



City of Elkins

Sanitary Board

July 21, 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 June 16, 2025
- 4. Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of June 30, 2025
- 5. New business**
 - a. Approval of Sewer Invoices
 - b. Davis Avenue Bridge Utility Agreement
 - c. Creation of Additional Job Positions in Wastewater Department
- 6. Announcements**
- 7. Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 21, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 16, 2025
Recommended By:	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
Summary:	Approval of minutes for the June 16, 2025, Sanitary Board Meeting.
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2025_6_16 - Minutes

**SANITARY BOARD
REGULAR MEETING
MINUTES**

*142 Robert E Lee Avenue
Phil Gainer Center
June 16, 2025
10:00 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), Gerry Roberts (City Attorney), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

Mark Hartley (Wastewater Collection Supervisor) was absent.

MINUTES

Jerry Marco, **MOVED THE APPROVAL OF THE MINUTES OF MAY 19, 2025, MEETING.** The motion carried.

REPORTS

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

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

NEW BUSINESS

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

Randall Biller, **MOVED THE APPROVAL TO COMPROMISE WITH THE RESIDENT TO SPLIT COST OF SIDEWALK REPLACEMENT.** The motion carried.

Richard Carr, **MOVED THE APPROVAL OF THE RESOLUTION (RFP#03): APPROVING INVOICES RELATING TO SERVICES FOR THE VACCUM TRUCK DUMP STATION PROJECT.** The motion carried.

Randall Biller, **MOVED THE APPROVAL OF SEWER FUND BUDGET REVISION AS PRESENTED.** The motion carried.

Richard Carr, **PERSONAL POLICY UPDATE-PAID MEAL BREAKS FOR FIELD BASED EMPOLYEEES IN WASTEWATER DEPARTMENT AS PRESENTED.** The motion carried.

The meeting was adjourned at 10:32 a.m.

The foregoing minutes were approved at the meeting of _____, 2025 Sanitary Board meeting.

Name & Title

Signature

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: July 21, 2025

Time: 10:00AM

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

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**
- **NO UPDATES AS OF 4/21/2025**
- **NO UPDATES AS OF 5/19/2025**
- **NO UPDATES AS OF 6/16/2025**
- Meeting with Armando Benincasa (Steptoe and Johnson) on 7/15/2025 @ 10:00AM discussing the following items:
 1. Standing of Long-Term Control Plan (LTCP)
Advice was to have an engineer review the current data and compare it to past submitted LTCP to ensure that this is still the direction the City would like to continue in. If this is what the City wants to proceed with then the WVDEP needs contacted and urged to make a decision on the status of the LTCP so projects are not held up with the City of Elkins. **NOTE: When approved, the LTCP MUST BE FOLLOWED AND COMPLETED so it is important that the Sanitary Board and the City Council understand the financial structure and requirements issued in the document.**
 2. Consent Decree Status
Status of the Consent Decree is unknown with the administration changes.
 3. MS4 Community Status
Benincasa explained that the City of Elkins is a CSO community and cannot be an MS4 community unless the CSO's are no longer active. Sections of the City can be

noted as an MS4 designation if 100% separated. CSO communities and MS4 communities are separate communities. Population also plays a factor in this designation.

4. Project Timelines for the City of Elkins

The City would like to see projects implemented within the next 3-5 years and this cannot be accomplished as long as the LTCP is in limbo.

GRIFFITH ASSOCIATES, LLC AND RULE 42 UPDATE

- Dixie Kellmeyer was contacted via email on 3/28/2025. Kellmeyer' s response was that the report was currently being worked on, and it should be completed within the next couple of weeks. No other updates as of 4/21/2025.
- Contacted Griffith Associates via email on 5/8/2025-Michael Griffth responded via email on 5/12/2025 requesting more information such as non-big capital projects that need to be included. Hymes is currently working on that list to supply Griffth Associates.
- Additional information requested provided via email on 5/19/2025 from the Wastewater Department. No response as of 6/16/2025.
- Meeting with Michael Griffith occurred on 6/30/2025 discussing the future projections of wastewater. Mr. Griffith would like to come in August to speak on wastewater goals to the Sanitary Board directly.

