



Title: Citizens Advisory Committee Alignment Diagnostic

Resolution Number: 23-006

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Reviewed by: James Wisker, Administrator

Recommended Action: Accept the 2022 CAC Diagnostic Summary of Findings Report

Past Board Action: Res. # 21-042 Approve the Operational Recommendations for the Citizen Advisory Committee

Purpose:

At the January 12, 2023, Board meeting, staff will provide a brief overview of the results of the 2023 CAC diagnostic and share the final report for acceptance. This memo provides an overview of the diagnostic process, insights and findings from the data collected, and next steps and recommendations.

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 (Alignment Report) to align the CAC with the overall strategic direction of the organization.

The Report's primary recommendation was to align the CAC's scope of work to vet, stress-test, and brainstorm the strategy and communications associated with MCWD's key initiatives. The report included changes to the scope of work, schedule, content planning, prep materials, information flow between Board and CAC, and membership and recruitment to facilitate the CAC's new scope of work.

The Alignment Report suggested that in November 2022, staff lead a diagnostic evaluation to assess changes implemented to support CAC realignment.

CAC Diagnostic Process:

Accordingly, in the fall of 2022, staff developed a process to assess the changes to the CAC that were implemented between 2021 and 2022 and identify areas for ongoing improvement. The process, summarized below, included the collection of data through online survey, large-group discussion, and optional interviews with CAC members, MCWD staff, and the MCWD Board of Managers. This data is included in appendices to the attached diagnostic report.

- August: Staff refinement of diagnostic tools and methodology
- September: Survey drafted and finalized
- October: Survey released and focused interviews conducted
- November: Initial findings presented at CAC meeting for discussion
- December: Staff developed summary report of diagnostic findings
- January: Findings and recommendations shared with MCWD Board of Managers



Findings:

The findings, covered in detail in the attached diagnostic report, are summarized below:

1. Support for the CAC's realigned scope of work and operational model is strong, with an understanding that there is room for improvement.
2. CAC members support flexibility to scale up beyond six meetings annually, as needed.
3. Staff and some CAC members recommend ongoing emphasis by Outreach to improve content plannings.
4. Some CAC members support continuous improvement in recruitment and membership, to maintain a balance between continuity and diverse fresh perspectives.
5. CAC members encouraged exploration of ongoing improvements to the flow of information and engagement between the CAC and the Board of Managers.

Recommendations:

Based on the findings that were synthesized, the following recommendations are included in the diagnostic report.

1. Focus for the CAC's work will remain on vetting the strategic direction and communications surrounding key initiatives, with additional steps to ensure ongoing capacity building of the CAC.
2. Outreach will develop a tentative content calendar at the beginning of each year, to guide CAC meeting planning. However, content focus for individual meetings will remain flexible and responsive to the timely and evolving needs of the District's work.
3. Outreach will continue to work with program staff and the Board of Managers to identify opportunities to both continue designing engaging CAC meetings, and to maintain and improve the flow of information between the Board and CAC.
4. Outreach staff and MCWD leadership will continue to refine and improve the CAC recruitment process, to ensure appropriate balance is maintained between continuity and fresh, diverse perspectives that draw from a variety of geographic, professional, and personal backgrounds.
5. Staff, the Board and CAC will continue to actively monitor and evaluate CAC operations and engagement and make necessary adjustments that support the continuous improvement in effectively leveraging the value of the CAC to support MCWD's mission and strategic priorities.

Summary:

At the January 12, 2023, Board meeting, staff will present an overview of the diagnostic process, key findings, and next steps for effective CAC operations, as reflected in the summary report. MCWD staff recommend that the Board of Managers accept the summary report of the 2022 CAC diagnostic, and direct staff to implement the recommendations.

Supporting Documents:

2022 CAC Diagnostic Summary of Findings Report



RESOLUTION

Resolution number: 23-006

Title: Acceptance of the 2022 CAC Diagnostic Summary of Findings Report

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, on June, 10, 2021, the Board approved Resolution 21-042 to align the CAC’s scope of work to vet, stress test and brainstorm the strategy and communications associated with key MCWD initiatives; and to align CAC operations in support of this direction;

WHEREAS, operational recommendations included changes to the scope of work, schedule, content planning, prep materials, information flow between Board and CAC, and membership and recruitment, and proposed a diagnostic in November 2022 to consider the effectiveness of the implemented changes after a yearlong trial period;

WHEREAS, MCWD Outreach staff undertook a diagnostic process to evaluate whether the operational changes are delivering the proposed value to CAC operations by gathering data through an online survey, interviews, and dialog with Board members, CAC members and Staff;

WHEREAS, staff prepared a summary report of the findings of the CAC diagnostic and recommendations for the continuous improvement of the CAC’s operating model;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby accepts the 2022 CAC Diagnostic Summary of Findings Report and directs staff to implement the identified recommendations for continuous improvement.

Resolution Number 23-006 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, _____ abstentions. Date: 01/12/2023

Secretary Date: _____



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Citizens Advisory Committee (CAC)
Diagnostic Summary of Findings Report

January 12, 2022

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Executive Summary

On June 10, 2021, the MCWD Board of Managers approved [Resolution 21-042](#), adopting the Citizens Advisory Committee (CAC) Operational Recommendations Report (Alignment Report). The Report's principal recommendation was to align the CAC's scope of work to vet, stress-test, and brainstorm the strategy and communications associated with MCWD's key initiatives, and to align operations to support this direction.

To assess these proposed changes, and guide continuous improvement, the Alignment Report recommended that in November 2022 staff lead a diagnostic evaluation. The diagnostic process, findings, and next steps are summarized in this report.

Synthesized findings from this information gathering include:

1. Support for the CAC's realigned scope of work and operational model is strong, with an understanding that there is room for improvement.
2. CAC members support flexibility to scale up beyond six meetings annually, as needed.
3. Staff and some CAC members recommend ongoing emphasis by Outreach to improve content planning.
4. Some CAC members support continuous improvement in recruitment and membership, to maintain a balance between continuity and diverse fresh perspectives.
5. CAC members encouraged exploration of ongoing improvements to the flow of information and engagement between the CAC and the Board of Managers.

From the findings outlined above, staff have identified the following recommendations:

1. Focus for the CAC's work will remain on vetting the strategic direction and communications surrounding key initiatives, with additional steps to ensure ongoing capacity building of the CAC.
2. Outreach will develop a tentative content calendar at the beginning of each year, to guide CAC meeting planning. However, content focus for individual meetings will remain flexible and responsive to the timely and evolving needs of the District's work.
3. Outreach will continue to work with program staff and the Board of Managers to identify opportunities to both continue designing engaging CAC meetings, and to maintain and improve the flow of information between the Board and CAC.
4. Outreach staff and MCWD leadership will continue to refine and improve the CAC recruitment process, to ensure appropriate balance is maintained between continuity and fresh, diverse perspectives that draw from a variety of geographic, professional and personal backgrounds.
5. Staff, the Board and CAC will continue to actively monitor and evaluate CAC operations and engagement and make necessary adjustments that support the continuous improvement in effectively leveraging the value of the CAC to support MCWD's mission and strategic priorities.

Background

According to MN Statute §[103D.331](#), the MCWD Board of Managers must appoint an advisory committee annually. On June 10, 2021, the MCWD Board of Managers approved [Resolution 21-042](#), in which they adopted the [Citizen Advisory Committee Operational Recommendations Report](#) (Alignment Report) to align the CAC with the overall strategic direction of the organization. The report's principal recommendation was to align the CAC's scope of work to vet, stress-test, and brainstorm the strategy and communications associated with MCWD's key initiatives.

The recommendations included changes to the scope of work, schedule, content planning, prep materials, information flow between Board and CAC, and membership and recruitment. The Alignment Report suggested that in the spirit of continuous improvement, staff lead a diagnostic in November 2022 to assess the efficacy of operational changes made in the 2021 CAC Alignment Report and inform the future operations of the CAC.

Diagnostic Process

Objectives

The objectives of the diagnostic evaluation are to:

1. Assess the effectiveness of the changes made to the CAC's operations
2. Identify areas for continuous improvement

Areas of change that were implemented are summarized in Table 1 below:

Table 1

Element of Change
Scope of Work: Vetting and stress testing strategy and communications of key initiatives
Schedule: Moving to bi-monthly meetings with option to schedule additional meetings as needed
Content Planning: Determined every six months
Executive Team: Meet before each CAC meeting, twice a year with MCWD President and Administrator
Membership: Move to set 14-member size, composed of members serving 2-year staggered terms
Recruitment: Improve recruitment process to ensure geographic and background diversity

Data Collection and Participation

To ensure a comprehensive organizational perspective was gathered, data was collected in the following ways from the Board of Managers, staff and CAC:

- Online Survey – Questions with open-ended narrative and Likert scale answers
 - Twenty-one survey responses were received, including four Board members, nine CAC members, and eight Staff members.
- One-on-One Interviews – Qualitative interviews to add richness to survey data
 - Four interviews were conducted including, two CAC members and two staff members.
- Group Discussion – November 9, 2022 CAC group discussion of preliminary findings
 - Twelve CAC members, one Board Liaison, and three staff members participated in a preliminary discussion of findings at the November 2022 CAC Meeting.

Findings

- 1. Support for the CAC's realigned scope of work and operational model is strong, with an understanding that there is room for improvement.**
 - a. There was a consensus of support across the Board, staff and CAC, for the selected model of using the CAC as a focus group to vet and brainstorm the strategy and communication of key initiatives.
 - b. Involvement in planning for the Lake Nokomis Groundwater and Surface Water Evaluation Town Hall was identified as an example of particularly valuable CAC engagement for the organization and CAC members by over half of the respondents.
 - c. 95% of the respondents felt that CAC members were adequately prepared to engage in meetings with the current level of pre-read materials provided.
 - d. Areas for ongoing improvement, detailed further in other findings included:
 - i. Being nimble and flexible to increase beyond six meetings annually
 - ii. Improving content planning to optimize CAC engagement
 - iii. Continued emphasis on recruitment, and building CAC alumni network
 - iv. Potential for closer engagement between the CAC and the Board of Managers
- 2. CAC members support flexibility to scale up beyond six meetings annually, as needed.**
 - a. About a quarter of respondents expressed a level of dissatisfaction with the bimonthly schedule, noting concerns that six meetings are too few to cover the breadth of topics MCWD is working on.
- 3. Staff and some CAC Members recommend ongoing emphasis by Outreach on content planning.**
 - a. Staff and CAC had overlapping recommendations to improve content planning, by having Outreach staff regularly scan opportunity topics with program managers and integrate CAC engagement into the lifecycle of projects and initiatives.
 - b. CAC members suggested prioritizing education and capacity-building in meeting content, particularly with new cohorts of CAC members.
- 4. Some CAC members support continuous improvement in recruitment and membership, to maintain a balance between continuity and diverse fresh perspectives.**
 - a. Several respondents identified opportunities to expand the circulation of the CAC application, and the consideration of term limits, to balance continuity of membership with diverse fresh perspectives.
- 5. CAC members encouraged exploration of ongoing improvements to the flow of information and engagement between the CAC and the Board of Managers.**
 - a. 95% of respondents indicated agreement with the current model of one rotating Board liaison at each CAC meeting.
 - b. Some CAC members suggested consideration of a standing Board liaison, to offer continuity in Board-CAC engagement.

Recommendations

1. Focus for the CAC's work will remain on vetting the strategic direction and communications for key initiatives, with additional steps to ensure ongoing capacity building of the CAC.
 - a. Emphasis will also be placed on balancing focus group type discussions, with regular updates in meetings on the status and development of key initiatives, and ongoing opportunities for education for the CAC. This will ensure CAC members feel adequately prepared to engage with and contribute to MCWD's major initiatives.
 - b. Outreach will consider complementing in-meeting content with written updates and communications to the CAC, to maintain broad situational awareness and engagement in MCWD's work.
2. Outreach will develop a tentative content calendar at the beginning of each year, to guide CAC meeting planning. However, content focus for individual meetings will remain flexible and responsive to the timely and evolving needs of the District's work.
 - a. The content calendar will be managed by Outreach with feedback from MCWD program managers and coordinated with the CAC Executive Team during regularly scheduled bi-monthly meetings.
3. Outreach will continue to work with program staff and the Board of Managers to identify opportunities to both continue designing engaging CAC meetings, and to maintain and improve the flow of information between the Board and CAC.
 - a. For each meeting, this will include outlining clear expectations for desired outcomes, how CAC members will be engaged in discussion topics, and how CAC feedback is planned to be leveraged, with follow-up communications on the status of key initiatives in which the CAC has been engaged.
 - b. Outreach will work in advance of CAC meetings with program staff and the Board liaison to gather useful and timely updates to be captured in the Board/Staff briefings at the end of the CAC meeting, and to facilitate questions and answers.
4. Outreach staff and MCWD leadership will continue to refine and improve the CAC recruitment process, to ensure appropriate balance is maintained between continuity and fresh diverse perspectives that draw from a variety of geographic, professional and personal backgrounds.
5. Staff, the Board and CAC will continue to actively monitor and evaluate CAC operations and engagement, and make necessary adjustments that support the continuous improvement in effectively leveraging the value of the CAC to support MCWD's mission and strategic priorities.

APPENDIXES

Appendix 1. Online Survey Content and Discussion Questions

Appendix 2. November 9 CAC Draft Meeting Minutes

Appendix 1. Online Survey Content

1. What role do you play with the CAC?

- A. CAC member
- B. Board member
- C. Staff member

2. Please select the CAC meetings you attended:

2021

- August 18: 325 Blake Road Regional Stormwater and Greenway Effort
- September 15: MCWD Responsive Model and Permitting Alignment
- December 8: Lake Nokomis Area Groundwater and Surface Water, 2022 CAC Appointments

2022

- January 19: MCWD's Year Ahead
- March 16: Multi-year Project Implementation Framework, 325 Blake Rd Update
- May 18: Phase II Website Redesign
- June Meet & Greet
- July 20: Budget Presentation
- September 29: Historic Dialogues-Draft Principles

Likert Scale Questions:

Please select your level of agreement with the following statements:

(Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree)

Scope of Work:

- Deep engagement with a single MCWD key initiative at each meeting allows CAC members to contribute meaningfully to MCWD's work.
- Staff presentations clearly describe the key elements of MCWD initiatives.
- Discussions during CAC meetings are engaging and effective.

If you have more comments to share regarding the CAC's scope of work, please add them here.

Meeting Frequency and Schedule:

- Bimonthly meetings allow CAC members to engage often enough with MCWD staff and initiatives to track important work and meaningfully contribute value to key initiatives.

If you have more comments to share regarding the CAC's meeting frequency and schedule, please add them here.

Content Planning:

- Advance scheduling of topics has supported effective meeting planning.
- Advance scheduling of topics ensures CAC meetings serve timely needs of MCWD.
- I see value in prepping the CAC with an annual "year ahead" presentation.
- I see value in sharing the MCWD Budget with the CAC annually.

If you have more comments to share regarding the CAC's content planning, please add them here.

Executive Team:

- It is useful for the President of the Board of Managers to have two touchpoints with the CAC Executive Team each year.

If you have more comments to share regarding the CAC's Executive Team, please add them here.

Pre-meeting Materials:

- CAC members are adequately prepared to engage in meaningful discussion at each CAC meeting.
- A detailed memo provides CAC members with enough background to engage on a major MCWD initiative at each meeting.

If you have more comments to share regarding the CAC's pre-meeting materials, please add them here.

Information Flow Between CAC and MCWD Board of Managers:

- A rotating Board liaison is a beneficial presence at each CAC meeting.

If you have more comments to share regarding the CAC's information flow, please add them here.

Membership and Recruitment:

- 2-year terms allow CAC members to engage in a range of the District's work.
- A 14-member committee provides enough perspectives to develop valuable feedback in meetings.
- The diversity of demographic, professional, and geographic perspectives on the CAC reflects MCWD's constituency.
- Staggered, 2-year terms effectively cycle new perspectives.
- Term limits for CAC members are not necessary.
- The application for the CAC is circulated appropriately to reach applicants of diverse professional, geographic, and demographic backgrounds.
- I would recommend a friend to be part of MCWD's Citizens Advisory Committee.

If you have more comments to share regarding the CAC's membership and recruitment, please add them here.

Open-Ended Questions:

1. Of CAC meetings you participated in, does one stand out as particularly engaging and effective? Why?
2. What value have you most appreciated from the CAC's role in MCWD's work over the last year and a half?
3. What additional thoughts or ideas would you like to share as we work to optimize the value of the CAC?
4. Would you be interested in a follow-up interview to share more perspectives? If so, please email Samantha Maul directly upon completing your survey, or leave your name here.

Discussion Questions

- How would you describe the role of the CAC?
- Do you have feedback on CAC operations that was not captured in the survey? If so, what would you share?
- From the findings today, what insights do you feel are most important to share with MCWD staff and the Board of Managers?
- What does "meaningful engagement" with MCWD's policies, projects, and initiatives look like to you?
 - What makes you feel like a strong contributor to MCWD's work?
 - Are there particular contributions (feedback, direction or input) that you're most proud of? Why or why not?
 - Can you provide an example of when you saw CAC feedback leveraged well?
- What presentations or in-meeting discussions have been particularly effective? Why?

- What makes you feel prepared to engage at MCWD CAC meetings?
 - Were there particular experiences in your new member on-boarding that set you up for success?
- What makes you feel connected to the work of MCWD?
How can MCWD utilize your skills, experience, or relationships?

Appendix 2. November 9 CAC Draft Meeting Minutes

CITIZENS ADVISORY COMMITTEE MEETING

MCWD Office, Hybrid (Board Room/Zoom)

Wednesday, November 9, 2022

Board of Managers:

**Sherry White, President; William Olson, Vice President; Jessica Loftus, Treasurer;
Eugene Maxwell, Secretary; Richard Miller, Manager; Arun Hejmadi, Manager; Steve Sando, Manager**

Board Liaison: Manager Hejmadi

Citizens Advisory Committee Members in attendance:

**Bill Bushnell, Dan Flo, Lisa Fowler, Laurie Goldsmith, John Iverson, Drew McGovern, Rich Nyquist,
David Oltmans, Peter Rechelbacher, Marc Rosenberg, John Salditt**

Citizens Advisory Committee Members absent:

Emily Balogh, Cassy Ordway

MCWD Staff:

Samantha Maul, Becky Christopher, Stacy Carlson

6:31 pm

- 1. Committee Meeting Call to Order and Roll Call**
Chair Salditt calls the meeting to order.
Introduction of Stacy Carlson, MCWD Communications
Coordinator
- 2. Approval of Agenda (Additions/Corrections/Deletions)**
Bushnell, Nyquist–All approved.
2.1 November 9, 2022, agenda
- 3. Approval of Minutes (Additions/Corrections/Deletions)**
Nyquist, Iverson – All approved.

3.1 September 29, 2022, minutes

4. Action Items

4.1 No action items

6:44 pm

5. Discussion Items

5.1 CAC Diagnostic – Maul

Maul presented on the CAC diagnostic process, including the groundwork of continuous improvement, background on 2021 CAC realignment, and the objectives and early findings of the diagnostic. The diagnostic aims to check-in on changes implemented in June 2021 by involving all audiences (CAC, Board of Managers, and staff) and using several methods of data collection. The process was presented in July and refined through the fall of 2022. An online survey was released in October, coupled with voluntary interviews with staff and CAC members. The November CAC meeting is an opportunity for further data gathering through discussion. A summary report will be drafted and shared with the Board of Managers.

Maul explained the aggregate results and early insights from the online survey for discussion. The diagnostic online survey yielded twenty-one responses from nine CAC members, four managers, and eight staff members. The online survey included Likert scale questions related to the respondent's level of agreement with the effectiveness of the current operating model and several open-ended questions. The survey focused on several categories of changes implemented with 2021 alignment: scope of work, meeting frequency, content planning, pre-meeting materials, executive team, information flow between the CAC and the Board of Managers, and membership and recruitment. The average response across all Likert scale questions was between neutral and agreement with the current operating model. Maul stepped through the responses from each category and then explained some of the responses from open-ended questions in the survey.

Maul concluded the presentation of the diagnostic by highlighting some key takeaways and early insights. The results demonstrate that the Board is comfortable with the current operating model, CAC members and staff have symmetrical survey responses that demonstrate similar concerns, and interviews conducted yielded consistent responses with the online survey. Based on the findings, staff noted two key areas of continued improvement: refining the internal meeting content planning process and working toward the goals of membership and recruitment. After the presentation, Maul opened the floor for discussion.

One CAC member began by expressing disappointment with the low participation on the survey, especially from the Board of Managers and

CAC members, noting the disconnect between the responses from the CAC and staff, and the Board. The Board answered that the current operating model of membership and recruitment is adequate, while both staff and CAC respondents had much lower levels of agreement with questions in that category.

