



LOS ALAMOS  
where discoveries are made

## FY24 Work Plan for Los Alamos County Boards and Commissions

**Fiscal Year 2024: July 1, 2023 – June 30, 2024**

**Board and Commission Name: Parks and Recreation Board**

**Date prepared: March 9, 2023**

**Date approved by Council: TBD**

**Prepared by: Katherine Hudspeth & Wendy Parker**

**This work plan will be accomplished in the following time frame: July 1, 2023, to June 30, 2024**

**Chairperson: David Hampton**

**Members and Terms:**

Member	Start/End Dates	Term
David Hampton (Chair)	12/1/2021 – 11/30/2023	2
Chris Olsen	12/1/2021 – 11/30/2023	2
Jody Schwartz	12/1/2021 – 11/30/2023	1
David Teter	12/1/2022 – 11/30/2024	2
George Marsden	12/1/2022 – 11/30/2024	1
James Wernicke (Vice-Chair)	12/1/2022 – 11/30/2024	1
<i>Vacant</i>		

**Department Director: Cory Styron, Director, Community Services Department**

**Work plan developed in collaboration with Department Director? Y**

**Staff Liaison: Katherine Hudspeth & Wendy Parker**

**Administrative Support provided by: Angel Gonzales**

**Council Liaison: Suzie Havemann**

**Reviewed by Council Liaison? Y**

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

**Activities**

- Supported the Parks and Recreation Board's (PRB) FY23 Work Plan that is linked to Council goals and priorities for the support of new and existing recreation facilities, activities, and Open Space in Los Alamos County (LAC):
  - ✓ Annual review of PRB subcommittee charters.
  - ✓ Received updates on RFP for BMX Track Build and Design; will continue to monitor and work with stakeholders on the continued development of a BMX facility.
  - ✓ Supported public meetings:
    - Golf Course Improvements
    - Pueblo Canyon Trail
    - ADA Audit and Transition Plan
    - CSD Integrated Master Plan
  - ✓ Reviewed Presentations for:
    - Los Alamos Indoor Recreation
    - Dark Skies
    - North Mesa Softball Fields
    - Tree Mitigation Policy
    - Cricket
    - Pickleball
  - ✓ Focused PRB subcommittees on areas of their charters that support the Recreation CIP and other initiatives.
  - ✓ Continue to seek input and communication from community user groups regarding projects.

**Accomplishments**

- Recruitment for Parks & Recreation Board.
- Provided recommendations for ADA Audit and Transition Plan Golf Course Improvements, North Mesa Gym, and Tennis Complex.
- Facilitated the final revision of the North Mesa Stables Rules and Regulations document.
- Sun-setted Aquatic Center Advisory Subcommittee (ACAS)

**Constraints**

- Project delays due to staffing creating a challenging bidding environment.
- Difficult labor market making it hard to fill County positions/vacancies.

- Challenges with key staff vacancies throughout department.

### **Lessons Learned**

- Communicating motivation for actions (staff & PRB) to ease public concern.
- Fostering effective communication between all parties so that everyone feels heard.
- Managing timing on projects that need public input, so that the public has specific plans in front of them with concrete options for review.
- Clear and concise wording on motions to be considered by Council, e.g. specifying flooring in the North Mesa Gym that would accommodate roller derby.
- Project scoping with key stakeholders.

### **Greatest Challenges**

- Staff turnover and filling vacancies.
- Project delays due to labor shortage, difficult bidding environment, and shipping delays.
- Timely implementation of projects from original vision / cost estimates without escalation of costs due to inflation / challenging bidding environments.

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

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

- Help County Council with planning for appropriate levels of County services. Ensure the Board understands the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve those services.
- Help County Council with protecting and maintaining our open spaces, recreational, and cultural amenities. Los Alamos County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.
- Help County Council with investing in infrastructure. Appropriately balancing maintenance of existing infrastructure with new investments in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.
- Continue to monitor and work with stakeholders on the continued development of a BMX facility.
- Continue to support the Los Alamos County Comprehensive Plan, including Open Space Plan

recommendations.

- Participate in meetings and provide support in implementing the Community Services Department Integrated Master Plan.
- Participate in meetings and provide support in implementing the Community Services Department American Disability Act Audit and Transition Plan.
- Participate in meetings and support the transition of the Pueblo Canyon Trail Concept.
- Participate in the Commission for Accreditation of Park and Recreation Agencies process for Community Services Department.
- Participate as needed and requested in support of the Council's Capital Improvement Program next steps process regarding Capital Improvement Project decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives.
- Assist as needed with school-based programs and facility discussions.
- Pending Projects (funded):
  - ✓ Piñon Park Tot Lot
  - ✓ BMX Track
  - ✓ Bayo Canyon Connector Trail Grant with NM Outdoor Recreation
  - ✓ Pueblo Canyon Trail Conceptual Plan
  - ✓ Golf Course Improvement Project

<b>2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.</b>
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- Parks Master Plan – 2007
- Policy 1320: Field Use Policy for Closure – 2008
- Policy 1462: Community Services Fees and Charges Policy – 2021
- Policy 1735: Recreation User Fee Policy – 2021
- Open Space Management Plan – 2015
- Community Wildfire Protection Plan – 2016
- Canyon Rim Trail Master Plan – 2011
- Comprehensive Plan – 2016
- Trails Management Planning Documents – 2009
- Strategic Leadership Plan – 2023

**2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.**

- Support guiding documents and master plans above (e.g., Open Space Management Plan).
- Represent the public's wish for additional funding from Council for underfunded Parks and Recreation initiatives:
  - ✓ Pickleball
  - ✓ Cricket
  - ✓ Additional Tennis Courts with Lighting to support LAPS and Community Tournaments.
- Recruitment of PRB members and subcommittee members.
- Work with subcommittees and receive reports and updates on assigned tasks and projects.
- Serve as the eyes and ears for the public to bring matters to the Council and County staff, also serve as a conduit for communication from Council and County staff to the public.
- Support trail collaboration between County, Triad/LANL, Forest Service inclusive of opportunities to partner on trail maintenance/Parks, Recreation Board supports a County collaborated effort for volunteer trail maintenance and construction.
- Leverage the relationship with Mountain Capital to maintain and potentially improve community access to Pajarito Mountain.
- Continue collaboration with Youth Conversation Corps and Rocky Mountain Youth Corps for trail building and management.
- Work with County to support local business following Policy 1735 and the change to the policy to allow for commercial use in and on County property.
- Continuing to support the Parks & Open Space, and Recreation Divisions and Public Utilities Department regarding best watering practices.
- Support Trail maintenance and restoration projects.
- Support Ice Rink update and maintenance projects and year around programming opportunities.

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

To effectively address the goals and tasks outlined the Board will incorporate input from the listed Boards and Commissions. The integration of these diverse perspectives will produce collaborative project

outcomes. The Museum Campus Wayfinding Projects, interfacing with boards regarding the pesticide discussion, and the Site Improvements for Ashley Pond are good examples of the type of interfaces needed between the listed Boards and Commissions:

- Community Development Department
- Library Board
- Art in Public Places Board
- Lodgers' Tax Advisory Board
- Public Works Department
- Fire Department
- Police Department
- Parks & Open Space, & Recreation Divisions
- Library Division
- Environmental Sustainability Board
- Transportation Board
- Historic Preservation Advisory Board
- Los Alamos Historical Society Board
- Planning & Zoning Commission
- Board of Public Utilities
- Department of Public Utilities
- Tourism Implementation Task Force

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

- Pueblo Canyon Trail Concept
- American Disability Act Audit and Transition Plan
- Community Services Integrated Master Plan
- Golf Course Improvements
- Coordination with Tourism Implementation Task Force
- CIP recreation facility initiatives will require public information and involvement meetings.
- Open Space Master Plan

Based upon the needs and strategies that are determined by the PRB as the work plan is developed for each of the above-referenced topics, with adequate budget, staff and resources for advertising and community or business outreach, this section's tasks will be determined in consultation as needed with the PIO as the year progresses.

