



LOS ALAMOS
where discoveries are made

FY22 Work Plan for Los Alamos County Boards and Commissions

Fiscal Year 2021: July 1, 2021 – June 30, 2022

Board and Commission Name: Parks and Recreation Board

Date prepared: April 8, 2021

Date approved by Council: **XXXXX**

Prepared by: Dianne Marquez

This work plan will be accomplished in the following time frame:
July 1, 2021 to June 30, 2022

Chairperson: Ramiro Pereyra
Members and terms:

Member	Start/End Dates	Term
Ramiro Pereyra	12/1/2020 – 11/30/2022	1
David Hampton	12/1/2019 – 11/30/2021	1
Chris Olsen	12/1/2019 – 11/30/2021	1
David Teter	12/1/2020 – 11/30/2022	1
Greg Weiss	12/1/2020 – 11/30/2021	1
Darren Meadows	12/1/2020 – 11/30/2022	1
Jamie Aslin	12/1/2020 – 11/30/2022	1

Department Director: Cory Styron

Work plan developed in collaboration with Department Director? Y

Staff Liaison: Dianne Marquez

Administrative Support provided by: Linda Lindstrom

Council Liaison: Sean Williams **Reviewed by Council Liaison?** **XXX**

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

Activities:

Supported the Parks and Recreation Board’s (PRB) FY21 Work Plan that is linked to Council goals and priorities for the support of new and existing recreation facilities, activities, and Open Space in Los Alamos County (LAC).

- Annual review of PRB subcommittee charters
- Discussed and approved a path forward for the Brewer Arena Lighting Replacement Project
- Discussed and implemented new trailbuilding
- Discussed and implemented a new full time position for Open Space
- Received comments, reviewed, presented to Council and implemented the BMX Track Rebuild Project
- Safety Netting at Overlook Park
- CIP Projects (Golf Course Irrigation and Improvements, Ice Rink Locker Room, White Rock Splash Pad, Leisure Lagoon)
- Focused PRB subcommittees on areas of their charters that support the Recreation CIP and other initiatives
- Continued to support the Los Alamos County Comprehensive Plan, including Open Space Plan recommendations. Continue to monitor and work with stakeholders on the continued development of a BMX facility
- Provided recommendations on the Canyon Rim Trail / Urban Trail Project

Identified needed/anticipated interfaces with the Tourism Implementation Task Force (TITF) for the achievement of common goals.

- Tourism Strategic Plan review
- Collaborated on shared Open Space goals
- Formed working group with TITF to evaluate and plan events that overlap between PRB and TITF
- Identified the needs and efforts for public involvement and informing the public.

Accomplishments:

- Supported Council’s lead for public input and involvement on proposed Capital Improvement Projects, including involvement with subcommittee focus groups, listening sessions, and presentations.
- Recommended to Council that Capital Improvement Projects move forward, as supported through a collaborative public process
- Purchased several pieces of trail building equipment
- Improved recruitment for Parks & Recreation Board
- Hired a new trail builder in Open Space
- Renaming of the Minor’s A Ballfield to Hope Jaramillo Ballfield
- Installation of individual water meters on each North Mesa Community Garden plot.

Constraints:

- COVID 19 / Pandemic:
 - Navigating communication and coordination with Board members, subcommittees, Council, the public, and other Boards and Commissions

- Project delays due to staffing creating a challenging bidding environment
- Timely implementation of projects from original vision / cost estimates without escalation of costs due to inflation / challenging bidding environments
- Difficult labor market making it hard to fill County positions / vacancies
- Transition challenges with key staff vacancies throughout department

Lessons Learned

- Communicating motivation for actions (staff & PRB) to ease public concern; e.g., explaining to concerned citizens the reasons for COVID safety protocols and facility issues
- Fostering effective communication between all parties so that everyone feels heard
- Managing timing on projects that need public input, so that the public has specific plans in front of them with concrete options for review: e.g., a matrix of Flow Trail options with each option analyzed by an expert and listing pros and cons
- Clear and concise wording on motions to be considered by Council; e.g. IMBA Bronze Status discussion

Greatest Challenges

- COVID 19
- Staff turnover
- Project delays due to labor shortage / difficult bidding environment
- Timely implementation of projects from original vision / cost estimates without escalation of costs due to inflation / challenging bidding environments

