

Utility Advisory Commission Regular Meeting

Agenda

Thursday, June 4, 2020

7:00 pm – Gardner City Hall Council Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

CONSENT AGENDA

1. Standing approval of the minutes as written for the March 5, 2020 meeting of the Utility Advisory Commission.
2. Consider a recommendation to the City Council for appointment of a Director on the Kansas Municipal Gas Agency's Board of Directors.

OLD BUSINESS

NEW BUSINESS

1. Consider a recommendation to City Council to approve an ordinance amending provisions of Chapter 13.35 of the Gardner Municipal Codes related to Inflow & Infiltration and Fats, Oils and Grease Discharge (FOG) programs.

DISCUSSION ITEMS

1. Project Updates.
2. First Quarter Outage Reports for Electric, Line Maintenance Water and Line Maintenance Wastewater.

OTHER BUSINESS

ADJOURNMENT

UTILITIES ADVISORY COMMISSION STAFF REPORT CONSENT AGENDA ITEM #1
MEETING DATE: JUNE 4, 2020
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Standing approval of the minutes as written for the March 5, 2020 meeting of the Utilities Advisory Commission.

Background:

The draft minutes for the March 5, 2020 Utilities Advisory Commission meeting are attached.

Staff Recommendation:

Staff recommends approval of the minutes for the March 5, 2020 meeting of the Utilities Advisory Commission.

Attachments:

- Draft minutes of the March 5, 2020 Utilities Advisory Commission meeting.

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March 5, 2020**

The Utilities Advisory Commission of Gardner, Kansas, met in Regular Session on March 5, 2020, at City Hall. Present were Chairman Gary Williams, Vice-Chairman Kristina Harrison, Commissioner Barbara Coleman, Commissioner Bryce Augustine, Utilities Department Director Gonzalo Garcia, Administrative Assistant Erin Groh, Richard Henderson and Bryan Ashworth of Ecologix and three members of the public.

CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Chairman Gary Williams.

PLEDGE OF ALLEGIANCE

PRESENTATION

Richard Henderson of Ecologix held a presentation to discuss the various ways they can save electric customers money. Their business specializes in energy efficiency and risk management. Mr. Henderson discussed the benefits and cost savings of using LED lights. He said that the use of LED lighting is seeing huge growth and just by switching to LED we've reduced the CO2 going into the environment by 12,000 tons annually. He said by using LED lights, you can go from a 100 watt incandescent lightbulb and use instead a 15 watt LED bulb.

PUBLIC COMMENTS

Residents Rodney and Vicky Pace spoke about their concerns of the electric rate fees increasing due to their all-electric trailer. They stated that prior to the rate increase, their bill was around \$350, but their bill in February was over \$500 and their March bill was around \$600, so they wanted to know why this was occurring. Vice-Chairman Kristina Harrison asked Director Gonz Garcia if the bill increase was totally because of the discount or if it is because rates were raised, or a combination of both. She mentioned that council raised rates in January of 2019 and this is the first couple of months for the new rate structure. Director Gonz Garcia responded that the City had an electric rate study done that had 9-10 different rate structures with an all-electric residential structure being one of them. He stated that previously, the all-electric rate structure charged on average of about 4.3 cents per kW during Nov-April. The rate study recommended to do away with that rate. The rate had come about a few years ago in order to meet a take or pay that we used to get from KCP&L. Based on the current BPA's that we have, that is no longer the case. The rate study identified that the all-electric residential rate structure was not needed. The information about the discontinuation of discounts was in the City Newsletter in 2019 but many residents were not aware of the information. Based upon many concerns by customers, City Council will hold a special meeting on Monday, March 9 and will provide a payment plan for customers due to the impact of such a big increase.

Mr. Pace asked what the percentage was for the discount for all-electric. For the residential rate structures there were two rates: Residential and Residential All-Electric. The reduction is based on the Residential. Vice-Chairman Harrison stated that they combined the Residential and All-Electric Residential all into one rate. The Residential is higher than what the Paces were paying on All-Electric. Director Garcia stated that if you use 800 kW hours a month or less you will get a credit from the City.

Vice-Chairman Harrison said she understands that we simplified into one rate structure for residential, and we aren't getting the take or pay from KCP&L anymore so we're not getting a benefit but she asked if it was hurting anything for us to have the two rate structures. Director Garcia responded that the result of the rate study said that we were subsidizing the All-Electric Residential customers for many years. If you break

down the different expenses, the All-Electric were not paying enough for the usage, so the recommendation was to do away with that structure because they were not contributing enough to the actual expense. On Monday at the work session, they will review how during the summer months customers will have a break in such an increase.

Commissioner Coleman asked if there was there a push by the City to go all-electric. Director Garcia said that it was presented but there were no comments or objections. So, they will revisit it at the special meeting (work session) on March 9.

Vicky Pace spoke about how she was fine with paying extra for electric in November and December because that's her big holiday to put out her holiday lights but she said it's now March and her bill is going up a lot- in the amount of \$609. She said the Utility Billing staff kept referring her back to when she had excess usage in November/December, not January/February, because she's puts everything up on January 2nd. Director Garcia stated that the rate she had before was 4.3 cents (per kW) between November and April and that rate went away so now it's close to 10 cents (per kW) and it had a 6 cent increase. Mrs. Pace said she can't afford to pay double. Director Garcia said they understand and that they're trying to find a solution to this problem. Vice-Chairman Harrison said that they're not the only ones with these concerns and that Council will look at this again on Monday. After Mr. Pace asked if his rate has more than doubled, Vice Chairman Harrison reiterated that the All-Electric rate has increased by 6 cents per kW.

Jeanie Blue, a resident, came up to speak about how her electric bill went from \$175 in January 2020 to \$251 in February 2020. She stated she is all-electric. She felt that there wasn't any kind of notification to expect that kind of increase. She felt that there wasn't anything in the billing so that they could expect it. She said she has neighbors whose bills have gone up \$200 per month due to this increase. She said that many people who look to move to our community look to see what the cost is to heat and cool a home, and she said that it would incentivize or not incentivize someone looking to move into the community so she thinks it's important to look at the issue. She said it sounds like it will be discussed Monday but she thinks it is something that the community and the leaders should look at it to make it a little better for those who are all-electric because they don't have the opportunity to convert to gas or natural gas because the infrastructure is not there. And, especially in the new neighborhoods her understanding is that it isn't gas utilities, it is all-electric or nothing.

CONSENT AGENDA

- 1. Standing approval of the minutes as written for the February 6, 2020, meeting of the Utility Advisory Commission.**

Motion by Commissioner Augustine, seconded by Vice-Chairman Harrison, to approve the Consent Agenda.

Motion carried 4-0 Aye

OLD BUSINESS

NEW BUSINESS

- 1. Consider a recommendation to City Council to approve the sale of capacity to Dogwood Energy Facility.**

Director Gonz Garcia presented the staff report.

Director Garcia discussed how in 2018 the City bought participation in Dogwood Energy so we have ownership of 20 MW of energy from Dogwood Energy, a combined cycle power plant. We have been getting energy from them since April 2018. They asked KMEA if we could sell our capacity back to Dogwood, which would be 9.7 MW. We would receive about \$5,000 a month for this sale, which will total approximately \$25,000 over five months. It would be for the months of October 2020-Nov 2020 and for March 2021-May 2021. In 2019, we also sold them capacity and we received some additional revenues. Director Garcia recommended this sale currently for the 9.7 MW.

Chairman Gary Williams asked how much excess capacity the City has. Director Garcia stated Gardner has 54 MW of capacity total. Our peak demand is about 40 MW in the summer. In the off peak season our peak demand will be closer to 30 MW, so then we have 24 MW we don't use. Commissioner Coleman asked if any of this revenue we receive for the sale of energy could go back to the consumers or residents and Chairman Williams stated that it helps our consumers benefit in the long run and that sending the money back out to the consumer wouldn't solve the problem of the rate increase. Director Garcia stated that we have around 9,000 electric customers.

Motion by Vice-Chairman Harrison, seconded by Commissioner Coleman to forward a recommendation to the City Council to approve a capacity transaction for the sale of 9.7 MW worth of capacity to the Dogwood Energy Facility.

Motion carried 4-0 Aye

DISCUSSION ITEMS

1. Electric Division Project Updates

Director Garcia presented the Electric updates. He discussed how in 2019, the UAC and City Council approved the purchase of six automated distribution switches. The switches are to help connect the different circuits and if one circuit goes down, we can close the switch remotely and restore power to the section of town affected. It was identified that six switches needed to be purchased to create a redundancy to restore power much sooner. Staff is in the process of installing the six switches now. The switches will be connected to the smart grid communication network and we will be able to connect the switches to the SCADA system. This will make it so the lineman don't have to manually operate the switches, which will provide additional protection to our linemen.

2. Wastewater Division Project Updates

Director Garcia presented the Wastewater updates. He stated that in early 2020, the Private Inflow & Infiltration Program was approved, so Trekk has begun adhering door hangers regarding free home inspections to find and correct Inflow & Infiltration issues. As of the March 5th meeting, 27 evaluations had been done so far and two people refused to have them enter the home. There were 52 appointments that have been completed, with only one defect so far. There are about 125 homes that are in the area that Trekk is focusing on currently.

3. Water Division Project Updates

Director Garcia presented the Water updates. He discussed that the construction on the Hillsdale Water Treatment Plant is progressing and additional facilities are under construction which include: The Chlorine Building, the Pre-Treatment Building, the Filter Building, as well as continued work with the effluent lagoons and the Transfer Station Building. CAS Constructors is doing the construction work.

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He stated that the Army CORP property has been cleared of trees for the construction of a RAW waterline. Special care was taken to meet some environmental restrictions due to a protected bat being located in the area.

Construction of the new RAW waterline is starting from the intake. It is a quarter of a mile from the intake to the water treatment plant. The new RAW waterline will give us redundancy in case of the failure of the existing RAW waterline. Currently it looks like the project will be completed by the end of summer. We still have issues with some landowners signing easement agreements but we're making headway now. The process started in October 2019 and by January no one had signed the agreements, but now we have six that agreed to sign, with two that are undecided.

The annexation of land into Miami Co. for the Hillsdale Water Treatment Plant expansion was denied by Miami Co. Director Garcia stated that he was pursuing the annexation of Hillsdale to the City of Gardner based on the recommendation that the annexation could be done within 30 days. It was his understanding that it was something the City had to do and there was no say so from Miami Co. So when City filed the annexation petition we found that's not the case, but that Miami Co. had to approve the annexation. Miami Co. felt we didn't have enough reasons to have the annexation so they denied it. We didn't have enough supporting documentation to say otherwise. We have worked with the Miami Co. Codes Department to expedite the construction of building permits so the construction is moving along and we have not had any delays so far since we have an understanding of what needs to happen. Now the conditional use permit that needed to be amended and approved by the Miami Co. commissioners, was approved last week. We have the permit to do the expansion that was approved to do 12 MG per day so for the next phase we don't have to go to them for permission, we already have permission for all future expansions. It can be expanded three more times without having to go to the county again.

OTHER BUSINESS

Commissioner Coleman made a suggestion that at the March 9 Council Work Session that Council take into consideration that if customers don't get a rebate or refund that they receive a payment plan. Director Garcia responded that he felt that a payment plan would probably be something they'll be proposing at the meeting. Chairman Williams said that his understanding is that the All-Electric Residential rate was not paying what the cost is to serve them, so philosophically it isn't fair to the other rate payers and in effect they're subsidizing them, but on the customer side they entered into this arrangement in good faith relying on the City's rates, which made sense at the time. He said he felt like the rest of the world changed and discounting rates to pick up load is no longer in the Utilities interest.

Vice-Chairman Harrison asked about whether everyone got an increase in January. Director Garcia responded that in January Residential got a 2% reduction and so that 2% reduction was compensated but by increasing 2% the other customers were affected including the All-Electric. Chairman Williams said that it's frustrating because the minimum bill has crept up. Director Garcia stated that in the summer months they will be paying less because the summer rate for the All-Electric was higher than the standard residential. Vice-Chairman Harrison said that she understands what Director Garcia is saying that but if she was someone living paycheck to paycheck those summer months don't matter to her because she couldn't pay the February bill.

Commissioner Coleman suggested that the City could enhance the budget billing that it has. Director Garcia said that there is the budget billing and payment plan. Chairman Williams stated that for people on a fixed income they don't have a lot of choices. It is tough on them from a macro sense, and he thinks we made the right decision to make the rates and reduce them but what happens to the person on the fixed income who can't absorb anything. He believes that Gardner's utility rates are in the lowest quartile of comparable utilities. Director Garcia said that's true, according to the rate study, in comparison to cities

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such as Ottawa and Garden City our residential rates are lower. Chairman Williams asked if people who are in all-electric homes could convert to gas. Gonz stated that in some homes in Gardner they can't convert to gas because there isn't a gas pipeline near their house. Most apartments in Gardner are all-electric.

Commissioner Augustine made an announcement that the Utilities Advisory Commission is short a member and the City has an open application for anyone who wants to be on the UAC.

ADJOURNMENT

Motion by Commissioner Coleman, seconded by Vice-Chairman Harrison, to adjourn the meeting at 8:17 p.m.

Motion carried 4-0 Aye

/s/ _____ Erin Groh _____

Utilities Department Administrative Assistant

UTILITY ADVISORY COMMISSION STAFF REPORT CONSENT AGENDA ITEM # 2
MEETING DATE: JUNE 4, 2020
STAFF CONTACT: GONZALO GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Consider a recommendation to the City Council for appointment of a Director on the Kansas Municipal Gas Agency's Board of Directors.

Background/Description of Item:

As a member city of the Kansas Municipal Gas Agency, Gardner is required to appoint a Member (Director) and Alternate Member (Alternate Director) to serve on the agency's Board of Directors. The City's Directors must be appointed by the City Council.

Gardner's current representatives on the KMGA Board of Directors are:

- Director: Gonzalo Garcia, Utilities Department Director, term expires on 08/31/2020
- Alternate Director: Matt Ponzer, Electric Generation Manager, term expires on 08/31/2021

Staff Recommendation:

Recommend the appointment of Gonzalo Garcia, Utilities Department Director, as Director for a term expiring on August 31, 2022, to represent the City of Gardner on the Kansas Municipal Gas Agency Board of Directors.

Attachment Included:

- KMGA Bylaws Excerpt

ARTICLE V

BOARD OF DIRECTORS

Section 5.1. Selection of Directors. The property and business of the Agency shall be managed by the Board of Directors. The Board of Directors shall consist of one (1) Director for each Member, provided that there shall be not less than three (3) Directors. The Directors shall be selected by the governing bodies of the Members. In the event that the number of Members is less than three (3), each Member shall be represented by the number of Directors that constitutes a Board of Directors of not less than three (3) Directors, provided that each Member shall select the same number of Directors. No Director may represent more than one Member. Each Member may designate an Alternate for any Director selected by certifying same in writing to the Agency prior to the participation of such Alternate at any meeting of the Board.

The term of each Director shall be for a period of two (2) years except that the initial term of a number equal to one half of the Directors shall be selected to a term of one (1) year. The Directors selected to the initial one (1) year term shall be those Directors representing the Members selected at the first Board meeting in a random drawing from a complete list of Members. Any Director selected by a Member may be removed at any time by the Member selecting the Director. Written evidence of selection or removal shall be forwarded by the Clerk or other authorized official of the Member to the principal office of the Agency in writing prior to any meeting of the Agency or the Board of Directors. Each Director shall continue in office until a successor is selected in accordance with this Article.

Section 5.2. Voting Powers. Each Member shall be entitled to one vote which shall be equal to the vote of every other Member. Such vote shall be cast on behalf of the Member by its Director or, if such Director is not present, by its duly authorized Alternate. All actions of the Board shall be made upon affirmative vote of a majority of the Directors voting on such action, unless otherwise provided in the Agreement or these Bylaws.

Section 5.3. Compensation. Except as may be specifically authorized by the Board of Directors, no Director shall receive payment for any time spent in attending meetings of the Board of Directors or otherwise conducting business of the Agency. The Board of Directors, the Executive Committee, or the General Manager may authorize payment of expenses for travel in connection with the business of the Agency.

Section 5.4. Vacancies. In the event of a vacancy on the Board of Directors the appropriate Member shall select an individual to fill such vacancy for the remainder of the term in accordance with the same procedure used to select the original Director. Written evidence of selection shall be provided to the Agency before voting privileges will take effect.

Section 5.5. Removal or Resignation. A Director may be removed only by the governing body of the Member selecting such Director. Any Director may resign by providing notice to the governing body of the Member the Director represents. The governing body shall certify to the Agency such removal or resignation of a Director.

Section 5.6. Successor Director. Upon removal or resignation of a Director, a successor Director will be selected by the governing body in the same manner as the original Director was selected, and the successor Director will be certified by the governing body to the Agency in the same manner as the original Director was certified. The successor Director shall serve for the remainder of the unexpired term of the original Director, subject to the rights of the governing body and such successor Director under **Section 5.5** of these Bylaws.

Section 5.7. Alternates. In the event a Director is unable to attend a meeting, the corresponding Alternate may substitute at the meeting of the Board of Directors for such Director. The Member shall provide the Agency with written notification of the selection of its Alternate. This Alternate shall be entitled to participate in any discussion of matters before the Board of Directors, and shall be entitled to vote for the Director represented unless such Alternate is specifically prohibited from voting by action taken by the Member.

UTILITY ADVISORY COMMISSION STAFF REPORT NEW BUSINESS ITEM #1
MEETING DATE: JUNE 4, 2020
STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Consider a recommendation to City Council to approve an ordinance amending provisions of Chapter 13.35 of the Gardner Municipal Codes relating to Inflow & Infiltration and Fats, Oils and Grease Discharge (FOG) programs.

Background:

In 2018, Trekk Design Group, LLC was selected via the RFQ process that included 6 firms submitting proposals for the Inflow & Infiltration (I&I) program. The 2017 Wastewater Master Plan made recommendations for the City of Gardner to adopt and implement an I&I program and a Fats, Oils & Grease program.

The I&I program provides prioritization, procedures, schedules, and planning for maintaining and rehabilitation of the existing sanitary storm sewer system through an inspection and data based ranking system. This program allows staff to improve the efficiency of operation, reduces maintenance and unexpected issues. January 2020 UAC & Council approved the Private reimbursement program and Public I&I improvements. These items have been implemented and are ongoing.

The Fats, Oils & Grease program (FOG) is another program that has been recommended for implementation in past Wastewater Master Plans. A FOG program focuses on the fats, oils and greases that enter the system which cause routine maintenance and clog the sewer system. The FOG program and the introduction of Codes pertaining to this issue will create a program in which grease interceptors, inspection and maintenance policies and design requirements will help prevent fats, oils and grease from enter the public system. The proposed code, regulations and design requirements for this program are based off of the Johnson County Wastewater program that has been in place for multiple decades.

Currently, Gardner Line Maintenance staff provides monthly sewer cleanings and routinely performs chemical treatments in areas that are known to have FOG issues within the system. The goal of a FOG program is to permit, implement, report, record and minimize FOG related issues within the system.

Staff and Committee Recommendation:

Approve a recommendation to City Council to approve an ordinance amending provisions of Chapter 13.35 of the Gardner Municipal Codes relating to Inflow & Infiltration and Fats, Oils and Grease Discharge (FOG) programs.

Attachments:

A. Ordinance No. **XXX**

ORDINANCE NO. _____

AN ORDINANCE AMENDING PROVISIONS OF CHAPTER 13.35 OF THE GARDNER MUNICIPAL CODE AND ADDING ADDITIONAL PROVISIONS TO THIS SAME CHAPTER RELATING TO INFILTRATION AND INFLOW PREVENTION AND A PROGRAM PROVIDING FOR THE CONTROL OF FAT, OIL AND GREASE DISCHARGES TO THE GARDNER MUNICIPAL CODE.

WHEREAS, the Kansas Department of Health and Environment and the United States Environmental Protection Agency have from time to time adopted, modified, and supplemented rules, regulations and standards applicable to publicly owned and operated wastewater treatment facilities, as well as discharge limitations and requirements applicable to private persons or entities connected to and using sanitary sewers; and

WHEREAS, the Governing Body of the City finds that numerical grease limitations should be implemented with effective requirements for designing, installing, operating and maintaining grease interceptors and that it is advisable to incorporate new grease management requirements, including user fees, within the City Code; and

WHEREAS, it is necessary and advisable for the protection of the public health and safety and for the prudent and appropriate operation of the sanitary sewer system of the City to adopt such standards as provided for herein; and

WHEREAS, the City deems it advisable to reduce the amount of storm water and ground water inflow and infiltration originating from defects in private property connected to the public sewer system; and,

WHEREAS, allowing the flow of storm water and ground water into the public sewer system increases the cost of constructing and operating the sewer system and treating wastewater, adversely impacts the effective treatment of wastewater, reduces the available capacity of the system, creates conditions that pollute the waterways, and poses a direct threat to public health and safety by causing or contributing to sewer back-ups and sewer overflows; and,

WHEREAS, the Governing Body of the City finds it advisable to adopt standards regulating and restricting storm and ground water inflow and infiltration into the public sewer system into the City Code as provided for herein.

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

SECTION 1: Section 13.35.010 of the Gardner Municipal Code (“GMC”) subsection G. shall be amended to provide as follows:

- G. “Sewer” shall mean a pipe or conduit for carrying sewage and to which storm, surface, and ground waters are not intentionally admitted.

SECTION 2: Section 13.35.010 of the GMC subsection I. shall be amended to provide as follows:

- I. “Wastewater” shall mean a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments as may be present.

SECTION 3: A new section 13.35.095 shall be added to the GMC to provide as follows:

Sec. 13.35.095 - Infiltration & Inflow Prevention.

No person shall make connection, either directly or indirectly, of roof down spouts, interior or exterior foundation or footing drains, area drains, crawl space drains, or other sources of surface runoff or groundwater to a building sewer or building drain which is connected to a public sanitary sewer or to a public sanitary sewer directly. Nor shall any person break, damage, destroy, uncover, deface, tamper with, alter or substantially impair the use of any fittings, joints, plugs, caps, or part of a plugged building drain or building sewer to prevent inflow from such sources directly or indirectly into the public sanitary sewer system.

SECTION 4: A new section 13.35.035 shall be added to the GMC to provide as follows:

Sec. 13.35.035.1 – Applicability to Food Service Facilities.

The requirements in this Section 13.35.035 apply to “Food Service Facilities.” For purposes of this Section, “Food Service Facility” shall mean any user that prepares and/or packages food for sale or consumption, on or off site, with the exception of private residences. Food Service Facility shall include, but is not limited to: food courts, food manufacturers, food processors, food packagers, restaurants, grocery stores, delicatessens, bakeries, lounges, hospitals, hotels, nursing homes, churches, and schools. Food Service Facility shall not include a facility that only prepares beverages; a facility that only sells prepackaged foods; a facility that is permitted to conduct industrial pretreatment.

Sec. 13.35.035.2 - General requirements.

Garbage disposals. Garbage disposals are prohibited in food service facilities that begin operation after June 1, 2020. Existing food service facilities in operation prior to the effective date of the resolution from which this article is derived shall be allowed to operate a garbage disposal unless or until the facility is required to install a grease interceptor pursuant to this article.

Grease traps. Grease traps are prohibited in food service facilities that begin operation after June 1, 2020. Existing food service facilities in operation prior to June 1, 2020, shall be allowed to operate a grease trap unless or until the facility is required to install a grease interceptor pursuant to this article. Grease traps shall have a removable lid on the top surface to facilitate inspection, cleaning and maintenance.

Grease interceptors. Grease interceptors shall be required at food service facilities under the following circumstances:

- (1) *New food service facilities.* Food service facilities that begin operation after June 1, 2020, or nonfood service facilities that are altered after June 1, 2020, to include a food service facility where such facility did not previously exist, shall be required to install a new grease interceptor that complies with the design requirements of section 13.35.030.
- (2) *Food service facilities with existing grease interceptors.* Food service facilities in operation prior to June 1, 2020, shall be allowed to operate existing grease interceptors provided they are maintained in compliance with the operating requirements established in this subdivision and none of the conditions in subsection (c)(3) of this section apply.
- (3) *Food service facilities without grease interceptors.* The City of Gardner Wastewater may require an existing food service facility in operation prior to June 1, 2020, to install a new grease interceptor that fully complies with this article or to modify or repair any noncompliant plumbing or existing interceptor upon notice to the food service facility that one or more of the following conditions exist:
 - a. The facility is found to be contributing fats, oils or grease in quantities sufficient to cause line stoppages or to necessitate increased maintenance on the wastewater collection system; or
 - b. Changes are made to the menu or kitchen equipment that, in the opinion of the director, threatens to contribute fats, oils or grease in quantities sufficient to cause line stoppages or necessitate increased maintenance on the wastewater collection system.
- (4) *Common grease interceptors.* The City of Gardner Wastewater may permit the use and operation of a shared, common grease interceptor for multiple food service facilities which lease or occupy portions of a single or connected commercial structure or which constitute a food court at or within a single structure and such

food service facilities may, when permitted, connect to and share the use of the common grease interceptor. A separate operator's permit shall be applied for and applicable to the owner/operator of the common grease interceptor, and each separate food service facility connecting to and using the shared, common grease interceptor shall apply for and obtain a use permit for the common interceptor. The director of the City of Gardner Utilities Department shall approve permits for operation and use of a common grease interceptor only upon such permit terms and conditions and subject to an operator agreement that ensure compliance with the standards and technical requirements contained in this subdivision.

Sec. 13.35.035.3 - Design requirements for new grease interceptors.

- (a) New grease interceptors installed or modified after June 1, 2020, shall be attached to the building sewer line and shall connect all interior fixtures that may introduce grease into the wastewater collection system. Interior fixtures to be piped to the grease interceptor shall include, but not be limited to:
 - (1) Three-compartment sinks;
 - (2) Mop sinks;
 - (3) Dishwashers;
 - (4) Floor drains in food preparation and storage areas; and
 - (5) Any other fixture determined to be a potential source of grease.

Dish machines with a booster heater shall include a cold water solenoid-operated valve or similar device that mixes cold water with the discharged hot water from the machine. Wastewater from toilets, restroom sinks, and other similar fixtures shall not be piped to the grease interceptor under any circumstances.

- (b) Grease interceptors installed or modified after June 1, 2020, shall meet the following requirements:
 - (1) The design, type, sizing and capacity of the interceptor and sampling port shall be approved, prior to installation, by the City of Gardner Wastewater and shall conform to the standards established in the most recently published version of the guidance document entitled “Grease Interceptor Design Criteria”;
 - (2) The interceptor shall be designed, constructed and installed for adequate load-bearing capacity;

- (3) The interceptor shall be installed in a location outside the facility which is easily accessible for cleaning, inspection and sampling;
- (4) A sampling port shall be installed on the interceptor discharge line;
- (5) The interceptor shall have a minimum of two compartments and shall be capable of separation and retention of grease and storage of settled solids;
- (6) The interceptor shall have a manhole to surface grade over each compartment to facilitate inspection, cleaning and maintenance, including pumping; and
- (7) The minimum capacity of any single interceptor unit shall be 1,000 gallons and the maximum capacity shall be 2,000 gallons. Where sufficient capacity cannot be achieved with a single unit, installation of grease interceptors in series is required.

Sec. 13.35.035.4 - Plan review and permitting requirements for new or modified grease interceptors.

- (a) *General requirements.* In addition to any other applicable requirements under this article, a food service facility required under this article to install or modify a grease interceptor or the plumbing that connects to the interceptor shall meet the plan review and permitting requirements in this section prior to discharging wastewater to the sewerage system.
- (b) *Plan review application.* Any food service facility required under this article to install or modify a grease interceptor or the plumbing that connects to the interceptor must apply for and receive approval of the proposed plan for such installation or modification. An application form and copies of the proposed plan, together with payment of the plan review fee and all other required fees, shall be submitted to the City of Gardner Wastewater for review and approval. The plan shall be submitted in a form acceptable to the director and shall contain the information necessary to demonstrate to the department's satisfaction that the interceptor and any associated plumbing is designed and will operate in compliance with this article.
- (c) *Plan review information.* The City of Gardner Wastewater shall make grease interceptor plan review application forms available upon request. Incomplete applications may be denied. In addition to the information on the application form, a food service facility shall submit the following information:
 - (1) A full set of building and construction plans to include:
 - a. Proposed plumbing connections to the grease interceptor;
 - b. The placement of all plumbing fixtures; and
 - c. The layout of kitchen equipment;

- (2) A copy of the menu or a list of the food items to be prepared, sold or consumed;
 - (3) The completed application for a state food service establishment license if applicable;
 - (4) A description of food handling, food procedures and food flow in the facility;
 - (5) The grease interceptor plan review fee including any applicable variance request processing fee; and
 - (6) Any other information required by the City of Gardner Wastewater to adequately review the grease interceptor plan.
- (d) *Plan review approval.* The City of Gardner Wastewater shall review the food service facility's grease interceptor plan and upon determining that it meets the requirements of this article, the department shall issue a directive approving the plan. In approving the plan, the department may impose any conditions necessary to ensure that it complies with this article. The department may deny any plan that does not comply with this article. The department shall notify the food service facility in writing whether the plan has been approved, approved with conditions, or denied, and if denied, the reasons for the denial.
- (e) *Connection or modified usage permit required.* Prior to installing or modifying a grease interceptor or any plumbing that connects to an interceptor, a food service facility shall apply for and be issued a connection permit or a modified usage permit from the wastewater department. The wastewater department may review but shall not approve such application for a connection or a modified usage permit unless the City of Gardner Wastewater has approved the grease interceptor plan required in subsection (b) of this section.
- (f) *Operating permit required for new or modified grease interceptors.* Upon determination that any installation or modification of a grease interceptor, or any plumbing that connects to the interceptor, has been completed and does comply with the requirements of this article, including but not limited to design and construction standards imposed under the authority of this article, the City of Gardner Wastewater shall provide notice of such compliance to the designated operator of the food service facility, and, upon proper application and approval, issue a grease interceptor operating permit for the facility. No food service facility required under this article to install or modify a grease interceptor shall discharge to the sewerage system without a valid grease interceptor operating permit. The grease interceptor operating permit holder shall comply with all of the provisions in this subdivision, operating requirements and operating permit renewals.

Sec. 13.35.035.5 - Permitting requirements for existing grease interceptors.

- (a) *General requirements.* A food service facility with a grease interceptor shall not discharge to the sewerage system without a valid grease interceptor operating permit (GIOP) issued by the City of Gardner Wastewater. The City of Gardner Wastewater shall approve, deny, or approve with conditions each GIOP application in accordance with the provisions of this Article. The GIOP shall be in addition to any other permits, registrations, or licenses that may be required under federal, state or local law.
- (b) *Applications.* All food service facilities with a grease interceptor shall apply annually for a grease interceptor operating permit (GIOP) on a form prescribed by the City of Gardner Wastewater. The City of Gardner Wastewater shall make the forms available to food service facilities at least 30 days prior to the date they are due. Each food service facility with a grease interceptor shall complete the application and submit it to the City of Gardner Wastewater no later than March 1 of each calendar year. The GIOP application shall include payment of the annual permit fee required under section 13.35.035.9(2). GIOP applications that do not include payment of the required fee shall be deemed incomplete.
- (c) *Issuance.* The City of Gardner Wastewater shall determine whether the grease interceptor operating permit application submitted by the food service facility is complete. Incomplete applications may be denied. The City of Gardner Wastewater shall review complete applications along with information from any grease interceptor inspections conducted by the City of Gardner Wastewater at the food service facility and other pertinent information. The City of Gardner Wastewater shall issue a permit to the food service facility upon a determination that the grease interceptor is in compliance with this article. The City of Gardner Wastewater may issue a permit with conditions intended to correct any violations of this article.
- (d) *Terms.*
 - (1) Each grease interceptor operating permit (GIOP) shall be effective for up to one year and shall expire on April 15 of each year regardless of the date that the previous permit was issued. The terms and conditions of a GIOP are automatically extended past the expiration date and remain fully enforceable pending issuance of a new permit only under the following conditions:
 - a. The food service facility has submitted a timely and complete application for a new permit;
 - b. The City of Gardner Wastewater is unable, through no fault of the food service facility, to issue a new permit before the expiration date of the previous permit; and
 - c. The food service facility is not significantly violating the terms and conditions of the previous permit.

- (2) The food service facility shall display the GIOP in a conspicuous place where it can be seen by the facility staff and shall maintain a copy of the GIOP in the grease interceptor records file.
- (3) The GIOP shall automatically terminate and become null and void upon cessation of operations of the food service facility or sale or transfer of business ownership of such facility including but not limited to a sale of assets, shareholders equity, or other equity or ownership interest. It is the responsibility of any new owner to timely apply for a new GIOP from the City of Gardner Wastewater.
- (4) The City of Gardner Wastewater may modify the terms and conditions of the GIOP at any time to address evidence of noncompliance with this article. Any changes or new conditions in the GIOP shall include a reasonable schedule for achieving compliance.
- (5) The City of Gardner Wastewater may revoke the GIOP at any time if a food service facility has failed to correct significant and ongoing noncompliance with this article after being provided a reasonable opportunity to do so.

Sec. 13.35.035.6 - Operating requirements.

All grease interceptors shall meet the following requirements:

- (1) *Pumping, cleaning and maintenance.* Each food service facility shall be responsible for pumping, cleaning and maintaining its grease interceptor in good working condition. All food service facilities with a grease interceptor shall utilize a wastewater hauler or contractor holding a valid sanitary disposal contractor's license issued by the City of Gardner Wastewater or alternatively Johnson County Wastewater to provide pumping, cleaning and disposal services. Pumping shall include the removal of all contents from the interceptor, including grease, floating materials, gray water, bottom sludge and solids. Cleaning shall include removal of solids from the walls, floors, baffles and pipe work in the interceptor. It shall be the responsibility of each food service facility to verify that the interceptor is properly cleaned out and that all fittings and fixtures inside the interceptor are in good working condition.
- (2) *Pumping frequency.* Unless otherwise approved by the director or authorized under this section, each food service facility shall have its grease interceptors pumped at least once every 90 days. More frequent pumping may be required by the City of Gardner Wastewater based on the following criteria:
 - a. Evidence of a floatable grease layer that exceeds six inches (6") in depth on the outlet side of the interceptor; or
 - b. Evidence of a settleable solids layer that exceeds eight inches (8") in depth on the outlet side of the interceptor.

Any food service facility which holds a GIOP may apply for a variance from the pumping frequency requirements by utilizing the procedures prescribed in this section 13.35.035.5, including payment of the variance request processing fee. Food service facilities which are located in institutional facilities operated by public or governmental entities, such as public schools, may, at the time of issuance or renewal of the GIOP for the facility, request a modified pumping schedule based upon either the limited schedule that the food service facility operates or the limited menu of food items prepared at the facility, and such request shall not be considered as a variance request and no variance request processing fee shall be required. When the director finds that a variance from the pumping frequency requirements or a modified pumping schedule would not unduly create health or safety issues or expose the sewer system to improper discharges, the director may grant the variance or modified schedule. Any variance or modified pumping schedule shall thereafter become a requirement under this article, applicable to that permit holder, and shall be subject to further revision or revocation as necessary for the public health and the proper maintenance of the sewer system.

- (3) *Repairs.* Each food service facility shall be responsible for all repairs to its grease interceptors. Repairs required by the City of Gardner Wastewater shall be completed by the date specified in a written notice provided by the City of Gardner Wastewater.
- (4) *Waste disposal.* Wastes removed from any grease interceptor shall be disposed at a facility permitted to receive such wastes or at a location legally designated for such purposes. Grease, gray water or solid materials removed from an interceptor shall not be returned to an interceptor, private sewer line or to any portion of the wastewater collection system without prior written approval from the administering agency.
- (5) *Recordkeeping.* Each food service facility shall maintain a grease interceptor binder on site in an easily accessible location and shall make it available for review upon request by the City of Gardner Wastewater. The binder shall contain a chronological record of all maintenance and repairs performed on the grease interceptors during the most recent three-year period. The binder shall include the date of the maintenance or repair including all dates when the interceptor was pumped and cleaned, a brief description of the nature of the maintenance or repair, and any other pertinent information. The binder shall also contain the following information:
 - a. A copy of the facility's current grease interceptor operating permit;
 - b. A copy of any receipts for repairs or maintenance to the interceptors, including pumping and cleaning;
 - c. The name, address, and telephone number of the sanitary disposal contractor licensed by the City of Gardner or alternatively Johnson County

Wastewater that the food service facility uses to pump and clean the grease interceptors; and

- d. Grease interceptor monitoring data, if applicable.

Sec. 13.35.035.7 - Alternative methods of grease management.

The director of the City of Gardner Utilities Department may approve and issue a modified permit for the use of alternative methods of grease management, in lieu of the requirement contained in section 13.35.035.4(c) for the installation and use of a grease interceptor, by a qualified food service facility or specified type or class of food service facility when the director determines that an alternative method of grease management is at least as effective for managing grease discharges to the sewerage system as the other requirements in this article. The approval of an alternative method of grease management shall be made in the manner and in accordance with the following prescribed criteria and conditions:

- (1) *Application processes.* A food service facility may request approval and a modified permit for the use of an alternative method of grease management according to one or more of the processes in this subsection. The application shall be in writing, on a form prescribed by the City of Gardner Wastewater, and shall comply with the procedures contained in section 13.35.035.4.
 - a. *Variance.* A food service facility may request a variance from any of the requirements of this subdivision. The City of Gardner Wastewater shall consider the request based upon documentation presented by the food service facility and may grant the variance only when the food service facility has adequately demonstrated that the alternative method requested is at least as effective in managing grease discharges to the sewerage system as the requirements contained in the article. No variance shall be approved unless the requesting facility has paid the processing fee as required by section 13.35.035.9.
 - b. *Approved grease removal device.* The director of the City of Gardner Wastewater may, from time to time, designate a particular type of equipment or grease removal device as an approved alternative grease management method and permit its use by a qualified type or class of food service facility. In such event, a qualified food service facility may request a permit to use the approved equipment or grease removal device, and the director may approve the request after making a determination that the applicant is a qualified food service facility for which the device is approved and that the particular use by the applicant will provide grease management sufficient to comply with the intent of this article. No request to use approved equipment or grease removal device shall be granted unless

the requesting facility has paid the processing fee required by section 13.35.035.9.

- c. *Low discharge waiver.* A food service facility which qualifies as a low grease generating facility may request a waiver from the requirement to install and use a grease interceptor and/or a grease removal device. The director may approve the request only upon a direct finding that the facility meets the qualifications for a low grease generating facility, that the facility in ordinary operation will discharge only minimum amounts, if any, of fats, oils and grease to the sewerage system, and that the facility is not likely to contribute in the future quantities of fats, oils, and grease sufficient to cause line stoppages or to necessitate increased maintenance on the sewerage system. No request for a low discharge waiver shall be approved unless the requesting facility has paid the processing fee required by section 13.35.035.9. For purposes of this section, a food service facility will not be considered a low-grease generator unless it meets the following criteria:
1. A facility that only serves ready-to-eat foods with no preparation at the facility other than warming, which would include, but not be limited to, scoop-only ice cream shops, cold sandwich shops, popcorn stands and hot dog rollers;
 2. A facility that only prepares:
 - (i) Uncooked or unbaked food or meals that will be taken from the facility and cooked or baked at another location; or
 - (ii) Small baked goods such as, but not limited to, cookies and pretzels;
 3. The facility does not engage in more than a minimum amount of dish or pot washing; and
 4. The facility demonstrates that its operations do not cause or provide for the discharge of fats, oils or grease in an amount which could cause unacceptable accumulation of deposits in the sewerage lines or necessitate increased maintenance on the sewerage system.

Any food service facility that uses a deep fat fryer, a grill, a wok, a griddle, a fry daddy or any other device that uses fats, oils, or grease for cooking purposes shall not be considered as low- grease generating or discharging facility and shall not qualify for a waiver under this section.

- (2) *Conditional status.* Any modified operating permit issued pursuant to this section for an alternative grease management method, whether by waiver, certification or variance, shall be strictly conditional, and the director of the City of Gardner Wastewater may impose, as a part of the approval and issuance of, the permit, such conditions as the director deems necessary and advisable to ensure the effective management of grease as intended under this Article. All approvals and permits

issued under this section shall contain, at a minimum, the following terms and conditions:

- a. *Fee payment.* The food service facility shall timely pay all applicable application and annual fees or other charges specified by the director in the approval and/or modified permit or as may hereafter be required by this article;
- b. *Code compliance.* The food service facility shall comply with each and all of the provisions of the Article which are not otherwise, expressly or by necessity, modified by the permit issued under this section;
- c. *Structural arrangements.* Notwithstanding the approval of any variance, certification or waiver, the food service facility shall be required for all new structures and for existing structures where reasonably feasible to provide structural arrangements suitable for the future installation and use of a grease interceptor, including but not limited to segregated wastewater lines within the plumbing of the facility, connection points for plumbing to an outside interceptor, and reserved location space, unrestricted, in the parking or adjacent area for placement of a future interceptor. The food service facility shall ensure that the structural arrangements are required to be preserved by any successors in interest and/or future occupants of the structural space;
- d. *Change of operations or circumstances.* The food service facility shall notify the City of Gardner Wastewater of any change in operation and/or circumstances which would or reasonably may affect the generation or discharge of fats, oils and grease at the facility;
- e. *Term and periodic review.* Any alternative grease management method approved under this section shall be for a defined term as specified by the director of the City of Gardner Wastewater and shall be subject, in addition to standard inspections or compliance investigations, to a formal periodic review at least once each five years. The review shall determine whether the food service facility is still qualified and eligible for the alternative method and whether the method is providing effective grease management at the facility as required by this article;
- f. *Best management practices.* The director of the City of Gardner Wastewater shall develop and publish guidelines specifying the best management practices (BMPs) in the food service industry for the management and disposal of fats, oils and grease and shall update the guidelines periodically to ensure that the current industry standards for BMPs are met. Each food service facility which is permitted to use an alternative grease management method under this section shall implement and adhere to the BMPs as promulgated and updated by the director, and the food service facility shall provide training, acceptable to the City of

Gardner Wastewater, for each and all of its employees upon hire and at least annually on the BMPs;

- g. *Required conversion.* In the event that the food service facility fails for any reason to comply with any term or condition of the modified permit, including the conditions stated in this subsection, or if for any reason the alternative grease management method is not effective, as contemplated by this section, then the director may require and the food service facility shall cease operation of the alternative method and immediately install, at its own expense, a grease interceptor, or if allowable an approved grease removal device, meeting the requirements of this article.
- (3) *Conversion from existing interceptor or grease removal device.* Any food service facility which has a permit for and is operating either a grease interceptor or grease removal device pursuant to this subdivision may apply under this section for a modified permit to use an alternative grease management method, and such a modified permit may then be issued to the facility if the director determines that the facility meets all of the requirements for and is qualified to operate such alternative method; provided however, that such food service facility shall not be required to pay the processing fee required by section 13.35.035.9. Upon issuance of the modified permit under this subsection, the permit issued for the grease interceptor or grease removal device shall be rescinded, and the food service facility shall decommission the grease interceptor or grease removal device in accordance with procedures, requirements and standards prescribed by the City of Gardner Wastewater as a condition to and a part of the modified permit.
 - (4) *Termination and revocation of modified permit.* Any modified permit issued under this subsection for use of an alternative grease management method shall terminate automatically upon expiration of its term, unless renewed, or upon the occurrence of any event or action which would render the food service facility ineligible or not qualified to use an alternative grease management method. Immediately upon such termination, the food service facility shall cease any discharge of fats, oils or grease to the sanitary sewer system until a proper permit is issued and either a grease interceptor or grease removal device, or other approved alternative method, is installed and operational at the facility. Any modified permit issued under this subsection may be revoked by decision of the director of the City of Gardner Wastewater, following notice and an opportunity to be heard being provided to the food service facility, whenever the director determines that the food service facility has discharged or is discharging fats, oils, and/or grease to the sewer system in quantities which are causing accumulations in the sewer lines that are likely to result in a line obstruction and/or blockage or will result in increased maintenance for the wastewater collection system. Upon revocation of the modified permit, the food service facility shall immediately cease any discharge of fats, oils, and/or grease to the sewerage system until a proper permit is issued and a grease

interceptor is installed and operational at the facility. Any food service facility which has had a modified permit revoked under this article shall not be eligible thereafter for issuance of another modified permit for the same facility unless the director of the City of Gardner Wastewater determines that the management of the facility has fully modified operation at the facility and that such modifications reasonably ensure that the facility can effectively meet the intent and requirements of this Article with the use of an alternative grease management method.

Sec. 13.35.035.8 - Notice of noncompliance.

The City of Gardner Wastewater shall record all observations during an inspection of a food service facility subject to the grease management requirements of this article in a written report, including any violations. The department shall notify the food service facility of any violations and provide a time frame for correcting the violations. The department official may re-inspect any food service facility that has received a notice of noncompliance to determine whether all violations have been timely and completely corrected. The food service facility is subject to reinspection fees as provided under section 13.35.035.9.

Sec. 13.35.035.9 - Fees.

The director of the City of Gardner Wastewater is hereby authorized under this article to assess and collect fees in the amounts and according to the procedures set forth in this section and as subsequently modified by the Governing Body by resolution on an annual basis. The fees provided for in this subdivision are separate and distinct, and in addition to any other fee assessed by the City of Gardner Wastewater. Such fees may be adjusted by the Governing Body of the City on at least an annual basis by resolution. The following shall be a description of the types of fees which may be assessed and the dollar amount of the fees shall be effective until altered or amended by the Governing Body by resolution:

- (1) *Grease interceptor—Plan review fee.* Any food service facility that wishes or is required to make a modification to an existing permitted grease interceptors under this Article, and any food service facility that wishes to or is required to install a new grease interceptor under this article, shall pay a nonrefundable fee to the City of Gardner Wastewater with the plan review application. The fee shall initially be set at \$250.00 for each plan required to be reviewed.
- (2) *Same—Operating fee.* Each food service facility required under this article to have a grease interceptor operating permit shall pay an annual fee to the City of Gardner Wastewater with the permit application, except that the permit fee shall be waived for any facility that has in the same calendar year already paid a grease interceptor plan review fee. The permit fee shall initially be set at \$250.00 for each food service facility.

- (3) *Reinspection fees.* A food service facility that has not corrected violations of this article by the date established in a written notice of noncompliance shall pay a reinspection fee of \$100.00 to the City of Gardner Wastewater for the first reinspection, \$200.00 for the second reinspection and \$300.00 for each subsequent reinspection needed to confirm that the violation has been corrected. The reinspection fees are in addition to any other enforcement action authorized under law to compel compliance with this article.
- (4) *Variance request processing fees.* A food service facility that submits a request for a variance from the provisions of this subdivision, shall pay a processing fee of \$300.00 to the City of Gardner Wastewater.

Sec. 13.35.035.10 - Regulation of waste from other jurisdictions.

Food service facilities regulated by the City of Gardner Wastewater through an interlocal agreement must comply, at a minimum, with this article.

SECTION 5: All other ordinances not in conformity herewith are hereby repealed or amended to conform hereto.

SECTION 6: This ordinance shall take effect and be in force from and after its passage, approval and publication as provided by law.

PASSED by the City Council this ____ day of _____, 2020.

APPROVED by the Mayor this ____ day of _____, 2020.

CITY OF GARDNER, KANSAS

(SEAL)

Steve Shute, Mayor

Attest:

Sharon Rose, City Clerk

Approved as to form:

Ryan B. Denk, City Attorney

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #1

MEETING DATE: JUNE 4, 2020

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: Project Updates – Electric, Line Maintenance, Wastewater, Water

Background:

Staff will discuss projects and provide current status updates at the meeting.

UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #2

MEETING DATE: JUNE 4, 2020

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2020 1st Quarter Electric Outage Report

Background:

Electric staff responded to 15 outages affecting 291 customers:

- 3 caused by equipment failures,
- 3 caused by animals,
- 2 caused by damage by others, and
- 7 caused by other reasons.

The average workday response time was 13 minutes and the average workday length of outage was 24 minutes.

The average after-hours response time was 34 minutes and the average after-hours length of outage was 1 hour and 19 minutes.

The overall average response time was 30 minutes and the overall average length of outage was 1 hour and 8 minutes.

Attachment Included:

- 2020 1st Quarter Electric Outage Report

Electric Outage Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

EQ - Equipment, TR - Trees, AN - Animals, SM - Storms, DO - Damage By Others, OT - Other

10:03 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200110-011	153 W WARREN ST	1/10/2020	9:40 am	1/10/2020	9:55 am	1/10/2020	10:05 am	1	Power Out	Cramer 3-Phase Transformer Bank. Blew Fuse on 1 Phase.	0:15	0:25	4.0	AN
20200113-009	E MAIN ST	1/10/2020	8:11 pm	1/10/2020	8:25 pm	1/10/2020	8:40 pm			Overhead Phone Line "Lucity will not let me enter 230 in the Building# column".	0:14	0:29	2.0	OT
20200113-010	31905 W 175TH ST	1/11/2020	11:00 am	1/11/2020	11:15 am	1/11/2020	12:30 pm	1	Power Out	Airport out of power bad primary underground we have 1/0 underground triplex laid out on ground (1000'). Jim	0:15	1:30	6.0	EQ
20200113-011	N WINWOOD TER	1/11/2020	4:30 pm	1/11/2020	4:45 pm	1/11/2020	5:00 pm	0		Winwood & Parma, damaged streetlight pole	0:15	0:30	2.0	DO
20200122-005	221 W SKYLARK ST	1/21/2020	9:17 pm	1/21/2020	10:05 pm	1/21/2020	11:09 pm	1	House Fire	House Fire. Meter Reading - 43625 Serial# 39 946 657	0:48	1:52	2.0	OT
20200127-009	31795 W 171ST ST	1/26/2020	9:43 am	1/26/2020	10:42 am	1/26/2020	2:00 pm	232	Power Out	Power out in St Johns Trace Subdivisin. B phase SMU fuse unit blew in fuse cabinet. Had to test cable to bring power back on. Did not find reason for outage other than we think B phase might be overloaded. We are going to transfer a portion of the subdivision onto A phase.	0:59	4:17	18.0	OT
20200203-014	28201 W 162ND ST	1/31/2020	6:28 pm	1/31/2020	7:15 pm	1/31/2020	7:15 pm	1	Power Out	Customer Breaker Tripped in House.	0:47	0:47	2.0	OT
20200203-016	385 N PINE ST	2/2/2020	12:19 pm	2/2/2020	1:05 pm	2/2/2020	1:05 pm	1		Resident in Apt. C was concerned about blinking lights. Issue was due to 51 circuit took a hit and blinked the circuit. She was on oxygen and was very concerned. Jeff inspected the meter socket and check voltage and everything look good.	0:46	0:46	2.0	OT
20200224-009	831 E ROSEWOOD ST	2/24/2020	2:27 am	2/24/2020	3:27 am	2/24/2020	5:09 am	30	Power Out	Transformer bad	1:00	2:42	5.5	EQ

Electric Outage Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

EQ - Equipment, TR - Trees, AN - Animals, SM - Storms, DO - Damage By Others, OT - Other

10:03 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200227-012	660 E MAIN ST	2/25/2020	9:53 pm	2/25/2020	10:18 pm	2/25/2020	10:20 pm		Customer Side Issue	Fire department said possible blown transformer at location. Issue was non electric related. Heaters in the new Price Chopper building were the issue.	0:25	0:27	2.0	OT
20200310-005	126 S OAK ST	3/9/2020	4:48 pm	3/9/2020	5:20 pm	3/9/2020	5:30 pm	15	Power Out		0:32	0:42	4.0	AN
20200310-006	1199 E SANTA FE ST	3/9/2020	7:28 pm	3/9/2020	8:05 pm	3/9/2020	8:50 pm	1	Needs Service	Walmart lift station. Hot line clamp was loose causing it to arc. had to de energize lift station to fix. Scott was notified of the outage.	0:37	1:22	4.0	EQ
20200312-012	601 S LOCUST ST	3/12/2020	10:47 am	3/12/2020	11:05 am	3/12/2020	11:15 am	4	Power Out		0:18	0:28	1.0	AN
20200323-010	CEDAR NILES RD 1785 E SANTA FE ST	3/22/2020	7:16 am	3/22/2020	7:30 am	3/22/2020	7:45 am	0	Needs Service	car hit streetlight pole by Burger King	0:14	0:29	1.0	DO
20200326-029	839 E ROSEWOOD ST	3/26/2020	2:40 pm	3/26/2020	2:45 pm	3/26/2020	3:00 pm	4	House Fire	disconnect power from apartments due to fire.	0:05	0:20	3.0	OT

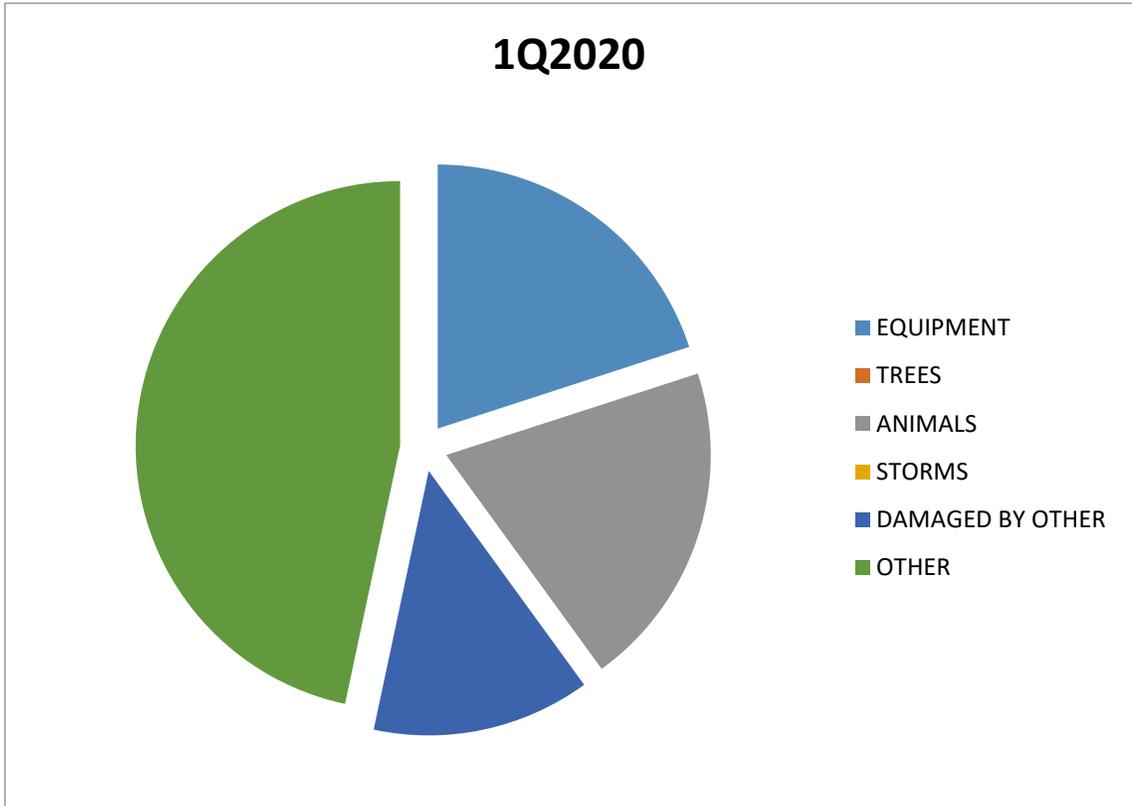
Totals: 291

58.5

	12	After Hours Average	0:34	1:19	Cause Totals
	3	Workday Average	0:13	0:24	EQ 3
	15	Average	0:30	1:08	TR 0
					AN 3
					SM 0
					DO 2
					OT 7

2020 Electric Outages

EQUIPMENT	TREES	ANIMALS	STORMS	DAMAGED BY OTHER	OTHER	TOTAL
3	0	3	0	2	7	15



UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #3

MEETING DATE: JUNE 4, 2020

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2020 1st Quarter Wastewater Collection Repairs Report

Background:

Line maintenance staff completed 7 sanitary sewer line repairs affecting 8 customers:

- 2 caused by roots, and
- 5 due to residents' issues.

The average workday response time was 19 minutes and the average workday repair time was 2 hours and 5 minutes.

The average after-hours response time was 22 minutes and the average after-hours repair time was 2 hours and 15 minutes.

The overall average response time was 20 minutes and the overall average repair time was 2 hours and 8 minutes.

Attachment Included:

- 2020 1st Quarter Wastewater Collection Repairs Report

Sewer Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue

7:53 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200106-030	332 N CHERRY ST	1/6/2020	7:30 am	1/6/2020	8:00 am	1/6/2020	3:00 pm	1	Backup	customer called and said he had a plumber clean his sewer service line and that the plumber told him he saw tree roots in the city main. Used the camera and did find some roots in our main. The roots were not in our main at the customers service, those tree roots were coming from his service into our main. Showed the customer the pictures and he understood. Root cut with Vac truck to remove any roots from our sewer main. 1500' Jetted 1500Gals used 934' camera	0:30	7:30	18.0	RT
20200113-012	525 N CEDAR ST	1/12/2020	9:31 pm	1/12/2020	10:00 pm	1/13/2020	12:30 am	2	Backup	arived at 525 N Cedar st customer said they had 6 inches of sewage in his basement manhole 24NE20 was half full of sewage cleared blockage. (385ft) (600 gal)	0:29	2:59	5.0	RT
20200203-011	125 N MOONLIGHT RD	1/30/2020	4:00 pm	1/30/2020	4:15 pm	1/30/2020	5:30 pm	1	Backup	Possible back up. went and checked upstream 19SW12 and 19SW13 downstream manholes the flow was normal. Spoke to customer and explained our side had no issues.	0:15	1:30	0.5	RI
20200226-007	131 W PARK ST	2/26/2020	9:45 am	2/26/2020	10:00 am	2/26/2020	10:15 am	1	Backup	Sewer backing up into crawl space. Please call Brian Beatty with results at 913-481-5546. He'll be home this afternoon (Wed 2/26). Upon arrival checked downstream MH26NE29 flow was normal. Then Checked upstream MH26NE30 Dead end MH. MH was clear. Talked with customer and explained to her that everything on our side is fine. Customer understood.	0:15	0:30	1.0	RI

Sewer Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue

7:53 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200302-016	415 N EVERGREEN ST	3/2/2020	9:45 am	3/2/2020	10:00 am	3/2/2020	10:45 am	1	Backup	Sewer back-up Sun. 3/1. Call John Sullins 30 min. prior to arrival, he'd like to be there. His number is 913-927-2203. Checked Upstream MH and downstream MH flow was normal no problems on our side. Talked with resident and explained, resident understood and said he had a plumber coming.	0:15	1:00	2.0	RI
20200317-029	753 S ASH ST	3/17/2020	2:10 pm	3/17/2020	2:20 pm	3/17/2020	2:35 pm	1	Backup	Erin called said this customer has had trouble with her drain in her basement backing up. Check Manholes for flow and possible backup. Checked MH26SE40, MH26SE39 MH26SE38 found normal flow in main Spoke to resident on phone and explained that our side was normal and that we had no issues.	0:10	0:25	2.0	RI
20200326-018	514 N SYCAMORE ST	3/26/2020	11:30 am	3/26/2020	11:55 am	3/26/2020	12:30 pm	1	Backup	Arrived onsite and checked downstream MH#24NW04 & Upstream MH#24NW12 Flow was normal. Called customer and explained that the sewer main is in her backyard not the front and explained that our sewer main was flowing normal. Customer understood and said a plumber is on the way.	0:25	1:00	2.0	RI
Totals:								8					30.5	

Sewer Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

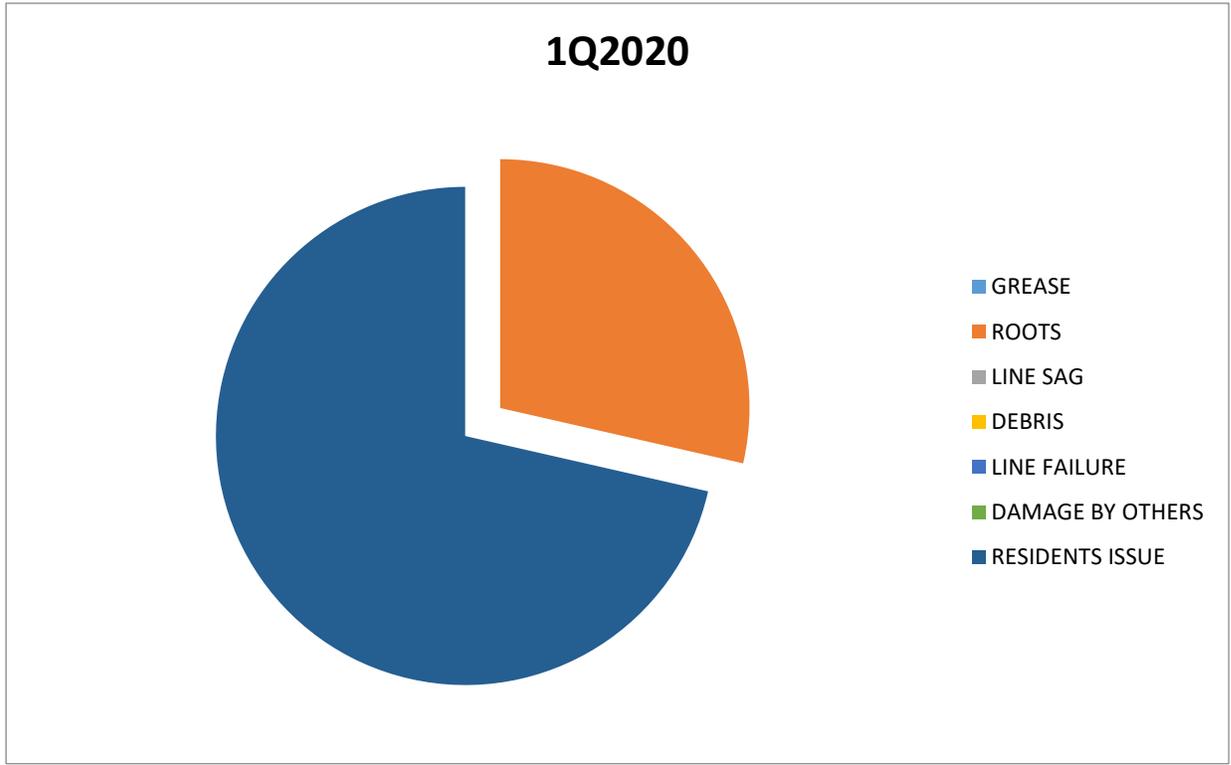
GR - Grease, RT - Roots, LS - Line Sag, DB - Debris, LF - Line Failure, O - Damage By Others, RI - Residents Issue

7:53 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
										2	After Hours Average	0:22	2:15	Cause Totals
										5	Workday Average	0:19	2:05	GR 0
										7	Average	0:20	2:08	RT 2
														LF 0
														LS 0
														O 0
														DB 0
														RI 5

2020 Sewer Repair Report

GREASE	ROOTS	LINE SAG	DEBRIS	LINE FAILURE	DAMAGE BY OTHERS	RESIDENTS ISSUE	TOTAL
0	2	0	0	0	0	5	7



UTILITY ADVISORY COMMISSION STAFF REPORT

DISCUSSION ITEM #4

MEETING DATE: JUNE 4, 2020

STAFF CONTACT: GONZ GARCIA, UTILITIES DIRECTOR

AGENDA ITEM: 2020 1st Quarter Water Distribution Repairs Report

Background:

Line maintenance staff completed 18 water distribution service repairs affecting 33 customers:

- 4 due to line failure,
- 2 due to valve failure,
- 7 due to damages by others, and
- 5 due to residents' issues.

The average workday response time was 6 hours and 43 minutes and the average workday repair time was 12 hours and 48 minutes.

The average after-hours response time was 16 minutes and the average after-hours repair time was 1 hour and 12 minutes.

The overall average response time was 4 hours and 12 minutes and the overall average repair time was 8 hours and 18 minutes.

Attachment Included:

- 2020 1st Quarter Water Distribution Repairs Report

Water Distribution Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue

7:56 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200102-009	W 175TH ST	1/2/2020	8:00 am	1/2/2020	8:20 am	1/2/2020	2:00 pm	3	Leak	Check for possible water leak. Contractor recently had area excavated for new sewer line. Main is transite. Found main is leaking.	0:20	6:00	20.0	O
20200107-014	137 N PEAR ST	1/7/2020	9:00 am	1/7/2020	9:15 am	1/8/2020	2:00 pm	1	Leak	Possible main leak. Near edge of road and curb on the townhome side. Morgan in Utility Billing had a report of it. 1/7/20 Checked and found leak on our side. Residents being notified that repair work will begin 1/8/20 at 8 am. 1/7/20 pump out meter pit and locate copper. 1/8/20 hydro up at water main to shut water off and repaired had pinhole in copper. put 1" copper to copper and backfilled with rock and dirt.	0:15	29:00	27.0	LF
20200114-016	1149 E SANTA FE ST	1/14/2020	9:00 am	1/14/2020	9:20 am	1/14/2020	10:00 am	1	Leak	Lot #163 Conestoga Check water meter for possible leak. Reported by Megan at Conestoga. Leaking at the check valve, pulled cap off and cleaned gasket.	0:20	1:00	2.0	VF
20200117-011	W 175TH ST	1/17/2020	1:00 pm	1/17/2020	1:30 pm	1/17/2020	6:00 pm	3	Leak	Check for possible leak at 175th and Kill Creek Rd. Found 6" Transite water main is leaking Repair watermain break	0:30	5:00	15.0	LF
20200124-013		1/21/2020	5:00 pm	1/21/2020	5:15 pm	1/21/2020	5:40 pm	0	Leak	Called out to check possible hydrant leak. Found 2" hyd. meter frozen and broken and hydrant was left on by contractor at new Price Chopper.	0:15	0:40	1.0	O
20200128-015	640 E CHEYENNE ST	1/29/2020	8:00 am	1/29/2020	8:00 am	1/29/2020	2:00 pm	1	Leak	Service leak repair. went out and found service leak on main side. Notified customers work to begin 1/29/20 8am.	0:00	6:00	15.5	LF

Water Distribution Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue

7:56 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200206-005	291 COBLE DR	2/4/2020	2:00 pm	2/6/2020	8:00 am	2/6/2020	3:00 pm	17	Leak	Megan from Conestoga called in Lot 291 Fire Hydrant leaking. Excavate to Repair/Replace Fire Hydrant. 2/6/20 repaired put new hydrant and removed old one. Flushed line off 2,500 gals.	42:00	49:00	39.0	VF
20200210-014	N WAVERLY RD	2/8/2020	8:30 pm	2/8/2020	8:55 pm	2/9/2020	1:15 am	0	Leak	Leak, Shut down 12" valves to isolate leak on 12" valve caused by contractors. Contractors excavated around 12" valve on the N side of intersection at 175th & Waverly causing 12" valve to blow apart. No customers were out of water.	0:25	4:45	17.0	O
20200303-005	324 W JEFFERSON ST	3/2/2020	2:30 pm	3/3/2020	8:00 am	3/3/2020	1:00 pm	1	Leak	Water service leak repair. Resident was notified that repairs will begin on 3/3/20. Dug up and found pinhole in copper.	17:30	22:30	24.0	LF
20200309-010	1056 E PUMPKIN RIDGE ST	3/7/2020	3:31 pm	3/7/2020	3:45 pm	3/7/2020	4:00 pm	1	Leak	Paged, called customer and went out to check for possible leak. Found leak on customers side. Shut off water at the setter. Customer said they would call a plumber.	0:14	0:29	1.0	RI
20200309-011	1056 E PUMPKIN RIDGE ST	3/8/2020	12:40 pm	3/8/2020	1:00 pm	3/8/2020	1:30 pm	1	Leak	Got a page called customer. Plumber fixed the leak that was on their side. Went back out and turned water on at the setter. (water was turned off from previous day Saturday 3/7/20) The customer called a plumber to fix the leak on their side. Water back on 1:05 PM.	0:20	0:50	1.0	RI
20200312-007	1089 WILDERNESS TRL	3/12/2020	7:20 am	3/12/2020	7:35 am	3/12/2020	2:00 pm	1	Leak	Customer called in and has a leak inside her house request we turn off her water. went out and shut water off at the setter. Water off at the setter 7:40 AM Water turned back on at setter 2:00PM	0:15	6:40	1.0	RI

Water Distribution Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue

7:56 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
20200316-009	329 S MEADOWBROOK CIR	3/15/2020	7:20 pm	3/16/2020	7:30 am	3/16/2020	9:30 am	0	No Service	Repair water salseman. Over the weekend the water salesman was broken during use. Make repairs to get it up and running again. 3/16/20 Salesman Repaired and in service 9:30am. Replaced galvanized 90 degree fitting.	12:10	14:10	4.0	O
20200316-014	905 WILDERNESS TRL	3/13/2020	10:20 pm	3/13/2020	10:30 pm	3/13/2020	10:42 pm	1	Leak	Resident had water leek on hot water heater asked if i would shut water off at the meter.	0:10	0:22	0.5	RI
20200316-015	329 S MEADOWBROOK CIR	3/15/2020	7:20 pm	3/15/2020	7:30 pm	3/15/2020	7:40 pm		No Service	Recived phone call that water salesman was broken came in to investigate. Put barricades in place until Monday morning.	0:10	0:20	0.5	O
20200320-009	18511 CHERRY CT	3/20/2020	11:00 am	3/20/2020	11:15 am	3/20/2020	11:40 am	1	Water Quality	Customer Terry George says there is noise when the water is running. 913 306-1792. Call with results. Found customer sump pump running continuously. Explained to customer that everything on our side was fine, customer understood.	0:15	0:40	1.0	RI
20200324-016	CONESTOGA ST	3/24/2020	12:45 pm	3/24/2020	1:00 pm	3/24/2020	1:35 pm	1	Leak	Lot 173 in Conestoga says setter is cracked and spraying water. Found water meter leaking at connection to the setter. Pumped out meter pit and tightened setter nut.	0:15	0:50	2.0	O
20200327-008	839 E ROSEWOOD ST	3/26/2020	3:30 pm	3/26/2020	3:45 pm	3/26/2020	4:30 pm		Leak	Shut off water at setter. This call out was in response to the fire department calling and requesting the water be turned off due to a fire at this residence and causing a leak inside the apartment.	0:15	1:00	1.0	O
Totals:								33					172.5	

Water Distribution Repair Summary

Report Dates Between 1/1/2020 and 3/31/2020

5/28/2020

LF - Line Failure, SF - Saddle Failure, VF - Valve Failure, RCF - Repair Clamp Failure, O - Damage By Others, RI - Residents Issue

7:56 AM

WO #	Location	Date Reported	Time Reported	Date of Arrival	Time of Arrival	Date Complete	Time Completed	# Customers Affected	Problem	Comments	Response Time	Repair Time	Manhours	Cause
										7	After Hours Average	0:16	1:12	Cause Totals
										11	Workday Average	6:43	12:48	LF 4
										18	Average	4:12	8:18	SF 0
														VF 2
														RCF 0
														O 7
														RI 5

2020 Water Repair Report

LINE FAILURE	SADDLE FAILURE	VALVE FAILURE	REPAIR CLAMP FAILURE	DAMAGED BY OTHER	RESIDENT ISSUE	TOTAL
4	0	2	0	7	5	18

1Q2020



- LINE FAILURE
- SADDLE FAILURE
- VALVE FAILURE
- REPAIR CLAMP FAILURE
- DAMAGED BY OTHER
- RESIDENT ISSUE