REGIONAL COALITION OF LANL COMMUNITIES

City of Espanola – Los Alamos County- Ohkay Owingeh- Pueblo of Jemez – Rio Arriba County – Santa Fe County – City of Santa Fe – Taos County – Town of Taos

DRAFT Meeting Minutes
July 12, 2019
Española City Hall Council Chambers, 405 N Paseo de Oñate, Española, NM 87532
1:30 pm to 4:45 pm

A. Call to order – Secretary Izraelevitz was conducting the meeting since Chairman Roybal would not be there in person. Meeting called to order at 1:40 p.m.

B. Confirmation of Quorum
Attendees: Secretary David Izraelevitz, Treasurer Peter Ives, Board member Commissioner Leo Jaramillo, Chair Henry Roybal (by phone), Board member Mayor Javier Sanchez (by phone)
Absent: Board member Candyce O’Donnell - excused; Vice-Chair Darien Fernandez – excused, Board member Governor Ron Lovato, Ohkay Owinge Pueblo excused; Jemez Pueblo representative excused. Quorum was established.

C. Approval of Agenda
Motion to approve agenda by Treasurer Ives, Second by Board member Jaramillo.
Chair Roybal asked that the Director of LANL present when he arrives. Motion carried with change.

D. Approval of Minutes
Approval of minutes of June 27, 2019. Motion to approve minutes by Board member Jaramillo, Treasurer Ives abstained, as he was not at last meeting. Second by Secretary Izraelevitz. Motion carried noting Treasurer Ives abstaining.

E. Public Comment
Having no one sign up for public comment, Secretary Izraelevitz moved to next item.

F. Treasurers Report
1. Treasurer Ives reviewed the budget report with the board. He stated that it reflects the bank balances in unrestricted and restricted accounts as per the audit recommendation. He reported the coalition dues paid to date, and the actual budget balance total through June 30, 2019 is $332,974.10. Secretary Izraelevitz called for questions. Hearing none, he closed this item.

2. Invoice for review and possible approval. Treasurer Ives stated that this invoice goes toward the monthly RCLC service agreement approved by the board. The tracking sheet details the monthly billable activities. Treasurer Ives recommended for approval. Secretary Izraelevitz called for questions. Seeing none, he called for a motion. Board member Jaramillo motioned for approval, Secretary Ives second, motion passed.

G. Discussion/Action Items
1. Presentation by Los Alamos National Laboratory Director, Dr. Thomas Mason
Secretary Izraelevitz entertained a motion to postpone presentation until which time the LANL Director arrives. Motion for approval by Secretary Ives, second by Board member Jaramillo, motioned passed.
2. **Review of proposed amendment to Article 3 – Section A of the RCLC bylaws regarding a proposed change of date for board election,** and **possible action.** Executive Director Vasquez informed the board of the proposed change as suggested at the January retreat to revise the date of elections from the first RCLC meeting in July to the first RCLC meeting in February. This change would allow local governments' time to swear in and appoint newly elected officials to the board. Motion to approve by Board member Jaramillo. After some discussion, Board member Mayor Sanchez stated that the Espanola elections take place in March; therefore, he suggested changing this date to the first RCLC board meeting in March. For clarity, Treasurer Ives stated that it would be March 20, 2020. Chairman Roybal suggested the Executive Director meet with new appointed board members before going to the first meeting. Secretary Izraellevitz called for a motion substitute. Treasurer Ives motioned for a friendly amendment to accept the election of the board be at the first RCLC meeting scheduled in March after the Espanola election. Board member Jaramillo accepted. Secretary Izraellevitz called for a roll call vote. Chairman Roybal voted yes. Darrien Fernandez absent. Treasurer Ives voted yes. Secretary Izraellevitz voted yes, Board member Jaramillo voted yes. Board member Mayor Sanchez voted yes. Motion passed.

G.1 **At that time, Dr. Mason, Director of LANL arrived and presented.**

Dr. Mason updated the board on the status of LANL through a slide presentation. Triad took over the LANL’s management and operating contract in November 2018. Dr. Mason feels the transition has gone smoothly. They are working with neighboring communities to evolve site the plan. Infrastructure projects, such as cell towers, new roads, facilities, public/private partnerships, parking garages, and possible replacement of Omega Bridge were discussed. Presently they have approximately 1,399 open positions. One-half represents replacements and the second half is due to growth. They are investing in regional economic development by collaborating with RDC on economic diversity, supporting education through LANL foundation scholarships fund, enrolling area students in pipeline training program for RCT’s at Northern NM College, distributing microloans to businesses, collaborating with UNM-LA to train future workforce. They are building safer operation through culture change. With 12,000 workers on site, they are learning and getting better by analyzing what works and what does not regarding prevention of repeats and replicate best practices. Estimated budget for FY19 is $2.71 B. Thirty-five percent of employees have joined LANL in the last 4 years. LANL is collaborating with and supporting local businesses with 71% of total procurement were with small businesses. External partnerships are critical and they are working on better relationships with state/federal legislators, NNSA, N3B, Environmental Management and the Defense Nuclear Facilities Safety Board. Secretary Izraellevitz thanked Dr. Mason for the update and asked for questions. Dr. Mason answered many questions from the board and Dr. Mason was asked to provide reports to the Executive Director that he
referred to in his discussion. The Executive Director will be distributing those reports to the board.

