



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
Annex Conference Room
125 W. 1st Avenue, Hutchinson
Tuesday, January 25, 2022, 9:00AM

I. Call to Order

II. Pledge of Allegiance to the American Flag and Prayer

III. Welcome and Announcements by Commission Chair

IV. 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.

V. Determine Additions or Revisions to the Agenda

VI. Consent Agenda

VI.A Vouchers (bills or payments owed by the county or related taxing units).

VI.B BOCC December 28, 2021 and January 11, 2022 drafted minutes for approval

VI.C County Administrator 2022 Employment Contract

VI.D Reappoint Emergency Management Director, Adam Weishaar to the South Central Kansas Homeland Security Council as Reno County's representative effective 1/25/2022 through 12/31/2023.

VI.E Resolution 2022-___ directing the filing of a real estate tax foreclosure action.

VI.F SCS Engineers 2022-2024 Solid Waste Consulting Services Proposal for Reno County Solid Waste Facility Estimated costs for proposed years: 2022: \$478,600 ; Year 2023: \$303,000; Year 2024 \$309,400

VII. Business Items

VII.A Resolution dividing Reno County into Commission Districts. Link to the Commission District map: <https://arcg.is/09K9ub>

VII.B Year End Progress Update for Courthouse Projects

VII.C American Rescue Plan Act (ARPA) Taskforce - Civic Engagement Report. Link to Report: [ARPA Final Report With Recommendations](#)

VII.D Reno County Area Transit Fixed Route Revision and Restructure

VII.E Department of Aging and Public Transportation Annual Report

VII.F Human Resources Annual Report

VIII. County Administrator Report

VIII.A Monthly Department Reports

IX. County Commission Report/Comments

X. Executive Session

X.A Executive Session for thirty (30) minutes for a matter involving non-elected personnel

XI. Adjournment



AGENDA ITEM

**AGENDA
ITEM #VI.B**

AGENDA DATE: January 25, 2022

PRESENTED BY: Cindy Martin

AGENDA TOPIC:
BOCC December 28, 2021 and January 11, 2022 drafted minutes for approval

SUMMARY & BACKGROUND OF TOPIC:

N/A

ALL OPTIONS:

Approvals from Commission

RECOMMENDATION / REQUEST:

Commission approval of minutes to print final copies for Chairman's signature

POLICY / FISCAL IMPACT:

N/A

December 28, 2021
Reno County Annex
Hutchinson, Kansas

The Board of Reno County Commissioners held the agenda session at the Annex Conference Room with Chairman Ron Hirst, Commissioner Daniel Friesen and Commissioner Ron Sellers, County Administrator Randy Partington, County Counselor Joe O'Sullivan, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Darryl Peterson, Grace Christian Church.

Commissioner Hirst commended his fellow commissioners for the time spent this last year working with staff and the community. He encouraged the public to keep contacting the commission with their thoughts and ideas to help gain direction for how the county operates. He asked his fellow commissioners to discuss setting goals for the coming year.

Aging/Transportation Director Barbara Lilyhorn invited the commissioners to attend a council meeting on January 18, 2022, at 1:30 p.m. at the RCAT Transfer Station with special visitors from the South-Central Kansas Agency on Aging. One of the commissioners will attend.

There were several additions to the agenda per Mr. Partington: the ROD transfer of \$100,000 from her Tech Fund to the County Tech Fund adding this to the consent agenda; approve the Reno County Economic Development Comprehensive Plan and approving two resolutions pertaining to the Comprehensive Plan adding as business item 7B; also adding an executive session in front of the scheduled executive sessions for an Attorney/Client privilege under item 10.

Mr. Friesen moved, seconded by Mr. Sellers, to approve the Consent Agenda consisting of items 6A through 6J including the Accounts Payable Ledger for claims payable on December 30th, 2021, totaling \$480,246.41; Also consisting of pending Added, Abated and Escaped Taxation Change Orders numbered 2021-1359, 1370, 1372, and 1373 as submitted. Next item directs the Chairman to sign minutes for November 23rd, November 30th, December 14th, and the December 14th Special Meeting, 2021; Board approval for an appointment to the Reno County Public Transportation Commission of Frances Garcia and Charley (Doug) Rice; appointment of James Dull as Trustee to the Reno Township

Board; Reno County Health Department HRSA (Health Resources and Services Administration) grant for RCORP (Rural Communities Opioid Response Program). The next three items on the consent agenda were resolutions:

Planning Case #2021-12 resolution #2021-35: A RESOLUTION REVISING AND UPDATING THE NOVEMBER 2018 EDITION OF THE RENO COUNTY COMPREHENSIVE PLAN BY AMENDING A PORTION OF CHAPTER 7 UNDER THE TITLES OF "RESIDENTIAL LAND USES" AND "OTHER SPECIAL LAND USES" AND A PORTION OF CHAPTER 9 "GOALS FOR HOUSEING", OBJECTIVE #7 AND INCORPORATING BY REFERENCE NEW GUIDELINES.

Planning Case #2021-13 resolution #2021-36: A RESOLUTION REVISING AND UPDATING THE APRIL 2016 EDITION OF THE RENO COUNTY ZONING REGULATIONS BY AMENDING THE TABLE OF CONTENTS, ARTICLE 1-105, ARTICLE 13, ARTICLE 15-111 AND CREATING ARTICLE 24 AND INCORPORATING BY REFERENCE NEW REGULATIONS.

Resolution #2021-37: A RESOLUTION PERTAINING TO AN APPLICATION BY T REAL ESTATE, LLC (APPLICANT: MID-STATES MATERIALS, LLC) FOR A CONDITIONAL USE PERMIT TO ESTABLISH AN AGGREGATE STORAGE YARD ON A PORTION OF A PARCEL OF REAL ESTATE IN RENO COUNTY, KANSAS, CASE NO. 2021-07.

Last on the consent agenda was the addition of a Notice of Transfer of Funds made to the General Tech Fund from the Register of Deeds Technology Fund of \$100,000.

Commissioner Sellers requested the minutes reflect consent item 6D have the names of the applicants Frances Garcia and Doug Rice. Also, to add James Dull to consent item 6E.

County Counselor Joe O'Sullivan clarified that consent item 6I was an order journalizing the decision the Board made at the last meeting to deny the conditional use permit application of T Real Estate, LLC. The denial is resolution #2021-37.

The motion to approve the consent agenda was approved by a roll call vote of 3-0.

Commissioner Friesen commented that he appreciated seeing a past commissioner, Frances Garcia, joining the Transportation Commission. He thought the Health Departments Opioid Response program was needed in Reno County and asked about the grant funding.

Health Department Director Karla Nichols replied that the funding was through a grant however, to retain Substance Misuse Health Educator Seth Dewey so he could continue his work, they were using this grant and not using public health funds at this time.

Health Department Supervisor of Accounting and Finance Bethany Jantzen stated that Mr. Dewey's position was intended to be taxpayer supported if not paid for by a grant.

Commissioner Sellers questioned Mrs. Nichols regarding the application, mentioning other groups like the Reno County Collaborative, and asked if the grant funding was to be distributed or a budgeted amount made up for each group. Mr. Dewey replied that it was a requirement of the grant to have a consortium membership teaming up with other agencies. A proposal will be submitted with the application, and they will determine the exact specifics if approved.

Mrs. Nichols summarized a power point presentation for the Reno County Health Department to utilize the Kansas Department of Health and Environment (KDHE) COVID-19 ELC Expanding Infrastructure Grant to purchase an Electronic Health Record (EHR). She stated Information Services Director Mike Mathews did approve the electronic health record. She went over some of the highlights of why they were looking at Electronic Health Records software. They developed an assessment and implementation team, Karen Hammersmith, Megan Gottschalk, Bethany Jantzen, Mike Mathews, and Tim McClatchey along with Mrs. Nichols who recommended the CureMD software vendor. They currently were utilizing Kansas integrated Public Health System (KIPHS) as their Practice Management system; the system does not have an Electronic Medical Record part of its system and that annual cost for KIPHS was approximately \$7,900. The CureMD was a complete HER, and the proposed implementation cost for both CureMD and the data integration from KIPHS into the CureMD system is projected to cost \$5,344 and will be a reimbursed grant by the state. After install, the monthly costs are projected to be \$548, for a projected annual cost of \$6,576 and will be a 60-month contract that is grant funded.

Commissioner Friesen questioned whether this cloud information would be protected and how. Mrs. Nichols and Ms. Jantzen replied to questions from the Board. **Mr. Friesen moved, seconded by Mr. Sellers,** to approve the as recommended by Mrs. Nichols. The motion was approved by a roll call vote of 3-0. Mr. Friesen asked to have in her monthly report the integration

progress as it goes along for the commission. Mrs. Nichols replied that she would add this information each month.

County Administrator Randy Partington summarized a revised Economic Development Comprehensive Plan recommending approval from the Board. **Mr. Sellers moved, seconded by Mr. Friesen,** to approve the revised Comprehensive Plan as outlined by Mr. Partington. The motion was approved by a roll call vote of 3-0.

Mr. Sellers moved, seconded by Mr. Friesen, to approve resolution #2021-38 to establish the Economic Development Reserve Fund. The motion was approved by a roll call vote of 3-0.

Mr. Sellers moved, seconded by Mr. Friesen, to approve resolution #2021-39 to authorize a transfer of funds to the County Economic Development Reserve fund at year end as read. The motion was approved by a roll call vote of 3-0.

County Administrator report:

Mr. Partington mentioned the second half of the department's monthly reports were available for review if the Board had questions. Mr. Friesen asked about the courthouse construction and window replacements. Mr. Partington replied they were working on getting it completed and should be done before spring.

Mr. Sellers asked Mr. Partington when the final population numbers might be in to firm up the district map for the new commission positions. Mr. Partington replied that Donna Patton and Jenna Fager in the Clerk's Office were working on the information from the state and a map.

Mr. Friesen mentioned before getting into the budget season if the departments would be able to do a department profile or pie showing what is grant, fee, or taxpayer funded so that he may understand what is inside these different departments.

Mr. Partington suggested having a goal planning session for 2022 with the Commissioners. He would prioritize a list for projects in 2022 and 2023. He then asked them to put their thoughts, questions, or projects from specific departments together so he could ask the department heads to attend for questions. The Board agreed by consensus to extend the agenda meeting on January 11th, 2022, after the reorganization of the

Board starting at 1:00 p.m. until finished, Mr. Partington thought maybe three hours.

County Commission Reports:

Mr. Friesen commented on attending a Chamber breakfast where they recognized non-profit organizations in Reno County. He appreciated their work and was not aware of all the non-profits in Reno County. He asked Public Works Director Don Brittain about detour signs on county roads for the new K-96 Highway work. Mr. Brittain replied that he would look into it however it should be KDOT's responsibility to redirect traffic and install signs for direction.

Mr. Sellers spoke about county staff breaking into three groups for the Appraiser interviews and he thought that worked well. He stated how important it was to get the district maps for the new commission areas finished. He thanked the staff/employees for working with him this past year stating Reno County had a very good group of employees working for it.

Mr. Hirst recognized all Reno County employees for doing a good job through out the year. He also suggested the Commission again review a resource book that Mr. Partington put together before the new year starts.

At 10:22 the meeting recessed for eight minutes.

The meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Joe O'Sullivan, and Minutes Clerk Cindy Martin, present.

At 10:30 a.m. **Mr. Hirst moved, seconded by Mr. Friesen,** to recess into executive session in order to confer with the Board's attorney on a privileged legal matter, that being legal issues involving the replacement of the bridge over Cow Creek into Willowbrook. The session is anticipated to last for 20-minutes, and no formal decision will be made. It is necessary for the County Counselor, the Public Works Director Don Brittain, and the County Administrator to remain for the session. Following the executive session, the Board will resume its agenda meeting at which time a motion for a second executive session on a separate matter is anticipated. The motion was approved by a roll call vote of 3-0.

At 10:50 a.m. Mr. Sellers moved, seconded by Mr. Friesen, to extend the executive session for 15-minutes until 11:05 a.m. The motion was approved by a roll call vote of 3-0.

At 11:05 a.m. Mr. Hirst moved, seconded by Mr. Sellers, to recess into executive session on a matter involving non-elected personnel, that being discussions pertaining to the selection of a successor of the County Counselor. The executive session is necessary to protect the privacy of the non-elected personnel under consideration. The session is anticipated to last for 30-minutes at which time the Board will resume its agenda meeting and another motion will be made to recess into a 3rd executive session on a separate matter with no formal decision to be made on the matter discussed. County Administrator Randy Partington is requested to remain for the executive session. The motion was approved by a roll call vote of 3-0.

At 11:35 a.m. Mr. Hirst moved, seconded by Mr. Friesen, to recess into executive session to discuss a personnel matter involving a non-elected official, that being the annual evaluation and contract renewal of the County Administrator. The executive session is necessary to protect the privacy of the non-elected official. The session is anticipated to last for 15-minutes, and no formal decision is anticipated. Mr. Partington is requested to remain for the executive session, following which the Board will resume its regular agenda meeting and adjourn for the day.

At 12:00 p.m. Mr. Hirst moved, seconded by Mr. Friesen, to extend the executive session for 5-minutes. The motion was approved by a roll call vote of 3-0.

At 12:05 p.m. the meeting returned to regular session and adjourned until 9:00 a.m. Tuesday, January 11th, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

January 11, 2022
Reno County Annex
Hutchinson, Kansas

The Board of Reno County Commissioners held the agenda session at the Annex Conference Room with Chairman Ron Hirst, Commissioner Daniel Friesen and Commissioner Ron Sellers, County Administrator Randy Partington, County Counselor Joe O'Sullivan, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Mike Rose, South Hutchinson United Methodist Church.

Commissioner Hirst welcomed to the first agenda meeting in 2022.

There were no public comments.

There were two additions and one change to the agenda; Resolution 2022-02 added to the consent agenda, Memorandum of Understanding with Johnson County Medical Examiner's Office added under business item 7A, change the first scheduled executive session to 15 minutes instead of 30 minutes. **Mr. Sellers moved, seconded by Mr. Friesen,** to approve the agenda items as amended. The motion to was approved by a roll call vote of 3-0.

Mr. Sellers moved, seconded by Mr. Friesen, to approve the Consent Agenda consisting of items 6A through 6E including the Accounts Payable Ledger for claims payable on January 7, 2022, totaling \$245,311.17 and claims payable on January 14, 2022 totaling \$1,202,510.14; approval to purchase one 2022 Ford F-150 Responder pickup from Midwest Motors for a net cost of \$12,693 for the Sheriff's Department, approval to purchase four 2022 Ford Interceptor SUV Hybrids from Midway Motors for a net cost of \$114,708 for the Sheriff's Department, approval of resolution declaring and establishing certain regulation of the streets and highways pursuant to K.S.A. 8-2002 (Mohawk Road and Clark Road), **Resolution 2022-02; A RESOLUTION RENEWING A PROCLAMATION OF A STATE OF LOCAL DISASTER EMERGENCY FOR RENO COUNTY, KANSAS.** Emergency Management Director Adam Weishaar stated resolution 2022-02 did not include any mandates it was just to be able to receive supplies from the State of Kansas. The motion was approved by a roll call vote of 3-0. Mr. Sellers commented that he was glad to see the Sheriff using two local companies for

bids. Mr. Hirst commented that the Hybrids must be working for the Sheriff's Department.

Reno County Death Scene Investigator for the District Attorney's Office Daniel Nowlan gave explanation to the Board for the Memorandum of Understanding with the Johnson County Medical Examiner's Office to perform autopsy services for Reno County. He stated that currently Reno County contracted with the Sedgwick County Forensic Science Center (SCFSC) to handle all forensic medical examinations, toxicology, and autopsies for Reno County. For the last fifteen-years SCFSC Pathologist Scott Kipper has acted as the Reno County Coroner. They elected to step back and no longer provide services for Reno County because of a large volume of cases from other surrounding counties. He stated with using Johnson County it would have an increased cost to transport a body. He suggested using Elliott Mortuary for local removal until the morning at a cost of approximately \$600.00. He said Sedgwick County charges ala carte for an average cost of \$2560 per autopsy and Johnson County has a complete package cost of \$2,300 but there is an increased transport cost per case. An autopsy is required on any unnatural death and the cost would be reduced with more external examinations. He and his staff are getting certifications to do more external examinations on site.

Tom Elliott, Elliott Mortuary in Hutchinson, voiced his concerns for the use of a local doctor to cover instead of sending bodies to Olathe. He was also concerned for the cost to families having the responsibility of paying for a return trip of their loved one when Reno County pays to have it transported for the autopsy.

Mr. Friesen moved, seconded by Mr. Sellers, to approve the Memorandum of Understanding between Reno County and the Johnson County Medical Examiner's Office for autopsy services as presented by staff and authorize County Administrator Randy Partington to sign the contract. The motion was approved by a roll call vote of 3-0.

County Planner Mark Vonachen met with the Board to recommend approval for a tabled item from December 14, 2021. Planning case #2020-09 a request by the Reno County Planning Commission for a series of text amendments to the April 2016 Edition of the Reno County Zoning Regulations regarding Commercial Wind Energy Conversion Systems (CWECS). He referenced the draft from January 29, 2021, and explained this was the original document from the Planning Board recommendation version

with no corrections. He explained the two changes; first amendment was under Article 23-101 first page to eliminate the second paragraph since Reno County prohibited wind in current zoned areas; second amendment was a typo error on page 23-6 under letter E speaking about Article 23-107 2E and changing the E to D. **Mr. Sellers moved, seconded by Mr. Friesen,** to approve the recommendation of the Reno County Planning Commission, in case #2020-09, received on January 29, 2021, as proposed to be amended by the County Planner, on adoption, for a series of text amendments to the April 2016 addition of the County Zoning Regulations regarding Commercial Wind Energy Conversion systems. A discussion ensued seeking to clarify that it is the original recommendation of the Planning Commission and not subsequent revisions discussed by the County Commission prior to the matter being tabled in February 2021. Mr. Sellers confirmed the clarification and Mr. Friesen reconfirmed his second.

Further discussion ensued by Commissioners Hirst, Friesen, and Sellers regarding the original recommendation. Mr. Hirst stated the matter deserved further study. By consensus of the majority vote the matter needed to be resolved on this day. The motion was approved by a roll call vote of 2-1 with Mr. Hirst voting no, not because he did not think the progress was a good starting point but because he thinks it can be improved.

Mr. Vonachen also gave explanation for a tabled item from 12/14/21 Planning Case 2021-14 a request to amend the jurisdiction of the Official Zoning District Boundary Map as identified in Article 1-103 of the Zoning Regulations. He stated this adds the CWECs zoning district to any property in the un-zoned area only for Commercial Wind Energy systems as adopted today with Article 23. He provided a map with green areas as zoned where wind energy systems are now prohibited and the blue area as current un-zoned where wind energy could be allowed with the proper (CUP) Conditional Use Permit. **Mr. Hirst moved, seconded by Mr. Sellers,** to approve the request from Planning and Zoning on the Special District. The motion was approved by a roll call vote of 3-0.

County Administrator Randy Partington discussed the Reno County Employee Classification and Compensation Study. He stated that after the agenda meeting December 14th, 2021, the Commission approved a 2 percent cost of living for all employees in effect the first pay period of 2022. The Commission by consensus tabled the Classification and Compensation study for the financial true cost from Mr. Partington. He stated that in the future the Human Relations Department would be offering a

resolution that encompasses other items included in the Arnold Group study. He identified three areas from the budgeted information that were the most important; approval of the new pay scale, approval of the compensation plan and address the 100 percent compression and approve the compensation philosophy that supports the "Grow/Build-Buy up" modeling for the hiring rates of employees that is based on both internal and external experience. He gave an example of internal/external experience. If approved today the items listed above are recommended to be effective for the 2nd pay period in February 2022. The pay scale presented by the Arnold Group was a \$1.9 million increase, however figuring the budget for 2022 taking into account who was employed from April or May of 2021, then added six percent to all funds to the pay scale, it covered all but approximately \$430,000 plus as a net that was missed. The General Fund will be short \$579,597 for budgeted wages at the 100 percent compression. If sales taxes remain flat in 2022, the county will have more in collected revenues than was budgeted by \$750,000. He spoke about tax levied funds and departments funded and not funded by property tax. **Mr. Friesen moved, seconded by Mr. Sellers**, to approve the recommendation of staff to adopt the new pay scales and address compression at 100 percent and approve the Grow/Build-Buy initiative for hiring ranges taking effect the 2nd pay period of February 2022 as recommended by County Administrator. The motion was approved by a roll call vote of 3-0.

Mr. Hirst stated they will pause the audio/video for the executive sessions. After the executive sessions they will be returning live.

Mr. Friesen questioned Public Works Director Don Brittain about work being done in the Arkansas River Channel. Mr. Brittain stated the county was moving the channel to the middle of the bridge instead of the side. KDOT signs for 82nd Ave and going north are missing some signs. The 56th Street signs were put up by Mr. Brittain.

County Administrator report:

Mr. Partington stated the company doing the courthouse renovations will report to the Commission to explain their timeline. He spoke about Financial Reports.

County Commission report/comments:

Mr. Friesen mentioned the Kansas Farm Bureau has a campaign school for potential candidates for elected office and noted that they have 20 slots available. It is a two-day event from start to finish and is on February 9th and 10th in Manhattan, Kansas for \$300 or \$250 for members. He thanked and appreciated county staff as the commission went through the pay study and got staff up to market rates staying competitive in the future.

Mr. Sellers said last Thursday he attended the annual Reno County Soil Conservation District meeting out at Dillon Nature Center. He stated we fund them approximately \$47,000 yearly. He said they do a lot of good work in Reno County, and he appreciated them for all the assistance they give farmers and ranchers in Reno County.

Mr. Hirst stated that there are two events at the Capital coming up. Local Government Day will be taking place on January 26th, 2022, from 1 pm to 7 pm and County Day at the Capital will be taking place on February 16, 2022, from 8am to 3pm. He stated that they are using a new approach with booths at the event. He appreciated the other Commissioners having patience with his study on CWECS.

At 10:35 a.m. the meeting recessed for ten minutes.

The meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Joe O'Sullivan, and Minutes Clerk Cindy Martin, present.

At 10:45 a.m. Mr. Hirst moved, seconded by Mr. Friesen, to recess into executive session for a period of 15 minutes to discuss a matter concerning non-elected personnel, the applicants for the Reno County Counselor position, in order to protect the privacy expectations of the applicants. Mr. Hirst requested that the County Administrator Randy Partington and County Counselor Joe O'Sullivan remain for the discussion, following which the Board will reconvene in regular session and a formal decision may be made. In addition, a motion into a second executive session on a separate matter is expected. The motion was approved by a roll call vote of 3-0.

At 11:00 a.m. Mr. Hirst moved, seconded by Mr. Friesen, to recess into executive session to confer with the Board's legal counsel on a privileged legal matter pertaining to a contractual matter between the City of Hutchinson and the County. The

session is expected to last for 30 minutes following which no formal decision is expected and the Board will reconvene in regular session. Persons requested to remain for the executive session are the County Counselor Joe O'Sullivan, County Administrator Randy Partington, and the Reno County Sheriff Darrian Campbell. Following the executive session, a motion for a third executive session on a separate matter is expected. The motion was approved by a roll call vote of 3-0.

At 11:30 a.m. Mr. Hirst moved, seconded by Mr. Friesen, to recess into executive session for a period of 15 minutes to discuss a matter concerning non-elected personnel of the county in order to protect the privacy expectations of the personnel involved. The County Administrator Randy Partington is requested to remain for the executive session. No formal decision will be made during the executive session, following which the Board will reconvene in regular session and attend to remaining matters on the agenda. The motion was approved by a roll call vote of 3-0.

At 11:45 a.m. Mr. Hirst moved, seconded by Mr. Friesen, to extend the executive session for an additional 15 minutes on the non-elected personnel requesting Mr. Partington leave the session. The motion was approved by a roll call vote of 3-0.

At 12:00 p.m. Mr. Hirst moved, seconded by Mr. Friesen, to extend the executive session for an additional 15 minutes on the non-elected personnel. The motion was approved by a roll call vote of 3-0.

Mr. Friesen moved, seconded by Mr. Sellers, that after review of the County Administrator's performance, they recommended an increase of base salary to \$154,500 plus deferred compensation. Mr. Hirst commented that the motion should include normal reimbursable expenses. The motion was approved by a roll call vote of 3-0.

Mr. Hirst read the next item for consideration was a contract of the County Counselor position that was previously held for many, many years by Joe O'Sullivan who would be retiring. **Mr. Sellers moved, seconded by Mr. Friesen,** to approve and sign the contract presented today with the independent contractor agreement for County Counselor between the Board of Reno County Commissioners and Patrick G. Hoffman, Attorney at Law. The motion was approved by a roll call vote of 3-0.

Mr. Sellers moved, seconded by Mr. Hirst, to approve the reorganization of the Board of County Commissioners, nominating Commissioner Daniel Friesen to be Chairperson for the year 2022. The motion was approved by a roll call vote of 2-1 with Mr. Friesen abstaining.

Mr. Friesen moved, seconded by Mr. Hirst, to approve the Vice-Chair as Commissioner Ron Sellers. The motion was approved by a roll call vote of 2-1 with Mr. Sellers abstaining.

At 12:20 p.m. the meeting returned to regular session and adjourned until 12:30 p.m. Tuesday, January 11th, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

January 11, 2022
Reno County Annex
Hutchinson, Kansas

The Board of Reno County Commissioners held a special Strategic Goals/Priorities session at the Annex Conference Room with Chairman Daniel Friesen, Commissioner Ron Sellers and Commissioner Ron Hirst, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present.

The Board welcomed the new County Counselor Patrick Hoffman as Mr. Joe O'Sullivan retires after 37 years of service to Reno County.

At 12:30 p.m. County Administrator Randy Partington opened with the two new commission district maps and getting the census numbers from the Clerk's Office. He stated that candidates for the two new districts would be able to start with the election process starting January 25, 2022.

He summarized potential strategic goals and priorities as listed:

Quality of life, Financial Stewardship, Innovative County, Economic Growth, Public Health and Safety, Customer Service.

He then reviewed Projects specific priorities for 2022 through 2024:

Yoder and HABIT Sewer District renovations, Yoder Water District work on Nitrate level issues, Willowbrook bridge and transfer of ownership, Highlands Water and Sewer Districts, ARPA Funds, Courthouse Space Renovation, Bond and Financing Discussion, Discuss other building needs, Fire Districts, Budget Priorities for 2023, Governance and Policy Goals.

The Board discussed several of the priorities and strategic goals before Commissioner Friesen asked if Commissioner Sellers would research and report back on housing, Commissioner Hirst research and report on childcare and he would tackle the Economic Development Comprehensive Plan.

The Board requested Mr. Partington to continue researching all available space or building needs for the Health Department, Emergency Management, and the renovation of the Courthouse.

At 2:10 p.m. the meeting adjourned until 9:00 a.m. Tuesday, January 25th, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date



AGENDA ITEM

AGENDA ITEM #VI.C

AGENDA DATE: January 25, 2022

PRESENTED BY: Commission Chair Daniel Friesen

AGENDA TOPIC:
County Administrator 2022 Employment Contract

SUMMARY & BACKGROUND OF TOPIC:

Beginning in 2020, Reno County has contracted with Randy Partington for employment as the county administrator. The contract is for one-year increments that are concurrent with the calendar year. For changes in salary only, the changes are approved in an open meeting, followed by the commission chair notifying the administrator via memo of the changes. The 2022 employment contract had a couple of wording changes in addition to the pay increase approved by the commission on January 11, 2022.

Below are the changes in the attached employment contract.

- Date from 2021 to 2022 for contract
- Term of employment, added a statement that has the commission give me 60-days notification if the contract is not to be renewed.
- Termination paragraph; added in paragraph (b) a statement that pays out my accrued leave similar to other employees if I resign or retire.
- Salary changed from \$144,220 to \$154,500 per previous commission motion.
- Deferred Comp; changed from \$19,500 to \$20,500 per previous commission motion.

ALL OPTIONS:

- Approve the employment contract with all noted changes.
- Modify the employment contract to be approved only with wage adjustments previously approved.

RECOMMENDATION / REQUEST:

Approval of contract with noted changes.

POLICY / FISCAL IMPACT:

Pay adjustments are covered by the 2022 budget.

**COUNTY ADMINISTRATOR
EMPLOYMENT CONTRACT
(Effective January 1, 2022)**

THIS CONTRACT to be effective the 1st day of January, 2022, is made and entered into between the Board of County Commissioners of Reno County, Kansas (hereinafter the "County"), and Randall Partington (hereinafter the "Administrator").

WHEREAS, the County has created by resolution the position of County Administrator of Reno County, Kansas, pursuant to K.S.A. 19-3a02, and the County desires to continue the employment of the Administrator in said position.

WHEREAS, the County and the Administrator entered into an Employment Contract effective February 16, 2020, for a term initially concluding on December 31, 2020; and

WHEREAS, following completion of a recent performance evaluation of the Administrator, the parties desire to renew the Employment Contract for an additional one (1) year term and to amend said Contract in certain respects.

NOW, THEREFORE, in consideration of the past performance of the Administrator and the promises and covenants hereinafter stated, the parties agree as follows:

1. Employment:

The County hereby agrees to continue employment of the Administrator as County Administrator, and the Administrator hereby accepts such employment in accordance with the terms and conditions of this contract.

2. Duties:

The Administrator shall perform the duties delegated to the County Administrator described within County Resolution 2012-39 approved and adopted December 11, 2012. The Administrator shall be in charge of the operations of the County and have full authority and responsibility, subject to the direction and control of the Board of County Commissioners, for assisting in the formulation of policies and for implementing such policies as established by the County, and all duties as referred within the County Administrator job description approved in March, 2016, as the same may be amended from time to time. The Administrator shall accept no outside employment that will interfere with the performance of his duties as County Administrator. In this regard it is the County's intention that the Administrator devotes his full attention towards the fulfillment of the Administrator's obligations under this contract.

3. Term of Employment:

- a. The term of this renewed contract shall be for one (1) year commencing on January 1, 2022 and concluding on December 31, 2022. This contract will automatically renew itself thereafter for additional one-year terms commencing on January 1 of each such year, if the County has not formally notified the County Administrator of contract termination at least 60-days in advance.

- b. Subject to the provisions of section 4 hereof, nothing in this contract shall be construed to prevent, limit or otherwise interfere with the right of the County to non-renew the employment of the Administrator at the expiration of the term, or to terminate the services of the Administrator at any time, or with the right of the Administrator to resign from his position as Administrator of the County at any time.

4. Termination and Severance Pay:

- a. In the event the County terminates this contract on or before December 31, 2020, or at any time during the renewal term thereafter as herein provided, or fails to renew the employment of the Administrator at the expiration of any term, notwithstanding the Administrator's willingness to continue performing such services for the County, the County shall pay to the Administrator all contractual obligations remaining due under the contract, if any, and in addition thereto shall pay as severance pay a lump sum cash payment equal to the total of six (6) months' aggregate salary, accrued personal leave time and all other benefits available to employees.

In addition, the County for a period of six (6) months following termination shall pay to the Administrator an amount equal to what the County would have otherwise contributed to the Administrator's continuing participation in the County's healthcare plan had the Administrator not been terminated, or the amount of premium paid by the Administrator for health insurance following termination, whichever is less. In the event the Administrator, following a diligent effort, is unable to secure comparable employment by the six (6) month anniversary of his termination, the term of the above referenced severance benefits shall be extended for an additional six (6) months or through the last day of the month preceding the month of his first day of new employment, whichever occurs first. Severance compensation beyond the initial six (6) month period shall be paid on a month to month basis with each payment due on the 10th day of the month following each month of continuing unemployment. Should the Administrator be terminated for commission of any crime involving moral turpitude, veracity, honesty or personal gain, or a felony offense, or engage in misconduct in the performance of his official duties, the County shall have no obligation to pay any severance pay as provided for herein.

- b. Except as otherwise agreed by the parties, the Administrator shall give the County sixty (60) days' written notice of any voluntary resignation from employment hereunder. In the event of such voluntary resignation and subject to paragraph "c" below, the provisions of paragraph "a" above shall not apply and this contract shall expire on the effective date of such resignation, with the exception of accrued personal leave time that shall be paid out similar to other county employees upon resignation or retirement.

- c. If at any time during the term of this contract or any renewal thereof:
- (1) A majority of the governing body votes to terminate Administrator at a duly authorized public meeting for any reason other than commission of any crime involving moral turpitude, veracity, honesty or personal gain, or a felony offense, or engage in misconduct in the performance of his official duties, when Administrator is ready, willing and able to perform the duties of Administrator;
 - (2) The County reduces base salary, compensation or other financial benefits applicable to Administrator, unless such reduction applies in no greater percentage than the average reduction of all department heads of the County;
 - (3) The Administrator resigns following an offer to accept resignation, whether formal or informal, by a commissioner as representative of the majority of the Board of County Commissioners at any time the Administrator is ready, willing and able to perform the duties of County Administrator;

THEN, in such events, the Administrator may at his election deem his employment hereunder to have been terminated within the meaning of paragraph "a" of this section and, the County shall forthwith make the payments and provide the benefits required under such paragraph "a."

5. Disability:

If the Administrator is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of thirty (30) successive days beyond any accrued sick leave, or for twenty (20) business days over a thirty (30) day period after exhaustion of accrued sick leave, the County shall have the option to terminate this Contract, consistent with all applicable federal and state laws pertaining to required leave, disabilities and accommodations. Provided, in any such event the Administrator shall be compensated for any accrued and compensable sick leave, personal leave time, holidays, and other accrued benefits, but Administrator shall not be paid any severance pay or further compensation.

6. Salary:

The County shall pay to Administrator as compensation for his services hereunder an annual base salary of \$154,500 payable in installments at such intervals as other County employees are paid. The base salary may be reviewed periodically by the Board of County Commissioners but not less than once annually at or about the time for renewal of this contract as provided at paragraph 3a. Any change in the annual base salary or in any other benefits as specified at paragraphs 7, 8 and 9 below shall be reflected in the Board's Minutes and by written Memorandum or letter from the Board Chairman to the County

Administrator; and the same shall be considered as an amendment to this contract.

7. Other monetary benefits:

- a. **Vehicle allowance.** The County shall provide the Administrator with a vehicle allowance of \$600.00 per month (\$7,200.00 annually) for official use of his private vehicle within Reno County. The Administrator shall, in addition, be reimbursed for use of such vehicle for official travel to destinations outside of Reno County at the rate paid to other County employees for similar travel. All operating, maintenance and other expenses incurred by the Administrator in connection with his official duties shall be borne by the Administrator.
- b. **Deferred compensation.** In addition to other compensation, the County agrees to execute all necessary agreements required by the Qualified 457b Plan Provider of the Employee's choice for participation on the selected plan, and in addition to the base salary paid by the County to the Employee, the County agrees to contribute \$1,708.33 monthly (\$20,500.00 annually) on behalf of the Administrator as deferred compensation.
- c. **Health Insurance.** The County shall provide hospitalization, surgical, and comprehensive medical insurance for the Administrator and his dependents and pay the premiums thereon equal to that which is provided to all other employees of the County, in accordance with policies of the County.
- d. **Additional Consideration.** As an additional monetary benefit, the County shall pay the Administrator \$1,400.00 annually (\$53.85 per pay period) to be allocated by Administrator to either the Vehicle Allowance or Deferred Compensation benefits, or to both, as the Administrator shall decide.

8. Leaves and other benefits:

- a. Upon the commencement date of the contract term the Administrator shall be credited with three (3) weeks paid personal leave time and shall be entitled to such other additional paid leave as specified in the County Personal Leave Time Policy adopted December 27, 2016 and the County Sick Leave Administration Policy adopted September 25, 2018, as the same may be amended from time to time.
- b. Group insurance and all other benefits provided to other County employees shall be made available to the Administrator on like terms and conditions.
- c. In addition to any deferred compensation payment made pursuant to Section 7 b. of this contract, the Administrator may elect to allocate any part of his total compensation to a retirement, deferred compensation or similar program of his choice.

9. Professional Development:

- a. The County shall budget for and pay the professional dues and subscriptions incurred by the Administrator for his participation in such national, regional, state and local associations or organizations as the Administrator deems necessary and which provides for the continuing development of professional credentials for the ICMA-CM, subject to approval of the Board of County Commissioners.
- b. The County shall budget for and pay the travel and subsistence expenses incurred by the Administrator in the course of his attendance at or participation in such meetings, conferences or other functions as he deems necessary to adequately discharge official and ceremonial functions on behalf of the County, including but not limited to the annual conferences or conventions of the Kansas Association of Counties (KAC), Government Finance Officers Association (GFOA), International City & County Management Association (ICMA), Kansas Association of City & County Management (KACM), and Kansas County Administrators Association (KCAA) and any such national, regional, state and local groups and committees thereof upon which the Administrator serves as a member.
- c. The County shall budget and pay for travel and subsistence expenses incurred by the Administrator for short courses, seminars and institutes which he deems necessary for his professional development and for the good of the County and which are approved by the Board of County Commissioners.

10. Other terms and conditions of employment:

- a. In addition to benefits specifically enumerated in this contract, all policies and procedures of the County relating to personal leave time and sick leave, retirement and pension system contributions, holidays and other benefits and working conditions, as they now exist or may hereafter be amended, shall apply to the Administrator in the same way as to other employees of the County.
- b. The County, in consultation with the Administrator, may fix any such other terms and conditions of employment relating to the performance of the Administrator as it deems appropriate from time to time; provided, that such terms and conditions are not inconsistent with or in conflict with the express provisions of this contract, County policies and procedures or any other law or regulation. No such additional terms or conditions shall be effective unless first reduced to writing and furnished to the Administrator as mutually agreed by the Administrator and the County.

11. Risk allocation:

- a. The parties acknowledge the applicability of the Kansas Tort Claims Act, K.S.A. 65-6101 and following (the "KTCA"), to the Administrator. The Administrator shall be afforded all of the rights and protections afforded public employees generally pursuant to the KTCA, including but not limited to those rights and protections relating to alleged violations of state or federal civil rights laws. The Administrator may be afforded such additional rights and protections with respect to civil actions to which is made a party, as the County may from time to time deem appropriate.
- b. The Administrator shall keep all personal vehicles used for official business in good cosmetic and operating condition, and shall maintain continuously in force with respect to all such vehicles a policy of liability insurance having a limit of at least \$500,000 per occurrence for bodily injury and \$50,000 per occurrence for property damage.

12. Performance evaluation:

- a. The Board of County Commissioners shall review and evaluate the performance of the Administrator annually based upon the performance goals established by the Board in consultation with the Administrator, in the fall of each year, and may evaluate such performance more frequently, if determined necessary by the Board of County Commissioners or requested by the Administrator. The Chairman of the Board of County Commissioners and the Administrator shall meet prior to any findings to discuss the Administrator's self evaluation of the prior year. The Chairman of the Board of County Commissioners shall furnish to the Administrator a written summary of the findings of the Board and shall afford the Administrator an adequate opportunity to discuss such findings and evaluations with the Board.
- b. In implementing the provisions of this section, the parties agree to abide by all applicable law.

13. Contract Subject to Kansas Cash-Basis Law:

This Contract is subject to the Kansas Cash-Basis Law, K.S.A. 10-1116a. The financial obligations of the County undertaken herein are subject to funds budgeted and available for the stated purposes.

14. Bond:

The County shall bear the full cost of any fidelity or other bonds required of the Administrator.

15. General Provisions:

- a. The text hereof shall constitute the entire agreement between the parties.
- b. Other than those provisions relating to the Administrator's obligation to serve as the County Administrator, this contract shall be binding upon and inure to the benefit of the heirs and executors of the Administrator.
- c. Except as expressly provided herein, neither party shall assign rights or delegate duties arising from this contract without first obtaining the express written consent of the other.
- d. Should any provision of this contract, or any portion thereof, be held unconstitutional, invalid or unenforceable, the remainder of this contract shall be deemed severable, shall not be affected and shall remain in full force and effect.

To the above and foregoing terms and conditions, the parties execute this contract on the day and date indicated below.

"COUNTY"

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

DATE: _____

By: _____
Daniel Friesen, Chairman

"ADMINISTRATOR"

DATE: _____

Randall Partington

ATTEST:

Reno County Clerk

1/20/21



AGENDA ITEM

**AGENDA
ITEM #VI.D**

AGENDA DATE: January 25, 2022

PRESENTED BY:

AGENDA TOPIC:

Reappoint Emergency Management Director, Adam Weishaar to the South Central Kansas Homeland Security Council as Reno County's representative effective 1/25/2022 through 12/31/2023.

SUMMARY & BACKGROUND OF TOPIC:

Adam Weishaar has served on the South Central Kansas Homeland Security Council since 2016. He has been the Vice Chairperson since 2017 and the current term will expire in 2023. New appointment letters are due every two years.

ALL OPTIONS:

Approve the reappointment or appoint a different member of the county's staff.

RECOMMENDATION / REQUEST:

Approval

POLICY / FISCAL IMPACT:

There are no policy or fiscal impacts.



COMMISSION

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

January 25, 2022

Mr. Greg Klein, Chairman
South Central Homeland Security Council
PO Box 505
Lyons, KS 67554

Dear Mr. Klein:

The Reno County Commissioners have appointed Adam Weishaar to serve as Reno County's representative on the South-Central Regional Homeland Security Council beginning January 25, 2022 through December 31, 2023.

Sincerely,

Daniel P. Friesen
Chairman, Reno County Commission



AGENDA ITEM

AGENDA ITEM #VI.E

AGENDA DATE: January 25, 2022

PRESENTED BY:

AGENDA TOPIC:

Resolution 2022-___ directing the filing of a real estate tax foreclosure action.

SUMMARY & BACKGROUND OF TOPIC:

Adoption of the resolution is necessary in order for the County Counselor to initiate action in District Court so that certain real estate may be foreclosed on and sold at the annual tax sale usually held in October of each year.

ALL OPTIONS:

Approve the Resolution and thereby allowing the County Counselor to initiate action in District Court.
Send the Resolution back to staff for changes to be brought back on a later commission meeting date.
Decline adopting a Resolution this year and thereby deciding not to hold the annual tax sale in October.

RECOMMENDATION / REQUEST:

Adopt Resolution

RESOLUTION 2022-_____

A RESOLUTION PURSUANT TO K.S.A. 79-2801
DIRECTING THE FILING OF A REAL ESTATE TAX FORECLOSURE ACTION

BE IT RESOLVED by the Board of County Commissioners of Reno County, Kansas, that pursuant to K.S.A. 79-2801 the Reno County Counselor is directed to initiate an action in Reno County District Court in the name of the Board of County Commissioners against the owners or supposed owners and all persons having a claim or claiming to have any interest in real estate which has been sold at a delinquent tax sale pursuant to K.S.A. 79-2401a and which remains unredeemed and eligible for foreclosure from and after September 1, 2021, as therein provided.

ADOPTED in regular session this 25th day of January, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

DANIEL FRIESEN, Chairman

RON SELLERS, Member

RON HIRST, Member

ATTEST:

Donna Patton
Reno County Clerk



AGENDA ITEM

AGENDA ITEM #VI.F

AGENDA DATE: January 25, 2022

PRESENTED BY: Megan Davidson, Reno County Solid Waste

AGENDA TOPIC:

SCS Engineers 2022-2024 Solid Waste Consulting Services Proposal for Reno County Solid Waste Facility Estimated costs for proposed years: 2022: \$478,600 ; Year 2023: \$303,000; Year 2024 \$309,400

SUMMARY & BACKGROUND OF TOPIC:

The Reno County Solid Waste Facility is regulated by KDHE and other agencies to complete reporting and compliance activities throughout the year such as groundwater reporting, annual closure/post closure cost reports, air permits, and other items. Included in such yearly compliance services are gas system operations, maintenance, and monitoring including surface emissions monitoring. All of these items are mandated by federal regulations and the facility's permits. SCS' proposal supports Reno County in complying with the applicable requirements. On-call services such as well repairs, flare troubleshooting, planning, agency notifications, and other miscellaneous services typically occur within a given year as well. The on-call services associated with both general solid waste consulting and gas system operations are presented for items that cannot be accurately foreseen or defined until the need arises. Reno County Solid Waste is proposing and recommending to continue these annual services through January 31, 2025 with SCS.

Reno County requires new cells be opened in the near future for both the Municipal Solid Waste (MSW) and Construction & Demolition (C&D) sites. SCS' proposal includes developing design and construction documents for both the MSW cell (Cell 8) and C&D cell (Phase 3). Performing Construction Quality Assurance services which will provide documentation to KDHE that these cells were constructed properly are also included. KDHE must provide approval prior to waste being placed into these cells. These services are proposed for 2022.

Updated facility plans are required to account for the new operational facilities and gas system expansion which were constructed in 2021 as well as the new cell construction that is proposed for this year (2022). SCS anticipates updating the Facility Site Map; Spill Prevention, Control, and Countermeasure Plan; and Storm Water Pollution Prevention Plan in 2023.

All of these services are planned out years in advance to manage and control the operations of the solid waste facility that is required by the state and federal government. Each year services that are with SCS usually flow in to the following years with projects still ongoing or preplanning that already takes place year to year to keep up with operations. SCS and Reno County have a good working relationship and

work together to streamline services to benefit Reno County by cost savings in money and also time on site. This proposal would be for the years of 2022-2024.

ALL OPTIONS:

1. Approve the Agreement/Scope of Services from SCS Engineers for the years 2022-2024
2. Table the Approval of the Agreement/Services for further discussion
3. BOCC can send the item back to staff for revisions

RECOMMENDATION / REQUEST:

Approve the 2022-2024 SCS Consulting Services Proposal for services to be performed for the Reno County Solid Waste Facility as presented by Reno County Staff.

POLICY / FISCAL IMPACT:

The Scope of Services from SCS Engineers have been accounted for in the 2022 budget. The Annual Services and Engineering and Planning Scope of Services will come out of the Professional Services 008 Fund and the Gas Collection and Control System and Operation, Monitoring and Maintenance Scope of Services will come out of the Remediation 013 Funds. The funds for the future years of 2023-2024 will be allocated in the budget for those respective years.

2022: Estimated Annual Services \$95,300 Gas Collection Services:\$ 168,900
Engineering Services: \$ 214,400 **Total 2022 Services: \$ 478,600.00**

2023: Estimated Annual Services: \$ 100,900, Estimated Gas Collection Services: \$175,000
Estimated Engineering Services: \$27,400 **Total Services 2023 \$ 303,300.00**

2024: Estimated Annual Services: \$121,900 Estimated Gas Collection Services \$178,600
Estimated Engineering Services \$8,900 **Total Services 2024 \$309,400.00**

If you notice in between years 2022 and 2023 the reduction in Engineering services is due to the Cell 8 construction will be completed as well as the Phase 3 construction and demolition planning for future space needs in the construction demolition area that Ren County staff will self perform all of the dirt work for that phase 3.

January 18, 2022
File No. 270017222

Ms. Megan Davidson
Reno County Solid Waste Department
703 S. Mohawk Road
Hutchinson, Kansas 67501

Subject: 2022 - 2024 Solid Waste Consulting Services Proposal
Reno County Municipal Solid Waste Landfill Facility

Dear Ms. Davidson:

We appreciate the opportunity to provide this Proposal for the Reno County Municipal Solid Waste Landfill Facility's (Reno County MSWLF) solid waste consulting services for the next three years (2022 - 2024). SCS Engineers has appreciated the opportunity to build a solid professional relationship with Reno County over many years and looks forward to serving Reno County in the future.

SCS proposes scopes of work in which we foresee being needed within the next three years. Although we cannot anticipate all work to be done, we have made significant efforts to include the services we believe to be needed and provided on-call tasks for services that we cannot accurately predict. SCS understands the County's sensitivity toward maintaining budgets, therefore, SCS will work with the Solid Waste Director and other County officials as necessary to minimize costs where applicable and to the extent practicable. The contract terms and scopes of work (including on-call tasks) presented in this proposal are similar to previously accepted proposals by the Reno County Board of Commissioners.

Scope of Services and Estimated Fees

The scope of work for this proposal is based on ongoing discussions with Reno County MSWLF personnel and our experience providing these services to Reno County. A detailed scope of work for each task is provided in Attachment A and corresponding fees are provided in Attachment B.

We have provided a lump sum cost for tasks with a well-defined scope of work. For tasks where the scope of work is less defined, an estimated cost is provided. SCS Engineers will submit invoices approximately monthly. Lump sum tasks will be invoiced on a percent completion basis. Time and materials tasks will be based on the actual number of units expended during the invoice period multiplied by the corresponding rate in the fee schedule for the appropriate year.

Terms and Conditions

If the proposed scope of work presented herein meets your approval, work may begin immediately by signing the attached Terms and Conditions.



We appreciate our continued working relationship with Reno County and look forward to discussing any questions or comments you may have concerning this proposal. Please feel free to contact us at (316) 315-4501.

Sincerely,



Steve Linehan, P.E.

Project Director

SCS ENGINEERS



Monte R. Markley, P.G.

Vice President

SCS ENGINEERS



Kelly Hoyt, P.G.

Senior Project Manager

SCS ENGINEERS

Attachments:

- Attachment A – Scopes of Services
- Attachment B – SCS' Fees and Standard Rates
- Attachment C – Terms & Conditions

ATTACHMENT A
Scope of Services - Tasks
Reno County Municipal Solid Waste Landfill Facility
2022 - 2024 Solid Waste Consulting Services

TASK 1 – SEMI-ANNUAL GROUNDWATER ACTIVITIES

Groundwater monitoring activities at the Reno County Municipal Solid Waste Landfill Facility (Reno County MSWLF) have historically been divided between two facilities: the Closed Landfills (Consisting of Sites A, B, and C) and the operating landfill (Site D). SCS will use the most recent Sampling and Analysis Plan (SAP) (approved in 2020) to perform the field activities. There are a total of 36 wells at the Reno County MSWLF: 24 wells monitor the Closed Landfills; 9 wells monitor Site D; and 3 wells monitor performance levels for the former remediation system.

The closed landfills and Site D are required to follow assessment monitoring procedures due to previously detected volatile organic compound (VOC) concentrations in the groundwater samples. The semi-annual sampling events are scheduled to occur during May and November of each year. Additionally, the KDHE-BWM currently requires annual leachate sampling and reporting for the active facilities. The closed portion is unlined; therefore, a leachate sample cannot be collected.

In general, SCS Engineers will provide groundwater and leachate sampling, laboratory analyses, and report preparation services in accordance with:

- K.A.R. 28-29-113, which specifies regulation requirements for groundwater monitoring of landfills;
- Most recent version of the approved SAP for the Reno County MSWLF; and
- Correspondence and directives from the KDHE-BWM and KDHE-BER.

The following paragraphs further describe SCS Engineers' proposed scope of services. Field activities required for the Closed Landfill and Site D will be coordinated to minimize travel and repetitive activities. For instance, the 33 groundwater monitoring wells (Closed Landfill and Site D) and 3 performance monitoring wells will be gauged for water levels prior to the purging and sampling activities.

Closed Landfill Groundwater Monitoring

Groundwater Sample Collection and Analysis

During May and November, SCS Engineers will collect water levels from the 22 groundwater monitoring wells plus the two piezometers (MW-2 and MW-7) associated with the Closed Landfill prior to initiating any purging and sampling activities. Following water level measurements, the Closed Landfill's monitoring wells will then be purged and/or sampled in accordance with the procedures specified in the approved SAP. The following monitoring wells are associated with the Closed Landfill:

- | | | | |
|---------|----------|----------|---------|
| • MW-1A | • MW-9 | • MI-2A | • MI-4B |
| • MW-1B | • MW-12 | • MI-2B | • MI-5A |
| • MW-3A | • MW-20A | • MI-3AR | • MI-5B |
| • MW-3B | • MW-20B | • MI-3BR | • MI-6 |
| • MW-8A | • MW-20C | • MI-3C | • MW-2* |
| • MW-8B | • MI-1 | • MI-4A | • MW-7* |

*-Water Level Only

Twenty-two of the wells listed above will be sampled during the May semi-annual event provided adequate groundwater is present. KDHE has approved a reduction in sampling frequency for a subset of the Closed Landfill monitoring wells. In the November semi-annual event only 12 of the 24 are sampled. As only 12 of the Closed Landfill monitoring wells are sampled in November a cost reduction is applied to the November semi-annual event to reflect the reduction in labor and analytical costs.

In addition, the following Quality Assurance/Quality Control (QA/QC) samples will be collected during each semi-annual sampling event:

- One field duplicate;
- One rinsate sample; and
- One trip blank.

SCS Engineers will subcontract with an analytical laboratory certified by the State of Kansas to provide the appropriate sample bottles, shipping coolers, sample labels, etc. as required for the sampling events and perform the required analytical testing.

Operating Landfill (Site D) Groundwater Monitoring

Groundwater Sample Collection and Analysis

During May and November, SCS Engineers will locate and gauge the nine monitoring wells surrounding the Site D landfill prior to initiating any purging and sampling activities. Please note that MW-18A and MW-18B were plugged and abandoned during November 2021 and have been removed from the monitoring network. The following nine monitoring wells will then be purged and/or sampled in accordance with the procedures specified in the approved SAP:

- MW-15A
- MW-15B
- MW-16A
- MW-16BR
- MW-17A
- MW-17B
- MW-19
- MW-21
- MW-22

Monitoring wells MW-15A and MW-15B are considered to be “upgradient” sampling locations while the remaining seven monitoring wells are considered to be “downgradient”. A leachate sample will be collected from Site D’s leachate collection system during the November event. In addition, the following Quality Assurance/Quality Control (QA/QC) samples will be collected during each semi-annual sampling event:

- One field duplicate;
- One rinsate sample; and
- One trip blank.

SCS Engineers will subcontract with an analytical laboratory certified by the State of Kansas to provide the appropriate sample bottles, shipping coolers, sample labels, etc. as required for the sampling events, and perform the required analytical testing.

May Groundwater Monitoring Events

In accordance with K.A.R. 28-29-113(b) and the approved SAP, groundwater samples collected from 22 groundwater monitoring wells of the Closed Landfills, 3 groundwater monitoring wells for the former remediation system, 9 groundwater monitoring wells of Site D, and the QA/QC samples will be submitted to a certified laboratory for analysis. Laboratory analysis will consist of KDHE Appendix II VOCs for all wells sampled and geochemical parameters for Site D’s perimeter wells.

Key Assumptions:

- The network monitoring wells are accessible by a two-wheel drive vehicle and groundwater samples will be obtained from monitoring wells in accordance with the sampling procedures outlined in the approved SAPs.
- A sufficient amount of groundwater will be available to sample each well within a 24-hour period to satisfy the necessary laboratory analysis.
- The monitoring wells indicated are the correct sampling points to provide compliance with the SAPs, KDHE requirements, and the K.A.R.
- The number of collected samples and laboratory parameters indicated will satisfy the approved SAP, KDHE requirements, and the K.A.R.

November Groundwater Monitoring Events

In accordance with K.A.R. 28-29-113(b) and the approved SAP, groundwater samples collected from 12 groundwater monitoring wells of the Closed Landfills, 9 groundwater monitoring wells of Site D, and the QA/QC samples will be submitted to a certified laboratory for analysis. Laboratory analysis will consist of KDHE Appendix II VOCs for all wells and geochemical parameters for Site D's perimeter wells. A leachate sample will be collected and submitted for Appendix I VOC's and geochemicals, TDS, total iron, 5-day Biological Oxygen Demand, and pH.

Key Assumptions:

- The network monitoring wells are accessible by a two-wheel drive vehicle and groundwater samples will be obtained from monitoring wells in accordance with the sampling procedures outlined in the approved SAPs.
- A sufficient amount of groundwater will be available to sample each well within a 24-hour period to satisfy the necessary laboratory analysis.
- The monitoring wells indicated are the correct sampling points to provide compliance with the SAPs, KDHE requirements, and the K.A.R.
- The number of collected samples and laboratory parameters indicated will satisfy the approved SAP, KDHE requirements, and the K.A.R.

May Groundwater Monitoring Report

Upon receipt of the analytical data, SCS Engineers will review the QA/QC results, laboratory extraction and holding times, and other pertinent laboratory data to qualify the data, as necessary. The most recent SAP indicates that no statistical analysis is required for the Reno County MSWLF. If statistical analysis is eventually required, SCS Engineers will submit a proposal to update the statistical database and perform the analysis to meet KDHE requirements.

Upon completion of each sampling event's data review, SCS Engineers will prepare a semi-annual report detailing the monitoring event for the Closed Landfills, the operating landfill and the former remediation system. In accordance with the approved SAP, the report shall include, but not be limited to:

- Purpose of sampling;
- Direction of groundwater flow;
- Discussion of field sampling activities;
- Any deviations from the SAP;
- Copies of the field data sheets/notes;

- Laboratory analytical results, QA/QC review, and associated chain of custody records;
- Summarized discussion of the analytical results; and
- Analytical data on disk.

The report will be in a format suitable for submittal to the KDHE to provide compliance with the regulations and SAP.

Key Assumptions:

- SCS Engineers will provide one electronic draft report for review. One hardcopy of the report will be sent to Reno County for onsite filing and one electronic copy will be submitted to the KDHE-BWM.
- Statistical analysis of the data is not required at this time.

November Groundwater Monitoring Report

Upon receipt of the analytical data, SCS Engineers will review the QA/QC results, laboratory extraction and holding times, and other pertinent laboratory data to qualify the data, as necessary. The most recent SAP indicates that no statistical analysis is required for the Reno County MSWLF. If statistical analysis is eventually required, SCS Engineers will submit a proposal to update the statistical database and perform the analysis to meet KDHE requirements.

Upon completion of each sampling event's data review, SCS Engineers will prepare a semi-annual report detailing the monitoring event for the Closed Landfills, Site D (including the leachate analytical), and the former remediation system. In accordance with the approved SAP, the report shall include, but not be limited to:

- Purpose of sampling;
- Direction of groundwater flow;
- Discussion of field sampling activities;
- Any deviations from the SAP;
- Copies of the field data sheets/notes;
- Laboratory analytical results, QA/QC review, and associated chain of custody records;
- Summarized discussion of the analytical results; and
- Analytical data on disk.

The report will be in a format suitable for submittal to the KDHE to provide compliance with the regulations and SAP.

Key Assumptions:

- SCS Engineers will provide one electronic draft report for review. One hardcopy of the report will be sent to Reno County for onsite filing and one electronic copy will be submitted to the KDHE-BWM.
- Statistical analysis of the data is not required at this time.

2024 Sampling Events

Every five years the landfill is required to sample for the full Appendix II laboratory suite as per the KDHE approved SAP. The five year event is a reduction from having to sample the full Appendix II list for every sampling event while in assessment monitoring. During the May 2024 event, 9 wells for the

Site D landfill will be sampled for the full Appendix II list and during November 2024 event 8 select wells associated with the Closed Landfills will be sampled for the full Appendix II list. The remaining Closed Landfill wells will be sampled as previously described.

Costs for the sampling and reporting for each event for years 2022 to 2024 are included in the attached cost table. Please note the sampling events for 2024 will be a 'five year event' and will require additional analytical requirements (full Appendix II).

TASK 2 - ANNUAL PERMIT RENEWAL ASSISTANCE

TASK 2.1: CLOSURE AND POST-CLOSURE COST ESTIMATES

SCS Engineers will complete the financial assurance forms required by the KDHE for permit renewal each year. The costs will be updated as necessary to reflect the portions of the landfill facility that have been constructed or closed during the preceding year. An estimate of the remaining capacity and life of the facility will also be completed in accordance with standard KDHE procedures. SCS Engineers will submit financial assurance forms in the latest format available for the submittal year. An updated disposal area, history, and capacity table and an associated figure will be submitted in lieu of an updated Reno County MSWLF Facility Site Map.

TASK 2.2: CONCEPTUAL CLOSURE PLAN UPDATE

SCS Engineers will update the conceptual closure plan to provide the basis of costs associated with Task 2.1. The KDHE-BWM requires representative closure and post-closure estimates that are based upon third-party costs to close the facility at its current stage of development. These estimates take into consideration the work necessary to prepare the site for closure under its present conditions.

Several items of consideration identified by the KDHE-BWM include the following:

- Backfilling borrow areas adjacent to currently active cells to prevent excessive storm water on a final cover installed at or below surrounding grades;
- Excavation of a drainage path to drain storm water away from a cell at or below surrounding grades to be closed;
- Design, construction, and operation of a sump and pump system for storm water and the costs associated with perpetual pumping;
- Removal of waste to create a clean close pit; and
- Other appropriate means of closing the site properly in its current state.

The initial permitting of a landfill requires development of a closure and post-closure plan. However, these plans are also based upon the full development of the permitted disposal unit. Therefore, the KDHE-BWM essentially requires that intermediate closure plans be developed to provide a more accurate representation of the third party costs required to close the site "as-is". In addition, the KDHE-BWM indicated that these interim closure plans should be

completed at a conceptual level and will not require extensive engineering design to develop closure cost estimates.

SCS Engineers will update the conceptual closure plan to accompany the financial assurance forms and include a brief letter report describing the intermediate closure plan and procedures with accompanying figures. As indicated in Task 2.1, SCS Engineers will develop the cost estimates utilizing the KDHE forms for the appropriate year's renewals.

TASK 3 – QUARTERLY LANDFILL GAS MONITORING AND REPORTING

Reno County MSWLF personnel complete the required monthly and quarterly landfill gas monitoring for the site. Following data submittal from Reno County MSWLF personnel, SCS Engineers will tabulate, evaluate, and summarize the landfill gas monitoring results and present them to Reno County in a letter report each quarter. The letter report should be maintained in onsite records. SCS Engineers will also be responsible for notifying Reno County in the event that methane concentrations above allowable limits are noted and will require further notification to the KDHE.

Key Assumptions:

- Monthly/Quarterly gas monitoring activities will be conducted by Reno County MSWLF personnel; and
- Results will be transmitted to SCS Engineers.

TASK 4 – GCCS OPERATIONS, MONITORING, & MAINTENANCE

A gas collection and control system (GCCS) is in operation at the Reno County Municipal Solid Waste Landfill Facility (Reno County MSWLF) that consists of over 100 landfill gas (LFG) extraction wells, below-grade high-density polyethylene (HDPE) LFG collection piping, and condensate management systems served by a blower/flare station (BFS). The Reno County MSWLF is subject to 40 CFR Part 63 Subpart OOO, the National Emission Standard for Hazardous Air Pollutants (NESHAP) for Municipal Solid Waste (MSW) Landfills. SCS Engineers proposes to perform GCCS operations, monitoring, and maintenance (OM&M) services for the GCCS. Reporting of these services will also be provided. The purpose of performing GCCS OM&M is to achieve operational goals for optimizing system performance and comply with regulatory requirements.

The operational goals for the Reno County MSWLF are described as follows.

Operational Goals

The GCCS will be operated consistent with the New Source Performance Standards (NSPS) rules and the approval received from the Kansas Department of Health and Environment (KDHE) for alternatives to the operational standards as noted in the facility's air permit. The following minimum LFG quality standards will generally apply to measurements taken at each LFG extraction wellhead:

- Static pressure measured at the wellhead must be less than 0.0 inches of water column (i.e., under vacuum);
- LFG temperature measured at the wellhead must be less than 62.8 degrees Celcius (145° F); and
- Although no longer enforced, SCS will attempt to maintain oxygen concentration at the wellhead to less than 5.0 percent by volume.

For the older areas of the landfill (Sites A, B, and C), the wellheads are to be opened in instances of positive pressure to relieve pressure, but zero pressure will not be considered an exceedance of the wellhead operating criteria discussed previously.

SCS Engineers will also attempt to maintain the following LFG quality readings at the wellheads:

- Methane concentration greater than 50 percent (Site D wellheads only); and
- Balance gas concentration less than 10 percent.

These LFG quality readings are overall benchmarks and are not considered absolute minimum or maximum allowable readings. However, they are consistent with NSPS requirements and provide a desirable goal for LFG quality at each wellhead. Additionally, approximately half of the LFG extraction wells are located in older, closed disposal areas that are beyond “peak production” and likely to produce low quality gas where methane concentrations greater than 50 percent may no longer be feasible (i.e., “non-productive” LFG extraction wells).

GCCS OM&M

OM&M activities will be performed to achieve the operational goals described previously and to maintain compliance with regulatory requirements. OM&M services will be provided by SCS Engineers personnel from our local Wichita satellite office. SCS Engineers will notify Reno County of the necessary or recommended repairs, provide an estimated cost of the time and materials needed to perform the repairs, and obtain prior authorization before performing the work to conduct repairs. Repairs may include the following items:

- Replacement of wellheads due to damage caused by others (e.g., equipment collisions);
- Damage to the gas collection piping, condensate management system, or other system components that are a result of excavation activities performed by others; and
- Theft, vandalism, or other damage not related to defects in workmanship.

The scope of work for OM&M services is described in the following sections.

Routine Monthly GCCS OM&M Services

Routine GCCS-related services are those services for which the scopes can be reasonably defined at the present time. The routine monthly OM&M services include the following items and are described in this section:

- Routine Well Field Monitoring and Maintenance Services;
- Other Well Field Monitoring and Maintenance Services;
- BFS Monitoring and Maintenance Services;
- BFS Spare Parts and Materials Inventory;
- GCCS OM&M Recordkeeping; and
- Project Management and Administration.

Well Field Monitoring and Maintenance Services

SCS Engineers will conduct monthly monitoring and associated adjustment of the LFG extraction wells in an attempt to properly balance the well field. During these visits, routine services for the well field will include:

- Monitoring and adjusting the 100+ extraction wells so that they meet NESHAP parameter requirements for temperature and pressure;
- Obtaining landfill concentrations of methane, oxygen, carbon dioxide, and balance gas at each extraction well, in addition to individual extraction well temperatures and pressures;
- Identifying extraction wells that are not functioning properly and/or have been damaged, including broken hoses, pipes, thermometers, sample ports, loose connections, air leaks, and/or condensate build-up in the wellheads or well sample ports; and
- Performing inspections of condensate sumps to determine if they are functioning properly and are in good condition.

A Landtec GEM 5000, or equivalent, will be used to obtain LFG concentrations, extraction well temperatures, static pressure, well flow rates, and system pressure. Obtaining these parameters will ensure proper well field adjustments, in addition to compliance with NESHAP guidelines. Initial reading and adjusted readings, for each well and the BFS, will be stored in the GEM 5000 for future upload to an electronic data file.

During wellhead monitoring, the technician will listen for leaks. Minor leaks identified during monitoring will be repaired at the time of discovery. Leaks that cannot be fully repaired (e.g., those requiring replacement parts) will be temporarily patched in the field, if possible. Permanent repairs that do not fall within the provisions of the GCCS construction contract will be performed upon authorization by Reno County.

If extraction wells do not adhere to NESHAP parameters (less than 145 °F, and less than zero pressure), adjustments to the wells will immediately be made in an attempt to bring those wells back into compliance. Adjustments to the wells will also comply with the NESHAP requirement, stipulating that some corrective action is made on non-compliant wells within 5 days of an exceedance(s). If non-compliant wells can immediately be corrected to meet NESHAP parameter(s), a 15-day reading will not be required; however, if corrective actions do not immediately correct the NESHAP exceedance(s), SCS Engineers will re-monitor the well(s) within 15 days of the initial non-compliant reading. If the exceedance is not corrected within 15 days of the first measurement additional corrective actions will be required.

Other Well Field Monitoring and Maintenance Services

As needed, additional well field monitoring and maintenance services will be provided as indicated below:

- Measurement of header pressure at each well as needed to troubleshoot problems such as decreased available vacuum to a LFG extraction well;
- Measurement of depth-to-liquid in wells which, based on monitoring results, exhibit evidence of elevated liquid levels;

- Observation and monitoring of condensate sumps to verify their integrity and proper operation; and
- Observation for general landfill cover integrity and surface water drainage conditions that might impact LFG collection system operations.

As necessary, issues related to these items will be documented and brought to the attention of landfill staff prior to SCS Engineers personnel leaving the site.

BFS Monitoring and Maintenance Services

SCS Engineers will perform routine BFS monitoring during each site visit including the following services:

Collect BFS data (as available) including:

- Instantaneous flow readings (from meter);
- Total flow readings (from totalizer);
- Overall system vacuum;
- Blower inlet and outlet pressures;
- Flame arrestor inlet and outlet pressures;
- Composite LFG quality (i.e., CH₄, CO₂, O₂, and balance gas concentrations);
- Flare temperature (from thermocouple readout);
- Blower run time hours (from meter);
- Blower bearing temperatures (from bearing readout); and
- Blower amperage reading (from meter).

Monitor and record operating status as applicable of various BFS components including:

- Blower;
- Motor;
- Flare;
- Flare control system; and
- Air compressor.

SCS Engineers personnel will also perform, as necessary, routine preventative maintenance of BFS components that can be accomplished on site including:

- Blower;
- Motor;
- Flare control system;
- Flame arrestor; and
- Condensate knockout(s).

This work may include:

- Tightening of hoses, valves, etc.;
- Replacement of thermocouples; and
- Cleaning around the BFS.

BFS Spare Parts and Materials Inventory

An inventory of spare parts for the BFS was requested to be provided by the flare manufacturer/vendor as part of the GCCS construction project. If spare parts or materials in the inventory are used for maintenance or repairs, SCS Engineers will notify Reno County MSWLF personnel and, upon approval,

purchase replacement spare parts. SCS Engineers will maintain a list of the spare parts and materials to be located on site.

GCCS OM&M Recordkeeping

For monthly GCCS OM&M services, SCS Engineers will upload data collected during the monitoring event and compile the information in a spreadsheet. The spreadsheet will be made available to Reno County in digital format. The OM&M record file may include the following information:

- Monitoring data collected at individual LFG extraction wells;
- Status of each well's compliance with operating requirements for pressure and temperature;
- Summary of BFS operations;
- Condensate sump operation;
- Cover integrity issues potentially impacting GCCS operations (if any);
- Summary of maintenance services performed; and
- Recommendations of additional maintenance or repairs needed (if any).

SCS Engineers will compile collected data on the SCS eTools server and provide access for designated Reno County personnel to this data. Field data will be uploaded to eTools for access and review within three workdays following collection by SCS Engineers.

Project Management and Administration

For the above services, SCS Engineers will provide an adequate level of management and administration in an effort to make the project run smoothly and efficiently. Management/administrative services include scheduling of field activities, oversight of field activities, reporting of field activities, invoicing for services, and client communications.

SCS Engineers proposes performing a total of 12 monitoring/balancing events (one event per month) during each contract year. In addition to the routine services, SCS Engineers anticipates non-routine services that cannot be accurately detailed in this proposal. These tasks will be invoiced on a time and materials (T&M) basis.

TASK 5 – AIR QUALITY AND GCCS REPORTING

KDHE and Environmental Protection Agency (EPA) regulations require reporting related to the OM&M of the GCCS. Specifically, Reno County will be required to submit NESHAP and 40 CFR Part 62 Subpart 000 reports on a semi annual basis and deviation reports in the event that a deviation from the Class I Air Operating permit occurs.

The scope of services for these items is described in the following sections.

TASK 5.1 – ANNUAL AIR QUALITY COMPLIANCE

In accordance with the Reno County MSWLF's current Class I Operating Permit, the Reno County MSWLF is required to complete various annual reports. These reports include the Annual Emission Inventory Questionnaire, Annual Compliance Certification, and the Semi-Annual Monitoring Report. SCS Engineers will assist the Reno County MSWLF in completing and submitting these documents.

TASK 5.2 – GREEN HOUSE GAS RULE COMPLIANCE

Annual Green House Gas Report

SCS Engineers will complete the Annual Green House Gas (GHG) Reports. The report will be prepared in accordance with the requirements of 40 CFR 98.3(c). SCS Engineers will coordinate with Reno County personnel to obtain facility information for the prior year reporting period including, but not limited to, waste acceptance records for the active landfill areas and fuel throughputs, methane concentration readings and continuous chart recorder flow rate data, in preparation of the supporting calculations required for reporting. A draft of the report will be submitted to Reno County for one round of review and comment. The report will be submitted no later than March 31st utilizing the U.S. EPA electronic submittal system.

TASK 5.3: SEMI-ANNUAL NESHAP REPORTS

Semi-Annual NESHAP Reports

In accordance with 40 CFR 63.1981(h), the Reno County MSWLF is required to submit semi-annual reports to the KDHE and EPA Region VII consisting of the following information:

- Value and length of time for exceedances of applicable parameters monitored under 40 CFR 63.1958(b), (c) and (d);
- Description and duration of periods when the gas collection and control system was not operating under 40 CFR 63.1958(e)
- Description and duration of periods when gas stream is diverted from the control device;
- Description and duration of periods when the control device was not operating;
- Periods when the collection system was not operating;
- The location of each exceedance of the surface emissions limit of 500 ppm methane concentration above background;
- The date of installation and the location of each well or collection system expansion;
- Description of any root cause analysis conducted under 40 CFR 63.1960(a)(3) or (a)(5); and
- The results of enhanced monitoring, if required under 40 CFR 63.1961(a)(5) and (6).

SCS Engineers will prepare the semi-annual reports to satisfy the requirements set forth in the NESHAP. SCS Engineers will submit the final signed semi-annual NESHAP reports to the KDHE and EPA Region VII by January 31st for the reporting period July 1st through December 31st, and by July 31st for the reporting period January 1st through June 30th. SCS Engineers will prepare two additional hard copies of the final reports and electronic copies of the final reports for the Reno County MSWLF.

Task 6.3 includes the submittal of the required Semi-annual NESHAP reports through January 31, 2025.

TASK 5.4: ONGOING DEVIATION REPORTING

As required by the Class I Air Operating Permit, the Reno County MSWLF is required to identify all instances of deviations in the Semi-annual Monitoring and Recordkeeping Reports, and submit deviation reports on an ongoing basis if a deviation occurs.

Ongoing Deviation Reporting

In accordance with the Reporting of Deviations from Permit Terms section of the Class I Air Operating Permit, deviations from the requirements of the permit shall be reported to the KDHE as follows:

Deviations which result in emissions exceeding those allowed in the permit shall be reported the next business day following the discovery of the release, with follow-up written notice within five business days following the discovery of the release.

Deviations which do not result in emissions exceeding those allowed in this permit shall be reported in writing within 10 business days following discovery of the release.

SCS Engineers will review the relevant data weekly and, in the event that data indicates a deviation, prepare deviation reports as deemed necessary. The deviation reports will be prepared within 10 business days of SCS Engineers receiving the information and identifying the deviation. In addition, SCS Engineers will perform a detailed audit of data provided on a monthly basis to identify any unusual issues or discrepancies. SCS Engineers will provide recommendations, as deemed appropriate, to resolve and/or further evaluate any irregularities identified. The cost provided herein for these services reflect the average monthly cost SCS Engineers has invoiced for similar services at other landfills across the Midwest. With the extreme variation in number and type of deviations identified at landfills, it is possible that the estimated monthly costs could increase or decrease based on the frequency and type of deviations identified at the Reno County MSWLF.

Report deviations will be invoiced under the appropriate On-Call Task (Task 14 or 15).

TASK 6 - QUARTERLY SURFACE EMISSIONS MONITORING

SCS Engineers will perform surface emissions monitoring (SEM), as outlined in 40 CFR 63.1960(c), and the facility's Surface Emission Monitoring Work Plan (Work Plan) dated October 28, 2016, on a quarterly basis. Regulations and industry standards dictate that the monitoring be completed by foot.

During the monitoring events, the landfill gas collection and control system will be operated in normal mode. Surface methane concentrations will be measured along the entire perimeter of the landfill, along a site-specific pattern, and at cover penetrations, and will include visual monitoring and documenting areas of stressed vegetation and cracks in the soil cover. For these conditions, their locations will be noted. The gas collection system well heads and other

artificial penetrations (i.e., sumps and access risers) will be monitored in accordance with the Work Plan separately from the transverse monitoring.

Surface methane concentrations discovered to be in excess of 500 ppm above background will be flagged, recorded, and reported to the Reno County MSWLF immediately. Adjustments to nearby gas collection devices and/or cover maintenance shall be performed in an attempt to alleviate the exceedance prior to the location being re-monitored within 10 calendar days of the original detection.

In the event exceedances are detected, the associated costs for subsequent re-monitoring will be on a time and materials basis under Task 15.

TASK 7 - VOLUME CALCULATIONS

SCS Engineers (SCS) will complete volume calculations for the Reno County Municipal Solid Waste Landfill Facility (Reno County MSWLF) for the prior year. As in previous years, the landfill survey technician will provide survey points of landfill areas that have been modified from the previous year. Additionally, topographic information will be provided for areas used for soil borrow material. SCS Engineers will utilize AutoCAD® Civil 3D software to create “TIN” surfaces for each year’s survey data which will be compared and used to determine volume changes between the two surveys.

A report will be prepared for submittal to the County that describes the total volume of landfill space used over the prior year (or time period in between the two surveys), soil used during the time between the two surveys, remaining airspace in the landfill, remaining soil available for use, and approximate waste density. The County will provide waste acceptance rates between the survey dates for use in the volume calculations. The volume calculation report will utilize new elevation data from the current year’s survey compared to the prior year’s survey data. The volume calculation package, to include a summary letter, calculations, and figures, will be provided to the County no later than June 30th of each year.

TASK 8 - CELL 8 CONSTRUCTION PLANS, SPECIFICATIONS, & BID ADMINISTRATION

Task 8A - Cell 8 Construction Plans and Specifications

SCS will prepare construction bid documents for use in the bidding and construction of Cell 8 at the Reno County Landfill. The construction bid documents will include a set of plans that will likely consist of the following sheets:

- Cover/title sheet;
- Site layout sheet for landfill showing existing landfill conditions and survey control points and/or benchmarks;
- Grading plans sheet;
- Construction point table sheet;
- Cell 8 profiles; and

- Detail sheet(s) including anchor trench, liner cross section, liner tie-in, and other pertinent details.

A revised topographic survey for the Cell 8 area is required for calculating excavation quantities and tying the design grades into the surrounding topography. SCS will perform the construction survey for the construction plans.

Bid documents will also be prepared and will include general construction requirements and site-specific construction and materials specifications.

The final bid package will likely contain the following:

- An invitation to bid letter;
- Requirements for appropriate bond documents: bid bond, performance bond, labor and material payment bond, maintenance bonds, etc.;
- Requirements for bidder qualification statements;
- General conditions and requirements;
- Construction drawings;
- Construction specifications;
- A bid tab sheet of estimated quantities and bid units; and,
- Other pertinent contract documents.

A draft set of bid documents will be submitted to the County for review and comment prior to finalizing the bid package. Comments will be addressed and the bid documents will be finalized for distribution.

Task 8B – Cell 8 Bid Administration

After the construction plans and specifications have been finalized, SCS will assist the County in soliciting bids for the project. We anticipate the following tasks will be required to solicit bids:

- Mail the invitation to bid letters to a select list of contractors.
- Coordinate advertisement for the construction bid. SCS assumes the County will directly pay for advertising in local newspapers or with bidding houses.
- Maintain a list of plan holders.
- Coordinate and conduct a pre-bid meeting with potential contractors to answer questions regarding the project.
- Correspond and answer contractors' questions throughout the bid period regarding the technical aspects of the project. Any legal questions will be referred to the County's legal counsel for resolution.
- Prepare required addenda to the bid package and distribute to contractors.
- Review the bids received for responsiveness and qualifications.
- Provide a recommendation to the County for contractor selection based on the responsiveness of the bids, contractor qualifications, and contract price.

