

Local Water Supply Plan Northfield Third Generation for 2016-2018

Revised April 10, 2017

Formerly called Water Emergency & Water Conservation Plan



Cover photo by Molly Shodeen



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

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

INTRODUCTION TO WATER SUPPLY PLANS (WSP)

Who needs to complete a Water Supply Plan

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

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

Groundwater Management Areas (GWMA)

The DNR has designated three areas of the state as Groundwater Management Areas (GWMAs) to focus groundwater management efforts in specific geographies where there is an added risk of overuse or water quality degradation. A plan directing the DNR's actions within each GWMA has been prepared. Although there are no specific additional requirements with respect to the water supply planning for communities within designated GWMAs, communities should be aware of the issues and actions planned if they are within the boundary of one of the GWMAs. The three GWMAs are the North and East Metro GWMA (Twin Cities Metro), the Bonanza Valley GWMA and the Straight River GWMA (near Park Rapids). Additional information and maps are included in the [DNR 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)	1976-5100
Ownership	<input checked="" type="checkbox"/> Public or <input type="checkbox"/> Private
Metropolitan Council Area	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No (and county name)
Street Address	1101 College Street
City, State, Zip	Northfield, MN 55057
Contact Person Name	Justin Wagner
Title	Utilities Manager
Phone Number	507-645-3083
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 populations from 2011, 2012, 2014 & 2015 population estimates are extrapolated from the 2010 census results and the 2013 Census Bureau estimate.
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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	18,584	5,036	358.06	522.50	Est 5MG	0	880.56	807.45	N/A	-9.05%	2.21	4.3	7/12/2005	52.79	119.0
2006	18,869	5,256	383.54	474.61	Est 5MG	0	858.15	836.27	N/A	-2.61%	2.29	4.5	7/28/2006	55.69	121.4
2007	19,154	5,445	353.53	498.17	Est 5MG	0	851.70	841.75	N/A	-1.18%	2.31	4.7	7/31/2007	50.57	120.4
2008	19,439	5,454	389.12	466.21	Est 5MG	0	855.33	824.31	N/A	-3.76%	2.26	4.1	8/19/2008	54.84	116.2
2009	19,724	5,456	398.43	434.16	Est 5MG	0	845.59	759.70	13	-11.3%	2.08	4.6	7/15/2009	55.34	105.5
2010	20,007	5,512	306.38	455.34	Est 5MG	0	774.72	752.61	13	-2.94%	2.06	3.4	8/9/2010	41.96	103.1
2011	20,176	5,552	385.53	377.72	Est 5MG	0	776.25	778.46	13	0.28%	2.13	3.6	12/19/2011	53.35	105.7
2012	20,345	5,582	408.22	417.67	Est 5MG	0	837.89	814.63	12	-2.86%	2.23	4.2	7/30/2012	54.97	109.7
2013	20,515	5,696	382.34	384.61	Est 5MG	0	779.98	766.11	12	-1.68%	2.10	4.0	8/26/2013	51.06	102.3
2014	20,684	5,711	364.34	381.38	Est 5MG	0	755.72	763.50	10	1.02%	2.09	4.1	8/7/2014	48.26	101.1
2015	20,854	5,770	343.41	381.65	Est 5MG	0	736.06	744.74	11	1.17%	2.04	4.9	8/30/2015	45.12	97.84
Avg. 2005-2015	19,850	5,497	370.08	435.82	Est 5MG	0	813.72	789.96	12	-3.00%	2.16	4.2	N/A	51.27	109.29

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)
1. Multek Flexible Circuits Inc.	Industrial	148,422,991	19.93%	Unknown
2. Post Consumer Brands	Industrial	117,653,610	15.19%	Unknown
3. St. Olaf College	Institutional	46,729,309	6.27%	Unknown
4. Viking Terrace Comm. Inc.	Residential	16,316,067	2.11%	Unknown
5. All Flex	Industrial	12312187	1.65%	Unknown
6. Northfield Hospital	Institutional	9,335,396	1.21%	Unknown
7. Cardinal Glass	Industrial	6,370,447	0.86%	Unknown
8. Three Links Care	Industrial	2,677,031	0.35%	Unknown
9. Nfld. Parkview Inc.	Institutional	2,630,397	0.35%	Unknown
10. Knecht's Nurseries	Industrial	2,597,902	0.34%	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?
Well No. 02	1950	1,980,000	Chem. Add.	Fluoridation, Chlorination, & Polymer Addition	0	N/A	N/A
Well No. 03	1970	2,016,000	Chem. Add.	Fluoridation, Chlorination, & Polymer Addition	0	N/A	N/A
Well No. 04	1977	2,088,000	Chem. Add.	Fluoridation, Chlorination, & Polymer Addition	0	N/A	N/A
Well No. 05	1996	2,016,000	Chem. Add.	Fluoridation, Chlorination, & Polymer Addition	0	N/A	N/A
Well No. 06	2017	2,088,000	Chem. Add.	Fluoridation, Chlorination, & Polymer Addition	0	N/A	N/A
Total	N/A	10,188,000	N/A	N/A	0	N/A	N/A

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)
Hall Ave. Tower	Elevated Storage	2005	Steel	1,000,000
St. Olaf E. Tower	Ground Storage	1961	Steel	1,000,000
St. Olaf W. Tower	Ground Storage	1961	Steel	1,000,000
Total	NA	NA	NA	3,000,000

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):

The total treatment capacity is the rate at which the City of Northfield is able to pump water from the aquifer. The City has never had to produce this amount of water. The total storage capacity is currently above the average water usage for the past 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	Well No. 01	217747	1944	N/A	401'	Inactive, Capped	No

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	Well No. 02	217748	1950	1375	324'	Active	No
Groundwater	Well No. 03	219064	1970	1400	394'	Active	Yes
Groundwater	Well No. 04	110465	1977	1450	392'	Active	Yes
Groundwater	Well No. 05	559422	1996	1400	365'	Active	No
Groundwater	Well No. 06	767886	2017	1400	360'	Active	No
Interconnection	City of Dundas	Interconnect No. 1	2004	1200 Winter/ 800 Summer	N/A	Interconnection	No

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.

The interconnection automatically opens if pressure becomes low enough, however, if the connection were opened manually, it would take an estimated 2 hours to establish.

D. Future Demand Projections – Key Metropolitan Council Benchmark

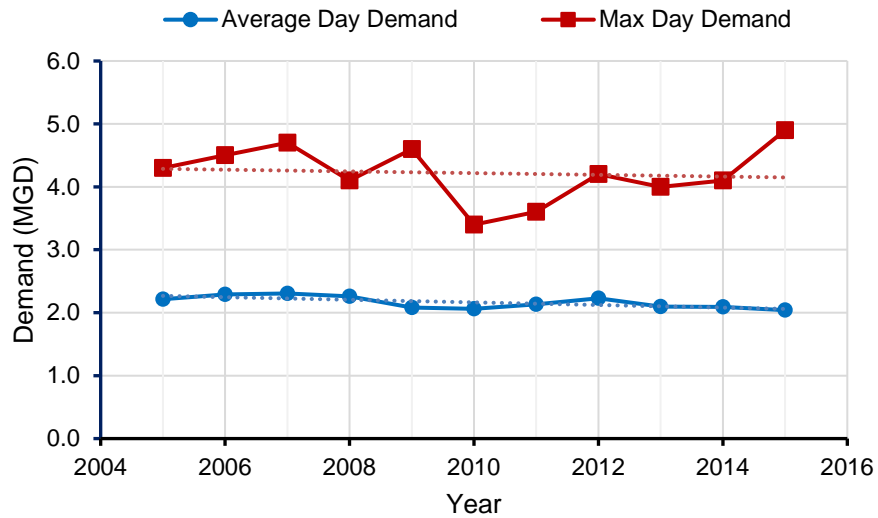
Water Use Trends

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 2015, the City of Northfield saw an increase in population served of 12%, from 18,584 in 2005 to 20,854 in 2015. The population trend has steadily increased over the last 10 years. Based on the historical population, it is anticipated that the projected population will follow similar growth trends.

The total per capita demand has average 109 gallons per capita per day (gpcd) from 2005 through 2015. Total water demands have been consistently over 100 gpcd except for 2015. A peak occurred in 2006 at 121 gpcd. However, the trend shows a slightly decreasing total per capita demand from 2005 through 2015. This decrease in per capita demand could be from increased water conservation efforts and a reduction in C/I/I water sold as shown in Table 2. Based on the trend, it is anticipated that the total per capita demand will continue to trend downward.

Average day demand has remained relatively consistent over the 10-year historical period. The historical average of the average day demand is 2.16 MGD. Similar to the per capita demand, 2006 saw a slight peak in average day demand most likely due to drought conditions that persisted during the summer months. Overall, there have not been any major fluctuations in average day demand. However, the demand has slightly decreased since 2012, which could be represented by increased precipitation 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 Northfield.



Maximum day demand shows a slightly decreasing trend over the historical period. Only during the years of 2010 and 2011 did the maximum day demand drop below 4.0 MGD. The demand has been consistent over the 10-year period. If the demand continues to decrease, this will drive the peaking factor down since the max day demand becomes closer to the average day demand. The maximum day demand may be decreasing due to increased water conservation efforts and efforts to detect leaks in the City. Large volumes of lost water can contribute to maximum day demands if left unnoticed. By detecting leaks and stopping them, this may have a positive effect on keeping maximum day demands low and consistent.

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	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	21,928	21,928	109	2.40	4.67
2017	22,248	22,248	109	2.43	4.74
2018	22,568	22,568	109	2.47	4.81
2019	22,888	22,888	109	2.50	4.88
2020	23,208	23,208	109	2.54	4.94
2021	23,579	23,579	109	2.58	5.02
2022	23,951	23,951	109	2.62	5.10
2023	24,322	24,322	109	2.66	5.18
2024	24,694	24,694	109	2.70	5.26
2025	25,065	25,065	109	2.74	5.34
2030	26,921	26,921	109	2.94	5.73

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. City population projections were used to for population projections through 2030. The projection method assumes that population will grow at 16% per decade. It is assumed that the projected service population will equal the projected total population.

The historical total per capita demand from 2005 through 2015 of 109 gallons per capita per day (gpcd) was used to make water demand projections through 2030. It is important to consider 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. They City has been active in planning water conservation techniques which is why the 2005 through 2015 data was used. 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 projected average day demand was calculated by multiplying the projected total per capita demand of 109 gpcd by the projected service area population. The projected average day demand shows a slightly increasing demand because the average day demand is calculated based on population. As the population increases and the per capita demand remains constant, the average day demand will slightly increase. By 2030, a projected average day demand of 2.94 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 peaking factor from 2005 through 2015 of 1.95. This peaking factor was used to project maximum day demands up to 2030. This peaking factor accounts for any future water conservation efforts that may be implemented in the City through 2030.

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
217747	<input type="checkbox"/> production well <input checked="" type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
217748	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
219064	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
110465	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
559422	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
767886	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

Water Level Data

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

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

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
217747	Prairie Du Chein / Jordan	17'	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____
217748	Prairie Du Chein / Jordan	14'	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____
219064	Prairie Du Chein / Jordan	16'	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____
110465	Prairie Du Chein / Jordan	16'	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____
559422	Prairie Du Chein / Jordan	17'	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____
767886	Prairie Du Chein / Jordan	No Data, well data started Aug. 2017	<input type="checkbox"/> Falling <input type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:____ MM/DD/YY:____ MM/DD/YY:____

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
<input checked="" type="checkbox"/> River or stream	Cannon River	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input checked="" type="checkbox"/> Other: <u>Observation</u>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> No data available <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input type="checkbox"/> Calcareous fen	None	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed Report <input type="checkbox"/> Proximity (<5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> 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
<input type="checkbox"/> Lake	None	<input type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Wetland	Lyman Lakes	<input type="checkbox"/> None anticipated <input checked="" type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input checked="" type="checkbox"/> Other: <u>Visual Observation</u>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input checked="" type="checkbox"/> Other: <u>Evaluate alternatives</u>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> 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
<input type="checkbox"/> Trout stream	Spring Brook	<input type="checkbox"/> None anticipated <input checked="" type="checkbox"/> Flow/water level decline <input checked="" type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (< 5 miles) <input checked="" type="checkbox"/> Other: <u>MN DNR study indicates impacts to local trout streams.</u>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input checked="" type="checkbox"/> Increase conservation <input checked="" type="checkbox"/> Other: <u>Consult with DNR for alternatives to see if pumping is affecting trout stream habitat</u>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input checked="" type="checkbox"/> Other: <u>Consult with DNR</u>
<input checked="" type="checkbox"/> Aquifer	Prairie du Chein Jordan	<input type="checkbox"/> None anticipated <input checked="" type="checkbox"/> Flow/water level decline <input checked="" type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input checked="" type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Proximity (obwell < 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input checked="" type="checkbox"/> Other: <u>Water level in aquifer continues to decline reducing capacity of the wells. Water level drops to more than half the available head of the well.</u>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input checked="" type="checkbox"/> Increase conservation <input checked="" type="checkbox"/> Other: <u>Consult MN DNR area Hydrologist</u>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Newly collected data will be analyzed <input checked="" type="checkbox"/> Regular check-in with these partners: <u>MN DNR and MN Department of Health</u> <input checked="" type="checkbox"/> Other: <u>Monitoring of well water levels and analysis of data</u>

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	<input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	2013*	2023
SWP	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Applicable		

*Please follow this link to the City of Northfield’s Wellhead Protection Plan.

