Board of Riley County Commissioners
Regular Meeting
Agenda
August 01, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Chair District 3 – Kathryn Focke, Vice Chair District 1 – John Ford, Member

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. August is National Immunization Awareness Month

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jul 28, 2022 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

7. Administrative Work Session
8. Pending County Projects County Counselor

9:20 AM **Amanda Webb, Planning/Special Projects Director**

9. Request to place battery recycling bumper stickers on county vehicles

9:30 AM **Press Conference**

10. RCPD update - Captain Greg Steere (3-5 minutes)
11. Downtown Manhattan update - Gina Snyder (5 minutes)
12. Presentation of National Immunization Awareness Month Proclamation - Greg McKinley and Jacob Clarke, MD (3-5 minutes)
13. Primary Election August 2, 2022 - Rich Vargo (1-2 minutes)
14. Revenue Neutral Rate Mailings to ALL Riley County Taxpayers - Rich

Vargo (2-3 minutes)

9:50 AM **John Ellermann, Public Works Director/County Engineer**

15. University Park EPA Compliance Plan

10:00 AM **Julie Gibbs, Health Department Director**

16. RCHD request to fill the MCH Home Visitor Position

10:15 AM **Kurt Moldrup, Interim RCPD Director and Aaron Wintermote, PIO**

17. Public Hearing for FY2022 Edward Byrne Memorial Justice Assistance Grant (JAG)

10:30 AM **Clancy Holeman, Counselor/Director of Administrative Services**

18. Executive session to discuss confidential legal advice regarding potential litigation issues

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.

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

HEALTH DEPARTMENT
Proclamation

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **August 1, 2022**

SUBJECT: **August is National Immunization Awareness Month**

PRESENTER: **Jacob Clarke, MD**

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:
- PROCLAMATION (PDF)

RILEY COUNTY HEALTH DEPARTMENT

Public Health
Prevent. Promote. Protect.

PROCLAMATION

WHEREAS, the mission of the Riley County Health Department is to promote and protect the health and safety of our community through evidence-based practices, prevention, and education; and

WHEREAS, Riley County Health Department highlights the importance of staying up to date with vaccinations throughout one's life; and

WHEREAS, vaccines are one of the greatest scientific innovations and are one of the best tools we have to improve health and wellness; and

WHEREAS, we recognize that Riley County is a transient community, within an interconnected world, making an outbreak a real threat everywhere as seen with the COVID-19 pandemic; and

WHEREAS, healthcare providers have tools such as vaccines to give people the power to protect themselves against serious diseases by choosing to get vaccinated.; and

WHEREAS, Riley County Health Department encourages members of the community to get vaccinated and stay up to date on vaccinations.

THERFORE, the Board of County Commissioners of Riley County Kansas do hereby proclaim and adopt the month of August as National Immunization Awareness Month in Riley County, Kansas.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of Riley County Kansas to be affixed this 1st day of August 2022.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

_____
Chairman

_____
Member

_____
Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Health Department Clinics
2030 Tecumseh Road
Manhattan KS 66502
P: 785-776-4779
F: 785-565-6565

Family & Child Resource Center
2101 Claflin Road
Manhattan KS 66502
P: 785-776-4779
F: 785-587-2879

Attachment: PROCLAMATION (12320 : National Immunization Awareness Month)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

August 04, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair | District 1 – John Ford, Member

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM **Michael Boller, Noxious Weed Director**

1. Staff update

9:30 AM **Anna Burson, Appraiser**

2. Staff update

9:55 AM **Break**

10:00 AM **Amanda Webb, Planning/Special Projects Director**

3. Staff update

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

4. 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.

Attachment: 08-04-22 tentative agenda (11685 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

August 08, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair | District 1 – John Ford, Member

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 **Rich Vargo, County Clerk**

1. Year to date budget and expenditure reports

9:15 AM **Alvin Perez, PW Operations and Fleet Manager**

2. Bid opening for 2022 steel materials for bridge replacement

9:30 AM **Press Conference**

3. Revenue Neutral Rate Mailings to ALL Riley County Taxpayers - Rich Vargo (2-3 minutes)

9:55 AM **Jared Tremblay, Interim MPO Director**

4. MPO update

10:10 AM **John Ellermann, Public Works Director/County Engineer**

5. Project update

10:25 AM **Russel Stukey, Emergency Management Director**

6. Staff update

10:40 AM **Clancy Holeman, Counselor/Director of Administrative Services**

Attachment: 08-08-22 tentative agenda (11685 : Tentative Agenda)

7. Administrative Work Session

11:00 AM **Katharine Hensler, Museum Director**

8. Staff update

12:00 PM **County Officials Luncheon**

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, August 9, 2022 (GM).

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: 08-08-22 tentative agenda (11685 : Tentative Agenda)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Staff Update

Clancy Holeman
Counselor/Director of Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: **Clancy Holeman, Riley County Counselor**

MEETING: **August 1, 2022**

SUBJECT: **Pending County Projects County Counselor**

PRESENTER: **Clancy Holeman**

Enclosures:
- FINAL Commission List 8.01.2022 (DOC)

PENDING COUNTY PROJECTS ▪ Beginning July 21, 2022 and through July 27, 2022
Submitted by Clancy Holeman, Riley County Counselor
Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all "pending" Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing "snapshot" of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Board of Riley County Commissioners: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting. (4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22;5-16-22;5-17-22;5-18-22) Attend BOCC public meetings. (5-16-22;519-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22) Attend BOCC public meeting. (6-2-22; 6-6-22) Draw and submit commission agenda report for formal adoption of existing conduct rules for speakers and photographers/recorders during public meetings. (6-7-22) Attend BOCC public meeting: Presented CAR obtaining approval of ACH jail inmate medical care contract; Presented CAR obtaining approval of resolution adopting rules for public comments and recording during BOCC public meetings.(6-9-22) Attend BOCC public meetings. (6-13-22; 6-16-22; 6-23-22) Present to BOCC the Counselor's office 2023 budget request. (6-16-22) Analyze legal issues surrounding budget appropriation requests (6-19-22; 6-20-22) Work with Chairman and legislator to schedule zoom discussion on possible state funding for disaster damage—and interaction of that goal with new state statute.. (6-18-22;6-19-22;6-20-22; 6-21-22) Review applicable statutes and anticipate in immediately foregoing discussion. (6-22-22) Participate in executive session during public meeting. (6-23-22) Legal research question involving township process—provide answer. (6-23-22) Assist with executive session. (6-23-22) Analyze issues for county's 2023 budget development. (6-25-22; 6-26-22;6-27-22;6-28-22) Attend BOCC public meeting. (6-27-22; 6-30-22) Confirm dates for meeting with outside counsel on pending litigation.(7-4-22) Attend BOCC public meetings. (7-7-22; 7-11-22) Attend BOCC public meetings. (7-14-22; 7-18-22) Contact attorney for landowner. (7-18-22) Work on court appointments issue. *(7-20-22) Attend BOCC public meetings. (7-21-22; 7-25-22) Obtain approval for BOCC legislative requests. Transmit approved legislative requests to KAC. (7-21-22) Additional work on court case appointments issue. (7-21-22; 7-23-22) Work on pending litigation. (7-23-22)*

Leonardville North County EMS Station: *Work on proposed project. (7-24-22)*

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the "program" phase has been completed, additional work from this department will be provided, as necessary, during the "maintenance" and "warranty" periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of "program" phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

First Christian Church: Now this property is "listed" as a "historic site," there are state law restrictions applicable whenever a "project" is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next "project." I will provide any necessary notice of that "project" to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately $18,000. Majority of BOCC states premature to remove asbestos before

Attachment: FINAL Commission List 8.01.2022 (12324 : Clancy's Commission List)

later decision by BOCC what is planned for Church now it's "listed." Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk's extension of time to file answer to County's petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File county brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose.(6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022 filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22)

Intergovernmental Luncheon Meeting: *Attend and discuss two pending legislative items with attendees: "Dark Store" and Request to resume LAVTR payments to counties statewide. Forward to Ron Fehr, at his invitation, electronic copies of the KAC "Legislative Request Forms" which Riley County has submitted to the KAC Legislative Policy Committee. Ron will have City staff forward to attendees at today's meeting. (7-25-22)*

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) Send proposed inmate medical care contract to vendor. (5-28-22) Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda. (6-3-22); Schedule presentation of contract for signature during 6-9-22 BOCC public meeting. (6-5-22) Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022 public meeting. (6-7-22) Provide signed final contract to CEO of vendor, RCPD, County Clerk's office and working group members. (6-12-22)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

Attachment: FINAL Commission List 8.01.2022 (12324 : Clancy's Commission List)

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County's Petition for Reconsideration in Home Depot appeal. (11-18-21) Work with Appraiser on possible public statement on Johnson County "Wal Mart" Supreme Court decision on Dark Store—its potential impact on Riley County "Dark Store" BOTA cases. (7-15-22) Communicate with PIO on immediately preceding matter. (7-17-22)

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's $14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21;

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9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21) Participate in proposed scheduling of initial staff planning committee meeting for 2022 Riley County Employee Day. (6-3-22)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21) Attend initial committee meeting on potential private road issue. (7-13-22)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11:23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) Assist with project. (5-20-22) Request Helpdesk schedule zoom meeting on pending HR issue for 6-8-22. (6-5-22) Participate in immediately prior zoom discussion. (6-8-22) Zoom discussion with HR on different matter. (6-9-22) Discussion with HR. (6-15-22) Zoom Discussion with HR and Department Head. (6-17-22)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct." Participate in 1 ½ hour DHC meeting. (4-20-22) Participate in 50-minute DHC meeting. (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least $500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s

Attachment: FINAL Commission List 8.01.2022 (12324 : Clancy's Commission List)

office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22) Discuss with County Treasurer Shilo Heger receipt of settlement payment check. (7-8-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022.(February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022 follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) *Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22)*

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) Attend meeting. (5-24-22) Attend committee meeting. (6-7-22) Participate in online meeting between staff and ARPA consultant. (7-12-22) Participate in committee meeting to review proposed county budget. (7-12-22)

DEPARTMENTAL LIST

Administrative Matters: Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)

Riley County Appraiser's Office*:* Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have initial meeting with Department Head. (5-31-22) Work to schedule discussion of Johnson County "Walmart" opinion between Department Head and Mike Montoya (BOTA) counsel. 7-10-22) Schedule zoom for 7-14-22 with Anna Burson, Steve Schurle, Mike Montoya. (7-12-22) Attend zoom wth Anna Burson, Steve Schurle, Mike Montoya. (7-13-22) Assist with proposed public statement on property tax matter. (7-14-22) Assist with proposed KORA statement on damage estimates. (7-14-22;7-15-22) Review and approve as to form Appraiser's Office web agreement with customer. 7-20-22)

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22) Discuss with working group members potential agreed termination of contract. (6-3-22) Assist with contract issue. (6-7-22; 6-8-22) Discussion with County Attorney on contract issue. (6-12-22) Assist with contract issue. (6-14-22; 6-15-22) Complete contract issue. (6-15-22) Draft cover letter for final payment terminating contract for convenience—check to be available 6-17-22. (6-16-22) Mail cover letter, with final payment, terminating contract for convenience. (6-17-22) Advised by County Attorney staff

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invoice has been received for additional maintenance; I advise no payment should be made and I'll confirm with vendor contract is terminated and no additional payment is due—then will inform County Attorney; Communicate this fact to vendor's lawyer and request confirmation no further payment is due. (6-24-22) Confirmation this matter is now resolved to satisfaction of Riley County. (7-4-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget. (6-13-22) Review information forwarded on electioneering monitoring project of ACLU. (7-13-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7-19-22) *Zoom discussion with Department Head on possible drug court documents. (7-22-22)*

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman's signature; email final signed declaration to BOCC and PIO. (6-12-22) Meet with Department Head to discuss development of request for proposal documents. (7-8-22) Respond to question from Department Head on previous meeting. (7-10-22)_*Work on countywide radio system question. (7-22-22)*

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22) Assist staff working group with ambulance project.(6-24-22)

Riley County Extension*:* Discuss matter with Extension Director. (5-26-22) Assist Director with Kaw Valley Rodeo planning for Riley County Fair. (6-13-22; 6-15-22) Prepare updated document. (6-16-22) Touch base with Director on status of document; discuss unique statutory framework for BOCC consideration of Extension's upcoming 2023 budget request. (6-24-22) Confirm certificate of insurance satisfactory for KAW Valley Rodeo. Notify all interested parties. (7-18-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21) Receive request for volunteer training dates. (6-24-22)

Riley County GIS: Zoom discussion with county staff about intellectual property issue. (6-23-22) Advise GIS staff on question raised. (6-24-22) Letter to Verisk, company raising intellectual property issue. (6-24-22) Respond to GIS on question about Leonardville annexation. Additional info from GIS.(7-18-22) Call Verisk to follow up to intellectual property contact from us to the company on June 24, 2022. (7-18-22) (Left message with City Attorney for Leonardville—status of 2022 annexation by Leonardville. Email provided Leonardville with copy of ordinance and its published notice.(7-19-22) Notice received from City Attorney they will provide statute-required copies of annexation ordinance to County Clerk; Register of Deeds—solving issue for GIS. Notify staff of departments involved. (7-19-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor "walk-in cooler/freezer at RCHD's Family and Child Resource Center. (9-30-21) Finalize and place on BOCC

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agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned "no smoking" signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22) Respond to question from Department Head. (6-24-22) Assist with legal matter. (7-4-22) Review matter at request of Department Head. (7-5-22) Assist RCHD staff with legal matter. (7-6-22) Provide copy of formation document creating Food and Fam Council, at request of Assistant Sedgwick County Counselor. (7-13-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) Discuss with staff potential use of museum as part of background in tv series production. (5-27-22) Further analysis of immediately preceding production. (6-24-22) Discuss preceding issue with Department Head. (6-25-22) Discuss preceding issue with Department Head. (7-13-22)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of "long-COVID" disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22;2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested.(6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16-22;6-17-22) Assist HR with employment issue.(7-1-22) Review matter at request of HR. (7-5-22) Review matter at request of Department Head. 7-5-22) Assist HR on separate matter. (7-6-22) Participate in staff working group on development of employee training/recognition day. *(7-12-22)* Assist with employment issue. (7-15-22) Discuss with HR employment law issue. (7-20-22) *Assist HR and other department with employment law issue.(7-21-22) Assist HR Manager with pending employment law litigation issue. (7-23-22) Work on separate employment issue. (7-25-22) Work wit HR Manager on building security issue and begin scheduling staff meeting within CPE. (7-26-22) Communicate with staff of CPE and begin rescheduling staff meeting on building security issue. (7-27-22) Work with HR and Department head on legal issue. (7-27-22)*

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22) Assist GIS with scheduling discussion on legal issue. (6-15-22) Reschedule immediately preceding discussion to 6-23-22. (6-20-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of "Code of Conduct" necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments "Code of Conduct" Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-

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22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D's scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22;6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve "as to form" Planning and Development's minute track resolution adopting Food and Farm Council "Master Plan". Scheduled for P & D presentation to BOCC during June 9, 2022 public meeting. (6-7-22) Assist Department in arranging zoom conversation with staff and GIS. (6-15-22*)* Reply to attorney for recent applicant. (6-27-22) Analyze ongoing project issue. (7-1-22; 7-4-22) Review scheduled CAR. (7-6-22) Work with Department Head on possible request to landowner involving existing benefit district. (7-12-22) Schedule zoom at Department Head's request for 7-22-22. (7-19-22) Confirm date/time for immediately preceding zoom. (7-20-22) Meet with Department Head on regulatory issue. Request record search by P& D staff. Record search by this Department's staff completed. (7-20-22) *Zoom with Dept head and Craig, discussion of possible contract issue. Work on contract issue. (7-22-22; 7-23-22) Discuss possible contract issue with Department Head and Craig. (7-27-22)*

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22) Provide fireworks resolution. (6-15-22)

Riley County Public Works: Provide legal advice on project. Review and approve "as to form" KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order—prepare contractual provisions attachment for consulting firm's review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge.(5-26-22) Discussion by Department Head of KDOT use of "speed trailers." (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022 as date for my update to her on U.P. "ability to pay" forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing "ability to pay" information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) Scheduled through I.T. zoom discussion on 6-10-22 with Department Head and staff. (6-5-22) Zoom discussion with Department Head and staff regarding transfer station operation. (6-10-22) Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project. (6-13-22) Communication from state on potential project. (6-24-22) Analyze KDHE communication on county property. Reach out to Department Head. (6-26-22) Work on transfer station project. (6-30-22). Assist with transfer station project. (7-6-22) Zoom with Department Head, Supervisor and HR Manager, HR Staff. (7-12-22) Work on Transfer Station issue. (7-17-22) Investigate title on county property for possible KDHE project. Work to schedule zoom with Department Head and KDHE staff. Schedule zoom for 7-19-22. (7-18-22) Contact Department Head and Budget and Finance Officer about different benefit district matter. Discuss with outside agency counsel. (7-18-22) Assist staff and Department Head with pending construction project Communicate with project architect (7-18-22) Prepare for zoom with Department Head and KDHE staff. (7-19-22) Forward finance information on County and University Park Benefit District to EPA counsel as required for possible reduction of EPA administrative penalty. (7-19-22) Communicate with staff of RCPW, Clerk, P & D regarding preceding finance

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information. (7-20-22) Participate in 2 hour zoom meeting with Department Head and staff on potential contract discussion. Schedule additional zoom for potential contract discussion with Department Head and staff. (7-20-22) *Work on transfer station issue. Participate in zoom with Dept. on transfer station issue. (7-22-22) Discuss with Department Head access road issue. (7-22-22) (Work on transfer station issue. (7-24-22) Review allowance policy provided for review. (7-25-22) Work with Department Head on benefit district issue. (7-27-22)*

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22) Complete negotiation of KanPay contract and provide advice to Department Head. (6-9-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21) Participate with this office's staff in 2022 delinquent real property tax sale. (7-8-22) Meet with Department Head on National Opioid Settlement payment process. (7-8-22)

Riley County Fire District #1: *Communicate with RCFD leadership regarding schedule of calendar dates for HR and Legal training of RCFD volunteers in February, 2023. (7-19-20; 7-20-22)*

PROFESSIONAL ASSOCIATION & CLE MATTERS:

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22) Attend summer CLE webinar from office. (6-17-22)

Kansas Association of Counties: KAC Annual Meeting **(October 19, 2021):** Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

Continuing Legal Education: Attended, in lieu of lunch hour, 1 hour CLE webinar on elimination of gender bias in legal practice. University of Missouri Kansas City School of Law. (6-6-22)

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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: **August 1, 2022**

SUBJECT: **Request to place battery recycling bumper stickers on county vehicles**

PRESENTER: **Amanda Webb, Planning Director**

The Battery Recycling Educational committee has been working on a variety of outreach methods to educate the public on the importance of recycling batteries.

We have created stickers intended to go on trash totes and many have already been placed in the community. Stickers have also been handed out at community events. Some haulers have taken stickers and flyers to help distribute.

We have also established a dedicated webpage, content in progress, which will contain information about the program, recycling locations, and where people can get stickers and flyers. The web address is www.rileycountyks.gov/batteryrecycling. We've also spoken about the program on KMAN and in commission meetings.

The committee is always looking for ways to further spread the word. We plan to talk with various civic groups, attend more community events, and issue a press release. We have also created a bumper sticker. The idea is to place these stickers on some county vehicles, including those in Public Works, Household Hazardous Waste, and Planning and Development. These vehicles travel around the county, so it would be a good opportunity to help get the message out. We want to use as many means as possible.

Please see attached the bumper sticker design. We are requesting Board of County Commissioner permission to place bumper stickers on county vehicles.

Enclosures:
- battery bumper sticker (PDF)

When in doubt, DON'T throw it out!

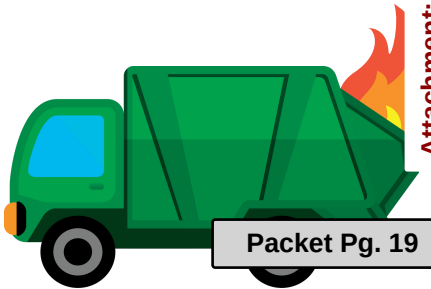
DO NOT THROW BATTERIES IN THE TRASH

Please take batteries to a recycling center.

www.RileyCountyKS.gov/BatteryRecycling

RILEY COUNTY

785-539-3202



PUBLIC WORKS
Report

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: **John Ellermannn, Public Works Director**

MEETING: **August 1, 2022**

SUBJECT: **University Park EPA Compliance Plan**

PRESENTER: **John Ellermann**

BACKGROUND

The University Park wastewater is treated with a mechanical wastewater treatment plant. The plant is permitted to treat the wastewater and discharge the treated effluent into Tuttle Creek Reservoir. The permit requires the treated effluent to meet certain standards to comply with the federal "Clean Water Act". The plant, as it is now, is not meeting the treatment requirements as specified in the permit.

