



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Agenda - Final County Council - Regular Session

*David Izraelevitz, Council Chair; Christine Chandler, Council  
Vice-Chair, Antonio Maggiore, Susan O'Leary, Morris Pongratz,  
Rick Reiss, and Pete Sheehey, Councilors*

---

Tuesday, July 10, 2018

6:00 PM

Council Chambers - 1000 Central Avenue  
**TELEvised**

---

1. **OPENING/ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **STATEMENT REGARDING CLOSED SESSION**

July 10, 2018 Closed Session Motion

4. **PUBLIC COMMENT**

5. **APPROVAL OF AGENDA**

6. **PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

- A. [10892-18](#) Proclamation declaring July 11-15, 2018 as "Los Alamos ScienceFest" and Saturday, July 14, 2018 as "Discovery Day" in Los Alamos County (accepted by Ryn Herrmann, LACDC, and Lauren McDaniel, Main Street Association)

**Presenters:** County Council - Regular Session

7. **PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA**

8. **CONSENT AGENDA**

July 10, 2018 Consent Motion:

**Consent Motion -**

- A. [AGR0550-18](#) Award of Bid No. 19-03 in the Amount of \$768,853 plus Applicable Gross Receipts Tax to Kha'P'o Construction Services for the Fire Station 3 Bunkroom and Roof Improvements Project and Establish a Project Budget in the Amount of \$904,000 and Approval of Related Budget Revision 2019-02.

**Presenters:** Philo Shelton, Public Works Director

**Attachments:** [A - Project Budget Spreadsheet](#)  
[B - Budget Revision 2019-02 Fire Station 3](#)

- B. [RE0375-18](#) Incorporated County Of Los Alamos Resolution No. 18-11; A Resolution Establishing Minimum Standards Of Reasonable Notice To The Public For All Meetings Of The Council, The County Indigent Hospital And County Health Care Board And Of All County Boards, Commissions And Policymaking Bodies.

**Presenters:** County Council - Regular Session

**Attachments:** [A - Publication Notice for Resolution 18-11](#)  
[B - Incorporated County of Los Alamos Resolution 18-11](#)

- C. [10795-18](#) Consideration of Year End Budget Revisions

**Presenters:** Karen Kendall, Budget and Performance Manager and Helen Perraglio, Chief Financial Officer

**Attachments:** [A - Budget Revision 2018-17 Year End Revisions](#)

## 9. COUNCIL BUSINESS

### A. *Appointments*

- 1) [10901-18](#) Board/Commission Appointments - Art in Public Places Board .

**Presenters:** County Council - Regular Session

**Attachments:** [A - APPB Board Member List](#)  
[B - Father Theophan Mackey Application Packet](#)  
[C - Jennifer Baker Application Packet](#)

### B. *Board, Commission and Committee Liaison Reports*

### C. *County Manager's Report*

### D. *Council Chair Report*

### E. *General Council Business*

- 1) [10952-18](#) Discussion of Potential Alteration of County Boundaries with Santa Fe County

**Presenters:** Harry Burgess, County Manager

**Attachments:**    [A - Map showing parcels under consideration](#)  
[B - Annexation Statutes](#)

***F.      Approval of Councilor Expenses***

***G.      Preview of Upcoming Agenda Items***

**10.     COUNCILOR COMMENTS**

**11.     PUBLIC COMMENT**

**12.     ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 663-1750 if a summary or other type of accessible format is needed.



# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

Agenda No.:

Index (Council Goals):

Presenters:

### Title

July 10, 2018 Closed Session Motion

### Recommended Action

I move that Council approve the following statement for inclusion in the minutes:

**"The matters discussed in the closed session held on July 10, 2018 that began at 5:00 p.m. were limited only to those topics specified in the notice of the closed session, and no action was taken on any matter in that closed session."**

This motion is fairly characterized as procedural, therefore only a hand vote is required rather than a full roll call vote.





# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** A.

**Index (Council Goals):** \* 2018 Council Goal – Economic Vitality – Build the Local Tourism Economy

**Presenters:** County Council - Regular Session

**Legislative File:** 10892-18

---

### Title

Proclamation declaring July 11-15, 2018 as "Los Alamos ScienceFest" and Saturday, July 14, 2018 as "Discovery Day" in Los Alamos County (accepted by Ryn Herrmann, LACDC, and Lauren McDaniel, Main Street Association)

### Body

**WHEREAS:** Eleven years ago, the County Council voiced their desire to establish a signature tourism event that would set Los Alamos apart from any other place in the nation, as well as providing a wonderful venue for the community to gather downtown; and

**WHEREAS:** ScienceFest is a shining example of collaboration and strategic planning with community partners, organizations and local businesses; it will be held July 11-15, during peak tourism season; and

**WHEREAS:** ScienceFest provides an opportunity for the community to take pride in its scientific heritage, to celebrate the County's unique relationship between science and creativity, discover new and exciting elements of science, and to inspire future generations to explore science, technology, engineering and math (STEM) fields; and

**WHEREAS:** The Council is enthusiastic in endorsing ScienceFest, and hopes to see the annual event continue and grow, with creative, interactive, educational and artistic experiences available for every age group;

**NOW, THEREFORE,** on behalf of the Council of the Incorporated County of Los Alamos, I do hereby proclaim July 11-15, 2018 as

**“LOS ALAMOS SCIENCEFEST WEEKEND”**

And **FURTHERMORE,** I do hereby proclaim Saturday, July 14, 2018 as

**“DISCOVERY DAY”**

in Los Alamos County, and encourage our citizens to invite friends to this wonderful event!



# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

Agenda No.:

Index (Council Goals):

Presenters:

### Title

July 10, 2018 Consent Motion:

#### **Recommended Action**

I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,

I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended be included for the record.



# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** A.

**Index (Council Goals):** \* 2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting

**Presenters:** Philo Shelton, Public Works Director

**Legislative File:** AGR0550-18

---

### Title

Award of Bid No. 19-03 in the Amount of \$768,853 plus Applicable Gross Receipts Tax to Kha'P'o Construction Services for the Fire Station 3 Bunkroom and Roof Improvements Project and Establish a Project Budget in the Amount of \$904,000 and Approval of Related Budget Revision 2019-02.

### Recommended Action

**I move that Council Award of Bid No. 19-03 in the Amount of \$768,853 plus Applicable Gross Receipts Tax to Kha'P'o Construction Services for the Fire Station 3 Bunkroom and Roof Improvements Project and Establish a Project Budget in the Amount of \$904,000 and Approve Related Budget Revision 2019-02.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

### Body

On June 10, 2018, the County advertised a formal competitive solicitation for project construction through Invitation to Bid No. 19-03. Three responses were received on June 28, 2018, and the evaluation committee is recommending award to Kha'P'o Construction Services, the lowest responsive bidder.