<http://www.ci.northfield.mn.us/index.aspx?NID=373>

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	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		In 2017, Well No. 06 was put online.
Water Storage Facilities	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	Not currently anticipated due to lack of development within the pressure zone.	Land acquisition is planned for 2020 for an additional water tower within the City’s additional pressure zone.

System Component	Planned action	Anticipated Construction Year	Notes
Water Treatment Facilities	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Distribution Systems (Pipes, valves, etc.)	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	Ongoing	As new development takes place, extension of the City's distribution system will take place.
Pressure Zones	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Other:	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		

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				
Surface Water	None				
Interconnection to another supplier	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
<input type="checkbox"/> Groundwater	N/A					
<input type="checkbox"/> Surface Water	N/A					
<input type="checkbox"/> Reclaimed stormwater	N/A					
<input type="checkbox"/> Reclaimed wastewater	N/A					
<input type="checkbox"/> Interconnection to another supplier	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? _2013_____

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 Number	Phone	Contact Email
Emergency Response Lead	Justin Wagner	507-645-3083		Justin.Wagner@ci.northfield.mn.us
Alternate Emergency Response Lead	Andrew Tussing	507-645-3088		Andrew.Tussing@ci.northfield.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
City of Dundas	1200/800 GPM	Winter/Summer	

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
N/A				

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

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 (GPD)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1	1,130,000	41,000
Institutional	2	44,000	6,000
Commercial	3	154,000	40,000
Industrial	4	604,000	66,000
TOTAL	NA	1,932,000	153,000

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
<input checked="" type="checkbox"/> Contamination <input checked="" type="checkbox"/> Loss of production <input checked="" type="checkbox"/> Infrastructure failure <input checked="" type="checkbox"/> Executive order by Governor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Supply augmentation through _____ <input checked="" type="checkbox"/> 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. <input type="checkbox"/> Water allocation through _____ <input type="checkbox"/> Meet with large water users to discuss their contingency plan.	<input type="checkbox"/> Supply augmentation through _____ <input type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Water allocation through protection of domestic requirements over economic needs. <input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Short-term demand reduction declared (< 1 year)	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	Northfield News KYMN Radio
<input checked="" type="checkbox"/> Long-term Ongoing demand reduction declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	Northfield News KYMN Radio
<input checked="" type="checkbox"/> Governor’s critical water deficiency declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook)	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	Northfield News KYMN Radio

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	<input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____		

Enforcement

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

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

Important Note:

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

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

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

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

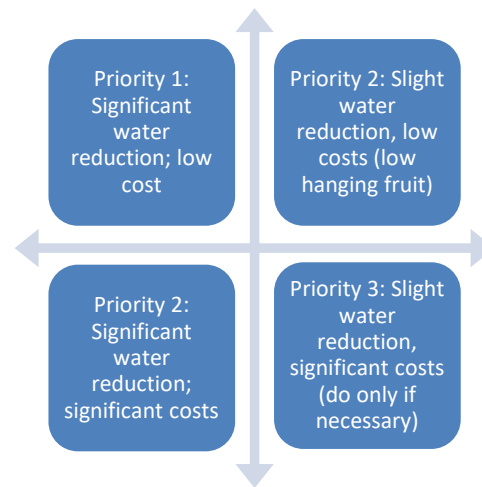
Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions? Yes No

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

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

PART 3. WATER CONSERVATION PLAN

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



There are many incentives for conserving water; conservation:

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

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

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

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

Progress since 2006

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

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

--

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

Table 21. Implementation of previous ten-year Conservation Plan

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

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

<p>Was usage has decreased in the last 10 years, however, there is uncertainty that the above items have cause the changes. With more efficient faucets, shower heads, toilets, and other items, water usage has decreased.</p>
--

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	<input type="checkbox"/> Low stream flow conditions	<input type="checkbox"/> Increase promotion of conservation measures

Objective	Triggers	Actions
	<input type="checkbox"/> Reports of declining wetland and lake levels <input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
Short-term demand reduction (less than 1 year)	<input type="checkbox"/> Extremely high seasonal water demand (more than double winter demand) <input type="checkbox"/> Loss of treatment capacity <input checked="" type="checkbox"/> Lack of water in storage <input type="checkbox"/> State drought plan <input type="checkbox"/> Well interference <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Supply augmentation through _____ <input type="checkbox"/> Water allocation through _____ <input type="checkbox"/> Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	<input type="checkbox"/> Per capita demand increasing <input checked="" type="checkbox"/> Total demand increase (higher population or more industry). Water level in well(s) below elevation of _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. <input type="checkbox"/> Meet with large water users to discuss user's contingency plan. <input type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	<input checked="" type="checkbox"/> Executive Order by Governor and/or as provided in above triggers.	<input checked="" type="checkbox"/> Stage 1: Restrict lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses Stage 2: Suspend lawn watering, vehicle washing, golf course and park irrigation and other nonessential uses

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)

Every 5-10 years the entire city is completed. Annually, monitoring occurs for surfacing leaks.

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? August, 2017

Frequency of water audits: yearly other (specify frequency) As Requested by residents.

Leak detection and survey: every year every other year periodic as needed

Year last leak detection survey completed: _____

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

N/A

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	5282	5282	5282	As needed	10 / 20
Institutional	140	140	140	5 Years	10 / 25
Commercial	311	311	311	5 Years	10 / 25
Industrial	74	74	74	5 Years	15 / 25
Public facilities	12	12	12	5 Years	10 / 25
TOTALS	5819	5819	5819	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)	5	5	5	15 / 25
Treatment plant	N/A			___ / ___

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? 51.27 g/person/day

Describe the water use trend over that timeframe:

In the last 5 years, the total reduction of residential per capita water demand has been reduced by roughly 9 g/person/day.

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

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

Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Revise city ordinances/codes to encourage or require water efficient landscaping.	
<input type="checkbox"/> Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	
<input type="checkbox"/> Revise ordinances to limit irrigation. Describe the restricted irrigation plan:	
<input type="checkbox"/> Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	
<input checked="" type="checkbox"/> Make water system infrastructure improvements	Continually replace cast iron watermain pipe over to ductile iron watermain pipe.
<input checked="" type="checkbox"/> Offer free or reduced cost water use audits) for residential customers.	Free water audits on an as requested basis.
<input type="checkbox"/> Implement a notification system to inform customers when water availability conditions change.	
<input type="checkbox"/> Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead and faucet aerators, water softeners, etc.)	
<input type="checkbox"/> Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
<input type="checkbox"/> Identify supplemental Water Resources	
<input type="checkbox"/> Conduct audience-appropriate water conservation education and outreach.	
<input type="checkbox"/> Describe other plans	

Objective 3: Achieve at least 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
<input type="checkbox"/> Conduct a facility water use audit for both indoor and outdoor use, including system components	
<input type="checkbox"/> Install enhanced meters capable of automated readings to detect spikes in consumption	
<input type="checkbox"/> Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	
<input type="checkbox"/> Install water conservation fixtures and appliances or change processes to conserve water	
<input type="checkbox"/> Repair leaking system components (e.g., pipes, valves)	
<input type="checkbox"/> Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	
<input checked="" type="checkbox"/> Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	Ongoing, rain gardens and rain barrel incentives are offered.
<input type="checkbox"/> Train employees how to conserve water	
<input type="checkbox"/> Implement a notification system to inform non-residential customers when water availability conditions change.	
<input type="checkbox"/> 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	
<input type="checkbox"/> Describe other plans:	

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

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

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

The Residential per capita demand has decrease over the last 10 years.

