



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 25, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Accept Marion (Larry) Noble's resignation and appoint Jennifer Hancock as Grant Township Clerk
4. Sign Tax Roll Corrections
5. Sign Riley County Employee Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 22, 2024 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

10. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session
12. Executive session to discuss confidential legal advice regarding potential litigation issues

9:35 AM

Cory Meyer, IT/GIS Director

13. IT/GIS Staff Update - January 2024

- 9:50 AM** **Amanda Webb, Planning/Special Projects Director**
14. Keats Environmental Assessment - Request for Professional Services procedure
- 10:20 AM** **Amanda Webb, Planning/Special Projects Director**
15. Stadel Road Sewer Benefit District - update
- 10:40 AM** **Brittany Phillips, Budget and Finance Officer**
16. CIP Amendment 23-23PW001
- 10:50 AM** **Shilo Heger, Treasurer**
17. Request to Fill Customer Service Representative I Position - County Treasurer
- Adjournment**

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



COUNTY CLERK & ELECTIONS
Appointment

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: January 25, 2024

SUBJECT: Accept Marion (Larry) Noble's resignation and appoint Jennifer Hancock as Grant Township Clerk

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to accept Marion (Larry) Noble's resignation and appoint Jennifer Hancock as Grant Township Clerk.

Move to deny

Move to modify

Move to table

Enclosures:

- 01-25-24 Grant Township Clerk (PDF)

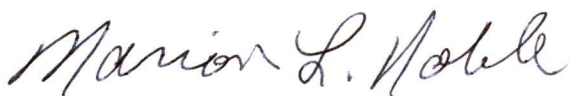
January 4, 2024

Board of Riley County Commissioners
115 N. 4th Street
Manhattan, Kansas 66502

To whom it may concern:

I do hereby resign my position as Clerk of Grant
Township, effective January 30, 2024.

Respectfully,

A handwritten signature in black ink that reads "Marion L. Noble". The signature is written in a cursive, flowing style.

Marion (Larry) Noble
Grant Township Clerk

Attachment: 01-25-24 Grant Township Clerk (14441 : Grant Township Officer)

RECOMMENDATION FOR APPOINTMENT TO FILL VACANCY ON TOWNSHIP BOARD

K.S.A. 25-1606. Vacancies. *All vacancies in the offices of trustee, clerk, or treasurer of any township shall be filled by appointment by the board of county commissioners.*

TO THE BOARD OF RILEY COUNTY COMMISSIONERS:

We the Township Board of Grant Township, have a
Vacancy on the Township Board in the office of Clerk. We
would like to recommend the appointment of Jennifer Hancock to fill
this position pursuant to K.S.A. 25-1606 effective January 31, 2024.

Thank you for your attention to this matter.

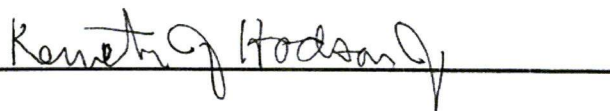
Signed this 11th day of January, 2024.

TOWNSHIP BOARD MEMBERS

Trustee



Treasurer



Attachment: 01-25-24 Grant Township Clerk (14441 : Grant Township Officer)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: January 25, 2024

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- tax roll corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/01/23

4.a

Taxpayer ID CHEN0054
Owner ID CHEN0054

Control # 2024000022

Tax Year 2023
Tract # R10706

CHEN PROPERTIES LLC

CAMA # 204-18-2-30-08-003-00-0-01

KIMBALL PLACE #4
LOT 1

2704 ANDERSON AVE

TU 11 Manhattan City TIF #6

MANHATTAN, KS 66502-2804

Parcel 690

USD 383

Property Address 1321 W LARAMIE ST

APPRAISER SECTION (Value)

2024/01/23 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	228250	509700	737950
RU			
Total	228250	509700	737950

Assessed Prior to Correction:

CU			
CU	57063	127425	184488
RU			
Total	57063	127425	184488
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	57060	127430	184490
RU	171190	382270	553460
Total	228250	509700	737950

Assessed After Correction:

CU			
CU	14265	31858	46123
RU	19687	43961	63648
Total	33952	75819	109771
SB41	4836		

Net Change
553460-
553460

Net Change
138365-
63648

Total 74717-
SB41 4836

CLERK SECTION (Tax)

2024/01/23 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	27742.38
	SB41 \$	
SB41 Tax Dollars		27742.38

Tax After Correction:

Levy 150.37500	Gen Tax	16506.82
	SB41 \$	96.72
SB41 Tax Dollars		16410.10

Net Change
11235.56-
96.72
11332.28-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars 11235.56-

Net Change in SB41 Exemption 96.72

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 11844

Comments PUP Adjustment Per Appraiser

Net Change in Total Tax Dollars 11332.28-

Owner CHEN0054
CHEN PROPERTIES LLC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: tax roll corrections (14447 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/01/23

4.a

Taxpayer ID CHEN0054
Owner ID CHEN0054

Control # 2024000023

Tax Year 2023
Tract # 014006

CHEN PROPERTIES LLC

CAMA # 204-18-2-30-08-004-00-0-01

KIMBALL PLACE
W 5' LOT 6 & LOT 7

2704 ANDERSON AVE

TU 11 Manhattan City TIF #6
Parcel 655

MANHATTAN, KS 66502-2804

USD 383

Property Address 1323 W LARAMIE ST

APPRAISER SECTION (Value)

2024/01/23 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	306600	679610	986210
RU			
Total	306600	679610	986210

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	76650	169903	246553
RU			
Total	76650	169903	246553
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	76650	169900	246550
RU	229950	509710	739660
Total	306600	679610	986210

Assessed After Correction:

CU	Land	Imp	Total
CU	19163	42475	61638
RU	26444	58617	85061
Total	45607	101092	146699
SB41	4836		

Net Change

739660-
739660

Net Change

184915-
85061

Total 99854-
SB41 4836

CLERK SECTION (Tax)

2024/01/23 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	37075.42
	SB41 \$	
SB41 Tax Dollars		37075.42

Tax After Correction:

Levy 150.37500	Gen Tax	22059.86
	SB41 \$	96.72
SB41 Tax Dollars		21963.14

Net Change

15015.56-
96.72
15112.28-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars 15015.56-

Net Change in SB41 Exemption 96.72

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 11841

Comments PUP Adjustment per Appraiser

Net Change in Total Tax Dollars 15112.28-

Owner CHEN0054
CHEN PROPERTIES LLC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: tax roll corrections (14447 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/01/23

4.a

Taxpayer ID CHEN0054
Owner ID CHEN0054

Control # 2024000024

Tax Year 2023
Tract # 014007

CHEN PROPERTIES LLC

CAMA # 204-18-2-30-08-005-00-0-01

KIMBALL PLACE
LOT 8

2704 ANDERSON AVE

TU 11 Manhattan City TIF #6
Parcel 660

MANHATTAN, KS 66502-2804

USD 383

Property Address 532 N 14TH ST

APPRAISER SECTION (Value)

2024/01/23 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	275000	606790	881790
—	—	—	—
—	—	—	—
—	—	—	—
Total	275000	606790	881790

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	68750	151698	220448
—	—	—	—
—	—	—	—
—	—	—	—
Total	68750	151698	220448
SB41	—	—	—

Appraised After Correction:

CL	Land	Imp	Total
CU	68750	151700	220450
RU	206250	455090	661340
—	—	—	—
—	—	—	—
—	—	—	—
Total	275000	606790	881790

Assessed After Correction:

CU	Land	Imp	Total
CU	17188	37925	55113
RU	23719	52335	76054
—	—	—	—
—	—	—	—
—	—	—	—
Total	40907	90260	131167
SB41	4836	—	—

Net Change
661340-
661340

Net Change
165335-
76054

Total 89281-
SB41 4836

CLERK SECTION (Tax)

2024/01/23 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
150.37500	—	—	33149.88
SB41 Tax Dollars	—	—	33149.88

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
150.37500	—	—	19724.24
SB41 Tax Dollars	—	—	96.72
SB41 Tax Dollars	—	—	19627.52

Net Change
13425.64-
96.72
13522.36-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars 13425.64-

Net Change in SB41 Exemption 96.72

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 11842

Comments PUP Adjustment per Appraiser

Net Change in Total Tax Dollars 13522.36-

Owner CHEN0054
CHEN PROPERTIES LLC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: tax roll corrections (14447 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2024/01/23

4.a

Taxpayer ID CHEN0054
Owner ID CHEN0054

Control # 2024000025

Tax Year 2023
Tract # 014008

CHEN PROPERTIES LLC

CAMA # 204-18-2-30-08-006-00-0-01

KIMBALL PLACE
LOT 9

2704 ANDERSON AVE

TU 11 Manhattan City TIF #6

Parcel 665

MANHATTAN, KS 66502-2804

USD 383

Property Address 530 N 14TH ST

APPRAISER SECTION (Value)

2024/01/23 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	280000	631060	911060
RU			
Total	280000	631060	911060

Assessed Prior to Correction:

CU			
CU	70000	157765	227765
RU			
Total	70000	157765	227765
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	70000	157760	227760
RU	210000	473300	683300
Total	280000	631060	911060

Assessed After Correction:

CU			
CU	17500	39440	56940
RU	24150	54430	78580
Total	41650	93870	135520
SB41	4836		

Net Change
683300-
683300

Net Change
170825-
78580

Total 92245-
SB41 4836

CLERK SECTION (Tax)

2024/01/23 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	34250.16
	SB41 \$	
SB41 Tax Dollars		34250.16

Tax After Correction:

Levy 150.37500	Gen Tax	20378.82
	SB41 \$	96.72
SB41 Tax Dollars		20282.10

Net Change
13871.34-
96.72
13968.06-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy 150.37500
Net Change in Levied Tax Dollars 13871.34-

Net Change in SB41 Exemption 96.72

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 11843

Comments PUP Adjustment per Appraiser

Net Change in Total Tax Dollars 13968.06-

Owner CHEN0054
CHEN PROPERTIES LLC

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: tax roll corrections (14447 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: January 25, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-01 Temp Election BPray EAF (DOCX)
- 2024-01 Temp Election ACrawford EAF (PDF)
- 2024-1 Treasure LBoyd EAF (DOCX)
- 2024-01 Treasure J Larabee EAF (DOCX)
- 2024-01 Fire - JMartens EAF (DOCX)
- 2024-01 PW GTaylor EAF (DOCX)
- 2024-01 EMS HCoates EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Bradley Pray**Status Change Date:** 01/29/2024**Status Change:** New Hire**Date of Hire:** 01/29/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Worker**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Temp Election BPray EAF (14444 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Anthony Crawford**Status Change Date:** 01/29/2024**Status Change:** New Hire**Date of Hire:** 01/29/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Worker**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Temp Election ACrawford EAF (14444 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Lauren Boyd**Status Change Date:** 02/05/2024**Status Change:** Job Change**Date of Hire:** 01/02/2019**Seniority:** 5 Year(s), 0 Month(s)**Position:** Clerk Analyst II – Motor Vehicle**Position Type:** Full-Time**Pay Range:** 9**Pay Type:** Hourly**Base Rate:** \$24.29**Annualized Pay:** \$50,523.20**Funds Codes:** County General [1], Treasurer [7]**Supervisor:** Shari Morrand**Department Head:** Shilo Heger

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-1 Treasure LBoyd EAF (14444 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jessica Larabee**Status Change Date:** 02/05/2024**Status Change:** Job Change**Date of Hire:** 06/21/2021**Seniority:** 2 Year(s), 6 Month(s)**Position:** Clerk Analyst II – Motor Vehicle**Position Type:** Full-Time**Pay Range:** 9**Pay Type:** Hourly**Base Rate:** \$23.24**Annualized Pay:** \$48,339.20**Funds Codes:** County General [1], Treasurer [7]**Supervisor:** Shari Morrand**Department Head:** Shilo Heger

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Treasure JLarabee EAF (14444 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: John Martens**Status Change Date:** 02/16/2024**Status Change:** Separation**Date of Hire:** 09/03/2019**Seniority:** 4 Year(s), 4 Month(s)**Position:** Deputy Fire Chief**Position Type:** Full-Time**Pay Range:** 15**Pay Type:** Salary**Base Rate:** \$2,977.60**Annualized Pay:** \$77,417.60**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** Russel Stukey**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Fire - JMartens EAF (14444 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Glenda Taylor**Status Change Date:** 01/23/2024**Status Change:** Separation**Date of Hire:** 05/23/2023**Seniority:** 0 Year(s), 8 Month(s)**Position:** Custodian I**Position Type:** Full-Time**Pay Range:** 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$36,795.20**Funds Codes:** 1-County General, 40- Public Works**Supervisor:** Jeremiah Noll**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 PW GTaylor EAF (14444 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Hannah Coates**Status Change Date:** 01/06/2024**Status Change:** Promotion**Date of Hire:** 11/15/2021**Seniority:** 2 Year, 2 Month(s)**Position:** Paramedic**Position Type:** Full-Time**Pay Range:** PARAM**Pay Type:** Hourly**Base Rate:** \$20.98**Annualized Pay:** \$77,626.00**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 EMS HCoates EAF (14444 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 29, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. Presidential Preference Primary - Rich Vargo (2-3 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

3. Comprehensive Plan update

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 01-29-24 tentative agenda (14172 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 01, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

1. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Anna Burson, Appraiser

3. Staff update

9:45 AM

Elizabeth Ward, Human Resources Director

4. Request to fill Community Corrections Director

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: January 25, 2024

SUBJECT: IT/GIS Staff Update - January 2024

PRESENTER: Cory Meyer

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Countywide Internet Changes - Redundancy Installation
- County Public Wifi
- Desktop Upgrades: Courts - 40
- Laptop Upgrades: - 5
- Windows 11 Upgrades Planning
- RCOB Backup Storage Upgrade
- Planning Phone System Upgrade
- Phone Hardware Upgrades by Department
- Monitor Upgrades by Department
- Budget Update: Review, Pricing, Quotes - 8 year projections
- Internal and External Security Review - Email & Internet Filter
- District Court PC replacement and Security Upgrades
- New EMS HQ Building Planning - IT Needs
- Ft Riley WIC Internet and Phone Upgrades
- Election Move, Remodel, & Security

- Camera Software Security Upgrades
- Door Security Software Upgrades
- Server Operating System Upgrades

Geographic Information Systems (GIS)

- Eagleview Imagery Agreement and Scheduling
- ESRI User Conference
- Historical Imagery Application
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Recreating the basemap “Physical Hillshade” for the next update of the GIS website
- Working with Northpoint on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Participated in Riley County Township meeting as an available resource for GIS related/maps questions.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement
- ESRI Major Version Upgrade Testing
- Panda Parcel Fabric Implementation
- Election Changes

**Signed,
Cory Meyer**

Enclosures:



PLANNING & DEVELOPMENT
Project

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 25, 2024

SUBJECT: Keats Environmental Assessment - Request for Professional Services procedure

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

USDA-Rural Development requires an Environmental Assessment be performed for the proposed Keats non-discharging lagoon. We will also apply for KDHE's State Revolving Loan Fund program, and the assessment must incorporate those requirements as well.

We received a proposal from the consultant who performed the assessment for the City of Manhattan connection in 2021 and as it was over \$20,000, we must follow the Request for Proposals process.

At the December 21, 2023 meeting, the BOCC approved issuing the RFP, copy attached. Proposals were due by January 10, 2024.

DISCUSSION

We received four proposals, all of which are attached within your packet. As per Riley County procurement code, the Department Head and the Board of County Commissioners comprise the Selection Committee. I'd also like Brian Foster, BG Consultants Engineer, to be a part of the committee. The Selection Committee shall evaluate the consultant submitted proposals and shall select in order of preference, based upon the criteria outlined in the RFP, at least two (2) firms deemed to be the most highly qualified to provide the services required. I've attached a scoring sheet with the applicable criteria for your use to whittle down the four proposals to at least two. Once those are selected, we will schedule interviews with the selected firms. As this project is highly time sensitive, we will want to work quickly and efficiently to select the firms and get

interviews scheduled as soon as possible. The original RFP outlined a tentative selection schedule that unfortunately, due to unforeseen circumstances, has already had to change and be delayed. It would be ideal to have the chosen firm under contract as soon as possible in order to meet the Environmental Assessment June submittal deadline. Therefore, I am asking you to complete your score sheets and have your top firms selected by January 26, 2024. I will then immediately contact those firms to schedule interviews as soon as possible.

Additionally, we've recently been notified by USDA that our Rural Development application has been considered incomplete as the environmental assessment was not done by the end of their fiscal year. I have confirmed with Austin Masters that we do not have to redo the income surveys (which was the reason for the push to submit our RD application by September 30; USDA began using updating census numbers on October 1 and the concern was that this change would potentially render Keats ineligible for any grant funding). We do, however, need to use updated Riley County numbers but Mr. Masters believes the project is still eligible for a percentage of grant funding (which will not be determined until the Letter of Conditions is issued in May/June). He strongly recommended we continue with the priority goal of submitting the Environmental Assessment by June so we can potentially take advantage of programs that will grandfather the project even though the Cultural Resources Survey would not be done in that same time frame.

Senator Moran's office has placed a call to USDA in support of our application.

FISCAL IMPACT

Proposal costs ranged from \$6,500 to \$138,000 for this service, of which the Keats district residents will ultimately be responsible for paying. However, this should come from the ARPA funding the BOCC allocated towards this project or any technical assistance grant funding we may receive from the Kansas Water Office (any award will not be announced until end of Q1 at the earliest).

Enclosures:

- Keats EA RFP (PDF)
- GAS Proposal for USDA Environmental Assessment Keats Sewer Benefit District LagoonPublic Sanitary Sewer System Project (PDF)
- EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (PDF)
- Proposal for Riley County Keats Environmental Assessment_JEO (PDF)
- RFP Response Keats Sewer Dist - Riley Co (PDF)
- Score sheet (PDF)



RILEY COUNTY REQUEST FOR CONSULTANT PROPOSALS

Environmental Assessment for a community lagoon/public sanitary sewer system for the unincorporated community of Keats.

Riley County, Kansas, is requesting qualification statements from professional consultants to complete an Environmental Assessment for a community lagoon/public sanitary sewer system for the Keats Sewer Benefit District.

Background:

The rural residential community of Keats, located approximately four miles west of the City of Manhattan, has never had a centralized sewer system. The small residential lots are served by individual on-site wastewater systems, most of which do not conform to today's Sanitary Code. Residents have been dealing with failing septic systems for the past several years. Most homes within the district are on undersized lots that could not support a conforming system should their current system fail. The Keats Sewer Benefit District has 67 connections and an estimated population of 168 (based on the average persons per household).

After evaluating a variety of options over the years, including connection to the City of Manhattan, Riley County is proposing to construct a new, non-discharging lagoon to meet the needs of the Keats residents and remedy the issue. The county is in the process of acquiring the land where the lagoon is proposed. The location of the lagoon on this selected property is within the 100-year floodplain.

A Preliminary Engineering Report, prepared by BG Consultants, exists for the project and the county has made application to the USDA Rural Development program for grant/loan assistance. USDA-RD requires an environmental assessment be completed for funding. The county will also apply for Kansas Department of Health and Environment's State Revolving Loan Fund program.

Scope of Services:

The consultant is expected to coordinate with the Project Engineer as well as the County on all required tasks.

Tasks the consultant must address-

- Create a comprehensive project description that includes the need for the project, scope of proposed improvements, location of improvements, and how the need will be met by this project. Include an aerial view/map that shows the location of all planned improvements and system facilities, including any alternate sites.
- Send scoping letters, to include project description, to federal, state, and local agencies which USDA Rural Development requires be notified to solicit agency review of the proposed project, and to request NEPA comments.

- Complete research and discovery to determine how the proposed project may impact environmental resources of concern to USDA-RD, KDHE-SRF, and other public funding agencies.
- Provide a completed environmental assessment to meet USDA-RD, and KDHE-SRF, requirements in accordance with NEPA standards. The assessment shall include the following, at minimum:
 - The purpose and need for the proposed action;
 - The affected environment, including baseline conditions that may be impacted by the proposed action and alternatives;
 - The environmental impacts of the proposed action including the No Action alternative, and, if a specific project element is likely to adversely affect a resource, at least one alternative to that project element;
 - Any applicable environmental laws and Executive Orders;
 - Any required coordination undertaken with any Federal, state, or local agencies or Indian tribes regarding compliance with applicable laws and Executive Orders;
 - Mitigation measures considered, including those measures that must be adopted to ensure the action will not have significant impacts;
 - Any documents incorporated by reference, if appropriate, including information provided by the applicant for the proposed action; and
 - A listing of persons and agencies consulted.
- Any required cultural study would be contracted separately by the County, but the consultant shall assist the County in procuring these services.

The county will provide-

- Preliminary Engineering Report
- Maps/aerial views
- All agency required studies to be incorporated into the environmental assessment.
- Any other information, documents, or engineering that may be necessary to complete the assessment.

Contractual Provisions:

In addition to the Scope of Services, the consultant contract shall include Riley County's Contractual Provisions Attachment.

Budget:

The consultant's proposal should include a detailed cost analysis which defines the proposed cost for performing the required assessment, including any elements that are fixed or variable.

Anticipated timeline (subject to change as necessary):

Event	Date
Release RFP	December 27, 2023
RFPs due	5:00 pm, January 10, 2024
Committee review	January 11-12, 2024
Interview firms/recommendation	January 16-19, 2024
BOCC makes final decision and authorizes staff to negotiate a contract	January 22, 2024
Notification of selected consultant	January 23, 2024
Contract settled and consultant begins	January 26, 2024
Final EA due	June 1, 2024

Submission Requirements:

- Cover page:
 - Title of project
 - Date of submittal
 - Firm name/address/phone
 - Primary contact/email address/phone
- Qualifications:
 - Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
 - Outline experience with environmental assessments, particularly those required by USDA and pertaining to public sanitary sewer projects.
 - Provide your understanding of the project and the tasks the consultant is responsible for.
 - Indicate that there will be enough staff assigned to the project as necessary to meet the timeline.
- Budget/Scope of Work
 - Include response to requirements listed in the Scope of Services, including a description of the expected process to be undertaken for environmental review.
 - Include your scope of work/deliverables and the associated cost to each.
- References
 - Provide three (3) references of past clients for whom similar work has been performed and involved at least one of the primary team members listed in the proposal.
 - Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission: Provide ten (10) copies of the submittal by 5:00 pm on January 10, 2024. Mail copies to the following address:

Amanda Webb
Planning Director
110 Courthouse Plaza
Manhattan, KS 66502

Submissions may be submitted electronically to: awebb@rileycountyks.gov. All questions should be directed to Amanda Webb at awebb@rileycountyks.gov or (785) 537-6332.

Evaluation criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project and tasks consultant is responsible for.
- Experience with environmental assessments, specifically those required by USDA and pertaining to public sanitary sewer projects.
- Timeline.
- Availability and experience of professional staff assigned to the project.
- Basic knowledge of Riley County.

Screening process:

A Selection Committee comprised of the Board of County Commissioners, Planning & Development Department staff, and staff from other county departments will begin the initial

screening process. Selected firms will then be interviewed by the Selection Committee. The committee's recommendation for selection of the consultant will be reviewed by the Board of County Commissioners, which will make the final decision, prior to development of a Scope of Services and contract.

Disclaimers:

Riley County reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the contract or upon request.

All persons awarded and/or entering into contracts with Riley County shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action.

RESPONSE TO REQUEST FOR PROPOSALS

USDA Environmental Assessment Keats Sewer Benefit District Lagoon/Public Sanitary Sewer System Project

Riley County, Kansas

Submitted electronically on January 10, 2024



RILEY COUNTY
K A N S A S

CONTACT

Brett Waggoner

Partner/Grant Specialist

Mobile: (785) 760-2148

Email: brett@govassistsvcs.com

Website: www.govassistsvcs.com

Governmental Assistance Services

PO Box 187

Lawrence, Kansas 66044



January 10, 2024

Riley County, Kansas
Amanda Webb, Planning Director
110 Courthouse Plaza
Manhattan, Kansas 66502

**RE: Response to Request for Proposals for Environmental Assessment for the Keats
Sewer District Lagoon/Sanitary Sewer Project**

Dear Ms. Webb and Selection Committee Members:

GAS is pleased to submit our qualifications and proposal for the Keats Sewer Project. We have assembled a strong team to ensure on-time, on-budget delivery of the project. Our team has the experience and knowledge to address all aspects of the required services.

We believe our team stands out to lead this effort because:

- **We bring unparalleled experience:** As your project manager, I have directed project development teams as a project manager at a multidisciplinary consulting firm for 14 years and nearly 5 years at GAS. My invaluable experience within project delivery teams has consistently proven beneficial to our clients across various projects. Communicating with engineering and architectural professionals, contractors, regulatory agency officials, and local elected officials is key to delivering a successful project. I've spent the last 23 years developing relationships and solving problems with key stakeholders from across the state and region.
- **We know USDA projects:** Our firm routinely participates in USDA-funded projects in a variety of roles, including income surveys, RDAApply application assistance, and environmental reviews and assessments. We keep up to date on USDA requirements and have great working relationships with USDA staff at all levels across the state.
- **We know environmental assessments:** Every year, we help our clients develop project financing packages that include USDA funding, often in conjunction with other funding agencies. While the benefits of the program are substantial, there are several specific steps and procedures that need to be properly followed and documented to ensure compliance with environmental requirements. On the following pages, you will see that we have recently completed several environmental assessments that are similar in nature to the Keats project.
- **We are available to complete the project on time:** We will work with your engineers and county staff to properly complete the assessment as soon as possible. We know what it takes to get each step completed on time and we are ready to step in immediately to begin work.

Our goal is always for our clients to be able to rely on our team to deliver a complete, timely environmental package for each project. Please contact me with any questions you may have or for additional information regarding our approach to the project.

Sincerely,



Brett Waggoner, Partner/Grant Specialist

ORGANIZATIONAL PROFILE AND QUALIFICATIONS

Governmental Assistance Services (GAS) was established in 1986 for the sole purpose of providing professional technical expertise to city and county governments as well as other political subdivisions. Our primary areas of expertise are the Kansas Department of Commerce Community Development Block Grant (CDBG) program, the Kansas Department of Health & Environment State Revolving Loan Fund (KDHE SRF) and United States Department of Agriculture Rural Development Loan/Grant Program (USDA-RD). In recent years, we have experienced success in federal and state grants for broadband, utility infrastructure, transportation, and firefighting. We also served as administrators for over \$20 million dollars in CARES Act and ARPA funds for our city and county clients.

At GAS, we have a dedicated team of full-time professionals, both in the field and office, who excel in grant writing, low-to-moderate income surveying, grant administration, environmental reviews, and loan applications. Our unparalleled reputation and extensive list of achievements underscore our expertise in these areas. Our company employs four full time grant writers and administrators: D. Garrett Nordstrom, Brett Waggoner, Maria Elena Cuevas, and Sara Waggoner. Together, we have a combined 70+ years in the state and federal infrastructure funding sector.

The preparation of a USDA Environmental Assessment not only requires the technical ability to get the project completed properly and timely, but also makes it necessary for the preparer to have a good working relationship with the departments, agencies and tribes that are contacted for responses. In the past 38 years, GAS has developed an excellent working relationship with the personnel of all of these entities. In addition, no other administrative consultant in the state has more experience with BG Consultants led projects.

In the last 20+ years alone, our company has teamed up with more than 60 different Kansas communities to successfully partner with USDA-RD for funding. Many of the communities that we consider to be our valued clients have utilized USDA-RD funding for multiple projects over the years, and we have supported them with environmental assessments, median household income surveys, and RDApply application assistance.

We are very familiar with sewer and lagoon improvement projects and have helped our clients navigate the environmental assessment process successfully for dozens of projects, including recently in Valley Falls, Wakefield, Hiawatha, Linwood - projects very similar to yours. GAS co-owner Brett Waggoner is a former civil engineer with a wealth of experience in water and sewer projects and he will be your point of contact for this particular project.

Our company has adequate personnel to prepare and submit your assessment and is available to work on your project immediately, following the attached timeline. We are available for a personal interview at your convenience, and we look forward to hearing back from you soon.

BUDGET AND SCOPE OF WORK

The fee below is based on the provided scope of work and our relevant experience on recent, similar projects. If selected, we will begin work immediately for the lump sum fee shown below.

PHASE	FEE
Project Coordination & Environmental Assessment	\$6,500

**publication costs for public notices will be the responsibility of the county; we will coordinate the publications and have the publication costs either billed directly to the county or added to our invoice – whichever the county prefers.*

We have contracted previously with Riley County for the income surveys we performed on this project and are amenable to the county's contractual provisions.

We fully understand the following scope of services and have provided a brief response to address each task:

The consultant is expected to coordinate with the Project Engineer as well as the County on all required tasks.

- ***We have reviewed the PER and visited with BG's staff about the project location and expected environmental concerns.***

Create a comprehensive project description that includes the need for the project, scope of proposed improvements, location of improvements, and how the need will be met by this project. Include an aerial view/map that shows the location of all planned improvements and system facilities, including any alternate sites.

- ***We have reviewed the PER and will prepare a project scope draft to be reviewed and approved by the project engineer and county staff before distribution.***

Send scoping letters, to include project description, to federal, state, and local agencies which USDA Rural Development requires be notified to solicit agency review of the proposed project, and to request NEPA comments.

- ***We will prepare letters and distribute them in accordance with USDA requirements. We will track responses and provide further information, if requested by the responding agency or tribe. Responses will be summarized and included in the final assessment, including any requested mitigation measures.***

Complete research and discovery to determine how the proposed project may impact environmental resources of concern to USDA-RD, KDHE-SRF, and other public funding agencies.

- ***We will thoroughly complete this task and coordinate all responses and proposed mitigation measures with the project engineer and county staff for inclusion in the final project plans and specifications as required by each agency.***

Provide a completed environmental assessment to meet USDA-RD, and KDHE-SRF, requirements in accordance with NEPA standards. The assessment shall include the following, at minimum:

- The purpose and need for the proposed action
- The affected environment, including baseline conditions that may be impacted by the proposed action and alternatives

- The environmental impacts of the proposed action including the No Action alternative, and, if a specific project element is likely to adversely affect a resource, at least one alternative to that project element
- Any applicable environmental laws and Executive Orders
- Any required coordination undertaken with any Federal, state, or local agencies or Indian tribes regarding compliance with applicable laws and Executive Orders
- Mitigation measures considered, including those measures that must be adopted to ensure the action will not have significant impacts
- Any documents incorporated by reference, if appropriate, including information provided by the applicant for the proposed action; and
- A listing of persons and agencies consulted.
 - ***We are intimately familiar with all these requirements and will prepare a completed environmental assessment that is in full compliance with each agency's established guidelines. In addition, we will keep an open line of communication with each agency and immediately respond to any requests for additional information as needed.***

Any required cultural study would be contracted separately by the County, but the consultant shall assist the County in procuring these services.

- ***We have recent experience on several projects with this task and have a good working relationship with many of the state's cultural resources study providers. Last week we were able to assist a client on a USDA project by helping them procure and contract a cultural resources study with the consultant working on the site in less than 72 hours.***

RECENT GAS USDA ENVIRONMENTAL ASSESSMENTS

Year	Client	Engineer	Project Type	Special Conditions
2020	City of Alma, KS	BG Consultants	Natural Gas (multi-phase)	Floodplain, cropland conv.
2021	City of Linn Valley	BG Consultants	Lagoon/Sewer Rehab	Cultural resources survey
2021	Valley Falls	PEC	Lagoon/Sewer Rehab	Floodplain
2022	Miami County	BG Consultants	Sewer force main	Cultural resources survey
2023	City of Wakefield	BG Consultants	Lagoon	Floodplain, cropland conv.

This is a partial recent list. We have performed over 30 environmental reports and assessments on projects ranging from water and sewer to natural gas and electrical infrastructure in the last 5 years alone.

REFERENCES

City of Alma, KS
Sherry Smith
City Clerk
326 Missouri Avenue
Alma, KS 66401
(785)765-3922
ssmith@cityofalma-kansas.com

Miami County, KS
Shane Krull
County Administrator
201 S. Pearl, Suite 200
Paola, KS 66071
(913)294-9500
skrull@miamicountyks.org

City of Wakefield, KS
Julie Murphy
City Clerk
609 Grove Street
Wakefield, KS 67487
(785)461-5886
cityofwakefield@twinvalley.net

*references for Valley Falls and Linn Valley not provided due to changes in administrative staff at those cities



ENVIRONMENTAL ASSESSMENT PROPOSED TIMELINE

RILEY COUNTY/KEATS USDA ENVIRONMENTAL ASSESSMENT PRESENTED JANUARY 10, 2024

Execute Contract	Jan. 26, 2024
Receive Project Descriptions/Maps from Engineer	Jan. 26, 2024
Prepare and Distribute 1 st Round Letters	Jan. 26, 2024
Waiting Period (30 calendar days)	Feb. 25, 2024
Floodplain Notice 1 – Early public Notice	Jan. 30, 2024
Floodplain Waiting Period (15 calendar days)	Feb. 15, 2024
Floodplain Notice 2 – Notice of Explanation	Feb. 16, 2024
Floodplain Waiting Period (7 calendar days)	Feb. 23, 2024
Compile Responses/Prepare Report	Feb. 26, 2024
Submit Report to USDA for Review	March 1, 2024
USDA Review Period	(4-8 weeks estimated)

*NOTE – this proposed timeline can be altered by several factors, including but not limited to agency or tribal requests for cultural resources studies or natural resource studies; publication dates and waiting periods are based on current USDA requirements



Environmental Works, Inc.

January 10th, 2024

Amanda Webb
Planning Director
110 Courthouse Plaza
Manhattan, KS 66502
awebb@rileycountyks.gov

**Subject: Riley County Kansas (Keats Sewer Benefit District)
Request for Qualifications (RFQ) for
Environmental Consulting Services (Due 01/10/2024)**

Ms. Webb and Committee Members:

Environmental Works, Inc. (EWI), a small business, is pleased to submit our response to the RFQ for an Environmental Assessment Consultant for Riley County Kansas. Enclosed you will find a detailed response of qualifications outlined in the format requested.

Thank you for your consideration, and we look forward to being of service. If you have any questions or comments regarding this response, feel free to contact our proposed Program Manager, Mandy Flageolle, P.G., via email at mflageolle@environmentalworks.com or by phone at (913) 669-8205.

Sincerely,
ENVIRONMENTAL WORKS, INC.

Amanda K Flageolle

Mandy Flageolle, P.G.

Attachments: A-EWI Equipment and Rate Sheet

CC: Environmental Works, Inc.- Proposal Files

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)

1.0	QUALIFICATIONS	2
1.1	PERSONNEL.....	2
1.2	ADDITIONAL KEY PERSONNEL AND SCIENTIST	3
1.3	EWI PROJECT EXPERIENCE.....	5
1.4	EWI UNDERSTANDING OF PROJECT AND RESPONSIBILITIES.....	8
1.5	EWI STAFF AVAILABILITY.....	9
2.0	BUDGET/SCOPE OF WORK.....	9
2.1	EARLY COORDINATION	9
2.2	RESEARCH OF POTENTIAL ENVIRONMENTAL AND ENVIRONMENTAL JUSTICE IMPACTS	9
2.3	ENVIRONMENTAL ASSESSMENT REPORT	10
2.4	BUDGET ESTIMATE	11
3.0	REFERENCES	11

1.0 QUALIFICATIONS

Environmental Works, Inc. (EWI) is a privately-owned, full-service environmental consulting and contracting services firm. Founded in 1992, EWI is licensed to work across the country and abroad. Driven by a bold vision and a strong entrepreneurial spirit, EWI has supported a diverse client base across the country for over 30 years from its headquarters in Springfield, Missouri, with additional offices in Kansas City and Poplar Bluff, MO, Tulsa, OK, Denver, CO, Springdale, AR, Omaha, NE, Indianapolis, IN and Carondelet, IL. EWI has sustained healthy growth through diversification and continual optimization of our firm's service lines including environmental due diligence, National Environmental Policy Act (NEPA) and regulatory act compliance, investigation and remediation, emergency response, and field services and has surpassed 360 employees.

Our client base includes governmental entities at the municipal, county, state, and federal levels in the public sector; utilities, manufacturers, petrochemical producers and marketers, non-for-profit organizations, railway providers, land-trusts and conservation districts and transportation and energy companies subject to the NEPA, and other private sectors. Our staff features environmental professionals with decades of experience including but not limited to professional engineers, geologists, hydrogeologists, licensed inspectors, chemists, biologists, and regulatory policy experts; our contracting services group includes company personnel not limited to heavy equipment operators, in-house drillers, and spill response professionals. With the right personnel and equipment, EWI has proven we can meet any public entity or private companies' environmental needs on any sized project from a simple wetland delineation, or tank removal project to multi-phase interagency NEPA coordination projects.

Examples of US Federal Funded Projects involving EWI personnel:

- Mid-American Regional Council, Assessment
- City of Kansas City, Missouri, Remedial Loan Fund Projects, and Consultation
- Kansas Department of Health and Environment, Assessment
- City of Springfield, Missouri, Assessment
- El Centro, Inc., Workforce Development and Job Training
- Missouri Career Center, Workforce Development and Job Training
- Multiple Indiana Communities, Assessment

1.1 Personnel

Program Manager

Mandy Flageolle

Ms. Flageolle, the proposed program manager for this project, has 20 years of environmental consulting experience. As a Registered Geologist and Environmental Professional, she manages and delegates more than 500 nationwide due diligence projects each year. These projects include National Environmental Policy Act (NEPA) Reviews (ERR), Phase I Environmental Site

Assessments (ESAs), Risk-Consulting Management and SBA Records Search with Risk Assessments (RSRA). Ms. Flageolle assists clients through the due diligence process, mentors the due diligence team, and conducts quality assurance and quality control of project deliverables. As mentioned below, Ms. Flageolle has led hundreds of projects like the one for EWI client Pheasants Forever. This project included Phase I ESA's, regulatory reviews and baseline documentation report. Furthermore, Ms. Flageolle has conducted and managed over 650 Phase I ESAs ranging from undeveloped land, cellular towers, wind energy developments, multi-family residential structures, gasoline stations, multi-tenant shopping centers, research facilities, industrial facilities, automobile repair facilities, and office/commercial buildings. Ms. Flageolle has conducted multiple Phase I ESAs to comply with HUD and SBA requirements. In conjunction with Phase I ESAs, managed client driven scopes providing site specific information on asbestos containing materials (ACM), mold, radon, lead-based paint, natural areas review, threatened and endangered species review, historic sites review, historic properties/archaeological resources review, and wetland reviews. Lastly, in conjunction with Phase I ESAs, Ms. Flageolle has conducted visual inspections of properties including multi-family residential structures, office buildings, retail malls, commercial developments, and heavy industrial sites in KS and MO.

1.2 Additional Key Personnel and Scientist

Samantha Rosado, Associate Scientist

Ms. Rosado is an Associate Scientist whose primary responsibilities include conducting ASTM E1527-21 Phase I Environmental Site Assessments (ESAs). Samantha is a recent graduate from Oklahoma State University (OSU) in Tulsa, OK. She obtained her M.S. degree in Environmental Science with a focus in Environmental Policy. During her time at EWI, Samantha has also conducted Property Condition Assessments (PCAs), Initial Site Assessments (ISAs), Wetland Delineation Surveys, and Threatened & Endangered Species Habitat Surveys. Ms. Rosado has performed project work in Oklahoma, Kansas, Missouri, Arkansas, Texas, Nebraska, Kentucky, Colorado, Michigan, Minnesota, Illinois, Louisiana, Alabama, Florida, and North Carolina. Ms. Rosado conducts Environmental Assessments and associated environmental reviews for a variety of commercial properties in accordance with the National Environmental Policy Act, Endangered Species Act, Clean Air Act, Clean Water Act, Safe Drinking Water Act, Noise Control Act, Executive Order 11988 regarding floodplain management, and Executive Orders 12898 and 13045 regarding environmental justice and health risks. Environmental reviews are also conducted in accordance with funding requirements from corresponding federal agencies. Ms. Rosado conducted Environmental Assessments for Health Resources and Services Administration (HSRA) funded projects in Kansas and Missouri in 2023. These assessments involved early coordination with government agencies and project stakeholders, research regarding potential environmental impacts and applicable mitigation, and the reporting of findings through technical reports.

Joshua Price Associate Scientist

Mr. Price has over 20 years of environmental consulting experience which includes due diligence, site assessments/characterizations, cleanup/removal projects, NEPA assessments, wetland delineations, asbestos and lead based paint surveys, technical writing, and project management. Mr. Price has assisted a wide range of clients including state and federal governments, and private entities. Mr. Price has performed NEPA assessments for the Indiana Department of Transportation (INDOT), the City of Eudora, Kansas, and a private client that specializes in residential development for special needs residents. For these assessments, Mr. Price was involved with early coordination with government agencies and project stakeholders, research regarding potential environmental impacts and applicable mitigation, and the reporting of findings through technical reports and submission through the Housing and Urban Development (HUD) Environmental Review Online System (HEROS). In addition, Mr. Price conducted wetland delineation and waters investigations with subsequent reporting for some of these projects. For INDOT projects, Mr. Price also assisted with permitting with the U.S. Army Corps of Engineers (USACE) and Indiana Department of Environmental Management (IDEM), and with public notice and public meetings associated with the NEPA process.

Nick Godfrey, Client Manager and Industrial Hygienist

Mr. Godfrey has over 15 years of experience in the environmental services industry. Mr. Godfrey's experience includes managing and overseeing due diligence assessments, conducting and managing hazardous materials and industrial hygiene assessments (asbestos, lead paint, chemical exposure assessments and waste management), field/industrial services, abatement and remediation oversight and coordination. He has served as Project Manager for 32 tasks delivered under the U.S. EPA Superfund Technical Assessment (START) 2 and 3 contracts. He is certified in Hawaii, Kansas, Iowa, Nebraska, and Missouri to perform asbestos inspections. He is certified in Kansas to perform lead inspections and risk assessments. He is experienced in managing large scale hazardous material surveys, and in the design and coordination of abatement oversight projects. Mr. Godfrey served as project and field manager for environmental consulting and abatement oversight services at the Historic Empire Theater in the Power & Light District of Kansas City, Missouri. Mr. Godfrey was responsible for asbestos air clearance testing, employee exposure OSHA testing, and managing abatement activities. He provided technical expertise to provide innovative identification and abatement techniques to further site development. He also served as the project manager who conducted asbestos, mold, and lead-based paint inspections at the 185,000 SF building known as the Former American Century Plaza building on behalf of Metropolitan Community Colleges (MCC) of KCMO. Mr. Godfrey managed and coordinated the authoring of abatement specifications and air monitoring plans for an occupied/active building setting. Mr. Godfrey conducted IAQ monitoring and air sampling to document containment goals. He coordinated abatement permitting with KCMO Air Quality and MoDNR. Managed an emergency abatement including indoor air quality sampling and performed oversight of final abatement and closeout final reporting to the City of KCMO and MoDNR.

Gracie Tiffany, Assessment Operations Manager

Ms. Tiffany is the Operations Manager and Quality Control Manager for the Assessment Department at Environmental Works, Inc. She is responsible for providing senior review, technical oversight, and quality assurance for projects completed within the department, as well as project management, client management, and project design and cost estimating. She has over 16 years of experience performing environmental consulting services ranging from due diligence to remediation construction with clients that include private corporations, municipalities, and state and federal agencies. She has experience developing and implementing complex investigation plans for environmental projects including Phase I and II Environmental Site Assessments (ESAs), Petroleum Site Assessments and Hazardous Waste Site Assessments, underground storage tank closures and Risk Assessments, and Hazardous Material Surveys with asbestos and lead-based paint inspections. She has extensive experience working on projects funded by Brownfield remediation grants through the City of Kansas City, Missouri and the Kansas Department of Health and Environment. Ms. Tiffany completed Phase I Environmental Site Assessments for commercial, industrial, residential, rural, and historic properties, as well as area wide assessments and large industrial facilities throughout the country. The ESAs were prepared to conform to All Appropriate Inquiry requirements and ASTM Standards. Ms. Tiffany designed and implemented Phase II ESAs investigations to evaluate environmental concerns and environmental risks associated with a property. Ms. Tiffany developed Quality Assurance Project Plans (QAPP), Work Plans, Sampling and Analysis Plans (SAPs), and Health and Safety Plans (HASP) for Phase II ESAs and subsurface investigations for local government, state and EPA approval. Implemented investigation plans, provided technical oversight of field activities, and evaluated data to determine the presence of subsurface impacts and associated the risk. Investigations have included hydraulic probing and drilling, installation of temporary and permanent groundwater monitoring wells, field screening, field collection of metals data using XRF, and collection of soil, groundwater, soil gas, sub-slab soil gas, and indoor air samples for laboratory analysis.

Lastly, Ms. Tiffany performed NESHAPs, OSHA, and AHERA compliant asbestos inspections at a wide variety of properties for renovation, demolition or transaction purposes. In addition, performed lead-based paint (LBP) inspections using X-ray fluorescent methods and/or through the collection of paint chips in accordance with US Department of Housing and Urban Development (HUD) Guidelines. Significant experience conducting building surveys on abandoned and dilapidated properties for redevelopment. Ms. Tiffany provided quantification of asbestos containing materials (ACM) and LBP and estimated abatement costs. Ms. Tiffany prepared Operation and Maintenance (O&M) plans for the in place management of asbestos and LBP.

1.3 EWI Project Experience

Over our years in the industry, EWI has provided support for municipal and county development authorities in both rural and suburban areas. Our experience has led us to develop a

knowledgeable approach to managing regulated agency programs under department of transportation (DOT), department of housing and urban development (HUD), Brownfields, the department of agriculture (USDA) and the environmental protection agency (USEPA) programs inclusive of NEPA. Along with running these programs, we have the required experience to follow all federal guidelines, which results in EWI projects being executed within budget and on time. Please see below for EWI experience with environmental assessments and more.

- EWI was retained by the City of Eudora Kansas to prepare a NEPA analysis as part of a grant application submittal for the U.S. DOT, Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. NEPA requires that social, economic, cultural, and natural environmental impacts of any proposed action by the federal government be analyzed for decision-making and public information purposes. After applying for this grant multiple times, the City of Eudora was awarded funding, and EWI completed the NEPA assessment and has since provided the City of Eudora with an Environmental Assessment report which provides an analysis of potential environmental impacts, recommendations for potential further assessment, additional agency involvement and applicable permitting, and anticipated mitigation, where applicable. To complete the Environmental Assessment per NEPA, EWI performed a red flag investigation, desktop reviews, early coordination (Native American Tribes, government agencies, and other project stakeholders), environmental justice screening, stream and wetland investigations with subsequent reporting, and teamed with a subcontractor to perform an archaeological survey as requested by the Kansas State Historic Preservation Office (SHPO). A Finding of No Significant Impact (FONSI) is expected for this project following environmental review. Mr. Joshua Price, EWI, served as the project manager for this project.
- EWI was retained by The Vecino Group, LLC to prepare an Environmental Assessment for the Espero housing project in Chattanooga, Tennessee. In addition, EWI performed a Phase I ESA and an asbestos survey for the property. To complete the Environmental Assessment per NEPA, EWI performed desktop reviews, environmental justice screening, and coordinated with the City of Chattanooga Economic Development Department and the Tennessee Housing Development Agency (THDA). EWI provided the client and THDA with an Environmental Assessment report. In addition, EWI submitted pertinent information from the report to HUD via HEROS. A FONSI is anticipated for that project. Mr. Joshua Price, EWI, served as the project manager for this project. EWI's relationship with Vecino group spans nationwide and most of EWI Assessment team personnel have worked on these projects.
- EWI Program Manager Mandy Flageolle conducted two (2) Phase I ESAs and Baseline Documentation Reports (BDRs) for Pheasants Forever in May 2023. One property consisted of 157 acres in Stafford County, Kansas and the other property consisted of 155 acres in Reno County, Kansas.

The large agricultural properties were researched to determine the historical and current uses using methods required by the American Society for Testing Materials International (ASTM) E2247-16 Standard. In addition, regulatory record review and interviews with local regulatory agencies were conducted.

EWI reviewed conservation easements to satisfy Section 1.170A-14(g)(5) of the federal tax regulations for both properties. The BDRs described the physical features and current land uses of the property on which the perpetual conservation easement and restrictions which were conveyed to the Grantee. The easements were established to protect the Conservation Values of the Protected Property in perpetuity, which include, but not limited to, preserving productive capacity, soil resources; protection of ecological diversity, wildlife habitat, and watersheds; and preservation and appreciation of scenic open space.

EWI reviewed documentation and conducted site reconnaissance to verify the current condition of the property prior to the property transaction. The findings were documented for the client in a notarized report.

- EWI performed sanitary and sewer upgrades for a major rail carrier's rail yard in Springfield Missouri. The carrier discharged a combination of industrial water, storm water, and sanitary sewer water through a common conveyance system to a City system regulated by a City-issued permit. When the City reissued the permit (under consent decree from the EPA) requiring a schedule of compliance to "fully address both the removal of all stormwater and eliminate I&I from the collection system", the rail carrier immediately asked several national engineering service partners and EWI to present ideas, technical approaches, and approximate costs to address this new permit condition. The rail carrier committee chose EWI to work on the project due to the holistic approach offered by EWI. This approach contended with the permit requirements, on-site operational drainage issues, remediation concerns, and aging infrastructure for a relatively low cost. Aside from overall project management, EWI was able to provide engineering design / support, construction oversight, and direct construction services for the project.

The scope of services included, culvert and sewer line cleaning, sewer line camera investigation, re-routing service track roof drains, construction of a 360,000 gallon storm water retention area, installation of approximately 2,500 feet of new HDPE force main piping, horizontal boring of approximately 200 feet beneath tracks, installation of two new lift stations and sediment basins, installation of new electrical transformers and connections, installation of approximately 3,000 feet of cured in place pipe, abandonment of approximately 3,000 feet of structurally compromised clay tile sewer line, installation of an approximately 8,000 gallon underground oil/water separator with

associated oil storage tank, and installation of various concrete and asphalt walkways and surface improvements.

Project accomplishments included approximately 35% reduction in annual discharge to the City resulting in annual cost savings on utilities and reduction in annual maintenance of facility infrastructure, compliance with City issued permit requirement for facility improvements, allowing costs to be incurred over a course of time and basic facility changes to be incorporated into the improvements, improved infrastructure for industrial and sanitary water use, characterization and cleanup of former remediation concerns resulting in reduced financial and environmental liability, eliminated drainage concerns near the main line tracks and reused excavated clean soils to fill in former low areas within the facility.

1.4 EWI Understanding of Project and Responsibilities

EWI understands the purpose and need of this project, which is to provide the village of Keats with a much-needed centralized sewer system. In addition to the current individual sewer systems not meeting sanitary code, the lot sizes for many of the homes are not adequately sized to support code-compliant systems. In addition, there are health and safety concerns should any of the individual systems fail. To satisfy the purpose and need of this project, a non-discharging lagoon has been proposed, which will serve the residents of Keats as a centralized sewer system.

Because federal funding will be used for the proposed project, a NEPA assessment will be required to determine if any impacts to the environment and/or minority or low-income populations are anticipated. The NEPA assessment will also determine if permitting and mitigation are necessary. EWI will assist Riley County with the NEPA assessment to help make those determinations, and to ensure the assessment follows the guidance provided by the United States Department of Agriculture (USDA) Farm Service Agency (FSA) and is in accordance with 40 CFR 1500-1508. Alternatives, including a no build alternative, will be considered and included in the assessment. The tasks to be completed for this assessment include the following:

- Development of a purpose and need for the project, including a description of the project with accompanying maps, aerial photographs, and construction drawings.
- Early coordination with government agencies, Native American tribes, and other project stakeholders.
- Desktop research to determine any impacts to the environment.
- Descriptions of additional coordination required with government agencies (e.g., Section 404 permitting).
- Descriptions of any anticipated mitigation measures.
- Submittal of an Environmental Assessment report detailing findings.

The NEPA assessment will clearly state the purpose and need of the project and will also provide a description of the project and planned activities with relevant maps, aerial photographs, and construction drawings.

1.5 EWI Staff Availability

Our proposed project team will be comprised of environmental due diligence, regulatory compliance and NEPA experts. EWI proposes to also employ professional staff to the project as needed, including engineers, geologists and scientists based in Kansas and other nearby Midwest offices. EWI's numerous unique qualifications for this engagement truly center around the technical and NEPA experience of our proposed project team, which ultimately includes the entire availability of the 360 personnel that make up EWI's workforce. This workforce has extensive experience with regulatory agencies and the processes involved with all types of permitting. EWI conducts thousands of new projects every year, we manage the project goals, budgets, and timelines by utilizing numerous scheduling tools for the efficiency of each project. Some of these tools include Excel scheduling workbooks, Work Plans, Gantt charts, Deltek and VTM which is a software program/website created by EWI staff to help in assigning tasks and reminders for upcoming events as well as client dashboard options. This ensures that EWI personnel and our client will remain involved and up to date with the proposed timeline and project concerns.

2.0 BUDGET/SCOPE OF WORK

2.1 Early Coordination

As a first step in the process, EWI will prepare and send early coordination letters to federal, state, and local governmental agencies. The early coordination letters will also be sent to Native American tribes listed on the Kansas SHPO webpage. If other stakeholders are identified, such as private property owners, the early coordination letter will be sent to them as well. This will give all early coordination letter recipients a 30-day response period to voice any concerns regarding potential impacts resulting from the proposed project. The early coordination letter will include an introduction that describes why the letter has been sent, a project description including where the project is located and what is proposed, directions on how to respond with concerns regarding environmental impacts, an enclosed map and site layout, and a distribution list of who received the early coordination letter.

2.2 Research of Potential Environmental and Environmental Justice Impacts

Concurrently with developing and sending the early coordination letters, EWI will use mapping applications such as NEPAassist, to identify areas of potential impact (red flag investigation). The red flag investigation is a quantitative analysis of infrastructure, water, hazardous materials, historical features, and other data within a half-mile of the proposed project and is intended to

quickly identify environmental features that may impact the project early in the process. Information obtained during this portion of the assessment will be used to inform additional decision making in the project process.

To satisfy NEPA requirements, EWI will perform desktop research to determine if the proposed project will have any impacts to the environment and/or minority or low-income residents. Desktop research will be performed for the following:

- Social/Economic/Environmental Justice
- Farmland Impacts
- Wetland/Stream Impacts (Waters of the U.S.)
- Water Quality Impacts
- Floodplain Impacts
- Air Quality Impacts
- Noise Impacts
- Historical and Archaeological Resources Impacts
- Parkland and Public Lands Section 4(f) & 6(f) Impacts
- Threatened and Endangered Species
- Hazardous Waste

In addition to information provided by early coordination responses and the red flag investigation, various informational sources will be used to research the topics listed above. The materials used for this research will be included as appendices in the final Environmental Assessment report submitted to Riley County.

2.3 Environmental Assessment Report

The research performed by EWI will be provided in an Environmental Assessment report. The report will include a comprehensive project description with accompanying materials such as maps, aerial photographs, and construction drawings (as appendices). The report will include the project purpose and need. In addition, the report will list proposed alternatives to the project. The findings of impacts or no impacts for the above-listed categories will be discussed. If additional agency coordination is required, it will be discussed in the report as well. The report will also include a list of preparers and references used when preparing the report along with applicable appendices that include supporting documentation. If desktop research or early coordination letter responses indicate additional field studies are warranted, EWI will notify Riley County. For example, if the Kansas SHPO determines a cultural survey is necessary, EWI will provide that information to Riley County in a timely manner. If additional field studies are deemed necessary, EWI may be able to provide those additional services (i.e, wetland delineation, Phase I Environmental Site Assessment).

2.4 Budget Estimate

EWI's 2024 Standard Rate Table, inclusive of our Direct and Indirect Costs, is included in Attachment A for general reference. An estimated budget is provided in the table below.

Budget Estimate

SCOPE OF WORK	ESTIMATED COST	ESTIMATED TIMELINE
Early Coordination	\$2,500.00	Within 10 business from Notice to Proceed
Research of Potential Impacts	\$10,000.00	Conducted concurrently within governmental agencies 30-day response period
Environmental Assessment Report	\$3,500.00	Completed within 10-15 business days from receiving agency concurrences.

The scope of services may also be extended to include other strategic environmental services, at the request of Riley County, Kansas.

3.0 REFERENCES

1. Vecino Group (305 W. Commercial St. Springfield, MO 65803)- Kim Buche, Chief Administration Officer can be reached by phone at (417) 720-1577. For over a decade, EWI has provided NEPA assessments, risk management, due diligence, and general environmental business counsel to the Vecino Group. All personnel mentioned above have worked on Vecino projects over the years.
2. KDHE (1000 SW Jackson St. Ste 410 Topeka, KS 66612) -Gary Richards, Unit Manager for the Kansas Department of Health and Environment. Gary can be reached by phone at (785) 291-3246. Projects consisted of Brownfields redevelopment, ESA's, Tank closures and analytical for soil and groundwater. EWI Project Manager Nick Godfrey led this program.
3. City of Eudora (4 East 7th Street, Eudora KS 66025)-Branden Boyd, Public Works Director, he can be reached by phone at (785) 542-4116, bboyd@cityofeudoraks.gov. EWI provided NEPA analysis, outreach, red flag investigations and desktop reviews, early coordination (Native American Tribes, government agencies, and other project stakeholders), EWI Project Manager Josh Price served as the project manager.

ATTACHMENT A
2024 EWI Rate Sheet



Environmental Works, Inc.

2024 Standard Rates

PERSONNEL, VEHICLES, & TRAILERS			
Labor Code	Personnel - Regular Hour Rate	Hourly Rate	
Field Services Staff		Straight Time	Overtime
130	Senior Project Manager (Field)	\$150.00	\$225.00
032	Drilling Supervisor	\$125.00	\$187.50
102	Project Manager (Field)	\$120.00	\$180.00
083	Licensed Driller	\$105.00	\$157.50
053	Field Supervisor	\$90.00	\$135.00
150	Welder	\$85.00	\$127.50
124	Operator / Driver	\$80.00	\$120.00
224	Pipe Fitter	\$78.00	\$117.00
033	Drilling Technician	\$72.00	\$108.00
042	Environmental Technician	\$72.00	\$108.00
057	Field Technician	\$72.00	\$108.00
Consulting Services Staff		Straight Time	Overtime
159	Senior Project Engineer (PhD / PE)	\$250.00	\$250.00
216	Systems Programmer	\$195.00	\$195.00
158	Principal	\$200.00	\$200.00
036	Professional Engineer (PE)	\$175.00	\$175.00
119	Senior Project Manager	\$160.00	\$160.00
035	Project Engineer	\$160.00	\$160.00
156	Certified Tank / Weld / Integrity Inspector (STI/API)	\$155.00	\$155.00
160	Licensed Geologist	\$145.00	\$145.00
219	Data Analyst	\$145.00	\$145.00
217	Senior Systems Technician	\$125.00	\$125.00
102	Project Manager	\$125.00	\$125.00
157	Project Scientist / Geologist	\$115.00	\$115.00
071	Health & Safety Officer	\$110.00	\$110.00
199	Systems Technician	\$110.00	\$110.00
013	Associate Engineer	\$105.00	\$105.00
190	Lab-pack Chemist	\$105.00	\$105.00
014	Associate Scientist	\$105.00	\$105.00
009	Asbestos / Lead Inspector	\$95.00	\$95.00
016	AutoCAD / GIS Technician	\$90.00	\$90.00
004	Administrative Assistant	\$60.00	\$60.00
Billing Unit	Vehicles & Trailers	Rate	UOM
B0485	Response Vehicle	\$55.00	hour
B0200	Field Truck 3/4 ton or less	\$35.00	hour
B1294	Field Truck 1 ton or greater	\$40.00	hour
B0196	Field Truck 1 ton or greater w/ lift gate	\$52.00	hour
B0195	Field Truck 2 1/2 ton with Auto Crane	\$52.00	hour
B1292	Field Truck 2 ton	\$50.00	hour
B0241	Guzzler (16 cubic yard)	\$163.00	hour
B1190	Hi-Rail Guzzler	\$230.00	hour
B1199	Winch Truck	\$97.00	hour
B0538	Stainless Steel Vacuum Truck (3,000 gallon)	\$132.00	hour
B0580	Vacuum Truck (3,000 gallon)	\$112.00	hour
B0180	Dump Truck	\$92.00	hour
B0494	Rolloff Truck	\$117.00	hour
B1010	Pump Truck w/ Tooling	\$87.00	hour

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Standard Rates

PERSONNEL, VEHICLES, & TRAILERS			
Billing Unit	Vehicles & Trailers cont.	Rate	UOM
B1223	Box Truck (20ft)	\$102.00	hour
B0109	ER Box Truck	\$170.00	hour
B0224	Freight Liner Rollback	\$57.00	hour
B0519	Semi Tractor (Daycab - Over the Road (OTR))	\$87.00	hour
B1253	OTR w/ Vacuum Tanker (5,500 gallon)	\$127.00	hour
B1255	OTR w/ Crude Oil Tanker	\$122.00	hour
B1254	OTR w/ Double Rolloff Trailer	\$127.00	hour
B1256	OTR 48' Box Trailer with Liftgate	\$125.00	hour
B1257	OTR w/ 40-Ton Lowboy Trailer	\$127.00	hour
B0480	Response Trailer (16-20')	\$95.00	hour
B0481	OSRO Trailer	\$68.00	hour
B0546	Tank Cleaning Trailer	\$52.00	hour
B0172	Dump Truck Tag Trailer	\$40.00	hour
B0420	Project Support Trailer	\$32.00	hour
B0560	Gooseneck Trailer	\$32.00	hour
B0559	Flat Bed Trailer	\$22.00	hour
B1282	Dredge Trailer	\$50.00	hour
B1224	OTR w/ Walking Floor Trailer	\$127.00	hour
B0175	Dump Trailer	\$17.00	hour
B0384	Pneumatic Conveyer (Grain Vac)	\$127.00	hour

TOOLS & EQUIPMENT			
Billing Unit	Tools, Generators, Compressors, Lighting, & Water Blasters	Rate	UOM
B1047	Stoneage Automated Tube Lansing	\$500.00	day
B0297	Hydro Blaster (20,000 - 40,000 PSI)	\$162.00	hour
B1225	Hydro Blaster Support Trailer	\$52.00	hour
B0005	Additional 1 Inch x 50 foot 20,000 PSI hose	\$52.00	day
B0097	BJV or Warthog head	\$30.00	hour
B0031	3D Nozzle with Cage 20,000 PSI	\$250.00	day
B0022	2D Nozzle with Cage 20,000 PSI	\$150.00	day
B0171	Dry Ice Blaster (Dry Ice charged separately)	\$750.00	day
B0322	Line Jetter 4,000 PSI 12 GPM	\$750.00	day
B0323	Line Jetter 4,000 PSI 25 GPM	\$870.00	day
B0073	Air Compressor 375 CFM	\$435.00	day
B0072	Air Compressor 125 to 210 CFM	\$360.00	day
B0074	Air Compressor, Gasoline, Portable	\$75.00	day
B0319	Light Tower	\$225.00	day
B0218	Forklift	\$100.00	day
B0246	Hand Tools & Portable Power Tools	\$130.00	person/day
B0229	Generator, up to 8,000 watt	\$100.00	day
B0258	Portable Heater (Plus Fuel)	\$100.00	day
B0397	Portable Light Stand	\$40.00	day

Billing Unit	Pressure Washer	Rate	UOM
B0257	Heated Pressure Washer 7,000 PSI	\$67.00	hour
B0256	Heated Pressure Washer up to 4,000 PSI	\$57.00	hour
B0694	Non-Heated Pressure Washer up to 2,500 PSI	\$10.00	hour

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Environmental Works, Inc.

2024 Standard Rates

TOOLS & EQUIPMENT			
Billing Unit	Heavy Equipment	Rate	UOM
B0186	Excavator (30,000-50,000 lbs.)	\$138.00	hour
B0524	Skid Loader - Small	\$97.00	hour
B1226	Skid Loader - Large	\$107.00	hour
B1227	Skid Loader Attachments (broom, brush hog, grapple bucket, etc)	\$10.00	hour
B0339	Mini Excavator	\$97.00	hour
B0340	Mini-Vac (500 gallon)	\$72.00	hour
B0556	Tractor	\$60.00	hour
B0157	Ditch Witch	\$75.00	hour
B0085	UTV / ATV / Gator	\$25.00	hour
Billing Unit	Vacuum Equipment	Rate	UOM
B1282	Dredge w/ trailer	\$1,750.00	day
B0582	Vent Brush System	\$750.00	day
B1259	Portable Vacuum	\$350.00	day
B0345	Negative Air Machine	\$325.00	day
B0332	Mercury Vac (plus filter change)	\$325.00	day
B0575	HEPA Vac (plus filter change)	\$225.00	day
B0170	Drum Vac	\$150.00	day
B0386	Pneumatic Tornado Vac	\$115.00	day
B0458	Ranger Dust Vacuum System	\$95.00	day
B0576	Wet Dry Vac	\$50.00	day
B0376	8" Hard Suction Pipe	\$2.90	foot
B0375	6" Hard Suction Pipe	\$1.70	foot
B0242	Guzzler Flex Hose	\$2.40	foot
Billing Unit	Pumps & Pumping Accessories	Rate	UOM
B0422	1 Inch Double Diaphragm (Chemical)	\$130.00	day
B0423	1 Inch Double Diaphragm	\$55.00	day
B0425	2 Inch Double Diaphragm (Chemical)	\$255.00	day
B0426	2 Inch Double Diaphragm	\$90.00	day
B0429	2 Inch Poly Centrifugal	\$110.00	day
B0431	2 Inch Venturi Liquid/Slurry Pump (used with 25 GPM Line Jetter)	\$110.00	day
B0430	2 Inch Trash Pump	\$80.00	day
B0427	2 Inch Electric Roper Pump	\$35.00	day
B0433	3 Inch Double Diaphragm	\$180.00	day
B0435	3 Inch Trash Pump	\$155.00	day
B1308	3 Inch Electric Roper Pump	\$500.00	day
B0436	4 Inch Dri Prime Trash Pump	\$265.00	day
B0439	6 Inch Dri Prime Trash Pump	\$330.00	day
B0442	6 Inch Hydraulic Submersible Pump w/ Hydraulic Power Pack	\$460.00	day
B1096	6 Inch Electric Submersible Pump	\$500.00	day
B0299	Hydraulic Hose Set for Hydraulic Submersible (50 foot section)	\$48.00	day
B0445	Draw Down Pump	\$190.00	day
B0449	Submersible Pump	\$35.00	day
B0448	Peristaltic Pump	\$35.00	day
B1288	High Volume Air Pump	\$50.00	day
B1289	Low Volume Air Pump	\$25.00	day
B0326	Low Flow GW Sampling Pump & Controller	\$104.00	day

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Environmental Works, Inc.

2024 Standard Rates

TOOLS & EQUIPMENT			
Billing Unit	Pumps & Pumping Accessories cont.	Rate	UOM
B1228	Stainless Steel Blackmer w/ Power Pack	\$1,000.00	day
B0536	Stainless Steel Filter Vessel	\$375.00	day
B0118	Carbon Steel / Polymer Filter Vessel	\$275.00	day
B0226	General Use Hose (Garden Hose)	\$70.00	each
B0264	1 Inch Chemical Hose	\$0.60	foot
B0269	2 Inch Petroleum Hose	\$0.85	foot
B0266	2 Inch Chemical Hose	\$1.20	foot
B0267	2 Inch Food Grade Hose	\$1.50	foot
B0274	3 Inch Petroleum Hose	\$1.20	foot
B0271	3 Inch Chemical Hose	\$1.60	foot
B0272	3 Inch Food Grade Hose	\$2.10	foot
B0280	4 Inch Lay Flat Hose	\$27.00	section
B0287	6 Inch Lay Flat Hose	\$42.00	section
B0277	4 Inch Hard Suction	\$17.00	section
B0284	6 Inch Hard Suction	\$27.00	section
Billing Unit	Oil Spill Equipment	Rate	UOM
B0168	Drum Skimmer TDS 118G	\$205.00	day
B1229	Drum Skimmer TDS 118G w/ Power Pack	\$500.00	day
B0103	10 Foot Boat	\$52.00	day
B0099	12-16' Boat with Motor	\$155.00	day
B1048	16 Foot Boat	\$52.00	day
B0100	17 Foot Boat with 40hp Jet Motor	\$205.00	day
B0101	20 Foot Boat with 115hp Motor	\$310.00	day
B0102	26 Foot Boat with twin 115hp Motors	\$775.00	day
B0314	Leaf Blower	\$55.00	day
B0317	Life Vest / Per Person	\$25.00	day
B0550	Tee Boom Connector	\$10.00	day
B0105	Boom Anchor System	\$10.00	day
B0108	Boom Tow Bridle	\$5.00	day
B0249	Hard Shell Buoy 12"	\$1.50	day
B0106	Containment Boom 4" x 6"	\$1.60	foot/day
B0107	Creek Boom 2" x 4"	\$0.80	foot/day
Billing Unit	Portable Storage	Rate	UOM
B0398	Portable Office (20' x 8')	\$170.00	day
B0396	Portable Fuel Storage Tank	\$65.00	day
B0630	Frac Tank 20,000 Gallons	\$100.00	day
B0631	Frac Tank 10,000 Gallons	\$75.00	day
B0395	Portable Containment	\$70.00	day
B0389	Poly Tank 2,000 to 3,000 Gallons	\$20.00	day
B0390	Poly Tank 500 to 1,500 Gallons	\$15.00	day
B0577	Vac Box	\$75.00	day
B0491	Roll Off 25 Yard	\$25.00	day
B0403	Portable Storage Unit (20' x 8')	\$10.00	day

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Environmental Works, Inc.

2024 Standard Rates

TOOLS & EQUIPMENT			
Billing Unit	Confined Space Equipment	Rate	UOM
B0325	Lombrico Remote Control Confined Space Cleaner	\$1,900.00	day
B0132	Confined Space Assembly	\$350.00	day
B0188	Explosion Proof Light	\$150.00	day
B1310	Breather Box	\$150.00	day
B1309	Cascade Air System	\$250.00	day
B0382	Pneumatic Air Fan 11,000 CFM	\$120.00	day
B0182	Electric Blower 930 CFM	\$80.00	day
B0383	Pneumatic Air Blower 3,500 CFM	\$80.00	day
B0193	Fall Protection Ensemble	\$90.00	person/day
Billing Unit	Monitoring Equipment	Rate	UOM
B0588	Waste Water Auto Sampler	\$350.00	day
B0602	X-ray Fluorescent (XRF) Analyzer	\$350.00	day
B1089	XRF Lead Paint Sampler (SciAps)	\$500.00	day
B0569	Ultra-Rae 3,000 Benzene Meter Plue SEP Tubes	\$260.00	day
B0778	Electronic Process Meter	\$55.00	day
B0032	4 Gas Meter	\$170.00	day
B0033	4 Gas Meter w/ PID	\$180.00	day
B1178	Landfill Gas Meter	\$350.00	day
B1258	Survey Equipment (RTK GPS)	\$180.00	day
B1290	Survey Equipment (Total Station)	\$300.00	day
B1161	Multiparameter Groundwater Meter	\$175.00	day
B1188	Water Quality Meter (Multi-Parameter)	\$130.00	day
B1173	Insulation Tester (MEG Meter)	\$40.00	day
B1172	Flow Sensor (Pitot Tube)	\$100.00	day
B1168	Digital Micromanometer	\$35.00	day
B0456	Radon Test Kits	\$25.00	each
B0370	Photo Ionization Meter (PID)	\$80.00	day
B0305	Interface Probe	\$65.00	day
B0545	GPS Unit	\$50.00	day
B0591	Water Level Indicator	\$42.00	day
B0150	Digital pH Meter	\$32.00	day
B1272	PCM Analysis	\$20.00	sample
Billing Unit	Specialty Equipment	Rate	UOM
B0096	Betts Emergency Unloading Valve	\$300.00	day
B0111	Bunker Gear	\$200.00	day
B0514	SCBA	\$250.00	day
B0548	Tank Nibbler	\$200.00	day
B0542	Supplied Air Respirator	\$200.00	day
B0324	Locator/Transmitter	\$145.00	day
B1130	Belt Conveyor	\$500.00	day
B1271	Intrinsically Safe Extensions	\$450.00	day
B1230	Maxi Miller Drain Cleaner	\$150.00	hour
B1231	Rotary Duct Cleaner	\$750.00	day
B1232	HepAir Duct Cleaner	\$750.00	day
B1233	VisioAir Duct Cleaner	\$1,000.00	day
B1283	Pipe Pressure Testing Kit	\$200.00	day

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Standard Rates

TOOLS & EQUIPMENT			
Billing Unit	Specialty Equipment cont.	Rate	UOM
B1234	Floor Scanner (MFE)	\$800.00	day
B0572	Wall Crawler (MFE)	\$800.00	day
B0486	Riding Lawn Mower	\$210.00	day
B0592	Weed Eater	\$90.00	day
B1260	Portable Torch Kit w/ Gasses	\$175.00	day
B1261	Transfer Fittings Charge	\$550.00	each
B1235	Steam Cleaner	\$65.00	hour
B1236	Weed Sprayer	\$25.00	hour
B1274	Smoke Machine	\$140.00	day
B0570	Ultrasonic Thickness Meter	\$65.00	day
B0380	Plug & Patch Kit	\$35.00	day
B0583	Ventilation Fan (per fan)	\$30.00	day
B0472	Respirator	\$30.00	day
B0356	Non-Sparking Tool Kit	\$27.00	day
B0303	Infield Laptop	\$27.00	day
B1237	Blasting Pot	\$500.00	day
B0400	Portable Radios	\$22.00	day
B1162	Crane Mats	\$25.00	day
B0219	FRC Clothing	\$17.00	person/day
Billing Unit	Drone Equipment & Operators	Rate	UOM
182	UAV Pilot	\$150.00	hour
183	Flight Safety Observer	\$75.00	hour
184	Data Processor	\$100.00	hour
B1044	Drone	\$150.00	hour
B1045	Drone w/ Thermal Imaging	\$275.00	hour
Billing Unit	Cameras	Rate	UOM
B0489	Intrinsically Safe CCTV Crawler System	\$250.00	hour
B0487	Rigid Push Camera	\$40.00	hour
B0551	Thermal Camera	\$20.00	hour
B1293	CCTV Crawler System	\$185.00	hour
Billing Unit	Drilling Equipment	Rate	UOM
B0361	Optical Image / Hydraulic Profiler Combination (OIHPT)	\$2,500.00	day
B0360	Optical Image Profiler (OIP)	\$2,000.00	day
B0294	Hydraulic Profiler (HPT)	\$1,400.00	day
B0446	Grout Pump	\$200.00	day
B0244	Hand Auger	\$50.00	day
B0532	Rotary Sonic Drill Rig	\$350.00	hour
B0079	Air Rotary Drill	\$250.00	hour
B1238	3100 GT Truck Mounted Drill Rig	\$175.00	hour
B1239	CME Auger Rig	\$150.00	hour
B1287	Mud Rotary Rig	\$450.00	hour
B0682	Water Truck	\$50.00	hour

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Environmental Works, Inc.

2024 Standard Rates

TOOLS & EQUIPMENT			
Billing Unit	Drilling Equipment cont.	Rate	UOM
B1240	Geoprobe 6620 Unit (Direct Push)	\$100.00	hour
B1241	Geoprobe 7822 Unit (Direct Push)	\$150.00	hour
B1163	Geoprobe 3230 Unit (Direct Push)	\$175.00	hour
B1242	Borehole Camera	\$200.00	hour
B1243	Concrete Saw 12"	\$100.00	hour
B1244	Pneumatic Diverter	\$30.00	hour
B1115	Pump Truck	\$75.00	hour
B1245	Mechanical Syringe Pump PFAS	\$150.00	hour
B1246	Packer System & Pump	\$250.00	hour
B0238	Ground Penetrating Radar	\$85.00	hour

Billing Unit	Environmental Systems Equipment	Rate	UOM
B0635	Air Sparging SVE Trailer	\$1,250.00	day
B1217	Vapor Extraction/Air Sparging Trailer	\$2,500.00	day
B1247	Dual Phase Remediation Unit	\$2,000.00	day
B1101	Technician Tools	\$130.00	person/day
B1270	Environmental Sytems Truck w/ Tools	\$45.00	hour

CONSUMABLES			
Billing Unit	PPE	Rate	UOM
B0225	Fully Encapsulated Level B Suit	\$300.00	each
B0263	Hip Waders	\$160.00	each
B0296	Hydro Blasting Coveralls	\$110.00	each
B0240	Guardian Acid Suit	\$95.00	each
B0512	Saranex Coveralls	\$38.00	each
B0387	Poly Coated Tyvek Coveralls	\$25.00	each
B0568	Tyvek Coveralls	\$18.00	each
B0567	Tychem QC Coveralls	\$22.00	each
B0295	Hydro Blast Boots	\$160.00	pair
B0252	Haz Mat Boots	\$130.00	pair
B0498	Rubber Boots	\$45.00	pair
B0311	Latex Boot Covers	\$8.00	pair
B0253	Haz Mat Tape	\$47.00	each
B0119	Caution Tape	\$22.00	each
B0174	Duct Tape	\$17.00	each
B0959	Rags	\$47.00	box
B1286	Pipe (for Pipe Bed Trailer)	\$5.00	foot
B0766	Dip Gloves	\$15.00	pair
B0315	Leather Gloves	\$15.00	pair
B0348	Nitrile Gloves	\$15.00	box
B0454	PVC Gloves	\$10.00	pair
B0499	Rubber Gloves	\$8.00	pair
B0346	Neoprene Gloves	\$7.00	pair
B0353	Nitrile Over Cotton Gloves	\$7.00	pair
B0408	Level A PPE	\$2,500.00	each
B0409	Level B PPE	\$200.00	person/day
B0411	Level C PPE	\$150.00	person/day
B0413	Modified Level D PPE	\$50.00	person/day

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Environmental Works, Inc.

2024 Standard Rates

CONSUMABLES			
Billing Unit	Covid Decon. & Sanitation	Rate	UOM
B0990	Electrostatic Sprayer / Per Day	\$125.00	day
B0217	Fogger / Per Day	\$50.00	day
B0535	Sprayer / Per Day	\$20.00	day
B0192	Face Shield	\$15.00	each
B1041	Single Station Personnel Decon	\$30.00	each
B0636	MediClean / Quat Ammonium / Per Gallon	\$60.00	gallon
B0935	Iso Propyl Alcohol / Per Gallon	\$60.00	gallon
B0936	BioEsque Solution / Per Gallon	\$60.00	gallon
Billing Unit	Respiratory Protection	Rate	UOM
B0201	Filter 3M Acid Gas	\$27.00	each
B0202	Filter 3M Ammonia	\$25.00	each
B0204	Filter 3M HEPA	\$25.00	each
B0206	Filter 3M Multi-Gas	\$25.00	each
B0207	Filter 3M Organic Vapor	\$27.00	each
B0201	Filter 3M Organic Vapor Acid Gas	\$27.00	each
B0203	Filter 3M Chemical Plus HEPA	\$40.00	each
B0205	Filter 3M Mercury / Chlorine	\$40.00	each
B0209	Filter 3M Particulate	\$22.00	each
B0479	Respirator Wipes	\$25.00	each
B0513	SCBA Bottle Refill	\$30.00	each
B1248	Benzene SEP Tubes	\$25.00	each
B0511	Large SAR Bottle Refill	\$140.00	each
Billing Unit	Absorbents & Chemicals	Rate	UOM
B0069	Acid Pads 18" x 18"	\$190.00	bundle
B0127	Clor N Oil / Clor N Soil Kit	\$160.00	each
B0064	Absorbent Boom 8" x 10'	\$158.00	bundle
B0062	Absorbent Boom 5" x 10'	\$138.00	bundle
B0066	Absorbent Pads 18" x 18"	\$87.00	bundle
B1305	Fentanyl Decon Solution	\$165.00	each
B1304	Fentanyl Detection Wipes	\$40.00	box
B0125	Citric Acid	\$90.00	bag
B1265	Hypochlorous Acid	\$35.00	gallon
B0236	Grass Seed (25lb)	\$85.00	bag
B0526	Soda Ash	\$60.00	bag
B0321	Lime	\$60.00	bag
B0533	SpaghSorb	\$50.00	each
B1038	Cement	\$33.00	bag
B0130	Concrete	\$10.00	bag
B0084	Asphalt	\$9.00	bag
B1249	Muriatic Acid (Hydrochloric Acid)	\$20.00	gallon
B0126	Clay Absorbent	\$20.00	each
B1250	Bleach	\$15.00	gallon
B0335	Micro Blaze	\$57.00	gallon
B1220	Hydro Gel	\$17.00	each

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Environmental Works, Inc.

2024 Standard Rates

CONSUMABLES			
Billing Unit	Absorbents & Chemicals cont.	Rate	UOM
B1291	Dry Ice	\$3.00	pound
B0523	Simple Green	\$20.00	gallon
B0509	Sand Bags	\$13.00	bag
B0540	Straw Matting	\$65.00	roll
B0369	pH Paper	\$35.00	box

Billing Unit	Drums & Waste Disposal	Rate	UOM
B0391	250-Gallon Poly Tote	\$365.00	each
B0920	275-Gallon Poly Tote	\$415.00	each
B0392	330-Gallon Poly Tote	\$475.00	each
B0059	95-Gallon Poly Overpack Drum	\$395.00	each
B0055	85-Gallon Poly Overpack Drum	\$350.00	each
B0056	85-Gallon Steel Overpack Drum	\$350.00	each
B0047	55-Gallon Open Top Poly Drum	\$135.00	each
B0046	55-Gallon Closed Head Poly Drum	\$135.00	each
B0045	55-Gallon Steel Open Top Drum	\$165.00	each
B0044	55-Gallon Steel Closed Head Drum	\$140.00	each
B1251	30-Gallon Poly Drum	\$115.00	each
B0011	15-Gallon Drum	\$100.00	each
B0042	5-Gallon Biohazard Container	\$160.00	each
B1307	30-55 Gallon Overpack Drum	\$150.00	each
B1306	Vented Bung	\$50.00	each
B0136	Cubic Yard Box	\$120.00	each
B0137	Cubic Yard Clean Pack	\$120.00	each
B0043	5-Gallon Plastic Pail	\$17.00	each
B0379	Plastic Sheeting 6 mil 20' x 100'	\$160.00	roll
B0098	Bladder Bag for Vac Box	\$300.00	each
B0490	Roll Off Liners	\$75.00	each
B0112	Burial Bag / Drum Liner	\$7.50	each
B0388	Poly Drum Liners	\$2.50	each

TERMS AND CONDITIONS

Labor

Overtime (1.5x) will be charged for work performed before 0700 and after 1700 hours, for work over 8 hours in a day, over 40 hours in a week, and weekends.

Double time (2x) will be charged for Holidays:

New Year's Day / Memorial Day / Labor Day / Independence Day / Thanksgiving Day / Friday after Thanksgiving Day
Christmas Eve / Christmas Day

A Per Diem of \$225.00 per person, per day will apply for food and lodging for out of town and overnight stays.

EWI reserves the right to bill meals and lodging at a cost plus basis at any time.

Litigation support services are 2.5 times the normal hourly rate.



Environmental Works, Inc.

2024 Standard Rates

TERMS AND CONDITIONS

Equipment

"Per Day" is a 12 hour shift or less, with the exception of portable storage containers.

Portable storage container price does not include delivery.

Equipment requested to be on hold in Standby, by a Client, is billed at one-half (1/2) the standard rate with the exception of non-EWI owned equipment which will be billed at the full standard rate plus markup.

Any equipment damaged at no fault of EWI, or at the direction of the Client, is repaired at the Client's expense and billed at cost plus, including up to replacement cost of the equipment.

All equipment, including stationary vacuum trucks, heavy vehicles and equipment, & boats are billed per the fuel surcharge chart below.

All prices are based on the U.S.E.I.A monthly average for the Midwest Region and can be found at www.eia.gov.

	Rate	UOM
Fuel Surcharge - Gallon of Diesel = \$2.01-\$2.50	3.00%	hour
Fuel Surcharge - Gallon of Diesel = \$2.51-\$3.00	4.00%	hour
Fuel Surcharge - Gallon of Diesel = \$3.01-\$3.50	5.00%	hour
Fuel Surcharge - Gallon of Diesel = \$3.51-\$4.00	6.00%	hour
Fuel Surcharge - Gallon of Diesel = \$4.01-\$4.50	7.00%	hour
Fuel Surcharge - Gallon of Diesel = \$4.51-\$5.00	8.00%	hour
Fuel Surcharge - Gallon of Diesel = \$5.01-\$5.50	9.00%	hour
Fuel Surcharge - Gallon of Diesel = \$5.51-\$6.00	10.00%	hour
Fuel Surcharge - Gallon of Diesel = \$6.01-\$6.50	11.00%	hour
Fuel Surcharge - Gallon of Diesel = \$6.51-\$7.00	12.00%	hour
Fuel Surcharge - Gallon of Diesel = \$7.01-\$7.50	13.00%	hour
Fuel Surcharge - Gallon of Diesel = \$7.51-\$8.00	14.00%	hour
Fuel Surcharge - Gallon of Diesel = \$8.01-\$8.50	15.00%	hour
Fuel Surcharge - Gallon of Diesel = \$8.51-\$9.00	16.00%	hour
Fuel Surcharge - Gallon of Diesel = \$9.01-\$9.50	17.00%	hour
Fuel Surcharge - Gallon of Diesel = \$9.51-\$10.00	18.00%	hour

Other

Any rented items, subcontractor, or materials purchased for a project will be billed at cost plus 25% markup.

IDLH and Levels A & B carry a surcharge of \$10.00 per hour, per person.

Consumables rates may be adjusted following market dynamics (including availability).

Rate schedule may not be inclusive of all equipment, materials, and consumables.

These rates are subject to periodic review and adjustments as deemed necessary by EWI.

Applicable federal, state, and local taxes, except income and ad valorem, as they pertain to services, equipment rental, sales of material, manufacturer repair, delivery and/or transportation are the responsibility of the customer.

EWI will never become the Generator or accept ownership of waste materials from any job site.

A Waste Storage Fee of \$100 per job for drums and \$250 per job for roll off containers or frac tanks applies to all containers stored at a secured EWI facility.

EWI works at the discretion of the Client but reserves the right to stop work if unsafe conditions are encountered.

EWI will not be held at fault for these work stoppages until the situation or condition is remedied.

EWI Terms are Net 30 from the date of the invoice unless previously agreed to, in writing, by EWI and the Client.

EWI assesses a late fee on all unpaid balances after thirty (30) days at a rate of 1.5% per month.

All legal and collections fees are the responsibility of the Client.

All rates represented Net 30 payment terms. Any negotiated terms greater than Net 30 are subject to higher rates.

Environmental Works, Inc. reserves the right to charge for items not included on this rate sheet.

Invoices will include a 5% Energy and Insurance fee.



Environmental Works, Inc.

2024 Emergency Response

PERSONNEL, VEHICLES, & TRAILERS			
Labor Code	Personnel - Regular Hour Rate	Hourly Rate	
Field Services Staff		Straight Time	Overtime
130	Senior Project Manager (Field)	\$220.00	\$330.00
032	Drilling Supervisor	\$135.00	\$202.50
102	Project Manager (Field)	\$130.00	\$195.00
083	Licensed Driller	\$110.00	\$165.00
053	Field Supervisor	\$100.00	\$150.00
150	Welder	\$95.00	\$142.50
124	Operator / Driver	\$87.25	\$130.88
224	Pipe Fitter	\$88.00	\$132.00
033	Drilling Technician	\$80.00	\$120.00
042	Environmental Technician	\$79.50	\$119.25
057	Field Technician	\$79.50	\$119.25
Consulting Services Staff		Straight Time	Overtime
159	Senior Project Engineer (PhD / PE)	\$272.00	\$272.00
216	Systems Programmer	\$210.00	\$210.00
158	Principal	\$200.00	\$200.00
036	Professional Engineer (PE)	\$180.00	\$180.00
119	Senior Project Manager	\$170.00	\$170.00
035	Project Engineer	\$170.00	\$170.00
156	Certified Tank / Weld / Integrity Inspector (STI/API)	\$165.25	\$165.25
160	Licensed Geologist	\$150.00	\$150.00
219	Data Analyst	\$155.75	\$155.75
217	Senior Systems Technician	\$135.00	\$135.00
102	Project Manager	\$135.50	\$135.50
157	Project Scientist / Geologist	\$125.50	\$125.50
071	Health & Safety Officer	\$115.00	\$115.00
199	Systems Technician	\$120.50	\$120.50
013	Associate Engineer	\$120.75	\$120.75
190	Lab-pack Chemist	\$110.25	\$110.25
014	Associate Scientist	\$110.25	\$110.25
009	Asbestos / Lead Inspector	\$105.50	\$105.50
016	AutoCAD / GIS Technician	\$95.25	\$95.25
004	Administrative Assistant	\$68.00	\$68.00
Billing Unit	Vehicles & Trailers	Rate	UOM
B0485	Response Vehicle	\$55.00	hour
B0200	Field Truck 3/4 ton or less	\$42.50	hour
B1294	Field Truck 1 ton or greater	\$50.00	hour
B0196	Field Truck 1 ton or greater w/ lift gate	\$62.50	hour
B0195	Field Truck 2 1/2 ton with Auto Crane	\$62.50	hour
B1292	Field Truck 2 ton	\$60.00	hour
B0241	Guzzler (16 cubic yard)	\$183.25	hour
B1190	Hi-Rail Guzzler	\$276.00	hour
B1199	Winch Truck	\$117.50	hour
B0538	Stainless Steel Vacuum Truck (3,000 gallon)	\$157.50	hour
B0580	Vacuum Truck (3,000 gallon)	\$137.50	hour
B0180	Dump Truck	\$117.50	hour
B0494	Rolloff Truck	\$142.50	hour
B1010	Pump Truck w/ Tooling	\$102.25	hour

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Environmental Works, Inc.

2024 Emergency Response

PERSONNEL, VEHICLES, & TRAILERS			
Billing Unit	Vehicles & Trailers cont.	Rate	UOM
B1223	Box Truck (20ft)	\$122.50	hour
B0109	ER Box Truck	\$170.00	hour
B0224	Freight Liner Rollback	\$67.25	hour
B0519	Semi Tractor (Daycab - Over the Road (OTR))	\$97.25	hour
B1253	OTR w/ Vacuum Tanker (5,500 gallon)	\$152.50	hour
B1255	OTR w/ Crude Oil Tanker	\$147.50	hour
B1254	OTR w/ Double Rolloff Trailer	\$152.50	hour
B1256	OTR 48' Box Trailer with Liftgate	\$150.00	hour
B1257	OTR w/ 40-Ton Lowboy Trailer	\$152.50	hour
B0480	Response Trailer (16-20')	\$95.00	hour
B0481	OSRO Trailer	\$78.50	hour
B0546	Tank Cleaning Trailer	\$62.40	hour
B0172	Dump Truck Tag Trailer	\$50.00	hour
B0420	Project Support Trailer	\$42.75	hour
B0560	Gooseneck Trailer	\$42.75	hour
B0559	Flat Bed Trailer	\$27.50	hour
B1282	Dredge Trailer	\$62.50	hour
B1224	OTR w/ Walking Floor Trailer	\$152.50	hour
B0175	Dump Trailer	\$28.25	hour
B0384	Pneumatic Conveyer (Grain Vac)	\$182.75	hour

TOOLS & EQUIPMENT			
Billing Unit	Tools, Generators, Compressors, Lighting, & Water Blasters	Rate	UOM
B1047	Stoneage Automated Tube Lansing	\$600.00	day
B0297	Hydro Blaster (20,000 - 40,000 PSI)	\$192.00	hour
B1225	Hydro Blaster Support Trailer	\$73.00	hour
B0005	Additional 1 Inch x 50 foot 20,000 PSI hose	\$83.00	day
B0097	BJV or Warthog head	\$50.00	hour
B0031	3D Nozzle with Cage 20,000 PSI	\$325.00	day
B0022	2D Nozzle with Cage 20,000 PSI	\$180.00	day
B0171	Dry Ice Blaster (Dry Ice charged separately)	\$900.00	day
B0322	Line Jetter 4,000 PSI 12 GPM	\$850.00	day
B0323	Line Jetter 4,000 PSI 25 GPM	\$1,015.00	day
B0073	Air Compressor 375 CFM	\$510.00	day
B0072	Air Compressor 125 to 210 CFM	\$440.00	day
B0074	Air Compressor, Gasoline, Portable	\$90.00	day
B0319	Light Tower	\$275.00	day
B0218	Forklift	\$125.00	day
B0246	Hand Tools & Portable Power Tools	\$156.00	person/day
B0229	Generator, up to 8,000 watt	\$125.00	day
B0258	Portable Heater (Plus Fuel)	\$150.00	day
B0397	Portable Light Stand	\$75.00	day

Billing Unit	Pressure Washer	Rate	UOM
B0257	Heated Pressure Washer 7,000 PSI	\$80.00	hour
B0256	Heated Pressure Washer up to 4,000 PSI	\$65.00	hour
B0694	Non-Heated Pressure Washer up to 2,500 PSI	\$12.00	hour

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Environmental Works, Inc.

2024 Emergency Response

TOOLS & EQUIPMENT			
Billing Unit	Heavy Equipment	Rate	UOM
B0186	Excavator (30,000-50,000 lbs.)	\$153.00	hour
B0524	Skid Loader - Small	\$112.00	hour
B1226	Skid Loader - Large	\$122.00	hour
B1227	Skid Loader Attachments (broom, brush hog, grapple bucket, etc)	\$15.00	hour
B0339	Mini Excavator	\$117.00	hour
B0340	Mini-Vac (500 gallon)	\$82.00	hour
B0556	Tractor	\$75.00	hour
B0157	Ditch Witch	\$85.00	hour
B0085	UTV / ATV / Gator	\$30.00	hour
Billing Unit	Vacuum Equipment	Rate	UOM
B1282	Dredge w/ trailer	\$2,000.00	day
B0582	Vent Brush System	\$950.00	day
B1259	Portable Vacuum	\$450.00	day
B0345	Negative Air Machine	\$415.00	day
B0332	Mercury Vac (plus filter change)	\$400.00	day
B0575	HEPA Vac (plus filter change)	\$280.00	day
B0170	Drum Vac	\$175.00	day
B0386	Pneumatic Tornado Vac	\$165.00	day
B0458	Ranger Dust Vacuum System	\$115.00	day
B0576	Wet Dry Vac	\$60.00	day
B0376	8" Hard Suction Pipe	\$3.50	foot
B0375	6" Hard Suction Pipe	\$2.10	foot
B0242	Guzzler Flex Hose	\$2.85	foot
Billing Unit	Pumps & Pumping Accessories	Rate	UOM
B0422	1 Inch Double Diaphragm (Chemical)	\$155.00	day
B0423	1 Inch Double Diaphragm	\$65.00	day
B0425	2 Inch Double Diaphragm (Chemical)	\$305.00	day
B0426	2 Inch Double Diaphragm	\$105.00	day
B0429	2 Inch Poly Centrifugal	\$135.00	day
B0431	2 Inch Venturi Liquid/Slurry Pump (used with 25 GPM Line Jetter)	\$135.00	day
B0430	2 Inch Trash Pump	\$95.00	day
B0427	2 Inch Electric Roper Pump	\$55.00	day
B0433	3 Inch Double Diaphragm	\$205.00	day
B0435	3 Inch Trash Pump	\$185.00	day
B1308	3 Inch Electric Roper Pump	\$575.00	day
B0436	4 Inch Dri Prime Trash Pump	\$340.00	day
B0439	6 Inch Dri Prime Trash Pump	\$430.00	day
B0442	6 Inch Hydraulic Submersible Pump w/ Hydraulic Power Pack	\$595.00	day
B1096	6 Inch Electric Submersible Pump	\$600.00	day
B0299	Hydraulic Hose Set for Hydraulic Submersible (50 foot section)	\$60.00	day
B0445	Draw Down Pump	\$235.00	day
B0449	Submersible Pump	\$45.00	day
B0448	Peristaltic Pump	\$45.00	day
B1288	High Volume Air Pump	\$60.00	day
B1289	Low Volume Air Pump	\$30.00	day
B0326	Low Flow GW Sampling Pump & Controller	\$115.00	day

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Environmental Works, Inc.

2024 Emergency Response

TOOLS & EQUIPMENT			
Billing Unit	Pumps & Pumping Accessories cont.	Rate	UOM
B1228	Stainless Steel Blackmer w/ Power Pack	\$1,150.00	day
B0536	Stainless Steel Filter Vessel	\$425.00	day
B0118	Carbon Steel / Polymer Filter Vessel	\$325.00	day
B0226	General Use Hose (Garden Hose)	\$80.00	each
B0264	1 Inch Chemical Hose	\$0.87	foot
B0269	2 Inch Petroleum Hose	\$1.11	foot
B0266	2 Inch Chemical Hose	\$1.47	foot
B0267	2 Inch Food Grade Hose	\$1.85	foot
B0274	3 Inch Petroleum Hose	\$1.47	foot
B0271	3 Inch Chemical Hose	\$1.95	foot
B0272	3 Inch Food Grade Hose	\$2.50	foot
B0280	4 Inch Lay Flat Hose	\$32.00	section
B0287	6 Inch Lay Flat Hose	\$52.00	section
B0277	4 Inch Hard Suction	\$20.00	section
B0284	6 Inch Hard Suction	\$30.00	section
Billing Unit	Oil Spill Equipment	Rate	UOM
B0168	Drum Skimmer TDS 118G	\$305.00	day
B1229	Drum Skimmer TDS 118G w/ Power Pack	\$600.00	day
B0103	10 Foot Boat	\$75.00	day
B0099	12-16' Boat with Motor	\$200.00	day
B1048	16 Foot Boat	\$65.00	day
B0100	17 Foot Boat with 40hp Jet Motor	\$250.00	day
B0101	20 Foot Boat with 115hp Motor	\$385.00	day
B0102	26 Foot Boat with twin 115hp Motors	\$880.00	day
B0314	Leaf Blower	\$65.00	day
B0317	Life Vest / Per Person	\$30.00	day
B0550	Tee Boom Connector	\$15.00	day
B0105	Boom Anchor System	\$15.00	day
B0108	Boom Tow Bridle	\$7.50	day
B0249	Hard Shell Buoy 12"	\$2.00	day
B0106	Containment Boom 4" x 6"	\$1.87	foot/day
B0107	Creek Boom 2" x 4"	\$1.07	foot/day
Billing Unit	Portable Storage	Rate	UOM
B0398	Portable Office (20' x 8')	\$200.00	day
B0396	Portable Fuel Storage Tank	\$75.00	day
B0630	Frac Tank 20,000 Gallons	\$115.00	day
B0631	Frac Tank 10,000 Gallons	\$85.00	day
B0395	Portable Containment	\$80.00	day
B0389	Poly Tank 2,000 to 3,000 Gallons	\$25.00	day
B0390	Poly Tank 500 to 1,500 Gallons	\$20.00	day
B0577	Vac Box	\$85.00	day
B0491	Roll Off 25 Yard	\$30.00	day
B0403	Portable Storage Unit (20' x 8')	\$12.00	day

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Emergency Response

TOOLS & EQUIPMENT			
Billing Unit	Confined Space Equipment	Rate	UOM
B0325	Lombrico Remote Control Confined Space Cleaner	\$2,200.00	day
B0132	Confined Space Assembly	\$425.00	day
B0188	Explosion Proof Light	\$175.00	day
B1310	Breather Box	\$175.00	day
B1309	Cascade Air System	\$285.00	day
B0382	Pneumatic Air Fan 11,000 CFM	\$145.00	day
B0182	Electric Blower 930 CFM	\$95.00	day
B0383	Pneumatic Air Blower 3,500 CFM	\$95.00	day
B0193	Fall Protection Ensemble	\$120.00	person/day
Billing Unit	Monitoring Equipment	Rate	UOM
B0588	Waste Water Auto Sampler	\$415.00	day
B0602	X-ray Fluorescent (XRF) Analyzer	\$440.00	day
B1089	XRF Lead Paint Sampler (SciAps)	\$600.00	day
B0569	Ultra-Rae 3,000 Benzene Meter Plue SEP Tubes	\$310.00	day
B0778	Electronic Process Meter	\$65.00	day
B0032	4 Gas Meter	\$202.00	day
B0033	4 Gas Meter w/ PID	\$205.00	day
B1178	Landfill Gas Meter	\$400.00	day
B1258	Survey Equipment (RTK GPS)	\$205.00	day
B1290	Survey Equipment (Total Station)	\$350.00	day
B1161	Multiparameter Groundwater Meter	\$200.00	day
B1188	Water Quality Meter (Multi-Parameter)	\$150.00	day
B1173	Insulation Tester (MEG Meter)	\$45.00	day
B1172	Flow Sensor (Pitot Tube)	\$115.00	day
B1168	Digital Micromanometer	\$40.00	day
B0456	Radon Test Kits	\$25.00	each
B0370	Photo Ionization Meter (PID)	\$95.00	day
B0305	Interface Probe	\$75.00	day
B0545	GPS Unit	\$60.00	day
B0591	Water Level Indicator	\$52.00	day
B0150	Digital pH Meter	\$40.00	day
B1272	PCM Analysis	\$20.00	sample
Billing Unit	Specialty Equipment	Rate	UOM
B0096	Betts Emergency Unloading Valve	\$400.00	day
B0111	Bunker Gear	\$250.00	day
B0514	SCBA	\$312.00	day
B0548	Tank Nibbler	\$250.00	day
B0542	Supplied Air Respirator	\$260.00	day
B0324	Locator/Transmitter	\$175.00	day
B1130	Belt Conveyor	\$600.00	day
B1271	Intrinsically Safe Extensions	\$450.00	day
B1230	Maxi Miller Drain Cleaner	\$175.00	hour
B1231	Rotary Duct Cleaner	\$900.00	day
B1232	HepAir Duct Cleaner	\$900.00	day
B1233	VisioAir Duct Cleaner	\$1,200.00	day
B1283	Pipe Pressure Testing Kit	\$250.00	day

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Emergency Response

TOOLS & EQUIPMENT			
Billing Unit	Specialty Equipment cont.	Rate	UOM
B1234	Floor Scanner (MFE)	\$950.00	day
B0572	Wall Crawler (MFE)	\$950.00	day
B0486	Riding Lawn Mower	\$262.00	day
B0592	Weed Eater	\$100.00	day
B1260	Portable Torch Kit w/ Gasses	\$220.00	day
B1261	Transfer Fittings Charge	\$575.00	each
B1235	Steam Cleaner	\$75.00	hour
B1236	Weed Sprayer	\$30.00	hour
B1274	Smoke Machine	\$140.00	day
B0570	Ultrasonic Thickness Meter	\$75.00	day
B0380	Plug & Patch Kit	\$50.00	day
B0583	Ventilation Fan (per fan)	\$35.00	day
B0472	Respirator	\$57.50	day
B0356	Non-Sparking Tool Kit	\$37.00	day
B0303	Infield Laptop	\$30.00	day
B1237	Blasting Pot	\$600.00	day
B0400	Portable Radios	\$27.00	day
B1162	Crane Mats	\$30.00	day
B0219	FRC Clothing	\$22.00	person/day
Billing Unit	Drone Equipment & Operators	Rate	UOM
182	UAV Pilot	\$150.00	hour
183	Flight Safety Observer	\$75.00	hour
184	Data Processor	\$100.00	hour
B1044	Drone	\$150.00	hour
B1045	Drone w/ Thermal Imaging	\$275.00	hour
Billing Unit	Cameras	Rate	UOM
B0489	Intrinsically Safe CCTV Crawler System	\$275.00	hour
B0487	Rigid Push Camera	\$40.00	hour
B0551	Thermal Camera	\$20.00	hour
B1293	CCTV Crawler System	\$200.00	hour
Billing Unit	Drilling Equipment	Rate	UOM
B0361	Optical Image / Hydraulic Profiler Combination (OIHPT)	\$3,000.00	day
B0360	Optical Image Profiler (OIP)	\$2,400.00	day
B0294	Hydraulic Profiler (HPT)	\$1,680.00	day
B0446	Grout Pump	\$240.00	day
B0244	Hand Auger	\$50.00	day
B0532	Rotary Sonic Drill Rig	\$420.00	hour
B0079	Air Rotary Drill	\$300.00	hour
B1238	3100 GT Truck Mounted Drill Rig	\$210.00	hour
B1239	CME Auger Rig	\$180.00	hour
B1287	Mud Rotary Rig	\$540.00	hour
B0682	Water Truck	\$60.00	hour

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Emergency Response

TOOLS & EQUIPMENT			
Billing Unit	Drilling Equipment cont.	Rate	UOM
B1240	Geoprobe 6620 Unit (Direct Push)	\$120.00	hour
B1241	Geoprobe 7822 Unit (Direct Push)	\$180.00	hour
B1163	Geoprobe 3230 Unit (Direct Push)	\$210.00	hour
B1242	Borehole Camera	\$240.00	hour
B1243	Concrete Saw 12"	\$120.00	hour
B1244	Pneumatic Diverter	\$36.00	hour
B1115	Pump Truck	\$90.00	hour
B1245	Mechanical Syringe Pump PFAS	\$180.00	hour
B1246	Packer System & Pump	\$300.00	hour
B0238	Ground Penetrating Radar	\$102.00	hour

Billing Unit	Environmental Systems Equipment	Rate	UOM
B0635	Air Sparging SVE Trailer	\$1,500.00	day
B1217	Vapor Extraction/Air Sparging Trailer	\$3,000.00	day
B1247	Dual Phase Remediation Unit	\$2,400.00	day
B1101	Technician Tools	\$156.00	person/day
B1270	Environmental Sytems Truck w/ Tools	\$45.00	hour

