



LOS ALAMOS

County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda - Final

Parks and Recreation Board

James Wernicke, Chair; Vice-Chair; Jerry Cowan; George Marsden; Summer Schaufler; David Teter; Brian Watkins; and Ian Zollinger, Members

Thursday, July 11, 2024

5:30 PM

1000 Central Avenue, Council Chambers
Zoom (see agenda for the link)

Members of the public wishing to attend and /or provide public comment can do so via Zoom or by calling the conference call lines in the agenda.

NOTE: This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:

<https://us06web.zoom.us/j/86252119734>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 444 9171 US +1 719 359 4580 US +1 720 707 2699 US (Denver) +1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US +1 646 558 8656 US (New York) +1 646 931 3860 US +1 689 278 1000 US

Webinar ID: 862 5211 9734

1. CALL TO ORDER

2. PUBLIC COMMENT

3. BUSINESS

A. [18951-24](#) Approval of Minutes from the June 13, 2024 Meeting

Recommendation: I move that the Board approve the attached meeting minutes from June 13, 2024.

Presenters: James Wernicke

Attachments: [A - Minutes from the June 13, 2024 Meeting](#)

B. [18952-24](#) Notice of Discussion for Working Groups and Possible Adoption of Charters

Recommendation: I move to adopt the charter and/or work list of the following Working Groups: Equine & Livestock and Open Space.

Presenters: James Wernicke

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

[B - Open Space Working Group Charter](#)

4. BOARD/STAFF COMMUNICATIONS

- A. [18953-24](#) Chairman's Report

Presenters: James Wernicke

- B. [18954-24](#) Staff Report

Presenters: Cory Styron, Katherine Hudspeth and Wendy Parker

Attachments: [A - Project Updates](#)

- C. [18955-24](#) Work Group and Task Force Assignments and Updates

Presenters: Parks and Recreation Board

5. COUNCIL COMMUNICATIONS

6. PREVIEW OF NEXT MEETING - August 8, 2024

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



County of Los Alamos

Staff Report

July 11, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.
Index (Council Goals):
Presenters: James Wernicke
Legislative File: 18951-24

Title

Approval of Minutes from the June 13, 2024 Meeting

Recommended Action

I move that the Board approve the attached meeting minutes from June 13, 2024.

Body

The June 13, 2024 meeting minutes are ready for consideration and approval.

Attachments

A - Minutes from the June 13, 2024 Meeting



County of Los Alamos
BCC Meeting Minutes
Parks and Recreation Board

1000 Central Avenue
Los Alamos, NM 87544

*James Wernicke, Chair; Vice-Chair; Jerry Cowan; George Marsden; Summer Schaufler;
David Teter; Brian Watkins; and Ian Zollinger, Members*

Thursday, June 13, 2024

5:30 PM

1000 Central Avenue, Council Chambers
Zoom (see agenda for the link)

**Members of the public wishing to attend and /or provide public comment can do so via
Zoom or by calling the conference call lines in the agenda.**

NOTE: This meeting is in person and open to the public. However, for convenience, the following Zoom meeting link and/or telephone call in numbers may be used for public viewing and participation:

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2000 US +1 646 931 3860 US +1 689 278 1000 US +1 929 205 6099 US (New York) +1 301 715 8592 US
(Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 360 209 5623
US

Webinar ID: 810 6855 3528

1. CALL TO ORDER

Present 4 - Member Wernicke, Member Cowan, Member Teter and Member
Watkins

Absent 3 - Member Marsden, Member Zollinger and Member Schaufler

2. PUBLIC COMMENT

Public Comment was made by Kevin Anderson on the proposed repairs for the
Aquatic Center.

