

# Recorder Expectations and Scope of Work Template

**Role:** The Roundtable Recorder (recorder) is a CWCB-contracted role that helps support the basin roundtables and the Colorado Water Conservation Board (CWCB) with holding a basin roundtable's regular roundtable meetings and maintaining compliance with the Colorado Open Meeting Laws (COML), DNR Handbook and the CWCB Guide. This work generally includes coordinating with/supporting the roundtable chair on agendas, taking meeting minutes (using the meeting minute template), posting documents (e.g. agendas; minutes) online, managing Zoom/webinars, website support, coordinating with the roundtable chair, etc. Additional detail is provided below. The recorder must be able to contract with the state to obtain a purchase order (PO) and agree to comply with state requirements including regular communication with CWCB.

## **Contracting and Invoicing:**

The recorder will need to contract with the state to execute their duties and meet all invoicing requirements as noted below:

- The recorder must submit a scope of work (SOW) to utilize the available \$6,500/year dollars that CWCB provides in order to be issued a PO and be reimbursed.
- The SOW must include providing a set hourly rate (commensurate with duties), a list of the duties that will be performed for CWCB in support of the basin roundtable. Any additional costs that are expected (e.g. printing; travel) within the allotted \$6,500/year. These do not have to be included if they are covered within the hourly rate.
- The recorder must operate within CWCB's fiscal year which runs from July 1 to June 30 each year; including submitting a final invoice on or before June 30th.
- The recorder must have an existing PO to be paid and will need to ensure a PO is in place for each new fiscal year.
- To issue a PO the CWCB will also need a completed W-9, complete with a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN).
- The inability of the recorder to fully perform the agreed-upon duties in their SOW may result in poor standing for future contracting with CWCB.

## **Meeting Support:**

Roundtable meeting support may include some or all of these additional tasks depending on roundtable needs, meeting frequency and the available budget for the position.

- **Food and Venue Support** - Work with the Roundtable Chair and CWCB to secure funding or reimbursement for food and venue rental. Venue reservations and food arrangements should be made at least 30 days in advance of meetings to allow contracting time for CWCB administrators to secure approval from the DNR director.
- **COML Noticing:** Ensure all meetings are properly noticed with posted agendas and if three or more roundtable members meet to discuss roundtable business. Meetings must be open to the public, and include time for public comment. Requirements for meeting notice are found in Colorado Sunshine Law § 24-6-401 C.R.S. For main roundtable meetings a final agenda needs to

be submitted to the CWCB for posting five days in advance of the roundtable meeting and posted on the roundtables website at least 24 hours in advance of the meeting including: A) Time, B) Date, C) Location and/or webinar link and/or call-in number. For all other roundtable meetings (special meetings; subcommittee meetings), the roundtable should post an agenda to their website at least 24 hours ahead of the meeting.

- **Agendas:** Meeting agendas should follow the general agenda template shown in Attachment C. Please complete a spell check and review before posting/submitting. Agendas must be shared with CWCB staff at least five (5) days in advance of meetings so they can be posted on the CWCB website and calendar.
- **Minutes:** At a minimum, meeting minutes must meet the attached meeting minute template requirements (as shown in Attachment B). They can be more detailed if desired. Meeting recordings can supplement meeting minutes.
- **Schedule & Alternates:** Work with the roundtable and CWCB to define the number of roundtable meetings (including special meetings) the recorder will attend each year. If unable to attend a meeting, work with the roundtable chair to identify a plan for complying with COML.
- **Meeting Logistics:** Work with the Roundtable Chair to ensure that meetings or webinars are started on time, summarized and, if desired, recorded. Maintain CWCB equipment that may be on loan to or otherwise provided to the roundtable (e.g. microphones; A/V Equipment).

### **Grant Support**

1. Work with CWCB staff to identify Water Supply Reserve Fund (WSRF) account balances prior to each Roundtable Meeting and ensure CWCB and basin account balances match.
2. Understanding of grant reporting timelines and the online location of all grant criteria and guidelines the roundtable may need.

