



Nine Mile Creek Discovery Point

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MEMO

TO: Nine Mile Creek Board of Managers
FROM: Gael Zembal
DATE: April 3, 2020
RE: CAC Conference Attendance Reimbursement Policy

Purpose

- The Citizen's Advisory Committee (CAC) is an advisory board mandated by watershed law (Minnesota Statutes section 103D.331).
- 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 to support CAC members' participation in relevant educational opportunities and events, such as approved conferences, symposiums, workshops, or webinars.

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 by the CAC staff liaison
- CAC conference or symposium registration funds will be allocated on a first come, first served basis
- Administrator may depart from the first come, first served basis for funding (with recommendations from the CAC staff liaison) 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 or other event 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 events' 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 event.
 - a. After attending the event, 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 event 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 Events

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.

Other events such as communications workshops, online webinars, or conferences/symposiums not listed here may be approved on a case by case basis. Members must submit a request to the staff liaison following the above procedure.