

DRAFT MINUTES

Citizens Advisory Council (CAC) Meeting
6:00-8:00 p.m., Monday, June 20, 2022

ADVISE * ACT * LEARN * LEAD

ATTENDANCE

Status: P=Present, E=Excused, A=Absent without notification

CAC Members

Andrew Aller	P
Rodey Batiza	P
Jim Boettcher	P
Mike Sorensen	E

Heidi Groven	P
Michelle Frost	P
Peter Iverson	A
Terry Jorgenson	P

Sharon McCotter	P
Marilynn Torkelson	E
Jeff Weiss	P
Jessica Willey	E

Others

Liz Forbes	<i>RPBCWD Staff</i>	P
Eleanor Mahon	<i>RPBCWD Staff</i>	P

David Ziegler	<i>RPBCWD Manager</i>	P

CAC MOTIONS for the Board of Managers:

1. None

Key CAC discussion items for the Board of Managers:

1. No new ones

PRE-MEETING – 5:50-6:00 – Meet and Greet

I. Opening –

- A.** Call CAC Meeting to Order – President Aller called meeting to order at 6:03pm
- B.** Attendance- as noted above
- C.** Staff/Manager introductions- none
- D.** Matters of general public interest

President Aller noted that the Lotus Lake Association spent part of last week collecting and disposing of trash that had accumulated in the shore zone during the winter months. He suggested that perhaps in the future, Lake Associations could announce these events in advance to allow volunteers from around the WD to participate. Eleanor noted that the WD has trash grabbers, buckets, gloves and other materials that could be

borrowed and used for such activities. It was suggested that Terry Jeffery might be able to follow up and organize such activities, as desired by various groups. Good idea for water quality.

- E. Approval of the Agenda- President Aller motion, 2d Terry; unanimous
- F. Designate timekeeper – Terry Jorgenson will do it.
- G. Approval of previous CAC meeting minutes- Jim motion, Sharon 2d; unanimous

II. **Board Meeting Recap and Discussion – Michelle Frost**

- A. Highlights from the Board of Managers meeting: There were no CAC items at the BOM meeting this time. There was a summary of project updates given. Manager Koch noted that update of the Governance Manual was ongoing and that CAC members' input was solicited and important. Specific items were the Oak Point school parking lot project permit. Two separate permits were required. Preserve Association cost-share grant was discussed then approved; it was noted that the Association could host events of possible interest to Outreach and Education groups- especially post-COVID. Liz to follow up with Scott Anderson/The Preserve re: site tour for CAC. Terry Jeffery was appointed permanent District Administrator. As for Managers, there are 5 candidates for 2 open positions. Manager Ziegler is up for re-appointment.
- B. Response on CAC recommendation to the Board- there were none this time
- C. New Advisory Topics from the Board? None this time
- D. CAC members: [Please sign up to attend a Board meeting](#)
Chair Aller is signed up for July, Terry Jorgenson for November; August, September and October are open.

III. **Program and Project Updates –**

- A. **Background Presentation on Advisory Topics from Board of Managers – TBD**
- B. **Advisory Topics Recommendations for Board of Managers - TBD**
- C. **District Project Updates**
 - 1. Governance manual review underway. Reminder that CAC members can provide input and feedback- Liz re-forwarded email from Administrator Jeffery. Eleanor mentioned that she will be working on new website content – CAC could be involved. For example, there could be a blog to discuss clean water issues. Terry Jorgenson expressed interest in contributing. There was a question about cost-sharing projects. Turns out that all grantees must submit final reports, including photos of the project at the end- these could all be

on the web site. Michelle suggested that the blog could be used to announce community events, with photos, etc. Lots of good possibilities for announcements.

D. Learning Presentation/Discussion Topic

1. Discussion about existing CAC-BOM communication- Liz discussed the results of the survey that she sent out recently- apparently 9 out of 12 CAC members responded. Liz reviewed responses, and the [survey results](#) have been uploaded to the website.
2. There was also discussion of the of the CAC-BOM communication document flowchart approved in 2016. Liz has produced a new version of the document that is editable- this is great! It is clear that for productive discussion, both CAC and BOM need to be involved. A good start on discussion will be the joint meeting on July 13. One idea would be to send the same questionnaire that CAC members got to the BOM, so that results could be compared. There followed a wide-ranging and productive discussion of past, present, and future CAC-BOM communications, with examples of past problems, successes and ideas for improvements. Below is a summary that is intentionally long winded and repetitive, in order not to miss any nuances made by CAC members, Manager Ziegler, Heidi, Sharon, President Aller, and other participants in the discussion. It was thought that President Aller could perhaps present a PowerPoint at the July 13 meeting summarizing the main points of this discussion. It is hoped that these minutes can help with assembly of this PP presentation. CAC input to this presentation should arrive no later than the end of June in order to be included in the final presentation. Sharon made a couple of points: 1) In the past, CAC did not get BOM input, for example meeting minutes of BOM meetings, in time to be at all useful. And 2) That when CAC or BOM had a new President, they did not seem to know that communication with the other group was a part of their job. BOM should do motions as a way of communicating with CAC and not wait for minutes to be officially approved, which is a slow process requiring official review/approval from the managers and can take over three months. For this reason, BOM minutes will never be distributed in a timely fashion. There should be a work around for this problem. Perhaps one-on-one meetings between individual CAC members and BOM members to share information in a timely way? This has been effective in the past, but is somewhat hit or miss and depends completely on the willingness of individuals to spend this extra time meeting. One idea is to modify Governance Manual in such a way that the Administrator's job includes provisions for insuring that he gets early information from BOM that he could then pass on to CAC. The

District Permitting Process Flowchart was presented and briefly discussed- a very complicated process. One question came up- when does CAC get informed that BOM has approved a permit? Shouldn't this be a regular process?

IV. CAC Process and Function

- A. CAC member FAQs (Andrew Aller)- Liz showed a presentation that was meant to outline duties for new CAC members. It showed the statutory basis for CAC and membership and then just a lot of useful information for ne CAC members. There should be a link to this on the CAC page. For example there is the case of a present CAC member who has not attended a meeting for many months. Should BOM or CAC have the authority to cancel membership in such cases?
- B. On a separate note, VP Boettcher noted that DNR information meetings are extremely interesting and perhaps several CAC members should try to get invited to attend. Attendees must be approved by name in advance and it unclear how this process works. VP Boettcher, President Aller, Permanent Administrator Jeffery, and Liz will try to look into this and see if CAC attendance at these day-long meetings might be possible.

V. Running List for Future Meeting Ideas

- A. 10 Year Plan Update: Overview/requirements- Terry Jeffery will do.
- B. Part 3: Rules application (Terry/Scott) – *tentative for August*
- C. CAC/community education approach- let Eleanor know if you would like to be involved, for example, with the blog idea.
- D. Governance manual review- yet another reminder that all CAC members should read Terry's message, the manual, and give input- Yes, that means YOU!

VI. Upcoming Events and Adjournment

- A. Next Board of Managers – July 13, 2022; 7:00 PM Regular meeting/virtual. CAC member **Andrew Aller** to attend.
- B. Next CAC Meeting – July 18, 2022; 6:00 PM – virtual Zoom meeting
- C. Joint BOM/CAC meeting - July 13, 5:00 pm

Adjournment- Motion- Sharon, 2d Terry, Unanimous- 8:00 pm