



REGULAR SESSION

Ron Sellers
District 1
Vice-Chair

Ron Hirst
District 2
Member

Daniel P. Friesen
District 3
Chair

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

A G E N D A

Reno County Courthouse Commission Chambers

Tuesday, August 23, 2022, 9:00 AM

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
 - 3.A Proclaim September as National Recovery Month
4. **Public Comment on Items not on the Agenda**

Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.
5. **Determine Additions or Revisions to the Agenda**
6. **Consent Agenda**
 - 6.A Vouchers (bills or payments owed by the county or related taxing units).
 - 6.B Title VI Policy and Plan for Reno County Area Transportation tri yearly review and update
 - 6.C Declare Public Works' 2012 Dodge Ram 2500 4WD pickup, VIN#3C6TD5HT9CG174587, with approximately 163,111 miles on it as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once pickup is sold.
 - 6.D Declare Public Works' 2009 Chevy Silverado 2WD Extended Cab pickup, VIN#1GCHC49K39E135091, with approximately 166,833 miles on it as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once the pickup is sold.
 - 6.E Contract between Reno County and King Construction Company, Inc. for the construction of a new bridge over the Cow Creek at the entrance of Willowbrook for the sum of \$1,532,003.34.
7. **Business Items**
 - 7.A Set a canvass date and time for the September 6th, 2022 USD 311 School Bond Special Election
 - 7.B Consent Agreement and Final Order between the Kansas Department of Health and Environment and the Supplier of Water the Reno County Rural Water District No. 101.
 - 7.C Delegate a fence viewing board and set a date and time for a fence viewing as requested by Wayne & Lauren Sill.

- 7.D Designate a voting delegate and alternate to the Kansas Workers Risk Cooperative for Counties (KWORCC) annual meeting to be held in conjunction with the Kansas Association of Counties (KAC) annual conference on October 17, 2022.
- 7.E Consider nominating members to serve on the KWORCC Board of Trustees.

8. County Administrator Report

- 8.A Monthly Department Reports

9. County Commission Report/Comments

10. Adjournment



AGENDA ITEM

AGENDA ITEM #3.A

AGENDA DATE: August 23, 2022

PRESENTED BY: Seth Dewey, Substance Misuse Health Educator and Karla Nichols,
Director of Public Health

AGENDA TOPIC:
Proclaim September as National Recovery Month

SUMMARY & BACKGROUND OF TOPIC:

The Reno County Health Department understands that the misuse of alcohol and illicit substances costs our country hundreds of billions of dollars every year and we also see the devastating costs on quality of life and mortality that impacts Kansas.

The Reno Recovery Collaborative, one of the local resources for recovery and resilience-based services, is building a durable network of community partners from the medical and behavior health sector, social services, law enforcement, persons with lived experience, and Oxford Houses. The Reno Recovery Collaborative partners are poised to offer and refer families the means to build resilience, offsetting the effects of ACEs and reducing the public cost of substance use disorder.

ALL OPTIONS:

1. Approve and sign the attached Proclamation.
2. Send the Proclamation back to staff for editing.
3. Deny the Proclamation.

RECOMMENDATION / REQUEST:

County Commission to sign the attached Proclamation.

POLICY / FISCAL IMPACT:

None.

PROCLAMATION 2022-14

NATIONAL RECOVERY MONTH

September, 2022

WHEREAS, the misuse of alcohol and illicit substances costs our country hundreds of billions of dollars every year and we also see the devastating cost on quality of life and mortality that even rural America and Kansas is not immune to,

WHEREAS, the impacts stretch from families to the workforce, from schools to the medical community and all feel the effects,

WHEREAS, recovery is a process of change through which people improve their health and wellness, build resilience, live self-directed lives, and strive to reach their full potential by better managing health, home, purpose and community.

FURTHER, the Reno Recovery Collaborative, is one of the local resources for recovery and resilience-based services; and

FURTHER, that by building a durable network of community partners from the medical and behavioral health sector, social services, law enforcement, persons with lived experience, and Oxford Houses. The Reno Recovery Collaborative partners are poised to offer and refer families the means to build resilience, offsetting the effects of ACEs and reducing the public cost of substance use disorder; and

FURTHER, that all in Reno County play a part in people’s journey of recovery by showing support and understanding. And by being a part of the continual progressing cultural shift that Reno County has been leading the charge on and instilling in the hearts and minds of its children.

NOW, THEREFORE, BE IT PROCLAIMED by the Board of County Commissioners of Reno County, Kansas, that September, 2022, shall be known as

National Recovery Month

IN WITNESS THEREOF, we have hereunto set our hands and caused the Seal of Reno County, Kansas to be affixed this 23rd day of August 2022.

BOARD OF COUNTY COMMISSIONERS

Daniel P. Friesen, Chairperson

Ron Sellers, Commissioner

Ron Hirst, Commissioner

ATTEST:

Donna Patton
County Clerk



AGENDA ITEM

AGENDA ITEM #6.B

AGENDA DATE: August 23, 2022

PRESENTED BY: Barbara Lilyhorn

AGENDA TOPIC:

Title VI Policy and Plan for Reno County Area Transportation tri yearly review and update

SUMMARY & BACKGROUND OF TOPIC:

Reno County Area Transportation is operated under a U.S.C. 49-5311 grant through the Federal Transportation Administration and therefore is subject to compliance regarding unlawful discriminatory practices covered by Title VI of the Civil Rights Act. Rcat's Title VI policy and program plan is required to be reviewed and updated every three years. The last review was in 2019.

ALL OPTIONS:

Accept

Return for further revisions

Reject

RECOMMENDATION / REQUEST:

Accept

POLICY / FISCAL IMPACT:

Costs associated with translation of transit riders information and materials through print media or in-person translation/interpretation service is included in the departmental budget each year.

Notifying the Public of Rights Under Title VI

Reno County Public Transportation Department

- The Reno County Public Transportation Department operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Reno County Public Transportation Department.
- For more information on the Reno County Public Transportation Department's civil rights program, and the procedures to file a complaint, contact 1-888-458-2911, email Barbara.lilyhorn@renogov.org; or visit our administrative office at 120 West Ave B, Reno County Public Transportation Department, Hutchinson, Kansas 67501. For more information, visit www.renogov.org
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact 1-888-458-2911

This notice is posted in the transfer station lobby at the ticket window, in the public conference rooms and on the Reno County website at www.renogov.org

Reno County Public Transportation Department Transit Public Participation Plan Outline

1. Brief description of provider's activities and services

Reno County Government provides service to citizens through the Reno County Public Transportation Department, which operates Reno County Area Transportation "Reno County Area Transportation". The service is financed through a combination of funds provided by the Kansas Department of Transportation U.S.C.49-5311 grant monies, Reno County tax General fund and the Reno County Elderly Mill Levy tax. Reno County Area Transportation is a community asset, which serves the public on a first come first served basis. Forms of service include Fixed Route and Specialized Transportation Services: Four Fixed Route busses provide hourly transportation throughout the cities of Hutchinson and South Hutchinson. Complimentary Para transit busses provide service to eligible passengers under the Americans with Disabilities Act (ADA) in the cities of Hutchinson and South Hutchinson within a 6-mile radius of 17th and Plum in Hutchinson. The three general criteria for Para transit eligibility established by the ADA are:

- **Can't navigate the transit system independently**
- **Needs an accessible vehicle**
- **Obstacles prevent reaching the bus**

Demand Response provides ADA accessible service to citizens within Hutchinson and South Hutchinson and the rural area outside the defined Fixed Route and Para transit service area. Rcat also provides connection service to Wichita via the Sedgwick County Department on Aging and Wichita Transit.

2. Brief description of activities that would warrant public participation (i.e., fare changes, changes to service hours, route adjustments, service area changes).

The Reno County Public Transportation Department would make every reasonable effort to engage the public when making changes in fares, hours of service, route revision and service areas.

3. Brief description of the proactive public participation strategies would be used.

Public notification and engagement opportunities would include but not be limited to:

Social media notices – currently Facebook & Twitter, community e-mail group list serves including the Hutchinson Community Foundation, Council on Aging, Reno County Public Transportation Commission, Email notification to a database of Reno County Area Transportation stakeholders which includes TECH, Hutchinson Correctional Facility, Schools, Hutchinson Community College and Workforce Development, business owners, local elected officials, local government staff, transit staff, local media etc.

Posters in local low-income housing units and grocery stores

Public hearings/ meetings held at convenient time and in accessible locations

Advertising through local print and online media (The Hutchinson News, The Rural Messenger, The Hutch Post) the Community Calendar, and local radio stations KWBW and KSKU

Rider surveys administered to a convenience sample. Notices posted on Rcat buses and vans.

4. Brief description of outreach methods to engage minority and Limited English Proficiency (LEP) individuals (i.e., translation of public meeting materials, providing translation services if requested, targeted media messages in low-income neighborhoods in the service area, engaging with existing neighborhood advocacy organizations and faith communities).

Reno County Public Transportation Department would provide translation services (if requested) and sign language interpretation at public meetings. Written meeting materials would be translated into braille or other languages upon prior request. Social media and email messages would be sent to low-income housing units and low-income neighborhood churches, schools which have high enrollment of LEP students/parents, the local office of the Kansas State Department of Children and Families, Salvation Army, HUD local office, New Beginnings housing administration etc.

5. Brief description of the desired outcomes of the agency's public participation efforts.
 - The Reno County Public Transportation Department actively involves transit riders, stakeholders, and members of the general public in transit decision-making processes.
 - The Reno County Public Transportation Department gives adequate public notice of public participation activities and allows appropriate time for public review and comment during key decision points.
 - The Reno County Public Transportation Department provides timely information about transportation issues and processes to transit riders, stakeholders, and members of the general public
 - The Reno County Public Transportation Department responds to all public input as necessary.
 - The Reno County Public Transportation Department facilitates effective communication among a diverse group of stakeholders.
 - The Reno County Public Transportation Department will establish a reasonable timetable for review of the Public Participation Process to ensure it provides full and open access to all.
 - The community at large views Reno County Public Transportation as community asset enriching the lives of all.

6. Brief summary of recent outreach efforts over the past three years.
 - Utilized a variety of advertising platforms (i.e., social media, newspaper, radio, and notices on board vehicles).
 - Participated in daily ZOOM meetings regarding the COVID 19 pandemic and the effect on the citizens and community services. Participants were members of the public, elected officials, local government officials, local media, Senior and low-income housing administrators, Hutchinson Community College Representatives, Hutchinson Hospital and Hutchinson Clinic Representatives, Local Business owners, Hutchinson Community Foundation, Hutchinson Fire Department, Reno County Emergency Management Director, Reno County Health Department and Reno County Health Officer,
 - When feasible through community ZOOM meetings, shared announcements with groups likely to be interested in Reno County Area Transportation activities.
 - Employed graphics to illustrate Rcat's activities/materials to the public (i.e., charts, graphs, photos, maps,)
 - Posted educational information and videos: "COVID 19 Ridership Tips", "How to ride an Rcat bus" & How to Buy Tickets" on county website including where public comments/ feedback may be submitted.

- Reno County Public Transportation Commission meetings posted on county web page
- Public notice of open seats on the Reno County Public Transportation Commission posted on the county web page – open positions are publicized for 90 days before filling
- Display ads, brochures
- Local newspaper articles, advertisements, and public notices
- Avoidance of technical jargon in presentations and information displayed

Additional Public Participation Resources

- Transit Cooperative Research Program, Public Participation Strategies for Transit
http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_syn_89.pdf
- National Resource Directory
<https://nrd.gov/nrdLandingPage?Categories=Transportation-Travel,Transportation-Travel/Transportation-Assistance-Public-Transportation>
- National Aging & Disability Transportation Center
<https://www.nadtc.org/>
- Public Involvement Process from FTA
- www.transit.dot.gov/regulations-and-guidance/transportation-planning/public-involvement-outreach-0

A copy of FTA's Circular 4702.1B may be found at:

[http://www.fta.dot.gov/documents/FTA Title VI FINAL.pdf](http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf)

Limited English Proficiency (LEP) Plan

Four Factor Analysis

(1) Identify number of or proportion of LEP individuals that can utilize the service provided by Reno County Area Transportation

According to the most current published (2020) American Community Survey data, the population in Reno County has one language group (Spanish) that represent more than 5% of the composite population (6.7%) and more than 50 persons who speak English less than very well. The county has a significant number of bilingual (Spanish or German/Swiss) individuals due to descendent populations of Hispanic (prior to WWII), and Mennonite/ Amish who settled in the county during the European immigration period.

(2) Identify the frequency in which LEP individuals encounter the service:

Reno County Area Transportation serves non-English speaking individuals approximately 3-4 times yearly and family members or friends have provided translation.

(3) Identify the importance of the service to the LEP community:

Reno County Area Transportation fills a critical need within the community by providing transportation for employment, educational, social, shopping, medical, and business needs for residents of all ages. Reno County Area Transportation is the only method of transportation for many individuals.

(4) Identify the resources available and the respective costs of these resources:

Although not formally trained as translators, the many bilingual individuals within the community are a readily available resource whom non-English speaking individuals have utilized through their own choice, at no cost. Rcat has access to On-Demand Phone Interpretation service at the cost of \$1.50 per minute. Free online written translation programs like Google Translate are available in Spanish and many other languages.

Limited English Proficiency Plan

Utilizing the information gathered from the Four Factor Analysis, the following plan is developed in order to provide the necessary assistance to LEP persons.

Identified LEP individuals

According to the most current published (2020) American Community Survey data, the population in Reno County has one language group (Spanish) that represent more than 5% of the composite population (6.7%) and more than 50 persons who speak English less than very well.

Language Assistance Measures

When needed Reno County Area Transportation would utilize online translation tools and or local school district document translation services. Printed materials developed for Reno County Area Transportation riders are available in Spanish. Braille services are available through the Prairie Independent Living

Center and sign language interpretation services can be arranged when critically necessary. Reno County Area Transportation has I Speak Cards on file and has access to On-Demand Phone Interpretation service for 200 different languages.

Training Staff

Reno County Area Transportation Director, Assistant Director, and Dispatch staff will have an awareness of online translation tools as a result of inquiry and self-teaching.

Awareness of telephone translation services, local school district document translation services, and Braille services available through the Prairie Independent Living Center as well as sign language interpretation services when critically necessary will be included during new hire orientation and training. Periodic updates and refreshers regarding these services will be included during regular and ongoing departmental staff training.

All staff will be made aware of the I Speak Cards.

Providing Notice

The Title VI notice will be posted in Rcat transit vehicles, the lobby of the Rcat transit station and in all meeting rooms. The Reno County Area Transportation LEP plan will be posted on the Reno County website www.renogov.org. The Reno County Area Transportation LEP plan will be provided to any person or agency requesting a copy. Reno County Area Transportation LEP plan contact person is Barbara Lilyhorn. She can be reached via phone at 620-694-2910.

LEP individuals who wish to file a complaint will be directed to utilize the Title VI Complaint Procedures.

Monitoring and Updating LEP Plan

Reno County Area Transportation will update the LEP plan every three years according to the Title VI update schedule, as required by the FTA or when needed due to changing demographics. Reno County Area Transportation will provide ongoing monitoring of changes in the local demographic by reading yearly reports i.e., Kansas Kids Count and through local media. The plan will also be updated when changes in the LEP demographic of the agency's service area is significant.

Title VI Complaint Procedure

Title VI Complaint Procedures

The following pertains only to Title VI complaints regarding the services of the Reno County Public Transportation Department

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulation is the statement that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Reno County Public Transportation Department has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter III of the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. If you believe that the Reno County Public Transportation Departments federally funded programs have discriminated your civil rights based on race, color, or national origin you may file a written complaint by following the procedure outlined below:

1. Submission of Complaint.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of or subjected to discrimination caused by the Reno County Public Transportation Department, may file a written complaint with the Reno County Public Transportation Department's Director. A sample complaint form is available for download at www.renogov.org and is available in hard copy at the offices of Reno County Public Transportation Department. Upon request, the Reno County Public Transportation Department will mail the complaint form. **The Reno County Public Transportation Department investigates complaints received no more 180 calendar days after the alleged incident. The Reno County Public Transportation Department will process complaints that are complete.**

Assistance in the preparation of any complaints will be provided to a person or persons upon request and as appropriate. If information is needed in another language please contact Barbara Lilyhorn, (620)694-2910

Complaints should be mailed to or submitted by hand to:

120 West Ave B
Hutchinson, Kansas 67501
ATTN: Director

Once the complaint is received, the Reno County Department of Public Transportation will review it to determine if our office has jurisdiction. A letter of acknowledgement will be sent to the complainant informing them whether the complaint will be investigated by the Reno County Public Transportation Department. A person may also file a complaint directly with the Federal Transit Administration at FTA Office of Civil Rights, 1200 New Jersey Ave SE, Washington, DC 20590.

