



City of Elkins

Sanitary Board

October 20, 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 September 15, 2025
4. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of September 30, 2025
5. **New business**
 - a. Approval of Sewer Invoices
 - b. Long Term Control Plan Review
 - c. Personnel Action Request for Zachary Judy
 - d. Rule 42-Sewer Rate Analysis/Study and Preliminary Project Planning for the Wastewater Department
 - e. Compensation Plan for Wastewater Department Employees
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 20, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of September 15, 2025
Recommended By:	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
Summary:	Approval of minutes for the September 15, 2025, Sanitary Board Meeting.
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2025_9_15 - Minutes

SANITARY BOARD REGULAR MEETING MINUTES

*142 Robert E Lee Avenue
Phil Gainer Center
September 15, 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), Gerry Roberts (City Attorney), Tracy Judy (City Treasurer), Mark Hartley (Wastewater Collection Supervisor), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

MINUTES

Randall Biller, **MOVED THE APPROVAL OF THE MINUTES OF AUGUST 11, 2025, MEETING.** The motion carried.

REPORTS

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

Mark Hartley, Wastewater Collection Supervisor, provided a report for the month of August 2025.

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

UNFINISHED BUSINESS

REVIEW AND DISCUSSION OF GRIFFTH & ASSOCIATES PLCC AGREEMENT: RULE 42-SEWER RATE ANALYSIS/STUDY AND PRELIMINARY PROJECT PLANNING FOR WASTEWATER. -No Action Taken.

NEW BUSINESS

Randall Biller, **MOVED THE APPROVAL OF SEWER INVOICES.** The motion carried.

Richard Carr, **MOVED THE APPROVAL OF PERSONNEL ACTION REQUEST FOR MIKE MALLOW AS PRESENTED.** The motion carried.

REVIEW AND DISCUSSION OF PROPOSED CLASSIFICATION AND COMPENSATION PLAN FOR CITY ORGANIZATION -No action taken.

Jerry Marco, **MOVED THE APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION AND REVIEW OF FILED CIVIL COMPLAINT 25-M42C-00320** The motion carried. The Board Entered executive session at 10:14 a.m. and returned at 10:32 a.m. -No Action was Taken.

Richard Carr, **MOVED THE APPROVAL OF HAVING THE FILED CIVIL COMPLAINT 25-M42C-00320 TO BE MOVED TO CIRCUIT COURT.** The motion carried.

The meeting was adjourned at 10:33 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: October 20, 2025

Time: 10:00AM

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

APPRENTICESHIP GRANT UPDATE

- Planning Phase (Months 1-3) completed. Completed the following activities for the program: created tools for public notification (flyers, brochures social media posts, newspaper articles, radio announcements); created online application processes and hiring standards for program, created an online questionnaire for online hiring applications to submit with resume/application, ordered necessary supplies. The quarterly report of activity is due by November 15, 2025.

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

401-SEWER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	32,000	4,988.95	0.00	8,775.30	0.00	23,224.70	27.42
CHARGES FOR SERVICES	2,998,000	267,238.42	0.00	753,840.66	0.00	2,244,159.34	25.14
MISCELLANEOUS REVENUE	<u>168,500</u>	<u>9,418.31</u>	<u>0.00</u>	<u>54,132.30</u>	<u>0.00</u>	<u>114,367.70</u>	<u>32.13</u>
TOTAL REVENUE	3,198,500	281,645.68	0.00	816,748.26	0.00	2,381,751.74	25.54
=====							
<u>EXPENDITURE SUMMARY</u>							
CSO	58,330	2,540.35	0.00	15,121.93	0.00	43,208.07	25.92
CSO-OTHER	184,860	12,671.19	0.00	37,263.73	0.00	147,596.27	20.16
SEWER COLLECTION	1,050,381	78,854.25	0.00	254,655.80	0.00	795,725.20	24.24
SEWER TREATMENT	1,374,291	99,007.96	0.00	339,969.50	0.00	1,034,321.50	24.74
UTILITY BILLING	30,160	1,939.88	0.00	7,122.07	0.00	23,037.93	23.61
ADMIN & GENERAL	500,478	59,099.63	0.00	119,356.97	0.00	381,121.03	23.85
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	3,198,500	254,113.26	0.00	773,490.00	0.00	2,425,010.00	24.18
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REVENUE OVER/ (UNDER) EXPENDITURES	0	27,532.42	0.00	43,258.26	0.00	(43,258.26)	0.00
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401-SEWER FUND

