board or commission, held for the purpose of formulating public policy, discussing public business, or taking any action within the authority of the commission are declared to be public meetings open to the public at all times, except as otherwise provided by law. See §10-15-1(B)
- Under IPRA, the law requires open access to almost all public records in state and local government, with few exceptions.

OMA - REQUIREMENTS FOR A PUBLIC MEETING

Quorum

- A majority of the appointed members (three of five for BPU)

Notice

- No less than ten (10) days before meeting (per LAC Resolution 24-01)
- Adoption of Calendar

Agenda

- Available at least seventy-two (72) hours prior to meeting
- Must identify the business to be discussed or transacted

Minutes

- Must include the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted.
- All minutes are open to public inspection.
- Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present.



PUBLIC MEETING & PUBLIC BUSINESS

WHAT IS A “PUBLIC MEETING”?

WHEN IS BPU CONDUCTING “PUBLIC BUSINESS”?

WHAT IS AN “OPEN MEETING” ?

“**All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision**, held for the purpose of **formulating public policy**, including the development of personnel policy, rules, regulations or ordinances, **discussing public business** or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body **are declared to be public meetings open to the public at all times**, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act [Chapter 10, Article 15 NMSA 1978]. ...”

NMSA 1978, Section 10-15-1.B.

WHAT IS PUBLIC BUSINESS ?

“**All meetings of a quorum of members** of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, **held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body** are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act [Chapter 10, Article 15 NMSA 1978]. . . .”

NMSA 1978, Section 10-15-1.B.

QUORUM

WHAT CONSTITUTES A QUORUM OF THE BPU?

THREE MEMBERS SHALL CONSTITUTE A QUORUM FOR THE BUSINESS OF THE BOARD.

BPU ACTIONS MAY BE TAKEN AND CONSIDERED VALID ONLY IF A QUORUM HAS BEEN ESTABLISHED AT THE MEETING.

THE BOARD SHALL MEET AT LEAST ONCE A MONTH.

THE MEETINGS AND RECORDS SHALL BE PUBLIC.

BOARD OF PUBLIC UTILITIES POWERS AND DUTIES

Chapter 40 UTILITIES

ARTICLE II Administration

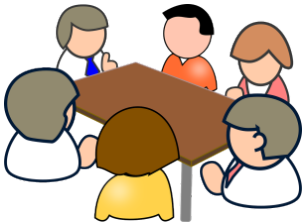
Power and duties, shall include: Jurisdiction and control over the utility systems owned by the county.

Section 40-45 The board of public utilities shall propose the public policy of the department and those other policies unique to each utility system. Policies shall be adopted by the board at public hearings and shall become effective upon approval by the council.

The BPU will be appointed by the council. The ideal representation will include residents from a diversity of geographical areas. **The total number of members will equal five (5) persons.**

OMA - “ROLLING” OR “WALKING” QUORUMS PROHIBITED

- A quorum may exist, for purposes of the Act, even when members are not physically present together at the same time and place.



- **Example:** 3 members of a 5-member Board discussing public business in a series of telephone or email conversations. Such discussion is a meeting of a quorum. The use of a rolling quorum to discuss public business or take action is a violation of the Act because it constitutes a meeting of a quorum of the Board outside a properly noticed public meeting.





NOTICE

WHAT IS THE REQUIRED NOTICE FOR MEETINGS OF THE BPU?

COUNTY NOTICE REQUIREMENTS FOR OPEN MEETINGS

- **OMA** - “Any meetings at which the **discussion or adoption** of any proposed resolution, rule, regulation or formal action occurs and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public. **The affected body shall determine at least annually in a public meeting what notice for a public meeting is reasonable when applied to that body.** That notice shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice.” NMSA 1978, § 10-15-1(D)(2024).
- **BPU Meetings:** The BPU meets at least monthly. All meetings of the BPU are subject to and will **comply with the New Mexico Open Meetings Act**, NMSA 1978, Section 10-15-1 to 10-15- 4, and will adhere to the requirements outlined in the County's Resolution adopted annually pursuant to Section 10-15-1(D) of the New Mexico Open Meetings Act.”
- Current County Resolution is **Resolution No. 24-01**



AGENDA

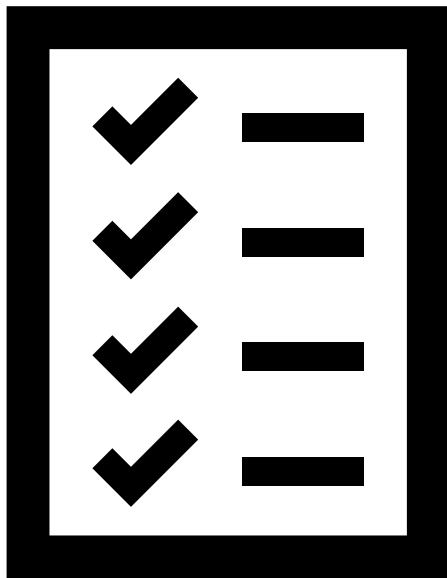
THERE MUST BE A PUBLISHED AGENDA FOR ALL BPU MEETINGS

WHAT IS REQUIRED FOR A MEETING AGENDA?

“Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. Except in the case of an emergency or in the case of a public body that ordinarily meets more frequently than once per week, at least seventy-two hours prior to the meeting, the agenda shall be available to the public and posted on the public body’s web site, if one is maintained. A public body that ordinarily meets more frequently than once per week shall post a draft agenda at least seventy-two hours prior to the meeting and a final agenda at least thirty-six hours prior to the meeting. Except for emergency matters, a public body shall take action only on items appearing on the agenda.”

NMSA 1978, Section 10-15-1 (F) (2024)

OMA - MEETING MUST FOLLOW THE PUBLISHED AGENDA



- Only items or topics listed on the published agenda, may be discussed by the BPU

AGENDA FORMAT

- LOS ALAMOS COUNTY
BOARDS AND
COMMISSIONS
PROCEDURAL RULES
(rev. 2019)
- Covers all Boards &
Commissions
- General Format

Exhibit A:



LOS ALAMOS

Sample Agenda
Name of B&C

Location of Meeting
Date and time of Meeting

- I. CALL TO ORDER/ROLL CALL
- II. PUBLIC COMMENT (Can be limited to ____ minutes per person)
- III. PUBLIC HEARINGS
(if applicable)
- III. B&C BUSINESS
 - A. Approval of B&C Minutes
 - B. Chairman's report
 - C. (List other topics)
- IV. B&C/ STAFF COMMUNICATIONS
 - A. Action Items
(List individual items)
 - B. Staff Reports

POSTING OF AGENDAS

- “Agendas for all board or commission meetings will be posted in accordance with the Council’s annual Open Meetings Resolution.” *LAC Boards & Commission Procedural Rules*.
- **Resolution 24-01. Section V. A.** - For regular and special meetings – Notice shall be posted in “conspicuous place in the vicinity of the **front door of the Municipal Building** located at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior of the building, as well as being **posted on the County’s web site** provided the web site is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission **and newspapers of general circulation** which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.”
- **Charter 909. - Definition: Publish and Publication—Defined.** “Except as otherwise provided in this Charter, the term "publish" or "publication" shall have the meaning as prescribed in state law for legal notices **and shall also include posting at the Municipal Building, the public library and its branches, and such other places as may be designated by ordinance.**”



MEETING MINUTES

WHEN, WHO, AND CONTENT

MEETING MINUTES

“The board, commission or other policymaking body shall keep **written minutes of all its meetings.** The minutes shall **include at a minimum**

- the date,**
- time and place of the meeting,**
- the names of members in attendance and those absent,**
- the substance of the proposals considered**
- and a record of any decisions and votes taken that show how each member voted.**

All minutes are open to public inspection. Draft minutes shall be **prepared within ten working days** after the meeting and shall be **approved, amended or disapproved at the next meeting where a quorum is present.** Minutes shall not become official until approved by the policymaking body.”

NMSA 1978, § 10-15-1(G)(2024)

FAILURE TO COMPLY WITH OMA -INVALID ACTIONS AND PENALTY

No action of a board shall be valid unless taken or made at a meeting held in accordance with the requirements of the OMA.

It is the members of the board that are responsible for compliance with the OMA, not the County as an entity.

Any person violating any of the provisions of the OMA is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500) for each offense

IPRA – INSPECTION OF PUBLIC RECORDS



- Every person has a right to inspect public records of this state except as specifically limited by law.
- All persons are entitled to the greatest possible information regarding the affairs of government and the official acts of public officers and employees.
- “Public Records” means **all** documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and **relate to public business**, whether or not the records are required by law to be created or maintained;

GETTING MORE INFORMATION...

- You can obtain more information at:
 - New Mexico Attorney General's Office- <https://nmdoj.gov/inspection-of-public-records-act/>
 - County Attorney's Office

INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 24-01

A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, COUNTY BOARDS, COMMISSIONS, AND OTHER PUBLIC BODIES CREATED BY THE STATE AND THOSE APPOINTED BY THE COUNCIL (COLLECTIVELY "APPOINTED COUNTY COMMITTEES")

WHEREAS, the democratic ideal is best served by a well-informed public, and sunshine laws generally require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public; and

WHEREAS, the Open Meetings Act states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times [Section 10-15-1(B) NMSA 1978]; and

WHEREAS, when it is difficult or impossible for a member to attend a meeting in person, the member may participate by means of a conference telephone, video communications, or similar communications equipment [Section 10-15-1(C) NMSA 1978]; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public [Section 10-15-1(D) NMSA 1978]; and

WHEREAS, the Open Meetings Act requires the Council of the Incorporated County of Los Alamos ("Council") to determine annually what constitutes reasonable notice of its public meetings and those of all County boards, commissions and policymaking bodies [Section 10-15-1(D) NMSA 1978]; and

WHEREAS, the Council wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Council and all Appointed County Committees, as defined herein, for the remainder of the year 2024, and until a new resolution concerning public meetings is adopted.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Incorporated County of Los Alamos as follows:

I. General Provisions

A. All meetings of a quorum of the Council of the Incorporated County of Los Alamos shall be open to the public except where specifically provided for in the State of New Mexico's Open Meetings Act, NMSA 1978 §10-15-1, and as provided herein.

B. All meetings of a quorum of an Appointed County Committee shall be open to the public except where specifically provided for in the State of New Mexico's Open Meetings Act, NMSA 1978 §10-15-1, and as provided herein. Appointed County Committees are defined as the

Boards, Commissions, Committees, Task Forces, etc., that are created by State Statute, County ordinance, or through formal Council action, and include but are not limited to the following:

- Art in Public Places Board
- Board of Adjustment (formerly Variance Board)
- Board of Appeals
- Board of Public Utilities
- DWI Planning Council
- Environmental Sustainability Board
- Historic Preservation Advisory Board
- Labor Management Relations Board
- Library Board
- Lodgers' Tax Advisory Board
- Los Alamos County Health Council
- Nuisance Code Implementation Review Task Force
- Parks and Recreation Board
- Personnel Board
- Planning and Zoning Commission
- Transportation Board
- Valuation Protests Board

II. Regular Meetings.

A. Council Meetings.

All meetings of the Council shall be held on the dates specified in the schedule attached to this Resolution as Schedule "A" unless notice is otherwise provided at least seventy-two (72) hours in advance of the meeting date. An agenda for all regular meetings of the Council shall be available at least seventy-two (72) hours prior to the meeting from personnel in the Office of the County Manager. All agendas shall be posted on the County's website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

B. Appointed County Committee Meetings.

Notice of regular meetings of all Appointed County Committees shall be given no less than ten (10) days in advance of the meeting date. The notice may include an agenda for the meeting or indicate how a copy of the agenda may be obtained. An agenda shall be available at least seventy-two (72) hours prior to the meeting. All meetings of each Appointed County Committee shall be held at the time and at the place indicated in the meeting notice. Each Appointed County Committee may adopt a schedule of its regular meetings for the present calendar year or the balance thereof. Such a schedule shall contain the date, time, and place of each regular meeting. For purposes of Paragraph V of this Resolution, notice of all regular meetings contained in such schedule is met if a copy of the schedule is posted and provided to the media as provided for in Paragraph V of this Resolution; provided, however, that Appointed County Committee must still post and provide to the media a copy of the agenda prior to each regularly scheduled meeting as required under this Resolution. All agendas shall be posted on the County's website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

III. Special meetings.

Special Meetings may be called by the Chair or a majority of the members of the Council or respective Appointed County Committee upon at least seventy-two (72) hours' notice. The notice shall include an agenda for the meeting or information to indicate how a copy of the agenda may be obtained. An agenda for the meeting shall be available to the public and posted on the County's website at least seventy-two (72) hours before any special meeting, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

IV. Emergency meetings.

Emergency Meetings may only be called under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Council and all Appointed Council Committees shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Council or the respective Appointed Council Committee upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda, which shall be posted on the County's website as soon as is practicable after the agenda is created, provided the website is operational during the period prior to the meeting.

V. Notice Requirements.

A. For the purposes of regular meetings described in Paragraph II of this Resolution, notice requirements are met if notice of the date, time, and place is posted in a conspicuous place in the vicinity of the front door of the Municipal Building located at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior of the building, as well as being posted on the County's website, provided the website is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

B. For the purposes of special meetings described in Paragraph III of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior, as well as being posted on the County's website, provided the website is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

C. For the purposes of emergency meetings described in Paragraph IV of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior and posted on the County's website as soon as is practicable, provided the website is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

D. In addition to the information specified above, all notices shall include the following language:

“If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the County Human Resources Department at (505) 662-8040 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at (505) 663-1750, if a summary or other type of accessible format is needed.”

VI. Closure of Public Meetings.

The Council and all Appointed Council Committees may close a meeting to the public only if authorized by the Open Meetings Act [Section 10-15-1H NMSA 1978]:

A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council or respective Appointed Council Committee, as applicable, taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

B. If the decision to hold a closed meeting is made when the Council or an Appointed Council Committee is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

D. Except as provided in the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Council or respective Appointed Council Committee, in an open public meeting [Section 10-15-1(H) NMSA 1978].

VII. Remote Attendance.

Any member may participate by means of a conference telephone, video communication, or similar communications equipment when it is difficult or impossible for a member to attend a meeting in person, provided that each member participating by other means can be identified when speaking, all participants are able to hear each other at the same time and members of the public meeting attending the meeting are able to hear any member of the public body who speaks during the meeting.

VIII. Public Health Emergency.

In the event this Resolution is in effect during a public health emergency, the conduct of public meetings shall comport with any and all public health orders issued by the New Mexico Department of Health and comply with all guidance documents including advisory opinions issued by the Open Government Division of the Office of the Attorney General for the State of New Mexico. To the degree that this Resolution conflicts with these public health orders or the advisory opinions of the Attorney General, the provisions of the public health orders and the advisory opinions of the Attorney General shall control.

PASSED AND ADOPTED this 9th day of January 2024.

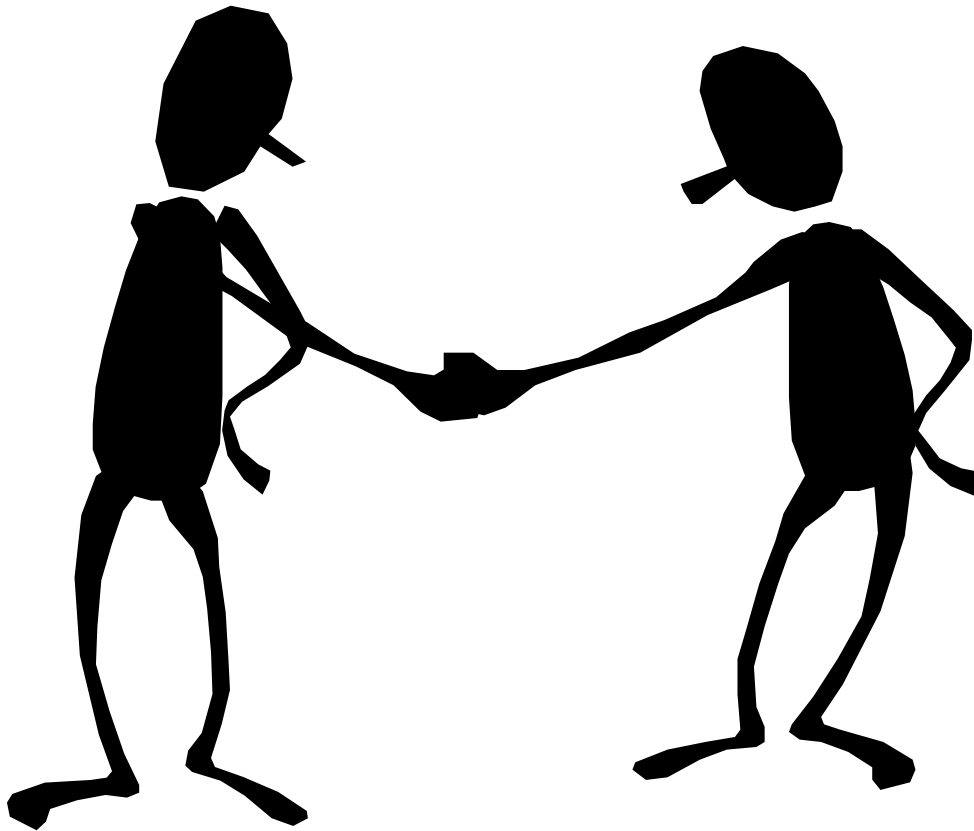
**COUNCIL OF THE INCORPORATED
COUNTY OF LOS ALAMOS**

Council Chair

ATTEST:

**Naomi D. Maestas,
Los Alamos County Clerk**

**LOS ALAMOS COUNTY
ORIENTATION MANUAL
FOR MEMBERS OF
BOARDS AND COMMISSIONS (B&CS)**



May 2008
Updated September 1, 2020

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INTRODUCTION

As a new member appointed to a Board or Commission (B&C), you will be provided an opportunity to participate in an orientation session conducted by County staff from the department most closely linked to your B&C. This orientation session will include, but not be limited to, a review of the B&C's responsibilities as assigned by the County Council or as specified by state law and a review of the procedures of the B&C.

For the purpose of these guidelines, a B&C is defined as one of the County's standing Boards appointed by Council. Most B&Cs are advisory to Council; however, a few have statutory responsibilities. All of the current B&Cs were created by County ordinance and a description of their responsibilities and duties can be found in Chapter 8 of the Los Alamos County Code. The Code can be accessed electronically through the County's web site at www.losalamosnm.us. Or, the staff liaison or the clerical support person assigned to your B&C can provide a copy of your B&C's enabling legislation.

ORIENTATION OBJECTIVES:

After attending the orientation session and reviewing this handbook, you should be able to agree with the following statements:

- I understand the role and responsibilities of my B&C.
- I've read the relevant sections of Chapter 8 of the County Code.
- I know what my fellow B&C members and I are expected to do.
- I know the professional staff liaison who is assigned to my B&C and/or the department director. I understand their roles.
- I understand the working relationship between the county staff and my B&C.
- I know the sources of information that assist my B&C with decision making.
- I know which types of community issues are of concern to my B&C.
- I understand the local government activity for which my B&C is expected to make policy recommendations.
- I understand the difference between making policy and making policy recommendations as an advisory B&C.
- I understand the distinction between operations and policy.
- I have read the current Work Plan for my B&C.

THE ROLE OF BOARDS AND COMMISSIONS: UNDERSTANDING THEIR MISSION

Volunteer citizen Boards and Commissions serve an important role in democratic local government. B&Cs are an excellent mechanism for gathering constructive citizen input, putting to use the talents of individual citizens, and bringing a citizen perspective to local government activities and projects.

Service on a B&C familiarizes you with your community and develops potential community leaders, and it gives you the chance to help address community needs and make recommendations for possible solutions. Finally, B&Cs provide a way to practice the spirit of giving and philanthropy, a way to serve your fellow citizens.

As a volunteer member of a B&C, you have the opportunity to influence important decisions about government policies, about the distribution of community resources, and about the provision of services to residents. The quality and effectiveness of your input can affect the whole community.

Occasionally, members of a B&C may have a poor understanding of the B&C's role and responsibilities. If this occurs, the B&C is likely to be ineffective or may be disruptive of staff activities and no longer contributes positively to the democratic process. Ineffective B&Cs may cause citizens to become disillusioned - to feel that the local government is rigid, does not accomplish its goals, or does not respond to citizens' voices. Citizens initially motivated by a spirit of giving may become disenchanted and may decline to participate further in civic activities. The County will try to prevent this from happening. For this reason, it is essential that B&C members be properly oriented to understand their duties and carry them out effectively.

A B&C's job, generally, is to make informed citizen recommendations to the County Council and to assist the Council in making good decisions for the community. Each B&C has a specific scope of assigned responsibilities identified in their enabling ordinance.

The County Council, not the B&C, is ultimately responsible to the citizens. The B&C must understand that its role is generally to advise, as opposed to the County Council's role to make policy and the staff's operational/administrative role. The B&C must also understand that the decision to implement the B&C's recommendations will be made by staff or by the County Council. Also important, though, the B&C members need to understand that their role as an advisory group is important to the well being of the community. In other words, even though the B&C's job is different from staff's job and the County Council's job, it is a very important part of a democratic local government.

B&C members should also recognize that the County Council's area of concern is much broader than the B&C's and, in some cases, B&C recommendations will not be implemented. B&C members should not interpret this as a rebuke, but rather as part of the process.

It is imperative that an advisory B&C's work reflects the wishes of the community as a whole and not only the opinions of the appointed members. Effective B&C work depends on the members' understanding of the general direction in which the community is headed. B&Cs can help to meet the objectives of the County Council if the overall community vision articulated by Council is allowed to guide not only the B&C's case-by-case recommendations, but also its long-range goals and annual work plan.



RELATIONSHIP WITH THE COUNTY COUNCIL

A County Councilor will be assigned to serve as liaison to each B&C. The assignments will change annually and will be made in a manner determined by the Council. The liaison to the Utilities Board is automatically the Council vice-chair. Please see Exhibit B - "Meeting Matrix" for more details regarding the Citizens Review Panel's (CRP) recommendations for the frequency and content of meetings between the Council liaisons and the B&C Chairs assigned to them.

Individual Councilors, including the liaison, should not assign tasks to a B&C. In regard to all boards and commissions, except the Utilities Board, the Councilor will, after consultation with the Chair of the board or commission attend regular meetings of the board or commission to participate in the board or commission as agreed and should meet periodically with the Chair of the board or commission to determine the level of participation desired by the board or commission and issues in which the Council should be advised. The assigned Council liaison's role is to act as the primary information conduit between the B&C and the Council as a whole. It is incumbent upon that Councilor to provide guidance and advice about which B&C issues to bring to the attention of the Council for action and which should be merely information items. However, this does not prevent the B&C Chair, in accordance with an action of the B&C, from bringing a recommendation to the Council.

In regard to the Utilities Board, the Council liaison will sit at the dais.

Each B&C advises the County Council on policy matters regarding its assigned powers and duties. The B&C shall develop policy recommendations by:

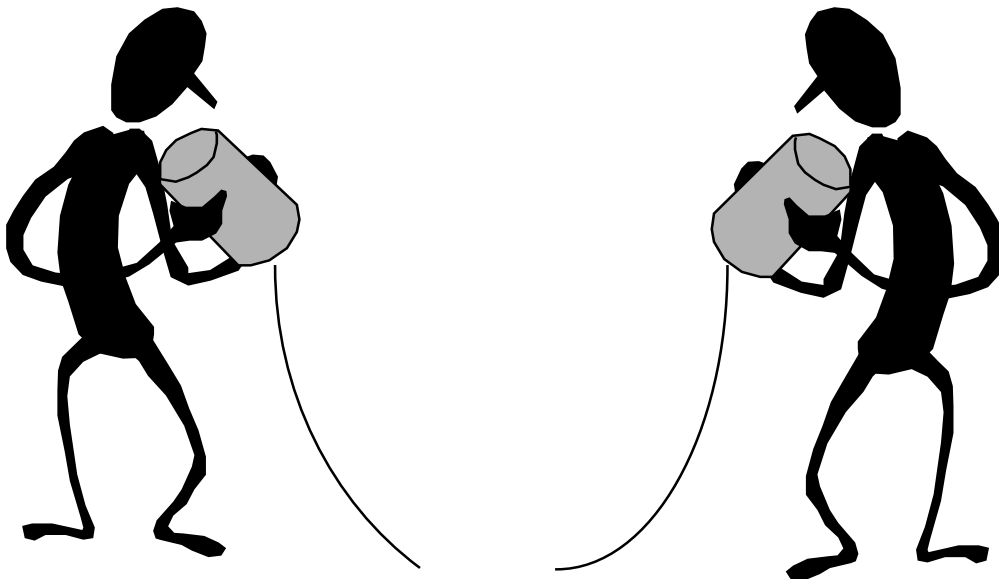
- Providing a forum for discussion and study of matters that are of interest to citizens, the County Council, and staff, and that conform to the vision for the community articulated by the County Council.
- Researching and developing plans for resolving concerns within the B&C's area of responsibilities. (Some actions of a B&C may be subject to appeal to the County Council as provided in the B&C's enabling ordinance. No action of a B&C shall relieve the County Council of its responsibilities nor usurp the authority granted to the County Council by the Charter.)

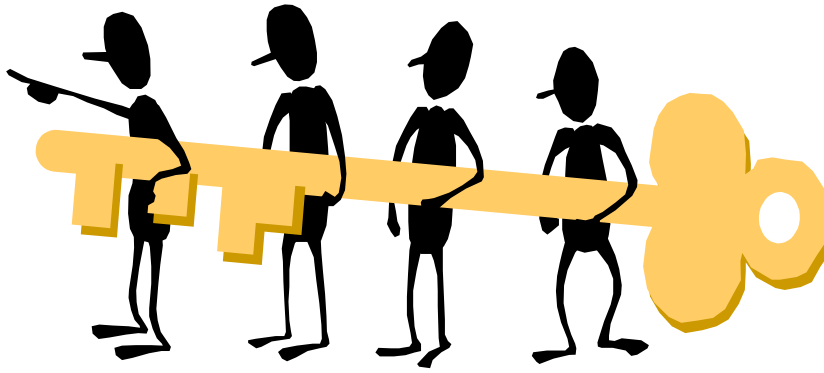
The City of Commerce, California, calls B&C members "the eyes and ears" of the community. In this type of symbiotic relationship, however, B&C members need to remember that they were not appointed to relieve the elected officials of making policy decisions. B&C members should also avoid trying to predict actions or votes of the County Council. This does not, however, preclude them from interpreting the philosophy of the County Council or trends in County Council thinking.

MEETING WITH THE COUNTY COUNCIL

Meetings between the B&C and County Council can help clarify expectations and philosophies. Traditionally, each B&C Chair will be expected to make an annual presentation during a Council work session. The monthly Council work sessions are used because they are conducted informally and usually have less crowded agendas. The schedule for these annual presentations is usually developed at the beginning of each calendar year. The Chair may use his/her presentation time to describe the B&C's accomplishments and discuss proposed work plans or any other issues that warrant Council attention. The B&C Chairperson will primarily be responsible for the B&C presentation to Council. Here are suggested steps for planning that presentation:

- If needed, devote a portion of a B&C meeting to identify and assign priorities to issues to be covered.
- Plan to list the B&C's accomplishments for the past year and describe the proposed work program for the upcoming year. List the top priorities of the board along with some of the challenges faced by the board.
- Meet with County Council liaison or the Department Director to develop and review the presentation.





B & C WORK PLANS

A work plan is the B&C's expressed effort for the year. It addresses the important problems, challenges, and opportunities identified by Council and the Department that need to be addressed by the B&C during the next year. A Council-approved and published work plan has the following benefits:

- Establishes measurable objectives
- Keeps the B&C aligned with departmental and Council goals
- Assists in the allocation of departmental resources
- Promotes continuity of B&C action

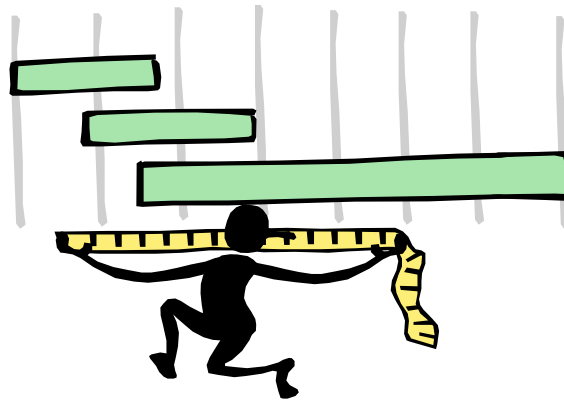
Annually, a work plan will be developed jointly between the B&C and staff. The deadline (usually mid-January or February) for B&C work plan development will be set and published each year. A three-member Council committee will be appointed to review all B&C work plans as part of the budget preparation cycle each year. A work plan template will be provided each year to the B&C Chair and staff liaison.

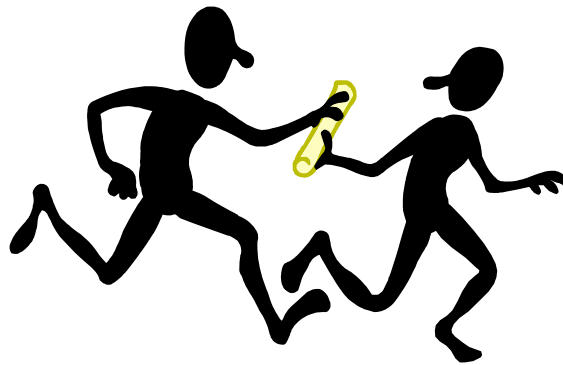
B&C Chairs are expected to meet, as needed, with their Department Director and the other Chairs of B&C's assigned to that Department to discuss the B&C's work plans and strategies for executing those work plans. The Department Director will also review the level and allocation of departmental resources, such as staff time and support, for all B&Cs affiliated with the department.

Some B&Cs occasionally undertake initiatives that require resource allocation in one or more departments. For example, the Arts in Public Places Board may need assistance from Community Development or Public Works with the installation or maintenance of APPB sculptures. Council must approve these appropriations as part of the regular budget process. These appropriations will be considered part of the budget of the relevant department.

Generally, the following outline will be used for the preparation of B&C work plans: (Specific dates and deadlines will be announced each year. The two-month overlaps shown below indicate the general timeframe.)

- Oct/Nov
 - Council determines budget priorities
 - Departments begin planning for budget priorities in relation to their responsibilities.
 - Boards and Commissions may be asked to provide input on budget priorities in relation to their area of responsibility.
- Nov/Dec
 - Boards and Commissions and Departments collaborate to develop draft work plans.
- Dec/Jan
 - Boards and Commissions/Departments review and complete work plans and submit to Department Directors and Council Liaisons roughly 6 working weeks (excluding holidays) following receipt of Council budget guidance.
- Jan/February
 - Department Directors develop their budgets including any resources identified in the B&C work plans. Departmental budgets are reviewed with the Finance Department and County Manager.
- Feb/March
 - Traditionally, three-member Council committee reviews and comments on each B&C work plan and then makes a report including recommendations to the whole Council. The reviewed plans are presented for Council approval in a manner determined by Council.
- April/May
 - Budget Hearings are conducted by County Council.





RELATIONSHIP WITH COUNTY STAFF

Throughout their terms, B&C members will work closely with the associated department director, staff liaison and occasionally, the County Manager. A close working relationship between the B&Cs and their associated department is important for success, but it should be clear that the B&Cs work with the departments, not for the departments and vice-versa. A good partnership between staff and the B&C members has historically been an effective and productive relationship. A B&C may ask specific departments through their assigned staff liaison to provide information upon which the B&C members can make informed decisions.

Department representatives designated as ex-officio members are expected to attend all B&C meetings and participate in B&C discussions, provide background information, and may advocate positions on potential B&C actions. The ex-officio staff representative(s) are non-voting members of the B&C.

County departments can provide staff reports to the County Council, through the County Manager, regarding B&C actions. Such reports may supplement, agree with, or take positions opposed to the recommendations of the B&C. If a staff report is prepared relating to a recommendation by a B&C, a copy of the report will be provided by the staff liaison to the B&C chairperson before the report is presented to the County Manager.

Each year the B&C Chairperson and the Department Director will prepare a brief description of the B&C accomplishments and plans for the future as part of their annual work plan. See previous section.

CLERICAL STAFF SUPPORT

Administrative/clerical support for B&Cs may be required as a function of the Staff Liaison, but generally the department will provide an additional clerical staff member to take B&C minutes and provide other administrative support. The clerical support staff for a B&C performs the following duties and any other duties as may be assigned by the department director:

- To cause the minutes of the B&C meetings to be taken, transcribed, prepared, and maintained in a manner best suited to provide an accurate record of all B&C proceedings;
- To give notice to the public, the media, the County Manager and the Council of all meetings of the B&C;
- To prepare and distribute agenda packets; and
- To provide other clerical support as agreed between the Department Director and the B&C Chair.

PROFESSIONAL STAFF LIAISON RESPONSIBILITIES

Here is a list of important staff liaison duties and responsibilities:

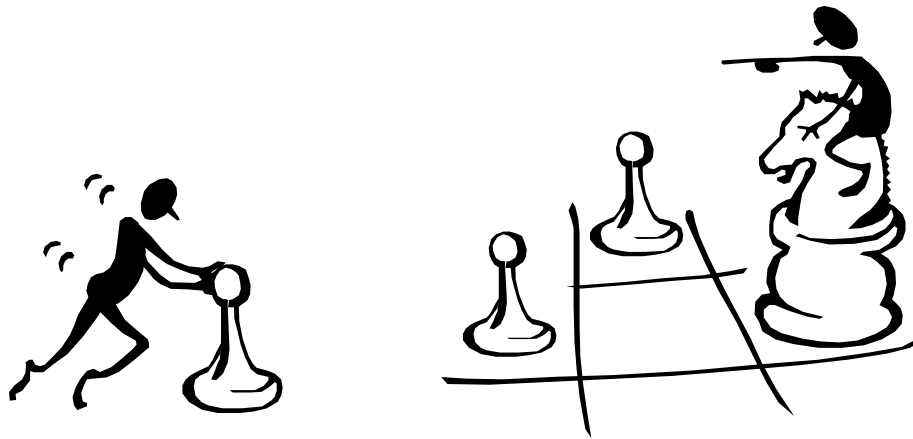
- Being informed about the latest developments in their field.
- Providing background information and making professional recommendations on important issues.
- Expressing both pro and con arguments on issues.
- Understanding the County Council's, County Manager's, and Department Director's goals and being informed of actions that have been taken.
- Alerting B&C members of possible negative reactions concerning the B&C's recommendations.
- Making sure appropriate staff action is taken after a B&C's recommendation is made.
- Developing a rapport with the chairperson and B&C members.
- Assisting with the presentation of the B&C recommendations to Council.

Unfortunately, some of these actions can create friction with B&C members. Both parties need to remember that the goal is to maintain a close working relationship and foster a partnership between B&C members and County staff.

B&C MEMBER RESPONSIBILITIES

Here is a list of important B&C member duties and responsibilities:

- To meet, as necessary, to accomplish the B&C's assigned duties.
- To perform other responsibilities as required by the enabling legislation of a B&C.
- To hold public meetings and hearings, as may be required, and in conformance with the New Mexico Open Meetings Act.
- To submit an annual Work Plan to the Council documenting B&C activities during the previous year, communicating its members' perceptions of the needs of the community within its area of responsibility, and defining the B&C's plans for the future.
- To make recommendations relative to needed policies, ordinances, and programs to achieve the Council's goals. ("Minority" recommendations can be prepared when there's a difference of opinion between members of the B&C.)
- To act responsibly and professionally with respect to information obtained as a B&C member.
- If requested, to cooperate with the County's designated custodian of records to make the B&C public records open for public inspection. "Public records," as defined in NMSA 1978 Section 14-2-6, are "all documents, papers, letters, books, maps, tapes, photographs, recordings, and other materials (including e-mails) regardless of physical form or characteristics, that are used, created, received, maintained, or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained."
- To refrain from any action which constitutes a conflict of interest. As defined in the County Charter: "Any elected official, County employee, committee member or advisory board or commission member who has a financial interest in the outcome of any policy, decision, or determination shall not vote or act on the issue in which he or she has such an interest." Each B&C member is expected to excuse himself/herself from any B&C discussions or actions that could be interpreted as representing a conflict of interest.
- To attend scheduled County meetings when such meetings relate to the work of the B&C. The B&C Chair or designee should attend the monthly B&C luncheon.
- To review all relevant background information provided in preparation for regular or special meetings or work sessions of the Council.
- Develop rapport with other Board members and staff.



PARTS OF THE WHOLE: TEAMS

It is important to understand your B&C's place in our community, that is, the board's relationships to local elected policy makers, citizens, other B&Cs, and the staff.

Once the B&C members understand their role and how the job will be done, the group needs to learn to communicate clearly and work together as a team. To get anything accomplished, requires that each B&C member, including the B&C Chair cooperate with other members. While seemingly simple, this can be one of the most challenging aspects of serving on an advisory B&C. Cooperation can be essential to marshalling the votes necessary to make a recommendation. This means learning to compromise, give and take, and sort out common goals.

The Council selects people with diverse backgrounds and experiences to serve on Boards and Commissions. Moreover, the appointees may have different values and agendas. As a result, there can be built-in conflicts even before the group ever comes together.

A team represents the highest level of cooperation. B&C members are encouraged to learn to appreciate differences and discover that the power of teamwork is infinitely superior to individual contributions.

RELATIONSHIP WITH OTHER BOARDS AND COMMISSIONS

B&Cs shall, when possible, cooperate fully with other B&Cs on matters of mutual interest. If there appears to be an overlap of responsibilities involving multiple B&C's and departments, these should be addressed as they come up. The County Manager, affected Department Directors and B&C Chairpersons should meet to determine which B&C should take the lead on the issue(s). They will take into consideration the B&C responsibilities and the public's perception of which B&C might be the most appropriate body to collect public input.

RELATIONSHIPS WITHIN THE BOARD OR COMMISSION

The types of problems confronted by B&Cs can be very frustrating. Keep in mind that each member's ability to work together as a board is very important to the community. As B&C members try to make the best possible decisions on issues, the following recommendations may help you get over the hurdles of conflict and disagreement:

Separate the people from the problem and address issues, not personalities. You and your colleagues aren't questioning each other's good intentions or personal integrity. You are discussing options for making the best possible decisions. Don't think about what you may not like about the person sitting across the table from you. Instead think about what he or she is saying, about the points that person is trying to make. If a colleague seems to be attacking your integrity, try to get that person back on track by asking him or her to make the point.

Focus on mutual interests and shared goals. When your B&C seems to bog down, sometimes it is helpful to step back and think about mutual goals. Remember that you are all serving the same community.

Invent options for mutual gain. Is there a compromise with which everyone will feel satisfied? Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and what approaches would be acceptable.

Be open, honest, and willing to listen. Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Don't be afraid to state your concerns. Be honest in revealing what you see as available options and by explaining what you see as shortcomings in others' suggestions.

WHEN THE PROCESS BOGS DOWN: THE NATURE OF CONFLICT

It is a rare B&C that never experiences conflict. After all, a B&C is comprised of individuals with different experiences, educational backgrounds, jobs, expertise, and feelings. B&C members often find conflict highly frustrating; however, members should understand that part of their job is to channel conflict into good decisions. The diversity that causes conflict to arise can be the key to successful B&C work. Remember, the assigned staff liaison is also a B&C member.

B&C members are encouraged to view the conflict preceding a group decision as healthy debate. Conflict should cause you to ask questions, to seek explanations, to demand justification, to challenge, and to be challenged. It should prompt all participants to examine every angle of every argument, option, or approach.

When conflict is minimal, little effort may be required to reach a decision, but the B&C still needs to ensure that issues are fully considered. Conversely, when conflict is great, reaching consensus may be very difficult. Ultimately, conflict may result in sound, collaborative solutions comprising the best aspects of all the ideas generated. If issues are thoroughly aired, each B&C member will be committed to the solutions reached, and the cohesiveness of the group will increase.

A variety of techniques can be used to resolve conflict on citizen advisory B&Cs. The most common techniques are those used to make a decision, thus bringing closure to an issue: voting or negotiating a compromise. Problem-solving techniques are used to find a solution that each member views as the best possible. B&C members should understand the difference between making a decision and creating a solution by working together.

Decision Making. When conflict is minimal or nonexistent, B&Cs often vote to make a decision. Yet, even as simple and common an approach as voting can cause problems for a B&C. For example, problems are likely to occur if members have strong feelings about the issue being voted on, particularly if they feel the issue was not sufficiently discussed and debated.

Further, voting produces winning and losing factions on a B&C. A member or members who frequently end up on the losing side may begin to feel less and less a part of the group. Finally, the losing members won't feel a part of the decision that was made and the B&C may begin to polarize. A chairperson who consistently uses the vote to make decisions must be prepared to deal with the feelings of those on the losing side.

The second technique for making decisions, negotiating a compromise, often is used when B&C members have developed firm positions about an issue. Negotiating requires more time and effort than does voting. In particular, negotiating requires

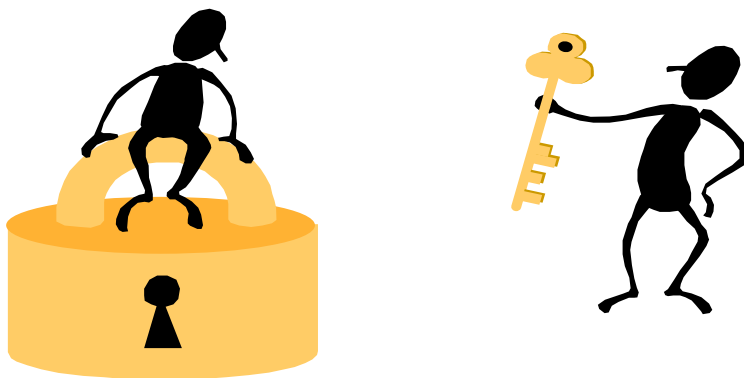
communication skills and cooperation among B&C members. Ideas must be presented clearly and each participant must be willing to listen to possibilities for compromise. The best compromise is one that all members can support.

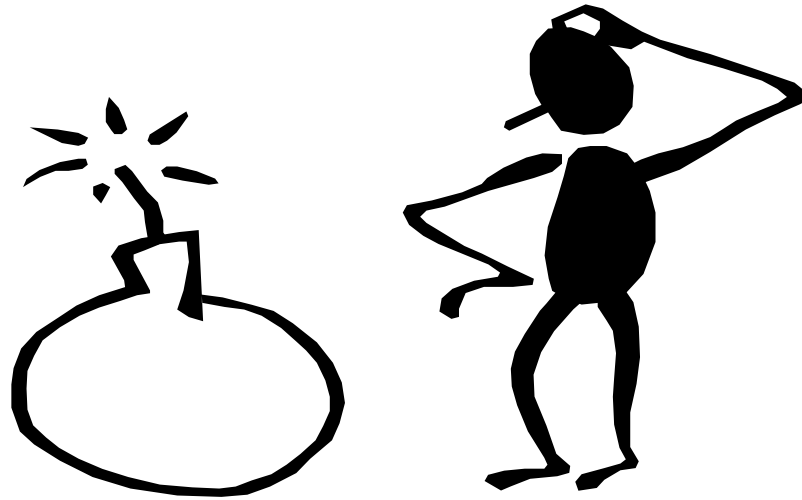
Participants must realize that negotiation is a process of give and take. B&C members should be encouraged to think about their positions, set priorities, and decide which demands they are willing to exchange for something more important. In most cases, an acceptable compromise can be reached because each party will have to give up something.

Problem Solving. Solving a problem is much more involved than the above two methods for resolving conflict. When B&Cs are faced with serious conflict, they should go beyond simply reaching a decision to expending the time needed to actually solve the problem. Trying to force a decision when the level of conflict is high may produce a poor decision, sacrifice the group's cohesiveness, and exacerbate conflict on the B&C and in the community.

Problem solving requires finding a solution that satisfies every member of the group. This implies that every group member must participate in the problem-solving process. It may be necessary to schedule a special meeting to resolve a particularly difficult conflict.

There is no easy resolution of conflict that sometimes surrounds issues of importance. When conflict does arise, finding a solution is necessary to allow an advisory B&C make sound recommendations that each member will support. The most important thing for B&C members to remember is that they are colleagues, that they are part of the same team, and that each team member has a unique contribution to make.





SURPRISES

Most people rarely like to be caught by surprise. Within the public setting, surprises are particularly deadly. Being caught unprepared or unaware is embarrassing. One of the most important rules is: If possible, never spring a surprise on anyone at a public meeting. If you are going to make an earthshaking statement or request make sure that the groundwork has been laid. In addition, don't pressure staff or other B&C members for an immediate answer to a question for which they haven't prepared.

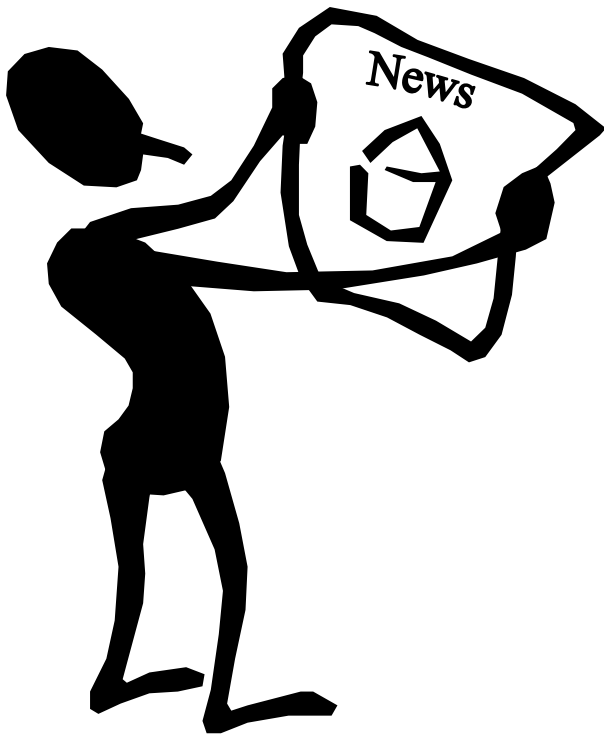
RELATIONSHIP WITH THE COMMUNITY

One duty of B&Cs is to provide public information for and to receive public comments from individuals or groups interested in its area of responsibility. B&Cs can use a variety of techniques to involve and inform the public. Specific guidelines on each format are provided in the County's "Public Involvement Manual". Your staff liaison can provide a copy.

RELATIONSHIP WITH THE MEDIA

B&Cs must recognize that local government is a source of news for the local media. In this connection:

- Consider all public statements in light of how they would appear in the newspaper.
- Remember that you are viewed as a spokesperson for the County of Los Alamos even though it is not in an official capacity.
- Consider responding to letters to the editor very carefully. What is the potential for escalating a controversy? And, will such a response resolve the problem?
- If possible, avoid saying "no comment." Indicate why you cannot comment at this time or that you will be able to comment after the meeting or at a later time. See #1 on the next page.



Working with the Media

By Julie Habiger

Being a member of a B&C can expose you to more attention from the media than you might otherwise receive as a citizen. Chances are, you already know the "logistics" part of being on a B&C and the fact that your meetings must be open to the public with a published agenda - this means the media can attend and report on your meetings. However, what happens outside the meetings if you are approached by a newspaper reporter or TV news team, wanting your comments and thoughts about an issue? Here are some tips:

1. Sometimes it's okay to say "no comment". While you should keep an open, communicative relationship with the media, or anyone in the public, you need to remember that it's tough to communicate all the facts in a conversation to someone who hasn't got the history you have in studying the issues brought forward to your B&C. Avoid off-the-cuff answers to questions that might assume the person asking the questions is knowledgeable in the subject matter.

2. Remember when you speak, you're part of a larger majority. There's a reason why B&Cs boast a certain number of members -- it allows for a diverse range of opinions and viewpoints. For that reason, it's not appropriate to speak to the media in a manner that would indicate that your personal opinion represents that of all your fellow members. Presenting a common front is important in making your B&C work as a team, so taking the extra time early on in dealing with an issue to discuss how you will present your findings and recommendations to the public is just as important as the decisions you make.

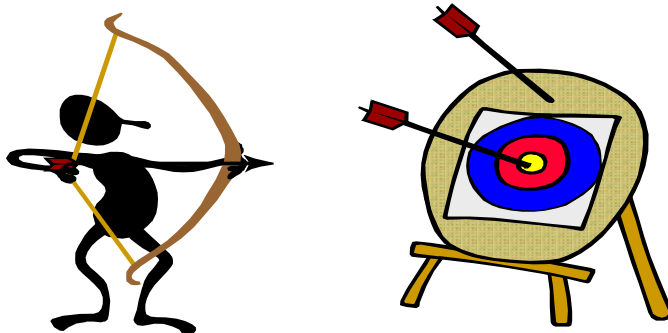
3. Be open and honest in your response, but remember it's okay to say "I don't know" or "Let me find out and get back to you" if you really don't have all the answers. Reporters work under tight deadlines and they need responses quickly. You need to appreciate their time schedules, but don't let their desire to have the whole story in a few minutes prevent you from taking an extra five minutes to check your facts. Better yet, if you don't feel comfortable, point them in the direction of someone else who might be better suited to deal with their questions; that could be the Chair of your B&C, your County staff liaison, a member of County Council, or the County Attorney's Office.

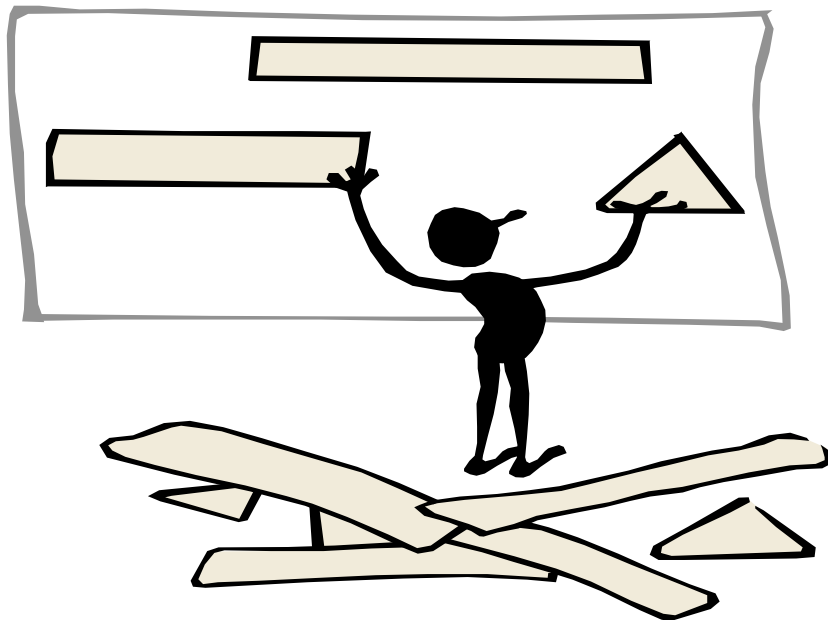
4. What you say today to one person could be said to the world tomorrow.

Unfortunately, when there is a volatile situation, when emotions run high or people feel they are personally being attacked, many rash statements are made in haste. If you're feeling that way, then this is not the time to talk to the media. You might say or do something you'll regret later. Reports go out on the wire all around New Mexico and the U.S., so your comments could be far-reaching and have tenfold greater "damage control" potential than another day when you might answer differently. Offer to reschedule a time when you, not the reporter, are feeling more appropriately in control of the interview.

5. Beware of leading questions. This goes back to the old adage of "look before you leap" or in this case "weigh your answers carefully before you speak." Most of the time the media has a specific angle to a story, and they are looking for you to substantiate or provide additional information relative only to that perspective. Leading questions start with phrases such as, "Would it be fair to say that...". "Is there any truth to the rumor that ...", "What have you heard about ..." followed by a specific story angle that the reporter is working on for their TV or radio station or newspaper. Other tactics are for the reporter to state their opinion and ask you to substantiate it. Here's an example: "The Wen Ho Lee case must have been very disruptive to life in Los Alamos -- how has the County dealt with this disruption?" This question leads you to answer based on the assumption that the reporter, not you or the County, has already decided that there was indeed a disruption, when in fact there might not have been any issues at all that impacted the County! Finally, it isn't uncommon for members of the media, acting on a hunch, to try to "fish" for a story by asking leading questions simply to find out what you do or don't know about a topic. The reporter will try and make their questions come across as if "surely you must know about this" (and thus you feel compelled to offer an answer rather than appear to look ignorant about the situation).

The bottom line in dealing with the media is this: be honest and do your best to be informative -- just remember to think before you speak, and weigh what you do or don't know in answering their questions.





THE B&C SUPPORT SYSTEM

To be effective, a B&C needs a strong support system. Here are seven critical elements in this support system.

- An agenda that provides order and information.
- Staff reports that are clear, concise, and informative.
- Minutes that are timely, clear, and succinct.
- Operating procedures that help rather than hinder the group process.
- A chairperson skilled in facilitating decision making with a diverse group.
- Meetings that begin on time, adjourn at a reasonable hour, and result in clear recommendations or actions taken.
- Meetings that are scheduled to maximize B&C member and public participation.

1. THE AGENDA

The agenda is one of the most important tools of the B&C. It is defined as a list, outline or plan of things to be considered. It focuses the discussion at a meeting by specifying topics and the order in which they will be taken up. The B&C chairperson, in consultation with the staff liaison, traditionally sets the agenda for each B&C meeting. Please reference the B&C Rules (Section II of this manual) for specific guidelines related to agenda items. See also: [Exhibit A - Sample B&C Agenda](#)

As required in the County's current annual Open Meetings Resolution, all B&C's must comply with the following regulations provided in the NM Open Meetings Act (NMSA 1978 Section 10-15-1 - Revised 2013) related to B&C agendas:

"Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain such an agenda. Except in the case of an emergency or in the case of a public body that ordinarily meets more frequently than once per week, at least seventy-two (72) hours prior to the meeting, the agenda shall be available to the public and posted on the public body's web site, if one is maintained. ...Except for emergency matters, a public body shall take action only on items appearing on the agenda. For purposes of this subsection, an "emergency" refers to unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. "

2. STAFF REPORTS

Staff reports, written or oral, are an indispensable part of the B&C process. They are used to:

- Frame issues
- Provide facts and focus
- Provide chronologies
- Identify issues and alternatives
- Present the staff's position
- Make a recommendation

3. B&C MINUTES

The minutes represent an official record of the B&C's discussions and actions. A draft of the minutes must be prepared within ten working days after the meeting. Both draft and official copies of B&C minutes are open to public inspection.

Official B&C minutes:

- Record B&C actions
- Communicate background to the County Council
- Provide perspective on issues
- Provide a historic record of the proceedings
- Provide summary of items that need follow up

The New Mexico Open Meetings Act (NMSA 1978 Section 10-15-1) requires minutes of open meetings to record at least the following information:

- a) *the date, time and place of the meeting;*
- b) *the names of all members of the body in attendance and a list of those members absent;*
- c) *the substance of the proposals considered; and*
- d) *a record of any decisions made by the body and of how each member voted.*

According to the NM Attorney General's OMA Compliance Guide, this means that minutes must contain a description of the subject of all discussions had by the body, even if no action is taken or considered. This may be a concise, but accurate, statement of the subject matter discussed and does not have to be a verbatim account of who said what. It may be useful, although it is not required, to also record the other persons invited or present and who participate in the deliberations." (Emphasis added)

4. PROCEDURAL RULES

B&Cs rely upon rules to facilitate meetings. These rules provide the process for conducting meetings in an orderly, efficient and fair manner. Rules may be formal or informal. Council-approved Rules and Procedures for all County Boards and Commissions are provided in Part II of this Orientation Manual.

PREPARING MOTIONS

B&C meetings are usually conducted according to basic parliamentary procedure (Robert's Rules of Order.) The chairperson directs the meeting, and his/her rulings must be followed unless overruled by the body.

When a member wishes to propose an action for the B&C to consider, the member makes a motion. A motion generally goes through the following steps:

- The member asks to be recognized by the chairperson.
- After being recognized, the member makes the motion
"I move that we..."
- Another member seconds the motion. "I second the motion."
- The chairperson may re-state the motion and asks for discussion.
- After the B&C has concluded its discussion the chairperson then asks for public comment.
- When the chairperson feels that there has been enough discussion, the debate will be closed and the chairperson asks, "Are you ready for the question?" or "Is there any further discussion?"
- If no one asks for permission to speak, the chairperson then puts the question to a vote.
- After the vote, the chairperson announces the decision.
"The motion is carried" or "The motion is lost".

A FEW COMMON MOTIONS:

- Introduce an Item: "I move that..."
- Delay Consideration: "I move to table the motion until..."
- Close Debate: "I call the question."
- Limit or Extend Debate: "I move to limit or extend debate to..."
- Request More Study: "I move to refer this to staff for further study."
- Amend a Motion: "I move to amend..."
- Object to Procedures: "Point of order."
- Reconsider a Vote: "I move to reconsider the vote on..."
- Adjourn Meeting: "I move to adjourn."

PHRASING AND DIVIDING MOTIONS

Phrasing a motion can be difficult and corrections may be necessary before it is acted upon. Until the chairperson states the motion, the B&C member making the motion may rephrase or withdraw it.

B&C members may wish to write out motions beforehand or ask staff to prepare a draft for difficult ones. If a motion gets too complicated, ask staff to prepare the wording.

In making a motion, avoid including more than one proposal in the same motion. This is especially important when B&C members are likely to disagree. If a B&C member prefers to see proposals divided and voted upon separately, the B&C member can ask the chairperson to divide the motion. If others do not object, the chairperson may proceed to treat each proposal as a distinct motion to be acted upon separately.

5. CHAIRPERSON RESPONSIBILITIES

The chairperson is the key to the effectiveness of the group process and can be likened to the team captain. The chairperson provides group direction and sets the tone for meetings.

The chairperson must balance being strong enough to move the meeting along and democratic enough to involve all members in the meeting. To be effective the chairperson needs the support of the members.

Trust is built by evenhandedness and fairness to all the participants. It also means that the chairperson does not use powers of the chair unfairly to win a point or argument.

THE EFFECTIVE CHAIRPERSON:

- Prevents overly dominant B&C members from having a disproportionate influence.
- Protects B&C members and staff from verbal attacks.
- Solicits opinions, feelings and positions from reticent B&C members.
- Protects new thoughts from being rejected prior to fair evaluation.
- Discourages finger pointing and blame-oriented statements or questions.
- Keeps the discussion focused on the problem.
- Knows how to run meetings utilizing, as appropriate, the principles of Robert's Rules of Order
- Encourages the generation of alternative solutions.
- Delays evaluation and analysis of alternatives until all are on the table.
- Guides the process of screening alternatives and selecting the solution.
- Attempts to obtain consensus.
- Moves the meeting along and does not let the B&C drift off the subject at hand.
- Coaches and helps B&C members develop their skills.

CHAIRPERSON MISTAKES:

- Uneven treatment of B&C members.
- Failure to maintain a balance between closing discussion in a timely manner and not cutting off discussion before members are ready.
- Allowing the meeting to become too informal or the discussion to drift.
- Losing track of amendments to motions.
- Forgetting to relinquish the gavel when the chairperson becomes enmeshed in an issue.
- Failure to recognize and deal with B&C member objections to procedure or process.
- Failure to protect B&C members and staff from verbal attacks.
- Ignoring input from disagreeing B&C members.
- Not explaining the process being followed to the audience.
- Failure to restate motions before they are voted upon.
- Forgetting to call breaks during long meetings.
- Failure to apply time limits on speakers consistently.
- Not reconvening the meeting at the specified time after a break.
- Not knowing rudimentary principles of Robert's Rules of Order

6. MEETING TIMES

Notification of B&C meetings will be made by the staff liaison or the B&C Chairperson in accordance with current Council policy regarding the length of time required for adequate public notice.

All meetings of B&Cs or Commissions will be open to the public except as specified by law.

The B&C Chairperson will be responsible for beginning the meetings on time and adjourning at a reasonable hour.



7. EFFECTIVE PUBLIC PARTICIPATION

People presenting an issue to the B&C may have never appeared before a public body. The experience can be intimidating. Anxiety may be displayed through aggressiveness or forgetfulness. Imagine yourself in the position of having to address the B&C. You can help people by:

- Calming and reassuring them.
- Explaining meeting procedures.
- Paying attention and not doodling or reading.
- Actively listening to what they are saying. B&C member questions are not appropriate at the time of public comment.
- Avoiding baiting and lecturing, but don't let this stop you from expressing the reasons behind your vote.

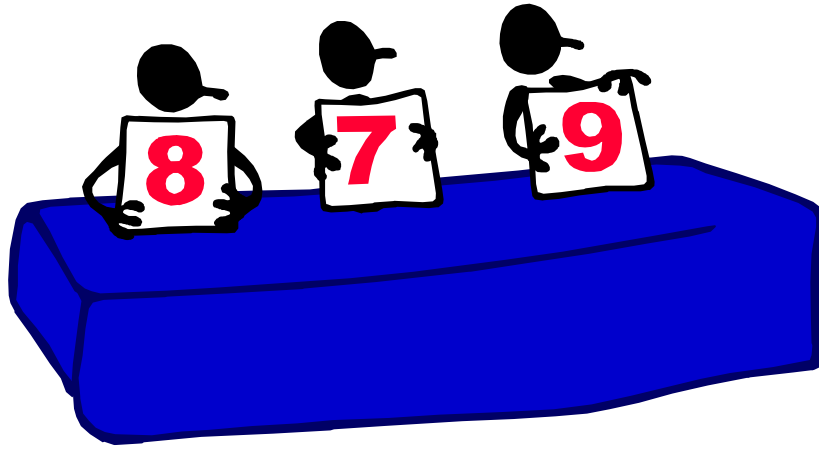
OPEN MEETINGS ACT COMPLIANCE - ROLLING QUORUM:

The New Mexico Open Meetings Act (Chapter 10, Article 15 Section 1 (B) NMSA 1978) requires B&C business to be conducted in a properly noticed open meeting:

"All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency, any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations, or ordinances, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act [Chapter 10, Article 15 NMSA 1978]. No public meeting once convened that is otherwise required to be open pursuant to the Open Meetings Act shall be closed or dissolved into small groups or committees for the purpose of permitting the closing of the meeting." (Emphasis added.)