2. Referral to Review Officer

Upon receipt of the complaint, the Reno County Public Transportation Director shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more information is needed to resolve the case, the Reno County Public Transportation Department may contact the complainant. The complainant has 15 business days from the date of the letter to send the requested information to the Reno County Public Transportation Department. If the Reno County Public Transportation Department is not contacted by the complainant or does not receive the additional information within 15 business days, the case can be administratively closed. A case can also administratively be closed if the complainant no longer wishes to pursue their case.

If more than 45 days is required for the review, the Reno County Public Transportation Director shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress.

Additionally, the staff review officer(s) may recommend improvements to the Reno County Public Transportation Department's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the Reno County Public Transportation Director for concurrence.

After the investigation is completed, the Reno County Public Transportation Department Director will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

Note: Upon receipt of a complaint, the Reno County Public Transportation Department shall forward a copy of this complaint and the resulting written response to the appropriate KDOT and FTA-Region 7 contacts.

3. Request for Reconsideration

If the Complainant disagrees with the Reno County Public Transportation Director's response, he or she may request reconsideration by submitting the request, in writing, to the Reno County Public Transportation Director within 10 calendar days after receipt of the Reno County Public Transportation Director response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood. The Reno County Public Transportation Director will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 calendar days. In cases where the Reno County Public Transportation Director agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the Reno County Public Transportation Director's response by submitting a written appeal to Reno County Public Transportation Commission no later than 10 calendar days after receipt of the Reno County Public Transportation

Director's written decision rejecting reconsideration. The Reno County Public Transportation Commission will then determine to either request re-evaluation by the staff review officer(s) or forward the complaint to KDOT for further investigation. A person may also file a complaint directly with the Federal Transit Administration at FTA Office of Civil Rights, 1200 New Jersey Ave SE, Washington, DC 20590.

5. Submission of Complaint to the State of Kansas Department of Transportation.

If the Complainant is dissatisfied with the Reno County Public Transportation Department's resolution of the complaint, he or she may also submit a written complaint within 180 days after the alleged date of discrimination to the State of Kansas Department of Transportation for further investigation.

*Kansas Department of Transportation
Office of Civil Rights Compliance
700 SW Harrison, 3rd Floor West
Topeka, Kansas 66603-3754
Phone: 800-854-3613 (Hearing Impaired 711
KDOT.CivilRights@ks.gov*

Reno County Public Transportation Department Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with the Reno County Public Transportation Department. You are not required to use this form; a letter containing the same information will be enough.

| | | | |
|--|-------------|-------------------|------------|
| Section I: | | | |
| Name: | | | |
| Address: | | | |
| Telephone (Home): | | Telephone (Work): | |
| Electronic Mail Address: | | | |
| Accessible Format Requirements? | Large Print | | Audio Tape |
| | TDD | | Other |
| Section II: | | | |
| Are you filing this complaint on your own behalf? | | Yes* | No |
| *If you answered "yes" to this question, go to Section III. | | | |
| If not, please supply the name and relationship of the person for whom you are complaining: | | | |
| Please explain why you have filed for a third party: | | | |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. | | Yes | No |
| Section III: | | | |
| I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin Date of Alleged Discrimination (Month, Day, Year): _____ Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. | | | |

| | | |
|--|-----|----|
| Section IV | | |
| Have you previously filed a Title VI complaint with this agency? | Yes | No |
| | | |

| |
|---|
| Section V |
| Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: <input type="checkbox"/> Federal Court <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency |
| Please provide information about a contact person at the agency/court where the complaint was filed. |
| Name: |
| Title: |
| Agency: |
| Address: |
| Telephone: |
| Section VI |
| Name of agency complaint is against: |
| Contact person: |
| Title: |
| Telephone number: |

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature _____ Date _____

Please submit this form in person at the address below, or mail this form to:

Reno County Public Transportation Department
 Title VI Coordinator
 120 West Ave B
 Hutchinson, Kansas

List of Title VI Investigations, Lawsuits and Complaints

| | Date Submitted/Filed (Month, Day Year) | Summary of allegation (include basis of complaint: race, color, or national origin) | Status | Resolution/Action Taken |
|----------------|---|--|--------|----------------------------|
| Investigations | | | | |
| 1 | | | | |
| 2 | | | | |
| Lawsuits | | | | |
| 1 | | | | |
| 2 | | | | |
| Complaints | | | | |
| 1 | | | | |
| 2 | | | | |

Table Depicting Membership of Reno County Public Transportation Department Committees, Councils, Broken Down by Race

| Body | Caucasian | Latino | African American | Asian American | Native American | Other |
|--|------------------|---------------|-------------------------|-----------------------|------------------------|--------------|
| Reno County Population within service area | 90.1% | 11.6% | 3.8% | 0.72% | 0.91% | 1.4% |
| Board of County Commissioners | 100% | 0% | 0% | 0% | 0% | 0% |
| Reno County Public Transportation Commission Advisory Council | 90% | 10% | 0% | 0% | 0% | 0% |
| | | | | | | |

The Reno County Public Transportation Commission (RCPTC) was established by resolution 99-44 by the Reno County Board of Commissioners. The RCPTC is subordinate to the Reno County Board of Commissioners (BOC) and members are appointed by the BOC. Representatives from the following areas or concerns shall be given consideration for appointment to the commission: City of Hutchinson, small towns, persons involved with public and private education and the business community, disabled persons, and senior citizens. Minorities are encouraged to seek membership through active promotion of vacancies by current members, at public meetings/events and to users of public transportation.

Reno County Public Transportation Department Fixed Route Service Standards and Policies

Vehicle Load

15 Passenger Route bus

- 12 Ambulatory + 1 Wheelchair + driver =14 passengers

Load Factor

- $1 \rightarrow (14 \times 0.07) + 14 = 15$ (Rounded up from .98) – One standee permitted

Policy:

The average of all loads during the peak operating period should not exceed the vehicles' maximum operating capacity. The maximum operating capacity for the 15-passenger fixed route vehicle with 12 ambulatory seats and 1 wheelchair seat plus the driver is 15 passengers. This is associated with a maximum load factor of 1.

Headway

Reno County Public Transportation Department Policy:

The maximum headway for any fixed route in the Reno County Public Transportation Department transit system is 60 minutes. 60-minute headways allow for the most efficient operation of our current fixed route system.

Service operates cross town routes every 60 minutes from morning until evening. On weekdays 60-minute service should begin by 7:00 a.m. and continue until 6:00 p.m. ** As of July 1, 2022, temporary operating hours are 8:00 a.m. – 5:00 p.m. 60-minute headway is not affected.*

POLICY HEADWAYS AND PERIODS OF OPERATION

| WEEKDAY | Peak | Base | Evening |
|----------------|-------------|-------------|----------------|
| Cross-Town | 60 min | 60 min | 60 min |

On-Time Performance

Reno County Public Transportation Department Policy:

95% of all fixed route transit vehicles will complete their established runs no more than 5 minutes early or late in comparison to the established time schedule.

Service Availability

Reno County Public Transportation Department Policy:

Reno County Area Transportation will distribute transit service so that 35% of the population in Hutchinson and South Hutchinson are within ¼ mile of a wave and ride fixed route.

Vehicle Assignment

Reno County Public Transportation Department Policy:

Fixed route transit vehicles will be assigned in a manner that equalizes the use of each bus on every route. Vehicles are rotated based on the mileage of the route and the mileage of the vehicle such that no one vehicle will continually operate more miles than another within a reasonable variation.

Transit Amenities

Reno County Public Transportation Department Policy:

Installation of transit amenities are based on the number of passengers boardings along a route. The location with the highest number of boardings will be the first with added amenities.



AGENDA ITEM

AGENDA ITEM #6.C

AGENDA DATE: August 23, 2022

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Declare Public Works' 2012 Dodge Ram 2500 4WD pickup, VIN#3C6TD5HT9CG174587, with approximately 163,111 miles on it as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once pickup is sold.

SUMMARY & BACKGROUND OF TOPIC:

Declare Public Works' 2012 Dodge Ram 2500 4WD pickup, VIN#3C6TD5HT9CG174587, with approximately 163,111 miles on it as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once pickup is sold. This pickup was replaced due to Public Works Equipment Plan with a 2022 3/4T Dodge Ram 2500 purchased from Allen Samuels, Hutchinson, KS on June 13, 2022.

ALL OPTIONS:

1. Approve the 2012 Dodge Ram 2500 4WD, VIN#3C6TD5HT9CG174587, as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once the pickup is sold.
2. Deny item to be auctioned on PurpleWave and deny authorizing County Administrator Randy Partington to be able to sign the title once the pickup is sold.

RECOMMENDATION / REQUEST:

Approve the 2012 Dodge Ram 2500 4WD pickup, VIN#3C6TD5HT9CG174587, as surplus to be auctioned on PurpleWave and to authorize County Administrator Randy Partington to sign the title once the pickup is sold.

POLICY / FISCAL IMPACT:

This pickup was replaced due to Public Works Equipment Plan.



AGENDA ITEM

AGENDA ITEM #6.D

AGENDA DATE: August 23, 2022

PRESENTED BY: Don Brittain, Public Works Department

AGENDA TOPIC:

Declare Public Works' 2009 Chevy Silverado 2WD Extended Cab pickup, VIN#1GCHC49K39E135091, with approximately 166,833 miles on it as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once the pickup is sold.

SUMMARY & BACKGROUND OF TOPIC:

Declare Public Works' 2009 Chevy Silverado 2WD Extended Cab pickup, VIN#1GCHC49K39E135091, with approximately 166,833 miles on it as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once the pickup is sold. This pickup was replaced due to Public Works Equipment Plan with a 2022 1.25T Dodge Ram 4500 Tradesman 4x2 purchased from Allen Samuels, Hutchinson, KS on June 13, 2022.

ALL OPTIONS:

1. Approve the 2009 Chevy Silverado 2WD Extended Cab pickup, VIN#1GCHC49K39E135091, as surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once the pickup is sold.
2. Deny item to be auctioned on PurpleWave and deny authorizing County Administrator Randy Partington to be able to sign the title once the pickup is sold.

RECOMMENDATION / REQUEST:

Approve the 2009 Chevy Silverado 2WD Extended Cab pickup, VIN#1GCHC49K39E135091, surplus to be auctioned on PurpleWave and authorize County Administrator Randy Partington to sign the title once the pickup is sold.

POLICY / FISCAL IMPACT:

This pickup was replaced due to Public Works Equipment Plan.



AGENDA ITEM

AGENDA ITEM #6.E

AGENDA DATE: August 23, 2022

PRESENTED BY: Don Brittain

AGENDA TOPIC:

Contract between Reno County and King Construction Company, Inc. for the construction of a new bridge over the Cow Creek at the entrance of Willowbrook for the sum of \$1,532,003.34.

SUMMARY & BACKGROUND OF TOPIC:

This Contract will replace the existing bridge, Wilson Rd 25.90, which is a 232-foot long, five-span reinforced concrete haunched slab (RCSH) bridge with no skew, which is in a state of disrepair. The new bridge will be a four-span, 226.5-foot long reinforced concrete haunched slab (RCSH) bridge that will meet current design standards. The purpose of this project is to update aging ridge infrastructure while considering access and transportation patterns to and from the City of Willowbrook. The need for bridge improvements is driven by aging infrastructure (slab deterioration). Willowbrook Drive is an asphalt surfaced road that serves as the only means of access to the City of Willowbrook, connecting to Wilson Road to the West. The bridge is over Cow Creek located on the West edge of Willowbrook.

ALL OPTIONS:

1. Approve and Sign the Contract.
2. Send back to Staff for revision.
3. Deny the Contract between Reno County and King Construction Company, Inc.

RECOMMENDATION / REQUEST:

Approve and sign the Contract between Reno County and King Construction Company, Inc.

This item has been reviewed and approved by County Administrator Randy Partington and County Counselor Patrick Hoffman

POLICY / FISCAL IMPACT:

The \$1,532,003.34 for this Contract is to come from the Special Bridge Fund (006).

CONTRACT

THIS AGREEMENT, made and entered into this 23rd day of, August 2022, by and between the Board of County Commissioners of Reno County, Kansas First Party, hereinafter referred to as the "Owner", and King Construction Company, Inc. Second Party, hereinafter referred to as the "Contractor".

WITNESSETH:

ARTICLE 1. It is mutually agreed, that for and in consideration of the sum of \$1,532,003.34 to the Contractor by the Owner. The Contractor shall furnish all labor, equipment, accessories, and material (except material salvaged or otherwise furnished as specified) and shall perform all work necessary to construct and complete the Willowbrook Bridge over Cow Creek, Project 2022-11 in a good, substantial, and workmanlike manner, ready to use, and in strict accordance with plans and specifications as approved and on file with the Director of Owner.

ARTICLE 2. It is further agreed, that in consideration of the faithful performance of the work by the Contractor, the Owner shall pay the Contractor the sum or sums due him by reason of said faithful performance to the work, at stated intervals and in the amounts certified by the Director of Owner, in accordance with the provisions of the General Specifications, and as set forth in the Proposal as accepted by Owner.

ARTICLE 3. It is hereby further agreed that, at the completion of the work and its acceptance by the Owner, all sums due the Contractor by reason of his faithful completion of the work, taking into consideration additions to or deductions from the Contract price by reason of alterations or modifications of the original Contract or by reason of "Extra Work" as authorized under the Contract in accordance with the provisions of the General Specifications, will be paid the Contractor by the Owner within thirty (30) days after said completion and acceptance.

ARTICLE 4. It is hereby further agreed that the words "he" or "him" wherever used herein as referring to the Contractor shall be deemed to refer to said Contractor, whether a corporation, partnership, or individual, and this Contract and all covenants and agreements thereof shall be binding upon and for the benefit of the heirs, executors, administrators, successors, and assigns of said Contractor.

ARTICLE 5. It is hereby further agreed that any reference herein to the "Contract" shall include all contract documents as specifically set out in the Information for Bidders and General Specifications and are hereby made a part of this agreement as fully as if set out at length herein.

ARTICLE 6. Owner shall have the right of five (5) days written notice if necessary to require Contractor to suspend the work or any part thereof. Contractor will, however, in such event be entitled to receive full payment for all equipment rental, material delivered, and supervision proportionate to the amount of work completed by him under the Contract, at the prices herein named. Determination of the amount due Contractor in this event will be in the same manner except as to amount, as if the work had been completed. Such final payment shall not include any allowance to Contractor for any anticipated profits that might have accrued from the completion of said work, and Contractor agrees that he will assert no claim for damages against Owner on account thereof.

At any time after Contractor has suspended operations, either in whole or in part, Contractor will resume operations as requested by Owner, and upon receipt of written notice from Owner that Owner desires operations resumed, Contractor shall within ten (10) days resume work upon the Contract and diligently carry on the same.

ARTICLE 7. Contractor assumes all risks of delays occasioned by injunction, lawsuits, or restraining orders and it is distinctly understood that Owner shall be in no manner held responsible for damages or otherwise for delays or suspension of work occasioned by injunction, lawsuits, or restraining orders caused by the default or neglect of Contractor.

ARTICLE 8. Contractor further agrees to hold Owner free and harmless from all loss or damage caused by the neglect of duty or malfeasance of Contractor or their agents or employees in the performance of this Contract.

[THIS AREA OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the First Party and the Second Party, respectively, have caused this agreement to be duly executed the day and year first herein written, in triplicate, all copies of which to all intents and purposes shall be considered as the original.