The enforcement of these standards is done by the KDHE and the EPA. The EPA Order for Compliance on Consent and the KDHE permit have set certain milestones for the Benefit District to come into compliance. The first of these milestones is to develop a Compliance Plan.

DISCUSSION

Attached to this C.A.R. is the University Park Compliance Plan, with my signature, ready to be sent to the EPA for their review and approval. The Plan first addresses what has been done in the past, and suggests what to try now so the existing treatment plant can meet effluent requirements set by KDHE and the EPA. The plan also considers two other options: either replacing the existing treatment plant with a non-discharging lagoon, as required in the NPDES permit, or constructing a new mechanical treatment plant.

FISCAL IMPACT

Fiscal impacts to the district include consultant fees for the compliance plan and semiannual reports to EPA and KDHE. There are also future costs associated with the design and construction of a replacement mechanical treatment facility, or design and construction of a non-

discharging lagoon.

RECOMMENDATION(S)

Staff recommends replacement of the existing treatment plant with a non-discharging lagoon. Lagoons make sense because of its lower construction costs, simpler in maintenance and longer life. And a lagoon will be able to remain compliant with increasingly stringent effluent treatment requirements. Simply put, I believe a lagoon is the least costly and better overall long-term solution for the Benefit District residents.

POSSIBLE MOTION(S)

Move to approve the University Park Compliance Plan for submittal to the EPA and KDHE.

Move to deny the University Park Compliance Plan for submittal to the EPA and KDHE.

Move to modify the University Park Compliance Plan for submittal to the EPA and KDHE.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CompliancePlan (PDF)

RILEY COUNTY KANSAS

Public Works Department

UNIVERSITY PARK SEWER BENEFIT DISTRICT
COMPLIANCE PLAN

Prepared July 2022 By:

SMH CONSULTANTS

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY
KANSAS

Public Works Department

UNIVERSITY PARK SEWER BENEFIT DISTRICT
COMPLIANCE PLAN

County Commissioners
Greg McKinley, Chair
Kathryn Focke
John Ford

Address:
Courthouse Plaza East Building
Commission Chambers
115 N. 4th Street
Manhattan, KS 66502

Public Works Department:
John Ellermann, PE
Director of Public Works
6215 Tuttle Creek Boulevard
Manhattan, KS 66503

Submitted July 2022

SMH Consultants
2017 Vanesta Place, Suite 110
Manhattan, KS 66503

SMH File No. 2204-0130

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

I. RESPONDENTS

A. Riley County, Kansas

County Commissioners:

Greg McKinley, Chair
Kathryn Focke
John Ford

Address:
Courthouse Plaza East Building
Commission Chambers
115 N. 4th Street
Manhattan, KS 66502

Public Works Department:

John Ellermann, PE
Director of Public Works
6215 Tuttle Creek Boulevard
Manhattan, KS 66503
Ph: 785-537-6330

B. Consulting Engineer

SMH Consultants
Todd Anderson, PE
2017 Vanesta Place, Suite 110
Manhattan, KS 66503
Ph: 785-776-0541

II. U.S. ENVIRONMENTAL PROTECTION AGENCY REGION 7

Seth Draper or his successor
Enforcement and Compliance Assurance Division
11201 Renner Boulevard
Lenexa, KS 66219
draper.seth@epa.gov
Ph: 913-551-7080

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

III. ADMINISTRATIVE ORDER FOR COMPLIANCE ON CONSENT

A. History

The United States Environmental Protection Agency – Region 7 (EPA) issued an Administrative Order for Compliance on Consent (Order on Consent) to the Riley County, Kansas Public Works Department in the spring of 2022. Riley County Public Works operates the University Park Wastewater Treatment Facility, a publicly owned treatment works (POTW). This POTW treats wastewater from domestic users in the University Park area located on the west side of Tuttle Creek Reservoir. Treated wastewater effluent is discharged from the facility into Tuttle Creek Reservoir via a National Pollutant Discharge Elimination System (NPDES) permit: Kansas Permit No.: M-BB25-0004. Federal Permit No.: KS0079243. A copy of this permit is included in Appendix A.

Upon an EPA inspection of the POTW in May 2021 and a review of documents through August 2021, the EPA concluded that the "POTW effluent exceeded the BOD, TSS, ammonia as nitrogen, and E.coli limits, and fell below the minimum pH, of the applicable NPDES permit on multiple occasions from December 2015 to August 2021….". As a result, the Order on Consent was issued due to noncompliance with the limits set forth in the NPDES permit. The Order on Consent directs Riley County Public Works to submit to the EPA and the Kansas Department of Health & Environment (KDHE) prior to August 1, 2022, a comprehensive plan (Compliance Plan) for becoming compliant with the current NPDES permit.

B. Summary of Quarterly Reports

Contained within the NPDES permit is a schedule of compliance directing Riley County Public Works to submit quarterly reports documenting operational changes enacted and the effectiveness of those changes. The first quarterly report was due on January 15, 2021 and covered the last quarter of 2020. Appendix B includes copies of those quarterly reports as submitted to KDHE from the last quarter of 2020, all of 2021, and the first two quarters of 2022. Also included in Appendix B is a summary for the effluent characteristics as report electronically on the monthly monitoring reports (eDMR). Full eDMR reports and comprehensive laboratory test results, as conducted by Pace Analytical, are on file with Riley County Public Works.

To summarize the reports and efforts made, the wastewater treatment plant operators believe the bacteria within the facility is starved for a food source. The operators have experimented with supplementing the wastewater influent stream with limited and mixed results. On virtually a quarterly basis, changes are made in the air cycling and delivery within the plant, also with limited and mixed results. Although, changes in the air cycling have resulted in achieving the ammonia limit with more frequency. However, achieving the total nitrogen goal contained in the permit continues to be problematic. Additional changes in the operating practice of the

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facility include increasing the frequency of wasting sludge from the aeration basin in an effort to lower the TSS levels in the effluent. The limit on TSS has been met for the last 5 months. And as indicated in the quarterly reports, Riley County Public Works plans to add a fermenter in the near future in an attempt to meet the total nutrient goals defined in the current NPDES permit.

The wastewater treatment plant operators continue to monitor the following on a daily basis: settlement within the aeration basin, pH of the influent and effluent, nitrate, nitrite, ammonia, chlorine residual, effluent flow volume, minimum and maximum daily air temperature, the dissolved oxygen levels and total suspended solids levels in four locations within the aeration basin.

C. Order On Consent and Schedule of Compliance

C.1. Introduction

The Riley County Board of County Commissioners and Riley County Public Works contracted with SMH Consultants to develop a Compliance Plan for bringing the University Park POTW into compliance with the 2020 NPDES permit per the Order on Consent. The applicable representatives of Riley County and SMH Consultants were identified in section **I. Respondents.**

As mentioned, the NPDES permit contains a schedule of compliance. In part, it requires Riley County Public Works to develop a plan and schedule to bring the facility into consistent compliance with the effluent limits and submit that plan and schedule to KDHE prior to August 1, 2022. A portion of this schedule of compliance directs Riley County Public Works to consider replacing the mechanical wastewater treatment facility with a non-discharging lagoon system. Consideration of replacing the existing treatment facility with a non-discharging lagoon facility is included below.

C.2. Non-Discharging Lagoon System

A non-discharging wastewater lagoon facility inherently has advantages over a mechanical wastewater treatment plant. As no treated wastewater effluent is discharged from a non-discharging facility, effluent limitations are essentially nonexistent. One noted exception is if the non-discharging lagoon facility is designed and constructed such that irrigation from the facility is allowed. Often, non-discharging lagoon facilities are constructed to allow for irrigation of crops not produced for direct human consumption. Additionally, irrigating from the lagoon system provides a beneficial use of the treated wastewater and allows a means of dispersing the wastewater during years of below average evaporation and/or above normal precipitation. Furthermore, the operational and maintenance costs of a non-discharging lagoon system are appreciably less than those of operating and maintaining a mechanical wastewater facility. Operational and maintenance costs associated with a non-discharging lagoon facility consist of

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operating and maintaining the pump station, addressing erosion issues of the lagoon dikes (approximately once every 20 years), and mowing the lagoon grounds/dikes.

Based on available water use records for the University Park area provided by Riley County Public Works, a non-discharging lagoon system was preliminarily sized. From these records and conforming to KDHE design standards, a two cell, non-discharging lagoon system with a combined water surface of 5 acres is warranted. Additionally, this is based on designing the system for a population equivalent of 300 persons. An early, critical component during the design phase of any proposed improvements would be to establish the population equivalent or number of people and entities to be served. If the design population equivalent is less than 300, the water surface acreage would be reduced. But as stated, the preliminary 5-acre lagoon system is based on serving 300 people. With the required set-backs to the water surface from property lines and the area occupied by the lagoon dikes, an estimated 12 total acres would be necessary.

A preliminary search of the University Park vicinity for a potential lagoon facility site resulted in the selection of a site located east of the intersection of University Park Road and Hi-View Drive. A preliminary construction and total project cost estimate for a 5-acre non-discharging lagoon facility was developed and is included below. The preliminary location described was used in the development of the cost estimate.

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	Cost Estimate - Non-Discharging, 2-Cell Lagoon Facility				
No.	**Item**	**Quantity**	**Unit**	**Unit Price**	**Total Price**
1	Mobilization	1	LS	$55,000.00	$55,000.00
2	Construction Staking	1	LS	$8,000.00	$8,000.00
3	Clearing and Grubbing	1	LS	$20,000.00	$20,000.00
4	Common Excavation	19,300	CY	$4.00	$77,200.00
5	Earthwork Compaction	11,400	CY	$5.00	$57,000.00
6	Pond Sealant	395	Tons	$265.00	$104,675.00
7	Piping - 8-inch PVC	870	LF	$45.00	$39,150.00
8	Control Structures	3	Each	$25,000.00	$75,000.00
9	Slope Protection, Riprap	1,365	Tons	$70.00	$95,550.00
10	Gravel Surfacing	600	SF	$18.00	$10,800.00
11	Fencing	3,070	LF	$12.50	$38,375.00
12	Seeding	1	LS	$18,000.00	$18,000.00
13	Force Main, 6-inch PVC	11,080	LF	$34.00	$376,720.00
14	Pump Station, Complete	1	LS	$230,000.00	$230,000.00
15	Standby Generator	1	LS	$70,000.00	$70,000.00
16	Land Acquisition	12	Acre	$1,500.00	$18,000.00
	Subtotal Construction Cost Estimate				$1,293,470.00
	15% Construction Contingencies				$194,020.50
	Total Construction Cost Estimate				$1,487,490.50
	Geotechnical Engineering	1	LS	$12,000.00	$12,000.00
	Engineering Design, Bidding, Constr. Services	1	LS	$150,000.00	$150,000.00
	Total Estimated Improvements Cost				$1,649,490.50

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C.3. Mechanical Wastewater Treatment Facility

The existing mechanical, activated sludge package treatment plant is in poor physical condition and rapidly nearing the end of its useful life. According to the records on file, the plant was constructed in 1998 and has deteriorated considerably. Little of the existing facility is expected to last more than another 5-7 years. Replacing the existing treatment plant with a new mechanical treatment plant is an option. The major components of a new plant would include a pump station, headworks capabilities (screening), an aeration basin and blowers, sludge handling capabilities, disinfection (likely, ultraviolet disinfection), and a standby generator.

Operating a mechanical treatment facility involves appreciable more energy costs than operating a lagoon system. Energy (power) is required to operate every component in a mechanical treatment plant. Maintenance costs for a mechanical plant are considerably higher than a lagoon facility also. An accepted practice in estimating the life cycle of mechanical plant equipment is to budget for the replacement of the components, in full or in part, every 10-20 years, depending on the component. A recommended practice is to budget for the replacement of pumps every 10 years, headworks components every 10-15 years, blowers every 10-15 years, sludge dewatering components every 20-25 years, and ultraviolet bulbs every 5-10 years. Other cost considerations with a mechanical wastewater facility include the employee hours/costs associated with operating the facility.

It should be noted that often some of the mechanical components are housed in a building – particularly, ultraviolet disinfection and sludge dewatering capabilities. The type of building to accommodate these pieces of equipment can vary greatly. A very preliminary construction and total project cost estimate for a mechanical wastewater treatment facility was developed and is included below.

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	Cost Estimate - Mechanical Wastewater Treatment Plant				
No.	**Item**	**Quantity**	**Unit**	**Unit Price**	**Total Price**
1	Mobilization	1	LS	$65,000.00	$65,000.00
2	Clearing and Grubbing	1	LS	$3,000.00	$3,000.00
3	Site Work & Grading	1	LS	$10,000.00	$10,000.00
4	Pump Station, Complete	1	LS	$230,000.00	$230,000.00
5	Headworks (Bar screen)	1	LS	$205,000.00	$205,000.00
6	Activated Sludge Basin, Controls, Blowers (Aero-Mod)	1	LS	$450,000.00	$450,000.00
7	Ultraviolet Disinfection Building, Complete	1	LS	$400,000.00	$400,000.00
8	Sludge Handling & Storage	1	LS	$450,000.00	$450,000.00
9	Piping within the treatment processes/components	1	LS	$12,500.00	$12,500.00
10	Site Electrical	1	LS	$200,000.00	$200,000.00
11	Standby Generator	1	LS	$75,000.00	$75,000.00
12	Gravel Surfacing	1	LS	$6,000.00	$6,000.00
13	Seeding	1	LS	$4,000.00	$4,000.00
	Subtotal Construction Cost Estimate				$2,110,500.00
	15% Construction Contingencies				$316,575.00
	Total Construction Cost Estimate				$2,427,075.00
	Engineering Design, Bidding, Constr. Services	1	LS	$320,000.00	$320,000.00
	Total Estimated Improvements Cost				$2,747,075.00

C.4. Compliance Plan

Achieving compliance with the existing NPDES permit would require the replacement of the mechanical treatment plant. Due to the existing treatment plant's age, condition, and processes, upgrading it to achieve compliance is not practical. A very preliminary cost estimate for replacing the existing plant with a new mechanical plant is illustrated above.

The construction of a non-discharging lagoon system would result in a new NPDES permit being issued. As previously stated, effluent limitations for a non-discharging lagoon facility would be essentially eliminated with the likely exception of irrigation restrictions to crops not for direct human consumption. Due to construction costs, operation and maintenance costs, permit limitations, and required operational hours, it is the intent of Riley County Public Works to construct a non-discharging lagoon system to replace the aging, mechanical treatment plant currently serving the University Park area. A non-discharging lagoon system results in the best option for consistently achieving permit compliance. Furthermore, additional and more stringent effluent limitations contained in any future NPDES permit could result in the need for additional mechanical treatment plant upgrades and/or processes and components.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

C.5. Compliance Plan Schedule and Timeline

Riley County Public Works proposes the following schedule to achieve a fully compliant wastewater treatment facility to serve the University Park area.

August 2022 – December 2022: Develop design criteria for the proposed improvements.

August 2022 – August 2023: Pursue and obtain funding for the proposed improvements.

January 2023 – July 2023: Design the proposed improvements.

August 2023: Bid the proposed improvements.

September 2023 – March 2024: Construct the proposed improvements.

April 2024 – December 2024: Monitor the new facility for compliance.

D. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

John Ellermann, P.E.
Name (printed)

Public Works Director
Title

Signature

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

Appendix A

Kansas Water Pollution Control Permit and Authorization to Discharge Under the National Pollutant Discharge Elimination System

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

Kansas
Department of Health and Environment

Phone: 785-296-1535
Fax: 785-559-4264
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

October 28, 2020

Riley County Public Works Department
Leon Hobson
6215 Tuttle Creek Blvd
Manhattan, KS 66503

RE: Kansas Water Pollution Control
Permit No. M-BB25-OO04
University Park WWTF

Dear Permittee:

You have fulfilled all the filing requirements for a Kansas Water Pollution Control Permit and Authorization to Discharge under the National Pollutant Discharge Elimination System (NPDES). We are pleased to forward your new permit. While it is permissible to make as many copies as needed for monitoring and reporting purposes, you need to retain the original permit for your files.

We suggest you carefully read the terms and conditions of your permit and understand these terms and conditions are enforceable under both State and Federal law.

Please note the reporting paragraph on page 2 of your permit. If required, all discharge monitoring reports are to be processed by the eDMR software program. If KDHE has not contacted you concerning the use of the eDMR software program, please contact Debbie Mendenhall at 785.296.5561 or Deborah.Mendenhall@ks.gov. If this requirement applies to your facility, please share this permit with your certified operator and laboratory.

Any additional reports shall be submitted to the Kansas Department of Health and Environment, Bureau of Water-TSS, 1000 SW Jackson St., Suite 420, Topeka, Kansas 66612-1367.

If you have any questions concerning this permit, contact Michael Beezhold at (785) 296-5513.

Sincerely,

Thomas C Stiles

Thomas C Stiles
Director, Bureau of Water

pc: NC - District
RE- Permit File

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

Kansas Permit No.: M-BB25-0004

Federal Permit No.: KS0079243

KANSAS WATER POLLUTION CONTROL PERMIT AND AUTHORIZATION TO DISCHARGE UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

Pursuant to the Provisions of Kansas Statutes Annotated 65-164 and 65-165, the Federal Water Pollution Control Act as amended, (33 U.S.C. 1251 et seq; the "Act"),

Owner:	University Park Sewer Benefit District
Owner's Address:	Riley County Public Works Dept. 6215 Tuttle Creek Blvd Manhattan, Kansas 66503
Facility Name:	University Park Wastewater Treatment Facility
Facility Location:	SW¼, NW¼, NE¼, Section 12, Township 8S, Range 6E Riley County, Kansas
Outfall:	Latitude: 39.37451 Longitude: -96.70916 Latitude: 39.37495 Longitude: -96.70914
Receiving Stream & Basin:	Tuttle Creek Reservoir via unnamed tributary Big Blue River Basin

is authorized to discharge from the wastewater treatment facility described herein, in accordance with effluent limits and monitoring requirements as set forth herein.

This permit is effective November 1, 2020, supersedes the previously issued water pollution control permit M-BB25-0004, and expires October 31, 2025.

FACILITY DESCRIPTION:

1. Activated Sludge Package Treatment Plant
2. Disinfection with sodium hypochlorite
3. Dechlorination Chamber
4. Design Flow = 0.03 MGD
5. Design P.E. = 300 @ 100 gpcd

Lee A. Norman MD

Secretary, Kansas Department of Health and Environment

October 28, 2020

Date

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

A. EFFLUENT LIMITS AND MONITORING REQUIREMENTS

The permittee is authorized to discharge from outfall(s) with serial number(s) as specified in this permit. The effluent limits shall become effective on the dates specified herein. Such discharges shall be controlled, limited, and monitored by the permittee as specified. There shall be no discharge of floating solids or visible foam in other than trace amounts.

Monitoring reports shall be submitted on or before the 28th day of the following month. In the event no discharge occurs, written notification is still required.

Parameter	Final Limits	Measurement Frequency	Sample Type
Monitoring Location 001AG (EDMR code: INF001AG) - Influent to Treatment Plant			
Biochemical Oxygen Demand (5-Day) - mg/l	Monitor	Once Monthly	grab
Total Suspended Solids - mg/l	Monitor	Once Monthly	grab
Total Phosphorus (as P)-mg/l	Monitor	Once Monthly	grab
Total Kjeldahl Nitrogen (as N)-mg/l	Monitor	Once Monthly	grab
Outfall 001A1 (EDMR code: EFF001A1) - Effluent at Effluent Sample Point			
Biochemical Oxygen Demand (5-Day)[1]		Once Monthly	grab
Weekly Average-mg/l	45		
Monthly Average-mg/l	30		
Total Suspended Solids[1]		Once Monthly	grab
Weekly Average-mg/l	45		
Monthly Average-mg/l	30		
pH - Standard Units	6.0-9.0	Once Monthly	grab
Ammonia (as N)		Once Monthly	grab
November through March			
Daily Maximum-mg/l	18.1		
Monthly Average-mg/l	18.1		
April			
Daily Maximum-mg/l	13.5		
Monthly Average-mg/l	12.1		
May			
Daily Maximum-mg/l	9.4		
Monthly Average-mg/l	8.8		
June			
Daily Maximum-mg/l	6.2		
Monthly Average-mg/l	5.9		
July and August			
Daily Maximum-mg/l	4.9		
Monthly Average-mg/l	4.8		

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

A. EFFLUENT LIMITS AND MONITORING REQUIREMENTS (continued)

Ammonia (as N)		Once Monthly	grab
September			
Daily Maximum-mg/l	7.8		
Monthly Average-mg/l	7.4		
October			
Daily Maximum-mg/l	16.3		
Monthly Average-mg/l	14.2		
E. coli(colonies/100 ml)		Once Monthly	grab
April 1 through October 31			
Monthly Geometric Average	160		
November 1 through March 31			
Monthly Geometric Average	2358		
Total Phosphorus (as P)	Monitor	Once Monthly	grab
Monthly Avg. Concentration -mg/l			
Monthly Avg. Load - lbs/day			Calculated[3]
Nitrate (NO_3)+ Nitrite (NO_2)as N-mg/l[2]	Monitor	Once Monthly	grab
Total Kjeldahl Nitrogen (as N)-mg/l[2]	Monitor	Once Monthly	grab
Total Nitrogen (TKN + NO_3 + NO_2) (as N)[2]	Monitor	Once Monthly	Calculated[3]
Monthly Avg. Concentration - mg/l			
Monthly Avg. Load - lbs/day			
Total Chlorine Residual-µg/l[4]	Monitor	Weekdays	grab
Daily Maximum			
Monthly Average			Calculated[3]
Flow - MGD	Monitor	Weekdays	Estimate

Annual Rolling Average 001TT (EDMR code: 001TT) - Annual Rolling Average Calculations at Effluent

Parameter	Interim Limits	Final Limits	Measurement Frequency	Sample Type
Total Phosphorus (as P)[5,6]			Once Monthly	Calculated[3]
Annual Avg. Concentration - mg/l	Monitor	Monitor		
Annual Avg. Load - lbs/day	Monitor	0.50		
Total Nitrogen (as N)[5,6]			Once Monthly	Calculated[3]
Annual Avg. Concentration - mg/l	Monitor	Monitor		
Annual Avg. Load - lbs/day	Monitor	2.50		

1 Minimum removal of 85% required for Total Suspended Solids and Biochemical Oxygen Demand (5-Day).

2 Permittee shall sample for these tests on the same day. The Minimum Reportable Limit (MRL) for TKN is 1 mg/l and for nitrate + nitrite is 0.1 mg/l. Values less than the MRL shall be reported using the less than sign (<) with the MRL value but for purposes of calculating and reporting the total nitrogen result, less than values shall be defaulted to zero.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

A. EFFLUENT LIMITS AND MONITORING REQUIREMENTS (continued)

3 The values for parameters shown as "Calculated" will be calculated by the on-line eDMR program. The values cannot be entered into the on-line eDMR program by the permittee. In addition to these calculated values, for parameters with Annual Daily Mass reporting requirements, the permittee will see monthly average values calculated by the eDMR program and displayed in the raw data tables. The monthly average parameter short name and (parameter code) for total phosphorus is T-P MA (KS665) and for total nitrogen is T.N2 MA (KS600) in mg/l and lbs/day. The monthly averages are required intermediary calculated values used for purposes of calculating the annual averages and are shown for purposes of checking those calculations. The annual average calculations are for a rolling 12-month time period calculated on a monthly basis.

4 Permittee shall conduct testing for total chlorine residual according to the methods prescribed in 40 CFR Part 136. The facility uses chlorine tablets to disinfect the effluent and does not dechlorinate. Permittee shall control the number of tablets to keep the total chlorine residual between 0.5 - 1.5 mg/l daily target value and average less than 1.0 mg/l monthly average target.

5 See Supplemental Conditions.

6 See Schedule of Compliance.

B. STANDARD CONDITIONS

In addition to the specified conditions stated herein, the permittee shall comply with the attached Standard Conditions dated March 1, 2018.

C. SLUDGE DISPOSAL

Sludge disposal shall be in accordance with the 40 CFR Part 503 Sludge Regulations.

D. SUPPLEMENTAL CONDITIONS

Nutrient Removal: Although this wastewater treatment facility is not designed for nutrient removal, the permittee should consider changes in operations and/ or construction improvements to maximize the level of nutrient removal with the intent of achieving the following goals as annual average target effluent levels:

a. Total Nitrogen (as N) - mg/l	≤ 10.0 as an annual average goal
b. Total Nitrogen (as N) - lbs/day	≤ 2.50 as an annual average limit
c. Total Phosphorus (as P) - mg/l	≤ 2.0 as an annual average goal
d. Total Phosphorus (as P) - lbs/day	≤ 0.50 as an annual average limit

These target concentrations (mg/l) are not to be considered as effluent limits for this permit. However, the mass loadings (lbs/day) are enforceable limits as imposed by the Schedule of Compliance of this permit. The annual average limits are for a rolling 12-month time period calculated on a monthly basis.

KDHE reserves the right to re-open this permit to impose limits for nutrients pursuant to Kansas law after such criteria or a TMDL limiting nutrients is adopted in the Kansas Surface Water Quality Standards.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

E. SCHEDULE OF COMPLIANCE

This facility has consistently been out of compliance with effluent limits for Total Suspended Solids, E.coli, and Ammonia. In addition, a Total Maximum Daily Load (TMDL) for Tuttle Creek Lake Eutrophication has been adopted into the Kansas Surface Water Quality Standards including a Waste Load Allocation for Total Nitrogen and Total Phosphorus for the University Park WWTF. Permittee shall comply with the following schedule:

1. Through a contract with KDHE, the facility has received operational training and has been referred to receive nutrient removal optimization training. The permittee shall implement the operational changes as recommended by the technical assistance providers. Quarterly reports shall be submitted documenting the operational changes and effectiveness. The Quarterly reports are due on the 15th day of January, April, July, and October. The first quarterly report is due January 15, 2021.

2. If the implemented operational changes have not consistently reduced the effluent below limits for Total Suspended Solids, E.coli, Ammonia, Total Nitrogen mass loading, and Total Phosphorus mass loading by February 1, 2022, the permittee shall hire a Kansas-Licensed engineering consultant to develop a facility plan to bring the facility into consistent compliance with the effluent limits.

3. By August 1, 2022, permittee shall provide KDHE a draft facility plan including a schedule of improvements to the wastewater treatment facility to allow the facility to meet effluent limits. Replacing the mechanical treatment facility with a non-discharging lagoon system must be considered.

4. Improvements as recommended by the facility plan shall be completed by September 1, 2025.

5. The Final limits for Outfall 001TT as presented in Part A "Annual Rolling Average 001TT - Annual Rolling Average Calculations at Effluent" will be effective October 31, 2025. Once effective, the limit will be a rolling 12-month average.

F. ADDITIONAL INFORMATION

EPA has promulgated a final rule requiring regulated entities to report DMR data electronically. Also, KAR 28-16-63 requires permittees to report NPDES data in a form required by KDHE. KDHE has developed electronic reporting tools to assist permittees in complying with the EPA electronic reporting rule and KAR 28-61-63. Unless a waiver has been approved by KDHE, permittees are required to submit reports electronically.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

STANDARD CONDITIONS FOR
KANSAS WATER POLLUTION CONTROL AND
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS

1. Representative Sampling and Discharge Monitoring Report Submittals:

A. Samples and measurements taken as required herein shall be representative of the quality and quantity of the monitored discharge. Test results shall be recorded for the day the samples were taken. If sampling for a parameter was conducted across more than one calendar day, the test results may be recorded for the day sampling was started or ended. All samples shall be taken at the locations designated in this permit, and unless specified, at the outfall/monitoring location(s) before the wastewater joins or is diluted by any other water or substance.

B. Monitoring results shall be recorded and reported on forms acceptable to the Division and submitted no later than the 28th day of the month following the completed reporting period. Signed and certified copies of other reports, required herein, prepared in accordance with KAR 28-16-59, may be faxed to 785.559.4257, e-mailed as scanned attachments to kdhe.dmr4kdhe@ks.gov , or sent by U.S. mail to:

Kansas Department of Health & Environment
Bureau of Water-Technical Services Section
1000 SW Jackson Street, Suite 420
Topeka, KS 66612-1367

2. Definitions:

A. Unless otherwise specifically defined in this permit, the following definitions apply:

1. The "Daily Maximum" is the total discharge by weight or average concentration, measurement taken, or value calculated during a 24-hour period. The parameter, pH, is limited as a range between and including the values shown.

2. The "Weekly Average" is the arithmetic mean of the value of test results from samples collected, measurements taken, or values calculated during four monitoring periods in each month consisting of calendar days 1-7, 8-14, 15-21 and 22 through the end of the month.

3. The "Monthly Average", other than for E. coli bacteria, is the arithmetic mean of the value of test results from samples collected, measurements taken, or values calculated during a calendar month. The monthly average is determined by the summation of all calculated values or measured test results divided by the number of calculated values or test results reported for that parameter during the calendar month. The monthly average for E. coli bacteria is the geometric average of the value of the test results from samples collected in a calendar month. The geometric average can be calculated by using a scientific calculator to multiply all the E. coli test results together and then taking the nth root of the product where n is the number of test results. Non-detect values shall be reported using the less than symbol (<) and the minimum detection or reportable value. To calculate average values, non-detects shall be defaulted to zero (or one for geometric averages). Greater than values shall be reported using the greater than symbol (>) and the reported value. To calculate average values, the greater than reported value shall be used in the averaging calculation.

B. A "grab sample" is an individual sample collected in less than 15 minutes. A "composite sample" is a combination of individual samples in which the volume of each individual sample is proportional to the flow, or the sample frequency is proportioned to the flow rate over the sample period, or the sample frequency is proportional to time.

C. The terms "Director", "Division", and "Department" refer to the Director, Division of Environment, Kansas Department of Health, and Environment, respectively.

D. "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of an in-plant diversion. Severe property damage does not mean economic loss caused by delays in production.

E. "Bypass" means the intentional diversion of waste streams from any portion of the treatment facility.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

3. Schedule of Compliance: No later than 14 calendar days following each date identified in the "Schedule of Compliance," the permittee shall submit via mail, e-mail or fax per paragraph 1.B above, either a report of progress or, in the case of specific action being required by identified dates, a written notice of compliance or noncompliance. In the latter case, the notice shall include the cause of noncompliance, any remedial actions taken, and the probability of meeting the next scheduled requirements, or, if there are no more scheduled requirements, when such noncompliance will be corrected.

4. Test Procedures: All analyses required by this permit shall conform to the requirements of 40 CFR Part 136, unless otherwise specified, and shall be conducted in a laboratory accredited by the Department. For each measurement or sample, the permittee shall record the exact place, date, and time of measuring/sampling; the date and time of the analyses, the analytical techniques or methods used, minimum detection or reportable level, and the individual(s) who performed the measuring/sampling and analysis and, the results. If the permittee monitors any pollutant at the location(s) designated herein more frequently than required by this permit, using approved procedures, the results shall be included in the Discharge Monitoring Report form required in 1.B. above. Such increased frequencies shall also be indicated.