3. BUSINESS

A. [18883-24](#) Approval of Minutes from the May 9, 2024 Meeting

Presenters: James Wernicke

Attachments: [A - Minutes from the May 9, 2024 Meeting](#)

Minutes approved with amendment to add more information on the chiller
amount. Vice Chair Cowan - Move, Member Watkins - 2nd, Approved 4-0, 3 -
absent - Members Marsden, Zollinger and Schaufler.
approved as amended

B. [18884-24](#) Review, Discuss, and Possible Approval of the Working Groups Charters and/or Work List

Presenters: Jerry Cowan

Vice Chair Cowan gave some background information on Working Group format and reviewed the Equestrian and Livestock Working Group charter. Comments were made by the Board about edits to the charter and notifications. Cory Styron made comments about the responsibilities of Working Groups. Discussion was had. There was a question if a template for working group charters would be available soon. The County Council is currently working on a template. Councilor Ryti gave information related to working groups. Public Comment was made by Cathy Miller, Carol Bronisz, Donna Hayden and Lisa Reader regarding the new working group. Member Watkins presented the Los Alamos Open Space and Trail Working Group charter draft. He agreed with an annual review of the groups to determine if it should be sunsetted. Discussion was had by the Board. Public Comment was made by Melissa Arias, Celeste Raffin and Craig Martin. Members Watkins and Teter commented that without a charter to look at ahead of time they would not feel comfortable making a motion today. The rest of the Board discussed the issue and agreed.

Chair Wernicke made a motion to table the item until the next meeting. The Board will be presented with completed charters that address annual review of purpose, inclusion of guiding documents such as the IMP and chapter 8 PRB code, and specific tasks for the year. In the event of a sunset vote to add more specificity on how that will be communicated to members of the group and public and what time frame, such as by email and with at least a one month advance notice. Member Watkins - 2nd, Approved 4-0, 3-Absent.
tabled

4. BOARD/STAFF COMMUNICATIONS

A. [18885-24](#) Chairman's Report

Presenters: James Wernicke

Chair Wernicke provided the Chairman's report. He gave updates on:

- Attended the Open Space Listening Session on May 21st. Noted concerns about people driving too fast in the stable area and crowded trails.
- CAPRA Meet and Greet
- Pool are all open. Splash and Dash took place.
- Triathlon on July 20th
- Splash Pad is open
- Skate Nights
- Summer Concerts are going great
- Volunteer trail work on July 13th for White Rock Canyon Rim
- Pajarito Bike Park lifts open
- Cindy Abbott - Parks Arborist
- Bee City Volunteer Day in June 29th
- Rodeo Parade in August
- Los Alamos Now App - can be used to communicate issues to the County

B. [18886-24](#) Staff Report

Presenters: Cory Styron, Katherine Hudspeth and Wendy Parker

Attachments: [A - Project Updates](#)

Cory updated the Board on the CAPRA Meet and Greet.

Katherine Hudspeth gave updates on:

- Golf Course Improvements
- County Council approved an additional \$440,000 for temporary chiller for another year
- Summer Activity Guide is out
- Northern New Mexico Royalty competition
- Summer Concerts going well, about 26,000 attended each concert, 3 concerts so far
- Pool open 1 Sunday a month now. 6/23, 7/28, and 9/22 from 12pm to 3pm

Wendy gave updates on:

- Gopher mitigation
- BMX Track - June 20th meeting @ 6pm, 1st listening session.
- Ashley Pond Shade Structures
- White Rock Skate Park - closed July 29th through August 30th for improvements
- Projects listed on Park's Project Page
- Splash Pad open from 10am to 7pm daily
- Athletic Field Renovations
- Trails & Open Space Management Plan. In person listening session on May 21st and a virtual listening session on June 25th.
- Brewer Arena Project

Questions from the Board were answered.

C. [18887-24](#) Work Group and Task Force Assignments and Updates

Presenters: Parks and Recreation Board

No updates.

5. COUNCIL COMMUNICATIONS

Councilor Ryti provided Council updates.

- CAPRA Meet and Greet
- May 21st Work Session - transportation topics addressed
- Improve progress for Work Plans. Ordinance be attached for reference for the Board
- Changes to the animal code, chapter 6. Operational related
- Dash Board for Management Action Plans
- Developing charter for DEI Task Force
- Golf Course Improvements
- Urban Trail Project

Comments were made by the Board.

6. PREVIEW OF NEXT MEETING - July 11, 2024

Working Group Charters presented at the next meeting.

7. ADJOURNMENT

Adjourned at 7:23pm.

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County of Los Alamos

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Staff Report

July 11, 2024

Agenda No.: B.
Index (Council Goals):
Presenters: James Wernicke
Legislative File: 18952-24

Title

Notice of Discussion for Working Groups and Possible Adoption of Charters

Recommended Action

I move to adopt the charter and/or work list of the following Working Groups: Equine & Livestock and Open Space.

