

**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 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
APRIL 21st 8:30 a.m. Brookview	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

MAY 19th 8:30 a.m. Brookview	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
JUNE 16th 8:30 a.m. Plymouth Maintenance Facility	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
JULY 21st 8:30 a.m. Plymouth Maintenance Facility	
	Consider Resolutions for MN Association of Watershed Districts
	Review 2021 Monitoring Reports
	Review Parkers Lake Chloride Reduction Project Technical Report
	Accept financial audit
AUGUST 18th 8:30 a.m. Westwood Hills Nature Center	Approve final 2023 Operating Budget
	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
	Consider recommendation to partner with Hennepin County on shared education position
	Finalize resolutions for consideration by MAWD Resolutions Committee
	Receive report on Salt Symposium
	Tour Westwood Hills Nature Center and BCWMC education components
SEPTEMBER 15th 8:30 a.m. TBD	Certify final 2023 levy costs to Hennepin County
	Review SEA School/Wildwood Flood Reduction Project 90% Designs
	Receive report on One Water Summit attended by Administrator
	Approve bid and select contractor for Sweeney Lake alum treatment
OCTOBER 20th 8:30 a.m.	Review status of 2022 Operating Budget

TBD	
WEDNESDAY NOVEMBER 16th 8:30 a.m. TBD	<p>Appoint MAWD delegates and consider requests to attend MAWD Conference</p> <p>Review MAWD resolutions</p>
DECEMBER 15th 8:30 a.m. TBD	<p>Receive update on MAWD Annual Meeting</p> <p>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.</p>
January 19, 2023 8:30 a.m. TBD	<p>Approval of Resolution to Transfer Funds from CIP Account to Administrative Account</p> <p>Approval of Resolution to Transfer Funds from Administrative Account to Channel Maintenance Fund, Long-Term Maintenance Fund, Next Generation Plan Development Fund</p> <p>Receive results of staff evaluations</p> <p>Approval of contracts for 2023 work</p>

CONTRACTS and AGREEMENTS	<p>Met Council – Watershed Outlet Monitoring Program (WOMP)</p> <p>Met Council – Citizen Assisted Monitoring Program (CAMP)</p> <p>Stantec – WOMP monitoring</p> <p>HDR – Website maintenance and hosting</p> <p>Hennepin County – River Watch Program</p> <p>Keystone Waters – Administrator</p> <p>Redpath – Financial Services</p> <p>Barr Engineering – General Technical Services</p> <p>Kennedy & Graven – Legal Services</p> <p>MMKR – Financial Audit</p>
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BCWMC Committees	
<p>Budget Committee</p> <p>Meetings: March 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 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
<p>Education Committee</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"> • 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 March 9 th	KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff
Technical Advisory Committee Meets at 10:30 on the first Wednesday of the month, Wirth Lake Room, Brookview	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