BCWMC FY2025 Administrative Calendar (Not a complete list of meeting items)	
FEBRUARY 20th 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, Plan Steering Committee (see committee descriptions below)
	Designate *Finance and Commerce* as the Official News Publication of the Commission
	Designate depositories and approve electronic funds transfer resolution
	Adopt Data Practices Policy
	Review of open meeting law
	Review Roles and Responsibilities Document
	Approve engagement letter for 2024 financial audit
	Review Budget Committee Recommendations
	Consider scope/budget for Main Stem Bassett Creek Restoration Design and Engineering Services
	Consider scope/budget for feasibility study for double box culvert repair project
MARCH 20th 8:30 a.m. Golden Valley City Hall	Consider scope and budget for Bassett Creek Valley study update project and cost share with Minneapolis
	Review contract with Barr Engineering
	Consider agreement with BWSR for Clean Water Fund grant
	Consider Approval of Engineering Services Scope and Budget for Bassett Creek Restoration Project Regent Ave. to Golden Valley Rd. (CR-M 2024)
	Consider Scope and Budget from Bolton & Menk for Chloride Reduction Strategies in Parkers Lake Subwatershed
	Consider scope and budget for AIS Early Detection Training for Sweeney Lake
APRIL 17th 8:30 a.m. Golden Valley City Hall	Review 2024 Annual Report
	Approve not to waive monetary limits on municipal tort liability
	Review results of Medicine Lake TMDL Assessment Monitoring
	Consider agreement with BWSR for Clean Water Fund grant
	Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program

MAY 15th 8:30 a.m. Golden Valley City Hall	Receive Update on feasibility study for Double Box Culvert Repair Project
	Review Budget Committee recommendations on tracking and transparency
	Review 2026 draft operating budget
	Consider website update project scope and Education Committee recommendations
	Consider Resolutions for MN Association of Watershed Districts
	Watershed Management Plan Workshop
WEDNESDAY JUNE 18th, Plymouth City Hall **(3rd Thursday is a state holiday)**	Receive information about potential Fruen Mill redevelopment
	Review feasibility study for Double Box Culvert Repair Project
	Approve maximum 2026 levy request for Hennepin County
	Consider proposal for Commission insurance
JULY 17th 8:30 a.m. Golden Valley City Hall	Set Public Hearing for September 18th on 2026 CIP project: Double Box Culvert Repair Project
	Review 2024 Water Monitoring results
	Review final draft plan and consider submitting for 60-day review
	Review 50% Designs for Bassett Creek Restoration Project
AUGUST 21st 8:30 a.m. Golden Valley City Hall	Approve final 2026 Operating Budget
	Review status of 2025 Operating Budget
	Accept financial audit
	Consider scope and budget for 2027 CIP project feasibility studies
	Consider cost savings and implementation options for Bassett Creek Restoration Project
SEPTEMBER 18th 8:30 a.m. Golden Valley City Hall **PUBLIC HEARING**	Hold public hearing on 2026 CIP project: Double Box Culvert Repair Project
	Certify final 2026 levy costs to Hennepin County
	Review results of Street Sweeping Prioritization Study
OCTOBER 16th 8:30 a.m. Golden Valley City Hall	Review 90% plans for Bassett Creek Restoration Project
	Consider Administrator and Commissioner attendance at MN Watersheds Conference
	Set public hearing on draft plan
	Review 60% Designs for Plymouth Creek Restoration Project

WEDENESDAY NOVEMBER 19th 8:30 a.m. Golden Valley City Hall	Appoint MN Watersheds Annual meeting delegates
	Discuss staff evaluation process and solicit for engineering and legal services proposals
	Review status of 2025 Operating Budget
DECEMBER 18th 8:30 a.m. Golden Valley City Hall	Receive update on MN Watersheds Annual Meeting
	Update contract for website services and WOMP services
	Hold public hearing on draft plan

CONTRACTS and AGREEMENTS	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Stantec – WOMP monitoring HDR – Website maintenance and hosting + new contract for website updates and ADA compliance Keystone Waters – Administrator City of Plymouth – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services LB Carlson – Financial Audit Three Rivers Park District – Medicine Lake Activities

BCWMC Committees	

Budget Committee
 	
Meetings:
March 25, 2025
April 15, 2025
July 31, 2025
Additional as needed
	KEY ROLE: Develop annual Operating Budget & City Assessments
	
	• Review ideas and staff recommendations for 2026 programs/budget items
	• Develop and recommend 2026 operating budget and city assessments
	• Timeline:
	  ○ March and April committee develops recommendation on 2026 budget
	  ○ May Commission meeting: submit draft recommendations
	  ○ June Commission meeting: approval of proposed 2025 budget/assessments
	  ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments
	  ○ August Commission meeting: final approval of 2026 budget/assessments

Education Committee Meetings: February 3, 2025 April 23, 2025 July 21, 2025 Additional as neeed	KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events • Discuss options for education programs, trainings, and partnerships • Consider developing signage for key locations in watershed • Consider website update project • Assist with outreach at education events • Review education and outreach plan for 2026 Watershed Plan • Represent Commission on West Metro Water Alliance
Administrative Services Committee TBD	KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff • Evaluate staff and report results

	• Develop plans for enhanced commissioner engagement • Develop plans for improving staff capacity and succession planning
Technical Advisory Committee Meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview	KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities. • Recommend projects and assist with development of 5-year Capital Improvement Program • Review results of projects or studies as requested by Commission • Participate in Plan TAC for 2026 Watershed Plan development
Plan Steering Committee Meets monthly first Wednesday of the month at 8:30 a.m., Wirth Lake Room, Brookview	KEY ROLE: Guide the development of policies, programs, and activities in the 2026 Watershed Management Plan This committee is digging into the details and developing goals, policies, programs, and project for the watershed management plan including: • Review materials, background, and options in preparation for monthly committee meetings • Participate in monthly meetings, providing feedback and thoughtful dialogue • Present recommendations to whole Commission at regular meetings and during special workshops • Participate in occasional meetings with broader Planning Technical Advisory Committee (TAC) including cities and state review agencies and partners