March 11, 2014

To: **Mayor and Commissioners**

From: **Chuck Shively, Director of Public Works**

Subject: **Public Water Supply 2014 Capacity Development Survey**

Discussion:

Attached is a copy of the Kansas Public Water Supply Capacity Development Survey, which will be submitted to the Kansas Department of Health and Environment (KDHE). This survey is completed once every three years.

KDHE has requested that the survey be made available for review by the governing body before it is submitted, as a means of self evaluation. There is no action required by the City Commission, KDHE just believes that it will be beneficial as a means of informing and updating the governing body about the status of their water system.

If you have any questions about the survey after reviewing it, feel free to contact me at 252-6007 or by e-mail at *cshively@coffeyville.com*.

Respectfully Submitted,

Chuck Shively
Director of Public Works

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Kansas

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Robert Moser, MD, Secretary | Department of Health & Environment | Sam Brownback, Governor

Water System name: COFFEYVILLE, CITY OF

Survey Name: TFM Survey

Survey Description: Tri-Annual Water System Assessment.

Survey Status: Completed

Survey Instructions: Please complete the survey and submitt to KDHE no later than April 1, 2014. If you have questions please contact Cathy Tucker-Vogel at (785) 368-7130 or ctuckerv@kdheks.gov

Technical

Sources

1.- What is your system's raw water source and/or who do you purchase water from (check and fill in all that apply)?

☒ Surface ☐ Ground ☐ Purchased

Lake Name(s): Number of Wells Used: From:

Stream Name(s): VERDIGRIS RIVER

☐ Don't Know

2.- Does your system have an emergency or supplemental water supply?

◉ Yes ○ No ○ Don't Know

☐ Back-up Wells

☐ Connection to another PWS

Name of PWS

☒ Back-up Surface Source

Name ELK CITY RESERVOIR

☐ Other

Specify

3.- If water is purchased from or treated by another system, is there a drought or other "cut-off" clause limiting the amount of water in your system's purchase contract?

○ Yes ○ No ○ Don't Know ◉ No purchased water

4.- If water is not purchased, does your water system have sufficient water rights issued from the Kansas Department of Agriculture, Division of Water Resources?

◉ Yes ○ No ○ Don't Know ○ No water rights, purchase water only

5.- How many times during the year 2011, did your system impose water use restrictions? Were restrictions mandatory or voluntary, and were they drought related?

◉ No Restrictions Imposed

○ Once	○ Twice	○ Three or more times
○ Mandatory, Drought Related	○ Mandatory, Drought Related	○ Mandatory, Drought Related
○ Mandatory, Not Drought Related	○ Mandatory, Not Drought Related	○ Mandatory, Not Drought Related
○ Voluntary, Drought Related	○ Voluntary, Drought Related	○ Voluntary, Drought Related
○ Voluntary, Not Drought Related	○ Voluntary, Not Drought Related	○ Voluntary, Not Drought Related

○ Don't Know

6.- If restrictions were imposed during 2011, what was the total time duration?

◉ No Restrictions Imposed ○ Less than one month ○ One to three months ○ Three to six months ○ Six or more months

7.- How many times during the year 2012, did your system impose water use restrictions? Were restrictions mandatory or voluntary, and were they drought related?

○ No Restrictions Imposed

◉ Once	○ Twice	○ Three or more times
◉ Mandatory, Drought Related	○ Mandatory, Drought Related	○ Mandatory, Drought Related
○ Mandatory, Not Drought Related	○ Mandatory, Not Drought Related	○ Mandatory, Not Drought Related
○ Voluntary, Drought Related	○ Voluntary, Drought Related	○ Voluntary, Drought Related
○ Voluntary, Not Drought Related	○ Voluntary, Not Drought Related	○ Voluntary, Not Drought Related

○ Don't Know

8.- If restrictions were imposed during 2012, what was the total time duration?

○ No Restrictions Imposed ○ Less than one month ○ One to three months ○ Three to six months ◉ Six or more months

9.- How many times during the year 2013, did your system impose water use restrictions? Were restrictions mandatory or voluntary, and were they drought related?

○ No Restrictions Imposed

◉ Once	○ Twice	○ Three or more times
◉ Mandatory, Drought Related	○ Mandatory, Drought Related	○ Mandatory, Drought Related
○ Mandatory, Not Drought Related	○ Mandatory, Not Drought Related	○ Mandatory, Not Drought Related
○ Voluntary, Drought Related	○ Voluntary, Drought Related	○ Voluntary, Drought Related
○ Voluntary, Not Drought Related	○ Voluntary, Not Drought Related	○ Voluntary, Not Drought Related

○ Don't Know

10.- If restrictions were imposed during 2013, what was the total time duration?

○ No Restrictions Imposed ○ Less than one month ○ One to three months ◉ Three to six months ○ Six or more months

11.- If restrictions were imposed during 2011, 2012, or 2013, was the restriction due to: (check all that apply)

☐ Treatment Capacity ☐ Distribution or Storage Capacity ☒ Raw Water Supply Source ☐ Water Right Limitations ☐ Water Quality

☒ Water Purchase Contract ☐ Minimum Desirable Streamflow ☐ Other

Specify:

12.- If restrictions were imposed during 2011, 2012, or 2013, have the cause(s) for restriction been corrected?

◉ Yes ○ No ○ Don't Know

Explain: Sufficient rainfall ended drought.

Explain:

13.- Does your system have an approved Source Water Protection Plan or Wellhead Protection Plan?

○ Yes ○ No ◉ Don't Know ○ Purchase Treated Water

14.- Has your Protection Plan been reviewed and updated within the last 3 years?

○ Yes ◉ No ○ Don't Know ○ Not applicable, no plan

15.- Has your Source Water Assessment been updated to include any new or reactivated sources (surface or wells) that were not in use prior to 2003?

○ Yes ○ No ○ Don't Know ○ Purchase Treated Water ◉ Not applicable, No new/reactivated sources

16.- Is your system's source capacity higher than your peak day demand by a margin of 50%?

◉ Yes ○ No ○ Don't Know ○ Purchase Treated Water

17.- How many times in the previous three years (2011, 2012, 2013) has your system experienced taste and odor problems?

☒ No taste or odor problems during 2011, 2012 or 2013

☐ 2011	☐ 2012	☐ 2013
○ None	○ None	○ None
○ Once	○ Once	○ Once
○ Twice	○ Twice	○ Twice
○ Three or more times	○ Three or more times	○ Three or more times

18.- What is the average length of time your system's taste and odor problems persist?

◉ No Taste or Odor Problems ○ Less than a week ○ One to two weeks ○ Two to four weeks ○ More than four weeks

19.- What type of taste and odor problems does your system typically experience? Check all that apply and indicate the severity of the problem.

☒ No taste or odor problems

☐ Musty or Earthy	☐ Fishy	☐ Grassy	☐ Rotten Egg
○ Most Severe	○ Most Severe	○ Most Severe	○ Most Severe
○ Moderately Severe	○ Moderately Severe	○ Moderately Severe	○ Moderately Severe
○ Least Severe	○ Least Severe	○ Least Severe	○ Least Severe

☐ Chlorine	☐ Metallic/Iron	☐ Other
		Specify:
○ Most Severe	○ Most Severe	○ Most Severe
○ Moderately Severe	○ Moderately Severe	○ Moderately Severe
○ Least Severe	○ Least Severe	○ Least Severe

Treatment Plants

20.- Did your system have any primary drinking water standard violations in 2013?

○ Yes ◉ No ○ Don't Know

List the violations:

21.- Did your system have any monitoring, reporting, or other violations in 2013?

○ Yes ◉ No ○ Don't Know

List the violations:

22.- What is your system's daily average water production expressed as a percentage of peak production capacity?

◉ Less than 50% ○ 50% - 75% ○ Greater than 75% ○ Purchase Treated Water ○ Don't Know

23.- What is your system's average daily production in Gallons per Day (GPD)?

◉ Enter Daily Production ○ Don't Know ○ Purchase Treated Water

Gallons per Day: 2468592

24.- Does your system have emergency/standby electrical service (production and/or distribution)?

◉ Yes ○ No ○ Don't Know

25.- Can your system maintain full pumping and production operations during a 100 year flood event?

◉ Yes ○ No ○ Don't Know ○ Purchase Treated Water

26.- If your system has a surface water treatment plant constructed more than 20 years ago, have treatment processes been upgraded to meet current standards?
◉ Yes ○ No ○ Don't Know ○ Not Applicable (ground water treatment, purchase treated water)

Distribution

27.- Does your system's operation pressure for any customer service connection fall below 20 psi?
○ Yes ◉ No ○ Don't Know

28.- Does your system have at least 24 hours of finished water supply storage at average daily use?
◉ Yes ○ No ○ Don't Know

29.- Have your system's water storage facilities been inspected during the past 24 months?
◉ Yes ○ No ○ Don't Know

30.- What is your system's unaccounted for water loss as a percentage of total production or purchase?
○ Less than 15% ◉ Between 15% and 29% ○ More than 29% ○ Don't Know

31.- Does your system have an active cross-connection control program?
◉ Yes ○ No ○ Don't Know

32.- Does your system have accurate maps of your distribution system?
◉ Yes ○ No ○ Don't Know

33.- Does your system's distribution system overlap or intertwine with another public water supply distribution system with which it is not interconnected?
○ Yes ◉ No ○ Don't Know

Managerial

34.- What is your system's governance structure?
◉ Elected board/council ○ Appointed ○ Sole ownership ○ Other ○ Don't Know

Describe:

35.- Does your system utilize any of industry related service organizations listed below (check all that apply)?
◉ Yes ○ No ○ Don't Know

- ☒ League of Kansas Municipalities
- ☒ Kansas Municipal Utilities
- ☒ Kansas Rural Water Association
- ☒ Kansas Section - AWWA
- ☐ Midwest Assistance Program
- ☐ Wichita State Environmental Finance Center

36.- Do your system's operators have appropriate levels of certification according to the Kansas Department of Health and Environment classifications?
◉ Yes ○ No ○ Don't Know

Provide Name of Operator-In-Responsible Charge: Earl Menefee

37.- If you system does not have a certified operator, has an operator-in-training (OIT) beein issued by KDHE?
○ Yes ○ No ○ Don't Know ◉ Not Applicable, operators have appropriate levels of certification

Name of OIT:

38.- Does your system have a back-up operator with the appropriate level of certification?
◉ Yes ○ No ○ Don't Know

Back-up Operator Name: Kirby Ferrell

39.- Does your system have written personnel policies and job descriptions signed by the employees?
◉ Yes ○ No ○ Don't Know ○ No Employees, Contract Labor ○ No Employees, Volunteer Labor

40.- Does your system provide benefits to employees (retirement, insurance, etc.)?
◉ Yes ○ No ○ Don't Know ○ No Employees, Contract Labor ○ No Employees, Volunteer Labor

41.- Does your system have and enforce formal policies for: payments/collections, main extensions/connections, etc.?
◉ Yes ○ No ○ Don't Know ○ Don't Have Formal Policies

42.- Does the governing body review a monthly summary of revenues and expenses of the utility system?
○ Yes ◉ No ○ Don't Know

43.- Does your system have a formal plan for operations and maintenance (line flushing, pumps, meters, storage tanks, etc.)?
◉ Yes ○ No ○ Don't Know

44.- Does your system have an emergency plan approved by the Kansas Department of Health and Environment?
◉ Yes ○ No ○ Don't Know

45.- Have you reviewed and updated your emergency plan within the past 12 months?
◉ Yes ○ No ○ Don't Know ○ Don't Have A Plan

46.- Does your emergency plan coordinate with your county emergency plan?
◉ Yes ○ No ○ Don't Know ○ Don't Have Approved Plan

47.- Does your system have a Water Conservation Plan approved by the Kansas Department of Agriculture, Division of Water Resources or the Kansas Water Office?
◉ Yes ○ No ○ Don't Know

48.- Has your system been cited for violations for any deficiencies on the most recent sanitary survey, which have not been corrected?
○ Yes ◉ No ○ Don't Know

49.- Does your system have a public information program?
◉ Yes ○ No ○ Don't Know

50.- Does your system have a computerized record-keeping system?
◉ Yes ○ No ○ Don't Know

51.- Does the governing body approve expenses prior to payment being issued?
◉ Yes ○ No ○ Don't Know

52.- Are at least two signatures required to purchase goods and services over $100?
◉ Yes ○ No ○ Don't Know

Financial

53.- Does your water system income exceed operating expenses (including debt services)?
◉ Yes ○ No ○ Don't Know

54.- Does your system fund a depreciation/capital improvement account?
◉ Yes ○ No ○ Don't Know

55.- Does your system have a capital budget or capital improvement plan that projects future capital needs for at least five years?
◉ Yes ○ No ○ Don't Know

56.- Does your system have financial reserves for emergencies?
◉ Yes ○ No ○ Don't Know

57.- Does your water utility support other enterprise funds or the general fund (cities)?
◉ Yes ○ No ○ Don't Know ○ Not Applicable (RWD)

58.- Does your system require revenues from other enterprise funds or the general fund for normal operations?
○ Yes ◉ No ○ Don't Know

59.- Does your system develop and follow an annual budget that is approved by the governing body?
◉ Yes ○ No ○ Don't Know

60.- Does your system have an audited financial statement prepared by a certified public accountant?
◉ Yes ○ No ○ Don't Know

61.- Has the auditor submitted a copy of their most recent peer review?
◉ Yes ○ No ○ Don't Know

62.- Are your audited financial statements prepared according to generally accepted accounting principals (GAAP)?
○ Yes ○ No ○ Don't Know ◉ GAAP requirement waived by KS Dept. of Administration

63.- Have your system's water rates been reviewed within the last three years?
◉ Yes ○ No ○ Don't Know

64.- Does your system's current rate structure produce income to cover current expenses, replacement costs, reserves, and/or contractual obligations?
◉ Yes ○ No ○ Don't Know

◉ All Expenses Covered

○ Some Expenses Covered (check all that appy)

☐ Current Expenses

☐ Replacement Costs

☐ Reserves

☐ Contractual Obligations

65.- Answer the following questions about your retail residential water rates; first select which rate type your system uses.

○ Flat Rate (Not Metered)?

What is the monthly flat fee?

○ Uniform Block Rate (Cost per unit does not change)

Minimum Monthly Fee

Minimum Amount

○ Gallons

○ Cubic Feet

○ Increasing Block Rate (cost per unit increases with higher volume use)

Minimum Monthly Fee

Minimum Amount

○ Gallons

○ Cubic Feet

◉ Decreasing Block Rate (cost per unit decreases with higher volume use)

Minimum Monthly Fee 10.35

Minimum Amount 1000

◉ Gallons

○ Cubic Feet

○ Seasonal Rate (tiered rate structure based on average winter consupmtion)

Minimum Monthly Fee

Minimum Amount

Low Value	High Value	Rate
1001	2000	6.85
2001	10000	5.93
10001	50000	5.80
50001	100000	4.66
100001	500000	4.26
500001	1000000	3.76
1000001	10000000	2.48

○ Wholesale Water Provider Only, No Retail Residential Sales

66.- Do you sell wholesale water to other utilities?

◉ Yes

○ Do not sell wholesale water

Please provide your cost per 1,000 gallons: 3.57

67.- Do you operate a waste water system?

◉ Yes (Enter Pricing)

○ Don't operate a waste water system

Cost per 5,000 Gallons Water Used Per Month: 30.32

68.- Please provide the number of service connections for each category.

☒ Residential

2013 3806

☒ Commercial

2013 652

☒ Industrial

2013 35

☒ Wholesale

2013 9

☒ Stock Water/Pasture

2013 0

☒ Power Production

2013 6

69.- Did your system's governing body review this survey before submission to the Kansas Department of Health and Environment?

◉ Yes ○ No ○ Don't Know

Planning

70.- Is your system considering an additional or different water supply source (raw or treated)?

○ Yes, considering the following sources:

◉ No, not considering another source

Sources Considered:

71.- If your system is considering additional sources, within what time frame do you anticipate activation?

◉ Not considering another source at this time ○ Five years or less ○ Six to ten years ○ Eleven to twenty years ○ Don't Know