



# BOARD OF PUBLIC UTILITIES

## Agenda Documentation

<b>NAME</b>	David Powell	<b>DATE OF MEETING</b>	04/17/2013
<b>SUBJECT</b>	Discussion on the Preparation of Meeting Minutes		

### BACKGROUND

Because there are no bylaws or specific guidance from the Board on the preparation of meeting minutes, staff uses guidance primarily from Robert's Rules of Order (RONR) and also from the County Boards & Commissions Manual and the New Mexico Open Meetings Act. However, in keeping with the format that has been used for many years, staff currently attempts to capture and summarize all discussions, although, there does not appear to have been a clear directive from the Board to include such detail in the minutes. Robert's Rules of Order -11<sup>th</sup> Edition is very clear on this matter stating in §48 Line 16, "In an ordinary society, the minutes should contain mainly a record of what was *done* at the meeting, not what was *said* by the members."

Meeting minutes are legal permanent records. It is very important to keep accurate meeting records but not to include unnecessary information that could potentially prove harmful in the future. In addition, summarized versions of discussions may be very subjective and may not fully represent all sides of a debate. If minutes are to accurately capture all sides of a discussion, discussions should not be summarized and should include "a list of speakers on each side of every question, with an abstract or the text of each address." (RONR §48 Line 32). If the Board wishes for discussions to be captured in this way, a transcript of the proceedings should be kept *in addition to the official minutes*, as a transcript does not take the place of minutes.

As is normally done at each meeting, staff has provided in the agenda packet a copy of the March 20<sup>th</sup> draft minutes as they have historically been prepared. For this agenda item, a second sample set of minutes using the applicable rules and standards has been attached to provide a side-by-side comparison. The sample set of minutes are a much more succinct and objective record of what occurred at the meeting.

The purpose of this agenda item is to request that the Board discuss this issue, determine if future minutes may be prepared in this alternate manner suggested in the sample minutes, and give staff clear direction for the future preparation of minutes.

### STAFF IMPACT

None

### FISCAL IMPACT

None



# BOARD OF PUBLIC UTILITIES

## Agenda Documentation

<b>NAME</b>	David Powell	<b>DATE OF MEETING</b>	04/17/2013
<b>SUBJECT</b>	Discussion on the Preparation of Meeting Minutes		

<b>STAFF RECOMMENDATION</b>
Staff recommends that the Board provide clear direction to staff for the preparation of future minutes using the applicable rules and standards from Robert's Rules of Order, the Los Alamos County Boards & Commissions Manual, and the New Mexico Open Meetings Act. Staff further recommends that details of discussions be omitted from minutes unless required by one of the aforementioned regulations or if specifically requested by the Board at a meeting.
<b>ALTERNATIVES</b> (Required only if item is going to County Council.)
N/A
<b>ATTACHMENTS</b> (List A., B., C., etc.)
A. Sample March 20 <sup>th</sup> , 2013 Minutes in the New Suggested Format B. Sample March 20 <sup>th</sup> , 2013 Minutes with Applicable Regulation Notations
<b>SUGGESTED MOTION</b> (If item needs to be forwarded to Council, make note of it in the suggested motion.)
No suggested motion.

The following minutes format was approved by the Board on 4/17/2013. It is acceptable for the formatting (e.g., font, alignment, headers, titles, etc.) to change as needed; however, those preparing the minutes should adhere to the guidelines shown in the comments in red to the right of the minutes body with regards to content standards. With the exception of Officer Reports and Public Comment, minutes should be succinct record of what was DONE, not what was SAID.



**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*  
*Tim Neal, Vice-Chair;*

*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

Wednesday, March 20<sup>th</sup>, 2013      5:30PM      170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

**I. CALL TO ORDER**

The regular monthly meeting of the Incorporated County of Los Alamos Board of Public Utilities was held on Wednesday, March 20th, 2013 at 5:30PM, at the Department of Public Utilities Conference Room, 170 Central Park Square. Board Chair David Powell was present and called the meeting to order at 5:30PM.

**Comment [J1]:** RONR §48 Line 16, "In an ordinary society, the minutes should contain mainly a record of what was DONE at the meeting, not what was SAID by the members."

