



## **Community CAC Membership and Membership Application Frequently Asked Questions**

### **Who is on the CAC?**

The CAC consists of 20 community members, two voting members and one non-voting member from FHR/Pine Bend and participation of the MN Pollution Control Agency at some meetings. Schools in the geographic footprint of the CAC are invited annually to appoint a student representative to the Advisory Council. The student member may serve up to a two-year term.

### **Where are community members from?**

All community members reside in one of the following cities or townships: Apple Valley, Coates, Eagan, Empire Township, Hastings, Inver Grove Heights, Nininger Township, Rosemount, or Vermillion Township. The cities and neighbors most immediately impacted by the refinery are allocated more Advisory Council representation than those living further away from the refinery, but still within the area to be served.

### **How long is a CAC member's term?**

All community members' terms are three years. Members may serve two consecutive terms.

### **When does the CAC meet?**

New CAC members attend an orientation and tour of Pine Bend Refinery in August. The CAC meets monthly on the second Monday evening of the month between September and April from 6:00 PM to 8:30 PM. The CAC retreat is the second Monday of May each year. At the retreat, the CAC suggests topics for the following year and finalizes the next years' meeting months. (CAC members have decided in the past, for example, not to meet in December.) There are no meetings in June and July.

### **What is the purpose of the CAC?**

The purpose of the CAC is to provide two-way communication between the community and the management of FHR's Pine Bend Refinery in Pine Bend, MN. The CAC, in operation since December 1998, provides community members an opportunity to discuss issues and make recommendations to FHR regarding environmental, safety, and other issues of concern to the citizens living within proximity of the refinery. The CAC also provides FHR with a mechanism to receive direct feedback from the community regarding refinery operations and plans, and the CAC allows the community and FHR to participate openly and collaboratively in addressing and solving problems.

### **What is the CAC's focus?**

The CAC's mission and initiatives (and meeting topics) revolve around three key areas: environment, safety and community outreach. Additional activities and Council meeting topics are addressed as identified by the Council and/or FHR.

### **What is a CAC members' role and the CAC structure?**

CAC members serve in a voluntary capacity to advise and make recommendations to FHR. The CAC serves independently of FHR and the Steering Committee that established it. CAC meetings are coordinated by a CAC administrator and guided by a professional facilitator.

### **How are CAC members selected?**

CAC members are selected to represent the diversity of the communities served. Balance is sought with regard to age, gender, income, educational background, occupation, expertise and interests. The largest geographic representation comes from neighbors living within approximately two miles of the refinery. Completed applications are reviewed by an independent project facilitator. The facilitator selects a group of semi-finalists, using a selection process and criteria originally designed for the CAC by the MN Chapter of the League of Women Voters. An ad hoc CAC Membership Selection Committee reviews non-personal application data of the semi-finalists and then conducts face-to-face interviews with semi-finalists. All personal application information is kept strictly confidential and reviewed only by the independent project facilitator (see the **CAC Privacy Policy on the application**). Following the interviews, the Selection Committee recommends a group of finalists to the full CAC for their review and approval.

### **When are the interviews for CAC applicants?**

CAC interviews are on the evening of the second Monday in April, unless other arrangements are necessary. Applicants are asked to hold this date open if possible. Members selected for service on the CAC after an interview will begin their service on the Council in September of the same year (orientation and refinery tour in August).

### **What are CAC membership applicant eligibility requirements?**

- 1) Community CAC members reside in Apple Valley, Coates, Eagan, Empire Township, Hastings, Inver Grove Heights, Nininger Township, Rosemount, or Vermillion Township.
- 2) Former CAC Members must have been off the CAC for at least the last three years to be eligible to re-apply.
- 3) Residents who are current elected public officials or employees of government entities that hold managerial or leadership positions in cities, county or townships are not eligible to apply for CAC membership.
- 4) Applicants must be willing to commit to regularly attend CAC meetings and be interested in fulfilling the CAC's mission/purpose.
- 5) Applicants may apply online or download an application and return it postmarked no later than **March 15** to the Community Advisory Council, P.O. Box 110, Rosemount, MN 55068-0110.
- 6) Questions about the application process or the CAC should be directed to Judi Miller, CAC Administrator. Phone: (612) 886-1411 Email: [admin@flinthillscac.org](mailto:admin@flinthillscac.org).

### **Are CAC Members Compensated?**

Members are not compensated for their participation on the Advisory Council. Child care (standard hourly rate x length of the meeting) will be reimbursed and paid for by Flint Hills Resources.