



Meeting Minutes

Adams County Open Space Advisory Board Meeting

When: April 7, 2022 6:00 PM

Where: Riverdale Regional Park- Administration Building
9755 Henderson Road, Brighton, CO. 80601
First floor meeting room

OSAB Members in Attendance

Douglas Cuillard
Christy Dowling
Michael Koslow
Cynde Barnes
Rolando Melgoza
Mark Humbert
Jason McEldowney via Zoom

Adams County Staff in Attendance

Doug Edelstein, County Attorney
Byron Fanning, Interim Deputy County Manager
Marc Pedrucci, Interim Parks Open Space and Cultural Arts Director
Mary Willis, Business Services Manager
Rae-Anne Reichow, Open Space Coordinator

Topic: Open Space Advisory Board
Special Meeting

- I. Meeting was called to order by Vice Chair, Douglas Cuillard at 6:06 p.m.
- II. Roll Call
- III. Pledge of Allegiance
- IV. Introductions
- V. Approval of Meeting Minutes from November 17, 2021

A motion was made by Ms. Dowling, seconded by Ms. Barnes that Minutes from November 17, 2021 be approved. The motion was carried by the following vote:

Aye: 7- Douglas Cuillard, Christy Dowling, Michael Koslow, Cynde Barnes, Rolando Melgoza, Mark Humbert and Jason McEldowney

- VI. Introduction to the Open Space Advisory Board / Role of the Advisory Board:

- a. Review of ADAMS COUNTY OPEN SPACE ADVISORY BOARD BY-LAWS, Article II- Purpose of the Board Shall be:
 - A. To advise and make recommendations to the Board of County Commissioners regarding the disbursement of “Open Space Sales Tax” revenue for the acquisition, maintenance, or preservation of open space; and
 - B. To implement the provisions as detailed in Resolution 2020-480 as adopted by the Board of County Commissioners.

VII. Matters from OSAB to address with County Attorney:

- a. When meeting socially with other Board Members, how many members constitutes a Board Meeting?
 - Quorum is met with four OSAB Members.
 - Meeting socially is acceptable provided no business is discussed per Open Meetings Law. A Memorandum from Attorney Doug Edelstein dated 11/14/2014 was provided to all OSAB in attendance.
- b. What are possible conflicts of interest?
 - Review of ADAMS COUNTY OPEN SPACE ADVISORY BOARD BY-LAWS, Article II – Voting, C.
- c. Are there guidelines for commenting/testifying in front of the other boards or commissions on an open space related matter, not in an official Open Space Role?
 - If speaking on behalf of yourself as a citizen, introduce your self as such. i.e. “I am here today as a citizen, resident not as a member of the OSAB”.
- d. Is there an appropriate way for Board Members who wish to express their personal opinions or biases in our meetings?
 - Board members have individual opinions and backgrounds. It is okay to express your opinion of a project, materials, etc.
- e. Should a Board Member research a topic related to a grant request on their own?
 - No. Please ask staff if you need more information. Staff will then provide this information to all OSAB members.

- f. What constitutes personal expertise in a subject matter area when it comes to discussing, influencing a board recommendation?
- Every member comes to the Board with their own skillset and expertise.
- g. How do OSAB members approach the scoring of application and make funding recommendations to the BoCC?
- The OSAB score applications using the information found on the application, site video and presentation. Scoring should be based on the merit of the project itself, not on the execution of the application, video or presentation. Funding recommendations are then made based on the projects rankings. The results are shared with the Adams County Commissioners for final decisions.
- h. Define Historic Amenities
- Page 9 of the Policies and Procedures and page 7 of Resolution 2020-480 list Historical Sites as eligible projects. Clear definitions are not always listed, not everything can be spelled out. The OSAB can discuss these projects as needed when applications are submitted.

VIII. Public Comment (5-minute limit):

- a. Are any former OSAB Board Members present who would like to make a comment?
- None in attendance

IX. Matters from OSAB to address with Board/Staff

- a. Follow through on board approved motions
- Staff agrees to provide follow up on the previous business at the following meeting, when applicable.
- b. How does the Board want to handle site visits presentations?
- Continue to accept Video Presentations
 - Site visits can be done per location, if necessary.

X. Election of the 2022 Chair and Vice Chair

A motion was made by Ms. Barnes, seconded by Mr. Koslow to elect Mr. Cuillard as the 2022 Chair. The motion was carried by the following vote:

Aye: 7 - Douglas Cuillard, Christy Dowling, Michael Koslow, Cynde Barnes, Rolando Melgoza, Mark Humbert and Jason McEldowney

A motion was made by Ms. Barnes, seconded by Ms. Dowling to elect Mr. Koslow as the 2022 Vice Chair. The motion was carried by the following vote:

Aye: 7- Douglas Cuillard, Christy Dowling, Michael Koslow, Cynde Barnes, Rolando Melgoza, Mark Humbert and Jason McEldowney

XI. Matters from the Parks, Open Space and Cultural Arts Department

a. Publishing Minutes

- Minutes have always been available to anyone requesting them, however they have not been posted to the Open Space website in the past. To be more transparent and in line with other Adams County Boards and Commissions, Minutes will now be posted to the Open Space website. Going forward, Minutes will be more traditional. They will include a record of what was done at the meeting, (not what is said by the Members). They will include all motions and voting records. A sample of Minutes was provided to the OSAB, the example provided was from Roberts Rules of Order.
- When audio and/or video recordings are taken at meetings, the Minutes will reflect that a recording is also available.

b. Discussion with Attorney to clarify how the elimination of Active / Passive impacts past projects.

- No discussion. Item required no further discussion.

c. Distribute iPads to OSAB

- Staff provided brief instruction on how to use iPads in lieu of paper applications and scoring.

XII. Adjournment

A motion was made by Mr. Koslow, seconded by Mr. Humbert to adjourn.

The motion was carried by the following vote:

Aye: 7-Douglas Cuillard, Christy Dowling, Michael Koslow, Cynde Barnes, Rolando Melgoza, Mark Humbert and Jason McEldowney

Meeting adjourned at 8:11p.m.

