



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda

Parks and Recreation Board

Stephanie Nakhleh, Chair; Vice-Chair; Robbie Harris; Ashley Mathews; Timothy J. Johnson; Dina Pesenson; Donald Ulrich; and Dianne Wilburn, Members

Tuesday, January 29, 2019

11:30 AM

1000 Central Avenue - Room 110

SPECIAL SESSION

1. CALL TO ORDER

2. BUSINESS

- A. [11628-19](#) FY20 Parks & Recreation Work Plan and Subcommittee Discussion

Presenters: Brian Brogan

Attachments: [A - Procedural Rules for B&C Subcommittees and AD HOC Committees \(Relate](#)
[B - Parks & Recreation Board FY19 Work Plan](#)

3. PUBLIC COMMENT

4. 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 505-662-8040 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 Recreation Division at 505-663-1781 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

January 29, 2019

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Brian Brogan

Legislative File: 11628-19

[Title](#)

FY20 Parks & Recreation Work Plan and Subcommittee Discussion

[Body](#)

As part of the FY20 Work Plan, the Parks and Recreation Board must review and decide on its use of subcommittees. Presently, the Parks and Recreation Board has a Golf Course, Aquatic Center, Ice Rink and Recreation, Open Space and Equine and Livestock Advisory Subcommittees. This special session is intended to be a discussion that will culminate in the drafting of the FY20 Work Plan at a regularly scheduled Parks and Recreation Board Meeting anticipated for February 14, 2019. Please see the attachment for more detail in regards to subcommittees and AD HOC Committees.

[Attachments](#)

A - Procedural Rules for Board and Commission Subcommittees and AD HOC Committees
(Related sections only)

B - Parks & Recreation Board FY19 Work Plan

to respond to requests for documents and information. Board or commission members should make themselves familiar with the policy so that they will avoid possible violation of the Inspection of Public Records Act.

V. BOARD AND COMMISSION SUBCOMMITTEES AND AD HOC COMMITTEES

1. Subcommittee Purpose and Council Approval

Periodically, a board or commission may establish a subordinate limited-term subcommittee to advise and make recommendations to the board or commission, to perform additional research on, or to gather public input for a particular project or specific topic in the area of responsibility of the board or commission. To create sub-committees or task forces that will include members not currently serving on the board or commission, approval of the Department Director and County Council must be obtained prior to creation.

2. Subcommittee Creation.

The motion creating a subcommittee must, at a minimum, set forth the following:

- a. The name of the subcommittee
- b. The purpose of the subcommittee
- c. The deliverable or product, if any, to be presented upon completion of the purpose
- d. The number of members
- e. The term of each of the members
- f. To whom the subcommittee reports
- g. The staff support and resources expected to be provided
- h. The termination date ("Sunset Clause") for the subcommittee

3. Subcommittee Membership.

- a. Number of Members. Except under unusual circumstances, a subcommittee will consist of not less than 3 members nor more than 5 members. Requirements for subcommittee membership will be determined by the board or commission and can include volunteer citizens that are not currently serving as members of the parent board or commission, subject to Council approval.
- b. Residency Requirement. Preference will be given to residents of Los Alamos County in appointment to a subcommittee, but residency will not

be a requirement for appointment.

- c. Open Meetings Act. If the number of regular B&C members on the sub-committee is equal to or greater than a quorum of the B&C, then the sub-committee must comply with Council's annual Open Meetings Act resolution.
- d. Councilor Membership. A subcommittee's purpose is to
 - i. advise the board or commission. In order to assure that advice is provided in a free and open discussion, no currently serving Council member will be appointed to serve on a board or commission subcommittee. Service, even ex-officio, by a currently serving Councilor will not, except in unusual circumstances, be allowed.
- e. County Employee Membership. Charter Section 905.1 limits membership by County employees.
- f. Conflict of Interest. County Charter Section 910 sets forth the restrictions on service arising from conflicts of interest. Compliance with the Charter is required when appointing members to a board or commission subcommittee.
- g. Term of Membership. Ad hoc committees and subcommittees, by their very nature, are generally short lived. Therefore, the term of all members of an ad hoc committee will be the same and no more than six months. The members of subcommittees can serve staggered terms of no more than two years.
- h. Voter Registration Status. Preference will be given to registered voters but registration as a voter will not be a requirement for appointment as a member of a board or commission subcommittee.

