



Title: Citizens Advisory Committee Member Appointment Adjustment

Resolution number: 24-029

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Reviewed by: Name/Title: James Wisker, District Administrator

Recommended action: Appoint Citizens Advisory Committee Member Cara Donovan as a Non-Resident Member

Past Board Action: Resolution # 23 – 084 Appointment of the 2024 Citizens Advisory Committee

Background:

According to MN Statute [§103D.331](#), the Minnehaha Creek Watershed District (MCWD or District) Board of Managers must annually appoint a Citizens Advisory Committee (CAC). On June 10, 2021, the Board approved [Resolution 21-042](#) adopting operational recommendations which included setting the size of the CAC at 14 members and instituting staggered, two-year terms for CAC members.

CAC Membership:

MN Statute [§103D.331](#) requires that CAC members reside within the watershed district, but also notes exceptions for representatives from soil and water conservation districts, counties, and other interested and technical persons who may or may not reside within the watershed district. These individuals may be appointed to serve at the pleasure of the Board of Managers but may not vote or hold office within the committee.

CAC Appointment:

Each fall, MCWD conducts a competitive recruitment process to determine appointments for the CAC at the discretion of the Board of Managers. Current members are encouraged to re-apply, and new applicants are solicited to participate in an application process.

On December 14, 2023, the Board of Managers [adopted Resolution 23-084](#) and appointed 14 members to the 2024 CAC including Cara Donovan, who was appointed to a two-year term from 2024-2025. Cara Donovan has served on the CAC since January 2024 as a member in good standing. However, as of April 30, 2024, she changed her place of residence and no longer resides within the watershed district.

Staff have evaluated the options of leaving this seat vacant until the next recruitment and appointment cycle, considering Ms. Donovan’s attendance and critical engagement at CAC meetings, her technical background in water resources and community participation experience, her continued interest in serving, and the value provided by a full 14-member CAC to advise on the District’s projects and initiatives. Based on these considerations, staff recommend that Cara Donovan continue to serve on the CAC until her position may be filled by a resident member solicited through a competitive recruitment process.

Next Steps:

On the advice of legal counsel, staff request that the Board formally address Ms. Donovan’s shift in residence by appointing Ms. Donovan as a non-resident CAC member for the remainder of 2024, during which time she will not vote

or hold office. MCWD will solicit applications to fill her position on the CAC with a resident member during the 2025 CAC recruitment and appointment cycle, which will begin in September 2024.



RESOLUTION

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WHEREAS pursuant to MN statute §103D.331, the Minnehaha Creek Watershed District (MCWD) Board of Managers annually appoints a Citizen Advisory Committee (CAC), organized to assist the MCWD Board of Managers on matters affecting the interests of the watershed district;

WHEREAS members of the CAC must reside within the watershed district, unless they are representatives from soil and waters conservation districts, counties, or other interested and technical persons appointed at the pleasure of the Board;

WHEREAS on June 10, 2021, the Board approved Resolution 21-042 adopting operational recommendations, including the introduction of two-year, staggered terms, and setting CAC membership at 14 members;

WHEREAS on December 14, 2023, the Board approved Resolution 23-084 appointing Cara Donovan to the 2024 CAC for a two-year term from 2024-2025;

WHEREAS Cara Donovan has served as a CAC member in good standing since January 2024, providing constructive input to improve the outcomes of the District’s initiatives;

WHEREAS On April 30, 2024, Cara Donovan changed her place of residence and no longer resides within the watershed district;

WHEREAS Staff recommend her appointment as a non-resident CAC member for the duration of 2024, during which time she may not vote or hold office;

WHEREAS MCWD will conduct a competitive recruitment process to determine appointments to the 2025 CAC, at which time her position may be filled by a resident member.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby appoints Cara Donovan as a non-resident member of the CAC, with a term expiring on December 31, 2024.

Resolution Number 24-029 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: May 9, 2024.

_____ Date: _____
Secretary