



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

Thursday, May 8, 2025

5:30 PM

1000 Central Avenue
Room 110

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

Phone one-tap:

+16694449171,,97013443707# US

+16699006833,,97013443707# US (San Jose)

Join via audio:

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

1. CALL TO ORDER

Present 5 - Member Cowan, Member Watkins, Member Zollinger, Member AlderseBaes and Member Marsden

Absent 1 - Member Schaufler

Remote 1 - Member Knepper

2. PUBLIC COMMENT

Zoe Taylor suggested enhancements to the facility to better accommodate badminton activities.

3. BUSINESS

- A. [20163-25](#) Approval of Minutes from the April 10, 2025 Meeting

Attachments: [A - Minutes from the April 10, 2025 Meeting](#)

I move that the Board approve the attached meeting minutes from the April 10, 2025 meeting. This motion passed with the following votes:

Yes: 5 - Member Cowan, Member Watkins, Member Zollinger, Member AlderseBaes and Member Knepper

Abstain: 1 - Member Marsden

Absent: 1 - Member Schaufler

- B. [20168-25](#) Ice Rink Shade Structure Survey Results

Attachments: [A - Los Alamos Ice Rink Covered Structure](#)

Miguel Jimenez, Public Works Project Manager, presented on the results of the Ice Rink Shade Structure Survey.

Public comment made by Joe Artnak.

A motion was made for the Parks and Recreation Board to submit a recommendation of support to the County Council for the adoption of a mono-sloped shade structure at the ice rink.

Yes: 6 - Member Cowan, Member Watkins, Member Zollinger, Member AlderseBaes, Member Knepper and Member Marsden

Absent: 1 - Member Schaufler

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

- A. [20164-25](#) Training and Discussion on Open Meetings Act and Meeting Procedures

Attachments: [A - Boards and Commissions Orientation Manual](#)

Katie Thwaites, Deputy County Attorney, provided a presented on the Training and Discussion on Open Meetings Act and Meeting Procedures.

4. BOARD/STAFF COMMUNICATIONS

- A. [20165-25](#) Chairman's Report

Chair Watkins provided the Chairman's Report.

- B. [20166-25](#) Staff Report

Attachments: [A - PRB Monthly Updates-May 2025](#)
[B - PRB Cemetery Master Plan Presentation](#)
[C - Guaje Pines Master Plan Survey Flyer](#)

Wendy Parker, Parks and Open Space Superintendent, and Emmanuel Abeyta, Parks Assistant Superintendent, presented the Parks staff report and provided an update on the Guaje Pines Cemetery Master Plan Project. Katherine Hudspeth, Recreation Superintendent, delivered the Recreation staff report. Cory Styron, Community Services Director, gave a general staff update. Member Knepper expressed concerns about the condition of Woodland Trail due to watering at the golf course.

C. [20167-25](#) Work Group and Task Force Assignments and Updates

Attachments: [A - Equestrian & Livestock Working Group Progress Report](#)

Vice-Chair Cowan provided updates to the Equine & Livestock, Bike Park, and Trails & Open Space Working Groups.

5. COUNCIL COMMUNICATIONS

Councilor Reagor was absent and did not provide a Council communications update.

6. PREVIEW OF NEXT MEETING - JUNE 12, 2025

At the next meeting, the Board will receive a presentation from the Bike Park Working Group and discuss scheduling the Trails and Open Space Working Group Management Plan for a future agenda.

7. ADJOURNMENT

Chair Watkins adjourned the meeting at 7:19 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.

Los Alamos Ice Rink Cover Structure

Parks and Recreation Board
May 8, 2025

Incorporated County of Los Alamos

Background

- Follow-up to the April 10, 2025, PRB meeting
- First survey (575 respondents):
 - 76% support cover structure
 - 17% don't support cover structure
 - 7% don't know
- Cover structure feasibility analysis
- Staff recommendation for cover structure
- Second online survey
- Return to PRB for a recommendation to County Council

Objective

- Review staff recommendation
- Present results of the second survey
- Discuss a Council recommendation

