



City of Elkins

Sanitary Board

November 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 October 20, 2025
4. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of October 31, 2025
5. **Unfinished business**
 - a. Compensation Plan for Wastewater Department Employees
6. **New business**
 - a. Approval of Sewer Invoices
 - b. Georgetown Road Area and Trickett Lane Wastewater Improvements
7. **Announcements**
8. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 17, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of October 20, 2025
Recommended By:	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
Summary:	Approval of minutes for the October 20, 2025, Sanitary Board Meeting.
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2025_10_20 - Minutes

SANITARY BOARD REGULAR MEETING MINUTES

*142 Robert E Lee Avenue
Phil Gainer Center
October 20, 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), Michael Griffith (Attorney), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

MINUTES

Randall Biller, **MOVED THE APPROVAL OF THE MINUTES OF SEPTEMBER 15, 2025, MEETING.** The motion carried.

REPORTS

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

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

Tracy Judy, City Treasurer, provided electronic financial reports for the month of September 30, 2025.

NEW BUSINESS

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

Jerry Marco, **MOVED THE APPROVAL OF THE LONG-TERM CONTROL PLAN REVIEW TO BE PUT UP FOR BID BASED OFF THE INFORMATION FROM CITY ATTORNEY (GERRY ROBERTS).** The motion carried.

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

Jerry Marco, **MOVED THE APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE RULE 42-SEWER RATE ANALYSIS/STUDY AND PRELIMINARY PROJECT PLANNING FOR WASTEWATER DEPARTMENT.** The motion carried. The Board entered executive session at 10:10 a.m. and returned at 10:51 a.m.-No action was taken.

Richard Carr, **MOVED THE APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR COMPENSATION PLAN FOR WASTEWATER DEPARTMENT EMPLOYEES.** The motion carried. The Board entered executive session at 10:52 a.m. and returned at 11:03 a.m.-No action was taken.

The meeting was adjourned at 11:04 a.m.

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

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 17, 2025
Section:	Reports
Category:	Presentation
Agenda Item Name:	Wastewater Superintendent/Chief Operator
Recommended By:	Whitney Hymes - Wastewater Superintendent/Chief Operator
Summary:	Wastewater Superintendent/Chief Operator Report
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	1. Superintendent Report 11-17-2025

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: November 17, 2025

Time: 10:00AM

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

APPRENTICESHIP GRANT UPDATE

- Applications were opened on November 1, 2025 and will close on December 1, 2025. Information on the apprenticeship opportunity was supplied to the Randolph County CTE, the Barbour County CTE, and D&E College. WBOY also published an interview on 10/30/2025. The on-site presentations at the high schools and CTE were not able to be scheduled due to time constraints. The 3rd 2025 Quarterly Performance Report (QPR) was submitted along with the 3rd 2025 Quarterly Financial Report. Region VII helped with the submittal of the Quarterly FFR.

LONG TERM CONTROL PLAN (LTCP)

- At the suggestion of City Legal Counsel, bids will be issued for work concerning review and updates of the draft LTCP. Bid has been scheduled to be placed in the Elkins Intermountain on 11/20/2025 (Thursday) and run 2 weeks and close on December 4, 2025 @ 11:00AM. Bids will be opened at 11:30AM on the same day and then the lowest applicable bid will be presented to the Sanitary Board for review and approval at the December 15, 2025 meeting.

WASTEWATER ADMINISTRATION ASSISTANT LEAVING

- Jasmine Mallow's (Wastewater Administration Assistant) last day of employment for the City of Elkins is November 21, 2025 (Friday). After discussion with the Mayor and City Clerk, the wastewater department will utilize the Executive Secretary position as the Sanitary Board secretary at the amount of \$75.00/meeting.

REVIEW OF ELKINS AND LEADSVILLE SEWER SYSTEM

- Leadsville and Elkins Wastewater staff began reviewing joint collection system on 10/28/2025. Seven (7) location points were marked and mapped. There are still other connection points that need reviewed. Schedule of completion on on-site review is projected to be before December 2025 Sanitary Board meeting.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 17, 2025
Section:	Reports
Category:	Presentation
Agenda Item Name:	Wastewater Collection Supervisor
Recommended By:	Mark Hartley - Wastewater Collection Supervisor
Summary:	Wastewater Collection Supervisor Report
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 17, 2025
Section:	Reports
Category:	Presentation
Agenda Item Name:	Financial Statements as of October 31, 2025
Recommended By:	Tracy Judy-City Treasurer
Summary:	Presentation of Financial Statements as of October 31, 2025
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	<ol style="list-style-type: none"> 1. Sewer Budget Control 2. Sewer October Financials

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	\$258,059.28	\$281,895.75	\$262,182.97									\$64,724.43	\$1,079,205.46
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$252,414.52	\$273,402.22	\$274,718.26	\$213,946.03										\$1,014,481.03

Bank Balances as of 10/31/2025

Cash Account \$294,837.63
 Depreciation Account \$216,579.44
 O&M Account \$657,413.76

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

401-SEWER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	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	2,386.80	0.00	11,159.04	0.00	20,840.96	34.87
CHARGES FOR SERVICES	2,998,000	251,409.58	0.00	1,005,278.38	0.00	1,992,721.62	33.53
MISCELLANEOUS REVENUE	<u>168,500</u>	<u>8,386.59</u>	<u>0.00</u>	<u>62,768.04</u>	<u>0.00</u>	<u>105,731.96</u>	<u>37.25</u>
TOTAL REVENUE	3,198,500	262,182.97	0.00	1,079,205.46	0.00	2,119,294.54	33.74
=====							
<u>EXPENDITURE SUMMARY</u>							
CSO	58,330	3,925.24	0.00	19,188.55	0.00	39,141.45	32.90
CSO-OTHER	184,860	18,376.47	0.00	55,640.20	0.00	129,219.80	30.10
SEWER COLLECTION	1,050,381	62,400.43	0.00	331,450.45	0.00	718,930.55	31.56
SEWER TREATMENT	1,374,291	97,310.54	0.00	449,330.32	0.00	924,960.68	32.70
UTILITY BILLING	30,160	2,930.27	0.00	10,052.34	0.00	20,107.66	33.33
ADMIN & GENERAL	500,478	29,003.08	0.00	148,819.17	0.00	351,658.83	29.74
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	213,946.03	0.00	1,014,481.03	0.00	2,184,018.97	31.72
=====							
REVENUE OVER/ (UNDER) EXPENDITURES	0	48,236.94	0.00	64,724.43	0.00	(64,724.43)	0.00
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401-SEWER FUND

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
TAXES							
401-000-302-0000 Penalty Income	32,000	2,386.80	0.00	11,159.04	0.00	20,840.96	34.87
TOTAL TAXES	32,000	2,386.80	0.00	11,159.04	0.00	20,840.96	34.87
CHARGES FOR SERVICES							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	109,765.83	0.00	455,333.52	0.00	894,666.48	33.73
401-000-361-0001 Metered Sales to Comm C	1,180,000	104,278.56	0.00	393,969.10	0.00	786,030.90	33.39
401-000-361-0002 Unmetered Sales to Res	15,000	1,131.16	0.00	5,172.16	0.00	9,827.84	34.48
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	36,234.03	0.00	150,803.60	0.00	299,196.40	33.51
TOTAL CHARGES FOR SERVICES	2,998,000	251,409.58	0.00	1,005,278.38	0.00	1,992,721.62	33.53
MISCELLANEOUS REVENUE							
401-000-380-0000 Interest Earned	9,000	759.47	0.00	4,476.74	0.00	4,523.26	49.74
401-000-381-0000 Reimbursements	3,000	148.84	0.00	776.41	0.00	2,223.59	25.88
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	1,004.32	0.00	4,462.17	0.00	9,537.83	31.87
401-000-399-0001 Lab Analysis Services	140,000	6,473.96	0.00	50,310.66	0.00	89,689.34	35.94
401-000-399-0002 Sludge	0	0.00	0.00	0.00	0.00	0.00	0.00
401-000-399-0003 Regulatory Fees	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	168,500	8,386.59	0.00	62,768.04	0.00	105,731.96	37.25
TOTAL REVENUE	3,198,500	262,182.97	0.00	1,079,205.46	0.00	2,119,294.54	33.74