4. Subcommittee Reporting Responsibility and Requirements.

- a. The motion creating the subcommittee will specify to whom the subcommittee specifically reports. All subcommittee communications, reports, or recommendations will be made to the standing board or commission.
- b. The Chairman of the subcommittee will make or prepare subcommittee reports to the board or commission. The Chairman will report the decision of the majority of the subcommittee. A significant minority position may be reported if a majority of the subcommittee directs its

Chairman to include the position in the report. Whenever the board or commission wishes, it may request a report of the subcommittee.

5. Subcommittee Staff Support/Resources.

- a. Prior to the passage of a motion creating a new subcommittee or renewing the term of an existing subcommittee, the board or commission will identify with specificity the resources to be committed by the County in support of that subcommittee. The appropriate County Department Director shall have the authority to determine what, if any, administrative or staff support will be provided to a board or commission subcommittee.

6. Subcommittee Term of Existence.

- a. Each subcommittee will have a specific date when its term will end (a.k.a. "Sunset Clause"). The purpose of a limited term is to encourage review for relevancy, duplication, focus, enhancement and performance. Sunset clauses are recognized as useful to reconfirm the need for the services of an existing subcommittee and to assure that administrative support is being supplied in the manner best suited to the subcommittee's needs.
- b. Each sub-committee shall be established for a period of not more than one year; however, the subcommittee may be continued for additional one-year periods upon affirmative vote of the board or commission taken before the expiration of the sub-committee.

7. Board or Commission Ad hoc Committees.

- a. Establishment and expiration of ad hoc committees. Boards or commissions may establish an ad hoc committee at any time the board or commission finds that there is a need for "one-time-only" advice to carry out a specified task. Ad hoc committees shall be appointed by motion and vote of the board or commission. At the time an ad hoc committee is established, the task to be completed by the committee shall be clearly stated. The ad hoc committee shall cease to exist upon the completion of the described task or the expiration of six (6) months, or another date agreed upon by the board or commission, whichever is earlier. To reestablish an ad hoc committee once it has ceased to exist, the board or commission must review the assignment made to the ad hoc committee and

reestablish the ad hoc committee, as the board or commission finds necessary or desirable.

- b. Membership. Appointments, on a voluntary basis, to ad hoc committees will be made at the time the ad hoc committee is established unless the board or commission determines that there is good reason to select and appoint members on an alternative basis. Ad hoc committees shall be comprised of no more than three (3) board or commission members. The board or commission may request that staff be assigned to assist the ad hoc committee as a resource, however this request will require Department Director approval; staff members, if assigned by the Department Director, will act as ex-officio members.

VI. CLARIFYING STATEMENT

A board or commission member may attend any meeting, public or private, provided that there is not a quorum of the board or commission at the meeting (if proper public notice has not been given) and provided that, prior to speaking on a matter of the board or commission business, or County business in general, the board or commission makes the Clarifying Statement below:

"What I say today is my opinion. I am not speaking on behalf of any board or commission or the County and I cannot tell you what action the County or County Council might take in the future with regard to any particular subject."

This provision is not intended to apply to ordinary conversations or other "meetings" that are not organized or called.

VII. EXPENDITURE OF PUBLIC FUNDS

Boards or commissions cannot expend funds or create liabilities unless expressly authorized by law or otherwise authorized by the County Council.

VIII. AMENDMENTS

Amendments: Amendments to these General Rules and Procedures may be made by motion of the County Council.



LOS ALAMOS
where discoveries are made

FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Parks and Recreation Board

Date prepared: January 11, 2018 - Approved by Council: 5/1/18

Prepared by: Christopher Wilson

This work plan will be accomplished in the following time frame: July 1, 2018 to June 30, 2019

Chairperson: Stephanie Nakhleh - Term: November 30, 2019

Members and terms:

Stephanie Nakhleh	12-01-2017 – 11-30-2019 (2nd Term)
Dana Dattelbaum	12-01-2016 – 11-30-2018 (1st Term)
Robbie Harris	12-01-2016 – 11-30-2018 (1st Term)
Dina Pesenson	12-01-2016 – 11-30-2018 (1st Term)
Trey Pereya	12-01-2017 – 11-30-2019 (1st Term)
Donald Ulrich	12-01-2017 – 11-30-2019 (1st Term)
Dianne Wilburn	12-01-2017 – 11-30-2019 (1st Term)

Department Director: Brian Brogan

Work plan developed in collaboration with Department Director? Yes

Staff Liaison: Christopher Wilson

Administrative Support provided by: Linda Lindstrom

Council Liaison: Pete Sheehy – Reviewed by Council Liaison? YES

1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned" and identify the greatest challenges faced by the Board or Commission.

Supported the Parks and Recreation Board's (PRB) FY18 Work Plan that is linked to Council goals and priorities for the support of new and existing recreation facilities, activities, and Open Space in Los Alamos County (LAC).

- Council's CIP/Bond process and decisions for Parks and Recreation facilities.
- Revisited and updated PRB subcommittee charters for missions and broader areas of recreational facilities and associated needs.
- Received updates on the Pajarito Ski area Land Transfer.
- Reviewed and made recommendations about future North Mesa Stable operations.
- Discussed existing and potential future improvements in camping, RV use, and RV storage facilities in Los Alamos County.

Continued to support the Los Alamos County Comprehensive Plan, including Open Space Plan recommendations.

Site improvement plan for updating Ashley Pond.

Identified needed/anticipated interfaces with other Boards and Commissions for the achievement of common goals.

- Tourism Strategic Plan participation
- Reviewed the proposed new exterior signage for the Museum Campus.
- Reviewed with Environmental Service bear resistant containers and manure removal options for stables in Los Alamos County.
- Discuss and review the Historic District boundary and how it will impact associated parks.

Identified the needs and efforts for public involvement and informing the public.

- Supported Council's lead for public input and involvement on proposed CIP/Bond projects, including involvement with subcommittee focus groups, listening sessions and presentations.
- Discussion of the Integrated Pest Management Plan for Parks and Open Space Programs as well as weed ordinance in relation to Parks and Open Space properties.
- Community Wildfire Protection Plan and the projects presently in the environmental review phase.

Accomplishments:

- Recommending to Council the CIP projects moving forward, as supported through a collaborative public process.
- Completing a Tennis Court Assessment and advisory recommendation.
- Supported maximizing use of the tennis facilities with additional pickle ball lines.

- Began the process of a Ballfield Assessment and advisory recommendation.
- Establishing through Work Shop/Agenda Items trails working groups to address North Mesa trail issues.
- International Mountain Bicycling Association assessment of all trails as a part of a Ride Center designation process.
- Supported Family Friendly Demonstration Flow Trail project.
- Supported the Bicycle Transportation planning efforts.
- Reviewed RV storage program and investigated alternatives.
- Reviewed and supported camping improvements at Camp May, Main Gate Park and White Rock.
- Reviewed and supported a demonstration project for canyon restoration beginning at the upper limits of Graduation Canyon.
- Reviewed and supported upcoming projects that are a part of the community Wildfire Plan efforts.

Constraints:

- Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions.
- How to boost creativity, output, and public input while respecting formal systems?

Lessons-Learned

- Aligning subcommittees with program projects while focusing on a broader spectrum of public interests for our common purpose through education and outreach.
- Considered the use of additional committees or work sessions for the PRB for brainstorming, and less restrictive communication processes/timing with the public.
- Division of roles and responsibilities between PRB and operational activities of the Parks, Recreation and Open Space Division.

Greatest Challenges

- Revitalization of the PRB Subcommittees, including renewed focus on modified and expanded areas of their charters that support the Recreation CIP and other initiatives.
- Recruitment for the subcommittees and the PRB.
- Increased involvement with County Council to support park, recreation and open space needs.
- Marketing/promoting the CIP Projects to benefit the entire community; Education through integrating and involving the subcommittees with facilitation of focus groups and public presentations.
- Deferred maintenance increases due to limited budgets.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

- Participate as needed and requested in support of the Council's CIP next steps process in regard to CIP decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives.
- Facilitate communications on the Family Friendly Demonstration Flow Trail project.
- Recommendations to County Council for management and future use of existing tennis courts in the county. Continue discussions with the tennis community to maximize facility usage for tennis while re-purposing courts as supported. Facilitate discussions with all parties interested in future development of a tennis complex.
- Based on Ballfield Assessment recommendations, provide continued public updates on progress and next steps for Overlook Park and North Mesa Sports Complex.
- Participate as needed and requested by the Council or Community Services Department Director in the implementation of the updated Ashley Pond planning effort, and the Comprehensive Plan follow-on items.
- Meet with Community Services Department Director and other LAC Board and Commission Chairs as requested for discussion and information sharing.
- Participate as needed and requested to support the Tourism Strategic Planning effort.
- Meet with the Los Alamos Historic Preservation Advisory Board on Historic District boundaries and operational changes necessitated by such.
- Assisting as needed on school based programs and facility discussions.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

Parks Master Plan – Updated 2007
Parks Integrated Maintenance Plan – 2010
Recreation User Fee Policy – 1998
Recreation Needs Assessment – 2004
Open Space Management Plan – 2015
Community Wildfire Protection Plan – 2016

Canyon Rim Trail Master Plan – 2011
Comprehensive Plan – 2016
Trails Management Planning Documents – 2009

2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)

- Support the Open Space Management Plan and the Community Wildfire Protection Plan next steps.
- Support the Manhattan Project National Historic Park, other national park activities and past recommendations to the Board that would be used by visitors, including camping improvements to Main Gate Park and Camp May.
- Support continued Canyon Restoration Projects that will serve as demonstration sites for ongoing rehabilitation work.
- Support Council and the Historical Society Board in the continuation of a way finding program and signage plan for the campus area and associated parks.
- Visit Los Alamos Reservoir and make recommendations regarding public use once the road improvement/stabilization project concludes.
- Work with subcommittees and receive reports and updates on assigned tasks and projects.
- Support the long-term success of Pajarito Mountain for year-round use and activities including its sustainable management and bike trail improvements.
- Meet in the field with and invite more groups and individuals to the Parks and Recreation Board meetings to outline their programs, interests, current challenges and suggested solutions to strengthen the Board's connections with the community that uses the parks, recreation programs and facilities.
- Assess/evaluate the need for an Equine and Livestock Advisory Subcommittee

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

To effectively address the goals and tasks outlined the Board will incorporate input from the listed Boards and Commissions. The integration of these diverse perspectives will produce collaborative project outcomes. The Museum Campus Wayfinding Projects and the Site Improvements for Ashley Pond are good examples of the type of interfaces needed between the listed Boards and Commissions.

Community Development Department
Library Board
Art in Public Places Board
Lodgers' Tax Advisory Board
Public Works Department
Fire Department
Police Department
Parks, Recreation and Open Space Division
Library Division

Environmental Sustainability Board
Transportation Board
Historic Preservation Advisory Board
Historical Society Board
Planning & Zoning Commission
Board of Public Utilities
Department of Public Utilities
Tourism Implementation Task Force

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

Tennis, gym space, ballfield assessment next steps, North Mesa Trail planning efforts for multiple use including equestrians, Flow Trail, Comprehensive Plan follow-on, Los Alamos Reservoir planning, camping enhancements, canyon restoration plan, and CIP recreation facility initiatives will require public information and involvement meetings.

5.0 List the current subcommittees for this Board or Commission.

5.1 For subcommittees with members that are not members of the parent board or commission:

List the subcommittee members and their terms.

Explain how sub-committee members are selected or appointed.

Provide a description of each subcommittee's charter or purpose.

Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:

Aquatic Center Advisory Subcommittee

1. List of Members and Terms (Attachment B).
2. Description of Purpose and Guidelines (Attachment F).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. ACAS Work Plan
 - A. Support associated CIP projects for a splash pad and a multi-generational pool.
 - B. Review Aquatic Center programs and facility and submit recommendations for improvement.
 - C. Gather public input on Aquatic Center programs and facility.
 - D. Promote maximum utilization of the Aquatic Center programs and facility.
5. Coordinate a meeting annually with the outdoor pools.

Ice Rink and Recreation Advisory Subcommittee

1. List of Members and Terms (Attachment C).
2. Description of Purpose and Guidelines (Attachment G).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. IRRAS Work Plan
 - A. Support Ice Rink CIP projects for upgrades and improvements.
 - B. programs and facility and submit recommendations for improvement.
 - C. Gather public input on Ice Rink and Recreation programs and facility.
 - D. Promote maximum utilization of the Ice Rink and Recreation programs and facility.

Golf Course Advisory Subcommittee

1. List of Members and Terms (Attachment D).
2. Description of Purpose and Guidelines (Attachment H).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. GCAS Work Plan
 - A. Support associated CIP project for golf course improvement.
 - B. Review Golf Course programs and facility and submit recommendations for improvement.
 - C. Gather public input on Golf Course programs and facility.

