



# County of Los Alamos

## BCC Meeting Minutes

### Parks and Recreation Board

1000 Central Avenue  
Los Alamos, NM 87544

*Chair, Brian Watkins; Vice-Chair, Jerry Cowan; Jacob AlderseBaes; Paula Knepper; George Marsden; Summer Schaufler; and Ian Zollinger, Members*

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Thursday, July 10, 2025

5:30 PM

1000 Central Avenue  
Council Chambers

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Public Participation: in person or <https://zoom.us/j/97013443707>

#### 1. CALL TO ORDER

Vice-Chair Cowan called meeting to order at 5:41PM.

Present 4 - Member Cowan, Member Schaufler, Member Knepper and Member Marsden

Absent 3 - Member Watkins, Member Zollinger and Member AlderseBaes

#### 2. PUBLIC COMMENT

No public comment.

#### 3. BUSINESS

[20386-25](#) Approval of Minutes from the June 12, 2025 Meeting

Attachments: [A - Minutes from the June 12, 2025 Meeting](#)

**I move that the Board approve the attached meeting minutes from the June 12, 2025 meeting.**

Yes: 4 - Member Cowan, Member Schaufler, Member Knepper and Member Marsden

Absent: 3 - Member Watkins, Member Zollinger and Member AlderseBaes

[20387-25](#) Revisions to Policy 1735: Use and Rental of County Facilities/Land

Attachments: [B - Appendix](#)  
[A - Final Draft 1735](#)

**I move that the Parks & Recreation recommend to County Council the revisions to Policy 1735: Use and Rental of County Facilities/Land**

Absent: 3 - Member Watkins, Member Zollinger and Member AlderseBaes

No: 4 - Member Cowan, Member Schaufler, Member Knepper and Member Marsden

**20397-25** Presentation on Adopt-A-Trail Proposal

**Attachments:** [A - Adopt-A-Trail Project Presentation](#)

The item was tabled for the time being. It will be revisited once additional administrative details related to the project have been clarified.

**I move that the Parks & Recreation Board approve the Adopt-A-Trail program and that the Adopt-A-Trail presentation should be sent to County Council for their consideration.**

**PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS****20393-25** Mesa Public Library Outdoor Classroom Presentation and Discussion

**Attachments:** [A - Outdoor Classroom Presentation](#)

Library Manager, Gwen Kalavaza, presented an overview of the Mesa Library Outdoor Classroom Project. The presentation detailed the future plans for the space and its intended use. It was noted that funding for the project has already been approved. A discussion followed, during which all board members present expressed support for the project.

No action required at this time; informational update.

**I move that the Parks and Recreation Board support the Outdoor Classroom and Performance Space Project.**

**4. BOARD/STAFF COMMUNICATIONS****20394-25** Chairman's Report - Presented by Vice Chair Cowan

Vice-Chair Cowan delivered the Chairman's Report.

**20395-25**      Staff Report

**Attachments:**    [A - PRB Monthly Updates](#)

Katherine Hudspeth provided updates on several recreation-related projects and events. She reported on the successful Fourth of July event at Ashley Pond Park, preparations underway for the upcoming Los Alamos Fair and Rodeo, recent developments and improvements at the Golf Course, and progress regarding the Ice Rink chiller system.

Wendy Parker provided an update on various ongoing and upcoming parks projects. She shared progress on the Trails and Open Space Management Plan, and noted that the draft concept for the Synthetic Turf Master Plan will be presented to the Parks and Recreation Board in August. She reported that the playground renovation at 37th Street and Piñon Park was approved by Council on July 8. Additional updates included renovation work on sports fields, development of the Brewer Arena plan footprint, and that construction at East Park and North Mesa remains on track.

**20396-25**      Work Group and Task Force Assignments and Updates

The Work Group Report was not addressed under this section of the agenda. However, it was briefly mentioned during the Chairman's Report.

**5.      COUNCIL COMMUNICATIONS**

Councilor Reagor noted that the proposed playground project on 37th Street and Pinon was approved by County Council. He also inquired whether the Parks and Recreation Board would like to forward the Adopt-A-Trail presentation to County Council for consideration. Parks and Open Space staff indicated they would like additional time to review the presentation further before forwarding it. The presentation is expected to be sent to County Council within the next month or two.

**6.      PREVIEW OF NEXT MEETING**

Vice-Chair Cowan discussed the possibility of the Open Space and Trails Integrated Master Plan presentation, as well as a presentation on the Eagle Scout Open Space project.

**7.      ADJOURNMENT**

Vice-Chair Cowan adjourned the meeting at 7:24 PM.

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 Community Services Department at 505-662-8241 if a summary or other type of accessible format is needed.

# APPENDIX A

## Rates and Charges for Exclusive Use of Los Alamos County Lands and Facilities

These fees and charges shall be governed by the County's Use of Indoor and Outdoor Facilities Admin Guidelines #1735  
Effective xxx/xx/xxxx

### INDOOR FACILITIES - Rentals are per hour with a 2-hour minimum

For indoor reservations, contact the Special Events Office at Fuller Lodge at (505) 662-8405, unless otherwise listed below.

\* Requires a down payment

	(Capacity)		Fees
<b>Small Meeting Rooms *</b>	1-25		30.00
Betty Ehart Senior Center - Classrooms A OR B *			

Fuller Lodge: \*

Curtis, Nambé, Throne

**White Rock - Town Hall Meeting Room #1, #2 & Training Room \***

Meeting Room #1 - (12 max)

Meeting Room #2 - (11 max)

Training Room - (24 max)

**Medium Meeting Rooms \*** 26-50

Betty Ehart Senior Center - Classrooms A & B

Classroom A & B - Tables & Chairs (36 max)

Classroom A & B - Chairs only (40 max)

**White Rock Activity Center**

Chairs only / dancing space only (50 max)

**Los Alamos County Airport (50 max)**

**Large / Community Rooms \*** 51+

Betty Ehart Senior Center - Great Room, or Great Room + Rooms A & B

Great Room - Tables & Chairs (140 max)

Great Room - Chairs only (150 max)

**Fuller Lodge - Pajarito Room or Pajarito Plus** (Includes Pajarito, Curtis, Green, kitchen, Portal and lawn area)

Banquet w/Chairs & Tables (80 max)

Concert, Lecture w/Chairs Only (100 max)

Dance w/no chairs or tables (150 max)

**Fuller Lodge Rose Garden \***

Chair Set-Up Fees

1 - 50

51 - 100

101 - 150

### Other meeting rooms available

**Aquatic Center Courtyard (50 max)**

Reservations made through the Aquatic Center (505-662-8170)

**Aquatic Center Training Room (25 max)**

Reservations made through the Aquatic Center (505-662-8170)

with Chair & Table Set-up

**Golf Course Small Meeting Room (10 max)**

Reservations made through the Golf Course PRO Shop (505-662-8139)

Standard chair and table set-up only

Golf Course Community Room - (138 max) collected by the golf course contractor unless a separate agreement specifies otherwise.	50.00
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Nature Center Planetarium - Fee collected by the Nature Center contractor

Received  
e July 10 PRB  
meeting  
-mv

ADDITIONAL RENTAL FEES for Indoor Facilities (excludes park pavilions)		Fees
<b>Damage Deposits</b>		
<i>Holds reservation and is in addition to the damage deposit. Credited towards hourly rental fee.</i>		
<i>Not refundable if cancelled with less than 10 day notice.</i>		
<b>High Risk Events</b>		\$ 500.00
<i>Events with over 100 participants or identified as high risk.</i>		
<i>(Sale or Service of Alcohol, unfavorable history of rental)</i>		
<b>All Other Events</b>		\$ 250.00
<i>Events with fewer than 100 attendees and/or where food or alcoholic beverages are served.</i>		
<b>Reservation Down Payment</b>		\$ 50.00
<b>Service Fees</b>		
Inspection Fee (per rental)		\$ 15.00
Cleaning Fee - if facility left unclean, per hour/per staff		\$ 35.00
Early or late use beyond reserved time, per hour		\$ 35.00
Staff Fee for High Risk Events, per hour/per staff		\$ 35.00
<b>OUTDOOR FACILITIES - Per Hour / Per Rental Unless Otherwise Noted</b>		<b>Fees</b>
<i>For outdoor reservations listed below, contact the Parks &amp; Recreation customer service staff at 505-662-8170</i>		
<i>Or, in person at the Walkup Aquatic Center, 2760 Canyon Road</i>		
<i>No Refunds. Transfers allowed with 24-hour notice.</i>		
<b>Ashley Pond</b>		
All Zones (includes power panel)		\$ 100.00
Zone 1: Stage Area (includes power panel)		\$ 50.00
Zone 2: West Side		\$ 25.00
Zone 3: North Side		\$ 25.00
<b>Field / Park / Special</b>		
Diamond, Rectangular Fields, Sail Plane Field, Remote Car Track, Skate Parks, Disc Golf		\$ 37.00
- with lights		\$ 20.00
- without lights		\$ 5.00
<b>Courts - Per Court (Tennis, Volleyball)</b>		\$ 15.00
<b>Park Pavilions</b>		
<b>OUTDOOR FACILITIES, cont.</b>		<b>Fees</b>
<i>Garden Plots and RV Lots are governed by applicable Agreements and Rules</i>		
<b>Garden Plots (March - October) - Per Annum</b>		
<i>Additional water, beyond what is included in Fee below, is charged at market Fee on Nov. 1st</i>		
20' x 20' Includes up to 9,000 gal of water		\$ 52.50
20' x 30' Includes up to 12,000 gal of water		\$ 74.00
20' x 40' Includes up to 15,000 gal of water		\$ 110.50
<b>RV Storage Lots - Per Lot / Per Annum @ \$1.50/sqft</b>		
Small Lot (12 x 25)		\$ 450.00
Medium Lot (12 x 30)		\$ 640.00
Large Lot (12 x 50)		\$ 900.00
<b>STABLE FACILITIES - Per Hour / Per Rental Unless Otherwise Noted</b>		<b>Fees</b>
<i>Stable lots are governed by the License and Stable Rules.</i>		
<b>Stable Lots</b>		\$ 0.06
<i>Fee per sq. ft., based on County Assessed Lot Square Footage</i>		
<b>Outdoor Livestock Arenas</b>		
Brewer Rodeo Arena and attached stock pens, Red Jackson Dressage Arena, and Therapeutic Arena		\$ 75.00
1/2 Day (4hr), per arena		

Old Fee:	2021 Personal	2021 Business
Lighted fields	\$17.00	\$34.00
	\$20.00	\$40.00

Old Fee:	2021 Personal	2021 Business
	\$50.00	\$100.00

Full Day (8hr), per arena

**North Mesa Covered Arena**

1/2 Day (4hr)

Full Day (8hr)

**Round Pens**

Transient Pens (per day) - Pens that are separate and south of the therapeutic arena

First 48hrs FREE, then \$20/day, maximum 7 days

**ADDITIONAL RENTAL FEES for Outdoor Park Facilities**

Special Event Fees for Outdoor Facilities  
Required for special event rentals with over 100 attendees

**AMENITIES & OTHER FEES**

Electricity - Per event. Facility reservationist will determine need.

Dumpsters & Additional Trash Cans

At organizer's expense. Contact Environmental Services at (505) 662-8163

Call for details

**RECREATION DIVISION FACILITIES**

Larry R. Walkup Aquatic Center, 2760 Canyon Road Phone: (505) 662-8170

Lane Rental (hourly fee per lane / users must have facility pass)

Lane Rental (Long Course)

Lane Rental (Non-operational Hours, Long Course)

Lane Rental (Short Course)

Lane Rental (Non-operational Hours, Short Course)

Local Youth and Adult Private Swim Groups (hourly fee per lane / users must have facility pass)

Youth and Adult Short Course Rental Lane Rental (per hour/session) - Short Course has 21 lanes

Youth and Adult Long Course Rental Lane Rental (per hour/session) - Long course has 8 lanes

Move Bulkhead (Set-up & Return)

Deposit

Holds reservation. Credited towards total rental charge.  
Not refundable if cancelled with less than 10 day notice

Service Fees (per Hour/Per Staff)

Event Set-up & Tear Down

Cleaning Fee

Private Rental - Non-Swim Meet, per hour / service fee may apply

Leisure Lagoon

- less than 100 participants

- greater than 100 participants

50-Meter Pool

- less than 100 participants

- greater than 100 participants

Therapy Pool

Private Rental - Swim Meet,

Per hour / service fee may apply

Short Course, less than 100 participants

Facility still open to public for use during swim meet.

Long Course/Short Course, more than 100 participants

Main Pool, Therapy Pool, and Leisure Lagoon closed for public use

LAPS High School swim meets are subject to terms of the Joint Use Agreement

Los Alamos County Ice Rink, 4475 West Road, Phone: (505) 662-4500

Fees are per hour, minimum 2-hour increments

\$100.00 \$200.00

\$50.00 \$100.00  
\$100.00 \$200.00

**New Fees**

Old Fee: 2021 Personal 2021 Business

\$1.00 \$2.00

Added fee for 100+

Added fee for 100+

\$ 50.00  
\$ 100.00



# Ice Rental Fee

Youth Hockey must have a Season Pass

Non-Premium Ice (Monday - Thursday)

- less than 100 participants

- greater than 100 participants

Premium Ice (Friday - Sunday)

- less than 100 participants

- greater than 100 participants

# Summer Facility Rental (mid-March thru mid-October)

- less than 100 participants

- greater than 100 participants

Old Fee: 2021 Personal 2021 Business

Added fee for 100+ \$100.00 \$200.00

Added fee for 100+ \$190.00 \$380.00

VENDOR FEES - County Property only	Fees
<b>Business License</b> (Required of all itinerant vendors conducting business in the County as per code)	Dependent of business type
Per Annum and available through Community and Economic Development Department (CDD)	
1000 Central Avenue, Suite 150	
Phone: (505) 662-8120	

<b>County Sponsored Events, on County property only. One 10' x 10' Space or Trailer per space</b>	<b>Fees</b>
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For reservations, contact the Parks & Recreation customer service staff at 505-662-8170;  
Or, in person at the Walkup Aquatic Center, 2760 Canyon Road.

## Summer Concert Series (Friday Night Concerts)

Series Fee

Promotional & Non-Food  
Food & High-Risk

\$ 400.00  
\$ 600.00

## Summer Concerts and Other County Sponsored Events

Daily Fee

No Sales: Promotional or Information Only, per Space

Sales, Non-Food Items: One 10' x 10' Space or Trailer, per Space

1 Day \$ 30.00  
2 Days \$ 50.00

Sales - Food or High Risk: One 10' x 10' Space or Trailer, per Space

1 Day \$ 100.00  
2 Days \$ 150.00  
1 Day \$ 150.00  
2 Days \$ 200.00

<b>Vending on County property and non event related vending</b>	<b>Fees</b>
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For reservations, contact the Parks & Recreation customer service staff at 505-662-8170.

Mobile Vending and Mobile Food Vending: One 10' x 10' Space, or Trailer per space

Promotional & Non-Food

Daily \$ 15.00  
Monthly\* \$ 150.00  
Annual \$ 600.00

Sales - Food or High Risk

Daily \$ 25.00  
Monthly\* \$ 300.00  
Annual \$ 1,200.00

\*Monthly Fee is cumulative and is not inclusive of County sponsored special events.

PERMITS	Fees
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**Overpass Banner Permit** - Contact LAC Customer Care Center at (505) 662-8333

**Noise Reiter Permit** - If required, contact the Community Development Dept. at (505) 662-8120

**Training/Instruction Permit**

Required for all who want to direct a paid activity on County Property  
Excludes paid activities that are provided on on stable property. Valid for one (1) year.

\$ 100.00

Maintained Business Rate

**Lemon Lot** - (Maximum 14-Day Permit / 3 times in 6 months) / **Business use not permitted**  
Trucks, Motorcycles, and Cars

\$ 10.00

New Fees

Maintained Business Rate

**RVs, Trailers, Boats**

**Camping Permits (*14 Day maximum per month*)**

Camp May, Main Gate Park (per lot, per 24 hours)  
White Rock RV Park (per lot, per 24 hours)

\$	20.00
\$	10.00
\$	20.00