

Citizen Advisory Committee (CAC) Member Guidance

The CAC is a citizen volunteer advisory board to the RPBCWD Board of Managers. This document provides an overview of CAC purpose, links to reference documents, and practical advice regarding meeting function. For more detailed information about the responsibilities and purpose of the CAC, please review:

- [Bylaws of the RPBCWD CAC](#)
- [Chapter 103D](#) is the Minnesota Statute providing for establishment of and direction for watershed districts. Within this chapter, [Section 103D.331 Advisory Committee](#) outlines the purpose and duties citizen advisory committees.

Official Purpose and Duties

Purpose of the 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. (per MN 103D.331)

Duties of the CAC

According to MN 103D.331:

- Elect a chair and a recorder
- Establish a meeting schedule, which meets at minimum once per year
- Consider issues pertinent to the watershed district
- Review and comment on reports, minutes, activities, and proposed projects of the BOM
- Report CAC meeting minutes and recommendations to the BOM

According to the RPBCWD CAC bylaws:

- Support the mission and goals of RPBCWD
- Review and comment on reports, minutes, activities, programs and projects of RPBCWD
- Consider issues pertinent to the functions and purposes of the RPBCWD
- Advise in decision-making
- Raise issues of concern from the public
- Provide guidance on and assisting with coordination of volunteer activities
- Report to the Board of Managers on the content of CAC meetings and resulting recommendations

Overview

Membership and Process

- Members serve two-year terms.
- The CAC must have at least five members.
- Members must be residents of the watershed district (exception for those with technical expertise as allowed by statute).
- CAC members serve at the pleasure of the managers. Managers appoint and remove CAC members.
- May be reimbursed necessary expenses such as travel in performance of assigned duties.

The CAC is an independent committee with the primary role of advising the BOM. Duties include:

- Identify key issues of concern or support within the watershed district & bring to CAC.
- Identify education opportunities staff can facilitate for CAC members (conferences, etc.).
- Bring forward ideas for presenters or discussion topics at CAC meetings.
- Represent the CAC at BOM meetings & report back to the CAC about those meetings.
- Represent CAC on the Technical Advisory Committee (TAC).

KEY POINTS

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| <p>The CAC sets its own bylaws by member consensus.</p> | <p>Staff liaison facilitates relationship but does not direct the CAC.</p> | <p>BOM representative attends a CAC meeting but is not in charge.</p> |
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CAC Meetings Information

WHEN 6:00 pm on third Monday of the month (rescheduled if meeting falls on a holiday)

WHERE District Office, 18681 Lake Drive E., Chanhassen

- Meeting agendas and minutes are posted on rbpcwd.org/CAC
- Meetings must have a quorum (majority) of CAC members present to take place.
- **If unable to attend an upcoming meeting**, a member must notify the CAC chair and/or staff liaison. *This helps to ensure the CAC has a quorum to hold a meeting.*
- Member attendance is marked as present, excused (notice given), or absent (no notice given).
- Meetings are open to the public and provide an opportunity for the public to bring items of interest before the CAC.
- RPBCWD staff liaison(s) attend CAC meetings to provide updates and facilitate CAC efforts as appropriate.
- One manager from the board attends CAC meetings as a guest.
- Staff may schedule BOM-CAC joint meetings/events as needed.
- Most recent CAC meeting minutes (typically draft minutes) are included in the packet for the next BOM meeting.

Take Action as a CAC Member

CAC Meetings

- Ask that something be added to the CAC meeting agenda by contacting the CAC Chair or bringing the item forward at the beginning of a CAC meeting during agenda review/approval.
- Offer a motion at a CAC meeting to send an item of interest to the BOM.
- Volunteer to form/lead a CAC subcommittee for a subject of interest.
- Suggest a contact or coordinate a speaker for a CAC meeting.

Board of Manager Meetings

- Sign up to represent the CAC at a BOM meeting by providing a report during the “Committee and Member Reports” (sign-up link provided on CAC meeting agenda).
- Attend a BOM meeting as an individual, not as an official CAC representative. Anyone may speak during the BOM meeting “Matters of Public Interest.”

Other

- Be the “eyes and ears” of the District by following or participating in city public input opportunities for projects, following local news that may involve water resources, talking to your neighbors, etc.
- Volunteer at District events, activities, or staff fieldwork.
- Attend educational trainings, workshops, and presentations relevant to natural and water resources. At discretion of the District Administrator, RPBCWD may be able to provide monetary support to a CAC member for some trainings/conferences.

Be in the Know

- Read the [Bylaws of the CAC](#)
- Review the [CAC position descriptions](#)
- Become familiar with the CAC webpage: rpbcwd.org/CAC
- Check out the “Reference Info for CAC Members” at the bottom of the page
 - New members – read “[Watershed District Overview](#)”
 - Watch recorded “[Welcome to the CAC 2023](#)” presentation and other recordings from CAC Meetings (bottom of the CAC webpage).
- Sign up to receive [District e-news](#).
- Check out the [District annual reports](#).

Questions? Feel free to reach out anytime to a staff liaison or the District Administrator!

Useful links on the RPBCWD website



View the District calendar

rpbcwd.org/calendar



Learn about permits and District rules

rpbcwd.org/permits



Learn about and apply for a District grant

rpbcwd.org/grants



Sign up for a District event or training

rpbcwd.org/events



Find out which subwatershed you live in

rpbcwd.org/map



Contact District staff

rpbcwd.org/staff

District Organization

As of 01/31/2024