Staff Recommendation Revisited

Driven by budgetary and maintenance considerations

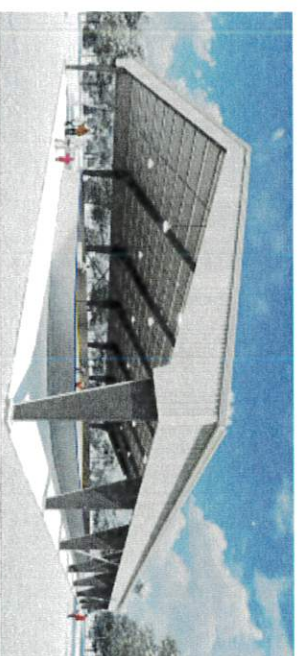
Pre-eng. steel structure & rigid roof deck

Most cost-effective structure

- Complete functionality
- Durable
- Least effort and cost to maintain

Gable or mono-slope frame geometry

OPC: \$900,000 to \$1.5 Million
(+site work cost)



Gable frame



Mono-slope frame

Second Survey

Opened from April 10 to the 24 (14 days)

- Q1. Are you a resident of Los Alamos County?
 - Yes
 - No
- Q2. Given the two possible geometries shown above for the recommended cover structure, please select your preferred geometry? (Select one option only)
 - Gable geometry
 - Mono-sloped geometry
 - None
- Q3. If you selected “None”, please explain the reason.
 - Write your answer here
- Q4. What features would make the cover structure more functional or unique to Los Alamos Ice Rink?
 - Write your answer here

Second Survey Results

- 764 participants
- 94% are Los Alamos residents
- 72% support a cover structure
 - 50% support mono-sloped
 - 22% support gable
- 28% don't support cover structure

Most popular option



Mono-slope frame

Question 3. If you selected “None”, please explain the reason

- 213 of participants (28%)
- Open answer format
- Many respondents provided multiple perspectives
- Not necessary/preserve rink uniqueness (390)
- Recommended options not aesthetically pleasing (200)
- Too expensive/other pressing needs (170)
- Prefer a retractable option (80)
- Prefer an indoor ice rink (40)

Question 4. What features would make the cover structure more functional or unique to Los Alamos Ice Rink?

- 410 participants shared their perspectives (53%)
- Many respondents provided multiple perspectives
- Aesthetic enhancements & art (70)
- Amenities for spectators (29)
- Lighting, scoreboard, and sound system (20)
- Sustainable features e.g. solar panels (7)
- Use off-season (21)
- Majority reiterated concerns as in “None” perspectives

County Council Meeting

- June 10, 2025, at Council Chambers
- Report on:
 - Public Outreach Process
 - Community perspectives on cover structure
 - Community & PRB preferences on structure frame
 - Opinion of probable cost
 - Obtain direction moving forward

Main Takeaways

- 72% support cover structure – Mono-sloped preferred
- 28% don't support cover structure – not necessary/preserve rink uniqueness
- Request PRB recommendation to County Council
- Next public meeting – Council Reg. Session, June 10
- Obtain direction moving forward

Thank you!

Have your say



Contact us

Los Alamos County
Public Works Department

(505)-662-8150

lacpw@lacpm.us



<https://losalamosnm.us/ShadeStructure>

<https://www.losalamosnm.us/Have-Your-Say>

LOS ALAMOS

NMSA 1978
§§10-15-1 TO 10-15-4 AND
§§14-2-1 TO 14-2-12

NEW MEXICO OPEN MEETINGS ACT & INSPECTION OF PUBLIC RECORDS ACT

1

KNOWN AS THE "SUNSHINE LAWS"

- All persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those who represent them.
- The formation of public policy or the conduct of business by vote **shall not be conducted in closed meetings**.
- All meetings of a quorum of members of any board or commission, held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of the commission are declared to be public meetings open to the public at all times, except as otherwise provided by law. See §10-15-1(B).
- Under IPRA, the law requires open access to almost all public records in state and local government, with few exceptions.

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OMA - REQUIREMENTS FOR A PUBLIC MEETING

Quorum	• A majority of the appointed members
Notice	• No less than ten (10) days before meeting (per LAC Resolution 25-01) • Adoption of Calendar
Agenda	• Available at least seventy-two (72) hours prior to meeting • Must identify the business to be discussed or transacted
Minutes	• Must include the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. • All minutes are open to public inspection. • Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present.

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PUBLIC MEETING & PUBLIC BUSINESS

WHAT IS A "PUBLIC MEETING"?

WHEN IS PRB CONDUCTING "PUBLIC BUSINESS"?

4

WHAT IS AN "OPEN MEETING" ?

"All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body **are declared to be public meetings open to the public at all times**, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act [Chapter 10, Article 15 NMSA 1978]. . . ."

NMSA 1978, Section 10-15-1.B.

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WHAT IS PUBLIC BUSINESS ?

"All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body, are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act [Chapter 10, Article 15 NMSA 1978]. . . ."

NMSA 1978, Section 10-15-1.B.

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QUORUM

WHAT CONSTITUTES A QUORUM OF PRB?

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BOARD QUORUM

- **County Code Ordinance §8-8.** - "No business shall be conducted by a county board or commission in the absence of a quorum. The only actions a board or commission may undertake in the absence of a quorum are to set the time and date of the next meeting, attempt to achieve a quorum by contacting absent members, and to adjourn."
- **Quorum:** A simple majority of the total number of appointed voting members of a board or commission.
- **Sec. 8-142. - PRB 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.

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OMA - "ROLLING" OR "WALKING" QUORUMS PROHIBITED

- A quorum may exist, for purposes of the Act, even when members are not physically present together at the same time and place.



- Example: 4 members of a 7-member Board discussing public business in a series of telephone or email conversations. Such discussion is a meeting of a quorum. The use of a rolling quorum to discuss public business or take action is a violation of the Act because it constitutes a meeting of a quorum of the Board outside a properly noticed public meeting.

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NOTICE

WHAT IS THE REQUIRED NOTICE FOR MEETINGS OF THE BOARD?

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COUNTY NOTICE REQUIREMENTS FOR OPEN MEETINGS

- OMA: "Any meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public. The affected body shall determine a reasonable minimum public meeting with notice for a public meeting is reasonable when applied to that body. That notice shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice." NMSA 1978, § 10-15-1(D)(2022).
- Current County Resolution is Resolution No. 25-01

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COUNTY RESOLUTION 25-01

INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 25-01

A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, COUNTY BOARDS, COMMISSIONS, AND OTHER PUBLIC BODIES CREATED BY THE STATE AND THOSE APPOINTED BY THE COUNCIL (COLLECTIVELY "APPOINTED COUNTY COMMITTEES")

Notwithstanding any other provision of law, this resolution shall not be subject to the provisions of the Open Meetings Act, NMSA 1978 § 10-15-1, except where specifically provided for in the State of New Mexico's Open Meetings Act, NMSA 1978 § 10-15-1, and as provided herein. Appointed County Committees are defined as the Boards, Commissions, Committees, Task Forces, etc., that are created by State Statute, County ordinance, or through formal Council action, and include but are not limited to the following:

- Art in Public Places Board
- Board of Adjustment (formerly Variance Board)
- Board of Appeals
- Board of Public Utilities
- DWI Planning Council
- Environmental Sustainability Board
- Historic Preservation Advisory Board
- Library Board
- Lodges' Tax Advisory Board
- Los Alamos County Health Council
- Nuisance Code Implementation Review Task Force
- Open Space and Parks Board
- Personnel Board
- Planning and Zoning Commission
- Transportation Board
- Valuation Protest Board

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RESOLUTION NO. 25-01: PRB MEETINGS NOTICE OF REGULAR AND SPECIAL MEETINGS

Notice of regular meetings of all Appointed County Committees 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 for the meeting shall be posted on the County's website at least seventy-two (72) hours prior to the meeting. All meetings of each Appointed County Committee shall be held at the time and at the place indicated in the meeting notice. Each Appointed County Committee shall post a schedule of its regular meetings by the beginning of each year. The schedule shall contain the date, time, and place of each regular meeting. For purposes of Paragraph V 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 V of this Resolution; provided, however, that Appointed County Committee 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 website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

Special Meetings may be called by the Chair or a majority of the members of the Appointed County Committee and shall be given no less than ten (10) days in advance of the meeting. 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 website at least seventy-two (72) hours before any special meeting, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

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RESOLUTION NO. 25-01: ESB MEETINGS NOTICE (POSTING) REQUIREMENTS

For the purposes of regular meetings described in Paragraph II 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 website, provided the website is operational. 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.

For the purposes of special meetings described in Paragraph III of this Resolution, notice requirements are met if notice of the date, time, and 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 website, provided the website is operational. 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.

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AGENDA

THERE MUST BE A PUBLISHED AGENDA FOR ALL PRB MEETINGS

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WHAT IS REQUIRED FOR A MEETING AGENDA?

"Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. Except in the case of an emergency or in the case of a public body that ordinarily meets more frequently than once per week, at least seventy-two hours prior to the meeting, the agenda shall be available to the public and posted on the public body's website, if one is maintained. A public body that ordinarily meets more frequently than once per week shall post a draft agenda at least seventy-two hours prior to the meeting and a final agenda at least thirty-six hours prior to the meeting. Except for emergency matters, a public body shall take action only on items appearing on the agenda."

NMSA 1978, Section 10-15-1 (F) (2022)

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OMA - MEETING MUST FOLLOW THE PUBLISHED AGENDA



- Only items listed on the published agenda may be discussed by the Board
- Items listed on the agenda should be within the Board's authority (Sec. 8-143)
 - (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...
 - (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 ...

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AGENDA FORMAT

- LOS ALAMOS COUNTY
BOARDS AND
COMMISSIONS
PROCEDURAL RULES
(rev. 2024)
- Covers all Boards &
Commissions
- General Format

Exhibit A


Los Alamos
County
Sample Agenda
Name of SAC
Location of Meeting
Date and time of Meeting

I. CALL TO ORDER/ROLL CALL

II. PUBLIC COMMENT (Can be limited to ____ minutes per person)

III. PUBLIC HEARINGS
(if applicable)

III. SAC BUSINESS
A. Approval of SAC Minutes
B. Chairperson's report
C. Staff report topics

IV. SAC STAFF COMMUNICATIONS
A. Action Items
B. Staff Reports

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POSTING OF AGENDAS

- "Agendas for all board or commission meetings will be posted in accordance with the Council's annual Open Meetings Resolution." LAC Boards & Commission Procedural Rules.
- **Resolution 25-01, Section V(A)** - For regular and special meetings - Notice shall be posted in "conspicuous place in the vicinity of the front door of the Municipal Building located at 1000 Central Avenue, Los Alamitos, New Mexico and visible from the exterior of the building, as well as being posted on the Council's web site, provided the web site is operational. 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."
- **Charter 909 - Definition: Publish and Publication—Defined.** "Except as otherwise provided in this Charter, the term "publish" or "publication" shall have the meaning as prescribed in state law for legal notices and shall also include posting at the Municipal Building, the public library and its branches, and such other places as may be designated by ordinance."

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MEETING MINUTES

WHEN, WHO, AND CONTENT

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MEETING MINUTES

"The board, commission or other policymaking body shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body."

NMSA 1978, § 10-15-1(G)(2022)

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FAILURE TO COMPLY WITH OMA -INVALID ACTIONS AND PENALTY

No action of a board shall be valid unless taken or made at a meeting held in accordance with the requirements of the OMA.

It is the members of the board that are responsible for compliance with the OMA, not the County as an entity.

Any person violating any of the provisions of the OMA is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500) for each offense.

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IPRA – INSPECTION OF PUBLIC RECORDS



- Every person has the right to inspect public records of this state as soon as reasonably practicable by law.
- All persons are entitled to the greatest possible information regarding the affairs of government and the official acts of public officers and employees.
- "Public Record" means all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained.

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GETTING MORE INFORMATION...

- You can obtain more information at:
 - New Mexico Attorney General's Office- <https://www.nmug.gov/oma-and-ipra/nm-sunshine-laws.aspx>
 - County Attorney's Office

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A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, COUNTY BOARDS, COMMISSIONS, AND OTHER PUBLIC BODIES CREATED BY THE STATE AND THOSE APPOINTED BY THE COUNCIL (COLLECTIVELY "APPOINTED COUNTY COMMITTEES")

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 10-15-1(B) 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, video communications, or similar communications equipment [Section 10-15-1(C) 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 10-15-1(D) NMSA 1978]; and

WHEREAS, the Open Meetings Act requires the Council of the Incorporated County of Los Alamos ("Council") to determine annually what constitutes reasonable notice of its public meetings and those of all County boards, commissions and policymaking bodies [Section 10-15-1(D) 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 all Appointed County Committees, as defined herein, for the remainder of the year 2025, 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 as follows:

I. General Provisions

A. All meetings of a quorum of the Council of the Incorporated County of Los Alamos shall be open to the public except where specifically provided for in the State of New Mexico's Open Meetings Act, NMSA 1978 §10-15-1, and as provided herein.

