

AGENDA

UPPER YAMPA WATER CONSERVANCY DISTRICT BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 17, 2021 (12:00 PM)

MOUNTAIN VALLEY BANK COMMUNITY ROOM
2220 CURVE PLAZA, STEAMBOAT SPRINGS, CO

ONLINE MEETING:

**HTTPS://US06WEB.ZOOM.US/J/86846901429?PWD=QKLCRWMwOUVsQTBWM1ow
AI83L2Z1Zz09**

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 of Directors meeting packet is available for public review on our website at <http://www.upperyampawater.com/board-of-directors/agendas/> 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 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 President. With the exception of subjects brought up during Public Input and Comment, on which no action will be taken or a decision made, the Board 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) **12:00 PM** Establishment of Quorum and Call to Order
- (2) **12:00 PM** Approval of Agenda for Meeting **Action item**
- (3) **12:05 PM** Public Input and Comment
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.
- (4) **12:10 PM** Consent Agenda **Action item**

- a. Approval of the of Minutes September 15, 2021, Board Meeting, October 14, 2021, Board Governance Committee Meeting, October 20, 2021, Board Retreat and Special Board Meeting and October 26, 2021, Board Governance Committee Meeting.
- b. Financials
 - i. Approval of Disbursements
- (5) **12:15 PM** Report of District Engineer
 - a. Update on Reservoir Water Status
 - b. Update on Capital Projects
- (6) **12:30 PM** Report of General Manager
 - a. Sheriff Reservoir Project Update
 - b. Stagecoach Reservoir Storage Contracts
 - i. Existing Stagecoach Reservoir Municipal Contracts
 - ii. CWT-UYWCD 10-Year Stagecoach Reservoir Contract **Action Item**
 - c. UYWCD Employee Handbook **Action Item**
 - d. Proposed 2022 UYWCD District Meeting Schedule **Action Item**
 - e. UYWCD 2022 Strategic Plan
 - f. UYWCD 2021 Budget Amendment **Action Item**
 - g. UYWCD Board of Directors Compensation **Action Item**
 - h. UYWCD 2022 Budget **Action Item**
- (7) **3:30 PM** Public Information Updates
 - a. Grant Update
- (8) **3:40 PM** Board Member Reports
 - a. UYWCD Board of Directors Self Evaluation Survey
 - b. UYWCD General Manager Annual Review
 - c. Letter of Support **Action Item**
- (9) **4:00 PM** Report of General Counsel
 - a. Water Horse Utah Counsel Change of Employer **Action Item**
- (10) **4:05 PM** Pending Water Cases
 - a. Water Resumes
 - b. Status of Other Water Cases
- (11) **4:10 PM** New Business (Limited to emergency matters that came up During the course of the meeting) **Action item**
- (12) **4:15 PM** Executive Sessions:
 - a. Executive session under CRS § 24-6-402(4)(b) to discuss legal issues on Water Resumes, Water Cases, Contract Negotiations and _____ (insert description) . Mere presence or participation of an attorney at an executive session is not sufficient to satisfy the requirements of CRS § 24-6-402(4)(b). Executive sessions to discuss legal matters are not recorded.
 - b. Executive session under CRS § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to _____ (insert brief description). This session will be recorded, and a copy of the recording maintained for not less than 90 days.
- (13) **4:50 PM** Board Actions in Regard to Executive Session
- (14) **4:55 PM** Determination of Next Meeting(s) Agenda(s)
- (15) **5:00 PM** Adjournment.

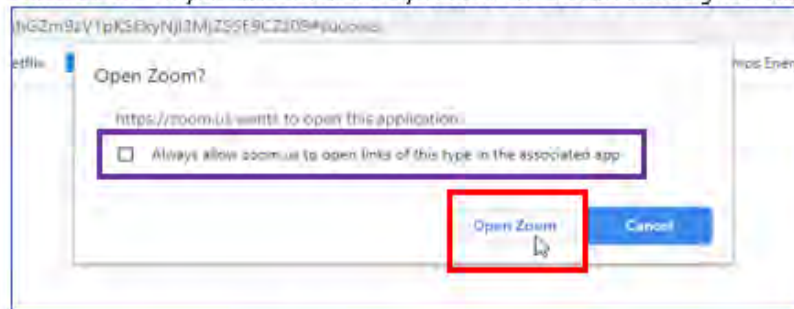
How to join a Zoom meeting

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:

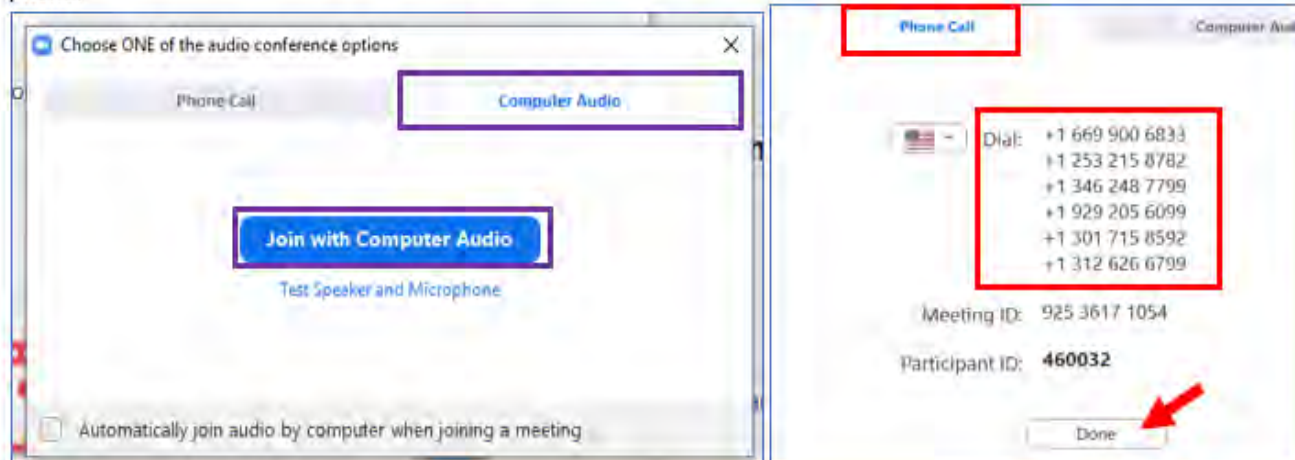


If you have not used Zoom before, you may receive this dialogue box to open Zoom. First, click on "always allow zoom.us..." so you will automatically connect for future meetings. Then, click on "Open Zoom" and follow the prompts.



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".

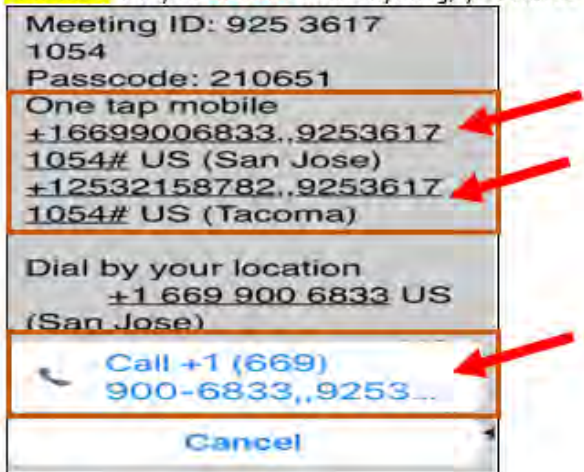
To use your cell phone or landline, click on "Phone Call" and then choose a number from the list. Once you dial the number, you will be asked for the Meeting ID and Participant ID to enter the meeting. Click on "Done" once you are connected to the Zoom meeting. Or, you can use the "One tap mobile" option,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



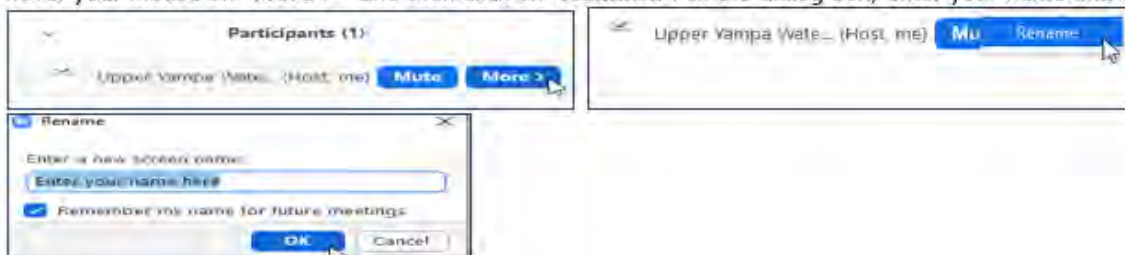
Join via "Dial by your location":

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
- Phone: 970-819-0189

PUBLIC INPUT AND COMMENT

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.



RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 15, 2021 (12:00 PM)
MOUNTAIN VALLEY BANK COMMUNITY ROOM
2220 CURVE PLAZA, STEAMBOAT SPRINGS, CO
ONLINE MEETING:**

[HTTPS://US06WEB.ZOOM.US/J/84022244345?pwd=CUL4Wm5KbFdYMkU5dCt6UVLHWLJ4UT09](https://us06web.zoom.us/j/84022244345?pwd=CUL4Wm5KbFdYMkU5dCt6UVLHWLJ4UT09)

MINUTES

Chairman Ken Brenner called the meeting to order and declared a quorum present. In addition to Chairman Brenner, the Board Members present were Doug Monger, Jim Haskins, Ron Murphy, Lyn Halliday, Webster Jones and Nicole Seltzer. General Manager Andy Rossi, District Engineer Emily Lowell, Public Information and External Affairs Manager Holly Kirkpatrick, Business Manager Deb Bastian, Chief Accountant Karina Craig, General Counsel Bob Weiss and Special Counsel Scott Grosscup were also present. Members of the public present included Geovanny Romero, Morrison Creek Water and Sanitation District; Erin Light, Colorado Division of Water Resources; Frank Alfone, Mt. Werner Water and Sanitation District.

This meeting was held in person and by videoconference utilizing Zoom. The meeting agenda included instructions to the public describing the process to participate in the meeting and comment on agenda items.

The following agenda was proposed:

AGENDA

- (1) **12:00 PM** Establishment of Quorum and Call to Order
- (2) **12:00 PM** Approval of Agenda for Meeting **Action item**
- (3) **12:05 PM** Public Input and Comment
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.
- (4) **12:10 PM** Consent Agenda **Action Item**
 - a. Approval of the Minutes July 16, 2021, Executive Committee meeting, July 21, 2021, Board meeting, August 17, 2021, Board Governance/Strategic Plan Committee meeting and August 18, 2021, Executive Committee meeting
 - b. Financials
 - i. Approval of Disbursements
 - ii. Budget Comparison
- (5) **12:30 PM** Report of General Manager
 - a. Stagecoach Reservoir Mixing Zone Study
 - b. UYWCD Employee Handbook Update
 - c. UYWCD BOD Governance Manual **Action Item**

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- d. Mount Werner Water Storage Contract Relocation Request **Action Item**
 - e. Existing Stagecoach Reservoir Municipal Water Storage Contracts
 - f. UYWCD Strategic Plan
 - g. Presentation of First Draft of 2022 Upper Yampa Water Conservancy District Budget
 - h. Upper Yampa Water Conservancy District 10/20/21 Board Retreat Draft Agenda
 - i. Board Resolution for Sickles West Acquisition **Action Item**
- (6) **2:45 PM** District Engineer Report
- a. Update on Reservoir Water Status
 - b. New Water Contracts
- (7) **3:15 PM** Public Information Updates
- a. Grants
- (8) **3:45 PM** Pending Water Cases
- a. Water Resumes
 - b. Status of Other Water Cases
- (9) **4:00 PM** New Business (Limited to emergency matters that came up during the course of the meeting) **Action Item**
- (10) **4:05 PM** Executive Sessions:
- a. Executive session under CRS § 24-6-402(4)(b) to discuss legal issues on Water Resumes, Water Cases, Contract Negotiations and _____ (insert description) . Mere presence or participation of an attorney at an executive session is not sufficient to satisfy the requirements of CRS § 24-6-402(4)(b). Executive sessions to discuss legal matters are not recorded.
 - b. Executive session under CRS § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to _____ (insert brief description). This session will be recorded, and a copy of the recording maintained for not less than 90 days.
- (11) **4:35 PM** Board Actions in Regard to Executive Session
- (12) **4:45 PM** Determination of Next Meeting(s) Agenda(s)
- a. UYWCD Regular BOD Meeting 11/17/21
- (13) **5:00 PM** Adjournment.

Chairman Brenner established a quorum and called the meeting to order at 12:02 PM.

Meeting Agenda. Director Monger moved to approve the agenda. Director Jones seconded the motion which was unanimously approved.

Public Input and Comment. Chairman Brenner invited members of the public to comment on items not otherwise scheduled on the agenda. There was no comment.

Consent Agenda. Director Jones moved to approve the consent agenda as presented. Director Monger seconded the motion which was unanimously approved.

Report of General Manager. General Manager Andy Rossi provided an overview of current, ongoing District activities and water resources management activities the District has been involved in.

Stagecoach Reservoir Mixing Zone Study. Morrison Creek Water and Sanitation District (MCWS) General Manager Geovanny Romero gave a presentation on the results of mixing-zone study for MCWS discharge to Stagecoach Reservoir. He stated they were pursuing the study to apply for a new discharge permit with the State and to identify if the effluent from their plant mixed with entire volume of the reservoir or if it was mainly

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concentrated within the area of the discharge line (arm). A study was conducted in the winter and the summer and both results were favorable showing that the effluent is distributed throughout the entire volume of the reservoir. However, there is a higher concentration near the discharge arm. Geovanny stated the State denied their request for a new permit since it did not meet the mixing ratio, however, he is still negotiating with them on their process and the results of the study. He reiterated that the denial by the State only affects what MCWS may build in the future and does not affect their current permit that is active and in good standing.

UYWCD Employee Handbook Update. General Manager Andy Rossi and Business Manager Deb Bastian provided an overview of the process taken to update the employee handbook. The Board provided some initial comments and was directed to further review the document and submit comments/feedback to Deb Bastian no later than October 15, 2021. General Manager Rossi noted that District staff also received the draft handbook to review and provided feedback. Staff will review feedback and submit a final draft of the Employee Handbook at the November 17, 2021 Board meeting for adoption with an effective date of January 1, 2022. Director Brenner commented that there has been reorganization of staff in the past year and stated it would be helpful for the Board to review staff job descriptions to understand their roles. General Manager Rossi stated that in October employee performance reviews will be conducted and that a review of job descriptions is part of the review process. He will provide the Board with current staff job descriptions at the November 17, 2021 Board meeting.

UYWCD BOD Governance Manual. General Manager Rossi reviewed the proposed revisions to the Board Governance Manual as recommended by the Board Governance Committee. Director Monger moved to the approve Board Governance Manual as amended and presented. Director Murphy seconded the motion which was unanimously approved.

Mount Werner Water Storage Contract Relocation Request. General Manager Rossi provided an overview of the Mt. Werner Water and Sanitation District (MWWSD) request to relocate their existing contract out of Yamcolo Reservoir to Stagecoach Reservoir. He further noted that the Executive Committee reviewed this request at a meeting on August 18, 2021 and recommended that the Board offer a new contract out of Stagecoach Reservoir for 300 acre-feet and use the contract form that was recently adopted as part of the Stagecoach Reservoir Water Marketing Policy. Director Monger moved to offer MWWSD a contract form that is the same as the contract form in the approved Stagecoach Reservoir Water Marketing Policy for 300 acre-feet at a base price of \$82/acre foot if accepted before the end of 2021. Director Murphy seconded the motion which was unanimously approved.

Existing Stagecoach Reservoir Municipal Water Storage Contracts. General Manager Rossi discussed that all the 2-year interim pricing agreements for Stagecoach perpetual municipal water contracts expire this year and staff is requesting direction from the Board for notifying the existing contractors whose price extension agreements expire in 2021 of the price per acre foot of water stored in Stagecoach Reservoir in 2022.

Executive Session. At 2:02 PM Director Murphy moved, Director Monger seconded, and it was unanimously agreed to go into Executive session under CRS § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to Stagecoach municipal contract pricing. This session will be recorded, and a copy of the recording maintained for not less than 90 days.

At 3:23 PM, the Board returned from executive session. The Chairman then announced that if any person who participated in the executive session believed that any substantial discussion of any matters not included in the motion to go into executive session occurred in the executive session, or that any improper action occurred

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during the executive session in violation of the Open Meetings Law, that such person state their concern for the record. No one stated concerns.

Board Action Regarding Executive Session. There were no actions required.

UYWCD Strategic Plan. The Board reviewed the proposed schedule for the 2022 update of the Strategic Plan. General Manager Rossi asked the Board to contact him with additional input or comments to be further discussed at the Board Retreat on October 20, 2021.

Presentation of First Draft of 2022 Upper Yampa Water Conservancy District Budget. The Board reviewed the draft budget and requested staff provide the line item detail to support the overall budget amounts.

Upper Yampa Water Conservancy District 10/20/21 Board Retreat Draft Agenda. The Board requested that a Special Meeting be added to the agenda.

Board Resolution for Sickles West Acquisition. Director Jones moved to approve the Board Resolution for Sickles West Acquisition. Director Seltzer seconded the motion. Directors Brenner, Seltzer, Halliday, Haskins, Murphy and Jones voted in favor. Director Monger abstained from the vote. The motion passed.

District Engineer Report. District Engineer Emily Lowell provided an update on the reservoir water status, augmentation contracts and new water contracts out of Stagecoach.

Public Information Updates. Public Information and External Affairs Manager Holly Kirkpatrick updated the Board on the Diversion Infrastructure Improvement Project (DIIP) and Community Grant Funding programs. Additionally, Holly recommended the Board consider placing a cap for Tier 2 projects at 25% reimbursement up to \$50,000 to allow funds to as many projects as possible. The Board agreed with the recommendation. Staff will codify the cap language in the grant summary report where the terms of the grant program are specified. Further, the Board requested an updated list of the completed measuring device implementation projects. Holly also noted that staff would like to formalize the Community Grant Fund Program and would like to open it up to other Board members to assist in developing specific criteria and guidelines for this program before publishing information on a formal program. Director Brenner suggested doing subcommittee work and then bring a proposal to the full Board. General Manager Rossi stated that this subject could be folded into the Board Retreat agenda during the discussion on the Strategic Plan.

Pending Water Cases. Special Counsel Scott Grosscup stated he reviewed the water resumes for the month of July and no applications filed impacted the District's water rights. August resumes are now available and there is nothing concerning the District. The Board was provided an update of the water court cases. Scott discussed Public Service Company's application on the Wessels Canal water rights that they filed for diligence on and the response to the District's request for additional information as to how they are going to develop these conditional water rights in light of their decommissioning the coal power plants. Scott is reviewing the docket and there is no information readily available. He suggested the Board go into Executive Session to discuss in detail or he can report back to the Board later and continue to review the file and respond back to the applicant.

Board Member Reports. Director Brenner reported that a General Manager evaluation and Board performance review need to be developed and conducted and suggested using the Board Governance Committee. A Board Governance Committee meeting will be scheduled before the October 10, 2021, to allow for presentation at the October 20, 2021, Board Retreat. Director Brenner commented that he was appointed the Chair of the PEPO Committee, he will be attending the Colorado Airborne Snow Observatory meetings and will be visiting Pat

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O'Toole's to look at his forest health project. He further noted that he has been requested to join the Club 20 organization to provide a Western Slope perspective and to participate on the water subcommittees. The organization follows legislation and is a formal lobbying group. The Board also discussed membership in the Northwest Colorado Council. These items will be discussed at the October Board Retreat. Director Monger noted that Kelly Romero-Heaney is no longer the Roundtable representative for Routt County and that he sent a notice to all the municipalities in Routt to help facilitate selection of a new representative.

Executive Session. At 3:51 PM Director Murphy moved, Director Monger seconded, and it was unanimously agreed to go into Executive session under CRS § 24-6-402(4)(b) to discuss legal issues on Water Resumes, Water Cases, Contract Negotiations and Public Service Company applications. Mere presence or participation of an attorney at an executive session is not sufficient to satisfy the requirements of CRS § 24-6-402(4)(b). Executive sessions to discuss legal matters are not recorded.

At 4:10 PM, the Board returned from executive session. The Chairman then announced that if any person who participated in the executive session believed that any substantial discussion of any matters not included in the motion to go into executive session occurred in the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, that such person state their concern for the record. No one stated concerns.

Board Action Regarding Executive Session. There were no actions required.

New Business. There was no new business.

Determination of Next Meeting Agenda. The agenda for the November 17, 2021, Board Meeting was reviewed. The Board requested that an update from Erin Light, Colorado Division of Water Resource, become part of the Public Comment section. Additionally, General Manager Rossi reminded the Board that there are three Director terms expiring in 2022 (Directors Murphy, Sharp and Redmond) and a new president and committee chairs will be elected in January 2022. Director Brenner asked that the CPW Lease and an update from Amy Moyer, Colorado River District, be added to the agenda.

Director Seltzer moved to adjourn the meeting at 5:43 PM. Director Monger seconded the motion which was unanimously approved.

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

Andy Rossi, District Secretary/Manager

Date: _____

STATEMENT FROM ATTORNEY REGARDING ATTORNEY-CLIENT PRIVILEGE

The undersigned Robert G. Weiss, legal counsel for the District, hereby attests, pursuant to CRS Section 24-6-402(2)(d.5)(II)(B), that the portion of the executive session that was not recorded and which related to **Public Service Company applications** constituted a privileged attorney-client communication under CRS Section 24-6-402(4)(b).

Robert G. Weiss, Counsel

Date: _____

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**UPPER YAMPA WATER CONSERVANCY DISTRICT
BOARD GOVERNANCE COMMITTEE MEETING
THURSDAY, OCTOBER 14, 2021 (9:30 AM)
UYWCD CONFERENCE ROOM
2220 CURVE PLAZA, SUITE 201, STEAMBOAT SPRINGS, CO
ONLINE MEETING:**

[HTTPS://US06WEB.ZOOM.US/J/86883092395?PWD=EUI3QWZCAYTTV3ZNAMD6TLJTYVBHDz09](https://us06web.zoom.us/j/86883092395?pwd=EUI3QWZCAYTTV3ZNAMD6TLJTYVBHDz09)

MINUTES

Chairman Ken Brenner called the meeting to order and declared a quorum present. In addition to Chairman Brenner, the Committee Members present were Webster Jones and Jim Haskins. General Manager Andy Rossi was also present.

This meeting was held by videoconference utilizing Zoom. The meeting agenda included instructions to the public describing the process to participate in the meeting and comment on agenda items.

The following agenda was proposed:

AGENDA

- (1) **9:30 AM** Establishment of Quorum and Call to Order
- (2) **9:30 AM** Approval of Agenda for Meeting **Action item**
- (3) **9:35 AM** Public Input and Comment
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
- (4) **9:40 AM** Upper Yampa Water Conservancy District Board Self-Evaluation
- (5) **10:00 AM** Upper Yampa Water Conservancy District General Manager Evaluation Process
- (6) **10:30 AM** Adjournment.

Chairman Brenner established a quorum and called the meeting to order at 9:35 AM.

Meeting Agenda. Director Jones moved to approve the agenda. Director Haskins seconded the motion which was unanimously approved.

Public Input and Comment. Chairman Brenner invited members of the public to comment on items not otherwise scheduled on the agenda. There was no comment.

Upper Yampa Water Conservancy District Board Self-Evaluation. The Committee discussed the process of developing a self-evaluation survey for the UYWCD Board of Directors. The Committee agreed the process should be an evaluation of the Board as a collective, not individuals, and reference the existing governance documents. General Manager Rossi will edit sample questions to fit the recommendations of the Committee and present a draft self-evaluation for Board review at the November 17th Board of Directors meeting.

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Upper Yampa Water Conservancy District General Manager Evaluation Process. The Committee agreed that the Strategic Plan, Work Plan and General Manager Job Description should be referenced to create the evaluation. The evaluation is to be developed as a full organization performance and not an evaluation of the General Manager as an individual. The process will include a self-assessment statement for the General Manager for delivery during the evaluation session with the Board.

Director Jones moved to adjourn the meeting at 10:44 AM. Director Haskins seconded the motion which was unanimously approved.

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

Andy Rossi, District Secretary/Manager

Date: _____

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RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 20, 2021 (9:00 AM)
CATAMOUNT RANCH AND CLUB
30215 WATERS EDGE TRAIL
ONLINE MEETING:**

<https://us06web.zoom.us/j/84755115102?pwd=Wk9GM09HNDNA3YzVDQ1R4NnByTUxrUT09>

MINUTES

Chairman Ken Brenner called the meeting to order and declared a quorum present. In addition to Chairman Brenner, the Board Members present were Jim Haskins, John Redmond, Ron Murphy, Lyn Halliday, Tom Sharp, Webster Jones and Nicole Seltzer. General Manager Andy Rossi, Public Information and External Affairs Manager Holly Kirkpatrick, Business Manager Deb Bastian, Chief Accountant Karina Craig, Dam Operator Eddie Rogers, Dam Operator Neal Obay and General Counsel Bob Weiss were also present. Members of the public present included Jackie Brown, Vice Chair, Colorado Water Conservation Board; Lisa Wade, Wilson Water Group; Julie Baxter, City of Steamboat Springs; Alyson Gould, Colorado Water Trust; Erin Light, Colorado Division of Water Resources; Frank Alfone, Mt. Werner Water & Sanitation District; Katie Duncan and Bob Woodmansee.

This meeting was held in person and by videoconference utilizing Zoom. The meeting agenda included instructions to the public describing the process to participate in the meeting and comment on agenda items.

The following agenda was proposed:

AGENDA

8:30 AM Breakfast

- (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 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.
- (4) **9:15 AM** Existing Stagecoach Municipal Contracts Amendment **Action item**
- (5) **10:00 AM** Colorado Water Trust 10-Year Stagecoach Reservoir Water Storage Contract **Action item**
- (6) **10:30 AM** New Business (Limited to emergency matters that came up during the course of the meeting) **Action item**
- (7) **10:35 AM** Executive Sessions:

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- a. Executive session under CRS § 24-6-402(4)(b) to discuss legal issues on Water Resumes, Water Cases, Contract Negotiations and _____ (insert description) . Mere presence or participation of an attorney at an executive session is not sufficient to satisfy the requirements of CRS § 24-6-402(4)(b). Executive sessions to discuss legal matters are not recorded.
 - b. Executive session under CRS § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to _____ (insert brief description). This session will be recorded, and a copy of the recording maintained for not less than 90 days.
- (8) **11:15 AM** Board Actions in Regard to Executive Session

11:15 AM Lunch Break

- (9) **12:00 PM** Current Status of Yampa Basin Water Resources
- a. CWCB/State of Colorado Water Resources Matters Update – Demand Management
 - b. Yampa River Basin Technical Analyses Updates – BIP Update, Yampa River Hydrology Review, Yampa Storage Modeling, Coal Creek Flow Analysis
 - c. Upper Yampa River Basin Water Quality Study

3:15 PM Afternoon Break

- (10) **3:30 PM** UYWCD 2022 Strategic Plan Discussion
(11) **4:30 PM** Adjournment.

Chairman Brenner established a quorum and called the meeting to order at 9:05 AM.

Meeting Agenda. Director Haskins moved to approve the agenda. Director Jones seconded the motion which was unanimously approved.

Public Input and Comment. Chairman Brenner invited members of the public to comment on items not otherwise scheduled on the agenda. There was no public comment.

Existing Stagecoach Municipal Contracts Amendment. General Manager Rossi reviewed the contract amendments for the existing Stagecoach Municipal contracts that were developed by General Manager Rossi and General Counsel Weiss based on direction provided by the Executive Committee. Chairman Brenner asked if there was any public comment on this agenda item. Julie Baxter, City of Steamboat Springs, requested information to understand the pricing proposed. General Manager Rossi stated he would send this information for her review. Frank Alfone, Mt. Werner Water & Sanitation District, asked if the proposed amendment would be negotiable. General Manager Rossi stated that it would depend on what the request for change would be. Additional discussion followed. After public comment the Board reviewed and discussed the proposed amendment.

Director Sharp disclosed that he is the General Counsel for Mt. Werner Water and Sanitation District and Tree House Metropolitan District. However, he does not feel that there is a conflict of interest to vote on the draft. Chairman Brenner asked if any Director had issues with Director Sharp voting on the draft. No Director had an issue. Director Redmond moved to approve the draft proposed contract amendment for Stagecoach Reservoir. Director Haskins seconded the motion which was unanimously approved. General Manager Rossi stated that he

RECORD OF PROCEEDINGS

will take the draft amendment as presented and approved by the Board and reach out to municipal contractors affected with letter and call and the start process of soliciting feedback and for consideration of the offer on the table.

Chairman Brenner noted that Director Redmond left the meeting at 10:00 AM, for approximately 1 hour, to attend a previously scheduled meeting.

Colorado Water Trust 10-Year Stagecoach Reservoir Water Storage Contract. General Manager Rossi provided an overview of the process and proposed draft Environmental, In-stream, and Recreation Water Storage Contract (ERC) with the Colorado Water Trust (CWT) and referenced Director Sharp's comments on the proposal that was sent to the Board via email on October 17, 2021.

The Board reviewed and discussed paragraphs 3, 4 and 5 (Sections 13.2, 13.3 and 15.3.2.) of Director Sharp's email. After discussion, the Board agreed that General Counsel Weiss and Alyson Gould of the CWT will work together to amend the draft to:

1. Clarify the language in Section 13.2-Available Relief, that if the District is not paid for the contracted water it has the right to go to court to recover payment;
2. Acknowledge in Section 13.3-Award of Attorney's Fees & Cost, that it is within the discretion of the courts to determine the amount of fees to be awarded; and
3. In Section 15.3.2-Assignment, it is within the discretion of the District to approve an assignment of the contract and the phrase "provided that any withholding of consent or conditions be reasonable" can be stricken.

The Board then reviewed Director Sharp's comments noted in paragraph 1 and 2 (Sections 9.4 and 10) of his October 17, 2021, email. After discussion, the Board and CWT agreed with a clarification to Section 10-Legal Approvals that in the case of a reuse situation, the CWT will bear the burden of obtaining any required administrative and legal approval. The CWT also noted that the amount of Volume 1 water will be 100-acre feet. The Board further reviewed and discussed the recommended edits and proposed draft contract.

Director Haskins moved to approve paragraphs 2, 3, 4 and 5, with noted edits, of Director Sharp's October 17, 2021, email and to 100-acre feet for volume 1 and direct General Counsel Weiss to work with the CWT on a compromise to the language in Section 9.4 to be presented to the Board at the November 17, 2021, Board of Directors meeting. Director Seltzer seconded the motion. Directors Halliday, Haskins, Murphy, Seltzer, Jones and Brenner voted in favor. Director Redmond abstained and Director Sharp voted against. The motion passed.

New Business. There was no new business.

Executive Session. There was no Executive Session.

Board Action Regarding Executive Session. There were no Board actions.

Current Status of Yampa Basin Water Resources

CWCB/State of Colorado Water Resources Matters Update – Demand Management. Jackie Brown, Vice Chair, CWCB Board, provided an update on the Demand Management program and discussed the decision-making roadmap that was adopted at the September CWCB Board Meeting.

RECORD OF PROCEEDINGS

Yampa River Basin Technical Analyses Updates. Lisa Wade of Wilson Water Group and General Manager Rossi presented a summary of multiple flow modelling efforts in the Yampa River Basin.

Upper Yampa River Basin Water Quality Study. Lyn Halliday of the Upper Yampa River Watershed Group provided a summary of a planned Upper Yampa River Basin Water Quality Study.

UYWCD 2022 Strategic Plan Discussion. The Board reviewed and discussed the 2022 Strategic Plan. General Manager Rossi provided an overview of the Strategic Plan document and process. Director Sharp requested there be an increase in the per meeting attendance fee paid to Directors and that the Chairman of the Board receive a higher per meeting compensation rate. Staff and General Counsel were directed to research any statutory limits on compensation that can be paid to Directors for presentation at the November 17, 2021, Board of Directors meeting. General Manager Rossi requested Directors to email any further comments to him prior to the next Board meeting.

Director Sharp moved to adjourn the meeting at 4:07 PM. Director Murphy seconded the motion which was unanimously approved.

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

Andy Rossi, District Secretary/Manager

Date: _____

RECORD OF PROCEEDINGS

**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>

Chairman Ken Brenner called the meeting to order and declared a quorum present. In addition to Chairman Brenner, the Committee Members present were Jim Haskins, Webster Jones and Nicole Seltzer. Board Members present were Doug Monger. General Manager Andy Rossi was also present.

This meeting was held in person and by videoconference utilizing Zoom. The meeting agenda included instructions to the public describing the process to participate in the meeting and comment on agenda items.

The following agenda was proposed:

AGENDA

- (1) **12:00 PM** Establishment of Quorum and Call to Order
- (2) **12:00 PM** Approval of Agenda for Meeting **Action item**
- (3) **12:05 PM** Public Input and Comment
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
- (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.

Chairman Brenner established a quorum and called the meeting to order at 9:11 AM.

Meeting Agenda. Director Jones moved to approve the agenda. Director Seltzer seconded the motion which was unanimously approved.

Public Input and Comment. Chairman Brenner invited members of the public to comment on items not otherwise scheduled on the agenda. There was no comment.

Upper Yampa Water Conservancy District Board Self-Evaluation. The Committee reviewed the draft self-evaluation form and directed General Manager Rossi to add some additional questions. The document will be sent to the committee for review and comment and then will be provided to the full Board at the November 17, 2021, Board meeting. Upon review and approval, staff will send the Board the self-evaluation form via a survey link with results to be presented at the January 2022 Board of Directors meeting.

RECORD OF PROCEEDINGS

Upper Yampa Water Conservancy District General Manager Evaluation Process. The committee discussed using the General Manager's job description as the starting point to create the evaluation process. Director Jones agreed to prepare a draft evaluation template using the job description. The document will be sent to the committee for review and then will be provided to the full Board in November 2021. Upon approval of the form, the Board and the General Manager will complete the self-evaluation form by December 1, 2021, with the results presented and evaluation performed at the January 2022 Board of Directors meeting.

Director Jones moved to adjourn the meeting at 10:48 AM. Director Monger seconded the motion which was unanimously approved.

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

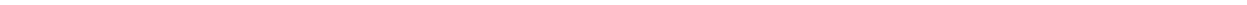
Andy Rossi, District Secretary/Manager

Date: _____

DRAFT

CONSENT AGENDA

FINANCIAL - Approval of Disbursements





BOARD COMMUNICATION FORM

From: Karina Craig, Chief Accountant.

Date: November 10, 2021

Item: Financial Reports: Cash Disbursement Report, November 1, 2021.

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

The **Cash Disbursement Report** contains disbursements from the Upper Yampa Water Conservancy District (the District) of reconciled monthly statements. These include disbursements incurred with check and electronic payments through November 1, 2021, and credit card payments through October 3, 2021. Disbursements include operating and capital expenditures totaling \$454,579.26.

II. Summary: None

III. Staff Recommendation: Accept reports.

IV. Legal Issues: None

V. Consistency with Board Goals and Policies: UYWCD By-Laws and SP Goal 3.

Attachments:

Attachment 1: Cash Disbursement Report.

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Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
08/03/2021	Walmart	Meeting supplies	46.24
08/03/2021	Amazon	Meeting supplies	16.25
08/03/2021	Safeway	Office supplies	5.95
08/04/2021	NDS Northwest Data Services	IT Services. Monthly Cloud Services, July	175.10
08/05/2021	Central Park Liquors	Drought Tour Reception Supplies	345.54
08/05/2021	Yampa River Botanic Park	Drought Tour Reception, venue rental.	105.50
08/05/2021	City Market	Drought Tour Reception, supplies.	101.74
08/05/2021	Central Park Liquors	Drought Tour Reception Supplies	36.29
08/05/2021	Amazon	Meeting supplies	11.15
08/05/2021	CrashPlan Code42	Monthly subscription-March services	9.99
08/06/2021	Garmin	Monthly subscription, 08-06-2021 to 09-05-2021.	34.95
08/09/2021	McMaster-Carr	Stagecoach Stem Guides	299.51
08/10/2021	Northwest Graphics	Business Cards	229.52
08/10/2021	Yampa River Botanic Park	Drought Tour Reception, supplies.	50.00
08/10/2021	City Market	Drought Tour Reception, supplies.	22.47
08/10/2021	Walmart	Drought Tour Reception, supplies.	16.26
08/10/2021	Walmart	Drought Tour Reception, supplies.	10.51
08/11/2021	CRWCD Co River Water Conservation Dist	WWG Yampa Storage Management Modeling Cost Share	7,050.00
08/16/2021	Edge Communications	Services 08-06-2021 to 09-05-2021	117.85
08/17/2021	Northwest Graphics	UYWCD Banner	208.00
08/17/2021	Big House Burgers	BG/SP Comm. meeting lunch	140.00
08/18/2021	Restaurant.	Board meeting expenses	126.02
08/18/2021	Element Print and Design	DIIP Postcards	94.53
08/18/2021	Gas Station	Meeting supplies	6.27

Subtotal

9,259.64

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
08/20/2021	YVEA	08-01-21 to 09-02-21 electrical service to Stagecoach powerhouse and shed	507.34
08/22/2021	Adobe	Monthly subscription 08-20-2021 to 09-09-2021	118.93
08/23/2021	Storm Peak Brewing	UYWCD/CO Water Trust staff dinner	196.48
08/23/2021	CenturyLink	SC Telephone. 8-1-2021 to 8-31-2021.	157.94
08/23/2021	How Ya Doin	UYWCD/CO Water Trust staff dinner	87.51
08/23/2021	Amazon	Meeting supplies	29.25
08/23/2021	Amazon	Meeting supplies	20.59
08/23/2021	How Ya Doin	UYWCD/CO Water Trust staff dinner	16.51
08/23/2021	Amazon	Meeting supplies	16.24
08/24/2021	Wilson Water Group	Water Resource Engineering: Professional servies through July 25, 2021.	1,636.25
08/24/2021	ACE Hardware	Stagecoach maintenance	57.46
08/24/2021	Routt County Clerk and Recorder	Recording of augmentation contract with Ferruginous	24.28
08/25/2021	Steamboat Rentals	Vegetation maintenance, brush hog rental.	161.71
08/27/2021	USPS	Postal Box renewal	284.00
08/27/2021	SmartVault	Software, interphase with quickbooks	42.40
08/27/2021	Cruisers Sub Shop	Working lunch	37.11
08/29/2021	NYT The New York Times	Monthly subscription	4.00
08/30/2021	ICMA-401a	Monthly contributions, August 2021 payroll.	3,717.77
08/30/2021	ICMA-457	Monthly contributions, August 2021 payroll.	2,293.19
08/30/2021	CenturyLink	Office Telephone & Internet August 7 to Sep 6, 2021	239.61
08/30/2021	LogMeIn LastPass	Quarterly Subscription, 8-30-21 to 12-21-21.	19.33
08/31/2021	Safeway	BOD Facilities' tour, supplies.	21.38
09/01/2021	MVB Mountain Valley Bank	September 2021 office rent	6,471.94
09/01/2021	Family Support Registry	Remittance August 2021	716.00

Subtotal

16,877.22

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
09/01/2021	Restaurant.	Board facilities tour, lunch.	383.57
09/01/2021	NDS Northwest Data Services	IT Services. Monthly Cloud Services, August	180.10
09/01/2021	Federal Express	Postage	37.85
09/02/2021	Marine Diving Solutions, LLC	Divers; Stem guide replacement project.	50.00
09/02/2021	Verizon Wireless	Stagecoach Cell phones 8-14-21 to 9-13-21	85.04
09/02/2021	Routt County Clerk and Recorder	Recording of augmentation contract with Flanders Ranch	34.51
09/02/2021	Routt County Clerk and Recorder	Recording of augmentation contract with Amy & John Asta	34.51
09/03/2021	Land Title Guarantee Company	Earnest money for Sickles West Property	2,000.00
09/06/2021	CrashPlan Code42	Monthly subscription, September services.	9.99
09/07/2021	Garmin	Monthly subscription, 09-06-2021 to 10-05-2021.	34.95
09/10/2021	Marine Diving Solutions, LLC	Divers; Stem guide replacement project.	29,900.00
09/10/2021	X Field Services	Stillwater Ditch and Stagecoach maintenance and improvements	6,066.90
09/10/2021	Gray Matter Systems, LLC TMMI	Stagecoach SCADA Upgrade, professional services through August 21, 2021	4,255.00
09/10/2021	Wilson Water Group	Water Resource Engineering: Professional services through August 25, 2021.	3,317.50
09/10/2021	X Field Services	Stagecoach road maintenance	3,070.00
09/10/2021	Balcomb & Green, P.C.	Miscellaneous Matters, Tri-State, Public Service Co,Catamount, July legal services	1,696.00
09/10/2021	Snell & Wilmer LLP	June Legal Services: Utah Water Rights Protest	1,569.80
09/10/2021	Snell & Wilmer LLP	July Legal Services: Water Horse Resources Protest	1,515.40
09/10/2021	Storm Mountain Express	September 1 facilities tour, transportation expenses.	1,344.00
09/10/2021	Snell & Wilmer LLP	July Legal Services: Utah Water Rights Protest	1,274.95
09/10/2021	Conoco Universal WEX	Gasoline, October 2021.	512.60
09/10/2021	Ferguson-High Country Plumbing	Seepage Drain Improvement	359.34
09/10/2021	CWA Colorado Watershed Assembly	Watershed Conference Registration, Director Halliday.	325.00
09/10/2021	NDS Northwest Data Services	IT Services	112.50

Subtotal

58,169.51

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
09/10/2021	NDS Northwest Data Services	IT Services	37.50
09/10/2021	The Butler Did It, Inc	Catering for Drought Tour Reception	2,630.54
09/10/2021	Colorado State University CSU	John Fetcher Scholarship	2,000.00
09/10/2021	Colorado State University CSU	John Fetcher Scholarship	2,000.00
09/10/2021	Dequine, Lou	Dequine Ditch Mccrometer measuring device installation.	1,790.64
09/10/2021	Dequine, Lou	Dequine Ditch Alternate Point #1 Mccrometer measuring device installation.	832.87
09/10/2021	Napa	Vehicle maintenance	141.99
09/10/2021	ACS Advanced Copier Solutions, Inc.	Monthly copier fees, August 2021.	19.73
09/10/2021	Flat Tops Ranch Supply	Yamcolo seepage project	12.46
09/10/2021	Green, Julie	Yampa Pump 2 low meter installation	493.92
09/13/2021	Amazon	Office supplies	81.15
09/14/2021	Safeway	Office supplies	18.86
09/16/2021	CWA Colorado Watershed Assembly	Sponsorship of 2021 Sustaining Colorado Watersheds Conference	1,250.00
09/16/2021	Cruisers Sub Shop	Board meeting, lunch.	171.47
09/16/2021	Steamboat Rentals	Equipment Rental	161.71
09/16/2021	Edge Communications	Services 09-06-2021 to 10-05-2021.	117.85
09/16/2021	Routt County Clerk and Recorder	Recording of augmentation contract with City of Steamboat Springs.	34.51
09/18/2021	Amazon	Office supplies	28.03
09/20/2021	Steamboat Specialties, Inc.	Name badges	149.20
09/20/2021	Summit Racing	Generator spare parts	41.53
09/21/2021	Adobe	Monthly subscription 09-20-2021 to 10-19-2021	118.93
09/21/2021	CGFOA	Training, Fiscal Health	25.00
09/22/2021	CEBT	Medical, dental, vision, life, STD, LTD October 2021 coverage.	12,966.23
09/22/2021	Weiss & Van Scoyk	Legal services, August 2021. Stagecoach and General Matters, price-inclusive.	2,576.00

Subtotal

27,700.12

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
09/22/2021	Weiss & Van Scoyk	Legal services, August 2021. Stagecoach, price-exclusive.	1,746.81
09/22/2021	Balcomb & Green, P.C.	Miscellaneous Matters, Public Service Co, Catamount, August legal services	1,272.00
09/22/2021	NDS Northwest Data Services	IT Services.	712.50
09/22/2021	All Natural of Yampa Valley Inc	Office cleaning, Sept 2021.	300.00
09/22/2021	Flat Tops Ranch Supply	Stagecoach maintenance	189.99
09/22/2021	Flat Tops Ranch Supply	Stagecoach maintenance	37.28
09/22/2021	The HOA, The Preserves at Pearl Lake	Maintenance and improvements to Feeder Ditch, pond, headgate and parshall flume.	5,000.00
09/22/2021	ACE Hardware	Stagecoach maintenance	81.56
09/22/2021	CenturyLink Lumen	SC Telephone, September 2021.	157.96
09/22/2021	Colorado Politics	Annual susbscription	149.00
09/23/2021	YVEA	09-02-21 to 09-30-21 electric at Stagecoach powerhouse and shed	490.23
09/23/2021	Amazon	Meeting supplies	52.95
09/24/2021	CO Dora Professional Liceegov	Professional License Renewal	68.00
09/26/2021	NYT The New York Times	Monthly subscription	4.00
09/27/2021	Mountain Home handyman LLC	Stagecoach, antennae replacement.	600.00
09/27/2021	SmartVault	Software, interphase with quickbooks	42.40
09/29/2021	Quickbooks Payroll Service	September payroll	43,556.39
09/29/2021	Internal Revenue Service	Federal Tax Deposit, September payroll.	15,505.08
09/29/2021	ICMA-401a	Monthly contributions, September 2021 payroll.	4,338.27
09/29/2021	ICMA-457	Monthly contributions, September 2021 payroll.	2,603.44
09/29/2021	Routt County Clerk and Recorder	Recording of augmentation contract with Snyder Trust	44.73
09/29/2021	Walmart	Office supplies, paper products.	44.56
09/29/2021	Routt County Clerk and Recorder	Recording of augmentation contract with Whitehaven LLC.	29.40
10/01/2021	MVB Mountain Valley Bank	October Rent	6,471.94

Subtotal

83,498.49

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
10/01/2021	Family Support Registry	Remittance September 2021	716.00
10/01/2021	Zoom	Annual fee	162.50
10/01/2021	Northwest Graphics	Sustaining Colorado Watersheds Conference Flyers	75.66
10/01/2021	Amazon	Tablecloth for UYWCD booth set up	18.69
10/01/2021	Amazon	Supplies for UYWCD booth set up	7.26
10/02/2021	NDS Northwest Data Services	IT Services. Monthly Cloud Services, September	180.10
10/02/2021	Verizon Wireless	Stagecoach Cell phones 9-14-21 to 10-13-21	84.99
10/03/2021	CenturyLink Lumen	Office Telephone & Internet Sept 7 to Oct 6, 2021	239.61
10/04/2021	Conoco Universal WEX	Gasoline, September 2021.	702.24
10/05/2021	CRWCD Co River Water Conservation Dist	Yampa IWMP 2021 Contribution	10,000.00
10/05/2021	Weiss & Van Scoyk	Legal services, July 2021. Stagecoach and General Matters, price-inclusive.	4,584.00
10/05/2021	LRE Water	Services through Aug 25, 2021. Proj. 21047UYCD01-21. Augmentation Plan depletion calculations.	1,006.00
10/05/2021	Blizzard Broadcasting, LLC	Radio advertising, DIIP grant funding	960.00
10/05/2021	John Nelson	Mileage reimbursement.	875.84
10/05/2021	LRE Water	Services through Aug 25, 2021. Proj. 21047UYCD05-21 Stagecoach Water accounting.	525.00
10/05/2021	Lyn Halliday	7-16, 7-21, 8-17, 8-18, 9-15.	500.00
10/05/2021	Hugh Webster Jones	7-16, 7-21, 8-17, 8-18, 9-15.	500.00
10/05/2021	Douglas Monger	7-16, 7-21, 8-18, 9-15 meetings.	400.00
10/05/2021	NDS Northwest Data Services	Computer cabling, connectors.	310.00
10/05/2021	John Redmond	7-16, 7-21, 8-18.	300.00
10/05/2021	Jim Haskins	7-21, 8-17, 9-15.	300.00
10/05/2021	Tom Sharp	7-16, 7-21 and 8-18 meetings.	300.00
10/05/2021	Nicole Seltzer	7-21, 8-27, 9-25.	300.00
10/05/2021	Ron Murphy	7-21 and 9-15 meetings.	200.00

Subtotal

23,247.89

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
10/05/2021	Weiss & Van Scoyk	Legal services, July 2021. Stagecoach, price-exclusive.	138.00
10/05/2021	ECS Employers Council Services, Inc.	Consulting for employee handbook revision	56.25
10/05/2021	ACS Advanced Copier Solutions, Inc.	Monthly copier fees, September 2021.	23.45
10/13/2021	Colorado Department of Revenue	Colorado tax withholdings, Quarter 3 2021.	7,032.00
10/21/2021	X Field Services	Yamcolo reservoir, Rip-Rap material, haul cost and labor.	44,165.00
10/21/2021	CEBT	Medical, dental, vision, life, STD, LTD November 2021 coverage.	12,966.23
10/21/2021	Wilson Water Group	Water Resource Engineering: Professional services through September 25, 2021	5,225.00
10/21/2021	NDS Northwest Data Services	IT Services	4,012.50
10/21/2021	Balcomb & Green, P.C.	Miscellaneous Matters, Public Service Co,Catamount, September legal services	2,818.00
10/21/2021	Snell & Wilmer LLP	August Legal Services: Million Utah filing.	2,507.00
10/21/2021	LRE Water	Services through July 12, 2021 - Proj. 21047UYCD05-21 Stagecoach Water accounting.	1,230.00
10/21/2021	X Field Services	Stagecoach Reservoir, guard gate maintenance.	1,144.00
10/21/2021	Holly Kirkpatrick	Refund of expenses, Sustaining Colorado Watersheds Conference	1,091.76
10/21/2021	LRE Water	Services through July 20 - Proj. 21047UYCD06-21 Yamcolo Reservoir Discharge Monitoring	765.00
10/21/2021	Gray Matter Systems, LLC TMMI	SCADA Upgrade, professional services through Sep 30, 2021.	462.50
10/21/2021	Snell & Wilmer LLP	August Legal Services: Utah Water Rights Protest	343.20
10/21/2021	NDS Northwest Data Services	Stagecoach powerhouse wifi AP	237.15
10/21/2021	LRE Water	Services through July 1, 2021 - Proj. 21047UYCD01-21 Water Rights Task 01 Gen Rev-Eng Analysis	83.50
10/21/2021	Ferguson-High Country Plumbing	OWS parts	31.48
10/26/2021	Land Title Guarantee Company	Sickles West Property	78,268.55
10/26/2021	MVB Mountain Valley Bank	Wire Transfer Fee	1.00
10/27/2021	ICMA-457	Monthly contributions, October 2021 payroll.	2,578.24
10/28/2021	Quickbooks Payroll Service	October payroll	43,920.19
10/28/2021	Internal Revenue Service	Federal Tax Deposit, October payroll.	15,250.58

Subtotal

224,350.58

Upper Yampa Water Conservancy District
Cash Disbursement Report
November 1, 2021

Date	Name	Memo	Amount
10/28/2021	ICMA-401a	ICMA 401(a) contribution	4,287.87
11/01/2021	MVB Mountain Valley Bank	November Rent	6,471.94
11/01/2021	Family Support Registry	Remittance October 2021	716.00
Subtotal			11,475.81
Total			454,579.26





BOARD COMMUNICATION FORM

From: Emily Lowell, District Engineer

Date: 11/5/2021

Item: Reservoir Water Status

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

Water storage data for Yamcolo Reservoir and Stagecoach Reservoir are included as reference materials for a summary discussion of the 2021 water year to date.