The Industrial per capita demand has stayed consistent over the last 5 years while decreasing significantly from 2005 to 2010.

The institutional per capita demand has decreased over the last 10 years significantly.

The commercial per capita demand has decreased over the last 10 years significantly.

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: **1.94**

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: _____ gallons or 0 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: 1/1/2017

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

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

- **Monthly billing:** is encouraged to help people see their water usage so they can consider changing behavior.
- **Increasing block rates (also known as a tiered residential rate structure):** Typically, these have at least three tiers: should have at least three tiers.
 - The first tier is for the winter average water use.
 - The second tier is the year-round average use, which is lower than typical summer use. This rate should be set to cover the full cost of service.
 - The third tier should be above the average annual use and should be priced high enough to encourage conservation, as should any higher tiers. For this to be effective, the difference in block rates should be significant.
- **Seasonal rate:** higher rates in summer to reduce peak demands
- **Time of Use rates:** lower rates for off peak water use
- **Bill water use in gallons:** this allows customers to compare their use to average rates
- **Individualized goal rates:** typically used for industry, business or other large water users to promote water conservation if they keep within agreed upon goals. **Excess Use rates:** if water use goes above an agreed upon amount this higher rate is charged

- **Drought surcharge:** an extra fee is charged for guaranteed water use during drought
- **Use water bill to provide comparisons:** simple graphics comparing individual use over time or compare individual use to others.
- **Service charge or base fee that does not include a water volume** – a base charge or fee to cover universal city expenses that are not customer dependent and/or to provide minimal water at a lower rate (e.g., an amount less than the average residential per capita demand for the water supplier for the last 5 years)
- **Emergency rates** -A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

****Conservation Neutral****

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

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

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

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

--

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

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

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

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

<input checked="" type="checkbox"/>	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
<input type="checkbox"/>	Other

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

Success will be measured through water demand reduction.

Tip: The process to monitor demand reduction and/or a rate structure includes:

- The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.
- 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.
- 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.
- 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.
- 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)?
<input type="checkbox"/> Rainfall sensors required on landscape irrigation systems	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water efficient plumbing fixtures required	<input type="checkbox"/> New development <input type="checkbox"/> Replacement <input type="checkbox"/> Rebate Programs
<input checked="" type="checkbox"/> Critical/Emergency Water Deficiency ordinance	<input checked="" type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Watering restriction requirements (time of day, allowable days, etc.)	<input type="checkbox"/> Odd/even <input type="checkbox"/> 2 days/week <input checked="" type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water waste prohibited (for example, having a fine for irrigators spraying on the street)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	<input type="checkbox"/> New Development <input type="checkbox"/> Construction Projects <input type="checkbox"/> Other
<input type="checkbox"/> Tree ratios (requiring a certain number of trees per square foot of lawn)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	<input type="checkbox"/> Describe

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
<input checked="" type="checkbox"/> Low flush toilets, <input checked="" type="checkbox"/> Toilet leak tablets, <input type="checkbox"/> Low flow showerheads, <input type="checkbox"/> Faucet aerators;	<input checked="" type="checkbox"/> Education about <input checked="" type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization

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

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

<ul style="list-style-type: none"> - Rain barrel rebate is \$20 per barrel. - Rain garden rebate is a maximum of \$250 reimbursement for 50% of total cost. - Native plantings rebate is up to \$75 with a rebate of 33% of total cost.
--

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			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Consumer Confidence Reports	Water conservation tips included in CCR.	1	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)	Hydrant Flushing	1	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)	CCR and water conservation.	1-3	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Presentations to community groups			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Staff training			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Facility tours			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Displays and exhibits			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)	Rebate programs for rain garden, rain barrels, and native plantings.	1-2	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community news letters			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Direct mailings (water audit/retrofit kits, showerheads, brochures)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Information kiosk at utility and public buildings			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Public service announcements			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Cable TV Programs			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Demonstration projects (landscaping or plumbing)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)	Water conservation, stormwater management	1	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community events (children's water festivals, environmental fairs)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community education classes			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Water week promotions			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Website (include address:)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Targeted efforts (large volume users, users with large increases)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Notices of ordinances	As updated.	>1	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Emergency conservation notices	Upon drought	>1	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Other:			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

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

The City of Northfield is planning to develop a Climate Action Plan. Within the climate action plan, a portion of the plan will be dedicated to natural resources including water.

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
<input type="checkbox"/> None at this time		
<input type="checkbox"/> Comprehensive planning that guides development in vulnerable drinking water supply management areas		
<input type="checkbox"/> Zoning overlay		
<input type="checkbox"/> 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	MG – Million gallons
C/I/I – Commercial/Institutional/Industrial	MGL – Maximum Contaminant Level
CIP – Capital Improvement Plan	MnTAP – Minnesota Technical Assistance Program (University of Minnesota)
GIS – Geographic Information System	MPARS – MN/DNR Permitting and Reporting System (new electronic permitting system)
GPCD – Gallons per capita per day	MRWA – Minnesota Rural Waters Association
GWMA – Groundwater Management Area – North and East Metro, Straight River, Bonanza,	SWP – Source Water Protection
MDH – Minnesota Department of Health	WHP – Wellhead Protection
MGD – Million gallons per day	

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

Well Maintenance Log Records

<u>Date</u>	<u>Well</u>	<u>Task</u>
6/1/1999	4	Bailing of Well #4 (Sand in well)
3/1/2000	4	Lineshaft Turbine Pump Inspection
7/1/2000	2	Lineshaft Turbine Pump Inspection
6/1/2001	3	Lineshaft Turbine Pump Inspection
12/1/2001	3	Motor Inspection
2/1/2002	3	Motor Repairs
7/1/2002	2	Repair Pump #2
1/1/2004	3	Motor and VFD Replacement
6/1/2004	2	VFD Replacement
6/1/2005	5	Lineshaft Turbine Pump Inspection
2/1/2007	2	Baseline Data Collected
2/1/2007	3	Baseline Data Collected
2/1/2007	4	Turbulence in Pump, Repair
2/1/2007	5	Baseline Data Collected
7/1/2007	3	Rehabilitation of Pump
7/1/2007	5	Reconditioning pump equipment and redeveloping well #5
9/1/2007	2	Motor Balanced
9/1/2007	4	Lineshaft Turbine Pump Inspection
5/1/2008	4	Bailing Well #4
7/1/2009	3	Pump and Motor Rehabilitation
9/1/2011	5	Air Lifting sand out of Well #5
9/1/2012	2	Maintenance Inspection
8/15/2015	3	Motor Repairs
9/15/2015	3	Lineshaft Turbine Pump Inspection/ Bailing
10/15/2015	3	VFD Replacement
8/18/2016	4	Lineshaft Turbine Pump Inspection
9/1/2016	5	VFD Replacement
7/4/2017	4	Vibration Testing on Motor
7/20/2017	6	Well Put Online Into Distribution System

