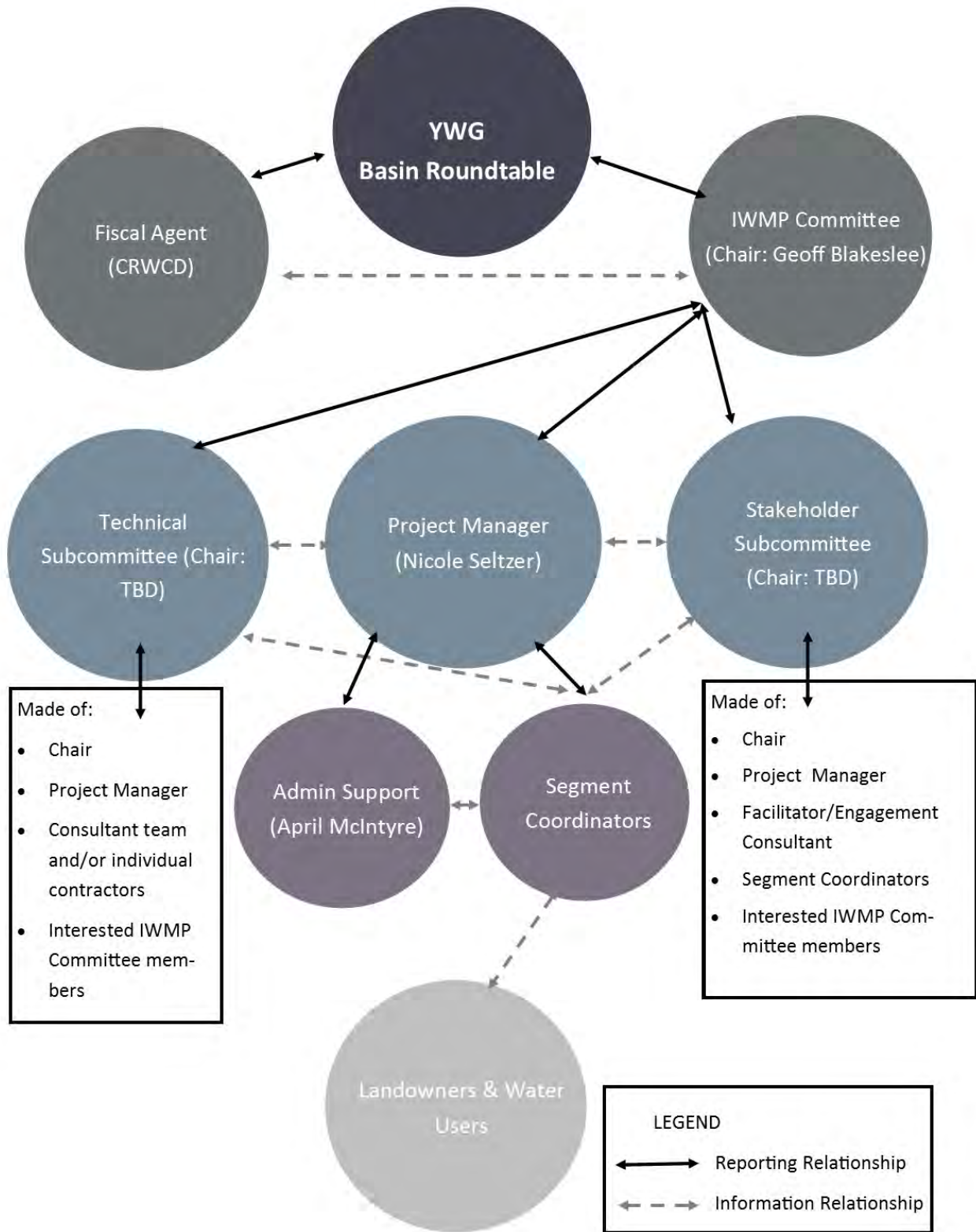


Appendix A: IWMP Job Descriptions, final 3/28/2019

Position	General Expectations	Reports To	Primary Points of Contact	Paid By
IWMP Committee Chair	Ensure the committee carries out its duties effectively, ensure the Fiscal Agent is meeting commitments, oversee the activities of the Project Manager, and work with the BRT for all needed approvals. Facilitate IWMP Committee meetings, unless an outside facilitator is deemed necessary. Approval (with PM) invoices for payment.	BRT Chair	Subcomm Chairs Project Mgr Fiscal Agent	In-Kind donation (TNC)
Stakeholder and Technical Sub-Committee Chairs	Work with hired contractors to recommend specific approaches for relevant tasks, and coordinate the day-to-day work of the IWMP. The Sub-Committee Chairs will be the primary point of contact for all hired contractors (except Segment Coordinators). Review invoices for accuracy.	Project Manager	IWMP Committee Chair; Contractors; Segment Coordinators	In-Kind Donation (TU and CAA)
Project Manager	Provide oversight of tasks, hold contractors accountable, approve invoices (with Chair) for payment, communicate between the IWMP Committee and contractors, and ensure that the contractors are working together. Hold regular 'core team' meetings and oversee Segment Coordinators.	IWMP Committee Chair	All project roles (Committee Chair; Subcommittee Chairs; Segment Coordinators; Contractors; Admin support)	In-Kind donation (River Network)
Administrative Support	Carry out IWMP Committee and BRT communications, set meeting dates, ensure all information is provided for BRT approval processes, maintain website, agenda distribution and minute taking. Support Fiscal Agent in reporting financial statements.	Project Manager	Project Mgr	IWMP Funds
Segment Coordinator	Act as local point person(s) for each river segment and be primarily responsible for maintaining communication between local stakeholders and the rest of the teams. Advise Technical Team on the best way to communicate data and results to stakeholders.	Employer or Project Manager	Subcomm Chairs; Contractors; Project Mgr;	IWMP Funds
Fiscal Agent	Apply for, receive, and steward project funding. Meet reporting requirements of all funding entities, contract with needed consultants and handle all payment and invoicing.	IWMP Committee Chair		IWMP Funds



Yampa Integrated Water Management Plan

Duties and authority: IWMP Committee Chair

General Expectations

The IWMP Committee will select contractors, consult on scopes of work, budgets and deliverables to assure consistency across the four segments. The Committee will ensure regular communication with the BRT and the Fiscal Agent. The chair will ensure the committee carries out these duties effectively, ensure the Fiscal Agent is meeting its commitments, oversee the activities of the Project Manager, and work with the BRT for all needed approvals. The chair will facilitate IWMP Committee meetings, unless an outside facilitator is deemed necessary.

Primary Tasks

- Oversee agenda creation and run all IWMP Committee meetings
- Ensure committee members are actively engaged and appropriately involved
- Frequently report to the BRT and facilitate BRT action items, including any changes to the adopted scope of work or budget
- Review quarterly activity/financial reports from the Fiscal Agent
- Oversee the performance of the Project Manager

Fiscal Authority and Conflict of Interest

The IWMP Committee Chair has the following fiscal authority:

- With co-signature of the Project Manager, approve contracts and invoices within the approved budget up to \$1,000
- After review by the relevant IWMP Sub-Committee Chair, and with co-signature of Project Manager, approve contracts and invoices within the approved budget over \$1,000

The IWMP Committee Chair will utilize the adopted Contract/Invoice approval form to sign off on all contracts or invoices, which will be submitted to the Fiscal Agent by the Project Manager.

The Chair and all IWMP Committee members shall comply with C.R.S. § 18-8-308 concerning disclosure of conflicts of interest. At times the Chair and Committee members may be associated with other entities which have interests which are adverse to the interests of the Committee. Such members shall not disclose or use confidential information received as a Committee member contrary to the Committee's interests without approval. If a Committee member acts or intends to act for another entity on a matter in which there are or reasonably are expected to be adverse interests between that entity and the Committee, he/she shall recuse himself/herself from participating in the discussions of that matter and decline to receive information about that matter. In such a situation, the Committee member shall promptly notify the Committee's Chair of his/her decision or intention to act on behalf of the adverse or potentially adverse entity, and the Chair shall act to ensure that thereafter confidential information shall not be provided to such member about the matter.

Payment for Services

The IWMP Committee chair is paid by in-kind donation and will not be paid by project funds for his/her time. Funds spent on committee activities (meeting space, food, travel, etc) will be paid on a reimbursement basis in accordance with fiscal agent policies.

Evaluation and Retention

The Basin Roundtable Chair is responsible for overseeing the performance of the IWMP Committee chair and ensuring all tasks are carried out effectively and appropriately. The Committee Chair will serve a term of one year, subject to retention or replacement by the Basin Roundtable at its January meeting. The BRT has the right to replace the IWMP Committee Chair at its sole discretion.

