

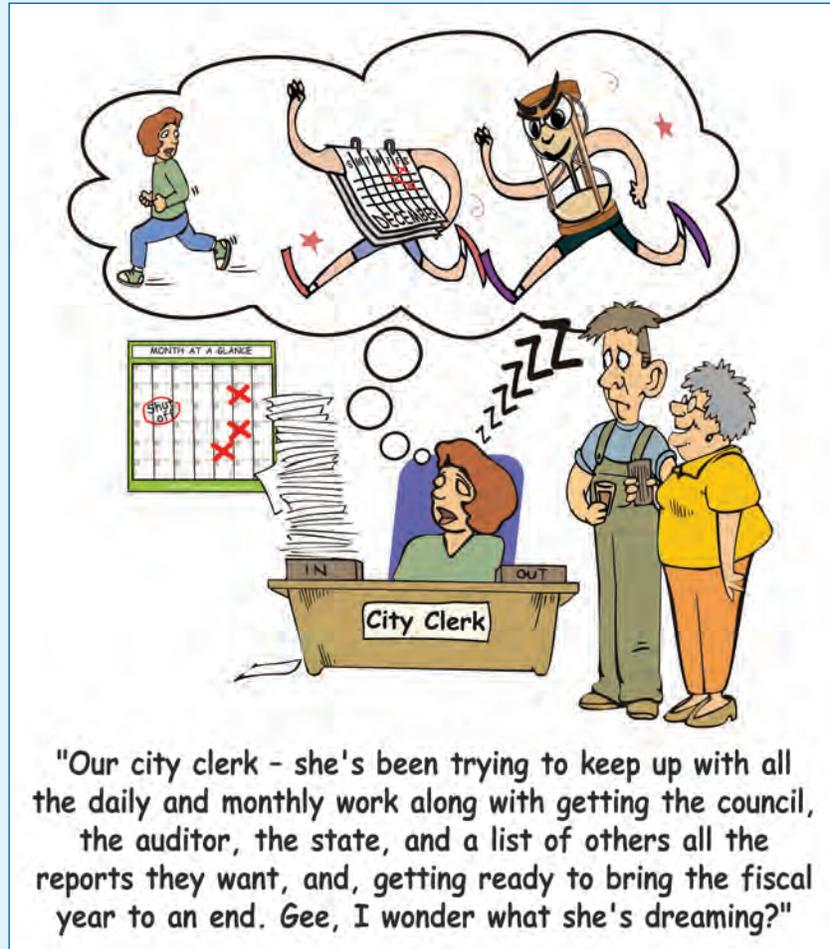
Important Water and Wastewater Deadlines for Every City Clerk's Calendar

Every day, working at city hall can be a bit unpredictable. You never know who is going to walk through the door or call in to ask a question, voice a complaint, or pay their utility bill. When you're constantly changing focus from one city operation to the next, important deadlines can easily sneak up on you or, sometimes, fall through the cracks. Experienced city clerks can tell you that the operation of a city water and/or wastewater utility comes with a variety of reporting deadlines and records to maintain. The following is a breakdown of important water and wastewater deadlines that every city clerk should be aware of.

Daily

State of Kansas regulations require public water systems to monitor chlorine residuals daily. That's 365 days a year and includes weekends and holidays. Water systems must also record the chlorine residuals on a log. For most water systems, the operator(s) will have the responsibility of checking the chlorine residual daily. But it's important for the city clerk to be aware of these requirements. If the clerk is maintaining records at city hall and notices that residuals aren't being recorded daily, he/she can address the issue with the operator hopefully before it becomes a bigger issue. Also, for the small water systems with only one operator, it would be beneficial for the clerk to learn how to measure chlorine residuals. If for whatever reason the operator is not available, the clerk could check the chlorine residual either at city hall or at home (if he/she lives within city limits). No one has to be "certified" to check and log chlorine residuals.

Every public water system in Kansas is required to collect monthly samples for total coliform bacteria.



Monthly

Every public water system in Kansas is required to collect monthly samples for total coliform bacteria. The city should know how many samples they are required to collect each month and the city should have an approved sampling plan on-site. The results of the monthly bacteria analysis should be maintained a minimum of five years.

As you will read further in this article, water systems with water rights are required to report their annual water use to the Kansas Department of Agriculture's Division of Water Resources (DWR). A common mistake that many water systems make is waiting until the end of the year to begin working on this report. Water systems should be calculating water use and water loss monthly. To do this, water

systems should be reading the master meter(s) and the customers' meters on the same day of each month, if possible. It should be relatively simple to develop an accounting process to compare the production of each month to the amount of water sold (to residential/commercial customers, to bulk customers, to other public water supplies, metered water provided free or flushed). Subtract the amount of water sold each month from the amount produced. The amount remaining is unaccounted for water. To determine the percentage of water loss, divide the unaccounted for water by the water produced and multiply by 100. When the loss percentage is greater than 30 percent, systems are referred to KRWA for assistance.

Quarterly

At the end of each quarter, public water systems will receive a WP-1 form from the Kansas Department of Revenue to be completed and returned, along with payment, for the Water Protection and Clean Drinking Water fees. Note that when the law was passed in Kansas in 2005, some systems chose to "opt-out" of paying the Clean Drinking Water Fee and instead continue to pay sales tax on purchases for the water system. To calculate the fee, start by recording the gallons of water sold at retail during the previous month and follow the form's instructions to determine the amount to be paid.

Another quarterly report (monthly for some cities) and payment made to the Kansas Department of Revenue is for sales tax. Water utilities are required to file a sales tax return (form ST-36) based on sales to commercial users. The report will ask for gross sales from the previous quarter as well as deductions – sales to U.S. government (post office), tax exempt religious and nonprofit organizations, and residential customers. The report and payment must be filed by the 25th day of the month following the ending date of the return.

For public water systems that utilize the Kansas Health and Environmental Laboratories (KHEL) for the analysis of water samples for compliance, at the end of each quarter, the KHEL will mail an invoice for services (analysis) performed during the previous quarter.

Water regulations also require an annual update to the water system's bacteriological sampling plan. Here's a tip – create one sampling plan to be used as an odd-year plan and a second plan to be used as an even-year plan.

Annually

After keeping track of the water system's monthly water use and water loss (as described earlier), every public water system in Kansas is required to complete and submit the annual water use report to the DWR no later than March 1st of each year. Near the end of each calendar year, the DWR will mail a copy of the water use report forms to each water user along with a PIN and Personal ID for those that prefer to complete the report online. The annual water use report can help identify problems in a water system – either the system needs to have meters checked for accuracy or the system needs to begin searching for contributors to the loss such as water leaks.

Another annual report that is required for water systems is the Consumer Confidence Report (CCR). The CCR is an annual water quality report to be distributed to the customers which provides information on detected contaminants, compliance, and educational information. The CCR covers January 1 – December 31 of the previous year and must be distributed to customers no later than July 1st of each year. The Kansas Department of Health and Environment (KDHE) will mail a copy to each water system. The CCR can be distributed to customers via mail, hand delivery or posted online. If the CCR is posted online, the water system must provide the direct web link to its

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customers. If your city does not have a website and you are interested in posting your CCR online, contact KRWA for assistance.

Water regulations also require an annual update to the water system's bacteriological sampling plan. Here's a tip – create one sampling plan to be used as an odd-year plan and a second plan to be used as an even-year plan. Simply trade them out each year instead of creating a new

sampling plan every year. If you need assistance with creating a bacteriological sampling plan, give KRWA a call.

When it comes to wastewater, each year the State of Kansas requires wastewater permit holders to pay an annual fee. KDHE generally mails a statement to each permit holder at the end of each calendar year.

Biennial

All public water systems and wastewater treatment facilities in Kansas are required to be under the supervision of an operator certified by KDHE. The type of treatment and population served determines the level of certification that is required – Small System or Class I – IV. To maintain certification, ten hours of training are required every two years for Class I-IV certificates and five hours of training are required every two years for Small System certificates. Although it is the operator's responsibility to keep track of

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his/her training hours for renewal, it is a good idea for the clerk to be aware of this information as well. Sometimes operators can use a gentle reminder that they need to obtain the required training hours before their certification expires.

In addition to these various deadlines, water/wastewater operators and clerks have additional sampling and recordkeeping requirements to keep track of. It can seem overwhelming at times. KRWA is available to answer any question that

you may have regarding water/wastewater sampling, reporting, and/or records. I also refer you to the article in the July 2017 issue of *The Kansas Lifeline* ("Recordkeeping for Beginners", pp. 64-65) where I describe how to create a binder so that all the system's reporting requirements are organized. Feel free to contact KRWA staff directly or you can call the KRWA office at (785) 336-3760 for any help to organize and track your system's reporting.

Monica Wurtz began work with KRWA in October 2013. She previously worked at the Kansas Department of Health and Environment and also worked at US EPA Region 7 for four years. Monica is considered a national expert on various drinking water regulations.





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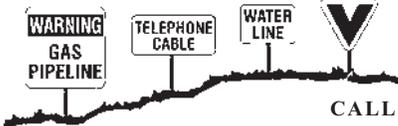
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