



City of Elkins

Sanitary Board

May 18, 2026

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 April 20, 2026
4. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements of April 30, 2026
5. **Old Business**
 - a. Discussion and Consideration of Service Line Program from HomeServe
6. **New Business**
 - a. Approval of Sewer Invoices
 - b. Procurement for Bond Counsel for Elkins Sewer Extension (Georgetown Road Area and Trickett Lane Wastewater Improvements Project)
 - c. Procurement for Local Legal Counsel for Elkins Sewer Extension (Georgetown Road Area and Trickett Lane Wastewater Improvements Project)
7. **Announcements**
8. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 20, 2026
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Proposed minutes for the meeting of April 20, 2026
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2026_04_20 - minutes

**SANITARY BOARD
REGULAR MEETING
MINUTES**

*142 Robert E Lee Avenue
Phil Gainer Center
April 20, 2026
10:00 a.m.*

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

Also attending: Whitney Hymes (Wastewater Chief Operator), Tracy Judy (City Treasurer), Gerry Roberts (City Attorney, via Teams), Mark Hartley (Wastewater Collection Supervisor), Steve Buchanan (CEC), Cary Smith (Region VII) and Mikayla Goins (Executive Secretary).

PUBLIC HEARING

- a. Georgetown Road and Trickett Alley Sewer Project

Buckhannon (CEC) provided a report on the Project status.

MINUTES

Carr, **MOVED THE APPROVAL OF THE MINUTES OF MARCH 16, 2026.** The motion carried.

REPORTS

- a. Whitney Hymes, Wastewater Superintendent/Chief Operator, provided a report.
- b. Mark Hartley, Wastewater Collection Supervisor, provided a report.
- c. Tracy Judy, City Treasurer, provided electronic financial reports for the month of March 2026.

OLD BUSINESS

- a. **Discussion and Consideration of Service Line Program from HomeServe**

Request for ruling from the WV Ethics Commission to be taken up at the May meeting. Awaiting results of WV Ethics Commission ruling.

NEW BUSINESS

- a. **Approval of Sewer Invoices**

**Griffith Associates Invoice 15592
Kay Casto Chaney Invoice 163018
Kay Casto Chaney Invoice 163585**

Biller, **MOVED THE APPROVAL OF INVOICES 15592, 193018, AND 193585 AS SUBMITTED.** The motion carried.

- b. **Approval of the FY 2027 Sewer Budget**

Carr, **MOVED THE APPROVAL OF FY 2027 SEWER BUDGET.** The motion carried.

- c. **Installation of Auxiliary Power Source (Generator) at Cherokee Lift Station**

Carr, **MOVED THE APPROVAL OF THE INSTALLATION OF AUXILIARY POWER SOURCE AT CHEROKEE LIFT STATION, CONTINGENT ON REVIEW OF PROCESS BY CITY ATTORNEY.** The motion carried.

d. Reimbursement of Damages at 305 Wilson Street

Biller, MOVED THE APPROVAL OF THE REIMBURSEMENT OF DAMAGES AT 305 WILSON STREET AS PRESENTED. The motion carried.

e. Reimbursement of Damages at 306 Wilson Street

Biller, MOVED THE APPROVAL OF THE REIMBURSEMENT OF DAMAGES AT 306 WILSON STREET AS PRESENTED. The motion carried.

The meeting was adjourned at 10:36 a.m.

The foregoing minutes were approved at the meeting of _____, 2026 Sanitary Board meeting.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	Reports
Category:	Presentation
Agenda Item Name:	Wastewater Superintendent/Chief Operator
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Presentation
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	Reports
Category:	Presentation
Agenda Item Name:	Wastewater Collection Supervisor
Recommended By:	Mark Hartley-Wastewater Collection Supervisor
Summary:	Presentation
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	Reports
Category:	Presentation
Agenda Item Name:	Financial Statements of April 30, 2026
Recommended By:	Tracy Judy-City of Elkins Treasurer
Summary:	Financial Statements of April 30, 2026
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	1. Sewer Financials - April 2026

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	\$262,247.89	\$271,902.38	\$256,510.96	\$261,610.57	\$271,628.47	\$267,209.58	\$229,616.76			\$109,813.88	\$2,637,749.10
Expenses By Bank Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Cash	\$252,283.78	\$275,161.48	\$274,693.86	\$274,846.36	\$221,808.23	\$277,311.92	\$213,741.06	\$259,974.46	\$272,330.31	\$205,783.76				\$2,527,935.22
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
TOTAL EXPENSES	\$252,283.78	\$275,161.48	\$274,693.86	\$274,846.36	\$221,808.23	\$277,311.92	\$213,741.06	\$259,974.46	\$272,330.31	\$205,783.76				

Bank Balances as of 4/30/2026

Cash Account \$328,507.31
 Depreciation Account \$239,531.40
 O&M Account \$741,307.03

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	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	2,831.43	0.00	23,127.62	0.00	8,872.38	72.27
CHARGES FOR SERVICES	2,998,000	218,630.05	0.00	2,452,781.97	0.00	545,218.03	81.81
INTERGOVERNMENTAL	0	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE	168,500	8,155.28	0.00	161,839.51	0.00	6,660.49	96.05
TOTAL REVENUE	3,198,500	229,616.76	0.00	2,637,749.10	0.00	560,750.90	82.47
<u>EXPENDITURE SUMMARY</u>							
CSO	58,330	2,745.13	0.00	35,583.15	0.00	22,746.85	61.00
CSO-OTHER	184,860	13,213.00	0.00	132,300.83	0.00	52,559.17	71.57
SEWER COLLECTION	1,050,381	67,119.25	0.00	819,567.72	0.00	230,813.28	78.03
SEWER TREATMENT	1,374,291	85,060.17	0.00	1,063,449.58	0.00	310,841.42	77.38
UTILITY BILLING	30,160	1,903.27	0.00	20,854.17	0.00	9,305.83	69.15
ADMIN & GENERAL	500,478	34,792.25	0.00	455,229.08	0.00	45,248.92	90.96
CAPTIAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
APPRENTICESHIP	0	950.69	0.00	950.69	0.00	(950.69)	0.00
TOTAL EXPENDITURES	3,198,500	205,783.76	0.00	2,527,935.22	0.00	670,564.78	79.04
REVENUE OVER/ (UNDER) EXPENDITURES	0	23,833.00	0.00	109,813.88	0.00	(109,813.88)	0.00

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND

% OF YEAR COMPLETED: 83.33

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	2,831.43	0.00	23,127.62	0.00	8,872.38	72.27
TOTAL TAXES	32,000	2,831.43	0.00	23,127.62	0.00	8,872.38	72.27
CHARGES FOR SERVICES							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	104,998.44	0.00	1,106,357.96	0.00	243,642.04	81.95
401-000-361-0001 Metered Sales to Comm C	1,180,000	80,036.46	0.00	966,935.03	0.00	213,064.97	81.94
401-000-361-0002 Unmetered Sales to Res	15,000	1,256.28	0.00	12,581.59	0.00	2,418.41	83.88
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	32,338.87	0.00	366,907.39	0.00	83,092.61	81.53
TOTAL CHARGES FOR SERVICES	2,998,000	218,630.05	0.00	2,452,781.97	0.00	545,218.03	81.81
INTERGOVERNMENTAL							
401-000-365-0000 Federal Government Gran	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	0	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE							
401-000-380-0000 Interest Earned	9,000	649.55	0.00	11,288.65	0.00	2,288.65	125.43
401-000-381-0000 Reimbursements	3,000	0.00	0.00	2,077.91	0.00	922.09	69.26
401-000-382-0000 Refunds & Rebates	2,500	0.00	0.00	2,362.27	0.00	137.73	94.49
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	2,231.91	0.00	33,996.87	0.00	19,996.87	242.83
401-000-399-0001 Lab Analysis Services	140,000	3,891.82	0.00	98,219.81	0.00	40,780.19	70.87
401-000-399-0002 Sludge	0	1,408.00	0.00	10,980.00	0.00	10,980.00	0.00
401-000-399-0004 Charges For Service-Sew	0	26.00	0.00	26.00	0.00	26.00	0.00
TOTAL MISCELLANEOUS REVENUE	168,500	8,155.28	0.00	161,839.51	0.00	6,660.49	96.05
TOTAL REVENUE	3,198,500	229,616.76	0.00	2,637,749.10	0.00	560,750.90	82.47

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 CSO

% OF YEAR COMPLETED: 83.33

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	1,765.47	0.00	18,069.33	0.00	5,080.67	78.05
401-509-104-0000 FICA Tax	1,800	204.37	0.00	1,472.32	0.00	327.68	81.80
401-509-105-0000 Group Health Insurance	8,800	545.99	0.00	5,459.91	0.00	3,340.09	62.04
401-509-106-0000 Retirement	2,080	164.70	0.00	1,703.71	0.00	376.29	81.91
401-509-108-0000 Overtime/Extra Help	1,500	64.60	0.00	860.68	0.00	639.32	57.38
TOTAL PERSONAL SERVICES	37,330	2,745.13	0.00	27,565.95	0.00	9,764.05	73.84
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	7,292.92	0.00	2,707.08	72.93
401-509-217-0000 Maint Repair Autos & Tr	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000	0.00	0.00	7,292.92	0.00	3,707.08	66.30
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	8,000	0.00	0.00	724.28	0.00	7,275.72	9.05
401-509-343-0000 Automobile Supplies	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL COMMODITIES	10,000	0.00	0.00	724.28	0.00	9,275.72	7.24
TOTAL CSO	58,330	2,745.13	0.00	35,583.15	0.00	22,746.85	61.00

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 CSO-OTHER

% OF YEAR COMPLETED: 83.33

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	9,144.22	0.00	92,795.90	0.00	29,624.10	75.80
401-510-104-0000 FICA Tax	9,370	1,050.45	0.00	7,653.59	0.00	1,716.41	81.68
401-510-105-0000 Group Health Insurance	33,000	1,902.45	0.00	19,024.38	0.00	13,975.62	57.65
401-510-106-0000 Retirement	10,070	772.30	0.00	8,052.08	0.00	2,017.92	79.96
401-510-108-0000 Overtime/Extra Help	<u>10,000</u>	<u>343.58</u>	<u>0.00</u>	<u>4,774.88</u>	<u>0.00</u>	<u>5,225.12</u>	<u>47.75</u>
TOTAL PERSONAL SERVICES	184,860	13,213.00	0.00	132,300.83	0.00	52,559.17	71.57
TOTAL CSO-OTHER	184,860	13,213.00	0.00	132,300.83	0.00	52,559.17	71.57

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 SEWER COLLECTION

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-511-103-0000 Salaries & Wages	122,420	9,144.28	0.00	92,796.62	0.00	29,623.38	75.80
401-511-104-0000 FICA Tax	9,370	1,050.38	0.00	7,653.33	0.00	1,716.67	81.68
401-511-105-0000 Group Health Insurance	33,000	2,314.59	0.00	38,896.02	0.00	5,896.02	117.87
401-511-106-0000 Retirement	10,070	772.26	0.00	8,052.05	0.00	2,017.95	79.96
401-511-108-0000 Overtime/Extra Help	10,000	343.61	0.00	4,775.37	0.00	5,224.63	47.75
TOTAL PERSONAL SERVICES	184,860	13,625.12	0.00	152,173.39	0.00	32,686.61	82.32
CONTRACTUAL SERVICES							
401-511-211-0000 Telephone	3,000	0.00	0.00	2,950.30	0.00	49.70	98.34
401-511-213-0000 Utilities/Purchased Pow	108,000	163.43	0.00	86,250.58	0.00	21,749.42	79.86
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	6,770.00	0.00	38,333.58	0.00	21,666.42	63.89
401-511-216-0001 Maint Structures/Improv	10,000	0.00	0.00	3,686.83	0.00	6,313.17	36.87
401-511-217-0000 Maint Repair Autos & T	10,000	0.00	0.00	9,460.08	0.00	539.92	94.60
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	4,834.46	0.00	15,165.54	24.17
401-511-240-0000 Refunds & Reimbursement	1,000	4,205.99	0.00	4,205.99	0.00	3,205.99	420.60
TOTAL CONTRACTUAL SERVICES	216,000	11,139.42	0.00	149,721.82	0.00	66,278.18	69.32
COMMODITIES							
401-511-341-0000 Supplies & Materials	45,000	0.00	0.00	28,994.39	0.00	16,005.61	64.43
401-511-343-0000 Automobile Supplies	10,000	0.00	0.00	11,602.33	0.00	1,602.33	116.02
401-511-345-0000 Uniforms	5,100	0.00	0.00	3,507.09	0.00	1,592.91	68.77
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	992.04	0.00	9,007.96	9.92
TOTAL COMMODITIES	70,100	0.00	0.00	45,095.85	0.00	25,004.15	64.33
CAPITAL OUTLAY							
401-511-457-0000 Wastewater Garage	17,103	2,850.44	0.00	15,677.42	0.00	1,425.58	91.66
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	28,304.10	0.00	5,660.90	83.33
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	72,693.90	0.00	14,539.10	83.33
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	267,843.20	0.00	53,568.80	83.33
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	26,201.50	0.00	5,240.50	83.33
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	0.00	0.00	5,631.60	0.00	1,126.40	83.33
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	33,595.45	0.00	16,404.55	67.19
401-511-459-0005 2025 Ford F-150	0	0.00	0.00	4,864.75	0.00	4,864.75	0.00
TOTAL CAPITAL OUTLAY	569,421	42,354.71	0.00	461,276.77	0.00	108,144.23	81.01
OTHER EXPENDITURES							
401-511-670-0000 Interest & Penalties	10,000	0.00	0.00	11,299.89	0.00	1,299.89	113.00
TOTAL OTHER EXPENDITURES	10,000	0.00	0.00	11,299.89	0.00	1,299.89	113.00
TOTAL SEWER COLLECTION	1,050,381	67,119.25	0.00	819,567.72	0.00	230,813.28	78.03

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 SEWER TREATMENT

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-512-103-0000 Salaries & Wages	222,520	14,656.17	0.00	178,805.48	0.00	43,714.52	80.35
401-512-104-0000 FICA Tax	17,830	1,738.70	0.00	15,504.91	0.00	2,325.09	86.96
401-512-105-0000 Group Health Insurance	52,340	3,256.93	0.00	51,260.01	0.00	1,079.99	97.94
401-512-106-0000 Retirement	18,200	1,309.16	0.00	17,890.58	0.00	309.42	98.30
401-512-108-0000 Overtime/Extra Help	10,500	807.96	0.00	9,511.03	0.00	988.97	90.58
TOTAL PERSONAL SERVICES	321,390	21,768.92	0.00	272,972.01	0.00	48,417.99	84.93
CONTRACTUAL SERVICES							
401-512-211-0000 Telephone	2,500	0.00	0.00	226.33	0.00	2,273.67	9.05
401-512-213-0000 Utilities/Purchased Pow	180,000	0.00	0.00	147,888.35	0.00	32,111.65	82.16
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	1,094.48	0.00	905.52	54.72
401-512-216-0000 Maint Treat/Disp System	55,000	7,268.03	0.00	31,234.33	0.00	23,765.67	56.79
401-512-216-0001 Maint Structures/Improv	20,000	0.00	0.00	3,536.31	0.00	16,463.69	17.68
401-512-217-0000 Maint Repair Autos & Tr	10,000	0.00	0.00	2,654.31	0.00	7,345.69	26.54
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	917.04	0.00	467.04	203.79
401-512-221-0000 Training & Education	1,000	0.00	0.00	949.70	0.00	50.30	94.97
401-512-222-0000 Dues & Subscriptions	1,500	0.00	0.00	1,684.60	0.00	184.60	112.31
401-512-230-0000 Contracted Services	80,000	6,799.83	0.00	54,461.48	0.00	25,538.52	68.08
TOTAL CONTRACTUAL SERVICES	353,050	14,067.86	0.00	244,659.08	0.00	108,390.92	69.30
COMMODITIES							
401-512-341-0000 Supplies & Materials	34,138	487.34	0.00	22,327.28	0.00	11,810.72	65.40
401-512-341-0001 Supplies & Matls Chemic	20,000	0.00	0.00	18,762.75	0.00	1,237.25	93.81
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	10,518.58	0.00	518.58	105.19
401-512-345-0000 Uniforms	5,000	0.00	0.00	3,279.86	0.00	1,720.14	65.60
401-512-399-0000 Miscellaneous	0	100.00	0.00	465.00	0.00	465.00	0.00
TOTAL COMMODITIES	79,138	587.34	0.00	55,353.47	0.00	23,784.53	69.95
CAPITAL OUTLAY							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	469,390.20	0.00	93,877.80	83.33
401-512-459-0002 2025 Ford F-350	8,712	0.00	0.00	7,498.58	0.00	1,213.42	86.07
401-512-459-0004 Ford F-150	8,133	0.00	0.00	0.00	0.00	8,133.00	0.00
401-512-459-0007 Skid Steer	21,600	1,697.03	0.00	13,576.24	0.00	8,023.76	62.85
TOTAL CAPITAL OUTLAY	601,713	48,636.05	0.00	490,465.02	0.00	111,247.98	81.51
OTHER EXPENDITURES							
401-512-670-0000 Interest & Penalties	19,000	0.00	0.00	0.00	0.00	19,000.00	0.00
TOTAL OTHER EXPENDITURES	19,000	0.00	0.00	0.00	0.00	19,000.00	0.00
TOTAL SEWER TREATMENT	1,374,291	85,060.17	0.00	1,063,449.58	0.00	310,841.42	77.38

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 UTILITY BILLING

% OF YEAR COMPLETED: 83.33

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	1,248.00	0.00	13,056.40	0.00	3,143.60	80.60
401-513-104-0000 FICA Tax	1,050	136.55	0.00	1,012.79	0.00	37.21	96.46
401-513-105-0000 Group Health Insurance	6,510	404.74	0.00	3,912.63	0.00	2,597.37	60.10
401-513-106-0000 Retirement	1,600	112.47	0.00	1,180.77	0.00	419.23	73.80
401-513-108-0000 Overtime/ Extra Help	600	1.51	0.00	62.55	0.00	537.45	10.43
TOTAL PERSONAL SERVICES	25,960	1,903.27	0.00	19,225.14	0.00	6,734.86	74.06
<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	1,629.03	0.00	1,370.97	54.30
TOTAL COMMODITIES	3,000	0.00	0.00	1,629.03	0.00	1,370.97	54.30
TOTAL UTILITY BILLING	30,160	1,903.27	0.00	20,854.17	0.00	9,305.83	69.15

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 ADMIN & GENERAL

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-514-103-0000 Salaries & Wages	70,550	6,643.78	0.00	65,656.03	0.00	4,893.97	93.06
401-514-104-0000 FICA Tax	5,400	743.43	0.00	4,472.85	0.00	927.15	82.83
401-514-105-0000 Group Health Insurance	0	5.91	0.00	677.31	0.00	677.31	0.00
401-514-106-0000 Retirement	6,200	577.70	0.00	3,442.32	0.00	2,757.68	55.52
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	7,970.82	0.00	74,248.51	0.00	7,901.49	90.38
CONTRACTUAL SERVICES							
401-514-218-0000 Postage	10,000	1,452.15	0.00	8,972.17	0.00	1,027.83	89.72
401-514-220-0000 Advertising	100	0.00	0.00	87.00	0.00	13.00	87.00
401-514-223-0000 Professional Services	20,000	0.00	0.00	30,826.25	0.00	10,826.25	154.13
401-514-226-0000 Insurance & Bonds	10,000	735.83	0.00	7,952.07	0.00	2,047.93	79.52
401-514-226-0001 Insurances & Bonds/GL	40,000	0.00	0.00	59,896.64	0.00	19,896.64	149.74
401-514-230-0000 Contracted Services	10,000	51.28	0.00	12,066.81	0.00	2,066.81	120.67
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	30.00	0.00	20.00	60.00
TOTAL CONTRACTUAL SERVICES	95,150	2,239.26	0.00	119,830.94	0.00	24,680.94	125.94
COMMODITIES							
401-514-341-0000 Supplies & Materials	500	0.00	0.00	342.37	0.00	157.63	68.47
401-514-348-0000 Charges by Other Funds	50,178	4,181.50	0.00	41,815.00	0.00	8,363.00	83.33
401-514-353-0000 Computer Software	12,000	0.00	0.00	29,696.40	0.00	17,696.40	247.47
401-514-399-0000 Miscellaneous Expenses	1,000	276.90	0.00	1,961.87	0.00	961.87	196.19
TOTAL COMMODITIES	63,678	4,458.40	0.00	73,815.64	0.00	10,137.64	115.92
OTHER EXPENDITURES							
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	7,286.35	0.00	4,713.65	60.72
401-514-677-0000 R & R Requirement	79,500	6,596.50	0.00	59,422.38	0.00	20,077.62	74.75
401-514-677-0001 SB234 Requirement	168,000	13,527.27	0.00	120,625.26	0.00	47,374.74	71.80
TOTAL OTHER EXPENDITURES	259,500	20,123.77	0.00	187,333.99	0.00	72,166.01	72.19
TOTAL ADMIN & GENERAL	500,478	34,792.25	0.00	455,229.08	0.00	45,248.92	90.96

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 CAPTIAL OUTLAY

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>							
401-515-216-0000 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
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TOTAL CAPTIAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

401-SEWER FUND
 APPRENTICESHIP

% OF YEAR COMPLETED: 83.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-516-103-0000 Salaries & Wages	0	852.00	0.00	852.00	0.00	852.00	0.00
401-516-104-0000 FICA Tax	0	98.69	0.00	98.69	0.00	98.69	0.00
401-516-106-0000 Retirement	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0	950.69	0.00	950.69	0.00	950.69	0.00
<u>CONTRACTUAL SERVICES</u>							
401-516-214-0000 Travel	0	0.00	0.00	0.00	0.00	0.00	0.00
401-516-221-0000 Training & Education	0	0.00	0.00	0.00	0.00	0.00	0.00
401-516-230-0000 Contracted Services	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
<u>COMMODITIES</u>							
401-516-341-0000 Supplies & Materials	0	0.00	0.00	0.00	0.00	0.00	0.00
401-516-399-0000 Miscellaneous	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL APPRENTICESHIP	0	950.69	0.00	950.69	0.00	950.69	0.00
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TOTAL EXPENDITURES	3,198,500	205,783.76	0.00	2,527,935.22	0.00	670,564.78	79.04
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REVENUE OVER/(UNDER) EXPENDITURES	0	23,833.00	0.00	109,813.88	0.00	109,813.88	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	Old Business
Category:	Action Item
Agenda Item Name:	Discussion and Consideration of Service Line Program from HomeServe
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	<p><i>Continuation of discussion from 2/17/2026, 3/16/2026, 4/20/2026 Sanitary Board Meetings</i></p> <p>The Sanitary Board will be informed that notification was provided to withdraw the request for an option from the Ethics Commission regarding use of the City logo and participation in the HomeServe program. The request was formally withdrawn on April 28, 2026, by the City Attorney at the request of representatives of the Sanitary Board.</p> <p>The purpose of this agenda item is to:</p> <ul style="list-style-type: none"> • Document the completed withdrawal of the request for an Ethics Commission opinion for the official record • Provide any relevant background or rationale, if needed • Confirm that proposed participation in the HomeServe Program will be removed and is considered concluded as of this date • Address questions from Board members
Fiscal Impact:	N/A
Recommendation:	Acknowledge the withdrawal of the Ethics Commission opinion request and record the discontinuation of review of participation in the HomeServe Program; no further action is required.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	No Invoices Recorded this Period
Fiscal Impact:	N/A
Recommendation:	N/A
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Procurement for Bond Counsel for Elkins Sewer Extension (Georgetown Road Area and Trickett Lane Wastewater Improvements Project)
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	<p>The procurement process for bond counsel to support financing for the Elkins Sewer Extension project, including the Georgetown Road Area and Trickett Lane wastewater improvements has been completed. The selection was conducted in accordance with applicable procurement policies for professional services.</p> <p>Bond counsel will provide legal services related to the issuance of debt, including preparation and review of bond documents, ensuring compliance with federal and state regulations, and providing the required legal opinions regarding the validity and tax-exempt status of the bonds, as applicable.</p> <p>The engagement of qualified bond counsel is necessary to facilitate project financing and ensure all legal requirements associated with debt issuance are met. Costs for these services are included in the overall project budget.</p>
Fiscal Impact:	N/A
Recommendation:	Acknowledge completion of the procurement process and authorize staff to finalize the engagement with the selected bond counsel.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 18, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Procurement for Local Legal Counsel for Elkins Sewer Extension (Georgetown Road Area and Trickett Lane Wastewater Improvements Project)
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	<p>The procurement process for local legal counsel to support the Elkins Sewer Extension project, including the Georgetown Road Area and Trickett Lane wastewater improvements has been completed. The selection process was conducted in accordance with applicable procurement policies for professional services.</p> <p>Local legal counsel will provide support for matters including easement and right-of-way acquisition, review and preparation of agreements, regulatory compliance, and coordination with local agencies and stakeholders. Retaining counsel with local expertise will help ensure the project proceeds efficiently and in compliance with all applicable legal requirements.</p> <p>Costs associated with legal services are included in the approved project budget.</p>
Fiscal Impact:	N/A
Recommendation:	Acknowledge completion of the procurement process and authorize staff to proceed with finalizing engagement of the selected local legal counsel.
Attachments:	None