% OF YEAR COMPLETED: 25.00

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	32,000	4,988.95	0.00	8,775.30	0.00	23,224.70	27.42
TOTAL TAXES	32,000	4,988.95	0.00	8,775.30	0.00	23,224.70	27.42
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	117,099.51	0.00	345,539.55	0.00	1,004,460.45	25.60
401-000-361-0001 Metered Sales to Comm C	1,180,000	110,184.28	0.00	289,690.54	0.00	890,309.46	24.55
401-000-361-0002 Unmetered Sales to Res	15,000	1,330.31	0.00	4,041.00	0.00	10,959.00	26.94
401-000-361-0003 Taps & Connections	3,000	0.00	0.00	0.00	0.00	3,000.00	0.00
401-000-361-0004 Services to Other Syste	450,000	38,624.32	0.00	114,569.57	0.00	335,430.43	25.46
TOTAL CHARGES FOR SERVICES	2,998,000	267,238.42	0.00	753,840.66	0.00	2,244,159.34	25.14
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	9,000	1,206.12	0.00	3,468.12	0.00	5,531.88	38.53
401-000-381-0000 Reimbursements	3,000	156.48	0.00	627.57	0.00	2,372.43	20.92
401-000-382-0000 Refunds & Rebates	2,500	0.00	0.00	802.06	0.00	1,697.94	32.08
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	14,000	1,260.58	0.00	3,457.85	0.00	10,542.15	24.70
401-000-399-0001 Lab Analysis Services	140,000	6,795.13	0.00	43,836.70	0.00	96,163.30	31.31
TOTAL MISCELLANEOUS REVENUE	168,500	9,418.31	0.00	54,132.30	0.00	114,367.70	32.13
TOTAL REVENUE	3,198,500	281,645.68	0.00	816,748.26	0.00	2,381,751.74	25.54
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CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2025

401-SEWER FUND
 CSO

% OF YEAR COMPLETED: 25.00

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	23,150	1,644.97	0.00	4,966.03	0.00	18,183.97	21.45
401-509-104-0000 FICA Tax	1,800	201.34	0.00	451.52	0.00	1,348.48	25.08
401-509-105-0000 Group Health Insurance	8,800	545.99	0.00	1,637.97	0.00	7,162.03	18.61
401-509-106-0000 Retirement	2,080	148.05	0.00	452.50	0.00	1,627.50	21.75
401-509-108-0000 Overtime/Extra Help	<u>1,500</u>	<u>0.00</u>	<u>0.00</u>	<u>61.60</u>	<u>0.00</u>	<u>1,438.40</u>	<u>4.11</u>
TOTAL PERSONAL SERVICES	37,330	2,540.35	0.00	7,569.62	0.00	29,760.38	20.28
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	7,000.00	0.00	3,000.00	70.00
401-509-217-0000 Maint Repair Autos & Tr	<u>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	11,000	0.00	0.00	7,000.00	0.00	4,000.00	63.64
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	8,000	0.00	0.00	552.31	0.00	7,447.69	6.90
401-509-343-0000 Automobile Supplies	<u>2,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>
TOTAL COMMODITIES	10,000	0.00	0.00	552.31	0.00	9,447.69	5.52
TOTAL CSO	58,330	2,540.35	0.00	15,121.93	0.00	43,208.07	25.92

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

401-SEWER FUND
 CSO-OTHER

% OF YEAR COMPLETED: 25.00

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	122,420	8,463.87	0.00	25,451.00	0.00	96,969.00	20.79
401-510-104-0000 FICA Tax	9,370	1,119.80	0.00	2,465.67	0.00	6,904.33	26.31
401-510-105-0000 Group Health Insurance	33,000	1,902.44	0.00	5,707.28	0.00	27,292.72	17.29
401-510-106-0000 Retirement	10,070	731.37	0.00	2,205.21	0.00	7,864.79	21.90
401-510-108-0000 Overtime/Extra Help	<u>10,000</u>	<u>453.71</u>	<u>0.00</u>	<u>1,434.57</u>	<u>0.00</u>	<u>8,565.43</u>	<u>14.35</u>
TOTAL PERSONAL SERVICES	184,860	12,671.19	0.00	37,263.73	0.00	147,596.27	20.16
TOTAL CSO-OTHER	184,860	12,671.19	0.00	37,263.73	0.00	147,596.27	20.16

