

# Citizen Advisory Committee Orientation Packet



Middle Fork Crow River Watershed District  
Spicer, MN

February, 2019



# Middle Fork Crow River Watershed District

The Middle Fork Crow River Watershed is over 275 square miles in area. The river begins in the Belgrade area in Stearns County and winds through north central Kandiyohi County including the cities of New London, Spicer and Atwater and then runs east into Meeker County where it enters the North Fork Crow River at Mannanah.

## Mission:

To protect and preserve water quality in the Middle Fork Crow River Watershed District.

## Vision:

Middle Fork Crow River Watershed District achieves cleaner waters through strategic initiatives and partnerships, using:

- Research-based, informed decision making,
- Effective water quality rules and
- Education and outreach to promote changed attitudes toward water quality stewardship.

## Our Water Resources:

The water resources located in MFCRWD all eventually discharge to the Crow River. The eight major lakes in the MFCRWD are, Monogalia Lake, Long Lake, Nest Lake, George Lake, Green Lake, Calhoun Lake, Elkhorn Lake, and Diamond Lake. There are also numerous wetlands in the district all which play vital roles in controlling the flow of and purifying water. Wetlands and all eight lakes serve important recreational needs for District residents and visitors, including hunting, fishing, boating and swimming.

## Our Work:

MFCRWD 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

# Introduction

## Welcome

Welcome to Middle Fork Crow River 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 booklet includes information on the missions, history and procedures of both Middle Fork Crow River Watershed District (MFCRWD) and the CAC.

If you have questions after reading this booklet, please contact the CAC Chair Nancy Johnson.

## MFCRWD background

The Middle Fork Crow River Watershed District is a special purpose unit of government that was established in April 2005. The District exists for the protection and preservation of water quality in the Middle Fork Crow River Watershed. The District consists of a board of five managers from three of the four counties in the watershed. Because only a very small portion of the watershed lies in Pope County, there is no board member from that county. Board members are appointed by County Commissioners and serve a three-year term.

The Board of Managers typically meet on the first Tuesday of every month. Those who are interested in attending board meetings are encouraged to contact District personnel to confirm the meeting date and time. The public are invited to attend meetings and there is an opportunity to provide a brief address to the board in an open forum at the end of each meeting. However, this is a listening session and the board will not normally act on issues presented at an open forum. Anyone seeking time on the agenda to discuss issues with the board must contact the office at least 7 days prior to the meeting.



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## CAC online:

<http://www.mfcrow.org/citizen-advisory-commitee/>



189 County Road 8 NE  
P.O. Box 8  
Spicer, MN 56288  
320-796-0888  
[www.mfcrow.org](http://www.mfcrow.org)

# Citizen Advisory Committee Framework

The CAC framework serves to guide the work of the committee. The framework includes the CAC mission, roles and responsibilities of members, description of member recruitment and appointment, committee organization and initiatives.

## Mission of the Citizen Advisory Committee

The mission of the Citizen Advisory Committee is to assist and advise the Middle Fork Crow River Watershed District (MFCRWD) Board of Managers (Board) in accordance with Minnesota State Statutes section 103D.331. This is accomplished by reflecting community values in the development of MFCRWD projects and programs and by providing information and feedback on projects and programs in the District.

## Roles and responsibilities

- The CAC's primary purpose shall be to assist the MFCRWD Board of Managers in its work. This assistance *may* take a variety of forms, according to the needs and requests of the Board, *Including for example:*
  - > Explore programming ideas;
  - > Gather information to aid in Board decision making;
  - > Recognize citizen achievement in improving the Watershed;
  - > Educate the public on issues and opportunities for Watershed improvement;
  - > Conduct selected projects to improve the Watershed.
- In carrying out these and related services, and in accordance with Minnesota statute 103D.331, CAC *shall:*
  - > Support the mission statement and goals of the MFCRWD;
  - > Establish a meeting schedule, which at minimum meets annually;
  - > Annually elect a Chair and Secretary from its membership;
  - > Review and comment on reports, minutes, activities and projects of the Watershed District as necessary;
  - > Raise issues of concern from the public;
  - > Report to the Board of Managers on the general content of CAC meetings and resulting recommendations.

## Recruitment and appointment

### Recruitment

- The Committee consists of at least five members who serve one-year renewable terms. If practicable, members selected should include representatives 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
- Members must be residents of the watershed district, except representatives of the soil and water conservation districts or other technical persons.

## CAC Framework (cont.)

### Appointment

- Members shall be appointed to the advisory committee annually to advise and assist managers on all matters affecting the interests of the Watershed District.
- Members of the CAC shall serve a one-year term. The term of appointment for CAC members shall expire at the annual meeting. All CAC members may be open to re-appointment for consecutive terms.
- The Board of Managers may appoint a new or returning member(s) to the CAC at any time throughout the year to serve until the annual meeting.
- CAC members may be removed from service for cause by the Board of Managers.

### CAC organization

- The CAC will elect its own leadership.
- The CAC will create, update and operate under a set of bylaws that are adopted by the committee and approved by the Board.

### CAC initiatives

The CAC will undertake, in addition to roles and responsibilities, a number of its own initiatives that enhance its knowledge base and create more cohesion between committee members. These initiatives could include:

- Recruit new CAC members and maintain an orientation packet.
- Sponsor guest speakers at CAC meetings.
- Increase interaction with neighborhoods, receiving information and sharing it in two-way communication.
- Interact more with local government units, commissions and committees.
- Sponsor an awards program to recognize outstanding District citizens, partners, and projects in the District.
- Stay abreast of water resource issues by attending MAWD or other natural resource conferences.
- Attend more tours of projects/features in MFCRWD.
- Participate in legislative activities that impact the District.
- Participate in public education about MFCRWD and its projects.

# Expectations of CAC Members

Minnesota Statutes section 103D.331 (1a) describes the duties of advisory committees. The MFCRWD has developed responsibilities for the CAC Chair and Secretary.

## **Minnesota Statutes section 103D.331 (1a) Duties of Advisory Committee**

- (1) elect a chair from its membership;
- (2) elect a secretary 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.

## **CAC Chair Responsibilities**

The Chair serves a one-year renewable term, is a member of the CAC, and is elected at the annual meeting by a majority of voting members. "Voting member" may include those attending the annual meeting, and others unable to attend who submit a signed ballot through the mail or in person to the District office prior to the annual meeting; email ballots from an address containing the CAC member's name are also acceptable. Responsibilities include but are not limited to:

- Attend at least two meetings of the MFCRWD Board of Managers to help provide ongoing communication between the MFCRWD and CAC regarding issues pertinent to the functions and purposes of the watershed district
- Work with CAC members, District staff and Board of Managers to develop a mechanism for proposing projects to submit to the Board of Managers for consideration
- Work with the Secretary and District staff to ensure that communication between the CAC and Board of Managers is exchanged on a routine basis
- With involvement of CAC members, District staff and Board of Managers, organize CAC meetings

