

**General Information**

All County Board and Commission members must be residents of Los Alamos County. Lodgers' Tax Advisory Board members, except the at-large community member, do not need to be residents if they are employed/represent an attraction or hotel.

Once a resident fills out and submits this application, an interview is scheduled with the B&C's County Council liaison, the relevant staff liaison, and the B&C Chair. After the interviews, the applicants' names are presented to the full Council during a regularly scheduled Council meeting, where a vote is taken regarding the appointment of each applicant. Each applicant will be notified if they are appointed or not.

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Denise Cassel at 505-662-8047.*

**Profile**

Board and Commission Application

Note: Please be aware that as a public entity, the County of Los Alamos, is obligated to furnish this information to the public if requested. Note also that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 form.

Una \_\_\_\_\_ Smith \_\_\_\_\_  
First Name Middle Initial Last Name

Street Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**Party affiliation as registered: (Select one of the following) \***

Independent

**Registered to vote in Los Alamos?**

Yes  No

**How did you learn of this Board/Commission vacancy?**

Benjamin Hill, a resident

**Do you currently serve on any County Board or Commission?**

Yes  No

**If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)**

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## **Interests & Experiences**

**Which Boards would you like to apply for?**

Planning and Zoning Commission: Submitted

**Why would you like to serve on this particular Board or Commission?**

I enjoy planning and as a longtime Los Alamos County resident, property owner, and active volunteer in several older community organizations I have taken an interest in the history and development of our unique community. I have done research and analysis and made brief presentations to the County Council and some boards including the Board of Adjustment. My deepest involvement was 12 years ago with North Mesa Stables manure and the County composting program.

**What volunteer or professional activities have you participated in that could apply to this appointment?**

MS in forestry (community ecology), PhD in ecology and evolutionary biology, and professional research in these fields, primarily with federal agencies and contractors; 20 years experience and training in emergency incident management leadership with NM Department of Public Safety; graduate of the National Emergency Management Basic and Advanced Academies; FEMA Emergency Management Institute contract instructor of the National Emergency Management Basic Academy; courses taught include Science of Disaster and Planning: Emergency Operations; Census 2020 enumerator, Update Leave special operation; Mass vaccination clinics with Medical Reserve Corps and others widely in northern NM. These last activities have taken me to isolated neighborhoods, senior centers, schools, and other facilities in a variety of communities.

**The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?**

Yes, certainly.

**What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)**

I would like to help complete the transition to the new Development Code as we all learn its operation and its strengths and weaknesses. I enjoy managing change and solving problems.

**Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.**

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I have given evidence at Los Alamos County Board of Adjustment variance and waiver hearings for neighbors' applications, both in support and opposed. To my knowledge I have had no involvement, direct or indirect, with any currently elected or appointed member of the County Council or the PZC or supporting County staff except attorney Kevin Powers. Mr Powers contacted me out of the blue about a neighbor but I did not learn why before the contact was interrupted.

**Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?**

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There is a slim chance that at some time in the future I might apply for a height variance on a residential fence. I understand that if at that time I were serving on the PZC, and the PZC not the BoA were hearing variance applications, then I would need to recuse myself.

If you have any questions, please contact Barbara Lai at 505-663-3436 or [barbara.lai@lacnm.us](mailto:barbara.lai@lacnm.us)



