Local Water Supply Plan Elko New Market, MN

Third Generation for 2016-2018

Revised April 10, 2017

Formerly called Water Emergency & Water Conservation Plan

DEPARTMENT OF NATURAL RESOURCES

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 DNRs 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 Groundwater Management Areas webpage.

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 from the DNR Water Supply Plan webpage.
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 Water Supply webpage. All out-state water suppliers ***do not*** need to complete the content addressed in Part 4.
7. Use the Plan instructions and Checklist document from the DNR Water Supply Plan webpage to insure all data is complete and attachments are included. This will allow for a quicker approval process.
8. Plans should be submitted electronically using the MPARS website – no paper documents are required.
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)	**1984-6141**
Ownership	☒ Public or ☐ Private
Metropolitan Council Area	☒ Yes or ☐ No (Scott)
Street Address	**601 Main Street**
City, State, Zip	**The City of Elko New Market, MN 55054**
Contact Person Name	Thomas Terry
Title	City Administrator
Phone Number	(952) 461-2777
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:

The cities of Elko and New Market were combined in 2007. Therefore, the data for 2007 and 2008 is complete data for the combined city. Data prior to 2007 was the combination of the data from the two cities. Some of the required data was not available from both cities prior to 2005. Some data from 2010 – 2014 was missing.

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	2,525	870	83.6	8.0	0	0	92	96	0	4.8%	0.25	0.93	N/A	90.7	104.4
2006	3,167	1,085	114.7	4.4	0	0	119	114	0	-4.5%	0.33	1.19	N/A	99.2	98.6
2007	3,788	1,130	117.7	14.1	0	0	132	135	0	2.4%	0.36	0.75	N/A	85.1	97.6
2008	3,788	1,613	106.2	3.9	0	0	110	124	0	11.0%	0.30	0.60	N/A	76.8	89.5
2009	3,800	1,644	112.5	3.8	0	0	116	123	0	5.1%	0.32	--	N/A	81.1	88.4
2010	3,943	1,324	102.2	2.8	0	0	105	103	0	-2.1%	0.29	--	N/A	71.0	71.4
2011	4,110	1,303	101.2	3.2	0	0	104	114	0	8.3%	0.29	0.98	N/A	67.5	75.9
2012	4,200	1,300	115.7	5.1	0	0	121	122	0	0.7%	0.33	1.30	N/A	75.5	79.4
2013	4,300	1,381	--	--	0	0	115	115	0	--	0.31	--	N/A	0.0	73.2
2014	4,390	1,383	99.0	5.5	0	0	104	116	0	9.9%	0.29	--	N/A	61.8	72.3
2015	4,472	1,380	88.8	3.7	0	0	93	96	0	3.7%	0.25	0.90	N/A	54.4	58.9
2016	4,483	1,473	84.8	7.2	0	0	92	99	0	7.1%	0.25	0.71	N/A	51.8	60.5
Avg. 2010-2016	4,271	1,363	99	5	0	0	105	109	0	3.9%	0.29	0.97	N/A	54.6	70.0

MG – Million Gallons **MGD –** Million Gallons per Day **GPCD** – Gallons per Capita per Day

See Glossary for definitions. A list of Acronyms and Initialisms can be found after the Glossary.

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)
Market Village Apartments	Residential	111,250	0.1%	Unknown
Villas of Boulder Pointe Assn.	Residential	73,817	0.1%	Unknown
NP Area Schools (No. 3)	Institutional	57,167	0.1%	Unknown
Townhomes of the Farm	Residential	51,167	0.1%	Unknown
Townhomes Whispering Hills	Residential	41,512	0.0%	Unknown
Firehouse Grill LLC.	Commercial	36,250	0.0%	Unknown
Villas of Boulder Pointe Assn.	Residential	29,667	0.0%	Unknown
Townhomes Whispering Hills	Residential	21,662	0.0%	Unknown
Townhomes Whispering Hills	Residential	19,340	0.0%	Unknown
Arif Seepersaud	Residential	18,757	0.0%	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 Volume of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
WTF 1	2016	1,920,000 (1,600 gpm)	Gravity filtration	Fe/Mn and radium removal, chlorination, fluoridation	unknown	sanitary sewer	yes
Total	NA	1,920,000	NA	NA	N/A	NA	N/A
*Capacity is based on operation of 20 hours per day							

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)
Elko Tower 1	Elevated	1997	Steel	150,000
New Market Tower 1	Elevated	2000	Steel	250,000
WTF Clearwell	Ground	2016	Concrete	490,000
Total	NA	NA	NA	890,000

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 water demand):

Currently, the City of Elko New Market has three (3) storage facilities totaling 0.890 million gallons of storage capacity. There are two elevated storage facilities and one-ground storage facilities (WTF clearwell). The two elevated storage facilities have a combined total capacity of 0.40 million gallons while the single clearwell/reservoir at the WTF has a capacity of 0.490 million gallons. Since there are pumps and a generator that can pump the water in the event of a power failure, the 0.415 million gallons in the clearwell/reservoirs at the WTF is included in the total storage capacity. AWWA recommends that the storage capacity should equal or exceed the average day demand. Based on the data provided in Table 2, the current storage capacity is adequate for current average day demands. Using table 7 and the future average day projections, by 2025, there is an estimated average day demand of 0.55 MGD, leaving a surplus storage capacity of 337,000 gallons. Looking at 2030, the projected average day demand is 0.65, yielding a surplus in storage of 243,000 gallons. There is adequate storage capacity for the City of Elko New Market for the next 10 to 15 years and beyond. It is not until 2040 that a deficit in storage capacity of 5,000 gallons is projected. It is best to start planning and strategizing additional storage by 2040 to avoid having a deficit in storage capacity.

The City of Elko New Market has one water treatment facility (see Table 4). WTP No. 1 was construction and went online in 2016. The new plant has a capacity of 1,600 gpm (1.92 MGD) based on 20 hours of operation per day. This WTF is served by wells E2 – E4. Based on the data provided in Table 2, the average maximum day demand is approximately 0.66 MGD, yielding a surplus in treatment capacity of 1.26 MGD, which is sufficient for current demands. Table 7 indicates that the projected peak day demand will continue to increase as the population increases. By 2025, the projected peak day demand is 1.71 MGD, which is still less than the plant capacity. By 2030, the peak demand is projected to be 2.00 MGD, yielding a deficit in capacity of 0.08 MGD. Taking into account operation for 24 hours per day, the plant has a total capacity of 2.30 MGD, yielding adequate capacity. However, it running the plant for 24 hours per day does not allow for maintenance or backwashing. There is adequate treatment capacity for the next 10 years.

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)
Groundwater	Elko 2	594234	1997 (redone in 2016)	850	521	Active	Yes
Groundwater	Elko 3	680569	2002 (redone in 2016)	850	525	Active	Yes
Groundwater	New Market 1	211953	1930	80	410	Sealed and abandoned	Unknown
Groundwater	New Market 2	451825	1988	250	435	Monitoring Well	No
Groundwater	New Market 3	686687	2003	945	439	Emergency Only	Unknown
Groundwater	Elko 4	805363	2016	1000	500	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.

New Market Well 3 is not treated and may take some effort to get it running in an emergency situation.

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

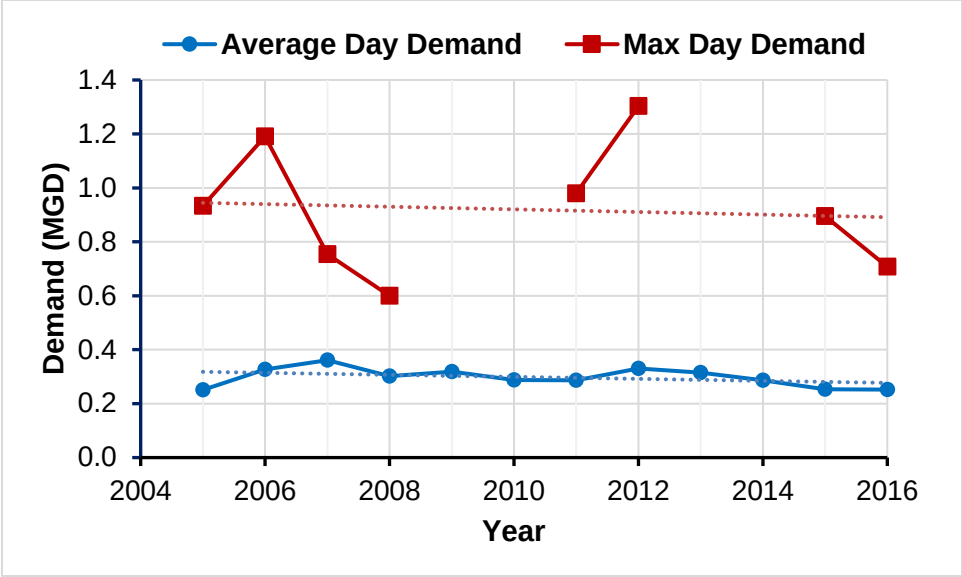
Water Use Trends

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?

From 2005 to 2016, the City of Elko New Market saw an increase in population served of 77.5%, from 2,525 in 2005 to 4,483 in 2016. The total population trend has slightly increased over the last 10 years at about the same rate as the population served. There are slightly more people that the population served by the distribution system. Based on the historical population, it is anticipated that the projected population will follow similar growth trends.

The total per capita demand has average 80.8 gallons per capita per day (gpcd) from 2005 through 2016. When looking at data from 2011 through 2016, the average day demand is 70 gpcd. This decrease in average per capita demand reflects water conservation measures the City has been implementing for the last several years. The per capita demand had a peak in 2005 at 104.4 gpcd. Since then, the per capita demand has been decreasing as water conservation measures have been implemented and education about water conservation becomes easier to find. The demands in 2015 and 2016 have significantly declined (43% less than the average of the previous 10 years). Increased precipitation along with increased water conservation has led to the lower water demands.

Average day demand has been consistent over the 10-year historical period. The historical average of the average day demand is 0.30 MGD. Overall, there have not been any major fluctuations in average day demand. The steady demand could be attributed to the size of Elko New Market and efforts by the City to implement water conservation techniques and programs. The figure below represents the historical average and max day demand trends for Elko New Market.



Maximum day demand has a slight decreasing trend over the historical period. Not all data was available for the analysis. Major peaks occurred in 2006 and 2012 (during drought years). Peaking factors have been relatively similar over the historical period. The peaking factor averages 3.09, which is typical for a town the size of Elko New Market. Maximum day demands are most likely slightly decreasing due to the implementation of water conservation measures and education about conserving water being more easily accessible to customers. As more water conservation measures get implemented,

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

Year	Projected Total Population [1]	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD) [2]
2016	4,716	4,716	75	0.35	1.10
2017	5,062	5,062	75	0.38	1.18
2018	5,408	5,408	75	0.41	1.26
2019	5,754	5,754	75	0.43	1.34
2020	6,100	6,100	75	0.46	1.42
2021	6,350	6,350	75	0.48	1.48
2022	6,600	6,600	75	0.50	1.54
2023	6,850	6,850	75	0.52	1.59
2024	7,100	7,100	75	0.53	1.65
2025	7,350	7,350	75	0.55	1.71
2030	8,600	8,600	75	0.65	2.00
2040	11,900	11,900	75	0.89	2.77

[1] Total Population Projections based on Metropolitan Council (2016 population estimate is from MN State Demographer)
[2] Peaking Factor based on historical data

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:

Water demand projections were based on historical trends and the increase in population. The Metropolitan Council population projections were used to for population projections through 2040. It is assumed that the projected service population will equal the projected total population.

