

Minutes of the Village of Taos Ski Valley, New Mexico Public Safety Committee and Firewise Board Meeting held at 10am on Monday, November 3rd, 2025, via Zoom.

The meeting was called to order by Henry Caldwell at 10:02am. Notice of the meeting was properly announced. Members present were Henry Caldwell, Ben Pitz, Michael Chandler, and Jim Woodard.

The agenda for today's Public Safety Committee and Firewise Board Meeting was approved (Motion: Jim, Second: Michael, Unanimous). The minutes for the October 6, 2025, Public Safety Committee and Firewise Board Meeting was approved (Motion: Jim, Second: Michael, Unanimous).

Public Safety Committee:

Develop Public Safety Committee Priorities to be reported to the Village Council - All

The meeting focused on developing a set of priorities for the Public Safety Committee and the Firewise Board. Although listed to be discussed separately, the group developed the following integrated list of priorities.

1. Underground Power – eliminate energized above ground electrical power lines in the Village
2. Dead and Downed Trees – clean up lots with dead and downed trees and out of control undergrowth
3. Above Ground Propane Tanks – bury or remove all above ground propane tanks, including adjusting the requirements for all new construction.

4. Access to Natural Gas – ensure that each lot in the Village has access to Natural Gas to assist in eliminating propane tanks
5. Pedestrian Safety – open ended focus on improving the safety of pedestrians in the Village and separate them from motor vehicles.
6. Safety Signs – develop a plan to improve the Village safety related signage.

Throughout the discussions concerns were expressed regarding being too aggressive in achieving these goals. Homeowners will need to be educated, given time and encouraged rather than threatened. Resource availability will limit the schedule for actions.

Miscellaneous Items

Firewise Board:

Underground Power Status

Robert Wooldridge reported that they have completed their efforts on undergrounding for the season. They have completed the southwestern side of Amizette, the houses on Big Horn, 8 and 9 Coyote Lane and some work on Upper Twining. Robert presented a project plan for the remaining work. At the current rate of Franchise Fee accumulation, the project will require 13 years to complete. With additional funding the project could be completed in four or five years. Robert's project plan is attached to these minutes as Appendix A

Natural Gas Line Extension of Upper Twining

Jim reported that the trenching estimate from the Village contractor was higher than hoped. Jim is trying to get an estimate from NM Gas for the whole project including trenching.

Miscellaneous

Adjournment/Next Meeting

The Meeting was adjourned at 11:00am.

The next meeting will be at 10am on December 1st, 2025, via Zoom.

James B Woodard

Appendix A



**Village of Taos Ski Valley Electrical Conversion Project
Charter and Project Management Plan**

Village of Taos Ski Valley

PO box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525

(575)886-8220 (575)776-1145 Fax

E-Mail vtsv@vtsv.org Website www.vtsv.org

Mayor: Chris Stanek

Council: Henry Caldwell, J. Christopher Stagg, Doug Turner, Thomas Wittman

Administrator: Rick Bellis

Clerk: Marlene Salazar

Document Created By: Robert Wooldridge

Document Description

This document's objective is to contain all information needed for the continued management of the underground electrical project for the Village of Taos Ski Valley and convey best practices for the project moving forward. This document will also include all maps and other documents needed to continue the management of this project and to understand what is needed to complete the scope of this project while maintaining and controlling quality.

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Project Charter

VTSV Electrical Conversion

Village of Taos Ski Valley Electrical Conversion

Project Sponsor / Owner:

Village of Taos Ski Valley

Project Manager:

Robert Wooldridge

Date of Authorization:

05/2024

Version:

2.3

1. Project Purpose

- Forest fire risk in the southwest has greatly increased in the past 20 years. Many of these fires have been started by overhead electrical utilities. The aim of this project is to deenergize overhead electrical lines to reduce the risk of forest fires in the Taos Ski Valley area.
- In order to deenergize overhead utility lines while maintaining utility access for residents all power lines to entities in Taos Ski Valley must be buried and electricity converted to these underground electrical lines.

- The main drivers of this project are two entities, the Village council and the utilities fund. The Village council in 2024 passed an ordinance requiring residents to convert to underground power when it is readily available. The utility fund, or more specifically the KCEC franchise tax fund provides the funding needed to expand underground power to residents.
-

2. Project Objectives

- Deenergize all overhead primary and secondary power lines
 - Extend and reinforce the Village's primary distribution network to ensure that every residential parcel can be served with a 200-amp, single-phase secondary connection at or near the property boundary.
 - Communicate with residences on the conversion and ensure adherence to all Village ordinances and policies before, during, and after construction.
 - Coordinate all project work with the utility provider to ensure compliance with municipal, county, state, and federal requirements.
 - Coordinate upgrades with local utilities and infrastructure projects to minimize disturbance and cost
 - Obtain permanent and temporary easements necessary to construct, operate, and maintain primary and secondary electrical lines across private property where public right-of-way access is insufficient.
 - Locate easements and electrical appurtenances in ways that minimize disturbance to private improvements, viewsheds, vegetation, and access.
 - Conduct easement negotiations in good faith with property owners, ensuring compensation, terms, and restoration commitments are clearly communicated and consistent across all parcels.
 - Secure easement rights are sufficient for future maintenance, replacement, or system expansion without the need for additional property agreements.
 - Ensure all easement templates, exhibits, and recordation are reviewed and approved by the Village Attorney and recorded by the Village Clerk
 - Provide necessary meter banks to provide underground electrical power to residents
-

3. Project Requirements

- Each property shall have a service termination point located at or near the property boundary or designated easement.
- For properties requiring larger service, equipment shall be designed for modular upgrade without major rework
- Compliance with all municipal, utility, county, state, and federal laws and requirements.
- Service conductors shall be rated for at least 200A continuous duty with appropriate temperature and voltage drop considerations.
- All transformer pads, junctions, and pedestals shall be spaced to limit secondary runs to over 250 feet from transformer to service termination, unless otherwise approved.
- Equipment should be NEMA rated for high alpine environmental requirements (-30F to +100F)
- Service termination points must be readily accessible year-round to utility maintenance personnel without crossing private improvements
- Equipment placement must minimize impact on driveways, landscaping, and drainage infrastructure
- All easements and access routes shall be recorded and provided to the Village of Taos Ski Valley
- All work shall conform to the NEC, NESC and utility standards for clearance, grounding, and protection.
- All secondary systems shall include appropriate overcurrent and surge protection devices
- Transformers and pedestals shall be lockable, weatherproof, and tamper resistant
- Coordinate construction with Kit Carson Electric Cooperative for interconnection requirements and energization.
- Verify voltage, continuity, and load capacity of each installed service before final acceptance.
- Install new primary feeders to provide electrical coverage for all residential clusters and undeveloped parcels.
- Procure utility easements necessary to construct primary electrical lines along private properties.
- Coordinate with proper authorities to minimize encroachment on private properties.
- Each easement shall include right for:
 - Construction, operation, and maintenance of underground electrical infrastructure. ○ Access for inspection and emergency repairs.
 - Vegetation management for protection of equipment
- Install all underground electrical meters where necessary to provide secondary electrical power access to residents.

- All meters and meter pads shall comply with utility provider specifications.

4. Project Description

In order to deenergize all overhead electrical lines the Village must supply all users of overhead electricity with underground electricity access. The Village will complete all expansion to primary electrical lines and work across public right of ways to guarantee underground electrical access to all residential parcels. This scope of work includes any easements needed to construct primary lines and secondary lines where right-of-way access is insufficient. The Village and the utility provider shall be responsible for all work up to residential property lines excluding any primary lines that cross residential property.

Once residences have access to underground electrical secondary power, Ordinance 2024-51 will come into effect for that property owner. This ordinance requires property owners who have access to underground secondary power to convert within 30 days of written notice that the Ordinance has come into effect for their property. This project will most likely be completed in phases based on funding. As this project is funded by a franchise tax project funding is providing incrementally year by year.

5. Milestone Schedule

| Milestone | Target Date | Responsible Party |
|---|---|-------------------|
| Project Kickoff | 05/01/2024 | PM |
| Zaps Secondary | Nov 1 st , 2024 | PM/Contractor |
| O.E. Pattison Secondary | July 1 st , 2025 | PM/Contractor |
| Big Horn Cove Secondary | July 1 st , 2025 | PM/Contractor |
| Upper Twining Secondary | Nov 1 st , 2025 | PM/Contractor |
| Amizette South-West PM/Contractor/KCEC | October 21 st , Primary 2025 | |

| | | |
|--|--|---------------------------|
| Amizette South-West Secondary | July 1st, 2026 | PM/Contractor |
| Chipmunk Secondary | July 1st, 2026 | PM/Contractor |
| Bull-of-the Woods Primary | Nov 1st, 2027 | PM/Contractor/KCEC |
| Milestone | Target Date | Responsible Party |
| Bull-of-the Woods Secondary | July 1st, 2028 | PM/Contractor |
| Amizette North | July 1st, 2027 | PM/Contractor |
| Amizette South-East Primary | August 1st, 2029 | PM/Contractor/KCEC |
| Amizette South-East Secondary | Nov 1st, 2029 | PM/Contractor |
| Project Closeout | Dec 1st, 2029 | Village |

6. Financial Resources

Underground Electrical Franchise Tax Fund

- Funds are added incrementally at end of Fiscal year
- Approximate funds after 2025 construction 100,000 dollars
- Gains approximately 50,000 dollars in funds every year

7. Key Stakeholders

| Stakeholder | Role | Interest / Influence |
|-----------------------|-------------|-----------------------------|
| Village Council | Sponsor | High |
| Village Administrator | Sponsor | High |

| | | |
|---------------------------------|-------------------|--------|
| Kit Carson Electric Cooperative | Utility Provider | High |
| Contractor | Implementation | Medium |
| NMED | Regulator | High |
| Residents | Beneficiaries | Medium |
| Village Procurement Officer | Procurer | High |
| U.S. Forest Service | Regulator | High |
| Taos Ski Valley Inc. | Major Beneficiary | Medium |

8. Assumptions and Constraints

- **Assumptions:**

- Funding ○ Permits can be obtained within 3 months. ○

Minimum burial depth of 36–48 inches is assumed for frost protection.

