

**DRAFT Meeting Minutes**  
Citizens Advisory Council (CAC) Meeting  
**6:00-8:00 p.m., Monday, Oct 17, 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
Heidi Groven	P

Michelle Frost	P
Peter Iverson	A
Terry Jorgenson	P
Sharon McCotter	E

Marilynn Torkelson	P
Jeff Weiss	P
Jessica Willey	P

**Others**

Liz Forbes	<i>RPBCWD Staff</i>	P
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Tom Duevel	<i>RPBCWD Manager</i>	P
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**CAC MOTIONS for the Board of Managers:**

None

**Key CAC discussion items from the Board of Managers:**

None

**AGENDA**

**I. Opening – 6:00 – 6:15**

- A.** President Aller called the Meeting to Order at 6:04
- B.** Attendance- as noted above
- C.** Staff/Manager introductions
- D.** Matters of general public interest - None
- E.** Approval of the Agenda- Jeff moved, Jim second, passed unanimously
- F.** Designate timekeeper- President Aller will do
- G.** Approval of previous CAC meeting minutes- Jim moved, Terry second, passed unanimously

**II. Board Meeting Recap and Discussion – 6:15-6:25**

- A.** Highlights from the Board of Managers meeting- October 5, 6PM workshop, 7PM regular meeting:

Jeff Weiss summarized the meeting as quite straightforward, without lengthy discussion or controversy. Jeff reported that the BOM did not take action on the proposed Communications Plan discussed at our previous CAC meeting (September 19), but deferred discussion of the item to a future meeting. The only action item at this BOM meeting was to approve the District Organizational Chart.

No items were sent back to CAC by BOM. Manager Duevel noted that unlike the last two lengthy and controversial BOM meetings, this one was relatively simple and ended on time - which was a welcome surprise.

There was discussion of adding soil health topics to the BOM agenda in the future and that the Managers expressed interest in a new soil health

subcommittee. Manager Duevel noted it may be possible to have a future BOM workshop on soil health and that Manager Crafton was also very enthusiastic about it. Jeff will be involved and also Marilyn was interested in such a workshop. Liz noted that the CAC could be notified in advance of the topics of any BOM workshops and members can participate. All CAC members appear interested in soil health topics. Liz shared the YouTube link to [Cooling the Climate Mess with Soil and Water](#) presentation featuring Walter Jehne.

- B. Response on CAC recommendation to the Board - none
- C. New Advisory Topics from the Board?- none
- D. CAC members: [Please sign up to attend a Board meeting](#)

### III. Program and Project Updates – 6:25 – 7:25

#### A. District Project Updates (Liz Forbes)

1. Administrator update- Terry Jeffery is back in the office after attending to some family business but has not yet been updated on several matters. Liz noted that the December 8 BOM meeting would involve the BOM approval of opening application for new CAC members. She also noted that her poll of the CAC membership on a variety of topics was complete. A summary of the poll results may be found below in Learning Presentation section.
2. Liz also noted that the October 11 tour of 6 Projects followed by a group dinner was a huge success. Everyone expressed their great thanks to Liz, Eleanor, Zack, Josh, Amy, and other Staff for their great efforts and Scott Sobiech for leading the tour! The tour was well attended and was a huge success. CAC group photo taken during the tour has been added to the CAC webpage.
3. E&O updates (Liz and Andrew discussed the following as Eleanor Mahon was not able to join the meeting)
  - a) St Hubert's planting event: Date is TBD- probably next Spring, 5<sup>th</sup> graders + possible K- buddies; assistance w/ event and development of plant list
  - b) Smart Salting trainings: Nov 15 (parking lots & sidewalks)
  - c) [Raingarden & shoreline buffer workshop](#), Oct. 25, hosted by City of Minnetonka, RPBCWD, NMCWD.
  - d) Marilyn provided information about a volunteer opportunity: Eden Prairie is co-sponsoring a buckthorn removal project with Wild Ones at the Riley Creek Conservation Area on Oct 23 (1-3 pm) and Oct 29 (10-12 noon). If interested, email [marilyntorkelson@gmail.com](mailto:marilyntorkelson@gmail.com).

There was mention of buckthorn being removed at Edenbrook Conservation Area. Liz reached out to her contact at the City of Eden Prairie and was provided a [list of park projects underway including at Edenbrook](#).

Marilyn noted that we saw a curb cut rain garden on the tour. She wondered whether the BOM could encourage cities to do more of

these. We could also ask Scott about his thoughts. President Aller suggested putting this on the agenda for next meeting and then sending to BOM after CAC discussion. Manager Duevel said he had a very useful meeting with Robert Ellis, public works director for Eden Prairie- he might also have thoughts on rain gardens. A related issue for future discussion is what TAC members (many city staff) think about rain gardens and curb cuts.

- B. Learning Presentation/Discussion Topic** – Follow up to discussion at last meeting including review poll sent out to CAC members. A summary of results is attached to these minutes.

**IV. CAC Process and Function 7:25-8:00**

- A.** Review poll: Consider new day of the week for CAC meetings
- B.** Bylaws review:
1. Calendar: Establish meeting calendar for remainder of year & moving forward. Consideration for holidays, advertise for new members (BOM appoints CAC members), etc.
  2. Membership: One member per household, geographic representation, youth member (motion to BOM), attendance, and recommendations to BOM for dismissal.

