

**BCWMC FY2020 Administrative Calendar**  
**(Not a complete list of meeting items)**

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| <b>FEBRUARY 20<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b>                     | 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  |
|   | Adopt Data Practices Policy  |
|   | Approve contracts with HDR (website) and Lawn Chair Gardener (Administrative Services)   |
|   | Review 2019 lake monitoring reports  |
|   | Consider TAC recommendations on water monitoring program and 5-year CIP  |
|   | Set public hearing for minor plan amendment  |
| <b>MARCH 19<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Via conference call</b>                            | Consider TAC recommendations on water monitoring program and 5-year CIP  |
|   | Set public hearing for minor plan amendment  |
| <b>APRIL 16<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Via Webex</b>                                      | Approve agreements for CLP control, grants, education consultant   |
|   | Review Education Committee Recommendations   |
|   | Consider Dominion development project at Four Seasons Mall   |
|   | Review draft feasibility study Bassett Creek Main Stem Lagoon Dredging Project   |
| <b>PUBLIC HEARING</b><br><b>MAY 21<sup>st</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b> | Approve annual report  |
|   | Approve not to waive monetary limits on municipal tort liability   |
|   | Hold public hearing on minor watershed plan amendment  |
|   | Receive information on BWSR Performance Review and Assistance Program  |
|   | Review draft feasibility studies for Mt. Olivet Stream Restoration Project and Parkers Lake Drainage Improvement Project                         |

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|  | Review final feasibility study for Main Stem Lagoon Dredging Project   |
|  | Accept FY2019 financial audit  |
|  | Review 2021 draft operating budget   |
|  | Approve CAMP agreement   |
| <b>JUNE 18<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b>  | Set Proposed 2021 Operating Budget   |
|  | Approve maximum 2021 levy request for Hennepin County  |
|  | Review 2018/2019 Stream Monitoring Reports   |
| <b>JULY 16<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b>  | Set Public Hearing on 2021 CIP projects  |
|  | Authorize preparation of feasibility studies for 2022 CIP Projects   |
|  | Review linear project impacts  |
|  | Consider Resolutions for MN Association of Watershed Districts   |
| <b>AUGUST 20<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b>  | Approve final 2021 operating budget  |
|  | Review 2020 budget status  |
|  | Find volunteers for Golden Valley Days   |
| <b>PUBLIC HEARING</b><br><b>(likely)</b><br><b>SEPTEMBER 17<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b> | Public Hearing on 2021 CIP Projects:   |
|  | Approve Resolution ordering 2021 CIP Projects  |
|  | Approve agreement with Plymouth for design/construction of Mt. Olivet Stream Restoration Project and Parkers Lake Drainage Improvement Project |
|  | Approve agreement with Minneapolis for design/construction of Bassett Creek Main Stem Lagoon Dredging Project                                  |
|  | Certify 2021 levy costs to Hennepin County   |
|  | Consider requests to attend MAWD Conference  |
| <b>OCTOBER 15<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b>   | Appoint MAWD delegates   |
| <b>WEDNESDAY</b><br><b>NOVEMBER 18<sup>th</sup></b><br><b>8:30 a.m.</b><br><b>Golden Valley City Hall</b>                          |  |
| <b>DECEMBER 17<sup>th</sup></b><br><b>8:30 a.m.</b>  |  |

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| <b>Golden Valley City Hall</b>                                    |   |
| <b>January 21, 2020<br/>8:30 a.m.<br/>Golden Valley City Hall</b> | 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 Resolution to Transfer Funds from Administrative Account to Watershed Plan Development Savings Fund                 |
|   | Approval of Proposal from MMKR to Perform Financial Audit   |
|   | Approval of contracts for 2021 work   |

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| <b>CONTRACTORS</b> | <p>Met Council – Watershed Outlet Monitoring Program (WOMP)<br/> Met Council – Citizen Assisted Monitoring Program (CAMP)<br/> Wenck Associates – WOMP monitoring<br/> HDR – Website maintenance and hosting<br/> Hennepin County – River Watch Program<br/> Keystone Waters – Administrator<br/> Lawn Chair Gardener – Administrative and Educational Services<br/> Barr Engineering – General Technical Services<br/> Kennedy Graven – Legal Services</p> |
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| <b>BCWMC Committees</b>  |   |
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| <p><b>Budget Committee</b></p> <p>Meetings:<br/> March and April<br/> Additional as needed</p>         | <p>KEY ROLE: Develop annual Operating Budget &amp; City Assessments</p> <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2021 programs/budget items</li> <li>• Develop and recommend 2021 operating budget and city assessments</li> <li>• Timeline: <ul style="list-style-type: none"> <li>○ March and April committee develops recommendation on 2021 budget</li> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2021 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2021 budget/assessments</li> </ul> </li> </ul> |
| <p><b>Education Committee</b></p> <p>Meetings:<br/> Late February<br/> March<br/> Others as needed</p> | <p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education</p> <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, and partnerships</li> <li>• Develop 2020 education and outreach plan and present at March or April Commission meeting <ul style="list-style-type: none"> <li>○ Assist with implementation of plan, as needed</li> <li>○ Assist with outreach at education events</li> </ul> </li> <li>• Recommend further improvements to BCWMC website</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Represent Commission on West Metro Water Alliance</li> </ul>  |
| <p><b>Administrative Services Committee</b></p> <p>Meetings:<br/>Oct or Nov for staff evaluation<br/>Additional meetings as items arise</p> | <p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>   |
| <p><b>Technical Advisory Committee</b></p> <p>Includes Commission liaison<br/>Meetings:<br/>Typically 4 – 7 meetings per year 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"> <li>• Make recommendations from on BCWMC Water Monitoring Program</li> <li>• Recommend projects and assist with development of 2022 - 2026 Capital Improvement Program</li> <li>• Review results of special projects or studies as requested by Commission</li> </ul> |