

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

<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>Brookview</b>	Receive overview of Joint Powers Agreement
	Consider Schaper Pond panfish stocking and carp removal (as contingency)
	Consider Scope and Budget for Jevne Park CIP alternatives analysis
	Consider TAC Recommendations including 5-year CIP
	Consider approval to execute Lawns to Legumes grant agreement with BWSR and sub-grant agreement with Metro Blooms
	Approve agreement with Met Council (CAMP)
	Approve agreements for Curly-leaf Pondweed control with herbicide contractor and with TRPD for Medicine Lake cooperation

<b>MAY 19<sup>th</sup></b> <b>8:30 a.m.</b> <b>Brookview</b>	Approve 2021 annual report
	Review Medley Park Stormwater Improvement Project 90% Designs
	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>Plymouth Maintenance Facility</b>	Review status of 2022 operating budget
	Approve Proposed 2023 Operating Budget and submit to cities for review
	Review 90% plans for Main Stem Lagoon Dredging Project
	Approve maximum 2023 levy request for Hennepin County
<b>JULY 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>Plymouth Maintenance Facility</b>	
	Consider Resolutions for MN Association of Watershed Districts
	Review 2021 Monitoring Reports
	Review Parkers Lake Chloride Reduction Project Technical Report
	Accept financial audit
<b>AUGUST 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Westwood Hills Nature Center</b>	Approve final 2023 Operating Budget
	Review SEA School/Wildwood Flood Reduction Project 90% Designs
	Consider scope of work for development of feasibility studies for 2024 CIP projects
	Consider scope of work for Plan Update Challenging Issues Analysis
	Receive report on Bryn Mawr Project bids and budget status
	Receive report on Salt Symposium
	Tour Westwood Hills Nature Center and BCWMC education components
<b>SEPTEMBER 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>TBD</b>	Certify 2023 levy costs to Hennepin County
	Approve bid and select contractor for Sweeney Lake alum treatment
<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>	<p>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 &amp; Graven – Legal Services  MMKR – Financial Audit</p>
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<b>BCWMC Committees</b>	
<p><b>Budget Committee</b></p> <p>Meetings:  March  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 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>KEY ROLE: 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>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p>

<p><b>Technical Advisory Committee</b> Meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview</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>• 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>
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