

# City of Little Falls Water Supply Plan For 2016

*Formerly called Water Emergency & Water Conservation Plan*



*Cover photo by Molly Shodeen*



For more information on this Water Supply Plan Template, please contact the DNR Division of Ecological and Water Resources at (651) 259-5034 or (651) 259-5100.

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DEPARTMENT OF NATURAL RESOURCES – DIVISION OF ECOLOGICAL AND  
WATER RESOURCES AND METROPOLITAN COUNCIL

## **INTRODUCTION TO WATER SUPPLY PLANS (WSP)**

### **Who needs to complete a Water Supply Plan**

Public water suppliers serving more than 1,000 people, large private water suppliers in designated Groundwater Management Areas, and all water suppliers in the Twin Cities metropolitan area are required to prepare and submit a water supply plan.

The goal of the WSP is to help water suppliers: 1) implement long term water sustainability and conservation measures; and 2) develop critical emergency preparedness measures. Your community needs to know what measures will be implemented in case of a water crisis. A lot of emergencies can be avoided or mitigated if long term sustainability measures are implemented.

### **Groundwater Management Areas (GWMA)**

The DNR has designated three areas of the state as Groundwater Management Areas (GWMAs) to focus groundwater management efforts in specific geographies where there is an added risk of overuse or water quality degradation. A plan directing the DNR's actions within each GWMA has been prepared. Although there are no specific additional requirements with respect to the water supply planning for communities within designated GWMAs, communities should be aware of the issues and actions planned if they are within the boundary of one of the GWMAs. The three GWMAs are the North and East Metro GWMA (Twin Cities Metro), the Bonanza Valley GWMA and the Straight River GWMA (near Park Rapids). Additional information and maps are included in the DNR webpage at <http://www.dnr.state.mn.us/gwmp/areas.html>

### **Benefits of completing a WSP**

Completing a WSP using this template, fulfills a water supplier's statutory obligations under M.S. [M.S.103G.291](#) to complete a water supply plan. For water suppliers in the metropolitan area, the WSP will help local governmental units to fulfill their requirements under M.S. 473.859 to complete a local comprehensive plan. Additional benefits of completing WSP template:

- The standardized format allows for quicker and easier review and approval.
- Help water suppliers prepare for droughts and water emergencies.
- Create eligibility for funding requests to the Minnesota Department of Health (MDH) for the Drinking Water Revolving Fund.
- Allow water suppliers to submit requests for new wells or expanded capacity of existing wells.
- Simplify the development of county comprehensive water plans and watershed plans.
- Fulfill the contingency plan provisions required in the MDH wellhead protection and surface water protection plans.
- Fulfill the demand reduction requirements of Minnesota Statutes, section 103G.291 subd 3 and 4.

- Upon implementation, contribute to maintaining aquifer levels, reducing potential well interference and water use conflicts, and reducing the need to drill new wells or expand system capacity.
- Enable DNR to compile and analyze water use and conservation data to help guide decisions.
- Conserve Minnesota's water resources

If your community needs assistance completing the Water Supply Plan, assistance is available from your area hydrologist or groundwater specialist, the MN Rural Waters Association circuit rider program, or in the metropolitan area from Metropolitan Council staff. Many private consultants are also available.

## **WSP Approval Process**

### **10 Basic Steps for completing a 10-Year Water Supply Plan**

1. Download the DNR/Metropolitan Council Water Supply Plan Template  
[www.mndnr.gov/watersupplyplans](http://www.mndnr.gov/watersupplyplans)
2. Save the document with a file name with this naming convention:  
WSP\_cityname\_permitnumber\_date.doc.
3. The template is a form that should be completed electronically.
4. Compile the required water use data (Part 1) and emergency procedures information (Part 2)
5. The Water Conservation section (Part 3) may need discussion with the water department, council, or planning commission, if your community does not already have an active water conservation program.
6. Communities in the seven-county Twin Cities metropolitan area should complete all the information discussed in Part 4. The Metropolitan Council has additional guidance information on their webpage <http://www.metrocouncil.org/Handbook/Plan-Elements/Water-Resources/Water-Supply.aspx>. All out-state water suppliers do *not* need to complete the content addressed in Part 4.
7. Use the Plan instructions and Checklist document to insure all data is complete and attachments are included. This will allow for a quicker approval process. [www.mndnr.gov/watersupplyplans](http://www.mndnr.gov/watersupplyplans)
8. Plans should be submitted electronically – no paper documents are required.  
<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>
9. DNR hydrologist will review plans (in cooperation with Metropolitan Council in Metro area) and approve the plan or make recommendations.
10. Once approved, communities should complete a Certification of Adoption form, and send a copy to the DNR.

Complete Table 1 with information about the public water supply system covered by this WSP.

**Table 1. General information regarding this WSP**

Requested Information	Description
DNR Water Appropriation Permit Number(s)	PSWID No. 149002
Ownership	X Public
Metropolitan Council Area	X No (Morrison County)
Street Address	101 7 <sup>th</sup> Avenue
City, State, Zip	Little Falls, MN 56345
Contact Person Name	Leland Bundy
Title	Water/Wastewater Supervisor
Phone Number	320-616-5540
MDH Supplier Classification	Municipal

## **PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION**

The first step in any water supply analysis is to assess the current status of demand and availability. Information summarized in Part 1 can be used to develop Emergency Preparedness Procedures (Part 2) and the Water Conservation Plan (Part 3). This data is also needed to track progress for water efficiency measures.

### **A. Analysis of Water Demand**

Complete Table 2 showing the past 10 years of water demand data.

- Some of this information may be in your Wellhead Protection Plan.
- If you do not have this information, do your best, call your engineer for assistance or if necessary leave blank.

If your customer categories are different than the ones listed in Table 2, please describe the differences below:

**Table 2. Historic water demand (see definitions in the glossary after Part 4 of this template)**

Year	Pop . Served	Total Connections	Residential Water Delivered (MG)	C/I/I Water Delivered (MG)	Water used for Non-essential	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2005															
2006															
2007															
2008	8427	2805	168	251		0	540	540	0	23	1.479	2.011	N/A	54.62	175.5
2009	8121	2806	163	234		0	550	550	0	28	1.506	2.152	6/4/2009	54.99	185.5
2010	8343	2822	158	208		0	489	489	0	25	1.339	2.824	5/1/2010	51.88	160.5
2011	8418	2832	152	217		0	466	466	0	21	1.276	1.924	6/30/2011	49.46	151.6
2012	8380	2837	166	220		0	497	497	0	22	1.361	1.981	6/29/2012	54.27	162.4
2013	8331	2881	167	266		0	510	510	0	16	1.396	2.152	9/19/2013	54.92	167.7
2014	8797	2805	158	197		0	434	434	0	18	1.188	2.626	5/1/2014	49.21	135.6
2015	8807	2953	158	221		0	447	447	0	16	1.224	N/A	7/01/2015	49.15	139.0
Avg. 2010 - 2015	8453	2855	161	226		0	491	491	0	21	1.342	1.958		52.18	159.7

**MG** – Million Gallons      **MGD** – Million Gallons

per Day      **GPCD** – Gallons per

Capita per Day See Glossary for definitions

Complete Table 3 by listing the top 10 water users by volume, from largest to smallest. For each user, include information about the category of use (residential, commercial, industrial, institutional, or wholesale), the amount of water used in gallons per year, the percent of total water delivered, and the status of water conservation measures.

**Table 3. Large volume users**

Customer	Use Category (Residential, Industrial, Commercial, Institutional, Wholesale)	Amount Used (Gallons per Year)	Percent of Total Annual Water Delivered	Implementing Water Conservation Measures? (Yes/No/Unknown)
1 Central MN Renewables	INDUSTRIAL	28,894,000	5.8%	YES
2 Anderson Processing	INDUSTRIAL	28,265,000	5.7%	UNKNOWN

3 Falls Fabricating	INDUSTRIAL	8,092,500	1.6%	UNKNOWN
4 Highland Senior Living	INSTITUTIONAL	4,919,550	1.0	UNKNOWN
5 Holiday Companies	COMMERCIAL	4,395,000	0.89%	UNKNOWN
6 Key Row	COMMERCIAL	4,301,400	0.87%	UNKNOWN
7 St. Gabriel's Hospital	INSTITUTIONAL	3,504,550	0.71%	UNKNOWN
8 St. Otto's Care Center	INSTITUTIONAL	2,976,250	0.60%	UNKNOWN
9 St. Francis Convent	INSTITUTIONAL	2,490,050	0.50%	UNKNOWN
10 Country Inn & Suites	COMMERCIAL	2,470,000	0.50%	UNKNOWN

## B. Treatment and Storage Capacity

Complete Table 4 with a description of where water is treated, the year treatment facilities were constructed, water treatment capacity, the treatment methods (i.e. chemical addition, reverse osmosis, coagulation, sedimentation, etc.) and treatment types used (i.e. fluoridation, softening, chlorination, Fe/MN removal, coagulation, etc.). Also describe the annual amount and method of disposal of treatment residuals. Add rows to the table as needed.

**Table 4. Water treatment capacity and treatment processes**

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Amount of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
1971-0134	1972	3500	FILTRATION	LIME SOFTENING	3.650MG/YEAR	PONDS	YES
Total	NA	3500	NA	NA	3.65MG / YEAR	NA	YES

Complete Table 5 with information about storage structures. Describe the type (i.e. elevated, ground, etc.), the storage capacity of each type of structure, the year each structure was constructed, and the primary material for each structure. Add rows to the table as needed.

**Table 5. Storage capacity, as of the end of the last calendar year**

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
1 EAST TOWER	Elevated storage	1996	STEEL	1,000,000
2 WEST TOWER	Elevated storage		STEEL	1,000,000
2 EAST GROUND	Ground storage	1959	CONCRETE	750,000
3 WEST GROUND	Ground storage	1995	CONCRETE	500,000
Total	NA	NA	NA	3,250,000

**Treatment and storage capacity versus demand**

It is recommended that total storage equal or exceed the average daily demand.

Discuss the difference between current storage and treatment capacity versus the water supplier’s projected average water demand over the next 10 years (see Table 7 for projected

Current storage and treatment capacity are adequate for projected water demands calculated for the next 10. Mathematically; 3,250,000 MG Storage / 1,958,000 MG average highest daily demand (past 8 years) = 60%

water demand):

**C. Water Sources**

Complete Table 6 by listing all types of water sources that supply water to the system, including groundwater, surface water, interconnections with other water suppliers, or others. Provide the name of each source (aquifer name, river or lake name, name of interconnecting water supplier) and the Minnesota unique well number or intake ID, as appropriate. Report the year the source was installed or established and the current capacity. Provide information about the depth of all wells. Describe the status of the source (active, inactive, emergency only, retail/wholesale interconnection) and if the source facilities have a dedicated emergency power source. Add rows to the table as needed for each installation.

Include copies of well records and maintenance summary for each well that has occurred since your last approved plan in **Appendix 1**.

**Table 6. Water sources and status**

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection)	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Ground Water	Well # 1	215027	1948	239	90	ACTIVE	YES
Ground Water	Well # 3	215022	1958	425	90	ACTIVE	YES
Ground Water	Well # 4	241001	1952	635	101	ACTIVE	YES
Ground Water	Well # 5	241002	1954	589	115	ACTIVE	YES
Ground Water	Well # 6	215024	1960	446	124	ACTIVE	YES
Ground Water	Well # 7	215021	1972	585	115	ACTIVE	YES
Ground Water	Well # 8	215026	1972	585	105	ACTIVE	YES
Ground Water	Well # 9	779959	2010	525	98	ACTIVE	YES

**Limits on Emergency Interconnections**

Discuss any limitations on the use of the water sources (e.g. not to be operated simultaneously, limitations due to blending, aquifer recovery issues etc.) and the use of interconnections, including capacity limits or timing constraints (i.e. only 200 gallons per minute are available from the City of Prior Lake, and it is estimated to take 6 hours to establish the emergency connection). If there are no limitations, list none.

All wells are on the same Aquifer; all wells are on the same property; only a predetermined mix of wells can be run simultaneously. On average 4 wells are run together without significant drawdown concerns, or water quality complications.

## ***D. Future Demand Projections – Key Metropolitan Council Benchmark***

### **Water Use Trends**

Use the data in Table 2 to describe trends in 1) population served; 2) total per capita water demand; 3) average daily demand; 4) maximum daily demand. Then explain the causes for upward or downward trends. For example, over the ten years has the average daily demand trended up or down? Why is this occurring?

Water use is currently in a downward trend from 2007 – 2015. Changes to water plant operation; a change in lime purchased has netted the City a daily savings of 100,000 GPD. The City's largest water user has gone to a closed loop system which saves the City another 100,000 GPD.

Use the water use trend information discussed above to complete Table 7 with projected annual demand for the next ten years. Communities in the seven-county Twin Cities metropolitan area must also include projections for 2030 and 2040 as part of their local comprehensive planning.

Projected demand should be consistent with trends evident in the historical data in Table 2, as discussed above. Projected demand should also reflect state demographer population projections and/or other planning projections.

**Table 7. Projected annual water demand**

<b>Year</b>	<b>Projected Total Population</b>	<b>Projected Population Served</b>	<b>Projected Total Per Capita Water Demand (GPCD)</b>	<b>Projected Average Daily Demand (MGD)</b>	<b>Projected Maximum Daily Demand (MGD)</b>
2016	8869	8869	139.0	1.224	2.238
2017	8931	8931	139.3	1.233	2.248
2018	8993	8993	139.6	1.242	2.258
2019	9055	9055	139.9	1.251	2.268
2020	9117	9117	140.2	1.26	2.278
2021	9179	9179	140.5	1.269	2.308
2022	9241	9241	140.8	1.278	2.308
2023	9303	9303	141.1	1.287	2.318
2024	9365	9365	141.4	1.296	2.328
2025	9427	9427	141.7	1.305	2.338
2030					
2040					

**GPCD** – Gallons per Capita per Day

**MGD** – Million Gallons per Day

### **Projection Method**

Describe the method used to project water demand, including assumptions for population and business growth and how water conservation and efficiency programs affect projected water demand:

Past 10-year history has shown a 0.7% increase in demand. Past historical demand has been offset by water conservation methods

### E. Resource Sustainability Monitoring – Key DNR Benchmark

Complete Table 8 by inserting information about source water quality and quantity monitoring efforts. List should include all production wells, observation wells, and source water intakes or reservoirs. Add rows to the table as needed. Find information on groundwater level monitoring program at:

[http://www.dnr.state.mn.us/waters/groundwater\\_section/obwell/index.html](http://www.dnr.state.mn.us/waters/groundwater_section/obwell/index.html)

**Table 8. Information about source water quality and quantity monitoring**

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
Well # 1 / 215027	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Well # 3 / 215022	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Well # 4 / 241001	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Well # 5 / 241002	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Well # 6 / 215024	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Well # 7 / 215021	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

Well # 8 / 215026	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
Well 3 9 / 779959	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input type="checkbox"/> SCADA <input checked="" type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

### Water Level Data

A water level monitoring plan that includes monitoring locations and a schedule for water level readings must be submitted as **Appendix 2**. If one does not already exist, it needs to be prepared and submitted with the WSP. Ideally, all production and observation wells are monitored at least monthly.

