

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.

MINUTES

Scheduled times are subject to change.

Date: March 22, 2018

Time: 5:00 – 8:00 p.m.

Location: City Council Chambers, Civic Center Municipal Building, 500 E. 3rd St., Loveland, CO.

Contact: Please contact Emmy at ellisoea@co.larimer.co.us or 970-619-4462 if you are unable to attend.

Members		Staff		Guests
Carl Sorrentino	x	Alex Castino	x	
David Marvin	x	Charlie Johnson	x	
Gerry Horak		Gary Buffington	x	
Jason Brothers	x	Ken Brink	x	
Jeff Hindman	x	Todd Blomstrom	x	
K-Lynn Cameron	x	Meegan Flenniken	x	
Marilyn Hilgenberg	x	Steve Gibson	x	
Nancy Wallace	x	*Thomas Donnelly	x	
Peter Kelly	x	Steve Gibson	x	
Sherri Valentine	x	Emmy Ellison (minutes)	x	
Suzan Fritchel	x	Jenn Almstead	x	
Ward Nelson	x	Lori Smith	x	
		Sarah Watson	x	

x = present

*commissioner

1. CALL TO ORDER/INTRODUCTIONS – 5:05

- a. Presentation of framed photo to Kerri Rollins for her service with Larimer County – Pete
 - i. Summarization of Kerri’s contributions to Larimer County over many years of service with emphasis on her accomplishments and her ability to cultivate relationships/partnerships, generate funding, and provide effective leadership. Kerri expressed her appreciation for the gift and her time spent working with

the group and the community on the many public projects she was involved with over the years.

2. PUBLIC COMMENT - none

3. AGENDA REVIEW

- a. Move all of item 6 in front of item 5 in order to begin the presentations. Item 7 has two updates: Charlie will update status of the Program Manager position and Todd will give update on the organizational chart. Organizational chart update may be postponed until next month.

4. REVIEW AND APPROVAL OF LAST MEETING MINUTES

- a. Nancy Wallace moves to approve, Marilyn Hilgenberg seconds, motion passed.

5. PRESENTATION

- a. Small Grants for Community Partnering – Larimer County Commissioners – break – appetizers and group photos (photo of Grantees and photo of OLAB members) – Jenn
 - i. Jennifer Almstead thanked the OLAB committee members – K-Lynn Cameron, Sherri Valentine and Suzan Fritchel – for their assistance this year and thanked each of the Small Grant recipients for attending the presentation. A group photo of the awardees was scheduled follow the presentation. Jennifer provided a brief historic overview of the program and stated that this year the program received over \$30,000 in requests, making it the most competitive grant cycle to date. 11 grants were awarded totaling \$20,646.
 - ii. Commissioner Donnelly spoke highly about the program and the new projects. It was noted that since 2008, \$287,000 has been awarded to 192 different projects. Each grantee in attendance gave a short overview of their project and accepted their award check and congratulations from the Commissioner.

6. INFORMATION & ANNOUNCEMENTS

- a. GOCO Site Tour and LPOR Grant Update – Jenn
 - i. Site tour with Chris Fleming and Jenn last week went very well. GOCO has contributed \$1 million through initial acquisition and campground improvements. GOCO guests loved Hermit Park and were presented day passes.
 - ii. LPOR Grant was not awarded to Larimer County. GOCO gave feedback about the application for future grant requests.
- b. Volunteers needed for visitor study – Jenn
 - i. 2-year pilot study to determine capacity of annual visitation, overall public satisfaction at open spaces and reservoir parks. Seeking volunteers to assist with survey administration. Volunteer work would involve 2-hour shifts at Horsetooth and 4-hour shifts at Red Mountain Open Space, handing out double-sided survey as visitors exit parks. 45 to 60 minute training beforehand, shift times are variable (day, evening, weekend and weekday), should be finished by June. Currently have a part-time, seasonal worker and 10 volunteers involved (Friends Group, some Larimer County volunteers from other programs, Senior

Tax Workers). Member question regarding whether or not Scout Troops are used. It was noted that volunteers have to be at least 16 years old. Two surveys are Parking Observations and Visitor Surveys, more stationary and less interactive with the Parking surveys, both are positioned at trailheads.