- Schedule 40 PVC or HDPE conduit will be used for secondary distribution unless otherwise specified.
- Secondary service will be single-phase, 120/240V, and rated for 200 amps minimum per residence.
- Electrical service points will be established at or near property boundaries for resident connections.
- Conduit alignment will generally follow existing roadways or public easements.
- Handholes or junction boxes will be placed at typical spacing (≤ 300 ft or per design standard).
- Directional boring may be used selectively to avoid rock outcrops or stream crossings.

- Once underground service is available at a property boundary, residents will convert to underground secondary service in compliance with Village Ordinance 2024-51.
- System ownership and maintenance responsibility will be split between the utility (primary lines) and residents (secondary connections).
- Power outages and maintenance work will be coordinated to minimize disruption during transition from overhead to underground.
- Final restoration will include revegetation, erosion control, and roadway patching per Village standards.
- All work will occur within existing rights-of-way unless new easements are acquired.
- Project costs assume seasonal construction, with mobilization/demobilization each year.
- Weather delays are expected and included in the project schedule.

- **Constraints:**

- Construction limited to summer months, specifically April to October 31st ○
 - Site access is restricted during ski season.
- Construction may only be done between the hours of 8am and 6pm MST.
- Steep slopes restrict equipment access and increase risk of slope instability or erosion during trenching.
- Freeze-thaw cycles affect burial depth requirements and conduit protection against frost heave.
- Limited right-of-way width in mountainous terrain constrains trench alignment and equipment maneuverability.
- Vegetation and tree root zones must be protected, requiring hand excavation or rerouting in sensitive areas.
- Proximity to waterways or wetlands introduces additional permitting and erosion control requirements (SWPPP compliance).

- Short construction season due to snow cover and frozen ground limits work to summer and early fall months. ○ Limited existing utility corridors make co-location with water, sewer, and communication lines more complex.
- Voltage drop considerations over long, low-density runs require careful conductor sizing.
- Limited access to backup power or staging areas complicates construction logistics.
- Transformer pad and vault placements are constrained by available level ground and property boundaries.
- Grounding and corrosion control are challenging due to rocky, low-moisture soils.
- Availability of materials and specialized equipment (conduit, pull boxes, transformers) may be limited or require long lead times.
- Easement acquisition is required for portions crossing private property.
- Coordination with other utilities and property owners may delay scheduling.
- Environmental and cultural resource clearances (e.g., USFS, NMDOT, State Historic Preservation) must be secured before construction.
- Winter road closures and access restrictions may prevent mobilization or equipment transport.

9. Risks and Mitigation

| Risk | Likelihood | Impact | Mitigation Strategy |
|-------------------------------|-------------------|---------------|---------------------------------|
| Permit delays | Medium | High | Early coordination with NMED |
| Supply chain issues | Medium | Medium | Pre-purchase critical equipment |
| Weather delays | High | Medium | Schedule buffer |
| Contractor procurement lapses | Medium | High | Readiness to rebid the project |

| Risk | Likelihood | Impact | Mitigation Strategy |
|---------------------------------------|-------------------|---------------|---|
| Lack of contractors | High | High | Procurement schedule buffer |
| Rock excavation difficulties | High | Medium | Working in the ROW where boulders are less likely |
| Slope instability or erosion | Medium | Medium | Employ erosion control measures |
| Flooding or runoff events | High | Medium | Employ erosion and runoff control measures |
| Frozen or saturated ground | Medium | Medium | Finishing the project within the designated schedule |
| Environmental non-compliance | Low | High | Compliance with drainage and NMED construction requirements |
| Vegetation disturbance | Medium | Low | Replacement of damaged vegetation on private property |
| Limited seasonal window | High | High | Schedule control and compliance |
| Weather-related delays | High | Medium | Schedule control |
| Access limitations | High | Medium | Planning |
| Utility conflicts | High | Medium | Planning and Line Locations |
| Material shortages or long lead times | Medium | Medium | Schedule buffers and leading |
| Cost overruns | Medium | High | Change control, scope control, schedule control |
| Inflation or supply chain volatility | Medium | Medium | Buffers |
| Easement acquisition delays | High | High | Schedule Buffers |
| Funding shortfalls | Low | High | |
| Voltage drop or load capacity issues | Low | High | Quality assurance |

| | | | |
|---|-------------------|---------------|---------------------------------|
| Improper grounding or insulation | Low | High | |
| Limited space for equipment pads and vaults | Medium | Medium | |
| Resident non-compliance with the underground conversion ordinance | High | Low | Communication Management |
| Risk | Likelihood | Impact | Mitigation Strategy |
| Coordination conflicts between the Village, utility provider, and private property owners | High | High | Buffers |
| Permit or inspection delays | Medium | Medium | Buffers |
| Public perception | Medium | High | Communication Management |
| Damage during future excavation | High | High | Quality Assurance and Control |
| Drainage interactions | Medium | Medium | Runoff Management Plan |
| Future system expansion | Medium | High | Proper sizing and load planning |
| Post-construction restoration failures | Medium | High | Construction management |
| Trenching and excavation hazards | High | High | Trench safety management |
| Traffic control challenges on narrow roads | High | High | Proper Traffic control |
| Electrical hazards during tie-ins or conversion | Medium | Medium | Installation Safety Plan |
| Utility Provider Delays | High | High | Buffers |

10. Project Approval Requirements

(Municipal) Approvals

| Requirement | Description | Responsible Party |
|---|--|--------------------------------|
| Village Council Approval | Approval of project scope, budget, and adoption of supporting ordinance (e.g., Ordinance 2024-51 requiring resident conversions). | Village Council |
| Public Works / Planning Review | Verification of alignment within right-of-way, roadway impacts, and compliance with Village standards (drainage, restoration, access). | Public Works Director |
| Building/Electrical Permits | Required for new electrical service connections, transformer pads, or conduit tie-ins at private properties. | Village Building Official |
| Temporary Construction Permits | For traffic control, staging, and material storage in public ROWs. | Village Planning Department |
| Requirement | Description | Responsible Party |
| Erosion and Sediment Control (SWPPP) | Required for soil disturbance; must be approved by the Village or NM Environment Department depending on size. | Contractor/ Project Manager |
| Public Notification and Coordination | Required to inform residents of closures, access changes, and conversion requirements. | Village Administration |

Utility Coordination and Approvals

| Requirement | Description | Responsible Party |
|---|---|--------------------------|
| Utility Provider Design Approval | The electrical utility (e.g., Kit Carson Electric Cooperative or PNM) must approve final conduit layout, vault locations, and service design. | Utility Company |
| Joint Trench Coordination | If combining power with telecom or fiber, joint design approval is required to meet separation standards. | Utility Partners |
| Energization Authorization | Issued by the utility once conduit and service connections are inspected and tested. | Utility Inspector |

State of New Mexico Approvals

| Requirement | Description | Responsible Party |
|---|--|--------------------------------------|
| NMDOT Permit | Required if work occurs within or crosses state right-of-way (e.g., NM-150 corridor). | NMDOT |
| New Mexico Environment Department (NMED) | Erosion, stormwater, or potential groundwater disturbance review (construction >1 acre requires NPDES permit). | NMED |
| Electrical Inspection Bureau (CID) | Inspections for all new underground electrical infrastructure to ensure NEC compliance. | Licensed Electrician / CID Inspector |

Federal or Agency Coordination

| Requirement | Description | Responsible Party |
|---|--|--------------------------|
| US Forest Service (USFS) | Necessary if trenching or easements cross Forest Service land or access roads. | USFS |
| US Army Corps of Engineers (if applicable) | For any work affecting wetlands, streams, or other “waters of the U.S.” | US ACE |

Property and Easement Approvals

| Requirement | Description | Responsible Party |
|-----------------------------------|--|--------------------------|
| Private Property Easements | Required for conduit or transformer placement outside public ROWs. | Village / Legal Counsel |
| Utility Easement Recording | Filed with Taos County to document permanent utility rights. | Village Clerk |
| Resident Access Agreements | To allow temporary access during conversion and service tie-in. | Village / Homeowners |

Funding and Procurement Approvals

| Requirement | Description | Responsible Party |
|--|--|-----------------------------|
| Utility Funding Approval | Approval to proceed with design, construction, and reimbursement per Utility Fund Conditions | Village Procurement Officer |
| Procurement Compliance | Competitive bidding per NM Procurement Code (13-1 NMSA 1978). | Village Procurement Officer |
| Contractor License and Insurance Verification | Required for all awarded contractors performing electrical and civil work. | Procurement |

Final Acceptance and Closeout

| Requirement | Description | Responsible Party |
|--|--|---|
| Final Electrical Inspection | Conducted by CID prior to energizing permanent service. | Licensed Electrician / CID |
| Village Acceptance of Work | Final walkthrough and acceptance by Village Administration | Village Administrator |
| Resident Conversion Compliance Verification | Ensure all properties connect to underground service by Ordinance 2024-51. | Village Administration / Utility Provider |

11. Assigned Project Manager, Responsibility and Authority Level

Responsibility

- Develop and maintain the overall project management plan, including schedule, scope, milestones, and deliverables.
- Coordinate design, permitting, and construction activities among the Village, consultants, contractors, and utilities.
- Ensure project objectives (fire risk reduction, system reliability, code compliance) are met.
- Manage and track scope, schedule, and performance against the approved plan.
- Develop project documentation such as meeting minutes, progress reports, and technical memoranda.
- Maintain communication between the Village, residents, and stakeholders
- Review and approve design drawings, specifications, and field changes for technical adequacy.
- Direct contractors, engineers, and inspectors regarding day-to-day technical matters.
- Ensure that construction complies with applicable NEC, NESC, and Village standards.
- Manage change control process for any scope adjustments.
- Act as the primary point of contact between the Village and project team members.
- Coordinate with utility companies, property owners, and regulatory agencies.
- Lead public information efforts, including closure notices, resident coordination, and progress updates.
- Identify and manage project risks, including environmental, safety, schedule, and coordination issues.
- Implement quality assurance and quality control (QA/QC) procedures for design and construction.
- Ensure safety, environmental, and traffic control plans are followed on site.