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Duties and authority: Stakeholder and Technical Sub-Committee Chairs

General Expectations

The Stakeholder Sub-Committee and Technical Sub-Committee will work with hired contractors to recommend specific approaches for relevant tasks, and coordinate the day-to-day work of the IWMP. The Sub-Committee Chairs will be the primary point of contact for all contractors hired to perform work under the purview of that committee (except the Segment Coordinators, who will report to the Project Manager and their employer).

Primary Tasks

- Recommend specific approaches for relevant tasks for consideration by the IWMP Committee
- Act as a main point of contact for all hired contractors (except Segment Coordinators)
- Attend regular Core Team meetings to report on progress and coordinate activities between sub-committees and segments

Fiscal Authority and Conflict of Interest

The IWMP Sub-Committee Chairs have the following fiscal authority:

- Review contracts and invoices within the approved budget over \$1,000 for accuracy and send to Project Manager for approval

The Sub-Committee Chairs shall comply with C.R.S. § 18-8-308 concerning disclosure of conflicts of interest. At times the Sub-Committee Chair may be associated with other entities which have interests which are adverse to the interests of the Sub-Committee. The Sub-Committee Chair shall not disclose or use confidential information received contrary to the Sub-Committee's interests without approval. If a Sub-Committee member acts or intends to act for another entity on a matter in which there are or reasonably are expected to be adverse interests between that entity and the Sub-Committee, he/she shall recuse himself/herself from participating in the discussions of that matter and decline to receive information about that matter. In such a situation, the Sub-Committee member shall promptly notify the IWMP Committee's Chair of his/her decision or intention to act on behalf of the adverse or potentially adverse entity, and the IWMP Committee's Chair shall act to ensure that thereafter confidential information shall not be provided to such member about the matter.

Payment for Services

The IWMP Sub-Committee chairs are paid by in-kind donation and will not be paid by project funds for their time. Funds spent on committee activities (meeting space, food, travel, etc) will be paid on a reimbursement basis in accordance with fiscal agent policies.

Evaluation and Retention

The IWMP Sub-Committee Chairs will be appointed by the IWMP Committee. The IWMP Committee Chair is responsible for overseeing the performance of the IWMP Sub-Committee chairs, and the Project Manager ensures all tasks are carried out effectively and appropriately. The Sub-Committee Chairs will serve a term of one year, subject to retention or replacement by the IWMP Committee. The IWMP Committee has the right to replace the IWMP Sub-Committee Chairs at its sole discretion.

Yampa Integrated Water Management Plan

Duties and authority: Project Manager

General Expectations

The Project Manager provides oversight of tasks, holds contractors accountable, approves invoices and expenses, communicates between the IWMP Committee and contractors, and ensures that the contractors are working together. Holds regular 'core team' meetings and oversees the work of the Segment Coordinators.

Primary Tasks

- Ensures that activities adhere to the BRT-adopted Scope of Work, and are completed on schedule and on budget
- Approves expenses/invoices for submission to Fiscal Agent
- Works with IWMP Committee Chair to develop agenda topics for IWMP Committee meetings and ensure timely notice of meetings with relevant materials, agendas, and key issues to be addressed at the meetings.
- Assist in building understanding and consensus among participants during and between meetings, while remaining impartial to substance of issues under discussion. With IWMP Committee Chair, address areas of competing interest or conflicts as they arise.
- Responsible for managing overall work flow and coordination by convening regular 'core team' meetings between the Subcommittee Chairs, Stream Segment Coordinators, and contractors
- Engage impartial, third-party facilitation support as useful, with Committee approval
- Oversees the Segment Coordinators. NOTE: The degree of day-to-day supervision will depend on whether or not Segment Coordinators are hosted by local NGOs. If they are, the NGOs will provide the Segment Coordinators with day-to-day supervision. The PM will work with the Segment Coordinators and host NGOs at a strategic level to ensure their work is integrated geographically (with the other stream segments), and substantively (ensuring coordination of the technical and stakeholder aspects of the project).

Fiscal Authority and Conflict of Interest

The Project Manager has the following fiscal authority:

- With co-signature of the IWMP Committee chair, approve contracts and invoices within the approved budget up to \$1,000
- After review by the relevant IWMP Sub-Committee Chair, and with co-signature of IWMP Committee Chair, approve contracts and invoices within the approved budget over \$1,000

The Project Manager will utilize the adopted Contract/Invoice approval form to sign off on all contracts or invoices, and submit them to the Fiscal Agent.

