MINNEHAHA CREEK WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Operations and Programs Committee
Meeting date: 11/5/2026
Agenda Item #: 4.1
Item type: Discussion

Title: 2027 CAC Recruitment and Appointment Recommendations

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Purpose:
At the November 5, 2026, 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 2027 CAC by the Board of Managers at the December 1, 2026, 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 which guide continued CAC operations and recruitment processes.

Staggered CAC Terms:
CAC members serve two-year, staggered terms to maintain a balance of 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.

2027 CAC Application and Recruitment Process:
Based on the staggered term structure; CAC members vacating their positions early; and several members moving out of the watershed this year, there are nine vacancies for the 2027 CAC Application and Recruitment Process. Of the currently-serving eleven CAC members, six have terms expiring in 2027, and five members were appointed to terms expiring in 2026.

Current members have been encouraged to apply for reappointment and to share the call for applicants among their networks.

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 to summarize the duties and expectations of CAC members and created a Recruitment Flyer for staff and CAC members to distribute to potential applicants. 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, 2026, and ended October 19, 2026. 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. CAC members were asked to share the call for applicants with at least one local community organization.

An e-newsletter also notified partners and non-profits, past CAC members, and interested residents of the application's opening, and requested organizations include the call for applications in their existing communications (newsletter, social media, etc.).

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

November 5, 2026, OPC Meeting:
At the November 5, 2026, 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 5, 2026, OPC discussion, at the December 1, 2026, Board meeting, the Board of Managers will appoint the 2027 CAC.