II. Summary and Alternatives:

N/A

III. Staff Recommendation:

N/A

IV. Legal Issues:

N/A

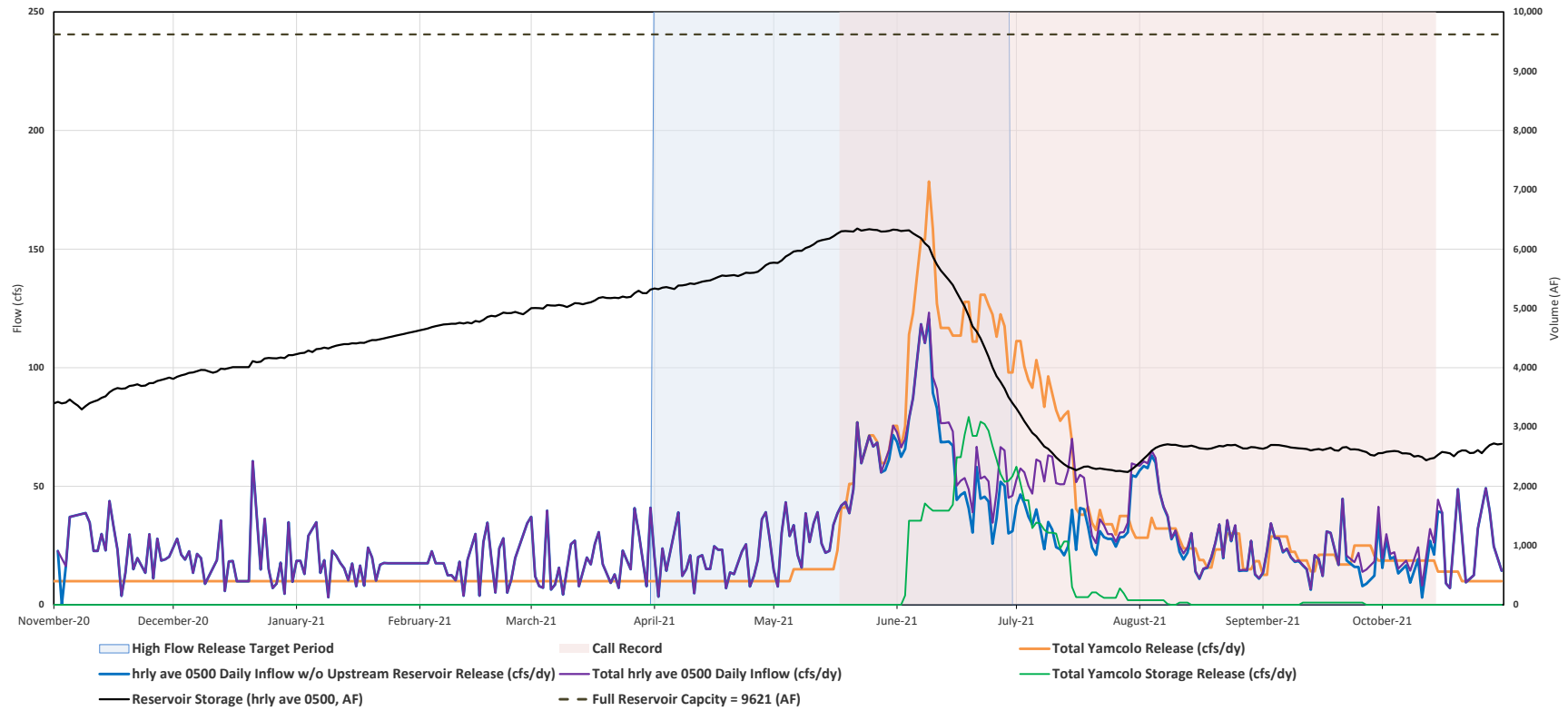
V. Consistency with Board Goals and Policies:

Policy Statement: 2

Attachments:

1. Yamcolo Water Storage Data (WY 2021)
2. Stagecoach Water Storage Data (WY 2021)
3. CO SWE Map 11-1-2021
4. Seasonal Temperature and Precipitation Outlook

Yamcolo Reservoir: WY 2021 (Provisional Data)



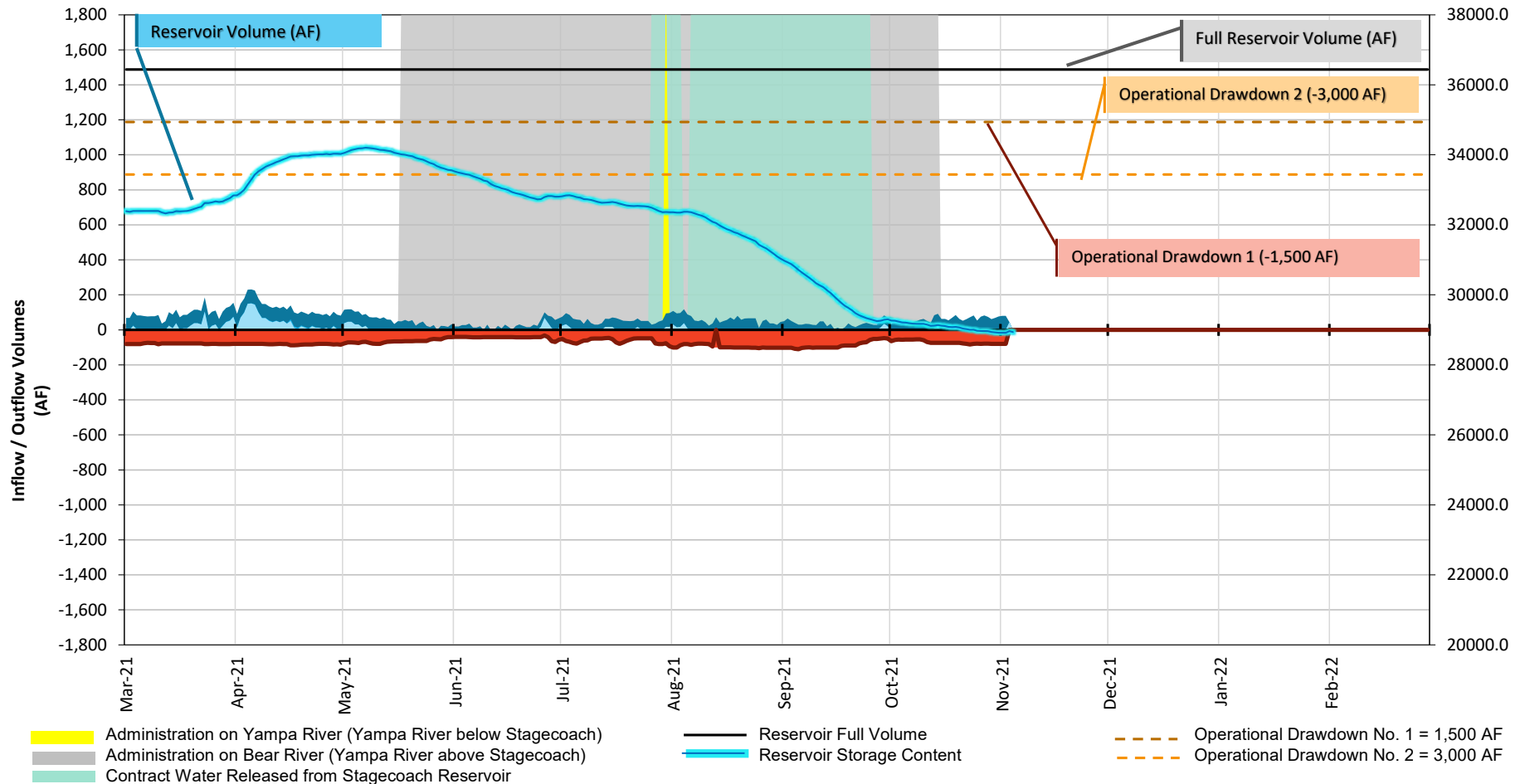
Stagecoach Reservoir Operations

Total Monthly Volume (AF)

Accounting Year 2021

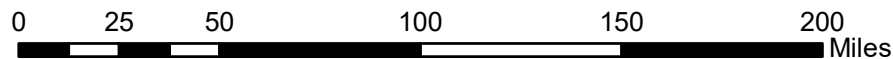
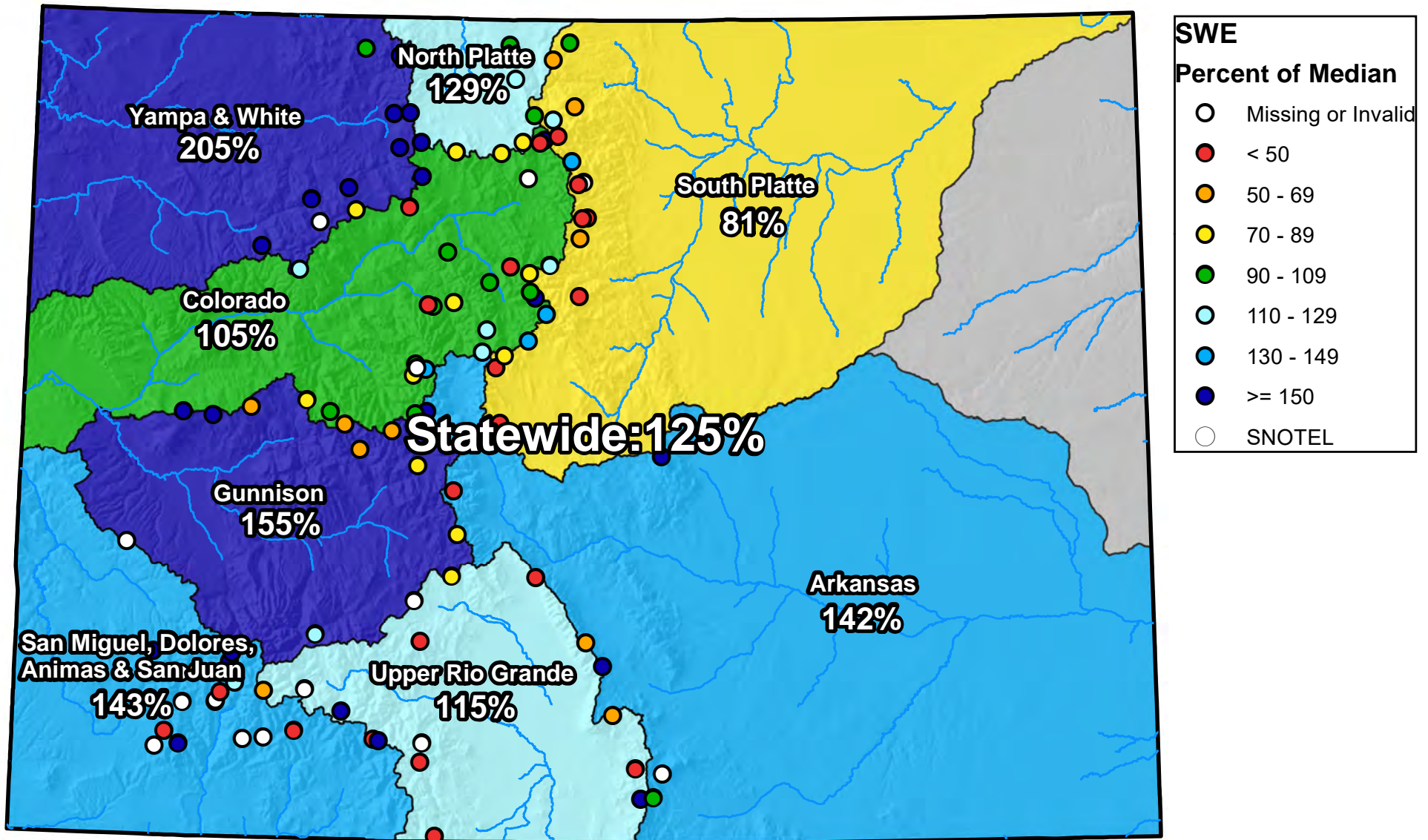
INFLOW	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
Physical	2,939	3,778	1,770	887	1,778	1,868	1,062	1,891	206				16,177
Storable	631	1,399	230	145	189	109	69	52	47				2,871
Stored	612	1,326	230	145	189	109	69	52	46				2,777

OUTFLOW	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
Operator	-2,445	-2,460	-2,016	-1,304	-1,914	-2,955	-2,614	-2,176	-160				-18,044
Spill	0	0	0	0	0	0	0	0	0				0
Gage	-2,445	-2,460	-2,016	-1,304	-1,914	-2,854	-2,614	-2,176	-160				-17,944



Colorado SNOTEL Snow Water Equivalent (SWE) Update Map with Site Data

Current as of Nov 01, 2021

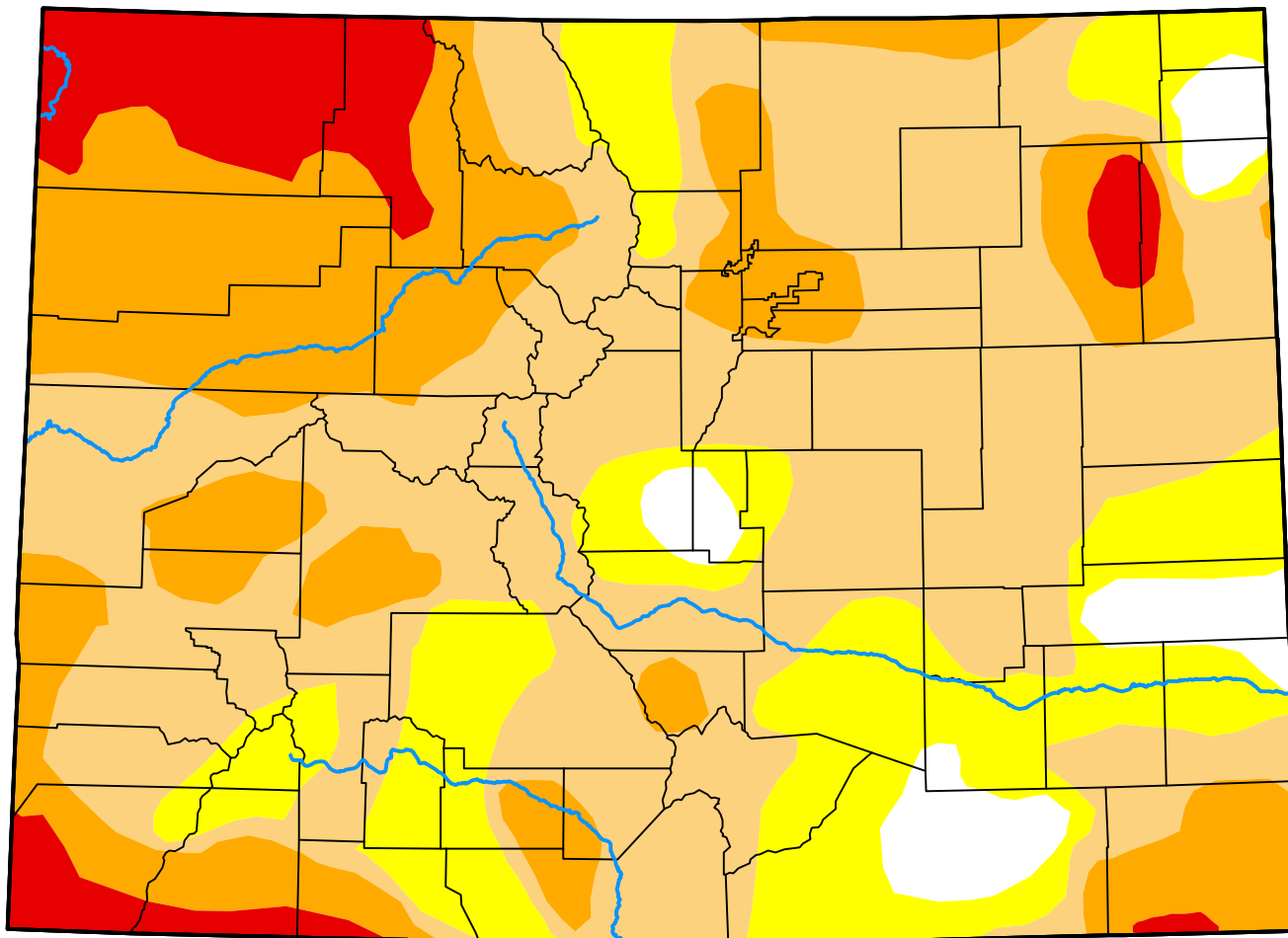


United States Department of Agriculture







Natural Resources Conservation Service

U.S. Drought Monitor Colorado

November 2, 2021
(Released Thursday, Nov. 4, 2021)
Valid 8 a.m. EDT



Intensity:

-  None
-  D0 Abnormally Dry
-  D1 Moderate Drought
-  D2 Severe Drought
-  D3 Extreme Drought
-  D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Adam Hartman
NOAA/NWS/NCEP/CPC



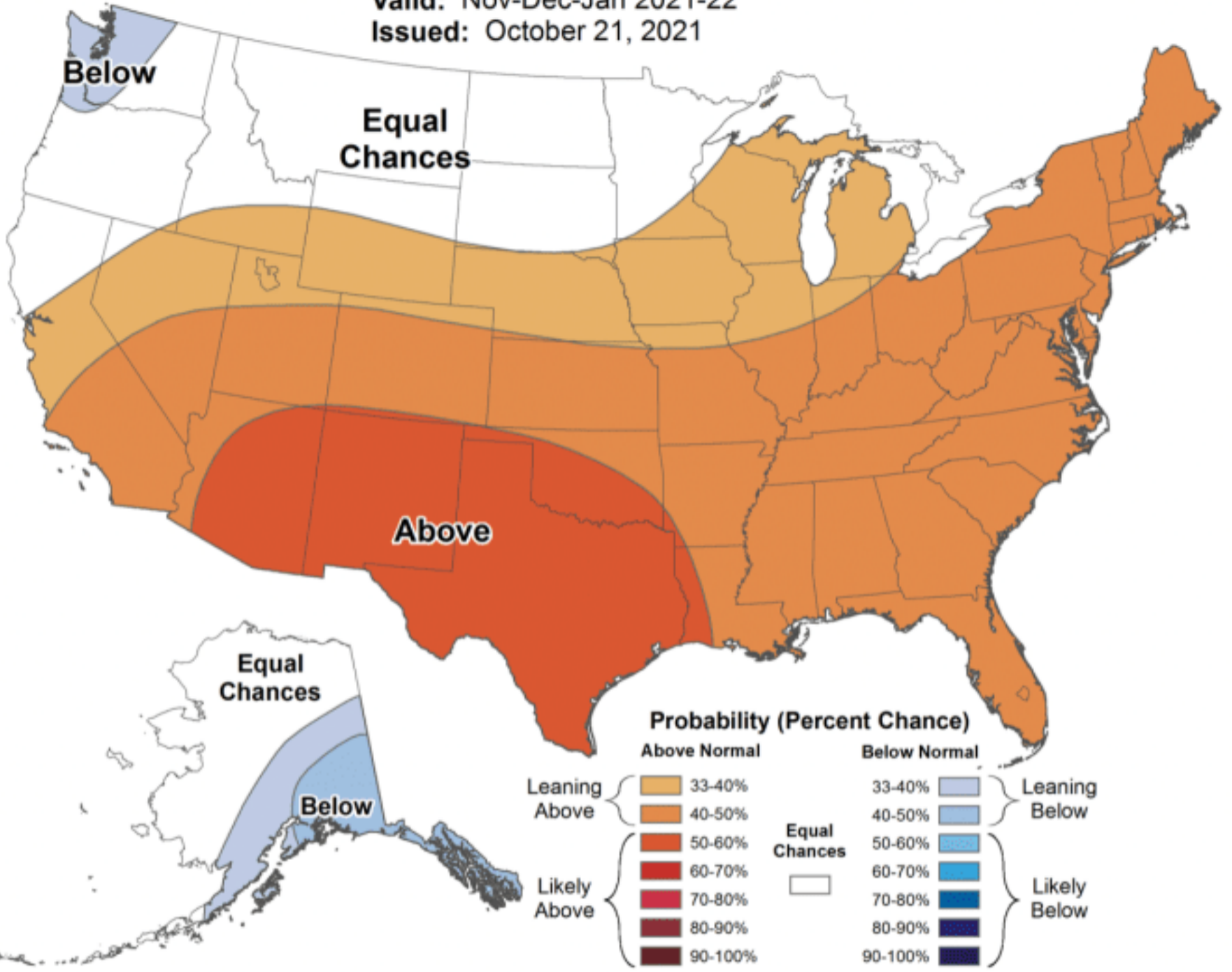
droughtmonitor.unl.edu



Seasonal Temperature Outlook



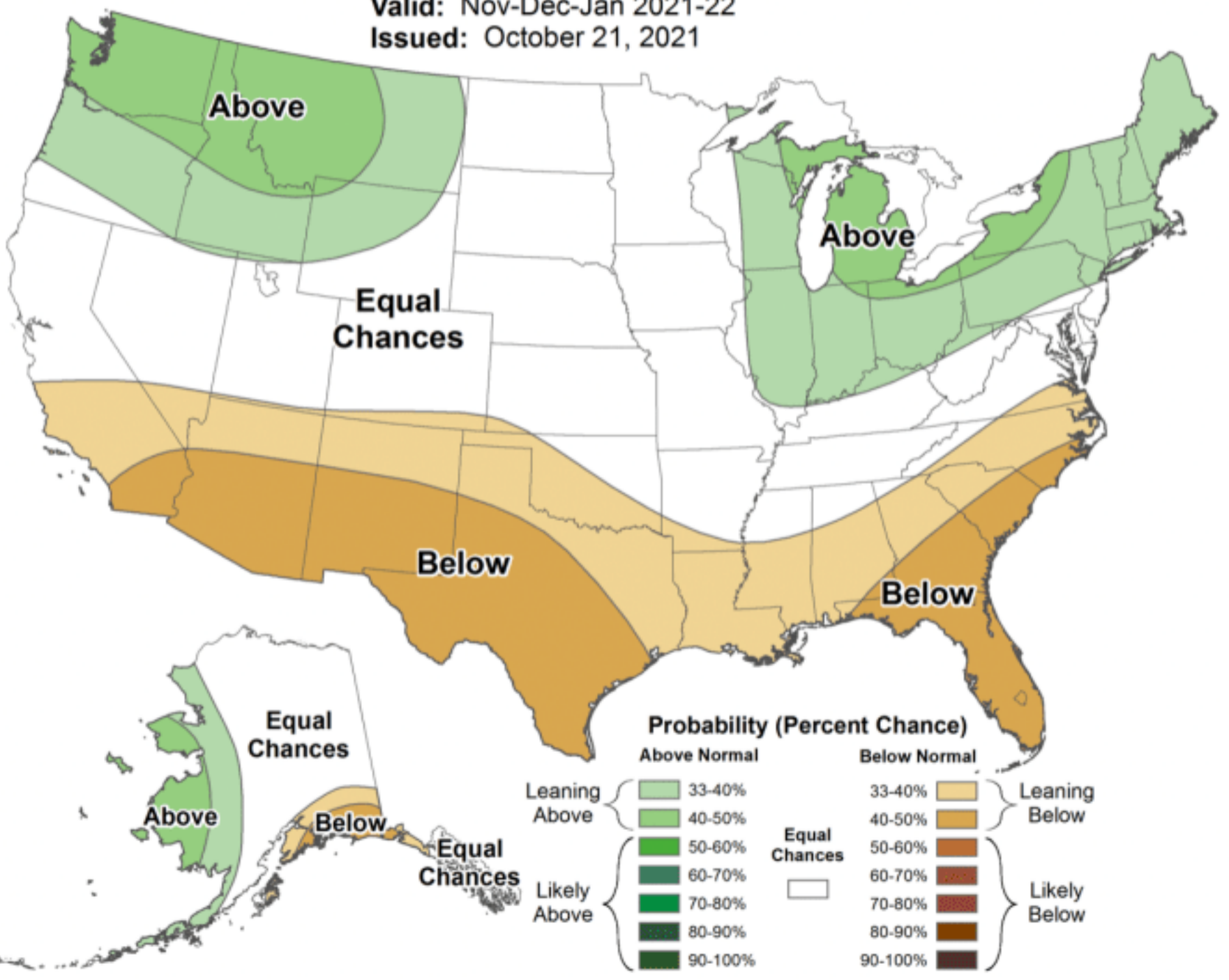
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Issued: October 21, 2021



Seasonal Precipitation Outlook



Valid: Nov-Dec-Jan 2021-22
Issued: October 21, 2021

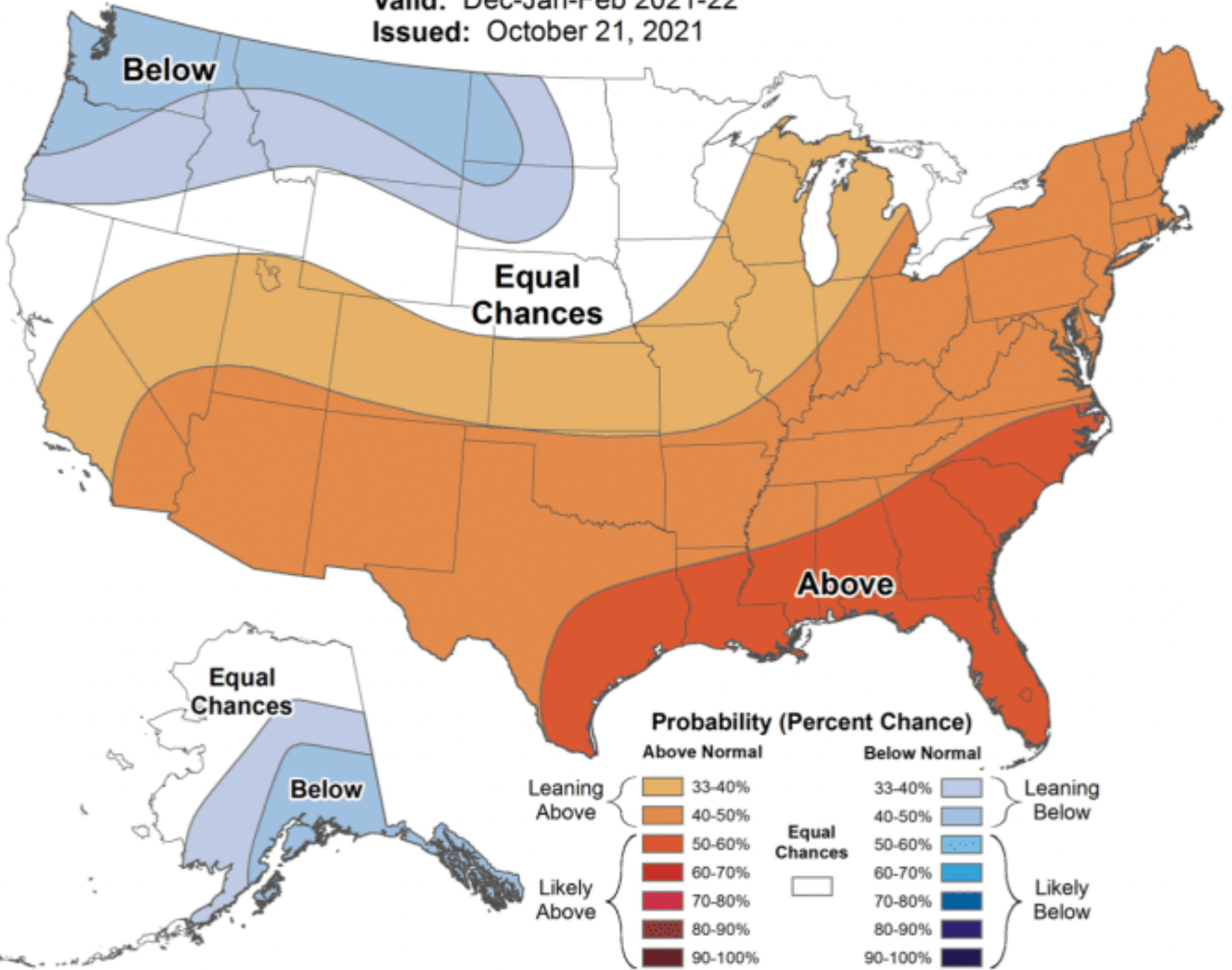




Seasonal Temperature Outlook



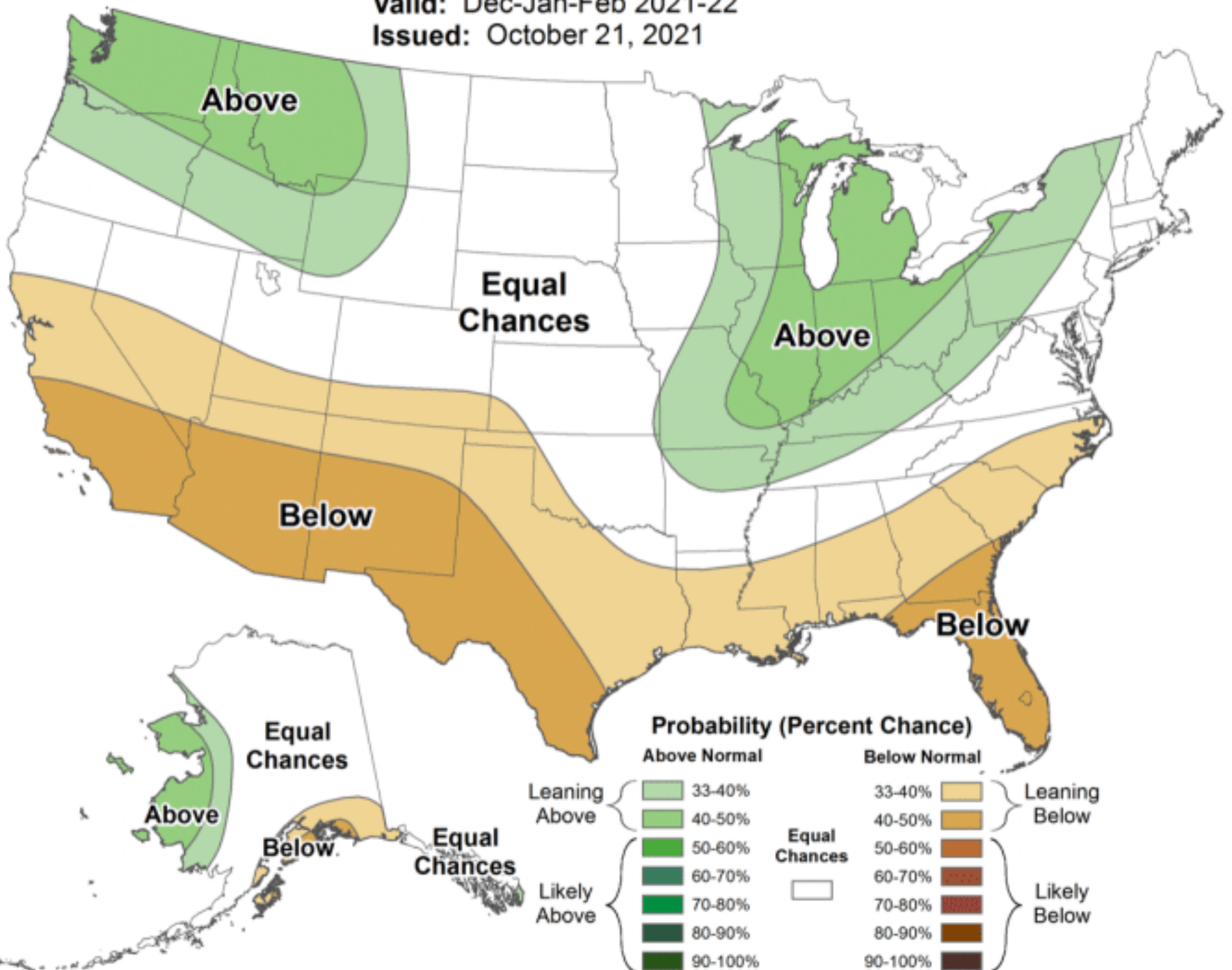
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Seasonal Precipitation Outlook



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Issued: October 21, 2021

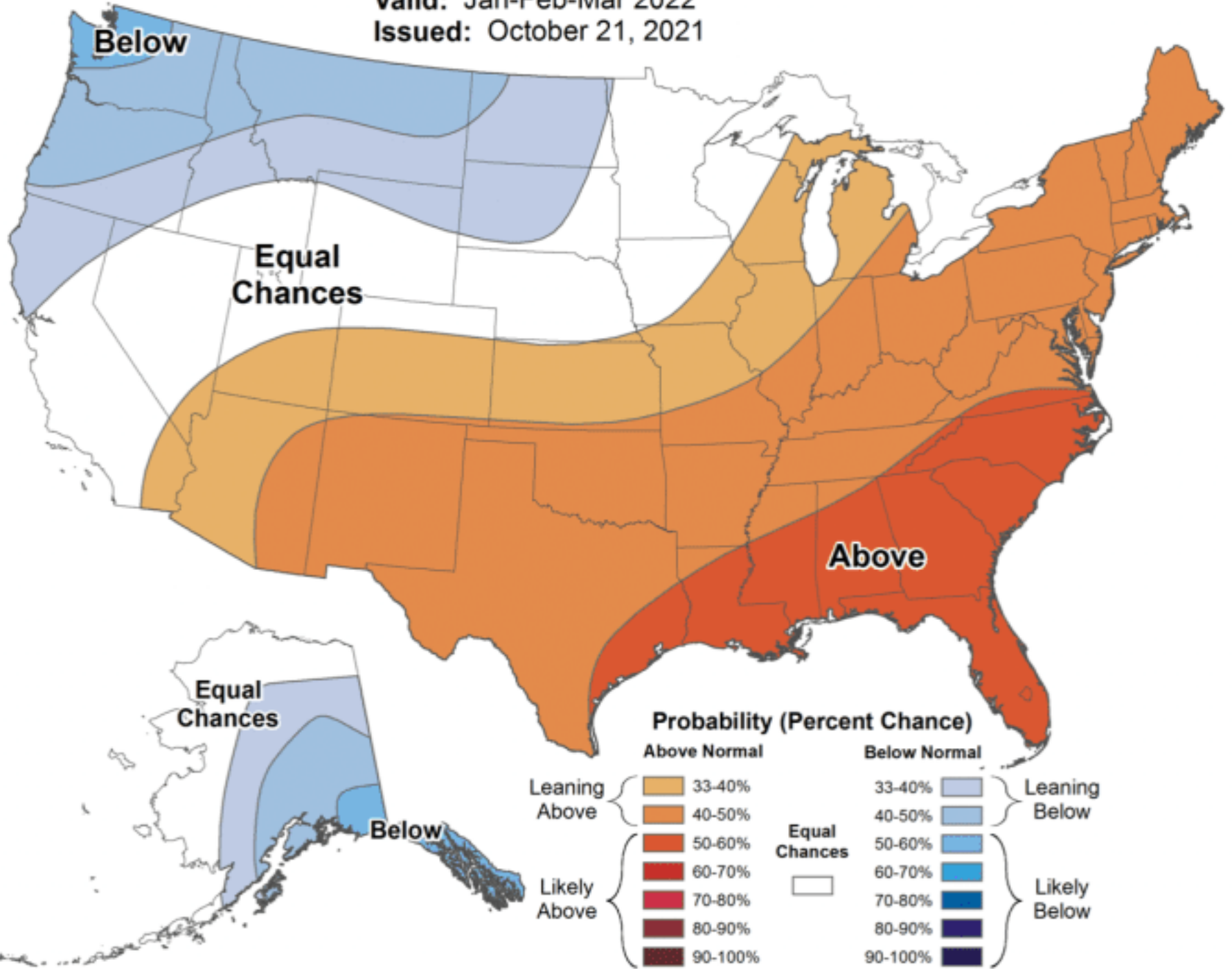




Seasonal Temperature Outlook



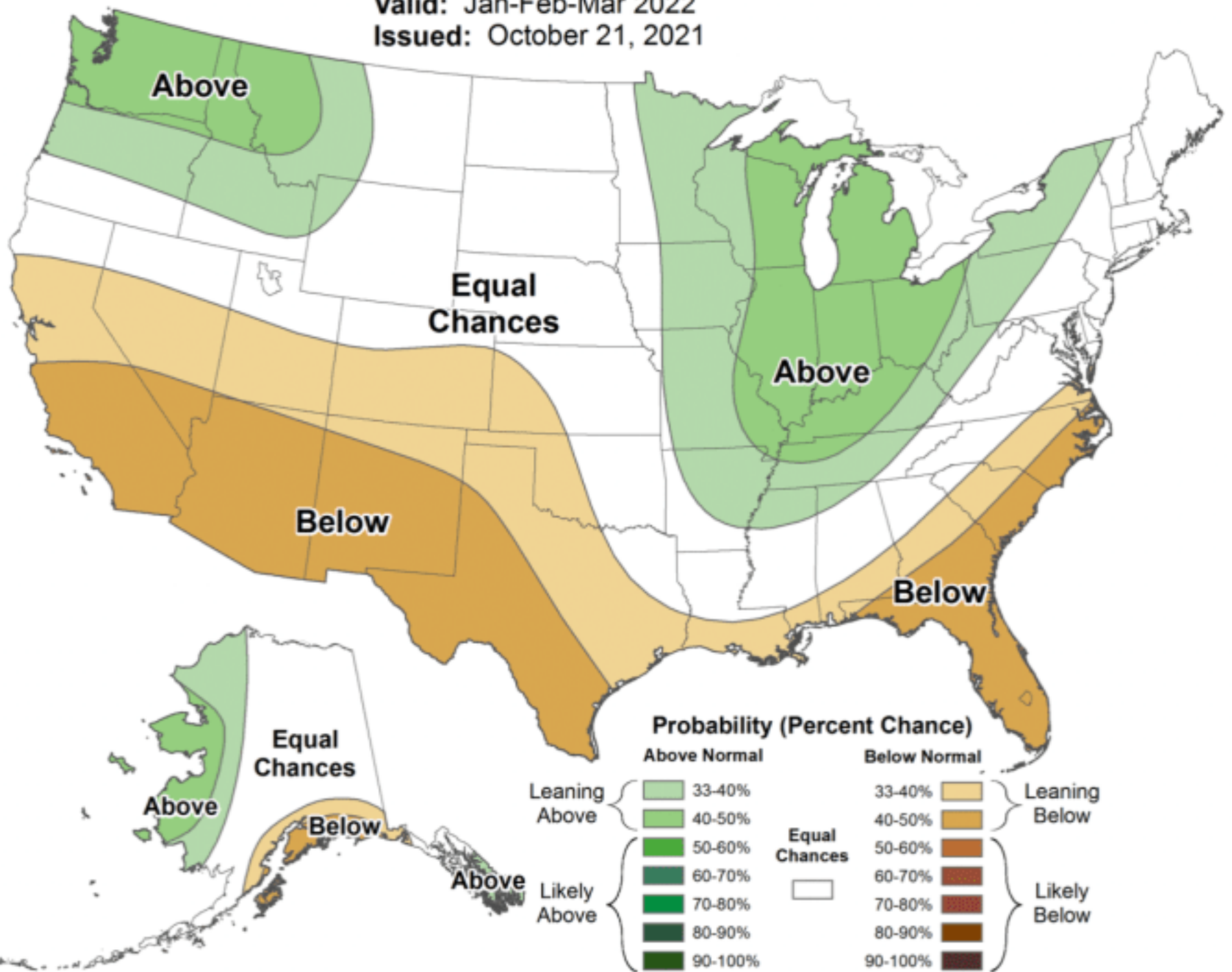
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Issued: October 21, 2021



