Rice Creek Watershed District
Citizen Advisory Committee Operating Procedure
ADOPTED: 02-27-2013

Background:
The RCWD By-Laws and MN Watershed Law (MS 103D) state:

Section 1. **ADVISORY COMMITTEE REQUIRED:** Pursuant to MS 103D.331, Subd. 1: “The managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.”

Section 2. **MEMBERS OF ADVISORY COMMITTEE:** Pursuant to MS 103D.331, Subd. 2:
(a) “The advisory committee consists of at least five members. If practicable, the advisory committee 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. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties, and serve at the pleasure of the managers.”
(b) “In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the managers.”

Purpose:
The purpose for this operating procedure is to implement the Rice Creek Watershed District’s (RCWD) Board of Managers desire to:
- Appoint a citizen advisory committee (CAC) to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district (MS 103D.331, Subd. 1)
- Have CAC members be broadly distributed across the District.
- Have CAC members represent a broad range of interests.
- Have CAC members generally serve for more than one year, to take advantage of the knowledge gained of RCWD operations in their first year.
- Have staggered terms, so that at least half of the CAC members have a year of experience.
- Have CAC members attend a majority of meetings throughout the year.

Membership:
The minimum number of CAC members required by law is five, (MS 103D.331, Subd. 2). The District has in the past had a makeup of CAC members that has routinely exceeded that number. With this operating procedure the District establishes the following guidelines:
- Membership of the CAC will be limited to twelve individuals.
- Geographic area location of CAC members will be up to four each from Anoka, Ramsey, and Washington Counties, with one from each county being a Conservation District representative, appointed by their respective District Board of Supervisors. One of the twelve members may be an at-large representative from Hennepin County.
• Areas of representation. Minnesota statute provides for the following groups and or entities to be represented on the CAC. It is important to note that these are suggested not mandatory.
  o Representative from each SWCD
  o Representative from each County
  o Member of a Sporting Organization
  o Member of a Farm Organization
  o Others at the discretion of the Managers (reside in the District)
  o Other Technical persons who may or may not reside in the District at the pleasure of the Managers.

In addition to the CAC the District is also required to have a Technical Advisory Committee pursuant to the Metropolitan Surface Water Management Act (MS 103D.337). Counties and other technical representatives that may otherwise be represented on the CAC will be asked to serve on the Rice Creek Watershed District Technical Advisory Committee.

Appointment Process:
• All appointments will be made annually (MS 103D.331, Subd. 1) however, CAC members will be expected to serve a minimum of two years.
• Solicitation of Interest (Starting in October of each year)
  o Letter to each City asking for their assistance in noticing in local newsletters, etc..
  o Notice in Local Papers
  o Notice on RCWD website
• Application – all applicants will be required to submit an application including but not limited to:
  o Name
  o Address
  o Interest
  o Experience
• Screening of applications to verify residency in the District with the exception of the CD representative.
• Roster of Eligible Applicants (December). Staff will prepare a list of eligible applicants and present to the Board of Managers.
• Selection of individuals for interviews (January)
• Appointment of CAC members (February)

Term of Office:
• Statutory Term is one year
• District desire for two-year commitment, except CD representatives which are appointed by their respective Board of Supervisors.
• Staggered terms

Meeting Schedule:
• The CAC typically meets ten times a year with no meetings scheduled for the months of July and December.
• Meetings are held the first Wednesday of each month from 5:30 pm to 7:30 pm
Reappointment/Removal:
The expectation of the Board of Managers is that CAC members attend a minimum of 8 meetings a year, unless excused by prior notice to the District Administrator.

- A member’s record of attendance will be considered during the annual CAC member appointment process.
- For CAC members missing 3 consecutive meetings, the Board may consider it cause for removal.

Duties:
- Elect a chair from its membership
- Elect a recorder from its membership
- Establish a meeting schedule at the first meeting of the year
- Consider issues pertinent to the functions and purposes of the watershed district
  - Administrator and Chair set agenda
  - Members should bring issues to the Chair
- Review and comment on reports, minutes, activities, and proposed projects of the managers including but not limited to:
  - Water quality cost-share program applications
  - Urban Stormwater Remediation C-S program applications
  - Watershed Plan Revisions
  - Watershed Rule Revisions
  - Work plans and budgets
- Report to managers the general content of advisory committee meetings and resulting recommendations including but not limited to:
  - RCWD Board participation, a member of the Board of Managers will be in attendance at each CAC meeting. The schedule for Board member attendance will be set in January of each year along with setting of the Board of Managers calendar year schedule.
  - RCWD staff participation, the Administrator is expected to attend each CAC meeting unless otherwise approved by the Board President. Other District staff attendance will be directed by the Administrator. Staff will be responsible for:
    - Taking minutes
    - Assisting the CAC Chair in all matters related to the running the meetings
    - Preparing agendas
    - Preparing background information for items requiring CAC action
    - Assure attendance by consultants and other staff as needed
    - Preparing memorandums to communicate CAC recommendations to the Board.
- Act as an ambassador for the RCWD by assisting with education, outreach and communication activities including but not limited to:
  - Discussing education, outreach and communication activities at CAC meetings and community events such as County Fairs and expos, as appropriate;
  - Leading cost-share presentations with stakeholder groups;
  - Reviewing grant proposals, where practicable;
  - Drafting and/or updating literature, presentations, etc.

Expenses Reimbursement:
- The managers may reimburse members of the citizen advisory committee for actual traveling and other necessary expenses incurred in the performance of duties in the amount as provided for state employees (MS 103D.331, Subd. 3).