



## **FY23 Work Plan for Los Alamos County Boards and Commissions**

**Fiscal Year 2023: July 1, 2022 – June 30, 2023**

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

**Date prepared: January 26, 2022**

**Date approved by Council: TBD**

**Prepared by: Dianne Marquez**

**This work plan will be accomplished in the following time frame: July 1, 2022 to June 30, 2023**

**Chairperson: Ramiro Pereyra**

**Members and Terms:**

<b>Member</b>	<b>Start/End Dates</b>	<b>Term</b>
Ramiro Pereyra	12/1/2020 – 11/30/2022	1
David Hampton	12/1/2021 – 11/30/2023	2
Chris Olsen	12/1/2021 – 11/30/2023	2
David Teter	12/1/2020 – 11/30/2022	1
Jody Schwartz	12/1/2021 – 11/30/2023	1
Darren Meadows	12/1/2020 – 11/30/2022	1
Jamie Aslin	12/1/2020 – 11/30/2022	1

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

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

**Staff Liaison: Dianne Marquez**

**Administrative Support provided by: Linda Lindstrom**

**Council Liaison: David Izraelevitz**

**Reviewed by Council Liaison? Y**

<b>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.</b>
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### **Activities**

- Supported the Parks and Recreation Board’s (PRB) FY22 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):
  - v' Annual review of PRB subcommittee charters.
  - v' Discussed and implemented new trail building and continued trail improvement including Pueblo Canyon Multi-use Trail.
  - v' Received updates on RFP for BMX Track Build and Design. Contractor was unable to provide RFP requirements will continue to monitor and work with stakeholders on the continued development of a BMX facility.
  - v' Safety Netting at Overlook Park.
  - v' CIP Projects still in progress are the Golf Course Improvements and Leisure Lagoon.
  - v' Focused PRB subcommittees on areas of their charters that support the Recreation CIP and other initiatives.
  - v' Provided recommendations on the Canyon Rim Trail/Urban Trail Project.
  - v' Continue to seek input and communication from community user groups regarding projects.
  - v' Review DRAFT County Integrated Pest Management Plan being developed by County staff from Parks and Recreation and the Environmental Sustainability Board.
  - v' Reviewed presentations from pickle ball and cricket user groups regarding amenities for these activities.
- Identified needed/anticipated interfaces with the Tourism Implementation Task Force (TITF) for the achievement of common goals:
  - v' Collaborated on shared Open Space goals.
  - v' Identified the needs and efforts for public involvement and informing the public.

### **Accomplishments**

- Supported Council's lead for public input and involvement on proposed Capital Improvement Projects, including involvement with subcommittee focus groups, listening sessions, and presentations.
- Recommended to Council that Capital Improvement Projects move forward, as supported through a collaborative public process.
- Reported on improved recruitment for Parks & Recreation Board.
- Installation of individual water meters on each North Mesa Community Garden plot.
- Completion of the Brewer Arena Lighting Project.
- Ice Rink CIP project completed with the upgrades to the main building and addition of locker rooms.
- Golf Course Irrigation project completed with installation of new irrigation system and software.
- White Rock Splash Pad projected completed with grand opening held in August 2021.
- Reviewed and approved staff recommendations to Council for updates to Policy 1462 – Community Services Fees and Charges Policy.
- Reviewed and approved staff recommendations to Council for updates to Policy 1735 – Use of County Facilities and Land.
- Reviewed and approved recommendation from the Environmental Sustainability Board supporting a comprehensive County approach to environmentally friendly herbicide and pesticide use and weed management. Board members attended several ribbon cutting events as representatives of the PROS Division including the White Rock Splash Pad, Ice Rink Improvements, Kwage Mesa Trail Exhibit, and the Installation of the plaque at Main Gate Park, Pickleball Courts - General Fund/Striping to North Mesa Courts completed.
- Continuation of CSD operations during the pandemic by County staff.
- Update to Policy 1735 allowing for additional commercial business use of County lands and facilities.
- Updated the 2010 Community Services Department *Policy 1462, Fees and Charges Policy* in an effort to balance the need for fiscal accountability with the desires of the community for a broad range of educational, leisure, social, and recreational activities, and in tandem with the update to the 2007 *1735 Use and Rental of County Lands and Facilities Policy*.
- Took the initiative to hire a cattle wrangler to relocate several feral cows after interactions with the public on Main Hill Road, SR 4, and local trails. Efforts resulted in coordination between San Ildefonso Pueblo and Los Alamos National Laboratories.

