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# BOM-CAC Communication Flow

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Board of Managers Workshop  
July 13, 2022

# 1 Communication Concern

## Process to dismiss CAC member is undefined

- Absent members affect quorum
- Disruptive or inappropriate behavior can impact group dynamic
- Disruptive or inappropriate behavior can impact reputation of RPBCWD

### *Potential solutions*

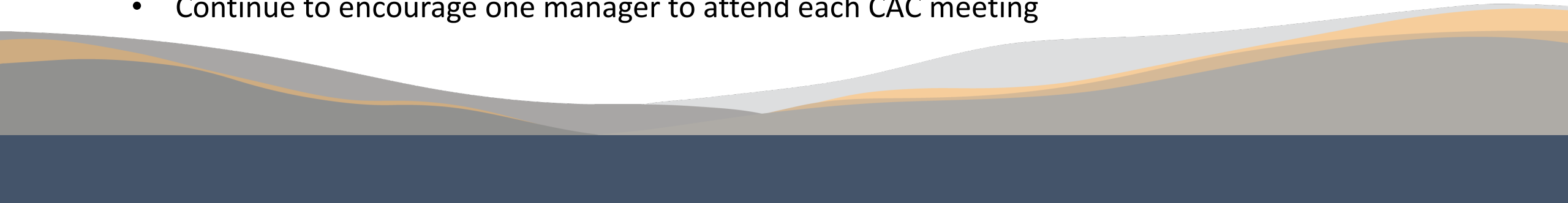
- Outline approach in CAC bylaws
  - Define valid reasons for dismissal (e. g. 80+% unexcused absences)
  - Require motion submittal to BOM for dismissal

## 2 Communication Concern

### Timing of flow of info/topics from BOM to CAC

- Delay in final approved minutes dissemination following BOM meeting
- CAC would like to be informed earlier about projects to allow for review/feedback
  - District-led project (capital improvement projects)
  - Permit applications for outside projects

### *Potential solutions*


- Encourage all CAC members sign up for e-blasts that send out board packet including **draft minutes** of last BOM meeting
  - Disseminate monthly project highlights from Administrator to CAC
  - Continue to encourage one manager to attend each CAC meeting
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## 3 Communication Concern

### Lack of defined leadership transition process

- No standard onboarding steps in place for BOM or CAC
- Is there expectation of communication pathway between BOM president and CAC chair?