Fire Station 3 was opened in 2008 and was constructed with an overhead air conditioning and radiant floor heating system. Over time, fire department staff have noted that these separate systems compete with each other and do not maintain adequate comfort levels, particularly in the Spring and Fall seasons during large temperature swings. Additionally, the existing exterior bunkroom block walls are not insulated and windows are inoperable for fresh air. Temporary heaters are used in the winter and fans in the summer, providing minimal relief. Portions of the roof over the bunkroom and other living areas have failed. Roof repairs were performed in late 2016 as a temporary measure until full replacement could occur.

Working with an architect and their engineer, the following solutions were recommended and designed to address the aforementioned issues:

1. Retire the radiant floor heating system, modify the HVAC system to provide both heating and cooling to the bunkroom area, and install thermostats in each bunkroom for independent control. This will allow each individual bunkroom occupant to independently

---

control the temperature of their respective bunkroom.

2. Installation of an Exterior Insulation Finish System (EIFS). This is an insulated wall system with a stucco-like finish applied to the exterior walls which will seal and insulate the bunkroom walls from the outside. This solution is less costly and less disruptive than an interior option.
3. Replacement of the bunkroom windows with operable windows.
4. Replacement of the roof material with a Thermoplastic Polyolefin (TPO) roof system (80 mil thick) over the living areas. This work also involves removal of the equipment screen and replacing with a railing system; additional gutters and downspouts; and addition of low voltage heating loops on the metal roof and gutters to prevent icing and help extend roof life. Temporary removal of the Rooftop Units (RTU's) is required to accommodate this work.

An 8.5% contingency is included in the project budget amount to cover unforeseen conditions.

#### **Alternatives**

Council could choose not to award this bid and direct staff to re-advertise, modify the scope, postpone or cancel the project altogether. However, the heating/cooling of the bunkrooms will not improve and roof leaks may continue.

#### **Fiscal and Staff Impact/Planned Item**

The requested budget for the project is \$904,000. See Project Budget Spreadsheet (Attachment A) and Budget Revision Form (Attachment B) for additional details. Any unexpended Fire Marshal Distribution funds will remain in that fund for use by the Fire Department.

#### **Attachments**

A - Project Budget Spreadsheet

B - Budget Revision 2019-02 Fire Station 3

PROJECT BUDGET SPREADSHEET	
IFB NO. 19-03 - FIRE STATION 3 BUNKROOM & ROOF IMPROVEMENTS	
Budget	Amount
Major Facilities Maintenance (MFM) - FY19	\$ 500,000.00
Fire Marshal Distribution Fund - FY19	\$ 350,000.00
Budget Revision	
Central Avenue Improvements - Residual Budget	\$ 54,000.00
<b>Total Budget</b>	<b>\$ 904,000.00</b>
Construction Expenses	Amount
Base Bid - Kha'P'o Construction Services	\$ 768,853.00
NMGRT 7.3125%	\$ 56,222.38
<b>Total Bid w/Tax</b>	<b>\$ 825,075.38</b>
Contingency	\$ 69,884.62
Arts in Public Places (1%)	\$ 9,040.00
<b>Total Expenses</b>	<b>\$ 904,000.00</b>
<b>TOTAL BUDGET REQUEST</b>	<b>\$ 904,000.00</b>

## Budget Revision 2019-02 Fire Station 3

Council Meeting Date: July 10, 2018

	Fund/Dept	Munis Org	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	General Fund - Major Facilities Maintenance	01172410 8369		\$ 54,000	\$ 54,000	
1	CIP - Public Works Central Ave Improvements	CP5007 8369		\$ (54,000)	\$ (54,000)	\$ -

**Description:** The purpose of this budget revision is to transfer remaining budget authority from CIP Central Avenue Improvements to the Fire Station 3 bunkroom and roof improvements. Note: Major Facilities Maintenance (General Fund) is funding \$500,000 and the Fire Marshal Fund is funding \$350,000 of this project for a total budget of \$904,000.

**Fiscal Impact:** The net fiscal impact to the General Fund is an increase to expenditures and an increase of transfers in of \$54,000. The net fiscal impact to the CIP Fund is a decrease of expenditures and an increase to transfers out of \$54,000.



# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** B.

**Index (Council Goals):** \* 2018 Council Goal – Quality Governance - Communication – Create a Communication Process That Provides Measureable Improvements in Citizen Trust in Government

**Presenters:** County Council - Regular Session

**Legislative File:** RE0375-18

---

### Title

Incorporated County Of Los Alamos Resolution No. 18-11; A Resolution Establishing Minimum Standards Of Reasonable Notice To The Public For All Meetings Of The Council, The County Indigent Hospital And County Health Care Board And Of All County Boards, Commissions And Policymaking Bodies.

### Recommended Action

**I move that Council adopt Incorporated County Of Los Alamos Resolution No. 18-11; A Resolution Establishing Minimum Standards Of Reasonable Notice To The Public For All Meetings Of The Council, The County Indigent Hospital And County Health Care Board And Of All County Boards, Commissions And Policymaking Bodies.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

### Body

By statute, the Council must determine, at least annually, in a public meeting what notice for a public meeting is reasonable when applied to that body (Section 10-15-1D, NMSA 1978). This Resolution updates the named County Boards, Commissions and Policymaking Bodies to include the newly formed Community Development Advisory Board. This resolution also updates the list with the Historic Preservation Advisory Board.

Although not required by the Open Meetings Act, this Resolution also complies with requirements of the Americans with Disabilities Act. Specifically, this Resolution requires that information helpful to individuals with disabilities be included in the notice of public meetings.

### Alternatives

Adoption of a resolution regarding open meeting provisions is required by state statute, however Council could choose to alter the time/place of meetings, the specific dates indicated on the calendar, extend the time required for providing notice prior to a meeting, or make other similar modifications as long as they do not violate the statutory requirements for open meetings.

### Fiscal and Staff Impact/Planned Item

The posting of notices for public meetings is a routine duty of County staff.

### Attachments

A - Publication Notice for Resolution 18-11

B - Incorporated County of Los Alamos Resolution 18-11

**NOTICE OF RESOLUTION NO. 18-11**

**STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Resolution No. 18-11. This will be considered by the County Council at an open meeting on Tuesday, July 10, 2018 at 6:00 p.m., at the Los Alamos County Municipal Building: 1000 Central Avenue, Los Alamos, New Mexico 87544. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240.