B. All meetings of a quorum of an Appointed County Committee shall be open to the public except where specifically provided for in the State of New Mexico's Open Meetings Act, NMSA 1978 §10-15-1, and as provided herein. Appointed County Committees are defined as the

Boards, Commissions, Committees, Task Forces, etc., that are created by State Statute, County ordinance, or through formal Council action, and include but are not limited to the following:

- Art in Public Places Board
- Board of Adjustment (formerly Variance Board)
- Board of Appeals
- Board of Public Utilities
- DWI Planning Council
- Environmental Sustainability Board
- Historic Preservation Advisory Board
- Library Board
- Lodgers' Tax Advisory Board
- Los Alamos County Health Council
- Parks and Recreation Board
- Personnel Board
- Planning and Zoning Commission
- Transportation Board
- Valuation Protests Board

II. Regular Meetings.

A. Council Meetings.

All meetings of the Council shall be held on the dates specified in the schedule attached to this Resolution as Schedule "A" unless notice is otherwise provided at least 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 website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

B. Appointed County Committee Meetings.

Notice of regular meetings of all Appointed County Committees 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 Appointed County Committee shall be held at the time and at the place indicated in the meeting notice. Each Appointed County Committee may adopt a schedule of its regular meetings for the present calendar year or the balance thereof. Such a schedule shall contain the date, time, and place of each regular meeting. For purposes of Paragraph V 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 V of this Resolution; provided, however, that Appointed County Committee 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 website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

III. Special meetings.

Special Meetings may be called by the Chair or a majority of the members of the Council or respective Appointed County Committee upon at least 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 website at least seventy-two (72) hours before any special meeting, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

IV. Emergency meetings.

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 and all Appointed Council Committees shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Council or the respective Appointed Council Committee 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 website as soon as is practicable after the agenda is created, provided the website is operational during the period prior to the meeting.

V. Notice Requirements.

A. For the purposes of regular meetings described in Paragraph II 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 website, provided the website is operational. 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.

B. For the purposes of special meetings described in Paragraph III 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 website, provided the website is operational. 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.

C. For the purposes of emergency meetings described in Paragraph IV 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 website as soon as is practicable, provided the website is operational. 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.

D. 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 (505)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 (505)663-1750, if a summary or other type of accessible format is needed."

VI. Closure of Public Meetings.

The Council and all Appointed Council Committees 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 or respective Appointed Council Committee, 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 or an Appointed Council Committee 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 or respective Appointed Council Committee, in an open public meeting [Section 10-15-1(H) NMSA 1978].

VII. Remote Attendance.

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.

VIII. Public Health Emergency.

In the event this Resolution is in effect during a public health emergency, the conduct of public meetings shall comport with any and all public health orders issued by the New Mexico Department of Health and comply with all guidance documents including advisory opinions issued by the Open Government Division of the Office of the Attorney General for the State of New Mexico. To the degree that this Resolution conflicts with these public health orders or the advisory opinions of the Attorney General, the provisions of the public health orders and the advisory opinions of the Attorney General shall control.

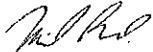
PASSED AND ADOPTED this 7th day of January 2025.

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



**Theresa Cull,
Council Chair**

ATTEST:



**Michael D. Redondo,
Los Alamos County Clerk**





2025 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 in White Rock. Tuesday meetings start at 6:00 PM. Work Sessions maybe held at Fire Station No. 3, 129 State Road 4 in White Rock. Special meetings are scheduled as needed.

LOS ALAMOS

NMC Legislative Conf.
Jan. 20-23
Santa Fe

Martin Luther King Jr. Day

2025 State Legislative Session
1/21 - Opening Day
3/22 - Session Ends

NMML Municipal Day
2/28 — Santa Fe

Presidents' Day

Washington, DC CONFERENCES

NACO legislative Conference
March 1 - 4
Washington D.C.

NLC Congressional City Conference
March 10 - 13
Washington, D.C.