3. **Review of proposed adoption of executive committee provision to the RCLC bylaws, and possible action.**

Executive Director Vasquez thanked Secretary Izraelevitz for providing the language for this amendment. After much discussion, the board proposed the following edited amendment:

**C. Executive Committee:** The Executive Committee shall consist of the officers of the Regional Coalition. Meetings of the Executive Committee shall be held by call of the Chair or by the Executive Director upon request of two members of the Executive Committee. For the purposes of this section, a majority of the members of the Executive Committee shall constitute a quorum for the purposes of conducting business, by either meeting in person, by conference telephone call or by other forms of audio/video electronic communication available.

The Executive Committee shall advise the Executive Director as necessary between regularly scheduled meetings of the Board consistent with the policies of Regional Coalition and shall:

- Make recommendations for the selection or termination of the Executive Director
- Have authority to take any necessary and appropriate action including budget adjustments not to exceed $5,000, on behalf of the Regional Coalition between meetings of the Board because of unforeseeable exigent circumstances.
- Take other actions on behalf of Regional Coalition, but only as authorized by the Board. The Board, at any time, take action to overturn a decision made by the Executive Committee.

Each action taken by the Executive Committee on behalf of the Board shall be reported to the Board and subject to the final approval by the Board as soon as practicable but no later than the next duly called meeting of the Board.

Secretary Izraelevitz called for questions. Board member Mayor Sanchez asked if the Executive Committee would be subject to the open meetings act. Discussion was held and they will research further. Secretary entertained a motion for approval, motion for approval by Treasurer Ives and second by Board member Jaramillo. Secretary Izraelevitz called for a roll call vote:

- Chairman Roybal – yes
- Vice-chair Darien Fernandez – not available
- Treasurer Ives – yes
- Secretary Izraelevitz – yes
- Board member Commissioner Jaramillo – yes
- Board member Mayor Sanchez – yes

Motion passed.
4. **Review and possible action of amendment to Accountant Letter of Engagement to allow them to assist the RCLC in Tier 4 audits for FY19.**

   Executive Director Vasquez stated that the original agreement for accounting services was for FY 2020. This amendment will add language to include the additional accounting services for FY19 (ending June 30, 2019). The additional language added to the letter is as follows: Post transactions for the fiscal year ended June 30, 2019 from information provided by Los Alamos County in order to provide a set of financial statements for the 2019 Tier 4 engagement. Secretary Izraelevitz asked what would be the additional cost. Executive Director Vasquez said it would be approximately $900.00. Secretary Izraelevitz said he would suggest a $1,000 budget adjustment and have the Executive Director report back if it is and additional amount. Secretary Izraelevitz entertained a motion for approval to include the $1,000 budget adjustment. Motion for approval by Treasurer Ives and second by Board member Jaramillo. Motion passed.

5. **RCLC Board elections for officers of Chair, Vice-chair, Secretary, and Treasurer.** Secretary Izraelevitz stated that since the Board approved the change in the bylaws for elections held in March, this item is closed.

6. **Executive Director update**

   Executive Director Vasquez reported on the following:

   **D.O.E. investigation report:** The DOE-OIG found no evidence that DOE employees inappropriately accepted meals and tickets to a sporting event from the RCLC. However, they did have potential concerns regarding the Department’s oversight and management of the grant awarded to the RCLC. A separate investigation is still ongoing into this area. The RCLC has not been notified when the subsequent report will be issued.

   **NM DFA Notification regarding annual budget submittal:** The ruling states the RCLC, as a Joint Powers Agreement entity, is not subject to budget requirements of the Local Government Finance Act, and not required to submit an annual budget to the agency. The RCLC did attempt to submit the FY 2020 budget; however, based on this clarification, will not be mandated to do so in the future.

   **Audit Update:** RCLC has contracted with Kubiak Melton and Associates (KMA) to conduct audits of the previous six years. Per a request from the New Mexico State Auditor for expanded scope of audits for certain years, a request has been made by KMA to amend the contract to include this expanded scope. This request came too late for the agenda for this meeting so will be addressed at a future meeting or executive committee meeting.

   **NMED Community Engagement Meeting on Monday, July 8, 2019:** The NM Environment Department Secretary, James Kenney announced that the Department was expediting an RFP to identify and lease a new space to keep the DOE Oversight Bureau in the immediate Los Alamos area and have a temporary extension on their current lease.

   **Upcoming RCLC related events:** National Cleanup Workshop September 10-12 in Alexandria, Virginia. RCLC staff and available board members plan to attend.

   **H. Board Comments**
Secretary Izrailevitz suggested holding one meeting in Taos as requested by the Taos board members. They agreed the next RCLC meeting be held on August 16, 2019, in Taos.

Secretary Izrailevitz asked about the entity that managed the $100K grant and what are the next steps to reapply. Mr. Steven Hoffman, Field Office DOE employee, commented that the DOE-EM is awaiting the second OIG report, and after review, will get back to the RCLC on the next steps for application.

I. **Adjournment**

Secretary Izrailevitz called for a motion to adjourn. Motion to adjourn by Treasurer Ives. Second by Board member Leo Jaramillo. Meeting ending time 3:43 p.m.

END