

# Small Systems Bulletin

Minnesota Rural Water Association



October 2023 | Fall News



**MRWA**  
**Corporate**  
**Partners**

**About Us:**

**Visit Our**  
**Website**



Welcome to this edition of the Small Systems Bulletin. The purpose of this bulletin is to keep you informed on issues concerning your water system. We issue this bulletin quarterly. Topics covered in the bulletin include operation and maintenance, treatment, backflow/cross-connections, regulations, operator training, management, and many others. Dates and locations of future workshops are included.

If you have suggestions about topics that you would find helpful, give us a call at 800-367-6792 or send us an e-mail at [kyle.kedrowski@mrwa.com](mailto:kyle.kedrowski@mrwa.com) or [jennifer.koenig@mrwa.com](mailto:jennifer.koenig@mrwa.com)

*Watch for this quarterly newsletter and we'll see you at a future small system training workshop!*

# Feature Article: Plan For The Unexpected: Plan Early and Often!

Kyle Kedrowski, MRWA Non-Municipal Technical Advisor

There seems to be a lot going on lately, and keeping up with everything oftentimes is difficult. You are not alone! Minnesota Rural Water Association (MRWA) and Minnesota Department of Health (MDH) are here to help you with information and websites for step-by-step technical assistance. If you start working on projects and have a plan of how to fit it into an already busy day, week, or month, it would really help if you could do it in steps. For example, MRWA has been including the Lead and Copper Rule Revision (LCCR) information in our training sessions this year to help water systems understand what is needed. We have also been spreading the word and sharing information while we are on the road meeting with water systems. For the LCRR Service Line Inventory, October 16, 2024, may seem like a long way off to submit your information. I encourage you to complete it and submit the information sooner instead of later.

**The Lead and Copper Rule Revision (LCCR):** On December 16, 2021, the Environmental Protection Agency (EPA) announced that the current Lead and Copper Rule Revisions (LCRR), originally published on January 15, 2021, at Federal Register, 86 FR 4198) will go into effect to support the development of actions to reduce lead in drinking water. EPA directed states and systems to prioritize developing lead service line inventories which will need to be submitted by the compliance date of October 16, 2024.

**Service Line Inventory:** The Lead and Copper Rule Revisions require public water systems to identify the service line materials of all service connections in their distribution system regardless of ownership status. The rule determines the minimum information required to be needed in your lead service line (LSL) inventory, how to communicate about your system inventory, and how often to update the inventory. It may be more useful to the system while conducting their inventory to gather additional or more detailed information than required.

The Minnesota Department of Health has information available on its website to assist public water systems in completing their service line inventory. Information on identifying service lines, lead service line replacement, and lead service line inventory technical assistance can be found on the Lead and Copper Rule Revisions webpage. Lead and Copper Rule Revisions For Minnesota Public Water Systems - MN Dept. of Health (state.mn.us) <https://www.health.state.mn.us/communities/environment/water/rules/lcrr.html>

Additionally, the Minnesota Department of Health has service line inventory templates available on the webpage. There are templates for single ownership and split

ownership. The templates are available in both “simple” and “detailed” versions and include instructions for both templates. The “simple” version is the minimum required, and the “detailed” version is suggested. As mentioned above, the service line inventory must be completed and submitted to the Minnesota Department of Health by October 16, 2024.

**Standard Operating Plan:** A step-by-step operating plan of all the daily, weekly, and monthly activities, including the rounds and tasks that is on a schedule to be completed. A “SOP” is a written step-by-step plan that details and explains your water system operation. The plan should be easy to follow with specific written directions in order to perform/complete the required tasks. The “SOP” should include a list of daily and weekly rounds and operational tasks that someone can follow. This “SOP” will help keep the water or wastewater system operational and running smoothly. It should include a list of meters that need to be checked, read, and recorded. Measure and monitor the amount of chemicals used and ensure the equipment is working properly. Check and record any electric pumps with hour meters and flow monitoring. The “SOP” should have a list of what laboratory procedures need to be done and on what day. This list should include the step by step procedures and specific directions. The plan should indicate what samples need to be done each day, plus when and where the sample needs to be taken from. The “SOP” should explain what to do with each of the samples. The plan should include dates and times the samples need to be analyzed or if they need to be sent out to a certified laboratory. If the samples need to be sent out to a laboratory, the directions should list when and where to send the samples. The “SOP” should also include security information and updates, including buildings, office, and gate locking instructions, turning on security lighting, and activating alarm systems. Have a checklist readily available at different stations for recording information, dates, and signatures. Start recording everything. Get a daily journal or log book and write everything down; this can become a very handy tool. Start recording daily notes of what took place each day, who was working, what broke or what was repaired, and by whom. Record the costs, names of contractors, deliveries that took place, and any issues or problems.

