



Wednesday September 2, 2020

CITIZENS ADVISORY COMMITTEE MEETING
Webex Virtual Meeting
Minnehaha Creek Watershed District Offices
15320 Minnetonka Boulevard
Minnetonka, MN 55345
www.minnehahacreek.org

Board of Managers:

Sherry White, President; William Olson, Vice President; Jessica Loftus, Treasurer;
Kurt Rogness, Secretary; Richard Miller, Manager; Arun Hejmadi, Manager; Eugene Maxwell, Manager

Board Liaison: Eugene Maxwell

- 1. Committee Meeting Call to Order and Roll Call**
- 2. Approval of Agenda (*Additions/Corrections/Deletions*)**
 - 2.1 Approval of September 2, 2020 Agenda
- 3. Approval of Minutes (*Additions/Corrections/Deletions*)**
 - 3.1 Approval of August 5, 2020 CAC Minutes
- 4. Discussion Items**
 - 4.1 Phase 1 of the Website Redesign – Born
 - 4.2 Update: Evaluation of 2020 Citizen Advisory Committee - Wisker
- 5. Information Items and Updates**
 - 5.1 CAC Member Updates
 - 5.2 Board Liaison Updates
 - 5.3 Staff Updates
- 6. Adjournment**

Upcoming Meeting

Wednesday, Oct. 14, 2020 Citizen Advisory Committee (Manager Miller, Board Liaison)

Conversation Guidelines

1. Everyone participates; no one dominates.
2. Seek to understand, not to be understood.
3. Try hard to understand the views of those with whom you disagree.
4. Ask questions if you are uncertain of the meaning of someone else's comments.
5. Help to keep discussions on track and bring closure to discussion by practicing "I can live with it."

**MINUTES OF THE REGULAR MEETING OF
THE MINNEHAHA CREEK WATERSHED DISTRICT
CITIZENS ADVISORY COMMITTEE
Wednesday, August 5, 2020**

Members Present

Balogh, Bushnell, David, Flo, Girard, McGovern, Nyquist, Oltmans, Ordway, Rechelbacher, Rosenberg, Salditt

Managers Present

Manager Olson

Others Present

MCWD Staff: James Wisker, Kim LaBo, Becky Christopher, Kate Moran

Approval of Agenda and Minutes

Third virtual meeting of the 2020 Citizen Advisory Committee.

Meeting chaired by Rechelbacher and called to order at 6:34 p.m.

Salditt motioned to approve the agenda, Girard seconded, motion approved.

Two errors were identified in the July 7, 2020 CAC minutes – the next meeting date and the total 2021 budget and levy numbers. Staff agreed to make these corrections to the minutes.

Girard motioned to approve the July 7, 2020 CAC meeting minutes, seconded by Balough, minutes approved.

Discussion Items:

COVID Impacts and CAC agenda setting for 2020/2021 - Wisker

Purpose:

Staff facilitated a discussion with the CAC to understand member's perceptions on how the pandemic is impacting CAC meeting operations and agenda setting.

Background:

On March 11th, 2020 the World Health Organization declared a world-wide pandemic due to the spread of the coronavirus. This action was shortly followed by the U.S. Federal Government and the State of Minnesota declaring a state of emergency on March 13th, 2020. Disruptions caused by the pandemic have been felt within every sector of society, including the watershed district. Since mid-March, the District office has remained closed to the public, staff continue to work remotely and all meetings are being held virtually.

As a result of the District making changes in its overall operations to protect the health of board members, staff and the general public, the operations and agenda schedule of the CAC were effected. Work groups which met remotely were formed in lieu of regularly scheduled CAC meetings and the pace of the climate conversations series was disrupted. As it became evident remote meetings would need to continue for the foreseeable future, the CAC meetings transitioned to a virtual platform in June.

During a Q3 CAC Executive Team Meeting, committee members provided feedback on disruptions in CAC workflow due to COVID-19 and identified a need to further discuss these impacts with the full CAC. At the August 5, 2020 CAC meeting, staff facilitated a discussion with CAC members to better understand member's views on this topic.

Next Steps:

The CAC Executive Committee Team will meet with staff to debrief the meeting, identify key themes of the discussion and work with staff to develop an action plan in response.

Long Lake Creek Subwatershed Partnership – Christopher

Purpose:

Staff provided an update on the Long Lake Creek Subwatershed Partnership. The presentation was primarily a briefing with the intention that it will inform future discussions regarding the District's project implementation model, including how the District conducts system level planning, develops project opportunities, and plans for staff and financial capacity across its focal and responsive project areas.

Background:

The CAC was briefed on lake water quality issues within the Long Lake Creek Subwatershed and the partnership and coordination efforts underway with municipal and non-profit partners. In the District's role as technical lead, the District is assessing issues, identifying opportunities and developing a roadmap for the partnership to reach its water quality goals. The roadmap will include not only project opportunities but also non-project strategies, roles, timeline, and potential funding sources.

District staff completed the natural resource assessment, which included both a nutrient and biotic assessment, and began efforts to understand and integrate land use plans to identify project opportunities.

As part of this process, staff identified four key management strategies:

- 1) Stormwater management
- 2) Stream and wetland strategies
- 3) Land use specific strategies
- 4) Lake internal loading strategies

As a result of integrating the District's technical assessments with partners' land use plans and conducting an initial engineering analysis, staff identified 51 potential projects or strategies. From this initial list, staff grouped the opportunities into three tiers based on potential load reduction, cost/benefit, timing considerations, land ownership, project complexity, and other considerations. The top tier (16 projects) represents projects that are most cost-effective and appear to be most feasible to implement. The second tier (12 projects) includes projects (or project alternatives) that are less cost-effective or may be less feasible, but are still worth further consideration. The third tier (12 projects) are projects that are not being recommended based on low estimated load reduction.

Next Steps:

Staff is in the process of further refining multiple project options through discussions with the partners and determining how they will be advanced. For implementation, the District will transition to primarily a supporting role, likely in the form of technical and financial support.

In the long-term, the District may choose to take the lead on implementation of certain projects to which it is well suited, such as internal load management. Staff will use the results of the partner discussions to develop the Implementation Roadmap. The Roadmap will lay out the priorities, roles, timeline, and funding strategy for the currently identified suite of projects as well as the partnership's approach for ongoing coordination and adaptive management as new opportunities are identified.

Salditt motioned to adjourn. Seconded by Girard. Meeting adjourned at 8:30 p.m.

Next Meeting is Wednesday, Sept. 2, 2020 at 6:30 p.m.
Board of Managers Liaison Manager Maxwell



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Citizen Advisory Committee
Meeting date: 9/2/2020
Agenda Item #: 4.1
Item type: Discussion

Title: Placeholder Memo

Prepared by: Name: Trevor Born
Phone: [Click here to enter text.](#)
tborn@minnehahacreek.org

Purpose: This memo serves as a placeholder for a memo on phase one of the website redesign.
This item will be updated as soon as materials are available.



Title: Evaluation of 2020 Citizen Advisory Committee

Prepared by: Name: James Wisker
Phone: 952.641.4509
Email: jwisker@minnehahacreek.org

Purpose:

At the September 2, 2020 Citizen Advisory Committee (CAC) meeting, staff will update committee members on recent efforts to synthesize CAC discussions regarding:

- How to enhance CAC operations in response to COVID-19 disruptions
- The focus of the CAC agendas for the remainder of 2020
- The strategic alignment and focus of the CAC in 2021

Background Context:

Following a Q3 CAC Executive Team Meeting, the CAC met on August 5, 2020 to discuss disruptions in CAC workflow due to COVID-19, and potential solutions. The CAC Executive Committee Team met with staff to identify key themes of the discussion and to develop an action plan.

Discussion Themes:

Themes that emerged from these discussions include:

1. Remote meetings impede rich and vibrant discussion
While the CAC is generally pleased with adjustments made since March, there is consensus that remote meetings have stifled rich dialog. Preference for remote meeting platforms vary, but everyone agreed that there are tradeoffs with every platform, and that meetings would generally get better with intention and practice. Ideas for improving remote discussions included extra emphasis on meeting facilitation to stimulate and manage the dialog; use of digital breakout rooms to manage for group size; use of offline workgroups where practical and useful.
2. A consistent flow of organizational information maintains CAC connection to MCWD priorities
To remain informed, effective and aligned with District priorities, CAC members need a steady flow of organizationally relevant information. Members expressed a desire to understand the flow of information and action items to the Board of Managers; remain aware of key communications with external partners; receive ongoing educational information relevant to the field of watershed management and the MCWD mission; engage in the physical space of the watershed by touring projects; be provided routine updates on the status of initiatives that the CAC has previously advised on.
3. Focus on strategic edge content is most rewarding and potentially offers MCWD the most value
The CAC describes its value as providing non-binding advice and critique early in the ideation phase of strategic initiatives (e.g. permitting and rule revision scoping, outreach program alignment). It was acknowledged that a balance must be struck between informational briefings, providing advice on discrete initiatives, and work on larger and longer-range topics. Members expressed a desire to remain involved in this capacity without creating non value-added overhead to the organization. The group discussed how the availability of strategic edge content had an ebb and flow tied to the overall rhythm of the organization. It was noted that the MCWD must define the strategic value of the CAC, and then structure, schedule and operationalize meetings accordingly. It was also requested that a proposed agenda plan for the remainder of 2020 be produced.

Action Steps:

Based on the emergent themes, the following areas of action should be considered. These action steps, and the CAC generated suggestions which they encompass, will be further evaluated and refined by District staff before being brought back to the CAC Executive Team and full CAC for additional discussion as needed.

1. Develop operational guidelines to enhance meeting discussion This may include crafting guidelines for remote meeting discussion (e.g. use of chat versus raising hands or speaking up), developing clear objectives and facilitation plans for each meeting, use of digital breakout rooms for certain topics that will benefit from small team discussion, and exploring the utility of offline workgroups.
2. Develop a written framework for maintaining the flow of information to the CAC This may include ensuring CAC members receive the Board packet, programming concise staff briefings (written or verbal) and updates routinely into the CAC agenda, providing routine feedback on the status of strategic initiatives, exploring opportunities for CAC members to interact with District work in the field, funneling key external communications to the CAC regularly through the email distribution list, and using the CAC dropbox as an organized library of educational resources.
3. Develop an agenda plan for the remainder of 2020 for distribution to the CAC
Based on organizational priorities and CAC focus to date, a preliminary draft agenda plan for 2020 may include:

September – Website Content Strategy

October – Climate Conversation #3

November – Responsive Model and Permitting Status, and Public Process

December – Climate Conversation #4

This agenda plan may need to be refined or amended as content is further developed.

4. Conduct a strategic evaluation of the CAC to inform agenda objectives and operations for 2021 and beyond
While operational improvements are mapped out and begin to be implemented around the remaining agenda topics for 2020, it is recommended that staff develop a process to strategically evaluate the CAC, its evolution over time, its current purpose, and how it may best deliver value to the organization in the future. Future operational considerations such as agenda focus, meeting structure, frequency and other logistics, should flow from a clearly refined strategic picture. Staff will explore this concept further for discussion with the CAC Executive Committee and Board of Managers, before developing and implementing a process.

Conclusions and Next Steps:

The first two action steps are near term tweaks in operations to improve the fluidity of meetings and improve the flow of information to the CAC. A brief written outline of guidelines for each will be developed and serve as a foundation from which future improvements can be made. Operational guidelines will be developed and brought forward for CAC discussion as it is developed by staff. While the written guidelines are in development, operational improvements will be tested in the near term.

At the September 2, 2020 CAC meeting, staff will review the 2020 agenda plan which was based on organizational priorities and CAC focus to date. The last action step will be a mid-term meta- discussion about the CAC, which focuses the same strategic evaluative approach applied to all of the District's programs on the CAC. Staff will develop a process to strategically evaluate the CAC, its evolution over time, its current purpose, and how it may best deliver value to the organization in the future. Future operational considerations such as agenda focus, meeting structure, frequency and other logistics, should flow from a clearly refined strategic picture. Staff will discuss the CAC strategic evaluation with the CAC executive team and the Board before developing any process or timeline around it.