Body

Review, discuss, and possible approval of the Working Groups charters and/or work list. The Board will present the completed charters that address annual review of purpose, inclusion of guiding documents such as the IMP and chapter 8 PRB code, and specific tasks for the year. The charters will address the event of a sunset vote to add more specificity on how that will be communicated to members of the group and public and what time frame, such as by email and with at least one month advance notice.

Attachments

- A - Equestrian & Livestock Working Group Charter
- B - Open Space Working Group Charter

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

Open Space Working Group Charter

Purpose

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

In particular, OSWG is concerned with:

- trails used by hikers, bikers, equestrians and runners,
- County open space, including viewsheds, corridors for wildlife movement, wildfire fuel management, and ecosystem processes,
- protection of cultural and natural resources, and
- other facilities related to outdoor activities in open space.

Scope of Work

The duties and responsibilities of OSWG are to:

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 OSWG are submitted for Board for consideration and/or approval.

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

Membership

OSWG 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.

- OSWG vacancies shall be advertised as determined by the Board.
- OSWG will consist of up to ten official voting members, nine being appointed by the Board, and the tenth being a current member of the Board.
- An OSWG Chairperson shall be elected annually by the voting members of the subcommittee.
- OSWG 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 OSWG 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 OSWG members.

Meetings

- OSWG will meet at least monthly.
- OSWG will maintain meeting minutes.
- OSWG meeting minutes and reports may be shared with the public.
- OSWG are not subject to, nor required to comply with, the New Mexico Open Meetings Act.
- OSWG 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 OSWG 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 OSWG 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 (but not required) to provide timely responses to requests for information to support the purpose of OSWG.
- The presence of specific CSD staff at a working group meeting may be requested based upon identified needs or specific topics of discussion.
- Reports, observations, and data will be shared with the Open Space Specialist if appropriate, as determined by the Board liaison.

Guiding Documents

OSWG 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
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- Municipal Code, Chapter 8, Article VII, Parks and Recreation Board

Sunsetting

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

Attachment A. Open Space Working Group Tasks Proposed for FY25

- Recruit new OSWG members to ensure that the group represents a wide range of perspectives on open space and trails issues
- Seek public input for the Trails and Open Space Management Plan update
- Monitor conditions of the County's open space and trails
- Identify any user conflicts or conflicts with other County facilities, activities, or projects
- Monitor open-space zoning issues
- Inventory locations of invasive species on County land
- Submit recommendations for open space and trail maintenance projects to the Open Space Specialist if appropriate
- Identify open space and trail projects suitable for volunteers
- Actively encourage public participation in open space and trails volunteer projects
- Interface with other working groups and community organizations for the achievement of common goals
- Keep the public informed on open space and trails issues to ease public concerns, to gather public input for open space and trails issues, including specific CSD projects, and to otherwise serve as a conduit of communication between the public and the Board
- Participate in other tasks as requested by the Board

Attachment B. Open Space Working Group Membership

Name	Date of Appointment	Email address
Janet Griego	3/09/2023	scooternina99@gmail.com
June Fabryka-Martin	3/09/2023	fabryka129@gmail.com
Celeste Raffin	4/13/2023	celeste_raffin@yahoo.com
Lise Brackbill	4/13/2023	menagerie@hevanet.com
Board liaison	Brian Watkins	



County of Los Alamos

Staff Report

July 11, 2024

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Agenda No.: A.

Index (Council Goals):

Presenters: James Wernicke

Legislative File: 18953-24

Title

Chairman's Report

Body

Chair Wernicke will present the Chairman's Report.



County of Los Alamos

Staff Report

July 11, 2024

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Agenda No.: B.

Index (Council Goals):

Presenters: Cory Styron, Katherine Hudspeth and Wendy Parker

Legislative File: 18954-24

Title

Staff Report

Body

A CSD liaison will provide PRB Report and project updates.

