

South Washington Watershed Citizens Advisory Committee



February 2015

South Washington Watershed Citizens Advisory Committee

The South Washington Watershed District

The South Washington Watershed District (SWWD) is located entirely in Washington County and contains portions of ten cities and townships: Afton, Cottage Grove, Denmark Township, Grey Cloud Island Township, Hastings, Lake Elmo, Newport, Oakdale, St. Paul Park and Woodbury. The area comprised by the eight cities and townships is presented in Table 1.1.

<i>Member City</i>	<i>Acreage</i>	<i>Square Miles</i>	<i>Percent of District</i>
Cottage Grove**	21,011	32.8	32
Denmark	19,275	30.1	30
Woodbury**	16,397	25.6	25
Newport	2,490	3.9	4
Grey Cloud Island	2,432	3.8	4
St. Paul Park	1,498	2.3	2
Lake Elmo**	704	1.1	1
Oakdale**	643	1.0	1
Afton**	448	0.7	1
Hastings	254	.4	0
Total	65, 152	101.8	100

*Based on legal boundary

** Original five cities comprising the Cottage Grove Ravine WMO

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SWWD Background:

In 1993, the Cottage Grove Ravine Watershed District was formed as the 42nd watershed district in Minnesota. The watershed district changed its name to the South Washington Watershed District in 1995.

In April 2003, the SWWD petitioned the Minnesota Board of Water and Soil Resources to enlarge the boundary and include the East Mississippi Water Management Organization. The East Mississippi Water Management Organization included all or portions of Grey Cloud Island Township, Cottage Grove, Woodbury, St. Paul Park and Newport. The enlargement petition was approved on May 28, 2003 by the Board of Water and Soil Resources (BWSR).

In 2009, Washington County petitioned BWSR to enlarge SWWD's boundary to include 4 of the 5 subwatersheds of the former Lower St. Croix Watershed Management Organization (LSCWMO), which had dissolved. BWSR approved the petition; however, later in 2009 they contracted SWWD's boundary by moving 3 of the new subwatersheds to the Valley Branch Watershed District in approving a citizen petition. May 2010, the SWWD petitioned BWSR in response to a mediated agreement, with the support of all affected local municipalities and organizations, to again enlarge the boundary to include the 3 additional subwatersheds from the former LSCWMO, which lie in the Lower St. Croix River Basin. The enlargement petition was approved in September 2010 by BWSR.

SWWD is governed by a five-member Board of Managers that guides SWWD in the implementation of its Watershed Plan adopted in 2007. The work of SWWD is carried out by 4 staff members.

The South Washington Office:

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South Washington Watershed Citizens Advisory Committee

SWWD Mission:

“To manage water and related resources of the South Washington Watershed District in cooperation with our citizens and communities.”

SWWD Vision:

The SWWD’s implementation activities focus on three dominant resource issues

- Water Quantity
- Water Quality
- Natural Resources

Further, implementation activities can be categorized into three general types:

- 1) Studies / Evaluations / Assessments – Monitoring or modeling programs intended to develop a sound scientific basis for decision-making.
- 2) Technical framework development – Establishing consistency with respect to managing District resources by creating a uniform set of design standards, performance specifications and technical methods.
- 3) On-the-ground watershed improvements – Projects to complete recommended actions or designated initiatives, including structural / infrastructure elements as well as non-structural elements.

Our Work:

Projects and programs for implementation form a Long Range Work Plan for the District. They are grouped into ten management areas representing the priorities established by the Board of Managers. SWWD accomplishes its mission through the following programs:

- Watershed Rules and Permitting
- Stormwater & BMP Monitoring and Mapping
- Water Resource Improvement Projects
- Education and Outreach
- Providing Technical Assistance
- Funding water quality improvement projects and programs through our Grants Program

South Washington Watershed Citizens Advisory Committee

Introduction:

Congratulations and welcome to South Washington Watershed District's Citizen Advisory Committee! We've collected this set of documents to help orient you to your new position as a member of the Citizen Advisory Committee (CAC). This guide includes information on the missions, history and procedures of both South Washington Watershed District (SWWD) and the CAC.

Mission:

The mission of the Citizens Advisory Committee is to advise, consult with, or make recommendations to the SWWD Board of Managers on a variety of issues that affect the citizens of South Washington Watershed District.

Roles and Responsibilities:

The CAC actively participates in SWWD planning processes, watershed plan preparation and long-term implementation of SWWD programs.

- The CAC is a communication link between the citizenry and the Board.
- Additional roles and responsibilities will be determined jointly by the CAC and the Board. Additional roles and responsibilities can include such things as:
 - Identify issues that are relevant to the responsibilities of the District.
 - Assist with the ranking of issues.
 - Develop projects to bring to the Board and staff for consideration.
 - Alert the Board and staff about potential projects and collaborations within the community.
 - Review and comment on the annual budget.
 - Review and comment on revised work plans and schedules as necessary.
 - Assist the Board in communicating with various community groups, organizations and citizens on matters affecting the District.
 - Identify area where additional education and information could assist the CAC in making recommendations

Recruitment:

The CAC will be comprised of citizen members of the various planning commissions and environmental management committees within the organized cities and townships having all or a portion of their boundary within the South Washington Watershed District.

The SWWD will contact the various local units of governments for their recommendations about specific citizens to serve on the CAC. Based upon their experience, the SWWD may also identify additional individuals suited to CAC participation. The selection of members to serve on the CAC is at the sole direction of the SWWD.

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Selection:

Watershed District Citizen Advisory Committees are authorized in accordance with Minnesota Statute 103D.331. Appointments to the Citizen Advisory Committee are made by the SWWD Board of Managers. Citizen Advisory Committee terms are for one year with a three year term limit. The Citizen Advisory Committee meets quarterly. Committee vacancies are advertised in the fall of each year, with Board appointments made in January.

Officers:

- Citizen Advisory Committee may elect a Chair and Vice-Chair to preside at meetings.
- Election of officers will take place at a meeting so designated by the Committee.
- A vacancy in the Committee Chair or Vice-Chair may be filled for the remaining term by election of the Committee members at any committee meeting.
- Termination of membership on the Citizen Advisory Committee results in automatic vacating of any office that the member holds.
- Each active member of a committee has one vote.
- A majority vote of a quorum shall be sufficient for the adoption of any motion.
- Citizen appointed members or those persons appointed to represent outside organizations or interest groups do not have proxy vote privileges.

Quorum:

One-half of the appointed members plus one shall be considered a quorum for meetings. Meetings can proceed without a quorum but formal action cannot be taken by the committee without a quorum present. The committee, at its discretion, may adjourn any meeting at which a quorum is not present without further notice

Meetings:

- All meetings are open, public meetings.
- All meetings will include having an SWWD Board Manager present.
- An annual meeting for the purpose of election of a Chair and Vice-Chair can be established by the Committee members.
- Notice and agenda for meetings will be given to each member of the committee no less than four days in advance of a meeting. Notice and agenda will be posted on the SWWD website and e-mail notification provided to each committee member.
- Committee requests for additional staff time or assignment of activities will be directed to the department head for approval.

Sub-Committees/Task Force Structure:

Task forces or sub-committees to study specific issues can be appointed by the Citizen Advisory Committee. Appointments to a task force will be made by the Chair of the Committee. Sub-Committees or task forces will have a specific purpose and will dissipate after the task is complete.

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Bylaws:

These procedures serve to manage the Citizens Advisory Committee operations. The Citizen Advisory Committee need not establish their own bylaws in addition to these operating procedures.

SWWD Organization Chart

