



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## Meeting Minutes - Draft Environmental Sustainability Board

*Joseph Chandler, Chair; Hermann Geppert, Vice-Chair; Sue Barns; Shannon Blair; Jyl DeHaven; Jesse Deringer, and Rebecca Paley-Williams*

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Thursday, October 17, 2024

5:30 PM

1000 Central Avenue, Suite 110 and  
Zoom

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

Please click this URL to join. <https://us02web.zoom.us/j/85656951187>

Or One tap mobile:

+17193594580,,85656951187# US

+16694449171,,85656951187# US

### 1. CALL TO ORDER - ROLL CALL

Meeting called to order at 5:30 p.m., Member Barns and Member Blair absent.

### 2. PUBLIC COMMENT

None

### 3. APPROVAL OF AGENDA

Motion to approve the agenda by Geppert, second by Member Deringer the motion passed unanimously.

### 4. APPROVAL OF MINUTES

[19266-24](#) Approval of the September 19, 2024, Environmental Sustainability Board Minutes

**Presenters:** Joseph Chandler

Motion to approve the minutes by Member Paley-Williams, second by Member Geppert the motion passed unanimously.

### 5. BOARD BUSINESS

[19268-24](#) Environmental Services Division Overview

**Presenters:** Armando Gabaldon

**Environmental Service Manger Armando Gabaldon, gave an Environmental Division overview on various services, including , helpful apps for recycling , what’s included in your monthly residential collections and services, and do and don’ts.**

**19269-24** Boards and Commission Procedural Rules and/or Code of Conduct Training

**Presenters:** Angelica Gurule

**County Attorney Alvin Leaphart gave an overview on the Procedural Rules and Code of Conduct as they apply to Boards and Commissions**

**6. REPORTS**

**A. Chair's Report - Joseph Chandler**

**Chair Chandler reminded everyone of the presentation to Council on October 22nd, 2024**

1). **Board of Public Utilities - Jesse Deringer/Shannon Blair**

2). **Transportation Board - Hermann Geppert**

**None.**

3). **Parks and Recreation Board - Shannon Blair**

**None.**

4). **Health Council - Jyl Dehaven**

**Member Dehaven gave a brief update on Health Council.**

5). **County Council Liaison - Randall Ryti**

**Councilor Ryti gave a brief overview on the past Council meetings and how they pertained to the Environmental Sustainability Board.**

**B. Team Reports**

1). **Los Alamos Sustainability Alliance - Sue Barns/Jyl DeHaven/Rebecca Paley-Williams**

**None.**

2). **Baling Twine - Shannon Blair**

**None.**

**7. STAFF REPORT**

**19267-24** Sustainability Manager Updates

**Presenters:** Angelica Gurule

**Sustainability Manager Angelica Gurule gave a briefing on sustainability items.**

**8. PREVIEW OF UPCOMING AGENDA ITEMS**

**Amazon boxes (Jyl DeHaven)**

**Extended Producer Responsibility (Sarah Pierpont and Shirlene Sitton) Snow and Ice Plan Climate Action Plan (Nov 7th)**

**Workplan Development (December)**

**Further discussion on reducing waste and recycling - possible working group.**

**9. ADJOURNMENT**

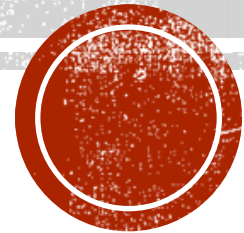
**7:43 p.m.**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Services Administration Office at 662-8163 if a summary or other type of accessible format is needed.

# ENVIRONMENTAL SERVICES DIVISION

*Armando Gabaldon*

*Environmental Services Division Manager*



# MORE THAN JUST A PLACE FOR TRASH...



# TRASH – IS THERE NO SUCH THING AS GO AWAY?... NO!!

- All trash is transported to Rio Rancho landfill which is 90 miles one way, with a 3-4hr turn around.
- **All trash must be bagged!**
- Trash must be set at the curb no later than 8:00am
- Annual **hauling** and **disposal** cost is approximately **\$870K**
- Why doesn't the County pick up trash every other week?
  - New Mexico Environment Department Solid Waste Regulations requires weekly collection of trash in populations over 3,000.



**2024 Los Alamos County**

**Recycling and Yard Trimming Roll Cart Collection Schedule**

January							February							March							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	
														31							

April							May							June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							

July							August							September							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						

October							November							December							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5						1	2							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

Key:  Holiday\*  Yard Trimmings  Recycle  Holiday Trees

**Your Guide to Recycling in Los Alamos County**

**PLEASE RECYCLE**

Place these items in your blue roll cart. No need to separate your recyclables.

**PLEASE RECYCLE**

Recycle glass bottles and jars only. Glass may be dropped off at the Eco Station, Onebook, Corral and Sullivan Fields. **DO NOT PLACE GLASS IN YOUR BLUE ROLL CART.** Please no light bulbs, window glass, ceramics, drinking glass, etc.

**DO NOT RECYCLE**

These items do not go in your blue roll cart.

**LOS ALAMOS**  
Environmental Services  
Questions about recycling?  
Call the Eco Station, 662.8163

**Yard Trimmings Roll Cart**

**Collection begins July 2018, see schedule on reverse side.**

**ACCEPTED ITEMS**  
The yard trimmings roll cart is for organic yard trimmings only. Branches (not to exceed 36" long and 4" diameter), flowers, grass clippings, leaves, pine needles and pine cones

**NON-ACCEPTED ITEMS**  
Trash, plastic bags, animal waste, treated wood and lumber, railroad ties, construction debris, tree stumps, ash, concrete, dirt and rocks

**ROLL CART GUIDELINES**  
Roll cart lid must close  
Roll carts must be set out by 8:00 a.m.  
To avoid property damage, be sure that roll carts are 4 feet from cars, mailboxes, signs and any other obstacle(s)  
Please **DO NOT** place your roll cart on the sidewalk  
Roll carts should be placed in the street against the curb  
Please maintain a minimum 2 feet distance between each roll cart



**LOS ALAMOS**  
Environmental Services  
(505) 662-8163  
solidwaste@lacnm.us

ALTERNATING  
COLLECTION  
SCHEDULE,  
MATERIAL SET  
OUT  
EXPECTATIONS



# HELPFUL APPS



**New Year Tip:  
Sort waste correctly with the  
“What Goes Where” search tool**



- Helpful apps reduce eliminate your confusion.
- Recycle Coach is a FREE app that can be download on your smart phone or tablet.
- This app teaches residents and workplaces in Los Alamos County how to recycle properly.
- It also can send reminders about what roll cart to put out as well as changes in the collection schedule.





# WHAT'S INCLUDED IN YOUR MONTHLY RESIDENTIAL COLLECTIONS AND SERVICES?

- Weekly curbside refuse collection.
- Bi-weekly curbside collection of recycles and yard trims (spring, summer and fall seasons).
- Recycling Drop offs are Overlook Collection Center White Rock, Lemon Lot Recycle Center (glass recycling at each of these centers including Co'op glass).
- 12 *FREE* loads annually (includes trash, tires, brush, e-waste, HHW and refrigerators)
- Recycling is *FREE!* For metals, mixed recycle, cardboard, glass, oil & anti-freeze and batteries.
- Green waste mulch and Pallet mulch are *FREE*.
- Compost is *FREE*....if you load it yourself! Loading services available for \$5.50 per cubic yard between 8am-3pm. \*Don't forget your tarp!
- Assisted Refuse and Recycling Service available for those who qualify.





