

REGULAR MEETING AGENDA - REVISED

January 17, 2019 • 6:00 pm

**Maple Plain City Hall @ The Discovery Center
5050 Independence Street, Maple Plain**

The meeting packet can be found on the Commission's website: <http://pioneersarahcreek.org/pages/Meetings/>

1. Call to Order.
2. Approve Agenda.*
3. Consent Agenda.
 - a. November meeting minutes.*
 - b. Monthly Claims/Treasurers Report.*
4. Action Items.
 - a. **Project Review 2018-017 Crow River Overlook.***
 - b. Project Review 2018-18 Baker Park Campground Ravine Stabilization.*
 - c. **Letter of Support – LSIA Grant Application.***
 - d. Annual appointments. Currently:

1) Official depositories - 4MFund/US Bank	2) Deputy Treasurer -Judie Anderson
3) Auditor - Johnson & Company	4) Official newspaper – <i>Crow River News</i> .
5. Open Forum.
6. Old Business.
7. New Business.
 - a. Election of Officers occurs at February meeting. Currently:

1) Chair – Baker	2) Vice Chair – Fay
3) Secretary – Daniels	4) Treasurer – Cook
 - b. Reminder to cities to submit 2019 appointments.
 - c. Solicitation of Interest Proposals – published in January 14, 2019 edition of *State Register*.
8. Watershed Management Plan – Local Plans – *see Staff Report*.
 - a. Greenfield
 - b. Independence.
 - c. Maple Plain.
9. Staff Report.*
 - a. Annual financial reporting requirements.*
10. Education.
 - a. Horse Manure Composting System.*
11. Grant Opportunities.
12. Communications.
13. Commissioner Reports.
14. Other Business.
15. Adjournment. (*Next scheduled meeting February 21, 2019*).

** in meeting packet*

*** available at meeting*

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763.553.1144 • Fax: 763.553.9326 • Email: judie@jass.biz
TECHNICAL OFFICE: 701 Fourth Street South, Suite 700, Minneapolis,
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Crow River Overlook **Greenfield, Project #2018-17**

Project Overview: This is a 42-acre agriculture parcel located on CR 10 just north of 84th Avenue. Approximately 38 acres is east of CR 10, and 4 acres is located west of CR 10 along the Crow River. The applicant proposes to subdivide the property into an 8, large lot residential development. Lot sizes will range from 2.85 acres up to 10.1 acres. One cul-de-sac street will be constructed for access to the lots, with one street platted for future access to the property east of this project. One additional outlot will remain on the west side of CR 10. Based on the PSCWMC 3rd Generation Management Plan, this project will be reviewed for Stormwater Management (Rule D), Erosion and Sediment Controls (Rule E), Wetland Buffers (Rule I) and Floodplains (Rule F).

Applicant: Kevin Anderson, 7770 Woodland Trail, Greenfield, MN 55373. Phone: 612-990-5200. Email: kevin@foyhomes.com

Engineer: Gronberg and Associates, Mark Gronberg, 445 North Willow Drive, Long Lake, MN 55356. Phone: 952-473-4141. Email: markg@gronbergassoc.com

Exhibits:

- 1) PSCWMC Request for Plan Review, received October 15, 2018.
- 2) Project review fees for 42 acres, Residential Development, density <2 units per acre. \$2,550.
- 3) Updated drainage report, maps and calculations by Gronberg & Associates dated December 8, 2018
- 4) Existing and Proposed HydroCAD models and drainage maps. HydroCAD printed date of December 8, 2018.
- 5) Crow River Overlook-Kevin Anderson Site Plans by Gronberg & Associates dated July 11, 2018 with latest revision date of January 11, 2019.
 - a. Sheet 1 of 6, Title Sheet
 - b. Sheet 2 of 6, Existing Conditions
 - c. Sheet 3 of 6, Grading/SWPP Plan
 - d. Sheet 4 of 6, SWPP Plan
 - e. Sheets 5 and 6 of 6, Road Plan and Profiles.
- 6) PSCWMC Project 2018-12W, 7770 Woodland Trail Wetland Delineation Review.

Findings:

- 1) A complete application was received on October 15, 2018. The initial 60-day decision period per MN Statute expires December 15, 2018. The project was extended to January 29, 2019 by staff.
- 2) This site drains west, directly into the Crow River.

Stormwater Management

- 1) Four infiltration basins are proposed for stormwater management on this site.
- 2) Rate Controls meet the Commission requirements.

Pre-vs Post Development flow rates;

	2-yr (cfs)		10-yr (cfs)		100-yr (cfs)	
	Pre-Development	Post-Development	Pre-Development	Post-Development	Pre-Development	Post-Development
North Drainage Area (25.8 ac)	9.5	3.2	18.0	10.9	66.9	25.5
South (on-site) Drainage Area (7.1 ac)	4.5	0.8	11.7	4.4	31.1	16.9

- 3) An off-site area of approximately 32 acres drains through the two lots proposed in the SE corner of this project. The applicant estimated these flows to provide a recommendation for a culvert for the future driveway to lot 3, block 2. Except for the driveway, these flows are not affected by this development.
- 4) Abstraction requirements; (the proposed grading plans meet the Commission's abstraction requirements)
 - a. The site plans propose 2.82 acres of new impervious areas. Abstraction required for 2.82 acres is 11,260 cubic feet.
 - b. Four infiltration basins, accounting for 13,907 cubic feet of abstraction is proposed.
 - i. Soils percolation tests determined infiltration rates of 0.45 to 1.0" per hour for the 4 basins. Drawdown for the four basins will range from 9.6 to 26.7 hours. Commission standard is 48 hours maximum.
 - ii. A typical infiltration pond/raingarden cross section is shown on the site plans (sheet 6). Details include a note to rip existing soils 8-12" deep prior to placement of amended soils in basin.
 - iii. Pre-treatment on all basins will be provided by forebays or grassed channels.
 - iv. Typical EOF details are required on the plans.

5) Water Quality

- a. Per commission standards, phosphorus and TSS requirements are met if the details asked for above are provided and considered adequate.
- b. Staff estimates pre-development TP and TSS are 37.1 and 4,601 lbs/acre respectively. Post-development will be 10.7 and 291 lbs/acre

6) Long Term Operation and Maintenance of the Basins.

- a. If the City does not agree to maintain the stormwater basins on site, there must be an O&M agreement approved by the Commission and the City for the four basins long term operation and maintenance. The agreement will have to be recorded on the plat with a recorded copy of the agreement provided to the Commission.

Grading, erosion and sediment controls;

- 1) Planting and seeding plans are required for the biofiltration basins and buffer areas that fall into the cropland areas that require seeding.

Wetlands and Buffers

- 1) The wetland delineation on this site was approved by staff under project 2018-12W.
- 2) All wetland areas west of CR 10 show 25' buffers per the Commission requirements. The buffers along Crow River are at 50 feet.
- 3) Native seeding is required in all wetland buffer areas that have been cropped in the past 5 years.
- 4) Drainage and utility easements are dedicated over all buffer areas.

Floodplain

- 5) The 100-year floodplain elevation for the Crow River is 908.0 (1928 NGVD) on this parcel.
- 6) Drainage and utility easements are dedicated over all floodplain areas.

Recommendation: Approval contingent upon;

- a) **Operation and Maintenance agreement with city or HOA**
- b) **Planting and seeding plans are required for the biofiltration basins and buffer areas that fall into the cropland areas that require seeding.**
- c) **Typical emergency overflow details are required on the plans.**