Authority Level

| Area | Authority Level | Notes |
|---------------------------------|-----------------|--|
| Project Planning and Scheduling | Full authority | PM establishes and updates the schedule. |

| | | |
|---|-----------------------|--|
| Technical Scope and Design | Full authority | PM can approve design modifications or clarifications within the project scope. |
| Change Management (Non-Financial) | Full authority | PM can approve changes to methods, materials, or approaches if cost impact is neutral or pre-approved. |
| Contract and Financial Management | Limited | PM cannot authorize payments, approve invoices, or execute purchase orders. |
| Budget and Funding Decisions | No authority | Managed by the Village Finance Officer, Project Sponsor, or Council. |
| Procurement and Contract Execution | Advisory only | PM may prepare bid documents and recommendations but cannot execute contracts. |
| Public and Stakeholder Communication | Full authority | PM manages all communications and public notifications. |
| Field Direction and Inspection Oversight | Full authority | PM directs construction sequencing, safety compliance, and field coordination. |

Reporting Structure

- Reports to: Village Project Sponsor / Village Administrator
- Supervises: Consultants, inspectors, and contractors on day-to-day project activities.
- Coordinates with: Finance Department, Utility Providers, Public Works, and Residents.

Decision-Making Boundaries

- The PM can approve field changes that affect construction methods or alignments if no budget increase occurs.
- The PM must recommend any change orders with financial implications for approval by the Village Council or Finance Officer.
- The PM may negotiate scope clarifications or substitutions, but final cost authorizations remain with Village officials.

12. Project Sponsor

- **Village of Taos Ski Valley Mayor and Council**

Mayor: Chris Stanek

Council: Henry Caldwell, J. Christopher Stagg, Doug Turner, Thomas Wittman

- **Village of Taos Ski Valley Administrator**

Administrator: Rick Bellis

Project Management Plan

Updated October 2025

1. Scope Management Plan

Scope will be managed by the Project Manager in conjunction with the Project Sponsor. Changes to scope may be initiated and overseen by the Project Manager with approval from the Project Sponsor. The project manager will be responsible for scope management and control. Scope decisions that do not affect the financial cost of the project may be executed by the Project Manager as long as the Project Sponsor is informed of any changes.

2. Project Requirements

- Each property shall have a service termination point located at or near the property boundary or designated easement.
- For properties requiring larger service, equipment shall be designed for modular upgrade without major rework
- Compliance with all municipal, utility, county, state, and federal laws and requirements.

- Service conductors shall be rated for at least 200A continuous duty with appropriate temperature and voltage drop considerations.
- All transformer pads, junctions, and pedestals shall be spaced to limit secondary runs to over 250 feet from transformer to service termination, unless otherwise approved.
- Equipment should be NEMA rated for high alpine environmental requirements (-30F to +100F)
- Service termination points must be readily accessible year-round to utility maintenance personnel without crossing private improvements
- Equipment placement must minimize impact on driveways, landscaping, and drainage infrastructure
- All easements and access routes shall be recorded and provided to the Village of Taos Ski Valley
- All work shall conform to the NEC, NESC and utility standards for clearance, grounding, and protection.
- All secondary systems shall include appropriate overcurrent and surge protection devices
- Transformers and pedestals shall be lockable, weatherproof, and tamper resistant
- Coordinate construction with Kit Carson Electric Cooperative for interconnection requirements and energization.
- Verify voltage, continuity, and load capacity of each installed service before final acceptance.
- Install new primary feeders to provide electrical coverage for all residential clusters and undeveloped parcels.
- Procure utility easements necessary to construct primary electrical lines along private properties.
- Coordinate with proper authorities to minimize encroachment on private properties.
- Each easement shall include right for:
 - Construction, operation, and maintenance of underground electrical infrastructure.
 - Access for inspection and emergency repairs.
 - Vegetation management for protection of equipment
- Install all underground electrical meters where necessary to provide secondary electrical power access to residents.
- All meters and meter pads shall comply with utility provider specifications.

3. Project Scope

In-Scope Activities

a. Design & Planning

- Survey existing overhead electrical lines, poles, transformers, and ROWs.
- Design underground conduit routes for secondary electrical service.
- Coordinate design with primary line expansion for future secondary service access.
- Prepare construction drawings, specifications, and permitting documentation.
- Identify locations requiring easements on private property.

b. Regulatory & Permitting

- Obtain Village permits for construction in ROW.
- Coordinate with utility companies (e.g., Kit Carson Electric Cooperative / PNM) for approvals and energization.
- Obtain private property easements and document agreements.
- Conduct SWPPP / erosion control compliance.
- Obtain state and federal permits where applicable (NMDOT, USFS, NEPA, SHPO).

c. Construction & Installation

- Excavate and install mainline conduit in public ROWs and approved private easements.
- Install secondary electrical lines from mainline to property boundaries.
- Install transformer pads, junction boxes, vaults, or other appurtenances as required.
- Perform backfill, compaction, and surface restoration to Village standards.
- Ensure temporary access and traffic control during construction.
- Conduct inspection and testing of underground infrastructure prior to energization.

d. Resident & Stakeholder Coordination

- Notify residents of construction, closures, and alternate routes (e.g., via Phoenix Switchback).
- Coordinate with residents for service tie-ins to new underground lines.
- Provide technical guidance for residential secondary service conversion.

e. Project Management

- Develop and maintain project schedule, budget tracking, and scope management.
- Coordinate contractors, consultants, utility staff, and inspectors.
- Monitor safety, environmental compliance, and quality assurance on site.

Out-of-Scope Activities

- Funding approvals, invoicing, or purchase orders (Village Finance handles all financial authorizations).
- Installation of residential interior wiring or electrical panels beyond the property boundary.
- Repair or replacement of primary service lines beyond planned expansion routes.
- Work on private utility lines or systems not connected to the Village secondary network.
- Permanent relocation of non-electric utilities (water, gas, telecom) unless coordinated separately.
- Landscaping, driveway paving, or aesthetic improvements beyond required restoration of public ROWs.
- Long-term maintenance of underground electrical infrastructure after energization (handled by utility company).
- The repair or work on any utilities other than electrical

Objective:

- Convert overhead electrical lines to underground secondary service to reduce fire risk and comply with Village Ordinance 2024-51, which requires all residents to convert to underground service once accessible at the property boundary.

Key Deliverables:

1. Construction-ready design and drawings for underground conduit and secondary lines.
2. Approved easement agreements for private property access.
3. Installed underground conduit and secondary electrical lines to property boundaries.
4. Transformer pads, junction boxes, and vaults installed as required.
5. Inspections and testing confirming compliance with electrical codes.
6. Public notifications and coordination documentation.

4. Work Breakdown Structure

| Underground Electrical Remaining Properties Attributes Table | | | | | | |
|--|----------|-----------------|--------------|--------------------|----------------------|---------------------------|
| Address | Area | Mainline Access | Meter Needed | Transformer Needed | ROW Trenching Needed | Approximate trench length |
| 1279 State Road | Amizette | Yes | Yes | Yes | No | NA |
| 1285 State Road 150 | Amizette | Yes | Yes | Yes | No | NA |
| 1287 State Road 150 | Amizette | Yes | Yes | Yes | No | NA |

| | | | | | | |
|---------------------|----------|-----|-----|-----|-----|-------|
| 1295 State Road 150 | Amizette | Yes | Yes | Yes | No | NA |
| 1301 State Road 150 | Amizette | Yes | No | Yes | No | NA |
| 1317 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1321 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1339 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1349 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1355 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1365 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1371 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1368 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1374 State Road 150 | Amizette | No | Yes | Yes | No | NA |
| 1282 State Road 150 | Amizette | Yes | Yes | No | No | NA |
| 1294 State Road 150 | Amizette | Yes | Yes | Yes | Yes | 50 ft |

| | | | | | | |
|----------------------------|-------------------|-----|-----|-----|-----|------|
| 1296 State Road 150 | Amizette | Yes | Yes | Yes | Yes | 50ft |
| 1298 State Road 150 | Amizette | Yes | Yes | Yes | Yes | 80ft |
| 1300 State Road 150 | Amizette | Yes | Yes | Yes | Yes | 80ft |
| 1302A State Road 150 | Amizette | Yes | Yes | No | Yes | 80ft |
| 1304 State Road 150 | Amizette | Yes | Yes | No | Yes | 80ft |
| 1302B State Road 150 | Amizette | Yes | Yes | No | Yes | 30ft |
| 1306 State Road 150 | Amizette | Yes | Yes | No | Yes | 20ft |
| 1308 State Road 150 | Amizette | Yes | Yes | No | Yes | 30ft |
| 22 Twining Road | Twining | Yes | No | No | No | NA |
| 26 Coyote Lane | Chipmunk | Yes | Yes | No | No | NA |
| 9 Dolcetto Lane | Chipmunk | Yes | Yes | No | Yes | 60ft |
| 3 Chipmunk Lane | Chipmunk | Yes | Yes | No | No | NA |
| 2 Chipmunk Lane | Chipmunk | Yes | Yes | No | Yes | 90ft |
| 4 Chipmunk Lane | Chipmunk | Yes | Yes | No | No | NA |
| 6 Chipmunk Lane | Chipmunk | Yes | Yes | No | No | NA |
| 24 Phoenix Switchback Road | Chipmunk | Yes | Yes | Yes | No | NA |
| 11 Mineslide Road | Bull of the Woods | No | No | No | No | NA |
| 13 Mineslide Road | Bull of the Woods | No | Yes | No | No | NA |
| 19 Bull of the Woods Road | Bull of the Woods | No | No | No | No | NA |
| 35 Snow Shoe Road | Bull of the Woods | No | No | No | No | NA |

| | | | | | | |
|--|-------------------|-----|-----|-----|-----|-------|
| 33 Snow Shoe Road | Bull of the Woods | No | No | No | No | NA |
| 34 Snow Shoe Road | Bull of the Woods | No | No | No | No | NA |
| 37 Snow Shoe Road | Bull of the Woods | No | Yes | No | No | NA |
| 39 Snow Shoe Road | Bull of the Woods | No | Yes | No | No | NA |
| 41 Snow Shoe Road | Bull of the Woods | No | Yes | No | No | NA |
| 51 Twining Road | Twining | Yes | Yes | Yes | No | 50ft |
| 102 Twining Road | Upper Twining | Yes | Yes | Yes | No | NA |
| 107 Twining Road | Upper Twining | Yes | Yes | No | No | NA |
| 109 Twining Road | Upper Twining | Yes | Yes | No | Yes | 130ft |
| 111 Twining Road | Upper Twining | Yes | Yes | No | No | NA |
| 112 Twining Road | Upper Twining | Yes | Yes | No | No | NA |
| 113 Twining Road | Upper Twining | Yes | Yes | No | Yes | 100ft |
| 11 Zaps Road | Zaps | Yes | No | No | No | NA |
| 119 Twining Road | Upper Twining | Yes | Yes | No | yes | 70ft |
| 121 Twining Road | Upper Twining | Yes | Yes | No | yes | 30ft |
| 123 Twining Road | Upper Twining | yes | Yes | No | No | NA |
| 122 Twining Road | Upper Twining | yes | Yes | No | No | NA |
| 124 Twining Road | Upper Twining | Yes | Yes | No | yes | 30ft |
| 11 Big Horn Hill | Chipmunk | Yes | Yes | No | Yes | 30ft |
| | | | | | | |
| | | | | | | |
| Other Address | | | | | | |
| 22 Ocean Blvd (TSVI VMF) | | | | | | |
| Century Link connection boxes near helipad | | | | | | |

| Underground Conversion Work Breakdown Table | |
|---|------|
| Meters Needed | 42 |
| Secondary line trenching (ft) | 793 |
| Mainline trenching (ft) | 3900 |

5. Work Breakdown Table

| Work Breakdown Table | | | | |
|--|------------------------------------|------------------|------------------------|--------------------------|
| Project Module | Number of Houses (If Secondary) | Meters Needed | Transformers Needed | Trenching Needed (ft) |
| Chipmunk Secondary | 8 | 8 | 1 | 300 |
| Bull of the Woods Primary | na | na | na | 1300 |
| Bull of the Woods Secondary (Primary Needed) | 9 | 3 | 1 | 0 |
| Upper Twining Secondary | 11 | 10 | 1 | 0 |
| Zaps Secondary | 3 | 0 | 0 | 180 |
| Big Horn Secondary | 2 | 1 | 0 | 100 |
| Ocean Boulevard | 2 | 0 | 0 | 0 |
| Amizette North Secondary | 10 | 9 | 1 | 449 |
| Amizette South-West Primary | na | na | na | 1400 |
| Amizette South-West Secondary (Primary Needed) | 6 | 3 | 8 | 0 |
| Amizette South-East Primary | na | na | na | 2600 |
| Amizette South-East Secondary (Primary Needed) | 6 | 6 | 7 | 0 |
| Amizette- NortheastSecondary | 2 | 2 | 1 | 0 |

| | | | | |
|--------------------------------------|---|---|---|----|
| Residences in Violation of Ordinance | 2 | 0 | 0 | 0 |
| Twining Secondary | 1 | 1 | 1 | 50 |

6. Work Module Tables

| Chipmunk Secondary | | | | |
|----------------------------|--------------------|--------------|--------------------|----------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 26 Coyote Lane | Yes | Yes | No | 0 |
| 9 Dolcetto Lane | Yes | Yes | No | 100 |
| 3 Chipmunk Lane | Yes | Yes | No | 0 |
| 2 Chipmunk Lane | Yes | Yes | No | 150 |
| 4 Chipmunk Lane | Yes | Yes | No | 0 |
| 6 Chipmunk Lane | Yes | Yes | No | 0 |
| 24 Phoenix Switchback Road | Yes | Yes | Yes | 0 |
| 11 Big Horn Hill | Yes | Yes | No | 50 |

| Bull of the Woods Secondary | | | | |
|-----------------------------|--------------------|--------------|--------------------|----------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 11 Mineslide Road | No | No | No | No |
| 13 Mineslide Road | No | No | No | No |
| 19 Bull of the Woods Road | No | No | No | No |
| 35 Snowshoe Road | No | No | No | No |
| 33 Snowshoe Road | No | No | No | No |
| 34 Snowshoe Road | No | No | No | No |
| 37 Snowshoe Road | No | Yes | Yes | No |
| 39 Snowshoe Road | No | Yes | Yes | No |
| 41 Snowshoe Road | No | Yes | Yes | No |

| Upper Twining Secondary | | | | |
|----------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 102 Twining Road | Yes | Yes | Yes | 0 |
| 107 Twining Road | Yes | Yes | No | 0 |
| 109 Twining Road | Yes | Yes | No | 0 |
| 111 Twining Road | Yes | No | No | 0 |
| 112 Twining Road | Yes | Yes | No | 0 |
| 113 Twining Road | Yes | Yes | No | 0 |
| 119 Twining Road | Yes | Yes | No | 0 |
| 121 Twining Road | Yes | Yes | No | 0 |
| 123 Twining Road | Yes | Yes | No | 0 |
| 122 Twining Road | Yes | Yes | No | 0 |
| 124 Twining Road | Yes | Yes | No | 0 |

| Zaps Secondary (Installed) | | | | |
|-------------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 27 Zaps | Yes | No | No | 40 |
| 23 Zaps | Yes | No | No | 100 |
| 11 Zaps | Yes | No | No | 40 |

| Big Horn Secondary (Installed) | | | | |
|-----------------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 6 Big Horn Hill | Yes | Yes | No | 60 |
| 3 Big Horn Hill | Yes | No | No | 40 |

| Ocean Boulevard | | | | |
|------------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 101 Ocean Blvd (TSVI VMF) | Yes | No | No | No |

| | | | | |
|-------------------------------------|-----|----|----|----|
| Century Link Towers Along NM-150 | No | No | No | No |
| VTSV Maintenance Shop | Yes | No | No | No |

| Amizette North Secondary | | | | |
|-----------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 1282 State Road 150 | Yes | No | No | NA |
| 1294 State Road 150 | Yes | Yes | Yes | 50 |
| 1296 State Road 150 | Yes | Yes | Yes | 50 |
| 1298 State Road 150 | Yes | Yes | Yes | 80 |
| 1300 State Road 150 | Yes | Yes | Yes | 80 |
| 1302A State Road 150 | Yes | Yes | No | 80 |
| 1304 State Road 150 | Yes | Yes | No | 80 |
| 1302B State Road 150 | Yes | Yes | No | 40 |
| 1306 State Road 150 | Yes | Yes | No | 40 |
| 1308 State Road 150 | Yes | Yes | No | 49 |

| Amizette South-West Secondary | | | | |
|-------------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 1279 State Road | Yes | Yes | Yes | No |
| 1285 State Road 150 | Yes | Yes | Yes | No |
| 1287 State Road 150 | Yes | Yes | Yes | No |
| 1295 State Road 150 | Yes | Yes | Yes | No |
| 1301 State Road 150 | Yes | No | Yes | No |

| Amizette South-East Secondary | | | | |
|----------------------------------|-----------------------|-----------------|-----------------------|-------------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 1317 State Road 150 | No | Yes | Yes | No |
| 1321 State Road 150 | No | Yes | Yes | No |

| | | | | |
|---------------------|----|-----|-----|----|
| 1339 State Road 150 | No | Yes | Yes | No |
| 1349 State Road 150 | No | Yes | Yes | No |
| 1355 State Road 150 | No | Yes | Yes | No |
| 1365 State Road 150 | No | Yes | Yes | No |
| 1371 State Road 150 | No | Yes | Yes | No |

