

RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
BOARD OF DIRECTORS BOARD GOVERNANCE COMMITTEE MEETING
MARCH 31, 2020 9:30 am
On-line (BlueJeans)**

https://bluejeans.com/922693072?src=join_info; meeting code: 922 693 072

MINUTES

Board Governance Committee members present were Directors Ken Brennar, 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 and GM Job Description for Board review

Welcome and preliminaries (9:00-9:15)

- Confirm goals for today; review and approve meeting minutes

Review/refine GM Job Description (9:15-10:15)

- Discuss general principles, consistent with Board manual
- Review current GM job description, propose edits, and clarify next steps

Review/refine current draft of Directors' Manual and Plan for 4/8 Board Meeting (10:15-12:00)

- Review current draft
- Make plan for 4/8 Board meeting review

Clarify next steps/action items (11:45-12:00)

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

Discussion/Drafting of GM Job Description. The Committee thanked Webb for creating a draft and revised draft based on the members' edits. The Committee went through the edits, made a few minor revisions, and asked Ryan to send the updated job description to Kevin to distribute to the entire Board for review and approval at the 4/8 meeting. See 4/8 Board packet for the updated/edited Job Description.

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Discussion of Draft Board Manual. The Committee reviewed the updated draft based on the Committee's suggestions at its last meeting and made final suggestions. Committee members divided up the Manual Chapters to present to the Board at the 4/8 Board meeting, when the Board reviews and discusses the document. The Committee hopes to have the Manual adopted at the May Board meeting.

The Committee asked Ryan to create a BCF to accompany the Board Manual in the 4/8 meeting packet. They also asked Ryan to draft email language for the Board sharing the purpose for the meeting and asking them to take time with the Manual before the meeting. Ryan will email the BCF, draft email language, and updated Manual by this Wednesday.

Determination of future meetings. The next (and final) meeting will be determined following the 4/8/20 Board meeting. The call-in information will be circulated at that point.

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


Kevin McBride (May 8, 2020)

Date: May 8, 2020

Kevin McBride, District Secretary/Manager

2020 0331 Board Committee meeting minutes-final

Final Audit Report

2020-05-08

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