

**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
MARCH 21st 8:30 a.m. Golden Valley City Hall	Receive update on Sochacki Park WQ Improvement Project
	Review updated JPA
	Receive presentation on Haha Wakpadan Oral History Project
	Discuss creek co-naming idea
	Review draft land or water acknowledgement statement
APRIL 18th 8:30 a.m. Golden Valley City Hall	Review 2023 Annual Report
	Consider Agreement for Sochacki Park WQ Improvement Project Implementation
	Review 2 nd draft of JPA
	Approve agreements for Curly-leaf Pondweed control with herbicide contractor and with Three Rivers Park District (TRPD) for Medicine Lake cooperation
	Review draft land or water acknowledgement statement
	Discuss creek co-naming idea
	Review Technical Advisory Committee (TAC) Recommendations on 5-year Capital Improvement Program and Hydrologic Model Updates
MAY 16th 8:30 a.m.	Review draft feasibility study for Plymouth Creek Restoration Project

Golden Valley City Hall	Approve not to waive monetary limits on municipal tort liability
	Discuss wetland impact and buffer reviews
	Consider adopting land and water acknowledgement statement
	Review printed watershed map; approve for printing
JUNE 20th 8:30 a.m. Golden Valley City Hall	Review comments from cities on proposed JPA
	Approve Proposed 2025 Operating Budget and submit to cities for review
	Approve maximum 2025 levy request for Hennepin County
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
	Accept financial audit
	Review revised JPA document
	Review 2023 Water Monitoring results
	Consider scope and budget for initial investigation for Crane Lake Chloride Reduction Demonstration Project
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 15th 8:30 a.m. Golden Valley City Hall	Review proposed 2025 Operating Budget and change to fiscal year
	Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee
	Plan Development Workshop
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
	Review letters from cities on Joint Powers Agreement
	Review Plan Steering Committee recommendations on changes from August workshop
	Approval 2025 Operating Budget and Bylaws change
OCTOBER 17th 8:30 a.m.	Review 60% designs for Ponderosa Woods Stream Restoration Project

Golden Valley City Hall	Consider Street Sweeping Prioritization Study
	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
	Review 90% designs for Ponderosa Woods Stream Restoration 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
	Review Watershed Map
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) Met Council – Citizen Assisted Monitoring Program (CAMP) Stantec – WOMP monitoring HDR – Website maintenance and hosting Keystone Waters – Administrator City of Plymouth – Financial Services Barr Engineering – General Technical Services Kennedy & Graven – Legal Services MMKR – Financial Audit</p>
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BCWMC Committees	
<p>Budget Committee</p> <p>Meetings: March 22, 2024 May 2, 2024 May 20, 2024 July 17, 2024 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

	<ul style="list-style-type: none"> ○ August Commission meeting: final approval of 2025 budget/assessments
<p>Education Committee</p> <p>Meetings: February 29, 2024 April 2, 2024 June 26, 2024 September 17, 2024 November 12, 2024</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 ● Evaluate staff and report results ● Develop plans for enhanced commissioner engagement
<p>Technical Advisory Committee</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"> ● 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</p> <p>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