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 18-11**

**A RESOLUTION TO ADD THE COMMUNITY DEVELOPMENT ADVISORY BOARD TO THE MINIMUM STANDARDS AND REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, THE COUNTY INDIGENT HOSPITAL AND COUNTY HEALTHCARE BOARD, AND OF ALL STANDING COUNTY BOARDS, COMMISSIONS AND POLICYMAKING BOARDS**

Council of the Incorporated County of Los Alamos

By: /s/ David Izraelevitz, Council Chair

Attest: /s/Naomi D. Maestas, County Clerk



**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 18-11**

**A RESOLUTION TO ADD THE COMMUNITY DEVELOPMENT ADVISORY BOARD TO THE MINIMUM STANDARDS AND REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, THE COUNTY INDIGENT HOSPITAL AND COUNTY HEALTHCARE BOARD, AND OF ALL STANDING COUNTY BOARDS, COMMISSIONS AND POLICYMAKING BOARDS**

**WHEREAS**, the County Council, at its regular meeting held on May 15, 2018, adopted Code Ordinance 02-285, which became effective on June 23, 2018; amending Chapter 8 of the Code of Ordinances of Los Alamos County to add an Article XV to create the Community Development Advisory Board; and

**WHEREAS**, the County Council wishes to establish minimum standards of reasonable notice to the public for meetings of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, and all standing County boards, commissions and policymaking bodies listed in Schedule "A;" and

**WHEREAS**, the democratic ideal is best served by a well-informed public, and sunshine laws generally require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public; and

**WHEREAS**, the Open Meetings Act states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times [Section 10-15-1B NMSA 1978]; and

**WHEREAS**, when it is difficult or impossible for a member to attend a meeting in person, the member may participate by means of a conference telephone or similar communications equipment [Section 10-15-1C NMSA 1978]; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public [Section 10-15-1D NMSA 1978]; and

**WHEREAS**, the Open Meetings Act requires the Council of the Incorporated County of Los Alamos to determine annually what constitutes reasonable notice of its public meetings and those of all County boards, commissions and policymaking bodies [Section 10-15-1D NMSA 1978]; and

**WHEREAS**, the Council wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Council and for all public meetings of all County boards, commissions and policymaking bodies for the year 2018 and until a new resolution concerning public meetings is adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Incorporated County of Los Alamos that:

1. All meetings of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, shall be held at the time and place indicated in the meeting notice. All meetings of the Council shall be held on the dates specified in the schedule attached to this Resolution as Schedule "B" unless notice is otherwise provided seventy-two (72) hours in advance of the meeting date. An agenda for all regular meetings of the Council shall be available at least seventy-two (72) hours prior to the meeting from personnel in the Office of the County Manager. All agendas shall be posted on the County's web site provided the web site is operational during the period seventy-two (72) hours prior to the meeting.

2. Notice of regular meetings of all County boards, commissions and policymaking bodies listed on Schedule "A" shall be given no less than ten (10) days in advance of the meeting date. The notice may include an agenda for the meeting or indicate how a copy of the agenda may be obtained. An agenda shall be available at least seventy-two (72) hours prior to the meeting. All meetings of each standing County board, commission or policymaking body, and any committee or subcommittee of such body charged with making a policy recommendation, shall be held at the time and at the place indicated in the meeting notice. Each County board, commission and policymaking body may adopt a schedule of its regular meetings for the present calendar year or the balance thereof. Such schedule shall contain the date, time, and place of each regular meeting. For purposes of paragraph 5 of this Resolution, notice of all regular meetings contained in such schedule is met if a copy of the schedule is posted and provided to the media as provided for in paragraph 5 of this Resolution; provided, however, that every County board, commission or policymaking body must still post and provide to the media a copy of the agenda prior to each regularly scheduled meeting as required under this Resolution. All agendas shall be posted on the County's web site provided the web site is operational during the period seventy-two (72) hours prior to the meeting.

3. Special meetings may be called by the Chair or a majority of the members of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body listed in Schedule "A," upon seventy-two (72) hours' notice. The notice shall include an agenda for the meeting or information to indicate how a copy of the agenda may be obtained. An agenda for the meeting shall be available to the public and posted on the County's web site at least seventy-two (72) hours before any special meeting.

4. Emergency meetings may only be called under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Council, including its meetings as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed in Schedule "A" shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Council or respective County board, commission or policymaking body listed on Schedule "A," upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda, which shall be posted on the County's web site as soon as is practicable after the agenda is created.

5. For the purposes of regular meetings described in paragraphs 1 and 2 of this Resolution, notice requirements are met if notice of the date, time, and place is posted in a

conspicuous place in the vicinity of the front door of the Municipal Building located at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior of the building, as well as being posted on the County's web site. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

6. For the purposes of special meetings described in paragraph 3 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior, as well as being posted on the County's web site. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

7. For the purposes of emergency meetings described in paragraph 4 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior and posted on the County's web site as soon as is practicable. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

8. In addition to the information specified above, all notices shall include the following language:

"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the County Human Resources Department at 662-8040 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 663-1750, if a summary or other type of accessible format is needed."

9. The Council, including when meeting as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed on Schedule "A" may close a meeting to the public only if authorized by the Open Meetings Act [Section 10-15-1H NMSA 1978]:

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council, including when meeting as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body, as applicable, taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If the decision to hold a closed meeting is made when the Council, including when meeting as the County Indigent Hospital and County Health Care Board, a County board, commission or policymaking body is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Council, including when meeting as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body, in an open public meeting [Section 10-15-1H NMSA 1978].

10. Any member may participate by means of a conference telephone, video communication, or similar communications equipment when it is difficult or impossible for a member to attend a meeting in person, provided that each member participating by other means can be identified when speaking, all participants are able to hear each other at the same time and members of the public meeting attending the meeting are able to hear any member of the public body who speaks during the meeting.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of July, 2018.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

---

**David Izraelevitz, Council Chair**

**ATTEST:**

---

**Naomi D. Maestas  
Los Alamos County Clerk**

**SCHEDULE "A"**

**COUNTY BOARDS, COMMISSIONS AND POLICYMAKING BODIES**

**Art in Public Places Board  
Board of Adjustment (formerly Variance Board)  
Board of Public Utilities  
Community Development Advisory Board  
Environmental Sustainability Board  
Historic Preservation Advisory Board (formerly Fuller Lodge/Historic Districts  
Advisory Board)  
Labor Management Relations Board  
Library Board  
Lodgers' Tax Advisory Board  
Parks and Recreation Board  
Personnel Board  
Planning and Zoning Commission  
Transportation Board  
Valuation Protests Board**

## SCHEDULE "B"



## 2018 Los Alamos County Council Calendar

Regular meetings will be held in Council Chambers in the Municipal Building at 1000 Central Avenue or at Fire Station 3, 129 State Road 4 in White Rock. Tuesday meetings start at 6:00 P.M. Work Sessions are held at Fire Station No. 3, 129 State Road 4 in White Rock. Special meetings are scheduled as needed.

LOS ALAMOS

NMAC Legislative Conf.  
1/15-18  
Santa Fe

2018 State Legislative  
Session  
1/16 - Opening Day  
2/15 - Session Ends

NMML Municipal Day  
2/2 Santa Fe

Washington, DC  
CONFERENCES  
NACIO legislative  
Conference  
3/3 - 3/7  
Washington D.C.  
NLC Congressional  
City Conference  
3/11 - 3/14  
Washington D.C.

