

**BCWMC FY2023 Administrative Calendar  
(Not a complete list of meeting items)**

<b>FEBRUARY 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Elect Officers – Chair, Vice Chair, Secretary, Treasurer
	Appoint Committee Members – Budget, Administrative Services, Education, Technical Advisory Committee liaisons, Plan Steering Committee (see committee descriptions below)
	Designate official depositories and review year-end financial report
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Adopt Data Practices Policy
	Review of open meeting law
	Review Roles and Responsibilities Document and Bylaws
	Approve engagement letter for 2022 financial audit
	Review options for linear project requirements
	Plan for Feb 28 <sup>th</sup> Plan Kick Off Public Open House
	Commissioners complete conflict of interest forms for auditor
<b>MARCH 16<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program
	Consider budget amendment for professional services for Bryn Mawr Project
	Review results of public open house
	Consider 2023 Schaper Pond effectiveness monitoring
	Set Public Hearing for May 18 <sup>th</sup> for Minor Plan Amendment
<b>APRIL 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Consider MOU with partners for Sochacki Park Water Quality Improvement Project
	Review draft feasibility study for Bassett Creek Main Stem Restoration Project
	Approve agreement with Met Council for Watershed Outlet Monitoring Program (WOMP) and amended agreement with Stantec for WOMP activities
	Approve agreements for Curly-leaf Pondweed control with herbicide contractor and with Three Rivers Park District (TRPD) for Medicine Lake cooperation
<b>MAY 18<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Hold public hearing on minor plan amendment to update Capital improvement Program (CIP)
	Approve draft feasibility study for Ponderosa Woods Stream Restoration Project
<b>PUBLIC HEARING</b>	Approve 2022 annual report

	Consider Lagoon Dredging Project Contract Close Out
	Approve not to waive monetary limits on municipal tort liability
	Review 2024 draft operating budget
<b>JUNE 15<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Review final feasibility study for Ponderosa Woods Stream Restoration Project and Bassett Creek Main Stem Restoration Project
	Receive update on Sochacki Park Water Quality Improvement Project Feasibility Study
	Review status of 2023 operating budget and adopting new fiscal policy on investment income
	Approve Proposed 2024 Operating Budget and submit to cities for review
	Approve maximum 2024 levy request for Hennepin County
	Consider TAC Recommendation on Plymouth Regional Treatment Plans
<b>JULY 20<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>	Consider agreement with Plymouth on Four Seasons Water Quality Project
	Consider Resolutions for MN Association of Watershed Districts
	Review 2022 Monitoring Reports – Northwood and Lost Lakes
	Set Public Hearing for September 21 <sup>st</sup> on 2024 CIP projects
	Consider Administrator appointment to MAWA executive committee
<b>AUGUST 17<sup>th</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>  <b>Includes Commission Workshop on Issues Prioritization</b>	Approve final 2024 Operating Budget
	Accept financial audit
	Review draft feasibility study for Sochacki Park Water Quality Improvement Project
	Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee
	Issue Identification and Prioritization Workshop
	Closed Session on Lagoon Dredging Project
<b>SEPTEMBER 21<sup>st</sup></b> <b>8:30 a.m.</b> <b>Golden Valley City Hall</b>  <b>PUBLIC HEARING</b>	Certify final 2024 levy costs to Hennepin County
	Hold public hearing on 2024 CIP projects (Ponderosa Woods and Bassett Creek Main Stem Stream Restoration Projects)
	Enter agreements with Plymouth and Golden Valley for implementation of Ponderosa Woods and Bassett Creek Main Stem Stream Restoration Projects, respectively and with Golden Valley for cost share of street sweeper

	Review Parkers Lake Chloride Reduction Project Recommendations
<b>OCTOBER 19<sup>th</sup></b> 8:30 a.m. <b>Golden Valley City Hall</b>	Review status of 2023 Operating Budget
	Consider Administrator and Commissioner attendance at MN Watersheds Conference
<b>WEDNESDAY</b> <b>NOVEMBER 15<sup>th</sup></b> 8:30 a.m. <b>Golden Valley City Hall</b>	Appoint MN Watersheds Annual meeting delegates
	Review MN Watersheds resolutions
	Discuss staff evaluation process
<b>DECEMBER 21<sup>st</sup></b> 8:30 a.m. <b>Golden Valley City Hall</b>	Receive update on MN Watersheds Annual Meeting
	Review Staff Evaluation Results
<b>January 18, 2024</b> 8:30 a.m. <b>Golden Valley City Hall</b>	Approve contracts for 2024 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 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>	
<b>Budget Committee</b>  Meetings: March April Additional as needed	<b>KEY ROLE:</b> Develop annual Operating Budget & City Assessments  <ul style="list-style-type: none"> <li>• Review ideas and staff recommendations for 2024 programs/budget items</li> <li>• Develop and recommend 2024 operating budget and city assessments</li> <li>• Timeline:               <ul style="list-style-type: none"> <li>○ March and April committee develops recommendation on 2024 budget</li> <li>○ May Commission meeting: submit draft recommendations</li> <li>○ June Commission meeting: approval of proposed 2024 budget/assessments</li> <li>○ July 1 – August 1: Cites review proposed budget/assessments and provide comments</li> <li>○ August Commission meeting: final approval of 2024 budget/assessments</li> </ul> </li> </ul>

<p><b>Education Committee</b></p> <p>Meetings: August 21, 2023</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 2024 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>TBD</p>	<p>KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff</p> <ul style="list-style-type: none"> <li>• Review and suggest updates or revisions to the Joint Powers Agreement</li> <li>• Evaluate staff and report results</li> <li>• Review and revise roles and responsibilities document</li> </ul>
<p><b>Technical Advisory Committee</b></p> <p>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 2025 - 2029 Capital Improvement Program</li> <li>• Review results of projects or studies as requested by Commission</li> </ul>
<p><b>Plan Steering Committee</b></p> <p>Meeting approximately monthly summer 2023 through 2024</p>	<p>KEY ROLE: Guide the development of policies, programs, and activities in the 2025 Watershed Management Plan</p> <p>This committee is expected to do some “heavy lifting” in the development of the watershed management plan including:</p> <ul style="list-style-type: none"> <li>• Review materials, background, and options in preparation for monthly committee meetings</li> <li>• Participate in monthly meetings, providing feedback and thoughtful dialogue</li> <li>• Present recommendations to whole Commission</li> <li>• Participate in occasional meetings with broader Planning Technical Advisory Committee (TAC) including cities and state review agencies and partners</li> </ul>