

Minutes of the Meeting
Grand County Open Lands, Rivers, and Trails Advisory Committee
April 13, 2017 at 2:00 pm

Committee Members Present:

Jeff Miller	Kremmling Rep
Cindy Southway	Grand Lake Rep
Mike Crosby	Hot Sulphur Rep
Paul Bruchez	District 2 Rep
Diana Matheson	District 3 Rep
Joanna Goodman	Winter Park Rep
Bob Saint	Granby Rep
Steve Sears	District 1 Rep

Others Present:

Cray Healy	Colorado Headwaters Land Trust President
Peggy Chiu	The Trust for Public Land
Lee Stab	County Manager

Introductions of people present at the meeting and who they are representing.

Meeting began with a review and discussion of the Grand County Open Lands, Rivers, and Trails advisory Committee Draft Bylaws. Bylaws were drafted by Peggy Chiu of The Trust for Public Land.

Sections commented on are listed below:

Article III Membership

Section 1. Membership:

Mr. Saint is concerned about the specific language which states: "...one person shall be nominated by the governing body of his/her respective municipality in the County". Mr. Saint is representing the Town of Granby but does not reside in Granby Town limits. It was discussed that a committee member can live outside of a municipality boundary and still represent a municipality. Committee members suggested it would be a good idea for Bob to attend a Town of Granby Board meeting to introduce himself as their representative on the OLAC.

Section 2. Terms:

Discussed term lengths to be 2 year, 3 year, and 4 year terms for the initial committee members so that the term endings are staggered and the whole committee is not changing at one time. One year terms are not long enough lengths to be an effective committee member. There will be 3 of each term lengths for the nine committee members. Term lengths were assigned at this meeting as follows:

2 year Terms to Jeff Miller, Bob Saint, and Joanna Goodman

3 year Terms to Steve Sears, Mike Crosby, and Cindy Southway

4 year Terms to Paul Bruchez, Diana Matheson, and Maura McKnight
There will be maximum of 2 terms for each committee member.
After the initial term is completed, all terms will be 4 years in length.

Section 4. Replacement:

Discussed the importance of committee members being present at all meetings. Attendance is important to assure there is a quorum present. Discussed changing the language in bylaws to committee members missing three meetings within a calendar year may be replaced. Also need to develop a method of knowing who will be attending meetings before meeting date and time.

Article IV Officers

Section 1. Election of Officers:

Mr. Bruchez suggested electing officers at next committee meeting. It is important to have all nine committee members present at the election of officers meeting.

Section 2. Officer Duties:

Need to define the workload of the committee officers including Chairman, Vice Chairman and Secretary. There was much discussion about the Committee's Secretary Position. Resolution No. 2016-8-18 states that up to "five percent (5%) of the annual funds revenue may be used for county administrative expenses which includes but is not limited to county support staff expenses, education and training, audits, consultants, studies, appraisals, site reviews, ect."

Does this position have to be a county staff person? Manager Stab stated he would do research about if a county staff has to be the secretary of the Committee. He will also look into what the other 28 County Committees do for their secretary position. The idea of hiring an outside person to perform Secretary Duties was suggested. Dede Fay was mentioned as a possible candidate to perform some clerical duties required by this Committee. A Committee member was going to contact her to see if she is interested in such a position.

It was noted that the Secretary will have a lot of duties including, but not limited to taking meeting minutes, gathering applications for grant monies, posting meeting notices and agendas, setting up annual audit. Mr. Bruchez suggested defining the scope of duties for the secretary of this Committee. Ms. Southway suggested that questions from potential grant recipients be directed to their representative as a point of contact which would disperse the workload of answering questions among the Committee members.

Ms. Chiu suggested that a web page be created on the County's website for the Open Lands, Rivers and Trails Advisory Committee. Here, guidelines could be posted and applications could be submitted via the web page.

Article V Meetings

Section 1. Meetings

Eliminate meeting schedule of every other month. Meeting will be called and noticed as deemed necessary by the Committee.

Mr. Sears wanted to know when fund monies would be available to distribute to grant recipients. Curtis Lange, the County Finance Director stepped into the meeting at this time to describe how

the tax monies flow. Mr. Lange stated there is a monthly wire of the 0.3% sales tax collected from the state to the county. At this date, there have been 2 payments collected and are available in the OLAC fund. There is a two month delay in the of the tax money collected to become available in the OLAC fund. Manager Stab suggested that the fund balance is sent to the Committee Chairman every month so that he/she knows what the account balance is.

Next, there was a discussion about how to set grant application deadlines. Will there be one or two grant deadlines per year? No decisions were made at this meeting.