LAPS Spring Break  
3/26 - 3/30

Easter 4/1

NACIO Western  
Interstate Conf. (WIC)  
5/23 - 5/25  
Sun Valley, ID

NMAC Annual  
Conference  
6/19 - 6/22  
Somero County

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
	13	14	15	16	17	18
LA/PCS	19	20	21	22	23	24
LA	25	26	27	28	29	30
	31					

February						
S	M	T	W	T	F	S
				1	2	3
WR	4	5	6	7	8	9
LA	10	11	12	13	14	15
	16	17	18	19	20	21
LA	22	23	24	25	26	27
	28	29	30			

March						
S	M	T	W	T	F	S
				1	2	3
LA	4	5	6	7	8	9
	10	11	12	13	14	15
WR	16	17	18	19	20	21
LA	22	23	24	25	26	27
	28	29	30	31		

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
	13	14	15	16	17	18
LA	19	20	21	22	23	24
	25	26	27	28	29	30
LA	31					

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
	13	14	15	16	17	18
WR	19	20	21	22	23	24
LA	25	26	27	28	29	30
	31					

June						
S	M	T	W	T	F	S
				1	2	3
LA	4	5	6	7	8	9
	10	11	12	13	14	15
WR	16	17	18	19	20	21
LA	22	23	24	25	26	27
	28	29	30			

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
	13	14	15	16	17	18
WR	19	20	21	22	23	24
LA	25	26	27	28	29	30
	31					

August						
S	M	T	W	T	F	S
			1	2	3	4
WR	5	6	7	8	9	10
LA	11	12	13	14	15	16
	17	18	19	20	21	22
WR	23	24	25	26	27	28
LA	29	30	31			

September						
S	M	T	W	T	F	S
						1
LA	2	3	4	5	6	7
	8	9	10	11	12	13
WR	14	15	16	17	18	19
LA	20	21	22	23	24	25
	26	27	28	29	30	

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
	13	14	15	16	17	18
WR	19	20	21	22	23	24
LA	25	26	27	28	29	30
	31					

November						
S	M	T	W	T	F	S
						1
LA	2	3	4	5	6	7
	8	9	10	11	12	13
WR	14	15	16	17	18	19
LA	20	21	22	23	24	25
	26	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
LA	2	3	4	5	6	7
	8	9	10	11	12	13
WR	14	15	16	17	18	19
LA	20	21	22	23	24	25
	26	27	28	29	30	31

NACIO Annual Conf.  
7/13 - 7/16  
Nashville, TN

January 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
	13	14	15	16	17	18
WR	19	20	21	22	23	24
LA	25	26	27	28	29	30
	31					

NMML Annual Conf.  
8/29-31  
Roswell

**DRAFT**

- Council Regular Meeting
- Council Work Session
- Holidays
- Budget Hearings
- Strategic Planning
- B&C Luncheons

General Election Day  
LA/Veteran's Day  
Thanksgiving and day after

NLC City Summit  
11/7 - 11/10  
Los Angeles, CA

**DRAFT**

Primary Election Day



# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** C.

**Index (Council Goals):**

**Presenters:** Karen Kendall, Budget and Performance Manager and Helen Perraglio, Chief Financial Officer

**Legislative File:** 10795-18

---

### **Title**

Consideration of Year End Budget Revisions

### **Recommended Action**

**I move that Council approve Budget Revision 2018-17 as summarized on attachment A and that the attachment be made a part of the minutes of this meeting.**

### **County Manager's Recommendation**

The County Manager recommends that Council approve the budget revisions as requested.

### **Body**

A summary of the budget revisions and specific details relating to the item are in Attachment A.

### **Alternatives**

Council could choose not to approve one or more of the attached revisions. The impact would be that an individual elected official or department would be over budget in the Comprehensive Annual Financial Report, although the General Fund would not be over budget in total.

### **Fiscal and Staff Impact/Planned Item**

Fiscal and staff impact is described in the attachment.

### **Attachments**

A - Budget Revision 2018-17

## Budget Revision 2018-17 Year End Revisions

Council Meeting Date: July 10, 2018

	Fund/Dept	Brass Org	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	General Fund - VOCA Grant	605539-8111		\$ 23,109		
1	General Fund - VAWA Grant	605539-8111		\$ (110)		
1	General Fund-Police Ops			\$ (22,999)		
<b>Description:</b> The purpose of this budget revision is to move spending authority for the match from Police Operations to the VOCA/VAWA Grants for FY2018.  <b>Fiscal Impact:</b> There is no net fiscal impact on the General Fund for this revisions.						
2	General Fund - Sheriff			\$ 1,200		\$ (1,200)
<b>Description:</b> The purpose of this budget revision is to increase the expenditure budget for the Sheriff's Office for travel expenses for the Sex Offender Boot Camp training and the National Sheriff's Association Annual Conference.  <b>Fiscal Impact:</b> The net fiscal impact to the General Fund is an increase in expenses and a decrease in fund balance in the amount of \$1,200.						
3	General Fund - Assessor			\$ 15,020		\$ (15,020)
<b>Description:</b> The purpose of this budget revision is to increase the expenditure budget for the Assessor's Office for labor and benefits due to an employee having a grade increase based on HR review and an employee changing benefit selection. The full allocation to the Property Tax Valuation Fund has been made for the year. The impact of the employee salary and additional benefit increase have both been addressed in the FY2019 adopted budget for the Assessor's office.  <b>Fiscal Impact:</b> The net fiscal impact to the General Fund is an increase in expenses and a decrease in fund balance in the amount of \$15,020.						





# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

<b>Agenda No.:</b>	1)
<b>Index (Council Goals):</b>	* 2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting
<b>Presenters:</b>	County Council - Regular Session
<b>Legislative File:</b>	10901-18

---

### Title

Board/Commission Appointments - Art in Public Places Board .

### Recommended Action

**I nominate Father Theophan Mackey and Jennifer Baker to fill two vacancies on the Art in Public Places Board and move that Council fill these vacancies by appointing Jennifer Baker to the a partial term that began on March 25, 2017 and ends on March 24, 2019 and appoint Father Theophan Mackey to fill the remainder of a term that began on November 4, 2017 and ends on November 3, 2019.**

**I further move Council acknowledge that Jennifer Baker intends to continue serving on the Library Board while serving on the Art in Public Places Board, Council finds these two positions are not incompatible, Council approves of her serving concurrently on both boards, and hereby appoints her to the Art in Public Places Board.**

### Body

The purpose of this item is to fill two vacancies on the Art in Public Places Board.

One vacancy represents and unexpired term vacated by Britton Donharl which ends on March 24, 2019. Ms. Donharl recently resigned from the APPB due to other commitments. There are nine months remaining in her term.

The board began the recruitment process and received two applications. After the recruitment period closed - and interviews were already scheduled - an additional APPB member, Michelle Mittrach, announced her move out of Los Alamos County. Ms. Mittrach is therefore no longer eligible to serve on the board. This created the second vacancy. There are sixteen months remaining on this term.

