

RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
BOARD OF DIRECTORS BOARD GOVERNANCE COMMITTEE MEETING
SEPTEMBER 13, 2019 11:15 am
MOUNTAIN VALLEY BANK COMMUNITY ROOM
2220 CURVE PLAZA, STEAMBOAT SPRINGS, CO**

MINUTES

Board Governance Committee members present were Directors Ken Brenner, Bob Woodmansee, Jim Haskins, and Web Jones. General Manager Kevin McBride and Ryan Golten, Consensus Building Institute (facilitator) were also present.

The following agenda was proposed:

Purpose of the meeting:

- Refine strategic plan doc(s)
- Plan next steps for 1) staff to review/edit the strategic plan, and 2) Committee to pivot back to developing governance recommendations

Welcome and preliminaries (11:15-11:30)

- Review 9/3 Committee meeting, agenda review, confirm today's plan

Strategic Plan – edits, updates and next steps (11:30-1:00)

- Review/accept/reject proposed changes to Strategic Plan
- Review internal Tasks Chart
- Next steps – clarify purpose, scope, timeline for staff review/input

Governance recommendations – 8/13 discussion, outcomes & next steps (1:00-1:30)

- Review 8/13 discussion and follow-up
- Identify next steps for upcoming meetings

Wrap Up, Next Steps, Actions Items (1:30-1:45)

- Next steps and timeframes

Preliminaries. Ryan Golten, facilitator, reviewed the purpose and agenda for the meeting.

Strategic Plan – edits, updates, and next steps. The strategic plan has been shortened to Policy statements, Goals, Objectives. The action items are now in an internal planning chart that staff will use for work planning and budgeting in accordance with District goals and objectives. The Committee reviewed and made edits to proposed updated language. All changes are reflected in the current draft of the document.

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The staff has the current draft of the planning chart and will provide their input and edits by 10/4 (including questions, additions, suggested edits, and relevant departments). That will enable time for some back-and-forth with the Committee, so that key strategic questions can be put on the Board Retreat agenda. This will also enable staff to have the benefit of these planning documents in developing the 2020 work plan and budget in October. (This may require a post-Retreat exercise to incorporate input from Retreat into the budget/work plan.) The Committee clarified that if staff members have questions in reviewing and editing the chart, they should approach Kevin, and if Kevin has questions or is unsure of the answer, he will copy Ken and Ryan. Kevin will update Ryan on the staff's progress by 9/26 in order to plan for the 9/30 Committee meeting.

The Committee's goal is to have the Board adopt the draft strategic plan by the end of October, so it can be made available to the public for input for 30 days. (The Committee will propose to the Board that the draft will be emailed to the assessment interviewees and any other stakeholders identified by Kevin or the Board, as well as posted on the website.) The Committee would like to see the Board to adopt a final plan by the end of the year.

The Committee also discussed how the Retreat could advance the strategic plan priorities. A brainstormed list of potential topics included: reviewing strategic plan and potentially adopting a draft; prioritizing actions for 2020 budget; discussing how elements of the strategic plan may (or may not) affect day-to-day operations; financial policy in light of future revenues/expenses; pricing strategy; negotiation strategy; moving forward on certain Board governance items; possible initial discussion on Big River issues in light of the District's past role and the Yampa Doctrine. Kevin will recommend that Ryan facilitate the Retreat discussions and work with Board members to prioritize and plan the agenda.

Next Steps for District/Board Governance Recommendations. Ryan briefly reviewed the draft Principles and the Committee agreed to refine these on 9/30 and discuss how they can be turned into specific recommendations or otherwise operationalized.

Determination of future meetings. Committee will meet September 30, 2019 1pm – 4pm, and on October 14, 2019 1pm – 4pm, at the District Office, 2220 Curve Plaza Ste. 201, Steamboat Springs, CO.

I certify that the foregoing constitutes a true and correct summary of the proceedings at the above referenced meeting.


Kevin McBride, District Secretary/Manager Date: 2/20/2020