



# City of Elkins

## Sanitary Board

September 15, 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 August 11, 2025
4. **Reports**
  - a. Wastewater Superintendent/Chief Operator
  - b. Wastewater Collection Supervisor
  - c. Financial Statements as of August 31, 2025
5. **Unfinished business**
  - a. Review and Discussion of Griffith & Associates PLCC Agreement: Rule 42-Sewer Rate Analysis/Study and Preliminary Project Planning for Wastewater
6. **New business**
  - a. Approval of Sewer Invoices
  - b. Personnel Action Request for Mike Mallow
  - c. Proposed Classification and Compensation Plan for City Organization
  - d. Discussion and Review of Filed Civil Complaint 25-M42C-00320
7. **Announcements**
8. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	September 15, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of August 11, 2025
<b>Recommended By:</b>	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Approval of minutes for the August 11, 2025, Sanitary Board Meeting.
<b>Fiscal Impact:</b>	N/A
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. Sanitary Board - 2025_8_11 - Minutes

# **SANITARY BOARD REGULAR MEETING MINUTES**

*142 Robert E Lee Avenue  
Phil Gainer Center  
August 11, 2025  
3:00 p.m.*

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

Also attending: Whitney Hymes (Wastewater Chief Operator), Gerry Roberts (City Attorney), Tracy Judy (City Treasurer), Michael Griffith (Accountant), Steve Buchanan (CEC), Travis Adams (CEC), Cary Smith (Region VII), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

Mark Hartley (Wastewater Collection Supervisor) was absent.

Public Present: Adam Skidmore and Ellen Yoakum-Skidmore (Residents of 12 ½ Walnut St.)

## **MINUTES**

Randall Biller, **MOVED THE APPROVAL OF THE MINUTES OF JULY 21, 2025, MEETING.** The motion carried.

## **REPORTS**

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

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

## **UNFINISHED BUSINESS**

Richard Carr, **MOVED THE APPROVAL OF DAVIS AVENUE BRIDGE UTILITY AGREEMENT AS PRESENTED TO BE FORWARDED TO THE CITY COUNCIL FOR REVIEW AND APPROVAL.** The motion carried.

## **NEW BUSINESS**

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

Jerry Marco, **MOVED THE APPROVAL TO COMPROMISE WITH THE RESIDENTS OF 12 ½ WALNUT ST. TO REIMBURSE \$3,100 OF THE AMOUNT THEY WERE REQUESTING.** The motion carried.

**REVIEW AND DISCUSSION OF LONG TERM CONTROL PLAN (LTCP).** No action taken.

Richard Carr, **MOVED THE APPROVAL TO PURSUE FINDING FUNDING FOR THE PROJECT OF GEORGETOWN ROAD AREA AND TRICKETT LANE PROJECT (2025S-2666).** The motion carried.

Jerry Marco, **MOVED THE APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF REVIEW AND DISCUSSION OF GRIFFTH & ASSOCIATES PLCC AGREEMENT: RULE 42-SEWER RATE ANALYSIS/STUDY AND PRELIMINARY PROJECT PLANNING FOR WASTEWATER.** The motion carried. The Board Entered executive session at 3:42p.m. and returned at 4:01p.m. No Further Action was Taken. The chair (Jerry Marco) announced that Whitney Hymes (Wastewater Chief Operator) would set up a meeting with Leadsville PSD to discuss inquiries.

The meeting was adjourned at 4:02p.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

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Date: September 15, 2025

Time: 10:00AM

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

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### **DAVIS & ELKINS COLLEGE ENVIRONMENTAL SCIENCE CLASSES VISTING THE WASTEWATER TREATMENT PLANT**

- On October 15, 2025 (Wednesday), D&E's Watershed and Ecosystem Science class will be visiting the Wastewater Treatment Plant to discover the stormwater system and ecosystem effects. On October 16, 2025 (Thursday), D&E's Advanced Natural Resource Class is visiting the Wastewater Treatment Plant to learn about sampling procedures and operation of the laboratory.

### **APPRENTICESHIP GRANT UPDATE**

- Currently working on public notification guides and hiring procedures. Planning on contacting local schools in the area to visit and present the apprenticeship grant too. Community involvement is also being planned through school visits and presentations.