The historical total per capita demand from 2011 through 2014 of 75 gallons per capita per day (gpcd) was used to make water demand projections through 2040. This also matches the Met Council Master WSP projections. Based on historical trends in per capita demand and future population projections, it is acceptable to use 75 gpcd through 2040. The reason 2015 and 2016 were omitted was that the demands were significantly lower than previous years demands and when the averages were compared to Met Council projections, it was decided that 75 gpcd water usage is more practical. The reason 2011 through 2014 data was used is that the City has implemented water conservation measures over the last several years and the per capita demand reflects those efforts. It is important to consider these water conservation measures when making projections as they can help make accurate projections with regards to the City's plan of conserving water and reducing per capita demands. Commercial and industrial development was accounted for by using the historical demands to make projections. It is assumed that the rate at which commercial and industrial water usage increases will remain the same as the historical demands. The C/I/I water usage for Elko New Market is primarily residential. Therefore, the C/I/I water usage is insignificant when it comes to making water use projections.

The projected average day demand was calculated by multiplying the projected total per capita demand of 75 gpcd by the projected service area population. It is assumed that in the future, the service area population will equal the total population of the City. The projected average day demand shows a increasing demand through 2040 because the population is increasing at a similar rate on a yearly basis. As the population increases and the per capita demand

remains constant, the average day demand will slightly increase. By 2040, a projected average day demand of 0.89 MGD is expected.

The projected maximum day demand was calculated by multiplying the average day demand by a peaking factor. The peaking factor used to calculate the projected maximum day demand is the average historical peaking factor from 2005 through 2016 of 3.09. This peaking factor was used to project maximum day demands up to 2040. By 2040, a maximum day demand of 2.77 MGD is projected.

E. Resource Sustainability

Monitoring – *Key DNR Benchmark*

Complete Table 8 by inserting information about source water quality and quantity monitoring efforts. The list should include all production wells, observation wells, and source water intakes or reservoirs. Groundwater level data for DNR's statewide network of observation wells are available online through the DNR's Cooperative Groundwater Monitoring (CGM) webpage.

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
Elko 2 594234	☒ production well ☐ observation well ☐ source water intake ☐ source water reservoir ☐ Emergency Only	☒ routine MDH sampling ☒ routine water utility sampling ☐ other	☒ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☒ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
Elko 3 680569	☒ production well ☐ observation well ☐ source water intake ☐ source water reservoir ☐ Emergency Only	☒ routine MDH sampling ☒ routine water utility sampling ☐ other	☒ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☒ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
New Market 1 211953 SEALED	☐ production well ☐ observation well ☐ source water intake ☐ source water reservoir ☐ Emergency Only	☐ routine MDH sampling ☐ routine water utility sampling ☐ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
New Market 2 451825	☐ production well ☒ observation well ☐ source water intake ☐ source water reservoir ☐ Emergency Only	☐ routine MDH sampling ☐ routine water utility sampling ☒ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
New Market 3 686687	☐ production well ☐ observation well ☐ source water intake ☐ source water reservoir ☒ Emergency Only	☐ routine MDH sampling ☐ routine water utility sampling ☒ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
Elko 4 805363	☒ production well ☐ observation well ☐ source water intake ☐ source water reservoir ☐ Emergency Only	☒ routine MDH sampling ☒ routine water utility sampling ☐ other	☒ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☒ SCADA ☐ grab sampling ☐ steel tape ☐ 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.

Groundwater hydrographs illustrate the historical record of aquifer water levels measured within a well and can indicate water level trends over time. For each well in your system, provide a hydrograph for the life of the well, or for as many years as water levels have been measured. Include the hydrographs in **Appendix 3**. An example of a hydrograph can be found on the DNR's Groundwater Hydrograph webpage. Hydrographs for DNR Observation wells can be found in the CGM discussed above.

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
Elko 2 594234	Prairie du-Chein Jordan	The City has insufficient data to accurately record well readings. The SCADA system is not recording the well data correctly and therefore is not collecting accurate data. The City is working to resolve this issue to collect well level data.	☐ Falling ☐ Stable ☐ Rising	New wells are measured by SCADA continuously. The City is currently working to resolve the issue with data recording. Once the issue is resolved, the City will record and follow trends in well water levels. No well data is available at this time.
Elko 3 680569	Prairie du-Chein Jordan		☐ Falling ☐ Stable ☐ Rising	
Elko 4 805363	Prairie du-Chein Jordan		☐ Falling ☐ Stable ☐ Rising	

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 potentially be impacted by permitted water withdrawals in the future. You do not need to identify every single water resource in your entire community. The goal is to help you triage the most important water resources and/or the water resources that may be impacted by your water supply system – perhaps during a drought or when the population has grown significantly in ten years. This is emerging science, so do the best you can with available data. For identified resources, 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 the 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.

Steps for completing Table 10

1. ***Identify the potential for natural resource impacts/issues within the community***
   First, review available information to identify resources that may be impacted by the operation of your water supply system (such as pumping).
   Potential Sources of Information:
   - County Geologic Atlas
   - Local studies
   - Metropolitan Council System Statement (for metro communities)
   - Metropolitan Council Master Water Supply Plan (for metro communities)

   ACTION: Check the resource type(s) that may be impacted in the column "Resource Type"

2. ***Identify where your water supply system is most likely to impact those resources (and vice versa).***
   Potential Sources of Information:
   - Drinking Water Supply Management Areas
   - Geologic Atlas - Sensitivity
   - If no WHPA or other information exists, consider rivers, lakes, wetlands and significant within 1.5 miles of wells; and calcareous fens and trout streams within 5 miles of wells

   ACTION: Focus the rest of your work in these areas.