#### **5.0 List the current subcommittees for this Board or Commission.**

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

- List the subcommittee members and their terms.
- Explain how sub-committee members are selected or appointed. Provide a description of each subcommittee's charter or purpose.
- Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:

- Ice Rink and Recreation Advisory Subcommittee
  - ✓ List of Members and Terms (Attachment C).
  - ✓ Description of Purpose and Guidelines (Attachment C).
  - ✓ This subcommittee is expected to exist for one year with annual reevaluation.
  - ✓ Under the direction of the Parks and Recreation Board:
    - Support Ice Rink CIP for upgrades and improvements.
    - Review Ice Rink and Recreation programs and facility and submit recommendations for improvement.
    - Gather public input on Ice Rink and Recreation programs and facility.
    - Promote maximum utilization of the Ice Rink and Recreation programs and facility.
- Golf Course Advisory Subcommittee
  - ✓ List of Members and Terms (Attachment C).
  - ✓ Description of Purpose and Guidelines (Attachment C).
  - ✓ This subcommittee is expected to exist for one year with annual reevaluation.
  - ✓ Under the direction of the Parks and Recreation Board:
    - Support associated CIP project for golf course improvement.
    - Review Golf Course programs and facility and submit recommendations for improvement.
    - Gather public input on Golf Course programs and facility.
    - Promote maximum utilization of the Golf Course programs and facility.
    - Participate as needed and as requested in support of the Council's CIP next steps.
- Open Space Advisory Subcommittee
  - ✓ List of Members and Terms (Attachment C).
  - ✓ Description of Purpose and Guidelines (Attachment C).
  - ✓ This subcommittee is expected to exist for one year with annual reevaluation.
  - ✓ Under the direction of the Parks and Recreation Board:
    - Review Open Space functions and facilities and submit recommendations for improvement.
    - Gather public input on Open Space functions and facility.
    - Promote utilization of Open Space functions and facilities while striving to maintain and protect its' health through conservation efforts and sustainable practices.

- Participate as needed and as requested in support of the Council's CIP next steps.
- Equine & Livestock Advisory Subcommittee
  - ✓ List of Members and Terms (Attachment C).
  - ✓ Description of Purpose and Guidelines (Attachment C).
  - ✓ This subcommittee is expected to exist for one (1) year with annual reevaluation.
  - ✓ Under the direction of the Parks and Recreation Board:
    - Review Equine & Livestock functions and facilities and submit recommendations for improvement.
    - Gather public input on equine & Livestock programs, facilities, and fees.
    - Promote maximum utilization of the Equine & Livestock programs and facilities.
    - Participate as needed and as requested in support of Board's initiatives.

The need for advisory subcommittees of the Parks and Recreation Board is evaluated and approved annually by the board on interest by the public in the various operations of the Parks & Open Space, and Recreation Divisions. Subcommittees may be eliminated, added, or reconfigured as the need arises, following the procedures identified in the BCC Procedural Rules.

Currently, there are four subcommittees – Golf Course Advisory Subcommittee, Ice Rink/Recreation Advisory Subcommittee, Open Space Advisory Subcommittee and Equine and Livestock Advisory Subcommittee. Even though some of these subcommittees are long term in their function, their existence is based on the annual review by the Board.

Due to the potential short life of all or any one subcommittee, the Parks and Recreation Board has approved the appointments from interested citizens on an as needed basis. New subcommittees created by the Board and approved by County Council have members on the subcommittees that are approved by the Board.

When a vacancy or upcoming vacancy on a subcommittee is determined the following shall occur:

- A verbal or written notification will be given to current members who are eligible for reappointment to submit their intention to be reappointed. A new application is not required unless applicants choose to update it.
- Parks & Open Space, and Recreation staff shall send a public service announcement (PSA) informing the community of the vacancy.
- New applications will be taken at the Parks & Open Space or Recreation Division Offices and given to specific subcommittees.
- Recommendations along with copies of all applications shall be submitted to PRB for discussion and appointment.
- Applicants will be informed of appointment, after approval by Board.



**Attachment A:** Provide a copy of your Board or Commission’s “Purpose” and “Duties and Responsibilities” from Chapter 8 of the County Code.

**Attachment B:** Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Planning & Zoning Commission:

DRAFT

## **Attachment A**

### **ARTICLE VII. - PARKS AND RECREATION BOARD**

#### **Sec. 8-141. - Purpose.**

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

(Ord. No. 02-078, § 2, 10-3-2006)

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

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

(Ord. No. 02-078, § 2, 10-3-2006)

#### **Sec. 8-143. - Duties and responsibilities.**

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

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

## Attachment B

<b>Quality Governance</b> Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.	
<b>Communication and Engagement</b>	
Inform, educate, and engage community members on County projects, policies, and goals to promote a culture of open communication and collaboration and foster exceptional customer service.	X
<b>Intergovernmental and Regional Relations</b>	
Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities.	X
<b>Fiscal Stewardship</b>	
Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards.	
<b>Operational Excellence</b> Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve to anticipate and meet future needs.	
<b>Effective, Efficient, and Reliable Services</b>	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, effective communication, and efficient implementation.	X
<b>Infrastructure Asset Management</b>	
Evaluate the County's assets and infrastructure to first prioritize funding to best maintain and protect those investments and second to inform new investments.	X
<b>Employee Recruitment and Retention</b>	
Attract and employ diverse and highly qualified staff, retain staff through development and growth opportunities, and promote staff to address increasingly complex challenges.	
<b>Economic Vitality</b> Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.	
<b>Housing</b>	
Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a growing population, particularly middle- and lower-income households.	

Local Business	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in their opportunities for growth.	X
Downtown Revitalization	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the Los Alamos and White Rock downtown master plans.	
Tourism and Special Events	
Continue sponsoring special events and promoting tourism to support the local business economy by enhancing amenities and utilizing facilities.	X
Community Broadband	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	
Quality of Life Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living.	
Health, Wellbeing, and Social Services	
Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and to sustain Los Alamos County's rating as the healthiest county in New Mexico.	X
Diversity, Equity, and Inclusivity	
Promote diversity, equity, and inclusivity through awareness training, targeted events, and expanded opportunities for diverse interests.	
Mobility	
Improve and expand access to alternative modes of travel including public transit, cycling, and walking amenities and services.	X
Educational, Historical, and Cultural Amenities	
Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	X
Open Space, Parks, and Recreation	
Protect existing open space and maintain and improve parks and recreation facilities and amenities as defined by adopted plans and approved projects.	X
Public Safety	

Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans.	X
<b>Environmental Stewardship</b> Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices that enable interaction in productive harmony with the natural environment.	
<b>Natural Resource Protection</b>	
Take actions to protect open space, the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.	X
<b>Greenhouse Gas Reduction</b>	
Establish targets for and promote the reduction of greenhouse gas emissions, integrate sustainability and resiliency practices into County operations, and encourage energy-reduction enhancements for new and remodel building projects in the community.	
<b>Carbon-Neutral Energy Supply</b>	
Achieve carbon neutrality in electrical supply by 2040 through diversified carbon- free electric sourcing and promote energy efficiency and reductions in natural gas usage.	
<b>Water Conservation</b>	
Reduce potable water use, increase non-potable water use and water harvesting for irrigation where suitable.	X
<b>Waste Management</b>	
Manage waste responsibly by diverting waste from landfills through recycling, re- use, composting and waste reduction programs, and zero-waste education campaigns to promote a circular economy.	X

### **Attachment C**

Current Parks & Recreation Board Subcommittee Members and Description of Purpose and Guidelines:

All First terms will start at the first scheduled meeting following the date of appointment by Parks & Recreation Board. All Second terms will start two years from the date of their first appointment.

Ice Rink and Recreation Advisory Subcommittee (IRRAS)

5 Members: 4 Citizens & 1 PRB Liaison – All Voting

	Name	Appointment	Term Dates	Term	Notes
1	Bob Nolen	April 2021	May 2021 – April	1	
2	Dina Pesenson	April 2021	May 2021 – April	1	
3	Monica VanDewater	April 2021	May 2021 – May 2023**	1	**Term extended one year due to COVID-
4	Vacant				
5	PRB Liaison:				

**Staff Liaison:** Brendan Tuning, Recreation Program Manager

**Meeting Information:**

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

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

**PURPOSE**

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

The duties and responsibilities of IRRAS are:

1. Provide a forum for discussion of ice rink and recreation policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current ice rink and recreation programs, and uses to determine additional needs and submit recommendations pertaining to ice rink and recreation guidelines, policies, or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the ice rink facility and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to ice rink and recreation facilities and equipment.

4. With the Recreation Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5), assist staff in the annual review of the ice rink usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended ice rink and recreation fee schedules.
7. Ensure that all findings, recommendations, or action items identified by IRRAS are submitted for Board consideration and/or approval.

#### MEMBERSHIP

IRRAS will consist of five (5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The non-voting member will be the Recreation Program Manager. The Chairperson of IRRAS shall be elected annually by the voting members of the subcommittee.

#### TERMS

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

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

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to:

Recreation Administrative Office, 2760 Canyon Road, Los Alamos, NM.

#### MEETINGS

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

#### RECORDS

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

#### STAFF LIAISONS:

Recreation Superintendent, 662-8170

Recreation Program Manager, 662-8170 or 662-4500

Golf Course Advisory Subcommittee (GCAS)  
3 Members: 2 Citizens & 1 PRB Liaison – All Voting

	Name	Appointment Date	Term Dates	Term
1	Tim Johnson	April 2021	May 2021 – April 2023	1
2	Tony Fox	May 2022	June 2022 – May 2024	1
3	PRB Liaison:			

**Staff Liaison:** Mike Lippiatt, Golf Course Program Manager

**Meeting Information:**

Subcommittee meets 3rd Wednesday of each month at the Los Alamos County Golf Course at 5:30pm

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

**PURPOSE**

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

The duties and responsibilities of GCAS are:

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



submitted for Board consideration and/or approval.

#### MEMBERSHIP

GCAS will consist of three-(3) official voting members, two (2) being appointed by the Board and the third being a current member of the Board. The Chairperson of the GCAS shall be elected annually by the voting members of the subcommittee. The County Golf Course Manager shall be a non-voting member. The Chairperson of GCAS shall be elected annually by the voting members of the subcommittee.

#### TERMS

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

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

All vacancies or renewals shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Recreation Division Office, 2760 Canyon Road, or the Golf Course, 4250 Diamond Drive, Los Alamos, NM, or email to [lacrec@lacnm.us](mailto:lacrec@lacnm.us)

#### MEETINGS

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

#### RECORDS

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

#### STAFF LIAISONS

Recreation Superintendent, 662-8170  
Golf Course Program Manager, 662-8139  
Head Golf Professional, 662-8139

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

	Name	Appointment Date	Term Dates	Term
1	Frank Marrs	July 2021	August 2021 – June 2023	1
2	Janet Griego	March 2023	March 2023 – April 2025	1
3	June Fabryka-Martin	March 2023	March 2023 – April 2025	1
5	<i>Vacant</i>			
6	PRB Liaison: Chris Olsen			

**Staff Liaisons:** Eric Peterson, Open Space Specialist Wendy Parker, Parks Superintendent

**Meeting Information:**

The subcommittee meets 2nd Tuesday of each month at the Aquatic Center Training Room at 4:30pm.

