

LARIMER COUNTY OPEN LANDS ADVISORY

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.

BOARD

Date: March 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 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. Hermit Park and Red Mountain Open Space have both opened to the public for the 2019 season, though inclement weather has temporarily closed trails in both areas.

- d. Work continues on the River Bluffs Restoration project – check out our video update here: <https://www.larimer.org/naturalresources/parks/river-bluffs>
- 6. UPDATES & REPORTS
 - a. Open Space District Reports – Steve/Chris
- 7. DISCUSSION ITEMS
 - a. Budget development (timeline & process) – Daylan
 - b. Proposed tax credit changes – Daylan/Charlie
- 8. ACTION ITEMS
 - a. Adoption of bylaws
- 9. OTHER BUSINESS
- 10. NEXT MEETING SCHEDULED: April 25, 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
- Colorado Tax Credit document
- Updated 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



OPEN SPACE SALES TAX ACTIVITY
Januray 2019 Distribution

REVENUES:

SALES TAX	\$	967,939.98
MV USE TAX	\$	80,859.88
BUILDING USE TAX	\$	14,918.14
INTEREST	\$	5,336.08
TOTAL REVENUE	\$	1,069,054.08

EXPENDITURES:

PERSONNEL & OPERATING	\$	2,502.96	\$	2,502.96
			\$	2,502.96
NET REVENUE:	\$	1,066,551.12		

% SALES TAX DISTRIBUTED TO INCORP. AREAS (USED AS A BASIS) 50%

DISTRIBUTION BASED ON POPULATION

2018 State of Colorado Statistics

	2017 <u>POPULATION</u>	<u>% OF INCORP AREA</u>	<u>REVENUE</u>
FORT COLLINS	164,810	59.86	\$ 319,210.36
LOVELAND	76,797	27.89	\$ 148,743.39
ESTES PARK	6,276	2.28	\$ 12,155.60
BERTHOUD	6,762	2.46	\$ 13,096.90
WELLINGTON	9,501	3.45	\$ 18,401.90
WINDSOR	7,042	2.56	\$ 13,639.22
JOHNSTOWN	833	0.30	\$ 1,613.39
TIMNATH	3,312	1.20	\$ 6,414.81
TOTAL INCORP.	275,333	100.00	\$ 533,275.56

DISTRIBUTION BASED ON SALES TAX GENERATION

2018 Larimer County Statistics

	2017 <u>GENERATION</u>	<u>% OF INCORP AREA SALES TAX</u>	<u>REVENUE</u>
FORT COLLINS	\$ 15,871,780	55.45	\$ 295,723.68
LOVELAND	\$ 8,741,862	30.54	\$ 162,878.75
ESTES PARK	\$ 1,657,605	5.79	\$ 30,884.57
BERTHOUD	\$ 284,353	0.99	\$ 5,298.08
WELLINGTON	\$ 241,630	0.84	\$ 4,502.06
WINDSOR	\$ 342,229	1.20	\$ 6,376.43
JOHNSTOWN	\$ 627,655	2.19	\$ 11,694.49
TIMNATH	\$ 854,308	2.98	\$ 15,917.50
TOTAL INCORP	\$ 28,621,422	100.00	\$ 533,275.56

DISTRIBUTION BASED ON HIGHEST YIELD TO INCORPORATED AREAS:

FORT COLLINS	\$ 319,210.36	54.50
LOVELAND	\$ 162,878.75	27.81
ESTES PARK	\$ 30,884.57	5.27
BERTHOUD	\$ 13,096.90	2.24
WELLINGTON	\$ 18,401.90	3.14
WINDSOR	\$ 13,639.22	2.33
JOHNSTOWN	\$ 11,694.49	2.00
TIMNATH	\$ 15,917.50	2.72
TOTAL INCORP	\$ 585,723.69	100.00

NEW DISTRIBUTION FOR MUNICIPAL AGREEMENT:

		<u>YEAR TO DATE</u>	<u>PAID TO DATE</u>
FORT COLLINS	\$ 290,626.94	\$ 290,626.94	\$ 80,485,819.33
LOVELAND	\$ 148,293.91	\$ 148,293.91	\$ 37,283,543.85
ESTES PARK	\$ 28,119.03	\$ 28,119.03	\$ 6,118,280.55
BERTHOUD	\$ 11,924.15	\$ 11,924.15	\$ 2,928,557.85
WELLINGTON	\$ 16,754.12	\$ 16,754.12	\$ 2,694,748.40
WINDSOR	\$ 12,417.90	\$ 12,417.90	\$ 1,475,997.08
JOHNSTOWN	\$ 10,647.32	\$ 10,647.32	\$ 935,228.90
TIMNATH	\$ 14,492.19	\$ 14,492.19	\$ 1,097,153.06
TOTAL INCORP	<u>\$ 533,275.56</u>	<u>\$ 533,275.56</u>	<u>\$ 133,019,329.02</u>
TOTAL UNINCORP	<u>\$ 533,275.56</u>	<u>\$ 533,275.56</u>	<u>\$ 95,463,021.85</u>
TOTAL	<u><u>\$ 1,066,551.12</u></u>	<u><u>\$ 1,066,551.12</u></u>	<u><u>\$ 228,482,350.87</u></u>
	\$ (0.00)		



Big Thompson District February 2019 Monthly 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: 8,677

Visitor Count: 17,354

Hermit

Closed for the season

Trail Patrol

Miles Patrolled: 24.05

Hours Patrolled: 15.5 hours



Visitation Narrative

Devil's Backbone remained incredibly busy on nice days. With a skeleton crew on, fewer miles were logged on-trail as rangers had to attend the trailhead.

Area Achievements

Rangers Wold and McGuinness both took their required month off while Rangers Talbott and Louie held down the fort.

The long awaited heavy equipment arrived; Shane was excited to finally get his hands on his new Bobcat skid-steer with several attachments. Interviews for the 11-month, benefited maintenance position were conducted and Shane selected Jayson Bomar who was on Casey's crew previously. We are thrilled to have him!

The forestry hazard tree mitigation project was completed when a commercial contractor successfully removed a very large, dead tree that was threatening the newly renovated Hermit's Cabin.

Chris and Will successfully completed the psychomotor skills exam for the transition from Wilderness First Responder to Emergency Medical Responder. This has been a lot of work and a great partnership with PFA. We will still need to take the national exam before the end of May to

complete our certification. A huge thank you to Steve and Zach for coordinating all the moving parts! Also, rangers attended arrest control and a leadership/ethics training. Work continues full speed ahead on the upcoming Ranger Excellence School.

Chris, Charlie, Amy and Justin met with the neighbor who had previously trespassed onto our property in the Sprenger Valley causing damage. He was very receptive to becoming educated on property boundaries as well as interested to learn more about the vegetation and wildlife and is now working with Amy on a restoration plan.

Chris and Teddy are in the final stages of completing the kiosk signs for the new trailheads. Sneak preview next month!

Yes, this is a man riding a unicycle at the Devil's Backbone. It may be hard to believe, but this is not that uncommon a sight on our open spaces. Red Mountain is hosting an entire unicycle special event at HTMOS later this year!





Red Mountain District February 2019 Area Report



Annual Permits

Permits Sold: 47

Day Use Pass Sold

Gatehouse/Iron Ranger: 1,374

Revenue Total

Annuals and Day Pass: \$12,366

Visitation

Vehicle Count: 15,874

Visitor Count: 31,748

Acreage Managed

22,971 acres

Miles of Trail: 69.5 miles



RMD Open Spaces/Trails:

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

Visitation Narrative

Red Mountain District has the most annual and daily sales out of any LCDNR district during this time of year; our theory on this is that the gatehouse at Horsetooth Mountain Open Space is one of the only gatehouses open during the winter season and we see a lot of folks trying to renew their annual passes. Plus, with the intermittent nice weather, we see a lot of visitors coming into the open spaces in general.

Red Mountain Open Space is still closed for the winter season in February, but opened on March 1st. River Bluffs Open Space saw 3,290 visitors in February. For such a small open space, we see a lot of usage in this area. Our typical user groups are neighbors from surrounding areas including residents in the Windsor and Timnath townships. We are seeing an increase in usage of paved trails from commuters to people getting exercise.

Area Achievements

Rangers:

- On Feb. 4th, a runner on West Ridge Trail at Horsetooth Mountain was attacked by a juvenile mountain lion. The runner was able to dispatch the animal and escape down trail where he was helped by other trail users to get to the hospital. After CPW and Parks investigated the area and retrieved the carcass, the property was reopened to the public. A ranger on patrol in the area the following day observed two mountain lions in the same area of the attack. The park was then closed to the public while CPW investigated. Two juvenile lions were trapped and taken to a rehab facility; they will be released in a different area later this year.
- There were a number of calls about people on the ice at Horsetooth Reservoir. This is unsafe due to the fluctuating water levels, and the people on the ice were educated about the dangers.
- A rock climber in the Horsetooth area had fallen 1 feet and injured his leg; the patient was located and carried out on a litter by rangers and firefighters to a waiting ambulance.
- Rangers participated in the training during Volunteer Ranger Assistance (VRA), a joint program with the City of Fort Collins Natural Area. There are over 120 VRA's that are the 'eyes and ears' for our rangers. They spend many hours educating the public, utilizing authority over the techniques learned in training.
- Thanks to Ranger Christina Polasek for some great pictures!



Great Horned Owl at Red Mountain OS

Maintenance/Agriculture:

- Red Mountain Maintenance staff plan, coordinate and train multiple departments throughout Larimer County in safety. These safety trainings are crucial to many operations staff in our own department such as maintenance, weeds, trails and many others. Some of the training topics include driving, trailering, hazmat, chainsaw, environment hazards.
- The Red Mountain hunting applications were active for the month of February. Rangers and Maintenance staff work together on this process and we have licenses available for elk, deer and antelope.
- Agricultural grazing plans have been written up and discussed with all the Ag leasees. This includes rotational patterns, when the cattle go in and come out of the open space and how many cattle will be on the rotation.
- Staff have been working with members of the Agriculture Advisory Board to update the LESA (Land Evaluation and Site Assessment) document. The LESA document helps potential Ag landowners to evaluate properties in a systematic and objective way for agricultural importance.
- Cattle were moved into the Red Mountain Sand Creek corrals for calving operations. Staff worked extensively on this site to update and repair after many years of dilapidation; the site looks great now and is usable for our Ag leasees.
- Staff also worked with Engineering and Road and Bridge departments on the culvert where Blue Sky trail goes underneath 38E as there were some minor repairs done.



Carter District February 2019 Monthly Report



Camping

Camping Nights: 139

Camping Revenue: \$3,098

Annual Permits

Permits Sold: 43

Permit Revenue: \$3190

Day Use Pass

Day Pass Sold: 308

Day Pass Revenue: \$2772

Visitation

Vehicle Count: 5736

Visitor Count: 11472



Visitation Narrative

Traffic counter data was adjusted due high abnormal readings at Pinewood Reservoir and a few other locations over the reporting period. Weather continues to be the main driver for visitation, late season ice conditions have limited fishing opportunities.

Area Achievements

Carter Lake Area forestry project is near complete with the project contributing not only to forest health but also removing hazard trees like the one pictured above. A tree contractor also worked on one of the character trees at the Little Thompson Farm that was long overdue for some attention.

Staff attended a joint meeting with the BOR in reference to a proposal to put some floating solar panels on Flatiron Reservoir.

As a result of the maintenance technician interview process, we are excited to announce that Nolan Currie will transfer from his seasonal position to the newly created, full-time position assigned to the Carter Lake District.



Horsetooth District February 2019 Area Report



Camping

Camping Nights: 212

Camping Revenue: \$5,310

Annual Permits

Permits Sold: 27

Permit Revenue: \$2,160

Day Use Pass

Day Pass Sold: 576

Day Pass Revenue: \$5,184

Visitation

Vehicle Count: 86,210

Visitor Count: 172,420



Visitation Narrative

February actually felt like February in terms of weather-related events and low temperatures. Schizophrenic temperatures would also apply since we experienced several very nice weather days that kept our visitation up at a respectable level for the month. These diverse weather occurrences at times make it difficult to keep up with cleaning our public buildings; extreme cold temps make it harder to wash out restrooms and other facilities due to ice forming and causing a safety hazard.



Area Achievements

We would like to welcome our new full-time Maintenance Tech II, Dan Leach. Dan will be a great addition to our staff and we are excited to have him on our team.

Maintenance crews were plowing snow and keep the facilities open to visitors. Some of our winter construction projects have slowed a bit due to colder temps but we have made up some much needed time on shop projects over the month.

The ranger staff has been busy with visitation on the east side of the reservoir and in the campgrounds; visitation is high even on marginal weather days. Rangers have been keeping up with the maintenance related issues that come along with the heavier usage. Rotary Park continues to see graffiti and drug and alcohol related issues and the rangers have also been working on training and hiring personnel for the summer season.

Ken, Dan, Lee and Mark have been working hard on the ANS contract with CPAW. We hope to have the final contract and associated funding finalized soon. Lee has been working to finalize the summer ANS schedule and he also started hiring ANS inspectors to make sure are ready for our April 1st opening.

The Bureau of Reclamation has taken over the lease agreement with the Sail and Saddle Club at Horsetooth Reservoir. The Bureau will start a public process this spring to help determine the best use of the site where the club currently sits. Look for public meetings to start in the near future. The Bureau will be running the public process and will make the final decision on the land use.



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. Fishing has been slow.

Land Conservation, Planning, & Resource Program Report



General

- Finalizing Poudre River Trail corridor gap acquisition; cost estimations and alignments.
- Met with Facilities on final cost/schedule for interior remodel of AO.
- Staff attended the annual Poudre River Forum.