Section 3. Executive Sessions:

Ms. Chiu reviewed what types of matters are set out in CRS Section 24-6-402. Matters include legal advice, property values/ appraisals, personnel issues. Grant Application review discussions would be in open meetings and recorded in minutes. Property appraisal information would be to remain confidential. A question for County Attorney Hassler is does the Committee need to vote to enter into executive session? What is the law about entering and exiting into executive sessions?

Section 5. Quorum:

Committee needs to set up a way to identify who will be attending meetings to ensure that a quorum is present at every meeting. Doodle Poll?

Article VII

Section 2. Conflict of Interest:

Question for County Attorney Hassler is the language in this section standard?

Ms. Chiu has recorded changes discussed to the bylaws and will send the draft bylaws with comments to County Attorney Hassler for review.

Ms. Southway suggested that the Ballot Language be Appendix I to the Bylaws and the Resolution 2016-8-18 be Appendix II to the Bylaws.

Next Discussion was the development of application evaluation criteria. It was suggested that evaluations guidelines be kept broad for now and use the language in Resolution to evaluate applications as described in section VII, Part D.

Ms. Matheson asked about what non-profit groups are eligible for these funds. Ms. Chiu answered that the non-profit groups applying must have a land conservation mission. This is stated in the Resolution 2016-8-18 in section VII, C, 1a. Other organizations can apply for funds if they form a partnership with the County or a municipality by entering into an Intergovernmental Agreement (IGA). In addition, Section VII, C, 1b states that nonprofits may submit grant applications for maintenance of hiking and biking trails. These nonprofits do not need to be qualified nonprofit land conservation organizations,

The importance of the Committee giving feedback on applications was discussed so people will re-apply if projects did not meet criteria for awarding monies. It was also discussed that the Committee interview applicants and learn about organizations at that time.

Ms. Chiu suggested reaching out to other Counties who give out grant monies for these type of projects and learn how they operate.

Next Meeting set for Wednesday May 10th at 3pm at the BOCC Hearing Room.

At this meeting:

Election of Officers

Review of Bylaw Changes

Possibility of a Guest Speaker

At this meeting, change meeting dates to second Thursday of each month at 3pm.

Grand County Open Lands, Rivers and Trails Advisory Committee
Regular Meeting 3:00 p.m.
Wednesday, May 10, 2017

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
April 13, 2017
- III. CONFLICTS OF INTEREST
- IV. ITEMS OF BUSINESS
 - a. Election of Officers
 - b. Phone Conference with Mike Pelletier
 - c. Discussion of Bylaw Revision
 - d. Other Business
- V. ADJOURNMENT

Minutes of the Meeting
Grand County Open Lands, Rivers, and Trails Advisory Committee
May 10, 2017 at 3:00 pm

Committee Members Present:

Jeff Miller	Kremmling Rep
Cindy Southway	Grand Lake Rep
Mike Crosby	Hot Sulphur Rep
Paul Bruchez	District 2 Rep
Diana Matheson	District 3 Rep
Joanna Goodman	Winter Park Rep
Maura McKnight	Fraser Rep
Bob Saint	Granby Rep
Steve Sears	District 1 Rep

Others Present:

Cray Healy	Colorado Headwaters Land Trust President
Lee Stab	County Manager
Charles Curtain	Executive Director of Colorado Headwaters Land Trust
Mike Pelletier	Gunnison County via phone conference

1. First Order of Business was discussion of Committee name to include Rivers and Trails. Motion made by Maura McKnight to change the Committee name and acronym from OLAC (Open Lands Advisory Committee) to OLRTAC (Open Lands Rivers and Trails Advisory Committee). Motion seconded by Paul Bruchez and unanimously approved by all members to change the Committee name to OLRTAC.

2. Mike Crosby and Cindy Southway discussed with the members the great insight and information in The Conservation Program Handbook. Mr. Crosby made a suggestion for all members to be provided a copy of the book.

3. Mr. Miller spoke with Dede Fay about providing clerical duties for this Committee. Ms. Fay's hourly rate is \$55/hr. It was estimated to be about 20 hrs of work per month for this Committee. Ms. Southway referenced The Conservation Program Handbook which states that the first staff person is critical to the success of the Committee.

Manager Stab stated that no other County Committees have a dedicated County staff person to perform clerical duties. Attorney Hassler and other County Staff that may provide resources are not charging for their services to OLRTAC.

Dede Fay is completely retiring and not available to provide clerical duties to OLRTAC, but she has a list of people that may be interested. This job would have to be publicly posted and open for applicants.

4. Mike Pelletier, GIS Manager from Gunnison County called in for a teleconference:

Mr. Pelletier discussed the history, organization and projects of the Gunnison Valley Land Preservation Fund and Board. The fund began in 1997 and have completed about 50 projects to date. Of the 50 projects, about 10 are not conservation easements and include trails, land purchase and a public park. They approve about 4-5 projects per year. Local land trusts usually request funds, but then the conservation easements are held by Colorado Open Lands or Colorado Public Land Trust. Currently, their Board is reworking policies so if the land trusts were to go away, the County would then hold the conservation easements.

Mr. Pelletier described how their Board is organized and run. Mr. Pelletier is the County Staff person who is responsible for reviewing grant applications and organizing meetings and other clerical duties for the Gunnison Valley Land Preservation Fund in addition to being the GIS Manager. The Board President helps to organize meetings as well. The Board has representatives from each area in the Gunnison Valley corridor and they try to disperse fund monies throughout the Gunnison Valley corridor.

The funding strategy for this Board is to have their funds leverage other monies with the intent that applicants look for big dollars from other places. Fund monies must be used for capital costs and it was determined by their Board that capital costs includes stewardship costs.

Mr. Pelletier described their grant cycles. The Board stays flexible with accepting grants and accepts grants on a continuous basis. Board meetings are held as needed.

Their Board does not have a strong ranking system for project evaluations to award monies. Projects funded have been mostly been conservation easements from Land Trust applicants (80-90%). Few applications are received for trails and the Board does not advertise nor reach out to trail groups. No watershed protection projects have been funded.

Mr. Pelletier recommending spending funds every year and carrying over little in the fund account from year to year. He utilizes GIS Skills and mapping very often to present information to the Board and public and suggested our Committee utilizing Grand County GIS staff to do the same.

Their Board meetings are open to the public, but public rarely attends. Tracking total projects costs is very important and comparing the total cost to the amount of monies the fund has provided to the projects. The County Board usually accepts the Land Preservation Board's recommendations for awarding funds. The Preservation Board and County staff does not assist with negotiations with landowners, however, the County Attorney does handle all the documentation and legal work necessary to complete easements.

Their Land Preservation Board is trying to be prudent with public funds and now requiring a grant agreement to be signed before funds are dispersed. The agreement states that the land trust holds responsibility of easements but if something goes wrong the County can take over.

Most questions prepared by the OLRTAC were addressed and the tele-conference with Mr. Mr. Pelletier ended.

After the tele-conference the Committee discussed some of the information learned. Mr. Curtain recommended that the Committee limit the grant application length to 3-5 pages. Leveraging funds should be important to OLRTAC and researching when other foundations grant application deadlines are is important. OLTRAC discussed setting grant application deadlines 30-60 days in advance of big foundation deadlines.

Manager Stab said that County GIS staff can be used to help create maps and tracking where the funds are being spent throughout the County.

Mr. Sears suggested that committee members meet with applicants to help guide their project applications.

It was discussed that an Appendix III be added to the bylaws which explains who can apply for OLRTAC funds. This can reference Resolution No. 2016-8-18, Section VII, C, 1a-b.

Mr. Curtain emphasized the importance of the Committee establishing ranking criteria prior to reviewing applications.

To complete work efficiently, the Committee decided to create three subcommittees:

1. Creating OLRTAC Grant Application: Ms. McKnight, Mr. Miller, and Mr. Sears
2. Bylaws editing: Mr. Bruchez, Mr. Saint, and Ms. Goodman
3. Application Prioritization/ Ranking Criteria: Ms. Southway, Mr. Crosby, and Ms. Matheson

Mr. Bruchez requested that subcommittee products be dispersed before the next Committee meeting.

Mr. Crosby made a motion to pursue a contracted administrator for the OLTRAC. Motion seconded by Mr. Miller and unanimously approved by the Committee members. Mr. Miller will take lead on noticing and advertising for the position with a start date of Sept/October 2017.

Motion made to approve April 13th, 2017 Meeting Minutes. All approved. Ms. McKnight abstained because she was not present at the April meeting.

Manager Stab will post minutes on the Grand County website.

Six month deadline to have bylaws and prioritization criteria complete for BOCC is approaching. Committee will present both bylaws and prioritization criteria on the BOCC July 18th, 2017 meeting at 10:15am. Documents need to be submitted to Manager Stab by July 14th, 2017.

Committee would like a webpage within the County website to be developed for posting of minutes, meeting dates, agendas and notices of meetings.

5. Election of Committee Officers

- Mr. Crosby motioned to elect Mr. Bruchez as Committee Chairperson. Motion seconded by Mr. Miller and unanimously approved to elect Mr. Bruchez as Chairperson.
- Ms. Matheson motioned to elect Ms. Southway as Vice-Chairperson. Motion seconded by Mr. Sears and unanimously approved to elect Ms. Southway as Vice-Chairperson
- Mr. Sears motioned to elect Ms. Goodman as Secretary. Motioned seconded by Ms. Matheson and unanimously approved to elect Ms. Goodman as Secretary

Mr. Bruchez discussed the importance of clarification of who can apply for funds to protect water resources, provide land stewardship, and protect agricultural resources. Mr. Bruchez will email Attorney Hassler with specific language from both the ballot and resolution that seems to be in conflict for interpretation and clarification.

Next Meeting: Wednesday, June 7th at 3pm in BOCC Board Room, Hot Sulphur Springs, CO

Mr. Miller made a motion to adjourn the meeting, seconded by Mr. Bruchez and unanimously approved to adjourn the meeting.

Grand County Open Lands, Rivers, and Trails Advisory Committee
Regular Meeting Agenda
June 7, 2017 at 3:00 pm

BOCC Board Room
308 Byers Ave, Hot Sulphur Springs, CO 80451

AGENDA

- I. Call to Order
- II. Approval of Meeting Minutes from 5/10/2017
- III. Items of Business
 - A. Bylaws Sub-Committee- Review edits on Draft Bylaws- July 14th Deadline for BOCC Submission
 - B. Prioritization Criteria Sub-Committee- Present Ranking Criteria for applicants of OLRTAC Funds- July 14th deadline for BOCC Submission
 - C. Application Sub-Committee- Present draft of application for OLRTAC Funds
 - D. Responses from Ms. Chiu and Attorney Hassler on clarification of ballot and resolution language on how funds can be used
 - E. Set next meeting date, time, location
 - F. Other Business
- IV. Adjournment

Minutes of the Meeting
Grand County Open Lands, Rivers, and Trails Advisory Committee
June 7, 2017 at 3:00 pm

Committee Members Present:

Mike Crosby	Hot Sulphur Rep
Paul Bruchez	District 2 Rep
Diana Matheson	District 3 Rep
Joanna Goodman	Winter Park Rep
Maura McKnight	Fraser Rep
Bob Saint	Granby Rep
Cindy Southway	Grand Lake Rep
Steve Sears	District 1 Rep via phone

Others Present:

Charles Curtain	Executive Director of Colorado Headwaters Land Trust
Cray Healy	Colorado Headwaters Land Trust Board Chairman

- I. Meeting called to order by Mr. Bruchez at 3:14pm.
- II. Approval of May 10th Meeting Minutes:
Motion made by Mr. Crosby to approve meeting minutes and seconded by Mr. Saint.
Motion unanimously approved by all members.
- III. Items of Business

A. Review of Bylaw Edits:

Mr Bruchez has been in touch with County Attorney Hassler. Attorney Hassler has changes that he wants to make and discuss with Ms. Chiu. But no written response yet from Attorney Hassler. Attorney may have opinion of committee name change that this Committee agreed on.

Discussed small changes in wording for Officer Duties:

All committee members agree with these small changes and now have to wait on Attorney Hassler's comments and changes he would like to make.

Bruchez suggests that we need to have County Manager Stab and Attorney Hassler attend the next Committee meeting.

B. Prioritization Criteria Sub-Committee:

Ms. Chiu said in an email that she is concerned about some of the wording in the ballot measure due to statement that funds is \$750,000 annually. Tabor issue that County may need to re-disperse excess money that tax increase is projected to collect (\$1.2 Million)

Discussion of the Windy Gap Bypass project and if it fits into the criteria in both the ballot measure and resolution. Members discussed that the project fits in with ballot language but there are roadblocks in the resolution language because there is no land acquisition associated with this project. However, ballot language is part of the resolution.

Ms. Matheson discussed how people in agriculture were originally for the ballot measure until they realized not eligible for funds. However, water in agriculture is keeping water in the county and enhances or creates riparian areas. A Rancher or Production agriculture person can partner with a town or county to apply for projects. Question of whether Grand County willing to be partner with private landowners so they can qualify for potential grant money from this fund? Ms. Matheson stated that NRCS has lost funding to help ranchers and agriculture in the County which equates to \$25,000 per year.

What does Sect VII, D, 3b mean? The paragraph is pretty broad. There is a question of the term "Contractual right". Committee would like to receive some clarification on how to implement this meaning.

Mr. Bruchez discussed a project which raised the groundwater table therefore keeping more water in streams and rivers and now water diversion pumps do not run 24/7 from May to August. Understanding of the water resource is critical to "keeping water in the river".

Ms. Matheson would like to have Committee Create "Guiding principles" like Gunnison County.

Mr. Bruchez thinks Committee should give Attorney Hassler the Evaluation Criteria for comment.

And it would be a good idea to connect the Committee, County Commissioners, and Attorney by writing a letter to Commissioners from the Committee. Letter could provide confirmation from Commissioners of our interpretation of the intent of the ballot language and the other minor road-blocks in the Resolution language the Committee sees to be conflicting with the Ballot language.

Committee has a questions of whether all projects really require land or water rights acquisition? Committee agrees to keep the prioritization criteria broader and see if Commissioners agree. Committee does not want all projects to require land acquisition as it will limit the amount of project that may qualify.

Comment to change language from "Colorado River and other rivers like the Fraser river" to "Colorado River and its tributaries"

Mr. Healy commented on not changing too much of the wording and paraphrasing from the resolution as you don't want criteria to take on too much of Committee's own language. And do not want to create additional inconsistencies. Suggests to keep the prioritization criteria language to agree with resolution and then can amend the criteria as needed and as applicants apply. Should also encourage applicants to apply and also read the resolution before applying. Give applicants an additional page for feedback on application process.

Ms. Southway will make some changes to the prioritization criteria and would like members to review it all closely before sending to Attorney Hassler for his review.

Mr. Sears departed the meeting via phone at 4:15pm.

June 12th is the deadline for members to respond to prioritization criteria changes and send to Attorney Hassler by June 13th for his review.

Mr. Healy suggested adding reference of Grand County Resolution # at bottom of criteria for applicants to be directed toward additional information.

C. Application Sub-Committee

Ms. McKnight used Gunnison County as a template to create the application and modified it quite a bit.

Add in Section 1- a Checkbox for Lands, Rivers, or Trails to distinguish which type of project. Question of how will projects be monitored? Add to application under Section C for a Demonstration of a project monitoring plan. However, any conservation easement legally has required monitoring.

Question of how one will measure success of project. How to measure short term vs long term success Ms. McKnight stated while working for HTA they required an annual report from fund recipients and if it was not received they could not apply for additional funds. A yearly status report was required until project is final.

CWCB requires reporting every 6 months from grant recipients to determine if projects are on schedule. This requirement would be part of contract after the monies are awarded instead of part of the application.

Add to application a "Disclaimer" that status reports will be required to those awarded with fund monies.

Mr. Curtain stated that applicants may question if multi-year projects are eligible for funds. Add to Prioritization Criteria under "Use of OLRT Funds" that multi-year projects will be accepted and reviewed on an annual basis.

Add a question to the Application: "Is project one time request or multi year project".

Encourage long term projects, but have to apply every year for funds.

Ultimately BOCC will be awarding funds and going into contract with fund recipients.

Use language to open the door to multi year projects with a requirement for annual renewal.

This enhances quality control and keeps projects on schedule.

E. Next meeting- Thursday, July 13th at 3pm with goal of all documents being finalized before the meeting for motion to approve.

F. Other Business:

Letter to Commissioners about the ballot and resolution language and how to interpret.

Committee webpage- will be set up on the Grand County website under Boards and Committees.

Ms. Mcknight to update application by Monday June 12th

Idea of speaking with Toby Spunk from Pitkin County. Pitkin County has more funding than Gunnison County and broader types of projects that funding is awarded to that would be closer to our Committee and Funds.

Email to Lee requesting that each Committee member receives the book The Conservation Program Handbook by Sandra Tassel. And ask for protocol on how to purchase with OLRT funds as part of administrative costs. These books will stay with the Committee indefinitely.

Ms. McKnight departed the meeting at 5pm.

IV. Motion to adjourn meeting made by Mr. Bruchez and seconded by Ms. Southway and unanimously approved by all members present.

Meeting adjourned at 5:12pm.

Grand County Open Lands, Rivers, and Trails Advisory Committee
Regular Meeting Agenda
August 10, 2017 at 3:00 pm

BOCC Board Room
308 Byers Ave, Hot Sulphur Springs, CO 80451

AGENDA

- I. Call to Order
- II. Approval of Meeting Minutes from 7/13/2017
- III. Items of Business
 - A. Discussion of Administrator Position, Update on Dede and RFP
 - B. Application Deadline for 2017 and Review period
 - C. Application Deadline announcements for 2018
 - D. Review of meeting dates for remainder of 2017
 - E. Other Business
- IV. Adjournment

Minutes of the Meeting
Grand County Open Lands, Rivers, and Trails Advisory Committee
August 10th, 2017 at 3:00 pm

Committee Members Present:

Mike Crosby	Hot Sulphur Rep
Paul Bruchez	District 2 Rep
Joanna Goodman	Winter Park Rep
Bob Saint	Granby Rep
Diana Matheson	District 3 Rep

Others Present:

Charles Curtain	Executive Director of Colorado Headwaters Land Trust
Lee Staab	Grand County Manager

- I. Meeting called to order at 3:05pm by Mr. Buchez.
- II. Motion to approve July 13th, 2017 minutes by Mr. Saint, second by Mr. Crosby, unanimously approved by all Committee members present.
- III. Items of Business:
 - A. Discussion of Administrator Position, Update on Ms. Fay and RFP:
 - a. Ms. Fay would like to set up a meeting week of Aug 21, 2017. A copy of the RFP for the Tourism Administrator has been received and we can use this as a template for an OLRTAC RFP for an Administrative Contractor. Mr. Bruchez suggests setting up a sub committee to meet with Ms. Fay.
 - b. Process of posting the Administrator Contractor Advertisement was discussed. Manager Staab stated that it must be publically posted, but not sure if there is a required minimum timeframe that it must be posted for.
 - c. Discussion about length of time to accept applications. Does the timeframe really matter as long as there an application deadline? Most people submit applications just prior to deadline.
 - d. Discussion had on how much work the contract Administrator will perform before the applicants are presented to the OLRTAC. Mr. Curtain suggested accepting applications for 1 month and people who submit applications in the first 2 weeks can get feedback and applicants submitted in the last 2 weeks will not receive feedback.
 - B. Application Deadline for 2017 and Review Period:
 - a. Discussion on the importance of having a fall application cycle for 2017 even though it is behind most of the partnership cycles. This will show the taxpayers that the committee is moving forward.

- b. Discussion of how to award funding, especially for projects that have a multi-year requests. Mr. Bruchez stated we must be careful not to overaward funds and it would be a good practice to only award funds that are in the bank account. Funds available in the account are on a 2 month lag. As of July 31, 2017 there is \$463K in the account. Ultimately, the committee will only make a recommendation to the BOCC, and the BOCC will make the final decision of awarding funds.

C. Application Deadline Announcements for 2018

- a. Idea of Feb 1 and Aug 1 application deadlines with award announcements on March 15 and Sept 15 respectively.
- b. Mr. Bruchez spoke with the Gates Foundation Natural Resource Administrator. Confirmed that the OLTR funds would be local seed money to hopefully receive matching funds from Gates Foundation. Gates Foundation webpage has a Colorado River Headwaters section. So they may be eager to match funds to OLTR Funds.
- c. Discussion of potential matching funds available and what their application deadlines are. Gates Foundation has an Oct 1 application deadline. GOCO has an Aug 3 deadline. Mr. Curtain stated GOCO usually does not award grant money unless there is already seed money for the project. OLTR funds would be the seed money for local projects.

D. Review of meeting dates for remainder of 2017

- a. Next meeting: September 14, 2017 at 3pm.
- b. Tentative application deadline for 2017 could be Oct 1- Nov 1 range.

E. Other Business

- a. Review of OLTR Application: Mr. Bruchez pulled up Colorado Water Plan grant application. CWCB is presenting the concept of a check box for on applications for an intent to apply for funds have applicant fill out the application to best of their ability. This gives the board a heads up for projects that may be needed in the future and allows them to plan for distribution of funding accordingly. This also helps to ensure the application process is strong and good quality applications are being received.
 - i. Decision to make a change to the application with addition of a checkbox for "intent to apply". Motion by Mr. Crosby and seconded by Ms. Matheson. Motion approved by all present. Copy word for word from CWCB application:
"Applicants interested in submitting an 'intent to apply' in the future are encouraged to check here and fill in all sections with the best information available at the time. Exhibits Excluded"
- b. Sub Committees:
 - i. Administrative Contracting: Set a meeting up with Dede Fay for advice on an administrator. How many members can meet as an unofficial non-

- posted meeting? Mr. Bruchez will get that information from Attorney Hassler. Tentative week of Aug 21 to meet about administrative position.
- ii. Website Work: Need to get more information on the website, including signed bylaws and grant application. Working with County IT department, Darren Childs to get information posted. We can get pictures from CO Headwaters Land trust for website. Names of committee members and contact information needed on website. Bylaws are now signed by both BOCC and Committee Chairman, Mr. Bruchez and Ready to post on website.
 - iii. Draft of RFP for Admin Position- Convert the Grand County Tourism RFP to an editable document. Can pass this around via email and get members to make changes suggestions to OLRT Admin RFP and discuss at next meeting.
- c. Mr. Bruchez will talk to Attorney Hassler and Mike From Gunnison County to discuss the contract of awarding money and the legal fees that may be involved. And ask Attorney Hassler if he will have time to complete the legal work on the contracts or will funding for legal work need to be paid for by the grant money?

IV. Adjournment

Mr. Bruchez made motion to adjourn the meeting at 4:35pm. Seconded by Mr. Crosby and unanimously approved.

Grand County Open Lands, Rivers, and Trails Advisory Committee
Regular Meeting Agenda
December 6, 2017 at 3:00 pm

BOCC Board Room
308 Byers Ave, Hot Sulphur Springs, CO 80451

AGENDA

- I. Call to Order
- II. Approval of Meeting Minutes from 8/10/2017
- III. Items of Business
 - A. RFP Review Committee Presentation of Applicants for the Administrative/ Outreach Contract Position
 - B. Set Interview Dates and Interview Sub-Committee for qualifying applicants
 1. Select Committee Coordinator to be first line of contact with Administrative/ Outreach Position
 - C. Amend Bylaws to include a Committee Treasurer Position and election of Committee Treasurer and Secretary
 - D. Elect Committee Treasurer
 1. Presentation of Treasurer's Report
 - E. Discuss using some of the funds collected out of the 4% Administrative costs to compensate Dede Fay for being contact for RFP Applicants and assisting with application review
 - F. Set Next Meeting Date
 - G. Other Business
- IV. Adjournment

MEETING MINUTES of
Grand County Open Lands, Rivers, and Trails Advisory Committee
Regular Meeting
December 6, 2017 at 3:00 pm

BOCC Board Room
308 Byers Ave, Hot Sulphur Springs, CO 80451

Committee Members Present:

Jeff Miller	Kremmling Rep
Cindy Southway	Grand Lake Rep
Maura McKnight	Fraser Rep
Mike Crosby	Hot Sulphur Rep
Paul Bruchez	District 2 Rep
Diana Matheson	District 3 Rep
Joanna Goodman	Winter Park Rep
Bob Saint	Granby Rep- Departed meeting at 4:15pm.

Others Present:

Lee Stab, County Manager

Ed Moyer, Assistant County Manager

Alan Hassler, County Attorney (available at meeting to answer questions)

Curtis Lange, County Finance Director (available at meeting to answer questions)

- I. Call to Order made by Mr. Bruchez at 3:05pm

- II. Motion to approve August 10th, 2017 Meeting Minutes, made by Mr. Crosby, seconded by Mr. Saint, unanimously approved by all Committee members present.

- III. Items of Business
 - A. RFP Review Subcommittee Presentation of Applicants for the Administrative/ Outreach Contract Position:
 - a. Subcommittee, Ms. Goodman, Ms. McKnight, Mr. Crosby and Mr. Sears, discussed the applicants received and reviewed and how the top three candidates were selected to be interviewed. Ms. Fay made the recommendation at the subcommittee meeting to have all OLTRAC members who want to be at the interviews attend.
 - b. Ms. Southway would like to add an interview question about potential conflicts of interest and how one would deal with a conflict of interest. She also discussed her concerns about this committee needing to be careful with transparency. There is the potential for a few of the candidates to have conflicts of interest and this needs to be addressed in the interview process.

- c. Manager Stabb asked who is going to write the contract for the administrator position? He followed up with the details that the County will execute the contract, but the OLRTAC needs to create the contract. Manager Stabb will make sure the contract meets the legal requirements. It would be wise to use the contract that the tourism board has in place and make changes as necessary to fit this position. The contract will ultimately have to be presented to the BOCC and approved by them. There are only two BOCC meetings left in 2017, December 12th and December 19th. Then the first meeting in 2018 is January 2nd. Mr. Stabb advised to start writing the contract this week so it is reviewed by County Attorney and can be presented at the BOCC meeting no later than January 9th, 2018. He also advised that one OLRTAC member is present at the BOCC meeting when the contract is presented to explain how the administrator was selected by the Committee.
 - d. Question discussed about how are we as a committee going to approve administrator's hours and make sure he/she gets reimbursed? Ms. Southway suggested we need one committee member to be the direct contact for the administrator and recommends that the administrator contact person is not the chair. We need to follow up with administrator reimbursement policies and procedures to be established by the committee.
- B. Set Interview Dates and Interview Sub-Committee:
- a. Date for interviews selected to be Thursday, Dec 14th, 2017 from 9am-1pm.
 - b. OLRTAC members that can attend are Ms. Matheson, Mr. Saint, Mr. Crosby, Mr. Sears, and Mr. Bruchez. This is a quorum and needs to be noticed and posted as a special meeting. If more committee members are able to attend, it is encouraged.
 - c. Attorney Hassler was able to answer questions about how to conduct an interview in a regular meeting. An executive session can be called if needed based on discussion of personnel matters. If an executive session is called, there needs to be audio recording of the executive session. Or we can choose not to go into an executive session and take very light minutes.
 - d. Interviews will be scheduled as 45 minutes and candidate will be told that at the beginning of the interview so all questions are covered and there is consistency between the candidates.
 - e. Ms. Fay volunteered to contact the interviewees and secure a meeting location at the subcommittee meeting on December 4th, 2017.
 - f. Decision of Contract Administrator to hire will be made at the special meeting December 14th, 2017.
 - g. Motion made by Mr. Miller for a final hire decision to be made on December 14th if there is not a OLRTAC quorum present at the interviews. Motion was seconded by Ms. Southway, and unanimously approved by all Committee members present.

- C. Amend Bylaws to Include a Committee Treasurer and Election of Treasurer:
- a. Committee has agreed that we want an elected Treasurer position on this committee per the recommendation from Ms. Fay. However, it was discussed that this may be unnecessary because this may be a large duty of the contractor.
 - b. Ms. Southway is a bookkeeper for non-profits and is willing to take on the responsibility of committee treasurer. She would rather see the funds going to projects instead of paying administrator to do more work. This will save money to use for funding projects.
 - c. It was decided not to amend bylaws yet because there will likely be other changes needed to the bylaws after the contract administrator is hired. Ms. Southway will be a volunteer treasurer until the Bylaws are amended.
 - d. Ms. Southway presented the Financials:
 - i. November didn't show income, which would have been sales tax income from October. She is not sure why? Manager Stabb said the report was generated too early in December for it to be on the report. Later in the the meeting, the up-to date financials were delivered with the November income to the account.
 - ii. It was clarified by Manager Stabb that 1% of the allocated 5% for administrative costs is paid to the County Treasurer. This 1% is not reimbursable to the OLRT Account.
- D. Ed Moyer, Assistant County Manager had questions for the Committee:
- a. Mr. Moyer asked when the Committee will be ready to accept applications? Chairman Bruchez responded with a rough estimate, and explained that the Committee wants to have the contract administrator hired before applications are open so there is someone to field questions and the volunteer committee is not overwhelmed.
 - b. Ms. McKnight stated that she has been updating the people on the east end of the county about what the Committee is doing and the progress that we are making establishing the policies and procedures for the OLRTAC.
 - c. It was discussed that the Committee needs to set application dates that are compatible and realistic with the hiring of the Administrator position. It was discussed when the Contract Administrator would realistically be hired, which is looking like January 9th with the execution of the Administrator Position Contract at the BOCC meeting. A competent Administrator would then be able to get up to speed with the Committee Bylaws, Project Evaluation Criteria, Application, ect... by February 1st. It was concluded that Applications will be open February 1, 2018 and close March 15th, 2018 contingent on the successful hire of a contract Administrator on January 9th, 2018. No motion will be made to set these dates because it is all dependent on the successful hire of an Administrator.
 - d. Manager Stabb recommends sending the Administrator employment contract to him before the holidays so it can be reviewed by the County attorney and

changes can be made if necessary. He also said to get item of business on the BOCC Agenda for January 9th, 2018.

D. Discuss using some of the funds collected out of the 4% Administrative costs to compensate Dede Fay for being the contact for RFP Applicants and assisting with application review:

- a. Ms. McKnight recommends \$500 stipend for Dede Fay for helping the Committee through the Administrator RFP Process and for being available at the candidate interviews. Mr. Miller made a motion for \$500 stipend for Ms. Fay. Motion was seconded by Ms. McKnight, and unanimously approved by all members present.
- b. Manager Stabb was asked how the Committee would get her paid? Manager Stabb brought in the County Finance Director, Curtis Lange. Curtis Lange and the County Attorney arrived at 4:45 pm to answer the above question. Mr. Lange stated that receiving an invoice from Ms. Fay would be ideal. But he said that the approved minutes from this meeting showing that the Committee made a motion to compensate Ms. Fay will suffice. With the approved minutes, he can create a payment voucher for the BOCC to approve.

E. Set Next Meeting Date:

January 11th, 2018 for a Regular OLRTAC meeting from 3-5pm in the BOCC Board Room in Hot Sulphur Springs.

F. Other Business:

- a. Ms. McKnight volunteered to write the contract for the administrator position. She asked everyone to reply and send comments by the deadline she establishes. She will also finalize the interview questions and put them in order of importance. Manager Stabb will send a Template of a County Employee Contract for Ms. McKnight to work off of. Attorney Hassler will also send a template of the Tourism Board Contractor Position that is currently being written.

IV. Adjournment

Mr. Bruchez made motion to adjourn the meeting at 5:06pm. Seconded by Mr. Crosby and unanimously approved.

Minutes approved on December 14th, 2017 at the Special Meeting of the OLRTAC.