The interview committee found both applicants to be well qualified and decided to put forth both names for appointment instead of re-opening the recruitment period.

The applicants for these positions are: Father Theophan Mackey [DTS] and Jennifer Baker

---

[DTS].

Jennifer Baker currently serves as Chair of the Library Board. The Council will need to acknowledge and approve concurrent membership on the Art in Public Places Board and the Library Board. Ms. Baker's second term on the Library Board ends August 31, 2019.

Party affiliations are noted as [D] Democrat, [R] Republican, [I] Independent, [G] Green, [L] Libertarian, [DTS] Declined to State, and [N] Not Registered to Vote.

This five member board has two-year terms. It is currently composed as shown on Attachment A

Appointing both nominees will not violate the County Charter restriction concerning political party majorities on Boards and Commissions.

**Attachments**

A - APP Board Member List

B - Application Packet for Father Theophan Mackey

C - Application Packet for Jennifer Baker



# ART IN PUBLIC PLACES ADVISORY

## BOARD ROSTER



**CATHERINE OZMENT**

**1st Term** Mar 25, 2017 - Mar 24, 2019

**Position** APP4  
**Office/Role** Vice Chair  
**Category** D



**PETER H. CARSON**

**1st Term** Mar 25, 2017 - Mar 24, 2019

**Appointing Authority** County Council  
**Position** APP5  
**Category** R



**MICHELLE A MITTRACH**

**1st Term** Nov 04, 2017 - Nov 03, 2019

**Appointing Authority** Council  
**Position** APPB3  
**Office/Role** Member  
**Category** D



**JEREMY SMITH**

**2nd Term** Feb 12, 2018 - Feb 12, 2020

**Appointing Authority** County Council  
**Position** APP1  
**Office/Role** Chair  
**Category** DTS



**VACANCY**

---

## General Information

All County Board and Commission members must be residents of Los Alamos County.

Once a resident fills out and submits this application, an interview is scheduled with the B&C's County Council liaison, the relevant staff liaison, and the B&C Chair. After the interviews, the applicants' names are presented to the full Council during a regularly scheduled Council meeting, where a vote is taken regarding the appointment of each applicant. Each applicant will be notified if they are appointed or not.

Only on-line applications will be considered.

*If you are interested in applying for the Board of Public Utilities, please contact Jamie Kephart at 505-662-8132.*

*If you are interested in applying for Labor Relations Board, please contact Denise Cassel at 505-662-8047.*

---

## Profile

---

### Board and Commission Application

Note: Please be aware that as a public entity, the County of Los Alamos, is obligated to furnish this information to the public if requested. Note also that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 form.

Kenyon (Father Theophan)


First Name

P


Middle Initial


Mackey


Last Name


  
Street Address


  
City

  
Email Address

  
Primary Phone

  
Alternate Phone

  
Suite or Apt  
State

  
Postal Code

**Party affiliation as registered: (Select one of the following) \***

☒ Independent

**Registered to vote in Los Alamos?**

☒ Yes ☐ No

**LA Daily Post**

How did you learn of this Board/Commission vacancy?

**Do you currently serve on any County Board or Commission?**

☐ Yes ☒ No

If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)

---

## Interests & Experiences

**Which Boards would you like to apply for?**

Art in Public Places Advisory: Submitted

**Why would you like to serve on this particular Board or Commission?**

I have earned an Associate and Bachelor's degree in Fine Art and an emphasis in art history, and continue to progress in my personal artistic expression through various media. I believe that artistic expression is essential to human society and culture.

**What volunteer or professional activities have you participated in that could apply to this appointment?**

I have been working to beautify our church, Saint Job of Pochaiv Orthodox Church with new and acquired iconography. I have juried the recent art show at the Fuller Lodge, In Memoriam. Our church, under my direction, has held an annual iconography workshop. Our church, under my direction, has held an annual pysanky workshop. I am currently working on construction of a mobile church which will function as a public piece of art, an installation piece so to speak.

**The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?**

---

Yes

**What would you like to accomplish during your tenure on this Board or Commission?  
(Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)**

---

I would aim to help Los Alamos become a destination for art lovers. We have the talent, the location, and the skills to be world class, we need the intention and drive.

**Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.**

---

No

**Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?**

---

No

If you have any questions, please contact Libby Carlsten at 505-662-8261 or [libby.carlsten@lacnm.us](mailto:libby.carlsten@lacnm.us)



**County Manager's Office**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Patricia Theophan Mackey  
Applicant's Name

APPB  
Board or Commission

Rick Reiss  
Interviewer Name

6-19-18  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>AS Fine Arts degree BA Fine Art NMSU</p> <p>Did sculpture in Las Cruces Good relationship with Fuller Arts Iconographic Workshop at his church</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>County Issues - Code enforcement, Teen AGE Drug use APPB Issues - Good recommendation, &amp; durability of AAT To Acquire</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Advisor, Gather info and recommend</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communications, available &amp; responsive</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Communicate with each other</p>



6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Church - Parish Board Clergy Ecclesial court of the Church (UOC) student body president at seminary</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No</p>
10	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p> <p>On your application, you indicated that you will be willing to spend at least 10-15 hours per month on this board. An example of art board duties will be to serve as a point of contact and lead person on a particular project or location -- which could include meeting with other B&amp;C's and community groups, researching artwork, coordinating with county staff on a variety of items, visiting art galleries and preparing written documentation. Are you willing do these types of activities?</p> <p>Yes</p>
11	<p>Do you have any questions for the interview panel?</p> <p>July 10 - Council</p> <p>March 2019 is Term with 9 months NOV 2019 is Term with 16 months</p>

Notes:





County Manager's Office  
BOARD & COMMISSION INTERVIEW QUESTIONS

Kenyon Mackey  
Applicant's Name

AIPP  
Board or Commission

Jeremy  
Interviewer Name

6-19-18 1:00p  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>Ass. of Sci in Fine Art, ... B of FA NASU</u> <u>Sculpture, active in LA art community, juried a show, taught Art.</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>- code enforcement, Teenage drug use</u> <u>- find new art that will last, tailor art to community</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>Advisory - gather info, take proposals to county council.</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>- communication, be available, responsive, everyone on same page</u> <u>- quick to respond/communicate, available</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>- communicate with staff</u>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>- church Board chair - elect to ecclesial court of ...  - Statigic action of XOC, nominating committee  - Student body VP in similarity</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No</p>
10	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>On your application, you indicated that you will be willing to spend at least 10-15 hours per month on this board. An example of art board duties will be to serve as a point of contact and lead person on a particular project or location -- which could include meeting with other B&amp;C's and community groups, researching artwork, coordinating with county staff on a variety of items, visiting art galleries and preparing written documentation. Are you willing do these types of activities?</p> <p>yes, willing</p>
11	<p>Do you have any questions for the interview panel?</p> <p>none</p>

Notes:



# County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

Mackey  
Applicant's Name

APPB  
Board or Commission

CARLSTEN  
Interviewer Name

6/19/18 1:15  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>ASSOC. OF FINE ARTS - UPSTATE NY COLLEGE - NOW ASSOCIATED WITH PRATT BA OF FINE ART FROM NYSU : DREAMS IN RELIGION - HAS BUILT HIS OWN STUDIO - HAS JURIED ART SHOWS - GOOD RELATIONSHIP w/ FL ART CENTER HAS WORKSHOPS IN RELIGIOUS ART @ HIS CHURCH</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>COUNTY - COOR REFORMING ISSUES - TRAFFIC DRUG USE APPB - GETTING GOOD RECOMMENDATIONS FOR LASTING ART : HOW TO DECIDE ON WHAT TO RECOMMEND Durable</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>ADVISORY CAPACITY - GATHER INFORMATION : MAKE RECOMMENDATIONS</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>GOOD COMMUNICATION IS KEY - BE AVAILABLE : RESPONSIVE MAKE SURE EVERYONE IS ON BOARD FRIENDLY THAT HE IS AVAILABLE : RESPONSIVE</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>GOOD COMMUNICATION WITH STAFF -</p>



6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><i>ELUCIDATED ECC. COURT LAST YEAR - PART OF THE STRATEGIC PLANNING CONFERENCE FOR HIS CHURCH - NOMINATING COMMITTEE - SERVES ON HIS CHURCH BOARD - WAS A STUDENT BODY PRESIDENT IN SENIORITY</i></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><i>NOT AT PRESENT</i></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><i>YES</i></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><i>NO</i></p>
10	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>On your application, you indicated that you will be willing to spend at least 10-15 hours per month on this board. An example of art board duties will be to serve as a point of contact and lead person on a particular project or location -- which could include meeting with other B&amp;C's and community groups, researching artwork, coordinating with county staff on a variety of items, visiting art galleries and preparing written documentation. Are you willing do these types of activities?</p> <p><i>YES, MOST DEFINITELY.</i></p>
11	<p>Do you have any questions for the interview panel?</p>

Notes:

---

## General Information

All County Board and Commission members must be residents of Los Alamos County.

Once a resident fills out and submits this application, an interview is scheduled with the B&C's County Council liaison, the relevant staff liaison, and the B&C Chair. After the interviews, the applicants' names are presented to the full Council during a regularly scheduled Council meeting, where a vote is taken regarding the appointment of each applicant. Each applicant will be notified if they are appointed or not.

Only on-line applications will be considered.

*If you are interested in applying for the Board of Public Utilities, please contact Jamie Kephart at 505-662-8132.*

*If you are interested in applying for Labor Relations Board, please contact Denise Cassel at 505-662-8047.*

---

## Profile

---

### Board and Commission Application

Note: Please be aware that as a public entity, the County of Los Alamos, is obligated to furnish this information to the public if requested. Note also that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 form.

Jennifer

First Name

L

Middle Initial

Baker

Last Name

Street Address

City

Email Address

Primary Phone

Suite or Apt

State

Postal Code

Alternate Phone

**Party affiliation as registered: (Select one of the following) \***

---

☒ Independent

**Registered to vote in Los Alamos?**

---

☒ Yes ☐ No

Notice was sent out as I am a  
current Board member

---

How did you learn of this Board/Commission vacancy?

**Do you currently serve on any County Board or Commission?**

---

☒ Yes ☐ No

**Library**

---

If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)

---

## Interests & Experiences

**Which Boards would you like to apply for?**

---

Art in Public Places Advisory: Submitted

Library: Appointed

**Why would you like to serve on this particular Board or Commission?**

---

I have been interested in joining the APPB as well. This would be a great opportunity to fulfill that mission. Both my husband and Father are artists. Art is a very important part of my life as I am a collector and amateur artist. It brings me joy that our community embraces art and supports artists throughout New Mexico. It is so important to have that balance especially in a scientific community. I would welcome the opportunity to continue to serve the community.

**What volunteer or professional activities have you participated in that could apply to this appointment?**

---

Currently I am Chair of the Library Board. I have been part of the Steering Committee for STEM Santa Fe for the last three years. We organize an annual event called Expand Your Horizons (EYH). Our audience is school girls in grades 5-8 to introduce them and get them excited about education and careers in Science, technology, engineering and Math. I am also involved in the 100 Women who care quarterly events. Organization that gives back to the Los Alamos Community.

**The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?**

---

Yes

**What would you like to accomplish during your tenure on this Board or Commission?  
(Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)**

---

Share my love of Art with the community. Ensure we recognize and document the artist that are represented through out LAC. Assist with acquiring new art to help enhance our community, our current architecture and our history.

**Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.**

---

Currently serving on the Library Board. Attend the B&C luncheons as available throughout the year. Present FY Library work plan to the councilors each year.

**Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?**

---

No

If you have any questions, please contact Libby Carlsten at 505-662-8261 or [libby.carlsten@lacnm.us](mailto:libby.carlsten@lacnm.us)



County Manager's Office  
BOARD & COMMISSION INTERVIEW QUESTIONS

Jennifer Baker

Applicant's Name

APPB

Board or Commission

Rick Reiss

Interviewer Name

6-25-18 1:00  
6-19-18 1:46

Date/Time of Interview

Interview Conducted:

☒ Personally

☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.  organized & responsible 2 1/2 yrs on Library Board 2nd Term  3 yrs in Los Alamos Ingersoll Ranch (Recruiter)
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]  County Housing - change in Lab Contractor - Attracting Talent - Diversity  APPB - working together with other Boards - history? - Documentation of Portfolio
3	How do you perceive the role of County Boards and Commissions in local government?  Here for public - listen Help staff Analyze what they hear Recommend! (presented)
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?  - Listening - Collaboration - Passion - for community, make it a better place
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?  Build a new staff relationship (Libby leaving) Communication



6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>LIBRARY, STEM, Girls for 5<sup>th</sup> grade for STEM          Meow Wolf collaboration with STEM          (would like "STEAM")</p> <p>LIBRARY BOARD - STRATEGIC PLAN - also New Staff Library mgr</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>yes</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>AWARE - NO</p>
10	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p> <p>On your application, you indicated that you will be willing to spend at least 10-15 hours per month on this board. An example of art board duties will be to serve as a point of contact and lead person on a particular project or location -- which could include meeting with other B&amp;C's and community groups, researching artwork, coordinating with county staff on a variety of items, visiting art galleries and preparing written documentation. Are you willing do these types of activities?</p> <p>YES</p>
11	<p>Do you have any questions for the interview panel?</p> <p>what are you looking for in a Board member</p>

Notes:



County Manager's Office  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Jennifer Baker

Applicant's Name

Art in Public Places

Board or Commission

Jeremy Smith

Interviewer Name

June 18, 1:00p

Date/Time of Interview

Interview Conducted:

☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>Organized &amp; responsible, in LA 3 years, love LA work as HR / Secretary, communication, business experience</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>- diversity, young talent new contractors, housing, infrastructure to support growth</u> <u>- diversity in art, right places, fair in decision, data base</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>represent people of the community, listen, advise for community</u> <u>make best recommendations</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>- listening, collaboration, passion for community</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>- assist with new staff listen to APP</u> <u>- strong relationship</u> <u>- communicate</u>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>- on library board - strategic Plan</p> <p>- STEM - in LA &amp; Minneapolis - Expanded <del>your</del> Horizons 5<sup>th</sup> - 8<sup>th</sup> - STEM santa fe - D work with Meadow Wolf</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Yes</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>Yes, not a deterrent.</p>
10	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p> <p>On your application, you indicated that you will be willing to spend at least 10-15 hours per month on this board. An example of art board duties will be to serve as a point of contact and lead person on a particular project or location -- which could include meeting with other B&amp;C's and community groups, researching artwork, coordinating with county staff on a variety of items, visiting art galleries and preparing written documentation. Are you willing do these types of activities?</p> <p>Yes</p>
11	<p>Do you have any questions for the interview panel?</p>

Notes:



County Manager's Office  
BOARD & COMMISSION INTERVIEW QUESTIONS

BAKER  
Applicant's Name

APPB  
Board or Commission

CARLSTEN  
Interviewer Name

6/25/18 1:00  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>HAS BEEN IN LA FOR 3 YRS. - LOVES IT!</u> <u>VERY ORGANIZED - WORKS FOR JOHNSON RAND - GIVES HER LEADERSHIP &amp; BUSINESS SKILLS. CURRENTLY CHAIR OF LIBRARY BOARD - SHE'S ON HER 2ND TERM</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>COUNTY - NEW LAND CONTRACTOR, HOUSING, INFRASTRUCTURE - HARD TO RECRUIT FOR LAND, DIVERSITY IN THE COMMUNITY</u> <u>APPB - HOW TO GET ART THAT EVERYONE LIKES, BRING FAIR, DOCUMENTATION OF ARTWORK</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>BOARDS ARE FOR THE CITIZENS. WAY TO EXPRESS OPINIONS TO COUNCIL - WORK WITH STAFF - LIBRARY HELPED WITH THE LIBRARY'S STRATEGIC PLAN - REFLECT THE VOICE OF THE COMMUNITY - MAKE RECOMMENDATIONS TO COUNCIL - ADVISE COUNCIL</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>LISTENING TO THE COMMUNITY - COLLABORATION - TO WORK ON BOARDS - COUNCIL; STAFF - PASSION FOR THE COMMUNITY - SHE HAS THEM ALL</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>HELP DEVELOP RELATIONSHIP W/ NEW APPB STAFF</u> <u>STRONG RELATIONSHIPS ARE IMPORTANT;</u> <u>GOOD COMMUNICATION</u>



6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>LIBRARY BOARD CHAIR - 8TH WAS INVOLVED          "EXPAND YOUR HORIZONS" - IN MINN. TOO - WORKED W/ GIRLS 5<sup>TH</sup>-8<sup>TH</sup> GRADE - PROMOTES STEM ACTIVITIES - WANTS "STREAM" (INCLUDES ART)          MENDOW WOLF EVENT FOR "SF STEM"          LIBRARY BOARD - HELPING WITH STRATEGIC PLANNING - HELPING W/ INFORMATION</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>YES</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>YES</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>YES - AWARE NO -</p>
10	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p> <p>On your application, you indicated that you will be willing to spend at least 10-15 hours per month on this board. An example of art board duties will be to serve as a point of contact and lead person on a particular project or location -- which could include meeting with other B&amp;C's and community groups, researching artwork, coordinating with county staff on a variety of items, visiting art galleries and preparing written documentation. Are you willing do these types of activities?</p> <p>YES</p>
11	<p>Do you have any questions for the interview panel?</p> <p>WHAT IS THE APPB WORKING ON? AND, WHAT ARE WE LOOKING FOR IN MEMBERS?</p>

Notes:



# County of Los Alamos

## Staff Report

July 10, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

---

**Agenda No.:** 1)

**Index (Council Goals):** \* 2018 Council Goal – Quality Governance – Intergovernmental Relations – Actively pursue land transfer opportunities

**Presenters:** Harry Burgess, County Manager

**Legislative File:** 10952-18

---

### Title

Discussion of Potential Alteration of County Boundaries with Santa Fe County

### Recommended Action

This item is intended for discussion at this time, however if direction is warranted it could take the form of:

**I move that the Council direct the County Manager to proceed with efforts to negotiate an alteration of the County boundaries with Santa Fe County, an alteration which would allow for property currently owned by Los Alamos County to be governed by Los Alamos County.**

### Body

The map included as Attachment A illustrates two significant properties that are owned by Los Alamos County yet which are within the jurisdiction of Santa Fe County. Both properties are immediately adjacent to Los Alamos yet the current jurisdictional boundaries create difficulties for development of either property since there is no incentive for Los Alamos County to pursue development as the resultant tax revenue would be distributed to Santa Fe County. Conversely, the properties are nowhere near existing Santa Fe resources that could assist in their development, they are uninhabited, and no activities currently occur except for government related efforts.

Recognizing our limited available developable land, and the potential for development of one of these parcels in particular, several councilors and staff from both Los Alamos and Santa Fe have met to discuss the potential for a redrawing of our respective boundaries. During the conversation, it was stated that Santa Fe County is not interested in decreasing its total acreage as doing so removes its potential for future revenues, so a jurisdictional exchange is currently being proposed. On the attached map one will note that an equivalent area within Los Alamos County has been identified for trade, and that this identified area is owned by the Forest Service - so that if an adjustment is approved it would also transfer a proportionate amount of our annual PILT revenue to Santa Fe County.

This subject is being brought before Council for input prior to its being placed on a Santa Fe County agenda, which will likely occur on July 31. There are time constraints to this consideration as state statute only allows for county boundary adjustments to occur on January 1

---

of odd-numbered years.

#### **Alternatives**

The County could offer an alternate means of compensation in this transaction, including either an alternate parcel, monetary compensation, or a sharing of future revenues associated with the parcels being considered.

