

RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
BOARD OF DIRECTORS BOARD GOVERNANCE COMMITTEE MEETING
MARCH 3, 2020 1:00 pm
MOUNTAIN VALLEY BANK COMMUNITY ROOM
2220 CURVE PLAZA, STEAMBOAT SPRINGS, CO**

MINUTES

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

The following agenda was proposed:

Purpose of the meeting: Refine Governance Manual, discuss templates/models for GM work plan and annual performance review

Welcome and preliminaries (1:00-1:15)

- Confirm goals for today; review and approve February 4, 2020 meeting minutes

Review/refine current draft of Directors' Manual (1:15-2:15)

- Review current draft
- Plan for refining Handbook and sharing with Board at April Board meeting

Clarify Committee recommendations (if any) regarding GM work plan (2:15-2:45)

- Briefly review resources/materials shared by Ryan
- Discuss purpose/expectations
- Process/format recommendation(s) for Board consideration

Recommendations for annual performance evaluation (2:45-3:15)

- Briefly review resources/materials shared by Ryan
- Discuss purpose/expectations
- Process/format recommendation(s) for Board consideration

Wrap Up and Actions Items (3:15-3:30) – including next steps and action items

Welcome/Preliminary Business. Ryan Golten reviewed the purpose and agenda for the meeting.

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Webb Jones moved to adopt the February 4, 2020 Committee meeting minutes. Bob Woodmansee seconded, with all in favor of adoption.

Discussion of Draft Board Manual. The Committee reviewed the updated draft based on the Committee's suggestions at its last meeting. The Committee went through and made final edits through page 8 of the Manual. The rest of the Manual will be closely reviewed at the next meeting. The Committee will share the draft document with the full Board for the April Board meeting, at which point the Committee proposes a full discussion of governance topics. The Committee hopes to have the Manual adopted at or by the May Board meeting.

The updated draft Manual will be circulated to Committee members by Friday March 13.

Discussion of Proposed Board Oversight – GM Performance Review and Annual Work Plan

The Committee incorporated these topics into its discussion of the draft Manual. In general, the Committee believes it's important for the GM to have an annual work that is explicitly tied to the District's Strategic Plan objectives. Further, as a communication, education and tracking mechanism, it will be helpful for the Board to hear from the General Manager bimonthly regarding the status/implementation of the work plan. The Committee recommends the Manual not specify an exact work plan template but that the Board and GM should work together to determine the best format for providing this information while minimizing unnecessary bureaucracy. Likewise, in terms of the GM's review, feedback to the GM should be on-going, with the format for an annual review determined by the Board in consultation with the GM and staff as useful. The review should be forward-looking, constructive, supportive, and transparent. It should involve Board, staff and at least occasionally other District stakeholders. It is not intended to be punitive or negative, but a tool for growth and learning.

Determination of future meetings. Committee will meet Wednesday, March 18, 2020, 1:00pm–4:00pm, 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.

Ken Brenner
Ken Brenner (Aug 7, 2020 09:47 MDT)

Ken Brenner, President

Date: Aug 7, 2020

2020 0303 Board Committee meeting minutes-final

Final Audit Report

2020-08-07

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