## **Constraints**

- COVID 19 / Pandemic:
  - 1' Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions.
  - 1' Project delays due to staffing creating a challenging bidding environment.
  - 1' Timely implementation of projects from original vision/cost estimates without escalation of costs due to inflation / challenging bidding environments.
- 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: e.g., a matrix of Flow. Trail options with each option analyzed by an expert and listing pros and cons.
- Clear and concise wording on motions to be considered by Council; e.g. International Mountain Bicycling Association Bronze (IMBA) Status discussion.
- Project scoping with key stakeholders.

## **Greatest Challenges**

- COVID 19.
- 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***

**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.
- Review priority rankings created by staff of potential projects for each general category in the Parks Small Cap Fund (Trail Improvements, Canyon Restoration, Sports Field Improvements, Sport Court Improvements, and Playground Improvements).
- Review priority rankings created by staff for programming in Aquatics, Golf, Ice and Recreation Programming.
- Continue to support the Los Alamos County Comprehensive Plan, including Open Space Plan recommendations.
- Participate in the Community Services Department Integrated Master Plan.
- Participate the Community Services Department American Disability Act Audit and Transition Plan.
- Participate in the County Integrated Pest Management Plan.
- Participate in the Pueblo Canyon Multi-use Trail.
- 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 in regard to 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.
- Interface with greater Santa Fe Recreation Partnership with intent to solicit public input and engage staff to vet updates.
- Pending Projects (funded):
  - v' Barranca Mesa Tennis Courts
  - v' Piñon Park Tot Lot
  - v' BMX Track
  - v' Bayo Canyon Connector Trail Grant with NM Outdoor Recreation
  - v' Pueblo Canyon Multi-Use Trail Conceptual Plan

**2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.**

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  
 Council Strategic Plan – 2021

**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:
  - v' Improvements to Piñon Park Skateboard Park.
  - v' Los Alamos/White Rock Bike Corridor.
  - v' Additional Tennis Courts with Lighting to support LAPS and Community Tournaments.
- Recruitment of PRB 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.
- Evaluate implementation of the County Integrated Pest Management Plan. Work with Environmental Sustainability Board and the Community Development Advisory Board towards supporting comprehensive County approaches to environmentally friendly herbicide and pesticide use and weed management.
- 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 trial 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.
- Consideration and support of the duck feeder proposal by Pet Pangaea and ELAS for installation at Ashley Pond.
- Continuing to support the PROS Division and Public Utilities Department regarding best watering practices.

### **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 Advisory Board  
 Community Development Department  
 Library Board  
 Art in Public Places Board  
 Lodgers' Tax Advisory Board  
 Public Works Department  
 Fire Department  
 Police Department  
 Parks, Recreation and Open Space Division  
 Library Division  
 Environmental Sustainability Board  
 Transportation Board

Historic Preservation Advisory Board  
 Historical Society Board  
 Planning & Zoning Commission  
 Board of Public Utilities  
 Department of Public Utilities  
 Tourism Implementation Task Force  
 Racial Equity and Inclusivity Task Force  
 Resiliency, Environmental Sustainability Task Force  
 Los Alamos Resiliency, Energy and Sustainability Task Force

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

North Mesa trail-planning efforts for multiple use (including equestrians), Pueblo Canyon Trail, efforts, IMBA ride-center goals, County Integrated Pest Management Plan, American Disability Act Audit and Transition Plan, the Pueblo Canyon Conceptual Trails Skills Park, Golf Course Improvements, Comprehensive Plan follow-on, camping enhancements, canyon restoration plan, BMX track, coordination with Tourism Implementation Task Force, and CIP recreation facility initiatives will require public information and involvement meetings.

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:**

- **Aquatic Center Advisory Subcommittee**

- v' List of Members and Terms (Attachment A).
- v' Description of Purpose and Guidelines (Attachment F).
- v' This subcommittee is expected to exist for one year with annual reevaluation.
- v' ACAS Work Plan
  - Support associated CIP projects for the Leisure Lagoon.
  - Review Aquatic Center programs and facility and submit recommendations for improvement.
  - Gather public input on Aquatic Center programs and facility.
  - Promote maximum utilization of the Aquatic Center programs and facility.
  - Coordinate a meeting annually with the outdoor pools.