President Aller will spearhead the effort to edit poll results and recommendations. CAC members can send their thoughts to Aller with copies to Liz during November and December, so that new CAC members can see results in January or February for possible vote and forward to BOM. (\*\*For November 21 meeting add agenda items on curbcuts, soil health, and possible bylaw changes from poll results)

**V. Running List for Future Meeting Ideas**

- A.** **January of February**: Part 3 of Rules application (Terry/Scott) - plan is to go through a project's plan sheet & explain what triggered rules
- B.** 10 Year Plan Update: Overview/requirements
- C.** CAC/community education approach

**VI. Upcoming Events and Adjournment**

1. Board of Managers – Nov. 2; 7 pm regular meeting; workshop 6PM
2. CAC Meeting – Nov. 21; 6:00 PM – Zoom meeting
3. TAC meeting – to be determined
4. North American Lake Mgmt Society Conference, Minneapolis, Nov 14-17
5. [MAWD Annual Conference](#), Nov 30 - Dec 2, Alexandria, MN (CAC members attending are: Sharon, Heidi, Terry, Jeff) Good CAC representation- please report back at December meeting.
6. 7:16 motion to adjourn- Jim, Terry second, passed unanimously.

# CAC Bylaw Considerations & More

8

Responses

17:32

Average time to complete

Active

Status

## 1. Your name

8

Responses

### Latest Responses

*"Jeff"*

*"Michelle Frost"*

*"Jessica Willey"*

## 2. Monday

8

Responses



4.63 Average Rating

## 3. Tuesday

7

Responses



2.29 Average Rating

### 4. Wednesday

7  
Responses



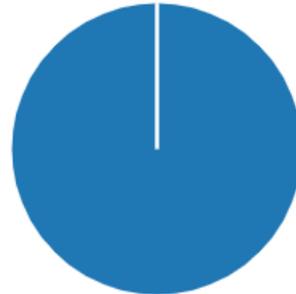
### 5. Thursday

7  
Responses



6. Will you be available for a CAC meeting on Monday, **November 21?** (Thanksgiving week)

- Yes 8
- No 0
- Maybe 0



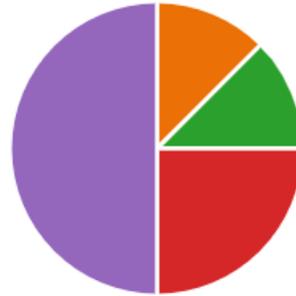
7. Will you be available for a CAC meeting on Monday, **December 19?**

- Yes 3
- No 2
- Maybe 3



8. If more than one CAC member lives in a household, voting on motions, etc. should be limited to one per household.

<span style="color: blue;">●</span> Strongly Disagree	0
<span style="color: orange;">●</span> Disagree	1
<span style="color: green;">●</span> Neutral	1
<span style="color: red;">●</span> Agree	2
<span style="color: purple;">●</span> Strongly agree	4



9. I think offering a youth position on the CAC is a good idea.

<span style="color: blue;">●</span> Strongly Disagree	0
<span style="color: orange;">●</span> Disagree	0
<span style="color: green;">●</span> Neutral	2
<span style="color: red;">●</span> Agree	4
<span style="color: purple;">●</span> Strongly agree	2



10. If we have a youth member on the CAC, they should be paired with a mentor (buddy) from the CAC.

<span style="color: blue;">●</span> Strongly Disagree	0
<span style="color: orange;">●</span> Disagree	0
<span style="color: green;">●</span> Neutral	1
<span style="color: red;">●</span> Agree	4
<span style="color: purple;">●</span> Strongly agree	3



11. Would you be willing to mentor a youth member of the CAC?

● Yes	2
● No	3
● Maybe	3



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12. Do you have a connection to a youth group or know of a youth that may be interested in serving as a youth member on the CAC. Residency in the RPBCWD is a requirement.

● Yes	0
● No	5
● Maybe	3



13. How many UNEXCUSED absences should a CAC member have before they're recommended for removal from the CAC? Please provide a number and/or a percentage

8 Responses

ID ↑	Name	Responses
1	anonymous	definition of UNexcused v excused. maybe 2 Unexcused and no more than 25 combination of all absences.
2	anonymous	3
3	anonymous	3 unexecused or a quarter of the meetings
4	anonymous	3
5	anonymous	more than 3
6	anonymous	50%
7	anonymous	2
8	anonymous	50%

14. Chairing a CAC meeting can be a good way to build skills or try out the CAC president position. Would you like an opportunity to chair a CAC meeting? This would include being invited to the CAC agenda-setting meeting and running the meeting.

● Yes	0
● No	5
● Maybe	3



15. Please list any suggestions you have for CAC process, meetings, or other administrative aspects.

5 Responses

ID ↑	Name	Responses
1	anonymous	None that come to mind now
2	anonymous	None ATT I believe we are progressing well with by the given talent.
3	anonymous	I would like to go back to meetings in person rather than zoom
4	anonymous	At the meetings- Continue to include updates on events/activities where CAC members can help out
5	anonymous	We need more ways to get involved outside the monthly meetings. Field trip was great. Maybe it is time to start having a meeting in person on an occasional basis. The other thing I'd say about the youth representative is maybe there are two of them and they definitely need more to do than just show up for the meetings.



16. What suggestions do you have for meeting topics or speaker for next year? Would you like to present to the group? If so, what are you interested in presenting?

6 Responses

ID ↑	Name	Responses
1	anonymous	Have the trainings/speaker topics follow the District project calendar so that the presentation is had prior to the action taken (serves as a pre-read of sorts)
2	anonymous	Did you ever have a chance to follow-up with other watersheds to see how they might be engaging their CAC members since COVID? It's so different without the face to face interactions. Guessing all watersheds have made changes in how they do business. Might help uncover some ideas.
3	anonymous	I like the soil to keep soil health high on the list. I don't have any topics To present ATT.
4	anonymous	I would be interested in having a speaker (like Marilyn) talk about various kinds of plants and what they are especially good for,
5	anonymous	Climate change impacts to the watershed, water quality updates of the watershed/creeks
6	anonymous	Climate change and its impact on the watershed district