

BCWMC 2016 Administrative Calendar (Includes only pre-set agenda items; not a complete list of meeting items)	
FEBRUARY 18 8:30 a.m. Plymouth City Hall	Election of officers – Chair, Vice Chair, Secretary, Treasurer
	Committee appointments – Budget, Administrative Services, Education, Aquatic Plant Management/Aquatic Invasive Species
	Commissioners complete conflict of interest forms for auditor
	Designate official depositories
	Designate official news publication of the Commission
	Review year-end financial report
	Receive review of open meeting law
	Review draft feasibility study for Plymouth Creek Restoration Project (2017CR-P)
MARCH 17 8:30 a.m. Plymouth City Hall	Approve 5-year CIP (2018 – 2022)
	Approve Education & Outreach Plan
	Receive 2015 water monitoring results
	Approve BWSR Biennial Budget Request
	Approve final feasibility study for Plymouth Creek Restoration Project (2017CR-P)
	Find volunteers for Plymouth Yard and Garden Expo
APRIL 21 8:30 a.m. Plymouth City Hall	Review draft 2015 annual report
	Approval not to waive monetary limits on municipal tort liability
	Review draft feasibility study for Main Stem Erosion Repair Project (2017CR-M)
MAY 19 8:30 a.m. Golden Valley City Hall	Approve 2015 annual report & financial report
	Accept 2015 financial audit

	Approve final feasibility study for Main Stem Erosion Repair Project (2017CR-M)
	Approve maximum 2017 levy request for Hennepin County
	Authorize preparation of feasibility study for 2018 CIP project
JUNE 16 8:30 a.m. Golden Valley City Hall	Approve proposed 2017 operating budget and submit to cities by July 1 st
JULY 21 8:30 a.m. Golden Valley City Hall	Consider applying for Clean Water Fund grants
	Set September Public Hearing for 2017 CIP projects
AUGUST 18 8:30 a.m. Golden Valley City Hall	Approve 2017 final operating budget
	Approve CWF grant application, as needed
	Find volunteers for Golden Valley Days
SEPTEMBER 15 8:30 a.m. Golden Valley City Hall	Public Hearing on 2017 CIP projects
	Resolution ordering 2017 CIP projects
	Agreement with cities to design/construct 2017 CIP projects
	Certify 2017 levy costs to Hennepin County
	Consider requests to attend Water Resources Conference, as needed
OCTOBER 20 8:30 a.m. Golden Valley City Hall	Consider request for MN Association of Watershed District attendance, as needed
NOVEMBER 16 (WEDNESDAY) 8:30 a.m. Golden Valley City Hall	
DECEMBER 15 8:30 a.m. Golden Valley City Hall	Review draft feasibility study of 2018 CIP project

<p>JANUARY 19, 2017 8:30 a.m. Golden Valley City Hall</p>	Resolution to Transfer Funds from CIP Account to Administrative Account
	Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund and Long Term Maintenance Fund
	Proposal from MMKR to Perform Financial Audit
	Final Financial Report for Clean Water Fund Grant
<p>Contracts and Agreements</p>	<p>Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Met Council – Cost share for tasks related to SWLRT Wenck Associates – WOMP monitoring HDR – Website maintenance and hosting Hennepin County – River Watch Program Recording Secretary Amy Herbert Administrative Services Keystone Waters - Administrator</p>

BCWMC 2016 AREAS OF WORK

<p>Budget Committee</p> <p>Meetings: March 2016 April 2016</p>	<p>KEY ROLE: Develop 2017 Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2017 programs/budget items • Develop and recommend 2017 operating budget and city assessments • Assist with development of “Budget Detail Document” • Timeline: <ul style="list-style-type: none"> ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2017 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2017 budget/assessments
<p>Education Committee</p> <p>Meetings: Late February 2016 As needed</p>	<p>KEY ROLE: Develop 2016 Education and Outreach Plan & assist with implementation</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, partners & develop 2016 education and outreach plan • Present draft education and outreach plan at March Commission meeting • Assist with implementation of plan, as needed <ul style="list-style-type: none"> ○ Outreach at education events ○ Hosting Watershed Tour • Recommend further improvements to BCWMC website

<p>Administrative Services Committee</p> <p>Meetings: March 2016 May 2016 As needed</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p> <ul style="list-style-type: none"> • Consider needed revisions to 2011 (draft) policy documents • Consider Flood Control Project recommended policies from TAC • Review Commission policies regarding evaluation of projects • Assist with securing records/data management system
<p>Aquatic Plant Management/Aquatic Invasive Species</p> <p>Meetings: Monthly April – September</p> <p>Members will include Interested Commissioners, staff, some TAC members, agency staff, park district staff, Hennepin County</p>	<p>KEY ROLE: Determine the Commission’s role in managing aquatic plants and preventing the introduction and spread of aquatic invasive species</p> <ul style="list-style-type: none"> • Understand the issues and the science <ul style="list-style-type: none"> ○ What are nuisance aquatic plants and where are they in the watershed? ○ What are the aquatic invasive species (AIS) of concern and where are they in the watershed? ○ As water clarity improves and plants are more abundant, how can Commission facilitate understanding expectations of lake users? • Review practices/roles of member cities, park districts, Hennepin County, lake organizations • Review practices/roles of other watershed organizations • Develop recommendations for Commission role
<p>Technical Advisory Committee</p> <p>Meetings: January 7, 2016 February 5, 2016 March 3, 2016 As needed</p>	<p>KEY ROLE: Provides guidance and recommendations and assists with developing policies related to technical aspects of Commission projects and activities.</p> <ul style="list-style-type: none"> • Develop recommended policies related to the routine maintenance, and long term rehabilitation and replacement of Flood Control Project components along with possible funding mechanisms. • Recommend 2018 – 2022 Capital Improvement Program projects. • Review results of XP-SWMM Phase II project; make recommendations on presentation to Commission and future use and model maintenance • Review results of P8 modeling and possible ways to utilize data • Assist with Aquatic Plant Management/Aquatic Invasive Species Committee • Make recommendations on possible shoreland habitat monitoring program