Seasonal Precipitation Outlook



Valid: Jan-Feb-Mar 2022
Issued: October 21, 2021

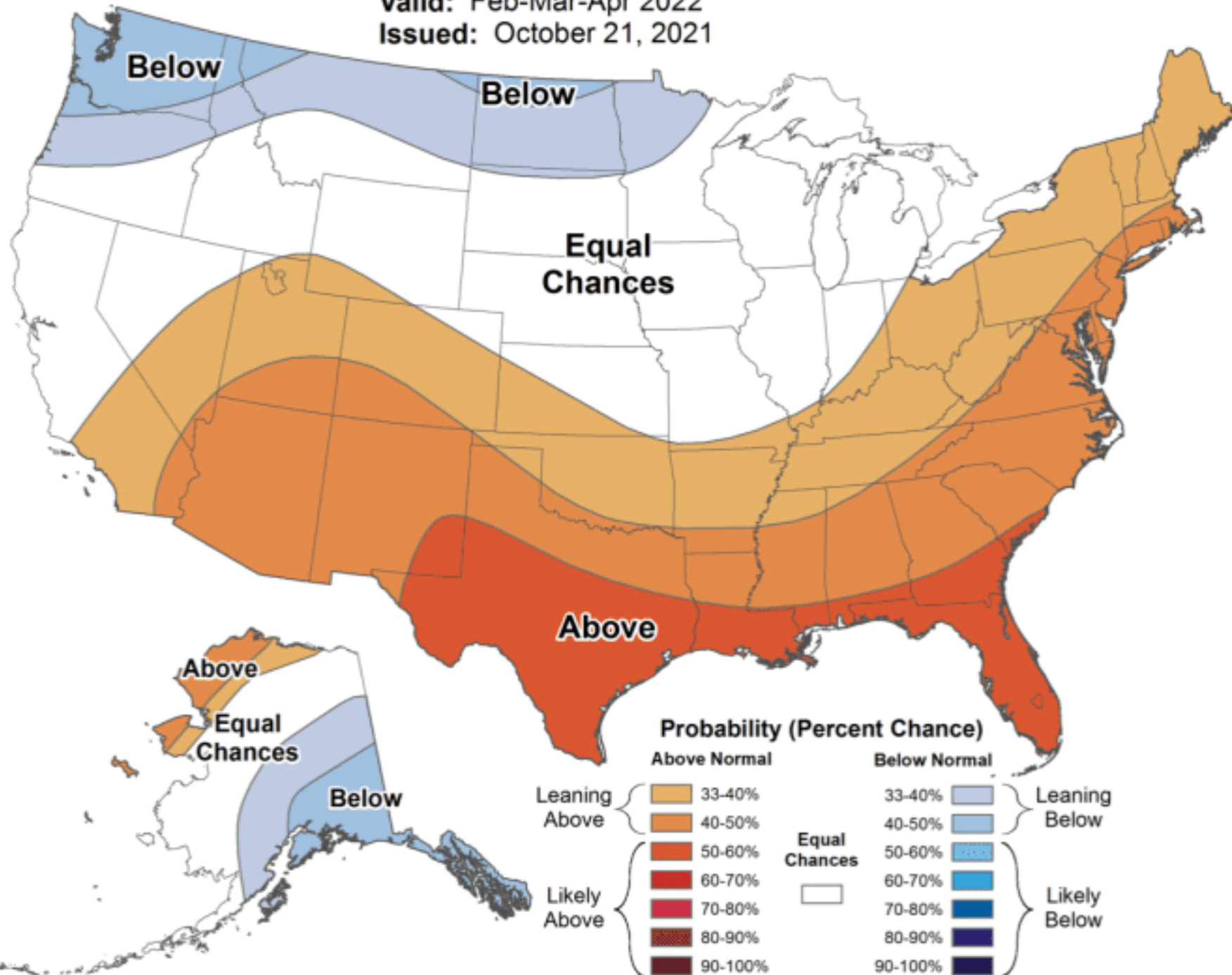




Seasonal Temperature Outlook



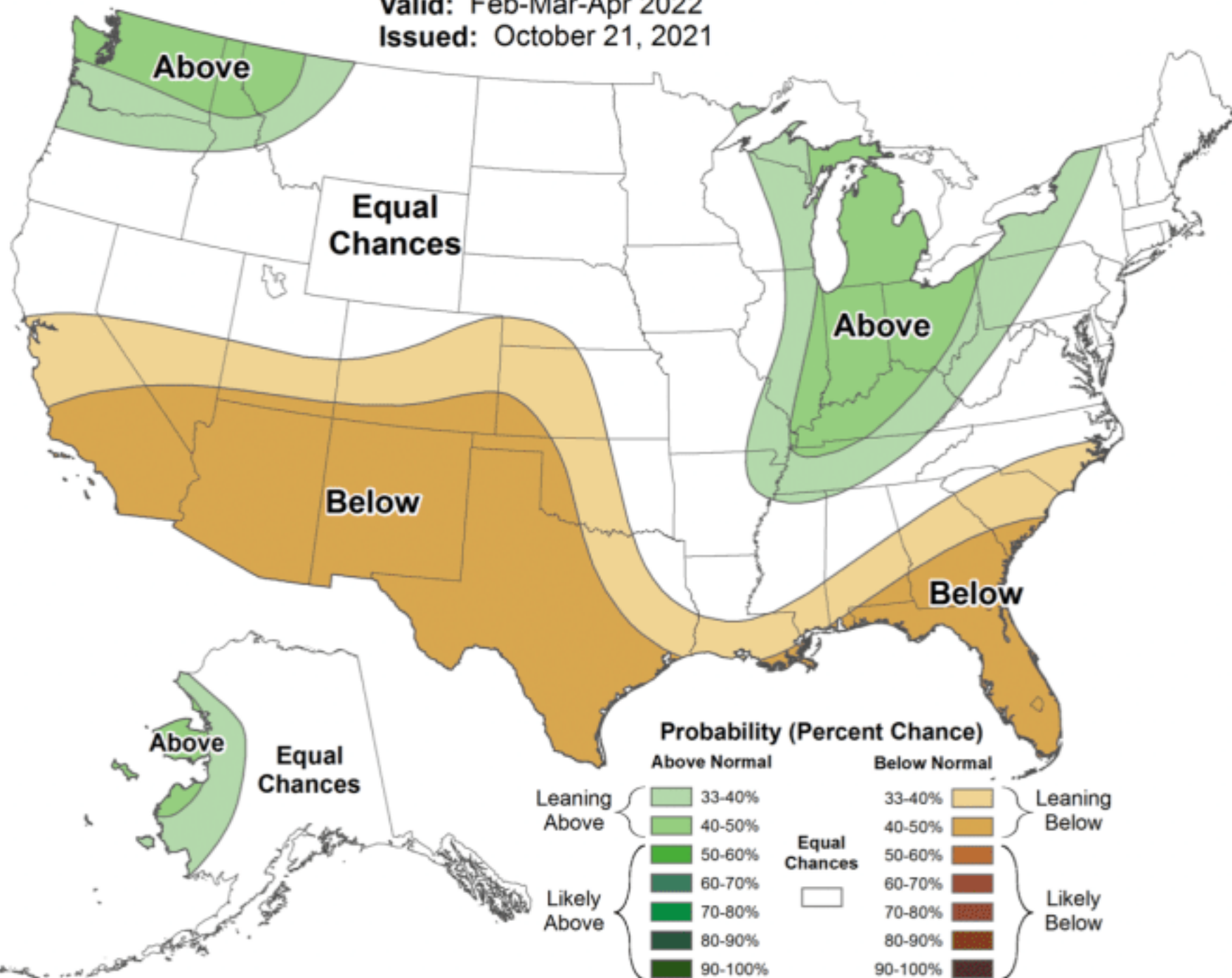
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Seasonal Precipitation Outlook



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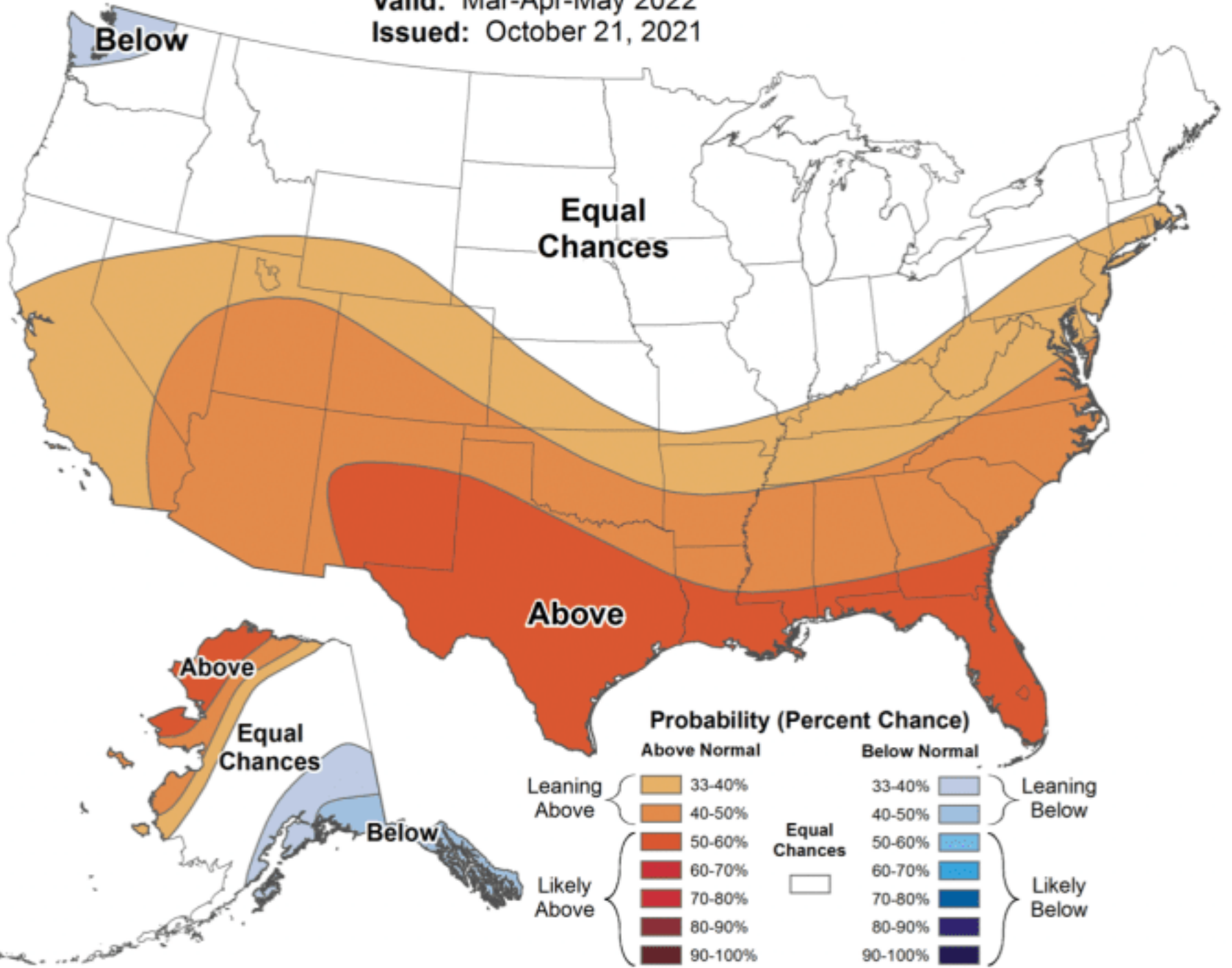




Seasonal Temperature Outlook



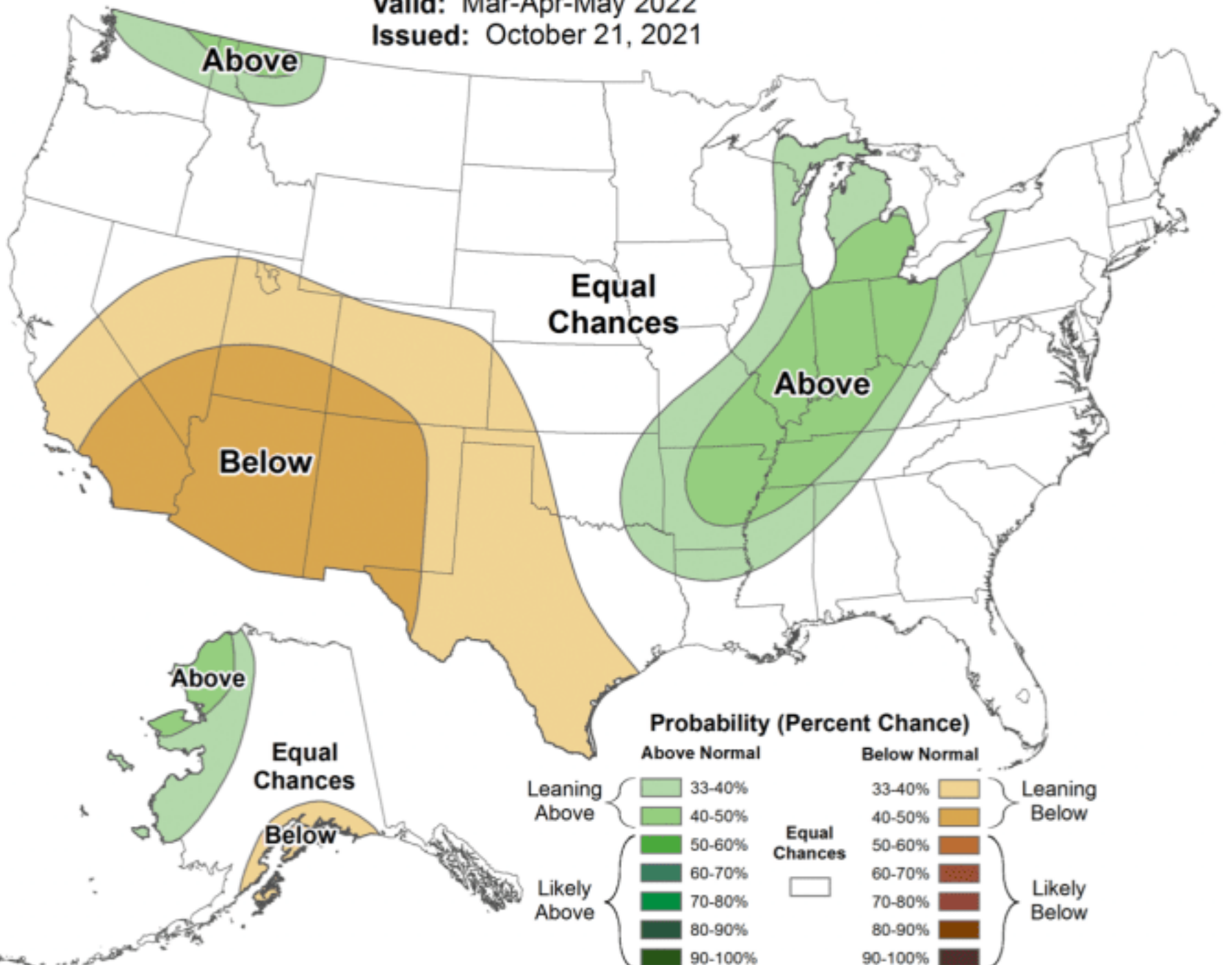
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Issued: October 21, 2021



Seasonal Precipitation Outlook



Valid: Mar-Apr-May 2022
Issued: October 21, 2021







BOARD COMMUNICATION FORM

From: Emily Lowell, District Engineer

Date: 11/17/2021

Item: 2021 Capital Projects Update

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

UYWCD continually invests in construction and installation of facilities improvement and maintenance projects. This memo summarized the 2021 efforts.

II. Summary and Alternatives:

The ongoing facilities improvements and maintenance projects at the UYWCD continue to contribute to the organization's operational effectiveness by improving the overall functionality, safety, and cleanliness of the facilities. UYWCD staff will continue to proactively identify facilities maintenance priorities to extend the operational lifespan of the UYWCD infrastructure. Regular operation and maintenance activities will be performed at the facilities, as needed, as determined by UYWCD staff. Attached is the summary of the facilities maintenance projects considered for 2021.

III. Staff Recommendation:

Continue work on 2021 projects that are in progress and maintenance work as identified in the attached table.

IV. Legal Issues:

N/A

V. Consistency with Board Goals and Policies:

Policy Statement: 2 and 5

Attachments:

1. 2021 Facilities and Engineering Tasks and Planning Summary

2021 UYWCD Facilities and Engineering Tasks and Planning

Update: 11/5/2021

Facility	Task	Personnel	Frequency	Status	Cost Estimate
Stagecoach	General Facilities Operation and Management	District Engineer, UYWCD Dam Operators, YVEA	Continuous	Ongoing	Annual expense budget
Stagecoach	Continued Powerhouse Re-Organization and General Building Upgrades	UYWCD Facilities Operators	On going, as needed	Ongoing	Annual expense budget
Stagecoach	Operating Procedure Manuals and Written Observation Logs	UYWCD Facilities Operators	Updates Scheduled for October 2020	Ongoing	Annual expense budget
Stagecoach	Control Systems Operating System Upgrade	District Engineer, Facilities Operators	Initial integration of existing hardware, updates as needed	Work in progress, 95% complete	\$75,000
Stagecoach	Stem Guide Repair	District Engineer, Outside Contractor	30 - year recurrence interval, repairs as necessary.	Complete	\$35,000
Stagecoach	Turbine Repairs- Replace Wear Rings, W.G.	UYWCD Facilities Operators, Outside Contractor	As needed pending results of annual inspection.	Turbine inspection scheduled for 2021-2022, as conditions/schedules allow.	\$35,000
Stagecoach	Outflow Real Time Data Acquisition	USGS	One time set-up, continuous agency feedback	Initial gage re-programming complete, agency communication ongoing	Annual expense budget
Stagecoach	Bank Erosion/Willow Planting	Outside Contractor	One-time, installation 2017, annual maintenances possible	Wetlands credits purchase authorized. Will be complete by December 2021.	\$35,000
Stagecoach	Regulatory Agency Reporting and Permit Compliance	District Engineer	Monthly, Annual, as needed	Ongoing	Annual expense budget
Stagecoach	Regulatory Agency Liaison (FERC, CPW, USFS, BLM, EPA, USACE....)	District Engineer, District Manager	Continuous	Ongoing	Annual expense budget
Stagecoach	EAP Updates and Exercises	District Engineer	Annual	Updates complete, Full Document Reprint Distributed, Functional Exercise 2022.	Annual expense budget
Stagecoach	Inflow Forecasting	District Engineer	Annual for potential fill forecast period	Ongoing	Annual expense budget
Stagecoach	Water Rights Accounting, Water storage release orders	District Engineer, UYWCD Facilities Operators	Continuous	Ongoing	Annual expense budget
Stagecoach	FERC Part 12 Inspection and Report	District Engineer, Outside Contractor	5-Year Recurring, completed 2019, next inspection 2024	Inspection required 2024	Annual expense budget
Stagecoach	Safety Buoys - Hardware replacement	District Engineer, Facilities Operators	One time	Installation November 2021	Annual expense budget
Stagecoach	Facility Budget Tracking and Individual Project Management	District Engineer	Continuous	Ongoing	Annual expense budget
Stagecoach	Union Ditch Headgate Repair	District Engineer, Outside Contractor	One time, repairs as necessary	Measuring Device replaced 2020, headgate repairs necessary. Survey completed Fall 2021; Design early 2022	\$10,000
Yamcolo	General Facilities Operation and Management	District Engineer, UYWCD Facilities Operators	Continuous	Ongoing	Annual expense budget
Yamcolo	Flow Measurement: Bear River	UYWCD Staff, Outside Contractor, USGS	One-Time, as conditions allow	Calibration of operational range complete, Calibration data collection on annual schedule. Phase 3 of Hardware Install Fall 2021.	\$15,000
Yamcolo	Butterfly Valve Repair	UYWCD Staff, Outside Contractor	One-Time, TBD based on observed conditions	Repairs dependent on conditions, outlet inspection completed October 2020. Plan and Schedule for repairs to be finalized by Fall 2021.	\$15,000
Yamcolo	Existing Dam Outlet Drain Repair and Seepage Monitoring Improvements	District Engineer, Outside Contractor	5-Year recurrence interval	Ongoing	Annual expense budget
Yamcolo	Regulatory Agency Reporting and Permit Compliance	District Engineer	Monthly, Annual, as needed	Ongoing	Annual expense budget
Yamcolo	EAP Updates and Exercises	District Engineer	Annual	Updates complete, Full Document Reprint Distributed	Annual expense budget
Yamcolo	Inflow Forecasting	District Engineer	Annual for potential fill forecast period	First iteration of model complete, upgrades as necessary	Annual expense budget
Yamcolo	Water Rights Accounting, Water storage release orders	UYWCD Staff, Outside Contractor	Continuous	Updates to accounting on hold until final measurement rules from DWR	Annual expense budget
Yamcolo	Regulatory Agency Liaison (FERC, CPW, USFS, BLM, EPA, USACE....)	District Engineer, District Manager	Continuous	Ongoing	Annual expense budget
Yamcolo	Facility Budget Tracking and Individual Project Management	District Engineer	Continuous	Ongoing	Annual expense budget
Yamcolo	Riprap Replacement	UYWCD Staff, Outside Contractor	10 - 30 years depending on conditions	Complete; additional work to be done annually	\$40,000
Stillwater Ditch	Flow Measurement at SW Ditch	District Engineer, Outside Contractor	10 - 30 years	Project complete	\$10,000
Stillwater Ditch	Flow Control Structure Replacement	District Engineer, Outside Contractor	30 year recurrence interval, annual maintenance as necessary	Structure replacements started in 2020, project to continue in 2021.	\$125,000
Stillwater Ditch	General Facilities Operation and Management	District Engineer, UYWCD Facilities Operators	Seasonal	Ongoing	Annual expense budget





BOARD COMMUNICATION FORM

From: Andy Rossi, General Manager UYWCD, David Torgler, Town of Oak Creek Administrator

Date: 11/03/21

Item: Sheriff Dam Repairs

<input checked="" type="checkbox"/>	DIRECTION
<input checked="" type="checkbox"/>	INFORMATION
<input type="checkbox"/>	MOTION
<input type="checkbox"/>	RESOLUTION

I. Request/Issue and Background Information:

Sheriff Dam is located approximately 12 miles southwest of Oak Creek, Colorado and within the Medicine Bow-Routt National Forest and Rio Blanco County. Sheriff Dam is a 47-foot-high, high hazard, embankment dam that has a decreed water right of approximately 987 acre-feet. Surveys of the reservoir in 2018, indicate approximately 85 acre-feet of this water storage have been lost to sedimentation since the dam was originally constructed.

Two significant potential dam failure modes have been identified by the Division 6 Dam Safety Engineer at Sheriff Dam. These failure modes include erosion of the glacial moraine dam foundation and inadequate spillway capacity. If the dam were to fail, there is a potential for loss of life and property damage downstream of the dam. As the owner of the dam, the Town of Oak Creek would be liable for these consequences. Dam failure would also limit the Town's ability to provide safe drinking water during periods of low flows in Oak Creek. The loss of the resource would also adversely impact a key U.S. Forest Service recreational resource that is provided by Sheriff Reservoir. In addition, the outlet works gate is as old as the 67-year-old dam and is getting harder to operate.

Two primary alternatives were developed in a 2021 feasibility report to reduce the dam failure risks and make the dam reliable for the next 50 years. One alternative involves increasing spillway capacity by constructing a 500-foot-wide, roller compacted concrete (RCC) emergency spillway over the dam. The second alternative involves replacing the existing 35-foot-wide spillway with a 175-foot-wide, labyrinth spillway. Both alternatives would include measures to reduce the risk of foundation erosion and replace the existing outlet works gate. The opinion of project cost in 2022 dollars for the RCC overtopping alternative is about \$10.4 million and the labyrinth spillway alternative is about \$13 million. The U.S. Forest Service and the Colorado Dam Safety Branch both prefer the labyrinth spillway alternative for aesthetic and long-term



durability reasons, respectively. The final engineering analyses and design of the preferred repair alternative is planned for 2022.

II. Summary and Alternatives:

David Torgler, Oak Creek Town Administrator, will provide an update on the recent analyses, repair, and planned future activities for the repair of Sheriff Dam.

III. Staff Recommendation:

Encourage the Town of Oak Creek to apply for a financial grant from the UYWCD of up to \$75,000 in 2022 for Sheriff Dam repair engineering analyses and design to be completed in 2022. The UYWCD understands that the Town of Oak Creek does not currently have a final detailed scope of work for the engineering analyses and design for the necessary Sheriff Dam repairs.

IV. Legal Issues:

NA

V. Consistency with Board Goals and Policies:

UYWCD SP Objectives 4.1, 4.3, 4.5

Attachments:

Attachment 1: Town of Oak Creek Sheriff Dam Presentation Slides.

TOWN OF OAK CREEK

Sheriff Dam Rehabilitation Colorado River District Initial Presentation

October 15, 2021



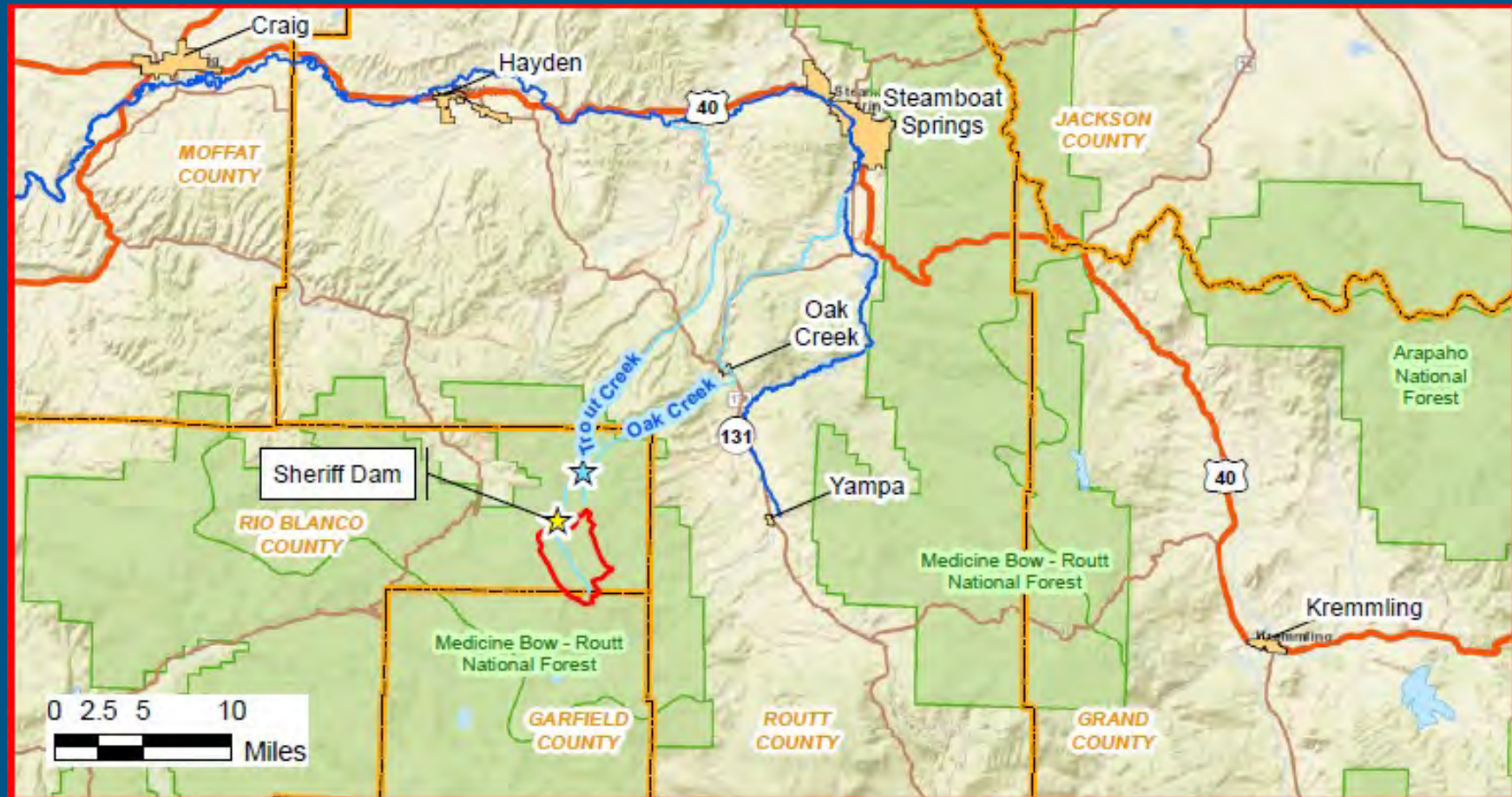
SHERIFF RESERVOIR



Key Data:

- High hazard earth dam
- Dam height: 47 feet
- Crest length: 630 feet
- Normal Storage: 987 acre-feet
- Reduced Storage: ~ 902 acre-feet
- Existing Spillway width: 32 feet
- Existing spillway capacity: ~2,400 cfs

Importance to Town's Water Supply

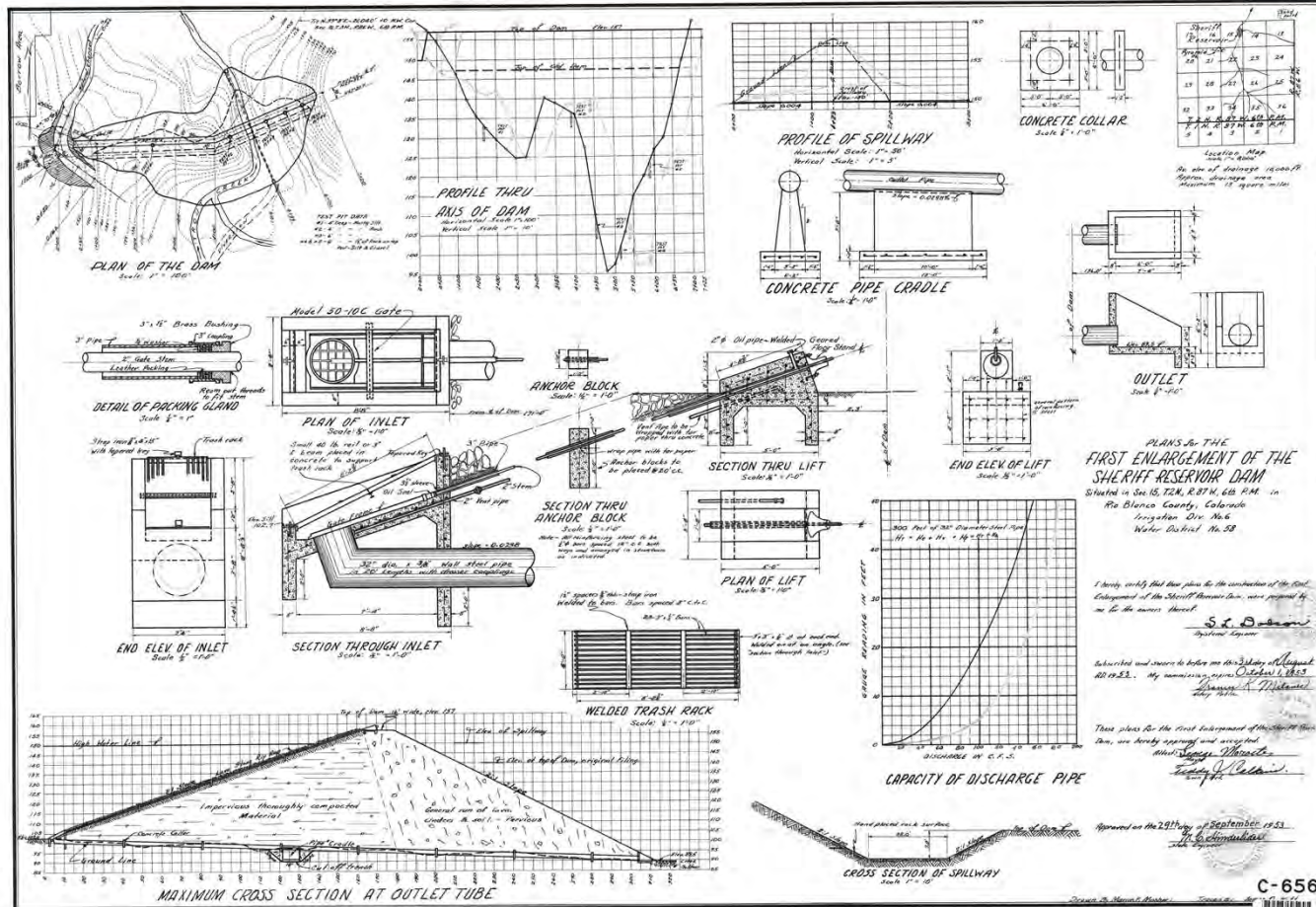


Construction History

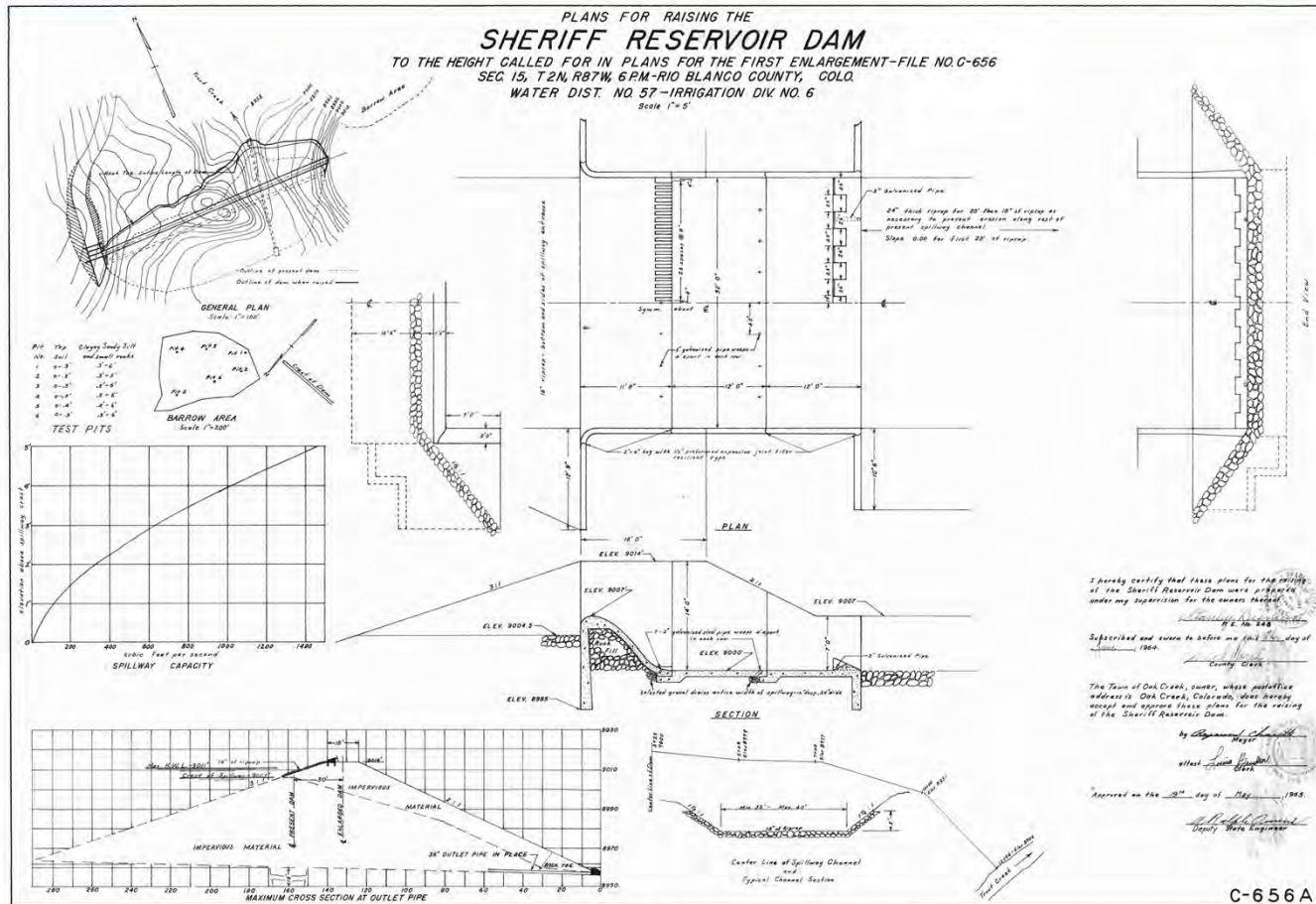
- Dam is 67 years old
- 1954: Original Construction
 - Glacial moraine foundation
- 1963 Downstream Slope Raise



Original 1954 Construction



1963 Dam Raise



Today's Dam Safety Concerns

- Inadequate spillway capacity
- Potential for foundation erosion
- Operational concerns with the outlet works



Inadequate Spillway Capacity

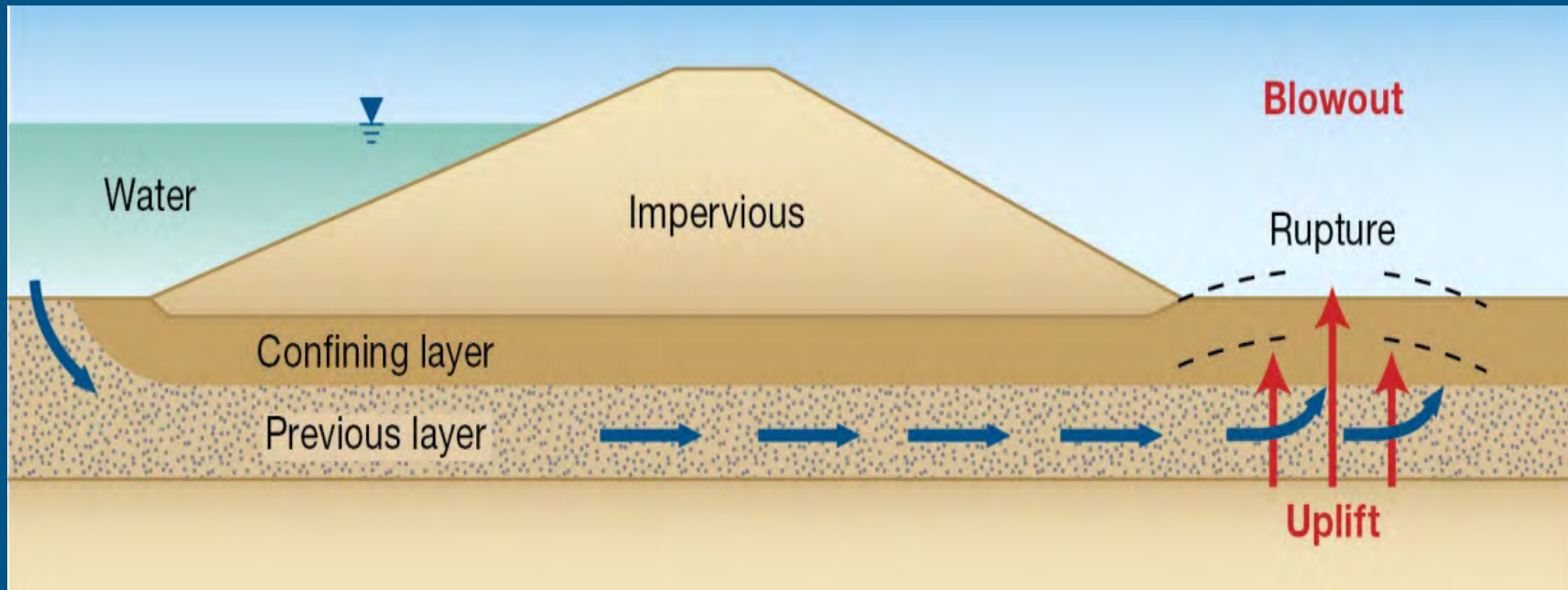
- **New Colorado Hydrology:**
 - **Storm Volume: 4,300 acre-feet**
 - **Peak Inflow: 21,800 cfs**
 - **Overtops the dam by about 4.2 feet**
 - **Overtops the dam by 3.5 hours**

Foundation Erosion

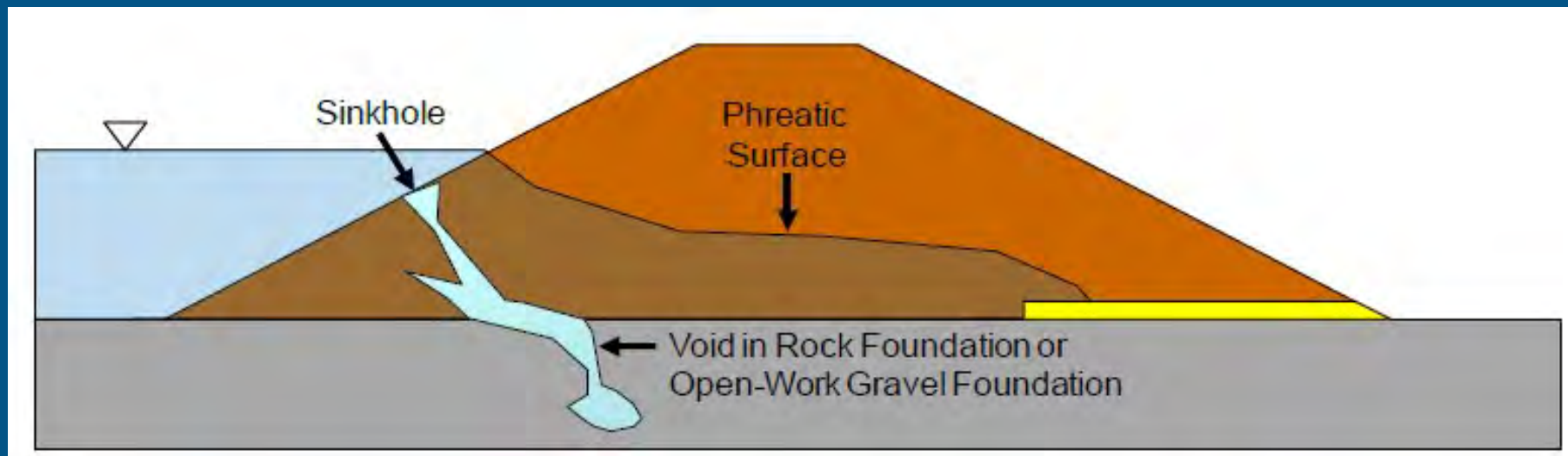
- **Upstream toe sinkhole observed in September 2018**
 - **Emergency temporary repairs made in 2018**
 - **Resulted in removal of a zero storage restriction**
 - **Considered low-risk by the CODWR in 2018 based on temporary repairs**
 - **Reservoir restriction imposed by CODWR in 2021**