- D. Promote maximum utilization of the Golf Course programs and facility.
- E. Participate as needed and as requested in support of the Council's CIP next steps.

Open Space Advisory Subcommittee

- 1. List of Members and Terms (Attachment E).
- 2. Description of Purpose and Guidelines (Attachment I).
- 3. This subcommittee is expected to exist for one year with annual reevaluation.
- 4. OSAS Work Plan
 - A. Review Open Space functions and facilities and submit recommendations for improvement.
 - B. Gather public input on Open Space functions and facility.
 - C. Promote maximum utilization of the Open Space functions and facilities.
 - D. Participate as needed and as requested in support of the Council's CIP next steps.

When a vacancy or upcoming vacancy on a sub-committee is determined the following shall occur:

- 1) A verbal or written notification will be given to current members who are eligible for reappointment to submit their intention to be reappointed. A new application is not required unless applicants choose to update it.
- 2) Parks, Recreation and Open Space staff shall send a public service announcement (PSA) informing the community of the vacancy.
- 3) New applications will be taken at the Parks, Recreation and Open Space Division Office and given to specific subcommittees.
- 4) Recommendations along with copies of all applications shall be submitted to PRB for discussion and appointment.
- 5) Letter informing all applicants of the appointment shall be mailed.
- 6) If there is more than one applicant for a position on a subcommittee, an interview process should be followed. The interviews should be conducted by the Parks and Recreation Board members with recommendations (as to the applicants) from the subcommittee members. This will allow for diversity and eliminate the self-perpetuating selection by the subcommittee of its members.

The need for advisory subcommittees of the Parks and Recreation Board is evaluated and approved annually by the board on interest by the public in the various operations of the Parks, Recreation and Open Space Division. Subcommittees may be eliminated, added or reconfigured as the need arises, following the procedures identified in the BCC Procedural Rules. Currently, there are four subcommittees – Aquatic Advisory Subcommittee, Golf Course Advisory Subcommittee, Ice Rink/Recreation Advisory Subcommittee, and Open Space Advisory Subcommittee. Even though some of these subcommittees are long term in their function, their existence is based on the annual review by the Board. Due to the potential short life of all or any one subcommittee, the Parks and Recreation Board has approved the appointments from interested citizens on an as needed basis. New subcommittees created by the Board and approved by County Council have members on the subcommittees that are approved by the Board.

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

ARTICLE VII. - PARKS AND RECREATION BOARD

Sec. 8-141. - Purpose.

The parks and recreation board is established to serve as a central point of communication for the parks and recreation interests of the county and as an advisory body to the county council. The October 17, 1977, resolution creating the recreation board for the Incorporated County of Los Alamos is hereby repealed and voided.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-142. - Membership, terms and qualifications.

The Los Alamos County Parks and Recreation Board shall consist of seven members with two-year staggered terms beginning on December 1 and ending on November 30.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-143. - Duties and responsibilities.

The board shall be an advisory board to the Council of the Incorporated County of Los Alamos, and as such shall have the following functions, responsibilities and duties:

- (1) Review current parks and recreation programs and facilities in the county to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees to the council. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics;
- (2) Provide and/or gather public input on parks and recreation related long-range plans;
- (3) Serve in an advisory capacity to the planning and zoning commission for the location, construction, maintenance and funding of parks and recreation facilities; and
- (4) Review all parks and recreation related matters submitted to the board by council.
- (5) Within the current county council goals, objectives, and budget, perform the abovementioned duties using the following criteria:
 - a. Promote maximum utilization of parks, recreation facilities and programs;
 - b. Enhance the quality of the leisure life of all county residents through parks and recreation programs and services;
 - c. Provide to county residents as wide a variety of recreational opportunities as possible, taking into consideration programs other than county offerings.

Current PRB Subcommittee Members as of 02/21/2018

All First terms will start at the first schedule meeting following the date of appointment by PRB.

All Second terms will start two years from the date of their first appointment.

ACAS (Aquatic Center Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Dec-14	Jan-14	Dec-16	Jan-16	Dec-18	Irene Powell 1732 Ponderosa Street 505-662-5877 505-662-8923 Irene L Powell@msn.com	Yes
Oct-14	Nov-14	Jan-16	Nov-16	Oct-18	William W. Dai 4149 Arizona Ave 505-662-1900 dai@lanl.gov	Yes
Apr-16	May-16	Apr-18			Cathy Walters 1001 Oppenheimer Dr. 505-690-2309 cathywalter@aol.com	Yes
Feb-17	Mar-17	Feb-19			Shelby Redondo 390 Manhattan 505-662-2625 redondo@cybermesa.com	Yes
					(PRB Liaison)	
					Denise McCoy, Aquatic Manager – Staff Liaison 505-662-8170 denise.mccoy@lacm.us	

Subcommittee meets 1st Tuesday of each month unless it falls on the 1st then it is moved to the 2nd week at Aquatic Center Training Room at 12:00 Noon

IRRAS (Ice Rink & Recreation Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1st Term Beg	1st Term Exp.	2nd Term Beg	2nd Term Exp.	Name & Address	Elig Y/N
Sep –16	Oct – 16	Sep – 18			Rachael Adler 4364B Fairway Drive 248-207-2465 505-476-7953 rachel.adler@gmail.com	Yes
Aug – 16	Sep – 16	Nov – 18			Darren Meadows, PE 4940 Hermosa 505-500-8278 505-412-1804 meadows@cnsr.com	Yes
					Dina Pesenson (PRB Liaison)	
					Dianne Marquez, Recreation Program Manager – Staff Liaison 662-8173 dianne.marquez@lacnm.us	

Subcommittee meets 1st Thursday of each month at the Aquatic Center Training Room at 5:30 p.m.

GCAS (Golf Course Advisory Subcommittee) 5 Members 2 LAGA, 1 PRB Liaison & 2 Citizens at Large – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Nov – 16	Dec – 18	Nov – 18			Laura Crucet 934 Capulin Road lcucethamilton@gmail.com	Yes
May – 16	Jun – 16	May – 18			Tony Fox 428 Cheryl Avenue tony@lanlfoundation.org	Yes
Nov – 17	Dec – 17	Nov – 19			Anthony Vallejos 209 Rover Blvd LLG2havefun@msn.com	Yes
Dec – 17	Dec – 17	Nov – 18			Laura Coffelt 99 La Vista cloud210@msn.com	Yes
Dana Dattelbaum (PRB Liaison)						
Sam Logan, Golf Course Manager - Staff Liaison 505-662-1850 sam.logan@lacnm.us						
Michael Phillips, Golf Professional 505-662-8139 michael.phillips@lacnm.us						
Matthew Allen, GC Superintendent 505-662-8103 matthew.allen@lacnm.us						

Subcommittee meets 3rd Wednesday of each month at the Golf Course at 5:30 p.m.

OSAS (Open Space Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.	Name & Address	Elig Y/N
Dec – 16	Jan – 17	Dec – 18			Liz Aicher 1980 Camino Mora e.aicher@q.com	Yes
Jul – 14	Aug – 14	Jul – 16	Dec – 16	Nov – 18	Kevin Holsapple 2175A 37 th St. highlinenm@gmail.com	Yes
May – 17	Jun – 17	May – 18			Jonathan Creel 3200 Canyon Road 850-380-9292 505-662-0460 jonathancree14@gmail.com programs@peecnature.org	Yes
					Vacant	
					Stephanie Nakhleh (PRB Liaison)	
					Eric Peterson, Open Space Specialist 505-662-8173 eric.peterson@lacnm.us	

Subcommittee meets the 2nd Tuesday of each month at the Aquatic Center Training Room at 11:45 a.m.

**Los Alamos County
PARKS AND RECREATION BOARD
Aquatic Center Advisory Subcommittee**

GUIDELINES

PURPOSE

The purpose of the Aquatic Center Advisory Subcommittee (ACAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Larry R. Walkup Aquatic Center. The ACAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of ACAS are:

1. Provide a forum for discussion of aquatic policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current aquatic programs in the County to determine additional needs and submit recommendations pertaining to aquatic center programs, guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the Larry R. Walkup Aquatic Center and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to aquatic facilities and equipment.
4. With the Aquatic Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5) assist staff in the annual review of the aquatic center usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended user fee schedule for the aquatic facility.
7. Ensure that all findings, recommendations, or action items identified by ACAS are submitted for Board consideration and/or approval.

MEMBERSHIP

ACAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The Chairperson of the ACAS shall be elected annually by the voting members of the subcommittee. The County Aquatic Center

Program Manager shall be a non-voting member. The Chairperson of ACAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two-(2) years from the date approved by the Board. No voting member will serve more than two (2) terms in succession. After serving two terms, a former ACAS member must wait one full year before serving again on the ACAS.

Upon expiration of the term of any regular voting member of ACAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re-appointed to more than two (2) successive terms. When any vacancy shall occur on ACAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road, Los Alamos, NM.

MEETINGS

Meetings may be conducted monthly. The frequency of the ACAS meetings will be set annually by the Board. Additional ACAS meetings may be called as required and approved by the Chairman of the Board.

RECORDS

All ACAS records shall be retained by the Parks, Recreation and Open Space Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON:

Parks, Recreation and Open Space Division Manager – 662-8170

Aquatic Center Manager - 662-8170

**Los Alamos County
PARKS AND RECREATION BOARD
Ice Rink and Recreation Advisory Subcommittee (IRRAS)**

GUIDELINE

PURPOSE:

The purpose of the Ice Rink and Recreation Advisory Subcommittee (IRRAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Los Alamos County ice rink facility and general recreation programming. The IRRAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of IRRAS are:

1. Provide a forum for discussion of ice rink and recreation policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current ice rink and recreation programs and uses to determine additional needs and submit recommendations pertaining to ice rink and recreation guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the ice rink facility and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to ice rink and recreation facilities and equipment.
4. With the Recreation Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5), assist staff in the annual review of the ice rink usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended ice rink and recreation fee schedules.
7. Ensure that all findings, recommendations, or action items identified by IRRAS are submitted for Board consideration and/or approval.

MEMBERSHIP

IRRAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The non-voting member will be the

Recreation Program Manager. The Chairperson of IRRAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two-(2) years from the date approved by the Board. No voting member will serve more than two (2) terms in succession. After serving two terms, a former IRRAS member must wait one full year before serving again on the IRRAS.

Upon expiration of the term of any regular voting member of IRRAS, the Board shall appoint or re-appoint a member for a full term; provided, however, that no member shall be re-appointed to serve more than two (2) successive terms. When any vacancy shall occur on IRRAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Recreation Administrative Office, 2760 Canyon Road, Los Alamos, NM.

MEETINGS

Meetings may be conducted monthly. The frequency of the IRRAS meetings will be set annually by the Board. Additional IRRAS meetings may be called as required and approved by the Chairman of the Board.

RECORDS

All IRRAS records shall be retained by the Recreation Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON:

Parks, Recreation and Open Space Division Manager – 662-8170
Recreation Program Manager – 662-8173 or 662-4500

**Los Alamos County
PARKS AND RECREATION BOARD
Golf Course Advisory Subcommittee (GCAS)**

GUIDELINES

PURPOSE:

The purpose of the Golf Course Advisory Subcommittee (GCAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Los Alamos County Golf Course. The GCAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of GCAS are:

1. Provide a forum for discussion of golf-related policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current golf course programs and uses to determine additional needs and submit recommendations pertaining to the golf course programs, guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the golf course and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to golf facilities and equipment.
4. With the Golf Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested, and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5), assist staff in the annual review of the usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended fee schedule for golf facility passes.
7. Ensure that all findings, recommendations, or action items identified by GCAS are submitted for Board consideration and/or approval.

MEMBERSHIP

GSAC will consist of five (5) official voting members; Four being appointed by the Board and the fifth being a current member of the Board. Preferably two voting members, one representing female golfers, will also be members of the Los Alamos Golf Association (LAGA.) The non-voting members will be the Golf Course Manager, the Head Golf

Professional, and the Golf Course Superintendent. The Chairperson of GCAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members shall be no more than two (2) years from the date approved by the Board. The LAGA may be asked to recommend up to two members, for Board approval. No voting member will serve more than two terms in succession. After serving two terms, a former GCAS member must wait one full year before serving again on GCAS

Upon expiration of the term of any voting member of GCAS, the Board shall appoint or re-appoint a member for a full term; provided, however, that no member shall be re-appointed to serve more than two successive terms. When any vacancy shall occur on GCAS for any cause whatsoever, a member shall be appointed by the Parks and Recreation Board to fill the un-expired term caused by such vacancy.

All vacancies or renewals shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road or the Golf Course, 4250 Diamond Drive, Los Alamos, NM.

MEETINGS

Meetings may be conducted monthly. The frequency of the GCAS meetings will be set annually by the Board. Additional GCAS meetings may be called as required and approved by the Chair of the Board.

