



MEMORANDUM

To: MCWD Board of Managers
From: Kim LaBo
Date: November 18, 2019
Re: Citizens Advisory Committee Appointment Process

Purpose:

Each year the Board of Managers appoints members to serve on the Citizen Advisory Committee (CAC). This memo outlines the appointment process for 2020 applicants which was recently discussed at the November 7th OPC meeting.

Background:

The Citizen Advisory Committee is a resident-led volunteer advisory group to the Minnehaha Creek Watershed District that is appointed by the District Board of Managers. State statute requires all watershed districts to have a citizen advisory committee. The CAC assists the Board of Managers on matters affecting the District by providing feedback on the organization's priority strategic initiatives, plans and policies.

The committee advises and supports the District Board of Managers by:

- Assisting in the development of policies that support the mission and strategic priorities of the Minnehaha Creek Watershed District;
- Considering issues relevant to the functions and purposes of the Watershed District;
- Reviewing and advising on the budget, capital improvement plans, and other District projects and activities;
- Advising and assisting in decision-making;
- Raising issues of concern from the public;
- Reviewing and providing feedback on District projects;
- Reporting to the managers the general content of advisory committee meetings and resulting recommendations.

We collaborate with public and private partners to protect and improve land and water for current and future generations.

Applicant Considerations:

Members of the CAC will need to fulfill the job duties of the committee as described above. Considerations taken into account when assessing CAC applicants include factors such as geographic representation across the Watershed District; community service, background and experience. Additionally, given the role of CAC members in the District’s strategic initiatives, applicants with a passion for MCWD’s work and creative-strategic thinkers are desired.

CAC Recruitment:

[Notice](#) of the CAC application process is posted on the District’s web site, social media channels and sent to the various Sun publications. The District also typically sends notification to cities within the watershed, Board and CAC members, Master Water Stewards, lake associations and non-profit partners.

Process and Timeline:

The 2020 application process begins November 13th and ends December 8th. Existing CAC members can apply for reappointment and applications for new members are accepted during this time. District staff will review applications for geographic distribution, background and experience and frame recommendations for the Board’s final decision on December 19th.

November 13- December 8	Applications accepted
December 9 – December 16	Applicant review
December 19	Board appoints CAC members

Next Steps:

If there are questions in advance of the meeting, please contact Kim LaBo at klabo@minnehahacreek.org or at 952-641-4507.

Attachments:

2019 CAC membership map

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LOCATION OF 2019 CITIZENS ADVISORY COMMITTEE MEMBERS & 2020 MEMBERSHIP STATUS

Legend

- ▼ Returning in 2020
- Not Returning in 2020