**Comment [J2]:** RONR §48 Line 23 states that all of these elements should be included in the opening paragraph.

**II. ROLL CALL**

**Present:**

David Powell, Chair  
Kevin Anderson, Member  
Chris Ortega, Member  
Glenn Woodwell, Member

**Absent:**

Tim Neal, Vice-Chair

**Comment [J3]:** NMOMA 10-15-1 "Minutes shall include names of all members of the body in attendance and a list of those absent." It is not necessary to list others present.

**III. PUBLIC COMMENT**

- 1) June Gladney from Los Alamos Public Schools thanked Utilities staff for their help with construction projects occurring at Aspen Elementary and Los Alamos Middle School.

**Comment [J4]:** Because allowing public comment is discretionary according to RONR, there is no clear rule in RONR regarding documentation of public comment in minutes; therefore, in this case it is being documented in the same way as Reports below. The Board may choose to include details of the public comment or they may choose that the minutes simply state, "Ms. June Gladney from Los Alamos Public Schools spoke." This is left to the discretion of the Board.

**IV. CHAIR'S REPORT**

Mr. Powell reported the following items:

- 1) The first organizational meeting of the Charter review ad hoc committee will occur on Wednesday, March 27<sup>th</sup> at the Community Building.
- 2) Mr. Powell invited Board members and members of the Charter review ad hoc committee to participate in the American Public Power Association webinar titled, "Duties, Responsibilities and Legal Obligations of Public Power Governing Boards" to be held on March 28<sup>th</sup>, 12:00p.m.
- 3) Mr. Powell attended the March 12<sup>th</sup> Council meeting that focused largely on the Community Broadband Network project.
- 4) After participating in a few governing board webinars, Mr. Powell is contemplating the creation of a document that contains information about guiding principles for Boards, priorities, and fiduciary responsibilities.

**Comment [J5]:** FOR CHAIR REPORT, BOARD MEMBER REPORTS, UTILITIES MANAGER REPORTS, COUNTY ADMINISTRATOR REPORTS, COUNCIL LIAISON REPORTS & ESB LIAISON REPORTS - RONR §51 Line 35 - Committee reports (which includes officer reports) should be submitted in writing. However, permissible exceptions may apply to very brief reports in a small assembly, provided that the secretary records the complete substance of the report in the minutes as it is given orally.

**V. BOARD MEMBER REPORTS**

Board members had nothing to report.



**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*

*Tim Neal, Vice-Chair;*

*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

Wednesday, March 20<sup>th</sup>, 2013

5:30PM

170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

**VI. UTILITIES MANAGER'S REPORT**

Mr. John Arrowsmith reported the following items:

- 1) Mr. Arrowsmith discussed the recent APPA conference he attended in Phoenix.
- 2) A consultant recently came to Utilities to assess the work order and field operations processes. There could be some future changes as a result of the assessment.
- 3) Mr. Arrowsmith and other staff met with NNSA last week to discuss Electric Coordination Agreement negotiations.
- 4) The Santa Fe Innovation Center at Santa Fe Community College would like for Utilities to participate in a smart grid consortium to promote smart grid research. Mr. Arrowsmith is in contact with Greg Fisher, the County Economic Vitality Administrator, to determine if there is a benefit to that.
- 5) The contractor who is protesting the smart meter contract that was recently awarded has filed a formal protest that will be presented to Council on April 30<sup>th</sup>.
- 6) The Pajarito Homeowner's Association has some concerns about noise and the visual impact of the upcoming San Juan Chama Test Well project. A place for discussion will be added to the County's online open forum within the next few weeks.
- 7) Mr. Alarid has been working with Aspen Elementary and the Los Alamos Middle School (LAMS) to negotiate a cost sharing agreement for a gas and water line that will benefit both Los Alamos Public Schools (LAPS) and the County. LAPS has provided a Memorandum of Agreement for County approval.
- 8) The Utilities budget for fiscal year 2014 is scheduled to go before Council on April 16<sup>th</sup>.
- 9) On Saturday, March 23<sup>rd</sup>, there will be an open house question and answer session at LAMS for the smart meter projects.

