



**OPEN SPACE ADVISORY COMMITTEE  
THURSDAY, MAY 2, 2024  
AGENDA**

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**Thursday, May 2, 2024**                      **5:30 PM**                      **100 Third St. Castle Rock, CO 80104**  
**Conference Rooms A&B**  
Instructions for virtually joining the meeting  
can be found at:  
<https://www.douglas.co.us/board-county-commissioners/boards-commissions/open-space-advisory-committee/>

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The purpose of the Douglas County Open Space Advisory Committee is to advise and make recommendations to the Douglas County Board of County Commissioners (Board) and municipal officials regarding disbursement of funds from the Parks, Trails, Historic Resources, Open Space Sales and Use Tax Fund, and to select open space land to be proposed for acquisition, maintenance, or preservation, to establish priorities, and to make recommendations to the Board on lands involving conservation easements acquired with such funds.

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**CALL TO ORDER – 5:30 PM**

- I. Roll Call**
- II. COSAC Disclosures**
- III. Adoption of Agenda**
- IV. Approval of Minutes – April 4, 2024**
- V. Administrative Announcements**
  - a. Staff Activity Report – Mary Ann Monzani, Open Space Program Coordinator**
  - b. COSAC Bylaws – Mary Ann Monzani, Open Space Program Coordinator**
  - c. Election of Officers**
  - d. Other**
- VI. Public comment (Provisions for additional public comment will be made as deemed appropriate by Chair)**

**NEW BUSINESS**

- VII. Colorado State Forest Service (CSFS) Forest Management Overview – Spencer Weston, CSFS Supervisory Forester**
  
- VIII. COSAC Discussion for the Good of the Order**

**EXECUTIVE SESSION  
ADJOURN REGULAR MEETING**

*\*\*The Next Regular Meeting Will be Held on Thursday, June 6, 2024 @ 5:30 p.m.\*\**

**OPEN SPACE ADVISORY COMMITTEE  
REGULAR MEETING  
THURSDAY, APRIL 4, 2024  
MINUTES**

**Call to Order**

**I. RECURRING ITEMS**

**ROLL CALL**

Jennifer Drybread, Committee Member – Present  
Jim Guerra, Committee Member – Excused  
Patti Hostetler, Vice Chair – Present  
Brian O’Malley, Committee Member - Present  
Mike Parr, Committee Member – Present (joined meeting during public comment)  
Jay Sage, Chair – Present  
Kathie Shandro, Committee Member – Excused  
Elizabeth Snow, Committee Member – Present

**II. Disclosure for Items on the Agenda**

None

**III. Motion to Approve Minutes from March 7, 2024**

RESULT: Approved  
MOVER: Drybread  
SECONDER: Hostetler  
AYES: Drybread, Hostetler, Sage, Snow  
EXCUSED: Guerra, Parr, Shandro  
ABSTAIN: O’Malley

**IV. Public Comment**

None.

**NEW BUSINESS**

**V. Sandstone Ranch Natural Resource Inventory & Analysis – Jackie Sanderson, Natural Resource Specialist**

Ms. Jackie Sanderson opened the presentation for the five-year update to the Sandstone Ranch Natural Resource Inventory & Analysis. The presentation provided an overview of the updates that were made to the report developed in 2018 by Open Space volunteer naturalists. The report, both then and now, serves as basis for protecting and sustainably managing natural resources at the ranch. The purpose for updating the report was to provide the most

recent data to help optimize recreation, education, and research opportunities while protecting the sensitive natural resources at Sandstone Ranch. These findings are valuable for land management decisions and will also create opportunities for educational programs.

