



Notice of Study Session
ABILENE PUBLIC LIBRARY
209 NW FOURTH STREET
April 18, 2022 - 4:00 pm

VIEW THIS CITY COMMISSION STUDY SESSION VIRTUALLY AT

www.abilenecityhall.com/watchlive

PURPOSE

The City Commission's study sessions are for the purpose of providing the commission the opportunity to study items in more detail.

OPEN FORUM

This is an opportunity to bring up items to be informally addressed. The Mayor may impose a time limit on open forum.

STUDY ITEMS

1. Fire Hydrant bids
2. Airport Spill Prevention Containment and Control (SPCC) Plan
3. Water Meter Ordinance-Multi-Family Parks





CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

4/13/2022

Originating Department

Public Works

Prepared By:

Joe Hawk

Approved For Agenda By:
(Office Use Only)

AGENDA ITEM HEADING:

Consider approval for new fire hydrants

BACKGROUND:

During the 2022 budgeting process the City Commission approved \$50,000 budgeted from the water fund line (hydrants and valves) for new fire hydrants. The hydrants will be used to replace nonrepairable hydrants throughout the city. It will also leave us some on hand in case of emergency.

Staff sought three bids.

- Core & Main \$47,575.00
- Salina Supply \$49,943.69
- Municipal Supply \$46,520.75

FISCAL NOTE:

The purchase of the hydrants will be from the fire hydrants and valves line item. The \$50,000 was budget over and above the yearly budgeted dollar amount for that line item.

COMMISSION ACTION OPTIONS:

Approve the bid from Municipal Supply. We would like to ask for the amount to not exceed \$50,000.00, as the prices are changing frequently.

Joseph Hawk

From: Keaton Wyatt <kwyatt@munsup.com>
Sent: Wednesday, March 30, 2022 10:55 AM
To: Joseph Hawk
Subject: PRICE REQUEST

Here is your pricing on the fire hydrants, let me know if you need anything else.

4.5 barrel

3= 4" MJ shoe-4'6" bury 2720.80 each *\$8162.40*

3= 4" MJ shoe-5' bury 2780.48 each *\$8341.44*

5 ¼ barrel

5= 6" MJ shoe-4.6 bury 2728.93 each *\$13644.65*

3= 6" MJ shoe-4' bury 2669.09 each *\$8007.27*

3= 6" MJ shoe-5' bury 2788.33 each *\$8364.99*

total \$46,520.75

Keaton Wyatt

Inside Sales/Estimator
Municipal Supply, Inc.
PO Box 2045
1615 W J Street
Hastings, NE 68901
402-462-4191
kwyatt@munsup.com





THE SALINA SUPPLY COMPANY
302 N Santa Fe Ave.
Salina, KS 67401
Phone 785-823-2221
Fax 785-823-3532



Quotation

EXPIRATION DATE	QUOTE NUMBER
04/16/2022	S100215691
THE SALINA SUPPLY COMPANY 302 N Santa Fe Ave. Salina, KS 67401 Phone 785-823-2221 Fax 785-823-3532	
PAGE NO.	
1 of 2	

QUOTE TO:

SHIP TO:

CITY OF ABILENE
417 BROADWAY STREET
P O BOX 519
ABILENE, KS 67410

CITY OF ABILENE
WATER DEPT SHOP
601 NW 2ND
ABILENE, KS 67410

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
4907	FIRE HYDRANT QUOTE		Bill Houltberg	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Jessi Kerchal		See Disc Below	03/02/2022	Yes
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
	SHIPPING INSTRUCTIONS SHOP 785-263-3510			
3ea	A42041/2B4MJAS MUELLER A-420 2-WAY FIRE HYDRANT, 4-1/2' BURY, 4" MJ SHOE, LESS ACC., SQUARE TAPER OP NUT (13/16" TOP X 1" BTM SQ), MUELLER YELLOW, ABILENE, KS SPECS ****Special Order****		2416.831/ea	7250.49
3ea	A4205B4MJAS MUELLER A-420 2-WAY FIRE HYDRANT, 5' BURY, 4" MJ SHOE, LESS ACC., SQUARE TAPER OP NUT (13/16" TOP X 1" BTM SQ), MUELLER YELLOW, ABILENE, KS SPECS ****Special Order****		2466.601/ea	7399.80
5ea	A42341/2B6MJAS MUELLER A-423 3-WAY FIRE HYDRANT 4-1/2' BURY, 6" MJ SHOE LESS/ACC, O/L W/TAPERED OP NUT (13/16" TOP BY 1" SQUARE) PAINTED MUELLER YELLOW, ABILENE, KS SPEC ****Special Order****		2829.431/ea	14147.16

** Continued on Next Page **



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WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Jessi Kerchal		See Disc Below	03/02/2022	Yes
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
3ea	A4234B6MJAS MUELLER A-423 3-WAY FIRE HYDRANT, 4' BURY, 6" MJ SHOE LESS ACC., O/L WITH SQUARE TAPER OP NUT (13/16" TOP X 1" BTM SQ), MUELLER YELLOW, ABILENE, KS SPEC ****Special Order****	2765.297/ea	8295.89	
3ea	A4235B6MJAS A423 MUELLER 3-WAY FIRE HYDRANT, 5' BURY, 6" MJ SHOE, LESS ACCESSORIES, O/L WITH SQUARE TAPERED OP NUT (13/16" TOP X 1" BTM SQ), MUELLER YELLOW, ABILENE, KS SPEC. ****Special Order****	2895.115/ea	8685.35	
17ea	HPHA40-45NH/CAP 4" STORZ X 4-1/2" NH FEMALE RIGID WITH CAP ****Special Order****	245.000/ea	4165.00	
TAX IS NOT INCLUDED - PRICES ARE GOOD FOR 30 DAYS UNLESS NOTED ABOVE PRICES BASED ON COMPLETE ORDERS - PLEASE CALL FOR ADDITIONAL PRICE INFORMATION IF ONLY ORDERING PARTIAL BID ITEMS		Subtotal	49943.69	
		S&H Charges	0.00	
		Amount Due	49943.69	

Joseph Hawk

From: Unruh, Kyle <Kyle.Unruh@coreandmain.com>
Sent: Friday, April 8, 2022 7:46 AM
To: Joseph Hawk
Subject: RE: Hydrant quote

Joe I can still offer the march 22nd prices below for the new list and quantities

Thanks. Kyle

From: Joseph Hawk <joseph@abilenecityhall.com>
Sent: Wednesday, April 6, 2022 2:24 PM
To: Unruh, Kyle <Kyle.Unruh@coreandmain.com>
Subject: RE: Hydrant quote

CAUTION: External

Kyle, here is the new quantities. Hopefully we can get a quote that doesn't change until it gets approved. Could you please update pricing?

4.5 barrel

3= 4" MJ shoe-4'6" bury $\$2664.00 = \7992.00

3= 4" MJ shoe-5' bury $\$2763.00 = \8289.00

5 1/4 barrel

5= 6" MJ shoe-4.6 bury $\$2849.00 = \$14,245.00$

3= 6" MJ shoe-4' bury $\$2782.00 = \8346.00

3= 6" MJ shoe-5' bury $\$2901.00 = \8703.00

Thanks,
Joe $\text{total } \$47,575.00$

From: Unruh, Kyle <Kyle.Unruh@coreandmain.com>
Sent: Tuesday, March 22, 2022 2:20 PM
To: Joseph Hawk <joseph@abilenecityhall.com>
Subject: RE: Hydrant quote

Yes price is ok with less and as discussed +7% ""to clean this up "" I entered the correct cost for you just below this message.. let me know asap thanks. Kyle

5 ¼ barrel	
10= 6" MJ shoe-4.6 bury	\$2849.00 each
5= 6" MJ shoe-4' bury	\$2782.00 each
5= 6" MJ shoe-5' bury	\$2901.00 each

CAUTION: External

From: Unruh, Kyle <Kyle.Unruh@coreandmain.com>
Sent: Wednesday, March 2, 2022 7:49 AM
To: Joseph Hawk <joseph@abilenecityhall.com>
Subject: Re: Hydrant quote

Sent from my iPhone

CAUTION: External

From: Unruh, Kyle <Kyle.Unruh@coreandmain.com>
Sent: Tuesday, March 1, 2022 4:12 PM
To: Joseph Hawk <joseph@abilenecityhall.com>
Subject: RE: Hydrant quote

2

Sorry sign of the times Kyle

From: Unruh, Kyle
Sent: Tuesday, March 1, 2022 7:29 AM
To: Joseph Hawk <joseph@abilenecityhall.com>
Subject: RE: Hydrant quote

See below. Let me know. thanks. Kyle

From: Joseph Hawk <joseph@abilenecityhall.com>
Sent: Thursday, February 24, 2022 2:48 PM
To: Unruh, Kyle <Kyle.Unruh@coreandmain.com>
Subject: Hydrant quote

CAUTION: External

Kyle, could I get a quote on fire hydrants please? All hydrants will have storz. Square taper nut. Super Centurion model.

4.5 barrel

5= 4" MJ shoe-4'6" bury \$2490.00 each

3= 4" MJ shoe-5' bury \$2582.00 each

5 ¼ barrel

10= 6" MJ shoe-4.6 bury \$2662.00 each

5= 6" MJ shoe-4' bury \$2600.00 each

5= 6" MJ shoe-5' bury \$2711.00 each

If you need anything else please let me know,

Joe Hawk

Public Works

Street & Utilities Superintendent

joseph@abilenecityhall.com

AbileneCityHall.com

City of Abilene

601 NW 2nd

P.O Box 519 67410

P: (785) 263-3510 F: (785) 263-3594



"Pursuant to K.S.A. 45-215 et seq., all records maintained by the City of Abilene, Kansas must be open for inspection by the public. This message and its contents are subject to public disclosure as are any responses



CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

04/18/2022
04/25/2022

Originating Department

Prepared By:

Approved For Agenda By:
(Office Use Only)

Public Works – Water

AGENDA ITEM HEADING:

Adoption of Airport Spill Prevention Containment and Control (SPCC) plan

BACKGROUND:

The attached plan has incorporated the feedback from Commissioner Witt. The updates include:

Q. Do we want chemical type and concentration information included in the spill record?

A. Added to appendix H.

Q. I think we need a more clear version control of the document. Something where the version of the document is on the title page, and the log of changes is right after the title page.

A. Version is under the date on title page, and log page added to second page

Q. Section 6 items B, C, D, and E read like sentence fragments or definitions instead of a directive like item A

A. Section 5 item 6 b, c, and d changed

Q. The topography map looks pretty useless because it is so zoomed out.

A. Added second topo map to appendix B.

Q. I think we should make it clear that the City Manager has the authority to update this document under the advisement of the airport manager and airport board.

A. Section 1 added in the second paragraph

Q. I do not see any enforcement or penalties for violations of this plan. Should that be included?

A. Some added in section 3 first paragraph. I think this should be in the user agreement the owner/operators sign.

Q. In Appendix I, it should read to contain the spill first and then notify the proper personnel.

A. changes made in Appendix I.

FISCAL NOTE:

Some improvement costs to be addressed in 2023 budget

COMMISSION ACTION:

Adopt SPCC plan for the Airport

SPILL PREVENTION, CONTROL, AND COUNTERMEASURES PLAN FOR AGRICULTURAL CHEMICALS

City of Abilene, Kansas
April 14, 2022
Version 1.0



Version log

Technical Amendment Log

Review Date	Description of Technical Amendment	Name and Signature of Person Certifying the Technical Amendment

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- C. Agricultural Chemicals Storage Information Table
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- G. Spill Response Form
- H. Spill Response Actions
- I. Spill Response and Clean Up
- J. Spill Reporting and Notification
- K. Agricultural Handling and Briefing Log

SECTION 1 – Introduction

This Spill Control and Countermeasures Plan (SPCC) contained within this document have been prepared according to the requirements of Kansas State regulations listed in KAR 4-13-25. The purpose of the plan is to prevent and mitigate discharges of agricultural chemicals away from the storage and use facilities. The following issues have been considered during the preparation of this plan and are included as appropriate:

- Practices and procedures devoted to the prevention of spills.
- Procedures for containment should a spill occur.
- Plans for removal and disposal of spilled and/or contaminated materials.

The City Manager has the authority to update this document under the advisement of the Airport Manager and Airport Board. The plan will be amended within six (6) months of a change in facility design or operation which affects the facility's potential for discharge of agricultural chemical products into the environment. This plan shall be reviewed under the supervision of the Public Works Director and Airport manager every five years and amended as appropriate.

In addition to the minimal prevention standards described in this Plan, we have reviewed other applicable requirements for discharge prevention and containment procedures outside of the SPCC requirements to meet any more stringent State rules, regulations, and guidelines.

SECTION 2 – Facility Identification

Facility Name:	City of Abilene Airport
Facility Street Address:	801 S. Washington St., Abilene, KS 67410
Facility Mailing Address:	801 S. Washington St., Abilene, KS 67410
Facility Phone Number:	(785) 263-3970
Latitude/Longitude:	38 deg 54'25 70 97 deg 14'00.00
Owner Name:	City of Abilene, Kansas
Owner Address:	PO Box 519/419 N. Broadway, Abilene, KS 67410
River Drainage Basin:	Mud Creek
Nearest Surface Water Body:	Mud Creek
Distance:	½ mile to the East
Facility Response Coordinator:	Public Works Director or designated P.O.C
Working Hours Phone Number:	(785)263-3510

SECTION 3 – Certification Statement

This Spill Prevention, Control, and Countermeasure Plan (SPCC) for the City of Abilene is fully supported by the management of the City of Abilene. The City of Abilene will implement this plan and amend it as needed due to expansions, modifications, and improvements at the Abilene Airport location. In addition, the management of the City of Abilene commits the manpower, equipment, and materials or contractor of its choosing required to expeditiously control and remove any quantity of agricultural chemicals discharged that may come in contact with soil. All City of Abilene incurred costs for violations will be reimbursed at industry rate by the responsible party for the chemical release. Failure to comply with this SPCC plan shall lead to termination of lease agreement for a minimum of one year.

Public Works Director/designated P.O.C

Date

I believe that the submitted information is true, accurate, and complete.

1. I am familiar with the applicable requirements of K.A.R. 4-13-25
2. I have visited and examined the facility.
3. This Plan was prepared in accordance with accepted and sound industry practices and standards.
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices.
5. I will fully implement the Plan.

I also understand my other obligations relating to the storage of agricultural chemicals at this facility including, among others:

1. To report any releases of discharges in the environment to the appropriate authorities. Notification information is included in this plan.
2. To review and amend this plan whenever there is a material change at the facility that affects the potential for a chemical discharge, and at least once every five years. Reviews and amendments are recorded in an attached log (**Appendix L**).

I certify that I have satisfied the requirement to prepare and implement a Plan under KAR 4-13-25 all the requirements under KAR 4-13-25. I certify that the information contained in this Plan is true.

Signature: _____ Date: _____

Name Printed: _____ Title: _____

Record of Plan Review and Amendments Five Year Review:

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amendments to this plan should be done within six months to include more effective prevention and control measures for the facility, if applicable. Implement any SPCC Plan amendment as soon as possible. Document completion of the review and evaluation and complete the log (**Appendix L**).

This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.

Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template.

SECTION 4 – Facility Description, Diagram, Drainage, and Agricultural Chemicals Storage Information

1. Facility Description

The City of Abilene Airport (K78) is classified under the primary Standard Industrial Classification (SIC) code of 44581 - Airports, Flying Fields, and Airport Terminals. This municipal airport that has some maintenance and fueling operations and has seasonal crop-dusting operations. The design of the runway would allow no more than 13,000 lbs. single wheel per axle and 16,000 lbs. double wheels per axle. In addition to the current FBO having crop dusting operations, the City of Abilene also leases out predesignated permanent spaces on the airport for crop-dusting operations.

2. Facility Location Map and Diagram

A facility location map and a topographical map is in (**Appendix B**).

Drainage

Impervious areas account for a small percent of the total property area. Facility drainage pathways and control structures are illustrated on the facility diagram in (**Appendix B**) and discussed in various sections of the plan. In general, chemical storage in any amount in areas near drainage must be engineered and controlled through adequate secondary containment to prevent agricultural chemicals and fuels from reaching critical water areas such as drainage paths that would impact City of Abilene water systems or surface waters.

The City of Abilene airport has natural drainage that would flow to the south of the airport property where there are two direct paths to the city drinking water system. If the drainage would go to the east, it would end up in Mud Creek about 1/2 mile away.

3. Agricultural Chemical Storage Information

The term "bulk agricultural chemicals" means any agricultural chemicals, whether liquid or solid, that is kept at ambient temperature and pressure and is stored, loaded, or unloaded in an individual container of undivided capacity. The facility should be constructed of materials that contain spills, prevent runoff, and avoid leaching of the agricultural chemicals being mixed, loaded, or unloaded, when exposed to the elements. The following are requirements for bulk agricultural chemicals containers:

- a) Each container shall be designed to handle all operating stresses, including static pressure, pressure buildup from pumps and compressors, and any other mechanical stresses. Each container shall be chemically compatible with the agricultural chemicals it holds.
- b) Each bulk agricultural chemical container connection shall be equipped with a shutoff valve accessible and located within the secondary containment.
- c) Except while the agricultural chemicals are being removed from the container, shutoff valves shall be left closed, locked, and secured from access.
- d) Each bulk agricultural chemical container used for storage shall be marked clearly to identify the agricultural chemicals stored in the container.

City of Abilene Airport facility is subject to the requirements of K.A.R. 4-13-25b because one or more of the following conditions have been met.

- a) A cumulative total of 1,000 gallons or more of liquid agricultural chemicals is transferred away from the facility during any consecutive 365-day period.
- b) A total of 1,000 gallons or more of liquid bulk agricultural chemicals is stored, held, or maintained at the facility at any time.
- c) A cumulative total of 3,000 lbs. or more of dry bulk agricultural chemicals is transferred away from the facility during any consecutive 365-day period.
- d) A total of 3,000 lbs. or more of dry bulk agricultural chemicals is stored, held, or maintained at the facility at any time.

SECTION 5 – Spill Prevention

1. Procedures

A. Standard Procedures for Unloading Vendor/Owned Tank Trucks

1. Be sure the tank trailer is accurately spotted; brakes are set, and vehicle is turned off.

2. All mixing and loading must be completed within secondary containment.
3. The driver must remain with the vehicle during the entire unloading.
4. Make sure the tank being filled is vented before connecting the loading line.
5. Read the level indicator or visually inspect the receiving tank to be sure that sufficient space is available to receive material being transferred.
6. Remove the tank trailer hose carefully to prevent spills. Clean all spills/drops promptly.
7. Be sure connections between dispensing and receiving tanks are secured before opening the valves for liquid transfer.
8. Start pump and check to be sure there is no leakage at any of the connections or anywhere along the transfer lines. Routinely check the level gauge on the receiving tank as it is being filled. If a leak is present, immediately stop the pump, shut the valves, and repair the leak.
9. After liquid has been transferred, stop pump, close all valves, disconnect loading line, replace closures on valve lines, inspect the lowermost drain and all outlets of vehicle for leakage and correct as necessary, and release tank truck.

B. Standard Procedures for Airplane Loading

1. Park adjacent to the pump. Set the brakes.
2. All mixing and loading must be completed within secondary containment.
3. Leave enough space to walk between the pump and the aircraft.
4. The truck attendant of the resupply vehicle must always remain with the aircraft and the resupply vehicle.
5. Clean up drips/spills promptly.
6. When you have completed loading, turn off pump, and secure dispenser hose.

C. Standard Procedure for Portable Containers and Drums

1. Place agriculture chemicals as close to the receiving container or reservoir as possible inside secondary containment.
2. Use funnels to prevent minor spills.
3. The container should be closed after adding or removing material from it.
4. Take out of service any container, pump or other equipment that is leaking until repaired or replaced.
5. Wear appropriate PPE. (gloves, safety glasses)
6. Know where the nearest spill kit is located.
7. Clean up any spills/drips promptly.
8. All containers must be labeled of its contents.

2. Routine Inspections and Maintenance

A. Storage

1. Each owner/operator shall inspect the agricultural chemicals storage facility and secondary containment, including all appurtenances, at the beginning of the day's usage, for any defects,

including the following: corrosion, leaks, cracks, spills, gaps, tears, cross-contamination, and structural and equipment defects. The owner/operator shall promptly correct any defect before operation begins.

2. The owner/operator shall make a record of each inspection performed. Including the date, if a defect was found or not, a description of any repairs performed and if a discharge occurred.

B. Storm Water

1. After a storm event, water that has accumulated in secondary containment will be inspected by the Airport Manager.
2. If evidence of a release is not present, the water will be released from containment onto the ground or into the storm water drainage system. Secondary containment shall be dry before operation begins, and all drains are in closed position.
3. If there is a release or spillage is noted, the water will not be released, but will be treated or pumped from the containment into a storage tank for storage until proper disposal is possible.
4. Storm Water Drainage Form in **Appendix E** needs to be completed and filed when the need for draining precipitation from a secondary containment structure. *[Alternatively, storm water bypass records required by an NPDES permit.]*

C. Inspections and Integrity Testing

1. The storage tanks and associated piping shall be inspected weekly when in operation, by the Airport Manager for any damage, leakage, or wear. A visual inspection of seams (including the underside, where possible) shall be included. All field constructed aboveground containers must be evaluated if undergoing repair, alteration, reconstruction or change in service that might affect risk of a discharge or failure due to fracture or other catastrophe. Such evaluation must also be taken when there has been a discharge failure due to fracture or catastrophe.
2. During weekly inspection, inspect for visible discharge which results in a loss of chemical from the containment, including, but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts. If leak(s) are detected, then the owner/operator of the site and the City of Abilene Public Works Director should be promptly notified, and all operation aerial spraying stopped until all corrective action have been done and approved.
3. Above ground valves, piping, and appurtenances such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected weekly to assess their general condition.
4. The Airport Manager must keep in this SPCC document, comparison records for the tanks, container supports, and foundations used to support containment. These records shall be kept at the Abilene airport facility for the lifespan of the containment system.
5. The airport manager will set an inspection schedule based on his inspection results, but not less than weekly. Bulk container inspection matrix prepared for this facility is found at **Appendix D** for frequency, qualifications, and method of inspection.

3. Facility Security

To prevent a spill or release from being caused by accidental or unknown entry or vandalism, several security measures have been taken as noted below:

1. Adequate lighting for the detection of spills by both facility personnel and the public.
2. Lighting is installed to ensure spills occurring during hours of darkness are discovered, both by operating personnel, if present, and by non-operating personnel (the public, local police, etc.), and to prevent spills occurring through acts of vandalism.
3. Lock all dispensing devices and power is shut off when no employee is at facility.
4. All master flow and drain valves are secured when not in use.

4. Employee Training

- A. Training is required for all employees handling agricultural chemical. These personnel at the facility will be trained in:
1. The laws and regulations regarding spills, releases, and pollution control.
 2. The contents of this SPCC Plan.
 3. The operation and maintenance of equipment to prevent discharges.
 4. General facility operations.
 5. Known discharges or failures and manufacturing components.
 6. Recently developed precautionary measures.
- B. Spill prevention and response training will be conducted at least annually. Informal briefings will be held periodically through the year to update employees on changes in the regulations, laws, or the City of Abilene procedures.
- C. Training records will be maintained with the SPCC Plan in the **Appendix K** for 3 years.

5. Definitions

- A. "Bulk agricultural chemicals container" means any receptacle or device in which any agricultural chemical is stored, mixed, treated, disposed of, or handled in any manner in any quantities wet or dry.
- B. "Discharge" means any spilling, leaking, depositing, pumping, dumping, or emptying, whether accidental or intentional, resulting in the release of an agricultural chemicals or material containing an agricultural chemical.

6. Secondary Containment Requirements

- A. All agricultural chemicals should be stored within secondary containment. The containment capacity shall be at least 110 percent of the capacity of all agricultural chemical container in addition to the displacement of tanks, appurtenances, fixtures, equipment, and material located within the secondary containment. The containment must meet the following requirements:

1. Be constructed of steel, reinforced concrete, or any other materials of sufficient thickness, density, and composition to contain any discharged agricultural chemicals materials.
 2. Be leakproof with cracks, seams, and joints sealed.
 3. For liquids, be capable of withstanding the static pressure resulting from the secondary containment being completely filled with a liquid.
 4. A soil liner shall not be considered adequate. Masonry block, asphalt, earthen materials, clay, and prefabricated bentonite liners shall not be used as secondary containment.
 5. The floor of the containment shall drain to a sump or other specific point of recovery, which should be emptied daily in accordance with K.A.R. 4-13-25 and this SPCC Plan.
 6. Secondary containment shall be constructed to allow the interior and exterior of the walls to be viewed.
 7. A synthetic liner used to line the secondary containment shall be installed and maintained according to the manufacturer.
- B. The Owner / Operator shall have in their possession at the Abilene Airport, drip pans, sorbent materials, insoluble materials, or mixtures of materials (packaged in forms such as spill pads, pillows, socks, and mats) used to recover liquids through the mechanisms of absorption, adsorption, or both. The above listed items shall be used to isolate and contain small drips or leaks until the source of the leak is repaired.
- C. Sumps and collection systems: a permanent pit or reservoir and its associated troughs/trenches that collect chemicals shall be used. The general secondary containment provision applies to all areas of a facility that have a potential to cause a chemical discharge.

SECTION 6 – Spill Response and Countermeasures

1. Spill Response Actions – See Appendix I

2. Waste Management of Collected Spill Material

- A. Each owner/operator shall recover promptly any discharge. The owner/operator may use the recovered agricultural chemicals for its intended purpose if it can be used according to the labels or labeling. The owner/operator shall dispose of, in accordance with the label, any recovered agricultural chemicals that cannot be used.
- B. The owner/operator shall notify the Airport Manager and the City of Abilene Public Works Director immediately and other necessary Federal, State, and local agencies.

3. Spill Kit Locations and Contents

- A. Each owner/operator will provide and have in their possession an approved spill kit when at the Abilene Airport.
- B. Approved Spill Kit Minimum Contents/Inventory (more may be required):
1. 10' Absorbent Socks
 2. 50 lbs. Bagged Absorbent

3. 12" X 12" Absorbent Pads
4. Unused 5-gallon Buckets
5. Broom and Dustpan
6. Disposal Bag

4. Spill Reporting and Notification – See Appendix J

SECTION 7 – Facility Agricultural Chemicals Spill History

Description of Event	Date	Approximate Volume Released	Released into? (Ground, Storm Water Pond, Storm Water Catch Basin, etc.)
Loading operation of seasonal crop duster - inadequate secondary containment for loading of airplane caused liquids on runway area where they were storing chemicals. Public Works cleaned it up and removed the soil that was near the release.	May 2021	Unknown	Ground – clean up occurred within hours of discovery and 1' of topsoil was removed for over 20' and will be properly disposed of.

SECTION 8 – Revisions

1. Changes to Facility or Operations

- A. This SPCC Plan is to be amended whenever there is a change in facility design, construction, operation, or maintenance procedure that materially affects the potential for a spill. Examples of these types of changes that may require an amendment of the SPCC Plan include:
 1. Commissioning or decommissioning tanks.
 2. Replacement, reconstruction, or installation of agricultural chemicals containers.
 3. Construction or demolition that might alter secondary containment structures.
 4. Revision of standard operating or maintenance procedures.
- B. Both technical and non-technical amendments must be documented in the attached SPCC Review Plan Log. All amendments to this SPCC Plan will be signed and certified by owner/operator.

- C. This SPCC Plan is to be amended within 6 months of a change and implemented within 6 months following preparation of the amendment.

2. Changes to Facility or Operations

- A. In any case, this SPCC Plan will be reviewed and evaluated once every 5 years by the City of Abilene and Airport Manager. The review will be documented and noted on the attached SPCC Review Plan Log. If required, the SPCC Plan will be amended within 6 months of the review as described above, and any changes will be implemented within 6 months of the amendment.

SECTION 9 – Appendixes

- A. Observations and Recommendations
- B. Facility Location Map/Diagram
- C. Agricultural Chemicals Storage Information Table
- D. Agricultural Chemicals Storage Equipment Inspection Form
- E. Storm Water Drainage Form
- F. Integrity Testing Form
- G. Spill Response Form
- H. Spill Response Actions
- I. Spill Response and Clean Up
- J. Spill Reporting and Notification
- K. Agricultural Handling and Briefing Log

Appendix A

Observations and Recommendations

This section presents physical upgrades or procedural changes that are not fully operational but are called for in the plan.

Physical Upgrades

The City of Abilene requires all bulk storage locations have secondary containment. Bulk storage is 1-gallon containers or larger should be augmented with secondary containment that can contain spills.

RECOMMENDATIONS:

All aerial sprayers are required to provide diagrams, plans and specifications of the permanent operation site including all secondary containment designs and release procedures 90-days before operation is to commence for approval by the Public Works Director and or City Engineer.

All aerial sprayers must have mixed and loading secondary containment that will contain at least 110 percent of the capacity of the container or tank including the entire loading area of the airplane.

All mixing and loading operations must be completed over secondary containment of at least 110 percent of the capacity.

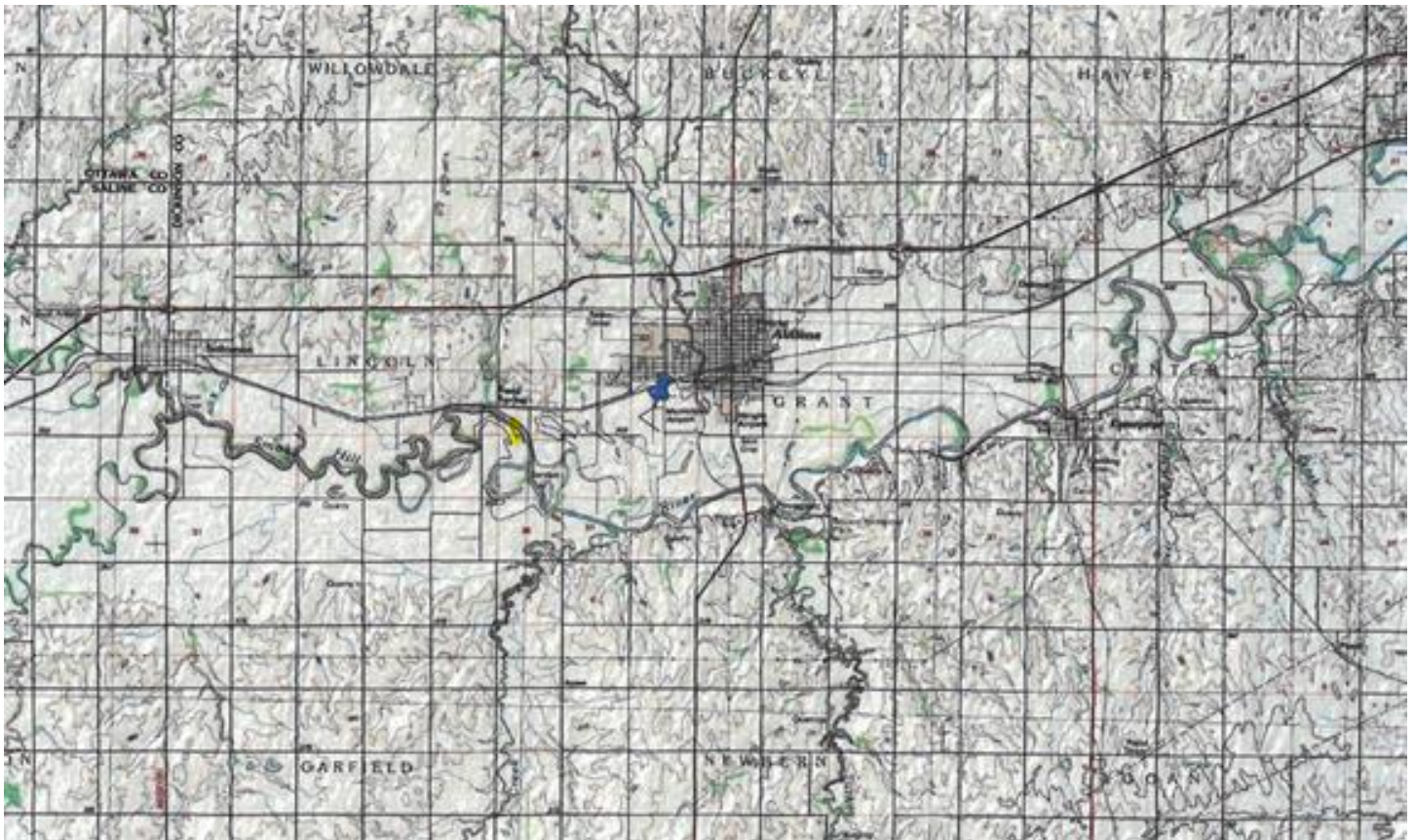
Appendix B

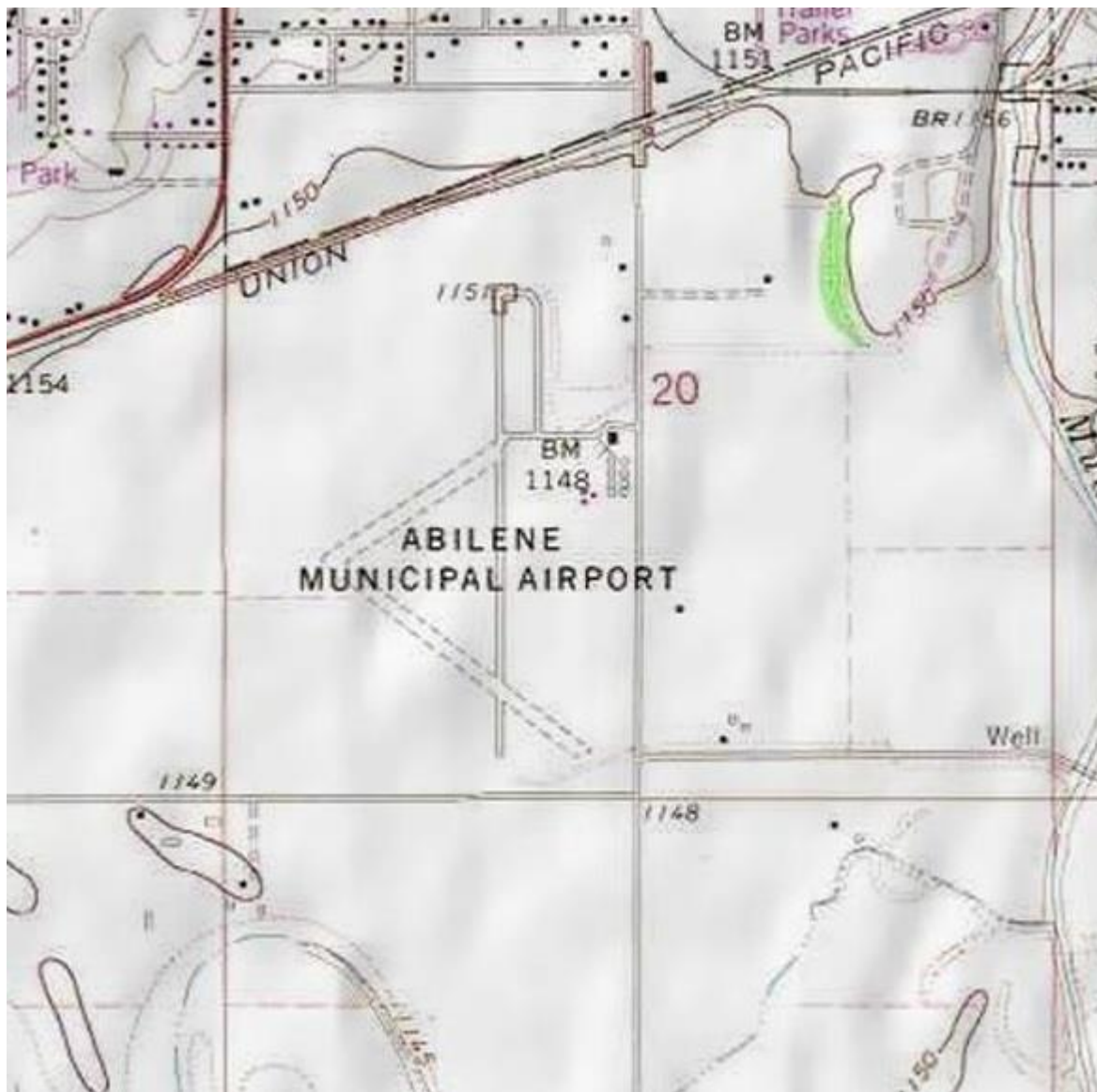
Facility Location Aerial Photo and Topographical Map

Aerial Photo



Topographical Map





Appendix C

Agricultural Chemicals Storage Information

This table includes a complete list of all agricultural chemical storage containers (above ground containers and completely buried tanks) with capacity of 1 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimated number of containers, types of chemicals), and anticipated capacities are provided.

Tank Description	Type of failure (Discharge Scenario)	Potential discharge volume (Gallons)	Direction of flow for uncontained discharge	Secondary containment method	Secondary containment capacity (Gallons)
Bulk Storage Portable Containers (1 Gallon or Greater Capacity)					
Product Transfer Areas:					

Appendix D

Agricultural Chemicals Storage Equipment Inspection Form

Inspection Conducted By: _____ Date: _____

Inspection of agricultural chemical storage equipment shall be done by an independent third party on a yearly basis and record of the inspection shall be kept in the SPCC plan. The inspection shall consider the following:

1. Inspect outside of the storage container for signs of deterioration or discharge.
2. Visually inspect seams, gaskets, piping, pumps, valves, rivets, and/or bolts where applicable.
3. Inspect secondary containment structures for signs of deterioration, discharge, or accumulation of chemicals in the containment area.
4. Inspect liquid level equipment to ensure proper functioning (observe reading of level gauge, etc.)
5. Does the secondary containment have any water accumulation? (*Use the "Storm Water Drainage Form" – Appendix E or documentation from site Storm Water Permit Requirements.)
6. Maintenance notified?

Container Number/Identification	1	2	3	4	5	6	Comments

Appendix E

Storm Water Drainage Form

Date of Release	Person Releasing Water	Quantity Released to Drainage	Area Released to	If Treated, Describe Treatment	Supervisor's Initials

Appendix F

Schedule of Integrity Testing for Chemical Storage Containers

Tank Number/ Identification	Diameter (Feet)	Height (Feet)	Capacity (Gallons)	Contents	Schedule for Integrity Testing/Date of Last Test	Method of Integrity Testing*

**Note: When determining the method and frequency of integrity testing, consider items such as the manufacturer's recommended method and frequency, the standards to which the tank was constructed, the current age of the tank, the material stored, and the conditions of material stored. (E.g. temperature*

Appendix G

Locations of SPCC Required Documents

SPCC Required Record	Location Record is Maintained
Spill Notifications	
Inspection Worksheets	
Integrity Testing Results	
Repair Records	
Training Records	

Appendix H

Spill, Release, Fire or Environmental Incident Report

Note: Complete this form for any spills that reaches soil or secondary containment failure.

Type of Event: (check all that apply)	
Liquid spill/release ____	Excess air release or air control device breakdown ____
Solid material spill/release ____	Explosion ____
Inside containment/pavement/indoors ____	Fire ____
Entered storm system (ditch, drain, etc.) ____	Near miss spill of any above (close call) ____
Entered sanitary or septic sewer lines or system ____	Chemical name _____
Elsewhere off site ____	Chemical concentration _____
Near miss spill of any above (close call) ____	

Incident Information	
Reported by:	Date of Event:
What was released?	Time of Event:
Where did it release to? Air ____ Surface Water ____ Sanitary Sewer ____ Storm Sewer ____ In Containment Structure ____ Gravel/pavement/asphalt/etc. ____ Inside building ____	How much released? Source of release? Location of release? Affected area size?
Full description of the event:	
Immediate action taken and/or clean-up actions:	

If this was a **spill**: RQ Release? Yes ____ No ____

If this spill was **reportable to external agencies**, please attach names of agencies called, names of people, times, etc. Attachment? Yes ____ No ____

What was the final disposal of material?

INVESTIGATION, ROOT CAUSE ANALYSIS AND CORRECTIVE ACTIONS

Date Investigation Started:

Date Investigation Completed:

Investigation Team Members:

Maintenance:

Environmental:

Familiar with process:

Familiar with release event:

Other:

Other:

Other:

Other:

Root cause descriptions:

Corrective Actions- which temporarily and permanently remedy the root causes listed above.
(Add additional sheet with more corrective actions as needed.)

Responsible Party:

Due Date:

Responsible Party:

Due Date:

Responsible Party:

Due Date:

Appendix I

Spill Response and Clean-up

This describes the response and cleanup, countermeasures, and actions, to be taken in the event of an agricultural chemical spill to prevent discharge that leaves the property. The uncontrolled discharge of chemicals to groundwater, surface water, or soil is prohibited. Immediate action must be taken to prevent, control, contain, and recover spilled chemicals before it is discharged offsite to the environment.

If safe to do so, the following general steps are to be taken:

- Eliminate potential sources of ignition.
- Identify and shut down the source of the discharge to stop the flow if possible and safe.
- Contain the spill with sorbents, berms, trenches, etc.
- Contact the Public Works Director or Airport Manager.
- Contact regulatory authorities and response organizations as necessary and needed for proper containment and cleanup. And as advised by the Spill Coordinator.
- Collect and dispose of recovered products according to applicable regulations.

To establish appropriate response procedures, this plan classifies spills as either "minor" or "major", depending on the volume and characteristics of the material released.

MINOR SPILL RESPONSE & CLEANUP

A "minor" spill is defined as one that poses no significant threat to human health and safety or to the environment and can be cleaned up by facility personnel. Minor spills are generally those where:

- The quantity of spilled product is 10 gallons or less and inside secondary containment.
- Spilled material is easily stopped and controlled at the time of the spill.
- The spill is localized near the source.
- Spilled material is not likely to reach water.
- There is little risk to human health or safety.
- There is little risk of fire or explosion.

The following actions are required:

1. Immediately begin the process of containing the spill and reducing hazards by:
 - a. Eliminating potential sources of ignition.
 - b. Identifying and shutting down the source of the spill to stop the flow if possible.
2. Containing the spill with sorbents, berms, trenches, etc.
3. Contact the Public Works Director or Airport Manager.
4. Under the direction of the Public Works Director or Airport Manager, contain and clean-

- up the spill using additional materials and equipment as required.
5. Place resulting waste in properly labeled, appropriate, impervious containers (e.g., bags, drums, buckets).
 6. The Public Works Director or Airport Manager will complete a copy of the notification form in **Appendix J** and keep it with this plan.
 7. A company official will characterize the waste material for proper disposal and ensure it is removed from the site in a timely manner.

MAJOR SPILL RESPONSE & CLEANUP

A "major" spill is defined as one that cannot be safely controlled or cleaned up by facility Personnel, such as when:

- The spill is large enough to or has spread beyond the facility confines and is now a "discharge".
- The spilled material enters water as a "discharge".
- The spill requires special equipment or training to clean up.
- The spilled material poses a hazard to human health or safety.
- There is a danger of fire or explosion.

The following actions are required:

1. Unless safety considerations dictate otherwise, efforts should be made to:
 - a) Eliminate potential sources of ignition.
 - b) Identify and shut down the source of the discharge to stop the flow if possible.
2. Immediately notify the Public Works Director and Airport Manager.

Appendix J

Spill Reporting and Notification

If a spill reaches navigable water, a city or county's storm water system, sanitary sewer, or other drainage devices, the Public Works Director or Airport Manager will notify all applicable agencies (e.g., City Public Works, the State Response Center, local police and fire departments, appropriate EPA Region, National Response Center).

The Public Works Director or Airport Manager will be prepared to provide the following information:

- The exact address of the facility:
- Telephone number of the facility:
- The date and time of the spill/discharge.
- The type of fluid spilled/discharged.
- A reasonable estimate of the quantity of the fluid spilled/discharged.
- The source of the spill/discharge (e.g., tote, tank, truck).
- The media to which the spill/discharge is located (soil, street, storm sewer).
- The cause of the spill (e.g., punctured drum or storage tank).
- List of damages or injuries caused by the spill.
- List of actions being taken to contain or reduce the spill/discharge.
- Whether an evacuation may be needed
- The names of individuals and /or organizations who have also been contacted.

A follow-up written report will be submitted within 60 days if the spill exceeds 1 gallon or more or occurs within a year of a previous reportable spill. The written report will contain, at a minimum, the following information:

- Name and location of the facility.
- Name of owner/operator.
- Date and year of initial facility operation.
- Maximum agricultural chemical storage or handling capacity of the facility and normal daily throughput.
- Facility description including layout, flow diagrams, and topographical maps.
- SPCC Plan and failure analysis.
- Cause of spill with failure analysis.
- Corrective action taken with description of equipment repairs and replacements.
- Additional preventive measures taken or contemplated to minimize the possibility of recurrence.
- Other pertinent information requested by the regional administrator.

Procedure: If spill is other than a small spill, report spills, leaks and overfills to your manager, Public Works Director or Airport Manager. If the spill cannot be safely contained properly call:

ON-SITE SPILL RESPONSE:	
Airport Manager	(785) 263-3970
Public Works Director / P.O.C	(785) 263-3510

Should a reportable spill occur, the Public Works Director and Airport Manager or in their absence, a member of the Spill Response Team will notify the following agencies:

National Response Center (NRC)	(800) 424-8802
EPA Region 7 24-Hour Spill Hotline	(913) 281-0991
Abilene Police Department	911
Abilene Fire Department	911
Dickinson County LEPC Reporting Spills	(785) 263-3608
Hazard Response	(800) 229-5252

Appendix K

Agricultural Chemicals Handling Personnel Training and Briefing Log



CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

4/18/22

Originating Department

Public Works/Administration

Prepared By:

Public works and Administration Staff

Approved For Agenda By:
(Office Use Only)

AGENDA ITEM HEADING:

Water Meter Ordinance for multi-family parks

BACKGROUND:

The City of Abilene currently has a few water meters located on private property that create safety concerns and challenges for servicing and management of water services. These water meters are located at multi-family facilities such as apartment buildings and trailer parks. Here are a few of the challenges staff is facing:

1. Safety Concerns:
 - a) Employees must enter private property to turn off water for non-payment.
 - b) Some individual meters are located underneath trailers creating dangerous conditions for PW employees.
 - c) Some individual mobile home meters require our staff to gain access to utility closets that house the water heater. This scenario creates conflicts with owners and residents over city liability.
2. Water loss: (Currently water goes through a master meter before running to each individual meter in trailer park.)
 - a) Significant amount of water lost annually after it passes through master meter compared to what is billed on the individual meters.
 - b) Property owners have little incentive to repair water leaks on the private property because they are not being billed for lost water.
 - c) Trailers brought into empty lots may be turned on without the City's knowledge. Could be an old meter or have no meter at all in that location. We won't know they are using the water unless they inform us.
3. Staff time and efficiency
 - a) Significant portion of monthly shut offs come from these locations. This requires communication with trailer owners to enforce the shut off.
 - b) Public Works employees would save a significant amount of time servicing only the master meter and no longer trying to identify and repair issues on private property.

Staff is recommending that we draft an ordinance to update the City Code to manage multi-family facilities based off the master meter located within the city's right of way. If a master meter is not currently in place, one will be installed. This will help keep city personnel off private property and transfer all ownership, maintenance, and related costs of the water and distribution lines beyond the master meters to the building and mobile home park owners. To ensure accurate readings, the city would be willing to have master meters inspected and calibrated annually at the city's expense. City would also accuracy test the water meters at the City's expense automatically every two years. Sewer rates would be based on actual usage instead of the winter average unless requested by owners.

FISCAL NOTE:

2021 Estimated Water Loss = 4,984,054 gallons

2021 Estimated Revenue loss = \$6,463.30

COMMISSION ACTION: