City of Elkins
Sanitary Board
August 21, 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 July 17, 2023
4. **Presentation**
5. **Reports**
   a. Chief Wastewater Operator
   b. Wastewater Collection Supervisor
   c. Financial Statements as of July 31, 2023
6. **Unfinished business**
   a. Discussion on Phase III Projects with Engineering Firm B&N
   b. Discussion of Consent Decree
7. **New business**
   a. Approval of Sewer Invoices
   b. Discussion on Randolph Ave Foam Issues and Davis Memorial Presbyterian Church
   c. Discussion on Replacement/Repair of Water and Sewer Lines in the City of Elkins
   d. Discussion Concerning Property at 116 1/2 1st Street
   e. Burgess & Niple Contract Discussion Concerning Phase II
8. **Announcements**
9. **Adjournment**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of July 17, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board - 2023_07_17 - Minutes

SANITARY BOARD
REGULAR MEETING
MINUTES

401 Davis Avenue
City Hall, Council Chambers
July 17, 2023
10:00 AM

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

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

Mark Hartley (Wastewater Supervisor) was absent.

MINUTES

Randall Biller, **MOVED APPROVAL OF THE MINUTES OF THE JUNE 19, 2023, MEETING.** The motion carried.

Victor White, **MOVED APPROVAL OF THE MINUTES OF THE JUNE 30, 2023, MEETING.** The motion carried.

REPORTS

a. Whitney Hymes the Chief Wastewater Operator provided a report for the month of June 2023.

b. Mark Hartley was not present, but Whitney spoke on his behalf.

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

UNFINISHED BUSINESS

The Discussion on Phase III Projects with Engineering Firm B&N. There was no action taken.

NEW BUSINESS

Randall Biller **MOVED APPROVAL OF KAY CASTO CHANEY INVOICE #144331.** The motion carried.

Randall Biller **MOVED APPROVAL OF CRIM LAW INVOICE # 363.** The motion carried.

Discussion of the Consent Decree. There was no action taken.

Jerry Marco **MOVED APPROVAL OF "CLASS I WASTEWATER OPERATOR" STATUS AND CONFIRMING COMPENSATION LEVEL FOR BRIAN JENKINS.** The motion carried.

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

The meeting adjourned at 10:39 AM.

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

Name & Title	Signature

FY2024 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	$216,523.92												$209.30	$216,523.92

Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Total
	$216,314.62													$216,314.62

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JULY 31ST, 2023

401-SEWER FUND

FINANCIAL SUMMARY % OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	19,000	1,454.49	0.00	1,454.49	0.00	17,545.51	7.66
CHARGES FOR SERVICES	2,182,093	193,455.41	0.00	193,455.41	0.00	1,988,637.59	8.87
MISCELLANEOUS REVENUE	221,340	21,614.02	0.00	21,614.02	0.00	199,725.98	9.77
TOTAL REVENUE	2,422,433	216,523.92	0.00	216,523.92	0.00	2,205,909.08	8.94
EXPENDITURE SUMMARY							
CSO	40,639	2,329.25	0.00	2,329.25	0.00	38,309.75	5.73
CSO-OTHER	141,856	11,638.18	0.00	11,638.18	0.00	130,217.82	8.20
SEWER COLLECTION	1,031,164	68,029.95	0.00	68,029.95	0.00	963,134.05	6.60
SEWER TREATMENT	1,421,581	99,803.57	0.00	99,803.57	0.00	1,321,777.43	7.02
UTILITY BILLING	27,958	1,878.18	0.00	1,878.18	0.00	26,079.82	6.72
ADMIN & GENERAL	444,754	22,651.49	0.00	22,651.49	0.00	422,102.51	5.09
CAPITAL OUTLAY	0	9,984.00	0.00	9,984.00	0.00	(9,984.00)	0.00
TOTAL EXPENDITURES	3,107,952	216,314.62	0.00	216,314.62	0.00	2,891,637.38	6.96
REVENUE OVER/(UNDER) EXPENDITURES	(685,519)	209.30	0.00	209.30	0.00	(685,728.30)	0.03-

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JULY 31ST, 2023

401-SEWER FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
TAXES							
401-000-302-0000 Penalty Income	19,000	1,454.49	0.00	1,454.49	0.00	17,545.51	7.66
TOTAL TAXES	19,000	1,454.49	0.00	1,454.49	0.00	17,545.51	7.66
CHARGES FOR SERVICES							
401-000-361-0000 Metered Sales to Res Cu	956,923	89,996.60	0.00	89,996.60	0.00	866,926.40	9.40
401-000-361-0001 Metered Sales to Comm C	840,000	68,095.09	0.00	68,095.09	0.00	771,904.91	8.11
401-000-361-0002 Unmetered Sales to Res	15,170	1,129.54	0.00	1,129.54	0.00	14,040.46	7.45
401-000-361-0003 Taps & Connections	10,000	750.00	0.00	750.00	0.00	9,250.00	7.50
401-000-361-0004 Services to Other Syste	360,000	33,484.18	0.00	33,484.18	0.00	326,515.82	9.30
TOTAL CHARGES FOR SERVICES	2,182,093	193,455.41	0.00	193,455.41	0.00	1,988,637.59	8.87
MISCELLANEOUS REVENUE							
401-000-380-0000 Interest Earned	8,050	531.61	0.00	531.61	0.00	7,518.39	6.60
401-000-381-0000 Reimbursements	2,000	594.54	0.00	594.54	0.00	1,405.46	29.73
401-000-382-0000 Refunds & Rebates	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
401-000-383-0000 Sale Of Fixed Asset	5,290	0.00	0.00	0.00	0.00	5,290.00	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	1,000	29.00	0.00	29.00	0.00	971.00	2.90
401-000-399-0001 Lab Analysis Services	200,000	20,458.87	0.00	20,458.87	0.00	179,541.13	10.23
TOTAL MISCELLANEOUS REVENUE	221,340	21,614.02	0.00	21,614.02	0.00	199,725.98	9.77
TOTAL REVENUE	2,422,433	216,523.92	0.00	216,523.92	0.00	2,205,909.08	8.94

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JULY 31ST, 2023

401-SEWER FUND

CSO % OF YEAR COMPLETED: 08.33

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	18,850	1,460.40	0.00	1,460.40	0.00	17,389.60	7.75
401-509-104-0000 FICA Tax	1,570	111.62	0.00	111.62	0.00	1,458.38	7.11
401-509-105-0000 Group Health Insurance	5,815	565.95	0.00	565.95	0.00	5,249.05	9.73
401-509-106-0000 Retirement	1,850	136.38	0.00	136.38	0.00	1,713.62	7.37
401-509-108-0000 Overtime/Extra Help	1,667	54.90	0.00	54.90	0.00	1,612.10	3.29
TOTAL PERSONAL SERVICES	29,752	2,329.25	0.00	2,329.25	0.00	27,422.75	7.83
CONTRACTUAL SERVICES							
401-509-216-0000 Maint of CSO Equipment	4,387	0.00	0.00	0.00	0.00	4,387.00	0.00
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	5,387	0.00	0.00	0.00	0.00	5,387.00	0.00
COMMODITIES							
401-509-341-0000 Supplies & Materials	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	5,500	0.00	0.00	0.00	0.00	5,500.00	0.00
TOTAL CSO	40,639	2,329.25	0.00	2,329.25	0.00	38,309.75	5.73

401-SEWER FUND

CSO-OTHER % OF YEAR COMPLETED: 08.33

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	104,000	8,236.25	0.00	8,236.25	0.00	95,763.75	7.92
401-510-104-0000 FICA Tax	8,300	683.71	0.00	683.71	0.00	7,616.29	8.24
401-510-105-0000 Group Health Insurance	9,270	1,120.13	0.00	1,120.13	0.00	8,149.87	12.08
401-510-106-0000 Retirement	9,436	750.77	0.00	750.77	0.00	8,685.23	7.96
401-510-108-0000 Overtime/Extra Help	10,850	847.32	0.00	847.32	0.00	10,002.68	7.81
TOTAL PERSONAL SERVICES	141,856	11,638.18	0.00	11,638.18	0.00	130,217.82	8.20
TOTAL CSO-OTHER	141,856	11,638.18	0.00	11,638.18	0.00	130,217.82	8.20

401-SEWER FUND

SEWER COLLECTION % OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-511-103-0000 Salaries & Wages	103,000	8,236.47	0.00	8,236.47	0.00	94,763.53	8.00
401-511-104-0000 FICA Tax	8,600	683.76	0.00	683.76	0.00	7,916.24	7.95
401-511-105-0000 Group Health Insurance	12,820	1,131.27	0.00	1,131.27	0.00	11,688.73	8.82
401-511-106-0000 Retirement	9,436	750.77	0.00	750.77	0.00	8,685.23	7.96
401-511-108-0000 Overtime/Extra Help	11,750	847.38	0.00	847.38	0.00	10,902.62	7.21
TOTAL PERSONAL SERVICES	145,606	11,649.65	0.00	11,649.65	0.00	133,956.35	8.00
CONTRACTUAL SERVICES							
401-511-211-0000 Telephone	2,500	0.00	0.00	0.00	0.00	2,500.00	0.00
401-511-213-0000 Utilities/Purchased Pow	102,000	7,168.26	0.00	7,168.26	0.00	94,831.74	7.03
401-511-214-0000 Travel	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-215-0002 Stormwater Supplies	17,425	0.00	0.00	0.00	0.00	17,425.00	0.00
401-511-216-0000 Maint Pumping Equipment	55,000	0.00	0.00	0.00	0.00	55,000.00	0.00
401-511-216-0001 Maint Structures/Improv	15,000	0.00	0.00	0.00	0.00	15,000.00	0.00
401-511-217-0000 Maint Repair Autos & T	15,000	0.00	0.00	0.00	0.00	15,000.00	0.00
401-511-221-0000 Training & Education	2,500	0.00	0.00	0.00	0.00	2,500.00	0.00
401-511-230-0000 Contracted Services	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
401-511-240-0000 Refunds & Reimbursement	7,725	0.00	0.00	0.00	0.00	7,725.00	0.00
TOTAL CONTRACTUAL SERVICES	219,150	7,168.26	0.00	7,168.26	0.00	211,981.74	3.27
COMMODITIES							
401-511-341-0000 Supplies & Materials	48,000	0.00	0.00	0.00	0.00	48,000.00	0.00
401-511-343-0000 Automobile Supplies	27,500	0.00	0.00	0.00	0.00	27,500.00	0.00
401-511-345-0000 Uniforms	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
401-511-399-0000 Miscellaneous	16,500	0.00	0.00	0.00	0.00	16,500.00	0.00
TOTAL COMMODITIES	97,000	0.00	0.00	0.00	0.00	97,000.00	0.00
CAPITAL OUTLAY							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	2,830.41	0.00	31,134.59	8.33
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	7,269.39	0.00	79,963.61	8.33
401-511-458-0003 Bond Payable S-1-20-A-R	321,421	26,784.32	0.00	26,784.32	0.00	294,636.68	8.33
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	2,620.15	0.00	28,821.85	8.33
401-511-459-0000 2018 Van & Sewera Camer	26,034	2,206.79	0.00	2,206.79	0.00	23,827.21	8.48
401-511-459-0001 2021 Ford F-150	6,858	563.16	0.00	563.16	0.00	6,294.84	8.21
401-511-459-0002 Capital Outlay	36,350	0.00	0.00	0.00	0.00	36,350.00	0.00
401-511-459-0003 900 ECO Cleaner	23,708	6,775.43	0.00	6,775.43	0.00	16,932.57	28.58
TOTAL CAPITAL OUTLAY	567,011	49,049.65	0.00	49,049.65	0.00	517,961.35	8.65
OTHER EXPENDITURES							
401-511-670-0000 Interest & Penalties	2,397	162.39	0.00	162.39	0.00	2,234.61	6.77
TOTAL OTHER EXPENDITURES	2,397	162.39	0.00	162.39	0.00	2,234.61	6.77
TOTAL SEWER COLLECTION	1,031,164	68,029.95	0.00	68,029.95	0.00	963,134.05	6.60

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JULY 31ST, 2023

401-SEWER FUND

SEWER TREATMENT % OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-512-103-0000 Salaries & Wages	257,000	18,447.35	0.00	18,447.35	0.00	238,552.65	7.18
401-512-104-0000 FICA Tax	20,810	1,432.70	0.00	1,432.70	0.00	19,377.30	6.88
401-512-105-0000 Group Health Insurance	47,225	3,990.55	0.00	3,990.55	0.00	43,234.45	8.45
401-512-106-0000 Retirement	23,350	1,546.78	0.00	1,546.78	0.00	21,803.22	6.62
401-512-108-0000 Overtime/Extra Help	15,000	777.54	0.00	777.54	0.00	14,222.46	5.18
TOTAL PERSONAL SERVICES	363,385	26,194.92	0.00	26,194.92	0.00	337,190.08	7.21
CONTRACTUAL SERVICES							
401-512-211-0000 Telephone	3,200	0.00	0.00	0.00	0.00	3,200.00	0.00
401-512-213-0000 Utilities/Purchased Pow	164,000	11,950.51	0.00	11,950.51	0.00	152,049.49	7.29
401-512-214-0000 Travel	3,500	0.00	0.00	0.00	0.00	3,500.00	0.00
401-512-215-0000 Maint of Bldgs & Ground	200	0.00	0.00	0.00	0.00	200.00	0.00
401-512-216-0000 Maint Treat/Disp System	65,000	1,850.00	0.00	1,850.00	0.00	63,150.00	2.85
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	0.00	0.00	26,000.00	0.00
401-512-217-0000 Maint Repair Autos & Tr	15,000	0.00	0.00	0.00	0.00	15,000.00	0.00
401-512-218-0000 Postage	90	0.00	0.00	0.00	0.00	90.00	0.00
401-512-221-0000 Training & Education	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
401-512-222-0000 Dues & Subscriptions	2,090	0.00	0.00	0.00	0.00	2,090.00	0.00
401-512-230-0000 Contracted Services	37,000	5,580.80	0.00	5,580.80	0.00	31,419.20	15.08
TOTAL CONTRACTUAL SERVICES	318,080	19,381.31	0.00	19,381.31	0.00	298,698.69	6.09
COMMODITIES							
401-512-341-0000 Supplies & Materials	12,000	79.53	0.00	79.53	0.00	11,920.47	0.66
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	0.00	0.00	28,000.00	0.00
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	0.00	0.00	0.00	0.00	9,500.00	0.00
401-512-345-0000 Uniforms	6,000	0.00	0.00	0.00	0.00	6,000.00	0.00
401-512-399-0000 Miscellaneous	34,238	125.00	0.00	125.00	0.00	34,113.00	0.37
TOTAL COMMODITIES	93,738	204.53	0.00	204.53	0.00	93,533.47	0.22
CAPITAL OUTLAY							
401-512-459-0000 Bond Payable S-1-06-A-R	563,269	46,939.02	0.00	46,939.02	0.00	516,329.98	8.33
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	1,080.16	0.00	11,881.84	8.33
401-512-459-0002 Ford F-350	6,639	553.21	0.00	553.21	0.00	6,085.79	8.33
401-512-459-0003 Sewer Areation Equipmen	26,597	2,243.88	0.00	2,243.88	0.00	24,353.12	8.44
401-512-459-0005 Capital Outlay	25,000	0.00	0.00	0.00	0.00	25,000.00	0.00
TOTAL CAPITAL OUTLAY	634,467	50,816.27	0.00	50,816.27	0.00	583,650.73	8.01
OTHER EXPENDITURES							
401-512-670-0000 Interest & Penalties	11,911	3,206.54	0.00	3,206.54	0.00	8,704.46	26.92
TOTAL OTHER EXPENDITURES	11,911	3,206.54	0.00	3,206.54	0.00	8,704.46	26.92
TOTAL SEWER TREATMENT	1,421,581	99,803.57	0.00	99,803.57	0.00	1,321,777.43	7.02

401-SEWER FUND

UTILITY BILLING % OF YEAR COMPLETED: 08.33

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	17,704	1,297.40	0.00	1,297.40	0.00	16,406.60	7.33
401-513-104-0000 FICA Tax	1,265	92.86	0.00	92.86	0.00	1,172.14	7.34
401-513-105-0000 Group Health Insurance	3,042	295.71	0.00	295.71	0.00	2,746.29	9.72
401-513-106-0000 Retirement	1,667	118.12	0.00	118.12	0.00	1,548.88	7.09
401-513-108-0000 Overtime/ Extra Help	280	14.97	0.00	14.97	0.00	265.03	5.35
TOTAL PERSONAL SERVICES	23,958	1,819.06	0.00	1,819.06	0.00	22,138.94	7.59
CONTRACTUAL SERVICES							
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
COMMODITIES							
401-513-341-0000 Supplies & Materials	4,000	59.12	0.00	59.12	0.00	3,940.88	1.48
TOTAL COMMODITIES	4,000	59.12	0.00	59.12	0.00	3,940.88	1.48
TOTAL UTILITY BILLING	27,958	1,878.18	0.00	1,878.18	0.00	26,079.82	6.72

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JULY 31ST, 2023

401-SEWER FUND

ADMIN & GENERAL

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-514-103-0000 Salaries & Wages	13,500	225.00	0.00	225.00	0.00	13,275.00	1.67
401-514-104-0000 FICA Tax	1,700	17.22	0.00	17.22	0.00	1,682.78	1.01
401-514-105-0000 Group Health Insurance	540	550.00	0.00	550.00	0.00	(10.00)	101.85
401-514-106-0000 Retirement	1,750	0.00	0.00	0.00	0.00	1,750.00	0.00
401-514-108-0000 Overtime/Extra Help	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL PERSONAL SERVICES	18,490	792.22	0.00	792.22	0.00	17,697.78	4.28
CONTRACTUAL SERVICES							
401-514-218-0000 Postage	9,000	687.28	0.00	687.28	0.00	8,312.72	7.64
401-514-220-0000 Advertising	200	0.00	0.00	0.00	0.00	200.00	0.00
401-514-223-0000 Professional Services	29,560	1,600.00	0.00	1,600.00	0.00	27,960.00	5.41
401-514-226-0000 Insurance & Bonds	9,600	1,274.62	0.00	1,274.62	0.00	8,325.38	13.28
401-514-226-0001 Insurances & Bonds/GL	22,300	9,321.92	0.00	9,321.92	0.00	12,978.08	41.80
401-514-230-0000 Contracted Services	20,500	714.55	0.00	714.55	0.00	19,785.45	3.49
401-514-230-0001 Cont Serv/Consent Decre	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-232-0000 Bank Charges	56	0.00	0.00	0.00	0.00	56.00	0.00
TOTAL CONTRACTUAL SERVICES	91,216	13,598.37	0.00	13,598.37	0.00	77,617.63	14.91
COMMODITIES							
401-514-341-0000 Supplies & Materials	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
401-514-348-0000 Charges by Other Funds	91,398	3,159.25	0.00	3,159.25	0.00	88,238.75	3.46
401-514-353-0000 Computer Software	11,000	0.00	0.00	0.00	0.00	11,000.00	0.00
401-514-399-0000 Miscellaneous Expenses	1,000	58.70	0.00	58.70	0.00	941.30	5.87
TOTAL COMMODITIES	105,398	3,217.95	0.00	3,217.95	0.00	102,180.05	3.05
CAPITAL OUTLAY							
401-514-465-0000 Depreciation Expense	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENDITURES							
401-514-568-0000 Transfers	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-670-0000 Interest & Penalties	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-514-676-0000 Regulatory Commission	12,000	5,042.95	0.00	5,042.95	0.00	6,957.05	42.02
401-514-677-0000 R & R Requirement	66,650	0.00	0.00	0.00	0.00	66,650.00	0.00
401-514-677-0001 SB234 Requirement	150,000	0.00	0.00	0.00	0.00	150,000.00	0.00
TOTAL OTHER EXPENDITURES	229,650	5,042.95	0.00	5,042.95	0.00	224,607.05	2.20
TOTAL ADMIN & GENERAL	444,754	22,651.49	0.00	22,651.49	0.00	422,102.51	5.09

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 08.33

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	9,984.00	0.00	9,984.00	0.00	(9,984.00)	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	9,984.00	0.00	9,984.00	0.00	(9,984.00)	0.00
TOTAL CAPITAL OUTLAY	0	9,984.00	0.00	9,984.00	0.00	(9,984.00)	0.00
TOTAL EXPENDITURES	3,107,952	216,314.62	0.00	216,314.62	0.00	2,891,637.38	6.96
REVENUE OVER/(UNDER) EXPENDITURES	(685,519)	209.30	0.00	209.30	0.00	(685,728.30)	0.03-

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 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:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 2023
Section:	Unfinished 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:	August 21, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. CrimLawInvoice368

City of Elkins

July 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	368
Invoice Date	08/16/2023
Payment Due On	08/30/2023
Amount Due	**$680.00**

City of Elkins - Sanitary Board

City of Elkins - Sanitary Board

Fees

Date	Description	Staff	Rate	Hours	Total
07/05/2023	Email from W. Hymes about Phase II project	GSR	$100.00	0.10	$10.00
07/05/2023	Cpmference with M. Himes about Phase II project	GSR	$100.00	0.30	$30.00
07/05/2023	Review of documents for B&W	GSR	$100.00	0.60	$60.00
07/05/2023	Emails concerning meeting with M. Davis	GSR	$100.00	0.20	$20.00
07/07/2023	Email from W. Hymes about discussion with M. Davis	GSR	$100.00	0.10	$10.00
07/07/2023	Work on Consent Decree issues and email to Board and City personnell	GSR	$100.00	0.50	$50.00
07/07/2023	Email from W. Hymes	GSR	$100.00	0.10	$10.00
07/11/2023	Email from W. Hymes about meeting	GSR	$100.00	0.10	$10.00
07/11/2023	Email to W. Hymes about meeting	GSR	$100.00	0.10	$10.00
07/11/2023	Email from T. Judy about meeting	GSR	$100.00	0.10	$10.00

07/13/2023	Conference with M. Davis about meeting	GSR	$100.00	0.20	$20.00
07/13/2023	Email with documents from W. Hymes	GSR	$100.00	0.20	$20.00
07/13/2023	Email from M. Davis about meeting	GSR	$100.00	0.10	$10.00
07/14/2023	Email from T. Judy with report	GSR	$100.00	0.20	$20.00
07/17/2023	Receive Board meeting packet	GSR	$100.00	0.30	$30.00
07/17/2023	Email from W. Hymes	GSR	$100.00	0.10	$10.00
07/17/2023	Email from W. Hymes at DM Church	GSR	$100.00	0.10	$10.00
07/17/2023	Attend Board meeting	GSR	$100.00	0.70	$70.00
07/19/2023	Conference with W. Hymes concerning Uretek	GSR	$100.00	0.30	$30.00
07/20/2023	Email from W. Hymes about Uretek	GSR	$100.00	1.00	$100.00
07/20/2023	Email from Mayor Marco about Uretek	GSR	$100.00	0.10	$10.00
07/24/2023	Emails from M. Davis about meeting	GSR	$100.00	0.20	$20.00
07/24/2023	Email to Board and personnel about meeting	GSR	$100.00	0.10	$10.00
07/25/2023	Email from V. White about meeting with M. Davis	GSR	$100.00	0.20	$20.00
07/25/2023	Email from W. Hymes about meeting with M. Davis	GSR	$100.00	0.10	$10.00
07/25/2023	Email from Mayor Marco about meeting with M. Davis	GSR	$100.00	0.10	$10.00
07/25/2023	Review of Power Point from W. Hymes about sewer issues	GSR	$100.00	0.30	$30.00
07/26/2023	Review of final version of Power Point from W. Hymes	GSR	$100.00	0.20	$20.00
07/26/2023	Email from Mayor Marco	GSR	$100.00	0.10	$10.00
					$680.00

Subtotal	$680.00
Total	$680.00
Total Balance Due	**$680.00**

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 8/18/2023

Whitney L. Hymes

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion on Randolph Ave Foam Issues and Davis Memorial Presbyterian Church
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion on Replacement/Repair of Water and Sewer Lines in the City of Elkins
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion Concerning Property at 116 1/2 1st Street
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	August 21, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Burgess & Niple Contract Discussion Concerning Phase II
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None