Internal Erosion through the Foundation



Internal Erosion Embankment into the Foundation



67-Year-Old Outlet Works Gate



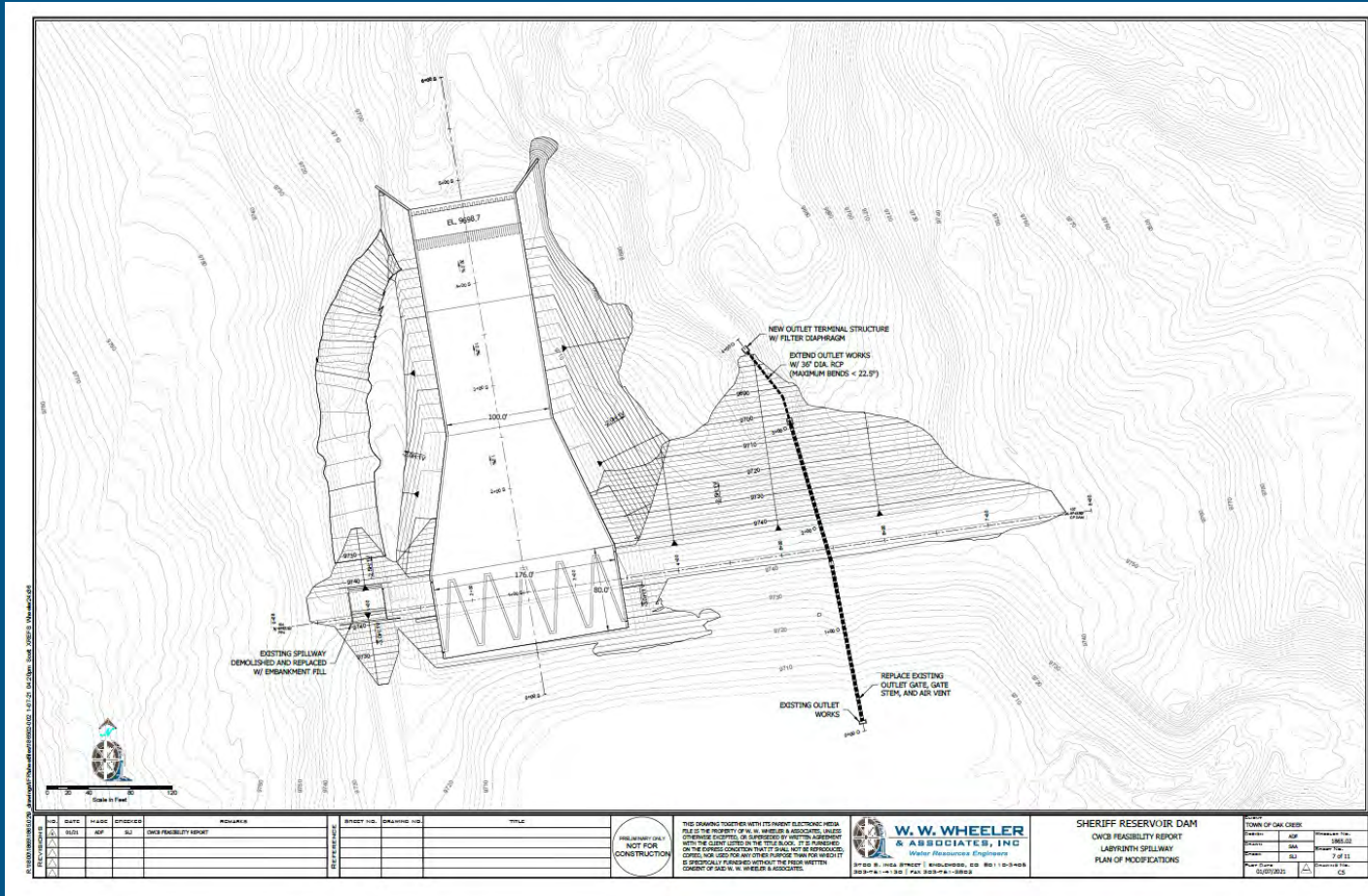
Result of No Further Action



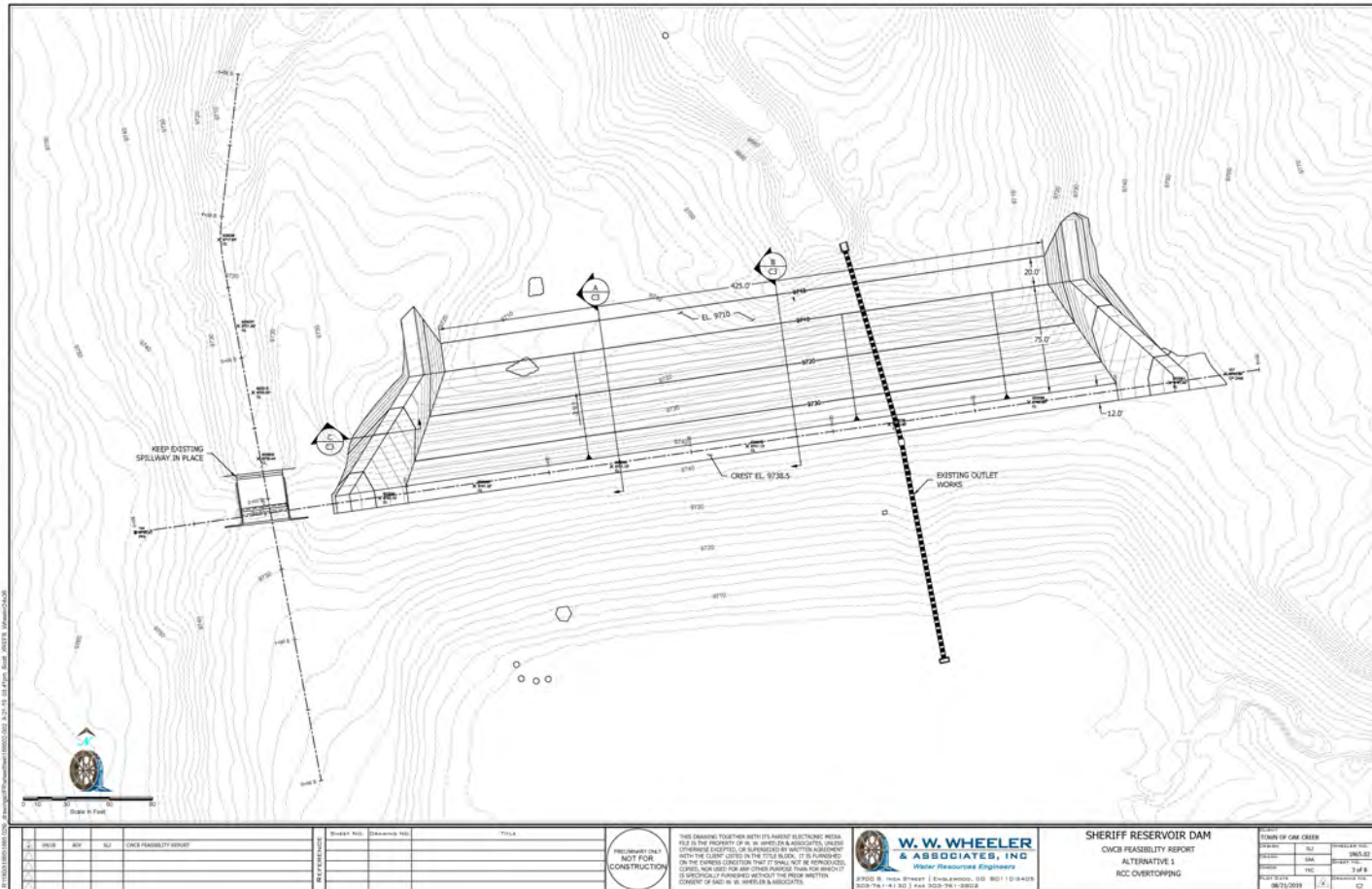
Result of No Further Action

- **Will eventually result in loss of storage by:**
 - **Dam failure;**
 - **Potential for downstream loss of life**
 - **Town of Oak Creek liable for downstream property impacts & life loss**
 - **CODWR Storage restriction; or**
 - **Breach order**
- **Without Sheriff Reservoir storage**
 - **Oak Creek has no water for several weeks each year**
 - **August - September**
 - **Lower flows in Trout Creek & Oak Creek during the summer**
 - **Both are tributaries to the Yampa River**
 - **Less water for downstream irrigation and fish habitat**
 - **Significant Forest Service recreation loss at Sheriff Reservoir**

Labyrinth Spillway Alternative



RCC Overtopping Alternative



Labyrinth & RCC Overtopping Photos



Labyrinth Spillway Alternative

Sheriff Dam Feasibility Design
Town of Oak Creek

OPINION OF PROBABLE CONSTRUCTION COST

Labyrinth Spillway Alternative					
Item No.	Description	Quantity	Unit	Unit Price	2020 Cost
1	Mobilization and General Conditions (10%) ¹¹¹	1	LS	\$826,123	\$826,123
2	Site Preparation	1	LS	\$100,000	\$100,000
3	Excavation	21,000	CY	\$8	\$184,800
4	Fill	29,422	CY	\$14	\$453,099
5	Drainage Trench	200	CY	\$95	\$19,000
6	24 inches of Riprap	700	CY	\$96	\$67,200
7	12 inches of Riprap Bedding	350	CY	\$10	\$3,500
8	Blanket Drain	350	CY	\$95	\$33,250
9	Slab Concrete	4,962	CY	\$800	\$4,366,886
10	Wall Concrete	1,700	CY	\$1,500	\$2,677,500
11	Inlet Gate Modifications	1	LS	\$25,000	\$25,000
12	Vent Pipe & Staff Gage	1	LS	\$78,000	\$78,000
13	Instrumentation	1	LS	\$25,000	\$25,000
14	Outlet Conduit Extension	1	LS	\$18,000	\$18,000
15	Pedestrian Bridge	1	0	\$200,000	\$200,000
16	Reclamation	1	LS	\$12,000	\$12,000
17	Unlisted Items (5%)	1	LS	\$413,062	\$413,062
Construction Cost					\$9,500,420

Design Engineering	\$350,000
Permitting (2%)	\$190,008
Construction Administration	\$550,000
Bidding and Change Order Contingency (15%)	\$1,425,063
SEO Design Review Fee - Flat Rate	\$30,000
Total Construction Cost (2020 dollars)	\$12,045,491
2021 Cost	\$12,527,311
2022 Cost	\$13,028,403
2023 Cost	\$13,549,540
2024 Cost	\$14,091,521
2025 Cost	\$14,655,182

- **Direct Construction Cost:**
 - \$9.5 million
- **Indirect Project Cost:**
 - \$2.5 million
- **Total Project Cost:**
 - \$13.5 million in 2023
- Escalation at 4% per year
- Town population ~ 940 people
- Median income ~ \$50,000/year

January 2021 CWCB Feasibility Report

- **CWCB Water Loan Program:**
 - 30-year loan ~ 1.5% municipal low income rate
 - 40-year loan ~ 1.75%

- **Current CWCB Water Loan Program:**
 - \$13 million project
 - \$300,000 TO \$550,000 annual payments
 - Cost increase per customer \$70 to \$120 per month

Next Steps Required by DWR

- **2021**
 - **Complete hydrology & hydrologic hazard study**
 - **Design and construct outlet gate repair**
- **2022**
 - **Complete final design & approval**
- **2023**
 - **Bid & initiate construction**
- **2024**
 - **Complete construction if needed**
- **2025**
 - **Begin loan payments**

Objective of 2021 Work

- **Work with CODWR to appropriately reduce the spillway cost**
 - Based on new mountain hydrology methodology
- **Design and construct the outlet gate replacement**
- **Develop a revised financing plan**
- **Perform an EAP Tabletop Exercise**
- **Make progress towards**
 - Reducing the dam failure risk
 - Ensuring an achievable and sustainable, long-term water supply for Oak Creek

2021 Grants

- **Summary of 2021 Grants**
 - 25% - Town of Oak Creek (\$73,750)
 - 25% - Yampa/White/Green Basin Roundtable Grant (\$73,750)
 - 50% - DOLA Grant (\$147,500)
 - 100% - \$295,000
- **Key 2021 Work**
 - Updated hydrology & hydrologic hazard classification report
 - Design & construct outlet gate replacement
 - Potential Failure Modes Workshop (Foundation Erosion)
 - Update Financial Plan
 - EAP Tabletop Exercise

QUESTIONS ?







BOARD COMMUNICATION FORM

From: Andy Rossi, General Manager

Date: 11/10/21

Item: Existing Stagecoach Reservoir Water Storage Contracts

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

The Upper Yampa Water Conservancy District (UYWCD) Board of directors (BOD) approved a proposed Stagecoach Reservoir Municipal Storage Contract Amendment at the October 20, 2021, UYWCD BOD meeting. An update on the progress of distributing the proposed amendment to and discussion with existing Stagecoach Reservoir municipal contractors will be provided.

II. Staff Recommendation:

Continue discussion with the existing Stagecoach Reservoir municipal contractors with the intent of pricing option decisions for all contracts before July of 2022.

III. Legal Issues:

UYWCD Water Storage Contracts for more than 100 AF or for Longer than One Year Term must be approved by the full UYWCD BOD.

IV. Consistency with Board Goals and Policies:

UYWCD SP Goal 4, UYWCD By-Laws

Attachments:

Attachment 1: November 9, 2021, Letter from Mount Werner Water



November 9, 2021

Andy Rossi, General Manager
Upper Yampa Water Conservancy District
2220 Curve Plaza, Suite 201
P.O. Box 775529
Steamboat Springs, CO 80477-5529

Re: Mt. Werner Water's Request to Freeze 2022 Contractor Water Allotment Pricing

Dear Andy,

As you know, Mount Werner Water & Sanitation District (District) is currently reviewing both the new Stagecoach Water Supply Contract and the Amendment of Water Allotment Contract. On Monday, November 8, 2021, the District's Water Matters Committee met and conducted an initial review and discussion about both Contracts. The committee's goal is to present a recommendation regarding each contract to the District Board at their December 10, 2021, meeting, and will probably meet one more time between now and December 10. If the recommendation is approved, I would then deliver to you the revised contract forms for the Upper Yampa Water Conservancy District Board consideration.

While the timing of the above-described events would realistically fall within 2021, the Holidays are right around the corner, thus, I am not confident Upper Yampa, and the District will be able to execute a final agreement (s) prior to the end of the year. Plus, I am not sure if the Upper Yampa Board meets in December. For these reasons, the District would request Board consideration to freeze, or extend the current pricing through the first quarter of 2022, allowing ample time for the parties to negotiate and execute contract (s).

If this request is acceptable to the Upper Yampa District, MWW will continue committing the time and resources necessary to reach agreement soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Alfone", with a long horizontal stroke extending to the right.

Frank Alfone
General Manager

CC: Gavin Malia, Board Chair
Wade Gebhardt, Board Member
Jeff Houpt
Mark Hamilton
Jonathan Kelly





BOARD COMMUNICATION FORM

From: Andy Rossi, General Manager

Date: 11/10/21

Item: Ten-Year Stagecoach Reservoir Water Storage Contract with Colorado Water Trust

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

Objectives 4.6, 4.7, 7.4, and 9.7 of the Upper Yampa Water Conservancy District's (UYWCD) Strategic Plan are:

4.6: Enter into appropriate and financially prudent water allotment contracts for District water from Stagecoach Reservoir and/or Yamcolo Reservoir for environmental and recreational beneficial uses.

4.7: Increase flexibility of District's water rights portfolio in order to provide water for environmental and recreational purposes.

7.4: Explore mechanisms to support use of District water rights for environmental purposes, e.g., instream flows.

9.7: Explore increasing flexibility of use for District's stored water rights.

These policy statements give clear direction to the UYWCD staff to develop and finalize new water storage contract agreements for the purpose of Environmental, Recreational, and Instream (ERC) storage releases from UYWCD facilities.

In May of 2020, the UYWCD and the Colorado Water Trust (CWT) initiated consideration of renewed ERC agreements for Stagecoach Reservoir. This process resulted in two ERC agreements considered by the UYWCD and CWT. First, a one-year ERC agreement with the CWT resulted in the successful use of Stagecoach Reservoir storage volume releases for instream flows in 2021 during drought conditions and \$84,286.00 in revenue for the UYWCD.

Second, in October of 2020, the UYWCD and CWT began working on a ten-year ERC agreement intended for use in the newly authorized Colorado Water Conservation Board (CWCB) instream flow voluntary loan program. A DRAFT of the ten-year Stagecoach Reservoir ERC agreement was considered for approval at the October 20, 2021, special meeting of the UYWCD Board of Directors (BOD). The



UYWCD BOD and CWT agreed to multiple edits to this document and directed the UYWCD staff and General Counsel to continue working on Section 9.4 of the proposed document to address concerns about re-use contracting of Stagecoach Reservoir storage water after release.

The UYWCD Staff and General Counsel worked with the CWT and CWCB staff to reconcile the identified concerns in the proposed ten-year ERC agreement. A final version of the proposed contract is presented with this communication for approval by the UYWCD BOD.

The CWCB instream flow voluntary loan program application and approval process for a ten-year, renewable loan will take up to eight months to complete after initial consideration by the CWCB Board of Directors. Due to this application and approval process and the CWCB board meeting schedule, November 2021 is the last month available to the UYWCD and CWT to approve an ERC agreement for consideration for a CWCB instream flow renewable loan for use in 2022.

II. Alternatives:

Approve the ten-year Stagecoach Reservoir Environmental, In-stream, and Recreational Water Storage Contract with the CWT as presented.

Abandon efforts to complete an agreement for water storage for use as a ten-year, renewable loan in the CWCB instream flow voluntary loan program for 2022.

III. Staff Recommendation:

Approve the proposed Ten-Year Stagecoach Reservoir ERC agreement for a new Stagecoach Reservoir Water Contract with the following motion:

“The UYWCD BOD approves the proposed Environmental, Instream, and Recreational Water Storage Contract for a new Stagecoach Reservoir water contract presented on November 17, 2021.”

IV. Legal Issues:

Stagecoach Reservoir Water Contract for more than 100 AF or longer than one year must be approved by the UYWCD BOD.

V. Consistency with Board Goals and Policies:

UYWCD Strategic Plan Objectives 4.6, 4.7, 7.4, 9.7.

Attachments:

Attachment 1: Proposed Ten-Year Environmental, In-Stream, and Recreational Water Storage Contract

[DRAFT] WATER SUPPLY CONTRACT
Environmental, Instream & Recreational

This Water Supply Contract ("Contract") is entered into _____, 202_ by and between **Upper Yampa Water Conservancy District**, a Colorado water conservancy district ("Upper Yampa"), and the **Colorado Water Trust** ("CWT"), a registered 501(c)(3) nonprofit organization ("CWT") (individually, "Party"; together, "Parties").

RECITALS

- A. Upper Yampa is a Colorado water conservancy district formed under the Water Conservancy Act, C.R.S. §§37-45-101 through 153, and is the owner and operator of Stagecoach Reservoir (hereinafter referred to as the "Reservoir") located in Routt County, Colorado;
- B. CWT is a Colorado nonprofit organization dedicated to restoring streamflow to Colorado's rivers in need through voluntary, market-based efforts;
- C. Upper Yampa has stored and expects to annually store water in the Reservoir on the Yampa River under the absolute storage water rights it owns ("Water Rights"). Upper Yampa's Water Rights are set forth in EXHIBIT A, hereto;
- D. Upper Yampa has designated certain pools of water within the Reservoir for the purpose of administration of the storage and release of water from the Reservoir (individually, "Contract Pool"; collectively, "Contract Pools"). Upper Yampa has adopted a filling priority for the various contract pools under the District Fill Policy, as set forth in EXHIBIT A, hereto; and
- E. Upper Yampa desires to supply water to CWT from its Water Rights and subject to the terms of the District Fill Policy. CWT desires to purchase water from Upper Yampa to be released from the Reservoir to the Yampa River pursuant to the terms of this Contract.

NOW THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Upper Yampa and CWT agree as follows:

AGREEMENT

1. **Incorporation.** The Parties hereby incorporate by this reference the recitals set forth above.
2. **Term, Renewal & Project Contract Year.**
 - 2.1. **Term.** This Contract shall become effective upon approval of a temporary lease pursuant to C.R.S. § 37-83-105(b) by the Colorado Water Conservation Board ("Effective Date"). Unless otherwise terminated pursuant to the terms set forth herein, this Contract shall automatically expire ten (10) years ("Term") following the Effective Date, that date being _____, 20__ ("Expiration Date").

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- 2.2. **Renewal.** This Contract is not renewable; however, the Parties may at any time prior to the Expiration Date enter into a new water supply contract.
- 2.3. **Project Contract Year.** For the purposes of this Contract, "Project Contract Year" shall be the 12-month period from March 1 through the last day of February of the subsequent year, unless the beginning and end of such Project Contract Year is changed by the Division Engineer for Water Division 6.
3. **Source of Supply & Delivery.**
 - 3.1. **Storage & Delivery.** Under the terms of this Contract and subject to physical water supply conditions, terms of the license issued to Upper Yampa by the Federal Energy Regulatory Commission, and the administration of the Water Rights by the State of Colorado, Upper Yampa agrees to store water in and release water from the Reservoir ("Contracted Water") at the request of CWT pursuant to the terms of this Contract.
 - 3.2. **Source.** The source of the Contracted Water shall be water stored in the Reservoir pursuant to Upper Yampa's Water Rights. Unless specified otherwise herein, it shall be within Upper Yampa's sole discretion which or what combination of its Water Rights and/or Contract Pools will be used to fulfil its obligations under this Contract.
 - 3.3. **Point of Delivery.** Upper Yampa will deliver the Contracted Water into the Yampa River at the discharge of the outlet of the Reservoir ("Point of Delivery"). Upper Yampa shall have no responsibility to transport or deliver Contracted Water at any other point aside from the Point of Delivery under this Contract.
 - 3.4. **Hydropower.** At Upper Yampa's sole discretion, delivery of Contracted Water shall be made following generation of hydropower at the facility located at Stagecoach Dam.
 - 3.5. **Transit Losses.** CWT shall bear carriage and transit losses for the Contracted Water released by Upper Yampa from the Point of Delivery to its place of use in such amounts as are determined by the Division Engineer for Water Division 6.
4. **Ownership & Operation.** It is expressly acknowledged that Upper Yampa shall be solely responsible for operating, repairing, maintaining, enlarging, permitting, changing, renovating, or modifying the Reservoir, and that Upper Yampa shall be the sole owner of the Water Rights and the dam and all facilities and all lands used in connection with the construction, operation, repair, maintenance, enlarging, permitting, changing, renovating, or modifying the Reservoir and all facilities in which Upper Yampa has ownership or rights that provide supplies of water for storage in the Reservoir. In no event shall CWT be liable for any direct, indirect, special, incidental, or consequential damages arising out of or attributable to Upper Yampa's activities, ownership, or interests as described in this Section 4. Nothing in the previous sentence bars claims against CWT by Upper Yampa under this Contract or arising out of or attributable to negligent or other tortious conduct of CWT.
5. **Records, Accounting & Inspection.**
 - 5.1. Upper Yampa shall maintain records of all releases of water from storage in the Reservoir, and shall maintain records of water levels in the Reservoir measured not less frequently than once

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per week. CWT shall be entitled to inspect such records and copies shall be furnished to CWT upon written request.

- 5.2. The Parties agree to communicate, coordinate, and cooperate, if needed, on any required or desired water use accounting.
- 5.3. Upper Yampa grants to CWT's staff and any of its professional consultants access to the Reservoir and Stagecoach Dam at reasonable times and under reasonably protective terms and conditions.

6. **Volumes.** For the purposes of this Contract, a "Volume" shall refer to a specific amount of Contracted Water stored by Upper Yampa that may be released at the request of CWT. Such water shall be allocated to one (1) of three (3) Volumes, each of which is subject to varying terms as set forth in ¶¶ 6.1 – 6.3, below.

6.1. **Volume 1**

6.1.1. Amount. Each Project Contract Year during the Term of this Contract, Upper Yampa shall allocate 100 acre-feet ("af") of water to Volume 1 from its General Supply Pool. Upper Yampa will notify CWT if the full amount of Volume 1 is in storage in the Reservoir no later than June 1 of each Project Contract Year during the Term of this Contract.

6.1.2. Releases. CWT may request releases of the water allocated to Volume 1 pursuant to the procedure set forth in ¶ 7, below. Contracted Water in Volume 1 shall be reserved exclusively for CWT and shall be released from storage only upon the specific request of CWT.

6.1.3. Payment. CWT shall make payment(s) to Upper Yampa as detailed in section 8 of this agreement no later than October 31 of each Project Contract Year during the Term. Such payments shall represent payment in full for the entire amount of water stored in Volume 1 regardless of whether CWT actually requests the release(s) of any or all such water.

6.1.4. Reversion of Interest. There shall be no book-over of any water in Volume 1 remaining in storage at the end of each Project Contract Year. Any and all interest CWT may have to water remaining in storage in Volume 1 at the end of the applicable Project Contract Year shall automatically expire and shall revert to Upper Yampa.

6.1.5. Seepage & Evaporation.

6.1.5.1. Upper Yampa shall allocate and charge any seepage and evaporation losses from water stored in the Reservoir against the Emergency Remainder Pool, and if there is insufficient water stored in the Emergency Remainder Pool, against the next most senior of the Contract Pools in ascending order of priority until all evaporation is accounted for and charged.

6.1.5.2. If evaporation is charged against the General Supply Pool, then Upper Yampa shall first charge the evaporation against the unallocated water in the General Supply Pool, and only if there is seepage and evaporation that still needs to be accounted for, then against water allocated to Volume 1 on a pro rata basis with other water that is stored and allocated to other water users in the General Supply Pool.

6.1.6. Insufficient Supply & Abatement.

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6.1.6.1. If insufficient water is stored in the Reservoir to supply the full Contract Pools as measured at time of peak annual storage as reasonably determined by Upper Yampa, then the amount of water captured by Upper Yampa to fill the Reservoir shall be allocated for filling purposes to the Contract Pools in descending order of priority so that each Contract Pool is filled before allocation of any storage water to the next lower Contract Pool. Parties holding water from a Contract Pool that does not completely fill due to insufficient water available to that Contract Pool shall abate and share proportionately in any shortfall of stored water in that Contract Pool. If any part of the water allocated to CWT by this Contract is reduced by such abatement, Upper Yampa shall notify CWT in writing of such fact, and of the amount of the reduction in such water, by July 25th of each Project Contract Year and in the absence of such notice, the full amount of water for CWT shall be deemed to have been in storage on or prior to July 15th of each Project Contract Year. CWT will be credited against that Project Contract Year's contract purchase price for the amount of such abatement shortage in acre-feet allocated to CWT, multiplied by that Project Contract Year's purchase price per acre-foot.

6.2. Volume 2

6.2.1. Amount. No later than April 1 of each Project Contract Year during the Term of this Contract, Upper Yampa shall provide written notice to CWT whether it will allocate water to Volume 2. Should Upper Yampa elect to allocate water to Volume 2, the notice sent to CWT shall include: (a) the amount of water Upper Yampa will allocate to Volume 2, (b) the Contract Pool from which the allocation is derived, (c) the timing of the availability of such water, and (d) the price per acre-foot of such water should it differ from the price for water stored in Volume 1.

6.2.2. Releases. If Upper Yampa elects to allocate water to Volume 2, CWT may request releases of the water stored in Volume 2 pursuant to the procedure set forth in ¶ 7, below. Water allocated to Volume 2 by Upper Yampa need not be reserved exclusively for CWT and may be released from storage for use by third-parties in the event Upper Yampa does not have other stored water then-available to meet that third-party's demand. In the event Upper Yampa elects to release water stored in Volume 2 to a third-party, Upper Yampa shall provide timely written notice to CWT of the amount then remaining in Volume 2, if any.

6.2.3. Payment. CWT shall make payment to Upper Yampa for all water actually released from the Volume 2 by Upper Yampa pursuant to the specific request of CWT. CWT shall make payment to Upper Yampa for the full amount actually released from Volume 2 prior to the beginning of the next Project Contract Year.

6.2.4. Reversion of Interest. There shall be no book-over of any water in Volume 2 remaining in storage at the end of the Project Contract Year. Any and all interest CWT may have to water remaining in storage in Volume 2 at the end of the applicable Project Contract Year shall automatically expire and shall revert to Upper Yampa.

6.2.5. Seepage & Evaporation. CWT shall bear no responsibility for seepage or evaporative losses from water allocated to Volume 2.

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6.2.6. Insufficient Supply & Abatement. In the event of insufficient supply, as described in ¶ 6.1.6.1, above, Volume 2 shall be abated and share proportionately in any shortfall of stored water in the Contract Pool from which Volume 2 was allocated by Upper Yampa and such amount shall be automatically subtracted from the amount of water, if any, then allotted to Volume 2. In the event of such abatement, Upper Yampa shall provide timely written notice to CWT of the amount then remaining in Volume 2, if any.

6.3. Volume 3

6.3.1. Amount. At any time during the Project Contract Year during the Term of this Contract, Upper Yampa may elect to allocate water to Volume 3. Should Upper Yampa elect to allocate water to Volume 3, the notice sent to CWT shall include: (a) the amount of water Upper Yampa will allocate to Volume 3, (b) the Contract Pool from which the allocation is derived, (c) the timing of the availability of such water, and (d) the price per acre-foot of such water should it differ from the price for water stored in Volume 1. At any time during the Project Contract Year, CWT may inquire of Upper Yampa whether any water is then available to be allocated to Volume 3. Upper Yampa shall provide CWT a timely response to such inquiry.

6.3.2. Releases. If Upper Yampa elects allocate water to Volume 3, CWT may request releases of the water allocated to Volume 3 pursuant to the procedure set forth in ¶ 7, below. Water allocated to Volume 3 by Upper Yampa need not be reserved exclusively for CWT and may be released from storage for use by other third-parties at Upper Yampa's sole discretion. In the event Upper Yampa elects to release water stored in Volume 3 to a third-party, Upper Yampa shall provide timely written notice to CWT of the amount then remaining in Volume 3, if any.

6.3.3. Payment. CWT shall make payment to Upper Yampa for all water actually released from Volume 3 by Upper Yampa pursuant to the request(s) of CWT. CWT shall make payment to Upper Yampa for the full amount actually released from Volume 3 prior to the beginning of the next Project Contract Year.

6.3.4. Reversion of Interest. There shall be no book-over of any water in Volume 3 remaining in storage at the end of the Project Contract Year. Any and all interest CWT may have to water remaining in Volume 3 at the end of the applicable Project Contract Year shall automatically expire and shall revert to Upper Yampa.

6.3.5. Seepage & Evaporation. CWT shall bear no responsibility for seepage or evaporative losses from water stored in Volume 3.

6.3.6. Insufficient Supply & Abatement. In the event of insufficient supply, as described in ¶ 6.1.6.1, above, Upper Yampa may reduce the amount allocated to Volume 3 at its discretion. In the event of such abatement, Upper Yampa shall provide timely written notice to CWT of the amount then remaining in Volume 3, if any.

7. Release Requests. CWT may request releases of Contracted Water from any one or more of the Volumes then containing water pursuant to the terms of this Contract. Such release requests shall be subject to the procedure set forth in ¶¶ 7.1 – 7.3, below.

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- 7.1. CWT shall send a written request to Upper Yampa containing the following information concerning the requested release: (a) Volume(s), (b) amount (af), (c) release rate (cfs), (c) start date, and (d) end date (together, "Release Schedule"). Except in times of emergency, CWT shall deliver the written request at least forty-eight (48) hours prior to the requested date of release.
- 7.2. Upper Yampa will make a reasonable effort to accommodate CWT's requested Release Schedule. However, CWT recognizes that Upper Yampa may use releases from the Reservoir to generate hydropower at the outlet of the Stagecoach Dam and other operational constraints may exist.
- 7.3. Following receipt of CWT's release request, Upper Yampa shall timely respond to CWT in writing: (a) confirming the Release Schedule will be followed, or (b) stating that the Release Schedule cannot be accommodated, the reason therefor, and a proposed alternate Release Schedule. In the latter event, Upper Yampa and CWT shall coordinate on mutually agreeable Release Schedule.

8. Purchase Price & Payments.

- 8.1. Volume 1. The annual price per acre-foot for the Contracted Water stored in the Volume 1 shall be an amount equal to the greater of: (a) \$45.56 per af [price set forth in the Water Marketing Policy dated [March 17, 2021] or (b) \$45.56 per af [price set forth in the Water Marketing Policy dated [March 17, 2021] multiplied by a fraction, the denominator of which is the Consumer Price Index for All Urban Consumers, Denver-Boulder-Greeley Metropolitan Area, "All Items" (1982 – 84 = 100), published by the Bureau of Labor Statistics of the United States Department of Labor (the "CPI") for the semi-annual period ending December 31 in the Project Contract Year prior to the First Project Contract Year and the numerator of which is the CPI for the semi-annual period ending December 31 of the prior Project Contract Year. In the event the Bureau of Labor Statistics discontinues publication of the CPI in the format existing as of the Effective Date, then Upper Yampa shall select a reasonably comparable price index, which index shall be substituted for the CPI in this paragraph. If the base year used in computing the CPI is changed, the adjustment to the purchase price shall be changed accordingly, so that all applicable increases in the CPI are considered, notwithstanding any such change in the base year.
- 8.2. Volumes 2 & 3. The annual purchase price for water in Volumes 2 and 3 shall be specified in the notice(s) identified in ¶¶ 6.2.1 and 6.3.1, respectively, above.
- 8.3. Payments. The annual payments for the Contracted Water released pursuant to the request of CWT shall be made by CWT to Upper Yampa on the dates specified in ¶¶ 6.1.3, 6.2.3, or 6.3.3, as applicable, above. Any annual payment not made within thirty (30) days after the due date shall bear interest at the rate of twelve percent (12%) per annum until paid. CWT shall not be permitted to withhold any payment required for any reason whatsoever, except only in the event the full amount for Volume 1 has not been stored in the Reservoir by April 1 as described in ¶ 6.1.1, above.

9. Use, Reuse, & Sub-Contracting.

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- 9.1 **Use & Reuse.** CWT shall be entitled to use, successively reuse, and use to extinction any and all Contracted Water released by Upper Yampa pursuant to this Contract. For the purposes of this Contract, “use” shall be understood to include use, successive use, and reuse to extinction.
 - 9.2 **Subcontracting.** CWT shall be entitled to sub-contract with third-parties for use of Contracted Water released by Upper Yampa pursuant to this Contract, including without limitation, the Colorado Water Conservation Board, the City of Steamboat Springs, and/or Upper Colorado River Endangered Fish Recovery Program. No instream flow use of the Contracted Water shall be made absent an agreement with the Colorado Water Conservation Board for such use. Payments made to CWT by a third-party pursuant to a sub-contract shall be at the discretion of CWT and shall belong exclusively to CWT. Notwithstanding anything elsewhere contained in this Contract, any use of the Contracted Water outside the boundaries of the District must be in compliance with C.R.S § 37-45-118.
 - 9.3. **Type and Location of Use.** The Contracted Water may be used in the Yampa River channel or outside of the Yampa River channel for beneficial uses, including without limitation, instream flow, water quality, municipal, industrial, agricultural, augmentation, exchange, piscatorial, and domestic purposes. Initial use of the Contracted Water must occur within Upper Yampa’s boundaries as they currently exist or may exist in the future. Subsequent use or reuse of the Contracted water may either occur within or outside of Upper Yampa’s boundaries as they currently exist or may exist in the future.
 - 9.4. **Limitations.** Notwithstanding the above, the Contracted Water shall not be used to provide water supply to any parcel of land that was previously served with water rights that were either: (a) conveyed out of the Upper Yampa District Boundary or (b) changed from irrigation to another use resulting in fallowing of the previously irrigated land. Likewise, CWT shall not supply any Contracted Water to a third-party that prematurely terminates an existing water supply contract with Upper Yampa [or other parties](#) for the purposes of entering a sub-contract with CWT at a price lower than the price that the third-party agreed to pay under its prematurely-terminated contract with Upper Yampa [or other parties](#).
10. **Legal Approvals.** In the event CWT requires legal or administrative approval(s) to use the Contracted Water for its anticipated beneficial use [or to permit or authorize subsequent re-use of the Contracted Water pursuant to Sections 9.2, 9.3, and 9.4 above](#), CWT shall be solely responsible for applying for and obtaining such approval(s). As reasonably requested by the CWT, Upper Yampa will cooperate with CWT in fulfilling CWT’s responsibilities as described in this ¶ 10.
11. **Termination.**
- 11.1. This Contract may be terminated only as described herein, or upon mutual agreement of the Parties.
 - 11.2. Either Party may terminate this Contract for a material breach of the terms of this Contract by the other Party; provided that the terminating Party has first given at least sixty (60) days prior

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written notice specifying in detail such material breach and giving the other Party the right within such sixty (60) day period to cure and remedy such material breach.

- 11.3. Either Party may terminate this Contract if its legal ability to deliver Contracted Water is materially impaired or is eliminated because of the termination or adverse modification of permits, decrees, or other authorizations or legal or administrative findings that are necessary to deliver the Contracted Water pursuant to this Contract; provided that the terminating Party has first given at least sixty (60) days prior written notice to the other Party specifying the issue and steps taken to resolve the issue.
 - 11.4. Upper Yampa may also terminate this Contract if it reasonably believes that any legal or administrative proceedings initiated by CWT as contemplated in ¶ 10, above, materially threatens or interferes with Upper Yampa's authority to contract for delivery of Contracted Water or in any other way may injure Upper Yampa's Water Rights, permits, or other interests associated with Upper Yampa's Water Rights or the Reservoir or Reservoir operations.
 - 11.5. Notice of Termination. Either Party may notify the Division Engineer and any other appropriate governmental officials of any termination of this Contract. Such notice will be provided in writing and will include a contemporaneous copy to the other Party.
12. **Force Majeure.** In the event either Party is unable to perform its obligations under the terms of this Contract because of acts of God; natural disasters; actions or omissions by governmental authorities; unavailability of supplies or equipment critical to perform; major equipment or facility breakdown; and changes in Colorado or federal law, including, without limitation, changes in any permit or other causes reasonably beyond that Party's control, such Party shall not be liable to the other Party for any damages resulting from such failure to perform or otherwise from such causes.
13. **Remedies.**
- 13.1. Notice of Breach. Prior to commencing any action for enforcement of this Contract, the Party alleging a material breach of this Contract shall give the other Party no less than sixty (60) days prior written notice specifying in detail such material breach and giving the other Party the right within such sixty (60) day period the opportunity to cure and remedy such material breach.
 - 13.2. Available Relief. Specific performance, restraining order(s) and/or injunctive relief shall be the exclusive remedy or remedies for the violation or default by a Party in any provision of this Contract, provided nothing herein shall limit including Upper Yampa's ability to collect damages for sums of money required to be paid by CWT hereunder, including interest on such payment obligation under ¶ 8.3 above.
 - 13.3. Award of Attorney's Fees & Costs. In the event of litigation between the Parties with respect to this Contract, the Party substantially prevailing in such litigation shall recover from the other Party all reasonable attorneys' fees and the reasonable costs of discovery and suit incurred by the substantially prevailing Party unless otherwise determined by a Court in equity.

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14. **Notice.** Any notice required or permitted to be given by a Party under or in connection with this Contract shall be in writing and shall be deemed duly given when personally delivered or sent by: (a) registered or certified mail, return receipt requested, postage prepaid, (b) expedited courier service, or (c) email with confirmation of receipt, to the following addresses:

If to Upper Yampa: Upper Yampa Water Conservancy District
Attention: General Manager
P.O. Box 775529
Steamboat Springs, Colorado 80477
Email: arossi@upperyampawater.com

If to Contractor: Colorado Water Trust
Attention: Director of Programs
3264 Larimer St., Suite D
Denver, CO 80205
Email: mohara@coloradowatertrust.org

With a copy to: Colorado Water Trust
Attention: Staff Attorney
3264 Larimer St., Suite D
Denver, CO 80205
Email: agould@coloradowatertrust.org

Each party may change its address or contact information for notices under this Contract upon written notice to the other Party in accordance with this paragraph.

15. **Miscellaneous.**

- 15.1. **Choice of Law.** This Contract shall be construed in accordance with the laws of the State of Colorado, without reference to conflicts of laws.
- 15.2. **No Joint Venture.** Notwithstanding any language in this Contract or any representation or warranty to the contrary, none of the Parties shall be deemed or constitute a partner, joint venturer, or agent of the other Parties. Any actions taken by the Parties pursuant to this Contract shall be deemed actions as an independent contractor of the other.
- 15.3. **Assignment.**
- 15.3.1. This Contract may be assigned by Upper Yampa without the prior written consent of CWT to any entity that succeeds Upper Yampa in the ownership of the Reservoir, and Upper Yampa or such successor may collaterally assign the proceeds of this Contract to any entity providing financing to Upper Yampa or its successor.
- 15.3.2. This Contract shall not be assigned by CWT without the prior written consent of Upper Yampa. Such consent may be conditioned or withheld by Upper Yampa in its discretion, ~~provided that any withholding of consent or conditions be reasonable.~~
- 15.4. **Heirs & Assigns.** This Contract shall inure to and be binding on the heirs, executors, administrators, successors, and permitted assigns of the Parties.

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- 15.5. Amendment. No amendment, modification, or novation of this contract or its provisions and implementation shall be effective unless subsequently documented in writing that is approved and executed by both Parties with the same formality as they have approved and executed the original Contract.
- 15.6. Waiver. No waiver of any of the provisions of this Contract shall be deemed to constitute a waiver of any other of the provisions of this Contract, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.
- 15.7. Severability. If any provision of this Contract is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Contract shall remain operative and binding on the Parties.
- 15.8. Merger. This Contract constitutes the entire Contract between the Parties and sets forth the rights, duties, and obligations of each to the other as of the Effective Date. Any prior Contracts, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.
- 15.9. No Third-Party Beneficiaries. This Contract does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. It is expressly understood and agreed that enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement shall be strictly reserved to the Parties.
- 15.10. Headings. The headings contained in this Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of this Contract.
- 15.11. Non-Discrimination. The Parties will fulfill their obligations under this Contract without discriminating, harassing or retaliating on the basis of race, color, national origin, ancestry, sex, age, pregnancy status, religion, creed, disability sexual orientation, genetic information, spousal or civil union status, veteran status, or any other status projected by applicable law.
- 15.12. Authority. Each Party represents that it has obtained all necessary approvals, consents, and authorizations to enter into this Contract and to perform its duties under this Contract; the person executing this Contract on its behalf has the authority to do so; upon execution and delivery of this Contract by the Parties, it is a valid and binding contract, enforceable in accordance with its terms; and the execution, delivery, and performance of this Contract does not violate any bylaw, charter, regulation, law or any other governing authority of the Party.

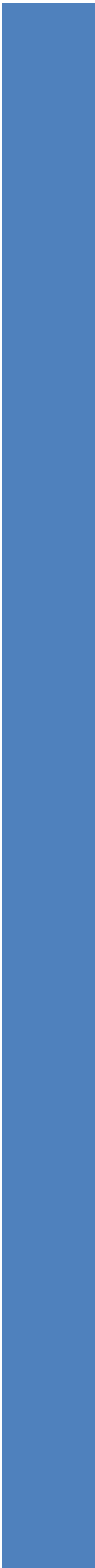
[Remainder of page intentionally blank. Signatures to follow.]

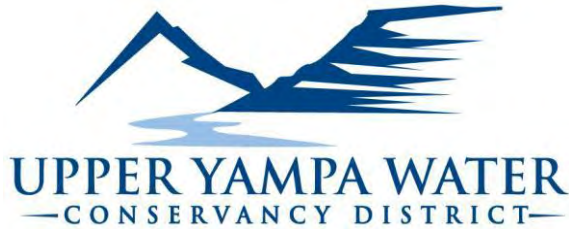
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Exhibit A:
Stagecoach Reservoir Fill and Release Policy
(UYWCD Resolution 2021-2)

[UYWCD Resolution 2021-2 will be Included with Finalized Agreement.]

DRAFT





BOARD COMMUNICATION FORM

From: Deb Bastian, Business Manager

Date: November 5, 2021

Item: UYWCD Revised Employee Handbook

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

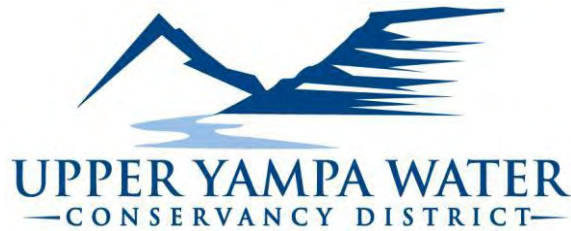
I. Request/Issue and Background Information:

As part of an administrative audit process, and to be implemented on an annual basis going forward, District staff undertook a review of the current Personnel Guidelines (Employee Handbook). Staff worked with the Employers Council's (ERC) legal and human resource staff and with the District's General Counsel to be sure that the various changes and additions to the handbook were up to date with current laws/regulations and "best practices" and to clarify existing District policies and procedures. At the September 15, 2021, Board of Director's meeting, the Board was presented with a draft Employee Handbook for their review and were requested to provide comments and/or recommendations for changes to staff.

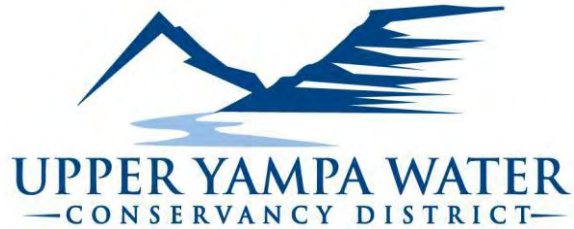
II. Summary and Alternatives:

The following is a summary of the comments and recommendations submitted by the Board:

- **Cell Phone Benefit (Page 10)**
 - **Board Member Recommendation:** Adjust policy so that non-office-based employees receive this benefit.
 - **Change to Handbook:** Currently, non-office-based employees do receive the cell phone benefit. However, language was added for clarification.
- **Wellness Benefit (Page 10)**
 - **Board Member Recommendation:** Increase the amount of annual benefit offered to employees to be more reflective of current costs of wellness programs/activities.
 - **Change to Handbook:** Increased benefit as recommended.
- **Holidays (Page 11)**
 - **Board Member Recommendation:**
 1. Include day after Thanksgiving, Christmas Eve and New Year's Eve as paid holidays.
 2. Add floating holidays between Thanksgiving and New Year's to provide employees more time with family and to remain committed to the District.
 - **Change to Handbook:**
 1. Added paid holidays as recommended
 2. Added floating holidays as recommended



- **Vacation Days (Page 11)**
 - **Board Member Recommendation:**
 1. Increase starting vacation days to 12 days (96 hours)
 2. Carryover of vacation time to at least 10 days (80 hours)
 - **Change to Handbook:**
 1. Increased starting vacation days as recommended
 2. Increased carryover of vacation time to 7 days (56 hours)
- **Sabbatical Leave (Page 17)**
 - **Board Member Recommendation:**
 1. Increase the timeframe to submit a request for sabbatical leave to 6 months as felt 2 months was not sufficient notice to plan for an employee's absence.
 2. Limit the amount of vacation and sick days that are used so that an employee does not return without any sick leave available.
 3. Continue employee's medical insurance while on leave.
 4. Require employee to stay with District for 1 year after leave or repay the salary and benefits back to the District.
 - **Change to Handbook:**
 1. Increased the timeframe to request leave to 3 months
 2. Did not place a limit on the amount of vacation or sick days used during the leave.
 3. Based on current insurance coverage, employees are eligible for medical insurance while on leave. Based on the insurance coverage in place at the time of leave, there may or may not be coverage. Therefore, we ask the employee to consult with Business Manager in lieu of changing the handbook if there is a change.
 4. The Employer's Council advised the District to not include a requirement to work a specific period of time after the leave as it may be construed as a guarantee of employment and negate the "at-will" employment relationship.
- **Flexible Work Schedule**
 - **Board Member Recommendation:** Add language related to flexible work schedules.
 - **Change to Handbook:** Language was not added as this will be difficult for the UYWCD to complete at this time given the wide range of duties performed by the UYWCD staff. There would be a need to have separate criteria for office/support, field, and engineering staff. Currently the UYWCD staff are already enjoying GM approved flexibility to meet their needs.
- **Remote Work**
 - **Board Member Recommendation:** Add section on remote working even if it is vague so that it is part of the handbook and can be revised in the future.
 - **Change to Handbook:** Language was not added as we feel UYWCD is not ready to tackle this at this time.



III. Staff Recommendation:

Staff requests that the Board Members review the draft Employee Handbook with the noted edits for adoption at the November 17th Board meeting.

IV. Legal Issues:

The draft revised Employee Handbook has been reviewed by the Employers Counsel legal and human resource staff and by the UYWCD General Counsel.

V. Consistency with Board Goals and Policies:

Goal 10.4

Attachments:

Attachment 1: UYWCD Employee Handbook 2021 – Draft 11.17.2021

Attachment 2: UYWCD Staff Job Descriptions

Employee Handbook

Revised January 1, 2022



UPPER YAMPA WATER
—CONSERVANCY DISTRICT—



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IMPORTANT NOTICE

AT THE UPPER YAMPA WATER CONSERVANCY DISTRICT, NEITHER THE EMPLOYEE NOR THE DISTRICT IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH UPPER YAMPA WATER CONSERVANCY DISTRICT IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF UPPER YAMPA WATER CONSERVANCY DISTRICT, OTHER THAN THE BOARD OF DIRECTORS, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD PRESIDENT AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF UPPER YAMPA WATER CONSERVANCY DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

EMPLOYMENT

Equal Employment Opportunity/Unlawful Harassment

The District is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which **has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.** This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District or cause a direct threat to health or safety. The District will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the District. Employees needing accommodation are instructed to contact their supervisor or the Business Manager immediately.

Pregnancy Accommodation

The District will make reasonable accommodation to otherwise qualified employees due to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth absent undue hardship.