Complete Table 9 to summarize water level data for each well being monitored. Provide the name of the aquifer and a brief description of how much water levels vary over the season (the difference between the highest and lowest water levels measured during the year) and the long-term trends for each well. If water levels are not measured and recorded on a routine basis, then provide the static water level when each well was constructed and the most recent water level measured during the same season the well was constructed. Also include all water level data taken during any well and pump maintenance. Add rows to the table as needed.

Provide water level data graphs for each well in **Appendix 3** for the life of the well, or for as many years as water levels have been measured. See DNR website for Date Time Water Level <http://www.dnr.state.mn.us/groundwater/hydrographs.html>

**Table 9. Water level data**

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
Well # 1 / 215027	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 3 / 215022	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 4 / 241001	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 5 / 241002	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 6 / 215024	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 7 / 215021	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 8 / 215026	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually
Well # 9 / 779959	Brainerd Aquifer	N/A	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	Monthly Annually

**Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark**

Complete Table 10 by listing the types of natural resources that are or could be impacted by permitted water withdrawals. If known, provide the name of specific resources that may be impacted. Identify what the greatest risks to the resource are and how the risks are being assessed. Identify any resource protection thresholds – formal or informal – that have been established to identify when actions should be taken to mitigate impacts. Provide information about the potential mitigation actions that may be taken, if a resource protection threshold is crossed. Add additional rows to the table as needed. See glossary at the end of the template for definitions.

Some of this baseline data should have been in your earlier water supply plans or county comprehensive water plans. When filling out this table, think of what are the water supply risks, identify the resources, determine the threshold and then determine what your community will do to mitigate the impacts.

Your DNR area hydrologist is available to assist with this table.

For communities in the seven-county Twin Cities metropolitan area, the *Master Water Supply Plan Appendix 1 (Water Supply Profiles)*, provides information about potential water supply issues and natural resource impacts for your community.

**Table 10. Natural resource impacts**

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
<input type="checkbox"/> River or stream		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Calcareous fen		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
		<input type="checkbox"/> Other: _____				
<input type="checkbox"/> Lake		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Wetland		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Trout stream		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
<input checked="" type="checkbox"/> Aquifer		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Endangered, threatened, or special concern species habitat, other natural resource impacts		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: ____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	

\* Examples of thresholds: a lower limit on acceptable flow in a river or stream; water quality outside of an accepted range; a lower limit on acceptable aquifer level decline at one or more monitoring wells; withdrawals that exceed some percent of the total amount available from a source; or a lower limit on acceptable changes to a protected habitat.

### Wellhead Protection (WHP) and Surface Water Protection (SWP) Plans

Complete Table 11 to provide status information about WHP and SWP plans.

The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health’s (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

**Table 11. Status of Wellhead Protection and Surface Water Protection Plans**

Plan Type	Status	Date Adopted	Date for Update
WHP	<input checked="" type="checkbox"/> In Process <input type="checkbox"/> Completed <input type="checkbox"/> Not Applicable		
SWP	<input checked="" type="checkbox"/> In Process <input type="checkbox"/> Completed <input type="checkbox"/> Not Applicable		

### F. Capital Improvement Plan (CIP)

Please note that any wells that received approval under a ten-year permit, but that were not built, are now expired and must submit a water appropriations permit.

#### Adequacy of Water Supply System

Complete Table 12 with information about the adequacy of wells and/or intakes, storage facilities, treatment facilities, and distribution systems to sustain current and projected demands. List planned capital improvements for any system components, in chronological order. Communities in the seven-county Twin Cities metropolitan area should also include information about plans through 2040.

The assessment can be the general status by category; it is not necessary to identify every single well, storage facility, treatment facility, lift station, and mile of pipe.

Please attach your latest Capital Improvement Plan as **Appendix 4**.

**Table 12. Adequacy of Water Supply System**

System Component	Planned action	Anticipated Construction Year	Notes
Wells/Intakes Well # 5,3,7,4, & 1	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		Fill Annular Spaces
Water Storage Facilities 500,000 Ground Storage	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	2016/2017	Repair Roof Pillars
Water Treatment Facilities Water plant effluent filters	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	2016/2017	Remove and replace Media
Distribution Systems (pipes, valves, etc.)	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Pressure Zones	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		

System Component	Planned action	Anticipated Construction Year	Notes
Other: Program to find and seal abandoned wells. WHP modeling of Aquifer	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	Ongoing 2016	MDH and L. F. Co-payment for model development

### Proposed Future Water Sources

Complete Table 13 to identify new water source installation planned over the next ten years. Add rows to the table as needed.

**Table 13. Proposed future installations/sources**

Source	Installation Location (approximate)	Resource Name	Proposed Pumping Capacity (gpm)	Planned Installation Year	Planned Partnerships
Groundwater	New well	# 10	750	2016 – 2026	Unknown
Surface Water	N/A				
Interconnection to another supplier	N/A				

### Water Source Alternatives - Key Metropolitan Council Benchmark

Do you anticipate the need for alternative water sources in the next 10 years? Yes  No

For metro communities, will you need alternative water sources by the year 2040? Yes  No

**If you answered yes for either question, then complete table 14. If no, insert NA.**

Complete Table 14 by checking the box next to alternative approaches that your community is considering, including approximate locations (if known), the estimated amount of future demand that could be met through the approach, the estimated timeframe to implement the approach, potential partnerships, and the major benefits and challenges of the approach. Add rows to the table as needed.

For communities in the seven-county Twin Cities metropolitan area, these alternatives should include approaches the community is considering to meet projected 2040 water demand.

**Table 14. Alternative water sources**

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
<input type="checkbox"/> Groundwater	None					
<input type="checkbox"/> Surface Water	None					
<input type="checkbox"/> Reclaimed stormwater	None					
<input type="checkbox"/> Reclaimed wastewater	None					
<input type="checkbox"/> Interconnection to another supplier	None					

## Part 2. Emergency Preparedness Procedures

The emergency preparedness procedures outlined in this plan are intended to comply with the contingency plan provisions required by MDH in the WHP and SWP. Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failings, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. Municipalities that already have written procedures dealing with water emergencies should review the following information and update existing procedures to address these water supply protection measures.

### A. Federal Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act, (Public Law 107-188, Title IV- Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan.

**Do you have a federal emergency response plan?** Yes  No

**If yes, what was the date it was certified?** \_\_\_\_\_

Complete Table 15 by inserting the noted information regarding your completed Federal Emergency Response Plan.

**Table 15. Emergency Preparedness Plan contact information**

Emergency Response Plan Role	Contact Person	Contact Phone Number	Contact Email
Emergency Response Lead	Greg Kimman	320.616.5500	gkimman@cityoflittlefalls.com
Alternate Emergency Response Lead	Lee Bundy	320.616.5540	wastewater@cityoflittlefalls.com
Alternate Emergency Response	Dwayne Heinen	320.616.5530	dheinen@cityoflittlefalls.com
Alternate Emergency Response	Morrison Co. Sheriff	320.632.9233	

## **B. Operational Contingency Plan**

All utilities should have a written operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance.

**Do you have a written operational contingency plan?** Yes X No

At a minimum, a water supplier should prepare and maintain an emergency contact list of contractors and suppliers.

## **C. Emergency Response Procedures**

Water suppliers must meet the requirements of MN Rules 4720.5280 . Accordingly, the Minnesota Department of Natural Resources (DNR) requires public water suppliers serving more than 1,000 people to submit Emergency and Conservation Plans. Water emergency and conservation plans that have been approved by the DNR, under provisions of Minnesota Statute 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

### **Emergency Telephone List**

Prepare and attach a list of emergency contacts, including the MN Duty Officer (1-800-422-0798), as **Appendix 5**. A template is available at [www.mndnr.gov/watersupplyplans](http://www.mndnr.gov/watersupplyplans)

The list should include key utility and community personnel, contacts in adjacent water suppliers, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list and date it. Thereafter, update on a regular basis (once a year is recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the Emergency Manager for that community. Responsibilities and services for each contact should be defined.

### **Current Water Sources and Service Area**

Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation and maintenance records should be maintained in secured central and back-up locations so that the records are accessible for emergency purposes. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. It is critical that public water supplier representatives and emergency response personnel communicate about the response procedures and be able to easily obtain this kind of information both in electronic and hard copy formats (in case of a power outage).

**Do records and maps exist?** Yes X No

**Can staff access records and maps from a central secured location in the event of an emergency?**

Yes X No

**Does the appropriate staff know where the materials are located?**

Yes X No

**Procedure for Augmenting Water Supplies**

Complete Tables 16 – 17 by listing all available sources of water that can be used to augment or replace existing sources in an emergency. Add rows to the tables as needed.

In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Municipalities are encouraged to execute cooperative agreements for potential emergency water services and copies should be included in **Appendix 6**. Outstate Communities may consider using nearby high capacity wells (industry, golf course) as emergency water sources.

WSP should include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MDH are required for interconnections or the reuse of water.

**Table 16. Interconnections with other water supply systems to supply water in an emergency**

Other Water Supply System Owner	Capacity (GPM & MGD)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
None			

GPM – Gallons per minute MGD – million gallons per day

**Table 17. Utilizing surface water as an alternative source**

Surface Water Source Name	Capacity (GPM)	Capacity (MGD)	Treatment Needs	Note Any Limitations On Use
Mississippi	1000	1.0 – 2.0	Surface Water Standards	Not Currently Connected

If not covered above, describe additional emergency measures for providing water (obtaining bottled water, or steps to obtain National Guard services, etc.)

Camp Ripley, an Army National Guard Facility with Water treatment and storage capabilities; both onsite and mobile could truck water in to the Cities clear wells. The guard base has mobile water treatment personnel that could be deployed to set up temporary water treatment. The base is approximately 4 miles from the Cities water main, for a longer period of time a 6 – 1- “ HDPE line could be run to the closest City water main.

**Allocation and Demand Reduction Procedures**

Complete Table 18 by adding information about how decisions will be made to allocate water and reduce demand during an emergency. Provide information for each customer category,

including its priority ranking, average day demand, and demand reduction potential for each customer category. Modify the customer categories as needed, and add additional lines if necessary.

Water use categories should be prioritized in a way that is consistent with Minnesota Statutes 103G.261 (#1 is highest priority) as follows:

1. Water use for human needs such as cooking, cleaning, drinking, washing and waste disposal; use for on-farm livestock watering; and use for power production that meets contingency requirements.
2. Water use involving consumption of less than 10,000 gallons per day (usually from private wells or surface water intakes)
3. Water use for agricultural irrigation and processing of agricultural products involving consumption of more than 10,000 gallons per day (usually from private high-capacity wells or surface water intakes)
4. Water use for power production above the use provided for in the contingency plan.
5. All other water use involving consumption of more than 10,000 gallons per day.
6. Nonessential uses – car washes, golf courses, etc.

Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Lower priority uses will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. Water use for lawn sprinkling, vehicle washing, golf courses, and recreation are legislatively considered non-essential.

**Table 18. Water use priorities**

<b>Customer Category</b>	<b>Allocation Priority</b>	<b>Average Daily Demand (GPD)</b>	<b>Short-Term Emergency Demand Reduction Potential (GPD)</b>
Residential	1	427,397	213,698
Institutional	1	24,577	20,000
Commercial	5	32,028	10,900
Industrial	5	156,600	56,600
Irrigation	6	0	0
Wholesale	6	0	0
Non-Essential	6	191,780	0
<b>TOTAL</b>	<b>N/A</b>	<b>832,382</b>	<b>301,198</b>

**GPD** – Gallons per Day

**Tip: Calculating Emergency Demand Reduction Potential**

The emergency demand reduction potential for all uses will typically equal the difference between maximum use (summer demand) and base use (winter demand). In extreme emergency situations, lower priority water uses must be restricted or eliminated to protect priority domestic water requirements. Emergency demand reduction potential should be based on average day demands for customer categories within each priority class. Use the tables in Part 3 on water conservation to help you determine strategies.

Complete Table 19 by selecting the triggers and actions during water supply disruption conditions.

**Table 19. Emergency demand reduction conditions, triggers and actions (Select all that may apply and describe)**

Emergency Triggers	Short-term Actions	Long-term Actions
<ul style="list-style-type: none"> <li><input type="checkbox"/> Contamination</li> <li><input type="checkbox"/> Loss of production</li> <li><input type="checkbox"/> Infrastructure failure</li> <li><input type="checkbox"/> Executive order by Governor</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supply augmentation through _____</li> <li><input type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation &amp; other nonessential uses.</li> <li><input type="checkbox"/> Water allocation through _____</li> <li><input type="checkbox"/> Meet with large water users to discuss their contingency plan.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supply augmentation through _____</li> <li><input type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation &amp; other nonessential uses.</li> <li><input type="checkbox"/> Water allocation through _____</li> <li><input type="checkbox"/> Meet with large water users to discuss their contingency plan.</li> </ul>

**Notification Procedures**

Complete Table 20 by selecting trigger for informing customers regarding conservation requests, water use restrictions, and suspensions; notification frequencies; and partners that may assist in the notification process. Add rows to the table as needed.

**Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions**

<b>Notification Trigger(s)</b>	<b>Methods (select all that apply)</b>	<b>Update Frequency</b>	<b>Partners</b>
<input checked="" type="checkbox"/> Short-term demand reduction declared (< 1 year)	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	
<input checked="" type="checkbox"/> Long-term Ongoing demand reduction declared	<input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input checked="" type="checkbox"/> Other: Televised Council Meetings	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	
<input checked="" type="checkbox"/> Governor’s critical water deficiency declared	<input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook)	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	
	<input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input checked="" type="checkbox"/> Other: _____		

**Enforcement**

Prior to a water emergency, municipal water suppliers must adopt regulations that restrict water use and outline the enforcement response plan. The enforcement response plan must outline how conditions will be monitored to know when enforcement actions are triggered, what enforcement tools will be used, who will be responsible for enforcement, and what timelines for corrective actions will be expected.

Affected operations, communications, and enforcement staff must then be trained to rapidly implement those provisions during emergency conditions.

**Important Note:**  
 Disregard of critical water deficiency orders, even though total appropriation remains less than permitted, is adequate grounds for immediate modification of a public water supply authority’s water use permit (2013 MN Statutes 103G.291)

**Does the city have a critical water deficiency restriction/official control in place that includes provisions to restrict water use and enforce the restrictions? (This restriction may be an ordinance, rule, regulation, policy under a council directive, or other official control)** Yes   
No

If yes, attach the official control document to this WSP as **Appendix 7**.

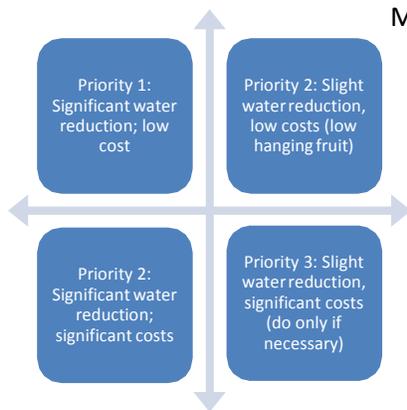
If no, the municipality must adopt such an official control within 6 months of submitting this WSP and submit it to the DNR as an amendment to this WSP.

**Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions?** Yes  No

If yes, cite the regulatory authority reference: **City Charter 3.05; Emergency Ordinances**

If no, who has authority to implement water use restrictions in an emergency?

### **PART 3. WATER CONSERVATION PLAN**



Minnesotans have historically benefited from the state’s abundant water supplies, reducing the need for conservation. There are however, limits to the available supplies of water and increasing threats to the quality of our drinking water. Causes of water supply limitation may include: population increases, economic trends, uneven statewide availability of groundwater, climatic changes, and degraded water quality. Examples of threats to drinking water quality include: the presence of contaminant plumes from past land use activities, exceedances of water quality standards from natural and human sources, contaminants of emerging concern, and increasing pollutant trends from nonpoint sources.

There are many incentives for conserving water; conservation:

- reduces the potential for pumping-induced transfer of contaminants into the deeper aquifers, which can add treatment costs
- reduces the need for capital projects to expand system capacity
- reduces the likelihood of water use conflicts, like well interference, aquatic habitat loss, and declining lake levels
- conserves energy, because less energy is needed to extract, treat and distribute water (and less energy production also conserves water since water is used to produce energy)
- maintains water supplies that can then be available during times of drought

It is therefore imperative that water suppliers implement water conservation plans. The first step in water conservation is identifying opportunities for behavioral or engineering changes that could be made to reduce water use by conducting a thorough analysis of:

- Water use by customer
- Extraction, treatment, distribution and irrigation system efficiencies
- Industrial processing system efficiencies
- Regulatory and barriers to conservation
- Cultural barriers to conservation
- Water reuse opportunities

Once accurate data is compiled, water suppliers can set achievable goals for reducing water use. A successful water conservation plan follows a logical sequence of events. The plan should address both conservation on the supply side (leak detection and repairs, metering), as well as on the demand side (reductions in usage). Implementation should be conducted in phases, starting with the most obvious and lowest-cost options. In some cases one of the early steps will be reviewing regulatory constraints to water conservation, such as lawn irrigation requirements. Outside funding and grants may be available for implementation of projects. Engage water system operators and maintenance staff and customers in brainstorming opportunities to reduce water use. Ask the question: "How can I help save water?"

## Progress since 2006

Is this your community's first Water Supply Plan? Yes  No

If yes, describe conservation practices that you are already implementing, such as: pricing, system improvements, education, regulation, appliance retrofitting, enforcement, etc.

If no, complete Table 21 to summarize conservation actions taken since the adoption of the 2006 water supply plan.

**Table 21. Implementation of previous ten-year Conservation Plan**

2006 Plan Commitments	Action Taken?
Change water rates structure to provide conservation pricing	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational efforts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New water conservation ordinances	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Enforcement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe other	<input type="checkbox"/> Yes <input type="checkbox"/> No

**What are the results you have seen from the actions in Table 21 and how were results measured?**

An improvement with the lime softening program saves the City an estimated 100,000 GPD. Central Minnesota Renewable’s an Industrial customer, switched to a closed loop system saving an estimated 100,000 GPD. Changes in Lime supply, and operational improvements at the treatment plant are saving an estimated 100,000 GPD.

**A. Triggers for Allocation and demand Reduction Actions**

Complete table 22 by checking each trigger below, as appropriate, and the actions to be taken at various levels or stages of severity. Add in additional rows to the table as needed.

Objective	Triggers	Actions
Protect Surface Water Flows  N/A	<input type="checkbox"/> Reports of declining wetland and lake levels <input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

<p>Short-term demand reduction (less than 1 year)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Extremely high seasonal water demand (more than double winter demand)</li> <li><input type="checkbox"/> Loss of treatment capacity</li> <li><input type="checkbox"/> Lack of water in storage</li> <li><input type="checkbox"/> State drought plan</li> <li><input type="checkbox"/> Well interference</li> <li><input type="checkbox"/> Other:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation &amp; other nonessential uses.</li> <li><input type="checkbox"/> Supply augmentation through _____</li> <li><input type="checkbox"/> Water allocation through _____</li> <li><input type="checkbox"/> Meet with large water users to discuss user's contingency plan.</li> </ul>
<p>Long-term demand reduction (&gt;1 year)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Per capita demand increasing</li> <li><input type="checkbox"/> Total demand increase (higher population or more industry) Water level in well(s) below elevation of _____</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation &amp; other nonessential uses.</li> <li><input type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions.</li> <li><input type="checkbox"/> Meet with large water users to discuss user's contingency plan.</li> <li><input type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.</li> </ul>
<p>Governor's "Critical Water Deficiency Order" declared</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe: Marshall Law</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe: Store to share where needed</li> </ul>

**Table 22. Short and long-term demand reduction conditions, triggers and actions**

Objective	Triggers	Actions
Protect surface water flows	<input type="checkbox"/> Low stream flow conditions	<input type="checkbox"/> Increase promotion of conservation measures

***B. Conservation Objectives and Strategies – Key benchmark for DNR***

This section establishes water conservation objectives and strategies for eight major areas of water use.

**Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%**

The Minnesota Rural Waters Association, the Metropolitan Council and the Department of Natural Resources recommend that all water uses be metered. Metering can help identify high use locations and times, along with leaks within buildings that have multiple meters.

It is difficult to quantify specific unmetered water use such as that associated with firefighting and system flushing or system leaks. Typically, water suppliers subtract metered water use from total water pumped to calculate unaccounted or non-revenue water loss.

**Is your five-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?**

Yes  No

**What is your leak detection monitoring schedule? (e.g. monitor 1/3rd of the city lines per year)**

N/A, None

**ter Audits** - are intended to identify, quantify and verify water and revenue losses. The volume of unaccounted-for water should be evaluated each billing cycle. The American Water Works Association (AWWA) recommends that ten percent or less of pumped water is unaccounted-for water. Water audit procedures are available from the AWWA and MN Rural Water Association [www.mrwa.com](http://www.mrwa.com) . Drinking Water Revolving Loan Funds are available for purchase of new meters when new plants are built.

**What is the date of your most recent water audit? January 2015**

**Frequency of water audits:**  **yearly**  **other (specify frequency) \_\_\_\_\_**  
**Leak detection and survey:**  **every year**  **every other year**  **periodic as needed**  
**Year last leak detection survey completed: \_\_**

If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe

Currently working on accounting for unmetered use, this alone has resulted in a reduction of water loss from 25% to the current level of 16%, and replacing aging infrastructure as funds allow.

**Metering** -AWWA recommends that every water supplier install meters to account for all water taken into its system, along with all water distributed from its system at each customer’s point of service. An effective metering program relies upon periodic performance testing, repair, maintenance or replacement of all meters. AWWA also recommends that water suppliers conduct regular water audits to ensure accountability. Some cities install separate meters for interior and exterior water use, but some research suggests that this may not result in water conservation.

Complete Table 23 by adding the requested information regarding the number, types, testing and maintenance of customer meters.

**Table 23. Information about customer meters**

Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Residential	2467	2467			10-15/15-20
Irrigation meters	0	0			0/0
Institutional	20	20			10-15/15-20
Commercial	308	308			10-15/15-20
Industrial	32	32			10-15/15-20
Public facilities	97	97			10-15/15-20
Other	29	29			10-15/15-20
TOTALS	2953	2953		NA	NA

For unmetered systems, describe any plans to install meters or replace current meters with advanced technology meters. Provide an estimate of the cost to implement the plan and the projected water savings from implementing the plan.

