

## LARIMER COUNTY OPEN LANDS ADVISORY BOARD

*The mission of Larimer County Department of Natural Resources is to establish, protect and manage significant regional parks and open lands providing quality outdoor recreational opportunities and stewardship of natural resource values. We are committed to fostering a sense of community and appreciation for the natural and agricultural heritage of Larimer County for present and future generations.*

**Date:** February 28, 2019

**Time:** 5:00 – 8:00 p.m.

**Location:** Larimer County Loveland Campus Building, 200 Peridot Avenue, Loveland, CO 80537, Poudre River Room

**Contact:** Please contact Emmy at [ellisoea@co.larimer.co.us](mailto:ellisoea@co.larimer.co.us) or 970-619-4462 if you are unable to attend

## AGENDA

Scheduled times are subject to change.

1. CALL TO ORDER/INTRODUCTIONS
2. PUBLIC COMMENT
3. AGENDA REVIEW
4. REVIEW AND APPROVAL OF LAST MEETING MINUTES
5. INFORMATION & ANNOUNCEMENTS
  - a. Natural Resource events for this month: See <http://www.larimer.org/naturalresources>.
  - b. To sign up for Open Lands Advisory Board minutes, go to <http://larimer.org/subscriptions.cfm>, enter your email, click 'Subscribe,' and then check the 'Open Lands Advisory Board' box.
  - c. Nominated 2 additional creeks (Fonken CE & HTMOS) to the CO Water Conservation Board for instream flow designations. CPW will measure flows later this spring – Meegan
  - d. HistoriCorps historic preservation work on the Soderberg buildings is set for 9/11-10/12 – Meegan

- e. RBOS board tour date – Meegan
  - f. Small Grants Program budget – Meegan
6. UPDATES & REPORTS
    - a. Open Space District Reports – Steve/Chris
    - b. Devil’s Backbone Fees update – Daylan
  7. DISCUSSION ITEMS
    - a. OLAB bylaws
  8. ACTION ITEMS
  9. OTHER BUSINESS
  10. NEXT MEETING SCHEDULED: March 28, 2019 at the Larimer County Loveland Campus Building, 200 Peridot Avenue, Loveland, CO 80537, Poudre River Room
  11. EXECUTIVE SESSION: Pursuant to C.R.S. (24-6-402(4)(a)) for discussion pertaining to the purchase, acquisition, lease, transfer or sale of any real, personal or other property interest.
  12. ADJOURN

*Included in PDF:*

- Agenda
- Sales Tax Revenue Distribution Report
- Open Space Operations District Reports
- Land Conservation, Planning & Resource Program Report
- OLAB bylaws draft

*Attached Separately:*

- Minutes of last meeting
- News articles

This meeting will be recorded and archived according to law. Votes require a quorum.  
 Public can view agenda and minutes at:  
[http://legacy.larimer.org/boards/minutes/openlands\\_advisory\\_board.cfm](http://legacy.larimer.org/boards/minutes/openlands_advisory_board.cfm)



**OPEN SPACE SALES TAX ACTIVITY  
NOVEMBER TAX REVENUES**

REVENUES:

SALES TAX	\$	1,087,481.84
MV USE TAX	\$	87,235.30
BUILDING USE TAX	\$	88,873.13
INTEREST	\$	4,189.56
TOTAL REVENUE	\$	<u>1,267,779.83</u>

EXPENDITURES:

PERSONNEL & OPERATING	\$	5,154.16	\$	48,642.63
			\$	48,642.63
PRIOR MONTH RESERVE TO DISTRIBUTE	\$	<u>75,896.21</u>		
NET REVENUE:	\$	<u>1,338,521.88</u>		
DISTRIBUTED: 95%	\$	<u>1,271,595.79</u>		
RESERVE:		66,926.09		

% SALES TAX DISTRIBUTED TO INCORP. AREAS (USED AS A BASIS) 55%

**DISTRIBUTION BASED ON POPULATION**

2016 State of Colorado Statistics

	2015 POPULATION	% OF INCORP AREA	REVENUE
FORT COLLINS	160,935	62.55	\$ 437,437.22
LOVELAND	74,461	28.94	\$ 202,392.35
ESTES PARK	6,209	2.41	\$ 16,876.68
BERTHOUD	5,619	2.18	\$ 15,273.00
WELLINGTON	7,662	2.98	\$ 20,826.07
TIMNATH	2,418	0.94	\$ 6,572.36
TOTAL INCORP.	<u>257,304</u>	100.00	\$ 699,377.68
TOTAL UNINCORP.	<u>68,242</u>		\$ 572,218.10
TOTAL	<u><u>325,546</u></u>		<u><u>\$ 1,271,595.79</u></u>