Sexual Harassment

The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions **affecting an individual's employment; or**
- Such conduct has the purpose or effect of substantially interfering with an **individual's work performance or creating an intimidating, hostile or offensive work environment.**

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, **gossiping or questions about another's sex life, or repeated unwanted requests for dates.**
- Physical gestures or other nonverbal behavior, such as unwelcome touching, **grabbing, fondling, kissing, massaging, and brushing up against another's body.**

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The District expects employees to make a timely complaint to enable the District to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Business Manager or District Engineer who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to these individual(s) with your complaint, you should report the incident to the General Manager.

The District prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the District determines that an employee's behavior is in violation of this policy, disciplinary action will be taken.

Employee Status

Full-time Employee: An employee normally scheduled to work at least 40 hours per week. Full-time employees are generally eligible for the employee benefits described in this Handbook and are provided with benefits required by applicable law.

Part-time Employee: An employee normally scheduled to work less than 40 hours a week. Part-time employees are eligible for some, but not all employee benefits described in this Handbook and are provided with benefits required by applicable law. Part-time employees that work at least 30 hours/week or 1,560 hours/year are eligible for the insurance benefits plans.

Temporary Employee: An employee hired for a job established for a temporary period or for a specific assignment. Temporary employees are not eligible for District benefits, except as required by law.

Seasonal Employee: An employee hired on a seasonal basis for six (6) months or less during the calendar year. Seasonal employees are not eligible for District

benefits, except as required by law.

Exempt Employee: Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

Nonexempt Employee: Are employees that are eligible for paid overtime at one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek, whichever results in the greater payment of wages.

PAY/COMPENSATION

Overtime

Normally, our workday begins at 8:00 AM and ends at 5:00 PM.

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

For nonexempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1 ½) times the employee's regular rate. When a nonexempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:00 am midnight on Sunday and ends at 11:59 pm on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, sick, personal are not counted.

On-Call Time

Facilities employees may be required to take on-call duties. It is the responsibility of the on-call person to acknowledge the call-out within 30 minutes from the receipt of the call or alarm and respond on site within 1 ½ hours after acknowledgement. Any employee using their vehicle for on-call duties shall be reimbursed at the current IRS mileage reimbursement rate.

Paydays

Employees are paid monthly on the last day of the month. When the payday falls on a weekend or a holiday, pay will be available the workday preceding the payday. On each

payday, employees will receive a statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the Business Manager. If an employee elects to have direct deposit, they must authorize, in writing, the direct deposit of their net earnings with a designated financial institution.

Employee's net earnings will be deposited with the designated institution until such time as the authorization is rescinded in writing.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The District is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this to the Business Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be reimbursed.

Time Reporting

Employees are required to complete a Monthly Timesheet. The timesheets are to be submitted by the dates established in the annual Payroll Schedule form.

Full-time office staff are to record only time off from their regular work schedule and any mileage reimbursement request for travel during the month. Timesheets are to be placed in their Payroll Forms folder located on the District network W: drive.

Full-time field and part-time staff are to record hours for time worked, time off and any mileage reimbursement request for travel during the month. Timesheets are to be submitted to their immediate supervisor and the Business Manager.

Temporary and seasonal staff are to record only actual hours worked. Timesheets are to be submitted to their immediate supervisor and the Business Manager.

These records are the only ones used by the District to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Employees should contact the Business Manager with any questions about how their pay is calculated. Employees must promptly notify the Business Manager of any mistakes in their timesheets or pay. Employees also must notify the Business Manager if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The District will not tolerate retaliation against employees for making a report or participating in an investigation.

Meal and Break Periods

Nonexempt employees who work five (5) or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees should take a compensated ten-minute rest period for every four hours of **work. Rest periods should be as close to the middle of an employee's shift as practical.** If an employee is not authorized or permitted to take rest breaks as noted, employees will be compensated for this time as additional time worked. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify the Business Manager.

EMPLOYEE BENEFITS

Insurance Benefit Plans

The District's comprehensive insurance benefits package includes several different plans to eligible employees. Insurance benefits vary according to the status of the employee. For full-time and eligible part-time employees, insurance benefits become available on the 1st of the month following **the employee's** date of hire.

To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions through payroll deductions. The District complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Insurance benefit plans offered by the District are defined in legal documents such as insurance contracts and summary plan descriptions. In the event this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of **coverage, may be modified or discontinued from time to time at the District's discretion** as permitted by law. The District and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the District.

Employees will have an opportunity to make changes to their benefit selections during **the District's annual open enrollment period.** Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a

change in their benefit selection when that event occurs, in accordance with the terms of the plan document. In the event you take a leave of absence, please consult the Business Manager to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

The District currently offers these plans:

Health Insurance

Group medical, dental & vision plans help pay covered expenses for employees and their dependents.

Life & Accidental Death & Dismemberment Insurance

Group term life and accidental death & dismemberment (AD&D) insurance is provided to employees and their dependents. Additional term life and AD&D coverage is available **to at the employee's expense.**

Short-term Disability

Will provide partial income protection for a limited period of time for eligible employees who are temporarily unable to work due to non-work-related injury or illness.

Long-term Disability

Helps replace your salary if you suffer a covered disability for an indefinite period of time.

Cell Phone Benefit

The District generally does not provide cell phones to employees. However, the District recognizes the use of personal cell phones for District business is beneficial. Full-time exempt and field-based employees will be eligible for a monthly reimbursement for the use of their personal cell phone for District business. Specific information is available from the Business Manager.

Wellness Benefit

All full-time insurance plan eligible employees are eligible to be reimbursed up to \$500 annually and part-time insurance plan eligible employees are eligible for reimbursement up to \$250 toward the cost of personal wellness programs/expenses or any recreational activity/or equipment. To request reimbursement, submit your receipt to the Business Manager. Upon approval, employees will receive reimbursement through the monthly payroll process.

Retirement Plan

On the first of the month following three (3) months of employment, full-time and part-**time employees will be eligible to participate in the District's retirement plans.**

Information regarding specific details on the retirement plans is available from the Business Manager.

Holidays

The District currently observes the following holidays as days off with pay:

New Year's Day	First day of January
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	Nineteenth day in June
Independence Day	Fourth day in July
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Fourth Friday in November
Christmas Eve	Twenty-fourth day of December
Christmas Day	Twenty-fifth day of December
New Year's Eve	Thirty-first day of December
Five Floating Holidays	To be used the week prior to Thanksgiving through January 7 th

One Personal Holiday

When a holiday falls on Saturday, it is observed on the previous Friday. When the holiday falls on Sunday, the following Monday is observed.

Floating holidays are to be scheduled in a manner that minimizes interruptions to District operations.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Part-time employees, if not scheduled to work a designated holiday, will receive holiday pay prorated based on their regularly scheduled work hours. If a part-time employee works on a designated holiday, they will be compensated time and one-half for each hour worked on the holiday.

Vacation

Full-time and eligible part-time new hires will be granted vacation time after three (3) months of employment. The vacation time will be pro-rated based on their date of hire. Employees do not earn any vacation benefits during their first three (3) months of employment. Therefore, employees are ineligible to take any vacation during this time. Employees who terminate employment, for any reason, before completing three (3) months of continuous employment, will not receive vacation pay because it will not have been earned at the time of termination.

Full-time employees will be granted 96 hours (12 days) of vacation time per year on January 1st of each year. Each January an additional eight hours (1 day) of vacation time is earned up to 200 hours (25 days) per year maximum, 240 hours (30 days) for

the General Manager position.

Part-time employees are eligible for vacation time that is pro-rated based on the number of hours they are normally scheduled worked.

We encourage employees to use all their earned vacation each year. Employees may carry over a maximum of 56 hours (7 days) of vacation time to the next year. No employee can have more than the maximum of their annual accrual plus 56 hours (7 days) in their vacation bank at any one time.

No employee shall be permitted to waive vacation leave for the purpose of receiving extra compensation. If an employee terminates, voluntarily or involuntarily, all earned vacation shall be paid. If an employee leaves employment for any reason prior to being employed for three (3) months, they were not yet eligible for vacation, and none will be paid out at termination.

Paid Sick Leave

Full-time employees are granted 96 hours (12 days) of paid sick leave each year on January 1st. In the first year of employment, full-time employees will receive pro-rated paid sick leave based on their date of hire, but not less than 48 hours. Full-time employees are capped at using 96 hours of paid sick leave per year. Part-time, temporary and seasonal employees will accumulate sick leave at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours for part-time, temporary and seasonal employees currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed.

Paid sick leave may be used in one-hour increments. Paid sick leave may be used if an employee:

1. Has a mental or physical illness, injury, or health condition that prevents them from working;
2. Needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
3. Needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
4. **The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or**
5. Due to a public health emergency, a public official having closed either (A) the **employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.**

It is your responsibility to notify your supervisor each day at the beginning of your shift when you cannot come to work because of an illness, injury, medical care or domestic

violence. Also, let your supervisor know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work.

Because paid sick time can be accumulated to be used if you are personally sick or injured; you will not receive extra pay or extra time off for your unused sick time. Paid sick time will not be used in the calculation of overtime. Also, you are not paid for unused sick time when you leave the District.

On the date that a public health emergency is declared, the District will supplement employees accrued paid sick leave with an additional grant of leave up to combined maximum of 80 hours for full-time employees (pro-rated for part-time employees). This leave may be used when an employee:

1. Needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
2. Seeks diagnosis, treatment, or care (including preventive care) of such an illness;
3. Is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness);
4. Is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
5. Is caring for a child or other family member who is in category 1, 2, or 3, or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees must notify the District of their need for leave as soon as it is practical when **the need for leave is foreseeable and the District's place of business has not been** closed. Supplemental leave is granted one time during the entirety of the public health emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

Personal Time

On the first of the month following three (3) months of employment, each full-time and part-time employee is provided 8 hours of personal time per year which may be used in **case of emergency or upon approval of the employee's supervisor. Personal time does** not accumulate from year to year and is not paid upon separation of employment.

Tuition Reimbursement Program

The District supports the continuing education of its employees to help you in your job. You may be eligible for financial assistance under the Tuition Reimbursement Program.

Any courses covered by this program must be job-related. To be job related:

- The course must not be necessary to meet minimum education requirements for the **employee's current position.**
- The course cannot be taken to qualify the employee for a different type of work.
- **The education must be related to employee's current job and must help maintain or improve the knowledge and skills required for the job.**

To be eligible for the program, you must:

- Be a full-time employee in good standing.
- Have at least 12 months of continuous service before you start the course.
- Discuss your planned studies beforehand with the General Manager and receive prior approval.
- Take the course at an accredited educational institution such as a college, business or trade school or high school.
- Satisfactorily complete a graded course with a passing grade of C (or its equivalent) or better. Absence of course grading, documentation of course completion must be provided.

In the case of courses/tests required for certification/re-certification for licenses, the District may pay 100% of all approved expenses. Reimbursable expenses include tuition, fees, course materials and books. In the case of courses related to work but not required for certification or a license, the District may pay 100% of tuition and books.

If you receive **educational aid from other sources, such as Veteran's Administration Assistance**, the District currently pays only the difference between the amount of such aid and the cost of the tuition. All in-class course work may be completed on District time where necessary and if approved in advance by the General Manager. All **homework and study time is to be completed on the employee's time.** Reasonable travel expenses may be reimbursed when approved in advance.

In order to receive reimbursement, employees must submit evidence of satisfactory completion of the course and receipts for reimbursable expenses within 30 days of completing the course.

Leaves of Absence

Family and Medical Leave

As a public sector or governmental employer, the District is covered by the federal Family Medical Leave Act (FMLA). For this reason, the District has posted an FMLA notice to employees. However, to be eligible to take FMLA leave, an employee must work at a work site with at least 50 employees within 75 miles. Because the District does not have at least 50 employees, employees are not eligible to take FMLA leave. The Company does, however, provide medical and parental leave to employees as is

described separately in this handbook.

Medical and Parental Leave

A medical and parental leave of absence of not more than 90 days may be granted to eligible full-time employees. This unpaid leave is for certain medical and family reasons provided below. Unless federal, state, or local law provide otherwise, in order to be eligible for leave, an employee must have been employed by the District for at least 90 days.

An eligible employee may take the medical and parental leave for illness, injury, disability, pregnancy, childbirth, or the physical recovery of childbirth. Eligible employees also may take medical and parental leave to care for a parent, child, spouse, or domestic partner with a serious health condition, as those terms are defined under FMLA, or for the birth, adoption or placement of a child, or to care for a child within the **first 12 months of the baby's birth ("baby bonding")**.

Eligible employees requesting leave must complete a Leave of Absence Form and submit to the General Manager at least 30 days prior to the commencement of medical and parental leave or as soon as practicable in the event of an unforeseeable absence. Employees must provide sufficient information for the District to determine if the leave may qualify under this policy and the anticipated timing and duration of the leave. Leave requests will be considered on a case-by-case basis.

Unless otherwise required by law, the following applies to medical and parental leaves of absence:

- Employees who are on approved medical and parental may be reinstated to a position of like status and pay if such position is available, and they are qualified. However, there is no job guarantee.
- All earned of vacation, sick and personal time must be used at the beginning of the leave of absence. Any annual allotment of vacation, sick or personal leave provided during the leave of absence must be used at the time it is granted. Employees are not eligible for holiday pay, jury duty pay or paid funeral leave.
- Employees should consult the Business Manager to determine how the leave may impact eligibility for benefits and to make arrangements for the payment of any required premiums.
- Employees returning from medical and parental leave are expected to provide the General Manager and Business Manager **with a medical provider's statement attesting to the employee's fitness for work; at its option, the** District may require an examination by a District-appointed medical provider.
- Employees who fail to return at the expiration of their authorized leave may be **terminated. If the employee's failure to return is due to pregnancy, childbirth,** or the physical recovery from childbirth and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided. Employees must supply sufficient information from their medical provider specifying

the basis for the additional leave and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the District.

Part time, seasonal or temporary employees are not eligible for medical and parental leave except as required under the law as an accommodation.

Personal Leave

In the event a full-time employee requires a personal leave of absence from work for reasons other than illness, disability or a leave of absence otherwise protected under federal or state law, the District will consider an unpaid personal leave of absence of up to 90 days. Unless federal, state, or local law provide otherwise, in order to be eligible for leave, an employee must have been employed by the District for at least 90 days.

Eligible employees requesting leave must complete a Leave of Absence Form and submit to the General Manager at least 30 days prior to the commencement of personal leave or as soon as practicable in the event of an unforeseeable absence. Employees must provide sufficient information for the District to determine if the leave may qualify under this policy and the anticipated timing and duration of the leave. Please note:

- Leave requests will be considered on a case-by-case basis based on a variety of factors including, but not limited to, the reason for, and length of, the requested leave, length of employment, employee performance, workload, and the ability of **the District to cover an employee's job responsibilities during the requested leave.**
- Employees who are on approved personal leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. Given changing business needs, however, there is no guarantee of job reinstatement.
- All earned vacation, sick and personal time must be used at the beginning of the leave of absence. Any annual allotment of vacation, sick or personal leave provided during the leave of absence must be used at the time it is granted. Employees are not eligible for holiday pay, jury duty pay or paid funeral leave.
- Employees should consult the Business Manager to determine how the leave may impact eligibility for benefits and to make arrangements for the payment of any required premiums.
- If the dates of requested leave change, a new Leave of Absence Form must be submitted for approval.
- Employees must confirm their return date at least one week prior to their return. If additional leave is needed, a new Leave of Absence Form must be submitted for approval as soon as possible. Absent extenuating circumstances, employees who fail to return as scheduled may be terminated.

Part-time, seasonal or temporary employees are not eligible for personal leave, unless required by law.

Sabbatical Leave

The District offers unpaid sabbatical leave as a benefit to encourage employees to innovate, gain knowledge and pursue their interests (e.g. volunteer, travel, research, write.) Full time employees that have been with the District for at least 5 consecutive years with a good performance record may be eligible. Time off taken for approved medical and parental leave and personal leave will not be counted against the employee when determining eligibility or "continuous service."

Eligible employees requesting leave must complete a Leave of Absence Form and submit to the General Manager at least 90 days prior to the commencement of Sabbatical Leave. Employees must provide sufficient information for the District to determine if the leave may qualify under this policy and the anticipated timing and duration of the leave. Leave requests will be considered on a case-by-case basis.

Unpaid sabbatical leave is separate from medical and parental, personal, vacation and sick leave. Upon eligibility, employees are offered up to 90 days of unpaid leave. Employees may be eligible to take sabbaticals once every 5 years until retirement.

Unless otherwise required by law, the following applies to sabbatical leaves of absence:

- Employees may be reinstated to a position of like status and pay if such position is available, and they are qualified. However, there is no job guarantee.
- All earned vacation, sick and personal time must be used at the beginning of the leave of absence. Any annual allotment of vacation, sick or personal leave provided during the leave of absence must be used at the time it is granted. Employees are not eligible for holiday pay, jury duty pay or paid funeral leave.
- Employees should consult the Business Manager to determine how the leave may impact eligibility for benefits and to make arrangements for the payment of any required premiums.
- Employees who fail to return at the expiration of their authorized leave may be terminated.

Funeral Leave

Any employee who suffers a death in their immediate family will be granted a paid leave of up to three workdays to attend the funeral. Immediate family is defined as spouse or domestic partner, children, parents, grandparents, grandchildren or siblings, **and the parents, siblings or children of the employee's spouse or domestic partner.**

In the event of a death of a near relative, employees are granted up to one paid day to **attend a funeral. "Near relatives" include the employee's aunts, uncles, nieces, nephews and their spouse's grandparents, and other close relatives. If more time off is needed** than provided above, additional leave may be granted upon the approval of the supervisor.

Voting

Any employee whose work schedule is such that polls are not open during at least three (3) non-working hours on Election Day shall be permitted paid leave for the time spent voting, not to exceed two (2) hours. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

Jury Duty/Court Time

We encourage employees to meet their civic responsibility when called for jury duty. If you receive a summons for jury duty, present it to your supervisor.

When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work. Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of 80 hours. Jury duty leave beyond this time is without pay from the District.

Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance **with the laws governing veterans' re-employment rights.**

WORK ENVIRONMENT

Drugs and Alcohol

The District is committed to a safe, healthy, and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision making. This includes working after the apparent use **of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.**

The District is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the possession, use, sale of controlled substances or alcohol on District premises or during District time is prohibited. **This includes working after the apparent use of marijuana, regardless of marijuana's legal status.** Furthermore, working after the use of alcohol, a controlled substance or abuse of

any other substance is prohibited.

Testing is an important element in the **District's** efforts to ensure a safe and productive work environment. The District has issued a separate statement for this testing program. Please refer to this separate statement, the Business Manager, or your supervisor if you have specific questions.

Anti-Violence

Any action, which in management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying. Also prohibited is the carrying of weapons onto District property, regardless of whether the employee possesses a concealed carry permit.

Employees should immediately report any such occurrences to their supervisor or to the Business Manager. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If you are a victim of domestic violence, please contact the Business Manager for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel are subjected to workplace bullying please contact the Business Manager.

Appearance and Attire

All employees of the District must maintain an appearance that is neat, clean, and appropriate to the area in which the employee works.

Attendance and Punctuality

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor or the Business Manager as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable. Failure to call in when absent for two consecutive days may result in disciplinary action up to and including termination.

Performance Reviews

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. See your supervisor for information regarding our review process.

District Property

District property is to be used for official District business. No employee should remove District property or the property of any other employee from District premises or work sites without proper authorization. Any employee who removes District property or the property of any other employee, or who abuses, misuses, damages, or destroys the property may be subject to disciplinary action up to and including termination.

District Vehicles

District vehicles may be used only for the purpose and in the manner authorized by the District. Only District employees may operate District vehicles. All vehicles are expected to be operated in accordance with all applicable traffic laws and vehicle operators are responsible for the condition and proper use of the vehicles. Any accident must be reported to your supervisor or to the Business Manager immediately. Smoking is not allowed in District vehicles. Unauthorized or improper use of District vehicles may be subject to disciplinary action up to and including termination.

Maintenance/Housekeeping

Each employee shall be responsible for the condition of equipment used on the job. Equipment, which is damaged, worn, or in need of maintenance should be reported to their supervisor. Employees may be charged for the repair of unusual or inappropriate wear and tear of equipment caused by negligence of the employee. Employees should direct any concerns regarding the use of equipment to their supervisor.

Cleanliness and orderliness are important to the operation of the District. Employees are responsible for keeping their work areas clean and orderly. The District reserves the right to restrict the placement of pictures or posters on walls within District premises.

Conflicts of Interest

The District requires that employees protect District information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor or the Business Manager. If it remains unresolved, refer the matter to the General Manager for a final determination.

Discipline

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems

appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Job Related Problems

Employees who disagree or are dissatisfied with a District practice should promptly discuss the matter with their supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while **they are fresh in everyone's mind. The majority of misunderstandings can be resolved** at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Business Manager. If the problem still cannot be resolved, employees may direct their concern or submit a written complaint to the General Manager for review and final decision about the situation. If employees do not feel the problem can be resolved through the General **Manager, they may directly contact or submit a written complaint to the District's** General Counsel. Also see the EEO/Harassment Complaint Procedure section of the Handbook.

Personnel Records

The District keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an individual.

Notify the Business Manager immediately if you have changes in any of the following areas: Name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

If you want to look at your file or discuss it with someone, contact the Business Manager.

References/Verification of Employment

The District **does not furnish open letters of recommendation addressed "To Whom It May Concern"**.

If employees receive an inquiry or request for verification of employment about a former or current employee, please refer the inquiry or request to the Business Manager to appropriately respond.

Volunteering

Full time employees are encouraged to get involved in the community and volunteer to assist charitable and civic organizations and will be granted 1 working hour per month to volunteer. As a volunteer of these organizations, you do so as an individual and not as an official representative of the District. You are to keep all community and volunteer activities in a practical balance with your job requirements. Serving as a board member of a non-profit organization is encouraged. All board memberships should be discussed with the General Manager to ensure there is no conflict of interest. Volunteer activities requiring more than 1 hour per month will be considered on a case-by-case basis by the General Manager.

Political Participation

District employees have the right as a citizen to participate fully in the political process. No District employee should campaign for any candidate or cause on District time or using District resources. No District employee shall publicly campaign for any candidate or cause while wearing a District uniform or District insignia.

Board Membership of Employees

A board member may not be employed by the District.

Where a board member applies for employment with the District, they must resign from the board if employment is offered and accepted. No board member may begin employment with the District until after the effective date of their resignation.

Where an employee of the District is appointed to the District board, they must take a leave of absence for their term of office to continue their employment with the District.

Smoking

It is our objective to provide a smoke-free environment within the District. Smoking includes the use of any tobacco product, as well as vaporizers, vape liquids, electronic or e-cigarettes, and electronic or vapor smoking accessories. Smoking is prohibited within all areas of District facilities. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

Travel and Business Expenses

The District reimburses employees for expenses reasonably incurred in the course of District business, provided such expenses have been authorized in advance or are determined by the General Manager to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees request reimbursement by filing an Employee Expense & Travel Reimbursement Form. Receipts supporting expenses for lodging, meals, transportation, and other expenditures must accompany the form. Employees are asked to document the purpose of the expense

and the nature of the business conducted. Expense reports should be turned in within one month from the time the expense is incurred.

Generally, meals and lodging will be reimbursed based on the limit published in the current U.S. General Services Administration Per Diem Rates. The District shall reimburse employees for use of their personal vehicles on District business at the current published IRS rate. Specific information on published rates is available from the Business Manager.

Outside Employment

No District employee shall engage in outside employment which interferes with the proper and effective performance of their duties or attendance requirements, including overtime work, or that results in a conflict of interest. Requirements of employment with the District shall have priority over any requirements of outside employment.

Inspections

The District reserves the right to open and enter any office, desk, locker, file cabinet, or other storage location within District premises and to inspect District vehicles and any containers brought into the workplace. Although an employee may be assigned an office, desk, vehicle, locker, file cabinet, or other storage area or device, such assignment does not create an expectation of privacy in the use of such items or areas.

Safety/Reporting of Injury

The District is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor or the Business Manager.

If employees are injured on the job, no matter how minor, they must report this fact to their supervisor or the Business Manager in writing as soon as practicable. The employee may be requested to provide a written statement on the incident.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the **District's** designated physicians. If not, the employee may be responsible for the cost of medical treatment.

Separation of Employment

We request that employees who wish to resign their positions notify the District of their **anticipated departure date and go over the "check out" procedures at separation** (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Business Manager.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the District maintained satisfactory performance and attendance.

Communication Systems

The **District's** computer network, access to Internet, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the **District's** computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential District information and may not be disclosed to non-District personnel.

All computer files, documents, and software created or stored on the **District's** computer systems are subject to review and inspection at any time. This includes web-based email employees may access through District systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the District premises without approval from your supervisor or General Manager. Upon separation of employment, all communication tools should be returned to the District.

Electronic mail (E-Mail)

E-mail is to be used for business purposes only, during working times. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The District prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service using e-mail or anywhere else on District premises during working times. Working time does not include breaks or meal periods. The District may monitor e-mail from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of **other employees to gain access to another employee's e-mail messages.**

Electronic mail sent or received by District employees or Board of Directors may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act.

Personal Owned Mobile Devices

No employee is to access the District network and/or e-mail through a personal owned mobile device (laptops, tablets, or Smart Phone, including but not limited to iPhone, Galaxy, etc.) without the approval of the General Manager. Consideration of access to the network and/or e-mail will be allowed on a case-by-case basis.

GIFTS AND GRATUITIES

Contests

From time to time, suppliers and vendors initiate various contests with their advertising and sales programs. In most cases, only customers and prospective customers are eligible to participate. The District and its employees will not participate in any such contests. In making decisions, District employees are to be influenced only by relevant purchasing concerns such as price, quality, and service.

Meals

Except when dealing with government representatives, an employee may receive or give customary business amenities such as meals, provided they are associated with a business purpose, reasonable in cost, appropriate as to time and place, and are such as not to influence or give the appearance of influencing the recipient.

Gifts and Entertainment

Business related gifts of more than a nominal value and excessive entertainment are inherently compromising and do not belong in business relationships. Under no circumstances may a gift of money be given or received.

Improper Payments

The District's policy strictly prohibits any employee from offering to another or soliciting, directly or indirectly, any kind of payment or contribution. If you are unsure about this please see your supervisor. Improper payments or contributions include but are not limited to those which:

- May be viewed as a bribe, kick-back, or pay-off
- **Violates this Policy or generally accepted ethical standards of the other party's organization**
- Is for the purpose of influencing governmental entities, including their officials or employees
- Violates any law.

Other Circumstances

Any circumstance or situation in which an employee is unclear as to the proper position **or action to take should be discussed with the employee's supervisor.**

EMPLOYEE ACKNOWLEDGEMENT (AT-WILL)

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED JANUARY 1, 2022. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE UPPER YAMPA WATER CONSERVANCY DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME **WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES.**

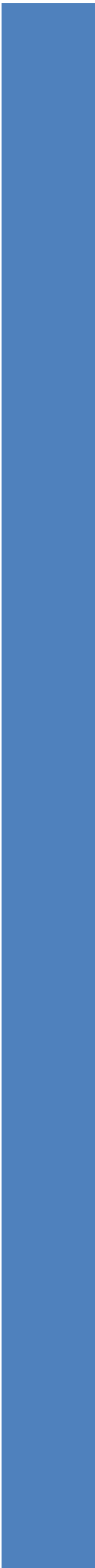
THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE UPPER YAMPA WATER CONSERVANCY DISTRICT, OTHER THAN THE BOARD OF DIRECTORS OF THE DISTRICT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OF THE BOARD OF DIRECTORS AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Signature

Employee Name

Date



Upper Yampa Water Conservancy District

POSITION TITLE: Business Manager

FLSA STATUS: Exempt

DATE: October 2021

SUMMARY OF POSITION:

Serves as the manager of the administrative department and liaison to the UYWCD staff for administrative and personnel matters. Responsible for records administration, business support, administrative assistance which may include staffing recommendations. Responsible for all human resources functions. Manages all information technology resources and works with consultant to ensure all organizational IT needs are met. Develops, maintains, and administers personnel management programs encompassing all functional areas of personnel including employment, salary administration, benefits, training, EEO, retirement, paid time off, and planning of staffing requirements. Interprets, evaluates, modifies and updates existing office policies/programs; makes recommendation to management for implementing changes. Ensures compliance with government wage and benefits regulations. Ensures that all employees have the certifications and equipment necessary to perform their positions. This position will be working in a small office environment and will be required to fill a variety of administrative roles as needed.

ESSENTIAL FUNCTIONS:

- Assists in the development of District's business plan.
- Participates in and supervise office administrative support. \
- Organizes and attends Board meetings, committee meetings and prepares minutes/reports.
- Ensure that Board meeting minutes are properly recorded and corrected, finalized, and approved in a timely manner.
- In coordination with Public Information and External Affairs Manager responds to public inquiries, resolves issues and ensures the organization's customer service standards are met.
- Manages and supports general operations of the UYWCD that are non-facility related
- Direct the management of insurance, defined benefit, and defined contribution plans such as pension, cafeteria and 457 plans.
- Represent District for employee healthcare plan.
- Review and update company compensation policies.
- Analyze District plans and policies to ensure legal compliance, competitive positioning, and best utilization of benefit budgets.
- Oversee the completion of the five-year salary survey, document job descriptions and assist in the development of position range information.
- Direct the management and control of property and equipment management, including fleet management and administration, computers, and network infrastructure. Analyze property and liability insurance requirements on an annual basis.
- Coordinates all property management issues.
- Oversees records management components.
- Works with the District Engineer in the administration of water augmentation and water storage contracts.
- Provide duplicative functions of the Chief Accountant as needed
- Other duties as assigned.

EDUCATION AND EXPERIENCE LEVEL REQUIRED:

- Bachelors’ degree or M.S. preferred in business administration, finance and/or public administration.
- Five plus years management or supervisory experience in functional areas.
- Working knowledge of public sector administration and finance preferred.

LICENSES AND CERTIFICATIONS:

- Must have, or obtain, Notary Public after hire.
- Valid Colorado Driver’s License.

TECHNICAL SKILLS:

- Skills required include strong working knowledge of public administration, office management, exceptional interpersonal skills, effective organizational skills and strong information management and computer efficiency skills.
- Must be proficient in current Windows operating system, Microsoft Office including Word and Excel, and with QuickBooks accounting software.
- Must be able to manage a variety of tasks/projects simultaneously.
- Must have strong organizational skills, is knowledgeable of filing and electronic filing systems.
- Able to communicate effectively with other staff and the public.

WORKING ENVIRONMENT:

- Interest in water resources management.
- Works cooperatively with staff and enjoys a small office environment.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the General Manager and works cooperatively with other staff and will work with other agencies, Board members’ schedules and consultants on a regular basis. The work will be highly diverse within the field of public administration and an enthusiasm for diverse assignments must be appreciated. All employees of the UYWCD are “at will” 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.

Employee Name

Employee Signature

Date

Upper Yampa Water Conservancy District

POSITION TITLE: Chief Accountant

FLSA STATUS: Exempt

DATE: October 2021

SUMMARY OF POSITION:

Following Generally Accepted Accounting Principles and Procedures and in compliance with Federal and State laws and regulations, the Chief Accountant (CA) is the person primarily responsible for maintaining the organization's accounting and financial records. The CA processes payroll, accounts payable, accounts receivable, plus, prepares and maintains general ledgers, financial statements, budgets and all accounting records in cooperation with the Business Manager. The CA performs monthly bank reconciliations and prepares associated Treasurer's Reports. This position prepares regular, periodic and special financial statements and financial/accounting reports. The CA assists the General Manager to prepare annual and projected budgets with input from UYWCD staff. The CA serves as financial liaison to the banks, investment firms, and auditors. The CA coordinates the completion of year-end audits. The CA maintains general and fixed asset depreciation schedules. This position relies on experience and judgment to accomplish goals. The CA must perform a variety of complicated tasks. This position will be working in a small office environment and will be required to fill a variety of administrative roles as needed.

ESSENTIAL FUNCTIONS:

- Maintains General Ledger System / Accounts Receivable / Accounts Payable
- Performs monthly, quarterly, and annual payroll functions. Others will also perform payroll functions, as needed.
- Coordinates with UYWCD staff and maintains annual budgets
- Maintains asset depreciation schedules/records
- Prepares regular and special financial reports for Board & management on a schedule determined by the General Manager and the UYWCD Bylaws.
- Provides special project financial tracking support.
- Prepares, coordinates, maintains cash flow projections.
- Provides direction on financial and administrative accounting policies and procedures; updates Accounting Current Practices documentation; monitors and ensures compliance with accounting policies.
- With Business Manager oversees the development and design of accounting system and enhancements
- Provides assistance to independent auditors, coordination of year-end closing and audit
- Assists in Cash and Investment Management, supports bank and broker relations, etc.
- Participates in regular Financial Planning meetings.
- Prepares and submits all reimbursements and/or advancements of contract agreements.
- Initiates and monitors all water contract billing.
- Conducts internal auditing and special review projects for compliance in accordance with generally accepted accounting principles. Implements and applies internal accounting controls.
- Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

- Degree in accounting. CPA recommended.
- Five plus years of experience in a senior accountant position.
- Ability to work with governmental accounting procedures.
- Possesses solid working knowledge of and ability to use computerized accounting packages and spreadsheet software.

LICENSES AND CERTIFICATIONS:

- Must have, or obtain, Notary Public after hire.
- Valid Colorado Driver’s License.

WORKING ENVIRONMENT:

- Interest in water resources management.
- Works cooperatively with staff and enjoys a small office environment.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the General Manager and works cooperatively with other staff and will work with other agencies, regulators, and consultants on a regular basis. The work will be highly diverse and an enthusiasm for diverse assignments must be appreciated. All employees of the UYWCD are “at will” 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.

Employee Name

Employee Signature

Date

Upper Yampa Water Conservancy District

POSITION TITLE: Dam and Hydroelectric Power Plant Operator
FLSA STATUS: Exempt
DATE: November 2021

SUMMARY OF POSITION:

Under direct supervision of the District Engineer, patrols, monitors, operates and maintains Upper Yampa Water Conservancy District (UYWCD) facilities including Stagecoach Hydroelectric Power Plant. Responsible for the inspection and safe operation of all equipment at UYWCD facilities. Starts, stops, operates, and controls generators, pumps, auxiliary equipment, various power plant systems, water conveyance systems, and dam equipment through local, local automatic, or supervisory control.

ESSENTIAL FUNCTIONS:

- Ensures equipment is operated safely and within parameters established through operating orders.
- Takes corrective action when responding to equipment operating data, alarms, and SCADA information.
- Initiates corrective measures needed to address or avoid plant and equipment emergencies.
- Keeps accurate and legible operation logs.
- Prepares and completes reports on operations, system failures, water releases, and power generation.
- Initiates work efforts and materials requests as needed.
- Communicates and coordinates with UYWCD staff and outside agencies on river changes and environmental conditions.
- Performs routine daily and emergency inspections of dams, structures, and other related equipment.
- Assists with and participates in facilities emergency planning and drills.
- Assists in assessing actual or potential damage to facilities, threats to personal safety, and the diagnosis of equipment problems.
- Other Duties as assigned.

EXPERIENCE AND REQUIREMENTS:

- Ability to operate equipment and machinery safely as directed by supervisory UYWCD staff.
- Able to lift 50 pounds.
- Must follow verbal and written instructions and operations procedures and the communicate effectively, orally and in writing.
- Be able to use computer for data input and basic spreadsheet manipulation, word processing, and email communications.
- Ability to learn PLC controls, experience preferred in computer controls.
- Maintain effective working relationships with others.
- Properly utilize appropriate safety clothing, equipment, and procedures.
- Acquire new skills and to work independently on assigned tasks.
- Employer provided, job-related training and education will be a requirement of this position, DOQ.

EDUCATION REQUIREMENTS:

- Graduation from accredited program in industrial arts, technical education, related college degree or equivalent experience.
- Additional consideration will be given to supplemental course work in mathematics, computer science, engineering, power generation processes, or related field.

LICENSES AND CERTIFICATIONS:

- Valid Colorado Driver's License.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

- Work will be performed in Stagecoach Hydroelectric Plant and Stagecoach Dam, inside Yamcolo Dam Control House and structure, in the field along the Stillwater Ditch, and in the UYWCD offices.
- Some time working around heavy equipment on construction projects.
- General continuous moderate physical activity and sometimes must perform strenuous labor.
- Must work in all weather conditions, occasionally requiring exposure to dirt, noise, heat, and cold.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the District Engineer, and works cooperatively with the UYWCD Administrative staff, and other agencies, regulators, and consultants as needed. All employees of the UYWCD are “at will” 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.

Employee Name

Employee Signature

Date

Upper Yampa Water Conservancy District

POSITION TITLE: District Engineer
FLSA STATUS: Exempt
DATE: July 2020

SUMMARY OF POSITION:

Ideal candidate will have a broad range of education, experience and interest in hydrology, water resources engineering and project management. Responsible for safe operations of high hazard dam facilities. Performs and directs technical and administrative work involving complex professional water resources studies and projects. This may include hydrologic evaluations of physical and legal water availability, droughts, floods, and regional water demands. Technical work will involve the use of computer modeling, engineering associated with dam design and maintenance, design of agricultural irrigation systems, river restoration, and management of construction projects related to the above.

ESSENTIAL FUNCTIONS:

- Resident engineer for District facilities. Supervises 2-3 facilities operations staff for dam and reservoir operations.
- Develop and implement hydrologic and water quality data collection and reporting systems to meet regulatory requirements of the FERC, USACE, FWS, USFS, CDWR, CPW, CDPHE and other agencies.
- Work with appropriate agencies to develop and implement dam safety procedures including Emergency Action Plans.
- Maintain GIS systems for The District.
- Coordinate and oversee projects involving consulting hydrologists and engineers; review and analyze reports and pay estimates submitted by consultants.
- Manage contracts for small to medium capital projects.
- Work with consultants to prepare specifications for construction contracts.
- Prepare permits for District operated facilities and oversee the preparation of all required regulatory submittals.
- Prepare and manage annual and long-term budget for District water resources facilities.
- Aid management in the development of preparation of District master plans.
- Aid management in the preparation of hydrologic data for water court proceedings.
- Manage the administration of augmentation plans developed by the District.
- Technical presentations to UYWCD board of directors and regulatory agency personnel.
- Other Duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

- Bachelor's or higher degree in Civil Engineering, Mechanical Engineering, Hydrology, or closely related field
- At least five years' experience in water resources engineering with related construction or project management experience.

LICENSES AND CERTIFICATIONS:

- State of Colorado Professional Engineer (PE) License Required, or ability to obtain within one year of employment start date.
- Valid Colorado Driver’s License.

TECHNICAL SKILLS:

- Knowledge of the standard practices of engineering and construction management as related to water resources and high hazard dam safety.
- Ability to use engineering computer software including word processing and spreadsheet software and the fundamentals of geographic information systems software is necessary.
- Must be able to communicate effectively verbally and in writing.
- Establish and maintain a working relationship with other employees, agencies, and the general public.
- Ability to develop project cost estimates bid and manage small projects.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

- Work will be performed in office and in the field with some time working around heavy equipment on construction projects.
- Must work in all weather conditions, occasionally requiring exposure to dirt, noise, heat, and cold.
- May need to perform strenuous labor, such as cutting brush, sampling soils, placing survey stakes, climbing slopes, and crossing streams, for extended periods of time.

ORGANIZATIONAL RELATIONSHIPS:

This position reports to the General Manager and works cooperatively with administrative staff and will work with other agencies, regulators, and consultants on a regular basis. The position supervises a facilities staff of three to five District employees. The work will be highly diverse within the field of water resource engineering and an enthusiasm for diverse assignments must be appreciated. All employees of the UYWCD are “at will” 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.

Employee Name

Employee Signature

Date

Upper Yampa Water Conservancy District

POSITION TITLE: Ditch Rider
STATUS: Non-Exempt / Part-time
DATE: April 2021

SUMMARY OF POSITION:

Managing, calculating, and delivering water orders to the Stillwater-Five Pine Mesa Ditch and numerous lateral diversions along the ditch. Documenting all diversions and deliveries. Tasks may also include making Yamcolo Reservoir and Stillwater Reservoir releases. The Ditch Rider is required to complete daily water accounting reports to be filed with the District Engineer. The UYWCD will cover the cost(s) of internet access for the Ditch Rider for the purposes of communicating and filing reports with the District staff.

Working with the UYWCD District Engineer, the Ditch Rider may also review contractors' work at UYWCD facilities and the Stillwater Reservoir.

The position requires an early daily start time at a remote South Routt County location and requires coordinated working hours with ditch users and UYWCD facilities staff. The Ditch Rider is required to be available for a work week including some "on-call" hours.

The Ditch Rider has experience with irrigated agriculture, understands the basics of water rights administration, has the ability to work independently in remote outdoor environments, has the ability to accomplish a wide variety of field tasks, excellent communication skills and is very reliable. Basic computer skills are necessary for the documentation of water administration. Other duties as assigned.

REQUIRED SKILLS:

- Knowledge of irrigated agriculture and water measuring devices.
- Ability to operate District vehicles on and off road, including 4-wheel drive trucks and 4-wheeled ATV. The ability to perform basic maintenance for these vehicles and a valid Colorado Driver's License are required.
- Knowledge of standard office software, Microsoft Outlook, Excel and Word.
- Ability to communicate effectively with UYWCD staff and water users.
- Physical ability to perform strenuous maintenance work occasionally, lifting up to 50 lbs, walking up to 5 miles if necessary.
- Interest in water resources management.

PREREQUISITES:

- Experience demonstrating the required skills in a field environment.

LICENSES AND CERTIFICATIONS:

- Valid Colorado driver's license.

ORGANIZATIONAL RELATIONSHIPS:

- This position reports directly to the District Engineer, works cooperatively with UYWCD facilities staff. All employees of the UYWCD are "at will" 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.

Employee Name

Employee Signature

Date

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

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.

Employee Name

Employee Signature

Date

Upper Yampa Water Conservancy District

POSITION TITLE: Public Information and External Affairs Manager

FLSA STATUS: Exempt

DATE: October 2020

SUMMARY OF POSITION:

Serve as lead for two District “departments”, Public Information and External Affairs. The position will help develop and maintain approaches to communicate the District activities to, and receive input from, District constituents. Communications and marketing duties will revolve primarily around these departments, including developing their budgets, implementing projects and water augmentation programs as well as other possible water and power sales in cooperation with the District staff. Management of contractors and consultants in various capacities will be necessary. The Public Information department includes communications/marketing and grant administration. The External Affairs role will center on other communication with stakeholders in areas of public policy that impact the District and its constituents.

ESSENTIAL FUNCTIONS:

- Key role in the development and maintenance of strategy and budgets for the Public Information and External Affairs departments.
- Increase Districts recognition in the community and more effectively marketing its services, including stored water, to citizens, public agencies, and non-profit groups.
- Coordinates with all concerned parties to guarantee adequate planning, execution and monitoring of communication activities.
- Develops marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning, etc.).
- Provides recommendations for future communication/marketing initiatives through sound policy and financial analysis.
- Plans and executes initiatives to reach the target audience through appropriate channels (social media, e-mail, press releases, presentations, etc.).
- Writes content for websites and coordinates its posting.
- Plans events, seminars and press conferences.
- Communicates with media.
- Builds long-term relationships with influencers and key stakeholders.
- Conducts market research to find answers about customer requirements, habits and trends.
- Participates on strategy teams and supports staff in developing grant applications, budgets and contract requirements.
- Manages administration of the grant cycle from application to closing; ensures that grant requirements are met, and payments are appropriate.
- Other duties as may be assigned.

EDUCATION AND EXPERIENCE LEVEL REQUIRED:

- A Bachelor’s degree or advanced degree along with commensurate work experience in business, marketing, communications, or related field.
- In-depth knowledge of communications and marketing processes and best practices.
- Knowledge of Colorado water issues.
- Experience with grant administration including development of policies and procedures.
- Proven track record of successful project management, with examples.

LICENSES AND CERIFICATIONS:

- Valid Colorado Driver’s License.

TECHNICAL SKILLS:

- Outstanding interpersonal and presentation skills.
- Excellent organizational, teamwork and time management skills.
- Demonstrated strong communication and fiscal management skills, including budget management, developing and maintaining appropriate controls.

WORKING ENVIORNMENT:

- Works cooperatively with staff and enjoys a small office environment.
- The ability to lift 30 pounds of instructional materials and may lead field trips to District facilities.
- Should be comfortable working in remote areas and be able to hike over steep terrain.

ORGNIZATIONAL RELATIONSHIPS:

This position will report to the General Manager and works cooperatively with other staff and will work with other agencies, Board members schedule’s and consultants on a regular basis.

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.

Employee Name

Employee Signature

Date





BOARD COMMUNICATION FORM

From: Andy Rossi, General Manager

Date: 11/03/21

Item: UYWCD Board of Directors 2022 Meeting Schedule

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

A proposed Schedule for the Regular meetings of the 2022 UYWCD Board of Directors is present for review and adoption.

II. Staff Recommendation:

Adopt the proposed Schedule for the Regular meetings of the 2022 UYWCD Board of Directors or alternative.

IV. Legal Issues:

NA

V. Consistency with Board Goals and Policies:

UYWCD SP – All Objectives

Attachments:

Attachment 1: Proposed 2022 UYWCD BOD Meeting Schedule

2022 BOD Meeting Calendar - DRAFT

UYWCD BOD Mtg

Holiday

MCWSD

MMWWD

YWGRT

UYWCD Potential Exec Comm

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
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					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
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28	29	30	31			

September						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
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20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes: CWCB Board Meetings are scheduled for the following Dates in 2022: Jan. 24-25, Mar. 16-17, May 18-19, July 20-21, Sept. 21-22, Nov. 16-17.

CRWCD Quarterly Board Meetings are scheduled for the third weeks of January, April, July, and October.





BOARD COMMUNICATION FORM

From: Andy Rossi, General Manager

Date: 11/04/21

Item: 2022 Upper Yampa Water Conservancy District (UYWCD) Strategic Plan

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

The current draft of the 2022 Upper Yampa Water Conservancy District (UYWCD) Strategic Plan is presented for consideration by the UYWCD Board of Directors (BOD).

II. Summary and Alternatives:

The UYWCD Strategic Plan will be regularly reviewed and updated as appropriate by the UYWCD BOD and staff. A UYWCD staff review of the 2021 UYWCD Strategic Plan was presented to the full UYWCD BOD on July 21, 2021. This review included updates on the UYWCD work efforts in the first half of 2021 associated with the goals identified in the 2021 Strategic plan. On August 18, 2021, the Strategic Plan Update Committee held the first meeting to review and update the UYWCD Strategic Plan for 2022. The combined proposed edits from these two efforts were presented to the UYWCD BOD on September 25

Additional direction provided by UYWCD BOD since the October 20, 2021, UYWCD BOD retreat has been incorporated into the Final 2022 UYWCD Strategic Plan and associated work efforts. The final version of the UYWCD Strategic Plan and associate work efforts planned for 2022 are included with this communication.

Notable updates to the work efforts planned for 2022 include the following:

- Strategic Plan Objective 1.1: The public will be encouraged to attend expert presentations included in UYWCD BOD meetings as a community service.
- Strategic Plan Objective 4.5: The UYWCD will engage with municipal water storage contractors to resolve storage water pricing considerations in UYWCD facilities. The



UYWCD will also support the Town of Oak Creek (and other as necessary) in water storage management efforts.

- Strategic Plan Objectives 4.6, 4.7, 7.4: UYWCD will engage with the Colorado Water Trust (CWT) to pursue a 10-year ERC water storage agreement for the CWCB voluntary Loan Program. Additional in-stream flow management opportunities will be pursued for the Bear River section of the Yampa River system. UYWCD will continue to explore potentials at basin storage facilities for in-channel flow releases.
- Strategic Plan Objectives 5.1, 5.2: The UYWCD will increase Yampa-White-Green Roundtable representation with an additional seat in 2022.
- Strategic Plan Objective 6.2: UYWCD's knowledge of the effects of climate change on the Yampa River Basin will be advanced with soil moisture network analysis and support for increased/expanded water use measurement and flow monitoring.
- Strategic Plan Objectives 6.4, 8.4: UYWCD will resume community/constituent surveys on water resources management topics.
- Strategic Plan Objective 10.4: UYWCD will complete a self-evaluation survey.
- Strategic Plan Objective 10.9: UYWCD will complete annual reports.

III. Legal Issues:

NA

IV. Consistency with Board Goals and Policies:

UYWCD Strategic Plan 10.2

Attachments:

Final 2022 UYWCD Strategic Plan and Associated 2022 Work Efforts

UYWCD Strategic Plan - Supplemental Chart for 2022 and 2022 Internal Work Planning

Objective	History and Past Work (Through 2021)	Potential New Tasks	Department	2022 Work Efforts: All Completed and/or Implemented Work Tasks Will be Included in History and Past Work for 2023 Strategic Plan	Status of 2022 Potential New Tasks
1. Upper Yampa Basin water resources and local water uses are protected from transbasin diversions and Compact administration that would adversely impact those water resources and uses.					
1.1	<p>Develop District understanding and policies to address Big River issues</p> <ul style="list-style-type: none"> • Communications Director is attending multiple state-wide and regional water planning group meetings as a representative of the UYWCD. Completed the WECO Water Fluency Program in 2020. • Risk Study Analysis of Yampa Doctrine and Equitable Apportionment Complete, UYWCD Staff to recommend next steps with UYWCD BOD input. • UYWCD represented on Basin Roundtable Big River Subcommittee by K. Brenner, H. Kirkpatrick. Regular reports provided to UYWCD BOD as necessary. • IBCC negotiations will be monitored proactively. The UYWCD needs to formalize organization approach to ensure that Yampa Basin interests and science to assist with the 2020-2026 Colorado River Interim Guidelines Renegotiations • UYWCD is actively monitoring CWCB and State Water Plan activities through attendance and representation at regional planning groups. • Legislative Activities are being monitored through Colorado Water Congress State Affairs Committee, and UYWCD Board Member Reports. Updates provided to UYWCD BOD at regular UYWCD BOD meetings. • General Manager will propose a plan and schedule for the continued development of UYWCD positions on state-wide, Big River issues following presentation of Risk Analysis study at UYWCD July BOD meeting. 	<p>Invite Regional/State Experts to give public presentations on Big River Issues: Demand Management, CO River Compact Interim Guidelines</p>	<ul style="list-style-type: none"> • External affairs • Legal • Board 	<ul style="list-style-type: none"> • Public Expression/Notification of formal UYWCD Position on Big River, Regional, and State-Wide Water Issues. Formal Position may not always be necessary. • Public will be notified and encouraged to attend expert presentations as a community service. 	Planning
1.2	<p>Prevent out-of-District transfers of water that could have adverse impacts for the District and its constituents</p> <ul style="list-style-type: none"> • Legal Staff is monitoring resumes and reports are provided to UYWCD BOD at regular UYWCD BOD meetings • Legal staff reviews all UYWCD water contracts. Most 2020 activity has been focused on Yamcolo agricultural contracts. Proposed CWT Stagecoach contract will be reviewed before presented to UYWCD BOD for authorization. • Legal staff is engaged in activities in 1.1 as needed and at the request of UYWCD General Manager. 	<p>Lobby legislature, in response to Big River Issues (State and Federal Representatives).</p>	<ul style="list-style-type: none"> • External affairs • Legal • Board 	<ul style="list-style-type: none"> • Continued collaboration with Colorado River District on Water Horse project opposition. • UYWCD Special Counsel provides reports/updates on water resumes and pertinent water law items at regular UYWCD BOD meetings. 	Planning, Implementing
2. District's infrastructure is safe and maintained, or improved as needed, to serve the needs of the District.					
2.1	<p>Ensure sufficient funds to maintain and/or improve our infrastructure</p> <ul style="list-style-type: none"> • 2020 Budget for O&M activities is adequate to date. • 2020 Budget for capital activities is adequate for Stagecoach and Yamcolo Reservoirs. 2020 budget for capital improvements for the Stillwater Ditch has been expanded as part of approved budget amendment. • Facilities reserves included in 2020 approved budget • Facilities maintenance and improvement plan implementation is ongoing with progress reports provided by District Engineer at UYWCD BOD regular meetings. Reports are included in public materials distributed for UYWCD BOD meetings. 	<p>Funds designated for new facilities/project construction, including Water Quality funds in update of 30-year maintenance plan for Stagecoach.</p>	<ul style="list-style-type: none"> • Facilities • Finance • Board 	<ul style="list-style-type: none"> • 2022 Budget for facilities O&M is adequate to date. • 2022 Budget for capital improvements is adequate to date. • Facilities reserves are included in annual approved budget. • Capital Projects planned for 2022. • Planning for 2023 capital projects to begin Summer of 2022. 	Implementing, Complete

UYWCD Strategic Plan - Supplemental Chart for 2022 and 2022 Internal Work Planning

	Objective	History and Past Work (Through 2021)	Potential New Tasks	Department	2022 Work Efforts: All Completed and/or Implemented Work Tasks Will be Included in History and Past Work for 2023 Strategic Plan	Status of 2022 Potential New Tasks
2.2	<p>Initiate or support efforts to address algae and other water quality issues in Stagecoach Reservoir</p>	<ul style="list-style-type: none"> UYWCD staff and board members continue to be active participants in the Watershed Group. The UYWCD is the fiscal agent for water quality study grant. UYWCD Director Halliday is the project manager for the Nutrient and Water Quality Study. UYWCD continues to participate in the baseline long term water quality monitoring effort through Routt County Department of Health as a fiscal partner. UYWCD staff maintain a working relationship with USGS regional staff. UYWCD continues water quality monitoring as part of 401 water quality certification. Next round of data collection for 401 requirements scheduled as required. New WQ Data collection in 2020 in response to CDPHE rule making process. CPW monitoring efforts at Stagecoach State Park are ongoing in 2020. UYWCD District Engineer is in direct communication with Stagecoach State Park Manager and CPW water quality staff. Temperature string deployment and DO monitoring continues uninterrupted at Stagecoach Dam in 2020. Monthly data reports filed with FERC by District Engineer. Upper Yampa River Basin Nutrient and Water Quality USGS Study Complete. Successful delisting of Stagecoach Reservoir from CDPHE Reg 93 Lead Standard. CPW WQ testing program at Stagecoach Reservoir is ongoing. Morrison Creek Water and Sanitation District Mixing Zone Study completed with financial assistance from UYWCD. 	<p>Engage with CPW to develop long-term Water Quality monitoring program and Media/Public Outreach campaign at Stagecoach Reservoir. Water Quality monitoring program should include necessary actions/responses.</p>	<ul style="list-style-type: none"> Planning? Facilities Board Finance 	<ul style="list-style-type: none"> Remaining WQ initiatives at Stagecoach planned, including UY Watershed Group WQ Study. All UYWCD regulatory water quality monitoring continues uninterrupted. UYWCD continues water quality monitoring as part of 401 water quality certification. Next round of data collection for 401 requirements scheduled as required. New WQ Data collection in 2022 in anticipation to CDPHE rule making process. 	<p align="center">Implementing, Complete</p>
2.3	<p>Ensure integrity and safety of dams</p>	<ul style="list-style-type: none"> FERC-required emergency action plan updates, reporting, and exercises are on schedule for 2020. Stagecoach Dam 2020 annual inspections by FERC pending FERC Covid protocol requirements. Stagecoach Dam CDWR Dam Safety Inspection Scheduled for August 2020. Yamcolo Dam CDWR Dam Safety Inspection complete. UYWCD District Engineer and CDWR Dam Safety Division are coordinating on an update to the Yamcolo Dam seepage monitoring program. Stagecoach Dam Part 12 inspection completed in 2019. Follow up item(s) responses filed with FERC June 2020. UYWCD has contracted with AECOM for compliance with new FERC requirement for outside review of Owner's Dam Safety Plan. Review, report and recommendations to be filed with FERC in December 2020. UYWCD was an active participant in the Routt County Hazard Mitigation Plan development. Stagecoach Dam Part 12 inspection completed in 2019. Follow up item(s) responses filed with FERC June 2020. Completed FERC Audit of Owner's Dam Safety Plan. UYWCD was an active participant in the Routt County Hazard Mitigation Plan development. 		<ul style="list-style-type: none"> Facilities 	<ul style="list-style-type: none"> FERC-required emergency action plan updates, reporting, and exercises are on schedule for 2022. Functional Exercise planned for 2022. Regulatory agencies safety programs compliance ongoing/annual. 	<p align="center">Complete, Implementing</p>
2.4	<p>Ensure safe work environment for all UYWCD employees and visitors</p>	<ul style="list-style-type: none"> Implementation of recommendation from 2014 safety review (safety procedures, equipment, documentation) is ongoing at all UYWCD facilities. Safety protocols have been modified in response to Covid development. UYWCD facilities staff designated as Critical Infrastructure Employees. Coordination with FERC staff has been modified to comply with additional request and reporting as determined by FERC Covid protocols. FERC Covid protocol updates ongoing in response to changing conditions. Stagecoach control systems upgrades completed in 2021. 	<p>Explore connectivity upgrades for all UYWCD facilities, including UYWCD offices.</p>	<ul style="list-style-type: none"> Facilities Legal 	<ul style="list-style-type: none"> Fiber optic connectivity to Stagecoach Dam possible in next 5 years, pending YVEA infrastructure installation. Yamcolo monitoring equipment upgrades ongoing, remote monitoring connectivity planned for 2022. 	<p align="center">Complete, Implementing</p>
2.5	<p>Maintain Stagecoach as a public recreation facility</p>	<ul style="list-style-type: none"> CPW Stagecoach master plan infrastructure improvements continue in 2020 with substantial electrical power infrastructure upgrades at Stagecoach State Park. UYWCD staff coordinated with CPW on permitting and project development for planned upgrades. Construction scheduled for summer of 2020. CPW provides regular updates of annual activities through communications with the District Engineer. First meetings with CPW representatives completed. UYWCD General Counsel reviewed legal standards updates to CPW-UYWCD Lease agreement. 	<p>Schedule meetings with CPW in 2022 to continue renegotiation of Stagecoach lease.</p>	<ul style="list-style-type: none"> Facilities 	<ul style="list-style-type: none"> Continue renegotiation of Stagecoach Lease 	<p align="center">Implementing</p>

UYWCD Strategic Plan - Supplemental Chart for 2022 and 2022 Internal Work Planning

Objective	History and Past Work (Through 2021)	Potential New Tasks	Department	2022 Work Efforts: All Completed and/or Implemented Work Tasks Will be Included in History and Past Work for 2023 Strategic Plan	Status of 2022 Potential New Tasks
3. District is financially sustainable and able to meet its stated goals.					
3.1 Develop short- and long-term financial planning to support District goals	<ul style="list-style-type: none"> • Annual budget by department approved for 2020. New projects approved by the Board in 2020 recognized and incorporated through a budget amendment. 2021 budget development cycle to begin in August 2020. Year-to-date budget statutory deadlines met and year-to-come planned on-schedule. • Accurate accounting and financial reporting is a continuous process performed by the UYWCD staff. Budget comparisons and financial information reported to UYWCD BOD by the Chief Accountant at regular meetings. Additional financial reports are provided to BOD and staff as appropriate. • Contract negotiations for Yamcolo and Stagecoach Reservoir water storage agreements are one of the highest priorities of the UYWCD. UYWCD staff, BOD, and legal counsel have dedicated significant hours and resources to these efforts in 2020. • Completion of a state-wide search of a new auditor. New auditor specialized in local government auditing. Service costs under budget. • The Chief Accountant led the District's first audit executed entirely online. The audit was extensive and very detailed, as expected with a new auditor, first year audit. • Annual audit of 2019 financials completed successfully, with very minor adjustments. Audit of 2020 financials scheduled, adhering to BOD's decision in September 2020 to either rehire Mayberry & Co or search for another auditor. • Improvements to accounting procedures are currently being implemented through a full review and restructure project with the assistance of an outside consultant. UYWCD deployed beta version of account system in July 2020. New system to be fully operational and adopted as standard procedure by August 2020. In response to Covid development, implemented fully online banking procedures and internal processes with double authentication verification in adherence of separation of financial roles as required by audited best practices and by District bylaws. • Migration of daily banking to MVB complete, all WF checking accounts closed. • Upon change in Management, signatory privileges of all District bank accounts updated. • UYWCD documentation of formal financial policies is part of revised accounting procedures and legal requirements of UYWCD. • Potential future decrease in tax revenues based on changes in energy industry have been identified and reported by the Chief Accountant multiple times. Assessment of future impacts to the UYWCD will be re-examined as new information is available. • Migration of Accounting systems to match new budget structure, complete. • Financial analysis of District's cost centers with 2019 audited financials, complete. • Cost-based water price analysis with 2019 audited actuals, complete. • District-wide pricing model to be finalized after permanent replacement of UYWCD General Manager complete. • Internal financial accounting systems and controls update complete • UYWCD Budget re-formatting for alignment with updated internal financial accounting system complete • Migrated payment systems from paper to fully electronic, including a double authentication process and double electronic signatures in compliance with bylaws and governmental accounting best practices requiring increased separation of roles. • Annual audit of 2020 financials completed successfully, with very minor adjustments. Audit of 2021 financials scheduled. • Stagecoach Reservoir Water Marketing Policy complete. 	Develop Long-term financial planning methodology (e.g. 5, 10, 20yr, determine assumptions)	<ul style="list-style-type: none"> • Finance • Board • All Departments 	<ul style="list-style-type: none"> • Yamcolo Reservoir Water Marketing Policy drafting started, policy adoption planned for 2022. 	Completed, Implementing
3.2 Clarify District's business model, including the propriety, tenure, and extent of use of tax revenue with respect to contract pricing	<ul style="list-style-type: none"> • 2020 approved budget was structured to identify facilities' direct and indirect operating costs. • Migration of Accounting systems to match new budget structure, complete. • Financial analysis of District's cost centers with 2019 audited financials, complete. • Cost-based water price analysis with 2019 audited actuals, complete. • District-wide pricing model to be finalized after permanent replacement of UYWCD General Manager complete. 	Clarify financial structure of UYWCD budget incorporating tracking of revenue stream support of UYWCD facilities and programs.	<ul style="list-style-type: none"> • Finance • Board 		

UYWCD Strategic Plan - Supplemental Chart for 2022 and 2022 Internal Work Planning

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4. All in-basin beneficial vested water uses in the District are protected, consistent with policy statements above.					
4.1	<p>Formalize and consider expanding District's grant program</p> <ul style="list-style-type: none"> UYWCD was granted \$100,000 in Water Supply Reserve Funds from the Basin Roundtable in January 2020. Marketing efforts include collaboration with outside agencies, local publications, and advertisements through local media including print and radio. The Diversion Infrastructure Improvement Project has received an influx of interested applicants who plan to complete projects in the coming months. A streamlined application process for the Diversion Infrastructure Improvement Project is currently in place. Reimbursement procedures for matching WSRF monies will be established with the first payment request submitted in July 2020. UYWCD staff is collaborating with local working groups and outside agencies to identify potential projects that could benefit from UYWCD grant fund. Approximately \$25,000 of grant funds awarded in first 6 months of 2021. 	<p>Continue Infrastructure grant program with expansion to local reservoirs and stream gaging. Define explicit funding amount for non-infrastructure grant program (\$50,000 per year).</p>	<ul style="list-style-type: none"> Public 	<ul style="list-style-type: none"> \$50,000 Non-Infrastructure Grant Pilot Program authorized to continue in 2022 by UYWCD BOD. Formal grant program administration to be determined as part of 2022 Strategic Planning process. 	Implementing
4.2	<p>Promote District's existing augmentation plans on Yampa and Elk Rivers</p> <ul style="list-style-type: none"> The first augmentation plan of 2020 was contracted in July. Communications Director is working with interested applicants on the Elk River. Website redesign is underway. Hive180 Marketing is in the development phase of the new website. Areas identified as lacking Augmentation coverage: Morrison Divide area, Areas within UYWCD bounds downstream of the Elkhead Creek confluence. Lower basin entities are actively working towards augmentation supply solutions in response to over-appropriation designation. Outreach meeting with Routt County on 07/19/21. UYWCD staff attendance at IWMP neighborhood meetings in Craig, Hayden, Clark, and South Routt throughout June and July of 2021. 	<p>Study potential coverage for areas of need not serviced by existing plans. Outreach/Education presentations to local non-water industry business groups. Use area wide mailing w/RC Assessor tools for educational materials.</p>	<ul style="list-style-type: none"> Public 	<ul style="list-style-type: none"> Additional outreach meeting planned for 2022. 	Planning, Implementing
4.3	<p>Explore potential expansion or creation of augmentation plans that aid in protecting the beneficial uses of junior priority water rights not currently within boundaries of the existing augmentation plans</p> <ul style="list-style-type: none"> Internal discussions to clarify potential future needs are identified as an important topic for inclusion in the 2020 UYWCD BOD retreat in October. Joint presentation with CDWR, CRD made to Moffat County Commissioners. UYWCD presentation to Routt County Commissioners. 	<p>Hold internal discussions to clarify potential future needs; engage DWR in discussions as needed</p>	<ul style="list-style-type: none"> Planning 	<ul style="list-style-type: none"> The UYWCD is an active participant in the discussions related to the potential development of a new augmentation water supply plan for the lower Yampa River basin. 	Planning, Implementing
4.4	<p>Protect productive agricultural water uses in the District</p> <ul style="list-style-type: none"> The Diversion Infrastructure Improvement Project offers funding for measuring devices that will help protect existing agricultural water rights in the District through record-keeping. Involvement from K.Brenner and H. Kirkpatrick in the Basin Roundtable and subsequent subcommittees including the Big River Subcommittee and Public Education, Participation, and Outreach (PEPO) Subcommittee and the Integrated Water Management Plan (IWMP) and its' Stakeholder Engagement Subcommittee ensures a role for the District in updating the Basin Implementation Plan (BIP) and educating the public on key water issues in the basin. 		<ul style="list-style-type: none"> Public Legal External Affairs 	<ul style="list-style-type: none"> The UYWCD is actively pursuing the Coal Creek Diversion Project. 	Planning, Implementing
4.5	<p>Effectively communicate with local municipalities regarding long-term water supplies</p> <ul style="list-style-type: none"> UYWCD staff is engaged with local municipalities as a supportive technical advisor on possible instrumentation upgrades and data collection. Stagecoach Water Marketing Policy complete. 	<p>Adopt Yamcolo Water Pricing/Marketing Policy, Set schedule for existing Stagecoach municipal contract negotiations.</p>	<ul style="list-style-type: none"> Public Planning 	<ul style="list-style-type: none"> Discussions with existing municipal storage contractors planned for November/December, 2021. Existing Municipal contract price declaration planned for November 2021. Engage with the Town of Oak Creek (and others as necessary) to assist in municipal water supply planning. 	Planning, Implementing

UYWCD Strategic Plan - Supplemental Chart for 2022 and 2022 Internal Work Planning

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4.6	Enter into appropriate and financially prudent water allotment contracts for District water from Stagecoach Reservoir and/or Yamcolo Reservoir for environmental and recreational beneficial uses	<ul style="list-style-type: none"> Colorado Water Trust (CWT) engaged in discussion of HBs 1037, 1157. CWT engaged for Stagecoach water storage contract in 2020. Water Fund engaged as important funding partner for CWT storage contract for Stagecoach Reservoir in 2020. Other Stakeholder engagement ERC BOD discussions conducted at May 2020 BOD meeting. 		<ul style="list-style-type: none"> Legal Board 	<ul style="list-style-type: none"> CWT ten-year Stagecoach Reservoir ERC agreement for CWCB Instream Flow Voluntary Loan program pending application process. UYWCD staff will engage in IWMP and BIP identified efforts for ongoing basin-wide water resources management. 	Complete, Implementing
4.7	Increase flexibility of District's water rights portfolio in order to provide water for environmental and recreational purposes	<ul style="list-style-type: none"> Colorado Water Trust (CWT) engaged with UYWCD in discussion of HBs 1037, 1157. CRD, Tr-State, UYWCD joint reservoir release modelling study complete. 	Clarify District policy for support of instream flows (see 4.8 below), Specifically: work with CWT, consultants to identify HB20-1157 mechanisms for UYWCD reservoirs.	<ul style="list-style-type: none"> Legal 		
4.8	Clarify District policy and role regarding the use of District water to support non-consumptive water uses	<ul style="list-style-type: none"> Colorado Water Trust (CWT) engaged in discussion of HBs 1037, 1157. CWT engaged for Stagecoach water storage contract in 2020. Potentials for change cases will be explored by UYWCD staff in 2021. ERC BOD discussions conducted at May 2020 BOD meeting. 		<ul style="list-style-type: none"> Legal 		
<p align="center">5. Upper Yampa Basin water interests are represented at the local, regional and statewide levels on relevant policy, legislative, administrative, regulatory and judicial matters.</p>						
5.1	Ensure representation of District interests in local and state matters, including on the IBCC, Basin Roundtable, CWCB and Colorado River District	<ul style="list-style-type: none"> Attendance of Colorado Water Congress Winter Summit in January 2020 by Directors and staff including K.McBride and H.Kirkpatrick Collaboration with Colorado River District on Risk Study modeling and a virtual production of the Yampa State of the River. Involvement from K.Brenner and H. Kirkpatrick in the Basin Roundtable and subsequent subcommittees including the Big River Subcommittee and Public Education, Participation, and Outreach (PEPO) Subcommittee and the Integrated Water Management Plan (IWMP) and its' Stakeholder Engagement Subcommittee ensures a role for the District in updating the Basin Implementation Plan (BIP) and educating the public on key water issues in the basin. 	Formalize UYWCD participation and responsibilities for UYWCD representation at outside group (decide what groups/efforts to participate in, set expectations for reporting back to GM, UYWCD BOD).	<ul style="list-style-type: none"> External Affairs 	<ul style="list-style-type: none"> UYWCD staff and BOD roles at outside organizations declared annually at January UYWCD BOD meeting. Two UYWCD representatives on YWG Roundtable.. 	Planning, Implementing
5.2	Increase District collaboration with Roundtable partners to advocate for Upper Yampa Basin interests	<ul style="list-style-type: none"> Involvement from K.Brenner and H. Kirkpatrick in the Basin Roundtable and subsequent subcommittees including the Big River Subcommittee and Public Education, Participation, and Outreach (PEPO) Subcommittee and the Integrated Water Management Plan (IWMP) and its' Stakeholder Engagement Subcommittee ensures a role for the District in updating the Basin Implementation Plan (BIP) and educating the public on key water issues in the basin. H.Kirkpatrick serves on the technical advisory committee for the Yampa River Fund. 	Formalize UYWCD participation and responsibilities for UYWCD representation at outside group (decide what groups/efforts to participate in, set expectations for reporting back to GM, UYWCD BOD).	<ul style="list-style-type: none"> External Affairs 		
<p align="center">6. Adequate water supplies within the District in light of changing climate conditions, population shifts, and other changes.</p>						
6.1	Maintain and improve District's CDSS hydrology/water rights administration model	<ul style="list-style-type: none"> CDSS model updates scheduled in coordination with BIP process. 	UYWCD Staff will keep current on CDSS model updates through participation in BIP process.	<ul style="list-style-type: none"> Planning 	<ul style="list-style-type: none"> The UYWCD staff will remain active participant in the BIP CDSS/SateMOD update effort. StateMOD updates for Bear River Reach of Yampa system will be included in Coal Creek project flow analysis. The new State MoD Baseline model will be used as the foundation for multiple analysis efforts in 2022. 	Complete, Implementing

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6.2	Increase District's understanding of relevant potential effects of climate change, population growth, and demographics for District planning	<ul style="list-style-type: none"> CDSS model updates to include paleo study comparison with climate change hydrology. District Engineer maintains regular contact with Paleo Hydrology working group. UYWCD staff met with Steamboat Chamber Economic Development staff to discuss strategies to incorporate water storage availability into future marketing and economic development campaigns. UYWCD staff have had multiple discussions with Moffat County representatives on the subject of water availability as a positive economic attribute. First step in addressing Climate Change resilience will be to advance the UYWCD knowledge of basin hydrology with the Soil Moisture network analysis to be completed by end of 2021. 	Participate in Routt County Master Plan as warranted. Explore water-related opportunities to address climate change resilience.	<ul style="list-style-type: none"> Planning 	<ul style="list-style-type: none"> First step in addressing Climate Change resilience will be to advance the UYWCD knowledge of basin hydrology with the Soil Moisture network analysis to be completed by end of 2021. Study to continue in 2022. Support basin efforts for increased/expanded water measurement/flow monitoring. 	Implementing
6.3	Increase engagement with constituents and Upper Yampa Basin water interests in planning for long-term Yampa Basin water supply and use	<ul style="list-style-type: none"> Collaboration with existing agencies and interest groups is ongoing by UYWCD staff and BOD. 		<ul style="list-style-type: none"> Public 	<ul style="list-style-type: none"> Multiple small events and event sponsorships scheduled for 2022. 	Planning, Implementing
6.4	Expand Board's understanding of relevant issues and trends for District decision-making	<ul style="list-style-type: none"> Regular discussions of pending legislation and interpretation of new legislation is ongoing by UYWCD staff and BOD. Collaboration with Colorado River District on Risk Study modeling. 		<ul style="list-style-type: none"> Board 	<ul style="list-style-type: none"> Perform Community/Constituent Survey of Water Resources Management Topics on Regular Basis 	Planning
7. Healthy reservoirs, streams and watersheds within the District in support of the policy statements above.						
7.1	Support water quality efforts in the District, and, where relevant, respond to concerns that arise, consistent with District's mission	<ul style="list-style-type: none"> See 2.2 Fire-Hazard risk confirmed with Muddy Slide Fire. UYWCD staff participants in Muddy Slide Fire response efforts including public information officer meetings and fire activity updates. Additional activities TBD, pending after action plan (multi-agency) for Muddy Slide Fire response. 	Commission a Fire-Hazard Risk Study for the Yamcolo and Stagecoach contributing watersheds with USFS, NRCS and Rocky Mountain Restoration Initiative as partners. Continue to monetarily support ongoing upper basin water quality monitoring program in partnership with local stakeholders and USGS.	<ul style="list-style-type: none"> Planning? Facilities Board 		Identified, Implementing
7.2	Anticipate potential future role and responsibilities for the District to support water quality in the District	<ul style="list-style-type: none"> Collaboration with existing agencies and interest groups is ongoing. UYWCD staff actively engaged with CDPHE, CPW, and Routt County on water quality concerns. 	Commission a Fire-Hazard Risk Study for the Yamcolo and Stagecoach contributing watersheds with USFS, NRCS and Rocky Mountain Restoration Initiative as partners.	<ul style="list-style-type: none"> Planning? External Affairs Board 		Identified
7.3	Support efforts in the District to improve watershed management and forest health	<ul style="list-style-type: none"> UYWCD staff is engaged in the Fish Creek Drainage forest health management plans as a supportive technical advisor on possible instrumentation upgrades. 	Commission a Fire-Hazard Risk Study for the Yamcolo and Stagecoach contributing watersheds with USFS, NRCS and Rocky Mountain Restoration Initiative as partners.	<ul style="list-style-type: none"> Planning? External Affairs Board 		Identified

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7.4	Explore mechanisms to support use of District water rights for environmental purposes, e.g., in-stream flows	<ul style="list-style-type: none"> UYWCD staff presented an in-depth discussion on in-stream flow and ERC possibilities at the May 2020 UYWCD BOD meeting. CWT-UYWCD partnership for ERC at Stagecoach Reservoir has been renewed by the District Engineer for 2020, with concrete plans to continue the exploration of legal mechanism available to the UYWCD and Yampa River Basin for future ERC and in-stream support. UYWCD staff will remain engaged in CWCB rule making processes and continued legal developments for HBs 1037 and 1157. CWT 2021 Contract complete. CRD, Tr-State, UYWCD joint reservoir release modelling study complete. Final report due to project participants by August 1, 2021. 	Clarify District policy for support of instream flows (see 4.8 above), Specifically: work with CWT, consultants to identify HB20-1157 mechanisms for UYWCD reservoirs.	• Board	<ul style="list-style-type: none"> CWT ten-year Stagecoach Reservoir ERC agreement for CWCB Instream Flow Voluntary Loan program pending agency comments. UYWCD will continue to explore potentials at basin storage facilities for in-channel flow releases. 	Complete, Implementing
8. District constituencies understand water issues in the Upper Yampa Basin and the role of the District in addressing them.						
8.1	Increase public understanding of the District's role and activities	<ul style="list-style-type: none"> Hive180 Marketing is in the development phase for a new website. UYWCD awarded \$15,000 in grant funds to Yampatika for the development of a K-12 water education curriculum. UYWCD staff is reviewing the curriculum development on an ongoing basis. UYWCD sponsored a storage episode in the "Your Water Table" video series in collaboration with the Basin Roundtable. The series is currently in production. UYWCD filmed an educational video on the Yampa River Project with Colorado Water Trust. UYWCD is partnering with the Integrated Water Management Plan to produce an educational video on diversion assessments and improvements, which will include the Diversion Infrastructure Improvement Project. The video will be filmed in Fall 2020. 		• Public	• Multiple small events and event sponsorships scheduled for 2022.	Planning, Implementing
8.2	Improve Board collaboration, participation and representation with other organizations doing water-related work in the Upper Yampa Basin.	<ul style="list-style-type: none"> UYWCD staff and directors are directly involved in the Basin Roundtable and subsequent subcommittees, the Integrated Water Management Plan (IWMP), the Yampa River Fund Technical Advisory Committee, the Upper Yampa Watershed Group, Colorado Water Trust, and are currently working to identify other collaboration opportunities for water-related work in the basin. UYWCD Sponsored WECO Water Fluency Program in Yampa Basin in 2021. 		• Public	• Annual Report planned for end of 2022.	Implementing
8.3	Improve two-way exchange among constituents, stakeholders, Board and staff regarding District priorities and activities	<ul style="list-style-type: none"> UYWCD strategic plan was released for public comment for a one month period ending December 2019. Public comments were compiled by UYWCD staff and the Board Governance Committee incorporated changes to the strategic plan as necessary. Outreach to outside organizations and interested constituents through email, periodic publications, and local media outlets is ongoing. 	Schedule and coordinate an events for 2022.	• Public	• Multiple small events and event sponsorships considered/planned for 2022.	Planning, Implementing
8.4	Increase local awareness of local water issues and resources	• See 8.1		• Public	• Perform Community/Constituent Survey of Water Resources Management Topics on Regular Basis	Planning
9. Robust District water rights portfolio.						
9.1	Maintain and, where appropriate, perfect District's water rights	<ul style="list-style-type: none"> Legal department is tracking upcoming due diligence, based on court decrees and Master Plan details. UYWCD Board is apprised of legal issues and relevant budget needs at all regular UYWCD BOD meetings. 	Diligence cycle efforts (2025 target date): Coal Creek project investigation, explore update to WR/WS Master Plan.	• Legal	<ul style="list-style-type: none"> Diligence cycle efforts underway with water rights analysis and Coal Creek project activities. Continue Opposition to Yamcolo Reservoir WR abandonment with CDWR. 	Planning, Implementing

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9.2	Enhance District involvement/advocacy on water administration matters	<ul style="list-style-type: none"> Updated water accounting system for Stagecoach Reservoir is 95% complete. Project completion by District Engineer pending finalization of Stagecoach reservoir Fill and Release Policies to be presented to UYWCD BOD for adoption at September UYWCD BOD meeting. The UYWCD continuously coordinates with Division Engineer's Office, partner Dam Owners, and contracted on dam releases. District Engineer has held multiple meetings (virtual) with the Division Engineer in 2020. 		<ul style="list-style-type: none"> Facilities 		
9.3	Evaluate potential and conditional water rights	<ul style="list-style-type: none"> Coal Creek Diversion project started in 2021. Yamcolo Water Rights abandonment opposition filed with CDWR 2021. 	Diligence cycle efforts (2025 target date): Coal Creek project investigation, explore update to WR/WS Master Plan.	<ul style="list-style-type: none"> Legal 	<ul style="list-style-type: none"> Diligence cycle efforts underway with water rights analysis and Coal Creek project activities. 	Planning, Implementing
9.4	Explore small tributary storage projects within Upper Yampa Basin	<ul style="list-style-type: none"> Coal Creek Diversion project analysis started in 2021. Small Reservoir Study update identified as BIP project. 	Update Small Reservoir Study.	<ul style="list-style-type: none"> Planning 	<ul style="list-style-type: none"> Small Reservoir study update planned for 2nd half 2021, early 2022 with consideration of revised BIP baseline model. 	Planning
9.5	Pursue water projects that utilize/perfect District water rights and that provide water supply for consumptive and non-consumptive purposes	<ul style="list-style-type: none"> Coal Creek Diversion project analysis started in 2021. Small Reservoir Study update identified as BIP project. 	Update Small Reservoir Study.	<ul style="list-style-type: none"> Planning 	<ul style="list-style-type: none"> Small Reservoir study update planned for 2nd half 2021, early 2022 with consideration of revised BIP baseline model. Continue Coal Creek Diversion Project development. 	Implementing
9.6	Support in-stream flow rights to help firm the District's portfolio.	<ul style="list-style-type: none"> See 4.6 and 4.7 		<ul style="list-style-type: none"> Board 		
9.7	Explore increasing flexibility of use for District's stored water rights	<ul style="list-style-type: none"> See 4.6 and 4.7 		<ul style="list-style-type: none"> Board 		
10. Robust staff, legal and administrative resources to ensure District's viability and ability to effectively serve its constituents.						
10.1	Begin succession planning where appropriate	<ul style="list-style-type: none"> 2021 UYWCD BOD review of General Counsel complete. Consideration of term limits for BOD seats discussed with full UYWCD BOD and General Counsel. Term limits not applied as of 2021. 	Conduct formal annual review of UYWCD General Counsel by UYWCD BOD.	<ul style="list-style-type: none"> Board 		Implementing
10.2	Regularly review and update Board goals and objectives	<ul style="list-style-type: none"> UYWCD BOD Governance Manual reviewed and updated in 2021 				
10.3	Clarify District governance structure that promotes interaction, transparency, trust, and <i>esprit de corp</i> among Board, GM and staff	<ul style="list-style-type: none"> Final governance recommendations from 360 Committee adopted by UYWCD BOD. Staffing and budgeting changes due to search for, and eventual replacement of UYWCD General Manager have implemented by UYWCD staff, consultant, and Hiring Committee. 			<ul style="list-style-type: none"> UYWCD BOD to complete self evaluation in 2022. 	Implementing

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10.4	<p>Improve District organizational structure to maximize effectiveness, collaboration and teamwork</p> <ul style="list-style-type: none"> Recent new hires for Communications and Marketing Manager, Business Manager, and Ditch Rider have addressed staffing needs for UYWCD. Permanent replacement for General Manager pending UYWCD BOD action. All UYWCD staff job descriptions have been updated in 2020. Written policies and procedures are updated as needed by UYWCD staff. UYWCD staff is working with ER Council on compensation survey, conducting a review and seeking quotes for health insurance plan and reviewing personnel guidelines for compliance and consistency. UYWCD staff will be conducting an audit of personnel & benefit files; will utilize ER Council as needed to confirm compliance. UYWCD staff completed compensation survey in fall of 2020. UYWCD staff completed review and implemented new health insurance plan effective January 2021. UYWCD completed a personnel and benefit files audit in March of 2021 to ensure compliance. Review of and first draft of revised employee handbook completed. UYWCD staff working with ER Council for review and ensure compliance. General Counsel will review for consistency. Review by Board planned for September 2021. UYWCD staff is currently developing a record retention / document management policy. Completion planned by end of 2021 and staff implementation by early to mid 2022. 			<ul style="list-style-type: none"> UYWCD staff will implement new policies to ensure compliance in 2022. 	Implementing
10.5	<p>Encourage opportunities for professional development</p> <ul style="list-style-type: none"> Staff training and professional development is a high priority for the UYWCD. Multiple UYWCD staff members have completed new training programs in 2020 and 2021. The UYWCD General Manager will continue to work with staff to identify training opportunities for all staff in the remainder of 2021. 	<p>Identify training programs for individual staff members during annual employee reviews.</p>		<ul style="list-style-type: none"> Practice will continue in 2022. 	Implementing
10.6	<p>Ensure District continues to be represented by competent legal staff</p> <ul style="list-style-type: none"> Bob Weiss and Scott Grosscup are doing an excellent job of representing the UYWCD for the organization's legal needs. UYWCD BOD review of General Counsel complete. 		<ul style="list-style-type: none"> Legal 		Complete
10.7	<p>Demonstrate commitment to and capacity for public service and engagement with constituents</p> <ul style="list-style-type: none"> UYWCD staff has conducted outreach efforts including emails, phone calls, and in-person meetings with individuals involved in contract negotiations to increase transparency and address questions or concerns as they arise. UYWCD staff has identified and met with key constituents involved in water-related work around the basin to identify collaboration opportunities. UYWCD staff represents UYWCD at water-related events including the Yampa State of the River, Yampa Rendezvous, Yampa River Fest, and Community Agriculture Alliance Ag Week. 			<ul style="list-style-type: none"> UYWCD to complete annual reports. 	Implementing
10.8	<p>Create an Upper Yampa Basin records and archive repository</p> <ul style="list-style-type: none"> Records archive to be included in 2021 work plan with associated inclusion in 2021 budget. Staff responded to Open Records Requests of archived documentation, ranging from 1966 to present date. Initial contact made with potential archive sites, further activities TBD. 	<p>Coordinate with local facility/entity to explore possibilities of cataloguing and preserving historic water resources records. CSU facility as model program.</p>		<ul style="list-style-type: none"> Further activities TBD. 	Planning
10.9	<p>Promote Retention of UYWCD staff</p> <p>Mutiple new employees hired in 2021.</p>			<ul style="list-style-type: none"> Ongoing 2022 work effort to identify incentives to promote retention of UYWCD staff. 	Identified





BOARD COMMUNICATION FORM

From: Karina Craig, Chief Accountant.

Date: November 10, 2021

Item: Financial Reports: 2021 Budget Comparison Report and Budget Amendment.

<input type="checkbox"/>	DIRECTION
<input checked="" type="checkbox"/>	INFORMATION
<input checked="" type="checkbox"/>	MOTION
<input type="checkbox"/>	RESOLUTION

I. Request/Issue and Background Information:

The **Budget Comparison Report** includes transactions accrued up to September 30, 2021.

Combined Water Sale Revenues for Stagecoach and Yamcolo Reservoirs projected for the year 2021 are \$65,294 above budget. Sources of variances include:

- ✓ New contracts
 - Colorado Water Trust, 1,850 AF, \$84,286
 - Stagecoach Agricultural water, 71 AF, \$2,168
 - Yampa River Augmentation Water, 13.7AF, \$3,486
- ✓ Augmentation plan application fees, \$3,600
- ✓ Abatements of Yamcolo non-municipal water, -\$26,570
- ✓ The small price adjustments that follow the publication of the semiannual CPI index, a few months after the annual budget is approved.

Power Revenues and Interest Earned are projected to be below budget. Power Revenues vary with water storage and release management, powerhouse maintenance needs, and overall water availability conditions. Interest income from Colotrast investments represents most of the District's interest revenues and reflect changing market conditions.

Tax Revenues' annual projections are estimated to be slightly above budget (6%).

As of September 30, 2021, the District accrued approximately 56% of budgeted Expenses and Capital Expenditures. Both items are projected to remain within budget.

Pass Through revenues and accrued expenditures associated with the Diversion Infrastructure Improvement Project Grants are shown in the report as well, \$17,746.



2021 Budget Amendment

At the July 21, 2021, Regular Board Meeting the Board approved the purchase of the Sickles West Property, of approximately 40 acres, for \$80,269. The property was purchased on October 21, 2021.

The District has applied for grants and to-date it accrued \$70,477 in unbudgeted passthrough revenues and expenditures, for the following projects:

- ✓ DIIP Diversion Infrastructure, \$18,697.
- ✓ Soil Moisture Study, \$24,995.
- ✓ Coal Creek Diversion Analysis, \$26,785.

The District has executed its first Elk River Augmentation Water contract. Accrued water sale revenues and contract application fees result in \$1,668 accrued revenues-to-date.

The revenues and expenditures described above have been incorporated into the proposed budget amendment.

II. Summary: 2021 District revenues are projected to be slightly above budget. A property has been purchased as approved by the Board of Directors; other expenditures are expected to be within budget. Activities that are new in 2021 and not previously included in the budget are submitted through a proposed Budget Amendment.

III. Staff Recommendation: Accept the September 30, 2021, Budget Comparison Report and approve the proposed November 17, 2021, budget amendment and attached resolution.

IV. Legal Issues: None

V. Consistency with Board Goals and Policies: UYWCD By-Laws and SP Goal 3.

Attachments:

Attachment 1: September 30, 2021, Budget Comparison Report

Attachment 2: Resolution for the Amended Budget and Appropriation for the Upper Yampa Water Conservancy District, Colorado; Resolution No. 2021-5.

UPPER YAMPA WATER CONSERVANCY DISTRICT - 2021 BUDGET COMPARISON REPORT, AS OF SEPTEMBER 30, 2021

	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2021 BUDGET AMENDMENT	2021 BUDGET	2021 YTD ACTUALS	2021 YTD PROJECTIONS
	audited	audited	amended May 19, 2021	proposed Nov 17, 2021	proposed amended Nov 17, 2021	Sep 30, 2021	Sep 30, 2021
Fund Opening Balance including Encumbered Funds	14,279,527	16,012,911	17,536,141	17,536,141	17,536,141	17,536,141	17,536,141
Encumbered Funds	919,734	6,212,424	5,870,780	5,870,780	5,870,780	5,870,780	5,870,780
Emergency Facilities Reserve		4,485,814	4,606,931	4,606,931	4,606,931	4,606,931	4,606,931
Capital Maintenance Reserve		752,436	772,752	772,752	772,752	772,752	772,752
Stagecoach Wetlands Mitigation Reserve	419,734	419,734	419,734	419,734	419,734	419,734	419,734
Routt County Road #14 Contribution	500,000	500,000					
Tabor Reserve		54,440	71,363	71,363	71,363	71,363	71,363
Capital Projects Development Fund	13,359,793	9,800,487	11,665,361	11,665,361	11,665,361	11,665,361	11,665,361
Revenues							
Facilities							
Stagecoach Reservoir							
Power Sales	234,324	162,432	195,000		195,000	40,932	89,682
Water Sales	433,769	162,197	118,288		118,288	126,767	212,145
Yamcolo Reservoir							
Water Sales	121,052	167,913	167,937		167,937	100,278	139,374
Stillwater Ditch & Reservoir Company	7,965	11,556	8,408		8,408	8,518	10,582
Elk River Augmentation Water Sales				1,668	1,668	1,200	1,668
Property taxes	2,415,730	2,644,690	2,520,875		2,520,875	2,663,088	2,674,000
Interest earned	327,104	124,735	31,045		31,045	12,662	15,167
Other income	4,000	20,835					
Pass through income	23,644	72,761		70,477	70,477	17,746	70,477
revenues	3,567,587	3,367,118	3,041,552		3,113,697	2,971,191	3,213,095
Expenditures							
Operating							
Facilities							
Stagecoach Reservoir	435,216	409,709	485,415		485,415	276,554	485,415
Yamcolo Reservoir	125,183	116,440	150,543		150,543	78,585	150,543
Stillwater Ditch & Reservoir Company	34,520	40,707	34,905		34,905	31,647	34,905
Administration	184,031	262,197	329,216		329,216	216,879	310,583
Board of Directors	71,720	125,671	114,232		114,232	39,761	72,753
External Affairs	70,807	106,310	117,278		117,278	76,784	106,799
Finance	111,594	103,206	154,304		154,304	81,490	131,446
Legal	125,521	157,532	156,623		156,623	81,441	156,284
Planning	205,229	53,869	95,053		95,053	37,424	94,713
Grants, Scholarships & Public Information	170,299	133,030	288,346		288,346	158,607	215,420
Treasurer fees	74,607	80,543	77,854		77,854	82,178	82,500
Pass through expenses	11,724	84,681		70,477	70,477	17,746	70,477
Subtotal Operating	1,620,451	1,673,894	2,003,770		2,074,247	1,179,096	1,911,839
Capital							
Stagecoach Reservoir	49,747	59,361	177,500	80,269	257,769	106,314	257,769
Yamcolo Reservoir	57,852	38,276	70,000		70,000	0	70,000
Stillwater Ditch & Reservoir Company	38,426	72,357	125,000		125,000	50,758	125,000
Office Space	67,728		2,500		2,500		2,500
Subtotal Capital	213,752	169,994	375,000		455,269	157,071	455,269
expenditures	1,834,203	1,843,888	2,378,770		2,529,515	1,336,167	2,367,108
net income (loss)	1,733,384	1,523,230	662,782		584,182	1,635,024	845,987
Ending Fund Balance	16,012,911	17,536,141	18,198,924		18,120,323	19,171,165	18,382,128

UPPER YAMPA WATER CONSERVANCY DISTRICT - 2021 BUDGET COMPARISON REPORT, AS OF SEPTEMBER 30, 2021

	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2021 BUDGET AMENDMENT	2021 BUDGET	2021 YTD ACTUALS	2021 YTD PROJECTIONS
	audited	audited	amended May 19, 2021	proposed Nov 17, 2021	proposed amended Nov 17, 2021	Sep 30, 2021	Sep 30, 2021
Fund Opening Balance including Encumbered Funds	14,279,527	16,012,911	17,536,141	17,536,141	17,536,141	17,536,141	17,536,141
Encumbered Funds	919,734	6,212,424	5,870,780	5,870,780	5,870,780	5,870,780	5,870,780
Emergency Facilities Reserve		4,485,814	4,606,931	4,606,931	4,606,931	4,606,931	4,606,931
Capital Maintenance Reserve		752,436	772,752	772,752	772,752	772,752	772,752
Stagecoach Wetlands Mitigation Reserve	419,734	419,734	419,734	419,734	419,734	419,734	419,734
Routt County Road #14 Contribution	500,000	500,000					
Tabor Reserve		54,440	71,363	71,363	71,363	71,363	71,363
Capital Projects Development Fund	13,359,793	9,800,487	11,665,361	11,665,361	11,665,361	11,665,361	11,665,361
Revenues							
Facilities							
Stagecoach Reservoir							
Power Sales	234,324	162,432	195,000		195,000	40,932	89,682
Water Sales	433,769	162,197	118,288		118,288	126,767	212,145
Yamcolo Reservoir							
Water Sales	121,052	167,913	167,937		167,937	100,278	139,374
Stillwater Ditch & Reservoir Company	7,965	11,556	8,408		8,408	8,518	10,582
Elk River Augmentation Water Sales				1,668	1,668	1,200	1,668
Property taxes	2,415,730	2,644,690	2,520,875		2,520,875	2,663,088	2,674,000
Interest earned	327,104	124,735	31,045		31,045	12,662	15,167
Other income	4,000	20,835					
Pass through income	23,644	72,761		70,477	70,477	17,746	70,477
revenues	3,567,587	3,367,118	3,041,552		3,113,697	2,971,191	3,213,095
Expenditures							
Operating							
Facilities							
Stagecoach Reservoir	435,216	409,709	485,415		485,415	276,554	485,415
Yamcolo Reservoir	125,183	116,440	150,543		150,543	78,585	150,543
Stillwater Ditch & Reservoir Company	34,520	40,707	34,905		34,905	31,647	34,905
Administration	184,031	262,197	329,216		329,216	216,879	310,583
Board of Directors	71,720	125,671	114,232		114,232	39,761	72,753
External Affairs	70,807	106,310	117,278		117,278	76,784	106,799
Finance	111,594	103,206	154,304		154,304	81,490	131,446
Legal	125,521	157,532	156,623		156,623	81,441	156,284
Planning	205,229	53,869	95,053		95,053	37,424	94,713
Grants, Scholarships & Public Information	170,299	133,030	288,346		288,346	158,607	215,420
Treasurer fees	74,607	80,543	77,854		77,854	82,178	82,500
Pass through expenses	11,724	84,681		70,477	70,477	17,746	70,477
Subtotal Operating	1,620,451	1,673,894	2,003,770		2,074,247	1,179,096	1,911,839
Capital							
Stagecoach Reservoir	49,747	59,361	177,500	80,269	257,769	106,314	257,769
Yamcolo Reservoir	57,852	38,276	70,000		70,000	0	70,000
Stillwater Ditch & Reservoir Company	38,426	72,357	125,000		125,000	50,758	125,000
Office Space	67,728		2,500		2,500		2,500
Subtotal Capital	213,752	169,994	375,000		455,269	157,071	455,269
expenditures	1,834,203	1,843,888	2,378,770		2,529,515	1,336,167	2,367,108
net income (loss)	1,733,384	1,523,230	662,782		584,182	1,635,024	845,987
Ending Fund Balance	16,012,911	17,536,141	18,198,924		18,120,323	19,171,165	18,382,128

RESOLUTION FOR AMENDED BUDGET and APPROPRIATION FOR THE UPPER YAMPA WATER CONSERVANCY DISTRICT, COLORADO

Resolution No. 2021-5

(Pursuant to Section 29-1-109, C.R.S.)

WHEREAS, the Board of Directors of the Upper Yampa Water Conservancy District (the “District”) adopted a Budget and made appropriations for calendar year 2021; and

WHEREAS, the Board desires to amend the adopted 2021 Budget and to make certain transfers, supplemental appropriations and/or revised appropriations as more particularly provided below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Upper Yampa Water Conservancy District, Colorado, that the 2021 Budget of the District is amended and transfers, supplemental appropriations and/or revised appropriations described below are approved:

1. The District offers Elk River Augmentation water storage for sale. The District has executed its first contract under this program. A revenue line named “Elk River Augmentation Sales” has been added to the 2021 Budget and accrued revenues-to-date in the amount of \$1,668 are recognized.

2. Passthrough revenues and expenditures each totaling \$70,477 have been accrued through the following projects:

- a. DIIP Diversion Infrastructure Program, \$18,697.
- b. Soil Moisture Study, \$24,995.
- c. Coal Creek Diversion Analysis, \$26,785.

3. On July 21, 2021, the UYWCD Board of Directors approved the purchase of Routt County Parcel ID 9502911001 of approximately 40 acres, known as “Sickles West Property, at a cost of \$80,269. The Stagecoach capital expenditure is now recognized.

4. To accommodate such changes, the 2021 Budget is adjusted as reflected on the attached 2021 Amended Budget.

5. A certified copy of this Resolution shall be filed with the Division of Local Government of the Colorado State Department of Local Affairs.

ADOPTED, this 17 day of November, 2021

UPPER YAMPA WATER CONSERVANCY
DISTRICT

By: _____

Ken Brenner, President

ATTEST:

By: _____
Andy Rossi, Secretary

UPPER YAMPA WATER CONSERVANCY DISTRICT - 2021 BUDGET

November 17, 2021, accrual basis

	2019 ACTUALS	2020 ACTUALS	2021 BUDGET					FUND DISTRIBUTION	
				STAGECOACH	YAMCOLO	SW DITCH	GENERAL FUND	OPERATING	CAPITAL
Fund Opening Balance including Encumbered Funds	14,279,527	16,012,911	17,536,141						
Encumbered Funds	919,734	6,212,424	5,875,302	5,249,436	482,355	67,626	75,885		
Emergency Facilities Reserve		4,485,814	4,606,931	4,293,068	283,801	30,062			
Capital Maintenance Reserve		752,436	772,752	536,634	198,554	37,564			
Stagecoach Wetlands Mitigation Reserve	419,734	419,734	419,734	419,734					
Routt County Road #14 Contribution	500,000	500,000							
Tabor Reserve		54,440	75,885				75,885		
Capital Projects Development Fund	13,359,793	9,800,487	11,660,839				11,660,839		
Revenues									
Facilities									
Stagecoach Reservoir									
Power Sales	234,324	162,432	195,000	195,000				195,000	
Water Sales	433,769	162,197	118,288	118,288				118,288	
Yamcolo Reservoir									
Water Sales	121,052	167,913	167,937		167,937			167,937	
Stillwater Ditch & Reservoir Company	7,965	11,556	8,408			8,408		8,408	
Elk River Augmentation Water Sales			1,668				1,668	1,668	
Property taxes	2,415,730	2,644,690	2,520,875				2,520,875	1,481,425	1,039,450
Interest earned	327,104	124,735	31,045				31,045	31,045	
Other income	4,000	20,835							
Pass through income	23,644	72,761	70,477				70,477	70,477	
revenues	3,567,587	3,367,118	3,113,697	313,288	167,937	8,408	2,624,065	2,074,247	1,039,450
Expenditures									
Operating				38%	11%	3%	48%		
Facilities									
Stagecoach Reservoir	435,216	409,709	485,415	485,415				485,415	
Yamcolo Reservoir	125,183	116,440	150,543		150,543			150,543	
Stillwater Ditch & Reservoir Company	34,520	40,707	34,905			34,905		34,905	
Administration	184,031	262,197	329,216	125,102	36,214	9,876	158,024	329,216	
Board of Directors	71,720	125,671	114,232	43,408	12,566	3,427	54,832	114,232	
External Affairs	70,807	106,310	117,278	44,566	12,901	3,518	56,294	117,278	
Finance	111,594	103,206	154,304	58,636	16,973	4,629	74,066	154,304	
Legal	125,521	157,532	156,623	59,517	17,229	4,699	75,179	156,623	
Planning	205,229	53,869	95,053	36,120	10,456	2,852	45,625	95,053	
Grants, Scholarships & Public Information	170,299	133,030	288,346	109,572	31,718	8,650	138,406	288,346	
Treasurer fees	74,607	80,543	77,854				77,854	77,854	
Pass through expenses	11,724	84,681	70,477				70,477	70,477	
Subtotal Operating	1,620,451	1,673,894	2,074,247	962,335	288,599	72,556	750,756	2,074,247	
Capital									
Stagecoach Reservoir - Water storage	49,747	59,361	257,769	257,769					257,769
Yamcolo Reservoir	57,852	38,276	70,000		70,000				70,000
Stillwater Ditch & Reservoir Company	38,426	72,357	125,000			125,000			125,000
Office Space	67,728		2,500				2,500		2,500
Subtotal Capital	213,752	169,994	455,269	257,769	70,000	125,000	2,500	455,269	
expenditures	1,834,203	1,843,888	2,529,515	1,220,103	358,599	197,556	753,256	2,074,247	455,269
net income (loss)	1,733,384	1,523,230	584,182	(906,815)	(190,663)	(189,149)	1,870,809		584,182
Ending Fund Balance	16,012,911	17,536,141	18,120,323						

1,385,096,342		
1,820	1,070	0,750
2,520,875	1,481,425	1,039,451

Ken Brenner, President

Andy Rossi, Secretary





BOARD COMMUNICATION FORM

From: Andy Rossi. General Manager

Date: 11/03/21

Item: UYWCD Board of Directors' Compensation

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

Colorado Revised Statute **37-45-115 Organization of the board of directors, Section (3)** is:

“Each board member of the board shall receive as compensation for the member’s service such sum as shall be ordered by the court, not in excess of two thousand four hundred dollars per annum. Payable, monthly, and necessary traveling expenses actually expended while engaged in the performance of the member’s duties.”

Section 4 – Compensation of the BYLAWS OF THE UPPER YAMPA WATER CONSERVANCY DISTRICT (Effective March 17, 2021) is:

“The compensation to be paid to the District's Directors shall be \$100.00 per meeting attended, in addition to their actual traveling and transportation expenses when away from their respective places of residence on District business. “Attending a meeting” to qualify for such \$100 compensation means preparation for, travel for, attendance at, or participation in: (1) in-person or video/teleconference or other electronic meetings of the Board and Board Committees, regardless of whether the Director is a member of the Committee; and (2) the following if the Director is representing the District on a matter related to the District’s business: meetings of or discussions with state, county, local, and federal officials and District constituents; educational and policy presentations and seminars; meetings or negotiations with District staff or third parties; and judicial or administrative hearings or proceedings. Notwithstanding the foregoing, the maximum annual compensation (excluding travel and transportation expenses) which may be paid to any Director shall be \$2,400.00 pursuant to the Act.”



III. Staff Recommendation:

Revise Section 4 – Compensation of the BYLAWS OF THE UPPER YAMPA WATER CONSERVANCY DISTRICT (Effective March 17, 2021) to be:

“The compensation to be paid to the District's Directors shall be **\$200.00** per meeting attended, in addition to their actual traveling and transportation expenses when away from their respective places of residence on District business. “Attending a meeting” to qualify for such **\$200.00** compensation means preparation for, travel for, attendance at, or participation in: (1) in-person or video/teleconference or other electronic meetings of the Board and Board Committees, regardless of whether the Director is a member of the Committee; and (2) the following if the Director is representing the District on a matter related to the District’s business: meetings of or discussions with state, county, local, and federal officials and District constituents; educational and policy presentations and seminars; meetings or negotiations with District staff or third parties; and judicial or administrative hearings or proceedings. Notwithstanding the foregoing, the maximum annual compensation (excluding travel and transportation expenses) which may be paid to any Director shall be \$2,400.00 pursuant to the Act.”

IV. Legal Issues:

Revisions of the UYWCD By-Laws may be amended by the affirmative vote of a majority of the entire Board of Directors.

V. Consistency with Board Goals and Policies:

UYWCD SP Objective 10.3.





BOARD COMMUNICATION FORM

From: Andy Rossi, General Manager

Date: 11/10/21

Item: 2022 Upper Yampa Water Conservancy District Budget

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION(S)

I. Request/Issue and Background Information:

The Upper Yampa Water Conservancy District (UYWCD) considers the upcoming year's budget in a multi-step process. The initial step in this process is to present, for review and discussion, a Preliminary UYWCD Budget at the September UYWCD Board of Directors' (BOD) Meeting. The presentation of the Preliminary UYWCD Budget in September is necessary to allow for UYWCD staff and BOD budget discussions before the Colorado Department of Local Affairs (DOLA) required deadline for Budget Officers to submit a proposed budget to the governing body (C.R.S. 29-1-105) and for the Governing Body to publish a "Notice of Budget" upon receiving proposed budget. (C.R.S. 29-1-106(1)) by October 15th each year. Following this October 15th deadline, the UYWCD traditionally adopts a final budget at the November UYWCD BOD meeting ahead of the DOLA deadline of December 15th for certification of a mill levy to county commissioners (C.R.S 39-5-128(1)). Local governments levying property tax must adopt their budgets before certifying the levy to the county. On or before January 30th of each year, the UYWCD BOD shall cause a certified copy of the UYWCD Budget to be filed with DOLA (UYWCD Bylaws, C.R.S 29-1-113(1)).

The Proposed 2022 UYWCD Budget, included as an attachment with this communication, is a final budget document to be considered by UYWCD BOD for adoption. Notable items included in the final 2022 UYWCD Budget are as follows:

- The proposed 2022 budgeted ending Fund Balance = \$18,430,381. The 2021 budgeted ending Fund Balance = \$18,120,323 (proposed November 17, 2021, budget amendment).
- Revised Stagecoach Reservoir water storage revenue due to anticipated municipal contract pricing modifications.
- Continued decreased interested earned revenue projections (to be updated in 2022 reports as new data is available).
- Final 2022 Estimates for Capital Expenditures.
- Facilities operating expense cost modifications derived from UYWCD facilities staff review of 2022 UYWCD facilities budget and recommendations from financial auditor.
- Recommended UYWCD staff annual compensation. 2022 UYWCD staff compensation recommendations are derived from staff performance reviews conducted in October 2021 and



CPI based cost-of-living adjustments to salary ranges. One seasonal employee has been converted to a year-round, part time employee for 2022. There will also be minor changes to the UYWCD staff benefits in 2022, resulting in total cost of labor adjustments. 2022 total budgeted cost of staff compensation to the UYWCD, including gross salaries, 401(a) match, insurance, and employer taxes and fees = \$1,072,539.39. 2021 total budgeted cost of staff compensation to the UYWCD, including gross salaries, 401(a) match, insurance, and employer taxes and fees = \$963,064.18.

- UYWCD BOD budgeted expenses did not need to be modified for 2022 due to the adoption of the proposed 2022 UYWCD BOD meetings schedule and revised board members' compensation of \$200 per meeting, maximum of \$2,400 per year. The UYWCD budgets for the maximum allowable directors' compensation every year.
- Continued support for local, regional, and state water resources organizations including:
 - Colorado Water Congress
 - Colorado Cattlemen's Agricultural Land Trust
 - Colorado Watershed Assembly
 - Community Agricultural Alliance
 - Friends of the Yampa
 - USGS Water Quality Monitoring program(s)
 - Water Education Colorado
 - Yampa Basin Rendezvous
 - Yampa Valley Sustainability Council
 - Yampatika
 - Routt County Conservation District
 - Upper Yampa Watershed Group
- Increase to engineering and technical analyses included in the Planning budget contemplated by the UYWCD. Analyses planned for 2022 included:
 - Coal Creek Project Analysis, Design, and Permitting
 - Yampa River Basin Soil Moisture Network Pilot Program
 - Upper Yampa River Basin Water Quality Analysis
 - Additional StateMOD/CDSS model refinements (agricultural shortages, low flow risks)
 - Yampa River Basin GIS database and operations tool
 - New Storage study
- Continuation of funds available for infrastructure grants and non-infrastructure grants.
- Individual line items have been added to the UYWCD budget format to account for water contract sales for the Elk River Augmentation Plan and Pass-Through expenditures from financial grant awards.

II. Summary and Alternatives:

A Proposed 2022 Budget is hereby submitted to the UYWCD BOD as required by DOLA for adoption.

III. Staff Recommendation:

Adopt the proposed 2022 UYWCD Budget with the following three (3) resolutions:

1. Resolution to Adopt 2022 Budget
2. Resolution to Appropriate Sums of Money 2022
3. Resolution to Set 2022 Mill Levies



IV. Legal Issues:

Compliance with budget submittal and noticing requirements, UYWCD Bylaws.

V. Consistency with Board Goals and Policies:

UYWCD SP Objective 3.1

Attachments:

Proposed 2022 Upper Yampa Conservancy District Budget with Three Associated Resolutions.

UPPER YAMPA WATER CONSERVANCY DISTRICT - 2022 BUDGET DRAFT, AS OF NOVEMBER 17 2021

November 17, 2021, accrual basis

DRAFT

	2020 ACTUALS	2021 BUDGET	2021 BUDGET	2022 BUDGET DRAFT	STAGECOACH	YAMCOLO	STILLWATER DITCH	GENERAL FUND	OPERATING	CAPITAL
	audited	Amended May 19, 2021	Proposed amended Nov 17, 2021	rev Nov 17, 2022						
Fund Opening Balance including Encumbered Funds	16,012,911	17,536,141	17,536,141	18,120,323						
Encumbered Funds	6,212,424	5,870,780	5,870,780	6,131,078	5,466,773	504,061	70,669	89,575		
Emergency Facilities Reserve	4,485,814	4,606,931	4,606,931	4,814,243	4,486,256	296,572	31,415			
Capital Maintenance Reserve	752,436	772,752	772,752	807,526	560,783	207,489	39,254			
Stagecoach Wetlands Mitigation Reserve	419,734	419,734	419,734	419,734	419,734					
Routt County Road #14 Contribution	500,000									
Tabor Reserve	54,440	71,363	71,363	89,575				89,575		
Capital Projects Development Fund	9,800,487	11,665,361	11,665,361	11,989,245				11,989,245		
Revenues										
Facilities										
Stagecoach Reservoir										
Power Sales	162,432	195,000	195,000	193,000	193,000				193,000	
Water Sales	162,197	118,288	118,288	189,190	189,190				189,190	
Yamcolo Reservoir										
Water Sales	167,913	167,937	167,937	169,025		169,025			169,025	
Stillwater Ditch & Reservoir Company	11,556	8,408	8,408	8,850			8,850		8,850	
Elk River Augmentation water sales			1,668	476					476	
Property taxes	2,644,690	2,520,875	2,520,875	2,720,454				2,720,454	1,871,496	848,958
Interest earned	124,735	31,045	31,045	11,300				11,300	11,300	
Other income	20,835									
Pass through income	72,761		70,477							
revenues	3,367,118	3,041,552	3,113,697	3,292,296	382,190	169,025	8,850	2,731,754	2,443,338	848,958
Expenditures										
Operating										
Facilities										
Stagecoach Reservoir	409,709	485,415	485,415	643,533	643,533				643,533	
Yamcolo Reservoir	116,440	150,543	150,543	154,277		154,277			154,277	
Stillwater Ditch & Reservoir Company	40,707	34,905	34,905	59,209			59,209		59,209	
Administration	262,197	329,216	329,216	344,750	131,005	37,922	10,342	165,480	344,750	
Board of Directors	125,671	114,232	114,232	117,913	44,807	12,970	3,537	56,598	117,913	
External Affairs	106,310	117,278	117,278	125,482	47,683	13,803	3,764	60,231	125,482	
Finance	103,206	154,304	154,304	147,310	55,978	16,204	4,419	70,709	147,310	
Legal	157,532	156,623	156,623	157,641	59,904	17,341	4,729	75,668	157,641	
Planning	53,869	95,053	95,053	283,571	107,757	31,193	8,507	136,114	283,571	
Grants, Scholarships & Public Information	133,030	288,346	288,346	328,039	124,655	36,084	9,841	157,458	328,039	
Treasurer fees	80,543	77,854	77,854	81,614				81,614	81,614	
Pass through expenses	84,681		70,477							
Subtotal Operating	1,673,894	2,003,770	2,074,247	2,443,338	1,215,321	319,794	104,350	803,872	2,443,338	
Capital										
Stagecoach Reservoir	59,361	177,500	257,769	297,500	297,500					297,500
Yamcolo Reservoir	38,276	70,000	70,000	130,000		130,000				130,000
Stillwater Ditch & Reservoir Company	72,357	125,000	125,000	115,000			115,000			115,000
Office Space		2,500	2,500							
Subtotal Capital	169,994	375,000	455,269	542,500	297,500	130,000	115,000			542,500
expenditures	1,843,888	2,378,770	2,529,515	2,985,838	1,512,821	449,794	219,350	803,872	2,443,338	542,500
net income (loss)	1,523,230	662,782	584,182	306,458	(1,130,630)	(280,769)	(210,500)	1,927,882		306,458
Ending Fund Balance	17,536,141	18,198,924	18,120,323	18,426,781						

Ken Brenner, President

Andy Rossi, Secretary

1,494,754,750			
1,820	1,252		0,568
2,720,454	1,871,496		848,957
	69%		31%

REVENUES

ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT	SUB-SUB-SUBACCOUNT
STAGECOACH RESERVOIR			
	POWER SALES		
	WATER SALES		
		AGRICULTURE AND IRRIGATION	
		INDUSTRIAL	
		MUNICIPAL	
		ERC	
		EDEXCO	
		AUGMENTATION, YAMPA RIVER	
		CONTRACT APPLICATION FEES	
YAMCOLO RESERVOIR			
	WATER SALES		
		AGRICULTURE AND IRRIGATION	
		INDIVIDUAL IRRIGATORS	
		YIA	
		INDUSTRIAL	
		MUNICIPAL	
		ENLARGEMENT	
STILLWATER DITCH & RESERVOIR COMPANY			
	SHAREHOLDER CONTRACTS		
	CARRIAGE CONTRACTS		
ELK RIVER AUGMENTATION PLAN, WATER SALES			
PROPERTY TAXES			
	ROUTT COUNTY		
	MOFFAT COUNTY		
INTEREST EARNED			
OTHER INCOME			
PASSTHROUGH			
TOTAL			

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
316,379	324,629	313,288	167,699
200,000	162,432	195,000	40,932
116,379	162,197	118,288	126,767
			2,168
36,870	37,329	38,337	37,782
71,285	71,285	71,285	71,285
	42,240		
2,175	2,175	2,175	2,175
6,049	6,768	6,491	9,456
	2,400		3,900
163,654	167,913	167,937	100,278
163,654	167,913	167,937	100,278
77,501	77,000	78,905	51,625
38,501	38,000	39,035	25,390
39,000	39,000	39,870	26,235
86,153	86,688	89,032	48,653
	4,225		
45,279	11,556	8,408	8,518
45,279	8,186	8,408	8,518
	3,369		
			1,200
2,496,565	2,644,690	2,520,875	2,663,088
2,175,872	2,293,565	2,177,746	2,294,489
320,693	351,126	343,129	368,599
296,100	124,735	31,045	12,662
	20,835		
	72,761		17,746
3,317,977	3,367,118	3,041,552	2,971,191

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
374,012	382,190
193,000	193,000
181,012	189,190
1,527	877
38,481	38,481
126,655	134,974
3,808	4,100
10,542	10,759
167,937	169,025
167,937	169,025
78,905	79,650
39,035	39,330
39,870	40,320
89,032	89,375
8,629	8,850
8,629	8,850
	476
2,720,454	2,720,454
2,385,224	2,385,224
335,230	335,230
11,300	11,300
3,282,332	3,292,296

STAGECOACH OPERATING EXPENSES				
ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT	JOB	
0010	COMPENSATION			
0020	DISTRICT INSURANCE			
0030	TRAINING			
0040	TRAVEL, MEETINGS & CONFERENCES			
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES			
	051	ENGINEERING SERVICES		
		51-01	Yampa River Augmentation Plan	
		51-04	Other Engineering	
			Safety Buoys	
			Union Ditch	
			Discretionary/Other	
0100	OTH OPERATING EXPENSES			
	101	GENERAL MAINTENANCE		
	102	PERMITS & WATER QUALITY		
	103	STREAMGAGING		
	104	VEHICLE & FUEL EXPENSES		
	105	UTILITIES		
		105-01	Phone and Internet	
		105-02	Electrical Power	
		105-03	Snowplowing	
	106	SMALL FURNITURE & SAFTY EQUIPMENT		
	113	CONTRIBUTIONS & DUES		
	116	CONTINGENCIES		
TOTAL EXPENSES				

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS	2022 BUDGET	2022 BUDGET
			30-Sep-2021	SEPT 2021 DRAFT	NOV 2021 DRAFT
329,276	259,657	316,256	219,376	330,535	365,861
16,143	14,997	18,697	14,566	15,840	17,319
10,000	2,495	3,000			
1,000		1,000			
			5,255	3,500	38,500
			1,663		
			3,593		38,500
					15,000
					20,000
					3,500
168,700	132,560	146,462	37,357	221,853	221,853
30,000	25,922	30,000	14,824	30,000	30,000
33,500	27,154	11,500	4,850	82,405	82,405
24,000	23,820	24,000		24,720	24,720
6,000	4,510	6,000	5,376	6,000	6,000
15,200	15,953	14,962	12,145	18,728	18,728
3,700	3,257	3,462	3,341	5,728	5,728
5,000	5,940	5,000	6,691	6,500	6,500
6,500	6,755	6,500	2,113	6,500	6,500
			163		
35,000	35,000	35,000		35,000	35,000
25,000	202	25,000		25,000	25,000
525,119	409,709	485,415	276,555	571,728	643,533

STAGECOACH FIXED ASSETS					
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	
1	CAPITAL ASSETS NOT BEING DEPRECIATED				
	1-10	STAGECOACH			
		1-10-1	LAND & WATER RIGHTS		
		1-10-2	DAM STRUCTURE		
		1-10-3	AMENITIES		
			Wetlands		
			Discretionary		
2	CAPITAL ASSETS BEING DEPRECIATED				
	2-10	STAGECOACH - DAM			
		2-11	BLDNG & MECHANICAL		
			2.11.1	POWER	
				2.11.10	HYDROPLANT EQUIPMENT-GENERAL
					Safety Buoys
				2.11.11	TURBINE PARTS REPLACEMENT
				2.11.12	TRANSFER TRIP CIRCUIT REPLACEMENT
				2.11.13	SPECIALTY EQUIPMENT
				2.11.14	INVERTER REPLACEMENT
				2.11.15	ELECTRONIC UPGRADES
				2.11.16	SCADA SYSTEM
			2.11.2	NON-POWER	
				2.11.21	SHED
				2.11.22	STEM GUIDE REPLACEMENT
		2-12	NON MECHANICAL		
			2.12.1	MONITORING EQUIPMENT	
			2.12.2	STRUCTURAL REPAIRS	
	2-20	STAGECOACH - AMENITIES			
		2-21	FENCE		
		2-22	PARK BLDGS/IMPROVEMENTS		
		2-23	UNION DITCH HEADGATE		
	2-70	EQUIPMENT, VEHICLES, OTHER			
TOTAL FIXED ASSETS					

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS	2022 BUDGET	2022 BUDGET
			30-Sep-2021	SEPT 2021 DRAFT	NOV 2021 DRAFT
10,000	1,093	35,000			35,000
10,000	1,093	35,000			35,000
5,000	1,093	35,000			35,000
5,000					35,000
90,000	58,268	142,500	106,314	82,500	262,500
65,000	17,762	132,500	106,314	77,500	137,500
65,000	17,762	130,000	106,314	75,000	135,000
35,000	15,762	100,000	69,872	75,000	130,000
					60,000
					60,000
					50,000
					10,000
					10,000
					5,000
				2,500	2,500
				2,500	2,500
				2,500	2,500
25,000	15,462	10,000		5,000	125,000
					75,000
					50,000
			25,044		
100,000	59,361	177,500	106,314	82,500	297,500

YAMCOLO OPERATING EXPENSES		
ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT
0010		COMPENSATION
0020		DISTRICT INSURANCE
0030		TRAINING
0040		TRAVEL, MEETINGS & CONFERENCES
0050		CONSULTING & CONTRACTED PROFESSIONAL SERVICES
0100		OTH OPERATING EXPENSES
	101	GENERAL MAINTENANCE
	102	PERMITS & WATER QUALITY
	104	VEHICLE & FUEL EXPENSES
	105	UTILITIES
	116	CONTINGENCIES
TOTAL EXPENSES		

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021	2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
107,140	78,488	102,277	70,127	104,025	112,481
2,991	2,741	3,545	2,306	2,943	3,046
5,000		3,000			
1,000		1,000	37		
			2,416		
40,500	35,211	40,721	3,698	38,750	38,750
10,000	12,762	10,000	1,939	10,000	10,000
21,000	21,325	21,000		21,000	21,000
2,000	1,124	2,000	1,711	2,500	2,500
		221	49	250	250
7,500		7,500		5,000	5,000
156,631	116,440	150,543	78,584	145,718	154,277

YAMCOLO FIXED ASSETS					
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	
2	CAPITAL ASSETS BEING DEPRECIATED				
	2-30	YAMCOLO			
			2-31	BLDNG & MECHANICAL	
				BUTTERFLY VALVE EQUIPMENT	
			2-32	NON MECHANICAL	
				MONITORING EQUIPMENT	
				STRUCTURAL REPAIRS	
				2.32.21 SPILLWAY	
				2.32.22 RIP RAP	
				WETLANDS	
	2-70	EQUIPMENT, VEHICLES, OTHER			
TOTAL FIXED ASSETS					

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021	2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
80,000	38,276	70,000		92,500	130,000
80,000	34,491	70,000		92,500	130,000
15,000		15,000		35,000	70,000
15,000		15,000		15,000	50,000
				20,000	20,000
65,000	34,491	55,000		57,500	60,000
25,000		15,000		10,000	10,000
40,000		40,000		45,000	45,000
				5,000	5,000
40,000		40,000		40,000	40,000
	34,491			2,500	5,000
	3,786				
80,000	38,276	70,000		92,500	130,000

STILLWATER DITCH OPERATING EXPENSES		
ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT
0010		COMPENSATION
0020		DISTRICT INSURANCE
0030		TRAINING
0100		OTH OPERATING EXPENSES
	101	GENERAL MAINTENANCE
	102	PERMITS & WATER QUALITY
	104	VEHICLE & FUEL EXPENSES
	105	UTILITIES
	116	CONTINGENCIES
TOTAL EXPENSES		

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
22,018	27,107	21,982	25,085
816	732	906	567
1,000			
17,000	12,868	12,017	5,995
15,000	8,248	9,780	1,357
		220	200
	4,620		4,434
		17	4
2,000		2,000	
40,834	40,707	34,905	31,647

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
48,725	41,020
803	765
17,425	17,425
10,000	10,000
200	200
5,200	5,200
25	25
2,000	2,000
66,953	59,209

STILLWATER DITCH FIXED ASSETS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	
2	CAPITAL ASSETS BEING DEPRECIATED			
	2-40	STILLWATER DITCH		
		2-42	NON MECHANICAL	
			2.42.2	STRUCTURAL REPAIRS
	2-70	EQUIPMENT, VEHICLES, OTHER		
TOTAL FIXED ASSETS				

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
120,000	72,357	125,000	50,758
120,000	72,066	125,000	50,758
120,000	72,066	125,000	50,758
	291		
120,000	72,357	125,000	50,758

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
115,000	115,000
115,000	115,000
115,000	115,000

ADMINISTRATION

OPERATING EXPENSES	
ACCOUNT	SUBACCOUNT #
0010	COMPENSATION
0020	DISTRICT INSURANCE
0030	TRAINING
0040	TRAVEL, MEETINGS & CONFERENCES
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES
	054 IT SERVICES
	055 OTHER CONSULTING
0100	OTH OPERATING EXPENSES
	104 VEHICLE & FUEL EXPENSES
	105 UTILITIES
	106 SMALL FURNITURE & SAFTY EQUIPMENT
	107 OFFICE RENT
	108 CLEANING SERVICES
	109 OFFICE SUPPLIES
	110 COMPUTERS & SOFTWARE
	111 ADVERTISING
	113 CONTRIBUTIONS & DUES
	116 CONTINGENCIES
TOTAL EXPENSES	

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
190,051	128,750	169,024	120,402
4,806	3,870	4,701	2,891
2,500	285	6,000	305
		455	122
18,000	15,668	15,736	9,399
12,000	12,110	9,236	8,059
6,000	3,558	6,500	1,340
119,108	113,624	133,300	83,761
	325	500	270
8,900	6,358	8,820	6,902
5,000	5,000	10,000	
63,376	63,376	77,663	58,247
4,000	2,725	4,400	2,700
8,400	5,248	7,822	1,861
20,000	19,371	13,650	9,596
2,000	2,095	1,200	1,926
2,300	2,575	2,645	2,257
5,132	6,552	6,600	
334,465	262,197	329,216	216,879

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
173,107	177,667
4,281	4,048
4,000	5,728
455	2,560
16,500	19,500
10,000	13,000
6,500	6,500
134,680	135,246
500	500
10,000	10,000
10,000	10,000
77,663	78,823
4,400	4,400
7,822	5,000
13,650	15,373
2,000	2,000
2,645	3,150
6,000	6,000
333,024	344,750

FIXED ASSETS	
0002	CAPITAL ASSETS BEING DEPRECIATED
	0002-4 EQUIPMENT, VEHICLES AND OTHER
TOTAL FIXED ASSETS	

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
		2,500	
		2,500	

2021 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT

BOARD OF DIRECTORS

ACCOUNT	SUBACCOUNT #	JOB
0010	COMPENSATION	
0020	DISTRICT INSURANCE	
0040	TRAVEL, MEETINGS & CONFERENCES	
	041	CONFERENCE EXPENSES
		Conf. registration
		Conf. meals, lodging & mileage
	042	DISTRICT MEETING EXPENSES
	043	DIRECTORS' COMPENSATION
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES	
0100	OTH OPERATING EXPENSES	
	104	VEHICLE & FUEL EXPENSES
	116	CONTINGENCIES
TOTAL		

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
36,823	33,307	33,779	23,161
1,631	1,451	1,863	1,084
73,500	31,857	68,590	15,510
40,000	6,084	40,700	1,450
11,900	8,573	6,290	4,460
21,600	17,200	21,600	9,600
75,380	55,706	10,000	
3,350	3,350		6
			6
3,350	3,350		
190,684	125,671	114,232	39,761

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
34,611	35,474
2,941	2,790
65,550	69,549
34,500	36,206
14,500	14,438
20,000	21,768
9,450	11,743
21,600	21,600
10,000	10,000
100	100
100	100
113,202	117,913

EXTERNAL AFFAIRS

ACCOUNT	SUBACCOUNT #	JOB
0010	COMPENSATION	
0020	DISTRICT INSURANCE	
0030	TRAINING	
0040	TRAVEL, MEETINGS & CONFERENCES	
	041	CONFERENCE EXPENSES

		Conf. registration
		Conf. meals, lodging & mileage
0100	OTH OPERATING EXPENSES	
	104	VEHICLE & FUEL EXPENSES
	116	CONTINGENCIES
TOTAL		

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
101,606	100,500	100,015	73,477
1,802	1,451	1,763	1,084
2,000	800	3,000	
15,000	3,100	11,800	1,625
15,000	3,100	11,800	1,625

5,000		5,000	1,525
10,000		6,800	100
1,500	459	700	598
	459	700	598

1,500			
121,909	106,310	117,278	76,784

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
103,812	106,704
1,605	1,477
3,000	3,000
11,800	11,800
11,800	11,800

2,500	2,500

122,717	125,482

FINANCE

ACCOUNT	SUBACCOUNT #	JOB
0010	COMPENSATION	
0020	DISTRICT INSURANCE	
0030	TRAINING	
0040	TRAVEL, MEETINGS & CONFERENCES	
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES	
	055 OTHER CONSULTING	
		Audit
		General / other
0100	OTH OPERATING EXPENSES	
TOTAL		

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
103,051	81,636	101,778	70,722
3,263	2,903	3,526	2,168
2,500		5,000	100
1,000		1,000	
40,000	18,667	40,000	8,500
40,000	18,667	40,000	8,500
10,000	4,950	10,000	8,500
30,000	13,717	30,000	
3,000		3,000	
152,813	103,206	154,304	81,490

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
104,712	107,355
3,211	2,955
5,000	5,000
1,000	1,000
39,000	29,000
39,000	29,000
9,000	9,000
30,000	20,000
2,000	2,000
154,923	147,310

LEGALS

ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT
0010	COMPENSATION	
0020	DISTRICT INSURANCE	
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES	
	052	GENERAL MATTERS & MASTER PLAN
		52- 01 General Matters
	053	OTHER LEGAL SERVICES
		53- 01 Pricing inclusive
		53- 02 Pricing exclusive
	055	OTHER CONSULTING
0100	OTH OPERATING EXPENSES	
	116	CONTINGENCIES
TOTAL		

2020 BUDGET	2020ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
23,188	24,397	21,742	15,356
901	726	881	542
120,000	132,409	120,000	65,542
	94,427		9,093
	94,427		9,093
	11,480		45,549
	4,698		31,188
	6,782		14,362
	26,502		10,900
14,000		14,000	
14,000		14,000	
158,090	157,532	156,623	81,441

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
22,337	22,903
803	739
120,000	120,000
14,000	14,000
14,000	14,000
157,140	157,641

PLANNING

ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT
0010	COMPENSATION	
0020	DISTRICT INSURANCE	
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES	
	051	ENGINEERING SERVICES
		51- 01 Yampa River Augmentation Plan
		51- 02 Elk River Augmentation Plan
		51- 03 CDSS modeling update
		51- 04 Other Engineering
0100	OTH OPERATING EXPENSES	
	102	PERMITS & WATER QUALITY
	103	STREAMGAGING
	104	VEHICLE & FUEL EXPENSES
	116	CONTINGENCIES
TOTAL		

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS 30-Sep-2021
24,152	24,893	22,652	15,977
901	726	881	542
40,000	22,419	62,500	20,718
40,000	22,419	62,500	20,718
2,000		2,500	2,092
5,000	3,572	2,500	
20,000	10,897	12,500	
13,000	7,951	45,000	18,626
9,519	5,831	9,019	187
19		19	
7,000	5,831	6,500	
			187
2,500		2,500	
74,572	53,869	95,053	37,424

2022 BUDGET SEPT 2021 DRAFT	2022 BUDGET NOV 2021 DRAFT
23,215	23,807
803	739
250,000	250,000
9,019	9,025
19	25
6,500	6,500
2,500	2,500
283,037	283,571

PUBLIC INFORMATION

ACCOUNT	SUBACCOUNT #	SUB-SUBACCOUNT	JOB
0010	COMPENSATION		
0020	DISTRICT INSURANCE		
0030	TRAINING		
0050	CONSULTING & CONTRACTED PROFESSIONAL SERVICES		
0100	OTH OPERATING EXPENSES		
	104	VEHICLE & FUEL EXPENSES	
	109	OFFICE SUPPLIES	
	111	ADVERTISING	
	112	WEBSITE & COMMUNICATIONS	
	113	CONTRIBUTIONS & DUES	
			CWC
			WECO
			CAA
			RCDEH
			Annual event & oth
			Annual report
			WQ outreach SC
			Sponsorships
			Discretionary
	114	SCHOLARSHIPS	
	115	GRANTS	
			DIIP
			Other grants
	116	CONTINGENCIES	
TOTAL			

2020 BUDGET	2020 ACTUALS	2021 BUDGET	2021 ACTUALS
			30-Sep-2021
73,265	74,137	73,559	55,267
601	484	588	361
1,500	1,395	3,000	
5,000			
173,025	57,014	211,200	102,978
	56		
			208
		5,000	1,055
35,000	10,326	25,000	6,532
30,500	18,654	52,200	35,025
6,200	4,279	7,200	7,090
1,300	590	7,500	7,500
1,000	1,000	1,000	1,000
12,000		12,000	11,881
		20,000	4,304
		2,500	
	11,535	2,000	
			3,250
10,000	1,250		
4,000	4,000	4,000	4,000
100,000	23,975	125,000	56,159
50,000	7,640	75,000	20,331
50,000	16,335	50,000	35,828
3,525	3		
253,390	133,030	288,346	158,607

2022 BUDGET	2022 BUDGET
SEPT 2021 DRAFT	NOV 2021 DRAFT
77,068	79,269
535	493
1,500	
220,000	248,277
5,000	5,000
25,000	30,000
55,000	57,200
10,000	10,000
125,000	146,077
50,000	71,077
75,000	75,000
299,103	328,039

RESOLUTION TO ADOPT BUDGET AND SALARY RANGE SCHEDULE

Resolution No. 2021-8

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET AND SALARY RANGE SCHEDULE FOR THE UPPER YAMPA WATER CONSERVANCY DISTRICT, ROUTT COUNTY AND MOFFAT COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022, AND ENDING ON THE LAST DAY OF DECEMBER 2022.

WHEREAS, the Board of Directors of the Upper Yampa Water Conservancy District appointed the General Manager of the District to prepare and submit a proposed budget and salary range schedule for calendar year 2021 to said governing body at the proper time; and

WHEREAS, the Secretary has submitted a proposed budget and salary range schedule to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with Colorado law, said proposed budget and salary range schedule were open for inspection by the public at a designated place, a public hearing was held before the Board of Directors of the District on November 17, 2021, and interested tax payers were given the opportunity to file or register any objections to said proposed budget and salary range schedule; and

WHEREAS, whatever increases may have been made in the proposed expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Upper Yampa Water Conservancy District, Routt County and Moffat County, Colorado:

1. That the budget and salary range schedule of the District for 2022, as attached to this Resolution, is hereby approved and adopted as the budget and salary range schedule of the Upper Yampa Water Conservancy District for the fiscal year 2022.

2. That the budget and salary range schedule hereby approved and adopted shall be signed by the President and Secretary of the District and made a part of the public records of the District.

ADOPTED this 17th day of November, 2021.

UPPER YAMPA WATER CONSERVANCY
DISTRICT

By: _____
Ken Brenner, President

ATTEST:

By: _____
Andy Rossi, Secretary

UPPER YAMPA WATER CONSERVANCY DISTRICT - 2022 BUDGET DRAFT, AS OF NOVEMBER 17 2021

November 17, 2021, accrual basis

	2020 ACTUALS	2021 BUDGET	2022 BUDGET	STAGECOACH	YAMCOLO	STILLWATER DITCH	GENERAL FUND	OPERATING	CAPITAL
Fund Opening Balance including Encumbered Funds	16,012,911	17,536,141	18,120,323						
Encumbered Funds	6,212,424	5,870,780	6,131,078	5,466,773	504,061	70,669	89,575		
Emergency Facilities Reserve	4,485,814	4,606,931	4,814,243	4,486,256	296,572	31,415			
Capital Maintenance Reserve	752,436	772,752	807,526	560,783	207,489	39,254			
Stagecoach Wetlands Mitigation Reserve	419,734	419,734	419,734	419,734					
Routt County Road #14 Contribution	500,000								
Tabor Reserve	54,440	71,363	89,575				89,575		
Capital Projects Development Fund	9,800,487	11,665,361	11,989,245				11,989,245		
Revenues									
Facilities									
Stagecoach Reservoir									
Power Sales	162,432	195,000	193,000	193,000				193,000	
Water Sales	162,197	118,288	189,190	189,190				189,190	
Yamcolo Reservoir									
Water Sales	167,913	167,937	169,025		169,025			169,025	
Stillwater Ditch & Reservoir Company	11,556	8,408	8,850			8,850		8,850	
Elk River Augmentation water sales		1,668	476					476	
Property taxes	2,644,690	2,520,875	2,720,454				2,720,454	1,871,496	848,958
Interest earned	124,735	31,045	11,300				11,300	11,300	
Other income	20,835								
Pass through income	72,761	70,477							
revenues	3,367,118	3,113,697	3,292,296	382,190	169,025	8,850	2,731,754	2,443,338	848,958
Expenditures									
Operating									
Facilities									
Stagecoach Reservoir	409,709	485,415	643,533	643,533				643,533	
Yamcolo Reservoir	116,440	150,543	154,277		154,277			154,277	
Stillwater Ditch & Reservoir Company	40,707	34,905	59,209			59,209		59,209	
Administration	262,197	329,216	344,750	131,005	37,922	10,342	165,480	344,750	
Board of Directors	125,671	114,232	117,913	44,807	12,970	3,537	56,598	117,913	
External Affairs	106,310	117,278	125,482	47,683	13,803	3,764	60,231	125,482	
Finance	103,206	154,304	147,310	55,978	16,204	4,419	70,709	147,310	
Legal	157,532	156,623	157,641	59,904	17,341	4,729	75,668	157,641	
Planning	53,869	95,053	283,571	107,757	31,193	8,507	136,114	283,571	
Grants, Scholarships & Public Information	133,030	288,346	328,039	124,655	36,084	9,841	157,458	328,039	
Treasurer fees	80,543	77,854	81,614				81,614	81,614	
Pass through expenses	84,681	70,477							
Subtotal Operating	1,673,894	2,074,247	2,443,338	1,215,321	319,794	104,350	803,872	2,443,338	
Capital									
Stagecoach Reservoir	59,361	257,769	297,500	297,500					297,500
Yamcolo Reservoir	38,276	70,000	130,000		130,000				130,000
Stillwater Ditch & Reservoir Company	72,357	125,000	115,000			115,000			115,000
Office Space		2,500							
Subtotal Capital	169,994	455,269	542,500	297,500	130,000	115,000			542,500
expenditures	1,843,888	2,529,515	2,985,838	1,512,821	449,794	219,350	803,872	2,443,338	542,500
net income (loss)	1,523,230	584,182	306,458	(1,130,630)	(280,769)	(210,500)	1,927,882		306,458
Ending Fund Balance	17,536,141	18,120,323	18,426,781						

Ken Brenner, President

Andy Rossi, Secretary

1,494,754,750		
1,820	1,252	0,568
2,720,454	1,871,496	848,957
	69%	31%

UYWCD Staff 2022 Salary Ranges	Range Minimum	Range Midpoint (50%)	Range Maximum
Ditch Rider	\$38,043	\$48,485	\$58,926
Dam Operator	\$58,919	\$73,973	\$89,028
Chief Accountant	\$67,995	\$85,542	\$103,089
Business Manager	\$67,995	\$85,542	\$103,089
External Affairs Coordinator	\$67,995	\$85,542	\$103,089
District Engineer	\$113,898	\$142,372	\$170,846
General Manager	\$121,073	\$151,341	\$181,609

RESOLUTION TO APPROPRIATE SUMS OF MONEY

Resolution No. 2021-6

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE UPPER YAMPA WATER CONSERVANCY DISTRICT, ROUTT COUNTY AND MOFFAT COUNTY, COLORADO FOR THE 2022 BUDGET YEAR.

WHEREAS, the Board of Directors of the Upper Yampa Water Conservancy District has approved and adopted this day an annual budget for the District for 2022 in accordance with the Local Government Budget Law; and

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is necessary and required by law to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Upper Yampa Water Conservancy District, Routt County and Moffat County, Colorado: That the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated in the 2022 Budget of the District:

Operating Expenses	<u>\$ 2,443,338</u>
Capital Improvements	<u>\$ 542,500</u>
Emergency Reserve	<u>\$ 4,903,818</u>
(Ending Fund Balance)	<u>\$ 18,426,781</u>

ADOPTED as of the 17th day of November, 2021.

UPPER YAMPA WATER
CONSERVANCY DISTRICT

By: _____
Ken Brenner, President

ATTEST:

By: _____
Andy Rossi, Secretary

RESOLUTION TO SET MILL LEVIES

Resolution No. 2021-7

A RESOLUTION LEVYING GENERAL REAL PROPERTY TAXES FOR THE YEAR 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE UPPER YAMPA WATER CONSERVANCY DISTRICT, ROUTT COUNTY AND MOFFAT COUNTY, COLORADO FOR THE 2021 BUDGET YEAR.

WHEREAS, the Board of Directors of the Upper Yampa Water Conservancy District has adopted the annual budget of the District for 2022 in accordance with the Local Government Budget Law; and

WHEREAS, revenues from the levy of general property taxes ARE necessary to balance the budget for bonds and interest; and

WHEREAS, revenues from the levy of general property taxes ARE necessary to balance the budget for general operating expenses; and

WHEREAS, revenues from the levy of general property taxes ARE necessary to balance the budget for capital construction; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Upper Yampa Water Conservancy District, Routt County and Moffat County, Colorado:

1. That for the purpose of meeting budget expenses of the Upper Yampa Water Conservancy District during the 2022 budget year there is hereby levied the following real property tax mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022:

General Operating Expenses	<u>1.252</u> mills
Other	<u>0.568</u> mills
TOTAL	<u>1.820</u> mills

2. That the Secretary of the District is hereby authorized and directed to certify immediately to the County Commissioners of Routt County and Moffat County, Colorado, the mill levies for the District as hereinabove determined and set.

ADOPTED as of the 17th day of November, 2021

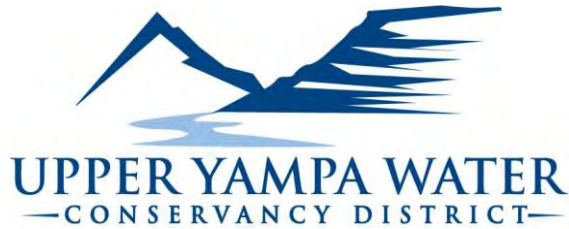
UPPER YAMPA WATER CONSERVANCY
DISTRICT

By: _____
Ken Brenner, President

ATTEST:

By: _____
Andy Rossi, Secretary





BOARD COMMUNICATION FORM

From: Holly Kirkpatrick

Date: 11/8/2021

Item: UYWCD Grant Disbursements

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

The attached Diversion Infrastructure Improvement Project Grant Report and Community Grant Funding Report will be included in each board packet to provide a full background of all grant disbursements. The Diversion Infrastructure Improvement Project Report tracks all disbursements throughout the life of the project. The Community Grant Funding Report tracks disbursements on an annual basis.

II. Summary and Alternatives:

To date, there is \$148,399.10 remaining of the allocated \$200,000 for the Diversion Infrastructure Improvement Project.

The Community Grant Funding Program has \$14,171.79 remaining for 2021.

Please see the attached reports for disbursement details.

III. Staff Recommendation: n/a

IV. Legal Issues: n/a

V. Consistency with Board Goals and Policies:

Goal 4, 7, and 8.

Attachments:

Attachment 1: Diversion Infrastructure Improvement Project Grant Report
Attachment 2: Community Grant Funding Report

Diversion Infrastructure Improvement Project Grant Funding

Structure Name	Applicant	Disbursement Date	UYWCD Funding	WSRF Funding	Total Project Cost
Boor #3	John Redmond	9/15/2020	\$ 968.86	\$ -	\$ 1,937.72
Boor #4	John Redmond	9/15/2020	\$ 968.86	\$ -	\$ 1,937.72
Beaver Creek Parshall Flume	John Redmond	9/15/2020	\$ 446.86	\$ -	\$ 893.72
Creek Ranch Headquarters Pond	Creek Ranch Owners Association	11/4/2020	\$ 459.20	\$ 459.19	\$ 1,836.77
Dry Creek Ditch	Kathleen Barnes	11/4/2020	\$ 2,288.49	\$ 2,288.49	\$ 9,153.97
Kemmer Ditch	Riverbank Ranches LLC	11/4/2020	\$ 1,233.00	\$ 1,233.00	\$ 4,932.00
Lucas Ditch #1	Rick Milway	11/23/2020	\$ 724.40	\$ -	\$ 1,448.80
Lucas Ditch #2	Rick Milway	11/23/2020	\$ 550.75	\$ -	\$ 1,101.50
Welch & Monson Ditch	Catamount Metropolitan District	3/8/2021	\$ 803.01	\$ 803.00	\$ 3,212.03
Martin Springs Diversion	Deborah Martin	3/8/2021	\$ 1,086.77	\$ 1,086.77	\$ 4,347.07
Duquette Ditch	Duckels Construction, Inc	3/8/2021	\$ 2,131.26	\$ 2,131.25	\$ 8,525.02
Brinker Creek Ditch	Finger Rock Preserve, LLC	3/8/2021	\$ 1,079.75	\$ 1,079.75	\$ 2,504.50
Hamill Ditch	Jake Hamill	3/8/2021	\$ 932.70	\$ -	\$ 1,865.40
Utley Ditch	Jake Hamill	3/8/2021	\$ 584.75	\$ 584.75	\$ 2,339.00
Grouse Creek Ditch	Joe Roberts	3/8/2021	\$ 1,431.61	\$ 1,431.61	\$ 5,726.43
Morrison Creek Ditch #2	Margaret E. Hagenbuch Trust	3/8/2021	\$ 1,128.61	\$ 1,128.61	\$ 4,514.44
Larsen Ditch	Mark Foster	3/8/2021	\$ 1,442.78	\$ 1,442.78	\$ 5,771.12
Sage Creek Diversion	The Nature Conservancy	3/8/2021	\$ 1,498.44	\$ 1,498.44	\$ 5,993.75
Baxter Ditch	Baxter Ditch Association	6/29/2021	\$ 2,500.00	\$ 2,500.00	\$ 11,527.67
Dequine Ditch	Lou Dequine	9/8/2021	\$ 895.32	\$ 895.32	\$ 3,581.28
Dequine Ditch Alternate Point #1	Lou Dequine	9/8/2021	\$ 416.44	\$ 416.43	\$ 1,665.73
Yampa Pump#2	Julie Green	9/8/2021	\$ 246.96	\$ 246.96	\$ 987.83
Middle Creek Ditch	Middle Creek Ranch, LLLP	9/8/2021	\$ 1,652.38	\$ -	\$ 3,304.76
Steamboat Lake Golf Course Pond/Feeder Ditch	The Preserves at Pearl Lake Homeowners Association	9/8/2021	\$ 2,500.00	\$ 2,500.00	\$ 18,338.08
Elgin Creek Ditch	Hy Cattle Corporation	10/28/2021	\$ 951.68	\$ 951.67	\$ 3,806.70
Total Work Completed:					\$ 111,253.01
TOTAL DISBURSED:			\$ 28,922.88	\$ 22,678.02	\$ 51,600.90
DIIP FUNDS REMAINING:			\$ 71,077.12	\$ 77,321.98	\$ 148,399.10

2021 Community Grant Funding

Project	Applicant	Date Approved	Amount Approved
Yampatika Water Education Program	Yampatika	11/20/2019	\$5,000
Stagecoach Reservoir Mixing Zone Study	Morrison Creek Water & Sanitation District	1/20/2021	\$15,828.21
Yampa River/Walton Creek Confluence Restoration Project	Yampa Valley Sustainability Council	5/19/2021	\$5,000
Intergrated Water Management Plan (IWMP)	Colorado River District (Fiscal Agent)	11/14/2018	\$10,000
TOTAL APPROVED:			\$35,828.21
TOTAL REMAINING:			\$14,171.79





BOARD COMMUNICATION FORM

From: Ken Brenner, Board President

Date: November 6, 2021

Item: Director's self evaluation

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

The Governance Committee (GC) for the Upper Yampa Water Conservancy District (UYWCD) has been asked by the Directors to prepare a draft self evaluation of the UYWCD Board's efficacy. Please find attached a 15 question evaluation proposed by the GC to assess how well the Directors are doing in their efforts to utilize and comply with the intent of the Governance Manual. If the Directors approve the draft document then it will be emailed to all of the Directors using a SurveyMonkey format for each Director to complete anonymously. The results will be compiled and presented to the Directors at the January 2022 UYWCD monthly meeting.

II. Summary and Alternatives:

Directors are asked to review the self evaluation document and then respond to the GC proposal by:

- 1) Approving the document as submitted and direct the GC to proceed with the evaluation, or
- 2) Propose specific changes to the questions, or
- 3) Decline to proceed with the self evaluation exercise

III. Staff Recommendation:

N/A

IV. Legal Issues:

N/A



V. Consistency with Board Goals and Policies:

This is the first time the UYWCD Directors have attempted to conduct a Directors self evaluation. In spring 2020 the Directors approved a Governance Manual, developed by the GC members, in response to feedback received from a questionnaire of our constituents and stakeholders. This self evaluation of Board performance would be consistent with an effort to respond to the questionnaire and to assess where Directors have been successful and where we still have an opportunity to improve.

Attachments: UYWCD BOD Survey DRAFT 102921

DRAFT 10/29/21

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 – 5 Years
 - 5 – 10 Years
 - More than 10 Years

2. I understand the UYWCD's mission statement and 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 executive committee performs a useful function.
- Strongly Disagree
 - Disagree
 - Neutral
 - Agree
 - Strongly Agree
8. The UYWCD staff and BOD officers provide an appropriate amount of information for me to fulfill my governance responsibilities.
- Strongly Disagree
 - Disagree
 - Neutral
 - Agree
 - Strongly Agree
9. The current UYWCD BOD regular meetings schedule is adequate.
- Strongly Disagree
 - Disagree
 - Neutral
 - Agree
 - Strongly Agree
10. The length of the UYWCD regular meetings is sufficient to cover Action Items.
- Meeting too short, needs to be longer
 - Length of meeting is sufficient
 - Meeting too long, needs to be shorter
11. 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

12. The UYWCD BOD considers the necessary diversity of perspectives, skills, and experience to be representative of District constituents.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

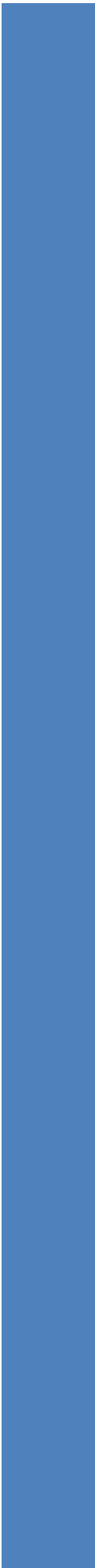
13. The UYWCD BOD has a strong, collaborative relationship with the General Manager that is "nose in, fingers out" as stated in the Board Governance Manual.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

14. The UYWCD BOD respects the role of constituents in the governance of the UYWCD and encourages their participation as stated in the Board Governance Manual.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

15. Please provide any comments on anything you believe is a strength of the UYWCD BOD and anything you believe needs improvement for the UYWCD BOD.





BOARD COMMUNICATION FORM

From: Ken Brenner, Board President

Date: November 7, 2021

Item: Annual General Manager's evaluation

X DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

One of the annual duties of the Upper Yampa Water Conservancy District (UYWCD) Board of Directors is to provide Andy Rossi, our General Manager (GM), with an evaluation of the performance of the District's GM. The Governance Committee (GC) was asked to prepare an evaluation method. The GC decided to craft the evaluation based on the District's GM Job Description document that was prepared in the spring of 2020 as part of the hiring process for the new GM. **The GC also felt that the evaluation should be of the District's performance as a whole, not just of the GM as an individual.** There are several sections to the proposed evaluation with an opportunity to add a comment at the end of each section in case there was something not covered by the questions. If the Directors approve of the proposed GM evaluation, then the GC will proceed to send the evaluation to all of the UYWCD Directors in the form of a SurveyMonkey questionnaire to ensure that all input received will remain anonymous. Andy Rossi will also be asked to use the same questionnaire to provide his self evaluation of the District's performance. The District officers will summarize the results and review them with the Directors and GM as per the rules governing employee review as guided by our General Counsel.

II. Summary and Alternatives:

Directors are asked to review the attached GM evaluation document and then respond to the GC proposal by:

- 1) Approving the document as submitted and direct the GC to proceed with the evaluation, or
- 2) Propose specific changes to the questions, or
- 3) Decline to proceed with the proposed GM evaluation and decide on another methodology to provide the GM an annual performance review.



III. Staff Recommendation:

N/A

IV. Legal Issues:

N/A

V. Consistency with Board Goals and Policies:

The UYWCD Governance Manual requires the Directors to annually evaluate the performance of the General Manager in a coordinated manner that contributes to the success of the GM and the District as a whole. This evaluation is the proposed means to accomplish that responsibility.

Attachments: GM Performance Review Survey-DRAFT

Performance Review for UYWCD General Manager

Survey Form for Board Members

Period under review: _____ to December 2021

Signed by _____ Date: _____

All members of the board should complete this form and submit to _____. The General Manager should complete the form and bring to the discussion with the performance review committee

This form is meant to obtain your feedback, raise questions and generate discussion amongst the board and between the board and General Manager. The evaluation process is intended to result in better alignment of expectations and goals for the organization and the General Manager.

If you think the board needs to know more about the organization's work in a given area before making an assessment, use the Comment section to address the issue.

Description of Ratings:

- Outstanding: Performance over a sustained period of time clearly and consistently exceeds expectations and is outstanding. Both results and how they are achieved are outstanding
- Very good: Performance clearly meets and sometimes exceeds job requirements and significant contributions are made well beyond job demands
- Fine: Solid and occasionally impressive performance
- Improvement needed: Performance is frequently unsatisfactory
- I don't know

Leadership	Rating
1. Keeps the District focused on its goals and strategic plan	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
2. Anticipates changes in legislation, regulations, data and science, resources, and constituent expectations that affect District activities and recommends appropriate responses.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
3. Motivates staff to produce work that contributes to the District's success	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
4. Strategically assigns staff members with responsibility for outcomes along with the authority and resources needed to produce desired results	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
5. Presents information, ideas, and concepts effectively, verbally and in writing.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
6. Is an effective negotiator.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
7. Works effectively with people in a variety of settings.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
8. Demonstrates a commitment to a culture of responsiveness, timeliness, trust, mutual respect, clear communication, collaboration, integration and coordinated group efforts.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
9. Demonstrates unwavering commitment to professional ethics	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
10. Comments on Leadership	

Governance and Representation	Rating
1. Provides timely information, advice and guidance to assist the Board in formulating policy and Board action	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
2. Develops and maintains clear and open communications with the Board and other relevant entities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
3. Provides the necessary liaison and staff support to the Board and its committees to help them fulfill their responsibilities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
4. Oversees the planning and coordination of Board meetings and collaborates with the Board President to develop meeting agendas.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
5. Coordinates District activities with federal, state, and local public and private organizations.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
6. Is an effective advocate and spokesperson for the District, representing the District's broad range of constituents and priorities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
7. Comments on Governance and Representation	

Human Resources Planning and Management	Rating
1. Recommends and implements an organizational structure for the District within parameters established by the Board.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
2. Oversees the recruitment, hiring, training, development, compensation and discharge of staff.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
3. Administers an effective human resources program that includes position job descriptions, performance standards, and regular performance appraisals.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
4. Confers with and advises District staff on issues relating to the operation and management of the District	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
5. Interprets and enforces the District's policies and priorities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
6. Encourages and supports the professional development of staff members.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
7. Engages effectively, genuinely and professionally with staff members.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
8. Comments on Human Resources Planning and Management	

Operational Planning and Management	Rating
1. Develops and implements a functional work plan that accomplishes objectives prioritized within the District's strategic plan.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
2. Brings significant financial, accounting, budgeting and audit issues to the timely attention of the Board.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
3. Works with the Board to annually review the strategic plan and ensure its priorities are reflected in the District's work plan and budget.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
4. Develops internal procedures to implement and ensure consistency with the strategic plan and adopted Board policies.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
5. Works closely with the District's General Counsel and Board to coordinate legal activities of the District.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
6. Works with the General Counsel to manage the District's water rights portfolio and ensure their due diligence.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't Know
7. Comments on Operational Planning and Management	

8. Are there additional comments you would like to make that are not within the above categories?





BOARD COMMUNICATION FORM

From: _Ken Brenner, Board of Directors

Date: _November 4, 2021

Item: _Letter of support request from Colorado Airborne Snow Observatory

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information:

The Colorado Airborne Snow Observatory (CASO) is a science based research group using winter flights with LIDAR radar to very accurately measure the snow depth throughout a river drainage. This data collection has resulted in very accurate estimates for the Snow Water Equivalent (SWE) of the snowpack in a basin and the subsequent expected spring runoff. Denver Water and other large east slope water users are already using this methodology to predict the amount and timing of water production in their watersheds and to help guide reservoir operations.

I have been invited to attend the monthly CASO meetings to observe and participate in the current planning for an expanded scope of data collection throughout many of the western slope basins. CASO will soon submit a request for a Colorado Water Plan Grant, using their current 2022 flight program as matching funds, to expand the areas of data collection in 2022. We are being asked to write a letter of support for the CASO grant proposal. **The Yampa and Elk River basin headwaters are included in the 2022 baseline data collection (summer time flights) next summer. We are not being asked to contribute any matching funds for this grant.** The Upper Yampa Water Conservancy District (UYWCD) may be asked for some matching funds in future years to support this program. I would propose that the UYWCD request a presentation from Jeff Deems with CASO in January to further explain the program, answer your questions and help us decide whether this data will be useful for our own operations. Please review the attachments, they will provide a more thorough explanation of the program and grant proposal.

II. Summary and Alternatives:



The UYWCD should respond to this request by either:

- 1) Move to approve a letter of support for the CASO grant application OR,
- 2) Move to decline to provide a letter of support for the CASO grant application.

III. Board Member Recommendation:

The CASO State Water Plan Grant application has no financial commitment, will develop the baseline data collection needed for the winter flights and may provide valuable information useful to the UYWCD staff in managing our reservoir operations.

IV. Legal Issues:

N/A

V. Consistency with Board Goals and Policies:

Request is consistent with goals #6, #7 and #8 in the Strategic Plan.

Attachments:

Attachment 1: CASO Letter of Support template

Attachment 2: CASO Briefing Water Plan Grant

[date]

To Whom It May Concern:

[insert agency] would like to express our enthusiastic support for the following project: *Optimizing Colorado Water Supplies Through Airborne Snow Observatories (ASO) Flight Expansion*. This project will build upon the work that the Colorado Airborne Snow Observatories (CASO) workgroup has conducted throughout 2021 to develop a plan for establishing a statewide ASO program (a WSRF sponsored project).

ASO's innovative snow measurement technologies and data products provide an invaluable new tool to all water sector stakeholders for making decisions in the increasingly complex water landscape of Colorado and the western U.S. The better real-time understanding we have of mountain snowpack, the better decisions we can all make as water users and stewards. Of existing technologies, ASO provides the most accurate real-time measurement of mountain snowpack across entire watersheds, supporting runoff forecast improvements and management decision-making.

The CASO workgroup has identified this water plan grant effort as being crucial for establishing the foundation of an annual ASO program in Colorado. Local agencies alone will not be able to provide the amount of funding necessary for consistent year-to-year flights in Colorado; therefore, it is vital that we start tapping into larger funding sources to test the program on a larger scale and to better understand the many benefits of implementing this technology. This Water Plan Grant is the first major step of that process.

We emphasize that expanding ASO flights in Colorado will have benefits for all major water sectors and stakeholders—municipal, environmental, recreational, agricultural, and industrial sectors will all see value from the added accuracy of snowpack measurement from ASO.

Notably, the members of the CASO workgroup represent all major Colorado river basins, which demonstrates that this project will continue to contribute to statewide relationship building. This type of project aligns with Colorado's tradition of being an internationally recognized leader in water management.

We fully support this project and look forward to continuing to remain engaged with ASO efforts in Colorado.

Sincerely,

[signature]

[name/position]

[agency]

Request for Letters of Support to expand Airborne Snow Observatories (ASO) flights in Colorado

Background

Over the past year, the [Colorado Airborne Snow Observatories \(CASO\)](#) team has been conducting a Water Supply Reserve Fund (WSRF)¹ funded project to develop a plan detailing the establishment of a statewide ASO program in Colorado. ASO uses paired airborne lidar and imaging spectrometer sensors coupled with a snow dynamics model to measure snow depth and albedo and determine Snow Water Equivalent (SWE, the liquid depth of water stored in the snowpack) across large river basins at a high spatial resolution and low degree of uncertainty (Figure 1). The resulting data provides watershed-scale snowpack measurements with detail, accuracy, and decision-support value unprecedented in water management. Ultimately, ASO provides an accurate, spatially complete measurement of the volume of water (in acre-feet) remaining in the snowpack for a given watershed at the time of flight, which can then be used to more accurately forecast streamflow and seasonal runoff.

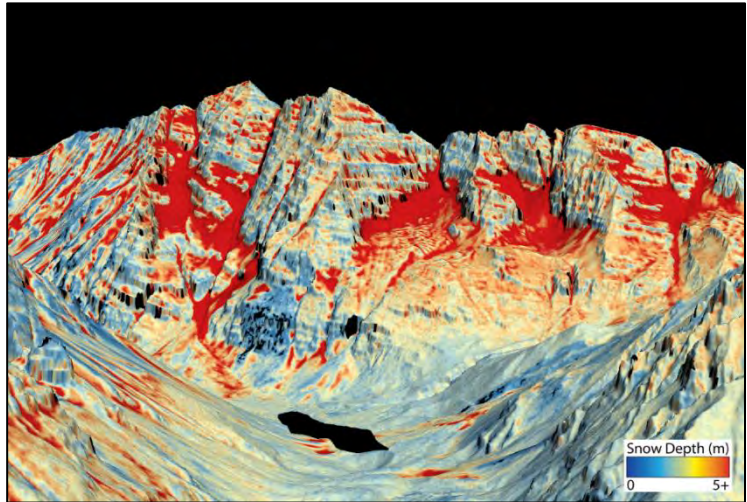


Figure 1: 3 meter resolution snow depth of the Maroon Bells range, April 2019

Through the WSRF planning project, the CASO team has assembled a workgroup of over 100 water stakeholders throughout Colorado, representing local, regional, state, and federal entities. This diverse workgroup has demonstrated strong interest in expanding ASO throughout Colorado, as well as how all water sectors would benefit from expanded ASO flights in Colorado. Momentum is building to develop a statewide ASO program, but there's still work to be done to get there.

The CASO team recognizes that 2022 will be a crucial year to build upon the established ASO momentum by flying watersheds throughout Colorado that have not previously been flown. Expanding ASO's flight base in Colorado will:

- 1) Provide ASO data to stakeholders that previously have not had access to it
- 2) Build upon a growing list of case studies that prove ASO's value to Colorado water management, and
- 3) Build valuable ASO partnerships in the state as the foundation for a sustained Colorado ASO program

¹ WSRF funds were provided by the following river basin roundtables, as well as the CWCB: Colorado, South Platte, Metro, Gunnison, Arkansas

Water Plan Grant Application

The CASO team is writing a Water Plan Grant application requesting \$1.81 million (final dollar request subject to change) to increase the number of Colorado ASO flights in 2022 and help expand the foundation of the future of ASO in Colorado. The grant application (title: *Optimizing Colorado Water Supplies Through Airborne Snow Observatories (ASO) Flight Expansion*) will leverage funding from planned 2022 ASO flights as matching funds (current matching funding of \$717,000, subject to change). Awarded water plan grant funds would be used to conduct flights in additional watersheds (Figure 2)—many of which have never been flown before, potentially to conduct ASO-informed streamflow forecasting efforts, as well as to further the CASO facilitation effort. Some of these flights will be winter/spring flights to collect SWE data, and some will be summertime flights to collect snow-free data in preparation for flying in winter 2022-2023 and beyond. The resulting data from these flights will be open access and available to all interested stakeholders. Overall, implementing a water plan grant will help test the local-state-federal partnership model that will be key to implementing a sustainable statewide program. In concurrence with expanding the number of ASO flights in Colorado in 2022, the CASO team will be working with the CWCB to establish an ASO coordinating body in Colorado.

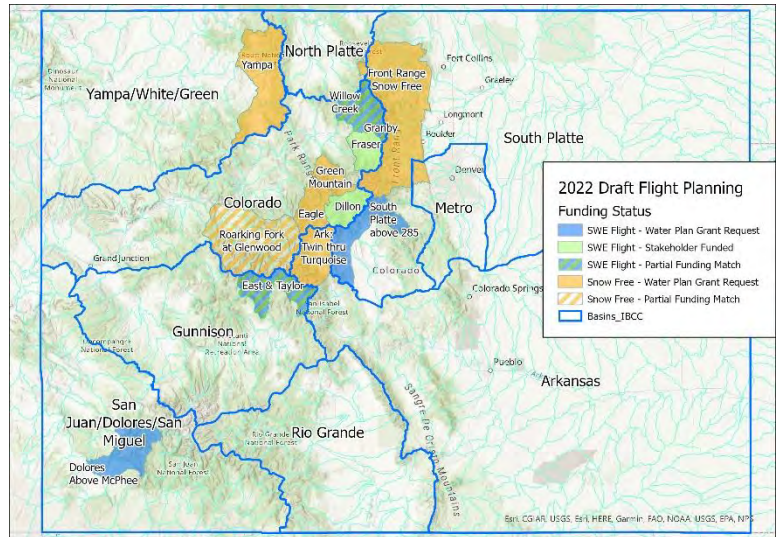


Figure 2: Proposed flights for 2022 water plan grant (subject to change)

Request for Letters of Support

To support this water plan grant, the CASO team is placing a wide call for letters of support from across Colorado. Demonstrating support from diverse geographic regions and a broad range of water sectors will contribute greatly to the grant’s chances for success, and ultimately to the future of ASO in Colorado. If your organization is willing to offer your support to this project, the CASO team kindly requests that you provide a letter prior to COB Friday, November 5th.

ASO Testimonials

“ASO provides detailed information into the snowpack like we have never seen before. The information gained from ASO flights allows for a finer level of water management and provides more opportunity to benefit more users and get the maximum benefit out of every drop.”

- Nathan Elder, Raw Water Operations Manager, Denver Water

“ASO provides invaluable information that is not otherwise available, most importantly information about the rate of melt that provides a real opportunity to optimize reservoir operations for water supply, flood control, and instream requirements.”

- Steve Haugen, Watermaster, Kings River Water Association

“Having used this technology, it is hard to imagine a future without it.”

- Dave Rizzardo, Chief of Snow Surveys and Water Supply Forecasting, CA Dept. Water Resources

“What you’ve done is created new reservoir space and water supply without any impacts to the current physical or environmental paradigms.”

- Wes Monier, Chief Hydrologist, Turlock Irrigation District



BOARD COMMUNICATION FORM

November 17, 2021 Board Meeting

(Not Privileged and confidential attorney-client communication)

From: Robert G. Weiss, Legal Counsel

Date: November 8, 2021

Item: Graham Gilbert Change of Lawfirm

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

I. Request/Issue and Background Information: Graham Gilbert who is handling the Water Horse matter for the District has advised us that he left Snell & Wilmer L.L.P. effective November 2, 2021 and is joining Parsons, Behle & Latimer. He needs the District authorization take our file with him and continue to represent the District in this matter. At the moment Graham is just monitoring the case having provided some legal arguments on Colorado law to Utah counsel representing other opposers in the Utah litigation. We have not asked Graham to do anything more for the time being. The Board will recall that Graham's fees were being split with the River District. It is unclear whether the River District will continue to be involved now that Graham has changed firms. Apparently the Parsons firm represents the Utah applicant in the Lake Powell Pipeline matter which the River District opposes.

II. Summary and Alternatives: Authorize transfer of representation to Parsons, Behle & Latimer or decline to do so.

III. Staff Recommendation: Authorize transfer of such representation on an interim basis and revisit this matter at January Board meeting when more information is available regarding status of the Water Horse litigation in Utah and position of the River District.

IV. Legal Issues: Discussed above.

V. Consistency with Board Goals and Policies: N/A

VI. Fiscal Impact: Graham's fees between now and the January Board meeting are not expected to be significant.

Attached: Graham Gilbert correspondence.

Snell & Wilmer

15 WEST SOUTH TEMPLE
SUITE 1200
GATEWAY TOWER WEST
SALT LAKE CITY, UT 84101
801.257.1900 P
801.257.1800 F

Graham J Gilbert
(801) 257-1911
ggilbert@swlaw.com

November 1, 2021

VIA E-MAIL: BWEISS@WVSC.ORG

Upper Yampa Water Conservancy District
Attn: Bob Weiss
P.O. Box 775529
Steamboat Springs, CO 80477

Re: My Departure from Snell & Wilmer LLP

Dear Maribeth:

We are writing to inform you that I will be leaving Snell & Wilmer L.L.P. effective November 2, 2021. I will be moving to Parsons, Behle & Latimer and you may contact me at 801-536-6733 or ggilbert@parsonsbehle.com. In connection with my transition, we want to make certain we understand your wishes concerning further handling of your legal matters.

Your Decision

Snell & Wilmer is currently handling legal matters for you and I am currently the attorney responsible for your work at this firm. Of course, both I and Snell & Wilmer regard you as a valued client and would like to continue to represent you as long as the type of legal representation that you require is within our respective capabilities and free of constraints such as conflicts of interest. Subject to those constraints, the decision rests entirely with you whether to continue with me, continue with Snell & Wilmer, or retain other counsel.

For Further Information

If you would like to hear more about my plans, please contact me at 801-201-6526 or ggilbert@swlaw.com. I will be at Snell & Wilmer through November 2nd. If you wish to learn more about Snell & Wilmer's capacity to continue to provide legal services to you, please call Denise Dragoo at 801-257-1998.

Upper Yampa Water Conservancy District
November 1, 2021
Page 2

Client Authorization Form

We are enclosing a Client Authorization Form for you to complete, sign, date and return to indicate your decision about legal representation and file retention. Please check the appropriate box indicating your direction for future handling of these matters, then date and sign the form on pages one and two. The completely executed form should be sent to Denise Drago by e-mail attachment, fax, courier or regular mail. If sent by e-mail attachment, please use dDragoo@swlaw.com and alockridge@swlaw.com as the address. If sent by fax, please use 801-257-1800 and if sent by courier or regular mail, please use 15 W. South Temple, Suite 1200, Attn: Denise Drago, Salt Lake City, Utah 84101.

To the extent that you determine to transfer files to me, Snell & Wilmer cannot release the file materials to me or someone else without your written consent on the Client Authorization Form. If you transfer legal representation, your authorization will serve as your acknowledgment that representation by Snell & Wilmer is effectively terminated with respect to the matters being transferred to me, and any further responsibility for deadlines or other legal issues relating to those matters will be the responsibility of me or other attorney to whom the file is transferred.

Thank you very much for your attention to this matter, and we look forward to hearing from you.

Very truly yours,

Snell & Wilmer L.L.P.



Graham Gilbert



Denise Drago

GJG

Enclosure

CLIENT AUTHORIZATION FORM

The undersigned directs Snell & Wilmer L.L.P. (“Snell”) to take the following checked action:

_____ A.

To transfer the files and property of the undersigned to the Parsons, Behle & Latimer and any remaining retainer account or trust account balance (less any outstanding amount due) currently being held by Snell to the following address:

Parsons, Behle & Latimer
Attn: Graham Gilbert
201 S. Main St, Suite 1800
Salt Lake City, Utah 84111

or

_____ B.

To leave the files and property of the undersigned and any retainer account or trust account balance at Snell’s offices to discuss future staffing;

or

_____ C.

To return the files and property together with any retainer account or trust account balance (less any outstanding amount due) of the undersigned to the following address:

Client Name

Client Signature Date

Client Signature (if joint clients) Date

If the files are being transferred, the undersigned agree to maintain the files until November 2026 (5 years), and make the files available for review and copy at the firm's request in the event of litigation.

Client Name

Client Signature

Date

Client Signature (if joint clients)

Date

Departing Attorney

Date

Please return this form to the attention of Denise Dragoo at ddragoo@swlaw.com and Aishia Lockridge at alockridge@swlaw.com.

No Water Resumes at this time.

PENDING WATER CASES

STATUS OF OTHER WATER CASES



BOARD COMMUNICATION FORM

From: Scott Grosscup, legal counsel

Date: October 12, 2021

Item: Water Court Cases Update

DIRECTION
 INFORMATION
 MOTION
 RESOLUTION

Following is an update of the status of water court cases in which the Upper Yampa Water Conservancy District is an Applicant or Opposer and matters pending before the Utah Division of Water Resources.

Case No. 20CW3015 – This is an application for finding of reasonable diligence and to make absolute the Lake Catamount Refill right in the amount of 4,000 acre feet. The District entered into a stipulation approving to the form of Ruling of Referee containing terms and conditions to protect the District’s water rights. The Water Referee entered his Ruling confirming the water rights. The Ruling is awaiting action by the Water Judge for entry of a final decree.

Case No. 20CW3019 – This is the diligence application filed by Public Service Company of Colorado for 52.5 cfs decreed to the Wessels Canal. We received a letter from PSCo directing us to review documents pertaining to its water rights plan.

Case No. 20CW3020. This diligence application filed by Public Service Company of Colorado is for Hinman Park Reservoir and the Saddle Mountain Pump Station. The District entered into a stipulation that incorporates prior terms between the Applicant and District. The Applicant is negotiation with the remaining opposers.

Yamcolo Reservoir Objection to Abandonment – We filed the Statement of Objection to the listing of the Yamcolo Reservoir First and Second Enlargement water rights on the Decennial Abandonment List. Next step is for the Division Engineer’s Office to respond to the Statement of Objection.

Water Horse Resources – The District has provided intervenors in the action by Water Horse Resources against the Utah State Engineer with information that may be used in their briefs opposing Water Horse’s motion for summary judgment. No action has occurred since the last meeting

NEW BUSINESS



EXECUTIVE SESSIONS

Executive session under CRS § 24-6-402(4)(b) to discuss legal issues on Water Resumes, Water Cases, Contract Negotiations and [REDACTED]. Mere presence or participation of an attorney at an executive session is not sufficient to satisfy the requirements of CRS § 24-6-402(4)(b). Executive sessions to discuss legal matters are not recorded.

Executive session under CRS § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to [REDACTED]. This session will be recorded, and a copy of the recording maintained for not less than 90 days.

BOARD ACTIONS IN REGARD TO EXECUTIVE SESSION



DETERMINATION OF NEXT MEETING(s) AGENDA(s)



AGENDA

UPPER YAMPA WATER CONSERVANCY DISTRICT BOARD OF DIRECTORS MEETING

WEEKDAY, JANUARY DAY, 2022 (12:00 PM)
MOUNTAIN VALLEY BANK COMMUNITY ROOM
2220 CURVE PLAZA, STEAMBOAT SPRINGS, CO
ONLINE MEETING: XXXXX

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.

MATERIALS FOR BOARD PACKET DUE: JANUARY DAY BY 5:00 PM

INSTRUCTIONS ON HOW TO JOIN A ZOOM MEETING FOLLOW THE AGENDA

A Board of Directors 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 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 President. With the exception of subjects brought up during Public Input and Comment, on which no action will be taken or a decision made, the Board 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) **12:00 PM** Establishment of Quorum and Call to Order
- (2) **12:00 PM** Approval of Agenda for Meeting **Action item**
- (3) **12:05 PM** Public Input and Comment
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.
- (4) **12:10 PM** Consent Agenda **Action item**
 - a. Approval of the Minutes of November 17, 2021, Board Meeting
 - b. Financials

- i. Approval of Disbursements
 - ii. Budget Comparison
- (5) **12:15 PM** Report of General Counsel
 - a. UYWCD By-Laws Review/Updates
- (6) **XX:XX PM** Pending Water Cases
 - a. Water Resumes
 - b. Status of Other Water Cases
- (7) **XX:XX PM** Report of General Manager
 - a. Election of Officers, Determination Committees, and Selection of industry meeting(s) UYWCD participants **Action Item**
 - b. Board of Directors Appointments
 - c. 2022 UYWCD Water Pricing **Action Item**
 - d. Stagecoach Reservoir Water Storage Contracts **Action Item**
 - e. Coal Creek Diversion Project Update
- (8) **XX:XX PM** District Engineer Report
 - a. Update on Reservoir Water Status
- (9) **XX:XX PM** Public Information Updates
 - a. UYWCD Grant Program
- (10) **XX:XX PM** Board Member Reports
 - a. Results of Director's Self Evaluation Survey
 - b. UYWCD GM Annual Review
- (11) **XX:XX PM** New Business (Limited to emergency matters that came up During the course of the meeting) **Action item**
- (12) **XX:XX PM** Executive Sessions:
 - a. **Executive session under CRS § 24-6-402(4)(b) to discuss legal issues on Water Resumes, Water Cases, Contract Negotiations** and _____ (insert description) . Mere presence or participation of an attorney at an executive session is not sufficient to satisfy the requirements of CRS § 24-6-402(4)(b). Executive sessions to discuss legal matters are not recorded.
 - b. **Executive session under CRS § 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations;** developing strategy for negotiations; and instructing negotiators with respect to _____ (insert brief description). This session will be recorded, and a copy of the recording maintained for not less than 90 days.
 - c. **Executive session under CRS § 24-6-402(4)(f)(l) concerning personnel matters** except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. This executive session concerns _____ (insert name(s) of employees) who has not requested an open meeting. This session will be recorded, and a copy of the recording maintained for not less than 90 days.
- (13) **XX:XX PM** Board Actions in Regard to Executive Session
- (14) **XX:XX PM** Determination of Next Meeting(s) Agenda(s)
- (15) **XX:XX PM** Adjournment.

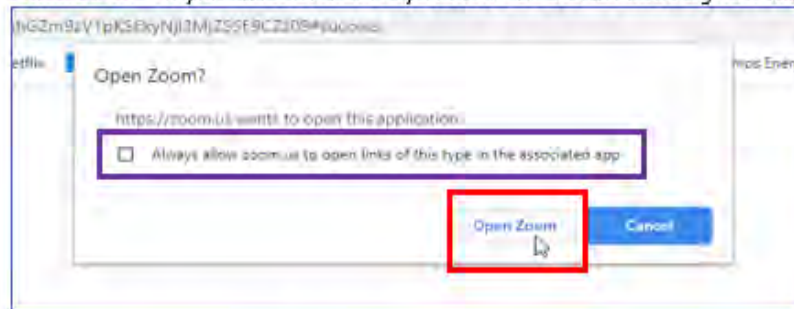
How to join a Zoom meeting

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:

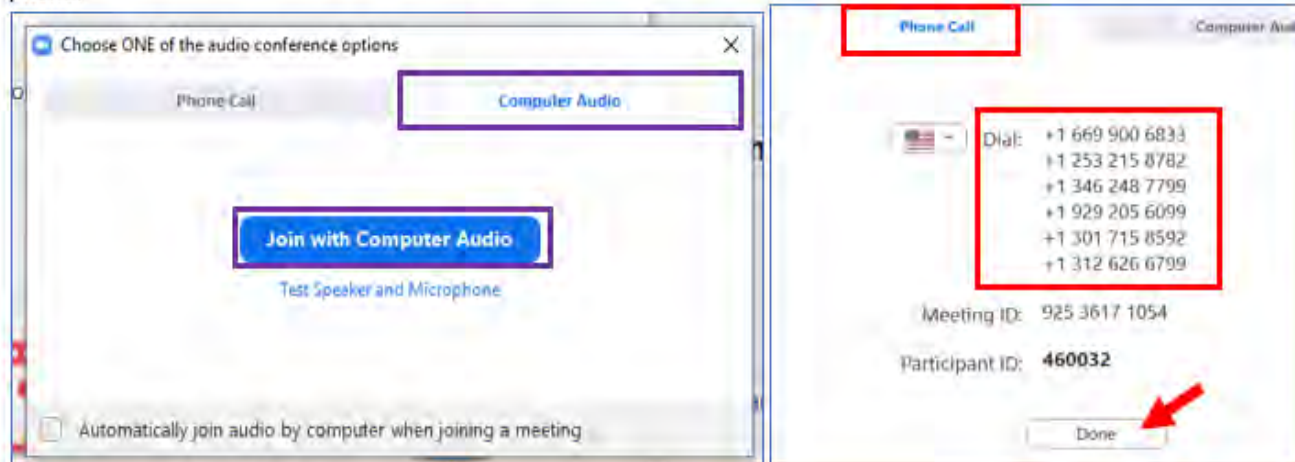


If you have not used Zoom before, you may receive this dialogue box to open Zoom. First, click on **"always allow zoom.us..."** so you will automatically connect for future meetings. Then, click on **"Open Zoom"** and follow the prompts.



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"**.

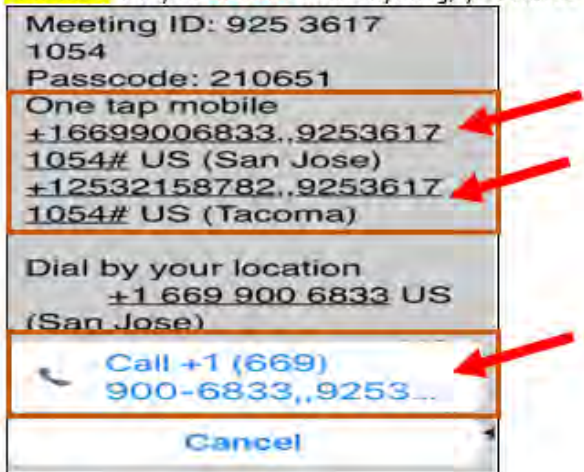
To use your cell phone or landline, click on **"Phone Call"** and then choose a number from the list. Once you dial the number, you will be asked for the Meeting ID and Participant ID to enter the meeting. Click on **"Done"** once you are connected to the Zoom meeting. Or, you can use the **"One tap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



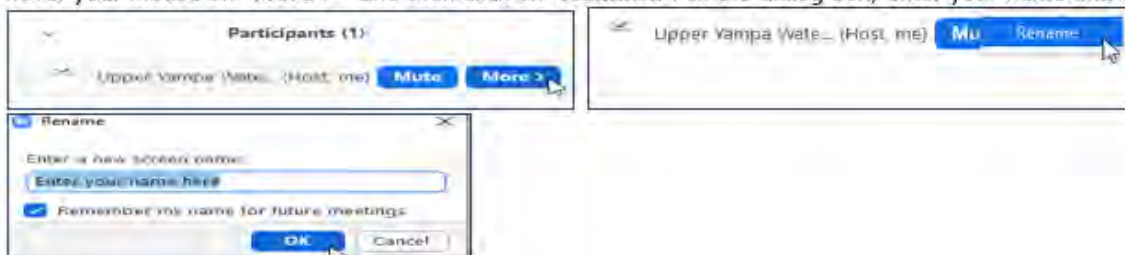
Join via "Dial by your location":

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

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