

**BCWMC FY2021 Administrative Calendar  
(Not a complete list of meeting items)**

<b>FEBRUARY 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</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
	Review Letters of Interest Proposals for Legal and Engineering Services
	Approve Proposal with Redpath for Accounting Services
<b>MARCH 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Consider TAC recommendations on 5-year CIP
	Set public hearing for minor plan amendment, if needed
	Approve agreement for CLP control
	Consider updated contracts with Barr Engineering and Kennedy & Graven
<b>APRIL 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Review Education Committee Recommendations
	Accept FY2020 financial audit
	Approve agreement with Met Council (CAMP), and Hennepin County (AIS Prevention and Opportunity Grants)
<b>MAY 20<sup>th</sup></b> <b>Public Hearing</b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment
	Review proposal from Commission Engineer for Bryn Mawr Project design
	Review draft feasibility studies for Medley Park Stormwater Treatment Facility and SEA School-Wildwood Park Flood Reduction Project
	Review 2022 draft operating budget
<b>JUNE 17<sup>th</sup></b> <b>8:30 a.m.</b>	Approve feasibility studies and choose option(s) to implement for Medley Park Stormwater Treatment Facility and SEA School-Wildwood Park Flood Reduction Project

	Approve Proposed 2022 Operating Budget and submit to cities for review
	Review status of 2021 operating budget
	Consider agreement with MPRB and MPLS for Bryn Mawr Water Quality Improvement Project
	Consider proposal to develop feasibility study for Beacon Heights 2 <sup>nd</sup> Addition Stormwater Improvement Project
	Approve maximum 2022 levy request for Hennepin County
<b>JULY 15<sup>th</sup> 8:30 a.m.</b>	Set Public Hearing on 2022 CIP projects
	Review PRAP report from BWSR
	Review 2020 Water Monitoring Results
	Consider Resolutions for MN Association of Watershed Districts
<b>AUGUST 19<sup>th</sup> 8:30 a.m.</b>	Approve final 2022 Operating Budget
	Review status of 2021 Operating Budget
	Adopt Minor Plan Amendment
	Consider submitting resolutions for MAWD Legislative Platform
	Receive report on Salt Symposium
<b>PUBLIC HEARING SEPTEMBER 16<sup>th</sup></b>	Public Hearing on 2022 CIP Projects
	Review feasibility study for Beacon Heights 2 <sup>nd</sup> Addition Stormwater Improvement Project
	Approve Resolution ordering 2022 CIP Projects
	Approve agreements for 2022 CIP Projects
	Certify 2022 levy costs to Hennepin County
<b>OCTOBER 21<sup>st</sup> 8:30 a.m.</b>	Review 50% Plans for Main Stem Lagoon Dredging Project (maybe be later in year)
<b>WEDNESDAY NOVEMBER 17<sup>th</sup> 8:30 a.m.</b>	Appoint MAWD delegates and consider requests to attend MAWD Conference
	Consider TAC recommendations and/or begin 5-year CIP development process; assign committee and/or set date for TAC-Commission workshop- see approved process <a href="#">here</a> .
	Review status of 2021 Operating Budget

<b>DECEMBER 16<sup>th</sup></b> <b>8:30 a.m.</b>	Receive update on MAWD Annual Meeting
	Review results of staff evaluation
<b>January 20, 2022</b> <b>8:30 a.m.</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, Long-Term Maintenance Fund, Next Generation Plan Development Fund
	Approval of contracts for 2021 work
	Approval of FCP inspection reports

<b>CONTRACTS and AGREEMENTS</b>	<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 &amp; Graven – Legal Services</p>
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<b>BCWMC Committees</b>	
<p><b>Budget Committee</b></p> <p>Meetings:  March 22, 2021  April  Additional as needed</p>	<p><b>KEY ROLE:</b> Develop annual Operating Budget &amp; City Assessments</p> <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2022 programs/budget items</li> <li>• Develop and recommend 2022 operating budget and city assessments</li> <li>• Timeline: <ul style="list-style-type: none"> <li>○ March and April committee develops recommendation on 2022 budget</li> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2022 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2022 budget/assessments</li> </ul> </li> </ul>
<p><b>Education Committee</b></p> <p>Meetings:  March 22, 2021  Others as needed</p>	<p><b>KEY ROLE:</b> Develop annual Education and Outreach Plan, assist with outreach and education events</p> <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, and partnerships</li> <li>• Develop 2021 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> <li>• Represent Commission on West Metro Water Alliance</li> </ul>
<p><b>Administrative Services Committee</b></p>	<p><b>KEY ROLE:</b> Guide development of policy and overall processes of Commission; evaluate staff</p>

<p>Meetings as needed &amp; Oct or Nov for staff evaluation</p>	
<p><b>Technical Advisory Committee</b> February 2, 2021 March 6, 2021 Others 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>• Recommend projects and assist with development of 2023 - 2027 Capital Improvement Program</li> <li>• Review results of special projects or studies as requested by Commission</li> </ul>