

## AGENDA

**UPPER YAMPA WATER CONSERVANCY DISTRICT  
BOARD GOVERNANCE COMMITTEE MEETING  
TUESDAY, OCTOBER 26, 2021 (9:00 AM)  
UYWCD CONFERENCE ROOM  
2220 CURVE PLAZA, SUITE 201, STEAMBOAT SPRINGS, CO  
ONLINE MEETING:**

<https://us06web.zoom.us/j/87516036167?pwd=NUo4Z2lPTXc4eWltRkxzMWFwM2ZRZz09>

AS RECOMMENDED BY THE STATE PUBLIC HEALTH ORDER AND THE CDC, THE UPPER YAMPA WATER CONSERVANCY DISTRICT REQUESTS THAT UNVACCINATED PEOPLE ATTENDING THE BOARD OF DIRECTORS MEETING AT THE MOUNTAIN VALLEY BANK COMMUNITY ROOM WEAR A MASK.

### INSTRUCTIONS ON HOW TO JOIN A ZOOM MEETING FOLLOW THE AGENDA

A Board Governance Committee meeting packet is available for public review on our website at <https://upperyampawater.com/agendas-and-meeting-documents/> by the Friday before the meeting. Amendments to the Agenda and new documents that are generated or submitted after the original posting of the meeting materials will be posted under "Additional Documents" on the website for the relevant meeting.

**QUESTIONS ON AGENDA AND/OR BOARD MATERIALS:** Members of the public or Board of Directors with questions on the agenda or meeting materials, including the consent agenda, are welcome to contact the General Manager at the District offices prior to the meeting. You may reach the General Manager at: [arossi@upperyampawater.com](mailto:arossi@upperyampawater.com) or (970) 871-1035 Ext. 2.

**MEETING PROCEDURE:** Comments from the Public are welcome at two different times during the course of the meeting: 1) Comments no longer than three (3) minutes on items **not** scheduled on the Agenda will be heard under Public Input and Comment; and 2) Comments no longer than three (3) minutes on all scheduled public hearing items will be heard following the presentation. Please wait until you are recognized by the Chairman. With the exception of subjects brought up during Public Input and Comment, on which no action will be taken or a decision made, the Committee may take action on, and may make a decision regarding, ANY item referred to in this agenda, including, without limitation, any item referenced for "review", "update", "report", or "discussion" whether or not listed as an "Action Item."

- (1) **9:00 AM** Establishment of Quorum and Call to Order
- (2) **9:00 AM** Approval of Agenda for Meeting **Action item**
- (3) **9:05 AM** Public Input and Comment  
The Committee will make no decision nor take action, except to direct the General Manager. Those addressing the Committee are requested to identify themselves by name, organization, if any, and address. Comments shall not exceed three (3) minutes.
- (4) **9:10 AM** Upper Yampa Water Conservancy District Board Self-Evaluation
- (5) **9:45 AM** Upper Yampa Water Conservancy General Manager Evaluation Process
- (6) **12:00 PM** Adjournment.

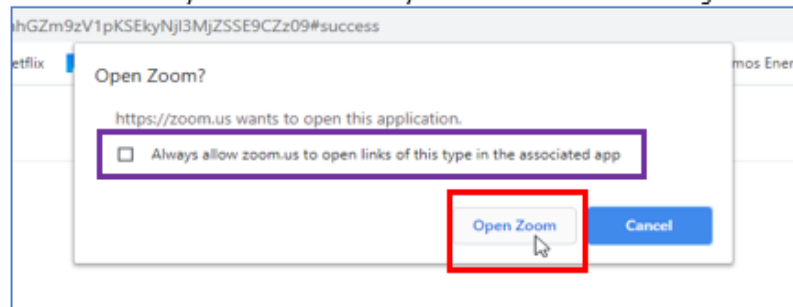
## How to join a Zoom meeting

### Join via "Join Zoom Meeting" link:

To join a Zoom meeting, click on the meeting link that has been sent to you by the host:

