



LARIMER COUNTY POLICIES

BOARD OF COUNTY COMMISSIONERS

SUBJECT: BCC P#01192010P001

BOARD OF COUNTY COMMISSIONERS DIVISION OF RESPONSIBILITIES

REVISION DATE: January 19, 2010

REVIEW: Annually - January

CANCELLATION: Board of County Commissioners Division of Responsibilities, dated January 27, 2009, BCC P#01272009P001

CONTACT: County Manager

ATTACHMENTS: None

REFERENCE:

A. Governing Policies Manual; [1.6 – Boards and Commissions Principles](#)

REVISION LOCATOR:

1. Reference A (added)
2. Board Assignments

PURPOSE: The Board of County Commissioners has many varied responsibilities. In order to effectively use their time, the Board finds it necessary to divide duties and responsibilities among the Board members.

POLICY:

- I. **ASSIGNMENTS:** At their first annual meeting each year, the Board of County Commissioners determine each Board member's assignments and responsibilities for the year. These assignments include:
 - A. Chair and Chair Pro-tem
 - B. Boards and Commissions Primary Liaison Assignments (reference A)
 - C. CCI Committee Assignment
 - D. Other special task force or committee assignments
- II. **Chair and Chair Pro-tem:** The positions of Chair and Chair Pro-tem are determined by a vote of the Board.

III. Board and Commission Primary Liaisons:

- A. Each County Board and/or Commission will have a Primary Liaison from the Board of County Commissioners, with the exception of quasi-judicial boards. The Primary Liaison serves as the main contact between the Board or Commission and the Board of County Commissioners. The Primary Liaison may attend Board or Commission meetings as requested or at the discretion of the Primary Liaison. The Primary Liaison is not expected to attend all the meetings of any Board or Commission to which they are assigned.

 - B. Nothing in this policy should be interpreted as limiting access to any Commissioner at any time, or interpreted that the Primary Liaison is the only communication point with the Board of County Commissioners. The purpose of a Primary Liaison is to simplify communication and to effectively use the time of the Commissioners. Board or Commission Members are free to contact any Commissioner to discuss county issues at any time, if communication with the Primary Liaison is not possible or desirable, for any reason whatsoever.
- IV. CCI Committees: CCI Committee assignments will be made annually. Commissioners may assign their CCI committee vote and responsibility to a staff proxy, at their discretion.
- V. Other special task force or committee assignments: Note: Other special task force or committee assignments will be made by the Board as needed.

2010 Board Assignments

2010 Chair – **Steve Johnson**2010 Chair Pro-Tem – **Tom Donnelly**

Board and Commission and Community Representation

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
Affordable Housing Coalition	Lew Gaiter	Outside	N/A	N/A
Agricultural Advisory Board	Lew Gaiter	Advisory	Linda Hoffman	Laurel Kubin
Board of Adjustment	BCC	Quasi judicial	Samantha Mott	Linda Hoffman
Board of Appeals	BCC	Quasi judicial	Tom Garton	Linda Hoffman
Boxelder Stormwater Authority – Board of Directors	Lew Gaiter	Outside	Mark Peterson	Mark Peterson
Board of Health	Steve Johnson	Decision making	Adrienne LeBailly	Adrienne LeBailly
Citizen Review Panel	BCC	Quasi judicial	Ginny Riley	Ginny Riley
Community Corrections Advisory Board	Tom Donnelly	Advisory	Joe Ferrando	Joe Ferrando
Drug Seizure Fund Committee	Steve Johnson	Decision making	N/A	N/A
Emergency Management Title III Board (SARA)	Lew Gaiter	Decision making	Erik Nilsson	Jim Alderden
Environmental Advisory Board	Lew Gaiter	Advisory	Doug Ryan	Adrienne LeBailly
Estes Valley Board of Adjustment	Tom Donnelly	Quasi judicial	Dave Shirk	Russ Legg
Estes Valley Planning Commission	Tom Donnelly	Quasi judicial	Bob Joseph	Russ Legg
Extension Advisory Committee	Lew Gaiter	Advisory	Laurel Kubin	Laurel Kubin
Fair Board	Steve Johnson	Advisory	Bob Herrfeldt	Bob Herrfeldt
Flood Review Board	BCC	Quasi judicial	Ed Woodward	Mark Peterson
Fort Collins Downtown Development Authority	Steve Johnson	Outside	N/A	N/A
GID/PID Boards	N/A		Mark Peterson	Mark Peterson
Juvenile Community Review Board	Tom Donnelly	Advisory	Donna Weinman	Jim Drendel
LaPorte Planning Advisory Committee	Steve Johnson	Advisory	Rob Helmick	Linda Hoffman
Larimer County Foundation	Lew Gaiter	Decision Making	Kathy Snell	Kathy Snell
Larimer Integrated Family Enhancement (LIFE) Board	Steve Johnson	Advisory	Denise Suniga	Ginny Riley
LETA	Tom Donnelly	Outside	Justin Smith	Kimberly Culp
North Front Range Trans. and Air Quality Planning Council	Tom Donnelly	Outside	Mark Peterson	Marc Engemoen
North I-25 EIS	Tom Donnelly	Outside	Mark Peterson	Marc Engemoen
Office on Aging Advisory Council	Tom Donnelly	Advisory	Margaret Long	Ginny Riley
Open Lands Advisory Board	Tom Donnelly	Advisory	Gary Buffington	Gary Buffington

Parks Advisory Board	Steve Johnson	Advisory	Gary Buffington	Gary Buffington
Planning Commission	BCC	Quasi judicial	Matt Lafferty	Linda Hoffman
Poudre River Library District	District 1 and 2	Outside		
Poudre School Dist./Fort Collins/LarCo Liaison Committee	Lew Gaiter	Advisory	Neil Gluckman	Neil Gluckman
Red Feather Lakes Plan Advisory Committee	Lew Gaiter	Task Force	Rob Helmick	Linda Hoffman
Rocky Mountain Rail Authority	Tom Donnelly	Outside		
Retirement Board	Steve Johnson	Decision making	Ed Rutherford	
Rural Land Use Board	Lew Gaiter	Advisory	TBD	
South Platte Basin Roundtable	Tom Donnelly	Outside		
Upper Front Range Transportation Planning Council	Tom Donnelly	Outside	Mark Peterson	Mark Peterson
Weed Control District Advisory Committee	Lew Gaiter	Advisory	Gary Buffington	Gary Buffington
Weld/Larimer Revolving Loan Fund	Steve Johnson	Decision making	Lew Wymisner	Joni Friedman
Workforce Investment Board	Lew Gaiter	Advisory	Lew Wymisner	Joni Friedman

CCI Standing Committees:	Liaison	Proxy
Agriculture, Wildlife and Rural Affairs	Lew Gaiter	Neil Gluckman
Tourism and Resorts	Tom Donnelly	Gary Buffington
General Government Committee	Lew Gaiter	Neil Gluckman
Health and Human Services Committee	Steve Johnson	Kathy Snell
Land Use and Natural Resources Committee	Lew Gaiter	Neil Gluckman
Public Lands Committee	Lew Gaiter	Neil Gluckman
Taxation and Finance Committee	Steve Johnson	Neil Gluckman
Transportation and Telecommunications Committee	Tom Donnelly	Neil Gluckman

Adopted this 19th day of January, 2010

Steve Johnson, Chair
 Larimer County Board of County Commissioners
(BOCC approval and signature – Admin Matters – 01/19/2010)

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NG/vl