

**Capitol Region Watershed District (CRWD)
Community Advisory Committee (CAC) Meeting Minutes
February 12, 2025
Meeting Held Electronically via Teams**

I. Welcome, Announcements, Updates, and Introductions

The meeting was called to order at 5:30 PM by the CAC co-chairs.

- Lauren Wheeler initiated the discussion and requested volunteers to make motions and seconds to streamline the voting process for the meeting.
- Tori Philippi volunteered to make motions, and Mike M. volunteered to second motions.
- Attendees introduced themselves, and a brief update was given on the purpose of the meeting.
- Announcements were made regarding upcoming events, including the next in-person CAC meeting scheduled for March 12, 2025.
- The meeting agenda was reviewed, and an overview of the key discussion points was provided.

II. Public Comment for Issues Not on the Agenda

- No public comments were made.

III. Approval of the Agenda

- The agenda was reviewed, and no modifications were requested.
- Motion to approve the agenda was made by Tori Philippi and seconded by Mike M.
- The motion was unanimously approved.

IV. Approval of Minutes

- The January 15, 2025, meeting minutes were reviewed.
- Members noted that the minutes accurately captured the discussion and key decisions made during the last meeting.
- Motion to approve the minutes was made by Tori Philippi and seconded by Mike M.
- The motion was unanimously approved.

V. CAC Observer Update

- **January 22, 2025, Board Meeting** – Mike Trojan provided an update:
 - A permit was issued for the replacement of a sewer pipe on Larpenteur Avenue, which included the removal of sediment buildup.
 - Due to the small project size (0.07 acres), stormwater treatment requirements were not triggered, but compliance with wetland impact regulations was necessary.
 - The board ensured that the project followed environmental guidelines and maintained wetland integrity.
- **February 5, 2025, Board Meeting** – Hall provided an update on recent discussions related to water resource management and climate resilience strategies.

VI. CAC Initiatives

A) Awards Ceremony Review and Discussion

- Members discussed feedback from the recent awards ceremony, identifying strengths and areas for improvement.
- Suggestions included streamlining the nomination process, ensuring diverse representation, and improving the event's promotional outreach.
- Members emphasized the importance of recognizing community leaders and environmental advocates.

B) Technical Knowledge Discussion

- Concerns were raised regarding the technical knowledge required for CAC members to effectively engage with district initiatives.
- It was proposed that a glossary of key terms and acronyms be developed to assist new and existing members in understanding technical discussions.
- Mike Trojan suggested creating a brief orientation document for new members.

C) CAC Skills and Interests Survey

- The committee discussed the importance of gathering information on members' skills and interests to align their expertise with district projects.
- Members were encouraged to complete the skills survey before the next meeting.

- A discussion followed on how to better utilize the skills of members for ongoing and future projects.

D) **Reinvigoration Tasks**

- **Annual Calendar:** A proposed timeline of CAC activities and meetings was discussed.
- **Orientation:** Enhancements to the onboarding process for new members were suggested, including mentorship pairings and informational packets.
- **Communications and Outreach:** Strategies to increase CAC's visibility and engagement with the community were explored, such as leveraging social media and local events.
- Members discussed collaboration opportunities with local organizations to improve outreach efforts.

VII. **District Initiatives for Review, Comment, and Recommendations**

A) **Climate Resiliency Framework – Draft Goals and Actions**

- Rachel Funke and Nate Zwonitzer presented the Climate Resiliency Framework draft, highlighting key focus areas:
 - **Flood Mitigation Plans:** Addressing areas prone to flooding and exploring solutions such as retention basins, stormwater infrastructure improvements, and permeable surfaces.
 - **Infrastructure Resilience:** Reviewing potential upgrades to aging infrastructure to improve resilience against extreme weather events.
 - **Proactive vs. Reactive Approaches:** Members discussed the importance of proactive planning, including tree planting initiatives, green infrastructure, and better stormwater management.
 - **Green Infrastructure and Catchment Basins:** Utilizing tree canopies to mitigate heat islands and improve stormwater absorption. Portable catchment basins were also proposed for temporary flooding solutions.
 - **Community Education and Awareness:** Members suggested increasing efforts to educate the public about climate resiliency and flood prevention strategies.

VIII. Project and Program Updates

- No new projects or program updates were provided.
- Members discussed potential future initiatives, including partnerships with local universities for research on stormwater management.

IX. Discussion

A) New & Old Issues

- Members raised concerns about meeting accessibility and the availability of meeting transcripts.
- It was proposed that AI transcription tools be used for future virtual meetings to ensure accurate records.
- Members also discussed the potential for hybrid meetings to improve accessibility.

B) CAC Observer Assignments

- **February 18, 2025, Board of Managers Meeting:** A volunteer is needed.
- **March 5, 2025, Board of Managers Meeting:** A note taker was assigned.
- Members discussed the importance of having dedicated observers for meetings to ensure continuity in discussions and decision-making.

X. Adjournment

- Motion to adjourn made by Tori Philippi.
- Seconded by Mike M.
- The motion was unanimously approved, and the meeting adjourned at 7:00 PM.

Next Meeting: The next CAC meeting is scheduled to be held in person on March 12, 2025.

Minutes prepared by: Barbara Sue Hall

Date: February 12, 2025