WASTEWATER APPRENTICESHIP GRANT

- Onboarding meeting held on June 30, 2025 (Monday) at 2:00PM.
 - Brief discussion on expectations and completion of grant requirements
- Next Meeting is on August 13, 2025 (Wednesday) 10:30AM-11:30AM for a more detailed discussion of requirements and procedures.



FY 2025 BUDGET CONTROL REPORT

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
Revenues	\$281,282.70	\$262,501.09	\$243,017.49	\$280,557.99	\$260,153.34	\$273,468.41	\$320,891.71	\$232,252.96	\$305,862.83	\$251,547.05	\$234,650.09	\$276,380.82	\$104,172.34	\$3,222,566.48
Expenses	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$252,487.07	\$263,395.26	\$249,536.61	\$262,314.52	\$246,758.63	\$218,366.86	\$317,507.97	\$286,766.02		\$3,118,394.14

Bank Balances as of 6/30/2025

Cash Account \$314,723.15
 Depreciation Account \$189,108.91
 O&M Account \$604,264.67

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND
 FINANCIAL SUMMARY % OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	28,087	1,669.43	0.00	29,666.82	0.00 (1,579.82)	105.62
CHARGES FOR SERVICES	2,884,592	226,382.87	0.00	2,907,030.74	0.00 (22,438.74)	100.78
MISCELLANEOUS REVENUE	<u>261,920</u>	<u>48,328.52</u>	<u>0.00</u>	<u>285,868.92</u>	<u>0.00 (</u>	<u>23,948.92)</u>	<u>109.14</u>
TOTAL REVENUE	3,174,599	276,380.82	0.00	3,222,566.48	0.00 (47,967.48)	101.51
	=====	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
CSO	48,790	2,514.52	0.00	41,396.94	0.00	7,393.06	84.85
CSO-OTHER	152,533	11,783.05	0.00	152,064.78	0.00	468.22	99.69
SEWER COLLECTION	1,021,448	126,861.32	0.00	1,114,668.87	0.00 (93,220.87)	109.13
SEWER TREATMENT	1,397,380	118,566.23	0.00	1,315,937.04	0.00	81,442.96	94.17
UTILITY BILLING	35,115	2,375.51	0.00	22,510.98	0.00	12,604.02	64.11
ADMIN & GENERAL	511,733	24,665.39	0.00	471,815.53	0.00	39,917.47	92.20
CAPITAL OUTLAY	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	3,166,999	286,766.02	0.00	3,118,394.14	0.00	48,604.86	98.47
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	7,600 (10,385.20)	0.00	104,172.34	0.00 (96,572.34)	1,370.69
	=====	=====	=====	=====	=====	=====	=====

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 100.00

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	28,087	1,669.43	0.00	29,666.82	0.00 (1,579.82)	105.62
TOTAL TAXES	28,087	1,669.43	0.00	29,666.82	0.00 (1,579.82)	105.62
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	103,149.43	0.00	1,315,448.29	0.00	34,551.71	97.44
401-000-361-0001 Metered Sales to Comm C	1,056,592	87,716.02	0.00	1,135,291.39	0.00 (78,699.39)	107.45
401-000-361-0002 Unmetered Sales to Res	18,000	1,266.20	0.00	15,112.01	0.00	2,887.99	83.96
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	1,500.00	0.00	8,500.00	15.00
401-000-361-0004 Services to Other Syste	450,000	34,251.22	0.00	439,679.05	0.00	10,320.95	97.71
TOTAL CHARGES FOR SERVICES	2,884,592	226,382.87	0.00	2,907,030.74	0.00 (22,438.74)	100.78
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	7,000	1,189.93	0.00	11,108.02	0.00 (4,108.02)	158.69
401-000-381-0000 Reimbursements	67,633	1,362.26	0.00	68,995.89	0.00 (1,362.89)	102.02
401-000-382-0000 Refunds & Rebates	5,000	883.51	0.00	2,828.06	0.00	2,171.94	56.56
401-000-383-0000 Sale Of Fixed Asset	0	10,670.00	0.00	10,670.00	0.00 (10,670.00)	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	12,287	1,061.31	0.00	13,348.02	0.00 (1,061.02)	108.64
401-000-399-0001 Lab Analysis Services	170,000	33,161.51	0.00	177,172.58	0.00 (7,172.58)	104.22
TOTAL MISCELLANEOUS REVENUE	261,920	48,328.52	0.00	285,868.92	0.00 (23,948.92)	109.14
TOTAL REVENUE	3,174,599	276,380.82	0.00	3,222,566.48	0.00 (47,967.48)	101.51
	=====	=====	=====	=====	=====	=====	=====