**Table 24. Water source meters**

	Number of Meters	Meter testing schedule (years)	Number of Automated Meter Readers	Average age/meter replacement schedule (years)
Water source (wells/intakes)	8	10 yr	8	10 /15-20
Treatment plant	1		1	_ / _

**Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)**

The 2002 average residential per capita demand in the Twin Cities Metropolitan area was 75 gallons per capita per day.

Is your average 2010-2015 residential per capita water demand in Table 2 more than 75? Yes  No

What was your 2010 – 2015 five-year average residential per capita water demand? 52.18

**g/person/day**

Describe the water use trend over that timeframe:

Water use trends over that time frame were steady; conservation measures employed were offset by new industrial customers.

Complete Table 25 by checking which strategies you will use to continue reducing residential per capita demand and project a likely timeframe for completing each checked strategy (Select all that apply and add rows for additional strategies):

**Table 25. Strategies and timeframe to reduce residential per capita demand**

Strategy to reduce residential per capita demand	Timeframe for completing work
<input checked="" type="checkbox"/> Revise city ordinances/codes to encourage or require water efficient landscaping.	5-10 yr
<input checked="" type="checkbox"/> Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	5-10
<input type="checkbox"/> Revise ordinances to limit irrigation. Describe the restricted irrigation plan:	

Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	
<input checked="" type="checkbox"/> Make water system infrastructure improvements	
<input type="checkbox"/> Offer free or reduced cost water use audits) for residential customers.	
<input checked="" type="checkbox"/> Implement a notification system to inform customers when water availability conditions change.	
<input type="checkbox"/> Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead and faucet aerators, water softeners, etc.)	
<input type="checkbox"/> Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input checked="" type="checkbox"/> Identify supplemental Water Resources	
<input type="checkbox"/> Conduct audience-appropriate water conservation education and outreach.	
<input type="checkbox"/> Describe other plans	

**Objective 3: Achieve at least a 1.5% per year water reduction for Institutional, Industrial, Commercial, and Agricultural GPCD over the next 10 years or a 15% reduction in ten years.** Complete Table 26 by checking which strategies you will used to continue reducing non-residential customer use demand and project a likely timeframe for completing each checked strategy (add rows for additional strategies).

Where possible, substitute recycled water used in one process for reuse in another. (For example,

spent rinse water can often be reused in a cooling tower.) Keep in mind the true cost of water is the amount on the water bill PLUS the expenses to heat, cool, treat, pump, and dispose of/discharge the water.

Don't just calculate the initial investment. Many conservation retrofits that appear to be prohibitively expensive are actually very cost-effective when amortized over the life of the equipment. Often reducing water use also saves electrical and other utility costs. Note: as of 2015, water reuse, and is not allowed by the state plumbing code, M.R. 4715 (a variance is needed). However several state agencies are addressing this issue.

**Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand**

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input type="checkbox"/> Conduct a facility water use audit for both indoor and outdoor use, including system components	
<input type="checkbox"/> Install enhanced meters capable of automated readings to detect spikes in consumption	
<input type="checkbox"/> Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	
Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input type="checkbox"/> Install water conservation fixtures and appliances or change processes to conserve water	
<input type="checkbox"/> Repair leaking system components (e.g., pipes, valves)	
<input type="checkbox"/> Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	
<input checked="" type="checkbox"/> Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input checked="" type="checkbox"/> Train employees how to conserve water	
<input checked="" type="checkbox"/> Implement a notification system to inform non-residential customers when water availability conditions change.	
<input checked="" type="checkbox"/> Rainwater catchment systems intended to supply uses such as water closets, urinals, trap primers for floor drains and floor sinks, industrial processes, water features, vehicle washing facilities, cooling tower makeup, and similar uses shall be approved by the commissioner. Proposed plumbing code 4714.1702.1 <a href="http://www.dli.mn.gov/PDF/docket/4714rule.pdf">http://www.dli.mn.gov/PDF/docket/4714rule.pdf</a>	
<input type="checkbox"/> Describe other plans:	

**Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand**

Include as **Appendix 8** one graph showing total per capita water demand for each customer category (i.e., residential, institutional, commercial, industrial) from 2005-2014 and add the calculated/estimated linear trend for the next 10 years.

Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.

Residential; downward trend from 2008 – 2015 by 10 points. In this category one would have to assume that a national plumbing trend to low flow fixtures is the main cause for the usage reduction.

Institutional; downward trend from 2008 – 2015 by 3 points. More than anything the City has done the economic pressures on this category to maintain operations are forcing savings anywhere they can find them.

Commercial; downward trend from 2008 – 2015 by 4.75 points. Commercial establishments like homes use low flow fixtures, car washes are generally conservative water users. New apartment buildings in town slow this trend, and if not careful this trend will rise in the next 10 years,

Industrial; Downward trend from 2008 – 2015 by 12 points. One of the two industries has changed its process to a closed loop water system, net savings of 100,000.

**Objective 5: Reduce Peak Day Demand so that the Ratio of Average Maximum day to the Average Day is less than 2.6**

**Is the ratio of average 2005-2014 maximum day demand to average 2005-2014 average day demand reported in Table 2 more than 2.6? Yes  No**

**Calculate a ten year average (2005 – 2014) of the ratio of maximum day demand to average day demand: 1.65**

The position of the DNR has been that a peak day/average day ratio that is above 2.6 for in summer indicates that the water being used for irrigation by the residents in a community is too large and that efforts should be made to reduce the peak day use by the community.

It should be noted that by reducing the peak day use, communities can also reduce the amount of infrastructure that is required to meet the peak day use. This infrastructure includes new wells, new water towers which can be costly items.

**Objective 6: Implement a Conservation Water Rate Structure and/or a Uniform Rate Structure with a Water Conservation Program**

***Water Conservation Program***

Municipal water suppliers serving over 1,000 people are required to adopt demand reduction measures that include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. These measures must achieve demand reduction in ways that reduce water demand, water losses, peak water demands, and nonessential water uses. These measures must be approved before a community may request well construction approval from the Department of Health or before requesting an increase in water appropriations permit volume (*Minnesota Statutes*, section 103G.291, subd. 3 and 4). Rates should be adjusted on a regular basis to ensure that revenue of the system is adequate under reduced demand scenarios. If a municipal water supplier intends to use a Uniform Rate Structure, a community-wide Water Conservation Program that will achieve demand reduction must be provided.

**Current Water Rates**

Include a copy of the actual rate structure in **Appendix 9** or list current water rates including base/service fees and volume charges below.

Volume included in base rate or service charge: 0 gallons or \_\_\_\_\_cubic feet\_\_\_\_other

Frequency of billing:    Monthly    Bimonthly    Quarterly    Other: \_\_\_\_\_

Water Rate Evaluation Frequency:  every year            every\_\_\_\_years    no

schedule Date of last rate change: January, 2015

**Table 27. Rate structures for each customer category (Select all that apply and add additional rows as needed)**

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Residential	<input checked="" type="checkbox"/> Monthly billing <input checked="" type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input checked="" type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)	<input type="checkbox"/> Uniform <input type="checkbox"/> Odd/even day watering	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Commercial/ Industrial/ Institutional	<input checked="" type="checkbox"/> Monthly billing <input checked="" type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input checked="" type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)	<input type="checkbox"/> Uniform	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)
<input type="checkbox"/> Other			

**\* Rate Structures components that may promote water conservation:**

- **Monthly billing:** is encouraged to help people see their water usage so they can consider changing behavior.
- **Increasing block rates (also known as a tiered residential rate structure):** Typically, these have at least three tiers: should have at least three tiers.
  - The first tier is for the winter average water use.
  - The second tier is the year-round average use, which is lower than typical summer use. This rate should be set to cover the full cost of service.
  - The third tier should be above the average annual use and should be priced high enough to encourage conservation, as should any higher tiers. For this to be effective, the difference in block rates should be significant.
- **Seasonal rate:** higher rates in summer to reduce peak demands
- **Time of Use rates:** lower rates for off peak water use
- **Bill water use in gallons:** this allows customers to compare their use to average rates
- **Individualized goal rates:** typically used for industry, business or other large water users to promote water conservation if they keep within agreed upon goals. **Excess Use rates:** if water use goes above an agreed upon amount this higher rate is charged
- **Drought surcharge:** an extra fee is charged for guaranteed water use during drought
- **Use water bill to provide comparisons:** simple graphics comparing individual use over time or compare individual use to others.
- **Service charge or base fee that does not include a water volume** – a base charge or fee to cover universal city expenses that are not customer dependent and/or to provide minimal water at a lower rate (e.g., an amount less than the average residential per capita demand for the water supplier for the last 5 years)
- **Emergency rates** -A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

**\*\*Conservation Neutral\*\***

- **Uniform rate:** rate per unit used is the same regardless of the volume used
- **Odd/even day watering** –This approach reduces peak demand on a daily basis for system operation, but it does not reduce overall water use.

