



City of Elkins

Sanitary Board

March 17, 2025

10:00 AM

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.

Meets every 3rd Monday of the month

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of February 18, 2025
4. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of February 28, 2025
5. **New business**
 - a. Approval of Sewer Invoices
 - b. Proposed Ordinance Change to Include Check Valve Installation Responsibility
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 17, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 18, 2025
Recommended By:	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
Summary:	Approval of minutes for the February 18, 2025, Sanitary Board Meeting.
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2025_2_18 - Minutes

SANITARY BOARD REGULAR MEETING MINUTES

*142 Robert E Lee Avenue
Phil Gainer Center
February 18, 2025
11:00 a.m.*

Present were Committee Members: Jerry Marco (Chair), Randall Biller (Committee Member), & Richard Carr (Committee Member)

Also attending: Whitney Hymes (Wastewater Chief Operator), Tracy Judy (Treasurer), Steve Buchanan (CEC), Carey Smith (Region VII), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

Gerry Roberts (City Attorney) & Mark Hartley (Wastewater Collection Supervisor) were absent.

MINUTES

Jerry Marco, **MOVED THE APPROVAL OF THE MINUTES OF THE JANUARY 21, 2025, MEETING.**
The motion carried.

REPORTS

Whitney Hymes, Wastewater Superintendent/Chief Operator, provided a report for the month of January 2025.

Tracy Judy, City Treasurer, provided financial reports for the month of January 31, 2025.

UNFINISHED BUSINESS

Jerry Marco, **MOVED THE APPROVAL OF TERMINATING THE CURRENT PRELIMINARY ENGINEERING REPORT (PER) FOR GEORGETOWN ROAD AREA WASTEWATER IMPROVEMENTS AND RESUBMITTING A NEW PER WITH TRICKETT'S ALLEY ADDED TO THE PROJECT.** The motion carried.

NEW BUSINESS

Richard Carr, **MOVED APPROVAL OF SEWER INVOICES.** The motion carried.

Jerry Marco, **MOVED THE APPROVAL OF REIMBURSEMENT REQUEST OF DAMAGES AT 926 S. HENRY.** The motion carried.

Jerry Marco, **MOVED THE APPROVAL OF REIMBURSEMENT REQUEST OF DAMAGES AT 1510 S. KERENS.** The motion carried.

Jerry Marco, **MOVED THE APPROVAL OF REIMBURSEMENT REQUEST FOR 312 S. RANDOLPH AVE.**
The motion carried.

Randall Biller, **MOVED THE APPROVAL OF CINTAS UNIFORM AGREEMENT.** The motion carried.

The meeting was adjourned at 11:23 a.m.

The foregoing minutes were approved at the meeting of _____, 2024 Sanitary Board meeting.

Name & Title

Signature

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: March 17, 2025

Time: 10:00AM

Report Presented By: Whitney Hymes-Wastewater Superintendent/Chief Operator

DUMP STATION CONSTRUCTION

- Advertisements for BIDS were published on June 7th and June 14th
- BID opening was on July 10, 2024 @ 3:00PM at Elkins City Hall 2nd Floor Council Chambers
- BID tabulation is as follows:
 - Hulls' Contracting Inc.
Total BID: \$268,500.00
Deductive Alternative #1: \$5,000
Deductive Alternative #2: \$60,000
 - Green River Group, LLC
Total BID: \$392,000
Deductive Alternative #1: \$15,000
Deductive Alternative #2: \$62,000
 - Polino Contracting, Inc
Total BID: \$396,921.00
Deductive Alternative #1: \$12,517.00
Deductive Alternative #2: \$58,240.00
- All work summarized shall be substantially complete within sixty (60) calendar days after the date when the contract times commence to run.
- July 15, 2024 Sanitary Board Agenda moved to review funding and revisit at 8/19/2024 meeting.
- Funding Sources
 - \$120,277.89 ARPA Funding
 - \$123,928.04 Loan Reserve
 - TOTAL Funding: \$244,205.93 [Short \$24,294.07]
 - Options for Additional Funding and Construction
 - Depreciation Fund and Sanitary Budget
 - 7/30/24-Depreciation Account has \$230,470.42. \$6,250 is placed in account monthly. Approximately \$21,573.57 will be out of Depreciation account for equipment repairs in the next month.
 - Electrical installation paid from regular sanitary budget
 - 200amp service (required)=\$2,500-\$5,000