Discussions among B&C members outside the open meeting can run afoul of this statutory provision. In such instances it may amount to what is called a "rolling quorum." A rolling quorum can be avoided by refraining from discussing B&C business outside the meeting room and avoiding e-mail correspondence and/or phone calls related to B&C business.





BEHAVIORS THE PUBLIC NOTICES

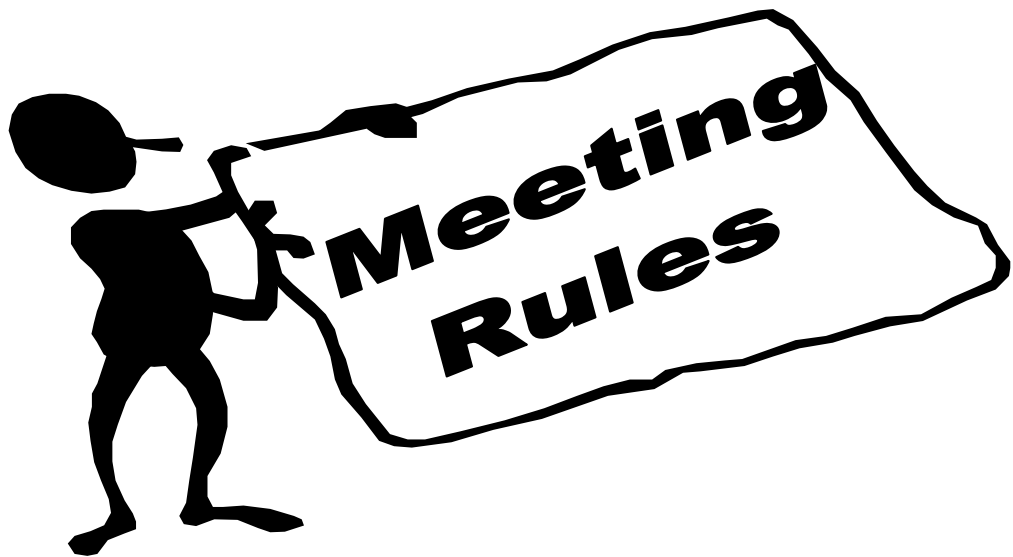
B&Cs develop a personality that is quite observable by audience members. Some B&Cs are characterized as being warm and friendly, while others are known as formal and distant. Both verbal and non-verbal actions help define this group personality. Things noticed include:

- Whether the chairperson effectively manages the meeting.
- Whether the B&C is respectful of the audience.
- Whether the individual B&C members have prepared for the meeting.
- Whether the B&C members really listen to audience concerns.
- Whether B&C members explain technical terms and jargon.
- Whether the B&C sticks to the agenda and doesn't drift.
- Whether the B&C keeps the audience informed of procedures.

MANAGING DIFFICULT MEETINGS

From time to time, B&Cs are faced with conducting highly charged controversial meetings. These meetings may involve one or more groups with conflicting views. (Please review the "Public Involvement Guide for Boards and Commissions" for more detailed information on conducting traditional public hearings.)

In a difficult meeting, the participants' demeanor may be characterized by aggressiveness and hostility. Such meetings really test the mettle of the B&C and staff. Consider the following:



BEFORE THE MEETING

- Make agendas and back-up reports readily available to participants.
- Make sure adequate seating is available. Consider moving to larger quarters if necessary.
- Make sure sound and recording equipment is adequate and operational.
- Establish and announce rules before the meeting.
- The chairperson and staff should engage in contingency planning before the meeting.
- The chairperson should alert staff to prepare responses for anticipated questions not already answered in the agenda documentation.

DURING THE MEETING

- The Chairperson should open the meeting by explaining to all attendees the purpose of the meeting, the issues involved, the possible actions, and the procedures that will be followed at the meeting.
- Don't spend a large amount of time at the beginning of the meeting on routine items such as correcting the minutes.
- Have speakers address the B&C and not the audience. Some speakers are very adept at inciting audiences, especially if they are permitted to face the audience.
- Stop clapping and shouting early. Explain the reasons why such actions are disruptive and counterproductive.
- Don't hesitate to use recesses to help diffuse hostility or aggressiveness.
- Consider limiting speakers to a set time such as three to five minutes.

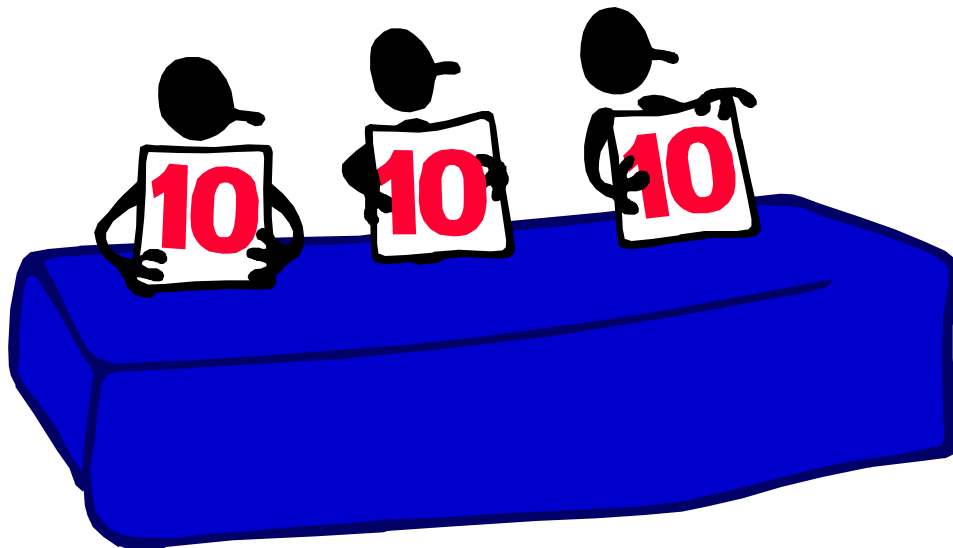
If such a procedure is used, make sure it is applied fairly and consistently.

- Continue items that cannot be decided at the meeting. This should not preclude the B&C from allowing anyone who wishes to speak on the issue from doing so.

MAKING TOUGH DECISIONS

When confronted with a tough problem, here are some questions to consider to help you think through a pending decision. Not all these apply in all situations.

- Is this a matter of public safety?
- What would the impact on the budget be?
- Who will be hurt by the proposed action? Who will benefit?
- Do I have a conflict of interest in this matter?
- Do others who are involved have a conflict of interest?
- Do I have enough information to make a decision?
- Is the proposed action consistent with County Council's goals and budget guidelines?
- Are we dealing with symptoms and not the actual problem?
- What past practices relate to this issue?
- What is staff's recommendation and, if B&C action will not be consistent with staff's recommendation, why not?



PART II
LOS ALAMOS
COUNTY BOARDS AND COMMISSIONS
PROCEDURAL RULES
Amended by Council on November 12, 2019

I. FOREWORD

These rules are referenced in the County Code Section 8.15 and adopted as a set of operating procedures for all Boards or Commissions, unless otherwise provided by law. The rules are made to facilitate the orderly transaction of public business and discussions. Quasi-judicial hearings conducted by boards or commissions shall be governed by separate rules. Where there is a conflict between these rules and the quasi-judicial hearing rules, the quasi-judicial rules shall prevail.

These rules shall remain in effect until rescinded or superseded by action of the Council or by an action of the board or commission that is officially approved by Council.

II. OFFICERS AND MEMBERS

1. Election. The Board or Commission shall annually elect a chairperson (herein after called "chair") and a vice-chair from among its members. Each Board or Commission will set the time frame for this election. The chair and vice-chair will serve at the pleasure of the Board or Commission and will be eligible for election to subsequent terms.
2. Chair. The chair shall preside at Board or Commission meetings. In addition, the chair shall:
 - a. represent the board or commission in public and, when authorized by the board or commission, speak and act on behalf of the board or commission;
 - b. communicate and follow up with Council on the activities and recommendations of the board or commission;
 - c. keep Board and Commission members informed of events, meetings or other occasions where the Chair acted or will act as the official spokesperson for the Board or Commission;
 - d. ensure that all other Board or Commission members are informed, as soon as practicable, of significant communications directed to the chair. This includes responses from the Council to all board or commission reports or recommendations submitted to Council;

- e. appoint a board or commission member to serve as chair in the absence of the chair and vice-chair when the chair and vice-chair are on travel or otherwise unable to perform their duties;
 - f. meet regularly with the assigned Department Director;
 - g. meet regularly with the assigned Council liaison;
 - h. make appointments to sub-committees or task force groups, subject to approval by the board or commission;
 - i. set the agenda for board and commission meetings in consultation with the staff liaison or department director;
 - j. take responsibility for initiating action on directives from the County Council;
 - k. prepare annually the board and commission work plan, in consultation with the staff liaison and department director, subject to board and commission approval;
 - l. attend the regular board and commission chairs' luncheon or designate another board or commission member to attend;
 - m. call special meetings; and
 - n. assign work to board or commission members.
3. Vice-Chair. The vice-chair shall assist the chair in the performance of the duties of the chair, and act in the chair's place when the chair is absent from Los Alamos County or otherwise unable to perform the duties of the chair.
4. Board or Commission members. Board or Commission members, including the chair and vice-chair, have equal powers and duties except as otherwise specified in the board or commission enabling legislation and these procedural rules. The chair and vice-chair shall participate in discussion and voting on a basis equal to all other board or commission members. In addition to the duties specified in the board or commission enabling legislation, board or commission members shall, to the extent possible:
- a. stay informed of County policies;
 - b. in all public statements, make clear that they speak only for themselves unless authorized by the board or commission to speak for the board or commission as a whole (See Procedural Rules Section VI);
 - c. represent the official policies or positions of the County or the board or commission to the best of their ability when designated as a delegate for such purpose and report to the board or commission on meetings or functions to which they served as a delegate;
 - d. maintain the confidentiality of County records and other information that is made confidential by law, is privileged, or has otherwise appropriately been identified as confidential and may be withheld from public inspection;
 - e. comply with all applicable federal, state and local laws, rules and regulations applicable to public officials and the conduct of public business, including compliance with the NM Inspection of Public Records Act and county policies regarding the inspection of public records;
 - f. respect and adhere to the Council-Administrator structure of the Los Alamos County government and shall not interfere with the administrative functions of the

county or the professional duties of the County staff; nor impair the ability of staff to implement Council policy decisions;

- i. Board or commission members shall not lobby for or against County employment of any person. Providing information is permissible.
 - ii. Board or commission members shall not give direction to any of the subordinates of the County Administrator, either publicly or privately and shall copy the appropriate department head and County Administrator on any written communication to a staff member. Nothing in these rules should be interpreted as prohibiting normal social interaction unrelated to County business between board and commission members and staff
- g. treat staff respectfully; and
- h. abide by quasi-judicial procedures when serving in a quasi-judicial capacity.

5. Ex-Officio Members

Department representatives designated as "ex-officio members" shall attend board or commission meetings and participate in the discussion as a non-voting member. Staff may advocate a particular position on potential board or commission actions consistent with Council policy directives, initiatives and goals.

III. REMOVAL OR RESIGNATION

1. Removal. Board or commission members serve at the pleasure of the County Council and may be removed for any reason at any time by a majority vote of the Council. The Chair of the Board or Commission, the Council liaison, or the County Administrator may recommend consideration of a member's removal to the County Council. The reasons for removal may include, but are not limited to:
 - a. Continuous absences from all regularly scheduled meetings. Members who impair the proper functioning of the board or commission due to their constant inability to attend meetings or to participate in board or commission activities may be removed from the board or commission.
 - b. Misconduct at meetings. Members whose actions seriously interrupt the orderly process of said meetings may be removed from the board or commission.
 - c. Neglect of duty. Members who intentionally disregard duly assigned tasks or repeatedly fail to carry out the responsibilities expected of a Board or commission member may be removed from the board or commission.
 - d. Ineligible to Serve. Members who do not maintain the eligibility requirements for appointment to the board or commission may be removed.
 - e. Insubordination. Members who fail to accept direction from the County Council.
2. Resignation. Board or commission members may resign by giving appropriate written notice of resignation. Notice of intent to resign should be provided in writing to the County Council with a copy to the board or commission chair. The chair shall notify

the entire board or commission, the County Administrator's Office, and the Department Director of the resignation within one week. A board or commission member who resigns his or her position may apply for re-appointment provided the member has not served two terms in succession. (See also County Code Section 8-6 (4).)

IV. BOARD MEMBER INTERVIEWS AND RECOMMENDATIONS TO COUNCIL

1. Los Alamos County residents may apply to serve on one of many Boards or Commission. Terms for Board or Commission members range from one to five years. Interested citizens may apply for a position on any Board or Commission that has a vacancy.
2. After completing an application, individuals are interviewed by the Board or Commission's Councilor Liaison, Staff Liaison, and Board or Commission Chair ("Interview Committee").
3. The Interview Committee is responsible for making a recommendation(s) for appointment to the County Council.
4. If the Interview Committee does not have a recommendation for appointment, it shall interview more applicants until an agreed-upon recommendation of the Interview Committee can be made to County Council.
5. The Interview Committee shall document its interview process which shall include details about who it interviewed, for which positions, and who was/was not recommended for which positions. This document shall be maintained by the Staff Liaison, and made available to Council upon request.
6. The Interview Committee's agreed-upon recommendation shall be forwarded to and considered by County Council along with all of the applicants' information, including the applications and the Interview Committee's interview notes.
7. County Council may vote on the set of applicants, may remand the list to the interview committee for additional applicants, or take other action as deemed appropriate.
8. Board and Commission Member appointments require a minimum vote of four (4) of the County Council.

V. BOARD OR COMMISSION MEETINGS

1. Regular Meetings and other meetings.
 - a. Frequency of meetings. The schedule and/or frequency of the regular meetings of the board or commission shall be set by its members or as designated in its enabling legislation.
 - b. Meeting notification. Notification of regular meetings shall be made by the chairman or designee in advance of each regular meeting and in accordance with current council policy regarding the length of time required for adequate public notice. When possible, such notification shall be in the form of the board or commission's agenda following the format provided below. Meeting notification shall also include a description of the accommodations that can be made for disabled individuals.

- c. Open Meetings. The board or commission shall comply with the annual Council resolution regarding open meeting requirements. The meetings of a board or commission shall be open to the public as specified in the county resolution except when the chairman, or a majority of regular members of the board or commission, determines that a topic requires confidential discussion as defined in the New Mexico Open Meetings Act. The chairman, or a majority of members, may call for a closed session for the purpose of such discussion and action. This request is subject to legal review and approval by the County Attorney. All final board or commission decisions must be voted upon in public.

- d. Emergency or Special Meetings. The board or commission shall comply with the annual Council resolution regarding special or emergency meetings.

- e. Meeting agenda
 - i. The board or commission chair, in consultation with their staff liaison is responsible for developing the board or commission meeting agenda. Agendas for all board or commission meetings will be posted in accordance with the Council's annual Open Meetings Resolution.

 - ii. Any board or commission member may request to have an item placed on the agenda. The item will be placed on the agenda as soon as practicable. The board or commission can then:
 - a) decide to take no further action;
 - b) take the requested action or a different action at that meeting; or
 - c) request that staff research the matter and return to the board or commission with information and/or options or a recommendation for action.

 - iii. A typed agenda shall be prepared for each board or commission meeting. The agenda shall include the following (in suggested order):
 - a) Call to Order/Roll Call
 - b) Public Comment (Limited to items not already on the agenda and can be limited to 4 minutes per person)
 - c) Public Hearings (if applicable)
 - d) Board or Commission Business
 - i. Approval of board or commission minutes
 - ii. Chairman's report
 - iii. (Other topics)
 - e) Board or Commission/Staff Communications
 - i. Action Items
 - ii. Staff Reports
 - iii. Committee or Sub-committee Reports
 - f) Public Comment

- g) Informational Items - set date/time and agenda for next meeting (if applicable)
- h) Adjournment

iv. Publication of agenda. In addition to the notice in the regular board or commission meeting calendar prepared by the County Administrator's office, it shall be the responsibility of the board or commission staff liaison, or designee, to provide a copy of the agenda to the news media within the time provided under the County's annual Open Meetings Act resolution as a means of notifying the public of all board or commission meetings. A board or commission meeting announcement shall also be posted at the County Municipal Building.

2. Conduct of meetings.

- a. Presiding officer. The chair is the presiding officer of board or commission meetings and shall conduct the meetings of the board or commission and see that these procedural rules are observed. In the chair's absence, the vice-chair shall preside.
- b. Robert's Rules. Meetings of the board or commission shall, in general, be conducted in accordance with Robert's Rules of Order, Newly Revised, 10th Edition, except to the extent these procedural rules require otherwise. The board or commission may elect to follow an alternative procedure at any time or with regard to any matter for the purpose of facilitating the orderly transaction of public business.
- c. Civility. It is the responsibility of the presiding officer to assure that the board or commission meeting is carried out in a civil manner. The chair may require that any person, including a board or commission member, yield the floor in order to maintain civility. Board and commission members are expected to refrain from making offensive comments.
- d. Order of presentation. For each item on the agenda, other than reports provided in writing, there will usually be a presentation by the staff, committee, citizen or other person who is bringing the matter forward. Board or Commission members will be given the opportunity to ask clarifying questions, as well as an opportunity to make statements. For all business items and public hearings, public comment will be invited on each item prior to voting on the motion with respect to that item.
- e. Motions. If a subject on the agenda will require action by the board or commission, the best practice is to engage in discussion only after a motion is made and seconded. The discussion should be focused on the motion under consideration. The chair may, however, allow discussion prior to the time a motion is made to allow a full discussion of a broad topic.
- f. Recognition to speak. Board and commission members will speak after being recognized by the presiding officer. Board or commission members, other than the presiding officer, shall be recognized to speak in the order in which the members indicate an interest in speaking. Each board or commission member is encouraged to speak only once with respect to the motion on the floor, but the

presiding officer may recognize members to speak a second time on a topic if time allows and the board or commission members wish to make additional comments. The presiding officer may, to assure the timely completion of the meeting, limit the remarks of a board and commission member addressing a particular motion to four (4) minutes. The presiding officer will normally make his or her remarks after all of the other board or commission members have been given an opportunity to speak at least once.

g. Four (4) Minute rule. Any board or commission member can enforce the four (4) minute rule (limiting an individual's right to speak to four minutes or less) as a point of order.

3. Voting

a. Boards or commissions shall observe the following procedures in voting:

- i. Only regular members of a board or commission shall have the privilege of voting on matters or questions under consideration by the board or commission
- ii. Each regular member, including the chairperson, shall have one vote.
- iii. Proxy voting is not allowed.
- iv. Members who have a financial interest in the outcome of any policy, decision, or determination shall not participate as a member in deliberations, vote, nor act on the issue in which they have an interest, as stipulated in Article 910 of the County Charter. Otherwise, every board or commission member present shall vote when called upon without abstention or passing.
- v. Votes shall be taken only on issues that have been clearly defined, moved and seconded.
- vi. Except as otherwise provided by law, discussion shall be encouraged after a motion has been made and seconded.
- vii. All votes, except on procedural motions, shall be conducted by roll call vote, by voice or a show of hands.
- viii. Unless otherwise provided by law, a motion shall carry upon the affirmative vote of the majority of the total number of appointed voting members of a board or commission. (See County Code Section 8-6 (4).)
- ix. The results of all votes shall be announced and duly recorded in the minutes.

5. Public comment and testimony. While maintaining a business-like atmosphere, board and commission members will attempt to make citizens attending the meetings feel welcome and comfortable. Citizens or other attendees will be afforded opportunities to speak during public comment periods near the beginning and at the end of each meeting, and to provide testimony at the public hearings. Public comment opportunities will be provided during the meeting for each item on the agenda before action is taken. The presiding officer may apply reasonable time limits. With regard to topics not on the agenda that are raised during public comment, the Board or

commission may not take any action other than to request the topic be placed on a future agenda.

6. Minutes. The board or commission shall keep written minutes of all meetings. The minutes shall include, at a minimum, the date, time and place of the meeting; the names of members in attendance and those absent; the substance of the proposals considered; and a record of all decisions and votes taken which show how each member voted. It may be useful, although not required, to also record the other persons invited or present who participate in the deliberations.
 - a. Draft minutes are to be prepared within ten (10) working days after the board or commission meeting. Copies of the draft minutes must be available for public inspection and should clearly indicate on the draft that they are not the official minutes and are subject to approval by the board or commission. If a board or commission member wishes to request a change to the draft minutes, the suggested revisions must be specifically indicated, verbally or in writing, by page and line number.
 - b. The board or commission must approve, amend, or disapprove draft minutes at the next meeting of a quorum, and the minutes are not official until approved by the board or commission. After approval by the board or commission, the board or commission chair will sign the minutes.
 - c. The signed copy of board or commission minutes shall be maintained in accordance with the county's record retention schedule by the staff liaison. A copy of the board or commission minutes will be sent to the County Administrator's Office to be temporarily maintained for Council review.
7. Implementation of Board or Commission Meeting Actions. The Chairman of the board or commission shall make all board or commission recommendations to the Council by memorandum, e-mail, or formal report. Copies will be sent to the Department Director and staff liaisons including requests for comments to Council on the recommendations. The Chair will report the decision/recommendation of the majority of the board or commission. A significant minority position may be reported if a majority of the board or commission directs its Chair to include the minority position in the report. Whenever the Council wishes, it may request a report of the board or commission. Reports to the County Administrator or Department Director will be in a form as requested by the Administrator or Department Director.
 - a. County departments may provide staff reports to the County Council, through the County Administrator, regarding board or commission actions. Such reports may supplement, agree with, or take positions opposed to, the recommendations of the board or commission. If a staff report is prepared relating to a board or commission recommendation or activity, a copy of the report shall be provided in a timely manner to the chairperson of the board or commission before the report is presented to the County Council.
 - b. Conflicts associated with the relationship between a board or commission and

staff shall be expeditiously referred in writing to the County Administrator.

8. Public Records. The New Mexico Inspection of Public Records Act, NMSA 1978 Sections 14-2-1, et seq. (the Act), requires governmental agencies to make their records available to the public with limited exception. "Public records" means all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained. Board or commission members should be aware that the documents, **including e-mails**, they have received or created on behalf of the County will generally be subject to disclosure pursuant to the Act.
 - a. It is the general policy of the County to respond in a courteous and timely manner to all requests for public records and information made pursuant to the Act. The County has implemented an administrative policy and procedure (Administrative Procedure Guideline, Index #0280) to respond to requests for documents and information. Board or commission members should make themselves familiar with the policy so that they will avoid possible violation of the Inspection of Public Records Act.

VI. BOARD AND COMMISSION SUBCOMMITTEES AND AD HOC COMMITTEES

1. Subcommittee Purpose and Council Approval

Periodically, a board or commission may establish a subordinate limited-term subcommittee to advise and make recommendations to the board or commission, to perform additional research on, or to gather public input for a particular project or specific topic in the area of responsibility of the board or commission. To create sub-committees or task forces that will include members not currently serving on the board or commission, approval of the Department Director and County Council must be obtained prior to creation.

2. Subcommittee Creation.

The motion creating a subcommittee must, at a minimum, set forth the following:

- a. The name of the subcommittee
- b. The purpose of the subcommittee
- c. The deliverable or product, if any, to be presented upon completion of the purpose
- d. The number of members
- e. The term of each of the members
- f. To whom the subcommittee reports
- g. The staff support and resources expected to be provided
- h. The termination date ("Sunset Clause") for the subcommittee

3. Subcommittee Membership.

- a. Number of Members. Except under unusual circumstances, a subcommittee will consist of not less than 3 members nor more than 5 members. Requirements for subcommittee membership will be determined by the board or commission and can include volunteer citizens that are not currently serving as members of the parent board or commission, subject to Council approval.
- b. Residency Requirement. Preference will be given to residents of Los Alamos County in appointment to a subcommittee, but residency will not be a requirement for appointment.
- c. Open Meetings Act. If the number of regular B&C members on the subcommittee is equal to or greater than a quorum of the B&C, then the subcommittee must comply with Council's annual Open Meetings Act resolution.
- d. Councilor Membership. A subcommittee's purpose is to advise the board or commission. In order to assure that advice is provided in a free and open discussion, no currently serving Council member will be appointed to serve on a board or commission subcommittee. Service, even ex-officio, by a currently serving Councilor will not, except in unusual circumstances, be allowed.
- e. County Employee Membership. Charter Section 905.1 limits membership by County employees.
- f. Conflict of Interest. County Charter Section 910 sets forth the restrictions on service arising from conflicts of interest. Compliance with the Charter is required when appointing members to a board or commission subcommittee.
- g. Term of Membership. Ad hoc committees and subcommittees, by their very nature, are generally short lived. Therefore, the term of all members of an ad hoc committee will be the same and no more than six months. The members of subcommittees can serve staggered terms of no more than two years.
- h. Voter Registration Status. Preference will be given to registered voters but registration as a voter will not be a requirement for appointment as a member of a board or commission subcommittee.

4. Subcommittee Reporting Responsibility and Requirements.

- a. The motion creating the subcommittee will specify to whom the subcommittee

specifically reports. All subcommittee communications, reports, or recommendations will be made to the standing board or commission.

- b. The Chairman of the subcommittee will make or prepare subcommittee reports to the board or commission. The Chairman will report the decision of the majority of the subcommittee. A significant minority position may be reported if a majority of the subcommittee directs its Chairman to include the position in the report. Whenever the board or commission wishes, it may request a report of the subcommittee.

5. Subcommittee Staff Support/Resources.

- a. Prior to the passage of a motion creating a new subcommittee or renewing the term of an existing subcommittee, the board or commission will identify with specificity the resources to be committed by the County in support of that subcommittee. The appropriate County Department Director shall have the authority to determine what, if any, administrative or staff support will be provided to a board or commission subcommittee.

6. Subcommittee Term of Existence.

- a. Each subcommittee will have a specific date when its term will end (a.k.a. "Sunset Clause"). The purpose of a limited term is to encourage review for relevancy, duplication, focus, enhancement and performance. Sunset clauses are recognized as useful to reconfirm the need for the services of an existing subcommittee and to assure that administrative support is being supplied in the manner best suited to the subcommittee's needs.
- b. Each sub-committee shall be established for a period of not more than one year; however, the subcommittee may be continued for additional one-year periods upon affirmative vote of the board or commission taken before the expiration of the sub-committee.

7. Board or commission Ad hoc Committees.

- a. Establishment and expiration of ad hoc committees. Boards or commissions may establish an ad hoc committee at any time the board or commission finds that there is a need for "one-time-only" advice to carry out a specified task. Ad hoc committees shall be appointed by motion and vote of the board or commission. At the time an ad hoc committee is established, the task to be completed by the committee shall be clearly stated. The ad hoc committee shall cease to exist upon the completion of the described task or the expiration of six (6) months, or another date agreed upon by the board or commission, whichever is earlier. To reestablish an ad hoc committee once it has ceased to exist, the board or commission must review the assignment made to the ad hoc committee and

reestablish the ad hoc committee, as the board or commission finds necessary or desirable.

- b. Membership. Appointments, on a voluntary basis, to ad hoc committees will be made at the time the ad hoc committee is established unless the board or commission determines that there is good reason to select and appoint members on an alternative basis. Ad hoc committees shall be comprised of no more than three (3) board or commission members. The board or commission may request that staff be assigned to assist the ad hoc committee as a resource, however this request will require Department Director approval; staff members, if assigned by the Department Director, will act as ex-officio members.

VII. CLARIFYING STATEMENT

A board or commission member may attend any meeting, public or private, provided that there is not a quorum of the board or commission at the meeting (if proper public notice has not been given) and provided that, prior to speaking on a matter of the board or commission business, or County business in general, the board or commission makes the Clarifying Statement below:

"What I say today is my opinion. I am not speaking on behalf of any board or commission or the County and I cannot tell you what action the County or County Council might take in the future with regard to any particular subject."

This provision is not intended to apply to ordinary conversations or other "meetings" that are not organized or called.

VIII. EXPENDITURE OF PUBLIC FUNDS

Boards or commissions cannot expend funds or create liabilities unless expressly authorized by law or otherwise authorized by the County Council.

DEFINITIONS

The Charter of the incorporated County of Los Alamos states that:

"The Council may create boards or commissions to advise the Council, the County Manager, or department heads, to hear appeals concerning any County operation, or to make investigations or reports the Council may designate. No B&C or Commission created by the Council shall have any authority except as granted by Council." - Article III Section 305. (Ord. 388 §4, 1994)

The following definitions shall apply to terms used in conjunction with Los Alamos County B&Cs:

Ad Hoc Committee or Task Force -- A Committee or task force is established by the County Council or a B&C whose functions are limited to a specific task or project.

Board or Commission -- A Board or Commission that is an ongoing volunteer citizen body created by ordinance or Council motion with a specified number of members who serve set terms.

Board or Commission sub-committee - a sub-committee created by a B&C that is subordinate to the B&C. The sub committee must be re-affirmed annually by the B&C members.

Regular Member -- A voting member of a B&C by virtue of appointment by the County Council.

Ex Officio Member -- A non-voting member of a B&C by virtue of office, the County Charter or Code, or by appointment by the County Council, County Manager, or Department Director.



Sample Agenda
Name of B&C
Location of Meeting
Date and time of Meeting

- I. CALL TO ORDER/ROLL CALL**
- II. PUBLIC COMMENT** (Can be limited to ____ minutes per person)
- III. PUBLIC HEARINGS**
(if applicable)
- III. B&C BUSINESS**
 - A. Approval of B&C Minutes
 - B. Chairman's report
 - C. (List other topics)
- IV. B&C/ STAFF COMMUNICATIONS**
 - A. Action Items
(List individual items)
 - B. Staff Reports
(List individual items)
 - C. Committee or sub-committee Reports
(List individual items)
- VI. PUBLIC COMMENT** (Can be limited to ____ minutes per person)
- VII. INFORMATIONAL ITEMS**
If applicable, set date/time for next meeting
- VIII. ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Department at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 662-8080 if a summary or other type of accessible format is needed.

Exhibit B: CRP Recommended Meeting Matrix

See table below for clarification and an explanation of the CRP's recommended meeting structure for B&C Chairs, Council Liaisons, and Department Directors:

Meetings:
All <u>B&C Chairs</u> assigned to a County department should meet together with that <u>Department Director</u> approximately monthly (or as appropriate). The staff liaisons (usually division managers) may be invited to attend.*
All <u>B&C Chairs</u> assigned to a <u>Council Liaison</u> will meet together with that <u>Councilor</u> approximately once per month (or as appropriate).**
The <u>County Manager</u> may be invited to attend either of the two types of meetings described above – depending on the subject matter.

* The reason for the Department Director's attendance (rather than only the staff liaison) is because the B&Cs sometime deal with the department's policy issues. The individual in a department responsible for department policy should be the one to meet with the B&C Chairs. The CRP encourages Department Directors to invite the B&C staff liaisons (usually Division Managers) to attend these meetings, recognizing that the staff liaisons are very knowledgeable and play a key role in board/department communications.

The rationale for all of the Department's B&C Chairs meeting together with the Department Director was to facilitate the B&C Chairs gaining a Department-wide perspective of the role of the Department in the County government. The CRP did not, and does not, recommend that the Council liaison attend these meetings because of the possible conflict with the County's organizational structure.

** The CRP intended the Council liaison meetings with the B&C Chairs assigned to them be held all together on a monthly basis. They did not recommend that Department Directors attend these meetings. The rationale was that the CRP did not advocate either the B&Cs or the Councilors getting involved in departmental operational issues. In addition, they did not want to recommend something in the B&C operating structure that appeared to circumvent the County's hierarchical structure. Routine meetings between the B&C Chairs, the Department Directors and the Council liaison could appear to invite participation in areas that we did not intend.

The reason for the Councilor's assigned B&C chairs meeting all together with the Council liaison is to provide the broadest county-wide perspective to the B&C Chairs.

Exhibit B (Page 2):

B&C Meeting Guidelines for B&C Chairs, Department Directors, and Council Liaisons

	Monthly (or as appropriate)	Annually
B&C Chair	<ul style="list-style-type: none"> Meet with the Council Liaison and other B&C Chairs assigned to that Councilor (Section III. C.*) Meet with your Dept. Director and other B&C Chairs assigned to that Department (Section III. B.) Serve as a technical resource for interviews of potential B&C members (Section III. E.) Chair regular B&C meetings 	<ul style="list-style-type: none"> Attend annual orientation with Council, CAO, Dept. Directors, and all B&C members (Section III. F.) Prepare annual report for Council (Section III. H.) Provide information for the County's annual budget process (Section III. C.) Attend annual appreciation luncheon
B&C Member	<ul style="list-style-type: none"> Attend regular B&C meetings 	<ul style="list-style-type: none"> Attend annual orientation with Council, CAO, Dept. Directors, and all B&C members (Section III. F.) Attend annual appreciation luncheon
Council Liaison	<ul style="list-style-type: none"> Meet with all B&C Chairs assigned to you (Section III. C.) Meetings can be conducted individually with each chair, but it's recommended that you meet all together if possible. Conduct interviews of potential B&C members (Section III. E.) 	<ul style="list-style-type: none"> Attend annual orientation with Council, CAO, Dept. Directors, and all B&C members (Section III. F.) Host the annual appreciation luncheon
Dept. Director or B&C staff Liaison	<ul style="list-style-type: none"> Meet with all B&C Chairs assigned to your Department (Section III. B.) Serve as a technical resource for interviews of potential B&C members (Section III. E.) Provide an orientation to new B&C members 	<ul style="list-style-type: none"> Attend annual orientation with Council, CAO, Dept. Directors, and all B&C members (Section III. F.) Provide information on the cost of supporting the B&C during the County's annual budget process (Section III. A.) Prepare annual report for Council (Section III. H.) Host the annual appreciation luncheon
CAO	<ul style="list-style-type: none"> Attend on a rotational basis the monthly meetings between B&C Chairs and Department Directors (Section III. D.) 	<ul style="list-style-type: none"> Attend annual orientation with Council, CAO, Dept. Directors, and all B&C members (Section III. F.) Host the annual appreciation luncheon

* Section numbers given in this matrix refer to the "CRP Recommendations for Board and Commission Operating Structure" accepted by Council on March 13, 2001.)



Los Alamos County Board of Public Utilities Meeting Calendar

2024

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	*20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	*26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
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January 2025

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HOLIDAYS

 **B&C LUNCHEONS**
Council Chambers
(Dates subject to change)

 **WORK SESSIONS**
1st Wednesday at 5:30 pm
(None in Jan., Jul., or Dec.)
Council Chambers & Zoom

 **REGULAR SESSIONS**
3rd Wednesday at 5:30 pm
Council Chambers & Zoom

 **SPECIAL SESSION**
August: Strategic Planning
Location TBD

 **AGENDA SETTING**
Fourth Monday at 4:00 pm
Chair, Vice Chair & Utilities Mgr.
meet to approve the next
month's agendas.

 **CHANGES** to the Normal
Schedule

The BPU will normally meet at 1000 Central Avenue (Municipal Building) in Council Chambers. The public is encouraged to participate either in person or remotely via Zoom.

Agendas and special meeting notices are published at least 72 hours in advance. If you would like to be added to the BPU distribution list please e-mail kathy.casados@lacnm.us.

Email Public Comments to: bpu@lacnm.us.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to participate, please contact Human Resources at 505-662-8040 as soon as possible.

Public documents, including the agenda and minutes, can be provided in various accessible formats.

Please contact the DPU at 505-662-8132 for more information.

For videos, agendas and minutes go to: losalamos.legistar.com/Calendar.aspx and select "Board of Public Utilities"

To view meetings live online, visit the website above and click on "Live Proceedings."

Learn more about the BPU online at ladpu.com/bpu

Follow us on Facebook www.facebook.com/DPU1968

* LAPS Fall Break: Oct. 14 to 18



LOS ALAMOS
Department of Public Utilities
Electric, Gas, Water, and Wastewater Services

1000 Central Ave
Suite 130
Los Alamos, NM 87544

505.662.8333
Fax 505.662.8005

ladpu.com/BPU

Approved by the BPU 11/15/2023

11/16/2023, kyc



County of Los Alamos

Staff Report

July 17, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 4.g.3.
Index (Council Goals):
Presenters: County Attorney
Legislative File: 18780-24

Title

Annual Review of the Board of Public Utilities Procedural Rules

Recommended Action

Review the Procedural Rules and request any updates or changes to them that will be incorporated for adoption by the BPU at the regular meeting on August 21, 2024.

Body

The Board of Public Utilities (BPU) shall begin its annual review of the Procedural Rules (PR) in Attachment A. The Utilities Manager recommends the updates detailed in Attachments B & C.

Additionally, article 1.9 of the PR states that each year during the July BPU regular session, each board member will affirm that he/she has received, read, understands, and agrees to abide by the PR and the applicable documents referenced in its Appendix. Appendix A is the reaffirmation signature sheet, which will be routed for signature after the meeting.

Attachments

- A - Board of Public Utilities Procedural Rules
- B - Proposed Changes to Section 3.5
- C - Proposed Changes to the List of Appendices
- D - Appendix A - Reaffirmation Signature Sheet



Electric, Gas, Water, and Wastewater Services

Board of Public Utilities

Procedural Rules

May 21, 2014

Revision 1: May 20, 2015

Revision 2: July 15, 2015

Revision 3: December 16, 2015

Revision 4: March 16, 2016

Revision 5: August 18, 2016

Revision 6: January 18, 2017

Revision 7: August 16, 2017

Revision 8: January 15, 2020

Revision 9: February 19, 2020

Revision 10: July 20, 2022

Revision 11: August 16, 2023

This manual contains the current procedures adopted by the Los Alamos County Board of Public Utilities to exercise jurisdiction and control of the Los Alamos Department of Public Utilities in accordance with Los Alamos County Charter, Article V - Utilities.

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Part 1: Introduction and Administration

1.1. Purpose

This Procedural Rules (PR) contains the current rules adopted by the Incorporated County of Los Alamos (County), Board of Public Utilities (BPU) to fulfill its responsibility to exercise jurisdiction and control of the Los Alamos Department of Public Utilities (DPU) in accordance with the Los Alamos County Charter, Article V – Utilities and the County Code of Ordinances. This PR was initially approved by the BPU on May 21, 2014.

1.2. Reasons for Adoption

- a. To realize the efficiency of having all on-going BPU general and meeting procedures in one place.
- b. To quickly orient new BPU members to current BPU procedures.
- c. To eliminate redundant or conflicting BPU procedures over time.
- d. To ease the reviewing of current procedures and processes when considering new issues.
- e. To support continuity and consistency of BPU processes and procedures.
- f. To provide clear, pro-active guidance to the Department of Public Utilities and Utilities Manager.
- g. To comply with Article V of the Los Alamos County Charter and County Code of Ordinances.

1.3. Consistency

Each process or procedure in this PR is expected to be consistent with State and Federal law, the County of Los Alamos Charter, the Los Alamos County Code of Ordinances, and other County ordinances and resolutions, all of which have precedence over these BPU procedures. Except for time-limited or procedural-only BPU decisions (approving minutes, electing an officer, etc.), which are recorded in regular BPU minutes, all on-going BPU procedures shall be included or referenced in this document. The Manager of the Department of Public Utilities (Utilities Manager) is responsible for developing and implementing department processes and procedures that are consistent with this PR and the decisions of the Council and BPU.

1.4. Transition

As soon as some version of the PR is voted on by at least four of the five voting members of the BPU, those procedures are deemed to supersede any past procedure that might be found in old minutes unless a prior BPU resolution or contract obligates the or BPU or DPU to a specific matter. If any actual or apparent conflict arises between the PR and other adopted policies or BPU resolutions, the matter shall be resolved by a majority vote of the entire BPU.

1.5. Changes

These rules will be reviewed and revised as necessary or at least annually at the regular July BPU meeting. The Utilities Manager will help the BPU formulate new language in the PR by distributing proposed changes in advance using software that shows all changes for BPU members to review. Any change to this PR must be approved by a vote of at least four of the five voting members of the BPU. Any BPU member as well as the Utilities Manager may submit proposed changes. Whenever changes are adopted, the updated document should be quickly made available to the BPU and to those staff who assist the BPU in its work. The previous version should be stored separately for future reference if needed.

1.6. Specificity

Each new rule will be drafted to fit in the appropriate place within the PR. Conceptually, procedures should be drafted from the “outside in,” i.e., the broadest procedure statement should be stated first, then the next broadest, etc. down to the level of detail that the BPU finds appropriate for BPU action and below which management is afforded discretion as to how it implements the procedures.

1.7. Maintenance of the Procedural Rules

- a. The Utilities Manager shall update the PR after the BPU makes any changes and shall post that version on the BPU website within 30 days of the approved changes.
- b. On at least a biennial basis the BPU shall request the County Attorney’s review the PR to ensure compliance with current State, federal, and local law.
- c. The full PR and all the appendices, as may be amended from time to time as provided herein, will be maintained and available to the public on the DPU’s website.

1.8. Context of Other Laws, Rules, and Policies

This PR fits into this hierarchy as provided below:

- a. Laws and Applicable Regulations and Los Alamos County Charter
- b. Los Alamos County Code of Ordinances
- c. Los Alamos County Council Resolutions
- d. Los Alamos County administrative policies
- e. This BPU Procedures Manual
- f. Utilities Manager-Approved Departmental Procedures
- g. Processes or procedures set by Deputy Managers Under the Utilities Manager

1.9. Annual Reaffirmation

Each year during the July BPU meeting each board member will affirm that he/she has received, read, understands, and agrees to abide by this Board of Public Utilities Procedures Manual and the applicable documents referenced in the Appendix. See [Appendix A](#) for the re-affirmation signature sheet.

Part 2: Organization Essentials

2.1. Mission Statement

To provide safe and reliable utility services in an economically and environmentally sustainable fashion.

2.2. Vision Statement

To be a high-performing utility matched to our community, contributing to its future with diversified and innovative utility solutions.

2.3. Values Statement

We value our: CUSTOMERS by being service oriented and fiscally responsible; EMPLOYEES AND PARTNERSHIPS by being collaborative, fair, trustworthy, and professional; ENVIRONMENT through innovative and progressive solutions; COMMUNITY by being communicative and organized.

2.4 Accountability

The BPU and DPU are accountable to (1) the customers of the Los Alamos County Department of Public Utilities and (2) the Citizens of the County of Los Alamos represented by the County Council.

2.5. Strategic Planning

The following are the strategic planning goals of the Board:

- a. The BPU is expected to always think strategically.
- b. The Utilities Manager is expected to annually develop (1) Strategic Objectives, (2) Long-Term Goals, and (3) Short-Term Goals for the DPU based on the procedures in this PR and to present the Strategic Objectives and Long-Term Goals to the BPU for approval. See [Appendix B](#) for the current DPU Strategic Objectives, Long-Term Goals, and Short-Term Goals.
- c. The BPU will assure alignment of the DPU's Strategic Objectives with those of the County, and then forward the approved Strategic Objectives document to the County Council for their information.

2.6. Climate of Compliance

It is the fundamental rule of the BPU that all BPU and DPU business and other practices be conducted in compliance with all applicable laws and regulations of the United States, the State of New Mexico, and the County of Los Alamos, specifically:

- a. The Los Alamos County Charter, Article V – Utilities (See [Appendix C.](#))
- b. The Los Alamos County Code of Ordinances, Chapter 40 – Utilities (See [Appendix D.](#))

- c. Other adopted ordinances, resolutions, policy, or rule by the County Council

2.7. Code of Conduct

Members of the BPU will comply with the State and Los Alamos County Code of Conduct Ordinance. See [Appendix E](#).

2.8. Guiding Principles

In addition to the Los Alamos County Code of Conduct, the BPU will follow these Guiding Principles:

- a. The safety of the public and DPU employees is the BPU's priority, outweighing all other considerations. The BPU will work with the Utilities Manager to foster a culture of safety in the DPU. Refer to [Appendix O](#) for the DPU's Culture of Safety Vision Statement.
- b. The BPU has responsibilities to the DPU customers to preserve and increase the value of DPU assets and to ensure the long-term viability of all DPU utilities.
- c. The BPU will strive to establish and maintain fair and just utility rates for each utility service that fully cover the costs for operation, maintenance, future replacement and upgrades, and debt service for each utility. Rate structures should reflect the fixed and variable costs associated with each utility.
- d. The BPU will adjust and propose rates for each utility service in a timely manner to address changes in the costs associated with that utility service.
- e. The BPU will promote policies, procedures, and processes to improve the performance and reliability of each utility, as measured against national standards at a reasonable cost to the DPU customers.
- f. The BPU will recommend policies, procedures, and processes that will improve the environmental sustainability of DPU operations at a reasonable cost to the DPU customers.
- g. The BPU will promote the development and maintenance of documented, comprehensive plans for operation of the DPU during emergency conditions.
- h. The BPU will promote programs such as education, energy surveys, and irrigation analysis that will enable DPU customers to use our water, sewer, gas, and electrical utility services in a manner that will protect the environment, conserve resources, and be cost-effective to the DPU customers.

2.9. Standards of BPU Member Public Behavior

- a. The extent of a BPU member's authority is one vote in BPU meetings.
- b. BPU members shall not interfere with the Utilities Manager in the operation of the DPU.

- c. BPU members shall not direct DPU employees.
- d. BPU members shall maintain civil decorum at meetings, treating each other with courtesy and respect; remembering that “*Every difference of opinion is not a difference of principle.*” – Thomas Jefferson.
- e. BPU members’ interaction with the public, each other, and staff will be open, transparent, and professional.
- f. BPU members must maintain the confidentiality of closed sessions and information gained from their position on the BPU. Release and disclosure of confidential information must be approved by a majority of the BPU and County Council.
- g. Representing the Board to Council:
 - Each BPU member is free to communicate with the County Council as a private citizen; the BPU member should clearly state that the Board Member is not speaking for the BPU unless specifically appointed by the BPU to be the spokesperson for the BPU on a particular issue.
 - Issues discussed and decisions made during open BPU meetings should be accurately communicated to the County Council.
- h. The rules contained in the current edition of these Procedural Rules, the Council’s Annual Meeting Resolution, any applicable adopted Council Board and Commission Procedural Rules, and the current version of **Roberts Rules of Order** shall govern the BPU in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the BPU may adopt.
- i. BPU members, if acting within the scope of their duty, are subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, *et seq.*, NMSA 1978, as amended.

2.10. Whistleblowers

Members of the BPU will abide by the New Mexico “Whistleblower Protection Act,” NMSA 1978, Chapter 10, Article 16C. See [Appendix F](#) for additional information.

2.11. Documents Retention/Destruction

- a. The BPU shall preserve all information relating to litigation, audits, and investigations.
- b. From time to time, due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings, the County Attorney or the Utilities Manager may issue BPU members a notice to suspend the destruction of specific records. No records so specified may be destroyed by BPU members until the notice is withdrawn in writing by County Attorney or the Utilities Manager.
- c. The County of Los Alamos, BPU, and its departments are subject to State Inspection of Public Records requirements and has a records and

information management governance policy. Contact the Utilities Manager or the BPU Secretary for more detailed information.

2.12. Open Meetings

- a. All meetings of a quorum of BPU members held for the purpose of formulating public policy, discussing public business, or for taking any action within the authority of the BPU, are public meetings. Meetings or portions of BPU meetings can only be closed when the matter to be considered falls within one of the exceptions defined in the New Mexico Open Meetings Act (NMSA 1978, §§ 10-15-1 through 10-15-4); any questions regarding BPU meetings and/or closed sessions should be directed to the County Attorney.
- b. As required by the County Council, BPU meetings will be broadcast to the public using the County's on-line streaming capabilities; to the extent possible, BPU meetings will be held in meeting rooms with audio-video capabilities.
- c. Each January the County Council passes and the BPU will affirm a resolution establishing minimum standards of reasonable notice to the public for all meetings of the Council, the County Indigent Hospital and County Health Care Board and of all County boards, commissions, and policy-making bodies.
 - 1) The resolution sets the requirements for public notice and agenda publication for regular meetings, special meetings, emergency meetings, and closed sessions.
 - 2) Refer to [Appendix G](#), for the current County Open Meetings Resolution.
- d. BPU shall issue a notice of potential quorum no later than 72 hours prior to a potential quorum.
- e. Board members should avoid exchanging e-mails, phone calls, or other communication in which a quorum of BPU members may be included to discuss a policy issue, upcoming agenda item, or related matter; such communications may violate the State's Open Meetings Act, however sending correspondence to the Board's Secretary or Utilities Manager is acceptable. This issue is commonly known as a "rolling quorum."
- f. Refer to [Appendix H](#), State of New Mexico Attorney General's "Open Meetings Act Compliance Guide," which may be amended from time to time.

2.13. Media Relations

- a. The BPU promotes transparency in its decision-making process. As such public and media representatives are welcome to all open Board meetings and shall receive meeting agendas and agenda packets upon request.
- b. Each BPU member is free to interact with the media as a private citizen; the BPU member should clearly state that he/she is not speaking for the BPU

unless specifically appointed as spokesperson for the BPU on a particular issue.

- c. Issues discussed during closed BPU meetings should not be revealed to the media.
- d. Issues discussed and decisions made during open BPU meetings should be accurately communicated to the media.
- e. BPU members may consider referring the media to DPU public relations staff on certain issues or may request assistance from DPU public relations staff in responding to media requests.
- f. BPU members shall be professional in their manner and conduct at meetings. Even though media representatives may not be present at an open BPU meeting, meeting minutes, audio recordings, and/or video recordings are public record and will be made available to the public and media representatives upon request.

2.14. Education and Development

- a. BPU applicants shall be provided an online link to this PR so they can better understand the roles and responsibilities of BPU membership.
- b. Within two months of being appointed, each new BPU member will be provided an orientation to the Department of Public Utilities, including its mission, policies, procedures, and programs, as well as his or her roles and responsibilities as a board member. This orientation will be provided or coordinated by the BPU Chair. Newly appointed BPU members will also receive a copy of the *APPA Handbook for Public Power Policymakers*, the County's *Public Involvement Guide for Boards and Commissions*, and the County's *Orientation Manual for Members of Boards and Commissions*. (The *Orientation Manual for Members of Boards and Commissions* includes several provisions that differ from the County Charter provisions for the BPU; nevertheless, the document may provide useful general guidance for BPU members and officers.)
- c. Each BPU member is expected to seek continuing education that will enhance his or her ability to effectively fulfill the duties of a BPU member and is encouraged to obtain a relevant certification within two years of appointment to the BPU. An example certification program is the Public Power Governance Certificate Program. Refer to the APPA information in [Appendix I](#) or visit <https://publicpower.org/governance-resources>.

Part 3: Board Structure and Processes

3.1. Governing Style

The BPU will approach its task with a style that emphasizes outward vision rather than an internal preoccupation, that encourages diversity in viewpoints, that underlines strategic leadership more than administrative detail, that is cognizant of the clear distinction between Board and staff roles, and that promotes pro-active rather than reactive approaches. In this spirit, the BPU will:

- a. Comply with this PR and discuss variances in open session.
- b. Be accountable to the DPU customers and the citizens of Los Alamos County for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer or individual of the BPU to usurp this role or hinder this commitment.
- c. Monitor and regularly discuss the BPU's own process and performance.
- d. Seek to ensure the continuity of its governance functions by identifying capable County citizens, encouraging them to apply for County Council appointment to the BPU, then adequately orienting and training new BPU members.
- e. Be an initiator of policy, and not just react to DPU staff initiatives.

3.2. BPU Job Descriptions

The job of the BPU is to exercise jurisdiction and control over the DPU. In this role, the BPU must lead the DPU toward desired operational and financial performance objectives and ensure that these objectives are met. The BPU's specific contributions are unique to its trusteeship role and necessary for proper governance and management.

- a. To perform its job, the **BPU** shall:
 - 1) Work with the Utilities Manager to define and refine the DPU's mission, values, strategies, and major goals/outcomes and hold the Utilities Manager accountable for developing strategic objectives and long-term goals based on these procedures.
 - 2) Develop an annual performance plan with priorities for Utilities Manager. The performance plan should align with the DPU's strategic objectives and long-term goals already approved by the BPU and should identify the performance standards by which the Utilities Manager is expected to achieve those objectives/goals/outcomes.
 - 3) Monitor the performance of the DPU relative to the achievement of the objectives/goals/outcomes.
 - 4) Select, nurture, evaluate annually, recommend fair compensation for and, if necessary, recommend termination of the Utilities Manager, who functions as the Board's sole agent.

- 5) Ensure financial solvency and integrity of the DPU through its processes and actions.
- 6) Require periodic financial and management external audits to ensure compliance with the law and good practices in accordance with Article V of the Los Alamos County Charter.
- 7) Participate in the annual DPU Strategic Planning Process as described elsewhere in this PR.
- 8) Review, approve, and recommend an annual DPU budget, including the Schedule of Funds, to the County Council.
- 9) Review, approve, and recommend utility rate ordinances to the County Council.
- 10) Review and approve utility contracts greater than or equal to \$50,000, and review, approve and recommend utility contracts greater than \$200,000 to the County Council. (Refer to Los Alamos County Code of Ordinances, Sec. 31-74. "Authority to execute contracts.")
- 11) Maintain and constantly improve all on-going procedures of the BPU in this PR.
- 12) Support the Utilities Manager in strategic, operational, and human resources issues before county staff and/or County Council.
- 13) Evaluate and strive to improve the BPU's performance as a governing board.
- 14) Actively work with DPU staff to communicate the value of the DPU to its stakeholders. Possible activities may include:
 - Accompanying the Utilities Manager and participating in presentations to civic organizations.
 - Attending County Council meetings where DPU topics will be presented or discussed.
- 15) Seek input and involve DPU stakeholders in BPU policy considerations and decisions using methods such as:
 - Exploring ways to get more stakeholder inputs while policies are being formed.
 - Using DPU bill inserts to distribute information and solicit public input on issues.
 - Utilizing the Los Alamos County On-Line Forum.
 - Use the bi-annual DPU customer survey to gather public input on issues.
 - Forming ad-hoc citizen's panels to address strategic questions and make recommendations to the BPU.
- 16) Work with the County Council to get citizens with diverse backgrounds appointed to the BPU to assure that the BPU represent the community interests it serves.

b. For the BPU to function effectively, **each BPU member** must:

- 1) Regularly attend BPU regular and special meetings.

- 2) Review the agenda packet for each meeting and come to the meeting prepared to discuss the items in the agenda.
 - 3) Participate in BPU discussions at meetings.
 - 4) If possible before a BPU meeting, prepare any lengthy reports and/or comments in writing and provide them to the BPU Secretary at or before the meeting.
 - 5) Adhere to these procedural rules.
 - 6) Represent interests of DPU customers.
 - 7) Rotate attendance at boards and commissions lunches.
 - 8) Accept and fulfill duties assigned by the BPU Chair.
 - 9) In BPU meeting discussions, focus on policy consideration and direction versus operational issues; discuss technical details of DPU operations with DPU staff prior to the BPU meeting if possible.
 - 10) Actively endeavor to understand and balance the varied concerns of DPU customers.
- c. The **BPU Chair** has the following additional responsibilities:
- 1) Meet with Utilities Manager approximately two weeks before each regular BPU meeting to review and approve the agenda items for the meeting.
 - 2) Conduct the regular and special BPU meetings.
 - 3) Obtain BPU member volunteers, or if necessary, appoint BPU members for committees and Board projects.
 - 4) Review meeting minutes after each BPU meeting.
 - 5) Sign approved BPU meeting minutes.
 - 6) Review and approve the Utilities Manager's travel pre-approvals and reimbursements.
 - 7) To the extent possible, attend weekly "Leadership Council" meetings to be aware of County Council agenda and to provide information about BPU issues to County leadership; if necessary, ask the BPU Vice-Chair to attend.
 - 8) Represent the BPU at County Council meetings, particularly those where DPU issues will be discussed.
 - 9) Provide an annual oral report to County Council to keep them aware of issues facing the BPU which may significantly impact the operations of other County departments.
 - 10) Help the BPU spend appropriate time on policy considerations, processes, and direction versus operational issues; guide BPU meeting discussions away from operational details and toward policy issues.
- d. In the absence of the Chair, the **BPU Vice-Chair** shall assume the duties of the Chair.

- e. The **BPU immediate past Chair** is encouraged serve as mentor for the current BPU Chair.
- f. The **Utilities Manager**, an ex-officio non-voting member of the BPU: Refer to Part 4 of this PR for a description of the Utilities Manager's Responsibilities.
- g. The **County Manager** will be an ex-officio non-voting member of the BPU and is encouraged to:
 - 1) Attend the meetings of the BPU or send a designated alternate deputy administrator.
 - 2) Serve as a liaison between the Board and County Administration to ensure that (a) the Council is aware in advance of actions by the DPU which may significantly impact County operations, and (b) that DPU is aware in advance of actions by the County which may significantly impact DPU operations.
 - 3) Provide an annual briefing to the BPU on the strategic objectives of the County at the April BPU meeting.
- h. The **County Council Liaison** is encouraged to:
 - 1) Attend the meetings of the BPU or send a designated alternate County Council member.
 - 2) Keep the County Council informed on BPU and DPU issues that may have a major impact on the County.
 - 3) Keep the BPU informed on County Council issues that may have a major impact on the BPU or the DPU.
 - 4) Sit at the dais or with members of the BPU at Council Liaison discretion, at which time, the Council Liaison name-placard shall be displayed.
 - 5) Participate in DPU discussion when the Council Liaison has clarifying points pertinent to the discussion.
 - 6) Refrain from interjecting opinion into discussion, unless speaking as a member of the public during periods reserved for public comment.

3.3. Annual Calendar of BPU Activities

The BPU will generally follow the calendar of activities outlined below, although, circumstances may dictate that the timing of some of these activities be adjusted. Additional BPU activities such as consideration of utility rate ordinances and utility contracts will occur from time to time. The calendar for the current year is included as [Appendix J](#).

July

- BPU Chair and DPU staff begin orientation for new BPU member(s).
- BPU discusses and agrees on content of Chair's report to County Council.
- BPU reviews PR and revises it as appropriate.

- BPU members reaffirm the PR.

August

- BPU Chair and DPU staff complete orientation for new BPU member(s).
- BPU members encouraged to attend the annual DPU staff strategic planning workshop.
- BPU approves resolution removing uncollectable utility accounts from accounts receivable list for the fiscal year five years in the past.

September

- BPU works with the Utilities Manager to review and revise the mission, vision, and values statements.
- BPU works with the Utilities Manager to review and revise DPU Strategic Objectives and Long-Term Goals.
- BPU Chair makes annual report to County Council.
- BPU receives and discusses quarterly Conservation Program update.
- BPU approves budget carryovers from previous fiscal year.
- BPU receives and discusses DPU quarterly report.

October

- BPU receives and discusses Department of Public Utilities Quarterly Report
- BPU reviews and approves DPU Strategic Objectives and Long-Term Goals.

November

- BPU begins annual self-evaluation.

December

- BPU receives and discusses quarterly Conservation Program update.
- BPU completes annual self-evaluation.
- BPU approves meeting calendar for upcoming calendar year.
- BPU receives and discusses DPU quarterly report.

January

- BPU elects Chair and Vice Chair for calendar year.
- BPU appoints members to Audit Committee for calendar year.
- BPU assigns members to Boards and Commissions luncheon schedule for calendar year.
- BPU votes compliance with County Open Meetings Resolution.
- BPU approves meeting agenda outline

February

- BPU discusses budget for the next fiscal year.

March

- BPU receives the annual financial report for the previous fiscal year.
- BPU approves budget for the next fiscal year.
- BPU receives and discusses quarterly Conservation Program update.
- BPU reviews results of customer satisfaction survey.
- BPU receives and discusses DPU quarterly report.

April

- BPU starts Utility Manager's performance evaluation process (may require several closed sessions).
- BPU and Utilities Manager review and amend goals and performance plan for the next fiscal year (may require several closed sessions in conjunction with the Utility Manager's performance evaluation process).
- BPU receives briefing from County Manager on the County strategic objectives.

May

- BPU approves year-end budget adjustments.
- BPU completes Utilities Manager's performance evaluation, which will include Utilities Manager's goals and performance plan for the next fiscal year.
- BPU Chair submits Utilities Manager's performance evaluation and recommended salary action to the Chair of the County Council.
- County Council appoints new member(s) to BPU for a term.
(Appointments to fill unexpired terms will occur when needed,
- County residents apply to County Council for appointment to BPU.
(Applications to fill unexpired terms will be solicited when needed,)

June

- BPU receives and discusses quarterly Conservation Program update.
- BPU receives and discusses DPU quarterly report.