Along with Ms. Sanderson, several of the volunteer naturalists who were instrumental in the development and updates to the report provided an overview. The updates that were made to various sections of the report included:

- Astronomy
- Birds
- Water & Aquatic Organisms
- Plants
- Geology
- Insects

**VI. Leave No Trace Program – Lindsay Williams, Land Management Specialist/Ranger**

Ms. Williams provided an overview for the Leave No Trace program. The overview included:

- History of the program
- Review of the Seven Principals of the program
- Benefits for participation in the program and partnership with Leave No Trace
- User education
- Training
- Gold Standard Designation
- Costs associated with Gold Standard Designation

COSAC members, Ms. Williams, and Open Space staff engaged in a collective discussion pertaining to the presentation and program. Staff requested a recommendation from COSAC to join the Leave No Trace program.

**Motion to Move Forward with Leave No Trace**

RESULT: Approved

MOVER: O'Malley

SECONDER: Hostetler

AYES: Drybread, Hostetler, O'Malley, Sage, Snow

EXCUSED: Guerra, Parr (left meeting prior to presentation/vote), Shandro

## **VII. COSAC Discussion for Good of the Order**

Members of COSAC and staff discussed various topics including two questions that were posed by the Committee. Those questions were read by the Chair and were regarding:

- How would funding be allocated for a proposed property that is a hybrid park meaning both a park as well as open space?
- How could public access occur on property adjacent to Castlewood Canyon State Park currently owned by the State Land Board?

Staff responded to the questions.

## **VIII. Administrative Announcements**

Scott McEldowney, Assistant Director of Open Space & Natural Resources reported on various items including:

- Lost Canyon Ranch
- Re-route of the Bayou Gulch Trail at Two Bridges
- E-Bikes for Land Management/Ranger staff
- Planting season at the demonstration orchard
- I-25 Wildlife Overpass
- Interpretive signage at Sandstone Ranch
- Wildlife cameras and current footage
- Remodel of the gathering house at Sandstone Ranch

Ms. Micki Clark, Communique Consulting, LLC, provided an update on the assessment tool for capital improvement projects.

Ms. Mary Ann Monzani, Program Coordinator, reviewed the Staff Activity Report and provided the next steps pertaining to the COSAC Bylaws as well as the Election of Officers. Both items will be brought back to the May 2<sup>nd</sup> COSAC meeting.

Members of COSAC and Open Space staff engaged in a collective discussion concerning various aspects of the items reported.

## **ADJOURN REGULAR MEETING**

**Motion to adjourn the regular COSAC meeting.**

RESULT: Approved

MOVER: O'Malley

SECONDER: Drybread

AYES: Drybread, Guerra, Hostetler, Sage, Snow

EXCUSED: Guerra, Parr, Shandro

**Mile High Youth Corp Training at Sandstone Ranch by Ryan Smith, Land Management Specialist/Ranger**

On Monday, April 8th, the Mile High Youth Corp conducted a full day training on Noxious Weed identification and management around the Gove Creek corridor in the guided access area of Sandstone Ranch. This group was able to identify some of Colorado’s early-stage terrestrial weeds, and then discuss and mimic the application process of chemical management through herbicide. In addition, Corpsmembers were also able to identify native plants in this same area.

In addition to having the opportunity to learn about noxious weeds, the students were able to experience the solar eclipse from a remarkable location. This area of Sandstone Ranch offered a great viewing opportunity to witness this natural phenomenon. Many were thrilled to see it for the first time, and loved the setting they witnessed it in.

A pinhole cardboard is seen being used for the Eclipse viewing that afternoon.



## **Leave No Trace by Lindsay Williams, Land Management Specialist/Ranger**

Open Space and Natural Resource staff have begun implementing the Leave No Trace (LNT) program. The LNT program is an educational outreach program based upon seven (7) principles. The LNT program is nationally recognized, and the principles compliment the County's rules and regulations on open space properties. The seven (7) principles of LNT are as followed:

- Plan ahead and prepare
- Travel on durable surfaces
- Dispose of waste properly
- Leave what you find
- Minimize campfire impacts
- Respect wildlife
- Be considerate of others

The County Open Space Advisory Committee (COSAC) voted unanimously to have staff move forward with joining the program at the April meeting. Members of COSAC considered the low cost of participating in the program to how the program could benefit the County by potentially decreasing maintenance due to more awareness of the rules on these properties. COSAC members also appreciated that this program has a motivational component, which could lead to open space properties being recognized as a Gold Standard property. This designation is given to properties and programs that meet the highest standards. Gold Standard properties are promoted by LNT and could lead to a better visitor experience and more visitations.



