

## Minutes: Monday Feb. 27, 2017 RPBCWD Citizen’s Advisory Committee Orientation Part 2 and Monthly Meeting

**Location:** Eden Prairie Community Center, 16700 Valley View Road, Room 110

<b>CAC MEMBERS</b>		Peter Iverson	P	Joan Palmquist	P
Jim Boettcher	P	Matt Lindon	P	Dorothy Pedersen	E
Paul Bulger	P	Judy McClellan	P	Dennis Yockers	P
Anne Deuring	P	Sharon McCotter	P	David Ziegler	P

### Others

Claire Bleser	District Administrator	P
Michelle Jordan	District Liaison	P
Richard Chadwick	RPBCWD Board of Mgrs.	P
Louis Smith	District Counsel	P
Scott Sobiech	Barr Engineering	P
Larry Koch	Citizen (Former CAC)	P

### Requests to the Board:

- MOTION:** CAC requests that the board articulate the CAC selection process, qualifications, and criteria, and share this information in the Summer of 2017. Palmquist/Ziegler: Motion Approved, with Boettcher objecting.

### Meeting

Meeting was called to order at 5:42 by acting chair Sharon McCotter. Attendance noted above.

### 5:30: CAC Annual Orientation—Part 2

- Successful Meetings:** District Counsel Louis Smith provided an overview of what makes for an effective meeting, while managing differences of opinions, reviewing general best practices, Roberts Rules or Order and our bylaws. Key Points:
  - Quorum is 50% plus one: So with our 11-member group it would be 7 people
  - Goal for discussion is to move forward, avoid paralysis and make decisions, while letting the minority be heard
  - Guidelines: Chair elected, runs the meeting, recognizes speakers, one at a time.
  - Name the item, ask clarifying questions, put forth a motion, clearly stated to know what is being debating. Chair restates the motion, then group debates, offers amendments or substitute motions and a vote is taken, which makes action to be taken clear. Not all detail of discussion need be recorded.
  - See handout summary of Robert’s Rules for more detail.

### Action item:

- In the future, our agendas will indicate if the item is an action item or information passing item to make the assignment clear.*

2. *CAC needs to get agreement on what our policy will be in terms of details the Recorder must capture.*

**Discussion points:**

**Open Meetings:** The question was raised whether the CAC meeting is subject to Open Meeting Law. Legal Counsel Smith advised that it is not, because the CAC is not the governing board. He suggests that we treat our meetings as if they were, and make sure our meetings are noticed (schedule publicized e.g. on district website) and open to the public. Furthermore, we need to decide what our practice will be for accepting comments from non-members. Note: This was addressed later in the meeting, see MOTION in New Business.

**B. Bylaws:**

Smith walked us through the CAC bylaws; referencing the copy of in member notebooks. Key points: We are advisory, do not make binding decisions. Note: The Board recently modified its bylaws to include a civility clause, outlining how members interact with each other which we may also want to include.

**Action item:**

3. *The CAC should get a copy of the exact wording and decide if we want to include a similar modification to our bylaws.*

**C. Review of CAC/Board Communication Flowchart:**

This document has been reviewed and revised several times, with agreement that it be used for six months and then the CAC would revisit it and determine if it is working or if additional changes are necessary.

**Action Item:**

4. *Look at old CAC notes and determine when the six months is up, and put review of the process on agenda for that month.*
5. *Decide if we want to modify the flow chart to talk about that even if there are no motions, to reflect that in the information flow.*
6. *Any motions made by CAC at today's meeting will need to be presented to the Board at their meeting on Wed. Mar. 1—as there won't be time for these minutes to be available for that meeting.*

**Discussion points:**

**Website:** The District webpage is not up to date, with picture of 2015 CAC, and last minutes posted were very old (18 months claimed). Getting the minutes posted is Michelle Jordan's responsibility, but the CAC needs to get her approved final notes, with any edits.

**Action item:**

7. *Going forward, when our notes are finalized (approved in meeting), the Chair will forward them to Jordan with request to post.*

**Agenda:** Changes to the agenda are often suggested after it is sent out. It was agreed the Chair will send out the most complete Agenda possible, and changes can be submitted before the meeting, or suggested at the meeting when agenda is approved. Changes will be reflected in the minutes.

**CAC presenting at Board meeting:** Sometimes the Board chair just asks for any questions from the CAC notes included in the board packet. Other times, the CAC Chair/representative reviews the CAC minutes and update. Administrator Bleser encouraged the CAC to take advantage of the opportunity to speak at the Board meetings, to bring the Board's attention to our actions, advise, etc. Generally, there was consensus on this. No motion.

That concluded the orientation portion. The main meeting began at 6:30.

### **6:30 CAC Monthly Meeting**

1. **Call to order:** See above; done at 5:42.
2. **Approval of the Agenda:** Additions to agenda Water Conservation Campaign (Bulger).  
**MOTION:** Approve Agenda with additions. Ziegler/Boettcher: Approved.
3. **Approval of Minutes:** **MOTION:** Approve Minutes as modified (fix spelling of Ziegler) Bulger/Iverson. Approved with Yockers abstaining.
4. **Election of officers:**  
**Chair:** Dorothy Pedersen was nominated (Ziegler/Lindon) and elected by unanimous vote.  
**Vice-Chair:** Sharon McCotter was nominated (Lindon/Boettcher) and unanimously elected.  
**Recorder:** Palmquist nominated herself, Lindon seconded and vote was unanimous.

**Discussion:** Pedersen put together a description of the roles (above). It was agreed to edit that document to use proper titles (Chair not President, etc.), remove the sentence "Vice President may undertake a variety of subcommittees or projects as needed," to add a footnote that says the document is "For Discussion Only" and attach to these minutes.

5. **2017 CAC Meeting Schedule** – Generally 3<sup>rd</sup> Monday of the month at 6:30  
After some discussion, it was agreed the third Monday of the month works well; and in Jan. and Feb. the meetings will be the 4<sup>th</sup> Monday, because the 3<sup>rd</sup> Mondays are Federal Holidays. Furthermore, if we need to move a meeting (due to projected low attendance), we should attempt to do so with at least two months' notice. Note, we are required to have 10 meetings as a minimum, so one cancelled meeting should not be a problem.

It was also suggested the block of time from 5:30 to 6:30 be considered for use by sub-committees, for their work. To be discussed with sub-committee discussions next month.

**MOTION:** Approve Calendar: Ziegler/Bulger; Approved

## 6. February Board of Manager's meeting questions

### Discussion points

- Disagreement (Yockers) with characterization of the CAC being divided between those that are concerned about management and outreach and education
- Acknowledgment that there is still some level of discomfort on how the appointments to the CAC were handled, and a desire to have a truly transparent process, and shared expectations between the Board and CAC. Discussion on how to best deal with this between CAC and Board resulted in a motion (below).
- Shared understanding and agreement that the CAC exists to represent the whole watershed, not just the areas where we individually live, and that we are an advisory group.
- Concern that the contentious 2016 process might be repeated this year—and the CAC would like to avoid that. There was disagreement on exactly how transparent the process was.

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### Other Discussions Points:

- **Adding agenda items:** This can be done in advance, by sending them to the Chair, or at the time of the meeting, as amendments to the agenda
- **Website:** We may need more support for work on the website and need to discuss. This might be something for one of the sub-committees to tackle.
- **Standing agenda items:** Should outreach and education be a standing item on the agenda? To discuss next month.
- **Benefits of sub-committees:** Get update every few months. People can dive in with their expertise. Discuss next month.

### Old business: Update on 10-year plan process

- Administrator Bleser presented an update on the 10-year plan. This is a draft, this will be modified based on inputs from TAC, Board and CAC. c
- Currently we are between 2.1 and 2.5 on the timeline grid, slightly behind schedule.
- A copy of the presentation is being distributed by Admin. Bleser.
- These will be used to modify and develop draft plan and development which will then go to 60-day review, public hearing and 90-day plan review. The plan is to start the 60-day review phase in the fall of 2017.
- Dennis Yockers expressed concern about the budget for outreach and education being too low.
- Admin. Bleser talked about the prioritizing process (discussed at length last month) as well as logistic issues that go into determining what projects will be undertaken.
- She reviewed a flow chart which depicted items they look at in terms of the fisheries, vegetation, and water quality, using the data collected.
- Lindon pointed out that water quality measurement is about assessment and determining the best course of action for fixing them, and is missing the relationships between bodies in the watershed. Adm. Bleser agreed this was an omission and agreed

to add something about understanding connectivity to other waters in a creek version of this, as opposed to this which depicted a closed basin.