SCS assumes that the County will coordinate and conduct the public bid opening.

TASK 9 – PHASE 3 C&D CONSTRUCTION PLANS

SCS will prepare the Site E, Phase 3 Construction Plans for the Construction and Demolition (C&D) site. SCS understands that Reno County intends to construct the C&D landfill cell with Reno County personnel and resources so bidding documents are not necessary nor highly detailed drawings. The construction bid documents will include a set of plans that will likely consist of the following sheets:

- Cover/title sheet;
- Site layout sheet for landfill showing existing landfill conditions and survey control points and/or benchmarks;
- Grading plans sheet;
- Construction point table sheet;
- Phase 3 profiles; and
- Detail sheet(s).

A revised topographic survey for the Phase 3 area is required for calculating excavation quantities and tying the design grades into the surrounding topography. SCS will perform the construction survey for the construction plans.

SCS assumes that Phase 3 will be significantly excavated by the contractor for the Cell 8 clay liner construction, and final excavation and grading of Phase 3 will be completed by Reno staff. Therefore, SCS has also included development of a Trimble surface for Reno County's use in their machinery.

TASK 10 – CELL 8 CONSTRUCTION QUALITY ASSURANCE

SCS will provide CQA services for the Cell 8 construction (approximately 9 acres) in accordance with the approved permit documents and CQA Plan for the site as well as applicable KDHE-BWM regulations. SCS assumes the CQA Plan will be revised for Cell 8, but does not expect sampling frequencies will change from what was is in the currently approved CQA Plan. Therefore the currently approved CQA Plan used with Cell 7 construction was used to develop this scope of services.

Compacted Soil Liner Oversight and Testing

An SCS engineering technician will provide oversight and testing during construction of the compacted low permeability soil liner as specified in the CQA Plan. The technician will observe placement of the fill materials, soil moisture and gradation conditioning, and perform moisture and density tests using a nuclear density gauge as required in the CQA Plan. We assume that four continuous weeks (Monday – Saturday, 10 hours per day) of oversight will be required for the compacted soil liner. Assumes no additional test pad will be required.

Geomembrane Installation Oversight

SCS will observe placement of the geomembrane components of the liner. Field oversight will be performed according to the construction specifications and the CQA Plan. In general, the geomembrane installation CQA procedures will consist of onsite observation of panel placement, seaming, and the contractor performed non-destructive seam testing using either air channel or vacuum box testing. During cell construction, SCS will collect one seam sample for approximately every 500 linear feet of installed seam and submit the samples to a third-party laboratory for bonded seam strength and peel adhesion testing.

We assume six continuous weeks (Monday – Saturday, 10 hours per day) of oversight will be required for the geosynthetics installation.

Additional Infrastructure Oversight

There are several components that will require observation and documentation for Cell 8 construction related to the new infrastructure. This includes the leachate collection system connection into the existing system, the associated trenching, temporary headwall installation, rain flap installation, etc. The scope of this work is variable depending on the contractor's schedule for construction. SCS assumes no oversight will be provided to infrastructure that is not required by KDHE for the landfill permit (e.g., general fill and oversight on road materials/road construction).

Surveying

Soil and drainage layer thickness verification is required as part of the CQA documentation for the cell. SCS will provide trained staff to survey the components of the new cell for confirmation and as-builts. Construction staking and other construction surveying services are not included in this scope of services as they are assumed they will be provided by the contractor.

Construction Contract Administration Assistance

SCS will assist the County with construction contract administration including reviewing contractor material submittals, reviewing contractor pay applications, and attending one site visit to meet with KDHE-BWM representatives if necessary. This also includes weekly project updates for the County (assuming 12 weeks of construction) and SCS's certifying engineer attending the pre-construction meeting and two other one-day meetings during the project. These meetings are anticipated to occur at the end of the compacted soil liner construction / beginning of geosynthetics installation and near the end of the project for close out.

CQA Report Preparation

SCS will prepare a certification report for submittal to the KDHE-BWM as part of the Authorization to Operate (ATO) request. A draft report will be submitted to the County for review prior to submittal to the KDHE. The report will include construction documentation and a Kansas Professional Engineer's certification that the liner was constructed in substantial compliance with the approved permit documents and applicable KDHE regulations.

Other Cost Assumptions

Costs for the CQA portion of this project have been estimated based on the information that we have for the new disposal cell and our previous experience with cell construction projects

in Kansas and the Reno County MSWLF. It may be necessary to adjust the scope and associated costs should the construction duration exceed the estimated timeframes included for each task or if other changes occur.

Costs assume 12 weeks for construction activities using one SCS engineering technician. Due to costs incurred and documentation requirements for SCS staff on rain days, up to 4 hours will be billed for rain events where SCS staff is onsite. This estimate assumes no more than 15 rain days.

TASK 11 – PHASE 3 C&D CONSTRUCTION QUALITY ASSURANCE

SCS will perform CQA oversight and reporting for the new construction and demolition (C&D) cell, Site E, Phase 3 at the Reno County MSWLF. SCS will prepare CQA documentation to be submitted to the Kansas Department of Health and Environment, Bureau of Waste Management (KDHE-BWM) for authorization to dispose C&D waste in the Phase 3 cell upon completion of construction. SCS will provide CQA services for Phase 3 cell in accordance with the approved permit documents (i.e., CQA Plan) for the facility, as well as applicable KDHE-BWM regulations. Anticipated CQA services include the following:

- Three site visits by SCS to observe and document cell construction activities. We anticipate these site visits to last approximately half a day each. Construction photographs will be taken for inclusion in the CQA report.
- Perform an as-built survey at the conclusion of construction to document final grades and the location and dimensions of contact and storm water control structures. The as-built survey will be performed by a surveyor licensed in the state of Kansas.
- Prepare a CQA report providing a summary of the CQA activities, documentation indicating that Phase 3 was constructed in general accordance with the permit documents, as-built survey information, and photo documentation of cell construction. A draft copy of the report will be submitted to Reno County for review prior to submittal to the KDHE-BWM.

TASK 12 – UPDATE FACILITY SITE MAP

Numerous changes to the facility have occurred within the past year and will continue to occur within 2022. KDHE BWM requests facilities update their Facility Site Maps after changes to the facility have been made. SCS anticipates updating the Facility Site Map upon opening of Cell 8 and Phase 3. The changes will include the new scalehouse area and the newly opened cells. The Facility Site Map will be signed and sealed by a Professional Engineer registered in the state of Kansas.

TASK 13 – UPDATE SPCC AND SWPP PLANS

Upon transferring operations to the new scalehouse and Customer Convenience Center the Spill Prevention Control and Countermeasure (SPCC) and Storm Water Pollution Prevention (SWPP) plans will be outdated. Therefore, those plans will need to be updated within six months of the changes to operations. SCS will update those plans to include the changes. The changes will be signed and sealed by a Professional Engineer registered in the state of Kansas. Two copies of each plan will be developed and delivered to the client upon completion, similar to what has been developed before (two hardback copies).

TASK 14 – ON-CALL PROFESSIONAL SERVICES

SCS will conduct on-call professional services as requested by the Reno County MSWLF. It is anticipated that these services would be provided to Reno County MSWLF for compliance, engineering, and/or technical assistance for items that are outside the scope of services described in other tasks but may be required due to operational demands, regulatory requirements, or other work requests. SCS Engineers will obtain authorization from Reno County MSWLF personnel prior to conducting work for this task. Note: this scope of services does not include on-call services that pertain to the Gas Collection and Control System. GCCS on-call services are included in Task 15.

TASK 15 – ON-CALL GCCS OPERATIONS

SCS recognizes that the GCCS budget is separate from other budgets. Therefore, SCS is providing a separate On-call Task for items related to GCCS operations. On-call services related to the GCCS operation have typically included: gas well repairs; gas well extensions; air permitting notifications; flare repair and parts; and other GCCS troubleshooting, repairs, and parts. We anticipate similar such On-call tasks going forward.

ATTACHMENT B
SCS' Fees and Standard Rates
Reno County Municipal Solid Waste Landfill Facility
2022 - 2024 Solid Waste Consulting Services

2022 STANDARD FEE SCHEDULE

Labor Category	Rate
Principal.....	\$275
Senior Project Advisor.....	\$235
Senior Project Director.....	\$210
Project Director	\$195
Project Advisor.....	\$185
Senior Project Manager	\$170
Project Manager.....	\$150
Senior Project Professional	\$135
Project Professional.....	\$125
Staff Professional.....	\$115
Designer/Graphics.....	\$105
Associate Professional.....	\$100
Technical Associate	\$90
Senior Technician.....	\$85
Technician	\$75
Project Administrator	\$95
Administrative Assistant.....	\$65

Note: Increase hourly rate by 1.5 for Saturday, Sunday, and holiday work or off-shift work when required by client.

General Terms:

1. Rates for expert services (expert reports and testimony), and special limited consultations, may be negotiated on a project-specific basis.
2. Schedule rates are effective through December 31, 2022. Work performed thereafter is subject to a new Fee Schedule.
3. Schedule labor rates include overhead and profit on labor. Costs for sub-consultants, sub-contractors, job-related employee travel and subsistence, equipment, supplies, and other direct costs are billed at cost plus a 15 percent administration fee.
4. A communication fee of 2.5 percent of project labor will be charged for telephone, copying, postage, computer/tablet, and similar project production costs.
5. Invoices will be prepared monthly or more frequently for work in progress unless otherwise agreed. Invoices are due and payable upon receipt. Invoices not paid within 30 days are subject to a service charge of 1.5 percent per month on the unpaid balance.
6. Payment of SCS invoices for services performed will not be contingent upon the client's receipt of payment from other parties, unless otherwise agreed in writing. Client agrees to pay legal costs, including attorney's fees, incurred by SCS in collecting any amounts past due and owing on client's account.

Support Services

Specialty Software	\$20.00 per hour
24-inch by 36-inch plots	\$25.00 each
36-inch by 48-inch plots	\$25.00 each
Additional Report Copies (varies depending on report)	\$25.00 - \$50.00 per report

Support Vehicles

Support Vehicle	\$0.70 per mile
SCS Support Truck.....	\$40.00 per day plus \$0.70 per mile
SCS Support Truck with Trailer.....	\$60.00 per day plus \$0.85 per mile
SCS Utility Truck.....	\$60.00 per day plus \$0.70 per mile
Rental Vehicle.....	Cost plus 15%

Per Diem and Travel

Hotel, Airfare	Cost plus 15%
Full-Day Meal Allowance	\$46.00 per day
Half-Day Meal Allowance.....	\$23.00 per day

Field Equipment and Supplies

Track-mounted Geoprobe®	\$750.00 per day
All Terrain Vehicle (ATV/UTV)	\$75.00 per day
Field Sampling Trailer.....	\$350.00 per day
GPS Surveying System	\$225.00 per day
Total Station Survey Equipment	\$120.00 per day
Misc. Survey Tools/Equipment.....	\$10.00 per day
Nuclear Density Gauge.....	\$100.00 per day
Photoionization Detector (PID)	\$100.00 per day
Water Level Indicator (≤300 foot)	\$30.00 per day
Oil/Water Interface Probe	\$60.00 per day
pH/Temperature/Conductivity Meter (for water)	\$20.00 per day
Peristaltic Pump.....	\$40.00 per day
Hand Augers (10-foot).....	\$15.00 per day
Measuring Tape/Wheel.....	\$5.00 per day
Hand-held GPS Unit.....	\$25.00 per day
Generator	\$75.00 per day
Air Compressor (5 gallon).....	\$25.00 per day
Electro fusion Machine	\$120.00 per day
Flow-Thru Multi-Parameter Meter.....	\$150.00 per day
Turbidimeter	\$35 per day
Composite Sampler	\$75 per day
QED Pump Controller.....	\$100 per day
GEM 2000.....	\$150 per day
Flow Probe (15-foot).....	\$15 per day
Digital Camera	\$10 per day
Expendable Equipment, Supplies & Rentals	Cost + 15%

Schedule B-1

2022 Budgetary Summary
February 1, 2022 – January 31, 2023

Task No.	Task Description	Estimate	LS/TM ¹
1	Semi-Annual Groundwater Activities	\$ 42,800	LS
2	Annual Permit Renewal Assistance	\$ 7,500	LS
3	Quarterly Landfill Gas Monitoring And Reporting	\$ 5,000	LS
4	GCCS Operations, Monitoring, & Maintenance	\$ 58,000	TM
5	Air Quality And GCCS Reporting	\$ 22,300	LS
6	Quarterly Surface Emissions Monitoring	\$ 21,600	LS
7	Volume Calculations	\$ 8,900	LS
8	Cell 8 Construction Plans, Specifications, & Bid Administration	\$ 45,500	TM
9	Phase 3 C&D Construction Plans	\$ 25,000	TM
10	Cell 8 Construction Quality Assurance	\$ 120,000	TM
11	Phase 3 C&D Construction Quality Assurance	\$ 15,000	TM
14	On-Call Professional Services	\$ 40,000	TM
15	On-Call GCCS Operations	\$ 67,000	TM
BUDGET TOTAL (FY 2022)		\$ \$478,600.00	

¹LS = Lump Sum, TM = Time and Materials

Schedule B-2

2023 Budgetary Summary
February 1, 2023 – January 31, 2024

Task No.	Task Description	Estimate	LS/TM ¹
1	Semi-Annual Groundwater Activities	\$ 44,400	LS
2	Annual Permit Renewal Assistance	\$ 7,500	LS
3	Quarterly Landfill Gas Monitoring And Reporting	\$ 5,000	LS
4	GCCS Operations, Monitoring, & Maintenance	\$ 58,000	TM
5	Air Quality And GCCS Reporting	\$ 23,400	LS
6	Quarterly Surface Emissions Monitoring	\$ 21,600	LS
7	Volume Calculations	\$ 8,900	LS
12	Update Facility Site Map	\$ 15,000	LS
13	Update SPCC and SWPP Plans	\$ 3,500	LS
14	On-Call Professional Services	\$ 44,000	TM
15	On-Call GCCS Operations	\$ 72,000	TM
BUDGET TOTAL (FY 2023)		\$303,300.00	

¹LS = Lump Sum, TM = Time and Materials

Schedule B-3

2024 Budgetary Summary
February 1, 2024 – January 31, 2025

Task No.	Task Description	Estimate	LS/TM ¹
1	Semi-Annual Groundwater Activities	\$ 61,400	LS
2	Annual Permit Renewal Assistance	\$ 7,500	LS
3	Quarterly Landfill Gas Monitoring And Reporting	\$ 5,000	LS
4	GCCS Operations, Monitoring, & Maintenance	\$ 58,000	LS
5	Air Quality And GCCS Reporting	\$ 24,000	LS
6	Quarterly Surface Emissions Monitoring	\$ 21,600	LS
7	Volume Calculations	\$ 8,900	LS
14	On-Call Professional Services	\$ 48,000	TM
15	On-Call GCCS Operations	\$ 75,000	TM
BUDGET TOTAL (FY 2024)		\$309,400.00	

¹LS = Lump Sum, TM = Time and Materials

ATTACHMENT C
Terms and Conditions
Reno County Municipal Solid Waste Landfill Facility
2022 - 2024 Solid Waste Consulting Services

Terms and Conditions For Professional Consulting Services

1. **SCOPE OF SERVICES:** SCS Engineers will perform the services set forth in the Scope of Work Proposal for this project, of which these terms and conditions are a part. Initiation of services by SCS Engineers will automatically incorporate these terms and conditions into this project. All amendments to the Scope of Service Proposal shall be made in writing, and signed by SCS Engineers and Client.
2. **PAYMENTS:** SCS Engineers will submit invoices to Client monthly and a final bill upon completion of services. Unless expressly provided and denominated as such in a Scope of Services Proposal, no retainage shall be withheld by Client. Time is of the essence in payment of invoices and timely payment is a material part of the consideration of this Agreement. Payment is due upon presentation of invoice, and is past due thirty 30 days from the date of invoice. Client agrees to pay a finance charge of one and one half percent per month on past due accounts. Client also agrees to pay all costs and expenses, including reasonable attorney fees incurred by SCS Engineers relating to collection proceedings on overdue accounts. Failure of client to abide by the provisions of this section will be considered grounds for termination by SCS Engineers.
3. **OWNERSHIP OF DOCUMENTS:** All documents, including but not limited to, reports, plans, designs, boring logs, field data, field notes, laboratory test data, calculations, estimates, and all electronic media prepared by SCS Engineers are considered its work product and to be instruments of service. SCS Engineers shall retain all common law, statutory and other reserved rights, including the copyrights on said work product and instruments of service. However, all work product and instruments of service specific to an executed Scope of Services Proposal shall be supplied to Client for use, but not ownership. SCS Engineers shall not be responsible for any conclusions, interpretations, or recommendations generated or made by others, which are based, in whole or in part, on SCS Engineers generated work product or instruments of service. Any reuse of work product or instruments of service by Client without a specific agreement with SCS Engineers in each case shall be at Client's risk. At Client's request, SCS Engineers may provide a letter authorizing limited reliance on certain documents by a third party, but only if the third party agrees to pay a reliance fee and be bound by the terms and conditions in this Agreement between SCS Engineers and Client
4. **INSURANCE:** SCS Engineers will maintain appropriate workers compensation/employers liability; automobile; general liability; and professional liability insurance coverages at all times. An insurance certificate will be provided upon request.
5. **INDEMNITY:** To the fullest extent permitted by law, SCS Engineers hereby indemnifies and agrees to hold harmless Client, including Client's officers, directors, agents, and employees, to the extent a loss, damage, expense (including reasonable attorney's fees), or injury is caused by SCS Engineers, or its employees by the negligent performance of professional services, limited, however, as provided elsewhere in this Agreement.

To the fullest extent permitted by law, Client hereby indemnifies, releases, and agrees to hold harmless SCS Engineers including SCS Engineers' officers, directors, agents, and employees, to the extent a loss, damage, expense (including reasonable attorney's fees), or injury is: (a) caused by any cause other than the negligent errors or omissions of SCS Engineers, or (b) is based on a claim that SCS Engineers is a generator, disposer, or arranger of hazardous materials or substances at Clients site.

The terms of this Article shall survive the expiration or termination of this Agreement.



6. **STANDARD OF CARE:** SCS Engineers agrees to perform its services in a manner consistent with that level of care and skill ordinarily exercised by other members of its profession currently practicing under similar circumstances, in the same locale, at the time the services are performed and with the information available to SCS Engineers.
7. **LIMITATION OF LIABILITY:** Client agrees that, to the fullest extent permitted by law, SCS Engineers' total aggregate liability per Scope of Services Proposal to Client for injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement from any cause(s), shall not exceed the fee in the Scope of Services Proposal which included the services under which the claim arose, or \$50,000, whichever is greater, and Client releases SCS Engineers from any liability above such amount. This release applies to any loss and all damages, injuries, claims, and expenses (including attorney's fees and expert witness fees and expenses), regardless of the cause, whether, but not limited to, strict liability, statutory liability, the negligence, errors or omissions of SCS Engineers, breach of contract, breach of warranty, negligent misrepresentation, or other contract or tort claims, and whether, but not limited to, special, indirect, or consequential or punitive damages. SCS Engineers shall not be responsible for damages or costs resulting from hidden conditions or latent defects in design, materials, or construction of existing facilities. Unless expressly provided and denominated as such on a Scope of Services Proposal, there shall be no liquidated damages.
8. **MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES:** SCS Engineers and Client agree that neither shall be liable to the other, or anyone claiming on their behalf, for any special, indirect or consequential damages of any type, whether arising in tort (including negligence), contract, warranty (express or implied), strict liability, statutory liability or any other cause of action, including but not limited to loss of profit, loss of use, loss of business, reputation or financing.
9. **SAFETY:** SCS Engineers is not responsible and shall not be liable for injuries or damages incurred by third parties who are not employees of SCS Engineers. It is agreed that SCS Engineers is not responsible for job or site safety on this project, unless specifically agreed to in writing. Job site safety in, on or about the site is the sole and exclusive responsibility of the contractor.
10. **THIRD PARTY RELIANCE:** All documents produced by SCS Engineers are for client's use only. At Client's request, SCS Engineers may provide a letter authorizing limited reliance on certain documents by a third party, but only if the third party agrees to pay a fee and be bound by the terms and conditions in this Agreement between SCS Engineers and Client.
11. **UTILITIES AND SUBTERRANEAN STRUCTURES:** SCS Engineers will take reasonable precautions to avoid causing damage to utilities and subterranean structures. SCS Engineers is not responsible for any loss, damage or injury arising from damage to, or contact with, any utilities or subterranean structures that were not properly called to SCS Engineers' attention, were not properly located on drawings, or was caused by the providing of inaccurate or incomplete information regarding their location.
12. **CHANGED CONDITIONS:** If, during the performance of this Agreement, unexpected conditions or circumstances are discovered, SCS Engineers will notify Client and the parties will renegotiate the previously agreed upon Scope of Services Proposal. SCS Engineers and Client will promptly and in good faith enter into a renegotiation process. If renegotiated terms cannot be agreed to within sixty (60) days, SCS Engineers will have the right to terminate this Scope of Service Proposal without penalty.
13. **DISPUTE RESOLUTION:** In the event of any dispute between the parties arising out of or in connection with this Agreement or the services or work contemplated herein, the parties agree to first make a good

faith effort to resolve the dispute informally. Negotiations shall take place between the principals of each party. If the parties are unable to resolve the dispute through negotiation within forty-five (45) days, then either party may give written notice that it elects to proceed with non-binding mediation pursuant to the Commercial Mediation Rules of the American Arbitration Association then in effect. In the event that mediation is not invoked by the parties within fifty-five (55) days or that the mediation is unsuccessful in resolving the dispute, then either party may submit the controversy to a court of competent jurisdiction. The foregoing is a condition precedent to the filing of any action other than an action for injunctive relief or if a statute of limitations may expire.

Each party shall be responsible for its own costs and expenses, including attorneys' fees and court costs incurred in the course of any dispute, mediation, or legal proceeding. The fees of the mediator and any filing fees shall be shared equally by the parties.

14. **TESTING AND OBSERVATION SERVICES:** If SCS Engineers is hired by Client to provide a site representative for the purpose of testing or observing specific portions of the work, this work will not include supervision or direction of the actual work of any contractors, their employees or agents. SCS Engineers will observe only the portion of the work we have been hired for and perform tests, the results being delivered to Client or others if directed by Client. Client understands that even with very careful field testing and observation, field testing and observation is conducted to reduce, not eliminate, the risk of problems arising, and that providing these services does not create a warranty or guarantee of any type by SCS Engineers.
15. **SOIL BORING AND TEST LOCATIONS:** The accuracy of test locations and elevations will commensurate only with pacing and approximate measurements or estimates. SCS Engineers can provide a professional surveyor if greater accuracy is required or desired. SCS Engineers reserves the right to deviate a reasonable distance from the boring and test locations unless this right is specifically revoked in writing.
16. **ON SITE SERVICES:** Project site visits by SCS Engineers, or the furnishing of employees to work on the project, will not make SCS Engineers responsible for construction means, methods, techniques or procedures; or for any construction contractor's failure to perform its work in accordance with the drawings and specifications.
17. **TERMINATION:** Either party may terminate this Agreement or an executed Scope of Services Proposal, or both, with or without cause, by providing seven (7) days written notice. SCS Engineers shall be paid for all services performed and all expenses incurred prior to the effective date of the Notice of Termination, and for all additional services or expenses authorized by Client thereafter. Following termination, Client shall not utilize any consultant or subcontractor of SCS Engineers for any services related to Client's project without the prior written consent of SCS Engineers.
18. **CONFIDENTIALITY:** SCS Engineers will keep confidential all documents, reports and information generated for Client on this project and will not release or disclose said information without Client's consent, except to the extent required by court order, subpoena, governmental directive, or by law.
19. **SEVERABILITY:** If any provision contained in this Agreement is held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired.
20. **GENERAL RESPONSIBILITIES OF CLIENT:** Client will, within a reasonable period of time, so as not to delay the services of SCS Engineers: place at SCS Engineers' disposal all available information pertinent to the project; SCS Engineers may rely on the information provided as being accurate without independent verification; client will provide prompt written notice to SCS Engineers whenever Client

observes or otherwise becomes aware of any defect in SCS Engineers' services; and Client will arrange for access to public and private property as required for SCS Engineers to provide its services.

- 21. GOVERNING LAW: Unless otherwise provided, the substantive law of the state of Kansas will govern the validity of this Agreement, its interpretation and performance and remedies for contract breach or any other claims related to this Agreement.

COMPLIANCE WITH IMMIGRATION REFORM AND CONTROL ACT

During the performance of this Agreement, Client acknowledges the applicability of the Federal Immigration Reform Control Act of 1986 ("IRCA"). Client agrees to comply with the law in performing under this Agreement.

- 22. ENTIRE AGREEMENT—PRECEDENCE: These Terms and Conditions and SCS Engineers Scope of Service Proposal contain the entire agreement between SCS Engineers and Client. All previous or contemporaneous agreements, representations, promises and conditions relating to SCS Engineers services are superseded. Since terms contained in purchase orders do not generally apply to professional services, in the event client issues to SCS Engineers a purchase order, no preprinted terms thereon will become part of the agreement of the parties; any purchase order document, whether or not signed by SCS Engineers, shall be considered a document for Client's internal management of its operations.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly Authorized Representatives, as follows:

SCS ENGINEERS:

RENO COUNTY, KANSAS:

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

RENO COUNTY SOLID WASTE PROJECTS COMPARISON

ANNUAL SERVICES						
Task	Description	2021 Cost	2022 Cost	Difference	2021 YTD Costs	Notes
1	Semi-Annual Groundwater Monitoring	\$42,800	\$42,800	\$0	\$40,300	Under budget due to field efficiencies
2	Permit Renewal	\$7,500	\$7,500	\$0	\$7,500	No change
3	Quarterly Landfill Gas Monitoring and Reporting	\$5,000	\$5,000	\$0	\$3,750	Under budget
7	Annual Volume Calculations	\$8,900	\$8,900	\$0	\$8,900	No change
14	On-call Professional Services	\$40,000	\$40,000	\$0	\$12,314	\$27K under budget

GAS COLLECTION AND CONTROL SYSTEM OPERATION AND MAINTENANCE						
Task	Description	2021 Cost	2022 Cost	Difference	2021 YTD Costs	Notes
4	GCCS Operations, Monitoring, & Maintenance	\$48,000	\$58,000	\$10,000	\$51,897	Increase in wells due to system expansion
5	Air Quality and GCCS Reporting	\$27,100	\$22,300	(\$4,800)	\$24,251	Move deviation reports to Task 15
6	Quarterly Surface Emissions Monitoring	\$19,200	\$21,600	\$2,400	\$19,200	Additional penetrations and new Federal Regs
15	On-Call GCCS Operations	\$72,000	\$67,000	(\$5,000)	\$40,321	Field efficiencies





AGENDA ITEM

AGENDA ITEM #VII.A

AGENDA DATE: January 25, 2022

PRESENTED BY: Jenna Fager

AGENDA TOPIC:

Resolution dividing Reno County into Commission Districts. Link to the Commission District map:
<https://arcg.is/09K9ub>

SUMMARY & BACKGROUND OF TOPIC:

Division of County Commissioners into five commissioner districts as compact and equal in population as possible pursuant to K.S.A. 19-204. On January 6, 2022 the Reno County Clerk's Office received the Census 2020 redistricting Data Summary File by the Office of Secretary of State, Division of Census. These boundaries are population adjustments only.

ALL OPTIONS:

Approval of resolution

RECOMMENDATION / REQUEST:

BOCC approve the Commission Districts

POLICY / FISCAL IMPACT:

n/a

RESOLUTION 2022-_____

A RESOLUTION DIVIDING RENO COUNTY INTO
COMMISSIONER DISTRICTS PURSUANT TO K.S.A. 19-204

Whereas, K.S.A. 19-204 requires the board of county commissioners to divide the county into five commissioner districts as compact and equal in population as possible; and

Whereas, on or about January 6, 2022, the Reno County Clerk Received the Census 2020 redistricting Data Summary File as prepared by the Office of Secretary of State, Division of Census; and

Whereas, the 2020 Kansas Census (Attachment "A" hereto) is the last official census available to the Board of County Commissioners and the first since the Federal Census of 2010; and

Whereas, having considered the census data, the Board of County Commissioners finds that the current composition of commissioner districts established by Resolution 2021-14 remains as compact and equal in population as possible.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that:

1 The five commissioner districts of Reno County shall remain as follows:

A. DISTRICT NO. 1 (Population: 12,226)

Hutchinson Precincts: 4, 8, 9, 10, 11, 24, 29, 32;

Cities: Nickerson Wards: #1, 2 and 3
The Highlands Willowbrook

Townships: Grant Reno North

B. DISTRICT NO. 2 (Population: 12,054)

Hutchinson Precincts 1-H102, 1-H114, 2, 3, 30;

Cities: Abbyville Pretty Prairie
Arlington Sylvia
Langdon Turon
Partridge South Hutchinson #1, 2 and 3

Plevna

Townships:	Albion	Huntsville	Roscoe
	Arlington	Langdon	Salt Creek
	Bell	Lincoln	Sylvia
	Castleton	Loda	Troy
	Center	Medford	Walnut
	Enterprise	Miami	Westminster
	Grove	Plevna	
	Hayes	Reno South	

C. DISTRICT NO. 3 (Population 12,554)

Hutchinson Precincts 17, 23, 23 Exclave, 27, 28, 28 Exclave, 31 and 33;

Cities: Buhler

Townships: Clay North Medora
Little River

D. DISTRICT NO. 4 (Population 12,587)

Hutchinson Precincts 5, 6, 7, 12, 13, 14, 15, 18, 19, 20, 21 and 35;

E. DISTRICT NO. 5 (Population 12,477)

Hutchinson Precincts 16, 22, 25, 26, 26 Exclave, 34, 34 Exclave and 36;

Cities: Haven

Townships: Clay South H101 Sumner
Clay South H102A Valley
Haven Yoder
Ninnescah

ADOPTED in regular session this _____ day of _____, 2022

**BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS**

Daniel Friesen, Chairman

Ron Sellers, Vice Chairman

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk

Kansas Certified Population

Certified to the Secretary of State by Division of the Budget on July 1, 2021

	Pop. 2018 7/1/2019*	Pop. 2019 7/1/2020*	Pop. 2020 7/1/2021*	# Growth 2018-2019	# Growth 2019-2020	% Chg 2018-2019	% Chg 2019-2020
Rawlins County	2,508	2,530	2,511	22	(19)	0.9	(0.8)
Atwood city	1,202	1,217	1,208	15	(9)	1.2	(0.7)
Herdon city	127	130	129	3	(1)	2.4	(0.8)
McDonald city	156	157	156	1	(1)	0.6	(0.6)
Bal. of Rawlins County	1,023	1,026	1,018	3	(8)	0.3	(0.8)
Achilles township	46	46	46	--	--	--	--
Bal. of Atwood township	31	29	29	(2)	--	(6.5)	--
Center township	270	271	269	1	(2)	0.4	(0.7)
Driftwood township	75	75	74	--	(1)	--	(1.3)
Bal. of Herl township	175	177	175	2	(2)	1.1	(1.1)
Jefferson township	37	37	37	--	--	--	--
Ludell township	79	81	79	2	(2)	2.5	(2.5)
Mirage township	50	50	50	--	--	--	--
Bal. of Rocewood township	221	221	220	--	(1)	--	(0.5)
Union township	39	39	39	--	--	--	--
Reno County	62,342	61,998	61,793	(344)	(205)	(0.6)	(0.3)
Abbyville city	85	85	86	--	1	--	1.2
Arlington city	451	449	445	(2)	(4)	(0.4)	(0.9)
Buhler city	1,286	1,278	1,269	(8)	(9)	(0.6)	(0.7)
Haven city	1,196	1,188	1,184	(8)	(4)	(0.7)	(0.3)
Hutchinson city	40,623	40,383	40,209	(240)	(174)	(0.6)	(0.4)
Langdon city	40	41	41	1	--	2.5	--
Nickerson city	1,007	998	982	(9)	(16)	(0.9)	(1.6)
Partridge city	242	240	242	(2)	2	(0.8)	0.8
Plevna city	97	98	98	1	--	1.0	--
Pretty Prairie city	653	649	645	(4)	(4)	(0.6)	(0.6)
South Hutchinson city	2,503	2,488	2,494	(15)	6	(0.6)	0.2
Sylvia city	206	205	204	(1)	(1)	(0.5)	(0.5)
The Highlands city	--	314	313	314	(1)	--	--
Turon city	372	371	370	(1)	(1)	(0.3)	(0.3)
Willowbrook city	83	85	85	2	--	2.4	--
Bal. of Reno County	13,498	13,126	13,126	(372)	--	(2.8)	--
Bal. of Albion township	166	163	163	(3)	--	(1.8)	--
Bal. of Arlington township	162	161	163	(1)	2	(0.6)	1.2
Bell township	73	71	71	(2)	--	(2.7)	--
Castleton township	277	278	279	1	1	0.4	0.4
Bal. of Center township	405	405	404	--	(1)	--	(0.2)
Clay township	1,890	1,887	1,880	(3)	(7)	(0.2)	(0.4)
Enterprise township	122	124	121	2	(3)	1.6	(2.4)
Bal. of Grant township	1,236	912	928	(324)	16	(26.2)	1.8
Grove township	45	46	46	1	--	2.2	--
Bal. of Haven township	389	394	399	5	5	1.3	1.3
Hayes township	76	75	75	(1)	--	(1.3)	--
Huntsville township	114	113	113	(1)	--	(0.9)	--
Bal. of Langdon township	73	73	72	--	(1)	--	(1.4)
Lincoln township	662	652	652	(10)	--	(1.5)	--
Bal. of Little River township	472	469	470	(3)	1	(0.6)	0.2
Loda township	99	101	100	2	(1)	2.0	(1.0)
Medford township	147	149	148	2	(1)	1.4	(0.7)
Medora township	1,621	1,620	1,618	(1)	(2)	(0.1)	(0.1)
Bal. of Miami township	72	71	71	(1)	--	(1.4)	--
Ninnescah township	220	218	219	(2)	1	(0.9)	0.5
Bal. of Plevna township	142	141	141	(1)	--	(0.7)	--
Bal. of Reno township	1,850	1,835	1,828	(15)	(7)	(0.8)	(0.4)
Bal. of Roscoe township	98	99	99	1	--	1.0	--
Salt Creek township	436	434	434	(2)	--	(0.5)	--
Sumner township	633	629	627	(4)	(2)	(0.6)	(0.3)
Bal. of Sylvia township	95	92	94	(3)	2	(3.2)	2.2
Troy township	121	118	117	(3)	(1)	(2.5)	(0.8)
Valley township	822	822	821	--	(1)	--	(0.1)
Walnut township	99	98	98	(1)	--	(1.0)	--
Bal. of Westminster township	104	102	101	(2)	(1)	(1.9)	(1.0)
Yoder township	777	774	774	(3)	--	(0.4)	--
Republic County	4,664	4,636	4,536	(28)	(100)	(0.6)	(2.2)
Agenda city	66	66	64	--	(2)	--	(3.0)
Belleville city	1,887	1,879	1,841	(8)	(38)	(0.4)	(2.0)
Courtland city	267	264	258	(3)	(6)	(1.1)	(2.3)
Cuba city	145	144	141	(1)	(3)	(0.7)	(2.1)
Munden city	93	93	91	--	(2)	--	(2.2)



AGENDA ITEM

AGENDA ITEM #VII.B

AGENDA DATE: January 25, 2022

PRESENTED BY: Harlen Depew, Maintenance Director, Corey Thomas, John Underwood
:Pishny Restoration, Brad Doeden: GLMV

AGENDA TOPIC:
Year End Progress Update For Courthouse Projects

SUMMARY & BACKGROUND OF TOPIC:

Reno County entered into a contract with Pishny Restoration in January, 2021, for work to repair earthquake damage on the courthouse, as well and a comprehensive window restoration project and general exterior weatherization of the building. The estimated completion date was originally projected to be 365 days. Much of the work has been completed, but substantial completion has been delayed for various reasons. Representatives from Pishny will be here to present a current review of what has been completed to date, explanation of work yet to be completed, and the most recent projected completion date of each scope of work. They will also be prepared to answer any questions at that time.

ALL OPTIONS:
No action required

RECOMMENDATION / REQUEST:
No action needed

POLICY / FISCAL IMPACT:
N/A



AGENDA ITEM

AGENDA ITEM #VII.C

AGENDA DATE: January 25, 2022

PRESENTED BY: Jackson Swearer, on behalf of the Reno County American Rescue Plan Act (ARPA) Task Force

AGENDA TOPIC:

American Rescue Plan Act (ARPA) Taskforce - Civic Engagement Report. Link to Report: [ARPA Final Report With Recommendations](#)

SUMMARY & BACKGROUND OF TOPIC:

In May 2021, the ARPA Task Force formed to inform a resident engagement process to illicit ideas on how Reno County and the City of Hutchinson might allocate the \$18 million combined they received in Federal funding from the American Rescue Plan Act toward COVID-19 recovery. The ARPA Task Force partnered with Kansas State University's LEADCOMM to design a transparent, inclusive, and trustworthy process for resident engagement, funded through a grant from the Kansas Health Foundation Public Health Endowment of Hutchinson Community Foundation. 19 people facilitated 45 meetings with 553 residents (nearly 1% of the county's population) between August 25 and October 21. LEADCOMM then collected and analyzed the data from the meetings into a comprehensive report.

Reno County Commission approved an ARPA Funds Resolution of Intent on September 14, and Hutchinson City Council approved the same on September 21, both agreeing to wait to hear the recommendations from the process before allocating any of the ARPA funds.

RECOMMENDATION / REQUEST:

The ARPA Task Force recommends that the Reno County Commission sincerely consider the top seven priorities illuminated through the resident engagement process when allocating ARPA funds, with particular attention to the top priority of addressing the local childcare system.

POLICY / FISCAL IMPACT:

Consideration of the use of \$12 million that Reno County received in Federal American Rescue Plan Act funds for COVID-19 recovery.



AGENDA ITEM

AGENDA ITEM #VII.D

AGENDA DATE: January 25, 2022

PRESENTED BY: Barbara Lilyhorn Director Public Transportation Department

AGENDA TOPIC:
Reno County Area Transit Fixed Route Revision and Restructure

SUMMARY & BACKGROUND OF TOPIC:

Since the onset of the COVID 19 pandemic, ridership has been lower than in the years prior to 2020. In response, Rcat made temporary Fixed Route route modifications during the shutdown with other revisions following. The modifications have assured Rcat provided the amount of service needed by our community, without operating excessive deadhead distances. The modifications have been in effect for nearly two years and Rcat is prepared to formalize the Fixed route revisions and restructure making them Rcats current operational routes - they will no longer be temporary modifications. The proposed restructure changes target areas with the most demand at this time and will provide better service to passengers. KDOT has reviewed and approved the proposed Fixed routes. After approval by the Board of County Commissioners, the Fixed routes changes will be publicized and there will also be a 30 day period to allow public comment before implementation. Rcat paratransit service is not affected.

ALL OPTIONS:

Approve the permanent Rcat Fixed Route changes.
Return to staff for revisions
Deny revisions and keep the current Fixed Routes

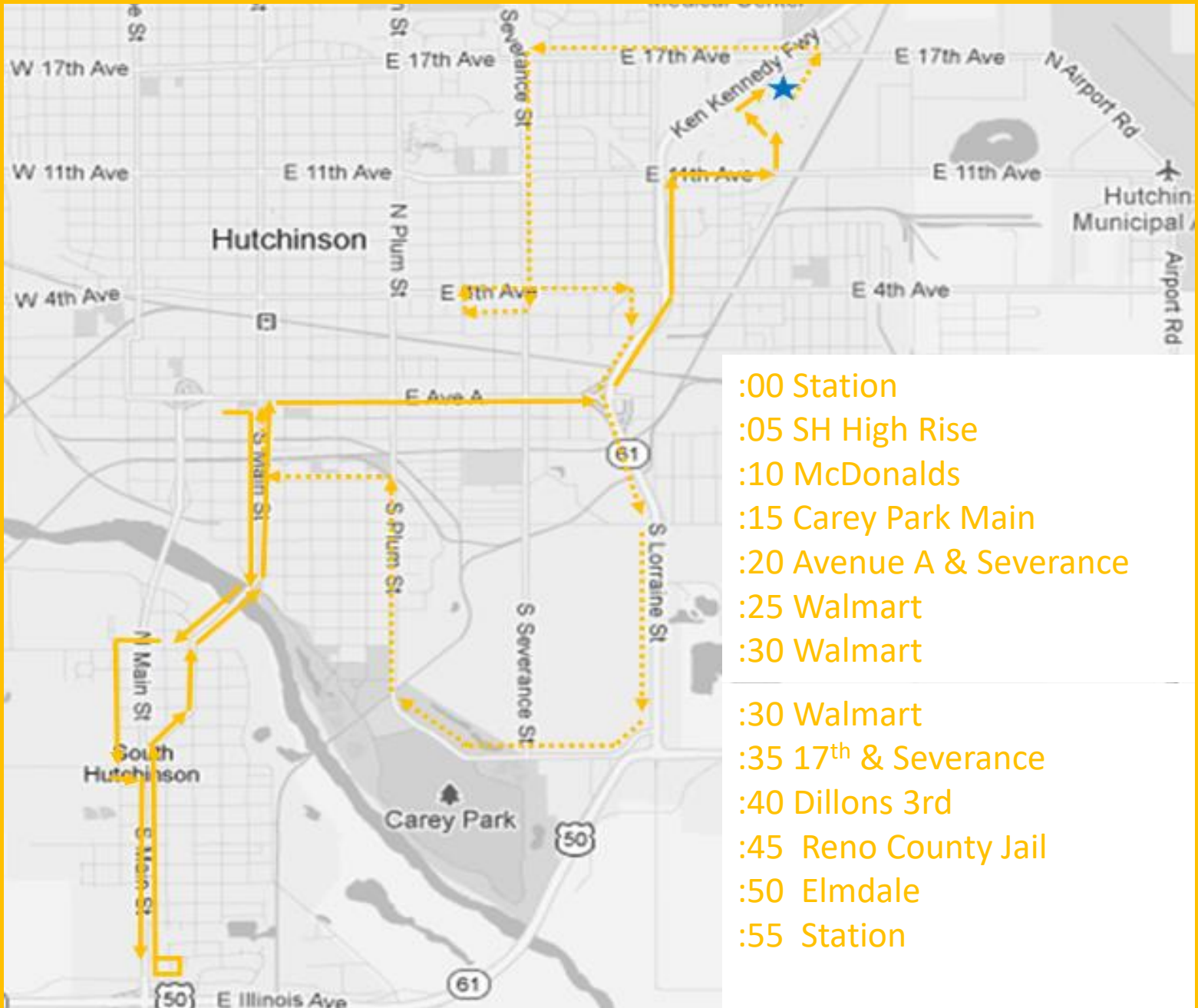
RECOMMENDATION / REQUEST:

Approve the proposed route revisions and restructure.

POLICY / FISCAL IMPACT:

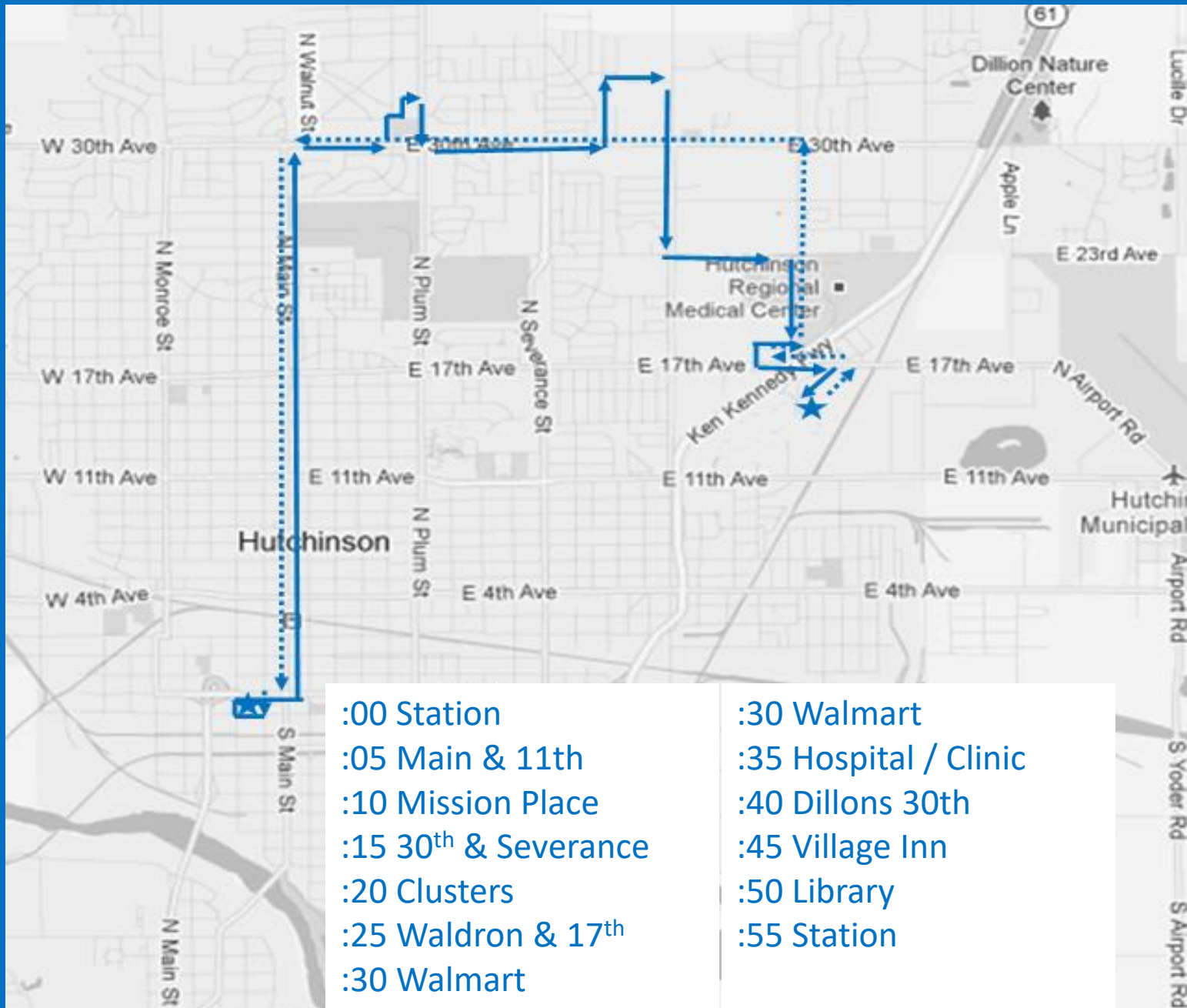
Minor cost savings is possible due to less overall miles traveled daily when compared to years prior to 2020.

Route 1 Gold



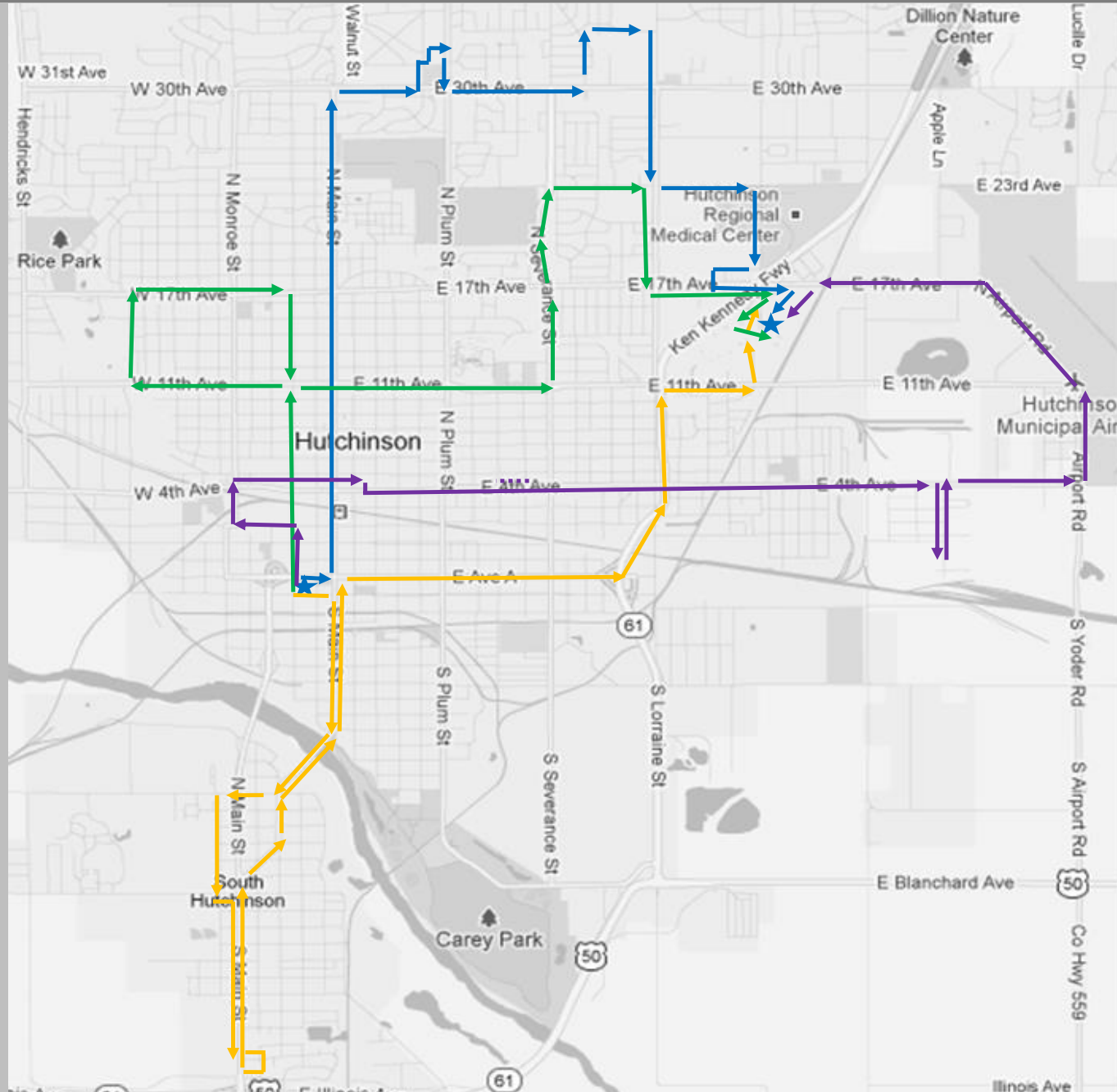
- :00 Station
- :05 SH High Rise
- :10 McDonalds
- :15 Carey Park Main
- :20 Avenue A & Severance
- :25 Walmart
- :30 Walmart
- :30 Walmart
- :35 17th & Severance
- :40 Dillons 3rd
- :45 Reno County Jail
- :50 Elmdale
- :55 Station

Route 1 Blue



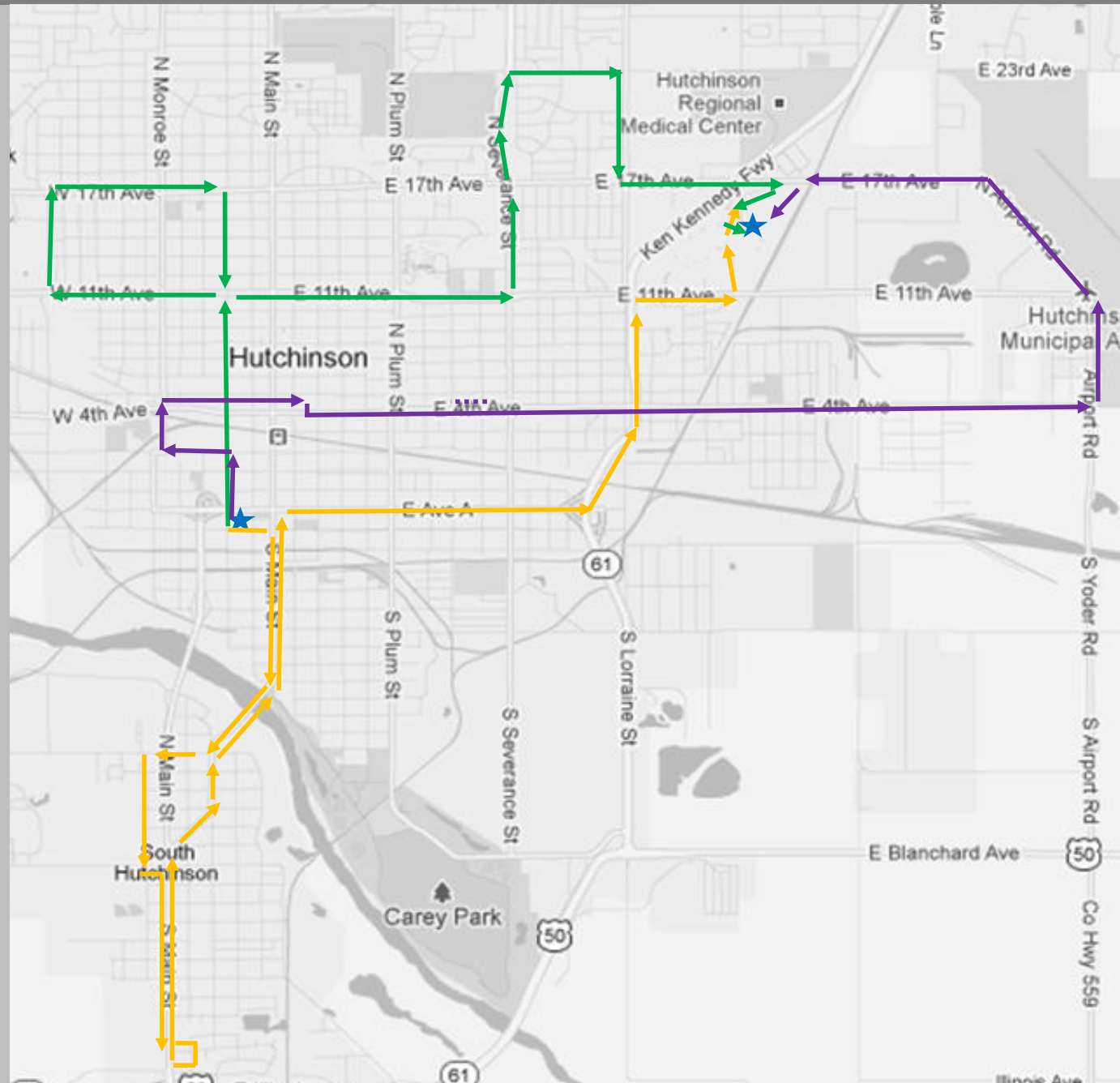
Outbound = Station to Walmart

- :00
Station = All Routes
- :10
McDonalds
30th / Main
4th / Severance
HMS 8
- :20
Avenue A & Severance
Lorraine / 30th
Airport
Lorraine / 17th
- :30
Walmart = All Routes



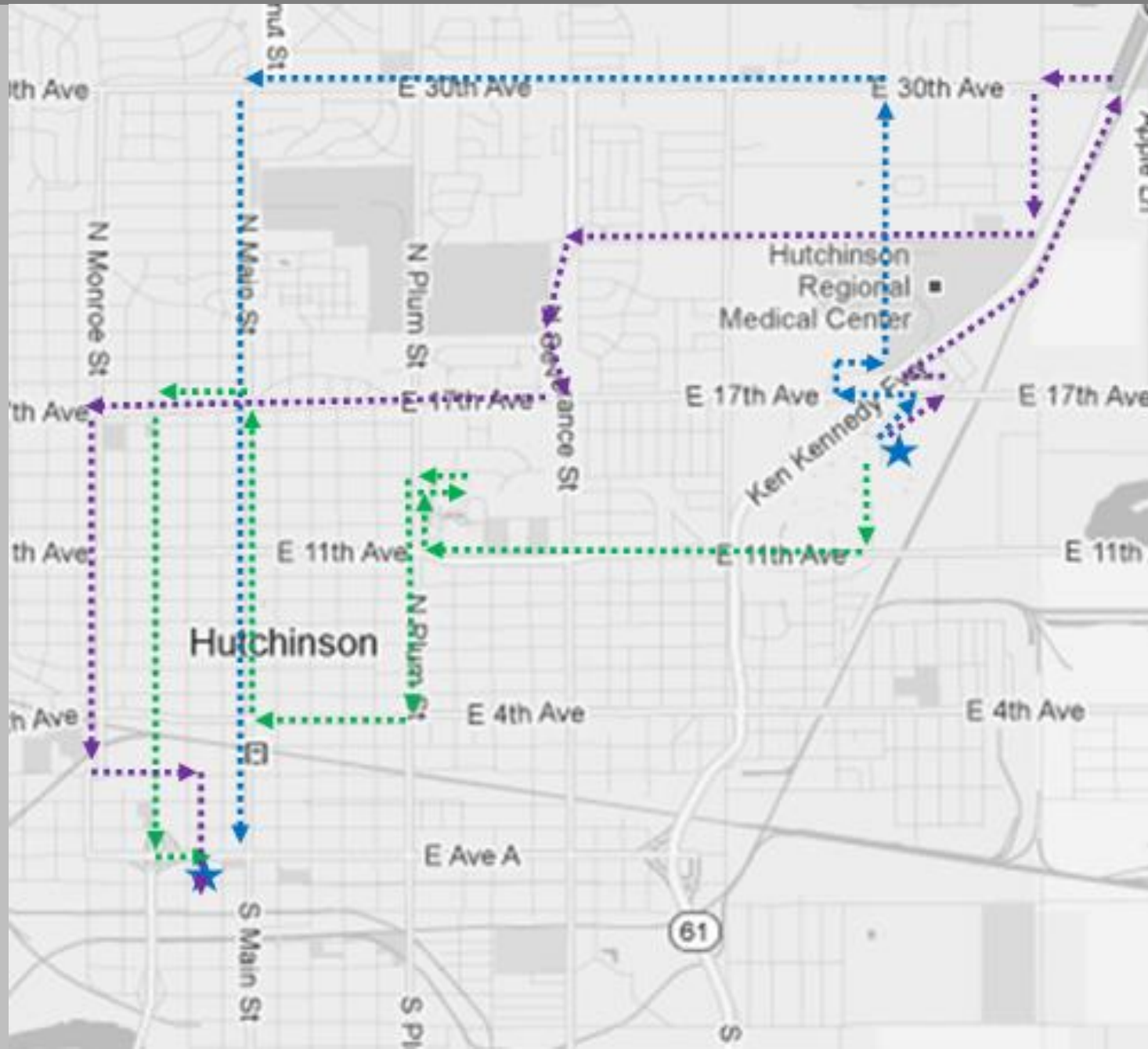
Saturday Outbound = Station to Walmart

- :00 Station = All Routes
- :10
McDonalds
4th / Severance
HMS 8
- :20
Avenue A & Severance
Airport
Lorraine / 17th
- :30 Walmart = All Routes



Saturday Inbound = Walmart to Station

- :30
Walmart = All Routes
- :40
Lorraine / 30th
23rd / Severance
Plum / 4th
- :50
Main / 4th
2nd / Adams
Adams / 5th
- :00
Station = All Routes





AGENDA ITEM

AGENDA ITEM #VII.E

AGENDA DATE: January 25, 2022

PRESENTED BY: Barbara Lilyhorn

AGENDA TOPIC:
Department of Aging and Public Transportation Annual Report

SUMMARY & BACKGROUND OF TOPIC:
Annual update and overview of Department of Aging and Public Transportation programs, work performed and finances.

ALL OPTIONS:
No Action needed

RECOMMENDATION / REQUEST:
Review

POLICY / FISCAL IMPACT:
None

The Department of Aging & Public Transportation

Annual Update
January 25, 2022

Prepared by
Barbara Lilyhorn – Director

Departmental Background

1962 Legislation introduced in Congress, to establish an independent and permanent Commission on Aging. Statistics showed that there were more than 18 million Americans over age 65.

1965 The Older Americans Act was signed into law on July 14, 1965. This act established the Administration on Aging within the Department of Health, Education, and Welfare, and called for the creation of State Units on Aging.

1972 A new Title VI was created under the OAA authorizing funds for a national nutrition program for the elderly.

1973 The OAA Comprehensive Services Amendments established Area Agencies on Aging (AAA). The amendments added a new Title V, which created grants to local community agencies for multi-purpose senior centers. The amendments also added Title IX, which created the Community Service Employment program for low-income persons age 55 and older. Comprehensive Employment and Training Act was enacted and included older persons. Title VII OAA legislation passed which established the congregate meals program.

1974 Title XX of the Social Security Amendments authorized grants to states for social services. These programs included protective services, homemaker services, transportation services, adult day care services, training for employment, information and referral, nutrition assistance, and health support. OAA amendments added transportation under Title III model projects.

1974 Reno County Board of Commissioners on February 27 passed the following Resolution on the Older American Act:

WHEREAS, the United States Congress has appropriated funds to the several States under the Older Americans Act: and

WHEREAS, the Kansas Legislature has passed House Bill Number 1529, which enables Kansas counties to assess mill levies to participate in matching fund grants under the Older Americans Act, to be used for social service programs for our senior citizens; and

WHEREAS the State of Kansas, through its Agency on Aging, has received monies from the Federal Government specifically to be regranting to the counties for aging programs; and

WHEREAS, the Reno County Commission has budgeted designated monies specifically to be used as matching funds for Aging Program Grants, which is indicating a willingness to participate in aging programs set up by the State of Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF RENO COUNTY, KANSAS:

That this request is made by the Reno County Commission that the State of Kansas Agency on Aging grant designated funds to conduct Aging Programs in Reno County.

In July 1974, OOA matching funds were requested for programs which included the purchase of two vans to provide transportation for older citizens in Reno county.

Appropriation of funds through a special mill levy was presented for a vote of the citizens of the county on August 6, 1974. The official question “Shall the Following Be Adopted? “Shall an annual tax of 1 mill be levied in Reno County to fund a service program for the elderly?” was passed.

The Reno County Department of Aging was established operated and continues to perform work for the people through the Older American Act Title IIIB Information and Assistance, Title IIIE Information and Assistance, Title IIID Disease Prevention and Health Promotion.

The need for transportation by Reno County citizens of all ages became an emerging need which resulted in the establishment of the Reno County Public Transportation Department by the Reno County Board of County Commissioners through Resolution 99-43 on August 24, 1999.

The responsibility to provide transportation for citizens over age 60 was transferred to the Reno County Public Transportation Department. The Elderly mill levy funding which had been utilized for transportation services in the Department of Aging is collected through the Department of Aging then allocated to the Department of Public Transportation. The allocation is based upon the percentage of total rides taken by citizens over age 60. The U.S.C. 49-5311 grant to the Reno County Department of Public Transportation requires all rides to be categorized as either Elderly over age 60, Disabled or General Public. Historically the Reno County Public Transportation Department ridership percentages are roughly 30% Elderly over age 60, 30% Disabled and 40% General Public.

Grant Facts

- Rcat is operated through an annual U.S.C 49-5311 Federal Transportation Administration grant administered by KDOT. The grant period follows the Kansas state fiscal year, July 1 – June 30. Rcat is considered a sub-recipient.
- Funding is provided for Capital Awards (vehicles) at an 80% Federal **20% county match**. Operating funds are 50% Federal, 20% State* and **30% county match** and Administrative funds 80% Federal and **20% county match**.

* State funding is set yearly and is not guaranteed.

All grant operations and functions are regulated by the Federal Transportation Administration statutory requirements. The match dollars provided by Reno County are dedicated to the provision of public transportation as defined through Code of Federal Regulations.49 (Transportation). That means Reno County cannot decide to provide transportation locally in a manner that does not meet these regulations. **Example:** Rcat is asked to provide transportation for a local tour as part of a (hypothetical) convention being held in Reno County. It appears this would provide good service to the community and be easily arranged and inexpensive. **Outcome:** Unless the tour is already on a route and time currently on the schedule, Rcat would be prohibited. Why? Because it would be considered charter service outside Rcat's defined work and could potentially keep a private transportation company from getting the job because their costs would be significantly more than Rcat's due to the grant funds supporting the cost of operation.

County Match Funds and FY 2022 Grant Award

Each year the cost of the transportation grant match is divided between the Elderly Mill Levy and the General Fund based upon the proportion of recorded passengers over age 60 and those passengers recorded as under age 60 for the previous grant year. In County budget FY 2022 – the passenger count was based on the FY grant year 2020 ridership totals of 96,045 of those 27.60% were passengers over age 60 and 72.40% were Disabled and General Public under age 60. The percentages fluctuate slightly each year. **As such, 30% of the total match comes from Elderly Mill Levy funds (\$151,000) and 70% comes from the General Fund (\$352,000). The grant award for the current year is: \$605,515.00 (Federal operating), \$242,206.00 (State**

operating) \$131,823.20 (Federal Admin), \$186,400 (Federal Capital award): 3 Cutaway buses. It is important to note that the grant award brings “new money” to the community and contributes to the overall economy of Reno County. Rcat staff positions are grant funded and include:

- 3 part time Administrative positions: Director, Assistant Director and Administrative Assistant.
- 15 full time Bus Drivers
- 1 Transportation Coordinator
- 1 Safety Maintenance Coordinator/Driver
- 1 Operations Assistant/Driver
- 2 Dispatchers

Costs Paid Due To COVID

Due to COVID-19 the Federal Transportation Administration has paid all Rcat’s Operating expenses at 100% from January 1, 2021, thru December 31, 2021. This funding relief will be extended thru January of 2022. Administration expenses were paid at 100% from January 1, 2021, through June 30, 2021.

Capital And Service Provision Inventory

The Reno County Public Transportation Department, operating as Reno County Area Transit (Rcat) provides general public transportation through Fixed Route and Paratransit service limited to the cities of Hutchinson and South Hutchinson. Specialized Transportation service provides transportation to any address with a passable drive in Reno County and regional connecting service to Wichita one day a week.

Vehicle Fleet: Fourteen E450 Ford Cutaways busses, two Mini-Vans and two full-sized Ford Transits. Commercial Driver’s Licenses are not required to operate the vehicles due to the vehicle weight and 15-passenger capacity. All the cutaways are configured to accommodate oversized electric mobility devices/chairs and have both stationary and folding seats which enable passengers and drivers to maneuver mobility devices/chairs easily and safely into the

securement positions. Eight busses are dedicated to Fixed route – four are in service daily with 3 spares. Six buses are dedicated to Paratransit service - usually four are in service daily with two spares, the mini vans and Ford Transits are used primarily for Rural On-Demand service but also provided limited service on Paratransit. The increase in community spread of COVID19 throughout January/February of 2021 caused a revision of Rcat service operations resulting in less buses in operation daily periodically due to compressed hours and one Fixed Route consolidation.

Fixed Route: (8) passenger busses are designated to operate four Fixed Routes within the cities of Hutchinson and South Hutchinson. Busses are online M-F from 7 a.m. – 6 p.m. and Saturdays from 9 a.m. – 2 p.m. running hourly. Outbound and inbound routes are each 30 minutes long. Four busses leave the Transfer Station on the hour and meet at the Walmart transfer point on the half hour. There is a 2-3-minute layover to accommodate transfers. Passengers who wish to transfer to a different route may do so at the transfer point with no additional charge. Currently operating under “Wave and Ride” Rcat is has 4 designated bus stops with shelters.

Paratransit: (6) passenger busses operate within a 6-mile radius of 17th and Main. This encompasses the city proper for both Hutchinson and South Hutchinson and outlying neighborhoods. Busses are available for door-to-door service for those ADA eligible M-F from 7 a.m. – 6 p.m. and Saturdays from 9 a.m. – 2 p.m.

Regionalized Service: ADA equipped Ford Transit provides service to Wichita via connection with Sedgwick County Department of Aging and Wichita Transit. Service is on Tuesdays from any address with a passable drive in Reno County to Mount Hope for a 10 a.m. connection to the Sedgwick County Department of Aging vehicle. The SCDA vehicle drops off at the Wichita Transit Bus Shelter at Central and Maize at 10:47. Pick up from the Central and Maize Bus Shelter for the return trip is at approximately 4:30 p.m. Rcat vehicle meets the SCDA vehicle at 5:00 p.m. for the return trip into Reno County. Each transit charges a small fare that results in a total round trip cost of around \$25 per person, which barrier for many individuals.

Specialized Transportation Service: (County on-demand)

Minivans and Ford Transits provide service to able citizens as well as those with a disability who live outside the defined Fixed Route and Paratransit service area. Hours are M-F from 7 a.m. – 6 p.m. There is no service on Saturday or Sunday.

This service has designated stops in the following town locations and will pick up at any rural address.

- Abbyville – Post Office
- Arlington – Carolyn’s Essenhaus
- Buhler – Mennonite Brethren Church & Buhler Sunshine Meadows
- Castleton – Collingwood Grain Co-op
- Haven – Former Haven IGA Parking Lot
- Langdon – Front & Main Street
- Nickerson – Berridges’s IGA
- Partridge – Public Library
- Pleasantview – Dutch Kitchen
- Plevna – Community Center
- Pretty Prairie – Prairie Sunshine Home & Strohl’s Station
- Sylvia – AM Pride & Public Library
- Turon – Burns & Price/& Community Center
- Yoder- Carriage Crossing

The four hourly fixed routes encompass the business and service corridors of Hutchinson and South Hutchinson and link at two (2) points. The routes pass beside or very near all major grocery stores, many convenience stores, housing complexes, retirement homes, medical facilities, shopping centers, banks and financial institutions as well as pay-day loan facilities, the

Hutchinson Mall, discount centers, home improvement centers, shopping and personal service centers, disability training centers, education and recreation centers and sports and playing fields, social service agencies, schools and education centers, parks, industrial and business parks, senior centers, correctional facilities, restaurants, event venues and community event sites.

Specific destinations include: The Hutchinson Regional Medical Center, The Hutchinson Clinic, Horizons Mental Health Center, Prairiestar Medical Center, Dialysis Center, Veteran's Administration Clinic, Dental Centers, Training and Evaluation Center of Hutchinson (TECH) Workforce Development Center, Department of Children & Families, County Courthouse, Courthouse Annex, Health Department and Jail. Walgreens, Walmart, Kohl's, Aldi's, Dillon's stores, The Boys & Girls Club, Hutchinson and South Hutchinson City Halls, U.S.D. 308 Hutchinson schools and facilities, U.S.D. 309 Nickerson grade school, Hutchinson Community College, Hutchinson Correctional Facility, Airport, industrial areas i.e., Palco, TSW, Arconic, Superior Boiler Works, Dillon's/Kroger corporate offices and warehouses etc.

Complimentary paratransit service takes passengers to the door of location within the two cities. In grant year 2021, this included 11,262 rides.

Specialized Transportation service is provided to any rural address in Reno County that is beyond the Fixed Route and Complimentary paratransit service. Trips are made for work, medical, shopping, and personal business at the same locations listed under fixed route service.

Regionalized Connecting Service is provided one day a week and to date, has been used to access medical care. Rcat in partnership with the Sedgwick County Department of Aging and Wichita Transit worked to implement a coordinated route from Reno County to Wichita via connection with a SCDA van at a pickup point in Mount Hope, KS. The route partnership began in June 2018. Each transit charges a separate fare, and although each is modest in cost (Rcat = \$4.00 each way, Sedgwick County Department of Aging = \$3.50 each way and Wichita Transit = \$3.50 each way for paratransit or \$5.00 day pass for Fixed Route) the total fare is between \$20.00 /22.00 and is a barrier for many people. Three trips were made during the FY 2021 grant cycle.



Transit vehicles should be one of the safest and cleanest environments people inhabit each day.

Ridership Demographics and Stats

In grant FY 2021, Rcat provided rides on all three services. While ride destinations on fixed route (44,147) are not recorded, among those on Paratransit/ Rural on Demand (11,262 rides) 29.77% (3,353) were for general purposes, 28.15% (3,171) were for employment, 42% (4,731) were for medical purposes, <1% (7) were for educational services.

FY 2021 July 1, 2020 - June 30, 2021

	Seniors	Disabled	Gen Public	Total	Para Lifts	Route Lifts
July	1,670	1,620	2,345	5,635	172	76
August	1,729	1,785	2,165	5,679	164	47
September	1,738	1,674	2,010	5,422	171	70
October	1,477	1,412	2,020	4,909	188	55
November	1,246	973	1,449	3,668	137	43
December	939	960	1,319	3,218	135	30
January	928	900	1,372	3,200	130	54
February	1,149	1,053	1,197	3,399	126	30
March	1,523	1,718	1,801	5,042	188	98
April	1,713	1,894	1,860	5,467	212	72
May	1,624	1,468	1,560	4,652	215	51
June	1,947	1,646	1,525	5,118	232	74
Total	17,683	17,103	20,623	55,409	2,070	700

	Paratransit & On Demand					Fixed Route				
	Seniors	Disabled	Gen Public	Total	Lifts	Seniors	Disabled	Gen Public	Total	Lifts
July	460	454	66	980	172	1,210	1,166	2,279	4,655	76
August	558	413	70	1,041	164	1,171	1,372	2,095	4,638	47
September	581	434	101	1,116	171	1,157	1,240	1,909	4,306	70
October	482	452	61	995	188	995	960	1,959	3,914	55
November	374	278	40	692	137	872	695	1,409	2,976	43
December	292	251	32	575	135	647	709	1,287	2,643	30
January	293	299	36	628	130	635	601	1,336	2,572	54
February	381	372	37	790	126	768	681	1,160	2,609	30
March	505	482	75	1,062	188	1,018	1,236	1,726	3,980	98
April	507	491	80	1,078	212	1,206	1,403	1,780	4,389	72
May	536	484	96	1,116	215	1,088	984	1,464	3,536	51
June	616	494	79	1,189	232	1,331	1,152	1,446	3,929	74
Total	5,585	4,904	773	11,262	2,070	12,098	12,199	19,850	44,147	700



For safety, all Rcat vehicles graphics are made from highway grade reflective film and tape. Red and white conspicuity tape is applied nose to tail along with safety yellow florescent chevrons on the back.

Fares

Fixed Route

0.50¢ -Disabled, Students, Seniors and Youth ages 6-18

\$1.00 - General public

Complimentary Paratransit

\$2.00 - All passengers

Rural on Demand including Regional Route

\$2.00 - Disabled, Seniors and Youth ages 6-18 - Pick-up at Town Bus Stop

\$4.00 - Disabled, Seniors and Youth ages 6-18 - Pick-up at Town or Rural Address

\$4.00 - General public – Pick-up at Town Bus Stop

\$8.00 - General public – Pick-up at Town or Rural Address

Staff Training

All Rcat staff participate in mandatory online Drug and Alcohol training taught by Compliance One every two years. Eight drivers participated in training during FY 2020.

Rcat drivers and agency staff are required to attend periodic Rural Transportation Assistance Training. Sessions are typically 4-8 hours in length the following topics: vehicle inspections, driving procedures, lift & securement procedures, and passenger assistance.

Our new hire training process is a layered approach. The transportation coordinator or the assistant director will spend approximately 4-8 hours going through our Policy & Procedures Manual.

Then the new hire takes the online START through the National Transportation Assistance Program and depending on the individual this can take anywhere from 8 – 12 hours for them to complete.

The next step is to go through three training sessions approximately 2 hours each with the safety maintenance coordinator.

The first of these sessions covers vehicles, equipment & service. The objective for this session is for the new hire to become familiar with the vehicle, driver controls, seating, lift & securement equipment, emergency equipment, vehicle interlock system, two-way radio & tablet operation.

The second session covers vehicle inspections, maintenance & care. The objective for this session is for the new hire to be able to perform pre-trip, post-trip and enroute inspections according to Rcat protocol and to be familiar with maintenance and vehicle washing & cleaning procedures. The new hire becomes familiar with the documentation process for inspections, maintenance, and care of the vehicles.

The third session covers loading & unloading passengers, lift operation and securement. The objective for this session is for the new hire to be able to position the vehicle for optimum lift operation, operate the lift to load & unload passengers, perform manual operation of the lift in an emergency, perform securement of mobility device and occupant restraint devices according to Rcat protocol. The new hire will be able to distinguish between manual, power chair and scooter mobility devices. This session also covers fueling procedures as well as using two-way radio and tablet communication devices.

The next step of training is for the new hire to be assigned to ride along and observe and learn from a veteran driver. After riding along the new hire is placed in the driver's seat while the veteran driver ride's along to mentor and coach as needed.

Rcat Community Partnerships

Each year the Rcat Director sends a letter to the mayor of each town (15) in Reno County explaining Rcat's transportation services. This includes the work performed throughout the county during the past year and inviting comments and inquiries. The letter also asks for input in identifying transportation gaps.

Rcat has a federal mandate assist in emergencies declared by the Reno County Director of Emergency Management. Rcat is a member of the Local Emergency Planning Council (LEPC). The Director serves as the chairman for the Transportation Emergency Support Function (ESF 1). This ESF consists of representatives from local school districts, KO Railroad, Hutchinson Airport, and City of Hutchinson public works department. Serving on this committee has

afforded many opportunities for personal dialogue about Rcat with town and city government leaders.

Rcat Director is a member of the City of Hutchinson Planning Department Developmental Review Committee which provides input to all construction projects requiring City permits before being submitted to the City Council. This committee considers the implementation of Complete Streets principals including public transportation.

In 2013 Reno County Community Health Improvement Plan (CHIP) identified a lack of access to health care as a barrier for positive health outcomes for some citizens. As a result, the CHIP leaders approached the Reno County Board of Commissioners and asked that a free Rcat ride voucher be developed. The Reno County Board of County Commissioners and KDOT approved a free voucher program for medical trips. Designated agencies distribute vouchers to clients they deem eligible and Rcat accepts the vouchers on Fixed Route and both specialized transportation services (Paratransit and Rural-on-Demand). During the FY 2021 grant cycle Rcat provided 2621 rides with a value of \$5,242.00 for paratransit and rural on-demand service through the voucher program.

The Department of Community Corrections utilizes Rcat to provide rides to parole visits through tickets purchased interdepartmentally.

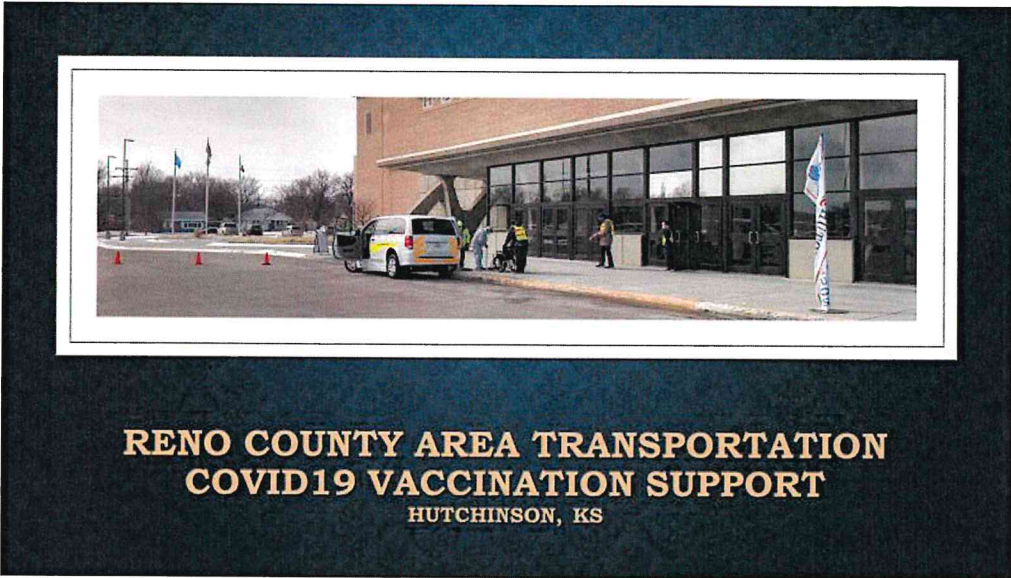
Rcat provided free rides for a Holiday Light Tour held in conjunction with Third Thursday and the KWBW live nativity presentations. Two Para buses made 4 tours for 31 people.

Rcat was invited by the Hyde Park Neighborhood to again provide free rides for the community during the annual December Luminaria.

The Reno County Commissioners created a Public Transportation Commission when Rcat began in 2000. This board normally meets bi-monthly and consists of members of the public, and agencies serving the community. All meetings are open to the public and information is posted on the county website. These meetings were suspended for several months due to COVID19, ZOOM meetings were tried with limited success due to access and proficiency.

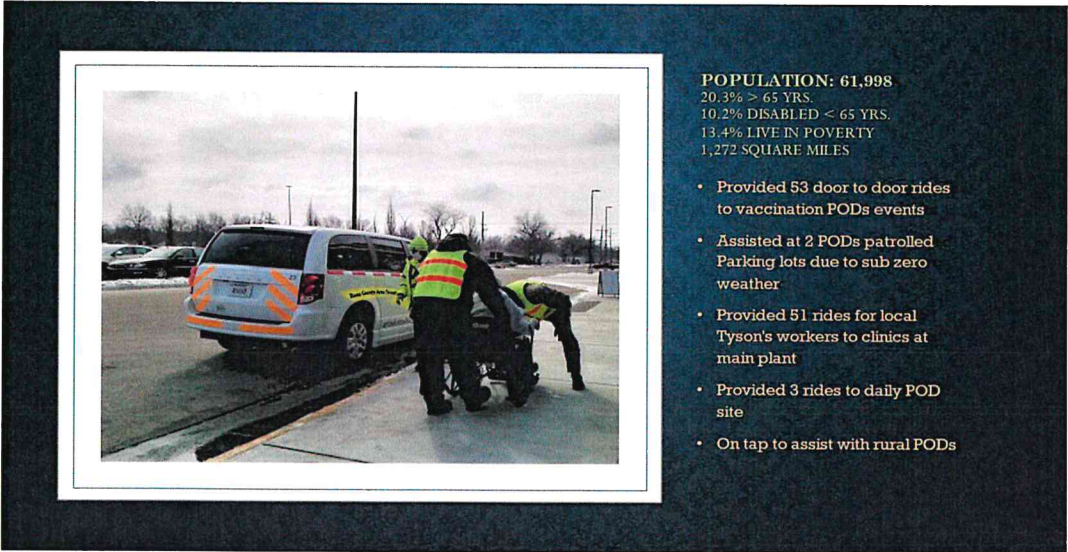
The Rcat director works with the Director of Security at the Hutchinson Regional Medical Center to plan service to the hospital when necessary. When HRM began restricting entry due to

COVID19, Rcat made a route revision on their campus to accommodate and support the hospital's security protocol. This practice is ongoing.



Rcat assisted the community by providing free transportation to vaccination sites and community PODs in January & February.

(1)



Rcat continues to offer free rides to vaccination sites.

(2)

Slides 1 & 2 were used in the April 21, 2021, FTA Region 7 Peer Exchange on Vaccine Access presentation

Partnering With KDOT

Rcat Director serves as the chair for Coordinated Transit Districts #2 (CTD) and is responsible to arrange programs, agendas and distribution of financial information and minutes. Quarterly meetings are held in the Rcat Transfer Station or via ZOOM.

As chairman, Lilyhorn also represents CTD #2 at statewide Rural Transportation Assistance Program (RTAP) and KDOT meetings or arranges for another officer to attend. Lilyhorn distributes and collects information from KDOT as requested, Lilyhorn maintains and updates the System for Award Management (SAM) account yearly or as needed.

Lilyhorn serves as a member of the Kansas Public Transportation Association board.

Lilyhorn was also interviewed for the Summer 2021 RTAP state newsletter for the article “Best Practices for File Management and Record Retention”.

Rcat Director was asked to represent Kansas as a panelist for the Federal Transit Administration Region 7 Peer Exchange on Vaccine Access, a national virtual peer exchange event.



Department of Aging

The Department is home to centralized resource information for services available to people over age 60 in Reno County. We provide information and referral as needed for individuals and/or groups with various types of information concerning social service agencies, legal issues, health care, etc. as well as linking people with appropriate agencies or services. Follow up assistance is provided to help people successfully navigate the various systems. Most services fall under the Older Americans Act Title programs: IIIB, IIIE and IIID which were described earlier in this report; however, we field any call or concern brought to the department. In the FY2021 Federal grant year (October 1, 2020 – September 30, 2021), there were 263 unduplicated (new people who had not previously received assistance) contacts made for Title IIIB and IIIE. For the second year, all Title IIID programs were canceled due to COVID19. The Department of Aging consists of 3 part-time employees: Director, Assistant Director and Administrative Assistant and 2 full time Social and Human Service Assistants.

Funding Sources:

The primary source of funding is the Reno County Elderly Mill Levy Tax funding (2022 rate is 0.419) followed by Older Americans Act subcontract funding through the South-Central Kansas Area Agency on Aging. In FY 2022 those amounts will be \$782,044.00* and \$12,030, respectively. * Includes \$200,000.00 Cash Basis Requirement.

Allocations to organizations supporting Departmental work

\$331,650 is budgeted to be allocated to Reno County Senior Centers, The Reno County Health Department, Reno County Volunteer Center, Aging Projects, Meal on Wheels of Hutchinson, Interfaith Housing and Community Services and Rcat. These agencies receive funding administered by the Department of Aging to provide services that were originally performed by the Department of Aging. The needs quickly outgrew the capacity of the Department of Aging and emerging County community-based organizations providing services for seniors were made partners.

Reno County Department of Aging Priorities for Elderly Mill Levy Funding Request – 2022

- Nutrition services
- Social Interaction
- Personal and Simple Health Care

- Immediate Needs
- Housing

Priorities developed with consideration to the following:

1. *The hierarchy of need; the number and diversity of citizens served without regard to income.*
2. *The hierarchy of the need; the number and diversity of citizens served in regard to income.*
3. *The amount of money spent per individual to meet the identified need.*

Senior Center Participation FY 2021

<u>Attendance - 2021</u>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<u>Total Attendance</u>
Abbyville	0	0	0	36	46	33	36	15	33	28	25	16	268
Buhler	70	250	370	360	325	350	200	300	275	275	320		3095
Elmdale	995	806	1503	1920	2184	2635	2497	2559	2407	2755	2237	2015	24513
Haven		20	101	236	303	325	314	315	239	319		315	2487
Nickerson	0	0	0	0	0	0	49	78	51	84	83		345
Ninnescah-Arlington	0	0	10	20	10	19	10	20	10	22	20		141
Pretty Prairie	100	204	335	330	323	353	306	324	275	297	537		3384
Sylvia													0
Turon	80	95	92	90	182	99	144	152	111	140	193	144	1522

Special Programs

Grocery Delivery

In 2018, the Reno County Council on Aging identified a lack of access to food in rural parts of the county as a concern to address. The Reno County Volunteer Center's Friends in Action Shopping Team (F.A.S.T.) was/is providing a grocery shopping and delivery service but transporting groceries outside of the cities of Hutchinson/South Hutchinson creates a barrier to volunteers who use their own vehicles. This resulted in a request to KDOT for the use of a Rcat van when it had been retired from the fleet. Permission was granted. In 2018 a grant for operating costs was submitted the Hutchinson Community Foundation and \$5,200 was awarded through the Kansas Health Foundation Public Health Endowment Fund. The Reno County Grocery Delivery program was launched through partnership with RSVP and the expansion of their F.A.S.T. program in May of 2019.

Grocery Delivery Service

2021 – Cost of program \$954.02

Volunteers

Volunteer Van Drivers/Grocery Deliverers: 5

Volunteer Shoppers and Substitute Shoppers: 17

Total Volunteers: 22

Volunteer Hours

Van Drivers/Grocery Deliverer Hours: 271

Shopper Hours: 125

Total Volunteer Hours: 396

- **Total Seniors Served: 16**
- **Total Number of days Groceries Were Delivered: 24**
- **Total Number of Individual Deliveries: 107**

Senior Farmer's Market Nutrition Program

The Kansas Senior Farmers Market Nutrition Program (KSFMNP) is funded by the United States Department of Agriculture Food and Nutrition Service. The program provides a once annual benefit to low-income seniors to purchase fresh fruits and vegetables, herbs, and honey from certified farmers at Farmers Markets in Kansas. This is a highly popular program in Reno County and is available for people over age 60 who have household incomes of not more than 185% (\$23,606 per individual or \$31,894 for 2 people) of the federal poverty income guidelines. Again, this year each person received \$35 in the form of seven \$5 checks. The Department has assisted with the program for over 10 years.

In June, the Department began the application and distribution. It was offered as a phone and mail process. In Kansas, this program is offered through the Kansas Department of Aging and the Kansas Department of Health and Environment and coordinated by the South-Central Kansas Area Agency on Aging – they enlist our help each year for the distribution process. The program was publicized in the regular media outlets and extensively through 1 minute radio spots.

We utilized the “touchless” process developed last year due to the pandemic to collect information and process the vouchers. People called the office and were promptly routed to a staff member who filled out the application on a computer. The application was mailed to the person for their signature and a self-addressed stamped envelope was included. After receiving the signed application – the voucher booklet was mailed to client. Many people expressed their gratitude for the program and the ability to handle the entire process without leaving their home. An added benefit people mentioned was no need to stand in line or be exposed to the heat. Reno County received 205 booklets and distributed 203 of them from June 15 – August 25. The unused vouchers were mailed back to the South-Central Kansas Area Agency on Aging.

2021

Farmer's Market		
Total applications requested/mailed:		203
Total booklets distributed:		201
Hutchinson/ South Hutchinson		193
Rural County:		8
	Buhler	2
	Nickerson	1
	Sylvia	2
	Turon	3
	Yoder	2

Medicare Part D Open Enrollment October 15 – December 7

Medicare Part D Open Enrollment period October 15 – December 7, 2021, was conducted again this year with the goal of making the process as useful and touchless as possible. We did not offer in-person counseling appointments. Instead, people called the Department and scheduled a telephone counseling appointment. People were mailed a worksheet that collected all the information necessary to enter in the Medicare.gov site to use the plan comparison tool. Participants also submitted a legible list of their prescriptions. The worksheet and drug list were either dropped by our office or mailed to the Department. Trained volunteers from the Volunteer Center began work on October 15 and entered client's information into the Medicare.gov site to find the best plans. They called each person and provided counseling on prepaid cell phones purchased by the Department. If the person decided to change plans, the volunteer completed their enrollment on the computer. Seven trained volunteers provided 127.5 hours of counseling to participants. One volunteer provided 22 hours of data entry.

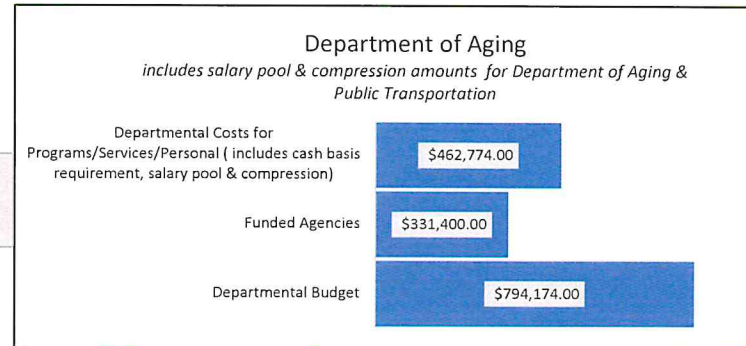
Medicare Part D Enrollment		
Worksheets requested/ mailed:		309
Volunteers Served:		301
Staff Served:		283
Total Reno County Residents Served:		<u>584</u>

**Department of Aging
002 -20 Fund**

Elderly Mill Levy

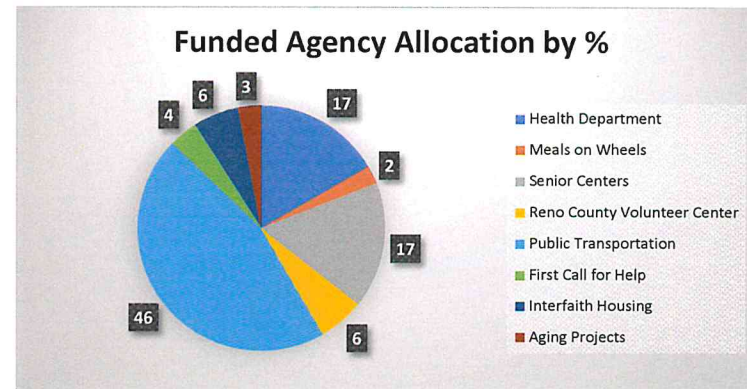
Departmental Budget	\$	794,174.00	100%
Funded Agencies	\$	331,400.00	42%
Departmental Costs for Programs/Services/Personal (includes cash basis requirement, salary pool & compression)	\$	462,774.00	58%
Departmental Costs for Programs/Services/Personal excludes cash basis requirement, salary pool & compression (\$252,556)	\$	210,218.00	

58% is skewed as it contains \$252,556 used by Dept 20 & 27



Funded Agencies

	Award	%
Health Department	\$ 55,000.00	17
Meals on Wheels	\$ 8,000.00	2
Senior Centers	\$ 55,000.00	17
Reno County Volunteer Center	\$ 20,000.00	6
Public Transportation	\$ 151,000.00	46
First Call for Help	\$ 12,400.00	4
Interfaith Housing	\$ 20,000.00	6
Aging Projects	\$ 10,000.00	3
Total	\$ 331,400.00	100



Funded Agency % of Contractual Services

Budgeted Costs \$ **331,400.00**

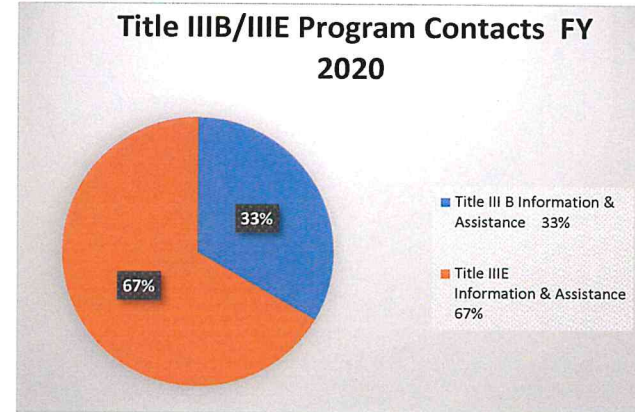
Older Americans Act Title III B Information and Assistance

One on One service for older individuals, and/or the individuals caregivers(s) on the behalf of the individual, that gathers information regarding the problems and capacities of the individual in order 1). Provide current information on opportunities and services available to the individual within their community including information relating to assistive technology.2). When appropriate links individuals to the opportunities and services that are available.3). Establish adequate follow-up procedures to ensure that the individual receives, to the maximum extent practicable, the information, services or opportunities available to the individual. One on One service for older individuals, and/or the individuals caregivers(s) on the behalf of the individual, that gathers information regarding the problems and capacities of the individual in order 1). Provide current information on opportunities and services available to the individual within their community including information relating to assistive technology.2). When appropriate links individuals to the opportunities and services that are available.3). Establish adequate follow-up procedures to ensure that the individual receives, to the maximum extent practicable, the information, services or opportunities available to the individual.

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		Title III B Information & Assistance 33%		Title III E Information & Assistance 67%	
		32,880		65,840	
Contacts FY 2020	\$	210,218.00	\$	69,371.94	\$ 140,846.06
			\$	-	\$ -
Personal Services			\$	-	\$ -
Appointed Official	\$	41,583.00	\$	13,722.39	\$ 27,860.61
Admin Staff	\$	50,240.00	\$	16,579.20	\$ 33,660.80
Social & Human Service Assistants	\$	81,265.00	\$	26,817.45	\$ 54,447.55
Overtime	\$	1,300.00	\$	429.00	\$ 871.00
Total	\$	174,388.00	\$	57,548.04	\$ 116,839.96
Contractual Services			\$	-	\$ -
Deptmental % of Contractual Services					
Budgeted Costs (ops/programs/services)	\$	33,050.00	\$	10,906.50	\$ 22,143.50
Commodities	\$	7,400.00	\$	2,442.00	\$ 4,958.00
Miscellaneous Expenses	\$	425.00	\$	140.25	\$ 284.75
Total Non Personal Program Ops budgeted	\$	40,875.00	\$	13,488.75	\$ 27,386.25
Personal Services	\$	174,388.00	\$	57,548.04	\$ 116,839.96
Department Total w pay increases 2022	\$	215,263.00	\$	71,036.79	\$ 144,226.21
Projected 3% pay increase	\$	(5,045.00)	\$	(1,664.85)	\$ (3,380.15)
Dept. Total <i>PROOF</i>	\$	210,218.00	\$	69,371.94	\$ 140,846.06
Capital Improvement & Outlay			\$	-	\$ -
Cash Basis Requirement	\$	200,000.00	\$	66,000.00	\$ 134,000.00
Funded Agencies	\$	331,400.00	\$	109,362.00	\$ 222,038.00
	\$	741,618.00	\$	244,733.94	\$ 496,884.06
Other Expense & Reimbursements					
Salary Pool	\$	26,278.00	\$	8,671.74	\$ 17,606.26
Salary Compression	\$	26,278.00	\$	8,671.74	\$ 17,606.26
Total / <i>Proof</i>	\$	794,174.00	\$	262,077.42	\$ 532,096.58



Due to the recently passed Wage Compensation for County Employees - Disregard the computations regarding Payroll Raises

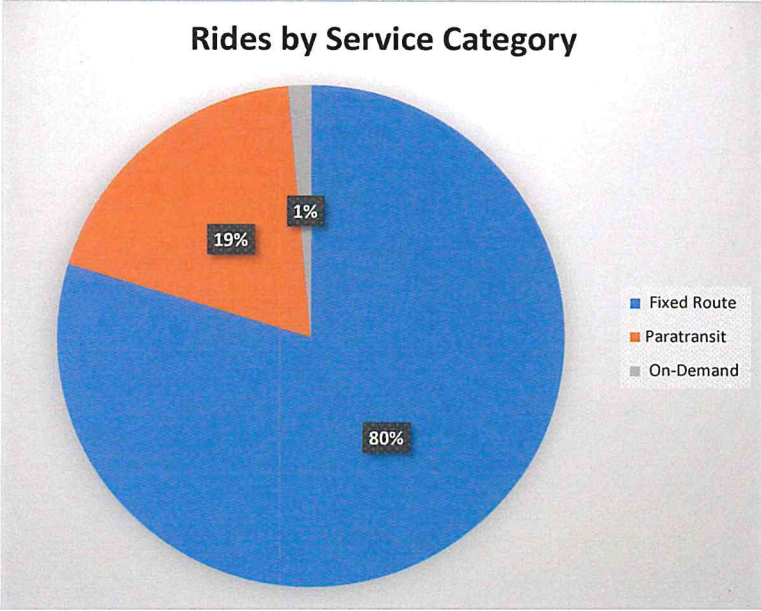
Salary variable proof computations

Personal w 3%	\$	215,263.00		
Funded Agencies	\$	331,400.00		
Cash Basis Req.	\$	200,000.00		
Rcat Total	\$	1,751,615.56	\$	5,045.00
Aging w/o salary lines	\$	2,498,278.56	\$	20,310.56
Salary Com.	\$	26,278.00	\$	25,355.56
	\$	2,524,556.56	\$	(26,278.00)
Rcat /Aging w 3% in. total	\$	(2,525,479.00)	\$	(922.44)
Remainder total	\$		\$	(922.44)

Salary Pool amount minus composite increases = \$922.44

2022 Department of Public Transportation 002-27 Fund

	Budgeted Amount	\$	0.80	19%	1%		Total/ Proof
		Fixed Route	Paratransit	On-Demand	Regional		
Rides by Service Category		\$ 44,147.00		10,444	815	3	55,409
Revenue Total	\$ 1,740,306.00	\$ 1,392,244.80	\$ 330,658.14	\$ 17,403.06			\$ 1,740,306.00
Expense Total	\$ 1,731,305.00	\$ 1,385,044.00	\$ 328,947.95	\$ 17,313.05			\$ 1,731,305.00
Personal Services		\$ -	\$ -	\$ -			\$ -
Employee Benefit Reimbursement	\$ 280,000.00	\$ 224,000.00	\$ 53,200.00	\$ 2,800.00			\$ 280,000.00
Appointed Official	\$ 41,583.16	\$ 33,266.53	\$ 7,900.80	\$ 415.83			\$ 41,583.16
Admin Staff	\$ 50,232.00	\$ 40,185.60	\$ 9,544.08	\$ 502.32			\$ 50,232.00
Driver Staff	\$ 479,576.24	\$ 383,660.99	\$ 91,119.49	\$ 4,795.76			\$ 479,576.24
Dispatch Staff	\$ 100,499.16	\$ 80,399.33	\$ 19,094.84	\$ 1,004.99			\$ 100,499.16
Overtime	\$ 55,000.00	\$ 44,000.00	\$ 10,450.00	\$ 550.00			\$ 55,000.00
Total Personal Services w 3% pay increase	\$ 1,006,890.56	\$ 805,512.45	\$ 191,309.21	\$ 10,068.91			\$ 1,006,890.56
		\$ -	\$ -	\$ -			\$ -
Contractual Services	\$ 201,575.00	\$ 161,260.00	\$ 38,299.25	\$ 2,015.75			\$ 201,575.00
Commodities	\$ 279,750.00	\$ 223,800.00	\$ 53,152.50	\$ 2,797.50			\$ 279,750.00
Capital Improvement and Outlay	\$ 263,400.00	\$ 210,720.00	\$ 50,046.00	\$ 2,634.00			\$ 263,400.00
Department Total w pay increases	\$ 1,751,615.56	\$ 1,401,292.45	\$ 332,806.96	\$ 17,516.16			\$ 1,751,615.56
Projected 3% Payroll Raises for Staff	\$ (20,310.56)						
Totals as listed in NW	\$ 1,731,305.00	\$ 794,174.00	\$ 2,525,479.00				



Due to the recently passed Wage Compensation for County Employees - Disregard the computations regarding Payroll



AGENDA ITEM

AGENDA ITEM #VII.F

AGENDA DATE: January 25, 2022

PRESENTED BY: Helen Foster

AGENDA TOPIC:
Human Resources Annual Report

SUMMARY & BACKGROUND OF TOPIC:

Human Resources annual report with an overview of functions and goals for the upcoming year. This report includes information requested by the Board as an update of the progress in moving to a new health insurance provider on October of 2021.

ALL OPTIONS:
No action requested

RECOMMENDATION / REQUEST:
Review Item

POLICY / FISCAL IMPACT:
Informational



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Board of Commissioners - Department Update
Human Resources – Annual Report 2021
Helen Foster – Human Resources Director

2021 Overview

Challenges

This year has proved to be full of challenges for our department. Reno County began a wage study in January of this year with Phil from The Arnold Group. In March, our long time Director retired. This left our department without a Director for 2 months until I was appointed Director. At the time of my appointment, it was decided to take a new direction and Reno County hired a new benefits consultant, USI. Once USI was in place, they took our plan to market and with the recommendations and approval, Reno County went with a new medical provider. In the midst of this, we were still working on the wage study with Phil. The HR department has a staff of 3 full-time employees including myself and 1 part-time. The part-time employee coordinates the wellness plan while the other staff priorities are human resource related duties. This year we lost another long-time employee that moved to another department. After being short staffed for a large part of the year, we are at full staff again.

The change to our new medical provider has proven to be a challenge as well. The process has not been as smooth as intended. I believe there are several factors that have created this challenge. The biggest factor would be the amount of time left for the change. The move to Benefit Management LLC (BML) was done very close to the end of our contract with Blue Cross which created a rush on both our part and their part. At this time, we are still experiencing disruptions in services for some employees. BML has been quick to respond to issues and for the most part, has been able to resolve issues within 2 days for the employees. The RX provider, Maxor, and BML are still working together to create an employee portal that is showing employees all claim and RX information and an accurate tracking of deductibles. BML and Maxor have identified the problem, but will need some more time to deploy a fix for this. We have had problems with the employee portal not showing dependent data and claims. BML has identified the problem and deployed a fix the first part of January to correct this issue.

Successes

Although Human Resources had several challenges this year, we have had many successes as well. Human Resources gained new staff bringing fresh ideas and processes to our department. We were able to work with Benefits Direct, our TPA for Vision and supplemental insurance, to move to a completely electronic open enrollment. It was a success and many employees have communicated with us about their preference in the future to move to the telephonic/electronic enrollment. This process is used for all new employees as well for enrollment. They are able to schedule a call with an enroller who walks them through each plan option, benefit summary, and pricing.

Workers Compensation

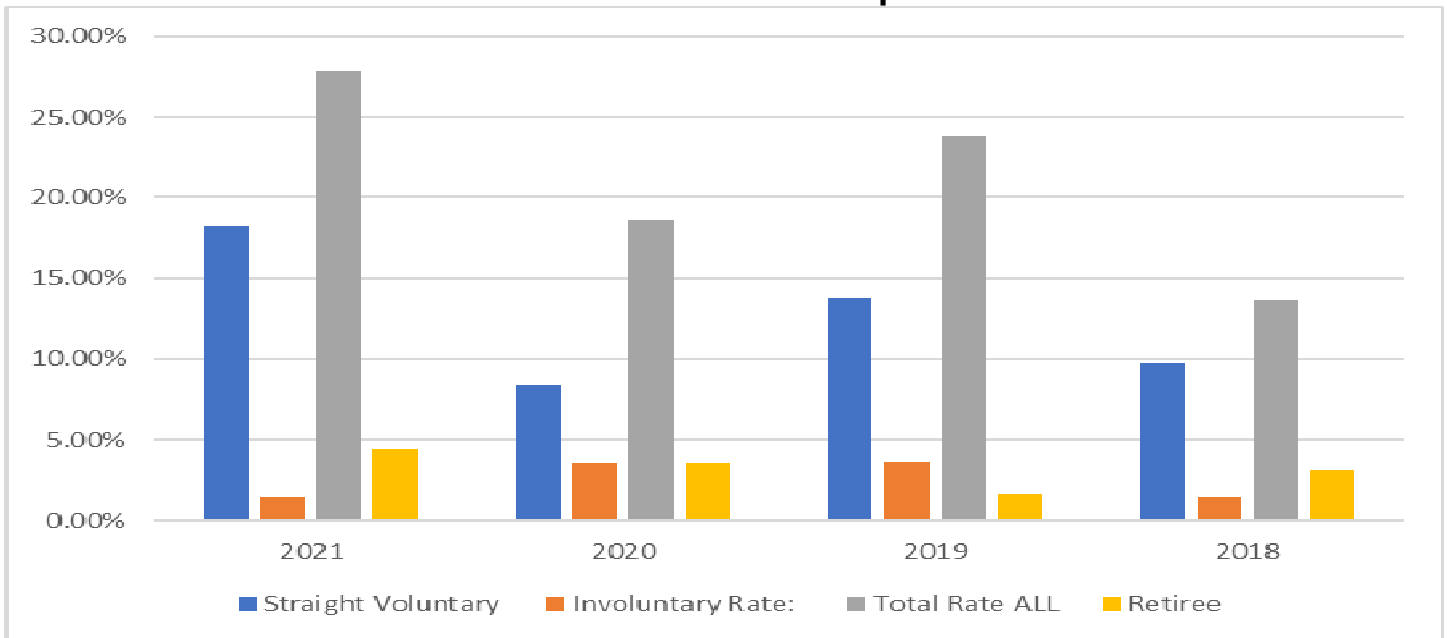
In 2021, we had a total of 25 work comp claims filed. Most cases only required 1 or 2 medical visits and were minor. We had 2 major work comp cases this year requiring specialist visits and multiple reviews.

These 2 cases resulted in a great deal of missed time off. In 2020, we had a total of 32 work comp claims filed with mostly minor injuries and no major injuries resulted in a great deal of time lost.

Turnover

This year has resulted in high turnover. Our overall turnover rate for 2021 was 27.84%. Most of the employees that were voluntarily separating reporting leaving the County for higher wages at another employer. The year 2021 has been unique in the labor market due to the inflation of wages from employers that typically pay lower wages in order to gain employees. This year there is a major labor shortage in the United States. Most of the labor shortage is a direct result of COVID. It has made it difficult for Reno County to compete in the market against private employers. With the approval of the new pay scales, this should reduce this as a factor for separations as we move forward in 2022.

2018-2021 Turnover Comparison



Onboarding:

In 2021, we have onboarded 95 new employees. We have posted a total of 60 positions this year and received a total of 592 applications for positions. This year we have explored many options for promoting the jobs we have open and Laurie Moody has done a great job of promoting our positions on social media. We are always looking at other avenues for advertising. This year we did stop posting ads in the Hutchinson News due to the price more than doubling for a weekly ad. We are able to do special ads for those positions that may require more specific advertising needs in the local newspaper, but it is quite costly. Our office pushes all position openings out to each college job board within the state of Kansas. We have started seeing more traffic on our webpage for our positions so the hope is that with the increased wages, we will see those views turn into applications.

Goals for Human Resources:

Explore and implement paperless personnel files – This will be quite an undertaking and will need to be examined to complete a plan to move to electronic personnel files. At this time, all records are scanned from 2005 going forward. Under the historical society, we are required to keep personnel records for 40 years. I will be working with the HR team to begin scanning documents that are a part of current employee files and older than 2005. We will be working on a process for electronic PCN's to keep from generating any more paper and will have this in place by June of 2022. The new evaluations will be all

electronic excluding some departments with employees that do not have electronic access. This will alleviate most of the paper that is generated to Human Resources. The goal would be to have 50% of all current employee files in electronic format by the end of 2022 with completion of scanning done by June of 2023.

Human Resources has already moved to electronic position files and has completed the transition to only keeping electronic files for position openings. This was completed in December of 2021.

Human Resources will be concentrating on training for employees on Harassment this year and will have all employees complete training by the end of 2022. I will be moving to a training schedule to make sure that all employees are completing the training that is required and recommended by our legal counsel. Expanding Orientation to include introduction to the Reno County Mission and Values. Once the Mission and Values have been adopted, we will be working with Laurie Moody on a video to introduce the new employees to the mission and values. This will become a very important part of orientation. We will be expanding the time we need for orientation. This will include introductions to our leadership. We will also be working on educating our current employees about the expectations and sharing information on the impact this will have for performance evaluations. I am excited about this direction and believe that this will add to engagement of our employees.



RENO COUNTY HEALTH & DENTAL INSURANCE TRANSITION UPDATE

January 25, 2022

Helen Foster

www.usi.com

New 2021 Health & Dental Insurance Vendors

- Benefit Management, LLC (BML) – Third Party Administrator for Claims
- Maxor/ARORx – Pharmacy Benefit Manager for Rx Drug Benefit
- ProviDRs Care – PPO Network for Kansas
- FirstHealth – National Wrap-Around PPO Network for Outside of Kansas
- East Coast Underwriters (ECU)/Gerber – Specific & Aggregate Stop Loss Carrier
- Fair Market Health – Bundled Payment Administrator
- Delta Dental of Kansas – Administrative Services Only Carrier for Dental Benefit

Main Reasons For Making a Switch

- Provide the opportunity for health plan members to receive higher costing prescription drugs at either \$0 cost, a lower cost or at the very least the same cost they are paying today by engaging with our partners at ARORx...and at the same time greatly reduce the claims cost of Rx drugs under the health plan
- Make a benefit available for health plan members to receive certain medical services/procedures at \$0 cost through the Fair Market Health Bundled Payment Program when the member is enrolled in one of the two traditional non-qualified PPO health insurance plans and utilizes a Fair Market Health provider... and greatly reduce the claims cost for these medical services under the health plan
- Provide members access to a broader network of dental providers with the opportunity for them to utilize a specific network of designated PPO dental providers that will result in lower claims cost for the member and the dental plan
- Lower the employees per paycheck cost for their health insurance coverage

Member Disruption Caused By The Switch

Total Estimated Number of Members Who Experienced Disruption: 35 Members

- Eligibility Issues (75%)
 - Disconnect between the various vendors on which members are enrolled in what plan designs and/or insurance coverage and getting the coverage “turned on” timely
- Claims Issues (15%)
 - Eligibility issue as outlined above
 - Members not comprehending or following instructions on how to use their benefits at the point of service for the very first time...especially when filling a Rx for the first time
 - Disconnect between providers and BML on Prior-Authorization protocols
- Set-up Issues (Teledoc, COBRA Administration, BML Portals) (10%)
 - Teledoc eligibility file was sent to them late by BML which delayed the “go live” date
 - COBRA Team at BML having issues getting the COBRA members set-up in their system and getting them billed for their premium timely
 - Extended delay in getting member portals and administrative portals set-up with BML

Initial Savings Estimates For The First 3 Months

- ARORx
 - Member Out-of-Pocket Savings: \$4,365
 - Health Plan Savings: \$107,144
- Fair Market Health
 - Number of Engaged Members: 5
 - Number of Anticipated Services & Procedures: 6
 - Member Out-of-Pocket Savings: \$7,654
 - Health Plan Savings: \$35,048
- Benefit Management, LLC
 - Waived 2021 \$3,000 Annual Set-Up Fee



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AGENDA ITEM

AGENDA ITEM #VIII.A

AGENDA DATE: January 25, 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 District Attorney, Health Dept., Human Resources, Information Technology, Maintenance, Public Works, Solid Waste and Youth Services.

ALL OPTIONS:

n/a

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

n/a

DISTRICT ATTORNEY

Thomas R. Stanton

DEPUTY DISTRICT ATTORNEY

Andrew R. Davidson

**SENIOR ASSISTANT
DISTRICT ATTORNEY**

Kimberly A. Rodebaugh

ASSISTANT DISTRICT ATTORNEYS

Natasha Esau

Valerie D. Hansen

Jennifer L. Harper

Sierra M. Logan

OFFICE OF THE

RENO COUNTY

DISTRICT ATTORNEY

The 27th Judicial District of Kansas

206 West First Avenue, 5th Floor

Hutchinson, KS 67501-5245

TELEPHONE: (620) 694-2715

FAX: (620) 694-2711

Victim-Witness Service

(620) 694-2773

Investigator Daniel Nowlan

(620) 694-2765

DECEMBER 2021 BOCC UPDATE

January 3, 2021

Staffing changes or issues: As of December 31st, 2021, the Reno County District Attorney's Office employs 20 people; seven attorneys/prosecutors; one investigator/coroner assistant; one part-time assistant coroner; one office manager; one victim/witness coordinator; one diversion coordinator and eight office legal staff.

The receptionist for the Reno County District Attorney's Office, Willette Miller, has resigned effective the end of the day on January 3, 2022. Willette has been a valuable member of my office, and she will be missed. She is leaving her employ with the County to pursue an opportunity in the private sector which pays considerably more than she is currently making. I contacted Phil Hayes in an attempt to determine what type of increase I could expect for Willette under the new pay scale and was informed that she would qualify for the 2% cost of living increase. Willette has been with the office a little over a year and would see no increase from a compression remedy.

Willette's departure spotlighted some issues that need to be addressed when the Commission considers the adoption of the proposed pay scale. First, supervisors at this point have no idea what salary figures to discuss with prospective employees so we are trying to hire people using a compressed salary range. Trying to hire quality employees in 2022 at rates that were determined from a salary survey based on 2013 data puts us at a tremendous disadvantage when prospective employees have options for employment other than Reno County.

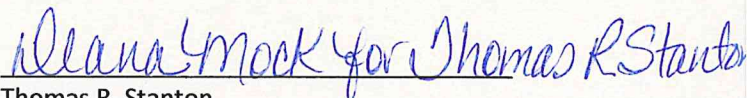
Second, and perhaps more importantly from a long-range perspective, there is no provision as I understand it in the proposed plan that would allow supervisors to hire new employees at a rate that allows for consideration of prior experience outside of Reno County. For example, I cannot currently offer a salary other than \$12.95 per hour for my receptionist position even if a prospective employee has 10 years of experience as a receptionist because there is no provision allowing me to bring a new employee in at a higher rate of pay based on outside experience. This will become more problematic when it comes to hiring prosecutors. The minimum salary under the proposed pay scale for Assistant Reno County District Attorney is \$62,535. That salary is anywhere from \$3,000 to \$7,000 less than other jurisdictions are currently offering attorneys with minimal experience. There is no way that I will be able to attract experienced prosecutors if I am unable to give consideration to the applicant's prior experience. This issue must be addressed as part of the overall plan being considered by the Commission.

There were zero graduations from Drug Court in the month of December.

Budget Summary: FY2021 expenditures to date are at 94% of budget.

Our annual Toys for Tots drive was again a great success. This year we collected 846 Toys, 14 Blankets and many hats and gloves. In addition, the cash boxes and other cash donations in the amount of \$594 allowed for the purchase of additional toys and for the purchase of batteries.

Projects-Issues-Challenges-Concerns: I appreciate the progress being made toward remodeling the Fifth floor to meet the needs of the District Attorney's Office. The water damage we received this summer included damage to the desks and counter in the reception area of the office, and damage to the carpeting in that area. It is my understanding that the insurance company for the contractors currently working on the courthouse will pay for this damage. I will be working with Harlen and Randy to determine what those repairs will consist of, as well as any other improvements that need to be made to the offices. One continuing concern I have is the quality of the air in my offices because of the mold and mildew that appears to be present as a result of the water leaks over the years. I purchased an air ionizer for the office, and the staff reports an improvement in the air quality. More needs to be done to remediate the issues in the diversion office on the Fifth floor.



Thomas R. Stanton

Reno County District Attorney

RE: Monthly report ending December 2021

Dear Randy Partington, County Administrator:

Staffing changes or issues

Current vacancies include a Health Information Management Supervisor, Women Infant Children (WIC) Dietitian and a Public Health Nurse.

Financial summary

Financial staff are completing normal billing processes and working on end-of-the-year processes.

Projects/Issues/Challenges/Concerns

<u>Covid-19 Update.</u>	<i>Active Cases</i>	<i>14-day PTR</i>	<i># of residents with at least 1 dose</i>
Last month:	476	18.9%	51.09%
This month:	396	17.0%	52.40%

<u>COVID-19 Vaccinations:</u>	In house	PODS	Daily POD	Offsite
Total by RCHD: 22,848	4,603	10,477	4,542	3,226

Vaccine Administration. During the month of December, CDC authorized booster vaccines for 16- to 17-year-olds. We continued to have many offsite flu and Covid-19 vaccine administration events, along with daily vaccine administration at the health department.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Practice (FP), Older Adult Services (OAS), and Epidemiology. Immunizations, as a whole, are up, because of Covid-19 vaccinations, however, routine immunizations continue to be down when compared to previous years prior to the COVID-19 pandemic.

WIC – Women, Infant & Children. For FY 2021, of the 1162 participating clients, 1073 of them have used at least 1 item on food benefits. FFY 2022 assigned participation: 989 clients.

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 presented at many community organizations regarding tobacco in the workplace and KanQuit. OD2A-Haven Police Department was onboarded to ODMAP. RROE-Staff assisted with the development of Drug Court in Harvey County. Pathways-staff are working with schools on youth tobacco prevention and education. Health Education staff focus on policies, systems, and environmental strategies designed to address health equity and improve the social determinants of health for Reno County residents.

Environmental Health (EH). Staff sent notices to contractors for licenses renewals and CEUs. Staff continue to find ways to take advantage of technology to provide faster service to clients.

Licensed Child Care (LCC). During the month, staff participated in multiple community partner meetings addressing childcare needs in Reno and Harvey Counties, worked multiple high-risk complaints, and maintained annual and compliance surveys.

Electronic Health Record (EHR). During the month of December, we finished up on site visits and continued to review and compare software options. After all options were reviewed, the RCHD EHR Assessment and Implementation Team is recommending CureMD as our EHR software vendor.

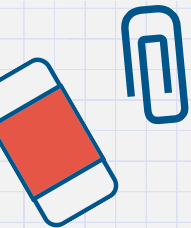
Upcoming Projects

Influenza (flu). The State of Kansas is seeing an increase in the number of flu cases being reported. This is a reminder, that if you have not received your flu vaccine yet, please take the time to get yourself and your family vaccinated. Please contact your normal vaccine provider to get your flu vaccine.

Licensed Child Care (LCC). The Reno County Health Department will be offering an orientation class for those interested in becoming a childcare provider. The class will be held via zoom on January 6, 2022, from 3-5pm. Reserve your spot by calling Michelle or Jeanette at 620-694-2900. Also, the Reno County Health Department is teaming up with KDHE and KCCTO to offer a “Smartstart Saturday”; a training day for Reno County Childcare providers, on January 29th; the flyer of detailed information is attached.

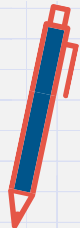
Sincerely,
Karla Nichols
Director of Public Health





Please Join Us

KDHE APPROVED TRAINING DAY



SMARTSTART SATURDAY

*Join your local surveyors along with
community partners Ashley Webster,
Erin Jett and Stephanie Haney with
KCCTO for a FREE training day.
(5.5 KDHE approved hours available)*

SATURDAY | JANUARY 29TH
CHECK-IN BEGINS AT 8:00AM

Pre-registration is required. Must be registered no
later than January 12th. To Register contact Michelle
or Jeanette at: licensedchildcare@renogov.org

The event will be held at:
The Father's House Church
1505 E 20th Ave
Hutchinson, KS 67501



Morning session option #1:

8:30-10:30

Safe Sleep

Description: This training is 2 hours of KDHE Health and Safety training. This presentation is part of the Kansas Infant Death and SIDS Network Safe Sleep Certification Project aimed specifically at reducing sleep-related deaths.

Participants will expand their knowledge of safe sleep practices for infants, the protective effects of breastfeeding related to safe sleep and safe sleep policies in child care settings.

Morning session option #2:

8:30-10:30

Using Technology Appropriately with Young Children

Description: Can my toddlers have screen time during the day? What do I tell parents who want to know what apps to download to help their children learn?

This training will dive into the world of using technology with young children. We'll explore current guidelines and recommendations, how technology can be used in the early childhood environment, and how to engage and educate parents using technology. This course is appropriate for all early care and education professionals. This course is the same content as the Live Virtual Training: Using Technology Appropriately with Young Children.

Large group training 10:45-12:30

Afternoon session option #1:

1:30-3:30

Not All Pigs are Pink: Incorporating Process Art into Your Early Childhood Program

Description: "Can I be done now?". "Is this right?". "I can't do it!". "Mine doesn't look like yours!". These might be some of the things you hear children saying when you get to work on the daily art project. What if you could turn those statements into ones of, "Look what I made!". "I'm going to make another!". "Can I have more time"? This course will lead participants to define and discuss both product and process art, along with exploring methods and resources to implement and facilitate process art into their programs. This course is the same content as the LIVE Virtual Training: Not All Pigs Are Pink: Incorporating Process Art into Your Early Childhood Program.

Afternoon session option #2: 1:30-3:30

Power of Routines

Description: We all thrive on routines and rituals. A day in the life of a child care provider, or teacher, is full of transitions, and having a predictable routine makes children feel safe. A child that feels safe, and is prepared for the many transitions they experience throughout the day is a happy child. A prepared child care provider can ensure that the number of new learning opportunities offered keep children happy and engaged in learning, which helps with the flow of the day.

**Lunch on your own 12:30-
1:20pm**

**3:30-4pm Q&A with
Program Directors**



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 – December 2021
Helen Foster – Human Resources Director

Position Openings

We currently have 18 job openings. For the month of December, we have had six (6) separations and gained five (5) new employees. Submitted applications received for open positions has been down considerably with 24 completed applications received. The average daily views for the month of December was 295. This is still an increase of traffic to our website compared to the early months through the summer of this year. Traffic seemed to start showing an increase in mid-October and has continued to stay steady.

2021 Service Awards

We will be scheduling an awards ceremony in January for Service Awards. All the engraved awards have been completed and received by the vendor. We will plan to do a formal reception to include department heads handing out the awards for their employees. We hoped to have this completed by the end of the year, but with supply chain issues, we delayed scheduling until all products had been received.

New Carriers

We are still trying to resolve issues with the new carriers. The disruptions have decreased, but many members are still paying out-of-pocket for deductibles after they know they have met deductibles. The biggest hurdle and the cause of this is due to BML and Maxors systems are not communicating data efficiently. With the help of USI, we have been in discussions with the new vendors and have been told they anticipate this to be resolved within the next couple of weeks.

BML has also had an issue with billing our COBRA members correctly. After discussions with BML, I feel that this problem does have some resolve and that the next billing should be correct. I do not know the reason that this was not correct in the beginning since I have not got a definitive answer from BML on this issue.

Employees are reporting that BML has been quick to respond to most of their issues and are always helpful. I think most of the employees are very pleased with the member support that BML has offered. Human Resources has been directing traffic to BML for issues and this method has seemed to help employees get better support instead of Human Resources being the go-between.

We have had several employees utilize Fair Market Health and the employees that have utilized this benefit have raved about the ease of use and accessibility. I am pleased that we have this benefit offering and can see this being a huge part of Reno County and the employee's reducing costs.

Budget

Human Resources has used 86% of the total 2021 adopted budget. We will have some 2021 costs that will go against this budget, but I do not anticipate that it will amount to a large amount.

End of the Year

Human Resources will begin the process of completing the IRS 1095 forms for employees and preparing the IRS report. This will start as soon as all carriers have completed data needed to create the report.



RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2523
Fax: 620-694-2954

January 3, 2022

Monthly Report Information Services

Michael Mathews

Staffing changes or issues

We are interviewing for 2 positions, Helpdesk Technician, and the Document Management specialist. We are hoping to fill the positions soon.

Budget YTD summary

At the end of December, I have used 91% of our adopted budget, we are on track for our year.

Projects/Issues/Challenges/Concerns

December brought a few projects that we completed. The biggest was implementing Multifactor Authentication for all computer users on our network. That project is mostly complete, we are now expanding that to all our network gear such as switches and routers. We have also been working with vendors to get things ready at the landfill for their move to the facility. I have been researching the hardware needed for the Document Management position and am actively pursuing quotes.

Issues that we dealt with the past month include. We had a few challenges this month mostly from being short handed by a staff member.



Maintenance & Purchasing Monthly Report 1-1-2022

Harlen Depew, Director

Staffing: Maintenance is still taking applications for an entry level tech, but we are getting very few applications. I'm optimistic some wage adjustments would entice more interest in this position. Current Maintenance employees have done a great job of maintaining positive attitudes while taking on additional work to cover the open position.

Budget YTD summary

Routine maintenance of county facilities was relatively uneventful in 2021, resulting in year end budget numbers coming in below expectations. It appears we will have underspent our budget by approximately 10%. This was due in large part to staffing shortages.

Projects/Issues/Challenges/Concerns

We continue to work with Departments and the County Administrator in the development of the courthouse space study.

The ongoing courthouse improvement projects continue to progress slowly, with final completion dates for the windows being now estimated around the end of June. I have asked the contractor to be at the Commission Meeting on January 25, 2022 to present an in-person report to the Commission covering the current status of the project. They will be prepared to answer any specific questions you have at that time as well.

We're looking forward to another productive and rewarding year serving Reno County departments and citizens.

December 2021 Monthly Report

Equipment

All items have been delivered.

Projects

Asphalt Crew is now shouldering the edge of the roadways.

Mowing/Sign is trimming trees throughout the County and repairing signs as needed.

Dirt Crew is cleaning the Arkansas River channel on Haven Road and cleaning ditches throughout the County.

Bridge Crew has started building the Nickerson Blvd. bridge 20.65, 1.5 miles north of K-96.

Planning & Zoning has completed Commission request to revise wind regulations and the comprehensive plan in order to be able to ban wind in the current zoned area of the county, and also created a special zoning district for commercial wind within the current unzone area of the county.

Contracted Projects

Willowbrook Bridge construction will begin this summer if agreement with the city is agreed on. Railroad has made a final inspection on the 43rd Rd. bridge and we are waiting on final result and billing. Construction on the Arlington Rd. bridge within the Arlington city limits has started and old bridge has been removed.

Arlington Rd. bridge project 8 miles east of the City of Arlington will start on January 3rd. Scott Blvd. located in South Hutch bridge will go out for bid in either January or February.

Challenges

Working on how to pay for rehabilitating Sewer District 201 Yoder and Sewer District 202 Habit. Working on Water District 101 Yoder high nitrate problem. Trying to find property to drill new well on. Short 8 full time positions and this will affect scheduled county functions getting accomplished and ability to accomplish snow and ice operations.

Working on resolving Willowbrook bridge ownership.

Receiving new equipment within the fiscal year it was ordered. There will need to be a discussion with the Administrator on how to resolve this issue.

Need to consider and start the process of transitioning the ownership and maintenance of Water and Sewer Districts 8 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 December 2021
Prepared by Megan Davidson, Director

Staffing: We currently have an equipment operator II position open on the Wednesday-Saturday shift. No changes to other staffing

Projects/Issues/Challenges/Concerns: The Gas Collection and Control System Gas Well Expansion project has been completed. The new facilities are coming together nicely and I hope to have the department moved into the new buildings by the end of January depending on supplies and materials that we are still waiting on. The flooring has been placed in the scalehouse as well as the carpet in the conference room. The painters are working on getting things painted in the buildings as well. The outbound scale will not be moved over until we are closer to moving into the new facilities so it will be a smooth transition once we open.

The month of December has given us some definite challenges especially on December 15th when we received 80mph winds and trash was blown everywhere. Staff immediately went to work the next day picking paper out of fields, trees, fence lines etc. We are still currently working on getting all of the blowing trash removed as with the holidays staffing has been a little thin in the department with people on vacation or sickness has hit as well. Reno County Public Works did send over 9 guys on December 16th to help us pick litter around the area and we greatly appreciated their help!!! We will continue to do the best we can to keep things picked up that is off site and work our way inside the fences. We still also have to work on building the main haul road for the new facilities. The first week of January will be spent getting that road done and ready for use.

Office staff has been busy preparing for the end of the year reports, transitioning over to the new facilities and getting the office packed up and ready to be moved.

Budget: We have received all of the equipment that was ordered on our CIP for the year of 2021. The landfill has spent 40% of its total overall budget.



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

Youth Services Monthly Report

December 2021

Staffing changes or issues (if any)

We have had several positive applicants apply for our open positions and were currently working through the reference checks. We're currently seeking on call Youth Care Specialist/Juvenile Detention Officer, 40-hour female only Juvenile Corrections Officer, a 40 hour male only Youth Care Staff, and a 20-hour Youth Care Specialist. All positions, except standby positions, offers insurance benefits and KPERs. Those interested in the open positions can apply online at Renogov.org.

The employee of the month for December is Brent Rome. Brent started his employment with Youth Services in October of 2008 as a part time Youth Care Staff he eventually moved into a full time Juvenile Corrections Officer in March of 2011 and remains in that current position. Brent is a positive role model demonstrating consistency along with patience while working with juveniles. He is skilled at de-escalating youth and is well respected by the residents. Brent takes great pride in the cleanliness of our facility and often completes cleaning duties when time allows. Brent has accepted extra hours on several occasions to fill open positions. We are grateful to have Brent a member of our team here at Reno County Youth Services.

Budget YTD Summary

As of 12/31/2021, we have spent 76% of our Shelter budget (Dept.90). The expenses are routine and are mostly due to salaries. The total shelter budget is \$1,051,666. We have spent 84% of our detention budget (Dept.91). Detention expenditures consists of mostly salaries. The total detention budget is \$1,054,065.

Projects/Issues/Challenges/Concerns

We were surprised with a donation of \$750 from both Reno County Fraternal Order of Police Lodge #18 and Hutchinson Fraternal Order of Police Lodge #7, a total amount of \$1,500. Each shelter youth was very happy and excited to pick out their own pair of shoes and other clothing items that they wanted. The youth wrote thank you cards to the FOPs for their generous donation.

We have two detention youth who will earn their educational credits to graduate from high school. The two have worked hard completing their credits during their time with us. They're expected to complete them in January.