



Title: 2026 CAC Recruitment and Appointment Recommendations

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Purpose:

At the November 6, 2025, Operations and Programs Committee (OPC), staff will provide a summary of the recent Citizens Advisory Committee (CAC) recruitment process, an initial analysis of applicants, and preliminary appointment recommendations for discussion by the Committee. Feedback and discussion by the Committee will be used to frame a recommendation for the appointment of the 2026 CAC by the Board of Managers at the December 1, 2025, Board meeting.

Background:

According to MN Statute [§103D.331](#), the Minnehaha Creek Watershed District (MCWD or District) Board of Managers must annually appoint a CAC. 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 guide continued CAC operations and recruitment processes..

Staggered CAC Terms:

CAC members serve two-year, staggered terms to maintain continuity and a fresh flow of perspectives year after year. The size of the CAC is set at fourteen members (twice the size of the Board of Managers). While the entire CAC is appointed annually according to MN statute [§103D.331](#), staggered terms create two alternating appointment cohorts each cycle.

Committee Makeup:

Resolution 21-042 also established goals for diversity within the CAC, because the committee's core value comes from its variety of perspectives. Appointment recommendations consider how applicants contribute to the diversity of the committee along the following key dimensions:

- **Geographic:** The committee plays a key role in using local, on-the-ground knowledge to provide unique perspectives on MCWD's work. Thus, committee members should be dispersed throughout the watershed.
- **Demographic:** MCWD covers a large and culturally varied area within the Twin Cities, and its work serves many different types of people. Thus, committee members should be varied across ethnicity, gender, and age.
- **Professional:** Committee members draw heavily on their unique professional background to provide fresh ways of thinking about MCWD's work. Thus, committee members should come from a variety of professional backgrounds.

2026 CAC Application and Recruitment Process:

Based on the staggered term structure and the CAC's size, there are seven vacancies for the 2026 CAC Application and Recruitment Process. Of the currently-serving CAC members, eight have terms expiring in 2026, and six members were appointed to terms expiring in 2025.

Current members have been encouraged to apply for reappointment and to share the call for applicants among their members. One current CAC member has decided not to reapply for appointment, and another has opted to cycle off early due to other commitments and interests.

New CAC applicants have been solicited through a competitive application process to determine CAC appointments at the discretion of the Board of Managers.

To support recruitment, 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.

Recruitment Methods:

Recruitment for new CAC members began September 9, 2025, and ended October 20, 2025. 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 website and 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 also notified partners and non-profits to include the call for applications in their existing communications (newsletter, social media, etc.) by sending out an e-newsletter at the application opening. Outreach staff also reached out to past CAC applicants and other residents who had expressed interest to encourage them to distribute the call for applicants or apply.

Application Review:

The Board has set the CAC size at fourteen members. Seven CAC members are continuing their two-year terms in 2026, leaving seven seats available for a 2026-2027 term. MCWD received eight applications for these seven open seats. Five current CAC members with expiring terms applied for reappointment and three applications were received from District residents interested in joining the CAC.

November 6, 2025, OPC Meeting:

At the November 6, 2025, OPC meeting, MCWD staff will provide an overview of the applications received, synthesize available information, and facilitate discussion to develop appointment recommendations. Based on the November 6, 2025, OPC discussion, at the December 1, 2025, Board meeting, the Board of Managers will appoint the 2026 CAC.