The Project Manager shall comply with C.R.S. § 18-8-308 concerning disclosure of conflicts of interest. At times the Project Manager may be associated with other entities which have interests which are adverse to the interests of the Committee. S/he shall not disclose or use confidential information received as Project Manager contrary to the Committee's interests without approval. If the Project Manager acts or intends to act for another

entity on a matter in which there are or reasonably are expected to be adverse interests between that entity and the Committee, he/she shall recuse himself/herself from participating in the discussions of that matter and decline to receive information about that matter. In such a situation, the Project Manager shall promptly notify the IWMP Committee's Chair of his/her decision or intention to act on behalf of the adverse or potentially adverse entity, and the Chair shall act to ensure that thereafter confidential information shall not be provided to the Project Manager about the matter.

Payment for Services

Project Manager services will be provided as an in-kind donation and will not be paid by project funds for his/her time. Funds spent on project management and committee activities (meeting space, food, travel, etc) will be paid on a reimbursement basis in accordance with fiscal agent policies.

Evaluation and Retention

The IWMP Committee Chair is responsible for overseeing the performance of the Project Manager and ensuring all tasks are carried out effectively and appropriately. There will be at least annual evaluations (or more frequently by request of the IWMP Committee) of performance that will be shared with the IWMP Committee. The IWMP Committee will use that evaluation to recommend retention or replacement of the Project Manager on an annual basis.

Yampa Integrated Water Management Plan

Duties and authority: Administrative Support

General Expectations

Administrative support will carry out IWMP Committee and BRT communications, set meeting dates, ensure all information is provided for BRT approval processes, maintain the project website, agenda distribution and minute taking. S/he will support the Fiscal Agent in reporting financial statements to the BRT on a regular basis.

Primary Tasks

- Set IWMP committee dates and locations
- Distribute meeting minutes and agendas
- Maintain IWMP interested parties email list
- Maintain IWMP website
- Attend IWMP committee meetings to take minutes
- Support the Committee Chair and Project Manager's project-related administrative needs
- Work with the Fiscal Agent to distribute quarterly financial reports to the BRT and IWMP Committee

Fiscal Authority and Conflict of Interest

Administrative Support has no authority to approve expenditures.

The Administrative Support shall comply with C.R.S. § 18-8-308 concerning disclosure of conflicts of interest. At times the Administrative Support may be associated with other entities which have interests which are adverse to the interests of the Committee. S/he shall not disclose or use confidential information received as Administrative Support contrary to the Committee's interests without approval. If the Administrative Support acts or intends to act for another entity on a matter in which there are or reasonably are expected to be adverse interests between that entity and the Committee, he/she shall recuse himself/herself from participating in the discussions of that matter and decline to receive information about that matter. In such a situation, the Administrative Support shall promptly notify the Project Manager of his/her decision or intention to act on behalf of the adverse or potentially adverse entity, and the Project Manager shall act to ensure that thereafter confidential information shall not be provided to the Administrative Support about the matter.

Payment for Services

Administrative support assistance will be paid by the hour with project funds. Funds spent on committee activities (meeting space, food, travel, etc) will be paid on a reimbursement basis in accordance with fiscal agent policies. Invoices will be submitted to the Fiscal Agent in accordance with their policies.

Evaluation and Retention

The Project Manager is responsible for overseeing the performance of the Administrative Support and ensuring all tasks are carried out effectively and appropriately. There will be at least annual evaluations (or more frequently by request of the IWMP Committee) of performance to recommend retention or replacement of the Administrative Support on an annual basis.

Yampa Integrated Water Management Plan

Duties and authority: Segment Coordinators

General Expectations

Segment Coordinators will be hired by the Basin Roundtable (through the Fiscal Agent). They are the local point persons for each river segment and will be primarily responsible for maintaining communication between the local stakeholders, and the rest of the teams. The number of segment coordinators will be left flexible as we recruit candidates throughout the basin. Segment Coordinators will advise the Technical Team on the best way to communicate data and results to the stakeholders in their segment.