CONSUMABLES			
Billing Unit	PPE	Rate	UOM
B0225	Fully Encapsulated Level B Suit	\$300.00	each
B0263	Hip Waders	\$160.00	each
B0296	Hydro Blasting Coveralls	\$110.00	each
B0240	Guardian Acid Suit	\$90.00	each
B0512	Saranex Coveralls	\$35.00	each
B0387	Poly Coated Tyvek Coveralls	\$25.00	each
B0568	Tyvek Coveralls	\$18.00	each
B0567	Tychem QC Coveralls	\$20.00	each
B0295	Hydro Blast Boots	\$160.00	pair
B0252	Haz Mat Boots	\$130.00	pair
B0498	Rubber Boots	\$45.00	pair
B0311	Latex Boot Covers	\$8.00	pair
B0253	Haz Mat Tape	\$47.00	each
B0119	Caution Tape	\$22.00	each
B0174	Duct Tape	\$17.00	each
B0959	Rags	\$47.00	box
B1286	Pipe (for Pipe Bed Trailer)	\$5.00	foot
B0766	Dip Gloves	\$15.00	pair
B0315	Leather Gloves	\$15.00	pair
B0348	Nitrile Gloves	\$15.00	box
B0454	PVC Gloves	\$10.00	pair
B0499	Rubber Gloves	\$8.00	pair
B0346	Neoprene Gloves	\$7.00	pair
B0353	Nitrile Over Cotton Gloves	\$7.00	pair
B0408	Level A PPE	\$2,500.00	each
B0409	Level B PPE	\$200.00	person/day
B0411	Level C PPE	\$150.00	person/day
B0413	Modified Level D PPE	\$50.00	person/day

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Emergency Response

CONSUMABLES			
Billing Unit	Covid Decon. & Sanitation	Rate	UOM
B0990	Electrostatic Sprayer / Per Day	\$125.00	day
B0217	Fogger / Per Day	\$50.00	day
B0535	Sprayer / Per Day	\$20.00	day
B0192	Face Shield	\$15.00	each
B1041	Single Station Personnel Decon	\$30.00	each
B0636	MediClean / Quat Ammonium / Per Gallon	\$60.00	gallon
B0935	Iso Propyl Alcohol / Per Gallon	\$60.00	gallon
B0936	BioEsque Solution / Per Gallon	\$60.00	gallon
Billing Unit	Respiratory Protection	Rate	UOM
B0201	Filter 3M Acid Gas	\$27.00	each
B0202	Filter 3M Ammonia	\$25.00	each
B0204	Filter 3M HEPA	\$25.00	each
B0206	Filter 3M Multi-Gas	\$25.00	each
B0207	Filter 3M Organic Vapor	\$27.00	each
B0201	Filter 3M Organic Vapor Acid Gas	\$27.00	each
B0203	Filter 3M Chemical Plus HEPA	\$40.00	each
B0205	Filter 3M Mercury / Chlorine	\$40.00	each
B0209	Filter 3M Particulate	\$22.00	each
B0479	Respirator Wipes	\$25.00	each
B0513	SCBA Bottle Refill	\$30.00	each
B1248	Benzene SEP Tubes	\$25.00	each
B0511	Large SAR Bottle Refill	\$140.00	each
Billing Unit	Absorbents & Chemicals	Rate	UOM
B0069	Acid Pads 18" x 18"	\$190.00	bundle
B0127	Clor N Oil / Clor N Soil Kit	\$160.00	each
B0064	Absorbent Boom 8" x 10'	\$158.00	bundle
B0062	Absorbent Boom 5" x 10'	\$138.00	bundle
B0066	Absorbent Pads 18" x 18"	\$87.00	bundle
B1305	Fentanyl Decon Solution	\$165.00	each
B1304	Fentanyl Detection Wipes	\$40.00	box
B0125	Citric Acid	\$90.00	bag
B1265	Hypochlorous Acid	\$35.00	gallon
B0236	Grass Seed (25lb)	\$85.00	bag
B0526	Soda Ash	\$60.00	bag
B0321	Lime	\$60.00	bag
B0533	SpaghSorb	\$50.00	each
B1038	Cement	\$33.00	bag
B0130	Concrete	\$10.00	bag
B0084	Asphalt	\$9.00	bag
B1249	Muriatic Acid (Hydrochloric Acid)	\$20.00	gallon
B0126	Clay Absorbent	\$20.00	each
B1250	Bleach	\$15.00	gallon
B0335	Micro Blaze	\$57.00	gallon
B1220	Hydro Gel	\$17.00	each

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Emergency Response

CONSUMABLES			
Billing Unit	Absorbents & Chemicals cont.	Rate	UOM
B1291	Dry Ice	\$3.00	pound
B0523	Simple Green	\$20.00	gallon
B0509	Sand Bags	\$13.00	bag
B0540	Straw Matting	\$65.00	roll
B0369	pH Paper	\$35.00	box

Billing Unit	Drums & Waste Disposal	Rate	UOM
B0391	250-Gallon Poly Tote	\$365.00	each
B0920	275-Gallon Poly Tote	\$415.00	each
B0392	330-Gallon Poly Tote	\$475.00	each
B0059	95-Gallon Poly Overpack Drum	\$395.00	each
B0055	85-Gallon Poly Overpack Drum	\$350.00	each
B0056	85-Gallon Steel Overpack Drum	\$350.00	each
B0047	55-Gallon Open Top Poly Drum	\$135.00	each
B0046	55-Gallon Closed Head Poly Drum	\$135.00	each
B0045	55-Gallon Steel Open Top Drum	\$165.00	each
B0044	55-Gallon Steel Closed Head Drum	\$140.00	each
B1251	30-Gallon Poly Drum	\$115.00	each
B0011	15-Gallon Drum	\$100.00	each
B0042	5-Gallon Biohazard Container	\$160.00	each
B1307	30-55 Gallon Overpack Drum	\$150.00	each
B1306	Vented Bung	\$50.00	each
B0136	Cubic Yard Box	\$120.00	each
B0137	Cubic Yard Clean Pack	\$120.00	each
B0043	5-Gallon Plastic Pail	\$17.00	each
B0379	Plastic Sheeting 6 mil 20' x 100'	\$160.00	roll
B0098	Bladder Bag for Vac Box	\$300.00	each
B0490	Roll Off Liners	\$75.00	each
B0112	Burial Bag / Drum Liner	\$7.50	each
B0388	Poly Drum Liners	\$2.50	each

TERMS AND CONDITIONS

Emergency Response

All Emergency Response jobs are billed portal-to-portal.

All Emergency Response jobs are subject to a 4-hour minimum for personnel and equipment.

Emergency Response rates will apply to the first 7 days of a response, or until the response is finished following the notification to proceed.

Labor

Overtime (1.5x) will be charged for work performed before 0700 and after 1700 hours, for work over 8 hours in a day, over 40 hours in a week, and weekends.

Double time (2x) will be charged for Holidays:

New Year's Day / Memorial Day / Labor Day / Independence Day / Thanksgiving Day / Friday after Thanksgiving Day

Christmas Eve / Christmas Day

A Per Diem of \$225.00 per person, per day will apply for food and lodging for out of town and overnight stays.

EWI reserves the right to bill meals and lodging at a cost plus basis at any time.

Litigation support services are 2.5 times the normal hourly rate.

Attachment: EWI Response to Riley County Request for Environmental Consultant 01.10.2024 (14442 : Keats RFP proposals)



Environmental Works, Inc.

2024 Emergency Response

TERMS AND CONDITIONS

Equipment

"Per Day" is a 12 hour shift or less, with the exception of portable storage containers.

Portable storage container price does not include delivery.

Equipment requested to be on hold in Standby, by a Client, is billed at one-half (1/2) the standard rate with the exception of non-EWI owned equipment which will be billed at the full standard rate plus markup.

Any equipment damaged at no fault of EWI, or at the direction of the Client, is repaired at the Client's expense and billed at cost plus, including up to replacement cost of the equipment.

All equipment, including stationary vacuum trucks, heavy vehicles and equipment, & boats are billed per the fuel surcharge chart below.

All prices are based on the U.S.E.I.A monthly average for the Midwest Region and can be found at www.eia.gov.

	Rate	UOM
Fuel Surcharge - Gallon of Diesel = \$2.01-\$2.50	3.00%	hour
Fuel Surcharge - Gallon of Diesel = \$2.51-\$3.00	4.00%	hour
Fuel Surcharge - Gallon of Diesel = \$3.01-\$3.50	5.00%	hour
Fuel Surcharge - Gallon of Diesel = \$3.51-\$4.00	6.00%	hour
Fuel Surcharge - Gallon of Diesel = \$4.01-\$4.50	7.00%	hour
Fuel Surcharge - Gallon of Diesel = \$4.51-\$5.00	8.00%	hour
Fuel Surcharge - Gallon of Diesel = \$5.01-\$5.50	9.00%	hour
Fuel Surcharge - Gallon of Diesel = \$5.51-\$6.00	10.00%	hour
Fuel Surcharge - Gallon of Diesel = \$6.01-\$6.50	11.00%	hour
Fuel Surcharge - Gallon of Diesel = \$6.51-\$7.00	12.00%	hour
Fuel Surcharge - Gallon of Diesel = \$7.01-\$7.50	13.00%	hour
Fuel Surcharge - Gallon of Diesel = \$7.51-\$8.00	14.00%	hour
Fuel Surcharge - Gallon of Diesel = \$8.01-\$8.50	15.00%	hour
Fuel Surcharge - Gallon of Diesel = \$8.51-\$9.00	16.00%	hour
Fuel Surcharge - Gallon of Diesel = \$9.01-\$9.50	17.00%	hour
Fuel Surcharge - Gallon of Diesel = \$9.51-\$10.00	18.00%	hour

Other

Any rented items, subcontractor, or materials purchased for a project will be billed at cost plus 25% markup.

IDLH and Levels A & B carry a surcharge of \$10.00 per hour, per person.

Consumables rates may be adjusted following market dynamics (including availability).

Rate schedule may not be inclusive of all equipment, materials, and consumables.

These rates are subject to periodic review and adjustments as deemed necessary by EWI.

Applicable federal, state, and local taxes, except income and ad valorem, as they pertain to services, equipment rental, sales of material, manufacturer repair, delivery and/or transportation are the responsibility of the customer.

EWI will never become the Generator or accept ownership of waste materials from any job site.

A Waste Storage Fee of \$100 per job for drums and \$250 per job for roll off containers or frac tanks applies to all containers stored at a secured EWI facility.

EWI works at the discretion of the Client but reserves the right to stop work if unsafe conditions are encountered.

EWI will not be held at fault for these work stoppages until the situation or condition is remedied.

EWI Terms are Net 30 from the date of the invoice unless previously agreed to, in writing, by EWI and the Client.

EWI assesses a late fee on all unpaid balances after thirty (30) days at a rate of 1.5% per month.

All legal and collections fees are the responsibility of the Client.

All rates represented Net 30 payment terms. Any negotiated terms greater than Net 30 are subject to higher rates.

Environmental Works, Inc. reserves the right to charge for items not included on this rate sheet.

Invoices will include a 5% Energy and Insurance fee.

PROPOSAL FOR

KEATS ENVIRONMENTAL ASSESSMENT

**RILEY COUNTY, KANSAS
JANUARY 10, 2024**

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JEO CONSULTING GROUP

JEO CONSULTING GROUP, INC.

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p: 402.435.3080

Zach Cunningham, CWB®

Project Manager

m: 402.314.1688

e: zcunningham@jeo.com



January 10, 2024

Riley County
Attn: Ms. Amanda Webb, Planning Director
110 Courthouse Plaza
Manhattan, KS 66502

RE: Proposal for Keats Environmental Assessment

Dear Ms. Webb and Selection Committee Members:

Thank you for providing JEO Consulting Group, Inc. (JEO) the opportunity to submit a proposal for an Environmental Assessment (EA) for your project in Keats for a community lagoon/public sanitary sewer system. Our experience includes Environmental Impact Statements (EIS), Environmental Assessments (EA), Categorical Exclusions (CE), and Environmental Scans for a broad list of organizations and agencies, including the U.S. Department of Agriculture (USDA), Kansas Department of Transportation (KDOT), Nebraska Department of Transportation (NDOT), South Dakota Department of Transportation (SDDOT), Federal Highway Administration (FHWA), U.S. Army Corps of Engineers (USACE), Natural Resource Conservation Service (NRCS), Federal Rail Administration (FRA), U.S. Department of Veterans Affairs (USDVA), U.S. Environmental Protection Agency (EPA), and the Bureau of Indian Affairs (BIA).

JEO understands the important role that environmental studies play in the successful planning and execution of projects. We also know that National Environmental Policy Act (NEPA) documents are only as good as their collective parts. The JEO team is made up of industry experts who cover the technical aspects required to seamlessly work through the NEPA process. Our experienced, in-house community engagement team will facilitate stakeholder input and required comment periods and document correspondences for the public record required by the EA.

Our proposed team for this effort can be found in the organization chart on Page 3. Outside of this core team, JEO's Environmental Sciences department includes 14 qualified professionals available to ensure this project moves seamlessly through the NEPA process. Backed by JEO's 350+ planners, designers, technicians, project managers, and community engagement professionals, we are confident in our abilities to help get this project to the finish line.

We look forward to this opportunity to work with you on this important project.

Sincerely,


ZACH CUNNINGHAM, CWB®
Project Manager
JEO Consulting Group, Inc.

QUALIFICATIONS

ORGANIZATIONAL CHART

Our team has been tailored to provide the highest level of expertise, availability, and involvement needed to deliver a successful project for Riley County. Each team member has a record of delivering successful projects. They are proven professionals that recognize the importance of following through to meet client expectations. JEO understands the time commitment needed to produce a successful EA. The current and planned workload of the proposed team members will enable them to devote immediate and sustained attention to your project.

RILEY COUNTY, KANSAS

Project Manager

Zach Cunningham, CWB®

Team Members

Environmental Scientists

Eric Marrow
Raymond Montez
Mark Pomajzl

Community Engagement

Sasha Haehn

Floodplain Engineering

Chris Shultz, PE, CFM

Supporting Departments

JEO has over 350 employees company-wide, with multiple departments ready to help on your project where, or if, needed.

Environmental Sciences

14 team members



Planning and Engagement

14 team members



Water Resources Engineering

31 team members



TEAM EXPERIENCE/ QUALIFICATIONS



ZACH CUNNINGHAM, CWB®

PROJECT ROLE: *Project Manager*

Zach is a Certified Wildlife Biologist® with 18 years of experience as an environmental scientist, 12 of which have been in the transportation industry. Zach has accumulated extensive experience working on a variety of transportation projects in Nebraska at both the CE and EA levels. His expertise lies in effectively coordinating with stakeholders and agencies, such as NDOT, FHWA, U.S. Fish and Wildlife Service, Nebraska Game and Parks Commission, USACE, BIA, and others. Zach possesses specialized training in NEPA requirements, including Transportation Decision Making, CE Training and Assignment, Indirect and Cumulative Impact Analysis, Interagency Consultation for Endangered Species Act, and navigating the intricacies of the NEPA processes.



ERIC MARROW

PROJECT ROLE: *Environmental Scientist*

Eric has eight years of experience in the environmental field. Eric's expertise includes Section 404 permitting, threatened and endangered (T&E) species, NEPA documentation, hazardous materials reviews, and construction stormwater permitting. Eric has experience designing and monitoring wetland mitigation sites; completing both T&E species and migratory bird surveys throughout Nebraska; Phase I Site Assessments; and varying levels of NEPA projects. Eric has completed a variety of NEPA trainings to work with transportation departments, and has previously worked on multiple USDA-RD Environmental Reviews.



RAYMOND MONTEZ

PROJECT ROLE: *Environmental Scientist*

Raymond has experience providing regulatory compliance guidance to industrial manufacturing facilities, oil exploration and production companies, municipalities, and private individuals. He brings working knowledge of the Clean Air Act, Clean Water Act, and Resource Conservation and Recovery Act (RCRA) regulations. He is familiar with NPDES requirements, industrial waste management, Phase 1 ESAs, and Spill Prevention, Control, and Countermeasure (SPCC) plans. Raymond's previous work has also included ground and surface water monitoring, NEPA compliance and various levels of environmental reviews, in addition to biological assessments and wetland delineations.



MARK POMAJZL

PROJECT ROLE: *Environmental Scientist*

Mark joined JEO's Environmental Sciences team after spending almost ten years with the Nebraska Department of Environment and Energy as an Environmental Specialist. His experience with environmental permitting and inspections helps communities attain and keep high environmental standards.





SASHA HAEHN

PROJECT ROLE: *Stakeholder Engagement*



Sasha has experience in local government administration, leadership in planning document update processes, project administration, and public involvement and engagement. Her approachable and open style has helped hone her facilitation and communication skills, helping communities work through difficult conversations that lead to overall improvements and needed change. Sasha prides herself on her commitment to helping communities plan for their futures, implement those plans, and realize their dreams.



CHRIS SHULTZ, PE, CFM

PROJECT ROLE: *Floodplain Permitting*



With over seven years of experience, Chris specializes in floodplain and inundation modeling utilizing 1D/2D modeling software. His background includes creating 2D FEMA quality models for floodplains and floodways, levee certification and breach mapping, and bridge/culvert analysis for permitting. He also has a wide range of experience, including hydrologic modeling, groundwater modeling of stream-aquifer systems, and supply/demand modeling of reservoir systems.

WORKLOAD CAPACITY

We are grateful for the opportunity to assist with providing a NEPA EA for Riley County and the community of Keats.

Our philosophy is to commit our project managers, technical experts, and subconsultants to an active role on each project. This approach provides our clients with an engaged and responsive project team. Our project managers utilize Deltek Vantagepoint to plan the workload of team members, which results in the appropriate resources dedicated to your project for the duration of the contract.

Over the past two years, JEO's Environmental Science department has added 12 team members. This growth will allow our team to be readily available to work on all aspects of this project. We have assembled a highly qualified team ready to meet all your needs. We understand the importance of meeting your schedule and have the capacity to do so.

WASTEWATER TREATMENT FACILITY — EA DOCUMENT

SHENANDOAH, IOWA



The City of Shenandoah's Wastewater Treatment Facility is located approximately 0.5-mile west of U.S. Hwy 59 and approximately 0.5-mile south of 190th Street in rural Fremont County, Iowa. The city received a new National Pollutant Discharge Elimination System (NPDES) permit, which requires treatment for ammonia-nitrogen, *e.Coli*, and dissolved oxygen. The city's existing wastewater treatment facility is not capable of reliably treating these parameters throughout the year. In addition, the hydraulic loads being sent to the existing treatment facility exceed the design capacity of the existing treatment process.

Under a USDA EA, several treatment alternatives capable of fulfilling the new effluent permit limits were considered based on their practicability, affordability, and potential impact on the receiving stream. In addition, the treatment processes were evaluated for their ability to prepare the community to meet future treatment requirements as well, such as total nitrogen and total phosphorus as part of Iowa's Nutrient Reduction Strategy.

JEO prepared the EA document, including:

- Evaluating alternatives and their potential impacts to general land use, important farmland, formally classified lands, floodplains, wetlands, water resources, coastal resources, biological resources (general fish, wildlife and vegetation), ESA listed T&E species, Migratory Bird Treaty Act, invasive species,
- Cultural resources and historic properties
- Tribal consultation
- Aesthetics
- Air quality
- Socioeconomic assessment
- Environmental justice
- Noise and transportation
- Human health and safety – electromagnetic fields and interference, environmental risk management
- Corridor analysis and cumulative effects

VETERANS CEMETERY AT GRAND ISLAND—EA

NEBRASKA DEPARTMENT OF VETERANS' AFFAIRS



The Nebraska Department of Veteran Affairs (NDVA) constructed the fourth veterans cemetery in Nebraska in cooperation with the United States Department of Veterans Affairs (USDVA) in Grand Island/Hall County, Nebraska. This cemetery incorporates the currently existing seven-acre historic Grand Island Veterans Memorial Cemetery and expands the total area of service to 27 acres. The newly created cemetery is named The Nebraska Veterans Cemetery at Grand Island.

JEO completed a USDVA EA in under 90 days, with key aspects including evaluating alternatives and their potential impacts to aesthetics, air quality, cultural resources, geology, topology, soils, hydrology and water quality, wildlife and habitat, noise, land use, floodplain, wetlands and coastal zone management, socioeconomics, community, services, solid and hazardous materials, transportation and parking, utilities, environmental justice, cumulative impacts, and potential for generating controversy. Field work included wetland delineation and a Phase I EA.

To learn more about the project, visit our website:

<https://www.jeo.com/transforming-legacy-grand-island-veterans-memorial-cemetery-enhancement-project>

FIRE STATION—CE

AUDUBON, IOWA



JEO provided design and programming services for the proposed fire station located in Audubon, Iowa. The structure is 80 feet x 200 feet and was designed as a multiple level facility to best work with the district's selected site. The second level is a 4,623-square-foot mezzanine area serving as an open meeting space. In addition to the seven bay apparatus storage, the following spaces were included:

- Locker Area
- Laundry Facility
- ADA-Compliant Restrooms
- Private Chief's Office
- Firemen's Office Space
- Office Space
- EMS Office
- EMS Storage
- Mechanical Room
- Meeting Room
- Kitchen

JEO conducted a United States Department of Agriculture (USDA) CE, including evaluating alternatives and their potential impacts to historic properties/cultural resources/archaeological sites, T&E species, critical habitat, wetlands, floodplains, formally classified lands, water resources, important farmlands and air quality, noise, transportation, environmental risk management, environmental justice (EJ) and civil rights impacts.

PROJECT UNDERSTANDING

The JEO team understands the important role that environmental studies play in the successful planning and execution of a project relying on loan and grant funding. We also know that NEPA documents are only as good as their collective parts. Through our previous work with USDA-RD and local agencies across multiple states, the JEO team has consistently demonstrated a thorough understanding of both the regulatory guidelines and USDA-RD standards required on projects that are applying for loans and grants.

