

# RECORD OF PROCEEDINGS

---

---

UPPER YAMPA WATER CONSERVANCY DISTRICT  
SEARCH COMMITTEE MEETING  
APRIL 22, 2020 2:00 PM  
ONLINE MEETING: [HTTPS://BLUEJEANS.COM/911122415](https://bluejeans.com/911122415)

## 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

- Review data gathered from external stakeholders
- Review text for job documents
- Approve advertising plan
- Review initial candidate outreach plan
- Other items

***Review data gathered from external stakeholders.*** The committee reviewed the preliminary data gathered by Carolyn McCormick during interviews with some of the external stakeholders. She is continuing to schedule and conduct interviews with external stakeholder, board members and District staff.

***Review text for job documents.*** The committee reviewed and provided comments on the draft document. Based on the discussion and data gathered during the interview process, Carolyn will make edits and provide an updated version by the end of this week.

***Advertising Plan.*** The list of recommended and suggested advertising platforms was reviewed. The committee provided some additional sources for Carolyn to pursue.

***Review initial candidate outreach plan.*** Carolyn presented an outreach list of individuals to contact for candidate suggestions and a potential candidate list. The committee reviewed.

## RECORD OF PROCEEDINGS

---

---

*Determination of future meetings.* The next meeting will be on Wednesday, April 29, 2020 at 2:00 PM via BlueJeans online meeting.

The meeting was adjourned at 3.30 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

Date: May 15, 2020






# 2020 04 22 Search Committee Meeting Minutes-Final

Final Audit Report

2020-05-15

|                 |   |
|-----------------|---|
| Created:        | 2020-05-14                                  |
| By:             | Deb Bastian (dbastian@upperyampawater.com)  |
| Status:         | Signed                                      |
| Transaction ID: | CBJCHBCAABAAPq_SkN_eAxnKKM0FjDn4MwlvVBgieE2 |

## "2020 04 22 Search Committee Meeting Minutes-Final" History

-  Document created by Deb Bastian (dbastian@upperyampawater.com)  
2020-05-14 - 6:46:48 PM GMT- IP address: 63.224.69.143
-  Document emailed to Ken Brenner (kpbrennersteamboat@gmail.com) for signature  
2020-05-14 - 6:47:36 PM GMT
-  Email viewed by Ken Brenner (kpbrennersteamboat@gmail.com)  
2020-05-15 - 1:16:52 PM GMT- IP address: 74.125.212.45
-  Document e-signed by Ken Brenner (kpbrennersteamboat@gmail.com)  
Signature Date: 2020-05-15 - 1:17:17 PM GMT - Time Source: server- IP address: 67.164.186.155
-  Signed document emailed to Ken Brenner (kpbrennersteamboat@gmail.com) and Deb Bastian (dbastian@upperyampawater.com)  
2020-05-15 - 1:17:17 PM GMT