

<b>BCWMC FY2022 Administrative Calendar (Not a complete list of meeting items)</b>	
<b>FEBRUARY 17<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</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
	Review Medley Park Stormwater Treatment Project 50% Designs
	Review Scope and Budget for 2025 Plan Development
	Review Main Stem Erosion Repair Project Final Report
<b>MARCH 17<sup>th</sup></b> <b>8:30 a.m.</b> <b>Via Zoom</b>	Consider Administrative Committee recommendations – including staff evaluation results
	Adopt Data Practices Policy
	Review Bryn Mawr Meadows WQ Improvement Project 90% Designs and funding options
	Approve Bryn Mawr Project Construction Agreement with Minneapolis and MPRB
	Approve Reimbursement Agreement with City of Minneapolis
	Approve Clean Water Fund Grant Agreement
	Consider Development of Scope and Budget for Analyzing Alternative to Jevne Park Project
<b>APRIL 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Review Education Committee Recommendations
	Consider TAC Recommendations
	Accept FY2021 financial audit
	Approve agreement with Met Council (CAMP)
	Approve agreement for Curly-leaf Pondweed control with herbicide contractor and TRPD
<b>MAY 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Approve annual report
	Approve not to waive monetary limits on municipal tort liability
	Review 2023 draft operating budget

<b>JUNE 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Review SEA School/Wildwood Flood Reduction Project 90% Designs
	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
<b>JULY 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Set Public Hearing on 2023 CIP projects
	Consider Resolutions for MN Association of Watershed Districts
	Review 2021 Monitoring Reports
<b>AUGUST 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Approve final 2023 Operating Budget
<b>SEPTEMBER 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Certify 2023 levy costs to Hennepin County
<b>OCTOBER 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Review status of 2022 Operating Budget
<b>WEDNESDAY</b> <b>NOVEMBER 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Appoint MAWD delegates and consider requests to attend MAWD Conference
	Review MAWD resolutions
<b>DECEMBER 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	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 <a href="#">here</a> .
<b>January 19, 2023</b> <b>8:30 a.m.</b> <b>TBD</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, Long-Term Maintenance Fund, Next Generation Plan Development Fund
	Receive results of staff evaluations
	Approval of contracts for 2023 work

<b>CONTRACTS and AGREEMENTS</b>	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
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	Keystone Waters – Administrator Redpath – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services MMKR – Financial Audit
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<b>BCWMC Committees</b>	
<p><b>Budget Committee</b></p> <p>Meetings:            March            April            Additional as needed</p>	<p><b>KEY ROLE:</b> Develop annual Operating Budget &amp; City Assessments</p> <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2023 programs/budget items</li> <li>• Develop and recommend 2023 operating budget and city assessments</li> <li>• Timeline:               <ul style="list-style-type: none"> <li>○ March and April committee develops recommendation on 2023 budget</li> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2023 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2023 budget/assessments</li> </ul> </li> </ul>
<p><b>Education Committee</b></p> <p>Meetings:            April            Others TBD</p>	<p><b>KEY ROLE:</b> Develop annual Education and Outreach Plan, assist with outreach and education events</p> <ul style="list-style-type: none"> <li>• Discuss options for education programs, trainings, and partnerships</li> <li>• Develop 2023 education and outreach plan and present at March or April 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>• 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>March 9<sup>th</sup></p>	<p><b>KEY ROLE:</b> Guide development of policy and overall processes of Commission; evaluate staff</p>
<p><b>Technical Advisory Committee</b></p> <p>March 18<sup>th</sup></p>	<p><b>KEY ROLE:</b> 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>• Recommend projects and assist with development of 2024 - 2028 Capital Improvement Program</li> <li>• Review results of special projects or studies as requested by Commission</li> </ul>