



# REGULAR SESSION

County Commission

Courthouse  
206 W. 1st Avenue  
Hutchinson, KS 67501

## A G E N D A

**Reno County Courthouse Veterans Room  
206 W. 1st Ave.  
Hutchinson, KS 67501  
Wednesday, February 28, 2024, 9:00 AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
4. **Public Comment on Items not on the Agenda**  
*Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.*
5. **Determine Additions or Revisions to the Agenda**
6. **Consent Agenda**
  - 6.A Vouchers (bills or payments owed by the county or related taxing units)
  - 6.B BOCC drafted minutes for approval January 10th, 24th, and 31st, 2024
  - 6.C Approving a resolution for 2024 dividing commissioner districts
  - 6.D Declare 1997 Ford E-350 (VIN 1FBHE31L7VHC01339), 2019 Ford F150 (VIN 1FTEW1P43KKD16681), used tires from RCAT, and Moose Plow UTV snowplow as surplus to be sold on Purple Wave; and authorize County Administrator Randy Partington to sign the titles of the vehicles
  - 6.E Public Works Department request to purchase one (1) 2024 Ram 3500 Crew Cab 4x4 from Allen Samuels, Hutchinson, Kansas, for a total price of \$53,105, and declare the 2009 Chevrolet Silverado 2500 (VIN#1GCHK49K99E134563) as surplus to be auctioned on Purple Wave, and authorize County Administrator, Randy Partington, to sign the title
  - 6.F Purchase of Two (2) 2024 Ford F-250 Crew Cab 4x4 Trucks from Midway Motors Hutchinson, KS for the Solid Waste Department in the amount of \$76,620.00; and declare the 2017 Ram 2500 (VIN 3C6TR5CT4HG563170) and 2013 Ford F250 (VIN 1FT7W2B67DEA43656) as surplus property for trade; and authorize County Administrator Randy Partington to sign the titles
  - 6.G Caterpillar Certified Powertrain Rebuild on #355 D8T Dozer SN#FMJC01096 from Foley Equipment Wichita, KS in the amount of \$596,370.14
  - 6.H Caterpillar Certified Powertrain Rebuild on #343 826 Compactor SN#AWF00831 from Foley Equipment in Wichita, KS in the amount of \$252,761.23
  - 6.I Replace and install a new Undercarriage on #356 D8T CAT Dozer in the amount of \$98,234.38 by Foley Equipment, Wichita, KS

Randy Parks  
District 1

Ron Hirst  
District 2

Daniel P. Friesen  
District 3

John Whitesel  
District 4

Don Bogner  
District 5

- 6.J Ward Davis Builders Change Order #1 Courthouse Renovation project in the amount of \$24,756.00
- 6.K Approval of Standard Operating Policy and Procedures for the Reno County Fire Districts.  
[Associated SOP documents](#)
- 6.L Reappoint Emergency Management Director, Adam Weishaar to the South Central Kansas Homeland Security Council as Reno County's representative effective 2/28/2024 through 12/31/2026.
- 6.M Approve the updated Reno County Emergency Operations Plan (EOP) and the Chairman to sign the promulgation document.

**7. Public Hearing**

- 7.A Public Hearing regarding the amended Reno County Sanitation Code
  - 1. Open the Hearing
  - 2. Discussion
  - 3. Close the Hearing

**8. Business Items**

- 8.A Adoption of Reno County Sanitation Code
- 8.B Resolution changing the organization plan for the County Environmental Health Department
- 8.C StartUp Hutch 2023 Report
- 8.D Emergency Management Annual Report
- 8.E County Appraisal Questions & Answers
- 8.F Ideatek Broadband Acceleration Grant Request

**9. County Administrator Report**

- 9.A Monthly Department Reports

**10. County Commission Report/Comments**

**11. Executive Session**

- 11.A Executive Session for 20 Minutes for client-attorney privileged legal matters

**12. Adjournment**

**13. Study Items**

- 13.A Discussion of Proposals for Landfill Methane Gas Project.  
[Associated Documents](#)



## **AGENDA ITEM**

## **AGENDA ITEM #6.B**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Cindy Martin

**AGENDA TOPIC:**  
BOCC drafted minutes for approval January 10th, 24th, and 31st, 2024

**ALL OPTIONS:**

1. Approve
2. Deny

**RECOMMENDATION / REQUEST:**

Approve BOCC draft for final copy at the next agenda session.

January 10, 2024  
Reno County Courthouse  
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Wayne DeWindt, Eastwood Church of Christ.

Richele Calvert the newly appointed County Treasurer who would finish out retired Treasurer Brenda Kowitz's term. She introduced herself stating she had been with the Treasurer Office nine years and gave a brief summary of the Treasurer's Office projects. The Board welcomed her and gave their congratulations.

There were no additions or revisions to the agenda.

**Mr. Hirst moved, seconded by Mr. Bogner,** to approve Commissioners consent agenda consisting of items 6A and 6B which includes the: **(6A)** Accounts Payable Ledger for claims payable on January 5th, 2024, totaling \$924,503.74; Accounts Payable Ledger for claims payable on January 12th, totaling \$1,408,356.90; **(6B)** approved added, abated and escaped taxation change orders numbered 2023-685, 686, and 694 for approval by the Board of Commissioners; as presented by staff. The motion for the consent agenda was approved by a roll call vote of 5-0.

7A. Michelle Updegrove with Register of Deeds presented her annual report on 2023 projects in her department. She spoke about the hardcopy books being digitized and the Board questioned what would happen to the books after electronically stored. Ms. Updegrove stated there were a few options available, one was storing them in Underground Vaults & Storage and for conditions and security reasons that was the better option.

7B. Mr. Partington explained the Administrative Services Agreement with Ranson Financial Group for Reno County Water District 101's (Yoder). Ranson Financial would oversee the paperwork with KDHE for the Water Revolving Loan Fund and the Small-Town Water and Sewer Infrastructure Assistance Grant, and if the county applied for USDA funds that would also be handled in the process. He stated Ranson was on contract for similar administrative services on the HABIT/Yoder sewer project. Reno County sent out RFQ's and Ranson was the only response received. Mr. Bogner questioned if the amounts were capped. Mr. Partington stated of \$15,000 for the KDHE paperwork, broken down by \$10,000 for rd-apply application and \$5,000 to complete the USDA Environmental review with a not to exceed clause. Mr. Partington said those were standard costs for these types of services. The repayment of any loan would be paid by the water district residents. **Mr. Bogner moved, seconded by Mr. Parks,** to approve the Administrative Services Agreement and authorize the Chair to sign the agreement as presented by staff. The motion was approved unanimously.

8A. County Administrator Mr. Randy Partington inquired if there were questions on any of the monthly department reports, there were none.

8B. Mr. Partington stated the financial reports were through December and did not include the year-end transfers. The final financial report will be toward the end of February or first of March. He received an email from the Chamber of Commerce with two tickets regarding the State of the City Address on Wednesday, January 31<sup>st</sup> between 8:00 a.m. and 9:00 a.m. at the Sandhills Event Center. He asked who would like the tickets, Mr. Whitesel and Mr. Parks would be attending. Next meeting was to be January 24<sup>th</sup> there would not be a quorum so he suggested moving the meeting to January 31<sup>st</sup> and to be after the Chamber meeting that a couple of commissioners would be attending and starting the agenda at 9:30 a.m., the Board agreed. The last item was for the courthouse tax credits they sent out a request for proposals to bid on the \$2.9 million. He asked if the Board wanted to do the full amount or in increments of \$100,000. Mr. Hirst suggested looking at CPA firms using \$50,000 instead of \$100,000. Mr. Partington asked about scheduling a study session to talk about the landfill methane wells with SCS. He would ask Solid Waste Director Megan Davidson to give an explanation in February after one of the agenda meetings, the Board agreed.

Mr. Partington requested the Board think about goal setting for the 2024-2025 and future capital projects. He would like to see if Wichita State University will come to facilitate leading a discussion on strategic plans. The Board was concerned about cost and suggested doing this in-house to save money. Mr. Bogner suggested getting the approximate cost and then deciding on a plan of action. Mr. Hirst suggested finding a local facilitator with experience. The Board agreed to prioritize feedback for Mr. Partington and come up with the top 3 to 5 goals/ideas to focus on at a minimal cost.

#### 9. Commissioner Comments:

Mr. Whitesel asked the public to drive safely with the weather conditions, stay well and have a good year.

Mr. Hirst wanted to thank Public Works for all their hard work with the weather conditions. K-96 Corridor meeting was on Rural Entrepreneurship coming out of leadership center. He would like to request from Legislator Seiwert K-96 between mile markers 108 to 114 for six miles as "Dead Eye Infantry Division".

Mr. Parks and Mr. Friesen had no comments.

Mr. Bogner commented on the Conservation meeting he attended mentioning financial grants available for the fire east of town.

10A. Mr. Friesen requested nominations for Chair in 2024. Mr. Hirst nominated Mr. Parks; the vote was unanimous at 4-0 with Mr. Parks abstaining.

10B. Mr. Friesen requested nominations for Vice-Chair in 2024. Mr. Parks nominated Mr. Bogner; the vote was unanimous at 4-0 with Mr. Bogner abstaining after noting a small protest.

At 9:40 a.m. the agenda meeting adjourned until Wednesday, January 31st, 2024, at 9:30 a.m.

Approved:

\_\_\_\_\_  
Chair, Board of Reno County Commissioners

(ATTEST)

\_\_\_\_\_  
Reno County Clerk  
cm

\_\_\_\_\_  
Date

January 24, 2024  
Reno County Courthouse  
Hutchinson, Kansas

The Board of Reno County Commissioners had no agenda session scheduled for today.

January 31, 2024  
Reno County Courthouse  
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session with Chairman Randy Parks, Commissioner Don Bogner, Commissioner Ron Hirst, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present. Commissioner Daniel Friesen was not available.

The meeting began at 9:30 a.m. with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Matthew Stafford from First Congregational Church of Hutchinson.

Mr. Parks explained the time difference for this agenda session was 9:30 a.m. instead of the printed 9:00 a.m.

There were no additions or revisions to the agenda.

Mr. Hirst explained there was a correction on item 6B, minutes for December 13<sup>th</sup>, regarding Mr. Swarts' out of county comment. The final minutes were reprinted prior to approval of the consent agenda item.

**Mr. Whitesel moved, seconded by Mr. Bogner,** to approve the consent agenda consisting of items 6A through 6I which includes the: **(6A)** Accounts Payable Ledger for claims payable on January 19<sup>th</sup>, 2024, totaling \$1,392,015.23; Accounts Payable Ledger for claims payable on January 26<sup>th</sup>, totaling \$482,571.58; Accounts Payable Ledger for claims payable on February 2<sup>nd</sup>, 2024, totaling \$443,889.17; **(6B)** approve BOCC minutes for December 13<sup>th</sup> and December 27<sup>th</sup>, 2023; **(6C)** Set date and time for County Canvass following the March 19<sup>th</sup>, 2024, Presidential Preference Primary Election on Wednesday, March 27<sup>th</sup>, 2024 at 8:00 a.m. at the Reno County Annex Conference Room; **(6D)** approve the Professional Development of Staff Proposal and memorandum of understanding (MOU) working with the KU Public Management Center to help develop the county's core values, mission statement, and 1.5 to 2 day HPO sessions for an amount not to exceed \$170,300 and have county administrator sign MOU. Funds for the training of employees will come out of budgeted areas in the general fund from 2024 and possibly 2025 budgets. The county will be billed per session used; **(6E)** approval of Sheriff's Shooting Range Agreement with Hutton Construction on details for Phase I of the Commission approved shooting range at the landfill. In July 2022, the commission authorized phase 1 with an amount not to exceed \$600,000. Hutton Construction proposed an agreement to formally begin Phase I with a guaranteed maximum price of \$508,760 and authorize the county administrator to sign the construction management agreement. The costs for this phase of the range project will come out of Fund 099 (CIP Reserve Fund) with no impact on the county's operating budget; **(6F)** approval for Public Works Department request to purchase one (1) 2025 Freightliner 108SD tandem axle truck chassis with a 16-foot dump body from Truck Center Companies, Wichita, Kansas, for a total price of \$207,891.00 budgeted for 2024 per the Capital Improvement Plan. Public Works Fund 007 Operational Equipment; **(6G)** approval to purchase a 2024 Ford F350 for Reno/Kingman Joint Fire District #1 from Midway Motors for \$50,875.00. Replacing a 2012 Freightliner M2106V dump truck which was 11 years 11 months with 249,392 miles as of 1/22/24 purchased in 2012. This is budgeted for 2024 per the Capital Improvement



Plan; **(6H)** approval to purchase a truck chassis for Reno County Fire District #6 with a not to exceed cost of \$45,000. This purchase had been planned for following the district's CIP. The funds received from the sale of the older truck will be placed in the district's special equipment fund; **(6I)** a **resolution #2024-01; A RESOLUTION PURSUANT TO K.S.A. 79-2801 DIRECTING THE FILING OF A REAL ESTATE TAX FORECLOSURE ACTION** as presented by staff. The motion for the consent agenda was approved by a roll call vote of 4-0.

7A. Patrol Captain Steve Lutz explained about a Law Enforcement Memorial on the southeast corner of the County Courthouse grounds. It would be a 25-foot circle made with concrete or like material with sidewalks, one toward 1<sup>st</sup> Avenue the other toward Adams Street. A stone or granite type of memorial would be placed to the east of the courthouse with a flagpole in the middle of the circle to memorialize the Law Enforcement Officers/Deputies who have lost their lives in the line of duty. He stated Maintenance Director Harlen Depew contacted the Historical Society and received approval of the memorial. FOP Lodge #18 had seed money and the balance of the funds would be privately donated. Reno County would continue to own the grounds and memorial. **Mr. Whitesel moved, seconded by Mr. Hirst,** to approve the construction of a memorial as presented by staff. The motion was approved by a roll call vote of 4-0.

7B. Maintenance Director Harlen Depew outlined the courthouse furniture proposal, courthouse interior improvement project update, and change order request. Mr. Depew stated the furniture for the 1<sup>st</sup> and 2<sup>nd</sup> floors was completed. The 5<sup>th</sup> floor furniture would cost \$134,502.55 and shelving for an additional not to exceed \$12,000 to be used by the District Attorney's office and District Courts. Mr. Partington covered the use of funds for this purchase.

Mr. Whitesel questioned whether the District Court staff had to use the back staircase for storage boxes. District Attorney Tom Stanton stated he was not aware of them having to use the back stairway, and said it was not an issue to use the front door. **Mr. Hirst moved, seconded by Mr. Bogner,** to approve the purchase of courthouse furniture from HON/Office Plus of Kansas, Hutchinson for \$134,502.55 and authorize additional shelving from a different vendor for \$12,000 as presented. The motion was approved by a roll call vote of 4-0.

Mr. Depew then discussed the remodel project update with Ward Davis Builders. He stated the first floor was complete except for the carpet and the second and third floors were completed. The fourth floor was almost ready, and the fifth floor would be finalized then carpet would be installed. Timeline: was to carpet east side in newly remodeled space with completion end of February. Then move into the west side and carpet and end up with the first floor in the middle of April or middle of May. He said WD Construction would be going over the completion date by 62 days.

Mr. Depew then spoke about the change order from Ward Davis Builders stating a detailed breakdown was in the agenda packet. They decided to do one change order instead of many throughout the project with a cost of \$24,756.00 including the time extension of 62 extra days making it mostly complete by mid-April instead of the original date in March and final completion by mid-May. Documents were not included today; however, they would be available for the next agenda session and noted that today was just a review.

7C. Aging/RCAT Director Barbara Lilyhorn gave her annual report. She spoke about bus orders and how the cost has doubled from \$78,000 for a base model to \$130,000 and after equipment was added, the cost is \$150,123.00 for one unit. She also mentioned the KDOT Repair Fund was left over money from the sale of buses which helped with 100 percent cost for an engine repair and 30 percent toward the transmission repair.

8A. County Administrator Mr. Randy Partington inquired if there were any questions on any of the monthly department reports, there were none. He reminded the Board after the February 28<sup>th</sup> meeting there was a study session with Solid Waste Director Megan Davidson and SCS regarding methane options. He spoke about iParametrics being in town and auditing ARPA funds for sub recipients. He and Financial Specialist Leslie Roederer will be meeting with the auditors to make sure all is on track. He commented that in the early part of 2024 they would receive reports from outside agencies. He said they filed the quarterly reports for December 2023. We need agreements for HCC and the hospital on projects that will be completed this year and still need commission approved ARPA agreements to spend the money.

County Counselor Patrick Hoffman spoke about the sanitation code project. KDOT had reviewed the code and made no changes and noted that it was published last Friday. He stated the process was on February 28<sup>th</sup>, 2024. A public hearing would be held for comments and then the Board could choose to adopt the new codes. The new codes are on the county website, and he said in February the project would be complete.

#### 9. Commissioner Comments:

Mr. Hirst attended the KAC local government day in Topeka and came away with the thought that the flat tax won't be overridden after speaking with state representatives. Dr. Bill Clifford, representative from Finney County answered questions on bills and spoke about The Presidential Preference Primary. He attended a SCKEED meeting last week saying they are doing well and stable financially. There is one house for sale and another house would be finished in 6 to 8 weeks. He spoke about 504 loans completed in the first quarter; these are the larger loans which can go over 5 million dollars. He attended the Southwest Bricktown meeting which discussed planning and what needs to be done in that area. He went to the K-96 Corridor meeting with Mr. Partington and attended the Extension Council meeting to get more information on what is coming up.

Mr. Bogner spoke about the Stafford County and Kansas Natural Resources Coalition regarding the water issues with Quivira. Reno County may have a small part. They quoted several laws pointed out to help them with a mutual understanding with state and federal agencies. Reno County does the meetings and properly shows our intentions, they have to consider the county's consideration to benefit Reno County. The best thing Reno County did was the 30X30 resolution for the citizens of Reno County to protect them. Future planning, with Mr. Hoffman's help we would have more of a say in what's going on in our county, giving us a better say and Mr. Hoffman would have a better understanding of these things. The organization membership fee was \$5,000 annually and we could discuss it later.

Mr. Hoffman stated it was put on by the Kansas Natural Resource Coalition, that is the organization Mr. Bogner was speaking about that provided information. It was held in Stafford because the groundwater district conflicted with the federal agency of Fish & Wildlife.

The discussion was on how county government could interact with federal agencies. He was still processing information and spoke about the 30X30 resolution and what it said. The broader issue is how local government can collaborate with federal agencies on issues.

Mr. Bogner mentioned not only the federal government, but the State of Kansas got on board later with several other states. He said it also includes departments within the state of Kansas. There was a brief discussion on waterways.

Mr. Whitesel wanted to thank the employees who took care of the roads when it was so snowy and cold. Public Works and the City of Hutchinson crews did an excellent job. He and Mr. Partington attended the State of the City Address, and the main emphasis of the presentation was cooperation between counties and cities working together on projects. He thanked the City of Hutchinson for doing a lot of positive things that will benefit Reno County citizens. The Kansas State GOP meeting was this past week and very well represented. Out of the 156 elected delegates we have eleven delegates from the Reno County area who push for smaller government, less taxes, and less regulations. We are working not only in the county with state representatives, but the Republican Party at the state level is working to keep the government in its place.

Mr. Parks had no comments.

At 10:25 a.m. the meeting recessed for five minutes.

The meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

10A. **At 10:30 a.m. Mr. Parks moved** that the Board recess into executive session for 30 minutes until 11:00 a.m. with County Counselor Patrick Hoffman, County Administrator Randy Partington, Reno County EMS Chief Dave Johnston, and Maintenance Director Harlen Depew for the subject of preliminary discussions relating to the acquisition of real property and with the justification of the executive session being preliminary discussions relating to the acquisition of real property, **seconded by Mr. Whitesel.** The motion was approved by a roll call vote of 4-0.

At 11:00 a.m. the agenda meeting returned to regular session and adjourned until Wednesday, February 14th, 2024, at 9:00 a.m.

Approved:

\_\_\_\_\_  
Chair, Board of Reno County Commissioners

(ATTEST)

\_\_\_\_\_  
Reno County Clerk  
cm

\_\_\_\_\_  
Date



## AGENDA ITEM

## **AGENDA ITEM #6.C**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Jenna Fager

**AGENDA TOPIC:**  
Approving a resolution for 2024 dividing commissioner districts

**SUMMARY & BACKGROUND OF TOPIC:**  
Redistricting was done with previous resolution 2022-17

**ALL OPTIONS:**

1. Approve
2. Make Changes
3. Deny

**RECOMMENDATION / REQUEST:**  
Approving the resolution that had no changes from the redistricting done in 2022.

**POLICY / FISCAL IMPACT:**  
none

RESOLUTION 2024-\_\_\_

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 February 7, 2024, the commissioners have reviewed the district boundaries and determined no changes are necessary at this time; and

Whereas, on or about May 27, 2022, the Reno County Clerk Received the State Legislative Redistricting maps from the Kansas Legislative Research Department pursuant to KSA 25-26a03(b), resulting in precinct splits; 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-H102A, 2, 3, 30;

Cities:	Abbyville Arlington Langdon Partridge Plevna	Pretty Prairie Ward 1 Pretty Prairie Ward 2 Sylvia Turon South Hutchinson # 1, 2 and 3
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Townships:	Albion Arlington Bell Castleton Center Enterprise Grove Hayes	Huntsville Langdon Lincoln Loda Medford Miami Plevna Reno South	Roscoe Salt Creek Sylvia Troy Walnut Westminster
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C. DISTRICT NO. 3 (Population 12,554)

Hutchinson Precincts 17, 23 H104, 23 Exclave, 27, 28, 28 Exclave, 31 and 33;

Cities: Buhler

Townships:	Clay North Clay North Enclave	Little River Medora
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D. DISTRICT NO. 4 (Population 12,587)

Hutchinson Precincts 5, 6, 7, 12, 13 H102, 13 H104, 14, 15, 18, 19, 20, 21 and 35;

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

Hutchinson Precincts 16, 22 H102, 22 H104, 25, 26, 26 Exclave H102, 26 Exclave H114, 34, 34 Exclave and 36;

Cities: Haven

Township:	Clay center H102-1 Clay South H102A Clay South H114 HavenH101 Haven H114 Ninnescah	Sumner Valley H101 Valley H114 Yoder H102 Yoder H114
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ADOPTED in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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

\_\_\_\_\_  
Randy Parks, Chairman

ATTEST:

\_\_\_\_\_  
Donna Patton, County Clerk

\_\_\_\_\_  
Don Bogner, Vice Chairman

\_\_\_\_\_  
Daniel Friesen, Member

\_\_\_\_\_  
Ron Hirst, Member

\_\_\_\_\_  
John Whitesel, Member



## AGENDA ITEM

## **AGENDA ITEM #6.D**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Kyle Berg, Automotive Director

**AGENDA TOPIC:**

Declare 1997 Ford E-350 (VIN 1FBHE31L7VHC01339), 2019 Ford F150 (VIN 1FTEW1P43KKD16681), used tires from RCAT, and Moose Plow UTV snowplow as surplus to be sold on Purple Wave; and authorize County Administrator Randy Partington to sign the titles of the vehicles

**SUMMARY & BACKGROUND OF TOPIC:**

These vehicles have all been replaced in the County's fleet and are surplus. We will also sell a 2006 Malibu that has already been declared surplus (BOCC 11-22-2023). We will also sell some used tires from RCAT and a UTV snow blade that was replaced on Maintenance Kawasaki Mule.

**ALL OPTIONS:**

1. Approve disposal of these items; and authorize County Administrator Randy Partington to sign the titles
2. Keep the vehicles and use as trade.

**RECOMMENDATION / REQUEST:**

Approve the sale of these items and authorize County Administrator Randy Partington to sign the titles

**POLICY / FISCAL IMPACT:**

Proceeds of the sale will be placed into the general fund with the exception of the tires, which will be placed into RCAT's auction proceed fund.

# Equipment Listing

## \Reno County Automotive\Court Services (1)

11-22-2023 DOCC

Equipment	Year, Make, Model	Mileage	Unit #	Serial #	Type	Tag #	Operator
CS#2 06 Malibu - 2006 Chevy Malibu	2006 Chevy Malibu	83,893	#2 06 Malibu	1G1ZT51846F132869	Vehicle		

## \Reno County Automotive\Maintenance Dept. (1)

Equipment	Year, Make, Model	Mileage	Unit #	Serial #	Type	Tag #	Operator
MNT#3 - 1997 Ford E-350	1997 Ford E-350	102,459	MNT#3	1FBHE31L7VHC01339	Vehicle		

## \Reno County Automotive\Sheriff's Dept. (1)

Equipment	Year, Make, Model	Mileage	Unit #	Serial #	Type	Tag #	Operator
SO #424 - 2019 Ford F-150	2019 Ford F-150	127,539	SO #424	1FTEW1P43KKD16681	Vehicle		

Total equipment listed = 3

UTV Snow Blade

Used Tires

RESOLUTION 2007- 15

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE  
FOR DISPOSITION OF SURPLUS PROPERTY**

WHEREAS, K.S.A. 19-211(b) authorizes county commissions to adopt a resolution establishing an alternate methodology to that prescribed at K.S.A. 19-211(a) for the disposal of property; and

WHEREAS, the Board of County Commissioners has determined the need to establish guidelines for disposition of surplus property for Reno County; and

WHEREAS, this policy supersedes all prior resolutions or policy statements by the Board of County Commissioners regarding the disposition of surplus property.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the policy titled "Disposition of Surplus Property", attached hereto and incorporated herein, is hereby adopted and shall become effective upon passage of this Resolution.

BE IT FURTHER RESOLVED that all prior Resolutions and policy statements by the Board of County Commissioners in conflict with this Resolution are hereby repealed.

ADOPTED in regular session this 30<sup>th</sup> day of May, 2007.

BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS



Frances J. Garcia, Chairman

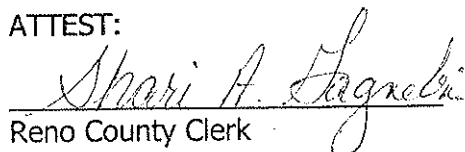


Larry R. Sharp, Member



Francis E. Schoepf, Member

ATTEST:

  
Reno County Clerk

## **Disposition of Surplus Reno County Property**

### **I. PURPOSE**

This policy establishes guidelines for the identification and disposition of surplus property, including personal and real property owned by Reno County.

### **II. POLICY STATEMENT**

Real and personal property owned by Reno County represents a considerable investment of public funds. Procedures and safeguards provided herein are designed to encourage efficient utilization of property, establish managerial control, and provide for the efficient disposition of property deemed as surplus in accordance with this policy or other applicable restrictions governing the disposition of such property.

It is the policy of Reno County to dispose of surplus property in a manner which provides the greatest monetary return to County government or which serves some valid public purpose.

### **III. DEFINITIONS**

Surplus Property	Real or personal property owned by Reno County which is no longer needed due to changing service requirements, damage, wear, or because the property has become obsolete or redundant to the County's needs.
Personal Property	Movable items, including equipment, vehicles, machinery, furniture, fixtures, tools or other moveable, physical goods are considered personal property.
Real Property	Real estate, including land, easements, buildings and related permanent, immovable assets affixed to land are considered real property.

### **IV. PROCEDURES**

#### **A. Personal Property**

1. Each Department Director respectively will determine whether department property has become Surplus Property. The director will also determine how the Surplus Property was acquired, and whether a transfer or disposition is subject to any restrictions due to the original source of funding. Examples include, but are not limited to, federal or state grant requirements or other statutory restraints.
2. The Director will notify the Maintenance/Purchasing Director of available Surplus Property. The Maintenance/Purchasing Director will ensure that Surplus Property is made available to other County departments before sale or other disposition in order to maintain the maximum economic utility from such property.

3. If Surplus Property is not transferred to another County department, the Director of Maintenance/Purchasing will determine the value of the Surplus Property. In those instances where the Maintenance/Purchasing Director determines Surplus Personal Property to be damaged, worn out, obsolete, or where the expected sale proceeds do not justify the costs of sale, the Director shall have the authority to dispose of such Surplus Property in the County's landfill or at a recycling facility, if available.
4. If the Maintenance/Purchasing Director determines the Surplus Property to have a value justifying the costs of sale, the Director will provide this information to the Board of County Commissioners who may declare the item or items to be "Surplus County Property" and authorize sale or disposal. Such action will be duly recorded in the official Minutes of the governing body.
5. After the property has been declared Surplus County Property, it may be disposed of through the most efficient and economical method likely to maximize returns, which shall include, but are not limited to, live public auction, online public auction, trade-in, sealed bid, fixed price, private negotiation or any other method deemed most beneficial to the County; Provided, if the cumulative value of Surplus Property is estimated to exceed \$10,000.00, the method of disposal shall be approved by the Board of County Commissioners. It is further provided that if the cumulative value of Surplus Property is estimated to be less than \$10,000.00, the Director of Maintenance/Purchasing may use any method of disposal which in his or her discretion is the most efficient and economical method to maximize the proceeds of sale.
6. Following the sale or other disposition of Surplus County Property, notification shall be provided to the Board of County Commissioners regarding the method of disposition, description of the property, the time and date of sale, the recipient of the property and the value received. Such notification may also be published on the County's website.
7. County Property which is traded to a vendor in exchange for new or used property of like kind, such as motor vehicles, shall not be considered Surplus Property whose sale, disposition or transfer is subject to the terms of this policy.

#### B. Real Property

1. Sale or disposition of real property shall be coordinated by the County's Fiscal Administrator. The Fiscal Administrator shall be responsible for obtaining the current fair market value of the real property and shall gather and retain information regarding the location and size of the property, zoning, and any restrictions, covenants, encumbrances, etc. that remain attached to the parcel.
2. Real property may be disposed of through live public auction, public online auction, sealed bid, negotiated sale, or any other method approved by the Board of County Commissioners.

3. Following sale or disposition of real property, notification shall be provided to the Board of County Commissioners regarding the method of disposition, description of property, time and date of sale, recipient of property and value received. Such notification may also be published on the County's website.
4. Following disposition of real property, the Fiscal Administrator will be responsible for updating any relevant financial records and for notifying the County's Risk Manager for the update of insurance and risk management information.

#### C. Public Notice

Public notice of the sale or disposition of Surplus Property may vary depending upon the nature of the Surplus Property and the method of sale. Public notices may be given by posting on the County's website, by publication in the official County newspaper, or by any other mechanism deemed appropriate under the circumstances to allow public participation or notification. Inclusion of items on the Board of County Commissioners agenda shall constitute sufficient public notification. When the cumulative value of Surplus Property to be offered for sale exceeds \$5,000.00, the form of public notice shall be approved by the Board of County Commissioners.

#### D. Legal Review

All contracts, deeds, and related documents must be reviewed and approved by the County Counselor prior to the disposition of real or personal property.

#### E. Donations

Notwithstanding any provisions to the contrary, surplus property may be donated to other governments or non-profit organizations if, in the opinion of the Board of County Commissioners, doing so serves the best interest of the County. Donations of County owned property shall require approval of the Board of County Commissioners through the established agenda process. The agenda item shall include a description of the property, recipient, date of transfer, and estimated fair value. Donation of Surplus Property acquired with proceeds of a dedicated mill levy may be prohibited without compensating the dedicated fund for the fair market value of the Surplus Property.

#### F. Conflicts of Interest

County employees shall be permitted to participate as buyers in public sales of Surplus County property only. Consistent with ethical conduct, County employees shall not take advantage to gain personal benefit from such transactions.

#### G. Exceptions

Exceptions to or waivers of this policy may be approved by the Board of County Commissioners on an individual basis.



## AGENDA ITEM

## **AGENDA ITEM #6.E**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Don Brittain, Public Works Director

**AGENDA TOPIC:**

Public Works Department request to purchase one (1) 2024 Ram 3500 Crew Cab 4x4 from Allen Samuels, Hutchinson, Kansas, for a total price of \$53,105, and declare the 2009 Chevrolet Silverado 2500 (VIN#1GCHK49K99E134563) as surplus to be auctioned on Purple Wave, and authorize County Administrator, Randy Partington, to sign the title

**SUMMARY & BACKGROUND OF TOPIC:**

The 2024 Ram 3500 Crew Cab 4x4 will be replacing the 2009 Chevrolet Silverado 2500, which is 14 years, 11 months old, with 212,434 miles as of 02/08/2024, and will have approximately 220,000 miles on it when we receive a new truck. The 2009 Chevrolet was purchased in March of 2009. This truck was scheduled to be replaced after 15 years or 175,000 miles.

**ALL OPTIONS:**

1. Approve the purchase of one (1) 2024 Ram 3500 Crew Cab 4x4 from Allen Samuels, Hutchinson, Kansas, for a total price of \$53,105.
2. Deny the purchase.

**RECOMMENDATION / REQUEST:**

Award bid for purchase of one (1) 2024 Ram 3500 Crew Cab 4x4 from Allen Samuels, Hutchinson, Kansas, for a total price of \$53,105, and declare the 2009 Chevrolet Silverado 2500 (VIN#1GCHK49K99E134563) as surplus to be auctioned on Purple Wave, and authorize County Administrator, Randy Partington, to sign the title.

**POLICY / FISCAL IMPACT:**

Budgeted for 2024 per the Capital Improvement Plan. Public Works Fund 007 Operational Equipment.



**One (1) 1-Ton 4x4 Single Wheel Crew Cab and Chassis**  
**Bid Opening 9:00 a.m., Tuesday, February 6th, 2024**  
**Award Bid at next available Commission Meeting.**

	<b>Allen Samuels Auto Group</b>	<b>Midwest Superstore</b>	<b>Midway Motors</b>	<b>Shep Chevrolet</b>
	1421 E. 30th Avenue Hutchinson 67502 620-665-5567 John Brislin, Fleet Manager <a href="mailto:jbrislin@asag.net">jbrislin@asag.net</a>	1100 E. 30th Hutchinson, KS 67501 316-689-4461 Troy Pfaff, Fleet Manager <a href="mailto:tpfaff@rustyheckford.com">tpfaff@rustyheckford.com</a>	1200 E. 30th Ave Hutchinson 67502 620-241-0234/620-894-0118 (cell) Tracy Martin, Fleet Manager <a href="mailto:tmartin@midwaymotors.com">tmartin@midwaymotors.com</a>	106 E. 2nd Haven 67543 620-465-2275 Rich Durano <a href="mailto:rich@shepchvrolet.com">rich@shepchvrolet.com</a>
<b>4x4 Single Wheel Crew Cab &amp; Chassis (1)</b>				
Year	2024	2024	2024	
Make	Ram	Ford	Ford	
Model	3500 4x4	F350 Crew Cab 4x4	F350 Crew Cab 4x4	
Warranty	Standard	Standard	Standard	
Bid Price	\$53,105.00	\$59,745.00	\$61,357.00	
Year				
Make				
Model				
Warranty				
Bid Price				
Year				
Make				
Model				
Warranty				
Bid Price				
<b>Total of Trade Ins</b>	-	-	-	-
<b>Total Price</b>	\$53,105.00	\$59,745.00	\$61,357.00	

**Bid Tab Notes:**

Public Works Director recommends bid be awarded to Allen Samuels Group as the lowest bidder, as all specifications have been met.

DEPARTMENT HEAD:



**BID REQUEST FOR: ONE (1) 1-TON 4X4 SINGLE WHEEL CREW CAB AND CHASSIS**

**PLEASE PLACE BIDS IN A SEALED ENVELOPE CLEARLY MARKED:  
"1-TON TRUCK BID"**

**RETURN BID TO:  
RENO COUNTY PUBLIC WORKS  
ATTN: DON BRITTAIN  
600 SCOTT BLVD  
SOUTH HUTCHINSON, KS 67505  
ON OR BEFORE: Tuesday, February 6, 2024 @ 9:00 a.m.**

These specifications are written with the intention of obtaining bids on like equipment. This equipment shall consist of a new current model each equipped with or exceeding the accompanying specification.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all bids, and to accept the bid which, in its opinion, is in the best interest of Reno County.

The equipment shall meet the current Kansas Statute regarding size, weight, and load of vehicles.

The equipment shall be delivered F.O.B. to the  
Reno County Public Works Facility at:  
600 Scott Blvd. South Hutchinson, Kansas.

If your bid is accepted, payment will be made on the County's next regular payment date after delivery and certification that specifications were met. Questions regarding this bid may be directed to David Serviss, Public Works Superintendent at 620-694-2976.

Cash Price: \$ \$53,105  
Standard Warranty(s) if additional cost: \$ 5y-1100,000 FEET  
Total Cash Price \$ \$53,105  
Total Cash Price with Trade-Ins: NO TRADES \$ \$53,105

NOTE: Please submit standard warranty with bid and list any additional warranties below: \_\_\_\_\_

Full Factory Warranty / FEET.

Delivery Date: MAY OR JUNE 2024

Company Name: JOHN SAMUELS

Company Representatives Email Address: JBRISLIN@ASAG.NET

Company Representatives Printed Name: JOHN BRISLIN

Signature: [Signature] Date: 2/6/2024

**BID REQUEST FOR: ONE (1) 1-TON 4X4 SINGLE WHEEL CREW CAB AND CHASSIS**

**PLEASE PLACE BIDS IN A SEALED ENVELOPE CLEARLY MARKED:  
"1-TON TRUCK BID"**

**RETURN BID TO:  
RENO COUNTY PUBLIC WORKS  
ATTN: DON BRITTAIN  
600 SCOTT BLVD  
SOUTH HUTCHINSON, KS 67505  
ON OR BEFORE: Tuesday, February 6, 2024 @ 9:00 a.m.**

These specifications are written with the intention of obtaining bids on like equipment. This equipment shall consist of a new current model each equipped with or exceeding the accompanying specification.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all bids, and to accept the bid which, in its opinion, is in the best interest of Reno County.

The equipment shall meet the current Kansas Statute regarding size, weight, and load of vehicles.  
The equipment shall be delivered F.O.B. to the  
Reno County Public Works Facility at:  
600 Scott Blvd. South Hutchinson, Kansas.

If your bid is accepted, payment will be made on the County's next regular payment date after delivery and certification that specifications were met. Questions regarding this bid may be directed to David Serviss, Public Works Superintendent at 620-694-2976.

Cash Price: \$ 59,745.00  
Standard Warranty(s) if additional cost: \$ \_\_\_\_\_  
Total Cash Price \$ 59,745.00  
Total Cash Price with Trade-Ins: \$ \_\_\_\_\_

NOTE: Please submit standard warranty with bid and list any additional warranties below: \_\_\_\_\_

Delivery Date: NA

Company Name: MIDWEST SUPERSTORE

Company Representatives Email Address: tpfaff@rustyeckford.com

Company Representatives Printed Name: TROY PFAFF

Signature:  Date: 01/05/2024

**BID REQUEST FOR: ONE (1) 1-TON 4X4 SINGLE WHEEL CREW CAB AND CHASSIS**

**PLEASE PLACE BIDS IN A SEALED ENVELOPE CLEARLY MARKED:  
"1-TON TRUCK BID"**

**RETURN BID TO:  
RENO COUNTY PUBLIC WORKS  
ATTN: DON BRITTAIN  
600 SCOTT BLVD  
SOUTH HUTCHINSON, KS 67505  
ON OR BEFORE: Tuesday, February 6, 2024 @ 9:00 a.m.**

These specifications are written with the intention of obtaining bids on like equipment. This equipment shall consist of a new current model each equipped with or exceeding the accompanying specification.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all bids, and to accept the bid which, in its opinion, is in the best interest of Reno County.

The equipment shall meet the current Kansas Statute regarding size, weight, and load of vehicles.  
The equipment shall be delivered F.O.B. to the  
Reno County Public Works Facility at:  
600 Scott Blvd. South Hutchinson, Kansas.

If your bid is accepted, payment will be made on the County's next regular payment date after delivery and certification that specifications were met. Questions regarding this bid may be directed to David Serviss, Public Works Superintendent at 620-694-2976.

Cash Price: \$ # 61,357<sup>00</sup>  
Standard Warranty(s) if additional cost: \$ included  
Total Cash Price \$ 61,357<sup>00</sup>  
Total Cash Price with Trade-Ins: \$ No trade.

NOTE: Please submit standard warranty with bid and list any additional warranties below: \_\_\_\_\_

3yr/36K mile Bumper to Bumper & 5yr/100K mile Powertrain

Delivery Date: 3 to 4 months from bid award date

Company Name: Midway Motors Super Center

Company Representatives Email Address: tracymartin@midwaymotors.com

Company Representatives Printed Name: Tracy Martin Fleet Sales Mgr.

Signature:  Date: 1-30-24



## AGENDA ITEM

## **AGENDA ITEM #6.F**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Megan Davidson, Solid Waste Director

### **AGENDA TOPIC:**

Purchase of Two (2) 2024 Ford F-250 Crew Cab 4x4 Trucks from Midway Motors Hutchinson, KS for the Solid Waste Department in the amount of \$76,620.00; and declare the 2017 Ram 2500 (VIN 3C6TR5CT4HG563170) and 2013 Ford F250 (VIN 1FT7W2B67DEA43656) as surplus property for trade; and authorize County Administrator Randy Partington to sign the titles

### **SUMMARY & BACKGROUND OF TOPIC:**

The landfill currently has a 2013 Ford F250, and a 2017 Dodge 2500 truck that need replaced and has been approved within the CIP 2024 budget. These trucks have been used 5 days a week 10 hours a day and have reached the end of their life cycle at the landfill. The dusty/muddy/rough terrain of the landfill is very hard on suspensions, the hours that are ran on the engines from being either driven around the site all day or running as a spotter's truck in the field. Requests for bids were sent out to Midway Motors, Midwest Ford, Shep Chevrolet, Conklin Cars, and Allen Samuels. Both of these trucks have issues that are causing the county expenses to keep them in operations. Midway Motors was the low quote in the amount of \$76,620.00. This price includes the trade ins on the 2017 Dodge 2500 and the 2013 Ford F250. The estimated delivery of the two new trucks is 3-4 months.

### **ALL OPTIONS:**

1. Accept the Quote for 2-2024 Ford F-F250 from Midway Motors in the amount of \$76,620.00 (estimated delivery 3-4 months); and declare the two trade-in vehicles as surplus and authorize County Administrator Randy Partington to sign the titles.
2. Accept the quote from Shep Chevrolet for 2- 2024 Chevrolet 2500 (In Stock). They were the 2nd lowest quote in the amount of \$79,258; and declare the two trade vehicles as surplus and authorize County Administrator Randy Partington to sign the titles for the trade vehicles.
3. Go back out for quotes on 2 3/4 ton crew cab 4x4 trucks.

### **RECOMMENDATION / REQUEST:**

Accept and approve the quote from Midway Motors for 2- 2024 Ford F-250 Crew Cab 4x4 Trucks in the amount of \$76,620.00; declare the trade vehicles as surplus and approve County Administrator Randy Partington to sign the titles of the two trucks being traded off: 2017 Ram 2500 (VIN 3C6TR5CT4HG563170) and 2013 Ford F250 (VIN 1FT7W2B67DEA43656)

### **POLICY / FISCAL IMPACT:**

These trucks will be purchased from the Capital Outlay account of equipment Purchases and they were budgeted for the 2024 calendar year.

Dealership	Truck Type	Truck Total	Total Price with trade in	Delivery
Midway Motors	2- 2024 Ford F250 4x4	\$97,120.00	\$76,620	Have to be ordered estimated 3-4 months
Midwest Superstore	2- 2024 Ford F250 4x4	\$96,520.00	\$86,020	Have to be ordered estimated 4-7 months
Shep Chevrolet	1- 2024 Chevy 2500 4x4 1-2024 Chevy 2500 4x4 Custom	#1- \$50,234 #2- \$52,933	\$79,258	In Stock Ready
Allen Samuels	No Quote Turned In			No Quote Turned In
Conklin Cars	No Quote Turned In			No Quote Turned In
<b>Award Bid to Midway Motors</b>	<b>2- 2024 Ford F250 4x4</b>	<b>\$76,620</b>	<b>Estimated Delivery 3--4 months</b>	

## Megan Davidson

---

**From:** Tracy Martin <tracymartin@midwaymotors.com>  
**Sent:** Wednesday, February 14, 2024 9:59 AM  
**To:** Gavin Graham  
**Subject:** [EXT\_SENDER] FW: 3/4 ton Bids  
**Attachments:** scan.pdf

### Tracy Martin Fleet Sales Manager

Midway Motors Supercenter  
2000 E. Kansas Ave., McPherson, KS 67460  
Phone: 820-241-1040

[www.MidwayMotors.com](http://www.MidwayMotors.com)

**MIDWAY  MOTORS**  
FOR EVERY MILE OF LIFE

**From:** MPF Fleet MFP <mpffleetmfp@midwaymotors.com>  
**Sent:** Wednesday, February 14, 2024 9:57 AM  
**To:** Tracy Martin <tracymartin@midwaymotors.com>  
**Subject:**



Reno County Solid Waste  
4015 W Clark Rd  
Hutchinson, KS 67501  
(620) 694-2586

## Quote

### 2 CREW CAB PICKUPS

Reno County Solid Waste Department requests a quote on the following item. Please return the quote to the Reno County Landfill office by 9:00am on Friday February 16th. Please include pictures if available. If you have any questions please contact Megan Davidson or Gavin Graham at (620)694-2587.

#### VEHICLE PREFERENCES:

- ✓ 3/4 Ton
- ✓ 4 Wheel Drive
- ✓ Automatic Transmission
- ✓ Crew Cab
- ✓ White Preferred in Color but will take what is available - order units 3-4 months -
- ✓ Gas Engine
- ✓ 6.5' Bed
- ✓ Cloth Seats
- ✓ Vinyl (Preferred) Carpet will work if that is all that is available
- ✓ Tow Package
- ✓ Tow Hooks





Preview Order 9313 - W2B 4x4 Crew Cab SRW: Order Summary Time of Preview: 02/08/2024 15:35:55 Receipt: NA

Dealership Name: Midway Motors Ford Lincoln

Sales Code : F53553

Dealer Rep.	Tracy Martin	Type	Fleet	Vehicle Line	Superduty	Order Code	9313
Customer Name	Reno County	Priority Code	C2	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 CREW CAB PICKUP/160	\$51560	FORD FLEET SPECIAL ADJUSTMENT	\$0
160 INCH WHEELBASE	\$0	FRONT LICENSE PLATE BRACKET	\$0
TOTAL BASE VEHICLE	\$51560	10000# GVWR PACKAGE	\$0
OXFORD WHITE	\$0	50 STATE EMISSIONS	\$0
CLOTH 40/20/40 SEAT	\$315	SPARE TIRE AND WHEEL	\$0
MEDIUM DARK SLATE	\$0	JACK	\$0
PREFERRED EQUIPMENT PKG.600A	\$0	PRICE CONCESSION INDICATOR	\$0
.XL TRIM	\$0	REMARKS TRAILER	\$0
.AIR CONDITIONING -- CFC FREE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.AM/FM STEREO MP3/CLK	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.6.8L DEVCT NA PFI V8 ENGINE	\$0	FUEL CHARGE	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	PRICED DORA	\$0
3.73 RATIO REGULAR AXLE	\$0	ADVERTISING ASSESSMENT	\$0
JOB #2 ORDER	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS			MSRP \$53870
DISCOUNTS			NA
TOTAL			\$53870

ORDERING FIN: QJ830 END USER FIN: QJ830

INCENTIVES

Acc. Code ID :10 Contract/Ref # :07-522R Bid Date :05/25/23State : KS

# 48,560 per unit x2 = 97,120<sup>00</sup>  
 - 9000 2017 Ram EQ#402  
 - 11,500 2013 Ford EQ#385  
 # 76,620<sup>00</sup> total

- ✓ Cruise
- ✓ Power Windows
- ✓ Standard Equipment
- ✓ No Extra Warranties

Trade In:

FOB RENO COUNTY SOLID WASTE

COMPANY NAME:

Midway Motors Super Center

SIGNATURE:

Tracy M...

DATE:

2-14-24

We do have 2 trade-ins to put towards the purchase of this vehicle. They can be seen at the Reno County Landfill. Please contact Megan Davidson or Gavin Graham at 620-694-2587 to schedule a time to see it.

Vehicle:

2017 Dodge ¾ Ton

VIN: 3C6TR5CT8HG563170

EQ# 402

# 9,000

2013 Ford F-250

VIN: 1FT7W2B67DEA3656

EQ# 385

# 11,500



Reno County Solid Waste  
4015 W Clark Rd  
Hutchinson, KS 67501  
(620) 694-2586

## Quote

### 2 CREW CAB PICKUPS

Reno County Solid Waste Department requests a quote on the following item. Please return the quote to the Reno County Landfill office by 9:00am on Friday February 16th. Please include pictures if available. If you have any questions please contact Megan Davidson or Gavin Graham at (620)694-2587.

#### VEHICLE PREFERENCES:

- ✓ ¾ Ton
- ✓ 4 Wheel Drive
- ✓ Automatic Transmission
- ✓ Crew Cab
- ✓ White Preferred in Color but will take what is available
- ✓ Gas Engine
- ✓ 6.5' Bed
- ✓ Cloth Seats
- ✓ Vinyl Preferred Carpet will work if that is all that is available
- ✓ Tow Package
- ✓ Tow Hooks



Preview Order 9313 - W2B 4x4 Crew Cab SRW: Order Summary Time of Preview: 02/08/2024 15:35:55 Receipt: NA

Dealership Name: Midway Motors Ford Lincoln

Sales Code : F53553

Dealer Rep.	Tracy Martin	Type	Fleet	Vehicle Line	Superduty	Order Code	9313
Customer Name	Reno County	Priority Code	C2	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 CREW CAB PICKUP/160	\$51560	FORD FLEET SPECIAL ADJUSTMENT	\$0
160 INCH WHEELBASE	\$0	FRONT LICENSE PLATE BRACKET	\$0
TOTAL BASE VEHICLE	\$51560	10000# GVWR PACKAGE	\$0
OXFORD WHITE	\$0	50 STATE EMISSIONS	\$0
CLOTH 40/20/40 SEAT	\$315	SPARE TIRE AND WHEEL	\$0
MEDIUM DARK SLATE	\$0	JACK	\$0
PREFERRED EQUIPMENT PKG.600A	\$0	PRICE CONCESSION INDICATOR	\$0
.XL TRIM	\$0	REMARKS TRAILER	\$0
.AIR CONDITIONING -- CFC FREE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.AM/FM STEREO MP3/CLK	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.6.8L DEVCT NA PFI V8 ENGINE	\$0	FUEL CHARGE	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	PRICED DORA	\$0
3.73 RATIO REGULAR AXLE	\$0	ADVERTISING ASSESSMENT	\$0
JOB #2 ORDER	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS			MSRP \$53870
DISCOUNTS			NA
TOTAL			\$53870

ORDERING FIN: QJ830 END USER FIN: QJ830

INCENTIVES

Acc. Code ID :10 Contract/Ref # :07-522R Bid Date :05/25/23State : KS

# 48,560 per unit x2 = \$97,120<sup>00</sup>  
 - 9000 2017 Ram EQ#402  
 - 11,500 2013 Ford EQ#385  
 # 76,620<sup>00</sup> total

- ✓ Cruise
- ✓ Power Windows
- ✓ Standard Equipment
- ✓ No Extra Warranties

Trade In:

FOB RENO COUNTY SOLID WASTE

COMPANY NAME:

\_\_\_\_\_ *Midway Motors Super Center* \_\_\_\_\_

SIGNATURE:

\_\_\_\_\_ *[Signature]* \_\_\_\_\_

DATE:

\_\_\_\_\_ *2-14-24* \_\_\_\_\_

We do have 2 trade-ins to put towards the purchase of this vehicle. They can be seen at the Reno County Landfill. Please contact Megan Davidson or Gavin Graham at 620-694-2587 to schedule a time to see it.

Vehicle:

2017 Dodge ¾ Ton

VIN: 3C6TR5CT8HG563170

EQ# 402

*# 9,000*

2013 Ford F-250

VIN: 1FT7W2B67DEA3656

EQ# 385

*# 11,500*

[EXT\_SENDER] Bids from Rich Durano at Shep Chevrolet

Rich Durano <rich@shepchevrolet.com>

Thu 2/15/2024 5:17 PM

To: Megan Davidson <megan.freeman@renogov.org>

📎 6 attachments (14 MB)

DOC024.pdf; DOC025.pdf; Truck #1.jpg; Truck #2.jpeg; truck #1.jpeg; 20240110\_125217.jpg;

2/15/2024

Shep Chevrolet 106 E. 2nd Haven KS 67543 620-465-2274

Shep Chevrolet is submitting bids for a 2024 Chevy 2500 Crew Cab 4X4 WT(#1) and a 2024 Chevy 2500 Crew Cab 4X4 Custom(#2):

(#1) The bid price for the 2024 Chevy 2500 Crew Cab 4X4 WT is **\$50,324**, before any trade value(s) is applied.

(#2) The bid price for the 2024 Chevy 2500 Crew Cab 4X4 Custom is **\$52,933**, before any trade value(s) is applied.

Attached are the build sheets for both Silverado's and it DOES meet all of the minimum vehicle requirements & options. Pictures of both trucks are attached and links to the trucks on our website are above.

Trade vehicle values:

EQ#402: 2017 Dodge: **\$16,500**

EQ#385: 2013 Ford: **\$7,500**

Bid Overview:

Truck #1: \$50,324

Truck #2: \$52,933

Trade Dodge: - \$16,500

Trade Ford: - \$7,500

Final Price of both trucks and including both trade in's: **\$79,258**.

I am pleased to announce that both 2024 Chevy 2500 Crew Cab 4X4 trucks are **in our current stock** and available to take delivery right away. Both trucks are guaranteed to be available until 2/24/24, then it will be based on if they are sold retail or not. If we are notified we are the lowest bid, we will hang on to them until the council meeting has occurred for final approval. Thank you for your consideration and we look forward to serving the Reno County Solid Waste Dept.

Sincerely,

Rich Durano



TRUCK #1

PULL THIS STRIP TO EXPOSE ADHESIVE



**2024 SILVERADO 2500 CREW CAB  
WT 4WD**

EXTERIOR: SUMMIT WHITE  
INTERIOR: JET BLACK

ENGINE: 6.6L V8 GASOLINE  
TRANS: ALLISON 10-SPEED AUTO

Visit us at [www.chevy.com](http://www.chevy.com)

**STANDARD EQUIPMENT**

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

**OWNER BENEFITS**

- 3 YEAR / 36,000 MILE\* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE\* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT \*WHICHEVER COMES FIRST SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS

**SAFETY & SECURITY**

- AUTOMATIC EMERGENCY BRAKING
- FORWARD COLLISION ALERT
- FRONT PEDESTRIAN BRAKING
- LANE DEPARTURE WARNING
- FOLLOWING DISTANCE INDICATOR
- INTELLIBEAM

- REAR VISION CAMERA
- BUCKLE TO DRIVE
- TEEN DRIVER MODE

**PERFORMANCE & MECHANICAL**

- AUTO-LOCKING REAR DIFF
- ELECTRONIC TRANSFER CASE
- INDEPENDENT FRONT SUSPENSION
- MULTI-LEAF REAR SPRING SUSP
- ALL-SEASON TIRES
- TRAILERING PACKAGE WITH HITCH GUIDANCE

**CONNECTIVITY & TECHNOLOGY**

- CHEVROLET INFOTAINMENT 3 7" DIAG COLOR TOUCHSCREEN
- ADDITIONAL FEATURES FOR COMPATIBLE PHONES INCLUDE: BLUETOOTH AUDIO STREAMING, VOICE COMMAND PASSTHROUGH TO PHONE, WIRELESS APPLE CARPLAY AND ANDROID AUTO CAPABLE
- 3 YEARS REMOTE ACCESS PLAN; ONSTAR & WI-FI DATA CAPABLE

- SEE ONSTAR.COM FOR TERMS
- DRIVER INFORMATION CENTER
- REMOTE KEYLESS ENTRY
- PUSH BUTTON START

**INTERIOR**

- AIR CONDITIONING
- FRONT 40/20/40 BENCH SEATS W/ UNDER SEAT STORAGE
- 60/40 REAR FOLDING BENCH SEAT
- POWER DOOR LOCKS
- POWER WINDOWS

**EXTERIOR**

- CORNERSTEP REAR BUMPER
- FRONT RECOVERY HOOKS

MANUFACTURER'S SUGGESTED RETAIL PRICE

**STANDARD VEHICLE PRICE \$50,700.00**

**OPTIONS & PRICING**

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

- WT CONVENIENCE PACKAGE: 1,010.00
- EZ LIFT, POWER LOCK & RELEASE TAILGATE
- DEEP-TINTED GLASS
- REAR-WINDOW DEFOGGER
- CRUISE CONTROL
- TRAILERING MIRRORS, HEATED & POWER-ADJUSTABLE
- COMMERCIAL ASSIST STEP (DEALER INSTALLED) 795.00
- CHEVYTEC SPRAY-ON BEDLINER 545.00
- SNOW PLOW PREP/CAMPER PACKAGE: 300.00
- 220 AMP ALTERNATOR
- INCREASED FRONT GAWR
- SKID PLATES
- ROOF EMERGENCY LIGHT
- PROVISIONS W/ PASS THROUGH TRAILER BRAKE CONTROLLER 275.00
- 120V INTERIOR AND CARGO BED POWER OUTLET 225.00
- REAR AXLE: 3.73 RATIO INC.
- GVWR: 10,450 LBS. (5,012 KG) INC.
- 17" PAINTED STEEL WHEELS INC.

TOTAL OPTIONS	\$3,150.00
TOTAL VEHICLE & OPTIONS	\$53,850.00
DESTINATION CHARGE	1,995.00
<b>TOTAL VEHICLE PRICE*</b>	<b>\$55,845.00</b>

California Air Resources Board

Gasoline Vehicle

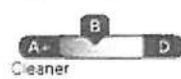
**Environmental Performance**

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see [www.arb.ca.gov/ep\\_label](http://www.arb.ca.gov/ep_label).

Protect the environment. Choose vehicles with higher ratings:

**Greenhouse Gas Rating** (tailpipe only)

**Smog Rating** (tailpipe only)



Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.



This label has been applied pursuant to Federal law - Do not remove prior to delivery to the ultimate purchaser. \*Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.