| Amizette North-East Secondary | | | | |
|----------------------------------|--------------------|--------------|--------------------|----------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 1368 State Road 150 | No | Yes | Yes | No |
| 1374 State Road 150 | No | Yes | Yes | No |

| Twining Secondary | | | | |
|-------------------|--------------------|--------------|--------------------|----------------|
| Address | Primary Accessible | Meter needed | Transformer Needed | Trenching (ft) |
| 22 Twining Road | Yes | Yes | Yes | 50 |

| Other Residences | | | | |
|------------------|----------------|--------------|--------------------|-----------|
| Address | Primary Needed | Meter Needed | Transformer Access | Trenching |
| 11 Zaps Road | No | No | Yes | No |
| 22 Twining Road | No | No | Yes | No |
| 8 Coyote Lane | No | No | Yes | No |
| 9 Coyote Lane | No | No | Yes | No |

| Bull of the Woods Primary | | | | |
|---------------------------|------------------------------|----------------------------------|-------------------|-------|
| Linear Footage (ft) | Transformers to be installed | Houses dependent on installation | Conduit Purchased | Notes |
| 1300 | 0 | 9 | NA | |

| Amizette South-West Primary | | | | |
|--------------------------------|------------------------------|----------------------------------|-------------------|--------------------|
| Linear Footage (ft) | Transformers to be installed | Houses dependent on installation | Conduit Purchased | Notes |
| 1400 | 8 | 5 | Yes | Has Been Installed |

| Amizette South-East Primary | | | | |
|-----------------------------|------------------------------|----------------------------------|-------------------|-------|
| Linear Footage (ft) | Transformers to be installed | Houses dependent on installation | Conduit Purchased | Notes |
| 2600 | 8 | 9 | NA | |