We recognize good project management plays a critical role in project success. Zach Cunningham will serve as the primary point of contact for the JEO team. We believe Zach's level of environmental-specific training and years of experience communicating with federal, state, and local agencies make him ideally suited for this role. Upon notice to proceed of task orders, Zach will assign tasks to the appropriate technical expert, ensure the work meets USDA's high-level of standards, and coordinate deliverables back to the appropriate USDA-RD staff. We know every project is different, and sometimes issues arise. Should this occur, Zach will work collaboratively with USDA staff to ensure the correct solution is discovered and implemented, and the project stays on schedule. JEO is commitment to producing quality environmental documents that require minimal revisions and meet project schedules.

JEO understands the world of environmental regulation is constantly changing. From federal court rulings on the Clean Water Act to up-listing of T&E species like the northern long-eared bat, JEO stays current on the latest federal, state, and local environmental regulations and agency policies in place to protect our socioeconomic, cultural, historical, and environmental resources.

BUDGET/SCOPE OF WORK

PROJECT SCOPE

JEO is presenting this scope of services to the Riley County selection committee to prepare an EA for a community lagoon/public sanitary sewer system for the Keats Sewer Benefit District. The purpose of this assessment is to evaluate the environmental conditions of the project site (area of impact) and identify any potential impacts that may arise from the proposed development.

If selected, JEO will complete an EA in accordance with NEPA (42 U.S. Code [USC] Subsection [§] 4321-4347), the Council on Environmental Quality (CEQ) NEPA Implementing Regulations (Title 40 of the Code of Federal Regulations [CFR] § 1500-1508), and the USDA NEPA procedures (Title 7 CFR Part 1970). The scope of services for this EA includes the following:

1. General Project Management: JEO will provide timely and coordinated communication to and from the client and project engineer for requests for information, providing progress updates, scheduling meetings, and receiving and providing feedback. JEO will provide oversight to ensure the scope of services and schedule are met. JEO will review billed hours by the team, prepare invoice statements for the client, and provide coordination with the USDA, which will be the lead federal agency for this project, to ensure that all requirements are met for the review.

2. Environmental Assessment: JEO will conduct a comprehensive environmental review to evaluate for potential impacts following the guidelines and regulations found within 7 CFR 1970 Subpart C. Along with developing the project description and purpose and need statement, technical areas to be evaluated as part of this EA will include:

- | | |
|---|---|
| a. Land use/cover | g. Cultural and historic properties |
| i. General land use | h. Aesthetics |
| ii. Important farmland | i. Air quality |
| iii. Formally classified lands | j. Social impact assessment/environmental justice |
| b. Floodplains | k. Additional issues |
| c. Wetlands | i. Noise |
| d. Water resources | ii. Transportation |
| i. Aquifers | l. Human health and safety |
| ii. Wellhead protection areas | i. Electromagnetic fields and interference |
| iii. Watersheds and surface/groundwater resources | ii. Environmental risk management |
| e. Coastal resources | m. Corridor analysis |
| f. Biological resources | n. Cumulative effects |
| i. T&E species | o. Mitigation |
| ii. Migratory Bird Treaty Act | |
| iii. Bald and Golden Eagle Protection Act | |
| iv. Invasive species | |

To complete this work, JEO will reply on the following studies/information prepared by others including:

- Preliminary engineering report
- Maps/aerial views
- All agency required studies
- Cultural resources ground survey
- Draft master plan
- All other information, documents, or engineering that may be necessary to complete the assessment

3. Site Assessments: JEO will conduct a site assessment to evaluate environmental conditions within the area of impact. Anticipated technical areas which will require information from past and future site assessments include:

- a. Wetland delineation
- b. T&E survey
- c. Phase I ESA

4. Agency Correspondence: JEO will prepare and send letters on behalf of the USDA to relevant federal, state, and local agencies requesting comment on the project. Preliminary agencies identified include but are not limited to:

- a. State Historic Preservation Office (SHPO) (30-day review period)
- b. Tribal Historic Preservation Office (THPO) (30-day review period)
- c. U.S. Army Corps of Engineers (USACE) (30-day review period)
- d. U.S. Fish & Wildlife Services (USFWS) (60-day review period)
- e. U.S. Environmental Protection Agency (USEPA) (30-day review period)
- f. Natural Resources Conservation Services (NRCS) (30-day review period)
- g. National Park Service (NPC) (30-day review period)
- h. Kansas Department of Transportation (KDOT) (30-day review period)
- i. Kansas Department of Health and Environment (KDHE) (30-day review period)
- j. Kansas Department of Wildlife & Parks (KDWP) (30-day review period)
- k. Riley County Planning and Development, Floodplain Manager

Please keep in mind that JEO will schedule the work on this project to allow for the federally mandated review timeframes for each of the above agencies (and others to be identified), but JEO cannot control the actual timeline for reviews to be completed. JEO will prepare and send letters to other agencies or stakeholders identified by the USDA during the agency scoping process.

5. Coordination with Design: It is JEO's understanding that the final design plans will be prepared in parallel with the development of this EA. It is anticipated that any site design/layout changes will be communicated to JEO as soon as they are known so they can be evaluated and/or incorporated into the document as appropriate. If a previous design has been identified as no longer viable, it will be reviewed as a non-preferred alternative within the EA.

6. Environmental Permitting: JEO will provide guidance on any environmental permitting requirements that will be necessary for construction of the project. Obtaining federal and state permits required for the construction phase of this project is not included in this scope.

7. Mitigation Measures: JEO will work with the client and USDA to identify and develop potential mitigation measures that may be implemented in the construction phase of this project to minimize any potential impacts identified during the environmental review process.

8. Public Comment/Review Period: JEO will provide a draft document to the USDA for publication and distribution to other federal agencies, states, local governments, American Indian tribes, interested groups, and the general public. JEO will follow the directions of the USDA for preparing notice for publication to the appropriate sources. Upon closure of the public comment period, JEO will work with the client and the USDA to respond to comments on an as-needed basis.

9. Reporting: JEO will prepare a comprehensive report that summarizes the findings of the EA, including all potential impacts, mitigation measures, and recommendations for further actions. Technical area reports, agency correspondence letters, and other supportive documentation will be included as attachments. Upon final submittal of the EA, the USDA will move forward with either:

- a. Publication of a Finding of No Significant Impact (FONSI) document.
- or
- b. Conclusion that an Environmental Impact Statement (EIS) is necessary.

PROJECT TEAM

Work on this project will be completed by JEO staff; however, JEO may need to partner with additional firms to provide specialty services, if required. These could include, but are not limited to, historic preservation specialists, soil engineers, and test labs.

SCHEDULE

JEO has immediate availability to start work on the EA; however, the schedule of the EA will be dictated by agency response time and the following key milestones:

- USDA issuance of a notice to proceed of work on an EA if the project does not qualify for a CE under 7 CFR 1970 Subpart B.
- Completion of all required field work.
- Preparation of a draft EA for public comment.
- A waiting period of 30 days to allow for comments from interested parties.
- Finalization and submittal to the USDA of the final EA document.
- Publication and signing of the FONSI.

FEE

JEO will provide the scope of services described herein for the following costs not to exceed:

Task	Fee
Environmental Assessment Documentation	\$125,000.00
Site Wetland Delineation	\$5,000.00
Phase I Environmental Site Assessment	\$8,000.00
Total	\$138,000.00

Additional services as requested by the client can be provided based upon JEO’s current hourly rate schedule.

Exclusions to fee:

- Permits for construction of project.
- Rework of review of EA document for any design changes post-submittal.
- Rework of EA document due to regulatory changes post-submittal.
- Additional request for studies from agencies that are outside of those listed in the scope.
- Work resulting from elevation to an EIS.
- Soil/geotechnical testing.
- Cultural resources ground survey.
- Development of project alternatives.
- Services not identified in this scope.

REIMBURSABLE CHARGES

JEO does not charge separate reimbursable charges. The fee listed in the above table includes JEO’s billable time and overhead expenses, including telephone calls, copying, postage, travel, and meals that are included in our hourly rates and fees.

Attachment: Proposal for Riley County Keats Environmental Assessment_JEO (14442 : Keats RFP proposals)

REFERENCES

PAST CLIENTS

Below are clients JEO has worked with on previous environmental assessment projects.

USDA—Rural Utilities Service Dee Fischer, Area Specialist 511 W. 7th Street, Atlantic, IA 50022 p. 712.243.2107 e. dee.fischer@usda.gov	
Nebraska Department of Veterans Affairs Mark Craft, Operations Manager - Facilities 600 E Benjamin Ave, Norfolk, NE 68701 p. 402.370.3169 e. mark.craft@nebraska.gov	
Audubon Fire Department Tyler Thygesen, Fire Chief 410 N Park Pl, Audubon, IA 50025 p. 712.563.2023 e. audubonfirerescue@gmail.com	

Attachment: Proposal for Riley County Keats Environmental Assessment_JEO (14442 : Keats RFP proposals)



Response to Request for Proposal

Title of project:	Environmental Assessment for a community lagoon/public sanitary sewer system for the unincorporated community of Keats.
Submittal date:	01-10-2024
Firm:	Fishburn Consulting LLC
Primary contact:	Phillip Fishburn

Contact information:	
Mailing address:	17002 S Willison Rd Haven, KS 67543
Telephone/Text;	620-200-5547
Email address:	fishburnconsulting@gmail.com

Qualifications.

Phillip Fishburn, Manager for Fishburn Consulting LLC, has many years of experience completing environmental reports and assessments and helping rural communities complete applications for funding, especially applications for funding from USDA Rural Development (RD).

Since 2001, while working for Midwest Assistance Program (MAP), and at the bequest of communities, counties, rural water districts, and special districts seeking funding from RD for drinking water, wastewater, and community facility projects, Fishburn has developed



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environmental reports and assessments for their funding applications. He has completed environmental assessments for small communities, large rural water districts, and Public Wholesale Water Supply Districts. In 2001, Fishburn was trained by National USDA Rural Utilities Engineering and Environmental staff in how to prepare environmental reports.

Since 2016 when Rural Development (RD) started requiring environmental assessments (EA) for many projects it has funded, Fishburn has completed 38 EAs that have resulted in securing \$228,901,312 in funding from RD loans, RD grants, and from other supplemental funding.

In the summer of 2023, after 28 years of working for the Midwest Assistance Program, Inc., Fishburn started his own consulting company called Fishburn Consulting LLC. His company provides consulting services to applicants who are seeking funding from public agencies for drinking water, wastewater, and community facility improvement projects. Fishburn Consulting LLC specializes in the completion of initial environmental review analyses, environmental reports, and environmental assessments for RD projects and/or projects seeking funding from the Kansas Department of Health and Environment. Phillip Fishburn is the managing officer for the company and prepares environmental assessments for the company.

The attached article (**Appendix 1**) demonstrates the importance of the work performed by Fishburn. This article from September 2023 discussed USDA Rural Development's announcement of providing funding to four rural communities and one rural water district totaling \$49 million for drinking water improvement projects. Specialists from the Midwest Assistance Program, Inc. (MAP) helped the cities of Humboldt, Girard, Mankato, and Neosho Rural Water District #4 to secure funding from USDA Rural Development for these drinking water improvement projects. Phillip Fishburn, former MAP staff and current Manager of Fishburn Consulting LLC, completed environmental assessments for each of these projects' funding application. Without these environmental assessments, these water systems could not have applied for funding from USDA.

Examples of relevant experience for wastewater improvement projects.

Project	Scope of improvements	Worked completed by Phillip Fishburn	Funding Agency
City of Caney	Wastewater improvements. Collection lines were replaced and wastewater treatment facility (WWTF) consisting of a mechanical oxidation ditch system was built.	Assisted with completing the application for funding and completing an environmental assessment for the funding application.	USDA Rural Development
City of Chapman	Wastewater improvements. New lift station added, a new force main and a new WWTF consisting of treatment lagoons were built.	Assisted with completing the application for funding and completing an environmental assessment for the funding application.	USDA Rural Development & KDHE Revolving Loan Fund
City of Coolidge	Wastewater improvements. Collection lines will be replaced, and new lift station, force main, and a new WWTF built consisting of treatment lagoons.	Completed an environmental assessment for the funding application.	USDA Rural Development



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City of Edna	Wastewater improvements. The City replaced existing collection lines, built a new lift station, force mains, and lines.	Assisted with completing the application for funding and completing an environmental assessment for the funding application.	USDA Rural Development
City of Fredonia	Wastewater improvements. Collection lines were replaced and a wastewater treatment facility (WWTF) consisting of a mechanical oxidation ditch system was refurbished.	Assisted with completing the application for funding and completing an environmental assessment for the funding application.	USDA Rural Development & KDHE Revolving Loan Fund
City of Goessel	Wastewater improvements. Collection lines were replaced. A new lift station was added, a new force main was built, and the new WWTF consisting of treatment lagoons was built.	Assisted with completing the application for funding and completing an environmental assessment for the funding application.	USDA Rural Development & KDHE Revolving Loan Fund
City of Hanston	Wastewater improvements. The City plans to replace collection lines, and build a new lift station, a new force main, and a new WWTF consisting of treatment lagoons.	Assisted with completing the application for funding and completing an environmental assessment for the funding application.	USDA Rural Development & KDHE Revolving Loan Fund
Keats Sewer District, Riley County	Wastewater improvements. The County proposed a project consisting of building a collection system in Keats, a new lift station, and a 4-mile force transmission main to Manhattan. The project was tabled due to high projected future user charges.	Completed an environmental assessment for the funding application.	USDA Rural Development

Familiarity with the need for the proposed project.

While working for the Midwest Assistance Program Inc. (MAP), Fishburn completed an environmental assessment (EA) for an application of funding to USDA Rural Development for a proposed project that would have pumped collected wastewater from the Keats Sewer District in Riley County to the City of Manhattan, Kansas for treatment. For the EA, Fishburn created an explanation of need which was included in the EA to justify why the project was needed despite any possible impacts to the natural and human environment. Fishburn understands why a public sanitary sewer is needed for Keats. Inadequate sized lots do not leave enough space for properly sized lateral absorption fields. Under-treated effluent is surfacing on some lots, and is a health hazards to citizens, pets, and wildlife. Lots are not big enough to consider building on-site treatment systems for each home that uses lateral drain fields. Alternative options to septic tanks and lateral drain fields are expensive to build. Current County sanitary codes require homeowners to install their own on-site wastewater treatment systems that meet the sanitary sewer code. A County owned and managed public sanitary sewer collection and treatment wastewater system is a better option than homeowner on-site systems for the Keats Sewer District which is owned by Riley County and governed by the County Commission.

Familiarity with the challenges associated with completing an environmental assessment for the proposed project.

The County is proposing to build a collection system that will collect wastewater discharged from homes and businesses in Keats and transport the wastewater via gravity collection mains to a single lift station. The lift station will pump the collected wastewater, via a force main, to a lagoon treatment system located just west of Keats.



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Floodplains. Both the proposed lift station and treatment lagoon system will be located in a 100 and 500 year floodplain. An 8-step floodplain evaluation will have to be completed for the EA using the new procedures and rules issued by USDA Rural Development in December 2023. The information needed to complete the Floodplain Assessment differs significantly from old rules and procedures that RD had followed for this kind of assessment. Fishburn Consulting LLC is familiar with these new rule changes and has provided preliminary planning advice to the County for the Keats District already.

U.S. Fish and Wildlife Endangered Species Act. The Biden administration has been aggressively adding new species to the U.S. Fish and Wildlife Service's (USFWS) Endangered Species Act lists. New species added have affected proposed projects in Kansas. This has prompted Rural Development to want to consult with the U.S. Fish and Wildlife Service's Kansas Office to determine if federally protected species or their habitats will be impacted by proposed projects. To request consultation, Rural Development must provide to the USFWS' Kansas Office a Biological Evaluation (BE); the applicant for funding is expected to provide this evaluation. Fishburn Consulting LLC has provided such an evaluation for other projects.

New rules for the completion of environmental assessments. The Council on Environmental Quality (CEQ) oversees NEPA implementation, principally through issuing guidance and interpreting regulations that implement NEPA's procedural requirements. Recently, the CEQ has published new rules for the completion of environmental assessments for all federal agencies to follow. While these rules have not yet been fully promulgated, applicants should follow them. These rules require the reformatting of EAs, and will require alternative options to be examined in greater depth regarding their potential impact to the natural and human environment. Fishburn Consulting LLC has experience completing an EA in the new format and completing an Environmental Analysis for Alternative Options.

New areas of concern that must be examined in an environmental assessment. In addition, the CEQ will also be requiring EA to examine Environmental Justice and Climate Change impacts of a proposed project. Fishburn Consulting LLC has been incorporating these issues into the EAs completed for RD applicants.

Utilizing special rules to facilitate meeting required funding deadlines. Fishburn Consulting LLC recognizes it will be difficult to meet the County's June 1 deadline for completion of the environmental assessment due to the amount of time it will take to complete the National Historic Preservation Act (NHPA) Section 106 process. Based on experience, Fishburn Consulting LLC anticipates the Kansas State Historical Preservation Office (KS SHPO) and the Osage Nation Historic Preservation Office will request a cultural resources survey (CRS) to be completed. Fishburn Consulting LLC estimates it will take, at a minimum, 120 days to complete the NHPA Section 106 process. The environmental review process cannot be completed until the National Historic Preservation Act (NHPA) Section 106 process is completed. The Section 106 process cannot be completed until a (CRS) is completed if either the Kansas State Historical Preservation Office (KS SHPO) or any Tribal Historic Preservation Office requests a CRS be completed. Phillip Fishburn, Manager of Fishburn Consulting LLC, has experience helping RD applicants request the use of a programmatic agreement (PA) that USDA RD has with the federal Advisory Council on Historic Preservation (ACHP), the National Conference of State Historic Preservation Officers (NCSHPO), appropriate historic and cultural tribal authorities, and other consulting parties. While rarely and judiciously used, the PA allows RD to commit to fund a project pending the completion of the environmental review process. No construction or related activities can



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occur until the environmental review process is completed, and RD gives permission to begin construction; the only exception would be the issuance of an emergency waiver. The County is trying to substantially complete the application process by June 1, 2024 to a point where RD will allow loan/grant eligibility for the project to be determined using 2010 U.S. Census data. Using the 2010 Census data will increase the possibility that the project could qualify for some grant funding from RD. Rural Development usually cannot commit to fund a project until the environmental review process is completed. While there are no guarantees, the use of the PA will help the County to make the case that the project application and environmental assessment are substantially completed to a point that it can be argued that the 2010 U.S. Census should be used.

Scope of Work and Budget.

Preparation to complete the environmental assessment \$8,800.

- Fishburn Consulting LLC will assemble attachments needed for the scoping letters to contact required federal, state, and local agencies to request a review of the project, and to solicit National Environmental Policy Act (NEPA) comments or input from such agencies.
- Fishburn Consulting LLC will develop a project description for the mailing to required agencies that indicates the scope of improvements that will be completed if funding from RD is obtained. The project description will identify the location of the improvements, explain why the improvements are being sought, and describe the benefits that will be derived from the proposed project. The project description will also describe the need for the proposed project. The project engineer will approve the final draft of the project description before it is used.
- Fishburn Consulting LLC will assemble maps to be included as attachments to the scoping letters. The County will secure from the project engineer an “Engineer’s map” that has an aerial view that shows the location of all planned improvements, including the location of system facilities (including any alternate sites). The “Engineer’s map” will be provided to Fishburn Consulting LLC by the County or the project engineer to be used for the scoping letters.
- Fishburn Consulting LLC will send correspondence (scoping letters) to cooperating federal, state, and local agencies which USDA Rural Development deems shall be contacted to solicit an agency review of the proposed project, and to request NEPA comments.
- Fishburn Consulting LLC will help formulate scoping letters for RD to send to Tribal Historic Preservation Offices.
- Fishburn Consulting LLC will process all responses received from agencies that USDA Rural Development requires to be contacted for NEPA comments.
- Fishburn Consulting LLC will complete a comparative environmental review analysis of alternative options considered in order to compare the preferred project option to alternative options. This comparison is required by USDA Rural Development in accordance with its preparation requirements for an EA as found in 7 CFR Part 1970, Environmental Policies and Procedures, Subpart C—NEPA Environmental Assessments, 1970.102.

Complete an environmental assessment for the applicant’s (Riley County) application for funding from USDA Rural Development \$20,000.

- Fishburn Consulting LLC will complete the research and discovery necessary to determine how the proposed project may impact environmental resources of concern to Rural Development and other public funding agencies. The County will be responsible for attaining surveys or reports that may be required by other cooperating Agencies, including archeological surveys, biological



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surveys, or wetlands delineation, or any other such reports that may be required by reviewing/cooperating agencies, and provide this information when finished to Fishburn Consulting LLC so the EA can be completed. The County, through its engineer, shall provide, make available to, or authorize to be made available to Fishburn Consulting LLC all information, documents, engineering reports, and such other information in its possession or control that may be necessary to complete an EA. Fishburn Consulting LLC can provide advice to the County and/or project engineer regarding the selection of consultants to complete reports or studies for the EA.