**DISTRIBUTION BASED ON SALES TAX GENERATION**

2016 Colorado Department of Revenue Statistics

	2015 GENERATION	% OF INCORP AREA SALES TAX	REVENUE
FORT COLLINS	\$ 77,227,921	58.46	\$ 408,853.43
LOVELAND	\$ 42,625,178	32.26	\$ 225,592.62
ESTES PARK	\$ 6,526,042	4.94	\$ 34,549.61
BERTHOUD	\$ 1,233,275	0.93	\$ 6,529.10
WELLINGTON	\$ 992,813	0.75	\$ 5,256.07
TIMNATH	\$ 3,499,531	2.65	\$ 18,526.92
TOTAL INCORP	<u>\$ 132,104,760</u>	99.99	\$ 699,307.74
TOTAL UNINCORP	<u>\$ 15,744,025</u>		\$ 572,288.04
TOTAL	<u><u>\$ 147,848,785</u></u>		<u><u>\$ 1,271,595.79</u></u>

**DISTRIBUTION BASED ON HIGHEST YIELD**

**TO INCORPORATED AREAS:**

FORT COLLINS	\$ 437,437.22
LOVELAND	\$ 225,592.62
ESTES PARK	\$ 34,549.61
BERTHOUD	\$ 15,273.00
WELLINGTON	\$ 20,826.07
TIMNATH	\$ 18,526.92
TOTAL INCORP	<u>\$ 752,205.45</u>
TOTAL UNINCORP	<u>\$ 519,390.33</u>
TOTAL	<u><u>\$ 1,271,595.79</u></u>

**DISTRIBUTION BASED ON NEW MUNICIPAL AGREEMENT:****DISTRIBUTION BASED ON POPULATION**

2016 State of Colorado Statistics

	2015 <u>POPULATION</u>	% OF INCORP <u>AREA</u>	<u>REVENUE</u>
FORT COLLINS	160,935	60.82	\$ 457,523.66
LOVELAND	74,461	28.14	\$ 211,685.89
ESTES PARK	6,209	2.35	\$ 17,651.63
BERTHOUD	5,619	2.12	\$ 15,974.31
WELLINGTON	7,662	2.90	\$ 21,782.37
WINDSOR	6,496	2.46	\$ 18,467.54
JOHNSTOWN	790	0.30	\$ 2,245.90
TIMNATH	2,418	0.91	\$ 6,874.16
TOTAL INCORP.	<u>264,590</u>	<u>100.00</u>	<u>\$ 752,205.45</u>

**DISTRIBUTION BASED ON SALES TAX GENERATION**

2016 Colorado Department of Revenue Statistics

	2015 <u>GENERATION</u>	% OF INCORP <u>AREA SALES TAX</u>	<u>REVENUE</u>
FORT COLLINS	\$ 77,227,921	57.09	\$ 429,454.32
LOVELAND	\$ 42,625,178	31.50	\$ 236,957.79
ESTES PARK	\$ 6,526,042	4.82	\$ 36,290.46
BERTHOUD	\$ 1,233,275	0.91	\$ 6,858.08
WELLINGTON	\$ 992,813	0.73	\$ 5,520.90
WINDSOR	\$ 1,319,612	0.98	\$ 7,338.19
JOHNSTOWN	\$ 1,843,248	1.36	\$ 10,250.06
TIMNATH	\$ 3,499,531	2.59	\$ 19,460.43
TOTAL INCORP	<u>\$ 135,267,620</u>	<u>99.99</u>	<u>\$ 752,130.23</u>

**DISTRIBUTION BASED ON HIGHEST YIELD TO INCORPORATED AREAS:**

FORT COLLINS	\$ 457,523.66	56.02
LOVELAND	\$ 236,957.79	29.01
ESTES PARK	\$ 36,290.46	4.44
BERTHOUD	\$ 15,974.31	1.96
WELLINGTON	\$ 21,782.37	2.67
WINDSOR	\$ 18,467.54	2.26
JOHNSTOWN	\$ 10,250.06	1.26
TIMNATH	\$ 19,460.43	2.38
TOTAL INCORP	<u>\$ 816,706.62</u>	<u>100.00</u>

**NEW DISTRIBUTION FOR MUNICIPAL AGREEMENT:**

		<u>YEAR TO DATE</u>	<u>PAID TO DATE</u>
FORT COLLINS	\$ 421,389.74	\$ 4,278,667.75	\$ 79,152,547.00
LOVELAND	\$ 218,243.54	\$ 2,215,980.81	\$ 36,595,249.56
ESTES PARK	\$ 33,424.34	\$ 339,380.99	\$ 6,007,459.61
BERTHOUD	\$ 14,712.70	\$ 149,388.48	\$ 2,880,230.03
WELLINGTON	\$ 20,062.06	\$ 203,704.29	\$ 2,628,354.68
WINDSOR	\$ 17,009.03	\$ 172,704.65	\$ 1,421,493.71
JOHNSTOWN	\$ 9,440.54	\$ 95,856.47	\$ 901,222.84
TIMNATH	\$ 17,923.50	\$ 181,989.97	\$ 1,038,312.71
TOTAL INCORP	<u>\$ 752,205.45</u>	<u>\$ 7,637,673.41</u>	<u>\$ 130,624,870.14</u>
TOTAL UNINCORP	<u>\$ 519,390.34</u>	<u>\$ 5,273,737.16</u>	<u>\$ 93,644,617.85</u>
TOTAL	<u><u>\$ 1,271,595.79</u></u>	<u><u>\$ 12,911,410.57</u></u>	<u><u>\$ 224,269,487.99</u></u>

\$ 0.00

**OPEN SPACE SALES TAX ACTIVITY**  
**Final 2018 Distribution**

REVENUES:

SALES TAX	\$	1,109,309.34
MV USE TAX	\$	93,282.28
BUILDING USE TAX	\$	379,188.37
INTEREST	\$	8,698.91
TOTAL REVENUE	\$	<u>1,590,478.90</u>

EXPENDITURES:

PERSONNEL & OPERATING	\$	7,666.78	\$	56,309.41
			\$	56,309.41
PRIOR MONTH RESERVE TO DISTRIBUTE	\$	<u>66,926.09</u>		
NET REVENUE:	\$	<u>1,649,738.21</u>		
DISTRIBUTED: 100%	\$	<u>1,649,738.21</u>		
RESERVE:		0.00		

% SALES TAX DISTRIBUTED TO INCORP. AREAS (USED AS A BASIS) 55%

**DISTRIBUTION BASED ON POPULATION**

2016 State of Colorado Statistics

	2015 POPULATION	% OF INCORP AREA	REVENUE
FORT COLLINS	160,935	62.55	\$ 567,520.68
LOVELAND	74,461	28.94	\$ 262,579.04
ESTES PARK	6,209	2.41	\$ 21,895.40
BERTHOUD	5,619	2.18	\$ 19,814.82
WELLINGTON	7,662	2.98	\$ 27,019.25
TIMNATH	2,418	0.94	\$ 8,526.83
TOTAL INCORP.	<u>257,304</u>	100.00	\$ 907,356.02
TOTAL UNINCORP.	<u>68,242</u>		\$ 742,382.19
TOTAL	<u><u>325,546</u></u>		<u><u>\$ 1,649,738.21</u></u>

**DISTRIBUTION BASED ON SALES TAX GENERATION**

2016 Colorado Department of Revenue Statistics

	2015 GENERATION	% OF INCORP AREA SALES TAX	REVENUE
FORT COLLINS	\$ 77,227,921	58.46	\$ 530,436.74
LOVELAND	\$ 42,625,178	32.26	\$ 292,678.52
ESTES PARK	\$ 6,526,042	4.94	\$ 44,823.85
BERTHOUD	\$ 1,233,275	0.93	\$ 8,470.70
WELLINGTON	\$ 992,813	0.75	\$ 6,819.09
TIMNATH	\$ 3,499,531	2.65	\$ 24,036.38
TOTAL INCORP	<u>\$ 132,104,760</u>	99.99	\$ 907,265.28
TOTAL UNINCORP	<u>\$ 15,744,025</u>		\$ 742,472.93
TOTAL	<u><u>\$ 147,848,785</u></u>		<u><u>\$ 1,649,738.21</u></u>

**DISTRIBUTION BASED ON HIGHEST YIELD**

**TO INCORPORATED AREAS:**

FORT COLLINS	\$ 567,520.68
LOVELAND	\$ 292,678.52
ESTES PARK	\$ 44,823.85
BERTHOUD	\$ 19,814.82
WELLINGTON	\$ 27,019.25
TIMNATH	\$ 24,036.38
TOTAL INCORP	<u>\$ 975,893.51</u>
TOTAL UNINCORP	<u>\$ 673,844.70</u>
TOTAL	<u><u>\$ 1,649,738.21</u></u>

**DISTRIBUTION BASED ON NEW MUNICIPAL AGREEMENT:****DISTRIBUTION BASED ON POPULATION**

2016 State of Colorado Statistics

	2015 <u>POPULATION</u>	<u>% OF INCORP AREA</u>	<u>REVENUE</u>
FORT COLLINS	160,935	60.82	\$ 593,580.34
LOVELAND	74,461	28.14	\$ 274,636.25
ESTES PARK	6,209	2.35	\$ 22,900.80
BERTHOUD	5,619	2.12	\$ 20,724.69
WELLINGTON	7,662	2.90	\$ 28,259.93
WINDSOR	6,496	2.46	\$ 23,959.35
JOHNSTOWN	790	0.30	\$ 2,913.78
TIMNATH	2,418	0.91	\$ 8,918.37
TOTAL INCORP.	264,590	100.00	\$ 975,893.51

**DISTRIBUTION BASED ON SALES TAX GENERATION**

2016 Colorado Department of Revenue Statistics

	2015 <u>GENERATION</u>	<u>% OF INCORP AREA SALES TAX</u>	<u>REVENUE</u>
FORT COLLINS	\$ 77,227,921	57.09	\$ 557,163.84
LOVELAND	\$ 42,625,178	31.50	\$ 307,423.42
ESTES PARK	\$ 6,526,042	4.82	\$ 47,082.38
BERTHOUD	\$ 1,233,275	0.91	\$ 8,897.51
WELLINGTON	\$ 992,813	0.73	\$ 7,162.69
WINDSOR	\$ 1,319,612	0.98	\$ 9,520.39
JOHNSTOWN	\$ 1,843,248	1.36	\$ 13,298.18
TIMNATH	\$ 3,499,531	2.59	\$ 25,247.50
TOTAL INCORP	\$ 135,267,620	99.99	\$ 975,795.92

**DISTRIBUTION BASED ON HIGHEST YIELD TO INCORPORATED AREAS:**

FORT COLLINS	\$ 593,580.34	56.02
LOVELAND	\$ 307,423.42	29.01
ESTES PARK	\$ 47,082.38	4.44
BERTHOUD	\$ 20,724.69	1.96
WELLINGTON	\$ 28,259.93	2.67
WINDSOR	\$ 23,959.35	2.26
JOHNSTOWN	\$ 13,298.18	1.26
TIMNATH	\$ 25,247.50	2.38
TOTAL INCORP	\$ 1,059,575.80	100.00

**NEW DISTRIBUTION FOR MUNICIPAL AGREEMENT:****YEAR TO DATE****PAID TO DATE**

FORT COLLINS	\$ 546,701.05	\$ 5,321,313.14	\$ 80,195,192.39
LOVELAND	\$ 283,143.99	\$ 2,755,981.19	\$ 37,135,249.94
ESTES PARK	\$ 43,363.95	\$ 422,082.90	\$ 6,090,161.52
BERTHOUD	\$ 19,087.91	\$ 185,792.15	\$ 2,916,633.70
WELLINGTON	\$ 26,028.05	\$ 253,343.89	\$ 2,677,994.28
WINDSOR	\$ 22,067.11	\$ 214,790.12	\$ 1,463,579.18
JOHNSTOWN	\$ 12,247.93	\$ 119,215.21	\$ 924,581.58
TIMNATH	\$ 23,253.53	\$ 226,338.13	\$ 1,082,660.87
TOTAL INCORP	\$ 975,893.52	\$ 9,498,856.73	\$ 132,486,053.46
TOTAL UNINCORP	\$ 673,844.69	\$ 6,558,865.60	\$ 94,929,746.29
TOTAL	\$ 1,649,738.21	\$ 16,057,722.33	\$ 227,415,799.75

\$ (0.00)



# Big Thompson District January 2019 Area Report



## Camping

Closed for the season

## Annual Permits

Closed for the season

## Day Use Pass

Closed for the season

## Visitation

*Devil's Backbone*

Vehicle Count: 10,686

Visitor Count: 21,372

*Hermit*

Closed for the season

## Trail Patrol

Miles Patrolled: 49.2

Hours Patrolled: 22



## Visitation Narrative

Hermit is still closed. DBBOS was at/over capacity every nice weekend in January. Very busy.

