

**AGENDA**  
**UPPER YAMPA WATER CONSERVANCY DISTRICT**  
**SEARCH COMMITTEE MEETING**  
**WEDNESDAY, MAY 13, 2020 (2:00 PM)**  
**ONLINE MEETING: [HTTPS://BLUEJEANS.COM/946 892 592](https://bluejeans.com/946892592)**

1. Establishment of Quorum and Call to Order;
2. Approval of minutes for April 15, 2020, April 22, 2020, April 29, 2020 and May 1, 2020 meetings Action Item
3. Review overall search timeline Action Item
4. Deadline for applications Action Item
5. Review candidate vetting template Action Item
6. Executive Session under CRS § 24-6-402 (3.5) and (4)(e)(I) concerning employment of a new general manager. This session will be recorded, and a copy of the recording maintained for not less than 90 days.
7. Other items
8. Confirm date of next meeting
9. Adjournment

## RECORD OF PROCEEDINGS

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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, Chairman

Date: \_\_\_\_\_

## RECORD OF PROCEEDINGS

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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.

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*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.

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Ken Brenner, Chairman

Date: \_\_\_\_\_

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## RECORD OF PROCEEDINGS

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UPPER YAMPA WATER CONSERVANCY DISTRICT  
SEARCH COMMITTEE MEETING  
APRIL 29, 2020 2:00 PM  
ONLINE MEETING: [HTTPS://BLUEJEANS.COM/504979676](https://bluejeans.com/504979676)

### MINUTES

Search Committee members present were Directors Ken Brenner, Doug Monger and Bob Woodmansee. Director Halliday, 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

- Finalize leadership profile
- Review additional stakeholder input gathered
- Review updated advertising plan
- Review updated candidate outreach plan
- Other items

***Finalize leadership profile.*** The committee reviewed the profile and provide a couple of amendments to the draft. Carolyn commented that she will be working with Holly Kirkpatrick to properly format and add photos to the profile. A finalized version will be sent to the committee by Friday.

***Review additional stakeholder input gathered.*** The committee reviewed the input gathered to date. Carolyn continues to have conversations and reach out to the others on the list.

***Review updated advertising plan.*** The committee agreed with the recommended advertising plan with addition of the City & County Mangers Association and city attorney listserv and the removal of the Daily Sentential. Posting of the position with these sources is scheduled to begin on May 1, 2020.

***Review updated candidate outreach plan.*** The committee reviewed the candidate outreach plan,

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***Other items.*** The committee discussed that any discussion on possible candidates or personnel matters will be held in Executive Session.

***Determination of future meetings.*** The next meeting will be on Wednesday, May 13, 2020 at 2:00 PM via BlueJeans online meeting.

The meeting was adjourned at 2:59 PM.

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

\_\_\_\_\_  
Ken Brenner, Chairman

Date: \_\_\_\_\_

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## RECORD OF PROCEEDINGS

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UPPER YAMPA WATER CONSERVANCY DISTRICT  
SEARCH COMMITTEE MEETING  
MAY 1, 2020 4:30 PM  
ONLINE MEETING: [HTTPS://BLUEJEANS.COM/242843206](https://bluejeans.com/242843206)

### 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

- Approve leadership profile Action Item
- Other items

**Approve leadership profile.** Director Brenner asked the committee if they had any questions or changes to the proposed Leadership Profile. With none, Director Monger moved to approve the Leadership Profile as presented by Carolyn McCormick and to authorize the search process and to reach out to the key stakeholder for recommendations on possible candidates for the General Manager position. Director Woodmansee seconded; there was unanimous approval.

**Other items.** There were no other items.

The meeting was adjourned at 4:39 PM.

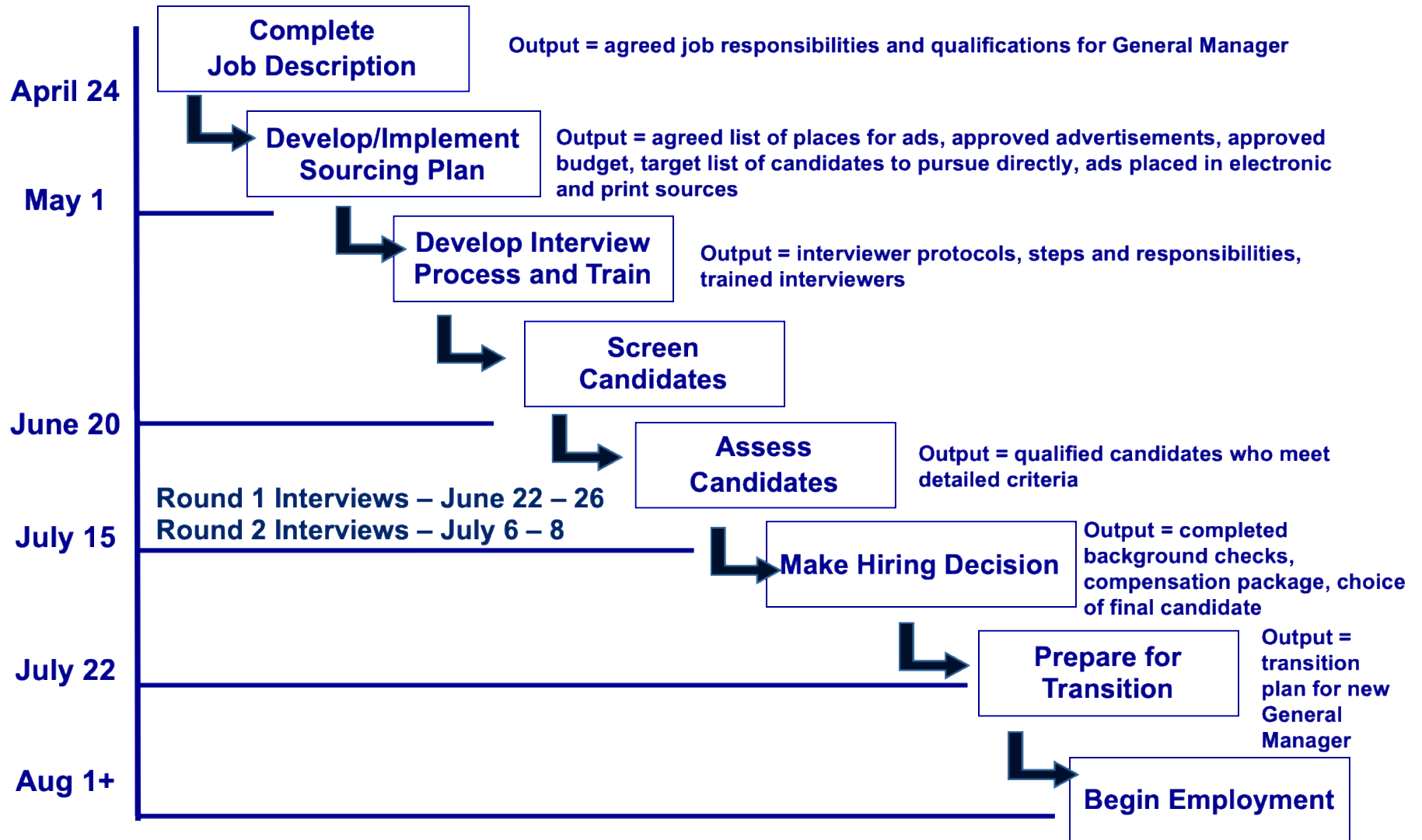
I certify that the foregoing constitutes a true and correct summary of the proceedings at the above referenced meeting.

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Ken Brenner, Chairman

Date: \_\_\_\_\_



# Upper Yampa Water Conservancy District – General Manager Search – Overall Timeline



	Leadership	Operations Mgt	Colo Water Knowledge	Organization Development	Community Partnering	Government Affairs Staff	Development	Work with Boards	Education/ Licenses	Current Role	Location	Comments
<b>Candidates to be Interviewed</b>												
<b>Candidates to be Screened</b>												
<b>Candidates to be Considered</b>												
<b>Candidates No Longer to be Considered</b>												
<b>Candidates Who Have Withdrawn from Further Consideration</b>												