



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

[www.ninemilecreek.org](http://www.ninemilecreek.org)

MEMO

**TO: Nine Mile Creek Board of Managers**  
**FROM: Gael Zembal**  
**DATE: March 11, 2020**  
**RE: CAC Conference Attendance Reimbursement Policy**

### Purpose

- The Citizen's Advisory Committee (CAC) is an advisory board mandated by watershed law.
- Continuing education for CAC members results in a more effective, knowledgeable committee.
  - Conferences and symposiums are one method to educate CAC members on topics relevant to the District's mission and goals.
- Registration costs for conferences and symposiums may be prohibitive to CAC members.
- The District has budgeted funds for CAC members to attend approved conferences and/or symposiums.

### Policy

- The District will pay for CAC pre-approved expenses for attending conferences or symposiums related to CAC duties with the District up to the allocated amount
  - The relevance of a conference or symposium to the CAC's responsibility will be determined at the discretion of the CAC staff liaison
- CAC conference or symposium registration funds will be allocated on a first come, first served basis
- CAC staff liaison reserves the right to overrule the first come, first served basis for funding if it becomes necessary to offer participation for more members who are interested in a conference(s) or symposium(s)

### Procedure

1. To attend an approved event, a CAC member must submit a written request to the CAC staff liaison.
  - a. The conference and/or symposium must fulfill the purpose of educating about topics that are relevant to the District's mission and goals, or have relevant topics to fulfilling CAC duties.
  - b. The written request should include:
    - i. The conference focus and how it relates to the District's mission & goals.
    - ii. How will this help them fulfill their role as a CAC member.

2. Following review by the staff liaison, requests recommended for approval will be forwarded to the administrator for final approval.
3. Upon approval, staff will register the CAC member for the conference.
  - a. After attending the conference, the CAC member must submit a brief written summary (template attached) to the staff liaison about what sessions they attended and how they believe the information they learned can apply to their work on the CAC.
    - i. The CAC member will then give a brief synopsis of the conference and what they learned at the next full CAC meeting.

To seek reimbursement for other eligible costs (e.g., mileage and parking) for attending the approved conference, the CAC member must submit a reimbursement request (form attached), including associated receipts to the staff liaison.

### **Eligible Conferences**

Examples of eligible conferences include the Road Salt Symposium, the Freshwater Society's State of Water Conference, the Metro Water Summit, the Minnesota Water Resources Conference and the Minnesota Association of Watershed Districts' Annual Conference.



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## Conference Summary Form

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**Instructions** Please fill out the form, and submit to CAC staff liaison

Date

Your name

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Title of Conference

What sessions did you attend?

How can you apply what you learned to your work as a CAC member?

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Please submit this form to CAC staff liaison with your reimbursement form

<b>CAC Member Expense and Mileage Reimbursement Form</b>			
<b>Mileage</b>	<b>Trip</b>	<b>Miles</b>	<b>Reimburse</b>
(format: month/day/year)	(format: Driving to and from X Conference)	(# roundtrips)	--
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>Mileage Total</b>		<b>\$0.00</b>
<b>Expenses (parking charges)</b>	<b>Vendor (name of company)</b>	<b>Cost</b>	
	<b>Expense Total</b>	<b>\$0.00</b>	
	<b>Expense and Mileage Reimbursement Total</b>	<b>\$0.00</b>	

Mileage Reimbursement: \$0.575  
Expense/Mileage Reimbursement  
Total: \$0.00