



Title: 2022 CAC Application Process and Appointment Recommendations

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Purpose:

Staff will provide committee members a summary of the recruitment process executed for appointment of Citizens Advisory Committee members for terms beginning in 2022 and provide staff recommendations based upon applications received.

Background:

According to MN Statute [§103D.331](#), the Minnehaha Creek Watershed District (MCWD or District) Board of Managers must appoint an Advisory Committee annually. On June 10, 2021, the Board approved [Resolution 21-042](#) adopting operational recommendations to align its Citizen Advisory Committee (CAC) with the overall strategic direction of the District, to advance its Balanced Urban Ecology policy. Accordingly, the 2022 CAC appointment process has been structured to support that direction.

Achieving Staggered CAC Terms:

Among the changes adopted in Resolution 21-042 included moving to two-year, staggered terms for the CAC's 14 members. Achieving staggered terms has been planned to occur during the 2022 appointment process. Current members have been encouraged to re-apply, and new applicants have been solicited through a public process, to participate in a competitive appointment process at the discretion of the Board of Managers. To stagger terms for the 14 members, it is recommended that the Board appoint seven members to one-year terms ending in December 2022, with the remaining seven members being appointed to two-year terms ending in December 2023. This would position MCWD's CAC for two alternating appointment classes of seven members each after 2022. There are no term limits for CAC members. This strategy was developed in close coordination with the CAC Executive Team and included a polling of existing CAC member preferences regarding one- or two-year terms.

2022 CAC Application and Recruitment Process:

To further support the CAC's realignment, and the 2022 recruitment and appointment process, staff completed several updates to application materials and recruitment process.

A [Position Description](#) was drafted, for first time, to summarize the duties and expectations of CAC members. The [Application Form](#) was updated to allow for easy electronic submission. An optional demographic questionnaire was added to allow for aggregate tracking of promotional reach and diversity across a variety of characteristics among CAC applicants. While appointments will not be made based upon individual demographics, overtime aggregate data will support the MCWD's goals of ensuring a diversity of geographic, demographic, and professional backgrounds among CAC members.

Recruitment for new CAC members began on October 8, 2021, and ended on October 31, 2021. Recruitment of members was supported through a variety of promotional strategies in the month of October. The new Position Description and Application Form were posted to the CAC website. MCWD staff, Board members, and current CAC members were actively encouraged to distribute the call for applications widely through their networks and recruit specific individuals to apply. MCWD staff alerted partners including cities, regional and state agencies, and non-profits to include the call for applications in their existing communications (newsletter, social media, etc.).

Review and Appointment Process:

Of 11 members currently serving on the CAC in 2021, ten expressed interest in returning in 2022. Nine applications were received from District residents interested in joining the CAC. The Board has set the CAC size at 14 members (twice the number of Board Managers).

MCWD staff will review applications, synthesize available information, and facilitate discussion at the November 4, 2021 OPC. Pending the November 4, 2021 OPC discussion, at the December 16, 2021 meeting, the Board will consider appointing the 2022 CAC with staggered terms as described above.