



STAFF REPORT

DATE: July 18, 2017

CONSENT

ITEM #: 13

AGENDA ITEM: Wellhead Protection Plan Part 2: Authorize Professional Services

SUBMITTED BY: Chad Isakson, Project Engineer

REVIEWED BY: Krintina Handt, City Administrator
Jack Griffin, City Engineer
Rob Weldon, Public Works Director

ISSUE BEFORE COUNCIL: Should the City Council authorize professional services to complete the City of Lake Elmo's Wellhead Protection Plan Part 2?

BACKGROUND: The City of Lake Elmo has been notified by the Minnesota Department of Health (MDH) that it is required to review and amend its Wellhead Protection Plan (WHP) by July 30, 2018 in accordance with the Safe Drinking Water Act (SDWA) and Minnesota Rules. Wellhead protection is a way to prevent drinking water from becoming polluted by managing potential sources of contamination in the area which supplies water to a public well.

In Minnesota, wellhead protection planning is completed in two phases. Part I includes the delineation of the wellhead protection area and drinking water supply management area (DWSMA), as well as an assessment of the wellhead area vulnerability. The Lake Elmo WHP Part 1 Plan was recently updated by staff at the Minnesota Department of Health. The Wellhead Protection Plan Part 2 includes the creation of the wellhead protection plan itself, including goals, objectives, plan of action, evaluation program and contingency planning. More specifically it includes an inventory of potential sources of contamination and other threats within the DWSMA for each of the City's four water supply wells; it serves to identify activities to reduce the risk from potential sources of contamination and other threats to the water supply; and it develops a plan for an alternative supply in case of contamination or mechanical failure.

The City last updated their WHP Plan in 2008. Since that time the City has added Municipal Well No. 4 and the wellhead protection areas of Well No. 1 and Well No. 2 have been expanded.

PROPOSAL DETAILS/ANALYSIS: The city engineer prepared and sent out a Request for Proposal (RFP) for Professional Services to complete the required plan. The RFP was sent to three firms including Barr Engineering, Bayerl Water Resources, and WSB and Associates. Proposals were received on July 10, 2017 and were ranked as follows:

- Project Team Qualification.
- Demonstrated understanding and experience with preparing Wellhead Protection Plans.
- Understanding the scope of work and roles and responsibilities of the Consultant.
- Professional Services Fee that is consistent with the Consultant's written proposal and the needs for delivery of a successful plan.

The Proposal Fees received were as follows:

- Bayerl Water Resources - \$7,980.
- WSB Associates - \$19,974.
- Barr Engineering - \$20,765.

The city engineer is recommending a contract be awarded to Bayerl Water Resources.

FISCAL IMPACT: \$7,980 for professional services to complete the plan as required by Minnesota Department of Health.

RECOMMENDATION: Staff is recommending that the City Council award, *as part of the Consent Agenda*, a Professional Services Contract to Bayerl Water Resources to complete the Wellhead Protection Plan: Part 2. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to award a Professional Services Contract to Bayerl Water Resources to complete the Wellhead Protection Plan: Part 2”.

ATTACHMENTS:

1. Minnesota Department of Health WHP Scoping Decision Notice dated May 4, 2017.



Minnesota
Department
of Health

May 4, 2017

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

Mr. Rob Weldon, Public Works Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Dear Mr. Weldon:

Subject: Scoping 2 Decision Notice and Meeting Summary – City of Lake Elmo – PWSID 1820009

This letter provides notice of the results of the second scoping meeting held with you and Chad Isakson (city of Lake Elmo), Robyn Hoerr (Minnesota Rural Water Association) and me on April 20, 2017, at Lake Elmo City Hall regarding Part II of your wellhead protection (WHP) plan. During the meeting, we discussed data elements that must be compiled and assessed to prepare the part of the WHP plan related to the management of potential contaminants in the approved drinking water supply management area. The enclosed Scoping 2 Decision Notice lists the data elements that were discussed at the meeting. The data elements must be compiled and assessed in terms of their present and future implications on the 1) use of the well(s), 2) quality and quantity of water supplying the public water supply well(s), and 3) land and groundwater uses in the drinking water supply management area. We also discussed a summary of planning issues that were identified during the Part I WHP Plan development process which should be considered for inclusion in your Part II WHP Plan.

The city of Lake Elmo has met the requirements to distribute copies of the first part of the WHP plan to local units of government and hold an informational meeting for the public. The city of Lake Elmo will have until July 30, 2018, to complete its WHP plan.

If a data element is marked on the enclosed notice as a data element that must be used and if it does not exist, it is helpful if your plan notes this. At this time it has not been determined who will be working with you to develop a draft of the remainder of the WHP plan. I will be contacting you to review the progress of the development of Part II of your plan. If you have any questions regarding the enclosed notice, contact me by email at john.freitag@state.mn.us or by phone at (651) 201-4669.

Sincerely,

John Freitag, Planner
Source Water Protection Unit
Environment Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

JF:ds-b

Enclosures

cc: Robyn Hoerr, Minnesota Rural Water Association
Lucas Martin, MDH Engineer, Metro District Office
Ron Struss, Minnesota Department of Agriculture