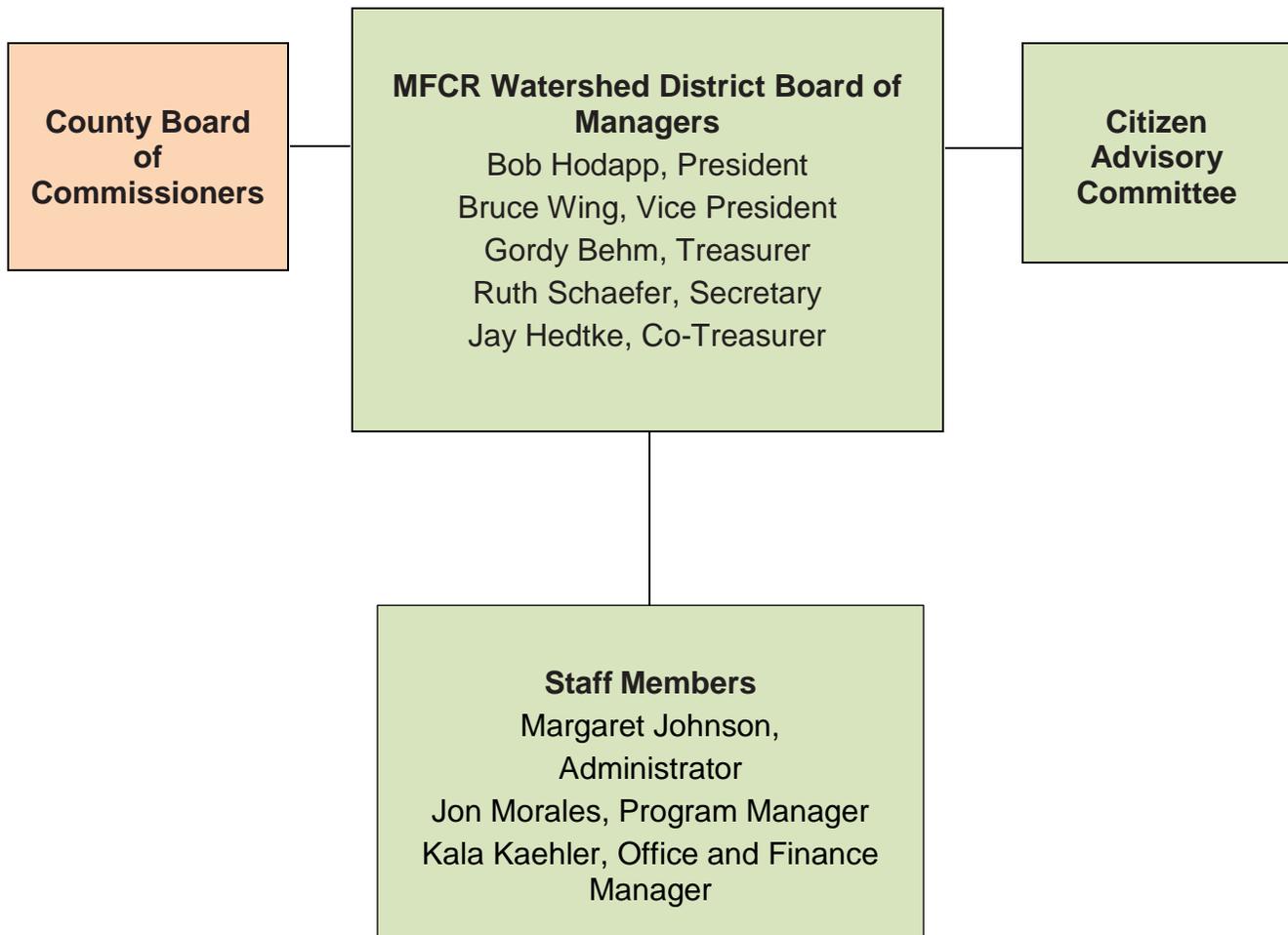
## **CAC Secretary Responsibilities**

The Secretary serves a one-year renewable term, is a member of the CAC, and is elected at the annual meeting by a majority of voting members. "Voting member" may include those attending the annual meeting, and others unable to attend who submit a signed ballot through the mail or in person to the District office prior to the annual meeting; email ballots from an address containing the CAC member's name are also acceptable. Responsibilities include but are not limited to:

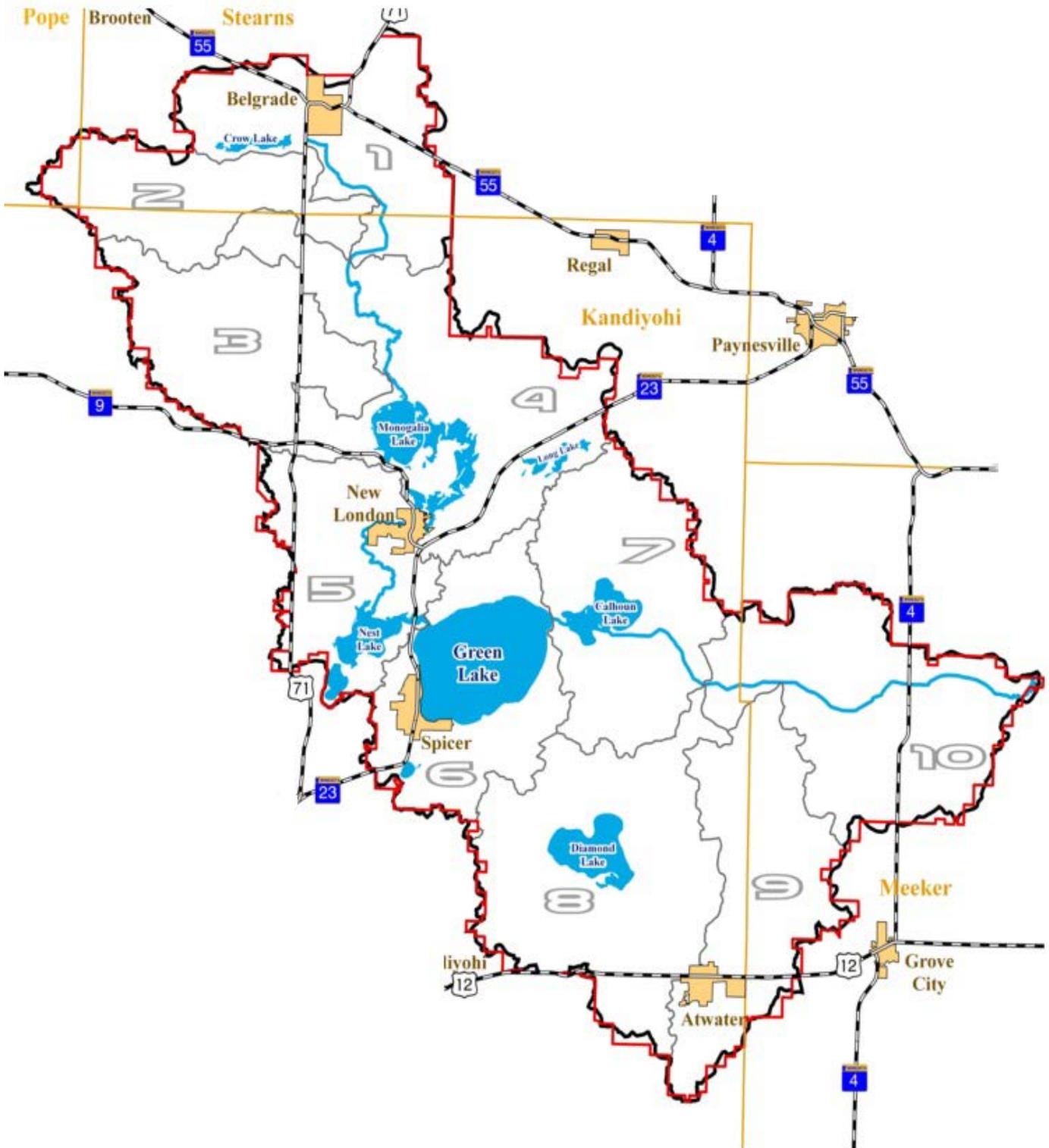
- Attend all CAC meetings, record the proceeding and format for distribution to the CAC, Board of Managers and other interested persons
- Work with District staff to ensure that communication between the CAC and Board of managers is exchanged on a routine basis
- Work with the Chair and District staff to help organize CAC meetings
- Help the Chair and District staff maintain and distribute a current membership contact list

# MFCRWD Organization Chart

This organization chart illustrates the relationships between the County Board of Commissioners, MFCRWD Board of Managers, CAC and staff members.



# MFCRWD Map



# 2013 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.

# MFCRWD CAC Bylaws

## ARTICLE I - NAME

The name of this committee shall be the **Middle Fork Crow River Watershed District Citizens Advisory Committee**. It will be referred elsewhere in these bylaws as the “Citizens Advisory Committee” or “CAC”.

## ARTICLE II – PURPOSE

CAC’s primary purpose shall be to assist the MFCRWD Board of Managers in its work. This assistance *may* take a variety of forms, according to the needs and requests of the Board, *including for example*:

- Explore programming ideas;
- Gather information to aid in Board decision making;
- Recognize citizen achievement in improving water quality throughout the Watershed;
- Educate the public on issues and opportunities for water quality improvement;
- Conduct selected projects to improve water quality in the Watershed.

In carrying out these and related services, and in accordance with Minnesota statute 103D.331, CAC *shall*:

- Support the mission statement and goals of the Middle Fork Crow River Watershed District;
- Establish a meeting schedule, which at a minimum meets annually;
- Annually elect a Chair and Secretary from its membership;

Review and comment on reports, minutes, activities and projects of the Watershed District as necessary;

- Raise issues of concern from the public;

Report to the Board of Managers on the general content of CAC meetings and resulting recommendations.

## ARTICLE III- MEMBERSHIP

Minnesota statute requires that Citizens Advisory Committee members shall be appointed by the Board of Managers annually. The CAC shall be comprised of no less than five (5) members. If practicable, members selected should include representatives from each Soil and Water Conservation District (SWCD), a representative of each county, a member of a sporting organization, and a member of a farm organization. Additional at-large members may be appointed. Members must be residents of the Watershed District, except representatives of the soil and water conservation districts or other technical persons.