#### **Fiscal and Staff Impact/Planned Item**

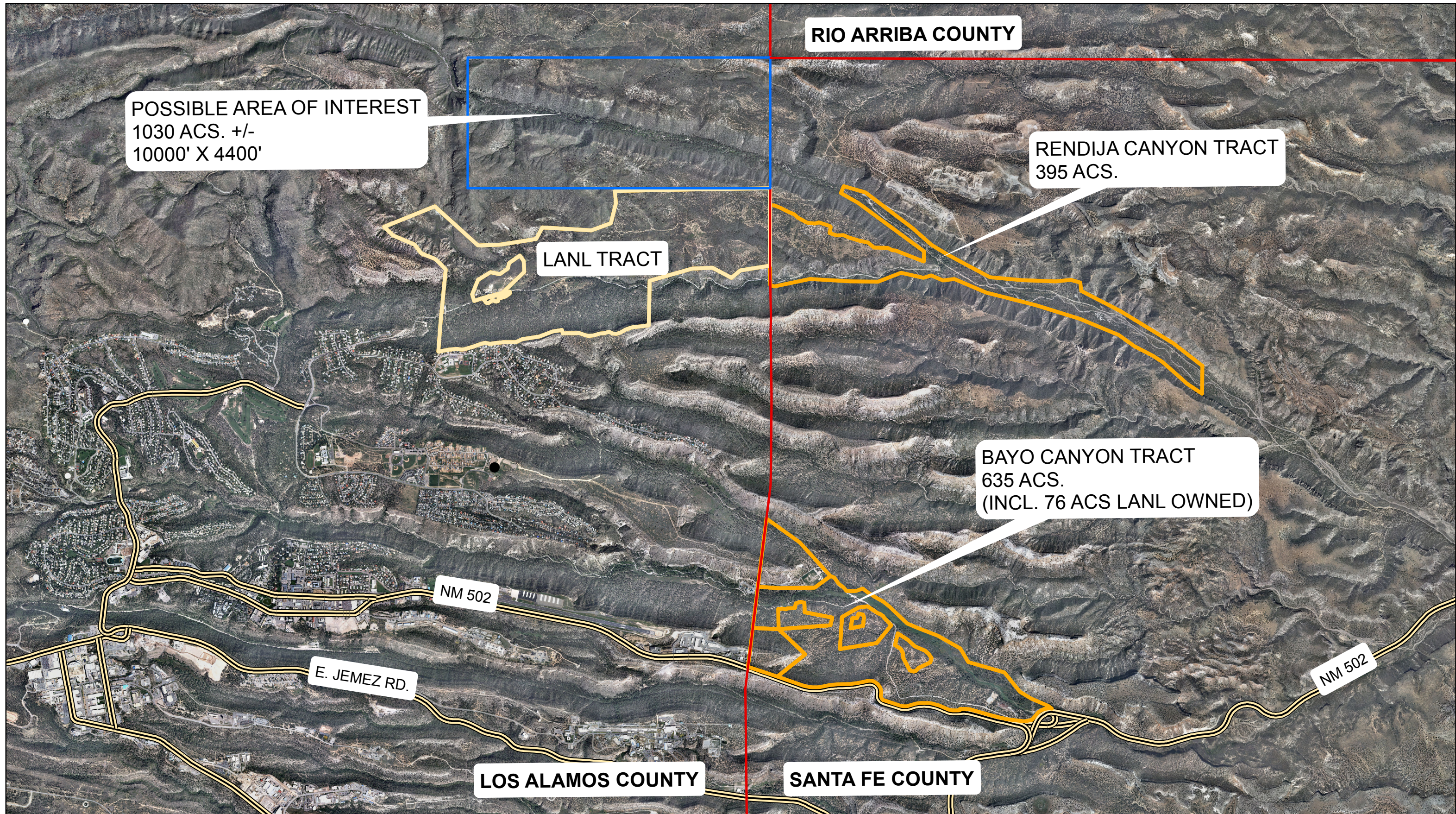
If the trade of Forest Service property is acted upon, the County would lose up to \$2,739.80 in current PILT revenue annually. This loss of revenue could be offset by the tax revenue ultimately realized from any development of the parcels, with the net difference unknown at this time. If other means of compensation are preferred, the fiscal impact would be directly influenced by the chosen mechanism.

#### **Attachments**

A - Map showing parcels under consideration

B - Annexation Statutes

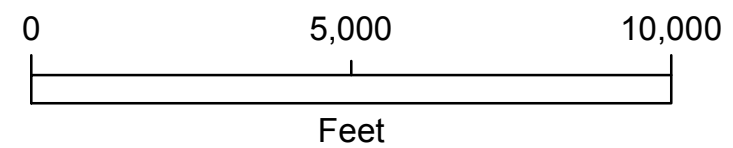




LOS ALAMOS

# LOS ALAMOS/SANTA FE COUNTY LINE AREAS OF INTEREST

ATTACHMENT A



LOS ALAMOS



**4-33-1. [Annexation of a portion of a county to another county; reasons.]**

Whenever, because of the location and conditions of roads, or the existence or nonexistence of transportation facilities, it will be more convenient for the residents of any portion of a county to travel to the county seat of some other contiguous county, and because of such location and condition of roads or the existence or nonexistence of transportation facilities, it will be more convenient and economical for such other county to render governmental services to such portion of such other county, the portion of the county so affected may be annexed to such other county in the following manner.

**History:** 1941 Comp., § 15-3305, enacted by Laws 1947, ch. 196, § 1; 1953 Comp., § 15-33-1.

## 4-33-2. [Petition for annexation.] (1947)

Page 1 of 1

**4-33-2. [Petition for annexation.]**

A petition executed by at least fifty-one percent (51%) of the qualified electors residing within the portion of the county proposed to be annexed shall be filed with the county commissioners of the county in which such portion is located. Such petition shall set forth the facts showing the existence of the conditions described in Section 1 [4-33-1 NMSA 1978] hereof and shall accurately set out the boundaries of the portion of the county proposed to be annexed.

**History:** 1941 Comp., § 15-3306, enacted by Laws 1947, ch. 196, § 2; 1953 Comp., § 15-33-2.

## 4-33-7. [Effective date of annexation; effect of outstanding indebtedness.] (1947)

Page 1 of 1

**4-33-7. [Effective date of annexation; effect of outstanding indebtedness.]**

If the proposition carries, the area described in the petition shall be and become a part of the county to which annexation was made on January 1 of the next odd-numbered year. Provided that whenever there shall be any outstanding indebtedness of the county or school district in which such area was originally located, the annexation shall not be complete for debt service purposes until such indebtedness is discharged in full.

**History:** 1941 Comp., § 15-3311, enacted by Laws 1947, ch. 196, § 7; 1953 Comp., § 15-33-7.

**4-33-17. Annexation by resolution; notification of secretary of state; challenge.**

If there are no qualified electors residing within the portion of a county proposed to be annexed by another county, resolutions shall be passed by the county commissions of both affected counties approving a transfer of territory from one county to the other. The resolutions shall state the facts permitting such transfer by this method and a description of the territory to be transferred. The county clerks shall forward a copy of each resolution to the secretary of state. The county to which the territory is to be transferred shall place the territory within one or more of its voting precincts and so notify the secretary of state for compliance with election laws. Any aggrieved property owner or qualified elector within the annexed territory may file an action in the district court; if no action is filed within the ninety days, the transfer of the territory shall take place in accordance with the provisions of Section 4-33-7 NMSA 1978.

**History:** 1978 Comp., § 4-33-17, enacted by Laws 1985, ch. 64, § 1.

---