

RECORD OF PROCEEDINGS

**UPPER YAMPA WATER CONSERVANCY DISTRICT
SEARCH COMMITTEE MEETING
APRIL 15, 2020 2:00 PM
ONLINE MEETING: [HTTPS://BLUEJEANS.COM/885335152](https://bluejeans.com/885335152)**

MINUTES

Search Committee members present were Directors Ken Brenner, Doug Monger and Bob Woodmansee. Business Manager Deb Bastian and Carolyn McCormick, Principal, Peak HR Consulting, LLC were also present. This meeting was held entirely by videoconference utilizing the BlueJeans platform. Instructions to the public describing the process to participate in the videoconference meeting and the meeting agenda were posted on the District website at least 24 hours in advance of the meeting.

The following agenda was proposed:

AGENDA

- Introductions
- Review/confirm overall timeline & outline committee meeting dates
- Review/confirm project roles
- Discuss strategic plan and other upcoming objectives for incoming General Manager
- Review and discuss job description, leadership profile
- Identify other stakeholders to provide input before launching search
- Discuss compensation plans/ranges
- Other items

Introductions. Carolyn McCormick reviewed the purpose of the meeting and the agenda. Director Brenner provided a current overview of the District.

Overall Timeline & Meeting Dates. The prepared timeline and schedule were reviewed. Carolyn asked all to review and let her know of any conflicts so that dates and times could be adjusted. Director Monger asked that all meetings schedule for Monday or Tuesday be moved to Wednesday, Thursday or Friday and that the time for the meetings be moved to 2:00 PM instead of 11:00 AM. Carolyn will make the adjustments and send a revised schedule to the committee for review.

Confirm Project Roles. Project roles were reviewed and agreed to.

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Strategic Plan / Objectives for new GM. Other than the responsibilities/duties noted in the job description, the committee stated that the new GM needs to work with the Board to organize and work on processes to develop policies and to be able to clearly state the policy of the District and Board. The position requires a strong leader to work with a diverse board and external entities. Looking for a holistic and not linear thinker.

Review Job Description / Leadership Profile. Director Brenner commented that the Board recently approved a new General Manager job description; this has been provided to Carolyn McCormick. Carolyn informed the committee that the profile will also include information that will showcase the District, provides background, strategic priorities and data regarding the Steamboat Springs and Routt County area. Director Monger will forward materials about the region to Business Manager Deb Bastian for distribution. Carolyn noted that she will require photos and final formatting assistance from staff. Director Brenner stated he will reach out to local outdoor advocate Kent Vertrees for photos to include in the profile.

Identify Stakeholders. The committee identified the following internal and external stakeholders to be interviewed by Carolyn McCormick to assist in developing the candidate profile:

Internal: Board of Directors, District's attorney and staff

External: Andi Schaffner, Al Snyder, Erin Light, Jay Gallagher, Jeff Blakeslee, Frank Alfone, Andy Mueller, Nicole Seltzer, Ryan Golten, Doug Kemper, Jay Fetcher, Jackie Brown, Kelly Romero-Heaney, Tom Gray, Kent Vertrees

Discuss Compensation. The committee discussed the top of the hiring range should be the current GM's annual salary with a target to hire around \$140,000. The position will be advertised stating that relocation expenses may be available. There are no other hiring incentives offered by the District.

Other. Carolyn commented that she will have a draft profile for the committee to review early next week. This will allow the committee time to review and markup the profile before the next meeting.

Determination of future meetings. The next meeting will be on Wednesday, April 22, 2020 at 2:00 PM via BlueJeans online meeting.

The meeting was adjourned at 3.37 PM.

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

Ken Brenner
Ken Brenner (May 15, 2020)

Ken Brenner, Chairman

May 15, 2020

Date: _____






2020 04 15 Search Committee Meeting Minutes-final

Final Audit Report

2020-05-15

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