

Public Information & Involvement Plan (PIIP) Implementation Plan

Today's Date: January 23, 2025

Project Name: Fleet Conversion Plan and Community-Wide EV Charging Plan Revised? Yes No

PIIP Phase: (Check one): Design Construction Other

Administrative Department: County Manager's Office

Project Manager: Sustainability Manager Angelica Gurule

PIO Assigned to Project: Julie Williams-Hill and Leslie Bucklin

Describe your project briefly below (the purpose, scope, location, timing). Attach a map of the project area if possible.

In support of the County's Climate Action Plan the following two efforts are being conducted in parallel:

Develop a Fleet Conversion Plan for County-owned vehicles to convert to zero emission vehicles

- Evaluate the County's current fleet and existing electric infrastructure
- Define vehicle replacement timelines and implementation strategy
- Optimize fleet composition for Zero Emission Vehicles (ZEVs).

Create a community-wide EV charging plan

- Assess existing public EV charging infrastructure.
- Analyze current consumption patterns.
- Identify optimal locations for additional charging stations.
- Determine energy/power requirements and equipment options.

The project focuses on key municipal and community locations as potential EV charging stations, including:

- Municipal Building/ Iris St.: 1000 Central Avenue, Los Alamos, NM 87544
- Justice Center: 2500 Trinity Drive, Los Alamos, NM 87544
- Mesa Public Library: 2400 Central Ave, Los Alamos, NM 87544
- PCS1: 101 Camino Entrada, Los Alamos, NM 87544
- PCS2: 101 Camino Entrada, Los Alamos, NM 87544
- PCS3: 101 Camino Entrada, Los Alamos, NM 87544
- PCS4: 101 Camino Entrada, Los Alamos, NM 87544
- PCS5: 101 Camino Entrada, Los Alamos, NM 87544
- Los Alamos Senior Center: 101 Bathtub Row, Los Alamos, NM 87544
- 10.ECO Station: 3701 E. Jemez Rd, Los Alamos, NM 87544
- 11.Fuller Lodge/Overflow: 2132 Central Ave, Los Alamos, NM 87544
- Fire Station at Golf: 4401 Diamond Dr, Los Alamos, NM 87544

- Fire Station Training Center: 132 DP Rd, Los Alamos, NM 87544
- Golf Course: 4290 Diamond Dr, Los Alamos, NM 87544
- Los Alamos Wastewater Treatment Plan: 3598 Pueblo Canyon Rd, Los Alamos, NM 87544
- Ice Rink: 4475 West Jemez Rd, Los Alamos, NM 87544
- White Rock Senior Center: 133 Longview Dr, White Rock, NM 87547
- White Rock Library: 10 Sherwood Blvd, White Rock, NM 87547
- White Rock Visitor Center: 115 State Road #4, White Rock, NM 87547
- White Rock Fire Station 87547: 129 State Road #4, White Rock, NM 87547
- Wastewater Treatment Plant and Parks: 580 Overlook Dr, White Rock, NM 87547

Timing: Project will begin in February 2025, with regular milestones including assessments, public engagement, and final deliverables by December 2025.

PART A. Who are you talking to?

Think about your audience --who do you define as your “public” or “stakeholders” for this project? List all that apply and why you think they will be affected or interested in your project (neighborhoods, special interest groups, certain segment of the population, commuters).

For the **Fleet Conversion Plan** – we will be reaching out to the County’s Fleet Division, but also to the county departments with county vehicles to determine what type of vehicles are needed to accomplish their respective missions (fire, police, environmental services, traffic and streets, utilities, atomic city transit and more), available budget, existing replacement schedule, etc.

Community-wide **EV Charging Plan** – audience includes existing EV owners/drivers and future EV owners; may also include businesses who are also planning on converting their fleet vehicles to understand how the county can support them with proper placement of EV charges. Additionally, we will need to include the County’s DPU and Public Works departments to ensure proper placement.

Do you intend to XX inform __ educate XX involve the public? Check all that apply and note any explanations here.

