



LARIMER COUNTY POLICIES

BOARD OF COUNTY COMMISSIONERS

SUBJECT: BCC P#03072017P001

BOARD OF COUNTY COMMISSIONERS DIVISION OF RESPONSIBILITIES

REVISION DATE: March 7, 2017

REVIEW: Annually - January

CANCELLATION: Board of County Commissioners Division of Responsibilities, dated January 5, 2016, BCC P#01052016P001

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.

2017 Board Assignments

2017 Chair – Lew Gaiter III

2017 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	Brenda Gimeson	Terry Gilbert
Board of Adjustment	BCC	Quasi judicial	Savanah Benedick-Welch	Terry Gilbert
Board of Appeals	BCC	Quasi judicial	Eric Fried	Terry Gilbert
Boxelder Stormwater Authority – Board of Directors	Lew Gaiter	Outside	Mark Peterson	Mark Peterson
Board of Health	Lew Gaiter	Decision making	Adrienne LeBailly	Adrienne LeBailly
Citizen Review Panel	BCC	Quasi judicial	Laura Walker	Laura Walker
Community Corrections Advisory Board	Tom Donnelly	Advisory	Tim Hand	Tim Hand
Drug Seizure Fund Committee	BCC Chair	Decision making	N/A	N/A
Emergency Management Title III (SARA)	Lew Gaiter	Advisory	Lori Hodges	Lori Hodges
Environmental & Science Advisory Board	Steve Johnson	Advisory	Shelly Bayard de Volo	Todd Blomstrom
Estes Valley Board of Adjustment	Tom Donnelly	Quasi judicial	Randy Hunt	Terry Gilbert
Estes Valley Local Marketing District	Tom Donnelly	Outside	N/A	N/A
Estes Valley Planning Commission	Tom Donnelly	Quasi judicial	Randy Hunt	Terry Gilbert
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	Linda Hoffmann	N/A
Fort Collins Urban Renewal Authority	Steve Johnson	Outside	N/A	N/A
GID/PID Boards	N/A		Linda Sanders	Mark Peterson
Juvenile Community Review Board	Tom Donnelly	Advisory	Debra Moody	Jim Drendel
Land Stewardship Advisory Board	Lew Gaiter	Advisory	Casey Cisneros	Gary Buffington
LaPorte Planning Advisory Committee	Steve Johnson	Advisory	Samantha Mott	Terry Gilbert
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 County Interagency Oversight Group (LCIOG)	Steve Johnson	Decision Making	Thad Paul	Laura Walker
LETA	Tom Donnelly	Outside	John Manago	Kimberly Culp
Loveland Downtown Development Authority	Tom Donnelly	Outside	N/A	N/A

Northern Colorado Highway 287 Corridor Coalition	Tom Donnelly	Outside	Suzette Mallette	
North Front Range Trans. and Air Quality Planning Council	Tom Donnelly	Outside	Mark Peterson	Mark Peterson
North I-25 Coalition	Tom Donnelly	Outside	Suzette Mallette	
Office on Aging Advisory Council	Steve Johnson	Advisory	Lynda Meyer	Laura Walker
Open Lands Advisory Board	Tom Donnelly	Advisory	Sandy Werkmeister	Gary Buffington
Parks Advisory Board	Steve Johnson	Advisory	Debra Wykoff	Gary Buffington
Planning Commission	BCC	Quasi judicial	Matt Lafferty	Terry Gilbert
Poudre River Library District	District 1 and 2	Outside		
Poudre School Dist./Fort Collins/LarCo Liaison Committee	Lew Gaiter	Advisory	Linda Hoffmann	Linda Hoffmann
Red Feather Lakes Plan Advisory Committee	Lew Gaiter	Task Force	Rob Helmick	Terry Gilbert
Retirement Board	Steve Johnson	Decision making	Ed Rutherford	
Rural Land Use Board	Lew Gaiter	Advisory	Brenda Gimeson	Terry Gilbert
South Platte Basin Roundtable	Tom Donnelly	Outside	Jeffery Boring	
Upper Front Range Transportation Planning Council	Tom Donnelly	Outside	Suzette Mallette	Mark Peterson
Weld/Larimer Revolving Loan Fund	BCC Chair	Decision making	Jacob Castillo	Joni Friedman
Workforce Development Board	Steve Johnson	Advisory	Jacob Castillo	Joni Friedman

CCI Steering Committees:	Liaison	Proxy
Agriculture, Wildlife and Rural Affairs	Tom Donnelly	Michelle Bird
Tourism, Resorts, and Economic Development	Lew Gaiter	Michelle Bird
General Government Committee	Lew Gaiter	Michelle Bird
Health and Human Services Committee	Steve Johnson	Laura Walker
Land Use and Natural Resources Committee	Tom Donnelly	Michelle Bird
Public Lands Committee	Tom Donnelly	Michelle Bird
Taxation and Finance Committee	Steve Johnson	Michelle Bird
Transportation and Telecommunications Committee	Steve Johnson	Michelle Bird
Justice and Public Safety	Lew Gaiter	Michelle Bird

Adopted this 7th day of March 2017

Lew Gaiter III, Chair
 Larimer County Board of County Commissioners
(BOCC approval and signature – Consent Agenda – 03/07/2017)
(Signature on original filed in Records Management)

Distribution:
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MB/vl