Primary Tasks

- Develop and implement stakeholder engagement plans in assigned segments that ensure local input and buy-in for all IWMP tasks
- Attend Stakeholder and Technical team sub-committee meetings as needed to ensure alignment and coordination between local stakeholders and hired contractors
- Coordinate with riparian land owners and/or water users to get approval/access/review of needed technical work
- Hold or attend one-on-one, small group and community meetings to get input and give progress updates to segment stakeholders

Fiscal Authority and Conflict of Interest

Segment Coordinators have the authority to expend project funds to carry out tasks and committee activities (meeting space, food, travel, supplies, etc) within the approved budget. Pre-authorization by the Project Manager will be required for any single expense greater than \$1,000. Expenses will be paid on a reimbursement basis in accordance with fiscal agent policies. All reimbursement payments are subject to the approval process and limits laid out in the charter.

The Segment Coordinator(s) shall comply with C.R.S. § 18-8-308 concerning disclosure of conflicts of interest. At times the Segment Coordinator(s) may be associated with other entities which have interests which are adverse to the interests of the Committee. S/he shall not disclose or use confidential information received as Segment Coordinator(s) contrary to the Committee's interests without approval. If the Segment Coordinator(s) acts or intends to act for another entity on a matter in which there are or reasonably are expected to be adverse interests between that entity and the Committee, he/she shall recuse himself/herself from participating in the discussions of that matter and decline to receive information about that matter. In such a situation, the Segment Coordinator(s) shall promptly notify the Project Manager of his/her decision or intention to act on behalf of the adverse or potentially adverse entity, and the Project Manager shall act to ensure that thereafter confidential information shall not be provided to the Segment Coordinator(s) about the matter.

Payment for Services

Segment Coordinators will be paid with project funds. Funds spent on committee activities (meeting space, food, travel, etc) will be paid on a reimbursement basis in accordance with fiscal agent policies. Invoices will be submitted to the Fiscal Agent in accordance with their policies.

Evaluation and Retention

Appendix A: IWMP Job Descriptions, final 3/28/2019

Segment Coordinators will be employed as contract labor by the Fiscal Agent. The Project Manager is responsible for overseeing the performance of the Segment Coordinators and ensuring all tasks are carried out effectively and appropriately. Office space, technology, etc will be furnished by each individual segment coordinator for their own use. If deemed necessary by the IWMP Committee, Segment Coordinators can be employed as staff or contract labor by a Yampa-basin based NGO. In this case, office space, technology, etc will be provided by the NGO.

There will be at least annual evaluations (or more frequently by request of the IWMP Committee) of performance that will be shared with the IWMP Committee. The IWMP Committee will use that evaluation to recommend retention or replacement of the Segment Coordinators on an annual basis.

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Duties and authority: Fiscal Agent

General Expectations

The Fiscal Agent will apply for, receive, and steward project funding. They will meet the reporting requirements of all funding entities, contract with needed consultants and handle all payment and invoicing.

Primary Tasks

- Contract with the State of Colorado for grant funds
- Provide quarterly financial statements to IWMP Committee
- Issue invoices and pay receivables
- Provide State of Colorado with grant reports at required intervals
- Contract with needed consultants and contractors
- Issue all required tax forms and documentation to contractors

Fiscal Authority and Conflict of Interest

The Fiscal Agent will pay all invoices that are approved by relevant bodies as laid out in the charter, and submitted by the Project Manager within 30 days. All contracts between the Fiscal Agent and consultants/contractors (or any adjustments to existing contracts) must be approved by the Basin Roundtable before any payments are issued.

The Fiscal Agent shall comply with C.R.S. § 18-8-308 concerning disclosure of conflicts of interest. At times the Fiscal Agent may be associated with other entities which have interests which are adverse to the interests of the Committee. S/he shall not disclose or use confidential information received as Fiscal Agent contrary to the Committee's interests without approval. If the Fiscal Agent acts or intends to act for another entity on a matter in which there are or reasonably are expected to be adverse interests between that entity and the Committee, he/she shall recuse himself/herself from participating in the discussions of that matter and decline to receive information about that matter. In such a situation, the Fiscal Agent shall promptly notify the Project Manager of his/her decision or intention to act on behalf of the adverse or potentially adverse entity, and the Project Manager shall act to ensure that thereafter confidential information shall not be provided to the Fiscal Agent about the matter.

Payment for Services

A fiscal agent fee (10% of managed funds) will be paid with project funds. This fee will cover the time and expenses of Fiscal Agent staff. It is not anticipated the Fiscal Agent staff will need to be reimbursed for any direct expenditures from additional project funds.

Evaluation and Retention

The IWMP Committee Chair is responsible for overseeing the performance of the Fiscal Agent and ensuring all tasks are carried out effectively and appropriately. The IWMP Committee has the right to replace the Fiscal Agent at its sole discretion.