


AGENDA
UPPER YAMPA WATER CONSERVANCY DISTRICT
SEARCH COMMITTEE MEETING
WEDNESDAY, MAY 20, 2020 (2:00 PM)
ONLINE MEETING: [HTTPS://BLUEJEANS.COM/ 906228795](https://bluejeans.com/906228795)
INSTRUCTIONS ON HOW TO JOIN A BLUEJEANS MEETING FOLLOW THE AGENDA

1. Establishment of Quorum and Call to Order;
2. Approval of minutes for May 13, 2020 meeting **Action Item**
3. Executive Session under CRS § 24-6-402 (3.5) and (4)(e)(I) concerning employment of a new general manager. This session will be recorded, and a copy of the recording maintained for not less than 90 days.
4. Other items
5. Confirm date of next meeting
6. Adjournment

How to join a BlueJeans meeting

Go to: [BlueJeans.com](https://bluejeans.com) and click on "Join Meeting"  located in the upper right hand corner.

In the "Join Meeting" dialogue box, enter the "Meeting ID" (the ID number is provided in the meeting agenda) and your "Name" and then click "Enter Meeting."

Join Meeting

Meeting ID
248609241

Passcode (optional)

Name
Bob Smith

Enter Meeting

You will now be launched into the BlueJeans meeting. The "Use Phone Audio" dialogue box will appear. Follow the steps to connect via phone audio. Once you are connected, or if you were already connected, click on the "X" in the upper right hand corner to close the box.

Use Phone Audio

Step 1: Dial into the meeting

US (Primary)

+1.408.317.9253

Step 2: Enter audio code on phone

55182289

I'm already on phone
My audio is already connected
Use computer for audio

When you enter the meeting, place your phone on Mute. If have used your computer for audio, click on the "Mute Audio" button. If you are using your own phone, press the mute button. Unmute to join the conversation.

Mute Audio

Contact Deb Bastian for any questions

- Email: dbastian@upperyampawater.com
- Phone: 970-819-0189

RECORD OF PROCEEDINGS

UPPER YAMPA WATER CONSERVANCY DISTRICT
SEARCH COMMITTEE MEETING
WEDNESDAY, MAY 13, 2020 (2:00 PM)
ONLINE MEETING: [HTTPS://BLUEJEANS.COM/946 892 592](https://bluejeans.com/946892592)

MINUTES

Search Committee members present were Directors Ken Brenner, Doug Monger and Bob Woodmansee. Director Halliday, Business Manager Deb Bastian and Carolyn McCormick, Principal, Peak HR Consulting, LLC were also present. This meeting was held entirely by videoconference utilizing the BlueJeans platform. Instructions to the public describing the process to participate in the videoconference meeting and the meeting agenda were posted on the District website at least 24 hours in advance of the meeting.

The following agenda was proposed:

AGENDA

1. Establishment of Quorum and Call to Order;
2. Approval of minutes for April 5, 2020, April 22, 2020, April 29, 2020 and May 1, 2020 meetings; Action item
3. Review overall search timeline Action item
4. Deadline for applications; Action item
5. Review candidate vetting template; Action item
6. Executive Session under CRS § 24-6-402 (3.5) and (4)(e)(I) concerning employment of a new general manager. This session will be recorded, and a copy of the recording maintained for not less than 90 days.
7. Other items;
8. Confirm date of next meeting;
9. Adjournment

Director Brenner established a quorum and called the meeting to order at 2:04 PM.

Approval of minutes. Director Monger made a motion to approve the minutes of the April 5, 2020, April 22, 2020, April 29, 2020 and May 1, 2020 meetings as written. Director Woodmansee seconded the motion, which was unanimously approved.

RECORD OF PROCEEDINGS

Review overall timeline. The committee reviewed and discussed the timeline. Director Monger made a motion to accept the timeline with modifications that the application cutoff date will be June 10, 2020, the committee will reassess the cutoff date at the May 27, 2020 Search Committee meeting, include explanation of the interview process and note the 14 day posting period. Director Woodmansee seconded the motion, which was unanimously approved.

Deadline for Applications. Director Woodmansee made a motion to set the cutoff date for applications for June 10, 2020, with a reassessment of that date at the May 27, 2020 Search Committee meeting. Director Monger seconded the motion, which was unanimously approved.

Review candidate vetting template. The committee reviewed the candidate vetting template. Director Woodmansee made a motion to accept the vetting template as presented with the addition of staff development and supervisory experience. Director Monger seconded the motion, which was unanimously approved.

Executive Session. At 2:57 PM Director Monger moved, Director Woodmansee seconded, and it was unanimously agreed to go into Executive Session under provision CRS § 24-6-402 (3.5) and (4)(e)(I) concerning employment of a new general manager. This session will be recorded, and a copy of the recording maintained for not less than 90 days. Director Monger moved and it was unanimously approved to go out of Executive Session at 3:50 PM.

Director Brenner asked the committee if there was any discussion in the Executive Session that was outside the scope of the Executive Session. No directors expressed that concern.

Other items. No other items were presented.

Confirm date of next meeting. The next meeting will be on Wednesday, May 20, 2020 at 2:00 PM via BlueJeans online meeting.

The meeting was adjourned at 3:52 PM.

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

Ken Brenner, Chairman

Date: _____