- **Ice Rink and Recreation Advisory Subcommittee**



- v' List of Members and Terms (Attachment B).
  - v' Description of Purpose and Guidelines (Attachment G).
  - v' This subcommittee is expected to exist for one year with annual reevaluation.
  - v' IRRAS Work Plan.
    - 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**
  - v' List of Members and Terms (Attachment C).
  - v' Description of Purpose and Guidelines (Attachment H).
  - v' This subcommittee is expected to exist for one year with annual reevaluation.
  - v' GCAS Work Plan.
    - 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**
  - v' List of Members and Terms (Attachment D).
  - v' Description of Purpose and Guidelines (Attachment I).
  - v' This subcommittee is expected to exist for one year with annual reevaluation.
  - v' OSAS Work Plan.
    - Review Open Space functions and facilities and submit recommendations for improvement.
    - Gather public input on Open Space functions and facility.
    - Promote maximum utilization of the Open Space functions and facilities.
    - Participate as needed and as requested in support of the Council's CIP next steps.
- **Equine & Livestock Advisory Subcommittee**
  - v' List of Members and Terms (Attachment E).
  - v' Description of Purpose and Guidelines (Attachment J).
  - v' This subcommittee is expected to exist for one (1) year with annual reevaluation.
  - v' ELAS Work Plan.
    - 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, Recreation and Open Space Division. Subcommittees may be eliminated, added or reconfigured as the need arises, following the procedures identified in the BCC Procedural Rules.

Currently, there are five subcommittees – Aquatic Advisory Subcommittee, 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, Recreation and Open Space staff shall send a public service announcement (PSA) informing the community of the vacancy.
- New applications will be taken at the Parks, Recreation and Open Space Division Office and given to specific subcommittees.
- Recommendations along with copies of all applications shall be submitted to PRB for discussion and appointment.
- Letter informing all applicants of the appointment shall be mailed.
- If there is more than one applicant for a position on a subcommittee, an interview process should be followed. The interviews should be conducted by the Parks and Recreation Board members with recommendations (as to the applicants) from the subcommittee members. This will allow for diversity and eliminate the self-perpetuating selection by the subcommittee of its members.

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

## **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.

## Current Parks & Recreation Board Subcommittee Members as of 04/11/2021

All First terms will start at the first schedule meeting following the date of appointment by Parks & Recreation Board.

All Second terms will start two years from the date of their first appointment.

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### ACAS (Aquatic Center Advisory Subcommittee) 3 Members 2 1– All Voting

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Name	Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.
<b>Caroline Mason</b>	Feb. 19	Mar-19	Feb-22**		
<b>Teralene Foxx</b>	Feb-19	Mar-19	Feb-22**		
<ul style="list-style-type: none"> <li><b>PRB Liaison</b> Greg Wise</li> </ul>					

\*\* Terms extended one year due to COVID Program

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**Staff Liaison** Denise McCoy Program Manager

#### Meeting Information:

Subcommittee meets 1st Tuesday of each month, unless it falls on the 1st - then it is moved to the 2nd week / Aquatic Center Training Room / 12:00 Noon

# IRRAS (Ice Rink & Recreation Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Name	Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.
<b>Vacant</b>					
<b>Bob Nolen</b>	April 2021	May 2021	April 2023		
<b>Dina Pesenson</b>	April 2021	May 2021	April 2023		
<b>Monica VanDewater</b>	April 2021	May 2021	May 2023**		
<b>PRB Liaison</b>	Darren Meadows		** Term extended one year due to COVID		

**Staff Liaison** Brendan Tuning Program Manager

## Meeting Information:

Subcommittee meets 1st Thursday of each month / Aquatic Center Training Room / 5:30 PM

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

Name	Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.
<b>Michelle Aslin</b>	Feb 2019	March 2019	February 2022**		
<b>Tim Johnson</b>	April 2021	May 2021	April 2023		
<b>PRB Liaison</b>	Jaime Aslin		** Terms extended one year due to COVID		

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**Staff Liaison** Mike Lippiatt Program Manager

### Meeting Information:

Subcommittee meets 3rd Wednesday of each month / Golf Course / 5:30 PM

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

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Name	Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.
Maria Musgrave	March 2019	April 2019	March 2022**		
Jonathan Creel	May 2017	June 2017	May 2019	May 2019	April 2022**
Frank Marrs	July 2021	August 2021	June 2023		
Brendan Williams	July 2021	August 2021	June 2023		
<b>PRB Liaison</b>	Chris Olsen		** Terms extended one year due to COVID		

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**Staff Liaison** Eric Peterson Open Space Specialist

### Meeting Information:

Subcommittee meets second Tuesday of each month / Aquatic Center Training Room/4:30-5:30 p.m.