401-SEWER FUND

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
CSO							
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<u>PERSONAL SERVICES</u>							
401-509-103-0000 Salaries & Wages	23,150	2,754.67	0.00	7,720.70	0.00	15,429.30	33.35
401-509-104-0000 FICA Tax	1,800	141.65	0.00	593.17	0.00	1,206.83	32.95
401-509-105-0000 Group Health Insurance	8,800	546.00	0.00	2,183.97	0.00	6,616.03	24.82
401-509-106-0000 Retirement	2,080	267.32	0.00	719.82	0.00	1,360.18	34.61
401-509-108-0000 Overtime/Extra Help	<u>1,500</u>	<u>215.60</u>	<u>0.00</u>	<u>277.20</u>	<u>0.00</u>	<u>1,222.80</u>	<u>18.48</u>
TOTAL PERSONAL SERVICES	37,330	3,925.24	0.00	11,494.86	0.00	25,835.14	30.79
<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	693.69	0.00	7,306.31	8.67
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	693.69	0.00	9,306.31	6.94
TOTAL CSO	58,330	3,925.24	0.00	19,188.55	0.00	39,141.45	32.90
CSO-OTHER							
=====							
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	122,420	14,469.79	0.00	39,920.79	0.00	82,499.21	32.61
401-510-104-0000 FICA Tax	9,370	647.19	0.00	3,112.86	0.00	6,257.14	33.22
401-510-105-0000 Group Health Insurance	33,000	1,902.44	0.00	7,609.72	0.00	25,390.28	23.06
401-510-106-0000 Retirement	10,070	1,193.05	0.00	3,398.26	0.00	6,671.74	33.75
401-510-108-0000 Overtime/Extra Help	<u>10,000</u>	<u>164.00</u>	<u>0.00</u>	<u>1,598.57</u>	<u>0.00</u>	<u>8,401.43</u>	<u>15.99</u>
TOTAL PERSONAL SERVICES	184,860	18,376.47	0.00	55,640.20	0.00	129,219.80	30.10
TOTAL CSO-OTHER	184,860	18,376.47	0.00	55,640.20	0.00	129,219.80	30.10
SEWER COLLECTION							
=====							
<u>PERSONAL SERVICES</u>							
401-511-103-0000 Salaries & Wages	122,420	14,469.84	0.00	39,921.08	0.00	82,498.92	32.61
401-511-104-0000 FICA Tax	9,370	647.11	0.00	3,112.62	0.00	6,257.38	33.22
401-511-105-0000 Group Health Insurance	33,000	2,314.60	0.00	25,008.44	0.00	7,991.56	75.78
401-511-106-0000 Retirement	10,070	1,193.01	0.00	3,398.24	0.00	6,671.76	33.75
401-511-108-0000 Overtime/Extra Help	<u>10,000</u>	<u>164.02</u>	<u>0.00</u>	<u>1,598.76</u>	<u>0.00</u>	<u>8,401.24</u>	<u>15.99</u>
TOTAL PERSONAL SERVICES	184,860	18,788.58	0.00	73,039.14	0.00	111,820.86	39.51

401-SEWER FUND

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	0.00	0.00	911.49	0.00	2,088.51	30.38
401-511-213-0000 Utilities/Purchased Pow	108,000	2,089.11	0.00	24,344.46	0.00	83,655.54	22.54
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	30.09	0.00	19,026.47	0.00	40,973.53	31.71
401-511-216-0001 Maint Structures/Improv	10,000	0.00	0.00	2,584.73	0.00	7,415.27	25.85
401-511-217-0000 Maint Repair Autos & T	10,000	0.00	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	4,126.76	0.00	15,873.24	20.63
401-511-240-0000 Refunds & Reimbursement	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	216,000	2,119.20	0.00	53,100.21	0.00	162,899.79	24.58
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	45,000	0.00	0.00	15,765.65	0.00	29,234.35	35.03
401-511-343-0000 Automobile Supplies	10,000	0.00	0.00	4,946.53	0.00	5,053.47	49.47
401-511-345-0000 Uniforms	5,100	0.00	0.00	795.03	0.00	4,304.97	15.59
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	249.67	0.00	9,750.33	2.50
TOTAL COMMODITIES	70,100	0.00	0.00	21,756.88	0.00	48,343.12	31.04
<u>CAPITAL OUTLAY</u>							
401-511-457-0000 Wastewater Garage	17,103	1,425.22	0.00	5,700.88	0.00	11,402.12	33.33
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	11,321.64	0.00	22,643.36	33.33
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	29,077.56	0.00	58,155.44	33.33
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	107,137.28	0.00	214,274.72	33.33
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	10,480.60	0.00	20,961.40	33.33
401-511-459-0000 2018 Van & Sewera Camer	7,108	0.00	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	2,252.64	0.00	4,505.36	33.33
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	11,084.38	0.00	38,915.62	22.17
401-511-459-0004 Wastewater Garage	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	569,421	41,492.65	0.00	183,519.83	0.00	385,901.17	32.23
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	10,000	0.00	0.00	34.39	0.00	9,965.61	0.34
TOTAL OTHER EXPENDITURES	10,000	0.00	0.00	34.39	0.00	9,965.61	0.34

TOTAL SEWER COLLECTION 1,050,381 62,400.43 0.00 331,450.45 0.00 718,930.55 31.56

SEWER TREATMENT
 =====

<u>PERSONAL SERVICES</u>							
401-512-103-0000 Salaries & Wages	222,520	36,499.26	0.00	106,170.94	0.00	116,349.06	47.71
401-512-104-0000 FICA Tax	17,830	1,790.92	0.00	8,309.32	0.00	9,520.68	46.60
401-512-105-0000 Group Health Insurance	52,340	3,260.78	0.00	29,885.13	0.00	22,454.87	57.10
401-512-106-0000 Retirement	18,200	3,233.39	0.00	9,177.16	0.00	9,022.84	50.42