5. Change in Discharge: All discharges authorized herein shall be consistent with the permit requirements. The discharge of any pollutant not authorized by this permit or of any pollutant identified in this permit more frequently than or at a level in excess of that authorized shall constitute a violation of this permit. Any anticipated facility expansions, production or flow increases, or production or wastewater treatment system modifications which result in a new, different, or increased discharge of pollutants shall be reported to the Division at least one hundred eighty (180) days before such change.

6. Facilities Operation: The permittee shall always properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the requirements of this permit and Kansas and Federal law. Proper operation and maintenance also include adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by a permittee only when the operation is necessary to achieve compliance with the requirements of this permit. The permittee shall take all necessary steps to minimize or prevent any adverse impact to human health or the environment resulting from noncompliance with any effluent limits specified in this permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge. When necessary to maintain compliance with the permit requirements, the permittee shall halt or reduce those activities under its control which generate wastewater routed to this facility.

7. Incidents:

"Collection System Diversion" means the diversion of wastewater from any portion of the collection system.

"In-Plant Diversion" means routing the wastewater around any treatment unit in the treatment facility through which it would normally flow.

"In-Plant Flow Through" means an incident in which the wastewater continues to be routed through the equipment even though full treatment is not being accomplished because of equipment failure for any reason.

"Spill" means any discharge of wastewater, sludge or other materials from the treatment facility other than effluent or as more specifically described by other "Incidents" terms.

"Upset" means an exceptional incident in which there is unintentional and temporary noncompliance or anticipated noncompliance with permit effluent limits because of factors beyond the reasonable control of the permittee, as described by 40 C.F.R. 122.41(n).

8. Diversions not Exceeding Limits: The permittee may allow any diversion to occur which does not cause effluent limits to be exceeded, but only if it also is for essential maintenance to assure efficient operation. Such diversions are not subject to the Incident Reporting requirements shown below.

9. Prohibition of an In-Plant Diversion: Any in-plant diversion from facilities necessary to maintain compliance with this permit is prohibited, except: (a) where the in-plant diversion was unavoidable to prevent loss of life, personal injury, or severe property damage; (b) where there were no feasible alternatives to the in-plant diversion, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime and (c) the permittee submitted a notice as required in the Incident Reporting paragraph below. The Director may approve an anticipated in-plant diversion, after considering its adverse effects, if the Director determines that it will meet the three conditions listed above.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

10. Incident Reporting: The permittee shall report any unanticipated collection system diversion, in-plant diversion, in-plant flow through occurrences, spill, upset, or any violation of a permitted daily maximum limit within 24 hours from the time the permittee became aware of the incident. A written submission shall be provided within 5 days of the time the permittee became aware of the incident. The written submission shall contain a description of the noncompliance and its cause, the period of noncompliance, including exact dates and times; and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance. An Incident Report form is available at www.kdheks.gov/water/tech.html.

For an anticipated incident or any planned changes or activities in the permitted facility that may result in noncompliance with the permit requirements, the permittee shall submit written notice, if possible, at least ten days before the date of the event.

For other noncompliance, the above information shall be provided with the next Discharge Monitoring Report.

11. Removed Substances: Solids, sludges, filter backwash, or other pollutants removed in the course of treatment of water shall be utilized or disposed of in a manner acceptable to the Division.

12. Power Failures: The permittee shall provide an alternative power source sufficient to operate the wastewater control facilities or otherwise control pollution and all discharges upon the loss of the primary source of power to the wastewater control facilities.

13. Right of Entry: The permittee shall allow authorized representatives of the Division of Environment or the Environmental Protection Agency upon the presentation of credentials, to enter upon the permittee's premises where an effluent source is located, or in which are located any records required by this permit, and at reasonable times, to have access to and copy any records required by this permit, to inspect any facilities, monitoring equipment or monitoring method required in this permit, and to sample any influents to, discharges from or materials in the wastewater facilities.

14. Transfer of Ownership: The permittee shall notify the succeeding owner or controlling person of the existence of this permit by certified letter, a copy of which shall be forwarded to the Division. The succeeding owner shall secure a new permit. This permit is not transferable to any person except after notice and approval by the Director. The Director may require modification or revocation and reissuance of the permit to change the name of the permittee and incorporate such other requirements as may be necessary.

15. Records Retention: Unless otherwise specified, all records and information resulting from the monitoring activities required by this permit, including all records of analyses and calibration and maintenance of instruments and recordings from continuous monitoring instruments, shall be retained for a minimum of 3 years, or longer if requested by the Division. Biosolids/sludge records and information are required to be kept for a minimum of 5 years, or longer if requested by the Division. Groundwater monitoring data, including background samples results, shall be kept for the life of the facility regardless of ownership.

16. Availability of Records: Except for data determined to be confidential under 33 USC Section 1318, all reports prepared in accordance with the terms of this permit shall be available for public inspection at the offices of the Department. Effluent data shall not be considered confidential. Knowingly making any false statement on any such report or tampering with equipment to falsify data may result in the imposition of criminal penalties as provided for in 33 USC Section 1319 and KSA 65-170c.

17. Permit Modifications and Terminations: As provided by KAR 28-16-62, after notice and opportunity for a hearing, this permit may be modified, suspended or revoked or terminated in whole or in part during its term for cause as provided, but not limited to those set forth in KAR 28-16-62 and KAR 28-16-28b through g. The permittee shall furnish to the Director, within a reasonable amount of time, any information which the Director may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The permittee shall also furnish upon request, copies of all records required to be kept by this permit. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

18. Toxic Pollutants: Notwithstanding paragraph 17 above, if a toxic effluent standard or prohibition (including any schedule of compliance specified at such effluent standards) is established under 33 USC Section 1317(a) for a toxic pollutant which is present in the discharge and such standard or prohibition is more stringent than any limitation for such pollutant in this permit, this permit shall be revised or modified in accordance with the toxic effluent standard or prohibition. Nothing in this permit relieves the permittee from complying with federal toxic effluent standards as promulgated pursuant to 33 USC Section 1317.

19. Administrative, Civil and Criminal Liability: The permittee shall comply with all requirements of this permit. Except as authorized in paragraph 9 above, nothing in this permit shall be construed to relieve the permittee from administrative, civil or criminal penalties for noncompliance as provided for in KSA 65-161 et seq., and 33 USC Section 1319.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

20. Oil and Hazardous Substance Liability: Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities or penalties to which the permittee is or may be subject to under 33 USC Section 1321 or KSA 65-164 et seq. A municipal permittee shall promptly notify the Division by telephone upon discovering crude oil or any petroleum derivative in its sewer system or wastewater treatment facilities.

21. Industrial Users: A municipal permittee shall require any industrial user of the treatment works to comply with 33 USC Section 1317, 1318 and any industrial user of storm sewers to comply with 33 USC Section 1308.

22. Property Rights: The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights nor any infringements of or violation of federal, state, or local laws or regulations.

23. Operator Certification: The permittee shall, if required, ensure the wastewater facilities are under the supervision of an operator certified by the Department. If the permittee does not have a certified operator or loses its certified operator, appropriate steps shall be taken to obtain a certified operator as required by KAR 28-16-30 et seq.

24. Severability: The provisions of this permit are severable. If any provision of this permit or any circumstance is held invalid, the application of such provision to other circumstances and the remainder of the permit shall not be affected thereby.

25. Removal from Service: The permittee shall inform the Division at least three months before a pumping station, treatment unit, or any other part of the treatment facility permitted by this permit is to be removed from service and shall make arrangements acceptable to the Division to decommission the facility or part of the facility being removed from service such that the public health and waters of the state are protected.

26. Duty to Reapply: A permit holder wishing to continue any activity regulated by this permit after the expiration date, must apply for a new permit at least 180 days prior to expiration of the permit.

27. Publicly owned treatment works (POTWs): All POTWs shall provide adequate notice to the Director of the following per 40 CFR 122.42(b):

A. Any new introduction of pollutants into the POTW from a non-domestic source which would be subject to section 301 or 306 of the CWA ; and

B. Any substantial change in the volume or character of pollutants being introduced into a POTW by a non-domestic source.

C. For purposes of this paragraph, adequate notice shall mean within 30 days of the POTW being aware of the introduction of pollutants and shall include information on the quality and quantity of influent introduced into the POTW, and any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.

28. POTW regulated pretreatment program requirements: For POTWs with an approved pretreatment program, the POTW shall:

A. Identify, in terms of character and volume of pollutants, any Significant Industrial Users discharging into the POTW subject to Pretreatment Standards under section 307(b) of CWA and 40 CFR part 403.

B. Provide to KDHE and EPA a written technical evaluation of the need to develop new local limits or revise existing local limits under 40 CFR 403.5(c)(1).

29. This permit may be reopened and modified if KDHE and/or EPA determines the permittee shall develop and approved pretreatment program that complies with 40 CFR, Part 403.

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

Appendix B

Quarterly Reports Submitted to the Kansas Department of Health & Environment (KDHE)

And

Summary of Monthly Effluent eDMR Results: November 2020 through June 2022

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

SMH CONSULTANTS

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

January 15, 2021

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-OO04

Dear KDHE:

The University Park Sewer Benefit District and Riley County Public Works Department have been consciously aware of the high levels of effluent limits of the University Park Wastewater treatment facility. As you know the existing treatment facility is an old activated sludge package treatment plant.

Over the past few years improvements have been made to the system and plant with intention to improve plant effluent limits. These improvements were lining and replacing collection lines to prevent or limit inflow and infiltration brought into the plant. Also, the aeration system on the plant has been upgraded.

Until now the focus of improvements have been with maintaining DO and removing the proper amount of sludge from the plant. Testing equipment has been added to help monitor the plant. Although this has helped some in controlling the DO it has not addressed meeting Total Nitrogen and Total Phosphorus limits.

We have received training and advice from KDHE trainers, including most recently, Grant Weaver with Clean Water Ops.com in December. However, this update is due before any of Mr. Weavers suggestions could be implemented and will serve as a baseline for future reports.

Sincerely,

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County, KS
785-537-6330
jellermann@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

April 15, 2021

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-OO04

Dear KDHE:

This letter will serve as our quarterly report for April.

As you know the existing treatment facility is an old activated sludge package treatment plant designed to treat up to 30,000 GPD. The system currently is receiving approximately 10,000 to 15,000 GPD, estimated from water used. As a result we believe that the plant is not getting enough solids (food) for the bacteria to stay healthy and work properly. The operator had tried adding dog food to the plant for several weeks. This appeared to help some but levels were still high.

The addition of dog food has stopped and we have begun to cycle the air to help with the removal of ammonia. There are no results of this effort yet.

Sincerely,

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County, KS
785-537-6330
jellermann@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

July 15, 2021

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-OO04

Dear KDHE:

This letter will serve as our quarterly report for July.

Cycling of the air pump begun to help with the removal of ammonia. Adjustments in the length of time the pumps were shut off varied each month. Ammonia levels seem to improve, however, the nitrogen and TSS seem to be elevated.

We are working on building a fermenter to add to the process with the hopes of improving the nitrogen levels.

Sincerely,

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County, KS
785-537-6330
jellermann@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

October 15, 2021

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-OO04

Dear KDHE:

This letter will serve as our quarterly report for October.

Cycling of the air continues to help with the ammonia.

We are still working on the adding the fermenter.

Lab results are elevated from the last quarter.

Sincerely,

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County, KS
785-537-6330
jellermann@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

January 15, 2022

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-OO04

Dear KDHE:

This letter will serve as the quarterly report for January 2022.

Cycling of the air pumps has been effective in lowering ammonia levels, however we are still working towards reaching consistent levels within the allowable limits.

Total Suspended Solids levels occasionally surpass the allowable limits. The amount of solids the plant is receiving is still lower than what the plant was designed for. We are continuing to look for ways to work around this issue. Supplementary solids will begin to be added to the facility's wastewater to act as additional food for the bacteria in efforts to reduce TSS levels and raise pH levels in the treatment facility effluent.

Once ammonia and nitrogen levels are stable and within permit limits, modifications will be made to work to remove Phosphorus. This will likely include adding a fermenter to the existing system.

Sincerely,

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County, KS
785-537-6330
jellermann@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

April 15, 2022

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-0004

Dear KDHE:

This letter will serve as the quarterly report for April 2022.

Operators are still working to achieve acceptable effluent limits at the wastewater treatment facility.

Total Suspended Solids levels occasionally surpass the allowable limits. The operator has recently increased the frequency of solid wasting in the plant, resulting in acceptable effluent levels. Ammonia, Nitrogen, and Phosphorous levels in the effluent remain an area of concern for the plant.

Riley County has selected an engineering firm to analyze and create an operating plan for bringing the plant into acceptable operating limits. The firm will also be tasked with investigating potential for a non-discharging lagoon, and proposing design improvements to bring the plant into current and future operating standards.

Sincerely,

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County, KS
785-537-6330
jellermann@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

RILEY COUNTY PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

July 15, 2022

Kansas Department of Health and Environment
Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 400
Topeka, KS 66612-1367

RE: Quarterly Report
Permit No. M-BB25-OO04

Dear KDHE:

This letter will serve as the quarterly report for July 2022.

Operators are still working to achieve acceptable effluent limits at the wastewater treatment facility.

To achieve compliance with current and upcoming effluent standards, Riley County has selected an engineering firm to investigate options for replacing the existing treatment facility which is nearing the end of its useful life. The firm has been tasked with investigating the potential for a lagoon system or a new mechanical plant. Feasibility studies for both options, and a compliance plan for satisfying wastewater regulations, is underway.

Sincerely,

Evan McMillan
Public Works Assistant Director/County Engineer
Riley County, KS
785-537-6330
emcmillan@rileycountyks.gov

Attachment: CompliancePlan (12322 : University Park EPA Compliance Plan)

University Park Wastewater Treatment Plant

Monthly Monitoring Reports (eDMR). All results shown are from the effluent stream.

Date	BOD (mg/l)	TSS (mg/l)	pH	Ammonia as N (mg/l)	E. Coli (#/100ml)	TP (mg/l)	NO3 + NO2 as N (mg/l)	TKN (mg/l)	TN (mg/l)	TC (mg/l)	Flow (MGD)
11/23/2020	12.9	62.0	62	4.8	72	8.4	38.7	17.1	55.8	0.76	0.016
12/8/2020	37.1	86.0	86	7	134	7.6	29.1	37.5	66.6	0.81	0.0072
1/20/2021	8.6	19.6	19.6	7.4	10	5.8	7	34.7	41.7	1.55	0.0101
2/24/2021	18.2	25.0	25	7	>24200*	4.8	9.1	18.7	27.8	0.37	0.0104
3/24/2021	22.0	45.3	45.3	6.8	1250	4.5	29.7	7.5	37.2	1.11	0.014
4/26/2021	<5	18.7	18.7	6.2	368	6.2	37.1	9.4	46.5	2.2	0.0178
5/10/2021	36.4	78.0	78	6	<10	8.1	30.4	10.7	41.1	1.49	0.0119
6/8/2021	<5	37.0	37	6.2	<10	6.9	22	5.9	27.9	1.29	0.0109
7/20/2021	6.1	19.0	19	7.1	3650	3.4	33.6	4.9	38.5	1.03	0.0062
8/18/2021	<	28.0	28	5.2	<10	8	36	8.9	44.9	0.55	0.0129
9/22/2021	<5	83.0	83	4.1	<10	8.1	44.5	15.2	59.7	2.01	0.0119
10/18/2021	8.7	31.5	31.5	7.1	<10	6.5	25.2	28.2	53.4	1.49	0.0092
11/17/2021	17.0	32.0	32	5.5	272	6.6	34.6	8.3	42.9	1.08	0.0067
12/21/2021	27.0	42.8	42.8	4.8	20	6.5	39.1	7.3	46.4	0.87	0.0034
1/19/2022	7.1	49.5	49.5	6.4	<10	7.4	34.3	12.6	46.9	2.2	0.0002
2/15/2022	<5	20.6	20.6	7.4	10	6.5	8	44.4	52.4	1.63	0.0071
3/22/2022	6.1	14.3	14.3	7.5	1560	7.5	0.8	43.5	44.3	1.01	0.0002
4/19/2022	6.2	11.6	11.6	6.7	<10	9.4	33.2	17.2	50.4	2.18	0.0066
5/24/2022	5.3	<38.5**	38.5	5.9	197	9.5	34.2	5.7	39.9	1.85	Not Reported
6/22/2022	<5	<13.9**	13.9	6.6	31	5.8	31.7	2.8	34.5	1.64	0.0151

*Significant weather event. Portions of the plant froze on this occasion.

** Numbers included here are as reported in the eDMR. Pace Analytical results are 11.6 for 5/24/2022 sample and Non-Detect for 6/22/2022.

SMH CONSULTANTS

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

HEALTH DEPARTMENT
Personnel

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **August 1, 2022**

SUBJECT: **RCHD request to fill the MCH Home Visitor Position**

PRESENTER: **Julie Gibbs**

BACKGROUND
This position is very important to the MCH program as they provide information and education to clients, they are responsible for grant proposals, data collection and assist with grant writing, and managing the Becoming a Mom classes.

DISCUSSION
The home visits are an important part of the mission of the MCH program. Many families rely on education and information in this manner. This is a vital part of the care coordination for these families.

FISCAL IMPACT
This position is already budgeted for in the HD budget for the current year and the next year.

RECOMMENDATION(S)
I recommend the Board of Health approves filling the MCH Home Visitor position.

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:

- Maternal and Child Health Home Visitor position description (PDF)
- MCH Home Visitor (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**MATERNAL AND CHILD HEALTH HOME VISITOR (MCHHV)**	
Department:	Health Department	**Division: Maternal Child Health (MCH) Program**
Reports To:	MCH Supervisor	
Pay Grade:	**M**	**Status:** Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: the Maternal and Child Health Home Visitor provides information and education, initiates referrals and assists with accessing community systems of care. The position is responsible for the Maternal and Child Health grant efforts to include reviewing grant proposals, data collection and grant writing. The position is also responsible for managing the Becoming a Mom® education series and Perinatal Community Collaborative Program. Position requires team work with the Maternal and Child Health (MCH) staff and other professionals within the Community. Position schedules and makes frequent home visits as well as completes written/data entry reports. Must be culturally competent, empathetic, aware of professional boundaries and safety precautions, organized and able to work independently.

ESSENTIAL FUNCTIONS:

1. Visit each mother/family expecting an infant or that has an infant less than 12 months of age to provide support, education and community resources as needed. Conduct return visits for ongoing education and support to families as determined by the MCH Supervisor.
2. Is the subject matter expert of community resources, nutrition, breastfeeding, healthy home environments, safe sleep for infants, infant mental health best practices and other safety and health issues that relate to perinatal conditions.
3. Responsible for data collection and grant writing of the MCH Aid to Local application and grant reports as assigned by the MCH Supervisor.
4. Research available grant opportunities that align with the vision and mission of the MCH program and serve as primary grant writer for these grant applications and reports.
5. Develop and revise a base curriculum used for each prenatal and postpartum visit as well as develop and revise local policy and procedures for the MCHHV service, Becoming a Mom® program and other policy and procedures assigned by the MCH Supervisor.
6. Demonstrate strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value system and behavior norms. Works with culturally diverse families and is culturally sensitive and appropriate.
7. Seek client referrals from Health Department, Women's Health Group, Irwin Army Hospital, Via Christi Labor and Delivery, Department of Children and Families, Parents as Teachers, and other facilities as necessary.
8. Facilitate the Becoming a Mom® Class on healthy eating, appropriate exercise and stress management.
9. Manage the Becoming a Mom® education series, which includes developing class schedules and updating new or existing curriculum as needed.
10. Serve as the point of contact for the Kansas Department of Health and Environment Perinatal Community Collaborative Program.
11. Provide education and outreach to other Community organizations to strengthen the understanding of the role of the MCHHV. This includes, developing and updating a written outreach plan. Collaborate on community projects which align with MCH priorities.

Attachment: Maternal and Child Health Home Visitor position description (12323 : RCHD request to fill a position.)

12. Promote and market the MCHHV service as well as other MCH services.
13. Participate in Health Department and/or community collaborations for quality improvement of services offered to families.
14. Establish and maintain personal/ programmatic boundaries, while providing supportive services.
15. Make appropriate referrals to local resources. Promote home visiting services to at-risk families and refer to Maternal Child Health Social Worker for formal evaluation.
16. Provide families with a resource list and parent education topics as appropriate.
17. Document all contacts/visits in a timely, objective and accurate manner.
18. Participate in emergency response health department efforts.
19. Conform to HIPAA privacy regulations specific to position held. Regularly manages and records PHI within appropriate guidelines.

NOMINAL FUNCTIONS:

- Participate in training workshops to include MCH Aid to Local orientation, initial training requirements and annual/ongoing training requirements.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: A Bachelor's degree in nursing, social work, community health, early childhood, or other related field is required. Master's degree in related field or RN license preferred. Equivalent combination of experience and education will be considered.

License(s)/Certification(s): Must have valid driver's license and good driving record. Must complete Certified Lactation Counselor (CLC) training, within 12months of hire

Experience: Breastfeeding Peer Counselor, Certified Lactation Counselor (CLC) and**/**or personal breast feeding experience preferred. Must have experience delivering support and education services. Must possess at least one year medical office experience. Experience with the operation of specialized office equipment, particularly computers is required. Experience in Maternal Child Health, Public Health, Labor and Delivery, Medical Assistant, or related field is required.

Skills: Demonstrated ability in typing and knowledge of basic or commonly-used office rules, procedures and operations. Must possess good communication skills and be able to work with diverse clientele. Must be proficient with data entry. Must have ability to work with the public. Must understand and demonstrate basic computer skills. Bilingual English/Spanish is preferred.

Supervisory Controls: The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

Guidelines: Procedures for doing the work have been established and a number of specific guidelines are available.

Complexity: The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Updated Feb 2021

Attachment: Maternal and Child Health Home Visitor position description (12323 : RCHD request to fill a position.)

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal noise level.

Public health facility requires a non-smoker.

Approved:_Date:_____ (Supervisor)

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 requirement of the job change.

Attachment: Maternal and Child Health Home Visitor position description (12323 : RCHD request to fill a position.)

RILEY COUNTY POSITION ACTION FORM

Department Health Department Date 7/28/2022 Job Title MCH Home Visitor

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed ☐ Seasonal ☐ Intern ☐ Grant Funded ☐ Temporary	Pay Grade M 40 Hours per ☒ Week ☐ Month	Start Date ASAP End Date	☐ Non-Exempt ☒ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
		☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Nanette Stark	2. Effective date of promotion, transfer, termination, or change: 8-10-2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact):	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? resignation of incumbent

2. Is it possible to fill this position internally? If no, why not? If meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
BA in nursing, social work, community health, early childhood, orother related field required, Masters in related field or RN license preferred. Combo of education & Exp will be considered, 1+ yr medical office experience

Additional comments: Valid Drivers License & good driving record; Must complete CLC training within 1 year of hire

Approval by:		Date:
Department Head:		07/28/2022
Personnel:		7/28/22
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

Attachment: MCH Home Visitor (gold) (12323 : RCHD request to fill a position.)

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

OUTSIDE AGENCY
Grant

COMMISSION AGENDA REPORT

FROM: **Jennifer Reifschneider, Riley County Police Department**

MEETING: **August 1, 2022**

SUBJECT: **Public Hearing for FY2022 Edward Byrne Memorial Justice Assistance Grant (JAG)**

PRESENTER: **Kurt Moldrup, Interim RCPD Director and Aaron Wintermote, RCPD PIO**

Move to approve the FY2022 Edward Bryne Memorial Justice Assistance Grant (JAG) Program application for the Riley County Police Department.

Enclosures:
- 07-27-22 RCPD JAG (PDF)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Interim Director Kurt Moldrup
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

July 27, 2022

RE: FY2022 BJA Edward Byrne Grant Solicitation

Dear Board of Riley County Commissioners,

Background
Once again, the RCPD is applying for this annual grant. It is awarded to law enforcement agencies for a broad array of purposes based largely upon population served.

Specifics
The 2022 allocation for Riley County is **$24,533**. The grant does not require matching funds. Should the application be approved, the RCPD intends to apply the entire grant allocation towards expenses related to hiring a vender to design and deliver a revamped website with enhanced internal and external features. This endeavor will promote public trust because the RCPD's website acts a significant space for RCPD/community interaction, including means for citizen's feedback and public access to its policies (accountability).

Recommendation
The Riley County Police Department requests that the Board of Riley County Commissioners authorize the agency to move forward on an application of grant funds through the 2022 Edward Byrne Memorial Justice Assistance Grant program. The grant funds will be used to revamp its website, intranet, and overall online presence

Sincerely,

Kurt Moldrup
Interim Director

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

GRANTS.GOV

WORKSPACE FORM

1-800-518-4726
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	O-BJA-2022-171368
Opportunity Title:	BJA FY 22 Edward Byrne Memorial Justice Assistance Grant Program - Local Solicitation
Opportunity Package ID:	PKG00275143
CFDA Number:	16.738
CFDA Description:	Edward Byrne Memorial Justice Assistance Grant Program
Competition ID:	C-BJA-2022-00154-PROD
Competition Title:	Category 1 - Applicants with eligible allocation amounts of less than $25,000
Opening Date:	06/22/2022
Closing Date:	08/03/2022
Agency:	Bureau of Justice Assistance
Contact Information:	National Criminal Justice Reference Service Response Center

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00949670
Application Filing Name:	RCPD - 2022 JAG Application
UEI:	F8JKV3XJWCE3
Organization:	RILEY, COUNTY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Jul 27, 2022 02:53:30 PM EDT
Form State:	

FORM ACTIONS:

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
Completed by Grants.gov upon submission.	

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	Riley County
* b. Employer/Taxpayer Identification Number (EIN/TIN):	48-6023850
* c. UEI:	F8JKV3XJWCE3

d. Address:

* Street1:	110 Courthouse Plaza
Street2:	
* City:	Manhattan
County/Parish:	
* State:	KS: Kansas
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	66502-0109

e. Organizational Unit:

Department Name:	Division Name:
Riley County Police Department	

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:		* First Name:	Jennifer
Middle Name:			
* Last Name:	Reifschneider		
Suffix:			

Title:	RCPD Finance Manager
Organizational Affiliation:	
* Telephone Number:	785-473-2307
Fax Number:	785-565-6559
* Email:	finance@rileycountypolice.org

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

*** 12. Funding Opportunity Number:**

O-BJA-2022-171368

* Title:

BJA FY 22 Edward Byrne Memorial Justice Assistance Grant Program - Local Solicitation

13. Competition Identification Number:

C-BJA-2022-00154-PROD

Title:

Category 1 - Applicants with eligible allocation amounts of less than $25,000

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Promoting trust between community and law enforcement through website communications

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: KS-001 * b. Program/Project: KS-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 09/01/2022 * b. End Date: 03/31/2023

18. Estimated Funding ($):

* a. Federal	24,533.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	24,533.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Greg

Middle Name:

* Last Name: McKinley

Suffix:

* Title: County Commissioner - District 2 Chair

* Telephone Number: 785-410-7804 Fax Number:

* Email: gmckinley@rileycountyks.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

GRANTS.GOV™

WORKSPACE FORM

1-800-518-4726
SUPPORT@GRANTS.GOV

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Opening Date:	06/22/2022
Closing Date:	08/03/2022
Agency:	Bureau of Justice Assistance
Contact Information:	National Criminal Justice Reference Service Response Center

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00949670
Application Filing Name:	RCPD - 2022 JAG Application
UEI:	F8JKV3XJWCE3
Organization:	RILEY, COUNTY OF
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Jul 27, 2022 03:01:11 PM EDT
Form State:	

FORM ACTIONS:

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [x] a. bid/offer/application
- [ ] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

*Name: Riley County
*Street 1: 110 Courthouse Plaza
Street 2:
*City: Manhattan
State: KS: Kansas
Zip: 66502
Congressional District, if known: KS-001

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:
Department of Justice Programs

7. * Federal Program Name/Description:
Edward Byrne Memorial Justice Assistance Grant Program
CFDA Number, *if applicable:* 16.738

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$ 24,533.00

10. a. Name and Address of Lobbying Registrant:

Prefix: *First Name: Katie Middle Name:
*Last Name: Whisman Suffix:
*Street 1: 1608 SW Oakley Ave Street 2:
*City: Topeka State: KS: Kansas Zip: 66604

b. Individual Performing Services (including address if different from No. 10a)

Prefix: *First Name: Katie Middle Name:
*Last Name: Whisman Suffix:
*Street 1: Street 2:
*City: State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

*Signature: Completed on submission to Grants.gov
*Name: Prefix: *First Name: Greg Middle Name:
*Last Name: McKinley Suffix:
Title: County Commissioner - District 2 Chair Telephone No.: 785-410-7804 Date: Completed on submission to Grants.gov

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 12/31/2023

Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.

(7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.

(8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Riley County, Kansas
Street1: 110 Courthouse Plaza
Street2:
City: Manhattan
State: KS
Zip Code: 66502

2. Authorized Representative's Name and Title:

Prefix: First Name: Greg Middle Name:
Last Name: McKinley Suffix:
Title: County Commissioner - District 2 Chair

3. Phone: 785-410-7804 4. Fax:

5. Email: gmckinley@rileycountyks.gov

6. Year Established:	7. Employer Identification Number (EIN):	8. Unique Entity Identifier (UEI) Number:
1974	486023850	6197429760000

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ■ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 12/31/2023

AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?	☐ Yes ☐ No
9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.	☐ Yes ☐ No

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

- ☐ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- ☒ Financial Statement Audit
- ☐ Defense Contract Agency Audit (DCAA)
- ☐ Other Audit & Agency (list type of audit):
- ☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Sink, Gordon and Associates LLP

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0": 0

Enter the dollar amount of questioned costs (if none, enter "$0": 0

Were material weaknesses noted in the report or opinion? ☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	☒ Yes ☐ No ☐ Not Sure
15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?	☒ Yes ☐ No ☐ Not Sure
16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	☒ Yes ☐ No ☐ Not Sure

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 12/31/2023

17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	■ Yes ☐ No ☐ Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	■ Yes ☐ No ☐ Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	■ Yes ☐ No ☐ Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	■ Yes ☐ No ☐ Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	■ Yes ☐ No ☐ Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	■ Yes ☐ No ☐ Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	■ Yes ☐ No ☐ Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	■ Yes ☐ No ☐ Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? ■ Yes ☐ No (b) adhere to the Federal Travel Regulation (FTR)? ■ Yes ☐ No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	☐ Yes ☐ No ☐ Not Sure ■ N/A - Applicant does not make subawards under any OJP awards

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329
Expires 12/31/2023

26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?	☐ Yes ☐ No ☐ Not Sure ■ N/A - Applicant does not make subawards under any OJP awards
27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?	☐ Yes ☐ No ☐ Not Sure ■ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ■ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Greg McKinley Date: 8/1/2022

Title: ☐ Executive Director ☐ Chief Financial Officer ■ Chairman

☐ Other:

Phone: 785-410-7804

Attachment: 07-27-22 RCPD JAG (12321 : Edward Bryne Memorial Justice Assistance Grant (JAG) Program)