3.4. BPU Meetings

- a. Regular Meetings – regular meetings will generally be held on the third Wednesday of each month at 5:30 p.m. Regular meetings will be set under the requirements of the annual Opening Meetings Resolution adopted by Council. Public comment will be taken at the beginning of the meeting for items that are not on the agenda or do not require action by Council. Comments on action items will be taken at the time the action is considered. Public comment also will be taken at the end of the meeting on any topic. Comments generally will be limited to three minutes unless announced for shorter time by the Chair. Comments also will be accepted by available written methods.
- b. Work Sessions – work sessions will generally be held on the first Wednesday of each month at 5:30 p.m. The board may schedule work sessions on a regular basis under the requirements of the annual Open Meetings Resolution. Board meetings designated as work sessions will be held for the primary purpose of discussing issues at length with staff in an informal setting without taking formal action, except for required procedural actions such as approving minutes from a prior meeting or adopting a statement for inclusion in the minutes regarding a closed session. Public comment will be taken only at the beginning and ending of the session, and by available written methods.

- c. Closed Meetings - The Chair may call a closed session to discuss issues (such as pending litigation, personnel matters, collective bargaining strategy) pursuant to NMSA 1978, 10-15- 1 (H) (2,5 etc.). Following the closed session, the Chair will call for a motion that is substantially similar to the following: "I move that the Board approve the following statement for inclusion in the minutes: 'The matters discussed in the closed session held on (MONTH)(DAY)(YEAR) that began at (TIME) were limited only to those topics specified in the (NOTICE)(MOTION) of the closed session.'" This motion is a procedural motion, therefore only a show of hands is required rather than a roll call vote.
- d. Special Meetings – The Chair may call a special meeting, or the Board at an open meeting may set a special meeting for the purpose of conducting County business. Notice of a special meeting will follow the requirements of the annual Open Meetings Resolution.
- e. Emergency Meetings - The Chair may call an emergency meeting in accordance with the annual Open Meetings Resolution.

3.5. BPU Meeting Agenda Template

The following template describes the items that will be addressed and the order of business in a typical BPU meeting; not every meeting will include every item in the template. Agenda items will be substantially completed within 72 hours of each meeting.

1. **Call to Order**
2. **Public Comment (on consent agenda items and items not otherwise listed on the agenda)**
3. **Approval of Agenda**
4. **Board Business**
 - a. **Chair's Report**
 - b. **Board Member Reports**
 - c. **Utilities Manager's Report**
 - d. **County Manager's Report**
 - e. **Council Liaison's Report**
 - f. **Environmental Sustainability Board Liaison's Report**
 - g. **General Board Business**
 - h. **Approval of Board Expenses**
 - i. **Preview of Upcoming Agenda Items**
 1. **Tickler File for the Next Three Months**
5. **Public Hearings (Any BPU action will be in the Public Hearings section of the agenda.)**
6. **Consent Agenda**
 - a. **Approval of Minutes**
7. **Business**

- 8. Status Reports**
 - a. Electric Reliability Report**
 - b. Accounts Receivable Report**
 - c. Safety Report**
- 9. Public Comment (on any item)**
- 10. Adjournment**

3.6. Public Comments

The following is the BPU's general rule concerning public comment during BPU meetings:

- a. Agendas will include a standing public comment period at the beginning of meetings for items not otherwise listed on the agenda.
- b. Agendas will include a standing public comment period at the end of meetings for any items.
- c. Public Hearings – After the presenter has given his or her presentation, the Chair will open the public hearing for comments on the particular topic in the agenda and will close the public hearing when commenting is finished. Any formal BPU action on the item will occur in the Public Hearings section of the BPU meeting agenda after public comments are finished.
- d. Business Items - After the presenter has given his or her presentation, after initial Board discussion, and prior to accepting a main motion on an item, the Chair will formally open the floor for a public comment period to receive comments related to the specific agenda item. If a public hearing has been held on the topic during the meeting, the Chair may request that comments not be repeated. The Board may continue to have additional discussion on the item after the public comment period.
- e. Oral public comment should be limited to four minutes per person. Requests to make comments exceeding four minutes should be submitted to the Board in writing prior to the meeting. The text of lengthy comments should be submitted to the Board prior to the meeting, if possible, but may also be submitted during or after the meeting.
- f. Individuals representing or making a combined statement for a large group present at a meeting may be allowed additional time for comment at the discretion of the Board. The Board may agree to this by consent (no motion necessary).
- g. BPU members may at any time ask the Chair that a presenter, member of the public, or staff member speak to provide clarification or additional information about an agenda item. This is not considered to be part of the public comment period. BPU members should not correct, rebut, or dialogue with a member of the public during the public comment period.
- h. Procedures regarding public comment will be included on agendas so that interested citizens know how to submit written comments prior to the meeting for Board consideration.

- i. Written public comment submitted prior to or during the meeting will be provided to the recording secretary to enter into the minutes as attachments. Oral public comments will be summarized by the recording secretary in the minutes to give a brief succinct account of the overall substance of the person's comments.
- j. Additional useful guidance and suggestions for public hearings and other ways and means of sharing information with or gathering input from DPU customers can be found in the Los Alamos County *Public Involvement Guide for Boards and Commissions*.

3.7. Meeting Agendas

- a. BPU meeting agenda shall comply with the State of New Mexico "Open Meetings Act." Refer to [Appendix I](#), State of New Mexico Attorney General's "Open Meetings Act Compliance Guide" and the County's annual Open Meeting resolution.
- b. All public hearings, consent, and business items shall be substantially complete 72 hours prior to action being taken.
- c. The agenda must contain a list of specific items of business to be discussed or transacted at the meeting, but there is no requirement for any additional description of what the Board may do with a specific item of business on the agenda.
- d. Agenda items will be substantially completed within 72 hours of each meeting.

3.8. Meetings Minutes

- a. Meeting minutes should be a succinct record of what was done at the meeting, not a transcript of what was said during the meeting.
- b. In substance, but not necessarily format, BPU meeting minutes will comply with Roberts Rules of Order, the County Boards and Commissions Manual, the New Mexico "Open Meetings Act", and the sample set of meeting minutes in the staff report for the April 17, 2013, BPU meeting; refer to [Appendix K](#).
- c. Board members should carefully review draft meeting minutes before approval and request that additional discussion details be included if needed to provide further explanation of a topic.
- d. Board members may request during the meeting that portions of discussions be recorded in the minutes if they believe the details to be of great importance to the overall record,
- e. Any items requiring further action by the Board or follow-up by Staff should be captured in the minutes.
- f. Approved minutes of BPU meetings are the official record of BPU meetings; recordings of BPU meetings will be retained for at least one year for reference purposes.

3.9. Removal/Replacement of a BPU Member

- a. Article V of the County Charter states circumstances that would warrant removal of a BPU member by the County Council.
- b. A BPU member may resign by submitting written notice to the Chair of the BPU and the Chair of the County Council; except for such circumstances that warrant an earlier departure, the resigning member should continue to serve on the BPU until a replacement is appointed by the County Council.
- c. If a Board member resigns or is removed, the BPU will work with the County Council to get a replacement appointed within 60 days. The BPU will identify capable Los Alamos County citizens and encourage them to apply for County Council appointment to the BPU.

3.10. BPU Self-Evaluation

- a. During November and December, the BPU will perform an annual self-evaluation of its own performance. The BPU may invite major stakeholders (e.g., DPU staff, County Council, County Manager) to participate in specific aspects of the evaluation.
- b. The purposes and reasons for the BPU self-evaluation are intended to:
 - 1) Promote understanding of roles and responsibilities
 - 2) Provide orientation for new members
 - 3) Address, and perhaps help resolve, board conflicts
 - 4) Clarify what members expect from the group and self
 - 5) Identify priorities for the BPU's future efforts
 - 6) Identify BPU strengths and weaknesses
 - 7) Identify opportunities for improvement in BPU performance
 - 8) Help identify needed changes to this PR
 - 9) Ensure that self-evaluation aligns with at least three of the Baldrige "Criteria for Performance Excellence."
- c. Refer to [Appendix L](#) for a BPU self-evaluation template adapted from the *APPA Handbook for Public Power Policymakers*. The BPU will change the self-evaluation topics over time to fit the changing business climate, relations with the Utilities Manager, relations with the County Council, and to include lessons learned from previous self-evaluations.
- d. In its self-evaluation the BPU will address open-ended questions such as:
 - 1) What did the BPU accomplish during the past year?
 - 2) What did the BPU fail to accomplish during the past year?
 - 3) What did the BPU do well during the past year?
 - 4) What did the BPU do poorly during the past year?
 - 5) What were the key issues of the past year? Did the BPU address them adequately?"
- e. The BPU will seek broad participation in the self-evaluation process by:

- 1) Soliciting suggestions for self-evaluation questions from DPU staff, County staff, County Council, and the public.
 - 2) Inviting the immediate past BPU member(s) to participate in the self-evaluation.
 - 3) Inviting the County Council Liaison, County Manager, and County Attorney to participate in the self-evaluation.
- f. The BPU will explore ways to make the BPU self-evaluation honest and candid.
 - g. The BPU will explore ways to collect questions, complaints, and compliments to be addressed in the annual self-evaluation process.

3.11. Dispute Resolution Process

- a. From time to time the County Council may not adopt a BPU approved utility rate ordinance or may not approve a budget, personnel action, or utility contract recommended by the BPU.
- b. In this situation the BPU will reconsider its recommendation and may submit either a revised or a reinforced recommendation to the County Council.
- c. If the BPU does not develop a recommendation that is approved by the County Council in a timely manner, it will request the Council to appoint an appropriate number of councilors to a joint County Council/BPU working group that is charged to reach an agreement within a specified time.

Part 4: Utilities Manager Responsibilities

4.1. Essential Duties and Responsibilities

- a. The Utilities Manager's essential duties and responsibilities are described in the Los Alamos County Job Description and Classification for the Utilities Manager, Job Code 7001; refer to [Appendix N](#).
- b. The following sections address some of the Utilities Manager's responsibilities that particularly relate to the BPU.

4.2. Strategic Planning

- a. The Utilities Manager should implement a systematic, cyclical strategic planning process to develop (1) Strategic Objectives, (2) Long-Term Goals, and (3) Short-Term Goals for the DPU and present the Strategic Objectives and Long-Term Goals to the BPU for approval.
- b. The DPU strategic planning processes should be based on the current *Baldrige Criteria for Performance Excellence* or an equivalent standard that is acceptable to the BPU.
- c. Refer to [Appendix M](#) for a description of the DPU Strategic Planning Process.

4.3. Operations and Management

- a. The Utilities Manager is responsible for the day-to-day operations of the department and management of its personnel.
- b. The Utilities Manager's operation of the department and management of its employees, in general, shall be subject to the personnel code and the procurement code. In general, other administrative County-wide policies shall be followed to the extent they do not conflict with the BPU's jurisdiction.
- c. Special processes and procedures necessary for the operation of the DPU shall be proposed by the Utilities Manager, approved by the BPU, and put in place with the assistance of the County Manager.

4.4. Annual Budget

- a. The Utilities Manager is responsible for preparing and presenting a preliminary and a final annual DPU budget to the BPU.
- b. The proposed annual DPU budget intended for BPU approval should address each of the utilities individually and include 10-year forecasts that project changes in sales, revenue and expenses, and the rates and borrowing necessary to sustain each utility.
- c. The proposed DPU budget intended for County Council approval should be based on the BPU approved budget and shall address the DPU on a bi-annual basis.

- d. The Utilities Manager should present the preliminary annual budget at the February BPU meeting and the final annual budget at the March BPU meeting

4.5. Annual and Quarterly Financial Reports

- a. The Utilities Manager shall prepare and provide to the BPU an audited annual financial report as of the end of the previous fiscal year of each utility and of the department.
 - 1) The annual financial report shall adhere to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board and the Financial Accounting Standards Board as applicable.
 - 2) The annual financial report shall be audited by one or more independent auditors; this may be accomplished as part of the audit of the County's Annual Comprehensive Financial Report.
 - 3) The annual report shall be provided for BPU information at the March BPU meeting.
 - 4) The accepted annual report shall be suitably summarized and formatted then provided to the County Council and made available to the public on the DPU website.
- b. The Utilities Manager shall prepare quarterly DPU performance reports.
 - 1) Each quarterly report should include information about capital projects, operational and financial performance, and DPU highlights during the previous quarter. The operational and financial performance reports should include data for the previous quarters of the fiscal year plus cumulative totals.
 - 2) Quarterly reports shall be provided to the BPU and the County Council and made available to the public on the DPU website.

4.6. Rate Ordinances

- a. The Utilities Manager is responsible for preparing and presenting proposed utility rate ordinances to the BPU.
- b. At the BPU meeting prior to the public hearing on a final proposed utility rate ordinance before the BPU, the Utilities Manager shall introduce the draft ordinance and present the budget and operational reasons for the proposed rate ordinance. A revised rate ordinance presented to the BPU after rejection of the original rate ordinance by the County Council need not be submitted in advance of the public hearing but may be acted upon by the BPU when submitted.
- c. When the final proposed utility rate ordinance is presented to the BPU for approval, the Utilities Manager shall make a presentation to the BPU that approximates that which will be made to the County Council to obtain their acceptance of the ordinance.

4.7. BPU Membership

The Utilities Manager shall be an ex officio non-voting member of the BPU.

4.8. Strategic Initiative

To maintain control of strategic initiatives, the BPU shall formally add strategic initiatives that have been adopted and approved by the BPU to the PR in the appendix under a separate file titled "Strategic Initiatives of the BPU." These initiatives can be altered or removed from the PR with a simple majority vote. If an initiative is removed, it is no longer considered a formal strategic initiative of the BPU. Any member of the BPU can add to the agenda a business item to consider removal or alteration of a strategic initiative in the section. See [Appendix P](#) for more information.

Appendices

The full PR and all the appendices listed below can be found online on the County's DPU website at <http://ladpu.com/bpu> .

- A. Annual Reaffirmation of the Procedural Rules
- B. DPU Strategic Objectives, Long-Term Goals, and Short-Term Goals for the Current FY
- C. Los Alamos County Charter, Article V – Utilities
- D. Los Alamos Code of Ordinances, Chapter 40 – Utilities
- E. Los Alamos County Code of Conduct (Code Ordinance No. 02-240)
- F. New Mexico “Whistleblower Protection Act,” NM Statutes Chapter 10, Article 16C
- G. Los Alamos County Council's Annual Resolution for Open Meeting Compliance
- H. State of New Mexico Attorney General's “Open Meetings Act Compliance Guide”
- I. American Public Power Association Governance Resources
- J. BPU Calendar for the Current Year
- K. Guidelines for Preparation of Meeting Minutes
- L. BPU Self-Evaluation Template (Revised 11/17/2021)
- M. Strategic Planning Process – Key Process Steps (KPS)
- N. Los Alamos County Job Description and Classification for the Utilities Manager
- O. DPU Culture of Safety Vision Statement
- P. Strategic Initiatives of the BPU

Proposed Corrections to the BPU Procedural Rules: 7/17/24

When Chair Gibson began his term he requested that the tickler items be addressed at the end of the agenda. This change is already in practice. However, this section should be updated as **highlighted** below:

3.5. BPU Meeting Agenda Template

The following template describes the items that will be addressed and the order of business in a typical BPU meeting; not every meeting will include every item in the template. Agenda items will be substantially completed within 72 hours of each meeting.

1. Call to Order
2. Public Comment (on consent agenda items and items not otherwise listed on the agenda)
3. Approval of Agenda
4. Board Business
 - 4.a. Chair's Report
 - 4.b. Board Member Reports
 - 4.c. Utilities Manager's Report
 - 4.d. County Manager's Report
 - 4.e. Council Liaison's Report
 - 4.f. Environmental Sustainability Board Liaison's Report
 - 4.g. General Board Business
 - 4.h. Approval of Board Expenses
 - 4.i. Preview of Upcoming Agenda Items 1. Tickler File for the Next Three Months
5. Public Hearings (Ordinances & Resolutions) (Any BPU action will be in the Public Hearings section of the agenda.)
6. Consent Agenda
 - 6.a. Approval of Minutes
7. Department Business
8. Status Reports
 - 8.a. Electric Reliability Report
 - 8.b. Accounts Receivable Report
 - 8.c. Safety Report
9. Upcoming Agenda Items
 - 9.a. Tickler File
10. Public Comment (on any item)
11. Adjournment

Proposed Corrections to the list of Appendices: 7/17/24

The Utilities Manager suggests including hyperlinks for the documents that are updated frequently. This eliminates the need to change out Appendices as they are updated.

Appendices

The full PR and all the appendices listed below can be found online on the County's DPU website at <http://ladpu.com/bpu> .

- A. Annual Reaffirmation of the Procedural Rules
<http://ladpu.com/bpu>

- B. DPU Strategic Objectives, Long-Term Goals, and Short-Term Goals for the Current FY <https://www.losalamosnm.us/Government/Departments-and-Divisions/Department-of-Public-Utilities/Reports-and-Documents-Library>
(Under the "Ethics, Goals, Safety" section)

- C. Los Alamos County Charter, Article V – Utilities:
https://library.municode.com/nm/los_alamos_county/codes/code_of_ordinances?nodeId=PTICH_ARTVUT

- D. Los Alamos Code of Ordinances, Chapter 40 – Utilities:
https://library.municode.com/nm/los_alamos_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH40UT

- E. Los Alamos County Code of Conduct (Code Ordinance No. 02-240):
https://library.municode.com/nm/los_alamos_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH8BOCO_ARTIINGE_S8-9COINCOCO

- F. New Mexico "Whistleblower Protection Act," NM Statutes Chapter 10, Article 16C
<https://humanresources.nmcourts.gov/wp-content/uploads/sites/63/2023/12/New-Mexico-Whistleblower-Protection-Act.pdf>

- G. Los Alamos County Council's Annual Resolution for Open Meeting Compliance
[https://www.losalamosnm.us/Search-Results?dly_OC%20CL%20Public%20Site%20Search=\(keyword=resolution\)](https://www.losalamosnm.us/Search-Results?dly_OC%20CL%20Public%20Site%20Search=(keyword=resolution))
(Search for Resolution by YEAR-01)
- H. State of New Mexico Attorney General's "Open Meetings Act Compliance Guide"
<https://nmdoj.gov/compliance-guides/>
- I. American Public Power Association Governance Resources
<https://www.publicpower.org/governance-resources>
- J. BPU Calendar for the Current Year
<https://ladpu.com/BPU>
- K. Guidelines for Preparation of Meeting Minutes
<https://www.losalamosnm.us/files/sharedassets/public/v/1/departments/utilities/documents/bpu/bpu-procedural-rules-appendix-k-minutes.pdf>
- L. BPU Self-Evaluation Template (Revised 11/17/2021)
<https://ladpu.com/BPU>
(Current results under "Self-Evaluations")
- M. Strategic Planning Process – Key Process Steps (KPS)
<https://www.losalamosnm.us/files/sharedassets/public/v/1/departments/utilities/documents/bpu/bpu-procedural-rules-appendix-m-strategic-planning-process.pdf>
- N. Los Alamos County Job Description and Classification for the Utilities Manager
<https://www.losalamosnm.us/files/sharedassets/public/v/1/departments/utilities/documents/bpu/bpu-procedural-rules-appendix-n-utilities-manager-job-description.pdf>
- O. DPU Culture of Safety Vision Statement
<https://www.losalamosnm.us/Government/Departments-and-Divisions/Department-of-Public-Utilities/Reports-and-Documents-Library>
(Under "Ethics, Goals, Safety")
- P. Strategic Initiatives of the BPU
<https://www.losalamosnm.us/files/sharedassets/public/v/1/departments/utilities/documents/bpu/bpu-procedural-rules-appendix-p-bpu-strategic-initatives.pdf>

Los Alamos County Board of Public Utilities
Procedural Rules

Appendix A
Annual Reaffirmation of the Procedural Rules

“I affirm that I have received, read, understand, and agree to abide by the current Board of Public Utilities Procedural Rules.”

NAME	POSITION	SIGNATURE	DATE
Robert Gibson	Member		
Charles Nakhleh	Member		
Eric Stromberg	Member		
Matt Heavner	Member		
Jennifer Hollingsworth	Member		
Philo S. Shelton, III	Ex Officio		
Anne Laurent	Ex Officio		



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

July 17, 2024

Agenda No.:	5.a.
Index (Council Goals):	DPU FY2022 - 1.0 Provide Safe and Reliable Utility Services; DPU FY2022 - 2.0 Achieve and Maintain Excellence in Financial Performance; Quality Excellence - Effective, Efficient, and Reliable Services; Quality Excellence - Infrastructure Asset Management; Quality Governance - Fiscal Stewardship
Presenters:	James Alarid, Deputy Utilities Manager - Engineering and Karen Kendall, Deputy Utilities Manager - Finance
Legislative File:	RE0609-24a

Title

Incorporated County of Los Alamos Resolution No. 24-23; a Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority for the Denver Steels Waterline Replacement Project Phase II and III

Recommended Action

I move that the Board recommend Incorporated County of Los Alamos Resolution No. 24-23; a Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority for the Denver Steels Waterline Replacement Project Phase II and III, and forward to Council for adoption.

Utility Managers Recommendation

The Utility Manager recommends that the Board recommend Incorporated County of Los Alamos Resolution No.24-23 and forward to Council for adoption.

Body

The Department of Public Utilities coordinates capital improvement projects with the Public Works Department each year as part of the budget preparation. The Denver Steels neighborhood has been a planned project due to the deteriorating condition of the roads. The existing waterlines are approximately 75 years old and are cast iron with lead joints. The water mains and services lines experience regular leaks and are in need of replacement. Existing sewer mains beneath the new roadway will also be replaced to eliminate the risk of having to excavate the new road to repair the sewer. Phase I of the project was completed in 2018, and replaced the road and waterlines closest to Diamond Drive. Phase II and Phase III are planned for fiscal years 2026 and 2027. These projects have been planned in the CIP budget to be funded by a low interest Drinking Water State Revolving Loan (DWSRL), administered through the New Mexico Finance Authority (NMFA). A resolution approved by the governing body is a required submittal with the application for the DWSRL. Applications are due by August 31, 2024. Phase II is scheduled to begin construction in the spring of 2025 and Phase III in the spring of 2026.

Alternatives

If the resolution is not approved alternative funding will be explored, the project will be deferred if funding is unavailable.

Fiscal and Staff Impact - Planned/Unplanned Item

The Denver Steels Project has been budget in FY2025 and FY2026 as follows:

Phase II FY2025 Water Distribution	\$ 1,398,495
Phase III FY2026 Water Distribution	\$ 1,138,103
NMGRT	\$ 163,402

The loan application will be for \$2.7 million.

Attachments

A - LAC Resolution 24-23

B - Project Vicinity Map

INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 24-23

A RESOLUTION AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY

WHEREAS, the Incorporated County of Los Alamos ("County") is a qualified entity under the Drinking Water State Revolving Loan Act, Sections 6-21A-1 et seq., NMSA 1978 ("Act"), and the County is authorized to borrow funds and/or issue bonds for financing of public projects for the benefit of the County and the public; and

WHEREAS, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the Drinking Water State Revolving Loan Fund created under the Act, and has developed an application procedure whereby the County Council ("Governing Body") may submit an application ("Application") for financial assistance from the Authority for drinking water projects; and

WHEREAS, the Governing Body intends to undertake acquisition, construction and improvement of the Denver Steels Waterline Replacement Project Phase II and III (the "Project") for the benefit of the County and its citizens; and

WHEREAS, the 1.1 miles of Denver Steels Waterline Replacement Project Phase II and Phase III includes water line replacement work beneath major local residential streets including 36th Street, Ridgeway Drive, Questa Drive, and Pueblo Drive. The scope of work includes replacement distribution waterlines, customer connections and other related infrastructure, and is an eligible project under the Drinking Water State Revolving Loan Fund program; and

WHEREAS, the Application prescribed by the Authority has been completed and submitted to the Governing Body and this Resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE Incorporated County of Los Alamos:

Section 1. That the Chair of the Incorporated County of Los Alamos Council, or the County's Utility Manager ("Utilities Manager") are hereby directed, authorized and requested to submit the necessary documents and applications to the Authority for its review of the Project known as the Denver Steels Waterline Replacement Project Phase II and III, and are further severally authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 2. That the completed Application submitted to the Governing Body be hereby approved and confirmed.

Section 3. That all action (consistent with the provision hereof) heretofore taken by the Governing Body and the officers and employees thereof directed toward the Application and the Project, be hereby ratified, approved, and confirmed.

Section 4. All acts and resolutions in conflict with this Resolution are hereby rescinded, annulled and repealed.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 30th day of July 2024.

**COUNCIL OF THE INCORPORATED
COUNTY OF LOS ALAMOS**

**Denise Derkacs,
Council Chair**

ATTEST:

**Naomi D. Maestas,
Los Alamos County Clerk**

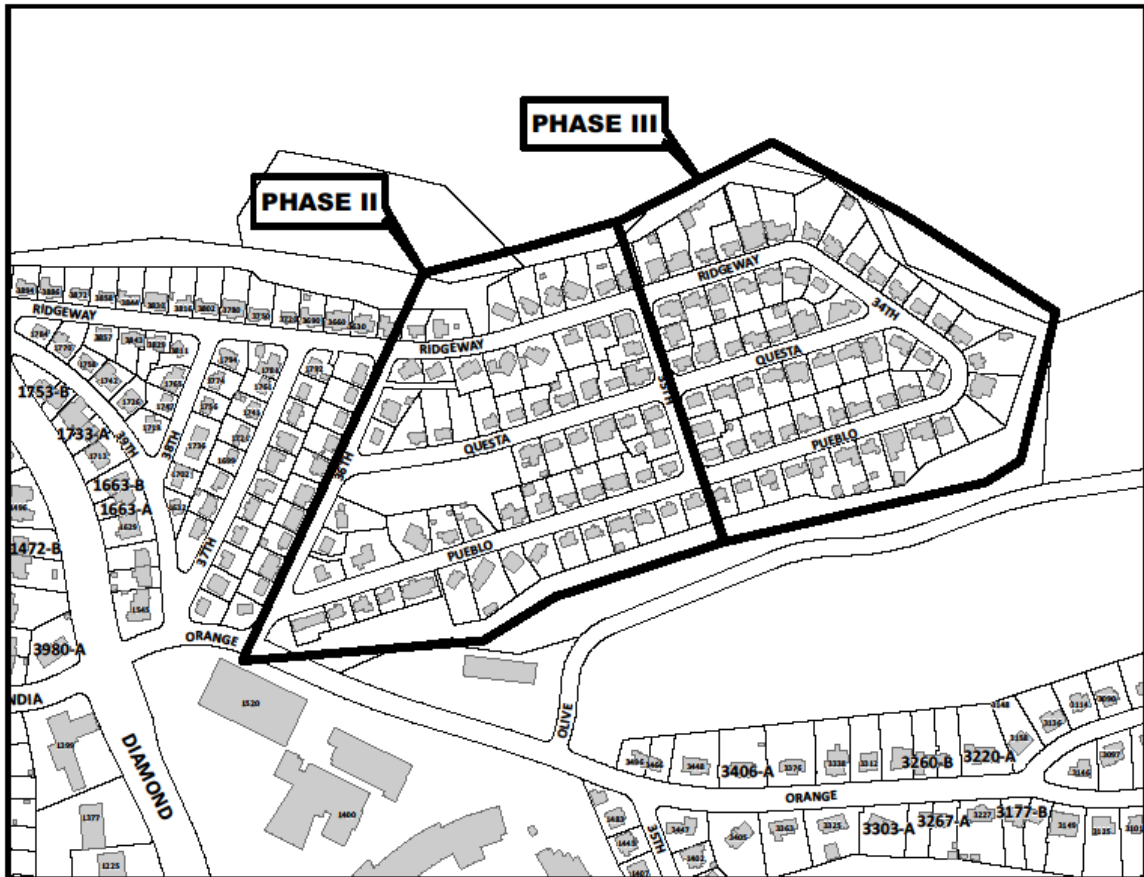
WATER DISTRIBUTION

FY25 & 26: Denver Steels Phase II & Phase III (Public Works Road Project)

Project Scope: This project will be a joint project between DPU and the Public Works Department to re-pave the roadway and replace utility infrastructure beneath the new road. The project will be in the Denver Steels Neighborhood. 1950's vintage sections of waterlines will be replaced. Phase II will be constructed in fiscal year 2025 and Phase III in fiscal year 2026. Clay sewer lines that cross the roads will also be replaced. The water distribution portion of the project will be funded by Drinking Water State Revolving Loans (DWSRL).

Budget:	Phase II FY2025 Water Distribution (DWSRL)	\$ 1,398,495
	Phase II FY2025 Wastewater Collection	\$ 150,000
	Phase III FY2026 Water Distribution (DWSRL)	\$ 1,138,103
	Phase III FY2026 Wastewater Collection	\$ 150,000

Schedule: Phase II Summer 2025 & Phase III Summer 2026





County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

July 17, 2024

Agenda No.: 6.a.
Index (Council Goals):
Presenters: Board of Public Utilities
Legislative File: 18637-24

Title

Approval of Board of Public Utilities Meeting Minutes for June 5 and 26, 2024

Recommended Action

I move that the Board of Public Utilities approve the minutes for the June 5th and June 26th meetings as presented.

Body

Draft minutes are sent to members after each meeting for their review. Members may then send changes to be incorporated prior to final approval of the minutes at the next regular meeting.

Attachments

- A - Draft BPU Work Session Minutes - 6/5/24
- B - Draft BPU Regular Session Minutes - 6/26/24



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Minutes

Board of Public Utilities Work Session

*Robert Gibson, Chair; Eric Stromberg, Vice-chair;
Matt Heavner, Charles Nakhleh and Steve Tobin, Members;
Philo Shelton, Ex Officio Member
Anne Laurent, Ex Officio Member
Theresa Cull, Council Liaison*

Wednesday, June 5, 2024

5:30 PM

Municipal Building, 3rd Floor, Rm 330

Public Participation: In person or <https://us06web.zoom.us/j/89412512522>

1. CALL TO ORDER

This work session of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, June 5, 2024 at 1000 Central Ave., Council Chambers. Board Chair Robert Gibson called the meeting to order at 5:30 pm. Members of the public were notified of the ability to attend and provide public comment either in person or over Zoom. The following board members were in attendance:

Present 6 - Members Gibson, Stromberg, Nakhleh, Heavner, Shelton, and Laurent
Remote 1 - Member Tobin (was a few minutes late)

2. PUBLIC COMMENT

Chair Gibson provided an opportunity to provide public comment on any item; there was none.

3. APPROVAL OF AGENDA

Chair Gibson called for discussion or a motion on approval of the agenda.

Member Nakhleh moved and Member Stromberg seconded that the agenda be approved as presented. The motion passed by the following vote:

Yes: 4 - Members Heavner, Nakhleh, Stromberg, and Gibson

Absent: 1 - Member Tobin joined the meeting remotely after this item

4. PRESENTATIONS

- 4.a. [CO0693-24.1](#) Introduction of Incorporated County of Los Alamos Code Ordinance No. 02-359; An Ordinance Amending Chapter 40, Article III, Sections 40-151 and 40-152 of the Code of the Incorporated County of Los Alamos Relating to Gas Rate Schedules

Ms. Karen Kendall, Deputy Utility Manager - Finance & Administration presented. She reported that the FY2025 adopted budget and FY2026 projection each included a 5.5%

blended rate increase for gas. The Board and Council previously approved a 3% increase for FY2025 (effective Sept 2024) and a 2% increase for FY2026 (effective Sept 2025). In determining projected rate increases, the ten-year projection takes into consideration expenditures and fulfilling the reserve target requirements within the required ten-year horizon. Since DPU's budget preparation, New Mexico Gas Company (NMGC) and Conoco Phillips have notified the County of increases in their transportation rates on both a per meter and variable basis.

NMGC has also applied for a rate increase for their retail customers that would take effect in October if approved by the Public Regulation Commission (PRC). According to NMGC's website "for customers who are not signed up for budget billing, the summer bill average impact would be an increase of 6.3% while the winter bill average impact would be an increase of 7.3%."

Chair Gibson provided an opportunity for the board to ask clarifying questions. The following individuals spoke:

Member Nakhleh
Member Gibson
Member Stromberg
Mr. Shelton
Mr. Wyman

Chair Gibson provided an opportunity for public comment. The following citizen participated via Zoom:
Mr. David Reagor

Chair Gibson provided an opportunity for board members to make suggested amendments or comments to the code ordinance. The following individuals spoke:
Member Stromberg
Member Nakhleh
Mr. Shelton

No action was taken on this item.

4.b. [18773-24](#)

Presentation and Review of Distributed Generation Impacts

Mr. Stephen Marez, Deputy Utility Manager - Electrical Distribution was on travel and participated remotely. He covered most of the presentation and Mr. Ben Olbrich, Deputy Utility Manager - Power supply presented "Additional Considerations for Utility Distributed Generation and Storage." Copies of their presentation slides were included in the meeting packet.

Chair Gibson provided an opportunity for board members to ask clarifying questions. The following individuals spoke:

Member Tobin
Mr. Marez
Mr. Olbrich
Member Stromberg
Member Heavner
Member Nakhleh
Member Gibson

Member Tobin had to leave the meeting at 7:00 pm

No action was taken on this item.

4.c. [18398-24](#) Annual Update on the Wastewater System

Mr. Clay Moseley, Deputy Utility Manager - GWS Services presented. He reiterated that the DPU wastewater operations comprises two different divisions of operations: wastewater collections (WWC) and wastewater treatment & reclamation (WWT). Copies of his written report and presentation slides were included in the meeting packet

Chair Gibson provided an opportunity for board members to ask clarifying questions. The following individuals spoke:

Member Stromberg

Ms. D'Anna

Member Gibson

Mr. Shelton

No action was taken on this item.

4.d. [18579-24](#) Department of Public Utilities Quarterly Report for Fiscal Year 2024 - Quarter 3

Ms. Cathy D'Anna, Public Relations Manager presented. She highlighted some details from the publication. A copy of the report was included in the meeting packet and is available online at ladpu.com/FY24Q3.

Philo Shelton, Utilities Manager responded to board member inquiries and provided clarifying information as appropriate. The following individuals spoke:

Member Nakhleh

Member Heavner

Mr. Alarid

Member Gibson

Ms. Kendall

Member Stromberg

No action was taken on this item.

4.e. [18578-24](#) Review of the Utilities Assistance Program (UAP)

Ms. Karen Kendall presented. A copy of her written report and presentation slides were included in the meeting packet.

Chair Gibson provided an opportunity for board members to ask clarifying questions. The following individuals spoke:

Member Stromberg

No action was taken on this item.

4.f. [18771-24a](#) Planning for the Annual Board of Public Utilities Presentation to Council

Chair Gibson provided an overview of the annual process. He reviewed the draft presentation that was provided in the meeting packet. The following members provided comments:

Member Stromberg

Member Heavner

No action was taken on this item.

5. BUSINESS

5.a. [16992-24](#) Action to Suspend Procedural Rules for Work Session

Member Nakhleh moved and Member Stromberg seconded that the Board of Public Utilities suspend their procedural rules for the June 5, 2024 work session so that formal action may be taken. The motion passed by the following vote:

Yes: 4 - Members Heavner, Nakhleh, Stromberg, and Gibson

Absent: 1 - Member Tobin (participated remotely and left the meeting at 7:00 pm)

5.b. [18821-24a](#) Approval of Budget Revision 2024-69

Ms. Karen Kendall, Deputy Utility Manager - Finance & Administration spoke. She reported that the purpose of this budget revision is to make budget modifications necessary for year-end related to proper distribution of labor between Gas, Water and Sewer for GWS work performed; to pay off four loans with the state to free up pledged revenues and to properly distribute debt service expenditures between funds. See attachment A for details of the revision.

If the budget revision is not approved, the Gas and Water Funds will be over-budget for labor and benefits. The net impact on the Joint Utilities Fund is an increase of expenditures and a decrease in fund balance of \$86,921 for the early pay off of four loans. There is no net impact on the Joint Utilities Fund for the labor and debt service portions of the budget revision.

Chair Gibson offered an opportunity for board members to ask clarifying questions; there were none.

Chair Gibson offered an opportunity for public comment on this topic; there was none.

Chair Gibson called for further discussion or a motion.

Member Stromberg moved and Member Nakhleh seconded that the Board of Public Utilities approve Budget Revision 2024-69 as presented and forward to Council for consideration. The motion passed by the following vote:

Yes: 4 - Members Heavner, Nakhleh, Stromberg, and Gibson

Absent: 1 - Member Tobin (participated remotely and left the meeting at 7:00 pm)

6. PUBLIC COMMENT

Chair Gibson provided an opportunity to provide public comment on any item; there was none.

7. ADJOURNMENT

The meeting adjourned at 9:08 pm

APPROVAL

Board of Public Utilities Chair Name

Board of Public Utilities Chair Signature

Date Approved by the Board

ATTACHMENTS

4.a. Revisions to Attachments A & B



BOARD OF PUBLIC UTILITIES

ADDITIONAL MEETING DOCUMENTS

Additional or revised information or documents are often distributed to members at the meetings. Whenever possible, this informational cover page will accompany those documents.

MEETING DATE	June 5, 2024
AGENDA ITEM	<p>4.a. CO0693-24.1 Introduction of Incorporated County of Los Alamos Code Ordinance No. 02-359; An Ordinance Amending Chapter 40, Article III, Sections 40-151 and 40-152 of the Code of the Incorporated County of Los Alamos Relating to Gas Rate Schedules</p> <p>Pages 4 - 10</p> <p><u>Presenters:</u> Karen Kendall, Deputy Utilities Manager - Finance</p>
ATTACHMENTS	<p>A - Code Ordinance 02-359 Gas Rates</p> <p>B - Gas Rate Calculation</p>
NEW OR REVISED? Is this a revision that is different from what was in the agenda packet, or is it something entirely new?	REVISED
RECOMMENDED ACTION If you have a new or revised recommended motion for the Board, enter it here.	N/A
ADDITIONAL INFORMATION Please VERY BRIEFLY explain the purpose of this information or document.	Revised documents submitted by Karen Kendall, Deputy Utility Manager – Finance & Administration

INCORPORATED COUNTY OF LOS ALAMOS CODE ORDINANCE NO. 02-359

AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, SECTIONS 40-151 AND 40-152 OF THE CODE OF THE INCORPORATED COUNTY OF LOS ALAMOS PERTAINING TO THE NATURAL GAS SERVICE RATE SCHEDULE

WHEREAS, the Incorporated County of Los Alamos (“County”) is an incorporated county of the State of New Mexico as provided in Article 10, Section 5, of the New Mexico Constitution; and

WHEREAS, pursuant to the County Charter, Section 500, there is a Department of Public Utilities (“Department”) charged with the duty to operate County owned electric, gas, water and sewer systems; and

WHEREAS, pursuant to the County Charter, Section 502, the Department head shall be known as the “Utilities Manager” who shall conduct the business of the Department subject to the polices established by the Board of Public Utilities (“BPU”); and

WHEREAS, pursuant to the County Charter, Section 504, the Department’s utility systems shall be operated on a compensatory basis, and the utility rates and charges shall be just, reasonable, and comparable to those in neighboring communities, and shall be uniform for all consumers of the same class; and

WHEREAS, the Department Utilities Manager has determined the current gas utility rates will not meet the requirement for the gas utility to operate on a compensatory basis unless the gas rates are increased to cover the projected revenue requirements adopted in the Department’s fiscal year 2025 budget and fiscal year 2026 projections; and

WHEREAS, pursuant to County Charter, Section 203.1(d), any change in County utility rates shall be by ordinance; and

WHEREAS, pursuant to Section 4.6(a) of the *Board of Public Utilities Procedural Rules* (ed. 08/16/2023), the Utilities Manager is responsible for preparing and presenting proposed utility rate ordinances to the BPU; and

WHEREAS, pursuant to County Charter, Section 504, the rates to be paid by consumers for utility services shall t be proposed by the BPU, to the County Council, and shall become effective on the date of adoption by the County Council; and

WHEREAS, pursuant to Section 4.6(b) of the *Board of Public Utilities Procedural Rules*, the Utilities Manager shall introduce a draft of the proposed gas rate increase ordinance to the BPU and present the budget and operational reasons for the proposed increase to the BPU at a public meeting, prior to a final public hearing on the proposed increase to the natural gas rate ordinance; and

WHEREAS, the Utilities Manager initially presented the proposed natural gas rate ordinance to the BPU on June 5, 2024; and

WHEREAS, the Utilities Manager, after receiving comments from the BPU, then presented the final proposed increased gas rate ordinance to the BPU on June 26, 2024; and

WHEREAS, on June 26, 2024, the BPU approved the final proposed increased gas rate ordinance and recommended forwarding it to the County Council.; and

WHEREAS, on July 9, 2024, the County Council, pursuant to County Charter, Section 203.2.1 introduced the proposed gas rate ordinance; and

WHEREAS, on July 30, 2024, the County Council, pursuant to County Charter, Section 203.2.2 held a public hearing on the proposed increase to the natural gas rate ordinance; and

WHEREAS, the natural gas rate schedule shall be amended as follows, with strike through-text deleted and underline-text added.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE INCORPORATED COUNTY OF LOS ALAMOS:

Sec. 40-151. - Gas rate schedules 7A and 7E.

(a) Residential service schedule 7A. The residential rate applies to customers in a single dwelling or in a single dwelling unit of a multiple dwelling or apartment for domestic purposes only.

(b) General commercial and industrial service schedule 7E. The commercial and industrial rate applies to customers for use in or in connection with any commercial, business or industrial activities, including multiple dwelling units where service for more than one unit is taken through a master meter, and to other customers not otherwise specifically falling within another class.

(c) Service charge.

(1) Per meter rated 250 CFH or less: ~~\$9.50 per month through September 30, 2022;~~ ~~\$10.26 per month after September 30, 2022;~~ ~~\$11.08 per month after September 30, 2023;~~ ~~\$11.97~~ \$13.00 per month after September 30, 2024; ~~\$12.57~~ \$14.25 per month after September 30, 2025;

(2) Per meter rated more than 250 CFH: ~~\$28.50 per month through September 30, 2022;~~ ~~\$30.78 after September 30, 2022;~~ ~~\$33.24 per month after September 30, 2023;~~ ~~\$35.90~~ \$39.00 per month after September 30, 2024; ~~\$37.70~~ \$41.25 per month after September 30, 2025.

(d) Gas consumption charge.

(1) The gas consumption charge for schedules 7A and 7E shall be made up of three ~~two~~ components: fixed cost recovery, and a variable cost of gas component, ~~and an extraordinary gas cost recovery fee.~~

i. The fixed cost recovery shall be ~~\$0.23~~ \$0.27 per therm (one therm is equal to 100,000 British Thermal Units (BTU)) ~~through September 30, 2022;~~ ~~\$0.25 after September 30, 2022;~~ ~~\$0.27 after September 30, 2023;~~ ~~\$0.29~~ \$0.32 after September 30, 2024; ~~\$0.30~~ \$0.34 after September 30, 2025.

ii. The variable cost of gas rate shall be calculated each month based on the projected cost of gas for the billing month plus an adjustment for any prior over or under collection for gas purchases and/or gas transportation costs, provided, however that the variable cost of gas rate shall not be lower than \$0.11 per therm per month.

iii. ~~The extraordinary gas cost recovery charge shall be \$0.44 per therm per month and shall be assessed for two years from the effective date of this ordinance, ending not later than April 8, 2025. Upon full recovery of the extraordinary gas cost fee, the utility shall immediately terminate collecting this component of the gas consumption charge, and this component of the gas component charge shall automatically sunset.~~

(2) The projected cost of gas shall be at the rate as stated on the San Juan Index or any recognized index that may replace the San Juan Index.

(3) Should the variable cost of gas exceed \$4.00 per therm, the billed rate to consumers shall not reflect the cost of gas over that amount until the rate is approved by an ordinance of the council.

Sec. 40-152. - Gas rate schedules 7L and 7N.

(a) Applicability.

(1) Schedule 7L: Interdepartmental service—Incorporated County of Los Alamos.

(2) Schedule 7N: Schools service—Los Alamos public schools.

(b) Service charge.

(1) Per meter rated 250 CFH or less: ~~\$9.50 per month through September 30, 2022; \$10.26 per month after September 30, 2022; \$11.08 per month after September 30, 2023; \$11.97~~ \$13.00 per month after September 30, 2024; ~~\$12.57~~ \$14.25 per month after September 30, 2025;

(2) Per meter rated more than 250 CFH: ~~\$28.50 per month through September 30, 2022; \$30.78 after September 30, 2022; \$33.24 per month after September 30, 2023; \$35.90~~ \$39.00 per month after September 30, 2024; ~~\$37.70~~ \$41.25 per month after September 30, 2025.

(c) Gas consumption charge.

(1) The gas consumption charge for schedules 7L and 7N shall be made up of three components: fixed cost recovery, a variable cost of gas component, and an extraordinary gas cost recovery fee.

i. The fixed cost recovery shall be ~~\$0.20~~ \$0.24 per therm (one therm is equal to 100,000 British Thermal Units (BTU)) ~~through September 30, 2022; \$0.22 after September 30, 2022; \$0.24 after September 30, 2023; \$0.26~~ \$0.28 after September 30, 2024; ~~\$0.27~~ \$0.30 after September 30, 2025.

ii. The variable cost of gas rate shall be calculated each month based on the projected cost of gas for the billing month plus an adjustment for any prior over or under collection for gas purchases and/or gas transportation costs, provided, however that the variable cost of gas rate shall not be lower than \$0.11 per therm per month.

iii. ~~The extraordinary gas cost recovery charge shall be \$0.44 per therm per month and shall be assessed for two years from the effective date of this ordinance, ending not later than April 8, 2025. Upon full recovery of the extraordinary gas cost fee, the utility shall immediately terminate collecting this component of the gas consumption charge, and this component of the gas component charge shall automatically sunset.~~

(2) The projected cost of gas shall be at the rate as stated on the San Juan Index or any recognized index that may replace the San Juan Index.

(3) Should the variable cost of gas exceed \$4.00 per therm the billed rate to consumers shall not reflect the cost of gas over that amount until the rate is approved by an ordinance of the Council.

Section 3. Effective Date. This ordinance shall become effective upon adoption with the amended gas ordinance being applied for all billings on or after September 30, 2024.

Section 4. Severability. Should any section, paragraph, clause or provision of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance.

Section 5. Repealer. All ordinance or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

ADOPTED this 30th day of July 2024.

**COUNCIL OF THE INCORPORATED
COUNTY OF LOS ALAMOS**

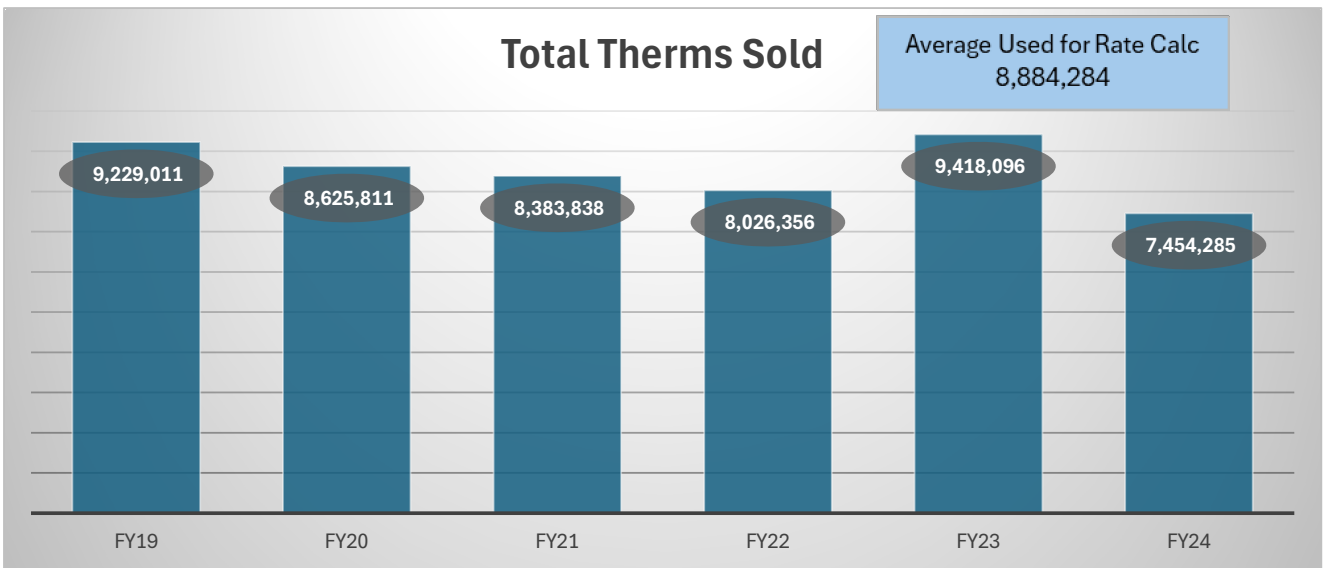
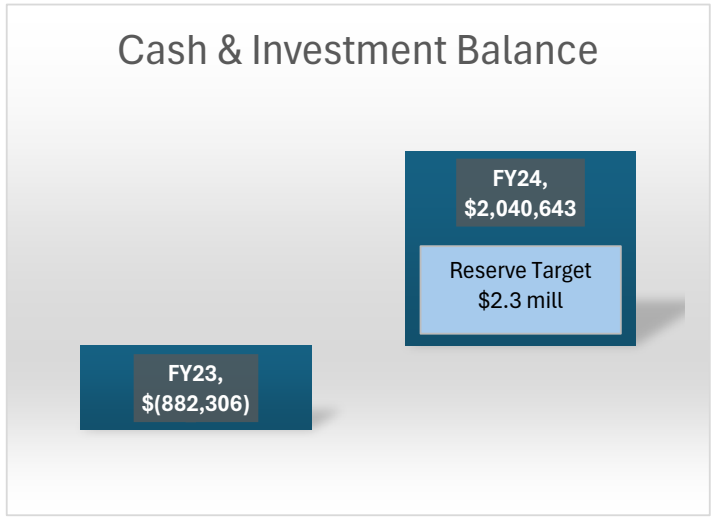
**Denise Derkacs,
Council Chair**

ATTEST: (SEAL)

**Naomi D. Maestas,
Los Alamos County Clerk**

EXPENDITURE SUMMARY

	FY2023 Actual	FY2024 Revised Bud	FY24 Actual as of 5/20/24	FY2025 ADOPTED	FY2026 PROJECTED
A Operations Staffing Related	\$ 1,084,388	\$ 1,029,011	\$ 777,788	\$ 1,304,690	\$ 1,308,466
B Gas Distribution	75,047	178,276	413,196	152,100	152,100
C Gas Meters	55,951	62,500	82,486	62,500	62,500
D Interdepartmental Charges	427,505	526,059	442,818	493,791	497,483
E Eng. Cust Svc. MR and Admin	642,437	1,207,067	400,551	872,580	892,236
F In Lieu Taxes & Franchise fee	301,740	488,830	186,109	310,439	314,822
G Capital Expenditures	1,077,362	789,721	151,496	375,000	550,000
	<u>\$ 3,664,430</u>	<u>\$ 4,281,464</u>	<u>\$ 2,454,445</u>	<u>\$ 3,571,100</u>	<u>\$ 3,777,607</u>
H Cost of Gas	9,923,057	13,000,000	2,441,816	7,000,000	7,560,000
I Profit Transfer	345,845	928,243	490,612	527,058	556,046
A thru H Total Expenditures w/ COG	\$ 13,587,487	\$ 17,281,464	\$ 4,896,260	\$ 10,571,100	\$ 11,337,607
A thru G, plus I Total with Rev Transfer Excluding COG	\$ 4,010,275	\$ 5,209,707	\$ 2,945,057	\$ 4,098,158	\$ 4,333,653
TOTAL REVENUE EXCLUDING COST OF GAS PASS THROUGH				<u>\$ 4,056,001</u>	<u>\$ 4,350,648</u>



Customer Charge Revenue FY25	Customers	Cust Charge	Annual Revenue
Less Than 250 CFH	7,576	\$ 13.00	\$ 1,181,856
Greater Than 250 CFH	123	\$ 39.00	\$ 57,564
			<u>\$ 1,239,420</u>

Fixed Cost Recovery Rate per Therm	Therms Sold*	Rate	Revenue
Residential	6,219,428	\$ 0.32	\$ 1,990,217
Commercial	2,005,068	\$ 0.32	\$ 641,622
County	432,030	\$ 0.28	\$ 120,969
Schools	227,758	\$ 0.28	\$ 63,773
*5 year historical average	<u>8,884,284</u>		<u>\$ 2,816,581</u>
FY2023 total therms sold	9,418,096		
FY2024 total therms sold (10 mo actual, 2 mo est)	7,454,285		
TOTAL REVENUE EXCLUDING COST OF GAS PASS THROUGH			<u><u>\$ 4,056,001</u></u>

MONTHLY CHANGE IN GAS BILL EXCLUDING COST OF GAS				
	FY23	FY24	FY25	FY26
Average Residential Customer				
Customer Charge	\$ 10.26	\$ 11.08	\$ 13.00	\$ 14.25
Fixed Cost Recovery Rate @ 65 therms	16.25	17.55	20.80	22.10
Total	\$ 26.51	\$ 28.63	\$ 33.80	\$ 36.35
Average Monthly Increase		\$ 2.12	\$ 5.17	\$ 2.55
Average Annual Increase		\$ 25.44	\$ 62.04	\$ 30.60
Blended Average Increase %		8%	18%	8%

MONTHLY CHANGE IN GAS BILL INCLUDING COST OF GAS				
	FY23	FY24	FY25	FY26
Average Residential Customer				
Customer Charge	\$ 10.26	\$ 11.08	\$ 13.00	\$ 14.25
Fixed Cost Recovery Rate @ 65 therms	16.25	17.55	20.80	22.10
Average Variable Cost of Gas (pass-through)	51.35	42.25	48.10	52.00
Total	\$ 77.86	\$ 70.88	\$ 81.90	\$ 88.35
Average Monthly Increase		\$ (6.98)	\$ 11.02	\$ 6.45
Average Annual Increase		\$ (83.76)	\$ 132.24	\$ 77.40
Blended Average Increase %		-9%	16%	8%

RESIDENTIAL	FY23	FY24	FY25	FY26
Fixed Cost Recovery Rate	\$0.25	\$0.27	\$0.32	\$0.34
Average Variable Cost of Gas (pass-through)	\$0.79	\$0.65	\$0.74	\$0.80
	3 mo of sunset	8 mo of sunset		



LOS ALAMOS

**County of Los Alamos
Minutes
Board of Public Utilities**

1000 Central Avenue
Los Alamos, NM 87544

*Robert Gibson, Chair; Eric Stromberg, Vice-chair;
Matt Heavner, Charles Nakhleh, and Steve Tobin, Members;
Philo Shelton, Ex Officio Member
Anne Laurent, Ex Officio Member
Theresa Cull, Council Liaison*

Wednesday, June 26, 2024

5:30 PM

Municipal Building, Council Chambers

Public Participation: In person or <https://us06web.zoom.us/j/88515885437>

1. CALL TO ORDER

This regular meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, June 26, 2024 at 1000 Central Avenue in Council Chambers. Board Chair Robert Gibson called the meeting to order at 5:30 p.m. Members of the public were notified of the ability to participate and provide public comment in-person or over Zoom. The following board members were in attendance:

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

Remote: 1 - Board Member Stromberg

2. PUBLIC COMMENT

Chair Gibson called for public comment on items on the Consent Agenda or those not otherwise included on the agenda - there was none.

3. APPROVAL OF AGENDA

Chair Gibson called for discussion or a motion.

Member Tobin moved and Member Nakhleh seconded that the agenda be approved as presented. The motion passed by the following vote:

Yes: 5 - Members Heavner, Nakhleh, Tobin, Stromberg and Gibson

4. BOARD BUSINESS

4.a. Chair's Report

Chair Gibson reported that he manned the county booth at Farmer's Market on May 23 and plans to do so again on June 27. He also reported that the Audit Entrance Conference is scheduled for July 30.

No action was taken on this item.

(1.) [18903-24](#) Recognition of Steve Tobin, Board Member

Chair Gibson presented Member Tobin with a certificate and thanked him for his five years of service. A copy of the certificate was provided in the meeting packet. Chair Gibson then provided an opportunity for others to say a few words about Member Tobin:

- Member Gibson spoke.
- Member Nakhleh spoke.
- Member Heavner spoke.
- Member Stromberg spoke.
- Mr. Shelton spoke.

Ms. Anne Laurent took a photo of Chair Gibson, Member Tobin, and Mr. Shelton. The meeting then recessed for a short refreshment break.

No action was taken on this item.

RECESS 5:26 - 5:45 pm

4.b. Board Member's Reports

There were none.

No action was taken on this item.

4.c. Utilities Manager's Report

Mr. Shelton reviewed his written report which is attached to the minutes. He provided summarized comments and responded to board member inquiries as appropriate. The following individuals spoke:

- Member Heavner
- Member Gibson

No action was taken on this item.

4.d. County Manager's Report

Ms. Anne Laurent provided updates on recent County activities. She also provided an overview of the Fourth of July Activities in White Rock, which will include a Prince cover band, drone show, and fireworks. Ms. Laurent encouraged everyone to use the transit system since parking will be very limited at Overlook Park. She also reported that she and County Council have been invited to two meetings with the Governor next week. One regarding outpatient treatment as an alternative to incarceration, and the second regarding public safety and homelessness. There were no questions from board members.

No action was taken on this item.

4.e. Council Liaison's Report

Council Vice Chair Cull participated remotely and reported on recent Council activities that were of note to the board and department:

1. June 11th regular session - Council heard a citizen petition regarding traffic safety in White Rock, the approved modifications to Chapter 6 of the Animal Code. Council also considered the formation of a Diversity Equity and Inclusion (DEI) Board/Task Force and B&C Work Plans for calendar year 2024.
2. June 18th work session - DOE Environmental Management presented to Council B&C presentations, and there was a briefing by the County Intergovernmental Affairs Manger on

current issues.

3. June 25th regular session - Council approved the FY25 salary plan, reviewed the affordable housing plan, and approved salary adjustments for contract employees.

There were no questions from board members.

No action was taken on this item.

4.f. Environmental Sustainability Board Liaison's Report

Mr. Armand Groffman was absent and did not submit a written report.

No action was taken on this item.

4.g. General Board Business

- (1.) [18771-24b](#) Final Review of the Board of Public Utilities Annual Presentation to County Council

Chair Gibson presented the final draft of the presentation to County Council. He welcomed suggestions from the board. The board discussed. Mr. Shelton and Mr. Marez provided clarifying information. Chair Gibson then called for a motion.

Member Nakhleh moved and Member Tobin seconded that the Board of Public Utilities approve the County Council Briefing presentation with any changes as discussed and ask the chair to present it to the County Council. The motion passed by the following vote:

Yes: 4 - Board Members Heavner, Nakhleh, Tobin, Stromberg, and Gibson

4.h. Board Expenses

None

No action was taken on this item.

5. PUBLIC HEARING(S)

- 5.a. [CO0693-24.2](#) Approval and Recommendation of Incorporated County of Los Alamos Code Ordinance No. 02-359; An Ordinance Amending Chapter 40, Article III, Sections 40-151 and 40-152 of the Code of the Incorporated County of Los Alamos Relating to Gas Rate Schedules

This Code Ordinance was introduced to the Board of Public Utilities at the work session on June 5, 2024. Ms. Karen Kendall, Deputy Utility Manager - Finance & Administration presented an overview and stood for questions. The following individuals spoke:

Member Tobin

Member Gibson

Chair Gibson provided an opportunity for public comment. No members of the public were present in person or online via Zoom.

Chair Gibson then asked the board if there was further discussion; there was none.

These individuals spoke:

Member Gibson

Member Tobin

Member Heavner moved and Member Nakhleh seconded that the Board approve Incorporated County of Los Alamos Code Ordinance No. 02-359; An Ordinance Amending Chapter 40, Article III, Sections 40-151 and 40-152 of the Code of the Incorporated County of Los Alamos Relating to Gas Rate Schedules and forward to Council for introduction and adoption. The motion passed by the following vote:

Yes: 5 - Board Members Heavner, Nakhleh, Tobin, Stromberg and Gibson

- 5.b. [OR1025-24a](#) Approval and Recommendation of Incorporated County of Los Alamos Ordinance No. 734; An Ordinance Authorizing the Incorporated County of Los Alamos (Borrower) to Enter Into a Loan Agreement with the New Mexico Environment Department (NMED) for the Purpose of Obtaining Project Loan Funds in the Principal Amount of \$1,500,000, Plus 1% Accrued Interest and Loan Subsidy Grant Funds in the Amount of \$500,000; for a Total Funded Amount of \$2,000,000; Designating the Use of the Funds for the Purpose Defined in the Most Current Project Description Form as Approved by NMED; Declaring the Necessity for the Loan; Providing that the Loan will be Payable and Collectible Solely from the Borrower's Pledged Revenues Defined; Prescribing Other Details Concerning the Loan and the Security for that Purpose

This ordinance was introduced by Mr. James Alarid, Deputy Utility Manager - Engineering. He provided an overview and stood for questions from the board. The following individuals spoke:

Member Gibson

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

Member Nakhleh moved and Member Stromberg seconded that the Board of Public Utilities recommends Incorporated County of Los Alamos Ordinance No. 734; An Ordinance Authorizing the Incorporated County of Los Alamos (Borrower) to Enter Into a Loan Agreement with the New Mexico Environment Department (NMED) for the Purpose of Obtaining Project Loan Funds in the Principal Amount of \$1,500,000, Plus 1% Accrued Interest and Loan Subsidy Grant Funds in the Amount of \$500,000; for a Total Funded Amount of \$2,000,000; Designating the Use of the Funds for the Purpose Defined in the Most Current Project Description Form as Approved by NMED; Declaring the Necessity for the Loan; Providing that the Loan will be Payable and Collectible Solely from the Borrower's Pledged Revenues Defined; Prescribing Other Details Concerning the Loan and the Security for that Purpose, and Forward to Council for Introduction and Adoption. The motion passed by the following vote:

Yes: 5 - Board Members Heavner, Nakhleh, Tobin, Stromberg and Gibson

- 5.c. [RE0601-24a](#) Approval and Recommendation of Incorporated County of Los Alamos Resolution No. 24-13 Assigning Signatory for Administration of Rural

Infrastructure Loan and Grant Agreement RIP-00059 for the Water Production Wells Mechanical and Electrical Upgrades Project

Mr. James Alarid, Deputy Utility Manager - Engineering presented. He explained how this is related to Code Ordinance No. 02-359. His written report was provided in the meeting packet. Chair Gibson provided an opportunity for board members to ask clarifying questions. There were none.