480V 3Phase service (future development) =\$15,000

- **UPDATE (9/9/2024)**
 - Notice to Proceed and Agreement was supplied to contractor Hull's Contractor. Waiting to receive start date from contractor.
 - Randolph County Commission declined (3rd decline) agenda addition request for funding.
- **UPDATE (10/21/2024)**
 - Notice to Proceed was issued for November 1, 2024 (Friday) to Hulls Contracting. Contractor will be working on the 11th Street Project and Wastewater Dumping Station simultaneously. Electric installation to site that is responsibility of the City of Elkins has been installed and is ready for access.
- **UPDATE (11/13/2024)**
 - Hull's Contracting moved equipment to site (5 Riverbend Park-Wastewater Plan) on 11/13/2024. Excavation of site began on 11/18/2024.
- **UPDATE (1/21/2025)**
 - Hull's Contracting is 80% completed with project. Installation of wet well and piping needs to be completed along with the installation of check valves. City will install electrical components. 2nd payment (RFP#02) is included for approval on 1/21/2025 agenda.
- **UPDATE (2/18/2025)**
 - Completion of wet well installation and check valves complete by Hull's Contracting. Electrical installation has been completed by City. Sides of station have been smoothed down where concrete forms caused imperfections. Installation of wet well discharge piping not complete. Hydrant and water service installation are also complete. Hymes spoke with Roger Hull on 2/13/2025 via phone concerning lighting, rebar concerns on sidewalls, electrical installation completion, and culvert installation.
- **UPDATE (3/17/2025)**
 - Project is past the 120 days from Notice of Proceed issue date. Hull's Contracting is continuing to work on project to reach completion before spring.

CONSENT DECREE/LTCP UPDATES

- Teams meeting on 11/1/2024 between Armando Benincasa (Steptoe & Johnson PLLC), Mike Davis (Burgess & Niple), and Whitney Hymes (Elkins Wastewater Superintendent/Chief Operator). No contact or word from EPA on status of LTCP or Consent Decree. Decision was to wait until the first of the year and reconvene for discussion on plan of action.
- No Update as of 1/21/2025
- **UPDATE AS OF 2/18/2025:**

Email from Armando Benincasa (Steptoe and Johnson Legal Counsel) on 1/28/2025 stating that he has not had any correspondence with EPA Legal counsel. Benincasa suggested continuing working with the WVDEP regarding the permit. LTCP still has not been approved. If delay is causing issues with the City regarding projects then a push should be issued.
- **NO UPDATES AS OF 3/17/2025**



APPRENTICESHIP GRANT

- The City of Elkins is eligible for the FY2024 U.S. Department of Labor (DOL) Employment and Training Administration (ETA) Community Project (CP) Funding/Congressionally Directed Spending grant.
- Amount awarded \$60,000
- Grant documentation due by January 31, 2025
- Award will be used for funding to hire apprenticeship workers through the Randolph County Vocation Center and Workforce Programs. Also, the possibility of purchasing training equipment.
- **UPDATE (1/21/2025)**
 - The submittal deadline of January 31, 2025 will not be met for this grant; therefore, the City will not be eligible for this grant award.
- **UPDATE (2/18/2025)**
 - Extension for submittal has been extended until 2/18/2025. A shell application will be submitted and attachments and details will be submitted at a later date.
- **UPDATE (3/17/2025)**
 - Required application documents were sent to the Department of Labor on 3/7/2025. Waiting for the response from DOL.
 - Project narrative changed due to definition of "apprenticeship program". The program will now serve a target population of ages 16 and above (must be 18 at the end of the program). The period of grant performance is 36 months with a 26-month on-site apprenticeship program for (2) two apprentices who will obtain a WV Class I Wastewater Certification if all measures of the program are met.



FY 2025 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$281,446.53	\$262,524.76	\$243,041.16	\$280,581.66	\$260,173.50	\$273,492.08	\$320,919.54	\$232,049.66					\$162,632.61	\$2,154,228.89
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$252,487.07	\$258,390.04	\$247,852.38	\$211,605.59						\$1,991,596.28

Bank Balance as of 2/28/2025: \$286,140.75

FINANCIAL STATEMENT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	22,000	2,897.43	0.00	21,026.12	0.00	973.88	95.57
CHARGES FOR SERVICES	2,878,000	223,098.43	0.00	1,959,930.07	0.00	918,069.93	68.10
MISCELLANEOUS REVENUE	190,000	6,053.80	0.00	173,272.70	0.00	16,727.30	91.20
TOTAL REVENUE	3,090,000	232,049.66	0.00	2,154,228.89	0.00	935,771.11	69.72
<u>EXPENDITURE SUMMARY</u>							
CSO	47,690	2,541.21	0.00	28,315.33	0.00	19,374.67	59.37
CSO-OTHER	165,483	12,597.72	0.00	100,282.48	0.00	65,200.52	60.60
SEWER COLLECTION	1,010,573	69,231.39	0.00	684,663.11	0.00	325,909.89	67.75
SEWER TREATMENT	1,312,380	98,736.36	0.00	898,522.89	0.00	413,857.11	68.47
UTILITY BILLING	35,115	882.88	0.00	16,175.08	0.00	18,939.92	46.06
ADMIN & GENERAL	518,759	27,616.03	0.00	263,637.39	0.00	255,121.61	50.82
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,090,000	211,605.59	0.00	1,991,596.28	0.00	1,098,403.72	64.45
REVENUE OVER/(UNDER) EXPENDITURES	0	20,444.07	0.00	162,632.61	0.00	(162,632.61)	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>TAXES</u>							
401-000-302-0000 Penalty Income	22,000	2,897.43	0.00	21,026.12	0.00	973.88	95.57
TOTAL TAXES	22,000	2,897.43	0.00	21,026.12	0.00	973.88	95.57
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	105,859.76	0.00	902,216.95	0.00	447,783.05	66.83
401-000-361-0001 Metered Sales to Comm C	1,050,000	79,341.35	0.00	748,764.89	0.00	301,235.11	71.31
401-000-361-0002 Unmetered Sales to Res	18,000	1,250.67	0.00	10,018.05	0.00	7,981.95	55.66
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	750.00	0.00	9,250.00	7.50
401-000-361-0004 Services to Other Syste	450,000	36,646.65	0.00	298,180.18	0.00	151,819.82	66.26
TOTAL CHARGES FOR SERVICES	2,878,000	223,098.43	0.00	1,959,930.07	0.00	918,069.93	68.10
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	7,000	762.78	0.00	6,007.35	0.00	992.65	85.82
401-000-381-0000 Reimbursements	3,000	0.00	0.00	66,730.96	0.00	63,730.96	2,224.37
401-000-382-0000 Refunds & Rebates	5,000	0.00	0.00	1,167.95	0.00	3,832.05	23.36
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	0.00	0.00	0.00	0.00
401-000-386-0000 Insurance Claims	0	0.00	0.00	1,746.35	0.00	1,746.35	0.00
401-000-399-0000 Miscellaneous	5,000	530.16	0.00	8,670.39	0.00	3,670.39	173.41
401-000-399-0001 Lab Analysis Services	170,000	4,760.86	0.00	88,949.70	0.00	81,050.30	52.32
TOTAL MISCELLANEOUS REVENUE	190,000	6,053.80	0.00	173,272.70	0.00	16,727.30	91.20
TOTAL REVENUE	3,090,000	232,049.66	0.00	2,154,228.89	0.00	935,771.11	69.72

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND
 CSO

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-509-103-0000 Salaries & Wages	17,300	1,667.07	0.00	13,876.29	0.00	3,423.71	80.21
401-509-104-0000 FICA Tax	1,180	132.28	0.00	1,057.52	0.00	122.48	89.62
401-509-105-0000 Group Health Insurance	7,330	462.99	0.00	3,678.01	0.00	3,651.99	50.18
401-509-106-0000 Retirement	1,710	160.68	0.00	1,285.96	0.00	424.04	75.20
401-509-108-0000 Overtime/Extra Help	1,670	118.19	0.00	411.76	0.00	1,258.24	24.66
TOTAL PERSONAL SERVICES	29,190	2,541.21	0.00	20,309.54	0.00	8,880.46	69.58
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	3,775.79	0.00	6,224.21	37.76
401-509-217-0000 Maint Repair Autos & Tr	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000	0.00	0.00	3,775.79	0.00	7,224.21	34.33
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	4,230.00	0.00	1,770.00	70.50
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	7,500	0.00	0.00	4,230.00	0.00	3,270.00	56.40
TOTAL CSO	47,690	2,541.21	0.00	28,315.33	0.00	19,374.67	59.37

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 66.67

CSO-OTHER

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	108,100	8,216.52	0.00	70,542.50	0.00	37,557.50	65.26
401-510-104-0000 FICA Tax	9,033	712.79	0.00	5,697.47	0.00	3,335.53	63.07
401-510-105-0000 Group Health Insurance	28,550	1,613.95	0.00	12,605.20	0.00	15,944.80	44.15
401-510-106-0000 Retirement	9,800	788.75	0.00	6,214.83	0.00	3,585.17	63.42
401-510-108-0000 Overtime/Extra Help	10,000	1,265.71	0.00	5,222.48	0.00	4,777.52	52.22
TOTAL PERSONAL SERVICES	165,483	12,597.72	0.00	100,282.48	0.00	65,200.52	60.60
TOTAL CSO-OTHER	165,483	12,597.72	0.00	100,282.48	0.00	65,200.52	60.60

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-511-103-0000 Salaries & Wages	108,100	8,216.61	0.00	70,543.10	0.00	37,556.90	65.26
401-511-104-0000 FICA Tax	9,033	712.77	0.00	5,697.25	0.00	3,335.75	63.07
401-511-105-0000 Group Health Insurance	28,550	1,978.09	0.00	25,188.48	0.00	3,361.52	88.23
401-511-106-0000 Retirement	9,800	788.80	0.00	6,214.83	0.00	3,585.17	63.42
401-511-108-0000 Overtime/Extra Help	10,000	1,265.79	0.00	5,222.95	0.00	4,777.05	52.23
TOTAL PERSONAL SERVICES	165,483	12,962.06	0.00	112,866.61	0.00	52,616.39	68.20
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	0.00	0.00	1,758.42	0.00	1,241.58	58.61
401-511-213-0000 Utilities/Purchased Pow	105,000	12,398.01	0.00	69,117.90	0.00	35,882.10	65.83
401-511-214-0000 Travel	1,000	0.00	0.00	165.49	0.00	834.51	16.55
401-511-215-0002 Stormwater Supplies	1,000	0.00	0.00	1,197.95	0.00	197.95	119.80
401-511-216-0000 Maint Pumping Equipment	15,000	0.00	0.00	63,075.13	0.00	48,075.13	420.50
401-511-216-0001 Maint Structures/Improv	25,000	0.00	0.00	4,154.45	0.00	20,845.55	16.62
401-511-217-0000 Maint Repair Autos & T	20,000	1,434.71	0.00	7,509.12	0.00	12,490.88	37.55
401-511-221-0000 Training & Education	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
401-511-222-0000 Dues & Subscriptions	1,000	0.00	0.00	915.87	0.00	84.13	91.59
401-511-230-0000 Contracted Services	10,000	0.00	0.00	1,014.05	0.00	8,985.95	10.14
401-511-240-0000 Refunds & Reimbursement	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	183,500	13,832.72	0.00	148,908.38	0.00	34,591.62	81.15
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	40,000	0.00	0.00	29,653.84	0.00	10,346.16	74.13
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	8,745.19	0.00	11,254.81	43.73
401-511-345-0000 Uniforms	5,100	0.00	0.00	2,695.75	0.00	2,404.25	52.86
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	7,399.81	0.00	2,600.19	74.00
TOTAL COMMODITIES	75,100	0.00	0.00	48,494.59	0.00	26,605.41	64.57
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	22,643.28	0.00	11,321.72	66.67
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	58,155.12	0.00	29,077.88	66.67
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	214,274.56	0.00	107,137.44	66.67
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	20,961.20	0.00	10,480.80	66.67
401-511-459-0000 2018 Van & Sewera Camer	27,360	2,319.86	0.00	18,389.16	0.00	8,970.84	67.21
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	4,269.01	0.00	2,488.99	63.17
401-511-459-0002 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-459-0003 900 ECO Cleaner	42,600	0.00	0.00	28,521.69	0.00	14,078.31	66.95
401-511-459-0004 Wastewater Garage	18,720	0.00	0.00	6,615.23	0.00	12,104.77	35.34
TOTAL CAPITAL OUTLAY	569,490	42,387.29	0.00	373,829.25	0.00	195,660.75	65.64
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	17,000	49.32	0.00	564.28	0.00	16,435.72	3.32
TOTAL OTHER EXPENDITURES	17,000	49.32	0.00	564.28	0.00	16,435.72	3.32
TOTAL SEWER COLLECTION	1,010,573	69,231.39	0.00	684,663.11	0.00	325,909.89	67.75

