



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, September 20, 2023

Agenda Item

Item 4. D. – Report on Citizens Advisory Committee

Prepared By

Linda Loomis, Administrator

Summary

The Citizen Advisory Committee (CAC) met on September 5, 2023, at the Savage Library. A quorum was present, so the CAC elected officers. Outreach events were discussed and communications with the public was discussed. The CAC plans to have a mockup of a newsletter and some story boards for educational videos prepared for review at the next CAC meeting which will be 4:30 pm, October 3, 2023. A location will be announced.

Administrator Loomis updated the CAC on LMRWD activities.

On August 16th, the CAC tabled at the Chaska Farmers Market, on September 9th at the Bloomington Farmers Market and on September 16th at the Richfield/Bloomington Alt-Lawns Buzz Fest, in Bloomington.

Attachments

September CAC meeting packet

Recommended Action

No action recommended – for information only



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Agenda

Citizen Advisory Committee

Tuesday, September 5, 2023 | 4:30 p.m.

Savage Library – small conference room | 13090 Alabama Ave., Savage, MN 55378

1. Officer Elections
2. Call to Order and Roll Call
3. Consent Agenda
 - a. Approval of the September Agenda
 - April notes – no quorum not official minutes (attached)
4. Citizen Input on Non-agenda Items
5. New Business
 - a. Update bylaws with new meeting time (attached – see page 4 of bylaws)
 - b. Review adjacent watershed district citizen advisory committees (attached)
 - c. Bi-annual newsletter (objective, audience, distribution, frequency, content)
 - d. MN River Journey video - Patty
6. Old Business
7. Communications
 - a. Update on watershed activities
8. Adjournment
9. Optional - visit interpretive sign at Eagle Creek Park | 9200 Preserve Trail, Savage, 55378

****Please RSVP to confirm a quorum****



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Notes

Citizen Advisory Committee (CAC)

Tuesday, April 4, 2023

Eden Prairie Library 565 Prairie Center Drive, Eden Prairie, 55344
Green Foxtail Room 137

The following members were present: Judy Berglund, Greg Genz, and Patty Thomsen. The following individuals also attended the meeting: Theresa Kuplic, LMRWD board member; Linda Loomis, Naiad Consulting LLC and Lower Minnesota River Watershed District (LMRWD) administrator; and Jen Dullum, Young Environmental Consulting Group LLC education outreach coordinator.

*There was not a quorum for this meeting, and the notes are unofficial.

The group discussed CAC meeting times and decided to continue to meet on the first Tuesday of the month. Members present decided on a 4:30 p.m. start time for meetings. On meeting days when the CAC has tours scheduled, the start time may be adjusted to accommodate the tour.

The attendees discussed Robert's Rules of Order and proposed that the group should reevaluate the bylaw requirement to follow them. The group thinks it is unnecessary to abide by Robert's Rules of Order and that the official minutes should be meeting notes. The group also believed a quorum should not be necessary and that the quorum requirement should be reassessed in the bylaws. It was mentioned that members who regularly miss meetings could be reassigned as alternate CAC members. The CAC bylaws are not specific to what is meant by regular attendance.

Loomis said the board of managers approved the Friends of the Minnesota Valley (FMV) proposal to attend county fairs at the March board meeting. FMV will staff up to 10 county fairs and distribute handouts about sediment transfer in the Minnesota River. Opportunities for the CAC to attend and staff these booths may be available for those who are interested.

Dullum shared a promotional handout for the Educator Mini-Grant Program. The handout is intended to be mailed or dropped off to schools to increase participation in the program. The group suggested that science department leads and parent-teacher organizations be contacted. Other suggestions included connecting with Ted Suss and the River Watch program to identify schools involved in the program that may need additional funding. Kuplic and Thomsen are

willing to visit schools to discuss the grant program with school administration and work with the schools on curriculum and programming. It was suggested that the LMRWD should narrow its focus to a smaller number of schools to promote the mini-grant program too. Loomis mentioned the Neighbors Nurturing Nature group's potential LMRWD grant-funded project at Olsen Elementary, which could lead to outdoor water education programming and work with the school with which the CAC and the mini-grant program could assist.

The group reviewed tabling events they plan to attend this spring. The events include the following:

- Eden Prairie Arbor Day Walk and Green Fair | April 29 from 9:00 a.m. to noon.
 - Berglund, Kuplic, and Loomis plan to attend this event. Riley Purgatory Bluff Creek and Nine Mile Creek watershed districts will attend with the LMRWD.
- Burnsville Native Plant Market | May 20 from 9:00 a.m. to noon.
 - Berglund and Kuplic plan to attend this event.
- Bloomington Public Works Open House | May 20 from 9:00 a.m. to noon.
 - There are currently no CAC volunteers for this event. Nine Mile Creek Watershed District will be tabling at the event with the LMRWD.
- Eagan Market Fest | June 21 from 4:00 p.m. to 8:00 p.m.
 - Genz and Kuplic plan to attend this event.
- Bloomington Farmers Market | July 15 from 8:00 a.m. to 1:00 p.m.
 - Berglund and Kuplic plan to attend this event.
- Chaska Farmers Market | August 16 from 3:00 p.m. to 6:00 p.m.
 - Berglund and Thomsen plan to attend this event.

Other opportunities may present themselves this fall and may include the Metro Children's Water Festival and the Scott Outdoor Education Days event.

Upcoming meetings:

May 2: Wastewater treatment plant tour

June 6: MN River boat tour

July 4: no meeting

November 7: Black Dog power plant tour

Acknowledgements

Citizen Advisory Committee:

Judy Berglund
Craig Diederichs, Chair
Greg Genz
Jenny Karkowski, Vice-Chair
Theresa Kuplic, Secretary

Lower Minnesota River Board of Managers:

Jesse Hartmann, President
Patricia Mraz, Vice President
David Raby, Treasurer
Lauren Salvato, Secretary

Date of CAC Endorsement: April 6, 2021

Date of LMRWD Board Approval: April 21, 2021

Date of LMRWD Board Approval with Amendments: May 19, 2021

Date of CAC Adoption: June 1, 2021

Date of LMRWD Board Approval with Amendments: June 16, 2021

**Lower Minnesota River Watershed District
Citizen Advisory Committee
Draft Bylaws**

ARTICLE I: AUTHORITY

The Lower Minnesota River Watershed District (LMRWD) Citizen Advisory Committee (CAC) is hereby established with such powers and duties as are delegated to the CAC by the LMRWD Board of Managers (Board).

ARTICLE II: RESPONSIBILITIES

Per the Board and as outlined in the LMRWD Plan, the responsibilities of the CAC include the following:

- a) Acting as a liaison between the LMRWD and residents.
- b) Increasing public awareness by educating LMRWD residents about actions necessary to protect and improve water resources and habitat within its boundary.
- c) Advising the Board and staff on issues important to residents.

ARTICLE III: MEMBERSHIP

CAC members are appointed by the Board. The CAC strives to contain a minimum of five members made up of interested and technical persons who are residents and non-residents of the District. CAC members are appointed to two-year terms.

ARTICLE IV: CONFLICT OF INTEREST

Prior to deliberation on an issue, a member who feels that they have a perceived conflict of interest shall disclose that information to the Chair and members. Members may also report other members' potential conflicts of interest to the Chair and members. A majority vote of members present will determine whether the conflict of interest is sufficiently substantial to exclude the member from voting on the issue. All conflicts of interest disclosures and subsequent determination of whether to exclude a member from a vote shall be noted in the minutes.

ARTICLE V: PARTICIPATION

To ensure the CAC's efficiency, regular attendance at meetings is necessary. Any member may be removed for repeated, unexcused absences from CAC meetings. The Chair or LMRWD staff if directed by the Chair must notify the Board president when any member has three or more

consecutive unexcused absences or when a member's sporadic attendance prevents meaningful participation in CAC matters.

An absence shall be deemed excused if the member notified the Chair, another CAC member, or District staff prior to the meeting. Excused absences shall be noted in the minutes of the meeting.

Any member may be removed from office for just cause and on written charge by a majority vote of the Board.

Members may request a leave of absence from the CAC by sending a letter to the Board president. The Board may grant a leave of absence for a period of no less than three months and up to a maximum of one year. While a member is on leave of absence, they shall not be eligible to vote and shall not be counted toward the quorum.

Members shall communicate their intention to resign in writing to the CAC Secretary, who in turn will notify members and the Board president.

Members are encouraged to attend Board meetings and District functions.

ARTICLE VI: VACANCIES

The Chair will notify the Board president of vacancies in membership. The Board will act in good faith to fill vacancies within 60 days from the date that the Board is notified of the vacancy.

ARTICLE VII: OFFICERS

Officers shall be elected for a one-year term. Elections shall be held during the first CAC meeting of the calendar year. The officers shall be chair, vice-chair, and secretary.

Duties of the officers are as follows:

1. The chair will do the following:
 - a. Preside at all meetings of the CAC.
 - b. Lead meetings in an efficient and orderly fashion.
 - c. Plan meeting agendas in cooperation with staff.
 - d. Encourage participation by all members at meetings.
 - e. Serve as the primary contact to the Board.
 - f. Appoint members to serve on subcommittees and task forces, as appropriate.
2. The vice-chair shall perform the duties of the chair in the chair's absence.
3. The secretary administers the paperwork at each meeting, prepares and distributes meeting minutes, handles all CAC correspondence, maintains a CAC file of pertinent

information, and coordinates with the education and outreach coordinator and the District administrator.

Any officer whose membership ceases prior to the expiration of his/her term as an officer shall be replaced for the balance of his/her term by a special election of the CAC. Such special elections shall be held during the second regular meeting of the CAC immediately following termination of the officer's membership.

ARTICLE VIII: MEETINGS

The CAC will meet regularly pursuant to a schedule established by the CAC. Regular meetings shall be held on the first Tuesday of every month at ~~9:00 a.m~~ 4:30 p.m. Members present at the prior regularly scheduled meeting may change this meeting schedule by a majority vote. Notice of the date, time, place, and proposed agenda of the meeting shall be published on the District's website at least seven days before the meeting.

The CAC will be subject to the Open Meeting Law, Minnesota Statute 13D (Appendix C). A quorum of at least half the members plus one CAC member must attend regularly scheduled meetings to vote on action agenda items or to vote on motions made during regularly scheduled meetings.

All CAC meetings shall be public. Public participation at meetings will, to the extent possible, be for the purpose of presenting information or providing comments that were not previously available to the CAC.

The CAC may utilize technology, including a conference call or web-based participation for members, presenters, or other necessary participants when feasible.

ARTICLE IX: VOTING

Each member is entitled to one vote. The CAC will function by a majority vote of the members present. A quorum must be present to vote. A tie vote by the CAC constitutes an impasse, and the result in question will remain a tie and be reported to the Board as a tie.

ARTICLE X: OFFICIAL MINUTES

The minutes of the CAC will be recorded by the secretary and will include the time, date, and place of the meeting; the attendance of the members and guests; the topics of the meeting and actions taken, or findings made; the results of roll-call votes; and a narrative or summary of pertinent discussions. A copy of the minutes for each meeting will be made available to members of the Board and the CAC.

ARTICLES XI: RULES AND RESPONSIBILITIES

The CAC will use Robert's Rules of Order to govern its meetings and business transactions. See Appendix D.

ARTICLE XII: COMMITTEES

To accomplish its prescribed responsibilities, the CAC may create committees of its members to study and report on projects, plans, and programs under consideration by the Board. Such committees will operate under the bylaws and rules of the full CAC.

The chair may appoint nonmembers who have expressed an interest in the topic or who have specialized expertise to a subcommittee or taskforce as appropriate.

If a regularly scheduled meeting is canceled, or if a quorum is not available to conduct business at a regularly scheduled meeting, a subcommittee or task force may meet during the time of the regularly scheduled meeting without providing 24-hour notice.

ARTICLE XIII: STAFF SUPPORT

Education and outreach coordinator, the District administrator, or a representative is expected to attend each CAC meeting unless otherwise directed by the Board; other District staff attendance will be overseen by the District Administrator. Staff will be responsible for the following:

- Preparing agendas with input from the Board, CAC Chair, and CAC priorities.
- Recording minutes, as requested.
- Assisting the CAC Chair in matters related to running the meetings.
- Preparing background information for items requiring CAC action.
- Coordinating attendance by consultants and other staff, as needed.
- Preparing memorandums to communicate CAC recommendations to the Board.

ARTICLE XIV: AMENDMENTS TO THE BYLAWS

Any member may offer a motion to amend the bylaws. The motion must receive a second before a vote on an amendment will be scheduled. All proposed amendments must be read before the CAC at a regularly scheduled meeting. Voting on any amendment will be held at the first meeting after a motion to amend has been made and seconded. Amendments to the bylaws will require a majority vote of those present at the meeting.

Bylaws and any changes thereto shall be submitted to the Board for comment prior to adoption.

ARTICLE XV: SEPARABILITY PROVISIONS

Should any article of these bylaws be considered unconstitutional or void, the remaining provisions will remain in full effect.

ARTICLE XVI: EFFECTIVE DATE

These bylaws will take effect upon approval by the Board.

Craig's Questions to CAC members from Rice Creek Watershed District

1. Do you feel your meeting time works well for most members?
2. Is the frequency of monthly meetings too many or too few?
3. How much work do team members put in outside of the meeting? For example, do members volunteer at different events?
4. How do you seek community input or share the team's knowledge on how to protect the watershed?
5. Based on the website it looks like members are involved in reviewing projects and forwarding them to the board for approval. What kinds of projects are these?
6. How integral is the CAC with the board? Do members attend the board meetings as well?

Response from Mary Jo Truchon:

I started on the CAC as someone interested in water. I knew that Watershed Districts were required by statute to have a CAC. When I was elected to the Anoka Conservation Dist. Board, I continued on the CAC as a representative of the Soil & Water also required by statute. Twenty years ago, our CAC was small - usually 3 people. The staff was also small, but they helped us learn what the RCWD did and more about what we wanted to learn. Today the RCWD is a large and professional organization. We have a limit of twelve CAC members- five for a quorum. One of our recent tasks was to write our bylaws. We regularly have at least 2 staffers at our meetings- one for water quality and one outreach person. Managers take turns attending. We are also visited by various staffers to talk about what they do. The August meeting is a tour of some recent projects. We review the cost share projects at our regular meetings and send our recommendations to the Board of Managers. We were a part of the Comp. plan process. We are happy with our meeting times and duration. We can also attend on zoom. We are also encouraged to represent RCWD at local events. They have provided us with some logo hats, shirts so we look official. You can put in more effort by helping people who want to become "Water Stewards" connect with local projects. We are also encouraged to visit sites coming before us for cost share. Projects like shoreline restoration, curb cut raingardens can receive up to \$10,000. We have small grants for pollinators gardens, etc. Once a year we review large grants for cities, lake assns. etc. We have sponsored initiatives such as studying carp solutions. We are only limited by the effort we put in. We are encouraged to make community connections and bring our issues to the CAC to help come up with solutions. We are also encouraged to attend or watch the Board of Managers meetings. Some do. Board Members tell us our input is very valuable to them when they make decisions. CAC members often are

appointed to the Board of Managers. Hope this helps. If you have more questions I will get back to you. The office can send you our policies too.

Response from Doug Ramseth:

1. Do you feel your meeting time works well for most members?

I have been on the CAC for 13 years, and we have always met from 5:30-7:30. That seems to be a time that works best for working and retired members.

2. Is the frequency of monthly meetings too many or too few?

Our ten monthly meetings a year allow us to address the items the RCWD staff bring to the meeting. Preparation for meetings by the staff is considerable and more frequent meetings would add to their workload without a corresponding increase in productivity by the committee.

3. How much work do team members put in outside of the meeting? For example, do members volunteer at different events?

Annually, the CAC is sent the applications for municipal storm water improvement grants, which the members are asked to evaluate and apply a ranking. This typically takes a number of hours. Members also represent the district at public events. Members can volunteer as much or as little as they choose.

4. How do you seek community input or share the team's knowledge on how to protect the watershed?

CAC members when attending community events will answer questions regarding the watershed and explain programs and practices that members of the community can employ to improve water quality. I am the president of our lake association and we provide information through our newsletter on water quality improvement practices that homeowners can utilize to enhance their stewardship of the lake. We also have an RCWD representative speak at our annual meetings about the status of the water quality of the lake and review programs that support homeowner projects that prevent shoreline erosion, enhance runoff reduction, and provide habitat for pollinators.

5. Based on the website it looks like members are involved in reviewing projects and forwarding them to the board for approval. What kinds of projects are these?

The projects are typically rain gardens or other projects that reduce stormwater runoff, enhance rainwater infiltration, and mitigate shoreline erosion. The committee has reviewed projects from churches, colleges, businesses, municipalities, as well as homeowners.

6. How integral is the CAC with the board? Do members attend the board meetings as well?

A board member attends each CAC meeting. They provide an update to the CAC on current actions by the district. Board members tell us that the discussion of projects and the recommendations of the committee are valued in helping them make their funding decisions. I don't believe CAC members attend board meetings except when requested. However, at the last CAC meeting, we discussed having committee members rotate attending board meetings and reporting back to the committee.

Judy's Conversations with CAC member of Nine Mile Creek Watershed District

Charlotte Lefebvre has been a CAC member for four years. Her yard backs up to Nine Mile Creek.

The Nine Mile Creek CAC meets at least quarterly. They try to meet every other month.

CAC members help with volunteer projects for the watershed, such as:

- Pollinator events in Bloomington.
- Other city events.
- High School Green Corps events.
- Trash pickups along Nine Mile Creek.

The watershed has a budget for the CAC members to participate in workshops and conferences.