## Area Achievements

Chris and Will are working hard to convert over to the EMR (Emergency Medical Responder) certification from their previously held Wilderness First Responder certifications. Very challenging course offered by PFA for free to our department.

Chris did a final walk through on Forks Park with Kiewit and Engineering. Construction is complete and we should be able to open the park back up to the public this spring! Working with Teddy on the kiosk and some final clean up on the restroom. Working with Charlie on a boundary dispute and with Joel on trail connections to the river.

Shane has been working on project planning for this coming season and already has several volunteer projects in the works. The final bear boxes for the campgrounds and bear proof trashcans arrived for installation in the fall.

Round Mountain trailhead was closed to the public due to a forest mitigation project.

More issues with the DBB web cam: the camera goes down several times a week causing staff and visitors alike a lot of frustration. Working with IT on a solution.

We once again had IT issues up at Hermit Park, where phones and computers were down for nearly 2 weeks. We believe the issues have finally been resolved. Wildlife is enjoying the closure – coyotes were caught playing in front of the Hermit office.



Devil's Backbone has been increasingly busy. Rangers are having to stand in the parking lots to direct traffic and turn people away all weekend. Casual polling of the crowds indicates very few visitors lately are from Larimer County and even fewer from Loveland – 19% were from out of state. The majority are reporting they are visiting from Denver and Greeley and are advising they are hearing about how amazing our trail system is

and that it is free to the public. Numerous first-time visitors. Lots of contacts and education on picking up after dogs, trail etiquette, not climbing on the rocks, etc.

#### **Calls of note:**

Rangers were advised of a “sick skunk” at the overlook of the Devil's Backbone. It exhibited signs of rabies and was put down and disposed of by Ranger Wilcox.

Several medical calls at the Backbone including a dislocated shoulder, visitor bitten by a dog and a woman who fell on the trail after reporting a recent heart surgery.





# Red Mountain District January 2019 Monthly Report



## Annual Permits

Permits Sold: 78

## Day Use Pass Sold

Gatehouse/Iron Ranger: 2,429

## Revenue Total

Annuals and Day Pass: \$26,139

## Visitation

Vehicle Count: 10,401

Visitor Count: 20,802

## Acreage Managed

22,971 acres



Miles of Trail: 69.5 miles

## RMD Open Spaces/Trails:

Red Mountain	North Landfill Property	Longview Farm	Blue Sky Trail
Eagles Nest	East Side Detention Basin	Fossil Creek Reservoir	
Horsetooth Mountain	River Bluffs	Front Range Trail	

## Visitation Narrative:

A fair amount of nice and sunny days in January brought out a lot of folks on trails. On weekends, we were at capacity in the Horsetooth Mountain area. Red Mountain Open Space is still closed and Eagles Nest Open Space saw a fair amount of Horseback riders. Our annual pass sales are typically high for January, as many people want to get their new passes for the year and the Horsetooth Mountain gatehouse is the only place open many times on the weekends.

## Area Achievements:

### Rangers:

- Ranger was dispatched to Centennial Dr. and CR 38e for a bicycle crash. Ranger provided medical care for injuries to the back of the patient's left hand and left knee. Ambulance arrived on scene, provided patient care and transport to the hospital.
- Rangers assisted seasonal rangers with a rabid skunk at the Devils Backbone. Skunk was dispatched and removed.

- Rangers responded to Towers Rd. on Horsetooth Mountain for a trail runner who had fallen on ice. Rangers provided medical care to the patient for a broken leg. Patient was stabilized on-trail by Rangers/Fire/medical and transported in litter to the trailhead for transport to the hospital.
- Rangers removed several trees that had fallen across trails in Horsetooth Mountain. All standing dead trees that are in close proximity to trails for removal are being catalogued.