- c. The Sales Tax Revenue Distribution Report will not be included this month due to unforeseen changes at the State level. Finance is working to find a solution and will resume including that report as soon as possible.

7. UPDATES & REPORTS

- a. Open Lands Program Manager position update – Charlie
 - i. First advertised 2 weeks ago, closes April 8th, have 16 applicants at this time. Should be filled by late May or early June.
- b. Update on Organizational Chart – Todd
 - i. Had follow-up conversations with a few board members, will be discussing it with HR and will put on a work session with the Commissioners. Will let board know when the work session will take place if there is interest in attending.
- c. District Reports – Steve
 - i. New formatting for District Reports, main change is added Visitor Use data at the top. Red Mountain and Hermit are open. Interviewing seasonals (hire 10-30 yearly), once hired they attend Ranger Excellence School May 14-18th. Board invited to attend trainings, if interested contact Steve. Chris is working on Chimney Hollow and Viestenz-Smith, installing 50 bear boxes, each campsite should have its own. Will include educational information with the bear boxes. Working on annual grazing plans, thank you to Jason and Sherri for assisting with Longview Farm application process. Happening next week. Steve is on the COSA steering committee. Mark attended PLEA, one award given for the Ranger Excellence School, one given to Mark for his contribution to PLEA.
- d. Administrative Offices building remodel/expansion planning – Gary
 - i. Overflowing at the Admin Offices, have a consultant, will get fiber underground, likely building out the south end of the patio to add 5 or 6 offices. Consultant is Kenny Lee Architecture Group, Inc., working with Kris Lee specifically, vetted through Facilities. Process started with survey sent to all employees at AO for specific needs, follow up interviews in teams, next step is to see prelim designs near end of April. 4k for design work, there will be 3 alternatives, expanding out south end, re-designing front lobby.
 - ii. Had another flooding issue. Member question regarding whether or not the remodel will flood proof the building/problem area. It was noted that facilities has done their best to flood resist the building. Testing of the repairs has not happened and may not despite specific request for testing. Prone to water surges due to location on rural water path. As prepared as possible.
- e. LTM Annual Financial Review – Lori
 - i. Sales Tax Annual Review – a look at 2017 Department Revenues pie chart, Total Revenue is \$23,568,000: Sales Tax is 21%, User Fees is 23%, Intergovernmental

Grants is 38%, Misc. is water rights at 14%. Diverse funding. Help Preserve Open Space Initiative – 70% is used for Acquiring, Protecting and Improving Open Space requirements: 15% is Operating and Maintenance, and 15% is for either. Not more than 15% can be used for improving existing parks. We are on track with those requirements at 71% Acquiring, Protecting and Improving, 24% O & M, and 5% existing park improvements, all between 1996 and 2017 totaling \$78,975,000. Long-term Management Budgeted Expenses for 2018, totaling \$4,276,450: 38% Direct Personnel, 36% Shared Pools, 11% Capital Improvement & One-time Projects, 8% Operating Cost and 7% Utilities and Bank Fees. There will be an independent auditor verifying the pie chart among other things, should be end of year finish, comprehensive review.

- f. Multiple Year Acquisition and Development Cash Flow – Sarah
 - i. Brief discussion of 5-year Cash Flow statements and the LTM Cash Flow. Overview, not detailed. Updated info, trends, and current projects. Highlights in purple on 2018 are updated CIP additions. Format gives sources of funds, operating expenses, cash outlays by year, anticipated cash balances for 2019. Projection for A&D Fund 212 at end of 2018 is \$3.6 million.
- g. Multiple Year Long-Term Management Cash Flow – Sarah
 - i. LTM Cash Flow is cash in, cash out and ending balance in 2018.