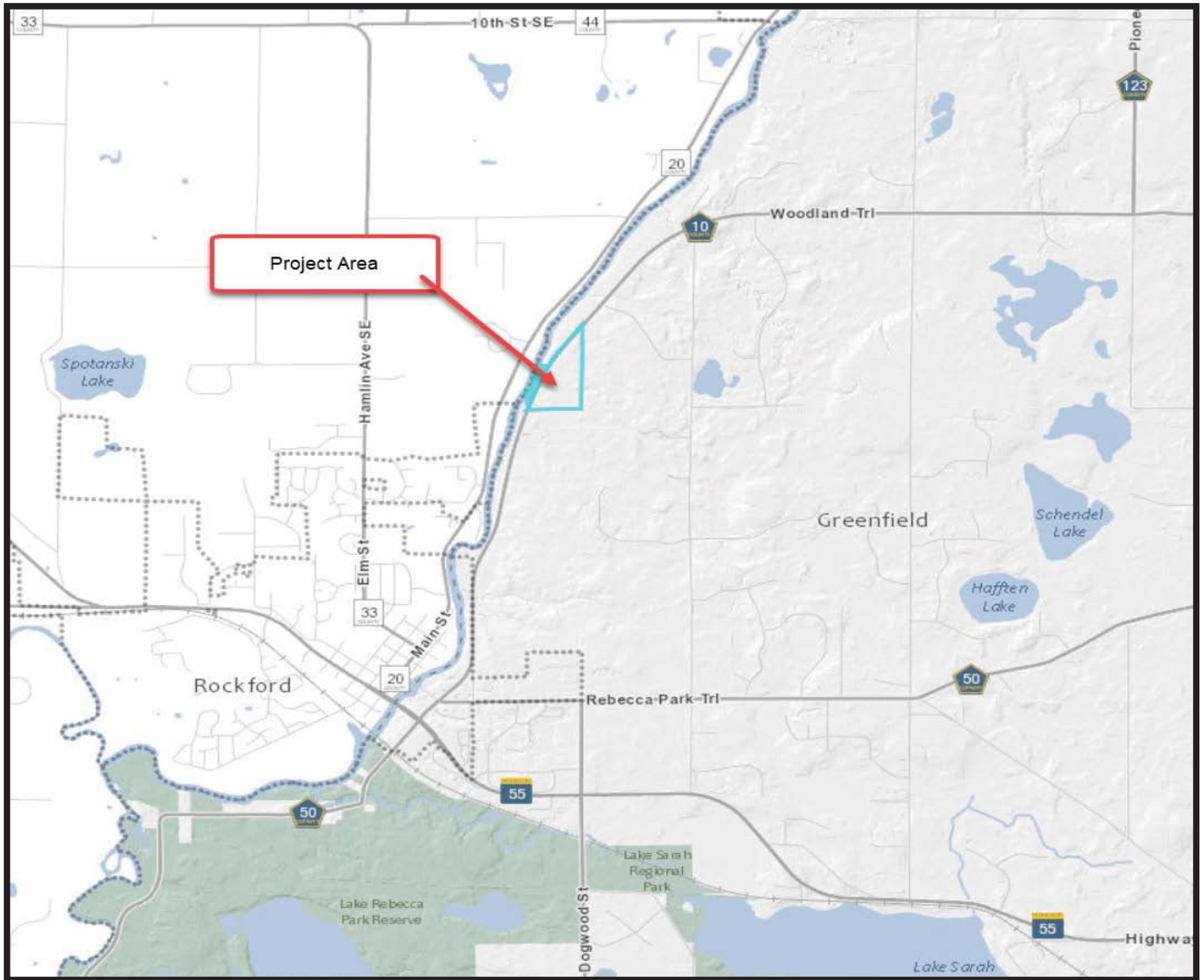
Hennepin County Department of Environmental Services
Advisor to the Commission