Chair Gibson then provided an opportunity for public comment; there was none. He then asked if there was further board discussion; there was none.

Member Stromberg moved and Member Tobin seconded that the Board recommends Incorporated County of Los Alamos Resolution No. 24-13, a Resolution Assigning Signatory for Administration of Rural Infrastructure Loan and Grant Agreement RIP-00059 for the Water Production Wells Mechanical and Electrical Upgrades Project and forward to Council for Adoption. The motion passed by the following vote:

**Yes: 4 - Board Members Heavner, Nakhleh, Tobin and Gibson
Remote: 1 - Board Member Stromberg**

6. CONSENT AGENDA

Chair Gibson called for a motion.

Member Tobin moved and Member Heavner moved that the Board of Public Utilities approve the items on the Consent Agenda as presented and that the motions in the staff reports be included in the minutes for the record. The motion passed by the following vote:

**Yes: 4 - Board Members Heavner, Nakhleh, Tobin and Gibson
Remote: 1 - Board Member Stromberg**

6.a. [18078-24](#) Approval of Board of Public Utilities Meeting Minutes - May 2024

**** I move that the Board of Public Utilities approve the minutes for the May 1st and May 15th meetings as presented. ****

6.b. [AGR1053-24](#) Approval of Services Agreement No. AGR24-63 with Transmission & Distribution Services, LLC in the amount of \$104,985.00, a \$25,000 project contingency, plus Applicable Gross Receipts Tax, for the Purpose of Designing a New Electric Distribution Line to Replace the Existing EA4 Feeder Line.

**** I move that the Board of Public Utilities approve Services Agreement No. AGR24-63 with Transmission & Distribution Services in the amount of \$104,985.00, plus applicable gross receipts tax, for the Purpose of Designing a New Electric Distribution Line to Replace the Existing EA4 Feeder Line. ****

7. DEPARTMENT BUSINESS

7.a. [18576-24](#) Quarterly Conservation Program Update FY24/Q4

Ms. Abbey Hayward, Water & Energy Conservation Coordinator presented on activities for April through June 2024. A written report and related attachments were included in the meeting packet. Ms. Hayward responded to board member inquiries and provided clarifying information as appropriate. The following individuals spoke:

- Member Gibson
- Member Tobin
- Mr. Olbrich

No action was taken on this item.

8. STATUS REPORTS

8.a. [18088-24](#) Status Reports

The written reports were provided in the meeting packet. Mr. Shelton stood for questions. The following individuals spoke:

- Member Stromberg

No action was taken on this item.

9. UPCOMING AGENDA ITEMS

9.a. [18067-24](#) Tickler File for the Next Three Months

Chair Gibson called for additional items or changes; there were none.

No action was taken on this item.

10. PUBLIC COMMENT

Chair Gibson provided an opportunity for public comment on any subject; there was none.

11. ADJOURNMENT

The meeting adjourned at 7:18 pm

APPROVAL

Board of Public Utilities Chair Name

Board of Public Utilities Chair Signature

Date Approved by the Board

ATTACHMENTS

(In agenda order.)

4.C. Utilities Manager's Report 6/26/24

5a.E. Ten Year Forecast - Gas

Utilities Manager's Report
June 26, 2024

1. County Council last night approved a new job description called a Resource Coordinator under the electric production division. There are no increases required to the FTE count and no planned budget increase because of the reduction of overtime that will be built into the new Electric Production's team schedules. This job description is exempt and creates an opportunity for advancement within this division with the goal of improving retention. It is planned for eventually filling two people under this job description as the current team meets the qualifications and this job will not only cover the power system operators' vacation and training, but it will also oversee planning how to best economically dispatch carbon-free resources.
2. DPU is actively recruiting for the GWS positions to form a dedicated natural gas team and for engineers to support the electric distribution projects. Finally, we have received four retirement notices that we are recruiting for their replacements.
3. The Jemez Mountain Fire protection Project will need to be broken up into four construction phases. The first construction phase is to build the pipeline from DOE tank site to the Forest Service and it will go out to bid in July. The FEMA grant request has been changed into a step grant process because of the congressionally directed spending. First, since Senator Lujan awarded the project \$450,000, the team had to carve out the water tank as a sub-grant project. The award of these funds is planned to be in place by September 30, 2024. I want to thank James Alarid and Ernesto Gallegos for completing a 30-page sub-grant application for the tank element. Next, the undergrounding and elimination of overhead power lines is on hold until the tank project is awarded and under contract. This step process is delaying the project implementation by at least 6 months. The first construction bid project will use the \$7 Million received by the State of NM due to grant timelines. To date the project has \$7 million and \$900,000 from the State, \$450,000 from Senator Lujan, a local match of \$2 million from Pajarito, and \$2 Million from County general fund. The FEMA undergrounding request is just under \$8 million. If the FEMA undergrounding grant comes through, then the project is anticipated to be fully funded. The total project costs are estimated to be between \$18 and \$20 Million.
4. N3B's Technical Working Group made the first of a two-part presentation on Protecting Water Quality. The topics covered were Surface Water & Storm Water Monitoring, Storm Water Corrective Actions, Groundwater Monitoring, Groundwater Remediation, and Drilling & Well Maintenance.
5. San I. Development Services has requested a power drop at Totavi Gas Station for a cellular tower. Electric Distribution has prepared a cost estimate and County Attorney's office is preparing an agreement to allow for this work and any future operation and maintenance activities. The new tower is anticipated to be installed in three or four months. This service is anticipated to be a short-term solution until Jemez Electric Coop can serve San Ildefonso.

San I. Services is reviewing a MOA to allow for the construction of a fiber conduit in coordination with the SR-4 water supply line replacement. This project will also go out to bid in July. Finally, the request for development of solar and battery storage is planned to go out in the next two months. The tribe is in the process of surveying the site and doing the archeological clearances.

6. UAMPS Projects:

1. CFPP continues the wind-down activities, and the project costs are still contained within the NuScale credit support amount.
2. The natural gas study preliminary cost estimates are on the high side and in addition PacifiCorp has increase their transmission rates by 45% to \$9.45/MWh. UAMPS transmission team is going to assist with providing LAC a better cost to deliver this power with coupling the gas peaking plant to see if we want to continue with this project. The same concerns will extend to the geothermal project.
3. The Geothermal Project initial study identified a delay in delivering power from 2027 to now scheduled between 2029 and 2030, and a need to escalate the proposed costs for both projects. No further details were provided on what the revised project costs will be. The membership decided to continue to work with the company and issue another RFP for geothermal projects since this one has slowed down and costs are not confirmed.

7. Mr. Ben Olbrich and I met with Kit Carson Electric General Manager Luis Reyes to discuss potential partnership projects. Kit Carson is looking to build a solar plus hydrogen storage project at the Questa Mine that recently closed. The closed mine must treat 1 million gallons per day and this treated water would be the water source to generate hydrogen. Kit Carson also has a propane business that could supplement the hydrogen electric generation should the generation of hydrogen fall short. Kit Carson is looking for a partner to scale up with and provide jobs for northern New Mexico. Mr. Reyes will prepare a more detailed presentation that can be made to the ECA and Board after some preliminary studies on the project are finalized.

8. Attended the national APPA Conference in San Deigo. There were about 150 vendors there on site that support electric utility operations. Lots of solar plus battery and wind, and EV charging vendors as well as engineering, billing and SCADA monitoring type vendors. The new utility scale iron battery by ESS is presently being piloted at SMUD. This iron battery fills the 6-to-12-hour period for BESS. Another APPA member is piloting a project where parked electric school buses can be utilized to support peak shaving. There was a payment kiosk company there that could be a good option for an installation in White Rock at maybe the library to help customers avoid heading up to the townsite to pay their utilities bills. UAMPS also held their board meeting following the conference. Finally, I joined the APPA Energy Transition Community Working group to stay current with the industry and learn of any new approaches to delivering energy to our community.

MEMORANDUM



Department of Public Utilities

Electric, Gas, Water, and Wastewater Services

Administrative Offices

1000 Central Avenue, Suite 130

Los Alamos, NM 87544

P 505.662.8333 F 505.662.8005

customercare@lacnm.us

ladpu.com/dpu

DATE: June 25, 2024

TO: Philo Shelton

FROM: Stephen Marez

CC: Robert Gibson

RE: Research into the impacts of Distributed Generation on the grid

Mr. Shelton,

I am working with staff to collect data from neighborhoods with large solar content.

We are collecting consumption data and system load data during different times and weather conditions. This data will provide some insight as to the impact of solar on the different system phases. I am also working on the installation of Sweitzer equipment to construct an electric distribution SCADA system. The installation of In line sensors and station communications will be the best method of monitoring the system. Once this type of real time access is available, I will be able to determine the true impact of DG on the system and determine a point at which the system will need to be managed by policy changes. I currently do not have sufficient data to present an accurate report to the board.

The upcoming report and defined scope of work for the electrification study will provide greater detail into the plans for the utility to address the impacts of DG.

Stephen Marez

BOARD OF PUBLIC UTILITIES
 ADDITIONAL MEETING DOCUMENTS

Additional or revised information or documents are often distributed to members at the meetings. Whenever possible, this informational cover page will accompany those documents.

MEETING DATE	June 26, 2024
AGENDA ITEM	<p>5.a. CO0693-24.2 Approval and Recommendation of Incorporated County of Los Alamos Code Ordinance No. 02-359; An Ordinance Amending Chapter 40, Article III, Sections 40-151 and 40-152 of the Code of the Incorporated County of Los Alamos Relating to Gas Rate Schedules</p> <p><i>Presenter:</i> Karen Kendall, Deputy Utilities Manager – Finance</p>
ATTACHMENTS	Additional
<p>NEW OR REVISED? Is this a revision that is different from what was in the agenda packet, or is it something entirely new?</p>	New
<p>RECOMMENDED ACTION If you have a new or revised recommended motion for the Board, enter it here.</p>	N/A
<p>ADDITIONAL INFORMATION Please VERY BRIEFLY explain the purpose of this information or document.</p>	2025-2034 Ten Year Forecast

GAS	PROPOSED	PROJECTED	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
REVENUE/CASH INFLOW										
Therm Sales	8,884,284	8,884,284	8,884,284	8,884,284	8,884,284	8,884,284	8,884,284	8,884,284	8,884,284	8,884,284
Revenue per Therm	1.244	1.341	1.394	1.450	1.494	1.538	1.569	1.600	1.633	1.665
Rate Increase Percentage**	16.0%	8.0%	4.0%	4.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%
Sales Revenue	\$ 11,056,001	\$ 11,910,648	\$ 12,387,074	\$ 12,882,557	\$ 13,269,034	\$ 13,667,105	\$ 13,940,447	\$ 14,219,256	\$ 14,503,641	\$ 14,793,714
Interest on Cash & Reserves	37,491	13,833	13,022	(4,516)	(4,897)	(1,742)	5,302	16,611	29,585	47,563
Revenue on Recoverable Work	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
TOTAL REV - CASH INFLOWS	\$ 11,113,492	\$ 11,944,481	\$ 12,420,096	\$ 12,898,041	\$ 13,284,137	\$ 13,685,363	\$ 13,965,749	\$ 14,255,867	\$ 14,553,226	\$ 14,861,277
EXPENSES/CASH OUTFLOWS										
Operational Expenditures	\$ 3,196,100	\$ 3,227,607	\$ 3,511,224	\$ 3,616,560	\$ 3,725,057	\$ 3,836,809	\$ 3,951,913	\$ 4,070,471	\$ 4,192,585	\$ 4,318,362
Cost of Gas	7,000,000	7,560,000	7,786,800	8,020,404	8,261,016	8,508,847	8,764,112	9,027,035	9,297,846	9,576,782
Capital	375,000	550,000	475,000	475,000	75,000	75,000	75,000	175,000	175,000	175,000
Revenue Transfer	527,058	556,046	553,238	755,169	785,376	816,791	849,463	883,441	918,779	955,530
TOTAL EXP-CASH OUTFLOWS	\$ 11,098,158	\$ 11,893,653	\$ 12,326,262	\$ 12,867,133	\$ 12,846,449	\$ 13,237,447	\$ 13,640,488	\$ 14,155,947	\$ 14,584,210	\$ 15,025,674
NET CASH FLOW	\$ 15,334	\$ 50,828	\$ 93,834	\$ 30,908	\$ 437,688	\$ 447,916	\$ 325,261	\$ 99,920	\$ (30,984)	\$ (164,397)
BEGINNING CASH BALANCE	1,519,032	1,534,366	1,585,194	1,679,028	1,709,936	2,147,623	2,595,539	2,920,799	3,020,719	2,989,735
ENDING CASH BALANCE	\$ 1,534,366	\$ 1,585,194	\$ 1,679,028	\$ 1,709,936	\$ 2,147,623	\$ 2,595,539	\$ 2,920,799	\$ 3,020,719	\$ 2,989,735	\$ 2,825,337
Operations Reserve Target	\$ 1,657,034	\$ 1,670,388	\$ 1,720,500	\$ 1,772,114	\$ 1,825,278	\$ 1,880,036	\$ 1,936,437	\$ 1,994,531	\$ 2,054,367	\$ 2,096,293
Capital Expen Reserve Target	408,295	408,295	408,295	408,295	408,295	408,295	408,295	408,295	408,295	408,295
Contingency Reserve Target	269,321	273,361	277,461	281,623	285,847	290,135	294,487	298,905	303,388	307,939
TOTAL RESERVE TARGET	\$ 2,334,650	\$ 2,352,044	\$ 2,406,256	\$ 2,462,032	\$ 2,519,420	\$ 2,578,466	\$ 2,639,219	\$ 2,701,731	\$ 2,766,050	\$ 2,812,527
Diff End Cash Bal vs. Reserve Target	\$ (800,284)	\$ (766,850)	\$ (727,228)	\$ (752,096)	\$ (371,797)	\$ 17,073	\$ 281,580	\$ 318,988	\$ 223,685	\$ 12,810

** Rate previously approved by Council is 3% in 2025 and 2% in 2026



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

July 17, 2024

Agenda No.: 6.b.
Index (Council Goals):
Presenters: James Alarid, Deputy Utilities Manager - Engineering
Legislative File: 18894-24

Title

Approval of Utility Portion of IFB24-74 for the Bathtub Row Reconstruction Project

Recommended Action

I move that the Board of Public Utilities recommend the utility portion of Bid No. 24-74 for the purpose of Bathtub Row Reconstruction Project with TLC Company, Inc. in the amount of \$3,155,215.00 and a contingency in the amount of \$315,521.50, for a total of \$3,470,736.50, plus Applicable Gross Receipts Tax, I further move that the Board of Public Utilities recommend Budget Revision 2025-02 in the amount of \$1,140,334.00 and include the attached budget revision in the minutes for the record, and forward to Council for approval.

Utilities Manager's Recommendation

The Utilities Manager recommends that the Board recommend these motions as presented.

Body

The Bathtub Row Reconstruction Project is a joint project with the Public Works Department constructing improvements to both the roadway and utilities in downtown Los Alamos. The project will reconstruct the roadway and water lines in Bathtub Row, Nectar Street, Peach Street and 15th Street. The waterlines are approximately 75 years old and at the end of their service life. Water transmission lines will be replaced and rerouted into the roadways. Most notably will be the elimination of several hundred feet of steel transmission line that is located beneath existing buildings. Bathtub Row was named to recognize the homes as being the first with running water in the community. The water and sewer lines serving the homes along Bathtub Row are some of the oldest in the community and will be replaced with the project. One bid was received for the project. The water line work came in \$1,140,333.90 over the budgeted funding which requires a budget revision from water fund to cover the overrun. Phase I of the work will begin this fall in the area of Fuller Lodge. Work will be suspended through the winter and then resume in the spring of 2025 with a scheduled completion date of October 2025.

Alternatives

If the Board does not approved the utility portion of IFB24-74 the project will not be awarded. Staff will coordinate with the Public Works department on the options to re-bid or defer the project.

Fiscal and Staff Impact/Planned Item

The project is budgeted as follows in fiscal year 2025:

Water Distribution	\$1,304,000.00 (Profit Transfer)
Water Production	\$1,040,000.00
Wastewater	\$ 232,000.00

Budget revision 2025-02, in the amount of \$1,140,334.00, is presented for approval to cover the additional water funding needed to award the project.

Attachments

A - Project Description and Vicinity Map

B - Budget Revision 2025-02

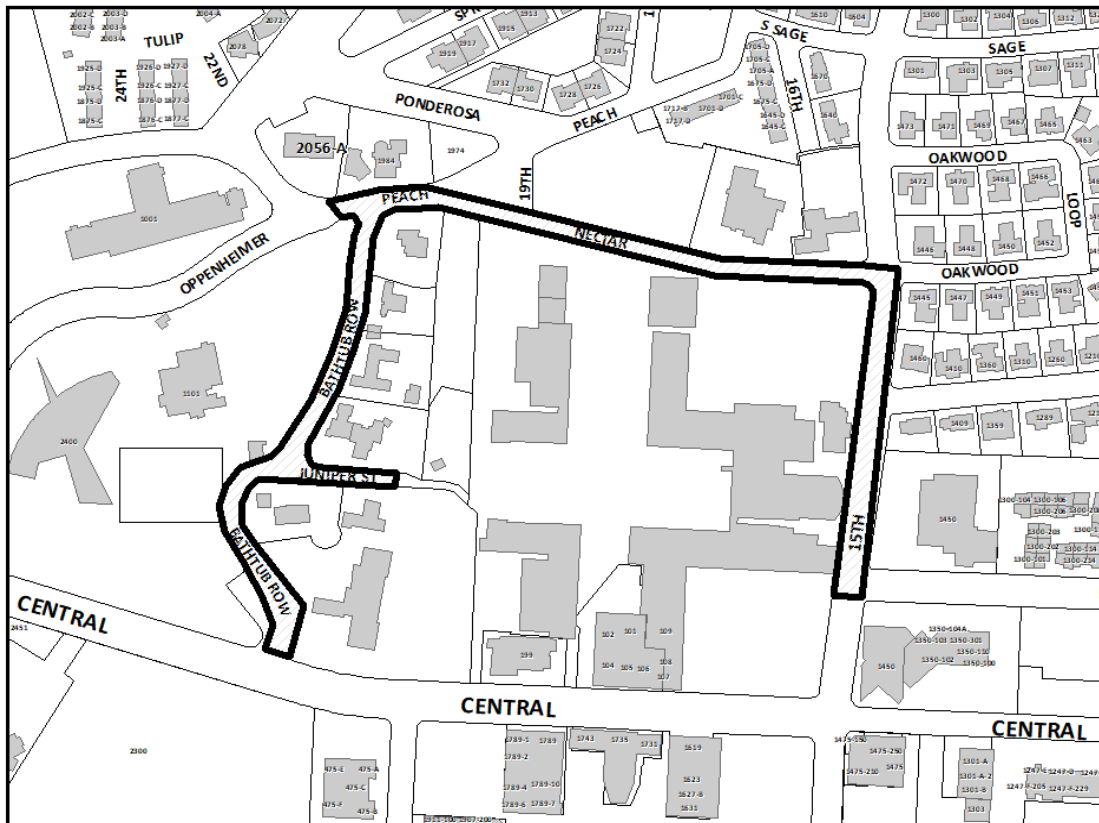
WATER DISTRIBUTION / WATER PRODUCTION / WASTEWATER COLLECTION

FY25: Bathtub Row/Nectar/Peach (Public Works Road Project)

Project Scope: This project will be a joint project between DPU and the Public Works Department to re-pave the roadway and replace utility infrastructure beneath the new road. The project will be on Bathtub Row, Peach Street and Nectar Street. 1940's vintage sections of waterlines will be replaced and sewer lines will be replaced along Bathtub Road. The water distribution portion of the project will be funded by profit transfer monies allocated to the DPU by the County Council.

Budget:	Water Distribution (Profit Transfer)	\$ 1,304,000
	Water Production	\$ 1,040,000
	Waste Water Collection	\$ 478,000
	Total	\$ 2,822,000

Schedule: Fall 2024 - Fall 2025



Budget Revision 2025-02

BPU Meeting Date: July 17, 2024

Council Meeting Date: July 30, 2024

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Joint Utilities Fund - Water Distribution	54185499	8369	\$ -	\$ 667,657	\$ -	\$ (667,657)
2	Joint Utilities Fund - Water Production	54285699	8369	\$ -	\$ 472,677	\$ -	\$ (472,677)

Description: The purpose of this budget revision is to cover the additional water funding needed to award the Bathtub Row Roadway and Utility Reconstruction Project.

Fiscal Impact: The net fiscal impact to the Joint Utilities Fund is an increase in expenditures and decrease in fund balance by \$1,140,334.

Karen Kendall

07/10/2024

Preparer

Date

Erika Thomas

Budget & Performance Manager



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

July 17, 2024

Agenda No.: 6.c.
Index (Council Goals): DPU FY2022 - 1.0 Provide Safe and Reliable Utility Services; Quality Excellence
- Effective, Efficient, and Reliable Services
Presenters: James Alarid, Deputy Utilities Manager - Engineering
Legislative File: 18906-24

Title

Approval of Task Order No. 3, AGR 24-04c with Dub-L-EE for the Purpose of the White Rock Sewer Force Main Replacement Project

Recommended Action

I move that the Board of Public Utilities approve Task Order No. 3, AGR 24-04C for the Purpose of the White Rock Sewer Force Main Replacement Project with Dub-L-EE in the Amount of \$111,844.49 and a contingency in the amount of \$20,000, for a total of \$131,844.49, plus Applicable Gross Receipts Tax.

Utilities Manager's Recommendation

The Utilities Manager recommends that the Board approve as presented.

Body

The existing sewer force main that conveys sewage from the Rio Bravo Sewer Lift Station to the receiving gravity sewer line in White Rock has been observed leaking where the force main is installed in a steel casing above ground across a small canyon in White Rock. An engineering consultant was hired to evaluate the structural integrity of the steel casing and its associated support structures and investigate the leak. The casing was found to be structurally sound and the leak was from the pipe inserted inside of the casing. This project will replace the existing 4" pipeline with a new 3" HDPE line inside the steel casing. The broken guards on the casing will be replaced separate from this task order.

Alternatives

If the task order is not approved, the project will be budgeted again next year due to the severe sewage spill that would occur if the pipeline were to fail.

Fiscal and Staff Impact/Planned Item

The project has been budgeted in the amount of \$180,000 in fiscal year 2025.

Attachments

- A - Force Main Photos
- B - Task Order No. 3, AGR24-04c



Figure 24: Pajarito Force Main Crossing Looking West



Figure 25: Pajarito Force Main Crossing Looking South

**Task Order #3
Dub-L-Ee
AGR24-04c**

Date Prepared: June 11th, 2024

Project Title: Pajarito Force Main Repair

Job Cost #: WC7920

Task Order Project Manager: Sam Herceg

Phone: (505) 709-8724

Department: Department of Public Utilities

Vendor Contact: Dub-L-Ee, (505) 292-1684

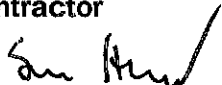
Scope of Work: DUB-L-EE will tap and plug existing forced main sewer to allow the installation of a new 3" HDPE pipe inserted to existing casing. Price also includes bypassing the force main, excavation, inserta valves, all backfilling and trenching. An itemized breakdown is included on page three (3) of this document.

Start Work Date: July 15, 2024

Complete Work By: August 12, 2024

Estimated Total Cost: (not to exceed amount): \$ 111,844.49
GRT: \$ 7,899.02
Final Estimate: \$ 119,743.51

Current Task Order Value	\$ 111,844.49	Less GRT
Estimated Value of all task orders to date, including this task order:	\$ 118,692.11	Less GRT
Remaining Contract Value:	\$ 6,881,307.89	Less GRT

Contractor	Date
	7/3/2024
Sam Herceg (Task Order PM)	Date

James Alarid (DPU Deputy Utility Manager)	Date
--	-------------

Philo Shelton (DPU Manager)	Date
------------------------------------	-------------



Building Efficiency Together

Date: 06/05/2024
 Job Name: Pajarito Forced Main Repair

DUB-L-EE
 (505)292-1684
 98 Hwy. 66 E
 Albuquerque, NM
 87123

Quote To: LACDPU PM
 Sam Herceg
 (505) 709-8724
 1000 Central Ave Suite 130
 Los Alamos, NM 87544

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Labor, Equipment and Material	1.00	LS	111,844.49	111,844.49

GRAND TOTAL **\$111,844.49**

NOTES:

Inclusions: Labor (Time and a half for weekend work) Equipment & Material. DUB-L-EE will tap and plug existing forced main sewer to allow the installation of a new 3" HDPE pipe inserted to existing casing. Price also includes bypassing the force main, excavation, inserta valves, all backfilling and trenching.

Exclusions: Hold Harmless Clause Premium Cost, New Mexico Gross Receipts Tax, Permits, Temporary Sewer, Toilet Facilities, Heat, Or Water, Carpentry, All Painting, Dewatering, Form Concrete, or Rebar, Asbestos Removal, Cutting or Patching of Architectural Surfaces, Including Pipe or Duct Penetration, Cutting, Removal, or Replacement of Concrete or asphalt, All Fire Protection, Revegetation Base, SWPPP, Wall or Roof Openings, Structural Roof Curbs, or Associated Frames, Rock Excavation, Engineering, Surveying, Electrical Wiring, Pro-Rata Utility Costs, Rerouting of existing Utilities, Restoration Fees, Utility Expansion Charges, and Standby Charges, Irrigation, Landscaping, Fire Stopping of Penetrations through Fire Rated Construction, Cost of Hauling of Trash from Job Site; Supplying or Dumping Job Dumpster, Design, Archeological Survey, Professional Fees, HAZMAT Remediation, Concrete, or Other Materials for Underground Ducts, Conduit Boxes, Wiring Fiber optics, Bond Premiums (If Bond is Required 2% Mark Up), All Concrete, Rip Raps,

CONTRACT NUMBER	DESCRIPTION	QTY	UNITS	PRICE	TOTAL
157	Medium Mob/Demob	2	EA	\$7,492.22	\$14,984.44
23	Tuff Trenching	550	LF	\$72.47	\$39,858.50
56	Pressure Connection	2	EA	\$9,796.49	\$19,592.98
66	4" HDPE Pipe	180	LF	\$24.98	\$4,496.40
74	4" Sewer Lateral	2	EA	\$6,689.37	\$13,378.74
36	Furnish & Install Ductile Ftg	227.159	LB	\$6.96	\$1,581.03
134	Work Superintendent	80	HR	\$109.37	\$8,749.60
154	Project Manager	15	HR	\$78.10	\$1,171.50
155	Safety Manager	15	HR	\$61.02	\$915.30
133	General Superintendent	80	hHR	\$83.95	\$6,716.00
24	Administrative Fee	1	EA	\$100.00	\$100.00
64	Administrative Fee	1	EA	\$100.00	\$100.00
78	Administrative Fee	1	EA	\$100.00	\$100.00
153	Administrative Fee	1	EA	\$100.00	\$100.00
GRAND TOTAL					\$111,844.49



County of Los Alamos

Los Alamos, NM 87544
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Staff Report

July 17, 2024

Agenda No.: 7.a.

Index (Council Goals): Environmental Stewardship - Carbon-Neutral Energy Supply; Quality Excellence - Effective, Efficient, and Reliable Services; DPU FY2022 - 1.0 Provide Safe and Reliable Utility Services; DPU FY2022 - 5.0 Achieve Environmental Sustainability

Presenters: Ben Olbrich, Deputy Utilities Manager - Power Supply

Legislative File: 18963-24

Title

Approval of Amendment No. 3 to Task Order #5 Under AGR21-50a for the Purpose of the Electric Vehicle Charger Project with Allied 360 Construction in the Amount of \$3,300, plus Applicable Gross Receipts Tax

Recommended Action

I move that the Board of Public Utilities approve the ratification of Amendment No. 3 to Task Order #5 under AGR21-50a for the Purpose of the Electric Vehicle Charger Project with Allied 360 Construction in the Amount of \$3,300, plus Applicable Gross Receipts Tax.

Utilities Manager's Recommendation

The Utilities Manager recommends that the Board approve as presented.

Body

On May 3, 2022, Council approved the expenditure of \$220,000 for the purchase, installation and operation of two (2) DC Fast Chargers, one (1) each at the Municipal Building and White Rock Visitor Center parking lots. The construction portion of this expenditure was for Task Order No. 5 with Allied 360, in the amount of \$84,616 plus applicable Gross Receipts Tax (GRT), based on the original cost estimate of \$67,578 with a 25% contingency. As the project schedule was repeatedly extended due to multiple material procurement delays, both material and labor rates increased allowed with the on-call agreement with Allied 360 when it crosses contract years. These material and labor rate increases, combined with additional unforeseen work performed under two prior amendments, fully consumed the contingency and overran the approved budget with Allied 360 by \$3,037.66 (3.5%).

To pay the contractor for services provided which exceed the task budget but are within the project budget, DPU requests the approval and ratification of Amendment No. 3 to Task Order #5 under AGR21-50a for the Purpose of the Electric Vehicle Charger Project with Allied 360 Construction in the Amount of \$3,300, plus Applicable Gross Receipts Tax.

Fiscal and Staff Impact/Planned Item

No change to project budget as the Amendment No. 3 value is below the existing project budget.

Attachments

- A - 20240717 TO #5 Amendment No. 3 presentation to BPU
- B - 20240711 TO #5 Amendment No. 3
- C - 20240711 TO #5 Initial and Current PO

Ratification of Amendment No. 3 for the EV Charger Project

Task Order #5 Funding

- May 3, 2022, Council approved \$220,000 for the purchase, installation and operation of two (2) DC Fast Chargers
- Construction through Task Order (TO) #5 under AGR21-50a with Allied 360, for \$84,616 plus applicable Gross Receipts Tax (GRT), based on the original cost estimate of \$67,578 with a 25% contingency

Approved TO #5 Budget

Original estimate		\$67,578.00
	GRT:	\$4,941.64
	Total Estimate:	\$72,519.64
Amendment #1	Install transformer	\$11,887.10
	GRT:	\$854.39
	Total Increase:	\$12,741.49
Amendment #2	Repair broken irrigation line	\$1,917.59
	GRT:	\$137.83
	Total Increase:	\$2,055.42
	Subtotal w/o GRT	\$81,382.69
	GRT (max)	\$5,933.86
	Total for Task Order #5	\$87,316.55

TO #5 Payments

Date	Invoiced	Invoiced w/o GRT	Adjusted w/o GRT	Invoiced GRT	Adjusted GRT
9/19/2022	\$ 18,505.17	\$ 17,264.30	\$17,264.30	\$ 1,240.87	\$ 1,211.98
10/17/2022	\$ 9,985.16	\$ 9,315.60	\$ 9,315.60	\$ 669.56	\$ 669.56
2/23/2023	\$ 29,152.82	\$ 27,197.97	\$27,097.97	\$ 1,954.85	\$ 1,867.99
2/23/2023	\$ 3,861.75	\$ 3,861.75	\$ 3,861.75	\$ -	\$ -
2/15/2024	\$ 16,515.10	\$ 15,425.66	\$ 5,415.87	\$ 1,089.44	\$ 823.42
5/1/2024	\$ 14,507.19	\$ 14,507.19	\$ 1,705.90	\$ 956.98	\$ 728.16
Total	\$ 92,527.19	\$ 87,572.47	\$84,661.39	\$ 5,911.70	\$ 5,301.10
TO #5 Budget Overrun			\$ 3,278.70		
Total Project Expenses w/o GRT: \$216,168.54					

Conclusion

- Total EV Charger Project budget w/o GRT has \$3,831.46 remaining
- Task Order #5 budget overrun w/o GRT is \$3,278.70
- Request ratification of Amendment No.3 to move \$3,300 of unspent project funds to TO #5

COUNTY OF LOS ALAMOS UTILITIES DEPARTMENT

**Allied 360, LLC.
PRICE AGREEMENT: AGR21-50A**

**Task Order No.: 5
Amendment No. 3**

Date Prepared: July 11, 2024

Project Title: Installation of DC Fast Chargers at the Municipal Building and White Rock Visitor Center parking lots

Job Cost #: [VW1001: \$72,519.64]

Task Order Project Manager: Ben Olbrich

Phone: (505) 662-8140

Department: LAC Public Utilities Dept.

Vendor Contact: Patrick Herrera (505) 470-5779

**Scope of Work: Install one DC Fast Charger at the Municipal Building parking lot
and one DC Fast Charger at the White Rock Visitor Center.**

Amendment #1: Installation work for 480V transformer.

Amendment #2: Repair of broken tee on irrigation line.

Amendment #3: Increased material and labor rates.

Start Work Date: 1/26/2022

Complete Work By: 3/31/2024

Estimated Total Cost: (not to exceed amount): \$ 67,578.00
GRT: \$ 4,941.64
Estimate: \$ 72,519.64

Amendment #1 \$ 11,887.10
GRT: \$ 854.39
Increase: \$ 12,741.49

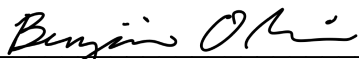
Amendment #2 \$ 1,917.59
GRT: \$ 137.83
Increase: \$ 2,055.42

Amendment #3 \$ 3,300.00
GRT: \$ 232.00
Increase: \$ 3,532.00

Total for Task Order #5 \$90,848.54

Current Task Order Value	\$ 84,682.69	Less GRT
Estimated Value of all task orders to date, including this task order:	\$ 206,991.39	Less GRT
Remaining Contract Value:	\$ 1,656,724.39	Less GRT

SIGNATURE PAGE

 7/11/2024
Project Manager Date

Allied 360 Date

DPU Deputy or Manager Date

Name: Philo S. Shelton III
Print

Purchase Order

INCORPORATED COUNTY OF LOS ALAMOS

Fiscal Year 2022

Page: 1 of: 1

INVOICE TO

DPU ADMIN
1000 CENTRAL AVE STE 130
LOS ALAMOS, NM 87544
Email: TRACEY.ALARID@lacnm.us
Phone: 505-663-1730

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND PACKING LIST.

Purchase Order **83927**

This Purchase Order subject to the Standard Terms and Conditions located at https://www.losalamosnm.us/government/departments/administrative_services/procurement unless agreed to in writing by County.

SUPPLIER

ALLIED 360 CONSTRUCTION LLC
C/O PATRICK HERRERA
P.O. BOX 1913
ESPANOLA, NM 87532

VENDOR NO: 24976

SHIP TO

101 CAMINO ENTRADA BLDG 5
DPU-ELECTRIC DISTRIBUTION
LOS ALAMOS, NM 87544
Email: HEATHER.GARCIA@LACNM.US

Procurement Contact Name		Requesting Division	Requestor Contact Name	Date Ordered	Date Required	
Miranda, Annalisa		852	HEATHER.GARCIA@LACN...	07/07/2022	07/07/2022	
NO.	ITEM	Description	QTY	UOM	Unit Price	Extended Price
1		REPLACES PO 83773 AGR21-50a TO 5 "The county shall have no obligation for payment of goods, services, or construction that were improperly or unlawfully procured." Incorporated County of Los Alamos Code of Ordinances Sec 31-233. AGR21-50a TO 5 VW1001 REPLACES PO 83773 Ship To: 101 CAMINO ENTRADA BLDG 5 DPU-ELECTRIC DISTRIBUTION REPLACES PO 83773 LOS ALAMOS, NM 87544 Email: HEATHER.GARCIA@LACNM.US	1.0		\$67,578.00	\$67,578.00
2		AGR21-50a TO 5 VW1001 REPLACES PO 83773 Ship To: 101 CAMINO ENTRADA BLDG 5 DPU-ELECTRIC DISTRIBUTION REPLACES PO 83773 LOS ALAMOS, NM 87544 Email: HEATHER.GARCIA@LACNM.US ***** PROJECT SUMMARY ***** E-VW1001-0 - - \$72,519.64 ***** GL SUMMARY ***** 512-510-C850-852-3-ED99-000-000-8369 \$72,519.64	1.0		\$4,941.64	\$4,941.64

By: *Annalisa Miranda*
Authorized Signature

PROCUREMENT

Total Ext. Price	\$72,519.64
PO Total	\$72,519.64

Purchase Order

INCORPORATED COUNTY OF LOS ALAMOS

Fiscal Year 2023

Page: 1 of: 1

INVOICE TO

DPU ADMIN
1000 CENTRAL AVE STE 130
LOS ALAMOS, NM 87544
Email: KAREN.SALAZAR@LACNM.US
Phone: 505-663-1730

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND PACKING LIST.

Purchase Order **85550**

This Purchase Order subject to the Standard Terms and Conditions located at https://www.losalamosnm.us/government/departments/administrative_services/procurement unless agreed to in writing by County.

SUPPLIER

ALLIED 360 CONSTRUCTION LLC
C/O PATRICK HERRERA
P.O. BOX 1913
ESPANOLA, NM 87532
VENDOR NO: 24976

SHIP TO

101 CAMINO ENTRADA BLDG 5
DPU-ELECTRIC DISTRIBUTION
LOS ALAMOS, NM 87544
Email: KAREN.SALAZAR@LACNM.US

Procurement Contact Name		Requesting Division	Requestor Contact Name	Date Ordered	Date Required	
Kephart, Jaime		852	KAREN.SALAZAR@LACN...	07/13/2023	06/30/2024	
NO.	ITEM	Description	QTY	UOM	Unit Price	Extended Price
1		AGR21-50a TO 5 REPLACES 83927 AGR21-50a TO 5 VW1001 Ship To: 101 CAMINO ENTRADA BLDG 5 DPU-ELECTRIC DISTRIBUTION AGR21-50a TO 5 REPLACES 83927 LOS ALAMOS, NM 87544 Email: KAREN.SALAZAR@LACNM.US	1.0		\$23,743.07	\$23,743.07
2		AGR21-50a TO 5 VW1001 GRT Ship To: 101 CAMINO ENTRADA BLDG 5 DPU-ELECTRIC DISTRIBUTION AGR21-50a TO 5 REPLACES 83927 LOS ALAMOS, NM 87544 Email: KAREN.SALAZAR@LACNM.US	1.0		\$2,068.58	\$2,068.58
***** PROJECT SUMMARY *****						
		E-VW1001-0 - -			\$25,811.65	
***** GL SUMMARY *****						
		512-510-C850-852-3-ED99-000-000-8369			\$25,811.65	

By: *Annalia Miranda*
Authorized Signature

PROCUREMENT

Total Ext. Price	\$25,811.65
PO Total	\$25,811.65



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

July 17, 2024

Agenda No.:	7.b.
Index (Council Goals):	DPU FY2022 - 3.0 Be a Customer Service Oriented Organization that is Communicative, Efficient, and Transparent
Presenters:	Robert Gibson, Chair of the Board of Public Utilities
Legislative File:	18965-24

Title

Discussion and possible action for revisions to Quarterly and Annual Department Reports and Quarterly Conservation Reports

Recommended Action

I move that the Board of Public Utilities direct staff to revise _____ reports.

Utilities Manager's Recommendation

Utilities Manager will support the Board's direction on this topic.

Body

BPU Procedural Rule 4.5 lists the minimum reporting requirements for both the Annual and Quarterly Reports. The Quarterly Conservation Reports while not formally documented in the Procedural Rules, also follows this same reporting period. Procedural Rule 4.5 is copied below:

4.5. Annual and Quarterly Financial Reports

a. The Utilities Manager shall prepare and provide to the BPU an audited annual financial report as of the end of the previous fiscal year of each utility and of the department.

1) The annual financial report shall adhere to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board and the Financial Accounting Standards Board as applicable.

2) The annual financial report shall be audited by one or more independent auditors; this may be accomplished as part of the audit of the County's Annual Comprehensive Financial Report.

3) The annual report shall be provided for BPU information at the March BPU meeting.

4) The accepted annual report shall be suitably summarized and formatted then provided to the County Council and made available to the public on the DPU website.

b. The Utilities Manager shall prepare quarterly DPU performance reports.

1) Each quarterly report should include information about capital projects, operational and financial performance, and DPU highlights during the previous quarter. The operational and financial performance reports should include data for the previous quarters of the fiscal year plus cumulative totals

2) Quarterly reports shall be provided to the BPU and the County Council and made available to the public on the DPU website.

Alternatives

The Department's Quarterly Report and Quarterly Conservation Report could be combined and staff will only make one presentation each quarter.

Attachments

A - FY23 Annual Report

B - FY24/Q3 Quarterly Report

C - FY24/Q4 Conservation Report

FY2023 ANNUAL REPORT

JUL1 / 2022 thru JUN30 / 2023

Issued Feb22 / 2024

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A Word from the Utility Manager



PHILO SHELTON

UTILITIES MANAGER

June 2019 through present

Professional Engineer

Master of Science in Civil Engineering

Bachelor of Science in Civil Engineering

Master of Public Administration

Certified Public Manager

In a nutshell...

For fiscal year 2023, while operating revenues for the joint utility fund were up \$12.8 million over last year to \$83 million, operating expenses came in at \$86.9 million that resulted in a loss of \$3.9 million. These additional operating expenses were primarily due to gas and electric commodity costs. The cost for natural gas was extremely high from December 2022 through February 2023 and at its peak, the San Juan Index rose to \$3.30 per therm. That exceeded the utility's gas rate cap of \$0.99 per therm by over three times the amount that DPU could charge set by its rate ordinance. By January 2023 the cumulative cost of gas reached a deficit of nearly \$4 million in the gas fund.

In April 2023 a new rate was put in place changing the collection of variable cost of gas by increasing the commodity cap from \$0.99 to \$4 per therm and establishing a recovery rate of \$0.44/therm for up to two years or until this operational deficit is repaid. Finally, since a large portion of open market purchases for electricity is generated by natural gas, this too elevated the cost to purchase power.

DPU continues to experience higher costs due to inflation in all areas of its operations. These not only include commodity costs, but it also includes rising wages, materials, equipment, and construction bid cost increases. All these cost increases have necessitated rate increases in all four of its utilities. For the water and wastewater utilities, DPU has been able to take advantage very favorable loan rates of 0.01% plus a 0.25% administrative fee for most of its major capital improvement projects. These low loan rates help to lessen the utility rate increases that DPU must pass along to its customers.

Also, the 2023 State Legislative Session awarded DPU a total of \$9.6 million. The Jemez Mountain Fire Protection Project/Camp May Waterline was awarded \$7 million, and State Road 4 was awarded a \$2.6 million grant plus

a \$2.4 million low interest loan. Going forward, DPU will continue to seek grants and low interest loans as a strategy to minimize rate increases to its customers.

Finally, DPU staff and Los Alamos County Social Services have enhanced their partnership and coordination on services to better help our customers in need.

This annual report lists many of DPU’s operational performance metrics and accomplishments. However, the primary purpose of this Annual Report is to report on the DPU’s financial performance for fiscal year 2023, including the variances presented for each utility fund. DPU uses this information in preparing fiscal years 25 and 26 budgets, and this information will be the baseline in preparing the 10-year budget projections.

While this 2023 fiscal year has seen some major budget challenges, DPU, in coordination with the Board of Public Utilities, updates its strategic plan annually to adapt to our ever-changing business environment. This strategic plan has six major focus areas: 1) Operational Performance, 2) Financial Performance, 3) Customers, Stakeholders & Community, 4) Workforce, 5) Environmental Sustainability, and 6) Partnerships. We’re pleased to list our accomplishments with respect to these six focus areas on pages 13 and 14.

Most recently, the BPU updated the department’s goals and objectives, which are linked to its strategic plan focus areas, in multiple areas. They include goals related to: energy transition as our community moves toward carbon free energy; how to educate and inform our customers; and partnerships by adding definition and clarity. The updates are as follows:

1.6 Objective – Establish a plan to upgrade electric supply and distribution systems to meet needs of all-electric building and electric vehicles and maximize benefit of distributed energy resources.

3.3 Objective – Inform stakeholders about Utilities operations affecting the community and create opportunities for stakeholders to engage.

5.3.a Gas Objective – Support phase out of natural gas service by 2070 with at least 10% reduction in usage by 2030 as measured by annual therms per heating degree day compared to a 2016-2020 average.

5.3.b Gas Objective – Work with other County departments to minimize investments in new gas

consuming equipment.

6.1 Objective – Communicate with stakeholders, (e.g., customers, LANL, DOE, pueblos, NM and federal government, neighboring municipalities, LAC schools, County Council) to strengthen existing partnerships and identify new potential mutually beneficial partnering opportunities.

6.2 Objective – Partner with other Los Alamos County departments on implementation of BPU approved LARES goals.

6.3 Objective – Continue to coordinate infrastructure construction projects as early as possible between DOE, San Ildefonso, DPU and PW, especially for communications infrastructure.

In conclusion, DPU looks forward to serving the community with its mission to “provide safe and reliable utility services in an economically and environmentally sustainable fashion.”



Construction of Otowi Well #2 was completed in FY2023. The total depth of the well is 2,310 feet, pumping from an elevation of 6,430 feet. The pumped water has a temperature of 84.4 degrees Fahrenheit.

About DPU



The Department of Public Utilities is county-owned. It provides Los Alamos County with electric, natural gas, water and wastewater services.

Established under Article 5 of the 1968 Charter for the Incorporated County of Los Alamos, the DPU falls under the jurisdiction of the Board of Public Utilities.

Serving a population of 19,419 citizens with an authorized budget of approximately \$154 million, DPU operates and maintains assets totaling \$216 million with about 100 employees.

LEFT: The Electric Distribution Division participates in overhead system safety training.

SERVICE AREA

Population	19,419
Area	109 sq mi

OF EMPLOYEES

Full Time	97
Limited/Part-time	5.65

AVG # OF CUSTOMERS

Electric	8,666
Natural Gas	7,581
Water	7,076
Wastewater	6,760

RECORD PEAK DEMAND

Electric	93 MW (2018)
Natural Gas	9,688 DTH (1998)
Water	1.7 BGal (1998)

TOTAL REVISED BUDGET

\$154,303,110

TOTAL VALUE OF ASSETS

Electric	66,329,345
Natural Gas	11,799,046
Water*	81,666,614
Wastewater	57,292,305
Joint Utility Assets*	\$216,996,257

ELECTRIC

ELECTRIC PRODUCTION (renewable)

- El Vado hydroelectric plant (8.9 MW)
- Abiquiu hydroelectric plant (17 MW)
- WAPA federal hydroelectric entitlement (1 MW)
- Utility-scale photovoltaic array, landfill (1 MW)
- Uniper contract (15 MW)

ELECTRIC PRODUCTION (non-renewable)

- Laramie River Station entitlement (10 MW)
- Uniper contract (25 MW)
- Market purchases (variable)

ELECTRIC DISTRIBUTION

- 3 substations
- 236 miles of distribution lines (66% underground, 34% overhead)
- 2,387 utility poles
- 2,010 transformers
- 9,000+ meters

WATER

WATER PRODUCTION

- 13 production wells
- 25 tanks
- 17 booster stations
- 37 MGal of storage
- 4 disinfection facilities
- 4 pressure regulating stations
- 47 miles of transmission lines

WATER DISTRIBUTION

- 122 miles of distribution lines
- 63 pressure regulating valves
- 7,000+ meters

NON POTABLE

- Los Alamos Canyon Dam
- Ski hill catchments
- 6 tanks/reservoirs/ponds
- 4 pressure regulating stations
- 14 miles of transmission lines
- 6 meters
- 4 booster pumping stations

NATURAL GAS

- 3 entry border stations
- 17 pressure regulating stations
- 128 miles of distribution lines
- 83 miles of delivery lines
- 7,000+ meters

WASTEWATER

COLLECTION

- 118 miles of collection mains
- 45 miles of delivery lines
- 26 lift stations
- 2,674 manholes

TREATMENT

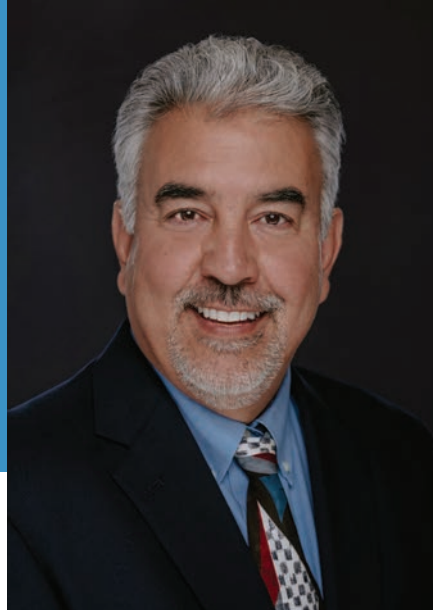
- LA treatment facility
- WR treatment facility
- 1 biosolids composting facility

* As reported in the FY2023 ACFR, joint utility assets do not include \$91,503 "due from other subfunds," which is included in the value of water assets.

DPU Senior Management Team



Philo Shelton
Utilities Manager



James Alarid
**Deputy UM:
Engineering**

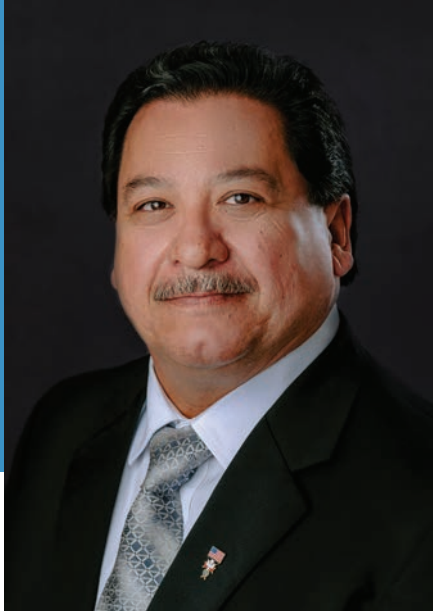


Karen Kendall
**Deputy UM:
Finance/Administration**



Cathy D'Anna
Public Relations Manager
Page 277 of 422

With their diverse depth of knowledge in multi-service utilities, power systems and public works organizations, DPU's management team brings a results-driven leadership style to our staff of 100 employees in power



Stephen Marez

**Deputy UM:
Electric Distribution**



Clay Moseley

**Deputy UM:
Gas, Water, & Sewer**



Ben Olbrich

**Deputy UM:
Electric Production**

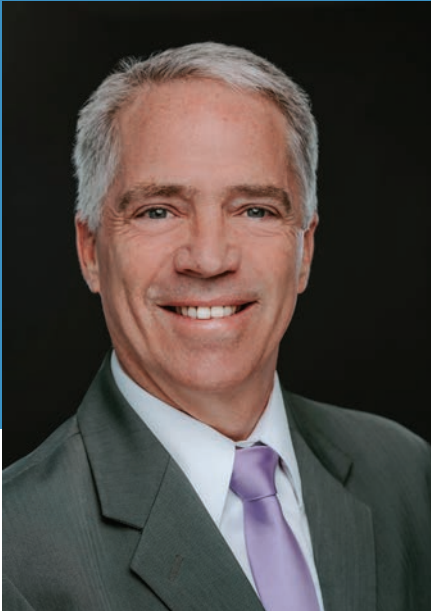
production, electric distribution, water production, gas and water distribution, wastewater collection and treatment services, engineering, administration, finance, public relations and customer service.



Kathy Casados

Executive Assistant

FY2023 Board of Public Utilities



Steve Tobin
2023 Chair

Appointed: July 2019

1st Term: July 2019 - June 2024

Chair: 2023

Vice Chair: 2022



Cornell Wright
2023 Vice Chair

Appointed: July 2020 (partial term)

1st Term: July 2021 - June 2026

Chair: 2021, 2022

Vice Chair: 2023



Stephen McLin
Member

Appointed: July 2014 (partial term)

2nd Term: July 2018 - June 2023

Vice Chair: 2015, 2020, 2021



Eric Stromberg
Member

Appointed: July 2020

1st Term: July 2020 - June 2025



Charles Nakhleh
Member

Appointed: July 2022

1st Term: July 2022 - June 2027

Consisting of five voting members and appointed by the Los Alamos County Council, the Board of Public Utilities is the governing body for the DPU. Members reside in Los Alamos and are customers of the department.

For calendars, policies and procedures, agendas, minutes and videos of meetings, visit LADPU.com/BPU.

The BPU meets on the first Wednesday of each month via Zoom and on the third Wednesday of each month via Zoom and in Council Chambers, 1000 Central Ave., Los Alamos, NM.

Meetings are at 5:30 p.m. and streamed online. To view them, visit: LADPU.com/BPUliveproceedings.

Members of the public are welcome to attend.

M.V.V.



Mission

Provide safe and reliable utility services in an economically and environmentally sustainable fashion



Vision

Be a high-performing, community-centric utility contributing to its future with innovative and diversified utility solutions



We Value

- CUSTOMERS by being service oriented and fiscally responsible
- EMPLOYEES & PARTNERSHIPS by being a safe, ethical and professional organization that encourages continuous learning
- ENVIRONMENT & NATURAL RESOURCES through innovative solutions
- COMMUNITY by being communicative, organized and transparent

STRATEGIC FOCUS AREAS

OPERATIONS & PERFORMANCE

GOAL: Provide safe and reliable utility services

- All utilities services are delivered safely, reliably and efficiently
- Efficiently implement and maintain secure and reliable business systems
- Utility control and mapping systems and processes are accurate, safe and secure
- Develop a culture of continuous improvement
- Be flexible and adaptable in delivering all utility operations
- Establish a plan to upgrade electric supply and distribution systems to meet needs of all-electric buildings and electric vehicles, and maximize benefit of distributed energy resources.

FINANCIAL PERFORMANCE

GOAL: Achieve and maintain excellence in financial performance

- Utilize revenues to provide a high level of service while keeping rates competitive with similar utilities
- Achieve workplans while operating within budget
- Meet financial reserve targets within our 10-year financial policy, with a debt coverage ratio of 1.6 or greater every fiscal year
- Conduct cost of service studies for each utility at least every 5 years

CUSTOMERS, STAKEHOLDERS & COMMUNITY

GOAL: Be a customer service-oriented organization that is communicative, efficient and transparent

- Customer service processes and systems are efficient, secure and user-friendly
- Educate Board Members on markets, contracts and production options for all electric production resources
- Inform stakeholders about Utilities operations affecting the community and create opportunities for stakeholders to engage
- Utilize Voice of the Customer survey results to improve utility operations

WORKFORCE

GOAL: Sustain a capable, satisfied, engaged, ethical and safe workforce focused on customer service

- Employees are engaged, satisfied and fairly compensated
- Employees promote a culture of safe, ethical and customer-focused behavior
- Leaders invest in employee training and professional development

ENVIRONMENTAL SUSTAINABILITY

GOAL: Continuously, conscientiously, work toward environmental sustainability

- Promote utility efficiency through targeted conservation programs
- Be a net carbon neutral electric provider by 2040
- Support phase out of natural gas service by 2070 with at least at 10% reduction in usage by 2030 as measured in annual therms per heating degree day compared to a 2016-2020 average
- Work with other County departments to minimize investments in new gas consuming equipment
- Reduce potable water use by 12% from 143 gallons per capita per day (2020 calendar baseline) to 126 gallons per capita per day by 2030
- Provide class 1A effluent water in Los Alamos County

PARTNERSHIPS

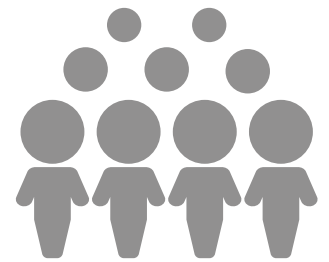
GOAL: Develop and strengthen partnerships with stakeholders

- Communicate with stakeholders (e.g. customers, LANL, DOE, Pueblos, NM and federal government, neighboring municipalities, LAC schools, County Council), to strengthen existing partnerships and identify new potential mutually beneficial partnering opportunities
- Partner with other Los Alamos County departments on implementation of BPU approved LARES goals
- Continue to coordinate infrastructure construction projects as early as possible between DOE, San Ildefonso Pueblo, DPU and PW, especially for communications infrastructure



FY2023 Accomplishments

by Strategic Focus Area



FOCUS AREA

operations & performance

- Otowi Well #2 was completed after more than five years of work. Drilling began Dec. 13, 2017, and the well's first official day online was July 12, 2023. This well has a life expectancy of 50 years.
- DPU coordinated with NMGC to uprate gas pressure when new gas border stations and metering were installed. These upgrades will help to better regulate and track gas pressure and consumption.
- DPU eliminated the Ridgemark lift station, reducing DPU's maintenance and utility costs.
- Voice of the Customer survey results showed an increase of more than 11% for residents' satisfaction with reliability of electric service.

FOCUS AREA

financial performance

- \$7 million in State funding was awarded to the Jemez Mountain Fire Protection/Camp May Waterline Project. This important initiative is a collaborative effort among DPU, Los Alamos County, United States Forest Service, DOE/LANL, and Pajarito Ski Area.
- The Los Alamos County Council approved the annual profit transfer being directed back to DPU for utility infrastructure improvements, in coordination with Public Works projects.
- DPU refinanced a loan for the White Rock WRRF, saving \$1.5 million over the previous loan terms.

FOCUS AREA

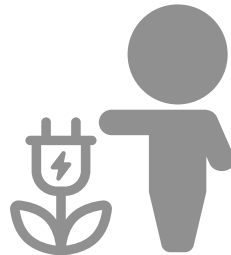
customers, stakeholders, community

- DPU launched Los Alamos Now, an app that enables users to submit concerns to DPU and other County departments via their cell phones.
- To ensure cohesive, safe response to gas emergencies, DPU launched Natural Gas Training for First Responders, an annual online training offered on the Litmos platform for County employees.
- DPU began a monthly email to e-billing customers to provide them with the insert materials that are provided with paper bills.
- DPU held several educational Water Taste Test events to promote local water quality and affordability, and to expand DPU's community engagement.

ents

THE 3 C'S

Contribution, cooperation and collaboration all played roles in DPU's FY2023 accomplishments. With well-defined guidance under the focus areas identified in DPU's strategic plan, we have great reason to be proud of all that was achieved in FY2023. A sampling of those accomplishments is included below.



FOCUS AREA **workforce**

- Successful negotiations with unions led to improved employee retention and recruitment.
- The Water & Energy Conservation Coordinator was accepted to a C2C EV Charging Cohort, a DOE Clean Energy to Communities program.
- DPU exceeded APPA benchmarks in Voice of the Customer survey results for overall organizational characteristics, satisfaction with Customer Care staff, and issues being taken care of on the first contact.
- DPU budgeted for double-fill positions to prevent institutional knowledge from walking out the door with retiring staff members.

FOCUS AREA **environmental sustainability**

- DPU partnered with the Los Alamos Public Libraries to launch the Library of Things. DPU's induction cooktops and Kill-a-Watt power meters were among the first "things" available for checkout through the public library system.
- An energy audit of the Los Alamos WWTP was conducted by Arizona State University's Industrial Assessment Team. They identified several potential areas of improvement for energy efficiency.
- The Induction Cooktop Loaner Program was an immediate success with a continual waiting list and 120 participants in a year. The program aimed to educate customers on an efficient electric alternative to gas stoves.

FOCUS AREA **partnerships**

- DPU entered into a partnership with San Ildefonso Pueblo leadership to explore options for potentially connecting solar energy produced on the pueblo with the electric distribution system in Los Alamos.
- Electric Distribution staff worked with LANL Utility staff to avoid a potential large, multi-day electric outage for the townsite when a tie circuit on a LANL transformer failed.
- Through its membership in UAMPS, DPU sent a local high school student to a leadership camp in Idaho.

Safety

Safety Culture Vision

DPU seeks to create a safety culture where employees practice safety every hour on the job, while no one is watching, because they want to and not because they have to. To create this safety culture, DPU employees believe in:

- Putting safety first
- Leading by example
- Establishing & enforcing a high standard of work performance
- Briefing or tailgating before every job
- Making work and safety suggestions

Safety Committee

DPU employees representing each utility division comprise the 13-person Safety Committee. They hold a committee meeting quarterly to review and share best practices. They also analyze accidents, incidents and near misses, and discuss and implement appropriate prevention measures.

Each member of the Safety Committee is responsible for moving that discussion forward to the rest of the staff at the next weekly group meeting and sharing agreed-upon prevention measures.

Safety Employee

The Safety Employee of the Quarter program was developed by the Safety Committee with an intent to reward those who most clearly and effectively demonstrate DPU's safety culture vision.

DPU employees may nominate fellow employees who exemplify the safety culture vision at any time. Safety Committee members review the nominations each quarter and select one person to recognize and reward with an extra day of administrative leave.



SAFETY EMPLOYEE OF THE QUARTER

The most fundamental reason to focus on a safe work environment is simple. We must protect our most valuable resource: people. We care about the safety of employees, contractors and customers. Furthermore a focus on safety is proven to improve productivity, quality of product, and even the financial position.

Jacob Leyba sets exemplary standards for safety in the field while conducting tailgate meetings before every job. He makes it clear that it's important for everyone be on the same page regarding all aspects of the job, and especially when it comes to safety considerations. He models safety expectations, follows construction standards to a T, and always makes sure everyone is wearing proper PPE at jobsites.

Jerry Martinez makes sure that DPU's contractors are held to the same high safety standards as DPU staff. He stands firm in his insistence that contractors and their subconsultants follow safe practices, particularly while excavating and laying pipe. As a result, the projects in which he is involved are accident-free zones.

Karen Salazar demonstrates leadership and initiative in advocating for the health and safety of DPU's field crews. In FY2023, she took the lead in procuring new uniforms for all crews and made sure proper safety features were included. She also jump started a much-needed project to improve the living conditions of standby rooms.

Joel Martinez reacted quickly and appropriately to avoid a critical incident. During a discussion of electrical equipment at wells, Joel stepped in to prevent an employee who moved dangerously close to an open electrical panel from actually reaching it. He backed the employee up and shut down power to the unit.

JACOB LEYBA

Pipefitter
Gas, Water & Sewer



Q4 / FY23

JERRY MARTINEZ

Water Systems Apprentice II
Water Production



Q3 / FY23

KAREN SALAZAR

Senior Office Specialist
Finance & Administration



Q2 / FY23

JOEL MARTINEZ

Water Systems Electric Tech
Water Production



Q1 / FY23

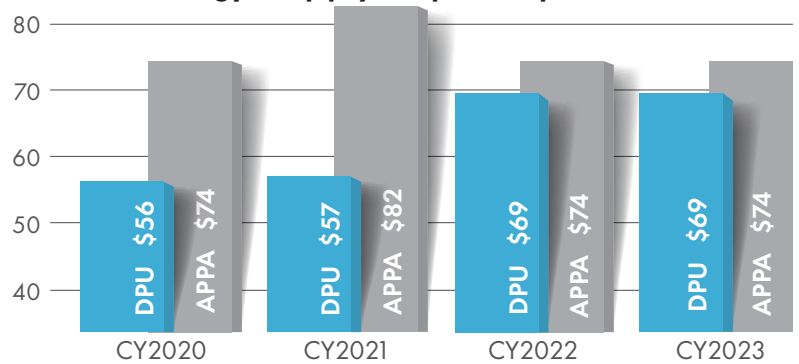
Performance by Utility



Electric

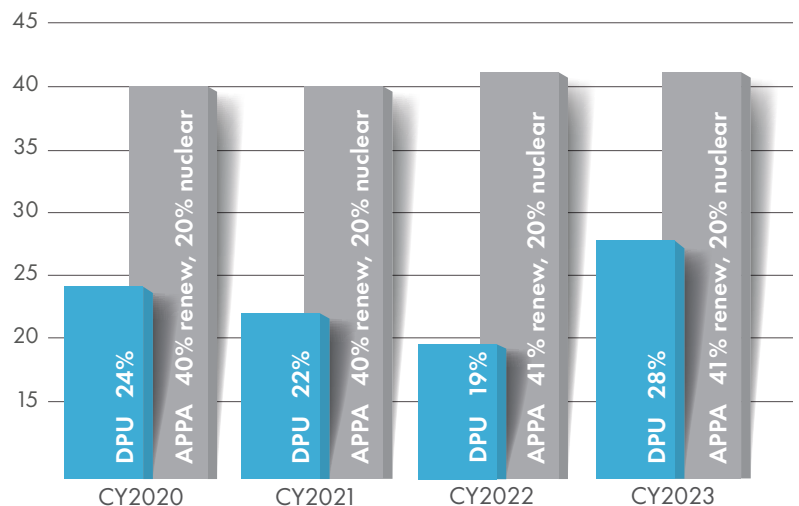
DPU strives to efficiently supply energy to customers to meet energy demands. We compare our total energy supply expense per MWh sold (which includes generation and purchased energy associated with the sale of each megawatt hour) to the APPA as an industry standard. DPU continues to meet its target to be below the APPA mean of total energy supply costs. DPU also continually outperforms APPA's third quartile. Our CY2023 total energy supply expense per MWh sold was \$68.79.

Total Energy Supply Expense per MWh Sold



The national average for carbon-free electrical energy is about 41%, half of which comes from nuclear power facilities. In FY2023, 28% of DPU's energy was generated from renewable energy. DPU's renewable energy generation comes from two county-owned hydroelectric plants, federal hydroelectric entitlement, a solar array on the capped landfill and a power purchase agreement with Uniper Global for 15 MW of New Mexico wind and solar. DPU's goal is to have 100% carbon-free power by 2040.

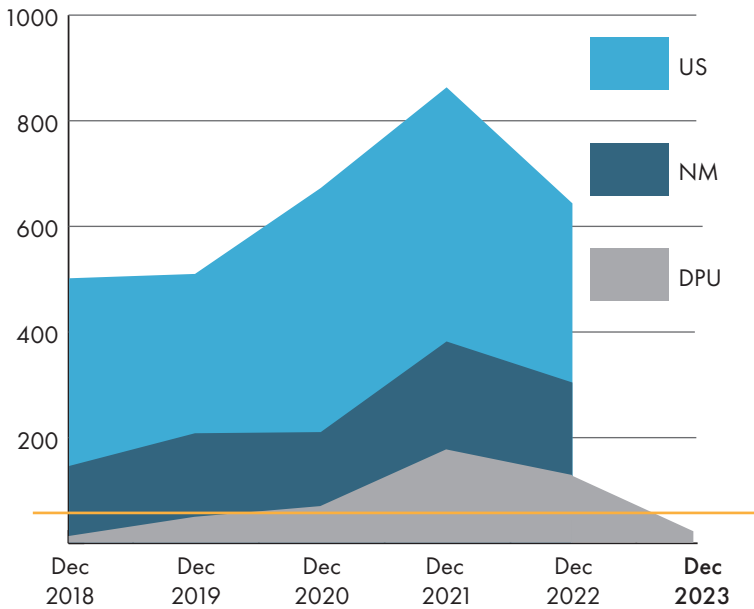
Percent of Energy Generated by Renewable Energy Resources



Electric (cont'd)

System Average Interruption Duration Index

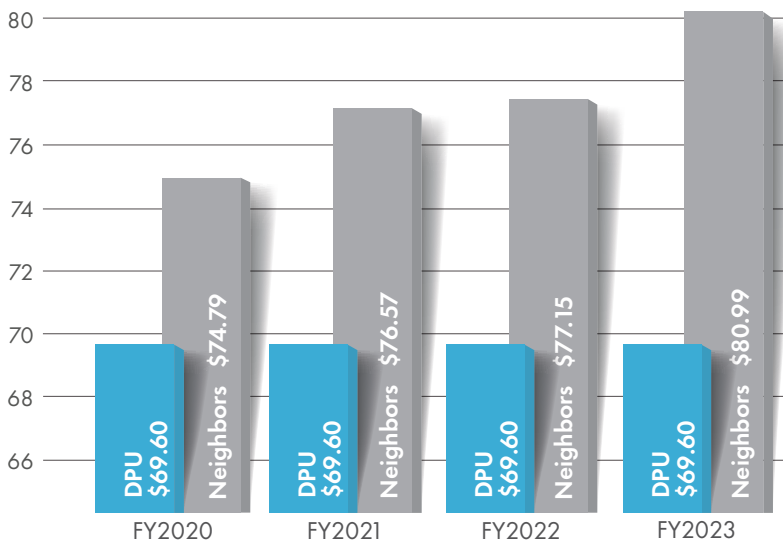
Orange line indicates DPU's SAIDI goal of 60 minutes



Overall reliability performance is measured using the System Average Interruption Duration Index (SAIDI). SAIDI is the average outage duration for each customer served with less minutes being desirable. DPU's goal is to be under 60 minutes. Just one outage can cause this measure to rise quickly if it affects a large number of customers and isn't resolved in a short period of time. The SAIDI is a rolling average so any spike takes a year to remedy. DPU's SAIDI stayed above 60 for a couple years but was still well below the average SAIDI for New Mexico utilities and utilities across the U.S. (investor-owned, cooperatives, and municipally owned). It dropped below 60 in the fall of 2023.

Note that SAIDI information from New Mexico and U.S. utilities comes from the U.S. Energy Information Administration website: <https://www.eia.gov/electricity>. Calendar year 2023 data for NM and US will be updated in fall 2024.

Typical Residential Bill for 500 kWh Electricity

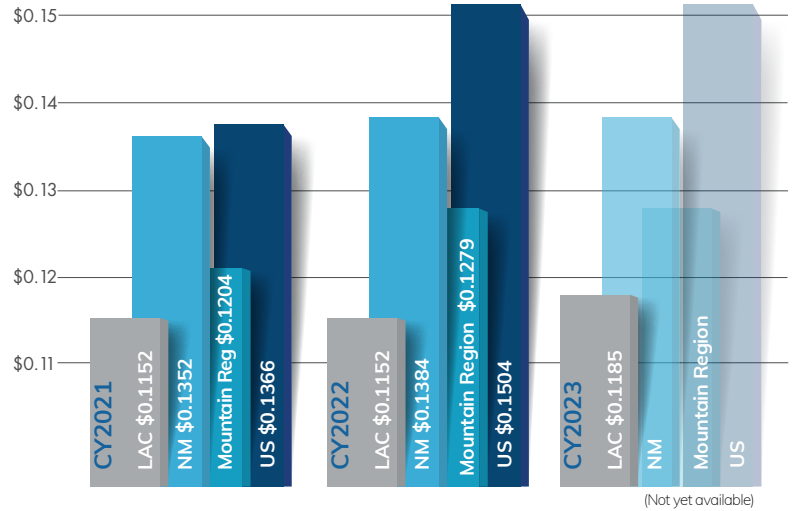


DPU measures its marketplace performance by assessing the typical monthly residential bill for 500 kWh with its neighbors: PNM, Kit Carson Electric and Jemez Mountain Electric Cooperatives. The graph to the left demonstrates DPU's commitment to providing a high-level of customer service while keeping rates competitive with similar comparable utilities. At the end of FY23, DPU's typical monthly electric bill for 500 kWh was \$69.60.

Electric (cont'd)

Another way that DPU assesses the fairness of its electric rates is by comparing against other utilities as listed by the EIA. In calendar year 2023, DPU increased electric rates for the first time in many years, effective in October. This rate change brought DPU's average price per KWH closer to the averages for the state of New Mexico, the Mountain Region, and the whole country. DPU's rate is set to increase again in July 2024. The 2023 data from EIA will be updated in fall 2024.

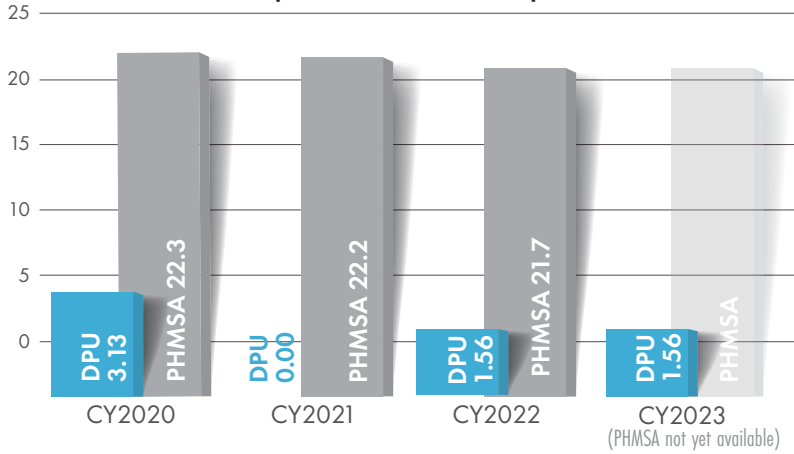
Average Price of Residential Electricity per KWH



DPU's journeymen linemen, in the red hardhats, were among the responders when a tree on Barranca Mesa was struck by lightning and caught fire.

Natural Gas

PHMSA Reportable Main Pipeline Leaks per 100 Miles of Pipeline



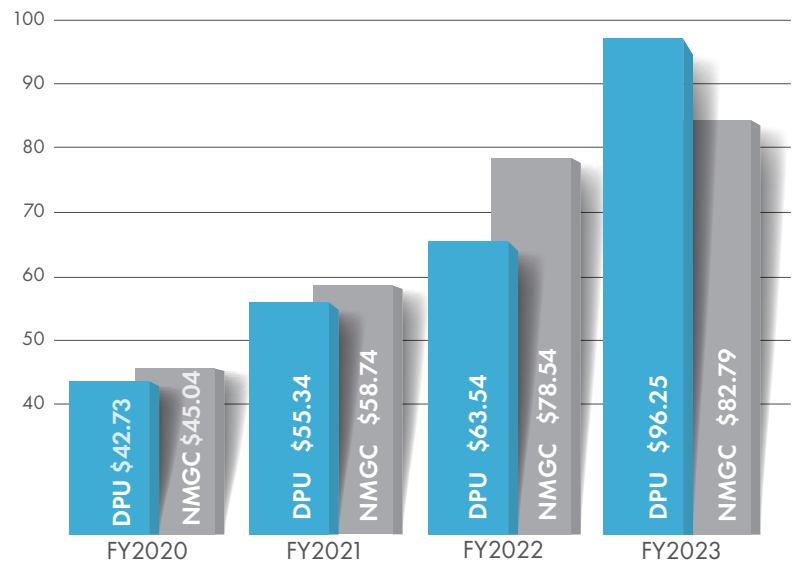
Pipeline and Hazardous Materials Safety Administration (PHMSA) is a U.S. Department of Transportation agency, responsible for developing and enforcing regulations for the safe, reliable, and environmentally sound operation of natural gas. Comparing the department to the average number of PHMSA Reportable Gas Leaks per 100 Miles of Main Pipeline is a useful measure to DPU's overall quality and reliability of the gas distribution system. Fewer gas leaks are desirable and speak to the overall operation and maintenance of the distribution system. PHMSA's data, which includes all natural gas pipeline operators, is not yet available for calendar year 2023.



Natural Gas (cont'd)

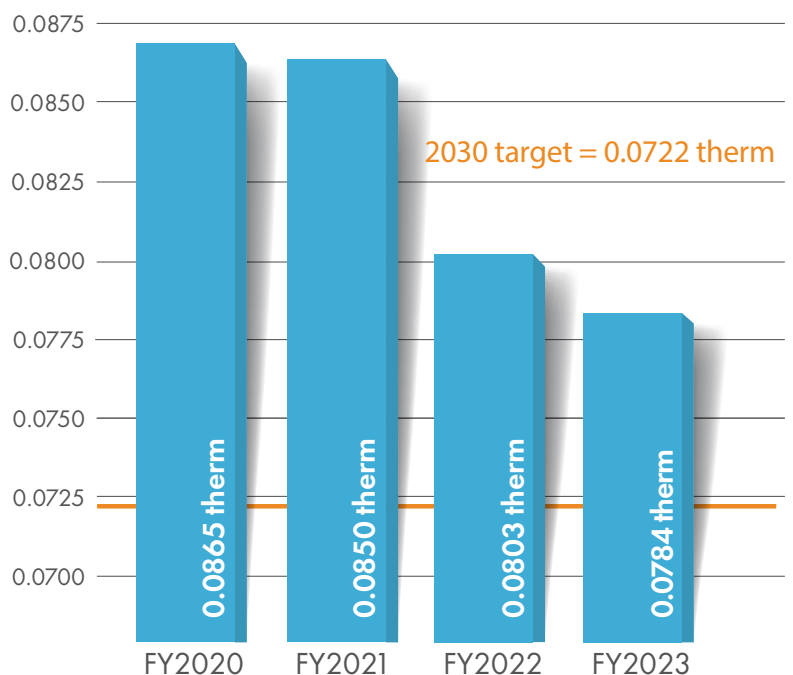
DPU measures its marketplace performance by assessing the Average Monthly Residential Gas Bill with its neighbor: New Mexico Gas Company (NMGC). The graph to the right demonstrates DPU's commitment to providing a high-level of customer service while keeping rates competitive with comparable utilities. In FY23, the cost of gas experienced unprecedented increases. DPU's rate structure capped the pass-through cost to customers at \$0.99 per therm and DPU was unable to recover costs during the winter months and before the rate was adjusted to increase the maximum pass-through cost to \$4 per therm. A temporary recovery charge of \$0.44 per therm was added to the rate beginning in April 2023. It will sunset in two years or when the unpaid costs are recovered, whichever is sooner. This FY2023 cost-of-gas situation is likely to unfavorably impact DPU's rate comparison with NMGC while the recovery mechanism is in place.

Average Monthly Residential Gas Bill



DPU has a goal to phase out natural gas service by 2070 with a reduction in usage of at least 10% by 2030. This reduction is measured by annual therms per heating degree day compared to a 2016-2020 baseline average of 0.0802, which gives us a goal of 0.0722. In FY2023, DPU fell below that baseline for the first time since the goal was updated when the measure totaled 0.0784.

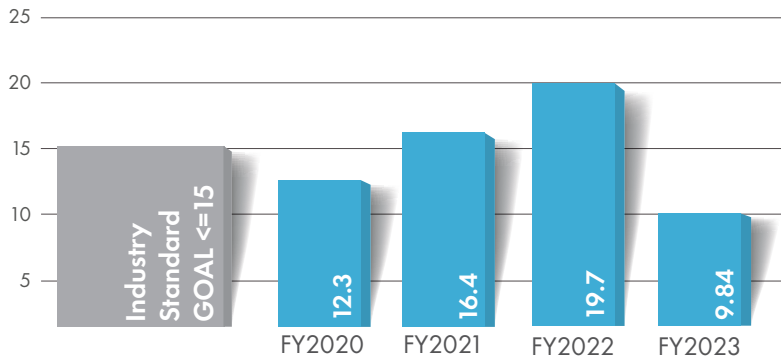
Therms per Capita per Heating Degree Day



Left: DPU- crews take part in confined space training. The person laying on the ground is actually a training dummy.

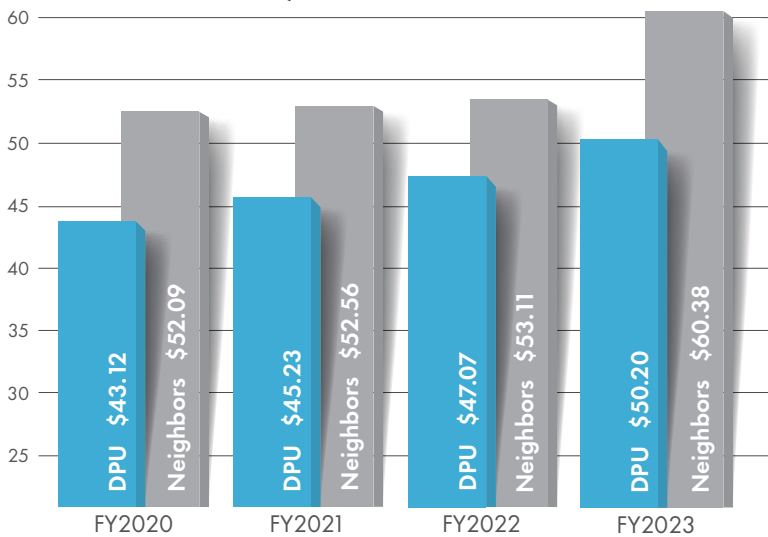
Water

Water Main Leaks & Breaks per 100 Miles of Main Pipeline (Water Distribution Division)



DPU evaluates annual trends when it comes to water main leaks and breaks. Additionally, a goal of no more than 15 leaks/breaks per 100 miles of main pipeline has been established by the AWWA Partnership for Safe Water Distribution System Optimization Program. This industry standard is a useful way to assess the overall quality and reliability of the water distribution system. In FY2023, DPU worked with the fire department to minimize hydrant testing without DPU personnel present, and that effort contributed to the drop in leaks/breaks for the year.

Average Residential Water Bill Based on 6,000 Gallons Per Month

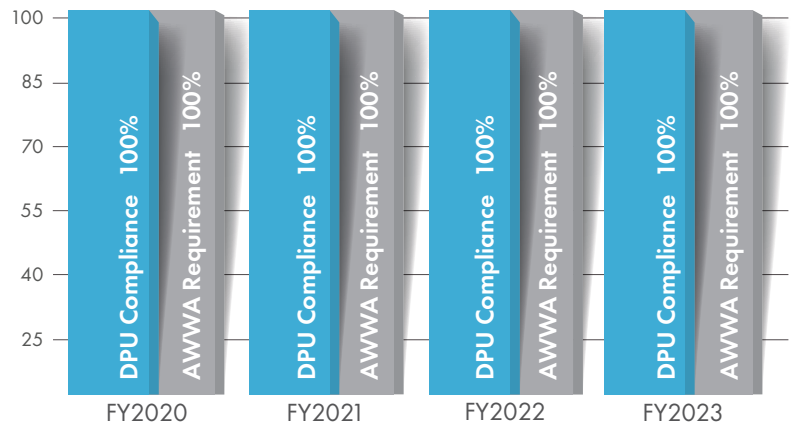


DPU measures its marketplace performance by assessing the typical residential bill for 6,000 gallons per month with its neighbors: Española and Santa Fe. The graph to the left demonstrates DPU's commitment to provide a high-level of customer service while keeping rates competitive with similar comparable utilities. In FY23, the average monthly DPU residential water bill based on 6,000 gallons of consumption was \$50.20. DPU raised water rates in fall 2022 and fall 2023.

Water (cont'd)

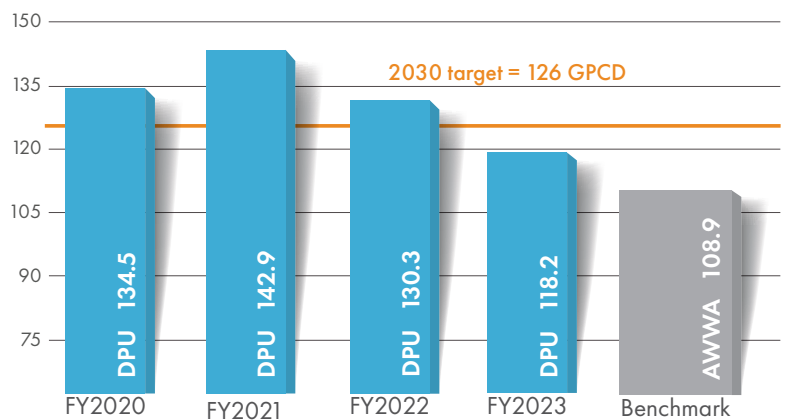
Results for meeting our legal and regulatory requirements in water treatment are included in the graph to the right. Drinking Water Compliance is measured by the number of days in full regulatory compliance as a percent of all days for the potable water system. DPU has historically performed very well in this area with 100% compliance with regulatory requirements, demonstrating a strong commitment to safety.

Drinking Water Compliance
(Water Production Division)



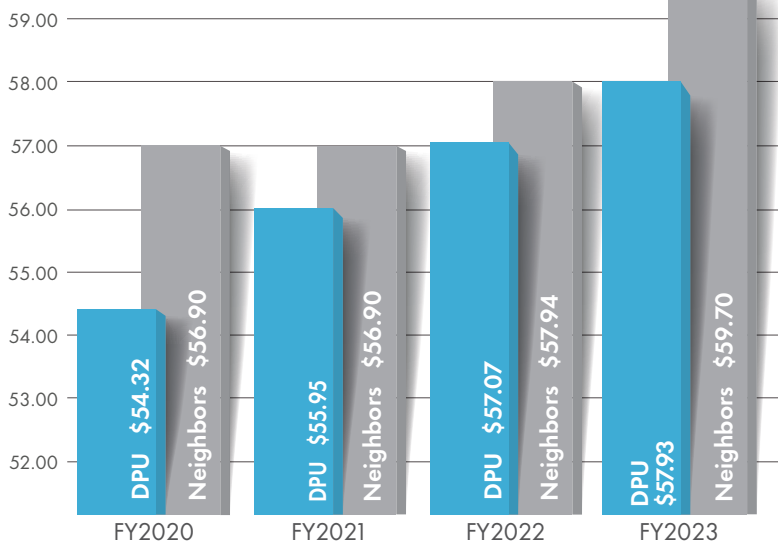
The Board of Public Utilities previously adopted an environmental goal to reduce the gallons per capita per day by 12 percent using 2006 fiscal year data as the baseline. After considerable progress toward the goal, the original target of 143 GPCD annually was updated to include an additional 12% reduction in consumption by 2030 using 2020 calendar year data as a baseline. The updated goal is equivalent to consumption of no more 126 GPCD annually. In FY2023, DPU's measure exceeded this goal. The AWWA median daily per capital consumption was 108.9 in its 2020 benchmarking performance report.

Gallons per Capita Daily
(Water Consumption)



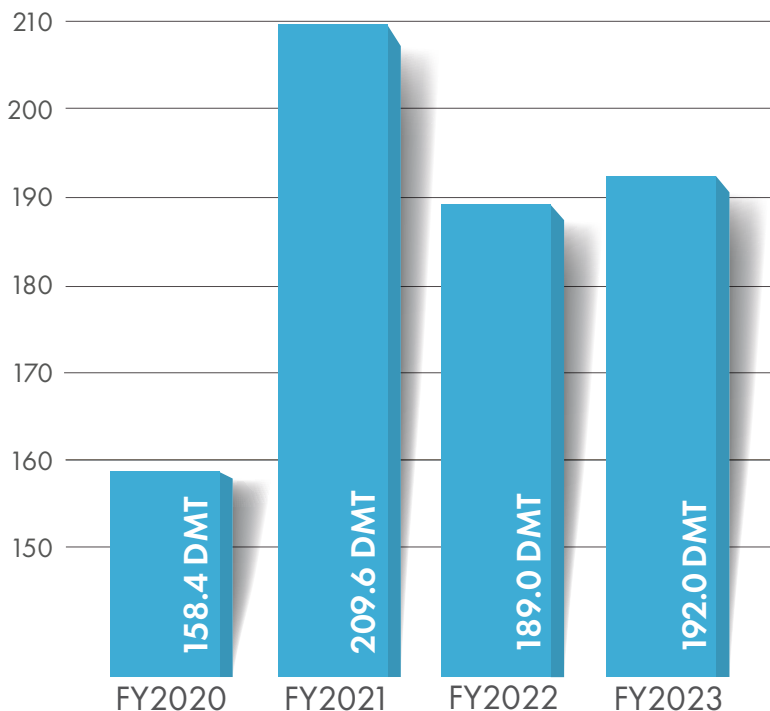
Wastewater

Typical Residential Bill to Collect & Treat Wastewater
Based on 4,000 Gallons of Water/Month



DPU measures its marketplace performance by assessing the average residential bill to collect and treat wastewater (based on 4 kgal of water per month) with its neighbors and similar communities: Santa Fe, Angel Fire, Silver City, Ruidoso, and Aztec. DPU charges customers a flat rate while neighboring communities each charge their customers a variable rate per kgal consumed of drinking water, based on winter averages. Customers of our neighboring utility providers whose winter water use averages exceeded 4 kgal saw a higher monthly sewer bill in FY23 than represented in the chart to the left, while comparable water users in Los Alamos all paid a flat \$57.93 for sewer.

Sludge to Compost: Dry Metric Tons Treated

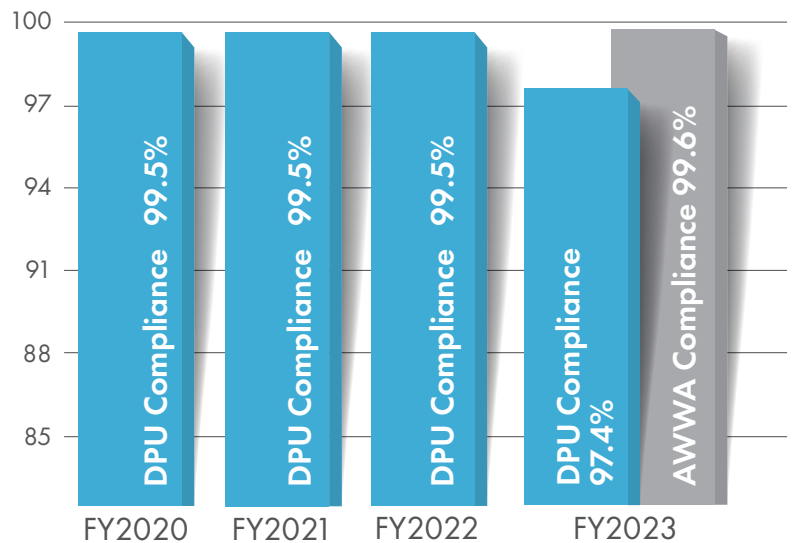


At the Los Alamos Wastewater Treatment Plant, sludge is dewatered and treated so that the resulting biosolids may be used as a component in the composting operation. The treatment stabilizes these biosolids so that they are safe to use as soil amendments or mulch in landscaping, horticulture, and agriculture. These biosolids are measured in dry metric tons, and must meet the Environmental Protection Agency's (EPA) pollutant and pathogen requirements for land application and surface disposal. DPU is required to report dry metric tons treated to EPA and the New Mexico Environment Department (NMED).

Wastewater (cont'd)

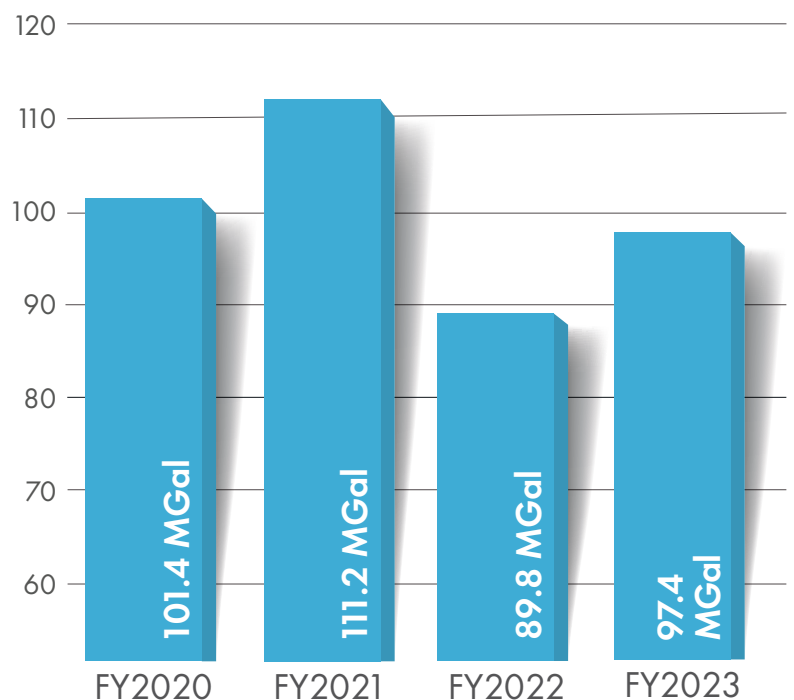
Tracking wastewater treatment compliance results ensures that the department protects our surrounding environs and natural resources. The measure is defined as the number of permit parameter test results found in compliance as a percentage of all permit parameter tests required. DPU aims to stay in line with or better than the AWWA compliance rate for similar sized utilities, so therefore compares against the AWWA result for the previous year. In Los Alamos, there are between 50 and 55 permit parameter tests required each month at both plants. An example of a permit parameter test is the requirement that the daily pH is between 6.6 and 9.0. In FY23, DPU's wastewater treatment compliance was 97.3%. This number is dropping as the White Rock plant continues to become more outdated. When the new WRRF goes into operation, we expect to see improvement in compliance.

Wastewater Treatment Compliance



The department tracks the use of reclaimed wastewater, which is treated wastewater used to irrigate public green spaces, such as the golf course, ball fields and Overlook Park. Using reclaimed wastewater for irrigation helps conserve the county's drinking water and save money for the County Parks Division as this non-potable water is offered at a reduced rate. In FY23, DPU provided 97 million gallons of reclaimed wastewater for irrigation. In the past, the terms "reclaimed wastewater" and "effluent" were used interchangeably. For clarification, however, the two are not identical. While effluent water and reclaimed wastewater have gone through the same treatment processes at the wastewater plant, effluent water is not used for irrigation purposes. Furthermore, reclaimed wastewater goes through additional treatment processes before it is used to irrigate landscaping.

Reclaimed Wastewater in Millions of Gallons





Utility Rates



ELECTRIC RATES

	FY2023	FY2022	% CHANGE
SALES IN KILOWATT HOURS	470,597,351	465,324,603	1.13%
# OF CUSTOMERS			
Residential	7,841	8,009	
Commercial	616	617	
Municipal	155	158	
Educational	55	57	
TOTAL	8,666	8,841	-1.9%

RATE STRUCTURE			
Residential rate per kilowatt hour	\$0.1152	\$0.1152	
Residential monthly flat service fee	\$12.00	\$12.00	
Commercial rate per kilowatt hour	\$0.0821-\$0.1111	\$0.0821-\$0.1111	
Commercial monthly flat service fee	\$22.00 - \$65.00	\$22.00 - \$65.00	
Commercial demand rate	\$10.50 - \$11.00	\$10.50 - \$11.00	

NATURAL GAS RATES

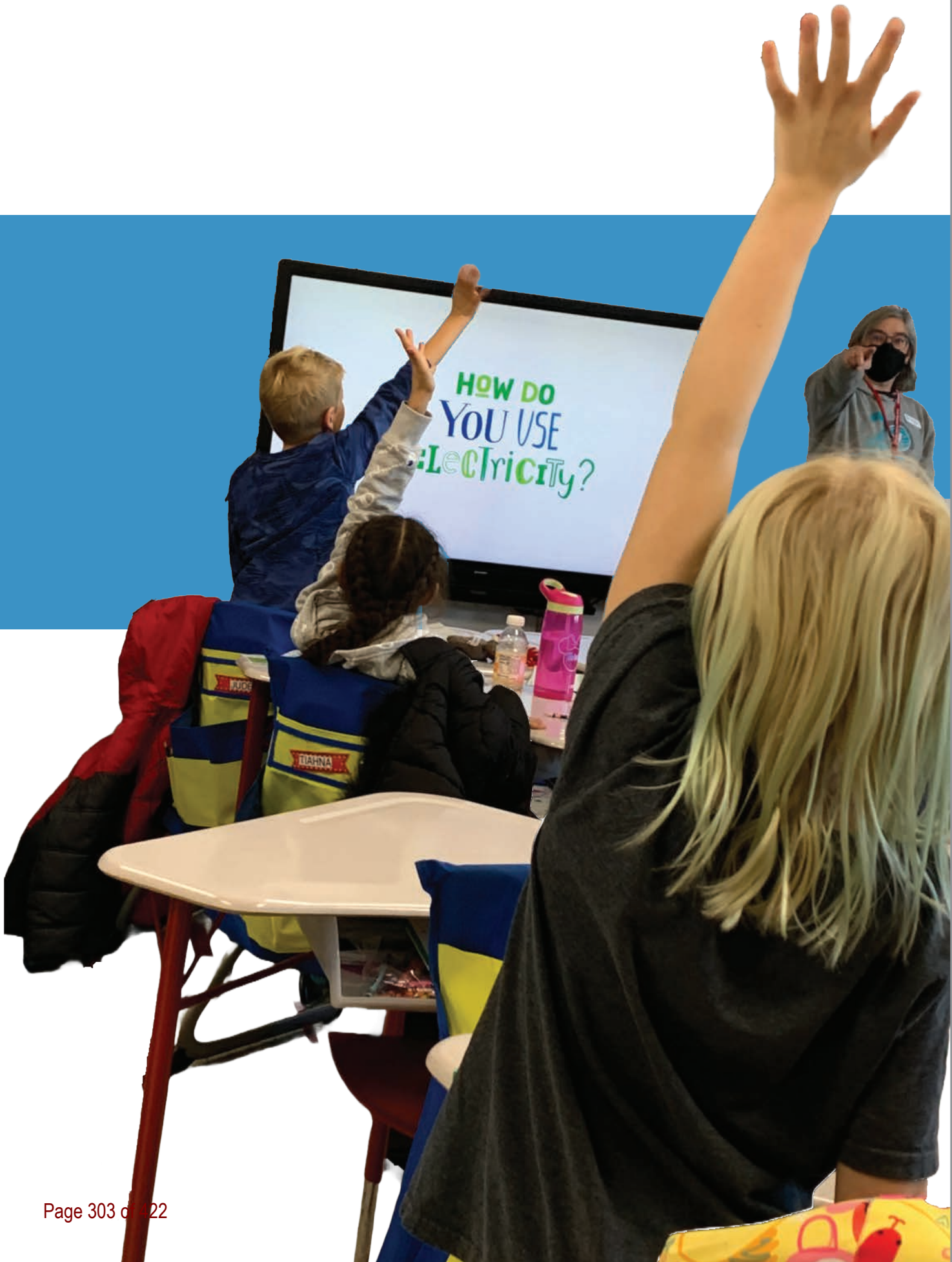
	FY2023	FY2022	% CHANGE
SALES IN THERMS	9,428,668	8,026,356	17.4%
# OF CUSTOMERS			
Residential	7,157	7,285	
Commercial	360	365	
Municipal	42	43	
Educational	22	22	
TOTAL	7,581	7,715	-1.7%
RATE STRUCTURE			
Residential rate per therm	\$0.62 - \$1.24	\$0.23 - \$0.99	
Residential monthly flat service fee	\$10.26	\$9.50	
Commercial rate per therm	\$0.59 - \$1.21	\$0.23 - \$0.99	
Commercial monthly flat service fee	\$10.26 - \$30.78	\$9.50 - \$28.50	

WATER RATES

	FY2023	FY2022	% CHANGE
SALES IN KGALLONS	1,046,172	1,088,045	-3.9%
# OF CUSTOMERS			
Residential	6,677	6,813	
Commercial	290	279	
Municipal	86	88	
Educational	23	24	
TOTAL	7,076	7,204	-1.8%
RATE STRUCTURE			
Residential rate per kgal	\$6.50 - \$7.87	\$6.02 - \$7.65	
Residential monthly flat service fee	\$12.54	\$11.40	
Commercial rate per kgal	\$6.50	\$6.02	
Commercial monthly flat service fee	\$12.54 - \$694.69	\$11.40 - \$631.54	

WASTEWATER RATES

	FY2023	FY2022	% CHANGE
# OF CUSTOMERS			
Residential	6,478	6611	
Commercial	229	221	
Municipal	33	34	
Educational	20	20	
TOTAL	6,760	6,886	-1.8%
RATE STRUCTURE			
Residential rate per kgal	\$0	\$0	
Residential monthly flat service fee	\$50.60-\$58.21	\$49.60- \$57.07	
Commercial rate per kgal	\$21.46	\$21.04	
Commercial monthly flat service fee	\$12.60	\$12.35	



Financials

Per Article V, Section 505, of the Charter for the Incorporated County of Los Alamos, “The Department of Public Utilities shall, not later than forty-five (45) days or other time set by ordinance after receipt of the report of the annual audit required by this Charter, furnish the Board of Public Utilities and the Council its annual report which shall include balance sheets, prepared according to generally accepted accounting principals, showing the financial condition, as of the end of the previous fiscal year of each utility in the Department and of the Department as a whole.”

Through its contract with Pajarito Environmental Education Center for water and energy conservation education, DPU brought the Monster Detective Collective to every fourth grade classroom in the county. This program was created by the American Public Power Association and focuses on teaching children about many aspects of power generation, distribution and consumption.

The following financial statements are taken from the Incorporated County of Los Alamos, New Mexico Annual Comprehensive Financial Report (ACFR), for fiscal years ended June 30, 2022 and 2023, “Enterprise Funds” section. Please refer to the complete reports, including the notes to the financial statements for the complete financial picture. Copies of the ACFRs are available at ladpu.com/LAC-ACFRs.

Mgmt Discussion & Analysis



KAREN KENDALL
DEPUTY UTILITY MANAGER

Bachelor of Business Administration -
Accountancy

Memberships:
Government Finance Officers Association

Awards:
Association of Government Accountants
(NM Chapter) 2006 Financial Manager of
the Year

In a nutshell...

OVERVIEW OF THE FINANCIAL STATEMENTS

The following discussion and analysis are intended to serve as an introduction to the Los Alamos County Department of Public Utilities (DPU) financial statements. The DPU's financial activities are recorded in separate enterprise funds, which are government funds that support operations through revenues generated through the sale of goods and/or services to the public. The financial statements in this report include only the activities for the DPU and provide comparative information from the previous fiscal year. Information on county-wide financials can be found in the Los Alamos County Annual Comprehensive Financial Report (ACFR).

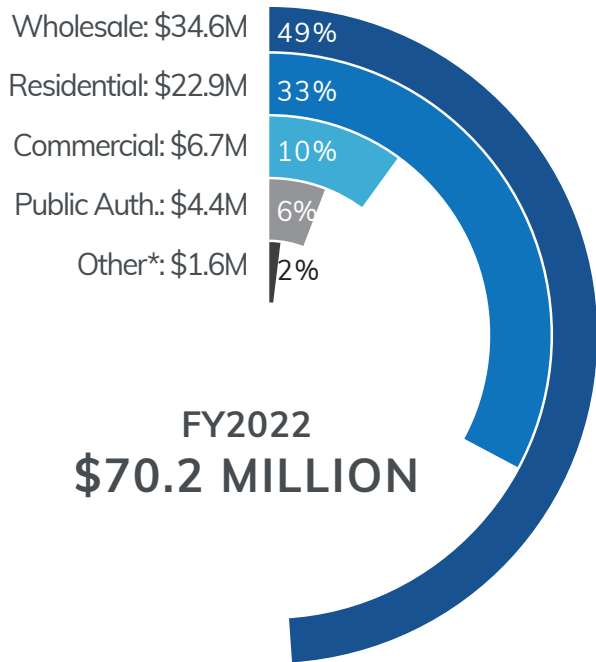
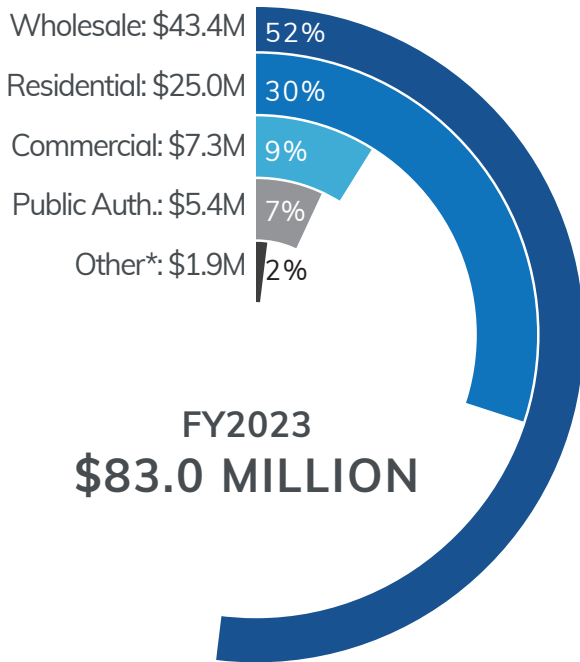
Financial reports included are for the fiscal year periods of July 1, 2021, through June 30, 2022 (FY2022), and July 1, 2022, through June 30, 2023 (FY2023).

The Combining Schedule of Net Position presents information on all four utilities' assets, liabilities, deferred inflows and outflows of resources and net position. The Statement of Net Position provides information about the nature and amounts of DPU's resources and obligations at a specific point in time.

The Combining Schedule of Revenues and Expenses reports all the revenues and expenses for the two fiscal years. This report is in an industry format, breaking out expenses into operating activities and maintenance activities. This format also shows revenues broken out by customer type.

The Combining Schedule of Cash Flows reports the cash provided and used by operating activities, as well as other cash sources, such as investment income and debt financing. They also report other cash uses such as payments for bond principal and capital additions and

OPERATING REVENUES



improvements.

The Credit Analysis of Net System Revenues of the Joint Utility reports on the Debt Coverage Ratio of the joint utility system. The debt coverage ratio is a measure of the cash available to pay current debt obligations. This is calculated by taking the net operating income divided by the current year debt service amount. A ratio of 1 or above indicates that the utility is generating enough income to sufficiently cover annual debt and interest payments. In the FY2023 DPU strategic planning session, the Board of Public Utilities set a goal of a 1.6 or better debt coverage ratio. As of June 30 2023, the debt coverage ratio for the Joint Utilities Fund is 1.9.

Financial Highlights

Los Alamos County and the DPU are pleased that the FY 2023 Los Alamos County Comprehensive Annual Financial Report once again received an unmodified or “clean” audit opinion. The audit this year was conducted by the auditors of Hinkle + Landers, P.C. The following is a brief discussion of some of the utility department’s fiscal year 2023 financial results.

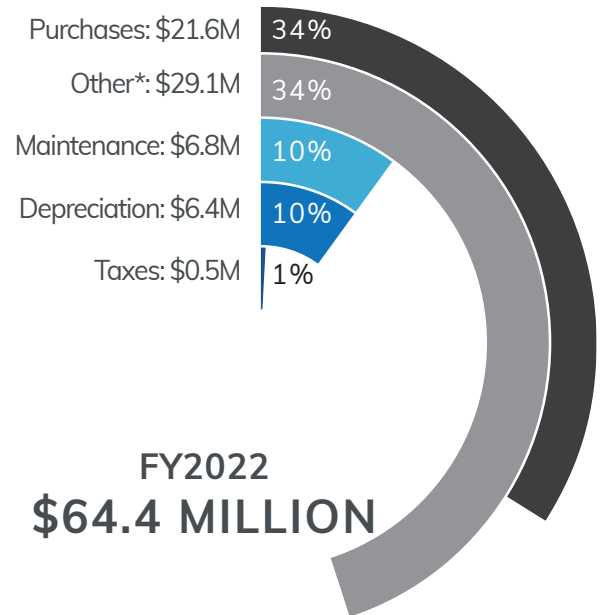
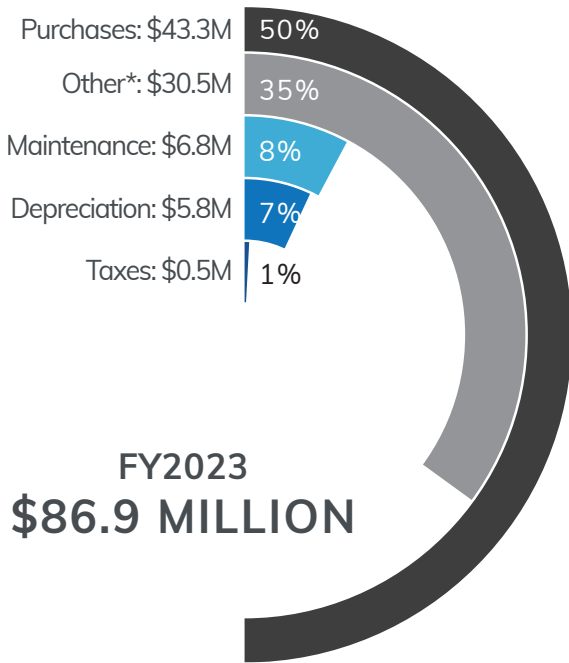
Note throughout the discussion negative numbers or losses are indicated with brackets.

In FY2023, the Joint Utilities Fund generated a net loss of \$3.9 million on operating revenues of approximately \$83 million, compared to net revenue of

approximately \$5.7 million on revenues of approximately \$70.2 million in the previous year. Revenues were \$12.8 million higher overall and operating expenses were \$22.4 million, due primarily to a \$21.6 million increase in electric and gas purchased commodities.

The Joint Utilities Fund operating income was a loss of \$3.9 million for FY23. This is due primarily to high purchased power and the cost of gas. Purchased power was \$16.4 million higher than the prior fiscal year. The cost of gas was \$5.2 million higher than the prior fiscal year. Electric rates were not increased during FY23. Gas prices from December 2022 through February 2023 greatly exceeded the variable cap set on the cost of

OPERATING EXPENSES



*Other includes expenses under distribution, admin and general, customer accounts, steam power generation, transmission, hydraulic power generation and other production expenses.

gas rates. Ordinance 02-340 was passed to address the ensuing shortfall and a recovery mechanism was approved shortly before the end of the fiscal year.

The net operating expenditures for the Joint Utility Fund saw a loss of \$23 million. In addition to the commodity costs discussed above, there was a one-time, non-operating loss on the disposition of the San Juan Generating Station assets of \$21.4 million due to the closure of the plant and mine.

Electric Operations

Electric revenues were \$43.4 million for wholesale, \$14.2 million for retail for a total of \$48.8 million for the fiscal year 2023. Operating expenditures were \$27.2 million and the cost of purchased power

was \$43.3 million. The net operating income was a loss of \$3.9 million compared to the prior year gain of \$3 million. Wholesale sales revenue was higher, but retail sales revenue was lower in FY2023 compared to FY2022. This, combined with purchased power costs which doubled, contributed to the net operating loss.

Gas Operations

Gas revenues were \$10.6 million for FY2023. Operating expenditures were \$3.1 million and the Cost of Gas was \$9.9 million. The net operating loss was \$2.5 million. Sales in terms were 17% above the prior year. However, the gas purchases of \$9.9 million were more than double the cost in FY2022 and three times the cost in

FY2021.

As stated above, when gas prices from December 2022 through February 2023 greatly exceeded the variable cap set on the cost of gas rates, an ordinance was passed to address the ensuing shortfall and a recovery mechanism was approved. As of June 30, 2023, DPU collected approximately \$360,000 of the \$2.2 million to be recovered.

Water Operations

Water operating revenues were \$8.9 million which is 10.83% above FY2022. Operating expenditures were \$8 million for operating net revenues of \$891,000.

Residential water sales were

3.9% below the prior year which appears to primarily be due to a wet early summer resulting in approximately \$444,000 in lower revenue. This is offset by higher wholesale sales to LANL which was 34% higher than the prior year resulting in nearly \$613,000 higher revenue.

Wastewater Operations

Wastewater revenues were relatively flat year over year. Operating expenditures were \$5

million compared to 4.9 million in the prior year. Net operating income was \$1.1 million. The White Rock Water Reclamation and Resource Facility is being funded by a state loan which is on a reimbursement basis once the plant is operational.

Utility Assistance Program

The Utility Assistance Program (UAP) saw a significant rise in requests for assistance after the end of the winter moratorium in mid-March. The fund balance of

the program at June 30, 2023, was \$14,680. Anyone interested in donating to the UAP fund can call the Customer Care Center at 505-662-8333 or they can find more information on DPU’s page of the county website. A new online form, at ladpu.com/assist, gives UAP donors the opportunity to set up regular monthly donations on their utility bills.

SELECTED FINANCIALS - ALL UTILITIES

	fy23	fy22	% Change
OPERATING REVENUES			
Wholesale	\$43,391,580	\$34,577,658	25.49%
Residential	25,032,013	22,864,135	9.48%
Commerical and Industrial	7,288,184	6,691,867	8.91%
Sales to Public Authorities	5,435,455	4,414,486	23.13%
Street Lighting	89,523	99,093	-9.66%
Other Operating Revenues	1,735,095	1,554,983	11.58%
TOTAL OPERATING REVENUES	82,971,850	70,202,222	18.19%
OPERATING EXPENSES			
Purchased Commodity	43,311,237	21,685,752	99.72%
Maintenance Expenses	6,775,535	6,765,425	0.15%
Depreciation Expense	5,776,726	6,450,045	-10.44%
Taxes	524,798	525,602	-0.15%
Other operating expenses	30,487,011	29,027,947	5.03%
TOTAL OPERATING EXPENSES	86,875,307	64,454,771	34.78%
ALL UTILITIES OPERATING INCOME	(\$3,903,457)	\$5,747,451	-167.92%

SELECTED FINANCIALS - ELECTRIC

	fy23	fy22	% Change
OPERATING REVENUES			
Wholesale	\$43,391,580	\$34,577,658	25.49%
Residential	7,260,761	7,364,074	-1.40%
Commerical and Industrial	4,003,232	4,114,966	-2.72%
Sales to Public Authorities	2,136,055	1,989,127	7.39%
Street Lighting	89,523	99,093	-9.66%
Other Operating Revenues	404,356	707,280	-42.83%
TOTAL OPERATING REVENUES	57,285,507	48,852,198	17.26%
OPERATING EXPENSES			
Purchased Commodity	33,414,984	17,039,150	96.11%
Maintenance Expenses	3,712,580	3,814,821	-2.68%
Depreciation Expense	2,430,630	3,193,646	-23.89%
Taxes	524,798	525,602	-0.15%
Other operating expenses	20,610,864	21,233,876	-2.93%
TOTAL OPERATING EXPENSES	60,693,856	45,807,095	32.50%
ELECTRIC OPERATING INCOME	(\$3,408,349)	\$3,045,103	-211.93%

SELECTED FINANCIALS - NATURAL GAS

	fy23	fy22	% Change
OPERATING REVENUES			
Wholesale	-	-	
Residential	\$7,895,861	\$5,210,517	51.54%
Commerical and Industrial	1,916,377	1,287,149	48.89%
Sales to Public Authorities	745,679	484,714	53.84%
Other Operating Revenues	45,815	181,834	-74.80%
TOTAL OPERATING REVENUES	10,603,732	7,164,214	48.01%
OPERATING EXPENSES			
Purchased Commodity	9,896,253	4,646,602	112.98%
Maintenance Expenses	358,657	409,924	-12.51%
Depreciation Expense	398,337	398,369	-0.01%
Taxes	-	-	
Other operating expenses	2,431,853	2,141,765	13.54%
TOTAL OPERATING EXPENSES	13,085,100	7,596,660	72.25%
NATURAL GAS OPERATING INCOME	(\$2,481,368)	(\$432,446)	473.80%

SELECTED FINANCIALS - WATER

	fy23	fy22	% Change
OPERATING REVENUES			
Wholesale	-	-	
Residential	\$4,452,007	\$4,896,045	-9.07%
Commerical and Industrial	607,079	547,763	10.83%
Sales to Public Authorities	2,553,721	1,940,645	31.59%
Other Operating Revenues	1,284,064	642,991	99.70%
TOTAL OPERATING REVENUES	8,896,871	8,027,444	10.83%
OPERATING EXPENSES			
Purchased Commodity	-	-	
Maintenance Expenses	811,338	763,715	6.24%
Depreciation Expense	2,093,752	2,004,830	4.44%
Taxes	-	-	
Other operating expenses	5,100,783	3,392,225	50.37%
TOTAL OPERATING EXPENSES	8,005,873	6,160,770	29.95%
WATER OPERATING INCOME	\$890,998	\$1,866,674	-52.27%

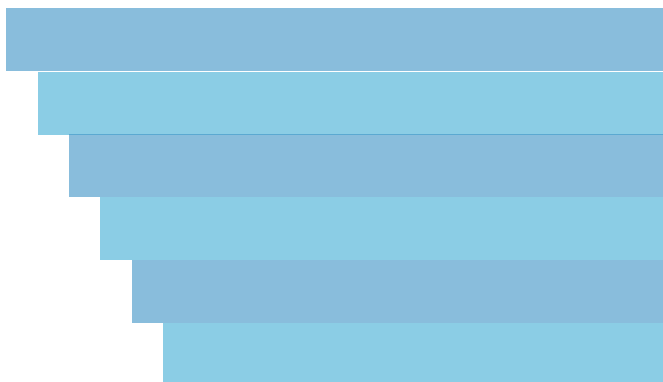
SELECTED FINANCIALS - WASTEWATER

	fy23	fy22	% Change
OPERATING REVENUES			
Wholesale	-	-	
Residential	\$5,423,384	\$5,393,499	0.55%
Commerical and Industrial	761,496	741,989	2.63%
Sales to Public Authorities	-	-	
Other Operating Revenues	860	22,878	-96.24%
TOTAL OPERATING REVENUES	6,185,740	6,158,366	0.44%
OPERATING EXPENSES			
Purchased Commodity	-	-	
Maintenance Expenses	1,892,960	1,776,965	6.53%
Depreciation Expense	854,007	853,200	0.09%
Taxes	-	-	
Other operating expenses	2,343,511	2,260,081	3.69%
TOTAL OPERATING EXPENSES	5,090,478	4,890,246	4.09%
WASTEWATER OPERATING INCOME	\$1,095,262	\$1,268,120	-13.63%

CREDIT ANALYSIS: NET SYSTEM REVENUES OF THE JOINT UTILITY

	ELECTRIC		GAS*	
	fy23	fy22	fy23	fy22
OPERATING REVENUES				
Utility sales and service	\$57,135,072	\$48,547,321	\$10,603,730	\$7,164,213
Rentals	13,942	179,905	-	-
Miscellaneous Revenue	97,644	24,570	34,724	-
Total Operating Revenue	57,246,658	48,751,796	10,638,454	7,164,213
OPERATING EXPENSES				
Employee salaries and benefits	7,613,143	6,574,562	818,363	616,052
Contractual services	46,782,442	34,382,647	11,430,717	6,152,660
Materials and supplies	433,907	408,145	112,148	158,580
Other	23,488	27,786	-	6,377
Net Operating Expenditures	54,852,980	41,393,140	12,361,228	6,933,669
NET REVENUE AVAILABLE FOR DEBT SERVICE	2,393,678	7,358,656	(1,722,774)	230,544
Total Debt Service	\$1,600,505	\$1,835,352	-	-
TOTAL DEBT SERVICE COVERAGE	1.50	4.01		

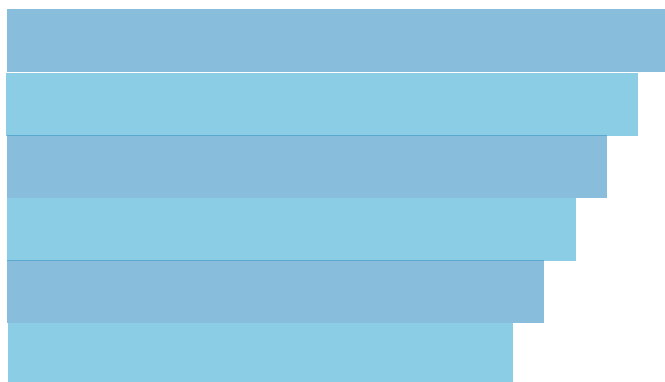
* The natural gas fund currently has no outstanding debt service.



Notes: The Utility has a number of debt issuances outstanding that are collateralized by the pledging of utility revenues. The amount per subfund and FY presented in the table above is indicated as total debt service. The purpose of the debt issuances was for the financing of various Utility capital improvement projects. For June 30, 2023 and 2022, debt service payments as a percentage

WATER		WASTEWATER		TOTAL JOINT UTILITY SYSTEM	
fy23	fy22	fy23	fy22	fy23	fy22
\$8,802,913	\$7,448,666	\$6,184,880	\$6,135,488	\$82,726,595	\$69,295,688
-	-	-	-	13,942	179,905
66,382	62,860	860	22,878	199,610	110,308
8,869,295	7,511,526	6,185,740	6,158,366	82,940,147	69,585,901
1,644,551	1,529,619	1,537,994	1,488,098	11,614,051	10,208,331
4,001,088	1,685,467	2,306,094	2,141,240	64,520,341	44,362,014
225,269	613,494	251,121	281,004	1,022,445	1,461,223
12,388	3,269	126,850	126,702	162,726	164,134
5,883,296	3,831,849	4,222,059	4,037,044	77,319,563	56,195,702
2,985,999	3,679,677	1,963,681	2,121,322	5,620,584	13,390,199
\$521,965	\$240,185	\$840,784	\$750,881	\$2,963,254	\$2,826,418
5.72	15.32	2.34	2.83	1.90	4.74

of the pledged gross revenue, net of certain expenses where so required by the debt agreement, are indicated in the table above. The debt service coverage ratios also approximate the relationship of the debt service to pledged revenue for the remainder of the term of the commitment. Operating revenues include revenues for utility services, interest, and other operating revenues.



BALANCE SHEET

Combining Schedule of Net Position

ASSETS	FY23	FY22
CURRENT ASSETS		
Equity (deficit) in pooled cash & investments	\$13,852,295	\$9,385,761
Receivables, net of allowance for uncollectibles		
Accounts	7,223,154	7,281,996
Unbilled	1,797,630	1,799,998
Due from other governments	151,319	20,675
Due from other subfunds (not included in total column)	-	-
Inventories and prepayments		
Inventories	2,243,694	1,291,730
Power plant inventories	-	-
Prepayments	663,446	717,352
TOTAL CURRENT ASSETS	\$25,931,538	\$20,497,512
RESTRICTED ASSETS		
Cash and cash equivalents		
Debt reserve and debt service	3,273,344	3,245,039
Operations & maintenance	12,469,347	25,167,183
Investments	-	-
Debt reserve and debt service	-	-
TOTAL RESTRICTED ASSETS	\$15,742,691	\$28,412,222
PROPERTY, PLANT & EQUIPMENT		
Land	2,959,328	2,959,328
Utility plant in service	296,489,229	335,188,545
Machinery & equipment	3,667,875	4,191,392
Less accumulated depreciation	(152,231,970)	(181,260,605)
Construction in progress	24,335,498	17,329,175
Right-To-Use Assets		
Subscription based IT arrangements, net of amortization	102,068	-
TOTAL PROPERTY, PLANT & EQUIPMENT	\$175,322,028	\$178,407,835
DEFERRED CHARGES AND OTHER ASSETS		
Advances to other subfunds (not included in total column)	-	-
TOTAL ASSETS	\$216,996,257	\$227,317,569
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amounts from refunding of debt (debits)	198,081	214,789
Deferred other post employment benefits	1,042,223	1,235,168
Deferred pensions	2,062,226	1,202,530
Deferred decommissioning Costs	2,474,890	3,093,613
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$5,777,420	\$5,746,100

.....TOTAL JOINT UTILITY.....

