

BCWMC FY2019 Administrative Calendar
(Not a complete list of meeting items)

FEBRUARY 21st 8:30 a.m. Golden Valley City Hall	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons (see committee descriptions below)
	Designate official depositories
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Review year-end financial report
	Review of open meeting law
	Commissioners complete conflict of interest forms for auditor
	Approve Robbinsdale and Medicine Lake Local Water Management Plans
	Review DeCola Ponds B & C Improvement Project 50% Design Plans (BC-2, 3, 8 ,10)
MARCH 21st 8:30 a.m. Golden Valley City Hall	Review 2 nd Draft of Feasibility Study for Crane Lake Improvement Project (CL-3)
	Receive presentation on 2018 lake monitoring results
	Approve St. Louis Park Local Water Management Plan
	Discuss Education Committee Recommendations
	Receive Final Report and Final Reimbursement Request on Bassett Creek Main Stem Restoration Project 10th Ave to Duluth St. (2015CR-M)
	Approve amendment to agreement with city of Crystal
APRIL 18th 8:30 a.m. Golden Valley City Hall	Approve not to waive monetary limits on municipal tort liability
	Consider 90% Plans for DeCola Ponds B & C Improvement Project
	Review draft Feasibility Study for Jevne Park Stormwater Improvement Project (CIP ML-21)
	Consider 5-year CIP (2021 – 2025), begin plan amendment process, as needed
MAY 16th 8:30 a.m. Golden Valley City Hall	Approve annual report
	Accept FY2018 financial audit
	Review 2020 draft operating budget
	Approve maximum 2020 levy request for Hennepin County
	Consider 90% Plans for Crane Lake Improvement Project (CL-3)

JUNE 20th 8:30 a.m. Golden Valley City Hall	Set Proposed 2020 Operating Budget
JULY 18th 8:30 a.m. Golden Valley City Hall	Set Public Hearing on 2020 CIP projects
	Authorize preparation of feasibility studies for 2021 CIP Project (Main Stem Dredging Project)
	Consider TAC recommendations re: MTDs
	Consider Resolution for MN Association of Watershed Districts
AUGUST 15th 8:30 a.m. Golden Valley City Hall	Approve final 2020 operating budget
	Authorize preparation of feasibility studies for 2021 CIP Projects (Mt. Olivet Stream Restoration and Parkers Lake Drainage Improvement Projects)
	Review 2019 budget status
	Find volunteers for Golden Valley Days
PUBLIC HEARING SEPTEMBER 19th 8:30 a.m. Golden Valley City Hall	Public Hearing on 2020 CIP Projects:
	Approve Resolution ordering 2020 CIP Projects
	Approve agreement with cities to design/construct 2020 CIP projects
	Certify 2020 levy costs to Hennepin County
	Consider requests to attend Water Resources Conference
OCTOBER 17th 8:30 a.m. Golden Valley City Hall	Consider requests for MAWD attendance
WEDNESDAY NOVEMBER 20th 8:30 a.m. Golden Valley City Hall	
DECEMBER 19th 8:30 a.m. Golden Valley City Hall	
January 16, 2020 8:30 a.m. Golden Valley City Hall	Approval of Resolution to Transfer Funds from CIP Account to Administrative Account
	Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long Term Maintenance Fund
	Approval of Proposal from MMKR to Perform Financial Audit
	Approval of contracts for 2020 work

CONTRACTORS	<p>Met Council – Watershed Outlet Monitoring Program (WOMP)</p> <p>Met Council – Citizen Assisted Monitoring Program (CAMP)</p> <p>Wenck Associates – WOMP monitoring</p> <p>HDR – Website maintenance and hosting</p> <p>Hennepin County – River Watch Program</p> <p>Keystone Waters – Administrator</p> <p>Lawn Chair Gardener – Administrative and Educational Services</p> <p>Barr Engineering – General Technical Services</p> <p>Kennedy Graven – Legal Services</p>
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BCWMC Committees	
<p>Budget Committee</p> <p>Meetings: March 22nd April and additional as needed</p>	<p>KEY ROLE: Develop annual Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2020 programs/budget items • Develop and recommend 2020 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2020 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2020 budget/assessments
<p>Education Committee</p> <p>Meetings: Monthly March - May Additional as needed</p>	<p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Develop 2019 education and outreach plan and present at March Commission meeting <ul style="list-style-type: none"> ○ Assist with implementation of plan, as needed ○ Assist with outreach at education events • Finalize and help implement plans for 50th anniversary events • Recommend further improvements to BCWMC website • Represent Commission on West Metro Water Alliance
<p>Administrative Services Committee</p> <p>Meetings: October for staff evaluation Additional meetings as items arise</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>
<p>Technical Advisory Committee</p> <p>Meetings: February 4, 2019 March 8, 2019 May 29, 2019 July 8, 2019 Additional as needed</p>	<p>KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities.</p> <ul style="list-style-type: none"> • Review and comment on recommendations from CIP Prioritization Committee • Recommend projects and assist with development of 2021 - 2025 Capital Improvement Program • Review results of special projects or studies as requested by Commission (possibly including carp population study on Sweeney Lake)