

RECORD OF PROCEEDINGS

UPPER YAMPA WATER CONSERVANCY DISTRICT BOARD OF DIRECTORS BOARD GOVERNANCE COMMITTEE MEETING APRIL 16, 2020 1:30 pm (on-line, via BlueJeans)

MINUTES

Board Governance Committee members present were Directors Ken Brennar, Jim Haskins, Bob Woodmansee, and Web Jones. General Manager Kevin McBride, District Engineer Andy Rossi, and CBI facilitator Ryan Golten were also present. This meeting was held entirely by videoconference utilizing the BlueJeans platform.

The following agenda was proposed:

Welcome and preliminaries (1:30-1:45)

- Confirm goals for today; review and approve meeting minutes

Finalize Draft Board Governance Manual and Discuss Implementation (1:45-2:45)

- Refine Manual based on Board suggestions and edits, for Board review/approval in May
- Identify follow-up implementation needs

Wrap-Up/Debrief (2:45-3:15)

- Brief process debrief
- Wrap up

Welcome/Preliminary Business. Ryan Golten reviewed the purpose and agenda for the meeting. Bob moved to approve the March 31 Committee meeting minutes. Webb seconded. With no corrections, all voted in favor of approval.

Finalization of Draft Board Manual and Implementation Discussion. The Committee updated the final draft based on the Board's suggestions at its April 8 meeting. Specifically, the Committee agrees with Bob Weiss and Tom Sharp's suggested language for including 'new business' in the Board Agenda meeting template (Chapter 3, p.8) and editing the bylaws to clarify circumstances justifying an item going under 'new business.' The Committee hopes to have the Manual adopted at the May Board meeting.

Ken will draft a BCF to accompany a final draft of the Board Governance Manual in the May meeting packet. This will include the following points:

- The Committee has achieved its stated goals set out in the original Charter and has concluded its work.

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- To help the Board implement the Strategic Plan and Governance Manual, and to avoid these documents simply sitting on a shelf, the Committee recommends attaching both documents to each electronic Board meeting packet for reference in the foreseeable future.
- The documents should also be given to incoming Board members as specified in the Manual.
- The documents should be easily accessible on the newly configured District website.
- The Committee encourages Board members to commit to giving the Governance Manual a try, seeing it as a work in progress, gently reminding one another about their agreements, and flagging issues as needed for discussion at the fall Board retreat.
- The Committee envisions a future need for a (potentially reconfigured) committee, possibly in late summer, to: 1) identify governance issues or challenges that may merit Board discussion and consensus building; 2) review the last strategic plan and identify potential upcoming priorities for Board discussion, in close consultation with the new GM, and 3) consider whether the fall Board retreat should address the above topics, and if so, work with the GM to plan the agenda.

Debrief/Evaluation of Committee Process.

- Rewarding to work with group of smart, capable and focused people – and to get so much done in ‘lightning speed’ compared to many other processes/environments; have thoughtful discussions on challenging matters; and strike agreements after working through different perspectives.
- Useful to have a principal author, and to the extent possible a consistent voice.
- Useful to have all of the edits and discussion agreements closely tracked and recorded.
- Useful to have a facilitator to keep the process on track, capture key issues and agreements, help the group work through disagreements, and keep folks focused.
- In addition to keeping and posting Committee meeting minutes, in the future we may want to email them directly to the full Board to keep them more closely informed of the Committee’s work.

Determination of Future Meetings. No future meetings have been scheduled.

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

Kevin McBride
Kevin McBride (May 26, 2020 12:12 MDT)

Date: May 26, 2020

Kevin McBride, District Secretary/Manager






2020 0416 Board Committee meeting minutes-final

Final Audit Report

2020-05-26

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