401-SEWER FUND
 SEWER COLLECTION

% OF YEAR COMPLETED: 25.00

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	122,420	8,463.94	0.00	25,451.24	0.00	96,968.76	20.79
401-511-104-0000 FICA Tax	9,370	1,119.72	0.00	2,465.51	0.00	6,904.49	26.31
401-511-105-0000 Group Health Insurance	33,000	2,314.60	0.00	22,693.84	0.00	10,306.16	68.77
401-511-106-0000 Retirement	10,070	731.41	0.00	2,205.23	0.00	7,864.77	21.90
401-511-108-0000 Overtime/Extra Help	<u>10,000</u>	<u>453.77</u>	<u>0.00</u>	<u>1,434.74</u>	<u>0.00</u>	<u>8,565.26</u>	<u>14.35</u>
TOTAL PERSONAL SERVICES	184,860	13,083.44	0.00	54,250.56	0.00	130,609.44	29.35
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	308.79	0.00	911.49	0.00	2,088.51	30.38
401-511-213-0000 Utilities/Purchased Pow	108,000	6,019.92	0.00	21,468.78	0.00	86,531.22	19.88
401-511-214-0000 Travel	500	0.00	0.00	0.00	0.00	500.00	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	60,000	16,002.00	0.00	17,567.56	0.00	42,432.44	29.28
401-511-216-0001 Maint Structures/Improv	10,000	0.00	0.00	261.33	0.00	9,738.67	2.61
401-511-217-0000 Maint Repair Autos & T	10,000	160.95	0.00	2,106.30	0.00	7,893.70	21.06
401-511-221-0000 Training & Education	500	0.00	0.00	0.00	0.00	500.00	0.00
401-511-222-0000 Dues & Subscriptions	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
401-511-230-0000 Contracted Services	20,000	0.00	0.00	3,951.54	0.00	16,048.46	19.76
401-511-240-0000 Refunds & Reimbursement	<u>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	216,000	22,491.66	0.00	46,267.00	0.00	169,733.00	21.42
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	45,000	0.00	0.00	10,952.43	0.00	34,047.57	24.34
401-511-343-0000 Automobile Supplies	10,000	0.00	0.00	4,188.50	0.00	5,811.50	41.89
401-511-345-0000 Uniforms	5,100	0.00	0.00	436.35	0.00	4,663.65	8.56
401-511-399-0000 Miscellaneous	<u>10,000</u>	<u>25.62</u>	<u>0.00</u>	<u>206.76</u>	<u>0.00</u>	<u>9,793.24</u>	<u>2.07</u>
TOTAL COMMODITIES	70,100	25.62	0.00	15,784.04	0.00	54,315.96	22.52
<u>CAPITAL OUTLAY</u>							
401-511-457-0000 Wastewater Garage	17,103	1,425.22	0.00	4,275.66	0.00	12,827.34	25.00
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	8,491.23	0.00	25,473.77	25.00
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	21,808.17	0.00	65,424.83	25.00
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	80,352.96	0.00	241,059.04	25.00
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	7,860.45	0.00	23,581.55	25.00
401-511-459-0000 2018 Van & Sewera Camer	7,108	1,757.54	0.00	6,464.85	0.00	643.15	90.95
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	1,689.48	0.00	5,068.52	25.00
401-511-459-0002 Capital Outlay	14,400	0.00	0.00	0.00	0.00	14,400.00	0.00
401-511-459-0003 900 ECO Cleaner	50,000	0.00	0.00	7,377.01	0.00	42,622.99	14.75
401-511-459-0004 Wastewater Garage	<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	569,421	43,250.19	0.00	138,319.81	0.00	431,101.19	24.29
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	<u>10,000</u>	<u>3.34</u>	<u>0.00</u>	<u>34.39</u>	<u>0.00</u>	<u>9,965.61</u>	<u>0.34</u>
TOTAL OTHER EXPENDITURES	10,000	3.34	0.00	34.39	0.00	9,965.61	0.34
TOTAL SEWER COLLECTION	1,050,381	78,854.25	0.00	254,655.80	0.00	795,725.20	24.24

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

401-SEWER FUND
 SEWER TREATMENT

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-512-103-0000 Salaries & Wages	222,520	20,392.61	0.00	69,671.68	0.00	152,848.32	31.31
401-512-104-0000 FICA Tax	17,830	2,677.80	0.00	6,518.40	0.00	11,311.60	36.56
401-512-105-0000 Group Health Insurance	52,340	3,260.79	0.00	26,624.35	0.00	25,715.65	50.87
401-512-106-0000 Retirement	18,200	1,792.76	0.00	5,943.77	0.00	12,256.23	32.66
401-512-108-0000 Overtime/Extra Help	<u>10,500</u>	<u>837.43</u>	<u>0.00</u>	<u>2,569.95</u>	<u>0.00</u>	<u>7,930.05</u>	<u>24.48</u>
TOTAL PERSONAL SERVICES	321,390	28,961.39	0.00	111,328.15	0.00	210,061.85	34.64
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	2,500	0.00	0.00	0.00	0.00	2,500.00	0.00
401-512-213-0000 Utilities/Purchased Pow	180,000	15,812.46	0.00	50,053.54	0.00	129,946.46	27.81
401-512-214-0000 Travel	500	0.00	0.00	0.00	0.00	500.00	0.00
401-512-215-0000 Maint of Bldgs & Ground	2,000	0.00	0.00	369.87	0.00	1,630.13	18.49
401-512-216-0000 Maint Treat/Disp System	55,000	0.00	0.00	231.79	0.00	54,768.21	0.42
401-512-216-0001 Maint Structures/Improv	20,000	400.00	0.00	842.68	0.00	19,157.32	4.21
401-512-217-0000 Maint Repair Autos & Tr	10,000	950.00	0.00	950.00	0.00	9,050.00	9.50
401-512-218-0000 Postage	100	0.00	0.00	0.00	0.00	100.00	0.00
401-512-220-0000 Advertising	450	0.00	0.00	0.00	0.00	450.00	0.00
401-512-221-0000 Training & Education	1,000	311.25	0.00	353.75	0.00	646.25	35.38
401-512-222-0000 Dues & Subscriptions	1,500	0.00	0.00	1,489.60	0.00	10.40	99.31
401-512-230-0000 Contracted Services	<u>80,000</u>	<u>3,364.90</u>	<u>0.00</u>	<u>17,438.15</u>	<u>0.00</u>	<u>62,561.85</u>	<u>21.80</u>
TOTAL CONTRACTUAL SERVICES	353,050	20,838.61	0.00	71,729.38	0.00	281,320.62	20.32
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	34,138	0.00	0.00	5,491.67	0.00	28,646.33	16.09
401-512-341-0001 Supplies & Matls Chemic	20,000	0.00	0.00	1,078.31	0.00	18,921.69	5.39
401-512-341-0002 Purification Supplies	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-512-343-0000 Automobile Supplies	10,000	88.20	0.00	1,414.80	0.00	8,585.20	14.15
401-512-345-0000 Uniforms	5,000	0.00	0.00	493.85	0.00	4,506.15	9.88
401-512-399-0000 Miscellaneous	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>40.00</u>	<u>0.00</u>	<u>(40.00)</u>	<u>0.00</u>
TOTAL COMMODITIES	79,138	88.20	0.00	8,518.63	0.00	70,619.37	10.76
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	140,817.06	0.00	422,450.94	25.00
401-512-459-0001 Bond Payable S-1-86-B-R	0	0.00	0.00	0.00	0.00	0.00	0.00
401-512-459-0002 Ford F-350	8,712	483.71	0.00	1,590.13	0.00	7,121.87	18.25
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	8,133	0.00	0.00	0.00	0.00	8,133.00	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	0.00	0.00	0.00	0.00
401-512-459-0007 Skid Steer	<u>21,600</u>	<u>1,697.03</u>	<u>0.00</u>	<u>3,394.06</u>	<u>0.00</u>	<u>18,205.94</u>	<u>15.71</u>
TOTAL CAPITAL OUTLAY	601,713	49,119.76	0.00	145,801.25	0.00	455,911.75	24.23
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	<u>19,000</u>	<u>0.00</u>	<u>0.00</u>	<u>2,592.09</u>	<u>0.00</u>	<u>16,407.91</u>	<u>13.64</u>
TOTAL OTHER EXPENDITURES	19,000	0.00	0.00	2,592.09	0.00	16,407.91	13.64
TOTAL SEWER TREATMENT	1,374,291	99,007.96	0.00	339,969.50	0.00	1,034,321.50	24.74

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

401-SEWER FUND
 UTILITY BILLING

% OF YEAR COMPLETED: 25.00

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	16,200	1,247.35	0.00	3,718.22	0.00	12,481.78	22.95
401-513-104-0000 FICA Tax	1,050	159.73	0.00	345.14	0.00	704.86	32.87
401-513-105-0000 Group Health Insurance	6,510	404.74	0.00	1,214.23	0.00	5,295.77	18.65
401-513-106-0000 Retirement	1,600	113.57	0.00	337.65	0.00	1,262.35	21.10
401-513-108-0000 Overtime/ Extra Help	<u>600</u>	<u>14.49</u>	<u>0.00</u>	<u>33.26</u>	<u>0.00</u>	<u>566.74</u>	<u>5.54</u>
TOTAL PERSONAL SERVICES	25,960	1,939.88	0.00	5,648.50	0.00	20,311.50	21.76
<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>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	1,200	0.00	0.00	0.00	0.00	1,200.00	0.00
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	<u>3,000</u>	<u>0.00</u>	<u>0.00</u>	<u>1,473.57</u>	<u>0.00</u>	<u>1,526.43</u>	<u>49.12</u>
TOTAL COMMODITIES	3,000	0.00	0.00	1,473.57	0.00	1,526.43	49.12
TOTAL UTILITY BILLING	30,160	1,939.88	0.00	7,122.07	0.00	23,037.93	23.61

401-SEWER FUND
 ADMIN & GENERAL

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	70,550	325.00	0.00	975.00	0.00	69,575.00	1.38
401-514-104-0000 FICA Tax	5,400	24.86	0.00	74.58	0.00	5,325.42	1.38
401-514-105-0000 Group Health Insurance	0	4.90	0.00	644.70	0.00	(644.70)	0.00
401-514-106-0000 Retirement	6,200	9.00	0.00	27.00	0.00	6,173.00	0.44
401-514-108-0000 Overtime/Extra Help	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	82,150	363.76	0.00	1,721.28	0.00	80,428.72	2.10
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	10,000	820.57	0.00	2,483.20	0.00	7,516.80	24.83
401-514-220-0000 Advertising	100	0.00	0.00	0.00	0.00	100.00	0.00
401-514-223-0000 Professional Services	20,000	17,464.50	0.00	18,074.50	0.00	1,925.50	90.37
401-514-226-0000 Insurance & Bonds	10,000	1,471.66	0.00	3,506.09	0.00	6,493.91	35.06
401-514-226-0001 Insurances & Bonds/GL	40,000	14,974.16	0.00	29,948.32	0.00	10,051.68	74.87
401-514-230-0000 Contracted Services	10,000	110.88	0.00	815.00	0.00	9,185.00	8.15
401-514-230-0001 Cont Serv/Consent Decree	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
401-514-232-0000 Bank Charges	50	0.00	0.00	0.00	0.00	50.00	0.00
TOTAL CONTRACTUAL SERVICES	95,150	34,841.77	0.00	54,827.11	0.00	40,322.89	57.62
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	500	0.00	0.00	54.27	0.00	445.73	10.85
401-514-348-0000 Charges by Other Funds	50,178	4,181.50	0.00	12,544.50	0.00	37,633.50	25.00
401-514-353-0000 Computer Software	12,000	0.00	0.00	9,969.95	0.00	2,030.05	83.08
401-514-399-0000 Miscellaneous Expenses	1,000	179.28	0.00	493.95	0.00	506.05	49.40
TOTAL COMMODITIES	63,678	4,360.78	0.00	23,062.67	0.00	40,615.33	36.22
<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	0	0.00	0.00	0.00	0.00	0.00	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	79,500	6,379.44	0.00	13,238.15	0.00	66,261.85	16.65
401-514-677-0001 SB234 Requirement	168,000	13,153.88	0.00	26,307.76	0.00	141,692.24	15.66
TOTAL OTHER EXPENDITURES	259,500	19,533.32	0.00	39,745.91	0.00	219,754.09	15.32
TOTAL ADMIN & GENERAL	500,478	59,099.63	0.00	119,356.97	0.00	381,121.03	23.85

