Minnesota Water Supply Plan Instructions & Checklist 2016-2018



Public Water Suppliers

All public water suppliers in Minnesota that operate a public water distribution system, serve <u>more than 1,000 people</u> and/or all cities in the seven-county metropolitan area, 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. This requirement, in place since the 1990s, is designed to encourage communities to deal proactively with providing sustainable drinking water for citizens, businesses, and industry.¹

These plan updates will be due between 2016 and 2018; the DNR will be notifying communities of the due date for each specific city water plan. All sections of the water supply plan must be completed in order for the plan to be approved. A checklist is included with these instructions on pages 4 and 5.

What is New?

- Plans can be submitted through Minnesota DNR Permitting and Reporting System (MPARS).
- DNR Hydrologists will be meeting with clusters of communities rather than individually. In the Twin Cities metropolitan area, Metropolitan Council staff will also provide technical assistance and in Greater MN, staff from MN Rural Waters Association will join us.
- There is a greater emphasis on water conservation/demand reduction and on developing rate structures that encourage conservation.
- Simplified reporting: More tables with check boxes; less writing required.
- Part 4 of the plan, required for communities in the seven-county metropolitan area, now reflects the Twin Cities metropolitan area Master Water Supply Plan
- Resources can be found at www.mndnr.gov/watersupplyplans including copies of sample rate structures, conservation ordinances, education programs, water level recording forms, certificate of adoption, and other items as well as links to useful conservation web pages.

Submitting a Plan for DNR Approval

Preferably, please submit plans electronically to:

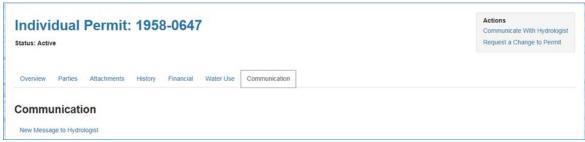
https://webapps11.dnr.state.mn.us/mpars/public/authentication/login

Steps for electronic submission:

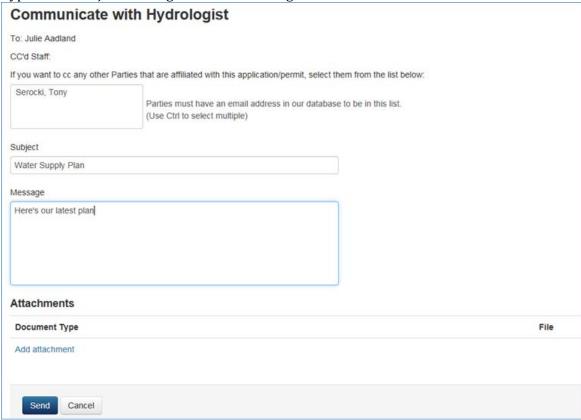
- 1. Follow the above link and log into MPARS.
- 2. From your Account Overview Permits Tab, click on your primary Water Supply Permit Number.
- 3. Then click on Communication Tab.
- 4. Click New Message to Hydrologist (under Communication heading)

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¹ see Minn. Stat. 103G.291



5. Type in the Subject heading and a brief message



- 6. Click Add Attachment
- 7. Under Document Type drop down, select Water Supply Plan
- 8. Click choose file and attach your Water Supply Plan Naming convention:

 WSP_cityname_permitnumber_date.doc

 Please include list of all permit numbers associated with this Water Supply in the

Please include list of all permit numbers associated with this Water Supply in the message field

9. Hit Send at the bottom of the page

Or submit completed plans to:

DNR Waters Water Permit Programs Supervisor 500 Lafayette Road St. Paul, MN 55155-4025

Plans for communities in the seven-county metropolitan area will be automatically shared with the Metropolitan Council.

If you have questions regarding water supply plans, please call (651) 259-5034 or e-mail questions to wateruse.dnr@state.mn.us

Twin Cities Metropolitan Area Requirements

All communities that operate a public water supply system within the seven county Twin Cities metropolitan area, even those with fewer than 1,000 people, must complete a local water supply plan and submit it to the Metropolitan Council, adjacent communities, and the county for review and comment. These plans include completion of Part 4 of the local water supply plan template.

Please submit plans to DNR Ecological and Water Resources Division as described above. Plans for communities in the seven-county metropolitan area will be shared with the Metropolitan Council.

Final Plan Adoption by City or Board

Communities give the plan preliminary approval subject to DNR review and, for communities in the seven-county metropolitan area, by Metropolitan Council review.

If the DNR or Metropolitan Council have recommended changes, the community should incorporate them into the plan or respond before the plan is finally adopted.

