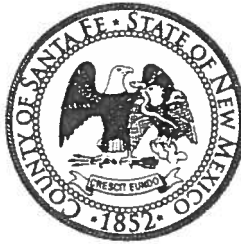


Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *January 29, 2012*

TO: *Board of County Commissioners*

FROM: *Adam Leigland, Public Works Department Director*

VIA: *Katherine Miller, County Manager*

ITEM AND ISSUE: *BCC Meeting January 29, 2013*

A PRESENTATION OF THE FINAL RECOMMENDATIONS FOR THE VOLUNTEER PROGRAM FOR OPEN SPACE AND TRAILS FROM THE COUNTY OPEN LANDS, TRAILS, AND PARKS ADVISORY COMMITTEE (COLTPAC). (PUBLIC WORKS/ADAM LEIGLAND)

BACKGROUND AND SUMMARY:

On June 26, 2012 the Santa Fe Board of County Commissioners passed Resolution No. 2012-80. This resolution recognized the potential for volunteers from the public to help with the development and maintenance of County Open Spaces, Trails and Parks. The resolution charged the County Open Lands, Trails, and Parks Advisory Committee (COLTPAC) with: 1) review of local, state, and regional programs that utilize volunteers in government programs or services, and 2) development and presentation to the BCC of a volunteer plan for the Santa Fe County Open Space and Trails Program. In addition, the resolution asked that the BCC consider the recommendations when determining action at the midyear of FY13 in order to implement an open space volunteer program.

COLTPAC formed a subcommittee consisting of 3 members: Michael Patrick, Judy Kowalski, and Melissa Houser, to research other successful volunteer programs and to synthesize this work into a report with specific recommendations for Santa Fe County. At a special meeting of COLTPAC on December 13, 2012, the Committee approved the final draft of the report on the recommendations to the Board. COLTPAC, through its subcommittee, is now prepared to present these recommendations to the BCC. A copy of their report is attached here.

ACTION REQUESTED:

Staff requests that the BCC accept the recommendations of COLTPAC regarding a volunteer program for County Open Space and Trails and that these recommendations be considered during the midyear FY13 budget discussions.

RECOMMENDATIONS FOR A VOLUNTEER PROGRAM FOR
SANTA FE COUNTY OPEN LANDS, TRAILS AND PARKS
BY COUNTY OPEN LANDS, TRAILS AND PARKS ADVISORY COMMITTEE
(COLTPAC)
TO SANTA FE COUNTY BOARD OF COUNTY COMMISSIONERS
January 29, 2013

In June, 2012, the Board of County Commissioners (BCC) passed Resolution No. 2012- 80. This Resolution requested COLTPAC to review existing local, state and regional volunteer programs and develop recommendations for BCC for a volunteer plan for Santa Fe County Open Space and Trails Program. It further directed that BCC would consider COLTPAC's recommendations and determine possible action at midyear of the FY2013 budget to implement a volunteer program.

COLTPAC believes that the establishment of a robust volunteer program to support the County's Open Space, Trails and Parks Program could achieve the following objectives:

1. Provide a cost-effective way to supplement the resources currently available to maintain and monitor the program's properties beyond what can be done with program staff by making use of the array of nongovernmental organizations and the talented volunteer pool within the County;
2. Build greater public awareness of, and create more advocates for, the Open Space, Trails and Parks Program.; and
3. Provide additional opportunities for Santa Fe County residents to participate in and benefit from the open space, trail and park properties that have been acquired and created by BCC and the Program.

As a result of the Resolution, a subcommittee of COLTPAC was formed to look at current volunteer programs for open space, parks, and trails for a number of governments in New Mexico (including Bernalillo County, City of Albuquerque Open Space and New Mexico State Parks) in addition to other programs around the country, including Maricopa County (Arizona) and Los Angeles County (California), among others.

Based on a review of the experiences of these other programs and their application to Santa Fe County's program and properties, COLTPAC makes the following recommendations for the establishment of a volunteer program. We believe that these five broad recommendations will provide a foundation for establishing an effective program to further the objectives stated above:

1. Hire a full-time Volunteer Coordinator, or Volunteer Program Manager:
2. At the outset, establish clear policies regarding the operation of the program and the appropriate roles of the volunteers, as well as a risk management policy to address liability issues of concern for the County.
3. Partner with existing volunteer organizations ("Grass Tops") with complementary objectives to initiate the program.
4. Develop targeted training programs for new volunteers to provide clear direction on expectations and appropriate volunteer activities.
5. Recognize the importance of good recordkeeping on volunteer contributions to establish the value of the program and initiate recordation of volunteer contributions from the program's inception.

