

Equestrian and Livestock Working Group Charter

Purpose

The Equestrian and Livestock Working Group (ELWG) was established by the Parks and Recreation Board (the Board) in its 2024 Work Plan. The stated purpose of ELWG is to gather public input and advise the Board on issues relating to Los Alamos County resources and facilities.

ELWG is concerned with:

North Mesa Equestrian Park – Arenas and Rodeo Grounds

- Los Alamos County North Mesa Stables
- Trails and open space

Scope of Work

The duties and responsibilities of ELWG are to:

1. Provide a forum for discussion of open Equestrian and Livestock issues and serve as an advisory body to the Board and a resource to staff.
2. Review current Equestrian and Livestock programs and facility uses throughout the County to determine additional needs, and submit recommendations pertaining to Equestrian and Livestock facilities, programs, fees, guidelines, and policies to the Board.
3. Other tasks as requested by PRB

Attachment A lists specific tasks on which ELWG will focus on for FY25.

Membership

ELWG will be composed of volunteers and will be open to all County residents. The ideal representation will include residents from a diversity of user groups and areas of expertise or interest.

- ELWG vacancies shall be advertised as determined by the Board.
- ELWG will consist of up to five official voting members, four being appointed by the Board, and the fifth being a current member of the Board.
- An ELWG Chairperson shall be elected annually by the voting members of the subcommittee.
- ELWG members will be individually appointed by the Board after having submitted letters of interest. There is no term limit for any member.

- A quorum of ELWG is defined as a simple majority of the appointed OSWG members. OSWG actions may be taken and considered valid only if approved by a quorum, which may include via email correspondence.

Attachment B lists current ELWG members.

Meetings

- ELWG will meet at least monthly.
- ELWG will maintain meeting minutes.
- ELWG meeting minutes and reports may be shared with the public.
- ELWG are not subject to, nor required to comply with, the New Mexico Open Meetings Act.
- ELWG will use the County's Orientation Manual for the Members of Boards and Commissions as guidance for roles, responsibilities, and procedural rules.

Reporting

- Reports of findings, recommendations, or action items identified by ELWG will be submitted to the Board for Board consideration and/or approval.
- The Board may decide whether to forward any reports or recommendations to the Community Services Department.
- Reports shall be approved by a simple majority of ELWG members before submittal to the Board.

Interactions with CSD Staff

- CSD staff will not be asked to provide any direct support for meetings.
- CSD staff will be encouraged to provide timely responses to requests for information to support the purpose of ELWG.
- The presence of specific CSD staff at a working group meeting may be requested based upon identified needs or specific topics of discussion.

Guiding Documents

ELWG shall consult the following guidance documents to the extent that they are relevant to conducting a specific task. This list of guiding documents shall be updated as needed.

- PRB Work Plan [most recent version]
- County Council Strategic Leadership Plan [most recent version]
- 2023 Community Services Department Integrated Master Plan

- 2023 Restoration Feasibility Assessment for Los Alamos County Open Space
- 2023 Integrated Pest Management Plan
- 2022 Trails Management Planning Documents
- 2022 Los Alamos Resiliency, Energy, and Sustainability (LARES) Task Force Final Report [Recommendations for Natural Spaces, Soils, Land Use, Forests, and Carbon Sinks]
- 2022 Los Alamos County Trailhead Assessment
- 2022 Community-Wide Wildfire Protection Plan
- 2019 Economic Vitality Plan [coordination with national parks, Pajarito Mountain owners, PEEC]
- 2018 Los Alamos Tourism Strategic Plan [references to trails and open space]
- 2016 Los Alamos County Comprehensive Plan
- 2015 Trail Network Signage Plan
- 2015 Open Space Management Plan
- 2013 Los Alamos County Community Trail Plan
- 2011 Canyon Rim Trail Master Plan
- 2005 Plan for Control of Invasive Species on Los Alamos County Open Space
- 1998 Pedestrian Transportation Plan
- Municipal Code, Chapter 8, Article VII, Parks and Recreation Board
- Stables Rules and Regulations
- Stables License Agreement
- Use and Rental Land and Facilities Administrative Guidelines #1735

Sunsetting

- ELWG should not be sunsetted without due process.
- The Board will review the ELWG charter on an annual basis. The Board could vote to sunset ELWG should they determine the purpose is not being accomplished.
- Such a vote should be well publicized by sending emails to current serving ELWG members at least one month before the vote.

Attachment A. Equestrian and Livestock Working Group Tasks Proposed for FY25

- Recruit new ELWG members to ensure that the group represents a wide range of perspectives on Equestrian and Livestock issues
- Review all official county publications pertaining to the North Mesa Equestrian Park (arenas, trails, programs, events) and suggest correction and/or, clarifications

Review operation and maintenance plans for all arenas and suggest corrections and/or clarifications

Attachment B. Equestrian and Livestock Working Group Membership

Donna Hayden

Diane Wilburn

Cathy Miller