**Emergency Back-Up Plan:** Minnesota is known for being a friendly, neighborly state. The same holds true in an emergency or time of need. Neighbors helping neighbors in a time of need is the way we operate in Minnesota. Get to know your neighboring community's water and wastewater staff. Reach out and start the communication in case you need assistance or they need help. It is nice to know you can have a competent backup person or another city crew to help you out. Everyone thinks that they are not going to get sick or have issues. But we are only human. Things happen in life that we have no control over. Plus, with family and friends, you just never know what tomorrow brings. Also, make sure you are a member of MnWARN; if not, get signed up ASAP.

**Update telephone numbers:** In your “Plan”, update telephone numbers and have a current contact list available. Keep an updated list of phone numbers, emails, and landline phone numbers at your system and share copies with your staff. Cell phone numbers change and oftentimes need to be updated. We are lucky to have good friends, neighbors, and

coworkers who reach out, network, say hello, and make new friends. It may help you someday along the way.

**Maps:** Maps enable your organization to collect, use and share valuable time-saving information. Maps have always been essential to understanding and improving the delivery of safe, clean drinking water and reliable sewer and stormwater services. Try to gather all the maps around the office and/or facilities and store them so they are readily available. Maps are such an important part of your water and wastewater system. They show what year projects were constructed and completed. They show the piping and construction material used, the pipe size, the location of valves, and the fire hydrants.

It's a good idea to have a plan and share the plan with others. Also, make a plan to get out and enjoy our beautiful state and our wonderful weather.

## Training & Technical Assistance Update:



We are currently working on scheduling January – June 2024 training sessions. Please check our *Training Calendar* page [www.mrwa.com/training/trainingcalendar/](http://www.mrwa.com/training/trainingcalendar/) and click on the box “Go To Small Systems Training” for our upcoming Class E & D training dates and locations.

The dates and locations for our upcoming in-person training sessions are listed below. We also have these dates posted on our *Training Calendar* page [www.mrwa.com/training/trainingcalendar/](http://www.mrwa.com/training/trainingcalendar/).

At the top of that page, please click on the box “Go To Small Systems Training” for our Class E & D training dates and locations. For our in-person training sessions, we will mail notices to operations specialists in those areas approximately one month prior to the class.

*In-Person Training:*

**Class E Training Workshops (8am – Noon)**

**November 28, 2023  
People's Energy Cooperative  
1775 Lake Shady Avenue South  
Oronoco, MN**

[Click Here to Register!](#)

---

## Online Training:

We will continue to offer online remote training sessions using Zoom. If you have not received these email invites for the Zoom online training sessions, please email [mrwa@mrwa.com](mailto:mrwa@mrwa.com) and provide your name, public water system name, and preferred email address to us so that we can add you to our email list. If you have received emails from us in the past but not these Zoom notices, please check your Junk/Spam folder. If you use a Gmail account, you may need to check the "Promotions" folder for the email invites.



Once the online training sessions are scheduled we will post these online training session links on our website [www.mrwa.com](http://www.mrwa.com) on our [Training Calendar](#) page. At the top of that page, please click on the box "Go To Small Systems Training" for our online training links. You will be notified via email of the date and time of each online remote training session. An email address will be needed to register for these online remote training sessions.

*Each operations specialist must register and sign-in separately on their own device to receive credit for attending the online remote training session.*

Online Training:  
December 2023 at 10am  
Date and Topic - To Be Determined

---

### Additional Training Opportunities

**Lead and Copper Rule Revisions/Asset Management Training**  
(6 direct water CEUs available)

More information on these training sessions can be found on our website [www.mrwa.com](http://www.mrwa.com), on our Training Calendar page. At the top of that page, please click on the box "Go To WATER Training" for training dates and locations.

October 24, 2023  
Hoyt Lakes Community Center  
101 Kennedy Memorial Drive  
Hoyt Lakes, MN

November 2, 2023  
Minnesota Rural Water Association  
217 12 the Ave SE  
Elbow Lake, MN

[Register Here](#)

---

### Technical Assistance

We also wanted to let you know that if you have any questions about training or are in need of onsite technical assistance, please feel free to contact us to set up an appointment.

Thank you so much for all that you do in providing safe drinking water to your consumers!

*Jennifer Koenig*

[jennifer.koenig@mrwa.com](mailto:jennifer.koenig@mrwa.com)

320-815-4990

*Kyle Kedrowski*

[kyle.kedrowski@mrwa.com](mailto:kyle.kedrowski@mrwa.com)

320-760-1475