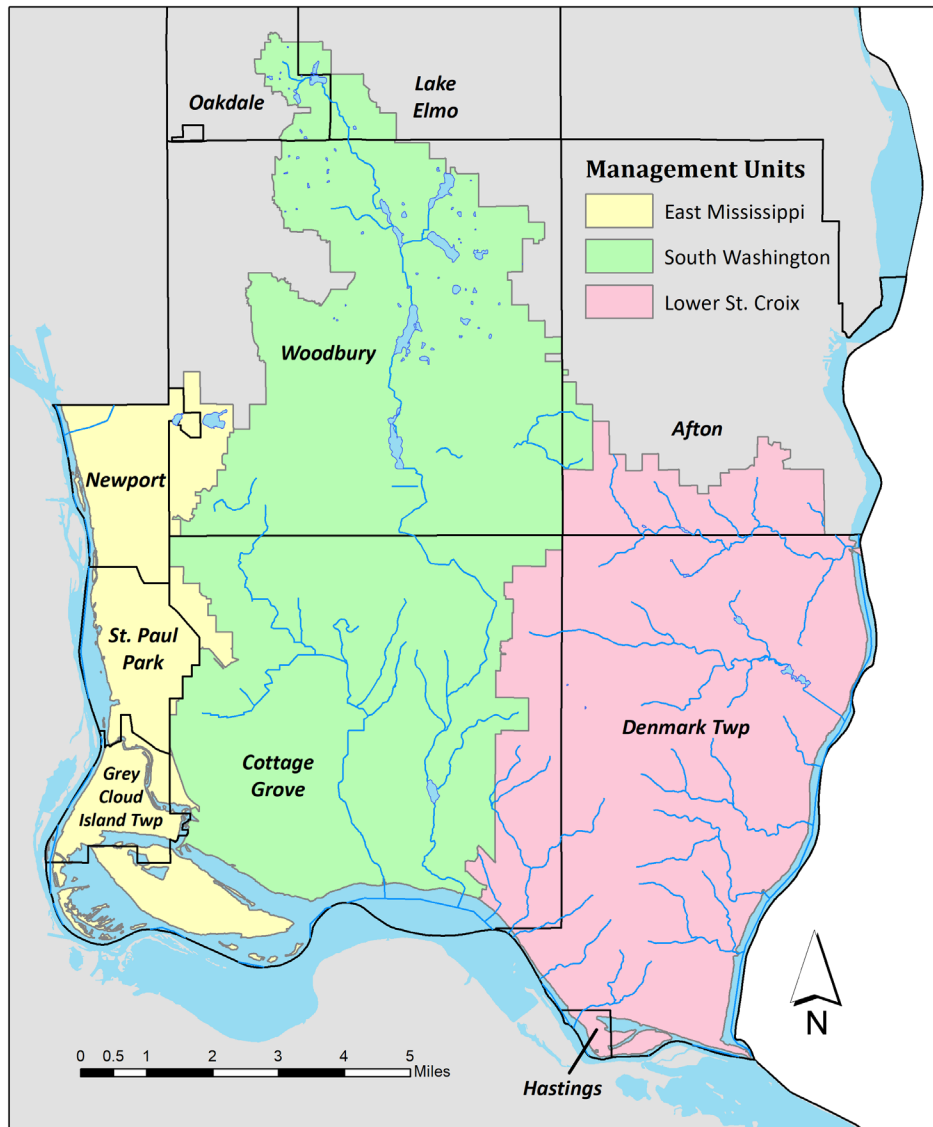




# Citizens Advisory Committee Operating Guidelines

Adopted: April 11, 2023



## 1. INTRODUCTION

Welcome to the South Washington Watershed District Citizen Advisory Committee! This information has been collected 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 operating procedures of the South Washington Watershed District CAC.