**THE KNOW,  
KNOW'S...**





**When in  
doubt,  
throw it out!**





# MIXED RECYCLE

- ALL MIXED RECYCLE IS SENT TO BARCO RECYCLING IN ALBUQUERQUE, NM.
- MATERIAL IS PROCESSED AND SOLD DOMESTICALLY AND GLOBALLY.



# GLASS RECYCLING

- How do I recycle glass?
  - Lightly rinse
  - No need to remove labels
  - Remove lids (throw in trash or recycle)
- What type of glass is recyclable?
  - Glass bottles and jars only
  - All colors of glass bottles and jars are acceptable
- Where can I recycle glass?
  - Lemon Lot, LA Co-Operative Market, Eco Station, Overlook Collection Center
- Where is it recycled?
  - Glass to glass in Broomfield, CO.



The graphic features a yellow header with the County of Los Alamos logo on the left, the word "Glass" in large black font in the center, and the "RECYCLE NEW MEXICO" logo on the right. Below the header, a green checkmark and the word "YES" are positioned above a list of acceptable items: "Bottles", "Jars", and "All colors". A central image shows various glass bottles and jars. To the right, a red "X" and the word "NO" are positioned above a list of non-acceptable items: "Light Bulbs", "Window Glass", "Ceramic", "Drink Glasses", and "Bags". A red "no recycling" symbol is placed below this list.

**YES**

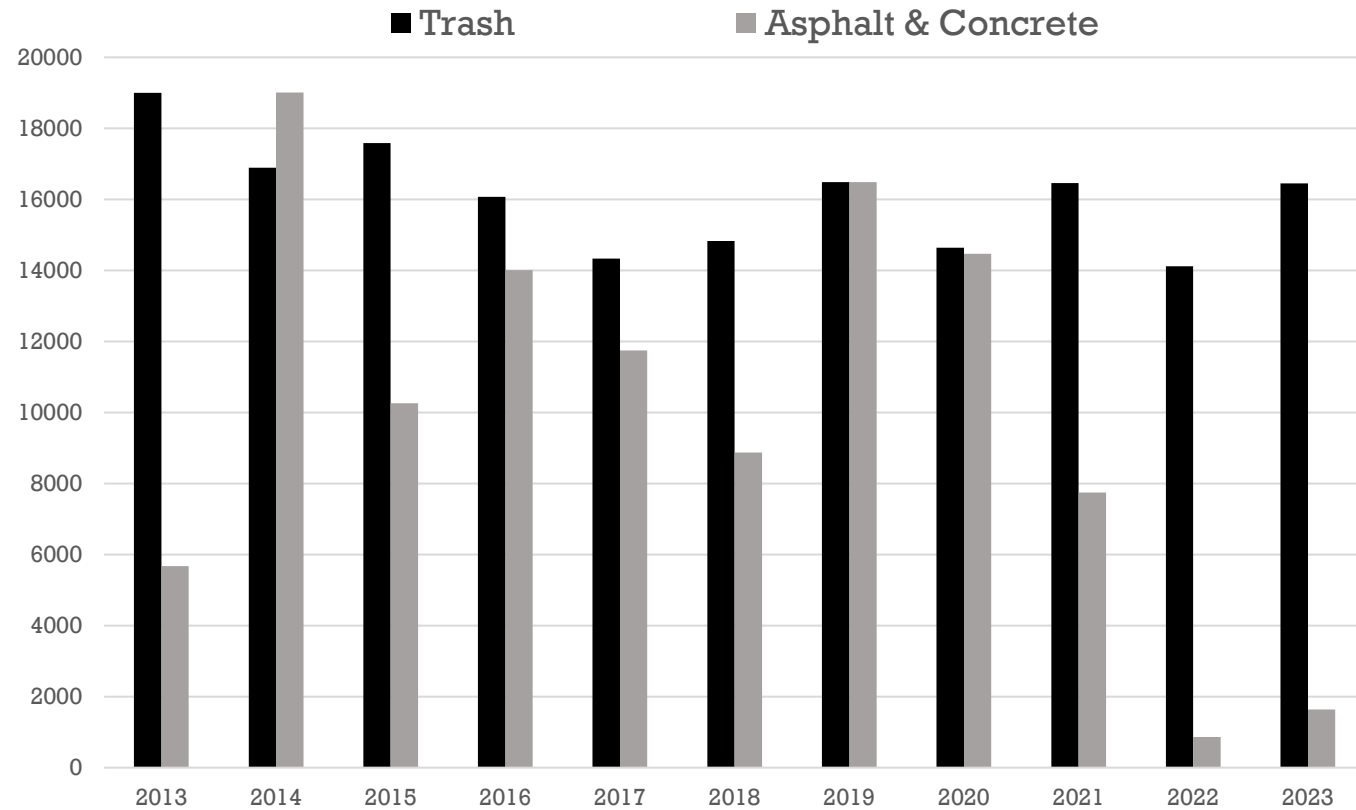
Bottles  
Jars  
All colors

**NO**

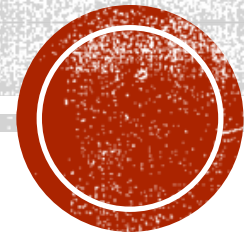
Light Bulbs  
Window Glass  
Ceramic  
Drink Glasses  
Bags

**Fun fact:** Glass has an unlimited life and can be melted and recycled endlessly to make new glass products with no loss in quality.

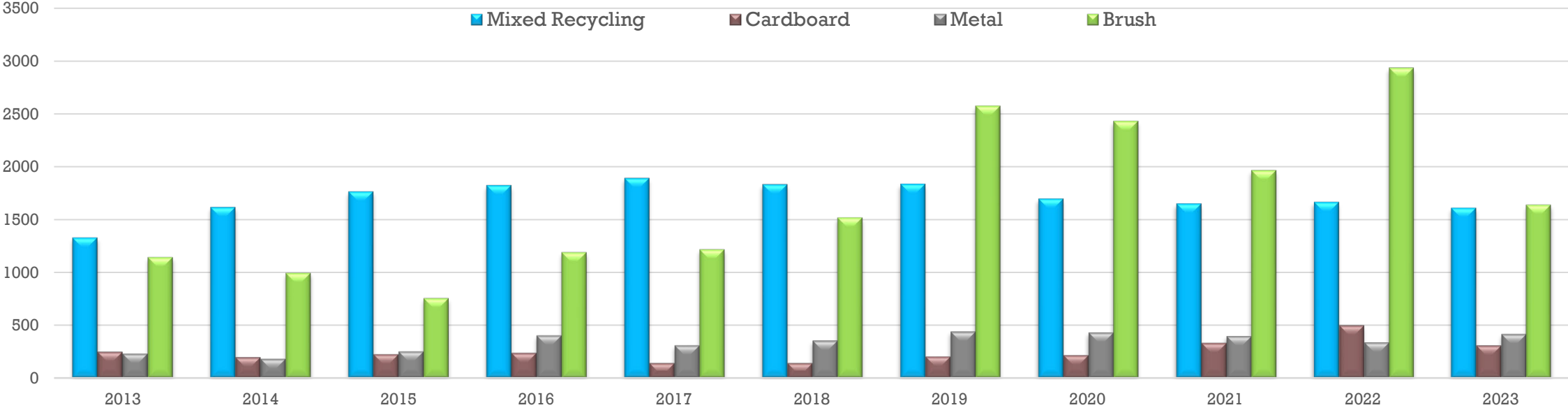




# SOLIDWASTE FACTS MATERIALS BY TONNAGE



# Recycling Materials by Annual tons



**RECYCLED MATERIALS**





## ■ **LANDFILL**

- Current cost: \$30.66 per ton to Rio Rancho, and at \$664.70 per a 20-ton load.
  - Next calendar contract: \$50.00 per ton in Rio Rancho, and at \$990.00 per load (Saturday operations only).
  - Valencia County: \$32.00 per ton. An estimated cost \$1,275.00 per load.

## ■ **RECYCLE**

- Last month: Earned \$15.00 per ton from mixed recycling.
  - Current haul cost per (1) load at \$749.60
  - Next calendar contract haul cost per (1) load at \$1,090.00
- Estimated October cost: Approximately \$12.00 per ton for tipping mixed recycling under the new contract.

## ■ **CARDBOARD**

- \$\$ Revenue: \$130.00 per ton for cardboard. \$\$, currently the best commodity on the market.

## ■ **MARKET TRENDS**

- Recycling markets are adjusting based on material quality and resale values at that time. (Roller coaster affect)



# HISTORICAL COST VS UPCOMING COST?

Year	Abq - Recycling	Rio Rancho - LF
2018	220	777
2019	225	783
2020	227	793
2021	208	742
2022	190	784
<b>2023</b>	<b>203</b>	<b>756</b>
2024 *	168	786
2025*	205	774

- **2018**, what do you think it cost for a load to the landfill cost? Nothing less than \$300.00...?
- What do you expect for a load to the landfill cost for this calendar year of **2025**? Nothing less than \$500.00...?
- **2018** per one calendar year, what was our total cost, nothing less than \$200,000.00...?
- What will be your guess for **2025** expected cost, nothing less than \$400,000.00...?
- How many loads of recycling/trash, do think we hauled of the hill for year **2023**...?



# CURRENT DIVERSION EFFORTS FOR LOS ALAMOS COUNTY BY THE ONE-WAY MILE.

- **Clean Cardboard, 15 tons a month**
  - Mckinley Paper Recycling, Albuquerque.
  - (90 miles, 1hr 30mins)
- **Metal Recycling/White goods, 350 tons a year** (fridges, stoves, washing machines)
  - Ace Metals, South Valley Albuquerque.
  - (103 miles 1hr 45mins)
- **Automotive batteries, 3 tons a year**
  - Capital Scrap, Santa Fe NM.
  - (37 miles, 50mins)
- **Mixed Recycling, 1,650 tons year** (aluminum, tins, plastics #1-7, paper, minimal cardboard)
  - Waste Connection known as Freidman Recycling, Albuquerque.
  - (94 miles 1hr 30mins)
- **Small electronic batteries** (watch batteries, AA's, AAA's ext.)
  - -Call 2 Recycle, Albuquerque.
  - (95 miles, 1hr 30mins)
- **Tires, 88 tons a year**
  - -State Rubber, Denver City Texas.
  - (343 miles, 5hr 15min)
- **Glass recycling, 100 tons a year**
  - -Glass 2 Glass (G2G) Recycling, Broomfield Colorado, suburbs of Denver.
  - (367 miles, 6hrs 40mins)
- **Electronic Waste, 11 tons a year** (E-Waste)
  - -Natural Evolution, Tulsa Oklahoma.
  - (680 miles, 9hrs 45mins)



# LANDSCAPE MATERIAL

- Environmental Services offer multiple landscaping materials for residents and non-residents to take home at NO cost.
  - Yard Trimming Mulch
  - Pallet Mulch
- Customers can load it themselves for free or Environmental Services has a loading service for \$5.50 per cubic yard.
  - Compost
- ESD also delivers these materials for \$75.25, from a single sq yard to 30 sq yard for that price.
- Don't forget your tarp!



# GREEN WASTE AND PALLET MULCH

## Yard Trimming and Pallet Mulch

- **Benefits of Yard Waste mulch:**
  - Retains moisture in soil
  - Keeps soil cool
  - Reduces ground freeze in the winter
  - Enhances garden bed appearance
  - Improves soil structure, drainage, and nutrient retention as it decomposes
- **Uses for Pallet Mulch also with benefits:**
  - Decorative landscaping alongside sidewalks
  - Spread under shrubs and bushes
  - Suitable for playgrounds (public and home use)
  - Retains moisture and reduces heat for plants
- **Caution on Pallet Mulch:**
  - May contain metals nails or screws; the grinding equipment has a magnet roller to capture metallic materials that are rolled off the conveyor belt.





## **OUR YARD TRIMMING/BIO-COMPOST PROGRAM.**

**STEP 1. YOUR SIGNIFICANT OTHER COMMENTS, "WOW, THE NEIGHBORS YARD LOOKS GOOD"!**

**STEP 2. CURBSIDE COLLECTION.**

**STEP 3. GRINDING PROCESS, THEN INTERMIXED WITH BIOMATERIALS**

**STEP 4. WINDROW PILES, FOR FINAL PRODUCT.**

# BIO-COMPOST OVERVIEW

- **Composition:**
  - 25% Bio Solids: Waste sludge from the Los Alamos County Wastewater Treatment Plant
  - 25% Stable Waste: Horse manure from LAC stables
  - 50% Yard Trimmings: Tree trimmings, leaves, grass clippings collected at the Eco Station
  
- **Availability:**
  - Call **505-662-8163** to check compost stock; it is in high demand and takes weeks to produce more.
  
- **Certification:**
  - Environmental Services provides a certification letter for compost pickups, detailing its contents.
  - **Important:** Do NOT use compost for vegetable gardens or fruit trees.

LOS ALAMOS



## Compost Certification Letter

**What is compost?** A Biological way to speed up the decay process of organic material under the right conditions of oxygen, water, carbon and nitrogen.

**How is compost made?** A mixture of materials (feedstock) is piled up into 7 feet tall windrows and turned every other day to aerate and mix. Microorganisms consume digestible carbon and generate heat, carbon is converted to long-chain carbohydrates (sugars & Starches) to stabilized humic acid.

**Why use compost?** Provides N (nitrogen) and other micro nutrients plus copper, iron, manganese, zinc and other nutrients for healthy plants. Slows down the release of nutrients when used with fertilizers. Soil benefits of compost: holds water lowers water bills, holds micronutrients, and improves soil aggregation (erosion).

**Rate of Purchase**  
Free to anyone (does not have to be a Los Alamos County resident) with a \$3.00 per cubic yard loading fee

**Compost Material**  
Biosolids - Waste Sludge from the LAC Wastewater Treatment Plant 25%  
Stable Waste - Horse Manure from the LAC stables 25%  
Green waste - Tree trimmings, leaves, grass clippings 50%

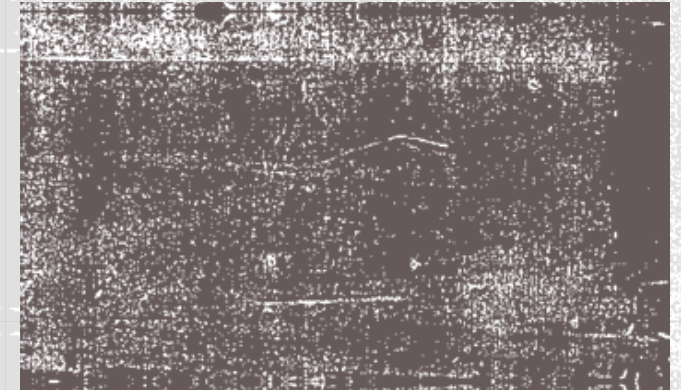
**Regulations**  
CFR 40 Part 503 - Subpart B (Land Application of Biosolids)

**Pollutant Limits and Monitoring Frequencies**  
Toxicity Characteristic Leaching Procedure (TCLP) once/3 years  
PCB's once/year  
Mercury once/year  
Heavy Metals once/year  
Fecal Coliforms each window

**Pollutant and Vector Attraction Reduction**  
Biosolids treated in an aerobic process for 14 days or longer at a temperature higher than 40° C with an average of 45°C.

Table 1 - 40 CFR Part 503 Annual and Cumulative Land Application Rates

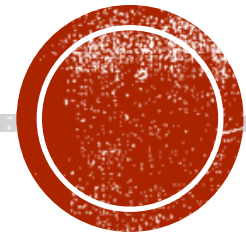
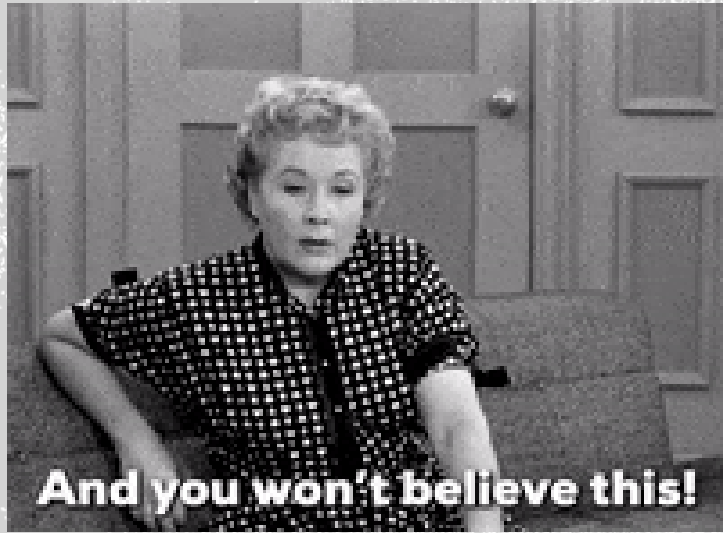
Pollutant	503.13 Table 2
	Cumulative Pollutant Loading Rate (kg/hectare)
Arsenic	21
Cadmium	39
Copper	1,500
Lead	500
Mercury	17
Nickel	40
Selenium	100
Zinc	1,800



COMPOST



# THE NO, NO'S . . .

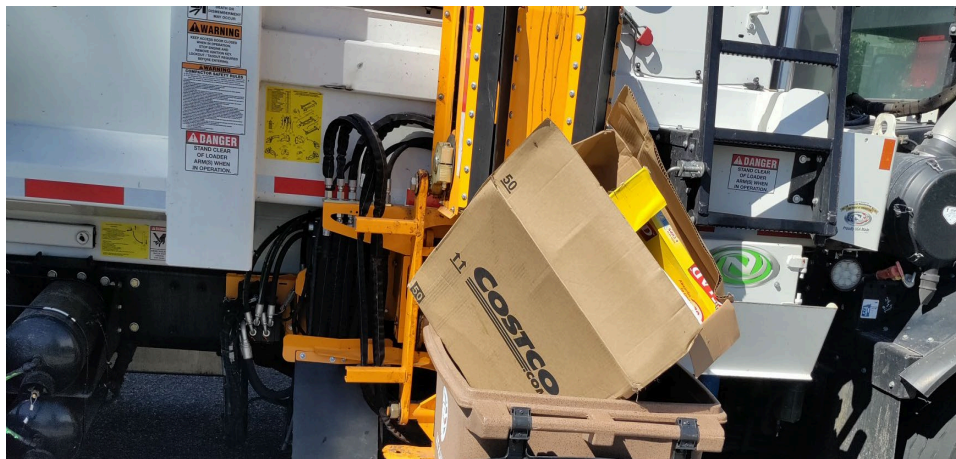




**NOTICE THE STICKERING, THIS IS FOR THE SAFETY OF ALL ON THE ROAD, WHO LIKES CHANGING TIRES OR LACERATING A FIGURE OR BUSTING A HOLE IN YOUR FLIP FLOP?**





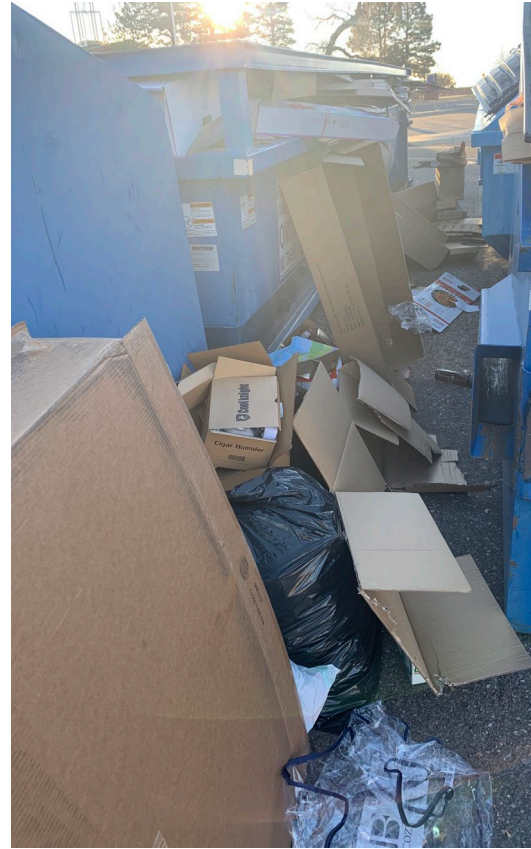


**WHAT COLOR IS THE CART TRYING TO  
GET SERVICED?  
WHAT DOES BROWN CART SIGNIFY?**

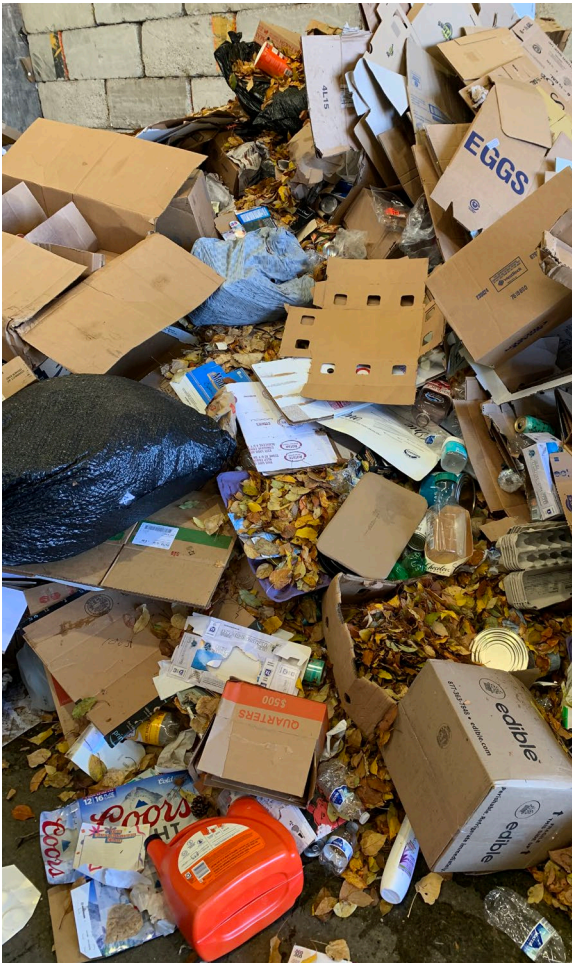


**OVERLOOK CONVIVENCE CENTER, BRUSH ROLL-OFFS:  
PRIOR TO FENCE AND CAMERA UPGRADES.  
BRUSH CONTAINERS WERE USED AFTER HOURS RESULTING  
IN CONTAMINATION.**





**LEMON LOT RECYCLING DROP OFF HAS BEEN KNOWN FOR ILLEGAL DUMPING OF REFUSE...**



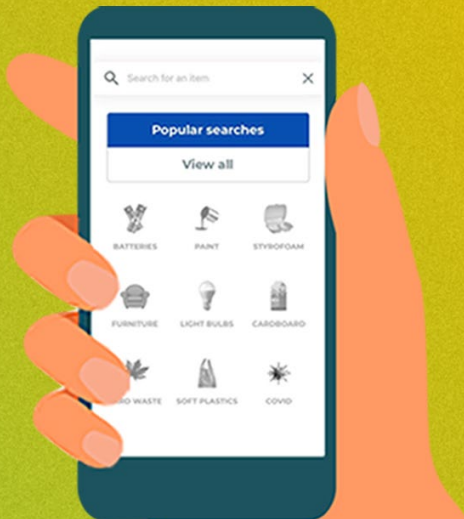
**COMMERCIAL  
RECYCLING...  
BEING UTILIZED  
AS TRASH  
DUMPSTERS?**



# REMINDER HELPFUL APPS



**New Year Tip:**  
Sort waste correctly with the  
“What Goes Where” search tool



- Recycle Coach is a FREE app that can be download on your smart phone or tablet.
- This app teaches residents and workplaces in Los Alamos County how to recycle properly.
- It also can send reminders about what roll cart to put out as well as changes in the collection schedule.



**ANY QUESTIONS?**



*Contact us at [solidwaste@lacnm.us](mailto:solidwaste@lacnm.us)  
or 505-662-8163*

**PART II**

**LOS ALAMOS**

**COUNTY BOARDS AND COMMISSIONS**

**PROCEDURAL RULES**

**Amended by Council on August 6, 2024**

**I. FOREWORD**

These rules are referenced in the County Code Section 8.15 and adopted as a set of operating procedures for all B&Cs, unless otherwise provided by law. The rules are made to facilitate the orderly transaction of public business and discussions. Quasi-judicial hearings conducted by B&Cs shall be governed by separate rules. Where there is a conflict between these rules and the quasi-judicial hearing rules, the quasi-judicial rules shall prevail.

These rules shall remain in effect until rescinded or superseded by action of the Council or by an action of the B&C that is officially approved by Council.

**II. OFFICERS AND MEMBERS**

1. **Election.** The B&C shall annually elect a chairperson (herein after called "chair") and a vice-chair from among its members. Each B&C will set the time frame for this election. The chair and vice-chair will serve at the pleasure of the B&C and will be eligible for election to subsequent terms.
2. **Chair.** The chair shall preside at B&C meetings. In addition, the chair shall:
  - a. represent the B&C in public and, when authorized by the B&C, speak and act on behalf of the B&C;
  - b. communicate and follow up with Council on the activities and recommendations of the B&C;
  - c. keep B&C members informed of events, meetings or other occasions where the Chair acted or will act as the official spokesperson for the B&C;
  - d. ensure that all other B&C members are informed, as soon as practicable, of significant communications directed to the chair. This includes responses from the Council to all B&C reports or recommendations submitted to Council;
  - e. appoint a B&C member to serve as chair in the absence of the chair and vice-chair when the chair and vice-chair are on travel or otherwise unable to perform their duties;
  - f. meet regularly with the assigned Department Director;
  - g. meet regularly with the assigned Council liaison;
  - h. make appointments to subcommittees, subject to approval by the County Council ;
  - i. set the agenda for B&C meetings in consultation with the staff liaison or department director;

- j. take responsibility for initiating action on directives from the County Council;
  - k. prepare annually the B&C work plan, in consultation with the staff liaison and department director, subject to B&C approval;
  - l. attend the regular B&C chairs' luncheon or designate another B&C member to attend;
  - m. call special meetings;
  - n. assign work to individual B&C members; and
  - o. request less than a quorum of the B&C members, and as appropriate, community members and other advisors, participate in a working group when advice on a subject or range of subjects is needed to gather information and make recommendations to the B&C.
  - p. serve on the interview panel for applicants wishing to serve on the B&C, or select a designee for this role if necessary (e.g., the chair is seeking re-appointment)
3. Vice-Chair. The vice-chair shall assist the chair in the performance of the duties of the chair, and act in the chair's place when the chair is absent from Los Alamos County or otherwise unable to perform the duties of the chair.
4. B&C members.  
 B&C members, including the chair and vice-chair, have equal powers and duties except as otherwise specified in the B&C enabling legislation and these procedural rules. The chair and vice-chair shall participate in discussion and voting on a basis equal to all other B&C members. In addition to the duties specified in the B&C enabling legislation, B&C members shall, to the extent possible:
- a. stay informed of County policies;
  - b. in all public statements, make clear that they speak only for themselves unless authorized by the B&C to speak for the B&C as a whole (See Procedural Rules Section VI);
  - c. represent the official policies or positions of the County or the B&C to the best of their ability when designated as a delegate for such purpose and report to the B&C on meetings or functions to which they served as a delegate;
  - d. maintain the confidentiality of County records and other information that is made confidential by law, is privileged, or has otherwise appropriately been identified as confidential and may be withheld from public inspection;
  - e. comply with all applicable federal, state and local laws, rules and regulations applicable to public officials and the conduct of public business, including compliance with the NM Inspection of Public Records Act and county policies regarding the inspection of public records;
  - f. respect and adhere to the Council-Administrator structure of the Los Alamos County government and not interfere with the administrative functions of the county or the professional duties of the County staff; nor impair the ability of staff to implement Council policy decisions;
  - i. B&C members shall not lobby for or against County employment of any person. Providing information is permissible.



- ii. B&C members shall not give direction to any of the subordinates of the County Administrator, either publicly or privately, and shall copy the appropriate department head and County Manager on any written communication to a staff member. Nothing in these rules should be interpreted as prohibiting normal social interaction unrelated to County business between B&C members and staff.
- g. treat staff respectfully; and
- h. abide by quasi-judicial procedures when serving in a quasi-judicial capacity.

5. Ex-Officio Members

Department representatives designated as "ex-officio members" shall attend B&C meetings and participate in the discussion as a non-voting member. Staff may advocate a particular position on potential B&C actions consistent with Council policy directives, initiatives and goals.

### III. REMOVAL OR RESIGNATION

1. Removal. Except as may be otherwise provided by general law, the County Charter, the County Code, or Council Procedural Rules, B&C members serve at the pleasure of the County Council and may be removed for any reason at any time by a majority vote of the Council. The Chair of the B&C, the Council liaison, or the County Administrator may recommend consideration of a member's removal to the County Council. The reasons for removal may include, but are not limited to:
  - a. Continuous absences from all regularly scheduled meetings. Members who impair the proper functioning of the B&C due to their constant inability to attend meetings or to participate in B&C activities may be removed from the B&C.
  - b. Misconduct at meetings. Members whose actions seriously interrupt the orderly process of said meetings may be removed from the B&C.
  - c. Neglect of duty. Members who intentionally disregard duly assigned tasks or repeatedly fail to carry out the responsibilities expected of a B&C member may be removed from the B&C.
  - d. Ineligible to Serve. Members who do not maintain the eligibility requirements for appointment to the B&C may be removed.
  - e. Insubordination. Members who fail to accept direction from the County Council.
2. Resignation. B&C members may resign by giving appropriate written notice of resignation. Notice of intent to resign should be provided in writing to the County Council with a copy to the B&C chair. The chair shall notify the entire B&C, the County Manager's Office, and the Department Director of the resignation within one week. A B&C member who resigns his or her position may apply for re-appointment provided the member has not served two terms in succession. (See also County Code Section 8-6 (4).)

#### IV. BOARD MEMBER INTERVIEWS AND RECOMMENDATIONS TO COUNCIL

Except as may be otherwise provided by general law, the County Charter, the County Code, or Council Procedural Rules, the following shall apply to interviews and appointment to the County's B&Cs:

1. Los Alamos County residents may apply to serve on one of many B&Cs. Terms for B&C members range from one to five years. Interested citizens may apply for a position on any B&C that has a vacancy.
2. After completing an application, individuals are interviewed by the B&C's Councilor Liaison, Staff Liaison, and B&C Chair or their designee ("Interview Panel").
3. The Interview Panel is responsible for making a recommendation(s) for appointment to the County Council.
4. If the Interview Panel does not have a recommendation for appointment, it shall interview more applicants until an agreed-upon recommendation of the Interview Panel can be made to County Council.
5. The Interview Panel shall document its interview process which shall include details about who it interviewed, for which positions, and who was/was not recommended for which positions. This document shall be maintained by the Staff Liaison, and made available to Council upon request.
6. The Interview Panel's agreed-upon recommendation shall be forwarded to and considered by County Council along with all of the applicants' information, including the applications and the Interview Panel's interview notes.
7. County Council may vote on the set of applicants, may remand the list to the interview committee for additional applicants, or take other action as deemed appropriate.
8. B&C Member appointments require a minimum vote of four (4) of the County Council.

#### V. B&C MEETINGS

1. Regular Meetings and other meetings.
  - a. Frequency of meetings. The schedule and/or frequency of the regular meetings of the B&C shall be set by its members or as designated in its enabling legislation.
  - b. Meeting notification. Notification of regular meetings shall be made by the chairperson or designee in advance of each regular meeting and in accordance with current council policy regarding the length of time required for adequate public notice. When possible, such notification shall be in the form of the B&C's agenda following the format provided below. Meeting notification shall also include a description of the accommodations that can be made for disabled individuals.
  - c. Open Meetings. The B&C shall comply with the annual Council resolution regarding open meeting requirements. The meetings of a B&C shall be open to

the public as specified in the county resolution except when the chairman, or a majority of regular members of the B&C, determines that a topic requires confidential discussion as defined in the New Mexico Open Meetings Act. The chairman, or a majority of members, may call for a closed session for the purpose of such discussion and action. This request is subject to legal review and approval by the County Attorney. All final B&C decisions must be voted upon in public.

- d. Emergency or Special Meetings. The B&C shall comply with the annual Council resolution regarding special or emergency meetings.
- e. Meeting agenda
  - i. The B&C chair, in consultation with their staff liaison is responsible for developing the B&C meeting agenda. Agendas for all B&C meetings will be posted in accordance with the Council's annual Open Meetings Resolution.
  - ii. Any B&C member may request to have an item placed on the agenda. The item will be placed on the agenda as soon as practicable. The B&C can then:
    - a) decide to take no further action;
    - b) take the requested action or a different action at that meeting;
    - or
    - c) request that staff research the matter and return to the B&C with information and/or options or a recommendation for action.
  - iii. A typed agenda shall be prepared for each B&C meeting. The agenda shall include the following (in suggested order):
    - a) Call to Order/Roll Call
    - b) Public Comment (Limited to items not already on the agenda)
    - c) Public Hearings (if applicable)
    - d) B&C Business
      - i. Approval of B&C minutes
      - ii. Chairman's report
      - iii. (Other topics)
    - e) B&C/Staff Communications
      - i. Action Items
      - ii. Staff Reports
      - iii. Working Group or Subcommittee Reports
    - f) Public Comment
    - g) Informational Items - set date/time and agenda for next meeting (if applicable)
    - h) Adjournment

- iv. Publication of agenda. In addition to the notice in the regular B&C meeting calendar prepared by the County Manager's office, it shall be the responsibility of the B&C staff liaison, or designee, to provide a copy of the agenda to the news media within the time provided under the County's annual Open Meetings Act resolution as a means of notifying the public of all B&C meetings. A B&C meeting announcement shall also be posted at the County Municipal Building.

2. Meeting Conduct.

- a. Presiding officer. The chair is the presiding officer of B&C meetings and shall conduct the meetings of the B&C and see that these procedural rules are observed. In the chair's absence, the vice-chair shall preside.
- b. Robert's Rules. Meetings of the B&C shall, in general, be conducted in accordance with Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition, except to the extent these procedural rules require otherwise. The B&C may elect to follow an alternative procedure at any time or with regard to any matter for the purpose of facilitating the orderly transaction of public business.
- c. Civility. It is the responsibility of the presiding officer to assure that the B&C meeting is carried out in a civil manner. The chair may require that any person, including a B&C member, yield the floor in order to maintain civility. B&C members are expected to refrain from making offensive comments.
- d. Order of presentation. For each item on the agenda, other than reports provided in writing, there will usually be a presentation by the staff, committee, citizen or other person who is bringing the matter forward. B&C members will be given the opportunity to ask clarifying questions, as well as an opportunity to make statements. For all business items and public hearings, public comment will be invited on each item prior to voting on the motion with respect to that item.
- e. Motions. If a subject on the agenda will require action by the B&C, the best practice is to engage in discussion only after a motion is made and seconded. The discussion should be focused on the motion under consideration. The chair may, however, allow discussion prior to the time a motion is made to allow a full discussion of a broad topic.
- f. Recognition to speak. B&C members will speak after being recognized by the presiding officer. B&C members, other than the presiding officer, shall be recognized to speak in the order in which the members indicate an interest in speaking. Each B&C member is encouraged to speak only once with respect to the motion on the floor, but the presiding officer may recognize members to speak a second time on a topic if time allows and the B&C members wish to make additional comments. The presiding officer may, to assure the timely completion of the meeting, limit the remarks of a B&C member addressing a particular motion to three (3) minutes. The presiding officer will normally make his or her remarks after all of the other B&C members have been given an opportunity to speak at least once.

g. Three (3) Minute rule. Any B&C member can enforce the three (3) minute rule (limiting an individual's right to speak to three minutes or less) as a point of order.

3. Voting

a. B&Cs shall observe the following procedures in voting:

- i. Only regular members of a B&C shall have the privilege of voting on matters or questions under consideration by the B&C.
- ii. Each regular member, including the chairperson, shall have one vote.
- iii. Proxy voting is not allowed.
- iv. Members who have a financial interest in the outcome of any policy, decision, or determination shall not participate as a member in deliberations, vote, nor act on the issue in which they have an interest, as stipulated in Article 910 of the County Charter. Otherwise, every B&C member present shall vote when called upon without abstention or passing. Please refer to the above section "B&C Member Responsibilities" for further clarification and guidance on conflicts of interest. If a B&C member is concerned that a conflict of interest prohibits the member from voting on an item, they should contact the County Attorney's Office in advance of the vote to receive guidance and counsel on the potential conflict of interest.
- v. Votes shall be taken only on issues that have been clearly defined, moved and seconded.
- vi. Except as otherwise provided by law, discussion shall be encouraged after a motion has been made and seconded.
- vii. All votes, except on procedural motions, shall be conducted by roll call vote, by voice or a show of hands.
- viii. Unless otherwise provided by law, a motion shall carry upon the affirmative vote of the majority of the total number of appointed voting members of a B&C. (See County Code Section 8-6 (4).)
- ix. The results of all votes shall be announced and duly recorded in the minutes.

5. Public comment and testimony. While maintaining a business-like atmosphere, board and commission members will attempt to make citizens attending the meetings feel welcome and comfortable. Citizens or other attendees will be afforded opportunities to speak during public comment periods near the beginning and at the end of each meeting, and to provide testimony at the public hearings. Public comment opportunities will be provided during the meeting for each item on the agenda before action is taken. Public comments will be limited to three (3) minutes unless a different parameter is established by the Chair before public comment begins.. With regard to topics not on the agenda that are raised during public comment, the B&C may not take any action other than to request the topic be placed on a future agenda.

6. Minutes. The B&C shall keep written minutes of all meetings. The minutes shall include, at a minimum, the date, time and place of the meeting; the names of members in attendance and those absent; the substance of the proposals considered; and a record of all decisions and votes taken which show how each member voted. It may be useful, although not required, to also record the other persons invited or present who participate in the deliberations.
  - a. Draft minutes are to be prepared within ten (10) working days after the B&C meeting. Copies of the draft minutes must be available for public inspection and should clearly indicate on the draft that they are not the official minutes and are subject to approval by the B&C. If a B&C member wishes to request a change to the draft minutes, the suggested revisions must be specifically indicated, verbally or in writing, by page and line number.
  - b. The B&C must approve, amend, or disapprove draft minutes at the next meeting of a quorum, and the minutes are not official until approved by the B&C. After approval by the B&C, the B&C chair will sign the minutes.
  - c. The signed copy of B&C minutes shall be maintained in accordance with the county's record retention schedule by the staff liaison. A copy of the B&C minutes will be sent to the County Manager's Office to be temporarily maintained for Council review.
7. Implementation of B&C Meeting Actions. The Chairman of the B&C shall make all B&C recommendations to the Council by memorandum, e-mail, or formal report. Copies will be sent to the Department Director and staff liaisons including requests for comments to Council on the recommendations. The Chair will report the decision/recommendation of the majority of the B&C. A significant minority position may be reported if a majority of the B&C directs its Chair to include the minority position in the report. Whenever the Council wishes, it may request a report of the B&C. Reports to the County Manager or Department Director will be in a form as requested by the Manager or Department Director.
  - a. County departments may provide staff reports to the County Council, through the County Manager, regarding B&C actions. Such reports may supplement, agree with, or take positions opposed to, the recommendations of the B&C. If a staff report is prepared relating to a B&C recommendation or activity, a copy of the report shall be provided in a timely manner to the chairperson of the B&C before the report is presented to the County Council.
  - b. Conflicts associated with the relationship between a B&C and staff shall be expeditiously referred in writing to the County Manager.
8. Public Records. The New Mexico Inspection of Public Records Act, NMSA 1978 Sections 14-2-1, et seq. (the Act), requires governmental agencies to make their records available to the public with limited exception. "Public records" means all

documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained. B&C members should be aware that the documents, including e-mails, they have received or created on behalf of the County will generally be subject to disclosure pursuant to the Act.

- a. It is the general policy of the County to respond in a courteous and timely manner to all requests for public records and information made pursuant to the Act. The County has implemented an administrative policy and procedure (Administrative Procedure Guideline, Index #0280) to respond to requests for documents and information. B&C members should make themselves familiar with the policy so that they will avoid possible violation of the Inspection of Public Records Act.

## VI. B&C WORKING GROUPS AND SUBCOMMITTEES

### 1. B&C Working Groups

- a. **Membership:** B&C working groups are relatively informal groups that are not subject to the Open Meetings Act and therefore shall be composed of less than a quorum of the B&C and may include members from the community or other advisors or experts. B&C working groups will engage in fact finding and only make non-binding recommendations to the B&C. A current list of the B&C's working groups is maintained by the County Department the B&C works with.

- b. **Establishment:** The Chair of the B&C may create a new working group or may staff an existing working group by requesting that less than a quorum of the B&C's members, and as appropriate, community members and other advisors or experts, participate when advice on a subject or range of subjects is needed to gather information and make recommendations to the B&C. The B&C Chair may appoint an alternate B&C member to the working group, but the total number of B&C members appointed (regular and alternate) must be less than a quorum of B&C members.

- c. **Non-Binding Recommendations:** Any policy recommendations made by a working group to the B&C are not binding on the County or the B&C in any legal or practical way. Any policy recommendations made by a working group are only binding on the County if adopted by the Council at a public meeting.

- d. **Participation in Working Groups:** Requests for participation in working groups will be made annually by the Chair of the B&C on a rotational basis so that other B&C members and/or community members will have the opportunity to participate, unless the Chair determines that there is good reason for the

existing members to continue participating in the working group.

e. **B&C Members Responsibilities.** B&C members who agree to participate in a B&C working group shall make reasonable efforts to attend meetings of the working group. If the B&C member is unable to attend meetings on a regular basis, the B&C member shall notify the Chair and request that another B&C member be appointed to the working group. B&C members participating in a working group should assure the working group focuses its efforts on the matter assigned and provides recommendations to the B&C on the matter assigned. To avoid a rolling quorum, members of the B&C who have not been assigned to a given working group may not attend meetings of the working group. B&C members participating in a working group may not discuss the working group's business with other members (of the same B&C) outside of a public meeting of that B&C.

f. **Reporting to the B&C:** When a working group is ready to report to its B&C or otherwise needs to communicate with its B&C, a member of the working group shall make a request to the Chair to be placed on the B&C's agenda. The Chair shall honor this request and place the working group on the earliest convenient agenda for the B&C. However, working groups shall be placed on the B&C's agenda to provide updates on their work to its B&C at least once a quarter.

