



---

**Title:** 2024 Citizens Advisory Committee Appointments

**Prepared by:** Samantha Maul  
952-641-4518  
smaul@minnehahacreek.org

**Purpose:**

Staff will provide a summary of the recent Citizens Advisory Committee (CAC) recruitment process, an initial analysis of applicants, and recommendations for discussion by the Operations and Programs Committee (OPC). Feedback and discussion by the Committee will be used by staff to frame a recommendation for the appointment of the 2024 CAC by the Board of Managers at the December 14, 2023, Board meeting.

**Background:**

According to MN Statute [§103D.331](#), the Minnehaha Creek Watershed District (MCWD or District) Board of Managers must annually appoint an Advisory Committee. On June 10, 2021, the Board approved [Resolution 21-042](#) adopting operational recommendations to align the CAC with the strategic direction of the District and advance its Balanced Urban Ecology policy. Recent CAC recruitment and appointment processes have been structured according to these operational recommendations.

Staggered CAC Terms:

The changes adopted in Resolution 21-042 included moving to two-year, staggered terms and setting the size of the CAC at 14 members (twice the size of the Board of Managers). This was done to maintain continuity and a fresh flow of perspectives year over year. Staggered terms were established during the 2022 appointment process. While the entire CAC is appointed annually according to MN statute [§103D.331](#), staggered terms create two alternating appointment cohorts of seven members each cycle.

**2024 CAC Application and Recruitment Process:**

Based on the staggered term structure and the CAC's size, there are eight vacancies for the 2024 CAC Application and Recruitment Process. Six current CAC members' terms will expire in 2024, one CAC member passed away in 2023, and another CAC member, whose term continued into 2024, decided to step down at the end of 2023, resulting in eight open spots for 2024-2025 appointment. The remaining six seats are filled by CAC members continuing their 2023-2024 term.

Current members have been encouraged to re-apply, and new applicants have been solicited to participate in a competitive application process to determine CAC appointments at the discretion of the Board of Managers.

To solicit competitive applications, staff revised the [CAC Position Description](#) used to summarize the duties and expectations of CAC members. Staff created an online application form for easy electronic submission and included an optional demographic questionnaire to track promotional reach and diversity among CAC applicants.

While appointments are not made based upon individual demographics, overtime aggregate data will allow for analysis of the diversity of both the CAC applicant pool and the CAC itself. This data gathering and analysis supports MCWD's goals of ensuring a diversity of geographic, demographic, and professional backgrounds among CAC members.

Recruitment Methods:

Recruitment for new CAC members began September 5, 2023, and ended October 16, 2023. Recruitment of members was supported through a variety of promotional strategies in September and October:

The Position Description and Application Form were posted to MCWD's new website. Staff posted application details to MCWD's social media channels. MCWD staff, Board members, and current CAC members were encouraged to distribute the call for applications through their networks and recruit specific individuals to apply.

MCWD staff also notified partners including cities, regional and state agencies, and non-profits to include the call for applications in their existing communications (newsletter, social media, etc.). Outreach staff also reached out to past CAC applicants and other residents who had recently engaged with MCWD's Outreach program to encourage them to distribute the call for applicants or apply.

**Application Review:**

The Board has set the CAC size at 14 members. Six CAC members are continuing their two-year terms in 2024, leaving eight seats available for a 2024-2025 term. MCWD received twelve applicants for these eight open seats. Five current CAC members expressed interest in returning and seven applications were received from District residents interested in joining the CAC.

**November 9, 2023, OPC Meeting:**

At the November 9, 2023, OPC meeting, MCWD staff will provide an overview of the applications received, synthesize available information, and facilitate discussion to develop appointment recommendations. Based on recommendations developed at the November 9, 2023, OPC discussion, the Board of Managers will appoint the 2024 CAC at the December 14, 2023, Board meeting.