Members of the CAC shall serve a one-year term. The term of appointment for CAC members shall expire at the annual meeting. All CAC members may be open to re-appointment for consecutive terms.

The Board of Managers may appoint a new or returning member(s) to the CAC at any time throughout the year to serve until the annual meeting.

CAC members may be removed from service for cause by the Board of Managers.

# MFCRWD CAC Bylaws (cont.)

## **ARTICLE IV - OFFICERS AND TERMS OF OFFICE**

The officers of the CAC shall be a Chair and Secretary to be elected by the CAC at its annual meeting of each calendar year.

Officers shall assume office immediately upon election and serve until the following election.

If the office of the Chair becomes vacant, the position shall be filled for the unexpired term by a majority of vote of the CAC, and the Electee shall serve for the unexpired term. If the Chair and Secretary offices become vacant, both will be filled for the unexpired term by a majority vote of the CAC.

## **ARTICLE V – OFFICER DUTIES**

The Chair shall preside at all regular and special meetings of the CAC and shall recommend committee Chairs for approval by majority vote.

The Secretary shall assume the duties of the Chair in his or her absence.

In the event both the Chair and Secretary are to be absent, the Chair may designate another CAC member to assume the duties of the Chair.

## **ARTICLE VI - MEETINGS**

Regular meetings shall be held at least once annually, with the expectation of quarterly meetings, or as necessary, as determined by a majority vote of the CAC. The regular location of meetings may be held in any suitable location of adequate size.

Special meetings may be called by the Chair, and shall be called by the Chair on petition of a majority of the CAC members. The location of a special meeting shall be determined by the Chair or by the petitioning majority of the CAC when the need of the meeting becomes known.

Meetings shall be public and minutes shall be maintained of all meetings. Minutes of the previous CAC meeting may be distributed by email or other electronic form as an attachment to the agenda for the next regular CAC meeting. Paper copies of the minutes and agenda shall be made available upon request; the Watershed District's Public Data Request Policy may apply.

Agendas for regular meetings shall be distributed to CAC members and posted for public information no later than 72 hours prior to each regular meeting. Agendas for special meetings shall be distributed to CAC members and posted for public information no later than 24 hours prior to each special meeting.

Items proposed for the CAC's agenda shall be submitted to Middle Fork Crow River Watershed District staff no later than one (1) week prior to each meeting.

Agendas shall be freely accessible to members of the public and may be sent to the news media and to individuals who ask to be placed on the CAC's mailing list.

A minimum of five (5) members are required to conduct business, and a majority of CAC members attending shall constitute a quorum for meetings of the CAC.

## **MFCRWD CAC Bylaws (cont.)**

The Chair may refer procedural matters to staff for action.

Members of the public are welcome to attend CAC meetings and to participate in the discussion of agenda items. Members of the public who desire to address the CAC on items not posted on the agenda will be allowed to do so after the CAC has finished discussing, and if necessary, taking action on items which were listed on the agenda.

During meetings of the CAC, members of the CAC may ask questions for clarification, request factual information, or request staff to report back at a subsequent meeting.

### **ARTICLE VII - EXPENSES**

Members of the CAC are eligible for reimbursement of transportation expenses at the IRS rate per mile authorized and approved by the MFCRWD Board of Managers. In order to receive the reimbursement, CAC Members must submit their claims to Middle Fork Crow River Watershed District staff. Food and nonalcoholic beverage expenses for CAC members at CAC meetings may be paid by the District if business is conducted in the public interest.

Expenses not related to travel to and from regular or special meetings of the CAC must be approved in advance by the Middle Fork Crow River Watershed District Administrator.

### **ARTICLE VIII- AMENDMENTS**

These by-laws may be amended after a proposal has been submitted in writing to the CAC Chair, who shall notify each member of the proposed amendment not less than five (5) days before the date of the meeting at which the amendment will be voted upon. The Board of Managers has final approval in any and all bylaws changes made by the CAC.

### **ARTICLE IX- RULES OF ORDER**

The CAC shall operate by consensus. If consensus cannot be achieved, reference may be made to Roberts Rules of Order for assistance in resolution of procedural issues.

Approved by the Board of Managers  
Middle Fork Crow River Watershed District