Twining to Upper Twining Area



Upper Section of Upper Twining



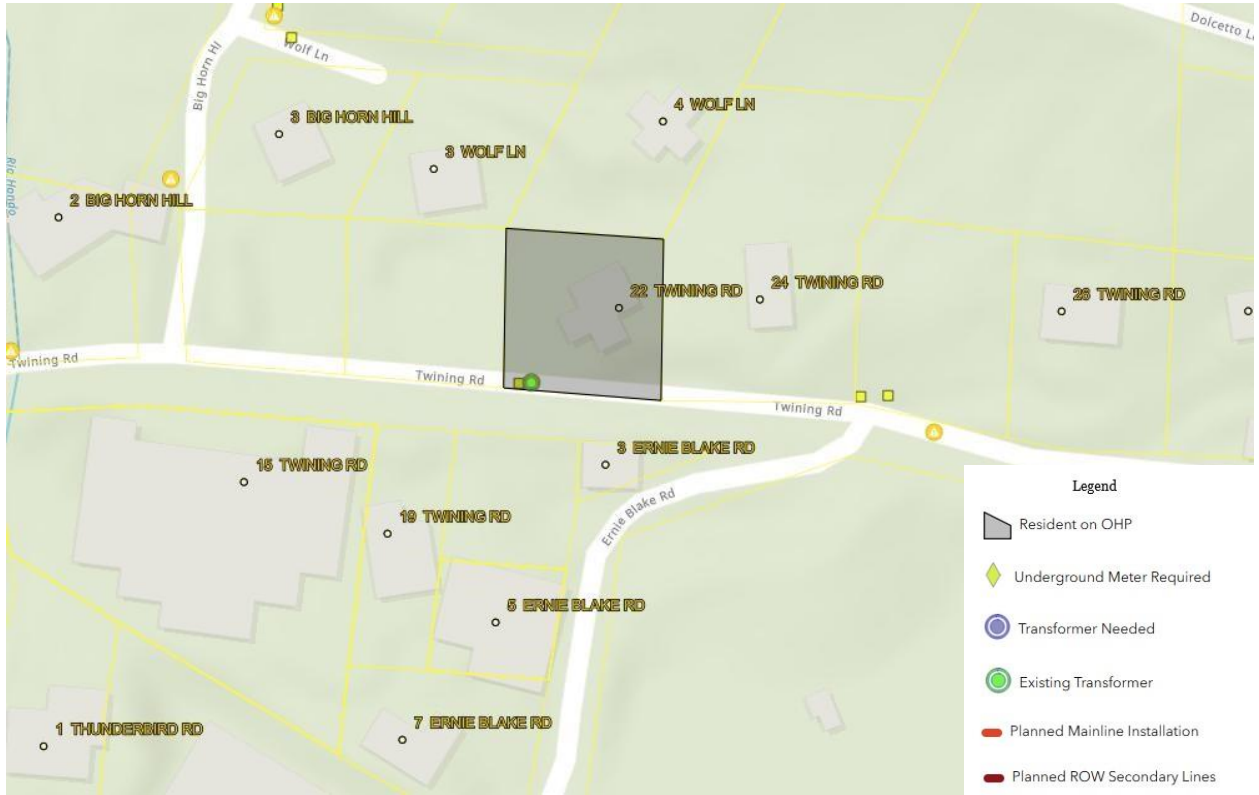
Twining Road



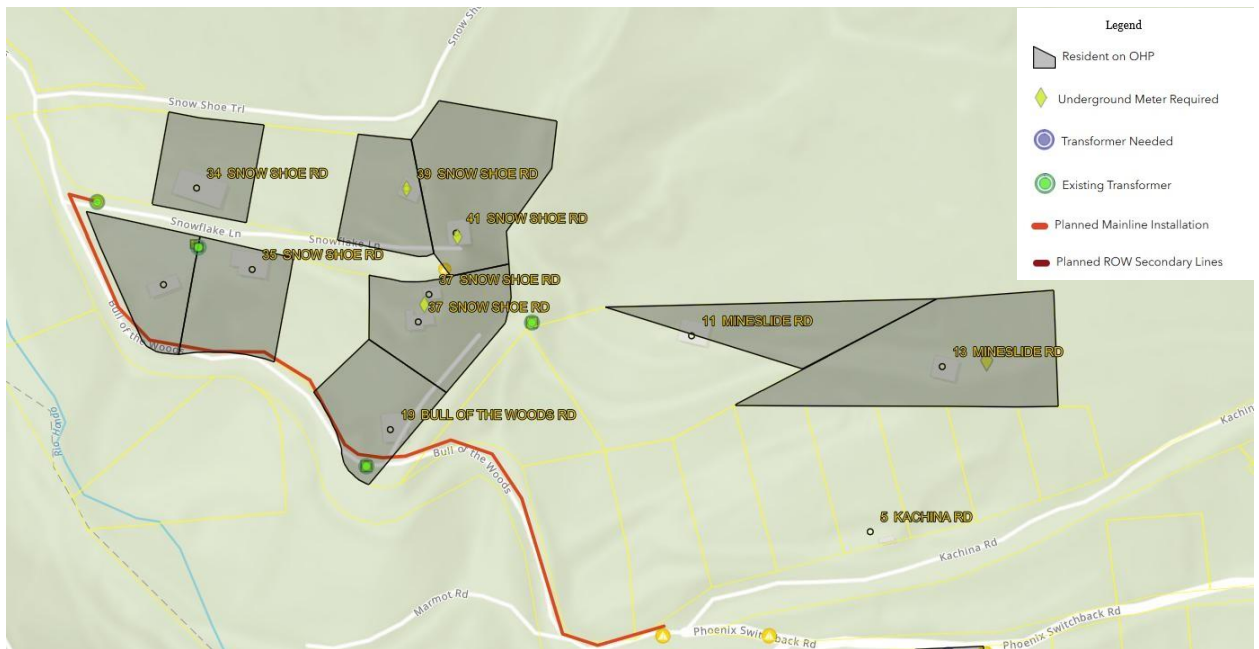
Chipmunk Area



22 Twining Road



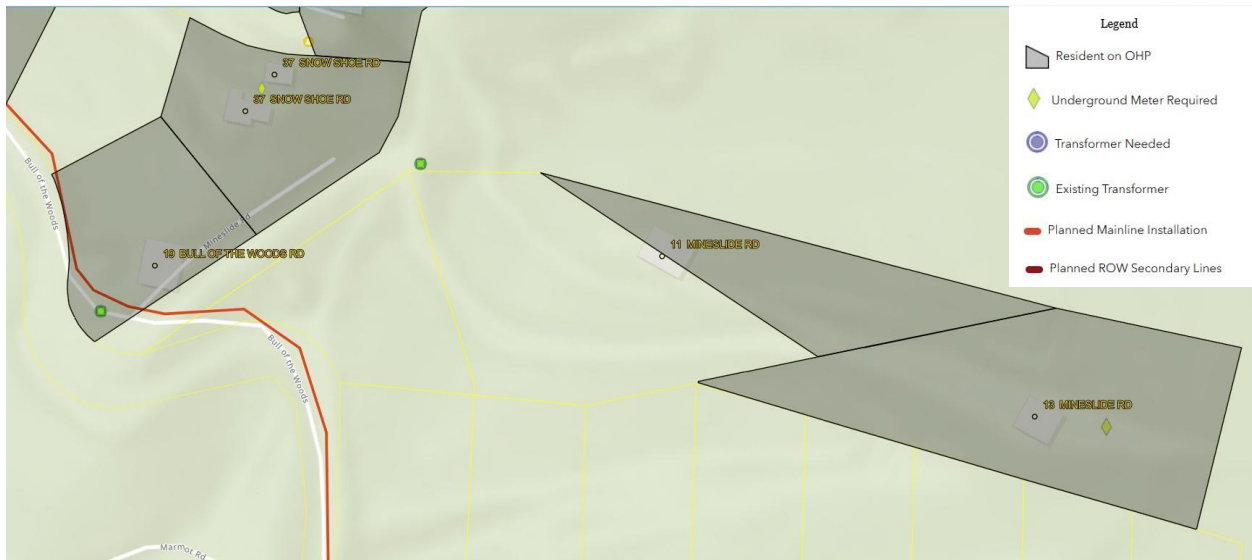
Snowshoe Road Area



Snowshoe Road Area



Mineslide Houses



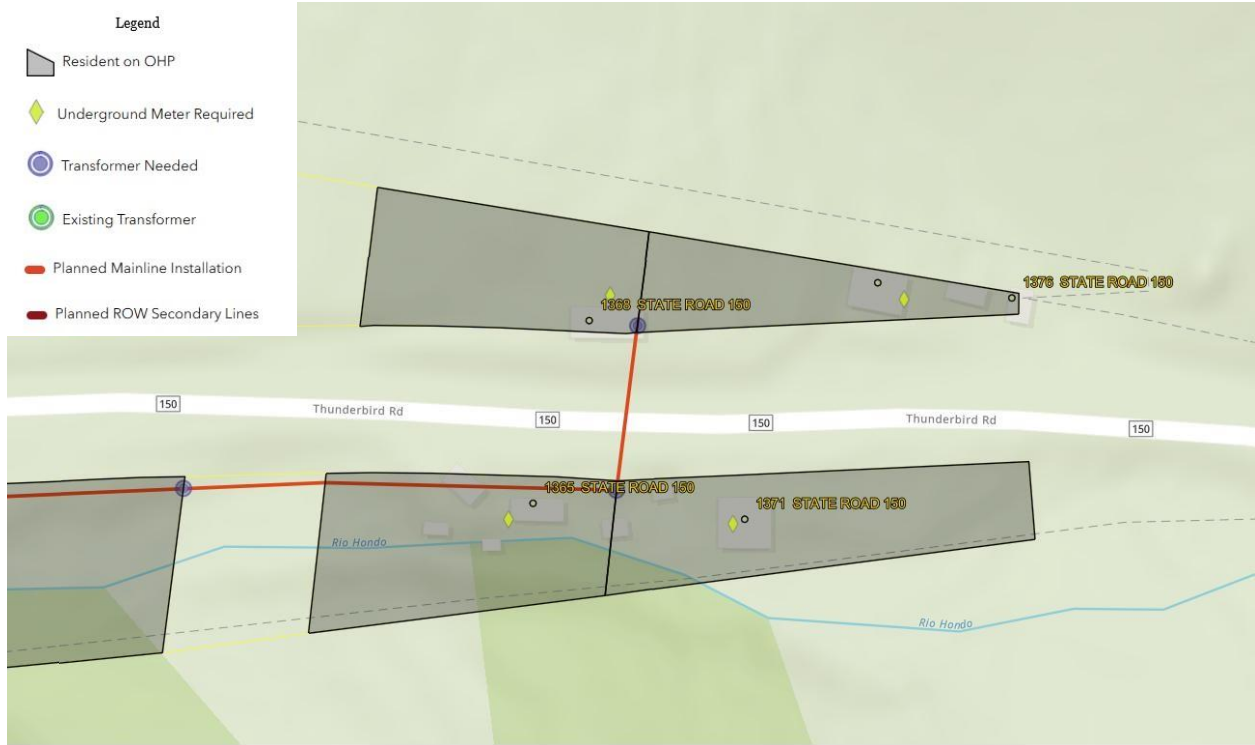
Ocean Boulevard Houses



Amizette East Area



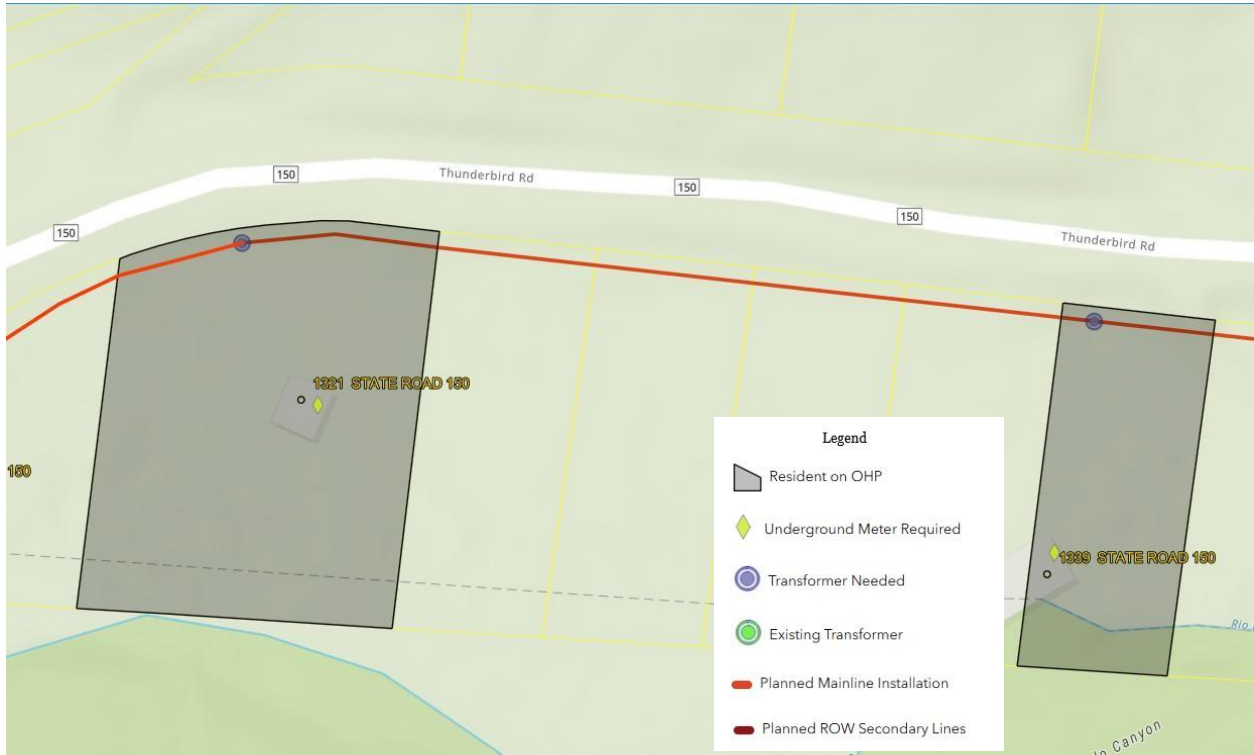
Amizette East Crossing



Amizette East Middle Section



Amizette East



Amizette East



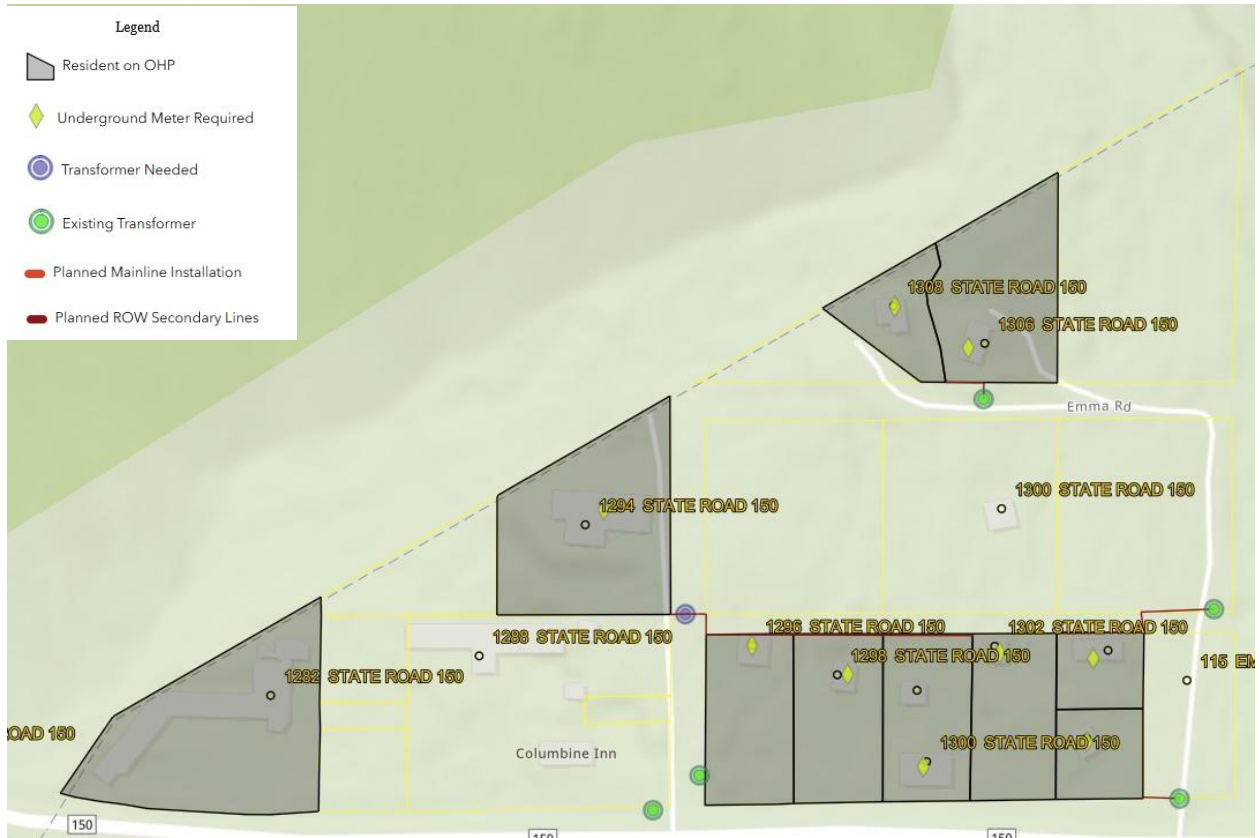
Amizette West



Amizette Southwest



Amizette North



Amizette North Close Up



8. Definition of Done

All electrical consumers within the Village of Taos Ski Valley have converted to underground electricity and all overhead electric lines within the Village have been deenergized.

9. Scope Control Process

The Village Project Manager shall control scope utilizing the scope described in this document. Any changes to scope must be approved and recorded by the Village Project Manager. The project sponsor should be informed of all scope changes and in the case of scope changes that affect cost and schedule the Project Sponsor approval will be needed before implementation. All changes to scope shall be subject to the change control processes described in this document.

10. Scope Change Register

| Scope Change Register | | | | |
|-----------------------|------|----------------------------------|----------|--------------------------|
| Change | Date | Approved By Change Control Board | Decision | Control Systems Effected |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. Cost Management Plan

Cost will be managed by the Project Manager in conjunction with the Project Sponsor. Changes to cost must be approved by the Project Sponsor. The project manager will be responsible for cost management and control. Cost decision can only be made by the Project Manager if the Project Sponsor, Procurement Officer, and Finance Director approve. The project manager shall be responsible for controlling and managing costs but has no direct authority over cost change.

Units of Measure

This project has 2 primary costs, labor and materials. Within materials there are 3 main units of measurement, electrical meters, electrical secondary conduit, and electrical primary conduit. Labor shall be described as 1 major unit of measurement, labor for mainline installation. All labor for meters and electrical secondary conduits shall be included in their unit of measurement.

Level of Precision

Cost estimates shall be based on a parametric estimate. Therefore, the estimates precision relies on the parameter's applicability to the project. As time passes the estimate will need to be updated due to the change in material and labor costs. Inflation also needs to be accounted for.

Level of Accuracy

As a parametric estimate these projects cost estimate has some level of uncertainty. The estimate has been given a variability of +15% to -5%. This variability was calculated based on the difference in labor and material cost quoted by different contractors.

Control Thresholds

Any individual property requiring more than 50,000 dollars in time and materials shall be reviewed for viability. Additionally, any increase in price from what is quoted will cross control thresholds.

Cost Estimating Approach

The estimate for this project as previously stated is a parametric estimate based off quotes provided to the Village by Anchorbuilt Inc.

As such these parametric estimates shall be used as the cost baseline.

Cost per meter: 6000 dollars

Cost per linear foot secondary line installation: 139 dollars

Cost per liner foot primary line installation: 113

12. Cost Estimate

| Underground Cost Estimating Table | |
|-----------------------------------|------|
| Meters Needed | 42 |
| Cost per Meter | 6000 |

| | |
|--|--------|
| Total Meter cost | 252000 |
| Secondary line trenching (ft) | 793 |
| Cost per foot secondary trenching | 139 |
| Total secondary trenching cost | 110227 |
| Mainline trenching (ft) | 3900 |
| Cost per foot mainline trenching | 113 |
| Total mainline trenching cost | 440700 |
| Cost per foot mainline conduit | 18 |
| Cost for Mainline conduit | 70200 |
| | |
| Total Estimated cost to convert to UGP | 873150 |

The total cost estimate for the project is 873150 dollars as of October 2025.

Rules of Performance Measurement

Performance can best be measured as actual cost to convert over distance of overhead line deenergized compared against planned cost to convert over distance of overhead line deenergized.

Reporting Formats

Reporting on the financial status of the project shall be provided through the project manager to all associated stakeholders including the Project Sponsor.

13. Schedule Management Plan

Schedule will be managed by the Project Manager in conjunction with the Project Sponsor. Changes to schedule may be initiated and overseen by the Project Manager with approval from the Project Sponsor. The project manager will be responsible for schedule management and control. Schedule decisions that do not affect the financial cost of the project may be carried out by the Project Manager as long as the Project Sponsor is informed of any changes.

14. Defining Project Activities

Project Activities are constrained by 2 key factors. Construction season and Budget. All construction will take place during the construction season Mid-April – October 31st. This project is funded by a utility fund that gains accessible funds at the beginning of each fiscal

year. As such both scope and schedule of each construction season must be planned for and executed in accordance with the funds available for each construction season and the projected funds available for future construction seasons. Project activities are therefore defined based on location to reduce risks involved with mobilization and schedule constraints. Each project activity module is designed to be executable in one construction season. Depending on the availability of resources and budget these activities can be completed in parallel. This applies to all activities with exception of secondary lines requiring the prior installation of primary lines. An example of this would be the Bull of the Woods Primary Installation and Bull of the Woods Secondary Installation. Primary line must first be installed in order for secondary line to be installed.

| Project Activities |
|----------------------------------|
| Chipmunk Secondary |
| Bull of the Woods Primary |
| Bull of the Woods Secondary |
| Upper Twining Secondary |
| Zaps Secondary |
| Big Horn Secondary |
| Ocean Boulevard |
| Amizette North Secondary |
| Amizette South-West Secondary |
| Amizette South-East Primary |
| Amizette South-East Secondary |
| Amizette-Northeast- Secondary |
| Twining Secondary |

Sequencing Activities

Sequencing of activities shall be based on stakeholder feedback, project manager discretion, and the risk analysis of overhead electrical lines. Areas that pose the greatest fire risk and have the greatest potential to drop the largest amount of overhead electrical lines shall be prioritized. Additionally, sequencing shall be dependent on available resources and funds for that construction season.

| Project Activity Priority Table | | | |
|---------------------------------|-------------------------------|-------------------|--|
| Priority | Project Activity | Fire Risk Current | Priority Justification |
| 1 | Ocean Boulevard | High | Largest linear footage of de-energization |
| 2 | Bull of the Woods Primary | High | Second largest linear footage of deenergization |
| 3 | Bull of the Woods Secondary | High | Remote location, high fire risk |
| 4 | Upper Twining Secondary | High | Second most remote location, high fire risk |
| 5 | Chipmunk Secondary | High | Third, most remote location, high fire risk |
| 6 | Amizette North Secondary | Medium | High to Medium Fire risk |
| 7 | Amizette South-West Secondary | Medium | High seasonal winds increase fire risk |
| 9 | Twining Secondary | Low | Large linear footage of de-energization per \$ spent |
| 10 | Amizette South-East Primary | Low | Low risk but still receives seasonal winds |
| 11 | Amizette South-East Secondary | Low | larger linear footage of de-energization |
| 12 | Amizette-North EastSecondary | Low | smaller linear footage of de-energization |

Estimating Resources and Duration

| Project Resource and Duration Table | | | |
|-------------------------------------|----------|--------------------|--------------------|
| Project Activity | Priority | Resources Required | Estimated Duration |
| Ocean Boulevard | 1 | 0 | 1 Month |
| Bull of the Woods Primary | 2 | \$170,300 | 3 Month |
| Bull of the Woods Secondary | 3 | \$18,000 | 2 Month |
| Upper Twining Secondary | 4 | \$60,000 | 1 Month |
| Chipmunk Secondary | 5 | \$72,000 | 2 Month |
| Amizette North Secondary | 6 | \$86,000 | 3 Month |

| | | | |
|-------------------------------|----|-----------|----------|
| Amizette South-West Secondary | 7 | \$18,000 | 1 Month |
| Twining Secondary | 9 | \$10,000 | 1 Month |
| Amizette South-East Primary | 10 | \$340,600 | 4 Month |
| Amizette South-East Secondary | 11 | \$42,000 | 2 Months |
| Amizette-North East-Secondary | 12 | \$12,000 | 1 Month |

15. Project Schedule

| Project Schedule Table | | | | | | | | | | | | | | | | |
|---|-----------------|----------|---------|---------|---------|-----------|---------|----------|---------|---------|---------|---------|---------|---------|-----------|----------|
| Construction Season | priority number | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2037 | 2038 | 2039 |
| Total Project Funding Schedule Estimate | | 150,000 | 200,000 | 250,000 | 300,000 | 350,000 | 400,000 | 450,000 | 500,000 | 550,000 | 600,000 | 650,000 | 700,000 | 750,000 | 800,000 | 850,000 |
| | 4 | \$60,000 | | | | | | | | | | | | | | |
| | 5 | \$72,000 | | | | | | | | | | | | | | |
| | 6 | | | | | | | \$86,000 | | | | | | | | |
| | 7 | \$18,000 | | | | | | | | | | | | | | |
| | 9 | | | | | | | \$10,000 | | | | | | | | |
| | 2 | | | | | \$170,300 | | | | | | | | | | |
| | 3 | | | | | \$18,000 | | | | | | | | | | |
| | 10 | | | | | | | | | | | | | | \$340,600 | |
| | 11 | | | | | | | | | | | | | | | \$42,000 |
| | 12 | | | | | | | | | | | | | | | \$12,000 |
| Funding Estimate - Work Completed | | 0 | 50,000 | 100,000 | 150,000 | 11,700 | 61,700 | 15,700 | 65,700 | 115,700 | 165,700 | 215,700 | 265,700 | 315,700 | 25,100 | 21,100 |

Due to the incremental nature of project funding this project cannot be completed before 2039 as the project activities cannot be fully funded until 2039 unless funding is changed.