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ORDER NO C20W03 SALES CODE E  
SALES MODEL CODE C100743

DEALER HD 05502  
FINAL ASSEMBLY:  
OSHAWA, ON CANADA

VIN 2GC4YLE70R1177719 REISSUE

DEALER TO WHOM DELIVERED  
SHEP CHEVROLET, INC  
PO BOX H  
HAVEN, KS 67543-0503



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REISSUE

TRUCK #2

PULL THIS STRIP TO EXPOSE ADHESIVE



**2024 SILVERADO 2500 CREW  
CUSTOM 4WD**

EXTERIOR: SUMMIT WHITE  
INTERIOR: JET BLACK

ENGINE: 5.6L V8 GASOLINE  
TRANS: ALLISON 10-SPEED AUTO

Visit us at [www.chevy.com](http://www.chevy.com)

**STANDARD EQUIPMENT**

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

**OWNER BENEFITS**

- 3 YEAR / 36,000 MILE\* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE\* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT \*WHICHEVER COMES FIRST SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS

**SAFETY & SECURITY**

- AUTOMATIC EMERGENCY BRAKING
- FORWARD COLLISION ALERT
- FRONT PEDESTRIAN BRAKING
- LANE DEPARTURE WARNING
- FOLLOWING DISTANCE INDICATOR
- INTELLIBEAM

- REAR VISION CAMERA
- BUCKLE TO DRIVE
- TEEN DRIVER MODE

**PERFORMANCE & MECHANICAL**

- AUTO-LOCKING REAR DIFF
- ELECTRONIC TRANSFER CASE
- 170 AMP ALTERNATOR
- ALL-TERRAIN TIRES
- TRAILERING PACKAGE WITH HITCH GUIDANCE

**CONNECTIVITY & TECHNOLOGY**

- CHEVROLET INFOTAINMENT 3 7" DIAG COLOR TOUCHSCREEN
- ADDITIONAL FEATURES FOR COMPATIBLE PHONES INCLUDE: BLUETOOTH AUDIO STREAMING VOICE COMMAND PASSTHROUGH TO PHONE, WIRELESS APPLE CARPLAY AND ANDROID AUTO CAPABLE
- 3 YEARS REMOTE ACCESS PLAYONSTAR & WI-FI DATA CAPABLE SEE ONSTAR.COM FOR TERMS

- SIRIUSXM AUDIO WITH SXM TRIAL SUBSCRIPTION
- WIRELESS PHONE PROJECTION
- REMOTE KEYLESS ENTRY
- PUSH BUTTON START

**INTERIOR**

- AIR CONDITIONING
- FRONT 40/20/40 BENCH SEATS W/ UNDER SEAT STORAGE
- 60/40 REAR FOLDING BENCH SEAT
- CARPETED FLOOR
- RUBBERIZED VINYL FLOOR MATS
- POWER DOOR LOCKS
- POWER WINDOWS

**EXTERIOR**

- FRONT RECOVERY HOOKS

MANUFACTURER'S SUGGESTED RETAIL PRICE

**STANDARD VEHICLE PRICE \$52,400.00**

**OPTIONS & PRICING**

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

- CUSTOM CONVENIENCE PACKAGE 1,590.00
- REMOTE VEHICLE STARTER SYSTEM
- THEFT-DETERRENT SYSTEM
- 120V INTERIOR AND CARGO BED POWER OUTLETS
- 2ND ROW USB CHARGE PORTS
- REAR-WINDOW DEFOGGER
- 10-WAY POWER DRIVER SEAT
- LED CARGO AREA LIGHTING
- EZ LIFT, POWER LOCK & RELEASE TAILGATE
- TRAILER BRAKE CONTROLLER
- GOOSENECK/5TH WHEEL PACKAGE 1,090.00
- STAMPED BED HOLES W/ CAPS
- 7-PIN TRAILER HARNESS
- CHEVYTEC SPRAY-ON BEDLINER
- TRAILERING MIRRORS - HEATED, 530.00
- POWER-ADJUSTABLE, AUTO-DIMMING W/ TURN INDICATORS
- MULTIFLEX TAILGATE 445.00
- Z71 OFF-ROAD PACKAGE 325.00

• OFF-ROAD SUSPENSION INCLUDING TWIN TUBE SHOCKS	
• HILL DESCENT CONTROL	
• SKID PLATES	
BLACK MOLDED SPLASH GUARDS (DEALER INSTALLED)	295.00
CREDIT - NOT EQUIPPED WITH REAR USB PORT	-25.00
REAR AXLE: 3.73 RATIO	INC.
GVWR: 10,850 LBS. (4,921 KG)	INC.
20" MACHINED ALUM WHEELS W/ ACCENTS & SPOKES	INC.
<b>TOTAL OPTIONS</b>	<b>\$4,250.00</b>
<b>TOTAL VEHICLE &amp; OPTIONS</b>	<b>\$56,650.00</b>
<b>DESTINATION CHARGE</b>	<b>1,995.00</b>
<b>TOTAL VEHICLE PRICE*</b>	<b>\$58,645.00</b>

California Air Resources Board

Gasoline Vehicle

**Environmental Performance**

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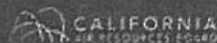
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**Greenhouse Gas Rating** (tailpipe only)

**Smog Rating** (tailpipe only)



Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.



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GMLES, FPOD\_0043 10/23/2023

ORDER NO DEXD0W SALES CODE E  
SALES MODEL CODE C20743  
DEALER NO 05502  
FINAL ASSEMBLY  
OSHAWA, ON CANADA  
**VIN 2GC4YME76R1184174 REISSUE**  
DEALER TO WHOM DELIVERED  
**SHEP CHEVROLET, INC**  
PO BOX H  
HAVEN, KS 67543-0503



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1. RECALL INFO: 800.822.8789















Reno County Solid Waste  
4015 W Clark Rd  
Hutchinson, KS 67501  
(620) 694-2586

## Quote

### 2 CREW CAB PICKUPS

Reno County Solid Waste Department requests a quote on the following item. Please return the quote to the Reno County Landfill office by 9:00am on Friday February 16th. Please include pictures if available. If you have any questions please contact Megan Davidson or Gavin Graham at (620)694-2587.

#### VEHICLE PREFERENCES:

¾ Ton

4 Wheel Drive

Automatic Transmission

#### **Crew Cab**

White Preferred in Color but will take what is available

Gas Engine

6.5' Bed

Cloth Seats

Vinyl (Preferred) Carpet will work if that is all that is available

Tow Package

Tow Hooks

Cruise

Power Windows

Standard Equipment

No Extra Warranties

Trade In:

FOB RENO COUNTY SOLID WASTE

COMPANY NAME:

SHEP CHEVROLET INC.

SIGNATURE:

RKH Durso

DATE:

2-15-24

We do have 2 trade-ins to put towards the purchase of this vehicle. They can be seen at the Reno County Landfill. Please contact Megan Davidson or Gavin Graham at 620-694-2587 to schedule a time to see it.

Vehicle:

2017 Dodge ¾ Ton

VIN: 3C6TR5CT8HG563170

EQ# 402

2013 Ford F-250

VIN: 1FT7W2B67DEA3656

EQ# 385

# RENO COUNTY SOLID WASTE

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2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

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PICTURE IS FOR GENERAL PURPOSE

UNIT PRICE	\$48,260.00	QTY	2	\$96,520.00
TRADE				
2017 DODGE	HG563170			\$2,000.00
2013 FORD	DEA3656			\$8,500.00
		TOTAL		\$86,020.00

**Client Proposal**

Prepared by:  
Troy Pfaff  
Office: 316-312-0445  
Date: 02/13/2024



MIDWEST SUPERSTORE  
1100 E 30th, Hutchinson, Kansas, 67502

Rusty Eck Ford | 7310 E Kellogg, Wichita, Kansas, 67207  
Office: 316-312-0445





Prepared by: Troy Pfaff  
02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

## As Configured Vehicle

Code	Description
<b>Base Vehicle</b>	
W2B	Base Vehicle Price (W2B)
<b>Packages</b>	
600A	<p>Order Code 600A</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- Engine: 6.8L 2V DEVCT NA PFI V8 Gas Flex fuel.</li> <li>- Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i></li> <li>- 3.73 Axle Ratio</li> <li>- GVWR: 10,000 lb Payload Package</li> <li>- Tires: LT245/75Rx17E BSW A/S <i>Spare may not be the same as road tire.</i></li> <li>- Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i></li> <li>- Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i></li> <li>- SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i></li> </ul>
<b>Powertrain</b>	
99A	<p>Engine: 6.8L 2V DEVCT NA PFI V8 Gas <i>Flex fuel.</i></p>
44F	<p>Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i></p>
X37	3.73 Axle Ratio
STDGV	GVWR: 10,000 lb Payload Package
<b>Wheels &amp; Tires</b>	
TD8	<p>Tires: LT245/75Rx17E BSW A/S <i>Spare may not be the same as road tire.</i></p>
64A	<p>Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i></p>
<b>Seats &amp; Seat Trim</b>	
1	Cloth 40/20/40 Split Bench Seat

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Troy Pfaff  
02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

## As Configured Vehicle (cont'd)

Code	Description
	<i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>
<b>Other Options</b>	
160WB	160" Wheelbase
PAINT	Monotone Paint Application
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i>
	<i>Includes: - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>
<b>Fleet Options</b>	
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>
<b>Emissions</b>	
425	50-State Emissions System
<b>Exterior Color</b>	
Z1_01	Oxford White
<b>Interior Color</b>	
1S_06	Medium Dark Slate w/Cloth 40/20/40 Split Bench Seat

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Prepared by: Troy Pfaff  
02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

## 2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

### Selected Equip & Specs

#### Dimensions

- Conventional Capacity: 14,100 lbs.
- Fifth-wheel towing capacity: 13,900 lbs.
- Cargo box length: 81.9"
- Cargo box volume: 65.4 cu.ft.
- Cargo box max width: 66.9"
- Cargo box length feet: 6.8
- Vehicle body width: 80.0"
- Wheelbase: 160.0"
- Rear track: 67.2"
- Cab to axle: 39.9"
- Frame yield strength (psi): 50000.0
- Front bumper to back of cab: 151.8"
- Rear brake diameter: 14.3"
- GCWR: 21,000 lbs.
- Gooseneck towing capacity: 14,100 lbs.
- Cargo box min width: 50.5"
- Pickup box depth: 21.1"
- Cargo box tailgate width: 60.5"
- Vehicle body length: 250.0"
- Vehicle body height: 81.5"
- Front track: 68.3"
- Vehicle turning radius: 26.5'
- Frame section modulus: 10.7 cu.in.
- Front bumper to front axle: 38.2"
- Front brake diameter: 14.3"
- Interior rear cargo volume with seats folded: 52.1 cu.ft.
- Total passenger volume: 131.8 cu.ft.
- Headroom second-row: 40.4"
- Leg room second-row: 43.6"
- Shoulder room second-row: 65.9"
- Hip room second-row: 64.7"
- Max interior rear cargo volume: 52.1 cu.ft.
- Headroom first-row: 40.8"
- Leg room first-row: 43.9"
- Shoulder room first-row: 66.7"
- Hip room first-row: 62.5"

#### Powertrain

- 6.8L V-8 variable valve control, engine with 405HP
- Injection Type: sequential MPI
- Horsepower: 405 HP@5000 RPM
- Radiator
- Part-time 4WD
- Recommended fuel: regular unleaded
- Auto locking hub control
- Engine cylinders: V-8
- Spark ignition system
- Torque: 445 lb.-ft.@4000 RPM
- TorqShift 10-speed automatic
- Four-wheel drive
- All-speed ABS and driveline traction control
- Electronic transfer case shift

#### Fuel Economy and Emissions

- Gasoline secondary fuel type
- E85 additional fuel types
- Federal emissions

#### Suspension and Handling

- Firm ride suspension
- Heavy-duty rear shock absorbers
- Heavy-duty front shock absorbers

#### Driveability

- 4-wheel disc brakes
- 4-wheel antilock (ABS) brakes
- Front and rear ventilated disc brakes
- Four channel ABS brakes

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Prepared by: Troy Pfaff  
02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

## 2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

### Selected Equip & Specs (cont'd)

- Brake assist system
- Mono-beam rigid axle front suspension
- Front coil springs
- Leaf spring rear suspension
- Re-circulating ball steering
- Hill Start Assist
- Front anti-roll bar
- Rigid axle rear suspension
- Hydraulic power-assist steering system
- 2-wheel steering system

### Body Exterior

- Trailer wiring harness
- Standard style pickup box
- Clearcoat paint
- Black side window trim
- Black door handles
- Black front bumper rub strip
- Black rear bumper
- Black grille
- Manual extendable trailer mirrors
- Turn signal indicator in door mirrors
- Conventional right rear passenger door
- LT245/75RS17 AS BSW front and rear tires
- 4 doors
- Pickup bed-rail protectors
- Monotone paint
- Black windshield trim
- Black front bumper
- 2 front tow hooks
- Rear bumper step
- Black door mirrors
- Convex spotter in driver and passenger side door mirrors
- Conventional left rear passenger door
- Tailgate
- 17 x 7.5-inch front and rear argent steel wheels

### Convenience

- Power door locks with 2 stage unlocking
- All-in-one remote fob and ignition key
- Cruise control with steering wheel mounted controls
- Day/Night rearview mirror
- Integrated side steps
- Illuminated locking glove box
- Front beverage holders
- 8 beverage holders
- Dashboard storage
- PRND in IP
- Over the air updates
- Keyfob activated door locks
- Power tailgate/rear door lock
- FordPass Connect smart device vehicle start control
- Power first-row windows
- Fixed rear windshield
- Illuminated glove box
- Rear beverage holders
- Instrument panel covered bin
- Retained accessory power
- Trip computer

### Comfort

- Manual climate control
- Rear under seat climate control ducts
- Full headliner coverage
- Full floor coverage
- Carpet rear seatback upholstery
- Manual telescopic steering wheel
- Cabin air filter
- Cloth headliner material
- Full vinyl floor covering
- \* **Cloth rear seat upholstery**
- Manual tilting steering wheel
- Urethane steering wheel

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02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

## Selected Equip & Specs (cont'd)

### Seats and Trim

- Seating capacity: 6
- Split-bench front seat
- Front passenger seat with 4-way directional controls
- Manual front seat head restraint control
- Front seat armrest storage
- Manual driver seat fore/aft control
- Manual passenger seat fore/aft control
- Split-bench rear seat
- Manual driver seat lumbar
- 40-20-40 split-bench front seat
- Driver seat with 4-way directional controls
- Height adjustable front seat head restraints
- Front seat center armrest
- Manual reclining driver seat
- Manual reclining passenger seat
- Fixed rear seats
- Height adjustable rear seat head restraints
- \* **Cloth front seat upholstery**

### Entertainment Features

- 2 total number of 1st row displays
- Primary touchscreen display
- In-vehicle audio
- FM radio
- SYNC 4 external memory control
- Standard grade speakers
- SYNC 4 voice activated audio controls
- Bluetooth wireless audio streaming
- 8 inch primary LCD display
- AM/FM stereo radio
- AM radio
- Seek scan
- Speakers number: 4
- Steering wheel mounted audio controls
- Speed sensitive volume
- Fixed audio antenna

### Lighting, Visibility and Instrumentation

- Digital/analog instrumentation display
- Trip odometer
- Compass
- Driver information center
- Tachometer
- Engine/electric motor temperature gauge
- Engine hour meter
- Aero-composite headlights
- Autolamp auto on/off headlight control
- Delay-off headlights
- Variable intermittent front windshield wipers
- Illuminated entry
- Variable instrument panel light
- High mounted center stop light
- Remote activated perimeter approach lighting
- Configurable instrumentation gauges
- In-radio display clock
- Exterior temperature display
- Gauge cluster display size (inches): 4.20
- Oil pressure gauge
- Transmission fluid temperature gauge
- Light tinted windows
- Halogen headlights
- Multiple enclosed headlights
- DRL preference setting
- Front reading lights
- Rear reading lights
- Daytime running lights
- Pickup box cargo light
- Fade interior courtesy lights

### Technology and Telematics

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2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

**Selected Equip & Specs (cont'd)**

- SYNC 4 911 Assist emergency SOS system via mobile device
- Smart device wireless mirroring
- 2 USB ports
- SYNC 4 handsfree wireless device connectivity
- FordPass Connect 5G mobile hotspot internet access

**Safety and Security**

- Driver front impact airbag
- Safety Canopy System curtain first and second-row overhead airbags
- Seat mounted side impact front passenger airbag
- Rear seat center 3-point seatbelt
- SecuriLock immobilizer
- Rear mounted camera
- Manual rear child safety door locks
- Seat mounted side impact driver airbag
- Passenger front impact airbag
- 6 airbags
- Front height adjustable seatbelts
- Remote panic alarm
- AdvanceTrac w/Roll Stability Control electronic stability control system with anti-roll

**Dimensions**

*General Weights*

Curb weight	6,396 lbs.	Rear curb weight	2,609 lbs.
GVWR	10,000 lbs.	Payload	3,565 lbs.

*Trailer Weights*

Fifth-wheel towing capacity	13,900 lbs.	Gooseneck towing capacity	14,100 lbs.
Conventional capacity	14,100 lbs.	GCWR	21,000 lbs.

*Front Weights*

Front curb weight	3,787 lbs.	GAWR front	4,800 lbs.
Axle capacity front	6,000 lbs.	Spring rating front	4,800 lbs.
Tire/wheel capacity front	6,390 lbs.		

*Rear Weights*

GAWR rear	6,340 lbs.	Axle capacity rear	7,280 lbs.
Spring rating rear	6,340 lbs.	Tire/wheel capacity rear	6,390 lbs.

*Off Road*

Min ground clearance	8.5"	Loading floor height	37.2"
Approach angle	16.9	Departure angle	21.1

*Exterior Measurements*

Vehicle body length	250.0"	Vehicle body width	80.0"
Vehicle body height	81.5"	Wheelbase	160.0"
Cargo box length	81.9"	Front brake diameter	14.3"
Cargo box min width	50.5"	Rear brake diameter	14.3"
Cargo box volume	65.4 cu.ft.	Pickup box depth	21.1"

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Prepared by: Troy Pfaff  
02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

**Selected Equip & Specs (cont'd)**

Cargo box max width	66.9"	Cargo box tailgate width	60.5"
Cargo box length feet	6.8	Front track	68.3"
Rear track	67.2"	Vehicle turning radius	26.5'
Cab to axle	39.9"	Frame section modulus	10.7 cu.in.
Frame yield strength (psi)	50000.0	Front bumper to front axle	38.2"
Front bumper to back of cab	151.8"		

*Interior Measurements*

Max interior rear cargo volume	52.1 cu.ft.	Interior rear cargo volume with seats folded	52.1 cu.ft.
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*Interior Volume*

Total passenger volume	131.8 cu.ft.
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*Headroom*

Headroom first-row	40.8"	Headroom second-row	40.4"
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*Legroom*

Leg room first-row	43.9"	Leg room second-row	43.6"
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*Shoulder Room*

Shoulder room first-row	66.7"	Shoulder room second-row	65.9"
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*Hip Room*

Hip room first-row	62.5"	Hip room second-row	64.7"
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**Powertrain**

*Engine*

Engine 6.8L V-8 variable valve control, engine with 405HP		Valves per cylinder	2
Engine cylinders	V-8	Injection type	sequential MPI
Engine location	Front mounted engine	Ignition	Spark ignition system
Engine mounting direction	Longitudinal mounted engine	Engine block material	Iron engine block
Cylinder head material	Aluminum cylinder head		

*Engine Specs*

Displacement	6.8L	cc	415 cu.in.
Bore	4.22"	Stroke	3.68"
Compression ratio	10.8	SAEJ1349	AUG2004 compliant

*Engine Power*

Horsepower	405 HP@5000 RPM	Torque	445 lb.-ft.@4000 RPM
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*Alternator*

Alternator amps	160A	Alternator type	Regular duty alternator
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Prepared by: Troy Pfaff  
02/13/2024

Rusty Eck Ford | 7310 E Kellogg Wichita Kansas | 67207

2024 F-250 4x4 SD Crew Cab 6.75' box 160" WB SRW XL (W2B)

Price Level: 425

### Selected Equip & Specs (cont'd)

#### Battery

Battery amps	78Ah	Battery type	HD lead acid battery
Battery rating	750CCA	Battery run down protection	Battery run down protection

#### Engine Extras

Radiator	Radiator
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#### Transmission

Transmission	TorqShift 10-speed automatic	Transmission electronic control	Transmission electronic control
Overdrive transmission	Overdrive transmission	Lock-up transmission	Lock-up transmission
First gear ratio	4.696	Second gear ratio	2.985
Third gear ratio	2.146	Fourth gear ratio	1.769
Fifth gear ratio	1.52	Sixth gear ratio	1.275
Reverse gear ratio	4.866	Seventh gear ratio	1
Eighth gear ratio	0.854	Ninth gear ratio	0.689
Tenth gear ratio	0.636	Stall ratio	1.97
Selectable mode transmission	Selectable mode transmission	Sequential shift control	SelectShift Sequential shift control
Transmission oil cooler	Transmission oil cooler		

#### Drive Type

4WD type	Part-time 4WD	Drive type	Four-wheel drive
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#### Drivetrain

Axle ratio	3.73
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#### Exhaust

Tailpipe	Stainless steel single exhaust
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#### Fuel

Fuel type	regular unleaded
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#### Fuel Tank

Fuel tank capacity	34.00 gal.
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#### Drive Feature

Traction control	All-speed ABS and driveline traction control	Locking hub control	Auto locking hub control
Transfer case	Electronic transfer case shift		

### Fuel Economy and Emissions

#### Fuel Economy

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Price Level: 425

## Selected Equip & Specs (cont'd)

Secondary fuel type Gasoline secondary fuel type

### Emissions

Emissions Federal emissions

### Fuel Economy (Alternate 1)

Additional fuel types E85 additional fuel types

## Suspension and Handling

### Suspension

Suspension Firm ride suspension Front shock absorbers Heavy-duty front shock absorbers  
Rear shock absorbers Heavy-duty rear shock absorbers

## Driveability

### Brakes

Brake type 4-wheel disc brakes Ventilated brakes Front and rear ventilated disc brakes  
ABS brakes Four channel ABS brakes ABS brakes 4-wheel antilock (ABS) brakes

### Brake Assistance

Hill start assist Hill Start Assist Brake assist system Brake assist system

### Front Suspension

Anti-roll bar front Front anti-roll bar Suspension ride type front Mono-beam rigid axle front suspension

### Front Spring

Regular front springs Regular front springs Springs front Front coil springs

### Rear Spring

Springs rear Rear leaf springs Rear springs Heavy-duty rear springs

### Rear Suspension

Suspension type rear Leaf spring rear Suspension ride type rear Rigid axle rear suspension

### Steering

Steering system Hydraulic power-assist steering Steering type Re-circulating ball steering  
Steering type number of wheels 2-wheel steering system

## Exterior

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Price Level: 425

### Selected Equip & Specs (cont'd)

*Front Wheels*

Front wheels diameter .....	17"	Front wheels width .....	7.5"
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*Rear Wheels*

Rear wheels diameter .....	17"	Rear wheels width .....	7.5"
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*Front And Rear Wheels*

Appearance	argent	Material	steel
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*Front Tires*

Aspect	75	Diameter .....	17"
Sidewalls	BSW	Speed	S
Tread	AS	Type .....	LT
Width	245mm	Front wheel - RPM	649

*Rear Tires*

Aspect	75	Diameter	17"
Sidewalls .....	BSW	Speed	S
Tread	AS	Type	LT
Width	245mm	Rear wheel - RPM .....	649

### Body Exterior

*Trailer*

Towing capability	Trailer towing capability	Towing class	Class V tow rating
Towing hitch	Trailer hitch	Towing wiring harness	Trailer wiring harness
Towing brake controller	Trailer brake controller	Towing trailer sway	Trailer sway control

*Exterior Features*

Box style	Standard style pickup box	Number of doors	4 doors
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*Body*

Body panels Aluminum body panels with side impact beams

*Mirrors*

Convex spotter	Convex spotter in driver and passenger side door mirrors	Turn signal in door mirrors	Turn signal indicator in door mirrors
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*Spare Tire*

Spare tire	Full-size spare tire with steel wheel	Spare tire location	Crank-down spare tire
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*Tires*

Front tires LT load rating	E	Rear tires LT load rating	E
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*Wheels*

Wheel covers	Wheel hub covers
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Price Level: 425

## Selected Equip & Specs (cont'd)

### Convenience

#### Door Locks

Door locks	Power door locks with 2 stage unlocking	Keyfob door locks	Keyfob activated door locks
All-in-one key	All-in-one remote fob and ignition key	Tailgate control	Power tailgate/rear door lock

#### Cruise Control

Cruise control	Cruise control with steering wheel mounted controls
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#### Key Fob Controls

Fob remote vehicle controls	FordPass Connect smart device vehicle start control
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#### Rear View Mirror

Day/Night rearview mirror	Day/Night rearview mirror
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#### Exterior Mirrors

Door mirrors	Power door mirrors	Folding door mirrors	Manual folding door mirrors
Heated door mirrors	Heated driver and passenger side door mirrors		

#### Front Side Windows

First-row windows	Power first-row windows
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#### Overhead Console

Overhead console	Full overhead console	Overhead console storage	Overhead console storage
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#### Passenger Visor

Visor passenger mirror	Passenger visor mirror
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#### Power Outlets

12V power outlets	2 12V power outlets
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#### Pickup Box

Boxside steps	Integrated side steps
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#### Rear Windshield

Rear windshield	Fixed rear windshield
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#### Storage

Number of beverage holders	8 beverage holders	Beverage holders	Front beverage holders
Beverage holders rear	Rear beverage holders	Glove box	Illuminated locking glove box

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### Selected Equip & Specs (cont'd)

Illuminated glove box	Illuminated glove box	Instrument panel storage covered bin	Instrument panel
Dashboard storage	Dashboard storage		
<i>Windows Feature</i>			
One-touch up window	Driver and passenger one-touch up windows	One-touch down window	Driver and passenger one-touch down windows
<i>Windows Rear Side</i>			
Second-row windows	Power second-row windows		
<i>Miscellaneous</i>			
Trip computer	Trip computer	PRND in IP	PRND in IP
Accessory power	Retained accessory power	Over the air updates	Over the air updates

### Comfort

<i>Climate Control</i>			
Climate control	Manual climate control	Cabin air filter	Cabin air filter
Rear under seat ducts	Rear under seat climate control ducts		
<i>Headliner</i>			
Headliner material	Cloth headliner material	Headliner coverage	Full headliner coverage
<i>Floor Trim</i>			
Floor covering	Full vinyl floor covering	Floor coverage	Full floor coverage
<i>Second-Row Seat Trim</i>			
*Rear seat upholstery	Cloth rear seat upholstery	Rear seatback upholstery	Carpet rear seatback upholstery
<i>Steering Wheel</i>			
Steering wheel telescopic steering wheel	Manual telescopic steering wheel	Steering wheel material	Urethane steering wheel
Steering wheel tilt	Manual tilting steering wheel		

### Seats and Trim

<i>Seat Capacity</i>			
Seating capacity		6	
<i>Front Seats</i>			
Front seat type	Split-bench front seat	Driver seat direction	Driver seat with 4-way directional controls
Driver seat fore/aft control	Manual driver seat fore/aft control	Passenger seat direction	Front passenger seat with 4-way directional controls

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**Selected Equip & Specs (cont'd)**

Split front seats	40-20-40 split-bench front seat	Reclining passenger seat	Manual reclining passenger seat
Passenger seat fore/aft control	Manual passenger seat fore/aft control	Front head restraints	Height adjustable front seat head restraints
Front head restraint control	Manual front seat head restraint control	Armrests front center	Front seat center armrest
Armrests front storage	Front seat armrest storage	Reclining driver seat	Manual reclining driver seat
<b>Rear Seats</b>			
Bench seats	Split-bench rear seat	Rear seats fixed or removable	Fixed rear seats
Folding second-row seats	60-40 folding rear seats	Rear seat direction	Front facing rear seat
Rear seat folding position	Fold-up rear seat cushion	Rear head restraints	Height adjustable rear seat head restraints
Rear head restraint control	Manual rear seat head restraint control	Number of rear head restraints	3 rear seat head restraints
<b>Lumbar Seats</b>			
Driver lumbar	Manual driver seat lumbar		
<b>Front Seat Trim</b>			
* Front seat upholstery	Cloth front seat upholstery	* Front seatback upholstery	Cloth front seatback upholstery
<b>Interior Accents</b>			
Interior accents	Chrome interior accents		
<b>Gearshifter Material</b>			
Gearshifter material	Urethane gear shifter material		

**Entertainment Features**

<b>LCD Displays</b>			
Primary touchscreen display	Primary touchscreen display	Number of first-row LCD displays	2 total number of 1st row displays
LCD primary display size	8 inch primary LCD display		
<b>Radio Features</b>			
External memory control	SYNC 4 external memory	Seek scan	Seek scan
<b>Speakers</b>			
Speakers	Standard grade speakers	Speakers number	4

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## Selected Equip & Specs (cont'd)

### Audio Features

Steering mounted audio control	Steering wheel mounted audio controls	Speed sensitive volume	Speed sensitive volume
Voice activated audio	SYNC 4 voice activated audio controls	Wireless streaming	Bluetooth wireless audio streaming

## Lighting, Visibility and Instrumentation

### Instrumentation

Trip odometer	Trip odometer	Instrumentation display	Digital/analog instrumentation display
Configurable instrumentation gauges	Configurable instrumentation gauges		

### Instrumentation Displays

Temperature display	Exterior temperature display	Driver information center	Driver information center
Clock	In-radio display clock	Compass	Compass

### Instrumentation Gauges

Tachometer	Tachometer	Oil pressure gauge	Oil pressure gauge
Transmission temperature gauge	Transmission fluid temperature gauge	Engine/electric motor temperature gauge	Engine/electric motor temperature gauge
Gauge cluster display size (inches)	4.20	Engine hour meter	Engine hour meter

### Instrumentation Warnings

Engine temperature warning	Engine temperature warning	Oil pressure warning	Oil pressure warning
Low fuel warning	Low fuel warning	Low brake fluid warning	Low brake fluid warning
Battery charge warning	Battery charge warning	Headlights on reminder	Headlights on reminder
Key in vehicle warning	Key in vehicle warning	Door ajar warning	Door ajar warning
Service interval warning	Service interval indicator	Low tire pressure warning	Tire specific low air pressure warning

### Glass

Tinted windows	Light tinted windows
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### Headlights

Headlights	Halogen headlights	Headlight type	Aero-composite headlights
Auto headlights	Autolamp auto on/off headlight control	Multiple headlights	Multiple enclosed headlights
Delay off headlights	Delay-off headlights	DRL preference setting	DRL preference setting

### Front Windshield

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**Selected Equip & Specs (cont'd)**

Wipers Variable intermittent front windshield wipers

*Interior Lighting*

Illuminated entry Illuminated entry

Variable panel light Variable instrument panel light

Front reading lights Front reading lights

Rear reading lights Rear reading lights

*Lights*

Running lights Daytime running lights

Interior courtesy lights Fade interior courtesy lights

High mount stop light High mounted center stop light

Pickup box cargo light Pickup box cargo light

Perimeter approach lighting Remote activated perimeter approach lighting

**Technology and Telematics**

*Connectivity*

Handsfree SYNC 4 handsfree wireless device connectivity

Smart device integration Smart device wireless mirroring

Emergency SOS SYNC 4 911 Assist emergency SOS system via mobile device

*Internet Access*

Internet access FordPass Connect 5G mobile hotspot internet access

*USB Ports*

USB ports 2 USB ports

**Safety and Security**

*Airbags*

Front impact airbag driver Driver front impact airbag

Number of airbags 6 airbags

Front impact airbag passenger Passenger front impact airbag

Front side impact airbag driver Seat mounted side impact driver airbag

Front side impact airbag passenger Seat mounted side impact front passenger airbag

Overhead airbags Safety Canopy System curtain first and second-row overhead airbags

*Seatbelts*

3-point seatbelt Rear seat center 3-point seatbelt

Height adjustable seatbelts Front height adjustable seatbelts

*Security System*

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### Selected Equip & Specs (cont'd)

Immobilizer      SecuriLock immobilizer      Remote panic alarm      Remote panic alarm

#### *Cameras*

Rear camera      Rear mounted camera

#### *Traction Control*

Electronic stability control      AdvanceTrac w/Roll  
Stability Control electronic stability control  
system with anti-roll

#### *Occupant Safety*

Child door locks      Manual rear child safety door  
locks





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Price Level: 425

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## Warranty

### Standard Warranty

#### *Basic Warranty*

Basic warranty

36 months/36,000 miles

#### *Powertrain Warranty*

Powertrain warranty

60 months/60,000 miles

#### *Corrosion Perforation*

Corrosion perforation warranty

60 months/unlimited

#### *Roadside Assistance Warranty*

Roadside warranty

60 months/60,000 miles



Reno County Solid Waste  
4015 W Clark Rd  
Hutchinson, KS 67501  
(620) 694-2586

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## Quote

### 2 CREW CAB PICKUPS

Reno County Solid Waste Department requests a quote on the following item. Please return the quote to the Reno County Landfill office by 9:00am on Friday February 16th. Please include pictures if available. If you have any questions please contact Megan Davidson or Gavin Graham at (620)694-2587.

#### VEHICLE PREFERENCES:

¾ Ton

4 Wheel Drive

Automatic Transmission

#### **Crew Cab**

White Preferred in Color but will take what is available

Gas Engine

6.5' Bed

Cloth Seats

Vinyl (Preferred) Carpet will work if that is all that is available

Tow Package

Tow Hooks

Cruise

Power Windows

Standard Equipment

No Extra Warranties

Trade In:

FOB RENO COUNTY SOLID WASTE

COMPANY NAME:

Midwest Superstore (Hutch)

SIGNATURE:

Troy PMA

316-312-0445

DATE:

2/14/2024

We do have 2 trade-ins to put towards the purchase of this vehicle. They can be seen at the Reno County Landfill. Please contact Megan Davidson or Gavin Graham at 620-694-2587 to schedule a time to see it.

Vehicle:

2017 Dodge ¾ Ton

VIN: 3C6TR5CT8HG563170

EQ# 402

2013 Ford F-250

VIN: 1FT7W2B67DEA3656

EQ# 385



## AGENDA ITEM

## **AGENDA ITEM #6.G**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Megan Davidson

**AGENDA TOPIC:**

Caterpillar Certified Powertrain Rebuild on #355 D8T Dozer SN#FMJC01096 from Foley Equipment Wichita, KS in the amount of \$596,370.14

**SUMMARY & BACKGROUND OF TOPIC:**

Certain pieces of Caterpillar (CAT) equipment are eligible for CAT Certified Powertrain (CPT) rebuilds when the hours of the machine reach a certain point in its life cycle. A dozer can be rebuilt two different times; the first being when the hour meter reaches 15,000 hours; and the second rebuild occurs when the total hour meter reaches 25,000. A CAT CPT rebuild offers a like-new machine with a like-new 3-year, 5000-hour powertrain and hydraulic warranty. Our #355 Dozer has a total of 14,526 hours.

The cost to purchase a new dozer is around \$1,100,000.00. Due to the amount that can be saved to rebuild verses buying a new piece of equipment, we prefer having the CAT CPT rebuilds done on eligible equipment instead of purchasing new.

**ALL OPTIONS:**

1. Approve the Certified Powertrain Rebuild (CPT) for #355 Dozer from Foley Equipment in the amount of \$596,370.14 which is in line with Solid Waste's CIP Equipment Replacement/Rebuild Plan
2. Postpone the Rebuild on the dozer to another year which could result in major equipment failures.
3. Purchase a new dozer to replace the D8T Dozer #355 (a new machine will be around \$1,100,000)

**RECOMMENDATION / REQUEST:**

Approved the Certified Rebuild on #355 Dozer from Foley Equipment in the amount of \$596,370.14

**POLICY / FISCAL IMPACT:**

This Purchase is part of the CIP Equipment Replacement plan in the solid waste budget. The funds will come out of the capital outlay equipment line item.



2/9/2024

Reno County Solid Waste  
attn.: Megan Davidson

Subject: D8T sn#FMC01096 Caterpillar Certified Power Train Rebuild

#355

**Caterpillar Certified Power Train Rebuild:**

Perform as per Caterpillar guidelines and address additional power train related concerns found on the inspection performed on 01/29/2024  
Inspection was done by Keith Backman & Scott Koehler

- \*Transport machine to and from Reno Co Landfill
- \*Clean machine
- \*Recondition engine
- \*reman starter, reman alternator, belt, engine mounts
- \*Replace ether valve, atomizer, and any plastic tubing
- \*Replace latches for engine air filter cover-one latch missing and others are weak
- \*Replace block heater
- \*Replace heat shields that go around the turbo and exhaust ducting
- \*Recondition clean emissions module with reman
- \*Recondition DEF system-manifold, pump, hoses, flush tank
- \*Recondition transmission & differentials
- \*Recondition power train pump with reman
- \*Recondition power train pump drive shaft-new couplings and hardware
- \*Replace power train cooler with reman
- \*Recondition drive shaft
- \*Recondition torque converter
- \*Recondition both final drives and brakes
- \*Recondition radiator-landfill fill core
- \*Clean and test after cooler core
- \*Recondition steering pump and motor with reman
- \*Recondition fan pump and motor with reman
- \*Recondition fan reversing valve
- \*Recondition transmission priority valve
- \*Recondition brake valve
- \*Replace all rubber power train hoses including fuel hoses
- \*Replace power train accumulator
- \*Replace all power train wiring, switches, sensors, and back up alarm
- \*Replace batteries, cables, and disconnect switch

**Plus items**

**Hydraulic**

- \*Replace all rubber hydraulic hoses

- \*Replace implement pump with reman
- \*Recondition main control valve
- \*Clean hydraulic oil cooler core
- \*Reseal hydraulic tank-replace sight glass, new filters
- \*Recondition implement pilot control valve
- \*Recondition pilot control manifold and replace pilot accumulator
- \*Recondition blade quick drop valve
- \*Recondition blade lift cylinders x 2-replace bearings in mounting caps
- \*Recondition blade tilt cylinder
- \*Recondition ripper lift cylinders x 2
- \*Recondition ripper tilt cylinders x 2
- \*Performed required power train and hydraulic required updates
- \*Machine has a working PL641-ensure it has latest software installed
- \*Reset hour meter to 0
- \*Test Machine

### **Wiring**

- \*Inner work light on left lift cylinder non op
- \*Replace ripper work light-bulb
- \*Under hood light on left engine bay door
- \*Replace all external wiring harnesses,
- \*External hour meter display in the compartment on the left fender

### **Cab**

- \*Replace seat, suspension, and seat belt
- \*Replace floor mat and headliner
- \*Replace left rear pillar felt
- \*Replace torn foam insulation behind operator seat
- \*Replace outer door handle for left cab door
- \*Reseal both cab doors
- \*Replace glass in both cab doors-both cracked
- \*Replace radio with Bluetooth
- \*Replace radio antenna on top of cab-broken
- \*Realign wiper arms on right cab door-they stop in the center of the window when off
- \*Replace all wiper blades and ensure window washers are operating
- \*Replace engine speed switch
- \*Replace rear view mirror above camera display-mirror cracked

### **Air Conditioner**

- \*Replace compressor, dryer, accumulator, and expansion valve
- \*Replace all rubber a/c and heater hoses
- \*Replace cab air filters
- \*Clean evaporator, heater, and condenser cores
- \*Replace condenser fans
- \*Reseal HVAC box

### **Frame/Body**

- \*Replace hard nose mounting pin and bushings
- \*Replace lift cylinder yoke bushings in hardnose
- \*Reseal engine bay doors and install missing prop rods
- \*Replace metal debris screen for left grill

- \*Install missing rubber molding around rear view mirror mounted to right lift cylinder
- \*Install missing hardware on right side of engine enclosure
- \*Free up plastic compartment knobs on left and right fenders

### **Undercarriage**

- \*Replace all undercarriage-track groups, rollers, idlers, and sprockets
- \*Replace all bolt on wear strips
- \*Replace major and minor bogies pins, replace rubber suspension pads
- \*Recondition equalizer bar with new pins and bushings
- \*Replace pivot shaft seals and bushings-including bar bushings in tractor frame
- \*Reseal track adjusters

### **Blade**

- \*Machine bores on backside of blade where push arm knuckles mount x 4 holes, replace pins
- \*Machine bores on backside of blade where stiff link and tilt cylinder pin x 4 holes, replace pins
- \*Replace all blade mounting pins and bushings in push arms and knuckles
- \*Machine bores where stiff link and tilt cylinder mount to push arms x 2 holes, replace pins
- \*Replace bushing in upper end of stiff link and tilt cylinder
- \*Replace push arm mounting trunnions, caps, and weld on end bearings
- \*Adjust lift cylinder ball stud mounts-plenty of shims left to tighten
- \*Replace cutting edges and hardware

### **Ripper**

- \*Ripper has loose joints where the cylinders and H-frame pin to the brackets, new pins

### **Miscellaneous**

- \*Machine is equipped with Multivac-replace hoses and wiring. Reseal valve
- \*Machine is equipped with Scan-Link personnel detect-currently working, leave as is

### **Paint**

- \*Paint and decal machine to factory scheme

**Guaranteed total price not to exceed for the CPT on this machine                    \$596,370.14**

**Warranty :**            *3 year 5000 hour power train & hydraulics warranty.*

**Start Date:**            *Apon approval of this quote, Foley will be able to start on this rebuild as soon as 03/20/2024*  
*Apon aproveal of this quote, parts will be preordered. After preordered parts have arrived the process will begin and will be concluded in 10 weeks from start date.*

**Rental machine:** *If a rental machine is needed you will receive a 30% discount on the rental for the duration of the rent of the machine*

**Thank you for considering Foley Equipment Company on this matter.**  
If you have any question please contact Keith Backman @ 620-786-0154



## AGENDA ITEM

## **AGENDA ITEM #6.H**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Megan Davidson

**AGENDA TOPIC:**

Caterpillar Certified Powertrain Rebuild on #343 826 Compactor SN#AWF00831 from Foley Equipment in Wichita, KS in the amount of \$252,761.23

**SUMMARY & BACKGROUND OF TOPIC:**

Certain pieces of Caterpillar (CAT) equipment are eligible for CAT Certified Powertrain (CPT) rebuilds when the hours of the machine reach a certain point in its life cycle. A compactor can be rebuilt two different times; the first being when the hour meter reaches 12,000 hours; and the second rebuild occurs when the total hour meter reaches 25,000. A CAT CPT rebuild offers a like-new machine with a like-new 3-year, 5000-hour powertrain and hydraulic warranty. Our #343 Compactor has a total of 9,591 hours when it was last operated. This machine caught fire last October 7, 2023 so it has been at Foley Equipment since then and extensive inspections have been done for an insurance claim.

The two quotes that have been attached are one for the estimated fire damage of the machine, and the other is the price of a complete rebuild of the machine which includes costs from the fire as well. The total of the CPT rebuild was reduced by the fire damage estimate that is where the total amount changed to the \$252,761.23. This machine will be able to be rebuilt one more time before the end of its life cycle is over. The fire damage quote is still under investigation with insurance companies and will be taken care of by the insurance company.

The cost to purchase a new compactor is between \$1,000,000-1,100,000. Due to the amount that can be saved to rebuild verses buying a new piece of equipment, we prefer having the CAT CPT rebuilds done on eligible equipment.

**ALL OPTIONS:**

1. Approve the Certified Powertrain Rebuild (CPT) for #343 Compactor from Foley Equipment in the amount of \$252,761.23 which is in line with Solid Waste's CIP Equipment Replacement/Rebuild Plan
2. Postpone the Rebuild on the compactor to another year (doing this will not repair the full machine from the fire. The only thing that will be replaced and rebuilt is what was damaged by the fire.)
3. Purchase a new compactor to replace the 826 Compactor #343 (a new machine will be anywhere from \$1,000,000-\$1,100,000)

**RECOMMENDATION / REQUEST:**

Approve the Certified Powertrain Rebuild on #343 Compactor from Foley Equipment in the amount of \$252,761.23

**POLICY / FISCAL IMPACT:**

This Purchase is part of the CIP Equipment Replacement plan in the solid waste budget. The funds will come out of the capital outlay equipment line item, and it is within the budget.





12/20/2023

Reno County Solid Waste Landfill  
attn.: Megan Davidson

Subject: 826H sn# AWF00831 trash compactor CPT - Caterpillar Certified Power Train Rebuild  
Hours on machine 9,591

**This CPT quote was put together by Keith Backman and Scott Kohler after our inspection of the machine.**

**Caterpillar Certified Power Train Rebuild:**

Items that done during a CPT are:

- \* *clean machine prior to start of rebuild*
- \* *recondition engine*
- \* *replace all motor and transmission mounts*
- \* *recondition both differentials*
- \* *recondition the rear axle osculation mounts*
- \* *recondition transmission and torque convertor*
- \* *recondition drive line with new u-joints, bolts and carrier bearing*
- \* *recondition cooling system to include new core, gaskets & hardware*
- \* *reconditioning of cooling fan pump and motor*
- \* *replace all engine pulleys, belts for radiator fan*
- \* *replace exhaust system with new*
- \* *replace alternator with reman*
- \* *replace starter with reman*
- \* *replace all rubber fuel supply, return lines, shut off valves and fill cap*
- \* *replace all new rubber intake hoses*
- \* *replace powertrain wiring harness's, (switches and sensors included)*
- \* *replace batteries, battery cables and master switch*
- \* *replace all power train related hoses*
- \* *replace implement pump with reman*
- \* *recondition sterring pumps*

**Plus items**

- \* *recondition of all hydraulic cylinders, sterring, blade lift*
- \* *recondition steering cylinder pins and bores*
- \* *replace all hydraulic hoses*
- \* *reseal hydraulic control valves*
- \* *recondition lift yoke as needed*
- \* *replace complete multi-vac system due to fire damage*
- \* *repair damage to left and right walk way decks*
- \* *repair damge to hand rails*

**Cab**

- \* clean up the cab and install new floor mat and head liner.
- \* new seat
- \* replace front windshield
- \* replace headliner
- \* replace cab air filters
- \* repair damage to back of cab due to fire damage

**Air Conditioning & Heating Systems**

- \* replace A/C compressor, dryer, accumulator and orifice tube
- \* replace heater water hoses & valves

**Wheels**

- \* repair left and right rear cleaner bars
- \* weld on new right front cleaner bar

**Paint & decals**

- \* paint machine Sand & prep machine for painting.  
Paint machine to original factory scheme.  
Apply original type machine decals  
and Certified Power Train decals.

\* install a Caterpillar issued sn. tag stating that a CPT has been performed

**Warranty :**      **3 year 5000 hour power train & hydraulic warranty**

This quote is based upon acceptance of Foley's standard terms and conditions.  
Prices quoted include the specific services listed and do not include freight , applicable taxes or additional services .  
Standard warranty applies unless otherwise noted .

*\*\*Estimation is based off of no failed components and good oil samples\*\**

**Total CPT + price                      \$597,231.20**

**Foley will Transport machine to and from Foley Equipment CPT shop from the Reno County Solid Waste landfill**

*- minus estimated fire damage*

**Thank you for considering Foley Equipment Company on this matter.**  
If you have any question please contact Keith Backman @ 620-786-0154



2/9/2024

Reno County Solid Waste Landfill  
attn.: Megan Davidson

Subject: 826H sn# AWF00831 trash compactor Burn damage quote  
Hours on machine 9,591

**This quote was put together by Keith Backman and Scott Kohler after our inspection of the machine and the fire damage.**

Items that were damaged were:

- \* *clean machine prior to start of rebuild*
- \* *recondition engine*
- \* *replace all motor and transmission mounts*
- \* *recondition transmission and torque convertor*
- \* *recondition cooling system to include new core, gaskets & hardware*
- \* *reconditioning of cooling fan pump and motor*
- \* *replace all engine pulleys, belts for radiator fan*
- \* *replace exhaust system with new*
- \* *replace alternator with reman*
- \* *replace starter with reman*
- \* *replace all rubber fuel supply, return lines, shut off valves and fill cap*
- \* *replace all new rubber intake hoses*
- \* *replace powertrain wiring harness's, (switches and sensors included)*
- \* *replace batteries, battery cables and master switch*
- \* *replace all power train related hoses*
- \* *replace implement pump with reman*
- \* *recondition steering pumps*
- \* *replace damaged hydraulic hoses*
- \* *replace complete multi-vac system due to fire damage*
- \* *clean up the cab and install new floor mat and head liner and back window.*
- \* *replace cab air filters*
- \* *repair damage to back of cab due to fire damage*
- \* *replace A/C compressor, dryer, accumulator and orifice tube*
- \* *replace heater water hoses & valves*
- \* *repair damage to rear radiator guard and radiator guarding*
- \* *recondition cab*

**Paint & decals**

- \* *paint machine* Sand & prep machine for painting for fire damage  
Paint machine to original factory scheme.  
Apply original type machine decals

**Warranty :**      **1 year parts warranty**

This quote is based upon acceptance of Foley's standard terms and conditions.  
Prices quoted include the specific services listed and do not include  
freight , applicable taxes or additional services .  
Standard warranty applies unless otherwise noted .

*\*\*Estimation is based off of no failed components and good oil samples\*\**

**Total price**                      **344.469.97**

**Thank you for considering Foley Equipment Company on this matter.**  
If you have any question please contact Keith Backman @ 620-786-0154



## AGENDA ITEM

## **AGENDA ITEM #6.I**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Megan Davidson

**AGENDA TOPIC:**

Replace and install a new Undercarriage on #356 D8T CAT Dozer in the amount of \$98,234.38 by Foley Equipment, Wichita, KS

**SUMMARY & BACKGROUND OF TOPIC:**

There are two main pieces of equipment that are vital to the landfill. One of them is the Dozer. It has a daily job of pushing the trash and or construction demo debris onto the lift for the compactors to then compact the waste as much as they can to save space in the landfill with time the undercarriages of these machines wear down and need replaced. A Certified Foley Representative comes out every quarter and measures the undercarriages and wheels on the machines to see how the machines are wearing on the parts in the undercarriage or the wheel tips on a compactor. Depending on the usage of the machine and how much the machine is utilized this can affect when these parts needs replaced.

This dozer has been used more in the past 5 months since the 826 compactor caught fire back in October. On a replacement of the undercarriage this particular machine is not going into the shop to be repaired as the technician will perform the job in the field due to equipment restraints the landfill has faced with down equipment in the shop. The parts that will be replaced are the new rails, new shoes, new idlers. new lower roller, and new sprocket segments on both sides of the machine.

**ALL OPTIONS:**

1. Approve the replacement of the undercarriage in the amount of \$98,234.38 which is in the 2024 CIP Budget
2. Hold off on repairing the undercarriage another year (this will only cost the county more in repairs later on)

**RECOMMENDATION / REQUEST:**

Approve the replacement of the undercarriage on #356 D8T Dozer in the amount of \$98,234.38 by Foley Equipment.

**POLICY / FISCAL IMPACT:**

This is part of the Capitol Replacement Plan for solid waste budget. The funds will come out of the capitol outlay equipment line item.



Quote Number :Q1001511-01 Quote Date :2024-02-09
Prepared By :KEITH BACKMAN Valid Until :2024-03-10

We are pleased to provide the following quotation for the services identified below

Thank you for the opportunity to quote the replacement of the undercarriage on your D8T.

PREPARED FOR

Customer Name :RENO COUNTY SOLID WASTE
DEPT
Address :
4015 W CLARK RD
HUTCHINSON 67501-9031

Make Model Serial Number Unit Number
Cat D8T-21A 0AW400765 356

Explanation of Type:

"Est." amounts may be more or less than your final invoice.
"Time & Material" items will be billed at the actual price of the time, parts and miscellaneous charges.
"Firm" Parts Labor Misc items are firm priced and will be invoiced at that price.

This quote covers the travel to and from the landfill to replace the rails, shoes, idlers, lower rollers, and sprockets with hardware.

WORK TO BE PERFORMED

Table with 4 columns: Segment, Description, Type, Amount. Rows include 02 TRAVEL TO/FROM MACHINE, 03 REMOVE BLADE, 04 REMOVE & INSTALL UNDERCARRIAGE, 08 REMOVE & INSTALL TRACK SHOE BOTH SIDES, 09 REMOVE & INSTALL SPROCKET SEGMENT TRACKS OFF MACHINE BOTH SIDES. Totals: Firm Price Items 15,918.26, Estimated Items 82,316.12, Total 98,234.38

This quote is based upon acceptance of Foley's standard terms and conditions.





Prices quoted include the specific services listed and do not include freight, applicable taxes or additional services. Standard warranty applies unless otherwise noted.

This quote does to include replacing the track frame pivots, bogie pins and bushings or reconditioning the equalizer bar. It also does not cover any unforeseen worn or damaged parts found during the replacement of the undercarriage or anything added to the job by the customer.

**Your dealer contact:**  
KEITH BACKMAN  
Product Support Rep  
Phone: 620-792-5246  
Cell: 620-786-0154  
E-mail: krbackman@foleyeq.com

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer Email: \_\_\_\_\_ Purchase Order: \_\_\_\_\_





## AGENDA ITEM

## **AGENDA ITEM #6.J**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Harlen Depew, Maintenance Director

**AGENDA TOPIC:**

Ward Davis Builders Change Order #1 Courthouse Renovation project in the amount of \$24,756.00

**SUMMARY & BACKGROUND OF TOPIC:**

This change order includes several cost items encountered during the project up to this point. It was reviewed in detail at the last Commission Meeting in January 2024. This formal document is now ready for approval.

**ALL OPTIONS:**

1. Approve the Change Order
2. Deny the Change Order

**RECOMMENDATION / REQUEST:**

Approve Change Order #1

**POLICY / FISCAL IMPACT:**

This change order increases the contract total by \$24,756.00 and will be paid from funds allocated for this project.





# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*

Reno County Courthouse  
Space Utilization Study  
206 W. 1<sup>st</sup> Avenue  
Hutchinson, KS 67501

Architect's Project 19139R22001

**CONTRACT INFORMATION:**

Contract For: General Construction

Date: March 7, 2023

**CHANGE ORDER INFORMATION:**

Change Order Number: 001

Date: January 23, 2024

**OWNER:** *(Name and address)*

Reno County Board of Commissioners  
206 W. 1<sup>st</sup> Avenue  
Hutchinson, KS 67501

**ARCHITECT:** *(Name and address)*

GLMV Architecture, Inc.  
1525 E. Douglas  
Wichita, KS 67211

**CONTRACTOR:** *(Name and address)*

Ward Davis Builders, Inc.  
1021 N. Main, Suite C  
Hutchinson, KS 67501

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

The following additions are per attached Change Request 2, dated January 14, 2024:

Proposed Change 2.1 – 1st Floor Electrical Closet 112A Addition	\$ 1,396
Proposed Change 2.2 – HVAC Curbs	9,997
Proposed Change 2.3 – Witness 305, Doors 401A and 404B, 3rd Closet, 5th Floor, Electrical Closet 501	0
Proposed Change 2.4 – Structural Steel Beams	0
Proposed Change 2.5 – 5th Floor West Abatement	7,200
Proposed Change 2.6 – 5th Floor Door 512 and Wall in 510	0
Proposed Change 2.7 – 1st Floor Cabinets	5,140
Proposed Change 2.8 – 5th Floor Electrical Heater, Extra Outlets, Stair Wiring	1,023

TOTAL ADD

\$24,756

The original Contract Sum was	\$ 1,807,025.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,807,025.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 24,756.00
The new Contract Sum including this Change Order will be	\$ 1,831,781.00

The Contract Time will be increased by sixty-two (62) days.

The new date of Substantial Completion will be April 16, 2024

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

GLMV Architecture, Inc.

**ARCHITECT** *(Firm name)*

*Bradley Doeden*

**SIGNATURE**

Bradley Doeden, AIA, LEED AP  
Community Division Lead, Operations

**PRINTED NAME AND TITLE**

January 23, 2024

**DATE**

Ward Davis Builders, Inc.

**CONTRACTOR** *(Firm name)*

*Ward Davis*

**SIGNATURE**

Ward Davis  
Pres.

**PRINTED NAME AND TITLE**

2/9/2024

**DATE**

Reno County Board of Commissioners

**OWNER** *(Firm name)*

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**

**Ward  
Davis  
Builders Inc.**

1021 N Main STE C  
Hutchinson, KS  
620-474-8130  
[www.warddavisbuilders.com](http://www.warddavisbuilders.com)

Date: 1/14/24  
Client: Reno County  
Project: Space Utilization

**Change Request #2**

**Item 2.1  
Reorientation of 1<sup>st</sup> floor electrical closet 112A**

Location - 1st Floor Rooms 112A, 112 and 113

Description – Plan indicated door to open into 113, Owner requested change to open door into 112

Scope of work:

- The electrical panel, by code, needs to be mounted opposite the door. The panel and about 6 conduits were already installed. The conduit needed to be replaced to run into panel on alternate wall. The panel was physically removed and remounted on north wall.
  - Add \$ 963
- The metal stud wall had been installed and required reframing at alternate location.
  - Add \$ 433
- Delays in work progress - negligible
- Bond included
- All applicable sales tax is excluded with P.E.C.

Pricing Change request 2.1 \$ 1,396.00

**Schedule request – None**

## Item 2.2

### Roof Curbs

Location – 5<sup>th</sup> East Roof Top Units Curbs

Description – 5 ea roof curbs needed to be increased in size due to added roof insulation thickness and orientation of concrete roof joists

Scope of work:

- Add curb height and size. Custom size to accommodate insulation up to 13” as installed in new roof replacement and to accommodate narrow concrete joists placement as indicated in RFI 108
- Delays in work progress – significant, but will not request more time if 4/5 stair steel time is extended.
- Bond included
- All applicable sales tax is excluded with P.E.C.

### Pricing

- Kruse Labor	\$ 1,940
- Kruse/BCS curbs – 5 ea	\$ 4,630
- Kruse OH&P	\$ 1,018
- WDB Labor and supplied to cut and remove foam	\$ 440
- WDB – containers for debris on roof, crane to lower Containers of foam and landfill fees	\$ 440
- Electrical conduits in roof deck concrete- location not available for plans. Electricians x 2 – 2 hours to trace and truncate live wiring in original concrete slab	\$ 400
- Subtotal	\$ 8,868
- GC OH&P 10%	\$ 886
- Bond 2.5%	\$ 243

**Total Change request #2.2**

**\$ 9,997.00**

Schedule request – None

### **Item 2.3**

Per emailed change request on June 29 and email responses on July 5 and Sept 27.

#### **Item 2.3.1**

##### **3rd Floor Ceiling in Witness 305**

- Reference RFI 104

- Plan E303 shows lighting in drop ceiling, Plan A 113 indicates altering ceiling heights of hard ceiling. We are removing ceiling for beam install, as well as wider for temporary support and beam install. The ceiling surfaces are all different textures and would require boxed soffits at changes in ceilings, patch for lighting fixture removals, patch at closet, patch at new lighting connections and for neutral wiring upgrades.

- Scope:

- o Remove plaster ceiling
- o Eliminate steel beams which supports plaster
- o Replace existing fluorescent fixtures, which contain obsolete lense covers, with LED fixtures per plan E305
- o Numerous holes in ceiling would be required to extend neutral wires to existing lights
- o Remove wood stud walls separating existing rooms within 305
- o Flooring per original plan
- o Install APC ceiling in Witness 305 same as other rooms on finish schedule

#### **Item 2.3.2**

##### **4rth Floor doors 404 A & B**

- Door 404 B can remain at its present location
- Only Door 404A needs to move south to avoid swing conflict with 404B
- There is an additional 17" on the south of the hallway that is shown as a chase, but chase is not present.
- As the 404A is moved to a corner, less of the room is obstructed as opposed to being closer to the middle of a wall.
- The wall separating the existing entry and planned location will remain in place as the ceilings are at different elevations along with this wall supporting the plaster ceilings.
- In the CASA side of door 404B they have filing and storage cabinets, they would lose additional storage along this south wall without any gain otherwise in this space when moving 404B.
- This will allow needed additional space at landing of stairs

#### **Item 2.3.3**

3rd Closet with post

- This closet had a concrete ceiling at the lid. We would like to put APC back in this closet to allow for maintenance access to lighting, wiring, data and alarm cabling that is currently in accessible in this plenum.

#### **Item 2.3.4**

5th Floor

- Wall between 513 and 514 will be deleted

o Ceiling grid layout and light orientation is different between rooms and request Architects input to reconfigure lighting fixture locations

### **Item 2.3.5**

- Electrical closet 501 - reorient counter clockwise to west wall of 500 Waiting
  - o Reference ASI 1
    - Same doors that will now open to the East.
    - o The A114 ceiling plan and E 305 lighting plan do not coincide with layout.
    - o This is needed since there is a structural concrete beam above the north wall of plan 501. The electrical panels are fed in and out of top of panels and conflict with beam .
    - o Change the wall on the south elevation of 514 from hat channel fur to 3 5/8" metal stud wall to allow for electrical circuits which can not run plenum to plenum due to concrete beam .

### **Item 2.3 change amount – \$ zero**

Schedule impact – zero additional days requested.

### **Item 2.4**

#### **Structural Steel redesign schedule impact**

The 4/5 stair structural steel was in need of redesign once the plaster and surfaces were removed. The north/south beams were increased in girth to accommodate the needed connections to the main beams.

- This steel increase was offset
- This steel was on the schedule critical path, therefore, the succeeding 5<sup>th</sup> floor work was delayed.
- We are requesting only a portion of the time from the point at which the connection detail was recognized to when the update was actually approved for production.

Cost impact - \$ zero

Schedule impact – 55 calendar days.

### **Item 2.5**

5<sup>th</sup> floor west DA floor mastic removal

- The existing flooring and mastic adhesive was tested, and contained asbestos beyond the safe limit for working and handling.
- The existing floor tile contained asbestos and were not adhered well. This precludes the encapsulation of the suspect tile. If they were adhered well and structural sound, we could have encapsulated, but they were loose.
- This in turn exposed the laden adhesive which needs to be removed for proper adhesion of new flooring.

Item 2.5 cost impact - \$ 7,200

Schedule impact – 7 days. This item is on critical path since it comes after the 5<sup>th</sup> floor remodel.

### **Item 2.6**

5th floor 512 door and 510 wall

- Owner requested removal of door 512 since this was a 2<sup>nd</sup> door in to this space after the 512/513 wall was removed.
- Owner requested wall 510/512 to be subsequently moved to allow for more storage space in 512/513.
- Special order door and frame have already been delivered to site and will remain with Owner.

Item 2.6 cost - \$ zero

Schedule impact – zero days.

### **Item 2.7**

Additional cabinets in 106 break room

- Owner requests to add upper and lower cabinets with counter top in Break 106 between the column and west toward glass door.

Item 2.7 Costs \$ 5,140

Schedule - Within time frame of other request here within.

### **Item 2.8**

5<sup>th</sup> Electrical heater, extra outlets and stair wiring

- Eliminate wall electric heater at 510
  - There is already a radiant heater at the landing of this stair. This unit will be a redundant heater and long term unneeded maint item.
  - The heater is open box on site and will remain with county Maint.
  - Wiring is in place
- Add additional outlets and data in 516 and 500 per Owners request
- Rework in concrete conduit, wiring and lighting for 4<sup>th</sup> floor stairs
  - The existing conduit was in floor at unknown location. This existing conduit ran across the stair opening.
  - Relocate conduit runs and wiring to feed 4<sup>th</sup> floor stair lights and old bathroom lights.

Item 2.8 costs - \$ 1,023.00

Schedule - none

Original contract value	\$1,807,025.00
Proposed Change # 2.1 - 1 <sup>st</sup> Elec closet 112A add	\$ 1,396.00
Proposed Change # 2.2 – HVAC Curbs	\$ 9,997.00
Proposed Change # 2.3 – Witness Ceiling, 4rth ...	\$ -0-
Proposed Change # 2.4 – Structural Steel beams	\$ -0-
Proposed Change # 2.5 – 5 <sup>th</sup> West Floor abatement	\$ 7,200.00
Proposed Change # 2.6 – 5 <sup>th</sup> floor 512 door and wall	\$ -0-
Proposed Change # 2.7 – 1 <sup>st</sup> floor cabinets	\$ 5,140.00
Proposed Change # 2.8 – 5 <sup>th</sup> Elec	\$ 1,023.00
Total contract value upon acceptance of CO # 2	<u>\$1,831,781.00</u>

### Schedule impact

- Original substantial completion
  - Per contract – substantial completion 365 days – March 15, 2024
  - Per Notice to Proceed – Substantial Completion Feb 14, 2024 and Substantial Completion of March 15, 2024
- Requested changes
  - For Stair Structural Steel at Stairs 55 calendar days
  - For Mastic abatement on 5<sup>th</sup> West 7 calendar days
- Proposed Substantial completion
  - Final completion April 16 2024
  - Final completion May 16, 2024
- Item affecting remaining schedule
  - Flooring on 5<sup>th</sup> West DA
    - Need to work around relocation
  - Flooring in 1<sup>st</sup> open work area
    - Storage boxes need to relocate from 1<sup>st</sup> to 5<sup>th</sup> East after completion
    - More relocation of fixtures on 1<sup>st</sup> open work area.

*Ward J Davis*

Ward Davis

Pres

Ward Davis Builders

Owner Representative



## AGENDA ITEM

## **AGENDA ITEM #6.K**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Travis Vogt, Fire Administrator

**AGENDA TOPIC:**

Approval of Standard Operating Policy and Procedures for the Reno County Fire Districts.

[Associated SOP documents](#)

**SUMMARY & BACKGROUND OF TOPIC:**

The BOCC approved ARPA funds to allow the rural fire districts to purchase a standardized policy and procedure platform from Lexipol. These policy and procedures were created by Lexipol, then reviewed and edited by the Fire Administrator, a Fire District Chief, the Emergency Management Director, and County Counselor. By moving to this platform, it will allow the 8 rural fire districts to all operate under the same policy and procedure manual to ensure that each district is operating at scenes the same way. This is a big step towards standardizing the 8 fire districts.

**ALL OPTIONS:**

1. Approve the policy and procedure manual from Lexipol for the Reno County Fire Districts.
2. Deny the approval.

**RECOMMENDATION / REQUEST:**

Approve the standard operating policy and procedures from Lexipol for the Reno County Fire Districts.

**POLICY / FISCAL IMPACT:**

The implementation of this manual was funded with ARPA funds.





## AGENDA ITEM

## **AGENDA ITEM #6.L**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Adam Weishaar, Emergency Management Director

**AGENDA TOPIC:**

Reappoint Emergency Management Director, Adam Weishaar to the South Central Kansas Homeland Security Council as Reno County's representative effective 2/28/2024 through 12/31/2026.

**SUMMARY & BACKGROUND OF TOPIC:**

Adam Weishaar has represented Reno County on the South-Central Kansas Homeland Security Council since 2016. Attached are a copy of the by-laws.

In addition to representing Reno County, Adam has served as the Vice Chairman of the South-Central Homeland Security Council since 2017 and the current term will expire in 2026.

**ALL OPTIONS:**

1. Approve the reappointment
2. Appoint a different member of the county's staff.

**RECOMMENDATION / REQUEST:**

Approval

# **SOUTH CENTRAL KANSAS REGIONAL HOMELAND SECURITY COUNCIL**

## **BYLAWS**

### **ARTICLE I NAME AND PRINCIPAL OFFICE**

**Section 1. Name.** The name of the entity shall be the **South Central Kansas Regional Homeland Security Council**, hereinafter referred to as the “**Council .**”

**Section 2. Principal Address.** The official address shall be the location of the Regional Council Chairperson or Vice-Chairperson

### **ARTICLE II MISSION STATEMENT**

*The South Central Region will continue to support statewide all-hazard preparedness while reducing vulnerabilities. The South Central Region will accomplish this by building capabilities, and developing comprehensive strategies in partnership with other government agencies and the private sector.*

#### ***VISION***

*South Central Region citizens and critical infrastructure partners will be served by the appropriate levels of preparedness measures with respect to any real or potential hazard. This will be accomplished by managing emergencies through a unified homeland security structure that will protect against today’s threats and address the unknown threats of the future.*

#### ***FOCUS***

*South Central Region’s security strategy provides the foundation for meeting the State’s vision by focusing on the following key areas of all hazard preparedness:*

***Protection***-*The protection phase, also known as prevention, includes actions taken to avoid an incident or stopping an incident from occurring.*

***Preparedness***- *involves a continuous cycle of planning, training, equipping, educating, exercising, evaluating, and taking action to correct and mitigate.*

***Mitigation*** – *identify and protect critical infrastructure assets while improving the ability of state and local agencies to gather, analyze, and share information about all hazard activity.*

***Response*** – *identify and close existing gaps in basic emergency response capabilities as well as ensure effective coordination of emergency response to all hazards.*

***Recovery*** – *put plans and resources in place to enable an effective recovery from natural and/or manmade hazards for both public and private entities.*

#### **PURPOSE**

The purpose of the council drives the requirements for membership.

The initial task for the council will be to examine current & future response capabilities on a regional level and measure those against the desired (required) core capabilities outlined under the Homeland Security Presidential Directive – 8.

From this analysis, the council will identify priorities for improvement and recommend projects for funding.

- A. Carry out the intent and purpose of the State Homeland Security Program Grants and other council tasks which involve the first responders of the 19 county area of South Central Kansas that includes Barber, Barton, Butler, Cowley, Comanche, Edwards, Harper, Harvey, Kingman, Kiowa, Marion, McPherson, Pawnee, Pratt, Reno, Rice, Sedgwick, Stafford, Sumner and the combined population of nearly 1 million citizens of Kansas.
- B. Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the nineteen counties in the south central region.

### **ARTICLE III COORDINATION AND DUTIES**

**Section 1. Coordination.** To coordinate the South Central Region’s all hazards planning for emergencies.

**Section 2. Duties.** The duties of the Council shall include:

- A. Develop and support sub-committees to coordinate specific regional projects, i.e. exercises, training, planning.
- B. Recommend guidelines to the various agencies and counties that will help coordinate South Central Regional activities.

### **ARTICLE IV CALENDAR YEAR**

The fiscal year of the Council shall coincide with the Calendar year, January 1 to December 31.

### **ARTICLE V COUNCIL MEMBERS**

**Section 1. Composition.** Two guiding principles for populating the council are representation of functional disciplines and local governments.

The Council shall consist of 41 members. Each of the 19 Counties of the South Central Region shall be represented by one member appointed by the Board of County Commissioners of that county.

In addition, functional disciplines shall have representation as noted below. All appointed council members are voting members and represent the cities, counties, and functional disciplines of the entire region as appointed. Members of functional disciplines may also serve as the representative of the county or city in which they live, if designated by a County or Class One City.

In the absence of a member, a proxy may be designated to represent them, upon notification by written or electronic (email) notice to the Chairperson and/or Vice-Chairperson prior to each meeting.

A. Functional Disciplines include:

- (2) Fire Service, appointed by the
  - 1 Kansas Association of Fire Chiefs
  - 1 Kansas Association of Fire Firefighters
- (2) Law Enforcement, appointment by
  - 1 Kansas Police Chiefs Association
  - 1 Kansas Sheriffs Association
- (2) Emergency Management, appointed by KEMA
- (2) Emergency Medical Services, appointed by the Region III EMS Council
- (2) Public Health, appointed by
  - 1 Kansas Association of Local Health Dept's
  - 1 Subject matter in environmental health appointed by the Kansas Environmental Health Association
- (1) Hospital Representative, appointed by the Kansas Hospital Association
- (1) Physician from the region, appointed by the Kansas Medical Society
- (1) Public Works Representative, appointed by the Kansas Highway Association, District Five
- (2) Public Safety Communications, appointed by
  - 1 Kansas Chapter of APCO
  - 1 Kansas 911 Coordinating Council
- (2) Members at large, appointed by the regional council may consist of
  - (1) with agricultural background, preferably a veterinarian
  - (1) representing a volunteer/non-profit organization
- (1) Member appointment by the Regional Forensic Science Center

B. Each city of the first class governing body may designate one representative to the council who has voting rights. Class One cities in the South Central Region are Wichita, Hutchinson, Newton, & Derby.

**Section 2. Selection.** All members of the Council shall become so by virtue of their appointment by the representation of the counties/cities/functional disciplines. When vacancies occur, notice shall be given to the Council. After a resignation has been accepted a replacement member shall be chosen by the discipline or county/city the member represented.

**Section 3. Term.** The Council members shall serve a minimum of two years though eligible for consecutive terms.

**Section 4. Meetings.** The Council shall hold at least one (1) regular meeting every three (3) months unless sooner convened by the Chairperson, Vice-Chairperson or any five (5) members. Meetings shall be at the time and place as called by the Chairperson, Vice-Chairperson or any five (5) members upon five (5) days written notice unless such notice is waived by all members. Notices shall state time and place of the meeting but need not state purpose. Any vote by a majority of the members present shall be the act of all the Council members.

- A. Ten (10) voting members of the Council participating in any meeting of the Council shall constitute a quorum. Voting members do not have to be physically present at the meeting to vote if they have given, consistent with Article V, Section I of these bylaws, their proxy vote to a non-voting representative at the meeting. Any voting member shall have no more than one vote. Participation via electronic means such as telephone, video or web conferencing shall not constitute participation for purposes of voting and establishing a quorum except as provided in Article V, Section 4, B. Any vote by a majority of the quorum shall be the act of all the Council members.
- B. At the discretion of the Council Chairperson, and only in rare circumstances:
  - 1. Webinars/teleconferences may be used to conduct meetings of the council
  - 2. Matters may be submitted to the voting members by electronic means via email for consideration. In the case of electronic voting, voting members will have up to three (3) business days to respond. Proxy votes are not allowed. Any vote by a majority of the voting members shall be the act of all Council members.
- C. In case of a tie, the chairperson will be the tie breaking vote. If a member is representing both a functional discipline and County/City, they only have one vote.
- D. Absences from meeting. If a council member is absent from three (3) consecutive meetings or an any regular four (4) meetings in a calendar year the position shall be considered vacant. A Attendance by a proxy constitutes presence of a council member. The council chair will notify that member's appointing agency and/or function recommend that a new member be appointed to represent that agency/or function.
- E. Non-council meeting attendees. Non-council meeting attendees may participate in any council meeting and serve on council established committees but, they may not vote on any matters that come before the council.

**Section 5. Procedures.** Agendas for the regular meetings will be prepared and distributed to the Council prior to each meeting whenever possible.

## **ARTICLE VI OFFICERS**

**Section 1. Number and Type.** Officers of the Council shall initially consist of a Chairperson, Vice-Chairperson, and a Secretary.

**Section 2. Term.** Officers shall serve for two years, though eligible to run for consecutive terms without limits.

**Section 3. Elections.**

Election of officers shall be made by the Council membership at the last regular meeting of the officers' terms. The Chairperson term will begin during January of the even years, and the Vice-Chairperson and the Secretary's term will begin during January of the even years. The election process will include a request for

nominations, open discussion and the election will be by a simple majority of those voting shall elect the officer or officers.

**Section 4. Vacancies.** Officer vacancies due to termination or resignation shall be filled by a majority vote of the Council present; the newly elected officer shall serve in that office for the remainder of the term.

**Section 5. Duties.** Duties of the officers shall be as follows:

1. The Chairperson shall preside at all meetings of the Council. The Chairperson shall perform other duties designated by the Council. The Chairperson shall prepare agendas with input from the Regional Coordinator and notices and answering correspondence as directed. The Chairperson shall serve as the official spokesperson for the Council.
2. The Vice-Chairperson shall perform such duties as the Chairperson and/or the Council may designate. In the absence of the Chairperson, the Vice-Chairperson shall perform the Chairperson’s duties.
3. The Secretary shall be responsible for maintaining the minutes of all meetings. In the absence of a secretary the vice chair or chairpersons appointee shall.
4. The executive board will consist of the Council Chairperson, Vice Chairperson, Secretary, Regional Coordinator, and Fiscal Agent. Their duties include organizing, facilitating and reporting any administrative issues to the membership as well as consulting and communicating with project managers regarding money movement.

**ARTICLE VII  
AMENDMENTS**

**Section 1.** Council members shall be given five (5) days written or electronic (email) notice prior to any vote amending these Bylaws.

**Section 2.** Amendments to these Bylaws shall take effect when they have been approved by no fewer than two-thirds of the Council members present at meetings of which notice was properly given.

ADOPTED by the South Central Kansas Regional Homeland Security Council

this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary or Vice Chair



## County Commission

Courthouse  
206 W. 1<sup>st</sup> Avenue  
Hutchinson, Ks 67501

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February 28, 2024

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

Dear Mr. Klein:

The Reno County Commissioners have re-appointed Adam Weishaar to serve as Reno County's representative on the South-Central Regional Homeland Security Council beginning February 28, 2024, through December 31, 2026.

Sincerely,

---

Randy Parks  
Chairman, Reno County Commission



## AGENDA ITEM

## **AGENDA ITEM #6.M**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Adam Weishaar, Emergency Management Director

**AGENDA TOPIC:**

Approve the updated Reno County Emergency Operations Plan (EOP) and the Chairman to sign the promulgation document.

**SUMMARY & BACKGROUND OF TOPIC:**

The County's Emergency Operations Plan is updated regularly to meet the Kansas Panning standards. Last year, the plan was sent to the State of Kansas to review. The state has reviewed and approved the plan; the next step is approval by the Board of County Commissioners.

To make the plan official, it must be promulgated by the Commission prior to April 1, 2024. Once approved, the plan will be valid until 2030

**ALL OPTIONS:**

1. Approve the plan.
2. Do not approve.

**RECOMMENDATION / REQUEST:**

Approve

**POLICY / FISCAL IMPACT:**

N/A





Adjutant General's Department

Kansas Division of Emergency Management

2800 SW Topeka Blvd.  
Topeka, KS 66611-1287

phone: 785-646-2000  
fax: 785-646-2001  
www.kansastag.gov

Brigadier General Michael T. Venerdi  
The Adjutant General and Director of Emergency  
Management & Homeland Security

Laura Kelly, Governor

**January 2, 2024**

Adam Weishaar, Director  
Reno County Emergency Management  
206 W 1st Ave  
Hutchinson, KS 67501

**Subject: Review of Reno County Emergency Operations Plan**

The purpose of this letter is to provide the status of the *Reno County Emergency Operations Plan* (EOP). In accordance with KSA 48-929(d), the Reno County EOP submitted to Kansas Division of Emergency Management (KDEM) is **Approved - Pending Adoption**. KDEM has determined that the Plan contains the basic planning considerations outlined within the Kansas Planning Standards.

The Plan has been reviewed and found compliant with the Kansas Planning Standards to include SARA Title III, ADA compliancy, and NIMS requirements. Approval does not however mean KDEM is endorsing or accepting responsibility for any operational component of the Plan.

Please note, a copy of your signed promulgation must be submitted to KDEM within 90 days to finalize this approval process. Prior to the expiration of this approved EOP in 83 months\*, Reno County will be required to update their plan to reflect the current *Kansas Planning Standards* then resubmit to KDEM for approval. Annual review requirements are the responsibility of Reno County.

County	Review Completed	Status	Date of Promulgation	Date of Plan Expiration
Reno	1/2/2024	Approved ( <b>Pending Adoption by County</b> )	TBD (required prior to April 1, 2024)	<b>12/31/2030*</b>

\*Determined using Homeland Security (HLS) region LEOP expiration cycle (Directive 2003)

If you have questions or concerns, please contact either of the KDEM LEOP Planners listed below.

Doug Cruce (785) 221-1152 or [doug.cruce@ks.gov](mailto:doug.cruce@ks.gov)  
John Stradal (785) 480-8824 or [john.stradal@ks.gov](mailto:john.stradal@ks.gov)

Sincerely,

**Dirk Christian** Digitally signed by Dirk Christian  
Date: 2024.01.02 14:31:46 -06'00'

Dirk Christian  
Planning and Mitigation Bureau Director  
Kansas Division of Emergency Management  
Email: [dirk.a.christian@ks.gov](mailto:dirk.a.christian@ks.gov)  
Office: (785) 646-2301

**RENO COUNTY  
EMERGENCY OPERATIONS PLAN  
(EOP)**

**DRAFT**

**NOTICE: This document may contain information pertaining to the deployment, mobilization, and tactical operations of Reno County in response to and recovery from emergencies and disasters.**

# Table of Contents

Highlight the words 'INSERT TABLE HERE' under this paragraph. Then in the "References" menu of Word, select "Insert Table of Contents" from the Table of Contents icon. Make any formatting changes in that screen, or click OK for the default format. Then select "Update Table" to update page numbers. Lastly, highlight and delete these instructions.

INSERT TABLE HERE

# I. INTRODUCTION

## A. GENERAL

Reno County is vulnerable to disasters. These disasters can affect the county in a variety of ways, necessitating immediate and sometimes long term assistance to meet the needs generated by them. This Emergency Operations Plan (EOP) serves as an overarching policy that considers the risk of disasters and establishes how the County mitigates against, prepares for, responds to, and recovers from them.

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, Reno County created this Emergency Operations Plan (EOP) and the Board of County Commissioners officially adopted it on Plan Not Yet Active.

The revised Reno County EOP is the product of a detailed and focused planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters, 3) incorporates plans, programs and policies that have emerged since the last revision of the EOP. The EOP establishes a framework through which the County may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and or general welfare of the residents and emergency workers of Reno County. The EOP provides guidance to Reno County officials as well as procedures, organization, and responsibilities which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

The EOP is operation oriented and addresses communication and warning systems; rapid deployment and pre-deployment resources; evacuation and shelter operations; post disaster response and recovery activities and clearly defines responsibilities of county, municipal, volunteer and other organizations through an Incident Management System/Emergency Support Function approach to planning and operations.

The EOP describes the basic strategies, assumptions and mechanics through which the County will mobilize resources and conduct activities to guide and support County Emergency Management efforts through prevention, preparedness, response, recovery and mitigation. To facilitate inter-government operations, the EOP adopts a functional approach that groups the type of assistance to be provided under each Emergency Support Function (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities in the functional area. In addition, other agencies with similar capabilities have been given support assignments to appropriate ESF(s). The ESF(s) serve as the primary operational mechanism through which County assistance is managed. Command staff and other General staff have been assigned to support the ESF(s). County assistance will be provided to impacted communities within the County under the overall authority of the Reno County Emergency Management, on behalf of the Board of County Commissioners.

In an effort to ensure that the revised EOP was strictly aligned with the State and National preparedness guidance, the Adjutant General's Office, Kansas Division of Emergency

Management and National Department of Homeland Security publications listed below were consulted and closely followed:

- National Preparedness Goal (September 2005)
- National Prevention Framework
- National Protection Framework
- National Mitigation Framework
- National Response Framework (October 2019)
- National Disaster Recovery Framework
- Comprehensive Preparedness Guide (CPG) 101 (November 2010)

## **B. PURPOSE**

The purpose of the Reno County Emergency Operations Plan is to establish a comprehensive framework for local government, non-profit/non-governmental organizations, private sector and residents to address prevention, preparation, response, recovery and mitigation of the effects of emergencies and disasters.

## **C. Scope**

This plan identifies when and under what conditions the application or activation of this plan is necessary.

The plan establishes fundamental policies strategies and assumptions for a County-wide program that is guided by the principles of the National Incident Management System. This EOP provides the following benefits to Reno County:

- A plan which addresses all hazards, all phases of emergency management, all impacts, and extending an opportunity to partner with all stakeholders.
- Establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery, and mitigation.
- Defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance
- Assigns specific functions to appropriate local governments and organizations as well as outlining methods to coordinate with the private sector, volunteer organizations, citizens, state and federal counterparts
- Identifies actions that County response and recovery organizations will take in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

- The EOP acknowledges the importance of flexibility regarding the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies
- The EOP also provides the basis to initiate long-term community recovery and mitigation activities
- The EOP outlines the procedures to facilitate delivery of immediate assistance, including direction and control of intrastate, interstate, and federal response and recovery assistance.
- The EOP addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters.
- Establishes the legal authority and organizational basis for disaster operations in Reno County.

## **D. Methodology**

The Reno County EOP was developed as a team effort consisting of the following agencies and organizations:

### **Federal**

Department of Homeland Security  
 Federal Emergency Management Agency  
 U.S. Environmental Protection Agency

### **State**

Adjutant General's Office, Kansas Division of Emergency Management  
 Adjutant General's Office, Kansas National Guard  
 Hutchinson Correctional Facility  
 Kansas Department of Agriculture  
 Kansas Department of Health and Environment  
 Kansas Department of Transportation  
 Kansas Department of Wildlife and Parks  
 Kansas Forestry Service  
 Kansas Highway Patrol  
 Kansas State Fire Marshal's Office  
 State EOC

### **County**

Board of County Commissioners  
 Reno County Administration  
 Reno County Dept of Aging and Transportation  
 Reno County Emergency Management  
 Reno County EMS  
 Reno County Extension Service  
 Reno County Fire District 3  
 Reno County Fire District 4  
 Reno County Fire District 6  
 Reno County Fire District 7

Reno County Fire District 8  
Reno County Fire District 9  
Reno County Health Department  
Reno County ICS  
Reno County Information Services  
Reno County LEPC  
Reno County Public Works  
Reno County Sheriff's Department  
Reno County Solid Waste  
Reno/Harvey Joint Fire District 2  
Reno/Kingman Joint Fire District 1

**City**

Buhler Police Department  
City of Abbyville  
City of Arlington  
City of Buhler  
City of Haven  
City of Hutchinson  
City of Langdon  
City of Nickerson  
City of Partridge  
City of Plevna  
City of Pretty Prairie  
City of South Hutchinson  
City of Sylvia  
City of The Highlands  
City of Turon  
City of Willowbrook  
Haven EMS  
Haven Police Department  
Hutchinson Fire Department  
Hutchinson Landmark Commission  
Hutchinson Police Department  
Hutchinson Public Works  
Hutchinson/Reno County Emergency Communications  
Nickerson EMS  
Pretty Prairie EMS  
South Hutchinson Fire Department  
South Hutchinson Police Department  
South Hutchinson Public Works  
Trail West EMS

**Private Sector**

AT and T  
Black Hills Energy  
BNSF Railway  
Century Link  
Cox Communications  
Davita Dialysis Center of Hutchinson  
Disability Supports

EagleMed  
Elliott Mortuary  
Enterprise Products  
Evergy  
Health Equip  
Horizons Mental Health  
Hutchinson Clinic  
Hutchinson/Reno County Chamber of Commerce  
Ideatek  
Interim Healthcare  
Kansas Gas Service  
LifeSave Transport  
Midwest Energy  
Pinnacle Sports Medicine  
Prairie View Mental Health  
Summit Surgical  
Wesley Towers

**Non-Profit**

American Red Cross  
First Call For Help  
Horizon's Mental Health  
Hospice & Homecare of Reno County  
Hospice Care of Kansas  
Hutchinson Regional Medical Center  
Interfaith Housing Services  
Kansas Funeral Directors Association  
Mennonite Friendship Communities  
New Beginnings  
Prairie Independent Living Resources (PILR)  
Prairie Star Health Center  
Reno County Historical Society  
State Animal Response Team (SART)  
The Salvation Army  
The United Way of Reno County  
The Volunteer Center  
United Way of the Plains 211

**Other**

Ark Valley Electric Cooperative  
B & K Medical  
Bluestem PACE  
Buhler Sunshine Meadows  
Diversicare  
Encompass Health  
Good Samaritan Society  
Grace Home Health Care  
Great Plains Disaster Response (United Methodist)  
Home Instead Senior Care  
Hutchinson Community College Fire Science Program  
Hutchinson Health and Rehab



Hutchinson/Reno County Chamber of Commerce  
Kansas Disaster Assessment Team  
Kansas Relay  
Kindred House  
Maxim Healthcare Services  
Ninnescah Rural Electric Cooperative  
Pioneer Rural Electric  
Prairie View Mental Health  
Reno County Kansas Amateur Radio Association  
Reno County VOAD  
Sedgwick County Electric Cooperative  
South Central Healthcare Coalition  
Summit Surgical  
Township Albion  
Township Arlington  
Township Bell  
Township Castleton  
Township Center  
Township Clay  
Township Enterprise  
Township Grant  
Township Grove  
Township Haven  
Township Hayes  
Township Huntsville  
Township Langdon  
Township Lincoln  
Township Little River  
Township Loda  
Township Medford  
Township Medora  
Township Miami  
Township Ninnescah  
Township Plevna  
Township Reno  
Township Roscoe  
Township Salt Creek  
Township Sumner  
Township Sylvia  
Township Troy  
Township Valley  
Township Walnut  
Township Westminster  
Township Yoder  
United Way of the Plains  
USD 308 - Hutchinson  
USD 309 - Nickerson/South Hutchinson  
USD 310 - Fairfield  
USD 311 - Pretty Prairie  
USD 312 - Haven  
USD 313 - Buhler

To the best extent possible, each agency was consulted with to determine their particular emergency roles and responsibilities. Each agency has agreed with the responsibilities assigned to them in the Reno County EOP. Agency concurrence signatures are maintained with Reno County Emergency Management. The EOP's concepts were developed by Reno County Emergency Management, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

Each of the above listed agencies upon request will receive "Viewer Access" to the Reno County EOP via the Bold Planning Solutions Planning System, [www.KansasPlanner.com](http://www.KansasPlanner.com).

In addition:

- The Reno County EOP is adopted by the Board of County Commissioners by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation can be found in the file archive of this plan.
- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the EOP, with a master Record of Changes Log, is maintained in the Reno County Emergency Management office.

## **1. Planning Process**

The process used by Reno County has been designed to ensure that all stakeholders have an opportunity to participate in the development of the EOP and the EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs
- Planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it

- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

## **2. Implementation of NIMS**

The Reno County EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan (ESF-15)
- Identifying and characterizing resources according to established standards and types
- Requiring the need for all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

## **II. SITUATION**

This section of the plan summarizes the hazards that could potentially affect Reno County. The hazards and risk analysis addresses the major hazards to which the County is vulnerable; provides a summary of the County's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger county response under the NIMS.

A comprehensive hazard and risk assessment is contained in the Reno County mitigation plan. The plan is kept under separate cover and can be accessed by contacting Reno County Emergency Management.

### **A. Hazard Analysis**

#### **Hazard and Vulnerability Assessment Summary**

Reno County is vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, Reno County has prepared a Hazard Identification and Vulnerability Assessment. The major findings are summarized below. The assessment was developed from historical data of events that have occurred, and specifically examines:

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event

#### 4. Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences.

Three levels of risk have been identified: High, Moderate and Low.

**High** - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

**Moderate** - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

**Low** - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude Severity	Warning Time	Duration	CPRI	Planning Significance
Tornado	4	3.5	4	1.5	3.6	High
Winter Storm	4	2.5	2.5	3	3.225	High
Flood	3.5	3	3	3	3.225	High
Hailstorm	4	2	3.5	1	3.025	High
Windstorm	4	2	3.5	2.5	3.175	High
Wildfire	3.5	2	4	3	3.075	High
Utility / Infrastructure Failure	3	2	3.5	3	2.775	Moderate
Extreme Temperatures	3	2	1.5	3.5	2.525	Moderate
Drought	3	2	1	4	2.5	Moderate
Agricultural Infestation	2	3	1	4	2.35	Moderate
HAZMAT	2	2	4	2	2.3	Moderate
Dam and Levee Failure	1.5	2	2.5	3	1.95	Low
Soil Erosion	2	1.5	2	3	1.95	Low
Lighting	2	1.5	3	1	1.9	Low
Major Disease Outbreak	1.5	2	1	4	1.825	Low
Terrorism, Agri-Terrorism	1	2	3.5	2	1.775	Low
Radiological Outbreak	1	1	4	4	1.75	Low
Earthquake	1.5	1	4	1	1.675	Low
Expansive Soils	1.5	1	1	4	1.525	Low

Civil Disorder	1	2	2	1	1.45	Low
Land Subsidence	1.5	1	1	2.5	1.375	Low
Landslide	1	1	3	1	1.3	Low

### **B. Disaster Magnitude Class**

This is an all-hazards EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

**Catastrophic Disaster:** A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

**Major Disaster:** A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

**Minor Disaster:** A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

### **C. Capability Assessment**

Currently capability assessments are performed regionally in Kansas . The capability assessment is performed through the Homeland Security Regions with wide input accepted from key stakeholders through a Stakeholder Preparedness Review (SPR). The SPR identifies current capabilities and capability gaps at the community level. The SPR is utilized by Reno County and the Adjutant General's Office, Kansas Division of Emergency Management to prioritize capabilities to build and sustain, plan for threats and hazards, and validate capabilities.

Developing an accurate and complete SPR requires the perspectives of a broad range of informed stakeholders and SMEs from a variety of fields. The SPR was developed in conjunction with community stakeholders and SMEs, including local governments (such as counties and townships), businesses, faith-based organizations, non-profit organizations, lifeline functions (communications, energy, transportation and water), and institutions of higher education.

Additionally, Reno County Emergency Management has completed a Discipline Capability

Synopsis (as required by the Kansas Planning Standards) for the identification of baseline capabilities within Reno County.

## **D. Economic Profile**

Reno County is home to 1,992 business establishments, a labor force of 30,321, and in 2021 the leading industries were Healthcare and Social Services (4,828 jobs) 15.9%, Retail (4,246 jobs) 14%, Manufacturing (2,875) 9.5%, and Education (2,684) 8.8%. The largest employers included Hutchinson Regional Healthcare System, USD 308 Hutchinson Public Schools, Tyson Foods, Hutchinson Clinic, Dillons and the Hutchinson Correctional Facility. Other significant public sectors employers include city and county governments, Hutchinson Community College, Buhler, Haven and Nickerson Public Schools. Besides food processing and warehousing, Reno County is home to significant diverse employment in manufacturing including agriculture equipment manufacturing (Kuhn Krause, Kincaid Mfg and Shield Ag), industrial boiler systems (Superior Boiler), renewable energy specifically in wind energy (Siemens Gamesa), school buses (Collins Bus), sign production (Lowen and Luminous Neon), advanced manufacturing (Takako, Arconic, Haven Steel ) and a large number of technology companies including Data Center Inc, SDI/Mid America Point of Sale, PRA, Ideatek and AgTrax. A staple industry in Reno County for centuries is the mining of salt with employers such as Morton Salt, Cargill Salt and Hutchinson Salt. Agriculture and tourism round out the top industrial sectors. Reno County has one of the most diverse industrial rankings in the US by industry sector, ranking 11th most diverse by sector in 2021 (Ady Advantage rankings). The median household income in 2021 was \$54,948.

## **E. Spatial Profile**

Reno County Kansas is bordered on the north by Rice and McPherson Counties; on the east by Harvey and Sedgwick; on the south by Kingman; and on the west by Pratt and Stafford. Reno County encompasses 1,256 square miles of total area with only 17 square miles of water. It is the third largest county in size in the State behind Butler and Finney Counties. The topography in the basin varies from flat plains to rolling uplands and hills. Sand soils and sand dunes are prevalent, mostly in the river valleys, but fine textured soils, tight clays and many other soil types are also present.

## **F. Vulnerabilities**

The following vulnerabilities have been identified for the Reno County Emergency Operations Plan.

### **1. Critical Facilities**

This information is available in a confidential document held in the Reno County Emergency Management Office. This document is not for public release. In accordance with the adapted K.S.A. § 45-221(12), information requested and received by Reno County departments from public and private sources deemed as sensitive or confidential material are to be treated as official use only and not for release to the general public

Name / Location (Physical Address)	Resources Located at Facility
<b>Emergency Operations Center</b>  <b>Emergency Operations Center (EOC)</b> 210 W. 1st Hutchinson, KS 67501	
<b>Landing Zone</b>  <b>Hutchinson Municipal Airport</b> 1100 Airport Rd Hutchinson, KS 67501	
<b>Warning Point</b>  <b>Hutchinson/Reno County Emergency Communications</b> 210 W. 1st Hutchinson, KS 67501	
<b>Points of Distributions (supplies, food, water, etc)</b>  <b>Kansas State Fairgrounds</b> 2000 N. Poplar Hutchinson, KS 67502	

## 2. Population Demographics

According to the 2020 U.S Census Bureau the population of Reno County was 61,898. The US Census 2021 Population Estimates, 83.9 percent of residents report they are White/Caucasian, 3.4 percent Black or African American, .9 percent American Indian/Alaska Native, .6 percent Asian, .1 percent Native Hawaiian/Other Pacific Islander, 2.5 percent two or more races and 9.7 percent Hispanic or Latino.

## 3. Access and Functional Needs

Reno County recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. Reno County is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. ESF Annexes within this plan outline or identify guidance to better assist supporting vulnerable needs populations. At times the best support for such needs is to request assistance from regional and/or state partners. Specifically, the following will be addressed in this EOP:

- Base Plan and EOP Mapper: Identification of populations with access and functional needs.
- ESF 1: Transportation
- ESF 2: Communications
- ESF 6: Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 8: Public Health and Medical Services
- ESF 14: Long-Term Community Recovery

- ESF 15: External Communications

## **G. Planning Assumptions**

The preparation of the EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- This plan addresses all phases of emergency management; preparedness, response, recovery and mitigation
- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- Emergency management involves the whole community, incorporating all stakeholders and taking into consideration all threats or hazards that may potentially impact the jurisdiction.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the Reno County EOP have been maintained by those organizations having responsibility, are in coordination with the EOP.
- Those individuals and organizations with responsibilities identified in the EOP (or in plans that support of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.
- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact
- Disasters in Kansas often occur with little or no warning and may escalate more rapidly than the ability of local government to effectively respond. Additionally, disasters may impact multiple jurisdictions simultaneously, both inside and outside of the county, which changes response capabilities and creates numerous demands on the same available pool of local and regional resources.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.



- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- During a disaster, there may be fatalities, casualties, property loss, displaced persons, and disruption of normal services and infrastructure
- Many County emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- The Emergency Operations Center (EOC) will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.
- In major and catastrophic disasters, the Reno County EOC will become the central coordination point for county response and recovery. Day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the event and efforts normally required for routine activities may be redirected to accomplish emergency tasks. During a declared local emergency, all County and City government employees not otherwise assigned emergency duties may be made available to augment the work of other departments or divisions
- Initially, emergency response activities will focus on lifesaving activities (such as rescue and medical care), followed by restoring order, control, and restoration of critical infrastructure in the disaster area.
- Reno County will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The County will coordinate all public information activities during an emergency
- Disasters will require significant information sharing across jurisdictions and between the public and private sectors. Additionally, the government has a responsibility to keep its citizens informed about such things as continuing threats and availability of disaster assistance. Widespread power and communications outages may require alternate methods of providing public information and delivering essential services.
- The County will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.

- Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will complement the policies established in this plan.
- Considerations must be made to reasonably accommodate vulnerable populations, including children, individuals with disabilities, as well as those with functional or access needs.
- The outcome of any emergency response may be limited by the scope, magnitude and duration of the event. Nothing in this EOP is to be construed as creating any duty of care owed by the County, Cities or any organization cooperating in the execution of this plan to any individual, corporation, firm or other entity.

## **H. Pets and Service Animals**

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Reno County has included pet sheltering as part of ESF 6: Mass Sheltering Annex. The following is specifically addressed in ESF 6:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

### **FEMA Disaster Assistance Policy 9523.19**

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

### **Public Assistance and Program Policy**

The PETS act requires that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

The FEMA Disaster Assistance Policy (DAP 9523.19) titled "Eligible Costs Related to Pet Evacuations and Sheltering," (DAP 9523.19) provides specific guidelines on expenses that are or are not reimbursable to states that expend resources on various aspects of responding to a disaster.

In particular, the following items, for which a state could be reimbursed, are enumerated in FEMA's policy:

- Definition of what a "household animal" is
- Definition of what a "service animal" is
- Type of shelter employed
- What employees are utilized in rescuing animals
- Facilities, supplies, commodities, and labor used in sheltering operations
- Type of emergency veterinary services provided
- Type of transportation utilized in rescue
- Needs for safety and security of the shelter
- Cleaning and maintenance of the shelter
- Services for removal of dead animals
- Cataloging and tracking systems used for pets
- Timeframe under which the shelter may operate

## **I. Education**

The following is a list of educational agencies located within Reno County.

<b>Name of Agency</b>	<b>Area Served</b>	<b>Description of Agency</b>
USD 308	Hutchinson	K-12
USD 309	Nickerson/South Hutchinson	K-12
USD 310	Fairfield	K-12
USD 311	Pretty Prairie	K-12
USD 312	Haven	K-12
USD 313	Buhler	K-12
Hutchinson Community College		Public community college
Central Christian School		K-12 Private
Holy Cross Catholic School		Private Elementary
St. Joseph's Catholic School		K-8 Private
Trinity Jr/Sr High School		Private Jr/Sr High School

## **J. Culture, Arts and Humanities**

The following is a list of culture, art and humanity agencies located within Reno County.

<b>Name of Agency</b>	<b>Description of Agency</b>
Kansas Cosmosphere & Space Museum	Museum featuring displays and activities chronicling the Space Race.
Strataca	Underground museum detailing the history of salt mining.
Reno County Museum	Exhibits and research resources for Reno County history.
Fox Theatre	Historic theatre hosting live performances and film screenings.
Kansas Kids Museum	Exhibits and learning activities for children.
Hutchinson Art Center	Rotating exhibits promoting art education in Kansas.
Hutchinson Theatre Guild	Theatre hosting local stage productions.
Flag Theatre	Hosts Family/Community theatre live productions.
Dillon Nature Center	100 acre arboretum and wildlife sanctuary.
Hutchinson Public Library	Public Library
Buhler Public Library	Public Library
Nickerson Library	Public Library
Arlington Library	Public Library
Haven Public Library	Public Library
Pretty Prairie Library	Public Library
Partridge Library	Public Library
Sylvia Public Library	Public Library
Turon Library	Public Library

## **K. Public Safety**

The following is a list of public safety agencies within Reno County. They include law enforcement, medical services, fire districts, emergency management, and communication/dispatching centers.

<b>Name of Agency</b>	<b>Area Served</b>	<b>Description of Agency</b>
Reno County Emergency Management	Reno County	Emergency Management

Hutchinson/Reno County Emergency Communications	Reno County	Dispatch
Hutchinson Police Department	City of Hutchinson	Law Enforcement
Reno County Sheriff's Office	Reno County	Law Enforcement
South Hutchinson Police Department	City of South Hutchinson	Law Enforcement
Haven Police Department	City of Haven	Law Enforcement
Buhler Police Department	City of Buhler	Law Enforcement
Reno County EMS	Reno County	EMS
Haven EMS	SE Reno County	EMS
Pretty Prairie EMS	SC Reno County	EMS
Nickerson EMS	NC Reno County	First Responder
Trails West EMS	W Reno County	First Responder
Hutchinson Fire Department	City of Hutchinson / FD #2	Fire Department
South Hutchinson Fire Department	City of South Hutchinson	Fire Department
Reno Co / Kingman Co Joint Fire Dist #1	SC Reno County	Fire District
Reno Co / Harvey Co Joint Fire Dist #2	NE Reno County	Fire District
Reno County Fire District #3	NC Reno County	Fire District
Reno County Fire District #4	Central Reno County	Fire District
Reno County Fire District #6	Western Reno County	Fire District
Reno County Fire District #7	SW Reno County	Fire District
Reno County Fire District #8	Central Reno County	Fire District
Reno County Fire District #9	SE Reno County	Fire District

### III. ROLES AND RESPONSIBILITIES

#### **A. Federal Government**

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.

- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

## **B. State Government**

As a State's Chief Executive, the Governor is responsible for the public safety and welfare of the people of Kansas. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Kansas.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Adjutant General's Office, Kansas Division of Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

## **C. County Government**

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within Reno County to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Reno County departments have specific responsibilities during disasters and/or during EOC activations, the everyday organizational structure of Reno County government remains in effect during disaster situations. However, certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

#### **D. Municipal Government**

Cities are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within city capabilities, in the case of emergency/disaster events. At a minimum, cities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, & recovery).
- Provide Reno County Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.

- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Reno County's overall damage assessment process.
- Ensure that Reno County Emergency Management is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Emergency Operations Center (EOC).
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Reno County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Reno County.

### **E. Special Districts**

Special districts (such as Soil and Water Conservation, Water Management, Mosquito Control, Fire, EMS and School) are responsible for establishing liaisons with Reno County and its organizations to support emergency management capabilities within Kansas. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

### **F. Private Sector**

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
- Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.



## **G. Non-Government and Volunteer Organizations**

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

## **H. Hospitals, Nursing Facilities and Assisted Living Facilities**

These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. In accordance with Centers for Medicare & Medicaid Services (CMS) establishing a final rule requiring emergency preparedness requirements for Medicare and Medicaid participating providers and suppliers to plan adequately for both natural and man-made disasters, and to coordinate with federal, state, tribal, regional and local emergency preparedness systems.

## **I. Schools**

Schools are responsible for the safety and well-being of students, staff & visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. Schools are encouraged to be proactive in developing and implementing these plans. Per the Safe and Secure school act, schools are required to develop school safety and security plans (crisis plans).

## **J. Legal Affairs Officer**

The county counselor is responsible for providing legal advice and guidance to emergency management and the Board of County Commissioners regarding all emergency management issues and concerns. The county counselor is responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

## **K. Emergency Support Functions (ESFs)**

The County disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. The ESF's provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies

Each ESF is comprised of an ESF Coordinating Agency, ESF Primary Agencies, and ESF Support Agencies. The roles and responsibilities specific to each ESF are identified in their respective ESF Annex.

The Emergency Management Director designates the primary and support agencies for each

ESF to coordinate the activities of that function. In many cases, the Emergency Management Office has been assigned as ESF Coordinator.

The following describes the roles of the ESF Coordinator, Primary Agency and Support Agencies.

### ESF Coordinating Agency

**Coordinating Agencies:** Coordinating Agencies are responsible for the overall direction and control of a particular ESF or Incident Annex. The Coordinating Agency is assisted by Primary and Support Agencies that contribute personnel, resources and expertise to accomplish the functional tasks. The Coordinating Agency is responsible for coordinating all mitigation, preparedness, response and recovery activities of the ESF, including but not limited to:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.
- Overall coordination of the ESF through all phases of emergency management;
- Incident planning and coordination;
- Maintain ongoing contact with ESF primary, support agencies, non-governmental, and private sectors;
- Conducting periodic ESF meetings;
- Coordinate with the EOC during activation to provide representation of ESF in EOC;
- Coordinate efforts with appropriate private sector organizations;
- Act as coordination point for the collection of post disaster information as/if required;
- Provide representative to participate in EOP Planning Team

### ESF Primary Agencies

**Primary Agencies:** An agency designated as an ESF primary agency is chosen on the basis of its authorities, resources, and/or capabilities. When an ESF is activated in response to an incident, the primary agency is responsible for:

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.
- Providing staff for the operations at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Participate in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Incident planning and critical infrastructure preparedness;
- Providing staff to perform ESF tasks;
- Establishing and maintaining procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment, and providing this information to the ESF Coordinator;
- Maintaining a current inventory and provide access from the EOC of the following information:
  - Key agency personnel to support emergency operations;
  - Facilities; and
  - Equipment.
- Provide adequate training to its personnel to support interagency emergency response and support teams

### ESF Support Agencies

**Support Agencies:** Support agencies are those entities with specific capabilities or resources that support the primary agencies in executing the responsibilities to the ESF.

The responsibilities and role assignments are based on the department's expertise and resources. In most cases, a department's day-to-day activities correlate to their assigned disaster responsibilities, thus allowing the knowledge and skills necessary to respond effectively to be immediately translated from daily activities to emergency situations. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the EOC consistent with their own authority and resources.
- Participate in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Situations may arise when unanticipated events or special needs are identified. In such cases, additional responsibilities may be assigned to any agency or organization with the appropriate resources and capabilities to assist with the situation. Even if they are not specifically assigned, all County and City departments have emergency responsibilities.

Private entities or non-profit organizations with roles and responsibilities identified in this plan that are not part of Reno County or the incorporated municipal governments that have adopted this plan, are voluntary. Mutual aid agreements exist with many of these organizations and are kept on file and maintained by the agencies with lead responsibilities.

In addition to their Coordinating, Primary, or Support responsibilities, the head of each agency assigned a role in the EOP will:

- Appoint a qualified liaison and alternates to work with Reno County Emergency Management in the development and maintenance of the County Emergency Operations Plan (EOP).
- Develop and implement organizational response and recovery plans and procedures in support of assigned disaster functions.
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for Emergency Operations Center (EOC) staffing and emergency assignment.

- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC.
- Establish procedures for assessing damage to departmental facilities and injury to personnel.
- Identify sources of additional personnel, facilities and equipment necessary to augment disaster operations. If appropriate, negotiate, coordinate, prepare and maintain mutual aid agreements.
- Establish procedures to rapidly obtain resources during an emergency.
- Develop and implement policies and procedures to ensure departmental personnel maintain an awareness of their emergency roles and responsibilities and are properly trained to fulfill them.
- Make staff available for Emergency Management training. Unless otherwise specified, costs for these activities will be borne by the respective department, division or agency.
- Provide disaster-related information to the EOC in a timely manner and deploy a representative to the EOC when requested.
- Carry out to the best of their ability the disaster response and recovery activities described in this EOP.

It is recognized that employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown. Reno County employees, with assigned disaster responsibilities, are encouraged to make arrangements with other employees, friends, neighbors, or relatives to check on their immediate families in an emergency and to communicate that information to the employee through pre-designated means.

In situations not specifically addressed in the EOP or in departmental plans or procedures, agencies will improvise and carry out their responsibilities to the best of their abilities under the circumstances, based on the information available to them at the time.

The following is a brief summary of the purpose of each ESF:

**ESF #1: Transportation**

- Coordinate and process transportation resources and people (evacuation)
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

**ESF #2: Communications**

- Provide temporary communications to support incident management
- Facilitate the restoration of the communications infrastructure
- Supports all local agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.

**ESF #3: Public Works and Engineering**

- Infrastructure protection and emergency restoration
- Emergency assistance and support for first responders
- Engineering and construction services
- Liaison with state and federal resources
- Debris management

**ESF #4: Firefighting**

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

**ESF #5: Emergency Management**

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command control structure and interface with the EOC
- Emergency decision making and the local declaration process

- Requesting state and federal assistance
- Overall coordination of mutual aid and regional operations
- Information collection and database creation and management
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Notification and updating of staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Incident Action Plans and resource tracking

**ESF #6: Mass Care, Housing and Human Services**

- Mass care operating including sheltering, feeding and other essential human needs
- Housing resources
- In-place shelter operations
- Special needs populations

**ESF #7: Resource Support**

- Resource identification
- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Logistics management

**ESF #8: Public Health and Medical Services**

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

**ESF #9: Search and Rescue**

- Resources needed to conduct research and rescue activities

- State and federal resources available to augment local search and rescue efforts
- Aerial and ground search resources

#### **ESF #10: Oil and Hazardous Materials Response**

- Coordinated response to oil and hazardous materials incidents
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup

#### **ESF #11: Agriculture and Natural Resources**

- Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease
- Assurance of food safety and security
- Natural resource protection and restoration or historic properties

#### **ESF #12: Energy**

- Energy system assessment, repair and restoration
- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting
- Power outages

#### **ESF #13: Public Safety**

- Law enforcement activities
- Operational and personnel security
- Ingress and egress to the disaster scene(s)
- Liaison between response operations and criminal investigation activities
- Coordination with state and federal law enforcement agencies

#### **ESF #14: Long-term Community Recovery**

- Community recovery operations
- Economic assessment, protection and restoration



- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with state and federal community assistance programs

#### **ESF #15: External Communications**

- Emergency public information
- Protective action guidance
- Ongoing emergency information
- Inter-departmental coordination
- Establishing a Joint Information Center (JIC) and Joint Information System (JIS)
- Media and community relations
- Governmental and public affairs

#### **L. CITIZEN INVOLVEMENT**

Strong partnerships with citizen groups and organizations provide support for incident management, prevention, preparedness, response, recovery, and mitigation. The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family, and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness

## **IV. CONCEPTS OF OPERATIONS**

### **A. General**

Disasters are resolved at the lowest possible level, once the resources of initial response agencies are depleted or management of the disaster requires capabilities beyond those of local agencies, state and federal assistance will be requested as the situation escalates. In most situations, Reno County agencies will be the first and primary responders and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances state or federal agencies may have the primary jurisdiction for the overall response effort. However, Reno County resources will likely provide the first response for all incidents impacting the jurisdictions.

#### **1. Non-Disaster Daily Operations**

Day to day operations of Reno County, absent of a declaration of State or Local Disaster Emergency is under the authority of the local governing body.

A proactive day-to-day disaster planning process is in place using the following resources:

- Local Emergency Planning Committee (LEPC)
- The Local Emergency Planning Committee prepares county hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.

LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of and compliance with the EPCRA program.

It is the responsibility of governments of Reno County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be re-directed to accomplish the emergency task assigned.

This plan provides assistance in day-to-day operations by providing each agency their responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

#### **2. Emergency Operations**

In accordance with KSA 48-932, the chairman of the Board of County Commissioners may declare a state of local disaster emergency within Reno County. Such declaration shall be

based on the judgment that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation. No state of local disaster emergency shall be continued for a period in excess of seven (7) days or renewed, except with the consent of the Board of County Commissioners of Reno County.

In the event of the absence of the chairman of the Board of County Commissioners from Reno County or the incapacity of such chairman, the Board of County Commissioners by majority action of the remaining members may declare a state of local disaster emergency.

Reno County Emergency Management will be responsible for preparing any disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to K.S.A. 48-932, the Chairman of the Board of County Commissioners may issue any order deemed necessary for the efficient and effective management for the protection of life or property or for the general public health and welfare. Based on the complexity, severity, duration or resource needs of the event, the County Emergency Management Director, or designee, may advise the BOCC to declare a local emergency. If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities (including those obtained through mutual aid), assistance may be requested through the KDEM. The County Emergency Management Director or designee will serve as a liaison with KDEM and DHS/FEMA for coordinating state and federal assistance. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the County.

The Board of County Commissioner may make, amend or rescind normal purchasing policies under a disaster declaration. The Board of County Commissioners may also make, amend or rescind orders and regulations under a disaster declaration to ensure the life, safety and health of Reno County Citizens.

The Reno County EOP may be activated by the following positions in order of succession:

1. The Chairman of the Board of County Commissioners
2. The Director of Reno County Emergency Management
3. Any designated personnel in the Emergency Management office

### Response

The organized structure for response to an emergency/disaster is under the leadership of the Reno County Board of County Commissioners who appoints the County Emergency Management Director overall coordination authority for the incident. The agencies, through the ESF structure, operate from the Emergency Operations Center (EOC) and support Reno County Emergency Management. The management structure designated to respond to emergency/disasters is coordinated by the staff of Reno County Emergency Management.

Initial and subsequent notification procedures have been provided to the 24 hour Reno County Warning Point for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander, Emergency Management Director, or designated personnel in the Emergency Management office.

Disaster response and recovery agencies identify resources, training needs, or planning activities to Reno County Emergency Management. The Emergency Operations Center (EOC) will be activated for actual or potential events that threaten Reno County. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event.

The following are possible criteria for activation of the Emergency Operations Center (EOC):

1. A threat (or potential threat) increases the risk in Reno County
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. At the discretion of any of the individuals authorized to activate the EOC

The Emergency Operations Center (EOC) may be activated or deactivated by any of the following individuals:

Director - Reno County Emergency Management  
Specialist - Reno County Emergency Management  
Sheriff - Reno County Sheriff's Office  
Undersheriff - Reno County Sheriff's Office  
Incident Commander - when three or more free standing agencies respond to any one incident

The Emergency Operations Center (EOC) utilizes 3 levels of activation:

- **Watch**: When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Emergency Operations Center (EOC) will be staffed by emergency management personnel.
- **Partial-Activation**: When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Emergency Operations Center (EOC).
- **Full-Scale Activation**: Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Emergency Operations Center (EOC).

The Emergency Operations Center (EOC) is located at:

**Emergency Operations Center (EOC)  
210 W. 1st  
Hutchinson, KS 67501**

The facility serves as the coordination, command and control center for Reno County, and is staffed when the need arises.

During activation, the Emergency Operations Center (EOC) provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

EOC Organizational Structure

The EOC staffing level and composition is contingent on the specific requirements of an incident. The organizational structure of the EOC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the EOC, the core organizational structure of the EOC is organized by Sections and ESF teams. While an organizational chart is provided below, the various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.

While the structure is flexible, it is always organized around five core functions:

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.
- **Finance Section**: The finance section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by a designated responsible agency.

Each agency responding will report back to the Emergency Operations Center (EOC) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized and information is provided to mutual aid partners, adjacent counties, and the Adjutant General's Office, Kansas Division of Emergency Management to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the Reno County Board of County Commissioners has ultimate authority. Reno County Emergency Management reports directly to the Reno County Board of County Commissioners and then provides overall direction to the Emergency Operations Center (EOC).

All municipalities, City departments, constitutional officers, agencies and other organizations fall under the direction of the coordinating agency designated in the plan. The Director of Reno County Emergency Management will coordinate with State, Federal and other outside agencies.

### **3. Field Operations**

Field Operations will be managed through the Incident Command System (ICS). ICS has been implemented in Reno County and utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Emergency Operations Center (EOC) be activated to support the field operations.

Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible, and as deemed necessary.

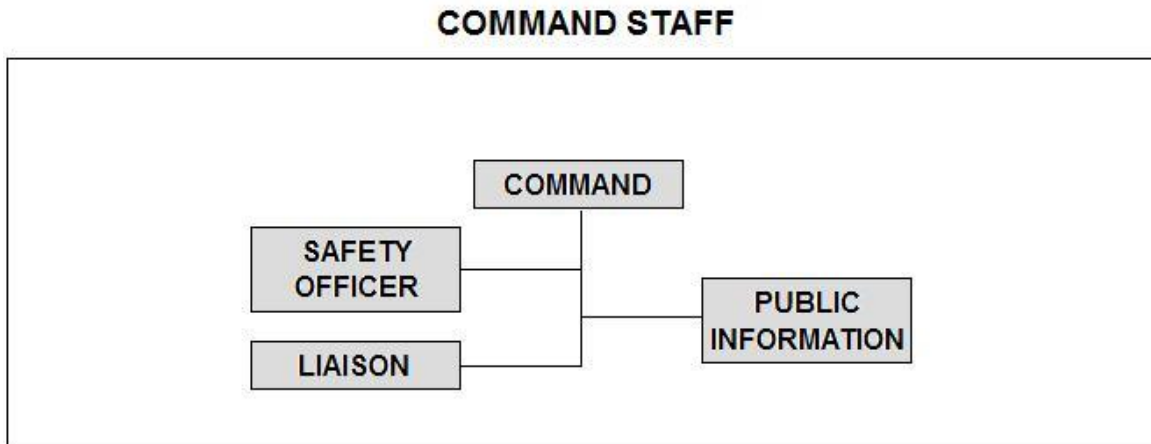
During a single discipline response to an incident, the first on-scene emergency responder with

management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

Each agency deploying to the field will report back to the Emergency Operations Center (EOC) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.

### **Command Staff**

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).



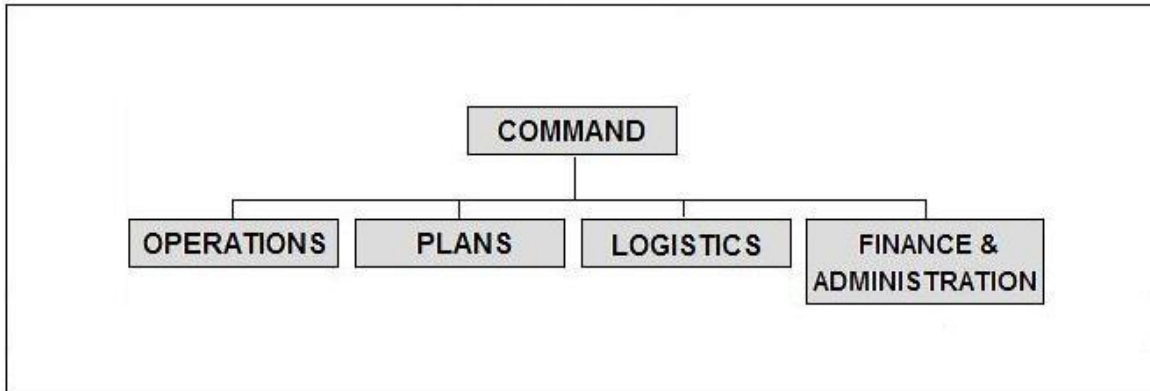
### **General Staff**

The General Staff positions will include the following sections:

- Operations Section
- Planning Section
- Logistics Section
- Finance / Administration Section

The scope, direction, and control of these sections will follow established ICS procedures.

