



REVISED AGENDA
GARDNER CITY COUNCIL SPECIAL MEETING
City Hall – 120 East Main Street -- Gardner, Kansas
Friday, June 19, 2020
6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

1. Consider entering into executive session to discuss matters of attorney-client privilege

NEW BUSINESS

1. Consider adopting a resolution declaring a water watch for the City of Gardner, Kansas

ADJOURNMENT



In compliance with the Americans with Disabilities Act, the City of Gardner will provide reasonable accommodations for all public meetings. Persons requiring accommodations in attending any of our public meetings should contact the City Clerk's Office at 913-856-0945 a minimum of 48 hours prior to the meeting.

COUNCIL ACTION FORM
MEETING DATE: JUNE 17, 2020

NEW BUSINESS ITEM NO. 1

STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR

Agenda Item: Consider adopting a Resolution declaring a water watch for the City of Gardner, Kansas

Strategic Priority: Increase infrastructure and asset management

Department: Utilities – Water

Staff Recommendation:

Staff recommends that the City Council adopt a resolution declaring a Stage 1 water watch for the City of Gardner, Kansas.

Background/Description of Item:

The City's revised Municipal Water Conservation Plan (MWCP) and Water Conservation Policy, was approved by council on May 20, 2019. The MWCP addresses short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions.

Stage 1: Water Watch

Stage 2: Water Warning

Stage 3: Water Emergency

Stage 1: Water Watch is triggered by any one of the following conditions:

- The City's treated water storage has fallen below 75 percent capacity, and will not recover within 24 hours;
- The water treatment plant has operated at eighty-three percent (83%) capacity for more than 5 days;
- The Hillsdale Lake water level is four (4) feet below conservation pool;
- The Kansas Water Office has issued a Stage 1 Water Watch based on the remaining water marketing storage in Hillsdale Lake;
- The United States Drought Monitor shows Severe, Extreme or Exceptional drought conditions in Johnson, Miami, Douglas or Franklin County.

Since June 14, the water demand has gone above the water watch trigger point in 3 occasions.

The GMC Section 13.10.140(D) states that the Governing Body "shall be empowered to declare, by resolution, that a water watch exists and it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the Governing Body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their passage and submission to the official City newspaper".

The City will implement corrective actions for a Water Watch as described in Municipal Water

Conservation Plan (MWCP).

Staff will continue to monitor the water use and will bring back additional recommendations to the Governing Body as needed.

Attachments included:

- Resolution No. 2055
- Municipal Water Conservation Plan
- Water Demand Chart

Suggested Motion:

Adopt Resolution No. 2055, a Resolution declaring a Stage 1: Water Watch for the City of Gardner, Kansas.

RESOLUTION NO. 2055

A RESOLUTION DECLARING A STAGE 1: WATER WATCH FOR THE CITY OF GARDNER, KANSAS, IN ACCORDANCE WITH SECTION 13.10.140 OF THE GARDNER MUNICIPAL CODE.

WHEREAS, the City of Gardner, Kansas is the water purveyor for the property owners and inhabitants of Gardner.

WHEREAS, the total amount of treated water supply available to the City will not be adequate to meet the current demands and requirements of water consumers.

WHEREAS, the goals of this stage are to heighten awareness of the public of water conditions and to maintain the integrity of the water supply system through voluntary conservation without depleting the City's water supply to the extent that there may be insufficient water for human consumption, sanitation, fire protection, and environmental requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDNER, KANSAS:

Section 1: A Water Watch in accordance with Section 13.10.140 of the Gardner Municipal Code and the Municipal Water Conservation Plan for the City of Gardner adopted by Resolution No. 2025.

Section 2: This Resolution shall take effect upon passage by the governing body and submission to the official city newspaper.

PASSED and APPROVED by the Governing Body of the City of Gardner, Kansas this 19th day of June, 2020.

(SEAL)

Steve Shute, Mayor

ATTEST:

Sharon Rose, City Clerk



MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF GARDNER

APRIL 26, 2019

Municipal Water Conservation Plan For the City of Gardner

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INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Gardner are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion, thus limiting or postponing the resultant increases in costs in addition to conserving the limited water resources of the State of Kansas.

The City of Gardner has undertaken a number of steps to ensure a dependable water supply for its customers since starting to supply water in 1955. The water supply for the City is Hillsdale Lake, obtained with a contract with the Kansas Water Office. Water rights owned by the City to store and use water from Gardner Lake for irrigation use are still active. The intake structure for the City water supply from Hillsdale Lake was built in 1998, and upgraded in 2005. Treated water storage facilities consist of one 500,000 gallon underground reservoir, one 500,000 gallon above ground tank, one elevated tank with 500,000 gallons capacity and one elevated tank with 1,000,000 gallons capacity. The water treatment plant is rated at 4.000 million gallons per day. The City water supply and distribution system have ample capacity to meet current customer demands and future projected demands for several years, with the possible exception of drought periods. Expansion of the water treatment plant is under development. The City of Gardner believes that its Municipal Water Conservation Plan represents continued management in ensuring that the customers have a dependable water supply in future years.

LONG-TERM WATER USE EFFICIENCY

Water Use Conservation Goals

The City of Gardner used 81 gallons per person per day (GPCD) in 2018. This GPCD figure included:

- Water sold to residential/commercial customers;
- Water distributed for free public services (parks, cemeteries, swimming pools etc.); and
- Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to the publication Public-Supply Water Use in Kansas, 2015, Gardner is located in Region 8L. From this publication, it was determined that the City GPCD water use was 73 GPCD, which was 34 percent below the regional average of 110 GPCD among all public water suppliers in Region 8L during 2015. The City desires to set a water use conservation goal for usage not to exceed 100 GPCD based on Gardner's 76 GPCD average of the last five years (2014-2018). The City of Gardner anticipates not exceeding this goal by carrying out the specific actions that are outlined in the plan.

Water Conservation Practices

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

Education

The City water bills show the total number of gallons of water used during the billing period and the amount of the bills. Water conservation tips are periodically provided with the water bills. Historically, the City has not provided information on water conservation to the local news media on a regular basis and has not encouraged the Board of Education and teachers to become involved in water conservation presentations in schools. Water conservation tips have been included in the City newsletter at least twice per year and displays have been provided at City Hall and on the City web site.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of the Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills will show the amount of water used in gallons and the cost of the water.	Implemented
2. Information will be made available on water conserving landscape practices through the City newsletter, the City utility news, the City web site, and with displays in City Hall.	Implemented
3. A program to encourage installation of water conserving landscape practices in new developments and on existing properties will be developed and implemented.	2021

Management

The City of Gardner has a water meter on the Hillsdale diversion works and a meter on the water pumped to the distribution system. Any new supplies added will also have an individual meter on each connection. These meters are read daily.

Water meters were installed for all residential/commercial customers by 1965. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer. There is also a schedule for recalibration and replacement. (See below.)

The City of Gardner reads each customer's water meter and mails a monthly water bill to each customer. A three cycle per month meter reading schedule is in place, however, the meter readers deviate from the scheduled time period on occasion due to inclement weather or emergency situations.

Water leaks from the City public water distribution system are repaired when customers report significant leaks from the water mains or leaks are located by City personnel. Leaks are repaired

as soon as possible after detection and confirmation – generally within 3 business days. Water pressure is not checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on January 22, 2019, effective January 1, 2020. The minimum monthly water bill will be \$13.95 for residential customers, and usage is billed at \$6.21 per thousand gallons for the first 6,000 gallons, \$6.84 per thousand gallons for 6,001 to 10,000 gallons, \$7.14 per thousand gallons for 10,001 to 14,000 gallons, \$7.47 per thousand gallons for 14,001 to 18,000 gallons and \$7.81 per thousand gallons for 18,001 or more gallons. The minimum monthly wastewater bill will be \$13.73 with a rate for all customers of \$8.78 per thousand gallons.

The City of Gardner understands that much emphasis must be placed on obtaining accurate measurement of water use at the source, the treatment plant connection to the distribution system, and at customer meters. The water use records system must be maintained and managed so that public water distribution can be operated as effectively and efficiently as possible. For that reason, the City of Gardner has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date															
1. All source water diversions will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Implemented															
2. Meters for source water will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	Implemented															
3. Meters will be installed at all service connections.	Implemented															
<p>4. Meters at individual service connections are scheduled for accuracy checks with appropriate repairs or replacements based on the schedule below or upon request by the customer, the utility billing clerk, or meter readers.</p> <table border="0" data-bbox="256 1346 1036 1497"> <tr> <td data-bbox="256 1346 581 1373">Schedule</td> <td data-bbox="581 1346 873 1373"></td> <td data-bbox="873 1346 1036 1373"></td> </tr> <tr> <td data-bbox="256 1373 581 1400"><u>Meter Size</u></td> <td data-bbox="581 1373 873 1400"><u>Calibration</u></td> <td data-bbox="873 1373 1036 1400"><u>Replacement</u></td> </tr> <tr> <td data-bbox="256 1400 581 1428">Less than 1 inch</td> <td data-bbox="581 1400 873 1428">On Request</td> <td data-bbox="873 1400 1036 1428">10 Years</td> </tr> <tr> <td data-bbox="256 1428 581 1455">1 inch to 1.5 inches</td> <td data-bbox="581 1428 873 1455">5 Years</td> <td data-bbox="873 1428 1036 1455">10 Years</td> </tr> <tr> <td data-bbox="256 1455 581 1482">2 inches & larger</td> <td data-bbox="581 1455 873 1482">2 Years</td> <td data-bbox="873 1455 1036 1482">See Below</td> </tr> </table> <p>Meters 2 inches in size and larger will be replaced when calibration is no longer feasible or possible.</p>	Schedule			<u>Meter Size</u>	<u>Calibration</u>	<u>Replacement</u>	Less than 1 inch	On Request	10 Years	1 inch to 1.5 inches	5 Years	10 Years	2 inches & larger	2 Years	See Below	Implemented
Schedule																
<u>Meter Size</u>	<u>Calibration</u>	<u>Replacement</u>														
Less than 1 inch	On Request	10 Years														
1 inch to 1.5 inches	5 Years	10 Years														
2 inches & larger	2 Years	See Below														
5. All meters for source water will be read at least on a monthly basis and meters at individual service connections will be read at least monthly.	Implemented															
6. The water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total source water for a four month time period.	Implemented															

7. Install smart water meters to measure real time water usage.	2021
8. Water sales will be based on the amount of water used.	Implemented
9. A water rate structure designed to curb excessive use of water will be evaluated.	Implemented
10. The development of an ordinance requiring drought tolerant landscaping principles in future landscape development projects, including renovation of existing landscapes, will be evaluated.	2021
11. The recycling and reuse of wastewater will be continue to be promoted to industrial and irrigation users.	Implemented
12. The City will enter into new emergency water supply agreements with nearby water systems and will review existing agreements.	Existing agreement under review. Evaluating future connection with De Soto by 2022

Regulation

The City of Gardner does not have any water conservation regulations in effect at the present time. Because of the ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance (13.10.140 Conservation policy – Fees – Policies), where they constitute the primary means for conserving water during a supply shortage.

The City of Gardner has adopted by reference the International Plumbing Code, 2012 Edition, including Appendix Chapters C, E, and F, and relies on the federal water fixture manufacturing standard passed in 1992. The enforcement of any regulations to require use of any water conservation plumbing measures would be very difficult. It is believed that most new homes and remodeling projects include the use of water efficient toilets and faucets.

Regulation Actions to be Taken	Target Date
1. Code No. 13.10.410 will be reviewed and updated as necessary.	2019
2. The City will adopt a regulation regarding drought tolerant landscaping if a regulation is proposed by the City Utilities Advisory Commission.	2021

DROUGHT RESPONSE

The City of Gardner addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use restrictions than the previous stage, since water supply conditions are more deteriorated. Because the City of Gardner takes raw water from Hillsdale Lake through the Kansas Water Office Water Marketing Plan, the water level of Hillsdale Lake can be one of the triggers to declare the following stages. The Governing Body is authorized by Section 13.10.140 of the Gardner Municipal Code to implement the appropriate conservation measures, and may do so in full or in part at their discretion.

Stage 1: Water Watch

Goals

The goals of this stage are to heighten awareness of the public of water conditions and to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's treated water storage has fallen below 75 percent capacity, and will not recover within 24 hours;
2. The water treatment plant has operated at eighty-three percent (83%) capacity for more than 5 days;
3. The Hillsdale Lake water level is four (4) feet below conservation pool;
4. The Kansas Water Office has issued a Stage 1 Water Watch based on the remaining water marketing storage in Hillsdale Lake;
5. The United States Drought Monitor shows Severe, Extreme or Exceptional drought conditions in Johnson, Miami, Douglas or Franklin County.

Education Actions

1. The City will make occasional news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous days/weeks/months summaries of precipitation, temperature, water levels and storage will be made public on the City web site, etc., for the duration of the Water Watch.
3. Water saving tips will be included on the City web site, and/or social media.

Management Actions

1. The City will closely monitor its water use and will curtail activities such as vehicle washing, street cleaning and hydrant flushing, except when necessary to ensure public health and welfare.
2. Leaks will be repaired within 48 hours of detection.

Regulation Actions

The public will be asked to curtail outdoor water use and to make efficient use of indoor water, i.e., wash full loads, take shorter showers less often, don't let faucets run, etc.

Stage 2: Water Warning

Goals

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's treated water storage has fallen below sixty percent (60%) capacity and will not recover within 24 hours;
2. The water treatment plant has operated at ninety percent (90%) capacity or more for five consecutive days;
3. The Hillsdale Lake water level is seven (7) feet below conservation pool;
4. The Kansas Water Office has issued a Stage 2 Water Warning based on the remaining water marketing storage in Hillsdale Lake.

Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, temperature, water levels and storage will be made public each week.
3. Water-saving and fire prevention tips will be on the City web site and/or social media.
4. Social media will be utilized to inform and educate customers.
5. Signs announcing a Water Warning will be posted at the City limits.

Management Actions

1. The City water supplies and critical infrastructure will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. The City will curtail its own water usage, including the irrigation of City owned turf (except reclaimed wastewater) and washing of vehicles.
4. Intakes will be adapted to operate with low flows.
5. Reserve supplies, including emergency connections, will be prepared for use.

Regulation Actions

1. A lawn watering system of two (2) zones will be imposed on City residents. Customers north of Main Street will be allowed to irrigate on Tuesday, Thursday and Sunday; customers south of Main Street will be allowed to irrigate on Monday, Wednesday and Saturday.
2. Outdoor water use, including lawn watering and car washing will be restricted to before 10:00 am and after 9:00 pm.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Replenishing of swimming pools will be allowed one day a week after sunset. Privately owned swimming pools that are empty prior to the declaration of a Water Warning may not be filled with water until after the Water Warning is rescinded.
5. Bulk water sales by customers will be allowed between 6:00 a.m. to 3:00 p.m., Monday through Friday, not to exceed 10,000 gallons per day per customer.
6. Wholesale water customers will also have minimum instantaneous delivery of water reduced as specified in the water supply contracts.
7. Waste of water will be prohibited.
8. Violations shall be a municipal offense and may be prosecuted in Municipal Court.

Stage 3: Water Emergency

Goals

The goals of this stage are to reduce peak demands by fifty percent (50%) and to reduce overall weekly consumption by twenty-five percent (25%).

Triggers:

This stage is triggered by any one of the following conditions:

1. The City's treated water storage has fallen below forty-five percent (45%) capacity;
2. The water treatment plant has operated at one hundred percent (100%) capacity for five consecutive days;
3. The Hillsdale Lake water level is nine (9) feet below conservation pool;
4. The Kansas Water Office has issued a Stage 3 Water Emergency based on the remaining water marketing storage in Hillsdale Lake;
5. Emergency conditions related to repairs or water quality.

Education Actions

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days' summaries of precipitation, temperature, water levels and storage will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the water supply, and further actions which need to be taken.

Management Actions

1. City representatives will visit large water users and discuss the water emergency, the status of water supply, and the actions needed to be taken to conserve water. Actions to conserve water could range from curtailing some manufacturing activities that use significant water, to the elimination of irrigation and vehicle washing. These actions and any other actions identified in the discussion will be considered.
2. The City water supplies and critical infrastructure will be monitored daily.
3. Leaks will be repaired within 24 hours of detection.
4. The City will seek additional emergency supplies from other users, the state or the federal government.
5. Wholesale water customers will also have minimum instantaneous delivery of water reduced as specified in the water supply contracts.
6. The Gardner Golf Course will reduce irrigation to only the greens to preserve water in Gardner Lake for possible emergency use.

Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.
3. Violations shall be a municipal offense and may be prosecuted in Municipal Court.

PLAN REVISION, MONITORING & EVALUATION

The City of Gardner will review monthly totals for Hillsdale Lake water levels, water production, residential and commercial sales, water provided free-of-charge, and “unaccounted for water”. Problems noted during the monthly review will be solved as soon as possible.

The City of Gardner Municipal Water Conservation Plan will be reviewed during the month of April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in the plan and will provide a status report to the Kansas Department of Agriculture, Division of Water Resources, which will also include any additional water conservation practices that may need to be taken in order for the City to achieve and maintain its water use conservation GPCD goals.

June 2020 Water Demand



City of Gardner, KS

Council Actions

June 19, 2020

The City Council took the following actions at the June 19, 2020, special meeting:

1. Entered into executive session for consultation with an attorney which is deemed to be privileged in the attorney-client relationship for thirty minutes. (Passed unanimously)
2. Adopted Resolution No. 2055, a resolution declaring a Stage 1: Water Watch for the City of Gardner, Kansas, in accordance with Section 13.10.140 of the Gardner Municipal Code. (Passed 4-0, 1 Absent)