- Aquatic Center Renovation update
- Sign restoration update
- Trails & Open Space listening session feedback update
- BMX Trails update

Attachments

A - Project Updates

Parks Small Capital Projects	FY21 Budget	Where at in the County Flow?	Funds
BMX Update	\$150,000	2/1/2022 Cory and Dianne spoke with Justin Travis with USA BMX. Will be looking at a new path forward and after discussions with Procurement will develop a path forward. Presentation and discussion on 5/12 on direction of the track and impacts to the tennis courts and road. <u>6/1 Admin staff is revising RFP to additional information.</u> Procurement reviewed and approved the sole source determination. Procurement and CSD Staff is working with the Bid Lab on project scope and drafting a contract. Contract AGR24-942 was completed on April 29, 2024. The first public listening session was held on June 20, 2024 at 6:00 PM at Fuller Lodge. A virtual session will be held in July (Date TBD).	
General Fund Budget Options	FY23 Budget	Where at in the County Flow?	
Add permaculture for barriers and weed protections	\$50,000	Task order AGR22-21c/#3 has been initiated with Huitt-Zollars for recommendations to reduce the maintenance requirements for the medians on Canyon Road while emphasizing aesthetics. First meeting held on 1/25/23, anticipate 2 median designs recommendations for public review at the January 2024 Parks and Recreation Board meeting. Staff will present to the Transportation Board on March 7, 2024. Contractor has finalized median plan documents and will create construction documents.	Budget Options
On-Call Landscape Architect Services	\$70,000	Using for Median Landscape work	Budget Options
Ice Rink Parking Lot Evaluation	\$35,000	Parks Division is working with Public Works on a task order to evaluate and make recommendations on the grade. Review is complete with a cost estimate for consideration for FY25 budget.	Budget Options
Ashley Pond Shade Structures	\$100,000	Desired structure information shared with two vendors. Waiting on respond from the second vendor. The Historical Board supports the shade structures as presented on August 6, 2023. Staff is working with Creative Recreational Designs for purchase/installation of the pavilions. Public Works is assisting with as-builts for the project. Initial phase is estimated to begin August 2024 but has been delayed since the structures will not arrive until late August. Anticipated construction start is November 2024. This project has three contractors with specific areas of construction.	Budget Options
Park Signage	\$75,000	Sign specifications have been reviewed and park locations selected for the initial installation. Signs are being produced.	Budget Options
White Rock Skate Park	\$250,000	Planning is underway. The Sourcewell Purchasing Co-Op (Los Alamos County, NM – Sourcewell ID# 17705) will be used for this project with American Ramp Company. Procurement submitted a task order to complete the contract. This project is anticipated to begin late summer. Public meetings will be held for feedback on the proposed layouts. Staff has asked that two options be made available. Contract AGR23-956 has been executed (December 2023). The first planning meeting was held on January 11, 2024. A community survey has been posted by ARC to collect feedback and remains open through March 9. A community in person meeting is scheduled for March 9 at noon at the White Rock Skate Park. ARC and professional skaters will be on site to discuss the project and collect public comments/feedback. Final presentation to PRB on May 9 seeking public comment. The park will be closed July 29, 2024 for staff to remove the old modules. Construction will occur August 12-25, 2024.	Budget Options
Grand Canyon Tot Lot	\$90,000	Park moved to FY25 due to IMP and ADA report	Budget Options

