

**Position Description
Levy Advisory Board
Blaine County Land, Water and Wildlife Program
Updated January 5, 2016**

In November 2008 the voters of Blaine County Idaho approved Proposition 1, the Land, Water and Wildlife Levy, establishing a two-year levy to protect natural resources and the quality of life valued by area residents. The Levy raised over \$3.4 million. The ballot language for this levy included a requirement for a Levy Advisory Board (LAB) made up of local citizens to advise the Board of County Commissioners (BCC) on conservation proposals and proper investment of the levy proceeds. This document outlines the roles and responsibilities of members of the LAB.

Purpose and Mission Statement:

According to BC Resolution 2008-71, the purpose of the LAB is "to recommend to the Board of County Commissioners the highest and best use of the funds to achieve optimal conservation value and public benefits as well as a standardized and transparent process for the consideration of eligible expenditures."

The Levy Advisory Board helps the Board of County Commissioners (BCC), county staff, the program coordinator and interested partners manage an efficient, effective, accountable and successful program for carefully investing the public's money in priority conservation projects. The LAB is a recommending body to the BCC. This is a volunteer position.

Proposition 1 and Resolution 2008-71 describes the general purposes for the funds generated by the levy. They may be invested in conserving lands and water quality in the Big Wood and Little Wood River valleys, preserving wildlife habitat and migration corridors, preserving natural areas and important open space, providing public access to water bodies in the county, protecting working farms and ranches, and providing for the restoration and proper stewardship of lands and waters protected by levy funds.

LAB responsibilities:

1. Policies and Procedures: The LAB shall advise and assist staff and BCC on refining and updating essential policies and procedures that shape the program including:
 - a) Project selection criteria and procedures for evaluating and recommending which lands, waters and interests in property will be eligible for consideration by staff and elected officials within the parameters established by Proposition 1 and Resolution 2008-71.
 - b) A system for soliciting project proposals.
 - c) Application materials and procedures.
 - d) Other policies and procedures deemed necessary.

2. Project reviews and recommendations: The LAB will work with county staff and the program coordinator in the identification, nomination, review, study and recommendation to the BCC of conservation projects for funding with levy proceeds. The LAB may enlist the assistance of outside expertise as needed. LAB members are encouraged to attend and participate in BCC meetings when LAB projects and other matters are being considered.
3. Outreach: The LAB will be the program's interface with the public, providing an avenue for public engagement by collecting information and direction from citizens regarding properties, policies and problems, if any arise. As part of the steps above, the LAB may convene workshops with stakeholders, partners and the public as necessary to secure public input. Members of the LAB are expected to serve as spokespeople on behalf of the program and to reach out to all stakeholder groups to ensure full representation of all interests. Members of the LAB should be visible, knowledgeable program proponents.
4. Committees: The LAB may create committees as they deem necessary to facilitate their work. These might include a Policy Committee, an Outreach & Communications Committee, and project-specific committees. LAB members are expected to participate in one or more committees.
5. Cooperate with independent audit(s): The LAB will cooperate in any independent audit of the program's finances and conservation projects, which shall be a public document.
6. LAB size and Terms of service: The Lab will be comprised of 7 to 9 members, as determined by the BCC. LAB officers shall include a Chair, Vice-Chair and Secretary. Members are appointed by, and serve at, the discretion of the BCC. After the initial appointments, which were made in 2010 for two and three-year terms, LAB appointments will be for two years, staggered to allow for orderly turnover.
7. Meetings: LAB meetings occur on the 1st and 3rd Wednesdays of the month from 6:00-8:00PM. Members are expected to be prepared for these meetings, including reviewing various documents and maps and by participating in occasional site visits. LAB meetings shall be conducted in compliance with Idaho open meeting law.

For an application and additional information about the Program and the LAB, please visit www.co.blaine.id.us/ and click on County Departments and then on Land, Water & Wildlife Program. You may also visit the Land Use & Building Services Department at 219 1st Avenue South, Suite 208, Hailey, ID 83333, or call 208-788-5570 for an application. Program Coordinator Clare Swanger can be reached at c.swanger@me.com or 208.309.0960.