FINANCIAL STATEMENT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND

SEWER TREATMENT

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-512-103-0000 Salaries & Wages	231,700	20,034.77	0.00	168,369.34	0.00	63,330.66	72.67
401-512-104-0000 FICA Tax	15,300	1,519.73	0.00	12,952.86	0.00	2,347.14	84.66
401-512-105-0000 Group Health Insurance	58,800	2,764.91	0.00	34,943.05	0.00	23,856.95	59.43
401-512-106-0000 Retirement	19,700	1,613.13	0.00	13,894.75	0.00	5,805.25	70.53
401-512-108-0000 Overtime/Extra Help	15,000	210.07	0.00	4,013.54	0.00	10,986.46	26.76
TOTAL PERSONAL SERVICES	340,500	26,142.61	0.00	234,173.54	0.00	106,326.46	68.77
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	2,160	0.00	0.00	1,516.42	0.00	643.58	70.20
401-512-213-0000 Utilities/Purchased Pow	180,000	15,145.94	0.00	119,146.97	0.00	60,853.03	66.19
401-512-214-0000 Travel	2,500	0.00	0.00	0.00	0.00	2,500.00	0.00
401-512-215-0000 Maint of Bldgs & Ground	3,051	0.00	0.00	122.90	0.00	2,928.10	4.03
401-512-216-0000 Maint Treat/Disp System	50,000	8,922.61	0.00	33,991.41	0.00	16,008.59	67.98
401-512-216-0001 Maint Structures/Improv	20,000	0.00	0.00	6,164.82	0.00	13,835.18	30.82
401-512-217-0000 Maint Repair Autos & Tr	10,000	0.00	0.00	3,000.00	0.00	7,000.00	30.00
401-512-218-0000 Postage	100	0.00	0.00	30.51	0.00	69.49	30.51
401-512-220-0000 Advertising	200	0.00	0.00	375.00	0.00	(175.00)	187.50
401-512-221-0000 Training & Education	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
401-512-222-0000 Dues & Subscriptions	2,000	0.00	0.00	915.86	0.00	1,084.14	45.79
401-512-230-0000 Contracted Services	40,000	992.00	0.00	75,811.68	0.00	(35,811.68)	189.53
TOTAL CONTRACTUAL SERVICES	312,011	25,060.55	0.00	241,075.57	0.00	70,935.43	77.27
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	20,000	444.60	0.00	10,096.41	0.00	9,903.59	50.48
401-512-341-0001 Supplies & Matis Chemic	30,000	0.00	0.00	6,685.92	0.00	23,314.08	22.29
401-512-341-0002 Purification Supplies	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
401-512-343-0000 Automobile Supplies	12,000	0.00	0.00	3,556.17	0.00	8,443.83	29.63
401-512-345-0000 Uniforms	5,000	0.00	0.00	2,543.96	0.00	2,456.04	50.88
401-512-399-0000 Miscellaneous	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	72,000	444.60	0.00	22,882.46	0.00	49,117.54	31.78
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	375,512.16	0.00	187,755.84	66.67
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	0.00	0.00	4,320.64	0.00	8,641.36	33.33
401-512-459-0002 Ford F-350	6,639	149.58	0.00	4,179.56	0.00	2,459.44	62.95
401-512-459-0003 Sewer Areation Equipmen	0	0.00	0.00	0.00	0.00	0.00	0.00
401-512-459-0005 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
401-512-459-0006 WWTP Dumping Station	0	0.00	0.00	5,024.25	0.00	(5,024.25)	0.00
TOTAL CAPITAL OUTLAY	582,869	47,088.60	0.00	389,036.61	0.00	193,832.39	66.75
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	5,000	0.00	0.00	11,354.71	0.00	(6,354.71)	227.09
TOTAL OTHER EXPENDITURES	5,000	0.00	0.00	11,354.71	0.00	(6,354.71)	227.09
TOTAL SEWER TREATMENT	1,312,380	98,736.36	0.00	898,522.89	0.00	413,857.11	68.47