LIABILITIES	FY23	FY22
CURRENT LIABILITIES		
Accounts Payable	5,413,404	4,473,759
Accrued salaries including benefits payable	172,240	118,932
Accrued compensated absences	802,591	791,262
Customer deposits payable	569,010	494,794
Due to other governments	126,080	136,825
Due to other subfunds (not included in total column)	-	-
Subscription based IT arrangements liability	7,614	-
Interest payable on subscription based IT arrangements liability	369	-
Unearned Revenue	317,313	-
TOTAL CURRENT LIABILITIES	\$7,408,621	\$6,015,572
LIABILITIES PAYABLE FROM RESTRICTED ASSETS		
Current portion of revenue bonds payable	1,360,000	1,300,001
Contracts and intergovernmental debt payable	845,539	528,165
Interest payable on debt	64,120	70,985
TOTAL LIABILITIES FROM RESTRICTED ASSETS	\$2,269,659	\$1,899,151
NON-CURRENT LIABILITIES		
Revenue bonds payable	11,311,361	12,692,429
Special closure costs	11,397,852	11,299,458
Accrued compensated absences	435,583	434,481
Advances from other subfunds (not included in total column)	-	-
Contracts and intergovernmental debt payable	26,243,540	12,620,427
Net other post employment benefits liability	2,810,518	3,783,326
Net pension liability	12,464,936	8,811,440
TOTAL NON-CURRENT LIABILITIES	64,663,790	49,641,561
TOTAL LIABILITIES	\$74,342,070	\$57,556,284
DEFERRED INFLOWS OF RESOURCES		
Deferred other post employment benefits	2,726,810	2,564,636
Deferred pensions	142,020	2,828,552
Deferred leases	207,133	-
TOTAL DEFERRED INFLOWS OF RESOURCES	\$3,075,963	\$5,393,188
NET POSITION		
Net investment in capital assets	135,695,894	151,481,602
Restricted assets for, net of related liabilities:		
Debt Service	4,280,719	17,041,779
Unrestricted	\$5,322,870	\$1,590,816
TOTAL NET POSITION	\$145,299,483	\$170,114,197

BALANCE SHEET

Combining Schedule of Net Position

ASSETS	FY23	FY22
CURRENT ASSETS		
Equity (deficit) in pooled cash & investments	\$1,116,334	\$3,340,016
Receivables, net of allowance for uncollectibles		
Accounts	4,146,602	454,243
Unbilled	659,605	346,993
Due from other governments	135,600	-
Due from other subfunds (not included in total column)	-	-
Inventories and prepayments		
Inventories	1,829,937	10,341
Power plant inventories	-	-
Prepayments	663,446	-
TOTAL CURRENT ASSETS	\$8,551,524	\$4,151,593
RESTRICTED ASSETS		
Cash and cash equivalents		
Debt reserve and debt service	3,082,361	-
Operations & maintenance	11,412,292	5,067,043
Investments		-
Debt reserve and debt service		-
TOTAL RESTRICTED ASSETS	\$14,494,653	\$5,067,043
PROPERTY, PLANT & EQUIPMENT		
Land	-	2,959,328
Utility plant in service	130,661,896	43,133,064
Machinery & equipment	2,290,768	452,697
Less accumulated depreciation	(91,277,602)	(16,007,026)
Construction in progress	1,506,038	5,752,089
Right-To-Use Assets		
Subscription based IT arrangements, net of amortization	102,068	-
TOTAL PROPERTY, PLANT & EQUIPMENT	\$43,283,168	\$36,290,152
DEFERRED CHARGES AND OTHER ASSETS		
Advances to other subfunds (not included in total column)	-	-
TOTAL ASSETS	\$66,329,345	\$45,508,788
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amounts from refunding of debt (debits)	198,081	-
Deferred other post employment benefits	684,404	\$138,507
Deferred pensions	1,329,865	15,185
Deferred decommissioning Costs	2,474,890	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$4,687,240	\$153,692

ELECTRIC

LIABILITIES	FY23	FY22
CURRENT LIABILITIES		
Accounts Payable	2,960,191	3,288,527
Accrued salaries including benefits payable	113,080	79,842
Accrued compensated absences	592,212	556,860
Customer deposits payable	217,239	185,641
Due to other governments	51,762	54,490
Due to other subfunds (not included in total column)	-	-
Subscription based IT arrangements liability	7,614	-
Interest payable on subscription based IT arrangements liability	369	-
TOTAL CURRENT LIABILITIES	\$3,942,467	\$4,165,360
LIABILITIES PAYABLE FROM RESTRICTED ASSETS		
Current portion of revenue bonds payable	1,027,378	975,694
Contracts and intergovernmental debt payable	-	-
Interest payable on debt	46,388	50,697
TOTAL LIABILITIES FROM RESTRICTED ASSETS	\$1,073,766	\$1,026,391
NON-CURRENT LIABILITIES		
Revenue bonds payable	10,705,003	11,753,549
Special closure costs	11,397,852	11,299,458
Accrued compensated absences	276,176	248,782
Advances from other subfunds (not included in total column)	-	-
Contracts and intergovernmental debt payable	-	-
Subscription based IT arrangements liability	56,161	-
Net other post employment benefits liability	1,723,085	2,369,787
Net pension liability	8,157,831	5,732,775
TOTAL NON-CURRENT LIABILITIES	32,316,108	31,404,351
TOTAL LIABILITIES	\$37,332,341	\$36,596,102
DEFERRED INFLOWS OF RESOURCES		
Deferred other post employment benefits	1,755,383	1,647,574
Deferred pensions	101,966	1,888,557
Deferred leases	207,133	-
TOTAL DEFERRED INFLOWS OF RESOURCES	\$2,064,482	\$3,536,131
NET POSITION		
Net investment in capital assets	31,685,093	51,607,375
Restricted assets for, net of related liabilities:		
Debt Service	3,050,413	3,004,751
Unrestricted	(\$3,115,744)	\$599,917
TOTAL NET POSITION	\$31,619,762	\$55,212,043

BALANCE SHEET

Combining Schedule of Net Position

ASSETS	FY23	FY22
CURRENT ASSETS		
Equity (deficit) in pooled cash & investments	(\$882,306)	\$236,176
Receivables, net of allowance for uncollectibles		
Accounts	358,300	516,840
Unbilled	151,313	115,652
Due from other governments	-	-
Due from other subfunds (not included in total column)	-	-
Inventories and prepayments		
Inventories	97,643	84,250
Power plant inventories	-	-
Prepayments	-	-
TOTAL CURRENT ASSETS	(\$275,050)	\$952,918
RESTRICTED ASSETS		
Cash and cash equivalents		
Debt reserve and debt service	-	-
Operations & maintenance	-	2,259,583
Investments	-	-
Debt reserve and debt service	-	-
TOTAL RESTRICTED ASSETS	-	\$2,259,583
PROPERTY, PLANT & EQUIPMENT		
Land	-	-
Utility plant in service	18,974,668	16,317,161
Machinery & equipment	172,620	172,620
Less accumulated depreciation	(7,105,175)	(6,756,323)
Construction in progress	31,983	1,858,312
TOTAL PROPERTY, PLANT & EQUIPMENT	\$12,074,096	\$11,591,770
DEFERRED CHARGES AND OTHER ASSETS		
Advances to other subfunds (not included in total column)	-	-
TOTAL ASSETS	\$11,799,046	\$14,804,271
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amounts from refunding of debt (debits)	-	-
Deferred other post employment benefits	105,368	117,680
Deferred pensions	495,019	440,319
Deferred decommissioning Costs	-	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$600,387	\$557,999

NATURAL GAS

LIABILITIES	FY23	FY22
CURRENT LIABILITIES		
Accounts Payable	87,160	340,301
Accrued salaries including benefits payable	9,219	2,915
Accrued compensated absences	57,925	105,265
Customer deposits payable	178,595	149,315
Due to other governments	21,204	20,768
Due to other subfunds (not included in total column)	-	-
TOTAL CURRENT LIABILITIES	\$354,103	\$618,564
LIABILITIES PAYABLE FROM RESTRICTED ASSETS		
Current portion of revenue bonds payable	-	-
Contracts and intergovernmental debt payable	-	-
Interest payable on debt	-	-
TOTAL LIABILITIES FROM RESTRICTED ASSETS	-	-
NON-CURRENT LIABILITIES		
Revenue bonds payable	-	-
Special closure costs	-	-
Accrued compensated absences	69,223	83,508
Advances from other subfunds (not included in total column)	-	-
Contracts and intergovernmental debt payable	-	-
Net other post employment benefits liability	948,330	1,010,408
Net pension liability	2,121,653	1,887,812
TOTAL NON-CURRENT LIABILITIES	3,139,206	2,981,728
TOTAL LIABILITIES	\$3,493,309	\$3,600,292
DEFERRED INFLOWS OF RESOURCES		
Deferred other post employment benefits	-	374,350
Deferred pensions	-	203,254
TOTAL DEFERRED INFLOWS OF RESOURCES	-	\$577,604
NET POSITION		
Net investment in capital assets	12,074,096	11,591,770
Restricted assets for, net of related liabilities:		
Debt Service	-	2,259,583
Unrestricted	(\$3,583,650)	(\$2,666,979)
TOTAL NET POSITION	\$8,490,446	\$11,184,374

BALANCE SHEET

Combining Schedule of Net Position

ASSETS	FY23	FY22
CURRENT ASSETS		
Equity (deficit) in pooled cash & investments	\$9,750,937	\$2,036,003
Receivables, net of allowance for uncollectibles		
Accounts	2,501,184	682,438
Unbilled	480,854	471,468
Due from other governments	15,719	20,675
Due from other subfunds (not included in total column)	91,053	179,454
Inventories and prepayments		-
Inventories	305,516	195,437
Power plant inventories		-
Prepayments		3,111
TOTAL CURRENT ASSETS	\$13,145,263	\$3,588,586
RESTRICTED ASSETS		
Cash and cash equivalents		
Debt reserve and debt service	190,983	189,591
Operations & maintenance	-	6,541,099
Investments	-	-
Debt reserve and debt service	-	-
TOTAL RESTRICTED ASSETS	\$190,983	\$6,730,690
PROPERTY, PLANT & EQUIPMENT		
Land	-	-
Utility plant in service	102,970,270	97,815,738
Machinery & equipment	723,345	723,345
Less accumulated depreciation	(36,989,092)	(36,853,183)
Construction in progress	1,625,845	4,718,184
TOTAL PROPERTY, PLANT & EQUIPMENT	\$68,330,368	\$66,404,084
DEFERRED CHARGES AND OTHER ASSETS		
Advances to other subfunds (not included in total column)		91,053
TOTAL ASSETS	\$81,666,614	\$76,814,413
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amounts from refunding of debt (debits)		-
Deferred other post employment benefits	137,296	166,311
Deferred pensions	113,333	(15,574)
Deferred decommissioning Costs		-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$250,629	\$150,737

WATER

LIABILITIES	FY23	FY22
CURRENT LIABILITIES		
Accounts Payable	997,385	180,971
Accrued salaries including benefits payable	29,843	20,147
Accrued compensated absences	97,399	70,132
Customer deposits payable	173,176	159,838
Due to other governments	29,335	38,493
Due to other subfunds (not included in total column)	-	-
Unearned revenue	317,313	-
TOTAL CURRENT LIABILITIES	\$1,644,451	\$469,581
LIABILITIES PAYABLE FROM RESTRICTED ASSETS		
Current portion of revenue bonds payable	332,622	324,307
Contracts and intergovernmental debt payable	121,180	120,545
Interest payable on debt	5,810	7,435
TOTAL LIABILITIES FROM RESTRICTED ASSETS	\$459,612	\$452,287
NON-CURRENT LIABILITIES		
Revenue bonds payable	606,358	938,880
Special closure costs	-	-
Accrued compensated absences	71,601	72,800
Advances from other subfunds (not included in total column)	-	-
Contracts and intergovernmental debt payable	6,509,389	2,740,910
Net other post employment benefits liability	43,842	190,133
Net pension liability	1,177,232	626,154
TOTAL NON-CURRENT LIABILITIES	8,408,422	4,568,877
TOTAL LIABILITIES	\$10,512,485	\$5,490,745
DEFERRED INFLOWS OF RESOURCES		
Deferred other post employment benefits	324,097	299,709
Deferred pensions	9,075	415,066
TOTAL DEFERRED INFLOWS OF RESOURCES	\$333,172	\$714,775
NET POSITION		
Net investment in capital assets	60,760,819	62,279,442
Restricted assets for, net of related liabilities:		
Debt Service	185,173	6,723,255
Unrestricted	\$10,125,594	\$1,756,933
TOTAL NET POSITION	\$71,071,586	\$70,759,630

BALANCE SHEET

Combining Schedule of Net Position

ASSETS	FY23	FY22
CURRENT ASSETS		
Equity (deficit) in pooled cash & investments	\$3,867,330	\$3,340,016
Receivables, net of allowance for uncollectibles		
Accounts	427,616	454,243
Unbilled	295,310	346,993
Due from other governments	-	-
Due from other subfunds (not included in total column)	-	-
Inventories and prepayments		
Inventories	10,598	10,341
Power plant inventories	-	-
Prepayments	-	-
TOTAL CURRENT ASSETS	\$4,600,854	\$4,151,593
RESTRICTED ASSETS		
Cash and cash equivalents		
Debt reserve and debt service	-	-
Operations & maintenance	1,057,055	5,067,043
Investments	-	-
Debt reserve and debt service	-	-
TOTAL RESTRICTED ASSETS	\$1,057,055	\$5,067,043
PROPERTY, PLANT & EQUIPMENT		
Land	2,959,328	2,959,328
Utility plant in service	43,882,395	43,133,064
Machinery & equipment	481,142	452,697
Less accumulated depreciation	(16,860,101)	(16,007,026)
Construction in progress	21,171,632	5,752,089
TOTAL PROPERTY, PLANT & EQUIPMENT	\$51,634,396	\$36,290,152
DEFERRED CHARGES AND OTHER ASSETS		
Advances to other subfunds (not included in total column)	-	-
TOTAL ASSETS	\$57,292,305	\$45,508,788
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amounts from refunding of debt (debits)	-	-
Deferred other post employment benefits	115,155	138,507
Deferred pensions	124,009	15,185
Deferred decommissioning Costs	-	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$239,164	\$153,692

.....WASTEWATER.....

LIABILITIES	FY23	FY22
CURRENT LIABILITIES		
Accounts Payable	1,368,668	663,960
Accrued salaries including benefits payable	20,098	16,028
Accrued compensated absences	55,055	59,005
Customer deposits payable	-	-
Due to other governments	23,779	23,074
Due to other subfunds (not included in total column)	91,053	179,454
TOTAL CURRENT LIABILITIES	\$1,558,653	\$941,521
LIABILITIES PAYABLE FROM RESTRICTED ASSETS		
Current portion of revenue bonds payable	-	-
Contracts and intergovernmental debt payable	724,359	407,620
Interest payable on debt	11,922	12,853
TOTAL LIABILITIES FROM RESTRICTED ASSETS	\$736,281	\$420,473
NON-CURRENT LIABILITIES		
Revenue bonds payable	-	-
Special closure costs	-	-
Accrued compensated absences	18,583	29,391
Advances from other subfunds (not included in total column)	-	91,053
Contracts and intergovernmental debt payable	19,734,151	9,879,517
Net other post employment benefits liability	95,261	212,998
Net pension liability	1,008,220	564,699
TOTAL NON-CURRENT LIABILITIES	20,856,215	10,777,658
TOTAL LIABILITIES	\$23,151,149	\$12,139,652
DEFERRED INFLOWS OF RESOURCES		
Deferred other post employment benefits	262,631	243,003
Deferred pensions	-	321,675
TOTAL DEFERRED INFLOWS OF RESOURCES	\$262,631	\$564,678
NET POSITION		
Net investment in capital assets	31,175,886	26,003,015
Restricted assets for, net of related liabilities:		
Debt Service	1,045,133	5,054,190
Unrestricted	\$1,896,670	\$1,900,945
TOTAL NET POSITION	\$34,117,689	\$32,958,150

Abbreviations Used in DPU Reports

ACFR	Annual Comprehensive Financial Report
AMI	Automated Metering Infrastructure
APPA	American Public Power Association
AWWA	American Water Works Association
ATC	Around the Clock
BGAL	Billions of Gallons
BPU	Board of Public Utilities
CFPP	Carbon Free Power Project
CGTG	Combustion Gas Turbine Generator
COLA	Combined Operating License Application
DG	Distributed Generation
DOE	Department of Energy
DOT	Department of Transportation
DPU	Department of Public Utilities
DW	Water Distribution
ECA	Electric Coordination Agreement
ED	Electric Distribution
EIA	Energy Information Administration
EP	Electric Production
EV	Electric Vehicle
FERC	Federal Energy Regulatory Commission
FER	Future Energy Resources Committee
FY	Fiscal Year
GA	Gas Distribution
GPCD	Gallons Per Capita Daily
GWS	Gas, Water, & Sewer Division*
IA	Interagency Agreement
KGAL	Thousands of Gallons
KWH	Kilowatt Hours
LAC	Los Alamos County
LAFD	Los Alamos Fire Department
LANL	Los Alamos National Laboratory
LAPP	Los Alamos Power Pool

LARES	Los Alamos Resiliency, Energy & Sustainability Task Force
MCC	Motor Control Center
MGAL	Millions of Gallons
MWH	Megawatt Hours
NMED	New Mexico Environment Depart
NMGC	New Mexico Gas Company
NMMEAA	New Mexico Municipal Energy Acquisition Authority
NNSA	National Nuclear Security Administration
NP	Non-Potable
NPV	Net Present Value
O&M	Operations & Maintenance
OW	Otowi Well
PEEC	Pajarito Environmental Education Center
PHMSA	Pipeline & Hazardous Materials Safety Administration
PPA	Power Purchase Agreement
PRV	Pressure Regulating Valve
PV	Photovoltaic
RFP	Request for Proposals
SCADA	Supervisory Control and Data Acquisition
SLS	Sewer Lift Station
UAP	Utility Assistance Program
UAMPS	Utah Associated Municipal Power Systems
UM	Utility Manager
USBR	United States Bureau of Reclamation
USFS	United States Forest Service
WAPA	Western Area Power Administration
WC	Wastewater Collection
WP	Water Production
WRRF	Water Resource Reclamation Facility
WT	Wastewater Treatment
WWTP	Wastewater Treatment Plant

*Sewer = Wastewater Collection

FY2023 ANNUAL REPORT

JUL1 / 2022 thru JUN30 / 2023

Issued Feb22 / 2023

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Los Alamos County City Feed

2024: Jan 1 - Mar 31

Q3 REPORT FY24

LOS ALAMOS
Department of Public Utilities



ABOUT DPU

The Department of Public Utilities is county-owned. It provides Los Alamos County with electric, natural gas, water and wastewater services. Established under Article 5 of the 1968 Charter for the Incorporated County of Los Alamos, the DPU falls under the jurisdiction of the Board of Public Utilities.

Serving a population of 19,187 citizens with an authorized budget of approximately \$157 million, DPU operates and maintains assets totaling \$216 million with about 100 employees.

Los Alamos is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 to 9,200 feet. Because of this unique topography, DPU's assets are incredibly complex for the population served. For example, Santa Fe serves its 88,000 citizens with four lift stations. Here in Los Alamos, our population is a fifth of that size but 26 lift stations are required to properly serve our citizens with wastewater services.

WHO

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PHILO SHELTON / UTILITIES MANAGER

June 2019 through present

Professional Engineer
Master of Science, Civil Engineering
Bachelor of Science, Civil Engineering
Master of Public Administration
Certified Public Manager

#HIGHLIGHTS

When we think of forever chemicals, DDT and PCBs often come to mind, however there is now an additional, recently identified forever chemical called PFAS (per- and polyfluoroalkyl substance). PFAS are found in cleaning products; water-resistant fabrics that are used in items such as rain jackets, umbrellas and tents; grease-resistant paper; nonstick cookware; personal care products like shampoo, dental floss, nail polish and eye makeup; and stain-resistant coatings used on carpets, upholstery and other fabrics.

According to the EPA, reducing exposure to PFAS will save thousands of lives by preventing tens of thousands of serious illnesses--including cancers, liver disease, heart attacks and strokes--and reduce immune and developmental impacts to pregnant women, and children.

DPU has been following this PFAS contaminant since 2019. A year ago, EPA's health advisory level was going to be set at 70 parts per trillion (ppt) for PFAS. At the end of this quarter, EPA is instead setting the enforceable Maximum Contaminant Levels (MCLs) at 4.0 ppt for PFOA and PFOS, individually. Collectively, PFOA and PFOS are what we refer to as PFAS. These standards are intended to reduce exposure from PFAS in drinking water to the lowest levels that are feasible for effective implementation.

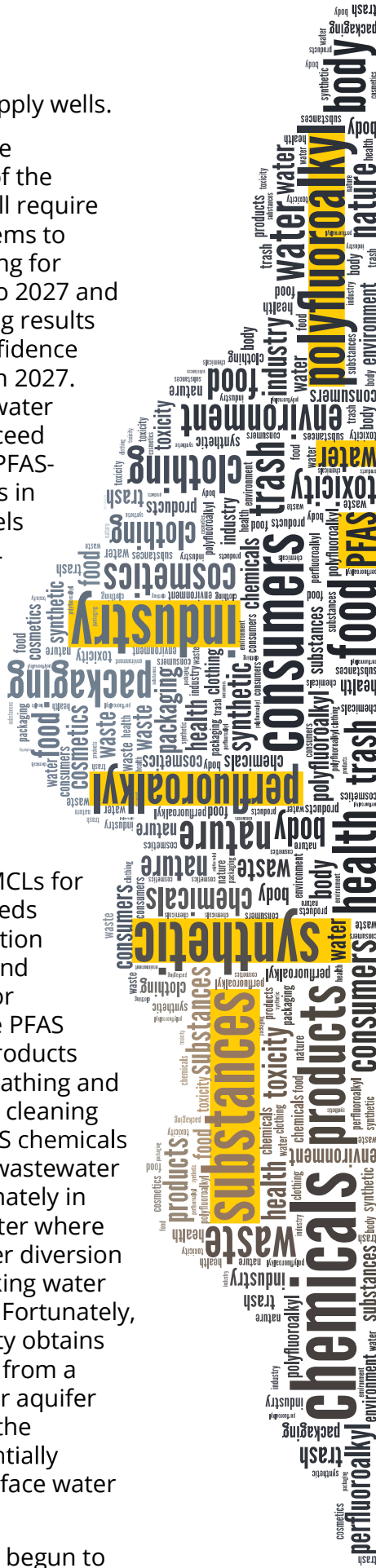
In Los Alamos County's 2022 Consumer Confidence Report (CCR), total PFAS were reported between 0.350 to 0.775 ppt which is well below EPA's MCL for PFAS. As stated in the report, PFAS were a growing concern nationwide in 2019. While PFAS were not regulated by the EPA or New Mexico when the report was compiled, we began initial testing for this constituent in 2021 and detected minimal amounts of PFAS in Los Alamos

drinking water supply wells.

Going forward, the implementation of the new standards will require public water systems to conduct monitoring for PFAS from 2024 to 2027 and include monitoring results in Consumer Confidence Reports starting in 2027. Starting in 2029, water providers that exceed MCLs must have PFAS-reducing solutions in place to bring levels down to new MCL standards. Public notification for MCL violations will be an ongoing requirement beginning in 2027.

While DPU's test results are below these proposed MCLs for PFAS, DPU still needs to pay close attention to PFAS sources and contamination. For example, because PFAS is in household products through normal bathing and typical household cleaning efforts, these PFAS chemicals are ending up in wastewater systems and ultimately in one's drinking water where downstream water diversion points enter drinking water treatment plants. Fortunately, Los Alamos County obtains its drinking water from a deep groundwater aquifer that is not under the influence of potentially contaminated surface water sources.

Now that EPA has begun to



FOREVER CHEMICALS

regulate PFAS in drinking water, which is an immediate health and safety risk, I am anticipating that wastewater discharges may soon be regulated as well. The treatment technologies are expensive for drinking water and will be more expensive if required for wastewater. The best approach is to eliminate the sources of these risks. In anticipation of this potential development, I signed up with the National League of Cities (NLC) to monitor regulations on PFAS and reduce its sources. The NLC is advocating for comprehensive federal action to prevent further pollution, contamination, and exposure to PFAS, including through source reduction as a key mechanism for keeping PFAS out of water systems, landfills, and the environment. Next, through NLC, I wrote an email to Senator Heinrich's office regarding the issues around PFAS. His office responded that he is closely tracking this issue and seeking funding for communities already directly impacted by PFAS, like Cannon Air Force Base near Clovis. In closing, this quote from Senator Heinrich wraps up this issue: "Everyone deserves to live in a safe, habitable environment free from contamination. I will continue working with my colleagues in the Senate to protect our food, water, and public health from harmful contaminants like PFAS."

More information about PFAS is available at <https://www.epa.gov/pfas>.

#MISSION

Provide safe and reliable utility services in an economically and environmentally sustainable fashion



#VISION

Be a high-performing, community-centric utility contributing to its future with innovative and diversified utility solutions



#VALUES

We value **CUSTOMERS** by being service oriented and fiscally responsible

We value **EMPLOYEES & PARTNERSHIPS** by being a safe, ethical and professional organization that encourages continuous learning

We value **ENVIRONMENTAL & NATURAL RESOURCES** through innovative solutions

We value **COMMUNITY** by being communicative, organized and transparent





STRATEGIC FOCUS AREAS

O OPERATIONS & PERFORMANCE

GOAL: Provide safe and reliable utility services

- All utilities services are delivered safely, reliably and efficiently
- Efficiently implement and maintain secure and reliable business systems
- Utility control and mapping systems and processes are accurate, safe and secure
- Develop a culture of continuous improvement
- Be flexible and adaptable in delivering all utility operations
- Establish a plan to upgrade electric supply and distribution systems to meet needs of all-electric buildings and electric vehicles and maximize benefit of distributed energy resources

F FINANCIAL PERFORMANCE

GOAL: Achieve and maintain excellence in financial performance

- Utilize revenues to provide a high level of service while keeping rates competitive with similar utilities
- Achieve work plans while operating within budget
- Meet financial reserve targets within our 10-year financial policy, with a debt coverage ratio of 1.6 or greater every fiscal year
- Conduct cost of service studies for each utility at least every 5 years

C CUSTOMERS, STAKEHOLDERS & COMMUNITY

GOAL: Be a customer service-oriented organization that is communicative, efficient and transparent

- Customer service processes and systems are efficient, secure and user-friendly
- Educate Board Members on markets, contracts and production options for all electric production resources
- Inform stakeholders about Utilities operations affecting the community and create opportunities for stakeholders to engage
- Utilize Voice of the Customer survey results to improve utility operations

#GOALS

W WORKFORCE

GOAL: Sustain a capable, satisfied, engaged, ethical and safe workforce focused on customer service

- Employees are engaged, satisfied and fairly compensated
- Employees promote a culture of safe, ethical and customer-focused behavior
- Leaders invest in employee training and professional development

E ENVIRONMENTAL SUSTAINABILITY

GOAL: Continuously, conscientiously, work toward environmental sustainability

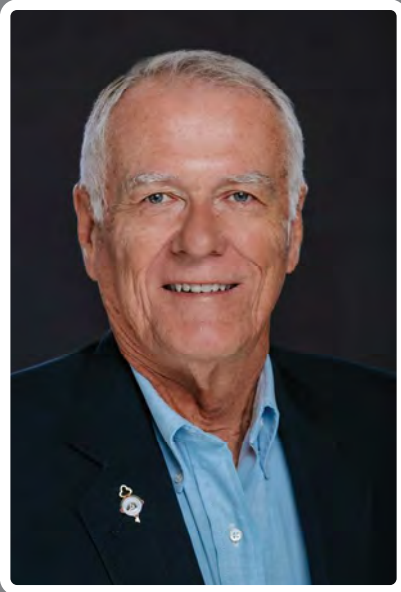
- Promote utility efficiency through targeted conservation programs
- Be a net carbon neutral electric provider by 2040
- Support phase-out of natural gas service by 2070 with at least a 10% reduction in usage by 2030 as measured by annual therms per heating degree day compared to a 2016-2020 average
- Work with other County departments to minimize investments in new gas consuming equipment
- Reduce potable water use by 12% from 143 gallons per capita per day (GPCPD, 2020 calendar baseline) to 126 GPCPD by 2030
- Provide class 1A effluent water in Los Alamos County

P PARTNERSHIPS

GOAL: Develop and strengthen partnerships with stakeholders

- Communicate with stakeholders (e.g. customers, LANL, DOE, pueblos, NM and federal government, neighboring municipalities, LAC schools, County Council) to strengthen existing partnerships and identify new potential mutually beneficial partnering opportunities
- Partner with other Los Alamos County departments on implementation of BPU approved LARES goals
- Continue to coordinate infrastructure construction projects as early as possible between DOE, San Ildefonso Pueblo, DPU and Public Works, especially for communications infrastructure

BOARD OF PUBLIC UTILITIES



ROBERT GIBSON
Chair

Appointed: July 2023

1st Term: July '23 - June '28

Chair: 2024

Council liaison to BPU: 2008

Previous term: 2001-2006
Chair: 2 years
Vice Chair: 2 years



ERIC STROMBERG
Vice Chair

Appointed: July 2020

1st Term: July '20 - June '25

Vice Chair: 2024



STEVE TOBIN
Member

Appointed: July 2019

1st Term: July '19 - June '24

Chair: 2023

Vice Chair: 2022

Consisting of five voting members and appointed by the Los Alamos County Council, the Board of Public Utilities is the governing body for the DPU. Members reside in Los Alamos and are customers of the department. For calendars, policies and procedures, agendas, minutes and videos of meetings, visit LADPU.com/BPU.



CHARLES NAKHLEH
Member

Appointed: July 2022

1st Term: July '22 - June '27



MATT HEAVNER
Member

Appointed: January 2024

1st Term: Feb '24 - June '26

OUR BOARD

The BPU normally holds work sessions on the first Wednesday and regular sessions on the third Wednesday of each month. Meetings begin at 5:30 pm in Council Chambers. Agendas are published at least 72 hours prior to each meeting. Members of the public are encouraged to attend and can participate either in person or via Zoom. Proceedings are also streamed online at LADPU.com/BPUliveproceedings. The BPU calendar is available online at LADPU.com/BPU.

SAFETY



Safety Culture Vision

DPU seeks to create a safety culture where employees practice safety every hour on the job, while no one is watching, because they want to and not because they have to. To create this safety culture, DPU employees believe in:

- Putting safety first
- Leading by example
- Establishing and enforcing a high standard of work performance
- Briefing or tailgating before every job
- Making work and safety suggestions

Safety Committee

DPU employees representing each utility division comprise the 13-person Safety Committee. They hold a committee meeting quarterly to review and share best practices. They also analyze accidents, incidents and near misses, and discuss and implement appropriate prevention measures.

Each member of the Safety Committee is responsible for moving that discussion forward to the rest of the staff at the next weekly group meeting and sharing agreed-upon prevention measures.

Safety Employee

The Safety Employee of the Quarter program was developed by the Safety Committee with an intent to reward those who most clearly and effectively demonstrate DPU's safety culture vision.

DPU employees may nominate fellow employees who exemplify the safety culture vision at any time. Safety Committee members review the nominations each quarter and select one person to recognize and reward with an extra day of administrative leave.

SAFETY EMPLOYEE OF THE QUARTER



Q3 / FY24

ISAIAH MARTINEZ

GWS Trainee
Gas, Water, & Sewer

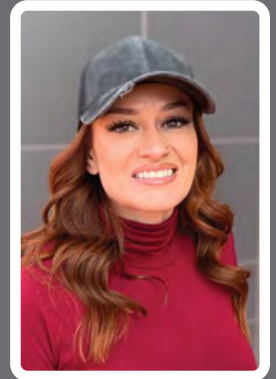
Isaiah was nominated for his leadership and consistent safety mindset, as well as for his dedication to following construction standards. Recently on a job site, he took the initiative to pause operations when he noticed a rigging issue while the crew was loading a heavy piece of equipment onto a dump truck. He pointed out the issue, made sure everyone understood what was going on, and resumed operations only after it was resolved.

Q2 / FY24



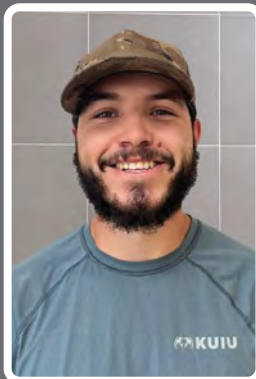
MARK MARTINEZ
GWS Pipefitter
Gas, Water, & Sewer

Q1 / FY24



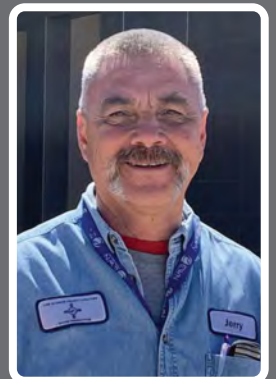
MICHELLE MARTINEZ
Engineering Associate
Engineering Division

Q4 / FY23



JACOB LEYBA
Pipefitter
Gas, Water, & Sewer

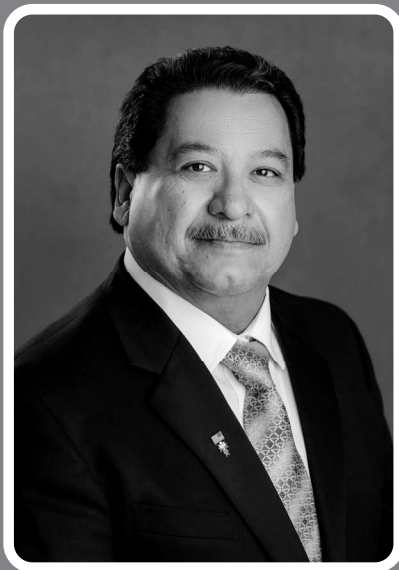
Q3 / FY23



JERRY MARTINEZ
Water Sys Apprentice II
Water Production

ED

#HIGHLIGHTS



**STEPHEN MAREZ /
DEPUTY UTILITY MANAGER**

Registered Professional Engineer
Bachelor of Science, Electrical
Engineering
Master of Information Systems
Certified Project Mgmt. Professional

Memberships:
Institute for Electronic & Electrical
Engineers
National Society of Professional Engineers

PROJECTS

The following projects are in construction for the Electric Distribution Division.

- El Mirador Subdivision Phase 3
- Barranca Tank
- Lift stations
- The Hills Apartments
- Arbolada Subdivision
- Piñon Elementary School
- Arkansas Place Apartments
- Los Alamos Switch Station (LASS)
- 3400 Arizona Communications Tower (completed in Q3)
- EV Car Charging Stations at Municipal Bldg and WR Visitors Center

Engineering staff continue to work on designs and specifications for all current and upcoming projects within the county. Operations crews continue to work on housing projects, maintenance and priority replacement projects.

The following projects are in design.

- Oppenheimer Primary Replacement
- Camp May Water Line
- DP Road Phase 2
- Buena Caza Commercial/ Residential
- White Rock Visitors Center Bathrooms
- Los Alamos Center
- Arbolada Subdivision
- Sherwood Rounds
- Century Bank
- East Gate Primary Upgrade

OPERATIONS

Line crews completed system inspections on electric equipment. The inspections are part of the asset management program. System assessments will be used to complete the reliability report with budget recommendations.

STAFF UPDATE

The division is interviewing for the position of Engineering Associate.

DISTRIBUTED GENERATION

Los Alamos County now has 4445 KW of total DG.

Now connected to DPU's distribution system are 483 customers with 4302 KW. Another 23 customers are pending with systems totaling 142 KW.

Twelve customers were connected in the third quarter.

More distributed generation details are on page 17.

OTHER NEWS

Among other efforts to reduce outages, DPU's tree trimming contractor, Southwest Fire Defense and Tree Service, continued to remove hazard branches and trees. DPU's staff actively inspects the overhead line sections throughout the

county on an ongoing basis to ensure the tree trimming contract is as successful and efficient as possible. This task is continually demanding as intense drought conditions cause trees to die in large numbers. During high wind events, even trees that are still very green will fall.

Q3 SAIDI finished at 29 minutes, which is well below the 60-minute benchmark.

Three trees fell and took out power lines at the ski hill during a wind storm in February. DPU's Electric Distribution team had electric service restored to ski hill customers within the day.

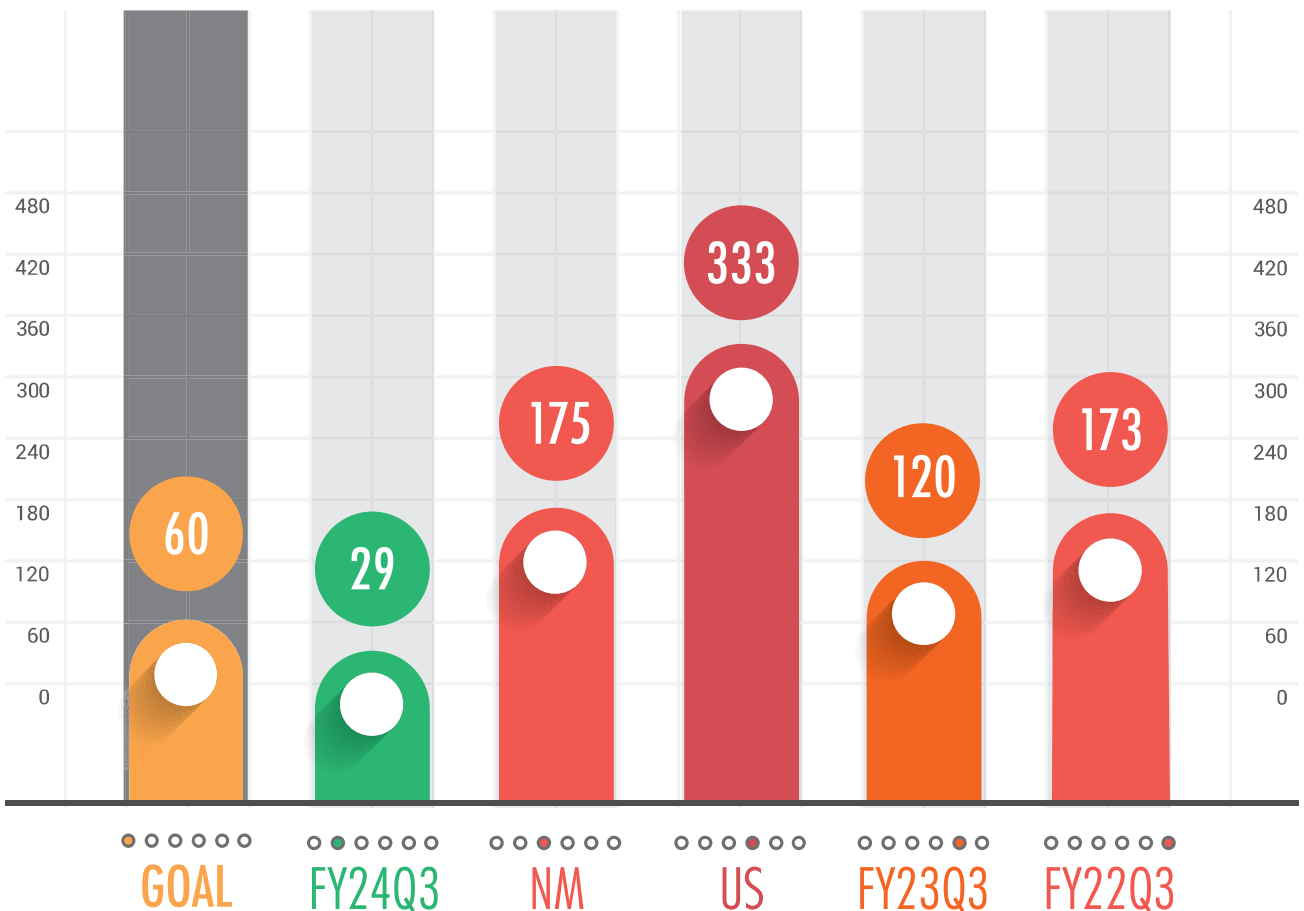


#SAIDI

SAIDI BASICS

DPU measures its System Average Interruption Duration Index (SAIDI) as a reliability indicator. This is a formula to determine the average time that a DPU customer could expect to be without power per year. According to the Energy Information Administration (EIA), the mean SAIDI in 2022 was 131 minutes without major events and 333 minutes with major events for utilities across the nation (excluding U.S. territories). This information is available on the EIA website. DPU set a goal in 2008 to reduce its SAIDI to below 60 minutes (including major events). At the end of quarter 3 of FY2024, DPU's SAIDI rose slightly from 27 in Q2 to 29 minutes*, including major events, which is well within DPU's goal to remain under 60 minutes. It is also comfortably below the 2022 national SAIDI of 333 minutes and New Mexico's 2022 SAIDI of 175 minutes.

* DPU's SAIDI does not include outages caused by LANL substation failures.





SYSTEM AVERAGE INTERRUPTION DURATION INDEX

RESULTS / COMPARISONS

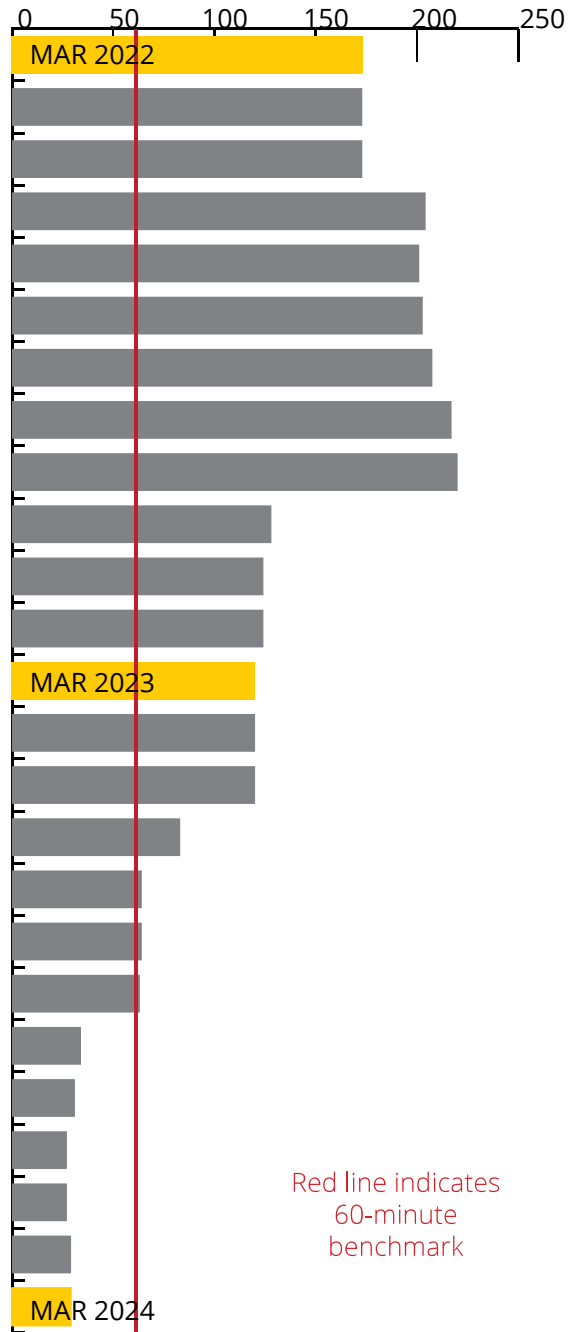
As of March 31, DPU's rolling 12-month SAIDI for Q3 was 29 minutes in FY2024; 120 minutes in FY2023; and 173 minutes in FY2022.

Reliability reports issued by the Energy Information Administration* demonstrate that DPU's current SAIDI is below the average of combined New Mexico utilities (includes New Mexico cooperatives, investor- and municipal-owned utilities) and considerably lower than the average of combined U.S. utilities through December 2022. Note that the EIA will release calendar 2023 SAIDI data in Oct. 2024.

EIA website
www.eia.gov/electricity/annual/

EIA SAIDI annual results
www.eia.gov/electricity/annual/html/epa_11_01.html

SAIDI 2-YEAR HISTORY



Red line indicates 60-minute benchmark

PRIOR Q
DEC23
27

MAR24
29

#SOLAR

DISTRIBUTED GENERATION

Unlike conventional power generating stations that are centralized and require transmission lines, distributed generation resources are decentralized and close to the load, such as rooftop solar systems. In addition to the utility-scale solar array on the landfill, Los Alamos has many commercial and residential customers—483 at the end of Q3—who have opted to install small solar distributed generation systems.

Total Distributed Generation

As of the end of Q3, distributed generation resources totaled 4,303 kW connected to the distribution grid.

- Residential systems = 2,598 kW
- Commercial systems = 1,714 kW

New Distributed Generation

A total of 95 kW of distributed generation were added to DPU's electric distribution grid during Q3.

Pending Distributed Generation

Currently 23 customers are in the process of adding another 185 kW of distributed generation to DPU's electric distribution.

4.4 MW
Total DG

4.3 MW
Metered DG

2.6 MW
Residential

1.7 MW
Commercial

185 kW
Pending DG



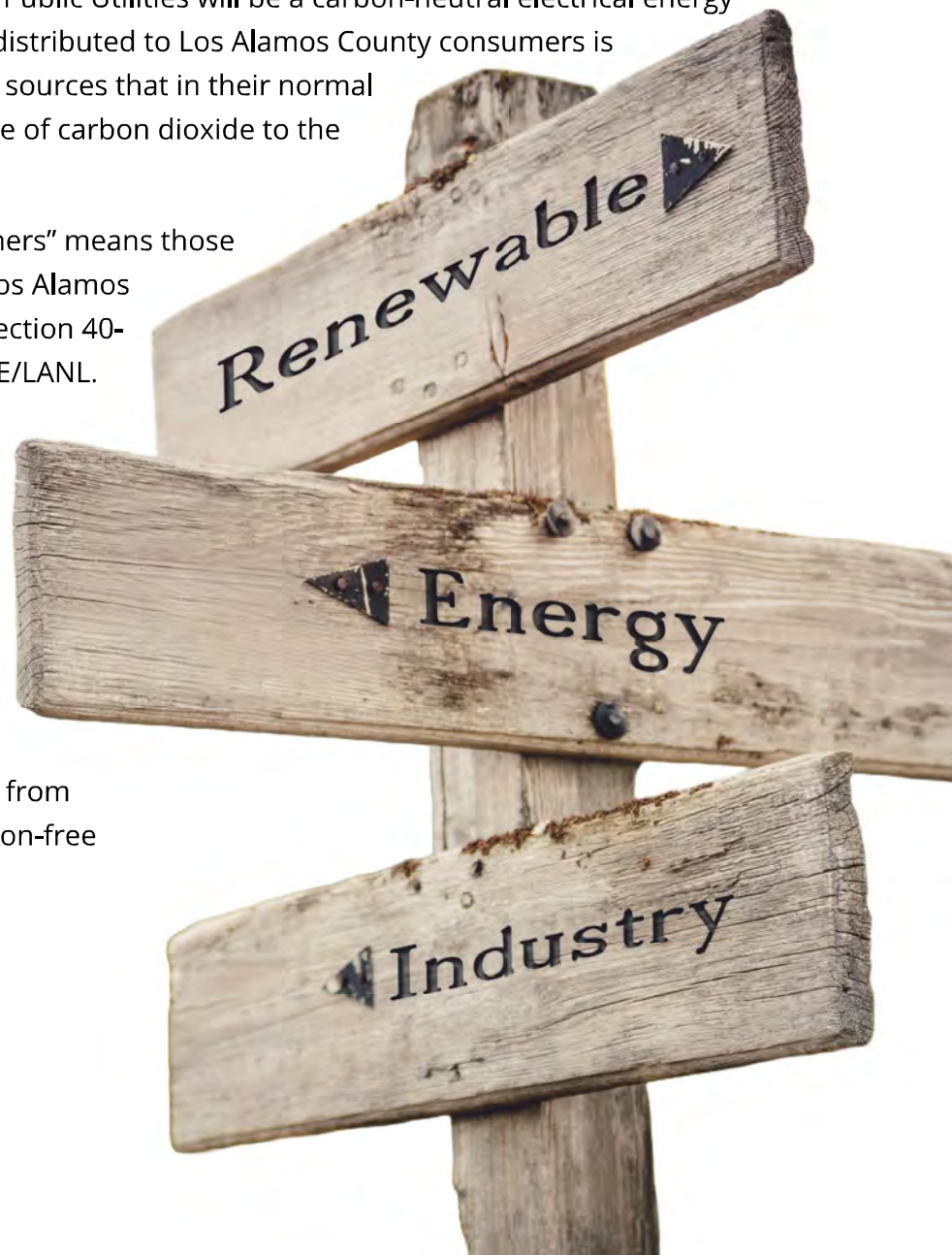
CARBON-NEUTRAL ELECTRICAL ENERGY PROVIDER

In recognition of the need to move away from CO₂-producing electrical energy sources, the Board of Public Utilities adopted a strategic goal in September 2013 that DPU will be a carbon-neutral electric provider by 2040.

In January 2016, BPU adopted the following definition for carbon-neutral electrical energy provider: “The Department of Public Utilities will be a carbon-neutral electrical energy provider when the electricity distributed to Los Alamos County consumers is generated or purchased from sources that in their normal operation cause no net release of carbon dioxide to the atmosphere.”

1. “Los Alamos County customers” means those customers scheduled in the Los Alamos County Code of Ordinances Section 40-121; this does not include DOE/LANL.

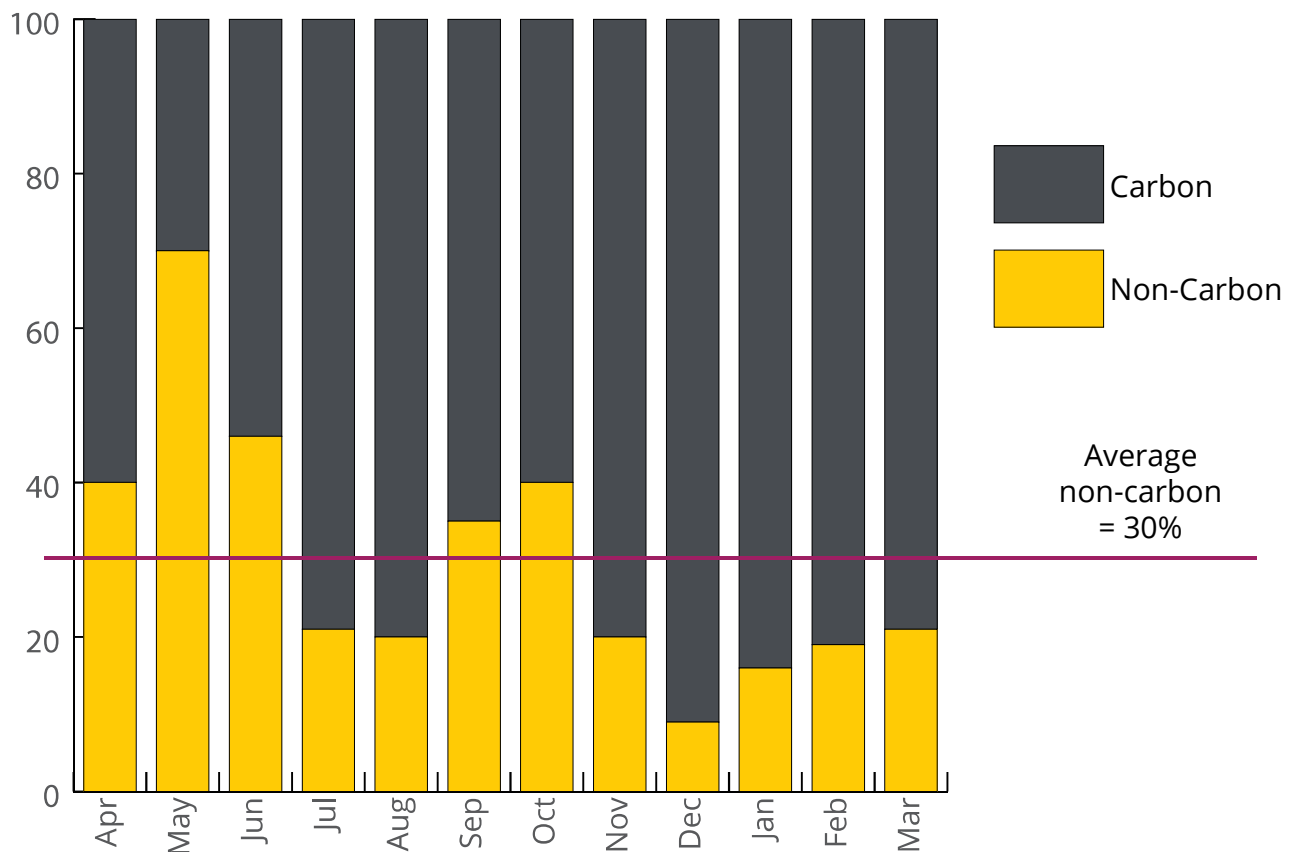
2. “No net release of carbon dioxide” means that purchases or generation of carbon-based electrical energy, necessary when carbon-free supplies are not practically available to supply Los Alamos County consumers, will be fully offset from previous sales of surplus carbon-free electricity to other entities.



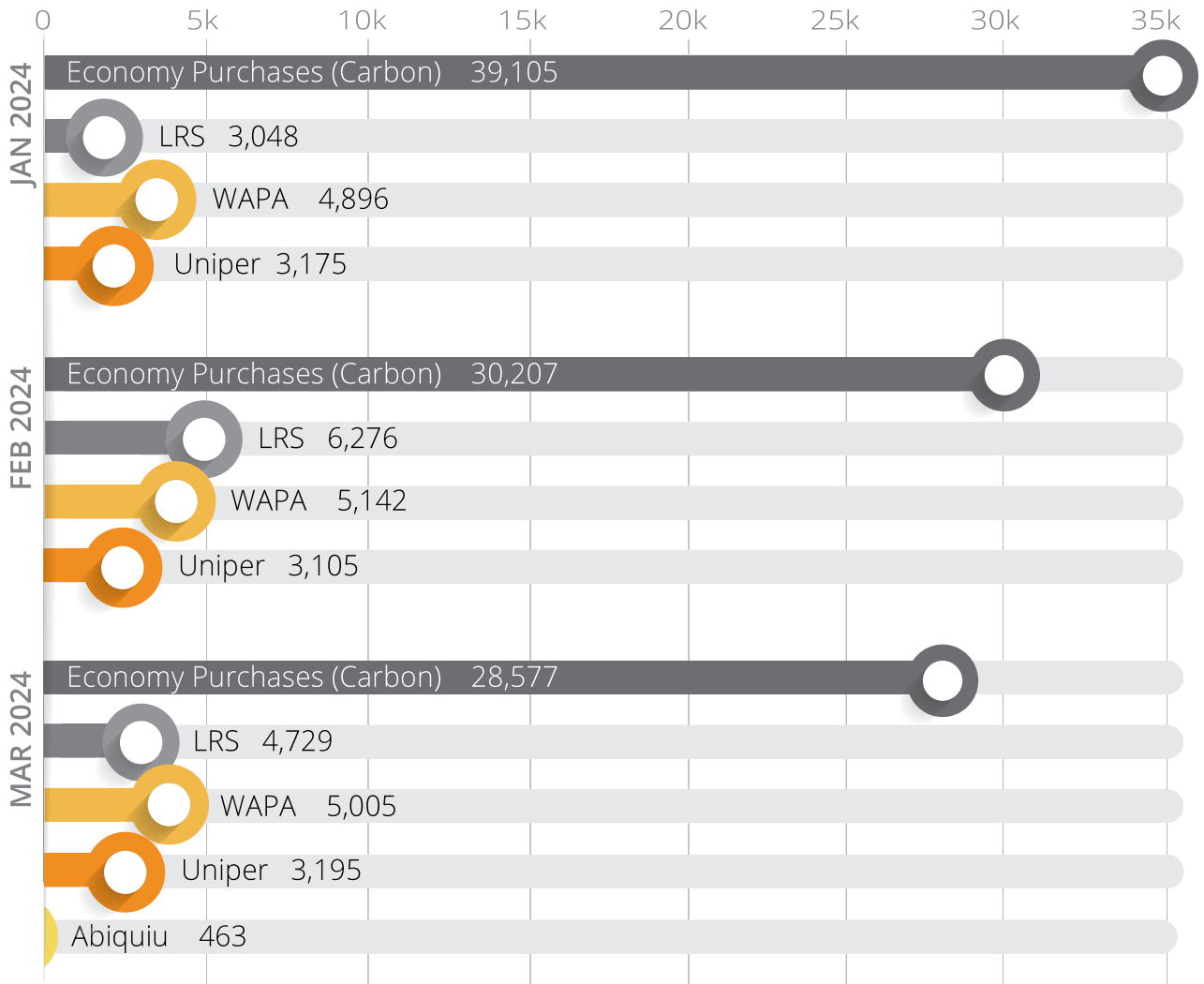
NET CARBON NEUTRAL INITIATIVE

DPU plans to meet the carbon-neutral goal through the addition of non-carbon emitting generation resources such as solar, wind, geothermal and nuclear energy, and energy storage systems. Some energy from carbon-emitting sources will be needed to meet the County’s load while new resources are developed, and to manage intermittency of wind and solar resources as well as generation outages. Being a net carbon-neutral electrical energy provider means that by 2040 all electrical energy from carbon-emitting sources will be offset by sales of surplus carbon-free electrical energy to other entities.

Total Load: Carbon vs. Non-Carbon Resources



Total Carbon vs Non-Carbon Energy Resources by MWH



GENERATION SUPPLIED

Carbon-Emitting Resources

LRS: Laramie River Station
 Econ Purchases: balance of Uniper contract & open market purchases

Non-Carbon-Emitting Resources

Uniper: Non-carbon economy purchases
 WAPA: Western Area Power Assn.
 Abiquiu: Hydroelectric Plant
 El Vado: Hydroelectric Plant

RESOURCE	JAN	FEB	MAR
Econ Purchases	39,105	30,207	28,577
LRS	3,048	6,276	4,729
Uniper	3,175	3,105	3,195
WAPA	4,896	5,142	5,005
Abiquiu	0	0	463
El Vado	0	0	0
NON-CARBON % of load	16%	19%	21%

DPU calculates non-carbon percentages based on load rather than supply. Non-carbon resources are considered distributed first.



**BEN OLBRICH /
DEPUTY UTILITY MANAGER**

Bachelor of Science, Electrical
Engineering

#HIGHLIGHTS

PROJECTS

Electric Vehicle Charging Stations

The White Rock Visitor Center and Municipal Building charging stations are installed and awaiting final inspections and commissioning by ChargePoint, the equipment supplier and operator. The planned operational date is May 29, 2024.

El Vado Dam Restoration

The facility continued in the forced outage put in place by the US Bureau of Reclamation. The outage is for a repair and reconstruction project (phase I) on the lake side of the dam face. This 4-year-long effort is expected to be completed in late 2025. Hydro staff continue to perform any necessary maintenance and projects as required. EP is planning on zero electricity generation from El Vado because the lake elevation is expected to be below the minimum level needed to generate power.

OPERATIONS

Power Operations

As temperatures have increased and accumulated snow in the watershed melts, increasing water flows through the County's hydroelectric facilities started in the middle of April. The amount of water

projected to flow through the hydroelectric facilities is 45% of last year's volume, or 150,000 acre-feet in 2024 compared to 330,000 acre-feet in 2023. The high-flow runoff season is predicted to last through most of May, with river levels dropping back to normal by June.

Hydroelectric Facilities

The federal owner of the Abiquiu Dam, the US Army Corps of Engineers (USACE), completed critical maintenance tasks at the end of February. River flow control was then transferred back to LAC and the low-flow turbine began generating power on February 28. The hydroelectric facility staff will bring the other two turbine generator units at Abiquiu online as water flow increases. They expect to achieve the maximum power generation of 17 megawatts in May.

STAFF DEVELOPMENT

On April 25, Nick Nelson, the Power System Supervisor for Power Supply, completed the Los Alamos County Academy leadership program. EP staff are proud of Nick's accomplishment. We're already seeing the benefit of this outstanding County training program as Nick applies the skills he learned

to improve EP's operational practices.

INTEGRATED RESOURCE PLAN (IRP)

DPU is pursuing three future generation resources for the Los Alamos Power Pool.

