

**MINUTES OF THE  
SANTA FÉ COUNTY  
COUNTY OPEN LAND TRAILS AND PARKS ADVISORY COMMITTEE  
(COLTPAC)**

**February 12, 2014**

**1. CALL TO ORDER**

A regular meeting of the Santa Fé County Open Land, Trails and Parks Advisory Committee (COLTPAC) was called to order on the above date at approximately 6:00 p.m. by Outgoing Chair Judy Kowalski in the Santa Fé County Attorney's Conference Room, County Administration Building, Santa Fé, New Mexico.

**2. ROLL CALL**

Roll Call indicated the presence of a quorum as follows:

**Members Present**

Judy Kowalski, Chair  
William Baker  
Coleman Burnett  
Devin Bent, PhD  
Patricia Conoway  
Almudena Ortíz Cué  
Dave Dannenberg  
Ernesto Ortega

**Members Absent**

Zach Taylor, Vice-Chair

**Staff Members Present**

Lisa Roach, Open Space and Trails Planner  
Carol Branch, Volunteer Coordinator  
Robert Griego, Planning Manager [arriving later]  
Terry Lease, Facilities, Operations & Maintenance Manager

**Others Present**

Bill Baxter

**3. APPROVAL OF THE AGENDA**

Chair Kowalski welcomed everyone to the meeting.

Ms. Roach said they would need to postpone the update on the Romero Park Master Plan.

**Dr. Bent moved to approve the agenda as amended. Ms. Conway seconded the motion and it passed by unanimous voice vote.**

**4. APPROVAL OF THE MINUTES  
January 8, 2014**

Mr. Ortega requested the following changes to the minutes:

On page 5, fifth full paragraph, it should say "General Management Standards" and not property standards.

On page 6, 5<sup>th</sup> full paragraph, the first sentence had a redundancy. It should say "project management plan" instead of "strategic plan" at the end of that sentence.

**Mr. Ortega moved to approve the minutes of January 8, 2014 as amended. Dr. Bent seconded the motion and it passed by unanimous voice vote.**

**5. ACTION ITEMS**

**A. Election of Chair / Vice-Chair**

Ms. Roach mentioned that there was a discrepancy in the resolution for COLTPAC and the broader resolution on Rules of Order for County committees.

The COLTPAC resolution says the Chair shall serve a two-year term and the broader County resolution says one-year term.

Ms. Roach recommended a one-year term. There were other changes that needed to be made in the resolution for COLTPAC. That was at top of her priorities.

Dr. Bent asked what Legal said about it.

Ms. Roach said they just pointed out the difference.

Mr. Ortega nominated Ms. Judy Kowalski as Chair. Ms. Kowalski was happy to chair the COLTPAC. Dr. Bent seconded Mr. Ortega's nomination of Judy Kowalski. There were no other nominations and Ms. Kowalski was elected Chair by acclamation.

Mr. Baker nominated Mr. Zach Taylor as Vice-Chair. Dr. Bent seconded the nomination. There were no other nominations and Mr. Taylor was elected Vice-Chair by acclamation.

## **B. Approval of COLTPAC Annual Meeting Calendar**

Ms. Roach reminded the Committee that they were able to provide an annual meeting calendar as notice and that notices were no longer required to be published in the newspaper. Agendas must be posted 10 days prior to each regular meeting. If changes were needed, the final agenda must be posted 72 hours prior to the meeting.

So, with the exception of March when Ms. Roach would be absent, the meetings would be held on the first Wednesday of each month at 6:00 p.m. in the Attorney's Conference Room at the County offices.

**Dr. Bent moved to approve the schedule. Ms. Conway seconded the motion and it passed by unanimous voice vote.**

## **6. MATTERS OF PUBLIC CONCERN**

There were no matters of public concern.

## **7. MATTERS FROM THE COMMITTEE**

### **A. Introductions**

Ms. Roach announced that on January 8, 2014, the Board of County Commissioners (BCC) appointed two new members and reappointed Ms. Kowalski.

Ms. Conway (at-large representative) shared her background. She had her dream Ranch off Cerrillos Road on Highway 14. She loved the outdoors and felt she could make a contribution.

Mr. Dannenberg (representing District 4) had been here 13 years. He moved here to escape the sprawl of Phoenix. He was a huge user of trails, a bicyclist and had four kids still in school. Mr. Dannenberg owns a publishing software business for large news outlets. In Phoenix he designed chips for Intel.

The other members introduced themselves also. Ms. Burnett works for NMDOT. Mr. Ortega is a native New Mexican retired from National Park Service. Dr. Bent was in Public Administration and moved around a lot. He lives in Nambé where he is trying to restore native habitat. Ms. Ortiz Cué was originally from Mexico City and moved here four years ago. She is a professional dog trainer and wanted to be on the committee to partake of and be responsible for the outdoors. Mr. Baker has been in New Mexico 45 years and worked 40 years for the Air Force. He wanted to bring representation from the southern part of the County. Chair Kowalski has been here 25 years and works as a landscape architect and Design Bureau Chief for New Mexico State Parks.

Chair Kowalski welcomed the new members to the Committee and asked Mr. Baxter to introduce himself.

Mr. Bill Baxter said he represented the public to this Committee and was a former member.

Mr. Terry Lease said he just came back to Santa Fé and employed by the County Public Works Department on property control and maintenance. He spoke about the needs of some of the properties and was looking forward to working with Ms. Roach.

Mr. Robert Griego arrived at this time.

Ms. Carol Branch introduced herself as the Volunteer Coordinator. She is a native New Mexican with an NMSU degree in Environment. She was a hiker and bicyclist so it was a perfect job for her. She started right as Beth Mills left. She listed the contacts she had been making throughout the County as volunteer coordinator.

Ms. Branch said they had several volunteer activities with at least one in each district. They had a 3-day event in Arroyo Hondo.

In response to Ms. Burnett she explained how she decided which projects to assign to volunteers and which ones to work on first. She had to rely on other staff a lot on what tools to bring.

Mr. Griego introduced himself and shared his work at the County. He noted that the COLTPAC input on the official map was a great help and important work that was done.

Ms. Roach shared her background as an archeologist for seven years and then got her master's in Planning and Historic Preservation.

## **8. MATTERS FROM COUNTY STAFF**

### **A. Orientation for new COLTPAC Members**

Ms. Roach said she wanted to give the orientation to the whole group as a good opportunity for all members to get a global picture of what there was in the Program. She used a PowerPoint for the orientation. She reviewed the chronology of the program from 1998 when \$12 million GO Bonds were issued for open space and trails and COLTPAC was created.

The bonds ultimately totaled \$25 million with \$5 million for Santa Fé River. For a period of time, a portion of GRT revenues were dedicated for open lands and trails. There were no current plans for new bonds.

Dr. Bent asked whether any of the \$8 million of GO Bond issued in 2012 was available to be spent (the status). Ms. Roach indicated that these funds have all been allocated to various projects.

Chair Kowalski recalled that bond issue came with projects already identified.

Ms. Roach shared the organizational structure and described the overall inventory followed by descriptions of each district's resources.

Mr. Baxter talked about the federal act regulating protection of cultural resources in the Thornton Ranch Open Space. He said the COLTPAC needed to address developing trails and a way to keep people from walking on the petroglyphs and touching them. He also described the Cerrillos Hills State Park and told how well supported it was by the community.

Chair Kowalski said it [Cerrillos Hills State Park] was well managed. Each of the properties really needed a person for it. This one had a State Parks staff member and also an interpretive person in the summer.

## **B. Discussion of Santa Fé County Open Space, Trails and Parks Strategic Plan**

Ms. Roach passed around the scope of work for the open space trails and parks plan. She described how this plan would update the vision, goals and objectives for the Open Space and Trails Program and define broad management principles for each of the properties. This was important because of the concerns over lack of management plans in most of the open space properties.

This was an opportunity not only to describe the properties but also the vision when the properties were acquired. One of the priorities might be a much more detailed management plan.

In response to Mr. Dannenberg, Ms. Roach indicated that what is needed as specified in the SGMP is an "action plan" with a 15 to 20 year planning horizon with a strategic component that would be regularly updated. She identified this primarily because of their discussion last time and the need also for a program manual on staff roles and how to work together, defining COLTPAC's role with a very detailed needs assessment for each region, by Growth Management Area.

Dr. Bent said the Committee needed to work with the BCC on this and he thought they should organize the public input process around districts so that Commissioners would play a role in it with people for the work groups. It would provide a Commissioner's support when it went to CIP.

Mr. Griego explained that the Growth Management Areas (GMAs) were utilized in the SGMP and were geographically based rather than politically based. By dividing the County land into four geographic areas, we could describe what was going on based on growth projections which are being produced using the GMAs. This planning analysis is to be used in the implementation of the SGMP.

Ms. Roach said an advantage of piggybacking on that structure was the data is organized around those geographic areas.

Mr. Ortega pointed out that there were some similarities in terms of geophysical elements and that was one of the things the Committee had discussed that might be more advantageous.

Ms. Roach said they certainly would identify the Commissioner Districts involved to tie the Commissioner support into this. There were contact people identified in each area. She asked if there was any consensus or if members wanted to think about it and consider it again.

Chair Kowalski felt it was hard to decide at this point. Recreational needs should be considered along with conservation needs.

Ms. Roach offered to bring it next time with some of the data produced for projections and look at how they play out. She referred them to page 13 of the SGMP, which was online.

Mr. Baker said when the Committee did the map update they got an idea of where recreational facilities were. Some overlay on population should be available because there was a need for a park for so many population.

Ms. Roach agreed. In the planning context, she saw the need to do that and use the statistical information.

Dr. Bent asked if the demographic data would be by zip code or census designated places.

Mr. Griego said he could provide the data for all the census tracts with updated projections through 2040 by GMAs.

Chair Kowalski thought that would make sense for our work.

Ms. Burnett said they were talking about Level of Service. Under Section 8 A, we should add a bullet for other public lands. We need to take into account public lands that were not under our jurisdiction. E.g. we might have an area with very little county open space but lots of forest space or BLM. This section was one of the important points for

public input too.

At some point we need to figure out how to engage the public and what type of information we would seek from them. And get their perception on what they have access to. Chair Kowalski agreed that had to be examined.

Mr. Baxter recalled, in the early years of COLTPAC, a group had the idea to draw a map that only had private land and it looked a whole lot different.

Ms. Roach agreed it was a need to define service areas. We would rely in part on the 2000 plan for that.

Regarding public outreach, Ms. Roach referred to the pre-planning tasks and the bullet on recruiting volunteers. Assembling a core group from each sub region for outreach areas and expanding it as they progressed was an important task. We need to discuss COLTPAC's role in the working groups and she envisioned a COLTPAC member being in each regional working group with a leadership role.

Ms. Ortíz Cué asked what the time requirement would be. It was not something she could possibly jump into right now.

Ms. Roach didn't think every member would have to be intimately involved in it but could take volunteers once the role was defined. But the Committee could choose to provide the opportunity for the broader public to have input.

Mr. Dannenberg thought they needed to work on the organization of those working groups.

Ms. Burnett pointed out the benefit of consistent representation so she liked the idea of members chairing the working groups and reporting back to the Committee to maintain consistency.

Dr. Bent asked what the notice requirements were for working groups and if it was something to take to Legal for things like proper notice of each meeting. He asked if this was just a subcommittee so they didn't have to worry about notice.

Mr. Griego clarified that the Open Meetings Act requirements pertained to groups appointed by the BCC. However, if there was a COLTPAC quorum, we would have to notice it. The working groups wouldn't require notice, but we would advertise them to invite the public.

Mr. Baker liked the idea of a working group but first the Committee needed to gather the information. The sky was not the limit and people could burn out before getting anything accomplished.

Mr. Ortega asked Ms. Roach if she had engaged the National Park Service Rivers Trails and Conservation Assistance (RTCA) Program for assistance.

Ms. Roach agreed and indicated that RTCA had just announced a program application. This might be a good way to get some assistance with meeting facilitation and planning.

Mr. Ortega said that would give some consistency in working with the four areas, to have that facilitation. Mr. Baxter agreed it could make a big difference.

Ms. Roach said last time, the Committee talked about wayfinding signage. The City had a wayfinding project and Ms. Branch had received a signage grant Ms. Roach has been working with Public Works staff to identify a need for graphic standards and signage plan for all county facilities and hopefully that would be accomplished in the coming year.

The Committee would coordinate with Public Works on that project and if we want input, she could facilitate how that could happen. Public Works was coming out with design standards for all County facilities.

She said the mapping, particularly for recreation as part of pre-planning tasks, could be available online for the public so they could download maps and take a walk. It could improve our public outreach. She didn't see the public input process starting until summer at the soonest.

Dr. Bent asked Ms. Roach if she had asked for bios for the web site.

Ms. Roach said she hadn't and she did need to update the COLTPAC web site. She asked the new members to send her a brief bio of up to 200 words.

Mr. Lease said the Public Works Department was assessing all of our facilities so we need an assessment process for the trails and would be great if Committee members could send those to his email.

Ms. Burnett noted on page 2, section 4 talked about property inventory. We need to be able to document the current status of these properties. That was a role this committee could play in partnership with staff. So maybe we could put together a template as an inventory form so there would be consistency in the data.

Mr. Ortega asked if the State Parks had something similar to that.

Chair Kowalski said they didn't. They had a "park management plan" for each park updated each five years.

Ms. Roach said there were groups out there who report on trail conditions such as



the Santa Fé Fat Tire Society.

Chair Kowalski suggested they could put that on next agenda.

Ms. Roach asked about other agenda items.

Chair Kowalski said the role of the COLTPAC in the past was to review and recommend acquisitions and that was no longer our reason for being here. It was now more focused on how to take care of County facilities.

Dr. Bent said the advantage was that the Committee could go directly to the BCC. We should probably run everything by the county attorneys but it was an advantage we have.

Ms. Roach said that there is a need to update and revise Resolution 2011-4 in defining the different roles of COLTPAC, and that once we get a set of revisions, we could run it through Legal. She agreed to follow up on that.

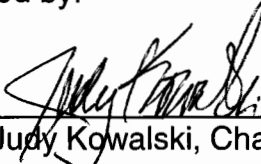
Dr. Bent had a sense that the two-year term for chair was not a bad thing or maybe four year terms for membership, but all of that could be on the table for discussion.

**9. NEXT MEETING:            Wednesday, March 12, 2014**

**10. ADJOURNMENT**

Ms. Conoway moved to adjourn the meeting and it was adjourned at 8:00 p.m.

Approved by:

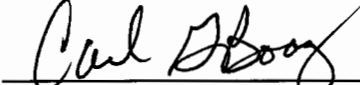
  
\_\_\_\_\_  
Judy Kowalski, Chair

Attest

  
\_\_\_\_\_  
Geraldine Salazar, County Clerk  
4/4/2014



Submitted by:

  
\_\_\_\_\_

Carl G. Boaz, Inc. by Carl G. Boaz

2014 APR 12 02:35:34 PM



COUNTY OF SANTA FE ) COLTPAC MINUTES  
STATE OF NEW MEXICO ) ss PAGES: 10

I Hereby Certify That This Instrument Was Filed for  
Record On The 4TH Day Of April, 2014 at 02:35:34 PM  
And Was Duly Recorded as Instrument # 1733866  
Of The Records Of Santa Fe County

Deputy Maell [Signature] Witness My Hand And Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM