



**Title:** End of Year Reflections

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**Purpose:**

At the November 15, 2023, meeting of the Citizens Advisory Committee (CAC), staff will facilitate a reflection of CAC operations over the past year. This memo provides an overview of recent changes to CAC operations and 2023 meeting topics to prepare members for meaningful discussion.

**Background:**

On June 10, 2021, the MCWD Board of Managers approved [Resolution 21-042](#), in which they adopted the Citizen Advisory Committee Operational Recommendations Report (CAC Alignment Report) to align the CAC with the strategic direction of the organization. The recommendations included changes to the scope of work, schedule, content planning, prep materials, information flow between Board and CAC, and membership and recruitment. These operational changes were implemented in 2022.

In September 2022, staff led a Diagnostic process to assess the efficacy of operational changes made in the 2021 CAC Alignment Report and inform the future operations of the CAC. Staff administered an online survey, conducted 1:1 interviews, and facilitated a discussion at the [November 9, 2023 CAC meeting](#) to gather insights. On January 12, 2023 the MCWD Board of Managers adopted [Resolution 23-006](#), in which they accepted the findings and recommendations from this process. Recognizing the importance of continuous improvement, MCWD is committed to regularly assessing the effectiveness of CAC operations.

**2023 Meeting Operations**

Over the course of 2023, staff have implemented the recommendations from the CAC Diagnostic by developing a tentative content calendar for the year, improving information flow to the CAC with off-month newsletters, refining the recruitment and onboarding processes, and committing to regular assessment of CAC operations.

The CAC engaged and provided feedback on many of MCWD's key initiatives in 2023:

- [January 18, 2023: Year-Ahead](#)
- [March 15, 2023: Land & Water Partnership Initiative](#)
- [May 17, 2023: Capital Improvement Plan and Website Beta Testing](#)
- [July 19, 2023: MCWD's 2024 Draft Budget](#)
- [September 20, 2023: Diversity, Equity, and Inclusion Draft Framework](#)
- [November 15, 2023: Climate Action Planning and End of Year Reflection](#)

**CAC Meeting Focus:**

At the November 15, 2023, CAC Meeting, staff will facilitate a discussion reflecting on CAC operations over the past year. CAC members are asked to consider the following questions in preparation for the meeting.

1. Which meetings in 2023 were the most engaging? Why?
2. What materials or processes best prepared you to meaningfully engage with MCWD's key initiatives?
3. From your perspective, how have recent operational changes improved CAC operations?
4. What suggestions do you have for continuing to improve CAC operations?