

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

FEBRUARY 18th 8:30 a.m. Via Zoom	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
MARCH 18th 8:30 a.m. Via Zoom	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
APRIL 15th 8:30 a.m. Via Zoom	Review Education Committee Recommendations
	Approve CAMP agreement with Met Council
MAY 20th 8:30 a.m. Via Zoom	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment, if needed
	Review draft feasibility studies for Medley Park Stormwater Treatment Facility and SEA School-Wildwood Park Flood Reduction Project
	Accept FY2019 financial audit
	Review 2022 draft operating budget
	Review status of 2021 operating budget
JUNE 17th 8:30 a.m.	Approve feasibility studies and choose option(s) to implement for Medley Park Stormwater Treatment Facility and SEA School-Wildwood Park Flood Reduction Project
	Approve maximum 2022 levy request for Hennepin County

JULY 15th 8:30 a.m.	Set Public Hearing on 2022 CIP projects
	Authorize preparation of feasibility studies for 2023 CIP Projects
	Review 50% Plans for Main Stem Lagoon Dredging Project
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 19th 8:30 a.m.	Approve final 2022 Operating Budget
	Review status of 2021 Operating Budget
	Adopt Minor Plan Amendment, if needed
	Consider submitting resolutions for MAWD Legislative Platform
	Authorize preparation of feasibility studies for 2023 CIP Projects
PUBLIC HEARING SEPTEMBER 16th	Public Hearing on 2022 CIP Projects
	Approve Resolution ordering 2022 CIP Projects
	Approve agreements for 2022 CIP Projects
	Certify 2022 levy costs to Hennepin County
OCTOBER 21st 8:30 a.m.	
WEDNESDAY NOVEMBER 17th 8:30 a.m.	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 here .
	Review status of 2021 Operating Budget
DECEMBER 16th 8:30 a.m.	Receive update on MAWD Annual Meeting
	Review results of staff evaluation
January 20, 2022 8:30 a.m.	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

CONTRACTS and AGREEMENTS	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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BCWMC Committees	
Budget Committee Meetings: March 22, 2021 April Additional as needed	KEY ROLE: Develop annual Operating Budget & City Assessments <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2022 programs/budget items • Develop and recommend 2022 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2022 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2022 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2022 budget/assessments
Education Committee Meetings: March 22, 2021 Others as needed	KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events <ul style="list-style-type: none"> • Discuss options for education programs, trainings, and partnerships • Develop 2021 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
Administrative Services Committee Meetings: Oct or Nov for staff evaluation Additional meetings as needed	KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff
Technical Advisory Committee February 2, 2021 March 6, 2021 Others as needed	KEY ROLE: Provide guidance and recommendations and assist with developing policies related to technical aspects of Commission projects and activities. <ul style="list-style-type: none"> • Recommend projects and assist with development of 2023 - 2027 Capital Improvement Program • Review results of special projects or studies as requested by Commission