RECORDS

All GSAC records shall be retained by the Parks, Recreation and Open Space Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON

Parks, Recreation and Open Space Division Manager – 662-8170
Golf Course Manager – 662-8139
Head Golf Professional – 662-8139
Golf Course Superintendent – 662-8103

**Los Alamos County
PARKS AND RECREATION BOARD
Open Space Advisory Subcommittee (OSAS)**

*Facilities included are those that do not have an on-site manager. In particular, this subcommittee is concerned with: trails used by hikers, bikers, equestrians and runners, open space including viewsheds, corridors for wildlife movement, wildfire fuel management, and ecosystem processes, protection of cultural and natural resources and facilities such as a bicycle flow trail or other facilities related to outdoor activities in open space.

GUIDELINES

PURPOSE

The purpose of the Open Space Advisory Subcommittee (OSAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to Los Alamos County resources and facilities as identified above. The OSAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
2. Review current open space programs and facility uses throughout the County to determine additional needs and submit recommendations pertaining to open space programs, guidelines, and policies to the Board.
3. Develop and prioritize a list of capital improvements for consideration by the Board.
4. Review and comment on the County Trails Management Plan
 - a. Make recommendations for additions, deletions and realignments to the County Trail Network.
 - b. Review and comment on adherence to the County Trails Management Plan
 - c. Review proposed developments to ensure preservation of access to the County Trails Network.
 - d. Recommend and document criteria for prioritization of trail projects and conduct an annual assessment of a list of prioritized projects.
5. Review and comment on the Open Space Management Plan
 - a. Make recommendations for additions, deletions and realignments to the Open Space Management Plan.
 - b. Review and comment on adherence to the Open Space Management Plan.
 - c. Make recommendations and document in a work plan for the upcoming fiscal year on an annual basis.

6. Ensure that all findings, recommendations, or action items identified by OSAS are submitted for Board consideration and/or approval.

MEMBERSHIP

OSAS will consist of five (5) official voting members; four (4) being appointed by the Board and the fifth member being a current member of the Parks and Recreation Board. The non-voting members will be the Parks, Recreation and Open Space Division Manager, and the Open Space Specialist. The Chairperson of OSAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two (2) years from the date approved by the Board. No voting member shall serve more than two years in succession. After serving two years, a former OSAS member must wait one full year before serving again on the OSAS.

Upon expiration of the term of any regular voting member of OSAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re-appointed to more than two (2) successive full terms. When any vacancy shall occur on OSAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Department Office, 2760 Canyon Road, Los Alamos, New Mexico 87544.

MEETINGS

Meetings will be conducted monthly. The frequency of the OSAS meetings will be reviewed annually by the Board. Additional OSAS meetings may be called as required and approved by the Chair of the Board.

RECORDS

All OSAS records shall be retained by the Parks, Recreation and Open Space Division in accordance with the current Los Alamos County records retention policies.

STAFF LIAISON

Parks, Recreation and Open Space Division Manager – 662-8170

Open Space Specialist – 662-8159

Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Parks and Recreation Board:

Mark all that apply

Economic Vitality		
	<u>Economic Vitality:</u>	
	<ul style="list-style-type: none"> • Priority Area – Build the local tourism economy 	
	<ul style="list-style-type: none"> • Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock 	
	<ul style="list-style-type: none"> • Promote a strong and diverse economic base by encouraging new business growth 	X
	<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer 	
	<u>Financial Sustainability</u>	
	<ul style="list-style-type: none"> • Encourage the retention of existing businesses and assist in their opportunities for growth 	X
	<ul style="list-style-type: none"> • Support spinoff business opportunities from LANL 	
	<ul style="list-style-type: none"> • Significantly improve the quantity and quality of retail business 	
Quality of Life		
	Housing:	
	<ul style="list-style-type: none"> • Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate 	
	<ul style="list-style-type: none"> • Priority Area -- Support development of affordable workforce housing 	
	Education:	
	<ul style="list-style-type: none"> • Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation 	
	<ul style="list-style-type: none"> • Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards 	
	Quality Cultural and Recreational Amenities:	
	<ul style="list-style-type: none"> • Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community 	X
	Environmental Stewardship:	
	<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities 	X
	Mobility:	
	<ul style="list-style-type: none"> • Maintain and improve transportation and mobility 	X

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	
	<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
	<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	
	<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	
	<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
	<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	X
	<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
	<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	X