



AGENDA ITEM # 6.2

**REPORT TO
CITY COUNCIL**

Report Prepared by: Dawn Bittner

Date: February 29, 2016

Subject: Wellhead Protection Program Evaluation

Report: Wellhead Manager Bittner will review the Evaluation that will be forwarded to the Department of Health.

Council Action Requested: Council Motion acknowledging receipt of Evaluation.

City of Pequot Lakes

Wellhead Protection Program Evaluation

Evaluation Completed By (Wellhead Protection Manager):	Dawn Bittner
Date Evaluation Completed:	February 2, 2016

Plan Evaluation Frequency:	
	According to the wellhead protection plan if less than 2.5 years.
X	2.5 years
	When a wellhead protection plan is amended.

Copies of Evaluation Presented or Sent to:	
X Minnesota Department of Health Attn: Trudi Witkowski Environmental Health Division Source Water Protection Unit P.O. Box 64975 St. Paul, MN 55164-0975	Council or Board Presentation February 29, 2016 X Wellhead Protection File

A. List the unique number and locations of new wells installed since the last plan evaluation:

Unique Well Number	Date Online	Delineation Completed?
None		

B. List any new facilities or changes in current facilities in the drinking water supply management area(s) that may be of concern with regard to groundwater quality (list the facility name and nature of concern):

Facility Name	Change	Distance to Well	Well Number	Date Change Made
None				

C. Was any component of the contingency plan implemented by your system at any time since the last program evaluation?

Yes (What was the reason? _____)

No: Not implemented

List changes that are needed in the contingency plan and update the plan accordingly:

1.

In letters A-D below, complete the sections that apply to the evaluation approaches that were specified in your wellhead protection plan (Chapter 6).

A. (Summarize efforts or attach report of sampling results and conclusions.)

City wells sampled for parameters under Safe Drinking Water Act. No contaminants have been detected at action levels. City continues to monitor wells.

**B. Documenting inventory control of potential contaminants.
(Summarize efforts.)**

C. Documentation of the implementation of wellhead protection measures.

Thirteen of 18 Action Items were completed in 2014 and 9 of 13 Action Items were completed in 2015. Implementation was reviewed by the Wellhead Protection Team November 20, 2015.

The following activities were completed:

- ✓ Move Wellhead Protection signs to depict new Wellhead Protection Area. Prepare news release for newspaper describing placement of signs, what Wellhead Protection is and the City's efforts to protect the water supply (published April 2, 2015);
 - ✓ Update the Minnesota Rural Water Association's "Where Does My Drinking Water Come From?" brochure;
 - ✓ Annually update and educate the Council on importance of Wellhead Protection and Wellhead Protection activities;
 - ✓ Request County to continue to identify Wellhead Protection and Pequot Lakes DWSMA as a high priority in the County Water Plan;
 - ✓ Update the Water Conservation Tip sheet and place on website;
 - ✓ Provide information on proper management and sealing of wells within the DWMA;
 - ✓ Remind City Staff of Importance of monitoring the Used Oil Recycling Station;
 - ✓ Provide MN/DOT with amended DWSMA map; remind them to consider road run-off and storm water infiltration concerns in the DWSMA as part of road construction;
 - ✓ Update list of wells and their status in the DWSMA;
 - ✓ Hold semi-annual Wellhead Plan Team meeting (annual);
 - ✓ Wellhead Protection Manager will monitor for new potential contaminant sources within the Imminent Wellhead Management Zone of the City wells;
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- ✓ Educate public about importance of sealing unused wells; maintain information on website;
- ✓ Review and update Emergency Contingency Plan as needed;
- ✓ Continue to attend Planning Commission and City Council meetings to advocate Wellhead Protection Planning;
- ✓ Evaluate city cross connection control requirements for backflow prevention;
- ✓ Documented Wellhead Protection activities;
- ✓ Submitted annual year-end report on completed Wellhead Protection activities to City Council.

Plan Strategies:

- D. Using monitoring data that are required by existing laws and rules in effect at the time of plan adoption. (*List data used and summarize conclusions made from data.*)**

List any new data that relates to wellhead protection delineations or source management (i.e., groundwater study results, water quality monitoring data, well construction logs, etc.) that may be used during the next update of the wellhead protection plan:

Nature of Data	Source of Data
None	

A. Estimate the annual expense of plan implementation for each plan year including staff time and actual dollar amount spent.

Year	Annual Expense	Year	Annual Expense
		6	\$400.00
2	\$400.00	7	\$400.00
3	\$400.00	8	\$500.00
4	\$400.00	9	\$500.00
5	\$400.00	10	\$500.00

B. Estimate full-time equivalency (FTE) spent on wellhead protection implementation in terms of percentage of FTE.

FTE _____ % Estimate approximately 20 hours per year.

C. Has the wellhead protection budget been adequate to conduct wellhead protection implementation activities during the last evaluation period?

Yes X

No

If no, where could it improve?

D. Itemize difficulties incurred during your plan implementation.
