

CLEAR CREEK BOARD OF COUNTY COMMISSIONERS

MEETING AGENDA

REVISION #1

SPECIAL MEETING VIA ZOOM PLATFORM

(NEW LOCATION VIA ZOOM AND NOT AT UNITED CENTER)

WORK SESSION

6:00 PM Public Comment

Members of the audience have five minutes to present a matter of concern to the Board. No official action may be taken at this time.

6:00 PM Board Of County Commissioners & Open Space Commission Retreat- Amy Saxton

PLEASE NOTE: This meeting will be held at the United Center in Idaho Springs, Colorado Boulevard.

1. Welcome & Recap of Last Meeting

1. Goals for the process: Why did we initiate these meetings?

- Review, amend and affirm the meeting agenda memo and Organization Chart (materials previewed by the OSC) and share any comments or concerns
- Position BOCC & OSC to move forward with an aligned vision on the role of the OSC
- Direction for staff to draft documents supporting that vision for further review

1. Joint Discussion

- Discuss and affirm current conditions
- Identify what's work well and what could be improved

1. Proposed plan for process changes and implementation

- Transition OSC role from day-to-day management to strategy and policy influence/recommendation.
 1. Shift OSC responsibility regarding the Open Space Fund
 2. Staff changes
 3. Establish some targeted responsibility changes by updating key documents for staff and the OSC (Bylaws, job description, purchasing policy)
 4. Develop Transition Plan: Establish home and design the "Staff – OSC"

and “OSC- BOCC” systems, meeting cadences and reporting tools to realize these changes.

1. Identification of next steps

Documents:

[102621A.DOCX](#)
[102621AGENDA.DOCX](#)
[102621B.DOCX](#)

To Join And Listen To The Meeting, Please Do The Following:

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TO: Open Space Commission
FR: Amy Saxton & Brian Bosshardt
DT: October 13, 2021
RE: October 26

MEMO

The purpose of this memo is to provide the Open Space Commission with a preview of some of the goals, and associated steps, that the OSC may hear at the planned joint BOCC/OSC meeting for October 26, 2021.

Background

Clear Creek County has relied on the Open Space Commission (OSC) to protect our high mountain basins, preserve open spaces in the County and develop certain lands into recreational amenities.

Despite the long history of growing support for recreation in the County and many hours of community and staff effort, little tangible action was taken for many years. This meant that for most of its history, the OSC, instead of functioning like other commissions in the county, has had little choice but to function a lot more like a County department than a commission, directly managing the Open Space Fund and the Land. This way of operating, though not typical of a “commission”, was authorized in a 2001 Open Space Plan & Policies document, and it was this, albeit atypical, way that facilitated the successful acquisition of many acres of land, the development of many key recreation amenities and the advancement of an ethic of conservation in the County.

Steps Going Forward

Today, we have a County Recreation Department that we are working to develop and define. In setting out to develop the Recreation Department, it is clear that we cannot commence this task without first considering and evaluating the OSC’s role. We need to determine how to adjust the OSC role so it makes sense now that there is an actual County Department. We need to identify steps to ease the OSC out of the roles and behaviors that are similar or duplicative to a “County Department” so we can operate effectively with clarity and use all our strengths and assets so they best support the OSC and County missions and protect the land.

You will hear discussion about two steps:

1. Shift the OSC to focus on strategy recommendations and policy influences
2. Change the OSC relationship with the Open Space Fund to oversight versus management

The details of both these steps will be explored further on 10/26 and implemented through the documents you have been provided. The assertions below express the core intentions of the two steps.

Shifting to Strategy Recommendations and Policy Influences

Assertion: The best use of the time, experience and wisdom of members of the Open Space Commission is on big picture topics like guiding the County on conservation policy and seeking strategically advantageous land to acquire; not day-to-day micro-topics like portapotty contractors or signage language.