### **LONG TERM CONTROL PLAN (LTCP) AND CONSENT DECREE UPDATE**

- CEC requested information from the EPA on 8/8/2025. Information was provided to CEC by the EPA on 8/26/2025. More information was requested by CEC from the City of Elkins which was provided on 9/4/2025. WVDEP stated they do not know status of LTCP at the 8/7/2025 Teams meeting. No information provided by the EPA on the status of either the LTCP or the consent decree to date. Meeting with CEC on 9/11/2025 to discuss plans with LTCP.

### **LIFT STATION UPGRADES**

- The Wastewater Department has currently made the following updates to lift stations.
  - Roof Repairs: Glendale Lift Station #3 and Barron Ave Lift Station #1.
  - Construction of shelters over outside panel boxes: Reidboard Lift Station #5, AB Andrews Lift Station #6, Vector Lift Station #7, Whiteman Ave Lift Station #8, 15<sup>th</sup> Street Lift Station #9, and Teaberry Hills Lift Station #10.
  - Replaced electrical service at Stewart Ave Lift Station
  - Replaced damaged electrical pole at Vector Ave Lift Station

FY 2026 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$276,943.92	\$257,797.75											\$72,581.24	\$534,741.67
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$245,414.52	\$216,745.91												\$462,160.43

**Bank Balances as of 8/31/2025**

Cash Account \$302,377.49  
 Depreciation Account \$203,005.98  
 O&M Account \$630,827.00

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PG ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	28,087	1,967.00	0.00	3,786.35	0.00	24,300.65	13.48
CHARGES FOR SERVICES	2,884,592	234,213.93	0.00	486,462.33	0.00	2,398,129.67	16.86
MISCELLANEOUS REVENUE	261,920	21,616.82	0.00	44,492.99	0.00	217,427.01	16.99
<b>TOTAL REVENUE</b>	<b>3,174,599</b>	<b>257,797.75</b>	<b>0.00</b>	<b>534,741.67</b>	<b>0.00</b>	<b>2,639,857.33</b>	<b>16.84</b>
<u>EXPENDITURE SUMMARY</u>							
CSO	48,790	2,577.31	0.00	5,581.58	0.00	43,208.42	11.44
CSO-OTHER	152,533	12,559.34	0.00	24,592.54	0.00	127,940.46	16.12
SEWER COLLECTION	1,021,448	68,361.29	0.00	153,412.94	0.00	868,035.06	15.02
SEWER TREATMENT	1,397,380	103,431.76	0.00	213,521.83	0.00	1,183,858.17	15.28
UTILITY BILLING	35,115	3,335.38	0.00	5,182.19	0.00	29,932.81	14.76
ADMIN & GENERAL	511,733	26,480.83	0.00	59,869.35	0.00	451,863.65	11.70
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>3,166,999</b>	<b>216,745.91</b>	<b>0.00</b>	<b>462,160.43</b>	<b>0.00</b>	<b>2,704,838.57</b>	<b>14.59</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>7,600</b>	<b>41,051.84</b>	<b>0.00</b>	<b>72,581.24</b>	<b>0.00</b>	<b>( 64,981.24)</b>	<b>955.02</b>

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>TAXES</b>							
401-000-302-0000 Penalty Income	28,087	1,967.00	0.00	3,786.35	0.00	24,300.65	13.48
TOTAL TAXES	28,087	1,967.00	0.00	3,786.35	0.00	24,300.65	13.48
<b>CHARGES FOR SERVICES</b>							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	108,767.17	0.00	228,423.67	0.00	1,121,576.33	16.92
401-000-361-0001 Metered Sales to Comm C	1,056,592	88,737.40	0.00	179,382.72	0.00	877,209.28	16.98
401-000-361-0002 Unmetered Sales to Res	18,000	1,404.67	0.00	2,710.69	0.00	15,289.31	15.06
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-000-361-0004 Services to Other Syste	450,000	35,304.69	0.00	75,945.25	0.00	374,054.75	16.88
TOTAL CHARGES FOR SERVICES	2,884,592	234,213.93	0.00	486,462.33	0.00	2,398,129.67	16.86
<b>MISCELLANEOUS REVENUE</b>							
401-000-380-0000 Interest Earned	7,000	910.99	0.00	2,041.00	0.00	4,959.00	29.16
401-000-381-0000 Reimbursements	67,633	138.44	0.00	471.09	0.00	67,161.91	0.70
401-000-382-0000 Refunds & Rebates	5,000	802.06	0.00	802.06	0.00	4,197.94	16.04
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	1,940.00	0.00	1,940.00	0.00
401-000-386-0000 Insurance Claims	0	0.00	0.00	0.00	0.00	0.00	0.00
401-000-399-0000 Miscellaneous	12,287	1,928.27	0.00	2,197.27	0.00	10,089.73	17.88
401-000-399-0001 Lab Analysis Services	170,000	17,837.06	0.00	37,041.57	0.00	132,958.43	21.79
TOTAL MISCELLANEOUS REVENUE	261,920	21,616.82	0.00	44,492.99	0.00	217,427.01	16.99
TOTAL REVENUE	3,174,599	257,797.75	0.00	534,741.67	0.00	2,639,857.33	16.84

