

BCWMC FY2020 Administrative Calendar
(Not a complete list of meeting items)

FEBRUARY 20th 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 (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
	Approve contracts with HDR (website) and Lawn Chair Gardener (Administrative Services)
	Review 2019 lake monitoring reports
	Consider TAC recommendations on water monitoring program and 5-year CIP
Set public hearing for minor plan amendment	
MARCH 19th 8:30 a.m. Golden Valley City Hall	Discuss Education Committee Recommendations
	Review 2018/2019 Stream Monitoring Reports
PUBLIC HEARING APRIL 16th 8:30 a.m. Golden Valley City Hall	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment
	Review draft feasibility studies for Mt. Olivet Stream Restoration Project, Parkers Lake Drainage Improvement Project, and Bassett Creek Main Stem Lagoon Dredging Project
MAY 21st 8:30 a.m. Golden Valley City Hall	Approve annual report
	Accept FY2019 financial audit
	Review 2021 draft operating budget
	Approve maximum 2021 levy request for Hennepin County
JUNE 18th 8:30 a.m. Golden Valley City Hall	Set Proposed 2021 Operating Budget

JULY 16th 8:30 a.m. Golden Valley City Hall	Set Public Hearing on 2021 CIP projects
	Authorize preparation of feasibility studies for 2022 CIP Projects
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 20th 8:30 a.m. Golden Valley City Hall	Approve final 2021 operating budget
	Review 2020 budget status
	Find volunteers for Golden Valley Days
PUBLIC HEARING (likely) SEPTEMBER 17th 8:30 a.m. Golden Valley City Hall	Public Hearing on 2021 CIP Projects:
	Approve Resolution ordering 2021 CIP Projects
	Approve agreement with Plymouth for design/construction of Mt. Olivet Stream Restoration Project and Parkers Lake Drainage Improvement Project
	Approve agreement with Minneapolis for design/construction of Bassett Creek Main Stem Lagoon Dredging Project
	Certify 2021 levy costs to Hennepin County
	Consider requests to attend MAWD Conference
OCTOBER 15th 8:30 a.m. Golden Valley City Hall	Appoint MAWD delegates
WEDNESDAY NOVEMBER 18th 8:30 a.m. Golden Valley City Hall	
DECEMBER 17th 8:30 a.m. Golden Valley City Hall	
January 21, 2020 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 Resolution to Transfer Funds from Administrative Account to Watershed Plan Development Savings Fund
	Approval of Proposal from MMKR to Perform Financial Audit
	Approval of contracts for 2021 work

CONTRACTORS	<p>Met Council – Watershed Outlet Monitoring Program (WOMP)</p> <p>Met Council – Citizen Assisted Monitoring Program (CAMP)</p> <p>Wenck Associates – WOMP monitoring</p> <p>HDR – Website maintenance and hosting</p> <p>Hennepin County – River Watch Program</p> <p>Keystone Waters – Administrator</p> <p>Lawn Chair Gardener – Administrative and Educational Services</p> <p>Barr Engineering – General Technical Services</p> <p>Kennedy Graven – Legal Services</p>
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BCWMC Committees	
<p>Budget Committee</p> <p>Meetings: March and April Additional as needed</p>	<p>KEY ROLE: Develop annual Operating Budget & City Assessments</p> <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2021 programs/budget items • Develop and recommend 2021 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2021 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2021 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2021 budget/assessments
<p>Education Committee</p> <p>Meetings: Late February March Others as needed</p>	<p>KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education</p> <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Develop 2020 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
<p>Administrative Services Committee</p> <p>Meetings: October or November 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>Technical Advisory Committee</p> <p>Includes Commission liaison Meetings:</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"> • Make recommendations from on BCWMC Water Monitoring Program • Recommend projects and assist with development of 2022 - 2026 Capital Improvement Program

Typically 4 – 7 meetings per year
as needed

- Review results of special projects or studies as requested by Commission