## BCWMC 2018 Administrative Calendar
*(Not a complete list of meeting items)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEBRUARY 15th</strong>&lt;br&gt;8:30 a.m.&lt;br&gt;Golden Valley City Hall</td>
<td>Elect Officers – Chair, Vice Chair, Secretary, Treasurer&lt;br&gt;Appoint Committee Members – Budget, Administrative Services, Education, CIP Prioritization, Technical Advisory Committee liaisons&lt;br&gt;Designate official depositories&lt;br&gt;Designate <em>Finance and Commerce</em> as the Official News Publication of the Commission&lt;br&gt;Review year-end financial report&lt;br&gt;Review of open meeting law&lt;br&gt;Receive 2017 water monitoring results&lt;br&gt;Commissioners complete conflict of interest forms for auditor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MARCH 15th</strong>&lt;br&gt;8:30 a.m.&lt;br&gt;Golden Valley City Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APRIL 19th</strong>&lt;br&gt;8:30 a.m.&lt;br&gt;Golden Valley City Hall</td>
<td>Approve not to waive monetary limits on municipal tort liability&lt;br&gt;Review 50% design plans for Winnetka Pond dredging project (CIP 2018 BCP-2)&lt;br&gt;Review draft feasibility studies for Bryn Mawr Meadows Improvement Project and Westwood Lake Water Quality Improvement Project&lt;br&gt;Approve of final 5-year CIP (2020 – 2024), begin plan amendment process, as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAY 17th</strong>&lt;br&gt;8:30 a.m.&lt;br&gt;Golden Valley City Hall</td>
<td>Approve annual report&lt;br&gt;Accept FY2017 financial audit&lt;br&gt;Review 2019 draft operating budget&lt;br&gt;Receive report on Schaper Pond Monitoring&lt;br&gt;Approve feasibility study for DeCola Ponds B&amp;C Improvement Project&lt;br&gt;Approve feasibility study Westwood Lake Water Quality Improvement Project&lt;br&gt;Approve maximum 2019 levy request for Hennepin County</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PUBLIC HEARING</strong>&lt;br&gt;JUNE 21st&lt;br&gt;8:30 a.m.&lt;br&gt;Golden Valley City Hall</td>
<td>Hold public hearing for minor plan amendment; approve County request for extension&lt;br&gt;Review 90% design plans for Winnetka Pond dredging project (CIP 2018 BCP-2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Agenda Items</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------</td>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>JULY 19th</td>
<td>8:30 a.m.</td>
<td>Golden Valley City Hall</td>
<td>Set Public Hearing on 2019 CIP projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review Honeywell Pond Expansion Project Final Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Authorize preparation of feasibility study for ML-21: Stormwater Pond in Jevne Park (2020 CIP Project)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Receive presentation on Bassett Creek Valley redevelopment potential</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review 50% designs for Westwood Lake Improvement Project</td>
</tr>
<tr>
<td>AUGUST 16th</td>
<td>8:30 a.m.</td>
<td>Golden Valley City Hall</td>
<td>Approve final 2019 operating budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review 2018 budget status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review 90% designs for Westwood Lake Improvement Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Receive report on Sweeney Lake Aeration Study</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Public Hearing on 2019 CIP Projects: Westwood Lake, DeCola Ponds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Resolution ordering 2019 CIP Projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approve agreement with cities to design/construct 2019 CIP projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Certify 2019 levy costs to Hennepin County</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adopt minor plan amendment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Find volunteers for Golden Valley Days</td>
</tr>
<tr>
<td>SEPTEMBER 20th</td>
<td>8:30 a.m.</td>
<td>Golden Valley City Hall</td>
<td>Revisit requirements for linear projects with updated data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review draft feasibility study for Crane Lake Improvement Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consider requests to attend Water Resources Conference</td>
</tr>
<tr>
<td>OCTOBER 18th</td>
<td>8:30 a.m.</td>
<td>Golden Valley City Hall</td>
<td>Consider request for MAWD attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review Draft feasibility study for Bryn Mawr Meadows Improvement Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consider approval of final feasibility study for Crane Lake Improvement Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Make plans for soliciting technical, legal, and administrative consultants</td>
</tr>
<tr>
<td>WEDNESDAY NOVEMBER 14th</td>
<td>8:30 a.m.</td>
<td>Golden Valley City Hall</td>
<td></td>
</tr>
<tr>
<td>DECEMBER 20th</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 a.m. Golden Valley City Hall</td>
<td>Approval of Resolution to Transfer Funds from CIP Account to Administrative Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 17, 2019 8:30 a.m. Golden Valley City Hall</td>
<td>Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long Term Maintenance Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of Proposal from MMKR to Perform Financial Audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of contracts for 2019 work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTRACTORS**

- Met Council – Watershed Outlet Monitoring Program (WOMP)
- Met Council – Citizen Assisted Monitoring Program (CAMP)
- Wenck Associates – WOMP monitoring
- HDR – Website maintenance and hosting
- Hennepin County – River Watch Program
- Keystone Waters – Administrator
- Lawn Chair Gardener – Administrative and Educational Services
- Barr Engineering – General Technical Services
- Kennedy Graven – Legal Services

**BCWMC 2018 AREAS OF WORK**

**Budget Committee**

**Meetings:**
- March 23, 2018
- April 25, 2018
- Additional as needed

**KEY ROLE:** Develop 2019 Operating Budget & City Assessments

- Review ideas and staff recommendations for 2019 programs/budget items
- Develop and recommend 2018 operating budget and city assessments
- Assist with development of “Budget Detail Document”

**Timeline:**
- May Commission meeting: submit draft recommendations
- June Commission meeting: approval of proposed 2019 budget/assessments
- July 1 – August 1: Cites review proposed budget/assessments and provide comments
- August Commission meeting: final approval of 2019 budget/assessments

**Education Committee**

**Meetings:**
- March 9, 2018
- April 18, 2018
- Additional as needed

**KEY ROLE:** Develop 2018 Education and Outreach Plan, assist with outreach and education, develop plans for 50th anniversary events

- Discuss options for education programs, trainings, partners & develop 2018 education and outreach plan
- Present draft education and outreach plan at March Commission meeting
  - Assist with implementation of plan, as needed
  - Outreach at education events
- Develop recommendations for 50th anniversary events
- Recommend further improvements to BCWMC website
| **CIP Prioritization Process Committee** | KEY ROLE: Develop process to prioritize and target Capital Improvement Program projects. Committee to include TAC members and Commissioners.  
- Review prioritization processes of other watershed organizations and cities  
- Discuss how or if targeting of projects for certain subwatersheds is viable  
- Recommend BCWMC-specific prioritization process to Commission and TAC |
| **Meetings:**  
April 24, 2018  
June 7, 2018  
Additional meetings TBD |
| **Administrative Services Committee** | KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff |
| **Meetings:**  
As needed, typically one or two meetings later in the year |
| **Technical Advisory Committee** | KEY ROLE: Provides guidance and recommendations and assists with developing policies related to technical aspects of Commission projects and activities.  
- Recommend 2020 - 2014 Capital Improvement Program projects  
- Discuss adding CIP maintenance to Commission responsibilities  
- Review results of CIP prioritization process, and other special projects as requested by Commission |
| **Meetings:**  
March 2, 2018  
April 9, 2018  
Additional as needed |