

Park County Land and Water Trust Fund  
Board (LWTFB) Meeting Minutes  
ZOOM Meeting

February 3, 2021

**LWTFB members:**

District 1	John Woodward (Vice Chair)	At Large	Michelle Allard (Project Recusal)
District 2	Liz Biggs (Secretary)	At Large	Mike Moonan
District 3	Ramon Castro	At large	June Vincze (Excused Absence)
At Large	Mark Lamb (Chair)-(Excused Delay)		

**Staff:**

Lynda James

**BOCC:** Amy Mitchell, District 1

**Guests:**

Jimmy Graham, President, the Harris Park Metro District; Mercedes Sornsuwan, Treasurer/Secretary Harris Park Metro District; Dylan Sondermann, Mountain Area Land Trust; Steven Allard, Puma Hills River Ranch; Steve Edelman (?), Debbie Dundas (?).

Call to order:

Woodward called the meeting to order at 1:03 pm

**a) Introductions**

Woodward asked Biggs to take roll of attendees. Woodward reviewed Zoom Meeting best practices.

**b) Agenda**

Woodward noted minor amendments to the agenda:

- Officer Position “appointments” to “elections”
- Two sets of minutes requiring approval, Augusts 2020, and November 2020.

Agenda approved by unanimous consent.

**c) Minutes**

Woodward asked for motion to approve August 2020 minutes, Biggs motioned to approve August 2020 minutes, Castro seconded, motion carried unanimous approval.

Woodward asked for motion to approve November 2020 minutes. Lynda James asked for clarification of minutes leading to discussion. Woodward asked for motion to approve November 2020 minutes. Moonan motioned to approve November 2020 minutes, Biggs seconded, motion carried unanimous approval.

**2) Old Business**

**a) Harris Park Metro District - Dam/Lake 1 Repair - Final Report**

Jimmy Graham, President of the Harris Park Metro District presented the completion report for Lake 1’s dam repairs and flume installation. Graham recognized the HPMD team and LWTF contributions to be acknowledged on HPMD web site, Harris Park Estates Facebook page and mount a plaque in the HP Community Center.

Biggs thanked HPMD for all of the work done. Moonan reiterated Biggs comments and noted the quality of the closeout document.

**b) Mountain Area Land Trust (MALT) - Sacramento Creek Phase I - Final Report**

Dylan Sondermann presented the completion report for Sacramento Creek Phase I. Sondermann also mentioned a discussion with 3 land owners for a potential phase II project. Discussion regarding BOCC Work Session insuring the BOCC Work Session Agenda includes project closeout and BOCC has access to closeout reports prior to the work session. Moonan complemented MALT on the quality of the closeout report and opened discussion regarding a potential Phase II project, similar in size, possibly presented in 2021 and if so, possibly closing by year end 2021. Biggs thanked MALT for preserving 178 acres.

**c) Wildlands Restoration Volunteers (WRV) - Beaver Creek Boardwalk - Final Report**

John Woodward presented for Morgan Crowley, Restoration & Invasive Species Manager who was unable to attend the session. The project is still in progress and is expected to complete the end of 2021. Woodward recommended WRV present a final report after project completion. Lamb recommended LWTFB provide a formal recommendation to the BOCC to extend the project schedule. Woodward motioned for LWTFB recommend to the BOCC to approve a schedule extension, Lamb seconded, motion carried unanimously.

**3) New Business**

**a) Puma Hills River Ranch - Diversion Structure, Tarryall Creek**

Steven and Michelle Allard, PHRR Owners presented the project, project history, NRCS funding a reduced scope of work, and contractor bids, including most responsive bid. Discussion regarding the initial application, revised scope, and reduced funding request. PHRR to update the application for BOCC with the reduced funding request and updated bids.

**4) Administrative Matters**

**a) Financial – Expenditures**

Lynda James presented Sales Tax Revenues. Currently revenues are 27% above the previous year. Possibly due to increased online purchases, possibly related to Covid quarantine. James forecasts \$1.8M by year's end. James predicts possible similar trend for 2021. Park County adopted a budget \$1.6M for 2021 as a conservative measure. 2020 Revenue Expenditures have minor reconciliation for closeout.

November's approved projects are not shown in the 2020 Active Projects, they are in the 2021 Active Projects. Woodward reported Greene Ranch may be coming first quarter of 2021, X Ranch would be closer to the end of 2021. Discussion regarding coordinating communication and updating dates for closing and cash flow.

James presented four proposed points of improvements to the LWTF Application. Discussion regarding LWTFB role as an advisory board changing Park County documents or procedures verses reviewing Park County recommended changes. Moonan motioned LWTFB request Lynda James to work with Tom Eisenmann and Cindy Gharst to come back with specific changes to the application and MOU for the LWTFB to review at the May regular session. Biggs seconded; motion carried unanimously.

