



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

BCC Agenda

Parks and Recreation Board

James Wernicke, Chair; Vice-Chair; Jerry Cowan; George Marsden; Summer Schauler; David Teter; Brian Watkins; and Ian Zollinger, Members

Thursday, January 9, 2025

5:30 PM

Council Chambers

Public Participation: In person or via Zoom: <https://us06web.zoom.us/j/88668084964>

Please click the link below to join the webinar: <https://us06web.zoom.us/j/88668084964>

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+16694449171,,88668084964# US

Or Telephone:

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

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1. CALL TO ORDER

2. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda.

Please Limit Public Comment to 3 Minutes.

3. BUSINESS

- A. [19546-25](#) Approval of Minutes from the December 12, 2024 Meeting
- Recommendation:** I move that the Board approve the attached meeting minutes from the December 12, 2024 meeting.
- Presenters:** Jerry Cowan
- Attachments:** [A - Minutes from the December 12, 2024 Meeting](#)
- B. [19554-25](#) NM4 Crossing and Trail Presentation
- Presenters:** Keith Wilson
- Attachments:** [A - NM4 Crossing and Trail Presentation](#)
- C. [19547-25](#) Los Alamos Ice Rink Shade Structure Evaluation
- Presenters:** Cory Styron

Attachments: [A - Ice Rink Shade Structure Presentation](#)

- D. [19575-25](#) North Mesa Stables, Arenas & Rodeo Grounds Website Presentation

Presenters: Jerry Cowan

Attachments: [A - North Mesa Stables, Arenas & Rodeo Grounds Website Presentation](#)

- E. [19501-24](#) 2025 Parks & Recreation Work Plan

Recommendation: I move that the Parks & Recreation Board approve the 2025 Workplan as presented.

Or

I move that the Parks & Recreation Board approve the 2025 Workplan as amended.

Or

I move that the Parks & Recreation Board authorize the PRB Chair and Staff Liaison to revise and finalize the 2025 PRB plan.

Presenters: Parks and Recreation Board

Attachments: [A - Draft 2025 Work Plan](#)

4. BOARD/STAFF COMMUNICATIONS

- A. [19551-25](#) Chairman's Report

Presenters: Jerry Cowan

- B. [19552-25](#) Staff Report

Presenters: Cory Styron, Katherine Hudspeth and Wendy Parker

Attachments: [A - Project Updates](#)

- C. [19553-25](#) Work Group and Task Force Assignments and Updates

Presenters: Parks and Recreation Board

Attachments: [A - Open Space Working Group Report](#)

5. COUNCIL COMMUNICATIONS

6. PREVIEW OF NEXT MEETING - February 13, 2025

7. 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 505-662-8040 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 Community Services Department at 505-662-8241 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Jerry Cowan

Legislative File: 19546-25

Title

Approval of Minutes from the December 12, 2024 Meeting

Recommended Action

I move that the Board approve the attached meeting minutes from the December 12, 2024 meeting.

Body

The December 12, 2024 meeting minutes are ready for consideration and approval.

Attachments

A - Minutes from the December 12, 2024 Meeting



County of Los Alamos

BCC Meeting Minutes

Parks and Recreation Board

1000 Central Avenue
Los Alamos, NM 87544

*James Wernicke, Chair; Vice-Chair; Jerry Cowan; George Marsden; Summer Schaufler;
David Teter; Brian Watkins; and Ian Zollinger, Members*

Thursday, December 12, 2024

5:30 PM

1000 Central Avenue

Please click the link below to join the webinar: <https://us06web.zoom.us/j/88668084964>

Or One tap mobile :

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1. CALL TO ORDER

Present 4 - Member Wernicke, Member Marsden, Member Cowan and Member Watkins

Absent 3 - Member Teter, Member Zollinger and Member Schaufler

Remote 1 - Member Ryti

2. PUBLIC COMMENT

No public comment.

3. BUSINESS

A. 19458-24 Approval of Minutes from the November 14, 2024 Meeting

Presenters: James Wernicke

Attachments: [A - Minutes from the November 14 Meeting](#)

Member Marsden motioned to approve the minutes. Member Watkins seconded. Motion passed 4-0

B. 19462-24 Parks and Recreation Board 2025 Meeting Calendar

Presenters: Parks and Recreation Board

Attachments: [A - Draft 2025 PRB Meeting Calendar](#)

Member Marsden motioned to approve the calendar. Member Watkins seconded. Motion passed 4-0

- C. [19463-24](#) Creation of a Working Group for a Possible Future Bike Park

Presenters: Parks and Recreation Board

Public comment in support was made by Kyle [didn't capture last name] & family.

Chair Wernicke approved the creation of a working group for a possible future bike park.

- D. [19464-24](#) Initial Discussion for Upcoming FY24 Work Plan

Presenters: Parks and Recreation Board

Attachments: [2024 Draft PRB Work Plan](#)

Chair Wernicke provided his thoughts on the upcoming work plan. Board discussed other additions. Board members were requested to provide additional comments and additions for the work plan to Linda Lindstrom & Wendy Parker. Work plan to be approved at the next meeting.

4. BOARD/STAFF COMMUNICATIONS

- A. [19459-24](#) Chairman's Report

Presenters: James Wernicke

Chair Wernicke provided the Chairman's Report.

- B. [19460-24](#) Staff Report

Presenters: Cory Styron, Katherine Hudspeth and Wendy Parker

Attachments: [A - Project Updates](#)

Wendy Parker, Parks Superintendent, provided highlights for the Staff Report.

- C. [19461-24](#) Work Group and Task Force Assignments and Updates

Presenters: Parks and Recreation Board

Attachments: [B - Open Space Survey Data Summary](#)

[A - Open Space Working Group Report to Parks and Recreation Board 2024-12](#)

No updates were provided.

5. COUNCIL COMMUNICATIONS

Councilor Ryti provided updates.

6. PREVIEW OF NEXT MEETING - January 9, 2025

7. ADJOURNMENT

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County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Keith Wilson

Legislative File: 19554-25

Title

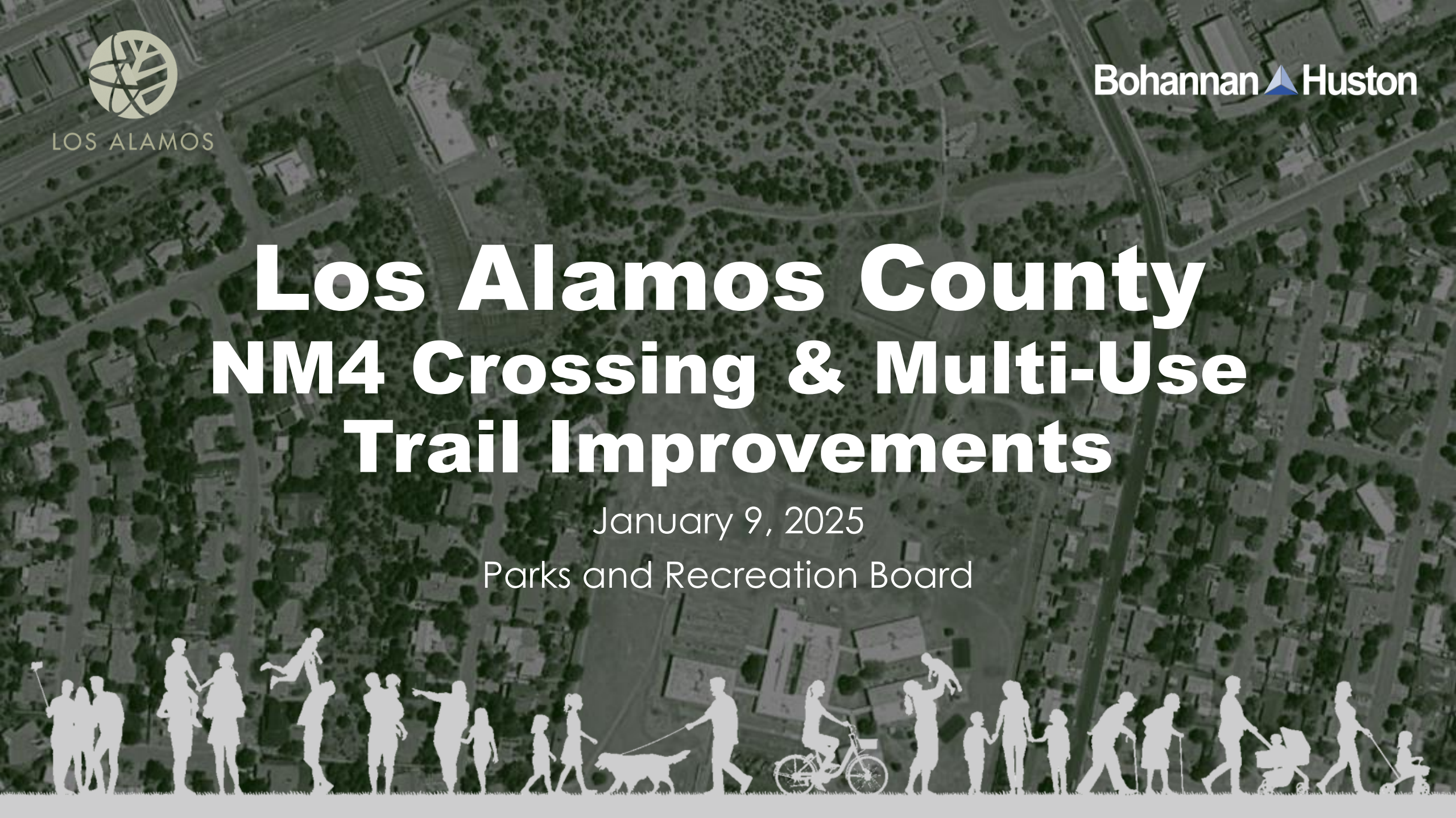
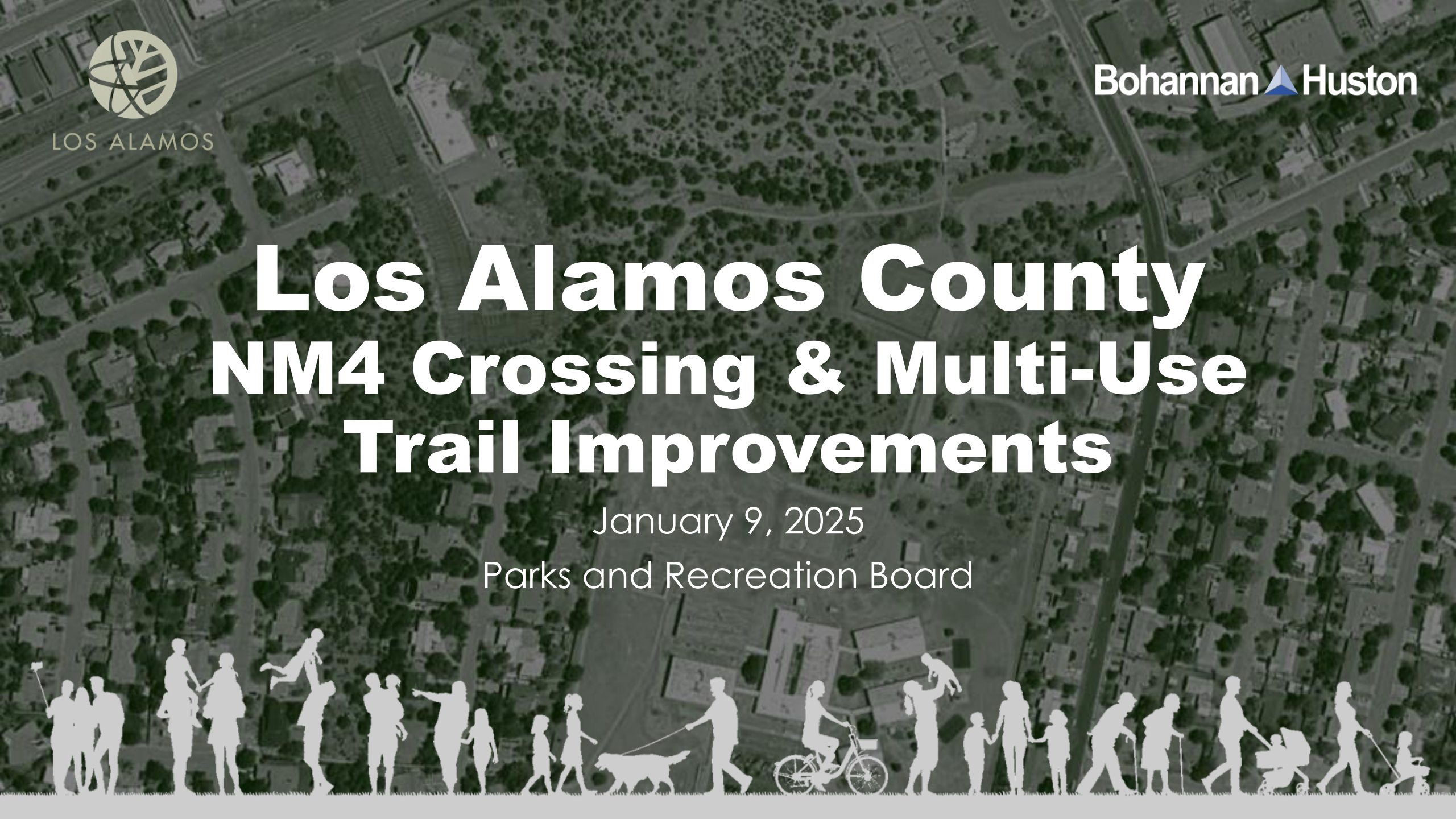
NM4 Crossing and Trail Presentation