The discussion then migrated to the role and function of the CAC over time. One CAC member noted that in past years, there has been a larger emphasis on education and development of CAC members to enhance their value to MCWD. However, another participant noted that organizations change over time and that the underlying questions at play are: What value can the CAC provide to staff and the Board and what changes could or should be made to make better use of the CAC's value?

Maul prompted further discussion on in-meeting engagement. A CAC member recognized that it is hard to get up to speed in a two-year term, which demonstrates how we should continue to emphasize education in our on-boarding and pre-meeting preparation and recognize the value in continuity and in the perspectives of more experienced CAC members. Several CAC members noted that they had expected meetings to focus on more practical issues like drought conditions or the public-facing elements of capital projects. CAC members emphasized that clear expectations for meeting inputs and outputs are essential to creating meaningful engagement opportunities.

Christopher chimed in to note that staff are still dialing in on the right depth of education and engagement to create value from CAC meetings, since the shift in 2021. The idea behind the changes were to use CAC members for their fresh perspectives and vet communications pieces, workshop plans, and stress test initiatives. Staff remain curious as to how that is playing out from the CAC perspective.

CAC members shared that the Lake Nokomis Town Hall presentation session was a good example of the effectiveness of the new operating model. Members were able to act as a sounding board and provide constructive feedback as a proxy for the true audience. CAC members suggested that both the natural cycle of our projects and the global pandemic of COVID-19 have presented challenges for engaging the CAC constructively over the past year and a half.

Several CAC members noted that the statute's language indicates the need for CAC members to advise managers as directly as they do staff. CAC members would like clear expectations for how they can provide feedback to the Board of Managers and understand how that feedback is being leveraged for decision-making.

Maul directed the conversation to operations going forward. CAC members indicated that the District needs to recruit and appoint the right people, who can meaningfully contribute and bring fresh perspectives. They also noted that it is essential that CAC members are prepared with a clear understanding of what feedback staff or managers are looking for at each meeting as well as understand what input has been most useful, so the feedback loop is generative and two-directional.

The group indicated that content planning, recruitment of new members, and tighter engagement with the Board are opportunities for operational improvements and expressed interest in continued dialogue. Christopher noted that the direction that was set in alignment still seems to be a good fit, but that we're still learning how to do it effectively. Staff is experimenting with more frequent connections with Outreach to anticipate and proactively coordinate touchpoints with the CAC. Members shared that a good metric of CAC engagement is staff's attitudes toward presenting for the group and suggested that a tighter coupling between the stakeholder groups of staff, the Board, and CAC may help balance the challenging dynamics of meeting planning and engagement.

Maul thanked all members for taking part in the discussion and agreed to include the input received at the meeting in the report for the Board. Outreach staff welcome continued thoughts and feedback over the next few weeks, either by email, phone, or by scheduling an interview.

8:17pm

6. Informational Items + Updates

6.1 CAC Member Updates

Maul read and presented Resolutions of Recognition for Peter Rechelbacher and John Salditt. Maul also recognized Bill Bushnell for his many years of service and stated that a formal Resolution of Recognition is also in the works for Bushnell.

6.2 Board Liaison Updates

Manager Hejmadi shared that it has been some time since his last CAC meeting, and he is excited by the evolution and conversation presented. Hejmadi also thanked Rechelbacher, Salditt, and Bushnell for their long service to the Minnehaha Creek Watershed District.

6.3 Staff Updates

Maul shared updates on a number of topics:

- Helen Schnoes, previously the Outreach Manager, has left MCWD for other opportunities. James Wisker is working closely with Outreach staff to ensure a smooth transition.
- Staff continues to make progress on the update of MCWD's website and will engage the CAC for Beta testing when the site is ready.
- Staff and the Board of Managers have conducted an initial review of applications to the 2023 CAC and are planning the appointment of four new members at the December 1, 2022, Board meeting.
- Groundbreaking for Building A of the 325 Blake Rd project began in October and MCWD celebrated with its partners at a ceremony hosted by the developer last month.
- Staff are planning for the second meeting of the Technical Advisory Committee that was formed to advise on the direction of the Land & Water Partnership Initiative. Shaped by the input of the CAC, this program continues to be refined ahead of implementation.
- The watershed remains in severe drought, the Gray's Bay Dam was recently winterized.

8:35 pm

7. Adjournment

Nyquist, Rechelbacher – all approved.

Upcoming Meeting

TBD - 2023 CAC schedule will be shared in December.