Parks Small Capital CIP/ Major Capital	FY24 Budget	Project Notes	
Playground renovation Pinon and 37th Parks	\$1,000,000	Task order being developed for services to design and get public feedback on an ADA accessible Playground at each location. Task order executed June 27, 2023. Community input survey completed. Results are on the project website. Expecting project to begin in Aug 3, 2024.	Capital
North Mesa Park Master Plan	\$100,000	Nothing to report	Park Small Cap
Athletic Field Renovation	\$450,000	Preparing Invitation for Bid for services to laser grade field, update infield mix, install new turf and adjust irrigation on Bomber, Hope and Dara Jones Fields. No responses received on the first solicitations IFB24-26 advertised on January 25 and closed on February 15, 2024. A second solicitation for bid is being advertised on March 6 with a close date of March 22. One bid received which is being reviewed by the evaluation committee. Agreement IFB24-62 was approved by County Council on April 22, 2024. Field renovations started at Hope and Dara Jones on May 28, 2024. This project is expected to run through August 31, 2024 with final completion no later than September 30, 2024.	Capital
Synthetic Turf Master Plan	\$300,000	Request for Proposals being drafted	Capital
Outdoor class room	\$30,000	Task Order being developed for architectural services	Park Small Cap
Kinnikinnik Accessible trail	\$100,000	Request for Proposals developed and sitting with Procurement. Project is partially funded with a \$65,000 grant from the Outdoor New Mexico division of the NMEDD.	Park Small Cap
Athletic Court Renovation	\$1,000,000	Task order being developed to demo and renovate North Mesa Tennis Courts and East Park Basketball Court	Capital
ADA Audit Accessible Routes	\$250,000	Working with Public Works to address	Capital
ADA Audit Door	\$90,000	Working with Public Works to address	Capital
Asset Management Software	\$130,000	Asset Management Software contract is being created by the procurement division. This will be a piggyback method with Sourcewell or CES. AGR24-950 executed on April 1, 2024. The software implementation project meeting was held on Friday, April 26, 2024. The implementation will take 9-12 months.	Budget Option
Trail and Open Space Management Plan	\$50,000	Final stages of RFP development and consultation with Procurement. RFP drafted and making its way through Procurement June 2023. Contract executed on February 22, 2024 with Site Southwest. Two meetings have been held (one in person and one virtual). The consultant will summarize the feedback from both sessions and present the next step.	Park Small Cap

Additional Key Projects		Project Status	
County Owned Stables	N/A	A lot draw was held on June 14, 2024 for lot 143. All lots are in circulation	
Golf Course Improvements	Yes	<p>3/29- Range netting in Procurement. Install date prior May 30.- Golf Course consultant agreement for Council approval on May 3 agenda. <u>Initial public meeting held May 26th with new consultant.</u> Phase 1 on target to bid in October, Phase 2 conversations to continue in November. Phase 2 Council Dec 13, 2022. No bidders for phase 1 being reviewed and adjusted for revisiting the RFP. RFP contains additional work for holes 1-3 document being prepared for bid in August 2023. 90% design submittal meeting was held with golf course stakeholders on June 7, 2023 and received support. RFP is out to bid pre-proposal meeting Aug 8 with bids due Aug 31. Received one non-responsive bid, therefore RFP re-issued with a closing date of 9/15/2023.</p> <p>Received two bids for the re-issued RFP. Contracts are signed and in place with Mid-America, performing the Course renovations, and Judge Netting, performing the practice range netting project. The construction kick-off meeting took place on 11/29. A notice to proceed has been issued, and the project manager is on-site for preliminary work. Construction is anticipated to begin at the beginning of 2024.</p> <p>On 11/9 - PRB Board approved the recommendation to County Council to reduce Golf Course Pass fees by 1/2 for the 2024 Season. Item is to go before Council on Dec. 12th, 2023.</p> <p>County Council approved reduced Golf Pass rates for 2024 Season on 12/12/2023. The project started on 1/16/2024. Judge Netting, for the new practice range net, project, as part of the Golf improvement project started its phase of the project 4/15/2024.</p> <p>All poles for the new practice range have been installed and the netting has started to be installed. Concrete cart paths are also being poured into place. Starting the last week of June, work began on the back nine, with the front nine still being primarily closed.</p>	
Ice Rink Chiller	Yes	<p>Public Works is the lead on the chiller evaluation and repair. Initial evaluation has occurred with developing a scope of work for the project and rental of chiller unit for the upcoming season. As of June 12, 2023 - there is a draft agreement in progress with legal and procurement.</p> <p>The objective is to have a temporary chiller in operation from October 27, 2023, to February 20, 2024.</p> <ul style="list-style-type: none"> - The agreement for the procurement of temporary chiller services is in its final stage. - We don't know the final pricing yet, but we are monitoring Council. Once pricing is finalized by the contractor, we will move forward to formalize the agreement. - The contractor is actively preparing final pricing for the agreement. - The contractor's project manager was in New Mexico in June taking licensing tests and networking with local subcontractors. - The contractor's project manager visited the rink in June to become familiar with the work site. - Contract scheduled approved by Council in August 2023. - Contract is completed, and temp chiller is ordered. Scheduled delivery of chiller is mid-Oct. LAC staff will be working until then to prep the facility as much as possible. - Temp Chiller has been in place since October and is functioning as expected. - Meeting was held on March 6th to discuss RFP for permanent chiller. <p>- RFP has been issued, and a Pre-Proposal meeting was held on June 5th. There were 4 interested companies on the call. The RFP closed on 6/28, the evaluation committee met and reviewed the proposals. The anticipated contract execution date is mid-July.</p>	