Body


Presentation on NM4 Crossing and Trail Presentation

Attachments

A - NM4 Crossing and Trail Presentation

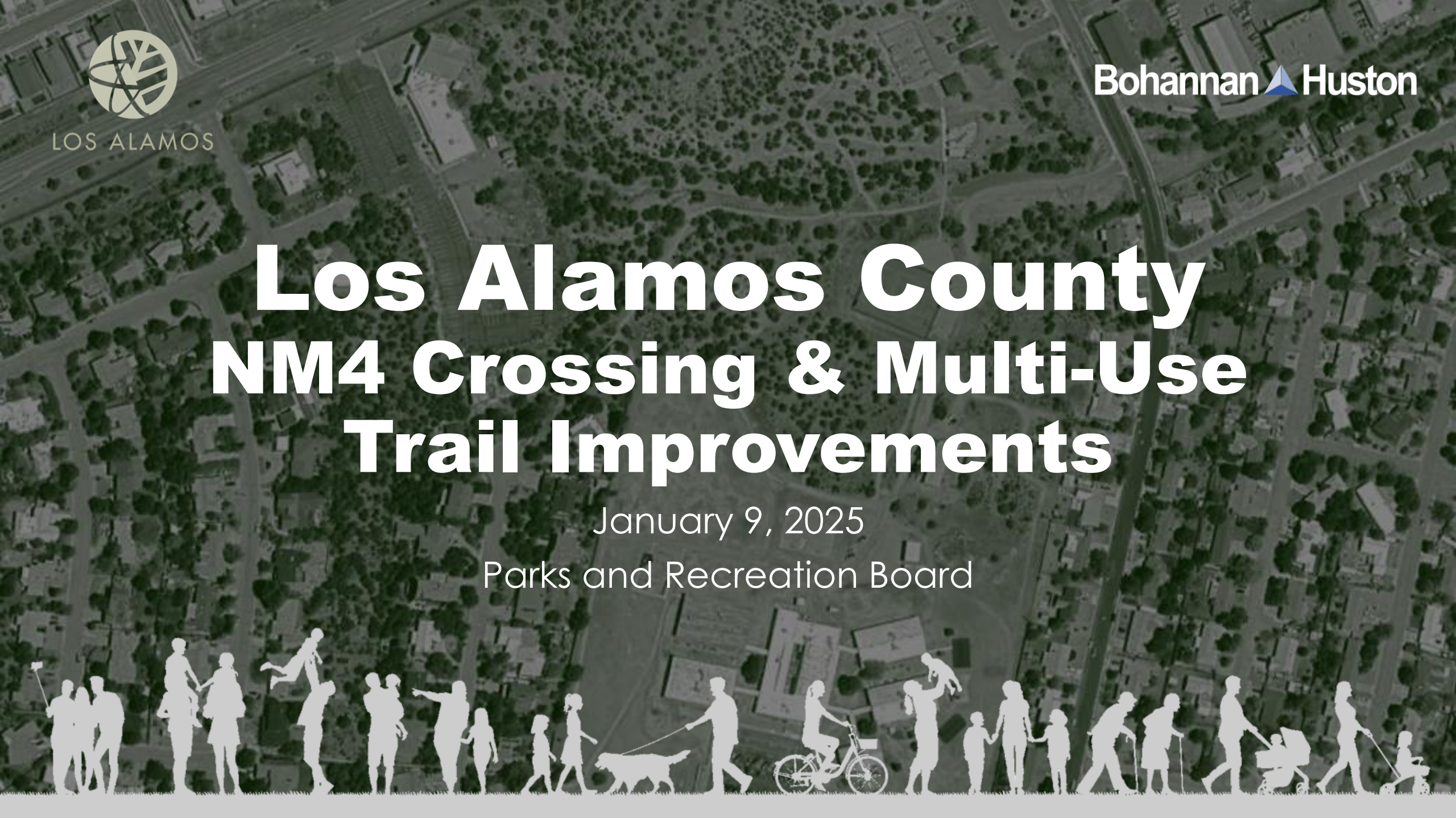




 LOS ALAMOS


Bohannon  Huston

Los Alamos County NM4 Crossing & Multi-Use Trail Improvements

January 9, 2025
Parks and Recreation Board


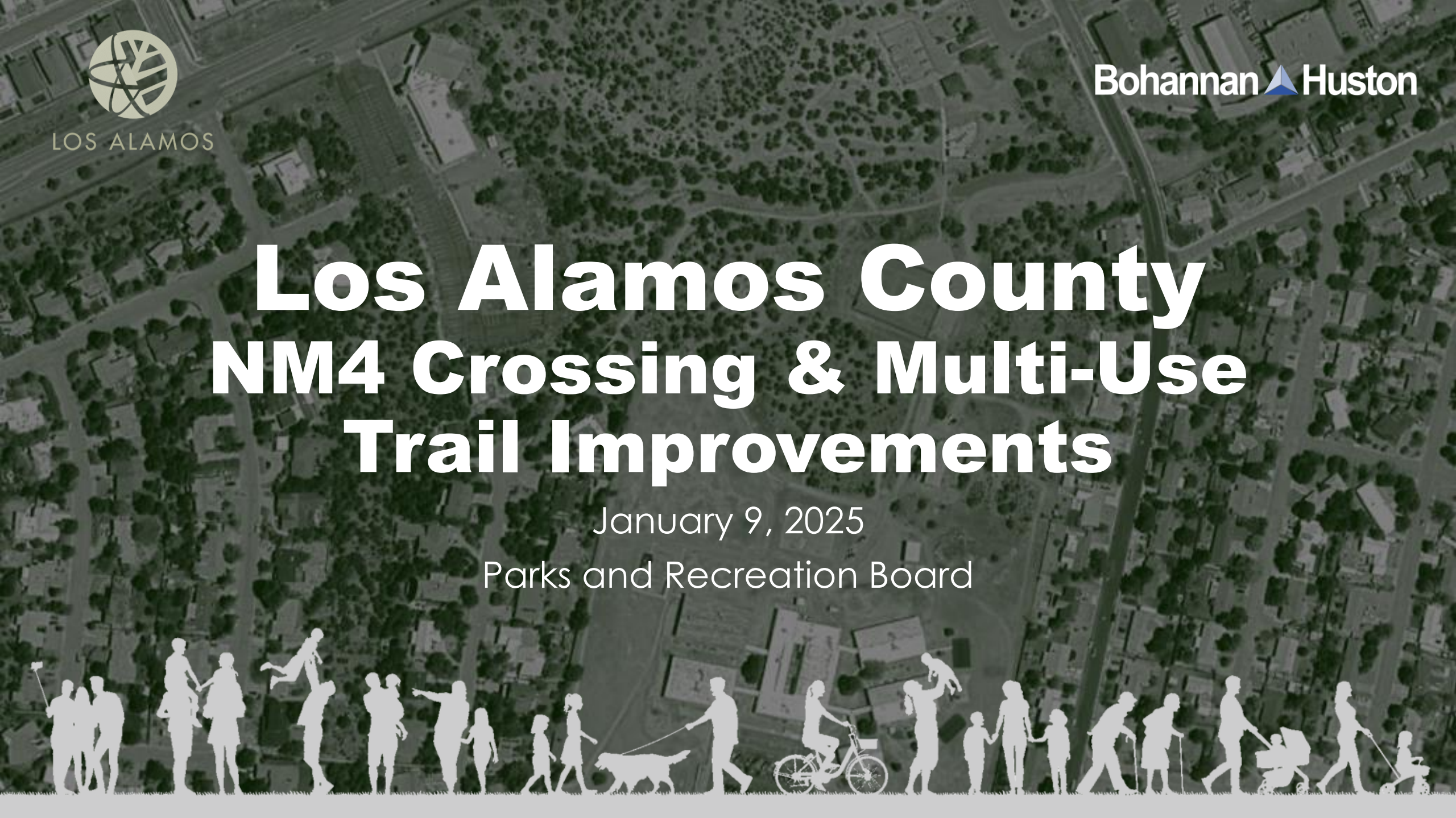




LOS ALAMOS


Bohannon  Huston

Los Alamos County NM4 Crossing & Multi-Use Trail Improvements

January 9, 2025
Parks and Recreation Board

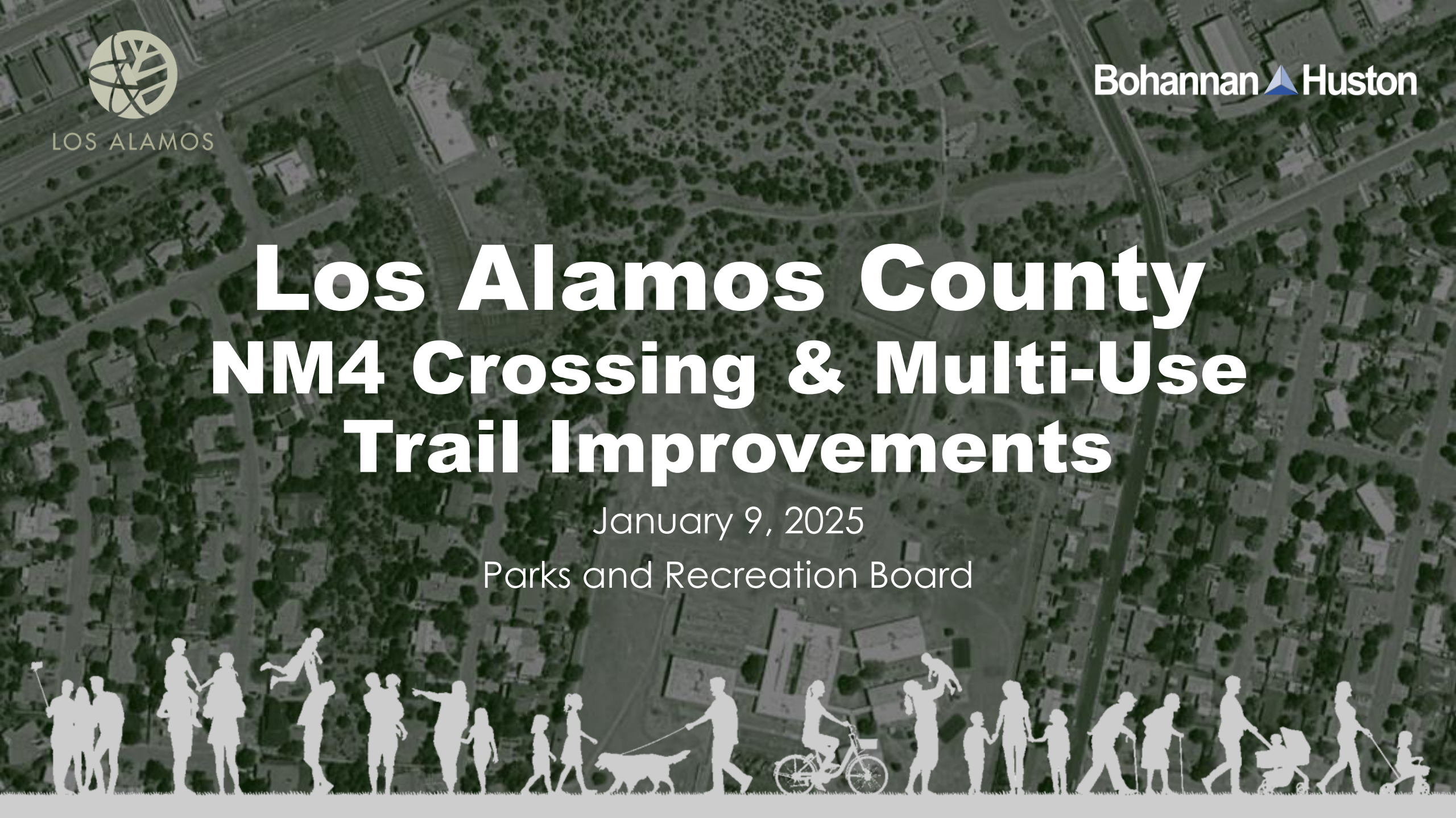




LOS ALAMOS


Bohannon  Huston

Los Alamos County NM4 Crossing & Multi-Use Trail Improvements

January 9, 2025
Parks and Recreation Board

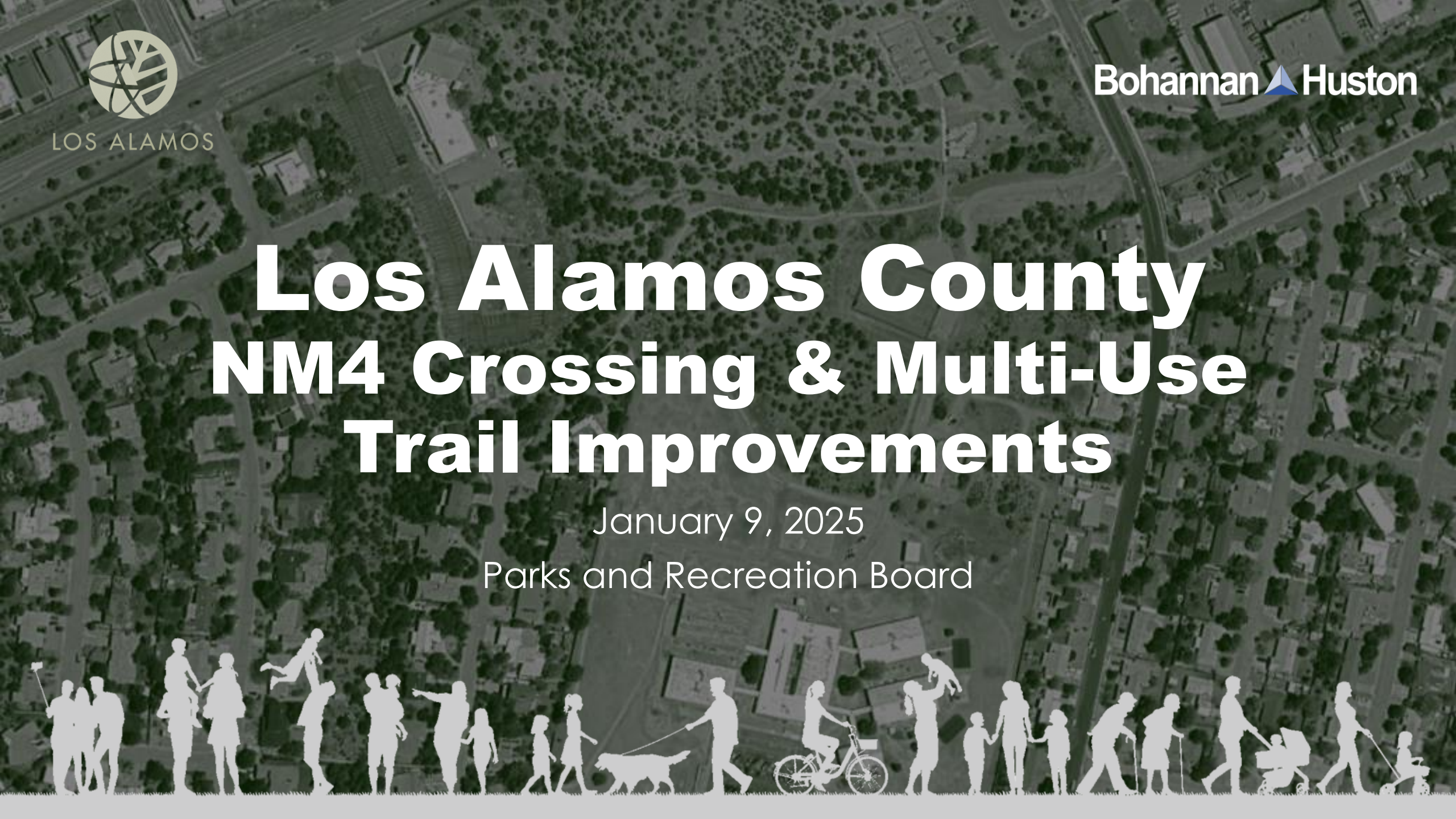




LOS ALAMOS

Bohannon  Huston

Los Alamos County NM4 Crossing & Multi-Use Trail Improvements

January 9, 2025
Parks and Recreation Board





LOS ALAMOS

Bohannon  Huston

AGENDA

- Introductions
- Project Overview
- NM4 Crossing
- Pinon Park
- Piñon Elementary School Trail
- Schedule
- Next Steps



INTRODUCTIONS



LOS ALAMOS

Keith Wilson

Project Manager

Public Works Department

Bohannon  **Huston**

Jared Lee

Engineering Principal



PATHFINDER
Environmental

Bill Dunn

Environmental Lead



LOS ALAMOS

Los Alamos County
NM4 Crossing & Multi-Use Trail Improvements

Bohannon  **Huston**



PROJECT OVERVIEW

PROJECT OVERVIEW

- Congestion Mitigation and Air Quality Improvement (CMAQ) funds from NMDOT
- Reconstruction of Multi-use trail along Eastbound NM4 with enhanced mid-block crossing (HAWK)
