

**BCWMC FY2020 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 (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
MARCH 19th 8:30 a.m. Via conference call	Consider TAC recommendations on water monitoring program and 5-year CIP
	Set public hearing for minor plan amendment
APRIL 16th 8:30 a.m. Via Webex	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 – moved to May
PUBLIC HEARING MAY 21st 8:30 a.m. Via Webex	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment
	Review draft feasibility studies for Mt. Olivet Stream Restoration Project and Parkers Lake Drainage Improvement Project (and Main Stem Lagoon Dredging Project)
	Review final feasibility study for Main Stem Lagoon Dredging Project

	Accept FY2019 financial audit
	Review 2021 draft operating budget
	Approve CAMP and WOMP agreements
JUNE 18th 8:30 a.m. Via Webex	Approve maximum 2021 levy request for Hennepin County
JULY 16th 8:30 a.m. Via Webex	Set Public Hearing on 2021 CIP projects
	Review 2018/2019 Stream Monitoring Reports
	Authorize preparation of feasibility studies for 2022 CIP Projects
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 20th 8:30 a.m. Via Webex	Approve final 2021 operating budget
	Review 2020 budget status
	Adopt Minor Plan Amendment
	Consider submitting resolutions for MAWD Legislative Platform
	Authorize preparation of feasibility studies for 2022 CIP Projects
PUBLIC HEARING SEPTEMBER 17th Via Webex	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 Plymouth for Street Sweeper Cost Share
	Certify 2021 levy costs to Hennepin County
	Review linear project impacts
OCTOBER 15th 8:30 a.m. Via Zoom	Discuss further analysis of linear project impacts
	Award contract for Sweeney Lake alum treatment
	Review estimated costs and BCWMC liability for Flood Control Project repairs
WEDNESDAY NOVEMBER 18th	Appoint MAWD delegates and consider requests to attend MAWD Conference

8:30 a.m. Via Zoom	Consider TAC recommendations and/or begin 5-year CIP development process; assign committee and/or set date for TAC-Commission workshop- see approved process here .
	Discuss implementation options and schedule for Main Stem Lagoon Dredging Project and Bryn Mawr Meadows Water Quality Improvement Project
DECEMBER 17th 8:30 a.m. Via Zoom	Receive update on MAWD Annual Meeting
	Receive presentation and update on Metro Blooms programs and projects in Harrison and surrounding neighborhoods
	Review final report and reimbursement request for Crane Lake Improvement Project
	Review results of staff evaluation
	Review RFP for accounting services; decide on method for engineering and legal services
January 21, 2020 8:30 a.m. Via Zoom	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
	Consider proposals for accounting, engineering, legal services
	Approval of contracts for 2021 work

CONTRACTORS	<p>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</p>
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BCWMC Committees

<p>Budget Committee</p> <p>Meetings: March and April 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 2021 programs/budget items • Develop and recommend 2021 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2021 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2021 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2021 budget/assessments
<p>Education Committee</p> <p>Meetings: Late February March 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"> • Discuss options for education programs, trainings, and partnerships • Develop 2020 education and outreach plan and present at March or April Commission meeting <ul style="list-style-type: none"> ○ Assist with implementation of plan, as needed ○ Assist with outreach at education events • Recommend further improvements to BCWMC website • Represent Commission on West Metro Water Alliance
<p>Administrative Services Committee</p> <p>Meetings: Oct or Nov 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>Includes Commission liaison Meetings: 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"> • Make recommendations from on BCWMC Water Monitoring Program • Recommend projects and assist with development of 2022 - 2026 Capital Improvement Program • Review results of special projects or studies as requested by Commission