3. ***Within focus areas, identify specific features of value to the community***
   You know your community best. What resources are important to pay attention to? It may be useful to check in with your community's planning and zoning staff and others.

   Potential Sources of Information:
   - Park plans
   - Local studies
   - Natural resource inventories
   - Tourist attractions/recreational areas/valued community resource

   ACTION: Identify specific features that the community prioritizes in the "Resource Name" column (for example: North Lake, Long River, Brook Trout Stream, or Green Fen). If, based on a review of available information, no features are likely to be at risk, note "None".

4. ***Identify what impact(s) the resource is at risk for***
   Potential Sources of Information:
   - Wellhead Protection Plan
   - Water Appropriation Permit
   - County Geologic Atlas
   - MDH or PCA reports of the area
   - Metropolitan Council System Statement (for metro communities)
   - Metropolitan Council Master Water Supply Plan (for metro communities)

   ACTION: Check the risk type in the column "Risk". If, based on a review of available information, no risk is identified, note "None anticipated".

5. ***Describe how the risk was assessed***

   Potential Sources of Information:

   - Local studies
   - Monitoring data (community, WMO, DNR, etc.)
   - Aquifer testing
   - County Geologic Atlas or other hydrogeologic studies
   - Regional or state studies, such as DNR's report 'Definitions and Thresholds for Negative Impacts to Surface Waters'
   - Well boring logs

   ACTION: Identify the method(s) used to identify the risk to the resource in the "Risk Assessed Through" column

6. ***Describe protection threshold/goals***

   What is the goal, if any, for protecting these resources? For example, is there 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?

   Potential Sources of Information:

   - County Comprehensive Water Plans
   - Watershed Plans or One Watershed/One Plan
   - Groundwater or Aquifer Plans
   - Metropolitan Master Plans
   - DNR Thresholds study
   - Community parks, open space, and natural resource plans

   ACTION: Describe resource protection goals in the "Describe Resource Protection Threshold" column or reference an existing plan/document/webpage

7. ***If a goal/threshold should trigger action, describe the plan that will be implemented.***

   Identify specific action, mitigation measures or management plan that the water supplier will implement, or refer to a partner's plan that includes actions to be taken.

   Potential Sources of Information:

   - County Comprehensive Water Plans
   - Watershed Plans or One Watershed/One Plan
   - Groundwater or Aquifer Plans
   - Metropolitan Master Plans
   - Studies such as DNR Thresholds study

   ACTION: Describe the mitigation measure or management plan in the "Mitigation Measure or Management Plan" column.

8. ***Describe work to evaluate these risks going forward.***

   For example, what is the plan to regularly check in to stay current on plans or new data?

Identify specific action that the water supplier will take to identify the creation of or change to goals/thresholds, or refer to a partner's plan that includes actions to be taken.

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- Studies such as DNR Thresholds study

ACTION: Describe what will be done to evaluate risks going forward, including any changes to goals or protection thresholds in the "Describe how Changes to Goals are monitored" column.

Table 10. Natural resource impacts (*List specific resources in Appendix 12)

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
☐ River or stream	none	☒ None anticipated ☐ Flow/water level decline ☐ Degrading water quality trends ☐ Impacts on endangered, threatened, or special concern species habitat ☐ Other: _____	☐ Geologic atlas or other mapping ☐ Modeling ☐ Modeling ☐ Monitoring ☐ Aquifer testing ☐WRAPS or other watershed report ☐Proximity (<1.5 miles) ☐ Other:	☒ Not applicable ☐ Additional data is needed to establish ☐ See report: _____ ☐ No data available ☐ Other: _____	☒Not applicable ☐ Change groundwater pumping ☐ Increase conservation ☐ Other:	☒Not applicable ☐ Newly collected data will be analyzed ☐ Regular check-in with these partners: _____ ☐ Other:
☐ Calcareous fen	None	☒ None anticipated ☐ Flow/water level decline ☐ Degrading water quality trends ☐ Impacts on endangered, threatened, or special concern species habitat ☐ Other: _____	☐ Geologic atlas or other mapping ☐ Modeling ☐ Modeling ☐ Monitoring ☐ Aquifer testing ☐WRAPS or other watershed Report ☐Proximity (<5 miles) ☐ Other: _____ ☐ Other: ___	☒ Not applicable ☐ Additional data is needed to establish ☐ See report: _____ ☐ Other: _____	☒Not applicable ☐ Change groundwater pumping ☐ Increase conservation ☐ Other: _____	☒Not applicable ☐ Newly collected data will be analyzed ☐ Regular check-in with these partners: _____ ☐ Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
☐ Lake	None	☒ None anticipated ☐ Flow/water level decline ☐ Degrading water quality trends ☐ Impacts on endangered, threatened, or special concern species habitat ☐ Other: _____	☐ Geologic atlas or other mapping ☐ Modeling ☐ Modeling ☐ Monitoring ☐ Aquifer testing ☐WRAPS or other watershed report ☐Proximity (<1.5 miles) ☐ Other: _____ ☐ Other: ___	☒ Not applicable ☐ Additional data is needed to establish ☐ See report: _____ ☐ Other: _____	☒Not applicable ☐ Change groundwater pumping ☐ Increase conservation ☐ Other: _____	☒Not applicable ☐ Newly collected data will be analyzed ☐ Regular check-in with these partners: _____ ☐ Other: _____
☐ Wetland	None	☒ None anticipated ☐ Flow/water level decline ☐ Degrading water quality trends ☐ Impacts on endangered, threatened, or special concern species habitat ☐ Other: _____	☐ Geologic atlas or other mapping ☐ Modeling ☐ Modeling ☐ Monitoring ☐ Aquifer testing ☐WRAPS or other watershed report ☐Proximity (<1.5 miles) ☐ Other: _____	☒ Not applicable ☐ Additional data is needed to establish ☐ See report: _____ ☐ Other: _____	☒Not applicable ☐ Change groundwater pumping ☐ Increase conservation ☐ Other: _____	☒Not applicable ☐ Newly collected data will be analyzed ☐ Regular check-in with these partners: _____ ☐ Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
☒ Trout stream	Vermillion River	☐ None anticipated ☒ Flow/water level decline ☒ Degrading water quality trends ☐ Impacts on endangered, threatened, or special concern species habitat ☐ Other: _____	☐ Geologic atlas or other mapping ☐ Modeling ☐ Monitoring ☐ Aquifer testing ☐WRAPS or other watershed report ☐Proximity (< 5 miles) ☒ Other: Evaluation of water quality and stream flow data	☐ Not applicable ☒ Additional data is needed to establish ☐ See report: _____ ☐ Other: _____	☐Not applicable ☐ Change groundwater pumping ☒ Increase conservation ☒ Other: Consult with MN DNR_____	☐Not applicable ☒ Newly collected data will be analyzed ☐ Regular check-in with these partners: _____ ☒ Other: Consult with MN DNR_____
☒ Aquifer	Praire du-Chien Jordan	☐ None anticipated ☒ Flow/water level decline ☒ Degrading water quality trends ☐ Impacts on endangered, threatened, or special concern species habitat ☐ Other: _____	☐ Geologic atlas or other mapping ☐ Modeling ☒ Monitoring ☐ Aquifer testing ☐Proximity (obwell < 5 miles) ☒ Other: Evaluation of well water level data	☐ Not applicable ☒ Additional data is needed to establish ☐ See report: _____ ☐ Other: _____	☐Not applicable ☐ Change groundwater pumping ☒ Increase conservation ☐ Other: _____	☐Not applicable ☒ Newly collected data will be analyzed ☐ Regular check-in with these partners: _____ ☒ Other: Consult with MN DNR area hydrologist

Wellhead Protection (WHP) and Source 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 Source Water Protection Plans

Plan Type	Status	Date Adopted	Date for Update
WHP	☐ In Process ☒ Completed ☐ Not Applicable	August 2008	2018
SWP	☐ In Process ☐ Completed ☒ Not Applicable		

WHP – Wellhead Protection Plan **SWP** – Source Water Protection Plan

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	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition	N/A	N/A
Water Storage Facilities	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition	N/A	N/A
Water Treatment Facilities	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition	N/A	N/A
Distribution Systems (Pipes, valves, etc.)	☐ No action planned - adequate ☒ Repair/replacement ☐ Expansion/addition	As needed	Repair and replace watermains throughout the City.

System Component	Planned action	Anticipated Construction Year	Notes
Pressure Zones	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition	N/A	N/A
Other:	☐ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition	N/A	N/A

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	none	none	none	none	none
Surface Water	none	none	none	none	none
Interconnection to another supplier	none	none	none	none	none

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
☐ Groundwater	N/A	N/A	N/A	N/A	N/A	N/A
☐ Surface Water	N/A	N/A	N/A	N/A	N/A	N/A

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
☐ Reclaimed stormwater	N/A	N/A	N/A	N/A	N/A	N/A
☐ Reclaimed wastewater	N/A	N/A	N/A	N/A	N/A	N/A
☐ Interconnection to another supplier	N/A	N/A	N/A	N/A	N/A	N/A

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. 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. MDH recommends that Emergency Response Plans are updated annually.

Do you have an Emergency Response Plan? Yes ☒ No ☐

Have you updated the Emergency Response Plan in the last year? Yes ☐ No ☒

When did you last update your Emergency Response Plan? 2009_____

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

Table 15. Emergency Response Plan contact information

Emergency Response Plan Role	Contact Person	Contact Phone Number	Contact Email
Emergency Response Lead	COREY SCHWEICH	(952) 224-6781	CSCHWEICH@CI.ENM.MN.US
Alternate Emergency Response Lead	THOMAS TERRY	(952) 461-2777	TTERRY@CI.ENM.MN.US

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 ☒ 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**. An Emergency Contact List template is available at the MnDNR Water Supply Plans webpage.

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 ☒ No ☐

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

Yes ☒ No ☐

Does the appropriate staff know where the materials are located?

Yes ☒ 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	N/A	N/A	N/A

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
NONE	NONE	NONE	NONE	NONE

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

Obtain bottled water

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

Customer Category	Allocation Priority	Average Daily Demand (GDP)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1	280,000	112,000
Commercial/Institutional/Industrial	2	20,000	8,000
Non-Essential	3	0	0
TOTAL	NA	300,000	120,000

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
☒ Contamination ☒ Loss of production ☒ Infrastructure failure ☒ Executive order by Governor ☐ Other: _____	☐ Supply augmentation through ____ ☒ Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☐ Water allocation through____ ☐ Meet with large water users to discuss their contingency plan.	☐ Supply augmentation through ____ ☒ Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☐ Water allocation through____ ☒ Meet with large water users to discuss their contingency plan.