8. DISCUSSION ITEMS

- a. CIP review – Gary/Meegan/Lori
 - i. Discussion of Strategic Alignment and Open Lands Master Plan. OLMP was adopted in 2015, similar to 2001 but re-evaluated conservation areas, prioritized land acquisitions, securing water & mineral rights, stewardship vision, recreation vision. 3,500 citizens directly participated during the 3 year planning process. Maps identified areas of land conservation pursuit with and without agency partners, agricultural lands/conservation easements included. Regional Trail priorities map. Key planning docs include Adopted Open Space Management Plans, Big Thompson River Recreation and Conservation Plan, Historic Structure Assessment, and the River Bluffs Open Space River Resiliency Plan. The 2018 Parks Master Plan, looked at existing Reservoir Parks (HT, Carter, Pinewood and Flatiron), identified management zones, future facilities, facility improvement, resource and management conditions, future parks and buffers. Preferred alternative balances, recreational demands & neighbor sensitivity. 100,000 people received direct notification, 3,000 people commented, a variety of methods were used for overall involvement. Key items on CIP are Carter Lake’s Big Landia and the North Dam area of Horsetooth Reservoir (parking area, 3-D archery range)
 - ii. Funding Sources – Have 8 funds, restricted in how to spend from each. Top three are Park Operations (collect funding used for O & M on managed BOR properties), Lottery (Conservation Trust Fund Admin, expenditures allowed are for acquisition, development and maintenance of new conservation sites and

capital improvements or maintenance for recreational purposes), and Sales Tax (Help Preserve Open Space Initiative – not less than 15% up to 30% for O &M, Acquisition and Development – not less than 70% on acquiring protecting and improvement of open space/natural areas and not more than 15% on improving existing regional parks). Other funds are Regional and Community Park Fees, Weed Mill Levy, Weed Enterprise, Forestry Enterprise, and General Fund.

- iii. Ending Fund Balances and Reserves – overview of charts related to Park Operations, Lottery and Sales Tax (LTM and A&D). Discussion of need for setting reserve. Discussion of differences in charts and explanation of why differences exist. Must be flexible due to dynamic nature, adjustments for changing economies, project status. All charts look normal for beginning CIP stages though it was noted that the Sales Tax LTM/Improvement chart shows the fund balance being drawn down for O&M, should watch that, not pure capital investment, trend does not go down, can discuss details next month. First year of CIP may not be right on target but minor adjustments can be made to improve it. Member request for overview of all funds available for acquisitions for next month’s discussion of CIP priorities. It was noted that that information could be provided.
- iv. CIP for 2018 and 2019 – saw same form last month, looking at revised copy now. Very left column is description of change. Expectation from commissioners is that the projects on CIP will be completed. Projects can be moved, removed, combined, added, none=no change. 2nd page is land and real estate assets, combined into 3 categories (Open Space/Natural Areas/Wildlife, Parks, Trails). All projections, if property purchase falls through, dollars roll into next year. Will be taken to commissioners in June. Will present all 5 years’ worth at once. Member question about how much detail will exist on copy to be presented to commissioners. It was noted that more specifics will be added to the Trails and Parks projects. Acquisitions will not be listed and will remain vague, investments for Trails and Parks will be more detailed. Member question about what happens if unforeseen costs exceed the budget? It was noted that commissioners can be notified if the costs are expected to go over but the trend of the CIP is most valuable as some years will be up and some will be down.

9. ACTION ITEMS - none

10. OTHER BUSINESS - none

11. NEXT MEETING SCHEDULED: April 26, 2018 at City Council Chambers, Civic Center Municipal Building, 500 E. 3rd St., Loveland, CO.

12. EXECUTIVE SESSION: Pursuant to C.R.S. (24-6-402(4)(a)) for discussion pertaining to purchase, acquisition, lease, transfer, or sale of any real or person property interest. David Marvin moves to enter Executive Session at 7:47 p.m., Nancy Wallace seconds. Motion passed.

13. ADJOURN – 8:09 p.m.

*Please note that the 3rd volunteer for the Open Lands Program Manager hiring panel, originally indicated as 'TBD' in the February minutes, is Pete Kelly.

Included in PDF:

- Agenda
- Open Space Operations District Reports
- Financial Review presentation information
- Acquisition & Development sheet

Attached Separately:

- Minutes of last meeting
- News articles
- Executive Session materials

