

**BCWMC FY2022 Administrative Calendar
(Not a complete list of meeting items)**

FEBRUARY 17th 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
	Review Medley Park Stormwater Treatment Project 50% Designs
	Review Scope and Budget for 2025 Plan Development
	Review Main Stem Erosion Repair Project Final Report
MARCH 17th 8:30 a.m. Via Zoom	Consider TAC recommendations on 5-year CIP
	Adopt Data Practices Policy
	Set public hearing for minor plan amendment, if needed
	Review 2021 Monitoring Reports
	Approve agreement for Curly-leaf Pondweed control
	Approve Clean Water Fund Grant Agreement
	Review SEA School/Wildwood Flood Reduction Project 90% Designs
	Review Bryn Mawr Meadows WQ Improvement Project 90% Designs
APRIL 21st 8:30 a.m. TBD	Review Education Committee Recommendations
	Accept FY2021 financial audit
	Approve agreement with Met Council (CAMP)
MAY 19th 8:30 a.m. TBD	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Hold public hearing on minor watershed plan amendment
	Review 2023 draft operating budget

JUNE 16th 8:30 a.m. TBD	Approve Proposed 2023 Operating Budget and submit to cities for review
	Review status of 2022 operating budget
	Approve maximum 2023 levy request for Hennepin County
JULY 21st 8:30 a.m. TBD	Set Public Hearing on 2023 CIP projects
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 18th 8:30 a.m. TBD	Approve final 2023 Operating Budget
	Review 90% Plans for Parkers Lake Drainage Improvement Project and Mt. Olivet Stream Restoration Project
SEPTEMBER 15th 8:30 a.m. TBD	Certify 2023 levy costs to Hennepin County
OCTOBER 20th 8:30 a.m. TBD	Review status of 2022 Operating Budget
WEDNESDAY NOVEMBER 16th 8:30 a.m. TBD	Appoint MAWD delegates and consider requests to attend MAWD Conference
	Review MAWD resolutions
DECEMBER 15th 8:30 a.m. TBD	Receive update on MAWD Annual Meeting
	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 .
January 19, 2023 8:30 a.m. TBD	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
	Receive results of staff evaluations
	Approval of contracts for 2023 work

CONTRACTS and AGREEMENTS	Met Council – Watershed Outlet Monitoring Program (WOMP) Met Council – Citizen Assisted Monitoring Program (CAMP) Stantec – WOMP monitoring HDR – Website maintenance and hosting Hennepin County – River Watch Program Keystone Waters – Administrator Redpath – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services MMKR – Financial Audit
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BCWMC Committees	
Budget Committee Meetings: March April Additional as needed	KEY ROLE: Develop annual Operating Budget & City Assessments <ul style="list-style-type: none"> • Review ideas and staff recommendations for 2023 programs/budget items • Develop and recommend 2023 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2023 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2023 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2023 budget/assessments
Education Committee Meetings: March 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 2023 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 as needed & Oct or Nov for staff evaluation	KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff
Technical Advisory Committee 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 2024 - 2028 Capital Improvement Program • Review results of special projects or studies as requested by Commission