401-SEWER FUND

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
401-512-108-0000 Overtime/Extra Help	10,500	1,330.72	0.00	3,900.67	0.00	6,599.33	37.15
TOTAL PERSONAL SERVICES	321,390	46,115.07	0.00	157,443.22	0.00	163,946.78	48.99
CONTRACTUAL SERVICES							
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	0.00	0.00	50,644.28	0.00	129,355.72	28.14
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	532.98	0.00	1,467.02	26.65
401-512-216-0000 Maint Treat/Disp System	55,000	0.00	0.00	1,031.27	0.00	53,968.73	1.88
401-512-216-0001 Maint Structures/Improv	20,000	0.00	0.00	929.79	0.00	19,070.21	4.65
401-512-217-0000 Maint Repair Autos & Tr	10,000	0.00	0.00	950.00	0.00	9,050.00	9.50
401-512-218-0000 Postage	100	0.00	0.00	12.15	0.00	87.85	12.15
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	171.25	0.00	525.00	0.00	475.00	52.50
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	80,000	0.00	0.00	17,698.73	0.00	62,301.27	22.12
TOTAL CONTRACTUAL SERVICES	353,050	171.25	0.00	73,813.80	0.00	279,236.20	20.91
COMMODITIES							
401-512-341-0000 Supplies & Materials	34,138	679.48	0.00	12,765.76	0.00	21,372.24	37.39
401-512-341-0001 Supplies & Matls Chemic	20,000	0.00	0.00	2,292.21	0.00	17,707.79	11.46
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	0.00	0.00	2,098.00	0.00	7,902.00	20.98
401-512-345-0000 Uniforms	5,000	0.00	0.00	862.07	0.00	4,137.93	17.24
401-512-399-0000 Miscellaneous	0	0.00	0.00	40.00	0.00	(40.00)	0.00
TOTAL COMMODITIES	79,138	679.48	0.00	18,058.04	0.00	61,079.96	22.82
CAPITAL OUTLAY							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	187,756.08	0.00	375,511.92	33.33
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	1,708.69	0.00	3,298.82	0.00	5,413.18	37.87
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	21,600	1,697.03	0.00	5,091.09	0.00	16,508.91	23.57
TOTAL CAPITAL OUTLAY	601,713	50,344.74	0.00	196,145.99	0.00	405,567.01	32.60
OTHER EXPENDITURES							
401-512-670-0000 Interest & Penalties	19,000	0.00	0.00	3,869.27	0.00	15,130.73	20.36
TOTAL OTHER EXPENDITURES	19,000	0.00	0.00	3,869.27	0.00	15,130.73	20.36
TOTAL SEWER TREATMENT	1,374,291	97,310.54	0.00	449,330.32	0.00	924,960.68	32.70

401-SEWER FUND

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>UTILITY BILLING</u>							
=====							
<u>PERSONAL SERVICES</u>							
401-513-103-0000 Salaries & Wages	16,200	2,209.95	0.00	5,928.17	0.00	10,271.83	36.59
401-513-104-0000 FICA Tax	1,050	100.90	0.00	446.04	0.00	603.96	42.48
401-513-105-0000 Group Health Insurance	6,510	404.75	0.00	1,618.98	0.00	4,891.02	24.87
401-513-106-0000 Retirement	1,600	200.21	0.00	537.86	0.00	1,062.14	33.62
401-513-108-0000 Overtime/ Extra Help	600	14.46	0.00	47.72	0.00	552.28	7.95
TOTAL PERSONAL SERVICES	25,960	2,930.27	0.00	8,578.77	0.00	17,381.23	33.05
<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	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
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	3,000	0.00	0.00	1,473.57	0.00	1,526.43	49.12
TOTAL COMMODITIES	3,000	0.00	0.00	1,473.57	0.00	1,526.43	49.12
TOTAL UTILITY BILLING	30,160	2,930.27	0.00	10,052.34	0.00	20,107.66	33.33

ADMIN & GENERAL

=====

<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	70,550	325.00	0.00	1,300.00	0.00	69,250.00	1.84
401-514-104-0000 FICA Tax	5,400	24.86	0.00	99.44	0.00	5,300.56	1.84
401-514-105-0000 Group Health Insurance	0	4.90	0.00	649.60	0.00	649.60	0.00
401-514-106-0000 Retirement	6,200	9.00	0.00	36.00	0.00	6,164.00	0.58
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	2,085.04	0.00	80,064.96	2.54
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	10,000	986.41	0.00	3,469.61	0.00	6,530.39	34.70
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	0.00	0.00	18,389.50	0.00	1,610.50	91.95
401-514-226-0000 Insurance & Bonds	10,000	94.00	0.00	3,412.09	0.00	6,587.91	34.12
401-514-226-0001 Insurances & Bonds/GL	40,000	0.00	0.00	29,948.32	0.00	10,051.68	74.87
401-514-230-0000 Contracted Services	10,000	110.97	0.00	1,056.71	0.00	8,943.29	10.57
401-514-230-0001 Cont Serv/Consent Decre	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
401-514-232-0000 Bank Charges	50	30.00	0.00	30.00	0.00	20.00	60.00
TOTAL CONTRACTUAL SERVICES	95,150	1,033.38	0.00	56,306.23	0.00	38,843.77	59.18
<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	16,726.00	0.00	33,452.00	33.33
401-514-353-0000 Computer Software	12,000	3,176.00	0.00	13,159.33	0.00	1,159.33	109.66

401-SEWER FUND

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
401-514-399-0000 Miscellaneous Expenses	<u>1,000</u>	<u>118.92</u>	<u>0.00</u>	<u>612.87</u>	<u>0.00</u>	<u>387.13</u>	<u>61.29</u>
TOTAL COMMODITIES	63,678	7,476.42	0.00	30,552.47	0.00	33,125.53	47.98
CAPITAL OUTLAY							
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
OTHER EXPENDITURES							
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	6,975.64	0.00	20,213.79	0.00	59,286.21	25.43
401-514-677-0001 SB234 Requirement	<u>168,000</u>	<u>13,153.88</u>	<u>0.00</u>	<u>39,461.64</u>	<u>0.00</u>	<u>128,538.36</u>	<u>23.49</u>
TOTAL OTHER EXPENDITURES	259,500	20,129.52	0.00	59,875.43	0.00	199,624.57	23.07
TOTAL ADMIN & GENERAL	500,478	29,003.08	0.00	148,819.17	0.00	351,658.83	29.74
CAPITAL OUTLAY							
=====							
CONTRACTUAL SERVICES							
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
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>3,198,500</u>	<u>213,946.03</u>	<u>0.00</u>	<u>1,014,481.03</u>	<u>0.00</u>	<u>2,184,018.97</u>	<u>31.72</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>48,236.94</u>	<u>0.00</u>	<u>64,724.43</u>	<u>0.00</u>	<u>(64,724.43)</u>	<u>0.00</u>



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 17, 2025
Section:	Unfinished 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 and FY2027 for Wastewater Department Employees
Fiscal Impact:	Discussion and Review of Financial Options Provided on Additional Provided Sheet (Handout Provided to Board during Sanitary Board Meeting)
Recommendation:	Consideration and Approval of Most Viable Possible Option
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 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 #: 1207203 = \$1,890.00 Kay Casto & Chaney Invoice #: 159127 = \$370.75 Crim Law Invoice #: 516=\$690.00
Fiscal Impact:	Total= \$2,950.75
Recommendation:	Consider for Approval
Attachments:	1. Steptoe & Johnson Invoice#1207203 2. Invoice#159127KayCastoChaney 3. CrimLawInvoice516



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: August 8, 2025
Invoice Number: 1207203
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH JULY 31, 2025

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	\$ 1,890.00
Total Current Due	\$ 1,890.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 11/6/2025

Whitney L. Hymes

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)

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: August 8, 2025
Invoice Number: 1207203
Matter Number: 255480.00002

TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
07/14/25	AB	Prepare for call with client; review status of LTCP	1.00	630.00
07/15/25	AB	Prepare for and participate in call with Whitney Hymes regarding LTCP and future projects; emails to and from Whitney Hymes regarding 85% capture requirements and MS4 issues	2.00	1,260.00
			Total	\$ 1,890.00

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$630.00	3.00	1,890.00
			Total	\$ 1,890.00



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: August 8, 2025
Invoice Number: 1207203
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH JULY 31, 2025

REMITTANCE PAGE

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Due This Invoice \$ **1,890.00**

Amount of Payment \$ _____

Payment Address:
Step toe & 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)

October 13, 2025

City Treasurer
City of Elkins
401 Davis Avenue
Elkins, WV 26241

Invoice #: 159127
Client #: 0001473
Matter #: 000088
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through September 30, 2025

RE: Leadsville PSD Sewer Resale Agreement

Professional Services	\$ 741.50
Disbursements	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 741.50

Only \$370.75 (1/2 of Total) is owed by the Sanitary Funds since joint with Water Fund-Verified with Treasurer via email on 10/20/2025.

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 11/06/2025

Whitney L. Hymes

KAY CASTO & CHANEY PLLC

Invoice #: 159127

October 13, 2025

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
9/04/25	RRR	Participate In Teams Meeting Regarding 9/11 Meeting With Leadsville; Review Files For Copies Of Agreements With Leadsville and Forward To Team	1.00	325.00	325.00
9/11/25	RRR	Review Leadsville Contracts With City and Wes Lambert's Draft MOU; Attend Meeting With Leadsville Remotely	.70	325.00	227.50
9/11/25	CLW	Conference call to discuss revising water and sewer purchase agreements.	.70	270.00	189.00
PROFESSIONAL SERVICES					\$ 741.50

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
Robert R Rodecker	Member	1.70	325.00	552.50
Cynthia L. Wilson	Member	.70	270.00	189.00
Total		2.40		\$ 741.50

TOTAL THIS INVOICE \$ 741.50

City of Elkins

August 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	516
Invoice Date	10/28/2025
Payment Due On	11/11/2025
Amount Due	\$690.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
08/04/2025	Email concerning DOH agreement	GSR	\$100.00	0.10	\$10.00
08/05/2025	Email concerning DOH Davis Avenue bridge	GSR	\$100.00	0.10	\$10.00
08/05/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
08/05/2025	Review of information from J. Mallow	GSR	\$100.00	0.20	\$20.00
08/08/2025	Prepare template for property entry and forward to W. Hymes	GSR	\$100.00	0.60	\$60.00
08/08/2025	Email to M. Griffith	GSR	\$100.00	0.10	\$10.00
08/11/2025	Review of information from M. Griffith to review for meeting	GSR	\$100.00	0.60	\$60.00
08/11/2025	Prepare for and attend Board meeting	GSR	\$100.00	1.20	\$120.00
08/12/2025	Email from M. Griffith	GSR	\$100.00	0.10	\$10.00
08/12/2025	Review of information from W. Hymes	GSR	\$100.00	0.30	\$30.00
08/12/2025	Emails from W. Hymes	GSR	\$100.00	0.20	\$20.00
08/12/2025	Email about agreement for Council agenda	GSR	\$100.00	0.10	\$10.00
08/12/2025	Review of information from T. Estel	GSR	\$100.00	0.10	\$10.00
08/12/2025	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
08/12/2025	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00

08/13/2025	Review of updated releases from W. Hymes	GSR	\$100.00	0.20	\$20.00
08/15/2025	Emails concerning bid requirement with W, Hymes	GSR	\$100.00	0.20	\$20.00
08/19/2025	Email from J. Mallow	GSR	\$100.00	0.10	\$10.00
08/20/2025	Review of information about DMPC from Attorney Durst and conference concerning the same	GSR	\$100.00	0.60	\$60.00
08/20/2025	Email from J. Mallow	GSR	\$100.00	0.10	\$10.00
08/20/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
08/21/2025	Email from Attorney Durst	GSR	\$100.00	0.10	\$10.00
08/21/2025	Email to J. Mallow	GSR	\$100.00	0.10	\$10.00
08/21/2025	Emails to Attorney Durst	GSR	\$100.00	0.20	\$20.00
08/21/2025	Emails from J. Mallow	GSR	\$100.00	0.20	\$20.00
08/21/2025	Detailed email from W. Hymes about compensation	GSR	\$100.00	0.30	\$30.00
08/22/2025	Email from W. Hymes about agreement	GSR	\$100.00	0.10	\$10.00
08/22/2025	Email from W. Hymes about Leadsville meeting	GSR	\$100.00	0.10	\$10.00
08/22/2025	Email from T. Estel	GSR	\$100.00	0.10	\$10.00
08/25/2025	Email from M. Griffith	GSR	\$100.00	0.10	\$10.00
08/27/2025	Emails from W. Hymes	GSR	\$100.00	0.20	\$20.00
08/28/2025	Email from J. Mallow	GSR	\$100.00	0.10	\$10.00
					\$690.00

Subtotal	\$690.00
Total	\$690.00
Total Balance Due	\$690.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 11/10/2025

Whitney L. Hymes



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 17, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Georgetown Road Area and Trickett Lane Wastewater Improvements
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	<p>Updates and status on the Georgetown Road Area and Trickett Lane Wastewater Improvements.</p> <p>1. Discussion of CEC proposed supplied Amendment to Owner detailing the changes to the initial costs described in prior PER. Changes included in Amendment are: ✓ Additional services to be performed by Engineer. ✓ Modifications to services of Engineer. ✓ Modifications of payment to Engineer. ✓ Modifications to time(s) for rendering services <i>(Review attached Amendment for summary of additional services)</i></p> <p>2. Discussion and review of the proposed Fee Variance Request</p>
Fiscal Impact:	TBD
Recommendation:	Consider for Approval
Attachments:	<ol style="list-style-type: none"> 1. Amendment #1 2. Fee Variance Request

AMENDMENT #1

TO THE

ENGINEERING AGREEMENT

FOR THE

CITY OF ELKINS

GEORGETOWN ROAD AREA AND TRICKETT LANE

WASTEWATER IMPROVEMENTS

Prepared For:
CITY OF ELKINS
401 DAVIS AVENUE
ELKINS, WEST VIRGINIA 26241

Prepared By:
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
BRIDGEPORT, WEST VIRGINIA

CEC Project 345-500
(FORMER CEC PROJECT 336-914)
WV IJDC PROJECT 2025S-2666
(FORMER IJDC PROJECT 2025S-2653)

NOVEMBER 2025



Civil & Environmental Consultants, Inc.

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 2024.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1**

The Effective Date of this Amendment is: November 2025.

Background Data

Effective Date of Owner-Engineer Agreement: August 2024

Owner: City of Elkins, WV.

Engineer: Civil & Environmental Consultants, Inc.

Project: Georgetown Road Area and Trickett Lane Wastewater Improvements
(Former Project: Georgetown Road Area Sewer Extensions and Infrastructure Upgrade Project)

Nature of Amendment:

- Additional Services to be performed by Engineer.
- Modifications to services of Engineer.
- Modifications of payment to Engineer.
- Modifications to time(s) for rendering services.

Description of Modifications:

See the attached summary of additional services.

Payment for planning has already been made. Fees for all other services will be deferred until the Construction Project is bid and the Project Financing is closed. In the event that the Project Owner chooses not to continue with the Project or cannot continue the project, the fees performed to that date will be due to the Engineer.

Agreement Summary:

Original agreement amount:	\$ <u>25,000</u>
Net change for prior amendments:	\$ <u>0</u>
This amendment amount:	\$ <u>583,500</u>
Adjusted Agreement amount:	\$ <u>608,500</u>

Change in time for services (days or date, as applicable): 365

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.


OWNER:

ENGINEER:

City of Elkins

Civil & Environmental Consultants, Inc.

By: _____

By:  _____

Print name: Jerry Marco

Print name: Steven V. Buchanan, PE, PS

Title: Mayor

Title: Principal

Date Signed: _____

Date Signed: 11/3/2025

CITY OF ELKINS
GEORGETOWN ROAD AREA AND TRICKETT LANE WASTEWATER IMPROVEMENTS

CEC PROJECT NO. 345-500 WV IJDC PROJECT NO. 2025S-2653
JUNE 27, 2025-SVB/NFG



Civil & Environmental Consultants, Inc.

	PHASE	DESCRIPTION	PLANNING AGREEMENT	AMENDMENT #1	TOTAL	
BASIC SERVICES	STUDY AND REPORT	PLANNING	\$25,000.00	\$0.00	\$25,000.00	
	PRELIMINARY DESIGN	ENGINEERING DESIGN	\$0.00	\$130,000.00	\$130,000.00	
	FINAL DESIGN	ENGINEERING DESIGN	\$0.00	\$65,000.00	\$65,000.00	
	BIDDING	BIDDING AND NEGOTIATION PHASE	\$0.00	\$15,000.00	\$15,000.00	
	CONSTRUCTION	ENGINEERING DURING CONSTRUCTION	\$0.00	\$40,000.00	\$40,000.00	
		CONSTRUCTION SURVEYS (BASELINES AND BENCHMARKS)				
	POST-CONSTRUCTION	RECORD DRAWINGS	\$0.00	\$7,500.00	\$7,500.00	
		CERTIFICATE AND WARRANTY				
1 YEAR CONTINUING SERVICES						
	TOTAL BASIC SERVICES		\$25,000.00	\$257,500.00	\$282,500.00	
RPR	CONSTRUCTION	RESIDENT PROJECT REPRESENTATION	\$0.00	\$125,000.00	\$125,000.00	
ESTIMATE OF RPR HOURLY BASIS AND REIMBURSABLE EXPENSE BASIS		NUMBER OF 40 HOUR WORK WEEKS	0	22		
		AVERAGE RPR HOURLY RATE	\$0.00	\$110.00		
		RPR SUBTOTAL	\$0.00	\$96,800.00		
		ESTIMATED REIMBURSABLE EXPENSES		\$28,200.00		
SPECIAL OR ADDITIONAL SERVICES	STUDY AND REPORT	PRELIMINARY SURVEYS	\$0.00		\$0.00	
		FUNDING APPLICATIONS	\$0.00	\$20,000.00	\$20,000.00	
		USACE ENVIRONMENTAL ASSESSMENT	\$0.00	\$80,000.00	\$80,000.00	
		FLOW MONITORING	\$0.00		\$0.00	
		SMOKE TESTING AND SEWER CAMERA INVESTIGATION	\$0.00		\$0.00	
		PSC SUBMISSION	\$0.00		\$0.00	
		GEOGRAPHICAL INFORMATION SYSTEMS	\$0.00		\$0.00	
		I&I INVESTIGATION (PLANNING)	\$0.00		\$0.00	
		ENVIRONMENTAL CLEARANCES	\$0.00		\$0.00	
		LEAK DETECTION SERVICES	\$0.00		\$0.00	
		PREPARATION OF FACILITY PLAN	\$0.00		\$0.00	
		LONG TERM CONTROL PLAN	\$0.00		\$0.00	
	PRELIMINARY AND FINAL DESIGN	CONTROL SURVEYS	\$0.00		\$0.00	
		HYDROGRAPHIC SURVEYS	\$0.00		\$0.00	
		BELOW GROUND MINE SURVEYS	\$0.00		\$0.00	
		TOPOGRAPHIC SURVEY (DESIGN)	\$0.00		\$0.00	
		LAND SURVEYS AND EASEMENT PREPARATION	\$0.00	\$10,000.00	\$10,000.00	
		ECOLOGICAL SERVICES - PERMITTING & CLEARANCES	\$0.00		\$0.00	
		SUBSURFACE INVESTIGATIONS	\$0.00		\$0.00	
		LAND AND RIGHTS-OF-WAY ACQUISITION	\$0.00		\$0.00	
		I&I INVESTIGATION (DESIGN)	\$0.00		\$0.00	
		ARCHITECTURAL SERVICES	\$0.00		\$0.00	
	CONSTRUCTION	AERIAL MAPPING AND TOPOGRAPHIC SURVEY	\$0.00	\$20,000.00	\$20,000.00	
		PRE-CONSTRUCTION VIDEO TAPING	\$0.00		\$0.00	
		CONSTRUCTION STAKEOUT	\$0.00		\$0.00	
		O&M MANUALS	\$0.00	\$5,000.00	\$5,000.00	
		I&I INVESTIGATION (POST CONSTRUCTION)	\$0.00		\$0.00	
		FIELD TESTING	\$0.00		\$0.00	
		LAB TESTING	\$0.00		\$0.00	
		DEMONSTRATION AND INSTRUCTION VIDEO RECORDING	\$0.00		\$0.00	
		AMERICAN IRON AND STEEL IMPLEMENTATION	\$0.00	\$3,000.00	\$3,000.00	
		BUILD AMERICA, BUY AMERICA ACT IMPLEMENTATION	\$0.00	\$3,000.00	\$3,000.00	
	POST-CONSTRUCTION	ASSET MANAGEMENT PLAN	\$0.00	\$60,000.00	\$60,000.00	
		RECORD DRAWING SURVEYING	\$0.00		\$0.00	
		TOTAL SPECIAL OR ADDITIONAL SERVICES		\$0.00	\$201,000.00	\$201,000.00
	TOTALS			\$25,000.00	\$583,500.00	\$608,500.00
	CUMULATIVE TOTALS			\$25,000.00	\$608,500.00	\$608,500.00



November 3, 2025

West Virginia Infrastructure and Jobs Development Council
1009 Bullitt Street
Charleston, WV 25301
Attention: Mr. Wayne D. Morgan, PE, MBA
Executive Director

Dear Mr. Morgan:

Subject: City of Elkins
Elkins, Randolph County, WV 26241
Georgetown Road Area and Trickett Lane Wastewater Improvements
Engineering Fee Variance Request
CEC Project 345-500
WV IJDC Project 2025S-2666

As directed in the technical review comments dated June 19, 2025, for the above-referenced project, this is to request a total fee variance with respect to the 2003 American Society of Civil Engineers' Manual of Practice No. 45, Chapter 5, Consultant Fees Curves (ASCE fee curves).

1. The total construction cost is \$1,983,000.
2. The total fee, including Amendment #1, is \$608,500 (please see attached breakdown) which is 30.7% of the total construction cost of \$1,983,000. This falls above the modification fee curve percentage of 20.8%. However, there are Special Service items included in the total fee that are not included in the ASCE fee curves, including the following:
 - a. \$20,000 in Funding Applications
 - b. \$80,000 for USACE Environmental Assessment.
 - c. \$10,000 for Land Surveys and Easement Preparation.
 - d. \$20,000 for Aerial Mapping and Topographic Survey.
 - e. \$5,000 for O&M Manuals.
 - f. \$3,000 for American Iron and Steel Implementation as required by WVDEP-SRF.
 - g. \$3,000 for Build America, Buy America Act Implementation as required by WVDEP-SRF.
 - h. \$60,000 for an Asset Management Plan as required by WVDEP-SRF.

These additional items total \$201,000. When subtracted from the total fee of \$608,500, the resulting \$407,500 is 20.5% of the total construction cost of \$1,983,000 which falls below the fee curve.

Mr. Wayne D. Morgan, PE, MBA
CEC Project 345-500
Page 2
November 3, 2025

Please see the attached letter from the City of Elkins regarding this engineering fee variance request. If you have any questions or comments, you can contact me at (304) 841-2733 or sbuchanan@cecinc.com. Thank you.

Sincerely,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Steven V. Buchanan, PE, PS
Principal



Noah F. Gatten, EI
Assistant Project Manager

Enclosures: City of Elkins Approval Letter