

Minutes: Monday, January 28, 2019
RPBCWD Citizen's Advisory Committee Monthly Meeting
Location: RPBCWD offices: 18681 Lake Street, Chanhassen

CAC Members

Jim Boettcher	P	Barry Hofer	P	Matt Lindon	P	Samir Penkar	P
Scott Bryan	P	Peter Iverson	P	Sharon McCotter	P	Marilynn Torkelson	P
Paul Bulger	P	Daryl Kirt	P	Jan Neville	P	Lori Tritz	P
Anne Deuring	P	Denny Kopfmann	P	Joan Palmquist	P	Ali Tuttle	P

Others

Michelle Jordan	RPBCWD staff	P
David Zeigler	RPBCWD Board Member	P
Dorothy Pedersen	RPBCWD Board Member	P

Summary of key actions/motions for the Board of Managers:

1. **Motion:** None

I. Opening

- A. Call CAC meeting to Order:** President Paul Bulger called the meeting to order at 6:19 pm. Welcome
- B. Attendance:** As noted above.
- C. Welcome to New Members and CAC Meeting Practices:** Chair Paul Bulger welcomed new members and explained our general operating procedures: agenda, attendance expectations, emailing of materials.
- D. Matters of general public interest:** None
- E. Approval of Agenda:** Joan moved and Sharon seconded to approve the agenda as presented. Motion carried.
- F. Approval of December 17, 2018 CAC Meeting Minutes:** Sharon moved and Joan seconded to approve the minutes. Sharon who was not present at the December meeting asked about the status of our discussion on the Adopt-a-Waterbody topic. Michelle explained that she had presented options and it was for the CAC to decide if they would like to adopt a waterbody as a group. We will discuss at the February meeting. Paul highly endorsed the Conservation Corps option. Motion carried.

II. Staff Report:

- A. Annual CAC photo was taken.
- B. Michelle reported that the Watershed District is celebrating its 50th Anniversary. The tag line is "Come explore with us." There will be many low impact events - hiking, boating, cycling - encouraging people to participate. A community art project will be present at the events. All events are on the website. The first event, Snowshoeing at Lake Ann, is this Saturday. Still to come is a pledge challenge, e.g. plant a tree, have a conversation, etc. Let Michelle know if you have an idea for a pledge item. A flyer will be mailed to local leaders, volunteers and other contacts, and will be made available at libraries and other community meeting locations.

Michelle is working with the web designer on some mostly cosmetic changes to the webpage.

We have a "Watershed 101" presentation prepared. For anyone wishing to be part of the Speakers Bureau willing to present to groups, there will be a training before our next meeting from 5:00 to 6:00 pm.

III. Old Business

- A. Updates from subcommittees:** Sharon is looking to work with Silver Lake on the next phase of their storm drain project. It will depend on the metro-wide Adopt-A-Drain program that is still pending.

Michelle is coordinating it from the RPBCWD hopefully to include drain stencils specific to RPBCWD water bodies.

- B. Board Meeting of January 9, 2019:** Joan attended the meeting. There was nothing specific to report. We are now receiving the Board minutes promptly. Yay! CAC members are encouraged to attend the Board meetings to fully understand the topics and to relay the information to the CAC.

IV. New Business

- A. **Amend CAC bylaws:** The amendments to the CAC bylaws are essentially changing the meeting time from 6:30 pm to 6:00 pm, and spelling out the responsibilities of a CAC member. See addendum. These minutes will serve as public notice. We will vote at our February meeting. Dorothy answered the question of whether anyone looked at attendance records - Attendance records are looked at when reappointing CAC members. We suggested "supporting" might be a less intimidating word than "technical" in the third open bullet: "Responding in a timely manner to requests for feedback from the Board, Staff or other Committee members, including detailed supporting reports and plans."
- B. **CAC Subcommittees:** A long but not exhaustive list of potential special interests was distributed for review by CAC members. There are things we have to do and then there are things we want to do. Subcommittees are a vehicle for diving deeper into areas that the whole group cannot effectively engage. Evaluate and sign up during February meeting. Talk it over with other members. Michelle will send everyone's email addresses tomorrow.
- C. **Exit interviews from past members:** We thought some form of exit interview whenever someone leaves the CAC would be a good way to learn how to improve the CAC experience. Sharon has begun an emailable questionnaire. Marilyn, Jan and Anne will work with Sharon to finalize it.
- D. **Cost Share Program Revamp:** Michelle provided the background on why the Board of Managers requested a revamp of the Cost Share Program. After surveying past program participants and several months of brainstorming, we discovered the biggest hurdles with the old program were timing and complexity. The proposed program addresses these hurdles.
1. A new program, Action Grants, are easy, quick with one stipulation that they be executed in community (with at least two people).
 2. The cost share program has been renamed Stewardship Grants. The old program had several levels of recommendations and approvals. The proposed program could allow smaller cost projects to be approved administratively with a small committee, with larger cost projects still needing to go to the Board of Managers. This change would require an amendment to the 10-year plan.

We divided into groups and provided responses to specific aspects of the program.

1. Action grants: like | change (suggested \$5000 total at \$250 max a piece.)
2. Improvement clause: How should we treat projects that aren't ideal, but better than the alternative?
3. Review Process: like | change
4. Evaluation criteria: like | change
5. Cost share grants: like | change
6. Conservation: lose it | keep it

Michelle will type up all responses and send it to us for more comments if we wish.

The questions arose whether we are trying to expand the program. Yes, we do not expend the allotted budget for cost share grants. Maxing out cost share grants would indicate water benefits.

Michelle asked what we thought of only two CAC members being on the grant review committee. We would like to still remain aware of the projects but don't all need to weigh in on them. Marilyn and Denny expressed interest in being on the review subcommittee.

The Board workshop next week will focus on the revamped program. Draft #2 will come back to the CAC in February. The second draft will be presented to the Board in March, with the hope to roll the program out later that month.

- E. **2019 Meeting Calendar:** A calendar of 2019 CAC meetings was distributed. The CAC meets every third Monday except January and February when we meet the fourth Monday due to holidays.
- F. **Electing officers for 2019**
 - 1. Joan nominated Lori for chair. Motion carried.
 - 2. Joan nominated Sharon as vice chair. Motion carried.
 - 3. Paul nominated Anne for recorder. Motion carried.

Thanks to Paul for serving as chair so ably.

IV. **Upcoming Events**

- A. RPBCWD Board of Managers meeting February 6 at 7:00 pm, Board workshop on the Cost Share program starting 5:30 pm, 18681 Lake Drive East
- B. RPBCWD CAC meeting February 25 at 6:00 pm, 18681 Lake Drive East

V. **Topics for next month**

- A. Cost share draft #2
- B. Subcommittees
- C. Exit interviews
- D. Adopt-a-drain
- E. How to quantify water improvements (Michelle will investigate clarify)
- F. Retention ponds with tar sealants

- V. **Adjourn CAC meeting:** Joan moved and Jim seconded to adjourn the meeting. Motion carried. Meeting adjourned at 8:48 pm.

BYLAWS OF THE RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT
CITIZENS ADVISORY COMMITTEE
Duties, Operating Procedures, and Expectations

Adopted October 20, 2014
Amended February 25, 2019

The Riley Purgatory Bluff Creek Watershed District Citizens Advisory Committee (CAC) is a citizen volunteer advisory board to the Riley Purgatory Bluff Creek Watershed District Board of Managers.

Scope of Responsibility

In accordance with Minnesota Statutes § 103D.331, the CAC is organized to advise and assist the Riley Purgatory Bluff Creek Watershed District Board of Managers on all matters affecting the interests of the watershed, and to make recommendations to the managers on all projects and improvements.

The duties of the CAC include:

- supporting the mission and goals of the Riley Purgatory Bluff Creek Watershed District (RPBCWD);
- reviewing and commenting on reports, minutes, activities, programs and projects of the RPBCWD;
- considering issues pertinent to the functions and purposes of the RPBCWD;
- advising in decision-making;
- raising issues of concern from the public;
- providing guidance on and assisting with coordination of volunteer activities;
- reporting to the Board of Managers on the content of CAC meetings and resulting recommendations.

Membership and Appointment Process

The Board of Managers solicits applications to serve on the CAC annually, and seeks to appoint citizen advisors who fairly represent the broad interests and geography of the watershed. By law, the advisory committee consists of at least five members, and if practicable, the members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. The advisory committee members must be residents of the watershed, except representatives from soil and water conservation districts and counties. The Board of Managers will typically limit the membership to 12 individuals. The CAC members serve at the pleasure of the Board of Managers.

Board Liaison and Staff Support

Each member of the Board of Managers is invited and encouraged to attend CAC meetings.

The RPBCWD administrator will support the work of the CAC. The principal role of staff is to anticipate and recommend where CAC input would provide particular value and to facilitate the flow of information among the committee, the RPBCWD Board of Managers, and staff.

Meetings

The CAC will establish a meeting schedule and meet approximately 10 times per year, typically on the third Monday of the month at 6:00 p.m. Unless scheduled in advance for another location, the CAC will meet at the RPBCWD offices. Notice of meetings of the CAC will be posted on the RPBCWD website and all meetings will be open to the public.

At the regular meeting, the CAC will elect a chair, vice chair and recorder from its membership. In the absence of the chair at any particular meeting, the vice chair will act as chair. In the event of the absence of the chair and the vice chair, a chair pro tem will be elected by the attending members. The recorder will take minutes and have them available for inclusion in draft form in the packet for the next Board of Managers and for review and approval at the subsequent meeting of the CAC. The CAC chair or other representative chosen by the chair will report to the managers on the content of the CAC meetings.

A majority of the appointed members will constitute a quorum to do business. Any action taken by the CAC will be by a majority vote of members present. No member may appoint a proxy for any vote.

CAC Member Expectations and Commitments

The RPBCWD believes the CAC will work most productively when its members are committed and knowledgeable, and work together as a team, and therefore has the following expectations of CAC members:

- Commit to contribute to the RPBCWD’s efforts to improve, protect and restore water resources in the watershed;
- Attend a new-member orientation to become familiar with the RPBCWD’s mission and understand the roles and relationships of the committee, staff and RPBCWD Board of Managers;
- Make a serious commitment to prepare and actively participate in the committee’s work; including but not limited to the following:
 - Carefully reviewing the minutes of the previous months RPBCWD Board meeting—identifying those areas where the CAC should be advising, assisting or making recommendations, and be prepared to discuss them at the next CAC meeting
 - Reviewing draft minutes of previous month’s CAC meeting for approval or modifying before the next monthly meeting
 - Responding in a timely manner to requests for feedback from the Board, Staff or other Committee members, including detailed supporting reports and plans.
 - Participation in sub-committee or other work as possible, in alignment with interests.
- Develop a strong working relationship with other committee members;
- Regularly attend committee meetings, and notify the RPBCWD administrator in advance if unable to attend a meeting; A member’s record of attendance will be considered during the annual CAC member appointment process, and a member’s unexcused absence from two or more regular meetings in a year or absence from one-third or more of the regular meetings in a year may be reported, at the CAC’s discretion, to the Board of Managers;
- Each member of the CAC is encouraged to attend the meetings of the Board of Managers; as often as possible, but at least once a year.
- Consider the perspectives of the watershed’s diverse constituency in committee discussions and decision-making processes, taking care to disclose any time when an issue before the CAC would substantially affect the member’s economic interests or those of an associated business; and
- Refrain from making public comments or statements that misrepresent the RPBCWD, its decisions or policies, including written or verbal comments to the media, on blogs, websites, or other forums where it is reasonably foreseeable that the comments will become known to the public at large.

All members are responsible for their own good conduct when participating in the CAC and are expected to know and understand these Bylaws, Duties, Operating Procedures, and Expectations.

These bylaws may be amended by a two thirds majority vote of the CAC members following 30 days written notice of the proposed amendment.

I understand and agree to the Bylaws, Duties, Operating Procedures, and Expectations of the RPBCWD Citizens Advisory Committee.

Name: _____ Date: _____

Signature: _____