**VII. COUNTY ADMINISTRATOR'S REPORT**

Mr. Harry Burgess reported the following items :

- 1) The proposed County budget that is going before Council at the April budget hearings must be sent to the publishers by the end of the week for publication by the required March 31<sup>st</sup> deadline.
- 2) Departments are preparing for the move to the new municipal building in May. A grand opening is scheduled for June 28<sup>th</sup>. Mr. Burgess invited Board members to attend tours that are given regularly on Fridays.

**VIII. COUNCIL LIAISON'S REPORT**



**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*  
*Tim Neal, Vice-Chair;*

*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

Wednesday, March 20<sup>th</sup>, 2013      5:30PM      170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

Mr. David Izraelevitz had nothing to report.

**IX. ENVIRONMENTAL SUSTAINABILITY BOARD LIAISON REPORT**

Mr. Don Machen reported the following items:

- 1) Mr. Tom Nagawiecki from Environmental Services and Water and Energy Conservation Coordinator Ms. Christine Chavez recently had a public meeting to discuss the Energy and Water Conservation Plan and the County's Sustainability Plan.
- 2) The pay-as-you-throw program is still under discussion and the Board will be hearing more about that.
- 3) The Environmental Sustainability Board (ESB) will soon have a Facebook presence.
- 4) The new gas recycling program is going well.
- 5) At the end of the month, the ESB is scheduled to visit a highly energy efficient home in Pojoaque.

**X. APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes of the February 20<sup>th</sup>, 2013 meeting were approved as presented.

**XI. NEW BUSINESS**

**A. Presentation by the Los Alamos Ski Club on Pipeline for Improved Western Perimeter Fire Protection and Snowmaking Support at Pajarito Mountain Ski Area – George Lawrence**

Mr. George Lawrence of the Los Alamos Ski Club introduced other members of the Los Alamos Ski Club in attendance, Mr. Jeff Hillock and Ms. Susan Brockway. Mr. Lawrence gave a presentation proposing a project to build a pipeline to transport stream water at or near the Los Alamos Reservoir to carry it up to the base of the ski hill for improved fire protection and snowmaking. After discussion, the Board recommended that the Ski Club move forward to Council with their proposal after the Utilities Non-Potable Water Master Plan is completed and a water allocation plan for the Los Alamos Reservoir is researched.

**B. Final Approval of the Energy & Water Conservation Plan– Christine Chavez**

Utilities Water and Energy Conservation Coordinator Ms. Christine Chavez presented the draft Energy & Water Conservation Plan that was updated with changes recommended by the Board at the December 2012 regular meeting. Ms. Chavez requested direction from the Board. The Board performed a section-by-section review of the plan. After discussion, the Board requested that changes be made to the plan and gave Ms. Chavez the following direction:

**Comment [J6]:** RONR §48 Line 18 - "The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks." However, the County Boards & Commissions manual states, "The minutes shall include, at a minimum [...] the substance of the proposals considered." In this case and in the following business items, the information provided in the minutes is the "substance of the proposals considered."



**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*  
*Tim Neal, Vice-Chair;*

*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

Wednesday, March 20<sup>th</sup>, 2013

5:30PM

170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

- When Los Alamos National Lab is excluded from a consumption goal, it should be explicitly stated in the plan.
- In the gas consumption goal(s), change the words “natural gas efficiencies” to “natural gas consumption.”
- The gas consumption goal(s) should be written such that a timeframe is set for achieving a specific goal, but it should be reevaluated regularly throughout that time period so that changes to the goal can be made as needed based on progress, changes in technology, and changes in consumption patterns.
- With regards to electric consumption goals, there should be a short-term goal written to reduce electric consumption to serve as an action plan to execute the conservation plan, but there should also be a long-term goal related to the reduction of carbon tons produced.
- A six year planning horizon is acceptable where the goal is reevaluated after six years to determine if it is still valid based on trending data collected during that period.

The Board directed Ms. Chavez to review the issues discussed and return with a revised draft at a later date.

**C. Approval of Budget for Fiscal Year (FY) 2014 – Bob Westervelt**

Deputy Utilities Manager of Finance and Administration Mr. Bob Westervelt presented the FY2014 budget for Board review and approval and reviewed changes that were made to the information presented to the Board during the February preliminary budget presentation. The Board discussed the budget and requested clarification where necessary.