OWNER, First Party

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS



Public Works Director

Chairman, Reno County Commission

Reno County Commissioner

Reno County Commissioner

ATTEST:

Reno County Clerk

SEAL:

CONTRACTOR, Second Party

Title

ATTEST:

Corporate Seal:

**Willowbrook Bridge over the Cow Creek
PROJECT NO. 2021-11
BID OPENING – Monday, August 15th at 10:00am**

| | | | |
|--|--|--|---|
| A.M. Cohron & Son Inc. 62180 Great River Rd Atlantic, IA 50022 | APAC-Kansas, Inc. Shears Division 819 W, 1 st Hutchinson, KS 67501 | Bridges Inc. 911 SW 14 th Street Newton, KS 67114 | King Construction Co. 301 N. Lancaster Ave. PO Box 849 Hesston, KS 67062 |
| \$ 1,661,740.64 Total Bid | \$ NO BID SUBMITTED | \$ 1,558,423.59 | \$ 1,532,003.34 APPARENT LOW BID |

| | | | |
|-----------|--|---|---|
| | L&M Contractors, Inc. 1405 K-96 Hwy Great Bend, KS 67530 | Mies Construction 1919 Southwest Blvd Wichita, KS 67213 | Reece Construction Co., Inc 1240 W North St. Salina, KS 67401 |
| Total Bid | \$ 1,587,454.09 | \$ NO BID SUBMITTED | \$ NO BID SUBMITTED |

| | | | |
|-----------|----|----|----|
| | | | |
| Total Bid | \$ | \$ | \$ |



AGENDA ITEM

AGENDA ITEM #7.A

AGENDA DATE: August 23, 2022

PRESENTED BY: Deputy Clerk Jenna Fager

AGENDA TOPIC:

Set a canvass date and time for the September 6th, 2022 USD 311 School Bond Special Election

SUMMARY & BACKGROUND OF TOPIC:

N/A

ALL OPTIONS:

Approve

Make changes

Deny

RECOMMENDATION / REQUEST:

We recommend a canvass date of September 13th, 2022 at 8:00 a.m. before the regular Commission meeting.

POLICY / FISCAL IMPACT:

N/A



AGENDA ITEM

AGENDA ITEM #7.B

AGENDA DATE: August 23, 2022

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Consent Agreement and Final Order between the Kansas Department of Health and Environment and the Supplier of Water the Reno County Rural Water District No. 101.

SUMMARY & BACKGROUND OF TOPIC:

This is a Consent Agreement and Final Order between the Kansas Department of Health and Environment and the Supplier of Water the Reno County Rural Water District No. 101. The Reno County Rural Water District 101 operates a Public Water Supply System in Reno County, which is subject to Kansas public water supply permit. The Supplier of Water operates a community Public Water Supply System located in Reno County. The Public Water Supply System serves a population of 200 individuals and has 101 service connections. The Supplier of Water utilized groundwater from Well 01.

KDHE issued the following five (5) violations to the Supplier of Water for exceeding the Maximum Contamination Level (MCL) for nitrate:

- The annual sample for 2020, issued on 09/02/2020 for the sample dated 07/08/2020 and confirmed on 08/08/2020.
- The 4th Quarter of 2020, issued on 10/26/2020 for the sample dated 10/06/2020.
- The 2nd Quarter of 2021, issued on 05/07/2021 for the sample dated 04/06/2021.
- The 3rd Quarter of 2021, issued on 09/17/2021 for the sample dated 09/08/2021.
- The 4th Quarter of 2021, issued on 12/28/2021 for the sample dated 12/01/2021.
- The 2nd Quarter of 2022, issued on 06/15/2022 for the sample dated 06/06/2022.

ALL OPTIONS:

Sign the Consent Agreement and Final Order between the Kansas Department of Health and Environment and Reno County Rural Water District No. 101.

RECOMMENDATION / REQUEST:

Sign the Consent Agreement and Final Order between the Kansas Department of Health and Environment and the Supplier of Water the Reno County Rural Water District No. 101.

This item has been reviewed and approved by County Administrator Randy Partington and County Counselor Patrick Hoffman

POLICY / FISCAL IMPACT:

N/A

**STATE OF KANSAS
DEPARTMENT OF HEALTH AND ENVIRONMENT**

IN THE MATTER OF:

Case No. 22-E-007 BOW

Reno County Rural Water District No. 101
600 Scott Blvd
South Hutchinson, KS 67505

Federal Water Supply ID No. KS2015518

CONSENT AGREEMENT AND FINAL ORDER

The Parties hereto are the Kansas Department of Health and Environment (“KDHE”) and the Supplier of Water (“SOW”) the Reno County Rural Water District No. 101, (collectively, “the Parties”). The Reno County Rural Water District No. 101 operates a public water supply system (“PWS”) in Reno County, which is subject to Kansas public water supply permit.

The Parties recognize, and the Secretary of KDHE (“Secretary”) by entering into this Consent Agreement and Final Order (“Order”) finds that this Order has been negotiated by the Parties in good faith and avoids litigation between the Parties and this Order is fair, reasonable, and in the public interest.

The Secretary, having information that the SOW violated laws governing public water supply in Kansas, K.S.A. 65-163 *et seq.*, and regulations promulgated thereunder, deems it in the public interest to dispose of the matter by agreement of the Parties.

NOW, THEREFORE, before taking any testimony, without the adjudication or admission of any fact or law except as provided in the Jurisdiction section below, and with the consent of the Parties, this Order is entered into this ____ day of _____, 2022, (“Date of the Order”) by and between KDHE and the SOW. Upon the Secretary’s signature, it will become the Final Order in this case.

Upon execution of this Order by the Secretary, the SOW voluntarily and knowingly waives any and all rights conferred upon it by the Kansas Administrative Procedure Act (“KAPA”), K.S.A. 77-501 *et seq.*, and voluntarily and knowingly waives the right to an appeal and review of this Order and matters leading up to the execution of this Order under the Kansas Judicial Review Act, K.S.A. 77-601 *et seq.* KAPA authorizes KDHE to enter into an informal settlement of this matter without the necessity of proceeding to a formal hearing, K.S.A. 77-505.

By signing this voluntary Order, the SOW accepts the terms and conditions contained herein.

JURISDICTION

1. KDHE is a duly authorized agency of the State of Kansas created by an act of the legislature. K.S.A. 75-5601 *et seq.*
2. The Secretary has general jurisdiction over matters involving the public health and safety of the people of Kansas pursuant to K.S.A. 65-101 *et seq.* and general jurisdiction of matters involving public water supply systems pursuant to K.S.A. 65-163 *et seq.*
3. The SOW is a Kansas rural water district (RWD) with authority to operate and maintain a water supply system and is subject to K.S.A. 65-163 *et seq.*
4. The Secretary has authority and jurisdiction to issue and enforce this Order. In any action by KDHE to enforce the terms of this Order, the SOW agrees not to contest the authority or jurisdiction of the Secretary to issue this Order. The terms of this Order shall be construed in accordance with the laws of the State of Kansas.

STATEMENT OF PURPOSE

5. By entering into this Order it is the mutual objective of the Parties (1) to resolve all claims against the SOW for all identified violations of Kansas public water supply laws and regulations adopted thereunder, addressed in this Order; and (2) to assess any appropriate penalty for these violations cited in the Order.

PARTIES BOUND

6. This Order shall apply to and be binding upon the Parties, their agents, successors, and assigns upon all persons, contractors, and consultants acting under or for either KDHE, the SOW, or both.
7. The Parties agree to undertake all actions required of them by the terms and conditions of this Order.
8. Notwithstanding the terms of any contract, the SOW is responsible for compliance with this Order and for ensuring that its contractors and agents comply with this Order.
9. The Parties agree that the Secretary has jurisdiction to enter into this Order and further agree to venue in the 3rd Judicial District, Shawnee County, Kansas, for any action to enforce this Order.
10. The SOW and the Secretary specifically and expressly agree and acknowledge that this Order is entered into freely and voluntarily and for the purposes of settling and resolving all identified claims and allegations, and for the purpose of avoiding the additional costs, efforts and delay associated with administrative proceedings, and to affect a conclusion of these matters in the most expedient manner. The SOW has had an opportunity to read and review this Order and fully understands the terms and conditions contained herein.

LIABILITY

11. Nothing in this Order shall be construed as an admission of any fact or an acknowledgment of any liability by any party. Nothing herein shall be legally binding or have any effect on the position of the Parties on any matter that may be included in any other agreements negotiated between them. Neither the State of Kansas, nor any agency thereof shall be held out as a party of any contract entered into by the SOW in carrying out activities pursuant to this Order.
12. The SOW neither admits nor denies the Findings of Fact and Conclusions of Law of the Secretary but agrees to the following terms and conditions for the purposes of resolving the claims and agrees to the authority of the Secretary to enter this Order and to enforce the terms and conditions herein.

FINDINGS OF FACT

13. The SOW operates a community PWS located in Reno County. The PWS serves a population of 200 individuals and has ~~87~~ ¹⁰¹ service connections.
14. The SOW utilizes groundwater from Well 01, Site ID 00034362 as the source of water for the PWS. The point of entry into the distribution system is identified as TP001, Site ID 00130833.
15. KDHE issued the following five (5) violations to the SOW for exceeding the Maximum Contamination Level (MCL) for nitrate:
 - The annual sample for 2020, issued on 09/02/2020 for the sample dated 07/08/2020 and confirmed on 08/18/2020.
 - The 4th Quarter of 2020, issued on 10/26/2020 for the sample dated 10/06/2020.
 - The 2nd Quarter of 2021, issued on 05/07/2021 for the sample dated 04/06/2021.
 - The 3rd Quarter of 2021, issued on 09/17/2021 for the sample dated 09/08/2021.
 - The 4th Quarter of 2021, issued on 12/28/2021 for the sample dated 12/01/2021.
 - The 2nd Quarter of 2022, issued on 6/15/2022 for the sample dated 6/6/2022.
16. The SOW has engaged the services of Schwab Eaton, a professional engineering firm licensed in the State of Kansas, to assist the SOW in fulfilling the terms of this Order.

CONCLUSIONS OF LAW

17. The SOW is a person within the meaning of K.S.A. 65-162a(a) and a supplier of water within the meaning of K.S.A. 65-162a(d).
18. The PWS is a public water supply system within the meaning of K.S.A. 65-162a(b).

19. The Secretary is authorized to issue orders for compliance with public water supply statutes and regulations, as set forth in K.S.A. 65-163.
20. The Secretary is authorized to adopt rules and regulations establishing drinking water MCL standards and requiring retention and submission of records, as set forth in K.S.A. 65-171m.
21. The MCL for nitrate identified in 40 CFR 141.62, adopted by reference by K.A.R. 28-15a-62, is 10 mg/L. The results of drinking water analysis summarized in Table 1 indicate the PWS's nitrate levels were at or exceeded the MCL of 10 mg/L resulting in violations of K.A.R. 28-15a-62.
22. Pursuant to K.S.A. 65-171r, it is prohibited for a SOW to fail to comply with a primary drinking water standard established under K.S.A. 65-171m.
23. Pursuant to K.S.A. 65-171s, the Secretary is authorized to impose civil penalties of up to \$5,000 per violation per day for violations of any provisions of K.S.A. 65-171r.

ORDER

24. Based on the above Findings of Fact and Conclusions of Law, the Secretary finds that the SOW is in violation of K.S.A. 65-171r.
25. KDHE and the SOW hereby agree to final resolution of all violations referenced above.
26. Failure or refusal to comply with this Order, or any portion thereof, shall subject the SOW to the imposition of civil penalties and civil action to enforce the terms of the Order. The SOW reserves the right to contest such penalties and civil action.

COMPLIANCE ACTIVITIES

27. Based upon the above-referenced Findings of Fact and Conclusions of Law and pursuant to the authority granted under K.S.A. 65-163, the Secretary hereby orders and the SOW consents to complete the following Compliance Activities and comply with the applicable statutes and regulations.
28. The SOW shall monitor nitrate concentrations in the system at least once every three months (quarterly). The SOW shall increase or decrease the sampling frequency if instructed to do so in writing by KDHE. The SOW may use the KDHE laboratory or a private KDHE-certified laboratory for analysis. If a private laboratory is used, results for the previous calendar quarter shall be submitted to KDHE, Bureau of Water by the 10th day of January, April, July and October.
29. When the results of monitoring indicate the nitrate levels exceed the established MCLs, and/or the treatment requirements are not met, the SOW shall take the following actions:

- A. Distribute notice of the violation(s) to the public as required by K.A.R. 28-15a-201. Copies of the notice shall be furnished to all customers; area health care providers including medical doctors, clinics and hospitals; the county health department; and the KDHE. Notice of the violation(s) shall also be included in the annual Consumer Confidence Report (CCR) as required by K.A.R. 28-15a-151.
 - B. Provide free of charge, an alternate source of drinking water for all infants less than six months of age, pregnant women, and other at-risk customers as identified by a health care provider. The drinking water provided must meet the requirements of K.A.R. 28-15a-101. If bottled water is chosen to meet this requirement, the SOW shall obtain a certification from the bottled water supplier that the bottled water meets Safe Drinking Water Act regulations and the appropriate requirements of the Food and Drug Administration.
30. In order to rectify the violations referenced in this Order, the SOW shall comply with the following compliance schedule:
- A. Within sixty (60) days of the effective date of this Order, the SOW shall engage the services of a professional engineer licensed in the State of Kansas to assist the SOW in fulfilling the terms of this Order. If the SOW has already engaged the services of a professional engineer licensed in the State of Kansas on the effective date of this Order, then this provision shall be considered complete and the SOW shall proceed with Paragraph 30.B.
 - B. Within thirty (30) days of the completion of Section 30.A, the SOW shall consult with KDHE in regard to deliverables required pursuant to this Order. To schedule this consult please contact:

Amelia Springer
(785) 296-5523
Amelia.Springer@ks.gov
 - C. Within sixty (60) days of the completion of Section 30.B, the SOW shall submit to KDHE for review and approval documentation for the waste stream summary review and disposal method consensus process.
 - D. Within ninety (90) days of KDHE approval of Section 30.C, the SOW shall submit to KDHE an engineering report for review and approval. The engineering report shall include KDHE approved consensus outcome of the waste stream review summary and disposal method consensus process.
 - E. Within ninety (90) days of KDHE approval of Section 30.D, the SOW shall submit to KDHE a funding plan that includes implementation dates.

- F. Within one hundred and twenty (120) days of completion of Section 30.E, the SOW shall submit to KDHE project plans, specifications, public water supply permit application, and other information as may be requested for review and approval.
 - G. Within thirty (30) days of KDHE approval of Section 30.F, the SOW shall advertise for bids to complete improvements to the water system treatment facilities.
 - H. Within one hundred and twenty (120) days of completion of Section 30.G, the SOW shall accept and award the contract for improvements to the water system.
 - I. Within one (1) year of completion of Section 30.H, upgrades and improvements of water system shall be substantially completed.
 - J. The PWS shall produce and provide water that will achieve compliance with the nitrate MCL established for public drinking water no later than September 1, 2025.
31. The SOW shall submit semi-annual status reports to KDHE by January 1st and July 1st of every year while the PWS is in non-compliance with nitrate MCLs. The status reports shall summarize the PWS progress toward achieving compliance and shall include but not be limited to:
- a. Progress on any projects or improvements being made to the water system;
 - b. Efforts made to comply with this Order; and
 - c. Any changes to the deadline for which the SOW anticipates to achieve full compliance.
32. All documentation required pursuant to this Order shall reference the case number (Case No. 22-E-007 BOW) and be mailed to:

Kansas Department of Health and Environment
Public Water Supply Section
1000 SW Jackson, Suite 420
Topeka, KS 66612-1367

TERMS OF SETTLEMENT

33. The Secretary has agreed to take no further action, administrative or civil, against the SOW based on the violations cited herein, however, reserving the right to consider the foregoing violations in assessing any future penalties, in return for strict compliance with all terms herein, including the following conditions.
34. All actions required to be undertaken pursuant to this Order shall be undertaken in accordance with the requirements of all applicable local, state and federal laws and regulations.