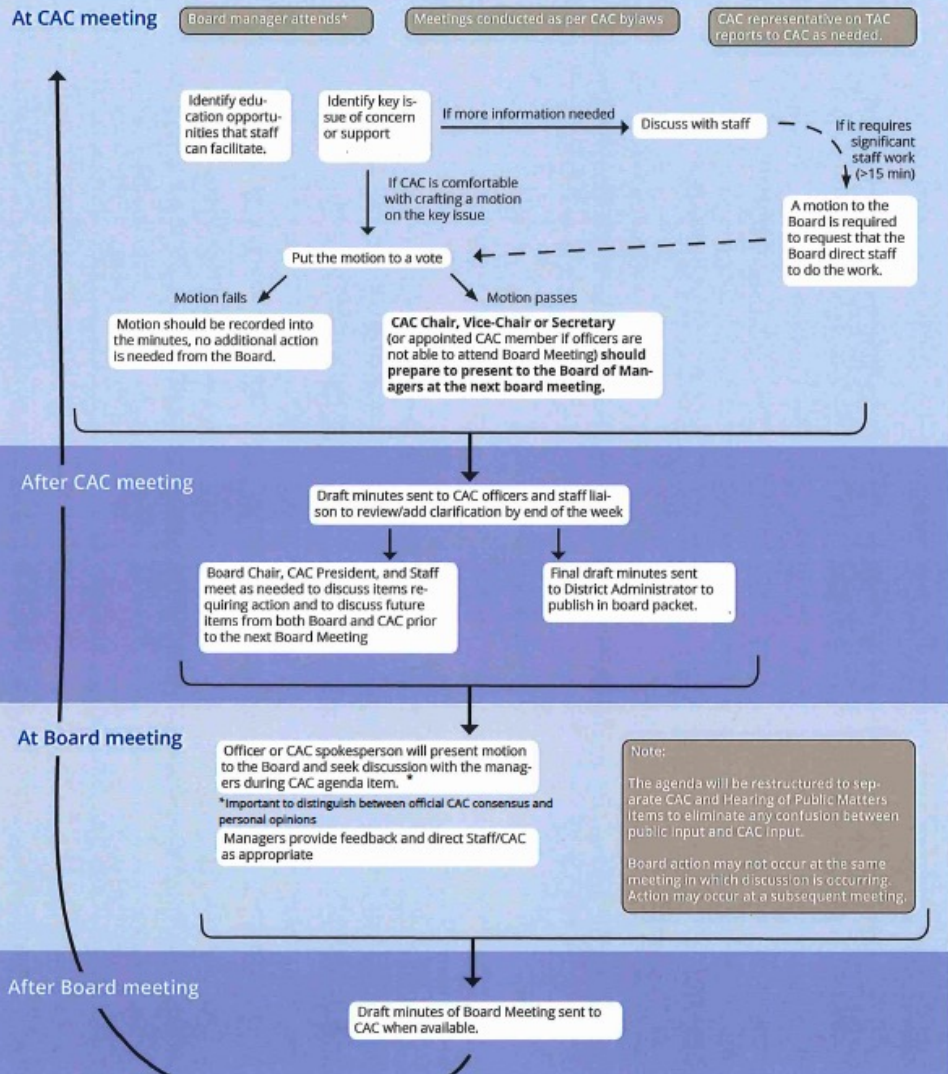
### *Potential solutions*

- Develop checklist of items to cover during onboarding of new leadership
  - Clearly define expectations for leadership including duties and extra meetings
  - Set CAC annual meeting/event calendar based upon BOM annual calendar
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# Communication Process: Board-CAC

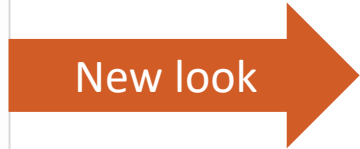
RPBCWD CAC & Board  
Last update: 5/16/2016

Goal: develop a communication process between the CAC and Board of Managers of the Riley Purgatory Bluff Creek Watershed District that is reasonable and acceptable to both.



Note: CAC members, and individual Board Managers, do not have authority to direct staff or make policy. Only the Board of Managers as a whole can direct staff or make policy.

\*The number of Board Managers attending the CAC meeting can not exceed two unless publicly noticed.