- County Council – This study is a County Council initiative. Council will receive regular updates to gauge their feedback and incorporate it into the plan development.
- Board of Public Utilities will be provided with regular updates and asked for feedback as this board should be aware of future energy forecasts required to support the County’s Fleet EV adoption and community – wide EV charging infrastructure.
- Environmental Sustainability Board will receive routine updates and will serve as advocates for the community as well as serve as a facilitator to gather community feedback.

- General Public including residents, business owners and employees: Conduct visioning meeting and surveys to understand and gather feedback from existing and future EV owners/drivers. *(example, would more EV charging stations make a future purchase of an EV more attractive, etc.)*
- County Staff including major fleet users including Public Works, Community Services Division, and Police and Fire Departments
- Institutional Partners such LAPS, UNM-LA, LANL, Los Alamos Medical Center will be consulted as they serve a large number of visitors and are likely areas with higher EV charging demand.

Why They Will Be Affected:

- EV infrastructure will improve mobility options for residents and commuters.
- Businesses can benefit from increased EV-related economic activity.
- Transitioning public fleets to ZEVs will reduce GHG emissions and improve air quality, directly impacting the community.

PART B. What are the issues?

Answer the Bleiker Life Preserver questions,

1. What is the serious problem that this project, initiative, topic or issue needs to address?

The need to reduce GHG emissions from fossil-fuel vehicles, improve public access to EV charging infrastructure, and meet Los Alamos County's climate action goals; furthermore, understand future energy grid requirements.

2. Are you the right entity to address this issue? In fact, given your Mission, would it be IRRESPONSIBLE if you did not address it?

Yes, Los Alamos County has direct control over municipal fleets and infrastructure planning. The County has a responsibility to implement these changes to meet its Climate Action Plan goals and future electrical energy demands that were adopted by the County Council

3. Is your approach to addressing the problem reasonable, sensible and responsible?

Yes, the approach includes:

- Assessment of Current Conditions: Reviewing fleet usage, site capacity, and grid readiness.
- Stakeholder Engagement: Hosting public meetings, advisory panels, and surveys.
- Phased Implementation: Allowing for cost-effective, gradual adoption of Zero Emission Vehicles (ZEVs) and infrastructure upgrades.

4. Are you listening and caring? Be sure to incorporate into this plan that you are listening, and you DO care. If what you're proposing is going to HURT some interests, it's NOT because you don't care; it's NOT because you're not listening.

Any other issues to be considered (is the project near a school, will there be traffic delays, additional noise?)

Developing the Fleet Conversation Plan demonstrates that the County is leading by example. The County is a committed partner in the community to reduce carbon emissions. Public engagement is a cornerstone of the plan. This includes public surveys, hybrid community meetings, and collaborations with local organizations like Los Alamos Public Schools and regional partners.

PART C. Desired outcome?

What is the desired outcome of your communication strategy and what is the Plan to achieve it?

- Increase EV adoption across Los Alamos County through expanded public charging infrastructure.
- Transition the County's fleet to ZEVs, reducing GHG emissions.
- Promote community involvement and support for sustainable transportation initiatives.

Considering the information you have listed above, what is the desired outcome of this communication effort?

- Develop and implement a comprehensive Fleet Conversion Plan and Community Wide EV Charging Infrastructure Readiness Plan.
- Use tools like Stantec's ZEVDcide™ to optimize fleet transitions and infrastructure placement.
- Regularly update stakeholders and public on progress and gather and integrate feedback.

PART D. Key messages? What are your key messages to your identified audience(s)?

- "Los Alamos County is committed to achieving carbon neutrality by 2050, a zero-emission fleet is piece of the puzzle."
- "New EV charging stations will make sustainable transportation accessible for everyone in the community."
- "Public input is critical to ensure this initiative reflects community needs and priorities."

PART E. Communication channels. What channels will you use to convey these messages to your audiences and when will you issue them? (Door hangers, ads, press releases, social media platforms, printed collateral – postcards, flyers, posters?)

- Public Meetings: Hybrid (in-person and online) meetings at key milestones, such as project visioning and after releasing draft plans.
- Surveys: Conduct to gather public input on fleet priorities and charging station placement.
- Flyers and Posters: Distributed in community spaces and at public facilities.
- Social Media and Press Releases: Regular updates shared through official county channels.
- Dedicated Project Website: Includes project details, fact sheets, and updates

PART F. The Plan. Briefly describe the steps that you will take as your PIIP. Sketch out timeframes to reach your audiences with specific messages using what channels). If you plan to include any of the Boards and

Commissions to guide you, or to help you with public information efforts, then you will need to submit this document and any other relevant project data to them for discussion as an agenda item at their next meeting, and you should be there at the meeting to answer their questions. Be sure to cover everything that may come up, such as staging of materials, traffic impacts, disruption to homes or businesses, or coordination with projects occurring in the same area. And don't forget to itemize costs for advertising or direct mailers, along with run times for ads ahead of meetings. Rule of thumb is 10 to 14 days notice to announce a meeting.

- Conduct project kickoff meetings to refine scope and engage stakeholders.
- Assess fleet and charging infrastructure conditions through site visits.
- Host public meetings to gather input on fleet transition and charging site selection.
- Develop and distribute educational materials to address misconceptions about EV adoption.
- Publish a draft of the Fleet Conversion Plan and Public Charging Infrastructure Readiness Plan for public comment.
- Finalize plans based on feedback and share final results with Boards, Council and the community.

Timeframe:

- Announce meetings 10–14 days in advance.
- Surveys open for a minimum of two weeks.
- Final Plan completed by February 2026

PART G. How will you know what the public thinks?

If you're going to involve the public (soliciting feedback) then consider the parameters of the input so that staff will be able to act upon the input received and manage the expectations of the public and stakeholders. What is (or isn't) open for public debate and discussion, and document "why." Example: If the county is modifying a park and is seeking input as to what the public would prefer – stating the options that the project manager can execute upon will minimize public disappointment and frustration. Would the public prefer a pickleball court, a tennis court or a basketball court. However, if left as an open-ended question, responses may come back with projects that are not possible (a swimming pool, a petting zoo, etc.).

The County plans to involve all interested parties throughout the process. As information becomes available the County will be able to incorporate appropriate input into the plan. Further if additional feedback is necessary, additional meetings and follow-up surveys can be added to the schedule as needed.

Will you survey your audience(s) to gather input? Yes No (If the answer is yes, complete the following section. If the answer is no, skip this section.)

How will you plan to survey the public? How long will it take to survey? Will you perform the survey using Have Your Say? Or resources provided by NRC/POLCO (they may have surveys used in other communities online for you to use or view as sample questions.) Will you hire a professional surveying company? How large will your sampling be? What kinds of questions will you ask? Will they be multiple choice or open-ended questions? Who will compose the survey? How will you gather feedback? How you will analyze, segregate, catalog and present survey data to others effectively,

such as the Council, the media, or the public? Will you survey property owners? Renters? Both? What is the cost of the survey? DON'T forget to share the survey results with your audience.

- Conduct a survey to determine location priorities and community policy (collective values, priorities, and preferences of the Los Alamos community regarding specific planning and development decisions—particularly related to electric vehicle (EV) infrastructure and mapping tasks in this case). The survey results will be shared with the community.

PART H. How will you gather feedback about the success of your PIIP? Do you plan to have any “lessons learned” sessions with your team post-project to discuss how well the PIIP did (or didn’t) work?

- *Track number of participants at each event.*
- *Track number of respondents to surveys*
- *Conduct lessons learned for future events.*

PIIPs require the review and approval of the Project Manager, Department Manager, and County PIO. Please route for signatures:

<i>Angelica Gunde</i>	3/4/2025
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Submitted by: Project Manager	Date
<i>Linda Matteson</i>	3/4/2025
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Approved by: Department Manager	Date
<i>Julie Williams Hill</i>	3/4/2025
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Approved by: County Public Information Officer	Date

REVISIONS: (complete this section only if you are filing a revision to your original PIIP)

Please outline below the revisions you are making to the PIIP. Give an explanation of “why” and list any associated impacts on cost, schedules, staffing or other impacts.

Attachment 2 - Channels

The following are some channels that may be used to convey key messages to targeted audiences when developing a communication strategy. Consider the demographics of the audience to select the channel that might best reach them.

Traditional media:

- **Press release**
- **Public Service Announcement**
- **Paid advertisement**
- **Interview with a reporter**

Printed collateral (postcard, door hanger, flyer, brochure, poster, signage, direct mail or bill insert)

Public meeting/town hall

Neighborhood meeting (scheduled on the street or in an adjacent park)

Videos (public service announcement to be shared on the website, social media, the SALA theater)

Social Media posts

Email outreach – using developed email lists

E-newsletters (County Line)

Website

Los Alamos National Laboratory bulletins (can be shared with out of town commuters)

Chamber bulletins (emailed to the business community)

Los Alamos Public Newsletter (ideal for reaching parents)

FYILosAlamos.com (master calendar for visitors)


Certificate Of Completion

Envelope Id: D1BA3E09-F7C9-4571-A77A-8CFFF0C56A8A Status: Completed
 Subject: Complete with Docusign: PIIP-Fleet Conversion and Community-Wide EV Charging Plan_Final.pdf
 Source Envelope:
 Document Pages: 7 Signatures: 3 Envelope Originator:
 Certificate Pages: 3 Initials: 0 Angelica Gurule
 AutoNav: Enabled angelica.gurule@lacnm.us
 Envelopeld Stamping: Enabled IP Address: 198.99.209.78
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Record Tracking

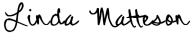
Status: Original Holder: Angelica Gurule Location: DocuSign
 3/4/2025 4:19:07 PM angelica.gurule@lacnm.us

Signer Events

Signer Events	Signature	Timestamp
Angelica Gurule angelica.gurule@lacnm.us Sustainability Manager Security Level: Email, Account Authentication (None)		Sent: 3/4/2025 4:20:45 PM Viewed: 3/4/2025 4:20:52 PM Signed: 3/4/2025 4:20:59 PM
	Signature Adoption: Pre-selected Style Using IP Address: 198.99.209.78	


Electronic Record and Signature Disclosure:

Not Offered via Docusign

Linda Matteson linda.matteson@lacnm.us Acting County Manager Security Level: Email, Account Authentication (None)		Sent: 3/4/2025 4:21:01 PM Viewed: 3/4/2025 4:33:03 PM Signed: 3/4/2025 4:36:46 PM
	Signature Adoption: Pre-selected Style Using IP Address: 198.99.209.80	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Julie Williams Hill julie.williams@lacnm.us Communications & PR Administrator Security Level: Email, Account Authentication (None)		Sent: 3/4/2025 4:36:48 PM Viewed: 3/4/2025 4:59:14 PM Signed: 3/4/2025 5:01:11 PM
	Signature Adoption: Pre-selected Style Using IP Address: 174.22.195.232	

Electronic Record and Signature Disclosure:
 Accepted: 6/29/2022 3:51:04 PM
 ID: b02dd3c6-7e42-460a-93d5-45e06061bf20
 Company Name: Inc. County of Los Alamos

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/4/2025 4:59:14 PM
Signing Complete	Security Checked	3/4/2025 5:01:11 PM
Completed	Security Checked	3/4/2025 5:01:11 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

AGREEMENT TO USE DOCUSIGN FOR ELECTRONIC SIGNATURES

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Los Alamos County (“County”) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, for this Electronic Record and Signature Disclosure (ERSD), and confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

Pursuant to the New Mexico Uniform Electronic Transactions Act, you hereby agree to conduct transactions with the County by electronic means through DocuSign. You agree that your electronic signature represents your intent to sign the electronic record and is the means by which you indicate an intent to bind yourself with the document in a manner that has legal significance; it constitutes legally-binding evidence of your intention with regard to the document. You further agree that your electronic signature as used through DocuSign is the legal equivalent of a handwritten signature. You confirm that you can access this information electronically, which will be similar to other electronic notices and disclosures that we may provide to you, that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, by selecting the check-box next to ‘I agree to use electronic records and signatures,’ you consent to receiving and signing documents as described herein; select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.