# **DOUGLAS COUNTY OPEN SPACE ADVISORY COMMITTEE BYLAWS**

## Article I – Name

County Open Space Advisory Committee (COSAC)

## Article II – Mission Statement

To ensure and enhance a positive quality of life in Douglas County through the preservation and stewardship of open space lands, natural resources and trails.

## Article III – Role

The Douglas County Open Space Advisory Committee (“COSAC”) is established to advise and make recommendations to the Douglas County Board of County Commissioners (Board) and municipal officials regarding disbursement of funds from the Parks, Trails, Historic Resources, Open Space Fund, and the selection of open space land to be acquired, maintained, or preserved, and for the establishment of priorities therefor, pursuant to Resolution No.R-022-085, which includes making recommendations to the Board on lands involving conservation easements acquired with such funds.

COSAC shall review open space and trail property interests annually and report to the Board that the properties and trails are adequately protected by a recorded conservation easement or other protective measures. If properties are not protected, COSAC will make a recommendation to the Board for corrective action. COSAC shall report the status of the County open space and trail assets to the Board as part of Section 23 of Resolution No. R-022-085.

COSAC shall report the status of the County assets purchased with the Parks, trails, Historic Resources, and Open Space Fund (Fund) monies to the Board as part of an annual review. The annual review shall include a review of ownership status, conservation easements, monitoring reports, and other items of interest. The annual report shall also include a review of and summarize revenues and expenditures accruing to the Fund during the proceeding two years and proposed expenditures to be made during the next two succeeding years, with a view to establishing priorities for the County’s open space program. The annual report shall be presented and reviewed at a joint meeting of the Board, COSAC, Historic Preservation Board, and the Parks Advisory Board and made available to the public.

## Article IV - Responsibilities

### Section A Implementing Resolution

COSAC Bylaws adopted April 6, 2023

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The Committee shall primarily be responsible for implementing the provisions of Resolution No. R-022-085.

Section B Review Responsibility

The Committee shall review, and when deemed necessary, make recommendations concerning improvements to open space lands, trails, and parks in accordance with open space lands, trails, and parks policies adopted by the Board of County Commissioners, pursuant to Resolution No. R-022-085.

Section C Budget Review

The Committee may review the Open Space and Natural Resources Division annual budget as set forth in the Open Space Policies and Procedures only as it relates to the proposed expenditure of funds from the Open Space Lands, Trails, and Parks Fund.

Section D Open Space and Trails Rules, Policies, and Procedures

The Committee shall work with the Open Space and Natural Resources Division staff to advise the Board of County Commissioners on the establishment and modification of open space and trails rules, policies, and procedures to implement Resolution R-022-085 and other applicable resolution and to assure that all proceeds from the sales and use tax shall be used for the purposes set forth therein, pursuant to Section 21 of Resolution No.

Article V - Membership

Section A Committee Members

The members of the Committee shall be appointed by the Board of County Commissioners according to the requirements of Resolution No., which provides that the Committee be comprised of five (5) representatives of municipal government selected from lists of nominees submitted by the municipalities located wholly within Douglas County, three (3) representatives of the County, one from each Commissioner district, and three (3) members appointed at large

Section B Tenure

Committee members serve at the pleasure of the Board of County Commissioners in accordance with the current Board of County Commissioners Policy Manual.

Section C Vacancies

Vacancies on the Committee are created by resignation, expiration of appointed terms, or removal from the Committee by the Board of County

Commissioners.

Section D Unexpired Term

If a member of the Committee resigns or is removed from service on the Committee for any reason, a successor will be appointed, according to Section A herein, as soon as possible by the Board of County Commissioners to fill the unexpired term.