35. This Order shall apply to and be binding upon KDHE and the SOW, its agents, successors and assigns. No change in the ownership or legal status of the SOW or PWS shall alter the SOW's responsibilities under this Order.
36. The SOW shall provide a copy of this Order to any subsequent owners or successors before ownership rights are transferred. The SOW shall provide a copy of this Order to all contractors, sub-contractors and consultants who are retained to conduct any work performed under this Order, within fourteen (14) days after the effective date of this Order or the date of retaining their services. Notwithstanding the terms of any contract, the SOW is responsible for compliance with, and for ensuring that its contractors and agents comply with this Order.
37. The activities conducted under this Order are subject to approval by KDHE, and the SOW shall provide all necessary information consistent with this Order requested by KDHE.
38. The SOW agrees to meet every term and condition of this Order. Failure to meet the terms of the Compliance Schedule or any term or condition of, or scheduled date of performance in this Order or any report, work plan or other writing prepared pursuant to and incorporated into this Order, shall constitute a violation of this Order and may subject the SOW to further enforcement action including, but not limited to, the assessment of civil penalties not to exceed \$5,000 per day for each day in which such violation occurs or failure to comply continues. KDHE reserves the right to unilaterally withdraw this Order for substantial non-compliance.
39. This Order shall be terminated upon the SOW's receipt of written notice from KDHE that the SOW has demonstrated the terms of this Order to have been satisfactorily completed, including any additional tasks KDHE has deemed necessary.
40. The SOW shall perform the requirements under this Order within the time limits set forth herein unless the performance is prevented or delayed solely by events which constitute a force majeure.
 - A. For purposes of this Order a force majeure is defined as any event beyond the control of the SOW which could not be overcome by due diligence and which delays or prevents performance by a date required by this Order. Such events do not include increased costs of performance or changed economic circumstances. Any delay caused in whole or in part by action or inaction by federal or state authorities shall be considered a force majeure and shall not be deemed a violation of any obligations required by this Order.
 - B. The SOW shall have the burden of proving all claims of force majeure. Failure to comply by reason of force majeure shall not be construed as a violation of this Order.
 - C. The SOW shall notify KDHE in writing within seven (7) days after becoming aware of an event which the SOW knew, or should have known, constituted force majeure. Such notice shall estimate the anticipated length of delay, its cause, measures to be taken to minimize the delay, and an estimated timetable for implementation of these measures.

Failure to comply with the notice provision of this section shall constitute a waiver of the SOW's right to assert a force majeure claim and shall be grounds for KDHE to deny the SOW an extension of time for performance.

- D. Within seven (7) days of the receipt of written notice from the SOW of a force majeure event, KDHE shall notify the SOW of the extent to which modifications to this Order are necessary. In the event KDHE and the SOW cannot agree that a force majeure event has occurred, or if there is no agreement on the length of the extension, the dispute shall be resolved by the Director of the Division of Environment, KDHE, under the Dispute Resolution Procedure provided herein.
 - E. Any modifications to any provision of this Order shall not alter the Compliance Schedule or completion of other tasks required by this Order unless specifically agreed to by the Parties in writing and incorporated into this Order.
41. This Order may be amended by agreement of KDHE and the SOW. Such amendments shall be in writing, shall have as their effective date the date on which they are signed by both Parties, and shall be incorporated into this Order.
42. Dispute Resolution Procedure:
- A. The Parties recognize that a dispute may arise between them regarding implementation of the action to be taken as herein set forth or other terms or provisions of this Order. If such dispute arises, the Parties will endeavor to settle it by informal negotiations between themselves. If the Parties cannot resolve the issue informally within a reasonable period of time, either of the Parties may notify the other in writing stating specifically:
 - 1. that informal negotiations have failed,
 - 2. that formal dispute resolution under this paragraph has commenced, and
 - 3. the position with regard to the dispute and the reason therefore.
 - B. A party receiving such a notice of dispute will respond in writing within ten (10) working days stating its position. The Parties shall have an additional ten (10) working day period to prepare written arguments and evidence for submission to the other party. Any settlement shall be reduced to writing, signed by representatives of each party and incorporated into this Order. If the Parties are unable to reach an agreement following this procedure, the matter shall be referred to the Director of the Division of Environment, KDHE, who shall decide the matter and provide a written statement of their decision which shall be incorporated into this Order.
 - C. This dispute resolution procedure shall not preclude any party from having direct recourse to court if otherwise available by applicable law.

43. The requirements of this Order represent the best professional judgment of KDHE at this time based on the available information. If circumstances change significantly so that data indicates an immediate threat of danger to the public health or safety, or the environment, or a significantly different threat other than the alleged deficiencies addressed herein, then KDHE reserves the right to modify dates or requirements herein as is deemed reasonably necessary and the SOW reserves the right to appeal any such modifications or additional requirements.
44. Nothing contained in this Order shall affect any right, claim, interest, defense or cause of action of any party hereto with respect to any person or entity not a party to this Order. This Order does not constitute a waiver, suspension or modification of the requirements of applicable statutes or regulations which remain in full force and effect.
45. The Parties hereto have affixed their signatures on the dates inserted below to acknowledge their agreement to this Order. The signatories to this Order certify that they are authorized to execute and legally bind the Parties they represent to this Order.
46. This Order shall become effective when signed by the Secretary of KDHE.

IT IS SO ORDERED.



Don Brittain
Public Works Director
Reno County Rural Water District No. 101

Daniel Friesen
Chairperson, Board of County Commissioners
Reno County Rural Water District No. 101

8-23-2022
Date

Date

Janet Stanek
Secretary
Kansas Department of Health and
Environment

Date

CERTIFICATE OF MAILING

The undersigned hereby certifies that on the _____ day of _____ 2022, a true and correct copy of the above and foregoing Consent Agreement and Final Order was placed in the U.S. Mail, postage prepaid, first class and addressed to:

Don Brittain, Public Works Director
Reno County Rural Water District No. 101
600 Scott Blvd
South Hutchison, KS 67505

KDHE Staff



AGENDA ITEM #7.C

RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2926
Fax: (620) 694-2928

August 23, 2022

To the Reno County Board of Commissioners:

The county has received a request for a fence viewing. Per statute, the Board of Commissioners serve as the fence viewers, and you may delegate one commissioner to personally view the fence or fence line and report back to the entire commission for action. Enclosed please find the request itself and a draft notice to be sent to the adjacent landowner.

Unless you choose to table this item, please determine which commissioner or commissioners, or your delegates (as allowed by statute) shall do the actual viewing and report back, and also select a date in a few weeks for the viewing to take place. I will then send the notice out and make any additional arrangements.

Kindest regards,

Patrick G. Hoffman #23287
Reno County Counselor
206 West First Avenue
Hutchinson, KS 67501
Patrick.hoffman@renogov.org
(620) 694-2926

NOTICE OF FENCE VIEWING
(K.S.A. 29-304)

PLEASE take note that the Board of County Commissioners of Reno County, Kansas, acting as fence viewers, at the request of Lauren Sill and Wayne Sill, will proceed to the location of a partition fence common to a certain tract in the Northeast Quarter of Section Two (2), Township Twenty-three (23) South, Range Five (5) West of the 6th P.M., Reno County, Kansas, on _____, **2022 at __:00 a.m.** to review said partition fence and to assign to the respective owners of said adjoining quarter sections, in writing, his, her or their share or part of said partition fence to be by him, her or them kept up and maintained in good repair, all pursuant to K.S.A. 29-304. Copies of Lauren Sill and Wayne Sill's request and of K.S.A. 29-304 are enclosed with this Notice.

Patrick G. Hoffman, County Counselor

CERTIFICATE OF SERVICE

The undersigned hereby certifies that he mailed a copy of the above and foregoing Notice of Fence Viewing by depositing a copy of the same in the United States mail, postage prepaid and properly addressed, on the ___ day of _____, 2022, to:

Christopher Schroeder
2509 N. Mayfield Road
Hutchinson, KS 67502

Nicole Schroeder
2509 N. Mayfield Road
Hutchinson, KS 67502

Patrick G. Hoffman, County Counselor

Reno County Commissioners
206 W. 1st Ave.
Hutchinson, KS 67501

August 1, 2022

Dear Commissioners,

We are writing to request utilization of the County Commission Fence Viewers provision in Kansas statute to aid in resolution of boundary issues with adjacent neighbors Christopher and Nicole Schroeder, 2509 N. Mayfield Road.

We purchased our property in 2017. Surveyed property lines and old existing fences (pre-dating 1985) did not align, and we have been working to make corrections. In late 2017/early 2018, we exchanged Quit Claim deeds with Gerald and Connie Albright, previous owners of the Schroeder property, to correct two boundary lines and address their driveway being on our property. Attached is a marked-up survey that aids visualization of the initial problem and the quit claims deeds with their accompanying surveys. The new boundaries marked in yellow and orange on the surveys are the ones in question.

Being a newly established boundary, the north-south line has never had a fence. We began removing small cedars, hardwoods, and brush in March, 2022 for the purposes of fire mitigation, fence installation, and as part of our overall habitat restoration program in cooperation with KDWP. The area was moderately to heavily infested and it was difficult to stretch a straight line between the marked survey posts. We did our best to stay within 3' of the boundary and, to the best of our knowledge, only cut 2 trees outside of that space. One was simply misjudged in its relationship to the property line and the other had to be felled for safety reasons when one of ours accidentally fell into it, became entangled, and could not be removed. We left the Schroeders a stack of clean logs to more than compensate for the two trees.

The Schroeders have accused us trying to move property boundaries, damage their land, steal wood, and lie about the documentation which we shared with them regarding the surveys and deeds in question. In a brief conversation with Mr. Schroeder in April, 2022, he stated that he did not want or need a fence as his wife's horses, if at this property, would be kept in a corral at the house. Most recently, they are accusing us of ongoing trespass and leaving debris on their property that caused damage to their mower.

Up to this point in time, we have not asked the Schroeders, or any of our neighbors, to contribute to the repair or replacement of the existing fencing for several reasons. 1) The fence is of significant importance to us so that we can increase pasture for our livestock and improve land management capabilities for wildlife habitat and fire mitigation. None of them share those needs or interests currently, except possibly Mr. Schroeder for his wife's horses. 2) Regarding the Schroeders specifically: After their accusations toward us back in March, we deemed the risk of angering them by asking them to pay their portion, was very real. We decided that the money wasn't worth the stress that would result. It was easier to just pay their 50% share than to ask for their participation. Up to this point in time and, in spite of the manner in which they have acted toward us, we had been willing to pay the entire cost even though the project provides a significant benefit to them and their property.

However, on July 21, 2022, we received a demand letter from the Schroeders for property damage to their mower, cutting their trees, debris clean-up, and asking for funds to repair the fence that we are in the process of removing and replacing. In light of this action, we feel it is necessary to request a fence viewing to aid in resolution of the boundary issues. We are requesting the fence viewers to assess whether or not we were successful in our efforts to stay within 3' of the property boundary when clearing the fence-line. And, since the Schroeders are now interested in a fence, we are requesting that they be required to pay 50% of all installation costs as well as to agree to equally shared responsibility for future maintenance.

We respectfully request the assistance of the Reno County Commissioners in resolving this dispute. Thank you for your consideration and assistance.

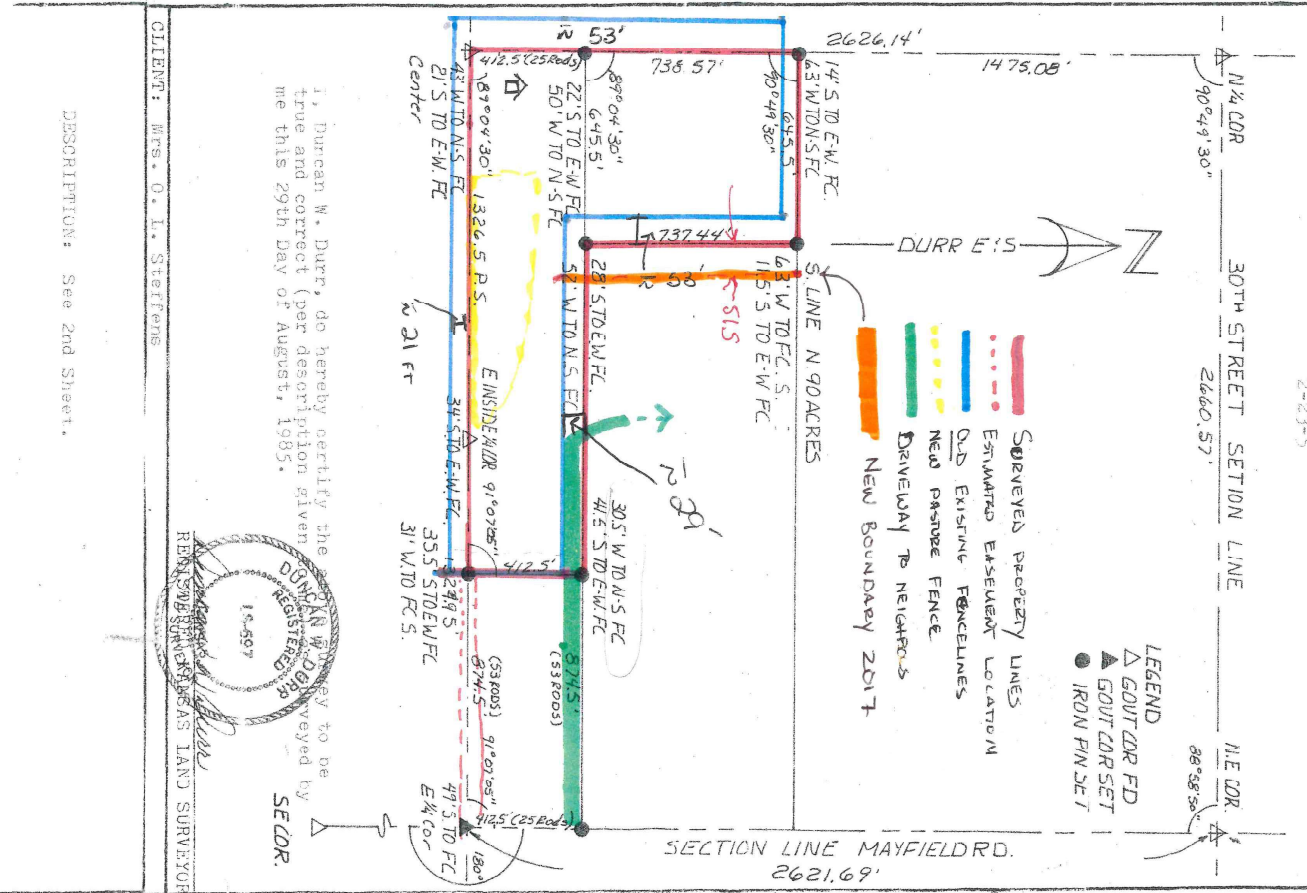
Respectfully,



Lauren and Wayne Sill



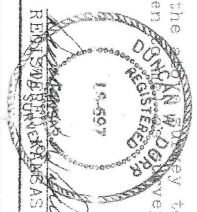
2319 N. Mayfield Rd.
Hutchinson, KS 67502
620-200-4337



- LEGEND**
- △ GOUT COR FD
 - ▲ GOUT COR SET
 - IRON PIN SET

- SURVEYED PROPERTY LINES
- ESTIMATED EASEMENT LOCATION
- OLD EXISTING FENCE LINES
- NEW PASTURE FENCE
- DRIVEWAY TO NEIGHBORS
- NEW BOUNDARY 2017

I, Durran W. Durr, do hereby certify the above to be true and correct (per description given me this 29th Day of August, 1985).



CLIENT: Mrs. O. I. Steffens

DESCRIPTION: See 2nd Sheet.

STATE: Ky. COUNTY: Reno DATE: Aug. 29, 85

DURR ENGINEERING, LLC

SURVEYING, PLANNING, & DEVELOPMENT
 525 HOWARD STREET
 HUTCHINSON, KS 67501
 PHONE: 620-663-9613

GRAPHIC SCALE

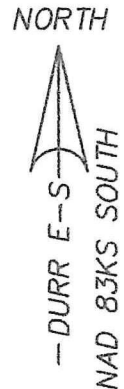
IN FEET



1" = 500'

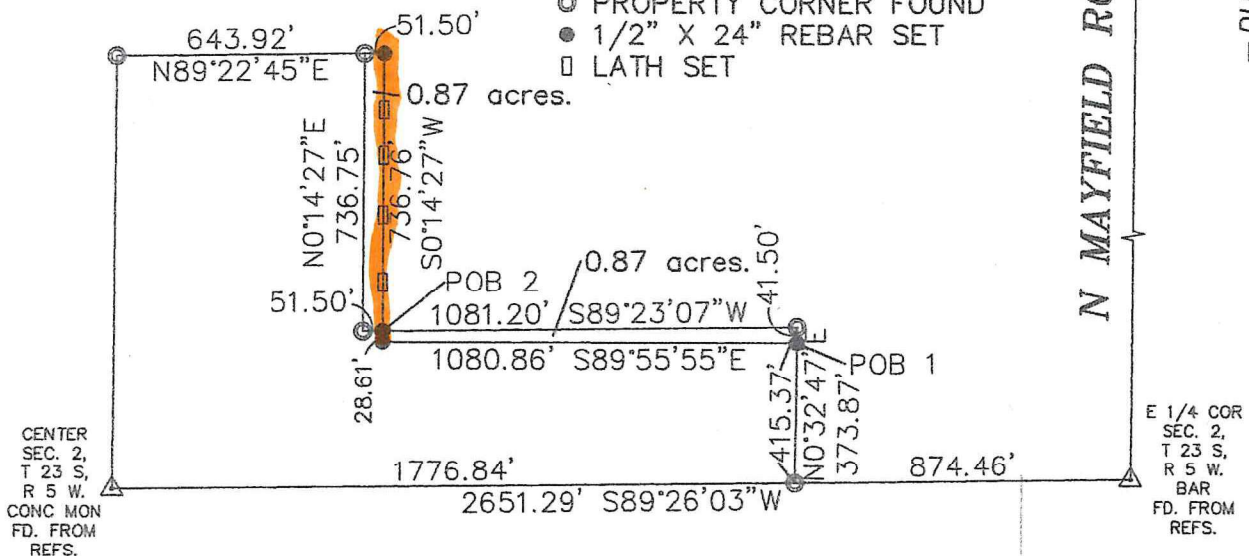
E 30TH AVENUE

NE COR
 SEC. 2,
 T 23 S,
 R 5 W.
 BAR
 FD. FROM
 REFS.



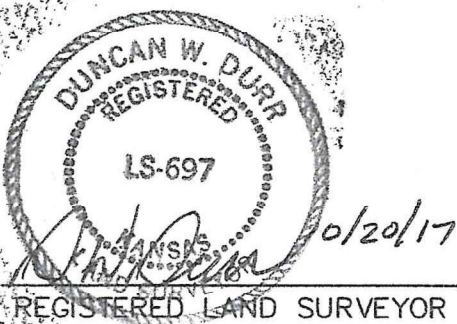
LEGEND

- △ SECTION CORNER FOUND
- PROPERTY CORNER FOUND
- 1/2" X 24" REBAR SET
- LATH SET



CENTER
 SEC. 2,
 T 23 S,
 R 5 W.
 CONC MON
 FD. FROM
 REFS.

E 1/4 COR
 SEC. 2,
 T 23 S,
 R 5 W.
 BAR
 FD. FROM
 REFS.



NOTES:

- 1) NO TITLE WORK PROVIDED TO SURVEYOR PRIOR TO SURVEY
- 2) SECTION CORNER TIES TO BE SENT TO COUNTY ENGINEER'S OFFICE AND KANSAS STATE HISTORICAL SOCIETY

I, DUNCAN W. DURR, DO HEREBY CERTIFY THE HEREON SURVEY TO BE A TRUE AND ACCURATE REPRESENTATION OF THE CONDITIONS FOUND ON THE DATE HEREON WRITTEN.

CLIENT: SILL DRAWN: DURR PROJECT: 17121 SHEET: 1 OF: 1

ALBRIGHT TO SILL

A TRACT IN THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 23 SOUTH, RANGE 5 WEST OF THE SIXTH PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE S89°26'03"W, A DISTANCE OF 874.46 FEET; THENCE N0°32'47"E, A DISTANCE OF 415.37 FEET; THENCE S89°23'07"W, A DISTANCE OF 1081.20 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89°23'07"W, A DISTANCE OF 51.50 FEET; THENCE N0°14'27"E, A DISTANCE OF 736.75 FEET; THENCE N89°22'45"E, A DISTANCE OF 51.50 FEET; THENCE S0°14'27"W, A DISTANCE OF 736.76 FEET TO THE POINT OF BEGINNING; TRACT CONTAINS 0.87 ACRES, SUBJECT TO ANY EASEMENTS OF RECORD; ALL IN RENO COUNTY, KANSAS.

STATE: KANSAS COUNTY: RENO SEC: 2 TWP: 23 S R: 5 W DATE: 10/19/2017

QUITCLAIM DEED

STATE OF KANSAS
RENO COUNTY

This instrument was filed for record on the
5 day of JAN A.D. 20 18
at 3:00 o'clock P M and duly
recorded in Book 661 on Page 179
Fee \$ 21.00 (1)

Michelle Updegrave
Registrar of Deeds

Owen Wayne Sill, Jr. and Lauren Anne Queal Sill, husband and wife,

QUITCLAIM TO

Jerold Albright and Connie Albright, husband and wife,

Entered in Transfer Record In My
Office the 5
Day of Jan 18

County Clerk

Donna Patton

the following described real estate located in Reno County, Kansas:

A tract in the Northeast Quarter of Section 2, Township 23 South, Range 5 West of the Sixth principal meridian, more particularly described as follows: Commencing at the Southeast corner of said Northeast Quarter; thence South 89*26'03" West, along half mile line, a distance of 874.46 feet; thence North 0*32'47" East, a distance of 373.87 feet to the point of beginning; thence continuing North 0*32'47" East, a distance of 41.50 feet; thence South 89*23'07" West, a distance of 1081.20 feet; thence South 0*14'27" West, a distance of 28.61 feet; thence South 89*55'55" East, a distance of 1080.86 feet to the point of beginning; tract contains 0.87 acres, subject to any easements of record

EXCEPT AND SUBJECT TO: Easements, restrictions and rights of way of record, if any.

FOR THE SUM OF: This transfer of title is by way of gift and without monetary consideration paid, and a Real Estate Sales Validation Questionnaire is waived by reason of Exception No. 4.

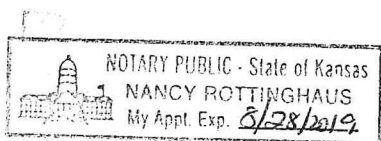
DATED:

Owen Wayne Sill, Jr.
Owen Wayne Sill, Jr.
Lauren Anne Queal Sill
Lauren Anne Queal Sill

STATE OF KANSAS, COUNTY OF RENO, ss:

BE IT REMEMBERED that on this 3rd day of January, 2018, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Owen Wayne Sill, Jr. and Lauren Anne Queal Sill, husband and wife, who are personally known to me to be the same persons who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, the day and year last above written.



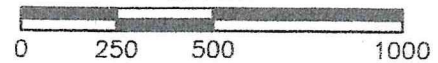
Nancy Rottinghaus
Notary Public

DURR ENGINEERING, LLC

SURVEYING, PLANNING, & DEVELOPMENT
 525 HOWARD STREET
 HUTCHINSON, KS 67501
 PHONE: 620-663-9613

GRAPHIC SCALE

IN FEET



1" = 500'

E 30TH AVENUE

NE COR
 SEC. 2,
 T 23 S,
 R 5 W.
 BAR
 FD. FROM
 REFS.

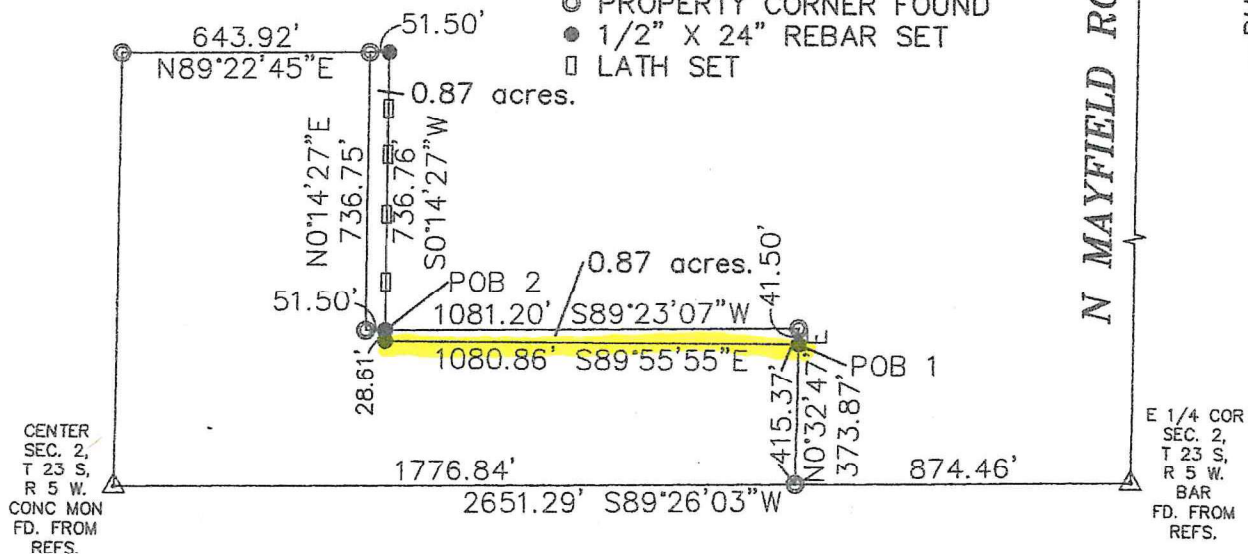
NORTH



— DURR E-S—
 NAD 83KS SOUTH

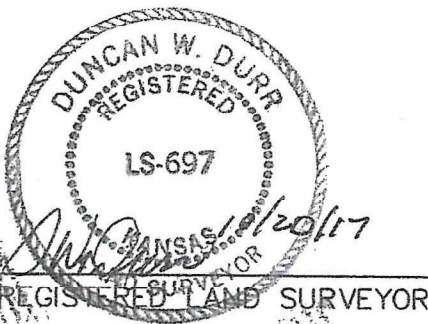
LEGEND

- △ SECTION CORNER FOUND
- PROPERTY CORNER FOUND
- 1/2" X 24" REBAR SET
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CENTER
 SEC. 2,
 T 23 S,
 R 5 W.
 CONC MON
 FD. FROM
 REFS.

E 1/4 COR
 SEC. 2,
 T 23 S,
 R 5 W.
 BAR
 FD. FROM
 REFS.



NOTES:

- 1) NO TITLE WORK PROVIDED TO SURVEYOR PRIOR TO SURVEY
- 2) SECTION CORNER TIES TO BE SENT TO COUNTY ENGINEER'S OFFICE AND KANSAS STATE HISTORICAL SOCIETY

I, DUNCAN W. DURR, DO HEREBY CERTIFY THE HEREON SURVEY TO BE A TRUE AND ACCURATE REPRESENTATION OF THE CONDITIONS FOUND ON THE DATE HEREON WRITTEN.

CLIENT: SILL

DRAWN: DURR

PROJECT: 17121

SHEET: 1 OF: 1

SILL TO ALBRIGHT

A TRACT IN THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 23 SOUTH, RANGE 5 WEST OF THE SIXTH PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE S89°26'03"W, ALONG HALF MILE LINE, A DISTANCE OF 874.46 FEET; THENCE N0°32'47"E, A DISTANCE OF 373.87 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N0°32'47"E, A DISTANCE OF 41.50 FEET; THENCE S89°23'07"W, A DISTANCE OF 1081.20 FEET; THENCE S0°14'27"W, A DISTANCE OF 28.61 FEET; THENCE S89°55'55"E, A DISTANCE OF 1080.86 FEET TO THE POINT OF BEGINNING; TRACT CONTAINS 0.87 ACRES, SUBJECT TO ANY EASEMENTS OF RECORD; ALL IN RENO COUNTY, KANSAS.

STATE: KANSAS

COUNTY: RENO

SEC: 2

TWP: 23 S

R: 5 W

DATE: 10/19/2017

QUITCLAIM DEED

Jerold Albright and Connie Albright, husband and wife,

QUITCLAIM TO

Owen Wayne Sill, Jr. and Lauren Anne Queal Sill, husband and wife,

the following described real estate located in Reno County, Kansas:

STATE OF KANSAS
RENO COUNTY
This instrument was filed for record on the
5 day of JAN A.D. 2018
at 3:00 o'clock P.M and duly
recorded in Book 661 on Page 178
Fee \$ 21.00 (1)
Michelle Updegrave
Registrar of Deeds

Entered in Transfer Record In My
Office the 5
Day of Jan 18
County Clerk
Donna Patton

✓ A tract in the Northeast Quarter of Section 2, Township 23 South, Range 5 West of the Sixth principal meridian, more particularly described as follows: Commencing at the Southeast corner of said Northeast Quarter; thence South 89°26'03" West, a distance of 874.46 feet; thence North 0°32'47" East, a distance of 415.37 feet; thence South 89°23'07" West, a distance of 1081.20 feet to the point of beginning; thence continuing South 89°23'07" West, a distance of 51.50 feet; thence North 0°14'27" East; a distance of 736.75 feet; thence North 89°22'45" East, a distance of 51.50 feet; thence South 0°14'27" West, a distance of 736.76 feet to the point of beginning; tract contains 0.87 acres, subject to any easements of record

EXCEPT AND SUBJECT TO: Easements, restrictions and rights of way of record, if any.

FOR THE SUM OF: This transfer of title is by way of gift and without monetary consideration paid, and a Real Estate Sales Validation Questionnaire is waived by reason of Exception No. 4.

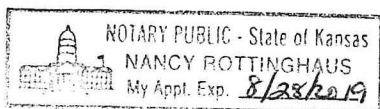
DATED:

Jerold Albright
Jerold Albright
Connie Albright
Connie Albright

STATE OF KANSAS, COUNTY OF RENO, ss:

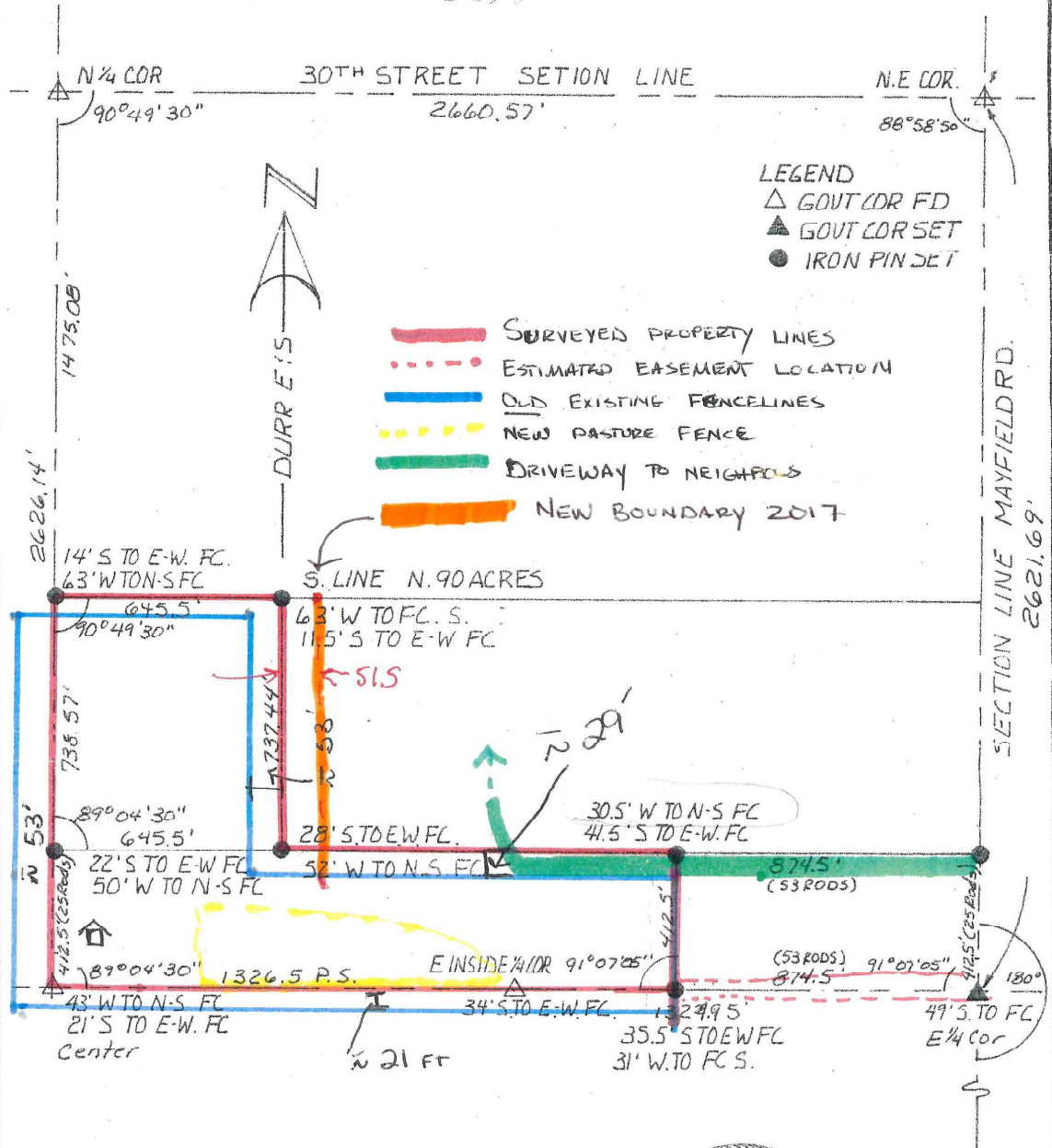
BE IT REMEMBERED that on this 3rd day of January, 2018, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Jerold Albright and Connie Albright, husband and wife, who are personally known to me to be the same persons who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal, the day and year last above written.

