



Capitol Region Watershed District

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Citizen Advisory Committee Meeting Wednesday, April 12, 2017 – 7:00 p.m.

CAC Members Present:

Steve Duerre
Kathryn Swanson
Gwen Willems
Bob Simonet
Michelle Ulrich
David Arbeit
Richard Weil
Rick Sanders
Pat Cavanaugh
Mary Lilly
Mike MacDonald

Others Present:

Mark Doneux, CRWD
Belinda Gardner, CRWD
Jessica Bromelkamp, CRWD
Lindsay Schwantes, CRWD
Joe Collins, Board of Managers

Members absent:

Nicole Soderholm, w/notice
Claudia Hochstein, w/notice
Bill Barton, w/o notice

Welcome, Announcements, and Updates

Mr. Duerre opened the meeting at 7:00 p.m. Mr. Duerre asked for any announcements or updates.

Ms. Cavanaugh announced Water Action Day and passed around a flyer to an event. Ms. Willems announced Earth Day is on April 22, 2017. Mr. Doneux announced Mike Thienes resignation and commented that he is moving to Florida. His last meeting is May 3rd. The County is aware of the resignation and they will start the application, interview, and appointment process. There will be a recognition event for Manager Thienes hosted by the District.

Mr. Arbeit talked about his trip to Los Angeles and the tour at the Hyperion Treatment Plant and passed around the brochure.

III. Approval of Agenda

Mr. Doneux removed item VII.C. Partner Grant Evaluation from the agenda.

CAC 17-011 Motion: *To approve the CAC April 12, 2017 agenda.*

MacDonald/Sanders

Unanimously approved

IV. Approval of Minutes

There were some minor edits to the members present/absent for March 8, 2017 meeting minutes

A) March 8, 2017 CAC Meeting Minutes

CAC 17-012 Motion: *To approve the March 8, 2017 minutes as amended.*

Sanders/MacDonald
Unanimously approved

V. District Initiatives for Review, Comment, and Recommendations

A) CAC Officer Elections

Mr. Duerre called for nominations or volunteers for Secretary. Michelle Ulrich volunteered for the position. There were no other nominations or volunteers.

CAC 17-013 Motion: *To approve Michelle Ulrich for CAC Secretary.*

Swanson/MacDonald
Unanimously approved

Mr. Duerre asked for volunteers for Co-Chairs. Mr. Duerre nominated Mr. MacDonald. Mike MacDonald and Gwen Williams Volunteered. There were no other nominations or volunteers.

CAC 17-014 Motion: *To approve Mike MacDonald and Gwen Williams for CAC Co-Chairs.*

Swanson/Sanders
Unanimously approved

B) Annual Report

Ms. Bromelkamp reminded the CAC about an email with the Annual Report and requested feedback before or on Tuesday April 18, 2017. Ms. Willems requested a printed copy. Ms. Cavanaugh asked about who the audience is for the final annual report. Ms. Bromelkamp stated that the District is required to submit to the Board of Water and Soil Resources and then it will be uploaded to the CRWD website.

C) CAC Outreach Workshop

Ms. Bromelkamp introduced the Outreach Workshop. She described the workshop and the importance of being able to communicate with the public and partners about what the District does and she went on to comment that having prepared messages helps to effectively communicate. In addition, it is equally important to be able to educate the public using the displays and materials. Ms. Bromelkamp emphasized that the CAC, Board, and staff are ambassadors of the District and that we should be able to communicate

“Our mission is to protect, manage, and improve the water resources of the Capitol Region Watershed District.”

with the public effectively. She introduced the importance of having an “elevator” speech prepared and conducted a workshop with the CAC on a two-minute, one-minute and thirty-second “elevator” speech.

Ms. Schwantes introduced the next part of the workshop. The CAC spent 5 minutes at each display learning about their purpose and learned how to communicate the message for each display. The displays are used to educate the community. Ms. Schwantes encouraged the group to send notifications to the District about any upcoming events.

VI. CAC Initiatives

A) Student Learner Update

Ms. Swanson stated that the student learner did a fantastic job and overall completed 27 hours. She ultimately submitted a draft of her final project to Ms. Swanson and Ms. Bromelkamp. They gave her feedback and she will present her final poster to the CAC at the May meeting.

VII. Project and Program Updates

A) Building Update

Mr. Doneux mentioned that planning is ongoing. Ms. Schwantes mentioned that she is on the planning committee addressing the education space for the new building and will provide updates in the future.

B) CRWD Website

Ms. Bromelkamp reviewed the current layout of the District’s website and provided a quick overview of other websites giving examples to the CAC. Mr. Arbeit commented on the colors that are used for the website and expressed the importance that the text is readable to the audience. Mr. Duerre mentioned that the Eastern boundary on the current sites map is confusing. Ms. Willems mentioned that the website should include a language translation feature. Mr. Collins suggested a 3rd party to review the information. Ms. Soderholm likes that the meeting dates are directly on the home page.

C) In the Press

Ms. Bromelkamp reviewed where to find press releases on the current site. Ms. Bromelkamp played the *Rivers Beneath the City* video for the group. The group thanked Ms. Bromelkamp for her presentation.

VIII. CAC Observer Update

No update

IX. Discussion

- a. New & Old Issues
- b. CAC observer for April 19, 2017 and May 3, 2017 Board of Managers Meeting
- c. 2017 Meeting Schedule

A) New & Old issues

“Our mission is to protect, manage, and improve the water resources of the Capitol Region Watershed District.”

No issues

B) CAC Observer for the Board of Managers Meetings April 19, 2017 and May 3, 2017

No volunteers

C) Board and CAC Agenda Planner

No comment

D) Upcoming CRWD events

The City-Wide Cleanup is on April 22.

X. Adjourn

CAC 17-015 Motion: *To adjourn the April 12, 2017 CAC Meeting.*

Sanders/Swanson
Unanimously approved

The meeting was adjourned at 9:00 PM.
Respectfully submitted,
Belinda Gardner

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