

## Water Supply Plan Instructions and Checklist

**Department of Natural Resources.** All public water suppliers in Minnesota that serve more than 1,000 people must have a water supply plan approved by the Department of Natural Resources (DNR). Water supply plans must be updated and submitted to the DNR for approval every ten years (Minnesota Statutes 103G.291). The first plans were required to be completed by January 1, 1996 and the second generation of water supply plans will start becoming due in 2006. Implementing a DNR approved water supply plan satisfies contingency plan requirements for wellhead and source water protection plans, State Drinking Water Revolving Fund application requirements and certain comprehensive plan requirements for communities in the Twin Cities Metropolitan Area (see Metropolitan Council below).

Due to limited DNR staffing and workload impacts it is necessary to establish a schedule to spread out the review of plans over several years. You should have received a letter with the due date for your community's plan. You can submit a plan for approval prior to the due date, but please be aware that the plan may not be reviewed before the established due date. If you have questions or concerns about the due date for your plan, please contact the Area Hydrologist for the county in which your community is located.

**Metropolitan Council.** All communities that have public water supplies in the Twin Cities Metropolitan Area are required to prepare water supply plans as part of their local comprehensive plans (Minnesota Statutes 473.859). Please be sure that your water supply plan is consistent with all other applicable local plans including the city's local comprehensive plan, local stormwater management plan, County Water Plans or applicable watershed management organization plan(s) in the Metropolitan Area and/or county groundwater plans.

For Metropolitan area communities the Water Supply Plan is a required element of the 2008 Local Comprehensive Plan and will be due with all other elements by December 31<sup>st</sup>, 2008. Communities can submit the plan according to the schedule set by the DNR. If forecasts and other necessary information are not available to allow the community to meet the schedule set by the DNR and remain consistent with their 2008 Local Comprehensive Plan an alternative schedule deadline should be arranged with the DNR Area Hydrologist.

**Changes and Additions.** The format for the 2006 Water Supply Plans has been completely redesigned and made into a template with form fields (i.e. fill in the blank areas) that can be completed electronically. The template for the plan is available at [www.dnr.state.mn.us/waters](http://www.dnr.state.mn.us/waters). Below are a few other items that should be noted regarding the second generation of plans.

**Resource Sustainability.** This is a new section (Part I E) that requires water level data and an evaluation of resource impacts and sustainability.

**Capital Improvement Plan (CIP).** This section (Part I F) identifies proposed improvements over the next ten years including new water sources and increased volumes of water.

**Federal Emergency Response Plan.** Communities that completed the Federal Emergency Response Plan required by Section 1433(b) of the Safe Drinking Water Act have satisfied Sections A, B, and C in Part II of the Minnesota Water Supply Plan.

**Telephone list.** The Emergency Response Procedures section (Part II A) requires an emergency telephone list as an attachment to the plan. A template of common emergency numbers is available to help satisfy this requirement.

Water Appropriation Permit Approvals (Optional). This is an optional section that may be useful for growing communities that will be seeking approvals for new wells and/or increases in authorized water volumes within the ten-year life of the plan. If certain benchmarks or conservation measures are achieved or implemented the new wells and water sources proposed in the CIP section of the plan are authorized as part of the plan approval. There will still be some notification and reporting requirements, but the process will be streamlined because conservation and environmental issues will be addressed during the plan review.

Resources. A number of resources can be found at [www.dnr.state.mn.us/waters](http://www.dnr.state.mn.us/waters), including copies of sample conservation ordinances, water level recording forms, certificate of adoption, and other items as well as links to useful conservation web pages.

Checklist. All sections of the plan must be completed in order for the plan to be approved. A checklist is included with these instructions and is also available in the Resource section.

**Submitting a plan for review.** Please submit completed plans to:

DNR Waters  
Water Permit Programs Supervisor  
500 Lafayette Road  
St. Paul, MN 55155-4032

or submit electronically to  
[wateruse.dnr@state.mn.us](mailto:wateruse.dnr@state.mn.us)

If you have questions regarding water supply plans, please call (651) 259-5703 or (651) 259-5674 or e-mail questions to [wateruse.dnr@state.mn.us](mailto:wateruse.dnr@state.mn.us)

### **Plan Review for Communities in the Twin Cities Metropolitan Area.**

Communities within the seven county Twin Cities Metropolitan Area must also submit water supply plans to the Metropolitan Council, adjacent communities, and the county for review and comment. Please see Part IV of the guidelines for additional information.