### **Additional Duties**

1. Communicate with CWCB staff to help relay information to and from the roundtable (e.g. special events, upcoming CWCB Board meetings, items of concern, roundtable needs).
2. Support the Roundtable Chair and CWCB to update and maintain bylaws, project lists or other related documents annually. Respectful communication consistent with any applicable CWCB code of ethics. Roundtable communications can be subject to the Colorado Open Records Act (CORA). § 24-72-203 C.R.S.
3. Maintain familiarity with key concepts in the Colorado Water Plan, Analysis and Technical Update to the Colorado Water Plan (Technical Update) and the roundtable's Basin Implementation Plan.
4. Grasp basic concepts in Colorado Water for the 21st Century Act (House Bill 05-1177) to understand the roundtable seats and support the roundtable with any procedural needs.

### **Grounds for Dismissal**

- A roundtable recorder could be dismissed by the basin roundtable or by the CWCB if they cannot meet the duties in this document, have otherwise operated in a manner that is inconsistent with the needs of the position and/or violate the Department of Natural Resources (DNR) Code of Conduct.

# Attachment A: Template Scope of Work Roundtable Recorder

NAME

MAILING ADDRESS

(Physical Checks will be mailed to this address)

**Statement of Work** (limit 2-3 paragraphs to generally provide what the work provided is/draft language follow)

**Task List** (Tasks can be broken into multiple tasks with subtasks or a list of bullets for the tasks that will be provided)

**Additional Costs** (if any)

These costs do not have to be listed if they are not being paid for separately and are included in the hourly rate.

**Breakdown of Hourly Rate** (i.e. rate in dollars per hour)

**Total Cost** (not to exceed \$6,500 a year).

This cost totals the hourly rate plus any additional costs.

**Basin Roundtable Recorder**

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(Signature)

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(Printed Name)

**CWCB Staff**

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(Signature)

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(Printed Name)

## Attachment B: Meeting Minute Template

### Summary Minutes and Record of Decisions

**Date of Meeting XXXXXXXX**

A regular meeting of (**Name of Roundtable**) Roundtable convened virtually/in person. The meeting was called to order by (**Name of Chair**). (**Insert number of voting members present**) voting members were present at the call to order, so a quorum was present (at least **XXX** required).

Voting members present were: (**List voting members**)

Non-voting ex officio members present or represented were: (**List non-voting ex officio members**)

**NOTE: In the minutes below, where full consensus is not reached, please ensure to document any votes against or abstaining from a decision item.**

<b>(Insert Date)</b>	
<b>1</b>	<b>Review and Approve Agenda</b>
	A motion to approve the agenda was made by XXXXXXX, which was seconded by XXXXXXX. The motion was approved (XX-X).
<b>2</b>	<b>Review and Approve Previous Board Meeting Minutes</b>
	A motion to approve the agenda was made by XXXXXXX, which was seconded by XXXXXXX. The motion was approved (XX-X).
<b>3</b>	<b>Public Comment</b>
	A brief description of names and comments from the public.
<b>4</b>	<b>Bylaws update and membership info</b>
	A brief description of any updates.
<b>5</b>	<b>Scheduled member or non-member updates</b>
	A brief description of any updates and ledger of any motions or votes.
<b>6</b>	<b>PEPO report</b>

	A brief description of any updates and ledger of any motions or votes.
7	<b>IBCC Report</b>
	A brief description of any updates and ledger of any motions or votes.
8	<b>BIP Update (if needed)</b>
	A brief description of any updates and ledger of any motions or votes.
9	<b>DWR Update</b>
	A brief description of any updates and ledger of any motions or votes.
10	<b>CWCB Update, CWCB Staff</b>
	A brief description of any updates and ledger of any motions or votes.
11	<b>Adjourn</b>
A motion to adjourn the XXXXXX meeting was made by XXXXXX, which was seconded by XXXXX. The motion was approved (XX-X).	

# Attachment C: Agenda Template

## InterBasin Compact Committee Basin Roundtables

**(ENTER ROUNDTABLE NAME) Roundtable**

### MEETING AGENDA

DATE:(ENTER DATE) at XXX am/pm

Meeting Link: X XXXXXXXXXXXXXXX

To call i n by phone: (Toll Free): XXXXXXXX / Access Code: XXXXXXXXXXXXXXX

1. Introductions
2. Approve Meeting Agenda
3. Approve Previous Meeting Minutes
4. Public Comment: Please limit your comments to 3 minutes.
5. Bylaws update and membership info
6. Scheduled member or non-member updates
8. PEPO report
9. IBCC Report
11. BIP Update (if needed)
12. DWR Update
13. CWCB Update, CWCB Staff
14. Adjourn

The next scheduled roundtable meeting: XXXXXXXXXXXXXXX