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

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
☒ Short-term demand reduction declared (< 1 year)	☒ Website ☐ Email list serve ☒ Social media (e.g. Twitter, Facebook) ☐ Direct customer mailing, ☒ Press release (TV, radio, newspaper), ☐ Meeting with large water users (> 10% of total city use) ☐ Other: _____	☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☒ As needed	none
☒ Long-term Ongoing demand reduction declared	☒ Website ☐ Email list serve ☒ Social media (e.g. Twitter, Facebook) ☐ Direct customer mailing, ☒ Press release (TV, radio, newspaper), ☐ Meeting with large water users (> 10% of total city use) ☐ Other: _____	☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☒ As needed	none
☒ Governor's critical water deficiency declared	☒ Website ☐ Email list serve ☒ Social media (e.g. Twitter, Facebook)	☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	none

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	☐ Direct customer mailing, ☒ Press release (TV, radio, newspaper), ☐ Meeting with large water users (> 10% of total city use) ☐ Other: _____	☒ As needed	

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 ☐

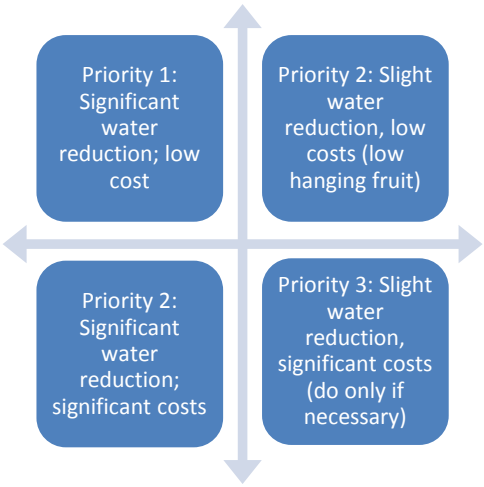
If yes, cite the regulatory authority reference: City Council.

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

n/a

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.

n/a

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	☒ Yes ☐ No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.)	☒ Yes ☐ No
Educational efforts	☒ Yes ☐ No
New water conservation ordinances	☒ Yes ☐ No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.	☐ Yes ☒ No
Enforcement	☒ Yes ☐ No
Describe other	☐ Yes ☐ No

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

Reduction in average day demand and maximum day demand, which results in lower per capita demands and less stress on the distribution system.

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.

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

Objective	Triggers	Actions
Protect surface water flows	☐ Low stream flow conditions ☒ Reports of declining wetland and lake levels ☐ Other: _____	☒ Increase promotion of conservation measures ☐ Other: _____
Short-term demand reduction (less than 1 year	☒ Extremely high seasonal water demand (more than double winter demand) ☒ Loss of treatment capacity ☒ Lack of water in storage ☒ State drought plan ☒ Well interference ☐ Other: _____	☒ Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☐ Supply augmentation through ____ ☐ Water allocation through____ ☒ Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	☒ Per capita demand increasing ☒ Total demand increase (higher population or more industry). Water level in well(s) below elevation of half of available static head. Unable to maintain at least 15 ft. in water tower. ☐ Other: _____	☒ Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☐ 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. ☒ Meet with large water users to discuss user's contingency plan. ☐ Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	☒ Per capita demand is increasing and there is limited water supply. Water supply wells cannot meet peak day demands.	☒ Enforce water restriction ordinances and restrict non-essential water usage if possible.

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 Water 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)

Leak detection is done on an as needed basis. The distribution system has been well maintained and is predominantly less than 20 years old. Therefore, leak detections are done as needed throughout the year.

Water Audits - are designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. The American Water Works Association (AWWA) has a recommended water audit methodology which is presented in AWWA's M36 Manual of Water Supply Practices: Water Audits and Loss Control Programs. AWWA also provides a free spreadsheet-based water audit tool that water suppliers can use to conduct their own water audits. This free water audit tool can be found on AWWA's Water Loss Control webpage. Another resource for water audit and water loss control information is Minnesota Rural Water Association.

What is the date of your most recent water audit? unknown

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

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

N/A. Water losses are less than 10%.

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. Drinking Water Revolving Loan Funds are available for purchase of new meters when new plants are built. AWWA also recommends that water suppliers conduct regular water audits to account for unmetered unbilled consumption, metered unbilled consumption and source water and customer metering inaccuracies. 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	1,403	1,403	1,403	As needed	Variable / As needed
Commercial	61	61	61	As needed	Variable / As needed
Agricultural	9	9	9	As needed	Variable / As needed
TOTALS	1,473	1,473	1,473	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.

n/a

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)	3	As needed	3	< 10 years/every 10 – 20 years
Treatment plant	2	As needed	2	< 10 years/every 10 – 20 years

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? 55 g/person/day

Describe the water use trend over that timeframe:

Residential water demand decreased from 99 gpcd in 2006 to 52 gpcd in 2016. This decrease in demand is most likely attributed to increased water conservation and improved water metering and accounting for lost water and repairing leaks in the system. The total per capita demand follows a similar trend, decreasing from 104 gpcd in 2006 to 61 gpcd in 2016. Overall, residential per capita demand has significantly decreased and has remained below 75 gpcd since 2010 with the exception of 2012 where the demand was slightly over 75 gpcd at 75.5 gpcd. This could be attributed to drought, which increased water usage in the residential sector. This is common for a City such as Elko New Market where the primary water users are residential and there is very little commercial or

industrial water usage. Water usage for residential customers is projected to remain less than 75 gpcd for future demands.

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
☐ Revise city ordinances/codes to encourage or require water efficient landscaping.	
☒ 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	Currently in effect per City Code.
☒ Revise ordinances to limit irrigation. Describe the restricted irrigation plan: Odd-even watering	Ongoing
☐ 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.	
☒ Make water system infrastructure improvements	As needed to improve efficiency of distribution system and repair leaks.
☐ Offer free or reduced cost water use audits) for residential customers.	
☐ Implement a notification system to inform customers when water availability conditions change.	
☐ 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.)	
☐ 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.)	
☐ Identify supplemental Water Resources	
☐ Conduct audience-appropriate water conservation education and outreach.	
☒ Describe other plans	Rate tiers with aggressive upper tier pricing

Objective 3: Achieve at least 1.5% annual reduction in non-residential per capita water use (For each of the next ten years, or a 15% total reduction over ten years.) This includes commercial, institutional, industrial and agricultural water users.

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
☐ Conduct a facility water use audit for both indoor and outdoor use, including system components	
☐ Install enhanced meters capable of automated readings to detect spikes in consumption	
☐ 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.)	
☐ Install water conservation fixtures and appliances or change processes to conserve water	
☒ Repair leaking system components (e.g., pipes, valves)	Ongoing
☐ Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	
☐ Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
☐ Train employees how to conserve water	
☐ Implement a notification system to inform non-residential customers when water availability conditions change.	
☐ Nonpotable 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. Plumbing code 4714.1702, Published October 31, 2016	
☒ Describe other plans:	Rate tiers with aggressive upper tier pricing

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.

Total water demands show a decreasing trend. The total demand decreased from 104 gpcd in 2006, to 61 gpcd in 2016, a decrease of 41%. The decrease in demand reflects water conservation efforts that the City has implemented to reduce water demands. Future demands will most likely be linked to residential demand trends. If the residential demand trends continue to decrease, the total demand will most likely decrease. This occurs because the residential demand makes up a majority of the water usage for Elko New Market.

Residential water demand follows a similar trend to the total water demand. Because Elko New Market's water demand is mostly residential usage, this category drives the water demand trends. The residential water usage is a decreasing trend. The residential water usage peaked in 2006 at 99 gpcd and reached a new low in 2016 at 51.8 gpcd, a decrease of 48%. Even during drought years (2007), the water demands decreased for this category. This is not typical as during drought conditions, residents tend to water lawns more frequently, which drives up the water usage. The decrease in residential demand over the last 5 years, stems from an increase in water conservation education and changing the utility billing to a tiered system that charges more for high water usage. The decreasing trends are predicted slow down and plateau, but are expected to continue the slight decrease over the next 10 years.

Commercial/Institutional/Industrial water demand has remained stable over the last 10 years. There are small peaks and valleys in the graph shown in appendix 8, which is typical as businesses, and commercial industries move into or out of the City. This trend is predicted to continue over the next 10 years. Overall, the C/I/I water usage category is small for Elko New Market.

Objective 5: Reduce Ratio of Maximum day (peak day) to the Average Day Demand to 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: <u>3.09</u>

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 Demand Reduction Measures

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: 1,000 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 2017_

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	☒ Monthly billing ☒ Increasing block rates (volume tiered rates) ☐ Seasonal rates ☐ Time of use rates ☒ Water bills reported in gallons ☐ Individualized goal rates ☐ Excess use rates ☐ Drought surcharge ☐ Use water bill to provide comparisons ☒ Service charge not based on water volume ☐ Other (describe)	☐ Uniform ☒ Odd/even day watering	☐ Service charge based on water volume ☐ Declining block ☐ Flat ☐ Other (describe)
Commercial/ Industrial/ Institutional	☒ Monthly billing ☒ Increasing block rates (volume tiered rates) ☐ Seasonal rates ☐ Time of use rates ☒ Water bills reported in gallons ☐ Individualized goal rates ☐ Excess use rates	☐ Uniform	☐ Service charge based on water volume ☐ Declining block ☐ Flat ☐ Other (describe)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
	☐ Drought surcharge ☐ Use water bill to provide comparisons ☐ Service charge not based on water volume ☐ Other (describe)		
☐ 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:

n/a

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

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

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

Monitor per capita demand as well as peak day demand to determine trends.

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.

C. 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)?
☐ Rainfall sensors required on landscape irrigation systems	☐ Ongoing ☐ Seasonal ☐ Only during declared Emergencies
☐ Water efficient plumbing fixtures required	☐ New development ☐ Replacement ☐ Rebate Programs
☒ Critical/Emergency Water Deficiency ordinance	☒ Only during declared Emergencies
☒ Watering restriction requirements (time of day, allowable days, etc.)	☒ Odd/even ☐ 2 days/week ☐ Only during declared Emergencies
☐ Water waste prohibited (for example, having a fine for irrigators spraying on the street)	☐ Ongoing ☐ Seasonal ☐ Only during declared Emergencies
☐ Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	☐ New development ☐ Shoreland/zoning ☐ Other
☒ Soil preparation requirement s (after construction, requiring topsoil to be applied to promote good root growth)	☒ New Development ☒ Construction Projects ☐ Other
☒ Tree ratios (requiring a certain number of trees per square foot of lawn, tree planting requirements)	☒ New development ☐ Shoreland/zoning ☐ Other
☐ Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	☐ Ongoing ☐ Seasonal ☐ Only during declared Emergencies
☐ Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	☐ Describe

D. 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
☐ Low flush toilets, ☐ Toilet leak tablets, ☐ Low flow showerheads, ☐ Faucet aerators;	☐ Education about ☐ Free distribution of ☐ Rebate for ☐ Other	☐ Gas company ☐ Electric company ☐ Watershed organization
☐ Water conserving washing machines, ☐ Dish washers, ☐ Water softeners;	☐ Education about ☐ Free distribution of ☐ Rebate for ☐ Other	☐ Gas company ☐ Electric company ☐ Watershed organization
☒ Rain gardens, ☐ Rain barrels, ☐ Native/drought tolerant landscaping, etc.	☐ Education about ☐ Free distribution of ☐ Rebate for ☐ Other	☐ Gas company ☐ Electric company ☐ 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.):

Stormwater management ordinance requires volume control to promote infiltration and/or stormwater reuse.