## GENERAL STAFF



### a. Area of Operations

An area of operations will be established by the Incident Commander. This will vary depending on the size and magnitude of the event. Once established, or changes made to an existing area of operations, it will be communicated to all responders.

### b. Area Command

An Area Command (AC) will be activated if an incident is not site specific (i.e., pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed
- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

### c. Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the Emergency Operations Center (EOC) and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical



service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as city EOCs and/or the Emergency Operations Center (EOC) have critical roles in an emergency.

The County's incident management responsibility is directed and managed through Reno County Emergency Management. As a multi-agency coordination entity, Reno County Emergency Management will coordinate and manage disaster operations through the Emergency Operations Center (EOC) to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Emergency Operations Center (EOC)
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through Reno County Emergency Management. These tasks are accomplished by the Emergency Operations Center (EOC) by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

#### **4. Joint Information Center**

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

Reno County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 15.

When the Emergency Operations Center (EOC) is activated, the Director of Reno County Emergency Management or the Public Information Officer may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the Emergency Operations Center (EOC) and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Emergency Operations Center (EOC) within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Emergency Operations Center (EOC).

More information on public awareness and education can be found in ESF 15, External Communications. More information on communication plans and protocols can be found in ESF 2, Communications.

### **B. Coordination, Direction and Control**

#### **1. County Level**

##### **Information Collection and Dissemination**

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, television, radio, broadcast, fax, etc.

Responsibility for notification of most incidents is accomplished through the Reno County communication center. Other agencies with responsibilities for notification include the National Weather Service and Kansas Highway Patrol.

The Reno County communication center will be responsible for notifying response and Emergency Management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.

- **External:** It is the responsibility of Reno County Emergency Management to notify the appropriate agencies outside of the jurisdiction such as Adjutant General's Office, Kansas Division of Emergency Management, State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

Reno County provides communications essential for city and county governments to communicate with all government entities. This information is then passed along to the public via third party notification systems, radio, NOAA radio, television, social media, etc.

The media assume a vital role in dispersing information to the public. Reno County Emergency Management works closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

#### Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Emergency Operations Center (EOC) at all times as detailed by this plan.

Reno County Emergency Management may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the Reno County Board of County Commission declare a local state of emergency and make a formal request for state assistance. The following positions are authorized to request resources by contacting Adjutant General's Office, Kansas Division of Emergency Management.

1. The Reno County Director of Emergency Management
2. Any designated personnel authorized by Reno County Director of Emergency Management

To request state assistance, Reno County must meet the following parameters:

1. Exhausted or will likely exhaust Reno County resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level
5. County has made a verbal or written county disaster declaration

The Director of Reno County Emergency Management or designee is delegated policy-making authority and can commit Reno County resources at the Emergency Operations Center (EOC) as well as routine management and operation of the facility. The Director of Reno County Emergency Management may issue mission assignments to the ESFs to perform duties consistent with Reno County policy. Mission assignments and mutual aid assistance is tracked at the Emergency Operations Center (EOC).

Coordination of County-wide protective actions will occur among all affected risk, locations and organizations that provide services to the Emergency Operations Center (EOC) under the direction and control of the Director of Reno County Emergency Management. Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the Director of Reno County Emergency Management, the Emergency Operations Center (EOC) will implement coordination on issues which may include, but not limited to: lifting of tolls, deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

The Director of Reno County Emergency Management may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the Incident Commander and may involve the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts Reno County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Emergency Operations Center (EOC) begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Reno County, the State Coordinating Officer will interface directly with representatives of the federal government.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Kansas may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response and Recovery Section under the direction of the Response and Recovery Director located at Adjutant General's Office, Kansas Division of Emergency Management.

**2. Coordinating Agencies**

The Director of Reno County Emergency Management designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Reno County Emergency Management
ESF 2 - Communications	Hutchinson/Reno County Emergency Communications
ESF 3 - Public Works and Engineering	Reno County Emergency Management

ESF 4 - Firefighting	Reno County Emergency Management Hutchinson Fire Department
ESF 5 - Emergency Management	Reno County Emergency Management
ESF 6 - Mass Care, Housing and Human Services	Reno County Emergency Management
ESF 7 - Resource Support	Reno County Emergency Management
ESF 8 - Public Health and Medical Services	Reno County Emergency Management
ESF 9 - Search & Rescue	Reno County Emergency Management
ESF 10 - Oil and Hazardous Materials	Reno County Emergency Management
ESF 11 - Agriculture and Natural Resources	Reno County Emergency Management
ESF 12 - Energy and Utilities	Reno County Emergency Management
ESF 13 - Public Safety and Security	Reno County Emergency Management
ESF 14 - Long-Term Community Recovery	Reno County Emergency Management
ESF 15 - External Communication	Reno County Emergency Management

Upon activation of the Emergency Operations Center (EOC), the primary agency for the emergency support functions will send representatives to the Emergency Operations Center (EOC) to coordinate activities. The coordinating agency determines which primary and support agencies are required at the Emergency Operations Center (EOC).

The coordinating agency for the Emergency Support Functions will be responsible for collecting all information related to the disaster and providing it to Reno County Emergency Management.

### **3. Intergovernmental Mutual Aid**

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. A complete list of Mutual Aid Agreements in effect for Reno County related to emergency management can be found in Section VII-Authorities and References of this EOP. In addition, these agreements are available for review in their entirety at the Emergency Operations Center (EOC).

#### Kansas Mutual Aid System (KMAS)

KSA 48-948 through 48-958 establishes the statewide Kansas mutual aid system which states:

"The system shall provide for mutual assistance among the participating political subdivisions in the prevention of, response to and recovery from any disaster that results in a formal state of emergency in a participating political subdivision, subject to such participating political subdivision's criterion for a declaration. The system shall provide for mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or other training activities outside actual declared emergency periods."

All political subdivisions within Kansas are automatically a part of the system, subject to the ability of political subdivision to withdraw from the statewide mutual aid system. The purpose of

this compact is to expand the resources and provide assistance available to each of the participating political subdivisions, assist with planning, ensure more timely arrival of aid, minimize operational and administrative conflicts, resolve disputes, and facilitate the prompt recovery of costs. A participating political subdivision may request assistance of other participating political subdivisions in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies or in concert with authorized drills or exercises.

### Interstate Civil Defense Compact

The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states include personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and the Governor(s) of one or more states which have legally joined said compact, or which are authorized to join. Such written agreement may specify the period of time said compact is entered into with regard to each such state. The State of Kansas compact is non-active until initiated by the Governor, in agreement with one or more states.

### Emergency Management Assistance Compact (EMAC)

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Request for EMAC assistance are legally binding, contractual arrangements which requires soliciting state to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

### Great Plains Interstate Fire Compact

The purpose of this compact is to promote effective prevention and control of wildland fires in the Great Plains region of the United States. This compact provides the State Forester assistance in meeting statutory obligation to assist with wildland fire prevention and suppression by providing access to resources and assistance from 45 States and 9 Provinces that can be called on to supplement and provide assistance to Kansas Fire Departments in times of critical fire conditions.

- One state receives a phone call from another member state, details, concerns, agreements are discussed and by the end of the call the request is completed.
- Kansas Forest Service considers the following when making Compact Resource request: discussions with local, state and federal partners of current and expected fire conditions, feedback from local, state, and federal partners concerning critical resource shortages or needs, available support staff and available funds.

## Requesting Mutual Aid

All mutual aid requests should be coordinated through the Reno County Emergency Manager or the Emergency Operations Center (EOC) if activated. To request mutual aid, Reno County uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Reno County Emergency Management.
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with Reno County Emergency Management.
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, Reno County can request coordination assistance from Adjutant General's Office, Kansas Division of Emergency Management.

## **4. Communication**

ESF 2 (Communications) provides information and guidance concerning available communications systems and methods in Reno County, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the Emergency Operations Center (EOC)
- Communications interoperability among response units. A 205 should be developed by a qualified person.
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

ESF 15 (External Communications) provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster.

The Director of HRCEC will coordinate operations between the EOC and emergency communications center. The EOC will allocate resources for large events and have them dispatched through emergency communications. If allocated resources are needed for a day-to-day event, the emergency communications center will coordinate with the EOC prior to reassigning resources. The EOC will have ultimate authority over resources during large

events.

Under emergency conditions, no member of the EOC will discuss operations with any member of the press unless previous clearance has been given by the Incident Command Structure and/or Public Information Officer.

More specific communications information is available in ESF-2, Communications

### Reno County Warning Point

Hutchinson/Reno County Emergency Communications serves as the Reno County Warning Point. The Reno County Warning Point provides Reno County with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The Warning Point is equipped with multiple communication networks and auxiliary power.

Hutchinson/Reno County Emergency Communications has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in Reno County. In addition these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Hutchinson/Reno County Emergency Communications . Notification of the State Warning Point is included in these guides. The Director of Emergency Management or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to Hutchinson/Reno County Emergency Communications include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

ESF Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Director of Reno County Emergency Management by fax, email, or telephone.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Director of Reno County Emergency Management or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used.

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- Public address systems of public safety vehicles
- Door-to-door contacts
- Door knob hangers
- Phone Messaging System



- Outdoor warning devices
- Social Media

Specific warning zones are identified by the type of incident. Many have been pre-identified such as vulnerable areas around hazardous material locations and/or areas subject to storm surge and/or flooding.

Persons in the threatened areas with vulnerable access and functional needs may be notified by all of the methods outlined above. Hotels, motels, Chambers of Commerce and the Tourist Information Center maybe able to assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the County.

## 5. State Level

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of State, local and inter-jurisdictional disaster plans.

At the State level, the Kansas Adjutant General, or designee performs policy-making authority and commitment of State resources at the Emergency Operations Center (EOC). The Emergency Operations Center (EOC) Manager is responsible for the provision of State assistance, as well as routine management and operation of the Emergency Operations Center (EOC). The Emergency Operations Center (EOC) Manager may issue mission assignments to the State ESFs to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the Emergency Operations Center (EOC)

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the Emergency Operations Center (EOC) under the direction and control of the Emergency Operations Center (EOC) Manager. Counties that are not impacted by an emergency/disaster situation may be directed by the Kansas Adjutant General to activate their EOCs to provide emergency assistance.

Regional and statewide protective, response and recovery actions will occur under the command and coordination of the Emergency Operations Center (EOC) policy. Political subdivisions may be mission assigned to support disaster and/or emergency response and recovery.

During activation of the Emergency Operations Center (EOC), the Emergency Operations Center (EOC) Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

The Adjutant General's Office, Kansas Division of Emergency Management Regional Coordinator serves as the Emergency Operations Center (EOC) liaison and shares information with local command, who then shares the information as per local protocol. The Emergency Operations Center (EOC) will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent Emergency Operations Center (EOC) briefings.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer to ensure coordination between federal and State agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Kansas may order the mobilization of State resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response Section under the direction of the Response Section Chief located in the Emergency

Operations Center (EOC). In the event the Emergency Operations Center (EOC) is not activated, EMAC will be managed and coordinated will be administered by Adjutant General's Office, Kansas Division of Emergency Management's Response and Recovery Branch under the direction of the Response and Recovery Branch Director.

When an emergency or disaster has occurred or is imminent, the Governor may issue a proclamation declaring the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of State, local and inter-jurisdictional disaster plans.

## **6. Federal Level**

Through the National Response Framework (NRF), the federal government provides assistance by establishing a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of federal support. Through the NRF, federal ESFs may establish direct liaison with Kansas ESF representatives in the Emergency Operations Center (EOC).

If the disaster is major or catastrophic, the Adjutant General's Office, Kansas Division of Emergency Management will contact the Federal Emergency Management Agency, Region 7 and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

## **7. Joint Field Office**

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Kansas Emergency Response Plan as well as other recovery plans and procedures.

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The FCO and the SCO co-locate in the JFO, as well as other federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

Once a field office has been established in Reno County, Reno County Emergency Management will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

## **C. Prevention**

Reno County's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities
- Increase coordination with the Kansas Intelligence Fusion Center (KIFC)

### **1. Kansas Intelligence Fusion Center**

The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

The Reno County Sheriff's Office serves at the local liaison to the Kansas Intelligence Fusion Center. Given the nature of the information, the Reno County Sheriff's Office will distribute the information in accordance to local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO).

## **D. Preparedness**

The goal of Reno County's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy will be used:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Participate in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.
- Establish an inclusive planning process using the "Whole Community" concept.

# 1. Resource Management and Credentialing

## Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, full resource lists (including all county resources) will be provided to Reno County Emergency Management and the ESF 7 coordinating agency. The information will be maintained in Reno County Emergency Management’s shared drive. The folder name is EOC and Resource Update.

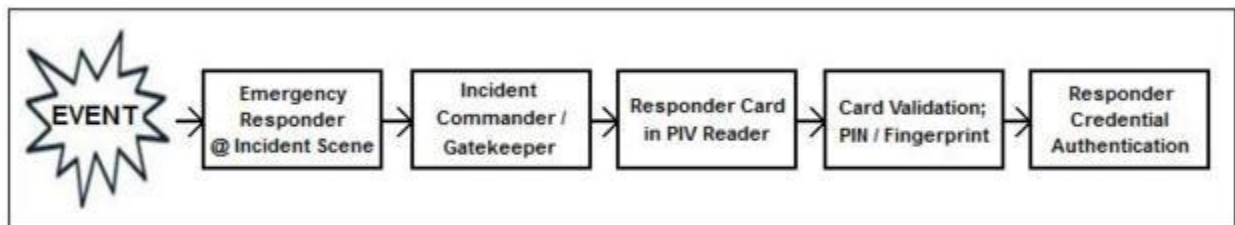
1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

The following lists are currently created outside of the CRMCS and should also include point of contact, geographic location, and operation area:

1. Facilities
2. Staging areas for internal and external response
3. Services/Contracts/Mutual Aid Agreements
4. List of critical facilities having priority for restoration of utilities during emergencies

## Credentialing

Reno County utilizes the CRMCS as the county credentialing system. Reno County follows their designated policy as a guide and policy to ensure that personnel resources requested to assist are adequately trained and skilled. The CRMCS is also used to verify identity and qualification to allow access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.



## **2. Plan Development and Maintenance**

### Plan Development

The Reno County Emergency Operations Plan is developed with the assistance and input from the following groups serving in an advisory capacity.

- Reno County Mitigation Planning Committee
- Local Emergency Planning Committee (LEPC)
- ESF Coordinating, primary and support agencies
- Mutual aid partners and adjoining counties.

The preparation and revision of the basic plan and ESF Annexes will be coordinated by Reno County Emergency Management with the assistance and involvement of all applicable entities. Reno County Emergency Management will establish a format and content guidance that must be followed in the revision process and coordinate and incorporate revisions to the annexes

This plan will be made available to all agencies tasked therein, mutual aid partners, and adjoining counties for comment. It is the responsibility of all parties to review and submit any comments to Reno County Emergency Management. The process of distributing the plan will be accomplished by either 1) granting “viewer” access via Kansas Planner <https://kansas.boldplanning.com/> or 2) providing an electronic copy. Reno County Emergency Management will keep a hard copy on file

The public will be provided the opportunity to view the Basic Plan portion of this document at the Reno County website, <http://www.renogov.org>.

### Plan Maintenance

Reno County Emergency Management will maintain the Reno County EOP and provide an updated EOP to Adjutant General's Office, Kansas Division of Emergency Management every five years, with the exception of ESF 10 which must be updated annually as per federal law. However, the EOP may be updated as often as needed during any year. Examination and review should be conducted annually and will reflect changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning. Reno County Emergency Management will revise the plan by using a process best suited for the county. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the Board of County Commissioners.

The coordinating, primary and support agencies/organizations of each ESF will be responsible for preparing and maintaining operating procedures for all responsibilities assigned them in the EOP. These procedures will be prepared following guidance issued by local policies.

The ESF Coordinator and Primary Agencies for each ESF must review their respective documents at least annually or after any large event for changes that should be made. Suggestions for changes will be submitted to the Director, Emergency Management for coordination of changes.

### Other Plans

In addition to the Reno County EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

### **3. Public Information**

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The County's public information program focuses on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- The County Administrator or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Director of Reno County Emergency Management or other personnel in the Emergency Management Department, and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the Emergency Operations Center (EOC) to receive disaster-related preparedness, response, recovery, or mitigation information.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The Reno County Emergency Management will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, at his/her discretion, send disaster updates to local media outlets, and to the Adjutant General's Office, Kansas Division of Emergency Management.
- Additional information is provided in ESF 15.

### **4. Training and Exercise**

All training related to emergency management is coordinated and scheduled through the Reno County Emergency Management. Reno County Emergency Management offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. The training offered is conducted through the Adjutant General's Office, Kansas Division of Emergency Management training section, the Local Emergency Planning Committees, Fire Department, and any other organization offering training. Reno County Emergency Management provides the notice of training being offered to local response agencies.



Reno County continues to implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focus on discipline and agency-specific subject matter expertise.

**Incident Commanders:** The organizational structure for response to an emergency/disaster is under the leadership of the designated incident commander. No individual will be designated the incident commander for a multi-agency or multi-jurisdiction event unless they have had the following training:

- IS-100 - Introduction to the Incident Command System
- IS-200 - ICS for Single Resources and Initial Action Incidents
- IS-300 - Intermediate ICS for Expanding Incidents for Operations First Responders
- IS-400 - Advanced ICS for Command and General Staff
- IS-700 - National Incident Management System, and Introduction
- IS-800 - National Response Framework, an Introduction

Other recommend course are:

- IS-701 - NIMS Multiagency Coordination System
- IS-702 - NIMS Public Information Systems
- IS-703 - NIMS Resource Management

**Elected Officials:** Elected officials that are not assigned primary response roles must complete at least IS-402 Public Officials Seminar. Elected officials with primary response roles must complete IS-100, IS-200, IS-700, IS-800 as a minimum. If they are to be in a command position they must also complete IS-300 and IS-400. They would not then need to complete the IS-402 program.

**Appointed Officials:** Appointed officials that are not assigned primary response roles must complete at least IS-100, IS-200, IS-700 and IS-800 courses. Those assigned to primary response roles and who may be placed in a command level position must also complete IS-300 and IS-400.

**Responders and Support Personnel:** All emergency response personnel and those who could be placed in a role of support during a large event must complete IS-100, IS-200, IS-700 as a minimum.

Exercises are a key component in improving all-hazards incident management capabilities.

The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating Department of Homeland Security/Office of Domestic Preparedness funded exercises.

The following agencies and entities have exercise programs:

Name of Agency	Type of Exercise Program
Reno County Health Department	Tabletop, Functional, Full Scale
Hutchinson Police Department	Tabletop, Functional, Full Scale
Hutchinson Correctional Facility	Tabletop, Functional, Full Scale
Hutchinson Regional Medical Center	Tabletop, Functional, Full Scale
Hutchinson Regional Airport	Tabletop, Full Scale
School Districts	Tabletop, Full Scale
Reno County Sheriff Office	Tabletop, Functional, Full Scale
Reno County EMS	Tabletop, Functional, Full Scale
Reno County Fire Districts	Tabletop, Functional, Full Scale
Hutchinson Fire Department	Tabletop, Functional, Full Scale
South Hutchinson Fire Department	Tabletop, Functional, Full Scale

After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by Reno County Emergency Management. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

Following actual events the same procedure will be used and will be led by Reno County Emergency Management.

**E. Response**

Reno County must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the County's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/

disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

### **1. Local Emergency Operations Center (EOC)**

The Emergency Operations Center (EOC) is the facility that is used to coordinate a County response to any major emergency or disaster situation. The Emergency Operations Center (EOC) is located at 210 W. 1st

Hutchinson, KS 67501. The facility serves as the coordination, command and control center for Reno County. The Emergency Operations Center (EOC) is staffed as prescribed above.

Security and maintenance of the Emergency Operations Center (EOC) will be carried out in accordance with the provisions of the most current version of the Reno County EOP. In the event the Emergency Operations Center (EOC) is threatened, an alternate EOC site may be activated as designated in the Reno County Emergency Management Continuity of Operations Plan.

The Emergency Operations Center (EOC) will be activated for actual or potential events that threaten Reno County. The level of activation will be determined by the Director of Reno County Emergency Management based on the emergency or disaster event.

Additional information on Emergency Operations Center (EOC), communications, warning points, and field operations has been previously provided above.

### **2. Public Safety Enforcement Actions**

In a large-scale incident law enforcement resources will quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The ESF 13 Coordinating Agency will activate mutual aid by contacting law enforcement agencies outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging area for assignments. ESF 13 will provide security for the inner and outer sections of the established perimeter. Additional information is provided in ESF 13.

## **G. Recovery**

In the aftermath of a disaster, County efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. To accomplish this goal the following strategy is provided:

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- To work closely with the Adjutant General's Office, Kansas Division of Emergency Management and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

### **1. Recovery Field Operations**

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

## **2. Recovery Personnel**

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Team - A team that is deployed to assist policy owners following a disaster.

## **3. Damage Assessment**

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the Emergency Operations Center (EOC). These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The Emergency Operations Center (EOC) may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The Emergency Operations Center (EOC) may establish a process where the public can submit damage reports.

The County Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

The Emergency Manager will provide information to the Adjutant General's Office, Kansas Division of Emergency Management within 12-36 hours if possible.

### Initial Safety and Damage Assessments

Reno County will conduct an initial damage assessment using resources to determine the overall extent of damages. Reno County Emergency Management is responsible for the direction and control of the Impact Assessment process and will identify County and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected and provided to Reno County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

The impact assessment data provides a County wide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

### Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State, and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The Adjutant General's Office, Kansas Division of Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

### Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in Reno County are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area and the County would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to Reno County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

The County is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The County will coordinate final damage estimates to the Reno County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

Additional damage assessment functions are maintained in the appropriate Reno County SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats and process for both initial and preliminary damage assessments.

Priorities of inspections include:

- Structures involved in response operations
- Critical transportation routes and infrastructure
- Essential county facilities

Cities and special districts within the County share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to Reno County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

#### **4. Disaster Declaration**

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

#### **Presidential Disaster Declaration**

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After local government conducts a rapid disaster assessment and reports to the SEOC, the Kansas Assessment Team (KAT) will deploy and conduct a joint local/state comprehensive disaster assessment on homes and businesses. Based on the KAT's data, a preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA Program criteria.

#### **5. Public Assistance (PA) and Individual Assistance (IA) Activities**

##### **Declared Disasters**

##### Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure

and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Reno County Emergency Management will work closely with ESF-15 - External Communications to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all Reno County government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio station. They will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and Kick Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the Reno County Emergency Management of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with Adjutant General's Office, Kansas Division of Emergency Management are executed with applicants with all reimbursements coming through Adjutant General's Office, Kansas Division of Emergency Management.
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Adjutant General's Office, Kansas Division of Emergency Management.

Documentation is obtained by Reno County Emergency Management regarding damage sustained to:

- Roads
- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

#### Public Assistance (PA) Activities

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county emergency management directors in accordance with 44 CFR-206 Subpart G & H. Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities. The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature. In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded. The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program. Contractual agreements with the KDEM are executed with applicants with all reimbursements coming through the Division, Documentation, record keeping, inspections, and final closeouts are overseen and approved by the KDEM.

#### Individual Assistance (IA)

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. Reno County will also perform inspections of damaged homes to determine safety. The will be responsible for coordinating post-disaster habitability inspections. The will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F. The primary means of applying for IA will be made through a National Tele-registration toll-free number. Disasters that do not



support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

### Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the County to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Kansas to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Board of County Commissioners for budget and finance approval of local dollars.

## **6. Disaster Recovery Centers and Staging Areas**

Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the County where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Director of Reno County Emergency Management, the State of Kansas and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Reno County Emergency Management will request that the Adjutant General's Office, Kansas Division of Emergency Management open a Disaster Recovery Center in Reno County.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Reno County, Reno County will take the lead and should notify the Emergency Operations Center (EOC). The Disaster Recovery Manager will advise if there are resources the County may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

The County Public Information Officer ( The County Administrator) will provide local media with detailed information on locations of recovery centers, distribution sites and other individual

assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

## **7. Unmet Needs**

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, a group will be assembled consisting of members from local religious organizations, volunteer agencies, private sector representatives, and the appropriate State and Federal agencies. The Unmet Needs Committee will be responsible for addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with community relations personnel. The unmet needs committee will be formed on an as-needed basis for a given event.

## **H. Mitigation**

In the aftermath of a disaster, the County's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Kansas are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

### **1. Coordination of Mitigation Activities**

The Reno County Emergency Management has been delegated as the lead agency to facilitate and coordinate the activities of the Reno County Mitigation Planning Committee and subcommittees. The Reno County's Mitigation Plan identifies the hazards to which Reno County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The Reno County's Mitigation Plan defines the mitigation goals, objectives and initiatives for Reno County. Annual revisions to the Reno County's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

### **2. Mitigation Programs**

#### **Pre-Disaster Activities**

- ***The National Flood Insurance Program (NFIP)*** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and

communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).

- **Community Rating System (CRS)** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum program requirements. As a result flood insurance premiums are discounted. The CRS is an integral part of the National Floodplain Insurance Program (NFIP).
- **Flood Mitigation Assistance (FMA) Program** – Adjutant General's Office, Kansas Division of Emergency Management administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.
- **Repetitive Flood Claims (RFC) Program** - Adjutant General's Office, Kansas Division of Emergency Management administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Severe Repetitive Loss (SRL) Program** - Adjutant General's Office, Kansas Division of Emergency Management administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Pre-Disaster Mitigation (PDM) Program** - Adjutant General's Office, Kansas Division of Emergency Management administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- **State Hazard Mitigation Planning** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

#### Post Disaster Activities

- **Hazard Mitigation Grant Program (HMGP)** - Adjutant General's Office, Kansas Division of Emergency Management administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

(the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.

- **406 Mitigation** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

## V. ADMINISTRATION, FINANCE AND LOGISTICS

### A. Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The Emergency Operations Center (EOC) will document activities on a situation reports, common operating pictures, and/or WebEOC. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

**Reports and Records:** The use of reports and records will vary according to the type of emergency being handled.

- **Messages:** All requests for assistance and all general messages will be handled using the procedures and ICS forms found in:
- **Situation Report:** These reports are compiled daily and forwarded to the Kansas Division of Emergency Management in order to keep the state informed about the current status of operations.
- **Event Log:** A record of major events during EOC operations will be compiled by a member of the support staff as appointed by the coordinator. This will be compiled using data from the google doc event log, WebEOC or other forms
- **Other Reports:** Incident Action Plans will be developed and maintained as a record of operations during all events lasting over one operational period.
- **Security:** All personnel entering the EOC will be required to check in at the security desk located in the main entrance.

Following a disaster, documentation is provided to Reno County Emergency Management to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During after action review the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

## **B. Finance**

### Funding

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the county's general funds or other legal funding mechanisms available to the local jurisdiction (non-funded warrants, etc.) if an agency's outlay exceeds their budget.
- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

### Disaster Assistance, Insurance, and Cost Recovery

As previously mentioned, in a federal disaster declaration the county and its eligible jurisdictions/citizens may qualify for federal assistance. Such assistance has been described above and will be further described in ESF 14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

Each entity is responsible for establishing the necessary administrative controls to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

All county owned property and equipment is insured under policies held with a private insurance company. In the event county property is damaged in a disaster, insurance will be relied upon to recover all costs beyond the deductibles listed in the policies.

### Tracking Local Disaster Costs

In the event of a federally declared disaster, Reno County Emergency Management may ask the County's Financial Officer to assign a special project number to track all county-related

expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of Reno County Emergency Management.

Tracking of resources and costs for specific missions assignments will be accomplished through the use of a form ICS 211, maintained by the Finance and Administration Section Chief within the management team.

#### Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

ESF 6 provides the concept of operations for pet sheltering and documentation of costs.

### **C. Logistics**

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

#### Contracting

The following locations provide a list of contractors for Reno County:

- A list of potential contractors that could be used to support emergency functions is maintained in a folder in Emergency Management's shared drive titled EOC and Resource Update
- Reno County can access the state contracting website at <http://www.da.ks.gov/purch/Contracts> and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.)

#### Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Reno County Emergency Management will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources
- Only the Reno County Emergency Manager or his/her documented designee, is authorized to request resource support from the Adjutant General's Office, Kansas Division of Emergency Management

- Adjutant General's Office, Kansas Division of Emergency Management will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan, is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to Reno County Emergency Management and the ESF 7 Coordinating and Primary Agency.

#### Key Logistics Facilities

Key logistic facilities are marked and identified in EOP mapper, if they meet a Type 3 facility.

Potential locations for Staging Areas and Points of Distribution sites (PODS) are identified annually by Reno County Emergency Management. Predetermined Staging Areas and PODS include:

Reno County Points of Distribution:

**Kansas State Fairgrounds  
2000 N. Poplar  
Hutchinson, KS 67502**

Reno County Staging Area:

Reno County Landing Zones:

**Hutchinson Municipal Airport  
1100 Airport Rd  
Hutchinson, KS 67501**

#### Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the Reno County Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

#### Fuel

Fuel will be procured using local vendors. Local incident command will provide the desired location of fuel purchasing if applicable for the incident. ESF 7 and ESF 12 provide further details concerning procuring fuel. Additionally, Emergency Management maintains a resource list of contacts and vendors, in the shared drive. EOP mapper also documents fuel supply locations in Reno County.

### Security

Security at each staging area will be accomplished by mission assigning ESF 13. ESF 13 provides further detail.

## **VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT**

All Reno County government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP is closely coordinated with the EOP and actions. This serves to protect and preserve essential records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of Kansas constitution, statutes and administrative rules.

### Delegation of Authority

In the absence or incapacitation of all three county commissioners, the Sheriff in conjunction the Emergency Management Director may declare a local state of disaster or emergency.

## **VII. REFERENCES AND AUTHORITIES**

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this EOP is not intended to incorporate them by reference.

### References:

- **Federal Bureau of Investigation's Concept of Opera** - Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)** - National Incident Management System (NIMS)



- **National Response Framework (NRF), Fourth Edition, October 2019.** - National Response Framework (NRF)
- **Evacuation and Access in Disaster Response**

Authorities:

- **10 U.S.C. 382 (2002)** - Emergencies Involving Chemical or Biological Weapons.
- **42 U.S.C. 201 et seq.** - The Public Health Service Act
- **44 CFR 350** - of the Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.
- **50 U.S.C. 1601-1651 (2003)** - The National Emergencies Act.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-188, 116 Stat. 294 (2002)** - The Public Health Security and Bioterrorism Preparedness and Response Act of 2002.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.),

ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.

- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.
- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- **K.S.A. 65 Articles 1 & 2** - Public Health System
- **Kansas Administrative Regulation 56-2-1 and 56-2** - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.

- **Kansas Planning Standards** - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- **Kansas Response Plan** - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.
- **Kansas Statutes Annotated (KSA) 48-9a01** - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
- **KSA 12-16, 117** - This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the "interlocal agreement" mechanism contained in KSA 12-2901.
- **KSA 48-904 et seq.** - Emergency Preparedness for Disasters
- **KSA 48-904 through 48-936** - These state statutes establish the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.
- **KSA 48-924-945** - Emergency Preparedness for Disasters
- **KSA 48-948-958** - Kansas Intrastate Emergency Mutual Aid Act
- **KSA 61-101 et seq.** - The Secretary of Health and Environment shall exercise general supervision of the health of the people of the state.
- **KSA 65-5701 through 65-5711** - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
- **State of Kansas Executive Order 05-03** - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.
- **Reno County Resolution Number 2002-45** - adopted the 13th day of November 2002, Establishing a policy of Reno County, Kansas to provide assistance to other

governmental entities, such as counties, cities and Townships during disasters Pursuant to K.S.A. 12-16,117.

- **Reno County Resolution Number 2003-19** - adopted the 16th day of April 2003, Creating the Central Kansas Region for Public Health Emergency Preparedness Fund. Reno County Resolution Number 2004-45, adopted the 9th day of September, 2004, Adopting the Provisions of Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents
- **Reno County Resolution Number 83-30** - adopted the 27th Day of June 1983, renaming the Office of Civil Defense in Reno County to the Office of Emergency Preparedness.
- **Reno County Resolution Number 93-65** - adopted the 22nd Day of December, 1993, Affirming the establishment of the Reno County Office of Emergency Preparedness; providing for and further defining the responsibilities, duties and authority of said office; and affirming the establishment of the position of Director of Emergency Management.
- **Reno County Resolution Number 94-37** - adopted the 21st day of December, 1994, Re-designating the Reno County Office of Emergency Preparedness as the Reno County Office of Emergency Management; Providing authority for Reno County to accept certain services, gifts, grants and loans; and directing compliance with K.A.R. 56-2-1, ET. SEQ.

#### **Memorandums of Understanding and Agreements:**

##### **Local**

- **Mutual Aid Agreement**
- **Tender Automatic Aid Agreement**

**Local Emergency Operations Plan Attestation Form**

**WHEREAS**, pursuant to state law, each county shall prepared and keep current a local emergency operations plan (LEOP) which has been approved by the Kansas Division of Emergency Management (KDEM); and

**WHEREAS**, LEOP are approved in accordance with standards promulgated by the KDEM utilizing national guidance and developed with whole-community input; and

**WHEREAS**, local jurisdictions may have distinctions that necessitate specific planning considerations and create inapplicability with the planning standards; and

**WHEREAS**, the KDEM practices the guiding principles of flexibility, standardization, and unity of effort, as outlined within the National Incident Management System (NIMS) which is identified through executive order as the state standard for incident management; and

**WHEREAS**, the planning standards must be scalable and adaptable to any situation, and therefore, applicable for jurisdictions that vary widely in terms of geography, demographics, climate, cultural, and organizational authorizes, among others; and

**WHEREAS**, the local authorities responsible for the deployment and adoption of the LEOP are best positioned to determine planning standard applicability for their respective jurisdiction;

**NOW, THEREFORE**, as an authority responsible for the development and maintenance of the LEOP, I hereby declare that the below recognized standard in not applicable to our jurisdiction and should not be used as a required planning consideration for approval.

Kansas Planning Standard element not applicable:

Attachment A4-2 Provide use agreements with landowners of pre-identified dip sites


Justification/Reasoning (Required):

Opting out per legal counsel

This attestation satisfies the aforementioned planning standard without adjudication from the KDEM. This document shall be filed for the duration of the LEOP approval.

Daniel Friesen

Authorized Representative<sup>1</sup> (Printed Name)



Signature

4/6/23

Date



<sup>1</sup> County Emergency Manager/Coordinator or Senior Official as recognized by the Board of County Commissioners

**Local Emergency Operations Plan Attestation Form**

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Kansas Planning Standard element not applicable:

LEOP Mapper Requirement Distribution Point

Justification/Reasoning (Required):

Reno County does not have a location that meets the qualifications of a Type 3 Distribution Point as defined by documents Drive Through Point of Distribution and POD Types.

This attestation satisfies the aforementioned planning standard without adjudication from the KDEM. This document shall be filed for the duration of the LEOP approval.

Daniel Friesen

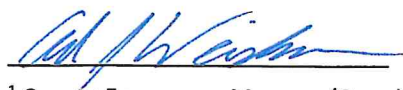
Authorized Representative<sup>1</sup> (Printed Name)



Signature

4/6/23

Date



<sup>1</sup> County Emergency Manager/Coordinator or Senior Official as recognized by the Board of County Commissioners

**Local Emergency Operations Plan Attestation Form**

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Kansas Planning Standard element not applicable:

LEOP Mapping Requirement Logistic Staging Area


Justification/Reasoning (Required):

Reno County does not have a location that meets the qualifications of a Type 3 Logistics Staging Unit as stated in document Logistics-Staging-Unit

This attestation satisfies the aforementioned planning standard without adjudication from the KDEM. This document shall be filed for the duration of the LEOP approval.

Daniel Friesen

Authorized Representative<sup>1</sup> (Printed Name)



Signature

4/6/23

Date



<sup>1</sup> County Emergency Manager/Coordinator or Senior Official as recognized by the Board of County Commissioners

**Local Emergency Operations Plan Attestation Form**

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**WHEREAS**, the local authorities responsible for the deployment and adoption of the LEOP are best positioned to determine planning standard applicability for their respective jurisdiction;

**NOW, THEREFORE**, as an authority responsible for the development and maintenance of the LEOP, I hereby declare that the below recognized standard in not applicable to our jurisdiction and should not be used as a required planning consideration for approval.

Kansas Planning Standard element not applicable:

Attachment A15-2 Provide a list of trained county Public Information Officers contacts

Justification/Reasoning (Required):

Reno County does not have any PIOs that qualify under the Standards file PIO Training

This attestation satisfies the aforementioned planning standard without adjudication from the KDEM. This document shall be filed for the duration of the LEOP approval.

Daniel Friesen

Authorized Representative<sup>1</sup> (Printed Name)

DF

Signature

4/6/23

Date

[Handwritten Signature]

<sup>1</sup> County Emergency Manager/Coordinator or Senior Official as recognized by the Board of County Commissioners





## PROMULGATION

One of the responsibilities of Kansas counties required by K.S.A. 48-929, is the development and promulgation of a County Emergency Operations Plan (CEOP) with the intention of saving lives and protecting property in the event of a major emergency or disaster.

This planning includes: Mitigation to reduce the probability of occurrence and minimize the effects of unavoidable incidents; Preparedness to respond to emergency/ disaster situations; Response actions during an emergency/disaster; and Recovery operations that will ensure the orderly return to normal or improved levels following an emergency/disaster.

The Reno County Emergency Operations Plan has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administrative personnel, various governmental departments and private and volunteer agencies with the information required to function in a coordinated and integrated fashion and to ensure a timely and organized management of the consequences arising from emergencies/disasters.

As Chairman of the Board of County Commissioners, I endorse this Plan, as approved by the Reno County Board of County Commissioners on \_\_\_\_\_ and direct that all personnel involved assume the roles and responsibilities and take appropriate actions as outlined herein.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Board of County Commissioners



## AGENDA ITEM

## **AGENDA ITEM #7.A**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:**

**AGENDA TOPIC:**

Public Hearing regarding the amended Reno County Sanitation Code

1. Open the Hearing
2. Discussion
3. Close the Hearing

Division of Environment  
Curtis State Office Building  
1000 SW Jackson St., Suite 400  
Topeka, KS 66612-1367



Phone: 785-296-1535  
Fax: 785-559-4264  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

**MEMORANDUM**

**Date:** January 10, 2024

**To:** Janet Stanek, KDHE Secretary

**From:** Michael Beezhold, Bureau of Environmental Field Services  
Watershed Management Section, Chief

**Subject:** Adoption and Amendments: Reno County Sanitation Code Adopted January 1, 1988, Amended May 15, 1991,  
Amended August 1, 1994, Amended July 2, 2003-

Reno County has amended the entire county sanitary code to be more in line with Bulletin 4-2.

Attached for signatures are an amendment for the Reno County Sanitation Code and a letter to Patrick Hoffman County Attorney and Counselor notifying the approval of the Reno County Sanitation Code.

If you should have any questions or concerns please contact me at your earliest convenience. (785) 296-0051

Division of Environment  
Curtis State Office Building  
1000 SW Jackson St., Suite 400  
Topeka, KS 66612-1367



Phone: 785-296-1535  
Fax: 785-559-4264  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

## Amendment

Board of County Commissioners, K.S.A. 19-3701

and

Kansas Department of Health and Environment

Regarding

Reno County Sanitation Code Amendment

The parties to this agreement hereby agree to amend provisions as follows:

1. Adoption and Amendments: Reno County Sanitation Code Adopted January Amended May 15, 1991, Amended August 1, 1994, Amended July 2, 2003.
2. Adpotion and Amendments: Reno County Sanitation Code January \_10\_, 2024.
3. All other provisions of the Agreement are reaffirmed.

In **witness whereof**, the parties hereto have affixed their signatures.

Mike Beezhold, WMS Section Chief

DocuSigned by:  
*Michael Beezhold*  
09BA9B7332B145C...

Erich Glave, BEFs Director

DocuSigned by:  
*Erich Glave*  
3E392C8C76C5413...

Emily Quinn, Attorney

DocuSigned by:  
*Emily Quinn*  
289ADE55D5624BC...

Leo Henning, Deputy Secretary

DocuSigned by:  
*Leo Henning*  
D9A45F364FBC46F...

Janet Stanek, KDHE Secretary

DocuSigned by:  
*Janet Stanek*  
27005E1DEC5D4DA...

Chairman, Board of County Commissioners

Division of Environment  
Curtis State Office Building  
1000 SW Jackson St., Suite 400  
Topeka, KS 66612-1367



Phone: 785-296-1535  
Fax: 785-559-4264  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

January 10, 2024

Patrick Hoffman  
County Attorney and Counselor  
206 W 1<sup>st</sup> Ave  
Hutchinson, KS 67501

Regarding: Environmental/Sanitary Code of Reno County, Kansas

Dear Mr. Hoffman,

The revised Reno County Environmental/Sanitary Code has been reviewed and approved by the Kansas Department of Health and Environment (KDHE), in accordance with Kansas Statutes Annotated (K.S.A.) 19-3704. An official copy of the proposed sanitary code, as approved by this Agency, is attached for your records.

After the Reno County Environmental/Sanitary Code has been officially adopted by the Board of County Commissioners, please send a copy of the adopted code and the completed County Code Adoption Form (attached) to the following email address: [Adrienne.miller@ks.gov](mailto:Adrienne.miller@ks.gov)

KDHE recommends you contact the Reno County Conservation District office, KSU extension office, contractors, and lending institutions within Reno County, to inform them of the changes to the code.

If you have any questions regarding this letter, please contact Adrienne Miller at (785) 296-7165 or [Adrienne.miller@ks.gov](mailto:Adrienne.miller@ks.gov).

Sincerely,

DocuSigned by:  
  
27005E1DEC5D4DA...

Janet Stanek  
Secretary  
Kansas Department of Health and Environment

Enclosures: Reno County Sanitary/Environmental Code  
County Code Adoption Form

cc: Randall Parks, County Commissioner, 206 W 1<sup>st</sup> Ave, Hutchinson, KS 67501

# Reno County Sanitation Code



**Reno County Sanitation Code Adoption and Amendments:** *Adopted January 1, 1988, Amended May 15, 1991, Amended August 1, 1994, Amended July 2, 2003*

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# Chapter One

## ADMINISTRATIVE

### Article 1: General Provisions

**Section I. Title** – This Code shall be known and referred to as the Reno County Sanitation Code.

**Section II. Legal Authority** – This Code is adopted under the authority granted to the Board of County Commissioners by K.S.A. 19-3701 et. Seq. as amended.

**Section III. Findings and Declaration of Policy** – The County Commissioners find that provisions for adequate and reasonable control over the environmental conditions in unincorporated areas of the county are necessary and desirable; and that it is necessary to adopt a sanitation code to:

- A. Eliminate and prevent the development of environmental conditions that are hazardous to health and safety; and
- B. Promote the economical and orderly development of land and water resources of the county. For those reasons and objectives, it shall be the policy of the Board of County Commissioners to amend this code from time to time with respect to any matter affecting environmental sanitation and safety.

**Section IV. Purpose** – The purpose and intent of this code is:

- A. To prescribe the administrative procedures to be followed in administering this sanitation code or any amendments thereto.
- B. To prescribe regulations for controlling practices to minimize health and safety hazards.
- C. To establish administrative procedures to facilitate fair and equitable regulation while recognizing the rights of affected persons to receive reasonably prompt processing and to appeal administrative decisions.

**Section V. Jurisdiction and Application** – This Code and all authorized regulations, restrictions, and requirements shall apply from and after the effective date and adoption to and throughout the unincorporated area of Reno County, Kansas, and to all persons, property, establishments, and business activities located or conducted, regardless of ownership and acreage, within Reno County, Kansas, and outside municipal boundaries of any city.

**Section VI. Severability** – If any clause, sentence, paragraph, section, or subsection of this Code shall be adjudged invalid for any reason whatsoever, such judgment shall not affect, repeal, or invalidate the remainder thereof, but shall be confined to the clause, sentence, paragraph, section or subsection thereof found to be invalid.

**Section VII. Disclaimer of Liability** – This Code shall not be construed or interpreted as imposing upon the County, or its officials or employees: (1) any liability or responsibility for damages to any property; or (2) any warranty that any installation, system, or portion thereof that is constructed, repaired, or modified under permits or inspections required by this Code shall function properly. In addition, any employee charged with the enforcement of this Code, who acts in good faith and without malice in the discharge of his duties, shall not thereby be personally liable for damage which may occur to any person or property as a result of the discharge of his duties.

**Section VIII. Amendments and Additions** – This Code may be supplemented, or its provisions may be amended by Resolution adopted by the Board of County Commissioners, after notice and hearing, as required by law, and any such amendments or additions shall be incorporated within and codified as a part of this Code. Any changes, modifications or additional provisions adopted and imposed by State or Federal law or regulation which are applicable to and administered through the jurisdiction of Reno County, Kansas shall be incorporated within and made part of this Code, with or without notice and hearing, as authorized or required by State or Federal law.

**Section IX. Repeal and Supersede Effect** – This Code shall supersede any and all previously adopted Resolutions or regulations, which are, in whole or in part, in conflict with any provision of this Code, where applicable, any regulation or resolution which is or was in effect upon the effective date of this Code shall be repealed to the extent necessary to give this Code full force and effect, and in the case of any conflict of provisions, whether real or apparent, then the provision of this Code shall govern wherever applicable.

**Section X. Effective Date** – This Code shall become effective from and after the date of adoption by the Board of County Commissioners, or other appropriate jurisdiction, and publication of notice as required by law.

## **Article 2: Administration**

**Section I. Administering Authority** – This code shall be administered by the Reno County Public Works Department, and the Director of that department or his or her designee(s) shall have the authority and responsibility for the administration of this Code. Here in after the Reno County Public Works Department shall be referred to as RCPWD. Under the authority of any particular Chapter or Article of this Code, the RCPWD may implement such administrative procedures consistent with this Code.

### **Section II. Administrative Actions and Decisions** –

- A. It is the intent of this Code to establish regulations and standards for the protection of the public’s health and safety. To the extent possible, all administrative actions and decisions required or authorized for the administration of this Code shall be made solely in accordance with the standards enumerated in the Code. Whenever in the course of an administrative decision or taking action for which standards are not provided then the decision or action shall be made according to the purpose and intents of this Code so that the result best serves the public health and safety.
- B. Any Policies created by the Reno County Public Works Director for the implementation of this code shall be reported to the Board of County Commissioners at their next regular meeting.

**Section III. Interpretation of Terms or Words** – All terms and words used in this Code shall be interpreted and given meaning according to their common understanding and to provide reasonable application of the purposes and intent of the Code. Whenever applied to this Code, the terms and phrases used shall be interpreted in the following manner:

- A. Words appearing in the singular number shall include the plural, and those appearing in the plural shall include the singular.
- B. Words used in the present tense shall include the past tense and future tense, and words used in the future tense shall include the present tense and past tense.
- C. The word “shall” be mandatory; the word “may” be permissive.
- D. The phrase “this Code” shall refer to the Code and all authorized regulations, restrictions and

requirements, and the phrase “the regulations “shall include regulations, restrictions, and requirements authorized by the Code.

**Section IV. Definitions** – The following words, terms and phrases appear in more than one Section of this Code and, thus, have general application and usage. Words, terms, and phrases appropriate or applicable to specific Chapters within this Code are defined, where necessary, within those Chapters. Unless the Code requires or specifies otherwise the following words, terms or phrases, as used in this Code, shall be given the meaning defined in this Section.

- A. Access: Entry into or upon any real estate, structure or vehicle including any part thereof.
- B. Administrative Agency: The Reno County Public Works Department; also referred to herein as “Agency”.
- C. Administrative Regulations: Those regulations contained in Chapter One of this Code which prescribe general procedures to be followed in the administration of the Code adopted by the County.
- D. Applicant: Any person who submits an application or requests permission to do some act regulated by this Code.
- E. Application: The application forms provided by the RCPWD including the filing fee and any other supporting documents required by the Agency.
- F. Authorized Representative: Any employee of the Reno County Public Works Department (RCPWD) who is designated by the Department Director to administer this code.
- G. Board of County Commissioners: Means the Board of County Commissioners of Reno County, Kansas.
- H. Board of Health: The Board of County Commissioners acting as the Reno County Board of Health.
- I. KDHE: Kansas Department of Health and Environment (KDHE)
- J. Inspection: A careful examination of property and proposal.
- K. Final Inspection: A careful examination of the permitted proposal.
- L. Law: Includes federal, state, and local statutes, ordinances, regulations, and resolutions.
- M. License: Identifies an individual that has the authority to perform wastewater tasks.
- N. Permit: Document provided by the Agency on standard forms to perform tasks required by this Code.
- O. Person: Any municipality, political subdivision, institution, corporation, partnership, association, or individual.
- P. Premises/Parcel: Any one or more lots or tracts of land that have separate deeds that were created by a survey, including all buildings, structures, or facilities located thereon.
- Q. Reno County Sanitation Commission: Shall consist of the Reno County Planning and Zoning Commission which will operate The Reno County Sanitation Commission as needed.
- R. Sanitation Code: Procedures, standards and regulations adopted by the County designed to minimize or control those environments and environmental conditions that may adversely affect the health and wellbeing of the public. Such environments and environmental conditions may include but are not restricted to domestic wastewater and domestic wastewater disposal; water supply; food and food handling. Whenever the term “Code” is used herein, such reference shall be to the Sanitation Code of Reno County, Kansas.
- S. Schedule of Compliance: A schedule of remedial measures and times including an enforceable sequence of actions or operations leading to compliance with any regulation or limitation.
- T. Subdivision: Any tract of land that is or has been subdivided into two or more lots for the purpose of sale or building development, whether immediate or future, including the streets,

alleys or other portions thereof intended to be dedicated for public use; and any re-subdivision of land or lots.

- U. **Recommend:** Any recommendations in this code are for information only and are not mandatory. Under no circumstances shall a permit be denied for failure to follow a recommendation. Recommendations are completely optional and included for reference and information purposes only.

**Section V. Technical and Scientific Terms** – Unless otherwise defined, any technical or scientific term used within this Code or within any regulation, restriction, or requirement shall be given the meaning most commonly known and applied within the appropriate literature or manuals applicable for that science, industry or technological skill.

**Section VI. Vested Interests** – Nothing contained in this Code, or any regulations shall be deemed or construed to grant any vested interest or protected right to any person beyond the express limited terms of any permit or ruling issued under this Code, and the Code and regulations are expressly declared to be subject to amendment, change or modification.

**Section VII. Compatibility with Other Laws** – Nothing contained in this Code or any regulations shall be deemed to alter or modify the application of any other laws, codes or regulations which are or may be applicable to the property, use, business activity or other object or matter regulated under this Code, and any permit, approval or other condition given or acknowledged under this Code shall be limited in effect to the requirements of this Code and shall not, under any circumstances, relieve the holder from compliance with all other applicable laws, codes, regulations or requirements.

**Section VIII. Variance of Requirements** – In unusual cases where compliance with the requirements of this Code is not feasible, the RCPWD shall have the authority, and sole discretion, to waive the requirements, provided the RCPWD Administration is furnished with reliable information to show that such variance does not and will not impair the potability of the groundwater or otherwise endanger the health and safety of the individuals involved or the general public. Affected property owner must also provide written approval of any variance. Approval shall be filed of record with the Register of Deeds at the applicant's expense. Requests for exception to any of the regulations as set out within this Code shall be submitted to the RCPWD in writing and shall contain all information relevant to the request. Occasionally an existing variance will be on file for a property that may apply to the current situation and no additional variance is needed. The RCPWD shall review each site on a case-by-case basis and make a determination. The RCPWD shall recommend variances that meet the applicable state minimum standards. Appeals from the decision of the RCPWD shall be made to the Reno County Sanitation Commission at a regular or special meeting of that Board, which shall advise the Reno County Public Works Department Director to approve a variance or sustain the decision of RCPWD. Any such decision may be appealed to the Board of County Commissioners, who may or may not take it up at their next regular meeting. If not taken up the decision of the Reno County Public Works Department Director shall stand.

### **Article 3: Applications, Permits and Licenses**

#### **Section I. Application Forms and Procedures**

- A. **Content** – A completed Application for a permit or license shall be made on forms provided for that purpose. The application shall give a description of the character of the work proposed to

be done, or activity to be engaged in, and, if appropriate, the locations, ownership, occupancy, and use of the premises in connection therewith. An application for any permit or license required under this Code shall be filed with the Agency. Applications are not transferable to another owner.

- B. **Verification** – An application for a permit must be signed by the owner of the property to be improved and for which the permit is being requested or by his authorized representative. The RCPWD may require proof of such authorization, including approval of proposed plans.
- C. **Compliance** – The applicant and owner shall be responsible for compliance with the permit requirements as further set out in this Code. Only a person who complies with the requirements of this Code shall be entitled to receive or retain a permit or license.

**Section II. Permits and Licenses Required** – No person shall conduct, carry-on or perform any business or activity identified in this Section without first having obtained a valid permit in conformance with the requirements of this Code.

- A. **\*Permit for Private or Semi-Public Wastewater Disposal System** – Every person who installs, removes, alters, repairs or replaces or causes to be installed, removed, altered, repaired or replaced any private wastewater disposal system or part thereof shall, prior to commencement of any work, apply for and obtain a permit to perform such work, and no private wastewater disposal system shall be installed, removed, altered, repaired or replaced except pursuant to a permit issued under this Article. Permits are required for all wastewater tank installations or replacements, lateral field installation or replacements, installation of units that alter the wastewater system’s chemistry and function, and other wastewater systems that would be installed or replaced.
- B. **\*License for Wastewater Contractor/Site Specific Wastewater Contractor/ Installer** – Every person who conducts the activity of an installer as defined in Chapter 2 of this Code, shall apply for, obtain, and maintain a valid operator’s license to perform that activity.
- C. **Licensed Wastewater Reciprocity** – Installers who are not licensed in Reno County but are licensed in a county with similar testing requirements may submit their testing and experience and request license based on reciprocity.
- D. **License for Sanitary Service Contractor** – Every person who engages in or conducts the activity of a Sanitary Service Contractor, as defined in Chapter 2 of this Code, shall apply for, obtain and maintain a valid operator’s license to perform that activity.
- E. **\*Permit for Private Water Supplies** – Every person who installs, drills, develops, constructs, or reconstructs any private water supply on any premises subject to the Code shall, prior to commencement of any work, apply, and obtain a permit, to perform such work.

\* Includes Homeowners.

**Section III. Construction Plans** – The RCPWD shall require plans, specifications or drawings and such other information as deemed necessary in pursuant of a permit or license.

**Section IV. Permit/License Issuance; Investigations** – If the RCPWD determines that the application complies with the requirements of this Code, a permit for construction or license for operation shall be issued. In making this determination the RCPWD may perform an inspection to determine compliance with this Code. Within ten (10) working days after receipt of an application for a permit or license, the RCPWD shall begin such investigations and inspections as it shall deem necessary to determine whether the permit or license shall be issued or not issued and shall issue the permit or license within twenty (20) working days of receipt of the application or explain in writing the reason it cannot be issued. If the application is not issued, the RCPWD shall give the applicant written reason it is not issued. It shall be

the duty of the person performing the work authorized by a permit to notify the RCPWD when work is ready for any required inspection. Such notification shall be given not less than one regular working day before the work is to be inspected. Permits usually shall be issued within 2 business days following the receipt of plans and staff confirming no conflicts exist with other agencies. In rare situations when more time is required, staff shall communicate within 2 business days of the reason for the delay and approximate time a permit decision shall be made.

**Section V. Permit and License Conditions** – Every permit and license issued under this Code shall be subject to the terms and conditions specified in this Section.

- A. Right of Access** – Application for, and acceptance of, any permit issued under this Code shall grant to any inspector, code or law enforcement officer, and any representative of the RCPWD the right to enter upon any property subject to the permit, at any reasonable time during standard business hours, with or without notice, for the purpose of inspection to determine and ensure qualifications for and compliance with the permit, and shall allow for reasonable access to and review of records, property or other materials necessary to perform the inspection.
- B. Authorized Activity** – Each permit or license issued under the authority of this Code shall be limited to and expressly provide for the type and manner of activity permitted for the holder and shall not be used nor applied for any other purpose, type, or manner of activity. The permit or license issued shall specifically refer to the activity description contained within the permit or license application, and any change in the type, manner, scope, or location of any activity shall require application for and modification of the permit or license.
- C. Application, Permit or License Non-transferable** – No application, permit, or license, required by this Code shall be transferable to another activity, person or premises and the holder of the permit or license shall notify the RCPWD prior to any change in ownership or location of any permitted licensed activity.
- D. Term Expiration** – Each permit for construction or license issued under the authority of this Code shall clearly state the date of issuance, the term of the permit or license, and the expiration date. The term of each permit or license issued under this Code shall be for a period not to exceed one (1) year unless the RCPWD determines, for cause shown, that the permit or license should be issued for a period of time other than one (1) year; in which case, the RCPWD may designate a lesser time when the activity can or maybe fully completed within the shorter period, or may designate a greater time, but in no event more than three (3) years, subject to annual review and payment of any required fee, where the activity is reasonably known or contemplated for continuation beyond one year.
- E. Permit Factors Conditions and Assumptions** – A permit is approved subject to the conditions and upon the terms, details and requirements of the approved construction plan, wastewater application, soil profiles, and the county's wastewater inspection. It is assumed the property owner has read and informed themselves in regard to the maintenance and operation of the wastewater system that may be constructed or repaired. It is also assumed the owner has or obtained legal authority to utilize a utility easement or physically crossing a utility easement line for the placement of the wastewater system where applicable. Without a survey from a Kansas Licensed Surveyor, the county staff cannot determine with certainty that the proposed system conforms to the code's setback requirements from the adjacent property lines and road right of way. Therefore, the County's inspection of the proposed site or the county's issuance of a permit is based on information provided by the Owner and or contractor. RCPWD shall confirm tract sizes based on recorded deeds as necessary, generally when preliminary records show the tract is within 0.5 acres of a minimum code size. Water well construction shall comply with Kansas law

described in K.S.A., 82a-1201, et seq. (Article 12), and KDHE water well regulations described in K.A.R. 28-30-2, et seq., and amendments thereto. Water well construction shall meet the current standards of KDHE Article 30 and 12.

- F. Permit Renewal** – Any permit issued under the authority of this Code may be renewed for one or more additional terms upon application for renewal filed with the RCPWD on a form authorized for that purpose. No permit which has been expired for more than thirty (30) working days or which is subject to revocation, for any reason, may be renewed, and such permits may be reissued only upon the filing of a complete application for a new permit. All applications and fees expire in (3) years if a permit has not been issued. See other chapters for permit renewal details (i.e. semi-public permit renewal).
- G. Error and Omissions** – The issuance of a permit or license shall not prevent the RCPWD from thereafter requiring the correction of errors in plans and specifications or from preventing construction activity being carried on thereunder when such activity would be in violation of this code or of any other code or resolution or from revoking any permit or license when issued in error. The RCPWD may, in writing, suspend or revoke a permit issued under provisions of this Code whenever the permit is issued in error or on the basis of incorrect information provided by the applicant or contractor.

