



LOS ALAMOS

County of Los Alamos

Minutes

Board of Public Utilities

1000 Central Avenue
Los Alamos, NM 87544

*Cornell Wright, Chair; Stephen McLin, Vice-chair;
Eric Stromberg, Steve Tobin and Carrie Walker Members
Philo Shelton, Ex Officio Member
Steven Lynne, Ex Officio Member
James Robinson, Council Liaison*

Wednesday, August 18, 2021

5:30 PM

Remote meeting via Zoom
<https://us06web.zoom.us/j/86022249828>

REGULAR SESSION

1. CALL TO ORDER

This regular meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, August 18, 2021 via Zoom videoconferencing platform. Vice Chair Stephen McLin called the meeting to order at 5:30 p.m. He opened the meeting by stating that Chair Wright, Mr. Shelton, Mr. Cummins and Mr. Westervelt were scheduled to return from the UAMPS conference that afternoon. However, their return flight was delayed several times and they would not be in attendance.

BPU members, staff and the public participated remotely. This social distancing was to comply with the recommendations of the Centers for Disease Control (CDC) to prevent the spread of COVID-19. Members of the public were notified of the ability to live-stream the meeting online and submit public comment during the meeting.

Present 4 - Vice Chair McLin, Board Member Stromberg, Board Member Tobin, and Board Member Walker

Absent 1 - Chair Wright

A. 14272-21

CLOSED SESSION - Pursuant to § 10-15-1 (H)(2) of the New Mexico Open Meetings Act, NMSA 1978, the Board of Public Utilities will meet in closed session to discuss information pertaining to limited personnel matters - Utilities Manager performance planning.

Mr. McLin moved that the Board of Public Utilities move to closed session pursuant to § 10-15-1 (H)(2) of the New Mexico Open Meetings Act, NMSA 1978, to discuss information pertaining to limited personnel matters - the Utilities Manager performance planning. The motion passed by the following vote:

Yes: 4 - Vice Chair McLin, Board Member Stromberg, Board Member Tobin, Board Member Walker and Board Member Lynne

Absent: 1 - Chair Wright

B. RECONVENE OPEN SESSION

At 5:32 p.m. the Board met in closed session. The meeting was reconvened in open session at 5:42 p.m.

Vice-chair McLin moved that the Board of Public Utilities approve the following statement for inclusion in the minutes: "The matters discussed in the closed session 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." The motion passed by the following vote:

Yes: 4 - Vice Chair McLin, Board Member Stromberg, Board Member Tobin, and Board Member Walker

Absent: 1 - Chair Wright

2. PUBLIC COMMENT

Mr. McLin opened the floor for public comment on items on the Consent Agenda and for those not otherwise included on the agenda. Ms. Williams-Hill reported that there were no members of the public participating in the remote meeting.

3. APPROVAL OF AGENDA

Ms. Walker moved to approve the agenda as presented. The motion passed by the following vote:

Yes: 4 - Vice Chair McLin, Board Member Stromberg, Board Member Tobin, and Board Member Walker

Absent: 1 - Chair Wright

4. BOARD BUSINESS

4.A. Chair's Report

Mr. McLin had nothing to report.

4.B. Board Member Reports

There were no Board Member reports.

4.C. Utilities Manager's Report

Mr. Richardson reported on behalf of Mr. Shelton. Mr. Shelton emailed his written report to the board and it is attached to the minutes. He provided summarized comments and responded to board member inquiries as appropriate. Mr. Shelton asked him to highlight the following items from his report:

- 1). Thank you for nine years of service to of Mr. Westervelt and congratulations on his upcoming retirement. Ms. Heather Garcia has been named as Acting Deputy Utilities Manager for Finance and Administration for the remainder of the calendar year.
- 2). White Rock Waste Water Treatment Plant is out to bid.

4.D. County Manager's Report

Mr. Lynne reported on the following items:

- 1). The County's response to the COVID surge: in accordance with the CDC guidelines and the Governor's public health order, the mask mandate has been re-instituted in all facilities.
- 2). Similar to LANL, LAPS, and the State, the County is moving toward regarding COVID testing for employees. Staff is working on a policy this week and will send information out next week. This would only affect employees, not board members.

4.E. Council Liaison's Report

Mr. Robinson gave a preview Council agenda items for the August 24th Work Session. He stated that several presentations and discussions are scheduled regarding:

- 1). Open Meetings Act as it pertains to Council Committees and Groups
- 2). Options to Address Vacant Buildings
- 3). Local Economic Development Act (LEDA) Procedure
- 4). Regional Capital Projects Funds
- 5). Interim Report from the Los Alamos Resiliency, Energy, and Sustainability (LARES) Task Force

4.F. Environmental Sustainability Board Liaison's Report

Mr. Loechell was absent. The ESB was meeting at the same time as the BPU.

4.G. General Board Business

- 1). [14756-21](#) Preview - Board of Public Utilities Annual Presentation to County Council

Mr. McLin presented on behalf of Mr. Wright. He asked the board to review the draft PowerPoint slides and submit comments to Ms. Casados.

4.H. Approval of Board Expenses

There were no board expenses.

4.I. Preview of Upcoming Agenda Items

There were no additional items to those already listed in the tickler provided in the meeting packet.

- 1). [14601-21](#) Tickler File for the Next Three Months

5. PUBLIC HEARING(S)

There were no public hearings scheduled for this meeting.

