

RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
BOARD OF DIRECTORS BOARD GOVERNANCE COMMITTEE MEETING
JULY 15, 2019 12:30pm – 3:30pm
MOUNTAIN VALLEY BANK COMMUNITY ROOM
2220 CURVE PLAZA, STEAMBOAT SPRINGS, CO**

MINUTES

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

The following agenda was proposed:

Purpose of the meeting:

- Refine Mission/Goals document: working from goals to draft objectives/tasks

Welcome and preliminaries (12:30-12:40)

- Approve 7/8 Committee minutes, agenda review, confirm goals for today

Refine Mission-Goals document (12:40-3:10)

- Review/confirm/reject edits to policy statements and goals from 7/8 meeting
- Brainstorm objectives – sticker exercise, then Work Plan to supplement
- Check in on how far we want to go (far enough to provide skeleton for Board planning exercise?)
- Reflect back on goals – what are we missing?
- Confirm next steps – questions/proposals/materials for Board at 7/24 meeting; plan for Committee and full Board following 7/24 meeting

Next Steps for District/Board Governance Recommendations (3:10-3:20)

- Check in on topics, tasks, and/or homework for next meeting

Wrap Up, Next Steps, Actions Items (3:20-3:30)

- Confirm next steps and timeframe
- Upcoming Committee meeting schedule and plan

Preliminaries. Ryan Golten, facilitator, reviewed the purpose of the meeting. Director Haskins moved to approve the July 8, 2019 Committee minutes. Director Woodmansee seconded and was unanimously approved.

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CBI Budget and Scope update

- General Manager McBride reminded the Committee the District didn't scope CBI's work for full strategic planning when he prepared CBI's budget in April. Instead, CBI's scope was to support this Committee at 6 hours/month and facilitate a staff retreat. He asked CBI for a budget amendment to complete the strategic planning work, including a work session with the full Board, and follow up with recommendations coming out of the staff retreat. This would roughly double the original budget of roughly \$18,500. The Committee is supportive. Mr. McBride will discuss this with the Board on 7/24 to ensure there are no concerns.

Next steps and planning for 7/24 Board meeting

- The Committee agreed to share today's Mission-Goals draft with the Board and seek their input on this refined version. Ryan Golten and Director Brenner will prepare a Board Communication Form. Director Brenner will remind the Board that Committee meetings are open and their input is welcomed. Administrative Assistant Barbara Wilson will distribute the Word version of the document following the meeting for further suggested edits.
- We will propose to the Board to schedule a strategic planning exercise at the Board's 8/22 Work Session, for the Board to refine and discuss the proposed Goals and Objectives. The Committee will propose to use the Board's input to develop a draft Strategic Plan to guide the District's 2020 budget and work plan, and to serve as the basis for a plan for the next 5-10 years, to be updated and refined annually.

Refine Mission/Policy/Goals (MPG) Document. The Committee's edits are reflected in the post-7/15/19 draft.

Next Steps for District/Board Governance Recommendations – this discussion was tabled.

Determination of future meetings Committee will meet July 29, 2019 12:30 – 3:30 pm, at the District Office, 2220 Curve Plaza Ste. 201, Steamboat Springs, CO.

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

 Date: 7/19/2019
Kevin McBride, District Secretary/Manager