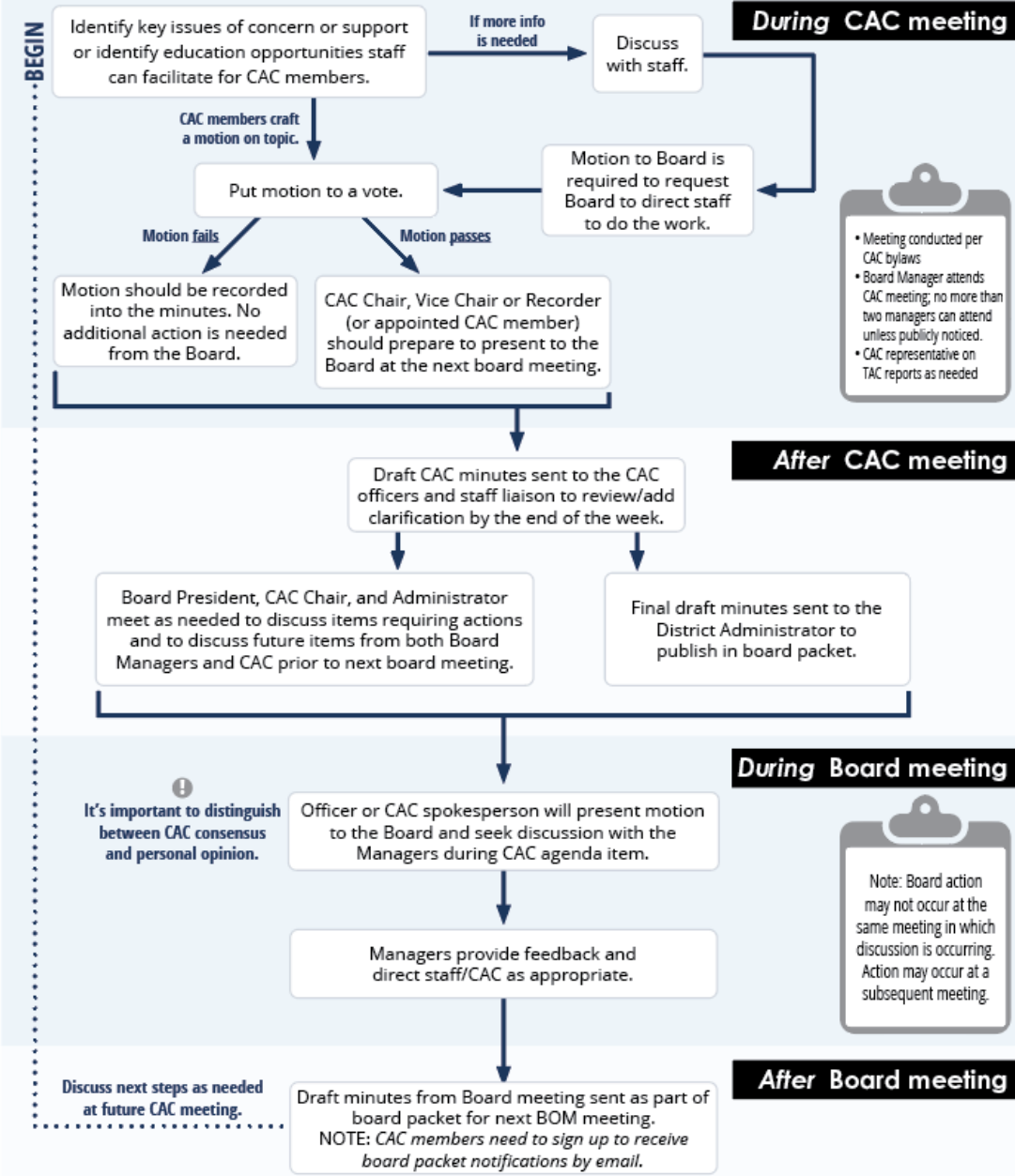


# BOM-CAC Communication Process

Drafted 6/24/2022

**DRAFT**

Keep in mind: The CAC and individual Managers do not have the authority to direct staff or make policy. Only the Board of Managers as a whole can direct staff or make policy.



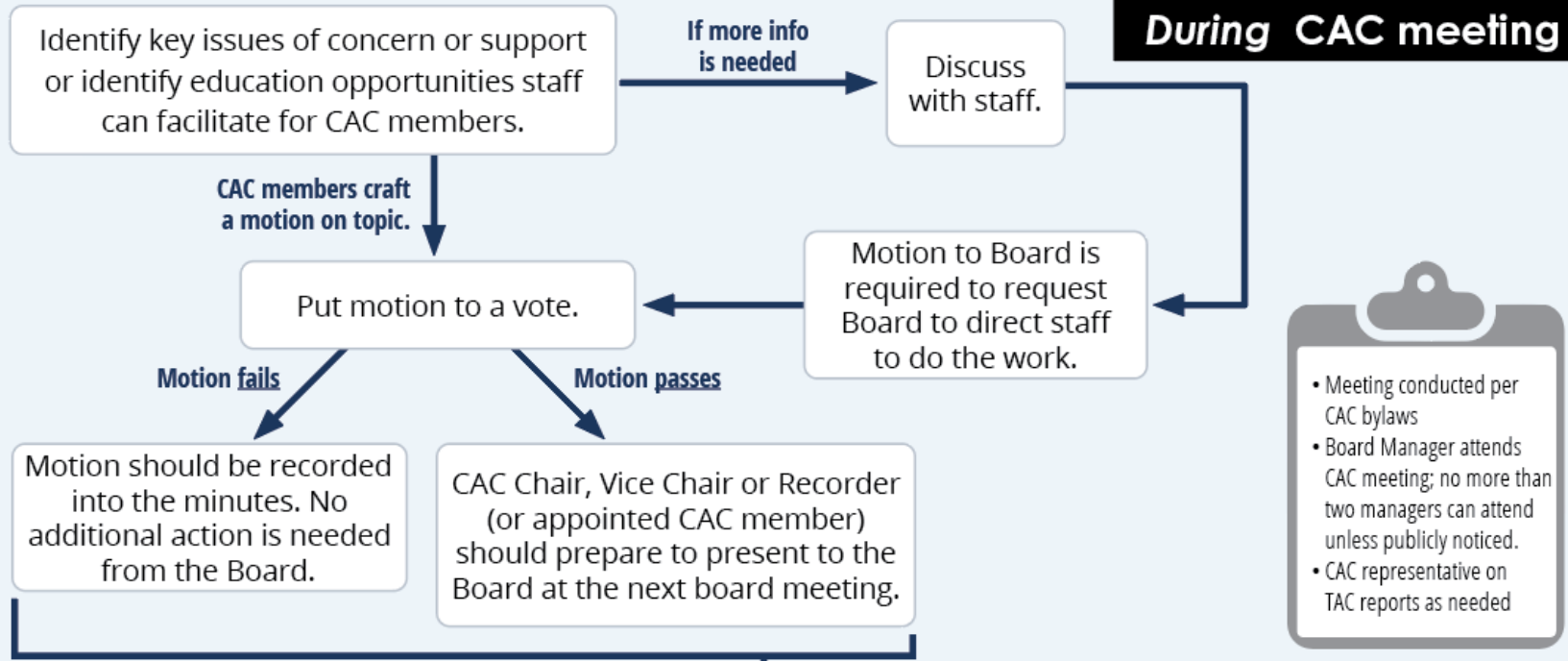
# BOM-CAC Communication Process

Drafted 6/24/2022

**DRAFT**

**Keep in mind:** The CAC and individual Managers do not have the authority to direct staff or make policy. Only the Board of Managers as a whole can direct staff or make policy.

BEGIN



- Meeting conducted per CAC bylaws
- Board Manager attends CAC meeting; no more than two managers can attend unless publicly noticed.
- CAC representative on TAC reports as needed

**After CAC meeting**

