

BCWMC FY2025 Administrative Calendar
(Not a complete list of meeting items)

Item 5C.
BCWMC 2-20-25

FEBRUARY 20th 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)
	Designate <i>Finance and Commerce</i> as the Official News Publication of the Commission
	Designate depositories and approve electronic funds transfer resolution
	Adopt Data Practices Policy
	Review of open meeting law
	Review Roles and Responsibilities Document
	Approve engagement letter for 2024 financial audit
	Review Budget Committee Recommendations
	Consider scope/budget for Main Stem Bassett Creek Restoration Design and Engineering Services
	Consider scope/budget for feasibility study for double box culvert repair project
MARCH 20th 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 contract with Barr Engineering
	Consider agreement with BWSR for Clean Water Fund grant
APRIL 17th 8:30 a.m. Golden Valley City Hall	Review 2024 Annual Report
	Review 2024 Water Monitoring results
	Review results of Medicine Lake TMDL Assessment Monitoring
MAY 15th 8:30 a.m. Golden Valley City Hall	Review draft feasibility study Box Culvert Repair Project
	Approve not to waive monetary limits on municipal tort liability
	Review 2026 draft operating budget
	Consider scope and budget for 2027 CIP project feasibility studies

	Accept financial audit
	Review status of 2025 Operating Budget
	Consider website update project scope
JUNE 19th 8:30 a.m. Golden Valley City Hall	
	Review final feasibility study for Double Box Culvert Repair Project
	Approve Proposed 2026 Operating Budget and submit to cities for review
	Approve maximum 2026 levy request for Hennepin County
JULY 17th 8:30 a.m. Golden Valley City Hall	Set Public Hearing for September 18 th on 2026 CIP project: Double Box Culvert Repair Project
	Consider Resolutions for MN Association of Watershed Districts
AUGUST 21st 8:30 a.m. Golden Valley City Hall	Approve final 2026 Operating Budget
	Finalize resolutions for consideration by Minnesota Watersheds Resolutions Committee
	Review status of 2025 Operating Budget
SEPTEMBER 18th 8:30 a.m. Golden Valley City Hall PUBLIC HEARING	Hold public hearing on 2026 CIP project: Double Box Culvert Repair Project
	Certify final 2026 levy costs to Hennepin County
OCTOBER 16th 8:30 a.m. Golden Valley City Hall	
	Consider Administrator and Commissioner attendance at MN Watersheds Conference
WEDNESDAY NOVEMBER 19th 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 status of 2025 Operating Budget

DECEMBER 18th 8:30 a.m. Golden Valley City Hall	Receive update on MN Watersheds Annual Meeting
	Update contract for website services and WOMP services

CONTRACTS and AGREEMENTS	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 Three Rivers Park District – Medicine Lake Activities
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BCWMC Committees	
Budget Committee Meetings: March April Additional as needed	KEY ROLE: Develop annual Operating Budget & City Assessments <ul style="list-style-type: none"> Review ideas and staff recommendations for 2026 programs/budget items Develop and recommend 2026 operating budget and city assessments Timeline: <ul style="list-style-type: none"> March and April committee develops recommendation on 2026 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 2026 budget/assessments
Education Committee Meetings: Scheduled as needed	KEY ROLE: Develop annual Education and Outreach Plan, assist with outreach and education events <ul style="list-style-type: none"> Discuss options for education programs, trainings, and partnerships Consider developing signage for key locations in watershed Consider website update project Assist with outreach at education events Review education and outreach plan for 2026 Watershed Plan Represent Commission on West Metro Water Alliance
Administrative Services Committee TBD	KEY ROLE: Guide development of policy and overall processes of Commission; evaluate staff <ul style="list-style-type: none"> Evaluate staff and report results Develop plans for enhanced commissioner engagement Develop plans for improving staff capacity and succession planning
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 5-year Capital Improvement Program Review results of projects or studies as requested by Commission

<p>Plan Steering Committee Meets monthly first Wednesday of the month at 8:30 a.m., Wirth Lake Room, Brookview</p>	<ul style="list-style-type: none"> • Participate in Plan TAC for 2026 Watershed Plan development <p>KEY ROLE: Guide the development of policies, programs, and activities in the 2026 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
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