# South Washington Watershed Citizens Advisory Committee

---

## 2. 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 ten municipalities is presented below.

MUNICIPALITY	ACREAGE	SQUARE MILES	% OF SWWD
City of Cottage Grove	21,700	33.9	32.4%
Denmark Township	18,200	28.4	27.2%
City of Woodbury	16,782	26.2	25.1%
City of Newport	2,323	3.6	3.5%
Grey Cloud Island Township	1,385	2.2	2.1%
City of St. Paul Park	2,028	3.2	3.0%
City of Lake Elmo	634	1.0	0.9%
City of Oakdale	654	1.0	1.0%
City of Afton	3,082	4.8	4.6%
City of Hastings	168	0.3	0.3%
<b>Total</b>	<b>66,956</b>	<b>104.6</b>	<b>100</b>

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, SWWD petitioned the Minnesota Board of Water and Soil Resources to enlarge its 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).

# South Washington Watershed Citizens Advisory Committee

---

In 2009, Washington County petitioned BWSR to enlarge SWWD's boundary to include four of the five 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 three of the new subwatersheds to the Valley Branch Watershed District in approving a citizen petition. In May 2010, 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 three additional subwatersheds from the former LSCWMO, which lie in the Lower St. Croix River Basin. The enlargement petition was approved by BWSR in September 2010.

SWWD is governed by a five-member Board of Managers (Board), appointed by the Washington County Board of Commissioners, that guides SWWD in the implementation of its Watershed Plan adopted in 2016. The work of SWWD is carried out by five staff members. The SWWD office is co-located within the City of Woodbury's Public Works Department at 2302 Tower Drive, Woodbury, MN 55125. Staff can be reached by phone at 651-714-3729 and more detailed information about the watershed district can be viewed online at [www.swwdmn.org](http://www.swwdmn.org).

## SWWD MISSION STATEMENT

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

The SWWD's Watershed Management Plan is built to address seven issues: Flooding; Watershed Alterations; Groundwater Sustainability; Natural Resources; Climate Change; Information & Education; and, Efficiency & Accountability.

Projects and programs for implementation to address identified issues 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: Planning; Regulatory; Implementation & Maintenance; Information & Education; and, Administration.

### 3. CAC MISSION

The mission of the CAC is to advise, consult with, and make recommendations to the Board on a variety of issues that affect the citizens and natural resources of the SWWD.

# South Washington Watershed Citizens Advisory Committee

---

## 4. ROLES & RESPONSIBILITIES

The CAC actively participates in SWWD planning processes, watershed plan preparation and long-term program implementation, serving as a communication link between the citizenry and the Board. Statutory roles of the CAC include:

- Considering issues pertinent to the functions and purposes of the watershed district.
- Reviewing and commenting on reports, minutes, activities, and projects of the Board.
- Reporting to the Board the general content of CAC meetings and resulting recommendations.

Additional roles and responsibilities will be determined jointly by the CAC and the Board. Examples of additional roles and responsibilities include:

- Alerting the Board and staff about potential projects and collaboration opportunities within the community.
- Reviewing and commenting on the annual budget and annual work plans.
- Reviewing applications received through SWWD's various grant programs.
- Participating as a volunteer in SWWD landscape restoration projects and other land stewardship activities.
- Acting as a SWWD ambassador by assisting with education and outreach efforts and communicating with community groups, organizations and citizens.
- Identifying areas where additional education and information could assist the CAC in making recommendations to the Board.

## 5. RECRUITMENT

Watershed district citizen advisory committees are authorized in accordance with [Minnesota Statute 103D.331](#). SWWD will seek to maintain a CAC comprised of between five and nine members. To the extent practicable, SWWD should seek to include on its CAC a representative from the Washington Conservation District, a member of a sporting organization, and a member of a farm organization. Other SWWD residents may be appointed at the discretion of the managers, who will strive for citizen CAC members to be broadly distributed across the geographic area of the district and represent a broad range of interests. In addition, the SWWD Board may appoint other interested and technical persons who may or may not reside within the watershed district.