1) 170 MW Foxtail Flats Solar + Battery Energy Storage System (BESS) Project - Agreements were signed and recorded on March 8, following unanimous approval of the agreements by County Council on February 27. The agreements have 20-year terms for 170 MW of solar energy delivered to the San Juan 345kV point on PNM's transmission system, and 80 MW/320 MWh of BESS capacity. The energy from the project is planned to supply around 40% of the combined County and Los Alamos National Laboratory annual energy load with carbon-free energy starting in March 2026. EP will continue to monitor project developments.

The Foxtail Flats agreements are the result of almost a year of effort by DPU staff with invaluable support from many people within the County, DOE/NNSA and LANL, as well as legal counsel. The signing of these agreements is a testament to DPU's commitments to implementing the IRP's preferred generation portfolio and becoming a carbon-neutral electrical energy provider by 2040.

2) Geothermal Proposal - The Power Pool continued its participation for 4 MW

of capacity in the UAMPS geothermal project. There are no changes to report this quarter while transmission interconnection agreements are being investigated.

3) Natural Gas Turbine

- The Power Pool has requested 10 MW in the UAMPS Gas Generation and Feasibility Study. Two sites were selected for further investigation based on the availability of transmission capacity and natural gas supply lines. One site is in southern Idaho and the other is in south central Utah.

4) Carbon Free Power Project

- On November 8, 2023, CFPP LLC and NuScale announced a mutual decision to end the project was the most prudent decision for both parties, as it was apparent that the necessary subscription would not be achieved. CFPP wind-down activities are on-going. To avoid additional financing expenses, DPU plans to pay the County's estimated share of the closeout costs of \$325,000 before the end of the fiscal year and perform a true-up in fiscal year 2025.

5) Uniper Power Purchase Agreements

- On March 20, the Termination and Settlement Agreement and Release of Claims was signed and recorded by LAC and Uniper Global Commodities North America LLC (UGCNA), thus ending the two agreements under which UGCNA had been delivering 40 MW of power around-the-clock to LAC.

The last power through the Uniper agreements was delivered on March 31. Under the settlement agreement, UGCNA made a \$58 million termination payment to LAC.

6) Mercuria Power Purchase Agreement

- The termination of the Uniper PPAs eliminated 40 MW of generation resources from DPU's portfolio. To replace this power, DPU signed an agreement with Mercuria Energy America, LLC, for 40 MW firm, around-the-clock, with a term from April 1, 2024 through February 28, 2026. This agreement will provide the power needed to supply the County and LANL until the scheduled start of Foxtail Flats power delivery. Power delivery started successfully on April 1 and has continued without issue.



GWS

#HIGHLIGHTS



**CLAY MOSELEY/
DEPUTY UTILITY MANAGER**

Bachelor of Science, Applied Mathematics
Master of Science, Engineering Construction Management

Certifications:
NM Water Treatment Operator 2
NM Wastewater Operator 2

PROJECTS

GWS & ED Standby Quarters Renovations

The County standby quarters renovation project got off the ground after being awarded to one of the County’s on-call construction contractors. The project architect and the County’s project manager have put together a good plan with a schedule that targets project completion by late April. In the meantime, County standby crews are housed in the County’s “smart house” facility.

Water Distribution – Residential Water Meter Replacement

There are still residential water meters in certain areas of town that have not been replaced with AMI meters. These are difficult to replace due to the antiquated existing meter setters and type of installation. The GWS water distribution crews have been going through the difficult task of moving the meter installations from near the homes’ foundations to the County’s standard installation location at the property with a modern meter setter and AMI meter in accordance with current construction standards. This work is impressive considering crews were working through difficult winter conditions.

Gas – NMPRC Audit Checklist Items

The NMPRC gas system audit was conducted last September. While LAC-DPU’s gas system is in good condition, there were some action items that require a full-time effort to remain in compliance with federal and NMPRC regulations. The GWS gas crew has been focusing on full-time corrosion control projects and documentation of line surveillance. Additionally, crews replaced two PRV regulators during Q3, which is a large system appurtenance that regulates distribution gas pressure.

Wastewater Collections – Lift Station Resiliency

The wastewater collection system in Los Alamos includes 26 lift stations. As previously described, lift stations are a constant maintenance challenge, with electrical components having to operate in difficult service conditions. The main point of failure is at liquid level sensing and pump control, customarily requiring a lot of crew overtime to manually pump out the wet wells as well as paying a third-party O&M provider to come on site to repair the problem and provide components and service. The GWS team is undergoing some changes

in approach to the type of infrastructure that is in operation in these facilities. Older panel and relay logic is being replaced with newer “smart” technology that can be programmed and utilized for implementing alarm callouts before overflows or failures occur.

Wastewater Collections – SCADA Equipment Implementation

As a result of the Range Road lift station electrical problem that caused a reportable overflow event, a project to implement remote sensing of liquid levels and pump status has been started. A new “SCADA pack” has been installed and programmed to make emergency phone calls if and when the liquid level is beyond normal, or when pumps are not operating normally. A phased project to implement this technology will continue this year and next. The first phase of the project will target the most critical lift stations based primarily on flow and proximity to the public.

Water Production – Barranca Mesa Tank #2 Upgrades/Painting

The WP team has been busy working with the contractor to accommodate their work in completing checklist

items. Water from the tank is removed (by distribution to the system) and replaced while the contractor performs different tasks.

Water Production – Pump Control Valve Replacement at the Bayo Booster Station

Last winter, the WP team had to take the Bayo Booster station offline to perform repairs to both the pumps and the pump control valves due to hard service conditions along with near-constant use during the irrigation season. The system had been in service since its construction in 1992. The condition of the pump control valves was concerning, but there was

not enough time to procure new ones as they are a long lead-time item. The team was able to get the existing ones serviced and upgraded enough to make it through another pumping season, but they needed to be replaced. This winter, the new valves arrived and were installed and configured to work with the Bayo Booster pumping system pressures. The station is slated to be completely overhauled, but the upgrades of the pumps, motors, and pump control valves are already completed.



GWS crews repaired a broken water pipe behind Central Park Square in January.

GWS

#CONTINUED...

Los Alamos WWTP Belt Press and Fine Screen Replacement Projects

The Los Alamos WWTP staff anticipates the end-of-life condition of both the belt-press sludge dewatering equipment and the headworks screen. Operators have been performing a lot of O&M on the equipment in operation for some time, and it was put on a replacement list and time frame with the Engineering Division through the asset management team process. Working with Engineering and the contracted consultants has been an ongoing process for the WWTP team. Additionally, while these processes are being considered for replacement, the WT team has decided that a full assessment and upgrade of the motor control center should also be conducted. There have been some component failures that are becoming more common, requiring frequent calls to the electricians and disruptions to process operations.

Los Alamos Canyon Watershed Stabilization – Keystone Restorative Ecology

Permitting through the SFNF and LANL/DOE was a slow and arduous progress, but as the new year rang in, staff in both agencies dedicated time and effort to finish reviews and develop their respective determinations of no significant impact (FONSI). Once complete, the FONSI reports are turned over to the US Army Corps of Engineers and the NMED Surface Water Quality Bureau for permitting (for approved construction activities in the delineated riparian/stream boundaries). The Corps of Engineers and NMED will review the applications and are expected to approve the scope of work which is scheduled to begin in late April. This is an exciting and long-anticipated development,

and the project will benefit the area in terms of protection of natural resources for both infrastructure and recreation purposes.

OPERATIONS

GWS staff have been working on residential meter changeouts in those difficult-to-change areas. The goal is to be as close to completion as possible by the end of 2024, but the remaining installations are the most difficult to upgrade.

The winter season becomes a busy time for GWS gas crews due to the volume of trouble calls from residents and businesses who are having issues with boilers and water heaters. While these appliances are not on the County-side of responsibility, it must be recognized that the DPU maintains qualified gas fitters who are able to inspect and evaluate problems residents and businesses are having with their appliances. The volume of calls is very significant and keeps the standby crews very busy on a 24-hour basis. Each winter, the number of gas-related trouble calls amounts to a significant number of crew hours, both during and after regular hours.

There were three wastewater overflow events that required a report submittal to the NMED. The events were all considered minor, being less than 1,000 gallons each. Two of the events were related to an electrical issue on the control panel at the Range Road lift station, as mentioned above. The other reportable event was due to a blockage



GWS crews responded to a water break on Rover Blvd. in White Rock and replaced about 8 feet of pipe due to a 4-to-5 foot crack ran along a 10" cast iron main.

in a main line at the lower end of Walnut Canyon. The blockage was determined to be a combination of grease and “flushable” wipes that stalled in the line and obstructed flow. The blockage was a curious event because of the large quantity of wipes that were in the pipe.

The WT operations team has worked very hard to improve conditions at the White Rock WWTP so that the ammonia and total nitrogen values stay close to but below the upper limits allowed by our NPDES permit. The good news is that this is the first winter season in some time that Los Alamos has not violated the permit on nitrogen being discharged through the effluent. The WT team deserves

a lot of kudos for this accomplishment!

Water Production uses the winter season to perform O&M inside the booster and well stations, such as repairing and replacing worn components in the bearing lubrication systems, valves and other components. The WP electricians were able to coordinate with a local contractor to replace all station lighting from old mercury-ballast bulbs to energy efficient (and brighter) LED lights. They also configured the portion of the LA WWTP (i.e. the aeration basin blowers) that was not connected to the emergency back-up generator panel to be fed separately using the DPU’s large 750kW portable generator. This is a big

improvement for power outage events. The health of the aeration basin biological processes is able to be maintained.

STAFF DEVELOPMENT

Staff continue to study for their NMED Certified Operator licenses. There have been more “in-house” training sessions to help prepare for the exams. Additionally, two of the GWS crews have taken their Journeyman gasfitter licensing exams, with one of them passing, bringing the crew up to six qualified gasfitters, with the three additional licenses being held by the supervisors and the superintendent. This is important because it is required to have a licensed gasfitter on standby 24/7.

Several of the staff members in all three divisions (GWS, WP, and WT) are close to becoming eligible to test for their NMED Water Operator or Wastewater Certified Operator exams, as they have the required training and experience hours since being hired here at the County.

Finally, the requirements for obtaining a CDL for all the remaining staff/crew members are very close to being completed. Those remaining without CDLs have been scheduled to attend training and take their tests.



Photos on this page show progress on the Bayo non-potable storage tank from Q1 through Q3. With this tank, DPU has dedicated space for more than a million gallons of reclaimed wastewater.

RECLAIMED WASTEWATER

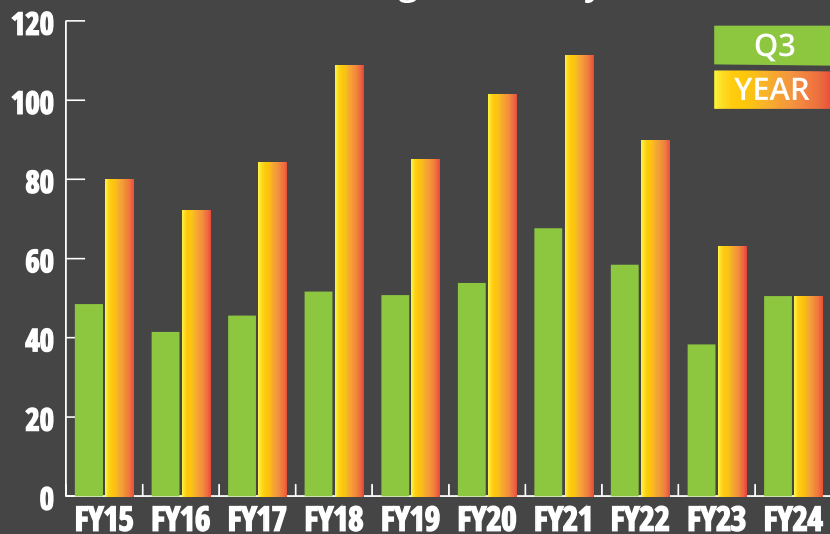
The total reclaimed wastewater used in quarter 3 of FY2024, at 51 million gallons, is equivalent to the 10-year average of 51 million gallons.

Quarters 1 and 4 are typically the time of year when the largest quantities of reclaimed wastewater are utilized, coinciding with the peak irrigation seasons of spring and summer. Treated wastewater from the wastewater treatment plants in both Los Alamos and White Rock is a great substitute for ground water to meet the County’s demand to irrigate parks, ballfields and the golf course. It is also an integral part of the DPU conservation plan.

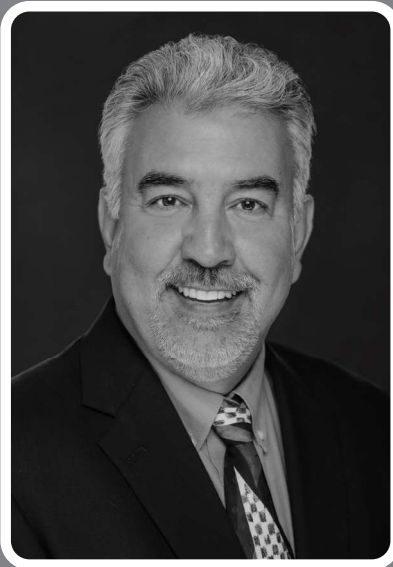
DPU is in the process of improving the quality of its effluent to a class 1A standard—the highest standard possible—through two large projects. The installation of a filtration system at the Los Alamos plant is scheduled for completion by the end of June. The new White Rock Water Resource Recovery Facility (WRRF), which will replace the White Rock wastewater plant, expected to become operational in August.

Only a few small details are outstanding for the Bayo Booster Station Tank project. This tank will increase storage capacity of reclaimed wastewater by an additional 833 kgals, which will enable the expansion of the non-potable irrigation system across other turf areas in the community.

MGallons of Reclaimed Wastewater Used to Irrigate County Turf



#HIGHLIGHTS



JAMES ALARID /
DEPUTY UTILITY MANAGER

Registered Professional Engineer
Bachelor of Science, Civil Engineering
Master of Science, Civil Engineering

Memberships:
American Society of Engineers
American Water Works Association

PROJECTS**White Rock Water Reclamation Facility**

All the major concrete basins and operations buildings have been constructed. Refurbishment of the existing administration building has begun and the preparation to remove the sludge from old digesters has begun. Sewage will be cut over to the new plant in mid-May, officially placing the plant in operation. The project is scheduled to be complete in October 2024.

Los Alamos Wastewater Treatment Plant Filtration Project

The project is nearing completion. The building and process equipment are complete. The remaining work is to complete some interior electric work and complete the site restoration which includes replacing the asphalt and revegetation of the site. The project is scheduled to be complete by the end of June 2024. Once the new filtration process is online, the effluent from the Los Alamos Wastewater Treatment Plant will achieve Class A water quality, the highest water quality designation achievable by the New Mexico Environment Department.

Bayo Booster Tank Project - Phase II

This quarter the new tank was completed and painted. The new perimeter fence has been installed and the asphalt millings have been placed around the tank and in the driveway. The tank is now in service, the roof on the old concrete tank is under construction and a small punch list of items remain for final completion. The new tank will increase the storage of effluent water available to pump into Los Alamos from 290,000 gallons to 1,100,000 gallons.

Bayo Lift Station Elimination Project

Construction began on the project this quarter. The new access road has been completed and construction of the new gravity sewer line is ongoing. Construction will progress through the summer and completion is scheduled for fall 2024.

El Vado Diesel Storage Tank Replacement Project

The existing 1000-gallon underground diesel storage tank, which serves the back-up generator, no longer meets current regulations. The new tank was installed in November, then work

was placed on hold through the winter. The final work is ongoing to install the final piping, monitoring system and site features. The project will be complete by the end of May.

Jemez Mountain Regional Fire Protection Project

Design of Phase I, Phase II and Phase III has been ongoing this quarter. Phase I design is 95% complete and has been submitted to the New Mexico Environment Department for review and approval, a condition of the grant funding for this phase of the project.

Phase I includes

the new 500,000-gallon tank and the common trench which includes the waterline, electric conduits and fiber optic conduits from the new tank site and two miles over to the west along Camp May Road. Phase I is scheduled to bid for construction on June 2 and be complete October 2025.

Phase II design is scheduled to be complete by the end of May 2024 and bid for construction as early as July. Phase II of the project will complete the second half of the common trench along Camp May Road to the vicinity of the Pajarito Ski Lodge. DPU has applied for a \$7 million grant from FEMA for the cost to replace the existing overhead powerline underground. The timing of bidding Phase II is dependent on our success in securing funds from FEMA. If we

are awarded funds from FEMA, we will defer bidding of Phase II of the project to align with the administrative requirements of the FEMA grant.

Phase III of the project includes the four water booster stations. The design is scheduled to be complete in June. We plan to bid Phase III of the project in July, dependent on available funds, the cost of Phase I and the amount of FEMA grant awarded.

This quarter we are aggressively moving all three phases of the project forward to complete the project as early as possible.

Composting Facility Expansion Project

The existing composting site will be expanded by one acre to accommodate the increase in sludge produced by the new White Rock Water Reclamation Facility. This quarter the expansion area has been completed and the LAC composting operations have shifted to the newly



expanded area to allow the rehabilitation of the existing site. The project is scheduled to be complete by mid-May.

Barranca Tank Repainting Project

The project reached substantial completion in late October when the tank was placed back into service. The final electric work is ongoing and replacement of damaged grass in the surrounding park will be completed by the end of May.

Water Production Wells Electric and Mechanical Upgrades

The project will upgrade electrical and mechanical equipment in eight existing wells. The project was awarded for construction this quarter. A pre-construction meeting is scheduled in May. Procurement of the electrical equipment is expected to take 26-30 weeks and lead time on piping/valves/fittings is 90-120 days. Some mechanical work will begin in the late summer and fall, but the majority of the work will take place over the winter of 2024/2025 when water demands are low.

Rose Street Utility Upgrade project

The project is a joint roadway project and will upgrade waterlines and gas lines in Rose Street and adjacent connecting roads. Construction of the new utilities has been progressing well this quarter. All the waterlines are scheduled to be placed in service by mid-May and the new gas line will be complete by the end of May. Completion of the project, including the roadway improvements, is scheduled by the end of June.

El Vado Fiber Optic Line

The project will construct 12 miles of fiber optic line on an existing County-owned transmission line between the El Vado Hydroelectric Plant and Spills Substation. The

new fiber optic line will replace an antiquated microwave system which is nearing the end of its useful life. The project will establish a no-maintenance long term communication path to the plant. The contractor has been procuring the materials for the project this quarter. Construction is scheduled to be complete by the end of summer 2024.

Wastewater Lift Station Upgrades

Four of the oldest lift stations in the system will be upgraded with new pumps, valves, electric equipment and controls. The major long lead equipment for all four lift stations has been ordered. Upgrades to Paseo Penasco and El Gancho lift stations is ongoing. The electric improvements have been completed and the new pumps, valves and piping will be complete by the end of May. The design of North Road and Los Arboles lift stations rehabilitation is ongoing and the project will be bid for construction by the end of May.

OPERATIONS

In the third quarter the engineering team participated in the preparation of the fiscal year 2025 budget. The majority of the tasks performed are in support of the 10-year capital improvement plan. As the beginning of a new construction season approaches the team has multiple projects in the design phase. We are working with engineering consultants to design some upcoming process improvements and equipment replacement projects at the Los Alamos Wastewater Treatment Plant and Hydroelectric facilities.

STAFF DEVELOPMENT

Jennifer Baca, Casey Aumack and Sam Herceg spent the quarter hard at work in their pursuit of college degrees.















































































































































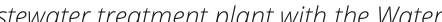

























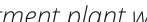










The Los Alamos Wastewater Treatment Plant Filtration Project is scheduled to be complete by the end of the fiscal year. This equipment is inside the new tertiary filtration building.










Engineering Division staff James Martinez, James Naranjo and James Alarid.

FY2024 CAPITAL IMPROVEMENT PLAN

PLANNING/DESIGN  CONSTRUCTION 	BUDGETED	QTR 1			QTR 2			QTR 3			QTR 4		
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
ELECTRIC PRODUCTION	\$1,755,000												
Abiquiu New Office Addition	350,000												
Abiquiu Unit #3 Draft Tube Design	40,000												
El Vado Fiber Optic Line	925,000												
Schweitzer RTU/Switches/Fiber Conversion	300,000												
Windstream Fiber Optic to Coyote & Spills Substations	140,000												
ELECTRIC DISTRIBUTION	\$1,650,000												
LA URD Replacement: Oppenheimer/Trinity 3-phs	1,200,000												
Overhead Replacements (polex, X-arms, transformers)	200,000												
Townsite Circuit: Fairway, Trinity													
White Rock: Pajarito Acres													
Recloser Replacements: Golf Course, Pajarito Acres													
EA-4 Power Line Replacement Design	250,000												
GAS DISTRIBUTION	\$491,000												
SCADA Pressure Sensing Stations	200,000												
Elk Ridge Gas System Evaluation	100,000												
Rose Street	191,000												
WATER DISTRIBUTION	\$676,816												
Rose Street	421,816												
Fuller Lodge Valves	255,000												
WATER PRODUCTION	\$14,061,980												
NM-4 Transmission Line Construction	6,000,000												
LA Canyon Restoration NP Yr 2 (\$250k DPU/\$250k LAC)	500,000												
Bayo NP Booster Station Refurbishment (DWSRL)	1,000,000												
Booster Station Mechanical & Elec Upgrades (DWSRL)	2,000,000												
SCADA System Transition	150,000												
Jemez Mountain Fire Line	4,000,000												
Rose Street	411,980												

Right: The replacement of the White Rock wastewater treatment plant with the Water Resource Reclamation Facility is nearly complete.

PLANNING/DESIGN  CONSTRUCTION 	BUDGETED	QTR 1			QTR 2			QTR 3			QTR 4		
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
WASTEWATER COLLECTION	\$1,200,000												
Old Pueblo Sewer Canyon Drop Replacement	850,000				DEFERRED								
Misc Lift Station Pumps/Valves/Controls Replacement	350,000												
WASTEWATER TREATMENT	\$829,000												
Equipment Replacement (Belt Press)	729,000												
Misc Valve Replacement	50,000												
LA WWTP Elec Sys & Controls Cond Assess/Scope/Design	50,000												



FY2024 CAPITAL UTILITY IMPROVEMENT PROJECTS

ABIQUIU NEW OFFICE ADDITION

An insurance inspection of the Abiquiu Hydroelectric plant found that the existing office location with respect to the plant transformer creates a hazard to personnel. The transformer is directly opposite the exterior wall of the office. The hazard is the risk of explosion if the transformer fails.

Budget: \$350,000

Schedule: Spring/Fall 2024



ABIQUIU UNIT #3 DRAFT TUBE DESIGN

The existing draft tube on unit #3 in Abiquiu is wearing from cavitation created by the dissolved oxygen injection system. This system forces air into the discharge water to enhance the oxygen content of the plant discharge to sustain aquatic life. The injection piping obstructs the discharge flow and creates cavitation that has worn through steel draft tube. These funds will cover a design solution to the cavitation problem. The repair will be budgeted and schedule in an upcoming year.

Budget: \$40,000

Schedule: Spring 2024



REPLACE UNDERGROUND ELECTRICAL DISTRIBUTION

The underground system contains 1970s infrastructure that was direct-buried and in direct contact with the earth. Sections of the UG system which have experienced 3+ failures are targeted for replacement as they will fail again. Areas to be included are: Oppenheimer/Trinity 3-phase, and Piedra Loop.

Budget: \$1,200,000

Schedule: Year-round design/construction



EL VADO FIBER OPTIC LINE & COMMUNICATION EQUIPMENT UPGRADE

Currently the El Vado hydroelectric plant communicates to the receiving substation through a microwave system which consists of three radio sites and five repeaters. One radio site is located in a remote location which is inaccessible in the winter. The microwave radio system is antiquated and in need of replacement. This project will replace the microwave radio system with a fiber optic line between the El Vado plant and substation 12 miles away. The microwave communication paths from the substations to Los Alamos, associated with each respective hydroelectric plant, will be replaced by a commercial fiber optic link. The conversion will require equipment upgrades at both hydroelectric plants and both substations.

Budget:

El Vado Fiber Optic line	\$925,000
Comm Equip Upgrade	\$300,000
Fiber Optic Service	\$140,000

Schedule: Summer 2024

(On capital project timeline, this project shows as El Vado Fiber Optic Line, Schweitzer RTU/Switches/ Fiber Conversion, and Windstream Fiber Optic to Coyote & Spills Substation.)



REPLACE OVERHEAD ELECTRICAL DISTRIBUTION

Many overhead components of DPU's electric infrastructure operate near or past their useful life. Some are 50+ years old. The Asset Management Program prioritizes these projects systematically. The O&M program includes replacement of power poles, cross-arms, and revamps (wire & transformer upgrades). Priorities for FY2024 include: Fairway, Trinity, Pajarito Acres, Golf Course, and recloser replacements.

Budget: \$200,000

Schedule: Year-round design/construction



EA-4 POWER LINE REPLACEMENT DESIGN

The EA-4 line is a separate feeder supplied by LANL to the County. The line enters the service area at NM502 Entrance and crosses five canyons to feed the LA WWTP, East Gate business area, townsite water wells in Rendija Canyon, and the Totavi gas station. There is no access to the line over much of its length. It was constructed in the 1960's.

Budget: \$250,000

Schedule: FY2024



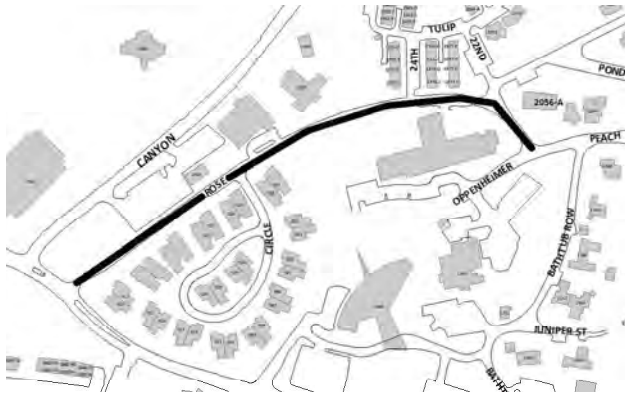
GA/DW/WP ROSE STREET UTILITY UPGRADES

This is a joint project between DPU and PW to repave the roadway from Central Ave. to Peach St. and replace utility infrastructure including 1950s sections of waterlines, undersized gas pipelines and Fuller Lodge water valves. Utility portion to be funded by profit transfer monies allocated by Council.

Budget:

Gas Distribution	\$191,000
Water Distribution	\$421,816
Water Production	\$411,980

Schedule: Summer 2024



SCADA PRESSURE MONITORING STATIONS

A new Supervisory Controls and Data Acquisition System (SCADA) has been launched for the gas distribution system. These funds will be used to install various pressure monitoring stations throughout White Rock and Los Alamos to allow remote monitoring of the system pressures, provide trends of the system performance and provide alarms if there are any pressure drops.

Budget: \$200,000

Schedule: Throughout 2023 & 2024



ELK RIDGE GAS SYSTEM EVALUATION

DPU is working with the Elk Ridge Mobile Home Park owners to take over the ownership and operation of the gas distribution system as directed by a 1978 Council ordinance that was recently discovered. These funds will be applied to investigate the system, assess the condition, map the system and construct isolated safety improvements.

Budget: \$100,000

Schedule: Deferred



NM-4 TRANSMISSION LINE REPLACEMENT

An NMDOT reconstruction of NM-4 between NM-502 and White Rock, scheduled for 2027, is prompting the need for a new 16" water transmission line to be constructed and placed outside of the planned expanded roadway. The existing transmission line has experienced multiple breaks and would be below the planned paving.

Budget: \$6,000,000 (NM special appropriations \$400k, WTB \$5M)

Schedule: Construction 2024 - 2025



LA RESERVOIR ROAD STABILIZATION

A River Stewardship Program (RSP) grant, sponsored by the New Mexico Environment Department (NMED), was secured in 2021 to fund a project to restore the LA Canyon watershed both upstream and downstream of the LA reservoir. Stabilizing the watershed, using bio-engineering techniques, will enable the County to successfully stabilize the road and protect the pipeline & electric conduit between the Ice Rink Road and the reservoir. The project consists of environmental clearance, planning and permitting in FY2023 and construction in FY2024. Clearance, planning and permitting involves coordination between multiple agencies (NMED, US Forest Service, Army Corps of Engineers, DOE & LANL). Construction will include work to re-stabilize and restore the watershed, re-construct the watershed flow regime, dredge the reservoir, re-construct and protect the roadway and pipeline corridor and provide for some limited new amenities such as off-street parking and recreational facilities at the reservoir. Bio-engineering is a “softer” approach to watershed stabilization using natural materials and processes to help the watershed heal itself. The DPU and County are also providing some cost sharing funds to enable the success of this project.

Budget:

NMRSP	\$300,000 (FY2023)
County	\$250,000 (FY2024)
DPU	\$250,000 (FY2024)

Schedule: Construction in FY2024.



JEMEZ MOUNTAIN REGIONAL FIRE PROTECTION PROJECT

The project includes construction of a new water tank, four booster stations and more than 4 miles of waterline along Camp May Road. The new water system will supply domestic water, fire protection and snow making water for the ski lodge and Camp May campground.

Budget: \$14,000,000

Schedule: Winter 2023; Construction 2024 & 2025



SCADA SYSTEM TRANSITION (WP)

The WP SCADA system will be replaced. The existing system is an antiquated and proprietary system that requires significant upgrades. A new non-proprietary system will be installed with a more reliable communication system. The SCADA system allows water operators to monitor and control wells, booster stations and tank levels from the Water Production offices.

Budget:

\$150,000 (FY2024)
\$1,500,000 (carryover from FY2023)

Schedule: Spring FY2024



BAYO NP WATER BOOSTER STATION REFURBISHMENT

The existing Bayo Booster Station, located adjacent to the composting facility, pumps treated effluent from the Los Alamos Wastewater Treatment Plant to a tank at the Los Alamos Middle School. The booster station has been in service for 31 years. The pumps, motors, disinfection system, electric gear and miscellaneous mechanical features will be replaced as part of this project. The electric gear and disinfection system are aged and are at the end of their service life. The DPU is negotiating with DOE/NNSA to sell effluent water to the Los Alamos National Laboratory for cooling super computers. When this happens the Bayo Booster Station will increase its operation from 7 months per year to 12 months per year. The Bayo Booster Station is the single means to pump effluent into Los Alamos and this rehabilitation effort will prepare the facility for many years of reliable operation.

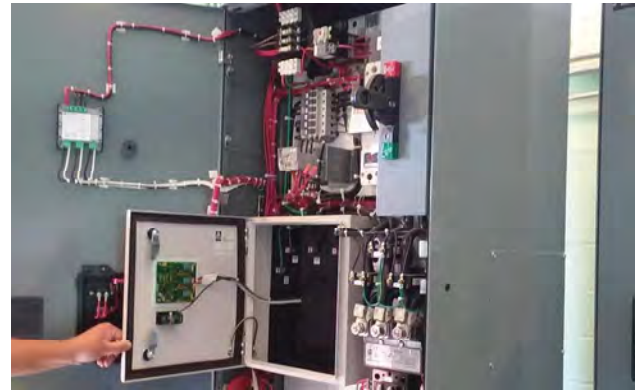
Budget: \$1,000,000 (DWSRL)
Schedule: Design Spring 2024, Construction Winter 2024



WP BOOSTER STATIONS ELECTRICAL & MECHANICAL UPGRADES

The WP system has 27 wells and booster stations which are as old as 70 years. An increasing number of failures related to the motor control centers (MCC), electric service feeds and miscellaneous electric components have occurred in recent years. Necessary improvements were identified in an engineering evaluation and necessary improvements have been prioritized.

Budget: \$2,000,000 (DWSRL)
Schedule: Construction Winter 2024/2025



LOS ALAMOS WWTP BELT PRESS REPLACEMENT

The belt press at the LA WWTP was installed in 2006. It is comprised of a multi-layer serpentine conveyor system with hundreds of intricate moving parts subjected to one of the harshest environments in the plant. It is requiring more and more repairs. The equipment will be replaced with a different, more efficient, thickening process similar to what is being installed at the WR WRRF.

Budget: \$729,000
Schedule: Design Winter 2023, Construction 2024



OLD PUEBLO PLANT SEWER DROP REPLACEMENT

The above ground 12" steel sewer line drops 100 feet in elevation into Pueblo Canyon attached to the rock face walls of the canyon. The steel line has required multiple repairs to replace sections which have rusted through the pipe walls, continues to degrade and is largely inaccessible. DPU will replace the compromised pipe with a new polyethylene pipe installed by horizontal directional drilling.

Budget: \$850,000
Schedule: Deferred



MISC VALVE REPLACEMENT (WT)

A number of underground valves associated with basin drains are inoperable at the LA WWTP. The valves are necessary to drain the basins for maintenance each year. The valves must be excavated approximately 8-10 feet deep, trenches shored due to limited space, and replaced with new gate valves. The work will be performed by on-call contractors.

Budget: \$50,000 (Construction)
Schedule: Spring 2024



MISC SEWER LIFT STATION REFURBISHMENTS

New pumps, check valves and isolation valves will be installed in three lift stations (North Rd., Paseo de Penasco and El Gancho) which are dry-well installations older than 55 years. The original equipment was rebuilt to the extent possible and is now antiquated. Control panel replacement is included. Also, the East Gate and Fairway Lift Stations will be rehabilitated with work performed on failing equipment.

Budget: \$350,000 (Construction)
Schedule: Spring 2024



ELECTRIC EQUIPMENT & CONTROLS CONDITION ASSESSMENT

Process equipment control panels at the LA WWTP were installed in 2005 and have begun to fail and decrease in reliability. Manufacturer support is limited, if any, and most of the equipment is obsolete making replacement parts unavailable. DPU will hire a consultant to evaluate the equipment condition and risk of failure, and to provide a prioritized schedule of projects, associated costs and solutions.

Budget: \$50,000 (Assessment)
Schedule: Spring 2024



#HIGHLIGHTS

STAFFING

We're a tiny staff so when Abbey Hayward was out on leave during the third quarter, the PR & Conservation team was down to 50% staff. Fortunately, Abbey left us in good shape by planning fully and thoughtfully in advance of her leave.

With the approval of the GWS supervisors, we coordinated a method to officially utilize the video skills of Ricardo Lambert, GWS Apprentice II, for video work for our DPU YouTube and social media channels. Video creation is a side hobby of Ricardo's already and it made more sense to enlist the talents of someone from within the department than to schedule video work through the County's video contract. As such, Ricardo attended the Los Alamos County branding training in January.

As our social media presence has grown, Cathy and Abbey have recruited the following people to help with Facebook, X (formerly Twitter), Instagram and NextDoor: Kathy Casados, Monica Rivera, Richard Valerio, Jennifer Baca and Ricardo Lambert. Their assistance in keeping DPU's channels alive has been invaluable.

OPERATIONS

At the end of the quarter, an application was submitted to the DOE Industrial Assessment Center grant program. It was triggered by a January 2023 industrial energy assessment that was performed at the Los Alamos Wastewater Treatment Plant through the University of Arizona's Industrial Assessment Center program. This audit determined a more robust ventilation and cooling system was needed in the blower room to increase efficiency and decrease wasted energy. If successful, the application to the DOE Industrial Assessment Center grant will provide funding for 50% of the cost of improvement.

The lack of energy auditors in Los Alamos is a hole we've tried to fill but we haven't been successful yet. In the third quarter, Cathy D'Anna met with LAC Environmental Sustainability Manager Angelica Gurule, LAC Attorney Thomas Wyman, and LAC Procurement Manager Annalisa Miranda to brainstorm solutions for the gap. We aren't ready to give on this endeavor so we will continue to search for solutions that would provide local energy audit resources for residents and businesses. In the meantime, DIY kits using thermal cameras are available from the Library of Things. See the "Education" section below for more information.

EVENTS

NASA declared 2024 "Helio Big Year" to celebrate the two eclipses in October 2023 and April 2024. This encouraged the conservation team to share out solar-themed options for power, water heating, and even cooking! Did you know New Mexico is ranked second in the nation for potential solar-generated power?



DPU and Public Works staff practice sky gazing during a playful photo shoot prior to the solar eclipse.

Good news for the State of New Mexico and those who want to make efficiency improvements but are income restricted... The New Mexico Energy Conservation and Management Division has submitted its applications—the first state to do so—for the Home Efficiency Rebates funding and the Home Electrification and Appliance Rebates. The Home Efficiency Rebates will discount the price of energy-saving retrofits in single-family and multi-family buildings. The Home Electrification and Appliance Rebates will provide rebates for high-efficiency electricity upgrades in homes.

These rebate programs are the other half of the efficiency monies and credits available through the Inflation Reduction Act. The

first half are the efficiency tax credits made available at the beginning of 2023. The state-run rebate programs are anticipated to be running by the fall of 2024. The DPU Conserve and Reduce web page will compile all information and procedures as they become available to help customers take advantage of the programs.

Fix-A-Leak Week was March 18-24. Leak detection kits with the 10-Minute Leak Challenge were, and still are, available to customers to pick up at the Customer Care Center. A little leak can make for a big bill and a quick check of fixtures goes a long way.

CONSERVATION EDUCATION

DPU’s partnership with the Los Alamos Public Library System’s Library of Things rolled out

thermal cameras in November of 2023. These cameras—there are five between the two library branches—are in high-demand. To date, 67 patrons have checked out the cameras with 18 holds currently requested. Speaking of requests, ideas for conservation and efficiency tools continue to be evaluated for incorporation into the Library of Things.

Bill inserts for the third quarter focused on a Home Efficiency Series, covering one room or area of the home each month. January was all about the heart of the home, the kitchen. February was a great month to focus on the drafts getting through the outer envelope. March honored Fix-A-Leak Week and the throne room, a.k.a. the bathroom.

DPU Social Media Metrics: FY2024 through Q3			
	FY2024 YTD	FY2023	FY2024 YTD v FY2023
Facebook Page Reach	337,427	57,040	492%
Facebook Page Visits	18,307	27,158	-33%
Facebook Page New Likes	202	257	-21%
Facebook Paid Reach	73,498	37,896	94%
Facebook Paid Impressions	259,215	77,317	235%
Instagram Reach	15,992	8,776	82%
Instagram Profile Visits	477	525	-9%

DPU maintains a presence on the following platforms: Facebook, X (formerly Twitter), Instagram, and YouTube. DPU also contributes to the Los Alamos County NextDoor public agency profile. Metric standards aren't consistent across platforms and the Meta platforms result in the most engagement for DPU, so those are the platforms featured here.

#BASICS

Natural gas prices are mainly a function of market supply and demand, which causes fluctuations. Multiple factors affect the price of gas, one being weather. Cold temperatures, for example, increase demand for heating while hot weather increases demand for cooling, both of which increase natural gas demand by electric power plants.

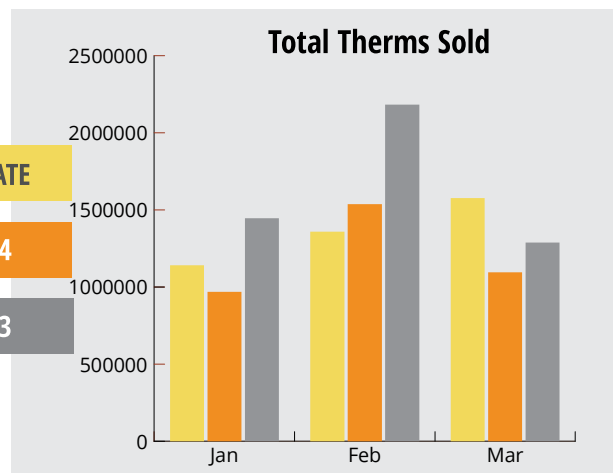
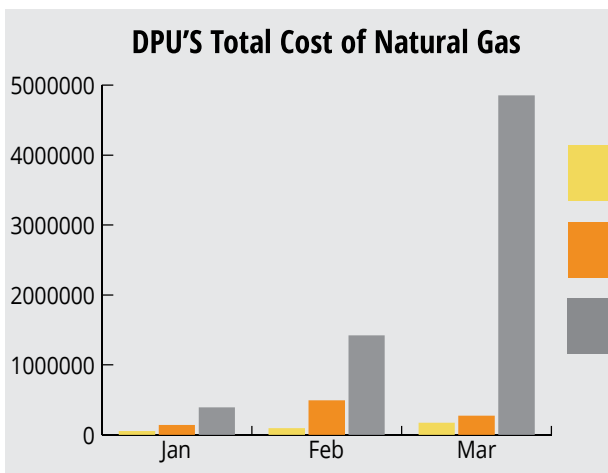
To mitigate some of the fluctuations, DPU joined the New Mexico Municipal Energy Acquisition Authority (NMMEAA). Created by local governments in 2008 through a Joint Powers Agreement, the purpose of NMMEAA is to obtain reliable, long-term gas supply under favorable terms, conditions and price. NMMEAA benefits government-owned utilities like DPU and through this membership, DPU is able to pass its savings directly to customers.

Pass-Through Cost of Gas/Therm**				
Mo/Year	Residential		Non-Residential	
	DPU	NMGC*	DPU	NMGC*
Mar 2024	\$0.38	\$0.31	\$0.38	\$0.31
Feb 2024	\$1.12	\$0.46	\$1.12	\$0.46
Jan 2024	\$1.12	\$0.45	\$1.12	\$0.45
Avg price	\$0.87	\$0.41	\$0.87	\$0.41

*New Mexico Gas Co. source: nmgco.com/en/cost_of_gas
 **DPU rate includes Fixed Component & Sunset Recovery

When comparing the variable cost of gas (also known as the pass-through rate) with the rates of New Mexico Gas Company, DPU's rates are typically lower, though not always, and not so far in this fiscal year. While the impact of the volatility of the natural gas market a year ago is still apparent in the third quarter's rate comparisons, the sunset recovery rate of \$0.44/therm was discontinued in March.

	San Juan Index/MMBTU		Total Cost of Gas for Q3		Total Therms Sold for Q3	
	FY24	FY23	FY24	FY23	FY24	FY23
Mar:	1.40	3.06	Mar: 139,693	389,715	Mar: 967,882	1,444,867
Feb:	4.15	11.49	Feb: 489,898	1,421,966	Feb: 1,535,275	2,181,483
Jan:	3.17	32.97	Jan: 273,554	4,850,445	Jan: 1,094,200	1,286,478
			Total: \$905,169	\$6,664,149	Total: 3,599,381	4,912,828



PASS-THROUGH MODEL


Since 2013, DPU has included a “pass-through” cost of natural gas in its rate. In addition to a monthly service fee, the gas consumption charge comprises a fixed cost fee per therm to cover DPU’s gas maintenance and operations expenses and a cost-of-gas pass-through rate per therm. This allows DPU’s true cost to purchase the natural gas commodity to be passed directly to the customer. This price is calculated each month based on the San Juan Index and then adjusted based on the actual cost from the prior month. Historically, customers benefited from this approach as the DPU did not need to maintain a substantial rate stabilization fund to absorb the volatile, fluctuating gas prices. However, 2022 brought unprecedented high costs that weren’t captured under DPU’s \$0.99 variable rate cap. At the end of March 2023, BPU recommended and Los Alamos County Council adopted a new ordinance that raised that cap to \$4/therm. Additionally, a temporary recovery rate mechanism began in the 4th quarter of FY2023 to recover recent costs not collected with the lower cap in place. These costs reached full recovery in February and the rate was discontinued in March. Each month DPU posts the new variable cost of gas rate on the website at: <https://ladpu.com/GasRateNow>.

TOTAL GAS CHARGE COMPRISES FIVE COMPONENTS:

$$\begin{aligned}
 & \text{1 Monthly Service Fee} \\
 & + [(\text{2 Fixed Component} + \text{3 Variable Cost of Gas} + \text{4 Sunset Recovery Rate}) \times \text{5 Total Therms}] \\
 & = \text{TOTAL CHARGE}
 \end{aligned}$$


SCHEDULE OF CUSTOMERS

7A: Residential
7E: Commercial
7L: County
7N: Schools



RESIDENTIAL EXAMPLE:
7A Customer used 150 therms in March 2024
\$11.08 + [(\$0.27 + \$0.11) x 150] =

\$68.08 5



COMMERCIAL EXAMPLE:
7E Customer used 500 therms in March 2024
\$11.08 + [(\$0.27 + \$0.11) x 500] =

\$201.08 5

1. MONTHLY SERVICE FEE 1		
Schedule	Meter Rated	Charge
ALL	≤ 250 CFH	\$ 11.08
ALL	> 250 CFH	\$33.24
2. FIXED COST RECOVER FEE/THERM		
Schedule	Fee/Therm	
7A & 7E	\$0.27	2
7L & 7N	\$0.24	
3. VARIABLE COST OF GAS/THERM (Pass-Through Cost of Gas) Calculated each month based on the San Juan index and then adjusted based on the actual cost from the prior month. It is capped at \$4/therm.		

Month & Year	Projected Variable Cost of Gas		Adjust Prior Month Estimate	3 Variable Pass-Through Cost of Gas/Therm	4 Sunset Recovery (4/8/2023-2/29/2024)
Jan 2024	\$0.34	+	\$0.07	\$0.41	\$0.44
Feb 2024	\$0.45	+	(\$0.04)	\$0.41	\$0.44
Mar 2024	\$0.11	+	\$0.00	\$0.11	\$0.00

F&A

#HIGHLIGHTS



**KAREN KENDALL /
DEPUTY UTILITY MANAGER**

Bachelor of Business Administration -
Accountancy

Memberships:
Government Finance Officers Assn.

Awards:
Assn. of Government Accountants (NM
Chapter) 2006 Financial Manager of
the Year

OVERVIEW

On March 8, DPU celebrated International Women’s Day. Eleven of the 18 women employed by DPU work in the Finance and Administration Division. We are proud of our service-oriented team. Our customers are the reason we are here.

We were very happy to see the response to our outreach for the Utility Assistance Program (UAP). Through voluntary support from our generous community and customers, we are able to offer financial assistance to those who qualify through the UAP. The monthly recurring donations increased to \$1,515 per month or \$18,180 annually as of March 31. The UAP fund assists more than 55 households a year. If you are interested in donating to the UAP fund, you can call the Customer Care Center at 505-662-8333. More information is also available on DPU’s page on the county website (ladpu.com/DPU). A new online form gives UAP donors the opportunity to set up regular monthly donations on their utility bills.

OVERALL OPERATIONS

Through March 31 (3rd quarter), the Joint Utilities Fund revenues were \$60.3 million (excluding settlements) which is 10% below the first nine months of FY2023.

DPU received a \$58 million settlement from Uniper for the canceled power purchase agreement. The \$58 million settlement funds and associated interest income will be used to: 1) bring Electric Distribution and Electric Production reserves up to their required balances per DPU Financial Policies and the County Charter Section 509 and Section 40-63; 2) cover increased cost of power to minimize rate increases beyond those already anticipated in long-term plans; and 3) upgrade electric production and distribution systems to meet expected increased electrification demands over the next 3-to-10 years.

Overall expenditures of \$59.8 million were 28.6% below the prior year for the first nine months of the fiscal year. This is primarily due to the high cost of power and gas in fiscal year 2023.

Electric Operations

Electric revenues were \$26.8 million for wholesale, \$11.2 million for retail and a total of \$85 million for all electric revenue for Q3 year-to-date including the Uniper settlement. Operating expenditures were \$35 million and capital expenditures were just shy of \$850k for a total \$35.8 million. The cost of power was \$5.5 million. The

net operating income was \$2.8 million and total net income for the first nine months of the fiscal year was \$2.6 million. Retail electric sales were 2.1% above the first nine months of FY2023.

Gas Operations

Gas revenues were \$6.9 million for Q3 year-to-date. Operating expenditures were \$2 million, Cost of Gas was \$2.2 million and capital expenditures were \$49k. The net operating income was \$2.6 million and net income after capital expenditures was \$2.5 million. Total sales in therms were 24% below the first nine months of the prior year.

Gas prices in December 2022 through February 2023 greatly exceeded the variable cap set on the cost of gas rates. Ordinance 02-340 was passed to address the ensuing shortfall and a recovery mechanism was approved. The sunset recovery rate of \$0.44 ended on February 29.

Water Operations

Retail water sales were 18% above the prior year's third quarter year-to-date. Operating expenditures were \$5.2 million, the cost of water was \$3 million and \$4.5 million in capital expenditures. The operating net income was \$1.5 million and net income was

\$269,894.

Wastewater Operations

Wastewater revenues were \$4.8 million for the first nine months of the fiscal year. Operating expenditures were \$4 million and capital expenditures were \$5.7 million for a total of \$9.7 million in total expenditures. Net operating income was \$797k. Net loss for the third quarter, year-to-date, was \$4.9 million due to \$5.7 million in capital expenditures. The White Rock Water Resource Reclamation Facility is being funded by a state loan on a reimbursement basis as the project progresses.

OVERALL PERFORMANCE: Q3 YTD

FY2024 Financial Status - Unaudited

		Electric	Gas	Water	Wastewater	Total
OPERATING REVENUES	Utility sales and service	\$38,035,751	\$6,849,052	\$6,358,599	\$4,812,910	\$56,056,312
	Miscellaneous Revenue	694,029	32,309	406,371	18,685	1,151,395
	Total Operating Revenue	\$38,729,779	\$6,881,362	\$6,764,970	\$4,831,595	57,207,706
OPERATING EXPENSES	Employee salaries & benefits	\$3,322,451	\$805,948	\$1,727,321	\$1,047,986	\$6,903,706
	Prof'l & Contract services	28,425,030	2,558,593	4,886,235	5,952,456	41,822,314
	Materials and supplies	522,595	181,688	396,533	256,509	1,357,325
	Other	3,674,183	812,088	2,777,113	2,487,504	9,750,888
	Net Operating Expenditures	\$35,944,260	\$4,358,317	\$9,787,202	\$9,744,455	\$59,834,233
NET OPERATING INCOME (LOSS)		\$2,785,520	\$2,523,045	\$(3,022,232)	\$(4,912,860)	\$(2,626,527)

DPU REVENUE BY SOURCE: Q3 YTD

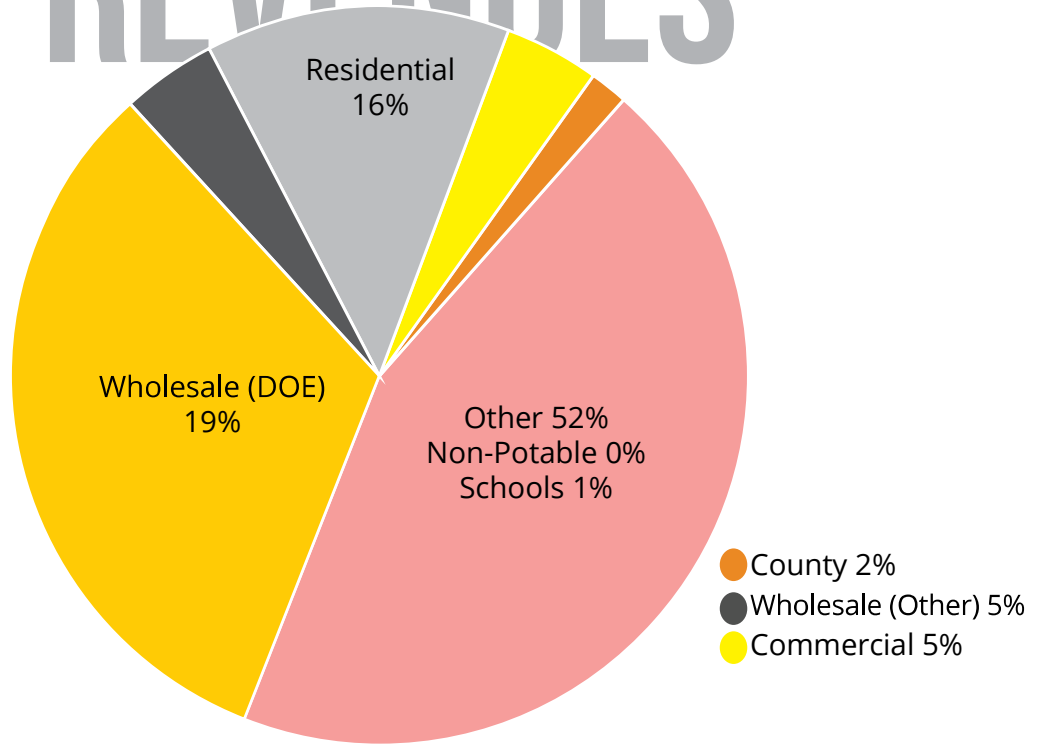
SOURCE	Q3 FY24	Q3 FY23	Q3 FY22
Wholesale (DOE)	\$22,317,610	\$25,722,405	\$19,458,806
Wholesale (Other)	6,259,023	11,092,141	5,594,447
Residential	19,473,162	19,749,025	17,190,855
Commercial	5,785,337	5,959,413	4,989,883
Educational Sales	761,011	811,245	574,254
Municipal	1,864,065	2,082,305	1,765,966
Non-potable	210,969	118,910	168,067
Other	61,693,054	1,526,134	876,604
TOTAL	\$118,364,232	\$67,061,577	\$50,618,882

DPU EXPENSE BY TYPE: Q3 YTD

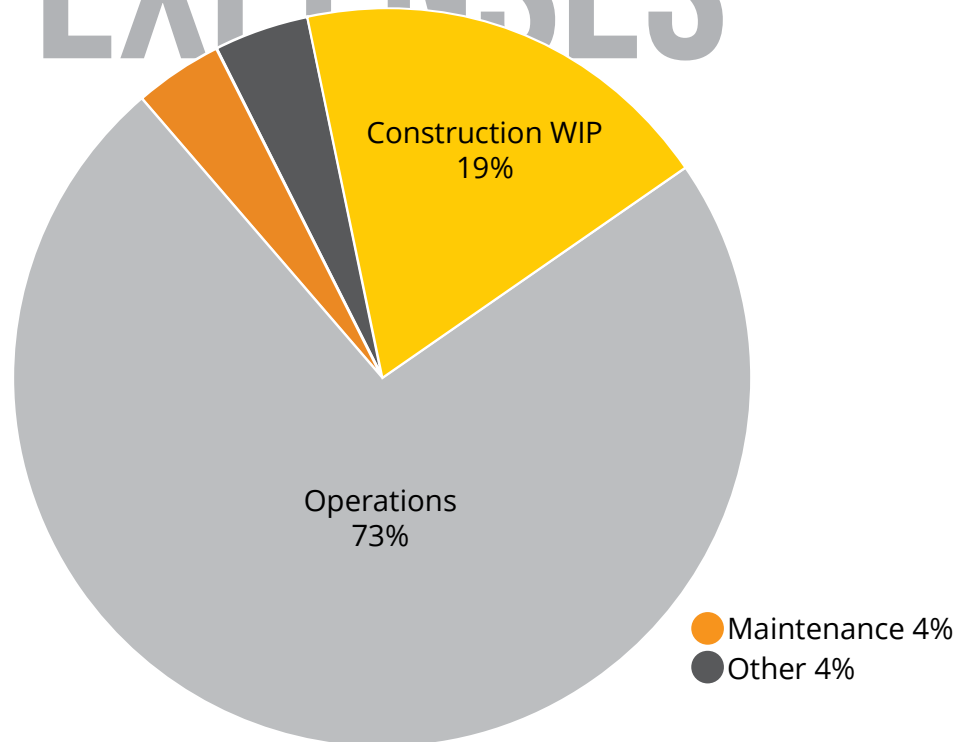
	Q3 FY24		Q3 FY23		Q3 FY22	
	FY Budget	Spent YTD	FY Budget	Spent YTD	FY Budget	Spent YTD
Electric	\$71,083,136	\$35,944,260	58,884,233	47,959,895	54,834,147	30,827,624
Gas	17,281,464	4,358,317	20,194,161	12,000,514	8,706,462	5,376,752
Water	47,460,630	9,787,202	30,649,264	9,970,082	23,048,335	8,309,510
Wastewater	24,021,602	9,744,455	37,489,136	13,972,642	10,096,107	3,161,014
TOTAL	\$159,846,832	\$59,834,233	\$147,216,794	\$83,903,134	96,685,051	\$47,674,900



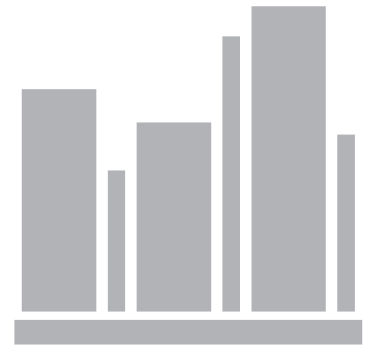
REVENIIES



EXPENSES



F FINANCIAL PERFORMANCE



GOAL: Achieve and maintain excellence in financial performance

- Utilize revenues to provide a high level of service while keeping rates competitive with similar utilities
- Achieve work plans while operating within budget
- Meet financial reserve targets within our 10-year financial policy, with a debt coverage ratio of 1.6 or greater every fiscal year
- Conduct cost of service studies for each utility at least every 5 years



FOLLOWING PAGES:

- Debt Profile
- Financial Statements by Utility
- Consumption Detail by Utility



Unaudited quarterly reports may include changes to prior quarters' data. Financial data is not final until audited following the close of the fiscal year.



