



Title: 2023 CAC Application Process and Appointment Recommendations

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Purpose:

Staff will provide a summary of the recruitment process for the 2023 Citizens Advisory Committee (CAC) and an initial analysis of applicants and recommendations for discussion by the Operations and Programs Committee (OPC). Feedback and discussion by the Committee will be used by staff to frame a recommendation for the 2023 CAC to the Board of Managers on December 1.

Background:

According to MN Statute [§103D.331](#), the Minnehaha Creek Watershed District (MCWD or District) Board of Managers must annually appoint an Advisory Committee. On June 10, 2021, the Board approved [Resolution 21-042](#) adopting operational recommendations to align its CAC with the overall strategic direction of the District, to advance its Balanced Urban Ecology policy. Accordingly, the 2022 and 2023 CAC appointment processes have been structured to support that direction.

Achieving Staggered CAC Terms:

The changes adopted in Resolution 21-042 included moving to two-year, staggered terms for the CAC's 14 members. This was done to maintain consistency with the terms of the Board of Managers and ensure continuity and a fresh flow of perspectives year over year. Staggered terms were achieved during the 2022 appointment process. To stagger terms for the 14 members, in 2022, the Board appointed seven members to one-year terms ending in December 2022, with the remaining seven members were appointed to two-year terms ending in December 2023. While the entire CAC is appointed annually, this positions MCWD's CAC for two alternating appointment classes of seven members each after 2022. For 2023, current members have been encouraged to re-apply, and new applicants have been solicited to participate in a competitive application process to determine CAC appointments at the discretion of the Board of Managers.

2023 CAC Application and Recruitment Process:

Due to the resignation of a new CAC member in August 2022, the 2023 appointment process includes the re-appointment of six members whose two-year terms close in December 2023, and the competitive appointment of eight members whose terms would start in January 2023.

The [Position Description](#) for CAC Members, drafted in 2022, was updated and used to summarize the duties and expectations of CAC members. Staff created a new online application form for easy electronic submission and included the optional demographic questionnaire created in 2022 to track promotional reach and diversity across a variety of characteristics among CAC applicants. While appointments are not made based upon individual demographics, overtime aggregate data will allow for analysis of the diversity of both the CAC applicant pool and the CAC itself. This data gathering and analysis supports the MCWD's goals of ensuring a diversity of geographic, demographic, and professional backgrounds among CAC members.

Recruitment for new CAC members began September 6, 2022, and ended October 21, 2022. Recruitment of members was supported through a variety of promotional strategies in September and October. The new Position Description and Application Form were posted to the CAC website. 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 staff notified partners including cities, regional and state agencies, and non-profits to include the call for applications in their existing communications (newsletter, social media, etc.).

Application Review and Appointment Process:

Outside of the re-appointment of the six members designated for the 2022-2023 term, there are eight seats available for a term beginning in 2023. MCWD received eleven applicants for these eight open seats. Five current CAC members expressed interest in returning and six applications were received from District residents interested in joining the CAC. The Board has set the CAC size at 14 members (twice the number of Board Managers).

MCWD staff will review applications, synthesize available information, and facilitate discussion at the November 3, 2022, OPC meeting. Pending the November 3, 2022, OPC discussion, at the December 1, 2022, meeting, the Board will consider appointing the 2023 CAC with staggered terms as described above.