### Maintenance/Agriculture:

- Staff coordinated and assisted on a deer count with Colorado Parks and Wildlife.
- Maintenance staff and Rangers attended a CPR/AED recertification class.
- Meeting with Agriculture Leasees to discuss farm and grazing plans for the year.
- Cleaned out several years of manure at the Sand Creek corrals. Also fixed several fences, watering facilities and lighting in the area.
- Worked on setting up Red Mountain hunting application process and updating webpage for February.
- Attended the soil health project meeting with NRCS.
- Maintained and repaired trailheads and restroom doors at HTM.





# Carter District January 2019 Monthly Report



## Camping

Camping Nights: 158

Camping Revenue: \$3,402

## Annual Permits

Permits Sold: 64

Permit Revenue: \$4,445

## Day Use Pass

Day Pass Sold: 463

Day Pass Revenue: \$3,863

## Visitation

Vehicle Count: 6,707

Visitor Count: 13,414



## Visitation Narrative

Traffic counter data was slightly adjusted due high abnormal readings at Pinewood Reservoir over the reporting period. Fisherman are chomping at the bit for consistent open water. We had a runaway school bus take itself for a drive out of the Eagle Campground onto the County road; this would have had a much worse outcome in the busy summer months.

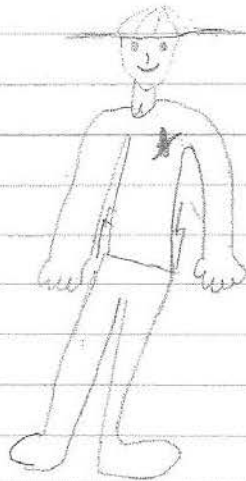
## Area Achievements

Work began on the Carter Lake Area forestry project and things are going well and the neighbors are happy to help with removing the generated wood. Most of the larger off-season projects have been completed and in April staff will work on replacing components of our dock systems. Staff recertified on a few disciplines and continued to meet training requirements. We were able to hire a firm to do the archaeology survey for the Biglandia work site; that project should be back under way by summer.

Rangers attended a few programs and got some detailed feedback on their presentation including the attached letter to Johnny Jackson. Senior Rangers Kirby, Talbott and seasonal Ranger Higney received lifesaving awards at the annual Sheriff's Office award ceremony.

Dear Johnny Jackson  
Thank you for coming to Harris  
to be interviewed. I learned that  
ranger do alot from hiker to  
perimite. Also I learned you can  
start at 18 and help but not  
exishely be a ranger. I like how  
you told us the storys you had

Sincerely  
Daniel Young





# Horsetooth District January 2019 Area Report



## Camping

Camping Nights: 208

Camping Revenue: \$5,347

## Annual Permits

Permits Sold: 34

Permit Revenue: \$2,905

## Day Use Pass

Day Pass Sold: 800

Day Pass Revenue: \$6,348

## Visitation

Vehicle Count: 17,226

Visitor Count: 34,452



## Visitation Narrative

The month of January was relatively dry and the district saw spells of warmer temperatures. Due to the nicer weather, Horsetooth Reservoir saw high visitation for this time of year. The Diamond counters appeared to be accurate for the month January and matched staff observations.

## Area Achievements

Maintenance crews were busy completing the concrete work for the South Bay boat ramps. The concrete work is finished and ramps look great. We are waiting for the weather to warm up so we can re-stripe the main boat trailer lot. Also, work began on the ANS gates around



the South Bay area. The gates will allow boaters to exit the reservoir after ANS inspectors have ended work for the day. See attached photos. Horsetooth Reservoir opens to boating April 1.

The ranger staff has been busy with visitation on the east side of the reservoir and the campgrounds. Visitation is extremely heavy on warm weekend days. Rangers have been keeping up with the maintenance related issues that come along with the heavier visitation. Rotary Park continues to see graffiti and drug and alcohol related issues. Several arrests were made for DUI's. The rangers have also been working on hiring for the summer season.



The Polar Run and Plunge on January 19<sup>th</sup> was hugely successful. The event saw 640 runners for the 5k and 1 mile; 400 plus “swimmers” took the plunge. This event has gained popularity in recent years and is run by great organizers. A big thank you goes out to the Larimer County Dive Team for acting as safety for the plunge. See attached photos.



Lion's Park trail and parking lot continue to busy on nice days and the weekend use keeps on increasing as the population in Fort Collins and northern Larimer County grows.

# Land Conservation, Planning, & Resource Program Report



## General

- Ongoing meetings with landowners along the Poudre River Trail corridor gap.
- Nominated 2 additional creeks (Fonken CE & HTMOS) to the CO Water Conservation Board for instream flow designations. CPW will measure flows later this spring.
- Updated Emergency Access GeoPDFs for staff to load on phones, etc.

## Education & Volunteer Management

- Volunteer Ranger Asst. – interviewing applicants & planning training with FC staff.
- Recruited camp hosts for Pinewood & completing camp host agreements for 2019 season.
- Met with Diamond Peaks Patrol to complete 2019 MOU.
- Recruited volunteers for deer count at Horsetooth Mountain Open Space – 1/11/19.
- Recruiting partners for Campground and Public Programs.

## Planning & Capital Projects

- Coordinating with partners on Poudre River Trail GOCO Connect grant opportunity.
- River Bluffs OS restoration project & earthwork underway – see interactive photos (<https://kuula.co/post/7YHrV>).
- Coordinating between Engineering, DNR and contractors at Narrows Park on trail design, tree removals and boulder placement in river and at bank edge to finalize construction.
- Capital Improvement Plan review given grant opportunities, funding and BOR timing/changes.
- Division asset management program meetings – creating asset registry with department specific categories.
- Received final contractor invoice for Forks Park reconstruction – \$32k under budget.
- OLAB approved \$20,783 for 2019 small grants. To heighten public awareness of program, rather than an awards presentation, we'll be outwardly focusing outreach thru social media, press, etc.
- HistoriCorps historic preservation work on the Soderberg buildings is set for 9/11-10/12.
- Submitted application for Int'l Dark Sky Certification for Red Mtn. and Soapstone Prairie.

## Trails

- Designing 2019 reroutes and needed trail work on HT Rock and HT Falls trails.
- Sent out 2018 trail work summaries and 2019 plans to resource mgmt., planning, & ranger staff.
- Joel is off until mid-February with a new baby boy – Simon!

## Land Stewardship

- Inspected contracted seeding/erosion control along Long View Trail – no issues at this time.
- Forestry crews working at Carter Lake per CSFS grant and forest management plan/prescription.
- Met with Berthoud, Timnath & Loveland staff to coordinate enterprise weed control in 2019.
- Updating raptor monitor protocol with agency partners; volunteers monitoring nests of concern.

# LARIMER COUNTY NATURAL RESOURCES OPEN LANDS ADVISORY BOARD

## BYLAWS

### I. NAME

The name of this organization shall be the Larimer County Open Lands Advisory Board ("Board").

### II. BOARD PURPOSE

- A. To make recommendations as outlined in the 2014 Continue Protecting Our Natural Areas, Open Space, Rivers and Wildlife Habitat (Resolution No. 07292014R002) ballot initiative ("Ballot Initiative") related to the Larimer County Department of Natural Resources.
- B. To make recommendations to the Board of County Commissioners concerning Larimer County's share of the open space sales and use tax. Further, the Board shall recommend acquisition, planning, preservation, jurisdictional transfers, disposal, development, use and management of open space, natural areas, wildlife habitat, regional parks and trails purchased in conformance with the Ballot Initiative.
- C. To review, give advice and recommend adoption of Natural Resources Department draft management plans for lands acquired in conformance with the Ballot Initiative.
- D. To function in an advisory capacity by giving advice and recommendations to the Board of County Commissioners, when requested or appropriate, concerning County land use/ownership decisions and open space policy.
- E. To make other recommendations consistent with the mission and enabling legislation.

### III. MEMBERS

- A. The membership of the Board shall consist of at least nine (9) citizens appointed by the Board of County Commissioners with geographic representation substantially in proportion to population and sales tax generation.
- B. A member of the Open Lands Advisory Board shall be replaced if that member no longer resides in Larimer County or resigns from the Board. Replacement shall be by appointment by the Board of County Commissioners. All replacements shall serve for the unexpired term of his/her predecessor.
- C. At the discretion of the Board of County Commissioners, Board members missing three (3) consecutive regular monthly meetings or four (4) meetings within a calendar year may be replaced. For the purposes of this section, the term "meetings" shall not include special meetings or field trips.
- D. All Board members serve at the pleasure of the Board of County Commissioners. No Board member has an entitlement to or property interest in the continued service. The Board of County Commissioners may terminate the service of any member at any time for any reason in its discretion.