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND

CSO

% OF YEAR COMPLETED: 100.00

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	21,800	1,667.07	0.00	21,357.75	0.00	442.25	97.97
401-509-104-0000 FICA Tax	1,680	130.52	0.00	1,630.48	0.00	49.52	97.05
401-509-105-0000 Group Health Insurance	5,530	462.99	0.00	5,529.97	0.00	0.03	100.00
401-509-106-0000 Retirement	2,110	158.62	0.00	1,981.96	0.00	128.04	93.93
401-509-108-0000 Overtime/Extra Help	<u>1,170</u>	<u>95.32</u>	<u>0.00</u>	<u>663.40</u>	<u>0.00</u>	<u>506.60</u>	<u>56.70</u>
TOTAL PERSONAL SERVICES	32,290	2,514.52	0.00	31,163.56	0.00	1,126.44	96.51
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	5,994.79	0.00	4,005.21	59.95
401-509-217-0000 Maint Repair Autos & Tr	<u>500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	10,500	0.00	0.00	5,994.79	0.00	4,505.21	57.09
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	4,238.59	0.00	1,761.41	70.64
401-509-343-0000 Automobile Supplies	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL COMMODITIES	6,000	0.00	0.00	4,238.59	0.00	1,761.41	70.64
TOTAL CSO	48,790	2,514.52	0.00	41,396.94	0.00	7,393.06	84.85

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND

CSO-OTHER

% OF YEAR COMPLETED: 100.00

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	8,520.78	0.00	108,860.77	0.00 (760.77)	100.70
401-510-104-0000 FICA Tax	9,033	657.33	0.00	8,635.81	0.00	397.19	95.60
401-510-105-0000 Group Health Insurance	19,100	1,613.95	0.00	19,060.96	0.00	39.04	99.80
401-510-106-0000 Retirement	9,800	719.23	0.00	9,412.28	0.00	387.72	96.04
401-510-108-0000 Overtime/Extra Help	<u>6,500</u>	<u>271.76</u>	<u>0.00</u>	<u>6,094.96</u>	<u>0.00</u>	<u>405.04</u>	<u>93.77</u>
TOTAL PERSONAL SERVICES	152,533	11,783.05	0.00	152,064.78	0.00	468.22	99.69
TOTAL CSO-OTHER	152,533	11,783.05	0.00	152,064.78	0.00	468.22	99.69

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND

SEWER COLLECTION

% OF YEAR COMPLETED: 100.00

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	111,100	8,520.98	0.00	108,861.79	0.00	2,238.21	97.99
401-511-104-0000 FICA Tax	9,033	657.35	0.00	8,635.47	0.00	397.53	95.60
401-511-105-0000 Group Health Insurance	32,925	1,978.09	0.00	33,100.88	0.00 (175.88)	100.53
401-511-106-0000 Retirement	10,300	719.26	0.00	9,412.25	0.00	887.75	91.38
401-511-108-0000 Overtime/Extra Help	<u>10,000</u>	<u>271.80</u>	<u>0.00</u>	<u>6,095.61</u>	<u>0.00</u>	<u>3,904.39</u>	<u>60.96</u>
TOTAL PERSONAL SERVICES	173,358	12,147.48	0.00	166,106.00	0.00	7,252.00	95.82
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	0.00	0.00	2,765.53	0.00	234.47	92.18
401-511-213-0000 Utilities/Purchased Pow	112,000	9,477.79	0.00	110,781.25	0.00	1,218.75	98.91
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	53,947.00	0.00	166,551.31	0.00 (151,551.31)	1,110.34
401-511-216-0001 Maint Structures/Improv	25,000	0.00	0.00	4,778.81	0.00	20,221.19	19.12
401-511-217-0000 Maint Repair Autos & T	20,000	0.00	0.00	9,170.98	0.00	10,829.02	45.85
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	2,500	1,990.00	0.00	4,225.87	0.00 (1,725.87)	169.03
401-511-230-0000 Contracted Services	10,000	35.00	0.00	4,236.73	0.00	5,763.27	42.37
401-511-240-0000 Refunds & Reimbursement	<u>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>1,725.36</u>	<u>0.00 (</u>	<u>725.36)</u>	<u>172.54</u>
TOTAL CONTRACTUAL SERVICES	192,000	65,449.79	0.00	305,599.28	0.00 (113,599.28)	159.17
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	47,756.92	0.00	2,243.08	95.51
401-511-343-0000 Automobile Supplies	20,000	1,732.50	0.00	15,052.05	0.00	4,947.95	75.26
401-511-345-0000 Uniforms	5,100	0.00	0.00	4,207.60	0.00	892.40	82.50
401-511-399-0000 Miscellaneous	<u>10,000</u>	<u>0.00</u>	<u>0.00</u>	<u>7,881.81</u>	<u>0.00</u>	<u>2,118.19</u>	<u>78.82</u>
TOTAL COMMODITIES	85,100	1,732.50	0.00	74,898.38	0.00	10,201.62	88.01
<u>CAPITAL OUTLAY</u>							
401-511-457-0000 Wastewater Garage	0	1,425.22	0.00	7,126.10	0.00 (7,126.10)	0.00
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	33,964.92	0.00	0.08	100.00
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	87,232.68	0.00	0.32	100.00
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	321,411.84	0.00	0.16	100.00
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	31,441.80	0.00	0.20	100.00
401-511-459-0000 2018 Van & Sewera Camer	27,360	2,344.39	0.00	27,729.84	0.00 (369.84)	101.35
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	6,521.65	0.00	236.35	96.50
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	3,669.72	0.00	46,746.05	0.00 (4,146.05)	109.73
401-511-459-0004 Wastewater Garage	<u>18,720</u>	<u>0.00</u>	<u>0.00</u>	<u>5,190.01</u>	<u>0.00</u>	<u>13,529.99</u>	<u>27.72</u>
TOTAL CAPITAL OUTLAY	569,490	47,506.76	0.00	567,364.89	0.00	2,125.11	99.63
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	<u>1,500</u>	<u>24.79</u>	<u>0.00</u>	<u>700.32</u>	<u>0.00</u>	<u>799.68</u>	<u>46.69</u>
TOTAL OTHER EXPENDITURES	1,500	24.79	0.00	700.32	0.00	799.68	46.69
TOTAL SEWER COLLECTION	1,021,448	126,861.32	0.00	1,114,668.87	0.00 (93,220.87)	109.13

