Memo to Board
Prepared by District Administrator
Time/Date: 7:00pm, June 18th, 2025

Recommendation for Revising CAC and TAC Appointment Process

Summary:
As the LMRWD embarks on the update to its Watershed Management Plan (WMP), the role of the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) will become more central. The WMP update requires routine engagement with both bodies, which increases the importance of ensuring diverse representation, relevant stakeholder involvement, and complementary skillsets across each committee.

Administrative Process Adjustment:
Currently, committee appointments are made through an internal administrative process, where staff receive and present nominations directly to the Board. While this approach has functioned adequately, it does not systematically account for representation gaps, evolving needs, or stakeholder diversity.

This recommendation is not a reflection on the merit of current or pending applicants, but rather a proactive improvement in process.

Proposed Change:
We propose a transition to a more participatory and transparent appointment process. Specifically, future nominations to the CAC should originate from the CAC itself, using a documented matrix that identifies desired areas of representation, technical background, lived experience, and other relevant expertise. This would allow the CAC to assess needs holistically and recommend new members accordingly. All nominations would still require final Board approval.

For the TAC, a similar matrix-based vetting process is proposed, managed by the Administrator in consultation with agency partners and key stakeholders, to ensure alignment with technical needs of the WMP and project work.

Proposed Motion (if Board action is required):
Motion to encourage the Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) to develop an evaluation matrix to assess current representation and identify future membership needs, and to utilize this matrix in bringing forward future nomination requests to the Board for consideration and appointment.