

1 **REGIONAL COALITION OF LANL COMMUNITIES**

2
3 City of Espanola – Los Alamos County- Ohkay Owingeh- Pueblo of Jemez – Rio Arriba County –
4 Santa Fe County – City of Santa Fe – Taos County – Town of Taos

5
6 **DRAFT Meeting Minutes**

7
8 August 21, 2020

9 CPLC/RCLC Offices, 112 W. San Francisco Street, Suite 312

10 Santa Fe, NM 87501

11 Electronic meeting participants via <https://zoom.us/j/7487396057>, or conference call
12 No. 606-313-5545, access code 606547#

13
14 **A. Call to order** – Chair Henry Roybal called the Zoom RCLC Board meeting to order
15 at 1:34 p.m.

16 **B. Confirmation of Quorum**

17 Attendees: Chair Henry Roybal, Vice-chair Darien Fernandez, Treasurer David
18 Izraelevitz, Secretary Javier Sanchez, board member Michael Garcia, alternate
19 board member Leo Marquez for Leo Jaramillo.

20 Board members excused: Board member Mark Gallegos, board member
21 Governor Ron Lovato of Ohkay Owingeh Pueblo, and Jemez Pueblo
22 representative.

23 Quorum was established.

24 **C. Approval of Agenda**

25 Chair Roybal called for a motion to approve the agenda. Treasurer Izraelevitz
26 requested to present the Treasurer’s Report (Item F) following Discussion/Action
27 Items (Item G.) Treasurer Izraelevitz motioned to approve the agenda as
28 amended. Second by Secretary Sanchez. Chair Roybal asked the board if there
29 were any other changes or discussion. Hearing none, he called a roll call vote.
30 Motion passed unanimously.

31 **D. Approval of Minutes**

32 **a. Draft minutes for July 17, 2020 board meeting**

33 Chair Roybal called for a motion to approve the July 17, 2020 meeting minutes.
34 Treasurer Izraelevitz motioned for approval with the requested change to page 1
35 line 21. To read: Quorum was established. Second by Board member Garcia.
36 Chair Roybal asked the board if there were any other changes or discussion.
37 Hearing none, he called a roll call vote. Motion passed unanimously.

38 **b. Draft minutes for July 30, 2020 board meeting**

39 Chair Roybal called for a motion to approve the July 30, 2020 meeting minutes.
40 Alternate board member Marquez motioned to approve the minutes. Second by
41 Treasurer David Izraelevitz with a requested technical change to Page 2 Line 43,
42 to include the first motion that failed the Executive Director contract extension
43 for 30 (thirty) days to expire on August 30, 2020. Alternate Board member
44 Marquez amended his motion to include this change. There was discussion on

1 how each board member voted and Chair Roybal clarified. He stated he and
2 Vice-chair Fernandez voted in the negative and Treasurer Izraelevitz and
3 Secretary Sanchez voted in the affirmative for a tie vote. Board member Garcia
4 stated he voted in the negative and Board member Jaramillo voted in the
5 affirmative. Executive Director will make this change to the final minutes. Chair
6 Roybal asked the board if there were any other changes or discussion. Hearing
7 none, he called a roll call vote. Motion passed unanimously.

8 **E. Public Comment**

9 Chair Roybal called for public comment. Scott Kovak thanked Treasurer
10 Izraelevitz for the BBER presentation and looking forward to the RCLC getting
11 back to reviewing cleanup activities at LANL. Jean Nichols asked if this was the
12 only time, the public could comment. She also noted that LANL should have an
13 environmental impact statement. Erich Kuerschner suggested a town hall
14 meeting, or format to have citizens share their ideas. Chair Roybal hearing no
15 other comments, closed public comment.

16 **F. Discussion/Action Items**

- 17 a. Presentation from UNM's Bureau of Business and Economic Research
18 (BBER) regarding 2019 LANL economic impact study, Dr. Jeffrey
19 Mitchell, Director. Dr. Mitchell shared his power point presentation.
20 He explained that the economic impact information he based this
21 report on was from LANL for fiscal years 2016-2018. The fiscal impact
22 information was from the NM Taxation and Revenue Department and
23 the Local Government Division of the state's Department of Finance
24 and Administration. LANL's economic impacts are concentrated in
25 northern New Mexico in both state and local analyses. Highlights
26 include: Economic impacts of LANL include the creation of 24,169
27 jobs; \$1.82 billion is labor income and total revenues of \$3.12 billion
28 to businesses and state. Nearly half of LANL's impact is its direct
29 employment of 11,882 workers. About 50% of LANL's procurements
30 of Good and Services are in New Mexico. Fiscal Impacts of LANL –
31 Local governments provide services to residents- public safety,
32 culture and recreation, streets, roads, judicial. They receive 50% GRT,
33 33% property taxes, rest (fees, grants, misc. Taxes) – municipalities
34 much more in GRT, counties more in property taxes. Some reasons
35 the fiscal impacts are negative in most LANL communities are due to
36 personal income taxes, LANL's direct spending is concentrated in Los
37 Alamos and Bernalillo County. Residential distribution of LANL
38 employees are in Los Alamos. Local governments assume general
39 fund costs (public safety, streets roads, etc.) Higher income
40 households generally spend a smaller share of income locally and
41 most counties leak GRT on household purchases because they offer
42 inadequate goods and services. He completed his presentation. Chair
43 Roybal asked for questions. Each Board member asked insightful and
44 complex questions, and stated their views on what a future analysis

1 may include. A sample of comments, such as including all entities
2 benefiting from LANL be included in the next study, utilization rates
3 may increase or decrease costs, proportion to population, an income
4 tax based on where you work, Los Alamos GRT distribution to other
5 counties, RCLC to ask LANL to give more insight to the types of
6 procurements made from other areas so that local business might be
7 given the opportunity. The Board thanked Dr. Mitchell for the study,
8 presentation and his suggestions and comments.
9

- 10 b. Discussion and possible action on letter to Los Alamos National
11 Laboratory (LANL) requesting access to financial information to aid in
12 review of economic impact study. Chair Roybal asked Director
13 Vasquez to read it into public record as follows:
14 *Dr. Thomas Mason, PhD, LANL Director Dr. Mason, The Regional*
15 *Coalition of LANL Communities (RCLC) wants to thank you for your*
16 *leadership and efforts to broaden communications with our*
17 *communities and the region as a whole. As you are aware, the RCLC*
18 *is made up of elected leadership from nine area northern New*
19 *Mexico communities directly impacted by Los Alamos National*
20 *Laboratory including three municipalities, four counties and two*
21 *tribes. Our mission at the RCLC is to speak with one voice to ensure*
22 *national and state decisions incorporate local needs and concerns.*
23 *The organization's focus is community and economic development,*
24 *site employment, environmental remediation, and adequate funding*
25 *for LANL remediation. Last year LANL leadership commissioned an*
26 *economic impact study from the state's premiere economic*
27 *researcher, UNM's Bureau of Business and Economic Research*
28 *(BBER). In discussions regarding this study, researchers from BBER*
29 *remarked on how detailed and granular the data provided to them*
30 *from the lab was, thus enabling them to develop a very accurate and*
31 *complete study. The RCLC board is interested in using its own*
32 *resources to evaluate, and possibly re-create a similar study to*
33 *demonstrate to our member communities the impact of revenue*
34 *generation, workforce concentration and other components from*
35 *the lab on our local economies. We are reaching out to LANL at this*
36 *time to request that the same raw data that was shared with the*
37 *BBER team would be shared with the research firm that the RCLC*
38 *employs, or authorize BBER to share it with the RCLC; ensuring that*
39 *all confidentiality protocols are followed. In the spirit of*
40 *regionalization and cooperation, we feel that it is important that*
41 *our member communities have a clear picture of their relationship*
42 *to your institution and we believe that an economic impact study*
43 *with high quality data is the best way to paint such a picture. We are*
44 *eager to work with you on this and welcome your cooperation in this*
45 *very important endeavor on behalf of our communities. Thank you.*

1 *RCLC Board Members – Signed by Henry Roybal, RCLC Chairman on*
2 *behalf of the RCLC Board.*

3 Chair Roybal called for a motion. Treasurer Izraelevitz motioned
4 to approve. Board member Garcia second. Chair Roybal called for
5 questions. Hearing none, he called for a roll call vote. Motion
6 passed unanimously.
7

8 c. Discuss and possible action of issuance of RFP for executive director
9 services for the RCLC. Chair Roybal called for an update from the RFP
10 Subcommittee. Secretary Sanchez stated that he met with the City of
11 Espanola’s Finance Director and the State of New Mexico to verify it’s
12 authority to issue the RFP under the City of Espanola. They received
13 confirmation so they will begin that process. Chair Roybal called for
14 questions. Treasurer Izraelevitz suggested adding to the RFP
15 Executive Director duties to organize and manage an annual Town
16 Hall meeting for all RCLC constituents. Chair Roybal called for
17 questions. Director Vasquez mentioned that the approved RCLC
18 meeting calendar has a September date available. The next scheduled
19 monthly meeting is September 11, 2020 for review and approval of
20 the RFP. Secretary Sanchez asked if they could set a date, the
21 subcommittee could review the draft language for RFP and at that
22 time also discuss the details of the town hall meeting. Chair Roybal
23 suggested the RCLC goals should be established at the annual retreat
24 in February and then have a six-month review in July and at that time
25 have the town hall meeting. Treasurer Izraelevitz asked if he could
26 look into the possibility of having the town hall meeting in
27 September. Chair Roybal asked Ms. Long if we needed a motion. She
28 said the direction was given and a motion was not required.
29

30 d. Discussion and possible action regarding contract for FY 2020 audit
31 services. Chair Roybal asked Executive Director to present. The
32 proposal has been approved by the Office of the State Auditor to hire
33 Kubiak, Melton and Associates, LLC. This contract will need to be
34 adopted and signed by the RCLC to begin audit services. The audit
35 deadline is in December 2020. Chair called for questions. Hearing
36 none is called for a motion. Chair motioned to approve. Treasurer
37 Izraelevitz second. He called for a roll call vote. Motion passed
38 unanimously.
39

40 e. Discussion and possible action regarding possible renewal of
41 engagement letter for accounting services. Chair Roybal asked
42 Director Vasquez to present. Executive Director stated he has
43 prepared the updated engagement letter for this fiscal year to
44 continue the accounting services provided by Zlotnick, Laws, and

1 Sandoval PC. This letter needs to be approved and signed by the RCLC
2 Board. Chair Roybal called for a motion. Treasurer Izraelevitz
3 motioned to approve this letter. Alternate board member Marquez
4 second. Chair called for a roll call vote. Motion passed unanimously.
5

6 f. Executive Director update

7 i. Executive Director reported on the following:
8 DOE grant updates On August 11, 2020 the RCLC received
9 confirmation that the repayment of \$15,767.32 for the historic
10 grants to EM CBC has been received and is being transferred
11 to the Treasury. The RCLC has communicated with the EMCBC
12 Division Chief on next steps. We have also communicated with
13 Congressional delegation and staff regarding next steps.
14 Delegation staff has offered to assist the Board in the grant
15 process, in light of the temporary loss of an Executive Director.
16 In addition, per Board direction, the Executive Director will
17 provide a packet of grant application materials and related
18 documents, as well as a template for use in submitting the
19 new grant.

20 **FY 2020 Audit:** The Office of State Auditor has approved
21 Kubiak Melton & Associates to complete the full financial
22 procedures audit on the RCLC for FY 2020.

23 **Revised JPA Update** After communicating with Governor
24 Lovato and the Ohkay Owingeh attorney and after consulting
25 with Executive Committee and RCLC legal counsel, Ohkay
26 Owingeh will consider the revised JPA at their Sept 9 Council
27 meeting. Please note that the Pueblo has asked the RCLC to
28 make minor corrections in references and spelling as
29 scrivener's errors, not necessitating a revision and revote by
30 the board or member governments.

31 **EM Technical Working Group Meetings:** EM LA and N3B held
32 their fifth Technical Working Group (TWG) meeting on July 8
33 via teleconference. This meeting was the beginning review
34 process of the chromium plume and review of cleanup
35 activities to date. The TWG will revisit the MDAC proposal at
36 an upcoming date

37 **ECA Update:** ECA Workforce Development webinar was held
38 on Thursday, July 30. This meeting focused on workforce
39 development and training topics. It was informative and
40 highlighted some great ideas happening around the country,
41 including here in New Mexico. Although Covid 19 is restricting
42 ECA in-person activities for the near future, I highly
43 recommend participating in their activities for all our
44 members. Furthermore, as a parting suggestion, I highly

1 recommend all our members join this organization as it
2 provides direct access to resources and information on a
3 variety of issues in our region.

4 **WEBSITE:** Requested updates to the website have been
5 completed, including all finalized minutes being placed in the
6 meeting folders.

- 7 ii. Contract closeout report
- 8 CPLC is working diligently to ensure as seamless a transfer of
9 controls as possible. Per Director Roybal's guidance and
10 member communities stepping up, Executive Director duties
11 have been divided as follows: 1. Issue & Administer the RFP
12 for ED services (City of Espanola has volunteered to take this
13 on) 2. Fiscal agent duties and oversee FY 20 audit (Los Alamos
14 County has stated they will handle these items) 3. Serve as
15 physical mailing address for all RCLC correspondence (City of
16 Espanola has volunteered to handle this item) 4. Draft and
17 distribute meeting agendas and materials (Santa Fe County
18 volunteered) 5. Draft and distribute meeting minutes (Santa
19 Fe County) 6. Receive and process invoices, in collaboration
20 with accountant (Councilor Izraelevitz has volunteered to
21 handle this item in his role as Treasurer) 7. Serve as point of
22 contact and administrator of the DOE grant process (Santa Fe
23 County) 8. Maintain website and manage all meeting
24 recordings (Town of Taos has volunteered) All Materials, in
25 print and electronic will be transferred to the RCLC Board
26 Chair on August 27, 2020. Per direction from the Board Chair
27 and members of the executive committee, a complete copy of
28 all electronic materials will also be transferred to RCLC legal
29 counsel. This includes but is not limited to: Meeting Packets
30 for the RCLC Board meetings, RCLC FY19 Member Dues
31 Invoices, RCLC FY20 Member Dues Invoices, RCLC EIN IRS
32 number hard copy info, Digital meeting recordings for
33 meetings, Retreat packet and backup information for 2019
34 and 2020, Audit information for agreed upon procedures Tier
35 4 audits for FY 2013, FY 2014, FY 2015, FY 2016, FY 2017, FY
36 2018, Full Financial Procedures Audit for FY 2020, Contracts
37 **Priority Items for Board consideration:** EM Grant materials,
38 draft and other materials. The applicant will have to file will
39 be transferred to the Chair and designated staff who will be
40 the points of contact for the application. This should be acted
41 on as soon as possible, with guidance from DOE and
42 delegation staff. Electronic systems including Google Drive,
43 RCLC dedicated phone number, all email accounts, website
44 controls, website registration accounts, and Drop Box

1 accounts are controlled via login credentials and passwords. It
2 is recommended that the RCLC change all passwords as soon
3 as possible. Executive Director Vasquez volunteered to work
4 with RCLC staff, on his own time, to help facilitate these
5 changes. CPLC wishes the RCLC its best and looks forward to
6 working with the RCLC in the future. Chair Roybal thanked
7 Executive Director and stated he did a great job in serving the
8 RCLC Board. He called for questions. Councilor Fernandez
9 thanked him for his advocacy and answering his constituents.
10 Secretary Sanchez thanked him and appreciated his guidance.
11 Alternate board member Marquez thanked him and wished
12 him the best. Board member Garcia thanked him and for his
13 guidance, being the newest member. Treasurer Izraelevitz
14 thanked him.

15 **G. Treasurer's Report**

16 Chair Roybal asked Treasurer Izraelevitz to review the invoices for approval. He
17 presented the July 31, 2020, CPLC invoice in the amount of \$15,297.68. He called
18 for questions. Hearing none, Treasurer Izraelevitz motioned to approve the CPLC
19 invoice. Secretary Sanchez second. Chair Roybal called for a roll call vote. Motion
20 passed unanimously. Treasurer Izraelevitz presented the invoice from ZLS. He
21 asked Executive Director Vasquez to clarify the amount. Executive Director
22 Vasquez stated that due to the lengthy time it takes to process the payment, a
23 prior balance is owed for a total of \$784.12. Treasurer Izraelevitz motioned to
24 approve this invoice up to \$784.12 or the balance as of July 31, 2020 or whatever
25 is lesser. Alternate Board member Marquez second. Chair Roybal called for a roll
26 call vote. Motion passed unanimously.

27 **H. Board Comments**

28 Chair Roybal called for board comments. Treasurer Izraelevitz stated that he
29 wanted to prepare for a Town Hall meeting on September 11, 2020 and share
30 information with the Executive Committee. Chair Roybal said he was amenable
31 to that but noted the short time-frame of twenty days.

32 **I. Adjournment**

33 Chair Roybal called for a motion to adjourn. Motion to adjourn by Secretary
34 Sanchez. Second by board member Marquez. Motion passed unanimously.
35 Meeting ending time 4:31 p.m.

36
37 END