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND								% OF YEAR COMPLETED: 100.00
SEWER TREATMENT								
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	21,058.48	0.00	196,077.48	0.00	35,622.52	84.63	
401-512-104-0000 FICA Tax	15,300	1,638.73	0.00	16,197.36	0.00 (897.36)	105.87	
401-512-105-0000 Group Health Insurance	46,800	2,766.79	0.00	46,004.57	0.00	795.43	98.30	
401-512-106-0000 Retirement	19,700	1,856.15	0.00	18,766.96	0.00	933.04	95.26	
401-512-108-0000 Overtime/Extra Help	<u>15,000</u>	<u>741.46</u>	<u>0.00</u>	<u>6,916.57</u>	<u>0.00</u>	<u>8,083.43</u>	<u>46.11</u>	
TOTAL PERSONAL SERVICES	328,500	28,061.61	0.00	283,962.94	0.00	44,537.06	86.44	
<u>CONTRACTUAL SERVICES</u>								
401-512-211-0000 Telephone	2,660	0.00	0.00	2,410.70	0.00	249.30	90.63	
401-512-213-0000 Utilities/Purchased Pow	180,000	12,494.43	0.00	172,759.75	0.00	7,240.25	95.98	
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	3,551	0.00	0.00	797.49	0.00	2,753.51	22.46	
401-512-216-0000 Maint Treat/Disp System	65,000	0.00	0.00	69,720.26	0.00 (4,720.26)	107.26	
401-512-216-0001 Maint Structures/Improv	20,000	1,375.00	0.00	9,544.82	0.00	10,455.18	47.72	
401-512-217-0000 Maint Repair Autos & Tr	10,000	0.00	0.00	11,395.18	0.00 (1,395.18)	113.95	
401-512-218-0000 Postage	100	0.00	0.00	52.37	0.00	47.63	52.37	
401-512-220-0000 Advertising	700	0.00	0.00	375.00	0.00	325.00	53.57	
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	1,335.86	0.00	664.14	66.79	
401-512-230-0000 Contracted Services	<u>95,000</u>	<u>0.00</u>	<u>0.00</u>	<u>89,771.48</u>	<u>0.00</u>	<u>5,228.52</u>	<u>94.50</u>	
TOTAL CONTRACTUAL SERVICES	383,511	13,869.43	0.00	358,162.91	0.00	25,348.09	93.39	
<u>COMMODITIES</u>								
401-512-341-0000 Supplies & Materials	27,800	140.00	0.00	15,370.49	0.00	12,429.51	55.29	
401-512-341-0001 Supplies & Matls Chemic	30,000	0.00	0.00	9,743.14	0.00	20,256.86	32.48	
401-512-341-0002 Purification Supplies	5,000	0.00	0.00	12,778.05	0.00 (7,778.05)	255.56	
401-512-343-0000 Automobile Supplies	12,000	0.00	0.00	6,521.37	0.00	5,478.63	54.34	
401-512-345-0000 Uniforms	5,000	0.00	0.00	4,101.38	0.00	898.62	82.03	
401-512-399-0000 Miscellaneous	<u>600</u>	<u>0.00</u>	<u>0.00</u>	<u>550.00</u>	<u>0.00</u>	<u>50.00</u>	<u>91.67</u>	
TOTAL COMMODITIES	80,400	140.00	0.00	49,064.43	0.00	31,335.57	61.03	
<u>CAPITAL OUTLAY</u>								
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	563,268.24	0.00 (0.24)	100.00	
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	553.21	0.00	6,392.40	0.00	246.60	96.29	
401-512-459-0003 Sewer Areation Equipmen	0	0.00	0.00	0.00	0.00	0.00	0.00	
401-512-459-0004 Ford F-150	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	5,100	24,294.07	0.00	29,318.32	0.00 (24,218.32)	574.87	
401-512-459-0007 Skid Steer	<u>0</u>	<u>3,394.06</u>	<u>0.00</u>	<u>3,394.06</u>	<u>0.00</u> (<u>3,394.06)</u>	<u>0.00</u>	
TOTAL CAPITAL OUTLAY	587,969	75,180.36	0.00	606,693.66	0.00 (18,724.66)	103.18	
<u>OTHER EXPENDITURES</u>								
401-512-670-0000 Interest & Penalties	<u>17,000</u>	<u>1,314.83</u>	<u>0.00</u>	<u>18,053.10</u>	<u>0.00</u> (<u>1,053.10)</u>	<u>106.19</u>	
TOTAL OTHER EXPENDITURES	17,000	1,314.83	0.00	18,053.10	0.00 (1,053.10)	106.19	
TOTAL SEWER TREATMENT	1,397,380	118,566.23	0.00	1,315,937.04	0.00	81,442.96	94.17	

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND

UTILITY BILLING

% OF YEAR COMPLETED: 100.00

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	612.95	0.00	12,128.68	0.00	10,061.32	54.66
401-513-104-0000 FICA Tax	1,375	44.02	0.00	848.74	0.00	526.26	61.73
401-513-105-0000 Group Health Insurance	5,750	231.50	0.00	3,935.47	0.00	1,814.53	68.44
401-513-106-0000 Retirement	2,000	55.63	0.00	1,046.71	0.00	953.29	52.34
401-513-108-0000 Overtime/ Extra Help	<u>600</u>	<u>5.26</u>	<u>0.00</u>	<u>384.46</u>	<u>0.00</u>	<u>215.54</u>	<u>64.08</u>
TOTAL PERSONAL SERVICES	31,915	949.36	0.00	18,344.06	0.00	13,570.94	57.48
<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	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>275.00</u>	<u>0.00</u>	<u>(275.00)</u>	<u>0.00</u>
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	<u>3,000</u>	<u>1,426.15</u>	<u>0.00</u>	<u>3,891.92</u>	<u>0.00</u>	<u>(891.92)</u>	<u>129.73</u>
TOTAL COMMODITIES	3,000	1,426.15	0.00	3,891.92	0.00	(891.92)	129.73
TOTAL UTILITY BILLING	35,115	2,375.51	0.00	22,510.98	0.00	12,604.02	64.11

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND								% OF YEAR COMPLETED: 100.00
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	68,778.68	0.00	1,771.32	97.49	
401-514-104-0000 FICA Tax	4,325	24.84	0.00	4,236.91	0.00	88.09	97.96	
401-514-105-0000 Group Health Insurance	100	4.19	0.00	554.24	0.00	(454.24)	554.24	
401-514-106-0000 Retirement	6,200	9.00	0.00	2,954.70	0.00	3,245.30	47.66	
401-514-108-0000 Overtime/Extra Help	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
TOTAL PERSONAL SERVICES	81,175	363.03	0.00	76,524.53	0.00	4,650.47	94.27	
<u>CONTRACTUAL SERVICES</u>								
401-514-218-0000 Postage	9,500	711.59	0.00	9,383.03	0.00	116.97	98.77	
401-514-220-0000 Advertising	0	0.00	0.00	203.50	0.00	(203.50)	0.00	
401-514-223-0000 Professional Services	25,000	370.00	0.00	15,408.34	0.00	9,591.66	61.63	
401-514-226-0000 Insurance & Bonds	10,000	0.00	0.00	11,949.23	0.00	(1,949.23)	119.49	
401-514-226-0001 Insurances & Bonds/GL	38,000	0.00	0.00	37,287.68	0.00	712.32	98.13	
401-514-230-0000 Contracted Services	15,000	42.00	0.00	8,069.58	0.00	6,930.42	53.80	
401-514-230-0001 Cont Serv/Consent Decre	10,000	0.00	0.00	299.48	0.00	9,700.52	2.99	
401-514-232-0000 Bank Charges	<u>50</u>	<u>0.00</u>	<u>0.00</u>	<u>30.00</u>	<u>0.00</u>	<u>20.00</u>	<u>60.00</u>	
TOTAL CONTRACTUAL SERVICES	107,550	1,123.59	0.00	82,630.84	0.00	24,919.16	76.83	
<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	49,033.56	0.00	0.44	100.00	
401-514-353-0000 Computer Software	10,000	0.00	0.00	13,842.46	0.00	(3,842.46)	138.42	
401-514-399-0000 Miscellaneous Expenses	<u>1,000</u>	<u>146.05</u>	<u>0.00</u>	<u>1,513.63</u>	<u>0.00</u>	<u>(513.63)</u>	<u>151.36</u>	
TOTAL COMMODITIES	61,034	4,232.18	0.00	64,477.72	0.00	(3,443.72)	105.64	
<u>CAPITAL OUTLAY</u>								
401-514-465-0000 Depreciation Expense	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
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	11,170.68	0.00	829.32	93.09	
401-514-677-0000 R & R Requirement	78,765	5,792.71	0.00	79,165.20	0.00	(400.20)	100.51	
401-514-677-0001 SB234 Requirement	<u>170,709</u>	<u>13,153.88</u>	<u>0.00</u>	<u>157,846.56</u>	<u>0.00</u>	<u>12,862.44</u>	<u>92.47</u>	
TOTAL OTHER EXPENDITURES	261,974	18,946.59	0.00	248,182.44	0.00	13,791.56	94.74	
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TOTAL ADMIN & GENERAL	511,733	24,665.39	0.00	471,815.53	0.00	39,917.47	92.20	

