

COON CREEK WATERSHED DISTRICT

POLICY & PROCEDURES MANUAL

Policy # 1.8.1

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Program: Public & Government Relations

Policy Name: CITIZEN ADVISORY COMMITTEE

POLICY

The Coon Creek Watershed District shall have 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 within the District.

INTENT

To establish a Citizen Advisory Committee; provide for membership, eligibility requirements, and removal, filling of vacancies and committee powers and duties.

SOURCE

Minnesota Statutes section 103D.331, Citizen Advisory Committee.

BACKGROUND

The District CAC was established in 1988 in response to a complaint to the Water Resources Board (preceded BWSR) and in response to District activities involving ditch repairs and special assessments. The CAC remained active through 1991 and stopped meeting in 1992 due to lack of interest.

In 1998, the District attempted to once again reconstitute the CAC by requesting that a city council member from each of the five cities be the principal contact with the District. The District heard from three cities and in 2005 no longer heard from any of the cities.

PROCEDURES

1) Purpose of 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 within the District.

2) Membership

Members of the Citizen Advisory Committee are appointed by and serve at the pleasure of the Board of Managers.

- 1) **Committee Size:** The total size of the Committee shall be limited to nine (9) members. Seven of those members must be residents of the watershed district and does not include the representatives of the either Anoka County or the Soil and Water Conservation District. The intent in limiting the size of the advisory

committee is increase the committees' effectiveness in fulfilling its statutory purpose

- 2) **Committee Makeup and Composition:** Consistent with Minnesota Statutes section 103D.331, Subd. (2)(a), the makeup of the Citizen Advisory Committee shall be as follows:
 - a) Up to seven (7) Citizen Members. Citizen Members must be district residents. Recruitment must be targeted, and preference must be given, to ensure, if practicable, that the Citizen membership includes one (1) member of a sporting organization, and one (1) member of a farm or agricultural organization.
 - b) If practicable, one (1) Representative from the Anoka County Conservation District Board of Supervisors. This member does not need to be a district resident.
 - c) If practicable, one (1) Representative from Anoka County Board of Commissioners, or designee. This member does not need to be a district resident.
 - d) Total membership of CAC must be minimum of five (5) members.
- 3) **Discretion of Board to Appoint Other Interested/Technical Persons:** Consistent with Minnesota Statutes section 103D.331, Subd. (2)(b), the Board of Managers may appoint other interested and technical persons who may or may not reside with the Watershed District to serve at the pleasure of the Managers. Interested and technical persons who are not District residents may either own or work for businesses located with the Watershed District or contribute special knowledge or expertise to the mission of the Watershed District.

One Manager and the District Administrator, or staff person appointed by the Administrator, shall act as liaisons to the Citizen Advisory Committee as described in sections 13 and 14 of this Policy.

3) Meetings

The Coon Creek Citizen Advisory Committee will meet on the second Wednesday of each month, convening at 5:00 p.m. – 6:30p.m., except in the month of December when there will not be a regularly scheduled meeting.

4) Role and Responsibilities

The Committee shall act in an advisory capacity to the Coon Creek Watershed District Board of Managers.

- 1) The Committee may hold public meetings and
- 2) Shall make such studies, analyses, and reports as requested by the Board of Managers
- 3) May review, advise, and make recommendations to the Board of Managers

Citizen Advisory Committee members will be asked to review, advise, and make recommendations on short and long term

- 1) Surface water planning
- 2) Policy and operational issues
- 3) Annual Budget
- 4) Project Financing
- 5) Major development proposals, and land use changes directly relating to water and related land resource management
- 6) Proposed projects to be conducted by the District
- 7) Water and related land resource rules and resolutions
- 8) District policies relating to land and water management

5) Recruitment

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:
 - a) Official Paper of the District
 - b) District website
 - c) Websites of municipalities within the Watershed District

Primary recruitment efforts must be targeted to ensure, if practicable, one member of a sporting organization, and one member of a farm organization. Secondary recruitment efforts should target membership so that it evenly represents the geography of the Watershed, if practicable.

6) Application

- 1) Application Form: Interested parties will be asked to fill out an application that includes the following information.
 - a) Occupation
 - b) Availability
 - c) Experience/Qualifications & civic activities
 - d) Motivation/Reason for serving
- 2) Application Period:
 - a) General Application: Applications to serve on the Advisory will be accepted year-round but must be received by November 15 to be considered for the following year.