**Section VI. Permit and License Revocation** – A permit or license may be revoked for failure to comply with this Code. The revocation procedure shall comply with the provisions of Chapter 5.

#### **Section VII. Fees**

- A. Standard Fees** – For the purpose of defraying all or part of the cost of administration of this Code, the Board of County Commissioners shall establish a schedule of fees for all permits and licenses required by the Code. The fees imposed under this Code shall be paid by the applicant prior to the issuance of any permit or license authorized by the Code, and all annual fees shall be paid prior to the anniversary or expiration date of a permit or license, where applicable. Fees shall accompany all applications and be remitted prior to any site evaluation or license issuance.
- B. Double Fee for Unauthorized Practices** – Any person who shall commence any activity for which a permit is required by this Code without first having obtained the permit shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such activity, provided, however that this provision shall not apply to emergency work when such work was urgently necessary to protect public health and safety and it was not practical to obtain a permit before commencement of such emergency work. In all such cases, a permit must be obtained within three (3) working days after the performance of such work or a double fee as herein provided shall be charged.

**Section VIII. Supplemental to State Regulations** – The permits or licenses, and all fees, conditions and regulations imposed under this Section, or any other Section of this Code shall be supplemental to and in addition to any permits, licenses, fees or regulations imposed or required by any other law, including but not limited to those administered by the Kansas Dept. of Health & Environment, the Kansas Department of Agriculture's Division of Water Resources, the Equus Beds Groundwater Management District No. 2, etc.

- A. Conflict in Regulations or Requirements** – All regulations, restrictions, and requirements of this Code shall remain in effect and shall apply to any activity or condition covered by this Code except when in direct conflict with a provision of the State regulations, in which case the State-

imposed regulations shall apply. Terms and conditions, requirements, regulations or limitations which are supplemental to those imposed by the State and which are not specifically or expressly excluded or prohibited shall not be considered conflicting and shall be imposed and in effect.

- B. Additional Regulations** – Regulations and requirements applicable to any conduct, activity, condition or standard, which are not expressly regulated by operation of State law, but which are regulated by this Code, shall be and remain in full force and effect as specifically applied under this Code for and within Reno County, Kansas.

## **Article 4: Inspections and Investigations**

**Section I. Inspections Required** – Physical site inspections shall be authorized and performed for all activities under this code.

- A. Construction Activity** – Whenever plans and specifications are required by this Code to be submitted as part of a permit application, the RCPWD shall inspect the premises prior to the start of operations to determine compliance with the approved specifications and with any other requirements of this Code.
- B. Private, Semi-Public Water Wells and Wastewater Systems** – Private and semi-public water wells and wastewater systems shall be inspected by the RCPWD prior to being placed in operation to ensure compliance with this code. Such systems shall be inspected thereafter as often as necessary to ensure compliance with this Code. No portion of the wastewater system shall be covered or made inaccessible to inspection prior to approval. Private and Semi-public water wells shall be inspected by staff of above ground construction requirements for KDHE Article 12 and 30. Staff shall use the approved/permitted plans on file submitted by the contractor or owner as a guide to conducting the final inspection. Staff shall use photographs and GIS to document inspection findings whenever possible. Applicants may submit photographs for approval and use by county staff. Staff may provide educational handouts as appropriate.

**Section II. Inspection Reports** – A written inspection report shall be made for all inspections conducted under the authority of this Code, stating the name of the inspector, the date and time of the inspection, the type of inspection and the property inspected. The report shall enumerate all findings made during the inspection. Staff may use photographs and GIS to document inspection findings whenever possible. Applicants may submit photographs for approval and use by county staff. Staff may provide educational handouts as appropriate. Whenever a private or semi-public water well or wastewater system is inspected after a permit is issued, the findings of the inspector shall describe any identified violations, the Code section violated, and the correction to be made. A copy of the completed report shall be issued to the owner of the premises and, if different than the owner, to the holder of the permit. All final County forms are public records available upon request. Drafts and county staff documents such as notes, and electronic communications are not public record.

**Section III. Inspection Scheduling and Re-inspections** – Whenever inspections are required under this Code to be scheduled for any installation, construction, initial activity, or for the correction of any violation or other non-conforming condition, it shall be the duty of the holder of the permit or license or the establishment to notify the RCPWD and schedule the time and date for the inspection. Use of electronic software for permit processes and investigations maybe used by staff whenever possible and applicants and contractors are encouraged to use electronic software as well. Staff may not complete



forms that are intended to be completed by the applicant or contractor. Staff will make best efforts to keep track of all communications from all parties in a chart and to retain all records related to the permit.

**Section IV. Access and Right of Entry** – The RCPWD shall have the right to make inspections of establishments, premises, places, and localities for the purpose of determining compliance with this Code. Inspections shall be done at a reasonable time. The RCPWD may examine the water usage records of any establishment that uses a private sewage disposal system for information pertaining to the amount of water used by the establishment. If the building, premises, or establishment to be inspected is occupied, the RCPWD representative shall first present proper identification and request entry; if such building or premises be unoccupied, he shall first make a reasonable effort to locate the owner, or other persons having charge or control of the building or premises, to request entry. If entry is refused, the RCPWD shall have recourse to all remedies provided by law to secure entry. The RCPWD shall have reasonable access to the business records of any person licensed to perform any activity under this Code where the records, daily logs, or other documents are reasonably necessary to determine compliance with the requirements of this Code.

**Section V. Educational handouts and lists** – The County will update educational handouts and lists as needed and post on the county’s website as needed. This will include updates of new products or design approvals. Relevant state laws and regulations shall also be posted on the county’s website.

## Chapter Two DOMESTIC WASTEWATER TREATMENT

### Article 1: General

**Section I. Purpose** – Wastewater is a potential source of disease and a potential hazard to the health, safety, and welfare of the public. It also poses a direct threat to the environment as a potential pollutant of the air, water, and soil, and presents a hazard to all forms of plant and animal life. It is the purpose of this Chapter to provide minimum standards for the sanitary treatment of all sewage generated or transported within Reno County unless otherwise regulated by competent authority.

**Section II. Scope** – All wastewater must be disposed of by the use of a sanitary sewer system as defined in this Section. A sanitary sewer system may be classified as either a: public wastewater system, semi-public wastewater system or a private wastewater system.

**Section III. Definitions** – Unless the context requires or specifies otherwise, the following words, terms or phrases, as used in this Code, shall be given the meaning defined in this section.

- A. **Absorption System**: A private wastewater system for the treatment of sewage by means of absorption trenches and the biological decomposition of wastewater effluent in the adjacent soil.
- B. **Absorption Trenches**: One or more trenches of varying length and depth and of fixed horizontal separation in which effluent is percolated into the soil.
- C. **Agriculture Land**: Any land that is currently classified as agricultural by the Reno County Planning Commission.
- D. **Alternative Wastewater System**: A domestic wastewater system other than an anaerobic septic tank-soil absorption system, lagoon or privy that is used or designed to be used, to collect, treat, hold or discharge domestic waste from residential, industrial or commercial property. This

- includes, but is not limited to, such systems as; mounds, shallow and at-grade absorptions fields.
- E. **ANSI: American National Standards Institute** certification for wastewater products.
  - F. **Bedrock**: A soil horizon which contains greater than 50% consolidated material, by volume.
  - G. **Cesspool**: A drywell that receives untreated sanitary wastes containing human excreta.
  - H. **Class V Injection Well**: A septic system receiving only domestic wastewater and having the potential to serve 20 or more persons a day, any septic system receiving non-domestic wastewater, or any well authorized by the KDHE to inject as a UIC Class V well for remedial purposes.
  - I. **Composting Toilet**: A dry toilet that treats human waste using organic matter.
  - J. **Distribution Box**: A watertight chamber below the outlet level of a septic tank or treatment unit and from which effluent enters the absorption system.
  - K. **Domestic Septage**: The liquid and solid material removed from a septic tank, lagoon, privy (portable or stationary), alternative wastewater system, portable toilet or similar device that receives only domestic wastewater. Domestic septage does not include commercial or industrial wastewater or grease removed from a grease trap.
  - L. **Domestic Wastewater**: All water-borne wastes produced at family dwellings in connection with ordinary living including kitchen, toilet, laundry, shower, and bathtub wastewater. It also includes similar type wastewater produced at businesses, churches, industrial and commercial facilities, or establishments. Stormwater shall not be mixed with domestic wastewater.
  - M. **Drywell**: A well or excavation completed above the water table so that its bottom and sides are typically dry except when receiving fluids.
  - N. **Enhanced Treatment System**: This includes any private or semi-public wastewater system which has been designed to improve the quality of wastewater effluent going into the soil absorption field that is of higher quality than from a conventional septic tank. Includes all media filters, aerated tanks, retro fit units, followed by a soil absorption system. one or more of the following: biological oxygen demand, dissolved solids, suspended solids, nitrates, phosphorus, or bacteria is reduced prior to dispersal. Examples of such systems are aerobic septic tanks, sand, textile or peat filters and constructed wetlands.
  - O. **Flood Plain**: The Flood Plain refers to land that is currently designated as part of the Flood Plain by the Federal Emergency Management Agency.
  - P. **Lateral Field Fill**: Fill material should be sandy loam, free of debris including roots, man made materials, minimal to no clay content, and cannot contain characteristics of a water features.
  - Q. **GPD**: Gallons Per Day.
  - R. **Graywater**: All domestic water that does not contain water from toilets.
  - S. **Holding Tank**: A watertight receptacle for the retention of wastewater either before, during or after treatment.
  - T. **Lateral Field**: System of perforated or pen joint sewer pipe positioned underground or cover within crushed rock/gravel beds, chambers, gravel less pipe or other approved material to effect transfer of septic tank or enhanced treatment effluent for final treatment and dispersal.
  - U. **New Construction**: Means the initial construction or enlargement of the onsite wastewater treatment system, modification of the method or extent of sewage treatment, or replacement of a significant portion of the existing onsite wastewater treatment system.
  - V. **NSF**: National Science Foundation certification for wastewater products.
  - W. **Non-Domestic Wastes**: Any liquid or water-borne wastes, other than domestic wastewater, produced in connection with any industrial or commercial process or operation.
  - X. **Onsite Wastewater System**: Treatment system means of arrangement of devise, structures and mechanisms to treat and modify wastewater system from a structure, in locations where public

sewerage is not available, in such a fashion as to prevent sewage from being a public health hazard, a detriment to environment or natural resources, or water pollutants.

- Y. **Wastewater Contractor/Installer:** Any person duly licensed to construct, install and/or repair private sewage treatment systems.
- Z. **Private Wastewater System:** Any septic system, lagoon, alternative wastewater system, privy, holding tank or other means of wastewater treatment that does not discharge to a public or semi-public wastewater system.
- AA. **Pit Privy/Privy:** A facility designed and/or used for the biological composting and disposal of human excreta.
- BB. **Public Wastewater System:** A wastewater system that is used or designed to be used for the collection, treatment, and discharge of domestic wastewater or industrial or commercial wastes and has a valid permit from KDHE.
- CC. **Reconstruction:** The replacement, alteration or repair of existing components of a private or semi-public wastewater system that improves or enhances the performance of the system or changes the classification of the wastewater system.
- DD. **Sand Trap Waste:** The sand, gravel and other solid material along with its associated liquid which settles from the effluent flow produced in connection with the commercial or industrial process of washing vehicles.
- EE. **Sanitary Service:** The pumping out and/or removal of wastes, sludge or human excreta from privies, septic systems, lagoons, alternative wastewater systems, enhanced treatment systems and other private or semi-public wastewater systems, and the transportation of such material to a point of final disposal treatment.
- FF. **Sanitary Service Contractor:** Any person duly licensed to perform sanitary disposal services.
- GG. **Semi-Public Wastewater System:** A wastewater system used for the on-site collection and treatment of domestic wastewater only, that accepts, or is designed to accept, greater than 1,000 GPD but no more than 2,500 GPD and does not discharge to the surface waters of the State.
- HH. **Septic System:** An anaerobic septic tank-soil absorption system used for the collection and treatment of domestic wastewater.
- II. **Septic Tank:** An approved, watertight, accessible, covered receptacle designed and constructed to receive sewage in which three processes take place: settling of the solids, the digestion of some of the accumulated solids by anaerobic action, and separation of the floatable scum.
- JJ. **Single Family Waste Stabilization Pond:** An artificial or man-made structure which is not a public wastewater system and into which 1,000 GPD or less of domestic wastewater is discharged and confined for treatment. It is otherwise referred to as "lagoon" herein.
- KK. **Site specific Licensed Wastewater Contractor:** A property owner that is only licensed to construct, install, maintain, and repair private sewage treatment system(s) on their own property.
- LL. **Soil Mottles:** Spots or streaks of contrasting soil colors that indicate the presence of a seasonal water table zone.
- MM. **Wastewater Contractor:** Any individual or company that constructs, reconstructs, or modifies private or semi-public wastewater systems.
- NN. **Wastewater (Sewer) District:** A special district authorized and empowered by state statutes to plan, construct and operate a public wastewater system.

**Section IV. Rules of Application** – The requirements established by Chapter 2 of the Reno County Sanitation Code shall apply and be applicable to any and all private and semi-public wastewater systems now or hereafter installed, used or operated upon any property located within Reno County, Kansas

subject to the provisions of this Code.

- A. General Regulation:** No person shall construct, reconstruct, or modify, nor cause or allow the construction, reconstruction, or modification of any private wastewater system except as permitted or allowed within the requirements of this Code. No commercial or industrial waste shall be directed to a private or semi-public wastewater system.
- B. Existing Systems Treating Domestic Waste:** Any private sewage treatment system installed prior to the effective date of this Code and used exclusively for domestic sewage, and not industrial nor commercial wastes, may remain in use if, and as long as, it continues to operate in accordance with the original design and location, does not experience any system failure, and does not present any hazard to the public health, safety or welfare; however, any replacement, alteration, enlargement, repair, removal, conversion, improvement or demolition shall comply with the requirements of this Code or any later amendments, revisions or versions. Existing wastewater system components shall be brought up to code at the time of permit issuance and noted in plans.
- C. Existing Tank Replacement:** Will not require a soil profile test to be conducted but will require photo or inspection of uncovered tank installed in the new location, prior to back filling. Staff will conduct a final inspection.
- D. Installation of Holding Tanks:** will not require a soil profile test to be conducted but will require photo or inspection of uncovered tank installed in the new location, prior to back filling. Staff will conduct a final inspection.
- E. Consultation:** Staff may consult with KDHE in unusual circumstances and follow KDHE interpretations during the permit process.

#### Section V. Approval of Plans and Specifications

- A. Private and Semi- Public Wastewater Systems-** Plans and specifications for all wastewater systems shall be submitted to and approved by the RCPWD prior to starting any construction of such systems. Wastewater systems shall meet the minimum design standards of the publications below, including depth and elevation of a wastewater system, setbacks, and in coordination of the proposed wastewater system and soil profile results. See below and Appendix 2 for setbacks distance.

Private and Semi-Public Wastewater System Setbacks Distance

	Minimum Setbacks for wastewater systems
Setback	Required
Septic tank/Aerobic unit/ Retro Fit to foundation of a house or other building	10 Feet
Soil Absorption system to a dwelling foundation	20 Feet
<b>Any part of the wastewater system to:</b>	
Public potable water line	25 Feet
Private potable water line	10 Feet
Property line	10 Feet (road right of way may not be included)
Public water supply well or suction line	100 Feet
Private water supply well or suction line	50 Feet
Surface watercourse	50 Feet
<b>Wastewater Lagoons (Lagoon 5' water level) to:</b>	
Property line	50 Feet (road right of way may not be included)
Dwelling foundation	50 Feet

Any other distances not listed are subject to KDHE interpretation and KDHE Bulletin 4-2, and amendments thereafter. Any setbacks not identified in the above table refer to KDHE Environmental health handbook or other KDHE publications.

It is good practice to remove trees within 25 feet of the absorption field or to provide a root barrier to keep roots out of absorption field.

The standards of design, construction and location for such systems shall be extracted from independent standards current to the time of plan review. Such standards applicable at the time of this codes adoption are KDHE Bulletin 4-2, Minimum Standards for Design and Construction of Onsite Wastewater Systems, KDHE Environmental Health Handbook, KSU Extension, EPA Onsite Wastewater Manual, and any amendments thereafter. Under unique circumstances the RCPWD may require the system to be designed by an active Kansas licensed professional engineer or ask for review of the proposal by KDHE.

**Section VI. Wastewater Product Reviews-** Wastewater storage and/or treatment product reviews will be conducted on products that are not included in KDHE Bulletin 4-2, and are intended to be installed as enhanced treatment, new style of soil absorption system, or treat/alter sewage treatment. Literature submission shall include: an engineer approval, engineered designs, NSF or ANSI certification, regimen for maintenance, limitation of installations, and other information as requested by staff. Other Wastewater certification may be accepted if comparable to either NSF or ANSI. Proprietary wastewater products may only be installed per the certifications provided. County will issue an approval or non-approval letter that will be sent to the local dealer.

**Section VII. Criteria for Plan Approval** – Prior to issuing a permit for construction, a soil profile test of the proposed wastewater building site shall be conducted, in order to identify site limitations or restrictions. Staff may also conduct a site inspection to determine any other site limitations and evaluate proposed plans for code compliance. Credentialing of persons wishing to complete a soil profile must meet the following criteria: Soil profile abilities approved by a Kansas licensed soil scientist, Kansas licensed professional engineer, or have completed a soils class from Kansas Small Flows that was instructed by a college accredited professor or approved personnel. Proof of certification must be submitted to RCPWD. No permit shall be issued unless the proposed wastewater system meets accepted design standards for the conditions determined by the soil profile test. Soil profile findings shall include property owner name, address, date, location of soil profile, soil horizons, soil color, any mottling encountered, texture, structure, consistency, roots, remarks, loading rate, vegetation present ground level, and depth in inches to restrictive features, and signature and date of qualified person that conducted the soil profile. County soil form can be provided for use if needed. Soil profile results shall be submitted to the county in combination with other forms needed in the permit process. Applicants may be asked to excavate additional soil profile pits or observational holes as needed. If an existing soil profile has been completed in the area of the existing system, no future soil profiles are needed to be repeated, unless the site has undergone major changes. If the location of the wastewater system moves over 50' from the original soil profile pit, then another soil profile pit may need to be completed by either the RCPWD or credentialed persons. Soil fill to be used may also be evaluated by staff or credentialed persons.

- A. Enhanced wastewater systems may be installed at owners' discretion and are recommended but not required. Highly recommend following any prescribed maintenance from the manufacturer.

- B. Parcels and lots established after the date of this code shall meet minimum code setbacks.
- C. New lots of record created after the date of this code shall meet the minimum setbacks and current design standards as identified in the following KDHE Bulletin 4-2, Minimum Standards for Design and Construction of Onsite Wastewater Systems and the KDHE Environmental Health Handbook, KSU Extension, and EPA Onsite Wastewater manual, and any amendments thereafter.
- D. In all circumstances, regardless of lot size, there should be a suitable area for immediate and eventual use as a private wastewater system, exclusive of buildings, non-porous driveways, and other public right of way easements. This area is to be comparable in size to the current or proposed wastewater system. In all cases sewage saturated soils and past wastewater system components may not be used for new lateral field installations.
- E. **Inspection Ports** – All lateral fields are required to have an inspection port installed at the end of each lateral. Inspection port shall be constructed of solid PVC that is a 90 degree turn up and extending to at least grade level. A solid removable PVC cap is to be installed.
- F. **Effluent Filter** – All existing or newly installed septic tanks shall be fitted with an effluent filter and installed per manufacturer specifications.
- G. **Wastewater Construction Plans** – Plans shall include setbacks, depth, and elevation of a wastewater system, in coordination of the proposed wastewater system, soil profile results, and soil amendments, site restrictions, and use of easements if applicable and reflect meeting the minimum design criteria for the above publications and any additional site criteria listed on the wastewater inspection form. If a floodplain or floodway is present on the property, additional criteria may be listed in the permit or on plans. Use of staff aerial, existing diagrams maybe used as part of plan submitted, if applicable. Plans can be amended during the final inspection by the contractor to reflect the true installation. Plan amendments in all circumstances are to be initialed and dated. Contractors are responsible to ensure aggregate used meets the above design spec publications. Following the issuance of a permit for construction, and prior to covering any portion of the wastewater system, the permit holder shall contact the RCPWD and arrange for an inspection of construction for the purpose of assuring compliance with the conditions of this Code.
- H. **Easements** – Use of easements maybe considered by the RCPWD and approved by the county counselor.
- I. **Engineer approved Exceptions** – Reno County has had an experienced wastewater engineer review several historically used wastewater designs and installations, and upon approval they have been posted on the County’s website and may be used consistent with that approval. Any other designs and installations that are not in the publications identified in paragraph B above must be evaluated by a licensed engineer and that evaluation included with the application.
- J. In unique circumstances of same ownership of multiple homes and buildings on one parcel, the structures may be connected to one wastewater system. Plans must reflect future wastewater system reserve areas may be located.
- K. No private or semi-public wastewater system shall be constructed if the applicant’s property line is within 400 feet of an existing public sewer, unless the RCPWD finds that connection to such a sewer is not feasible and that a domestic wastewater system, meeting the requirements of this Code, can be constructed on the property.
- L. **Final Inspections of Construction** – Staff shall use permitted plans as a guide to conduct a final inspection. Multiple final inspections may be conducted, depending on the type of wastewater system installed and violations encountered. Staff may use photos, collect measurements, and GIS to document inspection findings. Photo corrections by the contractor are allowed in some

circumstances. Contractor will need to call staff if inclement weather is approaching and make arrangements for the wastewater system to be covered up, prior to staff completing a final inspection. Photo submission is allowed as part of the arrangement upon staff approval.

- M. Class V Injection Wells** – Owner/operators of private and semi-public wastewater systems meeting the KDHE definition of a class V injection well shall contact the KDHE and comply with or satisfy all requirements and regulation adopted by the KDHE, pursuant to Kansas Administrative Regulations, Article 46.

## **Article 2: Prohibited Practices**

**Section I. Private or Semi-Public Wastewater Systems** – No person shall sell, use, or lease for use any real estate upon which is located a private or semi-public wastewater system which:

- A. Improperly discharges effluent as prohibited by Chapter Five, Article 1, Section I, Paragraph G of this code; or
- B. Discharges or receives industrial or commercial waste; or
- C. Discharges onto the surface of the ground, into watercourses, lakes, ponds, or any impoundment; or Causes fly breeding, produces offensive odors or any other condition that is prejudicial to health and comfort, and has documented violations that are not corrected.

## **Article 3: Semi-Public Wastewater Systems**

**Section I. Annual Permit** – The owner of every semi-public wastewater system shall obtain a permit for the initial operation of the system and annually thereafter from the Agency. A permit for operation shall be issued by the RCPWD following an inspection of the system and said Agency’s determination that the system has been constructed according to approved plans and presents no significant health risk. No semi-public wastewater system shall be constructed or operated until the owner has obtained the required permit.

## **Article 4: Semi-Public and Private Wastewater System Operation and Maintenance**

**Section I. Proper Maintenance and Operation of Semi Public and Private Wastewater Systems**

- A. All private and semi-public wastewater systems shall be maintained in good working condition, operating per permit issued, and shall not discharge onto the surface of the ground or drain into any stream or roadside ditch, or produce offensive odors or become a breeding place for flies, mosquitoes, or rats. Whenever the RCPWD shall find any private or semi-public wastewater system malfunctioning and causing any of the above prohibited conditions the RCPWD shall order the owner and/or user to correct the condition within thirty (30) working days and subsequent inspections will occur as needed.

## **Article 5: Regulations for Sanitary Service Contractors**

**Section I. License Required** – No person shall remove, haul, transport, or dispose of any domestic septage without a valid license from the Agency. A valid sanitary service contractor’s license issued to a sole

proprietor, a partnership or a corporation shall be valid as to all its agents and employees.

**Section II. License Term and Renewal** – Any license issued under this Section shall expire on December 31<sup>st</sup> of each year and must be renewed annually. All required license fees shall be paid at the time of application for the license or renewal, and no fee required under this Code shall be prorated or refunded for any partial term of part-year application.

**Section III. Standard of Performance**-Every person licensed as a sanitary service contractor under this Section shall comply with the performance requirements specified in this Code.

- A. Equipment**-A license holder shall maintain equipment to ensure that no spillage of sewage shall occur during transportation, and that employees of the licensee are not subjected to undue health hazards. All sewage shall be transported in an enclosed watertight tank.
- B. Vehicles**-Sewage shall be transported only in vehicles approved for that purpose by the Agency. Each such vehicle must be inspected prior to issuance or renewal of a license to a sanitary services contractor. The vehicle must be kept in good working condition and the name of the licensee shall be clearly displayed on both sides of the vehicle in bold letters not less than 5 inches high.
- C. Disposal**-All licensees shall comply with the requirements of Title 40, Part 503 of the Code of Federal Regulations: Sewage Sludge Use and Disposal and the KDHE Kansas Environmental Health Handbook and KDHE EPA 503 Land Application of Septage publication and any amendments thereafter. Land application disposal logs shall be kept by the licensee for at least a period of 5 years and will need to be made available upon request of RCPWD staff.

## **Article 6: Regulations for County wide and Site-specific Licensed Wastewater Contractors**

**Section I. License Required** – No person shall install, engage in the installation of, repair or modify a private or semi-public wastewater system unless that person holds a valid wastewater contractor license issued by the Agency. Employees of a validly licensed installer are not required to be separately licensed.

**Section II. License and License Renewal** – Any license issued under this Section shall expire on December 31<sup>st</sup> of each year and must be renewed annually. All required license fees shall be paid at the time of application for the license or renewal, and no fee required under this Code shall be prorated or refunded for any partial term of part-year application. Proof of CEUs must be submitted with renewal application. Site specific Wastewater contractors shall only be issued one license and it will expire by anniversary date.

**Section III. Standard of Performance** – Prior to the issuance or renewal of a license under this Article, the applicant shall be required to demonstrate adequate knowledge of State and Local regulations pertaining to private and semi-public wastewater systems and general engineering principles pertaining to such systems. The RCPWD may consider actual experience, education, or professional licensing of the applicant in the granting or not granting of an application for an initial license or renewal, including prior revocations or disciplinary action. The County Wide Wastewater Contractor may list employees that are capable to work under the applicant's license as a benefit to complete or edit plans. Attendance by any applicant to an appropriate training workshop, conducted or sponsored by the RCPWD or other recognized governmental, education or professional institution, and satisfactory completion of 80%, a written examination administered by the RCPWD covering subjects related to public health concerns, wastewater treatment techniques, standards for design or construction or installation of wastewater



systems, wastewater treatment theory, and/or soil science, shall satisfy the requirements of this Section.

**Section IV. Reciprocity** – Licensure in other counties shall be reciprocal if training, exam, and passing scores are equal or greater than those of Reno County.

**Section V. Continuing Education** – Every person licensed as a wastewater contractor, under the authority of this Article, must obtain a minimum of three (3) hours of annual continuing education regarding onsite wastewater that must be approved by the RCPWD each calendar year, and no license issued under this Article shall be renewed without submission of a certification of the training to the Agency. Continuing education is not a requirement for site specific licensing.

**Section VI. License Revocation** – A license may be revoked for failure to comply with this Code. The revocation procedure shall comply with the provisions of Chapter 7 of this Code.

## Chapter Three WATER SUPPLIES

### Article 1: General Provisions

**Section I. Purpose and Intent** – The provisions of this code are for the purpose of regulating and controlling the development, maintenance, and use of private or semi-public water supplies in the unincorporated area of Reno County, Kansas, to ensure that public health is protected and contamination and pollution of the water resources within the county are prevented.

**Section II. Compliance Required** – After the effective date of this code, no person shall construct or reconstruct on any property subject to this code, any semi-public or private water supply that does not comply with the requirements of this code.

**Section III. Definitions** – In addition to the definitions provided in Chapters 1, 2 and 4 of this Code the words, terms and phrases listed below, for purposes of this chapter, are defined as follows:

- A. **Abandoned Well**: If meets at least one of the following conditions: (1) Use of the water well has been permanently discontinued. (2) Pumping equipment has been permanently removed from the water well. (3) The water well either is in such disrepair that it cannot be used to supply water or has the potential for transmitting surface contaminants into the aquifer, or both. (4) The water well poses potential health and safety hazards. (5) The water well is in such a condition that it is not an active well or cannot be placed in inactive status.
- B. **Above Ground Surface Completion**: The termination of a water well or boring if the casing used is at least 12 inches above the surrounding ground surface.
- C. **Active Well**: A water well which is an operating well used to withdraw water, monitor, or observe groundwater conditions.
- D. **Annular Space**: The space between the well casing and the bore hole or the space between two or more strings of well casings.
- E. **Aquifer**: An underground formation that contains and is capable of transmitting groundwater.
- F. **Confined Aquifer**: An aquifer overlain and underlain by impermeable layers. Groundwater in a confined aquifer is under pressure greater than atmospheric pressure and may rise in a well

above the point at which it is first encountered.

- G. **Construction**: All acts necessary to create a water well as defined in LL herein.
- H. **Domestic Purpose**: The use of water by any person(s) for household purposes, or for the watering of livestock, poultry, farm and domestic animals used in operating a farm, or for the irrigation of lands not exceeding a total of two acres for the growing of gardens, orchards and lawns. These wells will be commonly referred to as household wells or lawn and garden wells or small livestock wells.
- I. **Groundwater**: That part of the subsurface water which is in the zone of saturation.
- J. **Grout**: Material such as cement, neat cement, bentonite clay or other such material approved by KDHE used to create a permanent impervious watertight bond between the casing and the undisturbed formation surrounding the casing or between two or more strings of casing.
- K. **Grout Tremie Pipe or Grout Pipe**: A steel or galvanized steel pipe or similar pipe having equivalent structural soundness that is used to conduct pumped grout to a point of selected emplacement during the grouting of a well casing or plugging of an abandoned well or test hole.
- L. **Heat Pump Hole**: A hole drilled to install piping for an earth-coupled source heat pump system.
- M. **Household Purpose**: The use of water by a person for cooking, cleaning, washing, bathing, human consumption, rest room facilities, fire protection, and other uses normally associated with the operation of a household.
- N. **Inactive Status**: A water well that is not presently operating but is maintained in such a way that it can be put back in operation with a minimum of effort.
- O. **Lawn and Garden well**: A water well used for the outdoor watering of land not exceeding two (2) acres (gardens, trees, shrubs, and plants), or for filling swimming pools or the washing of vehicles, boats, trailers or building exterior associated with a residence or farm.
- P. **Pitless Well Adaptor or Unit**: An assembly of parts installed below frost line that permits pumped groundwater to pass through the wall of the well casing or an extension of the casing and prevent the entrance of contaminants.
- Q. **Potable Water**: Water free from impurities in amounts sufficient to cause disease or harmful physiological effects in humans and conforming to the most recent EPA primary drinking water standards.
- R. **Private Water Supply**: A water well supply used for domestic purposes, excluding public water supplies, semi-public water supplies and water supplies used for the watering of livestock on lands exceeding ten acres. Wells used for watering livestock less than 10.0 acres will be commonly referred to as small livestock wells.
- S. **Public Water Supply**: A water well that meets both of the following conditions: (1) Provides groundwater to the public for human consumption; and (2) has at least 10 service connections or serves an average of at least 25 individuals daily for at least 60 days during a calendar year.
- T. **Pump Pit**: A watertight structure constructed at least two (2) feet away from the water well and below ground level to prevent freezing or pumped groundwater and which houses the pump or pressure tank, distribution lines, electrical controls, or other appurtenances.
- U. **Reconstructed Water Well**: An existing water well that has been deepened or has had the casing replaced, repaired, added to, or modified in any way for the purpose of obtaining groundwater.
- V. **Sanitary Well Seal**: A manufactured seal installed at the top of the well casing which, when installed, creates an air and watertight seal to prevent contaminated or polluted water from gaining access to the groundwater supply.
- W. **Semi-Public Water Supply**: A water supply used for domestic purposes serving three (3) to nine (9) residential units (rental or under separate ownership) on a piped system.
- X. **Setback Distances**: The minimum distance a structure must be from another defined boundary

or structure.

- Y. **Small Livestock wells:** A well to water livestock on property less than 10 acres.
- Z. **Static Water Level:** The highest point below or above ground level which the groundwater in the well reaches naturally.
- AA. **Test Hole:** Any excavation constructed for the purposes of determining the geologic, hydrologic and water quality characteristics of underground formations.
- BB. **Treatment:** The stimulation of production of groundwater from a water well by a properly licensed person through the use of hydrochloric acid, muriatic acid, sulfamic acid, calcium or sodium hypochlorite, polyphosphates or other chemicals and mechanical means, for the purpose of reducing or removing iron and manganese hydroxide and oxide deposits, calcium and magnesium carbonate deposits and slime deposits associated with iron or manganese bacterial growths which inhibit the movement of groundwater into the well.
- CC. **Uncased Test Hole:** Any test hole in which casing has been removed or in which casing has not been installed.
- DD. **Unconfined Aquifer:** An aquifer containing groundwater at atmospheric pressure. The upper surface of the groundwater in an unconfined aquifer is the water table.
- EE. **Water District:** Any special district authorized and empowered by state statutes to plan, construct and/or operate a public water supply system.
- FF. **Water Well:** Any excavation that is drilled, cored, bored, washed, driven, dug jetted, or otherwise constructed, when the intended use of such excavation is for the location, diversion, artificial recharge, or acquisition of groundwater.
- GG. **Water Well Contractor or Contractor:** Any person who constructs, reconstructs or treats a water well. The term shall not include: (1) An individual while in the act of constructing a water well on land which is owned by such individual and is used by such individual for domestic purposes at such individual's place of abode, but only when the well is constructed in compliance with prescribed minimum well standards as provided in this act; or (2) an individual who performs labor or services for a licensed water well contractor at such contractor's direction and under such contractor's supervision.

## Article 2: General Regulations

**Section I. Requirements of Application** – The requirements established by Chapter 3 of the Reno County Sanitation Code shall apply and be applicable to all private and semi-public water wells now or hereafter installed, used, or operated upon any property located within Reno County, Kansas subject to the provisions of this Code.

- A. **General Regulations** – Unless otherwise provided or accepted in accordance with this Section, from and after the effective date of the Code, no person shall construct, reconstruct, or modify, nor cause or allow the construction, reconstruction, or modification of any private or semi-public well as permitted under and which complies with the established requirements of this Code. No public water supply wells shall be permitted by this code.
- B. **Existing Water Wells** – Any private or semi-public water well existing prior to the date of this code may remain in use if, and as long as, it continues to operate in accordance with the original design and location, does not experience any system failure, and does not present any hazard to the public health, safety or welfare; however, any replacement, alteration, enlargement, repair, removal, conversion, improvement or plugging shall comply with the requirements of this Code or any later amendments, revisions or versions.
- C. Staff may consult with KDHE in unusual circumstances and follow KDHE interpretations during the permit process.

**Section II. Use Limitations and Prohibited Practices**

- A. No permit for drilling a water well for private water supply purposes shall be issued to any person when in the discretion of the RCPWD the property can be served at a reasonable cost by a public water supply, or when the water supply to be accessed constitutes a significant, quantified health risk.
- B. No use of surface water (lakes, ponds, or streams) as a source of water for a private water supply shall be permitted.
- C. No person shall sell, lease, or rent any real estate upon which is located a private or semi-public water supply which fails to comply with the provisions of this Code after written notice of the defective condition has been given to the owner or responsible person by the Agency.

**Section III. Approval of Plans and Specifications**

- A. **Private and Semi- Public Water wells** – Plans and specifications for all well water systems shall be submitted to and approved by the RCPWD prior to starting any construction of such systems. Each water well shall comply with KDHE Minimum Construction Standards in Article 30. Setback distances are listed below and in Appendix 2.

**Article 3: Private and Semi-Public Water Supplies**

**Section I. Permit and plans** – No person shall construct or reconstruct any private or semi-public water supply on any premises subject to the regulations of this code until a permit has been obtained from the Agency. See below and Appendix 2.

**Private and Semi-Public Well Setback Distances**

	<b>Required Minimum Setbacks for water wells</b>
Property line or public right of way	25 feet (road right of way may not be included)
*Contamination Source	50 feet
Watertight sewer line	10 feet
Surface water	50 feet
Pump pit	2 feet

\*Contamination sources include sewer lines, pressure sewer lines, septic tanks, laterals, pit privies, seepage pits, fertilizer storage, pesticide storage, feed lots or barn yards, and other wastewater systems. Any other contamination sources and distances not listed are subject to Kansas law and/or KDHE interpretation and regulations in Article 30.”

**Section II. Criteria for Plan Approval**

- A. Plans shall include setback distances, site restrictions, and easements, and indicate compliance with minimum construction standards in Article 30 and any additional site criteria listed on the well inspection form. If a floodplain or floodway is present on the property, additional criteria may be listed in the permit or on plans. Use of staff aerial, existing diagrams may be used as part of plan submitted, if applicable. Plans can be amended during the final inspection by the contractor/owner to reflect the true installation. Plan amendments in all circumstances are to be initialed and dated. If a proposed well location is within one (1) mile of known ground water contamination site, staff shall consult with KDHE.
- B. Use of easements shall be considered by the RCPWD and approved by the county counselor.

- C. In unique circumstances of same ownership of multiple homes and buildings on one parcel, the structures may be connected to one water well. If a structure or land is divided for new ownership and a common well is not to be shared, then a new water well shall be required that meets the Code's standards. Plans must reflect when a future division occurs, the land division for each home and the proposed future well location.
- D. No private or semi-public water well intended for human consumption shall be constructed within a water district. RCPWD shall notify water districts of when permitting any lawn and garden and small livestock wells within the district. If the applicant proves to RCPWD that a hardship exists such that connection to such a water system is not feasible and domestic water well system meeting the requirements of this Code can be constructed on the property. RCPWD may grant a hardship permit for such a well.
- E. **Final Inspections of Construction** – Staff shall use permitted plans as a guide to conduct a final inspection. Multiple final inspections may be conducted, as needed, if violations are encountered. Staff may take/use photographs, measurements, GIS data to document inspection findings. Photographs of corrected issues taken by the contractor or owner may be allowed. Staff shall send final wellhead construction criteria to the contractor/owner. Photo submission is allowed as part of the arrangement upon staff approval.

## **Article 4: Semi-Public Water Supplies**

**Section I. Requirements for Semi-Public Water Supplies** – No person shall operate or maintain a semi-public water supply system that has been:

- A. Constructed or reconstructed after January 1, 1988, until it has been inspected and a permit issued by the Agency.
- B. Temporarily or permanently enjoined as a public health nuisance by a court of competent jurisdiction.
- C. Found by the RCPWD not to comply with the provisions of this code and written notice thereof has been given to the owner or his agent.

**Section II. Conditions of Use** – In addition to applicable the requirements of Article 3 of this Chapter, which pertain to semi-public water wells, the following is recommended:

- A. An initial test for all contaminants for which primary drinking water standards have been established by the KDHE.
- B. An initial and at least annual sample collection and testing for bacterial and nitrate.

## **Article 5: Well Status and Maintenance**

**Section I. Plugging of Abandoned Wells, Cased and Uncased Test Holes, Inactive Status** – All abandoned water wells and cased and uncased test holes shall be plugged in accordance with Article 12 and KDHE and/or GMD#2 water well regulations in Article 30. Water wells not in use may obtain KDHE and/or GMD#2 approval to place a well in inactive status rather than plug the well, if the landowner can present evidence as to the condition of the well and the landowner's intentions to use the well in the future.

**Section II. Private and Semi-Public Operation and Maintenance** – All private and semi-public wells shall be maintained in good working condition, as permitted. Whenever the RCPWD finds any private

or semi-public wellhead that is in violation of the code, the owner and/or user shall correct the condition within thirty (30) working days and subsequent inspections will occur as needed.

## Chapter Four PUBLIC WATER SUPPLY PROTECTION

### Article 1: General Provisions

**Section I. Purpose and Intent** – The provisions of this chapter are adopted for the purpose of protecting the sources of water for public water supplies through the regulation and control of practices contributing to non-point source pollution within wellhead protection zones that have been approved by the governing body of the public water supply and the Reno County Board of County Commissioners.

**Section II. Definitions** – In addition to the definitions provided in Chapters 1,2 and 3 of this code, the words, terms, and phrases listed below, for purposes of this Chapter are defined as follows:

- A. **Animal Unit**: Means a unit of measurement calculated by using the most current formula described by K.S.A. 65-171d and any future amendments thereof. See Appendix 2.
- B. **Confined Animal Feeding Operation**: Means any lot, pen, pool, or pond, which is:
  - 1. Used for the confined feeding of animals or fowl for food, fur or pleasure purposes.
  - 2. Not normally used for raising crops; and
  - 3. Not used for growing vegetation for animal food.
- C. **Publicly Owned Treatment Works**: Means any wastewater treatment facility licensed by the Kansas Department of Health and Environment which is operated, owned, or licensed to a benefit district, township, city, county, or state unit of government.
- D. **Wellhead Protection Zone**: Means a groundwater sensitive area identified by the public water supplier as being within the zone of capture, withdrawal, or other accepted method of delineating a public water supply well. Also referred to as source water protection zone or groundwater protection zone.

### Article 2: Prohibited Practices

**Section I. Confined Animal Feeding Operation** – No person shall operate a confined animal feeding operation within a wellhead protection zone that has been constructed after the effective date of this Code that:

- A. Contains more than 1,000 animal units; or
- B. Contains any number of animal units within 300 feet of a public water supply well.

**Section II. Unlined Pit Privies** – No person shall sell, use, lease or rent any unlined pit privy within a wellhead protection zone.

**Section III. Commercial Storage Tanks** – Owners of commercial storage tanks located within a wellhead protection zone shall report to the public water supplier for their respective wellhead protection zone any release or unaccounted loss of inventory within 24 hours.

**Section IV. Publicly Owned Treatment Works Sludge** – Within a wellhead protection zone, publicly owned treatment works sludge shall not be applied on or below the ground.

## Chapter Five PUBLIC HEALTH NUISANCES

### Article 1: Public Health Nuisances

**Section I. Purpose and Intent** – The purpose and intent of this article is to outline those conditions which constitute a public nuisance and are deemed hazardous to public health.

**A. General** – The RCPWD shall have the authority and power to examine all nuisances, sources of filth and causes of sickness that in its opinion may be injurious to the health of the inhabitants within the county. Whenever any such nuisance, source of filth or cause of sickness shall be found to exist on any private property or upon any watercourse in this county, the RCPWD shall have the power and authority to order, in writing, the owner or occupant thereof at his own expense to remove the nuisance, source of filth, or cause of sickness within 24 hours, or within such reasonable time thereafter as the RCPWD may order. Public nuisances shall include but shall not be restricted to the following:

1. Any privy, privy vault, or other place used for the deposit of human excreta which permits animals or insects access to the excreta; which produces foul or objectionable odors; or is located so as to make pollution of any water supply probable.
2. The collection or accumulation of any organic materials such as swill, meat scraps, dead fish, shells, bones, decaying vegetables, tree waste, dead carcasses, human or animal excrements, or any kind of offal that may decompose and create an attraction or breeding place for insects or rodents.
3. Any animal pen that pollutes a water supply, underground water-bearing formation, or stream in a manner that is hazardous to human health or is maintained in a manner that creates an attraction or insect breeding place or is a rodent harborage or breeding place.
4. Solid waste, which is stored, collected, transported, processed, treated, or disposed of contrary to the regulations, standards, or orders of the RCPWD, or in such a manner as to create a public nuisance.

**Section II. Inspections Required** – Physical site inspections shall be authorized and performed for all activities under this code.

**Section III. Inspection Reports** – A written inspection report shall be made for all inspections conducted under the authority of this Code, stating the name of the inspector, the date and time of the inspection, the type of inspection and the property inspected. The report shall enumerate all findings made during the inspection. Staff may use photographs and GIS to document inspection findings whenever possible. Time frames of corrections will be based on the severity of the public health nuisance. Multiple inspections may occur. A copy of the completed report shall be issued to the owner of the premises. Final versions of County forms are public records available upon request. Drafts and County staff documents such as notes, and electronic communications are not public record.

**Section IV. Inspection Scheduling and Re-inspections** – Whenever inspections are required under this Code to be scheduled for any correction of any violation or other non-conforming condition, it shall be the duty of the property owner to notify the RCPWD and schedule the time and date for the inspection.

## **Chapter Six**

### **ENVIRONMENTAL HEALTH ASSESSMENTS**

#### **Article 1: Environmental Health Assessments**

**Section I General Provisions** – RCPWD coordinates with the Planning and Zoning Department in the evaluation of land development to ensure proposals can meet the sanitation code.

**Section II. Scope** – Proposed Zoning permits and cases may be reviewed by environmental Staff to ensure the proposal does not interfere with the existing wastewater system or well, nor should the proposal have impeded future wastewater and well placement or replacement.

**Section III. Definitions** – Unless the context requires or specifies otherwise, the following words, terms, or phrases, as used in the Code, shall be given the meaning defined in this section.

- A. Interoffice Communication:** A notification from the Planning and Zoning office to the Environmental Health Section requesting an evaluation of a proposal.
- B. Environmental Health Well Assessment:** Either an office review or a site evaluation review of the proposal in regard to the existing or possible future well placements or replacements. Review may contain notices of violations or agreements if discovered.
- C. Environmental Health Wastewater Assessment:** Either an office review or a site evaluation review of the proposal in regard to the existing or possible future wastewater system placements or replacements. Review may contain notices of violations or agreements if discovered.
- D. Site Evaluations:** An onsite inspection that is not associated with a permit process, to determine if a proposal shall meet code compliance requirements.

**Section IV. Requirements of Application** – The requirements established by Chapter 6 of the Reno County Sanitation Code shall apply and be applicable to any and all private and semi-public wastewater systems and wells now or hereafter installed, used or operated upon any property located within Reno County, Kansas subject to the provisions of this Code.

**Section V. Reviews, Site Evaluations, and Reporting** – Staff shall review proposals that have been sent from the Planning and Zoning office via interoffice communication or requested from individuals. Environmental Well and Wastewater Assessments forms shall be completed per proposal.

- A. Requests and Fees** – All requests and fees shall be paid prior to any site evaluation.
- B. Site Plans** – Site plans shall be submitted with each request.
- C. Office Reviews** – Office reviews shall be completed by staff for all proposals, excluding subdivision reviews. Unique circumstances may arise, and a site evaluation may be required.
- D. Site Evaluations** – Site evaluations shall be completed for all proposals as needed by owner/applicant or as needed by staff.



- E. **Subdivision Reviews** – Subdivision reviews shall include a site evaluation per lot that includes a soil profile to determine adequate space for well and wastewater. A test well shall be required to determine if water is present. Water well shall be tested for at least bacteria and nitrates. Staff may also review water geology with the Groundwater Management Districts. Each lot shall be identified prior to staff arrival. Soil profile shall be required per lot and to be conducted by staff or qualified persons. Other agencies may be consulted as needed. Applications for subdivision review and fees shall be submitted prior to any evaluation.
- F. **Reporting** – Staff shall complete the necessary inspection forms, including photos, GIS, soil profile forms, as needed for a determination of code compliance. Final reports can include supportive documents and possible notice of violations. Multiple inspections can occur if necessary. All documentation shall be shared with the Planning and Zoning office, or other agencies as needed.
- G. **Non-Approval** – Non-approval of proposals will be in written format to owner/developer, and the Planning and Zoning office.
- H. **Public Hearings** – Staff can attend public hearings for the Reno County Sanitation Commission, Board of Zoning Appeals as requested from Planning and Zoning staff or applicant.

## Chapter Seven CODE ENFORCEMENT

### Article 1: Unlawful Conduct

**Section I. General Provisions** – For the purpose of enforcing the regulations, conditions, requirements, and prohibitions established by this Code the following acts shall be unlawful:

- A. **Obstruction of the Agency** – No person shall willfully impede or obstruct a representative of the RCPWD in the discharge of his official duties under the provision of this Code.
- B. **Operation without a Permit or License** – No person shall do any act or engage in any activity for which a permit or license is required by this Code unless first obtaining such permit or license. The existence of emergency conditions may be a defense to this provision.
- C. **Failure to Comply with Emergency Order** – No person shall fail or refuse to comply with an emergency order of the RCPWD issued under Section A of this chapter.
- D. **Failure to Comply with Permit or License** – No person shall fail to comply with the specified terms or conditions of any permit or license issued under this Code nor do any act or engage in any activity of conduct regulated by this Code without a valid permit or license, nor continue activities or conduct subject to any permit or license which has expired, been suspended or been revoked under this Code.
- E. **Failure to Comply with Regulations** – No person shall do any act or engage in any activity which is regulated by any Section or Chapter of this Code except as authorized and permitted under the Code, and no person shall knowingly operate any activity regulated by this Code in any manner which does not comply with the requirements of the conditions and regulation specified in this Code.
- F. **Falsification and Misrepresentation** – No person shall falsify nor misrepresent any fact, information, produce, or data provided, required or submitted for any application, permit, license, inspection, examination, investigation, report, record, test or other determination required under this code.
- G. **Failure to Repair or Correct** – No person shall fail or refuse to repair or to correct any defect,

deficiency, or other condition, whether natural or otherwise, in any private or semi-public wastewater system which has caused, or which the RCPWD determines is likely to cause, within reasonable certainty, any improper discharge or other health hazard, unsanitary condition, or unlawful pollution.

**H. Prohibited Practices**-No person shall permit, or allow to permit, any prohibited practice as established by this Code.

## **Article 2: Enforcement Proceedings**

**Section I. Emergency Orders** – The RCPWD or other authorized code enforcement office or representative of the Agency, may issue such orders or directives as he deems necessary upon a determination that such action is required to prevent, contain, or eliminate an obvious violation of this Code or an imminent threat to the health or safety of the public.

- A. Health Risk** – Whenever the RCPWD finds that an emergency exists which requires immediate action to protect the public health he may without notice or hearing, issue an order reciting the existence of such an emergency and require that such action be taken as he may deem necessary to meet the emergency, including the suspension of the permit or license. Notwithstanding any other provisions of this Code, such order shall be effective immediately and shall be enforceable in Reno County District Court.
- B. Work Stoppage** – Whenever any work is being performed on a private sewage disposal system contrary to the provisions of this Code, the RCPWD representative may order the work stopped immediately by issuing an emergency order and serving it on any persons engaged in the doing or causing such work to be done, and any such person shall forthwith stop such work until authorized by the RCPWD to proceed with the work.
- C. Compliance** – Any person, to whom an emergency order is directed, shall comply therewith immediately, but upon written request filed within five (5) days of issuance, shall be afforded a hearing before a Reno County Sanitation Commission as soon as possible. A hearing shall be held within ten (10) days of the issuance of such emergency order.

**Section II. Suspension of Permit or License** – The RCPWD may suspend any permit or license that it issues if the holder thereof does not comply with the requirements of this Code. The suspension shall become effective ten (10) days after the holder of the license or permit, or the premises subject to the permit, receives written notice of such suspension.

The holder or other aggrieved party may request a hearing in accordance with Article 4, Section I of this Chapter. After a hearing, the hearing officer may uphold the suspension as originally ordered or modify it as he sees fit, but in no event shall he enter an order of suspension for a period longer than that set out in the original order. Both the original order and any order entered after an appeal may condition the length of suspension upon correction of the conditions upon which the suspension is based.

**Section III. Revocation of License** – The RCPWD may revoke a license for serious or repeated violations of any of the requirements of this Code or for interference with the RCPWD in the performance of its duties. Prior to revocation, the RCPWD shall notify, in writing, the holder of the license, of the specific reason (s) for which the license is to be revoked and that the license shall be revoked at the end of the ten days following service of such notice unless a written request for hearing is filed with the regulatory authority by the holder of the license within the 10-day period. If no request for hearing is filed within the 10-day period, the revocation of the license becomes final.

Whenever a revocation of a license has become final, the holder of the revoked license may make a

written application for a new license and pay the fee required.

### **Article 3: Penalties and Prosecution**

**Section I. Penalties** – Any violation of any provision or requirement of this Code or the commission of any unlawful act or conduct specified in this Chapter shall be deemed to be a Class C misdemeanor punishable upon conviction by a fine of not less than \$100.00 and not more than \$500.00. Each day's violation shall constitute a separate offense.

**Section II. Prosecution** – The RCPWD is hereby authorized to apply to the District Court for enforcement of this Code, unless a municipality adopting this Code provides otherwise for the prosecution of violations arising within its municipal jurisdiction. In that event, the City Attorney of the municipality adopting this Code may prosecute violations of this Code in the name of the city in the municipal court of that city.

### **Article 4: Appeals**

**Section I. Appeal for Hearing** – Except as otherwise provided in Section V or this Chapter, any person aggrieved by any notice, final order, or non-approval of a permit or license by the RCPWD files with the RCPWD within ten (10) days after the date of issuance of the notice, order, or non-approval a written request for a hearing setting forth the grounds on which the request is made. The filing of the request for hearing shall operate as a stay of any notice or order except an emergency order.

**Section II. Hearings** – Appeals shall be heard by the Reno County Sanitation Commission at a regular or special meeting of that Board, which shall operate as the Hearing officers for appeals.

**Section III. Conduct of Hearing** – Upon receipt of the appeal request, The Reno County Sanitation Commission shall set a time and place for a hearing and shall give the petitioner written notice thereof. The hearing shall commence not later than ten (10) days after the date on which the request for hearing was filed; provided that upon request of the aggrieved party, the hearing may be postponed for a reasonable time beyond such ten-day period.

A record shall be made at the hearing, and the aggrieved party may be represented by counsel or another authorized person. The RCPWD shall have the burden to sustain any notice, final order, or other decision subject to the appeal.

**Section IV. Decision** – Within ten (10) days after the conclusion of the appeal hearing, The Reno County Sanitation Commission shall issue a written recommendation to the Reno County Public Works Director and to the petitioning party. That recommendation may be to sustain, modify or overturn the decision of the Agency. The Reno County Public Works Director shall then make a determination to follow or not follow the recommendation. Any such decision may be appealed to the Board of County Commissioners, who may or may not take it up at their next regular meeting. If not taken up the decision of the Reno County Public Department Director shall stand.

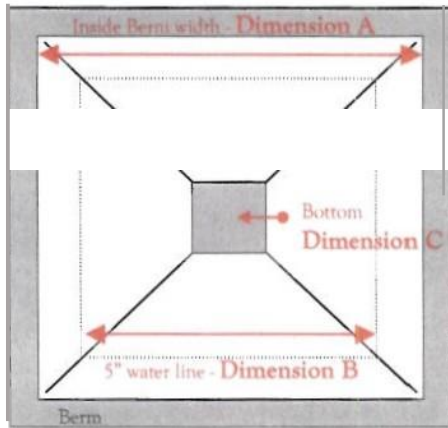
**Section V. Proceedings of Hearings** – A summary of all proceedings of hearing, including the findings and appeal decisions of The Reno County Sanitation Commission, together with a copy of every notice and order related thereto, shall be filed with RCPWD.

**Section VI. Application of State Law Procedures** – The appeal of any final decision action of the RCPWD which is taken under the authority of a state administrative RCPWD in application of the Laws of the State of Kansas shall be subject to and conducted in accordance with the Kansas Administrative Procedures Act, K.S.A. 77-501, et Seq., and the provisions of that Act shall supersede any and all time limitations and procedures otherwise specified in this Code.

The Kansas Administrative Procedures Act shall not apply to any proceeding arising out of an appeal from any decision or action taken solely under the authority of the Board of County Commissioners or the governing body of any city.

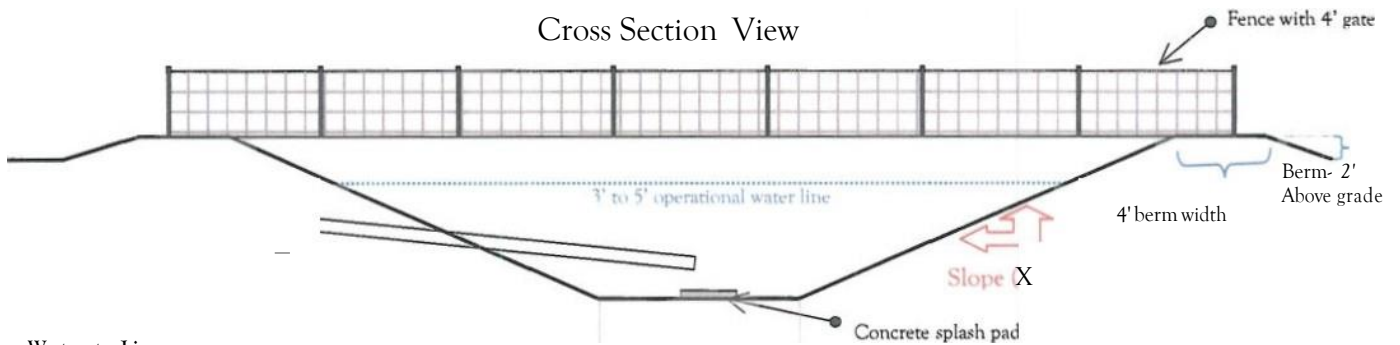
## APPENDIX 1: Lagoon Construction Diagram

Top View



Lagoon Size	A	B	C	X (Slope)
M-35	47'X47'	35'x35'	5'X5'	3:1
M-40	52'X52'	40'x40'	10'X10'	3:1
M-45	59'X59'	45'X45'	10'X10'	3.5:1
M-50	64'X64'	50'x50'	15'X15'	3.5:1

Cross Section View



**Wastewater Line**

- Cleanouts at every turn and no greater than 100' apart.
- Installed at grade of 0.125 • 0.25" drop **I** foot.

**Fencing Requirements:**

- Mesh size opening no larger than 2" by 4".
- Minimum fence height of 4 feet.
- Minimum gate width of 4 feet.
- Fence on outside of berm if livestock are present.
- Fence may be on top of berm if no livestock are present.

References: KDHE Environmental Health Handbook, Kansas State University

## APPENDIX 2: Setbacks Distance

**Table 1. Wastewater Setbacks Distance**

	Minimum Setbacks for wastewater systems
Setback	Required
Septic tank/Aerobic unit/Retro Fit to foundation of a house or other building	10 Feet
Soil Absorption system to a dwelling foundation	20 Feet
<b>Any part of the wastewater system to:</b>	
Public potable water line	25 Feet
Private potable water line	10 Feet
Property line	10 Feet (road right of way may not be included)
Public water supply well or suction line	100 Feet
Private water supply well or suction line	50 Feet
Surface watercourse	50 Feet
<b>Wastewater Lagoons (Lagoon 5' water level) to:</b>	
Property line	50 Feet (road right of way may not be included)
Dwelling foundation	50 Feet

Any other distances not listed are subject to KDHE interpretation and KDHE Bulletin 4-2, and amendments thereafter. Any setbacks not identified in the above table refer to KDHE Environmental health handbook or other KDHE publications or interpretations.

**Table 2: Water well setbacks Distance**

	Required Minimum Setbacks for water wells
Property line or public right of way	25 Feet (road right of way may not be included)
*Contamination Source	50 Feet
Watertight sewer line	10 Feet
Surface water	50 Feet
Pump pit	2 Feet

Contamination sources include sewer lines, pressure sewer lines, septic tank, laterals, pit privy, seepage pits, fertilizer storage, pesticide storage, feed lots or barn yard, and other wastewater systems. Any other distances not listed are subject to KDHE interpretation and KDHE Article 12 and 30 an amendment thereafter.

**Table 3: Animal Units Definition**

Animal	Animal Unit Value
Horses	2.0
Mature Dairy Cattle	1.4
Beef Cattle over 700pounds	1.0
Cattle over 700pounds	.5
Swine over 55pounds	.4
Ducks	.2
Swine less than 55 pounds	.1
Sheep or lambs	.1
Laying hens or Broilers with a liquid manure system	.033
Turkeys	.018
Laying Hens or Broilers with continuous overflow watering	.01

Total Animal Units = (# Animals) x (Corresponding Animal Unit Value) *Reference: K.A.R. 28-16-56C (O) 1-10*

## APPENDIX 3: Wastewater Treatment Manual Charts

EPA Onsite Wastewater Treatment Manual Charts Pgs. 3-4, 3-5, 3-6

Table 3-4. Typical wastewater flow rates from commercial sources<sup>a,b</sup>

Facility	Unit	Flow, gallons/unit/day		Flow, liters/unit/day		
		Range	Typical	Range	Typical	
Airport	Passenger	2-4	3	8-15	11	
Apartment house	Person	40-80	50	150-300	190	
Automobile service station <sup>c</sup>	Vehicle served	8-15	12	30-57	45	
	Employee	9-15	13	34-57	49	
Bar	Customer	1-5	3	4-19	11	
	Employee	10-16	13	38-61	49	
Boarding house	Person	25-60	40	95-230	150	
Department store	Toilet room	400-600	500	1,500-2,300	1,900	
	Employee	8-15	10	30-57	38	
Hotel	Guest	40-60	50	150-230	190	
	Employee	8-13	10	30-49	38	
Industrial building (sanitary waste only)	Employee	7-16	13	26-61	49	
Laundry (self-service)	Machine	450-650	550	1,700-2,500	2,100	
	Wash	45-55	50	170-210	190	
Office	Employee	7-16	13	26-61	49	
Public lavatory	User	3-6	5	11-23	19	
Restaurant (with toilet)	Meal	2-4	3	8-15	11	
	Conventional	Customer	8-10	9	30-38	34
	Short order	Customer	3-8	6	11-30	23
	Bar/cocktail lounge	Customer	2-4	3	8-15	11
Shopping center	Employee	7-13	10	26-49	38	
	Parking space	1-3	2	4-11	8	
Theater	Seat	2-4	3	8-15	11	

<sup>a</sup> Some systems serving more than 20 people might be regulated under USEPA's Class V Underground Injection Control (UIC) Program. See <http://www.epa.gov/safewater/uic.html> for more information.

<sup>b</sup> These data incorporate the effect of fixtures complying with the U.S. Energy Policy Act (EPACT) of 1994.

<sup>c</sup> Disposal of automotive wastes via subsurface wastewater infiltration systems is banned by Class V UIC regulations to protect ground water. See <http://www.epa.gov/safewater/uic.html> for more information.

Source: Crites and Tchobanoglous, 1998.

### Chapter 3: Establishing Treatment System Performance Requirements

Table 3-5. Typical wastewater flow rates from institutional sources<sup>a</sup>

Facility	Unit	Flow, gallons/unit/day		Flow, liters/unit/day		
		Range	Typical	Range	Typical	
Assembly hall	Seat	2-4	3	8-15	11	
Hospital, medical	Bed	125-240	165	470-910	630	
	Employee	5-15	10	19-57	38	
Hospital, mental	Bed	75-140	100	280-530	380	
	Employee	5-15	10	19-57	38	
Prison	Inmate	80-150	120	300-570	450	
	Employee	5-15	10	19-57	38	
Rest home	Resident	50-120	90	190-450	340	
	Employee	5-15	10	19-57	38	
School, day-only:	With cafeteria, gym, showers	Student	15-30	25	57-110	95
	With cafeteria only	Student	10-20	15	38-76	57
	Without cafeteria, gym, or showers	Student	5-17	11	19-64	42
School, boarding	Student	50-100	75	190-380	280	

<sup>a</sup> Systems serving more than 20 people might be regulated under USEPA's Class V UIC Program. See <http://www.epa.gov/safewater/uic.html> for more information.

Source: Crites and Tchobanoglous, 1998.

### Chapter 3: Establishing Treatment System Performance Requirements

Table 3-6. Typical wastewater flow rates from recreational facilities<sup>a</sup>

Facility	Unit	Flow, gallons/unit/day		Flow, liters/unit/day	
		Range	Typical	Range	Typical
Apartment, resort	Person	50–70	60	190–260	230
Bowling alley	Alley	150–250	200	570–950	760
Cabin, resort	Person	8–50	40	30–190	150
Cafeteria	Customer	1–3	2	4–11	8
	Employee	8–12	10	30–45	38
Camps:					
Pioneer type	Person	15–30	25	57–110	95
Children's, with central toilet/bath	Person	35–50	45	130–190	170
Day, with meals	Person	10–20	15	38–76	57
Day, without meals	Person	10–15	13	38–57	49
Luxury, private bath	Person	75–100	90	280–380	340
Trailer camp	Trailer	75–150	125	280–570	470
Campground-developed	Person	20–40	30	76–150	110
Cocktail lounge	Seat	12–25	20	45–95	76
Coffee Shop	Customer	4–8	6	15–30	23
	Employee	8–12	10	30–45	38
Country club	Guests onsite	60–130	100	230–490	380
	Employee	10–15	13	38–57	49
Dining hall	Meal served	4–10	7	15–38	26
Dormitory/bunkhouse	Person	20–50	40	76–190	150
Fairground	Visitor	1–2	2	4–8	8
Hotel, resort	Person	40–60	50	150–230	190
Picnic park, flush toilets	Visitor	5–10	8	19–38	30
Store, resort	Customer	1–4	3	4–15	11
	Employee	8–12	10	30–45	38
Swimming pool	Customer	5–12	10	19–45	38
	Employee	8–12	10	30–45	38
Theater	Seat	2–4	3	8–15	11
Visitor center	Visitor	4–8	5	15–30	19

<sup>a</sup> Some systems serving more than 20 people might be regulated under USEPA's Class V UIC Program.

Source: Crites and Tchobanoglous, 1998.



## APPENDIX 4: Lagoon Gal./Day

### KSU Wastewater and Pond Design and Construction Handout

*Table 1. Recommended sizes of square and round wastewater ponds.*

	Side Length or Diameter (ft)		Area (sq ft)	Volume (1,000s gal)	
	<i>square</i>	<i>round</i>		<i>pond<sup>a</sup></i>	<i>per mo<sup>b</sup></i>
<b>Western</b>					
<i>Small</i>	35	40	1,225	18	4
<i>Medium</i>	40	45	1,600	26	5.5
<i>Large</i>	45	51	2,025	32	7
<b>East Central</b>					
<i>Small</i>	40	45	1,600	26	4
<i>Medium</i>	45	51	2,025	32	5
<i>Large</i>	50	56	2,500	43	6
<b>Eastern</b>					
<i>Small</i>	45	51	2,025	32	3
<i>Medium</i>	50	56	2,500	43	4
<i>Large</i>	55	62	3,025	56	5

*Small = 3 or fewer people; Medium = 3 to 5; Large = 6 or more*  
<sup>a</sup>*Contents at 5 foot depth*      <sup>b</sup>*Minimum flow to maintain 3 foot depth*

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Lyon County Health Department

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G. Morgan Powell et. al, *Wastewater Pond Design and Construction*, MF-1044, Kansas State University, October 1997.



## **AGENDA ITEM**

## **AGENDA ITEM #8.A**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Patrick Hoffman, County Counselor

**AGENDA TOPIC:**  
Adoption of Reno County Sanitation Code

**ALL OPTIONS:**

1. Adopt Proposed County Sanitation Code
2. Deny Proposed County Sanitation Code

**RECOMMENDATION / REQUEST:**

Adopt proposed Amended Reno County Sanitation Code

**A RESOLUTION OF THE GOVERNING BODY OF RENO COUNTY, KANSAS  
ADOPTING THE AMENDED COUNTY SANITATION CODE ENTITLED  
“RENO COUNTY SANITATION CODE”**

**WHEREAS**, K.S.A. 19-3704 authorizes Counties to adopt a Sanitary Code; and

**WHEREAS**, the Board of County Commissioners of Reno County, Kansas has prepared a Sanitary Code and submitted it to the Kansas Department of Environmental Health in accordance with K.S.A. 19-3704; and

**WHEREAS**, the Secretary of the Kansas Department of Health and Environment has approved said Amended Sanitary Code; and

**WHEREAS**, notice of the Public Hearing was published in the Ninnescah Valley News on January 26<sup>th</sup>, February 2<sup>nd</sup>, and February 9<sup>th</sup>, 2024, citing the purpose of the hearing was to consider testimony regarding the proposed adoption of the Amended Sanitation Code; and

**WHEREAS**, the Board of County Commissioners conducted a public hearing on February 28<sup>th</sup>, 2024, in accordance with K.S.A. 19-3704; and

**WHEREAS**, the Board of County Commissioners has determined and finds that the Amended County Sanitation code is necessary to be more in line with Kansas Department of Health and Environment’s minimum standards Bulletin 4-2; and

**WHEREAS**, the Board of County Commissioners has determined and finds that a Sanitary Code is necessary to promote and protect the public health, safety, and general welfare of the persons of Reno County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Reno County Board of County Commissioners does hereby adopt the Amended County Sanitation Code for the unincorporated territory of Reno County entitled “Reno County Sanitation Code”.

**BE IT FURTHER RESOLVED**, that said Amended Sanitation Code is hereby adopted by reference as if it were fully set forth herein as provided by K.S.A 12-3303.

**PASSED, APPROVED, AND ADOPTED this 28<sup>th</sup> day of February 2024.**

BOARD OF COUNTY COMMISSIONERS OF  
RENO COUNTY, KANSAS

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Randy Parks, Chairman

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Don Bogner, Vice-Chairman

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Daniel Friesen, Member

ATTEST:

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Donna Patton, County Clerk

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Ron Hirst, Member

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John Whitesel, Member

Division of Environment  
Curtis State Office Building  
1000 SW Jackson St., Suite 400  
Topeka, KS 66612-1367



Phone: 785-296-1535  
Fax: 785-559-4264  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

**MEMORANDUM**

**Date:** January 10, 2024

**To:** Janet Stanek, KDHE Secretary

**From:** Michael Beezhold, Bureau of Environmental Field Services  
Watershed Management Section, Chief

**Subject:** Adoption and Amendments: Reno County Sanitation Code Adopted January 1, 1988, Amended May 15, 1991,  
Amended August 1, 1994, Amended July 2, 2003-

Reno County has amended the entire county sanitary code to be more in line with Bulletin 4-2.

Attached for signatures are an amendment for the Reno County Sanitation Code and a letter to Patrick Hoffman County Attorney and Counselor notifying the approval of the Reno County Sanitation Code.

If you should have any questions or concerns please contact me at your earliest convenience. (785) 296-0051

Division of Environment  
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1000 SW Jackson St., Suite 400  
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Janet Stanek, Secretary

Laura Kelly, Governor

## Amendment

Board of County Commissioners, K.S.A. 19-3701

and

Kansas Department of Health and Environment

Regarding

Reno County Sanitation Code Amendment

The parties to this agreement hereby agree to amend provisions as follows:

- Adoption and Amendments: Reno County Sanitation Code Adopted January Amended May 15, 1991, Amended August 1, 1994, Amended July 2, 2003.
- Adpotion and Amendments: Reno County Sanitation Code January \_10\_, 2024.
- All other provisions of the Agreement are reaffirmed.

In **witness whereof**, the parties hereto have affixed their signatures.

Mike Beezhold, WMS Section Chief

DocuSigned by:  
*Michael Beezhold*  
09BA9B7332B145C...

Erich Glave, BEFs Director

DocuSigned by:  
*Erich Glave*  
3E392C8C76C5413...

Emily Quinn, Attorney

DocuSigned by:  
*Emily Quinn*  
289ADE55D5624BC...

Leo Henning, Deputy Secretary

DocuSigned by:  
*Leo Henning*  
D9A45F364FBC46F...

Janet Stanek, KDHE Secretary

DocuSigned by:  
*Janet Stanek*  
27005E1DEC5D4DA...

Chairman, Board of County Commissioners

Division of Environment  
Curtis State Office Building  
1000 SW Jackson St., Suite 400  
Topeka, KS 66612-1367



Phone: 785-296-1535  
Fax: 785-559-4264  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

January 10, 2024

Patrick Hoffman  
County Attorney and Counselor  
206 W 1<sup>st</sup> Ave  
Hutchinson, KS 67501

Regarding: Environmental/Sanitary Code of Reno County, Kansas

Dear Mr. Hoffman,

The revised Reno County Environmental/Sanitary Code has been reviewed and approved by the Kansas Department of Health and Environment (KDHE), in accordance with Kansas Statutes Annotated (K.S.A.) 19-3704. An official copy of the proposed sanitary code, as approved by this Agency, is attached for your records.

After the Reno County Environmental/Sanitary Code has been officially adopted by the Board of County Commissioners, please send a copy of the adopted code and the completed County Code Adoption Form (attached) to the following email address: [Adrienne.miller@ks.gov](mailto:Adrienne.miller@ks.gov)

KDHE recommends you contact the Reno County Conservation District office, KSU extension office, contractors, and lending institutions within Reno County, to inform them of the changes to the code.

If you have any questions regarding this letter, please contact Adrienne Miller at (785) 296-7165 or [Adrienne.miller@ks.gov](mailto:Adrienne.miller@ks.gov).

Sincerely,

DocuSigned by:  
A handwritten signature in black ink that reads "Janet Stanek".  
27005E1DEC5D4DA...

Janet Stanek  
Secretary  
Kansas Department of Health and Environment

Enclosures: Reno County Sanitary/Environmental Code  
County Code Adoption Form

cc: Randall Parks, County Commissioner, 206 W 1<sup>st</sup> Ave, Hutchinson, KS 67501

# Reno County Sanitation Code





**Reno County Sanitation Code Adoption and Amendments:** *Adopted January 1, 1988, Amended May 15, 1991, Amended August 1, 1994, Amended July 2, 2003*

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# Chapter One

## ADMINISTRATIVE

### Article 1: General Provisions

**Section I. Title** – This Code shall be known and referred to as the Reno County Sanitation Code.

**Section II. Legal Authority** – This Code is adopted under the authority granted to the Board of County Commissioners by K.S.A. 19-3701 et. Seq. as amended.

**Section III. Findings and Declaration of Policy** – The County Commissioners find that provisions for adequate and reasonable control over the environmental conditions in unincorporated areas of the county are necessary and desirable; and that it is necessary to adopt a sanitation code to:

- A. Eliminate and prevent the development of environmental conditions that are hazardous to health and safety; and
- B. Promote the economical and orderly development of land and water resources of the county. For those reasons and objectives, it shall be the policy of the Board of County Commissioners to amend this code from time to time with respect to any matter affecting environmental sanitation and safety.

**Section IV. Purpose** – The purpose and intent of this code is:

- A. To prescribe the administrative procedures to be followed in administering this sanitation code or any amendments thereto.
- B. To prescribe regulations for controlling practices to minimize health and safety hazards.
- C. To establish administrative procedures to facilitate fair and equitable regulation while recognizing the rights of affected persons to receive reasonably prompt processing and to appeal administrative decisions.

**Section V. Jurisdiction and Application** – This Code and all authorized regulations, restrictions, and requirements shall apply from and after the effective date and adoption to and throughout the unincorporated area of Reno County, Kansas, and to all persons, property, establishments, and business activities located or conducted, regardless of ownership and acreage, within Reno County, Kansas, and outside municipal boundaries of any city.

**Section VI. Severability** – If any clause, sentence, paragraph, section, or subsection of this Code shall be adjudged invalid for any reason whatsoever, such judgment shall not affect, repeal, or invalidate the remainder thereof, but shall be confined to the clause, sentence, paragraph, section or subsection thereof found to be invalid.

**Section VII. Disclaimer of Liability** – This Code shall not be construed or interpreted as imposing upon the County, or its officials or employees: (1) any liability or responsibility for damages to any property; or (2) any warranty that any installation, system, or portion thereof that is constructed, repaired, or modified under permits or inspections required by this Code shall function properly. In addition, any employee charged with the enforcement of this Code, who acts in good faith and without malice in the discharge of his duties, shall not thereby be personally liable for damage which may occur to any person or property as a result of the discharge of his duties.

**Section VIII. Amendments and Additions** – This Code may be supplemented, or its provisions may be amended by Resolution adopted by the Board of County Commissioners, after notice and hearing, as required by law, and any such amendments or additions shall be incorporated within and codified as a part of this Code. Any changes, modifications or additional provisions adopted and imposed by State or Federal law or regulation which are applicable to and administered through the jurisdiction of Reno County, Kansas shall be incorporated within and made part of this Code, with or without notice and hearing, as authorized or required by State or Federal law.

**Section IX. Repeal and Supersede Effect** – This Code shall supersede any and all previously adopted Resolutions or regulations, which are, in whole or in part, in conflict with any provision of this Code, where applicable, any regulation or resolution which is or was in effect upon the effective date of this Code shall be repealed to the extent necessary to give this Code full force and effect, and in the case of any conflict of provisions, whether real or apparent, then the provision of this Code shall govern wherever applicable.

**Section X. Effective Date** – This Code shall become effective from and after the date of adoption by the Board of County Commissioners, or other appropriate jurisdiction, and publication of notice as required by law.

## **Article 2: Administration**

**Section I. Administering Authority** – This code shall be administered by the Reno County Public Works Department, and the Director of that department or his or her designee(s) shall have the authority and responsibility for the administration of this Code. Here in after the Reno County Public Works Department shall be referred to as RCPWD. Under the authority of any particular Chapter or Article of this Code, the RCPWD may implement such administrative procedures consistent with this Code.

### **Section II. Administrative Actions and Decisions** –

- A. It is the intent of this Code to establish regulations and standards for the protection of the public’s health and safety. To the extent possible, all administrative actions and decisions required or authorized for the administration of this Code shall be made solely in accordance with the standards enumerated in the Code. Whenever in the course of an administrative decision or taking action for which standards are not provided then the decision or action shall be made according to the purpose and intents of this Code so that the result best serves the public health and safety.
- B. Any Policies created by the Reno County Public Works Director for the implementation of this code shall be reported to the Board of County Commissioners at their next regular meeting.

**Section III. Interpretation of Terms or Words** – All terms and words used in this Code shall be interpreted and given meaning according to their common understanding and to provide reasonable application of the purposes and intent of the Code. Whenever applied to this Code, the terms and phrases used shall be interpreted in the following manner:

- A. Words appearing in the singular number shall include the plural, and those appearing in the plural shall include the singular.
- B. Words used in the present tense shall include the past tense and future tense, and words used in the future tense shall include the present tense and past tense.
- C. The word “shall” be mandatory; the word “may” be permissive.
- D. The phrase “this Code” shall refer to the Code and all authorized regulations, restrictions and

requirements, and the phrase “the regulations “shall include regulations, restrictions, and requirements authorized by the Code.

**Section IV. Definitions** – The following words, terms and phrases appear in more than one Section of this Code and, thus, have general application and usage. Words, terms, and phrases appropriate or applicable to specific Chapters within this Code are defined, where necessary, within those Chapters. Unless the Code requires or specifies otherwise the following words, terms or phrases, as used in this Code, shall be given the meaning defined in this Section.

- A. Access: Entry into or upon any real estate, structure or vehicle including any part thereof.
- B. Administrative Agency: The Reno County Public Works Department; also referred to herein as “Agency”.
- C. Administrative Regulations: Those regulations contained in Chapter One of this Code which prescribe general procedures to be followed in the administration of the Code adopted by the County.
- D. Applicant: Any person who submits an application or requests permission to do some act regulated by this Code.
- E. Application: The application forms provided by the RCPWD including the filing fee and any other supporting documents required by the Agency.
- F. Authorized Representative: Any employee of the Reno County Public Works Department (RCPWD) who is designated by the Department Director to administer this code.
- G. Board of County Commissioners: Means the Board of County Commissioners of Reno County, Kansas.
- H. Board of Health: The Board of County Commissioners acting as the Reno County Board of Health.
- I. KDHE: Kansas Department of Health and Environment (KDHE)
- J. Inspection: A careful examination of property and proposal.
- K. Final Inspection: A careful examination of the permitted proposal.
- L. Law: Includes federal, state, and local statutes, ordinances, regulations, and resolutions.
- M. License: Identifies an individual that has the authority to perform wastewater tasks.
- N. Permit: Document provided by the Agency on standard forms to perform tasks required by this Code.
- O. Person: Any municipality, political subdivision, institution, corporation, partnership, association, or individual.
- P. Premises/Parcel: Any one or more lots or tracts of land that have separate deeds that were created by a survey, including all buildings, structures, or facilities located thereon.
- Q. Reno County Sanitation Commission: Shall consist of the Reno County Planning and Zoning Commission which will operate The Reno County Sanitation Commission as needed.
- R. Sanitation Code: Procedures, standards and regulations adopted by the County designed to minimize or control those environments and environmental conditions that may adversely affect the health and wellbeing of the public. Such environments and environmental conditions may include but are not restricted to domestic wastewater and domestic wastewater disposal; water supply; food and food handling. Whenever the term “Code” is used herein, such reference shall be to the Sanitation Code of Reno County, Kansas.
- S. Schedule of Compliance: A schedule of remedial measures and times including an enforceable sequence of actions or operations leading to compliance with any regulation or limitation.
- T. Subdivision: Any tract of land that is or has been subdivided into two or more lots for the purpose of sale or building development, whether immediate or future, including the streets,

alleys or other portions thereof intended to be dedicated for public use; and any re-subdivision of land or lots.

- U. **Recommend:** Any recommendations in this code are for information only and are not mandatory. Under no circumstances shall a permit be denied for failure to follow a recommendation. Recommendations are completely optional and included for reference and information purposes only.

**Section V. Technical and Scientific Terms** – Unless otherwise defined, any technical or scientific term used within this Code or within any regulation, restriction, or requirement shall be given the meaning most commonly known and applied within the appropriate literature or manuals applicable for that science, industry or technological skill.

**Section VI. Vested Interests** – Nothing contained in this Code, or any regulations shall be deemed or construed to grant any vested interest or protected right to any person beyond the express limited terms of any permit or ruling issued under this Code, and the Code and regulations are expressly declared to be subject to amendment, change or modification.

**Section VII. Compatibility with Other Laws** – Nothing contained in this Code or any regulations shall be deemed to alter or modify the application of any other laws, codes or regulations which are or may be applicable to the property, use, business activity or other object or matter regulated under this Code, and any permit, approval or other condition given or acknowledged under this Code shall be limited in effect to the requirements of this Code and shall not, under any circumstances, relieve the holder from compliance with all other applicable laws, codes, regulations or requirements.

**Section VIII. Variance of Requirements** – In unusual cases where compliance with the requirements of this Code is not feasible, the RCPWD shall have the authority, and sole discretion, to waive the requirements, provided the RCPWD Administration is furnished with reliable information to show that such variance does not and will not impair the potability of the groundwater or otherwise endanger the health and safety of the individuals involved or the general public. Affected property owner must also provide written approval of any variance. Approval shall be filed of record with the Register of Deeds at the applicant's expense. Requests for exception to any of the regulations as set out within this Code shall be submitted to the RCPWD in writing and shall contain all information relevant to the request. Occasionally an existing variance will be on file for a property that may apply to the current situation and no additional variance is needed. The RCPWD shall review each site on a case-by-case basis and make a determination. The RCPWD shall recommend variances that meet the applicable state minimum standards. Appeals from the decision of the RCPWD shall be made to the Reno County Sanitation Commission at a regular or special meeting of that Board, which shall advise the Reno County Public Works Department Director to approve a variance or sustain the decision of RCPWD. Any such decision may be appealed to the Board of County Commissioners, who may or may not take it up at their next regular meeting. If not taken up the decision of the Reno County Public Works Department Director shall stand.

### **Article 3: Applications, Permits and Licenses**

#### **Section I. Application Forms and Procedures**

- A. **Content** – A completed Application for a permit or license shall be made on forms provided for that purpose. The application shall give a description of the character of the work proposed to

be done, or activity to be engaged in, and, if appropriate, the locations, ownership, occupancy, and use of the premises in connection therewith. An application for any permit or license required under this Code shall be filed with the Agency. Applications are not transferable to another owner.

- B. Verification** – An application for a permit must be signed by the owner of the property to be improved and for which the permit is being requested or by his authorized representative. The RCPWD may require proof of such authorization, including approval of proposed plans.
- C. Compliance** – The applicant and owner shall be responsible for compliance with the permit requirements as further set out in this Code. Only a person who complies with the requirements of this Code shall be entitled to receive or retain a permit or license.

**Section II. Permits and Licenses Required** – No person shall conduct, carry-on or perform any business or activity identified in this Section without first having obtained a valid permit in conformance with the requirements of this Code.

- A. \*Permit for Private or Semi-Public Wastewater Disposal System** – Every person who installs, removes, alters, repairs or replaces or causes to be installed, removed, altered, repaired or replaced any private wastewater disposal system or part thereof shall, prior to commencement of any work, apply for and obtain a permit to perform such work, and no private wastewater disposal system shall be installed, removed, altered, repaired or replaced except pursuant to a permit issued under this Article. Permits are required for all wastewater tank installations or replacements, lateral field installation or replacements, installation of units that alter the wastewater system’s chemistry and function, and other wastewater systems that would be installed or replaced.
- B. \*License for Wastewater Contractor/Site Specific Wastewater Contractor/ Installer** – Every person who conducts the activity of an installer as defined in Chapter 2 of this Code, shall apply for, obtain, and maintain a valid operator’s license to perform that activity.
- C. Licensed Wastewater Reciprocity** – Installers who are not licensed in Reno County but are licensed in a county with similar testing requirements may submit their testing and experience and request license based on reciprocity.
- D. License for Sanitary Service Contractor** – Every person who engages in or conducts the activity of a Sanitary Service Contractor, as defined in Chapter 2 of this Code, shall apply for, obtain and maintain a valid operator’s license to perform that activity.
- E. \*Permit for Private Water Supplies** – Every person who installs, drills, develops, constructs, or reconstructs any private water supply on any premises subject to the Code shall, prior to commencement of any work, apply, and obtain a permit, to perform such work.

\* Includes Homeowners.

**Section III. Construction Plans** – The RCPWD shall require plans, specifications or drawings and such other information as deemed necessary in pursuant of a permit or license.

**Section IV. Permit/License Issuance; Investigations** – If the RCPWD determines that the application complies with the requirements of this Code, a permit for construction or license for operation shall be issued. In making this determination the RCPWD may perform an inspection to determine compliance with this Code. Within ten (10) working days after receipt of an application for a permit or license, the RCPWD shall begin such investigations and inspections as it shall deem necessary to determine whether the permit or license shall be issued or not issued and shall issue the permit or license within twenty (20) working days of receipt of the application or explain in writing the reason it cannot be issued. If the application is not issued, the RCPWD shall give the applicant written reason it is not issued. It shall be

the duty of the person performing the work authorized by a permit to notify the RCPWD when work is ready for any required inspection. Such notification shall be given not less than one regular working day before the work is to be inspected. Permits usually shall be issued within 2 business days following the receipt of plans and staff confirming no conflicts exist with other agencies. In rare situations when more time is required, staff shall communicate within 2 business days of the reason for the delay and approximate time a permit decision shall be made.

**Section V. Permit and License Conditions** – Every permit and license issued under this Code shall be subject to the terms and conditions specified in this Section.

- A. Right of Access** – Application for, and acceptance of, any permit issued under this Code shall grant to any inspector, code or law enforcement officer, and any representative of the RCPWD the right to enter upon any property subject to the permit, at any reasonable time during standard business hours, with or without notice, for the purpose of inspection to determine and ensure qualifications for and compliance with the permit, and shall allow for reasonable access to and review of records, property or other materials necessary to perform the inspection.
- B. Authorized Activity** – Each permit or license issued under the authority of this Code shall be limited to and expressly provide for the type and manner of activity permitted for the holder and shall not be used nor applied for any other purpose, type, or manner of activity. The permit or license issued shall specifically refer to the activity description contained within the permit or license application, and any change in the type, manner, scope, or location of any activity shall require application for and modification of the permit or license.
- C. Application, Permit or License Non-transferable** – No application, permit, or license, required by this Code shall be transferable to another activity, person or premises and the holder of the permit or license shall notify the RCPWD prior to any change in ownership or location of any permitted licensed activity.
- D. Term Expiration** – Each permit for construction or license issued under the authority of this Code shall clearly state the date of issuance, the term of the permit or license, and the expiration date. The term of each permit or license issued under this Code shall be for a period not to exceed one (1) year unless the RCPWD determines, for cause shown, that the permit or license should be issued for a period of time other than one (1) year; in which case, the RCPWD may designate a lesser time when the activity can or maybe fully completed within the shorter period, or may designate a greater time, but in no event more than three (3) years, subject to annual review and payment of any required fee, where the activity is reasonably known or contemplated for continuation beyond one year.
- E. Permit Factors Conditions and Assumptions** – A permit is approved subject to the conditions and upon the terms, details and requirements of the approved construction plan, wastewater application, soil profiles, and the county's wastewater inspection. It is assumed the property owner has read and informed themselves in regard to the maintenance and operation of the wastewater system that may be constructed or repaired. It is also assumed the owner has or obtained legal authority to utilize a utility easement or physically crossing a utility easement line for the placement of the wastewater system where applicable. Without a survey from a Kansas Licensed Surveyor, the county staff cannot determine with certainty that the proposed system conforms to the code's setback requirements from the adjacent property lines and road right of way. Therefore, the County's inspection of the proposed site or the county's issuance of a permit is based on information provided by the Owner and or contractor. RCPWD shall confirm tract sizes based on recorded deeds as necessary, generally when preliminary records show the tract is within 0.5 acres of a minimum code size. Water well construction shall comply with Kansas law

described in K.S.A., 82a-1201, et seq. (Article 12), and KDHE water well regulations described in K.A.R. 28-30-2, et seq., and amendments thereto. Water well construction shall meet the current standards of KDHE Article 30 and 12.

- F. Permit Renewal** – Any permit issued under the authority of this Code may be renewed for one or more additional terms upon application for renewal filed with the RCPWD on a form authorized for that purpose. No permit which has been expired for more than thirty (30) working days or which is subject to revocation, for any reason, may be renewed, and such permits may be reissued only upon the filing of a complete application for a new permit. All applications and fees expire in (3) years if a permit has not been issued. See other chapters for permit renewal details (i.e. semi-public permit renewal).
- G. Error and Omissions** – The issuance of a permit or license shall not prevent the RCPWD from thereafter requiring the correction of errors in plans and specifications or from preventing construction activity being carried on thereunder when such activity would be in violation of this code or of any other code or resolution or from revoking any permit or license when issued in error. The RCPWD may, in writing, suspend or revoke a permit issued under provisions of this Code whenever the permit is issued in error or on the basis of incorrect information provided by the applicant or contractor.

**Section VI. Permit and License Revocation** – A permit or license may be revoked for failure to comply with this Code. The revocation procedure shall comply with the provisions of Chapter 5.

#### **Section VII. Fees**

- A. Standard Fees** – For the purpose of defraying all or part of the cost of administration of this Code, the Board of County Commissioners shall establish a schedule of fees for all permits and licenses required by the Code. The fees imposed under this Code shall be paid by the applicant prior to the issuance of any permit or license authorized by the Code, and all annual fees shall be paid prior to the anniversary or expiration date of a permit or license, where applicable. Fees shall accompany all applications and be remitted prior to any site evaluation or license issuance.
- B. Double Fee for Unauthorized Practices** – Any person who shall commence any activity for which a permit is required by this Code without first having obtained the permit shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such activity, provided, however that this provision shall not apply to emergency work when such work was urgently necessary to protect public health and safety and it was not practical to obtain a permit before commencement of such emergency work. In all such cases, a permit must be obtained within three (3) working days after the performance of such work or a double fee as herein provided shall be charged.

**Section VIII. Supplemental to State Regulations** – The permits or licenses, and all fees, conditions and regulations imposed under this Section, or any other Section of this Code shall be supplemental to and in addition to any permits, licenses, fees or regulations imposed or required by any other law, including but not limited to those administered by the Kansas Dept. of Health & Environment, the Kansas Department of Agriculture's Division of Water Resources, the Equus Beds Groundwater Management District No. 2, etc.

- A. Conflict in Regulations or Requirements** – All regulations, restrictions, and requirements of this Code shall remain in effect and shall apply to any activity or condition covered by this Code except when in direct conflict with a provision of the State regulations, in which case the State-



imposed regulations shall apply. Terms and conditions, requirements, regulations or limitations which are supplemental to those imposed by the State and which are not specifically or expressly excluded or prohibited shall not be considered conflicting and shall be imposed and in effect.

- B. Additional Regulations** – Regulations and requirements applicable to any conduct, activity, condition or standard, which are not expressly regulated by operation of State law, but which are regulated by this Code, shall be and remain in full force and effect as specifically applied under this Code for and within Reno County, Kansas.

## **Article 4: Inspections and Investigations**

**Section I. Inspections Required** – Physical site inspections shall be authorized and performed for all activities under this code.

- A. Construction Activity** – Whenever plans and specifications are required by this Code to be submitted as part of a permit application, the RCPWD shall inspect the premises prior to the start of operations to determine compliance with the approved specifications and with any other requirements of this Code.
- B. Private, Semi-Public Water Wells and Wastewater Systems** – Private and semi-public water wells and wastewater systems shall be inspected by the RCPWD prior to being placed in operation to ensure compliance with this code. Such systems shall be inspected thereafter as often as necessary to ensure compliance with this Code. No portion of the wastewater system shall be covered or made inaccessible to inspection prior to approval. Private and Semi-public water wells shall be inspected by staff of above ground construction requirements for KDHE Article 12 and 30. Staff shall use the approved/permitted plans on file submitted by the contractor or owner as a guide to conducting the final inspection. Staff shall use photographs and GIS to document inspection findings whenever possible. Applicants may submit photographs for approval and use by county staff. Staff may provide educational handouts as appropriate.

**Section II. Inspection Reports** – A written inspection report shall be made for all inspections conducted under the authority of this Code, stating the name of the inspector, the date and time of the inspection, the type of inspection and the property inspected. The report shall enumerate all findings made during the inspection. Staff may use photographs and GIS to document inspection findings whenever possible. Applicants may submit photographs for approval and use by county staff. Staff may provide educational handouts as appropriate. Whenever a private or semi-public water well or wastewater system is inspected after a permit is issued, the findings of the inspector shall describe any identified violations, the Code section violated, and the correction to be made. A copy of the completed report shall be issued to the owner of the premises and, if different than the owner, to the holder of the permit. All final County forms are public records available upon request. Drafts and county staff documents such as notes, and electronic communications are not public record.

**Section III. Inspection Scheduling and Re-inspections** – Whenever inspections are required under this Code to be scheduled for any installation, construction, initial activity, or for the correction of any violation or other non-conforming condition, it shall be the duty of the holder of the permit or license or the establishment to notify the RCPWD and schedule the time and date for the inspection. Use of electronic software for permit processes and investigations maybe used by staff whenever possible and applicants and contractors are encouraged to use electronic software as well. Staff may not complete

forms that are intended to be completed by the applicant or contractor. Staff will make best efforts to keep track of all communications from all parties in a chart and to retain all records related to the permit.

**Section IV. Access and Right of Entry** – The RCPWD shall have the right to make inspections of establishments, premises, places, and localities for the purpose of determining compliance with this Code. Inspections shall be done at a reasonable time. The RCPWD may examine the water usage records of any establishment that uses a private sewage disposal system for information pertaining to the amount of water used by the establishment. If the building, premises, or establishment to be inspected is occupied, the RCPWD representative shall first present proper identification and request entry; if such building or premises be unoccupied, he shall first make a reasonable effort to locate the owner, or other persons having charge or control of the building or premises, to request entry. If entry is refused, the RCPWD shall have recourse to all remedies provided by law to secure entry. The RCPWD shall have reasonable access to the business records of any person licensed to perform any activity under this Code where the records, daily logs, or other documents are reasonably necessary to determine compliance with the requirements of this Code.

**Section V. Educational handouts and lists** – The County will update educational handouts and lists as needed and post on the county’s website as needed. This will include updates of new products or design approvals. Relevant state laws and regulations shall also be posted on the county’s website.

## Chapter Two DOMESTIC WASTEWATER TREATMENT

### Article 1: General

**Section I. Purpose** – Wastewater is a potential source of disease and a potential hazard to the health, safety, and welfare of the public. It also poses a direct threat to the environment as a potential pollutant of the air, water, and soil, and presents a hazard to all forms of plant and animal life. It is the purpose of this Chapter to provide minimum standards for the sanitary treatment of all sewage generated or transported within Reno County unless otherwise regulated by competent authority.

**Section II. Scope** – All wastewater must be disposed of by the use of a sanitary sewer system as defined in this Section. A sanitary sewer system may be classified as either a: public wastewater system, semi-public wastewater system or a private wastewater system.

**Section III. Definitions** – Unless the context requires or specifies otherwise, the following words, terms or phrases, as used in this Code, shall be given the meaning defined in this section.

- A. **Absorption System**: A private wastewater system for the treatment of sewage by means of absorption trenches and the biological decomposition of wastewater effluent in the adjacent soil.
- B. **Absorption Trenches**: One or more trenches of varying length and depth and of fixed horizontal separation in which effluent is percolated into the soil.
- C. **Agriculture Land**: Any land that is currently classified as agricultural by the Reno County Planning Commission.
- D. **Alternative Wastewater System**: A domestic wastewater system other than an anaerobic septic tank-soil absorption system, lagoon or privy that is used or designed to be used, to collect, treat, hold or discharge domestic waste from residential, industrial or commercial property. This

- includes, but is not limited to, such systems as; mounds, shallow and at-grade absorptions fields.
- E. **ANSI: American National Standards Institute** certification for wastewater products.
  - F. **Bedrock**: A soil horizon which contains greater than 50% consolidated material, by volume.
  - G. **Cesspool**: A drywell that receives untreated sanitary wastes containing human excreta.
  - H. **Class V Injection Well**: A septic system receiving only domestic wastewater and having the potential to serve 20 or more persons a day, any septic system receiving non-domestic wastewater, or any well authorized by the KDHE to inject as a UIC Class V well for remedial purposes.
  - I. **Composting Toilet**: A dry toilet that treats human waste using organic matter.
  - J. **Distribution Box**: A watertight chamber below the outlet level of a septic tank or treatment unit and from which effluent enters the absorption system.
  - K. **Domestic Septage**: The liquid and solid material removed from a septic tank, lagoon, privy (portable or stationary), alternative wastewater system, portable toilet or similar device that receives only domestic wastewater. Domestic septage does not include commercial or industrial wastewater or grease removed from a grease trap.
  - L. **Domestic Wastewater**: All water-borne wastes produced at family dwellings in connection with ordinary living including kitchen, toilet, laundry, shower, and bathtub wastewater. It also includes similar type wastewater produced at businesses, churches, industrial and commercial facilities, or establishments. Stormwater shall not be mixed with domestic wastewater.
  - M. **Drywell**: A well or excavation completed above the water table so that its bottom and sides are typically dry except when receiving fluids.
  - N. **Enhanced Treatment System**: This includes any private or semi-public wastewater system which has been designed to improve the quality of wastewater effluent going into the soil absorption field that is of higher quality than from a conventional septic tank. Includes all media filters, aerated tanks, retro fit units, followed by a soil absorption system. one or more of the following: biological oxygen demand, dissolved solids, suspended solids, nitrates, phosphorus, or bacteria is reduced prior to dispersal. Examples of such systems are aerobic septic tanks, sand, textile or peat filters and constructed wetlands.
  - O. **Flood Plain**: The Flood Plain refers to land that is currently designated as part of the Flood Plain by the Federal Emergency Management Agency.
  - P. **Lateral Field Fill**: Fill material should be sandy loam, free of debris including roots, man made materials, minimal to no clay content, and cannot contain characteristics of a water features.
  - Q. **GPD**: Gallons Per Day.
  - R. **Graywater**: All domestic water that does not contain water from toilets.
  - S. **Holding Tank**: A watertight receptacle for the retention of wastewater either before, during or after treatment.
  - T. **Lateral Field**: System of perforated or pen joint sewer pipe positioned underground or cover within crushed rock/gravel beds, chambers, gravel less pipe or other approved material to effect transfer of septic tank or enhanced treatment effluent for final treatment and dispersal.
  - U. **New Construction**: Means the initial construction or enlargement of the onsite wastewater treatment system, modification of the method or extent of sewage treatment, or replacement of a significant portion of the existing onsite wastewater treatment system.
  - V. **NSF**: National Science Foundation certification for wastewater products.
  - W. **Non-Domestic Wastes**: Any liquid or water-borne wastes, other than domestic wastewater, produced in connection with any industrial or commercial process or operation.
  - X. **Onsite Wastewater System**: Treatment system means of arrangement of devise, structures and mechanisms to treat and modify wastewater system from a structure, in locations where public

sewerage is not available, in such a fashion as to prevent sewage from being a public health hazard, a detriment to environment or natural resources, or water pollutants.

- Y. **Wastewater Contractor/Installer:** Any person duly licensed to construct, install and/or repair private sewage treatment systems.
- Z. **Private Wastewater System:** Any septic system, lagoon, alternative wastewater system, privy, holding tank or other means of wastewater treatment that does not discharge to a public or semi-public wastewater system.
- AA. **Pit Privy/Privy:** A facility designed and/or used for the biological composting and disposal of human excreta.
- BB. **Public Wastewater System:** A wastewater system that is used or designed to be used for the collection, treatment, and discharge of domestic wastewater or industrial or commercial wastes and has a valid permit from KDHE.
- CC. **Reconstruction:** The replacement, alteration or repair of existing components of a private or semi-public wastewater system that improves or enhances the performance of the system or changes the classification of the wastewater system.
- DD. **Sand Trap Waste:** The sand, gravel and other solid material along with its associated liquid which settles from the effluent flow produced in connection with the commercial or industrial process of washing vehicles.
- EE. **Sanitary Service:** The pumping out and/or removal of wastes, sludge or human excreta from privies, septic systems, lagoons, alternative wastewater systems, enhanced treatment systems and other private or semi-public wastewater systems, and the transportation of such material to a point of final disposal treatment.
- FF. **Sanitary Service Contractor:** Any person duly licensed to perform sanitary disposal services.
- GG. **Semi-Public Wastewater System:** A wastewater system used for the on-site collection and treatment of domestic wastewater only, that accepts, or is designed to accept, greater than 1,000 GPD but no more than 2,500 GPD and does not discharge to the surface waters of the State.
- HH. **Septic System:** An anaerobic septic tank-soil absorption system used for the collection and treatment of domestic wastewater.
- II. **Septic Tank:** An approved, watertight, accessible, covered receptacle designed and constructed to receive sewage in which three processes take place: settling of the solids, the digestion of some of the accumulated solids by anaerobic action, and separation of the floatable scum.
- JJ. **Single Family Waste Stabilization Pond:** An artificial or man-made structure which is not a public wastewater system and into which 1,000 GPD or less of domestic wastewater is discharged and confined for treatment. It is otherwise referred to as “lagoon” herein.
- KK. **Site specific Licensed Wastewater Contractor:** A property owner that is only licensed to construct, install, maintain, and repair private sewage treatment system(s) on their own property.
- LL. **Soil Mottles:** Spots or streaks of contrasting soil colors that indicate the presence of a seasonal water table zone.
- MM. **Wastewater Contractor:** Any individual or company that constructs, reconstructs, or modifies private or semi-public wastewater systems.
- NN. **Wastewater (Sewer) District:** A special district authorized and empowered by state statutes to plan, construct and operate a public wastewater system.

**Section IV. Rules of Application** – The requirements established by Chapter 2 of the Reno County Sanitation Code shall apply and be applicable to any and all private and semi-public wastewater systems now or hereafter installed, used or operated upon any property located within Reno County, Kansas

subject to the provisions of this Code.

- A. General Regulation:** No person shall construct, reconstruct, or modify, nor cause or allow the construction, reconstruction, or modification of any private wastewater system except as permitted or allowed within the requirements of this Code. No commercial or industrial waste shall be directed to a private or semi-public wastewater system.
- B. Existing Systems Treating Domestic Waste:** Any private sewage treatment system installed prior to the effective date of this Code and used exclusively for domestic sewage, and not industrial nor commercial wastes, may remain in use if, and as long as, it continues to operate in accordance with the original design and location, does not experience any system failure, and does not present any hazard to the public health, safety or welfare; however, any replacement, alteration, enlargement, repair, removal, conversion, improvement or demolition shall comply with the requirements of this Code or any later amendments, revisions or versions. Existing wastewater system components shall be brought up to code at the time of permit issuance and noted in plans.
- C. Existing Tank Replacement:** Will not require a soil profile test to be conducted but will require photo or inspection of uncovered tank installed in the new location, prior to back filling. Staff will conduct a final inspection.
- D. Installation of Holding Tanks:** will not require a soil profile test to be conducted but will require photo or inspection of uncovered tank installed in the new location, prior to back filling. Staff will conduct a final inspection.
- E. Consultation:** Staff may consult with KDHE in unusual circumstances and follow KDHE interpretations during the permit process.

#### Section V. Approval of Plans and Specifications

- A. Private and Semi- Public Wastewater Systems-** Plans and specifications for all wastewater systems shall be submitted to and approved by the RCPWD prior to starting any construction of such systems. Wastewater systems shall meet the minimum design standards of the publications below, including depth and elevation of a wastewater system, setbacks, and in coordination of the proposed wastewater system and soil profile results. See below and Appendix 2 for setbacks distance.

Private and Semi-Public Wastewater System Setbacks Distance

	Minimum Setbacks for wastewater systems
Setback	Required
Septic tank/Aerobic unit/ Retro Fit to foundation of a house or other building	10 Feet
Soil Absorption system to a dwelling foundation	20 Feet
<b>Any part of the wastewater system to:</b>	
Public potable water line	25 Feet
Private potable water line	10 Feet
Property line	10 Feet (road right of way may not be included)
Public water supply well or suction line	100 Feet
Private water supply well or suction line	50 Feet
Surface watercourse	50 Feet
<b>Wastewater Lagoons (Lagoon 5' water level) to:</b>	
Property line	50 Feet (road right of way may not be included)
Dwelling foundation	50 Feet

Any other distances not listed are subject to KDHE interpretation and KDHE Bulletin 4-2, and amendments thereafter. Any setbacks not identified in the above table refer to KDHE Environmental health handbook or other KDHE publications.

It is good practice to remove trees within 25 feet of the absorption field or to provide a root barrier to keep roots out of absorption field.

The standards of design, construction and location for such systems shall be extracted from independent standards current to the time of plan review. Such standards applicable at the time of this codes adoption are KDHE Bulletin 4-2, Minimum Standards for Design and Construction of Onsite Wastewater Systems, KDHE Environmental Health Handbook, KSU Extension, EPA Onsite Wastewater Manual, and any amendments thereafter. Under unique circumstances the RCPWD may require the system to be designed by an active Kansas licensed professional engineer or ask for review of the proposal by KDHE.

**Section VI. Wastewater Product Reviews-** Wastewater storage and/or treatment product reviews will be conducted on products that are not included in KDHE Bulletin 4-2, and are intended to be installed as enhanced treatment, new style of soil absorption system, or treat/alter sewage treatment. Literature submission shall include: an engineer approval, engineered designs, NSF or ANSI certification, regimen for maintenance, limitation of installations, and other information as requested by staff. Other Wastewater certification may be accepted if comparable to either NSF or ANSI. Proprietary wastewater products may only be installed per the certifications provided. County will issue an approval or non-approval letter that will be sent to the local dealer.

**Section VII. Criteria for Plan Approval** – Prior to issuing a permit for construction, a soil profile test of the proposed wastewater building site shall be conducted, in order to identify site limitations or restrictions. Staff may also conduct a site inspection to determine any other site limitations and evaluate proposed plans for code compliance. Credentialing of persons wishing to complete a soil profile must meet the following criteria: Soil profile abilities approved by a Kansas licensed soil scientist, Kansas licensed professional engineer, or have completed a soils class from Kansas Small Flows that was instructed by a college accredited professor or approved personnel. Proof of certification must be submitted to RCPWD. No permit shall be issued unless the proposed wastewater system meets accepted design standards for the conditions determined by the soil profile test. Soil profile findings shall include property owner name, address, date, location of soil profile, soil horizons, soil color, any mottling encountered, texture, structure, consistency, roots, remarks, loading rate, vegetation present ground level, and depth in inches to restrictive features, and signature and date of qualified person that conducted the soil profile. County soil form can be provided for use if needed. Soil profile results shall be submitted to the county in combination with other forms needed in the permit process. Applicants may be asked to excavate additional soil profile pits or observational holes as needed. If an existing soil profile has been completed in the area of the existing system, no future soil profiles are needed to be repeated, unless the site has undergone major changes. If the location of the wastewater system moves over 50' from the original soil profile pit, then another soil profile pit may need to be completed by either the RCPWD or credentialed persons. Soil fill to be used may also be evaluated by staff or credentialed persons.

- A. Enhanced wastewater systems may be installed at owners' discretion and are recommended but not required. Highly recommend following any prescribed maintenance from the manufacturer.

- B. Parcels and lots established after the date of this code shall meet minimum code setbacks.
- C. New lots of record created after the date of this code shall meet the minimum setbacks and current design standards as identified in the following KDHE Bulletin 4-2, Minimum Standards for Design and Construction of Onsite Wastewater Systems and the KDHE Environmental Health Handbook, KSU Extension, and EPA Onsite Wastewater manual, and any amendments thereafter.
- D. In all circumstances, regardless of lot size, there should be a suitable area for immediate and eventual use as a private wastewater system, exclusive of buildings, non-porous driveways, and other public right of way easements. This area is to be comparable in size to the current or proposed wastewater system. In all cases sewage saturated soils and past wastewater system components may not be used for new lateral field installations.
- E. **Inspection Ports** – All lateral fields are required to have an inspection port installed at the end of each lateral. Inspection port shall be constructed of solid PVC that is a 90 degree turn up and extending to at least grade level. A solid removable PVC cap is to be installed.
- F. **Effluent Filter** – All existing or newly installed septic tanks shall be fitted with an effluent filter and installed per manufacturer specifications.
- G. **Wastewater Construction Plans** – Plans shall include setbacks, depth, and elevation of a wastewater system, in coordination of the proposed wastewater system, soil profile results, and soil amendments, site restrictions, and use of easements if applicable and reflect meeting the minimum design criteria for the above publications and any additional site criteria listed on the wastewater inspection form. If a floodplain or floodway is present on the property, additional criteria may be listed in the permit or on plans. Use of staff aerial, existing diagrams maybe used as part of plan submitted, if applicable. Plans can be amended during the final inspection by the contractor to reflect the true installation. Plan amendments in all circumstances are to be initialed and dated. Contractors are responsible to ensure aggregate used meets the above design spec publications. Following the issuance of a permit for construction, and prior to covering any portion of the wastewater system, the permit holder shall contact the RCPWD and arrange for an inspection of construction for the purpose of assuring compliance with the conditions of this Code.
- H. **Easements** – Use of easements maybe considered by the RCPWD and approved by the county counselor.
- I. **Engineer approved Exceptions** – Reno County has had an experienced wastewater engineer review several historically used wastewater designs and installations, and upon approval they have been posted on the County’s website and may be used consistent with that approval. Any other designs and installations that are not in the publications identified in paragraph B above must be evaluated by a licensed engineer and that evaluation included with the application.
- J. In unique circumstances of same ownership of multiple homes and buildings on one parcel, the structures may be connected to one wastewater system. Plans must reflect future wastewater system reserve areas may be located.
- K. No private or semi-public wastewater system shall be constructed if the applicant’s property line is within 400 feet of an existing public sewer, unless the RCPWD finds that connection to such a sewer is not feasible and that a domestic wastewater system, meeting the requirements of this Code, can be constructed on the property.
- L. **Final Inspections of Construction** – Staff shall use permitted plans as a guide to conduct a final inspection. Multiple final inspections may be conducted, depending on the type of wastewater system installed and violations encountered. Staff may use photos, collect measurements, and GIS to document inspection findings. Photo corrections by the contractor are allowed in some

circumstances. Contractor will need to call staff if inclement weather is approaching and make arrangements for the wastewater system to be covered up, prior to staff completing a final inspection. Photo submission is allowed as part of the arrangement upon staff approval.

- M. Class V Injection Wells** – Owner/operators of private and semi-public wastewater systems meeting the KDHE definition of a class V injection well shall contact the KDHE and comply with or satisfy all requirements and regulation adopted by the KDHE, pursuant to Kansas Administrative Regulations, Article 46.

## **Article 2: Prohibited Practices**

**Section I. Private or Semi-Public Wastewater Systems** – No person shall sell, use, or lease for use any real estate upon which is located a private or semi-public wastewater system which:

- A. Improperly discharges effluent as prohibited by Chapter Five, Article 1, Section I, Paragraph G of this code; or
- B. Discharges or receives industrial or commercial waste; or
- C. Discharges onto the surface of the ground, into watercourses, lakes, ponds, or any impoundment; or Causes fly breeding, produces offensive odors or any other condition that is prejudicial to health and comfort, and has documented violations that are not corrected.

## **Article 3: Semi-Public Wastewater Systems**

**Section I. Annual Permit** – The owner of every semi-public wastewater system shall obtain a permit for the initial operation of the system and annually thereafter from the Agency. A permit for operation shall be issued by the RCPWD following an inspection of the system and said Agency’s determination that the system has been constructed according to approved plans and presents no significant health risk. No semi-public wastewater system shall be constructed or operated until the owner has obtained the required permit.

## **Article 4: Semi-Public and Private Wastewater System Operation and Maintenance**

**Section I. Proper Maintenance and Operation of Semi Public and Private Wastewater Systems**

- A. All private and semi-public wastewater systems shall be maintained in good working condition, operating per permit issued, and shall not discharge onto the surface of the ground or drain into any stream or roadside ditch, or produce offensive odors or become a breeding place for flies, mosquitoes, or rats. Whenever the RCPWD shall find any private or semi-public wastewater system malfunctioning and causing any of the above prohibited conditions the RCPWD shall order the owner and/or user to correct the condition within thirty (30) working days and subsequent inspections will occur as needed.

## **Article 5: Regulations for Sanitary Service Contractors**

**Section I. License Required** – No person shall remove, haul, transport, or dispose of any domestic septage without a valid license from the Agency. A valid sanitary service contractor’s license issued to a sole



proprietor, a partnership or a corporation shall be valid as to all its agents and employees.

**Section II. License Term and Renewal** – Any license issued under this Section shall expire on December 31<sup>st</sup> of each year and must be renewed annually. All required license fees shall be paid at the time of application for the license or renewal, and no fee required under this Code shall be prorated or refunded for any partial term of part-year application.

**Section III. Standard of Performance**-Every person licensed as a sanitary service contractor under this Section shall comply with the performance requirements specified in this Code.

- A. Equipment**-A license holder shall maintain equipment to ensure that no spillage of sewage shall occur during transportation, and that employees of the licensee are not subjected to undue health hazards. All sewage shall be transported in an enclosed watertight tank.
- B. Vehicles**-Sewage shall be transported only in vehicles approved for that purpose by the Agency. Each such vehicle must be inspected prior to issuance or renewal of a license to a sanitary services contractor. The vehicle must be kept in good working condition and the name of the licensee shall be clearly displayed on both sides of the vehicle in bold letters not less than 5 inches high.
- C. Disposal**-All licensees shall comply with the requirements of Title 40, Part 503 of the Code of Federal Regulations: Sewage Sludge Use and Disposal and the KDHE Kansas Environmental Health Handbook and KDHE EPA 503 Land Application of Septage publication and any amendments thereafter. Land application disposal logs shall be kept by the licensee for at least a period of 5 years and will need to be made available upon request of RCPWD staff.

## **Article 6: Regulations for County wide and Site-specific Licensed Wastewater Contractors**

**Section I. License Required** – No person shall install, engage in the installation of, repair or modify a private or semi-public wastewater system unless that person holds a valid wastewater contractor license issued by the Agency. Employees of a validly licensed installer are not required to be separately licensed.

**Section II. License and License Renewal** – Any license issued under this Section shall expire on December 31<sup>st</sup> of each year and must be renewed annually. All required license fees shall be paid at the time of application for the license or renewal, and no fee required under this Code shall be prorated or refunded for any partial term of part-year application. Proof of CEUs must be submitted with renewal application. Site specific Wastewater contractors shall only be issued one license and it will expire by anniversary date.

**Section III. Standard of Performance** – Prior to the issuance or renewal of a license under this Article, the applicant shall be required to demonstrate adequate knowledge of State and Local regulations pertaining to private and semi-public wastewater systems and general engineering principles pertaining to such systems. The RCPWD may consider actual experience, education, or professional licensing of the applicant in the granting or not granting of an application for an initial license or renewal, including prior revocations or disciplinary action. The County Wide Wastewater Contractor may list employees that are capable to work under the applicant's license as a benefit to complete or edit plans. Attendance by any applicant to an appropriate training workshop, conducted or sponsored by the RCPWD or other recognized governmental, education or professional institution, and satisfactory completion of 80%, a written examination administered by the RCPWD covering subjects related to public health concerns, wastewater treatment techniques, standards for design or construction or installation of wastewater

systems, wastewater treatment theory, and/or soil science, shall satisfy the requirements of this Section.

**Section IV. Reciprocity** – Licensure in other counties shall be reciprocal if training, exam, and passing scores are equal or greater than those of Reno County.

**Section V. Continuing Education** – Every person licensed as a wastewater contractor, under the authority of this Article, must obtain a minimum of three (3) hours of annual continuing education regarding onsite wastewater that must be approved by the RCPWD each calendar year, and no license issued under this Article shall be renewed without submission of a certification of the training to the Agency. Continuing education is not a requirement for site specific licensing.

**Section VI. License Revocation** – A license may be revoked for failure to comply with this Code. The revocation procedure shall comply with the provisions of Chapter 7 of this Code.

## Chapter Three WATER SUPPLIES

### Article 1: General Provisions

**Section I. Purpose and Intent** – The provisions of this code are for the purpose of regulating and controlling the development, maintenance, and use of private or semi-public water supplies in the unincorporated area of Reno County, Kansas, to ensure that public health is protected and contamination and pollution of the water resources within the county are prevented.

**Section II. Compliance Required** – After the effective date of this code, no person shall construct or reconstruct on any property subject to this code, any semi-public or private water supply that does not comply with the requirements of this code.

**Section III. Definitions** – In addition to the definitions provided in Chapters 1, 2 and 4 of this Code the words, terms and phrases listed below, for purposes of this chapter, are defined as follows:

- A. **Abandoned Well**: If meets at least one of the following conditions: (1) Use of the water well has been permanently discontinued. (2) Pumping equipment has been permanently removed from the water well. (3) The water well either is in such disrepair that it cannot be used to supply water or has the potential for transmitting surface contaminants into the aquifer, or both. (4) The water well poses potential health and safety hazards. (5) The water well is in such a condition that it is not an active well or cannot be placed in inactive status.
- B. **Above Ground Surface Completion**: The termination of a water well or boring if the casing used is at least 12 inches above the surrounding ground surface.
- C. **Active Well**: A water well which is an operating well used to withdraw water, monitor, or observe groundwater conditions.
- D. **Annular Space**: The space between the well casing and the bore hole or the space between two or more strings of well casings.
- E. **Aquifer**: An underground formation that contains and is capable of transmitting groundwater.
- F. **Confined Aquifer**: An aquifer overlain and underlain by impermeable layers. Groundwater in a confined aquifer is under pressure greater than atmospheric pressure and may rise in a well

above the point at which it is first encountered.

- G. **Construction**: All acts necessary to create a water well as defined in LL herein.
- H. **Domestic Purpose**: The use of water by any person(s) for household purposes, or for the watering of livestock, poultry, farm and domestic animals used in operating a farm, or for the irrigation of lands not exceeding a total of two acres for the growing of gardens, orchards and lawns. These wells will be commonly referred to as household wells or lawn and garden wells or small livestock wells.
- I. **Groundwater**: That part of the subsurface water which is in the zone of saturation.
- J. **Grout**: Material such as cement, neat cement, bentonite clay or other such material approved by KDHE used to create a permanent impervious watertight bond between the casing and the undisturbed formation surrounding the casing or between two or more strings of casing.
- K. **Grout Tremie Pipe or Grout Pipe**: A steel or galvanized steel pipe or similar pipe having equivalent structural soundness that is used to conduct pumped grout to a point of selected emplacement during the grouting of a well casing or plugging of an abandoned well or test hole.
- L. **Heat Pump Hole**: A hole drilled to install piping for an earth-coupled source heat pump system.
- M. **Household Purpose**: The use of water by a person for cooking, cleaning, washing, bathing, human consumption, rest room facilities, fire protection, and other uses normally associated with the operation of a household.
- N. **Inactive Status**: A water well that is not presently operating but is maintained in such a way that it can be put back in operation with a minimum of effort.
- O. **Lawn and Garden well**: A water well used for the outdoor watering of land not exceeding two (2) acres (gardens, trees, shrubs, and plants), or for filling swimming pools or the washing of vehicles, boats, trailers or building exterior associated with a residence or farm.
- P. **Pitless Well Adaptor or Unit**: An assembly of parts installed below frost line that permits pumped groundwater to pass through the wall of the well casing or an extension of the casing and prevent the entrance of contaminants.
- Q. **Potable Water**: Water free from impurities in amounts sufficient to cause disease or harmful physiological effects in humans and conforming to the most recent EPA primary drinking water standards.
- R. **Private Water Supply**: A water well supply used for domestic purposes, excluding public water supplies, semi-public water supplies and water supplies used for the watering of livestock on lands exceeding ten acres. Wells used for watering livestock less than 10.0 acres will be commonly referred to as small livestock wells.
- S. **Public Water Supply**: A water well that meets both of the following conditions: (1) Provides groundwater to the public for human consumption; and (2) has at least 10 service connections or serves an average of at least 25 individuals daily for at least 60 days during a calendar year.
- T. **Pump Pit**: A watertight structure constructed at least two (2) feet away from the water well and below ground level to prevent freezing or pumped groundwater and which houses the pump or pressure tank, distribution lines, electrical controls, or other appurtenances.
- U. **Reconstructed Water Well**: An existing water well that has been deepened or has had the casing replaced, repaired, added to, or modified in any way for the purpose of obtaining groundwater.
- V. **Sanitary Well Seal**: A manufactured seal installed at the top of the well casing which, when installed, creates an air and watertight seal to prevent contaminated or polluted water from gaining access to the groundwater supply.
- W. **Semi-Public Water Supply**: A water supply used for domestic purposes serving three (3) to nine (9) residential units (rental or under separate ownership) on a piped system.
- X. **Setback Distances**: The minimum distance a structure must be from another defined boundary

or structure.

- Y. **Small Livestock wells:** A well to water livestock on property less than 10 acres.
- Z. **Static Water Level:** The highest point below or above ground level which the groundwater in the well reaches naturally.
- AA. **Test Hole:** Any excavation constructed for the purposes of determining the geologic, hydrologic and water quality characteristics of underground formations.
- BB. **Treatment:** The stimulation of production of groundwater from a water well by a properly licensed person through the use of hydrochloric acid, muriatic acid, sulfamic acid, calcium or sodium hypochlorite, polyphosphates or other chemicals and mechanical means, for the purpose of reducing or removing iron and manganese hydroxide and oxide deposits, calcium and magnesium carbonate deposits and slime deposits associated with iron or manganese bacterial growths which inhibit the movement of groundwater into the well.
- CC. **Uncased Test Hole:** Any test hole in which casing has been removed or in which casing has not been installed.
- DD. **Unconfined Aquifer:** An aquifer containing groundwater at atmospheric pressure. The upper surface of the groundwater in an unconfined aquifer is the water table.
- EE. **Water District:** Any special district authorized and empowered by state statutes to plan, construct and/or operate a public water supply system.
- FF. **Water Well:** Any excavation that is drilled, cored, bored, washed, driven, dug jetted, or otherwise constructed, when the intended use of such excavation is for the location, diversion, artificial recharge, or acquisition of groundwater.
- GG. **Water Well Contractor or Contractor:** Any person who constructs, reconstructs or treats a water well. The term shall not include: (1) An individual while in the act of constructing a water well on land which is owned by such individual and is used by such individual for domestic purposes at such individual's place of abode, but only when the well is constructed in compliance with prescribed minimum well standards as provided in this act; or (2) an individual who performs labor or services for a licensed water well contractor at such contractor's direction and under such contractor's supervision.

## Article 2: General Regulations

**Section I. Requirements of Application** – The requirements established by Chapter 3 of the Reno County Sanitation Code shall apply and be applicable to all private and semi-public water wells now or hereafter installed, used, or operated upon any property located within Reno County, Kansas subject to the provisions of this Code.

- A. **General Regulations** – Unless otherwise provided or accepted in accordance with this Section, from and after the effective date of the Code, no person shall construct, reconstruct, or modify, nor cause or allow the construction, reconstruction, or modification of any private or semi-public well as permitted under and which complies with the established requirements of this Code. No public water supply wells shall be permitted by this code.
- B. **Existing Water Wells** – Any private or semi-public water well existing prior to the date of this code may remain in use if, and as long as, it continues to operate in accordance with the original design and location, does not experience any system failure, and does not present any hazard to the public health, safety or welfare; however, any replacement, alteration, enlargement, repair, removal, conversion, improvement or plugging shall comply with the requirements of this Code or any later amendments, revisions or versions.
- C. Staff may consult with KDHE in unusual circumstances and follow KDHE interpretations during the permit process.

**Section II. Use Limitations and Prohibited Practices**

- A. No permit for drilling a water well for private water supply purposes shall be issued to any person when in the discretion of the RCPWD the property can be served at a reasonable cost by a public water supply, or when the water supply to be accessed constitutes a significant, quantified health risk.
- B. No use of surface water (lakes, ponds, or streams) as a source of water for a private water supply shall be permitted.
- C. No person shall sell, lease, or rent any real estate upon which is located a private or semi-public water supply which fails to comply with the provisions of this Code after written notice of the defective condition has been given to the owner or responsible person by the Agency.

**Section III. Approval of Plans and Specifications**

- A. **Private and Semi- Public Water wells** – Plans and specifications for all well water systems shall be submitted to and approved by the RCPWD prior to starting any construction of such systems. Each water well shall comply with KDHE Minimum Construction Standards in Article 30. Setback distances are listed below and in Appendix 2.

**Article 3: Private and Semi-Public Water Supplies**

**Section I. Permit and plans** – No person shall construct or reconstruct any private or semi-public water supply on any premises subject to the regulations of this code until a permit has been obtained from the Agency. See below and Appendix 2.

**Private and Semi-Public Well Setback Distances**

	<b>Required Minimum Setbacks for water wells</b>
Property line or public right of way	25 feet (road right of way may not be included)
*Contamination Source	50 feet
Watertight sewer line	10 feet
Surface water	50 feet
Pump pit	2 feet

\*Contamination sources include sewer lines, pressure sewer lines, septic tanks, laterals, pit privies, seepage pits, fertilizer storage, pesticide storage, feed lots or barn yards, and other wastewater systems. Any other contamination sources and distances not listed are subject to Kansas law and/or KDHE interpretation and regulations in Article 30.”

**Section II. Criteria for Plan Approval**

- A. Plans shall include setback distances, site restrictions, and easements, and indicate compliance with minimum construction standards in Article 30 and any additional site criteria listed on the well inspection form. If a floodplain or floodway is present on the property, additional criteria may be listed in the permit or on plans. Use of staff aerial, existing diagrams may be used as part of plan submitted, if applicable. Plans can be amended during the final inspection by the contractor/owner to reflect the true installation. Plan amendments in all circumstances are to be initialed and dated. If a proposed well location is within one (1) mile of known ground water contamination site, staff shall consult with KDHE.
- B. Use of easements shall be considered by the RCPWD and approved by the county counselor.

- C. In unique circumstances of same ownership of multiple homes and buildings on one parcel, the structures may be connected to one water well. If a structure or land is divided for new ownership and a common well is not to be shared, then a new water well shall be required that meets the Code's standards. Plans must reflect when a future division occurs, the land division for each home and the proposed future well location.
- D. No private or semi-public water well intended for human consumption shall be constructed within a water district. RCPWD shall notify water districts of when permitting any lawn and garden and small livestock wells within the district. If the applicant proves to RCPWD that a hardship exists such that connection to such a water system is not feasible and domestic water well system meeting the requirements of this Code can be constructed on the property. RCPWD may grant a hardship permit for such a well.
- E. **Final Inspections of Construction** – Staff shall use permitted plans as a guide to conduct a final inspection. Multiple final inspections may be conducted, as needed, if violations are encountered. Staff may take/use photographs, measurements, GIS data to document inspection findings. Photographs of corrected issues taken by the contractor or owner may be allowed. Staff shall send final wellhead construction criteria to the contractor/owner. Photo submission is allowed as part of the arrangement upon staff approval.

## **Article 4: Semi-Public Water Supplies**

**Section I. Requirements for Semi-Public Water Supplies** – No person shall operate or maintain a semi-public water supply system that has been:

- A. Constructed or reconstructed after January 1, 1988, until it has been inspected and a permit issued by the Agency.
- B. Temporarily or permanently enjoined as a public health nuisance by a court of competent jurisdiction.
- C. Found by the RCPWD not to comply with the provisions of this code and written notice thereof has been given to the owner or his agent.

**Section II. Conditions of Use** – In addition to applicable the requirements of Article 3 of this Chapter, which pertain to semi-public water wells, the following is recommended:

- A. An initial test for all contaminants for which primary drinking water standards have been established by the KDHE.
- B. An initial and at least annual sample collection and testing for bacterial and nitrate.

## **Article 5: Well Status and Maintenance**

**Section I. Plugging of Abandoned Wells, Cased and Uncased Test Holes, Inactive Status** – All abandoned water wells and cased and uncased test holes shall be plugged in accordance with Article 12 and KDHE and/or GMD#2 water well regulations in Article 30. Water wells not in use may obtain KDHE and/or GMD#2 approval to place a well in inactive status rather than plug the well, if the landowner can present evidence as to the condition of the well and the landowner's intentions to use the well in the future.

**Section II. Private and Semi-Public Operation and Maintenance** – All private and semi-public wells shall be maintained in good working condition, as permitted. Whenever the RCPWD finds any private

or semi-public wellhead that is in violation of the code, the owner and/or user shall correct the condition within thirty (30) working days and subsequent inspections will occur as needed.

## Chapter Four PUBLIC WATER SUPPLY PROTECTION

### Article 1: General Provisions

**Section I. Purpose and Intent** – The provisions of this chapter are adopted for the purpose of protecting the sources of water for public water supplies through the regulation and control of practices contributing to non-point source pollution within wellhead protection zones that have been approved by the governing body of the public water supply and the Reno County Board of County Commissioners.

**Section II. Definitions** – In addition to the definitions provided in Chapters 1,2 and 3 of this code, the words, terms, and phrases listed below, for purposes of this Chapter are defined as follows:

- A. **Animal Unit**: Means a unit of measurement calculated by using the most current formula described by K.S.A. 65-171d and any future amendments thereof. See Appendix 2.
- B. **Confined Animal Feeding Operation**: Means any lot, pen, pool, or pond, which is:
  - 1. Used for the confined feeding of animals or fowl for food, fur or pleasure purposes.
  - 2. Not normally used for raising crops; and
  - 3. Not used for growing vegetation for animal food.
- C. **Publicly Owned Treatment Works**: Means any wastewater treatment facility licensed by the Kansas Department of Health and Environment which is operated, owned, or licensed to a benefit district, township, city, county, or state unit of government.
- D. **Wellhead Protection Zone**: Means a groundwater sensitive area identified by the public water supplier as being within the zone of capture, withdrawal, or other accepted method of delineating a public water supply well. Also referred to as source water protection zone or groundwater protection zone.

### Article 2: Prohibited Practices

**Section I. Confined Animal Feeding Operation** – No person shall operate a confined animal feeding operation within a wellhead protection zone that has been constructed after the effective date of this Code that:

- A. Contains more than 1,000 animal units; or
- B. Contains any number of animal units within 300 feet of a public water supply well.

**Section II. Unlined Pit Privies** – No person shall sell, use, lease or rent any unlined pit privy within a wellhead protection zone.

**Section III. Commercial Storage Tanks** – Owners of commercial storage tanks located within a wellhead protection zone shall report to the public water supplier for their respective wellhead protection zone any release or unaccounted loss of inventory within 24 hours.

**Section IV. Publicly Owned Treatment Works Sludge** – Within a wellhead protection zone, publicly owned treatment works sludge shall not be applied on or below the ground.

## Chapter Five PUBLIC HEALTH NUISANCES

### Article 1: Public Health Nuisances

**Section I. Purpose and Intent** – The purpose and intent of this article is to outline those conditions which constitute a public nuisance and are deemed hazardous to public health.

**A. General** – The RCPWD shall have the authority and power to examine all nuisances, sources of filth and causes of sickness that in its opinion may be injurious to the health of the inhabitants within the county. Whenever any such nuisance, source of filth or cause of sickness shall be found to exist on any private property or upon any watercourse in this county, the RCPWD shall have the power and authority to order, in writing, the owner or occupant thereof at his own expense to remove the nuisance, source of filth, or cause of sickness within 24 hours, or within such reasonable time thereafter as the RCPWD may order. Public nuisances shall include but shall not be restricted to the following:

1. Any privy, privy vault, or other place used for the deposit of human excreta which permits animals or insects access to the excreta; which produces foul or objectionable odors; or is located so as to make pollution of any water supply probable.
2. The collection or accumulation of any organic materials such as swill, meat scraps, dead fish, shells, bones, decaying vegetables, tree waste, dead carcasses, human or animal excrements, or any kind of offal that may decompose and create an attraction or breeding place for insects or rodents.
3. Any animal pen that pollutes a water supply, underground water-bearing formation, or stream in a manner that is hazardous to human health or is maintained in a manner that creates an attraction or insect breeding place or is a rodent harborage or breeding place.
4. Solid waste, which is stored, collected, transported, processed, treated, or disposed of contrary to the regulations, standards, or orders of the RCPWD, or in such a manner as to create a public nuisance.

**Section II. Inspections Required** – Physical site inspections shall be authorized and performed for all activities under this code.

**Section III. Inspection Reports** – A written inspection report shall be made for all inspections conducted under the authority of this Code, stating the name of the inspector, the date and time of the inspection, the type of inspection and the property inspected. The report shall enumerate all findings made during the inspection. Staff may use photographs and GIS to document inspection findings whenever possible. Time frames of corrections will be based on the severity of the public health nuisance. Multiple inspections may occur. A copy of the completed report shall be issued to the owner of the premises. Final versions of County forms are public records available upon request. Drafts and County staff documents such as notes, and electronic communications are not public record.



**Section IV. Inspection Scheduling and Re-inspections** – Whenever inspections are required under this Code to be scheduled for any correction of any violation or other non-conforming condition, it shall be the duty of the property owner to notify the RCPWD and schedule the time and date for the inspection.

## **Chapter Six**

### **ENVIRONMENTAL HEALTH ASSESSMENTS**

#### **Article 1: Environmental Health Assessments**

**Section I General Provisions** – RCPWD coordinates with the Planning and Zoning Department in the evaluation of land development to ensure proposals can meet the sanitation code.

**Section II. Scope** – Proposed Zoning permits and cases may be reviewed by environmental Staff to ensure the proposal does not interfere with the existing wastewater system or well, nor should the proposal have impeded future wastewater and well placement or replacement.

**Section III. Definitions** – Unless the context requires or specifies otherwise, the following words, terms, or phrases, as used in the Code, shall be given the meaning defined in this section.

- A. Interoffice Communication:** A notification from the Planning and Zoning office to the Environmental Health Section requesting an evaluation of a proposal.
- B. Environmental Health Well Assessment:** Either an office review or a site evaluation review of the proposal in regard to the existing or possible future well placements or replacements. Review may contain notices of violations or agreements if discovered.
- C. Environmental Health Wastewater Assessment:** Either an office review or a site evaluation review of the proposal in regard to the existing or possible future wastewater system placements or replacements. Review may contain notices of violations or agreements if discovered.
- D. Site Evaluations:** An onsite inspection that is not associated with a permit process, to determine if a proposal shall meet code compliance requirements.

**Section IV. Requirements of Application** – The requirements established by Chapter 6 of the Reno County Sanitation Code shall apply and be applicable to any and all private and semi-public wastewater systems and wells now or hereafter installed, used or operated upon any property located within Reno County, Kansas subject to the provisions of this Code.

**Section V. Reviews, Site Evaluations, and Reporting** – Staff shall review proposals that have been sent from the Planning and Zoning office via interoffice communication or requested from individuals. Environmental Well and Wastewater Assessments forms shall be completed per proposal.

- A. Requests and Fees** – All requests and fees shall be paid prior to any site evaluation.
- B. Site Plans** – Site plans shall be submitted with each request.
- C. Office Reviews** – Office reviews shall be completed by staff for all proposals, excluding subdivision reviews. Unique circumstances may arise, and a site evaluation may be required.
- D. Site Evaluations** – Site evaluations shall be completed for all proposals as needed by owner/applicant or as needed by staff.

- E. **Subdivision Reviews** – Subdivision reviews shall include a site evaluation per lot that includes a soil profile to determine adequate space for well and wastewater. A test well shall be required to determine if water is present. Water well shall be tested for at least bacteria and nitrates. Staff may also review water geology with the Groundwater Management Districts. Each lot shall be identified prior to staff arrival. Soil profile shall be required per lot and to be conducted by staff or qualified persons. Other agencies may be consulted as needed. Applications for subdivision review and fees shall be submitted prior to any evaluation.
- F. **Reporting** – Staff shall complete the necessary inspection forms, including photos, GIS, soil profile forms, as needed for a determination of code compliance. Final reports can include supportive documents and possible notice of violations. Multiple inspections can occur if necessary. All documentation shall be shared with the Planning and Zoning office, or other agencies as needed.
- G. **Non-Approval** – Non-approval of proposals will be in written format to owner/developer, and the Planning and Zoning office.
- H. **Public Hearings** – Staff can attend public hearings for the Reno County Sanitation Commission, Board of Zoning Appeals as requested from Planning and Zoning staff or applicant.

## Chapter Seven CODE ENFORCEMENT

### Article 1: Unlawful Conduct

**Section I. General Provisions** – For the purpose of enforcing the regulations, conditions, requirements, and prohibitions established by this Code the following acts shall be unlawful:

- A. **Obstruction of the Agency** – No person shall willfully impede or obstruct a representative of the RCPWD in the discharge of his official duties under the provision of this Code.
- B. **Operation without a Permit or License** – No person shall do any act or engage in any activity for which a permit or license is required by this Code unless first obtaining such permit or license. The existence of emergency conditions may be a defense to this provision.
- C. **Failure to Comply with Emergency Order** – No person shall fail or refuse to comply with an emergency order of the RCPWD issued under Section A of this chapter.
- D. **Failure to Comply with Permit or License** – No person shall fail to comply with the specified terms or conditions of any permit or license issued under this Code nor do any act or engage in any activity of conduct regulated by this Code without a valid permit or license, nor continue activities or conduct subject to any permit or license which has expired, been suspended or been revoked under this Code.
- E. **Failure to Comply with Regulations** – No person shall do any act or engage in any activity which is regulated by any Section or Chapter of this Code except as authorized and permitted under the Code, and no person shall knowingly operate any activity regulated by this Code in any manner which does not comply with the requirements of the conditions and regulation specified in this Code.
- F. **Falsification and Misrepresentation** – No person shall falsify nor misrepresent any fact, information, produce, or data provided, required or submitted for any application, permit, license, inspection, examination, investigation, report, record, test or other determination required under this code.
- G. **Failure to Repair or Correct** – No person shall fail or refuse to repair or to correct any defect,

deficiency, or other condition, whether natural or otherwise, in any private or semi-public wastewater system which has caused, or which the RCPWD determines is likely to cause, within reasonable certainty, any improper discharge or other health hazard, unsanitary condition, or unlawful pollution.

**H. Prohibited Practices**-No person shall permit, or allow to permit, any prohibited practice as established by this Code.

## **Article 2: Enforcement Proceedings**

**Section I. Emergency Orders** – The RCPWD or other authorized code enforcement office or representative of the Agency, may issue such orders or directives as he deems necessary upon a determination that such action is required to prevent, contain, or eliminate an obvious violation of this Code or an imminent threat to the health or safety of the public.

- A. Health Risk** – Whenever the RCPWD finds that an emergency exists which requires immediate action to protect the public health he may without notice or hearing, issue an order reciting the existence of such an emergency and require that such action be taken as he may deem necessary to meet the emergency, including the suspension of the permit or license. Notwithstanding any other provisions of this Code, such order shall be effective immediately and shall be enforceable in Reno County District Court.
- B. Work Stoppage** – Whenever any work is being performed on a private sewage disposal system contrary to the provisions of this Code, the RCPWD representative may order the work stopped immediately by issuing an emergency order and serving it on any persons engaged in the doing or causing such work to be done, and any such person shall forthwith stop such work until authorized by the RCPWD to proceed with the work.
- C. Compliance** – Any person, to whom an emergency order is directed, shall comply therewith immediately, but upon written request filed within five (5) days of issuance, shall be afforded a hearing before a Reno County Sanitation Commission as soon as possible. A hearing shall be held within ten (10) days of the issuance of such emergency order.

**Section II. Suspension of Permit or License** – The RCPWD may suspend any permit or license that it issues if the holder thereof does not comply with the requirements of this Code. The suspension shall become effective ten (10) days after the holder of the license or permit, or the premises subject to the permit, receives written notice of such suspension.

The holder or other aggrieved party may request a hearing in accordance with Article 4, Section I of this Chapter. After a hearing, the hearing officer may uphold the suspension as originally ordered or modify it as he sees fit, but in no event shall he enter an order of suspension for a period longer than that set out in the original order. Both the original order and any order entered after an appeal may condition the length of suspension upon correction of the conditions upon which the suspension is based.

**Section III. Revocation of License** – The RCPWD may revoke a license for serious or repeated violations of any of the requirements of this Code or for interference with the RCPWD in the performance of its duties. Prior to revocation, the RCPWD shall notify, in writing, the holder of the license, of the specific reason (s) for which the license is to be revoked and that the license shall be revoked at the end of the ten days following service of such notice unless a written request for hearing is filed with the regulatory authority by the holder of the license within the 10-day period. If no request for hearing is filed within the 10-day period, the revocation of the license becomes final.

Whenever a revocation of a license has become final, the holder of the revoked license may make a

written application for a new license and pay the fee required.

### **Article 3: Penalties and Prosecution**

**Section I. Penalties** – Any violation of any provision or requirement of this Code or the commission of any unlawful act or conduct specified in this Chapter shall be deemed to be a Class C misdemeanor punishable upon conviction by a fine of not less than \$100.00 and not more than \$500.00. Each day's violation shall constitute a separate offense.

**Section II. Prosecution** – The RCPWD is hereby authorized to apply to the District Court for enforcement of this Code, unless a municipality adopting this Code provides otherwise for the prosecution of violations arising within its municipal jurisdiction. In that event, the City Attorney of the municipality adopting this Code may prosecute violations of this Code in the name of the city in the municipal court of that city.

### **Article 4: Appeals**

**Section I. Appeal for Hearing** – Except as otherwise provided in Section V or this Chapter, any person aggrieved by any notice, final order, or non-approval of a permit or license by the RCPWD files with the RCPWD within ten (10) days after the date of issuance of the notice, order, or non-approval a written request for a hearing setting forth the grounds on which the request is made. The filing of the request for hearing shall operate as a stay of any notice or order except an emergency order.

**Section II. Hearings** – Appeals shall be heard by the Reno County Sanitation Commission at a regular or special meeting of that Board, which shall operate as the Hearing officers for appeals.

**Section III. Conduct of Hearing** – Upon receipt of the appeal request, The Reno County Sanitation Commission shall set a time and place for a hearing and shall give the petitioner written notice thereof. The hearing shall commence not later than ten (10) days after the date on which the request for hearing was filed; provided that upon request of the aggrieved party, the hearing may be postponed for a reasonable time beyond such ten-day period.

A record shall be made at the hearing, and the aggrieved party may be represented by counsel or another authorized person. The RCPWD shall have the burden to sustain any notice, final order, or other decision subject to the appeal.

**Section IV. Decision** – Within ten (10) days after the conclusion of the appeal hearing, The Reno County Sanitation Commission shall issue a written recommendation to the Reno County Public Works Director and to the petitioning party. That recommendation may be to sustain, modify or overturn the decision of the Agency. The Reno County Public Works Director shall then make a determination to follow or not follow the recommendation. Any such decision may be appealed to the Board of County Commissioners, who may or may not take it up at their next regular meeting. If not taken up the decision of the Reno County Public Department Director shall stand.

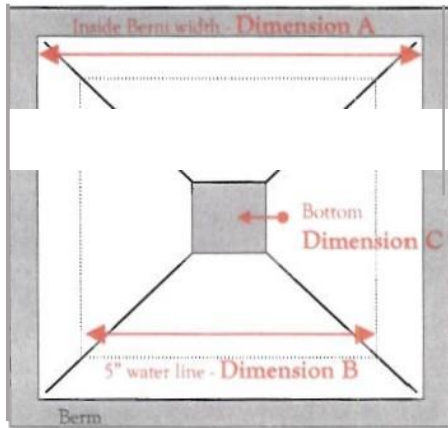
**Section V. Proceedings of Hearings** – A summary of all proceedings of hearing, including the findings and appeal decisions of The Reno County Sanitation Commission, together with a copy of every notice and order related thereto, shall be filed with RCPWD.

**Section VI. Application of State Law Procedures** – The appeal of any final decision action of the RCPWD which is taken under the authority of a state administrative RCPWD in application of the Laws of the State of Kansas shall be subject to and conducted in accordance with the Kansas Administrative Procedures Act, K.S.A. 77-501, et Seq., and the provisions of that Act shall supersede any and all time limitations and procedures otherwise specified in this Code.

The Kansas Administrative Procedures Act shall not apply to any proceeding arising out of an appeal from any decision or action taken solely under the authority of the Board of County Commissioners or the governing body of any city.

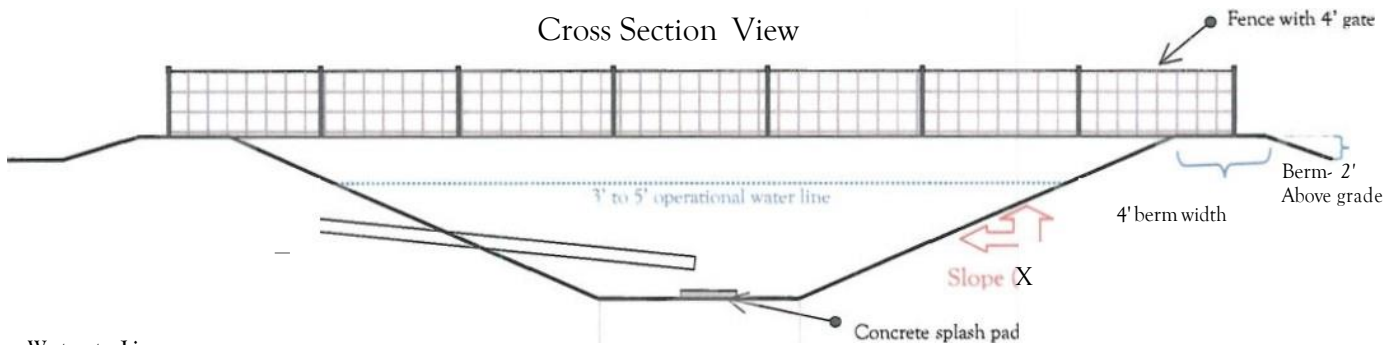
## APPENDIX 1: Lagoon Construction Diagram

Top View



Lagoon Size	A	B	C	X (Slope)
M-35	47'X47'	35'x35'	5'X5'	3:1
M-40	52'X52'	40'x40'	10'X10'	3:1
M-45	59'X59'	45'X45'	10'X10'	3.5:1
M-50	64'X64'	50'x50'	15'X15'	3.5:1

Cross Section View



**Wastewater Line**

- Cleanouts at every turn and no greater than 100' apart.
- Installed at grade of 0.125 • 0.25" drop **I** foot.

**Fencing Requirements:**

- Mesh size opening no larger than 2" by 4".
- Minimum fence height of 4 feet.
- Minimum gate width of 4 feet.
- Fence on outside of berm if livestock are present.
- Fence may be on top of berm if no livestock are present.

References: KDHE Environmental Health Handbook, Kansas State University

## APPENDIX 2: Setbacks Distance

**Table 1. Wastewater Setbacks Distance**

	<b>Minimum Setbacks for wastewater systems</b>
<b>Setback</b>	<b>Required</b>
Septic tank/Aerobic unit/Retro Fit to foundation of a house or other building	10 Feet
Soil Absorption system to a dwelling foundation	20 Feet
<b>Any part of the wastewater system to:</b>	
Public potable water line	25 Feet
Private potable water line	10 Feet
Property line	10 Feet (road right of way may not be included)
Public water supply well or suction line	100 Feet
Private water supply well or suction line	50 Feet
Surface watercourse	50 Feet
<b>Wastewater Lagoons (Lagoon 5' water level) to:</b>	
Property line	50 Feet (road right of way may not be included)
Dwelling foundation	50 Feet

Any other distances not listed are subject to KDHE interpretation and KDHE Bulletin 4-2, and amendments thereafter. Any setbacks not identified in the above table refer to KDHE Environmental health handbook or other KDHE publications or interpretations.

**Table 2: Water well setbacks Distance**

	<b>Required Minimum Setbacks for water wells</b>
Property line or public right of way	25 Feet (road right of way may not be included)
*Contamination Source	50 Feet
Watertight sewer line	10 Feet
Surface water	50 Feet
Pump pit	2 Feet

Contamination sources include sewer lines, pressure sewer lines, septic tank, laterals, pit privy, seepage pits, fertilizer storage, pesticide storage, feed lots or barn yard, and other wastewater systems. Any other distances not listed are subject to KDHE interpretation and KDHE Article 12 and 30 an amendment thereafter.

**Table 3: Animal Units Definition**

<b>Animal</b>	<b>Animal Unit Value</b>
Horses	2.0
Mature Dairy Cattle	1.4
Beef Cattle over 700pounds	1.0
Cattle over 700pounds	.5
Swine over 55pounds	.4
Ducks	.2
Swine less than 55 pounds	.1
Sheep or lambs	.1
Laying hens or Broilers with a liquid manure system	.033
Turkeys	.018
Laying Hens or Broilers with continuous overflow watering	.01

Total Animal Units = (# Animals) x (Corresponding Animal Unit Value) *Reference: K.A.R. 28-16-56C (O) 1-10*

## APPENDIX 3: Wastewater Treatment Manual Charts

EPA Onsite Wastewater Treatment Manual Charts Pgs. 3-4, 3-5, 3-6

Table 3-4. Typical wastewater flow rates from commercial sources<sup>a,b</sup>

Facility	Unit	Flow, gallons/unit/day		Flow, liters/unit/day	
		Range	Typical	Range	Typical
Airport	Passenger	2-4	3	8-15	11
Apartment house	Person	40-80	50	150-300	190
Automobile service station <sup>c</sup>	Vehicle served	8-15	12	30-57	45
	Employee	9-15	13	34-57	49
Bar	Customer	1-5	3	4-19	11
	Employee	10-16	13	38-61	49
Boarding house	Person	25-60	40	95-230	150
Department store	Toilet room	400-600	500	1,500-2,300	1,900
	Employee	8-15	10	30-57	38
Hotel	Guest	40-60	50	150-230	190
	Employee	8-13	10	30-49	38
Industrial building (sanitary waste only)	Employee	7-16	13	26-61	49
Laundry (self-service)	Machine	450-650	550	1,700-2,500	2,100
	Wash	45-55	50	170-210	190
Office	Employee	7-16	13	26-61	49
Public lavatory	User	3-6	5	11-23	19
Restaurant (with toilet)	Meal	2-4	3	8-15	11
	Conventional Customer	8-10	9	30-38	34
	Short order Customer	3-8	6	11-30	23
	Bar/cocktail lounge Customer	2-4	3	8-15	11
Shopping center	Employee	7-13	10	26-49	38
	Parking space	1-3	2	4-11	8
Theater	Seat	2-4	3	8-15	11

<sup>a</sup> Some systems serving more than 20 people might be regulated under USEPA's Class V Underground Injection Control (UIC) Program. See <http://www.epa.gov/safewater/uic.html> for more information.

<sup>b</sup> These data incorporate the effect of fixtures complying with the U.S. Energy Policy Act (EPACT) of 1994.

<sup>c</sup> Disposal of automotive wastes via subsurface wastewater infiltration systems is banned by Class V UIC regulations to protect ground water. See <http://www.epa.gov/safewater/uic.html> for more information.

Source: Crites and Tchobanoglous, 1998.

### Chapter 3: Establishing Treatment System Performance Requirements

Table 3-5. Typical wastewater flow rates from institutional sources<sup>a</sup>

Facility	Unit	Flow, gallons/unit/day		Flow, liters/unit/day	
		Range	Typical	Range	Typical
Assembly hall	Seat	2-4	3	8-15	11
Hospital, medical	Bed	125-240	165	470-910	630
	Employee	5-15	10	19-57	38
Hospital, mental	Bed	75-140	100	280-530	380
	Employee	5-15	10	19-57	38
Prison	Inmate	80-150	120	300-570	450
	Employee	5-15	10	19-57	38
Rest home	Resident	50-120	90	190-450	340
	Employee	5-15	10	19-57	38
School, day-only:	Student	15-30	25	57-110	95
	With cafeteria, gym, showers	10-20	15	38-76	57
	Without cafeteria, gym, or showers	5-17	11	19-64	42
School, boarding	Student	50-100	75	190-380	280

<sup>a</sup> Systems serving more than 20 people might be regulated under USEPA's Class V UIC Program. See <http://www.epa.gov/safewater/uic.html> for more information.

Source: Crites and Tchobanoglous, 1998.



### Chapter 3: Establishing Treatment System Performance Requirements

**Table 3-6. Typical wastewater flow rates from recreational facilities<sup>a</sup>**

Facility	Unit	Flow, gallons/unit/day		Flow, liters/unit/day	
		Range	Typical	Range	Typical
Apartment, resort	Person	50–70	60	190–260	230
Bowling alley	Alley	150–250	200	570–950	760
Cabin, resort	Person	8–50	40	30–190	150
Cafeteria	Customer	1–3	2	4–11	8
	Employee	8–12	10	30–45	38
Camps:					
Pioneer type	Person	15–30	25	57–110	95
Children's, with central toilet/bath	Person	35–50	45	130–190	170
Day, with meals	Person	10–20	15	38–76	57
Day, without meals	Person	10–15	13	38–57	49
Luxury, private bath	Person	75–100	90	280–380	340
Trailer camp	Trailer	75–150	125	280–570	470
Campground-developed	Person	20–40	30	76–150	110
Cocktail lounge	Seat	12–25	20	45–95	76
Coffee Shop	Customer	4–8	6	15–30	23
	Employee	8–12	10	30–45	38
Country club	Guests onsite	60–130	100	230–490	380
	Employee	10–15	13	38–57	49
Dining hall	Meal served	4–10	7	15–38	26
Dormitory/bunkhouse	Person	20–50	40	76–190	150
Fairground	Visitor	1–2	2	4–8	8
Hotel, resort	Person	40–60	50	150–230	190
Picnic park, flush toilets	Visitor	5–10	8	19–38	30
Store, resort	Customer	1–4	3	4–15	11
	Employee	8–12	10	30–45	38
Swimming pool	Customer	5–12	10	19–45	38
	Employee	8–12	10	30–45	38
Theater	Seat	2–4	3	8–15	11
Visitor center	Visitor	4–8	5	15–30	19

<sup>a</sup> Some systems serving more than 20 people might be regulated under USEPA's Class V UIC Program.

Source: Crites and Tchobanoglous, 1998.

## APPENDIX 4: Lagoon Gal./Day

### KSU Wastewater and Pond Design and Construction Handout

*Table 1. Recommended sizes of square and round wastewater ponds.*

	Side Length or Diameter (ft)		Area (sq ft)	Volume (1,000s gal)	
	square	round		pond <sup>a</sup>	per mo <sup>b</sup>
<b>Western</b>					
<i>Small</i>	35	40	1,225	18	4
<i>Medium</i>	40	45	1,600	26	5.5
<i>Large</i>	45	51	2,025	32	7
<b>East Central</b>					
<i>Small</i>	40	45	1,600	26	4
<i>Medium</i>	45	51	2,025	32	5
<i>Large</i>	50	56	2,500	43	6
<b>Eastern</b>					
<i>Small</i>	45	51	2,025	32	3
<i>Medium</i>	50	56	2,500	43	4
<i>Large</i>	55	62	3,025	56	5

*Small = 3 or fewer people; Medium = 3 to 5; Large = 6 or more*  
<sup>a</sup>Contents at 5 foot depth      <sup>b</sup>Minimum flow to maintain 3 foot depth

G. Morgan Powell

Extension Natural Resource Engineer

Barbara Dallemund

Extension Assistant Specialist, On-Site Wastewater

Ann Mayo

Director of Environmental Health,

Lyon County Health Department

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World Wide Web at: <http://www.oznet.ksu.edu>

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G. Morgan Powell et. al, *Wastewater Pond Design and Construction*, MF-1044, Kansas State University, October 1997.



## **AGENDA ITEM**

## **AGENDA ITEM #8.B**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Patrick Hoffman, County Counselor

**AGENDA TOPIC:**

Resolution changing the organization plan for the County Environmental Health Department

**ALL OPTIONS:**

1. Adopt the proposed resolution the changing the Organization plan for the County Environmental Department
2. Deny the Resolution changing the Organization plan for the County Environmental Department
3. Direct Staff to modify the Resolution and bring back at a future meeting

**RECOMMENDATION / REQUEST:**

Adopt the proposed resolution the changing the Organization plan for the County Environmental Department

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE GOVERNING BODY OF RENO COUNTY, KANSAS  
ADOPTING CHANGES TO THE ORGANIZATION PLAN FOR THE COUNTY  
ENVIRONMENTAL HEALTH DEPARTMENT**

Now on this 28th day of February, 2024, the Board of County Commissioners of Reno County, Kansas, after due deliberation, finds that:

**WHEREAS:** K.S.A. 19-3703 allows the board of county commissioners to designate a county agency other than the local health department to administer sanitary code regulations; and

**WHEREAS,** the Reno County Sanitation Code is in the process of being amended to provide for the administration of the code to be carried out by the Reno County Public Works Department, however that amendment process is not yet complete; and

**WHEREAS:** the Board of Commissioners and county staff have determined that the county will achieve greater efficiency in administering the county sanitary code in greater coordination with the county planning and zoning division, and that greater coordination can be achieved by the two divisions sharing a departmental administrator and office space; and

**WHEREAS:** currently the Reno County Environmental Health Division is administrated by the Health Department Administrator and has office space in the Reno County Health Department and the Reno County Planning Division is administered by the Director of Public Works and has office space in the Public Works Building.

**BE IT HEREBY RESOLVED:** By the Board of County Commissioners of Reno County, Kansas sitting in regular session this 28th day of February, 2024, that the Reno County Environmental Health Division shall be administered by the Reno County Public Works Department, and shall administratively report to the Director of Public Works, shall have its offices in the Reno County Public Works Department Building, and shall be renamed the “Environmental Division of Public Works” effective immediately.

**BE IT FURTHER RESOLVED:** that the following resolutions, and any other Resolutions and policies which reference Environmental Health being administered by the Health Department, shall continue to be in full force and effect in all aspects except to the extent they do not reflect the changes in this resolution.

**PASSED, APPROVED, AND ADOPTED this 28th day of February, 2024**

BOARD OF COUNTY COMMISSIONERS OF  
RENO COUNTY, KANSAS

\_\_\_\_\_  
Randy Parks, Chairman

\_\_\_\_\_  
Don Bogner, Vice-Chairman

ATTEST:

\_\_\_\_\_  
Daniel Friesen, Member

\_\_\_\_\_  
Donna Patton, County Clerk

\_\_\_\_\_  
Ron Hirst, Member

\_\_\_\_\_  
John Whitesel, Member

**AGENDA  
ITEM #8.C**



Presentation to Reno County Commission

**FEBRUARY 2024**

# Jackson Swearer

Entrepreneur Navigator



@jacksonswearer

# Christopher Acker

Program Administrator



@christopheracker



# Why Entrepreneurship?



# Reno County Entrepreneurship Ecosystem Partnership (RCEEP)

- StartUp Hutch
- Network Kansas
- City of Hutchinson
- Reno County Commission
- Hutchinson/Reno County Chamber of Commerce
- Hutchinson Community Foundation
- Hutchinson Community College
- South-Central Kansas Economic Development District (SCKEDD)
- K-State 105
- Local Small Businesses
- Local Lenders

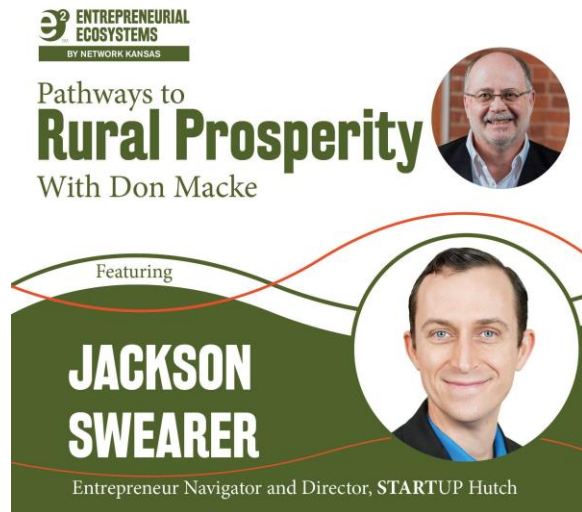
Approximately 20 members





# Accomplishments

# Statewide Recognition



**David Iaquinta**

Professor - Sociology & Demography at Nebraska Wesleyan University



# 2023 Loan Highlights



## West 5<sup>th</sup> Pet Resort

- Transition of an existing local business
- Received \$89,000 in NetWork Kansas Funds



## HTeaO

- Launch of a new iced tea shop in Hutchinson
- Received \$268,440 in NetWork Kansas Funds



## South Central Kansas Economic Development District (SCKEDD)

- Rehabilitation of 50 Reno County homes
- Received \$300,000 gap loan from HutchCF

These loans leveraged outside funds of \$70,000 in 2022, and \$1.75M in 2023



# Growing Rural Businesses

Eight-week certificate program customized for rural businesses



13 Business Participants





**HEDRICK'S**

Bed & Breakfast Inn  
and Exotic Animal Farm

Hedrick's  
2028-498-8009





# Business Builder Workshops

## Topics:

- How to Prepare for an Emergency Transition
- Building Wealth in Your Business
- Buying/Selling a Business
- Business Valuation & Assessment
- Finding Appropriate Consultants
- How to strategically grow your business
- Understanding your balance sheet



# Entrepreneur Business Basics

12-Week Course for Aspiring Entrepreneurs



2023 Pitch Winners: Natasha Russell-Iverson,





# Youth Entrepreneurship Challenge



## Winners

- Do It Yourself Dinner  
*Grace Tech, Jaiden Gillette, Kade Ratzlaff*
- Create Soul  
*Bryleigh Thibeaux*
- Soapy Express  
*Alex Andrew, Craytan Erickson, Easton Yoder, Jayden Black*



## People's Choice Winners

- Athlify  
*Ty Lastinger*
- Create Soul  
*Bryleigh Thibeaux*
- Sleepbetter Inc  
*Grant Prior, Jersey Alpers, Mason McConnaughy*

# Manufacturing Expo



# Monthly Networking Events



Entrepreneurship Connections

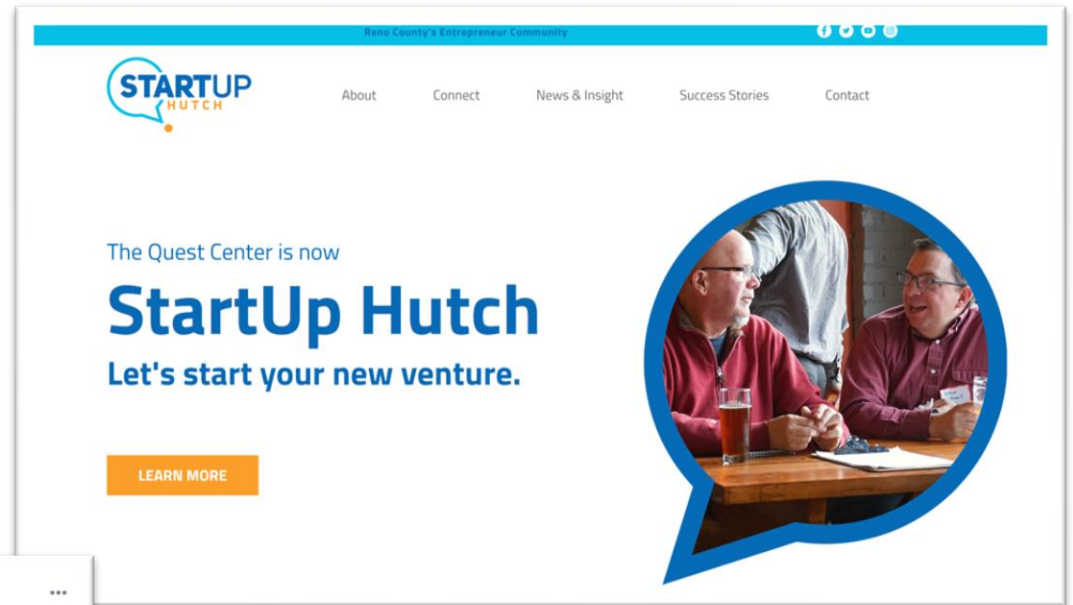


Coffee in the County



# Online Community

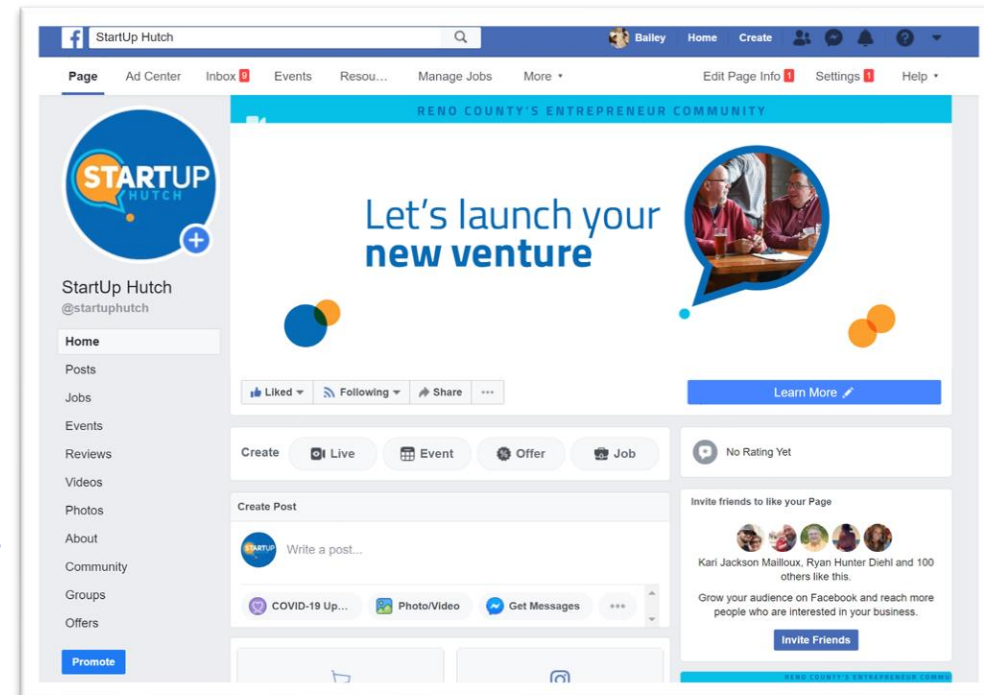
Website



StartUp Hutch  
Idea Exchange



Social Media



# Monthly Podcast – The HotSeat



# Entrepreneurial Spotlights



Holly Thomas  
*Holly's Sweet Treats*



Kristy Kidd  
*Machine Design Services*



Steve Miller  
*Visionaries Eyecare*



Travis and Kristen Mullen  
*Prairie Hills Nursery*



Andrew Penrose  
*Jack's for all Trades*



Darrin Thomas  
*HTeaO*



Aryn Hedrick  
*Hedrick's Exotic Animal Farm*



Chris and Shelly Bartel  
*Bartel Kitchen & Bath*





JACK'S  
FOR ALL TRADES

# Services

## Free Coaching Calls



## Monthly E-Newsletter



### The HotSeat by StartUp Hutch Success - Kurt von Ahnen of Mañana No Mas

Join Entrepreneur Navigator Jackson Swearer as he sits down with Kurt von Ahnen of Mañana No Mas, which started as a digital marketing firm that grew into an eLearning and eCommerce developer. They discuss the growth and changes in the business and Kurt's transitions from New Mexico, to California, and finally to Hutchinson.







**“All of life is an experiment.  
The more experiments you  
make the better.”**

-Ralph Waldo Emerson



# Questions





## Social Media

Facebook.com/StartUpHutch

Instagram @StartUpHutch

Twitter @StartUpHutch

LinkedIn @StartUp Hutch

www.StartUpHutch.com

## Contact Info

Jackson Swearer

Jackson@StartUpHutch.com

Join our online community by searching:  
**StartUp Hutch Idea Exchange on Facebook**



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## AGENDA ITEM #8.D

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### **Mission:**

Our mission is to provide the leadership and support to save lives and protect property from all types of hazards through a comprehensive, risk-based, all hazards integrated emergency management program of mitigation, preparedness, response, and recovery.

### **What is Emergency Management?**

Emergency Management exists because hazards and vulnerabilities exist everywhere in our community. It is the job of Emergency Management to coordinate and preplan with response agencies and private organizations on how we are going to mitigate against, prepare for, respond to, and recover from different hazards.

Emergency Management is responsible for the coordination of all components of the emergency management system. Emergency Management is the county's liaison with local, regional, State and Federal government agencies as well as volunteer and private sectors on any and all activities that include mitigation, preparedness, response and recovery issues that may affect the local jurisdiction and its citizens.

Reno County Emergency Management is also responsible for the 8 rural fire Districts which cover more than 1,100 square miles of Reno County. This includes over 173 volunteer firefighters and 14 fire stations located in the following areas: Nickerson, The Highlands, Arlington, Abbyville, Plevna, Partridge, Sylvia, Turon, Yoder, Pleasantview, Pretty Prairie, Buhler, Haven, and St. Joe.

### **History of Emergency Management**

Emergency Management is a concept that arose and evolved from the Civil Defense Act of 1950. The term "civil defense" means all those activities and measures undertaken to:

1. Minimize the effects upon civilian population caused, or which would be caused, by an attack upon the United States, or by natural disaster
2. Deal with the immediate emergency conditions which would be created by such an attack or natural disaster
3. To effectuate emergency repair, or the emergency restoration of, vital utilities and facilities destroyed or damaged by an attack or natural disaster



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Effective April 11, 1975 the Kansas Legislature approved K.S.A. Chapter 48, Article 9 which was the Emergency Preparedness for Disasters Act. These statutes establish the need for emergency planning and set the responsibility for this at both the State and local levels.

In 1983 the Reno County Office of Civil Defense was renamed the Office of Emergency Preparedness (Resolution 83-30).

In 1993 the establishment of the Office of Emergency Preparedness of Reno County is reaffirmed (Resolution 93-65).

Effective January 3, 1994, the Kansas Legislature approved K.A.R. 56-2-2. This sets the minimum standards for local disaster agencies in so far as establishing the agency, defining the duties of the Emergency Manager to the jurisdiction and, in return, establishes the minimum limits of support the jurisdiction should provide to the Emergency Manager.

In 1994 the Reno County Office of Emergency Preparedness is re-designated as the Reno County Office of Emergency Management (Resolution 94-37).

Today, the Emergency Management office operates with the Director, Specialist, Fire Administrator, and Administrative Assistant.

#### **Four Phases of Emergency Management:**

There are four phases of Emergency Management as outlined in the National Incident Management System (NIMS). They are:

1. Mitigation
2. Preparedness
3. Response
4. Recovery

It is important that we work through these four phases in the plans we develop, procedures that take place, exercises we participate/facilitate, and the training we provide.

**Mitigation:** Identifying hazards and vulnerabilities and then undertaking those activities that will help to eliminate, reduce the chance of occurrence, or reduce the effects of a disaster.



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**Preparedness:** Planning how to respond to various hazards/emergency scenarios. Training and equipping responders so that they have the resources needed to respond to any type of incident. Exercising the various plans so that we know if they will work or not. Educating the public about the hazards they face in the community and know how they can prepare themselves and their families.

**Response:** This takes place during and immediately after an emergency or disaster. Actions are taken to provide emergency assistance to victims i.e. Fire/EMS/Law Enforcement for public safety, debris clearance to allow access to the area by other responders, and shelters for people whose homes were damaged or destroyed. Another part of response is taking actions to reduce further damage i.e. putting out fires, stopping gas or chemical leaks, sandbagging, and conducting search and rescue operations. It is very common for us to utilize the local responders as well as the Public Works Department in the response phase.

**Recovery:** This phase is trying to get the community back to a sense of “normalcy” as quickly as possible. There are two types of recovery –

1. Short Term – actions that are taken to restore vital life-support systems to minimal operating conditions – i.e. restore power, clearing of roadways, etc.
2. Long Term – actions taken to try to return the community to “normal”, or to make it more “disaster resistant” - i.e. debris removal, rebuilding and/or restoration of damaged properties, Federal assistance to victims.

### **Operational Plans & Standard Operating Guidelines**

Emergency Managers should be prepared to assist department heads in the development and maintenance of operational plans. Emergency Managers should also assist local industries in the development of emergency plans and capabilities in support of the local government plan. The local Emergency Manager is responsible, along with their many partners, for the maintenance and revision of the Local Emergency Operations Plan (LEOP), which is required by state statute. The LEOP is required to be revised and updated every five years; this update was completed and submitted to the Board of County Commissioners (BOCC) Chairman for approval, prior to being sent to the state for review. Once the state reviews the plan, recommends changes, and approves



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the plan, it is sent back to the BOCC for approval. The LEOP is currently at the BOCC level and must be promulgated prior to April 1, 2024. Once in place, the LEOP will not expire until 2030.

### **Coordination of Resources**

When disaster strikes, Emergency Management must ensure that all governmental, volunteer and private agencies are functioning according to plan, have the resources necessary to do the job and most importantly, are working as a team. This is coordination, not command. Each agency has the authority and responsibility to do what needs to be done as only it can. Emergency Management simply attempts to “pull together” everything that is going on in the response effort. The Director advises the chief elected officials on disaster matters and ensures that the proper disaster declarations are made. Emergency Management is the recognized point of contact for securing the help of outside entities such as the State and Federal Emergency Management Agencies.

To do this effectively resource lists need to be updated and added to. This is an ongoing endeavor year-round. NIMS requires that resource “typing” be done which involves categorizing resources by capability based on measurable standards of capability and performance. During an event, resources that are utilized should be tracked. Reimbursement amounts are then assigned to that resource for possible reimbursement.

The Local Emergency Manager is responsible for creating a local disaster declaration which will be sent to the Board of County Commissioners to declare. Once a disaster declaration is in place, Reno County is responsible for the first **\$284,730.80** (found in file FFY 2024\_Public Assistance Thresholds and Factors Per Capita in the shared drive) in damages before we will receive public assistance. This number is based on \$4.60 per capita (2023 was \$4.44 per capita). The state is currently using the 2020 census of 61,898 residents in Reno County. Public Assistance can refund eligible: debris removal, emergency protective measures, repair, restoration, reconstruction, or replacement of a public facility or infrastructure which is damaged or destroyed by a disaster. The State of Kansas is responsible for **\$5,405,699** before receiving any federal assistance. If a county and the State **both** reach their threshold on a single incident, the State of Kansas may request a presidential disaster. If that presidential disaster is approved and declared, local governments may be reimbursed up to 75% of the eligible expenses and the county will have to cover the other 25%.

In recent years, Reno County has qualified for Fire Management Assistance Grant(s) (FMAG). When a fire is actively burning out of control, Emergency Management will contact the Kansas



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Department of Emergency Management and request an FMAG. To qualify, there are several determining factors which include:

1. There must be a significant threat to lives, improved property, and critical infrastructure.
2. The ability of state and local firefighting resources and other wildland fires occurring that impact local and state response.
3. High fire danger conditions.
4. Potential for major economic impact that would constitute a major disaster.
5. If multiple wildland fires exist, they must be combined into an incident complex and under one incident commander to be considered under one FMAG declaration request.

The threshold for an FMAG individual fire is \$270,285.00. The cumulative fire threshold is \$810,855.00. FMAGs are challenging to qualify for and receive but we received two in recent years; one for the Highlands Fire and the second one for the Cottonwood Complex.

A local disaster declaration allows us to request assistance from the state and/or federal government once our local resources and contracts have been expended. The local disaster declaration activates the response and recovery portion of the Reno County Emergency Operations Plan (EOP).

For an FMAG, eligible cost of materials, equipment and supplies will be reimbursed using the Federal Emergency Management Agency (FEMA) current equipment rates established for the Public Assistance Program and/or actual costs.

Reno County has received assistance from the state in recent years in the form of personal protective equipment, and assistance with fire suppression during large wildfires. With an active disaster declaration in place, Reno County was able to utilize those state resources without utilizing any local funding.

### **Liaison**

In this role, the Emergency Manager is the first line of contact with the State during times of crisis. The Emergency Manager is charged with requesting additional resources at the State level based upon the situation. The local Emergency Manager is the liaison among local entities and the Federal government during Presidential-declared disasters.





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## **Advisor**

The Emergency Manager is expected to be the Chief of Staff to the local officials before, during and following disaster emergencies. In this role, they bring awareness of potential as well as existing problems and suggests solutions based on the needs of a community and available resources. During times of crisis, the Emergency Manager keeps local officials apprised of situations in order for them to make the best decisions possible for response and recovery issues. These issues are then communicated to the response agencies based on the priorities set between the elected officials and the response community.

## **Public Education**

In order to inform the public of emergency management activities as well as teach the public how to take care of themselves during disaster emergencies, it is the responsibility of the local Emergency Manager to participate in a variety of methods for training. These methods can include developing new programs, utilizing existing programs, and even handing out literature at public events. It is important that the public be aware of the power they possess to take personnel responsibility for themselves first before a greater response is needed.

## **Emergency Operations Center (EOC)**

The Emergency Manager is responsible for developing, maintaining, and/or improving the EOC. Our EOC is in the basement of the Law Enforcement Center and will serve as the seat of government during times of disaster/emergencies. It facilitates continuity of government during times of crisis and must be kept at a state of readiness at all times.

The following are possible criteria for activation of the Reno County Emergency Operations Center:

1. A threat (or potential threat) increases the risk in Reno County.
2. Coordination of response activities are needed.
3. Resource coordination is needed to respond to an event.
4. Conditions are uncertain or could possibly escalate.
5. A County emergency/disaster declaration is made.
6. At the discretion of any of the individuals authorized to activate the EOC.



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The Reno County Emergency Operations Center may be activated or deactivated by the Emergency Management Director or any of the following individuals:

- Specialist - Reno County Emergency Management
- Fire Administrator- Reno County Emergency Management
- Sheriff - Reno County Sheriff's Department

The Reno County Emergency Operations Center utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Reno County Emergency Operations Center will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Reno County Emergency Operations Center.
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Reno County Emergency Operations Center.

The facility serves as the coordination, command and control center for Reno County, is staffed when the need arises, and serves as the 24 hour Reno County Warning Point for initial notification and warning of emergencies and disasters.

During activation, the Reno County Emergency Operations Center provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS).

Due to the current size and capability constraints of the county Emergency Operations Center, all moderate and large-scale events are organized at the Hutchinson Fire Command and Training Center.

## **Annual Budget**



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Emergency Management is responsible for preparing, submitting, and justifying the annual Emergency Management budget, and the budgets for 8 rural fire districts. There is considerable time spent with each fire district during the budgeting process.

### **Community Emergency Response Team (CERT)**

CERT programs educate people about disaster preparedness for hazards that may impact their community and then trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, these members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. These members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. They are also encouraged to take other trainings offered by such agencies as the American Red Cross to enhance their abilities.

CERT can also assist with local events, help with parking issues, and direct traffic, etc. These groups require periodic training and exercising to keep up their skills. Some of the training would be done by agencies that have the skills in that area. The coordination of the training, etc. would need to be done by Emergency Management. Records of training and volunteer time are also maintained.

In addition to monthly trainings, CERT was utilized for staging and feeding during wildfires in 2023.

### **2023 Large Fire District Purchases**

Reno/Harvey Joint Fire District #2 (Buhler):

- Purchased and outfitted a firefighting UTV.
- New water tender truck (2022 purchase) is expected to be delivered in the next few months.

District 3 (Highlands, Nickerson):



## Emergency Management

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- Received and outfitted their new fire engine (2022 purchase), it has been in service for several months.
- Purchased and outfitted a firefighting UTV.

### District 4 (Arlington, Abbyville, Partridge, Plevna):

- Have a contract for a new water tender truck. That truck is scheduled to be built but is waiting on a chassis.
- Purchased and outfitted a firefighting UTV.
- Purchased a new cascade breathing air fill station.

### District 7 (Turon):

- Purchased land for a new fire station. We have requested estimates for a fire station from several different contractors. A new fire station in Turon is a 2024 priority.
- Purchased a used fire engine from Fire District 3.

### District 8:

- Signed a contract to purchase a new brush truck; this brush truck is expected to be delivered later this year

### All the Fire Districts:

- Now have access to Computer Aided Dispatch (CAD)- this was an approved ARPA purchase.

### **Fire Merger Study:**

Since meeting with the BOCC in the study session in August, we have spent several hours meeting with every county fire district about the merger document that was presented. 7 meetings were held throughout the county, lasting up to 4 hours. The last meeting was conducted on 12/21/2023. After each meeting, a high-level overview of the meeting was documented in a memorandum for record. That memorandum was sent in draft form to the fire district, asking them to edit, change, or add to it to ensure an accurate account of the meeting was documented. Each district was given 30 or more days to accomplish that task. To date, 6 out of



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the 7 memorandums are completed and approved by the fire district. Overall, the meetings with the fire districts were positive.

Next month, at the monthly Chiefs Meeting, we will discuss the meetings with the Chiefs. Utilizing those Chiefs as a “steering committee” we will begin to develop various options to bring back to the BOCC later this year.

**Conclusion:**

2023 was a very busy, successful year in the Emergency Management Office. Some of the major accomplishments include, but are not limited to, the quarterly training for the fire districts, the completion of the Emergency Operations Plan, and the Lexipol Policies. Numerous hours were spent outside normal business hours responding to events across the county.

As we enter our wildfire season, 2024 is already shaping up to be a busy year. In addition to our everyday tasks, we will be completing a mitigation plan and working on the merger documents.



## **AGENDA ITEM**

## **AGENDA ITEM #8.E**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Michael Plank, County Appraiser

**AGENDA TOPIC:**  
County Appraisal Questions & Answers

**SUMMARY & BACKGROUND OF TOPIC:**  
Background information regarding property valuations and the appraisal process

**RECOMMENDATION / REQUEST:**  
Discussion only

## RENO COUNTY TOTAL VALUATION

Class	2023	2024	% Change
Ag Use*	\$ 169,670,020	\$ 154,239,350	-9.09%
Commercial	\$ 628,831,040	\$ 663,653,310	5.54%
Farmstead	\$ 278,376,800	\$ 307,720,300	10.54%
Residential	\$ 2,774,676,780	\$ 2,982,530,760	7.49%

\*State assessed

**Kansas Total Home Sales Statistics for Entire MLS System**

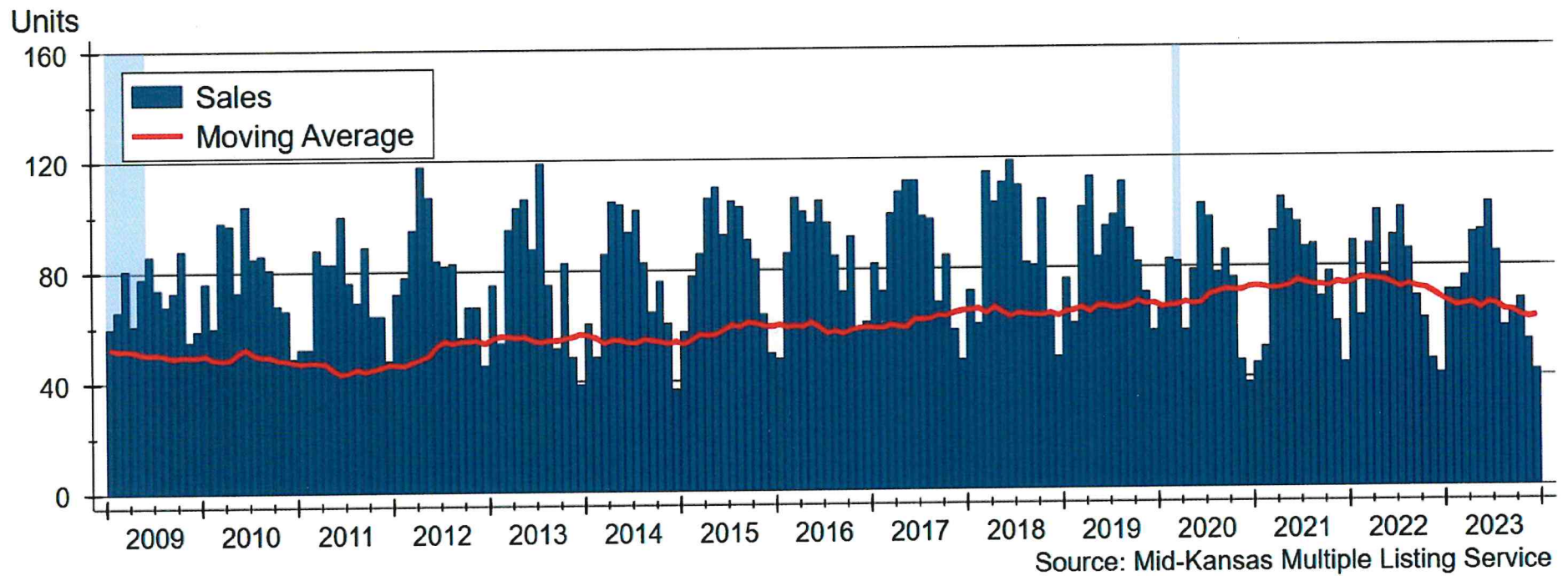
Source: Kansas Association of REALTORS® and participating Kansas REALTOR® MLS Systems  
<https://realestate.wichita.edu/data-research/data-by-market/kansas-market/>

Website: [www.kansasrealtor.com](http://www.kansasrealtor.com)

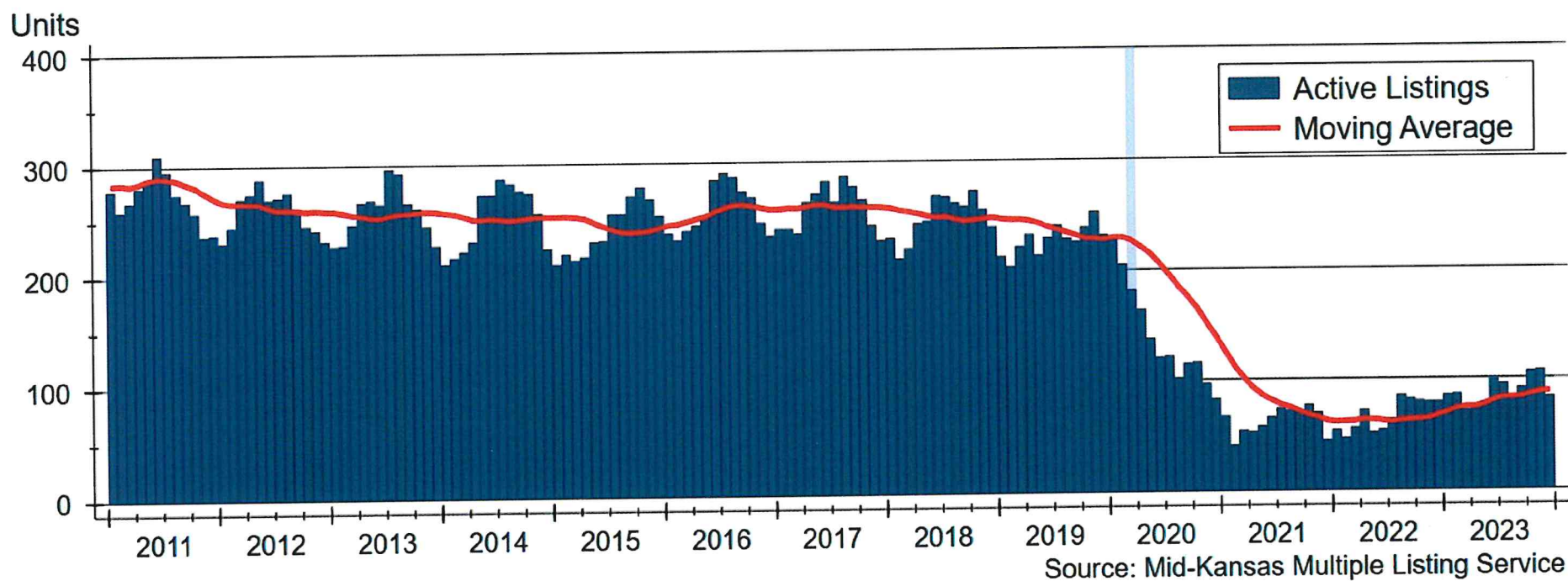
Year	AV Sales Price	% Change	AV Median SP	% Change
2008	\$ 157,707		\$ 133,419	
2009	\$ 154,629	-1.99%	\$ 131,208	-1.69%
2010	\$ 154,662	0.02%	\$ 130,488	-0.55%
2011	\$ 150,342	-2.87%	\$ 125,679	-3.83%
2012	\$ 156,939	4.20%	\$ 131,556	4.47%
2013	\$ 167,879	6.52%	\$ 138,325	4.89%
2014	\$ 174,461	3.77%	\$ 142,715	3.08%
2015	\$ 183,723	5.04%	\$ 151,754	5.96%
2016	\$ 190,702	3.66%	\$ 157,956	3.93%
2017	\$ 197,288	3.34%	\$ 164,117	3.75%
2018	\$ 206,671	4.54%	\$ 172,831	5.04%
2019	\$ 214,484	3.64%	\$ 178,609	3.23%
2020	\$ 234,410	8.50%	\$ 197,014	9.34%
2021	\$ 260,825	10.13%	\$ 217,566	9.45%
2022	\$ 286,164	8.85%	\$ 234,875	7.37%
2023	\$ 296,604	3.52%	\$ 241,256	2.64%
		26.53%	< Change since 2020 >	22.46%
		61.44%	< Change since 2015 >	58.98%
		91.78%	< Change since 2010 >	84.89%



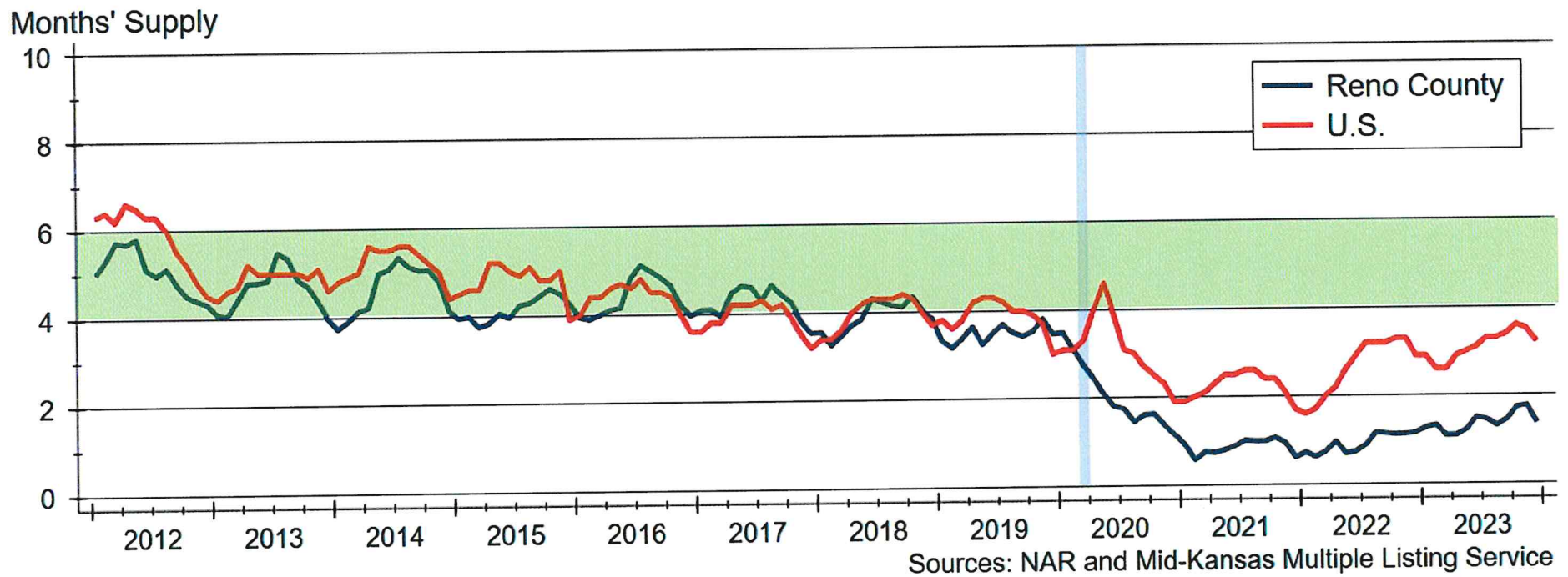
# Reno County Total Home Sales



# Reno County Active Listings



# Months' Supply of Homes Available for Sale



# 2024 RENO COUNTY HOUSING OUTLOOK

## Market Distortions

It's hard to get a clear picture of today's housing market. With mortgage rates swinging from all-time lows to multi-decade highs, home prices rising at unprecedented rates, bidding wars giving way to... Housing markets have been so crazy over the past few years, it can be hard to see through the distortions to understand what "normal" really is.

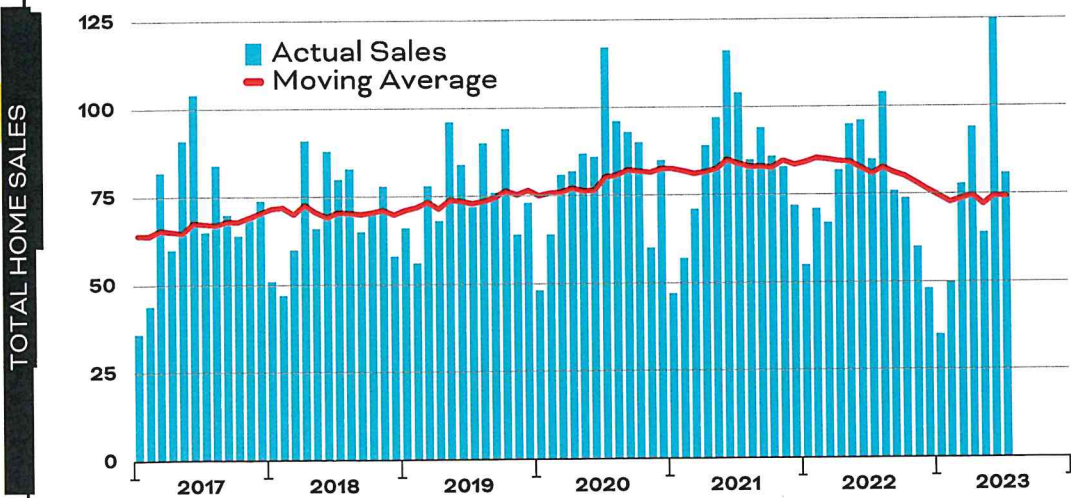
As always, we bring you the Kansas Housing Markets Forecast Series to help you tune in and see clearly what to expect in the coming year.

**Dr. Stan Longhofer**

Director, WSU Center for Real Estate  
[wichita.edu/realestate](http://wichita.edu/realestate)




## RENO COUNTY HOME SALES



THE RENO COUNTY HOUSING OUTLOOK IS MADE POSSIBLE BY:



Security 1<sup>st</sup> Title



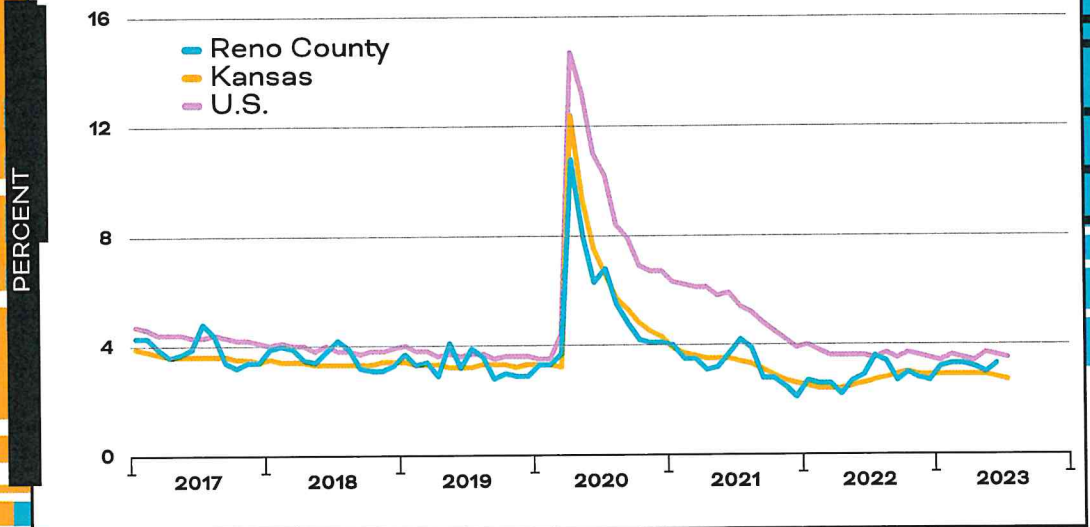
CREDIT UNION  
of America

SOURCES:

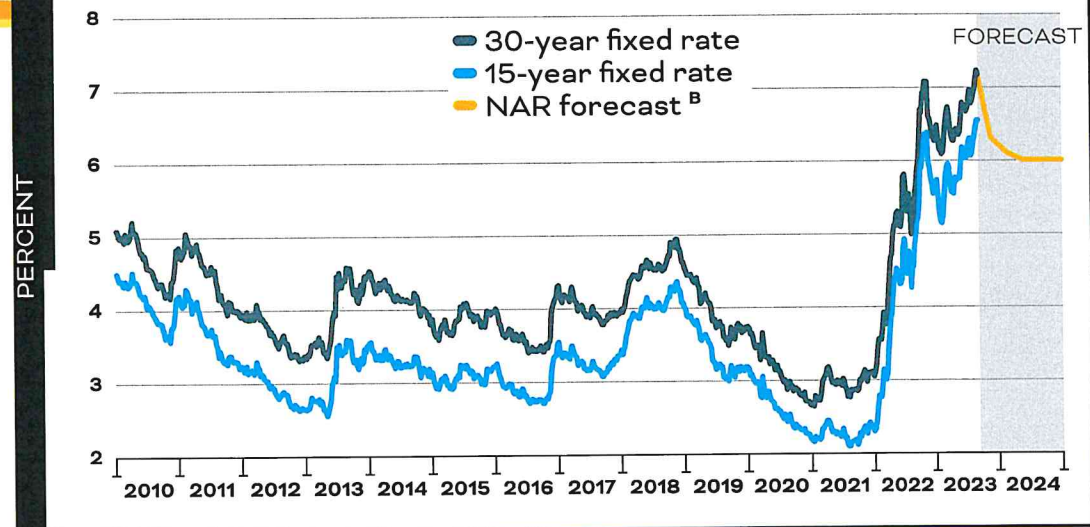
Prairie Land REALTORS® and participating Kansas REALTOR® MLS systems

# RENO COUNTY ECONOMIC OVERVIEW

## UNEMPLOYMENT RATE <sup>A</sup>



## MORTGAGE RATES



### SOURCES:

Freddie Mac; Mortgage Bankers Association; U.S. Bureau of Labor Statistics

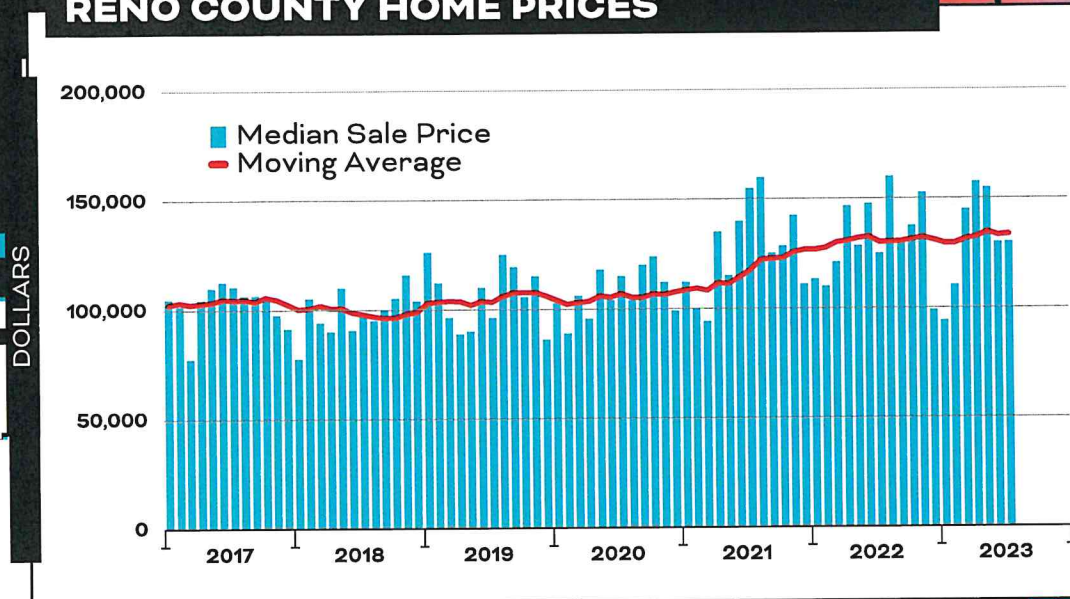
### NOTES:

A. Kansas and U.S. unemployment rate figures are seasonally adjusted

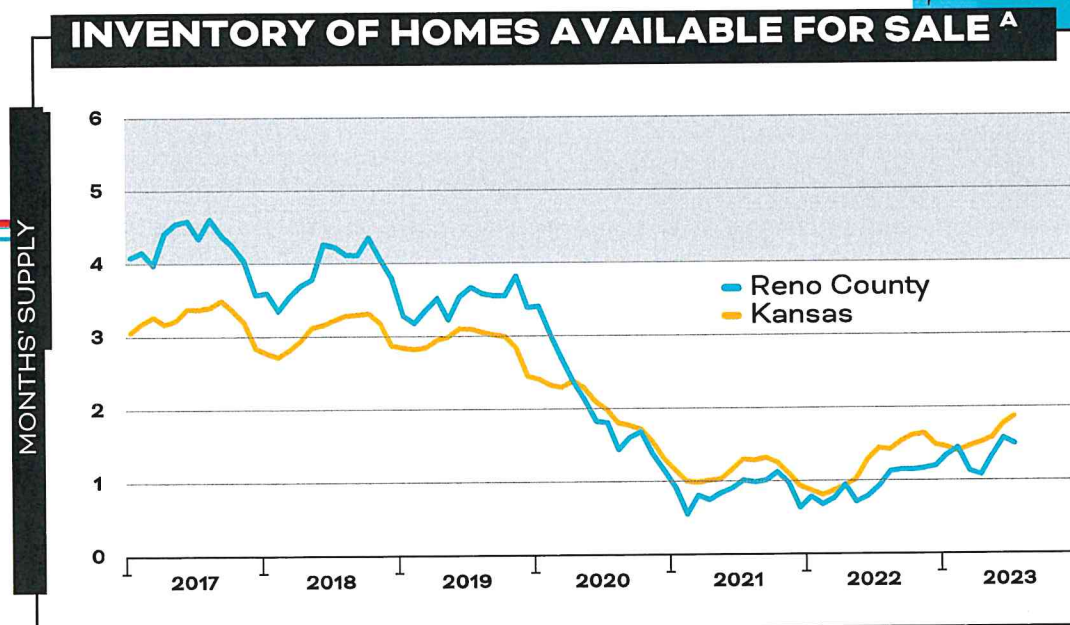
B. National Association of REALTORS<sup>®</sup> August 2023 forecast of the 30-year fixed mortgage rate

# RENO COUNTY HOUSING STATISTICS

## RENO COUNTY HOME PRICES



## INVENTORY OF HOMES AVAILABLE FOR SALE <sup>A</sup>



### SOURCES:

Prairie Land REALTORS® and participating Kansas REALTOR® MLS systems

### NOTES:

A. Active listings divided by the 12-month trailing moving average of sales



## **Local Ad Valorem Tax Reduction Fund Frequently Asked Questions**

### **What is LAVTR?**

LAVTR is short for Local Ad Valorem Tax Reduction. Under the Local Ad Valorem Tax Reduction Fund, a portion of sales tax dollars collected by the State of Kansas are supposed to be shared with city and county governments. It is a Kansas law broken by the Legislature for the past 20 years.

### **How are the LAVTR Dollars Used?**

The funds are directly applied to lowering property tax levies. This time-tested partnership—started in 1937 and cancelled in 2003—provides dollar for dollar reductions in property tax bills.

### **How much has the Legislature cost Kansas taxpayers by not following the law and paying?**

From 2004 through 2022, local governments have lost more than \$1.7-billion in legally owed LAVTR revenues withheld by Kansas Legislature. Every dollar would have gone to lowering property taxes for homeowners, business owners and other property owners. Restoring LAVTR payments will benefit every property taxpayer in Kansas.

### **Where do the LAVTR dollars come from in the first place?**

The money comes from sales tax collected by the state. Since 1937 the Legislature agreed to share sales tax dollars with local governments with the express purpose of reducing reliance on property taxes to pay for such services as police and fire protection, parks, streets, jails, elections and many other services county governments are required to provide.

### **Why is the Legislature not paying the LAVTR money like the law requires?**

Going back more than 20 years the State of Kansas, struggling with massive budget shortfalls, began slashing millions of dollars intended for local governments every year. Those cuts now total billions of dollars.

### **Is the Legislature withholding other money the law says they should pay local governments?**

Yes. LAVTR is not the only promised and legally owed revenues not being paid to cities and counties. Kansas Legislatures have ignored state law by refusing to send more the \$3.5-billion in legally promised funds to local governments since 2001. In addition to not sending the Local Ad Valorem Tax Reduction dollars, the Legislature has broken its commitments by not funding the City County Revenue Sharing Fund (CCRS) and the Special City-County Highway Fund (CCRS).

### **What are CCRS and SCCHF?**

The Special City County Revenue Sharing Fund was established in 1978 as part of an agreement between local governments and the State of Kansas. Local governments gave up collecting local cigarette and liquor taxes in exchange for getting a percentage of the money returned by the state. The Kansas Legislature has broken this contract since 2001 costing local governments more than \$1.3-billion in owed revenue.

The Special City County Highway Fund is another legally owed amount of money Kansas Legislatures have not paid since 2001. This money comes from the property tax on motor vehicles which is collected by counties. It is used to keep local streets and roads in good shape. Local governments have lost more than \$412-million in legally obligated funding as a result of Kansas Legislatures withholding these funds. Again, money which has to be made up through property taxes.

**Are there other things the Kansas Legislature has done that increases our property taxes?**

Yes. In 2006, the Kansas Legislature repealed the property tax on commercial/industrial machinery and equipment. That decision shifted the tax burden of paying for police, fire, street repairs and other services onto homeowners and small commercial businesses. And to make matters worse, after only one year the Legislature broke its agreement with local governments to help ease the severe sudden loss of those tax dollars no longer being paid on machinery and equipment.

In 2014, the Kansas Legislature eliminated the Mortgage Registration Fee. That fee, which had been enshrined in Kansas law since 1925, paid for government services the banking and lending industry used. The revenue helped fund parks and recreation programs. Elimination of the Mortgage Registration fee was another tax shift on everyday taxpayers. It's cost Kansas counties millions in lost revenue.

From the renewal of car tags to supervising offenders in the Community Corrections program, the State Legislature has consistently shirked its duties and dumped more work and cost onto local governments and their property taxpayers without financial reimbursement.

**How much has all this cost everyday taxpayers?**

The total dollars owed but not paid to cities and counties since 2001 is more than \$3.5-billion.

**What can homeowners, business owners and other property owners do about this?**

Talk to your local state legislators and the Governor. Tell Representatives and Senators they need to keep their promises regarding LAVTR and other local government funding because you as an everyday taxpayer are paying the price for those broken commitments. Urge them to start again paying those dollars in 2024.

**Cities, Counties and the Legislature are partners in making Kansas a great place to live, work and play.**

**Tell them to Keep Their Promises and Restore the Partnership.**



## Local Governments & the Kansas Legislature: An Expensive Broken Relationship



Cities, Counties and the Legislature are partners in making Kansas a great place to live, work and play.

But for more than 20 years that relationship has been strained with lawmakers disrespecting the Constitutionally guaranteed Home Rule and Local Control authority of cities and counties.

Kansas Legislatures have also ignored state law by refusing to send more the \$3.5 billion in legally promised funds to local governments since 2001. And it doesn't stop with not funding the Local Ad Valorem Tax Reduction Fund (LAVTR), the Special City-County Highway Fund (CCRS) and the Special City-County Highway Fund (SCCHF).

State law also allows a share of state casino revenues to be used for property tax reduction. The new casino revenues could be used to restart the Local Ad Valorem Tax Reduction Fund (LAVTR).

Going back more than 20 years the State of Kansas, struggling with massive budget shortfalls, began slashing millions of dollars intended for local governments every year. Those cuts now total billions of dollars.

In 2006, the Kansas Legislature repealed the property tax on commercial/industrial machinery and equipment. That decision, while positive for business, has taken a devastating toll on many cities and counties. Wyandotte County, for example, lost more than \$100 million in assessed value from elimination of the machinery and equipment tax in the first year alone, reducing Wyandotte County property tax revenues by more than \$7 million. Those dollars were once used to pay for police and fire protection, street repairs and general operations.

And to make matters worse, after only one year the Legislature broke its agreement with local governments to fund the machinery and equipment "slider" formula. That money was intended to offset the severe reduction in local revenues caused by the elimination of the machinery and equipment tax. Breaking the agreement on the "slider" payments cost Kansas counties hundreds of millions of dollars.

And the Legislature continues to off-load heavier workloads on counties without providing the money to pay for them. This puts more and more pressure on local property taxes. An example is the extra work placed on County Treasurers for motor vehicle registrations.

**The State of Kansas now has budget surpluses totaling billions of dollars.  
It can afford to pay counties the money it should have been paying all along.**

## Local Ad Valorem Tax Reduction (LAVTR) & Other State Funding Owed Counties Talking Points



The Kansas County Commissioners Association supports restoring the longstanding partnership between the State of Kansas and local governments to control property taxes known as the Local Ad Valorem Tax Reduction Fund (LAVTR).

Under the Local Ad Valorem Tax Reduction Fund, a portion of sales tax dollars collected by the State of Kansas are shared with city and county governments. It is Kansas law being broken by the Legislature.

Those funds are then directly applied to lowering property tax levies. This time-tested partnership—started in 1937 and cancelled in 2003—provides dollar for dollar reductions in property tax bills.

From 2004 through 2022, local governments have lost more than \$1.7 billion in legally owed revenues withheld by Kansas Legislatures. Every dollar would have gone to lowering property taxes.

The LAVTR partnership is a far better way to influence property tax rates than artificial and arbitrary controls such as tax and spending lids on local governments. Restoring the LAVTR will benefit every property taxpayer in Kansas.

*LAVTR is not the only promised and legally owed revenues not being paid to cities and counties.*

### **Special City-County Revenue Sharing**

The Special City County Revenue Sharing Fund was established in 1978 as part of an agreement between local governments and the State of Kansas. Local governments gave up collecting local cigarette and liquor taxes in exchange for getting a percentage of the money returned by the state. The Kansas Legislature has broken this contract since 2001 costing local governments more than \$1.3 billion in owed revenue.

### **Special City-County Highway Fund**

This is another legally owed amount of money Kansas Legislatures have not paid since 2001. This money comes from the property tax on motor vehicles which is collected by counties.

Local governments have lost more than \$412 million in legally obligated funding as a result of Kansas Legislatures illegally withholding these funds.

### **Casino Revenues**

State law also allows a share of state casino revenues to be used for property tax reduction. A percentage of the casino revenues could be used to restart LAVTR.

***Total Dollars Owed But Not Paid to Cities and Counties since 2001:  
\$3.5 Billion.***

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**79-2959. Local ad valorem tax reduction fund; transfers from state general fund, reduction; apportionment and payment to county treasurers.** (a) There is hereby created the local ad valorem tax reduction fund. All moneys transferred or credited to such fund under the provisions of this act or any other law shall be apportioned and distributed in the manner provided herein.

(b) On January 15 and on July 15 of each year, the director of accounts and reports shall make transfers in equal amounts that in the aggregate equal 3.63% of the total retail sales and compensating taxes credited to the state general fund pursuant to articles 36 and 37 of chapter 79 of the Kansas Statutes Annotated, and amendments thereto, during the preceding calendar year from the state general fund to the local ad valorem tax reduction fund, except that: (1) No moneys shall be transferred from the state general fund to the local ad valorem tax reduction fund during state fiscal years 2023, 2024 and 2025; and (2) the amount of the transfer on each such date shall be \$27,000,000 during fiscal year 2026 and all fiscal years thereafter. All such transfers are subject to reduction under K.S.A. [75-6704](#), and amendments thereto. All transfers made in accordance with the provisions of this section shall be considered to be revenue transfers from the state general fund.

(c) The state treasurer shall apportion and pay the amounts transferred under subsection (b) to the several county treasurers on January 15 and on July 15 in each year as follows: (1) 65% of the amount to be distributed shall be apportioned on the basis of the population figures of the counties certified to the secretary of state pursuant to K.S.A. [11-201](#), and amendments thereto, on July 1 of the preceding year; and (2) 35% of such amount shall be apportioned on the basis of the equalized assessed tangible valuations on the tax rolls of the counties on November 1 of the preceding year as certified by the director of property valuation.

**History:** L. 1965, ch. 530, § 6; L. 1970, ch. 389, § 5; L. 1971, ch. 306, § 1; L. 1973, ch. 292, § 53; L. 1974, ch. 436, § 1; L. 1976, ch. 311, § 16; L. 1978, ch. 401, § 6; L. 1983, ch. 322, § 1; L. 1983, ch. 323, § 1; L. 1987, ch. 383, § 1; L. 1988, ch. 380, § 3; L. 1990, ch. 350, § 8; L. 1992, ch. 280, § 62; L. 1993, ch. 292, § 72; L. 1995, ch. 222, § 17; L. 1996, ch. 191, § 152; L. 1997, ch. 123, § 113; L. 2000, ch. 130, § 103; L. 2001, ch. 144, § 167; L. 2001, ch. 216, § 65; L. 2002, ch. 204, § 161; L. 2003, ch. 3, § 21; L. 2003, ch. 138, § 126; L. 2004, ch. 123, § 172; L. 2005, ch. 174, § 182; L. 2006, ch. 142, § 160; L. 2006, ch. 205, § 12; L. 2007, ch. 167, § 196; L. 2008, ch. 131, § 168; L. 2009, ch. 124, § 140; L. 2010, ch. 165, § 150; L. 2011, ch. 118, § 185; L. 2013, ch. 136, § 274; L. 2015, ch. 104, § 244; L. 2017, ch. 104, § 238; L. 2019, ch. 68, § 177; L. 2020, ch. 5, § 167; L. 2021, ch. 98, § 185; L. 2022, ch. 81, § 185; L. 2023, ch. 82, § 182; May 8.

**Source or prior law:**

L. 1964, ch. 40, § 3 (Budget Session).

**Revisor's Note:**

Section was amended twice in 1992 session, see also 79-2959a.

**Law Review and Bar Journal References:**

"Serrano v. Priest: Wealth and Kansas School Finance," Philip and Patricia Ridenour, 20 K.L.R. 213, 218 (1971).

**Attorney General's Opinions:**

County treasurers; ad valorem tax reduction funds; distribution to political subdivisions. 88-55.

**LEGISLATIVE**

**COORDINATING COUNCIL**

**RECENT MEETINGS**

**12/18/2023**

Meeting Notice Agen

**11/09/2023**

Meeting Notice Agen

**08/09/2023**

Meeting Notice Agen

**06/05/2023**

Meeting Notice Agen

**04/25/2023**

Meeting Notice Agen

**POLICY**

LCC Policies

**REVISOR OF STATUTES**

**NEW, AMENDED AND**

**REPEALED**

2023 New, Amended and Repealed by KSA

2023 New, Amended and Repealed by Bill

**VALID SECTION NUMBER**

2024 Valid Section Numbers

**EDUCATION**

Chapter 72 Statute

Transfer List

Kansas School Equity Enhancement Act

*Gannon v. State*

**2021 SPECIAL SESSION**

Information for Special Session 2021

**2016 SPECIAL SESSION**

General Info., Legal Analysis & Research

**RECENT SESSIONS**

2022 Amended & Repealed Statutes

2021 Amended & Repealed Statutes

2020 Amended & Repealed Statutes

2019 Amended & Repealed Statutes

**USEFUL LINKS**

Session Laws

**OTHER LEGISLATIVE SITE**

Kansas Legislature  
Administrative Service  
Division of Post Audit  
Research Department



## AGENDA ITEM

## **AGENDA ITEM #8.F**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** James Krstolich, Community & Public Relations Manager for ideatek

**AGENDA TOPIC:**  
Ideatek Broadband Acceleration Grant Request

**RECOMMENDATION / REQUEST:**  
Letter of Support, as well as a pledge of funds to this Reno County project

**POLICY / FISCAL IMPACT:**  
Connects 211 Reno County premises, where a normal business case is not feasible.

**Program:**

The Kansas Office of Broadband Development launched the fourth round of Broadband Acceleration Grants, with the application window closing March 11, 2024., in an effort to improve broadband infrastructure access and affordability through rural Kansas.

This program is designed to address the critical broadband needs in rural communities that lack speeds of at least 100/20 Mbps. In order to accomplish these goals through the entire state, the maximum award per project is \$1M. Applicants participating in this program will be required to provide affordable and reliable broadband services within the proposed areas, and will have 24 months to complete the proposed project.

**Reno County:**

Estimated Project Cost: \$850,112

This proposed fiber to the home build would offer symmetrical speeds up to 2.5 GIG to 211 premises from 69th Avenue north to 108th Ave to include two farms between Pennington Road and Monroe in Reno County, upgrading them to the connectivity needed for the next 50-100 years of internet technology growth. This is a high cost per premise project, that would not be possible without state funding opportunities such as this. Reliable services in this area are not only below the required 100/20, but in reality are actually more like 25/3 according to BDC Data.



February 28, 2024

Kansas Department of Commerce  
Kansas Office of Broadband Development  
1000 SW Jackson, Suite 100  
Topeka, KS 66612

**RE: IdeaTek – BAG 4.0 Letter of Support**

Dear Kansas Office of Broadband Development,

I am writing in support of IdeaTek's Broadband Acceleration Grant application to bring critical fiber optic internet to rural parts of Reno County that lack adequate service.

Residents in the proposed project area have long suffered with poor broadband that fails to offer the same basic advantages that their counterparts just a few miles away enjoy. Residents of Highlands are left without the ability to telecommute, use telehealth services or to engage in virtual learning.

These broadband infrastructure failings do not just impact current residents, they affect our community's ability to grow. This grant offers the opportunity to remedy this problem for over 211 premises in the rural Reno County community. Ideatek has proven to be an innovative problem solver in resolving coverage gaps throughout other rural areas of Kansas, and we are excited at the potential for IdeaTek to bring Internet Freedom to our community.

Please give Ideatek's application strong consideration so that they can continue their efforts to ensure every Kansan has the service they need to thrive.

Sincerely,

---

Randy Parks, Chairman



## **AGENDA ITEM**

## **AGENDA ITEM #9.A**

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Randy Partington, County Administrator

**AGENDA TOPIC:**  
Monthly Department Reports

**SUMMARY & BACKGROUND OF TOPIC:**

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

Dear Randy Partington, County Administrator:

RE: Monthly report ending January 31, 2024

***Staffing Vacancies:***

All positions are filled.

***Program Updates:***

Admin/Finance/Health Information Management (HIM). Staff are collecting information and data for our Public Health Accreditation Board (PHAB) annual report, which includes our Strategic Planning report.

Child Care Licensing (CCL). Staff submitted quarterly grants report, received 2 building site consults and 4 inquiries on becoming a childcare provider, conducted their monthly orientation, and conducted 1 initial survey, 3 annual surveys, 2 compliance visits, 1 complaint survey, and 1 illegal care survey. Staff sent out alerts to all providers for Recalls and Holiday Hazards, made connections with area-wide resources to better assist new providers, provided education to providers that included grant availability, they maintained an “open door” to all providers for assistance, and educated and updated providers on changes to the Background/Fingerprinting process. The Hunt Institute released the Final Report of the Kansas Early Childhood Transition Task Force, December 2023. <https://governor.kansas.gov/wp-content/uploads/2023/12/Kansas-Early-Childhood-Transition-Task-Force-Final-Report.pdf>. The report does provide a roadmap for where the State is headed regarding early childhood care and education.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Planning (FP), Older Adult Services (OAS), and Epidemiology. 2023 year-end statistics for clinical services were similar to previous years: 5,454 immunizations, 753 MCH/FP visits, 590 Footcare clinics, and 2,757 Home and Community Based Services (HCBS).

Epidemiology and COVID-19 Update. For the month, staff conducted 19 infectious disease investigations, with 13 confirmed or probable cases. Reno County had 1 case of histoplasmosis this month. There was 1 animal bite investigation conducted. As of 1/31/24, the percentage of COVID-19 emergency department (ED) visits has decreased from a peak of over 5% of all ED visits at the end of December, to 1.5% at the end of January. There were 6 COVID-19 admissions the week of 1/20. As of January 31<sup>st</sup>, there were 3 patients hospitalized with COVID-19. ED visits for RSV are currently low, but are high for Influenza. RSV ED visits accounted for 0.6% of all ED visits and influenza accounted for 3.7% of ED visits this past week.





Health Education – Chronic Disease and Risk Reduction (CDRR), National Association of County & City Health Officials (NACCHO) Reducing Overdose through Community Approaches (ROCA) Mentorship, Pathways to a Healthy Kansas, Comprehensive Opioid, Stimulant, and Substance Use Site-based Program (COSSUP), and Community Education. CDRR-Staff met with Haven High School and Prairie Hills Middle School on vaping/tobacco prevention. Staff continue to work with the Reno County Jail staff on the Kansas Tobacco Cessation Training (KaTCH) that provides jail staff and therapists with tools to help tobacco dependent individuals entering jail with cessation tools. Currently, 3 of the 10 staff members have completed the training. The Food Advisory Committee is starting their data collection phase of a food system assessment. NACCHO-Our mentee health department from Wisconsin was here for their site visit January 15-17<sup>th</sup>; we met with community partners including the DA's office, New Beginnings, Kansas Recovery Network, and Reno Recovery Collaborative; this grant process is complete. Pathways-Staff are working with New Beginnings to start communal meals with Nutrition as Recovery. COSSUP-Grant work has begun and is in full swing of getting our partners, Reno County Jail and Horizon's on board with agreements and moving forward to accomplish the goal of Medication Assisted Treatment (MAT) in the Jail. The Overdose Fatality Review Board has met and reviewed their first case. Community Education-Staff taught health/nutrition and substance use education to Substance Abuse Center of Kansas (SACK). Staff presented at the All-Hands-on-Deck Professional Development Day for all Reno County educators. Staff provided 4 Narcan training sessions.

Preparedness (PHEP). Staff completed the quarterly workplan for the Public Health Emergency Preparedness (PHEP) and Medical Reserve Corps (MRC STTRONG) grants, presented to Childcare Providers at The Father's House, held their first MRC meeting, received two new MRC volunteer applications, attended the South-Central Healthcare Coalition meeting, and conducted 1 school inspection.

WIC – Women, Infant & Children. We have 1187 active clients (have used at least 1 item on food benefits) out of 1379 participating (received benefits). This is a decline from last month, which is typical and similar to past years. Breastfeeding Peer Counselors held 2 events with 15 participants, and staff assisted 13 individuals with breastfeeding.

Becoming a High(er) Performing Organization. Staff have been actively involved in training sessions for a successful move to Office365, thus providing our assistance in reducing county software expenses.

Sincerely,

Karla Nichols,  
Director of Public Health





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

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**Board of Commissioners - Department Update**  
**Human Resources – January 2024**  
**Helen Foster – Human Resources Director**

**Employment Activity for January**

During the month of January, we had 7 (seven) new hires and 6 (six) separations from employment as of January 31st. This month we received a total of 171 applications through January 31st. We went from 15 active job postings to 11 active job postings by the end of the month of January.

**Evaluations**

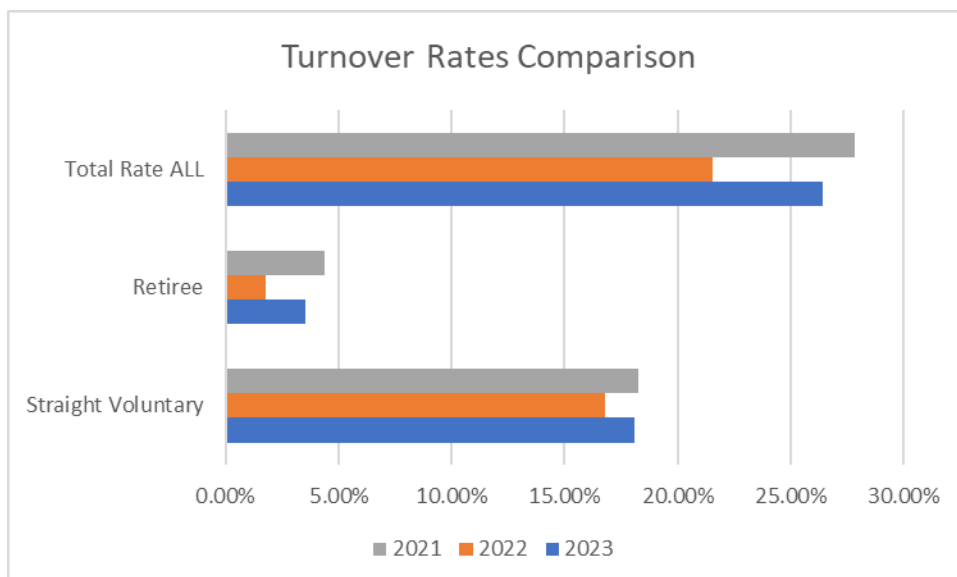
The evaluation cycle has begun. Departments are doing a great job of getting the self-evaluations completed and some have already completed a good portion of their staff evaluations. The evaluation process will be completed by February 28<sup>th</sup> for the HR Review. Departments will be completing the employee meetings through the month of March. Once all evaluations are completed, I will be doing an analysis of the data and compiling some different strategies with Pay for Performance for the 2025 evaluation cycle.

**Year End 1095's**

Human Resources has distributed the completed 1095's to employees. This was completed on February 1, 2024 and all 1095's have been received by the departments and mailed. The deadline for this project was March 1, 2024, but it is helpful for the employees to have them earlier so that they are able to affirm that they have received the 1095 at the time they are completing their taxes. The IRS electronic filing will be done by the end of February.

**Annual Turnover**

The annual turnover rate for 2023 was 26.41%. This is an increase over the 2022 rate of 21.57%. Most of the separations have been voluntary and the biggest reason for leaving is for more money. Most of the employees that have left are leaving for a position not related to the position they were filling for the County.



Feb. 6, 2024

Monthly Report Information Services

Michael Mathews

**Staffing changes or issues**

We have no staffing changes currently.

**Budget YTD summary**

We are in the middle of paying most of our large software maintenance agreements. It will appear as we are spending a large percentage of our budget but will even out over the year.

**Projects/Issues/Challenges/Concerns**

We are still helping with the Tyler Eagle recording software installation. IT is slated to go live in 2024.

GovBuilt for EH continues to be a priority we are currently working on all EH forms. WE are hoping to be completed by soon.

We are currently working very closely with GovBuilt on the county website redesign and content review. It is our goal to be live on the new platform by mid-April

**Cyber Security**

We are currently working with several departments to find more innovative ways to be more efficient.

We have moved all of the employees that were able to be moved to the cloud-only version of Microsoft O365. We are currently working with each department that chooses to move to work out any bugs that have come to our attention.

WE have spent the last week or so installing CrowdStrike security software to all the network computers, so far it has gone well. We believe this is a major upgrade to the cyber security of our network. It continues to be a welcome advancement in our cyber defense.

**Issues that we dealt with in the past month include.** Just managing our cyber security. It is a ongoing battle.



## **Maintenance & Purchasing Monthly Report 2/01/2024**

**Harlen Depew, Director**

**Staffing:** At this time, we are taking applications for one FT, custodial position and two Maintenance Tech I position. Additionally, we have one tech on medical light duty thru mid-march, leaving us with only half of our daytime crew to work with. I'd like to commend these fine folks for all the extra work they are doing during this time.

### **Budget YTD summary**

As of the end of December we've spent 85% of our operating budget for the year. Final remaining invoices for 2023 should be thru the system by the end of this month.

### **Projects/Issues/Challenges/Concerns**

Staffing continues to be a challenge. We're getting very few applications for our daytime positions. I'm currently looking for alternative options for covering groundskeeping duties in case we still haven't been able to hire anyone prior to the start of the mowing season.

### **Courthouse Remodel**

Other than carpet replacement in the main open space on the 1<sup>st</sup> floor, remodel work is substantially complete on floors 1, 2, 3 and 4. Wall framing on 5 is complete. Drywall is in the finishing stages. Maintenance staff completed installation of network cabling in this area in January.

The new furniture for the DA's office has been ordered and should arrive early in March, at which time the DA can move out of their existing offices temporarily so carpet can be replaced in their current space,

Asbestos testing was recently completed prior to the carpet installation in the existing fifth floor DA's offices. The tile underneath the existing carpet was not positive, but the adhesive under it was. This has caused a bit of a shift in plans as the entire office area will need to be vacated while the asbestos adhesive is being abated.

### **Courthouse Network Cabling**

Maintenance and IT had planned to contract out a comprehensive project of replacing the network cabling throughout the building. We have decided we can do this work with our own people at a significant savings, and we're currently in the early stages of this project. We will be working on this over the winter months as time allows.



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

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January, 2024 Monthly Report

**Asphalt Crew** is asphalt crack sealing.

**Mowing/Sign** is trimming trees along the ROW throughout the county.

**Dirt Crew** is cleaning ditches and replacing entrance culverts.

**Bridge Crew** is about to start replacing Riverton Rd Bridge 12.95, 1 mile north of Arlington Rd. and repairing bridges as needed.

**Planning & Zoning** Planning & Zoning Commission is working on limited scale and residential solar regulations.

**Environmental Health** Sanitation code was approved by KDHE and will now go before the County Commission and will require a public hearing.

**Utilities** Grants are being applied for Both SD201-202 and Yoder WD101 projects and Public Works staff has applied for grants for these projects.

### **Contracted Projects**

**Woody Seat Bridge** The concrete deck patching rehab has been completed since the first week in December. The bridge is scheduled to close for final repairs on 5/6/2024.

The Willowbrook Bridge construction is on schedule and the bridge deck was poured on 02/06/2024 .

### **Challenges**



Reno County Solid Waste  
4015 W Clark Rd  
Hutchinson, KS 67501  
(620) 694-2586

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Solid Waste Monthly Update January 2024  
Megan Davidson, Director

**Staffing:** We currently do not have any open positions at the landfill!!

**Projects/Issues/Challenges/Concerns:** The month of January has been nothing but struggles due to weather, cold, frozen temps and moisture.

The month of January has been nothing but everyday tasks of accepting trash, but also trying to keep up with the ever changing frozen temps, moisture and cold. It causes day to day operation issues with not only traffic in and out, but also it is very hard on the equipment.

Office staff has been busy tying up loose ends from the 2023 year and already through a full month of 2024!!!

The 826 compactor is finally in the shop starting repairs on it. We have a major need for a dozer to go in for a rebuild this year as the engine is causing us some issues in the field.

The Gun range has been too wet to do any work, but as soon as we get caught up with our own site we will get down there to continue dirt work.

**Budget:** We are still getting in some invoices from the 2023 budget year. New equipment purchases for 2024 will start coming in for approval once all of the information has been received from vendors.



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

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

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January 29, 2024

## **Monthly Report – Treasurer’s Office**

### **STAFFING CHANGES OR ISSUES:**

We have spent the past couple weeks reviewing applicants and conducting interviews to fill the two open positions in our office. Once these new hires have completed their testing, dates will be set for them to begin working with us.

We had another employee submit her 2-week notice this morning. This employee had already had several interviews with another department, so the outcome was not unexpected. Our hope is that the recent position re-grading for our front line employees will assist with employee retention. Our Customer Service Associates must have extensive knowledge of both office and KDOR policies and procedures for vehicle titles, plus have the ability to maintain professionalism and be courteous at all times with even the most challenging customers.

Our office remains in transition from Brenda’s retirement. Once the final position details of our upper level positions have been finalized, we will start promoting/moving employees around and begin all the necessary training and cross-training. Training has already begun at the upper levels of our department.

### **PROJECTS/ISSUES/CHALLENGES/CONCERNS:**

The January tax distribution, nearly \$70 million and our largest distribution of the year, was recently completed and checks were mailed out to all the local entities. The January distribution is a major project involving weeks of general ledger balancing, PILOT spreadsheets, journal entries and AP payment batches.

We are presently working on providing Annual Reports to all the cities in Reno County, as well as working with providing audit documentation for local entities regarding their distribution payments for 2023.

Thankfully, the statewide MOVRS issues from December have now been fully resolved. We were finally given clearance by KDOR in the past week to approve titles from December 19 and

20 when the MOVRS issues were at their height. KDOR had previously stopped all counties from approving title transactions from that time period due to repeated issues with multiple titles printing with the same title number.





## RENO COUNTY YOUTH SERVICES

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

JUVENILE DETENTION CENTER  
JUVENILE INTAKE & ASSESSMENT  
BOB JOHNSON YOUTH SHELTER

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

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## Youth Services Monthly Report

January 2024

### Staffing changes or issues (if any)

Jessica Susee is the new Assistant Director of Youth Services. She brings several years of experience to the position and is already doing a tremendous job. Jessica was the supervisor of Intake and Assessment for three years, a position which will now be filled by the current second shift supervisor, Becky Turley. Becky will begin her new role on February 5<sup>th</sup>.

We currently have offers out to fill the part time Youth Care Specialist position, as well as the 40-hour Youth Care Specialist (male only). Both individuals are currently completing testing for the positions. We are still accepting applications for a full time, male only, juvenile corrections officer for second shift. All positions, except standby and on-call positions, offer insurance benefits and KPERS. Those interested in the open positions can apply online at [Renogov.org](http://Renogov.org).

The employee of the month for January is Angel Schroeder. Angel works in the detention center and has been an incredible asset to Reno County Youth Services. Angel can be depended on to bring a positive attitude to the job, as well as a genuine caring presence for the youth she works with. Angel is a great team player and is always willing to help out wherever possible. Congratulations, Angel. She is very deserving of this award and we are very fortunate to have her on our staff.

### Budget YTD Summary

In 2023, we spent 68% of our Shelter budget (Dept.90). The total shelter budget is \$933,553. We spent 96% of our detention budget (Dept.91). The total detention budget is \$1,109,483. In January of 2024, we spent 5% of our budget, while in detention, we spent 6% of the budget.

### Projects/Issues/Challenges/Concerns

We began taking bids this month for the renovation of both restrooms in the Emergency Shelter. This will be a tremendous upgrade once this project is completed.

January was a very busy month for our youth. All of them started back to school and two of them are now employed in our community and doing well. I am looking forward to the opportunities a few of our youth have as they begin working towards moving out into the world to begin their adult lives. We are very thankful to have strong agencies in our community to assist these young adults in their time of

transition. I also look forward to the new training opportunities available to our staff in this upcoming year and welcome all the new adventures 2024 will bring us.



## AGENDA ITEM

## AGENDA ITEM #13.A

**AGENDA DATE:** February 28, 2024

**PRESENTED BY:** Megan Davidson, Solid Waste Director

**AGENDA TOPIC:**

Discussion of Proposals for Landfill Methane Gas Project.

[Associated Documents](#)

**SUMMARY & BACKGROUND OF TOPIC:**

In late summer/early fall, Reno County sent out a simple Request for Proposals (RFP) for companies interested in using the methane produced at the landfill for a project that might bring additional money to the landfill, while helping a private company. We received three proposals that have been reviewed by staff, including Megan, Patrick and Randy. The proposals were also shared with our consultants SCS Engineers, as they are contracted to oversee portions of the landfill dealing air permits related to methane gasses.

**ALL OPTIONS:**

Discussion item.

**RECOMMENDATION / REQUEST:**

Discussion item with no action expected.