**County Manager's Office  
BOARD & COMMISSION INTERVIEW QUESTIONS**

UNA SMITH  
Applicant's Name

P&Z  
Board or Commission

SOBIA SAYEDA  
Interviewer Name

6/9/23 1:00 PM  
Date/Time of Interview

Interview Conducted:  
 Personally  
 Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>A COMMISSIONER ASKED TO APPLY FOR THIS COMMISSION POST DOC W/ THE VAS - PREVIOUSLY A HOME OWNER - 17 YRS IN LA COUNTY FAMILY INVOLVED IN LOCAL GOVERNMENT. FAMILIAR W/ HOW P&amp;Z FUNCTIONS.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>HAVE EXPERIENCE</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>ADJUDICATION OF BOARD OR ADJUSTMENTS.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>KEEP CALM - W/ OSTRACIOUS PARTIES.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>NOT SURE WHAT THE ROLE IS - HEARD SOME INSTRUCTION ON IT. IS IT COMPARTMENTALIZED OR FULL DISCLOSURE?</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>NOT IN THE LAST FIVE YEARS. PREVIOUSLY SERVED ON STATE &amp; NATIONAL BOARDS.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>BEGIN READING PARTS OF THE CHARTER.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>YES</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>YES, NOT A DETERRENT.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>NOT A PROBLEM.</p>
11	<p>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</p> <p>CLARIFICATION ON INTEREST.</p>
12	<p>Do you have any questions for the interview panel?</p> <p>HOW HEAVY IS THE CASE LOAD?</p>

Notes:



**County Manager's Office**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Una Smith  
 Applicant's Name

Planning and Zoning  
 Board or Commission

Rachel Adler  
 Interviewer Name

June 9, 2023, 1pm  
 Date/Time of Interview

Interview Conducted:  
 \_\_\_\_\_ Personally  
 \_\_\_\_\_ Telephone

***NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.***

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Lived in LA for over 20 years, grew up in an academic family, moved around a lot. Big interest in wildfire planning, emergency mitigation. Family involved in serving on county commission, planning and zoning. Spent a lot of time in county council meetings. Interested in the planning process, especially as it relates to emergency mitigation.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [<i>Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.</i>]</p> <p>Dealing with growing pains, commission is dealing with a brand new development code. Thinks there will be a lot of waivers and variance applications. Noticed that there are often a lot of vacancies on the commission.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>They are there to serve both parties, the county government and community, advisory to the county council.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Ability to remain calm, be concise, be respectful, even in the face of outrageous behavior by others.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Not sure what standard practice is. Aware that there are open meetings requirements, would need some instruction on how/when to communicate with staff, other commissioners.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>None in the last 5 years. Professional association boards that Una has been a part of and has planned conferences.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Familiar with parts of the code and the charter.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>She is aware and it is not a deterrent.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not a problem.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p>How busy is the coming year likely to be?</p>

Notes:



**County Manager's Office  
BOARD & COMMISSION INTERVIEW QUESTIONS**

Una Smith

P&Z

Applicant's Name

Board or Commission

Melanee Hand  
Interviewer Name

Interview Conducted: 6/9/23  
Date/Time of Interview

1:00 p.m. Personally

Telephone

**NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.**

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Lived in Los Alamos for 20 years and homeowner for 17 years. First exposure in 1990's. Sent application 8 months ago. Grew Up in an academic family. Father remodeling houses across 4 states. Barn conversions, no utilities, damaged houses from wild fire. This has a connection to experience with LAC – moved here after Cerro Grande Fire. Spent more of her life in council meetings Than staff/Council. Learned a lot. Post doc at LANL 22 years ago.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</p> <p>County: Growing Pains. Change from Brick and Mortar to on-line is happening everywhere. Commission: Development Code. Expect requests for variances and other requests as a result of the new code. Commissioner Hill Reached out.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Serves both parties – residents of the community and Staff/officials.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Ability to hold your temper and remain calm, concise, and respectful even when others are less disrespectful.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Not sure of standard practice, but need to meet open meetings requirements. Would need more instruction. Quasi-judicial body (R. Adler provided that input).</p>

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6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Not in the last 5 years. Run conferences and participated on State Boards.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Parts of it. LAC is unusual in that it is both city and County municipalities.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes, look forward to it.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>She is aware and not a deterrent. P&amp;Z does not have a mailbox for correspondence – no email address.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the board currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not a problem. Sobia: P&amp;Z meetings are held in person. Some rare occasions are Zoomed.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>Sobia: Asked for repeat of first two questions since she arrived late.</p>
12	<p>Do you have any questions for the interview panel?</p>

Notes: