



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Agenda - Final County Council - Regular Session

*Theresa Cull, Melanee Hand; Suzie Havemann; Ryn Herrmann;  
Beverly Neal-Clinton; David Reagor; and Randall Rytí, Councilors*

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Tuesday, January 7, 2025

6:00 PM

Council Chambers - 1000 Central Avenue

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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:

<https://us06web.zoom.us/j/85448619994>

Or Telephone:

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

+1 346 248 7799 or + 1 346 248 7799 or + +1 669 444 9171 US or + 1 719 359

4580

or +1 720 707 2699

Webinar ID: 854 4861 9994

1. OPENING/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT

*This section of the agenda is reserved for comments from the public on items that do not require action by the Council or are not otherwise on the agenda.*

4. APPROVAL OF AGENDA
5. COUNCILOR CHAIR COMMENTS
- A. [19441-25](#) State of the County Presentation

**Presenters:** County Council - Regular Session

6. ELECTION OF CHAIR AND VICE CHAIR
- A. [19446-25](#) Election of Council Chair and Vice Chair for 2025

**Presenters:** County Council - Regular Session

**7. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA**

**8. CONSENT AGENDA**

*The following items are presented for Council approval under a single motion unless any item is withdrawn by a Councilor for further Council consideration in the agenda section entitled "Business."*

Approval of the Consent Agenda

**Consent Motion -**

*I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,*

*I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended be included for the record.*

- A.**     [AGR1091-25](#)     Approval of Amendment No. 2, Novation of Contract, to General Services Agreement No. AGR20-49 with Aon Risk Insurance Services West, Inc., for Employee Benefits Consulting Services

**Presenters:**     Victoria Pacheco, Acting Benefits and Pension Manager

**Attachments:**     [A - AGR20-49-A2 Aon Consulting](#)  
                              [B - AGR20-49-A1 AON Risk Insurance Services West Inc](#)  
                              [C - AGR20-49 AON Risk Insurance Services West Inc](#)

- B.**     [18836-25](#)     Approval of Amendment No. 2 to MOA21-934 with Los Alamos Public Schools for the Purpose of Utilizing Opioid Settlement Funds to Expand Prevention Services within the Los Alamos Public Schools

**Presenters:**     Jessica Strong, Social Services Division Manager and Cory Styron, Community Services Director

**Attachments:**     [A - MOA21-934-A2](#)  
                              [B - MOA21-934-A1](#)  
                              [C - MOA21-934](#)

- C.**     [19179-25](#)     Approval of County Council Minutes for the December 17, 2024, Regular Session

**Presenters:**     Michael Redondo, County Clerk

**Attachments:**     [A - County Council Minutes for December 17, 2024](#)

- D.     [19527-25](#)     Approval of Task Order No. 3 under Services Agreement No. AGR 23-52d with Stantec Consulting Services, Inc in the Amount of \$371,457.41 plus Applicable Gross Receipts Tax for the Los Alamos County Fleet Conversion Plan and Community Wide EV Charging Infrastructure Plan, Establish a Project Budget in the Amount of \$400,000

**Presenters:**     Angelica Gurule, Sustainability Manager and Karen Henderson, Senior Engineer

**Attachments:**     [A - Task Order No 3-AGR23-52d](#)  
                              [B - Project Budget](#)

## 9.     INTRODUCTION OF ORDINANCE(S)

- A.     [OR1040-25](#)     Introduction of Incorporated County of Los Alamos Ordinance No. 737; An Ordinance Making Available a Personal Income Tax Rebate to Eligible Low-Income Los Alamos County Property Taxpayers for Taxable Years 2025, 2026, 2027 and 2028

**Presenters:**     Melissa Dadzie, Chief Financial Officer

**Attachments:**     [A - Incorporated County of Los Alamos Ordinance No. 737](#)  
                              [B - Notice of Public Hearing](#)

## 10.    PUBLIC HEARING(S)

- A.     [RE0627-25](#)     Incorporated County of Los Alamos Resolution No. 25-01; A Resolution Establishing Minimum Standards of Reasonable Notice to the Public for all Meetings of the Council, County Boards, Commissions and other Public Bodies Created by the State and those Appointed by the Council (Collectively "Appointed County Committees")

**Presenters:**     County Council - Regular Session

**Attachments:**     [A - Incorporated County of Los Alamos Resolution 25-01.pdf](#)  
                              [B - Publication Notice for Resolution 25-01.pdf](#)

- B.     [19442-25](#)     New Liquor License Application, Restaurant A Beer and Wine Liquor License with on Premise Consumption Only, filed by Applicant, Sungwoo Choo dba Origami Restaurant, Los Alamos, NM 87544

**Presenters:**     County Council - Regular Session

**Attachments:**    [A - Sungwoo Choo - Publication Form.pdf](#)  
[B - Sungwoo Choo Origami Restaurant - PD Memo](#)  
[C - Sungwoo Choo - CDD Memo](#)  
[D - Sungwoo Choo - Liquor License](#)  
[E - Waiver for Additional Time for Public Hearing](#)

**11. BUSINESS**

**12. COUNCIL BUSINESS**

**A. General Council Business**

- 1)    [18844-25](#)    Quarterly Briefing on Current Regional and Intergovernmental Issues

**Presenters:**    Danielle Duran, Intergovernmental Affairs Manager

**Attachments:**    [A - Intergovernmental and Regional Update Deck January 7 2025](#)  
[B - Regional Activities January 2025](#)

- 2)    [19413-25](#)    Discussion and Possible Action on the 2025 Los Alamos County State Legislative Priorities

**Presenters:**    Suzie Havemann, Councilor, Melanee Hand, Councilor and Danielle Duran, Intergovernmental Affairs Manager

**Attachments:**    [A - 2025 Los Alamos County State Priorities Draft](#)  
[B - 2024 Los Alamos County State Priorities with highlights](#)  
[C - 2025 LAPS supported policies](#)  
[D - PsyPact and IMLC Summaries](#)  
[E - 2024 Resolution in support of PFML](#)

**B. Appointments**

- 1)    [19496-25](#)    Board/Commission Appointment(s) - Parks & Recreation Board

**Presenters:**    Randall Ryti, Councilor and Wendy Parker, Parks Superintendent



**Attachments:**    [A - PRB Board Roster 2024](#)  
[B - Application Packet for George Marsden](#)  
[C - Application Packet for Paula Knepper](#)  
[D - Application Packet for Jacob Aldersebaes](#)  
[E - Application Packet for Sharolyn Cerney](#)  
[F - Application Packet for Amarylis Khat](#)  
[G - Recommendation Form](#)

**C.     *Board and Commission Vacancy Report***

- 1)    [19541-25](#)     Board and Commission Vacancy Report

**Presenters:**     County Council - Regular Session

**Attachments:**    [A - BCC Vacancy Report January 3, 2025.pdf](#)

**D.     *Board, Commission and Working Group Reports***

**E.     *County Manager's Report***

**F.     *Council Chair Report***

**G.     *Approval of Councilor Expenses***

**H.     *Preview of Upcoming Agenda Items***

*Note: This report shows tentative Council agenda items and is for planning purposes only. All items on the report are subject to changes such as item title, meeting date and/or being removed or not considered by Council.*

- 1)    [19538-25](#)     Tickler Report of Upcoming Agenda Items

**Presenters:**     County Council - Regular Session

**Attachments:**    [A - Tickler Report dated January 3, 2025.pdf](#)

**13.    COUNCILOR COMMENTS**

**14.    ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 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 663-1750 if a summary or other type of accessible format is needed.



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** County Council - Regular Session

**Legislative File:** 19441-25

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### **Title**

State of the County Presentation

### **Attachments**

A - State of the County Dec 2024 [this attachment will be distributed at the meeting]



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
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**Agenda No.:** A.

**Index (Council Goals):**

**Presenters:** County Council - Regular Session

**Legislative File:** 19446-25

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### **Title**

Election of Council Chair and Vice Chair for 2025

### **Body**

Under the Council's Rules, "The Council shall elect a chair and a vice chair from among its members at its first regular meeting after January 1 of each year." The Rules give further guidance on the responsibilities which include: presiding at official meetings; acting as the official spokesperson; keeping Councilors informed of events, meetings and other occasions; ensuring that Councilors are informed of significant communications directed to the chair; providing an annual state of the county message; and working on the development of the meeting agendas.

Past practice has been to put this item of election of the chair and the vice chair at the beginning of the first meeting in January. The chair from the past year, if possible, will preside over the election for both the new chair and the vice chair taking nominations, then comments from councilors and calling for the roll call vote for each office. Once the election for both positions is accomplished, the new chair will then preside over the remainder of the meeting.



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
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Agenda No.:

Index (Council Goals):

Presenters:

### Title

Approval of the Consent Agenda

### Recommended Action

I move that Council approve the items on the Consent Agenda as presented and that the motions in the staff reports be included for the record; or,

I move that Council approve the items on the Consent Agenda and that the motions contained in the staff reports, as amended, be included for the record.



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
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**Agenda No.:** A.

**Index (Council Goals):** Quality Excellence - Effective, Efficient, and Reliable Services

**Presenters:** Victoria Pacheco, Acting Benefits and Pension Manager

**Legislative File:** AGR1091-25

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### Title

Approval of Amendment No. 2, Novation of Contract, to General Services Agreement No. AGR20-49 with Aon Risk Insurance Services West, Inc., for Employee Benefits Consulting Services

### Recommended Action

**I move that Council approve Amendment No. 2, Novation of Contract, to existing General Services, Agreement No. AGR20-49 with AON Risk Insurance Services West, Inc., for Employee Benefits Consulting Services.**

### County Manager's Recommendation

The County Manager recommends that Council approve this amendment No. 2, Novation of Contract, to existing General Services, Agreement No. AGR20-49 as requested.

### Body

On May 5, 2020, County Council approved AGR20-49 for Employee Benefits Consulting Services.

The services provided under this Agreement include analysis of financial and claim data and claim reports from the medical and dental plan Claims Administrators; conducting quality control reviews of contracted Claims Administrators; reviewing, analyzing and negotiating annual renewals from insurance carriers; developing funding rates, reserves, and cost projections for the County's self-funded plans; identifying and communicating trends in cost and funding for the insurance industry; assessing the relative merits of conventionally insured versus alternate funding arrangements; evaluating managed care programs for implementation recommendation to County; conducting renewal review and analysis of retrospective and prospective costs; analyzing utilization patterns to determine areas of potential abuse; comparing the active covered employee data with expected employment levels and salaries; comparing current health care premiums with expected premiums; assisting with the development of corporate philosophy as it relates to its benefit programs; reviewing benefit programs to determine administrative burden and potential process efficiencies and communicating and assisting with federal and state regulatory compliance requirements.

On November 1, 2023, Amendment No. 1 to AGR20-49 was executed, extending the term as allowable under the initial contract.

As of January 1, 2024, AON Corporation moved all of its health and benefits clients previously

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under the entity AON Risk Insurance Services West, Inc. to the platform under the entity AON Consulting, Inc. This Amendment No. 2, executes a Novation of Contract to change the provider's name to AON Consulting, Inc.. Under the terms of this Novation, AON Consulting, Inc. accepts the assignment, transfer, and assumption of all the rights, interests, covenants, obligations, and liabilities of AON Risk Insurance Services West, Inc., identified under the original Agreement AGR20-49.

**Alternatives**

Council could choose not to approve this Amendment and terminate the contract with AON Consulting, Inc. In this case, staff would need to issue a new RFP for these services.

**Fiscal and Staff Impact/Planned Item**

There is no fiscal impact to this change as the costs for benefits consultant are identified.

**Attachments**

A - AGR20-49-A2 Aon Consulting

B - AGR20-49-A1 AON Risk Insurance Services West Inc

C - AGR20-49 AON Risk Insurance Services West Inc.

**NOVATION OF  
INCORPORATED COUNTY OF LOS ALAMOS  
SERVICES AGREEMENT NO. 20-49 AS AMENDED**

This **NOVATION OF CONTRACT** ("Novation") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **AON Consulting, Inc.**, a New Jersey corporation ("Contractor") and registered to conduct business in New Mexico, and **AON Risk Insurance Services West, Inc.**, a California corporation ("Exiting Contractor") to be effective for all purposes January 8, 2025.

**WHEREAS**, County entered into Service Agreement No. AGR20-49 with Exiting Contractor, dated June 1, 2020; and Amendment No. 1 AGR20-49-A1, dated November 1, 2023; which are incorporated herein by reference for all purposes ("Agreement"); and

**WHEREAS**, on January 1, 2024, AON Corporation moved all of its health and benefits clients previously under the entity AON Risk Insurance Services West, Inc. to the platform under the entity AON Consulting, Inc.; and

**WHEREAS**, Pursuant to Section P. of the Agreement, Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County, except that Contractor may assign its rights and obligations to an affiliate entity controlled by or controlling the Contractor with notice to County of such assignment; and

**WHEREAS**, Contractor notified County in writing of this entity change on November 14, 2024; and

**WHEREAS**, Exiting Contractor desires to assign the Agreement to Contractor, and Contractor wishes to accept the assignment and assumption of all the rights, interests, covenants, obligations, and liabilities of Exiting Contractor under the Agreement, under the terms and conditions of this Novation; and

**WHEREAS**, the Council of the Incorporated County of Los Alamos ("County Council") finds that a Novation of the Agreement from the Exiting Contractor to the Contractor is in the best interest of the County; and

**WHEREAS**, County Council approved this Novation of the Agreement at a public meeting held on January 7, 2024.

**NOW, THEREFORE**, for good and valuable consideration, County, Contractor, and Exiting Contractor acknowledge, agree, and stipulate as follows:

1. On January 1, 2024, Contractor assumed the contractual obligations and terms and conditions of all Exiting Contractor's health and benefits clients.
2. Contractor shall be bound by all obligations and terms and conditions created by the Agreement between Exiting Contractor and County.



3. Contractor shall be bound by and perform all duties, obligations, and work required by the Agreement in strict accordance with the terms and conditions of the Agreement.
4. Contractor shall assume all past and future duties, obligations, liabilities created under the Agreement by the Exiting Contractor as if the Contractor were the Exiting Contractor when the Agreement was originally entered.
5. Exiting Contractor confirms the assignment to Contractor and waives any claim or right that it may have against County with respect to the Agreement.
6. The Parties agree that all payments previously made by County to the Exiting Contractor, and all other previous actions taken by County under the Agreement, shall be considered to have discharged those parts of the County's obligations under the Agreement.
7. Contractor's obligations to provide Services under the Agreement and this Novation shall be subject to the following:
  - a. Contractor shall obtain and maintain insurance of the types and in the amounts set out in **SECTION J. INSURANCE** of the Agreement with an insurer acceptable to County. Assignee shall assure that all subcontractors maintain like insurance.
  - b. Assignee must submit a Campaign Contribution Disclosure Form with this Novation, attached as Exhibit A.

Compliance with the terms and conditions of this section is a condition precedent to County's obligation to pay compensation for the Services, and Contractor shall not provide any Services under the Agreement or this Novation unless and until it has met the requirements of this provision.

8. Delete **SECTION T. NOTICE** in its entirety and replace it with the following:

**SECTION T. NOTICE:** Unless otherwise provided in this Agreement, any notices required under this Agreement shall be made in writing. Notices shall be sent via 1) hand-delivery; 2) registered or certified mail; 3) a nationally recognized overnight courier service; or 4) electronic mail (with copy by mail or courier). All notices shall be sent to each party at the addresses set out in this section or any address later provided by such party in writing, with postage prepaid by the sender, and shall be deemed delivered upon hand delivery, verified proof of delivery by courier, or three (3) days after deposit in the United States Mail.

County:

Benefits and Pension Manager  
Incorporated County of Los Alamos  
1000 Central Avenue, Suite 230  
Los Alamos, New Mexico 87544  
E-mail: [benefits@lacnm.us](mailto:benefits@lacnm.us)

Contractor:

Vice President / Account Executive  
Aon Consulting, Inc.  
200 East Randolph St.  
Chicago, IL 60601  
E-Mail: [Charlene.fairchild@aon.com](mailto:Charlene.fairchild@aon.com)

With a copy to:

County Attorney's Office  
1000 Central Avenue, Suite 340  
Los Alamos, New Mexico 87544  
E-mail: [~attorneys@lacnm.us](mailto:~attorneys@lacnm.us)

9. Delete **SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM** in its entirety and replace it with the following:

**SECTION U. CAMPAIGN CONTRIBUTION DISCLOSURE FORM:** A Campaign Contribution Disclosure Form is attached with this Novation as Exhibit A and is incorporated herein by reference for all purposes. Contractor must submit this form with this Novation.

Except as expressly modified by this Novation, the terms and conditions of the Agreement remain unchanged and in effect.

(This section intentionally left blank)

**IN WITNESS WHEREOF**, the parties have executed this **NOVATION OF CONTRACT** on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

**INCORPORATED COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**MICHAEL D. REDONDO**  
**COUNTY CLERK**

BY: \_\_\_\_\_  
**ANNE W. LAURENT** **DATE**  
**COUNTY MANAGER**

**Approved as to form:**

\_\_\_\_\_  
**J. ALVIN LEAPHART**  
**COUNTY ATTORNEY**

**AON RISK INSURANCE SERVICES WEST, INC., A**  
**CALIFORNIA CORPORATION**

**BY:**

\_\_\_\_\_  
**NAME: MICHAEL MAHONEY** **DATE**  
**TITLE: WEST REGION LEADER**

\_\_\_\_\_  
**INITIALS**  
**ROBERT LUNDIN**  
**ATTORNEY**

**AON CONSULTING, INC., A NEW JERSEY**  
**CORPORATION**

**BY:**

\_\_\_\_\_  
**NAME: JANE ROZINA** **DATE**  
**TITLE: WEST REGION HEALTH SOLUTIONS**  
**PRACTICE LEADER**

**Exhibit A**  
**Campaign Contribution Disclosure Form**  
**AGR20-49-A2 - Novation**

Any prospective contractor seeking to enter into a contract with the Incorporated County of Los Alamos must file this form disclosing whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official during the two (2) years prior to the date on which prospective contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date prospective contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds TWO HUNDRED FIFTY DOLLARS (\$250.00) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Contract”** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**“Family member”** means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of:

- (a) a prospective contractor, if the prospective contractor is a natural person; or
- (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a ☐ member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS: (Report any applicable contributions made to the following-COUNTY COUNCILORS: Theresa Cull; Melanee Hand; Susie Havemann; Ryn Hermann; Beverly Neal-Clinton; David Reagor; and Randal Rytli.)

<b>Contribution Made By:</b>			
<b>Relation to Prospective Contractor:</b>			
<b>Name of Applicable Public Official:</b>			
<b>Contribution(s) Date(s)</b>	<b>Contribution Amount(s):</b>	<b>Nature of Contribution(s):</b>	<b>Purpose of Contribution(s):</b>
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Please check the box next to the applicable statement.

<input type="checkbox"/>	<b>CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE</b> to an applicable public official by me, a family member or representative, and I have disclosed those contributions.
<input type="checkbox"/>	<b>NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE</b> to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

LACF23-0525 09/22/2023 11:40:01 AM  
Pages: 2 Fees: 0.00  
Naomi D. Maestas, County Clerk  
Los Alamos County NM  
allison.collins



AGR20-49-A1

**AMENDMENT NO. 1  
INCORPORATED COUNTY OF LOS ALAMOS  
SERVICES AGREEMENT NO. AGR20-49**

This **AMENDMENT NO. 1** is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **AON Risk Insurance Services West, Inc., a California corporation ("Aon" or "Contractor")**, collectively "the Parties," to be effective for all purposes November 1, 2023.

**WHEREAS**, County and Contractor entered into Agreement No. AGR20-49, dated June 1, 2020, for Employee Benefits Consulting Services; and

**WHEREAS**, the Services are on going and the Parties wish to extend the Term of the Agreement for a total of three (3) additional years, unless sooner terminated, as provided therein, as allowed under the original terms of the Agreement; and

**NOW, THEREFORE**, for good and valuable consideration, County and Contractor agree as follows:

- I. To delete **SECTION B. TERM** in its entirety and replace it with the following:

**SECTION B. TERM:** The term of this Agreement shall commence June 1, 2020, and shall continue through December 31, 2026, unless sooner terminated, as provided herein.

Except as expressly modified by this Amendment, the terms and conditions of the Agreement remain unchanged and in effect.

(This section intentionally left blank.)

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 1 on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

*Naomi D. Maestas*

**NAOMI D. MAESTAS**  
**COUNTY CLERK**



**INCORPORATED COUNTY OF LOS ALAMOS**

**BY:** *Steven Lynne*

9/22/2023

**STEVEN LYNNE**  
**COUNTY MANAGER**

**DATE**

**Approved as to form:**

*Kathryn S. Thwaites for*

**J. ALVIN LEAPHART**  
**COUNTY ATTORNEY**

**AON RISK INSURANCE SERVICES WEST, INC.,**  
**A CALIFORNIA CORPORATION**

**BY:**

*Eric Weinstein*

9/22/2023

**ERIC WEINSTEIN**  
**EXECUTIVE VIC-PRESIDENT**

**DATE**



AGR20-49



LOS ALAMOS

## INCORPORATED COUNTY OF LOS ALAMOS SERVICES AGREEMENT

This **SERVICES AGREEMENT** (this "Agreement") is entered by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **AON Risk Insurance Services West, Inc.**, a California corporation ("Aon" or "Contractor"), to be effective for all purposes June 1, 2020.

**WHEREAS**, the County Purchasing Agent determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 20-49 (the "RFP") on January 30, 2020, requesting proposals for Employee Benefits Consulting Services, as described in the RFP; and

**WHEREAS**, Contractor timely responded to the RFP by submitting a response dated February 28, 2020 ("Contractor's Response"); and

**WHEREAS**, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

**WHEREAS**, the County Council approved this Agreement at a public meeting held on May 5, 2020; and

**WHEREAS**, Contractor shall provide the Services, as described below, to County.

**NOW, THEREFORE**, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

### SECTION A. SERVICES:

#### 1. Contractor Services.

- a) Contractor shall, on a quarterly, annually or on an as requested basis, analyze County's claims administrator's financial and claim reports, in order to identify costs and trends for the previous twelve (12) to twenty-four (24) months.
- b) Contractor shall review and analyze annual renewals received from insurance carriers and other vendors, as applicable, to identify cost trends and opportunities for cost savings.
- c) As requested by County, Contractor shall annually assist in negotiation with insurance carriers to procure renewal rates that are in the best interest of County.
- d) Contractor shall, annually or on an as requested basis, analyze retrospective and prospective Plan costs of the various Plans.
- e) Contractor shall, annually, quarterly or on an as requested basis, compare actively insured employee data with expected employment levels and salaries to project and develop funding rates, premium levels, reserves, and cost projections for self-funded and fully insured Plans.
- f) Contractor shall annually analyze utilization patterns of the various Plans over a one (1) to three (3) year period, to determine areas of improvement for potential benefit design changes and Plan participant communication targeting.
- g) Contractor shall annually evaluate County's self-funded Plans' reserve positions and provide recommendations to County.



- h) Contractor shall, as requested, consult with County staff on the aspects of the various Plans' operation, including but not limited to claims, reserves, and insurance carrier performance, as well as the Plans' overall progress and development.
- i) Contractor shall consult with the County's Health Insurance Committee members and the Plan sponsor by attending a minimum of four (4) meetings throughout the calendar year and on an as requested basis, regarding proposed changes to benefit Plan design, premium structuring and eligibility.
- j) Contractor shall annually evaluate insurance carriers' effectiveness in managing claims costs.
- k) Contractor shall, on a quarterly and as needed basis, identify and communicate trends in cost and funding changes required due to changes in economic conditions.
- l) Contractor shall annually assess the relative merits of conventionally insured versus alternate funding arrangements.
- m) Contractor shall annually, or on an as requested basis, evaluate managed care programs for implementation recommendation to County.
- n) Contractor shall annually, or on an as requested basis, evaluate wellness programs for recommendation to County.
- o) Contractor shall annually, or on an as requested basis, evaluate pharmacy benefit manager performance.
- p) Contractor shall, on an as requested basis, assist with the development of County's corporate philosophy as it relates to its benefit programs.
- q) Contractor shall annually review County's benefit programs to determine administrative burden and opportunity for process or program improvement.
- r) Contractor shall annually perform a comprehensive review County's various Plan designs as well as all Plan documents, to include service agreements, administrative agreements, policies/procedures, summary Plan descriptions, benefit summaries and participant communication pieces, for accuracy, consistency, clarity and regulatory compliance with state and federal regulations.
- s) Contractor shall annually review the various Plan designs to ensure consistency with County's financial objectives.
- t) Contractor shall assist the County with changes resulting from legislative changes to, or replacement of, the Patient Protection and Affordable Care Act (PPACA or more commonly referred to as the Affordable Care Act "ACA") when the changes occur.
- u) Contractor shall, as requested, assist County with communicating to insurance carriers.
- v) Contractor shall, as requested, assist County with resolving insurance carrier administrative and billing problems.
- w) Contractor shall, as requested, provide technical support to County on claim adjudication issues.
- x) Contractor shall, as requested, provide administrative support and advisement to County's Human Resources Department if questions arise pertaining to County's benefit Plans.
- y) Contractor shall provide recommendations on legislative issues impacting employee benefit programs.
- z) Contractor shall, as needed, assist County with any implementation of benefit changes including revisions in premium(s) and Plan record-keeping procedures, and master policy certificates amendments.
- aa) Contractor shall, as needed, assist County with drafting notices to Plan participants about various Plan or administrative changes and communication pieces for inclusion in benefits newsletters.
- bb) Contractor shall prepare and deliver presentations regarding regulatory and industry topics to the County's Health Insurance Committee and/or County Management to aid County in reaching decisions on issues that arise in the course of Plan operation or that become apparent from County's annual or quarterly reports, Plan design or administration questions, national and industry trends, or public policy.

- cc) Contractor, as requested, shall assist County with development of any Request for Proposals ("RFP") issued for County's insurance benefit plans.
- dd) Contractor shall provide technical analysis of data received from respondents to any RFP issued for County's insurance benefit plans. A written report and side by side comparison of responses to individual questions shall be provided as part of the technical analysis. The RFP issuance is staggered which results in one (1) to two (2) being issued per year.
- ee) Contractor shall be in compliance with all HIPAA Privacy, Electronic Data Interface (EDI) and Security requirements.
- ff) Contractor shall perform the Aon Local Advantage Solution Services identified in Exhibit "A," attached hereto and made a part hereof for all purposes, in addition to the services identified in (a) through (ee) above, and (gg) below.
- gg) Contractor shall perform a Discount Analysis to compare provider networks when requested by County. The Discount Analysis includes Contractor's proprietary and confidential information, which cannot be provided to third parties, unless otherwise provided by law. County will be required to sign a separate confidentiality agreement governing the Discount Analysis, which fully details the confidentiality obligations, before Contractor can provide the Discount Analysis results.

Contractor shall provide any additional Employee Benefit Consulting Services, as required by County, on an as requested basis as provided above.

## 2. Deliverables.

- a) Contractor shall provide, as determined by County, hard copy and/or electronic quarterly and annual reports analyzing claims experience, benefits paid, contributions, administrative expenses, gross and net cost of insured benefits, net cost of any self-insured coverages and other items identified above in Section A(1) for presentation to the County's Health Insurance Committee and Plan Administrator, which reports shall include projected income and expense budget based on an analysis of prior experience and known or anticipated factors affecting future operations.
- b) Contractor shall provide, as determined by County, hard copy and/or electronic quarterly updates on regulatory issues for presentation to the County Health Insurance Committee.
- c) Contractor shall provide, as determined by County, hard copy and/or electronic technical bulletins, at least quarterly and annually, created by either Contractor or industry experts, addressing new regulatory initiatives and developments in the employee benefits field that may affect County planning and policy decisions.

**SECTION B. TERM:** The term of this Agreement shall commence June 1, 2020 and shall continue through December 31, 2023, unless sooner terminated, as provided herein. At County's sole option the Agreement may be renewed for up to three (3) consecutive one-year periods or one continuous three (3) year period, unless sooner terminated, as provided therein.

## SECTION C. COMPENSATION:

1. **Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$345,000.00), which amount does not include applicable New Mexico gross receipts taxes ("NMGR"). Compensation shall be paid in accordance with the rate schedule set out as follows:

COST CATEGORY	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Contract Services	\$27,709.00	\$49,000.00	\$50,500.00	\$52,000.00	\$53,000.00	\$54,500.00	\$56,000.00

- 2. Monthly Invoices.** Contractor shall submit itemized monthly invoices to County's Benefits and Pension Manager showing amount of compensation due, amount of any NMGR, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice. All disputes related to performance and payment shall be governed by the County's Procurement Code, Chapter 31.

**SECTION D. TAXES:** Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGR levied on the amounts payable under this Agreement.

**SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL:** This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and will not be considered an employee of County for any purpose. Contractor, its agents or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the County's name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

**SECTION F. STANDARD OF PERFORMANCE:** Contractor agrees and represents that it has and will maintain the personnel, experience and knowledge necessary to qualify it for the duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with the standard that is consistent with the industry standard of care for services providers. Contractor's professional services do not in any case include legal, investment, or accounting services, and Contractor is not a fiduciary to Agency's plans.

**SECTION G. DELIVERABLES AND USE OF DOCUMENTS:**

Contractor has created, acquired or otherwise has rights in, and may, in connection with the performance of Services hereunder, employ, provide, modify, create, acquire or otherwise obtain rights in, various concepts, ideas, methods, methodologies, procedures, processes, know-how, and techniques (including, without limitation, function, process, system and data models); templates; software systems, user interfaces and screen designs; general purpose consulting and software tools; websites; benefit administration systems; and data, documentation, and proprietary information and processes ("Contractor Information").

All right, title and interest in and to any data, information and other materials furnished to Contractor by County hereunder ("County Information") are and shall remain County's sole and exclusive property. County grants to Contractor a license to use such County Information to provide the Services. To the extent that any Contractor Information is contained in any of the Deliverables, subject to the terms of this Agreement, Contractor hereby grants to County a paid-up, royalty-free, nonexclusive license to use such Contractor Information solely for County's governmental use in connection with the Deliverables.

To the extent that Contractor utilizes any of its property, including, without limitation, the Contractor Information, in connection with the performance of Services, such property shall remain the property of Contractor and, except for the limited license expressly granted in the preceding paragraph, the County shall acquire no right or interest in such property. County will honor Contractor copyrights, patents, and trademarks relating to Services, Deliverables and Contractor Information, and will not use Contractor's name or other intellectual property without Contractor's prior written consent.

The Services and Deliverables provided by Contractor hereunder are provided solely for the County's governmental use; they are not intended to be used or relied upon by third parties.

**SECTION H. CONFIDENTIALITY:**

The Confidential Information Disclosure Statement found in Exhibit "B," attached hereto and made a part hereof for all purposes, must be completed by Contractor and submitted as part of this Agreement. Upon termination of this Agreement, each party shall deliver all confidential material in its possession to the other party within thirty (30) calendar days of such termination.

**SECTION I. EMPLOYEES AND SUB-CONTRACTORS:** Contractor shall be solely responsible for payment of wages, salary or benefits to all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend and hold harmless County for claims that may arise from Contractor's relationship to its employees and subcontractors based on Contractor's failure to compensate such employees and contractors.

**SECTION J. INSURANCE:** Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance or other evidence acceptable to County that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) annual aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; TWO MILLION DOLLARS (\$2,000,000.00) annual aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.
4. **Professional Liability Insurance:** A limit of at least ONE MILLION DOLLARS (\$1,000,000.00) per claim, and with at least TWO MILLION DOLLARS aggregate limit. The coverage must be written without any restrictive "negligent act, negligent error, or negligent omission" clause, and the coverage must be sufficient to protect Contractor for a five (5) year period from the completion of this contract, against any and all claims which may arise from Contractor's negligent performance of the work described herein.

**SECTION K. AUDIT & RECORDS:** Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date and nature of the services rendered. Contractor shall make available, for inspection by County, all records, and other documents pertaining to this Agreement at any reasonable time upon request.

**SECTION L. APPLICABLE LAW:** Contractor shall abide by all applicable federal, state and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement. In any lawsuit or legal dispute arising from the operation of this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. Venue shall be in the First Judicial District Court of New Mexico in Los Alamos County, New Mexico.

**SECTION M. NON-DISCRIMINATION:** During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability or veteran status.



**SECTION N. INDEMNITY:**

Contractor shall indemnify and hold harmless County, its Council members, employees, agents and representatives, from and against all liabilities, damages, claims, demands, actions (legal or equitable), and costs and expenses, including without limitation attorneys' fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof and the performance of Contractor's employees, agents, representatives and subcontractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omissions committed by the County, its officers or employees. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the County.

The Contractor's liability to the County for any cause whatsoever shall be limited to two times the amount of the purchase price paid to the Contractor for the products and services that are the subject of the County's claim. The foregoing limitation does not apply to damages resulting from personal injury caused by the Contractor's negligence.

**SECTION O. FORCE MAJEURE:** Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence. During any such delay in performance, the delayed party shall, as soon as practicable but no later than two (2) days after the cause of the delay, notify the other party of the reason(s) for such delay and will implement reasonable work-around plans, computer system disaster recovery, alternate sources, or other commercially reasonable means to facilitate the performance of its obligations under this Agreement until the delay has ended or failure has been corrected.

**SECTION P. NON-ASSIGNMENT:** Contractor may not assign this Agreement or any privileges or obligations herein without the prior written consent of County, except that Contractor may assign its rights and obligations to an affiliate entity controlled by or controlling the Contractor with prompt notice to County of such assignment.

**SECTION Q LICENSES:** Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

**SECTION R. PROHIBITED INTERESTS:** Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it will not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept or agree to accept a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

**SECTION S. TERMINATION:**

- 1. Generally.** County may terminate this Agreement without cause upon thirty (30) days prior written notice to Contractor. County may terminate this Agreement for cause in the event Contractor does not cure, or create a mutually agreeable action plan to cure, an alleged breach of this Agreement within thirty (30) days' notice thereof. Upon such termination, Contractor shall be paid for Services actually completed through the date of termination to the satisfaction of County at the rate set out in Section C. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to County originals of all materials prepared pursuant to this Agreement.
- 2. Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days' notice that funds have not been and are not expected to be appropriated for that purpose.

**SECTION T. NOTICE:** Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given upon hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three (3) days after deposit in the United States Mail:

**County:**

Benefits and Pension Manager  
Incorporated County of Los Alamos  
1000 Central Avenue, Suite 230  
Los Alamos, New Mexico 87544

**Contractor:**

AON Risk Insurance Services West, Inc.  
6501 America's Parkway NE, Suite 650  
Albuquerque, New Mexico 87110

With a copy to;  
Aon Consulting, Inc.  
Attn: Chief Counsel  
200 East Randolph Street  
Chicago, IL 60601

**SECTION U. INVALIDITY OF PRIOR AGREEMENTS:** This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding on County until approved in writing by both County and Contractor.

**SECTION V. CAMPAIGN CONTRIBUTION DISCLOSURE FORM:** A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes. This Section acknowledges compliance with Chapter 81 of the Laws of 2006 of the State of New Mexico.

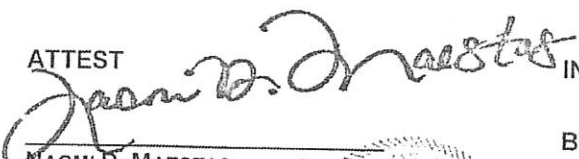
**SECTION W. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES:** Pursuant to NMSA 1978 § 14-16-7, this Agreement may be signed by electronic signature.

**SECTION X. DUPLICATE ORIGINAL DOCUMENTS:** This document may be executed in counterparts, each of which shall be deemed an original.

**[Remainder of page intentionally blank – signature page follows]**

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

  
NAOMI D. MAESTAS  
COUNTY CLERK

INCORPORATED COUNTY OF LOS ALAMOS

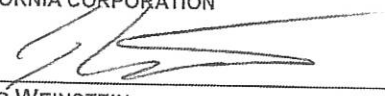
BY: /s/ HARRY BURGESS  
HARRY BURGESS  
COUNTY MANAGER

5/6/20  
DATE

Approved as to form:

/s/ Kathryn S. Thwaites for  
J. ALVIN LEAPHART  
COUNTY ATTORNEY

AON RISK INSURANCE SERVICES WEST, INC.,  
A CALIFORNIA CORPORATION

BY:   
ERIC WEINSTEIN  
EXECUTIVE VICE-PRESIDENT

5/20/2020  
DATE

## EXHIBIT "A"

### Comprehensive List of Aon Local Advantage Solution Services to be Provided by Contractor

<b>Consulting Services</b>	<b>Frequency</b>	<b>Cost</b>
<b>Strategy</b>		
▪ Strategic planning for benefit program	Annually	Included
▪ Benchmark design/costs	Annually	Included
▪ Cost containment tactics	Quarterly	Included
▪ Plan cost forecasting	Annually	Included
▪ Annual stewardship report	Annually	Included
▪ Annual service review—Client Promise		
▪ Action plan and service schedule		
<b>Financial Management</b>		
▪ Annual review of benefit budget	Annually	Included
▪ Contribution modeling	Annually (if necessary)*	Included
▪ COBRA rate development		
▪ Stop loss deductible and attachment level analysis		
▪ Alternate funding arrangement analysis		
▪ Evaluate alternative plan design changes	Semi-Annually (based on size and availability of data)	Included
▪ Financial reporting including dashboards		
▪ Comprehensive medical/Rx utilization analysis		
<b>Renewal/Marketing</b>		
▪ Pre-renewal projections	Annually, if necessary*	Included
▪ Detailed marketing/renewal report		
▪ Market selection and approval		
▪ Total and itemized costs		
▪ Network access and provide disruption analysis		
▪ Carrier/Vendor performance/rate guarantees		
▪ Funding methodology evaluation		
▪ Carrier financial ratings/market review	At renewal, marketing and stewardship	Included
▪ Finalist meetings	Annually, as needed*	Included
▪ Best and final negotiations		
▪ Disclosure of all proposals and compensation	Annually	Included
<b>Implementation</b>		
▪ Carrier application preparation assistance	Annually	Included
▪ Enrollment meeting support/coordination		
▪ Contract review		
▪ Review vendor created employee communications		
▪ Administrative arrangements (billing, banking, reporting, data)	Annually	Included
▪ Executive summary of final decisions		



<b>Consulting Services</b>	<b>Frequency</b>	<b>Cost</b>
<b>Ongoing Service</b>		
▪ National Aon vendor liaisons	As needed*	Included
▪ Scheduled vendor service meetings		
▪ Issue resolution (claim, billing, eligibility)		
▪ Work plan for ongoing tasks/projects	Annually	Included
<b>Compliance &amp; Regulatory support</b>		
▪ Review documents from insurers, including Summary Plan Description (SPD) provisions, contracts, agreement and documents	Ongoing	Included
▪ Standardize Wrap SPD document preparation & annual update from Wrap 360, if needed	Annually (as needed)*	Included
▪ Web-based Compliance Dashboard including HIPAA Pro	Ongoing	Included
▪ Web-based Compliance Informational Library (Includes Federal and State Compliance information)	Ongoing as needed*	Included
▪ Compliance Checklists	As Needed*	Included
▪ HR Compliance Library	As needed*	Included
▪ Current plan year 5500 preparation—signature ready (excludes delinquent filings)	Annually	Included
▪ Summary Annual Report preparation		
▪ Ongoing webcasts and legislative alerts	Ongoing	Included
▪ Incurred But Not Reported (IBNR) calculation	As requested*	Included
<b>Communications</b>		
▪ Employer Portal (Self-Service research library and document manager)	Ongoing and as needed*	Included
▪ Annual Enrollment Communication guidance	Annually	Included (printing additional cost)
▪ Open Enrollment Guide and Poster		
▪ Benefits website—client branded (standalone; does not include enrollment solution)	Ongoing and as requested*	Included
<b>Wellness</b>		
▪ Wellness Tools and Resources	Ongoing and as requested*	Included
▪ Wellness Newsletters and wellness topic information source		
▪ Client Ready Wellness Campaigns	Ongoing and as requested*	Included
▪ Wellness Calendar of Events	As Needed*	Included
<b>Resources</b>		
▪ Subject Matter Expertise – Wellbeing Experts – Pharmacists – Actuaries – Absence and Leave Experts	Ongoing and as requested*	Included
▪ Access to local geographic experts in 50 U.S. offices		
▪ HR Online training courses		
▪ Preferred vendor support for COBRA, FSA, and HSA solutions	Annually (as needed)*	Included

\*As needed, requested or necessary, as determined by County.

#### Zywave End User Agreement

Some of the Services detailed in this Exhibit allow County to access the Zywave web-based portal. County shall abide by all local and international laws and regulations applicable to its use of Zywave's Service and use Zywave's Service only for permitted purposes under this Agreement. Aon and Zywave do not represent or endorse the accuracy or reliability of any content posted in the portal and County acknowledges that any reliance upon such content shall be at County's sole risk. Client agrees to carefully evaluate and review any content prior to using or relying upon it.

EXHIBIT "B"  
Confidential Information Disclosure Statement

The Incorporated County of Los Alamos is a governmental entity subject to certain disclosure laws including, but not limited to, the New Mexico Inspection of Public Records Act (1978) NMSA §§14-2-1, et seq. Nothing in this agreement is intended to diminish or expand the application of any applicable disclosure laws to any proprietary or confidential information.

This Confidential Information Disclosure Statement ("Statement") defines obligations and waivers related to Confidential Information disclosed pursuant to the above referenced Agreement between County and Contractor. County and Contractor agree to the following:

1. Statement Coordinator – Each party designates the following person as its Statement Coordinator for coordinating the disclosure or receipt of Confidential Information:

Contractor: \_\_\_\_\_

County: \_\_\_\_\_

2. Definitions:

- a) **Confidential Information** - any form of information, in any format, disclosed by the Discloser to the Recipient and identified as confidential.
- b) **Discloser** - the party disclosing Confidential Information.
- c) **Exception** – An exception is satisfied if the Confidential Information disclosed: (i) was in Recipient's possession prior to receipt from Discloser, (ii) is publicly known or readily ascertainable by legal means, (iii) is lawfully received by Recipient from a third party without a duty of confidentiality, (iv) is disclosed by Discloser to a third party without a duty of confidentiality on the third party, (v) is independently developed or learned by Recipient, or (vi) is disclosed by Recipient with Discloser's prior written approval.
- d) **Recipient** – the party receiving Confidential Information.

3. Obligations – Recipient shall protect and ensure its participating subcontractors, agents, or associates will protect all Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the Confidential Information as Recipient uses to protect its own information of a like nature. If any person or entity requests or demands, by subpoena or otherwise, all or any portion of the confidential information provided by one party to another, the party receiving such request shall immediately notify the Discloser of such request or demand. The party receiving the request or demand shall independently determine whether the information sought is subject to disclosure under applicable law including the New Mexico Inspection of Public Records Act. If the party receiving the request or demand determines that the information is subject to disclosure, it shall notify the Discloser of its intent to permit the disclosure with sufficient time to permit the Discloser to invoke the jurisdiction of an appropriate court or administrative body to raise any legitimate objections or defenses it may have to the disclosure. In the absence of an appropriate order prohibiting the disclosure, the party receiving the request or demand shall permit and proceed with the disclosure without incurring any duty, obligation or liability to the Discloser.

4. Termination - (i) Except as provided in subparagraph (ii) following, upon termination for any reason of the above referenced Agreement, Recipient shall return or destroy all Confidential Information received on behalf of the Discloser. This provision shall apply to Confidential Information that is in the possession of subcontractors, agents, or associates of Recipient. (ii) If Recipient determines that returning or destroying Confidential Information is not feasible, Recipient shall provide to Discloser written notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of the Confidential Information is not feasible, Recipient shall extend the protections of this Confidential Information Disclosure Statement to such Confidential Information and shall limit further uses and disclosures of such Confidential Information to those purposes that make the return or destruction infeasible, for so long as Recipient maintains such Confidential Information. (iii) The respective rights and obligations of Recipient under this paragraph shall survive the termination of the Agreement of the parties to which this Confidential Information Disclosure Statement attaches.
5. Choice of Law – Without regard to conflict of law provisions, this Statement is governed by and shall be construed in accordance with the laws of the State of New Mexico.
6. Miscellaneous – Except as otherwise provided in the above-referenced agreement Between County and Contractor, all Confidential Information provided under the above referenced Agreement is proprietary in nature and belongs to and shall inure to the benefit of the Discloser. Recipient shall not acquire any patent, copyright, mask work, or trademark rights under this Statement. This Statement imposes no obligation on either party to purchase, sell, license, transfer, or otherwise dispose of any technology, service, or product; does not create any agency or partnership relationship; may be added to or modified only in a writing signed by both parties, supersedes all oral or implied agreements concerning Confidential Information; and may be signed in duplicate originals, or in separate counterparts, which are effective as if the parties signed a single original. A facsimile of an original signature transmitted to the other party is effective as if the original was sent to the other party.
7. Indemnity – Contractor shall indemnify, hold harmless, and defend County, its Council Members employees, agents, and representatives, from and against all liabilities, damages, claims, demands, actions (legal and equitable), and costs and expenses, including without limitation attorney's fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof or the performance of Contractor's employees, agents, representatives, and subcontractors.

Signed this 1<sup>st</sup> day of June, 2021

**Contractor**

By \_\_\_\_\_

Title \_\_\_\_\_

**County**

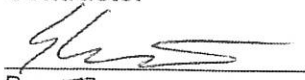
/s/ Harry Burgess  
By \_\_\_\_\_

County Manager  
Title \_\_\_\_\_

4. Termination - (i) Except as provided in subparagraph (ii) following, upon termination for any reason of the above referenced Agreement, Recipient shall return or destroy all Confidential Information received on behalf of the Discloser. This provision shall apply to Confidential Information that is in the possession of subcontractors, agents, or associates of Recipient. (ii) If Recipient determines that returning or destroying Confidential Information is not feasible, Recipient shall provide to Discloser written notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return or destruction of the Confidential Information is not feasible, Recipient shall extend the protections of this Confidential Information Disclosure Statement to such Confidential Information and shall limit further uses and disclosures of such Confidential Information to those purposes that make the return or destruction infeasible, for so long as Recipient maintains such Confidential Information. (iii) The respective rights and obligations of Recipient under this paragraph shall survive the termination of the Agreement of the parties to which this Confidential Information Disclosure Statement attaches.
5. Choice of Law - Without regard to conflict of law provisions, this Statement is governed by and shall be construed in accordance with the laws of the State of New Mexico.
6. Miscellaneous - Except as otherwise provided in the above-referenced agreement Between County and Contractor, all Confidential Information provided under the above referenced Agreement is proprietary in nature and belongs to and shall inure to the benefit of the Discloser. Recipient shall not acquire any patent, copyright, mask work, or trademark rights under this Statement. This Statement imposes no obligation on either party to purchase, sell, license, transfer, or otherwise dispose of any technology, service, or product; does not create any agency or partnership relationship; may be added to or modified only in a writing signed by both parties, supersedes all oral or implied agreements concerning Confidential Information; and may be signed in duplicate originals, or in separate counterparts, which are effective as if the parties signed a single original. A facsimile of an original signature transmitted to the other party is effective as if the original was sent to the other party.
7. Indemnity - Contractor shall indemnify, hold harmless, and defend County, its Council Members employees, agents, and representatives, from and against all liabilities, damages, claims, demands, actions (legal and equitable), and costs and expenses, including without limitation attorney's fees, of any kind or nature, arising from Contractor's performance hereunder or breach hereof or the performance of Contractor's employees, agents, representatives, and subcontractors.

Signed this 20 day of May, 2020

Contractor

  
By ERIC WEINSTEIN

EXECUTIVE VICE PRESIDENT  
Title

County

By \_\_\_\_\_

\_\_\_\_\_  
Title



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** B.

**Index (Council Goals):** \* 2022 Council Goal - Supporting Social Services Availability

**Presenters:** Jessica Strong, Social Services Division Manager and Cory Styron, Community Services Director

**Legislative File:** 18836-25

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### Title

Approval of Amendment No. 2 to MOA21-934 with Los Alamos Public Schools for the Purpose of Utilizing Opioid Settlement Funds to Expand Prevention Services within the Los Alamos Public Schools

### Recommended Action

**I move that Council approve MOA21-934-A2 entered into by and between the Incorporated County of Los Alamos and the Los Alamos Public Schools (LAPS) for prevention services.**

### County Manager's Recommendation

The County Manager recommends that Council approve the Memorandum of Agreement Amendment No.2 (Attachment A) as presented.

### Body

On March 9, 2024, County Council approved MOA21-934.

On September 24, 2024, County Council approved utilization of Opioid Settlement funds to expand Prevention Specialist positions by an additional \$75,000.00 per year to LAPS.

The MOA was developed initially back in July 2015 and this agreement for services was the result of conversations between LAPS and the County regarding the needs of our high-school age population. It is an ongoing effort to enhance the level of social services available within the County for members of this population.

This agreement also serves as an in-kind match for the LDWI Grant, as this MOA also covers programs that are focused on substance abuse within LAPS.

### Attachments

A - MOA21-934-A2

B - MOA21-934-A1

C - MOA21-934



**AMENDMENT NO. 2  
MEMORANDUM OF AGREEMENT  
BETWEEN THE BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS AND THE  
INCORPORATED COUNTY OF LOS ALAMOS**

This **AMENDMENT NO. 2** is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Los Alamos Public Schools Board** ("LAPS"), the governing body of a New Mexico local political subdivision ("Contractor"), collectively (the "Parties") to be effective for all purposes January 7, 2025.

**WHEREAS**, County and Contractor entered into Memorandum of Agreement No. MOA21-934, dated July 1, 2021, and Amendment No. MOA21-934-A1 dated July 1, 2024, for the provision of professional services related to substance abuse prevention, suicide prevention, and truancy liaison program; and

**WHEREAS**, On September 24, 2024, County Council approved additional funding to expand professional services related to substance abuse prevention in accordance with the New Mexico Opioid Allocation Agreement, as documented in Exhibit E, Schedule B, Part G, 8-12, incorporated by reference herein, ("New Mexico Opioid Allocation Agreement").

**NOW, THEREFORE**, for good and valuable consideration, County and Contractor agree as follows:

- I. Delete **Section 2. SCOPE OF AGREEMENT**, Paragraph A, in its entirety and replace it with the following:
  - A. Los Alamos Public Schools shall provide the following Services:
    - 1) Submit to County for review and approval by County a three to five year strategic prevention plan for the provision of prevention services by June 30, 2022, utilizing guidelines and documents produced by the Substance Abuse and Mental Health Services Administration ("SAMHSA"), the New Mexico Alcohol Tobacco and Other Drug Abuse ("ATODA") Prevention Training System, and/or the New Mexico Office of Substance Abuse Prevention ("OSAP"). LAPS shall follow its plan for the remainder of the contract.
    - 2) Hire or contract with individuals or entities to provide prevention services within LAPS which will include the retention or hiring of a "Prevention Specialist." The LAPS Prevention Specialist shall work directly with LAPS staff, LAPS students and community youth, and their families or guardians. LAPS shall designate an individual or entity to coordinate the development and implementation of a strategic prevention plan as well as evaluate the plan's effectiveness. Areas to be included in the strategic prevention plan must include, but are not limited to, minors substance abuse, tobacco and nicotine use, suicide ideation, and truancy, and other emerging at-risk behaviors, such as bullying and inter-student hazing. The Prevention Specialist shall be certified by the New Mexico Credentialing Board for Behavioral Health Professionals and be trained and supervised by LAPS to successfully perform the duties as outlined in the Prevention Specialist job description provided by LAPS. The Prevention Specialist shall serve as the Certified Prevention Specialist on the Los Alamos County DWI Planning Council

and may be required to chair the Community Resiliency Subcommittee of the Los Alamos County Health Council.

- (a) Effective January 7, 2025, LAPS shall expand its Services related to substance abuse prevention through the Prevention Specialist(s) in accordance with the New Mexico Opioid Allocation Agreement. LAPS shall ensure that expenditures of the Opioid Allocation funds, as outlined in Exhibit A, attached hereto and made a part hereof for all purposes, will be limited to the following allowable uses and in accordance with New Mexico Opioid Allocation Agreement:
  - (i) Funding evidence-based prevention programs or evidence-informed school and community education programs and campaigns for students, families, employees, school athletic programs, parent-teacher and student associations, and others; and
  - (ii) School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and are effective in preventing the use and increase of opioids use; and
  - (iii) Create or support community-based education or intervention services for families, youth, and adolescents at risk for Opioid Use Disorder (OUD) and any co-occurring Substance Use/Mental Health Disorder (SUD/MH) conditions; and
  - (iv) Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills; and
  - (v) Support greater access to mental health services and supports for young people, including services provided by school nurses, behavioral health workers or other school staff to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.
- 3) Submit written reports on forms provided by County or in a format acceptable to County, covering each three-month period of the term of the Agreement, with the first period beginning July 1, 2021. The reports shall include financial information describing LAPS use and expenditures of County funding and, at a minimum, summary information for the following:
  - (a) A description of the prevention programs, services and classes that have been provided throughout the quarter with the number of staff, students, and families who have received the services, and how LAPS believes the participants have benefited from the prevention services, or how youth and family behaviors have been, if at all, impacted by the prevention programs and services.
  - (b) The level and results, if quantified, of LAPS collaboration and coordination efforts with other community prevention service providers, including but not limited to JJAB, Teen Center, Los Cumbres, Family Strengths Network, community behavioral health providers, medical practitioners, and other organized youth groups.
  - (c) Reporting of performance measures and outcomes that are defined by LAPS and conform with its strategic prevention plan, then presented to and agreed upon by County and LAPS, prior to the first quarterly report submission. LAPS shall describe how LAPS has gathered the required



- data, monitored, and evaluated performance, and determined effectiveness of the programs.
- (d) A detailed description of any proposed changes to be made to the prevention services or programs in order to achieve the purposes of LAPS's strategic prevention plan and this MOA.
  - (e) A summary of opportunities provided for participant input and feedback and a description of the results.
  - (f) A description of any proposed changes in prevention services based on LAPS's evaluation of participant input and how LAPS plans to incorporate this information into the design and implementation of new and existing programs.
  - (g) A summary of LAPS participation or coordination of at least four (4) prevention- related programs, events, and activities per school year with other youth-serving community organizations.
  - (h) LAPS shall furnish these reports to the County Social Services Division within thirty (30) days after the end of each reporting period.
- 4) If LAPS contracts for the performance of these services, LAPS warrants and agrees that the procurement of the services shall be in compliance with the New Mexico Procurement Code, NMSA 1978, §§ 13-1-1 through 13-1-135.1, as in effect and as may be amended from time to time.

- II. Delete **SECTION 3. TERM AND EFFECTIVE DATE**, in its entirety and replace it with the following:

**SECTION 3. TERM AND EFFECTIVE DATE:** The term of this Agreement shall commence July 1, 2021, and shall continue through June 30, 2027, unless sooner terminated, as provided herein.

- III. Delete **SECTION 4. COST**, in its entirety and replace it with the following:

**SECTION 4. COST.**

- A. Funding by County for LAPS Services shall not exceed **NINE HUNDRED NINETY-NINE THOUSAND DOLLARS (\$999,000.00)** for the entire term of the MOA, pursuant to Exhibit A. LAPS shall pay all relevant and applicable local, state and federal taxes related to the provision of prevention Services. It is understood and agreed by LAPS that it is an independent contractor for the provision of professional Services.
- B. Monthly Invoices. LAPS shall submit itemized monthly invoices to County's Social Services Division showing the amounts spent for Services, including program expenses, salaries, supplies, rental fees, advertising, special projects and activity costs, software, any NMGR, and the total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

Except as expressly modified by this Amendment, the terms and conditions of the Agreement remain unchanged and in effect.

**IN WITNESS WHEREOF**, the Parties have executed this Amendment No. 2 on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**

**INCORPORATED COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**Michael D. Redondo**  
**COUNTY CLERK**

**BY:** \_\_\_\_\_ **DATE**  
**ANNE W. LAURENT**  
**COUNTY MANAGER**

**Approved as to form:**

\_\_\_\_\_  
**J. ALVIN LEAPHART**  
**COUNTY ATTORNEY**

**LOS ALAMOS PUBLIC SCHOOL BOARD**

**BY:** \_\_\_\_\_ **DATE**  
**JENNIFER GUY**  
**SUPERINTENDENT AND AUTHORIZED**  
**REPRESENTATIVE FOR AND ON BEHALF OF LOS**  
**ALAMOS PUBLIC SCHOOLS BOARD**

**EXHIBIT A**  
**MOU21-934-A2**

<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>
Original Prevention Specialist Services at LAPS (MOA21-934)	\$ 129,000.	\$ 129,000.	\$ 129,000.	\$ 129,000.	\$ 129,000.	\$ 129,000.
Expanded Prevention Specialist Services at LAPS through the Opioid Allocation Agreement funds (MOA21-934-A2)				\$ 75,000.	\$ 75,000.	\$ 75,000.
<b>Cost per County fiscal year</b>	<b>\$ 129,000.</b>	<b>\$ 129,000.</b>	<b>\$ 129,000.</b>	<b>\$ 204,000.</b>	<b>\$ 204,000.</b>	<b>\$ 204,000.</b>
<b>Agreement not to exceed amount</b>	<b>\$ 999,000.</b>					

**MOA21-934-A1**

**AMENDMENT NO. 1  
MEMORANDUM OF AGREEMENT  
BETWEEN THE BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS AND THE  
INCORPORATED COUNTY OF LOS ALAMOS**

This **AMENDMENT NO. 1** is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Los Alamos Public School Board ("LAPS")**, the governing body of a New Mexico local political subdivision ("Contractor"), collectively (the "Parties") to be effective for all purposes July 1, 2024.

**WHEREAS**, County and Contractor entered into Memorandum of Agreement No. MOA21-934, dated July 1, 2021, for the provision of professional services related to substance abuse prevention, suicide prevention, and truancy liaison program; and

**WHEREAS**, the Services are ongoing both parties wish to amend to extend the term of the Agreement for three (3) years as allowed for in the original terms and conditions; and

**NOW, THEREFORE**, for good and valuable consideration, County and Contractor agree as follows:

- I. Delete **SECTION 3. TERM AND EFFECTIVE DATE**, in its entirety and replace it with the following:

**SECTION 3. TERM AND EFFECTIVE DATE:** The term of this Agreement shall commence July 1, 2021, and shall continue through June 30, 2028, unless sooner terminated, as provided herein.

- II. Add two (2) new Sections titled "**12**," and "**13**."

**SECTION 12. NO IMPLIED WAIVERS:** The failure of the County to enforce any provision of this Agreement is not a waiver by the County of the provisions or of the right thereafter to enforce any provision(s).

**SECTION 13. SEVERABILITY:** If any provision of this Agreement is held to be unenforceable for any reason: (i) such provision shall be reformed only to the extent necessary to make the intent of the language enforceable; and (ii) all other provisions of this Agreement shall remain in effect.

Except as expressly modified by this Amendment, the terms and conditions of the Agreement remain unchanged and in effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 1 on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

**ATTEST**



**NAOMI D. MAESTAS**  
**COUNTY CLERK**



**INCORPORATED COUNTY OF LOS ALAMOS**

**BY:** 

6/28/2024

**ANNE W. LAUREN**  
**COUNTY MANAGER**

**DATE**

**Approved as to form:**

 6/28/2024

**J. ALVIN LEAPHART**  
**COUNTY ATTORNEY**

**LOS ALAMOS PUBLIC SCHOOL BOARD**

**BY:** 

6/28/2024

**JENNIFER GUY**  
**SUPERINTENDENT AND AUTHORIZED**  
**REPRESENTATIVE FOR AND ON BEHALF OF LOS**  
**ALAMOS PUBLIC SCHOOLS BOARD**

**DATE**

MOA21-934



**MEMORANDUM OF AGREEMENT  
BETWEEN THE BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS AND THE  
INCORPORATED COUNTY OF LOS ALAMOS**

This **MEMORANDUM OF AGREEMENT** ("MOA" or "Agreement"), is made and entered into by and between the **Los Alamos Public School Board ("LAPS")**, the governing body of a New Mexico local political subdivision, and the **Incorporated County of Los Alamos ("County")** to be effective for all purposes as of July 1, 2021. LAPS and County are sometimes referred to in this MOA individually as a "Party" or collectively as the "Parties."

**WHEREAS**, substance abuse prevention programs can empower the County's youth to meet the challenges of life by creating and reinforcing healthy behavior and lifestyles, and thus reducing the risks that contribute to truancy, and the misuse and abuse of alcohol, tobacco and other drugs; and

**WHEREAS**, truancy liaison programs help to educate students, parents and guardians, and staff on the importance of regular school attendance and timeliness; and

**WHEREAS**, suicide prevention programs can help diminish the risk of suicide by County youth; and

**WHEREAS**, it may not be possible to entirely eliminate the risk of self-inflicted harm, but it is possible to reduce this risk through prevention, intervention, and education; and

**WHEREAS**, LAPS considers daily onsite prevention services to be vital in their efforts to address the issues of substance abuse, tobacco and nicotine use, suicide ideation, and truancy; and

**WHEREAS**, the Los Alamos County Council approved this MOA at a public meeting held on March 9, 2021.

**WHEREAS**, the Juvenile Justice Advisory Board ("JJAB"), local behavioral health service providers, County, and local law enforcement officials agree that school-based prevention programs and services (collectively hereafter "prevention services") address a critical need of the County's youth.

**NOW, WHEREFORE**, for good and valuable mutual consideration, including the funding by County for school-based prevention services, and mutual covenants hereinafter set forth, the Parties do hereby agree as follows:

## **1. PURPOSE.**

The purpose of this Agreement is for County to pay remuneration for LAPS to provide professional services related to substance abuse and suicide prevention, to include school and community-based youth prevention and intervention services, as defined below and hereinafter referred to as "Services".

## **2. SCOPE OF AGREEMENT.**

### **A. Los Alamos Public Schools shall provide the following Services:**

- 1) Submit to County for review and approval by County a three to five year strategic prevention plan for the provision of prevention services by June 30, 2022, utilizing guidelines and documents produced by the Substance Abuse and Mental Health Services Administration ("SAMHSA"), the New Mexico Alcohol Tobacco and Other Drug Abuse ("ATODA") Prevention Training System, and/or the New Mexico Office of Substance Abuse Prevention ("OSAP"). LAPS shall follow its plan for the remainder of the contract.
- 2) Hire or contract with individuals or entities to provide prevention services within LAPS which will include the retention or hiring of a "Prevention Specialist." The LAPS Prevention Specialist shall work directly with LAPS staff, LAPS students and community youth, and their families or guardians. LAPS shall designate an individual or entity to coordinate the development and implementation of a strategic prevention plan as well as evaluate the plan's effectiveness. Areas to be included in the strategic prevention plan must include, but are not limited to, minors substance abuse, tobacco and nicotine use, suicide ideation, and truancy, and other emerging at-risk behaviors, such as bullying and inter-student hazing. The Prevention Specialist shall be certified by the New Mexico Credentialing Board for Behavioral Health Professionals and be trained and supervised by LAPS to successfully perform the duties as outlined in the Prevention Specialist job description provided by LAPS. The Prevention Specialist shall serve as the Certified Prevention Specialist on the Los Alamos County DWI Planning Council, and may be required to chair the Community Resiliency Subcommittee of the Los Alamos County Health Council.
- 3) Submit written reports on forms provided by County or in a format acceptable to County, covering each three-month period of the term of the Agreement, with the first period beginning July 1, 2021. The reports shall include financial information describing LAPS use and expenditures of County funding and, at a minimum, summary information for the following:
  - (a) A description of the prevention programs , services and classes that have been provided throughout the quarter with the number of staff, students, and families who have received the services, and how LAPS believes the participants have benefited from the prevention services, or how youth and family behaviors have been, if at all, impacted by the prevention programs and services.
  - (b) The level and results, if quantified, of LAPS collaboration and coordination efforts with other community prevention service providers, including but not

limited to JJAB, Teen Center, Los Cumbres, Family Strengths Network, community behavioral health providers, medical practitioners, and other organized youth groups.

- (c) Reporting of performance measures and outcomes that are defined by LAPS and conform with its strategic prevention plan, then presented to and agreed upon by County and LAPS, prior to the first quarterly report submission. LAPS shall describe how LAPS has gathered the required data, monitored, and evaluated performance, and determined effectiveness the programs.
  - (d) A detailed description of any proposed changes to be made to the prevention services or programs in order to achieve the purposes of LAPS's strategic prevention plan and this MOA.
  - (e) A summary of opportunities provided for participant input and feedback and a description of the results.
  - (f) A description of any proposed changes in prevention services based LAPS's evaluation of participant input and how LAPS plans to incorporate this information into the design and implementation of new and existing programs.
  - (g) A summary of LAPS participation or coordination of at least four (4) prevention-related programs, events, and activities per school year with other youth-serving community organizations.
  - (h) LAPS shall furnish these reports to the County Social Services Division within thirty (30) days after the end of each reporting period.
- 4) If LAPS contracts for the performance of these services, LAPS warrants and agrees that the procurement of the services shall be in compliance with the New Mexico Procurement Code, NMSA 1978, §§ 13-1-1 through 13-1-135.1, as in effect and as may be amended from time to time.

**B. Los Alamos County shall:**

- 1) Review and process all invoices and supporting documentation submitted by LAPS related to this MOA and make payments to LAPS in accordance with Section 4 below; and
- 2) Retain the right to audit the Services, LAPS' books and records, both financial and programmatic, in order to verify LAPS' use and expenditures of County's funding paid to LAPS as reported to County under Section 2.A(3) above. If County determines that any of County's funding paid to LAPS was not properly expended in accordance with the terms and conditions of this MOA, as it may be amended by the Parties, County shall give LAPS written notice of the improper expenditures. Subject to Section 9.M, County may reduce the funds paid to LAPS by the amount any improper expenditures disclosed by the audit and reported to LAPS.

**3. TERM AND EFFECTIVE DATE.**

The term of this MOA shall commence on July 1, 2021, and shall continue until June 30, 2024 unless earlier terminated as provided herein, but may be then be renewed for up to three (3) additional one-year periods under the same terms and conditions unless modified by mutual amendment.



#### 4. COST.

- A. Funding by County for prevention Services shall not exceed **SEVEN HUNDRED SEVENTY-FOUR THOUSAND DOLLARS (\$774,000.00)** for the entire term of the MOA, including all possible extensions, at **ONE HUNDRED TWENTY-NINE THOUSAND DOLLARS (\$129,000.00)** per County fiscal year. LAPS agrees that it shall pay all relevant and applicable local, state and federal taxes related to the provision of prevention Services. It is understood and agreed by LAPS that it is an independent contractor for the provision of professional Services.
- B. Monthly Invoices. LAPS shall submit itemized monthly invoices to County's Social Services Division showing the amounts spent for Service, including program expenses, salaries, supplies, rental fees, advertising, special projects and activity costs, software, any NMGR, and the total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County's receipt of the invoice.

#### 5. TERMINATION.

- A. This MOA may be terminated in its entirety by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. The termination provisions described herein, shall not nullify obligations already incurred for performance or failure to perform prior to the date of termination.
- B. This MOA shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by the County Council. County shall make reasonable efforts to give LAPS at least ninety (90) days advance notice that funds have not been and/or are not expected to be appropriated for the purpose of this Agreement.

#### 6. LIABILITY.

Each Party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of this MOA. Each Party shall be liable for its own actions or inactions in accordance with state law and nothing herein shall be deemed a waiver, indemnity, or to otherwise create or affect liabilities between the parties. No Party to this MOA shall be responsible for the liability incurred as a result of the other Party's acts or omissions in connection with this MOA or in performance under this MOA. This MOA contains the understanding between County and LAPS only and shall not create or confer on any other person or entity any right or benefit, substantive or procedural enforceable at law or otherwise against the named parties, their officers, directors, employees, agents, representatives, attorneys, contractors, subcontractors, consultants, or advisors. By entering into this MOA, neither Party shall be responsible for liability incurred as a result of the other Party's acts or omissions in connection with this MOA. Any liability incurred in connection with this MOA is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, sections 41-4-1 through 41-4-27, or as may be amended. This paragraph is intended only to define the liabilities between the Parties hereto and it is not intended to modify, in any way, the Parties' liabilities as governed by common law or the New Mexico Tort Claims Act. No provision in this MOA modifies and/or waives any provision of the New Mexico

Tort Claims Act.

**7. INSURANCE.**

LAPS shall maintain in full force and effect a commercial general liability insurance policy during the term of this MOA in an amount equal to or exceeding that required under the New Mexico Tort Claims Act, NMSA 1978, § 41-4-19, as may be amended.

**8. NOTICES.**

Any notices required, or permitted, to be given under this MOA shall be in writing and served by personal delivery or by mail, postage prepaid, to the Parties at the following addresses:

LAPS:

Superintendent  
Los Alamos Public Schools  
Post Office Box 90  
Los Alamos, New Mexico 87544

County:

Social Services Manager  
County of Los Alamos  
1505 15th Street, Suite A  
Los Alamos, New Mexico 87544

**9. MISCELLANEOUS PROVISIONS.**

- A. This MOA is made under and shall be governed by the laws of the State of New Mexico and the Los Alamos County Code of Ordinance provisions referenced herein, without regard to any conflicts of law principles that would require the application of the law of any other jurisdiction.
- B. County, pursuant to its Procurement Code, section 31-115 and 31-116, has the right, at reasonable times, to inspect, watch, or monitor the prevention Services as well as audit any LAPS records related to provision of preventions Services other than prevention Services records protected from disclosure by local, state or federal laws. LAPS agrees that it will, pursuant to Los Alamos County Code of Ordinances § 31-117, report any anticompetitive practices related to expenditure of County funding by the District that it is aware of, or becomes aware of, during the term of this MOA.
- C. The Parties are subject to the New Mexico Inspection of Public Records Act ("IPRA"), NMSA 1978, Chapter 14, Article 2. Parties agree, pursuant to Los Alamos County Code of Ordinances § 31-118, that both shall take all reasonable actions to facilitate compliance with IPRA, however both presume that some prevention Services records may be protected from disclosure by other local, state or federal laws. The parties further agree that each shall maintain all records in accordance with state and local record retention policies and shall notify the other party of any intent to dispose of MOA related records at least ninety (90) days before disposal.

- D. In the event that any of the terms and conditions of this MOA, or the application of any such term or condition to any person or circumstance, shall be held invalid by any court having jurisdiction in the premises, the remainder of this MOA and the application of such terms or conditions to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.
- E. LAPS agrees that if it hires any private party sub-contractors to fulfill the terms of this Agreement, any sub-contractor will be required to submit to LAPS and County campaign disclosure statements pursuant to NMSA 1978, § 13-1-191.1.
- F. This MOA shall be subject to filing with, and to such changes or modifications as may from time-to-time be directed, by competent regulatory authority, if any, in the exercise of its discretion.
- G. This MOA constitutes the entire MOA and understanding of the Parties with respect to the subject matter herein. The parties agree that no modification of this MOA shall be binding unless such modification is in writing and is duly executed by authorized representatives of the Parties.
- H. Each Party represents and warrants to the other Party that it has the requisite power and authority to execute this MOA and to perform the obligations set out in this MOA. The execution and delivery of this MOA and the performance of the obligations set out herein have been duly authorized by all necessary action on the part of each Party. The obligations set out herein shall, upon execution hereof by each Party, be valid and binding obligations of such Party, enforceable against such Party in accordance with the terms and conditions herein except to the extent that enforceability hereof or thereof may be limited by applicable bankruptcy, insolvency, reorganization, moratorium or other similar laws generally affecting creditors' rights and by equitable principles, regardless of whether enforcement is sought in equity or at law.
- I. Each Party represents and warrants to the other Party that the execution and delivery of this MOA by such Party does not violate any applicable law or regulation by which the Party is bound, by any applicable court or administrative order or decree, or any MOA or contract to which it is a party.
- J. This MOA shall be binding upon and inure to the benefit of the Parties and their respective authorized successors and assigns. Nothing in this MOA shall create or be deemed to create any third-party beneficiary rights in any person not a party to this MOA. No Party may assign its rights or delegate its obligations under this MOA without the prior written consent of the other Party, which consent shall not be unreasonably delayed or denied.
- K. Any term or condition of this MOA may be waived at any time by the Party that is entitled to the benefit thereof, but no such waiver shall be effective unless set out in a written instrument duly executed and delivered by or on behalf of the Party waiving such term or condition. No waiver by any Party of any term or condition of this MOA in any one or more instances shall be deemed to be or construed to be a waiver of the same or any other terms or condition herein on any future occasion. No delay short of the statutory period of limitations in asserting or enforcing any right hereunder shall be deemed a waiver of such right.
- L. This MOA was negotiated by the Parties, each of which was represented by legal counsel, and this MOA shall not be construed against any Party on the ground that such Party was

the author of this MOA or of any provision thereof.

- M. This MOA may be executed in any number of counterparts, and each executed counterpart shall have the same force and effect as an original instrument as if all the Parties to the aggregated counterparts had signed the same instrument. Without limiting the manner in which the MOA may be executed and delivered, a Party shall be considered to have fully executed and delivered this MOA by executing a counterpart of this MOA and sending the execution page by facsimile or other electronic means to the other Party.

**10. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES.** Pursuant to NMSA 1978 § 14-16-7, this Agreement may be signed by electronic signature.

**11. DUPLICATE ORIGINAL DOCUMENTS.** This document may be executed in counterparts, each of which shall be deemed an original.

**IN WITNESS WHEREOF,** the parties have executed this Memorandum of Agreement on the date(s) set forth below.

**ATTEST**

  
\_\_\_\_\_  
**DAVID D. MAESTAS**  
**County Clerk**




**INCORPORATED COUNTY OF LOS ALAMOS**

**E**  \_\_\_\_\_ **3/10/2021**  
**Harry Burgess** **Date**  
**County Manager**

**Approved as to form:**

/s/ Kathryn S. Thwaites, for  
**J. Alvin Leaphart**  
**County Attorney**

**LOS ALAMOS PUBLIC SCHOOL BOARD**

**BY:**  \_\_\_\_\_ **4/23/2021**  
**Dr. Kurt Steinhaus** **Date**  
**Superintendent and Authorized**  
**Representative for and on behalf of**  
**the Los Alamos Public School Board**



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** C.

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** Michael Redondo, County Clerk

**Legislative File:** 19179-25

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### **Title**

Approval of County Council Minutes for the December 17, 2024, Regular Session

### **Recommended Action**

**I move that Council approve the County Council Minutes for the December 17, 2024, Regular Session.**

### **Clerk's Recommendation**

The County Clerk recommends that Council approve the minutes as presented.

### **Attachments**

A - County Council Minutes for December 17, 2024



# County of Los Alamos

Los Alamos, NM  
87544  
www.losalamosnm.us

## Minutes

### County Council – Regular Session

*Denise Derkacs, Council Chair, Theresa Cull, Council Vice-Chair,  
Melanee Hand, Suzie Havemann, Keith Lepsch,  
David Reagor, and Randall Ryti, Councilors*

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Tuesday, December 17, 2024

6:00 PM

Council Chambers - 1000 Central Avenue

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#### 1. OPENING/ROLL CALL

The Council Chair, Denise Derkacs, called the meeting to order at 6:00 p.m.

Council Chair Derkacs made opening remarks regarding the procedure of the meeting.

Ms. Linda Matteson, Deputy County Manager, listed the County employees in attendance via Zoom.

**The following Councilors were in attendance:**

**Present: 7 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann,  
Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

#### 2. PLEDGE OF ALLEGIANCE

Led by: All.

#### 3. STATEMENT REGARDING CLOSED SESSION

Councilor Lepsch read the following statement to be included in the minutes: “The matters discussed in the closed session of County Council and the Board of Public Utilities joint session held on December 10th that began at 5:00 p.m. and the closed session of the County Council held on December 10, 2024, at 5:30 p.m. were limited only to the topics specified in the notice of the closed session, and no action was taken on any matter in the closed session. We request this statement to be included in the meeting minutes.”

#### 4. PUBLIC COMMENT

None.

#### 5. APPROVAL OF AGENDA

Chair Derkacs noted that item 10.B will be heard at a later meeting.

**A motion was made by Councilor Cull, seconded by Councilor Reagor, that Council approve the agenda as amended.**

**The motion passed with the following vote:**

**Yes: 7 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Haveman, Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

## **6. PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

### **A. Recognition of Los Alamos County Election Officials**

Councilor Lepsch read and presented the Proclamation.

County Clerk Naomi Maestas spoke.

### **B. Recognition of Outgoing County Clerk, Naomi Maestas**

County Clerk-Elect Michael Redondo spoke.

Ms. Tessa Jo Mascarenas, Chief Deputy Clerk, spoke.

Clerk Naomi Maestas spoke.

### **C. Recognition of Outgoing Councilors**

Council Vice-Chair Cull spoke.

Councilor Ryti spoke.

Councilor Havemann spoke.

Councilor Reagor spoke.

Councilor Lepsch spoke.

Council Chair Derkacs spoke.

## **7. PUBLIC COMMENT FOR ITEMS ON CONSENT AGENDA**

None.

## **8. CONSENT AGENDA**

### **Consent Motion:**

**A motion was made by Councilor Cull, seconded by Councilor Lepsch, that Council approve the items on the Consent Agenda as amended, and that the motions in the staff reports be included for the record.**

### **A. Approval of County Council Minutes for the December 3, 2024, Regular Session**

**I move that Council approve the County Council Minutes for the December 3, 2024, Regular Session.**

- B. Approval of Services Agreement No. AGR 24-37 with Spare Labs, Inc. in the Amount of \$2,806,814.96 plus Applicable Gross Receipts Tax for Microtransit and Paratransit Software and Services

**I move that Council approve Services Agreement No. AGR 24-37 with Spare Labs, Inc. in the Amount of \$2,806,814.96 plus Applicable Gross Receipts Tax for Microtransit and Paratransit Software and Services.**

- C. Approval of Contract for General Services, Agreement No. AGR 25-13 with Renewance, Inc. in the Amount of \$945,240.00, a Contingency in the Amount of \$50,000.00 and Applicable GRT, for the Purpose of Removal and Proper Disposition of One (1) NGK One (1) Megawatt, Six (6) Megawatt-Hour Sodium Sulfur Battery System at the Los Alamos County Eco Station and Budget Revision 2025-10

**I move that Council approve Contract for General Services, Agreement No. AGR 25-13 with Renewance, Inc. in the amount of \$945,240.00 and a contingency in the amount of \$50,000.00 for a total of \$995,240.00, plus applicable Gross Receipts Tax, for the purpose of removal and proper disposition of one (1) NGK one (1) megawatt, six (6) megawatt-hour sodium sulfur battery system at the Los Alamos County Eco Station.**

**I further move that Council approve Budget Revision 2025-10 in the amount of \$316,000 and include Attachment B in the meeting minutes.**

- D. Approval of Services Agreement No. AGR 25-09 with DH Pace Company, Inc. dba Overhead Door Company of Santa Fe in the Amount of \$1,500,000 plus Applicable Gross Receipts Tax for Overhead Door Inspection, Maintenance and Repair Services

**I move that Council approve Services Agreement No. AGR 25-09 with DH Pace Company, Inc. dba Overhead Door Company of Santa Fe in the Amount of \$1,500,000 plus Applicable Gross Receipts Tax for overhead door inspection maintenance and repair services.**

- E. Approval of Contract for General Services, Agreement No. AGR 25-26 with Burns & McDonnell Engineering Company, Inc. in the Amount of \$398,000, plus Applicable Gross Receipts Tax, for the Purpose of Developing an Electric Distribution System Electrification Study

**I move that Council approve Contract for General Services, Agreement No. AGR 25-26 with Burns & McDonnell Engineering Company, Inc. in the amount of \$398,000, plus Applicable Gross Receipts Tax, for the purpose of developing an electric distribution system electrification study.**

- F. Approval of Amendment No. 2 to Agreement No. AGR21-926 with Carahsoft Technology Corporation for the Purpose of Upgrading Granicus Encoder Appliances and Licensing for Simultaneous Streaming of Council and Boards and Commission Meetings on Legistar

**I move that Council approve Amendment No. 2 to Agreement No. AGR21-926 with Carahsoft Technology Corporation for the purpose of upgrading Granicus Encoder appliances and licensing for simultaneous streaming of Council and Boards and Commissions meetings on Legistar.**

- G. Approval of Asset Transfer for County Purchased EV Charging Stations from the General Fund to the Joint Utilities Fund

**I move that Council approve the asset transfer for County purchased EV Charging Stations from the General Fund to the Joint Utilities Fund.**



- H. Grant of Utility Easement on Lot 3, Maes Subdivision (2440 46th Street)

**I move that the Council Approve the grant of Utility Easement on Lot 3 of the Maes Subdivision.**

- I. Approval of Grant Application for the Assistance to Firefighters Grant for an Amount Not to Exceed \$752,868.72 for the Replacement of Cardiac Monitors on All Frontline Apparatus

**I move that Council approve the submission of a Assistance to Firefighters Grant Application in an amount not to exceed \$752,868.72 to replace 12 LifePak Cardiac Monitors which would replace current fleet of cardiac monitors nearing the end of serviceable life.**

- J. Approval of NM Department of Transportation 2025 Electric Vehicle Infrastructure Grant Application for an amount not to exceed \$1,600,000 for the Purpose of Designing, Constructing, and Installing Electric Vehicle Charging Infrastructure

**I move that Council approve the submission of an NM Department of Transportation (NMDOT) 2025 Electric Vehicle Infrastructure grant application in an amount not to exceed \$1,600,000 for the purpose of designing, constructing, and installing electric vehicle charging infrastructure.**

**Approval of the Consent Agenda:**

**The motion passed with the following vote:**

**Yes: 7 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

## **9. PUBLIC HEARING(S)**

- A. Incorporated County of Los Alamos Resolution No. 24-30: A Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority for the Denver Steels Waterline Replacement Project Phase II and III

Mr. James Alarid, Deputy Utility Manager – Engineering, presented.

Public comment:  
None.

**A motion was made by Councilor Ryti, seconded by Councilor Cull, that Council adopt Incorporated County of Los Alamos Resolution No. 24-30: A Resolution authorizing and approving submission of a completed application for financial assistance and project approval to the New Mexico Finance Authority for the Denver Steels Waterline Replacement Project Phase II and III.**

**The motion passed with the following vote:**

**Yes: 7 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

- B. Public Hearing for County Council to Consider Case No. REZ-2024-0019 for a Minor Zone Map Amendment for the Property Located at 1725 17th Street, Los Alamos, New Mexico, Commonly Known as the Women's Dorm Building

Hearing Procedures:

Chair Derkacs introduced this Public Hearing item at 6:43 p.m. and explained the procedures.

Council Disclosure:

Chair Derkacs polled the Council for potential Conflicts of Interest or ex-parte communication.

Identification of Parties:

Mr. Russell Naranjo, representative for the Applicant, Los Alamos County.

Mr. Dan Osborn, Housing and Special Projects Manager, and Ms. Desirae Lujan, Senior Planner, representatives for Los Alamos County's Community Development Department.

Chair Derkacs accepted Attachments A, B, C, D, E, and F from the staff report for this agenda item as well as the recording of the November 20, 2024, meeting of the Planning and Zoning Commission identified in the staff report for this item into the record for this proceeding.

Public Comment:

No public comment was allowed during this Quasi-Judicial proceeding.

Opening Statements:

Mr. Dan Osborn spoke.

Mr. Russell Naranjo spoke.

Ms. Desirae Lujan spoke.

Ms. Linda Matteson, Deputy County Manager, spoke.

**A motion was made by Councilor Ryti, seconded by Councilor Cull, that the County Council approve the recommendation of the Planning and Zoning Commission in Case No. REZ-2024-0019; adopt the Findings of Fact and Conclusions of Law made by the Planning and Zoning Commission as part of the County Council's Findings of Fact and Conclusions of Law, and I further move to authorize the Chair of the County Council to sign a final order prepared by county staff that is consistent with this motion.**

**The motion passed with the following vote:**

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Lepsch, and Councilor Ryti**

**No: 1 – Councilor Reagor**

The Public Hearing for this item was adjourned by Chair Derkacs at 7:05 p.m.

## 10. BUSINESS

- A. Presentation and Possible Adoption of the Final 2024 Comprehensive Health Plan and Los Alamos County Health Care Quality and Accessibility Survey

Ms. Jessica Strong, Social Services Manager, presented.

Ms. Rachelle Howell, Managing Partner, Southwest Planning & Marketing, spoke.

Ms. Lori Padilla, Chair of the Los Alamos County Health Council, spoke.

Ms. Lisa Hampton, incoming Chair of the Los Alamos County Health Council, spoke.

Public comment:

Mr. James Wernicke spoke.

**A motion was made by Councilor Ryti, seconded by Councilor Lepsch, that Council adopt the 2024 Comprehensive Health Plan.**

**The motion passed with the following vote:**

**Yes: 7 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

### RECESS:

Chair Derkacs called for a recess at 8:28 p.m. The meeting reconvened at 8:41 p.m.

- B. East Downtown Los Alamos MRA Plan Update

Public comment:

See attached eComments.

**This item was removed from the agenda.**

- C. Presentation on 2024 Wildlife Education Campaign and Possible Action on Future Consideration of a Wildlife Feeding Ordinance

Ms. Leslie Bucklin, Assistant Public Information Officer, presented.

Conservation Officer Tyler Carter, New Mexico Department of Game and Fish, presented.

Sergeant Ben Otero, New Mexico Department of Game and Fish, spoke.

Mr. Alvin Leaphart, County Attorney, spoke.

Ms. Theresa Phelan, Animal Control Officer, spoke.

Public comment:

Dr. Jonathan Powell spoke.

Mr. David Hampton spoke.

Mr. James Robinson spoke.

Mr. James Wernicke spoke.

See attached eComments.

A motion was made by Councilor Ryti, seconded by Councilor Lepsch, that Council direct the County Manager to implement the wildlife education plan recommendations and return to Council with an ordinance prohibiting the feeding of wildlife in the County with further consideration of how the local enforcement is coordinated with the New Mexico Game and Fish Department.

The motion passed with the following vote:

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Havemann, Councilor Lepsch, and Councilor Ryti**

**No: 1 – Councilor Reagor**

## **11. COUNCIL BUSINESS**

### **A. General Council Business**

None.

### **B. Appointments**

None.

### **C. Board and Commission Vacancy Report**

None.

### **D. Board, Commission, and Working Group Reports**

Councilor Ryti reported on the Parks and Recreation Board.

Councilor Hand reported on the Library Board, the Transportation Board, and the North Central Regional Transit District.

Councilor Reagor reported on the Planning & Zoning Board and the Lodger's Tax Advisory Board.

Councilor Cull reported on the Board of Public Utilities and the Inclusivity Task Force.

### **E. County Manager's Report**

#### **1) County Manager's Report for November 2024**

County Manager Laurent reported on the Better-Informed Public Officials training, the Elected Officials orientation on December 18, and the new Executive Assistant in the County Manager's Office. She also reported on the recruitment of the Community Development Director and Public Works Director. She expressed her thanks to those involved with the Light Parade and the lighting of the Christmas tree in the Municipal Building lobby.

## F. Council Chair Report

Chair Derkacs reported attending the following meetings and events:

- Regular meeting with the County Manager
- Regular meeting with the County Attorney
- Regional and State Working Group meeting for upcoming legislative priorities
- County holiday tree lighting
- Boards & Commissions luncheon
- Wreaths Across America ceremony at Guaje Pines Cemetery
- Metropolitan Redevelopment Area public forum

## G. Approval of Councilor Expenses

**A motion was made by Councilor Ryti, seconded by Councilor Reagor, that Council approve expenses for up to three Councilors to attend the New Mexico Legislative Conference in January in Santa Fe.**

**The motion passed with the following vote:**

**Yes: 6 – Councilor Derkacs, Councilor Cull, Councilor Hand, Councilor Lepsch, Councilor Reagor, and Councilor Ryti**

**Absent: 1 – Councilor Havemann**

## H. Preview of Upcoming Agenda Items

Chair Derkacs highlighted upcoming agenda items for Council meetings in January 2025.

## 12. COUNCILOR COMMENTS

Councilor Ryti commented on discussions at the Intergovernmental meeting and that it has been a pleasure serving with Councilor Lepsch and Chair Derkacs.

## 12. ADJOURNMENT

The meeting adjourned at 10:33 p.m.

INCORPORATED COUNTY OF LOS ALAMOS

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Denise Derkacs, Council Chair

Attest:

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Naomi D. Maestas, County Clerk

Meeting Transcribed by: Allison Collins, Deputy Clerk

Budget Revision 2025 - 10

BPU Meeting Date: Dec 4, 2024

Council Meeting Date: Dec 17, 2024

	Fund & Department	Org	Object	Revenue (decrease)	Expenditures (decrease)	Transfers In(Out)	Fund Balance (decrease)
1	Joint Utilities Fund - Electric Production	51185140	8369		\$ 316,000		\$ (316,000)
Description: The purpose of this budget revision is to cover the additional funding needed for the sodium sulfur battery removal project.							
Fiscal Impact: The net fiscal impact to the Joint Utilities Fund is an increase in expenditures and decrease in fund balance by \$316,000.							

Karen Kendall

11/22/2024

PreparerDate

N/A

County Manager Approval if Required

Philo Shelton

Department Director Signature

Yvette Atencio

Budget Manager/Analyst Signature

Los Alamos County Council  
Regular Session  
December 17, 2024  
Item 8.C  
Attachment B

**December 17, 2024, County Council – Regular Session For DAIS**

**8. CONSENT**

**E. AGR1084-24**

**Approval of Contract for General Services, Agreement No. AGR 25-26 with Burns & McDonnell Engineering Company, Inc. in the Amount of \$398,000, plus Applicable Gross Receipts Tax, for the Purpose of Developing an Electric Distribution System Electrification Study**

**Revised Motion**

**I move that Council approve Contract for General Services, Agreement No. AGR 25-26 with Burns & McDonnell Engineering Company, Inc. in the amount of \$398,000, plus Applicable Gross Receipts Tax, for the purpose of developing an electric distribution system electrification study.**

Los Alamos County Council Regular Session December 17, 2024 Item 8.E - Revised Motion
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# County Council - Regular Session on 2024-12-17 6:00 PM

Meeting Time: 12-17-24 17:45

## eComments Report

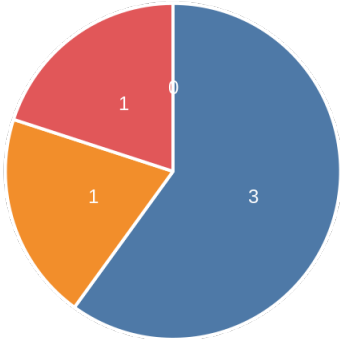
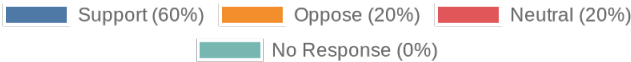
Meetings	Meeting Time	Agenda Items	Comments	Support	Oppose	Neutral
County Council - Regular Session on 2024-12-17 6:00 PM	12-17-24 17:45	46	5	3	1	1

### Sentiments for All Meetings

The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

#### Overall Sentiment

Los Alamos County Council  
Regular Session  
December 17, 2024  
eComments





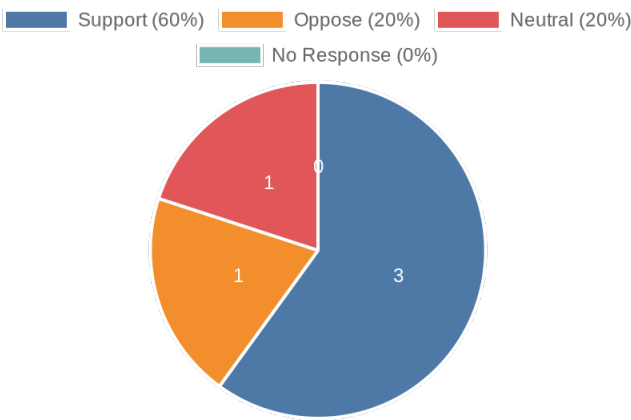
County Council - Regular Session on 2024-12-17 6:00 PM  
12-17-24 17:45

Agenda Name	Comments	Support	Oppose	Neutral
B. 19389-24 East Downtown Los Alamos MRA Plan Update	1	0	0	1
C. 19293-24 Presentation on 2024 Wildlife Education Campaign and Possible Action on Future Consideration of a Wildlife Feeding Ordinance	4	3	1	0

Sentiments for All Agenda Items

The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

Overall Sentiment

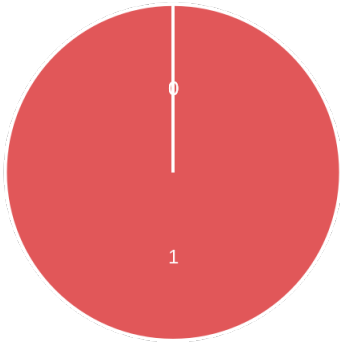


Los Alamos County Council  
Regular Session  
December 17, 2024  
eComments

Agenda Item: eComments for B. 19389-24 East Downtown Los Alamos MRA Plan Update

Overall Sentiment

Support (0%)   Oppose (0%)   Neutral (100%)  
No Response (0%)



Los Alamos County Council  
Regular Session  
December 17, 2024  
eComments

Kevin Holsapple

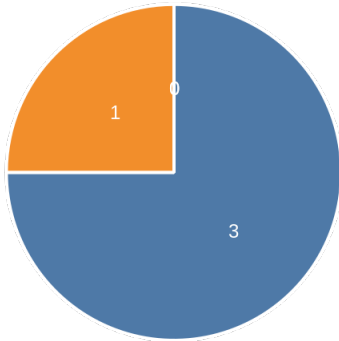
Location:  
Submitted At: 12:26pm 12-14-24

Please find out the answer to this question: When will a draft MRA plan be made available for public review, input, and comment? The timeline suggests it should be happening now.

Agenda Item: eComments for C. 19293-24 Presentation on 2024 Wildlife Education Campaign and Possible Action on Future Consideration of a Wildlife Feeding Ordinance

Overall Sentiment

Support (75%) Oppose (25%) Neutral (0%)  
No Response (0%)



Los Alamos County Council  
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December 17, 2024  
eComments

**Akkana Peck**

Location:

Submitted At: 11:22am 12-17-24

Every complaint I've seen centers on people feeding deer, yet the ordinance is so general that it would ban most bird feeding, especially ground-feeding birds (doves, towhees, juncos, quail) since "wild animals" other than songbirds can usually access seed in bird feeders as well.

If the problem is people feeding deer, make an ordinance about that. Don't prohibit all wildlife feeding including bird feeding. It just makes criminals out of half the county residents.

**June Fabryka-Martin**

Location:

Submitted At: 10:55am 12-17-24

I request that Council move forward with a Wildlife Feeding Ordinance. The threats to public safety are real, not hypothetical. The issue is analogous to that of the \$1.9M safety netting that Council approved for installation at the golf course (10/10/23), for which Chair Derkacs said, "My perspective is that once we have been told that there is a safety liability at the course, it is up to us to then take precautions to address that liability and protect the public."

**Craig Martin**

Location:

Submitted At: 10:00am 12-16-24

For 25 years I've witness the forest's recovery from fire and without a doubt the fire has created ideal deer habitat. Supplemental feeding by residents is unnecessary and indeed is harmful to wildlife and potentially a safety issue for humans. I fully support the consideration of a wildlife feed ordinance. Further, for consistency, I'd recommend eliminating "groundhogs" and "opossums" from the wildlife definition because neither are found in the Los Alamos area.

**David Arellano**

Location:

Submitted At: 9:56am 12-14-24

The deer inside the city are akin to giant rats, they eat landscaping, damage property and propagate disease. The predators are moving to hunt the fattened, lazy, complacent deer and are finding the locals to be easier prey. Its only a matter of time before someone gets hurt or killed. In my opinion, we should go further and encourage non-firearm hunting inside the city, particularly in the canyons and on the golf course. The wildlife has lost the fear of humans and we should reestablish it.

Los Alamos County Council Regular Session December 17, 2024 eComments
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# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544

[www.losalamosnm.us](http://www.losalamosnm.us)

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**Agenda No.:** D.

**Index (Council Goals):** Environmental Stewardship - Greenhouse Gas Reduction

**Presenters:** Angelica Gurule, Sustainability Manager and Karen Henderson, Senior Engineer

**Legislative File:** 19527-25

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### Title

Approval of Task Order No. 3 under Services Agreement No. AGR 23-52d with Stantec Consulting Services, Inc in the Amount of \$371,457.41 plus Applicable Gross Receipts Tax for the Los Alamos County Fleet Conversion Plan and Community Wide EV Charging Infrastructure Plan, Establish a Project Budget in the Amount of \$400,000

### ..Recommended Motion

**I move that Council approve Task Order No. 3 under Services Agreement No. AGR 23-52d with Stantec Consulting Services, Inc in the amount of \$371,457.41 plus applicable Gross Receipts Tax for the Los Alamos County Fleet Conversion Plan and Community Wide EV Charging Infrastructure Plan, and establish a project budget in the amount of \$400.000.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

### Body

In FY2025 budget process, Los Alamos County Council approved a budget option in the amount of \$400,000 to develop an electric vehicle charging infrastructure plan encompassing design and deployment and fleet conversion. Once awarded the project timeline spans over a one (1) year timeline. Key outcomes of the study will include: 1) A detailed plan outlining the transition of the County's fleet to zero emission vehicles, including vehicle replacement schedules, performance modeling and necessary electrical infrastructure upgrades, 2) Recommendations on future electrical vehicle charging stations, including energy and power requirements to understand future grid needs, 3) Community engagement opportunities to address concerns, identify priorities, and ensure equitable access to EV infrastructure, and will integrate feedback into the plan and 4) A financial analysis that will provide costs and return on investment. See attached Task Order details and Project Proposal.

### Alternatives

Council could choose to not approve the agreement and postpone or cancel the project.

### Fiscal and Staff Impact/Planned Item

The FY2025 adopted budget includes \$400,000 allocated for this project.

### Attachments

A - Task Order No 3-AGR23-52d

B - Project Budget

**TASK ORDER**  
**AGR23-52d**  
**On Call Engineering Services**

**Los Alamos County**  
2023 On-Call Engineering  
**Stantec Consulting Services, Inc.**  
DATE CONTRACT May 3, 2023  
DATE Revision 0

Task Order Form AGR23-52d

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**AGR23-52d TASK ORDER #3** Fleet Conversion Plan and Community-Wide EV Charging Plan

**DATE PREPARED:** December 20, 2024

**VENDOR :** Stantec Consulting Services, Inc. # 28307

**CHARGE: 01132510 8369**

**CONTRACT MANAGER:** Karen Henderson, 505-663-1856, All changes in scope, budget, or schedule (extensions) need to be approved in advance by Karen Henderson.

**COUNTY REQUESTOR/CONTACT:** Angelica Gurule, 505-662-8383. All changes in scope, budget, or schedule (extensions) need to be approved in advance by Angelica Gurule.

**ATTACHMENTS:** Stantec Proposal for Fleet Conversion Plan and Community-Wide EV Charging Plan.

**COMMENCE WORK DATE:** Receipt of Executed Task Order

**REQUESTED DELIVERY DATE:**

- 52 weeks from Executed Task Order (Final Plan delivery scheduled for November 2025)

**SCOPE OF WORK REQUESTED:**

Develop a Fleet Conversion Plan for Los Alamos County and develop a community-wide Electric Vehicle Charging Infrastructure Plan. This work will include community engagement throughout the process.

**DELIVERABLE:**

- Task #1 Project Management
  - Progress Reports and Recurring Meetings
  - Plan Presentations
- Task #2 Fleet and Facilities Existing Conditions

- Data Collection
- Site Visits
- Existing Conditions Draft and Final Report
- Task#3 County Fleet Conversion Plan
  - Draft and Final County Fleet Conversion Plan
- Task #4 Public and Partner Engagement
  - Partner Advisory Meeting
  - EV Fact Sheet
  - Community Meetings
  - Technical Memorandum
- Task #5 Public Charging Infrastructure Readiness Plan
  - Contextual Scan and Assessment Technical Memo
  - Integrated Mapping Analysis Technical Memo
  - Draft and Final Charging Infrastructure Readiness Plan
  - Technical Memorandum

Direct Labor Costs	Amount
Task #1	\$ 36,610.32
Task #2	\$ 33,160.85
Task #3	\$ 119,952.31
Task #4	\$ 36,073.40
Task #5	\$ 137,660.53
	\$ 363,457.41
Reimbursable Cost <sup>1</sup>	\$ 8,000.00
Estimated Total Cost (not to exceed amount)	\$ 371,457.41
GRT (7.625%)	\$ 28,323.63
Final Estimate	\$ 399,781.04

1 - Reimbursable at Actual Cost or according to Rates provided in "Compensation Rate Schedule"

Current Contract Value (not including Reimbursable Expenses or GRT)	\$ 5,000,000.00	Plus GRT
Estimated Value of all task orders to date, including this task order (not including Reimbursable Expenses or GRT)	\$ 2,583,080.03	Plus GRT
Remaining Contract Value:	\$ 2,416,919.97	Plus GRT

## **SIGNATURE PAGE**

### **Original Task Order**

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<b>Karen Henderson</b>	<b>Date</b>
Contract Manager	

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<b>Colleen M. Ruiz</b>	<b>Date</b>
Stantec Consulting Services, Inc.	

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<b>Angelica Gurule</b>	<b>Date</b>
Project Manager	

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<b>Eric Ulibarri</b>	<b>Date</b>
County Engineer	

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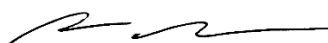
<b>Eric Martinez</b>	<b>Date</b>
Acting Public Works Director (if over \$3,000.00)	

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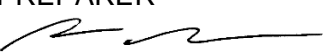
<b>Anne Laurent</b>	<b>Date</b>
County Manager (if TO value is \$10,000 or more)	



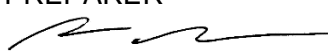
**Exhibit "C"**  
**CONTRACTOR'S QUOTE**  
**AGR23-52d**

<b>ENGINEERING COST SUMMARY</b>				
<b>PART 1 - GENERAL</b>				
1. NAME OF PROJECT: Los Alamos County ZEV Readiness Plan			2. PROJECT #:	
3. NAME OF CONTRACTOR: Stantec Consulting Services Inc.			4. DATE OF PROPOSAL: 11/11/2024	
5. ADDRESS OF CONTRACTOR: 6100 Seagull Street, NE, Suite 102B Albuquerque, NM 87109			6. TYPE OF SERVICE TO BE FURNISHED:  A. WORK ELEMENT: Task 1: Project Management	
<b>PART 2 – COST SUMMARY BASIC SERVICES</b>				
7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATE D COST	TOTALS
Level 15	94	\$226.60	\$21,300.40	
Level 13	2	\$192.61	\$385.22	
Level 10	90	\$165.83	\$14,924.70	
DIRECT LABOR TOTAL:		186	\$36,610.32	\$36,610.32
<b>SUPPLEMENTAL SERVICES</b>				
8. SUBCONTRACTS (Identify & purpose)			ESTIMATE D COST	
SUBCONTRACTOR TOTAL:				
9. TRAVEL			ESTIMATE D COST	
A. Mileage:			\$536.00	
B. Per Diem: (Ref. LAC Travel Guidelines)			\$1658.00	
C. Airfare, Rental Cars, and Transportation to/from Airport			\$3806.00	
TRAVEL TOTAL:			\$6,000.00	\$6,000.00
10. OTHER REIMBURSABLE COSTS			ESTIMATED COST	
OTHER REIMBURSABLE TOTAL:				
SUBTOTAL ITEMS 7-10:				\$42,610.32
11. GROSS RECEIPTS				\$3,249.04
12. TOTAL PRICE				\$45,859.36
13. SIGNATURE OF PREPARER 	OWNER'S REVIEW BY	TITLE		

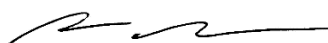
**Exhibit "C"**  
**CONTRACTOR'S QUOTE**  
**AGR23-52d**

<b>ENGINEERING COST SUMMARY</b>				
<b>PART 1 - GENERAL</b>				
1. NAME OF PROJECT: Los Alamos County ZEV Readiness Plan			2. PROJECT #:	
3. NAME OF CONTRACTOR: Stantec Consulting Services Inc.			4. DATE OF PROPOSAL: 11/11/2024	
5. ADDRESS OF CONTRACTOR: 6100 Seagull Street, NE, Suite 102B Albuquerque, NM 87109			6. TYPE OF SERVICE TO BE FURNISHED:  A. WORK ELEMENT: Task 2: Fleet and Facilities Existing Conditions	
<b>PART 2 – COST SUMMARY BASIC SERVICES</b>				
7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATE D COST	TOTALS
Level 15	29	\$226.60	\$6,571.40	
Level 14	0	\$200.85	\$0.00	
Level 13	50	\$192.61	\$9,630.50	
Level 11	0	\$177.16	\$0.00	
Level 10	50	\$165.83	\$8,291.50	
Level 9	42	\$159.65	\$6,705.30	
Level 8	0	\$149.35	\$0.00	
Level 5	15	\$130.81	\$1,962.15	
DIRECT LABOR TOTAL:		1,775	\$33,160.85	\$33,160.85
<b>SUPPLEMENTAL SERVICES</b>				
8. SUBCONTRACTS (Identify & purpose)			ESTIMATE D COST	
SUBCONTRACTOR TOTAL:				
9. TRAVEL			ESTIMATE D COST	
A. Mileage:				
B. Per Diem: (Ref. LAC Travel Guidelines)				
C. Airfare, Rental Cars, and Transportation to/from Airport				
TRAVEL TOTAL:				
10. OTHER REIMBURSABLE COSTS			ESTIMATED COST	
Software Costs (ZEVDecide)				
OTHER REIMBURSABLE TOTAL:				
SUBTOTAL ITEMS 7-10:				\$33,160.85
11. GROSS RECEIPTS				\$2,528.51
12. TOTAL PRICE				\$35,689.36
13. SIGNATURE OF PREPARER  	OWNER'S REVIEW BY	TITLE		

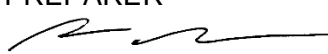
**Exhibit "C"**  
**CONTRACTOR'S QUOTE**  
**AGR23-52d**

<b>ENGINEERING COST SUMMARY</b>				
<b>PART 1 - GENERAL</b>				
1. NAME OF PROJECT: Los Alamos County ZEV Readiness Plan			2. PROJECT #:	
3. NAME OF CONTRACTOR: Stantec Consulting Services Inc.			4. DATE OF PROPOSAL: 11/11/2024	
5. ADDRESS OF CONTRACTOR: 6100 Seagull Street, NE, Suite 102B Albuquerque, NM 87109			6. TYPE OF SERVICE TO BE FURNISHED:  A. WORK ELEMENT: Task 3: County Fleet Transition Plan	
<b>PART 2 – COST SUMMARY BASIC SERVICES</b>				
7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATE D COST	TOTALS
Level 15	75	\$226.60	\$16,995.00	
Level 13	40	\$192.61	\$7,704.40	
Level 10	152	\$165.83	\$25,206.16	
Level 9	160	\$159.65	\$25,544.00	
Level 5	75	\$130.81	\$9,810.75	
DIRECT LABOR TOTAL:			\$85,260.31	\$85,260.31
<b>SUPPLEMENTAL SERVICES</b>				
8. SUBCONTRACTS (Identify & purpose)			ESTIMATE D COST	
OCMI, Financial Analysis and Cost Estimation			\$34,692	
SUBCONTRACTOR TOTAL:			\$34,692	
9. TRAVEL			ESTIMATE D COST	
A. Mileage:				
B. Per Diem: (Ref. LAC Travel Guidelines)				
TRAVEL TOTAL:				
10. OTHER REIMBURSABLE COSTS			ESTIMATED COST	
Software Costs (ZEVDecide)			\$2,000.00	
OTHER REIMBURSABLE TOTAL:			\$2,000.00	
SUBTOTAL ITEMS 7-10:				\$121,952.31
11. GROSS RECEIPTS				\$9,298.86
12. TOTAL PRICE				\$131,251.17
13. SIGNATURE OF PREPARER	OWNER'S REVIEW BY		TITLE	
				

**Exhibit "C"**  
**CONTRACTOR'S QUOTE**  
**AGR23-52d**

<b>ENGINEERING COST SUMMARY</b>				
<b>PART 1 - GENERAL</b>				
1. NAME OF PROJECT: Los Alamos County ZEV Readiness Plan			2. PROJECT #:	
3. NAME OF CONTRACTOR: Stantec Consulting Services Inc.			4. DATE OF PROPOSAL: 11/11/2024	
5. ADDRESS OF CONTRACTOR: 6100 Seagull Street, NE, Suite 102B Albuquerque, NM 87109		6. TYPE OF SERVICE TO BE FURNISHED:  A. WORK ELEMENT: Task 4: Public and Partner Engagement		
<b>PART 2 – COST SUMMARY BASIC SERVICES</b>				
7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATE D COST	TOTALS
Level 15	49	\$226.60	\$11,103.40	
DIRECT LABOR TOTAL:	49		\$11,103.40	\$11,103.40
<b>SUPPLEMENTAL SERVICES</b>				
8. SUBCONTRACTS (Identify & purpose)			ESTIMATE D COST	
Consensus, Public Engagement			\$24,970.00	
SUBCONTRACTOR TOTAL:			\$24,970.00	\$24,970.00
9. TRAVEL			ESTIMATE D COST	
A. Mileage:				
B. Per Diem: (Ref. LAC Travel Guidelines)				
TRAVEL TOTAL:				
10. OTHER REIMBURSABLE COSTS			ESTIMATED COST	
OTHER REIMBURSABLE TOTAL:				
SUBTOTAL ITEMS 7-10:				\$36,073.40
11. GROSS RECEIPTS				\$2,750.60
12. TOTAL PRICE				\$38,824.00
13. SIGNATURE OF PREPARER 	OWNER'S REVIEW BY	TITLE		

**Exhibit "C"**  
**CONTRACTOR'S QUOTE**  
**AGR23-52d**

<b>ENGINEERING COST SUMMARY</b>				
<b>PART 1 - GENERAL</b>				
1. NAME OF PROJECT: Los Alamos County ZEV Readiness Plan			2. PROJECT #:	
3. NAME OF CONTRACTOR: Stantec Consulting Services Inc.			4. DATE OF PROPOSAL: 11/11/2024	
5. ADDRESS OF CONTRACTOR: 6100 Seagull Street, NE, Suite 102B Albuquerque, NM 87109			6. TYPE OF SERVICE TO BE FURNISHED:  A. WORK ELEMENT: Task 5: Public Charging Infrastructure	
<b>PART 2 – COST SUMMARY BASIC SERVICES</b>				
7. DIRECT LABOR (specify categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATE D COST	TOTALS
Level 15	167	\$226.60	\$37,842.20	
Level 14	6	\$200.85	\$1,205.10	
Level 13	411.5	\$192.61	\$79,259.02	
Level 11	20	\$177.16	\$3,543.20	
Level 10	3	\$165.83	\$497.49	
Level 8	67.5	\$149.35	\$10,081.13	
Level 5	40	\$130.81	\$5,232.40	
DIRECT LABOR TOTAL:	715		\$137,660.53	\$137,660.53
<b>SUPPLEMENTAL SERVICES</b>				
8. SUBCONTRACTS (Identify & purpose)			ESTIMATE D COST	
SUBCONTRACTOR TOTAL:				
9. TRAVEL			ESTIMATE D COST	
A. Mileage:				
B. Per Diem: (Ref. LAC Travel Guidelines)				
C. Airfare, Rental Cars, and Transportation to/from Airport				
TRAVEL TOTAL:				
10. OTHER REIMBURSABLE COSTS			ESTIMATED COST	
OTHER REIMBURSABLE TOTAL:				
SUBTOTAL ITEMS 7-10:				\$137,660.53
11. GROSS RECEIPTS				\$10,496.62
12. TOTAL PRICE				\$148,157.16
13. SIGNATURE OF PREPARER 	OWNER'S REVIEW BY	TITLE		

### Project Budget Spreadsheet

AGR23-52d: Task Order No. 3 Fleet Conversion Plan and Community - Wide EV Charging Plan

Budget	Costs
FY2025	\$ 400,000.00
<b>Total Recommended Budget</b>	<b>\$ 400,000.00</b>
Project Expenses	Costs
Stantec - Cost Proposal Tasks #1 -#5	\$ 363,457.41
Reimburable	\$ 8,000.00
Subtotal	\$ 371,457.41
NMGRT 7.625%	\$ 28,323.63
Total	\$ 399,781.04
Contingency	\$ 218.96
Total Expenses	\$ 400,000.00
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 400,000.00</b>



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):** Quality of Life - Health, Wellbeing , and Social Services; Quality Governance  
- Fiscal Stewardship

**Presenters:** Melissa Dadzie, Chief Financial Officer

**Legislative File:** OR1040-25

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### Title

Introduction of Incorporated County of Los Alamos Ordinance No. 737; An Ordinance Making Available a Personal Income Tax Rebate to Eligible Low-Income Los Alamos County Property Taxpayers for Taxable Years 2025, 2026, 2027 and 2028

### Recommended Action

**I introduce, without prejudice, Incorporated County of Los Alamos Ordinance No. 737; An Ordinance Making Available a Personal Income Tax Rebate to Eligible Low-Income Los Alamos County Property Taxpayers for Taxable Years 2025, 2026, 2027 and 2028 and ask the staff to assure that it is published as provided in the County Charter.**

### County Manager's Recommendation

The County Manager recommends that Council introduce this Ordinance.

### Body

Sec 7-2-14.3 of New Mexico Statutes provides that counties may introduce and hold a public hearing on whether to participate in the Low-Income Taxpayer's Property Tax Rebate Program. This program provides that low-income taxpayer's may apply for a rebate of up to \$350 per year on their New Mexico Personal Income Tax for a portion of their property tax payment. The County elected to participate in this program beginning in 2001 pursuant to Ordinance No. 456, and has continued since then. The current authorizing ordinance, No. 702 expires after 2024. Ordinance No. 737 would continue the County's participation in this program for another four years, 2025 through 2028. If Ordinance No. 737 is adopted by the Council, the County would then be responsible to reimburse the State Taxation and Revenue Department for the amount of property tax rebates allowed to County taxpayers.

### Alternatives

The County could discontinue Low-Income Taxpayer's Property Tax Rebate Program, which would effectively raise the tax burden for those who currently qualify. The increase in County property tax revenue would be approximately \$17,000-\$22,000 for each tax year.

### Fiscal and Staff Impact/Planned Item

There is minimal staff impact. The fiscal impact for the 2022 tax year, billed in FY2024, was a reduction in property tax revenue of \$11,393, and for the 2021 tax year, billed in FY2023, was \$9,600. The future impact is expected to be of a similar magnitude.

### Attachments

- A - Incorporated County of Los Alamos Ordinance No. 737
- B - Notice of Public Hearing

**INCORPORATED COUNTY OF LOS ALAMOS ORDINANCE NO. 737**

**AN ORDINANCE MAKING AVAILABLE A PERSONAL INCOME  
TAX REBATE TO ELIGIBLE LOW-INCOME LOS ALAMOS COUNTY  
PROPERTY TAXPAYERS FOR TAXABLE YEARS 2025, 2026, 2027, AND 2028**

**WHEREAS**, as required by Section 7-2-14.3, NMSA, 1978, on January 28, 2025, the Council of the Incorporated County of Los Alamos (the "Council") held a hearing at a properly noticed meeting of the Council to consider the question of whether the property tax rebate provided for by state law benefiting low-income property taxpayers in the Incorporated County of Los Alamos (the "County") should be made available through adoption of a County ordinance.

**NOW, THEREFORE, THE INCORPORATED COUNTY OF LOS ALAMOS HEREBY ORDAINS:**

**Section 1.**

A. The tax rebate provided by this Ordinance may be claimed for the taxable year for which the return is filed by an individual who:

- (1) has a principal place of residence in the County;
- (2) is not a dependent of another individual;
- (3) files a return; and
- (4) incurred a property tax liability on the principal place of residence in the taxable year.

B. The tax rebate provided by this Ordinance shall be allowed for any individual eligible to claim the refund and who:

- (1) was not an inmate of a public institution for more than six (6) months during the taxable year;
- (2) was physically present in New Mexico for at least six (6) months during the taxable year; and
- (3) is eligible for the rebate as a low-income property taxpayer in accordance with the provisions of Subsection D of Section 7-2-14.3 NMSA 1978.

C. A married couple who file separate returns for the taxable year in which they could have filed a joint return may each claim only one-half of the tax rebate that would have been allowed on the joint return.

D. As used in the table in this Ordinance, "property tax liability" means the amount of property tax resulting from the imposition of the County and municipal property tax operating impositions on the net taxable value of the taxpayer's principal place of residence calculated for the year for which the rebate is claimed. The tax rebate provided in this Ordinance is as specified in the following table:

**LOW-INCOME TAXPAYER'S PROPERTY TAX REBATE TABLE**

**Taxpayer's Modified Gross Income**

**Property Tax Rebate**

Over	But Not Over	
\$ 0	\$ 8,000	75% of property tax liability
8,000	10,000	70% of property tax liability
10,000	12,000	65% of property tax liability
12,000	14,000	60% of property tax liability
14,000	16,000	55% of property tax liability
16,000	18,000	50% of property tax liability



<b>18,000</b>	<b>20,000</b>	<b>45% of property tax liability</b>
<b>20,000</b>	<b>22,000</b>	<b>40% of property tax liability</b>
<b>22,000</b>	<b>24,000</b>	<b>35% of property tax liability</b>

E. If a taxpayer's modified gross income is zero, the taxpayer may claim a tax rebate in the amount shown in the first row of the table. The tax rebate provided for in this section shall not exceed Three Hundred Fifty Dollars (\$350.00) per return and, if a return is filed separately that could have been filed jointly, the tax rebate shall not exceed One Hundred Seventy-Five Dollars (\$175.00). No tax rebate shall be allowed any taxpayer whose modified gross income exceeds Twenty-Four Thousand Dollars (\$24,000.00).

F. The tax rebate provided for in this Ordinance may be deducted from the taxpayer's New Mexico income tax liability for the taxable year, as provided in Section 7-2-14.3 NMSA, 1978.

G. This Ordinance applies to taxable years 2025, 2026, 2027, and 2028.

H. The County Manager is hereby directed to notify the New Mexico Finance and Administration Department (the "Department") of the adoption of this Ordinance and furnish a copy of the Ordinance to the Department no later than September 1, 2025.

I. The County shall promptly pay the amount of the loss of income tax revenue to the state for the previous taxable year attributable to the allowance of property tax rebates to taxpayers of the County to the Department as provided in Subsection I of Section 7-2-14.3 NMSA 1978 following receipt of a certified statement from the Department.

**Section 2. Effective Date.** This Ordinance shall become effective thirty (30) days after publication of its notice of adoption.

**Section 3. Severability.** Should any section, paragraph, clause or provision of this ordinance, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance.

**Section 4. Repealer.** All ordinances or resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or resolution, or part thereof, heretofore repealed.

**ADOPTED** this 28<sup>th</sup> day of January 2025.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
**Council Chair**

**ATTEST: (SEAL)**

\_\_\_\_\_  
**Naomi D. Maestas  
Los Alamos County Clerk**

**NOTICE OF ORDINANCE NO. 737**

**STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Ordinance No. 737. Notice will also be broadcast within a week before the public hearing on KABG FM, which is a radio station with broadcasting coverage in Los Alamos County. This will be considered by the County Council at a public meeting on Tuesday, January 28, 2025, at 6:00 p.m., at 1000 Central Ave, Los Alamos, New Mexico 87544.

The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240.

**INCORPORATED COUNTY OF LOS ALAMOS ORDINANCE NO. 737**

**AN ORDINANCE MAKING AVAILABLE A PERSONAL INCOME TAX REBATE TO ELIGIBLE LOW-INCOME LOS ALAMOS COUNTY PROPERTY TAXPAYERS FOR TAXABLE YEARS 2025, 2026, 2027, AND 2028**

Council of the Incorporated County of Los Alamos

By: /s/ Council Chair

Attest: /s/ County Clerk



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** County Council - Regular Session

**Legislative File:** RE0627-25

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### Title

Incorporated County of Los Alamos Resolution No. 25-01; A Resolution Establishing Minimum Standards of Reasonable Notice to the Public for all Meetings of the Council, County Boards, Commissions and other Public Bodies Created by the State and those Appointed by the Council (Collectively "Appointed County Committees")

### Recommended Action

**I move that Council adopt Incorporated County of Los Alamos Resolution No. 25-01; A Resolution Establishing Minimum Standards of Reasonable Notice to the Public for all Meetings of the Council, County Boards, Commissions and other Public Bodies Created by the State and those Appointed by the Council (Collectively "Appointed County Committees.")**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

### Body

By statute, the Council must determine, at least annually, in a public meeting what notice for a public meeting is reasonable when applied to that body (Section 10-15-1D, NMSA 1978). This Resolution satisfies those requirements. This resolution defines and differentiates between "Appointed County Committees" and "County Working Groups" and how the Open Meetings Act applies to their meetings.

### Alternatives

Adoption of a resolution regarding open meeting provisions is required by state statute, however Council could choose to alter the time/place of meetings, the specific dates indicated on the calendar, extend the time required for providing notice prior to a meeting, or make other similar modifications as long as they do not violate the statutory requirements for open meetings.

### Fiscal and Staff Impact/Planned Item

The posting of notices for public meetings is a routine duty of County staff.

### Attachments

A - Incorporated County of Los Alamos Resolution 25-01

B - Publication Notice for Resolution 25-01

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 25-01**

**A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, COUNTY BOARDS, COMMISSIONS, AND OTHER PUBLIC BODIES CREATED BY THE STATE AND THOSE APPOINTED BY THE COUNCIL (COLLECTIVELY “APPOINTED COUNTY COMMITTEES”)**

**WHEREAS**, the democratic ideal is best served by a well-informed public, and sunshine laws generally require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public; and

**WHEREAS**, the Open Meetings Act states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times [Section 10-15-1(B) NMSA 1978]; and

**WHEREAS**, when it is difficult or impossible for a member to attend a meeting in person, the member may participate by means of a conference telephone, video communications, or similar communications equipment [Section 10-15-1(C) NMSA 1978]; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public [Section 10-15-1(D) NMSA 1978]; and

**WHEREAS**, the Open Meetings Act requires the Council of the Incorporated County of Los Alamos (“Council”) to determine annually what constitutes reasonable notice of its public meetings and those of all County boards, commissions and policymaking bodies [Section 10-15-1(D) NMSA 1978]; and

**WHEREAS**, the Council wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Council and all Appointed County Committees, as defined herein, for the remainder of the year 2025, and until a new resolution concerning public meetings is adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Incorporated County of Los Alamos as follows:

**I. General Provisions**

A. All meetings of a quorum of the Council of the Incorporated County of Los Alamos shall be open to the public except where specifically provided for in the State of New Mexico’s Open Meetings Act, NMSA 1978 §10-15-1, and as provided herein.

B. All meetings of a quorum of an Appointed County Committee shall be open to the public except where specifically provided for in the State of New Mexico’s Open Meetings Act, NMSA 1978 §10-15-1, and as provided herein. Appointed County Committees are defined as the

Boards, Commissions, Committees, Task Forces, etc., that are created by State Statute, County ordinance, or through formal Council action, and include but are not limited to the following:

- Art in Public Places Board
- Board of Adjustment (formerly Variance Board)
- Board of Appeals
- Board of Public Utilities
- DWI Planning Council
- Environmental Sustainability Board
- Historic Preservation Advisory Board
- Library Board
- Lodgers' Tax Advisory Board
- Los Alamos County Health Council
- Nuisance Code Implementation Review Task Force
- Parks and Recreation Board
- Personnel Board
- Planning and Zoning Commission
- Transportation Board
- Valuation Protests Board

## II. Regular Meetings.

### A. Council Meetings.

All meetings of the Council shall be held on the dates specified in the schedule attached to this Resolution as Schedule "A" unless notice is otherwise provided at least seventy-two (72) hours in advance of the meeting date. An agenda for all regular meetings of the Council shall be available at least seventy-two (72) hours prior to the meeting from personnel in the Office of the County Manager. All agendas shall be posted on the County's website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

### B. Appointed County Committee Meetings.

Notice of regular meetings of all Appointed County Committees shall be given no less than ten (10) days in advance of the meeting date. The notice may include an agenda for the meeting or indicate how a copy of the agenda may be obtained. An agenda shall be available at least seventy-two (72) hours prior to the meeting. All meetings of each Appointed County Committee shall be held at the time and at the place indicated in the meeting notice. Each Appointed County Committee may adopt a schedule of its regular meetings for the present calendar year or the balance thereof. Such a schedule shall contain the date, time, and place of each regular meeting. For purposes of Paragraph V of this Resolution, notice of all regular meetings contained in such schedule is met if a copy of the schedule is posted and provided to the media as provided for in Paragraph V of this Resolution; provided, however, that Appointed County Committee must still post and provide to the media a copy of the agenda prior to each regularly scheduled meeting as required under this Resolution. All agendas shall be posted on the County's website, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

### III. Special meetings.

Special Meetings may be called by the Chair or a majority of the members of the Council or respective Appointed County Committee upon at least seventy-two (72) hours' notice. The notice shall include an agenda for the meeting or information to indicate how a copy of the agenda may be obtained. An agenda for the meeting shall be available to the public and posted on the County's website at least seventy-two (72) hours before any special meeting, provided the website is operational during the period of seventy-two (72) hours prior to the meeting.

### IV. Emergency meetings.

Emergency Meetings may only be called under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Council and all Appointed Council Committees shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Council or the respective Appointed Council Committee upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda, which shall be posted on the County's website as soon as is practicable after the agenda is created, provided the website is operational during the period prior to the meeting.

### V. Notice Requirements.

A. For the purposes of regular meetings described in Paragraph II of this Resolution, notice requirements are met if notice of the date, time, and place is posted in a conspicuous place in the vicinity of the front door of the Municipal Building located at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior of the building, as well as being posted on the County's website, provided the website is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

B. For the purposes of special meetings described in Paragraph III of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior, as well as being posted on the County's website, provided the website is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

C. For the purposes of emergency meetings described in Paragraph IV of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior and posted on the County's website as soon as is practicable, provided the website is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

D. In addition to the information specified above, all notices shall include the following language:

"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 of the meeting, please contact the County Human Resources Department at (505)662-8040 at least one (1) 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 (505)663-1750, if a summary or other type of accessible format is needed."

#### VI. Closure of Public Meetings.

The Council and all Appointed Council Committees may close a meeting to the public only if authorized by the Open Meetings Act [Section 10-15-1H NMSA 1978]:

A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council or respective Appointed Council Committee, as applicable, taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

B. If the decision to hold a closed meeting is made when the Council or an Appointed Council Committee is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

D. Except as provided in the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Council or respective Appointed Council Committee, in an open public meeting [Section 10-15-1(H) NMSA 1978].

#### VII. Remote Attendance.

Any member may participate by means of a conference telephone, video communication, or similar communications equipment when it is difficult or impossible for a member to attend a meeting in person, provided that each member participating by other means can be identified when speaking, all participants are able to hear each other at the same time and members of the public meeting attending the meeting are able to hear any member of the public body who speaks during the meeting.

VIII. Public Health Emergency.

In the event this Resolution is in effect during a public health emergency, the conduct of public meetings shall comport with any and all public health orders issued by the New Mexico Department of Health and comply with all guidance documents including advisory opinions issued by the Open Government Division of the Office of the Attorney General for the State of New Mexico. To the degree that this Resolution conflicts with these public health orders or the advisory opinions of the Attorney General, the provisions of the public health orders and the advisory opinions of the Attorney General shall control.

**PASSED AND ADOPTED** this 7<sup>th</sup> day of January 2025.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

\_\_\_\_\_  
\_\_\_\_\_,  
**Council Chair**

**ATTEST:**

\_\_\_\_\_  
**Naomi D. Maestas,  
Los Alamos County Clerk**





# 2025 Los Alamos County Council Calendar

Regular meetings will be held in Council Chambers in the Municipal Building at 1000 Central Avenue or at Fire Station 3, 129 State Road 4 in White Rock. Tuesday meetings start at 6:00 PM. Work Sessions maybe held at Fire Station No. 3, 129 State Road 4 in White Rock. Special meetings are scheduled as needed.

LOS ALAMOS

NMC Legislative Conf.  
Jan. 20-23  
Santa Fe

Martin Luther King Jr. Day

2025 State Legislative  
Session  
1/21 - Opening Day  
3/22 - Session Ends

NMML Municipal Day  
2/28 — Santa Fe

Presidents' Day

## Washington, DC CONFERENCES

NACO legislative  
Conference  
March 1 – 4  
Washington D.C.

NLC Congressional  
City Conference  
March 10 – 13  
Washington, D.C.

LAPS Spring Break  
March 17—21

DRAFT

NACO Western  
Region Conf. (WIR)  
May 21—23  
Pennington Co., SD

Memorial Day

NMC Annual  
Conference  
June 23—26  
Curry County

Juneteenth

## January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NACO Annual Conf.  
July 11—14  
Philadelphia, PA

NMML—Annual Conf.  
Sept. 9—12  
Ruidoso, NM

ECA Cleanup Workshop.  
Sept. 23—25  
Washington, DC

- Council Regular Meeting
- Council Work Session
- Holidays
- ◇ Budget Hearings
- ◇ Strategic Planning

ICMA Annual Conf.  
Oct. 25—29  
Tampa, FL

LAPS Fall Break  
Oct. 8—13

NLC City Summit  
Nov. 13—16  
Salt Lake City, UT

4th of July

LA

WR

LA

LA

WR

LA

Labor Day

LA

WR

LA

LA

Indigenous People Day

WR

LA

LA /Veteran's Day

LA

Thanksgiving and day after

LA

LA

Christmas Day Holiday

**NOTICE OF RESOLUTION NO. 25-01**

**STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Resolution No. 25-01. This will be considered by the County Council at an open meeting on Tuesday, January 7, 2025, at 6:00 p.m., at the County Municipal Building, located at 1000 Central Avenue, Los Alamos, New Mexico 87544. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240.

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 25-01**

**A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, COUNTY BOARDS, COMMISSIONS, AND OTHER PUBLIC BODIES CREATED BY THE STATE AND THOSE APPOINTED BY THE COUNCIL (COLLECTIVELY "APPOINTED COUNTY COMMITTEES")**

Council of the Incorporated County of Los Alamos

By: /s/ Denise Derkacs, Council Chair

Attest: /s/Naomi D. Maestas, County Clerk

Publication Date: Thursday, December 26, 2024



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** B.

**Index (Council Goals):** Economic Vitality - Local Business

**Presenters:** County Council - Regular Session

**Legislative File:** 19442-25

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### **Title**

New Liquor License Application, Restaurant A Beer and Wine Liquor License with on Premise Consumption Only, filed by Applicant, Sungwoo Choo dba Origami Restaurant, Los Alamos, NM 87544

### **Recommended Action**

**I move that Council approve New Liquor License Application, Restaurant A Beer and Wine Liquor License with on Premise Consumption Only, filed by Applicant, Sungwoo Choo dba Origami Restaurant, Los Alamos, NM 87544**

### **Body**

The Applicant Sungwoo Choo dba Origami Restaurant has applied for a Restaurant A Liquor License.

The County is required to notify the State Alcohol and Gaming Division, within 30 days after the Public Hearing, of the Council's approval or disapproval of this Application.

### **Attachments**

- A - Sungwoo Choo - Publication Form
- B - Sungwoo Choo - PD Memo
- C - Sungwoo Choo - CDD Memo
- D - Sungwoo Choo - Liquor License
- E - Waiver for Additional Time for Public Hearing

## CLASSIFIEDS



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We are your local full-time florist.  
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**Watson Construction Services**  
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new construction, large remodel and addition projects. We are looking to bid work in the Los Alamos area. Design services available as well. We handle it all from permitting to final walk thru. Please contact us today at 505.918.2447 or email us with questions, blueprints, or Dropbox links to john@ogventures.com



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412-0633 (505 area code)

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New Mexico

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## LEGALS

STATE OF NEW MEXICO  
IN THE PROBATE COURT  
LOS ALAMOS COUNTYIN THE MATTER OF THE ESTATE OF  
HARRY FELTHAUSER, Deceased

No. PB1127

## NOTICE TO CREDITORS

NOTICE IS HEREBY GIVEN that the undersigned has

been appointed personal representative of the estate of the decedent. All persons having claims against the estate of the decedent are required to present their claims within four (4) months after the date of the first publication of any published notice to creditors or sixty (60) days after the date of mailing or other delivery of this notice, whichever is later, or the claims will be forever barred. Claims must be presented wither to the undersigned personal representative at the address listed below, or filed with the Probate Court of Los

Alamos County, New Mexico, located at the following address:  
100 Central Ave, Suite 240 Los Alamos, NM 87544  
Dated: October 10, 2024  
Roger Felthouser  
95 Kachina, Los Alamos, NM 87544

PUBLISHED IN THE LOS ALAMOS DAILY POST  
THURSDAY NOVEMBER 14, NOVEMBER 21 AND  
WEDNESDAY NOVEMBER 27, 2024

NOTICE OF ADOPTION OF CODE ORDINANCE  
02-363STATE OF NEW MEXICO, COUNTY OF LOS  
ALAMOS

Notice is hereby given that the following Code Ordinance 02-363, was duly adopted and approved by the County Council of the Incorporated County of Los Alamos, State of New Mexico, on November 19, 2024. The full copy is

available for inspection or purchase in the County Clerk's Office: 1000 Central Avenue, Suite 240, during regular business hours.

INCORPORATED COUNTY OF LOS ALAMOS  
CODE ORDINANCE 02-363  
A CODE ORDINANCE AMENDING CHAPTER 16,  
DEVELOPMENT CODE, ARTICLE I, DIVISION  
4 (r), AND DIVISION 12 (b) AND (c), ARTICLE IV,  
SECTIONS, 16-20(e), 16-30(a)(2) AND (a)(4), 16-45(d)

AND (e), 16-48(a) AND (b), 16-53(d), 16-58, 16-61(b), AND 16-66(d)

ADOPTED this 19th day of November 2024  
Council of the Incorporated County of Los Alamos  
By: /s/ Denise Derkacs, Council Chair  
Attest: /s/ Naomi D. Maestas, County Clerk

PUBLISHED IN THE LOS ALAMOS DAILY POST  
WEDNESDAY NOVEMBER 27, 2024

NOTICE OF PLANNING AND ZONING  
COMMISSION FINAL ORDER  
STATE OF NEW MEXICO, COUNTY OF LOS  
ALAMOS

Notice is hereby given that the below cases were approved at a public hearing on October 9, 2024, by the Incorporated County of Los Alamos, New Mexico, Planning and Zoning Commission.

1. CASE NO. SUB-2024-0020. SG Western Construction, Inc., applicant and property owner, is requesting approval of a Final Subdivision Plat. The development proposes splitting one 186,949 Sq. Ft. lot,

addressed as 1060 San Ildefonso Rd., Los Alamos, NM, into five (5) residential lots. The property, NM1B3 E, is within the Pueblo Canyon Cliffs I Subdivision, and zoned Single-Family Residential (SFR-3).

2. Case No. VAR-2024-0003. Donald and Kris Hyatt, applicants and property owners, are requesting variance approval for a 6-ft wall to be constructed along the street facing side yard of 203 Chamisa St., Los Alamos, NM. The Development Code, Section 16-59 restricts the height to 3-ft. max. The property, BM1 105, is within the Barranca Mesa I Subdivision, and is zoned Single-Family Residential (SFR-2).

The Final Orders, Appeal Application, and Appeal Procedures are available on the Los Alamos County website: <https://lacnm.com/FinalOrders>. Decisions may be appealed within 15 calendar days of the dated Chair signature (excluding County-recognized holidays) by eligible parties under Section 16-72(g)(5)a of the Development Code.

By: /s/ Dan Osborn, Interim Community Development Director

PUBLISHED IN THE LOS ALAMOS DAILY POST  
WEDNESDAY NOVEMBER 27, 2024

NOTICE OF INCORPORATED COUNTY OF LOS  
ALAMOS CASE NO. REZ-2024-0019  
STATE OF NEW MEXICO, COUNTY OF LOS  
ALAMOS

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Case No. REZ-2024-0019. This will be considered by the County Council at a public hearing on Tuesday, December 17, 2024, 6:00 p.m., at the Los Alamos County Council Chambers, Los Alamos, New Mexico 87544. The full

Agenda is available 72- hours prior to the scheduled meeting, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240, or at <https://losalamos.legistar.com/Calendar.aspx>.

INCORPORATED COUNTY OF LOS ALAMOS  
CASE NO. REZ-2024-0019  
Los Alamos County Capital Projects and Facilities, on behalf of Los Alamos County, property owner, is requesting a zone map amendment to change the property, EA3 U, from its current Single-Family Residential (SFR-4) Zone District to the Institutional (INS) Zone

District. The property is commonly known as the Civilian Women's Dormitory and is addressed as 1725 17th Street, within the Eastern Area 3 Subdivision.

Los Alamos County Community Development Department  
By: /s/ Dan Osborn, Interim Community Development Director  
Attest: /s/ Naomi D. Maestas, County Clerk

PUBLISHED IN THE LOS ALAMOS DAILY POST  
WEDNESDAY NOVEMBER 27, 2024

## NOTICE OF PUBLIC HEARING — LIQUOR LICENSE

Notice is hereby given that the Los Alamos County Council has scheduled a Public Hearing on Tuesday, January 7, 2025, at 6:00 p.m., at the Los Alamos County Municipal Building: 1000 Central Avenue, Los Alamos, New Mexico 87544. The Applicant is seeking a Restaurant Beer and Wine License for On-Premises

Consumption only for Origami Restaurant.

Applicant name: Sungwoo Choo, dba Origami Restaurant  
Proposed Location: 182 Central Park Square, Los Alamos, NM 87544.

COUNTY CLERK /s/ Naomi D. Maestas

CHIEF DEPUTY CLERK /s/ Tessa Jo Mascareñas

Publication Dates: November 28, 2024 & December 5, 2024.

PUBLISHED IN THE LOS ALAMOS DAILY  
POST WEDNESDAY NOVEMBER 27, 2024 AND  
THURSDAY DECEMBER 5, 2024



**LEGALS****NOTICE OF PUBLIC HEARING — LIQUOR LICENSE**

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Consumption only for Origami Restaurant.

Applicant name: Sungwoo Choo, dba Origami Restaurant  
Proposed Location: 182 Central Park Square, Los Alamos, NM 87544.

COUNTY CLERK /s/ Naomi D. Maestas

CHIEF DEPUTY CLERK /s/ Tessa Jo Mascareñas

Publication Dates: November 28, 2024 &amp; December 5, 2024.

PUBLISHED IN THE LOS ALAMOS DAILY POST WEDNESDAY NOVEMBER 27, 2024 AND THURSDAY DECEMBER 5, 2024

**NOTICE OF RESOLUTION NO. 24-30  
STATE OF NEW MEXICO, COUNTY OF LOS ALAMOS**

Notice is hereby given that the Council of the Incorporated County of Los Alamos, State of New Mexico, has directed publication of Los Alamos County Resolution No. 24-30. This will be considered by the County Council at an open meeting on Tuesday, December 17, 2024, at 6:00 p.m., at the County Municipal

Building, located at 1000 Central Avenue, Los Alamos, New Mexico 87544. The full copy is available for inspection or purchase, during regular business hours, in the County Clerk's Office: 1000 Central Avenue, Suite 240.

**INCORPORATED COUNTY OF LOS ALAMOS  
RESOLUTION NO. 24-30  
A RESOLUTION AUTHORIZING AND  
APPROVING SUBMISSION OF A COMPLETED****APPLICATION FOR FINANCIAL ASSISTANCE  
AND PROJECT APPROVAL TO THE NEW  
MEXICO FINANCE AUTHORITY**

Council of the Incorporated County of Los Alamos  
By: /s/ Denise Derkacs, Council Chair  
Attest: /s/ Naomi D. Maestas, County Clerk

PUBLISHED IN THE LOS ALAMOS DAILY POST THURSDAY DECEMBER 5, 2024

**COUNTY OF LOS ALAMOS  
REQUEST FOR PROPOSAL  
RFP25-37  
RFP Name: Guaje Pines Cemetery Master Plan**

Scaled proposals submitted electronically by email, subject to the conditions set forth in the instructions to proposers and in the solicitation documents, will be received until 2:00 p.m. Mountain Time, January 7, 2025, for this solicitation. Emails should be addressed to: [lacbid@lacenm.us](mailto:lacbid@lacenm.us). Subject line of the email must contain the following information:

**RESPONSE – RFP25-37 Guaje Pines Cemetery  
Master Plan**

Alternatively, paper form submissions may be submitted as follows: scaled proposals in one (1) clearly labeled unbound original, three (3) bound copies, and one (1) USB flash drive or CD, will be accepted at the County Procurement Office - 101 CAMINO ENTRADA, BUILDING 3, Los Alamos, NM 87544, until 2:00 p.m. Mountain Time, January 7, 2025, for this solicitation.

A non-mandatory virtual Pre-Proposal Meeting will be held on December 16, 2024, at 3:00 p.m. Mountain Time via Teams. Instructions and a link to join this virtual meeting can be found in the solicitation documents. Documents may be downloaded from the County website at <https://lacenm.com/Bids>, or may be obtained from Jaime Kephart at the Procurement office at: Los Alamos County

Procurement Division  
101 Camino Entrada, Bldg. 3  
Los Alamos, NM 87544  
(505) 709-3503  
[jaime.kephart@lacenm.us](mailto:jaime.kephart@lacenm.us)

Office Hours are 8:00 a.m. – 4:30 p.m., Monday – Friday.  
No Proposal may be withdrawn after the scheduled closing time for receipt of proposals.  
All forms of bribes, gratuities, and kickbacks are prohibited by state law.  
The County of Los Alamos is an Equal Opportunity Employer

PUBLISHED IN THE LOS ALAMOS DAILY POST THURSDAY DECEMBER 5, 2024

**STATE OF NEW MEXICO IN THE PROBATE  
COURT LOS ALAMOS COUNTY  
IN THE MATTER OF THE ESTATE OF SHIRLEY  
D. PAPIN, DECEASED**

No. PB1132

**NOTICE TO CREDITORS**

NOTICE IS HEREBY GIVEN that the undersigned has been appointed personal representatives of the estate of the decedent. All persons having claims against the estate

of the decedent are required to present their claims within four (4) months after the date of the first publication of any published notice to creditors or sixty (60) days after the date of mailing or other delivery of this notice, whichever is later, or the claims will be forever barred. Claims must be presented either to the undersigned personal representative at the address listed below, or filed with the Probate Court of Los Alamos County, New Mexico, located at the following address:  
1000 Central Ave. Suite 240 Los Alamos, NM 87544

Dated: Nov. 25, 2024

Pallas A. Papin  
1435 Los Pueblos  
Los Alamos, NM 87544  
505-412-5022  
[pallas@papin@comcast.net](mailto:pallas@papin@comcast.net)

PUBLISHED IN THE LOS ALAMOS DAILY POST THURSDAY DECEMBER 5, DECEMBER 12, AND DECEMBER 19, 2024

**RURAL EXTENSION FUNDS NOW  
AVAILABLE FROM CENTURYLINK**

Rural New Mexico residential and small business customers located in developments of less than four units now have funds available to them through the **Rural Extension Fund (REF)** for Telephone Line Extensions. A Telephone Line Extension is necessary when CenturyLink (formerly Qwest) must construct new distribution cable in excess of 1,000 feet in order to supply primary telephone service at a street address where service was not previously available, and which would usually be charged to the customer.

When placing an order that includes Line Extension charges, eligible customers may receive a credit toward the construction of a line extension of up to \$25,000 per order. Charges in excess of the \$25,000 credit will be the responsibility of the customer placing the order.

Eligibility requirements are as follows:

- Credits from the Rural Extension Fund are available to new and existing customers residing in developments of less than four (4) units. (The developer will be responsible for facilities in developments with four or more units.)
- A line extension is necessary to provide primary telephone service at a street address where service was not previously available.
- No minimum Line Extension Charge.

For complete details on the REF program or to see if you qualify, please call us at the following:

Residential 1-800-577-4333

Small Business 1-800-406-7366



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**FONDOS DE EXTENSIÓN RURAL  
AHORA ESTÁN DISPONIBLES POR  
PARTE DE CENTURYLINK**

Los clientes rurales residenciales y de pequeños negocios de Nuevo México ubicados en desarrollos de menos de cuatro unidades ahora cuentan con fondos disponibles a través del **Fondo de Extensión Rural (REF)** para Extensiones de Línea Telefónica. Una Extensión de Línea Telefónica es necesaria cuando CenturyLink (anteriormente Qwest) debe construir nuevo cable de distribución mayor de 1,000 pies con el fin de prestar el servicio de teléfono básico en una dirección donde el servicio no estaba disponible anteriormente, y que por lo general se le cobraría al cliente.

Al realizar una orden que incluye cargos de Extensión de Línea, los clientes elegibles pueden recibir un crédito para la construcción de una extensión de línea de hasta \$25,000 por cada orden. Los cargos que excedan el crédito de \$25,000 serán responsabilidad del cliente que realiza la orden.

Los requisitos de elegibilidad son los siguientes:

- Los créditos del Fondo de Extensión Rural están disponibles para clientes nuevos y existentes que residen en desarrollos de menos de cuatro (4) unidades. (El desarrollador será responsable de las instalaciones en desarrollos de cuatro o más unidades.)
- Una extensión de línea es necesaria para proporcionar servicio telefónico básico en una dirección donde el servicio no estaba disponible anteriormente.
- No hay cargo mínimo por Extensión de Línea.

Para detalles completos sobre el programa REF o para saber si usted califica, por favor llámenos a los siguientes números:

Residencial 1-800-577-4333

Pequeños Negocios 1-800-406-7366



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## ***Los Alamos Police Department***

### **MEMORANDUM**

**To: Chief Sgambellone**  
**From: Commander Ballew**  
**Date: December 18, 2024**  
**Re: Liquor License App # Unknown**

---

Chief Sgambellone:

I have reviewed the application and conducted research on the premises in question (Origami Restaurant, 182 Central Park Square, Los Alamos, NM 87544). I did not discover any incidents reported at this location in reference to any alcohol related offenses.

The distance to the nearest school (Canyoncito Montessori School, 2525 Canyon Rd, Los Alamos) property boundary is approximately 1,535 feet. The distance to the nearest church (United Church of Los Alamos, 2525 Canyon Rd, Los Alamos) property boundary is approximately 1,450 feet. The distance to the nearest military installation (Kirtland Air Force Base, Albuquerque) is approximately 100 miles.

Due to the information listed above, the Los Alamos Police Department does not have any issues with this application.

Sincerely,

Commander Preston Ballew

Professionalism • Integrity • Accountability • Respect • Teamwork • Communication



## MEMORANDUM

**DATE:** December 9, 2024

**TO:** Jackie Salazar, CMO Executive Assistant

**FROM:** Jane Mathews, Senior Planner

**FOR:** Dan Osborn, Housing and Special Project Manager

**RE:** Public Hearing on Application for Liquor License, "Restaurant A", for beer and wine with on-premises consumption only, for Sungwoo Choo, dba Origami Restaurant, 182 Central Park Square, Los Alamos, NM 87544.

Regarding the Restaurant Liquor License Application by Sungwoo Choo, dba Origami Restaurant, for a beer and wine liquor license with on-premises consumption only, please be advised of the following County of Los Alamos County Development Code ("Development Code") provisions:

The referenced property is located at 182 Central Park Square, Los Alamos, NM 87544, in the Downtown Los Alamos (DTLA) zone district. The Development Code, Section 16-14 - Permitted Use Table, identifies commercial food and beverage categories such as "Bar, Lounge, or Tavern", "Restaurant", and "Liquor Retail" as permitted uses within the DTLA zone district. As such, a restaurant serving beer and wine is allowed at this location.

November 19, 2024

Certified Mail No.: 7021 2720 0001 2205 2386

**Los Alamos County**

Naomi D. Maestas, Clerk  
1000 Central Avenue, Suite 240  
Los Alamos, NM 87544

**Lic. No. /Appl. No.:**

Name of Applicant: Sungwoo Choo  
Doing Business As: Origami Restaurant  
Proposed Location: 182 Central Park Square, Los Alamos, New Mexico 87544

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

**Notice of the Public Hearing** required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing **twice during the 30 days prior to the hearing** in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

While the law states that “within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer”, we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and





regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;  
ABC has no preference in the option you choose.

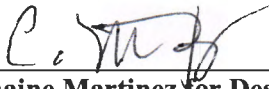
The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

**THE APPLICANT IS SEEKING RESTAURANT A – BEER AND WINE LIQUOR LICENSE  
WITH ON PREMISES CONSUMPTION ONLY**

**Within thirty (30) days** after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



**Charmaine Martinez for Desirae Griego**  
Admin Law Judge | Hearing Officer  
NM Regulation & Licensing Department  
Alcoholic Beverage Control Division  
Phone: (505) 795-4942 Fax: (505) 476-4595  
Email: [Charmaine.Martinez2@rld.nm.gov](mailto:Charmaine.Martinez2@rld.nm.gov)

**Enclosures:**

1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)
2. Copy of Page 2 of the Application
3. Copy of the Zoning Statement
4. Copy of Floor Plan





**NMRLD**

NEW MEXICO  
REGULATION &  
LICENSING DEPARTMENT

STATE OF NEW MEXICO  
MICHELLE LUJAN GRISHAM, GOVERNOR  
Linda M. Trujillo, Superintendent  
Andrew Vallejos, Director

# **Restaurant Liquor License Application | \$200.00 Application Fee, non-refundable**

ABC USE ONLY: Application Fee \$200.00 Received on: \_\_\_\_\_ Receipt No. \_\_\_\_\_  
License Fee \$ \_\_\_\_\_ Received on: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Application Number: \_\_\_\_\_ Local Option District: \_\_\_\_\_

## **TYPE of APPLICATION:** Check appropriate box

☒ Restaurant A | Beer & Wine only | License Fee, pro-rated, due at final: \$1,050.00

☐ Restaurant B | Beer, Wine & Spirits | License Fee, pro-rated, due at final: \$10,000.00

Applicant is: ☒ Individual ☐ Limited Liability Company ☐ Corporation ☐ Partnership (General/Limited)

Applicant /Company Name: Origami Restaurant Sungwoo Choo

D/B/A Name: Origami Restaurant

Email: (required) Schoo.Workspace@gmail.com Business Phone No: 505 661 2592

Mailing Address: 182 Central Park Square, Los Alamos, NM, 87544

Physical location, if different: \_\_\_\_\_

(Include Street number / Hwy number / State Road, City, State, and Zip Code)

County: Los Alamos

Are alcoholic beverages currently being dispensed at the proposed location? ☐ Yes ☒ No If Yes, License #/Type: \_\_\_\_\_

As defined in §60-3A-3. V. "Restaurant", means an establishment having a New Mexico resident as a proprietor or manager ... as a place where food is prepared and served primarily for on-premises consumption to the general public in consideration of payment and that has a dining room, a kitchen and the employees necessary for preparing, cooking and serving food; ... does not include establishments as defined in rules promulgated by the director serving only hamburgers, sandwiches, salads and other fast foods;

I qualify as a "Restaurant"? ☒ Yes ☐ No

Is food service the primary source of revenue and accounts for 60% or more of the total gross receipts at current licensed premises? ☒ Yes ☐ No

Is Food Service Permit current? ☒ Yes, attached ☐ No

I have attached photos of the Dining Room and Kitchen and included a copy of the Menu. ☒ Yes ☐ No

Days and Hours of Operation? Mon-Fri: 11:00 AM - 1:30 PM, 4:30 PM - 7:30 PM  
Sat: 4:30 PM - 7:30 PM

I understand that a restaurant license requires that the establishment is not a bar-like setting and the hours for sales and/or service of alcoholic beverages are only from 7:00am to 11:00pm or until food sale and service ceases, whichever is earlier? ☒ Yes ☐ No

Contact Person: Sungwoo Choo Phone #: 714 853 5258 Email: Schoo.Workspace@gmail.com





Application No. \_\_\_\_\_

You must sign before a Notary Public.

I, (print name) Sungwoo Choo, as (Title) owner  
 being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the  
 applicant to make this application; that he/she has read the same; knows the contents therein contained are  
 true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director  
 may refuse to issue or renew the license or may cause the license to be revoked at any time.

 Signature of Applicant: [Signature] Date: 02/05/2024

 Notary Public Use Only: (State of New Mexico, County of Los Alamos)

 SUBSCRIBED AND SWORN TO before me this 5th day of February, 2024
By Affiant: Sungwoo ChooNotary Public: Linda MontoyaMy Commission Expires on: December 21, 2025**Local Option District Use Only:**

Local Governing Body of \_\_\_\_\_ City, County, Town, Village

Public Hearing held on \_\_\_\_\_ 20\_\_\_\_ Decision: ☐ Approved ☐ Disapproved

Signature of Official: \_\_\_\_\_ Title: \_\_\_\_\_

**ABC USE ONLY:**☐ APPROVED ☐ DISAPPROVED, \_\_\_\_\_

Done this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED BY DIRECTOR: \_\_\_\_\_

ASSIGNED LICENSE NO. \_\_\_\_\_ EXPIRES ON: \_\_\_\_\_

Reviewed, with copy sent to Licensee via ☐ Email, ☐ Fax, ☐ 1<sup>st</sup> class mail

By: \_\_\_\_\_ Date: \_\_\_\_\_





Premises Location, Ownership, and Description | NMSA §60-6B-10 | Page 2

1. The land and building which is proposed to be the licensed premises is: (check one)

☐ Owned by Applicant, copy of deed/document attached

☒ Leased by Applicant, copy of lease/document attached

☐ Other (provide details): \_\_\_\_\_

RECEIVED

FEB 05 2024

ALCOHOLIC BEVERAGE CONTROL

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s): Philip Kunsberg

B. Date and Term of Lease: Jan 01 2022 - Dec 31 2026

3. Premises location is Zoned (example C-1, see Zoning Statement): \_\_\_\_\_

Zoning Statement attached, ☒ Yes ☐ No Must be obtained from the Local Government, listing the proposed location by address, Type of Zone, state whether alcoholic beverages are allowed at proposed location, and if applicable, whether packaged sales, patio service and/or manufacturing is allowable. If there is no zoning in the proposed location, attach Statement from the local government, indicating there is no zoning.

4. Distance\* from nearest Church: (Property line of church to closest point of licensed premises—shortest distance)

Name of Church: The United Church of Los Alamos Miles/feet: 0.6 Miles

Address/location of Church: 2525 Canyon Rd, Los Alamos NM

5. Distance\* from nearest School: (Property line of school to closest point of licensed premises—shortest distance)

Name of School: Los Alamos High School Miles/feet: 1.2 Miles

Address/location of School: 1300 Diamond Pr, Los Alamos NM

6. Attach Detailed Floor Plan, must include the Total Square Footage of premises; List nearest cross street; Show which direction is North; Show each level (floor) where alcoholic beverages will be sold or consumed, exterior walls, doors, and interior walls; Patio Area with type of barrier used; Highlight Bonded Areas. The floor plan should be no larger than 8½ x 11 inches and must be labeled with designated areas highlighted, which will reflect the proposed Licensed Premises.

7. Type of Operation: ☐ Hotel

☐ Lounge

☐ Package Grocery

☐ Racetrack

☒ Restaurant

☐ Craft Distiller

☐ Small Brewer

☐ Winery

☐ Wholesaler

☐ Other (specify): \_\_\_\_\_

\*NOTE: If the distance is beyond 300 feet, but less than 400 feet, and the Applicant does not admit that the location is within 300 feet and requests a waiver from the LOD, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.



October 4, 2023

Sungwoo Choo  
dba Origami Restaurant  
182 Central Park Square  
Los Alamos, NM 87544



**RE: 182 CENTRAL PARK SQUARE, LOS ALAMOS, NM 87544**

**COUNTY COUNCIL**

Denise Derkacs  
Council Chair

Theresa Cull  
Council Vice Chair

**COUNCILORS**

Melanee Hand  
Suzie Havemann  
Keith Lepsch  
David Reagor  
Randall Rytli

**COUNTY MANAGER**

Steven Lynne

Dear Mr. Choo,

At your request, this letter is to confirm zoning for **ORIGAMI RESTAURANT, located at 182 CENTRAL PARK SQUARE, LOS ALAMOS, NM 87544.** According to the County's Official Zoning Map, the property ("Property"), **TRTAA, is located within the Downtown Los Alamos zone district (DTLA).**

The DTLA zone district is intended to accommodate a vertical or horizontal mix of medium-to-high-density residential, office, and commercial land uses with walkable and active streetscapes. **Pursuant to the Los Alamos County Development Code of Ordinances, the DTLA zone district permits commercial uses such as: "Bar, Lounge, or Tavern"; "Microbrewery, Distillery, or Winery"; "Restaurant", and "Liquor Retail".** A complete list of allowable uses for this zone district can be found with the Development Code<sup>1</sup>, Article III, Division 1, Section 16-14 – Permitted Use Table.

Please feel free to contact our office if you require additional information.

Sincerely,

*/s/ Desirae J. Lujan*

Desirae J. Lujan  
Associate Planner  
(505) 662-8097



<sup>1</sup> [https://library.municode.com/nm/los\\_alamos\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/nm/los_alamos_county/codes/code_of_ordinances)



<p align="center"><b>FLOOR PLAN APPROVAL</b></p> <p>By <u>AMB</u></p> <p>Date <u>11/21/09</u></p>		
<p align="right"><b>REC</b></p> <p align="right"><b>OCT 04 2023</b></p> <p align="right">ALCOHOL &amp; GAMING</p>		
<b>Property Manager</b> Netuschil Development Corporation 130 Central Park Square Los Alamos, New Mexico 87544 V-(505)662-7999 F-(505)662-7863	<b>NORTH</b> 	<b>Property Description</b> Origami Restaurant Central Park Square 182 Central Park Square Floor Plan 2-4-08 1,500 SF

## Salazar, Jacqueline

---

**From:** Lopez, Debra, RLD <Debra.Lopez@rld.nm.gov>  
**Sent:** Friday, November 22, 2024 1:25 PM  
**To:** Koroneos-Martinez, Charmaine, RLD; Salazar, Jacqueline  
**Subject:** [EXTERNAL]RE: [EXTERNAL] Liquor License Application - Origami

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Your request for an additional day, as outlined below, is hereby granted. Thank you for all that you do.



**Debra A. Lopez | Deputy Director**  
NM Regulation & Licensing, Alcoholic Beverage Control  
2550 Cerrillos Road | Santa Fe, NM 87505  
PO Box 25101, Santa Fe, NM 87504-5101  
(505) 469-7573  
SERVICE | DEDICATION | INTEGRITY

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**From:** Koroneos-Martinez, Charmaine, RLD <Charmaine.Martinez2@rld.nm.gov>  
**Sent:** Friday, November 22, 2024 1:17 PM  
**To:** Lopez, Debra, RLD <Debra.Lopez@rld.nm.gov>  
**Subject:** FW: [EXTERNAL] Liquor License Application - Origami

Please see the request below:



**Charmaine Martinez | Admin. Law Judge | Hearing Officer**  
Alcoholic Beverage Control Division  
2550 Cerrillos Road | Santa Fe, NM 87505  
P.O. Box 25101 | Santa Fe, NM 87504-5101  
[charmaine.martinez2@rld.nm.gov](mailto:charmaine.martinez2@rld.nm.gov) | <https://www.rld.nm.gov/abc/>  
(505) 795-4942  
SERVICE | DEDICATION | INTEGRITY

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**From:** Salazar, Jacqueline <[jacqueline.salazar@lacnm.us](mailto:jacqueline.salazar@lacnm.us)>  
**Sent:** Friday, November 22, 2024 1:13 PM  
**To:** Koroneos-Martinez, Charmaine, RLD <[Charmaine.Martinez2@rld.nm.gov](mailto:Charmaine.Martinez2@rld.nm.gov)>  
**Subject:** [EXTERNAL] Liquor License Application - Origami

You don't often get email from [jacqueline.salazar@lacnm.us](mailto:jacqueline.salazar@lacnm.us). [Learn why this is important](#)

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

Hi,

The attached liquor license was received today (11/22) however in order to advertise twice we will not be able to take the license to public hearing until our first meeting in January which will be January 7<sup>th</sup>, 2025. We would like a waiver granted.

Thank you!

Jackie

*Jacqueline D. Salazar*  
Management Analyst  
Office of the County Manager  
1000 Central Avenue, Suite 350  
[jacqueline.salazar@lacnm.us](mailto:jacqueline.salazar@lacnm.us)  
(505) 662-8017 (ph) 505-662-8079 (fax)

**All our Dreams can come true if we have the courage to pursue them - WALT DISNEY**

**From:** Collins, Allison <[allison.collins@lacnm.us](mailto:allison.collins@lacnm.us)>

**Sent:** Friday, November 22, 2024 12:37 PM

**To:** Salazar, Jacqueline <[jacqueline.salazar@lacnm.us](mailto:jacqueline.salazar@lacnm.us)>; Matteson, Linda <[linda.matteson@lacnm.us](mailto:linda.matteson@lacnm.us)>

**Cc:** ~Clerks <[~Clerks@lacnm.us](mailto:~Clerks@lacnm.us)>

**Subject:** Liquor License Application - Origami

Good afternoon –

The Clerk's Office received the attached liquor license application via certified mail.

Thanks,  
Allison

---

Allison Collins  
Deputy Clerk | County Clerk's Office  
1000 Central Avenue Suite 240, Los Alamos NM 87544  
505.662.8010 | 505.662.8008 fax  
[www.losalamosnm.us/clerk](http://www.losalamosnm.us/clerk)

**LOS ALAMOS**  
where discoveries are made

**LEGAL ADVICE LIMITATION:** Staff in this office MAY NOT fill out forms or offer such direction to the public. NM County Employees are prohibited from giving LEGAL ADVICE. Please contact a qualified licensed attorney for legal advice regarding the appropriate language, format, and/or process for matters handled by this office.





# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):** Quality Governance - Communication and Engagement; Quality Governance -  
Intergovernmental and Regional Relations

**Presenters:** Danielle Duran, Intergovernmental Affairs Manager

**Legislative File:** 18844-25

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### **Title**

Quarterly Briefing on Current Regional and Intergovernmental Issues

### **Attachments**

A - Regional and Intergovernmental Update January 7 2025

B - Regional Activities Worksheet

# Intergovernmental and Regional Update

Los Alamos County Council

January 7, 2025

# Intergovernmental Activities

- Regional Issues
- State Issues
- Federal Issues
- Other or Combined Issues

# Regional Issues

- Updated Regional Activities Spreadsheet
- Tribal Relationships – Continuing relationship with the Pueblo de San Ildefonso, possibly new connection at Jemez Pueblo.
  - *Please remember to put the San Ildefonso Feast Day on your calendars.*
- Regional landfill feasibility study
- Discussions on social services
- Supporting our neighbors during the legislative session
- Regional Workforce Development Event with DOE and others
- Assisted Outpatient Treatment

# State

- State priorities – January 7, 2025
- Regional and State Working Group
- SMEs for the State legislative session
- Day at the Legislature – March 12, 2025
- State Road 4

# Federal

- Intergovernmental Conference in Las Vegas – good networking, conversations with DOE-EM, NNSA
- "ECIP"
- NACo Legislative Conference
- Main advocacy meeting in winter/very early spring: delegation, committees
- Update on AOCs and SWMUs in the County

# Internal

- Working on “Intergovernmental 101” informational session
- Open to doing tours of the Round House and drop-in on committees/legislators

### Regional Activities Work Sheet

Regional Issue	Cause or Specific Issue to be Addressed	Current LAC Actions or Plans	Timeline	Related LAC Department or Program /Project	External Organizations or plans associated with issue	Funding Sources	Notes
Housing	Tight Housing Market caused by increased LANL staffing		Housing Summit planned for next May	CDD, CMO	Planning phase - Santa Fe County, Rio Arriba County, Sandoval County, City of Espanola		Economic Development Administrator and team have a solid plan with neighboring communities to continue this dialogue and hopefully begin planning Additional issue: insurance
	Missing Middle and Workforce Housing	working on internal implementation strategies with New Housing plan/ordinance		CDD, CMO		The Housing Manager is looking at various sources. This item is included in the 2025 Legislative Capital Outlay request	New Housing plan and ordinance were approved by LAC Council A8A/North Mesa depending on developer target market
	Housing Insecurity			CSD			Conversations with regional partners CDD-CSD wrap around services for the region - similar recommendations as our housing plan - Werwath - meeting 10/4 to discuss regional homeless initiatives (Jessica Strong aware)
	Homelessness	Meet regularly to find places these experiencing emergency and chronic housing challenges to find suitable options	On going	CSD	City of Santa Fe, County of Santa Fe, Rio Arriba County, and Albuquerque		Christine Archuleta with the Espanola Area Santa Fe Civic has walk in and virtual meetings to help with matching tenants with landlords that will accept vouchers
Operational and Community Services	Operational Capacity issues in neighboring communities	New brainstorming/discussions with neighbors and regional organizations needed	2024 - 2025	CMO, PW, DPU, et.al.	Neighboring communities, NMML, NM Counties, possibly RDC	Ideas: MOUs for equipment in emergency situations LAC does this with Jemez Mtn and Kit Carson. For staffing, something to continue to explore. SF county - shared inspection services? Plumbing, hvac, etc.	Additional programs/increasing budget/aligning program with regional needs, includes need for training No response from regional partners



Infrastructure	NM State Road 4	Plan for advocacy for design and construction budgets		PW, CMO			Discussions with the State DOT have gone well and improvements and construction advocacy will continue until a schedule is received.
	Middle and last-mile broadband	Working on an agreement with Pueblo de San Ildefonso		CMO, DPU		MOA drafted for conduit - not yet final	LAC Council agreed to provide the match funds for the San Ildefonso BEAD grant application if awarded. San Ildefonso Services and DPU have a contract for approval on the conduit placement under St. Hwy. 4 as waterline work is being completed City of Espanola/Tesuque/Sandoval County/Pojoaque received grant writing funds from the state for broadband grants to survey what is needed May apply for Los Alamos for Middle Mile expansion use
	Landfill	Feasibility Study discussion with neighbors completed		PW, CMO	City of Espanola, City of Rio Rancho, Rio Arriba County		Feasibility study contract and MOU with regional partners have all been approved and. Working on finalizing the contract. Work is anticipated to begin in January or early February.
Quality of Life							
	Recreational amenities, other infrastructure or workforce/service needs, etc.				City of Espanola and Rio Arriba County under the Regional Stratgic Fund	Regional Strategic Fund	City of Espanola approved \$2.415 Million for three projects Rio Arriba has not yet exhausted funding for the senior facility/rehab facility
	Rio Grande Hiking Trail			CSD	EDD Outdoor Recreation		LAC could add area below the Bluffs but all activity is now concentrated on the State's efforts
	Ice Skating			CSD			Taos outdoor ice rink - may share space with our ice rink - open ice skating agreement - recreation team in CSD working on this
Transportation and Safety	Regional Transportation Improvements - Traffic in the Santa Fe - LAC/Rio Arriba - LAC is congested and dangerous			CDD, PW	LANL/Triad, Santa Fe County, Pueblo of Pojoaque, Pueblo of San Ildefonso, NCRTD, NMDOT, Rio Arriba County, City of Espanola		Met with regional neighbors, State, LANL. Future action to be finalized.

Energy and Sustainability	Solar energy	Possible building solar field in next 3 years. Tour was attended and DPU continues conversations	3 - 7 years	DPU, CMO	Pueblo de San Ildefonso	Four developers working on proposals. Philo and Peter Fant and engaged in answers. Due at the end of this month.	San Ildefonso - reviewing vendors
	Add - Angelica's grants			CMO			
Regional Alignment	Current REDI Plan -	Council has requested a presentation from the RDC Exec. Dir.		CDD, CMO	RDC	Follow up with RDC - COE no longer part of LAC plan	Talks between RDC and the LAC Economic Dev. Administrator
Workforce	Shortage in certain industry workforce	Looking for partnering and potentially legislative opportunities to address this need		CDD	NNMC, UNM-LA, DOE-EM, FCOG, ECA	Could reach out to DOE-EM for another workforce discussion in the region - Facilitated first meeting by EM with Espanola	Regional workforce development meeting in April.
	Regional healthcare and access to doctors	State and federal legislative issue		CMO, CDD, CSD		PsyPact and IMLC	PsyPact green lit; continuing investigation into IMLC
Health and Medicine	Assisted Outpatient Treatment	Legislative funding for District 1		CSD, FD, PD, CMO			District 1 discussions to implement an assisted outpatient treatment program are ongoing
	Acute substance abuse treatment (detox; rehab)	MOA for (1) beds at treatment facility	On going	CSD	Rio Arriba County		Regional Detox Center being discussed - likely close to or in Espanola Hired Adult Case Coordinator primarily LAC
	Ongoing Mental Health and substance use treatment for Youth and Seniors	Explore MOAs for treatment options	on going	CSD	Providers in City of Santa Fe, County of Santa Fe, Rio Arriba County, and Albuquerque		
	Transportation for medical treatment (particularly for older adults)	Explore options to meet additional transport needs	early discussions	CSD	Hospitals and medical providers located in Santa Fe, Rio Arriba County, and Albuquerque	Working with LARSO for limited medical transportation to neighboring communities. Trying to work on agreement/language.	



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 2)

**Index (Council Goals):** Quality Governance - Intergovernmental and Regional Relations

**Presenters:** Suzie Havemann, Councilor, Melanee Hand, Councilor and Danielle Duran, Intergovernmental Affairs Manager

**Legislative File:** 19413-25

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### Title

Discussion and Possible Action on the 2025 Los Alamos County State Legislative Priorities

### Recommended Action

**I move that Council approve the 2025 Los Alamos County State Legislative Priorities as presented.**

### County Manager's Recommendation

The County Manager recommends that Council approve the 2025 Los Alamos County State Legislative Priorities as requested.

### Board, Commission or Committee Recommendation

The Council Regional and State Working Group recommends that Council approve the 2025 Los Alamos County State Legislative Priorities as requested.

### Body

Each year the Los Alamos County Council approves a set of Support, Monitor, and Oppose items for the New Mexico State Legislative Session. As the session begins in mid-January, a set of priorities is needed prior to that start date. This year's State Priorities were drafted in consideration of the Council, County Management, and Departmental input. The Regional and State Working Group has reviewed, discussed, and made appropriate changes to the original draft. What you have before you is the final draft approved for discussion at this meeting by that Working Group.

Changes from the 2024 State Priorities to the 2025 State Draft Priorities have been highlighted in both versions to make it easy to track the differences between the two documents.

Among the major policy points for your consideration are the following:

### In the Support section -

1. In item a) there is an addition of "including interjurisdictional compacts" was made. Staff from Community Services Division had indicated interest in the Psychology Interjurisdictional Compact (PsyPact). Upon further research, another interjurisdictional compact, the Interstate Medical Licensure Compact (IMLC) was also considered by the Regional and State Working Group. This resulted in two resolutions being brought forward by Los Alamos County at the New Mexico Municipal League annual convention to support the State of New Mexico joining the referenced compacts. PsyPact and IMLC are among the nine compacts Think New Mexico, a Santa Fe

---

based policy think tank, recommends NM join to increase medical access by New Mexicans. There are issues that have been brought to the Regional and State Working Group regarding the potential negative effects of joining the IMLC including the potential need for stronger Shield Laws.

2. In item b) this item originally was much broader in terms of support of legislation that improved the NM environment. It has been narrowed to specifically support legislation that supports the NM and LAC climate action plans and initiatives that would conserve or protect our natural resources.

3. In item c) a phrase to specifically support legislation that is supported by LAPS has been added. Those policies are included in the attachments.

4. Item d) has been added to the priorities. Last year, the Council voted on a separate resolution to support Paid and Family Medical Leave (PFML). The Council may choose to use that same method for PFML or include it in the Priorities.

5. Item g) has been added to clarify that Los Alamos County supports the needs of the Los Alamos National Laboratory.

6. Item h) are the two project areas that we intend to pursue for capital outlay through our legislators and Governor.

There are other wording changes in the current draft State Priorities for 2024, but no other policy changes.

#### **Alternatives**

The Council may make changes to the language for approval.

#### **Fiscal and Staff Impact/Planned Item**

No staff or fiscal impact is foreseen.

#### **Attachments**

A - 2025 Los Alamos County State Priorities Draft

B - 2024 Los Alamos County State Priorities with highlights

C - 2025 LAPS supported policies

D - PsyPact and IMLC Summaries

E - 2024 Resolution in support of PFML

## **Los Alamos County Council 2025 State Legislative Agenda**

### **Statement**

Los Alamos County supports legislation that will benefit all New Mexicans, while improving the effectiveness of our state and local governments. Below are specific focal areas that Los Alamos County has identified for the 2025 Legislative Session. This does not preclude the County Administration and Council from supporting or opposing other legislation on an ad-hoc basis.

### **Support**

- a. Improved access to behavioral health and availability of medical professionals including interjurisdictional compacts.
- b. Measures that support NM and Los Alamos County climate action plans and resource protection initiatives.
- c. Improved educational outcomes of NM students and schools' abilities to meet educational goals, including specific legislation supported by Los Alamos Public Schools.
- d. Paid Family and Medical Leave.
- e. Sufficient funding for projects that mitigate the risk of wildfire.
- f. Increased infrastructure funding for entities participating in the Los Alamos Regional Economic Development Initiative.
- g. Infrastructure that supports the Los Alamos National Laboratory mission.
- h. Capital Outlay funding for Los Alamos County low income and workforce housing infrastructure and an Emergency Operations Center.
- i. The 2025 priorities of New Mexico Counties and New Mexico Municipal League.

### **Monitor**

- a. Tax reform that directly impacts Los Alamos County and/or its ability to serve its citizens.
- b. Distribution of federal funds to address infrastructure needs in Los Alamos County and throughout the state.
- c. Legislation to amend the Anti-Donation Clause.

### **Oppose**

- a. Preemption of County duties or authorities.
- b. Limits to H-class or Home Rule authorities.
- c. Proposals that reduce the County's net receipt of general gross receipts tax (GRT) or other revenues.
- d. Changes to the state school funding formula that adversely impacts Los Alamos Public Schools.

## Los Alamos County Council 2024 State Legislative Agenda

### Statement

Los Alamos County supports legislation that will improve the lives of New Mexicans, honors our culture, and increases the effectiveness of our state and local governments. Below are specific focal areas that Los Alamos County has identified for the 2024 Legislative Session. This does not preclude the LAC Administration and Council from supporting or opposing other legislation on an ad-hoc basis.

### Support

- a. Legislation that improves access to behavior health and availability of medical professionals in New Mexico.
- b. Legislation for environmental improvement for New Mexico in concert with County priorities.
- c. Legislation that would improve educational outcomes of New Mexico students and improvement of schools' abilities to meet educational goals.
- d. Full and/or increased funding for projects to reduce risk of wildfire in New Mexico.
- e. Enhanced infrastructure funding for all New Mexicans, and increased infrastructure funding for communities participating in the Los Alamos Regional Strategic Partnership fund.
- f. Capital outlay funding to complete the Jemez Mountain Fire Protection Project (\$7 million) and Fire Station #4 (\$6 million).
- g. Legislation to protect certain utility usage data from disclosure under the New Mexico IPRA.
- h. The 2024 priorities of NM Counties and NMML.

### Monitor

- a. Tax reform that directly impacts Los Alamos County and/or its ability to serve its citizens.
- b. Distribution of federal funds to address serious infrastructure needs in Los Alamos County and throughout the state.
- c. Legislation to amend the Anti-Donation Clause of New Mexico.

### Oppose

- a. Changes to the state school funding formula that would adversely impact Los Alamos Public School District.
- b. Proposals that would reduce the County's net receipt of general GRT or other revenues.
- c. Limits to H-class or Home Rule authority.
- d. Preemption of existing County duties or authority.

# Los Alamos Public Schools



## A RESOLUTION TO AMEND THE CURRENT NEPOTISM LAW TO ALLOW FOR EXCEPTIONS BASED ON LACK OF APPLICANTS TO ADDRESS STAFFING SHORTAGES IN SCHOOLS

- WHEREAS,** the current Nepotism Statute prevents the hiring of qualified residents in smaller communities, where there are limited applicants available; and
- WHEREAS,** a family with a history of service and dedication to public education, their community, and their school district may be more likely to find family members who are willing to serve on a local school board while another family member is working in that district in their schools; and
- WHEREAS,** current laws prohibit aforementioned families from serving their community and their district, and are limited in their roles if a family member is on the local school board; and
- WHEREAS,** it is increasingly difficult for districts to recruit qualified educators in New Mexico; and
- WHEREAS,** twenty counties in New Mexico have populations fewer than 35,000 residents and less populous districts and counties experience greater difficulty in recruitment as compared to larger counties due to having a smaller local population and less appeal to prospective hires, creating a smaller applicant pool; and
- WHEREAS,** the current New Mexico Nepotism Statute disproportionately impacts smaller districts from hiring qualified applicants where no other applicants are available; and
- WHEREAS,** other states have successfully implemented exceptions to nepotism laws for various needs and smaller populations ([Utah Code Ann. § 52-3-1](#), [Fla. Stat. Ann. § 112.3135](#)); and
- WHEREAS,** statute [NMSA 1978 § 10-1-10](#) has provisions for recusal when voting on issues impacting spouses.

**NOW, THEREFORE, BE IT RESOLVED** by the Los Alamos Public School Board to call on the New Mexico State Legislature assembled to amend the Nepotism Statute [NMSA 1978 § 22-5-6](#), to allow for exemptions based on population count and/or Superintendent justification based on qualifications and applicant pool; and

**BE IT FURTHER RESOLVED** that exceptions will be reviewed and a waiver will be authorized or endorsed by New Mexico Public Education Department (NMPED), or authorizing State Education Authority prior to the hiring process.



# Los Alamos Public Schools



## A RESOLUTION TO INCREASE EDUCATION FUNDING BY A MINIMUM AMOUNT ANNUALLY

- WHEREAS,** quality education is essential for the development and prosperity of our society, and adequate funding is critical to ensuring that all students have access to high-quality educational resources and opportunities; and
- WHEREAS,** a consistent increase in funding for salaries will improve schools' abilities to remain competitive with neighboring states in the recruitment and retention of highly qualified employees; and
- WHEREAS,** consistent and adequate funding for education is necessary to maintain and improve the quality of educational institutions and programs; and
- WHEREAS,** fluctuations in the cost of living and inflation can impact the real value of educational funding, potentially affecting the quality of education; and
- WHEREAS,** the nature of the economy results in increasing costs of goods and services; and
- WHEREAS,** funding disparities tend to be exacerbated when as a result of an economic downturn, which result in issues that persist well after recovery is underway <sup>(1)</sup>; and
- WHEREAS,** without increased education spending after recessions, school districts would suffer from an even greater decline in funding and even wider gaps between funding flowing to low-poverty and high-poverty districts <sup>(1)</sup>; and
- WHEREAS,** inflationary pressures result in increased costs in every area of public education, including salaries, insurance, facilities maintenance, instructional materials, transportation, and technology, etc.; and
- WHEREAS,** consistent annual increases in funding would allow for school districts to better plan future budgets; and
- WHEREAS,** the Consumer Price Index (CPI) is a reliable measure of inflation that reflects changes in the cost of living and can be used to adjust funding levels to ensure they keep pace with economic conditions;

**NOW, THEREFORE, BE IT RESOLVED** by the Los Alamos Public School Board to call on the New Mexico State Legislature to implement the following mandate for education funding:



# Los Alamos Public Schools



- **Annual Increase:** The base funding allocated to educational institutions shall be increased each fiscal year by the greater of:
  - Four percent (4%) of the previous year's funding, or
  - The percentage increase in the Consumer Price Index (CPI) for the preceding calendar year, as published by the Bureau of Labor Statistics.
- **Implementation and Adjustment:**
  - The increase shall be calculated annually based on the most recent CPI data available at the time of budget preparation.
  - Adjustments shall be made to ensure that funding increases are applied uniformly across all preK- 12 public and charter schools receiving state educational funding.

**BE IT FURTHER RESOLVED** that the legislature reaffirms its commitment to providing necessary resources to support and enhance educational outcomes for all students, adapting funding mechanisms in response to economic conditions.

- (1) [Public education funding in the U.S. needs an overhaul: How a larger federal role would boost equity and shield children from disinvestment during downturns | Economic Policy Institute \(epi.org\)](#)

# Los Alamos Public Schools



## A RESOLUTION TO ENSURE EQUITABLE ACCESS TO HIGHLY QUALIFIED TEACHERS TO PROVIDE READING AND MATH INTERVENTION IN EVERY SCHOOL

**WHEREAS,** the New Mexico School Board Association is committed to providing a high-quality education to all students with our state, irrespective of their individual learning needs; and

**WHEREAS,** a substantial number of students within our state require additional academic support in the areas of mathematics and reading to attain grade-level proficiency and academic success; and

**WHEREAS,** research has consistently demonstrated that intervention services, delivered by qualified math and reading interventionists, significantly enhance the academic progress of struggling students; and

**WHEREAS** the New Mexico State Legislature plays a crucial role in determining the allocation of resources to school districts across the state;

**NOW, THEREFORE, BE IT RESOLVED** by the New Mexico School Board Association that:

1. We call upon the New Mexico State Legislature to allocate funds to ensure that every school in the state has at least one full – time math interventionist and one full – time reading interventionist beginning with the academic year 2025 – 2026.
2. These math and reading interventionists shall possess the necessary qualifications and certifications to effectively support students with diverse learning needs in these subjects.
3. We urge the New Mexico State Legislature to provide adequate funding to cover salaries, benefits, and professional development for math and reading interventionists.
4. We recognize that the presence of math and reading interventionists will help bridge the achievement gap and improve educational outcomes for students across our state.

**BE IT FURTHER RESOLVED** that the New Mexico State Legislature develop clear guidelines for the roles and responsibilities of math and reading interventionists, as well as metrics for evaluating their effectiveness.

## About PSYPACT

## PSYPACT Legislation introduced

## How PSYPACT Works

## Benefits of PSYPACT

## How PSYPACT Impacts Psychologists

Standardizes time allowances for temporary practice regulations in PSYPACT states



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## Introduction

The Interstate Medical Licensure Compact is an agreement among participating U.S. states and territories to work together to significantly streamline the licensing process for physicians who want to practice in multiple states. It offers a voluntary, expedited pathway to licensure for physicians who qualify.

The mission of the Compact is to increase access to health care – particularly for patients in underserved or rural areas. The Compact makes it possible to extend the reach of physicians, improve access to medical specialists, and leverage the use of new medical technologies, such as telemedicine. While making it easier for physicians to obtain licenses to practice in multiple states, the Compact also strengthens public protection by enhancing the ability of states to share investigative and disciplinary information.

The Compact [currently includes 40 states](#), the District of Columbia and the Territory of Guam. In these jurisdictions, physicians are licensed by 52 different medical and osteopathic boards. Other states are currently in the process of introducing legislation to adopt the Compact.

### Who developed the Compact?

Recognizing that physicians will increasingly practice in multiple states as a result of telemedicine, U.S. state medical boards in 2013 began actively discussing the idea of creating the Compact in order to help streamline traditional medical-license application processes.

The idea was embraced by a diverse range of state boards, and over the next several years the groundwork was laid for the creation of the Compact. With assistance from the Federation of State Medical Boards, a group of state medical board executives, administrators, and attorneys drafted a model compact – which was introduced publicly in the fall of 2014. State legislatures soon began adopting it, and in April 2017, the Compact became operational.

### How does the Compact work?

Physicians who are [eligible](#) can qualify to practice medicine in multiple states by completing just one application within the Compact, receiving separate licenses from each state in which they intend to practice. These licenses are still issued by the individual states – just as they would be using the standard licensing process – but because the application for licensure in these states is routed through the Compact, the overall process of gaining a license is significantly streamlined. Physicians receive their licenses much faster and with fewer burdens.

The licensing is all state-based. The Commission does not issue a “Compact license” or a nationally recognized medical license for physicians.

Only states and territories who have formally joined the Compact can participate in this streamlined licensure process. In order to participate in the Compact, states and territories must pass legislation authorizing it.

### How does the Compact streamline licensure?

States that participate in the Compact are able to streamline licensure by using an expedited process to share information with each other that physicians have previously submitted in their State of Principal License (SPL) -- the state in which a physician holds a full and unrestricted medical license.

Before physicians can participate in the Compact, they must designate an SPL, complete an application, and then receive a formal Letter of Qualification from that state, verifying that they meet the Compact’s strict eligibility requirements. Physicians cannot obtain licenses through the Compact without completing these steps.

After verifying a physician’s eligibility for the Compact, the SPL shares this information with additional states where the physician wants to practice medicine. By using expedited information-sharing, participating states are able to significantly speed up the licensure process.



## **What are the eligibility requirements for physicians who want to participate in the Compact?**

The first requirement for physicians to participate in the Compact is to hold a full, unrestricted medical license in a Compact member-state that can serve as a declared State of Principal License (SPL). In order to designate a state as an SPL, physicians must ensure that at least ONE of the following apply:

- The physician's primary residence is in the SPL
  - At least 25% of the physician's practice of medicine occurs in the SPL
  - The physician is employed to practice medicine by a person, business or organization located in the SPL
  - The physician uses the SPL as his or her state of residence for U.S. Federal Income Tax purposes.
- The SPL has the authority to determine if a physician meets any or all of the qualifications listed above. See the [Compact map](#) on our homepage to see the participating states. Physicians must maintain their SPL status at all times. Physicians may change the location of their SPL -- through a process known as "redesignation" -- after they receive a Letter of Qualification to participate in the Compact.

In addition to designating an SPL, physicians must:

- Have graduated from an accredited medical school, or a school listed in the International Medical Education Directory or its equivalent such as the World Directory of Medical Schools
- Have successfully completed ACGME- or AOA-accredited graduate medical education
- Passed each component of the USMLE, COMLEX-USA, or equivalent in no more than three attempts for each component (Please note that passing the Canadian Licentiate of the Medical Council of Canada, or the LMCC, DOES NOT meet this requirement)
- Hold a current specialty certification or time-unlimited certification by an ABMS or AOABOS board

In addition, physicians must:

- Not have any history of disciplinary actions toward their medical license
- Not have any criminal history
- Not have any history of controlled substance actions toward their medical license
- Not currently be under investigation

Approximately 80% of U.S. physicians meet the criteria for licensure through the Compact.

Each physician is responsible for making a self-determination of eligibility prior to applying to participate in the Compact, and they must confirm that they understand the Compact rules.

For further clarification, please refer to our [Compact Policies, Rules and Laws section](#).

Physicians are charged a non-refundable \$700 fee when applying to participate in the Compact. Payment is made online by credit card. Physicians must also submit fingerprints to the designated criminal justice agency in their State of Principal License, so that a criminal background check can be conducted.

The Compact treats all physicians equally without preference for specialty. Any physician from a Compact state who meets the qualifications of the Compact is eligible for licensure in any other Compact state and is responsible for obeying all statutory laws and administrative rules of the state.

## **Who administers the Compact?**

The Compact is an agreement among sovereign states and territories, with the Interstate Medical Licensure Commission serving as an independent coordinating organization that administers the Compact on the states' behalf. The Commission is made up of representatives from each participating Compact state.

It is important to note that while the Commission oversees the work of coordinating multi-state licensing activity within the Compact, it does not actually issue individual medical licenses. Licenses are issued by the states that participate in the Compact -- not by the Commission itself.

Each participating Compact state sends two representatives to the Commission. These commissioners must

be either a physician member of a medical or osteopathic physician licensing board, a public member of such a board, or an executive director or administrator of such a board.

If a state has only one medical board, then both commissioners must come from that board. But if it has two boards -- a medical board and an osteopathic board -- then each board gets one seat.

The Commission is the sole entity administering the Compact's bylaws, rules, policies, and advisory opinions. No other governmental agency or private entity has control over how the Compact is administered. The Commission is governed by the terms of the Compact, which provides the authority for the Commission to create bylaws, rules, and policies for self-governance. Commissioners must function within the terms and limitations of the Compact and the bylaws, rules, and policies which the Commission approves.

The Commission meets regularly and information about its meetings, activities and policies are posted in this website's [About the IMLC Commission section](#).



**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 24-04**

**A RESOLUTION IN SUPPORT OF PAID FAMILY AND MEDICAL LEAVE**

**WHEREAS**, data show that Paid Family and Medical Leave programs have a positive impact on businesses' ability to improve retention, encourage productivity and boost labor force participation; and

**WHEREAS**, Paid Family and Medical Leave programs help local small businesses compete with larger, wealthier companies; and

**WHEREAS**, Paid Family and Medical Leave programs have demonstrated improvement to the health, wellness and economic security of families able to access the program; and

**WHEREAS**, data have shown that the United States would gain an estimated \$775 billion dollars in GDP each year if families, particularly women, were able to access Paid Family and Medical Leave programs as an alternative to exiting the workforce when care is needed; and

**WHEREAS**, data show that Paid Family and Medical Leave programs help pregnant people and caretakers return to the workforce; and

**WHEREAS**, elder care is a growing need across the nation, and New Mexico now ranks 13th out of the 50 states for its population of people older than 65; and

**WHEREAS**, Los Alamos County Council recognizes the need for New Mexico businesses to compete with other states across the nation for employees; and

**WHEREAS**, Los Alamos County Council is deeply invested in the health, wellness and economic security of New Mexico families; and

**WHEREAS**, Los Alamos County Council respects the professional expertise of health care providers' ability to determine how long their patients need to recover from severe injury or illness.

**NOW, THEREFORE BE IT RESOLVED**, that the Los Alamos Council strongly urges the New Mexico legislature and the Governor to enact legislation during the 2024 regular session that creates an affordable, state-run Paid Family and Medical Leave program that is available to all of the diverse families of New Mexico for up to twelve weeks, and includes contributions from workers and businesses, to help boost business productivity and retention while helping the families of New Mexico gain access to increased wellness and economic stability.

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Naomi D. Maestas, County Clerk  
Los Alamos County NM  
casey.salazar



**BE IT FURTHER RESOLVED**, that the Los Alamos County Council adopt the above Paid Family and Medical Leave policy recommendation as a legislative priority for the 2024 legislative session.

**PASSED AND ADOPTED** this 30<sup>th</sup> day of January 2024.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

Denise Derkacs  
**Denise Derkacs,  
Council Chair**

**ATTEST:**

Naomi D. Maestas  
**Naomi D. Maestas,  
Los Alamos County Clerk**





# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)  
**Index (Council Goals):** Quality Governance - Communication and Engagement  
**Presenters:** Randall Ryti, Councilor and Wendy Parker, Parks Superintendent  
**Legislative File:** 19496-25

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### Title

Board/Commission Appointment(s) - Parks & Recreation Board

### Recommended Action

**I move that Council nominate George Marsden, Paula Knepper, Amarylis Khat, Sharolyn Cerney, and Jacob Aldersebaes to fill three vacancies on the Parks & Recreation Board.**

**By roll call vote, Councilors vote for three nominees and the three nominees with the highest vote total of four or more will be appointed to fill the vacancies with terms beginning on December 1, 2024 and ending on November 30, 2026.**

### Body

The purpose of this item is to fill three (3) vacancies on the Parks & Recreation Board. These vacancies represent expired terms vacated by the current Chair James Wernicke whose term ended on November 30, 2024 and chose not to reapply, David Teter whose second term ended on November 30, 2024, and George Marsden whose first term ended on November 30, 2024.

The applicants for this position are:

George Marsden (Incumbent) [D]  
Paula Knepper [D]  
Amarylis Khat [DTS]  
Sharolyn Cerney [DTS]  
Jacob Aldersebaes [DTS]  
Evan Rose [D]

Evan Rose withdrew his application before his scheduled interview.

The interviews were held on December 11, 2024 and the interview panel consisted of: Council Liaison: Randall Ryti, PRB Board Chair: James Wernicke, and Staff Liaison: Wendy Parker, Parks Superintendent.

The interview panel is recommending appointment of the following applicants:

George Marsden (Incumbent) [D]

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Paula Knepper [D]  
Jacob Aldersebaes [DTS]

Jacob Aldersebaes listed Democrat as his party affiliation on his application. However, the County Clerk's Office confirmed his party affiliation as DTS. During the interview, he also confirmed that his party affiliation is DTS.

Party affiliations are noted as [D] Democrat, [R] Republican, [I] Independent, [G] Green, [L] Libertarian, [DTS] Declined to State, and [N] Not Registered to Vote. Appointing any of these applicants will not violate the County Charter restriction concerning political party majorities on Boards and Commissions.

This five (5) member board has two (2) year terms and the current roster is listed as a part of Attachment A.

**Attachments**

- A - PRB Board Roster 2024
- B - Application Packet for George Marsden
- C - Application Packet for Paula Knepper
- D - Application Packet for Jacob Aldersebaes
- E - Application Packet for Sharolyn Cerney
- F - Application Packet for Amarylis Khat
- G - Interview Panel Recommendation

# Parks and Recreation

## Board Roster

### Ian C Zollinger

**1st Term** Dec 01, 2023 - Nov 30, 2025

**Appointing Authority** County Council

**Position** PR6

**Category** Independent

### Summer Schaufler

**1st Term** Dec 01, 2023 - Nov 30, 2025

**Appointing Authority** County Council

**Position** PR5

**Category** No Affiliation

### Brian Watkins

**1st Term** Dec 01, 2023 - Nov 30, 2025

**Appointing Authority** County Council

**Position** PR7

**Category** Republican

### Jerry Cowan

**1st Term** Dec 01, 2023 - Nov 30, 2025

**Appointing Authority** County Council

**Position** PR4

**Category** Democrat

### Vacancy

### Vacancy

### Vacancy

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## General Information

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

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

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

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## Profile

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### Board and Commission Application

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

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

---

Parks and Recreation: Submitted

George

First Name

Marsden

Last Name

Middle  
Initial

Street Address

Suite or Apt

City

State

Postal Code

Email Address

Primary Phone

Alternate Phone

---

### Registered to vote in Los Alamos?

☒ Yes ☐ No

---

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

☒ Democrat

Attachment B

George Marsden

---

**How long have you lived in Los Alamos County?**

18 year

---

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

I am currently serving my first term

---

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

☒ Yes ☐ No

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

Parks and Recreation

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**Community Service**

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**List boards, commissions, committees, and organizations on which you are currently serving or have served. Include any offices held.**

Current - LAC Parks and Recreation Board, Los Alamos Mainstreet Futures Committee - Chair, Friends of Los Alamos Pride - founding board member Past - LAC DWI Planning Council - Chair, Community Health Council, JJAB

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**Employment and Education**

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**List your current and past employment experience.**

The Family YMCA - Operations Director (2022-current) The Family YMCA - Los Alamos Teen Center Director 2019-2023 The Family YMCA - Los Alamos Teen Center Assistant Director 2013-2019 CB Fox - Mens Department Manager 2007-2013

---

**List your current and past education including any professional or vocational licenses or certificates.**

BS Recreation, with an emphasis on outdoor recreation - CSU Pueblo AS Wilderness Recreation Leadership - North Country Community College

---

**Interests & Experiences**

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

I have enjoined my first term and I see recreation as an essential service for this community.

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

My interests are more general and the biggest thing I would like to see is more engagement from the community.

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

When I served as Teen Center Director, our contract was overseen by Cory Styron.

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

In addition to my involvement in boards listed above, I served for 6 years in church leadership for Trinity on the Hill. I have been involved with planning for the Senior Appreciation Night events since 2014.

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

yes

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

It is possible that something related to my employer, The Family YMCA, might come before the board. I would recuse myself as needed.

---

## **General**

**Have you ever worked for Los Alamos County?**

☐ Yes ☒ No

**If yes, please list dates and department.**

**Are you related to any employee of Los Alamos County?**

☐ Yes ☒ No

**If yes, please indicate name and relationship.**

**Are you aware of any potential conflicts of interest in connection to your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment?**

☐ Yes ☒ No

**If yes, please indicate any potential conflicts.**

**Are you aware of the time commitment necessary to fulfill the obligations of the Board or Commission to which you seek appointment?**

☒ Yes ☐ No

Attachment B

George Marsden



**Can you commit to approximately 10-15 hours per month to this Board or Commission to prepare for and attend monthly meetings and training as needed?**

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☒ Yes ☐ No

**Are you willing to participate in Board and Commission meetings that are recorded and may be live-streamed?**

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☒ Yes ☐ No

**Are you willing to have your name listed on the County Boards and Commissions public webpage?**

---

☒ Yes ☐ No

If you have any questions, please contact Adrienne Lovato at 505-662-8293



## County Manager's Office

### **BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM**

George Marsden  
Applicant's Name

PRB  
Board or Commission

Randall Rytli  
Interviewer Name

Dec 11, 2024 430pm  
Date/Time of Interview

Interview Conducted:  
  x   ZOOM  
      Telephone

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

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Pos - be part of making Los Alamos a better place. Rec is very important for this type of community. Neg - get very intense and tend to be very easy going. Fairly hearing everybody out.</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>Advisory capacity, so place for people to bring concerns. Be a layer between citizens and staff. Listening to people intently. Subcommittees - golf was not really engaged.</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>Staffing and resources and how to add more facilities. Limit to how the Board can help with staffing. Help communicate to the community the issues and limitations.</p>

4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>Reinforced that Boards are advisory, make big recommendations. Don't have suggestions on PRB. Don't change the work year abruptly or better communication. Perhaps more training.</p>
---	---

Revised 2/12/18

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Let the Board make a joint communication to Council. Like the key points from the meeting.</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>Initial orientation, perhaps Robert's Rules. Got training from the County Attorney's Office.</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>Make sure it is clear how to connect with subcommittee, but this is now more clear with working groups.</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>No</p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>n/a</p>

10	<p>Do you have any questions of the interview panel?</p> <p>Is Tourism Impletation Task Force still active? TF sunsetted but activities still part of LTAB</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</i></p> <p>None</p>

Notes

*Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.*



## County Manager's Office

### **BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM**

George Marsden  
Applicant's Name

Parks & Recreation  
Board or Commission

James Wernicke  
Interviewer Name

12/11/2024 4:30 PM  
Date/Time of Interview

Interview Conducted:  
X ZOOM  
\_\_\_\_ Telephone

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

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Being part of making Los Alamos a better place to live. Undergraduate degree in recreation. A community of people who work hard and have stressful jobs and the importance of having a release in recreational amenities.</p> <p>Negative: People get very intense about things and trying to walk the line and fairly hearing everybody out.</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>Being a place the people can bring their concerns and be heard at length, know their input is being taken and passed along. Being the layer between citizens and the County.</p> <p>Listening to people intently and hear their concerns and being part of the group collectively reasoning about it.</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>Challenge of staffing to maintain what we have and how do we add more on to that? Board can spread the word and cheer it along. Explaining to the community the needs and challenges to accomplishing them.</p>

4	<p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>Boards don't get to make big decisions, but can make big recommendations. Avoiding confusion like the work year changing and making sure communication is really clear. Additional training for board members.</p>
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Revised 2/12/18

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Share immediate minutes with Council.</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>More orientation for new members. Quick training on Robert's Rules.</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>Clarifying the working group/subcommittee liaison roles.</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>No.</p>
9	<p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>Not applicable.</p>

10	Do you have any questions of the interview panel? Interest in tourism task force
11	<i>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</i>

Notes

*Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.*



## County Manager's Office

### **BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM**

George Marsden	Parks and Recreation	
Applicant's Name	Board or Commission	
Wendy Parker	12/11/24 - 4:30 PM	
Interviewer Name	Date/Time of Interview	Interview Conducted: <u>elephone</u>

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

#	Question/Documented Response
1	<p>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Positive - Making Los Alamos a better place to live. Our services provide a release from work and better well-being. Negative - People get intense about topics. You have to balance what is being said.</p>
2	<p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>Being a place for concerns to be heard. Input from residence and make sure. the comments are passed on. Balance with the County staff. Listen and be part of the solution. Overall engagement has been positive.</p>
3	<p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>PRB Challenge is staffing and how do we add more team members to accomplish work items. Carry message to the community and share what challenges the County is facing.</p>



4 Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?

PRB are advisory and do not have the power to vote only to make recommendations.

Limited operational suggestions

Avoid shifting plans and have clear communication

Additional training to clarify board member roles

5	<p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Council liaison Create bullet points for the board to communicate to Council (key points)</p>
6	<p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>More orientation for Board Members Roberts Rules of Order information Need to improve the training, its been limited. Evaluate methods to improve board training.</p>
7	<p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>Unclear on how to be engaged in the working groups. Clarify the level of engagement and what the liaison roles are.</p>
8	<p>The purpose of this question is to make sure you are aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to continue serving on this Board?</p> <p>No</p>
9	<p>If this board decides (or is required) to “live stream” their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>Did not ask this question.</p>

10	<p>Do you have any questions of the interview panel?</p> <p>Let the panel know he would be interest in the tourism board. This is te lodgers group that is meeting now.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</i></p>

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## General Information

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

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

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

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## Profile

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### Board and Commission Application

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

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

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Parks and Recreation: Submitted

Paula

First Name

L

Middle  
Initial

Knepper

Last Name

Street Address

City

Email Address

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

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### Registered to vote in Los Alamos?

☒ Yes ☐ No

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

☒ Democrat

**How long have you lived in Los Alamos County?**

29 years

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

Email

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

☐ Yes ☒ No

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

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**Community Service**

**List boards, commissions, committees, and organizations on which you are currently serving or have served. Include any offices held.**

Former President of Lake Fork HOA Taos Ski Valley Mountain Elementary PTA member

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**Employment and Education**

**List your current and past employment experience.**

Deputy Director of the Center for National Security and International Studies Los Alamos National Laboratory and various other positions at Los Alamos National Laboratory— hired on to LANL 5/1995

**List your current and past education including any professional or vocational licenses or certificates.**

MS Project Management from George Washington University MS Nuclear Engineering Penn State University BS Nuclear Engineering Penn State University

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**Interests & Experiences**

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

I want to support the creation of sustainable life time sports and recreation spaces for our community. As our community has grown, the demand on our current spaces has created tension and friction within our community. I think it is time for action so that we can support a growing demand for sustainable and safe recreational spaces for our community.

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

I would like to support trail users by committing to maintenance of current trail system and expansion of the trail network. I would like to see investments in current and additional recreational spaces including parks, playgrounds, tennis courts, and pickleball courts. I would like to support additional paved open spaces to support our community needs. I notice that we have young families with strollers and joggers, wheel chair bound, or adaptive need community members— Los Alamos has limited open spaces (relative to other communities) that meets the need of our growing and younger community.

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

No

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

I volunteer as the communications director for Taos Winter Sports Team (TWST) which provides an adaptive ski program, free ride ski team, and alpine race team at Taos. I coached NICA bike team for several years. I write about youth sports (skiing, tennis, XC running, and mountain biking) for the Taos News, LA daily post, and LA reporter.

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

Yes, I am available for 10-15 hours per month as long as I know the times in advance. My family is growing up— I have two teenage boys, one that is a driver, so the demands on my free time have reduced.

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

No

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## **General**

**Have you ever worked for Los Alamos County?**

☐ Yes ☒ No

**If yes, please list dates and department.**

**Are you related to any employee of Los Alamos County?**

☐ Yes ☒ No

**If yes, please indicate name and relationship.**

**Are you aware of any potential conflicts of interest in connection to your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment?**

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☐ Yes ☒ No

**If yes, please indicate any potential conflicts.**

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**Are you aware of the time commitment necessary to fulfill the obligations of the Board or Commission to which you seek appointment?**

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☒ Yes ☐ No

**Can you commit to approximately 10-15 hours per month to this Board or Commission to prepare for and attend monthly meetings and training as needed?**

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☒ Yes ☐ No

**Are you willing to participate in Board and Commission meetings that are recorded and may be live-streamed?**

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☒ Yes ☐ No

**Are you willing to have your name listed on the County Boards and Commissions public webpage?**

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☒ Yes ☐ No

If you have any questions, please contact Adrienne Lovato at 505-662-8293



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

Paula Kneppner  
Applicant's Name

PRB  
Board or Commission

Randall Ryti  
Interviewer Name

Dec 11 2024 245pm  
Date/Time of Interview

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

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Arrived in 1995 with mountain bike and rock climbing gear. Degrees in Engineering. Active in community, coaching biking team and cross country, tennis. Work life is national security and climate. Work with indigenous communities. Active in HOA and coaching youth.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Observe we study issues. Not everyone is satisfied. Community is growing with a diverse population. It is time for action.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Have a steep learning curve, have read minutes and attended some meetings. Bridge between County and public, formulate recommendations. Engage and communicate.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Ability to listen. Tendency to sit back and listen to co-workers. Working on active listening all the time.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>A dialog, listening to concerns and issues. Possibly brainstorm.</p>

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

Notes:





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

Paula Knepper  
Applicant's Name

Parks & Recreation  
Board or Commission

James Wernicke  
Interviewer Name

12/11/2024 3:00 PM  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Arrived in LA in 1995 as PhD with mountain bike &amp; climbing gear. Has 13 &amp; 15 yr olds. Coaches NICA team. Works with schools supporting cross country and MTB. Both kids compete w/ Taos Freeride Team. Professionally studies climate &amp; energy security. Works with indigenous communities to bring renewable/clean energy solutions. Active member of HOA &amp; PTA.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [<i>Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.</i>]</p> <p>"Proud of our ability to study issues." Our community has rapidly grown and is going to continue to grow, bringing in a diverse population with needs that aren't being satisfied. Time for action.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Still has to learn about public interaction. Feel that it's a bridge between the community and Council. It's an opportunity to engage and build a communication pathway to make recommendations to Council.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>The ability to listen. Try not to put personal biases into the listening process.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Encourage dialogue. Listening to concerns and issues. Trust the staff's ability to accomplish goals and provide support.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Served on HOA board w/ 24 units at Taos Ski Area. Biggest contribution was setting up strategic reserves, conducting engineering studies to plan ahead for future needs, and balancing the budget.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Have not fully reviewed yet.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not applicable.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:



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

Paula Knepper  
Applicant's Name

Parks and Recreation  
Board or Commission

Wendy Parker  
Interviewer Name

12/11/24 - 3:00 PM  
Date/Time of Interview

Interview Conducted:  
  X   Personally  
      Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Arrived in Los Alamos in 1995 from PA as a PhD candidate. She is very active in biking, tennis, ski, etc. She has served as president of a HOA and been involved in the PTA. Has experience in many positions from past activities. Seems to understand the role and expectations well.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>County seems to be a proud organization and does fantastic studies. The County is serving a diverse population that needs to be represented well. Its time for the county to start taking action.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Bridge between the community and council. Collect information and form resolutions to the issues brought fourth. Engage in healthy communication across the board. The ability to listen to the community and assist with making recommendations for a call to action.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Ability to listen, and try ot keep out the bias in the process. Highly aware of this need and how to balance it.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Listen to concern and issues! Assist with automomy and support for residence and other community members.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><b>President of HOA - Evaluted the structures of the condo facility. This created a system of fiducial accountabilit and ensure the complex is viable for the future. Making sure the funds received are adequate to cover future investments in the community</b></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><b>No</b></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><b>Yes, LANL allows for volunteer time each month.</b></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><b>No</b></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><b>Did not ask this questions</b></p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p><b>What is the decision making process?</b></p> <p><b>When do the terms start?</b></p> <p><b>What type training do Board Memeber receive?</b></p>

Notes:

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## General Information

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

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

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

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## Profile

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### Board and Commission Application

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

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

---

Parks and Recreation: Submitted

Jacobus

First Name

AlderseBaes

Last Name

Middle  
Initial

Street Address

Suite or Apt

City

State

Postal Code

Email Address

Primary Phone

Alternate Phone

### Registered to vote in Los Alamos?

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☒ Yes ☐ No

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

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☒ Democrat

Attachment D

Jacobus AlderseBaes

**How long have you lived in Los Alamos County?**

10 years

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

posting

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

☐ Yes ☒ No

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

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## **Community Service**

**List boards, commissions, committees, and organizations on which you are currently serving or have served. Include any offices held.**

N/A

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## **Employment and Education**

**List your current and past employment experience.**

Work at LANL

**List your current and past education including any professional or vocational licenses or certificates.**

Masters Degree

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## **Interests & Experiences**

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

My family utilizes multiple county facilities and what better way to ensure those are available to all individuals than participating.

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

My family participates in a multitude of activities that involved multiple county parks and recreational facilities. I want to make sure those facilities are not only kept in a usable condition, but grow and new facilities are added. Additionally being involved in the decisions and process that the parks and rec board makes. What better way to be part of the solution.

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

No

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

My kids play soccer utilize multiple fields, I play softball and use the trail systems for hiking and mountain biking. What better individual to have on the board, then one who uses such a wide assortment of facilities.

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

Yes

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

No

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## **General**

**Have you ever worked for Los Alamos County?**

☐ Yes ☒ No

**If yes, please list dates and department.**

**Are you related to any employee of Los Alamos County?**

☒ Yes ☐ No

**If yes, please indicate name and relationship.**

Mother, Julie AlderseBaes

**Are you aware of any potential conflicts of interest in connection to your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment?**

☐ Yes ☒ No

**If yes, please indicate any potential conflicts.**

**Are you aware of the time commitment necessary to fulfill the obligations of the Board or Commission to which you seek appointment?**

---

☒ Yes ☐ No

**Can you commit to approximately 10-15 hours per month to this Board or Commission to prepare for and attend monthly meetings and training as needed?**

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☒ Yes ☐ No

**Are you willing to participate in Board and Commission meetings that are recorded and may be live-streamed?**

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☒ Yes ☐ No

**Are you willing to have your name listed on the County Boards and Commissions public webpage?**

---

☒ Yes ☐ No

If you have any questions, please contact Adrienne Lovato at 505-662-8293





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

Jacob Aldersebaes  
Applicant's Name

PRB  
Board or Commission

Randall Ryti  
Interviewer Name

Dec 11 2024 xxpm  
Date/Time of Interview

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

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Moved here 10 yrs ago, wife grew up here. Two kids involved in activities. Went to NMSU and lived in DC for about 10 yrs. Be involved in the process. Uses the softball field fields and trails.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Board - diverse organization aquatic center, trails, fields - each one has different needs/disires. Need to make tradeoffs - balancing act. What can be done now or two yrs. Rank efforts with community and staff. County - outdoor space great, local business main issue. Buy local</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Taking input from across the community. Help determine priorities, facilities need upkeep or build. Shift priorities and adjust. Flexibility</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communication with Board, Council, community. Seeking input and action those items. Dep GL at work, need to talk to a diverse set people. Execute and follow through. Trail maintenance - follow through. Problem solve.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Willingness to listen, heard both sides. Engage up/down/sideways. Ability to communicate and work with people. Work with people to address needs on both sides. Cooperative type environment.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Have not served, but engaged with many aspects of PRB</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Would need to learn</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>n/a</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>none</p>
12	<p>Do you have any questions for the interview panel?</p> <p>Are meetings formal? Generally follow Robert’s Rule. Subcommittee scope? What’s involved in the 10 hrs per week.</p>

Notes:



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

Jacobus AlderseBaes  
Applicant's Name

Parks & Recreation  
Board or Commission

James Wernicke  
Interviewer Name

12/11/2024 5:00 PM  
Date/Time of Interview

Interview Conducted:  
X Personally  
       Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Moved here in 2014. Wife born here. 2 kids involved in community sports. Full slate of activities this week. Wants to be involved in the process. Family utilizes many of the recreational facilities, e.g. fields, trails, etc.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>The County needs to support local business, keeping them in town and not closing. The board is such a diverse organization with all the facilities. Balancing and prioritizing community needs. Board brings the 30,000' view to see what is needed across the board.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Engage the community, receive feedback, and prioritize needs on new facilities, maintenance, etc. based on that. Communicate to Council.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communication with the board, Council, and community. Works as deputy group leader and has experience communicating with group members. Ability to execute and follow through with commitments you've made. Problem solving ability to execute through challenges.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Willingness to listen. Hear both sides of the story before you act. How do you engage across the board? How to be flexible and understanding of people's needs?</p>

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

Notes:



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

Jacob Aldersebaes  
Applicant's Name

Parkls and Recreation  
Board or Commission

Wendy Parker  
Interviewer Name

12/11/24 - 5:00 PM  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Has lived in Los Alamos for 10 years - moved here from DC</p> <p>Has two children that are involved in many P&amp;R Programs. Uses the facilities and is very familiar with our structure. Since he is a user of Parks facilities, he feels he can make an impact in the community in way of being improved in the process.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>County - Buy local and keep it local. The business units in the county are struggling. Need to assess what is needed to keep them here.</p> <p>Board - Diverse department / Hard to addrss all the areas / balancing act across the board on addressing the top prorities for everyone.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Large area of responsibility. Listen to the community to see what the needs are and how to balance those. All groups have priorities, the challenge becomes on how to listen and balance those items. Shift priorites when needed. Example, the grandstand at the arena.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communicate with Board, Council and community. Seekj input and see what is needed to make an impact for the community. The ability to be able to listen and speak with the community and respond. You need to follow through on items.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Willingness to listen and understand what is being said. Work with the board and community for stronger relationships</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>No past boards to reference. Currently involved in many activities, soccer, trails, running, etc.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No - Will learn and become knowledgeable on items as needed.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No issue</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Did not ask this question.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p>Asked how the meetings are managed - Roberts Rule of Order</p>

Notes:

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## General Information

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

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

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

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## Profile

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### Board and Commission Application

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

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

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Parks and Recreation: Submitted

Sharolyn

First Name

J

Middle  
Initial

Cerney

Last Name

Street Address

City

Email Address

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

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### Registered to vote in Los Alamos?

☒ Yes ☐ No

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

☒ None of the above

Attachment E

Sharolyn J Cerney

**How long have you lived in Los Alamos County?**

20 months

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

Lisa Reader

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

☐ Yes ☒ No

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

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**Community Service**

**List boards, commissions, committees, and organizations on which you are currently serving or have served. Include any offices held.**

Member at large for Los Alamos Stable Owners

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**Employment and Education**

**List your current and past employment experience.**

Currently work remotely for veterinary clinic in WA

**List your current and past education including any professional or vocational licenses or certificates.**

AS in Veterinary Medicine

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**Interests & Experiences**

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

To help the public and be informed of things

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

Recreational services and areas being maintained and upgraded more community involvement

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

Only as they have shown up at LASOA meetings



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

I help with many areas around the stables and when people ask.

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

Yes

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

My family and children always come first.

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## **General**

**Have you ever worked for Los Alamos County?**

☐ Yes ☒ No

**If yes, please list dates and department.**

**Are you related to any employee of Los Alamos County?**

☐ Yes ☒ No

**If yes, please indicate name and relationship.**

**Are you aware of any potential conflicts of interest in connection to your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment?**

☐ Yes ☒ No

**If yes, please indicate any potential conflicts.**

**Are you aware of the time commitment necessary to fulfill the obligations of the Board or Commission to which you seek appointment?**

☒ Yes ☐ No

**Can you commit to approximately 10-15 hours per month to this Board or Commission to prepare for and attend monthly meetings and training as needed?**

☒ Yes ☐ No

**Are you willing to participate in Board and Commission meetings that are recorded and may be live-streamed?**

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☒ Yes ☐ No

**Are you willing to have your name listed on the County Boards and Commissions public webpage?**

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☒ Yes ☐ No

If you have any questions, please contact Adrienne Lovato at 505-662-8293



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

Sharolyn Cerney  
Applicant's Name

PRB  
Board or Commission

Randall Ryti  
Interviewer Name

Dec 11 2024 4pm  
Date/Time of Interview

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

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Been here 1.5 yrs. Volunteer at Posse Lodge. Training in veterinary medicine . Need to listen to people. Was on a church board.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Communication, or not able to find some information. Make sure website is updated. Try to streamline. County is doing a great job in lots of places. Have PRB members attend other Boards.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Afraid of politics, opportunity to get more information.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communication, organization, get efficiently to a point. Sometime there is only some much you can do.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Be a go between with some folks at the stables. Want to get more involved in schools events, lots of other events in town. Like helping people [and animals]. See problems and fix them</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Been on the stable board, church board in WA state, women's group</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes, here to learn and teach others</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No, that is a given</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you're applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>n/a</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>None</p>
12	<p>Do you have any questions for the interview panel?</p> <p>What else does PRB do?</p>

Notes:



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

Sharolyn Cerney  
Applicant's Name

Parks & Recreation  
Board or Commission

James Wernicke  
Interviewer Name

12/11/2024 4:00 PM  
Date/Time of Interview

Interview Conducted:  
X Personally  
       Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Moved here March 2023. Slowly integrated into different things, e.g. posse lodge, stables, etc. Work 1 week every 3 months on the phone in Washington. People just want to feel heard and if you don't they get combative and things fall apart. Was on church board in Washington. On stable board since moving here.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Communication. Somebody's not telling somebody something or somebody can't find the information they're looking for. The website is not always updated. "Communication is what I hear from everybody." Needs to be more personal communication between.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>There needs to be a point where you face the fear of being involved in politics and learn to communicate with people. Learn why policies are in effect.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communication skills. Organization and get to a point without beating around a bush. Listen to people and incorporate their feedback and also balance with realistic circumstances. Good with email and text.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Keep some people at the stable area off the back. Would like to get involved more with the school stuff. Get involved with the parades and other community events. Like helping people and animals.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Stable board in June 2024, hopped right in and took over the lemonade walk. Will jump in and help. Was on church board, in charge of speakers and invites for the women's group.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not applicable.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p>What do you guys do here?</p>

Notes:



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

Sharolyn Cerney  
Applicant's Name

Parks and Recreation  
Board or Commission

Wendy Parker  
Interviewer Name

12/11/24 - 4:00 PM  
Date/Time of Interview

Interview Conducted:  
  X   Personally  
      Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Has lived in Los Alamos for 1.5 years. Her education is in education. Feels customer service skills are exceptional and listening to people is the key for success. She is a member of the LASAO Board</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Communication is key for the County to be successful. She has heard that most people are frustrated with the lack of communication on topics. The Board could streamline some processes to make it run smoother.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Scared of politics, but felt it needs to be something she attempts to be a part of. Trial by fire most of her life in most things. People need to be open, listen, and understand to move forward.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Communication - Be vocal and don't beat around the bush. The County should communicate that sometimes you can only do so much.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Be a go-between with the stable folks. There is tension most of the time. Has been involved with school boards in the past. Listen and respond / enjoys helping others.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p><b>Serves on teh LASOA Board</b>  <b>Managed the luminaria program this year for the stables</b>  <b>Has been involved with various boards in the pastq</b></p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p><b>No - will need to learn</b></p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p><b>Yes - this is the reason she is here.</b></p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p><b>No</b></p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p><b>Did not ask this questions</b></p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p> <p><b>What does the PRB do?</b></p>

Notes:



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## General Information

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

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

Only on-line applications will be considered.

*If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.*

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## Profile

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### Board and Commission Application

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

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

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Parks and Recreation: Submitted

Amaryllis

First Name

A

Middle  
Initial

Khat

Last Name

Street Address

City

Email Address

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

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### Registered to vote in Los Alamos?

☒ Yes ☐ No

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

☒ Independent

Attachment E

Amaryllis A Khat

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**How long have you lived in Los Alamos County?**

Grew up here, left, came back, three years now.

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

Stable buddies page

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

☐ Yes ☒ No

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

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**Community Service**

**List boards, commissions, committees, and organizations on which you are currently serving or have served. Include any offices held.**

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Airport board, Toledo Oregon, President 99's women's pilot organization, 3 terms. Member chair EAA, Hillsboro Oregon. Business owner and stable owner.

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**Employment and Education**

**List your current and past employment experience.**

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Commercial & Investment Real Estate. Airplane and helicopter pilot

**List your current and past education including any professional or vocational licenses or certificates.**

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BA, English and Psychology Randolph College, College of Santa Fe. Masters program, UNM. AAS, Aviation science, AAS Horticulture, Sab Francisco, CA

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**Interests & Experiences**

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

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Interest in the parks and rec for the county in general, in particular the Los Alamos stables.

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

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I'd like to learn the ropes of the county community's commission boards. A voice for the animals. There have been many great improvements out there but there's still a lot of room for improvement. I have interest also in the trails system, the pools, parks, etc.

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

No

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

All my experience in aviation special interest groups, aviation and as a major business owner in Oregon.

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

Yes

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

No

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## **General**

**Have you ever worked for Los Alamos County?**

☐ Yes ☒ No

**If yes, please list dates and department.**

**Are you related to any employee of Los Alamos County?**

☐ Yes ☒ No

**If yes, please indicate name and relationship.**

**Are you aware of any potential conflicts of interest in connection to your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment?**

☐ Yes ☒ No

**If yes, please indicate any potential conflicts.**

**Are you aware of the time commitment necessary to fulfill the obligations of the Board or Commission to which you seek appointment?**

☒ Yes ☐ No

**Can you commit to approximately 10-15 hours per month to this Board or Commission to prepare for and attend monthly meetings and training as needed?**

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☒ Yes ☐ No

**Are you willing to participate in Board and Commission meetings that are recorded and may be live-streamed?**

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☒ Yes ☐ No

**Are you willing to have your name listed on the County Boards and Commissions public webpage?**

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☒ Yes ☐ No

If you have any questions, please contact Adrienne Lovato at 505-662-8293



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

Amaryllis Khat  
Applicant's Name

PRB  
Board or Commission

Randall Ryti  
Interviewer Name

Dec 11 2024 330pm  
Date/Time of Interview

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

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Raised in Los Alamos, went to school back east. Volunteered for several organizations - experimental aircraft, interest in horses.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Call from stable owners association. Been gone for 25 years but impressed the with the County</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Very important, they represent the community</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Listening is important, leadership</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Reach out and get people to communicate</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Not in the last 5 years, humane soc in Newport, getting dogs out of pens, and lots of other outreach. EAA. Center for Area Science</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Not yet but can be</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>I will</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>n/a</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>A conflict with stables? No</p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:



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

Amarylis Khat  
Applicant's Name

Parks & Recreation  
Board or Commission

James Wernicke  
Interviewer Name

12/11/2024 3:30 PM  
Date/Time of Interview

Interview Conducted:  
☒ Personally  
☐ Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Raised in Los Alamos. Extensive career in investment real estate. President of Women's Pilot Assn in 1999. Membership chair for experimental aircraft assn. Extensive interest in horses.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>Noticed there was a call to fill the board. Support the great work the County is doing.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>It is very important. They represent the community. It is a special community and public involvement is a good thing.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Listening. Speaking clearly. Leadership.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Reach out and get those people to communicate.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Humane Society in Newport, getting the dogs walked and trained. 99's, organized events, speakers. EAA Young Eagles program. Center for Airway Science teaching PoC's STEM.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>Not yet.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Not applicable.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:





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

Amarylis Khat  
Applicant's Name

Parks and Recreation  
Board or Commission

Wendy Parker  
Interviewer Name

12/11/24 - 3:30 PM  
Date/Time of Interview

Interview Conducted:  
  X   Personally  
      Telephone

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

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>Raised in Los Alamos. Extensive background related to aircraft industry. Is a helicopter and plane pilot. Interested in horses</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>County - no issue PRB - Applied because she received an email calling for board members.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Very important (asked to elaborate on the answer) Represent the community</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Listening is important Speak clearly - experience in leadership roles</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Reach out and communicate with residence</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Involved in multiple organizations over the years.  Humane Society - Started a program to get the animals out of the cages and outside for exercise.  Stopped killing the feral cats.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes - Give back to the community.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>Doesn't see a conflict.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>Did not ask this question.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p>
12	<p>Do you have any questions for the interview panel?</p>

Notes:

Date: 12/12/2024

**Board or Commission:** Parks & Recreation Board

**Interview Panel:**

Name : Randall Ryti (Council Chair)

Name : James Wernicke (Council Liaison)

Name: Wendy Parker (Staff Liaison)

**Applicants Interviewed:**

Name: George Marsden Date of Interview: 12/11/2024

Name: Paula Knepper Date of Interview: 12/11/2024

Name: Amarylis Khat Date of Interview: 12/11/2024

Name: Sharolyn Cerney Date of Interview: 12/11/2024

Name: Jacob Aldersebaes Date of Interview: 12/11/2024

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

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Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

**Interview Panel Recommendations:**

The interview panel for the Parks & Recreation Board or Commission would like to recommend the following applicants for appointment:

Name : George Marsden (circle one: incumbent or new applicant)

Name : Paula Knepper (circle one: incumbent or new applicant)

Name : Amarylis Khat (circle one: incumbent or new applicant)

Name : Sharolyn Cerney (circle one: incumbent or new applicant)

Name : Jacob Aldersebaes (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

Name : \_\_\_\_\_ (circle one: incumbent or new applicant)

The interview panel for the Parks & Recreation Board or Commission would like to recommend the following applicants to terms:

Name : George Marsden to term ending 11/30/2025

Name : Paula Knepper to term ending 11/30/2025

Name : Jacob Aldersebaes to term ending 11/30/2025

Name : \_\_\_\_\_ to term ending \_\_\_\_\_

Name : \_\_\_\_\_ to term ending \_\_\_\_\_

Name : \_\_\_\_\_ to term ending \_\_\_\_\_

**Other information for Council:**



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** County Council - Regular Session

**Legislative File:** 19541-25

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### **Title**

Board and Commission Vacancy Report

### **Body**

Attachment A includes an overview of current Boards and Commissions vacancies for Council information and discussion.

### **Attachments**

A - BCC Vacancy Report January 3, 2025

## Boards and Commissions Vacancies as of January 3, 2025

### **Art in Public Places**

No Current Vacancies  
No Upcoming Vacancies

### **Board of Public Utilities**

No Current Vacancies  
No Upcoming Vacancies

### **County Health Council**

6 Current Vacancies  
No Upcoming Vacancies

### **Environmental Sustainability**

1 Current Vacancy  
0 Upcoming Vacancies

### **Historic Preservation**

No Current Vacancies  
No Upcoming Vacancies

### **Library Board**

No Current Vacancy  
0 Upcoming Vacancies

### **Lodgers Tax**

3 Current Vacancies  
No Upcoming Vacancies

1 hospitality

### **Parks and Recreation**

No Current Vacancies  
3 Upcoming Vacancies

3 Vacancies-to be filled 1/7/25

### **Personnel Board**

No Current Vacancy  
No Upcoming Vacancy

### **Planning and Zoning**

1 Current Vacancies  
No Upcoming Vacancies

### **Transportation Board**

1 Current Vacancy  
No Upcoming Vacancies



# County of Los Alamos

## Staff Report

January 07, 2025

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** 1)

**Index (Council Goals):** Quality Governance - Communication and Engagement

**Presenters:** County Council - Regular Session

**Legislative File:** 19538-25

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### **Title**

Tickler Report of Upcoming Agenda Items

### **Body**

Attachment A is a report of the upcoming Council agenda items as of January 3, 2025. Note: This report shows tentative Council agenda items and is for planning purposes only. All items on the report are subject to changes such as item title, meeting date and/or being removed or not considered by Council.

### **Attachments**

A - Tickler Report dated January 3, 2025



LOS ALAMOS

# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Tickler

**Note: This report shows tentative Council agenda items and is for planning purposes only. All items on the report are subject to changes such as item title, meeting date and/or being removed or not considered by Council.**

Criteria: Agenda Begin Date: 1/14/2025, Agenda End Date: 1/28/2025

File Number	Title
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### Agenda Date: 01/14/2025

19566-25	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Discussion Regarding Threatened or Pending Litigation - Closed Pursuant to NMSA 1978, 10-15-1 (H)(7) <b>Department Name:</b> CC <b>Drop Dead Date:</b>	<b>A - Closed Session</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> County Council - Closed Session
19310-24	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Placeholder - Adoption of the Los Alamos County Pedestrian Master Plan <b>Department Name:</b> PW <b>Drop Dead Date:</b>	<b>Business</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> Justin Gibson, Senior Engineer, Eric Ulibarri, County Engineer and Juan Rael, Public Works Director
19561-25	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Action to Suspend Council Rules for Work Session <b>Department Name:</b> CC <b>Drop Dead Date:</b>	<b>Business</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> County Council
19562-25	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Discussion and Possible Action on FY2026 Budget Guidance <b>Department Name:</b> CMO <b>Drop Dead Date:</b>	<b>Business</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> Anne Laurent, County Manager, Erika Thomas, Budget and Performance Manager and Melissa Dadzie, Chief Financial Officer

### Agenda Date: 01/28/2025

19434-25	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Consideration and Acceptance of the FY2024 Annual Comprehensive Financial Report with Auditor's Opinions <b>Department Name:</b> Fin <b>Drop Dead Date:</b>	<b>Business</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> Melissa Dadzie, Chief Financial Officer
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<b>File Number</b>	<b>Title</b>	
<b>19351-25</b>	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Adoption of Revisions to the Library Policies <b>Department Name:</b> CSD <b>Drop Dead Date:</b>	<b>Business</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> Gwen Kalavaza
<b>19565-25</b>	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Approval of Rural Infrastructure Loan/Grant Program Application for Multiple FY25 Wastewater Projects <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Consent</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> James Alarid, Deputy Utilities Manager - Engineering
<b>19563-25</b>	<b>Budget Item</b> Budget Revision No. 2025-31 for the DHSEM Grant <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Consent</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> Karen Kendall, Deputy Utilities Manager - Finance
<b>19130-25</b>	<b>Briefing/Report (Dept,BCC) - Action Requested</b> Award of Bid No. IFB 25-21 for the Purpose of Los Alamos WWTP Belt Press Replacement Project with [Name of Vendor] in the Amount of \$[amount of contract], plus Applicable Gross Receipts Tax <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Consent</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> James Alarid, Deputy Utilities Manager - Engineering
<b>19414-25</b>	<b>Construction Contract</b> Award of Bid No. IFB 25-27 for the Purpose of Jemez Fire Protection Project Phase 4 with [Name of Vendor] in the Amount of \$[amount of contract], plus Applicable Gross Receipts Tax <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Consent</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> James Alarid
<b>AGR1088-25</b>	<b>General Services Agreement</b> Contract for General Services, Agreement No. AGR 25-xx with [Name of Vendor] in the Amount of \$[amount of contract], plus Applicable Gross Receipts Tax, for the Purpose of PLC Fabrication for the Water Production SCADA Replacement Project <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Consent</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> James Alarid, Deputy Utilities Manager - Engineering
<b>AGR1093-25</b>	<b>General Services Agreement</b> Approval of Services Agreement No. AGR 25-xx with [vendor] in the amount of \$[amount], plus Applicable Gross Receipts Tax, for the Purpose of [Software Support Services for the Water Production SCADA Replacement] <b>Department Name:</b> DPU <b>Drop Dead Date:</b>	<b>Consent</b>  <b>Length of Presentation:</b> <b>Sponsors:</b> James Alarid
<b>MOU037-25</b>	<b>Memorandum of Understanding</b> Memorandum of Understanding (MOU) Entered into by and Between the Incorporated County of Los Alamos and the North Central Regional Transit District (NCRTD) for	<b>Consent</b>

<b>File Number</b>	<b>Title</b>	
	FY2025, Providing the NCRTD with \$350,000.00	
	<b>Department Name:</b> PW	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> James Barela, Transit Manager and Eric Martinez, Acting Public Works Director
<b>19539-25</b>	<b>Briefing/Report (Dept, BCC) - No action requested</b>	<b>Council Business</b>
	Tickler Report of Upcoming Agenda Items	
	<b>Department Name:</b> CC	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> County Council - Regular Session
<b>19558-25</b>	<b>Briefing/Report (Dept, BCC) - No action requested</b>	<b>Council Business</b>
	Board and Commission Liaisons and Council Working Groups Assignments	
	<b>Department Name:</b> CC	<b>Length of Presentation:</b>
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> County Council - Regular Session
<b>OR1041-25</b>	<b>Ordinance</b>	<b>Public Hearing</b>
	Incorporated County of Los Alamos Ordinance No. 737; An Ordinance Making Available a Personal Income Tax Rebate to Eligible Low-Income Los Alamos County Property Taxpayers for Taxable Years 2025, 2026, 2027 and 2028.	
	<b>Department Name:</b> ASD	<b>Length of Presentation:</b> 5 min
	<b>Drop Dead Date:</b>	<b>Sponsors:</b> Melissa Dadzie