## 2. Subcommittee Purpose and Council Approval

Periodically, a B&C may recommend Council establish a subordinate subcommittee to advise and make recommendations to the B&C, to perform additional research on, or to gather public input for a particular project or specific topic in the area of responsibility of the B&C. To create subcommittees that may include members not currently serving on the B&C, approval of the Department Director and County Council must be obtained prior to creation.

## 3. Subcommittee Creation.

The motion seeking to create a subcommittee must approve a recommended charter for consideration by the County Council that, at a minimum, sets forth the following:

- a. The name of the subcommittee
- b. The purpose of the subcommittee
- c. The deliverable or product, if any, to be presented upon completion of the purpose
- d. The number of members
- e. The term of each of the members
- f. To whom the subcommittee reports



- g. The staff support and resources expected to be provided
- h. The termination date ("Sunset Clause") for the subcommittee

Once the B&C approves a recommended charter for the subcommittee, the matter shall be placed on a Council agenda for consideration by the County Council.

4. Subcommittee Membership.

- a. Number of Members. Except under unusual circumstances, a subcommittee will consist of not less than 3 members nor more than 5 members. Requirements for subcommittee membership will be determined by the B&C and can include volunteer citizens that are not currently serving as members of the parent B&C, subject to Council approval.
- b. Residency Requirement. Preference will be given to residents of Los Alamos County in appointment to a subcommittee, but residency will not be a requirement for appointment.
- c. Open Meetings Act. As the subcommittee is created through formal action of the Council approving the subcommittee's charter, the subcommittee must comply with Council's annual Open Meetings Act resolution.
- d. B&C Membership. A subcommittee's purpose is to advise the B&C. In order to assure that advice is provided in a free and open discussion, no currently serving Council member will be appointed to serve on a B&C subcommittee. Service, even ex-officio, by a currently serving Councilor will not, except in unusual circumstances, be allowed.
- e. County Employee Membership. Charter Section 905.1 limits membership by County employees.
- f. Conflict of Interest. County Charter Section 910 sets forth the restrictions on service arising from conflicts of interest. Compliance with the Charter is required when appointing members to a B&C subcommittee. Please refer to the above section "B&C Member Responsibilities" for further clarification and guidance on conflicts of interest. If a board member is concerned that a conflict of interest exists, they should contact the County Attorney's Office to receive guidance and counsel on the potential conflict of interest.
- g. Term of Membership. The members of subcommittees can serve terms of no more than two years unless approved by Council.
- h. Voter Registration Status. Preference will be given to registered voters but registration as a voter will not be a requirement for appointment as a member of a B&C subcommittee.

5. Subcommittee Reporting Responsibility and Requirements.

- a. The motion creating the subcommittee will specify to whom the subcommittee specifically reports. All subcommittee communications, reports, or recommendations will be made to the standing B&C.
- b. The Chair of the subcommittee will make or prepare subcommittee reports to the B&C. The Chair will report the decision of the majority of the subcommittee. A significant minority position may be reported if a majority of the subcommittee directs its Chair to include the position in the report. Whenever the B&C wishes, it may request a report of the subcommittee.

6. Subcommittee Staff Support/Resources.

- a. Prior to the passage of a motion recommending the County Council create a new subcommittee or renew the term of an existing subcommittee, the B&C will identify with specificity the resources to be committed by the County in support of that subcommittee. The appropriate County Department Director shall have the authority to determine what, if any, administrative or staff support will be provided to a B&C subcommittee.

7. Subcommittee Term of Existence.

- a. Each subcommittee shall be established for a period of not more than one year; however, the subcommittee may be continued for additional one-year periods upon affirmative vote of the County Council extending the subcommittee's charter before the expiration of the subcommittee. A request by the B&C to the County Council to renew a subcommittee for an additional year period may be contained in the B&C's annual work plan approved by Council or by having the matter placed on Council agenda separately. The purpose of the one-year limited term is to encourage review for relevancy, duplication, focus, enhancement and performance. One-year terms are recognized as useful to reconfirm the need for the services of an existing subcommittee and to assure that administrative support is being supplied in an efficient manner best suited to the subcommittee's needs that does not overly-burden county resources and staff time.
- b. If the subcommittee expires prior to Council extending the subcommittee's charter, the B&C may pass a motion requesting the County Council revive and extend the subcommittee's charter. Upon passage of such a motion the matter shall be placed on a Council agenda for consideration by the County Council.

**VII. CLARIFYING STATEMENT**

A B&C member may attend any meeting, public or private, provided that there is not a quorum of the B&C at the meeting (if proper public notice has not been given) and

provided that, prior to speaking on a matter of the B&C business, or County business in general, the B&C member makes the Clarifying Statement below:

*"What I say today is my opinion. I am not speaking on behalf of any board or commission or the County and I cannot tell you what action the County or County Council might take in the future with regard to any particular subject."*

This provision is not intended to apply to ordinary conversations or other "meetings" that are not organized or called.

## VIII. EXPENDITURE OF PUBLIC FUNDS

B&Cs cannot expend funds or create liabilities unless expressly authorized by law or otherwise authorized by the County Council.

### DEFINITIONS

The Charter of the incorporated County of Los Alamos states that:

*"The Council may create boards or commissions to advise the Council, the County Manager, or department heads, to hear appeals concerning any County operation, or to make investigations or reports the Council may designate. No B&C or Commission created by the Council shall have any authority except as granted by Council." - Article III Section 305. (Ord. 388 S4, 1994)*

The following definitions shall apply to terms used in conjunction with Los Alamos County B&Cs:

**Board or Commission** -- A Board or Commission that is an ongoing volunteer citizen body created by ordinance or Council motion with a specified number of members who serve set terms.

**Board or Commission subcommittee** - a subcommittee that is subordinate to and created for the B&C by County Council approval of that subcommittee's charter. The subcommittee must be re-affirmed annually by the County Council.

**Regular Member** -- A voting member of a B&C by virtue of appointment by the County Council.

**Ex-Officio Member** -- A non-voting member of a B&C by virtue of office, the County Charter or Code, or by appointment by the County Council, County Manager, or Department Director.

**Working Group** -- A relatively informal group created by the Chair of a B&C requesting that less than a quorum of the B&C members, and as appropriate, community members and other advisors or experts, participate in the group on a subject or range of subjects is needed to gather information and make recommendations to the B&C that are not binding on the B&C or Council in any legal or practical way. Working Groups are not subject to the Open Meetings Act.

Exhibit A:



LOS ALAMOS

**Sample Agenda**  
**Name of B&C**  
**Location of Meeting**  
**Date and Time of Meeting**

**I. CALL TO ORDER/ROLL CALL**

**II. PUBLIC COMMENT**

**III. PUBLIC HEARINGS**  
*(if applicable)*

**III. B&C BUSINESS**

- A. Approval of B&C Minutes
- B. Chairperson's report
- C. (List other topics)

**IV. B&C/ STAFF COMMUNICATIONS**

- A. Action Items  
(List individual items)
- B. Staff Reports  
(List individual items)
- C. Working Group and Subcommittee Reports  
(List individual items)

**VI. PUBLIC COMMENT**

**VII. INFORMATIONAL ITEMS**

If applicable, set date/time for next meeting

**VIII. ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Department at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the personnel in the Office of the County Manager at 662-8080 if a summary or other type of accessible format is needed.