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JUNE 30TH, 2025

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 100.00

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/	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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
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TOTAL EXPENDITURES	3,166,999	286,766.02	0.00	3,118,394.14	0.00	48,604.86	98.47
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	7,600 (10,385.20)	0.00	104,172.34	0.00 (96,572.34)	1,370.69
	=====	=====	=====	=====	=====	=====	=====



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 21, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Crim Law Invoice #499=\$380.00
Fiscal Impact:	Total: \$380.00
Recommendation:	Consider for Approval
Attachments:	1. CrimLawInvoice499

City of Elkins

May 2025

Sanitary Board Matters



Crim Law Office, PLLC

842 South Chestnut Street
 Post Office Drawer 1920
 Clarksburg, West Virginia 26302-1920
 Phone: (304)918-1001
 Fax: (304)918-1005
 www.wvlawyers.com

City of Elkins - Sanitary Board
 401 Davis Street
 Elkins, WV 26241

Invoice

Invoice Number	499
Invoice Date	06/30/2025
Payment Due On	07/14/2025
Amount Due	\$380.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
05/12/2025	Email from J. Mallow	GSR	\$100.00	0.10	\$10.00
05/13/2025	Email from W. Hymes about Skidmore release	GSR	\$100.00	0.10	\$10.00
05/13/2025	Receive and finalize release and forward to W. Hymes	GSR	\$100.00	0.50	\$50.00
05/14/2025	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
05/19/2025	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
05/19/2025	Attend Board meeting	GSR	\$100.00	1.00	\$100.00
05/19/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
05/20/2025	Meeting with W. Hymes and Attorney Durst in DMPC case	GSR	\$100.00	1.00	\$100.00
05/27/2025	Conference with W. Hymes about Delaware Avenue property	GSR	\$100.00	0.20	\$20.00
05/27/2025	Conference with S. Yokum about Delaware Avenue property	GSR	\$100.00	0.20	\$20.00
05/27/2025	Conference with Attorney Wallace about Delaware Avenue property	GSR	\$100.00	0.20	\$20.00
					\$380.00

Subtotal	\$380.00
Total	\$380.00
Total Balance Due	\$380.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 7/1/2025

Whitney L. Hymes



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 21, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Davis Avenue Bridge Utility Agreement
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Agreement between the West Virginia Department of Transportation, Division of Highways and the City of Elkins to design and construct the sewer services associated with the Davis Ave Bridge project.
Fiscal Impact:	N/A
Recommendation:	Consider approval through the Sanitary Board and to forward the agreement to council for final review and approval.
Attachments:	1. Davis Avenue Bridge Utility Agreement - DRAFT

Agreement Executed Date
Utility Company City of Elkins
Project Name DAVIS AVENUE BRIDGE
County Randolph
State Project No. S342-257-0.03 00
Federal Project No. STBG-2023(116)DBC

THIS AGREEMENT, by and between the above, hereinafter referred to as “ENTITY”, and the WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, hereinafter referred to as “DEPARTMENT.”