James C. Kujawa,
Water Quality Specialist

January 16, 2019
Date

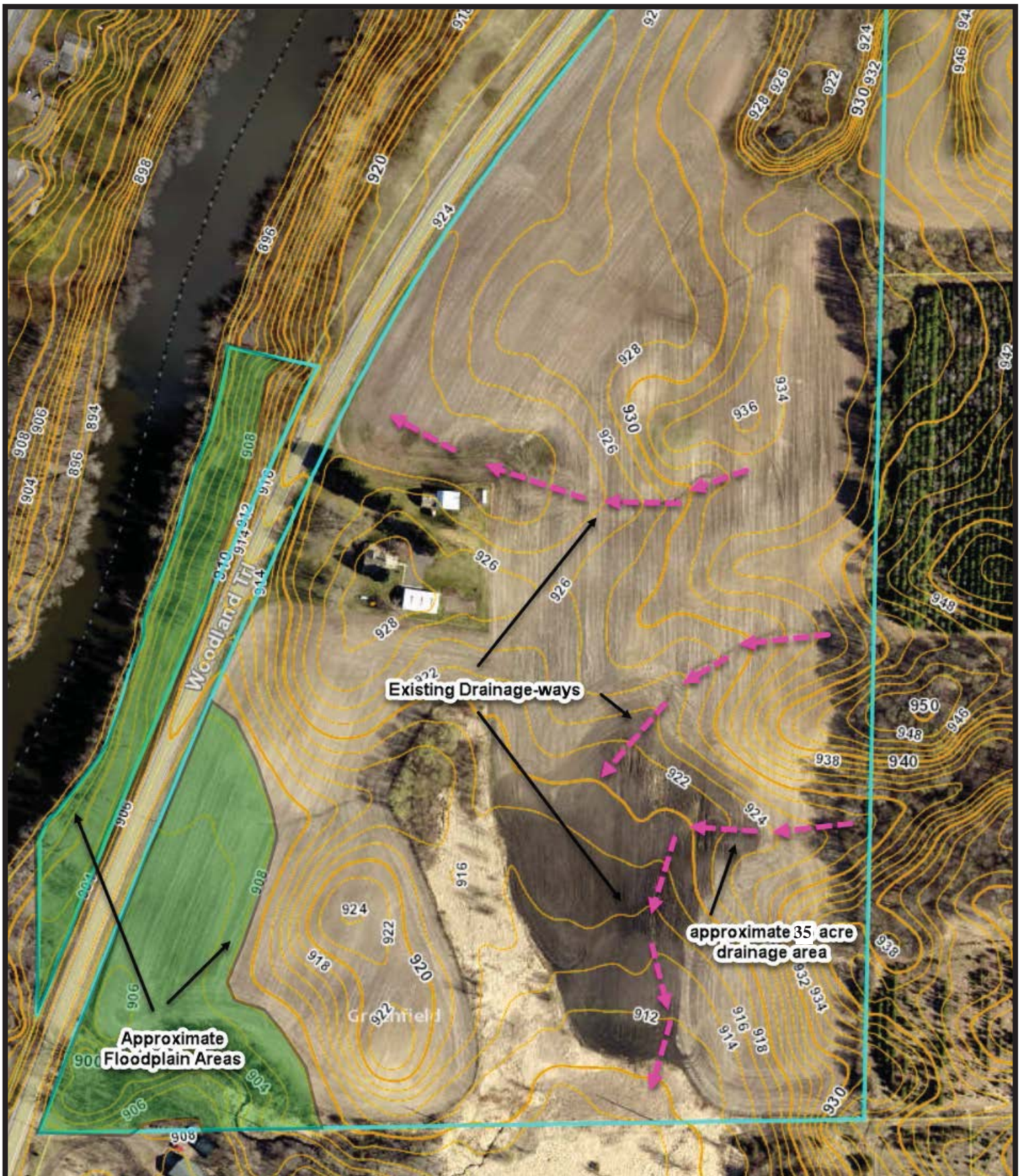
Location Map

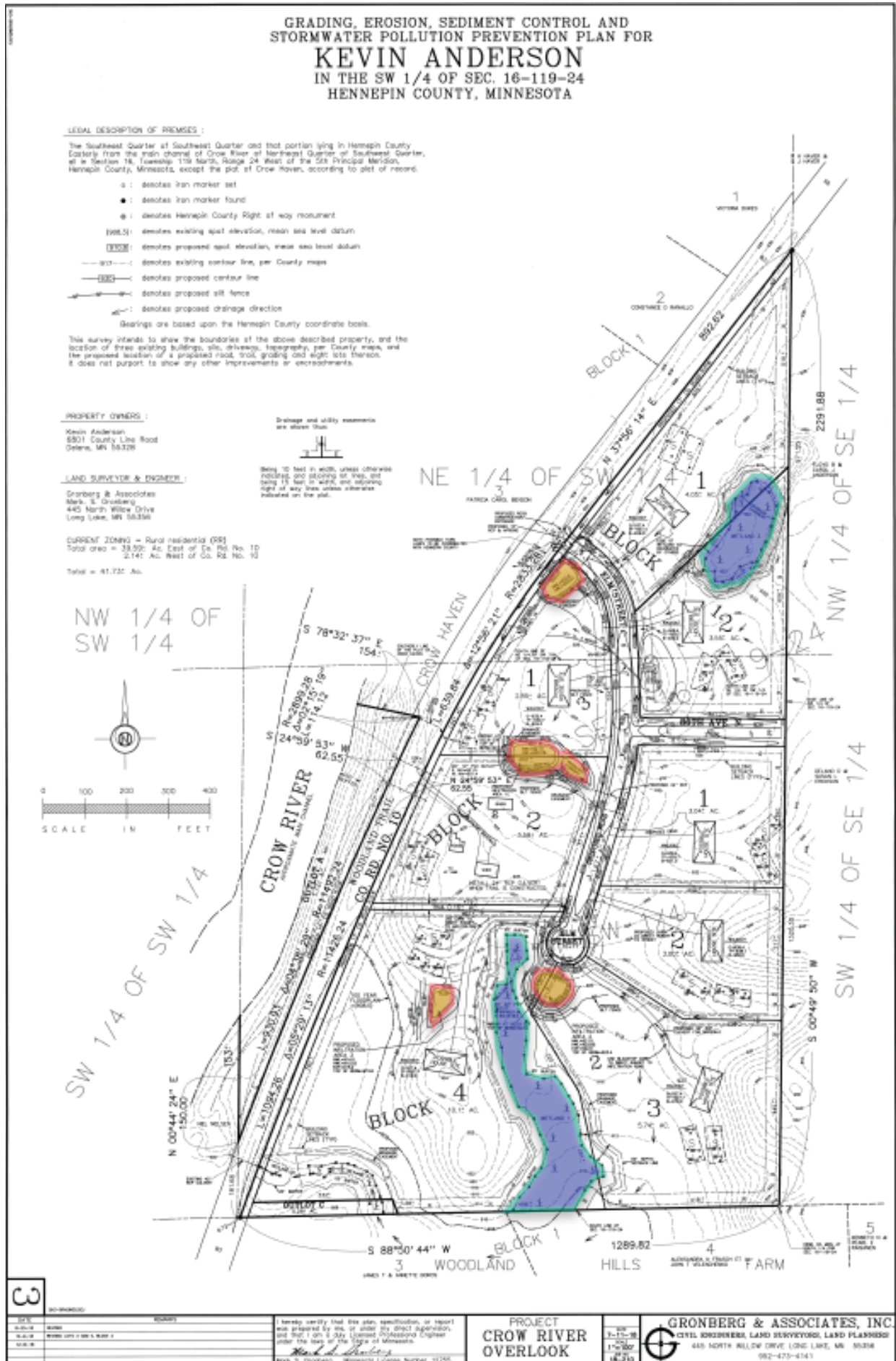


Parcel 2015 Aerial Photo



Approximate Floodplain and Drainage Patterns







January 17, 2019

Re: Support of Lake Sarah AIS Prevention Green Partners grant request

To Whom It May Concern:

The Pioneer Sarah Creek Watershed Management Commission (PSCWMC) is pleased to learn of the AIS Prevention grant application submitted by the Lake Sarah Improvement Association on January 14, 2019.

The PSCWMC is focused on protecting and improving lake water quality within our watershed, and the prevention of AIS spreading is very much within the scope of our Commission's educational goals - *to engage people in the community in the protection and improvement of lakes, rivers, streams and wetlands through education, increased water awareness and community participation*. This innovative project proposed by the LSIA very much fits with our shared vision of raising awareness to both the residents and visitors of Lake Sarah as to what AIS threats exist, and the variety of pathways that AIS can spread from one lake to another.

We also like the specific awareness to private accesses – and the transferring of boat lifts and docks from other infested lakes, that no public access inspections and/or signage currently addresses. What we especially like about this proposal is that once residents and visitors are educated, we get their personal “pledges” to become fully accountable for their specific actions that can help prevent the spread of AIS – not just in or out of Lake Sarah – but also other area lakes. What the LSIA and PSCWMC learns from this pilot, we would encourage be adapted for use by other lake associations within and outside our watershed.

In summary, we very much appreciate that the Hennepin County's AIS Prevention grant program exists for the cities and lake associations to fund projects, and we also fully support the LSIA's innovative approach to AIS education and raising personal accountability for the prevention of the spreading of AIS.

For this reason, the Pioneer-Sarah Creek Watershed Management Commission gives this grant project its strong support and requests that it be fully funded.

Thank you for your consideration of our request.

Sincerely,

Joe Baker
Chair, City of Independence