Appendix 2: Water level monitoring plan

Go to [Part 1E](#) for information on what to include in appendix

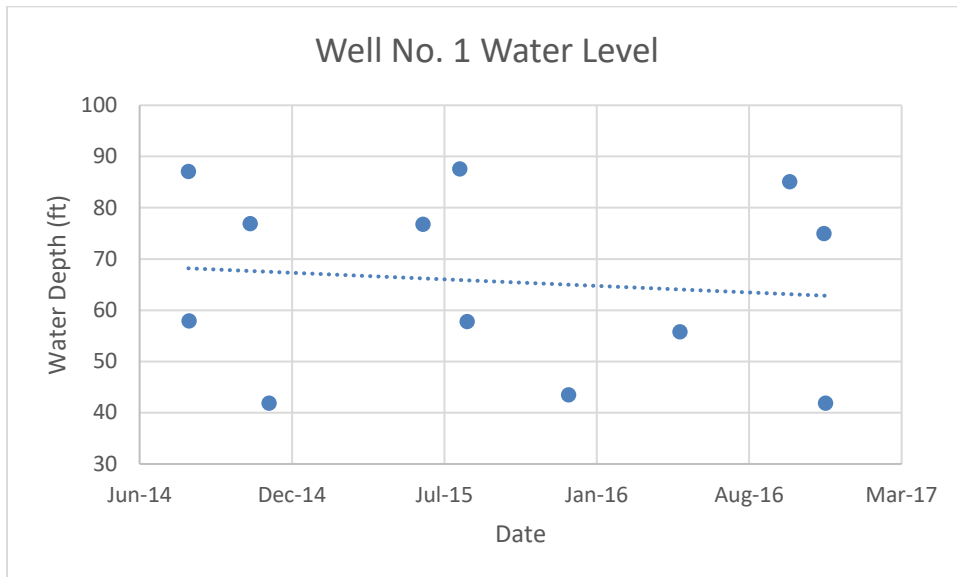
Year	Well #1 O	Well #2 S	Well #2 P	Well #3 S	Well #3 P	Well #4 S	Well #4 P	Well #5 S
2007	N/A	42 ft.	79 ft.	64 ft.	102 ft.	46 ft.	89 ft.	29 ft.
2008	N/A	42 ft.	78 ft.	66 ft.	109 ft.	52 ft.	93 ft.	30.5 ft.
2009	N/A	48 ft.	83 ft.	70 ft.	116 ft.	59 ft.	94 ft.	40 ft.
2010	N/A	40-56 ft.	74-86 ft.	59.2-80 ft.	92.5-120 ft.	42-60 ft.	90-105 ft.	29-44 ft.
2011	N/A	41-54 ft.	71.5-86 ft.	44.5-76 ft.	92-124 ft.	39-57 ft.	86-104 ft.	27-42 ft.
2012	N/A	41-56 ft.	72-88 ft.	58-78 ft.	104-122 ft.	39-66 ft.	88-113 ft.	24-43 ft.
2013	N/A	41-59 ft.	73-88 ft.	59-74 ft.	103-119 ft.	38-59 ft.	82-108 ft.	25-45 ft.
2014	N/A	42-59 ft.	78-92 ft.	48-77 ft.	105-119 ft.	40-60 ft.	85-104 ft.	24-43 ft.
2015	43-88 ft.	46-60 ft.	83-93 ft.	55-75 ft.	102-132 ft.	42-61 ft.	87-102 ft.	25-41 ft.
2016	42-85 ft.	41-59 ft.	78-92 ft.	54-71 ft.	94-111 ft.	41-64 ft.	88-104 ft.	24-41 ft.

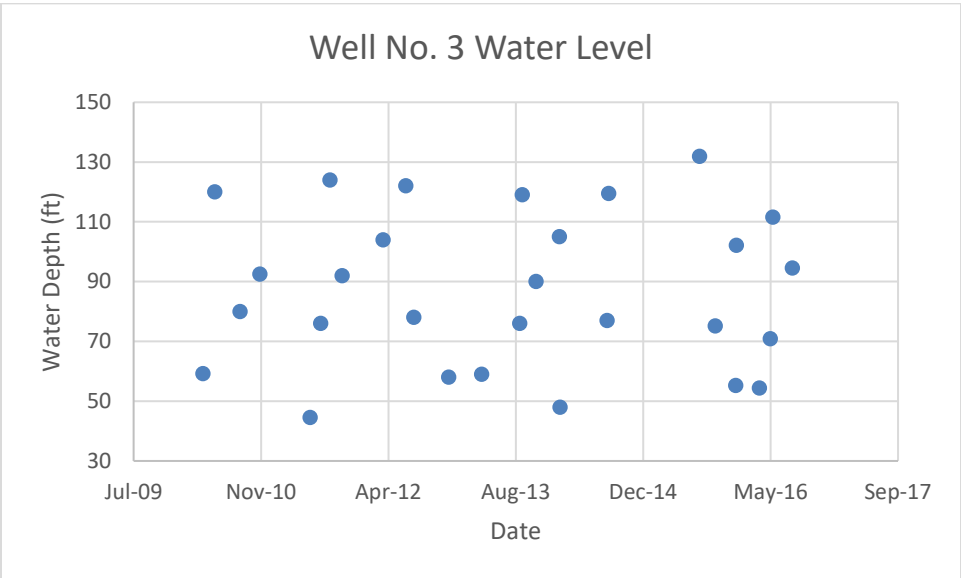
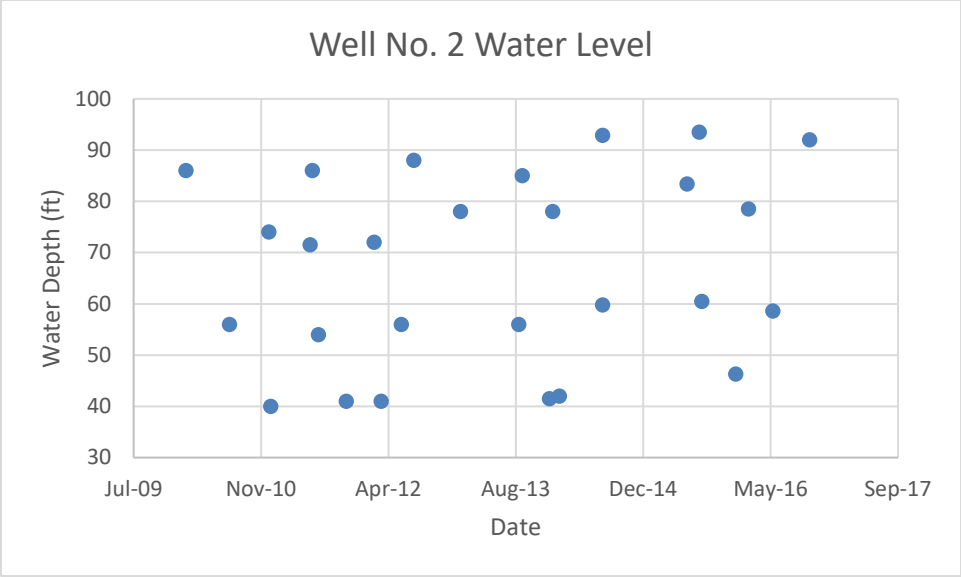
O=Observation Well
 S=Static
 P=Pumping

