



LARIMER COUNTY POLICIES BOARD OF COUNTY COMMISSIONERS

SUBJECT: BCC P#01032012P001

BOARD OF COUNTY COMMISSIONERS DIVISION OF RESPONSIBILITIES

REVISION DATE: January 3, 2012

REVIEW: Annually - January

CANCELLATION: Board of County Commissioners Division of Responsibilities, dated January 4, 2011, BCC P#01042011P001

CONTACT: County Manager

ATTACHMENTS: None

REFERENCE:

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

REVISION LOCATOR:

1. 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.

2012 Board Assignments

2012 Chair – **Lew Gaiter III**2012 Chair Pro-Tem – **Steve Johnson**

Board and Commission and Community Representation

| Board, Commission or Task Force | Liaison | Board Type | Staff Liaison | Responsible Official |
|---|----------------|-------------------|----------------------|-----------------------------|
| Agricultural Advisory Board | Lew Gaiter | Advisory | Linda Hoffmann | Linda Hoffmann |
| Board of Adjustment | BCC | Quasi judicial | Toby Stauffer | Linda Hoffmann |
| Board of Appeals | BCC | Quasi judicial | Tom Garton | Linda Hoffmann |
| 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 | Lew Gaiter | Decision making | N/A | N/A |
| Emergency Management Title III Board (SARA) | Tom Donnelly | Decision making | Erik Nilsson | Sheriff Justin Smith |
| 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 | Alison Chilcott | 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 | Eric Tracy | Mark Peterson |
| Fort Collins Downtown Development Authority | Steve Johnson | Outside | N/A | N/A |
| GID/PID Boards | N/A | | Linda Sanders | Mark Peterson |
| Juvenile Community Review Board | Tom Donnelly | Advisory | Donna Weinman | Jim Drendel |
| Land Stewardship Advisory Board | Lew Gaiter | Advisory | Gary Buffington | Gary Buffington |
| LaPorte Planning Advisory Committee | Lew Gaiter | Advisory | Samantha Mott | Linda Hoffmann |
| Larimer County Court Security Committee | Steve Johnson | Decision Making | Janelle Brunin | Sheriff Justin Smith |
| Larimer County Foundation | Lew Gaiter | Decision Making | Joni Friedman | Joni Friedman |
| Larimer Integrated Family Enhancement (LIFE) Board | Steve Johnson | Advisory | Denise Suniga | Ginny Riley |
| Larimer County Interagency Oversight Group (LCIOG) | Steve Johnson | Decision Making | Jim Drendel | Ginny Riley |
| LETA | Tom Donnelly | Outside | Bill Nelson | Kimberly Culp |
| North Front Range Trans. and Air Quality Planning Council | Tom Donnelly | Outside | Mark Peterson | Marc Engemoen |
| Office on Aging Advisory Council | Steve Johnson | Advisory | Ruth Long | Ginny Riley |

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|--|------------------|-----------------|-----------------|-----------------|
| 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 Hoffmann |
| Poudre River Library District | District 1 and 2 | Outside | | |
| Poudre School Dist./Fort Collins/LarCo Liaison Committee | Lew Gaiter | Advisory | Frank Lancaster | Frank Lancaster |
| Red Feather Lakes Plan Advisory Committee | Lew Gaiter | Task Force | Rob Helmick | Linda Hoffmann |
| Rocky Mountain Rail Authority | Tom Donnelly | Outside | | |
| Retirement Board | Steve Johnson | Decision making | Ed Rutherford | |
| Rural Land Use Board | Lew Gaiter | Advisory | Brenda Gimeson | Linda Hoffmann |
| South Platte Basin Roundtable | Tom Donnelly | Outside | | |
| Upper Front Range Transportation Planning Council | Tom Donnelly | Outside | Mark Peterson | Mark Peterson |
| Weld/Larimer Revolving Loan Fund | Steve Johnson | Decision making | Lew Wymisner | Joni Friedman |
| Workforce Investment Board | Lew Gaiter | Advisory | Kathy Dotson | Joni Friedman |

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

Adopted this 3rd day of January, 2012

Lew Gaiter III, Chair
 Larimer County Board of County Commissioners
(BOCC approval and signature – Admin Matters – 01/03/2012)

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NG/vl