

**BCWMC FY2023 Administrative Calendar
(Not a complete list of meeting items)**

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| FEBRUARY 16th 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 official depositories and review year-end financial report |
| | Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission |
| | Adopt Data Practices Policy |
| | Review of open meeting law |
| | Review Roles and Responsibilities Document and Bylaws |
| | Approve engagement letter for 2022 financial audit |
| | Review options for linear project requirements |
| | Plan for Feb 28 th Plan Kick Off Public Open House |
| | Commissioners complete conflict of interest forms for auditor |
| MARCH 16th 8:30 a.m. Golden Valley City Hall | Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program |
| | Consider budget amendment for professional services for Bryn Mawr Project |
| | Review results of public open house |
| | Consider 2023 Schaper Pond effectiveness monitoring |
| | Set Public Hearing for May 18 th for Minor Plan Amendment |
| APRIL 20th 8:30 a.m. Golden Valley City Hall | Review draft feasibility study for Ponderosa Woods Stream Restoration Project |
| | Review draft feasibility study for Bassett Creek Main Stem Restoration Project |
| | Approve agreements with Met Council for Citizen Assisted Monitoring Program (CAMP) and Watershed Outlet Monitoring Program (WOMP) |
| | Approve agreements for Curly-leaf Pondweed control with herbicide contractor and with Three Rivers Park District (TRPD) for Medicine Lake cooperation |
| MAY 18th 8:30 a.m. Golden Valley City Hall PUBLIC HEARING | Hold public hearing on minor plan amendment to update Capital improvement Program (CIP) |
| | Approve final feasibility study for Ponderosa Woods Stream Restoration Project |
| | Approve 2022 annual report |

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| | Approve final feasibility study for Bassett Creek Main Stem Restoration Project |
| | Approve not to waive monetary limits on municipal tort liability |
| | Review 2024 draft operating budget |
| JUNE 15th 8:30 a.m. Golden Valley City Hall | Review status of 2023 operating budget |
| | Approve Proposed 2024 Operating Budget and submit to cities for review |
| | Approve maximum 2024 levy request for Hennepin County |
| | Accept financial audit |
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| JULY 20th 8:30 a.m. Golden Valley City Hall | Consider Resolutions for MN Association of Watershed Districts |
| | Review 2022 Monitoring Reports |
| | Set Public Hearing for September 21 st on 2024 CIP projects |
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| AUGUST 17th 8:30 a.m. Golden Valley City Hall | Approve final 2024 Operating Budget |
| | Consider scope of work for development of feasibility studies for 2025 CIP projects |
| | Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee |
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| SEPTEMBER 21st 8:30 a.m. Golden Valley City Hall | Certify final 2024 levy costs to Hennepin County |
| | Hold public hearing on 2024 CIP projects (Ponderosa Woods and Bassett Creek Main Stem Stream Restoration Projects) |
| PUBLIC HEARING | Enter agreements with Plymouth and Golden Valley for implementation of Ponderosa Woods and Bassett Creek Main Stem Stream Restoration Projects, respectively |
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| OCTOBER 19th 8:30 a.m. Golden Valley City Hall | Review status of 2023 Operating Budget |
| | Consider Administrator and Commissioner attendance at MN Watersheds Conference |
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| WEDNESDAY NOVEMBER 15th 8:30 a.m. Golden Valley City Hall | Appoint MN Watersheds Annual meeting delegates |
| | Review MN Watersheds resolutions |
| | Discuss staff evaluation process |

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| DECEMBER 21st 8:30 a.m. Golden Valley City Hall | Receive update on MN Watersheds Annual Meeting |
| | Review Staff Evaluation Results |
| January 18, 2024 8:30 a.m. Golden Valley City Hall | Approve contracts for 2024 work |
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| 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 Keystone Waters – Administrator Redpath – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services MMKR – Financial Audit |
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| BCWMC Committees | |
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| Budget Committee Meetings: March April Additional as needed | KEY ROLE: Develop annual Operating Budget & City Assessments <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2024 programs/budget items • Develop and recommend 2024 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2024 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2024 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2024 budget/assessments |
| Education Committee Meetings: TBD | KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Develop 2024 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 |
| Administrative Services Committee TBD | KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff <ul style="list-style-type: none"> • Review and suggest updates or revisions to the Joint Powers Agreement • Evaluate staff and report results |

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| <p>Technical Advisory Committee Meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview</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"> • Recommend projects and assist with development of 2025 - 2029 Capital Improvement Program • Review results of projects or studies as requested by Commission |
| <p>Plan Steering Committee Likely meeting monthly starting in June or July and continuing through 2024</p> | <p>KEY ROLE: Guide the development of policies, programs, and activities in the 2025 Watershed Management Plan</p> <p>This committee is expected to do some “heavy lifting” in the development of the watershed management plan including:</p> <ul style="list-style-type: none"> • 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 • Participate in occasional meetings with broader Planning Technical Advisory Committee (TAC) including cities and state review agencies and partners |