

## Minutes of the

# REGULAR MEETING OF THE METROPOLITAN AREA WATER SUPPLY ADVISORY COMMITTEE

Wednesday, January 27, 2016

### Committee Members Present:

Sandy Rummel, Chair, Barry Stock, Glen Gerads, Jamie Schurbon, Jeffrey Berg, Katrina Kessler, Michael Robinson, Randy Ellingboe, Steve Schneider, Todd Gerhardt

### Committee Members Absent:

Dean Lotter, Georg Fischer, Julie Ekman, Mark Daleiden, Lisa Volbrecht Patty Acomb, Susan Morris

### CALL TO ORDER / INTRODUCTIONS

A quorum being present, Committee Chair Sandy Rummel called the regular meeting of the Council's Metropolitan Area Water Supply Advisory Committee to order at 10:03 a.m. on Wednesday, January 27, 2016.

Members present introduced themselves.

### APPROVAL OF AGENDA AND MINUTES

It was moved by Steve Schneider seconded by Barry Stock to approve the agenda of the January 27, 2016 meeting. **Motion carried.**

It was moved by Barry Stock, seconded by Todd Gerhardt to approve the minutes of the September 16, 2015 meeting. **Motion carried.**

### MAWSAC BYLAWS DISCUSSION AND APPROVAL- DAN ABELSON & MCES STAFF

*"The Council staff would provide draft Bylaws to MAWSAC members for review and discussion. The staff would like to receive MAWSAC member's feedback on draft bylaws document and incorporate changes for approval."*

Staff presented the summary of the workshop conducted in December. Recommendations from the workshop were utilized to create the draft bylaws being reviewed at this meeting.

#### Committee feedback and discussion included:

- No suggested changes
- Clarification was made that calling in to vote is not a viable option versus being present at a meeting as it is not currently part of open meeting law.
- If a member is unable to attend, a representative could be sent to sit in the audience, but is not able to vote on items nor be counted in consideration of quorum count.
- Those present indicated the draft bylaws document was clear and easy to follow.

Motion to approve was made by Steve Schneider, second by Katrina Kessler. **Motion carried.**

### TAC PROPOSED RECRUITMENT PROCESS- MCES STAFF

*"The Council staff would provide proposed recruitment process to MAWSAC members for review and discussion. The staff would like to receive MAWSAC member's feedback on process to finalize."*

Staff reminded the committee the legislature created the TAC committee consisting of 15 members.

Proposed schedule and process for TAC selection

- **Pre Application**
  - January 27<sup>th</sup> : Discuss Selection Criteria (Statute, Bylaws, Met Council)
- **Application**
  - February 1<sup>st</sup> – February 26<sup>th</sup> application period

- Download application from MAWSAC page in the Council website
- Submit application to Tomi Schuldt: [tomi.schuldt@metc.state.mn.us](mailto:tomi.schuldt@metc.state.mn.us)
- **Review Applications and Recommendations**
  - March 1<sup>st</sup> : Applications provided to the 5 members of selection committee
  - March 7<sup>th</sup>: Selection committee meeting to recommend TAC members
  - March 14<sup>th</sup> : Selection committee second meeting to recommend TAC members (If needed)
- **Selection of TAC Members**
  - March 16<sup>th</sup>: Selection Committee send recommendations to MAWSAC
  - March 23<sup>rd</sup> : MAWSAC select TAC members- MAWSAC meeting
  - March 28<sup>th</sup>: Met Council inform selected TAC members

Draft copy of the application form was included in the materials for this meeting. Copies will be circulated to area agencies and groups as the announcement is made of the application process. Request to download the form, complete and send via requested submission method.

Committee feedback and discussion included:

- Committee members provided suggestions of agencies or groups to include in the announcement. These included: Utility Superintendents Association, townships, rural landowners association, and agencies that responded to the Master Water Supply Plan.
- Have we discussed if members of MAWSAC member organizations can apply? Staff stated some agencies have specific knowledge and expertise that could be leveraged and should apply.
- Is there enough time to interview all candidates according to the timeline provided? The majority of the entities applying should be known agencies. The selection committee will use the criteria outlined to determine the decision making process. Staff inquired if the selection committee should determine the interview process? They are sending all of their recommendations to MAWSAC. Should MAWSAC be part of the interview process? A recommendation was made for the selection committee make the decisions. All of the ground work should be done by that committee. The statute clarifies how the members are identified.
- Suggestion to direct the committee to bring 15 names with 1-2 alternates.
- Recommendation to step outside the normal circle of work peers during the selection process.

**TAC SELECTION COMMITTEE - MCES STAFF**

*“Select three members to work with staff to review applications and make recommendations regarding TAC members.*

Staff presented information on criteria to be used for the selection process. The desire is to obtain feedback on criteria that helps formulate a straightforward, clear process in place for the selection committee to utilize when evaluating candidates.

Staff will screen applicants for the following:

Statutory requirements

- Do they represent a single-city or multi-city public water supplier?
- Does the person have experience in water resource analysis modeling, hydrology, engineering, planning design, construction of water systems or water systems finance?

Possible additional criteria

- Diversity and inclusiveness is important.
- Demographic information (if provided).
- Good geographic distribution will be evaluated as well.
- Participation in water supply planning process.
- What type of issues exist in the area of the applicant?

Screening details will be provided to the TAC selection committee. Ideas were provided by the group that increased the number of criteria for consideration.

### Committee feedback and discussion included:

- Recommend finding a way to encourage diverse members to apply. For example, professional societies have lists of young professionals who just graduated. It would be good to look at those who are just starting their careers that will offer more diversity.
- What is the goal? The goal is to get the best group of diversity candidates possible. Staff will be providing demographic information to the best of their knowledge.
- The application asks for history and work experience. Would it be just as easy to provide a copy of a resume? Staff stated that resumes can be submitted; it will vary from applicant to applicant. We could alter the instructions to include a copy of a resume for all applicants. There is value in including a resume to supplement the application. Can we make the decision that a resume should be submitted with the application? Would that be constraining to the selection committee. Staff agreed the resume is important, but could be a lot of work. It could be optional as a one page document. Recommendation to strongly encourage a resume, but not require.
- Why is education not asked for? Are we looking for specific degreed specialties? Staff stated there is a section that requests a summary of technical expertise that can be expanded to include education.
- What is the advantage of being on this committee? Why would someone be on the committee? There may be a self-interest, the city or county may have interest, and it's a resume builder. There are also benevolent and regulatory reasons as well. Drinking water has been in the news recently.
- Staff stated we should look beyond water supply. Watershed districts have been active in managing storm water and will be included in the distribution of the announcement.
- Suggested to seek participation from those who are not present to determine diverse agency representation.
- Interest expressed by Glen Gerads, Steve Schneider, Randy Ellingboe will approach Dean Lotter to seek his participation on selection committee. If Dean is not available, could check with Lisa Vollbrecht. Randy Ellingboe could serve on the selection committee if a third participant is not determined.

Motion by Mike Robinson, second by Barry Stock to accept Glen Gerads and Steve Schneider as participants on the selection committee. In addition, Randy Ellingboe will contact Dean Lotter or Lisa Vollbrecht to seek participation in the selection committee. **Motion carried.**

Motion to begin the recruiting process on February 1 made by Katrina Kessler, second Randy Ellingboe. **Motion carried.**

### **WATER SUPPLY ISSUES FOR MAWSAC DISCUSSION in 2016- MCES STAFF**

*"The Council staff would provide proposed 2016 agenda items to MAWSAC members for review and discussion.*

2016 MAWSAC schedule has set its tentative schedule. 4th Wednesday every other month. Upcoming meeting dates would be

- March 23 (for TAC selection)
- May 25
- July 27
- September 28
- October 26

Meetings would be avoided in November and December due to the holidays. Instead a meeting would be held in October.

### MAWSAC Proposed Topics for 2016

- Infiltration and groundwater recharge
- Shared jurisdiction
  - Watersheds, cities, etc.

- Workshop on regulatory trend/issues (state and national)
- Integrated water management
  - Water supply and other resources
    - Stormwater, wastewater
    - Source water protection
- Infrastructure and water conservation
- New Brighton modeling, contamination, water use
- Strengthening relationships with other entities
  - Legislature
  - Legislative water commission
  - Clean water council

#### Community Technical Work Group Proposed Topics for 2016

- Identifying and addressing data gaps
- Uses of City monitoring data
- Conformity of water use reporting categories
- Collaboration framework
- Aquifer monitoring
- Agricultural irrigation/drain tile

#### Committee feedback and discussion included:

- Those present were encouraged to attend the upcoming Governor's Water Summit on February 27. Sessions are full, but individuals can still sign up for a waiting list. MCES staff have been participating in the planning of the event and will be attending. Sessions are being centered on feedback collected in the listening sessions prior to the start of the planning process. Staff will send more information as it becomes available. Many on this Committee may be helping to facilitate that day.
- Clarification on the report to the Legislative Water Commission in 2017. There is nothing specific in the statute that indicates what needs to be reported. It should focus on the activities of MAWSAC. There may be a specific date in the statute and will be confirmed.
- Suggestions for discussion topics included:
  - Source water protection and related topics
  - Identifying and addressing data gaps
  - Workshop on regulatory trends, related to what is coming down the line with Flint, MI
  - Water conservation
  - Water use trends/per capita trends
  - Water monitoring
  - Infrastructure and water conservation
  - Materials that can be presented to the public
- To be addressed first:
  - Integrated water management substance
  - Legislative report
- If there is a specific discussion you would like to see or hear about, let Ali Elhassan know. It was suggested representation from the Upper Mississippi River group, Minneapolis, St. Paul, St Cloud could come make a presentation about.

#### Other Notes:

- Reminder of the vacant seat for Washington County.

### **ADJOURNMENT**

Business completed, motion to adjourn made and seconded, meeting adjourned at 11:50 a.m.

Susan Taylor

Recording Secretary