LAPS Spring Break
March 17—21

NACO Western Region Conf. (WIR)
May 21—23
Pennington Co., SD

Memorial Day

NMC Annual Conference
June 18—19
Curry County

Juneteenth

January

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

LA
WR
LA

February

S	M	T	W	T	F	S
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23	24	25	26	27	28	

LA
WR
LA

March

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23	24	25	26	27	28	29
30	31					

LA
WR
LA

April

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19	20	21	22	23	24	25
26	27	28	29	30		

LA
LA
LA

May

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

LA
WR
LA

June

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

LA
WR
LA

July

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4th of July
LA
WR
LA

August

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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

LA
WR
LA

September

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27	28	29	30			

Labor Day
LA
WR
LA

October

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

LA
Indigenous People Day
WR
LA

November

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LA /Veteran's Day
LA
Thanksgiving and day after

December

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13	14	15	16	17	18	19
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LA
LA
Christmas Day Holiday

January 2025

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NACO Annual Conf.
July 11—14
Philadelphia, PA

NMML—Annual Conf.
Sept. 9—12
Ruidoso, NM

ECA Cleanup Workshop.
Sept. 23—25
Washington, DC

- Council Regular Meeting
- Council Work Session
- Holidays
- ◇ Budget Hearings
- ◇ Strategic Planning

ICMA Annual Conf.
Oct. 25—29
Tampa, FL

LAPS Fall Break
Oct. 8—13

NLC City Summit
Nov. 13—16
Salt Lake City, UT

ARTICLE I. IN GENERAL

Sec. 8-5. Meetings.

- (a) All board and commission meetings shall be conducted pursuant to the guidelines provided in the county's annual resolution related to the New Mexico Open Meetings Act.
- (b) All county boards or commissions may utilize county facilities for their meetings, hearings, and other deliberations, subject to the approval of the county manager.
- (c) Each board or commission established by the county council shall meet regularly as necessary.

Sec. 8-8. Quorum restriction.

No business shall be conducted by a county board or commission in the absence of a quorum. The only actions a board or commission may undertake in the absence of a quorum are to set the time and date of the next meeting, attempt to achieve a quorum by contacting absent members, and to adjourn.

Sec. 8-9. Conflict of interest; code of conduct.

- (a) In addition to the provisions of article 8, every board, commission or committee member shall be governed by the provisions of chapter 30, article I, code of conduct, except where specifically exempted therein.
- (b) Each board or commission member shall be expected to regularly attend the board or commission meetings and perform the duties of board membership with integrity and civility.

Sec. 8-10. Public statements.

No board or commission as a whole, or individual board or commission member, shall make a financial commitment, a political or other endorsement, or a statement of position on legislation pending before federal or state governmental bodies without first securing the express consent of the county council. Nothing in this chapter shall be construed to inhibit or forbid political or other activity, in a purely individual capacity, by any member of a board or commission, so long as such member does not purport to speak for, or as a member of, such board or commission. The county manager may place on the agenda of the county council an item calling to the county council's attention any violations of this section.

Sec. 8-12. Minutes.

All standing county boards or commissions shall keep written minutes of all meetings. The minutes shall include, at a minimum, the date, time and place of the meeting; the names of all members of the body in attendance and those members absent; a statement of what proposals were considered; and a record of all decisions made by the body and how each member voted.

Sec. 8-15. Procedural rules.

- (a) Unless otherwise provided by law, all boards and commissions shall follow the procedural rules adopted by council to govern administration of the provisions of this chapter.
- (b) A board or commission will have no power to promulgate policy other than for its own operation.

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.

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.

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.

Secs. 8-144—8-180. Reserved.



Guaje Pines Cemetery Updates & Master Plan

May 8, 2025

Presented By:

Wendy Parker, Parks Superintendent
Emmanuel Abeyta, Assistant Parks Superintendent

History of Guaje Pines Cemetery

- In the 1950s, Los Alamos was still a government entity, and there was no cemetery for burials if someone died.
- Los Alamos established Guaje Pines Cemetery in the late 1950s after nearly 20 years without one.



- Designed as a garden-style cemetery for local residents, it was named for its peaceful setting below Guaje Ridge.

Cemetery Ordinance Update

Overview:

- Updated in 2024 (previously in 2018)
- Clarifies policies for Guaje Pines Cemetery
- Outdated items were removed
- Authorizes Community Services Director to set Cemetery Policies
- Burial and disinterment procedures clarified



Updated Fee Structure

Resident/Non-Resident fees

- Resident and non-resident rates

Simplified Burial Packages

- Streamlined into one inclusive package.
- Miscellaneous fees address replacements, liners or grave openings.

Infant Burial Policy

- Fees waived for residents burying children under 6 years of age.

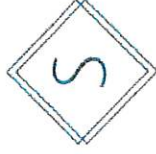
Guaje Pines Cemetery Fee Structure / Effective January 1, 2025

Guaje Pines Fees (Fees approved by County Council 11/12/2024)		Resident Fee	*Non-Resident Fee
SALE OF BURIAL AND NICHE SPACES			
SPACES	Adult Burial Plot	\$1,500	\$2,500
	Infant Burial Plot**	\$500	\$1,500
	Urn Burial Space	\$1,000	\$2,000
	Columbarium Niche	\$1,000	\$2,000
BURIAL SERVICE (PLACEMENT OF REMAINS/CREMAINS)			
BURIAL	In Ground:		
	Adult, Infant**, Urn	\$1,500	\$2,500
	Columbarium Niche	\$600	\$1,600
DISINTERMENT FEES			
DISINTERMENT & REINTERMENT	Adult, Infant, Urn Burial Plot	\$600	\$600
	Columbarium Niche	\$300	\$300
MISCELLANEOUS FEES			
FEES	Grave Opening Only	\$600	\$600
	Grave Liner Only	\$450	\$450
	Marker Setting Fee	\$350	\$350
	Niche vase replacement	\$75	\$75
	2nd niche marker or replacement marker	\$350	\$350

*Non-Resident Fee = Out of State purchase as outline in the Guaje Pines Cemetery Policy and Procedures
 **Infant plot/burial fee will be waived for infants under 6 years of age for residence.

Cemetery Master Plan Consultants

Sloane Consulting Group, Stephanie Sloane
Civisworks, Greg Graham, Landscape Architect/ Owner



SLOANE CONSULTING GROUP



LOS ALAMOS
where discoveries are made

Cemetery Master Plan

- Site Analysis and Existing Conditions/Accessibility
- Evaluation of Existing Spaces
- Sustainability/Irrigation
- Signage
- Potential Expansion
- Indigent Burial/Green Cemetery Options
- Memorial Benches and Memorial Wall



Summary Report from the Equestrian and Livestock Working Group to the Parks and Recreation Board for January - April 2025

The purpose of the ELWG is to assist and advise the PRB to review current parks and recreation programs and facilities in the county to determine and advise additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities and user fees to the PRB for further consideration and possible action. The following summarizes the group's accomplishments from January – April 2025.

Task 1: Recruit new ELWG members to ensure that the group represents a wide range of perspectives on Equestrian and Livestock issues.

There were some Stable Owners who were interesting in reserving the arena to practice roping steers in Brewer Arena. The ELWG tried to facilitate forming a working group focused on the topic of Steer Roping practice in Brewer Arena. ELWG reached out to the interested persons to answer their questions and encourage them to write a proposal regarding practicing roping steers in Brewer Arena. The group decided not to form a Roping Working Group at this time.

Task 2: Meetings continued to Review County Publications

The ELWG continued their review of County publications of Arena Rentals, Website and documents. The ELWG is reviewing and compiling suggestions for the Webtrack page for the North Mesa Equestrian facilities. ELWG reviewed 1735-use-and-rental-of-county-lands-and-facilities and is preparing edits that are consistent with the edits for the Webtrack webpage. There have been changes to the Monumentation Map of the Stable lots that have not been updated. Also, there is a missing attachment to the Quit Claim Deed (A Letter of Application and Program of Utilization dated 1972)

The ELWG is working to streamline and clarify the processes to utilize the North Mesa Equestrian Facilities. The Equestrian community wants to provide classes to reach out to beginning riders and other members of the community who want to ride horses. There are members of the stables community who want to set up a program for weekly horse roping sessions at Brewer arena. There are riders who want to have concession agreements or teaching permits and cannot obtain them. These are some of the issues that the ELWG is trying to clarify.

Task 3: The ELWG would like to have an Emergency Management Plan for the Stables

The Emergency Plan should include Wildland fire experts to set up a plan in case of a fire or a disease outbreak.

Task 4: The ELWG would like to work with the County to establish work credits for the volunteer hours at the North Mesa Facilities.

The work credits could be applied to the fees charged for arena rentals.

Respectfully submitted,

ELWG Members: Lisa Reader, Jerry Cowan (PRB), Wendy Burke Ryan, Donna Hayden,
Cathy Miller, Diane Wilburn, Laura Cox (volunteering for surveys)