



City of Elkins **Sanitary Board**

July 17, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

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 June 19, 2023
 - b. Proposed minutes for the Special Call Meeting of June 30, 2023
- 4. Presentation**
- 5. Reports**
 - a. Chief Wastewater Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of June 30, 2023
- 6. Unfinished business**
 - a. Discussion on Phase III Projects with Engineering Firm B&N
- 7. New business**
 - a. Approval of Sewer Invoices
 - b. Discussion of Consent Decree
 - c. Approving "Class I Wastewater Operator" Status and Confirming Compensation Level for Brian Jenkins
- 8. Announcements**
- 9. Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 17, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 19,2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board - 2023_06_19 - minutes

SANITARY BOARD REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
June 19, 2023
10:00 AM***

Present were board members: Jerry Marco, Randall Biller, Victor White.

Also present were: Tracy Judy (Treasurer), Whitney Hymes (Wastewater Supervisor), Liz Roberts (Executive Secretary).

Gerry Roberts and Mark Hartley were absent.

MINUTES

Randal Biller **MOVED APPROVAL OF THE MINUTES OF THE MAY 15, 2023 MEETING.** The motion carried.

REPORTS

Whitney Hymes Wastewater Superintendent/Chief Operator provided a report for the month of May 2023.

Tracy Judy (City Treasurer) provided financial reports for the month of May 2023.

UNFINISHED BUSINESS

Mike Davis from the engineering Firm Burgess & Niple addressed the board concerning Phase III of the sewer/stormwater separation project. No action was taken. A special meeting was called for the 28th of June for further discussion and decisions.

NEW BUSINESS

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

The approved invoices were:

- CrimLawInvoice#357
- KayCasto&ChaneyInvloice#143806
- KayCasto&ChaneyInvoice#1430807

Victor White **MOVED APPROVAL OF THE BUDGET REVISIONS.** The motion carried.

- Sanitary Fund FY2023 budget revisions #2 and #8-11.

Randall Biller **MOVED APPROVAL OF THE 2024 BUDGET.** The motion carried.

Victor White **MOVED APPROVAL OF THE PURCHASE OF THE SMART RUN FLIGHT PUMP.** The motion carried.

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

The meeting adjourned at 10:30 AM

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

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 17, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the Special Call Meeting of June 30, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Special Call Sanitary Board Meeting June 30,2023

SANITARY BOARD MEETING SPECIAL MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
June 30, 2023
10:00 AM***

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

Also present were: Gerry Roberts (City Attorney), Tracy Judy (Treasurer), Whitney Himes (Wastewater Chief Operator).

UNFINISHED BUSINESS

Jerry Marco, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION ON PHASE III PROJECTS WITH ENGINEERING FIRM BURGESS & NIPLE. The motion carried.** The council entered executive session at 10:02 a.m. and returned at 11:06 a.m. The chair announced that no action was taken.

Victor White **MOVED ADJOURNMENT. The motion carried.**

The meeting adjourned at 11:07 a.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 17, 2023
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	Discussion on Phase III Projects with Engineering Firm B&N
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Additional Information for Phase III Project 7-10-2023

From: Mike Davis
Sent: Friday, July 7, 2023 4:38 PM
To: Whitney Hymes
Subject: Additional Information for the Phase 3 Project

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,

Per our discussions, I have provided additional information to help explain the scope of the Phase 3 project as envisioned. Attached is the following:

- Steward Avenue – Indicates the extents of the project including the 8" and 12" gravity sewer, lift station improvements, and replacement force main. Information was taken from the 1992 Kelley, Gidley, Blair, & Wolfe sewer maps.
- Steward Avenue Cost Estimate – Construction cost estimate for the lift station, gravity sewer and force main improvements.
- Interceptor – Approximate location of the proposed relocated south interceptor and the extents of the north interceptor cleaning and televising.
- Interceptor Cost Estimate – Construction cost estimate for the south interceptor relocation and north interceptor cleaning and televising.
- Project Cost Estimate – Did not change from the previous version. Please note the lines for the construction costs for both the Steward Avenue and Interceptor match the cost estimates provided.

Following your review, please let me know if you need any additional information. Have a great weekend!

Thanks,

Michael P. Davis, PE

Burgess & Niple, Inc.

304.485.8573 x5128

cell 304.580.6918

4424 Emerson Avenue

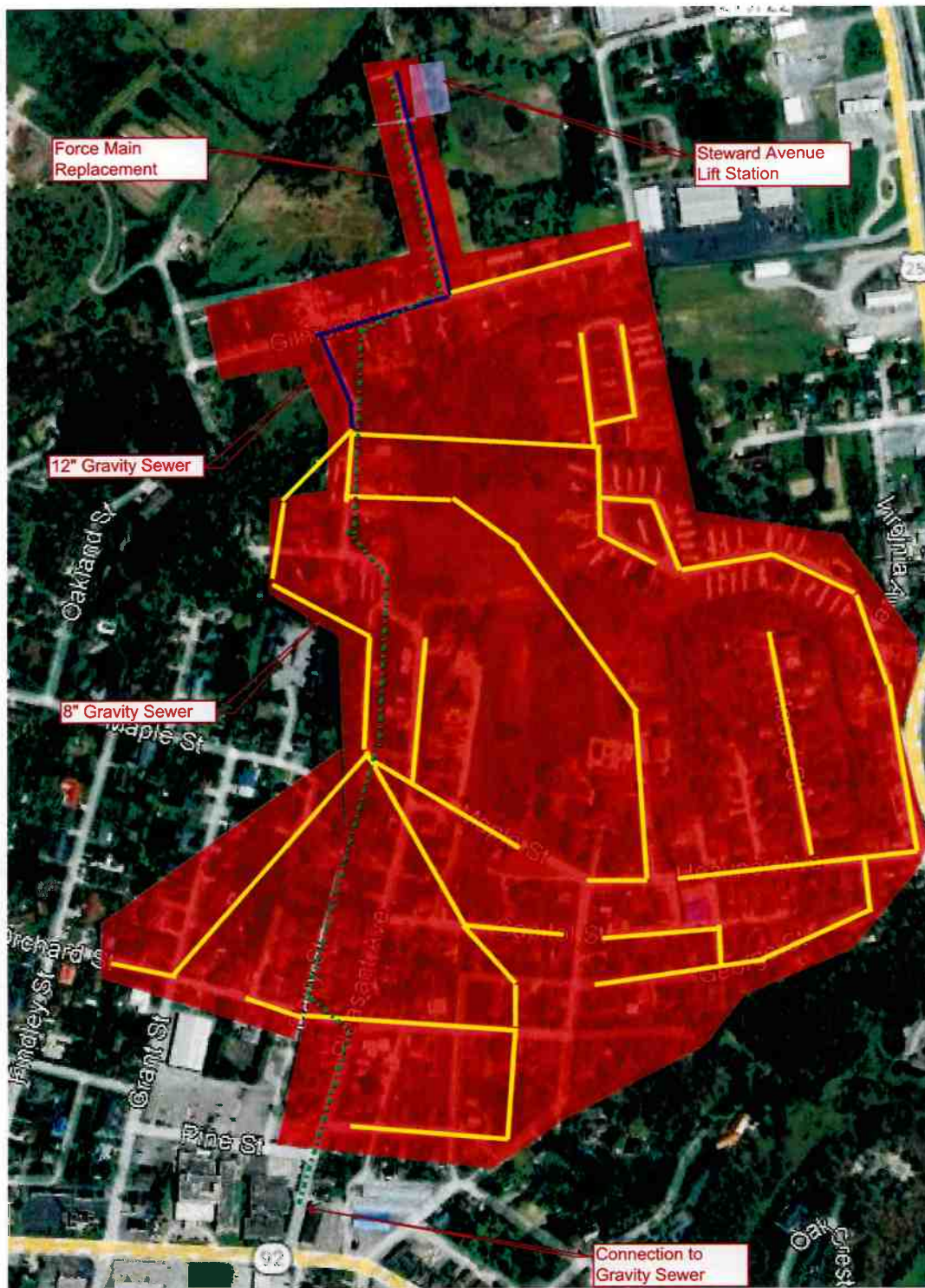
Parkersburg, WV 26104

burgessniple.com



Note:

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



City of Elkins Sanitary Board
Combined Sewer System Improvements, Phase 3
Construction Cost Estimate for the Steward Avenue Sewer Separation Project

July 7, 2023

ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
General					
	Mobilization/Demobilization	LS	\$ 92,600	1	\$ 92,600
	Erosion Control	LS	\$ 2,500	1	\$ 2,500
	Clearing and Grubbing	LS	\$ 40,000	1	\$ 40,000
	Traffic Control	LS	\$ 15,000	1	\$ 15,000
	Preconstruction Audio-Video Recording	LS	\$ 12,000	1	\$ 12,000
	8" PVC SDR-35 Sewers	LF	\$ 100	8370	\$ 837,000
	12" PVC SDR-35 Sewer	LF	\$ 120	1400	\$ 168,000
	8" PVC C900 DR14 Force Main	LF	\$ 100	4050	\$ 405,000
	Bore and Jack Sewer	LF	\$ 1,000	150	\$ 150,000
	Manholes	EA	\$ 5,000	35	\$ 175,000
	Cleanouts	EA	\$ 1,000	89	\$ 89,000
	Wyes	EA	\$ 800	89	\$ 71,200
	6" PVC Sewer Laterals	LF	\$ 100	1780	\$ 178,000
	Connection to Existing Manholes/LSs	EA	\$ 5,000	1	\$ 5,000
	Reconnection of Laterals	EA	\$ 1,000	89	\$ 89,000
	Lift Station Improvements	LS	\$ 425,000	1	\$ 425,000
	Asphalt Trench Repair	SY	\$ 100	3208	\$ 320,800
	Concrete Sidewalks	SF	\$ 15	2310	\$ 34,650
	Seeding and Mulching	SY	\$ 10	6930	\$ 69,300
SUBTOTAL CONSTRUCTION					\$ 3,179,100
	Inflationary Costs	17%			\$ 540,400
TOTAL CONSTRUCTION					\$ 3,720,000



City of Elkins Sanitary Board
Combined Sewer System Improvements, Phase 3
Cost Estimate for South Interceptor Relocation and North Interceptor Cleaning

July 7, 2023

ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
General					
	Mobilization/Demobilization	LS	\$ 52,000	1	\$ 52,000
	Erosion Control	LS	\$ 2,500	1	\$ 2,500
	Clearing and Grubbing	LS	\$ 25,000	1	\$ 25,000
	Traffic Control	LS	\$ 20,000	1	\$ 20,000
	Preconstruction Audio-Video Recording	LS	\$ 20,000	1	\$ 20,000
	12" PVC SDR-35 Sewers	LF	\$ 120	440	\$ 52,800
	18" PVC SDR-35 Sewers	LF	\$ 150	810	\$ 121,500
	24" PVC SDR-35 Sewers	LF	\$ 180	2500	\$ 450,000
	Sewer Cleaning and CCTV	LF	\$ 30	4200	\$ 126,000
	Bore and Jack	LF	\$ 1,000	400	\$ 400,000
	Manholes	EA	\$ 5,000	22	\$ 110,000
	Cleanouts	EA	\$ 1,000	31	\$ 31,000
	Wyes	EA	\$ 800	31	\$ 24,800
	6" PVC Sewer Laterals	LF	\$ 100	620	\$ 62,000
	Connection to Existing Manholes/LSs	EA	\$ 5,000	2	\$ 10,000
	Reconnection of Laterals	EA	\$ 1,000	31	\$ 31,000
	Connection of Sewer to New Manholes	EA	\$ 3,500	11	\$ 38,500
	Asphalt Trench Repair	SY	\$ 100	1335	\$ 133,500
	Concrete Sidewalks	SF	\$ 15	870	\$ 13,050
	Riprap	CY	\$ 100	400	\$ 40,000
	Seeding and Mulching	SY	\$ 10	2330	\$ 23,300
SUBTOTAL CONSTRUCTION					\$ 1,787,000
	Inflationary Costs	17%			\$ 303,800
TOTAL CONSTRUCTION					\$ 2,090,000

**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



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 17, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 17, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion of Consent Decree
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 17, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Approving "Class I Wastewater Operator" Status and Confirming Compensation Level for Brian Jenkins
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. BrianJenkins2023RaiseRequest7-11-2023ClassI

Elkins Sanitary Board: Agenda Item Request Personnel Action

Name of Employee: Brian L. Jenkins

Requesting Administrator: Chief Wastewater Operator-Whitney L. Hymes

Requested Personnel Action (check one):

- ☐ New employee has completed probationary period and is recommended for full-time regular status
- ☐ Promoted/transferred employee has completed probationary period and is recommended for confirmation in new position

★ Other (please describe in detail): Employee has earned certification for Class I Wastewater license and needs compensation for license.

Employee's Direct Supervisor: Whitney L. Hymes (Chief Wastewater Operator/Superintendent)

Effective date of personnel action: July 17, 2023 (Monday)

Employee's title/dept. after action:

Class I Wastewater Operator/Laboratory Technician / Wastewater Department

Employee's current Grade: 3 and Step: 5 Wage: \$15.34

Employee's new Grade: 4 and Step: 5 Wage: \$16.27

Administrator's signature:



Date:

7/11/2023

****Route to Sanitary Board ****