JB:jaa

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Aquatic invasive species prevention grants

Aquatic invasive species prevention grant application

Application instructions

Applications are due by 3:00 p.m. on Monday, January 14, 2019.

Apply in the Hennepin County [Supplier Portal](#). All application documents can be found in Supplier Portal.

Be sure to submit the following with your application:

- Project application
- Budget form

Format requirements

- Complete the application below. Also complete the AIS Prevention budget form (excel spreadsheet) and submit it with your application.
- Do not exceed 4 pages. Use at least 11-point font. Do not include a cover sheet. You may delete questions and instructions to fit the page limit.
- Supplemental materials may be included as attachments and will not be counted toward the page limit; however, project recommendations will be based on information provided in the application. Materials may include organizational brochures, endorsement letters, detailed staff and volunteer bios, pilot project results, newsletters, event fliers and other documents relevant to the organization or the project. Please reference any supplemental materials in the proposal narrative. Supplemental documents will be briefly reviewed by the program manager and shared with the review team.

AIS prevention application

Organization name:	Lake Sarah Improvement Association
Project title:	Assessing AIS prevention knowledge and practices at private and public accesses to create targeted education and outreach on Lake Sarah
Project location:	Lake Sarah, Hennepin County (DNR Lake ID 27-019100)
Applicant name/organization:	Marcus Zahn, Lake Sarah Improvement Association
Phone number(s):	320-260-2261
Amount request:	\$21,810 (Total project cost of \$23,464)

Executive Summary

Watercraft inspections effectively prevent the introduction of aquatic invasive species (AIS) and raise awareness at public accesses, where AIS information is consistently posted. However, not all watercraft enter at public accesses, nor one with inspectors, and inspectors have noted that *users are somewhat less aware of AIS laws than where inspections are common*¹. Consequently, those using private accesses are less likely to encounter AIS information and deterrents (such as inspectors) and may even be less informed about AIS laws.

Lake associations care a great deal about water quality and are deeply concerned about impending threats of AIS; most lakes with associations also have more private than public accesses². Still, threats of AIS from pathways such as private accesses are little understood. This innovative proposal focuses on understanding if and what AIS prevention is taking place by those using private accesses; and, if needed, how to refine outreach and education messages to reach this audience. As a pilot project, this assessment and its findings will be relevant and adaptable for use by other lake associations.

The longterm goal of this project is to prevent AIS introductions into and out of Lake Sarah. To do so, the Lake Sarah Improvement Association (LSIA) will survey its members about their knowledge and AIS prevention practices, lake use and access patterns, and how members prefer to find and share information about water resources. The findings will be used to recommend relevant and better-targeted AIS education and outreach efforts. Concurrently, similar information about AIS prevention practices, lakes visited, etc. will be gathered from those launching and retrieving watercraft at the public access.

The assessment will be conducted by a consultant using an online survey platform. Appropriate incentives will be provided for completing the online survey and taking an AIS pledge. Additional information will be collected using audience response technology at LSIA meetings, additional surveys and in-depth conversations as needed. Public access data will be gathered by working with an organization such as Three Rivers Park District or Fortin Consulting who have done similar work for the county.

The presence of zebra mussels in nearby Bryant, Independence and Minnetonka lakes and the 2018 discovery of starry stonewort in Bryant Lake makes this innovative approach to looking at private and public AIS prevention particularly timely.

¹ Three Rivers Park District. 2018. *Watercraft Inspection Program Expansion*. Hennepin County Aquatic Invasive Species Prevention Grant Final Report.

² Ibrahim et. al. 2017. *Minnesota's Lake Associations: Who they are and what they do*. A Report to the Minnesota Lakes and River Advocates. Created distributed, and analyzed by Concordia College Researchers.

Project goals, activities and outcomes

Background

Lake Sarah, a 557 acre lake in the Pioneer-Sarah Creek Watershed, is infested with Eurasian watermilfoil, curlyleaf pondweed and purple loosestrife. Roughly 168 homes border the lake, and more have deeded access. The 133 member LSIA is active; it holds three public meetings and other events each year; contracts for curlyleaf pondweed and Eurasian watermilfoil chemical control, and supports water quality improvement efforts in the watershed. Lake Sarah has one public access where a CD3³ station was recently installed (2018).

Project Goals

To protect Lake Sarah and ultimately other Minnesota waters from AIS, the LSIA will examine AIS prevention practices at both private accesses and the single public access. Recommendations for refining AIS prevention messages and how they are distributed in education and outreach efforts will be made based on the findings. Finally, this projects pilots an assessment approach that will be useful to other lake associations who wish to adapt it for their AIS assessment needs.

The following activities are entirely new or are new content served up in an existing context (such as LSIA meetings and their newsletter). Observations and assessments at the public access will be done by experienced observers/inspectors, most likely from Three Rivers Park District or Fortin Consulting. The work will parallel that done at other lakes, but will be the first data recorded at Lake Sarah's access.

Activity 1. Conduct an assessment of knowledge and practices related to AIS prevention and communication preferences using an online survey platform such as Survey Monkey. Design, develop and test a draft survey and use feedback to refine the questions. Work with LSIA to provide contact information, send out to LSIA membership. Provide hard copies to members who do not use the internet. Part of the survey will include taking a pledge. Incentives, which will be linked to promoting environmentally responsible behaviors, will be provided to those completing the survey. Choices will be given so incentives are more likely to be useful to their particular situation. (Examples of incentives include lead-free tackle for anglers, a towel or float key chain with AIS prevention messages, and a sign or windsock with a water quality message.) Will be performed by consultant.

Outcome 1. Collect essential information about knowledge, AIS prevention practices, watercraft use patterns, other waterbodies visited, communication channels and preferences of LSIA members using private accesses. Answer specific questions about AIS knowledge and prevention practices and about communication preferences and lake use patterns, for example:

- *Do residents put boats in once a year for the duration of the season or take them in and out?*
- *Where do they launch—from a private access (which ones) or the public one?*
- *What types of watercraft are used on the lake? Which types are most likely to be moved from lake to lake?*
- *What lakes are visited before and after Sarah?*
- *What types of recreation takes place on the lake?*
- *Where do you go to find information and to share information about Lake Sarah and other water resources?*

Identify possible sources of AIS threats. Findings will be used to recommend the types of AIS prevention messages needed and how/where to focus education and outreach efforts. Outcomes will be measured by the quality of responses and numbers of pledges and surveys completed, and insights gained into creating better-targeted messages.

Activity 2. Collect user data at the public access. This data will be observational, include questions asked about what lakes people are coming from or going to, and include use usage counts from the

³ CD3 is a Clean-Drain-Dry/Dispose Station.

CD3 station. The work will be performed by an experienced organization such as Fortin Consulting or Three Rivers Park District, pending their availability and agreement. Volunteers may be enlisted and trained to collect some data as well.

Outcome 2. Collect similar information from those launching and retrieving watercraft from private accesses as well as data about numbers and types of AIS violations. Provide context and a deeper understanding of findings including identification of where and how AIS threaten to enter or leave the lake.

Activity 3. **Present and collect information at three LSIA meetings** in –April, July and October 2019. Share basic information about project status, findings, gather input and answer questions. Use a web-based audience response system to collect anonymous information from participants, at one or two of the meetings. Performed by consultant in coordination with the Board of Directors.

Outcome 3. Inform, garner support, collect and respond to input and feed back from LSIA members. Learn about knowledge, attitudes and practices from anonymous participant responses. Outcome will be measured by the quality of responses, questions asked, and feedback received.

Activity 4. **Write a final report** summarizing assessment results and making recommendations for targeted education and outreach efforts. Consultant will write the report, LSIA Treasurer will report financials, and LSIA. Board will review.

Outcome 4. Report project results and recommendations; meet grant requirements.

Activity 5. **Write an article for the LSIA newsletter** to share key findings and recommendations for targeted education and outreach efforts with LSIA members. Written by the consultant in coordination with LSIA contact.

Outcome 5. Communicate project findings to LSIA membership.

Project Timeline

Spring 2019	<ul style="list-style-type: none">- Grant awarded and contract signed.- Coordinate project with LSIA contact; get input from Board of Directors as needed.- Hire outside organization to survey public boat access.- Present project at spring LSIA meeting in April.- Develop draft survey, test it, improve it.
Summer 2019	<ul style="list-style-type: none">- Conduct assessment of LSIA members between Memorial Day and Labor Day. Provide incentives for completing the assessment and taking a pledge to prevent AIS.- Collect lake use information public access.- Attend the Annual Membership meeting in July to provide information, answer questions, and gather additional information in person.
Fall 2019	<ul style="list-style-type: none">- Collate results, write summary and recommendations.- Present findings at fall LSIA meeting in October. Gather additional feedback.
Winter 2019	<ul style="list-style-type: none">- Write final report and make targeted recommendations for AIS messaging and communication approaches.- Write an article for April newsletter.
Spring 2020	<ul style="list-style-type: none">- Complete grant reporting.

Project coordinator and organization information

Organization: Lake Sarah Improvement Association (LSIA)
Primary project coordinator: Marcus Zahn, Director Fisheries/AIS
POBox 25, Loretto MN 55357 (320-260-2261)
Organization website: www.lakesarah.com

Organization Mission:

- The mission of Lake Sarah Improvement Association (LSIA) is to promote policies and practices that represent and protect the interests of the Lake Sarah stakeholders and enhance their ability to maximize enjoyment of their shared resource.
- The AIS invasive survey and assessment is in direct alignment with the LSIA mission in that its explicit purpose is to better understand the behaviors and practices of LSIA's members regarding watercraft and aquatic invasive species. The data and information obtained via the assessment will aid in better-targeted AIS education and outreach efforts that will ultimately help promote AIS prevention and best practices at Lake Sarah and in Minnesota waters more broadly.

Contracting organization information

Contracting Organization: Lake Sarah Improvement Association
Designated Contract Signatory: Marcus Zahn, Director, Fisheries/AIS; PO Box 25, Loretto, MN 55357 (320-260-2261)

- The organization has NOT received funding from the county in the last three years

Staff and volunteers who will implement the project:

- Jenny Winkelman is an Environmental Consultant who has more than 25 years of experience working in natural resources, including creating, implementing and managing statewide and watershed-wide programs. She has technical knowledge and has developed partnerships, coordinated collaborative projects, implemented and evaluated pilot programs and projects. Jenny will be hired by LSIA to implement the project.
- Marcus Zahn, LSIA Director, Fisheries/AIS (volunteer) will be the point person for LSIA and coordinate additional LSIA support as needed.
- Mike Malone, LSIA Treasurer (volunteer) will manage all financial reporting for the project.
- LSIA Board of Directors (volunteers) will provide feedback and approvals as the project progresses.
- An outside organization, such as Forting Consulting or Three River Rivers Park District will be hired to collect data at the public access. Both manage and direct similar work at other accesses in Hennepin County. Their involvement is dependent on funding and availability. LSIA volunteers may be recruited and trained to expand this work.