Assertion: Approaching the Open Space Plan with even more fidelity and frequent updates, combined with reviewing an annual budget and annual project plan supporting that budget, AND developing better staff reporting formats at monthly meetings, could be effective for ensuring that County Staff are implementing plans that support the OSC Mission, and relieve the OSC from day-to-day management.

Changing the relationship with the Open Space Fund

Assertion: Focusing on an annual budget, as an Open Space Fund management tool, instead of day-to-day purchasing approval, will empower staff to act faster and will result in improved safety and quality of recreation amenities on Open Space designated County Land.

Other Steps

Other steps that will help expand, develop and define the Recreation Department and support this transition include a couple staffing moves and a potential policy step.

Staffing moves:

1. Shifting the Open Space Coordinator to a Recreation Coordinator: This will change the reporting of the position from the OSC to the Strategic & Community Planning Director. The position will continue to support the OSC in all the ways it does now. The goal of this move is to expand the overall staff resource available to the Recreation Department and strengthen the team by having unified reporting and supervision.
2. Adding a Trailhead Manager: This will be a seasonal, 8-month position, responsible for the direct management of all the County trailheads, including working with contractors and ensuring they are clean and well maintained. The goal of this move is to expand staff resources to the system overall.

All staff in the Recreation Department (see Org/Roles chart) would have “advancing the OSC plan”, as well as the ROMP and the Greenway Plan, in their job descriptions.

Policy moves to explore/advance:

1. Rural Remote Overlay: The County made fairly significant headway on a Rural Remote Overlay for zoning that would add certain conservation protections to specific areas that could be defined so as to ensure protection of high mountain basins.

Tools for this Transition

We anticipate updating, some existing documents, to facilitate the transition for the OSC outlined above. They include:

1. The 2001 “Open Space Plan & Policies” document which will likely be reframed to something like “Open Space Commission Role & Purpose”
2. The Open Space bylaws updated to reflect both the above changes and the officer and member moves made by the OSC earlier but not yet brought before the BOCC.
3. The Open Space Coordinator job description

October 13th OSC Meeting

This memo, and a draft document summarizing roles for relative recreation department staff and the OSC called "Rec OSC Org Chart D3" was shared with the OSC at their October 13th monthly meeting. The memo was presented as specifically from Brian and Amy, but it was stated that it did also generally reflect conversations with the BOCC, but would be the topic of discussion on October 26. The OSC response included support for the general direction of the memo and the sentiment that it was headed in the right direction. There were also some concerns like the observation that the OSC is a lot more than recreation and the feeling that this plan may not fully accommodate that reality. Other concerns included worries about losing the OS Coordinator as a resource and community member, the idea that the OSC might be "under" the Recreation Department, and some general "devil in the detail" concerns around the OS Fund and budgeting.

Thank you.



Board of County Commissioners & Open Space Commission Joint Meeting Agenda

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Recreation Department "Org Chart"

StratComm Director

Primary liaison between OSC and BOCC

Lead Staff in developing annual Rec/OS budget and project plan in coordination with staff and OSC for BOCC approval

Responsible for ROMP, OS and Greenway Master Plans

Lead the development of Land Manager partnerships

Recreation Coordinator:

OSC coordination: Organize OpenSpace meetings, publish agendas take notes, assist with OS land purchases

Write and manage County rec grants (most)

Support ROMP and OS master plans Greenway Master Plan

Manage Special Events and Rafting permit programs develop new like fishing

Manage any partnership relationships with Land managers

OSC

OSC - Advance OSC Mission. Recommend OS Plan. Ensure land is managed to OS Plan. Recommend land to acquire. Advise the BOCC.

Recreation Facilities Supervisor:

Ensure all recreational amenities in the county are maintained at high level of quality including: Trail heads, Trails, Campgrounds

Support ROMP, greenway and OS master plans

Supervise seasonal trails crew and seasonal trail head manager

Project manage new recreation, trails and trail head construction projects

Trailhead Manager (proposed)

Directly manage all trailheads (signage, restrooms, parking lots, weed management) and related contracts

Seasonal Trails Crew

Build and maintain trails and trailheads