We believe that an open space and trails volunteer program will grow organically over time to fit the specific needs of the program and the volunteers. The recommendations outlined below should help with startup of the program, and we believe that many of these can be implemented during the first two years of the program provided that adequate resources (including a full-time volunteer coordinator position) are provided.

Many of the other program managers that we spoke with would welcome inquiries about their programs and experiences, and have already provided much information that may be useful in forming Santa Fe County's program. A list of those contacts and the information compiled by COLTPAC is provided at the end of these recommendations.

Volunteer Coordinator Position: We believe that a dedicated volunteer program coordinator will play a vital role in the initial development of the volunteer program and the administration of the program over time. Although varying in the specific duties of the position, all of the volunteer programs that we examined had taken

the step of having a full-time dedicated volunteer coordinator, and they report that this decision was a major milestone for creating a successful volunteer program.

COLTPAC would like to recognize and endorse BCC's decision made earlier this year to establish and fund such a dedicated volunteer position, thereby demonstrating the County's tangible commitment to a successful volunteer program.

The role of volunteer coordinator should include:

- Recruitment and selection of volunteers
- Orientation and training of new volunteers
- Serve as main point of contact for volunteers and partner groups
- Management and administration of the program
- Management of safety and risk mitigation (insurance, waivers, etc.)
- Rewards and recognition
- Measure program effectiveness

Importantly, the coordinator should work closely with the other open space staff to understand the needs for all of the program's properties (see attached list of Santa Fe County Open Space properties).

It is crucial to mention that the volunteer coordinator should not be expected to supervise all of the volunteer work that goes on. Volunteer program managers with whom we consulted identified a variety of ways to allocate this responsibility amongst other available staff, for example, park supervisors.

Policies and Risk Management

All of the established volunteer program managers with whom we consulted stressed the importance of risk management and decreasing the risk of liability in a program. This includes procedures that must be put in place to reduce the likelihood that a volunteer will be the source of a lawsuit.

A comprehensive set of policies and procedures are an extremely important part of a volunteer program, providing overall guidance and direction to the program participants (whether staff, management, or volunteers) and setting a framework for the volunteer program. It is useful to establish the policies and procedures before enlisting the program volunteers. All of the programs we reviewed had some form of a volunteer policy manual that was provided to staff and volunteers. The manuals typically address volunteer registration, required background checks for volunteers (if any), orientation and training, and a description of typical volunteer activities. Similar to a company's

employee handbook, such a document is vital to set clear expectations and provide clear guidelines to staff and volunteers. Another important element of these policies and procedures is volunteer waiver forms to address potential liability issues associated with volunteers working on County property. The volunteer coordinator should be prepared to spend a significant amount of time at the outset of the program developing volunteer policies with County Management and the County Attorney, since these will serve as an important foundation for the program.

A good source of background information on policies and procedures and risk management can be found in the National Association of Counties' Volunteer Toolbox, which devotes an excellent chapter to the topic of "Volunteer Liability/Legal Issues".

Typical Volunteer Activities: A well-managed volunteer program should make a clear distinction between those activities appropriate for volunteers and those that should be undertaken only by County staff. This will assist in the development of risk management policies. COLTPAC recommends the following activities for volunteers: 1) fund raising and special events planning; 2) routine stewardship; 3) Site Watch and cultural properties monitoring; 4) interpretive programs and docent led tours; 5) simple trail building and riparian restoration; 6) social media access; and 7) general outreach. It should be emphasized that volunteers are not a substitute for staff. Only staff with the necessary training, skills, and certifications can undertake activities such as law enforcement, heavy equipment operation, facility maintenance, heavy construction, management of trail building and riparian restoration activities; management of interpretive/outreach activities; and management of cultural and natural resources.

Use of Volunteers - Partnering with Existing Organizations: One of the most effective ways to establish a volunteer base is what we refer to as a "grass tops" approach. This entails the use of existing organizations – such as nonprofits and college groups - to carry out projects for County open space and trails properties. Santa Fe County has already had some experience with such groups, such as Santa Fe Watershed Association, for restoration activities on the Santa Fe River, and the Trails Alliance of Santa Fe, for trail construction on the recently acquired La Piedra property.

Advantages of the grassstops approach include:

- (1) Tapping into existing organizations with specific, complementary missions seeking worthwhile projects that are highly motivated (by reputation, demonstrating their effectiveness to donors, etc.) to be successful;

- (2) Taking advantage of already trained, experienced and motivated staff and volunteers;
- (3) Ease of coordination, because Santa Fe County staff are able to deal with one point of contact for numerous volunteers; and
- (4) The possibility of accessing already available funding (for equipment and supplies) and insurance coverage for their volunteers.

In this context, other programs such as Maricopa County Parks and Recreation recommend making (and updating) a comprehensive needs assessment of the County program for both specific properties (capital projects, resource assessments, master planning, monitoring, and maintenance) and the overall program. Such an assessment can then be shared with potential partners and also with outside advisors, such as COLTPAC members, to match up potential partner organizations with the needs and opportunities for the open space and trails program.

In addition to the more obvious organizations that can provide volunteers for trail construction and maintenance and river restoration activities, COLTPAC members are aware of other programs offering volunteer assistance in a variety of other specialties such as open space master planning, cultural site protection and natural history interpretation, which should all be considered for Santa Fe County's program.

Targeted Volunteer Training for Individual Volunteers: Although working one-on-one with volunteers is more time intensive than the grass tops approach described above, there are some real opportunities for Santa Fe County's program. We believe that a key is finding meaningful ways for volunteers to contribute to the program that do not require an inordinate amount of staff time to administer.

The City of Albuquerque's Open Space was recommended by The Trust for Public Land's Center for City Park Excellence as having a strong volunteer program, in addition to being similar in size and types of resources managed by Santa Fe County's program. We would like to recommend the following ideas, borrowed from City of Albuquerque, which also work for other similar programs.

First, we really like the "Trail Watch" program used by City of Albuquerque Open Space and described as the "backbone of their volunteer program." This consists of a group of volunteers who are frequent users of the trails and who serve as the eyes and ears for the Open Space program. Duties of these volunteers include reporting issues with trail conditions, reporting illegal activities (graffiti, dumping, etc.) and monitoring trail

use. The volunteers start with a training program of several hours, which covers their role, how to approach different situations they may encounter, and how to report problems. The City has over 100 active volunteers in the program contributing a minimum of 25 hours per year. Trail Watch also serves as a stepping stone to other volunteer activities (such as 'Adopt an Open Space') and is a good way to identify committed volunteers before additional investments of time and training are made in them.

Second, organized annual workdays that are repeated every year for particular resources and places have been very successful for Albuquerque's program. These work days include National Trails Day, National River Cleanup, Dia del Rio, Make a Difference Day and April Spring Foothills Cleanup, all with numerous sponsors for each workday. For a description of these workdays (and also an example of a good volunteer webpage) see <http://www.cabq.gov/parksandrecreation/programs-lessons/open-space/volunteer>

Finally, an 'Adopt an Open Space' program may be important for certain properties. One example is the new Edgewood open space and equestrian facility. Because of its distance from Santa Fe, this property may present more challenges for County staff to operate than other properties closer to Santa Fe. A group of volunteers from the Edgewood area, such as local equestrians who are well organized and motivated to support the facility's operation, could be a tremendous resource for keeping an eye on that park. Often local groups are happy to take "ownership" of their community open spaces.

We would also like to note Bernalillo County's "Master Naturalist" initiative, started in 2010, in which selected volunteers are provided with a series of specialized trainings and workshops to become "citizen-scientists" in return for a commitment of at least forty (40) hours of service. Although we believe such a program may be beyond the scope of early volunteer offerings for Santa Fe County's program, it may be an interesting area for future growth and is indicative of a trend towards 'citizen-scientist' programs. [see Citizen Science Program Conservation Trust of Puerto Rico, *Citizen Science Program: Our Experience 2008-2010*]

Establish Good Recordkeeping and Information Dissemination Methods:

Keeping good records of volunteer contributions, particularly time provided by individual volunteers, is critical. One benefit is the ability to motivate the volunteers, through recognition opportunities (e.g. shirts, hats, etc. for certain levels of commitment)

and also to easily identify those volunteers that are making outstanding contributions to the program. Another benefit is to provide elected officials and management of the County with a measure of the effectiveness of the volunteer program in ways that are both quantitative (such as total hours volunteered and the estimated value of this time) and qualitative. Many programs track this time manually through written logs; however, we believe that the use of online tools would be a much more efficient method.

A dedicated volunteer website is recommended and common for many of the open space, parks and trails volunteer programs that we reviewed (samples are included in the contacts of other programs provided at the end of these recommendations). Such a site is also probably one of the best recruitment tools available, especially for individual volunteers looking for opportunities. Volunteer websites typically include enrollment or application forms, updates on volunteer opportunities, and a volunteer policy manual, and more generally serve as an easy way for the public to find out how to volunteer through a simple internet search. A good site could also provide efficient ways for volunteers to report issues and observations (refer to the Trail Watch program) to staff and to track their volunteer hours.

A modest budget for the volunteer program, in addition to the volunteer coordinator position, is needed for recognition gifts, tools (gloves, shovels, etc.), workdays (lunch, snacks, drinks) and other events. Many programs have an annual volunteer recognition/appreciation event. Los Angeles County, as one example, makes an adult and teen volunteer of the year award in addition to recognizing volunteers that serve at certain levels starting at 1,000 hours of service, whereas many other programs start the recognition at more modest levels of service.

COLPTAC is pleased to have this opportunity to provide input and recommendations for a volunteer program for Santa Fe County's Open Space and Trails Programs, and strongly endorses such a program.

Attachments

- Available resources from other volunteer programs
- Contact information for other volunteer programs

The following information was collected by COLPTAC from other volunteer programs as part of this work, and is available to Santa Fe County.

City of Albuquerque Open Space

Notes from call with City's Jim Sattler
Volunteer Information Form
Adopt an Open Space Group Report
Trail Watch Volunteer Worksheet

New Mexico State Parks

Numerous volunteer forms
Also they are updating volunteer policy manual, and can provide when completed.

Los Angeles County Parks and Rec

Volunteer Manual (includes application form, time log form)
Summary of "Best Practices"

Maricopa County (Arizona) Parks and Recreation

Volunteer Handbook
Volunteer application form
Notes from conversation with Don Usery, former volunteer coordinator
Job posting for volunteer coordinator position

Iowa State Parks

Volunteer Code of Conduct
Liability Waiver Form
Volunteer Participation Agreement
Volunteer Log

Mecklenburg County (NC) Parks and Rec

Volunteer Services Operational Manual
Volunteer Services Orientation Book
Volunteer Enrollment Form

Barrington County Land Conservation Trust

Volunteer Handbook

Other Information

National Association of Counties Volunteer Toolbox
Colorado State Parks Volunteer Program Strategic Plan 2006-2010
Volunteer Program Planning

Contacts for other volunteer programs that we received input from:

City of Albuquerque Open Space

Jolynn Maestas

Volunteer Coordinator

jmaestas@cabq.gov.

<http://www.cabq.gov/parksandrecreation/programs-lessons/open-space/volunteer>

New Mexico State Parks, Santa Fe Office

Darcy Schalip 476-3391

Bernalillo County Open Space

<http://www.bernco.gov/get-involved-3998/>

Maricopa County Parks & Recreation Dept.

234 N. Central Ave, Suite 6400

Phoenix, AZ 85004

Dan Wilson

Volunteer Coordinator

(602) 525-3004.

<http://www.maricopa.gov/parks/volunteer.aspx>

Los Angeles County

Manny Moreno

(name from Russ Guiney, Director of Parks and Rec)

Department of Parks and Recreation

Volunteer Coordinator

510 South Vermont Avenue

Los Angeles, CA 90020

(213) 351 8986 office

manmoreno@parks.lacounty.gov

Iowa State Parks

Linda King

DNR Volunteer Program Coordinator

Wallace State Office Building

502 East 9th Street, Fourth Floor

Des Moines, IA 50319

515-242-5074

http://www.facebook.com/?sk=welcome#!/iowadnr.volunteers?bookmark_t=page

Mecklenburg County Park and Rec (Charlotte, NC)

Lori Saylor

Volunteer Service / Special Events Coordinator

5841 Brookshire Blvd

Charlotte, NC 28216

704-353-0504

<http://charmeck.org/mecklenburg/county/ParkandRec/Pages/Volunteer.aspx>

Status of Santa Fe County Open Space Properties

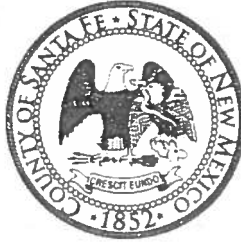
11/27/2012

Name	Acres	Acquired	Mandate/Purpose	Status
Santa Fe Rail Trail	29.1	10/15/1997	Santa Fe County Land Use Planning/Rail with Trail	
Cerrillos Hills State Park	1098.2	1/21/2000	Open Land and Trails Plan/Cultural-Historic Resources	
Madrid Open Space	57.3	2/15/2000	Open Land and Trails Plan/Cultural-Historic Resources	
Rio en Medio Open Space	121.3	4/21/2000	Open Land and Trails Plan/Access to Public Lands	
Santa Fe River Preserve	0.4	8/11/2000	Resolution 1998-79	
Talaya Hill Open Space	290.5	9/29/2000	Open Land and Trails Plan/Access to Public Lands	
SF River - San Isidro Park	35.5	5/24/2001	Resolution 1998-79	
Arroyo Hondo Open Space	86.8	11/14/2002	Open Land and Trails Plan/Cultural-Historic and Natural Resources	
SF River - El Camino Real Park	44.6	12/3/2002	Resolution 1998-79	
Spur Trail	7.3	9/2/2003	Open Land and Trails Plan/Santa Fe Community College District Trail	
Little Tesuque Creek Open Space	161.0	8/15/2005	Open Land and Trails Plan/Access to Public Lands	
Ortiz Mountain Open Space	1350.0	5/9/2007	Open Land and Trails Plan/Natural Resources	
Arroyo de la Piedra Open Space	54.4	12/15/2011	Open Land and Trails Plan/Access to Public Lands	
Old Pecos Trail Open Space	4.8	5/15/2000	Open Land and Trails Plan/Gateway	Preserve
El Rancho Open Space	5.5	9/22/2000	Open Land and Trails Plan/Cultural-Historic Resources	Preserve
Lamy Open Space	91.2	12/20/2002	Open Land and Trails Plan/Cultural-Historic Resources	Preserve
Edgewood Open Space	29.8	9/29/2000	Open Land and Trails Plan/Recreation and Trails	Construction Contract Award December 11, 2012 BCC
South Meadows Open Space	22.2	8/9/2001	Open Land and Trails Plan/Community Open Space	Design in progress. Planned Fall 2013
Los Potreros Open Space	40.0	9/4/2001	Open Land and Trails Plan/Cultural-Historic Resources	Planned Spring 2013
SF River - Cieneguitas	11.8	7/29/2005	Resolution 1998-79	Design in progress. Planned Spring 2014
Thornion Open Space	1904.1	10/2/2000	Open Land and Trails Plan/Cultural-Historic Resources	2013 GOB: need Park Ranger
Mt. Chalcihuitl	TBD	Pending	Open Land and Trails Plan/Cultural-Historic Resources	2013 GOB: Pending acquisition and remediation
Arroyo Hondo Trail	23.2	12/30/2004	Open Land and Trails Plan/Santa Fe Community College District Trail	Design Contract Award November 27, 2012 BCC.
San Pedro Open Space	160.0	6/23/2011	Open Land and Trails Plan/Access to Public Lands, Turquoise Trail National	Pending funding
El Penasco Blanco Open Space	93.4	5/1/2002	Open Land and Trails Plan/Cultural-Historic Resources	Pending direction from the community
La Cieneguilla Open Space	151.1	12/29/1999	Resolution 1998-79	Pending direction from the community
	5873.4			

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4


Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *January 15, 2013*

TO: *Board of County Commissioners*

FROM: *Adam Leigland, Public Works Director* 

VIA: *Katherine Miller, County Manager*

1/18/13

ITEM AND ISSUE: *BCC Meeting January 29, 2013*

RESOLUTION 2013-___ A RESOLUTION TO ACCEPT THE REMAINING PORTION OF ESTRADA CALABASA WEST, ALSO KNOWN AS HORCADO RANCH ROAD, LOCATED IN COMMISSION DISTRICT 2, FOR LESSER COUNTY MAINTENANCE. (PUBLIC WORKS DEPARTMENT/ADAM LEIGLAND)

BACKGROUND AND SUMMARY:

The residents of Estrada Calabasa West, also known as Horcado Ranch Road, are requesting for the County to accept the road for maintenance as a lesser County maintained road. Resolution 2012-151, which establishes procedures for the orderly and uniform process for road acceptance allows acceptance of a lesser County maintained road. A lesser County maintained road does not require the road to meet full County standards, but maintenance is limited to grading only twice per year.

