City of Elkins

Sanitary Board

July 20, 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 May 18, 2026
4. **Reports**
    a. Wastewater Superintentdent/Chief Operator Report
    b. Wastewater Collection Supervisor Report
    c. Financial Statements of May 31, 2026 and June 30, 2026
5. **New Business**
    a. Approval of Sewer Invoices
    b. Georgetown Road and Tricket Alley Project Updates and Financial Discussion on Obtaining a Professional Services Loan
6. **Announcements**
7. **Adjournment**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	July 20, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 18, 2026
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Proposed minutes for the meeting of May 18, 2026
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2026_05_18 - minutes

SANITARY BOARD
REGULAR MEETING
MINUTES

142 Robert E Lee Avenue
Phil Gainer Center
May 18, 2026
10:00 a.m.

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

Also attending: Gerry Roberts (City Attorney, via Teams), Mark Hartley (Wastewater Collection Supervisor), Cary Smith (Region VII), and Mikayla Goins (Executive Secretary).

Randall Biller (Board Member) Whitney Hymes (Wastewater Chief Operator), & Tracy Judy (City Treasurer), were absent.

MINUTES

Carr, **MOVED THE APPROVAL OF THE MINUTES OF APRIL 20, 2026.** The motion carried.

REPORTS

a. **Mark Hartley, Wastewater Collection Supervisor, provided a report.**

b. **Tracy Judy, City Treasurer, provided electronic financial reports for the month of April 2026.**

OLD BUSINESS

a. Discussion and Consideration of Service Line Program from HomeServe

The Board decided to put the program on hold at this time with the potential to revisit the idea in the future.

NEW BUSINESS

a. Approval of Sewer Invoices

There were no invoices.

b. Procurement for Bond Counsel for Elkins Sewer Extension (Georgetown Road Area and Trickett Lane Wastewater Improvement Project)

Smith requested the board submit ranked scores for the firm submissions for Bond Counsel by the end of the week.

Carr **MOVED APPROVAL OF STEPTOE & JOHNSON FOR BOND COUNSEL.** The motion carried.

c. Procurement for Local Legal Counsel for Elkins Sewer Extension (Georgetown Road Area and Trickett Lane Wastewater Improvements Project)

Smith requested the board submit ranked scores for the firm submissions for Local Legal Counsel by the end of the week.

Carr **MOVED APPROVAL OF STEPTOE & JOHNSON FOR LOCAL LEGAL COUNSEL.** The motion carried.

The meeting was adjourned at 10:18 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:	July 20, 2026
Section:	Reports
Category:	Presentation
Agenda Item Name:	Wastewater Superintentdent/Chief Operator Report
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Presentation
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	1. Superintendent Report 7-20-2026

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date:	July 20, 2026
Time:	10:00AM
Report Presented By:	Whitney Hymes-Wastewater Superintendent/Chief Operator

APPRENTICESHIP GRANT UPDATE

- (1) Apprentice started full time on May 29, 2026. Took Class I Wastewater Certification course and test July 13, 2026-July 17, 2026. Successfully completed drawdowns of funds from account. Filed appropriate Quarterly Narrative Reports (QNR's). Still actively seeking a 2nd apprentice through open applications and assistance through American Job Center, YouthBuild, and the Office of Apprenticeship

WASTEWATER COLLECTION TECHNICIAN POSTIONS OPEN

- The Wastewater Collection Department currently has (2) two Wastewater Technician positions open as of 7/13/2026. Applications are currently being taken for positions.

REVIEW OF ELKINS AND LEADSVILLE SEWER SYSTEM

- Review and investigation of the Leadsville Sewer System is still ongoing

REGULATORY NOTIFICATIONS

- ***Spill Reports***
  - 7/8/2026 Spill Report :#42-7102602-Discharge from CSO outlets 002 and 020 were due to a commercial power loss. Upon outage, portable generators were mobilized and trammed to effected pump stations and other critical facilities not equipped with standby generators to restore service and to minimize the duration and volume of the discharge. Wastewater personnel monitored system performance until normal electrical service was restored.

- ***Discharge Monitoring Report Violations***
  - April 2026
    - Outlet IU20 (Big Timber) =maximum daily TKN
  - May 2026

- Outlet IU20 (Big Timber) =maximum daily copper
- June 2026
  - Outlet IU15 (Elkins Water Plant) =maximum daily zinc
  - Outlet IU20 (Big Timber) =maximum daily copper

FY2026 (July 1, 2025-June 30, 2026) had a total of 33 Exceedances against NPDES Permit WV0020028:

- Outlet 001 (Plant)=2 Exceedances
- Outlet IU15 (Elkins Water Plant) =1 Exceedance
- Outlet IU20 (Big Timber Brewery) =22 Exceedances
- Outlet IU21 (Elkins Truck Service) =1 Exceedance

- WVDEP Inspector change for Randolph County. Past inspector retired on 7/10/2026 and new inspector, Brett Smith, will now be inspecting for the Randolph County area.

UPCOMING PROJECTS

- ***Installation of Standby Generator at Cherokee Lift Station***
  - 150KW generator was ordered on 7/13/2026 (Monday). Building Permit was issued and completed by the City of Elkins Code Enforcement Office on 6/29/2026. Platform construction is being reviewed and constructed.

LONG TERM CONTROL PLAN UPDATES

- Meeting with City Representatives and CEC Engineering Firm discussing updated revisions for LTCP. Alternative method was added and addressed as requested by the WVDEP and EPA. Discussion with legal counsel (Steptoe and Johnson) about procedure in submitting. CEC will prepare and submit to WVDEP/EPA for initial review prior formal submittal.

NPDES PERMIT RENEWAL FOR WV0020028

- Wastewater administrative staff is currently preparing the renewal application for the National Pollutant Discharge Elimination System (NPDES) permit. The renewal application is required to be submitted by December 22, 2026, at least 180 days prior to the current permit's expiration on June 22, 2027. The Superintendent will provide the Board with an update on the status of the renewal process as time progresses.

UNIFORM POLICY REVIEW

- Wastewater administration staff in coordination with the HR Department is conducting a review of the current employee uniform policy to evaluate its effectiveness, consistency, and alignment with the Board's operational needs and employee expectations. The review includes an assessment of uniform standards, issuance and replacement procedures, and related administrative practices. This item is presented for the Board's information and discussion. Any recommended policy changes resulting from the review will be brought before the Board at a future meeting for consideration.

LONGEVITY/CERTIFICATION PLAN REVIEW

- Wastewater administration staff in coordination with the HR Department is reviewing the current longevity and certification pay schedule to evaluate its competitiveness, consistency, and alignment with the Board's compensation objectives. The review includes an assessment of eligibility requirements, pay increments, and the schedule's effectiveness in recognizing employee experience, professional certifications, and workforce retention. This item is presented for the Board's information and discussion. Any recommended revisions to the pay schedule will be presented to the Board at a future meeting for consideration.

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	July 20, 2026
Section:	Reports
Category:	Presentation
Agenda Item Name:	Wastewater Collection Supervisor Report
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:	July 20, 2026
Section:	Reports
Category:	Presentation
Agenda Item Name:	Financial Statements of May 31, 2026 and June 30, 2026
Recommended By:	Tracy Judy-City of Elkins Treasurer
Summary:	Financial Statements of May 31, 2026 and June 30, 2026
Fiscal Impact:	N/A
Recommendation:	Presentation
Attachments:	1. Sewer Financials as of May 31, 2026 2. SewrFinancialsasofJune30,2026

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	$231,818.13	$286,302.78		$144,130.02	$2,926,253.25

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	$213,821.52	$259,974.46	$272,330.31	$254,518.91	$205,372.40			$2,782,123.23
Depreciation	$0.00	$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	$0.00			
TOTAL EXPENSES	**$252,283.78**	**$275,161.48**	**$274,693.86**	**$274,846.36**	**$221,808.23**	**$277,311.92**	**$213,821.52**	**$259,974.46**	**$272,330.31**	**$254,518.91**	**$205,372.40**			

Bank Balances as of 5/31/2026

Cash Account $381,908.11
Depreciation Account $245,740.37
O&M Account $756,479.49

FINANCIAL STATEMENT (UNAUDITED)
AS OF: MAY 31ST, 2026

401-SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	32,000	1,078.47	0.00	24,206.09	0.00	7,793.91	75.64
CHARGES FOR SERVICES	2,998,000	246,262.79	0.00	2,699,044.76	0.00	298,955.24	90.03
INTERGOVERNMENTAL	0	852.00	0.00	852.00	0.00	(852.00)	0.00
MISCELLANEOUS REVENUE	168,500	38,109.52	0.00	202,150.40	0.00	(33,650.40)	119.97
TOTAL REVENUE	3,198,500	286,302.78	0.00	2,926,253.25	0.00	272,246.75	91.49
EXPENDITURE SUMMARY							
CSO	58,330	3,911.45	0.00	43,750.83	0.00	14,579.17	75.01
CSO-OTHER	184,860	17,711.61	0.00	150,012.44	0.00	34,847.56	81.15
SEWER COLLECTION	1,050,381	60,746.02	0.00	904,045.11	0.00	146,335.89	86.07
SEWER TREATMENT	1,374,291	82,550.24	0.00	1,164,767.38	0.00	209,523.62	84.75
UTILITY BILLING	30,160	2,554.38	0.00	23,537.90	0.00	6,622.10	78.04
ADMIN & GENERAL	500,478	36,527.37	0.00	493,687.55	0.00	6,790.45	98.64
CAPTIAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
APPRENTICESHIP	0	1,371.33	0.00	2,322.02	0.00	(2,322.02)	0.00
TOTAL EXPENDITURES	3,198,500	205,372.40	0.00	2,782,123.23	0.00	416,376.77	86.98
REVENUE OVER/(UNDER) EXPENDITURES	0	80,930.38	0.00	144,130.02	0.00	(144,130.02)	0.00

401-SEWER FUND

% OF YEAR COMPLETED: 91.67

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	1,078.47	0.00	24,206.09	0.00	7,793.91	75.64
TOTAL TAXES	32,000	1,078.47	0.00	24,206.09	0.00	7,793.91	75.64
CHARGES FOR SERVICES							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	106,909.19	0.00	1,213,267.15	0.00	136,732.85	89.87
401-000-361-0001 Metered Sales to Comm C	1,180,000	100,832.48	0.00	1,067,767.51	0.00	112,232.49	90.49
401-000-361-0002 Unmetered Sales to Res	15,000	1,277.67	0.00	13,859.26	0.00	1,140.74	92.40
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	37,243.45	0.00	404,150.84	0.00	45,849.16	89.81
TOTAL CHARGES FOR SERVICES	2,998,000	246,262.79	0.00	2,699,044.76	0.00	298,955.24	90.03
INTERGOVERNMENTAL							
401-000-365-0000 Federal Government Gran	0	852.00	0.00	852.00	0.00	(852.00)	0.00
TOTAL INTERGOVERNMENTAL	0	852.00	0.00	852.00	0.00	(852.00)	0.00
MISCELLANEOUS REVENUE							
401-000-380-0000 Interest Earned	9,000	841.32	0.00	14,331.34	0.00	(5,331.34)	159.24
401-000-381-0000 Reimbursements	3,000	614.27	0.00	2,692.18	0.00	307.82	89.74
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	1,231.28	0.00	35,228.15	0.00	(21,228.15)	251.63
401-000-399-0001 Lab Analysis Services	140,000	34,582.65	0.00	133,802.46	0.00	6,197.54	95.57
401-000-399-0002 Sludge	0	840.00	0.00	11,820.00	0.00	(11,820.00)	0.00
401-000-399-0004 Charges For Service-Sew	0	0.00	0.00	(26.00)	0.00	26.00	0.00
TOTAL MISCELLANEOUS REVENUE	168,500	38,109.52	0.00	202,150.40	0.00	(33,650.40)	119.97
TOTAL REVENUE	3,198,500	286,302.78	0.00	2,926,253.25	0.00	272,246.75	91.49

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2026

401-SEWER FUND

CSO % OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-509-103-0000 Salaries & Wages	23,150	2,620.40	0.00	20,689.73	0.00	2,460.27	89.37
401-509-104-0000 FICA Tax	1,800	151.14	0.00	1,623.46	0.00	176.54	90.19
401-509-105-0000 Group Health Insurance	8,800	545.99	0.00	6,005.90	0.00	2,794.10	68.25
401-509-106-0000 Retirement	2,080	265.40	0.00	1,969.11	0.00	110.89	94.67
401-509-108-0000 Overtime/Extra Help	1,500	328.52	0.00	1,189.20	0.00	310.80	79.28
TOTAL PERSONAL SERVICES	37,330	3,911.45	0.00	31,477.40	0.00	5,852.60	84.32
CONTRACTUAL SERVICES							
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
COMMODITIES							
401-509-341-0000 Supplies & Materials	8,000	0.00	0.00	4,980.51	0.00	3,019.49	62.26
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	4,980.51	0.00	5,019.49	49.81
TOTAL CSO	58,330	3,911.45	0.00	43,750.83	0.00	14,579.17	75.01

401-SEWER FUND
CSO-OTHER

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-510-103-0000 Salaries & Wages	122,420	13,728.88	0.00	106,524.78	0.00	15,895.22	87.02
401-510-104-0000 FICA Tax	9,370	707.63	0.00	8,361.22	0.00	1,008.78	89.23
401-510-105-0000 Group Health Insurance	33,000	1,902.45	0.00	20,926.83	0.00	12,073.17	63.41
401-510-106-0000 Retirement	10,070	1,143.76	0.00	9,195.84	0.00	874.16	91.32
401-510-108-0000 Overtime/Extra Help	10,000	228.89	0.00	5,003.77	0.00	4,996.23	50.04
TOTAL PERSONAL SERVICES	184,860	17,711.61	0.00	150,012.44	0.00	34,847.56	81.15
TOTAL CSO-OTHER	184,860	17,711.61	0.00	150,012.44	0.00	34,847.56	81.15

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 91.67

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	13,729.02	0.00	106,525.64	0.00	15,894.36	87.02
401-511-104-0000 FICA Tax	9,370	707.62	0.00	8,360.95	0.00	1,009.05	89.23
401-511-105-0000 Group Health Insurance	33,000	2,314.59	0.00	41,210.61	0.00	(8,210.61)	124.88
401-511-106-0000 Retirement	10,070	1,143.72	0.00	9,195.77	0.00	874.23	91.32
401-511-108-0000 Overtime/Extra Help	10,000	228.93	0.00	5,004.30	0.00	4,995.70	50.04
TOTAL PERSONAL SERVICES	184,860	18,123.88	0.00	170,297.27	0.00	14,562.73	92.12
CONTRACTUAL SERVICES							
401-511-211-0000 Telephone	3,000	0.00	0.00	3,370.85	0.00	(370.85)	112.36
401-511-213-0000 Utilities/Purchased Pow	108,000	40.01	0.00	96,058.77	0.00	11,941.23	88.94
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	0.00	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	442.35	0.00	10,498.94	0.00	(498.94)	104.99
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	255.00	0.00	1,745.00	12.75
401-511-230-0000 Contracted Services	20,000	0.00	0.00	7,566.19	0.00	12,433.81	37.83
401-511-240-0000 Refunds & Reimbursement	1,000	0.00	0.00	4,205.99	0.00	(3,205.99)	420.60
TOTAL CONTRACTUAL SERVICES	216,000	482.36	0.00	163,976.15	0.00	52,023.85	75.91
COMMODITIES							
401-511-341-0000 Supplies & Materials	45,000	0.00	0.00	31,183.90	0.00	13,816.10	69.30
401-511-343-0000 Automobile Supplies	10,000	0.00	0.00	13,876.08	0.00	(3,876.08)	138.76
401-511-345-0000 Uniforms	5,100	0.00	0.00	3,975.77	0.00	1,124.23	77.96
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	1,034.95	0.00	8,965.05	10.35
TOTAL COMMODITIES	70,100	0.00	0.00	50,070.70	0.00	20,029.30	71.43
CAPITAL OUTLAY							
401-511-457-0000 Wastewater Garage	17,103	1,425.22	0.00	17,102.64	0.00	0.36	100.00
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	31,134.51	0.00	2,830.49	91.67
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	79,963.29	0.00	7,269.71	91.67
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	294,627.52	0.00	26,784.48	91.67
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	28,821.65	0.00	2,620.35	91.67
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	6,194.76	0.00	563.24	91.67
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	37,392.18	0.00	12,607.82	74.78
401-511-459-0005 2025 Ford F-150	0	647.13	0.00	5,511.88	0.00	(5,511.88)	0.00
TOTAL CAPITAL OUTLAY	569,421	42,139.78	0.00	507,213.28	0.00	62,207.72	89.08
OTHER EXPENDITURES							
401-511-670-0000 Interest & Penalties	10,000	0.00	0.00	12,487.71	0.00	(2,487.71)	124.88
TOTAL OTHER EXPENDITURES	10,000	0.00	0.00	12,487.71	0.00	(2,487.71)	124.88
TOTAL SEWER COLLECTION	1,050,381	60,746.02	0.00	904,045.11	0.00	146,335.89	86.07

401-SEWER FUND
SEWER TREATMENT % OF YEAR COMPLETED: 91.67

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	21,966.23	0.00	200,771.71	0.00	21,748.29	90.23
401-512-104-0000 FICA Tax	17,830	1,161.62	0.00	16,666.53	0.00	1,163.47	93.47
401-512-105-0000 Group Health Insurance	52,340	3,256.93	0.00	54,516.94	0.00	(2,176.94)	104.16
401-512-106-0000 Retirement	18,200	1,947.36	0.00	19,837.94	0.00	(1,637.94)	109.00
401-512-108-0000 Overtime/Extra Help	10,500	1,194.63	0.00	10,705.66	0.00	(205.66)	101.96
TOTAL PERSONAL SERVICES	321,390	29,526.77	0.00	302,498.78	0.00	18,891.22	94.12
CONTRACTUAL SERVICES							
401-512-211-0000 Telephone	2,500	0.00	0.00	368.44	0.00	2,131.56	14.74
401-512-213-0000 Utilities/Purchased Pow	180,000	0.00	0.00	161,055.94	0.00	18,944.06	89.48
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	1,763.97	0.00	236.03	88.20
401-512-216-0000 Maint Treat/Disp System	55,000	0.00	0.00	31,678.33	0.00	23,321.67	57.60
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	2,875.43	0.00	7,124.57	28.75
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	1,174.70	0.00	(174.70)	117.47
401-512-222-0000 Dues & Subscriptions	1,500	0.00	0.00	2,109.60	0.00	(609.60)	140.64
401-512-230-0000 Contracted Services	80,000	3,817.90	0.00	58,577.98	0.00	21,422.02	73.22
TOTAL CONTRACTUAL SERVICES	353,050	3,817.90	0.00	264,069.89	0.00	88,980.11	74.80
COMMODITIES							
401-512-341-0000 Supplies & Materials	34,138	0.00	0.00	23,424.42	0.00	10,713.58	68.62
401-512-341-0001 Supplies & Matls Chemic	20,000	0.00	0.00	19,515.90	0.00	484.10	97.58
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	11,419.56	0.00	(1,419.56)	114.20
401-512-345-0000 Uniforms	5,000	0.00	0.00	3,662.77	0.00	1,337.23	73.26
401-512-399-0000 Miscellaneous	0	0.00	0.00	505.47	0.00	(505.47)	0.00
TOTAL COMMODITIES	79,138	0.00	0.00	58,528.12	0.00	20,609.88	73.96
CAPITAL OUTLAY							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	516,329.22	0.00	46,938.78	91.67
401-512-459-0002 2025 Ford F-350	8,712	569.52	0.00	8,068.10	0.00	643.90	92.61
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	15,273.27	0.00	6,326.73	70.71
TOTAL CAPITAL OUTLAY	601,713	49,205.57	0.00	539,670.59	0.00	62,042.41	89.69
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	82,550.24	0.00	1,164,767.38	0.00	209,523.62	84.75

401-SEWER FUND
UTILITY BILLING

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-513-103-0000 Salaries & Wages	16,200	1,871.94	0.00	14,928.34	0.00	1,271.66	92.15
401-513-104-0000 FICA Tax	1,050	92.80	0.00	1,105.59	0.00	(55.59)	105.29
401-513-105-0000 Group Health Insurance	6,510	404.76	0.00	4,317.39	0.00	2,192.61	66.32
401-513-106-0000 Retirement	1,600	169.84	0.00	1,350.61	0.00	249.39	84.41
401-513-108-0000 Overtime/ Extra Help	600	15.04	0.00	77.59	0.00	522.41	12.93
TOTAL PERSONAL SERVICES	25,960	2,554.38	0.00	21,779.52	0.00	4,180.48	83.90
CONTRACTUAL SERVICES							
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
COMMODITIES							
401-513-341-0000 Supplies & Materials	3,000	0.00	0.00	1,758.38	0.00	1,241.62	58.61
TOTAL COMMODITIES	3,000	0.00	0.00	1,758.38	0.00	1,241.62	58.61
TOTAL UTILITY BILLING	30,160	2,554.38	0.00	23,537.90	0.00	6,622.10	78.04

401-SEWER FUND
ADMIN & GENERAL % OF YEAR COMPLETED: 91.67

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	9,828.17	0.00	75,484.20	0.00 (	4,934.20)	106.99
401-514-104-0000 FICA Tax	5,400	500.04	0.00	4,972.89	0.00	427.11	92.09
401-514-105-0000 Group Health Insurance	0	5.91	0.00	683.22	0.00 (	683.22)	0.00
401-514-106-0000 Retirement	6,200	864.30	0.00	4,306.62	0.00	1,893.38	69.46
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	11,198.42	0.00	85,446.93	0.00 (	3,296.93)	104.01
CONTRACTUAL SERVICES							
401-514-218-0000 Postage	10,000	897.87	0.00	9,888.92	0.00	111.08	98.89
401-514-220-0000 Advertising	100	0.00	0.00	241.00	0.00 (	141.00)	241.00
401-514-223-0000 Professional Services	20,000	0.00	0.00	32,294.80	0.00 (	12,294.80)	161.47
401-514-226-0000 Insurance & Bonds	10,000	736.16	0.00	8,688.23	0.00	1,311.77	86.88
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	12,393.71	0.00 (	2,393.71)	123.94
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	15.00	0.00	45.00	0.00	5.00	90.00
TOTAL CONTRACTUAL SERVICES	95,150	1,700.31	0.00	123,448.30	0.00 (	28,298.30)	129.74
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	45,996.50	0.00	4,181.50	91.67
401-514-353-0000 Computer Software	12,000	0.00	0.00	29,710.45	0.00 (	17,710.45)	247.59
401-514-399-0000 Miscellaneous Expenses	1,000	244.95	0.00	2,206.82	0.00 (	1,206.82)	220.68
TOTAL COMMODITIES	63,678	4,426.45	0.00	78,256.14	0.00 (	14,578.14)	122.89
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	5,674.92	0.00	65,097.30	0.00	14,402.70	81.88
401-514-677-0001 SB234 Requirement	168,000	13,527.27	0.00	134,152.53	0.00	33,847.47	79.85
TOTAL OTHER EXPENDITURES	259,500	19,202.19	0.00	206,536.18	0.00	52,963.82	79.59
TOTAL ADMIN & GENERAL	500,478	36,527.37	0.00	493,687.55	0.00	6,790.45	98.64

401-SEWER FUND
CAPTIAL OUTLAY

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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/	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 CAPTIAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00

401-SEWER FUND
APPRENTICESHIP % OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-516-103-0000 Salaries & Wages	0	1,305.00	0.00	2,157.00	0.00	(2,157.00)	0.00
401-516-104-0000 FICA Tax	0	66.33	0.00	165.02	0.00	(165.02)	0.00
401-516-106-0000 Retirement	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0	1,371.33	0.00	2,322.02	0.00	(2,322.02)	0.00
CONTRACTUAL SERVICES							
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
COMMODITIES							
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
TOTAL APPRENTICESHIP	0	1,371.33	0.00	2,322.02	0.00	(2,322.02)	0.00
TOTAL EXPENDITURES	3,198,500	205,372.40	0.00	2,782,123.23	0.00	416,376.77	86.98
REVENUE OVER/(UNDER) EXPENDITURES	0	80,930.38	0.00	144,130.02	0.00	(144,130.02)	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	$258,059.28	$281,895.75	$262,247.89	$271,902.38	$256,510.96	$261,610.57	$271,628.47	$267,209.58	$231,818.13	$288,607.02	$290,046.10	$201,042.71	$3,218,603.59

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	$214,119.41	$259,974.46	$272,330.31	$254,518.91	$251,090.83	$189,421.33		
Depreciation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$3,017,560.88
O&M	$0.00	$0.00	$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**	**$214,119.41**	**$259,974.46**	**$272,330.31**	**$254,518.91**	**$251,090.83**	**$189,421.33**		

Bank Balances as of 6/30/2026

Cash Account $434,692.00

Depreciation Account $253,439.87

O&M Account $771,859.14

401-SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	32,000	1,412.08	0.00	25,618.17	0.00	6,381.83	80.06
CHARGES FOR SERVICES	2,998,000	262,748.74	0.00	2,961,918.50	0.00	36,081.50	98.80
INTERGOVERNMENTAL	0	1,305.00	0.00	2,157.00	0.00	(2,157.00)	0.00
MISCELLANEOUS REVENUE	168,500	24,580.28	0.00	228,909.92	0.00	(60,409.92)	135.85
TOTAL REVENUE	3,198,500	290,046.10	0.00	3,218,603.59	0.00	(20,103.59)	100.63
EXPENDITURE SUMMARY							
CSO	58,330	2,593.81	0.00	46,835.99	0.00	11,494.01	80.29
CSO-OTHER	184,860	13,394.08	0.00	163,406.52	0.00	21,453.48	88.39
SEWER COLLECTION	1,050,381	58,428.68	0.00	982,210.41	0.00	68,170.59	93.51
SEWER TREATMENT	1,374,291	78,545.70	0.00	1,268,681.73	0.00	105,609.27	92.32
UTILITY BILLING	30,160	1,856.01	0.00	25,799.56	0.00	4,360.44	85.54
ADMIN & GENERAL	500,478	33,134.54	0.00	526,836.14	0.00	(26,358.14)	105.27
CAPTIAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
APPRENTICESHIP	0	1,468.51	0.00	3,790.53	0.00	(3,790.53)	0.00
TOTAL EXPENDITURES	3,198,500	189,421.33	0.00	3,017,560.88	0.00	180,939.12	94.34
REVENUE OVER/(UNDER) EXPENDITURES	0	100,624.77	0.00	201,042.71	0.00	(201,042.71)	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JUNE 30TH, 2026

401-SEWER FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
TAXES							
401-000-302-0000 Penalty Income	32,000	1,412.08	0.00	25,618.17	0.00	6,381.83	80.06
TOTAL TAXES	32,000	1,412.08	0.00	25,618.17	0.00	6,381.83	80.06
CHARGES FOR SERVICES							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	105,087.83	0.00	1,318,479.98	0.00	31,520.02	97.67
401-000-361-0001 Metered Sales to Comm C	1,180,000	119,189.37	0.00	1,186,956.88	0.00	(6,956.88)	100.59
401-000-361-0002 Unmetered Sales to Res	15,000	1,399.29	0.00	15,258.55	0.00	(258.55)	101.72
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	37,072.25	0.00	441,223.09	0.00	8,776.91	98.05
TOTAL CHARGES FOR SERVICES	2,998,000	262,748.74	0.00	2,961,918.50	0.00	36,081.50	98.80
INTERGOVERNMENTAL							
401-000-365-0000 Federal Government Gran	0	1,305.00	0.00	2,157.00	0.00	(2,157.00)	0.00
TOTAL INTERGOVERNMENTAL	0	1,305.00	0.00	2,157.00	0.00	(2,157.00)	0.00
MISCELLANEOUS REVENUE							
401-000-380-0000 Interest Earned	9,000	3,526.94	0.00	20,037.52	0.00	(11,037.52)	222.64
401-000-381-0000 Reimbursements	3,000	0.00	0.00	2,692.18	0.00	307.82	89.74
401-000-382-0000 Refunds & Rebates	2,500	484.88	0.00	2,847.15	0.00	(347.15)	113.89
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	1,762.04	0.00	36,990.19	0.00	(22,990.19)	264.22
401-000-399-0001 Lab Analysis Services	140,000	16,526.42	0.00	150,328.88	0.00	(10,328.88)	107.38
401-000-399-0002 Sludge	0	2,280.00	0.00	14,100.00	0.00	(14,100.00)	0.00
401-000-399-0004 Charges For Service-Sew	0	0.00	0.00	(26.00)	0.00	26.00	0.00
TOTAL MISCELLANEOUS REVENUE	168,500	24,580.28	0.00	228,909.92	0.00	(60,409.92)	135.85
TOTAL REVENUE	3,198,500	290,046.10	0.00	3,218,603.59	0.00	(20,103.59)	100.63

401-SEWER FUND
CSO

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-509-103-0000 Salaries & Wages	23,150	1,759.20	0.00	22,448.93	0.00	701.07	96.97
401-509-104-0000 FICA Tax	1,800	130.28	0.00	1,753.74	0.00	46.26	97.43
401-509-105-0000 Group Health Insurance	8,800	545.99	0.00	6,551.89	0.00	2,248.11	74.45
401-509-106-0000 Retirement	2,080	158.34	0.00	2,127.45	0.00	(47.45)	102.28
401-509-108-0000 Overtime/Extra Help	1,500	0.00	0.00	1,189.20	0.00	310.80	79.28
TOTAL PERSONAL SERVICES	37,330	2,593.81	0.00	34,071.21	0.00	3,258.79	91.27
CONTRACTUAL SERVICES							
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	160.95	0.00	839.05	16.10
TOTAL CONTRACTUAL SERVICES	11,000	0.00	0.00	7,453.87	0.00	3,546.13	67.76
COMMODITIES							
401-509-341-0000 Supplies & Materials	8,000	0.00	0.00	5,310.91	0.00	2,689.09	66.39
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	5,310.91	0.00	4,689.09	53.11
TOTAL CSO	58,330	2,593.81	0.00	46,835.99	0.00	11,494.01	80.29

FINANCIAL STATEMENT (UNAUDITED)
AS OF: JUNE 30TH, 2026

401-SEWER FUND
CSO-OTHER % OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-510-103-0000 Salaries & Wages	122,420	9,380.87	0.00	115,905.65	0.00	6,514.35	94.68
401-510-104-0000 FICA Tax	9,370	743.37	0.00	9,104.59	0.00	265.41	97.17
401-510-105-0000 Group Health Insurance	33,000	1,902.44	0.00	22,829.27	0.00	10,170.73	69.18
401-510-106-0000 Retirement	10,070	818.48	0.00	10,014.32	0.00	55.68	99.45
401-510-108-0000 Overtime/Extra Help	10,000	548.92	0.00	5,552.69	0.00	4,447.31	55.53
TOTAL PERSONAL SERVICES	184,860	13,394.08	0.00	163,406.52	0.00	21,453.48	88.39
TOTAL CSO-OTHER	184,860	13,394.08	0.00	163,406.52	0.00	21,453.48	88.39

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-511-103-0000 Salaries & Wages	122,420	9,380.98	0.00	115,906.62	0.00	6,513.38	94.68
401-511-104-0000 FICA Tax	9,370	743.35	0.00	9,104.30	0.00	265.70	97.16
401-511-105-0000 Group Health Insurance	33,000	2,314.60	0.00	43,525.21	0.00 (	10,525.21)	131.89
401-511-106-0000 Retirement	10,070	818.48	0.00	10,014.25	0.00	55.75	99.45
401-511-108-0000 Overtime/Extra Help	10,000	548.97	0.00	5,553.27	0.00	4,446.73	55.53
TOTAL PERSONAL SERVICES	184,860	13,806.38	0.00	184,103.65	0.00	756.35	99.59
CONTRACTUAL SERVICES							
401-511-211-0000 Telephone	3,000	0.00	0.00	3,790.92	0.00 (	790.92)	126.36
401-511-213-0000 Utilities/Purchased Pow	108,000	93.72	0.00	103,539.55	0.00	4,460.45	95.87
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	3,800.00	0.00	42,133.58	0.00	17,866.42	70.22
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	10,515.10	0.00 (	515.10)	105.15
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	255.00	0.00	1,745.00	12.75
401-511-230-0000 Contracted Services	20,000	0.00	0.00	9,534.10	0.00	10,465.90	47.67
401-511-240-0000 Refunds & Reimbursement	1,000	0.00	0.00	4,205.99	0.00 (	3,205.99)	420.60
TOTAL CONTRACTUAL SERVICES	216,000	3,893.72	0.00	177,661.07	0.00	38,338.93	82.25
COMMODITIES							
401-511-341-0000 Supplies & Materials	45,000	14.02	0.00	34,178.87	0.00	10,821.13	75.95
401-511-343-0000 Automobile Supplies	10,000	0.00	0.00	15,271.23	0.00 (	5,271.23)	152.71
401-511-345-0000 Uniforms	5,100	0.00	0.00	4,436.72	0.00	663.28	86.99
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	1,158.77	0.00	8,841.23	11.59
TOTAL COMMODITIES	70,100	14.02	0.00	55,045.59	0.00	15,054.41	78.52
CAPITAL OUTLAY							
401-511-457-0000 Wastewater Garage	17,103	0.00	0.00	17,102.64	0.00	0.36	100.00
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	33,964.92	0.00	0.08	100.00
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	87,232.68	0.00	0.32	100.00
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	321,411.84	0.00	0.16	100.00
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	31,441.80	0.00	0.20	100.00
401-511-459-0000 2018 Van & Sewera Camer	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	6,757.92	0.00	0.08	100.00
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	41,201.85	0.00	8,798.15	82.40
401-511-459-0005 2025 Ford F-150	0	647.13	0.00	6,159.01	0.00 (	6,159.01)	0.00
TOTAL CAPITAL OUTLAY	569,421	40,714.56	0.00	551,737.51	0.00	17,683.49	96.89
OTHER EXPENDITURES							
401-511-670-0000 Interest & Penalties	10,000	0.00	0.00	13,662.59	0.00 (	3,662.59)	136.63
TOTAL OTHER EXPENDITURES	10,000	0.00	0.00	13,662.59	0.00 (	3,662.59)	136.63
TOTAL SEWER COLLECTION	1,050,381	58,428.68	0.00	982,210.41	0.00	68,170.59	93.51

FINANCIAL STATEMENT (UNAUDITED)
AS OF: JUNE 30TH, 2026

401-SEWER FUND
SEWER TREATMENT

% OF YEAR COMPLETED: 100.00

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	16,133.27	0.00	216,904.98	0.00	5,615.02	97.48
401-512-104-0000 FICA Tax	17,830	1,297.66	0.00	17,964.19	0.00	(134.19)	100.75
401-512-105-0000 Group Health Insurance	52,340	3,549.17	0.00	58,066.11	0.00	(5,726.11)	110.94
401-512-106-0000 Retirement	18,200	1,439.51	0.00	21,277.45	0.00	(3,077.45)	116.91
401-512-108-0000 Overtime/Extra Help	10,500	970.05	0.00	11,675.71	0.00	(1,175.71)	111.20
TOTAL PERSONAL SERVICES	321,390	23,389.66	0.00	325,888.44	0.00	(4,498.44)	101.40
CONTRACTUAL SERVICES							
401-512-211-0000 Telephone	2,500	0.00	0.00	665.68	0.00	1,834.32	26.63
401-512-213-0000 Utilities/Purchased Pow	180,000	0.00	0.00	178,315.98	0.00	1,684.02	99.06
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	1,765.97	0.00	234.03	88.30
401-512-216-0000 Maint Treat/Disp System	55,000	2,845.75	0.00	36,663.66	0.00	18,336.34	66.66
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	2,875.43	0.00	7,124.57	28.75
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	1,174.70	0.00	(174.70)	117.47
401-512-222-0000 Dues & Subscriptions	1,500	1,722.05	0.00	3,831.65	0.00	(2,331.65)	255.44
401-512-230-0000 Contracted Services	80,000	1,207.67	0.00	62,499.21	0.00	17,500.79	78.12
TOTAL CONTRACTUAL SERVICES	353,050	5,775.47	0.00	292,257.78	0.00	60,792.22	82.78
COMMODITIES							
401-512-341-0000 Supplies & Materials	34,138	0.00	0.00	25,239.31	0.00	8,898.69	73.93
401-512-341-0001 Supplies & Matls Chemic	20,000	0.00	0.00	19,515.90	0.00	484.10	97.58
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	12,139.06	0.00	(2,139.06)	121.39
401-512-345-0000 Uniforms	5,000	0.00	0.00	4,084.61	0.00	915.39	81.69
401-512-399-0000 Miscellaneous	0	175.00	0.00	680.47	0.00	(680.47)	0.00
TOTAL COMMODITIES	79,138	175.00	0.00	61,659.35	0.00	17,478.65	77.91
CAPITAL OUTLAY							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	563,268.24	0.00	(0.24)	100.00
401-512-459-0002 2025 Ford F-350	8,712	569.52	0.00	8,637.62	0.00	74.38	99.15
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	16,970.30	0.00	4,629.70	78.57
TOTAL CAPITAL OUTLAY	601,713	49,205.57	0.00	588,876.16	0.00	12,836.84	97.87
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	78,545.70	0.00	1,268,681.73	0.00	105,609.27	92.32

401-SEWER FUND
UTILITY BILLING

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-513-103-0000 Salaries & Wages	16,200	1,247.97	0.00	16,176.31	0.00	23.69	99.85
401-513-104-0000 FICA Tax	1,050	90.96	0.00	1,196.55	0.00	(146.55)	113.96
401-513-105-0000 Group Health Insurance	6,510	404.75	0.00	4,722.14	0.00	1,787.86	72.54
401-513-106-0000 Retirement	1,600	112.33	0.00	1,462.94	0.00	137.06	91.43
401-513-108-0000 Overtime/ Extra Help	600	0.00	0.00	77.59	0.00	522.41	12.93
TOTAL PERSONAL SERVICES	25,960	1,856.01	0.00	23,635.53	0.00	2,324.47	91.05
CONTRACTUAL SERVICES							
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
COMMODITIES							
401-513-341-0000 Supplies & Materials	3,000	0.00	0.00	2,164.03	0.00	835.97	72.13
TOTAL COMMODITIES	3,000	0.00	0.00	2,164.03	0.00	835.97	72.13
TOTAL UTILITY BILLING	30,160	1,856.01	0.00	25,799.56	0.00	4,360.44	85.54

401-SEWER FUND
ADMIN & GENERAL % OF YEAR COMPLETED: 100.00

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	82,127.98	0.00 (	11,577.98)	116.41
401-514-104-0000 FICA Tax	5,400	500.04	0.00	5,472.93	0.00 (	72.93)	101.35
401-514-105-0000 Group Health Insurance	0	5.91	0.00	689.13	0.00 (	689.13)	0.00
401-514-106-0000 Retirement	6,200	577.70	0.00	4,884.32	0.00	1,315.68	78.78
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	7,727.43	0.00	93,174.36	0.00 (	11,024.36)	113.42
CONTRACTUAL SERVICES							
401-514-218-0000 Postage	10,000	199.99	0.00	10,088.91	0.00 (	88.91)	100.89
401-514-220-0000 Advertising	100	0.00	0.00	241.00	0.00 (	141.00)	241.00
401-514-223-0000 Professional Services	20,000	0.00	0.00	32,294.80	0.00 (	12,294.80)	161.47
401-514-226-0000 Insurance & Bonds	10,000	0.00	0.00	8,688.23	0.00	1,311.77	86.88
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	12,444.99	0.00 (	2,444.99)	124.45
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	0.00	0.00	45.00	0.00	5.00	90.00
TOTAL CONTRACTUAL SERVICES	95,150	251.27	0.00	123,699.57	0.00 (	28,549.57)	130.00
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	50,178.00	0.00	0.00	100.00
401-514-353-0000 Computer Software	12,000	0.00	0.00	29,724.50	0.00 (	17,724.50)	247.70
401-514-399-0000 Miscellaneous Expenses	1,000	355.00	0.00	2,561.82	0.00 (	1,561.82)	256.18
TOTAL COMMODITIES	63,678	4,536.50	0.00	82,806.69	0.00 (	19,128.69)	130.04
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	7,092.07	0.00	72,189.37	0.00	7,310.63	90.80
401-514-677-0001 SB234 Requirement	168,000	13,527.27	0.00	147,679.80	0.00	20,320.20	87.90
TOTAL OTHER EXPENDITURES	259,500	20,619.34	0.00	227,155.52	0.00	32,344.48	87.54
TOTAL ADMIN & GENERAL	500,478	33,134.54	0.00	526,836.14	0.00 (	26,358.14)	105.27

401-SEWER FUND
CAPTIAL OUTLAY

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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/	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 CAPTIAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00

401-SEWER FUND
APPRENTICESHIP
% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-516-103-0000 Salaries & Wages	0	1,062.00	0.00	3,219.00	0.00	(3,219.00)	0.00
401-516-104-0000 FICA Tax	0	81.25	0.00	246.27	0.00	(246.27)	0.00
401-516-105-0000 Group Health Insurance	0	234.74	0.00	234.74	0.00	(234.74)	0.00
401-516-106-0000 Retirement	0	90.52	0.00	90.52	0.00	(90.52)	0.00
TOTAL PERSONAL SERVICES	0	1,468.51	0.00	3,790.53	0.00	(3,790.53)	0.00
CONTRACTUAL SERVICES							
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
COMMODITIES							
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
TOTAL APPRENTICESHIP	0	1,468.51	0.00	3,790.53	0.00	(3,790.53)	0.00
TOTAL EXPENDITURES	3,198,500	189,421.33	0.00	3,017,560.88	0.00	180,939.12	94.34
REVENUE OVER/(UNDER) EXPENDITURES	0	100,624.77	0.00	201,042.71	0.00	(201,042.71)	0.00

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	July 20, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Crim Law Office Invoice #530=$660.00 Crim Law Office Invoice #534=$140.00 Steptoe & Johnson Invoice #1240201=$6,285.00 Total=$7,085.00
Fiscal Impact:	Invoice Total: $7,085.00
Recommendation:	Consider for Approval of Payment
Attachments:	1. CrimLawInvoice530 2. CrimLawInvoice534 3. SteptoeJohnsonInvoice1240201

City of Elkins

October 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	530
Invoice Date	06/18/2026
Payment Due On	07/02/2026
Amount Due	**$660.00**

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
10/02/2025	Review of Skidmore pleading and email to Board	GSR	$100.00	0.40	$40.00
10/02/2025	Email to W. Hymes	GSR	$100.00	0.10	$10.00
10/03/2025	Emails concerning DMPC care and extended conference with Attorney Durst	GSR	$100.00	0.80	$80.00
10/06/2025	Emails concerning Skidmore case	GSR	$100.00	0.20	$20.00
10/07/2025	Emails concerning DMPC case	GSR	$100.00	0.20	$20.00
10/08/2025	Email from Attorney Wilson	GSR	$100.00	0.10	$10.00
10/08/2025	Email from W. Hymes	GSR	$100.00	0.10	$10.00
10/08/2025	Email to Attorney Durst	GSR	$100.00	0.10	$10.00
10/08/2025	Conference with insurance adjuster in DMPC case	GSR	$100.00	0.40	$40.00
10/14/2025	Conference with Clerk about DMPC action	GSR	$100.00	0.40	$40.00
10/14/2025	Conference with Attorney Durst	GSR	$100.00	0.30	$30.00
10/15/2025	Email from Attorney Durst	GSR	$100.00	0.10	$10.00
10/15/2025	Review of information from Attorney Durst	GSR	$100.00	0.20	$20.00
10/15/2025	Email from adjuster	GSR	$100.00	0.10	$10.00
10/17/2025	Review of information from W. Hymes for meeting	GSR	$100.00	0.20	$20.00

10/20/2025	Attend Board meeting	GSR	$100.00	1.00	$100.00
10/24/2025	Review of information concerning DMPC matter	GSR	$100.00	0.50	$50.00
10/24/2025	Email concerning meeting	GSR	$100.00	0.10	$10.00
10/27/2025	Emails and conference with Attorney Durst concerning DMPC matter	GSR	$100.00	0.40	$40.00
10/28/2025	Email about upcoming depositions	GSR	$100.00	0.10	$10.00
10/28/2025	Email to Attorney Durst	GSR	$100.00	0.10	$10.00
10/29/2025	Email from W. Hymes	GSR	$100.00	0.10	$10.00
10/29/2025	Conference with Attorney Durst concerning depositions and remaining issues	GSR	$100.00	0.60	$60.00
					$660.00

Subtotal	**$660.00**
Total	**$660.00**
Total Balance Due	**$660.00**

Reviewed and Approved by Whitney L. Hymes (Wastewater Superintendent/Chief Operator on 6/22/2026)

Whitney L. Hymes

City of Elkins

November 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	534
Invoice Date	06/23/2026
Payment Due On	07/07/2026
Amount Due	**$140.00**

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
11/03/2025	Conference with Attorney Durst about deposition	GSR	$100.00	0.50	$50.00
11/03/2025	Emails about depositions	GSR	$100.00	0.20	$20.00
11/04/2025	Emails concerning DMPC matter	GSR	$100.00	0.30	$30.00
11/04/2025	Conference with Attorney Durst	GSR	$100.00	0.40	$40.00
					$140.00

Subtotal	**$140.00**
Total	**$140.00**
Total Balance Due	**$140.00**

Reviewed and Approved on 6/24/2026 by Whitney Hymes (Wastewater Superintendent/Chief Operator)

Whitney L. Hymes

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

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:	February 6, 2026
Invoice Number:	1240201
Matter Number:	255480.00002

FOR PROFESSIONAL SERVICES THROUGH JANUARY 31, 2026

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	$	6,285.00
Total Current Due	**$**	**6,285.00**

Reviewed and Approved on 7/16/2026 by Whitney Hymes (Wastewater Superintendent/Chief Operator)

Whitney L. Hymes

Online Payments (eCheck/Credit Card):
www.steptoe-johnson.com/payments

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

Electronic Payment Instructions:
The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
Routing Number: ACH 051903761
Wire 044000024
International SWIFT Code: HUNTUS33
(Please Reference Invoice Number)

Attorney-Client Communication - Privileged and Confidential

TIME DETAIL

Date	Initials	Description	Hours	Amount
01/09/26	AB	Emails and calls to and from Whitney Hymes regarding discussions with USEPA and procurement issues; emails to and from Todd Swanson	1.50	975.00
01/12/26	TMS	Review engineering procurement information from client	0.50	310.00
01/12/26	TMS	Call with client to discuss procurement of engineering services to prepare LTCP	0.50	310.00
01/12/26	TMS	Correspond with client regarding advice on procurement of engineering services	0.25	155.00
01/12/26	AB	Review prior engineering procurement scope; discuss issues with Todd Swanson; emails to and from Whitney Hymes regarding LTCP and consulting engineer issues; call with client	2.50	1,625.00
01/14/26	TMS	Correspond with client regarding lien question	0.50	310.00
01/14/26	AB	Emails to and from Todd Swanson and Whitney Hymes regarding borrowing and bond covenant issues; review statutory provisions and discuss with Todd Swanson	2.00	1,300.00
01/16/26	AB	Review prior LTCP and EPA correspondence and emails	2.00	1,300.00
		Total		**$ 6,285.00**

TIMEKEEPER SUMMARY

Name	Title	Rate	Hours	Amount
Armando Benincasa	Member	$650.00	8.00	5,200.00
Todd M. Swanson	Member	$620.00	1.75	1,085.00
		Total	**9.75**	**$ 6,285.00**

STEPTOE & JOHNSON PLLC
ATTORNEYS AT LAW

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DUE UPON RECEIPT

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

Invoice Date:	February 6, 2026
Invoice Number:	1240201
Matter Number:	255480.00002

FOR PROFESSIONAL SERVICES THROUGH JANUARY 31, 2026

REMITTANCE PAGE

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Due This Invoice	**$**	**6,285.00**
Amount of Payment	**$**	______________

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P.O. Box 247
Bridgeport, WV 26330-0247

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CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	July 20, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Georgetown Road and Tricket Alley Project Updates and Financial Discussion on Obtaining a Professional Services Loan
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	The Sanitary Board will receive an update on the current status of the project, including a discussion of recent developments in Charleston that may have implications for project planning and implementation.The Sanitary Board will also consider the potential pursuit of a Professional Services Loan to finance pre-construction activities, including engineering, legal, accounting, and administrative services required prior to bidding the project. This financing mechanism would not require any financial contribution from the City, although it may extend the overall project schedule. The purpose of the loan is to provide funding for essential professional services while reducing the City's financial exposure and helping to protect the project against increasing political and regulatory uncertainties.
Fiscal Impact:	TBD
Recommendation:	It is recommended that the Board receive the project status update, discuss the recent developments affecting the project, and authorize staff to evaluate and pursue a Professional Services Loan, subject to the negotiation of acceptable terms and any required legal and financial review. The proposed financing would provide funding for engineering, legal, accounting, administrative, and other pre-construction professional services necessary to advance the project to the bidding phase without requiring a financial contribution from the City. While the financing may extend the overall project schedule, it would reduce the City's financial risk and provide greater flexibility in responding to evolving political and regulatory conditions. Staff will return to the Board with the proposed loan terms and any necessary agreements for final approval prior to execution.

CITY OF ELKINS
AGENDA ITEM REPORT

Attachments:	None