Ice Rink Shade	Yes	CSD and PW collaboration to review once the final details of the chiller replacement are determined. This time frame is needed to better identify the type of shade structure required for the rink. Current thoughts are the old chiller and system and not the appropriate capacity.	
CAPRA: Certified Accreditation of Park and Recreation Agencies	N/A	Staff has been working on gathering current CSD and County Policies, Processes, Master Plans and Maintenance Plans that are currently on file. The goal is to gather all information by Fall 2022 and submit an application in January 2024. The CAPRA Self-Assessment was submitted to NPRA on Feb. 29th. CAPRA site visit was conducted on May 13 - 17, 2024. Three evaluators visited Los Alamos and will recommend for Accreditation. However, the official award/announcement will not be made until Oct. 2024.	
Completed or Paused		Project Notes	Status
Pump Track / Skills Park	Yes	FY21 Budget Cycle \$45K approved; staff revisiting cost estimates as was for a portable track, assessments on locations not completed; starting from scratch. Being discussed as part of the Pueblo Canyon Trail Conceptual plan. On hold pending discussion of the Trails and Open Space Management Plan	Paused
New Tennis Courts Design	Funds expended	2/28/2022: Special session between Council and LAPS School Board to discuss possible sites and get direction. It was determined to secure additional design for planning and design of additional tennis courts at Overlook, North Mesa and Urban Park. Also to revisit site Mesa B and review council action and public input from Western Area. Council on 4/5 removed Mesa (Western) and Urban Park for consideration of the tennis courts. Council moved forward with two options of tennis courts at North Mesa and Overlook Park. <u>Tennis location to be discussed at Aug PRB meeting.</u> Scheduled for County Council presentation in Jan 2023. Project paused due to cost of project	Cancelled
Pueblo Canyon Trail & Bike Park	Funds expended	3/29 Conceptual plan meetings are scheduled the week of January 10th and at PRB January 13th. Design work back public meetings on May 5th and 10th. May 10th meeting rescheduled to Jun 1 due to CP Fire. Anticipated PRB discussion in Sept. Presentation to County Council in April to reframe the project. Project cancelled and will be part of the discussions with the Trails and Open Space Management Plan	Cancelled
Activity Guide	\$40,000	RFP was developed for Countywide printing, however, was met with no responses. The Activity Guides are being printed by a 3rd party and within the Los Alamos County procurement guidelines.	Budget Options Completed
Integrated Master Plan	\$150,000	3/29 Working on survey distribution for April. Level of Service document completed Survey out and closes on May 17th. <u>Summary of findings of survey and level of service audit July 13 and 14th at PRB meetings.</u> BerryDunn working on draft of Jan 2023 presentation. Completed and approved by PRB and County Council in April 2023.	Completed
Mobile LED screen	\$250,000	The screen was ordered with contract in place March 2, 2023. Delivery is anticipated the week of June 26, 2023. Unit arrived on June 26, 2023 and staff was trained on trailer operations. The trailer made its debut on June 28, 2023 at the Movies in the Park at urban Park . Completed	Budget Options Completed
On call Trail Maintenance Contract	\$50,000	AGR22-33 for On-Call Trail Maintenance Services contract was approved by County Council on December 13, 2022 with CM ArborCare for 7-years. The contract will address trail maintenance throughout the county. This is a 7 year agreement with CM Arborcare. Updates will be provided in the Parks and Open Space updates COMPLETED	Budget Option



County of Los Alamos

Staff Report

July 11, 2024

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.
Index (Council Goals):
Presenters: Parks and Recreation Board
Legislative File: 18955-24

Title

Work Group and Task Force Assignments and Updates

Body

Update and confirm the Board assignments for the work groups and assign projects as needed to a Work Group or Task Force. A Work Group or Task Force with an assigned project may update the Board at this time.