

<b>Title:</b> Administrative Policy Open Space Advisory Committee	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 3
	<b>Effective Date</b> July 17, 2018
<b>Policy Custodian</b> Open Space Division	<b>Adoption/Revision Date</b> July 17, 2018

**Adopting Resolution(s):** CC18-233

**References (Statutes /Resos/Policies):** 1972 Resolution, CC80-711, CC81-227, CC81-420, CC86-110, CC86-259A, CC86-269, CC86-927, CC86-969, CC87-112, CC87-731, CC87-882, CC87-942, CC88-53, CC90-99, CC90-100, CC91-447, CC92-726, CC94-153, CC98-665, CC06-138, CC06-235, CC07-152, CC16-317

**Purpose:** To establish the Open Space Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

**Policy:** Open Space Advisory Committee

**A. Establishment**

The purpose of the Committee is to make recommendations to Jefferson County regarding selection, development, maintenance, preservation and use of Open Space land in accordance with the Responsibilities Section of this Policy and as set forth in the 1972 Open Space Enabling Resolution, as amended (Enabling Resolution), and to establish priorities therefor.

The Committee may, by separate and additional resolution, recommend to the Board of County Commissioners (BCC) such rules and regulations as may be required to implement the Jefferson County Open Space Mission in the best interest and preservation of the public peace, health, safety, and welfare of the residents of Jefferson County. All rules and regulations are designed to assure that all Open Space Funds shall be used for the purposes set forth in the Enabling Resolution, and to perform such other functions as authorized by law and the BCC.

**B. Responsibilities**

**1. Recommendations**

The Committee shall review and make recommendations to the BCC regarding the following:

- a. Open Space budget.
- b. Terms of contracts for the conveyance of interests in real property.
- c. Local Park and Recreation Grant Program and Nonprofit Grant Program requests.
- d. Purchase, sale, lease, or transfers of water rights.
- e. Acquisitions, dispositions, trades and gifts of interests in real property.

- f. Naming of County Open Space parks.
  - g. Intergovernmental agreements that impact Open Space lands or encumber Open Space funds.
  - h. Adoption of major visioning, development and management plans for existing and future open space and parklands.
  - i. Such other matters the Director or Committee deems appropriate pertaining to the acquisition, management, or preservation of Open Space properties, or the establishment of priorities thereof.
2. Collaboration with Staff  
The Committee may work with Open Space staff regarding the following:
- a. The periodic development of and revisions to the Open Space Master Plan or other major Plans.
  - b. Review of proposed major improvements in Open Space parks.
3. Meetings
- a. The Committee may meet with cities, districts, residents, homeowners' groups, etc. when deemed necessary, regarding matters relevant to Jefferson County Open Space pursuant to the Colorado Open Meetings Law, §24-6-401, *et seq.*, C.R.S.
  - b. The Committee shall meet at least annually with the BCC to review the expenditures of all net proceeds from the approved Open Space sales tax made for at least the preceding two (2) years, and of the proposed expenditures to be made in at least the next two (2) years, with a view to establishing priorities for Jefferson County Open Space.
  - c. All Committee members are expected to attend all meetings and field trips. All Committee members shall endeavor to inform the Director in advance if they will not be attending a regularly scheduled meeting.
  - d. Types of Meetings
    - (1) All regular meetings and study sessions of the Committee shall be held as determined by the Committee.
    - (2) No official action on any matter shall be taken while in a study session.
    - (3) Special meetings of the Committee may be called by the Director, Chair or by a majority of the members of the Committee.
    - (4) Notice of all meetings and study sessions of the Committee shall be given at least twenty-four (24) hours in advance of the meeting or study session either by telephone, U.S. mail, email, or text message delivered to all the members.

(5) At a meeting the Committee may, by two-thirds vote of the quorum present, go into executive session to consider and discuss any matters as may be provided by law. No official action on any matter shall be taken while in executive session, other than approval of the minutes of an executive session.

4. Remuneration

Committee members serve as volunteers without compensation.

C. Membership

1. Committee Composition

a. The Committee shall be residents of Jefferson County, unless otherwise approved by the BCC.

b. Consistent with the Enabling Resolution, the Committee shall be composed of representatives to be appointed by the BCC as follows:

(1) Three (3) representatives of municipal government selected by the BCC from lists of nominees submitted by individual municipalities located wholly or partly within Jefferson County.

(2) Three (3) representatives of Jefferson County government selected by the BCC (including one professional planner employed by Jefferson County).

(3) Three (3) residents of Jefferson County at-large selected by the BCC.

(4) One (1) Park and Recreation District representative selected by the BCC from lists of nominees submitted by Park and Recreation Districts located wholly or partly within Jefferson County.

2. Terms

a. Each Committee member shall be appointed for a term of three (3) years, unless a vacancy is otherwise created.

b. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the sole discretion of the BCC.

3. Vacancies

Vacancies on the Committee shall be created either by the resignation or death of a member, expiration of a member's term, or removal of the member from the Committee by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

4. Conflict of Interest

a. As a matter of policy, the Committee members shall strive to promote public confidence in the Committee by assuring the people of the impartiality and integrity of Committee members. As such, all Committee members shall

ensure that their actions present neither a conflict of interest nor the appearance of impropriety or a conflict with the public trust.

- b. It shall be a conflict of interest for a Committee member to have a personal interest in any business transaction within that member's area of influence on the Committee. In the event of such a conflict, or if for any other reason the Committee member believes a conflict of interest or the appearance of impropriety or a conflict with the public trust exists, the Committee member shall immediately disclose the interest to the Chair of the Committee and immediately disqualify himself or herself from making any decisions involving such business transaction or other relationship.

#### 5. Officers

- a. The Committee shall elect its officers on an annual basis. The term of all officers shall be one (1) year, or until removed or replaced.
- b. The Chair shall preside at all meetings, appoint all standing and temporary committees, designate the chair of all committees, and coordinate Committee agendas for all meetings and study sessions with staff.
- c. In the absence or disability of the Chair, the Vice-Chair shall perform the functions of the office of the Chair.
- d. The Committee's Secretary shall be responsible for attesting to all resolutions approved by the Committee.
- e. In the case of absence or disability of the Secretary, the Secretary Pro-Tem shall perform the functions of the office of the Secretary.

#### D. Procedures

1. The Committee shall conduct its business as required by law and according to the agenda prepared for each meeting. The agenda may be amended at any time by majority vote, subject to applicable public notice requirements.
2. At a public Committee meeting, a presentation on Action Items indicated on the meeting agenda may be made by staff and/or the party submitting a proposal. Staff will make recommendations on all Action Items for the Committee's consideration. Public comment may be accepted on Action Items at the discretion of the Chair and Committee Members.
3. No official business of the Committee can be conducted without a quorum present. A quorum of the Committee shall be at least six (6) members.
4. Official actions of the Committee are advisory recommendations to the BCC and may be in the form of Resolutions or motions.
5. All Resolutions of the Committee shall be forwarded to the BCC for consideration.

## 6. Voting

- a. In the absence of a conflict of interest, each Committee member present at a meeting shall be entitled to vote.
- b. Proxy votes are not permitted.
- c. Unless otherwise indicated in this Policy and provided a quorum exists, all motions and resolutions shall be determined by an affirmative vote of a majority of the Committee members present at the meeting.
- d. Prior to voting on whether to acquire or transfer an interest in real property, at least six (6) voting members of the Committee shall have viewed the real property. The real property may have been viewed by field trip, video or other electronic or visual media.
- e. For purposes of recommending any changes to this Policy, all motions shall be determined by the affirmative vote of at least seven (7) members at any scheduled meeting of the Committee.