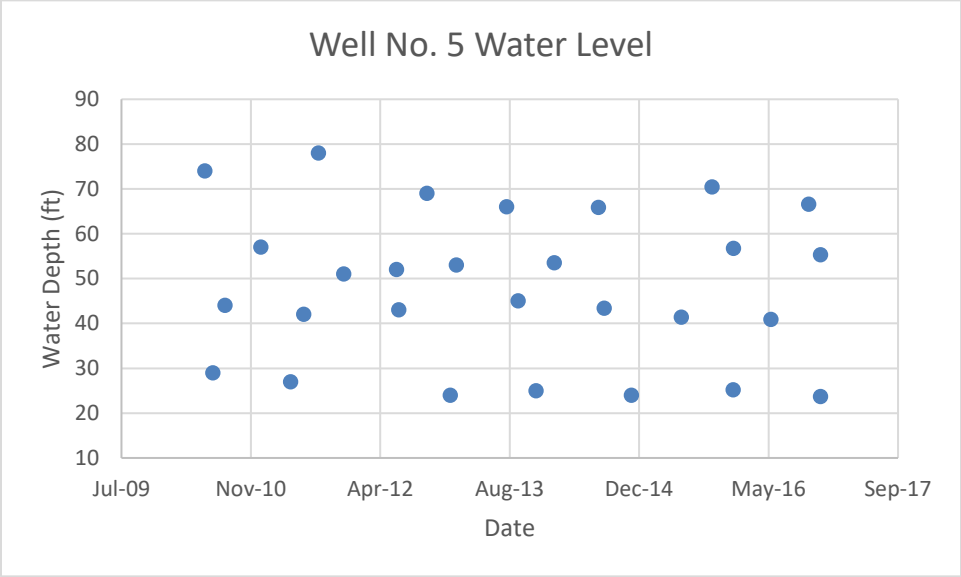
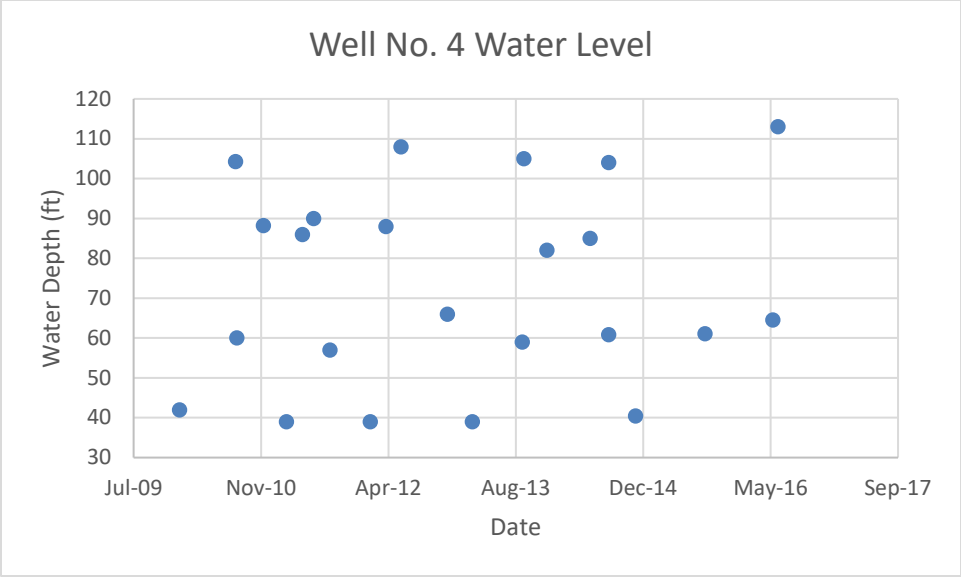
Data Prior to 2009 is single day data and data from 2010 forward is the levels reported from low to high.

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

City of Northfield, Minnesota
Capital Improvement/Equipment Plan
 2018 thru 2022

PROJECTS BY DEPARTMENT

Department	Project #	2018	2019	2020	2021	2022	Total
Water Division							
Well No. 5 Maintenance	W-2019-001		30,000				30,000
St. Olaf Ground Storage Tank Maintenance	W-2019-002		500,000				500,000
Hall Ave. Elevated Water Tank Maintenance	W-2019-003		250,000				250,000
Land Acquisition for Water Tank in NW Area	W-2020-002		250,000				250,000
Well No. 02 Maintenance	W-2020-003			30,000			30,000
Well No. 6 Generator	W-2020-004			120,000			120,000
Well No. 3 MCC Replacement	W-2022-002					200,000	200,000
Water Division Total			1,030,000	150,000		200,000	1,380,000
GRAND TOTAL			1,030,000	150,000		200,000	1,380,000

Appendix 5: Emergency Telephone List

Go to [Part 2C](#) for information on what to include in appendix

Appendix 5

Emergency Telephone List

Emergency Response Team	Name	Work Telephone	Alternate Telephone
Emergency Response Lead	Justin Wagner	507-645-3083	952-594-9864
Alternate Emergency Response Lead	Andrew Tussing	507-645-3088	507-581-1312
Water Operator	Dean Erickson	507-298-5506	612-290-0966
Alternate Water Operator	Hunter Redfield		507-210-8390
Public Communications	Michelle Mahowald	507-645-3012	

State and Local Emergency Response Contacts	Name	Work Telephone	Alternate Telephone