Metropolitan Council  
390 N Robert St  
St. Paul, MN 55101  
651-602-1000  
[www.metrocouncil.org](http://www.metrocouncil.org)

or submit electronically to  
[watersupply@metc.state.mn.us](mailto:watersupply@metc.state.mn.us)

**Plan Adoption.** Communities and utility boards must officially adopt the plan after it is approved by the DNR. In the Twin Cities Metropolitan Area the community officially adopts the plan after the Metropolitan Council review is completed.

## Water Supply Plan Checklist

All sections of the plan must be completed in order for the plan to be approved. The following checklist can be used to make sure all elements of the plan have been completed.

### Part I. Water Supply System Description and Evaluation

- DNR Water Appropriation Permit Number
- Utility Contact Information
- Table 1. Historic Water Demand (Part I, A)
- Water Use Trends (Part I, A)
- Table 2. Large Volume Users (Part I, A)
- Table 3 (A) Water Treatment (Part I, B)
- Table 3 (B) Storage capacity and structures (Part I, B)
- Table 4 (A) Total Water Source Capacity for System (Part I, C)
- Table 4 (B) Groundwater Sources (Part I, C)
- Attachment Water Well Records and Maintenance Records (Part I, C)  
(only include with the utility copy of the plan)
- Table 4 (C) Surface Water Sources (Part I, C)
- Table 4 (D) Wholesale or Retail Interconnection Sources (Part I, C)
- Table 4 (E) Emergency Interconnection Sources (Part I, C)
- Table 5 Demand Projections (Part I, D)
- Projection Method (Part I, D)
- Table 6 Monitoring Wells (Part I, E)
- Attachment Monitoring Plan (Part I, E)
  - Not required (monitoring schedule listed in Table 6)
- Water level data summary (Part I, E)
- Attachment Water Level Data (Part I, E)
- Natural Resource Impacts (Part I, E)
- Sustainability (Part I, E)
- Source Water Protection Plans (Part I, E)
- Adequacy of Water Supply System (Part I, F)
- Proposed Water Sources (Part I, F)
- Water Source Alternatives (Part I, F)
- Preventative Maintenance (Part I, F)

### Part II. Emergency Planning and Response Procedures

- Federal Emergency Response Plan (Part II)
- Operational Contingency Plan (Part II)
- Attachment Emergency Telephone List (Part II, A)
- Current Water Sources and Service Area - check box (Part II, B)
- Attachment Copies of Cooperative Agreements (Part II, C)
  - Not Applicable
- Table 7 (A) Public Water Supply Emergency Inter-Connections (Part II, C)
- Table 7 (B) Private Water Sources (Part II, C)
- Table 8 Water Use Priorities (Part II, D)
- Triggers for Allocation and Demand Reduction Actions (Part II, D)
- Table 9 Demand Reduction Procedures (Part II, D)
- Notification Procedures (Part II, D)
- Authority to Implement Water Emergency Responses (Part II, E)

- Emergency Preparedness (Part II, E)

### **Part III. Water Conservation Plan**

- Conservation Goals Unaccounted Water (Part III, A)
- Conservation Goals Residential Per Capita (Part III, A)
- Conservation Goals Total Per Capita (Part III, A)
- Conservation Goals Peak Demands (Part III, A)
- Table 10 (A) Customer Meters (Part III, B1)
- Unmetered Systems (Part III, B1)
- Table 10 (B) Source Meters (Part III, B1)
- Unaccounted Water (Part III, B2)
- Reducing Unaccounted Water (Part III, B2)
- Conservation Water Rates (Part III, B3)
- Attachment Current Water Rates (Part III, B3)
- Non-conserving Rate Structures (Part III, B3)
- Attachment Regulations (Part II, E & Part III, B4)
- Types of Regulations (Part III, B4)
- Enforcement (Part III, B4)
- Current Education Programs (Part III, B5)
- Proposed Education Programs (Part III, B5)
- Attachment Education Efforts (Part III, Item B5)
- Retrofitting Programs (Part III, Item B6)

### **Part IV. Items for Metropolitan Area Public Suppliers**

- Policies (Part IV)
- Impact on the Local Comprehensive Plan (Part IV)
- Demand Projections (Part IV)

### **Plan Submittal and Adoption**

- DNR Waters  
Water Permit Programs Supervisor  
500 Lafayette Road  
St. Paul, MN 55155-4032  
Or e-mail plan to [wateruse.dnr@state.mn.us](mailto:wateruse.dnr@state.mn.us)
- Metropolitan Council (Metro communities only)  
Reviews Coordinator  
390 N Robert St  
St. Paul, MN 55101  
Or e-mail to [watersupply@metc.state.mn.us](mailto:watersupply@metc.state.mn.us)
- Certification of Plan Adoption