Planning & Capital Projects

- River Bluffs Poudre River Restoration: mass grading completed; fine grading, in-stream work, installation of woody structures and beaver dam analogs underway. Video on our website gives an update (<https://www.larimer.org/naturalresources/parks/river-bluffs>) – nice work Teddy and Zac.
- LCDNR, FC, Windsor and Timnath are submitting an application to GOCO for the Connect Initiative Grant to complete the Poudre River Trail – due April 4, 2019.
- The draft visitor study report has been reviewed by core team and a final draft will be distributed to SLT by March 1. The final report is anticipated to be released to the Department by March 31.
- Coordination and planning continues for spring/summer restoration at the Forks, the Narrows, Cedar Cove, and Glade Parks as well as Hermit Park and Horsetooth Mountain Open Spaces.
- Continued participation in the Larimer County Comp Plan update.
- Analyzing GIS data for a landscape analysis tool to assist upcoming management planning.

Trails

- Hired David Slater in the 10-month Trail Crew Lead Temp position. David has worked on the trail crew for the past 3 years and will start in early March.
- Reaching out to past volunteer groups and planning this year's adopt-a-trail projects.
- Started the hiring processes for seasonal trail crew; looking to start a smaller crew in mid-March as the weather starts to get better.

Land Stewardship

- Estes Valley Watershed Coalition hiring Weed Enterprise group to do vegetation management at restoration sites along Fish Creek, Fall River and the Upper Big Thompson.
- After 5 years with LC, Mike Auciello has taken a new job with FC Natural Areas that will rely heavily on his weed management expertise. We wish him the best in his new role!
- Hazard trees being removed in campgrounds/trailheads to implement 2018 inventory.

- Pruned a significant oak tree at Little Thompson Farm to promote resiliency (See photos).



Before



After

- Met with CDOT to discuss noxious weed management along highways in 2019.
- Awarded CO Department of Ag grant for the 11th year of our Early Detection-Rapid Response Project.
- Raptor monitoring is underway on bald and golden eagle nests. Monitoring for the other raptor nests starts in March.

Education & Volunteers

- Volunteer Ranger Asst. being recruited to assist on spring weekends at Devils Backbone TH.
- After nearly 6 years as our volunteer coordinator, Pam Mayhew is leaving the County. Pam has cultivated lasting volunteer connections & we thank her for her time and service here!
- Volunteer days planned at Hermit Park OS to assist with cabin cleaning and bear box installation.

OLAB – March 2019

State of Colorado State Tax Credit Program – Conservation Easement Donations

Currently, a tax credit certificate is a document issued by the Division of Conservation that allows a landowner who donated a conservation easement to claim a tax credit on their state income tax. The tax credit is not a tax deduction, but rather a dollar-for-dollar reduction of state income tax liability. Moreover, the tax credit certificate is transferable and can be sold. Since 2015, tax credit certificates are issued for 75% of the first \$100,000 of donated value and 50% of any remaining donated value up to a maximum of \$1.5 million per donation.

The 2019 *Keep it Colorado** bill will be introduced sometime this week (week of March 11). The bill number will be 19-0871 and will be introduced in the Senate. The bill will include the following policy priorities which were established by the membership of KIC during the Oct. 2018 Policy Summit:

- Extend the Conservation Easement Oversight Commission and Certified Holders Programs for 7 years.
- Adjust the tax credit formula to allow landowners to claim 90% of the value of any donated portion of a conservation easement. This is being done for two reasons (1) as a response to the August 2018 Treasury Rule that prohibits the deductibility of state tax credits; and (2) to incentivize additional conservation.
- Allow high valued and larger projects to annuitize the tax credit. This will significantly reduce the phasing of conservation easements by allowing landowners to donate an easement on the entire property and claim credits (up to a maximum of \$5M in credits; taken in increments of \$1.5M/year) over a period of years (maximum of 4 years).
- Provide \$250K in funding to COMaP. This would be a general fund appropriation.
- Allow for an alternative valuation methodology to be used once an appropriate methodology is created and approved by the Division of Conservation and the Conservation Easement Oversight Commission.
- Continue the working group from HB 18-1291 but expand its membership include land trust members to continue to work on alternative valuation and solutions to the orphan easement problem.
- Eliminate the appraiser education requirements (requested by the Division of Conservation).
- Make other minor policy adjustments to the credit buyer process as suggested by the tax credit brokers.

* *Keep it Colorado (KIC)* <https://www.Keepitco.org/> is the transitional entity that is forming to replace the Colorado Coalition of Land Trusts (CCLT). For years, the CCLT was the entity responsible for maintaining excellence in conservation through education and state legislative policy matters for the land trust community and its partners throughout Colorado. In April of this year, KIC will formally replace the CCLT and continue to represent all land trusts and its partners within the State of Colorado.

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 July 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

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