CURRENT DEBT PROFILE: Q3

Net System Revenue of the Joint Utility System

Year	Total Senior Debt Service	Total Subordinate Debt Service	Total Super Subordinate Debt Service	Total Debt Service	Total Revenue	Total Debt Service Coverage Ratio
2024	\$1,239,579	\$1,060,891	\$1,063,953	\$3,364,423	\$5,620,584	1.67
2025	\$1,223,138	\$969,626	\$1,063,951	\$3,256,715	\$5,620,584	1.73
2026	\$1,210,048	\$970,677	\$2,315,261	\$4,495,986	\$5,620,584	1.25
2027	\$1,189,720	\$966,261	\$2,315,260	\$4,471,240	\$5,620,584	1.26
2028	\$1,177,264	\$969,161	\$2,311,915	\$4,458,340	\$5,620,584	1.26
2029	\$1,152,072	\$966,341	\$2,307,723	\$4,426,137	\$5,620,584	1.27
2030	\$1,129,752	\$967,981	\$2,307,722	\$4,405,455	\$5,620,584	1.28
2031		\$963,901	\$2,297,581	\$3,261,483	\$5,620,584	1.72
2032		\$962,919	\$2,281,795	\$3,244,714	\$5,620,584	1.73
2033		\$966,166	\$2,242,932	\$3,209,097	\$5,620,584	1.75

* FY2023 audited revenue used for FY2024-2033 projected revenues

ELECTRIC PRODUCTION

Through Mar. 31, 2024	FY2024 BUDGET		ACTUALS	% Left
	Adopted	Revised		
REVENUE				
MWh Sales to LANL	460,764	460,764	297,345	35%
MWh Sales to ED	120,333	120,333	94,050	22%
Total MWh Sales	581,097	581,097	391,395	33%
DOE Revenues	\$33,883,745	\$33,883,745	\$21,135,151	38%
Economy Sales	14,943,416	14,943,416	5,689,366	62%
Other Revenue	160,867	160,867	243,248	-51%
Total Revenue	\$48,988,028	\$48,988,028	\$27,067,765	45%
OPERATING EXPENSES				
Salaries	\$1,746,853	\$1,746,853	\$1,208,298	31%
Benefits	696,556	696,556	458,533	34%
Prof/Contract Services	53,490,591	53,599,726	27,404,954	49%
Materials/Supplies	468,750	468,750	80,623	83%
Interfund Charges	1,309,404	1,309,404	998,433	24%
Capital Outlay	10,000	10,000	13,285	-33%
Fiscal Charges	442,768	442,768	448,039	-1%
Total Operating Expense	\$58,164,922	\$58,274,057	\$30,612,164	47%
Operating Income (Loss)	\$(9,176,894)	\$(9,286,029)	\$(3,544,400)	
Capital Expenditures	\$1,755,000	\$1,929,814	\$255,066	87%
Other Financing				
Transfer from ED	\$9,516,802	\$9,516,802	\$3,603,970	62%
Judgments/Settlements	-	-	\$58,000,000	
NET INCOME (LOSS)	\$(1,415,092)	\$(1,114,041)	\$59,738,500	

ELECTRIC DISTRIBUTION

Through Mar. 31, 2024	FY2024 BUDGET		ACTUALS	% Left
	Adopted	Revised		
REVENUE				
kWh Sales	120,333,185	120,333,185	91,074,636	24%
Sales Revenue	\$14,971,374	\$14,971,374	\$11,211,234	25%
Other Revenue	324,146	324,146	450,781	-39%
Total Revenue	\$15,295,520	\$15,295,520	\$11,662,015	24%
OPERATING EXPENSES				
Salaries	\$1,836,532	\$1,836,532	\$1,210,316	34%
Benefits	689,479	689,479	445,304	35%
Prof'l/Contract Services	11,169	1,019,341	170,140	83%
Materials/Supplies	1,525,400	526,390	441,972	16%
Interfund Charges	2,342,836	2,342,836	1,468,546	37%
Capital Outlay	68,000	68,000	14,399	79%
Fiscal Charges	918,731	918,731	731,482	20%
Cost of Power	9,516,802	10,101,802	5,537,965	45%
Total Operating Expense	\$16,908,949	\$17,503,111	\$10,020,124	43%
Operating Income (Loss)	\$(1,613,429)	\$(2,207,591)	\$1,641,891	
Capital Expenditures	\$1,650,000	\$3,477,956	\$594,871	83%
Other Financing				
Grants/Loan Proceeds	-	-	(135,600)	
Transfer to Fleet	-	(48,066)	-	
Profit Transfer	(643,769)	(643,769)	-	
NET INCOME (LOSS)	\$(3,907,198)	\$(6,377,382)	\$911,420	

WATER PRODUCTION

Through Mar. 31, 2024	FY2024 BUDGET		ACTUALS	% Left
	Adopted	Revised		
REVENUE				
Potable KGal prod.	1,150,000	1,150,000	919,134	20%
Non-potable KGal prod.	136,500	136,500	60,291	56%
Potable Sales to DW	\$3,929,250	\$3,929,250	\$3,097,943	21%
Potable Wholesale Sales	1,901,250	1,901,250	1,260,969	34%
Inter-utility Loan Pymts	187,569	187,569	70,338	63%
Other Revenue	453,508	453,508	236,853	48%
Total Revenue	\$6,471,577	\$6,471,577	\$4,666,103	28%
OPERATING EXPENSES				
Salaries	\$985,304	\$985,304	\$719,913	27%
Benefits	419,716	419,716	273,941	35%
Prof/Contract Services	134,245	482,908	204,027	58%
Materials/Supplies	228,300	166,229	183,557	-10%
Interfund Charges	2,345,363	2,345,363	1,649,912	30%
Capital Outlay	428,980	464,962	50,849	89%
Fiscal Charges	936,863	936,863	385,651	59%
Total Operating Expense	\$5,478,771	\$5,801,345	\$3,467,850	40%
Operating Income (Loss)	\$992,806	\$670,232	\$1,198,253	
Capital Expenditures	\$14,061,980	\$37,616,974	\$4,533,271	88%
Other Financing				
Grants/Loan Proceeds	\$10,650,000	\$21,150,000	\$2,800,978	87%
County/Ext. Reimb.	-	3,500,000	491,147	100%
NET INCOME (LOSS)	\$(2,419,174)	\$(12,296,742)	\$(42,893)	

WATER DISTRIBUTION

<i>Through Mar. 31, 2024</i>	FY2024 BUDGET		ACTUALS	% Left
	Adopted	Revised		
REVENUE				
KGal Sales	775,000	775,000	607,957	22%
Sales Revenue	\$7,220,311	\$7,220,311	\$5,097,629	29%
Other Revenue	31,840	31,840	99,181	-211%
Total Revenue	\$7,252,151	\$7,252,151	\$5,196,810	28%
OPERATING EXPENSES				
Salaries	\$701,857	\$701,857	\$548,921	22%
Benefits	277,214	277,214	184,545	33%
Prof'l/Contract Services	210,000	511,216	148,937	71%
Materials/Supplies	344,700	374,239	212,976	43%
Interfund Charges	1,500,969	1,500,969	685,738	54%
Cost of Water	3,929,250	3,929,250	3,097,943	21%
Total Operating Expense	\$6,963,990	\$7,294,744	\$4,879,060	33%
Operating Income (Loss)	\$288,161	\$(42,593)	\$317,749	
Capital Expenditures	\$676,816	\$676,816	\$4,963	99%
NET INCOME (LOSS)	\$(388,655)	\$(719,409)	\$312,786	

NATURAL GAS DISTRIBUTION

<i>Through Mar. 31, 2024</i>	FY2024 BUDGET		ACTUALS	% Left
	Adopted	Revised		
REVENUE				
Therm Sales	8,000,000	8,000,000	5,917,575	26%
Sales Revenue	\$19,876,727	\$19,876,727	\$6,849,052	66%
Other Revenue	21,227	21,227	32,309	-52%
Total Revenue	\$19,897,954	\$19,897,954	\$6,881,362	65%
OPERATING EXPENSES				
Salaries	\$647,513	\$647,513	\$591,707	9%
Benefits	257,291	257,291	214,240	17%
Prof/Contract Services	119,000	451,813	272,044	40%
Materials/Supplies	689,130	200,500	181,688	9%
Interfund Charges	1,733,126	1,733,126	796,096	54%
Capital Outlay	191,000	201,500	15,992	92%
Cost of Gas	13,000,000	13,000,000	2,237,610	83%
Total Operating Expense	\$16,637,060	\$16,491,743	\$4,309,378	74%
Operating Income (Loss)	\$3,260,894	\$3,406,211	\$2,571,984	
Capital Expenditures	\$491,000	\$789,721	\$48,939	94%
Other Financing				
Profit Transfer	(928,243)	(928,243)	-	100%
NET INCOME (LOSS)	\$2,032,651	\$1,688,247	\$2,523,045	

WASTEWATER COLLECTION & TREATMENT

<i>Through Mar. 31, 2024</i>	FY2024 BUDGET		ACTUALS	% Left
	Adopted	Revised		
REVENUE				
KGals Processed	430,000	430,000	279,857	35%
Sales Revenue	\$6,644,515	\$6,644,515	\$4,812,910	28%
Other Revenue	165,449	165,449	18,685	89%
TOTAL REVENUE	\$6,809,964	\$6,809,964	\$4,831,595	29%
OPERATING EXPENSES				
Salaries	\$1,723,056	\$1,723,056	\$760,859	56%
Benefits	672,824	672,824	287,127	57%
Prof/Contract Services	306,000	581,956	242,783	58%
Materials/Supplies	349,600	349,600	256,509	27%
Interfund Charges	2,128,055	2,128,055	1,510,736	29%
Capital Outlay	-	-	318,047	
Fiscal Charges	765,034	765,034	658,721	14%
Total Operating Expense	\$5,944,569	\$6,220,525	\$4,034,782	35%
Operating Income (Loss)	\$865,395	\$589,439	\$796,813	
Capital Expenditures	\$2,029,000	\$17,801,077	\$5,709,673	68%
Other Financing				
Grant/Loan Proceeds	-	1,500,000	-	100%
NET INCOME (LOSS)	\$(1,163,605)	\$(15,711,638)	\$(4,912,860)	

UTILITY SERVICE: ELECTRIC

	Q1	Q2	Q3	Q4	YTD
SALES (KWh)					
Residential	16,603,867	13,908,799	17,423,557		47,936,223
Private Area Lights	9,354	9,354	9,354		28,062
Commercial	9,618,834	7,942,279	8,314,987		25,876,100
Municipal	2,530,846	2,263,971	2,469,352		7,264,169
Water Production	2,583,821	2,187,247	1,408,233		6,179,301
Educational	1,107,140	1,254,706	1,428,935		3,790,781
Total	32,453,862	27,566,356	31,054,418		91,074,636
BILLED LOCATIONS (average)					
Residential	7,745	8,098	7,506		7,783
Commercial	613	635	611		620
Municipal	159	169	158		162
Educational	56	59	49		55
Total	8,574	8,962	8,324		8,620
REVENUE/KWH (average)					
Residential	\$0.1185	\$0.1331	\$0.1337		\$0.1185
Private Area Lights	0.3379	0.1391	0.3868		0.3379
Commercial	0.1180	0.1338	0.1310		0.1180
Municipal	0.0915	0.1503	0.1280		0.1127
Water Production	0.0682	0.0748	0.1151		0.0682
Educational	0.1129	0.1183	0.1132		0.1129
Average	\$0.1121	\$0.1294	\$0.1308		\$0.1137
LOSS CALCULATION					
Power Rec'd, KWh	32,070,752	29,549,886	31,019,052		92,639,689
PV Power Rec'd, KWh	-	-	-		-
Qtrly Losses <gains>, KWh	(383,110)	1,983,530	(35,367)		1,565,054
% Qtrly Losses <gains>	-1.19%	6.71%	-0.11%		1.69%
Cumulative Losses <gains>	-1.19%	2.60%	1.69%		1.69%

UTILITY SERVICE: NATURAL GAS

	Q1	Q2	Q3	Q4	YTD
SALES (Therms)					
Residential	329,177	1,375,815	2,825,181		4,530,173
Commercial	130,812	295,299	516,194		942,305
TA-3 Sales	-	-	-		-
Municipal	11,749	53,664	144,692		210,105
Water Production	51,716	13,839	2,930		68,485
Educational	5,217	52,930	108,360		166,507
Total	528,671	1,791,547	3,597,357		5,917,575
BILLED LOCATIONS (average)					
Residential	7,132	7,405	6,866		7,134
Commercial	361	371	360		364
Municipal	43	44	41		43
Educational	21	23	20		21
Total	7,556	7,842	7,286		7,562
REVENUE/THERM (average)					
Residential	\$1.7372	\$1.1605	\$1.0674		\$1.7372
Commercial	1.5311	1.3749	1.2663		1.5311
TA-3	-	-	-		-
Municipal	1.3455	1.0992	0.9926		1.3455
Water Production	0.3519	0.1952	0.3411		0.3519
Educational	1.3359	1.0425	0.9477		1.3359
Average	\$1.5380	\$1.1830	\$1.0887		\$1.5380
LOSS CALCULATION					
Gas Rec'd, therms	578,452	2,525,111	3,516,320		6,619,883
Qtrly Losses <gains>, therms	49,781	733,564	(81,037)		702,308
% Qtrly Losses <gains>	8.61%	29.05%	-2.30%		10.61%
Cumulative Losses <gains>	8.61%	25.24%	10.61%		10.61%

UTILITY SERVICE: WATER

	Q1	Q2	Q3	Q4	YTD
SALES (KGAL)					
Residential	239,071	128,641	83,108		450,820
Commercial	29,951	37,246	16,866		84,063
Municipal	29,228	14,136	5,749		49,113
Educational	19,518	3,414	1,031		23,962
Total	317,768	183,436	106,754		607,957
BILLED LOCATIONS (average)					
Residential	6,643	6,924	6,377		6,648
Commercial	294	297	296		296
Municipal	86	90	84		87
Educational	23	25	22		23
Total	7,046	7,336	6,778		7,053
REVENUE/KGAL (average)					
Residential	\$8.0379	\$9.1532	\$10.5146		\$8.0379
Commercial	6.3573	7.5681	7.3265		6.3573
Municipal	7.0464	7.7297	9.1346		7.0464
Educational	5.6714	9.6682	16.8859		5.6714
Average	\$7.6429	\$8.7312	\$9.9981		\$7.6429
LOSS CALCULATION					
Water Rec'd, Kgal	355,653	187,821	130,652		674,126
Qtrly Losses <gains>, Kgal	37,885	4,386	23,899		66,170
% Qtrly Losses <gains>	10.65%	2.33%	18.29%		9.82%
Cumulative Losses <gains>	10.65%	7.78%	9.82%		9.82%

Right: Darren Martinez and Justin Lujan prep a gas riser and valve for a new gas service line at the Los Alamos Wastewater Treatment Plant.

UTILITY SERVICE: WASTEWATER

	Q1	Q2	Q3	Q4	YTD
SEWER TREATED (KGAL)					
Los Alamos	63,940	65,263	64,641		193,844
White Rock	26,489	31,183	28,341		86,013
Total Treated	90,429	96,446	92,982		279,857
REV PER KGAL TREATED	\$18.76	\$17.47	\$17.54		\$18.94



NEW HIRES

- DPU welcomed Hydroelectric Maintenance Technician Apprentice **Austin Craig** to the Electric Production Division.

PROMOTIONS

- **Jacob Leyba** was promoted to Senior Pipefitter in the Gas, Water & Sewer Division.
- **Mark Martinez**, who has been with DPU since 2019, was promoted to Pipefitter in the Gas, Water & Sewer Division.
- **Estevan Garcia** was promoted to Pipefitter in the Gas, Water & Sewer Division. Estevan joined GWS in 2006.

ANNIVERSARIES

5 Years:

- **Ricardo Lambert**, Apprentice II, GWS
- **Steven Martinez**, Trainee, GWS
- **Mark Martinez**, Pipefitter, GWS

10 Years:

- **Marcos Ocanas**, WWTP Supervisor, WT

15 Years:

- **Isaac Montoya**, Sr. Power System Operator, EP

ACHIEVEMENTS

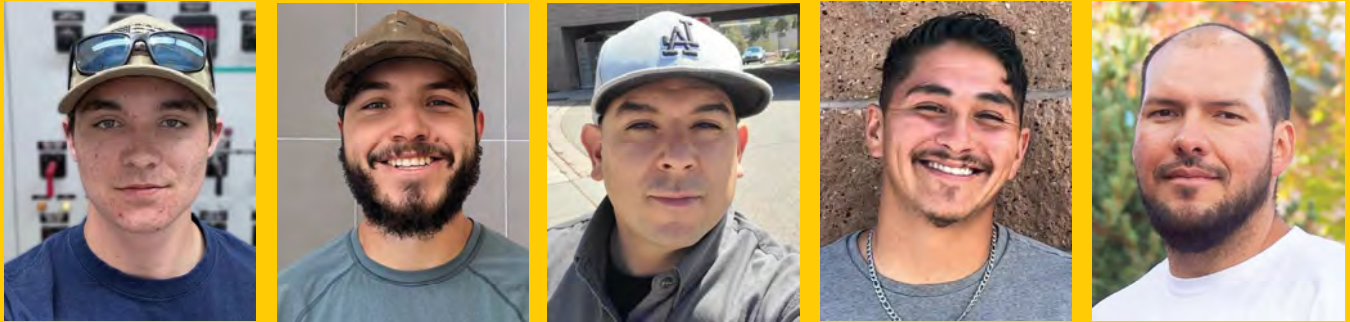
- Water & Energy Conservation Coordinator **Abbey Hayward** was chosen by DOE for a 2-year federal appointment to the Northern New Mexico Citizens Advisory Board.
- Four DPU employees completed the LAC Leadership Academy. They are: **Richard Valerio** (Finance); **Marcos Ocanas** (WT); **Casey Aumack** (Eng.); and **Nick Nelson** (EP).
- The following DPU employees completed the County's Leadership Skills class: **Yvonne Quintana** (EP); **Joann Gentry** (Admin.); **Josh Silva** (WT); and **James Martinez** (Eng.).



CONTINUED...

- **Estevan Garcia (GWS)** completed all certification requirements to obtain a Journeyman Gasfitter license.
- **Ricardo Lambert (GWS)** passed the Water Supply Operator Level 2 exam.

Pictured below:
 Austin Craig
 Jacob Leyba
 Estevan Garcia
 Steven Martinez
 Isaac Montoya



Left: LAC Academy graduates (Nick Nelson 2nd from left; Richard Valeria 4th from left; Casey Aumack 9th from right; Marcos Ocanas 2nd from right)

Below: Leadership Skills class graduates (Josh Silva 2nd from left; Yvonne Quintana 4th from left; Joann Gentry 5th from left; James Martinez far right)



MOMENTS IN TIME



1. DPU participated in Los Alamos Day at the New Mexico Legislature by handing out tubes of hot chocolate mix with natural gas emoji Toasty. 2. GWS Supervisor Stephen Abeyta recorded a message for crews for Natural Gas Workers Appreciation Day. 3. DPU's staff in the Los Alamos County Municipal Building vacated the building for a fire alarm in January. Thankfully, it turned out to be a false alarm. 4. Billing and Customer Service Specialist Peggy Martinez adopted a puppy rescued by Customer Care staff.



1. In support of DPU, Brenda Sargent from Public works sports her DPU gear! 2. The women of DPU gathered for a photo on International Women's Day. 3. GWS workers join pipes using electrofusion in the installation of new gas service at the Los Alamos Wastewater Treatment Plant.

#POSITIVE FEEDBACK

Samizdat bookstore & teahouse
Yesterday at 8:50 AM · 🌐

@lacdpu First it was a couple of trucks and three guys. By the afternoon it looked like half your vehicle fleet and crews were behind our store. Backhoes! Jackhammers! Concrete cutters! A truck with a giant vacuum hose? We pulled out Goodnight Goodnight Construction Site as a reference but couldn't find that one 😂

Tea Operations are OPEN

Thank you to Los Alamos
Department of Public Utilities
for working all day yesterday to
fix what looked like a giant mess
of a water main break!

👍❤️ You and 16 others

💬 Comment

🔗 Share

❤️ Love



James Wernicke

Assign conversation ▼



8:22 AM

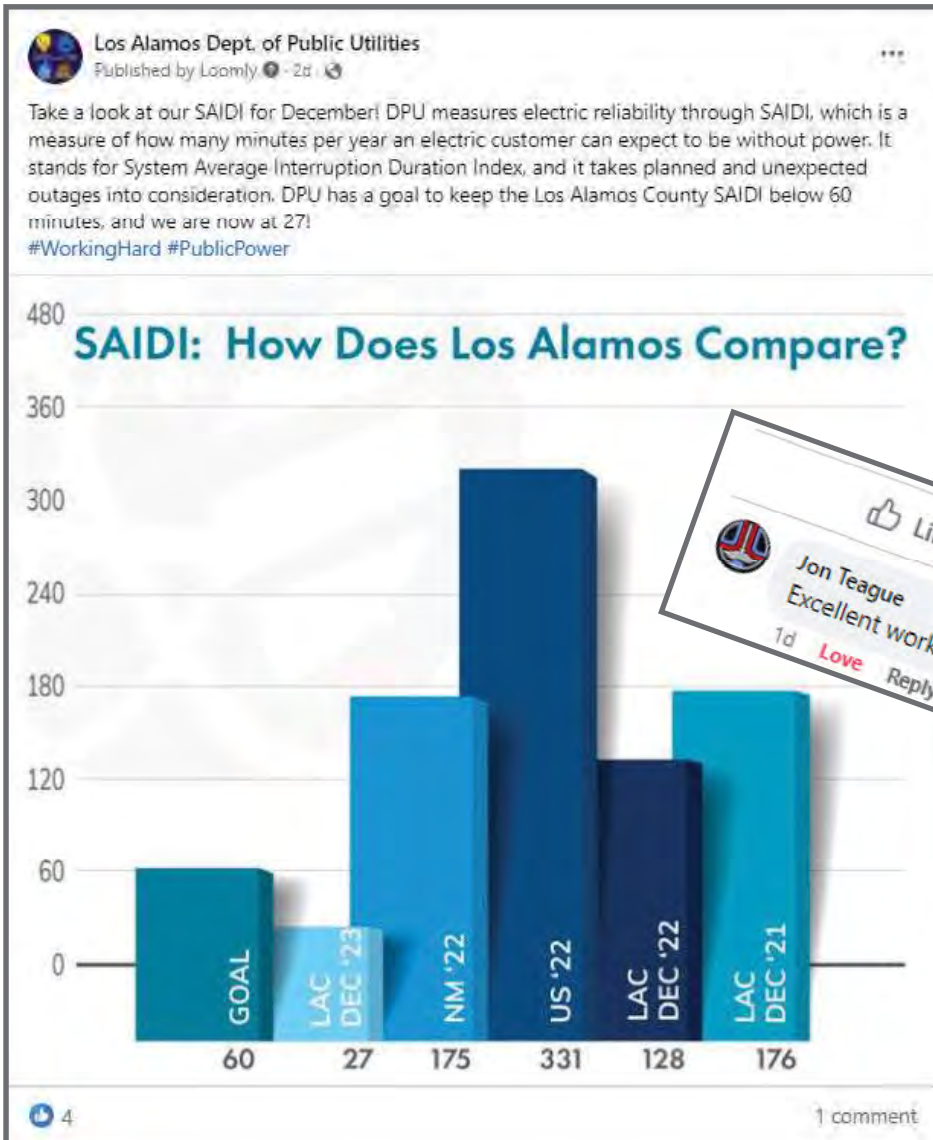
James Wernicke replied to a post.

Thanks for being so engaging with the public on social media. I imagine you get some grief from the county lawyers, but I find it to be a valuable service. I think other departments could learn from you how to improve their public engagement. Although I rated DPU critically on the recent survey, I didn't feel like the survey gave any opportunity to qualify criticisms with praise. Perhaps an open-ended question "Is there anything else you'd like to say?" at the end would suffice.

9:33 AM

Thank you! Your insight is greatly appreciated. It's nice when we know people are looking and thinking, whether the response be positive or not. To gain the trust of our customers, we've found it's important to be transparent while making a little noise. Your comments are welcome anytime! I'll pass the survey suggestion along to our management team and survey contractor.

Sent by CM Danna



From: Michelle Austin
Sent: Friday, January 5, 2024 7:40 AM
To: Customer Care <CustomerCare@lacnm.us>
Subject: [EXTERNAL]DPU Scoop Dec 2023 - Thank you

Thank you for the Dec issue of the Scoop and your update on the IRA. I replaced my furnace in 2023 and was wondering if the IRA was active yet and what IRS form to use for potential tax credits. You provided both!

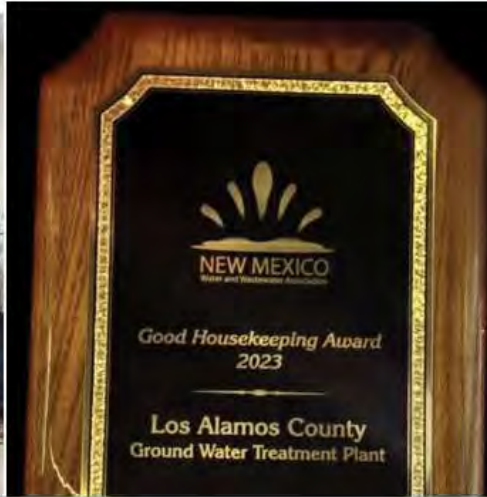
Sincerely,
 Michelle Austin
 Los Alamos, NM



Los Alamos Dept. of Public Utilities

Published by Loomly · February 16 at 10:01 AM · 🌐

Congratulations to our Water Production team for receiving the 2023 Good Housekeeping Award from the New Mexico Water and Wastewater Association! Does it surprise us? No. Does it make us super proud? YES!
#PublicUtilities #CommunityOwned



👍❤️ 100

10 comments 1 share

👍 Like

💬 Comment

🔄 Share

Oldest ▾



👑 Top fan

Karen Salazar

These gentlemen work really hard and are extremely awesome at what they do! Well Deserved!!!

3w Like Reply Hide



👑 Top fan

Bernadette Lauritzen

Bring on the Water Works DPU!! Keep up the good work!

3w Like Reply Hide



👑 Top fan

Zuzu Petals

So deserving! Thank you for your hard work!

3w Like Reply Hide



Julie AlderseBaes

Congratulations, well done

3w Like Reply Hide



Angel

Go Joel Timothy Martinez !! Good job

3w Like Reply Hide



Esther Marquez

Congratulations. Well deserved.

3w Like Reply Hide



Jacki Lopez

Good work Diego Miramontes & Joel Timothy Martinez! 😊

2w Like Reply Hide



👑 Top fan

Karen Kendall

Congratulations! 🌟🌟🌟

2w Like Reply Hide



Francine Gutierrez

Good job Joel and Diego!

2w Like Reply Hide




From: [Martinez, Darby](#)
To: [D'Anna, Catherine](#)
Subject: RE: PREL: Gas Recovery Rate Ends
Date: Friday, March 8, 2024 7:06:59 AM

Wow, I wish all other utility companies were like this! They keep the rates high regardless.

Same for shipping companies, their response to higher shipping costs is the cost of fuel, but when the fuel costs go down, they don't adjust their prices, they keep charging the higher rates.

This is almost unheard of anywhere else....

Darby Martinez
Senior Office Specialist
Traffic and Streets Division
County of Los Alamos

 **Los Alamos Dept. of Public Utilities**
Published by Loomly · March 15 ·

When the unexpected utility break happens in Los Alamos County, you can count on DPU to be there for you! Seven of our dedicated Gas, Water, & Sewer Division crew members recently worked all night to remedy a large leak when a service tap on a corroded water line broke. Write this down: (505) 662-8333.
<https://loom.ly/3Arp69Y>
#DPUrocks #AllNighter #Dedication #PublicUtilities



YOUTUBE.COM


Overnight water break on 45th St


DPU's Water Distribution crews worked all night on a large water break in March 2024.


98


 **Paula Hewitt**
Thanks
8w Like Reply Hide

 **Eva Abeyta**
Awsome crew!!!
8w Like Reply Hide

 **Bernadette Lauritzen**
Hang in there crew!!
8w Like Reply Hide

 **Zelda Garcia**
Los Alamos Rocks
7w Like Reply Hide

 **Karen Salazar**
One of the many teams the utility department has ready to server our community 24/7.
Thank you !
8w Like Reply Hide

 **Abrianna Deherrera**
My cousin Steven's face is the first thing I see
Good job guys
7w Like Reply Hide

 **Snow Panther**
Thank you Steven and the rest of the crew!!!
7w Like Reply Hide

RE: [EXTERNAL]PRV Previous read 3/21/24 and current read today 4/1/24



Shelton, Philo

To: Gomez, David; Moseley, Clay
Cc: Tanuz, Victor; D'Anna, Catherine

Great job taking advantage of this water resource.

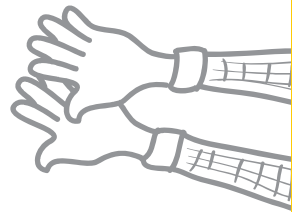
From: Gomez, David <david.gomez@lacnm.us>
Sent: Monday, April 1, 2024 3:57 PM
To: Moseley, Clay <clay.moseley@lacnm.us>
Cc: Shelton, Philo <philo.shelton@lacnm.us>; Tanuz, Victor <victor.tanuz@lacnm.us>
Subject: FW: [EXTERNAL]PRV Previous read 3/21/24 and current read today 4/1/24

Already over a million gallons of water from the reservoir to the golf course for irrigation. See below.

From: Martinez, Lucas <lucas.martinez@lacnm.us>
Sent: Monday, April 1, 2024 3:36 PM
To: Tanuz, Victor <victor.tanuz@lacnm.us>; Gomez, David <david.gomez@lacnm.us>
Subject: FW: [EXTERNAL]PRV Previous read 3/21/24 and current read today 4/1/24



Previous read 3/21/24 read (003974)and current read today 4/1/24 read (005043)For PRV near Fairway reservoir water.



Los Alamos Dept. of Public Utilities
Published by Loomly · March 13 · 🌐

When you see that unexpected puddle or spray, it could be from a leaky pipe underground! For leaks discovered during business hours, call Customer Care at 505.662.8333. After hours, call non-emergency dispatch at 505.662.8222. DPU always has crews on standby in Los Alamos during nights and weekends!
#PublicUtilities



LOS ALAMOS
Department of Public Utilities

👍❤️ 52 2 comments 1 share

Eva Abeyta
This group of Men are awesome!!!! Hard workers
8w Love Reply Hide

Los Alamos Dept. of Public Utilities
Eva Abeyta we couldn't agree more!
8w Like Reply

From: Jody Benson [REDACTED]
Sent: Thursday, February 8, 2024 4:13 PM
To: Board of Public Utilities; ~County Council; Customer Care
Subject: [EXTERNAL]Please support Foxtail Flats

Dear Council and BPU,

After Zooming into the BPU meeting last night to listen to the presentation on Los Alamos' investment potential in solar electricity generated at FoxTail Flats LLC, I ask the county to support the investment.

Thank you, DPU, for your concise (and seemingly complete) discussion on batteries, solar load, finances, and many of the legal issues that the County could encounter with the FoxTail Flats addition to our utility portfolio.

Thank you, BPU, for your excellent questions covering complicated issues that only people committed to making well-researched decisions could ask.

I appreciate that Los Alamos is committed to making government work.

Jody Benson
 [REDACTED]
 Los Alamos 87544

Los Alamos Dept. of Public Utilities
Published by Loomly · 1h · 🌐

Heating a home with poor insulation is like going outside without a hat in winter: you're gonna be cold and lose all your heat through the roof!
#EnergyEfficiency #PutACapOnIt

1 step in
efficient heating:

insulation

2 likes · 3 comments

Brandi Engeman
Do you have recommendations for those in rentals who don't have control over their home's insulation, windows etc? Would we find that on the website, and if so, can you point us to the right place 😊

1h · Like · Reply · Send message · Hide

Los Alamos Dept. of Public Utilities
Brandi Engeman That's a great question! We have a weatherization page at ladpu.com/weather. The Types of Weatherization tab has many suggestions, some of which are easy for renters. The Weatherization Assistance Program tabs lists assistance opportunities that state whether they are targeted at property owners and/or renters.

ladpu.com/weather
Weatherization

Brandi Engeman
Los Alamos Dept. of Public Utilities thank you! This is such good info for the many renters in town 😊

Los Alamos Dept. of Public Utilities
Published by Loomly · March 18 · ⚙️

Join us in celebrating Natural Gas Utility Workers D colleagues who work to bring natural gas safely in
#GasWorkersDay #NGUWDay #naturalgas

YOUTUBE.COM
National Gas Utility Workers Day 2024
At DPU, we are extremely fortunate to work among

13 likes

Linda Gutgsell
Thank you
7w · Like · Reply · Hide

Top fan
Bernadette Lauritzen
Have a wonderful day crew!!
7w · Like · Reply · Hide · 2 likes



Los Alamos Dept. of Public Utilities
 Published by Loomly · March 19 ·

All the cool utility providers have theme songs. Don't they?
 #PublicUtilities #CommunityOwned #ThemeSong #WeGotRhythm #SingAlongWithUs
https://loom.ly/269e_RE

YOUTUBE.COM
LADPU Theme Song
 At the Los Alamos Department of Public Utilities, we care about the community and providing ess...

53 6 comments 3 shares

Tracey Alarid (Top fan)
 Ricardo is the BEST!
 7w Like Reply Hide 2

Tony Vigil
 Like the song
 7w Like Reply Hide 2

Karen Salazar (Top fan)
 Awesome video, Thank You DPU for being available 24/7.
 7w Like Reply Hide

Pat Viechec
 Awesome! Thanks for always being there to help our community day and night!
 7w Like Reply Hide

Bernadette Lauritzen (Top fan)
 Awesome!!! Rock it out DPU, thanks for the White Rock shout outs....it makes us Happy!
 Get it 🤘
 7w Like Reply Hide

VIBES



Los Alamos Dept. of Public Utilities

Published by Loomly · January 30 at 9:06 AM · 🌐

Winter is no time to take a break from projects! Down by the Los Alamos Wastewater Treatment Plant in Bayo Canyon, the new non-potable water tank took shape in December. When the weather warms up, the rust will be ground off the welds and the green primer will be covered with protective paint.

#PublicUtilities #CommunityOwned



👍 17

4 comments



👑 Top fan

Zuzu Petals

Thank you for your public service! We depend on you!

2d Like Reply Send message Hide



James Wernicke

These progression pics are great. Good work!

1h Like Reply Send message Hide



From: [Katie Myers](#)
To: [Board of Public Utilities](#); steve.lynne@lacnm.us; [Laurent, Anne](#); [Shelton, Philo](#); [Gurule, Angelica](#); [Olbrich, Ben](#)
Subject: [EXTERNAL]Foxtail Flats Power Project
Date: Wednesday, February 7, 2024 8:40:21 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Chair Gibson and Board of Public Utilities Members, Mr. Shelton, Mr. Lovrich, Mr. Lynne, Ms. Laurent, and Ms. Gurule,

I enjoyed the presentation about the Foxtail Flats Power Project at tonight's BPU meeting. Thank you for your work on this. I am writing to express my support and excitement that Los Alamos County is moving forward with increasing our renewable energy portfolio.

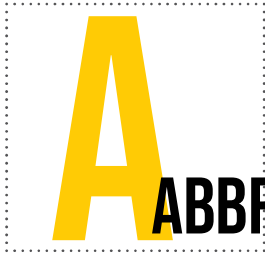
Also, thank you to the BPU for allowing comment at the beginning of the meeting about any topic. Had I read the agenda more thoroughly, I would have expressed my views at the start of the meeting. I'll know for next time.

Sincerely,
 Katie Leonard

Los Alamos

Sent remotely.





ABBREVIATIONS USED IN DPU REPORTS

ACFR	Annual Comprehensive Financial Report
AMI	Automated Metering Infrastructure
APPA	American Public Power Association
ATC	Around the Clock
BGAL	Billions of Gallons
BPU	Board of Public Utilities
CFPP	Carbon Free Power Project
CGTG	Combustion Gas Turbine Generator
COLA	Combined Operating License Application
DG	Distributed Generation
DOE	Department of Energy
DOT	Department of Transportation
DPU	Department of Public Utilities
DW	Water Distribution
DWSRL	Drinking Water State Revolving Loan
ECA	Electric Coordination Agreement
ED	Electric Distribution
EIA	Energy Information Administration
EP	Electric Production
EV	Electric Vehicle
FERC	Federal Energy Regulatory Commission
FER	Future Energy Resources Committee
FY	Fiscal Year
GA	Gas Distribution
GPCD	Gallons Per Capita Daily
GWS	Gas, Water, & Sewer Division*
IRP	Integrated Resource Plan
KGAL	Thousands of Gallons
KWH	Kilowatt Hours
LAC	Los Alamos County
LANL	Los Alamos National Laboratory
LAPP	Los Alamos Power Pool
LARES	Los Alamos Resiliency, Energy & Sustainability Task Force

#ABBR

MCC	Motor Control Center
MCM	Thousands of Circular Mills (wire gauge measurement)
MGAL	Millions of Gallons
MWH	Megawatt Hours
NMED	New Mexico Environment Department
NMGC	New Mexico Gas Company
NMMEA	New Mexico Municipal Energy Acquisition Authority
NNSA	National Nuclear Security Administration
NP	Non-Potable
NPV	Net Present Value
O&M	Operations & Maintenance
OW	Otowi Well
PEEC	Pajarito Environmental Education Center
PHMSA	Pipeline & Hazardous Materials Safety Administration
PPA	Power Purchase Agreement
PRV	Pressure Regulating Valve
PV	Photovoltaic
RFP	Request for Proposals
SCADA	Supervisory Control and Data Acquisition
SLS	Sewer Lift Station
UAP	Utility Assistance Program
UAMPS	Utah Associated Municipal Power Systems
UM	Utility Manager
USBR	United States Bureau of Reclamation
USFS	United States Forest Service
WAPA	Western Area Power Administration
WC	Wastewater Collection
WP	Water Production
WR	White Rock
WRRF	Water Resource Reclamation Facility
WT	Wastewater Treatment
WWTP	Wastewater Treatment Plant

*Sewer = Wastewater Collection

2024: Jan 1 - Mar 31

Q3 REPORT FY24

Find us on social media!



LOS ALAMOS
Department of Public Utilities

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County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Staff Report

June 26, 2024

Agenda No.:	7.a.
Index (Council Goals):	DPU FY2022 - 5.0 Achieve Environmental Sustainability; Environmental Stewardship - Carbon-Neutral Energy Supply; Environmental Stewardship - Water Conservation
Presenters:	Abbey Hayward, Water & Energy Conservation Coordinator
Legislative File:	18576-24

Title

Quarterly Conservation Program Update FY24/Q4

Body

Q4: April-June

Bill Inserts, see Attachment A: Laundry Efficiency Tips, Water Rule W-8, Maintaining Water Quality at Home, "Yarden" Efficiency Tips, Seeking Cool EVs, Dear DPU Abbey: Craving Darkness, and Efficiency Showcase Casting Call.

April

- Appointed to the Northern New Mexico Citizen Advisory Board
- [EVENT] PEEC Earth Day Festival: Grassheads
- Commercial efficiency program development with Chamber of Commerce
- Website access to help Cathy with updates
- [CONF] Government Social Media
- [PRESENT] Leadership Los Alamos Environmental Session table
- APWA

May

- CPACE (Commercial Property Assessed Clean Energy) Ordinance which would allow for commercial property owners access to long-term fixed-rate financing for a range of energy efficiency, renewable energy, water efficiency, and resiliency improvements
- [PRESENT] overview of DPU water plans to the ESB
- [CONF] NM Water Data Initiative Workshop
- Reviewing draft CAP
- [PRESENT] Classroom energy assessment with high school AP Environmental Science class
- [EVENT] Farmer's Market with BPU and Council

June

- Abigail Nash started as our PR and Conservation Summer Intern. Planning the ScienceFest programming and getting her tours of DPU activities
- Garden in a Box planning stages. Release and promotion of planting plans this fall
- Cooling Station development in conjunction with regular "Stay Cool" tips

-
- [EVENT] ChamberFest - created an "Utilities Primer" for new residents and gave away energy efficiency kits
 - LANL reached out to Abbey regarding coordinating on possible water campaigns, TBD
 - [CONF] Next Generation Water Summit (NGWS)
 - [TRAIN] WERS (Water Efficiency Rating Score) training, sponsored by NGWS
 - [CONF] Harnessing Transformational Technology: Climate Security by LANL
 - [WEBINAR] Customer Engagement Strategies for Community-Owned Utilities by APPA Upcoming
 - ScienceFest
 - EV Charger Ribbon Cutting
 - Energy Efficiency Workshops

Attachments

A - FY24Q4 Bill Inserts

B - Utilities Primer

C - Water & Energy 2024 Work Plan



County of Los Alamos

Staff Report

July 17, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 8.a.
Index (Council Goals):
Presenters: Philo Shelton
Legislative File: 18090-24

Title

Status Reports for June 2024

Body

Each month the Board receives in the agenda packet informational reports on various items. No presentation is given, but the Board may discuss any of the reports provided.

Attachments

- A - Electric Reliability Report
- B - Accounts Receivables Report
- C - Risk & Safety Report

Los Alamos County
Department of Public Utilities

Electric Distribution
Reliability

July 17, 2024

Stephen Marez

Deputy Utility Manager - Electric Distribution

Twelve Month History	JUNE 24	
Total # Accounts	9045	
Total # Interruptions	36	
Sum Customer Interruption Durations	2262:36:00	hours:min
# Customers Interrupted	1314	
SAIFI (APPA AVG. = 1.0)	.15	int./cust.
SAIDI (APPA AVG. = 1:00)	00:15	hours:min
CAIDI	1:43	hours:min/INT
ASAI	99.9999%	% Available

- SAIFI - System Average Interruption Frequency Index**
 A measure of interruptions per customer (Per Year)

$$\text{SAIFI} = \frac{\text{(Total number of customer interruptions)}}{\text{(Total number of customers served)}}$$

- SAIDI – System Average Interruption Duration Index**
 A measure of outage time per customer if all customers were out at the same time (hours per year)

$$\text{SAIDI} = \frac{\text{(Sum of all customer outage durations)}}{\text{(Total number of customers served)}}$$

- CAIDI – Customer Average Interruption Duration Index**
 A measure of the average outage duration per customer (hours per interruption)

$$\text{CAIDI} = \frac{\text{(Sum of all customer outage durations)}}{\text{(Total number of customer interruptions)}} = \frac{\text{SAIDI}}{\text{SAIFI}}$$

- ASAI – Average System Availability Index**
 A measure of the average service availability (Per unit)

$$\text{ASAI} = \frac{\text{(Service hours available)}}{\text{(Customer demand hours)}} = \frac{8760 - \text{SAIDI}}{8760}$$

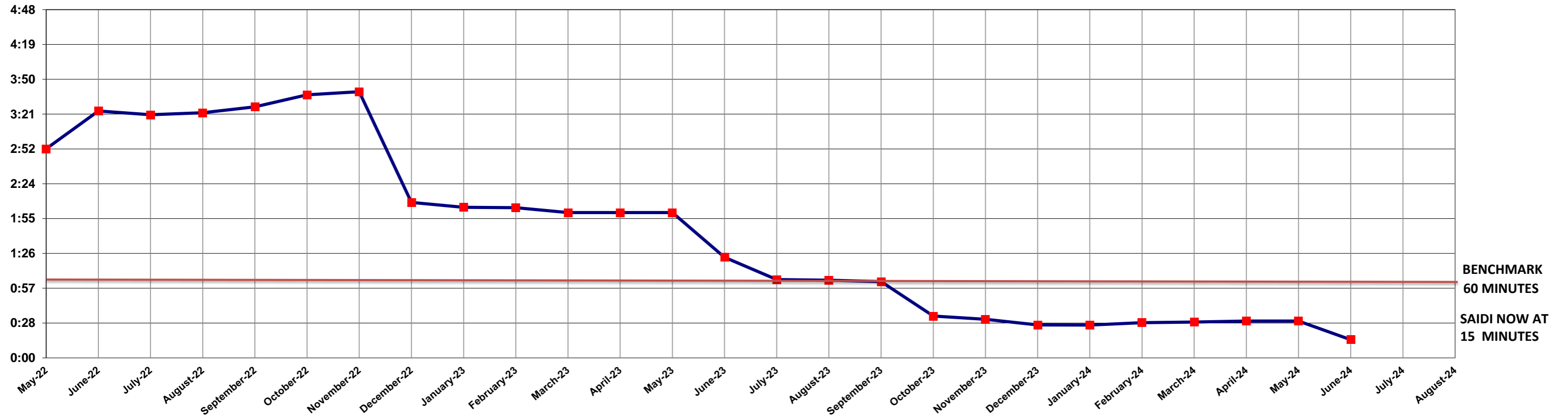
CIRCUIT SAIDI IS CALCULATED ACCORDING TO THE NUMBER OF CUSTOMERS IN EACH CIRCUIT RESPECTIVELY

<u>Running SAIDI Circuit 13</u>	<u>Running SAIDI Circuit 14</u>	<u>Running SAIDI Circuit 15</u>	<u>Running SAIDI Circuit 16</u>	<u>Running SAIDI Circuit 17</u>	<u>Running SAIDI Circuit 18</u>	<u>Running SAIDI Circuit EA4 & ELK RIDGE</u>	<u>Running SAIDI Circuit WR1</u>	<u>Running SAIDI Circuit WR2</u>	<u>Monthly SAIDI</u>		<u>Monthly Customer Minutes out of service</u>	<u>WEATHER SAIDI</u>
0:01:08				0:06:34						0:00:13	31:26:00	
			0:01:47						JUNE	0:00:09	54:20:00	
0:01:38										0:00:22		
0:05:59										0:00:18		
0:00:26										0:01:06		
		0:06:26								0:00:05		
							0:02:21			0:01:20		
			0:00:23							0:00:25		
0:00:58										0:00:05	606:05:00	
							0:00:48			0:00:11		
				0:25:00						0:00:08		
				0:06:15						0:00:35	197:12:00	
	0:04:31									0:00:09	176:10:00	
				0:01:36					JULY	0:00:16		
0:01:05										0:00:02	176:10:00	
				0:12:03						0:00:12		
							0:03:24			0:00:17	940:16:00	
		0:20:40							AUGUST	0:00:36		
		0:02:53							SEPTEMBER	0:04:17	0:04:17	
						0:07:16			OCTOBER	0:00:36	0:00:36	
0:00:36									DEC	0:00:08	0:00:08	
0:03:29										0:00:07		0:00:07
	0:15:35								FEBRUARY	0:00:38	0:00:45	
	0:02:20									0:00:56		
	0:03:00									0:00:08		
0:00:15										0:00:11		
						0:15:38				0:00:03		
		0:00:19								0:00:17		
		0:00:46								0:00:04		
							0:03:56		MARCH	0:00:10	0:01:48	0:00:33
										0:00:41		
						0:02:55				0:00:03		
			0:00:15						APRIL	0:00:03		0:00:48
			0:00:13							0:00:03		0:00:09
			0:00:29						MAY	0:00:06		0:00:12
		0:00:19							JUNE	0:00:04	0:01:10	
0:15:35	0:25:26	0:31:24	0:03:07	0:51:29	0:00:00	0:22:55	0:10:29	0:00:00	Total	0:15:01		0:01:28
1655	539	1875	1842	209	213	165	1586	961	9045			

EACH POINT IS A MONTHLY SAIDI HISTORY
60 MINUTES = LACDPU SAIDI BENCHMARK

SAIDI = STANDARD AVERAGE INTERRUPTION DURATION

SAIDI= $\frac{\text{Sum of all customer outage durations}}{\text{Total number of customers served}}$



STATUS REPORTS

ACCOUNTS RECEIVABLES

PREPARED BY

Joann Gentry
Business Operations Manager -
Technology & Customer Service

Los Alamos County Utilities Department
Active Receivables Over 90 Days Past Due
July 1, 2024

Account	Customer ID	Acct Type	Comments	90 - 119	120 +
3003841	2217341	RS	Transfer balance from old account	181.93	0.00
3200447	2236996	CM	Email to Accounts Payable	0.00	100.39
3007019	2043158	CM	Customer refuses to pay - Lien on file	56.80	170.37
3007020	2043158	CM	Customer refuses to pay - Lien on file	56.80	180.90
3002177	2016744	RS	Utilities off - Stable lot	0.00	206.96
3007018	2043158	CM	Customer refuses to pay - Lien on file	73.94	241.18
3010128	2114898	RS	Utilities off - Stable lot	0.00	281.92
3007154	2021905	RS	Utilities off - Lien on file	129.88	538.44
3007256	2022141	RS	Payment in full 7/8/24, lien will be released	129.88	730.68
3010245	2109228	CM	Email to Accounts Payable	0.00	1,251.98
3006139	2025374	RS	Utilities off, water on, lien on file	507.11	1,476.61
3009211	2217351	RS	Utilities off - Lien on file	129.88	1,981.49
3003865	2011906	RS	Utilities off - Lien on file	129.88	4,068.54
12 Accounts				\$ 1,396.10	\$ 11,229.46
					<u>\$ 12,625.56</u>

Los Alamos County Utilities Department Receivables More than 60 Days Inactive Accounts July 1, 2024					
YEAR	OUTSTANDING 7/1	# OF ACCOUNTS	OUTSTANDING 6/1	# OF ACCOUNTS	
FY20	\$ 24,747.07	97	\$ 24,747.07	97	
FY21	\$ 33,767.29	108	\$ 33,776.30	109	
FY22	\$ 29,872.31	151	\$ 29,943.25	153	
FY23	\$ 15,438.81	257	\$ 15,391.06	258	
FY24	\$ 9,940.13	275	\$ 5,589.91	239	
TOTAL	\$ 113,765.61	888	\$ 109,447.59	856	

YEAR	Account Type	OUTSTANDING 7/1	# OF ACCOUNTS	OUTSTANDING 6/1	# OF ACCOUNTS
FY20	Residential	\$ 20,231.53	90	\$ 20,231.53	90
	Commercial	\$ 4,515.54	7	\$ 4,515.54	7
FY21	Residential	\$ 28,929.08	95	\$ 28,938.09	96
	Commercial	\$ 4,838.21	13	\$ 4,838.21	13
FY22	Residential	\$ 21,624.81	137	\$ 21,695.75	139
	Commercial	\$ 8,247.50	14	\$ 8,247.50	14
FY23	Residential	\$ 5,974.70	228	\$ 5,926.95	229
	Commercial	\$ 9,464.11	29	\$ 9,464.11	29
FY24	Residential	\$ 6,922.44	259	\$ 4,657.39	225
	Commercial	\$ 3,017.69	16	\$ 932.61	14
TOTAL		\$ 113,765.61	888	\$ 109,447.68	856

STATUS REPORTS

Risk & Safety

PREPARED BY:

Victoria DeVargas

Risk Manager

LOS ALAMOS COUNTY - RISK MANAGEMENT

June 2024

MONTH	ADMIN	EL DIST	EL PROD	GWS	WA PROD	WWTP
	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Jan - 2024	2843.0	1474.0	1736.0	2678.0	1250.0	1187.0
Feb - 2024	3743.0	1962.0	1928.0	3624.0	1587.0	1462.0
Mar - 2024	3443.0	1795.0	1797.0	3309.0	1373.0	1471.0
Apr - 2024	3754.0	1826.0	1883.0	3380.0	1541.0	1425.0
May - 2024	5772.0	2824.0	3131.0	5710.0	2328.0	2320.0
June - 2024	3574.0	1712.0	1970.0	3211.0	1503.0	1357.0
July - 2023	3884.0	1540.0	1894.0	3428.0	1360.0	986.0
Aug - 2023	4175.5	1761.8	1914.0	3876.8	1342.3	1113.5
Sept - 2023	3613.3	1665.0	1777.8	3304.9	1411.6	1038.0
Oct - 2023	3442.5	1660.8	1799.8	3103.1	1358.5	1045.5
Nov - 2023	5281.8	2227.0	2607.3	4466.3	1762.0	1936.0
Dec - 2023	3629.8	1925.0	1812.3	3559.9	1415.0	1298.5
Total Hrs Worked ->	47155.7	22372.5	24250.0	43651.1	18231.3	16639.5
Number of Recordable Injury and Illness Cases*	0	0	0	1	1	1
OSHA Recordable Injury & Illness Incidence Rate	0.00	0.00	0.00	4.58	10.97	12.02
Number of OSHA Days Away Days Restricted (DART) cases	0	0	0	0	0	0
OSHA Days Away Days Restricted (DART) Rate	0.00	0.00	0.00	0.00	0.00	0.00

INJURY DATES:

11-15-23: (WP) employee injured foot when a piece of concrete fell from the loader. Employee treated and released to full duty.

12-26-23: (WWTP) Employee smashed finger operating equipment. Employee treated and released to full duty.

3-4-24: (WP) employee injured in motor vehicle collision. Employee currently being treated, released to full duty.

TOTAL UTILITIES PERFORMANCE: 3 INJURIES X 200,000 = 200,000/172,300.1 ACTUAL HOURS WORKED = 3.48 OSHA RECORDABLE INJURIES PER 100 FTE

NATIONAL PERFORMANCE, UTILITIES (NAICS 22): 1.7 OSHA RECORDABLE INJURIES PER 100 FTE

INJURIES REQUIRING MEDICAL ATTENTION BEYOND FIRST AID ARE REQUIRED TO BE CONSIDERED OSHA RECORDABLE INJURIES , RETAINED IN THIS RECORD FOR ONE YEAR, REGARDLESS OF HOW MINOR THEY MAY BE.

DEPARTMENT OF PUBLIC UTILITIES CLAIMS

Information Provided by the County Risk Manager

YEAR	REPORT MONTH	BPU MTG DATE	TORT CLAIMS	WORKERS COMP	PROPERTY DAMAGE
2024	JUN	7/17/2024	NONE	NONE	NONE
2024	MAY	6/26/2024	1) GWS- Sewage back up into home. 2) GWS-Water line break that caused flooding into business.	NONE	NONE
2024	APR	5/15/2024	1) ED- Claimant states they had damage to furnace and outlets 2) GWS- Claimant states water heater damage after water was shut off for line repair on County side.	NONE	NONE
2024	MAR	4/17/2024	1) Claimant states a power surge caused damage to fixtures and appliance in home. 2) Claimant has increased water bill due to leak at water meter.	1) WP employee sustained injuries from a Motor Vehicle Collision (hit by 3rd party)	1) ED employee hit another county vehicle with front bumper of bucket truck. 2) WP vehicle possibly totaled in motor vehicle collision with 3rd party
2024	FEB	3/20/2024	NONE	NONE	NONE
2024	JAN	2/21/2024	NONE	NONE	1) Damage to tailgate of dump truck while GWS was loading asphalt.
2023	DEC	1/17/2024	1) Claimant found and removed plastic bucket debris found in their water pipes from main water lines.	1) WWTP employee smashed finger while operating equipment	NONE
2023	NOV	12/6/2023	NONE	WP employee injured his foot when a piece of concrete fell from the loader.	NONE
2023	OCT	11/15/2023	NONE	NONE	NONE
2023	SEP	10/18/2023	Claimant states water pressure blew off faucet causing flooding in the residence;	NONE	NONE
2023	AUG	9/20/2023	Four claimants state backflow of sewage into their residences. <i>*Please note that these claims were submitted to the contractor insurance.</i>	NONE	Non-County owned truck hit power pole on the ski hill. <i>*Please note claim being submitted to vehicle owner's insurance.</i>
2023	JUL	8/16/2023	NONE	NONE	NONE
2023	JUN	7/19/2023	1) Claimant states alleged failure to detect and rectify a gas leak resulting in damages to residence/property. 2) Claimant states a backed up sewage line pushed sewage into their home resulting in damage to the residence.	NONE	Claim in which a Utilities employee reported that the toolbox slid in the truck he was driving, and it broke the truck's rear window.
2023	MAY	6/21/2023	NONE	A GWS employee alleges leg/ankle strain from being struck by the fender of a dual wheel truck after he allegedly responded to the driver's inquiry at a job site. This injury is reflected in the OSHA Incidence Rate spreadsheet.	A WWTP employee avoiding an oncoming car, misjudged clearance and slid off the road into a tree.
2023	APR	5/17/2023	1). County directed by homeowner to shut off only water service for the winter, but County shut off gas and electric also, causing freezing conditions and plumbing damage in the house. 2). Claimant alleges a piece of asphalt left on street by County maintenance crew after repairs became embedded in her tire.	NONE	1). A GWS employee allegedly struck a concrete slab causing significant damage to the underside and steering controls of the vehicle. 2). GWS unit 1216 was found with a broken rear left window where parked under shed behind Bldg. 5; glass on ground; unknown party caused damage.
2023	MAR	4/19/2023	Claimant resident's fence was on County right of way, and ED had to cut the fence in order to work on a transformer. No liability; we recommended denial.	NONE	NONE
2023	FEB	3/15/2023	NONE	NONE	Utilities Hydroelectric employee was plowing snow when he slid into a ditch due to hazardous conditions. Side mirror and wheel/rim were damaged.
2023	JAN	2/15/2023	Claimant reports sewer back-up related to County main back-up. County staff acknowledge responsibility.	NONE	LAPD reported a hit and run damage to a Utility box; no suspects.
2022	DEC	1/18/2023	NONE	NONE	ED employee misjudged backing and backed Unit 1213 into a piece of equipment; very minor damage.
2022	NOV	12/7/2022	NONE	NONE	NONE
2022	OCT	11/16/2022	LA Public Schools made claim for two burned out motors which they attribute to a power outage.	NONE	NONE
2022	SEP	10/19/2022	NONE	NONE	NONE
2022	AUG	9/21/2022	NONE	NONE	NONE
2022	JUL	8/17/2022	NONE	NONE	An EP employee experienced a stone chipping to his windshield while operating his assigned vehicle. No recovery.
2022	JUN	7/20/2022	NONE	1). A GWS employee fell while securing a Vector boom; strained leg; lost 6 days then back to full duty. 2). A WP employee working on trailer strained his knee; examined and released to full duty.	NONE
2022	MAY	6/15/2022	Claimant experienced sewer water damage to basement and contents due to a County main back-up. Claimant called ServePro initially, and insurance has approved continuing mitigation and restoration services.	An Electrical Distribution employee caught and fractured two fingers in a cable reel. The employee was treated and released to work with restriction. Employee will require follow-up treatment.	NONE
2022	APR	5/18/2022	NONE	NONE	NONE
2022	MAR	4/20/2022	NONE	NONE	1). WP employee accidentally broke window of truck. 2). GWS Backhoe front bucket apparatus came loose, damaged hood of machine.
2022	FEB	3/16/2022	Claimant alleges property damage due to water line leak. Minor.	NONE	NONE
2022	JAN	2/16/2022	There were no Utilities related tort claims filed with regard to any January incidents.	An Electrical Distribution employee slipped and fell on parking lot ice; currently working with restrictions.	A GWS employee backing into space lost control of his personal vehicle, struck NE corner of Bldg. 5, causing significant damage. Employee provided insurance information. Risk will recover damages for the County.
2021	DEC	1/19/2022	NONE	NONE	NONE
2021	NOV	12/15/2021	NONE	NONE	NONE
2021	OCT	11/17/21	Claimant alleges furnace damage as result of replacement of gas meter.	NONE	NONE
2021	SEP	10/20/21	1). Claimant states damage to various fixtures in building new filtration system was installed. 2). Claimant states gas leak to regulator caused damage to GLR-04	NONE	NONE
2021	AUG	09/15/21	NONE	NONE	NONE
2021	JUL	08/18/21	NONE	NONE	NONE
2021	JUN	07/21/21	NONE	NONE	NONE
2021	MAY	06/16/21	NONE	NONE	NONE
2021	APR	05/19/21	NONE	NONE	NONE
2021	MAR	04/21/21	NONE	NONE	NONE

YEAR	REPORT MONTH	BPU MTG DATE	TORT CLAIMS	WORKERS COMP	PROPERTY DAMAGE
2021	FEB	03/17/21	1). GWS employee backed into parked unoccupied motorist's vehicle. 2). GWS snowplow slid into motorist under icy conditions.	An ED employee slipped and fell on ice; injured right wrist/hand; able to return to work with no lost days.	A GWS employee backed into a shed at the Aquatic Center. GWS is repairing damage.
2021	JAN	02/24/21	NONE	NONE	1). A GWS employee misjudged backing clearance and backed vehicle 1113 into 1202, with minor damage. 2). A Utilities EP Hydro employee misjudged backing clearance and backed vehicle 1242 into a parked snow plow, resulting only in a small hole in 1242 tailgate. Winter weather conditions.
2020	DEC	01/20/21	On DP Road, GWS driver making turn misjudged clearance and struck a support leg of a flagging machine owned by Southwest Safety; \$3800+ damage claimed.	NONE	NONE
2020	NOV	12/16/20	Claimant alleges that lightning struck a County utility pole causing a voltage surge that damaged his computer. Recommended for denial.	NONE	Claim in which a Utilities employee reported that the toolbox slid in the truck he was driving, and it broke the truck's rear window.
2020	OCT	11/18/20	Claim involving Electrical Distribution: a claimant alleges that home appliances were damaged due to a failure of their neutral conductor, causing voltage overload in part of their electrical panel. ED has responded that the County has no way of knowing or predicting that a house service conductor will fail. Claim has been recommended for denial.	NONE	NONE
2020	SEP	10/21/20	NONE	A lineman fractured/lacerated his right middle finger when removing a heavy manhole cover; returned to duty same day.	NONE
2020	AUG	09/16/20	Resident and her insurer claim sewer back-up damage due to County main problem	GWS worker using high pressure wand; wand slipped, causing contact and skin abrasion to wrist.	NONE
2020	JUL	08/19/20	Water main repair caused debris to enter residence plumbing, clogging house facilities; plumber's bill claimed.	NONE	Break-in reported at El Vado. Damage and theft of federally owned property being stored on premises; no damage or theft to County.
2020	JUN	07/15/20	A claimant experienced water damage to his residence due to a County water line leak.	Lineman lacerated his hand using a knife to splice cable (6/8/2020)	NONE
2020	MAY	06/17/20	NONE	NONE	NONE
2020	APR	05/20/20	NONE	NONE	NONE
2020	MAR	04/15/20	NONE	NONE	NONE
2020	FEB	03/18/20	NONE	NONE	NONE
2020	JAN	02/19/20	Resident incurred plumber bill; didn't know outage was due to main break.	NONE	NONE



County of Los Alamos

Staff Report

July 17, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: 9.a.
Index (Council Goals):
Presenters: Philo Shelton
Legislative File: 18068-24

Title

Tickler File for July - October 2024

Attachments

A - Tickler File Jul-Oct2024



County of Los Alamos

Los Alamos, NM 87544
www.losalamosnm.us

Combined Tickler **BPU & Council** *July - October 2024*

File Number	Title
-------------	-------

Agenda Date: 07/23/2024

18323-24	Briefing/Report (Dept, BCC) - No action requested	Presentation
	Presentation to Council by Robert Gibson, Chair of the Board of Public Utilities	
	Department Name: Utilities	Length of Presentation:
	Drop Dead Date:	Sponsors: Robert Gibson, Chair of the Board of Public Utilities and Philo Shelton, Utilities Manager

Agenda Date: 07/30/2024

CO0693-24b	Code Ordinance	Public Hearing
	Incorporated County of Los Alamos Code Ordinance No. 02-359; An Ordinance Amending Chapter 40, Article III, Sections 40-151 and 40-152 of the Code of the Incorporated County of Los Alamos Relating to Gas Rate Schedules	
	Department Name: DPU	Length of Presentation:
	Drop Dead Date:	Sponsors: Karen Kendall, Deputy Utilities Manager - Finance

OR1025-24b	Ordinance	Public Hearing
	Incorporated County of Los Alamos Ordinance No. 734; An Ordinance Authorizing the Incorporated County of Los Alamos (Borrower) to Enter Into a Loan Agreement with the New Mexico Environment Department (NMED) for the Purpose of Obtaining Project Loan Funds in the Principal Amount of \$1,500,000, Plus 1% Accrued Interest and Loan Subsidy Grant Funds in the Amount of \$500,000; for a Total Funded Amount of \$2,000,000; Designating the Use of the Funds for the Purpose Defined in the Most Current Project Description Form as Approved by NMED; Declaring the Necessity for the Loan; Providing that the Loan will be Payable and Collectible Solely from the Borrower's Pledged Revenues Defined; Prescribing Other Details Concerning the Loan and the Security for that Purpose (Water Production Mechanical and Electrical Upgrades)	
	Department Name: DPU	Length of Presentation:
	Drop Dead Date:	Sponsors: James Alarid, Deputy Utilities Manager - Engineering

RE0609-24	Resolution	Public Hearing
	Incorporated County of Los Alamos Resolution No. 24-23; a Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority for the Denver Steels Waterline Replacement Project Phase II and III	
	Department Name: DPU	Length of Presentation:
	Drop Dead Date:	Sponsors: James Alarid, Deputy Utilities Manager - Engineering

File Number	Title
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Agenda Date: 10/23/2024

18082-24	Minutes Approval of Board of Public Utilities Meeting Minutes Department Name: DPU Drop Dead Date:	Length of Presentation: Sponsors: Board of Public Utilities	CONSENT
18093-24	Briefing/Report (Dept,BCC) - Action Requested Status Reports Department Name: DPU Drop Dead Date:	Length of Presentation: Sponsors: Philo Shelton	STATUS REPORTS
18071-24	Calendar Tickler File for the Next Three Months Department Name: DPU Drop Dead Date:	Length of Presentation: Sponsors: Philo Shelton	TICKLER