The County has been working with the residents since 2006 on the acceptance of the road, which is situated on BLM and private property. The petitioners need to address the right-of-way requirements outlined in the Road Acceptance policy within one year from acceptance or it will revert back to a non-County maintained road.

- *Estrada Calabasa West*, beginning at the western limits of the La Tierra subdivision and ending at its intersection with Camino del Cerezo, a distance of approximately 3.73 miles.

ACTION REQUESTED:

Public Works recommends the acceptance of Estrada Calabasa West as a lesser County maintained road, providing the right-of way requirements are met.

SANTA FE COUNTY

RESOLUTION NO. 2013 -

A RESOLUTION TO ACCEPT THE REMAINING PORTION OF ESTRADA CALABASA WEST, ALSO KNOWN AS HORCADO RANCH ROAD, LOCATED IN COMMISSION DISTRICT 2, FOR LESSER COUNTY MAINTENANCE

Whereas, Santa Fe County encompasses a geographical area of approximately 2,000 square miles; and

Whereas, the County is primarily rural with small areas of concentrated development; and

Whereas, a comprehensive road system is a necessary and vital link between communities; and

Whereas, there are an estimated 1,500 total miles of roads within the County; and

Whereas, of the total miles, approximately 576 miles are recognized as County roads and maintained by the County; and

Whereas, the County's goal is to provide the best services possible to County residents, within the available resources; and

Whereas, Resolution 2012-151, the Road Acceptance Policy, lays out a procedure whereby the citizens of Santa Fe County may request the County to accept non-County roads for County maintenance after meeting certain conditions; and

Whereas, the Road Acceptance Policy contains the category of "Lesser County-Maintained Road," which eases the requisite conditions for road acceptance in exchange for a lower standard of road maintenance; and

Whereas, the Road Acceptance Policy allows for the BCC to condition its acceptance of a road upon the execution of any necessary documents; and

Whereas, a citizen of Santa Fe County with a real property interest in Estrada Calabasa West, aka Horcado Ranch Road, has applied to the County to accept the remaining portion of said road for County maintenance; and

Whereas, Estrada Calabasa West aka Horcado Ranch Road provides access to over 4,400 acres of private land;

Whereas, the Arterial Roads Task Force Report designated Estrada Calabasa West aka Horcado Ranch Road as a future main North/South artery;

Whereas, the Santa Fe County Road Acceptance Policy requires the transfer of any relevant right-of-way or easement to the County; and

Whereas, the right-of-way for the section of Estrada Calabasa West, aka Horcado Ranch Road, in question is owned by two private landowners and the US Bureau of Land Management (BLM), on which the applicant has easements and which he will to transfer to the County in accordance with the Road Acceptance Policy; and

Whereas, the County currently maintains the first 0.22 miles of Estrada Calabasa West within the La Tierra Subdivision.

NOW, THEREFORE, BE IT RESOLVED the following:

1. The BCC conditionally accepts, for lesser County maintenance, the remaining portion of Estrada Calabasa West, aka Horcado Ranch Road, beginning at the western limits of the La Tierra Subdivision and ending at its intersection with Camino del Cerezo, a distance of approximately 3.73 miles.
2. The maintenance activities shall be limited to those permitted by the County's Road Acceptance Policy.
3. Upon approval of this Resolution, said road shall be graded once. No other activities will take place until all requirements outlined in the Road Acceptance Policy, such as the transfer of the right-of-way, are met.
4. In accordance with the Road Acceptance Policy, this contingent approval shall expire within one (1) year of the date of approval of this resolution, at which time the road shall automatically revert to a non-County-maintained road.
5. Staff shall work with the applicant and the Bureau of Land Management to achieve the transfer of any easement or right-of-way on acceptable terms and the County Manager shall be delegated the right to execute any such documents.
6. Said road shall be added to the certified listing of County Maintained Roads filed with the New Mexico Department of Transportation.

PASSED, APPROVED, and ADOPTED THIS ____ DAY OF _____, 2013.

BOARD OF COUNTY COMMISSIONERS

Kathy Holian, Chair

Attest:

Geraldine Salazar, County Clerk

Approved as to form:



Stephen C. Ross, County Attorney