



Quick CAC Overview

Citizen Advisory Committee Regular Meeting
June 20, 2022

Watershed District Statutes

revisor.mn.gov/statutes/cite/103D

Minnesota Statute 103D.331 ADVISORY COMMITTEE

Subdivision 1. **Purpose.** The managers must annually appoint an advisory 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 in the watershed district.

Subd. 1a. **Duties.** For purposes of carrying out its duties under this section the advisory committee shall:

- (1) elect a chair from its membership;
- (2) elect a recorder from its membership;
- (3) establish a meeting schedule, which at a minimum meets annually;
- (4) consider issues pertinent to the functions and purposes of the watershed district;
- (5) review and comment on reports, minutes, activities, and proposed projects of the managers; and
- (6) report to the managers the general content of advisory committee meetings and resulting recommendations.

Subd. 2. **Members.** (a) The advisory committee consists of at least five members. If practicable, the advisory committee members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties and serve at the pleasure of the managers.

(b) In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the managers.

Subd. 3. **Expense reimbursement.** The managers may reimburse members of the advisory committee for actual traveling and other necessary expenses incurred in the performance of duties in the amount as provided for state employees.

CAC Purpose

rpbcwd.org/CAC

The CAC is an independent committee with the primary role of advising the Board of Managers (BOM).

- Identify key issues of concern or support within the watershed district & bring to CAC
- Identify education opportunities staff can facilitate for CAC members (workshops, 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 at the Technical Advisory Committee (TAC) – *Jeff Weiss*

**The CAC sets its own bylaws
by member consensus.**

You guide yourselves!

**Staff liaison facilitates relationship
but does not direct the CAC.**

*Staff assists as suitable but does not
make decisions for the CAC.*

**BOM sends a representative to the
CAC meeting but is not in charge.**

A manager is a guest at the CAC.

2022 CAC Members

1. Andrew Aller, *Chair*
2. Jim Boettcher, *Vice Chair*
3. Rodey Batiza, *Recorder*
4. Jessica Willey
5. Marilyn Torkelson
6. Michelle Frost
7. Sharon McCotter
8. Terry Jorgensen
9. Pete Iversen
10. Heidi Groven
11. Jeff Weiss
12. Mike Sorensen

Everyone's welcome to attend CAC meetings!
BOM meetings are also open to the public.

I can't make it to a CAC meeting. Who do I notify?

Why notify?

To ensure CAC has a quorum for meetings.



Option 1: Email a member of the CAC such as

- Andrew Aller, CAC Chair, aaller@mschi.com
- Jim Boettcher, CAC Vice Chair, jaboettch1@aol.com
- Rodey Batiza, CAC Recorder, rbatiza66@gmail.com



Option 2: Email the CAC staff liaison,

- Liz Forbes, lforbes@rpbcwd.org

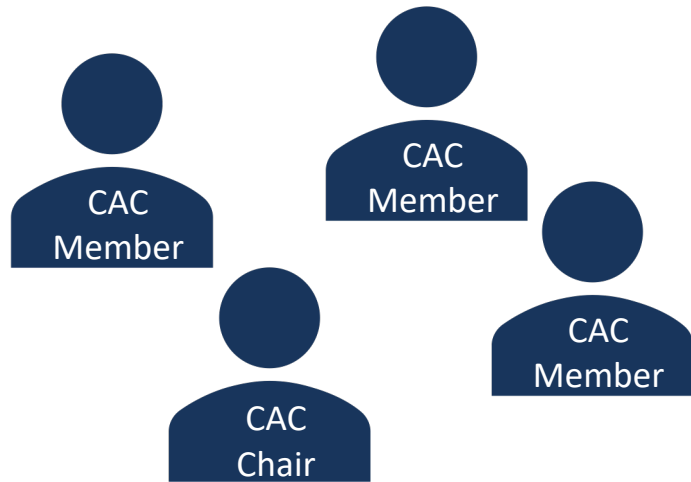


Option 3: Phone-a-friend (or text) another CAC member so they can speak up for you at the meeting

If you don't notify someone, you will be marked **absent** instead of **excused** during roll call.



I signed up to represent the CAC at a Board meeting but can no longer attend. Who do I do?



Ask another CAC member
to fill in for you/email group

or

Reach out to CAC Chair/Vice
Chair or the staff liaison to
coordinate a replacement

I'd like to get something on the CAC meeting agenda.
How do I go about this?



Option 1: Bring it up during a meeting to get something on an upcoming agenda.



Option 2: Reach out to CAC Chair/Vice Chair.

If I have general questions, who do I reach out to?

If it's **related to the CAC**, ask at a meeting or reach out to CAC Chair/Vice Chair.



If it's **related to a District program, project, or similar**, reach out to the CAC staff liaison.



Wild Lupine
Lupinus perennis



Questions?