W I T N E S S E T H:

That ENTITY and DEPARTMENT hereby mutually covenant and agree as follows:

That ENTITY does not have the personnel, forces, or equipment necessary to perform the relocation design and/or construction of its facilities, which are in conflict with the above-referenced proposed project.

That DEPARTMENT will have its designer perform the relocation design of ENTITY’s facilities. The Department will also have a contractor for the Department perform all work necessary to relocate and/or adjust ENTITY’s facilities within the scope of the subject project at Department’s expense, as a cost of construction.

ADDITIONALLY,

(1) ENTITY will be given the opportunity to review and approve the proposed relocation prior to being constructed.

(2) Upon completion of such facility relocation, ENTITY agrees to maintain its facilities located within DEPARTMENT'S right of way in accordance with DEPARTMENT'S current manual "*Accommodation of Utilities on Highway Right of Way*" and, when applicable, Paragraph (7) of the American Association of State Highway and Transportation Officials' publication "*Policy on the Accommodation of Utilities Within Freeway Right-of-Way*," and any supplements and/or amendments thereto.

(3) ENTITY agrees that it shall be responsible for any and all suits, claims, liabilities, losses, liens and demands, fines, costs, civil penalties, causes of action or any other obligation arising out of or in any manner connected with the work performed by ENTITY, its agents, employees, consultants, or contractors, under this Agreement, during or any time after such work is being or has been performed, or for failure to maintain its facilities after the work performed under this Agreement, including (without limitation) liability involving bodily injury, death, property damage or violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or negligence of the DEPARTMENT or its employees.

(4) ENTITY agrees to defend, indemnify and hold harmless the DEPARTMENT, its officers, agents and employees from and against any and all claims, damages, liability, losses and expenses, including but not limited to attorney's fees, brought because of any injuries or damages received or sustained by any person, persons, or property on account, arising out of or resulting from the ENTITY'S removal, relocation, inspection or alteration of ENTITY'S facilities or the ENTITY'S subsequent failure to maintain its facilities, whether caused either in whole or in part by the negligent acts or omissions of the ENTITY, its Contractor, or Subcontractor or anyone directly or indirectly employed by the ENTITY, its Contractor, or Subcontractor or anyone whose acts the ENTITY may be liable, except for any liability or damages due to the willful or intentional unlawful acts or the sole negligence of the DEPARTMENT or its employees.

(5) This Agreement shall be governed by and interpreted in accordance with the substantive laws of the State of West Virginia. Any civil action pursuant to this contract must be commenced and heard in the State of West Virginia.

IN WITNESS WHEREOF, ENTITY and DEPARTMENT have caused their respective names to be signed by their duly authorized officers. The parties agree and consent to the use of electronic signatures solely for the purposes of executing the Agreement, Contract, or any related transactional document. Such electronic signature in all respects has the same full and binding effect as a handwritten signature.

ENTITY:

By _____

Its _____

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION,
DIVISION OF HIGHWAYS:

By _____

Stephen T. Rumbaugh, P.E.
Secretary of Transportation/Commissioner of Highways

APPROVED AS TO FORM ON

ATTORNEY LEGAL DIVISION
WEST VIRGINIA DEPARTMENT
OF TRANSPORTATION,
DIVISION OF HIGHWAYS

NUMBER: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 21, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Creation of Additional Job Positions in Wastewater Department
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	<p>Positions for Creation in the Wastewater Department:</p> <ul style="list-style-type: none"> (2) Additional Wastewater Collection Technicians (1) Additional Wastewater Plant Operator (1) Additional Wastewater Plant Laboratory Technician
Fiscal Impact:	Currently, there will be no fiscal impact to the sewer budget. This is an approval for the creation of additional positions only. Positions will be filled when the budget can financially support the additions.
Recommendation:	Consider for Approval
Attachments:	None