Therefore, the main component to consider regarding schedule is priority and financial capability to fulfill the schedule scope of work for that year. This schedule was designed with those factors in mind. The schedule front loads high priority items and inexpensive low priority items. This allows for a large completion of work at the start of the project and incremental progress throughout the middle of the project. Finally, due to the size of the Amizette Southwest project, that section is reserved lastly due to the high cost of installing primary in that area.

Recommended Schedule Priority

This recommendation is based on the progress achieved during the 2025 construction season. The highpriority areas identified for the 2026 construction season include the installation of meters in the Amizette Southwest area, the installation of meters in the Upper Twining area, and the installation of conduit and meters in the Chipmunk area. These activities represent the lowest cost per linear foot of deenergized overhead electrical lines among all remaining project components. In essence, significant progress has already been made in these areas, and only limited additional work is required to fully deenergize the existing overhead power lines.

For the 2026 season the Project Manager is recommended to start planning the procurement and installation of meters for the Southwest Amizette area. This additionally includes the coordination of transformer installation and the notice to residents that Ordinance 2024-51 has come into effect as well as the coordination of efforts with residents to complete their section of the work.

The next step is the procurement and installation of underground meters in the Upper Twining area including the coordination with residents on the effect of Ordinance 2024-51 and their options for completing their section of the work.

For the Chipmunk project component, the project manager shall need to coordinate trenching and the installation of conduit along the ROW. The Project Manager will additionally need to coordinate the installation of underground meters and coordinate with residents on their conversions.

After these areas have been completed, the next recommended area to focus on is the Bull of the Woods area. This section poses very high fire risk due to the overhead lines that travel up the mine slide.

For the Bull of the Woods conversion the Project Manager will need to oversee mainline installation, meter installation, the conversion of residences, and the compliance with Village ordinance.

After Bull of the Woods, it is recommended that the remaining houses on Twining and the North side of Amizette are converted. This leaves the last section, Amizette Southeast as the final project component to be completed.

Communications management plan

Communications will be managed by the Project Manager in conjunction with the Project Sponsor.

Communication with Stakeholders will be initiated, executed and controlled by the Project Manager. The Project Sponsor will be responsible for being the main communication point for the Village Council. All questions from stakeholders should be directed at the project manager.

One of the main focuses of communication in this project is communication and coordination between the project manager and the residents. This is mainly in regard to when Ordinance 2024-51 comes into effect. The project manager also manages residents' communication in regard to work done on their property, near their property, contractors they could use for their portion of the work, and coordination of that work in conjuncture with the Village's side of the project.

16. Risk Management Plan

Risks will be managed by the Project Manager in conjunction with the Project Sponsor. Risks that pose any financial threat to the project must be escalated to the Project Sponsor. Depending on the financial and scope exposure of the risk, responses may need to be escalated to the sponsor.

17. Risk Register

| Risk | Likelihood | Impact | Mitigation Strategy |
|-------------------------------|-------------------|---------------|---|
| Permit delays | Medium | High | Early coordination with NMED |
| Supply chain issues | Medium | Medium | Pre-purchase critical equipment |
| Weather delays | High | Medium | Schedule buffer |
| Contractor procurement lapses | Medium | High | Readiness to rebid the project |
| Lack of contractors | High | High | Procurement schedule buffer |
| Rock excavation difficulties | High | Medium | Working in the ROW where boulders are less likely |
| Slope instability or erosion | Medium | Medium | Employ erosion control measures |
| Flooding or runoff events | High | Medium | Employ erosion and runoff control measures |

| Risk | Likelihood | Impact | Mitigation Strategy |
|------------------------------|-------------------|---------------|---|
| Frozen or saturated ground | Medium | Medium | Finishing the project within the designated schedule |
| Environmental non-compliance | Low | High | Compliance with drainage and NMED construction requirements |
| Vegetation disturbance | Medium | Low | Replacement of damaged vegetation on private property |

| | | | |
|---|-------------------|---------------|--|
| Limited seasonal window | High | High | Schedule control and compliance |
| Weather-related delays | High | Medium | Schedule control |
| Access limitations | High | Medium | Planning and Easements |
| Utility conflicts | High | Medium | Planning utilities with a distance buffer from known utilities |
| Material shortages or long lead times | Medium | Medium | Planning for each construction season during the winter |
| Cost overruns | Medium | High | Using estimate contracts and scope, cost control strategies |
| Inflation or supply chain volatility | Medium | Medium | |
| Easement acquisition delays | High | High | |
| Funding shortfalls | Low | High | |
| Voltage drop or load capacity issues | Low | High | |
| Improper grounding or insulation | Low | High | |
| Limited space for equipment pads and vaults | Medium | Medium | |
| Resident non-compliance with the underground conversion ordinance | High | Low | |
| Coordination conflicts between the Village, utility provider, and private property owners | High | High | |
| Permit or inspection delays | Medium | Medium | |
| Public perception | Medium | High | |
| Damage during future excavation | High | High | |
| Risk | Likelihood | Impact | Mitigation Strategy |

| | | | |
|---|--------|--------|--|
| Drainage interactions | Medium | Medium | |
| Future system expansion | Medium | High | |
| Post-construction restoration failures | Medium | High | |
| Trenching and excavation hazards | High | High | |
| Traffic control challenges on narrow roads | High | High | |
| Electrical hazards during tie-ins or conversion | Medium | Medium | |
| Utility Provider Delays | High | High | |

18. Procurement Management Plan

Procurement will be managed by the Village Procurement Officer and the Village Finance Director. The project manager has the capacity to initiate procurement, manage bids documents, and fulfill the general labor of procurement but has no authority to approve procurements. All procurement matters must be approved by the Village Procurement Officer

Stakeholder Register

| Stakeholder | Role | Interest / Influence |
|---------------------------------|------------------|----------------------|
| Village Council | Sponsor | High |
| Village Administrator | Sponsor | High |
| Kit Carson Electric Cooperative | Utility Provider | High |
| Contractor | Implementation | Medium |
| NMED | Regulator | High |

| | | |
|-----------------------------|-------------------|--------|
| Residents | Beneficiaries | Medium |
| Village Procurement Officer | Procurer | High |
| U.S. Forest Service | Regulator | High |
| Taos Ski Valley Inc. | Major Beneficiary | Medium |

19. Stakeholder Engagement Plan

The Project Manager will keep the Project Sponsor Engaged through regular meetings and updates on the project status. As such the Project Sponsor can escalate this information to the Village Council. The same applies to the Village Procurement Officer. Contractors and KCEC, as part of the project team, will be kept informed through the Project Manager and through regular meetings on the status of the project. NMED will be contacted as needed by the Project Manager if the project triggers any control point for NMED’s inclusion. Resident’s engagement will be managed by the Project Manager. The Project Manager will contact residents as needed depending on the scope of the project work for that iteration. Residents will also be informed through monthly updates at the Village Public Safety meeting. The Forest Service shall be informed of any work that will take place near the national forest and will be consulted for approval on any plans to do work in the forest. Taos Ski Valley Incorporated shall be informed in the same manner as any resident

20. Work Completed to Date

In this section all work done during the 2024 and 2025 construction seasons shall be detailed.

| Underground Conversion Work Completed | | | | | |
|---------------------------------------|--------------------|---|----------------|-----------|----------------|
| Project | Contractor | Scope of Work | Trench footage | Cost | Year Completed |
| 11 Zaps | Phoenix Mechanical | Trench Across Right of way with cutoff | 50 | 16050.83 | 2024 |
| 27 Zaps | Phoenix Mechanical | Trench Across Right of way with cutoff | 30 | 10560.72 | 2024 |
| 23 Zaps | Phoenix Mechanical | Trench Across Right of way with cutoff | 130 | 42635.47 | 2024 |
| 6 Big Horn | Phoenix Mechanical | Trench Across Right of way with cutoff | 60 | 22373.89 | 2025 |
| 3 Big Horn | Phoenix Mechanical | Trench Across Right of way with cutoff | 20 | 13943.15 | 2025 |
| Amizette South West Primary | Anchorbuilt | Installation of primary electrical line along private property | 1400 | 147970.96 | 2025 |
| Big Horn Meter Station | Anchorbuilt | Meter Station Hookup to transformer | 10 | 5941.22 | 2025 |
| Upper Twining Secondary | Anchorbuilt | Install conduit across right of way for (109,113,121, and 124 Twining Road) | 340 | 49700.32 | 2025 |
| 8 and 9 Coyote Lane | Anchorbuilt | Trench Across Right of way with cutoff and meter | 90 | 28668.08 | 2025 |

21. Documentation Upkeep and Recommendations

This document is designed as an outline for future work on this project. As such, this document should be regularly updated as the project progresses. This includes updates to the

risk register, stakeholder register, cost estimates, schedule estimates, funding estimates, activity priority, and performance metrics.

Recommendations

Due to the incremental nature of funding for this project, from a public relations standpoint, there are two recommended strategies. The first is the continuous conversion of houses every year. This would require the Village project manager to take on an annual scope around 50,000 dollars in cost. The benefit of this strategy is the incremental reduction in fire risk by converting a few residences every year. This strategy would provide stakeholders with tangible incremental progress.

The second is the intermittent use of construction funds every few years. This would allow for larger projects to be taken on and for a lower total cost due to the high price of initiating and closing construction each year. By initiating this strategy, the Village would finish the project faster and with lower cost. This strategies' downside is possible frustration from stakeholders for a perceived lack of progress and in the short term, lack of reduction in fire risk. Regardless of strategy with the current funding system this project is estimated to take 14 years to complete.