

BCWMC 2017 Administrative Calendar
(Includes only pre-set agenda items; not a complete list of meeting items)

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
	Designate official depositories
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Review year-end financial report
	Receive review of open meeting law
	Receive 2016 water monitoring results
	Commissioners complete conflict of interest forms for auditor
MARCH 16th 8:30 a.m. Golden Valley City Hall	Approve 5-year CIP (2019 – 2023), begin plan amendment process as needed
	Approve Education & Outreach Plan
APRIL 20th 8:30 a.m. Golden Valley City Hall	Review draft annual report
	Approval not to waive monetary limits on municipal tort liability
	Review Draft Feasibility Study for Bassett Creek Park Pond/Winnetka Pond Dredging Project
	Authorize preparation of feasibility studies for 2019 projects
MAY 18th 8:30 a.m. Golden Valley City Hall	Approve annual report
	Accept financial audit
	Review 2018 draft operating budget
	Approve Feasibility Study for Bassett Creek Park Pond/Winnetka Pond Dredging Project
	Approve maximum 2018 levy request for Hennepin County
JUNE 15th 8:30 a.m. Golden Valley City Hall	Approve proposed 2018 operating budget and submit to cities by July 1st
JULY 20th 8:30 a.m. Golden Valley City Hall	Consider applying for CWF grants
	Set Public Hearing for Bassett Creek Park Pond/Winnetka Pond Dredging Project

AUGUST 17th 8:30 a.m. Golden Valley City Hall	Approve final operating budget
	Approve CWF grant application, as needed
	Find volunteers for Golden Valley Days
SEPTEMBER 21st 8:30 a.m. Golden Valley City Hall	Public Hearing on Bassett Creek Park Pond/Winnetka Pond Dredging Project
	Resolution ordering Bassett Creek Park Pond/Winnetka Pond Dredging Project
	Approve agreement with city to design/construct Bassett Creek Park Pond/Winnetka Pond Dredging Project
	Certify 2018 levy costs to Hennepin County
	Consider requests to attend Water Resources Conference
OCTOBER 19th 8:30 a.m. Golden Valley City Hall	Consider request for MAWD attendance
WEDNESDAY NOVEMBER 15th 8:30 a.m. Golden Valley City Hall	
DECEMBER 21st 8:30 a.m. Golden Valley City Hall	Review draft feasibility studies for 2019 CIP projects
January 18th 8:30 a.m. Golden Valley City Hall	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 Proposal from MMKR to Perform Financial Audit

CONTRACTORS	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Wenck Associates – 2017 Routine Lake Monitoring Wenck Associates – WOMP monitoring HDR – Website maintenance and hosting Hennepin County – River Watch Program Keystone Waters – Administrator Lawn Chair Gardener – Administrative Services Barr Engineering – General Technical Services + Sweeney Lake Aeration Study + Schaper Pond Effectiveness Monitoring + Chloride Source Assessment Kennedy Graven – Legal Services
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BCWMC 2017 AREAS OF WORK

<p>Budget Committee</p> <p>Meetings: March 2017 April 2017</p>	<p>KEY ROLE: Develop 2018 Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2018 programs/budget items • Develop and recommend 2018 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 2018 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2018 budget/assessments
<p>Education Committee</p> <p>Meetings: Late February 2017 As needed</p>	<p>KEY ROLE: Develop 2017 Education and Outreach Plan & assist with implementation</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, partners & develop 2017 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 • Recommend further improvements to BCWMC website
<p>Administrative Services Committee</p> <p>Meetings: As needed</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>
<p>Technical Advisory Committee</p> <p>Meetings: February 3, 2017 March 2, 2017 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 results of the Phase II XP-SWMM hydrologic model • Recommend 2019 – 2023 Capital Improvement Program projects • Discuss adding CIP maintenance to Commission responsibilities • Review results of special studies including Sweeney Lake Aeration Study, Schaper Pond Effectiveness Monitoring, Chloride Source Assessment