**b) Park County Code of Conduct**

**i) Bylaws & Values**

Moonan reported the subcommittee has started developing descriptions for the newly adopted LWTFB Values.

Park County Land and Water Trust Fund  
Board (LWTFB) Meeting Minutes  
ZOOM Meeting

**ii) LWTFB Work Session**

Work Session date with the BOCC discussed. February 9<sup>th</sup>, might be too quick to score, formalize the report, and provide adequate time for BOCC review prior to the work session. Consensus to request to a February 16<sup>th</sup> BOCC Work Session. Commissioner Mitchell updated the LWTFB the BOCC meeting schedule change to Tuesdays.

**c) LWTFB Computer**

Woodward reported a new laptop is being provided to LWTFB and is 6-8 weeks out. Laptop to be used for hosting Zoom meetings.

**5) Officer Elections**

Biggs noted absence of two members. Castro recommended the LWTFB consider renewal of three incumbents. Moonan motioned to renew, Castro seconded, unanimous approval to renew three incumbents.

Chair: Mark Lamb

Vice Chair: John Woodward

Secretary: Liz Biggs

**6) Public Comments**

None

**7) Director Comments**

Woodward asked James to provide the LWTFB regarding additional website work. Biggs and James will both be working on the website. County Manager Eisenmann has requested James' work on updating the old projects to the county map.

**Adjourned**

2:42 pm.

**Next meeting**

May 5, 2021, 1pm, Location to be determined.

Land Water Trust Fund Board (LWTFB)  
Report to the Park County Board of County Commissioners (BOCC)

LWTFB is pleased to present the February 2021 report to the BOCC.  
The following recommendations are for Park County's consideration:

Project Number	Project Name	Amount Requested	LWTFB Ranking	LWTFB Recommendation to Approve Application	LWTFB Recommendation to Approve Amount	Amount Recommended
21-01	Puma Hills River Ranch: Diversion Structure	\$ 78,340.00	1	Yes	100%	\$ 78,340.00
Total Project Funding Request:		\$ 78,340.00				
LWTFB Project Funding Recommendation:		\$ 78,340.00				

**21-01 Puma Hills River Ranch: Diversion Structure**

- LWTFB recommends the BOCC approve this project.
- 6 members approve the project, 1 member abstaining, and 6 members commenting:
  - Project fits LWTF mission and goals. Thank you!
  - Project fits objectives of L&WTF mission
  - Excellent project! Fits LWTF goals. Full fund request once budget sheet is updated with new prices.
  - This project is consistent with the mission of the fund and similar projects approved by Park County.
  - Puma Hills River Ranch is a gem in Park County. The views along Tarryall Rd. are some the more scenic places in Park County. The hunting that is allowed on this ranch for youths and fishing for disabled veterans is what this county enjoys partnering with for the public. To maintain old water rights is part of our overall master plan that was initiated a few years back.
  - Like the fisheries improvement combined with the diversion structure.

**Administrative Items**

- Project Final Reports
  - 19-04 Harris Park Metro District: Lake Dam Repair
    - Completion reports have been provided for Flume Installation and Outlet Repair
    - LWTFB considers this project complete and applicant in good standing.

Land Water Trust Fund Board (LWTFB)  
Report to the Park County Board of County Commissioners (BOCC)

- 20-06 Mountain Area Land Trust: Sacramento Creek Project Phase 1 of 2
  - Completion report has been provided for Phase 1 of 2.
  - LWTFB considers this project complete and applicant in good standing.
  - Anticipate Phase 2 application in the Fall 2021.
- 20-01 Wildlands Restoration Volunteers: Beaver Creek Wetland Boardwalk
  - Completion report has been provided for 2020 work.
  - LWTFB considers this a project update as more work needs to be completed.
  - Anticipate project completion Fall 2021.
- Accounting & Project Controls
  - Development of potential "Opportunities" from existing studies.
    - EcoMetrics, LLC plans to update LWTFB in 2021 on findings.
    - Date has yet to be determined.
  - Data migration from off line spreadsheets to Park County's enterprise system
    - No update.
    - The LWTFB appreciates Park County's hard work and remains willing to support these efforts if called upon.
  - Memo of Understanding (MOU)
    - Lynda James presented 4 points for LWTFB review and approval to change the current LWTF Grant Application.
    - LWTFB recommends Park County Admin Staff review the points for coordination with planned changes in MOU language, project schedule, and year end invoicing, as well as possible updates to the application.
- Bylaws & Values
  - The LWTFB Bylaws & Values subcommittee work is ongoing.
  - The subcommittee will meet with the entire LWTFB in a Work Session at a future date.
- Officer Positions
  - Three incumbents were elected to serve another term.
    - Chair: Mark Lamb
    - Vice Chair: John Woodward
    - Secretary: Liz Biggs