Budget

- Funding is essential to realizing all aspects of this assessment project in order to conduct an assessment and identify what is needed to create specific and relevant education and outreach messages to prevent AIS introductions. LSIA has no paid staff and conducts special projects solely through the efforts of volunteers and by hiring consultants. Funding will allow for hiring an experienced consultant to develop, design and implement the project in coordination with the LSIA Board of Directors. Without the support of Hennepin County's AIS Prevention Grant, the activities and results proposed above will not take place.
- See attached Budget Worksheet (Excel spreadsheet).

06-023Green Partners Budget Form -- Root and Branch Groups

LAKE SARAH IMPROVEMENT ASSOCIATION Assessing AIS prevention knowledge and practices for private and public accesses to create targeted education and outreach on 1/14/19

Directions: Complete this form in detail. Common line items are indicated. Add or change categories and add rows as necessary. Double check to be sure totals are accurate. If you have any questions about the budget form, contact Tony Brough at tony.brough@hennepin.us or 612-348-4378.

Expense Category	Description/ Role	Hourly Rate Cost per Item	Number Hours/Items	Funds Requested	In-kind/ Matching*	Total Project Costs
(A) Staff and Personnel						
					(*if any)	
Administrative staff	Invoicing, reporting, contract-related (LSIA Treasurer*)	\$24.69	10	\$0.00	\$246.90	\$246.90
Project management staff	Coordinate feedback and approvals, content and communications with LSIA Board (LSIA Fisheries/AIS Director*)	\$24.69	15	\$0.00	\$370.35	\$370.35
Community Volunteers	LSIA Board Members* (7 board members who are not the Treasurer or Director Fisheries/AIS, 6 hours each)	\$24.69	42	\$0.00	\$1,036.98	\$1,036.98
Outside consultants	Jenny Winkelman to design and implement the project. (No additional costs for taxes, mileage, parking.)	\$100.00	130	\$13,000.00	\$0.00	\$13,000.00
Outside consultant or Three Rivers Park District.	Conduct observational surveys for at at least 45 hours at the public access. Commitment is PENDING. Willing to explore the possibility of hiring this out using other county funds by expanding the scope of an existing effort by Three Rivers Park District or Fortin Consulting.	based on previously funded activities		\$6,000.00	\$0.00	\$6,000.00
Other				\$0.00		\$0.00
SUBTOTAL =				\$19,000.00	\$1,654.23	\$20,654.23
(B) Reimbursable Expenses						
1. Project Supplies/Materials -- List all of the supplie/materials needed for your project (add rows below as needed)						
				\$0.00		\$0.00
				\$0.00		\$0.00
2. Professional Services						

06-023Green Partners Budget Form -- Root and Branch Groups

Technical consulting and review.	If needed, additional technical services if needed- such as review, statistics, GIS, drone survey	\$100.00	8	\$800.00		\$800.00
				\$0.00		\$0.00
3. Incentives -- Must be tied directly to an action or activity that motivates environmentally-responsible behavior (add rows below as needed)						
Items that directly survey respondents either prevent AIS or communicate messages about AIS. Items will be determined and will vary depend on type of lake use. For example: boat owners may get a Protect our Waters Towel, or a float key chain with the message Pull the Plug, leadfree fishing tackle, a windsock or sign with a message.	Incentives for participants to complete the survey; not to exceed \$10 an item. Based on 100/133 or 75% participation.	\$10.00	\$100.00	\$1,000.00		\$1,000.00
Shipping and handling, delivery	incentives	\$100.00	1	\$100.00		\$100.00
4. Marketing and Communications						
Printing	Print surveys for those not online; print pledges	\$50.00	1	\$50.00		\$50.00
Mailing	Mail surveys for those not online and mail incentives.(Est. mailing cost of \$3 for each of 100 items)	\$3.00	100	\$300.00		\$300.00
Distribution			1	\$0.00		\$0.00
5. Other Expenses (add rows below as needed)						
Online survey platform	Price quoted is for one year of Survey Monkey Online Software (Advantage Plan)- \$400 a year			\$400.00		\$400.00
Web based audience response system enabling real-time interaction with participants at meetings.	such as Poll Everywhere or CrowdPurr, \$50-80 per month depending on the number of respondents and questions.	\$80.00	2	\$160.00		\$160.00
			SUBTOTAL =	\$2,810.00	\$0.00	\$2,810.00
			TOTAL =	\$21,810.00	\$1,654.23	\$23,464.23