**\*\*\* Non-Conserving \*\*\***

- **Service charge or base fee with water volume:** an amount of water larger than the average residential per capita demand for the water supplier for the last 5 years
- **Declining block rate:** the rate per unit used decreases as water use increases.
- **Flat rate:** one fee regardless of how much water is used (usually unmetered).

Provide justification for any conservation neutral or non-conserving rate structures. If intending to adopt a conservation rate structure, include the timeframe to do so:

**Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning**

Development and redevelopment projects can provide additional water conservation opportunities, such as the actions listed below. If a Uniform Rate Structure is in place, the water supplier must provide a Water Conservation Program that includes at least two of the actions listed below. Check those actions that you intent to implement within the next 10 years.

**Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection**

<input type="checkbox"/>	Participate in the Green Step Cities Program, including implementation of at least one of the 20 “Best Practices” for water
<input type="checkbox"/>	Prepare a master plan for smart growth (compact urban growth that avoids sprawl)
<input type="checkbox"/>	Prepare a comprehensive open space plan (areas for parks, green spaces, natural areas)
<input type="checkbox"/>	Adopt a water use restriction ordinance (lawn irrigation, car washing, pools, etc.)
<input type="checkbox"/>	Adopt an outdoor lawn irrigation ordinance
<input type="checkbox"/>	Adopt a private well ordinance (private wells in a city must comply with water restrictions)
<input type="checkbox"/>	Implement a storm water management program
<input type="checkbox"/>	Adopt non-zoning wetlands ordinance (can further protect wetlands beyond state/federal laws-for vernal pools, buffer areas, restrictions on filling or alterations)
<input type="checkbox"/>	Adopt a water offset program (primarily for new development or expansion)
<input type="checkbox"/>	Implement a water conservation outreach program
<input type="checkbox"/>	Hire a water conservation coordinator (part-time)
<input type="checkbox"/>	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
<input type="checkbox"/>	Other

**Objective 8: Tracking Success: How will you track or measure success through the next ten years?**

An overall goal of 5% has been established. Reduction of water loss from current 16% to as low as close to 10% as we can get. Continued tracking of Peer Capita Demand.

**Tip: The process to monitor demand reduction and/or a rate structure includes:**  
a) The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.

- b) They will discuss what activities the community is doing to conserve water and if they feel their actions are successful. The Water Supply Plan, Part 3 tables and responses will guide the discussion. For example, they will discuss efforts to reduce unaccounted for water loss if that is a problem, or go through Tables 33, 34 and 35 to discuss new initiatives.
- c) The city representative and the hydrologist will discuss total per capita water use, residential per capita water use, and business/industry use. They will note trends.
- d) They will also discuss options for improvement and/or collect case studies of success stories to share with other communities. One option may be to change the rate structure, but there are many other paths to successful water conservation.
- e) If appropriate, they will cooperatively develop a simple work plan for the next few years, targeting a couple areas where the city might focus efforts.

## A. Regulation

Complete Table 29 by selecting which regulations are used to reduce demand and improve water efficiencies. Add additional rows as needed.

Copies of adopted regulations or proposed restrictions or should be included in **Appendix 10** (a list with hyperlinks is acceptable).

**Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies**

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Rainfall sensors required on landscape irrigation systems	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water efficient plumbing fixtures required	<input type="checkbox"/> New development <input type="checkbox"/> Replacement <input type="checkbox"/> Rebate Programs
<input checked="" type="checkbox"/> Critical/Emergency Water Deficiency ordinance	<input checked="" type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Watering restriction requirements (time of day, allowable days, etc.)	<input checked="" type="checkbox"/> Odd/even <input type="checkbox"/> 2 days/week <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water waste prohibited (for example, having a fine for irrigators spraying on the street)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	<input type="checkbox"/> New Development <input type="checkbox"/> Construction Projects <input type="checkbox"/> Other
<input type="checkbox"/> Tree ratios (requiring a certain number of trees per square foot of lawn)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	<input type="checkbox"/> Describe

## B. Retrofitting Programs

Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use, as well as energy costs. It is recommended that municipal water suppliers develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and appliances. Some water suppliers have developed partnerships with organizations having similar conservation goals, such as electric or gas suppliers, to develop cooperative rebate and retrofit programs.

A study by the AWWA Research Foundation (Residential End Uses of Water, 1999) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

**Retrofitting Programs**

Complete Table 30 by checking which water uses are targeted, the outreach methods used, the measures used to identify success, and any participating partners.

**Table 30. Retrofitting programs (Select all that apply)**

Water Use Targets	Outreach Methods	Partners
<input type="checkbox"/> Low flush toilets, <input type="checkbox"/> Toilet leak tablets, <input type="checkbox"/> Low flow showerheads, <input type="checkbox"/> Faucet aerators;	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input type="checkbox"/> Water conserving washing machines, <input type="checkbox"/> Dish washers, <input type="checkbox"/> Water softeners;	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input type="checkbox"/> Rain gardens, <input type="checkbox"/> Rain barrels, <input type="checkbox"/> Native/drought tolerant landscaping, etc.	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization

Briefly discuss measures of success from the above table (e.g. number of items distributed, dollar value of rebates, gallons of water conserved, etc.):

**C. Education and Information Programs**

Customer education should take place in three different circumstances. First, customers should be provided information on how to conserve water and improve water use efficiencies. Second, information should be provided at appropriate times to address peak demands. Third, emergency notices and educational materials about how to reduce water use should be available for quick distribution during an emergency.

**Proposed Education Programs**

Complete Table 31 by selecting which methods are used to provide water conservation and information, including the frequency of program components. Select all that apply and add additional lines as needed.

**Table 31. Current and Proposed Education Programs**

Education Methods	General summary of topics	#/Year	Frequency
Billing inserts or tips printed on the actual bill	Water Conservation tips and programs	1	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Consumer Confidence Reports	Water chemistry volume produced MDH testing results	1	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Presentations to community groups			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Staff training	License requires CEU'S All staff Attends training as needed	8	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Facility tours			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Displays and exhibits	Green folk fair festival Water festival	1 1	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community news letters			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal

Education Methods	General summary of topics	#/Year	Frequency
			<input type="checkbox"/> Only during declared emergencies
Information kiosk at utility and public buildings	Water conservation Tips and promotions	1-6	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Public service announcements			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Cable TV Programs			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Demonstration projects (landscaping or plumbing)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)	Water Festival	1	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community events (children's water festivals, environmental fairs)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community education classes			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Water week promotions			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Website (include address: )	Well Head Protection Plan	1	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Targeted efforts (large volume users, users with large increases)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Notices of ordinances			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Emergency conservation notices			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal

Education Methods	General summary of topics	#/Year	Frequency
			<input type="checkbox"/> Only during declared emergencies
Other:			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Briefly discuss what future education and information activities your community is considering in the future:

## **GLOSSARY**

**Agricultural/Irrigation Water Use** - Water used for crop and non-crop irrigation, livestock watering, chemigation, golf course irrigation, landscape and athletic field irrigation.

**Average Daily Demand** - The total water pumped during the year divided by 365 days.

**Calcareous Fen** - Calcareous fens are rare and distinctive wetlands dependent on a constant supply of cold groundwater. Because they are dependent on groundwater and are one of the rarest natural communities in the United States, they are a protected resource in MN. Approximately 200 have been located in Minnesota. They may not be filled, drained or otherwise degraded.

**Commercial/Institutional Water Use** - Water used by motels, hotels, restaurants, office buildings, commercial facilities and institutions (both civilian and military). Consider maintaining separate institutional water use records for emergency planning and allocation purposes. Water used by multi-family dwellings, apartment buildings, senior housing complexes, and mobile home parks should be reported as Residential Water Use.

**Commercial/Institutional/Industrial (C/I/I) Water Sold** - The sum of water delivered for commercial/institutional or industrial purposes.

**Conservation Rate Structure** - A rate structure that encourages conservation and may include increasing block rates, seasonal rates, time of use rates, individualized goal rates, or excess use rates. If a conservation rate is applied to multifamily dwellings, the rate structure must consider each residential unit as an individual user. A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

**Date of Maximum Daily Demand** - The date of the maximum (highest) water demand. Typically this is a day in July or August.

**Declining Rate Structure** - Under a declining block rate structure, a consumer pays less per additional unit of water as usage increases. This rate structure does not promote water conservation.

**Distribution System** - Water distribution systems consist of an interconnected series of pipes, valves, storage facilities (water tanks, water towers, reservoirs), water purification facilities, pumping stations, flushing hydrants, and components that convey drinking water and meeting fire protection needs for cities, homes, schools, hospitals, businesses, industries and other facilities.

**Flat Rate Structure** - Flat fee rates do not vary by customer characteristics or water usage. This rate structure does not promote water conservation.

**Industrial Water Use** - Water used for thermonuclear power (electric utility generation) and other industrial use such as steel, chemical and allied products, paper and allied products, mining, and petroleum refining.

**Low Flow Fixtures/Appliances** - Plumbing fixtures and appliances that significantly reduce the amount of water released per use are labeled “low flow”. These fixtures and appliances use just enough water to be effective, saving excess, clean drinking water that usually goes down the drain.

**Maximum Daily Demand** - The maximum (highest) amount of water used in one day.

**Metered Residential Connections** - The number of residential connections to the water system that have meters. For multifamily dwellings, report each residential unit as an individual user.

**Percent Unmetered/Unaccounted For** - Unaccounted for water use is the volume of water withdrawn from all sources minus the volume of water delivered. This value represents water “lost” by miscalculated water use due to inaccurate meters, water lost through leaks, or water that is used but unmetered or otherwise undocumented. Water used for public services such as hydrant flushing, ice skating rinks, and public swimming pools should be reported under the category “Water Supplier Services”.

**Population Served** - The number of people who are served by the community’s public water supply system. This includes the number of people in the community who are connected to the public water supply system, as well as people in neighboring communities who use water supplied by the community’s public water supply system. It should not include residents in the community who have private wells or get their water from neighboring water supply.

**Residential Connections** - The total number of residential connections to the water system. For multifamily dwellings, report each residential unit as an individual user.

**Residential Per Capita Demand** - The total residential water delivered during the year divided by the population served divided by 365 days.

**Residential Water Use** - Water used for normal household purposes such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens. Should include all water delivered to single family private residences, multi-family dwellings, apartment buildings, senior housing complexes, mobile home parks, etc.

**Smart Meter** - Smart meters can be used by municipalities or by individual homeowners. Smart metering generally indicates the presence of one or more of the following:

- Smart irrigation water meters are controllers that look at factors such as weather, soil, slope, etc. and adjust watering time up or down based on data. Smart controllers in a typical summer will reduce water use by 30%-50%. Just changing the spray nozzle to new efficient models can reduce water use by 40%.
- Smart Meters on customer premises that measure consumption during specific time periods and communicate it to the utility, often on a daily basis.
- A communication channel that permits the utility, at a minimum, to obtain meter reads on demand, to ascertain whether water has recently been flowing through the meter and onto the

premises, and to issue commands to the meter to perform specific tasks such as disconnecting or restricting water flow.

**Total Connections** - The number of connections to the public water supply system.

**Total Per Capita Demand** - The total amount of water withdrawn from all water supply sources during the year divided by the population served divided by 365 days.

**Total Water Pumped** - The cumulative amount of water withdrawn from all water supply sources during the year.

**Total Water Delivered** - The sum of residential, commercial, industrial, institutional, water supplier services, wholesale and other water delivered.

**Ultimate (Full Build-Out)** - Time period representing the community's estimated total amount and location of potential development, or when the community is fully built out at the final planned density.

**Unaccounted (Non-revenue) Loss** - See definitions for "percent unmetered/unaccounted for loss".

**Uniform Rate Structure** - A uniform rate structure charges the same price-per-unit for water usage beyond the fixed customer charge, which covers some fixed costs. The rate sends a price signal to the customer because the water bill will vary by usage. Uniform rates by class charge the same price-per-unit for all customers within a customer class (e.g. residential or non-residential). This price structure is generally considered less effective in encouraging water conservation.

**Water Supplier Services** - Water used for public services such as hydrant flushing, ice skating rinks, public swimming pools, city park irrigation, back-flushing at water treatment facilities, and/or other uses.

**Water Used for Nonessential Purposes** - Water used for lawn irrigation, golf course and park irrigation, car washes, ornamental fountains, and other non-essential uses.

**Wholesale Deliveries** - The amount of water delivered in bulk to other public water suppliers.

## Acronyms and Initialisms

**AWWA** – American Water Works

Association **C/I/I** –

Commercial/Institutional/Industrial **CIP** –

Capital Improvement Plan

**GIS** – Geographic Information System

**GPCD** – Gallons per capita per day

**GWMA** – Groundwater Management Area – North and East Metro, Straight River, Bonanza,

**MDH** – Minnesota Department of Health

**MGD** – Million gallons per day

**MG** – Million gallons

**MGL** – Maximum Contaminant Level

**MnTAP** – Minnesota Technical Assistance Program (University of Minnesota)

**MPARS** – MN/DNR Permitting and Reporting System (new electronic permitting system)

**MRWA** – Minnesota Rural Waters Association

**SWP** – Source Water Protection

**WHP** – Wellhead Protection

## **APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER**

**Appendix 1: Well records and maintenance summaries** – see Part 1C

**Appendix 2: Water level monitoring plan** – see Part 1E

**Appendix 3: Water level graphs for each water supply well** - see Part 1E

**Appendix 4: Capital Improvement Plan** - see Part 1E

**Appendix 5: Emergency Telephone List** – see Part 2C

**Appendix 6: Cooperative Agreements for Emergency Services** – see Part 2C

**Appendix 7: Municipal Critical Water Deficiency Ordinance** – see Part 2C

**Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years** – see Part 3 Objective 4

**Appendix 9: Water Rate Structure** – see Part 3 Objective 6

**Appendix 10: Adopted or proposed regulations to reduce demand or improve water efficiency** – see Part 3 Objective 7

**Appendix 11: Implementation Checklist** – summary of all the actions that a community is doing, or proposes to do, including estimated implementation dates – see [www.mndnr.gov/watersupplyplans](http://www.mndnr.gov/watersupplyplans)