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

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Name	Appointed Date	1 <sup>st</sup> Term Beg	1 <sup>st</sup> Term Exp.	2 <sup>nd</sup> Term Beg	2 <sup>nd</sup> Term Exp.
<b>Lisa Reader</b>	October 2018	November 2018	October 2021**		
<b>Nancy Boudrie</b>	May 2019	June 2019	June 2021	July 2021	July 2023
<b>VACANT</b>					
<b>VACANT</b>					
<b>PRB Liaison</b>	David Hampton		** Terms extended one year due to COVID		

**Staff Liaison** Emmanuel  
Acting Parks Superintendent  
Abeyta

### Meeting Information:

Subcommittee meets 1st Thursday of each month / Aquatic Center Training Room / 5:30 PM



Los Alamos County  
PARKS AND RECREATION BOARD  
Aquatic Center Advisory Subcommittee

GUIDELINES

**PURPOSE**

The purpose of the Aquatic Center Advisory Subcommittee (ACAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Larry R. Walkup Aquatic Center. The ACAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of ACAS are:

1. Provide a forum for discussion of aquatic policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current aquatic programs in the County to determine additional needs and submit recommendations pertaining to aquatic center 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 Larry R. Walkup Aquatic Center and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to aquatic facilities and equipment.
4. With the Aquatic 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 aquatic center usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended user fee schedule for the aquatic facility.
7. Ensure that all findings, recommendations, or action items identified by ACAS are submitted for Board consideration and/or approval.

**MEMBERSHIP**

ACAS 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 ACAS shall be elected annually by the voting members of the subcommittee. The County

Aquatic Center Program Manager shall be a non-voting member. The Chairperson of ACAS 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 ACAS member must wait one full year before serving again on the ACAS.

Upon expiration of the term of any regular voting member of ACAS, 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 terms. When any vacancy shall occur on ACAS 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, Recreation and Open Space Administrative Office, 2760 Canyon Road, Los Alamos, NM.

### **MEETINGS**

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

### **RECORDS**

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

### **STAFF LIAISON:**

Parks, Recreation and Open Space Division Manager, 662-8170  
Aquatic Center Manager - 662-8170

**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 the 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 LIAISON:**

Parks, Recreation and Open Space Division Manager, 662-8170  
Recreation Program Manager, 662-8170 or 662-4500

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 uses 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 un-expired 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 Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road or the Golf Course, 4250 Diamond Drive, Los Alamos, NM.

#### **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 LIAISON**

Parks, Recreation and Open Space Division Manager, 662-8170  
Golf Course Manager, 662-8139  
Head Golf Professional. 662-8139  
Golf Course Superintendent, 662-8103

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.

GUIDELINES

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 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.

## **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, Recreation and Open Space Division Manager, 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, Recreation and Open Space Department Office, 2760 Canyon Road, Los Alamos, New Mexico 87544.

## **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, Recreation and Open Space Division in accordance with the current Los Alamos County records retention policies.

## **STAFF LIAISON**

Parks, Recreation and Open Space Division Manager, 662-8170  
Open Space Specialist, 662-8159



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

GUIDELINES

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: one (1) appointed by the Los Alamos Stable Owners Board; three (3) 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, Recreation and Open Space Department Office, 2760 Canyon Road, Los Alamos, New Mexico 87544.

## **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, Recreation and Open Space Division in accordance with the current Los Alamos County records retention policies.

## **STAFF LIAISON**

Parks, Recreation and Open Space Division Manager, 662-8170

**Parks Superintendent**, 662-8159

**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 Parks and Recreation Board.

## Council Strategic Goals

Enhancing quality of life, economic vitality, environmental sustainability, and racial equity and inclusivity are overarching goals that will be components of all our efforts as we coordinate with Los Alamos National Laboratory and regional, state, and national entities and plan for appropriate levels of County services.	
Enhancing Communication	
Enhancing communication to better inform and engage the public on County matters and to better interface with regional, state, and national entities.	<b>X</b>
Increasing the Amount and Types of Housing Options	
Increasing the variety of housing options for all segments of the community, from affordable to missing middle to market rate, and pursuing new energy-efficient options and opportunities for utilizing vacant spaces in the Los Alamos townsite and the White Rock town center.	<b>X</b>
Protecting Our Environment and Improving Our Open Spaces, Recreational, and Cultural Amenities	
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 resiliency and sustainability is important to our citizens.	<b>X</b>
Enhancing Support and Opportunities for the Local Business Environment	
Appropriately supporting existing businesses, growing new small businesses, supporting technology start-ups and spin-offs, and identifying redevelopment opportunities as a part of these efforts.	<b>X</b>
Supporting Social Services Availability	
Behavioral, mental, and physical health and social services are important for resiliency and quality of life; County support can help address needs for appropriate types and levels of services.	<b>X</b>
Improving Access to High Quality Broadband	
Reliable high-speed broadband service throughout the community is essential; determining appropriate investments will advance County efforts in ensuring this service.	
Investing in Infrastructure	
Balancing maintenance of existing infrastructure with new investments in utilities, roads, trails, expanded transit options, facilities, and amenities; and promoting sustainable and resilient practices throughout the community, such as carbon-neutral electric generation.	<b>X</b>