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND
 UTILITY BILLING

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-513-103-0000 Salaries & Wages	22,190	561.20	0.00	9,549.76	0.00	12,640.24	43.04
401-513-104-0000 FICA Tax	1,375	39.66	0.00	661.46	0.00	713.54	48.11
401-513-105-0000 Group Health Insurance	5,750	231.50	0.00	3,009.49	0.00	2,740.51	52.34
401-513-106-0000 Retirement	2,000	50.52	0.00	809.52	0.00	1,190.48	40.48
401-513-108-0000 Overtime/ Extra Help	600	0.00	0.00	327.89	0.00	272.11	54.65
TOTAL PERSONAL SERVICES	31,915	882.88	0.00	14,358.12	0.00	17,556.88	44.99
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	200	0.00	0.00	0.00	0.00	200.00	0.00
401-513-221-0000 Training & Education	0	0.00	0.00	275.00	0.00	(275.00)	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	275.00	0.00	(75.00)	137.50
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	3,000	0.00	0.00	1,541.96	0.00	1,458.04	51.40
TOTAL COMMODITIES	3,000	0.00	0.00	1,541.96	0.00	1,458.04	51.40
TOTAL UTILITY BILLING	35,115	882.88	0.00	16,175.08	0.00	18,939.92	46.06

FINANCIAL STATEMENT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 66.67

ADMIN & GENERAL

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	70,550	325.00	0.00	2,800.00	0.00	67,750.00	3.97
401-514-104-0000 FICA Tax	4,325	24.85	0.00	214.14	0.00	4,110.86	4.95
401-514-105-0000 Group Health Insurance	100	4.55	0.00	536.55	0.00	436.55	536.55
401-514-106-0000 Retirement	6,200	4.50	0.00	54.00	0.00	6,146.00	0.87
401-514-108-0000 Overtime/Extra Help	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	81,175	358.90	0.00	3,604.69	0.00	77,570.31	4.44
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	9,500	760.28	0.00	6,210.84	0.00	3,289.16	65.38
401-514-220-0000 Advertising	0	0.00	0.00	59.50	0.00	59.50	0.00
401-514-223-0000 Professional Services	25,000	315.00	0.00	12,594.96	0.00	12,405.04	50.38
401-514-226-0000 Insurance & Bonds	10,000	740.54	0.00	9,293.61	0.00	706.39	92.94
401-514-226-0001 Insurances & Bonds/GL	38,000	0.00	0.00	27,965.76	0.00	10,034.24	73.59
401-514-230-0000 Contracted Services	15,000	100.52	0.00	1,855.78	0.00	13,144.22	12.37
401-514-230-0001 Cont Serv/Consent Decre	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-514-232-0000 Bank Charges	50	0.00	0.00	30.00	0.00	20.00	60.00
TOTAL CONTRACTUAL SERVICES	107,550	1,916.34	0.00	58,010.45	0.00	49,539.55	53.94
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	1,000	0.00	0.00	88.07	0.00	911.93	8.81
401-514-348-0000 Charges by Other Funds	49,034	4,086.13	0.00	32,689.04	0.00	16,344.96	66.67
401-514-353-0000 Computer Software	10,000	0.00	0.00	1,961.35	0.00	8,038.65	19.61
401-514-399-0000 Miscellaneous Expenses	1,000	147.33	0.00	938.96	0.00	61.04	93.90
TOTAL COMMODITIES	61,034	4,233.46	0.00	35,677.42	0.00	25,356.58	58.45
<u>CAPITAL OUTLAY</u>							
401-514-465-0000 Depreciation Expense	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENDITURES</u>							
401-514-568-0000 Transfers	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-670-0000 Interest & Penalties	500	0.00	0.00	0.00	0.00	500.00	0.00
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	7,287.88	0.00	4,712.12	60.73
401-514-677-0000 R & R Requirement	76,500	7,953.45	0.00	53,825.91	0.00	22,674.09	70.36
401-514-677-0001 SB234 Requirement	180,000	13,153.88	0.00	105,231.04	0.00	74,768.96	38.46
TOTAL OTHER EXPENDITURES	269,000	21,107.33	0.00	166,344.83	0.00	102,655.17	61.84
TOTAL ADMIN & GENERAL	518,759	27,616.03	0.00	263,637.39	0.00	255,121.61	50.82

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2025

401-SEWER FUND
 CAPITAL OUTLAY

% OF YEAR COMPLETED: 66.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>							
401-515-216-0000 Depreciation Acc Mtn Tr	0	0.00	0.00	0.00	0.00	0.00	0.00
401-515-216-0001 Depreciation Acct Mnt/	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
TOTAL EXPENDITURES	3,090,000	211,605.59	0.00	1,991,596.28	0.00	1,098,403.72	64.45
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	0	20,444.07	0.00	162,632.61	0.00	(162,632.61)	0.00
<hr/>							



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 17, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Steptoe & Johnson Invoice #: 1181016=\$788.88
Fiscal Impact:	Total: \$788.88
Recommendation:	Consider for Approval
Attachments:	1. SteptoeandJohnsonInvoice#1181016



TAX ID # 55-0286140
PHONE: (304) 933-8200
www.steptoe-johnson.com

DUE UPON RECEIPT

Tracy Judy
Elkins Sanitary Board
401 Davis Avenue
Elkins, WV 26241

Invoice Date: March 5, 2025
Invoice Number: 1181016
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH FEBRUARY 28, 2025

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	\$	787.50
Total Current Costs		1.38
Total Current Due	\$	788.88

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 3/14/2025

Whitney L. Hymes

Payment Address:
StepToe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

Credit Card (fees apply):
www.steptoe-johnson.com/payments

Electronic Payment Instructions:
The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
ACH Number: 051903761
Wire Routing Number: 044000024
Swift Code: HUNTUS33
(Please Reference Invoice Number)

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: March 5, 2025
Invoice Number: 1181016
Matter Number: 255480.00002

TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
02/03/25	AB	Emails to and from Whitney Hymes regarding applicability of Consent Decree to city leaf waste removal program; review Consent Decree language	1.25	787.50
			Total	\$ 787.50

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$630.00	1.25	787.50
			Total	\$ 787.50

COST DETAIL

<u>Date</u>	<u>Description</u>	<u>Amount</u>	
Thru 02/28/25	Postage	1.38	
		Total	\$ 1.38

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: March 5, 2025
Invoice Number: 1181016
Matter Number: 255480.00002

OUTSTANDING INVOICES

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Total</u>	<u>Payments</u>	<u>Total Balance</u>
02/10/25	1177341	315.00	0.00	315.00
			Total	\$ 315.00



TAX ID # 55-0286140
PHONE: (304) 933-8200
www.step-toe-johnson.com

DUE UPON RECEIPT

Tracy Judy
Elkins Sanitary Board
401 Davis Avenue
Elkins, WV 26241

Invoice Date: March 5, 2025
Invoice Number: 1181016
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH FEBRUARY 28, 2025

REMITTANCE PAGE

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Table with 2 columns: Description, Amount. Rows include Total Due This Invoice (\$788.88), Balances From Previous Invoices (315.00), Total Amount Due (\$1,103.88), and Amount of Payment (\$).

Payment Address:
Step toe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

Credit Card (fees apply):
www.step-toe-johnson.com/payments

Electronic Payment Instructions:
The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
ACH Number: 051903761
Wire Routing Number: 044000024
Swift Code: HUNTUS33
(Please Reference Invoice Number)

Attorney-Client Communication - Privileged and Confidential



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 17, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposed Ordinance Change to Include Check Valve Installation Responsibility
Recommended By:	Whitney L. Hymes (Wastewater Superintendent/Chief Operator)
Summary:	Review of current sewer ordinance and inclusion of wording on responsibility and maintenance of check valve installation.
Fiscal Impact:	N/A
Recommendation:	Discussion
Attachments:	None