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

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

**PURPOSE**

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

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
2. Review current open space programs and facility uses throughout the County to determine additional needs and submit recommendations, such as rezoning, etc. 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, make recommendations for additions, deletions, and realignments to the Open Space Management Plan
    - a. Review and comment on adherence to the Open Space Management Plan.
    - b. Make recommendations and document in a work plan for the upcoming fiscal year on an annual basis.
  6. Ensure that all findings, recommendations, or action items identified by OSAS are submitted for Board consideration and/or approval.
  7. Provide and/or gather public input on Open Space functions and facilities.

#### MEMBERSHIP

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

#### TERMS

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

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

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks and Open Space Division, 101 Camino Entrada, Building 5, Los Alamos, New Mexico 87544, or email to [lacrec@lacnm.us](mailto:lacrec@lacnm.us).

#### MEETINGS

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

#### RECORDS

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

#### STAFF LIAISON

- Parks Superintendent, 662-1771
- Open Space Specialist, 662-8159

Equine & Livestock Advisory Subcommittee (ELAS)  
5 Members: 4 Citizens & 1 PRB Liaison – All Voting

	Name	Appointment Date	Term Dates	Term	Notes
1	Lisa Reader	October 2018	Sept. 2021 – Oct. 2023	2	**Term extended one year, due to COVID-19
2	Dianne Wilburn	March 2022	April 2022 – March 2024	1	
3	Brian (David) Dail	April 2022	May 2022 – April 2024	1	
4	Vacant				
5	PRB Liaison: David Hampton				

**Staff Liaisons:** Wendy Parker, Parks Superintendent Emmanuel Abeyta, Assistant Parks Superintendent

**Meeting Information:**

Subcommittee meets 4th Thursday of each month via Aquatic Center Training Room and/or Zoom at 11:30am

Los Alamos County  
PARKS AND RECREATION BOARD  
Equine & Livestock Advisory Subcommittee (ELAS)

**PURPOSE**

The purpose of the Equine & Livestock Advisory Subcommittee (ELAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to Los Alamos County equine facilities, trails, resources, and education. The ELAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of ELAS are:

1. Provide a forum for discussion of equine and livestock issues and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current policies relating to equine and/or livestock programs, facilities, trails, and resource usage to determine additional needs and submit recommendations to the Board.
3. Review and comment on the operation and development of equine and/or livestock facilities, trails, resources, and education programs and serve in an advisory capacity to staff and the Board by recommending improvements to and maintenance of facilities, trails, programs, and equipment.
4. With the cooperation and collaboration persons involved in equine and livestock pursuits via

the ELAS, develop and prioritize a list of capital improvements for consideration by the Board.

5. When requested and using the Board's criteria from Los Alamos County Code Section 8-143, sub-paragraph (5), assist staff in the annual review of equine/livestock facilities usage and fees. Inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on any fees associated with equine and/or livestock facilities located in Los Alamos County.
7. Ensure that all findings, recommendations, or action items identified by ELAS are submitted to the Board for consideration and/or approval.

#### MEMBERSHIP

ELAS will consist of five (5) official voting members: four (4) appointed by the Parks and Recreation Board; and the fifth member being a current member of the Parks and Recreation Board. The non-voting member will be the Parks Superintendent. The Chairperson of ELAS shall be elected annually by the voting members of the subcommittee.

#### TERMS

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

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

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks and Open Space Division, 101 Camino Entrada, Building 5, Los Alamos, New Mexico 87544, or email to [lacrec@lacnm.us](mailto:lacrec@lacnm.us)

#### MEETINGS

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

#### RECORDS

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

#### STAFF LIAISON

Parks Superintendent, 662-1771

Parks Assistant Superintendent, 662-1821