Section E Attendance

Members are required to notify the Department of Open Space and Natural Resources if they are unable to attend a regular or special meeting in order for the absence to be excused. Two (2) or more unexcused absences within a calendar year may be cause for dismissal from the Committee by the Board of County Commissioners.

Section F Compensation

A Committee member shall not accept any compensation, gift, or service which would violate the provisions of Article XXIX of the Colorado Constitution, as amended, attached hereto as **Exhibit A**.

Article VI – Officers

Section A Election

The officers of the Committee shall consist of a Chairperson and a Vice-Chairperson who shall be elected at the annual meeting, which will be held in April of each year. Each officer shall hold office for twelve (12) months or until a successor has been duly elected. The Department of Open Space and Natural Resources Director shall designate a staff member to serve as recording secretary to the Committee.

Section B Duties

The duties and powers of the officers are as follows:

1. Chairperson
    - A. Conduct and preside at all meetings of the Committee,
    - B. Maintain contact with the Director,
    - C. Call special meetings in accordance with the Bylaws,
    - D. Sign documents, correspondence, and resolutions of the Committee,
    - E. Maintain contact, when appropriate, with the Board of County Commissioners and Committee members,
    - F. Set up subcommittees as needed and appoint members thereof,
- and

G. Perform other duties designated by the Committee.

2. Vice-Chairperson

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties of the Chairperson.

Article VII – Subcommittees

Creation

Subcommittees, standing or special, shall be created by the Chairperson and approved by a majority of the members present. Subcommittees may be created as deemed necessary to carry on the work of the Committee. Subcommittees shall make recommendations to the Committee at a regular or special meeting.

Article VIII - Meetings

Section A Public Attendance

All meetings of the Committee, except executive sessions, shall be open to the public.

Section B Regular Meeting

The regular monthly meeting schedule shall be determined at the annual meeting by a majority of the Committee members.

Section C Special Meetings

Special meetings may be called by the Chairperson, the Director of the Open Space and Natural Resources Division, the Board of County Commissioners, or by two (2) Committee members acting jointly. Notice of such special meetings shall be provided according to provisions of Article VIII, Section J below.

The Committee will vote, pursuant to Article IX, on a citizen's request for a special meeting. A majority of the Committee must approve a special meeting before it shall be called.

Section D Sub-Committees

Any scheduled or ad-hoc sub-committee meeting which includes three (3) or more members of the Committee shall be noticed according to provisions of Article VIII, Section J below.

Section E Annual Meetings

The regular meeting in April shall be the annual meeting for the purpose of the election of officers.

Any rescheduling of the annual meeting shall require a majority vote of the Committee.

Section F Annual Report and Biennial Review

The Committee shall review and report, at least once annually with the Board of County Commissioners, the status of the Open Space Program as it relates to Resolution No. R-022-085.

Section G Recommendation or Actions

The Committee shall make one of the following recommendations or take one of the following actions:

1. Approval of the proposal without recommended conditions
2. Conditional approval of the proposal indicating recommended conditions
3. Denial of the proposal indicating the reasons for denial
4. Continuance of the request to a date and time certain
5. Table the request for an undetermined period of time
6. Tie vote – No recommendation

Section H Action

No formal action or decisions can be made at any gathering other than a properly noticed public regular or special meeting as provided above.

Section I Notice

Notice of regular and special meetings of the Committee and scheduled or ad hoc meetings of sub-committees of the Committee, shall be posted in advance of such meetings according to minimum statutory notice requirements, such postings to be placed at designated locations or as otherwise required by State statute.

Committee members shall be notified of special meetings.

Article IX - Voting

Section A Quorum

A simple majority of the current membership of the Committee will constitute a quorum. No official business can be conducted without a quorum present. The action of a majority of the members present at any meeting of the Committee at which a quorum is present will be the act of the

Committee.

Section B Conflict of Interest

Holding a position in which a person:

1. has financial interest in the matter;
2. will be directly affected by the decision in the matter;
3. believes he or she has a conflict of interest as defined by an applicable law; or
4. will gain an advantage to relatives, groups or associations with whom affiliated.

A Committee member who believes he or she has an interest in any matter before the Committee that would not enable the member to render an unbiased or impartial decision should immediately withdraw from participation and voting on the matter.

A Committee member having a conflict of interest should declare that interest publicly, abstain from voting on the matter, withdraw from participation in any deliberations on the matter, and leave the room or area in which deliberations are to occur. Additionally, the Committee member shall not discuss the matter privately with any other Committee member.

Section C Tie Vote

In the event of a tie vote, the motion being voted on shall be passed on to the Board of County Commissioners with no recommendation.

Section D Abstention

Abstentions will be allowed only for just cause with majority approval of the Committee members present.

Section E Site Visit

Committee members who vote on the acquisition of any property interest are strongly encouraged to visit the property, where possible, prior to voting.

Article X - Parliamentary Authority

Section A Governing Rules

The rules contained in Roberts Rules of Order Newly Revised shall generally govern the Committee in all matters to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules or order the Committee may adopt. However, strict adherence to such rules is not mandated.

Section B Policies and Procedures

The Committee shall operate according to Resolution No. R-022-085, and all applicable subsequent resolutions.

Article XI Amendments

These Bylaws may be amended at a regularly scheduled meeting by a two-thirds (2/3) vote of the Committee members.

Article XII - Severability

If any section, subsection, sentence, clause, or phrase of these Bylaws is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of these Bylaws.

# Exhibit A

## **Colo. Const. Art. XXIX, Section 1 (2010)**

### **Section 1. Purposes and findings**

(1) The people of the state of Colorado hereby find and declare that:

(a) The conduct of public officers, members of the general assembly, local government officials, and government employees must hold the respect and confidence of the people;

(b) They shall carry out their duties for the benefit of the people of the state;

(c) They shall, therefore, avoid conduct that is in violation of their public trust or that creates a justifiable impression among members of the public that such trust is being violated;

(d) Any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust; and

(e) To ensure propriety and to preserve public confidence, they must have the benefit of specific standards to guide their conduct, and of a penalty mechanism to enforce those standards.

(2) The people of the state of Colorado also find and declare that there are certain costs associated with holding public office and that to ensure the integrity of the office, such costs of a reasonable and necessary nature should be born by the state or local government.

## **Colo. Const. Art. XXIX, Section 2 (2010)**

### **Section 2. Definitions**

As used in this article, unless the context otherwise requires:

(1) "Government employee" means any employee, including independent contractors, of the state executive branch, the state legislative branch, a state agency, a public institution of higher education, or any local government, except a member of the general assembly or a public officer.

(2) "Local government" means county or municipality.

(3) "Local government official" means an elected or appointed official of a local government but does not include an employee of a local government.

(4) "Person" means any individual, corporation, business trust, estate, trust, limited liability company, partnership, labor organization, association, political party, committee, or other legal entity.

(5) "Professional lobbyist" means any individual who engages himself or herself or is engaged by any other person for pay or for any consideration for lobbying. "Professional lobbyist" does not include any volunteer lobbyist, any state official or employee acting in his or her official capacity, except those designated as lobbyists as provided by law, any elected public official acting in his or her official capacity, or any individual who appears as counsel or advisor in an adjudicatory proceeding.

(6) "Public officer" means any elected officer, including all statewide elected officeholders, the head of any department of the executive branch, and elected and appointed members of state boards and commissions. "Public officer" does not include a member of the general assembly, a member of the judiciary, any local government official, or any member of a board, commission, council or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses.

