

**BCWMC FY2019 Administrative Calendar**  
**(Not a complete list of meeting items)**

<b>FEBRUARY 21<sup>st</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, 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
	Approve Robbinsdale and Medicine Lake Local Water Management Plans
	Review DeCola Ponds B & C Improvement Project 50% Design Plans (BC-2, 3, 8 ,10)
<b>MARCH 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Discuss 5-year CIP (2021 – 2025)
	Receive presentation on 2018 lake monitoring results
	Approve St. Louis Park Local Water Management Plan
	Discuss Education Committee Recommendations
	Receive Final Report on Bassett Creek Main Stem Restoration Project 10th Ave to Duluth St. (2015CR-M)
	Review 2 <sup>nd</sup> Draft of Feasibility Study for Crane Lake Improvement Project (CL-3)
<b>APRIL 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve not to waive monetary limits on municipal tort liability
	Review draft Feasibility Study for Jevne Park Stormwater Improvement Project (CIP ML-21)
	Approve of final 5-year CIP (2020 – 2024), begin plan amendment process, as needed
<b>MAY 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve annual report
	Accept FY2018 financial audit
	Review 2020 draft operating budget
	Approve feasibility study for Jevne Park Stormwater Improvement Project (CIP ML-21)
	Approve feasibility study for Crane Lake Improvement Project (CL-3)

	Approve maximum 2020 levy request for Hennepin County
<b>JUNE 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Authorize preparation of feasibility studies for 2021 CIP Projects
<b>JULY 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Set Public Hearing on 2020 CIP projects
<b>AUGUST 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Approve final 2020 operating budget
	Review 2019 budget status
	Find volunteers for Golden Valley Days
<b>PUBLIC HEARING</b> <b>SEPTEMBER 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Public Hearing on 2020 CIP Projects:
	Approve Resolution ordering 2020 CIP Projects
	Approve agreement with cities to design/construct 2020 CIP projects
	Certify 2020 levy costs to Hennepin County
	Consider requests to attend Water Resources Conference
<b>OCTOBER 17<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 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	
<b>DECEMBER 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	
<b>January 16, 2020</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 2020 work

<b>CONTRACTORS</b>	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Wenck Associates – WOMP monitoring
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	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 Committees</b>	
<p><b>Budget Committee</b></p> <p>Meetings:            March and April            Additional as needed</p>	<p>KEY ROLE: Develop annual Operating Budget &amp; City Assessments</p> <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2020 programs/budget items</li> <li>• Develop and recommend 2020 operating budget and city assessments</li> <li>• Timeline:               <ul style="list-style-type: none"> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2020 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2020 budget/assessments</li> </ul> </li> </ul>
<p><b>Education Committee</b></p> <p>Meetings:            Monthly March - May            Additional as needed</p>	<p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education</p> <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, and partnerships</li> <li>• Develop 2019 education and outreach plan and present at March 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>• Finalize and help implement plans for 50<sup>th</sup> anniversary events</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>Meetings:            October for staff evaluation            Additional meetings as items arise</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>
<p><b>Technical Advisory Committee</b></p> <p>Meetings:            February 4, 2019            March 8, 2019            Additional 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>• Review and comment on recommendations from CIP Prioritization Committee</li> <li>• Recommend projects and assist with development of 2021 - 2025 Capital Improvement Program</li> <li>• Review results of special projects or studies as requested by Commission (possibly including carp population study on Sweeney Lake)</li> </ul>