- Lane reduction on Westbound NM4 to accommodate new multi-use trail and enhance pedestrian safety
- Reconstruction of existing trails through Pinon Park, including connection to Sherwood Blvd and Sierra Vista Dr
- Construction of new trail along west side of Pinon Park
- Associated Drainage Improvements
- Possible reconstruction of trail from Pinon Park to Grand Canyon Dr. on west side of Pinon Elementary School.

Benefits

- Safety
- Accessibility/Connectivity:
 - *Mirador Subdivision*
 - *Pinon Elementary*
 - *Pinon Park*
 - *Local businesses*
 - *Existing neighborhoods*
- Park Improvements



VICINITY MAP

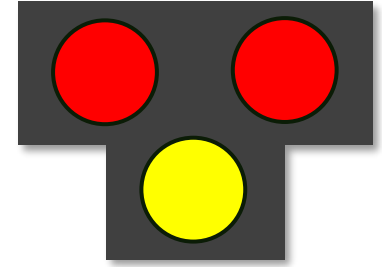
Within the Project Area:

- NM4
- Piñon Park
- Piñon Elementary School



PROJECT DETAILS

NM4 CROSSING IMPROVEMENTS

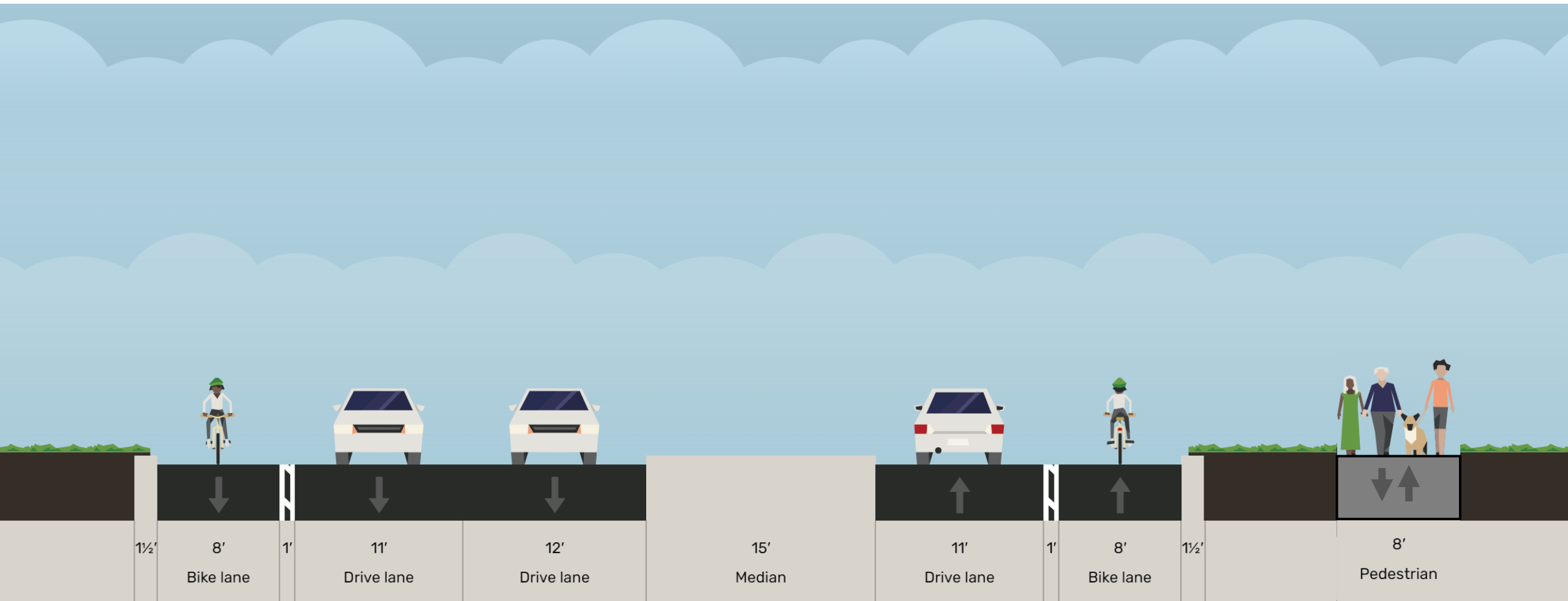


- **Lane reduced from 2 to 1 lane Westbound along NM4** to allow space for a protected walking/shared use space along northside of NM4
- **Turning lane improvements** as needed along NM4
- **Extend 35MPH Speed Limit** along NM4 to the west of La Vista Dr
- **Addition of a mid-block crossing with a Pedestrian Hybrid Beacon (HAWK)** for pedestrians and students to cross NM4



NM4 Cross Section

Existing Conditions



ROADWAY SECTION

- Existing Trail to be Reconstructed
- New Trail

Mirador
Subdivision

On-Street Trail

Lane Reduction

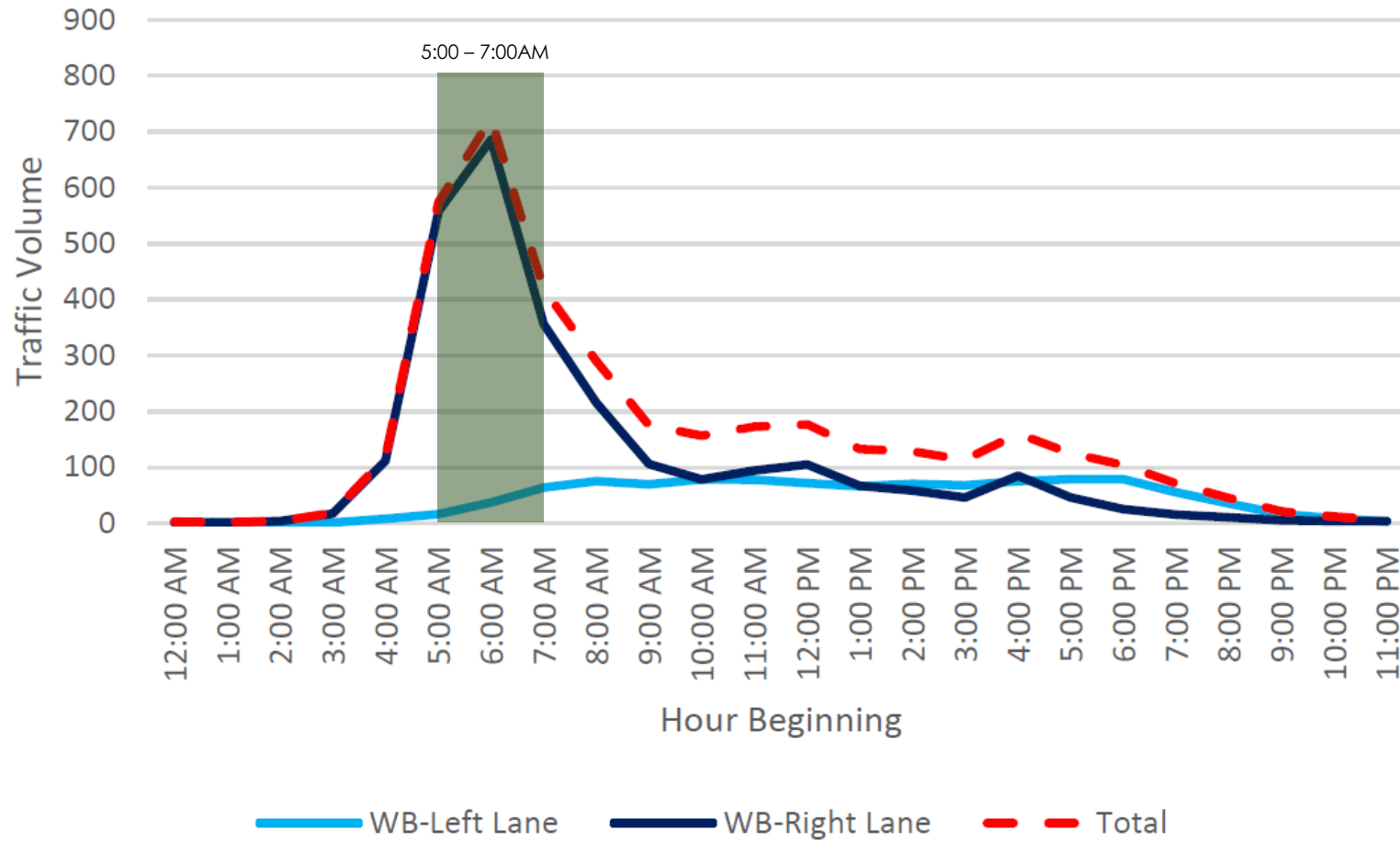
To Sherwood Blvd
Businesses

Right Turn Lane

NM 4

To Piñon
Elementary
School

NM4 - Btwn Sherwood Blvd & La Vista Dr
Westbound Lanes - Weekday Average
Sept 16- Sept 19, 2024