E. 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			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Consumer Confidence Reports	Water quality	1	☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Presentations to community groups			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Staff training			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Facility tours			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Displays and exhibits			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Community news letters	Water quality and water conservation tips. General information	4	☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Information kiosk at utility and public buildings			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Public service announcements			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Cable TV Programs			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Demonstration projects (landscaping or plumbing)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Community events (children's water festivals, environmental fairs)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Community education classes			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Water week promotions			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Website (include address: www.ci.enm.mn.us)	General information about water quality, water resources, water conservation, and water system components. Also includes information on possible restrictions etc.	Continuous	☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Targeted efforts (large volume users, users with large increases)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Notices of ordinances			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Emergency conservation notices			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Other:			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies

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

Held a water expo to explain new water treatment facility and upcoming rate changes and tiers. Could do that again if an issue of such importance arises that justifies the time and cost of hosting such an event.

PART 4. ITEMS FOR METROPOLITAN AREA COMMUNITIES

Minnesota Statute 473.859 requires WSPs to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process.

Much of the information in Parts 1-3 addresses water demand for the next 10 years. However, additional information is needed to address water demand through 2040, which will make the WSP consistent with the Metropolitan Land Use Planning Act, upon which the local comprehensive plans are based.

This Part 4 provides guidance to complete the WSP in a way that addresses plans for water supply through 2040.

A. Water Demand Projections through 2040

Complete Table 7 in Part 1D by filling in information about long-term water demand projections through 2040. Total Community Population projections should be consistent with the community's system statement, which can be found on the Metropolitan Council's website and which was sent to the community in September 2015.

Projected Average Day, Maximum Day, and Annual Water Demands may either be calculated using the method outlined in *Appendix 2* of the *2015 Master Water Supply Plan* or by a method developed by the individual water supplier.

B. Potential Water Supply Issues

Complete Table 10 in Part 1E by providing information about the potential water supply issues in your community, including those that might occur due to 2040 projected water use.

The Master Water Supply Plan provides information about potential issues for your community in *Appendix 1 (Water Supply Profiles).* This resource may be useful in completing Table 10.

You may document results of local work done to evaluate impact of planned uses by attaching a feasibility assessment or providing a citation and link to where the plan is available electronically.

C. Proposed Alternative Approaches to Meet Extended Water Demand Projections

Complete Table 12 in Part 1F with information about potential water supply infrastructure impacts (such as replacements, expansions or additions to wells/intakes, water storage and treatment capacity, distribution systems, and emergency interconnections) of extended plans for development and redevelopment, in 10-year increments through 2040. It may be useful to refer to information in the community's local Land Use Plan, if available.

Complete Table 14 in Part 1F by checking each approach your community is considering to meet future demand. For each approach your community is considering, provide information about the amount of

future water demand to be met using that approach, the timeframe to implement the approach, potential partners, and current understanding of the key benefits and challenges of the approach.

As challenges are being discussed, consider the need for: evaluation of geologic conditions (mapping, aquifer tests, modeling), identification of areas where domestic wells could be impacted, measurement and analysis of water levels & pumping rates, triggers & associated actions to protect water levels, etc.

D. Value-Added Water Supply Planning Efforts (Optional)

The following information is not required to be completed as part of the local water supply plan, but completing this can help strengthen source water protection throughout the region and help Metropolitan Council and partners in the region to better support local efforts.

Source Water Protection Strategies

Does a Drinking Water Supply Management Area for a neighboring public water supplier overlap your community? Yes ☐ No ☒

If you answered no, skip this section. If you answered yes, please complete Table 32 with information about new water demand or land use planning-related local controls that are being considered to provide additional protection in this area.

Table 32. Local controls and schedule to protect Drinking Water Supply Management Areas

Local Control	Schedule to Implement	Potential Partners
☒ None at this time	Unknown at this time	None at this time
☐ Comprehensive planning that guides development in vulnerable drinking water supply management areas		
☐ Zoning overlay		
☐ Other:		

Technical assistance

From your community's perspective, what are the most important topics for the Metropolitan Council to address, guided by the region's Metropolitan Area Water Supply Advisory Committee and Technical Advisory Committee, as part of its ongoing water supply planning role?

☒ Coordination of state, regional, and local water supply planning roles
☒ Regional water use goals
☒ Water use reporting standards
☐ Regional and sub-regional partnership opportunities
☐ Identifying and prioritizing data gaps and input for regional and sub-regional analyses
☐ Others: _____

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

Go to Part 1C for information on what to include in appendix

Appendix 2: Water level monitoring plan

Go to Part 1E for information on what to include in appendix

Appendix 3: Water level graphs for each water supply well

Go to Part 1E for information on what to include in appendix

Appendix 4: Capital Improvement Plan

Go to Part 1E for information on what to include in appendix

Appendix 5: Emergency Telephone List

Go to Part 2C for information on what to include in appendix

Appendix 6: Cooperative Agreements for Emergency Services

Go to Part 2C for information on what to include in appendix

Appendix 7: Municipal Critical Water Deficiency Ordinance

Go to Part 2C for information on what to include in appendix

Appendix 8: Graph of Ten Years of Annual Per Capita Water Demand for Each Customer Category

Go to Objective 4 in Part 3B for information on what to include in appendix

Appendix 9: Water Rate Structure

Go to Objective 6 in Part 3B for information on what to include in appendix

Appendix 10: Ordinances or Regulations Related to Water Use

Go to Objective 7 in Part 3B for information on what to include in appendix

Appendix 11: Implementation Checklist

Provide a table that summarizes all the actions that the public water supplier is doing, or proposes to do, with estimated implementation dates.

Appendix 12: Sources of Information for Table 10

Provide links or references to the information used to complete Table 10. If the file size is reasonable, provide source information as attachments to the plan.