



City of Elkins

Sanitary Board

June 19, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of May 15, 2023.
4. **Presentation**
5. **Reports**
 - a. Chief Wastewater Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of May 31, 2023
6. **Unfinished business**
 - a. Discussion on Phase III Projects with Engineering Firm Burgess & Niple
7. **New business**
 - a. Approval of Sewer Invoices
 - b. Budget Revisions
 - c. Approval of 2024 Budget
 - d. Pumping Renovations at Wastewater Plant
8. **Announcements**
9. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 19, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 15, 2023.
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board - 2023_05_15 - minutes

SANITARY BOARD MEETING REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
May 15, 2023
10:00 AM***

Present were Committee Members: Jerry Marco, Victor White, Randall Biller

Also present were: Sutton Stokes (City Clerk), Whitney Hymes (Wastewater Chief Operator), Tracy Judy (Treasurer), Gerry Roberts (City Attorney), Liz Roberts (Executive Secretary).

MINUTES

Victor White, **MOVED APPROVAL OF THE MINUTES OF THE APRIL 17, 2023, MEETING.** The motion carried.

REPORTS

Chief Operator of Wastewater provided a report for the month of April 2023.

Tracy Judy (City Treasurer) reported financial reports for April 2023.

UNFINISHED BUSINESS

No action was taken on the Town of Harman utilities discussion.

Jerry Marco made a motion to fund the N. Randolph Avenue Sewer Line Extension Design under the Phase III project, not ARPA funds. The motion carried.

NEW BUSINESS

Victor White **MOVED APPROVAL OF SEWER INVOICES.** The motion carried.

The approved invoices were:

- CrimLawInvoice347-March2023
- CrimLawInvoice349-April2023
- KayCasto&ChaneyInvoice143463
- KayCasto&ChaneyInvoice142694
- KayCasto&ChaneyInvoice142695

Victor White **MOVED APPROVAL OF BUDGET REVISIONS #3-#7 FOR FY2023.** The motion carried.

Randall Biller **MOVED APPROVAL OF ABSORPTION OF COST OF PEIA PREMIUMS FOR SANITARY BOARD EMPLOYEES FOR THE FY2024 PLAN YEAR.** The motion carried.

Jerry Marco **MOVED APPROVAL OF PURCHASE OF 2016-F-350 FROM SANITATION DEPARTMENT.** The motion carried.

Randall Biller **MOVED APPROVAL OF PURCHASE OF ROLLER FROM STREET DEPARTMENT.** The motion carried.

Victor White **MOVED APPROVAL OF “CLASS 1 WASTEWATER OPERATOR” STATUS AND CONFIRMING COMPENSATION LEVEL FOR WILLIAM MALLOW, JR.** The motion carried.

Jerry Marco, seconded by Victor White, **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION UNDER THE ATTORNEY/CLIENT EXEMPTION FOR THE AGENDA ITEM “DISCUSSION ON PHASE III PROJECTS WITH ENGINEERING FIRM BURGESS & NIPLE.”** The motion carried. The executive session began at 10:29 a.m. and ended at 11:03 a.m. The mayor announced that no decisions were made, and no actions were taken. The board decided to discuss this agenda item at a special meeting, with a date to be determined later.

Jerry Marco **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 11:04 a.m.

The foregoing minutes were approved at the meeting of _____, 2023

Name & Title

Signature

BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$146,801.37	\$204,684.63	\$201,750.37	\$211,507.19	\$201,442.20	\$200,168.64	\$172,822.92	\$222,058.52	\$222,085.61	\$171,902.43	\$218,442.26		-\$538,069.84	\$2,173,666.14
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$230,600.11	\$237,612.50	\$235,426.57	\$269,300.47	\$235,245.13	\$258,723.18	\$237,877.08	\$231,840.19	\$275,103.68	\$240,451.82	\$259,555.25			\$2,711,735.98

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2023

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
<u>REVENUE SUMMARY</u>							
TAXES	19,000	3,635.09	0.00	18,469.06	0.00	530.94	97.21
CHARGES FOR SERVICES	2,102,093	180,028.96	0.00	1,970,199.39	0.00	211,893.61	90.29
MISCELLANEOUS REVENUE	216,440	34,778.21	0.00	787,126.67	0.00	(570,686.67)	363.67
TOTAL REVENUE	2,417,533	218,442.26	0.00	2,775,795.12	0.00	(358,262.12)	114.82
<u>EXPENDITURE SUMMARY</u>							
CSO	41,939	2,721.33	0.00	30,452.32	0.00	11,486.68	72.61
CSO-OTHER	141,856	10,584.77	0.00	124,959.81	0.00	16,896.19	88.09
SEWER COLLECTION	1,026,264	78,644.16	0.00	1,393,552.62	0.00	(367,288.62)	135.79
SEWER TREATMENT	1,421,581	128,363.16	0.00	1,224,274.11	0.00	197,306.89	86.12
UTILITY BILLING	27,758	1,878.13	0.00	24,734.12	0.00	3,023.88	89.11
ADMIN & GENERAL	444,954	37,363.70	0.00	515,891.98	0.00	(70,937.98)	115.94
CAPITAL OUTLAY	0	0.00	0.00	36,787.77	0.00	(36,787.77)	0.00
TOTAL EXPENDITURES	3,104,352	259,555.25	0.00	3,350,652.73	0.00	(246,300.73)	107.93
REVENUE OVER/(UNDER) EXPENDITURES	(686,819)	(41,112.99)	0.00	(574,857.61)	0.00	(111,961.39)	83.70

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MAY 31ST, 2023

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
<u>TAXES</u>							
401-000-302-0000 Penalty Income	19,000	3,635.09	0.00	18,469.06	0.00	530.94	97.21
TOTAL TAXES	19,000	3,635.09	0.00	18,469.06	0.00	530.94	97.21
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	956,923	80,101.15	0.00	896,811.29	0.00	60,111.71	93.72
401-000-361-0001 Metered Sales to Comm C	840,000	68,515.02	0.00	715,300.53	0.00	124,699.47	85.15
401-000-361-0002 Unmetered Sales to Res	15,170	955.79	0.00	12,462.24	0.00	2,707.76	82.15
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	10,046.61	0.00	46.61	100.47
401-000-361-0004 Services to Other Syste	360,000	30,457.00	0.00	335,578.72	0.00	24,421.28	93.22
TOTAL CHARGES FOR SERVICES	2,182,093	180,028.96	0.00	1,970,199.39	0.00	211,893.61	90.29
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	8,050	996.48	0.00	8,505.19	0.00	455.19	105.65
401-000-381-0000 Reimbursements	2,000	925.05	0.00	2,770.88	0.00	770.88	138.54
401-000-382-0000 Refunds & Rebates	5,000	528.79	0.00	3,161.68	0.00	1,838.32	63.23
401-000-383-0000 Sale Of Fixed Asset	390	0.00	0.00	5,820.00	0.00	5,430.00	1,492.31
401-000-386-0000 Insurance Claims	0	7,624.90	0.00	7,624.90	0.00	7,624.90	0.00
401-000-399-0000 Miscellaneous	1,000	21,291.00	0.00	623,594.98	0.00	622,594.98	2,359.50
401-000-399-0001 Lab Analysis Services	200,000	3,411.99	0.00	135,649.04	0.00	64,350.96	67.82
TOTAL MISCELLANEOUS REVENUE	216,440	34,778.21	0.00	787,126.67	0.00	570,686.67	363.67
TOTAL REVENUE	2,417,533	218,442.26	0.00	2,775,795.12	0.00	358,262.12	114.82

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MAY 31ST, 2023

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
<u>PERSONAL SERVICES</u>							
401-509-103-0000 Salaries & Wages	10,850	1,488.12	0.00	17,749.61	0.00	1,100.39	94.16
401-509-104-0000 FICA Tax	1,570	167.09	0.00	1,396.16	0.00	173.84	88.93
401-509-105-0000 Group Health Insurance	6,502	484.33	0.00	5,327.66	0.00	1,174.34	81.94
401-509-106-0000 Retirement	1,850	135.76	0.00	1,709.41	0.00	140.59	92.40
401-509-108-0000 Overtime/Extra Help	1,667	20.39	0.00	1,159.93	0.00	507.07	69.58
TOTAL PERSONAL SERVICES	30,439	2,295.69	0.00	27,342.77	0.00	3,096.23	89.83
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	5,000	401.35	0.00	659.60	0.00	4,340.40	13.19
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	6,000	401.35	0.00	659.60	0.00	5,340.40	10.99
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	4,000	24.29	0.00	1,449.95	0.00	2,550.05	36.25
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	1,000.00	0.00	500.00	66.67
TOTAL COMMODITIES	5,500	24.29	0.00	2,449.95	0.00	3,050.05	44.54
TOTAL CSO	41,939	2,721.33	0.00	30,452.32	0.00	11,486.68	72.61

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2023

401-SEWER FUND

% OF YEAR COMPLETED: 91.67

CSO-OTHER

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	104,000	7,553.49	0.00	91,015.76	0.00	12,984.24	87.52
401-510-104-0000 FICA Tax	8,300	939.10	0.00	7,709.46	0.00	590.54	92.89
401-510-105-0000 Group Health Insurance	9,270	711.59	0.00	7,835.04	0.00	1,434.96	84.52
401-510-106-0000 Retirement	9,436	679.04	0.00	8,333.50	0.00	1,102.50	88.32
401-510-108-0000 Overtime/Extra Help	<u>10,850</u>	<u>701.55</u>	<u>0.00</u>	<u>10,066.05</u>	<u>0.00</u>	<u>783.95</u>	<u>92.77</u>
TOTAL PERSONAL SERVICES	141,856	10,584.77	0.00	124,959.81	0.00	16,896.19	88.09
TOTAL CSO-OTHER	141,856	10,584.77	0.00	124,959.81	0.00	16,896.19	88.09

AS OF: MAY 31ST, 2023

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
<u>PERSONAL SERVICES</u>							
401-511-103-0000 Salaries & Wages	104,000	7,553.57	0.00	91,016.39	0.00	12,983.61	87.52
401-511-104-0000 FICA Tax	8,300	939.05	0.00	7,709.39	0.00	590.61	92.88
401-511-105-0000 Group Health Insurance	12,820	1,039.73	0.00	11,744.59	0.00	1,075.41	91.61
401-511-106-0000 Retirement	9,136	679.07	0.00	8,333.44	0.00	802.56	91.22
401-511-108-0000 Overtime/Extra Help	10,750	701.60	0.00	10,066.53	0.00	683.47	93.64
TOTAL PERSONAL SERVICES	145,006	10,913.02	0.00	128,870.34	0.00	16,135.66	88.87
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,500	198.09	0.00	2,105.40	0.00	1,394.60	60.15
401-511-213-0000 Utilities/Purchased Pow	102,000	8,810.44	0.00	92,745.61	0.00	9,254.39	90.93
401-511-214-0000 Travel	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-215-0002 Stormwater Supplies	20,000	0.00	0.00	9,539.19	0.00	10,460.81	47.70
401-511-216-0000 Maint Pumping Equipment	55,000	925.51	0.00	41,415.34	0.00	13,584.66	75.30
401-511-216-0001 Maint Structures/Improv	15,000	331.76	0.00	6,022.60	0.00	8,977.40	40.15
401-511-217-0000 Maint Repair Autos & T	15,000	0.00	0.00	10,591.92	0.00	4,408.08	70.61
401-511-221-0000 Training & Education	1,500	1,500.00	0.00	2,250.00	0.00	750.00	150.00
401-511-230-0000 Contracted Services	2,000	96.58	0.00	1,080.01	0.00	919.99	54.00
401-511-240-0000 Refunds & Reimbursement	2,000	4,822.30	0.00	4,822.30	0.00	2,822.30	241.12
TOTAL CONTRACTUAL SERVICES	216,000	16,684.68	0.00	170,572.37	0.00	45,427.63	78.97
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	941.81	0.00	39,179.06	0.00	10,820.94	78.36
401-511-343-0000 Automobile Supplies	25,000	1,742.93	0.00	24,766.46	0.00	233.54	99.07
401-511-345-0000 Uniforms	5,000	567.98	0.00	4,758.01	0.00	241.99	95.16
401-511-399-0000 Miscellaneous	16,500	1,986.66	0.00	11,950.84	0.00	4,549.16	72.43
TOTAL COMMODITIES	96,500	5,239.38	0.00	80,654.37	0.00	15,845.63	83.58
<u>CAPITAL OUTLAY</u>							
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	320,771	26,784.32	0.00	294,627.52	0.00	26,143.48	91.85
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	26,034	2,195.12	0.00	23,832.63	0.00	2,201.37	91.54
401-511-459-0001 2021 Ford F-150	6,858	563.16	0.00	6,194.76	0.00	663.24	90.33
401-511-459-0002 Capital Outlay	36,350	0.00	0.00	526,600.98	0.00	490,250.98	1,448.70
401-511-459-0003 900 ECO Cleaner	23,708	3,370.47	0.00	20,051.85	0.00	3,656.15	84.58
TOTAL CAPITAL OUTLAY	566,361	45,633.02	0.00	1,011,227.19	0.00	444,866.19	178.55
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	2,397	174.06	0.00	2,228.35	0.00	168.65	92.96
TOTAL OTHER EXPENDITURES	2,397	174.06	0.00	2,228.35	0.00	168.65	92.96
TOTAL SEWER COLLECTION	1,026,264	78,644.16	0.00	1,393,552.62	0.00	367,288.62	135.79

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MAY 31ST, 2023

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
<u>PERSONAL SERVICES</u>							
401-512-103-0000 Salaries & Wages	257,000	18,979.03	0.00	226,397.77	0.00	30,602.23	86.09
401-512-104-0000 FICA Tax	20,810	2,196.52	0.00	17,922.58	0.00	2,887.42	86.12
401-512-105-0000 Group Health Insurance	47,225	3,398.85	0.00	37,576.07	0.00	9,648.93	79.57
401-512-106-0000 Retirement	23,350	1,730.49	0.00	20,635.88	0.00	2,714.12	88.38
401-512-108-0000 Overtime/Extra Help	15,000	597.33	0.00	12,576.52	0.00	2,423.48	83.84
TOTAL PERSONAL SERVICES	363,385	26,902.22	0.00	315,108.82	0.00	48,276.18	86.71
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	3,200	174.89	0.00	2,798.79	0.00	401.21	87.46
401-512-213-0000 Utilities/Purchased Pow	160,000	14,090.65	0.00	149,984.44	0.00	10,015.56	93.74
401-512-214-0000 Travel	3,500	0.00	0.00	3,224.02	0.00	275.98	92.11
401-512-215-0000 Maint of Bldgs & Ground	200	0.00	0.00	192.69	0.00	7.31	96.35
401-512-216-0000 Maint Treat/Disp System	50,000	2,018.64	0.00	60,811.54	0.00	10,811.54	121.62
401-512-216-0001 Maint Structures/Improv	26,000	571.67	0.00	14,827.97	0.00	11,172.03	57.03
401-512-217-0000 Maint Repair Autos & Tr	15,000	2,624.27	0.00	13,327.11	0.00	1,672.89	88.85
401-512-218-0000 Postage	90	0.00	0.00	54.75	0.00	35.25	60.83
401-512-221-0000 Training & Education	1,500	180.00	0.00	1,580.75	0.00	80.75	105.38
401-512-222-0000 Dues & Subscriptions	590	0.00	0.00	586.00	0.00	4.00	99.32
401-512-230-0000 Contracted Services	32,000	183.91	0.00	29,100.73	0.00	2,899.27	90.94
TOTAL CONTRACTUAL SERVICES	292,080	19,844.03	0.00	276,488.79	0.00	15,591.21	94.66
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	12,000	1,490.24	0.00	11,211.53	0.00	788.47	93.43
401-512-341-0001 Supplies & Matls Chemic	28,000	233.92	0.00	12,996.59	0.00	15,003.41	46.42
401-512-341-0002 Purification Supplies	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00
401-512-343-0000 Automobile Supplies	9,500	1,500.18	0.00	7,738.11	0.00	1,761.89	81.45
401-512-345-0000 Uniforms	5,000	643.38	0.00	5,128.81	0.00	128.81	102.58
401-512-399-0000 Miscellaneous	86,238	305.97	0.00	1,803.77	0.00	84,434.23	2.09
TOTAL COMMODITIES	144,738	4,173.69	0.00	38,878.81	0.00	105,859.19	26.86
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,269	46,939.02	0.00	516,329.22	0.00	46,939.78	91.67
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	11,881.76	0.00	1,080.24	91.67
401-512-459-0002 Ford F-350	6,639	553.21	0.00	6,085.31	0.00	553.69	91.66
401-512-459-0003 Sewer Areation Equipmen	26,597	2,235.34	0.00	24,355.95	0.00	2,241.05	91.57
401-512-459-0005 Capital Outlay	0	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
TOTAL CAPITAL OUTLAY	609,467	75,807.73	0.00	583,652.24	0.00	25,814.76	95.76
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	11,911	1,635.49	0.00	10,145.45	0.00	1,765.55	85.18
TOTAL OTHER EXPENDITURES	11,911	1,635.49	0.00	10,145.45	0.00	1,765.55	85.18
TOTAL SEWER TREATMENT	1,421,581	128,363.16	0.00	1,224,274.11	0.00	197,306.89	86.12

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MAY 31ST, 2023

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
<u>PERSONAL SERVICES</u>							
401-513-103-0000 Salaries & Wages	17,704	1,281.09	0.00	15,738.75	0.00	1,965.25	88.90
401-513-104-0000 FICA Tax	1,165	137.81	0.00	1,132.39	0.00	32.61	97.20
401-513-105-0000 Group Health Insurance	3,042	248.96	0.00	2,790.07	0.00	251.93	91.72
401-513-106-0000 Retirement	1,567	116.45	0.00	1,432.15	0.00	134.85	91.39
401-513-108-0000 Overtime/ Extra Help	280	12.74	0.00	104.51	0.00	175.49	37.33
TOTAL PERSONAL SERVICES	23,758	1,797.05	0.00	21,197.87	0.00	2,560.13	89.22
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	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>							
401-513-341-0000 Supplies & Materials	4,000	81.08	0.00	3,536.25	0.00	463.75	88.41
TOTAL COMMODITIES	4,000	81.08	0.00	3,536.25	0.00	463.75	88.41
<u>TOTAL UTILITY BILLING</u>							
TOTAL UTILITY BILLING	27,758	1,878.13	0.00	24,734.12	0.00	3,023.88	89.11

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2023

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
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	21,200	260.62	0.00	12,887.87	0.00	8,312.13	60.79
401-514-104-0000 FICA Tax	1,700	95.31	0.00	1,133.80	0.00	566.20	66.69
401-514-105-0000 Group Health Insurance	3,300	0.38	0.00	531.31	0.00	2,768.69	16.10
401-514-106-0000 Retirement	1,750	64.32	0.00	1,148.96	0.00	601.04	65.65
401-514-108-0000 Overtime/Extra Help	1,000	0.00	0.00	173.96	0.00	826.04	17.40
TOTAL PERSONAL SERVICES	28,950	420.63	0.00	15,875.90	0.00	13,074.10	54.84
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	696.56	0.00	7,281.89	0.00	718.11	91.02
401-514-220-0000 Advertising	200	0.00	0.00	162.08	0.00	37.92	81.04
401-514-223-0000 Professional Services	23,000	750.00	0.00	22,210.13	0.00	789.87	96.57
401-514-226-0000 Insurance & Bonds	9,600	777.66	0.00	9,552.56	0.00	47.44	99.51
401-514-226-0001 Insurances & Bonds/GL	22,300	0.00	0.00	22,293.84	0.00	6.16	99.97
401-514-230-0000 Contracted Services	19,000	1,259.32	0.00	19,084.38	0.00	84.38	100.44
401-514-230-0001 Cont Serv/Consent Decree	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-232-0000 Bank Charges	56	0.00	0.00	55.70	0.00	0.30	99.46
TOTAL CONTRACTUAL SERVICES	82,156	3,483.54	0.00	80,640.58	0.00	1,515.42	98.16
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	1,000	0.00	0.00	425.10	0.00	574.90	42.51
401-514-348-0000 Charges by Other Funds	91,398	7,616.50	0.00	83,781.50	0.00	7,616.50	91.67
401-514-353-0000 Computer Software	10,800	13.38	0.00	10,817.79	0.00	17.79	100.16
401-514-399-0000 Miscellaneous Expenses	1,000	58.65	0.00	609.28	0.00	390.72	60.93
TOTAL COMMODITIES	104,198	7,688.53	0.00	95,633.67	0.00	8,564.33	91.78
<u>CAPITAL OUTLAY</u>							
401-514-465-0000 Depreciation Expense	0	4,480.00	0.00	4,480.00	0.00	4,480.00	0.00
TOTAL CAPITAL OUTLAY	0	4,480.00	0.00	4,480.00	0.00	4,480.00	0.00
<u>OTHER EXPENDITURES</u>							
401-514-568-0000 Transfers	0	21,291.00	0.00	133,169.00	0.00	133,169.00	0.00
401-514-670-0000 Interest & Penalties	1,000	0.00	0.00	178.30	0.00	821.70	17.83
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	4,004.60	0.00	7,995.40	33.37
401-514-677-0000 R & R Requirement	66,650	0.00	0.00	57,470.96	0.00	9,179.04	86.23
401-514-677-0001 SB234 Requirement	150,000	0.00	0.00	124,438.97	0.00	25,561.03	82.96
TOTAL OTHER EXPENDITURES	229,650	21,291.00	0.00	319,261.83	0.00	89,611.83	139.02
TOTAL ADMIN & GENERAL	444,954	37,363.70	0.00	515,891.98	0.00	70,937.98	115.94

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)

PAGE: 9

AS OF: MAY 31ST, 2023

401-SEWER FUND

CAPITAL 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
<u>CONTRACTUAL SERVICES</u>							
401-515-216-0000 Depreciation Acc Mtn Tr	0	0.00	0.00	12,986.63	0.00 (	12,986.63)	0.00
401-515-216-0001 Depreciation Acct Mnt/	0	0.00	0.00	23,801.14	0.00 (	23,801.14)	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	36,787.77	0.00 (	36,787.77)	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	36,787.77	0.00 (	36,787.77)	0.00
TOTAL EXPENDITURES	3,104,352	259,555.25	0.00	3,350,652.73	0.00 (	246,300.73)	107.93
REVENUE OVER/(UNDER) EXPENDITURES	(686,819)	(41,112.99)	0.00	(574,857.61)	0.00 (	111,961.39)	83.70



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 19, 2023
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	Discussion on Phase III Projects with Engineering Firm Burgess & Niple
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Detailed Scope 2. Elkins Fee Curves 3. Updated Scope and Project Cost Estimate 060723 4. UpdateScopeBNEmail

**City of Elkins Sanitary Board
Combined Sewer System Improvements, Phase 3
Conceptual Project Scope**

June 7, 2023

OVERALL PROJECT

- Two separate construction contracts:
 - Contract 1 – Steward Avenue Sewer Separation
 - Contract 2 – Interceptor Relocation and Cleaning

Contract 1 – Steward Avenue Sewer Separation - \$3,720,000

- Construction Scope
 - Sewer Separation/Rehabilitation
 - Steward Avenue Lift Station Improvements
 - Force Main Replacement

Contract 2 – Interceptor Relocation and Cleaning - \$2,090,00

- Construction Scope
 - South Interceptor Relocation
 - North Interceptor Cleaning and Televising

Construction Contingency = \$580,000

ENGINEERING – FIRST PHASE OF AGREEMENT

Preliminary Engineering Report = \$11,200

- Formatting report to meet IJDC requirements

Design = \$395,200

- Project Management
- Preliminary Mapping Setup
- Utility/Tax Map Coordination
- Review in Field with Owner
- Client Meetings
- Quality Assurance/Quality Control
- Permits
- Cost Estimates
- General Engineering Sheets (Total 4 Sheets)
- Paving/SWPPP Sheets (Total 16 Sheets)
- Project Layout Sheets (Total 2 Sheets)
- Sewer Plan & Profile (Total 16 Sheets)
- Force Main Plan & Profile (Total 5 Sheets)
- Miscellaneous/Standard Details (Total 6 Sheets)

- Lift Station Site Plans (2 sheets)
- Lift Station Detail Sheets (3 sheets)
- Electrical Design (5 sheets)
- Specifications

Bidding = \$13,300

- Advertisement
- Prepare Plans for Delivery
- Pre-bid Meeting
- Addenda
- Bid Opening
- Bid Tabulation/Review Letter
- Board Meeting to Discuss Results
- Complete Contract Forms for Execution

Additional Services (Estimated Fees)

- Railroad Permit - \$5,500
 - Application
 - Responding to Questions from Railroad
- Funding Assistance - \$15,500
 - IJDC Preliminary Funding Application/Meeting
 - WVDEP Facilities Plan Development
 - Final Funding Agency Application Assistance
 - Conference Call with Funding Agencies
- Survey - \$57,100
 - Topographic Survey
 - Manhole Inspections
 - Smoke Testing
- Sewer Televising - \$53,400
 - Coordination with CCTV Subconsultant
 - Propose FeeCorp for CCTV Subconsultant (2 weeks)
- Geotechnical Review - \$26,000
 - Coordination with Geotechnical Subconsultant
 - Propose CTL Engineering of West Virginia
- Easement Assistance - \$6,300
 - Easement Drawing Preparation
 - Changes to Plans to Meet Easement Requirements

ENGINEERING – SECOND PHASE OF AGREEMENT (Costs are preliminary until bidding)

Construction Phase Services (Two Construction Contracts) = \$137,500

- Construction Staking
- Preconstruction Conference
- Shop Drawings and Submittals
- Site Visits/Job Meetings/Minutes
- Interpretations/Notices
- Change Orders
- Communications
- Pay Estimate Review
- Substantial Completion Inspection
- Project Closeout/Final Inspection
- Record Drawings
- Project Management /Board Meetings

Post Construction Phase Services = \$7,700

- Lift Station Startup
- Warranty Period Services
- Warranty 11-month Observation

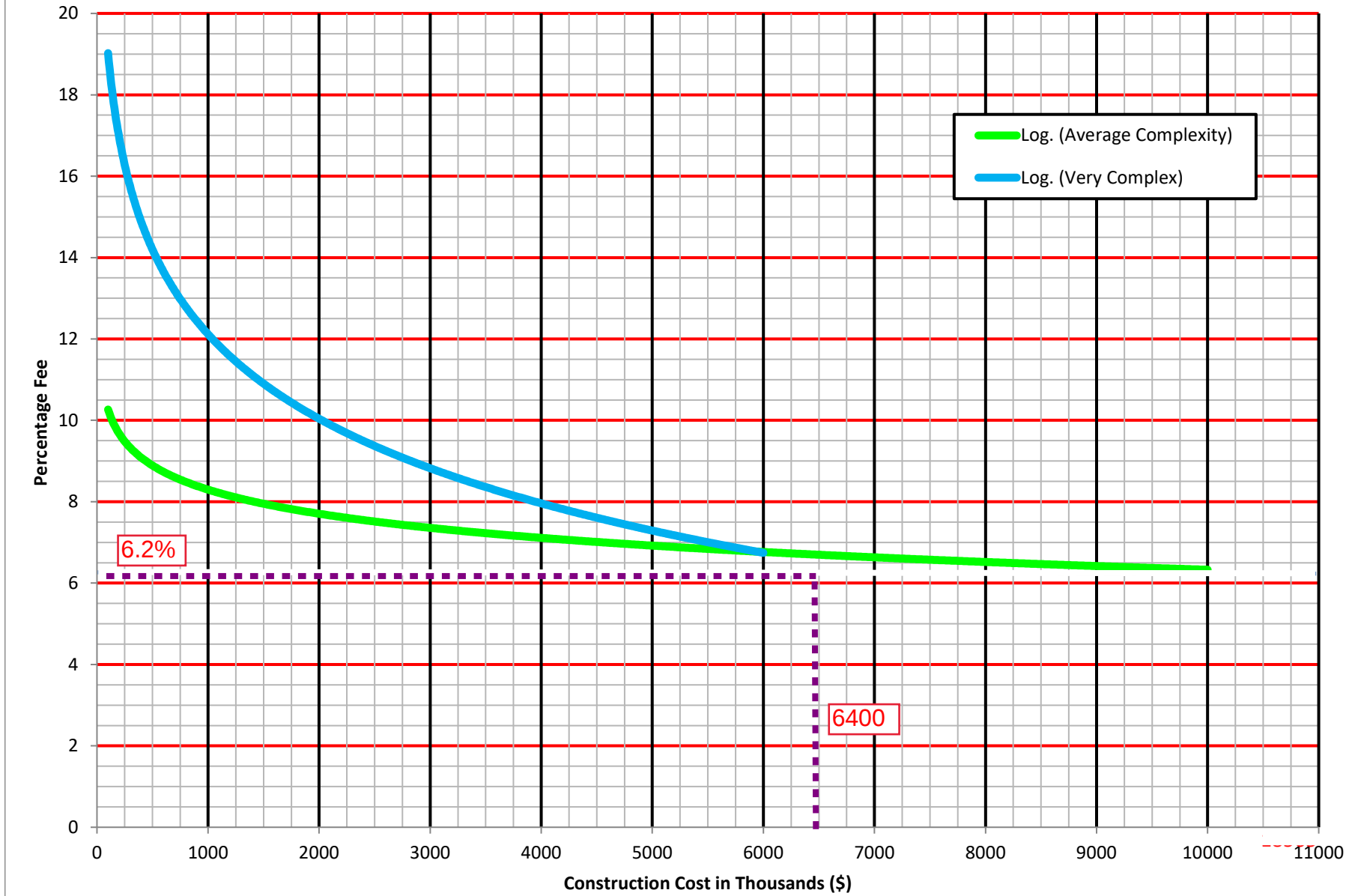
Resident Project Representative = \$330,500 (Estimated Fees)

- One RPR per Project
- 9 month Construction Period
- 8 month Fulltime RPR
- 1 month Part Time RPR (punchlist)

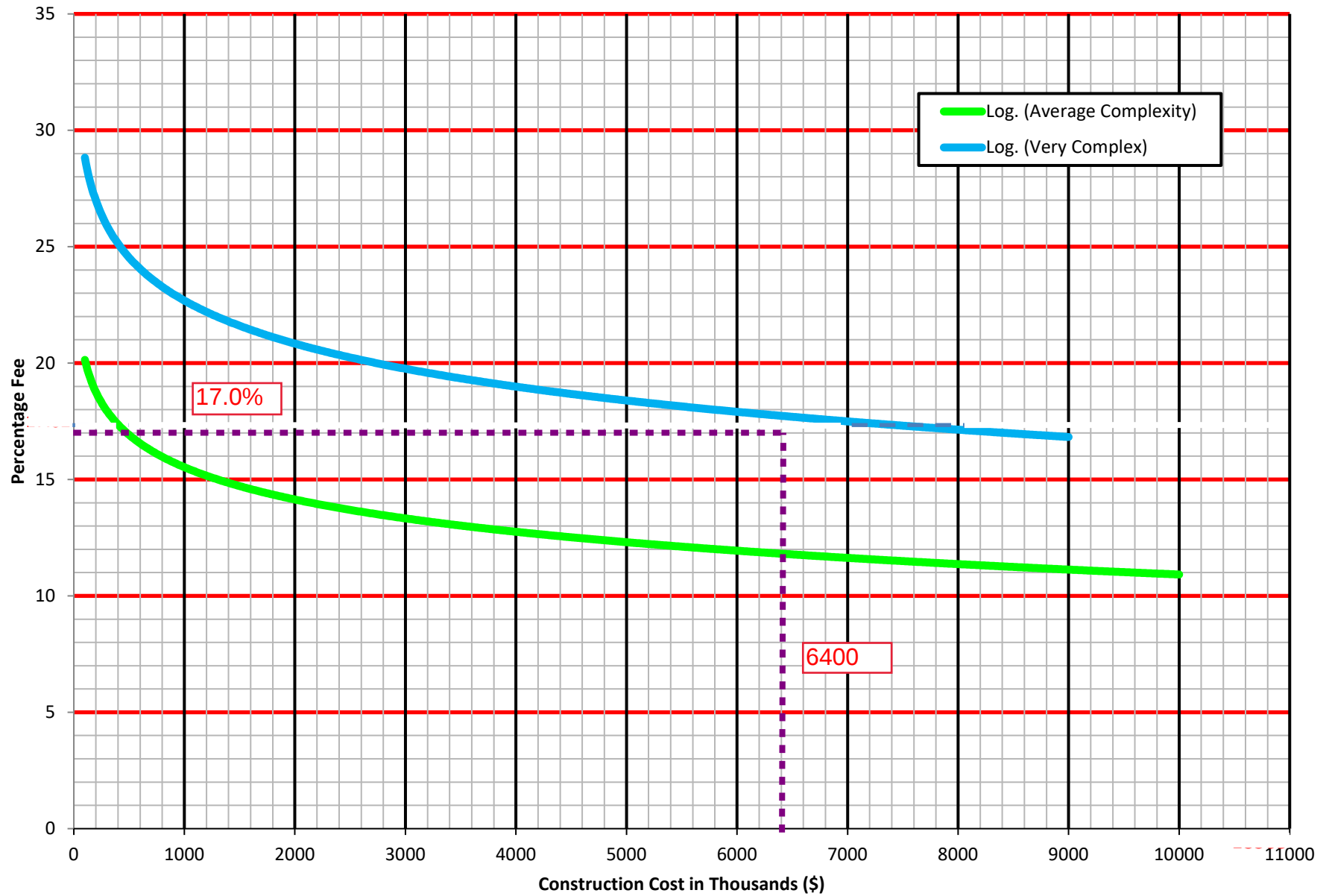
Additional Services (Estimated Fees)

- Post Construction Monitoring Report - \$16,700
 - Prepare Sampling/Metering Plan
 - Review Lab/Metering Results
 - Prepare Report (Requirement of the LTCP)
- Asset Management Plan Update - \$8,600
 - Update Condition Assessment
 - Update Report
 - Discuss with Board
 - Address WVDEP Comment

Graph 2. Design Fee vs. Construction Costs for Modifications



Graph 4. Total Fee vs. Construction Cost for Modifications



**CITY OF ELKINS SANITARY BOARD
SEWER PROJECT
PROPOSED PROJECT BREAKDOWN**

June 7, 2023

Scope	2023	2024
Steward Avenue		
Separation/Rehabilitation	\$ 3,220,000.00	
Lift Station Improvements		
FeeCorp Sewer TV		
Smoke Testing		
Force Main Replacement?	\$ 870,000.00	
South Interceptor	\$ 2,100,000.00	
City Clean & TV outside of agreement		
Can remove jog from sewer		
How far we can go		
Possibly use 15th St FM easement?		
North Interceptor Clean & Televis		
Do as part of construction contract	\$ 200,000.00	
Teaberry Hills		
Vector LS FM Relocation		\$ 870,000.00
Whiteman LS Upgrades		\$ 400,000.00
Vector LS Upgrades		\$ 400,000.00
Teaberry Hills LS		\$ 420,000.00
Teaberry Hills FM Relocation		\$ 300,000.00
Teaberry Hills Sewer Replacement (bottom only)		\$ 810,000.00
Lift Stations		
AB Andrews LS		\$ 330,900.00
AB Andrews FM		\$ 180,000.00
Glendale LS		\$ 610,000.00
Generators for:		\$ 780,000.00
Cherokee		
Barron		
15th St.		
Old Plant		
AB Andrews		
Building at Old WWTP		
Pole building 40' x 60' x 20'		
Old Plant CSO		
Replace headwall		\$ 50,000.00
WWTP		
Scum pump station replacement		\$ 440,000.00
UV System Replacement		\$ 600,000.00
Dryer/Pelletizer		\$ 2,120,000.00
Additional Sludge Holding		\$ 1,070,000.00
Dump Area (old plant?)		\$ 50,000.00
	\$ 6,390,000.00	\$ 9,430,900.00

**CITY OF ELKINS SANITARY BOARD
COMBINED SEWER SYSTEM IMPROVEMENTS, PHASE 3
PROJECT COSTS**

June 7, 2023

Description	Costs
Construction Costs - Contract 1 (Steward Avenue)	\$ 3,720,000
Construction Costs - Contract 2 (Interceptor)	\$ 2,090,000
Construction Contingency (10%)	\$ 580,000
 Engineering	
Preliminary Engineering Report	\$ 11,200
Design	\$ 395,200
Bidding	\$ 13,300
Construction and Post Construction Services	
Resident Project Representative (RPR)	\$ 330,500
Services during Construction	\$ 137,500
Post Construction Services	\$ 7,700
Additional Services	
Survey	\$ 57,100
Soil Borings	\$ 26,000
Sewer Televising	\$ 53,400
Asset Management Plan Update	\$ 8,600
Railroad Permit	\$ 5,500
Funding Assistance	\$ 15,500
Easement Assistance	\$ 6,300
Post Construction Monitoring Report	\$ 16,700
 Legal	
PSC Attorney	\$ 15,000
Local Attorney	\$ 15,000
ROW Attorney	\$ 15,000
 Administrative	
Accountant	\$ 35,000
Administration	\$ 75,000
 Financing	
Bond Counsel	\$ 25,000
Registrar	\$ 500
 Site, Easement, and ROW Cost	
Land and Easement Acquisition Costs	\$ 15,000
Appraisal Services	\$ 15,000
 Subtotal Non-Construction Costs	\$ 1,300,000
 Project Contingency (5%)	\$ 70,000
 Total Estimated Project Cost	\$ 7,760,000

Whitney Hymes

From: Mike Davis <michael.davis@burgessniple.com>
Sent: Wednesday, June 7, 2023 5:22 PM
To: Whitney Hymes
Subject: RE: Updated Phase 3 Estimate
Attachments: Updated Scope and Project Cost Estimate 060723.pdf; Elkins Fee Curves.pdf; Detailed Scope.pdf

Follow Up Flag: FollowUp
Flag Status: Flagged

CAUTION: This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Whitney,

I can give you a call on Friday morning or next Monday to discuss, but wanted to give sufficient time to be able to review before our call. Attached you will find the following:

- Updated Scope and Project Cost Estimate 060723 – Note I added the North Interceptor Cleaning to the 2023 project.
- Detailed Scope – Unsure what was requested for the better breakdown, but I added detail to each of the engineering scope items listed in the Project Cost. I also broke the engineering scope into two separate stages: Engineering Stage 1 will take us through the design and bidding phases and Engineering Stage 2 will begin at the preconstruction meeting. We can provide the initial Agreement with only Stage 1 costs and add Stage 2 costs as an addendum later. I also tried to break down the costs that are estimated (RPR and Additional Services) – Board will only pay for services provided.
- Elkins Fee Curves – these are used by WVDEP and IJDC to determine whether engineering fees are “excessive”. The fee curves are based upon “average” percentages of fee versus anticipated construction costs. As long as engineering fees as a percentage of construction costs are below the average lines, the agencies consider the agreements within an acceptable range. Consultants are allowed to go above the curve, but it takes a letter from the Owner accepting the increased percentage. There are two curves – design and overall fees. For the design, we are about 6.2% of construction, while the curve indicates approximately 6.7%. For total fee, we are around 17.0%, while the curve indicates about 17.8%.

Let me know when you would prefer to talk.

Thanks,
Mike

From: Whitney Hymes <whymes@cityofelkinswv.com>
Sent: Wednesday, June 7, 2023 7:35 AM
To: Mike Davis <michael.davis@burgessniple.com>
Subject: RE: Updated Phase 3 Estimate

Good Morning Mike:

There was a discussion yesterday concerning the potential Phase III work. We would like to see the project encompass the timeframe of the LTCP and disregard the other projects listed. The projects would be the 2023 projects in addition to the North Interceptor Cleaning & Televising (\$200,000).

Also, there was a request that these costs be broke down better to see what is going where, especially with the engineering costs. Do these engineering costs include the work that was listed in 2024 or just the 2023 projects?

This will be on the June 19 agenda for discussion so I can provide any documentation to the Board at this meeting that you provide.

If you would like to discuss, please feel free to call me at anytime. Thank you!

Whitney L. Hymes

City of Elkins WWTP
Wastewater Superintendent/Chief Operator
Laboratory Manager
401 Davis Ave
Elkins WV, 26241
PH: (304) 636-1122
Fax: (304) 636-1177
Cell: (304) 614-6350
whymes@cityofelkinswv.com



From: Mike Davis <michael.davis@burgessniple.com>
Sent: Monday, May 15, 2023 5:29 PM
To: Whitney Hymes <whymes@cityofelkinswv.com>
Subject: Updated Phase 3 Estimate

CAUTION: This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Hi Whitney,

I went through the numbers again and only included the projects from the LTCP (Steward Avenue and the South Interceptor). In comparing to the previous project, the construction cost for Phase 2 was \$3.76M (very similar to the estimate for Steward Avenue) and a total project cost of \$4.7M.

A couple of items of interest:

1. The Phase 2 project was funded with a loan of 20 years at 3%. At the current 1.75% MHI rate, Elkins would be eligible for a 30-year loan at 1%.
2. Information from the 2023 CWSRF program, Elkins would be eligible for grant funds around \$2M.

I provide this information to let you know that though the proposed Phase 3 project is significantly more expensive than the Phase 2 project, the impact on rates may be less with the grant money and lower interest rate. Feel free to contact me with any questions or comments.

Thanks,

Michael P. Davis, PE

Burgess & Niple, Inc.

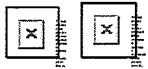
304.485.8573 x5128

cell 304.580.6918

4424 Emerson Avenue

Parkersburg, WV 26104

burgessniple.com



Note:

These electronic documents are provided by Burgess & Niple (B&N) as a convenience to our clients.

It is our professional opinion that this electronic information provides information current as of the date of its release. Any use of this information is at the sole risk and liability of the user. The user is responsible for updating information to reflect any changes in the information following the preparation date of this transmittal. The delivery of this information in electronic format is for the benefit of the owner for whom the services have been performed. Nothing in the transfer should be construed to provide any right to third parties to rely on the information provided, or that the use of this information implies the review and approval of Burgess & Niple.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 19, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. CrimLawInvoice357 2. KayCastoCahney143807 3. KayCastoChaneyInvoice143806

City of Elkins

May 2023

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	357
Invoice Date	06/07/2023
Payment Due On	06/21/2023
Amount Due	\$760.00

City of Elkins - Sanitary Board

City of Elkins - Sanitary Board

Fees

Date	Description	Staff	Rate	Hours	Total
05/02/2023	Emails concerning meeting with W. Hymes and Mayor	GSR	\$100.00	0.30	\$30.00
05/02/2023	Emails from E. Gardner about ordinance filing	GSR	\$100.00	0.10	\$10.00
05/02/2023	Review of proposal from Burgess & Niple	GSR	\$100.00	0.40	\$40.00
05/02/2023	Conference with T. Judy concerning meeting	GSR	\$100.00	0.20	\$20.00
05/02/2023	Emails concerning release from M. Hayes and conference with M. Hayes	GSR	\$100.00	0.30	\$30.00
05/04/2023	Email from T. Judy about Hayes release	GSR	\$100.00	1.00	\$100.00
05/09/2023	Review of information from W. Hymes for meeting	GSR	\$100.00	0.40	\$40.00
05/09/2023	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
05/09/2023	Meeting with Mayor Marco and W. Hymes	GSR	\$100.00	1.00	\$100.00

05/10/2023	Research concerning 5G process	GSR	\$100.00	0.50	\$50.00
05/11/2023	Review of meeting information	GSR	\$100.00	0.30	\$30.00
05/11/2023	Preparation of memo to Board	GSR	\$100.00	0.50	\$50.00
05/12/2023	Review of information from W. Hymes about project	GSR	\$100.00	0.60	\$60.00
05/12/2023	Email from W. Hymes about ARPA funds	GSR	\$100.00	0.10	\$10.00
05/15/2023	Review of information and attend Board meeting	GSR	\$100.00	1.10	\$110.00
05/19/2023	Review of information about special call meeting	GSR	\$100.00	0.40	\$40.00
05/19/2023	Email to W. Hymes about special call meeting	GSR	\$100.00	0.10	\$10.00
05/22/2023	Email to W. Hymes about special call meeting	GSR	\$100.00	0.10	\$10.00
05/22/2023	Email from W. Hymes about special call meeting	GSR	\$100.00	0.10	\$10.00
					\$760.00

Subtotal	\$760.00
Total	\$760.00
Total Balance Due	\$760.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 6/13/2023

Whitney L Hymes



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301
Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
www.kaycasto.com

June 12, 2023

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

RE: Harman Acquisition

Enclosed please find our invoice for professional services rendered through May 31, 2023.

Thank you for your confidence and trust in our firm. It continues to be our pleasure to represent you. If you have any questions or concerns about your invoice, please feel free to contact our accounting department or the Kay Casto & Chaney attorney with whom you have been working on this matter.

Sincerely,

Kay Casto & Chaney PLLC
Accounting Department



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301
Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
www.kaycasto.com

June 12, 2023

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

Invoice #: 143807
Client #: 0001473
Matter #: 000084
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through May 31, 2023

RE: Harman Acquisition

Professional Services	\$ 597.00
Disbursements	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 597.00
Previous Balance	<u>\$ 27.50</u>
TOTAL BALANCE DUE	<u>\$ 624.50</u>

KAY CASTO & CHANEY PLLC

Invoice #: 143807

June 12, 2023

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
4/18/23	RRR	Review and Revise Draft DU Petition and Joint Petition For Sale of Water and Sewer Systems To Elkins [Total Time .40; .20 Billed To Harman]	.20	275.00	55.00
5/01/23	JRM	Review and offer comments on draft petition and draft joint application relating to sale of assets from Harman to Elkins [Total Time .40; .20 Billed To Harman]	.20	270.00	54.00
5/30/23	RRR	Review Draft Documents Prepared By Cindy Wilson For Transfer To Elkins and Prepare Message To Team Re Order of Tasks That Are Necessary For Both Whitmer and Harman. total time.80; .40 billed to Harman	.40	275.00	110.00
5/30/23	CLW	Revising Joint Application of Elkins and Harman. [Total time: 2.8 hours. 1.4 hours billed to Harman. 1.4 hours billed to Elkins]	1.40	270.00	378.00

PROFESSIONAL SERVICES

\$ 597.00

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
JOHN R. MCGHEE	Member	.20	270.00	54.00
Robert R Rodecker	Member	.60	275.00	165.00
Cynthia L. Wilson	Member	1.40	270.00	378.00
Total		2.20		\$ 597.00

TOTAL THIS INVOICE

\$ 597.00

KAY CASTO & CHANEY PLLC

Invoice #: 143807

June 12, 2023

OUTSTANDING INVOICES

Invoice Number	Date	Invoice Total	Payments Received	Ending Balance
143465	5/02/23	27.50	.00	27.50
PREVIOUS BALANCE				\$ 27.50
Balance Due This Invoice				<u>\$ 597.00</u>
TOTAL BALANCE DUE				<u><u>\$ 624.50</u></u>

50% of Total Owed by Sewer: Amount=\$312.25

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 6/16/2023

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
\$.00	\$ 27.50	\$.00	\$.00	\$.00	\$ 27.50



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301
Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
www.kaycasto.com

June 12, 2023

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

RE: 2023 Sewer Rate Increase

Enclosed please find our invoice for professional services rendered through May 31, 2023.

Thank you for your confidence and trust in our firm. It continues to be our pleasure to represent you. If you have any questions or concerns about your invoice, please feel free to contact our accounting department or the Kay Casto & Chaney attorney with whom you have been working on this matter.

Sincerely,

Kay Casto & Chaney PLLC
Accounting Department

June 12, 2023

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

Invoice #: 143806
Client #: 0001473
Matter #: 000082
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through May 31, 2023

RE: 2023 Sewer Rate Increase

Professional Services	\$ 38.00
Disbursements	<u>\$ 22.62</u>
TOTAL THIS INVOICE	\$ 60.62

Invoice #: 143806

June 12, 2023

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
5/01/23	EG	Prepare Six Sets of Signed Tariff and Correspondence To PSC Tariff Officer Transmitting Tariff For Filing	.30	95.00	28.50
5/08/23	EG	Forward PSC-Stamped Tariff To Sutton Stokes	.10	95.00	9.50
PROFESSIONAL SERVICES					\$ 38.00

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
Elizabeth Gardner	Paralegal	.40	95.00	38.00
Total		.40		\$ 38.00

DISBURSEMENTS

Date	Description	Amount
5/01/23	Color Copies	6.00
5/01/23	Printing/Photocopy	14.40
5/08/23	Postage psc stamped tariff	2.22
DISBURSEMENTS		\$ 22.62
TOTAL THIS INVOICE		\$ 60.62

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 6/16/2023

Whitney L. Hymes



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 19, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget Revisions
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Budget Revisions June 2023

Sewer Budget Revision

Revision Number

2

Revenues

Fund	Department	Transfer From/Description	Amount
401	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	509-CSO	105-0000 Group Insurance	\$687.00
	509-CSO	216-0000 Maint of CSO Equipment	\$613.00
TOTAL			\$1,300.00

Department	Transfer To/Description	Amount
509-CSO	103-0000 Salary & Wages	\$1,200.00
509-CSO	106-0000 Retirement	\$100.00
		\$1,300.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number

8

Revenues

Fund	Department	Budgeted Revenues	Amount
401	000-Revenues	383-0000 Sale of Fixed Asset	\$390.00
TOTAL			\$390.00

Department	Increasing Revenues	Amount
000-Revenues	383-0000 Sale of Fixed Asset	\$4,900.00
		\$4,900.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	511-Sewer Collection	103-0000 Salary & Wages	\$1,000.00
		211-0000 Telephone	\$1,000.00
		341-0000 Supplies & Materials	\$2,000.00
		215-0002 Stormwater Supplies	\$2,575.00
TOTAL			\$6,575.00

Department	Transfer To/Description	Amount
511-Sewer Collection	106-0000 Retirement	\$300.00
	104-0000 FICA Expense	\$300.00
	108-0000 Overtime	\$1,000.00
	240-0000 Refunds & Reimbursements	\$2,825.00
	221-0000 Training & Education	\$1,000.00
	240-0000 Refunds & Reimbursements	\$2,900.00
	343-0000 Automobile Supplies	\$2,500.00
	458-0003 Bond S-1-20-A-R	\$650.00
		\$11,475.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number

9

Revenues

Fund	Department	Budgeted Revenues	Amount
401			
TOTAL			\$0.00

Department	Increasing Revenues	Amount
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	512-Sewer Treatment	399-0000 Miscellaneous	\$52,000.00
TOTAL			\$52,000.00

Department	Transfer To/Description	Amount
512-Sewer Treatment	213-0000 Utilities	\$4,000.00
	216-0000 Maint Treat/Disp System	\$15,000.00
	221-0000 Training & Education	\$500.00
	222-0000 Dues & Subscriptions	\$1,500.00
	230-0000 Contracted Services	\$5,000.00
	345-0000 Uniforms	\$1,000.00
	459-0005 Capital Outlay	\$25,000.00
		\$52,000.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number 10

Revenues

Fund	Department	Budgeted Revenues	Amount
401			
TOTAL			\$0.00

Department	Increasing Revenues	Amount
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	514-Admin. & General	103-0000 Salary & Wages	\$200.00
TOTAL			\$200.00

Department	Transfer To/Description	Amount
513-Utility Billing	104-0000 FICA Expense	\$100.00
	106-0000 Retirement	\$100.00
		\$200.00

Admin. Signature: Tracy Rudy

Date: 6/9/2023

Sewer Budget Revision

Revision Number

11

Revenues

Fund	Department	Budgeted Revenues	Amount
401			
TOTAL			\$0.00

Department	Increasing Revenues	Amount
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	514-Admin. & General	103-0000 Salary & Wages	\$7,500.00
		105-0000 Group Insurance	\$2,760.00
TOTAL			\$10,260.00

Department	Transfer To/Description	Amount
514-Admin. & General	218-0000 Postage	\$1,000.00
	223-0000 Professional Services	\$6,560.00
	230-0000 Contracted Services	\$1,500.00
	341-0000 Supplies & Materials	\$1,000.00
	353-0000 Computer Software	\$200.00
		\$10,260.00

Admin. Signature: _____

Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 19, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of 2024 Budget
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. FY2024 Revised Sewer Budget

6-01-23 2:33 PM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 401 SEWER FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
401-000-302-0000	Penalty Income	15,000.00CR
401-000-361-0000	Metered Sales to Res Cust.	1,290,900.00CR
401-000-361-0001	Metered Sales to Comm Cust.	1,050,000.00CR
401-000-361-0002	Unmetered Sales to Res Cust.	19,100.00CR
401-000-361-0003	Taps & Connections	10,000.00CR
401-000-361-0004	Services to Other Systems	405,000.00CR
401-000-380-0000	Interest Earned	13,000.00CR
401-000-381-0000	Reimbursements	2,000.00CR
401-000-382-0000	Refunds & Rebates	4,000.00CR
401-000-383-0000	Sale Of Fixed Asset	0.00
401-000-386-0000	Insurance Claims	0.00
401-000-399-0000	Miscellaneous	1,000.00CR
401-000-399-0001	Lab Analysis Services	150,000.00CR
PAGE TOTAL:		2,960,000.00CR
TOTAL:		2,960,000.00CR
TOTAL REVENUES:		2,960,000.00CR

ACCOUNT NO# ===== ACCOUNT NAME =====

ANNUAL BUDGET

DEPT NO: 509

CSO

401-509-103-0000	Salaries & Wages	19,095.00
401-509-104-0000	FICA Tax	1,590.00
401-509-105-0000	Group Health Insurance	7,560.00
401-509-106-0000	Retirement	2,047.00
401-509-108-0000	Overtime/Extra Help	1,666.50
401-509-216-0000	Maint of CSO Equipment	10,000.00
401-509-217-0000	Maint Repair Autos & Trucks	1,000.00
401-509-341-0000	Supplies & Materials	6,000.00
401-509-343-0000	Automobile Supplies	1,500.00

PAGE TOTAL:

50,458.50

DEPT TOTAL:

50,458.50

6-01-23 2:33 PM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 401 SEWER FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 3

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 510	CSO-OTHER	
401-510-103-0000	Salaries & Wages	100,960.00
401-510-104-0000	FICA Tax	8,430.00
401-510-105-0000	Group Health Insurance	17,866.00
401-510-106-0000	Retirement	9,070.00
401-510-108-0000	Overtime/Extra Help	9,250.00

PAGE TOTAL: 145,576.00

DEPT TOTAL: 145,576.00

BUDGET : 24-2023-2024 Budget
FUND : 401 SEWER FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

===== ACCOUNT NAME ===== ANNUAL BUDGET

DEPT NO: 511

SEWER COLLECTION

401-511-103-0000	Salaries & Wages	100,960.00
401-511-104-0000	FICA Tax	8,430.00
401-511-105-0000	Group Health Insurance	17,866.00
401-511-106-0000	Retirement	9,070.00
401-511-108-0000	Overtime/Extra Help	3,250.00
401-511-211-0000	Telephone	100,000.00
401-511-213-0000	Utilities/Purchased Power	100,000.00
401-511-214-0000	Travel	1,000.00
401-511-215-0000	Stormwater Supplies	10,000.00
401-511-216-0000	Maint Pumping Equipment	15,000.00
401-511-216-0001	Maint Structures/Improvement	32,669.50
401-511-217-0000	Maint Repair Autos & Trucks	15,000.00
401-511-221-0000	Training & Education	1,000.00
401-511-230-0000	Contracted Services	2,000.00
401-511-240-0000	Refunds & Reimbursements	2,000.00
401-511-341-0000	Supplies & Materials	5,000.00
401-511-343-0000	Automobile Supplies	20,000.00
401-511-345-0000	Uniforms	15,000.00
401-511-399-0000	Miscellaneous	16,500.00
401-511-458-0000	Bond Payable S-1-09-A-RN-12	33,333.00
401-511-458-0001	Bond Payable S-1-15-A-RN-12	87,000.00
401-511-458-0003	Bond Payable S-1-20-A-RN-12	320,771.00
401-511-458-0004	Bond Payable S-2-20-A-RN-12	31,442.00
401-511-459-0000	2018 Van & Sewera Camera	26,520.00
401-511-459-0001	2021 Ford F-150	12,758.00
401-511-459-0002	Capital Outlay	12,000.00
401-511-459-0003	900 ECO Cleaner	59,815.00
401-511-670-0000	Interest & Penalties	3,220.00

PAGE TOTAL:

1,001,169.50

DEPT TOTAL:

1,001,169.50

BUDGET : 24-2023-2024 Budget

FUND : 401 SEWER FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 5

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 512	SEWER TREATMENT	
401-512-103-0000	Salaries & Wages	278,380.00
401-512-104-0000	FICA Tax	22,445.00
401-512-105-0000	Group Health Insurance	54,580.00
401-512-106-0000	Retirement	23,850.00
401-512-108-0000	Overtime/Extra Help	15,000.00
401-512-211-0000	Telephone	3,000.00
401-512-213-0000	Utilities/Purchased Power	160,000.00
401-512-214-0000	Travel	3,000.00
401-512-215-0000	Maint of Bldgs & Grounds	1,000.00
401-512-216-0000	Maint Treat/Disp System	60,000.00
401-512-216-0001	Maint Structures/Improvement	26,000.00
401-512-217-0000	Maint Repair Autos & Trucks	9,000.00
401-512-218-0000	Postage	80.00
401-512-221-0000	Training & Education	3,000.00
401-512-222-0000	Dues & Subscriptions	200.00
401-512-230-0000	Contracted Services	32,000.00
401-512-341-0000	Supplies & Materials	12,000.00
401-512-341-0001	Supplies & Matls Chemicals	28,000.00
401-512-341-0002	Purification Supplies	10,000.00
401-512-343-0000	Automobile Supplies	9,500.00
401-512-345-0000	Uniforms	5,200.00
401-512-399-0000	Miscellaneous	0.00
401-512-459-0000	Bond Payable S-1-06-A-RN-12	563,268.00
401-512-459-0001	Bond Payable S-1-86-B-RN-12	12,962.00
401-512-459-0002	Ford F-350	6,639.00
401-512-459-0003	Sewer Areation Equipment	6,770.00
401-512-459-0005	Capital Outlay	0.00
401-512-670-0000	Interest & Penalties	100.00

PAGE TOTAL: 1,345,974.00

DEPT TOTAL: 1,345,974.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 513	UTILITY BILLING	
401-513-103-0000	Salaries & Wages	17,300.00
401-513-104-0000	FICA Tax	1,350.00
401-513-105-0000	Group Health Insurance	3,900.00
401-513-106-0000	Retirement	1,580.00
401-513-108-0000	Overtime/ Extra Help	280.00
401-513-214-0000	Travel	200.00
401-513-341-0000	Supplies & Materials	4,000.00
	PAGE TOTAL:	28,610.00
	DEPT TOTAL:	28,610.00

6-01-23 2:33 PM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 401 SEWER FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 7

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 514	ADMIN & GENERAL	
401-514-103-0000	Salaries & Wages	1,800.00
401-514-104-0000	FICA Tax	140.00
401-514-105-0000	Group Health Insurance	0.00
401-514-106-0000	Retirement	0.00
401-514-108-0000	Overtime/Extra Help	0.00
401-514-218-0000	Postage	8,000.00
401-514-220-0000	Advertising	0.00
401-514-223-0000	Professional Services	10,000.00
401-514-226-0000	Insurance & Bonds	12,000.00
401-514-226-0001	Insurances & Bonds/GL	30,000.00
401-514-230-0000	Contracted Services	15,000.00
401-514-230-0001	Cont Serv/Consent Decree	0.00
401-514-232-0000	Bank Charges	50.00
401-514-341-0000	Supplies & Materials	0.00
401-514-348-0000	Charges by Other Funds	41,022.00
401-514-353-0000	Computer Software	12,000.00
401-514-399-0000	Miscellaneous Expenses	1,000.00
401-514-465-0000	Depreciation Expense	0.00
401-514-568-0000	Transfers	0.00
401-514-670-0000	Interest & Penalties	200.00
401-514-676-0000	Regulatory Commission	12,000.00
401-514-677-0000	R & R Requirement	71,000.00
401-514-677-0001	SB234 Requirement	174,000.00
	PAGE TOTAL:	388,212.00
	DEPT TOTAL:	388,212.00

6-01-23 2:33 PM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 401 SEWER FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 8

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 515	SEWER DEPRECIATION	
401-515-216-0000	Depreciation Acc Mtn Trt/Disp	0.00
401-515-216-0001	Depreciation Acct Mnt/Struct	0.00
	PAGE TOTAL:	0.00
	DEPT TOTAL:	0.00
	TOTAL EXPENDITURES:	2,960,000.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 19, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Pumping Renovations at Wastewater Plant
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Elkins WWTP Scum Pump 1 2. SmartRunPumpInstallationPlan6-14-2023

PRICE QUOTATION
PRECISION PUMP and VALVE SERVICE, INC

517 OLD GOFF MOUNTAIN ROAD
P.O. BOX 517 - CHARLESTON WV 25356
(304)776-1710
(304) 405-2890 FAX



**PRECISION
PUMP & VALVE SERVICE**

517 OLD GOFF MOUNTAIN ROAD
P.O. BOX 7027 - CHARLESTON, WEST VIRGINIA 25356
304-776-1710



TO: Elkins WWTP	DATE 6/1/23	PLEASE INDICATE THIS NUMBER WHEN ORDERING Scum Pump # 1		
ATTN: Whitney Hypes	YOUR INQUIRY DATED	TERMS NET 30 DAYS		
PHONE: 304-636-1122	PROPOSED SHIPPING DATE 16 Weeks	TO BE SHIPPED VIA		
FAX/Email:	SALESPERSON Wayne Russell	F.O.B.	P.P.D.	COLL.
HERE IS OUR QUOTATION ON THE GOODS NAMED, SUBJECTED TO THE CONDITIONS NOTED:				
CONDITIONS: The prices and terms on this quotation are not subject to verbal agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical and stenographic errors are subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production. Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.				
QUANTITY	DESCRIPTION	PRICE	AMOUNT	
1	RENOVATION OF SCUM PUMP STATION # 1 Flygt NP3085, 460/3PH, 462 Hard Iron Non Clog Impeller Pump, Base, Guide Rails, Upper Bracket, Stainless Steel Chain, Discharge Piping from Pump Base to new Valve Vault, Elbow, Check Valve, Gate Valve, Confined Space Labor, Stainless Steel Control Panel with SmartRun VFD, Conduit, Junction Box, Wiring, Transducer w/Float Backup and Start Up NOTE: Customer responsible for any excavation, proving valve vault if needed, Valve Truck if needed, assist in hooking up to line outside valve vault Additional Costs of Vault/Check Valve/Excavation the total of project will be approximately \$50,000 6/13/2023 <i>Whitney L. Hypes</i>		\$42,994	
Price does not include: taxes, fees or items not spelled out on quote.		TOTAL	\$42,994	

QUOTE VALID TILL 12/31/23

BY: Wane Russell