Existing Trail to be Reconstructed

New Trail

ROADWAY SECTION

Mirador Subdivision

On-Street Trail

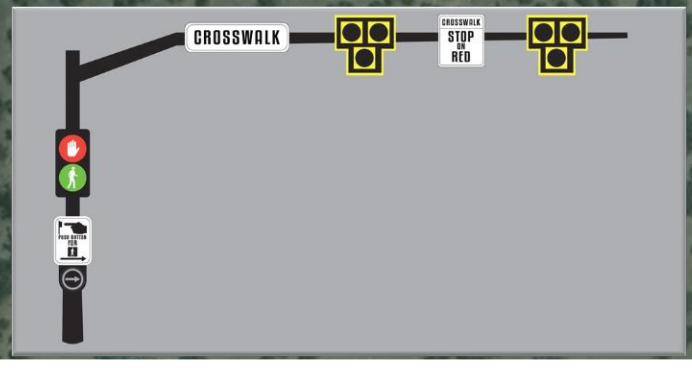
Lane Reduction

To Sherwood Blvd
Businesses

NM 4

To Piñon
Elementary
School












Proposed HAWK Crossing



HAWK SIGNALS



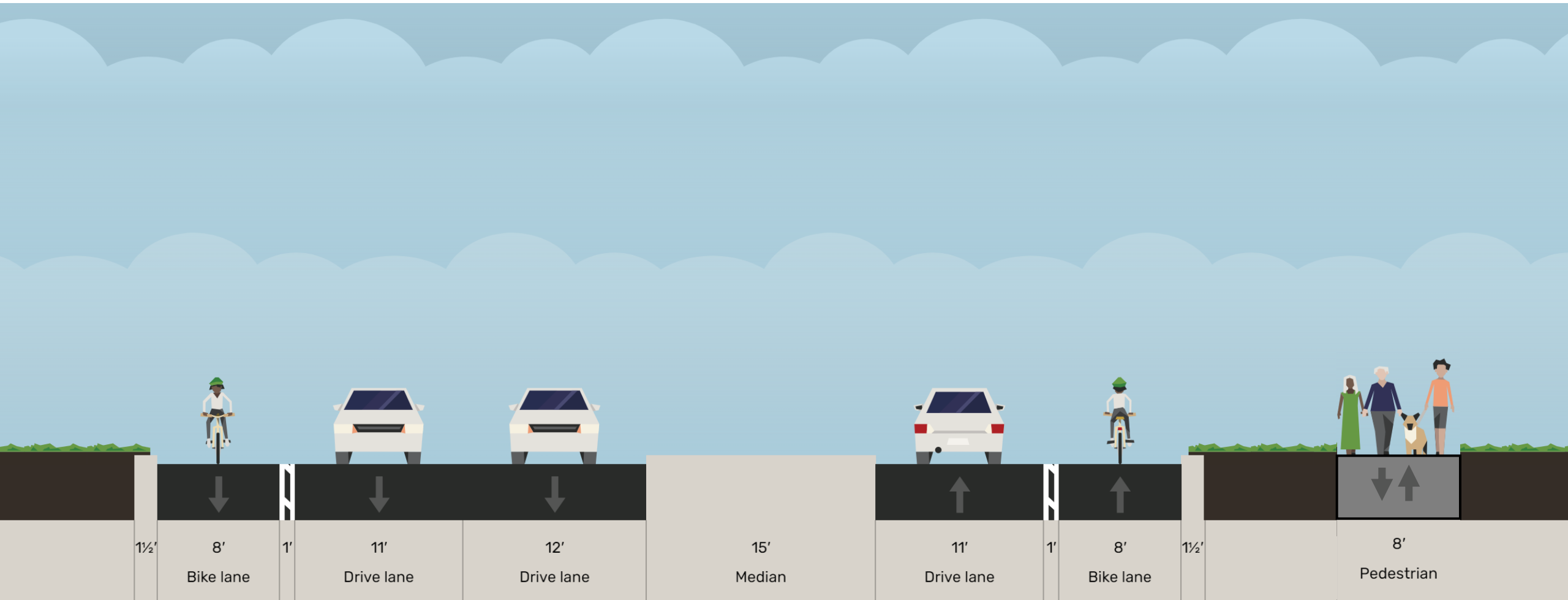
Source: The Land

PEDESTRIANS 		DRIVERS 	
SEE THIS	DO THIS	SEE THIS	DO THIS
	PUSH THE BUTTON		DRIVE Always look for people who plan to cross.
	STOP & WAIT for the WALK signal.	 FLASHING	SLOW DOWN A person has activated the push button.
	START CROSSING Always watch for cars.		PREPARE TO STOP
	FINISH CROSSING		STOP for pedestrian. (As with any signal RED means STOP)
		 FLASHING	STOP FIRST Proceed with caution if no people are present.

Source: City of Phoenix, AZ

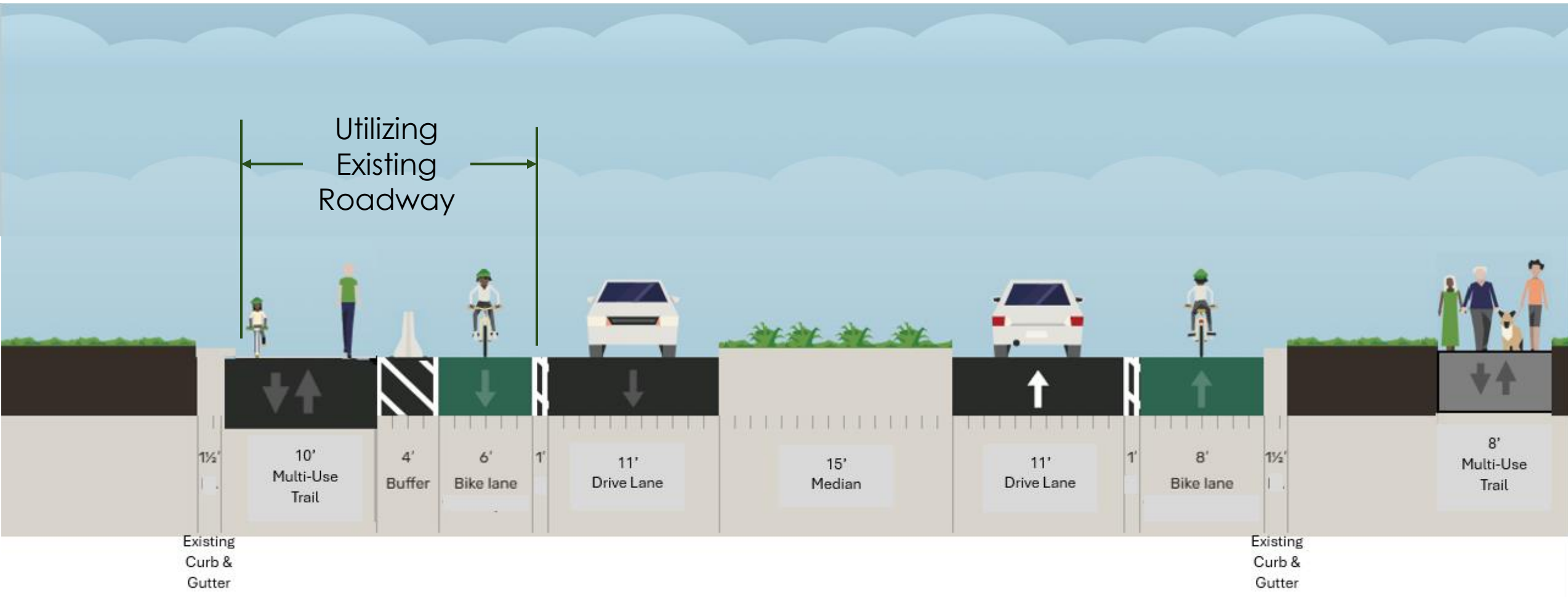
POTENTIAL CROSS SECTIONS

Existing Conditions



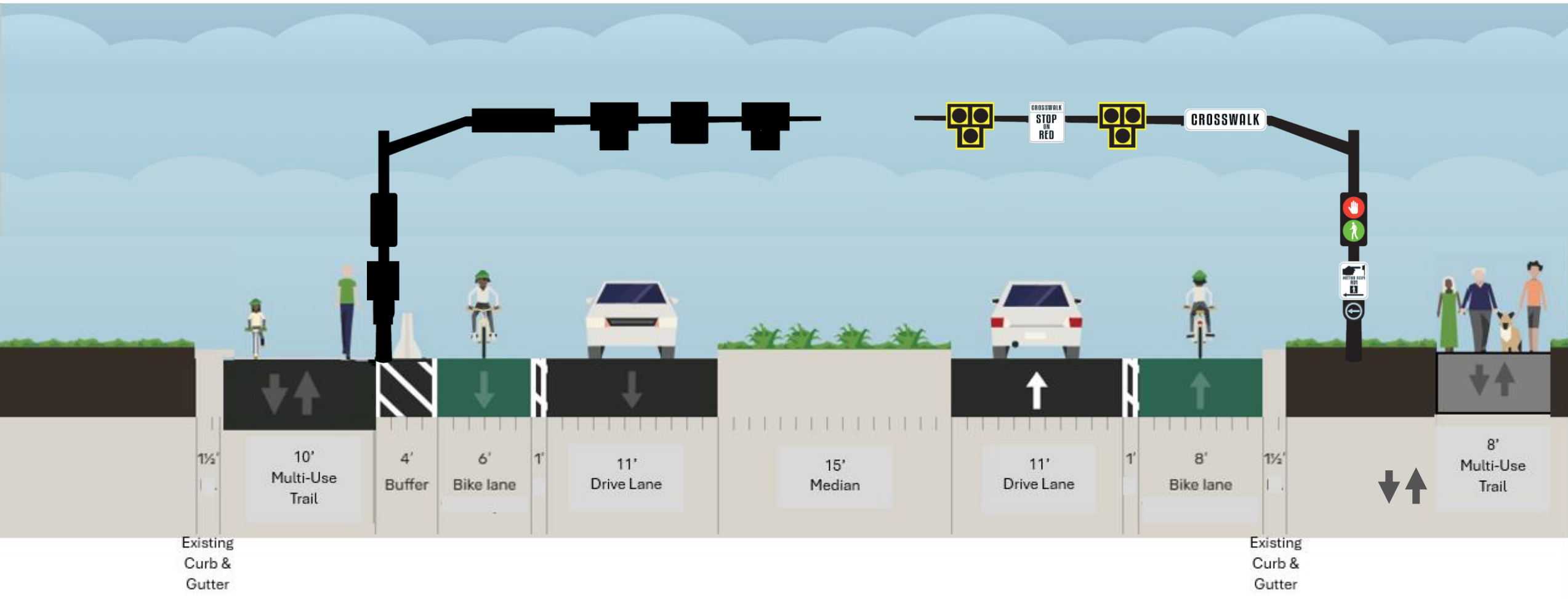
POTENTIAL CROSS SECTIONS

Proposed



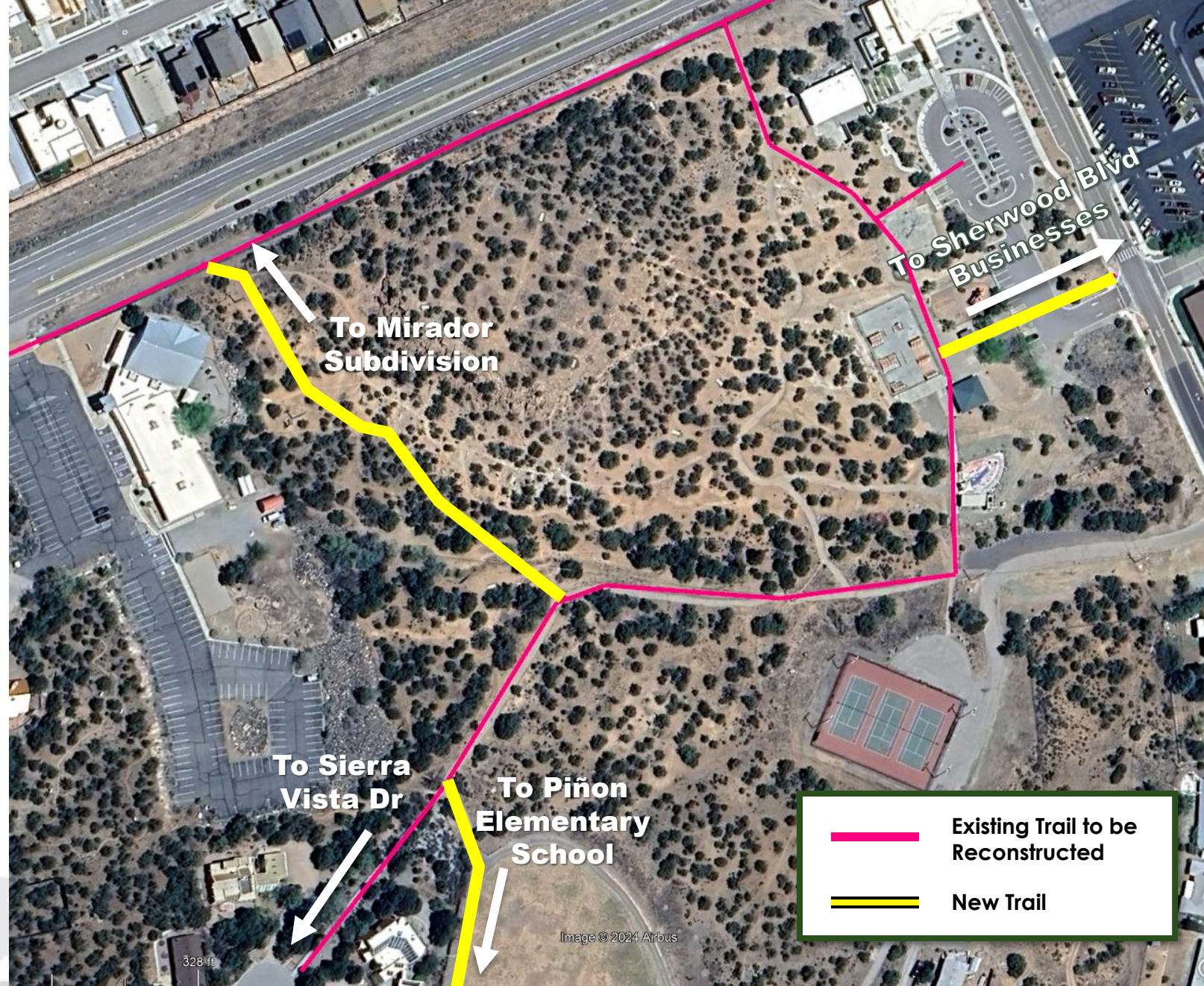
POTENTIAL CROSS SECTIONS

Proposed



PROJECT DETAILS PINON PARK

- ~3000 linear feet of **existing trail reconstruction** to improve the existing trails conditions and accessibility
- ~750 linear feet of **new trail** to connect NM4 through the park along the west side
- **Sidewalk connection to Sherwood Blvd** crossing from the skatepark/playground area
- **Sidewalk connection to Sierra Vista Dr**
- **Replacing the existing timber bridge** crossing with an improved solution
- **Drainage improvements** to key locations within the park and along the Pinon Park trails





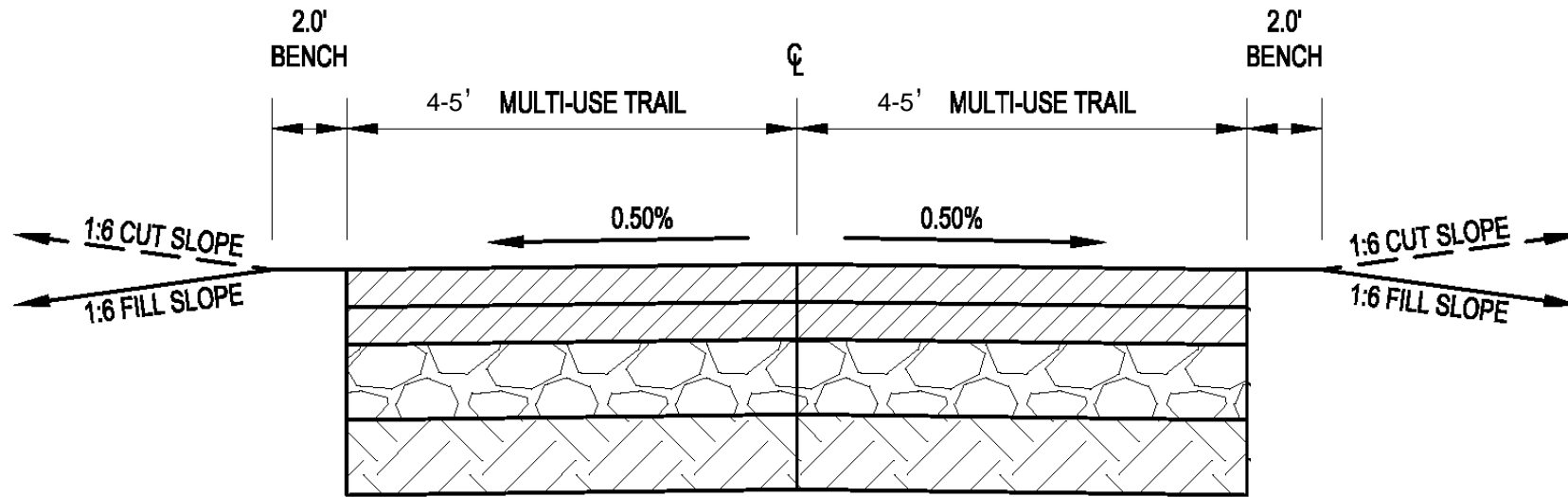
PIÑON PARK

Existing Conditions



PIÑON PARK

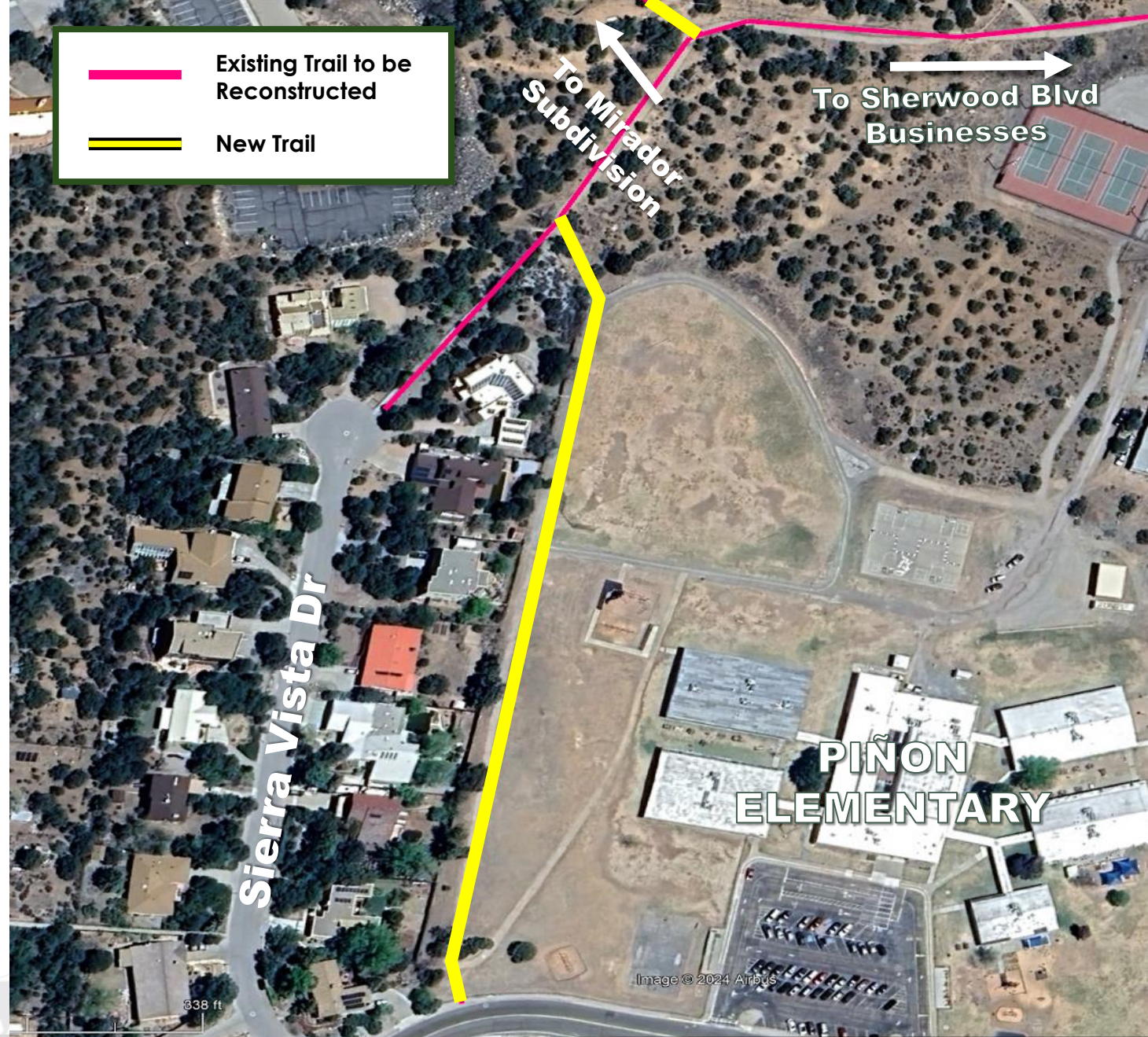
8-10' Trail Dimensions



PROJECT DETAILS

PIÑON ELEMENTARY TRAIL

- In **discussions with Los Alamos Public Schools to obtain an easement** to allow this trail section to be incorporated into the project.
- **~850 linear feet of existing trail reconstruction** along the west side of the school campus to improve the existing trail condition and accessibility. Proposed to be dedicated as a public access easement.
- **Extending the existing trail** to connect with the sidewalk on the northside of Grand Canyon Drive



A high-contrast, black and white photograph showing the lower legs and feet of several people walking across a crosswalk. The crosswalk is marked with thick white stripes on a dark asphalt surface. Long, dark shadows are cast across the stripes, indicating a low sun position. The text 'NEXT STEPS' is overlaid in the top right corner in a bold, white, sans-serif font.

NEXT STEPS

PROJECT SCHEDULE

Public Meeting 1:
November 7, 2024

Final Design (90%):
Early May 2025

Approved Design (100%):
Summer 2025

Public Meeting 2:
Spring 2025

Public Meeting 3:
Mid-May 2025

Construction:
Summer 2025 – Fall 2026



QUESTIONS?



Comments/Contacts

Keith Wilson

Public Works Department

1000 Central Avenue, Suite 160

Los Alamos, NM 87544

or

Email: keith.wilson@lacnm.us

or

Phone: (505)663-1757



Thank You!

The Public Works Department staff thanks you for taking time out of your busy schedule to participate in the design and construction of this important public project!





County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: Cory Styron

Legislative File: 19547-25

Title

Los Alamos Ice Rink Shade Structure Evaluation

Body

Presentation by Public Works on ice rink shade structure.

Attachments

A - Ice Rink Shade Structure Presentation

Los Alamos Ice Rink Shade Structure Evaluation

First Public Meeting
Parks and Recreation Board
January 9, 2025

Incorporated County of Los Alamos

Public Works Department
Community Services Department
County Public Relations

Project Team

- Brendan Tuning – Ice Rink Manager
- Katherine Hudspeth – Recreation Superintendent
- Julie Williams-Hill – Public Relations Manager
- John McNamara – Design Professional, Wilson & Co.
- Sobia Sayeda – Project Manager
- Miguel Jimenez – Sr. Project Manager

Background

- Persistent issues that limit the Ice Rink usability
 - Ice loss to sun load in early November and from mid-January until the end of the ice-skating season
 - Sun & rain exposure during summer months
- On-going & future improvements to ice making systems
 - Replacement of refrigeration plant/chiller (in progress)
 - Replacement of aging refrigerated floor (pending shade structure evaluation)
- Timely opportunity to reassess possibility of adding a shade structure

Meeting Objective

1. Introduce the Planning & Public Outreach Phase
 - Summary of December 16, 2024 Listening Sessions
2. Present a Summary of Previous Efforts
3. Public Outreach Next Steps

Scope of Planning Phase

- Engage the community in three public meetings to gather input and inform decision-making
- Research and evaluate shade structure alternatives
 - Analyze up to three alternatives that meet project needs
 - Assemble budgetary costs to design/build/maintain shade structure alternatives
- Obtain recommendations for design development

Listening Sessions

Who: LA Derby Dames and LA Hockey Association

When: December 16, 2024

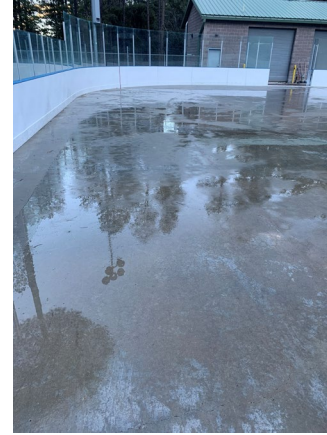
Where: Room 200, Municipal Building

- Gathered information and input in relation to a shade structure for Los Alamos Ice Rink.
- Understand perspectives, concerns, and needs to inform decision making.
- Public outreach process and schedule.