- The CAC quickly reviewed the table of projects, recognizing the timing of these may shift a bit
- The Board previously noted the absence of wetlands in the plan, and want to include them, and potentially allocate funds to them as well. TAC is looking at surveying the district to determine what wetlands we have and their quality.
- The concept of Wetland Banking was introduced, and that the banking areas in our watershed are exhausted so cities are having to go outside of the district, like Blue Earth, to get their credits. Possibility was discussed that the Watershed might be able to identify restoration sites so it would be available for these banking credits and public use.
- We will be looking at this again, at March or April meeting.
- Jordan explained how public input was received (surveys) and added that 30 teachers also just gave their input and that she is seeing more requests for online resources, or hands on sessions where a skill could be developed, and less for things like professional development.
- CAC member Yockers commented that more analysis discussion on the results of the teacher survey needs to take place. More discussion also needs to take place on the results from the survey of watershed residents, the three sub-watershed meetings and the education/outreach workshop. This will be important as the district develops education/outreach activities and initiatives related to schools in the new 10-year plan. Yockers also said that he would hope the district would seek input and advice during the planning stages from the CAC in the development process regarding education initiatives. There are members on the CAC that have a great deal of experience working with teachers and schools in the area of environmental education.

**Action items:**

7. *Admin. Bleser to send her presentation to the CAC.*
8. *All CAC members review the materials Admin. Bleser presented and provide any additional comments to her by March 13 (copying other CAC members).*

**8. New Business**

- A. Development of 2017 CAC Calendar; What projects are you personally interested in? Shall we form working subcommittees?**

Question was raised as to how we can advise the board (Bulger) if we don't know what topics they will be addressing in advance, so that we can be proactive instead of reactive, getting and giving direction.

We agreed to identify topics of interest to us, or that we think should be discussed and provide them to Dorothy. In effect, the CAC would create a "bucket list" of topics, which should then be reviewed in terms of the calendar, and what is on the schedule.

**Action Items:**

9. **Topics:** *In the next week, by 3-7-17, each CAC member to send ideas to Dorothy of topics we are interested in and/or are deserving of CAC attention. Note: The 2016 can serve as a reference point on this—as it includes topics that were addressed throughout the year.*
10. **Calendar:** *Dorothy will work with Michelle to synthesize these and put topics on the calendar, to align with annual schedule (e.g. when budgeting is done, workshops, etc.)*
11. **Pre-work:** *These notes/lists will be sent out to CAC as pre-work before the March meeting.*

- B. Discussion: Add “Matters of general public interest”** After a brief discussion, concluding there are many ways the CAC can choose to deal with matters of public interest, the decision was made to adopt the same language and process the Board adopted (with minor adjustments for our name and leadership).

**MOTION: CAC adopt the same language and process as the Board in the matters of public interest, as summarized in the statement below: Palmquist/Deuring: Passed unopposed.**

*Welcome to the RPBCW CAC regular meeting. Anyone may address the committee on any matter of interest in the watershed. Speakers will be acknowledged by the Chairman; please step forward, state your name and address for the record. Please limit your comments to no more than three minutes. Additional comments may be submitted in writing. Generally, the Citizen Advisory Council will not take official action on items discussed at this time, but may refer the matter to CAC officers for a future report or direct that the matter be scheduled on a future agenda.*

**Note: we need to revisit this motion at the March meeting. The language we approved indicates that we refer the matter to staff—but it should be to CAC officers—as the CAC cannot direct staff.**

- C.** Michelle Jordan clarified that the correct address for the new office is 18681 Lake Drive East.

- D.** In the interest of time, the Water Conservation topic was tabled until the March meeting.

**E. Topics for March CAC Meeting**

1. If certain topics should be standing agenda items (e.g. Education and Outreach)
2. If a “free discussion” time is needed/advised for the end of the agenda driven CAC meeting.
3. Feedback/questions on 10-year plan
4. 2017 calendar
5. Creation of sub-committees; informed by our discussion of a list of possible topics
6. Water conservation
7. Climate Change forum presentations

**Upcoming Events**

- Regular Board Meeting, Wednesday, March 1, 7:00 with a Workshop on the 10-Year Plan starting at 5:30; New District Office: 18681 Lake Drive East, Chanhassen
- Next CAC meeting: 6:30 – Monday, March 20, 2017, New District Office: 18681 Lake Drive East, Chanhassen

**Attachments:**

**A. Revised Job Description of CAC Officers—for discussion only**

**Adjournment**

**MOTION: To adjourn Palmquist/Iverson, passed unopposed. Meeting adjourned at 9:21.**

Respectfully Submitted,

Joan Palmquist  
CAC Recorder