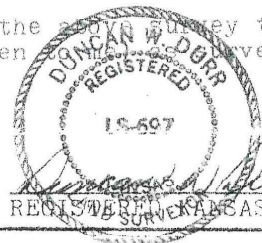


Nancy Rottinghaus
Notary Public

REPORT OF SURVEY
2-23-85



I, Duncan W. Durr, do hereby certify the above survey to be true and correct (per description given) surveyed by me this 29th Day of August, 1985.



SECOR.

CLIENT: Mrs. O. L. Steffens

DESCRIPTION: See 2nd Sheet.



AGENDA ITEM

AGENDA ITEM #7.D

AGENDA DATE: August 23, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Designate a voting delegate and alternate to the Kansas Workers Risk Cooperative for Counties (KWORCC) annual meeting to be held in conjunction with the Kansas Association of Counties (KAC) annual conference on October 17, 2022.

SUMMARY & BACKGROUND OF TOPIC:

KWORCC is a workers' compensation self-funded pool providing services designed specifically for Kansas counties; of which Reno County is a member. KWORCC holds an annual meeting each year and asks for each participating county to name a voting delegate and alternate to represent their county at the meeting. The delegate and alternate must be elected officials from Reno County. Submission deadline of the voting delegate and alternate is September 30, 2022.

ALL OPTIONS:

1. Name a voting delegate and alternate.
2. Decline naming a voting delegate and alternate.

RECOMMENDATION / REQUEST:

Name one Reno County elected official to be a voting delegate and another Reno County elected official as the alternate to represent Reno County at the annual KWORCC meeting.

POLICY / FISCAL IMPACT:

There are no policy and/or fiscal impacts to the county.



KANSAS
WORKERS RISK COOPERATIVE
for COUNTIES

CERTIFICATION OF VOTING DELEGATE and ALTERNATE TO KWORCC ANNUAL MEETING

For the upcoming annual meeting on October 17, 2022 at 5:30pm. The meeting will be held in person and via Zoom Conference. We ask that you identify the delegate and alternate for your County to be represented and to vote at the meeting. **The delegate and alternate must be elected officials from your County.**

Once completed, return this form to the attention of KWORCC Administrator, James W. Parrish, 700 SW Jackson Street, Suite 200, Topeka, Kansas 66603, postmarked by Friday, September 30, 2022. You may also email to nicole@kworcc.com or FAX the completed form to (785) 233-5440 on or before Friday, September 30, 2022.

Contact Jim Parrish or Nicole Jarboe-Paxson with questions or to discuss: 1-785-357-1069. KWORCC needs your participation. Thank you!

Date: _____

Name (*please print*) Elected Position

has been named voting delegate for _____ County at the KWORCC 2022 annual meeting and any special meeting(s). Zoom Name: _____; telephone number (if dialing in) _____; email _____.

Name (*please print*) Elected Position

has been named alternate for _____ County at the KWORCC 2022 annual meeting and any special meeting(s). Zoom Name: _____; telephone number (if dialing in) _____; email _____.

The undersigned hereby certifies that the foregoing delegate has been appointed by the Board of County Commissioners.

Chairman of the Board of Commissioners

ATTEST:

County Clerk



AGENDA ITEM

AGENDA ITEM #7.E

AGENDA DATE: August 23, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Consider nominating members to serve on the KWORCC Board of Trustees.

SUMMARY & BACKGROUND OF TOPIC:

The KWORCC Board of Trustees is comprised of seven persons, each of whom is an elected official. Only one elected official designated by that county's Board of Commissioners may sit on the Board of Trustees to represent the county. Trustees on the Board will be elected by all voting representatives at the annual meeting held on October 17, 2022.

The following KWORCC Trustees are seeking re-election to the KWORCC Board of Trustees: Sandy Barton, Stanton County Clerk, Southwest District; Linda Buttron, Jefferson County Clerk, Northeast District; and Greg Riat, Pottawatomie County Commissioner, Trustee At Large. Reno County may choose to nominate one of the existing members or any other elected county official within the districts to serve on the KWORCC Board of Trustees. Nominations are to be submitted to KWORCC by September 30, 2022.

ALL OPTIONS:

1. Nominate officials to serve on the KWORCC Board of Trustees
2. Decline to nominate any official to serve on the KWORCC Board of Trustees

RECOMMENDATION / REQUEST:

Nominate officials to serve on the KWORCC Board of Trustees; or decline to nominate any official to serve on the Trustees Board.

**KWORCC TRUSTEE NOMINATION
SOUTHWEST DISTRICT**

We _____
(County)

Nominate _____
(Name)

From the Southwest District, which includes the following counties:
**Clark, Finney, Ford, Grant, Gray, Hamilton, Haskell, Hodgeman,
Kearny, Lane, Meade, Morton, Ness, Scott, Stanton, and Stevens,**
to serve on the KWORCC Board of Trustees.

Date: _____

County Commissioner

County Commissioner

County Commissioner

Please return this form to James W. Parrish, KWORCC, 700 SW Jackson, Suite 200, Topeka, KS 66603, or scan/email to nicole@kworcc.com by Friday, September 30, 2022.

**KWORCC TRUSTEE NOMINATION
NORTHEAST DISTRICT**

We _____
(County)

Nominate _____
(Name)

From the Northeast District, which includes the following counties:
**Brown, Doniphan, Jackson, Jefferson, Lyon, Marshall, Osage,
Pottawatomie, and Wabaunsee,** to serve on the KWORCC Board of
Trustees.

Date: _____

County Commissioner

County Commissioner

County Commissioner

Please return this form to James W. Parrish, KWORCC, 700 SW
Jackson, Suite 200, Topeka, KS 66603, or scan/email to
nicole@kworcc.com by Friday, September 30, 2022.

KWORCC TRUSTEE NOMINATION AT LARGE

We _____
(County)

Nominate _____
(Name)

for the At Large position to serve on the KWORCC Board of Trustees,
who is an elected official from a KWORCC Member County (list on
back).

Date: _____

County Commissioner

County Commissioner

County Commissioner

Please return this form to James W. Parrish, KWORCC, 700 SW
Jackson, Suite 200, Topeka, KS 66603, or scan/email to
nicole@kworcc.com by Friday, September 30, 2022.



AGENDA ITEM

AGENDA ITEM #8.A

AGENDA DATE: August 23, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

Every month, departments have been asked to provide an update on the previous month's major activities. The reports are intended to keep the county commission informed about the appointed and elected departments. Attached are reports for Health Dept., Human Resources, Information Technology, Maintenance, Public Works, Solid Waste, Treasurer and Youth Services.

ALL OPTIONS:

n/a

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

n/a

RE: Monthly report ending July 2022

Dear Randy Partington, County Administrator:

Staffing changes or issues

Current vacancies include a Women Infant Children (WIC) Dietitian, an Older Adult Services Nurse Aide, a Health Educator, and a Registered Nurse.

Financial summary

Our Accounting Specialist is finishing up all our grant fiscal reports for our aid-to-local grants ending June 30, 2022. Fiscal Associates continue to process medical claims and payments in CureMD and finalize claims in KIPHS.

Projects/Issues/Challenges/Concerns

Electronic Health Record (EHR) - CureMD. We are continuing to work through implementation process improvement items, including establishing a patient portal. We should be moving from implementation to support in August.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Practice (FP), Older Adult Services (OAS), and Epidemiology. Staff are continuing to learn CureMD. We continue to work with staff and CureMD on process improvement, vaccine administration documentation, and Older Adult Services (OAS) grant reporting documentation.

WIC – Women, Infant & Children. Our Breastfeed Peer Counselors held 2 events with 13 participants. We have 995 active (have used at least 1 item on food benefits) clients out of 1196 participating (received benefits) clients. FFY 2022 Assigned participation: 989 clients; this is a 35 client increase from last month.

Health Education – Chronic Disease and Risk Reduction (CDRR), Opioid Overdose to Action (OD2A), Rural Response to the Opioid Epidemic (RROE), Pathways to a Healthy Kansas, and Community Education. CDRR-Staff attended two educational webinars and presented Kan Quit information to Headstart. OD2A-The Reno Recovery Collaborative is working with area pharmacists to address substance related harm reduction strategies. RROE-Continued Narcan education in the community; 300 people reached. Pathways-Working with HAT on CHA/CHIP development, utilizing Judy Johnson. Community Education-Staff attended Matter of Balance training for community fall prevention education.

Environmental Health (EH). Staff worked with Kanpay rep on online payment options, attended defensive driving course, updated forms, completed subdivision review, and filed sanitary service pump logs and final inspection forms.



Licensed Child Care (LCC). Staff conducted a monthly orientation class, a complaint survey, six home annual surveys, two center compliance surveys, and one center survey.

Preparedness (PHEP). Staff has completed the review and update of our Safety policies and procedures. Staff presented a safety and emergency planning training at the Turon Senior Center.

Covid-19 Update. As of 7/27/22, the weekly total number of cases in Reno County has been steadily increasing since the end of April and has plateaued at about 200 cases per week. KDHE anticipates Reno County will continue to have over 200 cases per week through mid-August. The most recent week ending on July 23rd had a total of 196 cases. The percentage of emergency department (ED) visits for Covid-19 have increased as well. Over the past 2 months, the percentage of Covid-19 ED visits have increased from 0.7% of all visits to 6.1% of all visits each week. Currently there are 7 patients hospitalized with Covid-19, which is three more individuals than last week. According to the KDHE dashboard, Reno County is in the High Community Level for Covid-19.

Vaccine Administration. The Health Department still encourages vaccination as an important mitigation measure. All Reno County residents 6 months and over are eligible for a COVID-19 vaccination. Walk-ins are accepted for ages 12 and over, but appointments are required for children 11 years or younger, by calling 620-694-2900, ext. 6. The Health Department is open Monday, Tuesday, and Thursday from 7:30am to 6pm, Wednesday from 9am to 6pm, and Friday from 7:30am to noon.

Presumptive Eligibility. The State of Kansas Presumptive Eligibility (PE) Medicaid coverage allows health care providers to treat an individual who is not enrolled in the Kan Care Medicaid program; it provides consumers with temporary medical coverage. In order to be found eligible, an individual must have an application submitted for them by a Certified PE worker during their stay at a Qualified Entity. Individuals will be notified immediately of their eligibility determination and must follow up their Presumptive Eligibility application with a Kan Care application for full Medicaid coverage. This month, staff completed their training for the Reno County Health Department to become a Qualified Entity to conduct Presumptive Eligibility.

Becoming a High(er) Performing Organization. This month, staff presented some of the slides from KU's June 3-day training session to both our Management Team meeting and our All Staff meeting. We are updating our future meeting agendas so meetings are less autocratic and more consultative/participative.

Upcoming Projects

Vaccine Administration. August will be a very busy month with administering back-to-school vaccines, along with Covid-19 vaccines. We will be scheduling around 60 offsite immunization events with schools and businesses in the fall.

Sincerely,
Karla Nichols, Director of Public Health





RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
PHONE: (620) 694-2982
FAX: (620) 694-2508

Board of Commissioners - Department Update
Human Resources – July 2022
Helen Foster – Human Resources Director

Employment Activity

We currently have 22 job openings. For the month of June, we have had six (6) separations and gained nine (9) new employees. Submitted applications received for open positions was 44 applications completed through June 25th. The average daily views for the month of June were 340 and the heaviest day was a total of 491 views. Applicant activity was slow at the beginning of the month, but has increased significantly over the last couple of weeks.

New Carriers

Payer Matrix has made contact with all members. The application process can take up to 90 days so until the application for assistance is completely processed, I do not anticipate much communication between Payer Matrix and the HR staff.

We are still working with BML on resolving issues. We continue to have repeat errors made on COBRA billings and collections. We continue to hear from members that there are errors in processing claims. While many of the errors are unique, there are several that seem to be repeats. BML was issued the termination notice from Reno County on July 19th, 2022 to end our contract with BML on September 30, 2022. USI has reported that BML has asked to have a meeting with Rick to talk about things they could have done differently and how they can improve.

Implementation meetings have already started with Allied, the new Third Party Administrator replacing BML. Allied has scheduled weekly sessions with us to insure a smooth implementation on October 1st. We have submitted all the requested documents to Allied and they have been very responsive to requests and upfront about what they can and cannot do. The Allied team is very detailed and organized with the process.

Open Enrollment

Human Resources is planning open enrollment including in-person meetings to give employees a chance to hear about the benefits offered and to ask questions. These meetings will be facilitated by Human Resources and will include the HR staff, USI, Fair Market Health, and possibly Tria Health joining. We are excited to be able to bring the information to the employees utilizing the in-person meetings again.

We are on track with Benefits Direct and Allied to have a smooth transition from BML. The eligibility file will be submitted by Benefits Direct to Reno HR to complete in the format of Allied's request. By doing this project in house, this will save about \$2500 for Benefits Direct to create and format the file for Allied.

Digitalizing Records

We are still about 2/3 of the way through the process of completing active personnel files. This project has been paused for now due to other pressing matters that Corey in IT must complete.

Internships/Apprenticeships

Karla and I met with HCC this month. We received some great information on Apprenticeships that the college offers under the Kansas Apprenticeship Program. They have several options including one for CAN which is a hard position for fill for the Health Department. We look forward to learning more about these programs and are hoping that we can utilize them in filling some of our positions.

Unemployment Fraud

Unfortunately, we have had more unemployment fraud this month. We received 3 fraudulent claims this month. That brings the total of fraudulent claims for the current year to 12. Of the 12 claims, only one employee has reported that they were not targeted previously in the year 2020 when the fraud began.

Budget

Human Resources has used 51% of the department budget as of June 26, 2022.

Aug 1, 2022

Monthly Report Information Services

Michael Mathews

Staffing changes or issues

Recently the Data Analyst position that was located in the Health Department has been Transferred to Information Technology, we have filled that position and he will start 8/15/2022.

Budget YTD summary

IT always has a lot of large expenditures at the first of the year as we must pay many of our software support contracts. These contracts come due through the month of April then our expenses tend to go down. We work diligently to remain within our adopted budget. We are currently at 70% of our budget but our spending will decrease quite a lot now.

Projects/Issues/Challenges/Concerns

We are now working on a number of other projects; we are still working on the time keeping project with the Clerk's office and the Health department. We are also reconfiguring our entire domain this project will take several months to complete. Document Management is going well. We are currently working with Deed, Hr and the district court. The district court project is the beginning of trying to scan and clear the 5th floor documents. We will not be able to complete all the documents by fall but do have a plan to get them all electronic we have completed all the big books but have lots of boxes of documents to complete. As part of that we will be moving to Square 9 and away from Docuware in the next couple of months. Over the last several months we have been developing a website for the Reno Recovery group led by the Health department. I think that site will be going live this week. We are also developing an application for Environmental Health to track all their activities and keep track of billing. We also completed a major upgrade to the law enforcement software and that seems to be going well. This is the list of things we got scanned this month

Jail - 161 JTO packets = 100% done

Dist Court - 21 books = 100% done

HR - 55 folders = 77% done

Deeds - 19 books = 53% done

Issues that we dealt with the past month include. We had a few challenges this month.



Maintenance & Purchasing Monthly Report 8/1/2022

Harlen Depew, Director

Staffing: We've hired one FT custodian in July, and got another one as a deputy transferred from the Sheriff's Department. We currently have one PT custodial position open.

Budget YTD summary

The department has spent 47% of our operating budget at the end of July.

Maintenance & Purchasing employees are diligent about finding the best value they can when purchasing goods and services. However, inflation we're seeing right now is remarkable. Parts and materials are up anywhere between 20% and 100% over what we've been accustomed to over the past number of years. Labor rates for outside contractors are also going up quickly.

Projects/Issues/Challenges/Concerns

Courthouse Remodel: GLMV Architectural is working on project specs, drawings, and bid documents. We hope to have rendered drawings of the first floor area ready for review in August. We have a meeting with the District Court and District Attorney scheduled for the second week of August to discuss future space needs of the courts, and how that may impact long range use of the courthouse. This should not have an impact on the currently proposed remodel project in general, but could impact the meeting space on the first floor, and/or other areas in the basement of the courthouse in the future.

Courthouse Earthquake Repairs: A new project manager was assigned to finish out these projects late in July.

Since that time, Pishny crews have been more focused and working diligently to wrap up these projects as quickly and efficiently as possible.

Vehicles: The Maintenance Department is looking forward to receiving a brand new Ford Maverick pickup scheduled to be delivered the first week of August. This will replace an older, full sized GMC that needs more repairs than we could justify. The engine in our mini van failed earlier this year as well, so we're still down one until we can get budget funds next year. Carpooling is not as efficient for staff, but we try to be as efficient with transportation as possible.

Other: Maintenance employees are doing a great job of collaborating with one another and coming up with solutions and more efficient ways of getting things done. It is rewarding to work with employees who are conscientious and engaged in the process of implementing the values of Professionalism, Ownership, Service, Integrity, and Teamwork into our daily operation.



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976
Don Brittain, Director

July 2022 Monthly Report

Equipment

Skid Steer and Sign Truck is yet to be delivered. The Sign Truck will be delivered in 2023

Projects

Asphalt Crew is overlaying on Pretty Prairie Rd.

Mowing/Sign is mowing county road right – of - way.

Dirt Crew is replacing culverts under Sterling Rd. scheduled for the 2022 overlay season and cleaning ditches throughout the County.

Bridge Crew has been repairing damaged bridges due to overweight loads and has started building Fairview Rd. bridge 1.60, 2.4 miles south of Pretty Prairie Road.

Planning & Zoning staff is working on possible new subdivision located within the southeast portion of the county and addressing many zoning violations.

Contracted Projects

Willowbrook Bridge is out for bid.

69th Ave. Bridge should go out to bid in September.

Construction on the Arlington Rd. bridge within the Arlington city limits has been completed and opened.

Construction on the Arlington Rd. bridge eight miles east of the City of Arlington has been completed and opened.

The Scott Blvd. bridge has been removed and in the construction phase.

Challenges

District 201 Yoder and Sewer District 202 Habit rehabs are being redesigned because of the growth of the Law Enforcement Training Center. I'm talking with landowner to purchase property for sewer system expansion. I may have to pursue another alternative.

Test well for Water District 101 Yoder has been drilled and the nitrate test results are too high. I'm now pursuing another alternative.

Short four full time positions within Public Works.

Need to consider starting the process of transitioning the ownership and maintenance of Water and Sewer Districts to the city of The Highlands.



Reno County Solid Waste
703 S. Mohawk
Hutchinson, KS 67501
(620) 694-2586
Fax (620) 694-669-8126

Solid Waste Monthly Update July 2022
Prepared by Megan Davidson, Director

Staffing: We currently have 2 positions open at the landfill. We have a general laborer and an equipment operator II position.

Projects/Issues/Challenges/Concerns: Construction on the gun range continues, they are starting to excavate the dirt for the berms. We also are finishing up the final dirt construction for the cell 8 so it can go out to bid.

Landfill staff has been busy maintaining the sites, hauling cover dirt, mowing, weed eating, etc. The month of July has been busy for the construction demolition. We sent out the billings on the commercial accounts and have began receiving money in from the fees that they were being charged.

Pre Bid Meeting for Cell 8 is coming up on August 3rd at the landfill. We are looking forward to a good meeting and hopeful for qualified contractors to bid on the project.

Budget: The scraper that is in the shop getting a certified rebuild should be finished up in the next month. We did receive email confirmation of one of the two pickups that were ordered earlier in the year should be done first part of August.



RENO COUNTY TREASURER
125 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2938
Fax: 620-694-2776

TDD: Kansas Relay Center 1-800-766-3777

July 21, 2022

MONTHLY REPORT

STAFFING CHANGES OR ISSUES:

We have had some good applicants and I believe we can hire three to get all our positions filled. They will have to accept our offer and then pass their tests.

BUDGET YTD SUMMARY:

As of this day, we are running around 52% of our budget in the largest expenses we have (payroll). We are a little over halfway through the year and our overall expenses are still at 39%. We do have some areas that have not reached the time frame in which items will be charged against that fund. Delinquent taxes will not be printed in the paper (insert) until August, 2022 and I am thinking it will be at least \$3,600.00. Tax statements/receipts will not hit us until close to the end of the year.

PROJECTS/ISSUES/CHALLENGES/CONCERNS:

My department's major projects for the month of July include the collection of Ad Valorem taxes. This is our chance to try to collect as much as possible to bring income in and reduce the publication fees in the paper as required by statute. We are also fielding a fair number of budget figures and audit verifications for towns and school districts. There is the usual processing titles, renewals and refunds of motor vehicle tags. We are also still working accounts that are targeted for the tax sale and continue to renew commercial accounts that missed their deadline.

We have received numerous applications and feel they are a higher standard than we have received before. I believe we will be able to fill our open positions.



RENO COUNTY YOUTH SERVICES

219 West Second Ave.
Hutchinson, Kansas 67501
(620) 694-2500
Fax: (620) 694-2504

JUVENILE DETENTION CENTER
JUVENILE INTAKE & ASSESSMENT
BOB JOHNSON YOUTH SHELTER

TDD: Kansas Relay Center 1-800-766-3777

Youth Services Monthly Report

July 2022

Staffing changes or issues (if any)

We're currently seeking to fill the stand-by Youth Care Specialist/Juvenile Detention Officers, a 40-hour male Youth Care Specialist, a 40-hour female Juvenile Detention Officer, an on-call Juvenile Intake and Assessment Officer and a 20-hour Youth Care Specialist. All positions, except standby and on-call positions, offers insurance benefits and KPERS. Those interested in the open positions can apply online at Renogov.org.

The employee of the month for July is Raymond Berry. He started his career November 2020 as a part-time Juvenile Detention Officer. In February of 2021, he become a full time Youth Care Specialist and remains in that current position. Raymond is a positive role model for both the youth and his peers. He's consistent with the rules and because of his easy approach youth respond well to his instructions. Congratulations Raymond, for being selected Employee of the Month.

Budget YTD Summary

As of 7/26/2022, we have spent 43% of our Shelter budget (Dept.90). The expenses are routine and are mostly due to salaries. The total shelter budget is \$1,151,760. We have spent 50% of our detention budget (Dept.91). Detention expenditures consists of mostly salaries. The total detention budget is \$1,036,265.

Projects/Issues/Challenges/Concerns

Shelter youth continue completing daily community service which will end Aug. 5th. The last week of July we enrolled youth in school and most youth are excited school will start back up soon. Those able to attend public school will attend 308 schools and others will be enrolled in our in-house school taught by 308 teachers. All of our detention youth will attend our in-house school lead by 308 teachers.

We have been without a dishwasher for over a month. To make matters worse, it took 3 weeks to get the part shipped and installed to only discover that was not the issue. The service agency is booked out for 3 weeks due to limited staff and workload. They're trying to fit us in earlier to work on our unit.

From: Jessica Susee
Sent: Friday, July 29, 2022 11:52 AM
To: Shonda Arpin
Cc: Joe Hammeke; Shelly Bredemeier; Lisa Orrison; Carla Smith
Subject: KDOC FY22 Juvenile Prevention Grant Report - for review
Attachments: FY22 Year End Prevention Report & Program Description.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Shonda,

The progress report for our Juvenile Prevention Program is to be provided to the BOCC on at least an annual basis. I have attached the FY22 year-end progress report, which includes a program description as well, for the BOCC's review. This is provided for informational purposes and does not require approval or action. The prevention program funded is the School-Based Mentoring program, operated and managed by Rise Up Reno Prevention Network. Funding provided to Rise Up Reno by the County for this program is entirely KDOC grant funds. I would like to point out that there do appear to be some formula errors in Section A, both in the population subsection and program totals subsections. These cell formulas are fixed by KDOC and unable to be corrected locally. Line 5a of both subsections indicates a cumulative number of 3161 participants for the year; however the correct number is 1135. This error creates an error directly below line 5c, where the report shows 36% of youth successfully completed the program vs. the total number of youth who participated in the program. This figure should be 100%, as all youth who have exited the program have completed it successfully, as noted in lines 5b and 5c of that same section.

Please let me know if there are any questions the BOCC may have.

Thank You,

Jessica Susee

KDOC-JS Administrative Contact/JCAB Coordinator
Juvenile Intake & Assessment Supervisor
Reno County Youth Services
Ph: (620)694-2500
Fax: (620)694-2504



Juvenile Detention Center

Juvenile Intake & Assessment

Bob Johnson Youth Shelter

Reno County Youth Services

219 West Second Ave.
Hutchinson, Kansas 67501
(620) 694-2500
Fax: (620) 694-2504

TDD: Kansas Relay Center 1-800-766-3777

Prevention Program: School-Based Mentoring (Rise Up Reno)

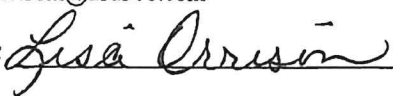

Rise Up Reno School Based Mentoring is a primary prevention program aimed at improving school attendance and performance. Any student aged 5-18 enrolled in grades K-12 within Reno County may participate; however, the primary focus is Hutchinson Public Schools. Referrals are provided by parents or guardians, teachers, counselors, principals, or other school staff. Most of the students served are identified as having academic and/or social emotional needs that require additional support from mentors.

Rise Up Reno School Based Mentoring connects students with responsible caring adult or high school volunteers in schools. These volunteers enhance a student's ability to succeed by providing academic coaching, social skills, career guidance, assistance with projects, or sharing special interests. Read-with-Me volunteers improve the social skills, academic achievement, and attachment to school and community with structured reading tutoring programs. Service-Learning program at Hutchinson High School provides high school students the opportunity to serve as mentors to Hutchinson Elementary students every day during each trimester. Service-Learning students also benefit from the experience and can earn a varsity letter for their part in mentoring through Rise Up Reno. Volunteers meet with a matched mentee a minimum of 30 minutes a week to have lunch or breakfast, work on reading, or social skills. The goal is to be a caring adult that connects with the student to provide a positive mentoring experience. All the Rise Up Reno School Based Mentoring programs are open to accommodating the needs of the students, volunteers and teachers as to what best fits them. Our volunteers also serve entire classrooms of students, working with all the students on individual needs as well as group needs as needed by the classroom teacher. Rise Up Reno School Based Mentors are expected to make the commitment to mentor for the entire school year. The students will remain in the program for their school year as well. Mentors continue meeting with students every year until the student or family doesn't want a match any longer. Rise Up Reno School Based Mentoring has been a Mentor Kansas Gold Star Program since February 10, 2014.

**FY2022 KDOC - Juvenile Crime Prevention Grant
Program Progress Reports Approval**

Judicial District/Agency: 27th JD/Rise Up Reno Prevention Network

Program Number: P2227-2 **Program Name:** School-Based Mentoring

| Program Director | Administrative Contact or Agency Chief Administrator |
|---|--|
| Name: Lisa Orrison | Name/Title: Jessica Susee, Administrative Contact |
| Title: Program Coordinator | Agency: Reno County Youth Services |
| Mailing Address: 1520 N. Plum | Mailing Address: 219 W. 2nd |
| City, Zip: Hutchinson, KS 67501 | City, Zip: Hutchinson, KS 67501 |
| Telephone: 620-615-4018 | Telephone: 620-694-2500 |
| Fax: 620-615-4036 | Fax: 620-694-2504 |
| E-mail: orrisonl@usd308.com | E-mail: jessica.susee@renogov.org |
| Signature:  | Signature:  |
| (Program Director) | (Administrative Contact/Chief Administrator) |
| Date: <u>7/18/2022</u> | Date: <u>7/26/2022</u> |
| (Program Director) | (Administrative Contact/Chief Administrator) |

To Administrative Contact: A copy of this report, including the completed demographics attachment(s) for Prevention programs, is to be provided to the JCAB and the Administrative County board of County Commissioners as per your district's local reporting policy and procedures. Your signature on this report signifies that the report is accurate and copies have been provided to your local JACB and BOCC at minimum on an annual basis.

To Agency Chief Administrator: Your signature on this report signifies that the report is accurate.

Please provide the contact information for the individual who has completed the quarterly reports for the program indicated at the top of this form.

| | | | |
|---------------------|------------------|---------------------|----------------------------|
| <u>Lisa Orrison</u> | <u>7/18/2022</u> | <u>620-615-4018</u> | <u>orrisonl@usd308.com</u> |
| Printed Name | Date | Phone Number | Email address |

FY22 Prevention Program Report

| | |
|--|-------------------------|
| Program Name: School Base Mentoring (Rise Up Reno) | |
| Judicial District: 27th JD | Program Number: P2227-2 |
| Agency/Subgrantee: 27th JD | |

A. Progress Report

| P. Primary Population | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Cumulative | |
|-----------------------|---|--|-------------|-------------|-------------|------------|------|
| P. Primary Population | 1a | How many new referrals did the program receive this quarter? | 18 | 856 | 260 | 1 | 1135 |
| | 1b | How many new referrals were accepted in into the program during this quarter? | 18 | 856 | 260 | 1 | 1135 |
| | Percentage of new referrals vs. new youth accepted into the program | | 100% | 100% | 100% | 100% | 100% |
| | 1c | How many of the accepted referrals (new participants) match the target population for the program? | 18 | 856 | 260 | 1 | 1135 |
| | Percentage of new youth accepted into the program vs. new referrals that match the target population: | | 100% | 100% | 100% | 100% | 100% |
| | 2 | How many youth remain in the program from the previous quarter? | 0 | 18 | 874 | 1134 | 2026 |
| | 3 | How many openings are currently available for additional participants? | 479 | 758 | 498 | 0 | 1735 |
| | 4 | How many participants are on the waiting list for the program? | 3 | 4 | 3 | 2 | 12 |
| | 5a | What is the total number of youth who participated in the program this quarter? | 18 | 874 | 1134 | 1135 | 3161 |
| | 5b | What is the number of program participants who have exited the program, both successfully and unsuccessfully? | 0 | 0 | 0 | 1135 | 1135 |
| | 5c | What is the number of program participants who have successfully exited the program completing the program requirements? | 0 | 0 | 0 | 1135 | 1135 |
| | Percentage of youth that successfully completed the program vs. all youth that exited the program: | | | | | 100% | 100% |
| | Percentage of youth that successfully completed the program vs. the total number of youth who participated in the program: | | | | | 100% | 36% |
| | 6a | What is the number of program youth that completed the satisfaction survey? | 0 | 0 | 0 | 0 | |
| | 6b | What is the number of program youth that reported being satisfied with the program? | 0 | 0 | 0 | 0 | |
| | Percentage of youth that are satisfied with the program vs. those that filled out the surveys: | | | | | | |
| | 7a | What is the number of program families that completed the satisfaction survey? | 0 | 0 | 0 | 0 | |
| | 7b | What is the number of program families that reported being satisfied with the program? | 0 | 0 | 0 | 0 | |
| | Percentage of families that are satisfied with the program vs. those that filled out the surveys: | | | | | | |

| I. Program Totals | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Cumulative | |
|-------------------|---|-------------|-------------|-------------|-------------|------------|------|
| I. Program Totals | 1a How many new referrals did the program receive this quarter? | 18 | 856 | 260 | 1 | 1135 | |
| | 1b How many new referrals were accepted in into the program during this quarter? | 18 | 856 | 260 | 1 | 1135 | |
| | Percentage of new referrals vs. new youth accepted into the program | | 100% | 100% | 100% | 100% | 100% |
| | 1c How many of the accepted referrals (new participants) match the target population for the program? | 18 | 856 | 260 | 1 | 1135 | |
| | Percentage of new youth accepted into the program vs. new referrals that match the target population: | | 100% | 100% | 100% | 100% | 100% |
| | 2 How many youth remain in the program from the previous quarter? | | 18 | 874 | 1134 | 2026 | |
| | 3 How many openings are currently available for additional participants? | 479 | 758 | 498 | | 1735 | |
| | 4 How many participants are on the waiting list for the program? | 3 | 4 | 3 | 2 | 12 | |
| | 5a What is the total number of youth who participated in the program this quarter? | 18 | 874 | 1134 | 1135 | 3161 | |
| | 5b What is the number of program participants who have exited the program, both successfully and unsuccessfully? | | | | 1135 | 1135 | |
| | 5c What is the number of program participants who have successfully exited the program completing the program requirements? | | | | 1135 | 1135 | |
| | Percentage of youth that successfully completed the program vs. all youth that exited the program: | | | | | 100% | 100% |
| | Percentage of youth that successfully completed the program vs. the total number of youth who participated in the program: | | | | | 100% | 36% |
| | 6a What is the number of program youth that completed the satisfaction survey? | | | | | | |
| | 6b What is the number of program youth that reported being satisfied with the program? | | | | | | |
| | Percentage of youth that are satisfied with the program vs. those that filled out the surveys: | | | | | | |
| | 7a What is the number of program families that completed the satisfaction survey? | | | | | | |
| | 7b What is the number of program families that reported being satisfied with the program? | | | | | | |
| | Percentage of families that are satisfied with the program vs. those that filled out the surveys: | | | | | | |

| II. Long-Term Changes | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Cumulative |
|-----------------------|--|--|-------------|-------------|-------------|------------|
| II. Long-Term Changes | 1a In <u>FY21</u> , how many participants exited the program, both successfully and unsuccessfully? | | | | 36 | 36 |
| | 1b In <u>FY21</u> , how many participants successfully exited the program completing the program requirements? | | | | 36 | 36 |
| | Percentage of youth that successfully completed the program vs. all youth that exited the program in FY21: | | | | 100% | 100% |
| | 2a Please state the long-term behavioral change expected to be seen in youth who successfully completed the program: | 90% of students will show behavioral improvements as reported by teachers and school staff on issued surveys from the first to the final trimester in the 2021-2022 school year. | | | | |
| | 2b Of the youth who successfully exited the program in <u>FY22</u> , how many youth maintained the behavioral change 6 months after completion? | - | - | | | |
| | Percentage of youth, from FY22, who maintained the behavioral change 6 months after successful completion vs. all youth that exited the program: | | | | | |
| | Percentage of youth, from FY22, who maintained the behavioral change 6 months after successful completion vs. youth that successfully completed the program: | | | | | |
| | 2c Of the youth who successfully exited the program in <u>FY21</u> , how many youth maintained the behavioral change 12 months after completion? | | | | 36 | 36 |
| | Percentage of youth, from FY21, who maintained the behavioral change 12 months after successful completion vs. all youth that exited the program: | | | | 100% | 100% |
| | Percentage of youth, from FY21, who maintained the behavioral change 12 months after successful completion vs. youth that successfully completed the program: | | | | 100% | 100% |

B. Progress on Process Outcome(s)

| | | |
|----------------------------|---|--|
| Process Outcome Statement: | | We hope to serve 1650 students, |
| Process Outcome Baseline: | | 1299 students were served by Rise Up Reno Mentors in the school year 2019-2020. |
| 1st Quarter | | |
| 1 | How much progress was made toward the process outcome this quarter? | 18 |
| 2 | What is the change or progress made on this outcome for this time period attributed to? | volunteers are now being allowed in the schools |
| 3 | Is the program on target to successfully meet the process outcome at this time? | Yes or <input checked="" type="radio"/> No |
| 4 | Please note any modifications made to the program during this quarter that may impact the process outcome. | There is currently not enough mentors that are comfortable going into the schools until a vaccine is available for children, so we are starting out smaller than in previous years prior to COVID |
| 2nd Quarter | | |
| 1 | How much progress was made toward the process outcome this quarter? | 856 |
| 2 | What is the change or progress made on this outcome for this time period attributed to? | Volunteers were allowed into the schools and covid numbers were low in the community so volunteers and staff were more comfortable having mentors in the classrooms/schools |
| 3 | Is the program on target to successfully meet the process outcome at this time? | Yes or <input checked="" type="radio"/> No |
| 4 | Please note any modifications made to the program during this quarter that may impact the process outcome. | Many mentors/volunteers are not comfortable with going into the schools due to many students not being vaccinated. Every time the students are out for a holiday break the covid numbers in the community go back up. |
| 3rd Quarter | | |
| 1 | How much progress was made toward the process outcome this quarter? | 260 |
| 2 | What is the change or progress made on this outcome for this time period attributed to? | There are currently 6 classrooms who are participating in a reading mentorship program and there have been 88 peer mentors from the highschool going to elementary schools daily. More referrals for one to one mentors and more mentors willing to go into the schools. |
| 3 | Is the program on target to successfully meet the process outcome at this time? | Yes or <input checked="" type="radio"/> No |
| 4 | Please note any modifications made to the program during this quarter that may impact the process outcome. | There have been many more peer mentors going into the schools on a daily basis this quarter. |
| End Of the Year | | |
| 1 | What is the year end total outcome measure? (Should be expressed numerically with current year data in the same format as the baseline measurement) | 1135 students were served by Rise Up Reno Mentors during the 2021-2022 school year |
| 2 | Was the process outcome met? | Yes or <input checked="" type="radio"/> No |
| 3 | Additional comments regarding the process outcome (Not required if the process outcome was met): | Post pandemic there were not enough mentors to serve students and staff was overwhelmed with how far behind some of the students are. More progress needs to be made to educate staff about what mentors can do for their students, which will generate more referrals. |

PO. Process Outcome

C. Progress on Behavioral Outcome(s)

| | | |
|-------------------------------|---|---|
| Behavioral Outcome Statement: | | 90% of students will show behavioral improvements as reported by teachers and school staff on issued surveys from the first to the final trimester in the 2021-2022 school year. |
| Behavioral Outcome Baseline: | | 75% of participating students' showed behavioral improvements from the first trimester to the beginning of the third trimester as reported by school staff surveys in the 2019-2020 school year. |
| 1st Quarter | | |
| 1 | How much progress was made toward the behavioral outcome this quarter? | 18 |
| 2 | What is the change or progress made on this outcome for this time period attributed to? | volunteers are now being allowed in the schools |
| 3 | Is the program on target to successfully meet the behavioral outcome at this time? | Yes or <input checked="" type="radio"/> No |
| 4 | Please note any modifications made to the program during this quarter that may impact the behavioral outcome. | Currently not enough mentors that are comfortable going into the schools until a vaccine is available for children, so we are starting out smaller than in previous years prior to COVID. Our goal it to meet the behavioral outcome by the end of the year. |
| 2nd Quarter | | |
| 1 | How much progress was made toward the behavioral outcome this quarter? | 856 |
| 2 | What is the change or progress made on this outcome for this time period attributed to? | volunteers are now being allowed in the schools |
| 3 | Is the program on target to successfully meet the behavioral outcome at this time? | Yes or <input checked="" type="radio"/> No |
| 4 | Please note any modifications made to the program during this quarter that may impact the behavioral outcome. | Currently not enough mentors that are comfortable going into the schools, so we are starting out smaller than in previous years prior to COVID. Currently not enough volunteers to meet the demand for mentors |
| 3rd Quarter | | |
| 1 | How much progress was made toward the behavioral outcome this quarter? | 260 |
| 2 | What is the change or progress made on this outcome for this time period attributed to? | There were more mentors going into the schools and helping in the classrooms and feeling more confident about being in the schools again. |
| 3 | Is the program on target to successfully meet the behavioral outcome at this time? | <input checked="" type="radio"/> Yes or No |
| 4 | Please note any modifications made to the program during this quarter that may impact the behavioral outcome. | mentors are able to spend more time with the students, in person, on a regular basis. |
| End Of the Year | | |
| 1 | What is the year end total outcome measure? (Should be expressed numerically with current year data in the same format as the baseline measurement) | 1135 youth were served by Rise Up Reno Mentors in the school year 2021-2022 |
| 2 | Was the behavioral outcome met? | <input checked="" type="radio"/> Yes or No |
| 3 | Additional comments regarding the behavioral outcome (Not required if the behavioral outcome was met): | Post pandemic, students are needing someone to keep them focused and ready to learn. Rise Up Reno Mentors are in high demand to keep students reading at grade level. Allowing mentors back into the schools has been a huge advantage to students and staff. |

BO. Behavioral Outcome

| D. Successes and Challenges | | |
|-----------------------------|---|---|
| 1st Quarter | | |
| 1 | Please explain any significant changes the program has experienced in referrals or referral agencies. | Due to the pandemic, there have been more referrals made during the 1st quarter than in previous years. |
| 2 | How many participants were served this quarter that reside outside the program geographic area? | None |
| 3 | Please note any successes the program experienced during the quarter. | There has been an increase in referrals from the previous years during the 1st quarter |
| 4 | Please note any challenges the program experienced during the quarter. | There are fewer mentors who are comfortable going into the schools until a vaccine is available for elementary age students. |
| 2nd Quarter | | |
| 1 | Please explain any significant changes the program has experienced in referrals or referral agencies. | There has been a higher referral rate this year than in the past 3 years but not enough mentors ready to go back into the schools to keep up with the demand. |
| 2 | How many participants were served this quarter that reside outside the program geographic area? | None |
| 3 | Please note any successes the program experienced during the quarter. | there were enough mentors who are willing to go to the schools weekly that we could start two programs at two different schools. Reaching many more students than the previous quarter |
| 4 | Please note any challenges the program experienced during the quarter. | Not enough mentors to be back where we were prior to covid. Mentors/volunteers being uneasy about going into the schools and being exposed. |
| 3rd Quarter | | |
| 1 | Please explain any significant changes the program has experienced in referrals or referral agencies. | There has been an increase in referrals but not enough mentors to match the referrals. Mentors are starting to come back slowly since the pandemic |
| 2 | How many participants were served this quarter that reside outside the program geographic area? | None |
| 3 | Please note any successes the program experienced during the quarter. | There have been mentors calling ready to return to the schools to help mentor students and it appears that next school year will be on track to see a drastic improvement in numbers as far as mentors willing to return. |
| 4 | Please note any challenges the program experienced during the quarter. | Mentors are still concerned about coming into schools following COVID and now with flu season. Most mentors have requested to return next school year. |
| 4th Quarter | | |
| 1 | Please explain any significant changes the program has experienced in referrals or referral agencies. | There have been an increase in referrals overall but not enough mentors to match all of the referrals. The main referral agency is pushing the program to get more volunteers excited about next year. |
| 2 | How many participants were served this quarter that reside outside the program geographic area? | None |
| 3 | Please note any successes the program experienced during the quarter. | There have been more mentors sticking with the same students year after year making it a great connection. One of the students completed high school this year after being with his mentor since 2nd grade. |
| 4 | Please note any challenges the program experienced during the quarter. | Not enough mentors to be back where we were prior to covid. Trying to retain mentors has been difficult and recruiting has been trying due to the uncertainty of the virus. |

D. Successes and Challenges

E. Optional Narratives

E. Optional Narratives

1st Quarter

2nd Quarter

3rd Quarter

4th Quarter

Students and families were not given the satisfaction survey this year. Rise Up Reno is working to revamp the survey to get more information on behaviors and satisfaction. The surveys will be available to families and students during the 2022-2023 school year. Staff is reporting that 95% of the students had improved behavior in the classroom and 83% have improved on social skills with 58% of staff requesting mentors for their students again in the 2022-2023 school year.

FY22 Prevention Demographics Report

| Program Name: School Base Mentoring (Rise Up Reno) | | Program Number: P2227-2 | | | | | | | | | |
|--|--|-------------------------|---|-------|-----|-------|-----|-------|---|-------|-----|
| Judicial District: 27th JD | | | | | | | | | | | |
| Agency/Subgrantee: 27th JD | | | | | | | | | | | |
| | | Qtr 1 | | Qtr 2 | | Qtr 3 | | Qtr 4 | | TOTAL | |
| 1. Participant Information: | | | | | | | | | | | |
| a. Number of ONGOING Participants | | 18 | | 18 | | 874 | | 1134 | | 1135 | |
| b. Number of NEW Participants | | 18 | | 856 | | 260 | | 1 | | 1135 | |
| c. Number of Participants Served in Quarter | | 18 | | 874 | | 1134 | | 1135 | | | |
| 2. NEW Participant Characteristics - Age: | | M | F | M | F | M | F | M | F | M | F |
| Age 0-6 | | 0 | 0 | 96 | 103 | 17 | 23 | 0 | 0 | 113 | 126 |
| Age 7-9 | | 0 | 0 | 193 | 209 | 30 | 46 | 1 | 0 | 224 | 255 |
| Age 10-12 | | 1 | 0 | 96 | 92 | 17 | 26 | 0 | 0 | 114 | 118 |
| Age 13-15 | | 8 | 6 | 33 | 34 | 38 | 63 | 0 | 0 | 79 | 103 |
| Age 16-17 | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Age 18-19 | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Age 20-22 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Age 23 and older | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Number of NEW Participants Served | | 12 | 6 | 418 | 438 | 102 | 158 | 1 | 0 | 533 | 602 |
| **QUALITY ASSURANCE #2 | | OK | | OK | | OK | | OK | | OK | |
| 3. NEW Participant Characteristics - Race: | | M | F | M | F | M | F | M | F | M | F |
| African American | | 1 | 1 | 19 | 22 | 18 | 18 | 0 | 0 | 38 | 41 |
| American Indian/Alaskan Native | | 0 | 0 | 7 | 4 | 4 | 7 | 0 | 0 | 11 | 11 |
| Asian | | 0 | 0 | 1 | 3 | 2 | 5 | 0 | 0 | 3 | 8 |
| Caucasian | | 11 | 5 | 390 | 409 | 78 | 127 | 1 | 0 | 480 | 541 |
| Hawaiian/Pacific Islander | | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 |
| Other/Unknown | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Number of NEW Participants Served | | 12 | 6 | 418 | 438 | 102 | 158 | 1 | 0 | 533 | 602 |
| **QUALITY ASSURANCE #3 | | OK | | OK | | OK | | OK | | OK | |
| 4. NEW Participant Characteristics - Ethnicity: | | M | F | M | F | M | F | M | F | M | F |
| Hispanic/Latino | | 0 | 0 | 93 | 112 | 22 | 39 | 0 | 0 | 115 | 151 |
| Non-Hispanic | | 12 | 6 | 325 | 326 | 80 | 119 | 1 | 0 | 418 | 451 |
| Total Number of NEW Participants Served | | 12 | 6 | 418 | 438 | 102 | 158 | 1 | 0 | 533 | 602 |
| ***QUALITY ASSURANCE #4 | | OK | | OK | | OK | | OK | | OK | |