Input from Listening Sessions

Los Alamos Derby Dames	Los Alamos Hockey Association
The ice rink is a facility used extensively year round Users ages are 6-years old and up	
Weather reduces and even impedes the use of the ice rink - Loss of skating time	
Floor slippery when wet – fall safety concerns Injury insurance issues Players are exposed to high heat radiation	Ice loss during the beginning and end of season Slushy ice is a fall safety concern Snow accumulation on the ice is not easy to remove
Cancellation of scheduled games, bouts, and tournaments	
Shade/cover structure requirements	
Provide complete coverage of the track – 108'x75'	Total or partial coverage of the floor
Provide cover from sun and rain	Provide cover from sun and snow fall
Maintain the open-air character of the ice rink	Proper lighting for evening/night play
Good for business – Roller Derby and Hockey attract teams from around the region	
No other local venue available for roller Derby	Only NHL size outdoors rink in the Southwest Many teams around the Country want to play here

Input from Listening Sessions



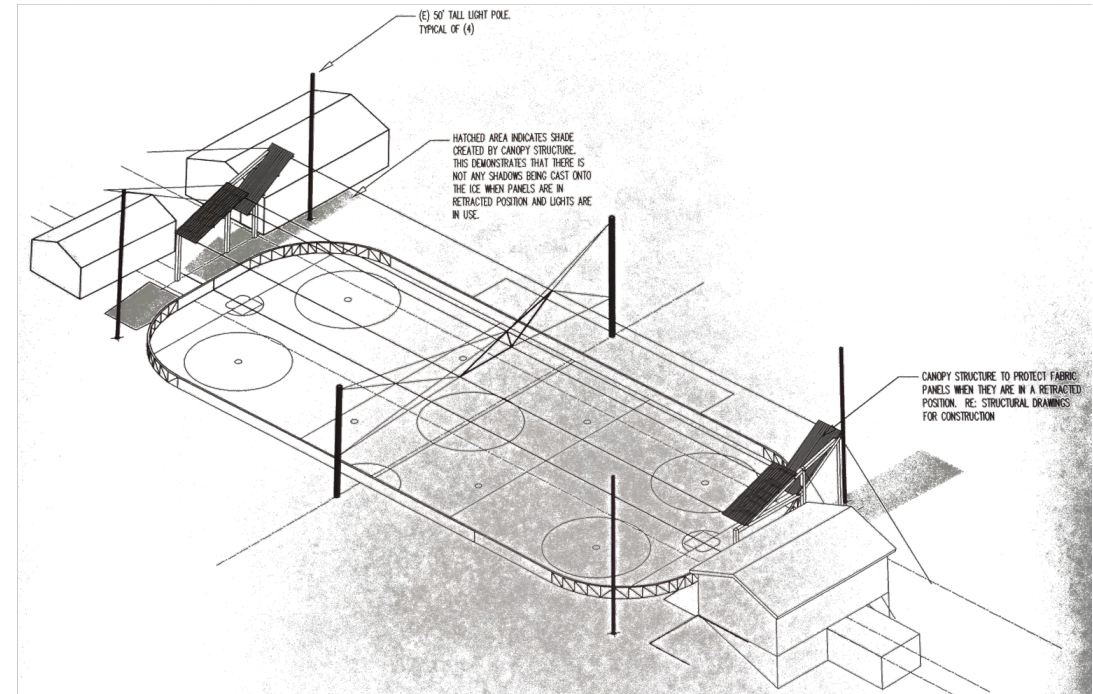
Previous Shade Structure Assessments

Three previous feasibility assessments

1. Retractable shade structure (2004)
 - Concurrent with the new floor and refrigeration plant
 - Design was completed, budget was not approved
2. Ice Rink Feasibility Study (2011-2012)
 - One of four CIP feasibility options considered at the time
 - Conceptual study: Three cover options
 - Funding estimated: \$2.7M - \$3.29M
 - Postponed due to budget prioritization
3. Ice Rink improvements + Shade Structure Alternate (2017-2019)
 - Conceptual study: Three cover options
 - Funding estimated: \$560K - \$4M
 - Not approved due to GRT revenue concerns

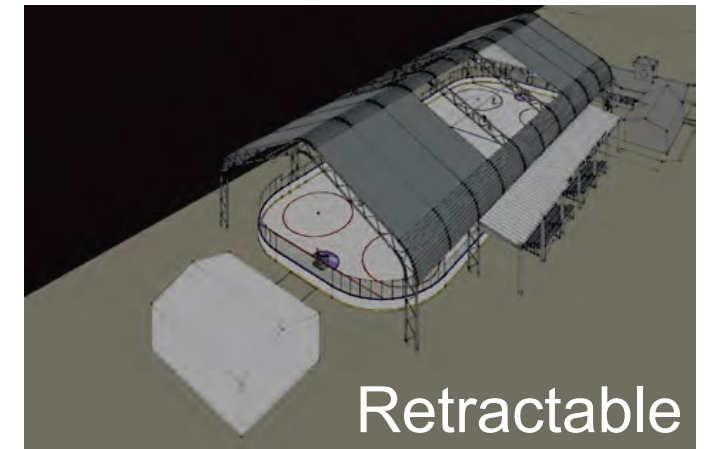
Retractable Shade Structure (2004)

- Cable supported shade structure with retractable shade panels
- Partial floor coverage
- Complete and custom design
- Does not support snow loads
- Shade panels do not support 50-year wind speed
- No information about possible cost



Ice Rink Feasibility Study (2011-2012)

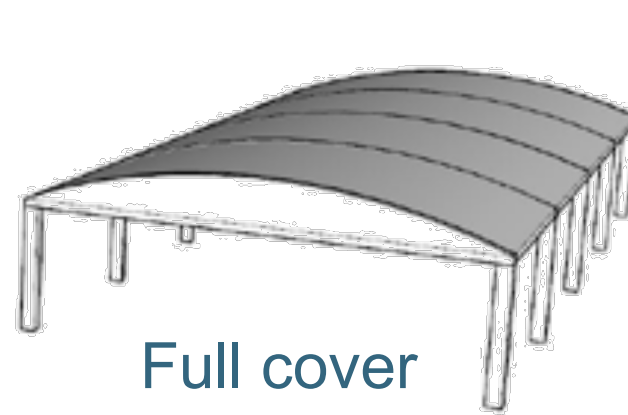
Cover option	Cost estimate
Permanent	\$ 2.7M
Retractable	\$ 3.21M
Cantilever	\$ 3.29M



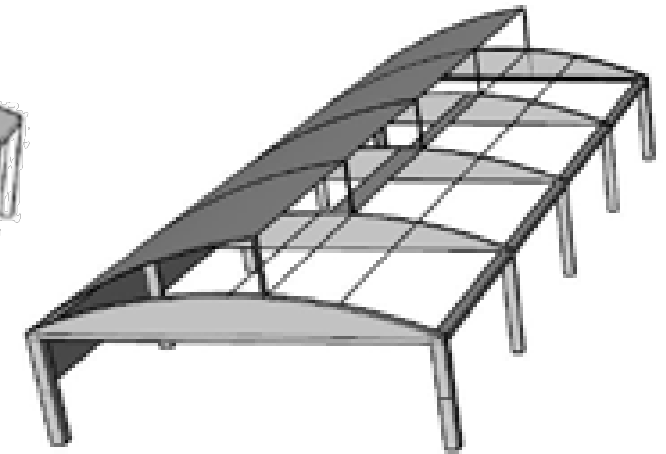
- Conceptual study
- Architectural membrane, steel cables and truss structure
- Area covered: 20,000 sq. ft
- Includes lighting, CO2 monitoring devices, sound system, exhaust fans, foundation, and spectator bleacher cover.
- Retractable option includes motor and retractable panels
- Cost estimates are in 2012 dollars.

Ice Rink Shade Study (2017-2019)

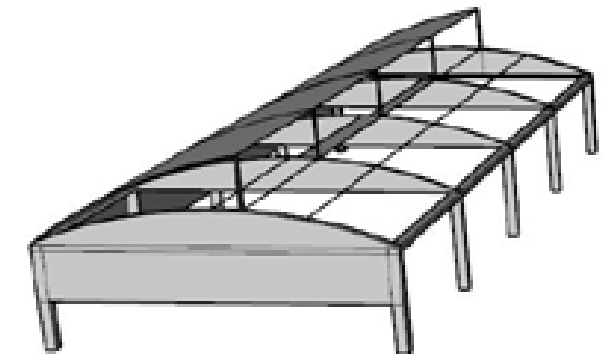
Cover option	Cost estimate
Full	Pre-fabricated: \$ 560K Custom: \$ 2.5M
Partial	Pre-fabricated: \$ 600K – 900K Custom: \$ 2.2M – 2.5M
Retractable	Custom: \$ 3M – 4M



Full cover



Partial cover A



Partial cover B

- Conceptual study
- Tensile fabric structures with lightweight, durable covers stretched over metal structure
- Area covered: 20,000 sq. ft
- Not included: lighting, site development or soft costs
- Retractable option was not conceptualized, only an opinion on probable cost was provided
- Cost estimates are in 2018 dollars

Public Outreach Process

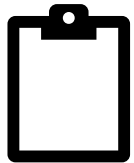
Inform and engage the community



Three public meetings



Website



Two online surveys

Public Meetings

1. First meeting

- January 9, 2025
- Present the scope of the conceptual phase and public outreach process
- In-person, Parks and Recreation Board

2. Second meeting

- March 11, 2025
- Present shade structure and budget options
- Collect public input on preferred shade and budget option
- In-person, Parks and Recreation Board

3. Third meeting

- April 8, 2025
- Present results of public outreach and shade/budget option preferred by the community
- In-person, presentation to County Council

Website

- Google: Conceptual Shade Structure Los Alamos
- Conceptual phase scope
- Updates
- Public meetings schedule
- Access to the survey

Announcement

Join us for the first of three public meetings on January 9, 2024, at 5:30 p.m. as part of the Parks & Recreation Board Meeting in room 110, 1000 Central Ave., Los Alamos, NM.

Project type	Conceptual phase: Determine specifications needed for a conceptual shade structure design that can be incorporated into the future Ice Rink floor replacement project.
Project value	TBD
Project schedule	Explore specifications for a potential shade structure (type, size, and budget) for the April 2025 budget hearings.
Contractor name	Wilson & Co. Engineers and Architects
Completion Date	April 24, 2025

Project Scope

Identify the needs and specifications for potential shade structure options that can be integrated into a future project to replace the aging refrigerated floor of the Los Alamos Ice Rink.

- Research and evaluate shade structure alternatives.
- Identify three shade structure concepts that meet the County's needs.
- Provide budgetary estimates for design, installation, and maintenance.
- Engage the public in three public meetings to gather community input and inform decision-making.
- Offer recommendations for design development and construction bidding.



<https://www.losalamosnm.us/County-Projects/Conceptual-Shade-Structure-for-the-Ice-Rink>

Surveys

Collect community input and inform decision making

1. First survey

- Collect input on shade structure perspectives to inform decision making
- Opens to the community on January 9, 2025
- Open for 14 days

2. Second Survey

- Collect input on preferred shade and budget option
- Opens to the community on March 11, 2025
- Open for 14 days

Public Outreach Schedule

Event	Date	Location
First public meeting	January 9, 2025	Parks & Rec. Board
First survey (14 days)	January 9, 2025	Online
Second public meeting*	March 11, 2025	Parks & Rec. Board
Second survey (14 days)	March 11, 2025	Online
Third Public Meeting*	April 8, 2025	County Council mtg.

* Dates will be confirmed through Press Releases

THANK YOU!

Feel free to contact us at:
Los Alamos County Public Works Department



(505)-662-8150



lacpw@lacnm.us



County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
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Agenda No.: D.

Index (Council Goals):

Presenters: Jerry Cowan

Legislative File: 19575-25

Title

North Mesa Stables, Arenas & Rodeo Grounds Website Presentation

Body

Linda Lindstrom, CSD Sr. Management Analyst, will present changes on the North Mesa Stables, Arenas & Rodeo Grounds website.

Attachments

A - North Mesa Stables, Arenas & Rodeo Grounds Website Presentation

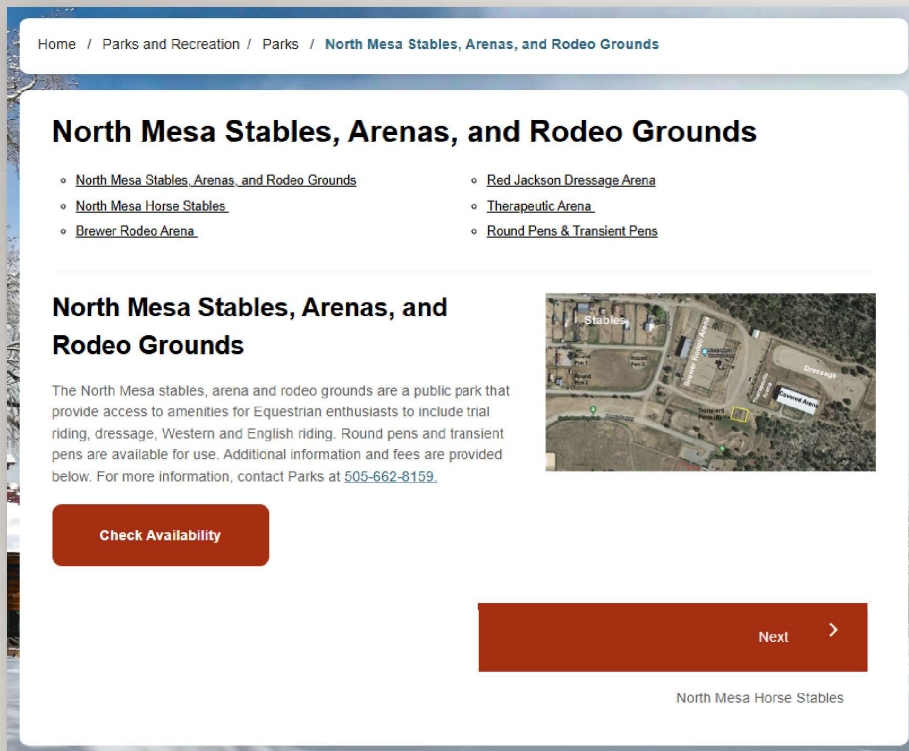


EQUESTRIAN & LIVESTOCK WORKING GROUP

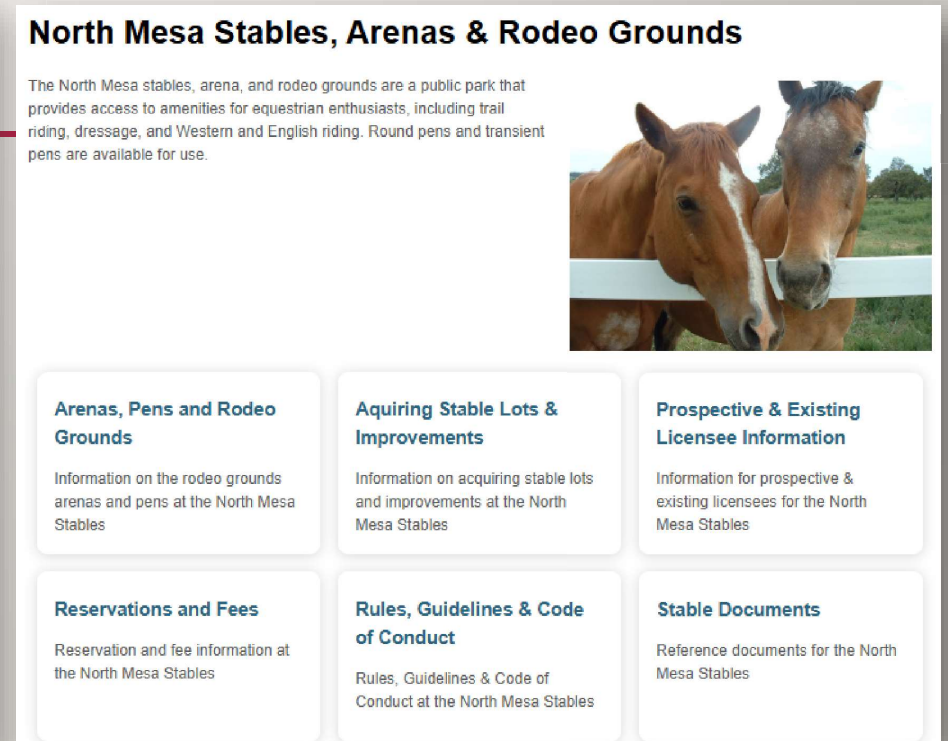
WEBSITE SUGGESTIONS & CHANGES FOR THE
NORTH MESA STABLES, ARENAS & RODEO GROUNDS



WEBSITE LANDING PAGE CHANGES



Existing



Updated

SUGGESTIONS TAKEN FROM THE EQUESTRIAN & LIVESTOCK WORKING GROUP

- Accuracy of facility listings and details.
- Review grammar and ensure clear, professional language.
- Highlight applicable rules and guidelines.
- Ensure links are accurate, applicable and functional.
- Correct fees and reservation details.

CSD STRUCTURE UPDATES AND REORGANIZATION

Based on the edits and suggestions from the workgroup, the website has been structurally updated and reorganized into six sections to better streamline future updates and accuracy. These six sections include:

1. Arenas, Pens and Rodeo Grounds
2. Acquiring Stable Lots and Improvements
3. Licensee Information, existing & prospective
4. Reservations & Fees
5. Rules, Guidelines & Code of Conduct
6. Stable Documents

HIGHLIGHTS

- Compartmentalized the information into six sections for easy navigation.
- One stop shop for referenced documents throughout website.
 - All links point to this section and will be in one place when documents need to be updated.
- Provided all rules, guidelines and the County's Code of Conduct into one area, applicable to each part of the Stables & Rodeo Ground park facilities.
- Quick links and contact information were added to the bottom of each page.

LIVE OVERVIEW OF NEW NORTH MESA STABLES WEBPAGES

North Mesa Stables, Arenas & Rodeo Grounds

The North Mesa stables, arena, and rodeo grounds are a public park that provides access to amenities for equestrian enthusiasts, including trail riding, dressage, and Western and English riding. Round pens and transient pens are available for use.



Arenas, Pens and Rodeo Grounds

Information on the rodeo grounds arenas and pens at the North Mesa Stables

Acquiring Stable Lots & Improvements

Information on acquiring stable lots and improvements at the North Mesa Stables

Prospective & Existing Licensee Information

Information for prospective & existing licensees for the North Mesa Stables

Reservations and Fees

Reservation and fee information at the North Mesa Stables

Rules, Guidelines & Code of Conduct

Rules, Guidelines & Code of Conduct at the North Mesa Stables

Stable Documents

Reference documents for the North Mesa Stables



...to the Equestrian & Livestock Working Group
for your assistance in reviewing and offering feedback.



County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: E.

Index (Council Goals):

Presenters: Parks and Recreation Board

Legislative File: 19501-24

Title

2025 Parks & Recreation Work Plan

Recommended Action

I move that the Parks & Recreation Board approve the 2025 Workplan as presented.

Or

I move that the Parks & Recreation Board approve the 2025 Workplan as amended.

Or

I move that the Parks & Recreation Board authorize the PRB Chair and Staff Liaison to revise and finalize the 2025 PRB plan.

Body

Board will discuss and update the 2025 Work Plan. Work Plan is due January 31, 2025. Council Priorities will be forthcoming in January.

Attachments

A - Draft 2025 Work Plan

2025 Work Plan for Los Alamos County Boards and Commissions

Board or Commission Name:

Date Prepared:

Date Approved by Council:

Prepared By:

Purpose:

The purpose of the work plan is to provide a detailed outline of tasks, activities, timelines, and resources required by this Board or Commission to achieve its annual goals. The purpose of most boards is to gather public input, to review policy recommendations by staff when requested, and to make policy recommendations to the County Council.

Process Timeline:

November: County Council Strategic Planning

December: Boards and Commissions review and develop work plans (sole item on December agenda)

January: Finalize and submit work plans for Council review.

Due Date: January 31

Time Frame: This work plan will be accomplished in the following time frame:

January 1, 2025, through December 31, 2025

Members: List members, term start and end dates, and term number.

Member	Start/End Dates	Term (1st or 2nd)

Chairperson:

Department Director:

Work plan developed in collaboration with Department Director? (Y/N)

Staff Liaison:

Administrative Support:

Council Liaison:

Work plan reviewed by Council Liaison? (Y/N)

1.0 Previous Calendar Year Work Plan Highlights

1.1 List the top five activities for the previous calendar year.

1.1.1

1.1.2

1.1.3

1.1.4

1.1.5

1.2 List the top five accomplishments for the previous calendar year.

1.2.1

1.2.2

1.2.3

1.2.4

1.2.5

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1.3 List the lessons learned for the previous calendar year.

1.3.1

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1.3.2

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1.3.3

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1.3.4

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1.3.5

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2.0 Calendar Year 2025 Work Plan

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

2.1.1

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2.1.2

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2.1.3

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2.1.4

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2.1.5

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2.2 List other projects and/or activities being proposed by this Board/Commission, in priority order.

2.2.1

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2.2.1

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2.2.2

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2.2.3

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2.2.4

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2.2.5

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2.3 List the guiding documents or plans used by this Board/Commission.

2.3.1

3.0 Identify interfaces with County departments and/or other Boards/Commissions that are necessary to achieve this work plan.

3.1

3.2

3.3

3.4

3.5

4.0 List any special events this Board/Commission plans to participate in that will support this work plan.

4.1

4.2

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4.3

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4.4

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4.5

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5.0 List active Working Groups within this Board/Commission, if any, along with the purpose and member names of each one.

5.1

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5.2

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5.3

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5.4

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5.5

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Attachment A

Place an X in the column on the right if the Council priority is related to the work of the Board or Commission:

Quality Governance	
Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.	
Communication and Engagement	
Inform, educate, and solicit feedback from the community and boards and commissions on County projects, policies, and priorities to promote a culture of open communication and collaboration and foster exceptional customer service.	
Intergovernmental, Tribal, and Regional Relations	
Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities.	
Fiscal Stewardship	
Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards.	
Operational Excellence	
Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve.	
Effective, Efficient, and Reliable Services	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, and efficient implementation.	
Infrastructure Asset Management	
Evaluate the County's assets and infrastructure and prioritize funding to first maintain and protect those investments and second to inform new investments.	
Employee Recruitment and Retention	
Attract and employ diverse and highly qualified staff; retain staff through development opportunities, compensation, and benefits; and promote staff to address increasingly complex challenges.	
Economic Vitality	
Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.	
Housing	
Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a changing and growing population, particularly middle- and lower-income households.	
Local Business	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in opportunities for growth.	
Downtown Revitalization	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the downtown master plans.	
Tourism and Special Events	
Sponsor special events, support major employer and community events, and promote tourism by enhancing amenities, utilizing facilities and contract services, and encouraging overnight stays.	
Community Broadband	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	

Quality of Life Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living.	
Health, Wellbeing, and Social Services	
Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and promote wellbeing in the region.	
Diversity, Equity, and Inclusivity	
Promote diversity, equity, and inclusivity through community awareness training, targeted events, and expanded opportunities for diverse interests.	
Mobility	
Improve and expand access to, and all-ability accommodations for, alternative modes of travel including public transit, cycling, and walking amenities and services.	
Educational, Historical, and Cultural Amenities	
Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	
Open Space, Parks, and Recreation	
Manage County open space and maintain and improve parks and recreation facilities, trails, and amenities as defined by adopted plans and approved projects.	
Public Safety	
Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans.	
Environmental Stewardship Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices in coordination with community and organizational partners.	
Natural Resource Protection	
Take actions to protect the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.	
Greenhouse Gas Reduction	
Establish targets for achieving net-zero greenhouse gas emissions and integrate sustainability and resiliency practices into County policies and operations.	
Carbon-Neutral Energy Supply	
Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and phase out natural gas supply by 2070 through energy-efficient, all-electric buildings.	
Water Conservation	
Reduce potable water use and increase non-potable water use and water harvesting for irrigation where suitable.	
Waste Management	
Manage waste responsibly by diversion of solid waste from landfills through recycling, re-use, composting, and waste reduction programs and zero-waste education campaigns; and pursue efficient long-term solutions for disposal of solid waste.	



County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Jerry Cowan

Legislative File: 19551-25

Title

Chairman's Report

Body

Vice Chair Cowan will present the Chairman's Report.



County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Cory Styron, Katherine Hudspeth and Wendy Parker

Legislative File: 19552-25

Title

Staff Report

Body

PRB Report and project updates will be presented by CSD Liaison(s).

Attachments

A - Project Updates

Parks and Recreation Board Project Updates

General Fund Budget Options	FY23 Budget	Where at in the County Flow?	
Add permaculture for barriers and weed protections	\$50,000	Task order AGR22-21c/#3 has been initiated with Huitt-Zollars for recommendations to reduce the maintenance requirements for the medians on Canyon Road while emphasizing aesthetics. First meeting held on 1/25/23, anticipate 2 median designs recommendations for public review at the January 2024 Parks and Recreation Board meeting. Staff will present to the Transportation Board on March 7, 2024. Contractor has finalized median plan documents and will create construction documents. Task order completed August 7, 2024. Construction will begin in 2025.	Budget Options
On-Call Landscape Architect Services	\$70,000	Using for Median Landscape work	Budget Options
Ice Rink Parking Lot Evaluation	\$35,000	Parks Division is working with Public Works on a task order to evaluate and make recommendations on the grade. Review is complete with a cost estimate for consideration for FY25 budget. A task order has been issued for this project and will be completed spring 2025.	Budget Options
Ashley Pond Shade Structures	\$100,000	Desired structure information shared with two vendors. Waiting on respond from the second vendor. The Historical Board supports the shade structures as presented on August 6, 2023. Staff is working with Creative Recreational Designs for purchase/installation of the pavilions. Public Works is assisting with as-builts for the project. Initial phase is estimated to begin August 2024 but has been delayed since the structures will not arrive until late August. Anticipated construction start is November 2024. This project has three contractors with specific areas of construction. Project will begin November 18 due to weather delays. Pavilion structures are completed. Final stone work on columns will be complete during the winter 2025.	Budget Options
Park Signage	\$75,000	Sign specifications have been reviewed and park locations selected for the initial installation. Signs are being produced.	Budget Options
Grand Canyon Tot Lot	\$90,000	Park moved to FY25 due to IMP and ADA report. No update at this time.	Budget Options
Parks Small Capital CIP/ Major Capital	FY24 Budget	Project Notes	
Outdoor class room	\$30,000	Task Order being developed for architectural services	CSD Small Cap
Kinnikinnik Accessible trail	\$100,000	Request for Proposals developed and sitting with Procurement. Project is partially funded with a \$65,000 grant from the Outdoor New Mexico division of the New Mexico Economic Development Department (NMEDD). Parks and Open Space staff completed the rough grading of the trail. The work will be to improve just under .5 mile (2,640 feet) section of trail to an ADA Certified trail using standards for trail design and construction that meets the requirements for paved trails as outlined in the Americans with Disabilities Act 1994 and 2010. CM Arborcare, Contract AGR23-33, Task Order #8, will install crusher fines supplied by the County will be spread to a 3" depth on the entire trail with a 1-2% side slope. Tread will be prepared (wetted and compacted) as necessary to prepare for the application of binding glue following Path Stabilizer instructions over the next month, dependent on the weather. The grant was extended through May 2025 due to ongoing issues in securing a contractor for the project. CM Arborcare is placing crusher fines during the week of December 2, 2024.	CSD Small Cap
Athletic Court Renovation	\$1,000,000	IFB25-36, Basketball & Tennis Courts will be advertised shortly and the project will include demo, develop and renovate North Mesa Tennis Courts and East Park Basketball Court. The evaluation committee is reviewing bids received.	Capital
ADA Audit Accessible Routes	\$250,000	Working with Public Works to address	Capital
ADA Audit Door	\$90,000	Working with Public Works to address	Capital
Asset Management Software	\$130,000	Asset Management Software contract is being created by the procurement division. This will be a piggyback method with Sourcewell or CES. AGR24-950 executed on April 1, 2024. The software implementation project meeting was held on Friday, April 26, 2024. The implementation will take 9-12 months.	Budget Option Updated

Parks and Recreation Board Project Updates

Trail and Open Space Management Plan	\$50,000	Final stages of RFP development and consultation with Procurement. RFP drafted and making its way through Procurement June 2023. Contract executed on February 22, 2024 with Site Southwest. Three public engagement meetings have been held (two in person and one virtual). The consultant is working on summarize information and working on a draft report.	CSD Small Cap
Parks Small Capital CIP/ Major Capital	FY25 Budget	Project Notes	
Synthetic Turf Master Plan	\$300,000	Under contract AGR24-75, NV5 will recommend optimal fields and alignments, provide construction estimates meeting NMAA, USA Baseball, and USA Softball requirements, and deliver a final design compliant with ADA standards. The study will also outline maintenance costs, necessary upkeep equipment, and management strategies. It is expected to be completed by June 2025. The project scope meeting was held on September 26th. The first public engagment meeting was held on Wednesday, October 30, 2024 - 5:30 p.m. - to 7:30 p.m. at Fuller Lodge. A survey collecting community feedback is posted on the County Project page. Another community engagement meeting will be held after the holidays.	Capital
Playground renovation Pinon and 37th Parks	\$1,000,000	Task order being developed for services to design and get public feedback on an ADA accessible Playground at each location. Task order executed June 27, 2023. Community input survey completed. Results are on the project website. Plan are at 65% completion. Construction will begin in 2025.	Capital
Renovation of Sport Fields (3 year plan)	\$3,500,000	IFB25-18 was awarded to Rio Grande Landscapes for a three year project renovating athletic field starting in 2025.	Capital
North Mesa Recreation Master Plan	\$100,000	Under contract AGR25-05 -05, Sites Southeast will develop a North Mesa Area Recreation Master Plan.	CSD Small Cap
North Mesa Picnic Master Plan	\$150,000	RFP25-29 was advertised November 8, 2024 for solicitations. The evaluation committee is reviewing proposals received and anticipates a contract being issued in January 2025.	Capital
Brewer Arena	\$200,000	Grand funding for design improvement of \$150,000 and \$50,000 county budget for Brewer Arena. During the initial assessment process it was determiend that the grandstand was unsafe and was scheduled for removal. This task was completed on December 6, 2024.	Capital
Additional Key Projects		Project Status	
Golf Course Improvements	Yes	<p>3/29- Range netting in Procurement. Install date prior May 30.- Golf Course consultant agreement for Council approval on May 3 agenda. Initial public meeting held May 26th with new consultant. Phase 1 on target to bid in October, Phase 2 conversations to continue n November. Ohase 2 Council Dec 13 , 2022. No bidders for phase 1 being reviewed and adjusted for revisiting the RFP. RFP contains aditional work for holes 1-3 document being prepared for bid in August 2023. 90% design submittal meeting was held with golf course stakeholders on June 7, 2023 and received support. RFP is out to bid pre-proposal meeting Aug 8 with bids due Aug 31. Received one non-responsive bid, therefore RFP re-issued with a closing date of 9/15/2023.</p> <p>Received two bids for the re-issued RFP. Contracts are signed and in place with Mid-America, performing the Course renovations, and Judge Netting, performing the practice range netting project. The construction kick-off meeting took place on 11/29. A notice to proceed has been issued, and the project manager is on-site for preliminary work. Construction is anticipated to begin at the beginning of 2024.</p> <p>On 11/9 - PRB Board approved the recommendation to County Council to reduce Golf Course Pass fees by 1/2 for the 2024 Season. Item is to go before Council on Dec. 12th, 2023.</p> <p>County Council approved reduced Golf Pass rates for 2024 Season on 12/12/2023. The project started on 1/16/2024. Judge Netting, for the new practice range net, project, as part of the Golf improvement project started its phase of the project 4/15/2024.</p> <p>All poles for the new practice range have been installed and the netting has started to be installed. Concrete cart paths are also being poured into place. Starting the last week of June, work began on the back nine, with the front nine still being primarily closed.</p> <p>The Front nine remains closed for grow-in. Work has begun on the Back Nine, mainly on 15 - 18, including cart paths.</p>	Updated

Parks and Recreation Board Project Updates

Ice Rink Chiller	Yes	<p>Public Works is the lead on the chiller evaluation and repair. Initial evaluation has occurred with developing a scope of work for the project and rental of chiller unit for the upcoming season. As of June 12, 2023 - there is a draft agreement in progress with legal and procurement.</p> <p>The objective is to have a temporary chiller in operation from October 27, 2023, to February 20, 2024.</p> <ul style="list-style-type: none"> - The agreement for the procurement of temporary chiller services is in its final stage. - We don't know the final pricing yet, but we are monitoring Council. Once pricing is finalized by the contractor, we will move forward to formalize the agreement. - The contractor is actively preparing final pricing for the agreement. - The contractor's project manager was in New Mexico in June taking licensing tests and networking with local subcontractors. - The contractor's project manager visited the rink in June to become familiar with the work site. - Contract scheduled approved by Council in August 2023. - Contract is completed, and temp chiller is ordered. Scheduled delivery of chiller is mid-Oct. LAC staff will be working until then to prep the facility as much as possible. - Temp Chiller has been in place since October and is functioning as expected. - Meeting was held on March 6th to discuss RFP for permanent chiller. - RFP has been issued, and a Pre-Proposal meeting was held on June 5th. There were 4 interested companies on the call. The RFP closed on 6/28, the evaluation committee met and reviewed the proposals. The anticipated contract execution date is mid-July. - Contract went before Council and was signed on Aug. 9th. Kick-off meeting was held on Aug. 15th. 	
Ice Rink Shade	Yes	<p>CSD and PW collaboration to review once the final details of the chiller replacement are determined. This time frame is needed to better identify the type of shade structure required for the rink.</p> <p>- This will be considered as a separate project, and will most likely not be in place for a couple of years.</p>	
Completed or Paused		Project Notes	Status
Pump Track / Skills Park	Yes	FY21 Budget Cycle \$45K approved; staff revisiting cost estimates as was for a portable track, assessments on locations not completed; starting from scratch. Being discussed as part of the Pueblo Canyon Trail Conceptual plan. On hold pending diuccion of the Trails and Open Space Management Plan	Paused
Pueblo Canyon Trail & Bike Park	Funds expended	3/29 Conceptual plan meetings are scheduled the week of January 10th and at PRB January 13th. Design work back public meetings on May 5th and 10th. May 10th meeting rescheduled to Jun 1 due to CP Fire. Anticipated PRB discussion in Sept. Presentation to County Council in April to reframe the project. Project cancelled and will be part of the discussions with the Trails and Open Space Management Plan	Cancelled
Integrated Master Plan	\$150,000	3/29 Working on survey distribution for April. Level of Service document completed Survey out and closes on May 17th. <u>Summary of findings of survey and level of service audit July 13 and 14th at PRB meetings.</u> BerryDunn working on draft of Jan 2023 presentation. Completed and approved by PRB and County Council in April 2023.	Completed
BMX Update (FY21)	\$150,000	2/1/2022 Cory and Dianne spoke with Justin Travis with USA BMX. Will be looking at a new path forward and after discussions with Procurement will develop a path forward. Presentation and discussion on 5/12 on direction of the track and impacts to the tennis courts and road. <u>6/1 Admin staff is revising RFP to additional information.</u> Procurement reviewed and approved the sole source determination. Procurement and CSD Staff is working with the Bid Lab on project scope and drafting a contract. Contract AGR24-942 was completed on April 29, 2024. The first public listening session was held on June 20, 2024 at 6:00 PM at Fuller Lodge. A virtual session will be held in July 31, 2024.	Paused



County of Los Alamos

Staff Report

January 09, 2025

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: C.

Index (Council Goals):

Presenters: Parks and Recreation Board

Legislative File: 19553-25

Title

Work Group and Task Force Assignments and Updates

Body

Update from Vice Chair Cowan on the Equestrian & Livestock working group and an update from Member Watkins on the Open Space working group.

Attachments

A - Open Space Working Group Report

**Summary Report from the Open Space Working Group
to the Parks and Recreation Board for FY2024
January 5, 2025**

The Open Space Working Group (OSWG) was established by the Parks and Recreation Board in its FY2024 Work Plan. The Board assigned four tasks to the group at its meeting on July 11, 2024. The following summarizes the group's accomplishments for these tasks.

Task 1: Recruit new OSWG members to ensure that the group represents a wide range of perspectives on open space and trails issues.

- Recruited three new members to join the four original members of the OSWG's predecessor, the Open Space and Trail Advisory Subcommittee. OSWG held monthly meetings throughout FY2024.

Task 2: Seek public input for the Trails and Open Space Plan update.

- Publicized the August 29 Community Engagement meeting with Sites Southwest in two local online news sources, three outdoor-related email groups, several Facebook groups, Nextdoor, and through word-of-mouth.
- Reached out to trail and open space users to encourage public comment on the plan through the comment page linked to the County website.
- OSWG members participated in Sites Southwest Community Engagement sessions.
- Worked with the Los Alamos-based non-profit Places and Spaces to develop, solicit input, and summarize the results of a Los Alamos Open Space Survey. Preliminary results were submitted to Sites Southwest in September to provide additional public input for the Plan updates that were specific to open space concerns. The final survey data report was included in the PRB agenda package for December 2024.
- Scheduled a presentation from Sites Southwest on the draft plan at OSWG's October meeting. However, their presentation has been postponed to an unspecified date.

Task 3: Monitor conditions of the County open space and trails and submit recommendations for open space and trail maintenance projects to the Open Space Specialist if appropriate.

- Outlined the concept for a County Adopt-a-Trail program to encourage volunteer involvement in monitoring and maintaining County trails and open space. OSWG discussed this concept with the Open Space Specialist in December. Implemented a pilot project for crowd-sourcing trail and open space maintenance issues using the free app, CMC RIMS, from the Colorado Mountain Club. Initiated data collection with the app to evaluate its effectiveness in providing up-to-date observations of maintenance needs. Using the app, OSWG members have documented 60 trail observations thus far. The majority of these appear to be suitable volunteer tasks for the proposed Adopt-a-Trail Project but some would require a trained crew supervised by the Open Space Specialist.
- OSWG members participated in all Community Services volunteer trail work parties.
- Reported a severe infestation of about a thousand invasive Scotch thistle (*Onopordium acanthium*) plants on County open space to the Open Space Specialist, who had the Youth Conservation Corps remove the bulk of the thistles.
- Removed over 100 bull thistles in County open space that had spread from ground disturbed during the golf course renovation project. Monitoring and removing new plants will need to be an on-going seasonal task in order to succeed in eradicating the population.

Task 4: Identify open space and trail projects suitable for volunteers.

- As part of the CMC RIMS pilot project, about 45 tasks suitable for volunteers have been identified. These include litter pickup, clearing vegetation, water bar cleaning, trail tread maintenance, and invasive plant removal. With no or minimal training, most tasks can be done unsupervised. The estimated time needed to complete a specific task generally ranges from 15 minutes to 2 hours. A couple larger projects may be suitable for a Community Services volunteer work party.

OSWG assignments for 2025

We respectfully ask the Board to extend OSWG for another year and task the group with continuing its FY2024 tasks into FY2025:

- Task 1: Continue to recruit new members to ensure that the group represents a wide range of perspectives on open space and trails issues.

- Task 2: Solicit public input on the draft Open Space and Trail Plan Update once it is made available to the public.
- Task 3: Monitor conditions of the County open space and trails and submit recommendations for open space and trail maintenance projects to the Open Space Specialist if appropriate.
- Task 4: Identify open space and trail projects suitable for volunteers.

OSWG also asks the PRB to include support of an Adopt-a-Trail program in its FY2025 work plan and to request OSWG to present its proposal at one of the Board's meetings in early spring.

Respectfully submitted,

Craig Martin
OSWG Member

OSWG Members: Lise Brackbill, Jerry Cowan (PRB), June Fabryka-Martin, Janet Greigo, Kevin Holsapple, Celeste Raffin, Brian Watkins (PRB)