Communities and utility boards must officially adopt the plan after it is approved by the DNR and, for metro communities, reviewed by Metropolitan Council.

A template of a city certification of adoption is found at www.mndnr.gov/watersupplyplans

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 1. Water Supply System Description and Evaluation

Table 1. DNR Water Appropriation Permit Number & Utility Contact Information
Table 2. Historic Water Demand (Part 1, A)
Table 1. Large volume users (Part 1, A)
Table 2. Water treatment capacity and treatment processes (Part 1, B
Table 3. Storage capacity, as of the end of the last calendar year (Part 1, B)) & discussion
of current and future storage capacity needs
Table 4. Water sources & status (Part 1, C) & discussion of limitations
Table 5. Projected annual water demand (Part 1, D) & discussion of water use trends &
projection method
Table 6. Source water quality monitoring (Part 1, E)
Table 9. Water level data (Part 1, E)
Table 10. Natural resource impacts (Part 1, E)
Table 11. Status of Wellhead Protection and Source Water Protection Plans (Part 1, E)
Table 12. Adequacy of Water Supply System (Part 1, F)
Table 13. Proposed future installations/sources (Part 1, F)
Table14. Alternative water sources (Part 1, F)
Appendix 1: Well records and maintenance summaries
Appendix 2: Water level monitoring plan
Appendix 3: Water level graphs for each water supply well
Appendix 4: Capital Improvement Plan

Part 2. Emergency Planning and Response Procedures

Table 15. Emergency response plan contact information (Part 2, A) & Y/N questions
Table 16. Interconnections with other water supply systems to supply water in an
emergency (Part 2, C) & Y/N questions
Table 17. Utilizing Surface Water as an Alternative Source (Part 2, C) & discussion of
additional emergency water provisions
Table 18. Water use priorities (Part 2, C)
Table 19. Emergency demand reduction conditions, triggers and actions (Part 2, C)
Table 20. Plan to Inform Customers Regarding Conservation Requests, Water Use
Restrictions, and Suspensions (Part 2, C) & discussion of restriction authority
Appendix 5: Emergency Telephone List
Appendix 6: Cooperative Agreements for Emergency Services
Appendix 7: Municipal Critical Water Deficiency Ordinance

Part 3. Water Conservation Plan

Table 21. Implementation of previous ten-year Conservation Plan (Part 3, A) &
discussion of progress and results
Table 22. Short and long-term demand reduction conditions, triggers & actions (Part 3,
A)
Y/N & discussion of leak detection monitoring, water audits & water loss (Part 3, B)
Table 23. Customer Meters (Part 3, B)
Table 24. Water Source Meters (Part 3, B)
Y/N & discussion of water use trends in residential GPCD (Part 3, B)
Table 25. Strategies and timeframe to reduce residential per capita demand (Part 3, B)
Table 26. Strategies and timeframe to reduce institutional, commercial, industrial, and
agricultural and non-revenue use demand (Part 3, B)
Describe trends in customer use categories (Part 3, B)
Calculate ratio of maximum day demand to average day demand (Part 3, B)
Table 27. Rate structures for each customer category (add additional rows as needed)
Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection
(Part 3, B)
Discuss how you will track success (Part 3, B)
Table 29. Regulations for short-term reductions in demand and long-term
improvements in water efficiencies (Part 3, B)
Table 30. Retrofitting programs (Part 3, B)
Table 31. Current and Proposed Education Programs (Part 3, C) and discussion of future
education plans
Appendix 8: Graph showing annual per capita water demand for each customer category
during the last ten-years
Appendix 9: Water Rate Structure
Appendix 10: Adopted or proposed regulations to reduce demand/improve water
efficiency
Appendix 11: Implementation Checklist

Part 4. Items Metropolitan Area Water Suppliers

	Table 32. Alternative Approaches (Part IV, D)
	Complete Technical Assistance question

Plan Submittal and Adoption

Follow MPARS submission guidelines on page 1 of this document (preferred) or

Mail to: DNR Ecological & Water Resources

Water Permit Programs Supervisor

500 Lafayette Road

St. Paul, MN 55155-4032 Or e-mail to http://www.dnr.state.mn.us/mpars/index.html

(Metro communities with less than 1,000 people only)

Follow MPARS submission guidelines on page 1 of this document (preferred) or

Mail to: Metropolitan Council

Reviews Coordinator 390 N Robert St

St. Paul, MN 55101

Or e-mail to ReviewsCoordinator@metc.state.mn.us

Certification of Plan Adoption Date: