

# Citizen Advisory Committee Orientation Packet



Capitol Region Watershed District  
Saint Paul, MN

September, 2014



# Capitol Region Watershed District

Capitol Region Watershed District (CRWD) covers 40 square miles and includes portions of the cities of Falcon Heights, Lauderdale, Maplewood, Roseville and Saint Paul. CRWD has a population of 225,000 people located within Ramsey County.

## Mission:

To protect manage and improve the water resources of Capitol Region Watershed District.

## Vision:

Capitol Region 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 CRWD all eventually discharge to the Mississippi River. The four major lakes in CRWD are Como Lake, Crosby Lake and Loeb Lake in Saint Paul and Lake McCarrons in Roseville. All four lakes serve important recreational needs for District residents and visitors, including fishing, boating and swimming.

Groundwater below the surface of the District provides non-drinking water for businesses and institutions in Ramsey County. Few natural wetlands in the District remain because they were removed or altered during urbanization and development over the past century. Woodview Marsh located off Larpenteur Avenue in Roseville, Willow Reserve located off Maryland Avenue in Saint Paul, and Villa Park wetland located northwest of Lake McCarrons in Roseville are the largest tracts of wetlands in the District.

## Our Work:

CRWD 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

Congratulations and welcome to Capitol Region 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 Capitol Region Watershed District (CRWD) and the CAC.

If you have questions after reading this booklet, please contact Mark Doneux or one of the CAC co-chairs.

## CRWD background

CRWD originated from a small group of dedicated citizens who wanted to protect Como Lake. They petitioned the Minnesota Board of Water and Soil Resources (BWSR) to create a watershed district, and in 1998 CRWD was formed. CRWD is a special purpose local unit of government created to manage and protect part of the Mississippi River Basin, along with the district's wetlands, creeks and lakes that drain to the river.

CRWD is governed by a five-member Board of Managers that guides CRWD in the implementation of its Watershed Plan adopted in 2010. The work of CRWD is carried out by 14 staff members.



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## CAC online:

[capitolregionwd.org/about-us/  
citizen-advisory-committee/](http://capitolregionwd.org/about-us/citizen-advisory-committee/)

1410 Energy Park Drive, Ste. 4  
Saint Paul, MN 55108  
651-644-8888 • fax 651-644-8894  
[capitolregionwd.org](http://capitolregionwd.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 Capitol Region Watershed District (CRWD) Board of Managers (Board) in accordance with Minnesota State Statutes section 103D.331. This is accomplished by reflecting community values in the development of CRWD projects and programs and by providing information and feedback on projects and programs in the District.

## Roles and responsibilities

- The CAC actively participates in CRWD planning processes, watershed plan preparation and long-term implementation of CRWD 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 areas where additional education and information could assist the CAC in making recommendations.

## Recruitment and appointment

### Recruitment

- It is the Board's goal that the CAC be diverse and represent multiple stakeholders within the watershed.
- One CAC member residing within Roseville, Falcon Heights, Maplewood and each of Saint Paul's District Planning Councils shall be recruited.
- CAC members will help recruit new members. All potential CAC members must apply directly to and be appointed by the Board.
- CRWD Board, staff and CAC members will treat each other with respect and give their motions, ideas and suggestions proper consideration.

## CAC framework (cont.)

### Appointment

- An application form will be sent to individuals requesting one or it can be printed from the CRWD website.
- The Board will make a concerted effort to ensure that the CAC includes equal representation from residents throughout the watershed.
- The Board may appoint interested parties who do not reside within the District to serve at their pleasure.
- The Board will appoint new CAC members based on a candidate's interest, availability, unique skills or experiences and ability to meet the District's goal of CAC membership diversity.

### 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, Saint Paul District Planning Councils, 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 CRWD, increasing the number of tours in the watershed to at least two per year with the second tour focused on a particular project or facility.
- Participate in legislative activities that impact the District.
- Participate in public education about CRWD and its projects.

# Expectations of CAC members

Minnesota Statutes section 103D.331 (1a) describes the duties of advisory committees. The CRWD CAC has also developed their own set of Bylaws to help guide their work.

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

- (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.

## **CAC bylaws, Section V. Participation**

To ensure the efficient and effective working of the Citizen Advisory Committee, regular attendance at meetings is necessary. Accordingly, if a member fails to attend four consecutive (unexcused) regular meetings or fails to attend eight of the 12 regular monthly meetings without notice, that member will forfeit his/her Citizen Advisory Committee membership. A member in jeopardy due to lack of attendance (above) shall be notified in the Citizen Advisory Committee minutes and by separate memorandum to the member that his/her attendance is required at the next regularly scheduled Citizen Advisory Committee meeting to avoid forfeiture of membership.

An absence shall be deemed excused if the member notified the Chair, another Citizen Advisory Committee member or District staff prior to the meeting. Excused absences shall be noted in the minutes of the meeting

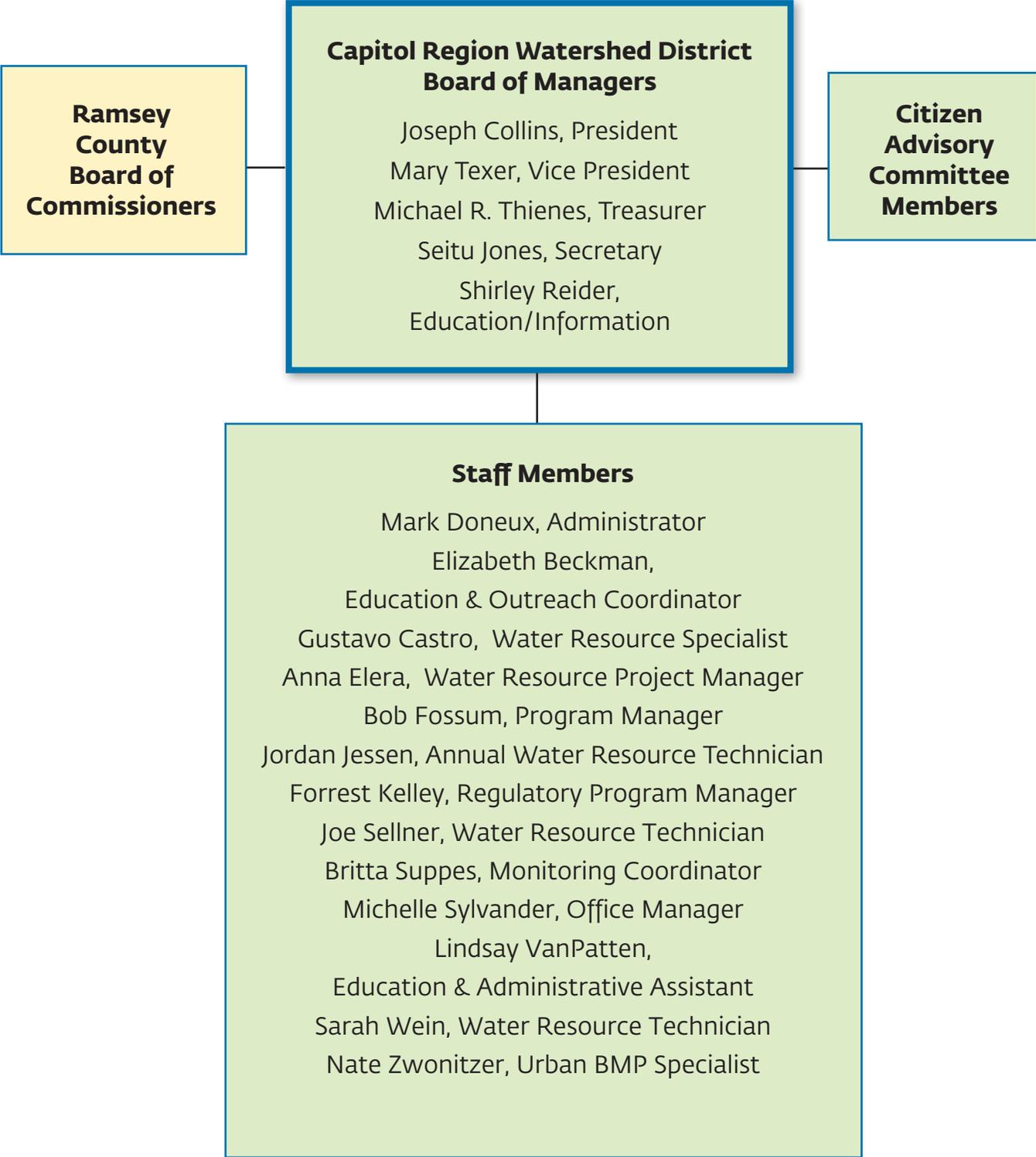
Members of the Citizen Advisory Committee may request a leave of absence from the Citizen Advisory Committee by sending a letter to the Board of Managers. The Board of Managers may grant a leave of absence for a period of no less than three months and up to a maximum of one year. While a member is on leave of absence, they shall not be eligible to vote, and shall not be counted towards quorum.

Members shall communicate their intention to resign in writing to the Citizen Advisory Committee Secretary, who in turn will notify the Citizen Advisory Committee and the Board of Managers.

Advisory Committee members are encouraged to attend Board of Managers' meetings and functions.

# CRWD organization chart

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



# CAC membership roster and CRWD Board

Updated: September 2014

**Michael MacDonald,  
Co-Chair**

1391 Almond Ave.  
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**David Arbeit**

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**Pat Byrne**

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**RCD Supervisor Liaison  
Gwen Willems, Co-Chair**

1880 Tatum St.  
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(651) 646-8854  
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**Michelle Ulrich, Secretary**

1561 Lincoln Ave.  
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**Kathryn Swanson**

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**Board Manager Joe Collins**

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113 Farrington St.  
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**Board Manager Mike Thienes**

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**Board Manager Seitu Jones**

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**Board Manager Shirley A.  
Reider**

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**The Citizen Advisory  
Committee meets the 2nd  
Wednesday of each month  
at 7:00 p.m.**

## CAC member bios

CRWD strives to have CAC members from various areas of the watershed and diverse backgrounds to represent the population of the District. Below are current members of the CAC.

### **David Arbeit**

David Arbeit is a charter member of the CAC, appointed shortly after CRWD was established. As a member of St. Paul's District 10 Community Council, David wrote the petition to the state that resulted in establishing CRWD. He has served several terms as CAC co-chair and advocated for environmental issues as chair of the District 10 Community Council. David is retired and enjoys living in the Como Lake watershed.



### **Bill Barton**

Bill Barton has lived in Saint Paul's Highland Park neighborhood for 30 years. He earned degrees in chemistry and chemical engineering and has worked on oil refining, water treatment, controls and heat recovery. Bill now works with pure aluminum plating equipment. The destruction of the ephemeral stream and wetlands in Minnesota motivates him to work to contribute to CRWD as a member of the CAC.



### **Pat Byrne**

Pat Byrne served on CRWD Board of Managers in 1998-1999 and the CAC from 1999-2001. He was reappointed to the CAC in 2011 and has served continuously since. He is a retired employee of the cities of Saint Paul and Minneapolis, having worked in engineering, hydrology, hydraulic structures and water resources. Pat thinks of Crosby Lake and Mississippi River at Crosby Park as his home waters, places he often visited with his children.



### **Steve Duerre**

Steve Duerre has been a member of the CAC for 13 years. He lives in the Dayton's Bluff/Mounds Park neighborhood and has been involved with water quality for most of his life. Steve works for the Minnesota Pollution Control Agency in the Wastewater Operator Training and Certification program.



### **Michael MacDonald, Co-Chair**

Mike MacDonald has been a CAC member since 2006. He lives near Como Park and joined the CAC to help improve St. Paul. Mike thinks CRWD has done a lot of good work to improve the city's waters and natural places.



## CAC member bios

### **Ted McCaslin**

Ted has been a CAC member since 2009. He is an environmental planner with a professional background and interest in a range of water quality issues. He is also Minnesota Certified Wetland Delineator. Ted is a former resident of CRWD, but remains invested in his former neighborhood and still works and owns property in the District.



### **Kathryn Swanson**

Kathryn Swanson served on the CAC since 2012. She is a graduate student in conservation biology at the University of Minnesota, researching the effects of hydrological change on wetland resilience. Kathryn is also interested in water management and conservation. She no longer lives in the District but continues to be involved in the CAC as a non-voting member.



### **Michelle Ulrich, Secretary**

Michelle Ulrich is a resident of the MacGroveland area of St. Paul and has served on the CAC since 2007. She is a practicing attorney with experience representing metropolitan watershed districts and other public bodies in various aspects of governmental and environmental law.



### **Richard Weil**

Richard Weil joined the CAC in 2012. He was born in New York City and went to school in Wisconsin. After marrying his wife they decided to stay in the Midwest. He has a master's degree in environmental science and a doctorate in geography. Richard teaches math and science in the Twin Cities.

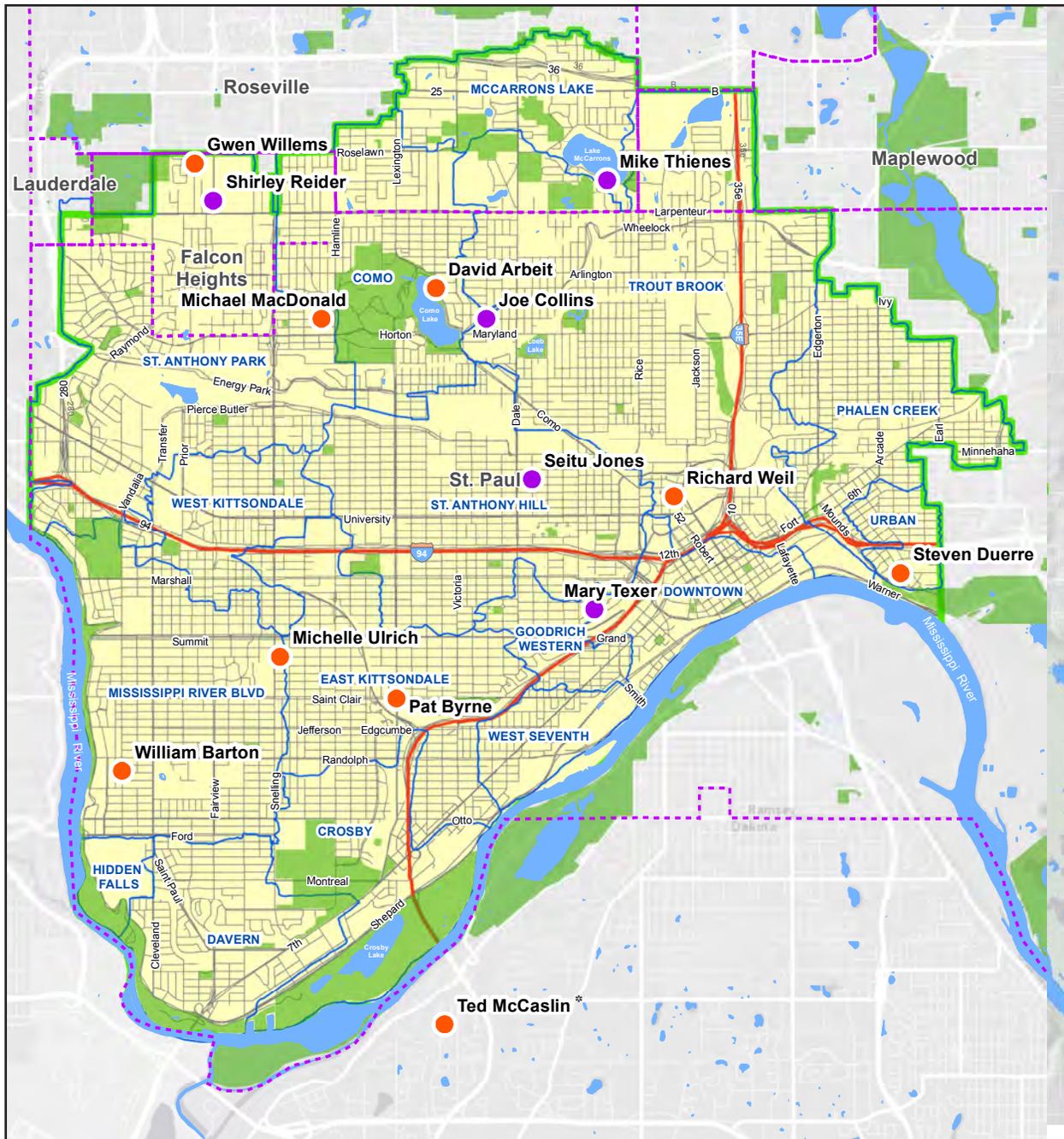


### **Gwen Willems, Co-Chair**

Gwen is an elected supervisor with the Ramsey Conservation District Board, which sets policies, directs staff in completion of goals and approves administration and conservation activities. A Falcon Heights resident, she has served on the CAC since 2011. Growing up in small-town rural Minnesota first raised her interest in natural resources and climate issues.



# CRWD map



Capitol Region Watershed District is home to more than 225,000 people and is 42% impervious surfaces.



- Board Manager
- CAC Member
- CRWD
- Major Waterbodies
- Parks
- City Boundary
- Major Highways
- Roads

\* non-resident, non-voting member

# 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.

# CAC bylaws

Adopted August 4, 1999  
1st Amendment May 2, 2001  
2nd Amendment October 3, 2001  
3rd Amendment August 11, 2004  
4th Amendment February 10, 2010

## **I. PURPOSE AND AUTHORITY**

The Citizen Advisory Committee is established to advise and assist the Capitol Region Watershed District Board of Managers with:

- (a) District organizational development, planning processes and program implementation
- (b) District communications between the citizenry and the Board of Managers
- (c) Consensus building and conflict resolution
- (d) Additional roles as jointly determined by the Citizen Advisory Committee and Board of Managers

The Citizen Advisory Committee performs its duties in accordance with Minnesota Statutes 103D.3311.

## **II. MEMBERSHIP**

Citizen Advisory Committee members are appointed by the Board of Managers and serve at the pleasure of the Board.

The Citizen Advisory Committee will be composed of a minimum of five members who are District residents, as required by Minnesota Statutes 103D.331, and a maximum number as required to represent the diverse interests of the District's communities and neighborhoods. In addition, the Board of Managers may appoint interested and technical persons who are not District residents to the Citizen Advisory Committee to serve in an ex-officio capacity.

The Board of Managers determines length of term for Citizen Advisory Committee membership.

## **III. MEETINGS**

Citizen Advisory Committee meetings shall be conducted in accordance with Robert's Rules of Order.

Regular meetings shall be held on the Second Wednesday of each month. Those members present at the prior regularly scheduled meeting may make a variance from this meeting schedule by majority vote. Notice of the date, time, place and proposed agenda of the meeting shall be given at least seven days before the meeting.

Special and/or emergency meetings may be called by the Chair, and shall be limited in subject and scope to meet the need for such a meeting. Notice of special and emergency meetings should include the subject and scope of the meeting and be made 24 hours in advance of the meeting by mail, phone, fax or email.

A quorum to conduct Citizen Advisory Committee business will be the presence of at least five members or a simple majority of the members, whichever is least.

At the discretion of the co-chairs, a subcommittee or taskforce may be appointed to review proposals or to develop recommendations for the Citizen Advisory Committee's consideration.

## **CAC bylaws (cont.)**

The chair may appoint non-members who have expressed an interest in the topic or who have specialized expertise to a subcommittee or taskforce as appropriate. In the event that a regularly scheduled meeting is canceled or if there is not quorum to conduct business at a regularly scheduled meeting, a subcommittee or taskforce may meet during the time of the regularly scheduled meeting without providing 24-hour notice.

Prior to deliberation on an issue, a member who feels they have a potential financial conflict of interest shall disclose that information to the Chair and members. Members may also identify potential conflicts of interest of other members to the Chair and members. A majority vote of members present will determine whether the conflict of interest is substantial enough to exclude the member from voting on the issue. All conflicts of interest disclosures and the subsequent determination on whether to exclude a member from a vote, shall be noted in the minutes.

All Citizen Advisory Committee meetings shall be public. Public participation at meetings will, to the extent possible, be for the purpose of presenting information or providing comments that were not previously available to the Citizen Advisory Committee.

### **IV. OFFICERS**

Officers shall be elected for a one-year term. Elections shall be held during the regular Citizen Advisory Committee meeting in April. Candidates for office shall have been a Citizen Advisory Committee member for at least three months prior to the election. Officers shall be:

Two Co-Chairs, and Secretary

Duties of the officers:

- (a) The two Co-Chairs prepare meeting agendas and preside at all regular and special meetings of the Citizen Advisory Committee. The co-chairs shall have the authority to appoint individuals to serve on subcommittees and taskforces as appropriate.
- (b) One of the Co-Chairs presides at meetings whenever the other Chair is absent.
- (c) Secretary administers the paperwork at each meeting, prepares and distributes meeting minutes, receives Citizen Advisory Committee members' expense reports and forwards them to the Board of Managers, handles all Citizen Advisory Committee correspondence and maintains a Citizen Advisory Committee file of pertinent information.

Officers may delegate their duties to other Citizen Advisory Committee members or to District staff.

Any officer whose Citizen Advisory Committee membership ceases prior to the expiration of his/her term as an officer shall be replaced for the balance of his/her term by a special election of the Citizen Advisory Committee. Such special election shall be held during the second regular meeting of the Citizen Advisory Committee immediately following termination of the officer's membership.

### **V. PARTICIPATION**

To ensure the efficient and effective working of the Citizen Advisory Committee, regular attendance at meetings is necessary. Accordingly, if a member fails to attend four consecutive (unexcused) regular meetings or fails to attend 8 of the 12 regular monthly meetings without notice, that member will forfeit his/her Citizen Advisory Committee membership. A member in jeopardy due to lack of attendance (above) shall be notified in the Citizen Advisory Committee minutes and by separate memorandum to the member that his/her attendance is required at the next regularly scheduled Citizen Advisory Committee meeting to avoid forfeiture of membership.

## **CAC bylaws (cont.)**

An absence shall be deemed excused if the member notified the Chair, another Citizen Advisory Committee member or District staff prior to the meeting. Excused absences shall be noted in the minutes of the meeting.

Members of the Citizen Advisory Committee may request a leave of absence from the Citizen Advisory Committee by sending a letter to the Board of Managers. The Board of Managers may grant a leave of absence for a period of no less than three months and up to a maximum of one year. While a member is on leave of absence, they shall not be eligible to vote, and shall not be counted towards quorum.

Members shall communicate their intention to resign in writing to the Citizen Advisory Committee Secretary, who in turn will notify the Citizen Advisory Committee and the Board of Managers.

Advisory Committee members are encouraged to attend Board of Managers' meetings and functions.

### **VI. REIMBURSEMENT**

Citizen Advisory Committee members can be reimbursed for expenses incurred while carrying out the business of the District when such expenses are pre-approved by the Board of Managers. Typical reimbursements will be for travel, lodging, meals and supplies to attend and/or participate in conferences, workshops, tours, and meetings. Costs incurred in attending regular, special and emergency meetings of the Citizen Advisory Committee and the Board of Managers are not normally considered reimbursable expenses but can be reimbursed upon decision of the Board of Managers when need is demonstrated.

### **VII. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting of the whole Citizen Advisory Committee, provided that written notice setting forth in detail the content of the proposed amendment(s) has been presented at the prior regular meeting.

These bylaws shall be reviewed for possible changes or updates by approved motion of the Citizen's Advisory Committee or Board of Managers.

Bylaws and any changes thereto shall be submitted to the Capitol Region Watershed District Board of Managers for comment prior to adoption.

#### *1 Minnesota Statutes 103D.331. Watershed District Advisory Committee*

Subdivision 1. Purpose. The managers must 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. 2. Members. (a) The advisory committee consists of at least five members. If practicable, the advisory committee members selected must include a supervisor of a soil and water conservation district, a member of a county Board, 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 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.