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April 5, 2024

Southwest Basin Roundtable
841 Second Avenue, West Building
PO Box 475
Durango, CO 81302

Dear Southwest Basin Roundtable,

I am writing to express my interest in serving as the large representative for the Southwest Basin Roundtable. With a background in water resource procurement, project management, and public service as the Mayor of Norwood, I believe I possess the qualifications necessary to effectively represent and advocate for the diverse communities within the basin.

As the Mayor of Norwood, I am gaining valuable experience in leading and managing projects that directly impact the water resources within our community. I have worked on initiatives aimed at improving water quality, developing sustainable water management strategies, and ensuring the long-term availability of water for our residents. Through these experiences, I have developed a deep understanding of the challenges and opportunities associated with water resource management in our region.

I am also committed to continuous learning and growth in order to better serve the communities I represent. I believe that engaging with stakeholders, listening to their concerns, and working collaboratively to find innovative solutions are key to effective water management. As a representative on the Southwest Basin Roundtable, I am dedicated to promoting transparency, communication, and inclusivity in decision-making processes that impact our water resources.

I am excited about the opportunity to contribute my skills, experience, and passion for water resource management to the Southwest Basin Roundtable. I am confident that my background and commitment to public service make me a strong candidate for the position of large representative.

Thank you for considering my application. I look forward to the possibility of serving the communities within the Southwest Basin and working towards a sustainable water future for all.

Sincerely,

Candy Meehan

Candy Meehan

Public Servant Resume

(970) 729-1234

meehan@norwoodtown.com

Norwood, Colorado 81423

SKILLS

Political Science

Local Government

Business Management and Development

Water and Sewer Piping

Business Operations Management

Water Reuse

City Affairs Understanding

City Management

Ceremonial Functions

Ordinance Processes

Emergency Response Understanding

Legislative Support

Workflow Processes

Public Safety Oversight

Meeting Rules

State Representation

Constituent Relations

Board Oversight

Leadership and People Development

Balanced Work Ethic

Management Team Leadership

Approachable and Outgoing

Strategize Plans

Innovative and Visionary

Build Revenue Streams

Analytical and Critical Thinker

Strategic Planning

Project Oversight

Mission and Vision

EXPERIENCE

MAYOR, Norwood, CO

Town of Norwood, May 2022–Present

- Elected "at-large" for a four-year term, not fiscally compensated.
- Recognized as head of the Town Government for all ceremonial purposes.
- Preside over meetings of the Town Board of Trustees.
- Attends all County Intergovernmental meetings.
- Shall be the conservator of peace, and in emergencies may exercise within the Town the powers conferred by the Governor of the State of Colorado for purposes of military law, and shall have the authority to command the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the Town and to suppress riot and disorder.
- Formulated policies that increased economic development in the municipality.
- Actively listened to citizen concerns at town hall meetings or other forums.
- Negotiated contracts with vendors, suppliers, and contractors to ensure best value for the city.
- Ensured transparency by providing regular updates on projects or initiatives through press releases, social media posts.

- Initiated programs to promote civic pride throughout the community.
- Addressed constituent complaints promptly and professionally.
- Oversaw compliance with federal, state, and local laws relating to municipal operations.
- Facilitated meetings between officials from other municipalities to share best practices in governance.
- Managed personnel matters including recruitment, hiring, training of employees.
- Cultivated relationships with local businesses and community organizations to increase collaboration between government and citizens.
- Executed plans for long-term sustainability of resources such as water supply or energy sources.

SECRETARY TREASURER, Norwood, CO

San Miguel Water Conservancy District, January 2022–Present

- Maintained organized calendar of important meetings and events.
- Demonstrated proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Greeted visitors warmly upon arrival at the office; provided friendly customer service.
- Provided administrative support to executive team with excellent attention to detail.
- Developed and implemented efficient filing systems to organize documents for easy retrieval.
- Drafted, proofread, and edited confidential correspondence and documents.
- Managed multiple projects simultaneously while meeting tight deadlines.
- Reviewed and submitted expense reports for processing.
- Responded to inquiries from internal and external parties to facilitate communication or provide direction.

CHAIR, Denver, CO

San Juan Rural Leadership Committee, February 2023–Present

- Adept at monitoring financial performance of the organization and developing budgets accordingly.
- Proven capacity to facilitate open discussions among stakeholders regarding important topics and resolve conflicts amicably.
- Demonstrated ability to develop and implement strategic plans for board meetings.
- Skilled at coordinating annual planning sessions with the Board of Directors and facilitating team building exercises when required.
- Displayed capability to provide leadership in developing goals and objectives for the organization's short-term and long-term initiatives.
- Proficiency in creating a positive working environment among board members while encouraging collaboration and communication.
- Ability to identify areas of improvement for governance processes and recommend changes as appropriate.
- Competence in organizing committee meetings as needed and carrying out assigned tasks promptly and efficiently.
- Expertise in motivating board members towards achieving organizational objectives and outcomes within stipulated timelines.
- Exhibited excellence in attending relevant conferences, workshops, seminars pertaining to Board Governance practices.
- Planned, presided over and facilitated board and committee meetings.
- Spearheaded initiatives to improve productivity and save costs.
- Raised funds through donations and grants from government agencies or private foundations to supply adequate financial resources.

MAYOR PRO TEM, Norwood, CO

Town of Norwood, May 2017–May 2022

- Cultivated relationships with local businesses and community organizations to increase collaboration between government and citizens.
- Ensured transparency by providing regular updates on projects or initiatives through press releases, social media posts.
- Established protocols for responding quickly and effectively to crises or natural disasters.
- Coordinated activities among various departments within the city government.
- Advised staff members on how best to serve constituents' needs while staying within budgetary limits.
- Executed plans for long-term sustainability of resources such as water supply or energy sources.
- Created and managed a budget for municipal operations and services.
- Formulated policies that increased economic development in the municipality.

CO FOUNDER, Norwood, CO

Wright Mesa Water Coalition , January 2022–Present

- Established performance metrics and tracked progress towards achieving organizational goals using data-driven insights.
- Advised senior management on potential investments based on market analysis and industry trends.
- Implemented process improvements across multiple departments resulting in improved productivity and reduced costs.
- Developed project plans that identified goals, objectives, tasks, resources needed, timelines and deadlines, budgets and risks associated with each project.
- Translated complex technical concepts into easily understandable language for non-technical audiences.
- Provided leadership, mentorship, and guidance to junior staff members in order to foster their professional development.
- Implemented effective marketing strategies to increase customer base.
- Negotiated contracts with vendors and suppliers to secure best prices.
- Analyzed operations to evaluate company performance and to determine areas of potential improvement.
- Gave presentations at meetings and conventions to promote services and offerings.
- Coordinated board meetings and liaised with members to address critical decisions.
- Served as liaisons between organizations, shareholders and outside organizations.
- Organized and approved promotional campaigns.
- Established departmental responsibilities and coordinate functions among departments and sites.
- Attended and participated in meetings of municipal councils and council committees.
- Made presentations to legislative and other government committees regarding policies, programs and budgets.
- Nominated citizens to boards and commissions.

REFERENCES

DEANA SHERIFF Town Of Norwood

Town Manager Professional

☎ (970) 327-4288

✉ dsheriff@norwoodtown.com

JOHN BOCKRATH Norwood Fire Protection District

District Chief Professional

☎ (970) 729-0934

✉ norwoodchief@norwoodcofire.com

KRIS HOLSTROM San Miguel County

Commissioner Professional

☎ (970) 708-0289

✉ kholstrom@gmail.com

TALLE MEEHAN EarthTech West II LTD

President Personal & Professional

☎ (970) 260-5210

✉ talle@earthtechwest.com

TRAINING

Colorado Club 20

- 2020 Member
- 2021 Member
- 2023 Member
- 2024 Member

Colorado Department of Local Affairs

- 2021 Town of Norwood Board Training – Norwood, CO

Colorado Government Finance Officers Association

- 2023 Governmental Accounting Immersion Series – Online
- 2024 Governmental Accounting Immersion Series - Online

Colorado Intergovernmental Risk Sharing Agency

- 2022 Community Board Training – Norwood, CO

Colorado Municipal League

- 2023 Election Series: Nominations, Petitions & Checking Signatures - Webinar
- 2023 Mayors Summit – Denver, CO
- 2023 Election Series: Elections Calendars - Webinar
- 2023 Local Resources & Efforts to Interrupt Drug Flows - Webinar
- 2023 Civilian Cyber Reserves & Cybersecurity - Webinar
- 2023 District 10 Meeting – Delta, CO
- 2023 Conference – Denver, CO
- 2023 Strategic Planning – Roadmap to the Future – Pre-Conference
- 2023 Legislative Update - Webinar
- 2023 Municipal Philanthropy – Lessons from City Give - Webinar
- 2023 Boost Your Employee Benefits with CO 529 Plan - Webinar
- 2023 Hayden's Housing Model: How a Small Town is Addressing a Big Issue – Webinar
- 2023 Crisis Communications - Marshall Fire Lessons Learn – Webinar
- 2023 A Review of Prop 122, 123 & 125 – Webinar
- 2022 Virtual Effective Governance Workshop – Zoom
- 2022 Emerging Broadband Technology – Webinar
- 2022 District 10 Fall Meeting – Ouray, CO
- 2022 Annual Conference – Breckenridge, CO
- 2022 Pre-Conference: Municipality Finance & Budgeting – Breckenridge, CO
- 2022 Resilient Leadership 1: Tools for EO & Leaders - Webinar
- 2022 Resilient Leadership 2: Tools for EO & Leaders – Webinar
- 2022 Overview of CHFA's CO Affordable Housing Development Guide – Webinar
- 2022 Create A Gigabit Broadband Network in Your Municipality – Webinar
- 2022 Housing Needs Assessment - Webinar
- 2022 Annexation in Colorado - Handbook
- 2022 Code Enforcement in Colorado - Handbook
- 2022 Colorado Municipal Clerks Reference Guide - Handbook

- 2022 Colorado Municipal Government an Introduction - Handbook
 - 2022 Community Policing an Overview and Guide - Handbook
 - 2022 Ethics Liability and Best Practices Handbook - Handbook
 - 2022 Handbook for Appointed Municipal Boards & Commissions - Handbook
 - 2022 Historic Preservation Basics for Municipalities - Handbook
 - 2022 Home Rule Cities & Towns Matrix of Charters - Handbook
 - 2022 Home Rule Handbook for Colorado's Cities & Towns - Handbook
 - 2022 How to Hire A Local Government - Handbook
 - 2022 Liquor and Beer Book - Handbook
 - 2022 Municipal Candidate Guide - Handbook
 - 2022 Municipal Courts - Handbook
 - 2022 Municipal Prosecutor Handbook
 - 2022 Municipal Taxes and Fees - Handbook
 - 2022 Open Meetings Open Records - Handbook
 - 2022 Small Town Solutions - Handbook
 - 2022 Tabor - Handbook
 - 2022 Understanding Local Expenditures - Handbook
 - 2022 Urban Renewal - Handbook
 - 2022 Virtual Meeting Tips – Handbook
 - 2018 Small Communities Workshop – Montrose, CO
- Colorado Water Ag Alliance
- 2022 Drought Leadership Training - Norwood, CO
- Colorado Water Congress
- 2023 Annual Conference - Denver CO
 - 2024 Annual Conference – Denver, CO
- Community Resource Center
- 2022 Rural Philanthropy Days - Ridgeway, CO
 - 2023 – Current San Juan Rural Leadership Chair
- Harvard Kennedy School
- 2023 Senior Executives in State and Local Government - Cambridge, MA
 - 2024 2024 Leadership, Organizing & Action Leading Change - Online
- Intuit
- 2013 QuickBooks Mastering Level 1 - Online
 - 2014 QuickBooks Mastering Level 2 - Online
- Society for Mining, Metallurgy & Exploration
- 2023 SME Conference - Denver, CO
 - 2022 SME Conference - Salt Lake City, UT
 - 2020 SME Conference - Phoenix, AZ
 - 2019 SME Conference - Denver, CO
 - 2017 SME Conference - Denver, CO
 - 2016 SME Conference - Phoenix, AZ
- Water Information Program
- 2022 Water Law - Zoom
 - 2021 Water Fluency - Zoom