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

401-SEWER FUND
 CAPITAL OUTLAY

% OF YEAR COMPLETED: 25.00

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/	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	3,198,500	254,113.26	0.00	773,490.00	0.00	2,425,010.00	24.18
REVENUE OVER/(UNDER) EXPENDITURES	0	27,532.42	0.00	43,258.26	0.00	(43,258.26)	0.00

FY 2026 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$277,067.46	\$258,035.12	\$281,645.68										\$43,258.26	\$816,748.26
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$252,414.52	\$266,962.22	\$254,113.26											\$773,490.00

Bank Balances as of 9/30/2025

Cash Account \$301,197.53
 Depreciation Account \$209,494.41
 O&M Account \$644,121.04



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 20, 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 #: 1213220=\$315.00 Steptoe & Johnson Invoice #: 1207203=\$1,890.00 (Outstanding Invoice Recorded on Invoice #: 1213220)
Fiscal Impact:	Total= \$2,205.00
Recommendation:	Consider for Approval
Attachments:	1. Stepstone & Johnson Invoice #1213220



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: September 11, 2025
Invoice Number: 1213220
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH AUGUST 31, 2025

Client: Elkins Sanitary Board
Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees \$ 315.00
Total Current Due \$ 315.00

Total cost is \$2,205.00
Invoice #:1213220=\$315.00
Invoice #:1207203=\$1,890.00 [Outstanding Invoice Reported-No Record of Recieving]

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 10/13/2025

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: September 11, 2025
Invoice Number: 1213220
Matter Number: 255480.00002

TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
08/10/25	AB	Emails to and from Whitney Hymes regarding discussions with WVDEP and USEPA	0.50	315.00
			Total	\$ 315.00

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$630.00	0.50	315.00
			Total	\$ 315.00

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: September 11, 2025
Invoice Number: 1213220
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>
08/08/25	1207203	1,890.00	0.00	1,890.00
			Total	\$ 1,890.00



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

DUE UPON RECEIPT

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

Invoice Date: September 11, 2025
Invoice Number: 1213220
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH AUGUST 31, 2025

REMITTANCE PAGE

Client: Elkins Sanitary Board
Matter: Compliance with USDC Northern District Civil Action Case

Total Due This Invoice	\$ 315.00
Balances From Previous Invoices	1,890.00
Total Amount Due	\$ 2,205.00
Amount of Payment	\$ _____

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

Credit Card (fees apply):
www.stepto-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:	October 20, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Long Term Control Plan Review
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Discussion of costs associated with review and updates of Long Term Control Plan (LTCP)
Fiscal Impact:	TBD
Recommendation:	Presentation and Discussion
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 20, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Personnel Action Request for Zachary Judy
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Increase in wage due to receipt of Class B-CDL license
Fiscal Impact:	Provided on Personnel Action Form
Recommendation:	Consider for Approval
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 20, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Rule 42-Sewer Rate Analysis/Study and Preliminary Project Planning for the Wastewater Department
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Discussion of present and proposed City of Elkins tariffs involving the Sanitary Fund
Fiscal Impact:	Fiscal impact explained in additional comparison presentation prepared by Griffith Associates, LLC
Recommendation:	Review and Discussion
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 20, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Compensation Plan for Wastewater Department Employees
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Review of Current FY2026 Compensation Package and Proposed Wage Adjustments for FY2026 for Wastewater Department Employees
Fiscal Impact:	TBD
Recommendation:	Review and Discussion
Attachments:	None