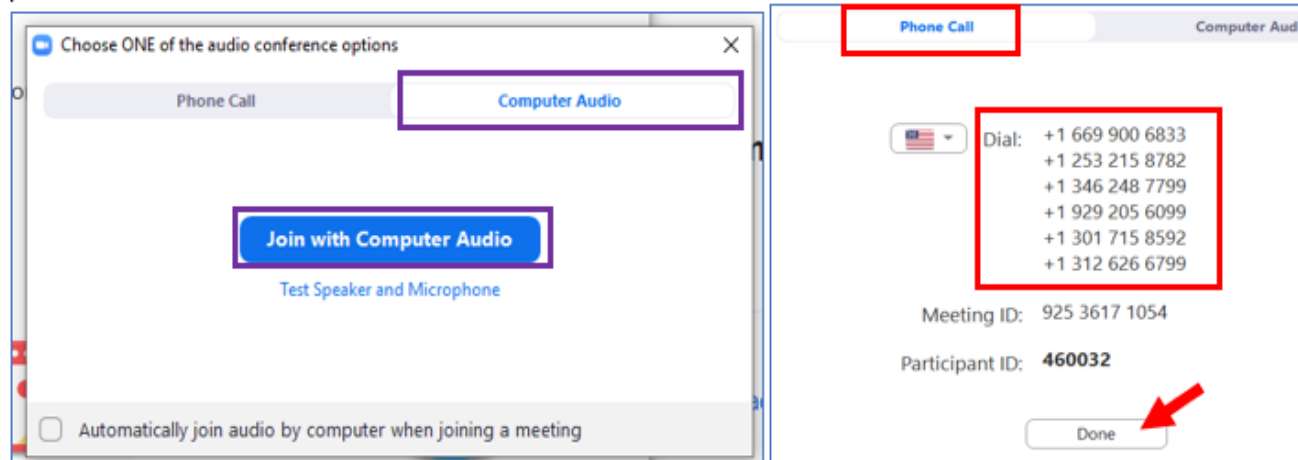


If you have not used Zoom before, you may receive this dialogue box to open Zoom. First, click on **"always allow zoom.us..."** so you will automatically connect for future meetings. Then, click on **"Open Zoom"** and follow the prompts.



Once you are connected to Zoom, you will need to choose your audio conference option. To join via your computer, click on **"Computer Audio"** and then **"Join with Computer Audio"**.

To use your cell phone or landline, click on **"Phone Call"** and then choose a number from the list. Once you dial the number, you will be asked for the Meeting ID and Participant ID to enter the meeting. Click on **"Done"** once you are connected to the Zoom meeting. Or, you can use the **"One tap mobile"** option, see below, to connect via your cell phone.



**Join via cell phone with "One tap mobile":**

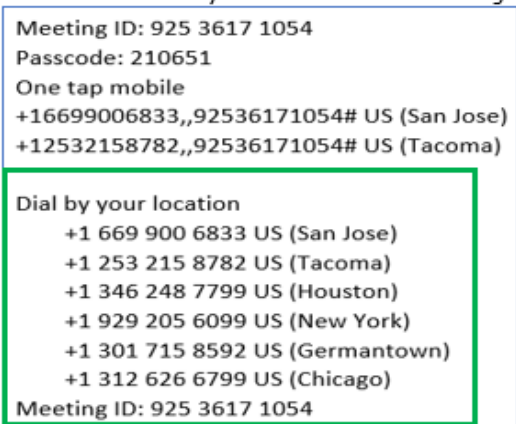
If you will be joining a Zoom meeting via your cell phone, click one of the "One tap mobile" links. Then click on "Call +1...". You will hear a request to "enter your Meeting ID followed by pound (#)". You **do not** need to enter the ID as the link will do this automatically for you.

You will be asked if you are a participant and to "Please press pound (#) to continue". You **must** press the pound key (#). Then you will be asked to "Enter your Participant ID followed by pound (#) or just press pound (#) to continue". If you **do not** enter anything, you will be automatically connected to the meeting.



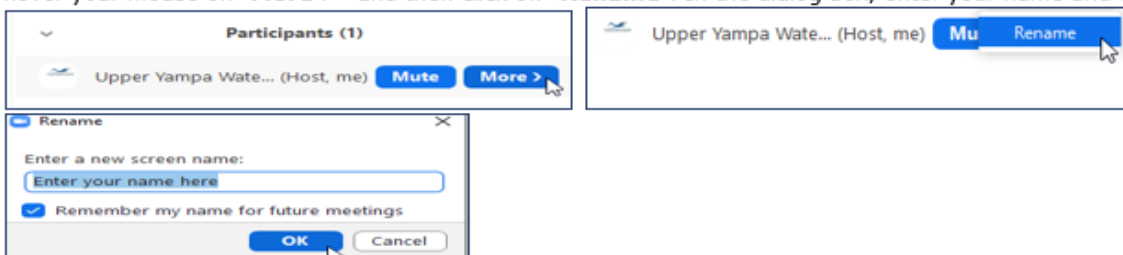
**Join via "Dial by your location":**

If you will be joining a Zoom meeting via your cell phone or landline, you can choose any of the numbers below to access the meeting. Once you dial the number you will be asked to "Enter your Meeting ID followed by pound (#)". Then, you will be asked to "press pound (#) if you are a participant". Finally, you will be asked to "Enter your Participant ID followed by pound (#) or just press pound (#) to continue". If you **do not** enter anything, you will be automatically connected to the meeting.



**Be sure you are identified properly:**

Once in Zoom, be sure that you are identified properly. If you need to change, in "Participants" click on your ID and hover your mouse on "More >" and then click on "Rename". In the dialog box, enter your name and click "OK".



Contact Deb Bastian for any questions  
- Email: [dbastian@upperyampawater.com](mailto:dbastian@upperyampawater.com)  
- Phone: 970-819-0189

## **PUBLIC INPUT AND COMMENT**

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The Board will make no decision nor take action, except to direct the General Manager. Those addressing the Board are requested to identify themselves by name, organization, if any, and address. Comments shall not exceed three (3) minutes.

**UYWCD BOARD SELF-EVALUATION**

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**DRAFT 10/18/21**

**2021 UYWCD Board of Directors Assessment Survey**

1. How long have you served on the UYWCD BOD?
  - Less Than 1 Year
  - 1 – 2 Years
  - 2 – 3 Years
  - 5 – 10 Years
  - More than 10 Years
  
2. I understand the UYWCD's mission statement/strategic plan well enough to explain it to others.
  - Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
  
3. I understand the UYWCD's current operations and services well enough to explain them to others.
  - Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
  
4. I believe that the UYWCD's mission statement is being followed.
  - Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
  
5. I believe the UYWCD has a clear sense of direction through the current strategic plan.
  - Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree

6. The current board governance policies, structure, and committees are what the organization needs to be effective.
- Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
7. The UYWCD staff and BOD officers provide an adequate amount of information for me to fulfill my governance responsibilities.
- Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
8. The current UYWCD BOD regular meetings schedule is adequate.
- Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
9. The length of the UYWCD regular meetings is sufficient to cover Action Items.
- Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree
10. The UYWCD BOD regular meetings include enough non-Action Item information updates for me to be informed about the organization's current activities.
- Strongly Disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly Agree

**UYWCD GENERAL MANAGER EVALUATION PROCESS**

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# UPPER YAMPA WATER CONSERVANCY DISTRICT

**POSITION TITLE:** General Manager  
**FLSA STATUS:** Exempt  
**DATE:** March 31, 2020  
**REPORTS TO:** Board of Directors  
**TYPE OF POSITION:** Full-time  
**HOURS:** 40+/week

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## **SUMMARY OF POSITION:**

Under direction of the Upper Yampa Water Conservancy District (District) Board of Directors, the General Manager (GM) manages the overall activities of the District. The GM recommends and participates in the formation and revision of policies and programs by the Board and is responsible for implementing and directing through effective leadership, the District's mission, vision and strategic plan. The GM supervises day to day activities of the District, including water delivery and operation of two reservoirs and a hydroelectric facility. The GM represents the District on water policy matters and is directly involved in water rights issues and other legal matters. The GM works with representatives from the Basin Round Table, Colorado Water Conservation Board, stream management planning efforts and other advocacy groups. The GM coordinates and collaborates on projects, legislative activities and Colorado River water policies.

The GM must have familiarity with Northwest Colorado and the Colorado River Basin and an understanding of the importance of water resources to the region's natural environment, municipalities, industries, agricultural operations, tourism and active outdoor recreationalists.

## **Primary Responsibilities:**

Within the parameters set forth in the District's Bylaws, Colorado Revised Statutes governing Water Conservancy Districts, and policies adopted by the Board, the GM is responsible for the following primary duties and responsibilities:

## **Leadership**

1. Keep the District focused on its goals and strategic plan, making sure the Board and staff are fulfilling their respective roles.
2. Anticipate changes in legislation, regulations, data and science, resources, and constituent expectations that affect District activities and recommend appropriate responses.
3. Be innovative and willing to consider out-of-the-box solutions to accomplish District goals.
4. Implement and continually evaluate Best Management Practices when motivating staff to ensure personal, group and District success.
5. Motivate staff to produce work that contributes to the District's success and to feel an overall sense of pride in the organization.
6. Strategically assign staff members with responsibility for outcomes along with the authority and resources needed to produce desired results. Ensure others are performing assigned tasks that accomplish the mission and goals of the District.
7. Present information, ideas, and concepts effectively, verbally and in writing.
8. Be an effective negotiator and demonstrate comfort working with people in a variety of settings.
9. Demonstrate a commitment to a culture of responsiveness, timeliness, trust, mutual respect, clear communication, collaboration, integration and coordinated group efforts.
10. Demonstrate unwavering commitment to professional ethics and to sustaining the District's record of success.

## **Governance and Representation**

1. Proactively provide information, advice and guidance to assist the Board in formulating policy and/or Board action.
2. Develop and maintain clear and open communications with the Board and other relevant entities (governmental and non-governmental), working to foster a culture of trust, understanding and collaboration.
3. Provide the necessary liaison and staff support to the Board and its committees to help them fulfill their responsibilities.
4. Oversee the planning and coordination of Board meetings and collaborate with the Board President to develop meeting agendas. Meet with Board leadership for pre-meeting planning and post meeting follow up.
5. Follow local, state and federal legislation that affects District affairs. Work with the Board to develop responses to legislative proposals.
6. Coordinate District activities with federal, state, and local public and private organizations.
7. Be an effective advocate and spokesperson for the District, representing the District's broad range of constituents and priorities.

## **Operational Planning and Management**

1. With input from the Board, develop and implement a functional work plan that establishes clear responsibilities, timelines, and budgets. Ensure that the work plan accomplishes objectives prioritized within the District's strategic plan.
2. Bring significant financial, accounting, budgeting and audit issues to the timely attention of the Board.
3. Possess strong organizational capabilities and be skilled in administration, personnel, team building and finance.
4. Work with the Board to annually review the strategic plan and ensure its priorities are reflected in the GM's work plan and budget for the Board's consideration. Bring critical budget issues to the Board for discussion.
5. Develop internal procedures to implement and ensure consistency with the strategic plan and adopted Board policies.
6. Work closely with the District's General Counsel and Board to coordinate legal activities of the District. Work with the General Counsel to manage the District's water rights portfolio and ensure their due diligence.

## **Human Resources Planning and Management**

1. Recommend and implement an organizational structure for the District within parameters established by the Board.
2. Oversee the recruitment, hiring, training, development, compensation and discharge of staff.
3. Administer an effective human resources program that includes position job descriptions, performance standards, and regular performance appraisals.
4. Confer with and advise District staff on issues relating to the operation and management of the District, as well as the interpretation and enforcement of the District's policies and priorities.
5. Encourage and support the professional development of staff members.
6. Engage effectively, genuinely and professionally with staff members.

## **Required knowledge, skills and abilities:**

1. Bachelor's or advanced degree in engineering, law, administration, management, or a related natural resources field.
2. At least five years of direct, progressive experience in managing or assisting in the general management of a local governmental or similar entity, or an equivalent combination of education, training and experience which provides the knowledge, skills and abilities required for the position.
3. Experience in Colorado water-related issues and familiarity with a broad range of water interests, including Colorado water law and local and regional water-related issues.
4. Experience working with a Board of Directors (preferred but not required).

**SALARY RANGE**

The GM's salary range is \$115,859 – \$173,789, based on experience. The District provides a medical plan and retirement benefits to full time employees.

As an employee of the UYWCD, I certify that I have read and understand the importance of my job description. I acknowledge that I will be held accountable to follow these standards.

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Employee Name

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Employee Signature

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Date