**Colo. Const. Art. XXIX, Section 3 (2010)**

**Section 3. Gift ban**

(1) No public officer, member of the general assembly, local government official, or government employee shall accept or receive any money, forbearance, or forgiveness of indebtedness from any person, without such person receiving lawful consideration of equal or greater value in return from the public officer, member of the general assembly, local government official, or government employee who accepted or received the money, forbearance or forgiveness of indebtedness.

(2) No public officer, member of the general assembly, local government official, or government employee, either directly or indirectly as the beneficiary of a gift or thing of value given to such person's spouse or dependent child, shall solicit, accept or receive any gift or other thing of value having either a fair market value or aggregate actual cost greater than fifty dollars (\$ 50) in any calendar year, including but not limited to, gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts, from a person, without the person receiving lawful consideration of equal or greater value in return from the public officer, member of the general assembly, local government official, or government employee who solicited, accepted or received the gift or other thing of value.

(3) The prohibitions in subsections (1) and (2) of this section do not apply if the gift or thing of value is:

(a) A campaign contribution as defined by law;

(b) An unsolicited item of trivial value less than fifty dollars (\$ 50), such as a pen, calendar, plant, book, note pad or other similar item;

(c) An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

- (d) Unsolicited informational material, publications, or subscriptions related to the recipient's performance of official duties;
- (e) Admission to, and the cost of food or beverages consumed at, a reception, meal or meeting by an organization before whom the recipient appears to speak or to answer questions as part of a scheduled program;
- (f) Reasonable expenses paid by a nonprofit organization or other state or local government for attendance at a convention, fact-finding mission or trip, or other meeting if the person is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the state or local government, provided that the non-profit organization receives less than five percent (5%) of its funding from for-profit organizations or entities;
- (g) Given by an individual who is a relative or personal friend of the recipient on a special occasion.
- (h) A component of the compensation paid or other incentive given to the recipient in the normal course of employment.
- (4) Notwithstanding any provisions of this section to the contrary, and excepting campaign contributions as defined by law, no professional lobbyist, personally or on behalf of any other person or entity, shall knowingly offer, give, or arrange to give, to any public officer, member of the general assembly, local government official, or government employee, or to a member of such person's immediate family, any gift or thing of value, of any kind or nature, nor knowingly pay for any meal, beverage, or other item to be consumed by such public officer, member of the general assembly, local government official or government employee, whether or not such gift or meal, beverage or other item to be consumed is offered, given or paid for in the course of such lobbyist's business or in connection with a personal or social event; provided, however, that a professional lobbyist shall not be prohibited from offering or giving to a public officer, member of the general assembly, local government official or government employee who is a member of his or her immediate family any such gift, thing of value, meal, beverage or other item.
- (5) The general assembly shall make any conforming amendments to the reporting and disclosure requirements for public officers, members of the general assembly and professional lobbyists, as provided by law, to comply with the requirements set forth in this section.
- (6) The fifty-dollar (\$ 50) limit set forth in subsection (2) of this section shall be adjusted by an amount based upon the percentage change over a four-year period in the United States bureau of labor statistics consumer price index for Denver- Boulder-Greeley, all items, all consumers, or its successor index, rounded to the nearest lowest dollar. The first adjustment shall be done in the first quarter of 2011 and then every four years thereafter.

## Colorado State Forest Service Management Overview

**DATE:** APRIL 25, 2024  
**TO:** DOUGLAS COUNTY OPEN SPACE ADVISORY COMMISSION (COSAC)  
**FROM:** DAN DERTZ, DIRECTOR OF OPEN SPACE AND NATURAL RESOURCES  
**CC:** MARY ANN MONZANI, OPEN SPACE PROGRAM COORDINATOR  
**SUBJECT:** COLORADO STATE FOREST SERVICE FOREST MANAGEMENT OVERVIEW

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### SUMMARY

Spencer Weston, Colorado State Forest Service, (CSFS), Supervisory Forester will be providing an overview of forest management practices and why it is important on Open Space properties. Mr. Weston along with Open Space staff will discuss the role that CSFS plays in its partnership with Douglas County to ensure forest health.