

BCWMC FY2024 Administrative Calendar (Not a complete list of meeting items)	
FEBRUARY 15th 8:30 a.m. Golden Valley City Hall	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)
	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 and hybrid meeting options
	Review Roles and Responsibilities Document and Bylaws
	Approve engagement letter for 2023 financial audit
	Discuss Plan Steering Committee Recommendations
	Discuss wetland impact and buffer reviews
MARCH 21st 8:30 a.m. Golden Valley City Hall	Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program and Hydrologic Model Updates
	Review updated JPA
	Receive presentation on Haha Wakpadan Oral History Project
	Discuss creek co-naming idea
	Review draft land or water acknowledgement statement
	Approve agreements for Curly-leaf Pondweed control with herbicide contractor and with Three Rivers Park District (TRPD) for Medicine Lake cooperation
APRIL 18th 8:30 a.m. Golden Valley City Hall	Review 2023 Annual Report
	Review 2023 Water Monitoring results
	Review printed watershed map; approve for printing
MAY 16th 8:30 a.m. Golden Valley City Hall	Review draft feasibility study for Plymouth Creek Restoration Project
	Approve not to waive monetary limits on municipal tort liability
	Review 2025 draft operating budget
	Consider scope and budget for 2026 CIP project feasibility studies

JUNE 20th 8:30 a.m. Golden Valley City Hall	Approve revised JPA and submit to cities
	Review final feasibility study for Plymouth Creek Restoration Project
	Approve Proposed 2025 Operating Budget and submit to cities for review
	Approve maximum 2025 levy request for Hennepin County
	Accept financial audit
JULY 18th 8:30 a.m. Golden Valley City Hall	Set Public Hearing for September 19 th on 2025 CIP project: Plymouth Creek Restoration Project
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 15th 8:30 a.m. Golden Valley City Hall	Approve final 2025 Operating Budget
	Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee
SEPTEMBER 19th 8:30 a.m. Golden Valley City Hall PUBLIC HEARING	Hold public hearing on 2025 CIP project: Plymouth Creek Restoration Project
	Enter agreement with Plymouth for implementation of Plymouth Creek Restoration Project
	Certify final 2025 levy costs to Hennepin County
OCTOBER 17th 8:30 a.m. Golden Valley City Hall	Review status of 2024 Operating Budget
	Consider Administrator and Commissioner attendance at MN Watersheds Conference
WEDNESDAY NOVEMBER 20th 8:30 a.m. Golden Valley City Hall	Appoint MN Watersheds Annual meeting delegates
	Review MN Watersheds resolutions
	Discuss staff evaluation process and solicit for engineering and legal services proposals
	Review final report on Medicine Lake TMDL Assessment Project

DECEMBER 19th 8:30 a.m. Golden Valley City Hall	Receive update on MN Watersheds Annual Meeting
	Update contract for website services and WOMP services
January 16, 2025 8:30 a.m. Golden Valley City Hall	Resolutions transferring funds for FY24
	Review staff evaluation results
	Approve consulting services contracts (engineering, legal, administration, financial services)

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>Keystone Waters – Administrator</p> <p>City of Plymouth – 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 2025 programs/budget items • Develop and recommend 2025 operating budget and city assessments • Timeline: <ul style="list-style-type: none"> ○ March and April committee develops recommendation on 2025 budget ○ May Commission meeting: submit draft recommendations ○ June Commission meeting: approval of proposed 2025 budget/assessments ○ July 1 – August 1: Cites review proposed budget/assessments and provide comments ○ August Commission meeting: final approval of 2025 budget/assessments
<p>Education Committee</p> <p>Meetings: Scheduled as needed</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 • Revise and reprint watershed map • Collaborate with Utepils on creek signage • Develop 2025 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 • Review education and outreach plan for 2025 Watershed Plan • Represent Commission on West Metro Water Alliance
<p>Administrative Services Committee</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"> • Assist with revisions to the Joint Powers Agreement, as needed

	<ul style="list-style-type: none"> • Evaluate staff and report results • Develop plans for enhanced commissioner engagement
<p>Technical Advisory Committee 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"> • Recommend projects and assist with development of 2026 - 2030 Capital Improvement Program • Review results of projects or studies as requested by Commission • Participate in Plan TAC for 2025 Watershed Plan development
<p>Plan Steering Committee Meets monthly first Wednesday of the month at 8:30 a.m., Wirth Lake Room, Brookview</p>	<p>KEY ROLE: Guide the development of policies, programs, and activities in the 2025 Watershed Management Plan</p> <p>This committee is digging into the details and developing goals, policies, programs, and project for the watershed management plan including:</p> <ul style="list-style-type: none"> • Review materials, background, and options in preparation for monthly committee meetings • Participate in monthly meetings, providing feedback and thoughtful dialogue • Present recommendations to whole Commission at regular meetings and during special workshops • Participate in occasional meetings with broader Planning Technical Advisory Committee (TAC) including cities and state review agencies and partners