

**BCWMC 2018 Administrative Calendar  
(Not a complete list of meeting items)**

<b>FEBRUARY 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, CIP Prioritization, 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
	Review of open meeting law
	Receive 2017 water monitoring results
	Commissioners complete conflict of interest forms for auditor
<b>MARCH 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	
<b>APRIL 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Review draft annual report
	Approve not to waive monetary limits on municipal tort liability
	Review draft 5-year CIP (2020 - 2024), begin plan amendment process as needed
	Approve Education & Outreach Plan
	Review 50% design plans for Winnetka Pond dredging project (CIP 2018 BCP-2)
	Review draft feasibility studies for Bryn Mawr Meadows Improvement Project and Westwood Lake Water Quality Improvement Project
	Approve of final 5-year CIP (2020 – 2024)
<b>MAY 17<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve annual report
	Accept FY2017 financial audit
	Review 2019 draft operating budget
	Receive reports on Schaper Pond Monitoring and Sweeney Lake Aeration Study
	Review draft feasibility study for DeCola Ponds B&C Improvement Project
	Approve feasibility Studies for Bryn Mawr Meadows Improvement Project and Westwood Lake Water Quality Improvement Project
	Review 90% design plans for Winnetka Pond dredging project (CIP 2018 BCP-2)

	Approve maximum 2019 levy request for Hennepin County
<b>JUNE 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve proposed 2019 operating budget and submit to cities by July 1 <sup>st</sup>
	Approve feasibility study for DeCola Ponds B&C Improvement Project
	Authorize preparation of feasibility studies for 2020 project(s)
	Consider applying for Clean Water Fund grants
	Revisit requirements for linear projects with updated data
<b>JULY 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve CWF grant application, as needed
	Set Public Hearing for 2019 CIP Projects (Bryn Mawr Meadows, Westwood Lake, DeCola Ponds)
<b>AUGUST 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve final 2019 operating budget
	Find volunteers for Golden Valley Days
<b>SEPTEMBER 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Public Hearing on 2019 CIP Projects (Bryn Mawr Meadows, Westwood Lake, DeCola Ponds)
	Resolution ordering 2019 CIP Projects
	Approve agreement with cities to design/construct 2019 CIP projects
	Certify 2019 levy costs to Hennepin County
	Make plans for soliciting technical, legal, and administrative consultants
	Consider requests to attend Water Resources Conference
<b>OCTOBER 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Consider request for MAWD attendance
<b>WEDNESDAY</b> <b>NOVEMBER 14<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	
<b>DECEMBER 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	
<b>January 17, 2019</b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</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 and Long Term Maintenance Fund
	Approval of Proposal from MMKR to Perform Financial Audit

	Approval of contracts for 2019 work

<b>CONTRACTORS</b>	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
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<b>BCWMC 2018 AREAS OF WORK</b>	
<b>Budget Committee</b>  Meetings: March 2018 April 2018	<b>KEY ROLE:</b> Develop 2019 Operating Budget & City Assessments <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2019 programs/budget items</li> <li>• Develop and recommend 2018 operating budget and city assessments</li> <li>• Assist with development of “Budget Detail Document”</li> <li>• Timeline:               <ul style="list-style-type: none"> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2019 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2019 budget/assessments</li> </ul> </li> </ul>
<b>Education Committee</b>  Meetings: Late February 2018 April 2018 June 2018 August 2018 Or as needed	<b>KEY ROLE:</b> Develop 2018 Education and Outreach Plan, assist with outreach and education, develop plans for 50 <sup>th</sup> anniversary events <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, partners &amp; develop 2018 education and outreach plan</li> <li>• Present draft education and outreach plan at March Commission meeting               <ul style="list-style-type: none"> <li>○ Assist with implementation of plan, as needed</li> <li>○ Outreach at education events</li> </ul> </li> <li>• Develop recommendations for 50<sup>th</sup> anniversary events</li> <li>• Recommend further improvements to BCWMC website</li> </ul>
<b>CIP Prioritization Process Committee</b>  Meetings: March 2018 April 2018 Additional meetings as needed	<b>KEY ROLE:</b> Develop process to prioritize and target Capital Improvement Program projects. Committee to include TAC members and Commissioners. <ul style="list-style-type: none"> <li>• Review prioritization processes of other watershed organizations and cities</li> <li>• Discuss how or if targeting of projects for certain subwatersheds is viable</li> <li>• Recommend BCWMC-specific prioritization process to Commission and TAC</li> </ul>

Continued 

<p><b>Administrative Services Committee</b>  Meetings:  As needed, typically one or two meetings later in the year</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>
<p><b>Technical Advisory Committee</b>  Meetings:  March 2, 2018  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"> <li>• Recommend 2020 - 2014 Capital Improvement Program projects</li> <li>• Discuss adding CIP maintenance to Commission responsibilities</li> <li>• Review results of CIP prioritization process, and other special projects as requested by Commission</li> </ul>