# South Washington Watershed Citizens Advisory Committee

---

## 6. APPOINTMENT, REAPPOINTMENT & REOMVAL

CAC appointments are made by the Board annually in January, after a period of recruitment each fall. Vacancies that arise during the year may, however, be filled at any time at the discretion of the Board. Initial CAC member terms run through the appointed calendar year, although members are encouraged to commit to serve a minimum of two years.

Current members in good standing that wish to be reappointed may simply notify SWWD staff and need not complete a new application form each year. CAC members serve at the pleasure of the Board. Further, missing three consecutive CAC meetings without prior notice may be considered by the Board as cause for removal from the CAC.

## 7. MEETINGS

The CAC will meet quarterly (March, June, September and December) at 6:00pm on the fourth Tuesday of the month. Additional meetings may be scheduled as the need arises in consultation between SWWD staff and the CAC Chairperson. Under no circumstance will meetings be called more than once per month or more than ten times per year in total. All CAC meetings are open, public meetings. A meeting notice and agenda will be posted on the SWWD website and e-mail notification will be provided to each CAC member no less than four days in advance of a meeting.

### I. OFFICERS

- The CAC shall annually elect a Chairperson, Vice-Chairperson and Secretary to preside at meetings.
- An annual election of officers will take place at the first CAC meeting of the year.
- A vacancy in the Chairperson, Vice-Chairperson or Secretary may be filled for the remaining term by election of the CAC members at any meeting.
- Removal of a member from the CAC by the Board results in automatic vacation of any office that the member holds.
- Each active CAC member has one vote and a majority vote of a quorum shall be sufficient for the adoption of any motion.
- All CAC members must be present at a meeting to vote (no proxy vote privileges).

### II. QUORUM

One-half of the appointed members plus one shall be considered a quorum for meetings. The Chairperson, in consultation with staff, may cancel a meeting when there will not be a quorum present, if severe weather is a concern, or when there is a lack of agenda items. If a meeting takes place without a quorum, no formal action may be taken.

## III. SWWD BOARD & STAFF PARTICIPATION

Reasonable effort will be made to have a Board member in attendance at each CAC meeting to serve as a liaison and to improve communication and partnership between the Board and CAC. A staff representative will attend each CAC meeting. Staff will be responsible for:

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

All CAC requests for assignment of staff time to CAC-initiated activities will be directed to the SWWD Administrator for approval.

## IV. MEETING OPERATION

CAC meetings do not follow a strict Roberts Rules of Order protocol. However, certain meeting procedures will be followed to ensure that meetings are efficient and effective. Discussions and the overall meeting are founded in respect. All CAC members should participate in discussions and be heard. The CAC will work towards consensus in their recommendations to the Board with the understanding that consensus is not always possible.

The Chairperson will be responsible for moving the meeting along efficiently. This is particularly important when discussions become too long, a single speaker is controlling a conversation, or when the conversation gets off topic. The Chairperson may interrupt a speaker when it is necessary to move to the next topic or take a vote.

Agenda item discussions requiring an action or recommendation to the Board will end with a motion to propose such an action or decision. After a member moves the action or decision, another member must second the motion and the Chairperson will offer additional opportunity for discussion before a vote is taken. A motion must receive a true majority of affirmative votes to pass. In the case of a tie or fewer affirmative votes, the motion fails. A voice vote is often sufficient for the purposes of the CAC, however, the Chairperson may ask for a show of hands or a roll call vote if a voice vote does not produce a clear outcome. CAC members may abstain from voting on any action or decision.

# South Washington Watershed Citizens Advisory Committee

---

## 8. COMMUNICATIONS

Staff will maintain a CAC email contact list for internal use. CAC email addresses will be used to share information with the group, but discussion amongst CAC members via email is discouraged and should remain limited. All efforts will be made to conduct CAC business at the monthly meetings and not via email. The CAC email list is to be used for CAC-specific communication. Member email addresses are considered private data and should not be shared with outside parties unless a specific individual has given permission to share it.

## 9. BYLAWS

These guidelines serve to manage the CAC's operations. The CAC need not establish their own bylaws in addition to these operating guidelines.

## 10. SWWD ORGANIZATION CHART