6. CONSENT AGENDA

Mr. Tobin moved that the Board of Public Utilities approve the items on the Consent Agenda as presented and that the motions contained in the staff reports be included in the minutes for the record. The motion passed by the following vote:

Yes: 5 - Vice Chair McLin, Board Member Stromberg, Board Member Tobin, Board Member Walker and Board Member Lynne

Absent: 2 - Board Member Shelton and Chair Wright

- A. [14665-21](#) Approval of Board of Public Utilities Meeting Minutes

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

- B. [14270-21](#) Approval of Budget Carryovers from FY2021 to FY2022

I move that the Board of Public Utilities approve Budget Revision 2022-12 as summarized on attachment A and forward to Council with a recommendation for approval. I further move that attachment A be made a part of the minutes of this meeting.

- C. [14661-21a](#) Approval of Modification 22 to the Electric Energy and Power Coordination Agreement (ECA) Between the Incorporated County of Los Alamos and the United States Department of Energy (DOE).

I move that the Board of Public Utilities endorse Modification 22 to the Electric Coordination Agreement as presented and forward to Council with a recommendation for approval.

- D. [14737-21](#) Approval of Purchase Order totaling \$70,000 with Unifirst Corporation for uniform rentals and cleaning for GWS, ED, and Water Production Electricians.

I move that the Board of Public Utilities approve a purchase order with Unifirst Corporation in the amount of \$70,000 for uniform rental and cleaning services for FY22 for the GWS, ED, and Water Production Electrician work units.

- E. [AGR0777-21](#) Ratification of Final Payment to AGR19-39 with Wagner Equipment for the Natural Gas Engine Replacement at Pajarito Well No. 4.

I move that the Board of Public Utilities Approve Final Payment in the amount of \$121,047.89, to Wagner Equipment for work completed under Services Agreement No. AGR19-39 for the purpose of the Pajarito Well No. 4 Natural Gas Engine Replacement Project, and forward to Council for Approval.

7. BUSINESS

- A. [AGR0778-21](#) Approval of Amendment No. 1 to Professional Services Agreement No. AGR16-701 with Tyler Technologies, Inc. in the amount of \$163,687.00, for a Total Agreement Amount Not to Exceed \$3,596,045.00, plus Applicable

Gross Receipts Tax, to purchase “Tyler Notify” and “MyCivic311™ Bundle.”

Mr. McLin stated that Mr. Shelton was scheduled to present but he is on travel. Mr. Lynne commented that Ms. Pippa Freyer, Business and ERP Manager, was present and ready to present. Ms. Pippa reviewed the technical aspects of the staff report:

County Council approved in FY2021 budget option D-61 within the Administrative Services Department-Information Management Division for 311/Customer Relations Management software at a budget amount of \$250,000. Over the past year, a countywide committee was formed and reviewed several software services that offered 311/Customer Relations Management functions. Given the County uses Tyler for Work Orders and EnerGov for Building Permits and Code Enforcement, the committee recommended pursuing the “Tyler Notify” and “MyCivic311™ Bundle” to have the best software integration into the County’s existing software services. In 2016 Tyler was awarded the contract for the County’s new Enterprise Resource Planning (ERP) services and this will be the first amendment to this professional services agreement. The attached three product brochures provide a summary of the benefits of this amendment.

Mr. Lynne provided some clarifying information. The board discussed their reservations regarding approving the motion when Mr. Shelton was absent. They also requested more information be presented from the customer’s point of view. Several members requested a demonstration or video explaining how the customer would interface with the software. Mr. McLin asked if there were any negative impacts with delaying the vote. Mr. Lynne responded that it would delay the start of the project. Ms. Katie Thwaites, Deputy County Attorney also provided clarifying information regarding the contract and the fact that this amendment authorizes purchase of an additional module to the existing software. There was no public comment. Mr. McLin then called for a motion.

Ms Walker moved that Board of Public Utilities delay action regarding Amendment No.1 to Professional Services Agreement No. AGR16-701 with Tyler Technologies, Inc.

8. STATUS REPORTS

A. 14673-21 Monthly Status Reports

The following informational status reports were provided to the Board in the agenda packet:

- 1) Electric Reliability Update
- 2) Accounts Receivables Report
- 3) Safety Report

B. [14563-21](#) Back Flow Prevention Program Update

Mr. Jack Richardson, Deputy Utility Manager - Gas, Water, and Sewer Services introduced Mr. Sammy Maestas, GWS Superintendent. A copy of the PowerPoint presentation that Mr. Maestas prepared was included in the meeting packet. Mr. Maestas provided more details during his 45-minute presentation and responded to board member inquiries as appropriate.

C. [14275-21](#) Quarterly Update on Utility System: Electric Production - Hydroelectric Facilities

Mr. Adam Cooper Hydroelectric Plant Supervisor presented. A copy of his PowerPoint slides were included in the meeting packet. Mr. Cooper went into greater detail during his 80-minute presentation and responded to board member inquiries as appropriate.

D. [14274-21](#) Quarterly Update on Utility System: Electric Production - Operations

Mr. Jordan Garcia, Power System Supervisor presented. A copy of his PowerPoint slides were included in the meeting packet. Mr. Garcia presented the quarterly report and explained the salient features during his 80-minute presentation. The Board discussed and requested clarification where necessary.

9. PUBLIC COMMENT

Mr. McLin opened the floor for public comment on any items. Ms. Williams-Hill reported that there were no members of the public participating in the remote meeting.

10. ADJOURNMENT

Mr. McLin adjourned at 8:57 p.m.

APPROVAL

Board of Public Utilities Chair Name

Board of Public Utilities Chair Signature

Date Approved by the Board