COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: November 13, 2012  
AGENDA NUMBER: 15  
ITEM: CAC Appointments

POLICY IMPACT: Discussion  
FISCAL IMPACT: Budgeted

REQUEST
Direct staff to advertise that the District is seeking members for its CAC. Applications due December 15, 2012. To be reviewed by Board of Managers January 14, 2013.

BACKGROUND
On October 10, 2011, the Board adopted Policy 1.8 describing the policy and procedures governing the District Citizen Advisory Committee (CAC).

The purpose of the CAC is 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 within the District.

Appointment to the CAC is for one (1) year and renewed annually in January. While applications for the CAC are accepted year round the Board had indicated a desire to advertise/recruit on an annual basis.

The policy and procedure indicates that the Coon Creek Watershed District shall use all practical means to solicit applications for membership on the Citizen Advisory Committee. These shall include but are not limited to:

1. Word of Mouth
2. Advertising in the:
   - Official Paper of the District
   - District website
   - Websites of municipalities within the Watershed District

ISSUES/CONCERNS
1. Potential Loss of Members: On January 9, 2012 the Board appointed nine people to the CAC. At present 6 of the original nine may have conflicts, changes in priorities or will need to be replaced:

   - Two members represent required organizations (ACD & Anoka County) that reappoint their representative annually.
   - One member has had to drop out because of health issues.
• One member is running for city council
• One member is filling in on the School Board
• One member is running for County Board

2. **Appointments:** Applications to replace incumbents are due by December 15. Applications are reviewed by the CCWD Administrator for qualification and are approved by the Coon Creek Watershed District Board of Managers. Appointments are for one (1) year and may be renewed annually in January.

3. **Applications:** Applications to replace incumbents are due by December 15.

**RECOMMENDATION**
Direct staff to post notice that the District is seeking members for its CAC