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 CSO

% OF YEAR COMPLETED: 16.67

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	21,800	1,683.46	0.00	3,321.06	0.00	18,478.94	15.23
401-509-104-0000 FICA Tax	1,680	129.20	0.00	250.18	0.00	1,429.82	14.89
401-509-105-0000 Group Health Insurance	5,530	545.99	0.00	1,091.98	0.00	4,438.02	19.75
401-509-106-0000 Retirement	2,110	157.06	0.00	304.45	0.00	1,805.55	14.43
401-509-108-0000 Overtime/Extra Help	1,170	61.60	0.00	61.60	0.00	1,108.40	5.26
TOTAL PERSONAL SERVICES	32,290	2,577.31	0.00	5,029.27	0.00	27,260.73	15.58
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-509-217-0000 Maint Repair Autos & Tr	500	0.00	0.00	0.00	0.00	500.00	0.00
TOTAL CONTRACTUAL SERVICES	10,500	0.00	0.00	0.00	0.00	10,500.00	0.00
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	552.31	0.00	5,447.69	9.21
401-509-343-0000 Automobile Supplies	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	6,000	0.00	0.00	552.31	0.00	5,447.69	9.21
TOTAL CSO	48,790	2,577.31	0.00	5,581.58	0.00	43,208.42	11.44

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 CSO-OTHER

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	108,100	8,545.48	0.00	16,987.13	0.00	91,112.87	15.71
401-510-104-0000 FICA Tax	9,033	690.17	0.00	1,345.87	0.00	7,687.13	14.90
401-510-105-0000 Group Health Insurance	19,100	1,902.41	0.00	3,804.84	0.00	15,295.16	19.92
401-510-106-0000 Retirement	9,800	757.42	0.00	1,473.84	0.00	8,326.16	15.04
401-510-108-0000 Overtime/Extra Help	<u>6,500</u>	<u>663.86</u>	<u>0.00</u>	<u>980.86</u>	<u>0.00</u>	<u>5,519.14</u>	<u>15.09</u>
TOTAL PERSONAL SERVICES	152,533	12,559.34	0.00	24,592.54	0.00	127,940.46	16.12
TOTAL CSO-OTHER	152,533	12,559.34	0.00	24,592.54	0.00	127,940.46	16.12

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 SEWER COLLECTION

% OF YEAR COMPLETED: 16.67

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	111,100	8,545.56	0.00	16,987.30	0.00	94,112.70	15.29
401-511-104-0000 FICA Tax	9,033	690.15	0.00	1,345.79	0.00	7,687.21	14.90
401-511-105-0000 Group Health Insurance	32,925	2,314.63	0.00	20,379.24	0.00	12,545.76	61.90
401-511-106-0000 Retirement	10,300	757.42	0.00	1,473.82	0.00	8,826.18	14.31
401-511-108-0000 Overtime/Extra Help	10,000	663.92	0.00	980.97	0.00	9,019.03	9.81
TOTAL PERSONAL SERVICES	173,358	12,971.68	0.00	41,167.12	0.00	132,190.88	23.75
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	0.00	0.00	293.91	0.00	2,706.09	9.80
401-511-213-0000 Utilities/Purchased Pow	112,000	7,750.23	0.00	8,622.17	0.00	103,377.83	7.70
401-511-214-0000 Travel	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-511-215-0002 Stormwater Supplies	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-511-216-0000 Maint Pumping Equipment	15,000	0.00	0.00	0.00	0.00	15,000.00	0.00
401-511-216-0001 Maint Structures/Improv	25,000	0.00	0.00	174.22	0.00	24,825.78	0.70
401-511-217-0000 Maint Repair Autos & T	20,000	0.00	0.00	195.45	0.00	19,804.55	0.98
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	0.00	0.00	0.00	0.00	2,500.00	0.00
401-511-230-0000 Contracted Services	10,000	0.00	0.00	3,792.36	0.00	6,207.64	37.92
401-511-240-0000 Refunds & Reimbursement	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	192,000	7,750.23	0.00	13,078.11	0.00	178,921.89	6.81
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	4,278.22	0.00	45,721.78	8.56
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	3,255.70	0.00	16,744.30	16.28
401-511-345-0000 Uniforms	5,100	0.00	0.00	89.67	0.00	5,010.33	1.76
401-511-399-0000 Miscellaneous	10,000	95.32	0.00	138.23	0.00	9,861.77	1.38
TOTAL COMMODITIES	85,100	95.32	0.00	7,761.82	0.00	77,338.18	9.12
<u>CAPITAL OUTLAY</u>							
401-511-457-0000 Wastewater Garage	0	1,425.22	0.00	2,850.44	0.00	( 2,850.44)	0.00
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	5,660.82	0.00	28,304.18	16.67
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	14,538.78	0.00	72,694.22	16.67
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	53,568.64	0.00	267,843.36	16.67
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	5,240.30	0.00	26,201.70	16.67
401-511-459-0000 2018 Van & Sewera Camer	27,360	2,356.75	0.00	4,707.31	0.00	22,652.69	17.21
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	1,126.32	0.00	5,631.68	16.67
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	3,682.23	0.00	3,682.23	0.00	38,917.77	8.64
401-511-459-0004 Wastewater Garage	18,720	0.00	0.00	0.00	0.00	18,720.00	0.00
TOTAL CAPITAL OUTLAY	569,490	47,531.63	0.00	91,374.84	0.00	478,115.16	16.05
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	1,500	12.43	0.00	31.05	0.00	1,468.95	2.07
TOTAL OTHER EXPENDITURES	1,500	12.43	0.00	31.05	0.00	1,468.95	2.07
<b>TOTAL SEWER COLLECTION</b>	<b>1,021,448</b>	<b>68,361.29</b>	<b>0.00</b>	<b>153,412.94</b>	<b>0.00</b>	<b>868,035.06</b>	<b>15.02</b>

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 SEWER TREATMENT

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>PERSONAL SERVICES</b>							
401-512-103-0000 Salaries & Wages	231,700	25,616.71	0.00	49,279.07	0.00	182,420.93	21.27
401-512-104-0000 FICA Tax	15,300	1,975.12	0.00	3,840.60	0.00	11,459.40	25.10
401-512-105-0000 Group Health Insurance	46,800	4,352.77	0.00	23,363.56	0.00	23,436.44	49.92
401-512-106-0000 Retirement	19,700	2,027.47	0.00	4,151.01	0.00	15,548.99	21.07
401-512-108-0000 Overtime/Extra Help	15,000	630.32	0.00	1,732.52	0.00	13,267.48	11.55
TOTAL PERSONAL SERVICES	328,500	34,602.39	0.00	82,366.76	0.00	246,133.24	25.07
<b>CONTRACTUAL SERVICES</b>							
401-512-211-0000 Telephone	2,660	0.00	0.00	0.00	0.00	2,660.00	0.00
401-512-213-0000 Utilities/Purchased Pow	180,000	16,848.19	0.00	17,380.42	0.00	162,619.58	9.66
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	29.36	0.00	3,521.64	0.83
401-512-216-0000 Maint Treat/Disp System	65,000	0.00	0.00	144.68	0.00	64,855.32	0.22
401-512-216-0001 Maint Structures/Improv	20,000	0.00	0.00	309.22	0.00	19,690.78	1.55
401-512-217-0000 Maint Repair Autos & Tr	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-512-218-0000 Postage	100	0.00	0.00	0.00	0.00	100.00	0.00
401-512-220-0000 Advertising	700	0.00	0.00	0.00	0.00	700.00	0.00
401-512-221-0000 Training & Education	2,000	0.00	0.00	42.50	0.00	1,957.50	2.13
401-512-222-0000 Dues & Subscriptions	2,000	1,489.60	0.00	1,489.60	0.00	510.40	74.48
401-512-230-0000 Contracted Services	95,000	0.00	0.00	8,975.92	0.00	86,024.08	9.45
TOTAL CONTRACTUAL SERVICES	383,511	18,337.79	0.00	28,371.70	0.00	355,139.30	7.40
<b>COMMODITIES</b>							
401-512-341-0000 Supplies & Materials	27,800	0.00	0.00	3,504.80	0.00	24,295.20	12.61
401-512-341-0001 Supplies & Matls Chemic	30,000	0.00	0.00	623.31	0.00	29,376.69	2.08
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	539.69	0.00	11,460.31	4.50
401-512-345-0000 Uniforms	5,000	0.00	0.00	91.76	0.00	4,908.24	1.84
401-512-399-0000 Miscellaneous	600	0.00	0.00	40.00	0.00	560.00	6.67
TOTAL COMMODITIES	80,400	0.00	0.00	4,799.56	0.00	75,600.44	5.97
<b>CAPITAL OUTLAY</b>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	93,878.04	0.00	469,389.96	16.67
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	0.00	0.00	0.00	0.00	12,962.00	0.00
401-512-459-0002 Ford F-350	6,639	553.21	0.00	1,106.42	0.00	5,532.58	16.67
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	0.00	0.00	0.00	0.00	5,100.00	0.00
401-512-459-0007 Skid Steer	0	1,697.03	0.00	1,697.03	0.00	(1,697.03)	0.00
TOTAL CAPITAL OUTLAY	587,969	49,189.26	0.00	96,681.49	0.00	491,287.51	16.44
<b>OTHER EXPENDITURES</b>							
401-512-670-0000 Interest & Penalties	17,000	1,302.32	0.00	1,302.32	0.00	15,697.68	7.66
TOTAL OTHER EXPENDITURES	17,000	1,302.32	0.00	1,302.32	0.00	15,697.68	7.66
<b>TOTAL SEWER TREATMENT</b>	<b>1,397,380</b>	<b>103,431.76</b>	<b>0.00</b>	<b>213,521.83</b>	<b>0.00</b>	<b>1,183,858.17</b>	<b>15.28</b>

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 UTILITY BILLING

% OF YEAR COMPLETED: 16.67

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	1,239.67	0.00	2,470.87	0.00	19,719.13	11.14
401-513-104-0000 FICA Tax	1,375	93.19	0.00	185.41	0.00	1,189.59	13.48
401-513-105-0000 Group Health Insurance	5,750	404.74	0.00	809.49	0.00	4,940.51	14.08
401-513-106-0000 Retirement	2,000	112.62	0.00	224.08	0.00	1,775.92	11.20
401-513-108-0000 Overtime/ Extra Help	600	11.59	0.00	18.77	0.00	581.23	3.13
TOTAL PERSONAL SERVICES	31,915	1,861.81	0.00	3,708.62	0.00	28,206.38	11.62
<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	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	0.00	0.00	200.00	0.00
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	3,000	1,473.57	0.00	1,473.57	0.00	1,526.43	49.12
TOTAL COMMODITIES	3,000	1,473.57	0.00	1,473.57	0.00	1,526.43	49.12
TOTAL UTILITY BILLING	35,115	3,335.38	0.00	5,182.19	0.00	29,932.81	14.76

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 ADMIN & GENERAL

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	70,550	325.00	0.00	650.00	0.00	69,900.00	0.92
401-514-104-0000 FICA Tax	4,325	24.86	0.00	49.72	0.00	4,275.28	1.15
401-514-105-0000 Group Health Insurance	100	4.90	0.00	639.80	0.00	539.80	639.80
401-514-106-0000 Retirement	6,200	9.00	0.00	18.00	0.00	6,182.00	0.29
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	363.76	0.00	1,357.52	0.00	79,817.48	1.67
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	9,500	889.11	0.00	1,662.63	0.00	7,837.37	17.50
401-514-220-0000 Advertising	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-223-0000 Professional Services	25,000	0.00	0.00	610.00	0.00	24,390.00	2.44
401-514-226-0000 Insurance & Bonds	10,000	735.83	0.00	2,034.43	0.00	7,965.57	20.34
401-514-226-0001 Insurances & Bonds/GL	38,000	0.00	0.00	14,974.16	0.00	23,025.84	39.41
401-514-230-0000 Contracted Services	15,000	100.52	0.00	383.78	0.00	14,616.22	2.56
401-514-230-0001 Cont Serv/Consent Decree	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	0.00	0.00	50.00	0.00
TOTAL CONTRACTUAL SERVICES	107,550	1,725.46	0.00	19,665.00	0.00	87,885.00	18.28
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-514-348-0000 Charges by Other Funds	49,034	4,181.50	0.00	8,363.00	0.00	40,671.00	17.06
401-514-353-0000 Computer Software	10,000	0.00	0.00	9,956.57	0.00	43.43	99.57
401-514-399-0000 Miscellaneous Expenses	1,000	197.52	0.00	314.67	0.00	685.33	31.47
TOTAL COMMODITIES	61,034	4,379.02	0.00	18,634.24	0.00	42,399.76	30.53
<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	200.00	0.00	11,800.00	1.67
401-514-677-0000 R & R Requirement	78,765	6,858.71	0.00	6,858.71	0.00	71,906.29	8.71
401-514-677-0001 SB234 Requirement	170,709	13,153.88	0.00	13,153.88	0.00	157,555.12	7.71
TOTAL OTHER EXPENDITURES	261,974	20,012.59	0.00	20,212.59	0.00	241,761.41	7.72
<b>TOTAL ADMIN &amp; GENERAL</b>	<b>511,733</b>	<b>26,480.83</b>	<b>0.00</b>	<b>59,869.35</b>	<b>0.00</b>	<b>451,863.65</b>	<b>11.70</b>

CITY OF ELKINS  
 FINANCIAL STATEMENT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2025

401-SEWER FUND  
 CAPITAL OUTLAY

% OF YEAR COMPLETED: 16.67

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
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,166,999	216,745.91	0.00	462,160.43	0.00	2,704,838.57	14.59
REVENUE OVER/(UNDER) EXPENDITURES	7,600	41,051.84	0.00	72,581.24	0.00	( 64,981.24)	955.02



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	September 15, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Approval of Sewer Invoices
<b>Recommended By:</b>	Whitney L Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Crim Law (Invoice #: 510) — \$290.00
<b>Fiscal Impact:</b>	Total= \$290.00
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. CrimLawInvoice510

City of Elkins

July 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	510
Invoice Date	09/10/2025
Payment Due On	09/24/2025
<b>Amount Due</b>	<b>\$290.00</b>

## City of Elkins - Sanitary Board - Municipality

### Fees

Date	Description	Staff	Rate	Hours	Total
07/07/2025	Emails from W. Hymes about work	GSR	\$100.00	0.20	\$20.00
07/07/2025	Emails to W. Hymes about work	GSR	\$100.00	0.10	\$10.00
07/11/2025	Conference with Attorney Durst in DMPC case	GSR	\$100.00	0.20	\$20.00
07/14/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
07/14/2025	Review of DOH agreement and email concerning the same	GSR	\$100.00	0.50	\$50.00
07/15/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
07/16/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
07/16/2025	Email with update on 12 1/2 Walnut Street	GSR	\$100.00	0.10	\$10.00
07/17/2025	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
07/17/2025	Email from DOH about agreement	GSR	\$100.00	0.10	\$10.00
07/18/2025	Email and review of packet for Board meeting	GSR	\$100.00	0.20	\$20.00
07/18/2025	Conference with W. Hymes	GSR	\$100.00	0.20	\$20.00
07/21/2025	Review of information and attend Board meeting	GSR	\$100.00	0.60	\$60.00
07/21/2025	Email from W. Hymes about August meeting	GSR	\$100.00	0.10	\$10.00
07/21/2025	Review of information from J. Mallow	GSR	\$100.00	0.20	\$20.00

	\$290.00
Subtotal	\$290.00
Total	\$290.00
Total Balance Due	\$290.00

*Whitney L. Hymes*

Reviewed/Approved by Whitney Hymes (WWTP Superintendent/Chief Operator) on 9/11/2025



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	September 15, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Personnel Action Request for Mike Mallow
<b>Recommended By:</b>	Whitney L Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Personnel Action for an increase in wages for receiving qualifications that move employee from a Wastewater Technician I to a Wastewater Technician II. If approved, the rate of pay is suggested to be retroactive to 9/2/2025 when the employee received qualifications.
<b>Fiscal Impact:</b>	Fiscal Impact reviewed on the provided Personnel Status Report
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	September 15, 2025
<b>Section:</b>	New business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Proposed Classification and Compensation Plan for City Organization
<b>Recommended By:</b>	Whitney L Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Update on the process toward an improved classification and compensation plan for the City organization completed by the HR Department and effects on the Sanitary Board
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review presented information and consider future steps
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	September 15, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Discussion and Review of Filed Civil Complaint 25-M42C-00320
<b>Recommended By:</b>	Whitney L. Hymes (Wastewater Superintendent/Chief Operator)
<b>Summary:</b>	Discussion and Review of Civil Complaint 25-M42C-003200 received on 9/8/2025
<b>Fiscal Impact:</b>	N/A
<b>Recommendation:</b>	Discussion and Review
<b>Attachments:</b>	None