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

- Help County Council with planning for appropriate levels of County services. Ensuring the Board understands the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve those services
- Help County Council with protecting and maintaining our open spaces, recreational, and cultural amenities. Los Alamos County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens
- Help County Council with investing in infrastructure. Appropriately balancing maintenance of existing infrastructure with new investments in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life
- Continue to monitor and work with stakeholders on the continued development of a BMX facility
- Review priority rankings created by staff of potential projects for each general category in the Parks Small Cap Fund (Trail Improvements, Canyon Restoration, Sports Field Improvements, Sport Court Improvements, and Playground Improvements)

- Review User Fee policy update
- Review and get public input on fee structures for each division within Parks Recreation & Open Space.
- Review priority rankings created by staff for programming in Aquatics, Golf, Ice and Recreation Programming
- Participate as needed and requested in support of the Council's CIP next steps process in regard to CIP decisions related to recreation facilities. Participate in the project scoping process of individual recreation initiatives
- Assisting as needed in regards to school-based programs and facility discussions
- Help staff publicly vet the update of the Trails Masterplan
- Pending Projects (funded):
 1. County Owned Stables
 2. Brewer Arena Lighting **Parks Small Caps
 3. Tree Management ** Moving to CSD Master plan
 4. Barranca Mesa Tennis Courts
 5. BMX Track
 6. Pump Track Skills Park
 7. Pickleball Courts - General Fund/Striping to North Mesa Courts

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

Parks Master Plan – Updated 2007
 Parks Integrated Maintenance Plan – 2010
 Recreation User Fee Policy – 1998
 Recreation Needs Assessment – 2004
 Open Space Management Plan – 2015
 Community Wildfire Protection Plan – 2016
 Canyon Rim Trail Master Plan – 2011
 Comprehensive Plan – 2016
 Trails Management Planning Documents – 2009
 Council Strategic Plan – 2021

2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.

- Support guiding documents and master plans above (e.g., Open Space Management Plan)
- Represent the public's wish for additional funding from Council for underfunded Parks and Recreation initiatives.
 1. North Mesa Recreation Improvements (LEGO League)
 2. Flowtrail – Opened for discussion again/fall into ride center improvements
 3. Los Alamos/White Rock Bike Corridor
 4. Pickleball Courts / New court
- Work with subcommittees and receive reports and updates on assigned tasks and projects
 1. Serve as the eyes and ears for the public to bring matters to the Council and County staff, also serve as a conduit for communication from Council and County staff to the public (i.e. Reservoir / reservoir access road and parking at West Road)

- Support trail collaboration between County, TRIAD, Forest Service inclusive of opportunities to partner on trail maintenance / PRB supports a County collaborated effort for volunteer trail maintenance and construction.
Evaluate implementation of the Parks Integrated Pest Management Plan for Parks and Open Space Programs. Work with ESB and CDAB towards supporting comprehensive County approaches to environmentally friendly herbicide and pesticide use and weed management.
- Leverage the relationship with Mountain Capital to maintain and potentially improve community access to Pajarito Mountain
- Consideration and support of the duck feeder proposal by Pet Pangea and ELAS for installation at Ashley Pond.
- Continuing to support the PROS Division and Public Utilities Department regarding best watering practices.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

To effectively address the goals and tasks outlined the Board will incorporate input from the listed Boards and Commissions. The integration of these diverse perspectives will produce collaborative project outcomes. The Museum Campus Wayfinding Projects, interfacing with boards regarding the pesticide discussion, and the Site Improvements for Ashley Pond are good examples of the type of interfaces needed between the listed Boards and Commissions.

Community Development Advisory Board
 Community Development Department
 Library Board
 Art in Public Places Board
 Lodgers' Tax Advisory Board
 Public Works Department
 Fire Department
 Police Department
 Parks, Recreation and Open Space Division
 Library Division
 Environmental Sustainability Board
 Transportation Board
 Historic Preservation Advisory Board
 Historical Society Board
 Planning & Zoning Commission
 Board of Public Utilities
 Department of Public Utilities
 Tourism Implementation Task Force
 Racial Equity and Inclusivity Task Force
 Resiliency, Environmental Sustainability Task Force

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

North Mesa trail-planning efforts for multiple use (including equestrians), White Rock Canyon safety concerns, Flow Trail efforts, IMBA ride-center goals, Integrative Pest Management discussion, Comprehensive Plan follow-on, camping enhancements, canyon

restoration plan, BMX track, coordination with TITF, and CIP recreation facility initiatives will require public information and involvement meetings.

Based upon the needs and strategies that are determined by the PRB as the work plan is developed for each of the above referenced topics, with adequate budget, staff and resources for advertising and community or business outreach, this section's tasks will be determined in consultation as needed with the PIO as the year progresses.

- Continue to work closely with staff in the Community Services Department and Public Information Office to seek public input through media outlets, social media platforms, surveys and public meetings per project scope.
- Continue to include Parks and Recreation Board advisory subcommittees to obtain public input in regards to identified projects.
- Identify projects needing additional community input and work with CSD and PIO staff to create an integrated Public Involvement & Information Plan (PIIP).
- Work with the Public Works Department on an integrated projects list to provide to the CSD and PIO staff.
- For future budgets identify advertising and marketing costs associated with projects for community outreach through surveys, public meetings, Open Forum, Survey Monkey, Social Media and other outlets as identified.

5.0 List the current subcommittees for this Board or Commission.

5.1 For subcommittees with members that are not members of the parent board or commission: List the subcommittee members and their terms. Explain how sub-committee members are selected or appointed. Provide a description of each subcommittee's charter or purpose. Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:

Aquatic Center Advisory Subcommittee

1. List of Members and Terms (Attachment A).
2. Description of Purpose and Guidelines (Attachment F).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. ACAS Work Plan
 - A. Support associated CIP projects for a splash pad and a multi-generational pool.
 - B. Review Aquatic Center programs and facility and submit recommendations for improvement.
 - C. Gather public input on Aquatic Center programs and facility.
 - D. Promote maximum utilization of the Aquatic Center programs and facility.
5. Coordinate a meeting annually with the outdoor pools.

Ice Rink and Recreation Advisory Subcommittee

1. List of Members and Terms (Attachment B).
2. Description of Purpose and Guidelines (Attachment G).
3. This subcommittee is expected to exist for one year with annual reevaluation.
4. IRRAS Work Plan

- A. Support Ice Rink CIP for upgrades and improvements.
- B. programs and facility and submit recommendations for improvement.
- C. Gather public input on Ice Rink and Recreation programs and facility.
- D. Promote maximum utilization of the Ice Rink and Recreation programs and facility.

Golf Course Advisory Subcommittee

- 1. List of Members and Terms (Attachment C).
- 2. Description of Purpose and Guidelines (Attachment H).
- 3. This subcommittee is expected to exist for one year with annual reevaluation.
- 4. GCAS Work Plan
 - A. Support associated CIP project for golf course improvement.
 - B. Review Golf Course programs and facility and submit recommendations for improvement.
 - C. Gather public input on Golf Course programs and facility.
 - D. Promote maximum utilization of the Golf Course programs and facility.
 - E. Participate as needed and as requested in support of the Council's CIP next steps.

Open Space Advisory Subcommittee

- 1. List of Members and Terms (Attachment D).
- 2. Description of Purpose and Guidelines (Attachment I).
- 3. This subcommittee is expected to exist for one year with annual reevaluation.
- 4. OSAS Work Plan
 - A. Review Open Space functions and facilities and submit recommendations for improvement.
 - B. Gather public input on Open Space functions and facility.
 - C. Promote maximum utilization of the Open Space functions and facilities.
 - D. Participate as needed and as requested in support of the Council's CIP next steps.

Equine & Livestock Advisory Subcommittee

- 1. List of Members and Terms (Attachment E)
- 2. Description of Purpose and Guidelines (Attachment J)
- 3. This subcommittee is expected to exist for one (1) year with annual reevaluation
- 4. ELAS Work Plan
 - A. Review Equine & Livestock functions and facilities and submit recommendations for improvement.
 - B. Gather public input on equine & Livestock programs, facilities and fees.
 - C. Promote maximum utilization of the Equine & Livestock programs and facilities
 - D. Participate as needed and as requested in support of Board's initiatives.

The need for advisory subcommittees of the Parks and Recreation Board is evaluated and approved annually by the board on interest by the public in the various operations of the Parks, Recreation and Open Space Division. Subcommittees may be eliminated, added or reconfigured as the need arises, following the procedures identified in the BCC Procedural Rules. Currently, there are five subcommittees – Aquatic Advisory Subcommittee, Golf Course Advisory Subcommittee, Ice Rink/Recreation Advisory Subcommittee, Open Space Advisory Subcommittee and Equine and Livestock Advisory Subcommittee. Even though some of these subcommittees are long term in their function, their existence is based on the annual review by the Board. Due to the potential short life of all or any one subcommittee, the Parks and Recreation Board has approved the

appointments from interested citizens on an as needed basis. New subcommittees created by the Board and approved by County Council have members on the subcommittees that are approved by the Board.

When a vacancy or upcoming vacancy on a sub-committee is determined the following shall occur:

- 1) A verbal or written notification will be given to current members who are eligible for reappointment to submit their intention to be reappointed. A new application is not required unless applicants choose to update it.
- 2) Parks, Recreation and Open Space staff shall send a public service announcement (PSA) informing the community of the vacancy.
- 3) New applications will be taken at the Parks, Recreation and Open Space Division Office and given to specific subcommittees.
- 4) Recommendations along with copies of all applications shall be submitted to PRB for discussion and appointment.
- 5) Letter informing all applicants of the appointment shall be mailed.
- 6) If there is more than one applicant for a position on a subcommittee, an interview process should be followed. The interviews should be conducted by the Parks and Recreation Board members with recommendations (as to the applicants) from the subcommittee members. This will allow for diversity and eliminate the self-perpetuating selection by the subcommittee of its members.

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

ARTICLE VII. - PARKS AND RECREATION BOARD

Sec. 8-141. - Purpose.

The Parks and Recreation Board is established to serve as a central point of communication for the parks and recreation interests of the county and as an advisory body to the county council. The October 17, 1977, resolution creating the recreation board for the Incorporated County of Los Alamos is hereby repealed and voided.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-142. - Membership, terms and qualifications.

The Los Alamos County Parks and Recreation Board shall consist of seven members with two-year staggered terms beginning on December 1 and ending on November 30.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-143. - Duties and responsibilities.

The board shall be an advisory board to the Council of the Incorporated County of Los Alamos, and as such shall have the following functions, responsibilities and duties:

- (1) Review current parks and recreation programs and facilities in the county to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees to the Council. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics;
- (2) Provide and/or gather public input on parks and recreation related long-range plans;
- (3) Serve in an advisory capacity to the planning and zoning commission for the location, construction, maintenance and funding of parks and recreation facilities; and
- (4) Review all parks and recreation related matters submitted to the board by Council.
- (5) Within the current county Council goals, objectives, and budget, perform the abovementioned duties using the following criteria:
 - a. Promote maximum utilization of parks, recreation facilities and programs;
 - b. Enhance the quality of the leisure life of all county residents through parks and recreation programs and services;
 - c. Provide to county residents as wide a variety of recreational opportunities as possible, taking into consideration programs other than county offerings.

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

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

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

Attachment A

ACAS (Aquatic Center Advisory Subcommittee) 5 Members 4 Citizens & 1 PRB Liaison – All Voting

Name	Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.
Shelby Redondo	Feb-17	Mar-17	Feb-19	Feb-19	Feb-21
Teralene Foxx	Feb-19	Mar-19	Feb-22**		
Caroline Mason	Feb. 19	Mar-19	Feb-22**		
Vacant					
PRB Liaison	Greg Wise		** Terms extended one year due to COVID		

Staff Liaison Denise McCoy Program Manager

Meeting Information:

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

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

Name	Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.
Chris Jeffery	June 2018	July 2018	June 2021**		
Bob Nolem	April 2021	May 2021	April 2023		
Dina Pesenson	April 2021	May 2021	April 2023		
Vacant					
PRB Liaison	Darren Meadows		** Terms extended one year due to COVID		

Staff Liaison Mike Lippiatt Program Manager

Meeting Information:

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

GCAS (Golf Course Advisory Subcommittee) 5 Members 2 LAGA, 1 PRB Liaison & 2 Citizens at Large – All Voting

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

Staff Liaison Mike Lippiatt Program Manager

Meeting Information:

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

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

Name	Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.
Maria Musgrave	March 2019	April 2019	March 2022**		
Vacant					
Vacant					
Vacant					
PRB Liaison	Chris Olsen		** Terms extended one year due to COVID		

Staff Liaison Eric Peterson Open Space Specialist

Meeting Information:

Subcommittee meets **XXX** of each month / Aquatic Center Training Room/ 11:45AM

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

Name	Appointed Date	1 st Term Beg	1 st Term Exp.	2 nd Term Beg	2 nd Term Exp.
Lisa Reader	October 2018	November 2018	October 2021**		
June Wall	October 2018	November 2018	October 2021**		
Logan Luffel	November 2020	October 2022			
Vacant					
PRB Liaison	David Hampton		** Terms extended one year due to COVID		

Staff Liaison Emmanuel Abeyta Acting Parks Superintendent

Meeting Information:

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

**Los Alamos County
PARKS AND RECREATION BOARD
Aquatic Center Advisory Subcommittee**

GUIDELINES

PURPOSE

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

The duties and responsibilities of ACAS are:

1. Provide a forum for discussion of aquatic policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current aquatic programs in the County to determine additional needs and submit recommendations pertaining to aquatic center programs, guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the Larry R. Walkup Aquatic Center and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to aquatic facilities and equipment.
4. With the Aquatic Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested and using the Board's criteria from Los Alamos County Code Section 8-143 sub-paragraph (5) assist staff in the annual review of the aquatic center usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended user fee schedule for the aquatic facility.
7. Ensure that all findings, recommendations, or action items identified by ACAS are submitted for Board consideration and/or approval.

MEMBERSHIP

ACAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The Chairperson of the ACAS shall be elected annually by the voting members of the subcommittee. The County Aquatic Center Program Manager shall be a non-voting member. The Chairperson of ACAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two – (2) years from the date approved by the Board. No voting member will serve more than two (2) terms in succession. After serving two terms, a former ACAS member must wait one full year before serving again on the ACAS.

Upon expiration of the term of any regular voting member of ACAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re-appointed to more than two (2) successive terms. When any vacancy shall occur on ACAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road, Los Alamos, NM.

MEETINGS

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

RECORDS

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

STAFF LIAISON:

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

Aquatic Center Manager - 662-8170

**Los Alamos County
PARKS AND RECREATION BOARD
Ice Rink and Recreation Advisory Subcommittee (IRRAS)**

GUIDELINES

PURPOSE:

The purpose of the Ice Rink and Recreation Advisory Subcommittee (IRRAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Los Alamos County ice rink facility and general recreation programming. The IRRAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of IRRAS are:

1. Provide a forum for discussion of ice rink and recreation policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current ice rink and recreation programs and uses to determine additional needs and submit recommendations pertaining to ice rink and recreation guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the ice rink facility and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to ice rink and recreation facilities and equipment.
4. With the Recreation Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested and using the Board's criteria from Los Alamos County Code Section 8-143 subparagraph (5), assist staff in the annual review of the ice rink usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended ice rink and recreation fee schedules.
7. Ensure that all findings, recommendations, or action items identified by IRRAS are submitted for Board consideration and/or approval.

MEMBERSHIP

IRRAS will consist of five-(5) official voting members, four (4) being appointed by the Board and the fifth being a current member of the Board. The non-voting member will be the Recreation Program Manager. The Chairperson of IRRAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two-(2) years from the date approved by the Board. No voting member will serve more than two (2) terms in succession. After serving two terms, a former IRRAS member must wait one full year before serving again on the IRRAS.

Upon expiration of the term of any regular voting member of IRRAS, the Board shall appoint or re-appoint a member for a full term; provided, however, that no member shall be re-appointed to serve more than two (2) successive terms. When any vacancy shall occur on IRRAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Recreation Administrative Office, 2760 Canyon Road, Los Alamos, NM.

MEETINGS

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

RECORDS

All IRRAS records shall be retained by the Recreation Division in accordance with the current Los Alamos County record retention policies.

STAFF LIAISON:

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

Recreation Program Manager – 662-8170 or 662-4500

**Los Alamos County
PARKS AND RECREATION BOARD
Golf Course Advisory Subcommittee (GCAS)**

GUIDELINES

PURPOSE:

The purpose of the Golf Course Advisory Subcommittee (GCAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to the Los Alamos County Golf Course. The GCAS shall be established on a year-to-year basis upon affirmative vote of the Board and approval by Council.

The duties and responsibilities of GCAS are:

1. Provide a forum for discussion of golf-related policies and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current golf course programs and uses to determine additional needs and submit recommendations pertaining to the golf course programs, guidelines, policies or user fees to the Board.
3. Review and comment on the long-range plan for the operation and development of the golf course and serve in an advisory capacity to staff and the Board by recommending improvements or maintenance to golf facilities and equipment.
4. With the Golf Program, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested and using the Board's criteria from Los Alamos County Code Section 8-143 subparagraph (5), assist staff in the annual review of the usage schedule and inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on the annual recommended fee schedule for golf facility passes.
7. Ensure that all findings, recommendations, or action items identified by GCAS are submitted for Board consideration and/or approval.

MEMBERSHIP

GSAC will consist of five (5) official voting members; Four being appointed by the Board and the fifth being a current member of the Board. Preferably two voting members, one representing female golfers, will also be members of the Los Alamos Golf Association (LAGA.) The non-voting members will be the Golf Course Manager, the Head Golf Professional, and the Golf Course Superintendent. The Chairperson of GCAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members shall be no more than two (2) years from the date approved by the Board. The LAGA may be asked to recommend up to two members, for Board approval. No voting member will serve more than two terms in succession. After serving two terms, a former GCAS member must wait one full year before serving again on GCAS

Upon expiration of the term of any voting member of GCAS, the Board shall appoint or re-appoint a member for a full term; provided, however, that no member shall be re-appointed to serve more than two successive terms. When any vacancy shall occur on GCAS for any cause whatsoever, a member shall be appointed by the Parks and Recreation Board to fill the un-expired term caused by such vacancy.

All vacancies or renewals shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Administrative Office, 2760 Canyon Road or the Golf Course, 4250 Diamond Drive, Los Alamos, NM.

MEETINGS

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

RECORDS

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

STAFF LIAISON

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

**Los Alamos County
PARKS AND RECREATION BOARD
Open Space Advisory Subcommittee (OSAS)**

GUIDELINES

*Facilities included are those that do not have an on-site manager. In particular, this subcommittee is concerned with: trails used by hikers, bikers, equestrians and runners, open space including viewsheds, corridors for wildlife movement, wildfire fuel management, and ecosystem processes, protection of cultural and natural resources and facilities such as a bicycle flow trail or other facilities related to outdoor activities in open space.

GUIDELINES

PURPOSE

The purpose of the Open Space Advisory Subcommittee (OSAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to Los Alamos County resources and facilities as identified above. The OSAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of OSAS are:

1. Provide a forum for discussion of open space issues and serve as an advisory body to the Board and a resource to staff.
2. Review current open space programs and facility uses throughout the County to determine additional needs and submit recommendations pertaining to open space programs, guidelines, and policies to the Board.
3. Develop and prioritize a list of capital improvements for consideration by the Board.
4. Review and comment on the County Trails Management Plan
 - a. Make recommendations for additions, deletions and realignments to the County Trail Network.
 - b. Review and comment on adherence to the County Trails Management Plan
 - c. Review proposed developments to ensure preservation of access to the County Trails Network.
 - d. Recommend and document criteria for prioritization of trail projects and conduct an annual assessment of a list of prioritized projects.
5. Review and comment on the Open Space Management Plan
 - a. Make recommendations for additions, deletions and realignments to the Open Space Management Plan.
 - b. Review and comment on adherence to the Open Space Management Plan.
 - c. Make recommendations and document in a work plan for the upcoming fiscal year on an annual basis.
6. Ensure that all findings, recommendations, or action items identified by OSAS are submitted for Board consideration and/or approval.

MEMBERSHIP

OSAS will consist of five (5) official voting members; four (4) being appointed by the Board and the fifth member being a current member of the Parks and Recreation Board. The non-voting members will be the Parks, Recreation and Open Space Division Manager, and the Open Space Specialist. The Chairperson of OSAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two (2) years from the date approved by the Board. No voting member shall serve more than two years in succession. After serving two years, a former OSAS member must wait one full year before serving again on the OSAS.

Upon expiration of the term of any regular voting member of OSAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re-appointed to more than two (2) successive full terms. When any vacancy shall occur on OSAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Department Office, 2760 Canyon Road, Los Alamos, New Mexico 87544.

MEETINGS

Meetings will be conducted monthly. The frequency of the OSAS meetings will be reviewed annually by the Board. Additional OSAS meetings may be called as required and approved by the Chair of the Board.

RECORDS

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

STAFF LIAISON

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

Open Space Specialist – 662-8159

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

GUIDELINES

PURPOSE

The purpose of the Equine & Livestock Advisory Subcommittee (ELAS) is to gather public input and advise the Parks and Recreation Board (the Board) on policy issues relating to Los Alamos County equine facilities, trails, resources and education. The ELAS shall be established on a year-to-year basis upon affirmative action of the Board and approval by Council.

The duties and responsibilities of ELAS are:

1. Provide a forum for discussion of equine and livestock issues and serve as an advisory body to the Board and a resource to staff.
2. When asked, review current policies relating to equine and/or livestock programs, facilities, trails, and resource usage to determine additional needs and submit recommendations to the Board.
3. Review and comment on the operation and development of equine and/or livestock facilities, trails, resources and education programs and serve in an advisory capacity to staff and the Board by recommending improvements to and maintenance of facilities, trails, programs and equipment.
4. With the cooperation and collaboration persons involved in equine and livestock pursuits via the ELAS, develop and prioritize a list of capital improvements for consideration by the Board.
5. When requested and using the Board's criteria from Los Alamos County Code Section 8-143, sub-paragraph (5), assist staff in the annual review of equine/livestock facilities usage and fees. Inform the Board of the subcommittee's recommendations.
6. Provide and/or gather public input on any fees associated with equine and/or livestock facilities located in Los Alamos County.
7. Ensure that all findings, recommendations, or action items identified by ELAS are submitted to the Board for consideration and/or approval.

MEMBERSHIP

ELAS will consist of five (5) official voting members: one (1) appointed by the Los Alamos Stable Owners Board; three (3) appointed by the Parks and Recreation Board; and the fifth member being a current member of the Parks

and Recreation Board. The non-voting member will be the Parks Superintendent. The Chairperson of ELAS shall be elected annually by the voting members of the subcommittee.

TERMS

Terms for voting members can be up to two (2) years from the date approved by the Board. No voting member shall serve more than two years in succession. After serving two years, a former ELAS member must wait one full year before serving again on the ELAS.

Upon expiration of the term of any regular voting member of ELAS, the Board shall appoint or re-appoint a member for a full term; provided that no member shall be re- appointed to more than two (2) successive full terms. When any vacancy shall occur on ELAS for any cause whatsoever, a member shall be appointed by the Board to fill the unexpired term caused by such vacancy.

All vacancies shall be advertised as determined by the Board and the CSD Director or designee with applications submitted to the Parks, Recreation and Open Space Department Office, 2760 Canyon Road, Los Alamos, New Mexico 87544.

MEETINGS

Meetings will be conducted monthly. The frequency of the ELAS meetings will be reviewed annually by the Board. Additional ELAS meetings may be called as required and approved by the Chair of the Board.

RECORDS

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

STAFF LIAISON

Parks, Recreation and Open Space Division Manager — 662-8170
Parks Superintendent — 662-159

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Parks & Recreation Board or Commission:

Mark all that apply on the chart on the following page. (From 2021 Strategic Leadership Plan)

Council Goals and Priority Areas

Enhancing quality of life, economic vitality, environmental sustainability, and racial equity and inclusivity are overarching goals that will be components of all our efforts as we coordinate with Los Alamos National Laboratory and regional partners and plan for appropriate levels of County services.	
Enhancing Communication	
Enhancing communication with the public to promote transparency and strengthen trust in County government.	X
Increasing the Amount and Types of Housing Options	
This includes increasing the variety of housing options for all segments of the community, from affordable to new options for those interested in downsizing or moving closer to central areas of the community, and pursuing opportunities for utilization of vacant spaces to address these needs.	
Protecting, Maintaining, and Improving Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	X
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriately supporting existing businesses, growing new businesses, supporting technology start-ups and spin-offs, and identifying opportunities for utilizing vacant space as a part of these efforts.	
Supporting Social Services Improvement	
Behavioral, mental, and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of County support could help address current needs	X
Improving Access to High Quality Broadband	
Enabling reliable high-speed broadband service throughout the county by determining appropriate investments (e.g., conduct a community needs analysis, evaluate technical options).	
Investing in Infrastructure	

Appropriately balancing maintenance of existing infrastructure with new investments in county utilities, roads, trails, expanded transit options, facilities and amenities, which will help improve environmental stewardship, sustainability, and quality of life, while allowing for sustainable growth.	x
--	---