## IV. TERMS

- A. Member terms shall be for three (3) years. To the extent possible, terms shall be staggered to maintain membership requirements.
- B. Term limits shall be in accordance with Larimer County Administrative Procedure 100.1.

## V. OFFICERS

- A. The Open Lands Advisory Board shall elect from among its members a Chair and Vice-Chair at the June meeting each year. Officers shall assume office upon election and serve for one year or until their successors are elected.
- B. Duties of each of the officers are:
  - 1. Chair: The Chair shall preside over all meetings of the Open Lands Advisory Board and shall be the official spokesperson for the Board.
  - 2. Vice-Chair: The Vice-Chair shall preside in the absence of, or at the request of the Chair.
- C. The Board of County Commissioners shall be notified when a new chair is elected.
- D. Natural Resources staff shall serve as the Secretary for the Board.

## VI. MEETINGS

- A. Regular meetings shall be held once a month at a date, time and location to be announced. Special meetings may be called at any time by the Chair, Larimer County Commissioners, Natural Resources staff, or by four members of the Board. Regular and special meetings are open to the public and shall be held only after required notice.
- B. Field trips and work sessions will be conducted so that Board members can become familiar with properties prior to voting on a recommendation to expend funds. Field trips shall be conducted only after required notice.
- C. Executive sessions may be called by a majority vote of the membership present at any meeting for the purpose of discussing any of those matters set out in CRS 24-6-402 (4). The Board shall take no formal action at such sessions.
- D. All executive session discussions are confidential.
- E. The Chair and Natural Resources staff shall prepare the meeting agenda and mail, email or fax it together with the minutes of the previous meeting and any other needed reports or information to the members at least four business days preceding the regularly scheduled meeting. Reports or materials handed out at meetings shall be sent to members who were absent.
- F. A quorum at any meeting of the Board shall consist of a majority of the currently appointed members. Any action by those present, provided there is a quorum, constitutes an action of the Board. In the event a quorum is not present at any meeting, the members may adjourn and reschedule the meeting for a later date with required notice. A Board member may participate in the meeting by telephone if necessary to create a quorum or where a quorum is present and a Board member is otherwise unable to attend in person. Telephone participation shall be conducted in a manner

that allows the Board member to hear what is being said by all others attending the meeting and for all others attending the meeting to hear the Board member. If the Board member who wishes to participate by telephone is needed to create a quorum and that Board member cannot effectively participate because he/she does not have access to written materials presented during the meeting by staff or members of the public, the meeting may by necessity need to be postponed.

VII. ADMINISTRATIVE POLICY AND PROCEDURE

- A. The Board shall conduct its business in a manner consistent with the conditions adopted by the Board of County Commissioners, included in Larimer County Administrative Policy and Procedure 100.1E as amended.

VIII. COMMITTEES

- A. Committees may be appointed by the Chair from the Board membership from time to time to work on special projects and report their findings at regular meetings. Upon completion of the assigned task, the Chair shall dissolve the committee.

IX. PARLIAMENTARY AUTHORITY

- A. Each member of the Open Lands Advisory Board may vote on a recommendation proposed to be made to the Board of County Commissioners. A roll call vote shall be taken on all votes if not unanimous. No proxy votes shall be allowed.
- B. Business, including presentations, discussions, motions and voting, shall be conducted in an orderly manner following such processes and procedures as the Board may determine effective. Robert's Rules of Order shall not apply.

X. CODE OF ETHICS

- A. A member shall recuse him/herself from discussion and voting if an actual or potential conflict of interest exists.
- B. A conflict may result where a member has a personal or private interest in a matter proposed or pending before the Board; where a member stands to gain or lose financially as a result of a position taken by the Board; or where a member believes he/she cannot fairly and impartially discharge his/her duties.

XI. AMENDMENTS

- A. These Bylaws may be approved or amended in whole or in part by a 2/3 vote of the Larimer County Open Lands Advisory Board members, subject to approval by the Board of County Commissioners. This shall occur during a regularly scheduled meeting provided any proposed changes to the Bylaws are distributed in written form to all members at least seven days prior to the meeting at which action is taken on the proposed changes.

Approved by the Open Lands Advisory Board this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Larimer County Open Lands Advisory  
Board

By: \_\_\_\_\_  
Chair

Approved by the Board of County Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Board of Commissioners of  
Larimer County, Colorado

By: \_\_\_\_\_  
Chair

DRAFT