

**MINUTES OF THE REGULAR MEETING OF
THE MINNEHAHA CREEK WATERSHED DISTRICT
CITIZENS ADVISORY COMMITTEE
Wednesday, May 19th, 2021**

Members Present

Bushnell, Girard, Nyquist, Ordway, Salditt, Rechelbacher, Rosenberg

Managers Present

Manager White

Others Present

MCWD Staff: Trevor Born, Kim LaBo, Becky Christopher

Approval of Agenda and Minutes

Eleventh virtual meeting of the 2021 Citizen Advisory Committee.

Meeting chaired by Salditt and called to order at 6:30 p.m.

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

Rechelbacher motioned to approve the April 14th, CAC meeting minutes, seconded by Bushnell, minutes approved.

Discussion Item:

Citizens Advisory Committee Assessment- Recommendations: Born

Purpose: Born reviewed preliminary recommendations for aligning the operations of the CAC, based on the re-assessment process.

Background: Due to a lack of clarity among CAC members, District staff, and Board on the value proposition of the CAC, an assessment process of the CAC was undertaken to maximize and fully leverage the unique value of the committee.

This process, which is entering its final phase, includes the following steps:

- Defining the problem or opportunity
- Gathering data and drawing insights
- Defining the core value proposition of the program relative to the organization
- **Defining operational considerations based on value proposition**

In February and March, the CAC, Board of Managers, and staff discussed the core value proposition of the CAC. Out of these discussions, general consensus was reached on the role an advisory committee of citizens fills in ensuring the success of MCWD's work, as illustrated by its name:

- Citizen: In contrast to the subject matter experts the District often taps for advisory support, the CAC brings a variety of professional backgrounds, geographic perspectives, and community connections that allows it to bring a broad, taxpayer perspective to MCWD's

work.

- **Advisory:** As advisors, the committee's core role is to strengthen MCWD's work by leveraging its variety of perspectives to vet MCWD's key initiatives and associated communication. Rather than making binding policy decisions (like the Board of Managers), or carrying out the work and messaging of the organization (like staff and consultants), advisors help MCWD improve its key initiatives by asking new questions, challenging assumptions, and providing fresh perspectives on the work.
- **Committee:** As a dynamic group of people, rather than individual advisors, the committee provides a venue for multiple points of view to learn from each other, build on each other's ideas, and become greater than the sum of its parts. An effective standing committee is characterized by recruitment of members who are suited to the role, a schedule that ensures the committee is able to provide advice when it's most valuable, and a leadership structure that supports effective functioning of the committee.

In April, the CAC and Board of Managers discussed how the value proposition of the CAC should guide its operations, in order to optimize the committee around its core value and maximize the return on the investment of time from committee members and MCWD staff.

Discussion on Recommendations:

Based on previous discussions with the CAC and Board, staff put together preliminary recommendations for key CAC operations. The Board of Managers reviewed and refined these recommendations at its May 13 meeting.

Born reviewed and sought the CAC's input on these recommendations which are summarized below:

<i>Summary</i>	Current	Proposed
Scope of work	Deep, sustained engagement with a single topic over many meetings	Vetting, stress testing, and brainstorming on the strategy and communication associated with a variety of key initiatives
Schedule		
Meeting frequency	Monthly	Bi-monthly, with option to call additional meetings as needed
Meeting date	First or third Wednesday of the month, as needed	Third Wednesday of the month, unless conflicting with holiday or MCWD event
Meeting time	6:30 to 8:30 p.m.	Options: <ul style="list-style-type: none"> • Daytime: 11 to 1 p.m. • End of day: 4 to 6 p.m. • Evening: 6:30 to 8:30 p.m.
Content planning	Determined quarterly	Determined every six months
Prep Materials	Memo ahead of meeting	No change

Information flow between Board and CAC		
Executive Team	16 meetings: Monthly ahead of each CAC meeting, plus quarterly with MCWD leadership (16 meetings)	6 meetings: Bi-monthly ahead of each scheduled CAC meeting, including twice with MCWD President and Administrator
Board presence at CAC	Individual board members assigned as formal liaisons	No change
Membership and Recruitment		
Term length	1 year	2 years, with staggered terms
Term limit	None	None
Re-appointment for existing members	By custom, interested members usually re-appointed automatically	Existing members encouraged to re-apply, but slots will be filled competitively
Committee size	Varies	Up to 14 members
Appointments	Decided by Board of Managers, coordinated by Engagement Planner	No change
Recruitment promotion	Limited announcement through MCWD channels, media, partners	Widespread announcement to media outlets, partners and community groups
Appointment criteria	Undefined	Ensuring a variety of geographic, demographic, and professional backgrounds

Pros and cons of various meeting times and meeting venues (virtual, in person, and hybrid) were discussed and a decision was made to poll the committee to identify member's preferences and whether any of the options would be a barrier to participation. It also was identified that meeting the Wednesday prior to a Board meeting allows the committee to better support the Board.

There was a discussion on the value of schedule flexibility to provide for ad hoc sub-committee meetings as needed to fully complete work begun at a bi-monthly committee meeting or to tap specific skills and experiences of a sub-set of committee members.

Members identified an additional value of the CAC is the informal collaboration that occurs among committee members and which is additional to the more formal work of the CAC. There was also an interest in conducting a year-end evaluation of the assessment process changes to identify whether any adjustments are needed.

Next Steps:

Born reported the next step in the assessment process is Board action on the recommended strategic orientation of the CAC and committee operations at the June 10th, 2021 Board meeting.

The Executive Committee will also work with staff to update the bylaws so they are consistent with the final recommendations.

LaBo will create and distribute a poll to CAC members on meeting times and venue options.

Updates:

CAC Member Updates:

Ordway – Long Lake Waters Association is having a partnership meeting with MCWD staff to review the first draft of the road map for the assessment and work for Long Lake Creek. LLWA is working with Carp Solutions to do box netting of carp.

Rosenberg – Minneapolis Star Tribune had an article on a new strain of wheat (Kernza) that cleans nitrates out of water and prevents fertilizers and nitrates from leaching into water and also cleans the water of these contaminants.

Manager Update: President White reported the board is focused on developer selection for the 325 Blake Road and Restoration project. Some of the Board also went out to Arden Park with Hennepin County Commissioner LaTondress. The Commissioner used the park as an example of adaptation to climate change and effective partnerships.

Staff Report:

LaBo reported the CAC will not be meeting in June so the next meeting is in July. Staff will also create a timeline of next steps for implementing the CAC assessment recommendations.

Rechelbacher motioned to adjourn the meeting, Girard seconded. Meeting adjourned at 8:30 p.m.

Next Meeting is Wednesday, July 14th, 2021 at 6:30 p.m.

Board of Managers Liaison: Manager Sando