State Incident Duty Officer	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
County Emergency Director	Emergency Director Line	507-645-9576	
National Guard	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
Mayor/Board Chair	Rhonda Pownell	507-663-1932	
Fire Chief	Gerry Franek	507-321-1440	
Sheriff	Troy Dunn	507-332-6034	
Police Chief	Monte Nelson	507-663-9301	
Ambulance	Northfield EMS	507-646-1444	
Hospital	Northfield Hospital	507-646-1000	
Doctor or Medical Facility	Northfield Hospital & Clinic	507-646-1494	

State and Local Agencies	Name	Work Telephone	Alternate Telephone
MDH District Engineer	Bassam Banat	651-201-3973	
MDH	Drinking Water Protection	651-201-4700	
State Testing Laboratory	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
MPCA	Cara Wright	651-757-2891	
DNR Area Hydrologist	Todd Piepho	507-362-8778	
County Water Planner	Julie Runkel	507-332-6113	

Utilities	Name	Work Telephone	Alternate Telephone
Electric Company	Xcel	800-895-1999	
Gas Company	Xcel	800-895-2999	
Telephone Company	Century Link	800-573-1311	
Gopher State One Call	Utility Locations	800-252-1166	651-454-0002
Highway Department	MN DOT	507-456-5340	

Mutual Aid Agreements	Name	Work Telephone	Alternate Telephone
Neighboring Water System	City of Dundas	507-645-2852	507-645-8062
Emergency Water Connection	City of Dundas	507-645-2852	507-645-8062
Materials	MNWarn	800-367-6792	

Technical/Contracted Services/Supplies	Name	Work Telephone	Alternate Telephone
MRWA Technical Services	MN Rural Water Association	800-367-6792	
Well Driller/Repair	Bergerson Caswell	763-479-3121	
Pump Repair	Bergerson Caswell	763-479-3121	
Electrician	Franek Electric	507-645-5303	507-321-1440
Plumber	Faribo Plumbing & Heating	504-334-6409	507-838-9974
Backhoe	American Excavating	507-645-4321	612-919-4474
Chemical Feed	John Szymanski	800-253-7235	507-383-1063
Meter Repair	Ferguson Waterworks	763-560-5200	612-850-4050
Generator	Kodiak Power Systems Inc	612-508-8424	
Valves	MN Pipe	651-463-6090	
Pipe & Fittings	MN Pipe	651-463-6090	
Water Storage	Bolton & Menk (James Connor)	507-625-4171	507-382-7706
Laboratory	UC Laboratory	507-234-5835	
Engineering firm	Bolton & Menk (Seth Peterson)	952-890-0509	612-803-5223

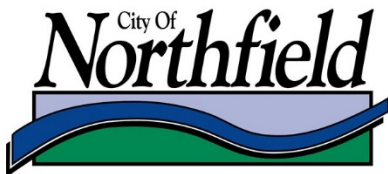
Communications	Name	Work Telephone	Alternate Telephone
News Paper	Northfield News	507-645-5615	
Radio Station	KYMN Radio	507-645-5695	
School Superintendent	Matt Hillmann	507-663-0600	

Property & Casualty Insurance	League of Minnesota Cities	651-281-1200	

Critical Water Users	Name	Work Telephone	Alternate Telephone
Hospital Critical Use:	Northfield Hospital	507-646-1000	
Nursing Home Critical Use:	Northfield Retirement Center Three Links	507-645-9511 507-664-8800	
Public Shelter Critical Use:			

Appendix 6: Cooperative Agreements for Emergency Services

Go to [Part 2C](#) for information on what to include in appendix



January 25, 2005

City of Dundas

Attn: Ms Sue Kylo

P.O. Box 70

Dundas, MN 55019

Ms Sue Kylo,

The City of Northfield's Water Division recently completed the Emergency Response Plan for Northfield's water system. As directed by the U.S. EPA and the Department of Homeland Security, this document includes plans, procedures, actions and equipment that can be implemented or utilized in the event of a natural or man-made disaster affecting the community water system.

In a water system emergency or disaster or the contamination of the water supply, it will be necessary to acquire an immediate source of water. This would include a safe potable water supply for the community and a source of water for fire protection. Because of our adjoining boundaries we have included the City of Dundas's water supply as an alternative in the event of an emergency, disaster or act of terrorism on Northfield's water supply. Some areas of assistance could include the filling of bulk water supply trucks for potable water to the use of hydrants for filling fire trucks.

With all the different scenarios and variables involved in a plan like this, it's hard to account for every situation that may occur. Hopefully, we will never have to make use of a plan such as this, but in the event that something disastrous should happen, we appreciate the fact that we can count on you in a time of need. Should you have any additional questions, please call the Water Division at 507-645-3051.

Thank you.

Doug Lien

Water Division Manager

801 Washington Street

Northfield, MN 55057

Appendix 7: Municipal Critical Water Deficiency Ordinance

Go to [Part 2C](#) for information on what to include in appendix

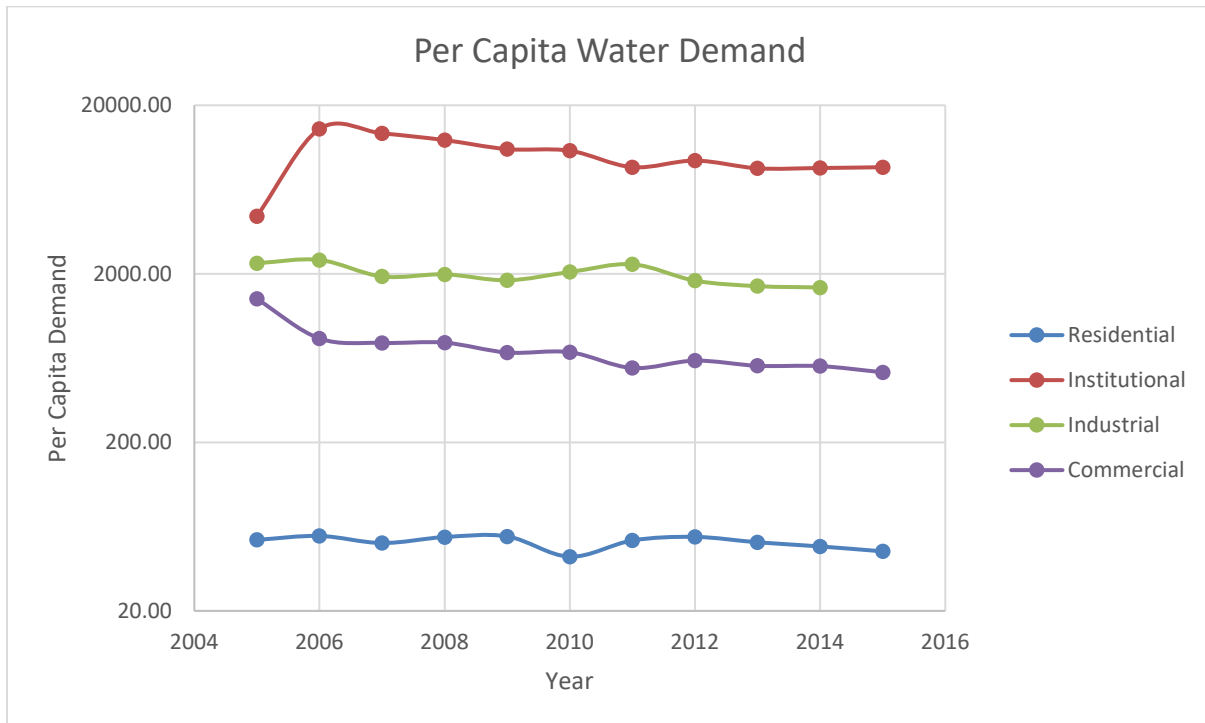
City of Northfield – Water Ordinance

Sec. 82-76. Restricted hours of use.

Whenever the city administrator, after consulting with the water superintendent, determines that a shortage of water supply threatens the city, the city administrator may limit the times and hours during which city water may be used for sprinkling, irrigation, car washing, air conditioning, or other specified uses. The city administrator shall post the restrictions on the main bulletin board of the city and publish them in the official newspaper, on the city website, and on a radio station which serves the Northfield area. After posting and publication, any person who uses or permits water to be used in violation of the restrictions shall be charged a civil penalty to be determined by the city council from time to time by resolution for each day of violation. The penalty shall be added to the next water bill. Continued violation shall be cause for discontinuance of water service.

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

Utility Rates

Water - Single Family Residential

Service	2017 Rate	2016 Rate
Meter Base Charge	\$7.00 Flat base per month	\$7.00 Flat base per month
Tier I - 1 to 500 cubic feet	\$1.18 per 100 cubic feet	\$1.18 per 100 cubic feet
Tier II - 501 to 1,000 cubic feet	\$1.42 per 100 cubic feet	\$1.42 per 100 cubic feet
Tier III - 1,001 to 2,000 cubic feet	\$1.78 per 100 cubic feet	\$1.78 per 100 cubic feet
Tier IV -Over 2,001 cubic feet	\$2.23 per 100 cubic feet	\$2.23 per 100 cubic feet

Water - Other Class

Service	2017 Rate	2016 Rate
Meter Base Charge	\$7.00 Flat base per month	\$7.00 Flat base per month
Tier I - 1 to 500 cubic feet	\$1.18 per 100 cubic feet	\$1.18 per 100 cubic feet
Tier II - 501 to 2,500 cubic feet	\$1.42 per 100 cubic feet	\$1.42 per 100 cubic feet
Tier III - 2,501 to 5,000 cubic feet	\$1.78 per 100 cubic feet	\$1.78 per 100 cubic feet
Tier IV - Over 5,001 cubic feet	\$2.23 per 100 cubic feet	\$2.23 per 100 cubic feet

Water - Other Class 2

Service	2017 Rate	2016 Rate
Meter Base Charge	\$7.00 Flat base per month	\$7.00 Flat base per month
Tier I - 1 to 5,000 cubic feet	\$1.18 per 100 cubic feet	\$1.18 per 100 cubic feet
Tier II - 5,001 to 15,000 cubic feet	\$1.42 per 100 cubic feet	\$1.42 per 100 cubic feet
Tier III - 15,001 to 150,000 cubic feet	\$1.78 per 100 cubic feet	\$1.78 per 100 cubic feet
Tier IV - Over 150,001 cubic feet	\$2.23 per 100 cubic feet	\$2.23 per 100 cubic feet

Appendix 10: Ordinances or Regulations Related to Water Use

Go to [Objective 7 in Part 3B](#) for information on what to include in appendix

Sec. 82-67. - Use restricted.

No person other than an authorized city employee or the city's designee shall uncover or make or use any water service installation connected to the city water system except pursuant to application and permit as provided in this article. No person shall make or use any such installation contrary to the regulatory sections of this article.

(Code 1986, § 1405:05; Ord. No. 857, 5-7-2007)

Sec. 82-69. - Contamination of public wells.

Building drains, storm sewers and sanitary sewers are considered possible sources of contamination of public wells and shall not be installed within 50 feet of any public well.

Cesspools, leaching pits, drainfields, and septic tanks are considered to be possible sources of contamination of public wells and shall not be installed within 75 feet of any public well.

(Code 1986, § 1405:70)

Sec. 82-74. - Discontinuance of service.

- (a) *Emergency.* In an emergency, the city may shut off water service without notice.
- (b) *Non-emergency.* Unless otherwise provided in this chapter, the city may shut off water service to inspect, maintain, repair, install, or replace water system components upon giving at least 24 hours oral or written notice.

(Code 1986, § 1405:35(1); Ord. No. 857, 5-7-2007)

Sec. 82-76. - Restricted hours of use.

Whenever the city administrator, after consulting with the water superintendent, determines that a shortage of water supply threatens the city, the city administrator may limit the times and hours during which city water may be used for sprinkling, irrigation, car washing, air conditioning, or other specified uses. The city administrator shall post the restrictions on the main bulletin board of the city and publish them in the official newspaper, on the city website, and on a radio station which serves the Northfield area. After posting and publication, any person who uses or permits water to be used in violation of the restrictions shall be charged a civil penalty to be determined by the city council from time to time by resolution for each day of violation. The penalty shall be added to the next water bill. Continued violation shall be cause for discontinuance of water service.

(Code 1986, § 1405:35(7); Ord. No. 857, 5-7-2007)

Sec. 82-77. - Deficiency of water supply.

The city shall not be liable for any deficiency or failure in the supply of water to consumers, whether occasioned by shutting the water off for the purpose of making repairs or connections or from any other cause.

(Code 1986, § 1405:40; Ord. No. 857, 5-7-2007)

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.

Implementation Checklist	Timeline
Update Emergency Response Plan	12/1/2018
Critical Water Deficiency Restriction Ordinance	Complete
Conservation Water Rates	Complete
Continue with Educational Outreach	Ongoing
Rain Barrel Rebate	Ongoing
Native Prairie Grass Rebate	Ongoing
Continue water system infrastructure improvements	Ongoing
Continue offering free water audits as requested	Ongoing
Rain Garden Rebate	Ongoing
Implement a stormwater management program	12/1/2020
Implement a water conservation outreach program	Ongoing
Development of a Climate Action Plan	12/1/2020

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.

- **Northfield Water Supply System Profile:** <https://metro council.org/Wastewater-Water/Publications-And-Resources/WATER-SUPPLY-PLANNING/MASTER-WATER-SUPPLY-PLAN-2015/Master-Water-Supply-Plan-Appendix-1-Communitie.aspx>
- **MN Trout Stream Maps:** http://files.dnr.state.mn.us/maps/trout_streams/south-2015/map12.pdf