***Mr. Woodwell moved that the Board of Public Utilities approve the Fiscal Year 2014 budget as presented and forward to Council for adoption. Motion passed 4-0.***

**D. Award of Bid No. IFB 2013-05 for the Purpose of the North Manhattan Loop Sewer Replacement Project, to Paul Parker Construction in the amount of \$1,088,890.75 and Approval of Budget Adjustment No. 2013-22 – James Alarid**

Deputy Utilities Manager of Engineering Mr. James Alarid discussed the 60 year old sewer lines beneath 8-10 homes on Manhattan Loop that have failed and are in urgent need of replacement. Mr. Alarid discussed the project to replace and relocate the existing sewer main line on the north side of Manhattan Loop which runs from 20 Manhattan Loop to 390 Manhattan Loop. Staff requested award of the above mentioned bid to begin construction on this project. The Board discussed this item and requested clarification where necessary.

***Mr. Ortega moved that the Board of Public Utilities approve award of Bid No. 2013-05, for the***

**Comment [J7]:** The County Boards & Commissions manual states that official B&C minutes will “provide a summary of items that need follow-up.”

**Comment [J8]:** RONR §48 Line 26 “The name of the maker of a main motion should be entered in the minutes, but the name of the seconder should not be entered unless ordered by the assembly.”



**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*  
*Tim Neal, Vice-Chair;*

*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

Wednesday, March 20<sup>th</sup>, 2013

5:30PM

170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

*purpose of the North Manhattan Loop Sewer Replacement Project, to Paul Parker Construction in the amount of \$1,088,890.75, a contingency in the amount of \$163,333.61, and inspection costs in the amount of \$40,000.00 for a total project budget of \$1,292,224.36, plus applicable New Mexico gross receipts tax and forward to Council for their consideration. I further move that the Board of Public Utilities approve Budget Adjustment No. 2013-22 in the amount of \$691,718.00 and forward to Council for their consideration. Motion passed 4-0.*

- E. Award of the Utilities Portion of Bid No. 2013-12 for the Purpose of the Eastern Area 2 Phase 2 Project with RMCI, Inc. in the Amount of \$1,380,711.00 plus Applicable Gross Receipts Tax and Approval of Budget Adjustment No. 2013-23 – James Alarid**

Mr. Alarid discussed the purpose of this project which is to replace the antiquated and undersized water and gas lines; replace the antiquated electric lines that are shallow direct bury cables and are subject to repeated failures; and replace or install conduit for the County IT, Century Link, Comcast and Los Alamos Networks to allow replacements for facilities in conflict with the road and for future facilities. Staff requested award of the above mentioned bid to begin construction on this project. The Board discussed this item and requested clarification where necessary.

*Mr. Woodwell moved that the Board of Public Utilities Award the Utilities Portion of Bid No. 2013-12 for the Purpose of Eastern Area 2 Phase 2 Project with RMCI, Inc. in the Amount of \$1,380,711.00 a Contingency in the Amount of \$276,142.00, Electric Labor and Materials in the Amount of \$85,000.00 and Inspection Costs in the Amount of \$95,000.00 for a total Project Budget of \$1,836,853.00 plus Applicable Gross Receipts Tax, and approve budget adjustment 2013-23, and forward to Council for approval. It was further moved to recommend to Council that funding be approved from the general fund for the Los Alamos County IT Communications ductbank proportional share in the Amount of \$153,838.00 plus Applicable Gross Receipts Tax. Motion passed 4-0.*

- F. Approval of Amendment No. 1 for Price Agreement for Services Agreement No. AGR11-3790 with Salazar Trucking for Transportation of Sludge from the Los Alamos and White Rock Wastewater Treatment Plants - James Alarid**

Mr. Alarid discussed the need for an extension of the existing agreement with Salazar Trucking to provide sludge transportation services from the Los Alamos and White Rock Waste Water Treatment plants until the new composting operation is in place. The Board discussed this item and requested clarification where necessary.

*Mr. Anderson moved that the Board of Public Utilities approve Amendment No. 1 for Price*



**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*  
*Tim Neal, Vice-Chair;*

*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

---

Wednesday, March 20<sup>th</sup>, 2013      5:30PM      170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

***Agreement for Services Agreement No. AGR11-3790 with Salazar Trucking for Transportation of Sludge from the Los Alamos and White Rock Wastewater Treatment Plants. Motion passed 4-0.***

**G. Approval of Amendment No. 1 for Price Agreement for Services Agreement No. AGR11-3788 with Waste Management of New Mexico, Inc., for the Disposal of Sludge from Los Alamos and White Rock Wastewater Treatment Plants - James Alarid**

Mr. Alarid discussed the need for an extension of the existing agreement with Waste Management of New Mexico, Inc. to dispose of sludge from the Los Alamos and White Rock Wastewater Treatment plants until the new composting operation is in place. The Board discussed this item and requested clarification where necessary.

***Mr. Ortega moved that the Board of Public Utilities approve Amendment No. 1 for Price Agreement for Services Agreement No. AGR11-3788 with Waste Management of New Mexico, Inc., for the Disposal of Sludge from Los Alamos and White Rock Wastewater Treatment Plants. Motion passed 4-0.***

**H. Approval of Amendment No. 12 to Professional Services Agreement No. PSA3047-06 with URS Corporation for Engineering Services for the Los Alamos Canyon Dam Modifications Project – Tim Glasco**

Deputy Utilities Manager of Gas, Water and Sewer Mr. Tim Glasco discussed the need for an extension on the existing agreement with URS Corporation to provide inspection services for the Los Alamos Canyon Dam Modifications Project because the project completion date was extended into April 19<sup>th</sup>, 2013 due to delays caused by the Las Conchas fire, flooding and an additional scope of work for the construction contractor. The Board discussed this item and requested clarification where necessary.

***Mr. Anderson moved that the Board of Public Utilities approve Amendment No. 1 for Price Agreement for Services Agreement No. AGR11-3788 with Waste Management of New Mexico, Inc., for the Disposal of Sludge from Los Alamos and White Rock Wastewater Treatment Plants. Motion passed 4-0.***

**XII. TICKLER FILE**

The following items were identified for the tickler for upcoming meetings:

- |    |            |  |              |
|----|------------|--|--------------|
| 1) | 04/17/2013 | (Tentative) Approval of Contract for Lease of San Juan Chama Water | Tim Glasco   |
| 2) | 05/15/2013 | (Tentative) Approval of Non-Potable Water Master Plan              | James Alarid |





**Los Alamos County**  
**DRAFT - Minutes**  
**Board of Public Utilities – Regular Session**

*David Powell, Chair;*  
*Tim Neal, Vice-Chair;*  
*Kevin Anderson, Member; Chris Ortega, Member; Glenn Woodwell, Member*

Wednesday, March 20<sup>th</sup>, 2013      5:30PM      170 Central Park Square – Utilities Conference Room

**THESE DRAFT MINUTES HAVE NOT YET BEEN APPROVED BY THE BOARD OF PUBLIC UTILITIES.**

**XIII. STATUS REPORTS**

**A. Electric Distribution Reliability Report**

The Electric Distribution Reliability Report for February 2013 was provided to the Board in the agenda packet and was discussed.

**B. Active Accounts Receivables Report**

The Active Accounts Receivables Report dated March 1<sup>st</sup>, 2012 was provided to the Board in the agenda packet and was discussed.

**C. Safety Incident Report**

The Safety Incident Report for February 2013 was provided to the Board in the agenda packet and was discussed.

**D. Los Alamos Canyon Dam Status Report**

The Los Alamos Canyon Dam Status Report for February 2013 was provided to the Board in the agenda packet and was discussed.

**XIV. ADJOURNMENT**

The meeting adjourned at 8:28 p.m.

**Comment [J9]:** RONR §51 Line 1, "A Report Containing Only Information. Even if a report contains only an account of work done or a statement of fact or opinion for the assembly's information, it should be in writing. Apart from filing such a report, however, no action on it is necessary and usually none should be taken."

\_\_\_\_\_  
Chair Signature

David Powell

\_\_\_\_\_  
Chair Name

\_\_\_\_\_  
Approved on (Date)