7) Desired Qualifications

Prospective and active members of the Citizen Advisory Committee should be:

- 1) Interested in at least one of the following:
 - a) Water Resource Protection/ Management,
 - b) Public Education/Outreach,
 - c) Water Resource Planning
 - d) Budget Planning

- 2) Able to serve as a liaison between the District and their geographic area or area of interest.
- 3) Able to effectively work and communicate with others.

8) Evaluation and Selection Criteria

Applications will be reviewed by staff and reported to the Board of Managers based upon the following:

- 1) Applicant's ability to complete the assigned responsibilities
- 2) Obvious conflicts of interest
- 3) Applicant's background/experiences/interests that add value, new perspective or diverse experience to the CAC
- 4) Applicant's ability to provide a perspective that reflects the watershed constituency, and the watershed district's mission
- 5) Applicant's involvement in civic, professional, community or volunteer groups
- 6) Applicant's ability to work cooperatively with other CAC members and the Board of Managers.

9) Appointment

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 December or January.

10) Removal & Vacancy on Advisory Committees

Members of the Committee may be removed by the Board of Managers for any reason deemed sufficient by a majority of the Board of Managers. Should a representative of the Anoka County Conservation District Board or the designee of the Anoka County Board of Commissioners resign or be removed, the Watershed District shall request, in writing, to those Boards to appoint a new representative. Failure of an organization to appoint a representative to the Committee does not preclude future participation.

11) Removal

The eventual 'Removal' of a CAC member is a distinct possibility. Below is one policy statement and method for achieving this.

A Citizen Advisor serves at the will and pleasure of the CCWD Board of Managers and may be removed at the discretion of the CCWD Board of Managers

- 1) Being a Citizen Advisor is an At-will appointment
- 2) Removal may occur when a Citizen Advisor fails to meet the criteria for representing the geographic area to which the member was appointed.
- 3) Removal may occur when a Citizen Advisor has engaged in conduct detrimental to the accomplishment of CAC responsibilities and/or CCWD mission, or engaged in conduct contrary to the CAC Code of Conduct.

The CCWD staff shall notify a member if they are removed from the CAC. The position will then be considered vacant and open to be filled.

12) Expense Reimbursement

Minnesota Statutes section 103D.331 (3) provides that the Managers may reimburse CAC members for actual traveling and other necessary expenses incurred in the performance of their duties.

13) Board Liaison

The Board will appoint a Board member to serve as a liaison to the CAC. The principal role of the Board Liaison is to facilitate the flow of information between the CAC and the CCWD Board of Managers.

14) Staff Liaison

The District Administrator or the appointed staff liaison will serve as the principal staff members, in that order, who serve as a liaison to the CAC. The principal role of the Staff Liaison is to facilitate the flow of information between the Committee, the CCWD Board of Managers and the CCWD staff. Other general staff responsibilities include:

- 1) Orient new Committee members
- 2) Distribute Committee notices and agendas
- 3) Provide recommendations from the Committee to the CCWD Board of Managers
- 4) Support and motivate the Committee to participate in other Watershed activities

AUTHORIZATION

Adopted: October 10, 2011

Revised: January 18, 2017

Revised: December 14, 2020

APPROVED

District Administrator, December 14 2020

Citizen Advisory Committee Code of Conduct

- This is a volunteer position with no reimbursement, except possibly for conference attendance.

- The Coon Creek Watershed District (CCWD) expects CAC members to:
 - Attend a new member orientation
 - Make a serious commitment to actively participate in CAC work Notify the staff liaison if unable to attend meetings Prepare for meetings and reviews
 - Become familiar with the CCWD Mission and CAC role
 - Understand the roles and relationships of the CAC and the CCWD staff and Board of Managers
 - Get to know other CAC members to build a working relationships
 - Reflect the perspectives of the watershed's diverse constituency in discussions and decision-making
 - Serve the CCWD in a professional and non-partisan manner.
 - Support the majority decision on issues decided by the CAC and the CCWD Board of Managers at meetings and when representing CCWD at other forums, even if personal opinions are different
 - Refrain from making public comments and statements that would misrepresent or negatively represent the CCWD, its decisions or policies including written or verbal comments to the media, on blogs, websites, or other forums where it is foreseeable that the comments will become known to the public