- The EA from Fishburn Consulting LLC will examine all Environmental Resources the Kansas RD Environmental Coordinator has directed to be analyzed. Through a required process of discovery, Fishburn Consulting LLC will examine and evaluate how such Environmental Resources may impact, or be impacted by, the proposed project for the entire scope of the project as described by the project Engineer in the preliminary engineering report. These evaluations will be based on calculations, extrapolations, models, precedent, logical inference, professional judgment, knowledge of environmental regulations, and other reasonable, accepted, and systematic methodologies as may be appropriate. As Fishburn Consulting LLC identifies potential adverse effects to the natural or human environment that may result from the proposal, Fishburn Consulting LLC will confer with the project engineer, Rural Development, and the Applicant to identify reasonable alternative actions or mitigation measures when such actions become costly and/or can delay the proposed project's completion. Fishburn Consulting LLC retains the right to negotiate with the County an additional fee for services if a significant change in the scope of the project from the one described in the engineer's preliminary report occurs.
- Fishburn Consulting LLC will, with the assistance of the County and Project Engineer, complete an 8 Step Floodplain Assessment per USDA's new RD Instruction 1970-F which became effective as of 12-1-2023.
- Fishburn Consulting LLC will complete and provide to USDA Rural Development a Biological Resources Evaluation that can be used by RD to contact the Kansas Office of the U.S. Department of Fish and Wildlife in order to determine if an ESA Section 7(a)(4) consultation between the agencies is required.
- Fishburn Consulting LLC will complete and submit to USDA Rural Development an EA which will meet USDA Rural Development's preparation requirements for an EA as found in 7 CFR Part 1970, Environmental Policies and Procedures, Subpart C—NEPA Environmental Assessments, 1970.102, and comply with Instructions E-O, and for NEPA, as amended (42 USC 4321, et seq.); the Council on Environmental Quality (CEQ) Regulations (40 CFR Parts 1500-1508) and as revised by the Council on Environmental Quality (CEQ). "National Environmental Policy Act Implementing Regulations Revisions Phase 2, Proposed Rule." Federal Register 88, no. 49924 (07/31/2023).
- Fishburn Consulting LLC agrees, as convenient to do so, to participate in planning meetings regarding the development of the project via video meeting participation.
- Fishburn Consulting LLC will submit a final EA, in a digital format, to the Kansas RD Environmental Coordinator, and a digital copy of this document to the County and project engineer/manager. Fishburn Consulting LLC will make any corrections to the EA as directed by the Kansas RD Environmental Coordinator. Once accepted by RD, the EA will be considered completed, and terms for payment will be fulfilled by the County.



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Essential Contractual Provisions required by Fishburn Consulting LLC.

1. If the contact between Riley County and Fishburn Consulting LLC (Company) is terminated, especially for any reason out of the control of Fishburn Consulting LLC, the County, in addition to any other rights provided for in this contract, may require Fishburn Consulting LLC to transfer title and deliver to Riley County in the manner and to the extent directed, any completed materials. The County shall be obligated only for those services and materials rendered and accepted prior to the date of termination. Fishburn Consulting LLC will keep a work log of the time spent by preparers working to complete the environmental assessment for the County, and a listing of tasks worked on. In the event of termination, the Company shall receive payment prorated for that portion of the contract period services were provided to or goods provided to the County.
2. Force Majeure. Fishburn Consulting LLC shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Company. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Company employees, and freight embargoes.

References.

Reference	Person Completing EA	Year Submitted
Shari DeWitt, CMC City Clerk Yvonne Kirk, Deputy Clerk & Treasurer/ Chase Co. RWD 1 Bookkeeper City of Strong City P O Box 208 Strong City, KS 66869 Phone: 620-273-6345 Fax: 620-273-6110 Email (Shari): strongcity@sbcglobal.net Email (Yvonne): deputyclerk@strong-city.org	Phillip Fishburn	2022
Jim Koger, City Clerk City of Overbrook 401 Maple St. P.O. Box 288 Overbrook, KS 66524 Office: (785) 665-7328 Cell: 785-224-5157 Email: cityclerk@overbrookks.com	Phillip Fishburn	2020
Cole Herder, City Administrator City of Humboldt 725 Bridge St. P.O. Box 228 Humboldt, KS 66748 620-473-3232 office 620-228-3790 cell Email: cole.herder@humboldtkansas.org	Phillip Fishburn	2022

Additional references can be provided upon request.



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Appendix



USDA invests nearly \$50 million into water infrastructure in rural Kansas

KCUR | By [Eva Tesfaye](#)

Published September 11, 2023 at 4:00 AM CDT



Cole Herder / City Of Humboldt

A rusty water pipe in Humboldt sprung two leaks after prior repairs. The City of Humboldt received close to \$13 million in loans and grants from USDA Rural Development to replace distribution piping, valves, hydrants and meters.

Four towns and one county have received funding to upgrade their water and wastewater infrastructure, an urgent need across much of the rural U.S.

The U.S. Department of Agriculture is providing more than \$49 million for water and wastewater infrastructure repairs and upgrades in four towns and one county in rural Kansas.

“Our rural communities in Kansas are in desperate need of investment and infrastructure. Water and sewer is no exception to that,” said Christy Davis, the state director of USDA Rural Development for Kansas.



The cities of Girard, Humboldt, Mankato and Perry, as well as Neosho County will receive the funding. The money comes from the USDA's [Water and Waste Disposal Loan & Grant Program](#).

Aging infrastructure is an issue across the country — the Environmental Protection Agency estimates that the country will need to [spend \\$744 billion](#) on water infrastructure in the next decade. It's an especially difficult issue for rural communities that often struggle to come up with necessary funds.

"A lot of it just boils down to the fact that by definition rural areas have fewer people, but a lot of the costs are still the same," said Tom Mueller, a rural sociologist at the University of Kansas Medical Center.

He said that programs like this exist to help address the shortfall. [A study](#) conducted by Mueller and published earlier this year found that investments in water infrastructure were associated with decreases in poverty and unemployment and increases in per capita income. The effect was stronger in counties with larger Black populations.

Yet the Water and Waste Disposal Loan and Grant Program doesn't cover private drinking wells, which many residents in rural areas rely on for their drinking water, including [about 150,000](#) people in Kansas as of 2020. Private well water is not regulated or funded by the federal government, therefore those residents have to maintain their wells on their own.

"We don't have a good understanding of the quality of well water nationwide," said Mueller. "The few studies that have been able to be done are pretty old at this point, and they suggest that a lot of it's quite in rough shape."

The Water and Waste Disposal Loan & Grant Program has existed since the Water Facilities Act of 1937, but this year funds coming from the Bipartisan Infrastructure Law and the Inflation Reduction Act have enabled USDA Rural Development to give out more grant money. Three of the recipients, Neosho County, and the cities of Girard and Humboldt will all receive grants, as well as loans.

"For many of these communities, it's really hard to justify taking on debt," said Davis. "It's important that we as an organization realize that we need to make this funding





Cole Herder / City Of Humboldt

Workers repair a live water main in Humboldt, Kansas. "Every year we have more and more water leaks because the pipes are so rusted and so fragile that just temperature shifts in the ground can cause leaks," said Cole Herder, the city administrator.

Cole Herder, the city administrator of Humboldt, said that taking on debt does raise concerns about how it's going to affect the next generation.

"It's a difficult thing. We're looking at loans that are 40 years to pay off," he said. "I'll be long gone before then."

He said water rates are already going to nearly double to pay off the loan, so the grant keeps those rates from increasing even more. However, he is still seeking additional grants to bring down the cost further. But Herder said it's difficult for rural towns to find the staff, resources and time to seek out and apply for this funding.

"We have very limited staff and we wear a lot of hats, and it's not our full-time job to be looking for grants," he said.

Communities can reach out to USDA Rural Development to receive help through the application process, though the office had more capacity to do so in the past, according to Davis.

"It's really important to me, and I think to most folks in government in Kansas, that we make sure these programs are accessible to the communities that need it most," she said.

However, these programs still only meet a fraction of the needed investment for aging



"These big numbers, \$49 million, that sounds like a lot, but then you look," he said.

"Okay, it's five projects. There's a lot more than five towns in rural Kansas, and they all have needs."

Tags

News

Rural development

water quality

infrastructure

U.S. Department of Agriculture

**Eva Tesfaye**

I report on agriculture, food and water issues for Harvest Public Media and the Mississippi River Basin Ag & Water Desk. I'm based at KCUR in Kansas City, Missouri. If you have story ideas, you can reach me at etesfaye@kcur.org or on Twitter [@EvaRTesfaye](https://twitter.com/EvaRTesfaye).

[See stories by Eva Tesfaye](#)



KCUR
Here & Now

Score sheet for Keats Environmental Assessment professional services consultant

Consultant name: _____

Reviewer name: _____

Date: _____

Criteria	Points awarded	Possible Points	Comments
Relevant experience – EAs in similar projects/communities		10	
Understanding of the problem being addressed, project needs, and necessary tasks		15	
Basic knowledge of Keats/Riley County		10	
Availability of staff/timeline		5	
All items submitted/addressed as per RFP		5	
TOTAL:		45	

Attachment: Score sheet (14442 : Keats RFP proposals)



PLANNING & DEVELOPMENT
Project Update

Amanda Webb
 Planning/Special Projects
 Director
 110 Courthouse Plaza
 Manhattan, KS 66502
 Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 25, 2024

SUBJECT: Stadel Road Sewer Benefit District - update

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

In 2021, the previous owners of 861 and 881 Stadel Road (two houses on one tract) met with county staff to discuss subdividing the property into two separate parcels so each home would be on its own lot. Upon review, it was determined this was not possible because sanitary code area and setback requirements could not be met.

Instead, we discussed the possibility of a sewer benefit district with the city. Because the public main would need to be extended to serve the original two addresses, staff determined it best to include other parcels in the area that either have existing wastewater system issues or the desire to connect to public sewer.

DISCUSSION

City staff divided the project into three benefit districts. Parts A and B were reviewed and accepted by the City Commission in July 2022. Part C is still in progress, and has not yet been petitioned for, as it took extra time to determine boundaries and properties to include. In summer 2023, the Board of County Commissioners agreed to include the property at 300 Johnson Road (current fire station). Additionally during that time, the new owners of 241 Johnson Road (formerly Mid-America Piano) expressed interest in joining as well. The city is still working to create Part C.

Shares are determined based on number of connections needed for each tract, the existing use, zoning, and highest and best use should public sewer service be available.

Parts A and B include the following properties:

861/881 Stadel Rd

891 Stadel Rd

1550 Pillsbury Drive (property has a known wastewater failure)

0000 Stadel Rd

1600 Pillsbury Drive

Part C will include the following properties:

241 Johnson Rd

260 Johnson Rd (property currently has a wastewater issue)

300 Johnson Rd

328 Johnson Rd

While City staff and SMH worked on gathering the necessary easements, the new owners of 861 and 881 Stadel Rd have indicated they are not willing to provide an easement and do not want to participate in the district. However, as the previous owners signed the petitions to be included, this property is still within and that cannot be revoked. This property owner is, essentially, forced to participate as long as the petitions do not have to be revised. Petitions would only need to be revised if the project costs exceed the current petition amounts. SMH staked the easement in November, but the property owner is still unwilling to sign the easements. This easement is necessary to continue on with the project as is.

If the project design is modified, and if the updated bid comes in under the original petition amounts, things could proceed. The owners of 861 and 881 Stadel Rd are still within the district due to the previously signed petition and they will benefit from this project. They wouldn't necessarily need to connect to the sewer or sign up for city services immediately, but if their current wastewater system fails, or needs repair/replacement/modification, they will be required to connect to city services under the Riley County Sanitary Code.

If the project design is modified and the project rebid is over the original petition amount, all petitions would need to be updated and go before the Board of County Commissioners and City Commissioners for review and approval again. Assuming there would be the one "no" vote among the remaining "yes" votes, the BOCC could "force" the district to happen for health and welfare reasons, provided there are enough affirmative votes under state statute. However, there is always the risk other property owners would decide they no longer want to be included in the district.

The benefit district will correct several known wastewater failures or issues occurring on properties within the proposed district. Additionally, 328 Johnson Road (formerly Mid-America) has an undersized wastewater system that is currently still functioning, but connection to public service will increase their capacity and will be required anyway once that system fails.

Staff requests the BOCC's direction on how to proceed.

FISCAL IMPACT

The city has expended \$37,000 in engineering services for Parts A, B, and C that they are under contract for with SMH. Any additional engineering costs, including any redesign, will be the responsibility of the County.

Enclosures:

- Stadel Rd SBD maps (PDF)



Part A – yellow line

Attachment: Stadel Rd SBD maps (14445 : Stadel Rd sewer benefit district)



Part B – blue line



The red line represents proposed Part C (determined in 2022 before 241 Johnson Road (formerly Mid-America Piano) expressed interest to participate) and shows the sewer line extending to the edge of the fire station property line.



COUNTY CLERK & ELECTIONS
Amendment

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: January 25, 2024

SUBJECT: CIP Amendment 23-23PW001

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This CIP Project was originally approved for \$75,000 to modernize Carnegie Hall Elevators.

FISCAL IMPACT

The original approved project estimate was \$75,000. At the time when this project was approved, another elevator project at the Health Department for \$75,000, was also approved. The bid went out for the elevator, and it came back at \$198,000.00. This amendment request is to cover additional costs that may not be covered in the bid.

John has cancelled one elevator project to release those funds to be utilized towards the project at Carnegie Hall. This would still be an increase of \$70,000.00 from the originally approved two projects.

POSSIBLE MOTION(S)

Move to approve the amended CIP Project 23-23PW001 as presented.

Enclosures:

- Carnegie Elevator Modernization - Amendment (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM**

CERTIFICATION OF PROJECT AMENDMENT

Project: Carnegie Elevator Modernization

Project #: 23-23PW001

Department: Public Works-Facilities

Date: 01/19/2023

Approved Project Cost: \$ 75,000.00

Project Amendment #1: \$ 145,000.00

Revised Total Project Cost: \$ 220,000.00

Amendment Date _____

Project Amendment #2: --

Revised Total Project Cost: \$ -

Amendment Date _____

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date _____

CASH: (Only required if cash is increased by amended amount)

Cash Available: \$ -

Signatures:

#1

Shilo Heger, Riley County Treasurer

#2

Shilo Heger, Riley County Treasurer

#3

Shilo Heger, Riley County Treasurer

☐ This project is funded as amended.

☐ This project is not funded as amended.

BUDGET: (Only required if budget authority is increased by amended amount)

Budget Available: \$ -

#1

Rich Vargo, Riley County Clerk

#2

Rich Vargo, Riley County Clerk

#3

Rich Vargo, Riley County Clerk

☐ This project is funded as amended.

☐ This project is not funded as amended.

APPROVAL: (Required)

Approved Amount: \$ -

#1

Chairman

#2

Chairman

#3

Chairman

☐ This project is funded as amended.

☐ This project is not funded as amended.

Attachment: Carnegie Elevator Modernization - Amendment (14440 : CIP Project Amendment)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project #

23-23PW001Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department:

Public Works-Facilities

Date:

10/08/2023

Category(circle):

FACILITIES

INFRASTRUCTURE

EQUIPMENT

TECHNOLOGY

Project Name:

Carnegie Elevator Modernization

Total Cost \$: \$

75,000.00

Brief Description:

Project to upgrade elevator with modern parts and electronics.

Project Justification:

Current elevator as old, out dated, and hard to get parts. Bringing the elevator up to date will help prevent or shorten down time and keep us ADA compliant.

Operating Cost Implications:

This project is meant to help ensure the elevators stay operational and prevent long down time in the event of break down and not able to get parts. Could possible see a costs savings of up to \$20,000 if this project was combined with the elevator modernization project for the health department.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE)



TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____



This project is funded for start-up as cash is available.



This project is not funded for start-up as cash is not available.

 10/24/23
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

\$75,000

This project is funded for start-up as budget authority is available.



This project is not funded for start-up as budget authority is not available.

 10-24-23
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____



This project is funded



This project is not funded

 10-26-23
Kathleen Johnson, Board of County Commissioners Date



COUNTY TREASURER'S OFFICE
Personnel

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

COMMISSION AGENDA REPORT

FROM: Shilo Heger

MEETING: January 25, 2024

SUBJECT: Request to Fill Customer Service Representative I Position - County Treasurer

PRESENTER: Shilo Heger

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Request to Fill CSR I (DOC)
- Cust Ser Rep I GS (PDF)
- Customer Service Rep I Position Description (PDF)

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

January 23, 2024

To: Riley County Commissioners

From: Shilo Heger, Riley County Treasurer

RE: Customer Service Representative 1

Lauren Boyd and Jessica Larabee have been promoted to Clerk Analyst I positions in the treasurer's back office. With those promotions I now have two vacant positions. I am requesting to advertise for two Customer Service Rep 1s. These positions are in my 2024 budget. There should be no detrimental fiscal impact by filling the position.

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

Thank you for your consideration.

Attachment: Request to Fill CSR I (14443 : Request to Fill Customer Service Representative I- Treasurer)

Requisition Approval Process

Submitted by Shilo Heger on 01/23/2024 at 07:50 AM

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Position Template

Customer Svc Rep I [CSRI]

Work Location

Office Building

Job ID

2193759

Salary

\$18.21-\$20.58

Supervisor Position

No

Pay Grade

Pay Grade 4 [4]

EEO Class

Administrative Support [6]

Workers Compensation

8810 [8810]

Cost Center 1

County General [1]

Cost Center 2

Treasurer [7]

Cost Center 3

--

1 Job Slot

CUSTOME-1

Supervisor: Donna Borgerding

Department Head: Shilo Heger

☒ No changes to Position or Budget☒ Position Description attached

Total annual hours: 2,080

☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$42,806.40

Budget for Benefits: \$16,908.53

Total proposed annual budget: \$59,714.93/per pos

Additional Position Comments:

2 total openings

BoCC Chair

Date:

BoCC Member

Date:

BoCC Member

Date:

Original document stored in Human Resources

Revised 2023-01

Job Title:	CUSTOMER SERVICE REPRESENTATIVE I		
Department:	Treasurer	Division:	Motor Vehicle
Reports To:	Vehicle Supervisor		
Pay Range:	4	Status:	Full Time
FLSA Status:	Non-Exempt		

PURPOSE: Accurate titling and registration of motor vehicles in Riley County, including specialized plates, repossessions, disability placards and refunds. Accurate collection of personal property and real estate taxes. Determine status of military for personal property tax exemption.

ESSENTIAL FUNCTIONS:

- Process title and registration applications.
- Advise customer for each independent situation, using Kansas Motor Vehicle laws and Kansas Department of Revenue Rules and Regulations and Federal Custom Laws.
- Analyze and verify legal documentation for titling and registering motor vehicles to determine authenticity and correctness of the documents.
- Keep abreast of constantly changing State regulations and statutes.
- Balance cash drawer daily
- Determine the proper tax situs, assign the proper tax code(s), and classify vehicle for registration.
- Calculate and collect personal property and real estate taxes, including appropriate delinquent fees and interest.
- Respond to telephone inquiries. Review customer needs solve the customer's concerns.

SECONDARY FUNCTIONS:

- Open office each morning and secure documents at night.
- Process lienholder mailings
- Order supplies.
- Process antique motor vehicle billings
- Process refunds on motor vehicle transactions
- Correspond with customer as needed.
- Assist with Webtags as needed.
- Process lien releases.
- Assist with filing and other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required.

Successful completion of the MOVRS system for motor vehicle titling and registration through the Kansas Department of Revenue is mandatory upon hire.

Experience: 1 year experience in money handling. One year experience in working with the public. One year experience in an office environment.

Knowledge/Skills: Knowledge of Kansas Motor Vehicle laws and Kansas Department of Revenue motor vehicle rules and regulations as they apply to various types of vehicles including cars, trucks, motorcycles, motor homes, motor bikes, trailers, recreational vehicles, etc. Ability to use independent judgment, initiative, and discretion to make determinations and analyze whether documents are complete, accurate and authentic. Knowledge of the Federal Soldiers' and Sailors' Civil Relief Act of

Updated 2023

Attachment: Customer Service Rep I Position Description (14443 : Request to Fill Customer Service Representative I- Treasurer)

2003 and Kansas Statute 79-5107(e) regarding exemption of military from personal property taxes. Ability to examine legal documents for completeness, accuracy and validity of the items presented, through training and experience.

Working knowledge of Kansas Motor Vehicle statutes. Working knowledge of computers is necessary. General knowledge of personal property and real estate tax laws for collection purposes.

Supervisory Control: Supervision by the vehicle supervisor as to the correctness of the work on motor vehicles.

Supervisory Responsibility: None

Guidelines: Kansas statutes and Department of Motor Vehicles rules and regulations. Must follow State, County and Riley County policies with regards to personal property tax, real estate tax, motor vehicle and personnel actions.

Complexity: Position requires self-motivation and critical thinking. Title-related statutes and guidelines are complex and must be applied appropriately to each situation using independent judgment. The work includes numerous routine problems and questions that must be solved in accordance with established rules and regulations. Decisions must be made that involve the assessment of unusual circumstances, and variations in approach. Many decisions must be made in many different areas with a completely different set of rules for each one that do not relate to each other. Accuracy of all work is essential.

Scope & Effect of Work: The position contributes to the overall smooth function of the County Treasurer's office and its mission. The impact of the work ultimately affects the customer and the legality of the transaction. The work in this position can affect the County's image and operations. Ineffective performance will negatively affect the quality of service provided by the County Treasurer.

Personal Contacts: Contacts include members of the general public, County Treasurer's office staff and supervisors and staff from other County Departments.

Purpose of Contacts: Inform customers as to the laws and regulations in our state regarding vehicle registration and titling and taxation. Carry out the duties of the office in an efficient and friendly manner, while abiding by Kansas statutes, county policies and office policies. There are numerous irate and unhappy customers who must be dealt with in a calm, courteous manner.

Physical Demands/Effort: The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk, hear and see. The employee must occasionally lift/pushes/pulls 20-50lbs, frequently lifts up of 10-25lbs and constant lift of up to 10lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment/Conditions: The employee is exposed to normal noise level. However working conditions can become hostile with customers who are unhappy with the laws and procedures required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.