

SAN JUAN WATER CONSERVANCY DISTRICT

ARCHULETA COUNTY

STATE OF COLORADO

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NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Board of Directors of the San Juan Water Conservancy District (SJWCD) has been scheduled for Thursday, May 13, 2021 at 8:00 a.m. Due to the CDC and CDPHE recommendations regarding COVID – 19, the meeting will be held via Zoom. Participation via Zoom is highly recommended as the Board will be discussing and sharing documents related to the agenda below.

Meeting participation details below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/89193520276?pwd=UjJUT3hmKy9pc014Kytjc01oQjM1UT09>

Dial by location:

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 891 9352 0276

Password: 913453

For questions regarding how to participate via Zoom, please contact SJWCD President and Chairman, Al Pfister: 970-985-5764 or apfister.sjwcd@gmail.com

Proposed Agenda is as follows:

1. Call to Order
2. Revisions to Agenda
3. Disclosures of Conflict of Interest
4. Public Comment
5. Consideration of Support Services Position
6. Consideration of Recommendation Letter for Renee Lewis – RGL Consulting, LLC
7. Consideration of Development of grant request to SW Basin Roundtable/CWCB
8. Consideration of Executive Session Pursuant to C.R.S. § 24-6-402(4)(b) and (g) – for the purposes of receiving advice from legal counsel on specific legal questions and items concerning mandatory nondisclosure under Open Records Act pertaining to the Consideration of Support Services Position agenda item.

SAN JUAN WATER CONSERVANCY DISTRICT

By /s/ Renee Lewis

For the Board of Directors

DISTRICT SEAL

Board Agenda Item Report

	To	Action	Signature, Date		To	Action	Signature, Date
1	Renee Lewis	Review		6			
2	Board	Approve		7			
3				8			
4				9			
5				10			
Name of Action Official AL Pfister			Priority High Medium Low None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Phone		Presentation Date 5-13-21
Subject Recommendation for Executive Assistant Position – Hiring Subcommittee							Approval Req Date 5-13-21

Summary:

- The Hiring Subcommittee was formed by the SJWCD Board for the purpose of reviewing and interviewing candidates for the position of Executive Assistant to provide a hiring recommendation to the SJWCD Board. The Hiring Subcommittee consisted of Renee Lewis, Al Pfister, and Joe Tedder. Four candidates applied for the position and were interviewed and evaluated in accordance with a set of questions reviewed by the Board.
- The Hiring Subcommittee unanimously recommends without reservation Sally High for the Executive Assistant position. Sally brings the following strengths to the position:
 - significant experience working with Boards of non-profit organizations;
 - experience in the preparation of informational and educational materials on various topics/issues;
 - experience in time and task management with attention to detail in clerical tasks;
 - excellent written and verbal communication skills;
 - long-term Pagosa Springs resident bringing familiarity with the community, its people, and its issues; and
 - familiarity with local water issues and the relationship to statewide water issues.

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Board Agenda Item Report

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Name of Action Official AL Pfister			Priority High Medium Low None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Phone		Presentation Date 5-13-21
Subject Recommendation Letter – Renee Lewis – RGL Consulting, LLC							Approval Req Date 5-13-21

Summary:

- Please find attached Recommendation Letter – Renee Lewis – RGL Consulting, LLC for the Board’s consideration.

SIGNED



San Juan Water Conservancy District

46 Eaton Drive, Suite 5,
Pagosa Springs CO 81147

RE: Recommendation of Renee Lewis

To Whom It May Concern:

Renee Lewis served as an independent contractor for the San Juan Water Conservancy District (SJWCD), a tax-funded special district in Pagosa Springs, CO, from xxx until June 2021. She was an invaluable asset to the District in meeting her contractual obligations. Her assignments were varied during her tenure, highlighted by (in order of decreasing time commitment): facilitating the development, including being the primary author of a strategic plan for the SJWCD; assisting the Board in planning and coordinating SJWCD mission accomplishment; performing the duties of Recording Secretary to the Board of Directors; and assisting the SJWCD treasurer in administering the budget.

Her efforts in our completing the process of writing a District Strategic Plan (Plan) were highly commendable. The volunteer Board had made the decision to write the Plan as a collaborative Board project, instead of hiring an independent firm. Due to occasional differences of opinions among the directors, concerning the District's future direction, as well as past history, Ms. Lewis' guidance greatly facilitated Plan completion. Her facilitation skills were demonstrated in her developing compromise solutions when differences of opinion threatened the progress of Plan completion. She was ultimately responsible for creating a unified tone for the final version of the Plan. In the end, the finished Plan was unanimously approved by the Board.

Ms. Lewis also assisted the SJWCD Board in identifying areas of potential improvements in the District's organizational/administrative operations. She identified and implemented procedures keeping the Board materials organized in the annual 'Board Books'; assisting the Board President and officers with timely filing of documents; assisting with the coordination of legal filings; as well as serving on the Executive Committee along with the Board President and Secretary.

Her efforts will most definitely be missed. As such, the SJWCD Board unanimously recommends Ms. Lewis as an excellent choice, whenever a well-rounded, talented, and versatile executive administrator is needed.

Sincerely,

Allan R Pfister

President, San Juan Water Conservancy District

Board Agenda Item Report

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Name of Action Official Pfister	Priority High Medium Low None <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Phone 970-985-5764	Presentation Date 5/13/21
Subject Grant Request to SW Basin Roundtable/CWCB			Approval Req Date 5/13/21

Summary:

- Development of grant request to supplement existing 2021 budget to implement items in strategic plan such as education and stream gauge placement.

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