



City of Elkins

Sanitary Board

December 8, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. **Call to order and roll call**
2. **Agenda Adjustments**
 - a. Proposal to Grant Half a Day Holiday for Sanitary Board Employees for 12/22/2023 and 12/29/2023
 - b. Discussion of Wastewater Collection Storage Building BIDS
3. **Public comment**
4. **Minutes**
 - a. Proposed minutes for the meeting of September 18, 2023
 - b. Proposed minutes for the Special Call Meeting on September 28, 2023
 - c. Proposed minutes for the Special Call Meeting on November 1, 2023
5. **Presentation**
6. **Reports**
 - a. Chief Wastewater Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of September 30, 2023
 - d. Financial Statements as of October 31, 2023
 - e. Financial Statements as of November 30, 2023
7. **Unfinished business**
 - a. Discussion on Replacement/Repair of Water and Sewer Lines in the City of Elkins
8. **New business**
 - a. Approval of Sewer Invoices
 - b. Discussion of Potential Extension of City Sewer Services
 - c. Phase III Project Updates and Discussions
 - d. Proposal to Grant Half a Day Holiday for Sanitary Board Employees for 12/22/2023 and 12/29/2023
 - e. Discussion of Wastewater Collection Storage Building BIDS
9. **Announcements**

10. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of September 18, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board 2 - 2023_09_18 - minutes

SANITARY BOARD REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
September 18, 2023
10:00 a.m.***

Present were Committee Members: Jerry Marco and Randall Biller

Also present were Tracy Judy (Treasurer), Mark Hartley (Wastewater Supervisor), Whitney Hymes (Wastewater Chief Operator), Gerry Roberts (Attorney), Jeremy Deighan (Communication Specialist), and Liz Roberts (Executive Secretary).

MINUTES

Randall Biller **MOVED APPROVAL OF THE AUGUST 21, 2023 MEETING MINUTES.** The motion carried.

REPORTS

- **The Chief of Wastewater Operator informed the board of the Open Bids for the Wastewater Collection Storage Garage open tomorrow through Oct 10, 2023.**
- **Mark Hartley, the Wastewater Collection Supervisor, informed the board that the department would try and blacktop behind the Tygart Hotel before the Forest Festival arrived.**
- **Tracy Judy didn't have the expenditure available then, so the calculations weren't correct.**

UNFINISHED BUSINESS

- During the discussion on Phase III Projects with Engineering Firm B&N, Whitney asked Mike Davis to speak about the Agreement. Mike Davis went through and described each section to the board. Randall Biller **MADE A MOTION TO SIGN THE AGREEMENT.** The motion carried.
- The discussion concerning the property at 116th ½ 1st Street, Jerry Marco **MADE THE MOTION TO PAY PERFECTION PLUS DIRECTLY THE \$5,724.00 FOR THE WATER DAMAGE DONE TO THE PROPERTY, BUT ONLY IF THE RESIDENT AGREES TO SIGN AN AGREEMENT SAYING ONCE IT IS PAID IF ANY FURTHER DAMAGE THEY WILL PAY FOR OUT OF POCKET.** The motion carried.

- During the discussion on the replacement/repairs of water and sewer lines in the city of Elkins, we should ask about the State ARAP funds and see if they would be willing to help pay for the work that needed to be done. There was no action taken.

NEW BUSINESS

Randall Biller **MOVED APPROVAL OF THE GENERAL ENGINEERING AGREEMENT FOR BURGESS & NIPLE.** The motion carried.

Jerry Marco **MOVED THE APPROVAL OF THE INCIDENT ON BEVERLY 5 LANE.** The motion carried.

The meeting adjourned at 11:03 a.m.

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

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the Special Call Meeting on September 28, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board Special Call - 2023_09_28 - minutes

SANITARY BOARD SPECIAL CALL MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
September 28, 2023
10:00 a.m.***

Present were Committee Members: Randall Biller and Jerry Marco

Also present were: Whitney Himes (Wastewater Superintendent), Jeremey Deighan (Communication Specialist), and Liz Roberts (Executive Secretary).

NEW BUSINESS

Randall Biller **MOVED APPROVAL OF THE DISCUSSION OF STEPTOE & JOHNSON’S (ARMANDO BENINCASA) PROPOSED ENGAGEMENT LETTER FOR LEGAL SERVICES REGARDING THE CONSENT DECREE.** The motion carried.

The meeting adjourned at 10:05 a.m.

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

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the Special Call Meeting on November 1, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board - 2023_11_01 - minutes

SANITARY BOARD MEETING SPECIAL CALL MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
November 1, 2023
9:00 a.m.***

Present were Committee Members: Jerry Marco and Randall Biller

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

Randall Biller **MOVED APPROVAL OF THE CREATION OF CSO INSPECTOR/PRETREATMENT COORDINATOR WITHIN WASTEWATER STEP/ GRADE CLASSIFICATION.** The motion carried.

The meeting adjourned at 9:05 a.m.

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

Name & Title

Signature

FINANCIAL STATEMENT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	15,000	1,858.55	0.00	5,481.64	0.00	9,518.36	36.54
CHARGES FOR SERVICES	2,775,000	207,045.92	0.00	599,794.93	0.00	2,175,205.07	21.61
MISCELLANEOUS REVENUE	170,000	12,448.58	0.00	39,680.71	0.00	130,319.29	23.34
TOTAL REVENUE	2,960,000	221,353.05	0.00	644,957.28	0.00	2,315,042.72	21.79
<u>EXPENDITURE SUMMARY</u>							
CSO	50,459	1,546.54	0.00	6,289.21	0.00	44,169.29	12.46
CSO-OTHER	145,576	6,238.06	0.00	27,987.14	0.00	117,588.86	19.23
SEWER COLLECTION	1,001,170	55,370.39	0.00	212,105.64	0.00	789,063.86	21.19
SEWER TREATMENT	1,345,974	84,001.02	0.00	303,319.70	0.00	1,042,654.30	22.54
UTILITY BILLING	28,610	1,174.52	0.00	4,985.02	0.00	23,624.98	17.42
ADMIN & GENERAL	388,212	33,111.00	0.00	80,471.34	0.00	307,740.66	20.73
CAPITAL OUTLAY	0	0.00	0.00	9,984.00	0.00	(9,984.00)	0.00
TOTAL EXPENDITURES	2,960,000	181,441.53	0.00	645,142.05	0.00	2,314,857.95	21.80
REVENUE OVER/(UNDER) EXPENDITURES	0	39,911.52	0.00	(184.77)	0.00	184.77	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

% OF YEAR COMPLETED: 25.00

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	15,000	1,858.55	0.00	5,481.64	0.00	9,518.36	36.54
TOTAL TAXES	15,000	1,858.55	0.00	5,481.64	0.00	9,518.36	36.54
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,290,900	97,167.60	0.00	275,016.22	0.00	1,015,883.78	21.30
401-000-361-0001 Metered Sales to Comm C	1,050,000	70,803.13	0.00	212,997.79	0.00	837,002.21	20.29
401-000-361-0002 Unmetered Sales to Res	19,100	1,130.14	0.00	3,737.15	0.00	15,362.85	19.57
401-000-361-0003 Taps & Connections	10,000	2,047.92	0.00	7,630.58	0.00	2,369.42	76.31
401-000-361-0004 Services to Other Syste	405,000	35,897.13	0.00	100,413.19	0.00	304,586.81	24.79
TOTAL CHARGES FOR SERVICES	2,775,000	207,045.92	0.00	599,794.93	0.00	2,175,205.07	21.61
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	13,000	352.12	0.00	1,424.92	0.00	11,575.08	10.96
401-000-381-0000 Reimbursements	2,000	163.85	0.00	758.39	0.00	1,241.61	37.92
401-000-382-0000 Refunds & Rebates	4,000	429.31	0.00	1,300.88	0.00	2,699.12	32.52
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	0.00	0.00	0.00	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	17.00	0.00	123.00	0.00	877.00	12.30
401-000-399-0001 Lab Analysis Services	150,000	11,486.30	0.00	36,073.52	0.00	113,926.48	24.05
TOTAL MISCELLANEOUS REVENUE	170,000	12,448.58	0.00	39,680.71	0.00	130,319.29	23.34
TOTAL REVENUE	2,960,000	221,353.05	0.00	644,957.28	0.00	2,315,042.72	21.79

FINANCIAL STATEMENT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

CSO

% OF YEAR COMPLETED: 25.00

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	19,095	732.00	0.00	3,656.40	0.00	15,438.60	19.15
401-509-104-0000 FICA Tax	1,590	111.89	0.00	335.40	0.00	1,254.60	21.09
401-509-105-0000 Group Health Insurance	7,560	565.95	0.00	1,697.85	0.00	5,862.15	22.46
401-509-106-0000 Retirement	2,047	136.70	0.00	409.78	0.00	1,637.22	20.02
401-509-108-0000 Overtime/Extra Help	1,667	0.00	0.00	109.80	0.00	1,556.70	6.59
TOTAL PERSONAL SERVICES	31,959	1,546.54	0.00	6,209.23	0.00	25,749.27	19.43
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	0.00	0.00	10,000.00	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	11,000	0.00	0.00	0.00	0.00	11,000.00	0.00
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	79.98	0.00	5,920.02	1.33
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	7,500	0.00	0.00	79.98	0.00	7,420.02	1.07
TOTAL CSO	50,459	1,546.54	0.00	6,289.21	0.00	44,169.29	12.46

FINANCIAL STATEMENT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

CSO-OTHER

% OF YEAR COMPLETED: 25.00

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	100,960	3,814.35	0.00	19,684.31	0.00	81,275.69	19.50
401-510-104-0000 FICA Tax	8,430	584.16	0.00	1,851.08	0.00	6,578.92	21.96
401-510-105-0000 Group Health Insurance	17,866	1,119.39	0.00	3,358.90	0.00	14,507.10	18.80
401-510-106-0000 Retirement	9,070	646.63	0.00	2,040.72	0.00	7,029.28	22.50
401-510-108-0000 Overtime/Extra Help	9,250	73.53	0.00	1,052.13	0.00	8,197.87	11.37
TOTAL PERSONAL SERVICES	145,576	6,238.06	0.00	27,987.14	0.00	117,588.86	19.23
TOTAL CSO-OTHER	145,576	6,238.06	0.00	27,987.14	0.00	117,588.86	19.23

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

SEWER COLLECTION

% OF YEAR COMPLETED: 25.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-511-103-0000 Salaries & Wages	100,960	3,814.38	0.00	19,684.60	0.00	81,275.40	19.50
401-511-104-0000 FICA Tax	8,430	584.11	0.00	1,851.04	0.00	6,578.96	21.96
401-511-105-0000 Group Health Insurance	17,866	1,447.49	0.00	3,709.26	0.00	14,156.74	20.76
401-511-106-0000 Retirement	9,070	646.64	0.00	2,040.68	0.00	7,029.32	22.50
401-511-108-0000 Overtime/Extra Help	9,250	73.56	0.00	1,052.26	0.00	8,197.74	11.38
TOTAL PERSONAL SERVICES	145,576	6,566.18	0.00	28,337.84	0.00	117,238.16	19.47
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	209.50	0.00	623.09	0.00	2,376.91	20.77
401-511-213-0000 Utilities/Purchased Pow	100,000	6,158.10	0.00	21,041.86	0.00	78,958.14	21.04
401-511-214-0000 Travel	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-511-215-0002 Stormwater Supplies	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-511-216-0000 Maint Pumping Equipment	15,000	0.00	0.00	119.52	0.00	14,880.48	0.80
401-511-216-0001 Maint Structures/Improv	32,670	0.00	0.00	72.99	0.00	32,596.51	0.22
401-511-217-0000 Maint Repair Autos & T	15,000	0.00	0.00	2,434.78	0.00	12,565.22	16.23
401-511-221-0000 Training & Education	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
401-511-230-0000 Contracted Services	2,000	0.00	0.00	13,948.06	0.00	11,948.06	697.40
401-511-240-0000 Refunds & Reimbursement	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	182,170	6,367.60	0.00	38,240.30	0.00	143,929.20	20.99
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	3,112.03	0.00	46,887.97	6.22
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	3,205.59	0.00	16,794.41	16.03
401-511-345-0000 Uniforms	5,200	0.00	0.00	544.21	0.00	4,655.79	10.47
401-511-399-0000 Miscellaneous	16,500	0.00	0.00	1,175.36	0.00	15,324.64	7.12
TOTAL COMMODITIES	91,700	0.00	0.00	8,037.19	0.00	83,662.81	8.76
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	8,491.23	0.00	25,473.77	25.00
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	21,808.17	0.00	65,424.83	25.00
401-511-458-0003 Bond Payable S-1-20-A-R	320,771	26,784.32	0.00	80,352.96	0.00	240,418.04	25.05
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	7,860.45	0.00	23,581.55	25.00
401-511-459-0000 2018 Van & Sewera Camer	26,520	2,212.60	0.00	6,631.99	0.00	19,888.01	25.01
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	1,689.48	0.00	5,068.52	25.00
401-511-459-0002 Capital Outlay	12,000	0.00	0.00	0.00	0.00	12,000.00	0.00
401-511-459-0003 900 ECO Cleaner	59,815	0.00	0.00	10,180.48	0.00	49,634.52	17.02
TOTAL CAPITAL OUTLAY	578,504	42,280.03	0.00	137,014.76	0.00	441,489.24	23.68
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	3,220	156.58	0.00	475.55	0.00	2,744.45	14.77
TOTAL OTHER EXPENDITURES	3,220	156.58	0.00	475.55	0.00	2,744.45	14.77
TOTAL SEWER COLLECTION	1,001,170	55,370.39	0.00	212,105.64	0.00	789,063.86	21.19

FINANCIAL STATEMENT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

SEWER TREATMENT

% OF YEAR COMPLETED: 25.00

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	278,380	9,457.94	0.00	45,752.26	0.00	232,627.74	16.44
401-512-104-0000 FICA Tax	22,445	1,523.61	0.00	4,351.79	0.00	18,093.21	19.39
401-512-105-0000 Group Health Insurance	54,580	3,427.11	0.00	10,844.77	0.00	43,735.23	19.87
401-512-106-0000 Retirement	23,850	1,745.99	0.00	4,918.30	0.00	18,931.70	20.62
401-512-108-0000 Overtime/Extra Help	15,000	440.16	0.00	1,989.01	0.00	13,010.99	13.26
TOTAL PERSONAL SERVICES	394,255	16,594.81	0.00	67,856.13	0.00	326,398.87	17.21
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	3,000	175.01	0.00	524.91	0.00	2,475.09	17.50
401-512-213-0000 Utilities/Purchased Pow	160,000	14,184.06	0.00	42,434.82	0.00	117,565.18	26.52
401-512-214-0000 Travel	3,000	175.54	0.00	1,331.57	0.00	1,668.43	44.39
401-512-215-0000 Maint of Bldgs & Ground	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-512-216-0000 Maint Treat/Disp System	60,000	0.00	0.00	4,405.65	0.00	55,594.35	7.34
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	3,185.99	0.00	22,814.01	12.25
401-512-217-0000 Maint Repair Autos & Tr	9,000	0.00	0.00	3,097.12	0.00	5,902.88	34.41
401-512-218-0000 Postage	80	0.00	0.00	0.00	0.00	80.00	0.00
401-512-221-0000 Training & Education	3,000	0.00	0.00	1,850.00	0.00	1,150.00	61.67
401-512-222-0000 Dues & Subscriptions	200	0.00	0.00	315.00	0.00	115.00	157.50
401-512-230-0000 Contracted Services	32,000	2,042.00	0.00	13,945.65	0.00	18,054.35	43.58
TOTAL CONTRACTUAL SERVICES	297,280	16,576.61	0.00	71,090.71	0.00	226,189.29	23.91
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	12,000	0.00	0.00	2,996.93	0.00	9,003.07	24.97
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	1,236.56	0.00	26,763.44	4.42
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	9,500	0.00	0.00	2,181.39	0.00	7,318.61	22.96
401-512-345-0000 Uniforms	5,200	0.00	0.00	571.93	0.00	4,628.07	11.00
401-512-399-0000 Miscellaneous	0	0.00	0.00	125.00	0.00	125.00	0.00
TOTAL COMMODITIES	64,700	0.00	0.00	7,111.81	0.00	57,588.19	10.99
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	140,817.06	0.00	422,450.94	25.00
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	3,240.48	0.00	9,721.52	25.00
401-512-459-0002 Ford F-350	6,639	553.21	0.00	1,659.63	0.00	4,979.37	25.00
401-512-459-0003 Sewer Areatation Equipmen	6,770	2,252.46	0.00	6,744.51	0.00	25.49	99.62
401-512-459-0005 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	589,639	50,824.85	0.00	152,461.68	0.00	437,177.32	25.86
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	100	4.75	0.00	4,799.37	0.00	4,699.37	4,799.37
TOTAL OTHER EXPENDITURES	100	4.75	0.00	4,799.37	0.00	4,699.37	4,799.37
TOTAL SEWER TREATMENT	1,345,974	84,001.02	0.00	303,319.70	0.00	1,042,654.30	22.54

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND
UTILITY BILLING

% OF YEAR COMPLETED: 25.00

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	17,300	651.59	0.00	3,242.09	0.00	14,057.91	18.74
401-513-104-0000 FICA Tax	1,350	96.49	0.00	282.05	0.00	1,067.95	20.89
401-513-105-0000 Group Health Insurance	3,900	295.72	0.00	887.16	0.00	3,012.84	22.75
401-513-106-0000 Retirement	1,580	122.41	0.00	358.48	0.00	1,221.52	22.69
401-513-108-0000 Overtime/ Extra Help	280	8.31	0.00	40.69	0.00	239.31	14.53
TOTAL PERSONAL SERVICES	24,410	1,174.52	0.00	4,810.47	0.00	19,599.53	19.71
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	200	0.00	0.00	0.00	0.00	200.00	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	0.00	0.00	200.00	0.00
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	4,000	0.00	0.00	174.55	0.00	3,825.45	4.36
TOTAL COMMODITIES	4,000	0.00	0.00	174.55	0.00	3,825.45	4.36
<u>TOTAL UTILITY BILLING</u>							
TOTAL UTILITY BILLING	28,610	1,174.52	0.00	4,985.02	0.00	23,624.98	17.42

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND
ADMIN & GENERAL

% OF YEAR COMPLETED: 25.00

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	1,800	0.00	0.00	450.00	0.00	1,350.00	25.00
401-514-104-0000 FICA Tax	140	17.22	0.00	51.66	0.00	88.34	36.90
401-514-105-0000 Group Health Insurance	0	50.00	0.00	600.00	0.00	600.00	0.00
401-514-106-0000 Retirement	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-108-0000 Overtime/Extra Help	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	1,940	67.22	0.00	1,101.66	0.00	838.34	56.79
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	740.50	0.00	2,204.73	0.00	5,795.27	27.56
401-514-220-0000 Advertising	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-223-0000 Professional Services	10,000	174.50	0.00	2,454.50	0.00	7,545.50	24.55
401-514-226-0000 Insurance & Bonds	12,000	1,108.81	0.00	3,105.80	0.00	8,894.20	25.08
401-514-226-0001 Insurances & Bonds/GL	30,000	9,321.92	0.00	18,643.84	0.00	11,356.16	62.15
401-514-230-0000 Contracted Services	15,000	52.50	0.00	1,212.28	0.00	13,787.72	8.08
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	50	23.00	0.00	23.00	0.00	27.00	46.00
TOTAL CONTRACTUAL SERVICES	75,050	11,421.23	0.00	27,644.15	0.00	47,405.85	36.83
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	0	158.50	0.00	158.50	0.00	158.50	0.00
401-514-348-0000 Charges by Other Funds	41,022	3,159.25	0.00	9,477.75	0.00	31,544.25	23.10
401-514-353-0000 Computer Software	12,000	0.00	0.00	26.76	0.00	11,973.24	0.22
401-514-399-0000 Miscellaneous Expenses	1,000	44.20	0.00	167.50	0.00	832.50	16.75
TOTAL COMMODITIES	54,022	3,361.95	0.00	9,830.51	0.00	44,191.49	18.20
<u>CAPITAL OUTLAY</u>							
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
<u>OTHER EXPENDITURES</u>							
401-514-568-0000 Transfers	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-670-0000 Interest & Penalties	200	0.00	0.00	0.00	0.00	200.00	0.00
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	5,042.95	0.00	6,957.05	42.02
401-514-677-0000 R & R Requirement	71,000	5,106.72	0.00	10,544.31	0.00	60,455.69	14.85
401-514-677-0001 SB234 Requirement	174,000	13,153.88	0.00	26,307.76	0.00	147,692.24	15.12
TOTAL OTHER EXPENDITURES	257,200	18,260.60	0.00	41,895.02	0.00	215,304.98	16.29
TOTAL ADMIN & GENERAL	388,212	33,111.00	0.00	80,471.34	0.00	307,740.66	20.73

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 25.00

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	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	0.00	0.00	9,984.00	0.00 (	9,984.00)	0.00
<u>TOTAL CAPITAL OUTLAY</u>							
TOTAL CAPITAL OUTLAY	0	0.00	0.00	9,984.00	0.00 (	9,984.00)	0.00
<u>TOTAL EXPENDITURES</u>							
TOTAL EXPENDITURES	2,960,000	181,441.53	0.00	645,142.05	0.00	2,314,857.95	21.80
<u>REVENUE OVER/(UNDER) EXPENDITURES</u>							
REVENUE OVER/(UNDER) EXPENDITURES	0	39,911.52	0.00 (	184.77)	0.00	184.77	0.00

FY 2024 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$216,523.92	\$207,080.31	\$217,303.75	\$243,124.25									\$11,149.37	\$884,032.23
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$244,836.96	\$218,863.56	\$219,090.67	\$190,091.67										\$872,882.86

Bank Balance as of 10/31/2023: \$83,111.69

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

401-SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	15,000	2,266.99	0.00	7,748.63	0.00	7,251.37	51.66
CHARGES FOR SERVICES	2,775,000	228,425.21	0.00	824,170.84	0.00	1,950,829.16	29.70
MISCELLANEOUS REVENUE	170,000	12,432.05	0.00	52,112.76	0.00	117,887.24	30.65
TOTAL REVENUE	2,960,000	243,124.25	0.00	884,032.23	0.00	2,075,967.77	29.87
<u>EXPENDITURE SUMMARY</u>							
CSO	50,459	2,614.90	0.00	8,904.11	0.00	41,554.39	17.65
CSO-OTHER	145,576	12,148.53	0.00	40,135.67	0.00	105,440.33	27.57
SEWER COLLECTION	1,001,170	75,017.02	0.00	297,138.40	0.00	704,031.10	29.68
SEWER TREATMENT	1,345,974	92,860.14	0.00	404,748.75	0.00	941,225.25	30.07
UTILITY BILLING	28,610	2,360.20	0.00	7,438.28	0.00	21,171.72	26.00
ADMIN & GENERAL	388,212	5,090.88	0.00	104,533.65	0.00	283,678.35	26.93
CAPITAL OUTLAY	0	0.00	0.00	9,984.00	0.00	(9,984.00)	0.00
TOTAL EXPENDITURES	2,960,000	190,091.67	0.00	872,882.86	0.00	2,087,117.14	29.49
REVENUE OVER/(UNDER) EXPENDITURES	0	53,032.58	0.00	11,149.37	0.00	(11,149.37)	0.00

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

401-SEWER FUND

% OF YEAR COMPLETED: 33.33

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	15,000	2,266.99	0.00	7,748.63	0.00	7,251.37	51.66
TOTAL TAXES	15,000	2,266.99	0.00	7,748.63	0.00	7,251.37	51.66
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,290,900	99,435.79	0.00	374,452.01	0.00	916,447.99	29.01
401-000-361-0001 Metered Sales to Comm C	1,050,000	90,363.29	0.00	300,609.70	0.00	749,390.30	28.63
401-000-361-0002 Unmetered Sales to Res	19,100	1,655.70	0.00	5,392.85	0.00	13,707.15	28.23
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	6,332.66	0.00	3,667.34	63.33
401-000-361-0004 Services to Other Syste	405,000	36,970.43	0.00	137,383.62	0.00	267,616.38	33.92
TOTAL CHARGES FOR SERVICES	2,775,000	228,425.21	0.00	824,170.84	0.00	1,950,829.16	29.70
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	13,000	592.46	0.00	2,017.38	0.00	10,982.62	15.52
401-000-381-0000 Reimbursements	2,000	348.95	0.00	1,107.34	0.00	892.66	55.37
401-000-382-0000 Refunds & Rebates	4,000	629.65	0.00	1,930.53	0.00	2,069.47	48.26
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	0.00	0.00	0.00	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	827.44	0.00	950.44	0.00	49.56	95.04
401-000-399-0001 Lab Analysis Services	150,000	10,033.55	0.00	46,107.07	0.00	103,892.93	30.74
TOTAL MISCELLANEOUS REVENUE	170,000	12,432.05	0.00	52,112.76	0.00	117,887.24	30.65
TOTAL REVENUE	2,960,000	243,124.25	0.00	884,032.23	0.00	2,075,967.77	29.87

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

401-SEWER FUND

CSO

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-509-103-0000 Salaries & Wages	19,095	1,714.01	0.00	5,370.41	0.00	13,724.59	28.12
401-509-104-0000 FICA Tax	1,590	180.68	0.00	516.08	0.00	1,073.92	32.46
401-509-105-0000 Group Health Insurance	7,560	565.95	0.00	2,263.80	0.00	5,296.20	29.94
401-509-106-0000 Retirement	2,047	154.26	0.00	564.04	0.00	1,482.96	27.55
401-509-108-0000 Overtime/Extra Help	1,667	0.00	0.00	109.80	0.00	1,556.70	6.59
TOTAL PERSONAL SERVICES	31,959	2,614.90	0.00	8,824.13	0.00	23,134.37	27.61
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	0.00	0.00	10,000.00	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	11,000	0.00	0.00	0.00	0.00	11,000.00	0.00
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	79.98	0.00	5,920.02	1.33
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	7,500	0.00	0.00	79.98	0.00	7,420.02	1.07
TOTAL CSO	50,459	2,614.90	0.00	8,904.11	0.00	41,554.39	17.65

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

401-SEWER FUND

CSO-OTHER

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	100,960	9,135.84	0.00	28,820.15	0.00	72,139.85	28.55
401-510-104-0000 FICA Tax	8,430	992.56	0.00	2,843.64	0.00	5,586.36	33.73
401-510-105-0000 Group Health Insurance	17,866	1,119.35	0.00	4,478.25	0.00	13,387.75	25.07
401-510-106-0000 Retirement	9,070	762.82	0.00	2,803.54	0.00	6,266.46	30.91
401-510-108-0000 Overtime/Extra Help	9,250	137.96	0.00	1,190.09	0.00	8,059.91	12.87
TOTAL PERSONAL SERVICES	145,576	12,148.53	0.00	40,135.67	0.00	105,440.33	27.57
TOTAL CSO-OTHER	145,576	12,148.53	0.00	40,135.67	0.00	105,440.33	27.57

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

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-511-103-0000 Salaries & Wages	100,960	9,135.94	0.00	28,820.54	0.00	72,139.46	28.55
401-511-104-0000 FICA Tax	8,430	992.48	0.00	2,843.52	0.00	5,586.48	33.73
401-511-105-0000 Group Health Insurance	17,866	1,130.53	0.00	4,839.79	0.00	13,026.21	27.09
401-511-106-0000 Retirement	9,070	762.84	0.00	2,803.52	0.00	6,266.48	30.91
401-511-108-0000 Overtime/Extra Help	9,250	137.97	0.00	1,190.23	0.00	8,059.77	12.87
TOTAL PERSONAL SERVICES	145,576	12,159.76	0.00	40,497.60	0.00	105,078.40	27.82
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	0.00	0.00	623.09	0.00	2,376.91	20.77
401-511-213-0000 Utilities/Purchased Pow	100,000	6,413.34	0.00	28,024.21	0.00	71,975.79	28.02
401-511-214-0000 Travel	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-511-215-0002 Stormwater Supplies	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-511-216-0000 Maint Pumping Equipment	15,000	0.00	0.00	192.51	0.00	14,807.49	1.28
401-511-216-0001 Maint Structures/Improv	32,670	3,740.65	0.00	3,886.63	0.00	28,782.87	11.90
401-511-217-0000 Maint Repair Autos & T	15,000	8,624.90	0.00	11,658.54	0.00	3,341.46	77.72
401-511-221-0000 Training & Education	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
401-511-222-0000 Dues & Subscriptions	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-230-0000 Contracted Services	2,000	0.00	0.00	14,323.18	0.00	12,323.18	716.16
401-511-240-0000 Refunds & Reimbursement	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	182,170	18,778.89	0.00	58,708.16	0.00	123,461.34	32.23
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	4,967.21	0.00	45,032.79	9.93
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	5,849.15	0.00	14,150.85	29.25
401-511-345-0000 Uniforms	5,200	0.00	0.00	870.23	0.00	4,329.77	16.74
401-511-399-0000 Miscellaneous	16,500	1,641.76	0.00	2,902.48	0.00	13,597.52	17.59
TOTAL COMMODITIES	91,700	1,641.76	0.00	14,589.07	0.00	77,110.93	15.91
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	11,321.64	0.00	22,643.36	33.33
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	29,077.56	0.00	58,155.44	33.33
401-511-458-0003 Bond Payable S-1-20-A-R	320,771	26,784.32	0.00	107,137.28	0.00	213,633.72	33.40
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	10,480.60	0.00	20,961.40	33.33
401-511-459-0000 2018 Van & Sewera Camer	26,520	2,224.27	0.00	8,856.26	0.00	17,663.74	33.39
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	2,252.64	0.00	4,505.36	33.33
401-511-459-0002 Capital Outlay	12,000	0.00	0.00	0.00	0.00	12,000.00	0.00
401-511-459-0003 900 ECO Cleaner	59,815	0.00	0.00	13,597.13	0.00	46,217.87	22.73
TOTAL CAPITAL OUTLAY	578,504	42,291.70	0.00	182,723.11	0.00	395,780.89	31.59
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	3,220	144.91	0.00	620.46	0.00	2,599.54	19.27
TOTAL OTHER EXPENDITURES	3,220	144.91	0.00	620.46	0.00	2,599.54	19.27
TOTAL SEWER COLLECTION	1,001,170	75,017.02	0.00	297,138.40	0.00	704,031.10	29.68

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

401-SEWER FUND

SEWER TREATMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-512-103-0000 Salaries & Wages	278,380	21,123.39	0.00	66,875.65	0.00	211,504.35	24.02
401-512-104-0000 FICA Tax	22,445	2,302.01	0.00	6,653.80	0.00	15,791.20	29.64
401-512-105-0000 Group Health Insurance	54,580	3,429.09	0.00	14,273.86	0.00	40,306.14	26.15
401-512-106-0000 Retirement	23,850	1,905.04	0.00	6,823.34	0.00	17,026.66	28.61
401-512-108-0000 Overtime/Extra Help	15,000	698.61	0.00	2,687.62	0.00	12,312.38	17.92
TOTAL PERSONAL SERVICES	394,255	29,458.14	0.00	97,314.27	0.00	296,940.73	24.68
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	3,000	0.00	0.00	524.91	0.00	2,475.09	17.50
401-512-213-0000 Utilities/Purchased Pow	160,000	13,227.13	0.00	56,492.98	0.00	103,507.02	35.31
401-512-214-0000 Travel	3,000	0.00	0.00	1,331.57	0.00	1,668.43	44.39
401-512-215-0000 Maint of Bldgs & Ground	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-512-216-0000 Maint Treat/Disp System	60,000	0.00	0.00	6,610.48	0.00	53,389.52	11.02
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	3,331.97	0.00	22,668.03	12.82
401-512-217-0000 Maint Repair Autos & Tr	9,000	0.00	0.00	3,097.12	0.00	5,902.88	34.41
401-512-218-0000 Postage	80	0.00	0.00	0.00	0.00	80.00	0.00
401-512-220-0000 Advertising	0	0.00	0.00	97.92	0.00 (	97.92)	0.00
401-512-221-0000 Training & Education	3,000	0.00	0.00	1,850.00	0.00	1,150.00	61.67
401-512-222-0000 Dues & Subscriptions	200	0.00	0.00	315.00	0.00 (	115.00)	157.50
401-512-230-0000 Contracted Services	32,000	1,569.44	0.00	15,706.90	0.00	16,293.10	49.08
TOTAL CONTRACTUAL SERVICES	297,280	14,796.57	0.00	89,358.85	0.00	207,921.15	30.06
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	12,000	33.04	0.00	5,051.54	0.00	6,948.46	42.10
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	1,481.00	0.00	26,519.00	5.29
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	9,500	0.00	0.00	3,123.84	0.00	6,376.16	32.88
401-512-345-0000 Uniforms	5,200	0.00	0.00	892.91	0.00	4,307.09	17.17
401-512-399-0000 Miscellaneous	0	0.00	0.00	125.00	0.00 (	125.00)	0.00
TOTAL COMMODITIES	64,700	33.04	0.00	10,674.29	0.00	54,025.71	16.50
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	187,756.08	0.00	375,511.92	33.33
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	4,320.64	0.00	8,641.36	33.33
401-512-459-0002 Ford F-350	6,639	553.21	0.00	2,212.84	0.00	4,426.16	33.33
401-512-459-0003 Sewer Areation Equipmen	6,770	0.00	0.00	6,744.51	0.00	25.49	99.62
401-512-459-0005 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	589,639	48,572.39	0.00	201,034.07	0.00	388,604.93	34.09
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	100	0.00	0.00	6,367.27	0.00 (	6,267.27)	6,367.27
TOTAL OTHER EXPENDITURES	100	0.00	0.00	6,367.27	0.00 (	6,267.27)	6,367.27
TOTAL SEWER TREATMENT	1,345,974	92,860.14	0.00	404,748.75	0.00	941,225.25	30.07

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

401-SEWER FUND

UTILITY BILLING

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-513-103-0000 Salaries & Wages	17,300	1,714.13	0.00	4,956.22	0.00	12,343.78	28.65
401-513-104-0000 FICA Tax	1,350	175.81	0.00	457.86	0.00	892.14	33.92
401-513-105-0000 Group Health Insurance	3,900	295.71	0.00	1,182.87	0.00	2,717.13	30.33
401-513-106-0000 Retirement	1,580	155.97	0.00	514.45	0.00	1,065.55	32.56
401-513-108-0000 Overtime/ Extra Help	280	18.58	0.00	59.27	0.00	220.73	21.17
TOTAL PERSONAL SERVICES	24,410	2,360.20	0.00	7,170.67	0.00	17,239.33	29.38
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	200	0.00	0.00	0.00	0.00	200.00	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	0.00	0.00	200.00	0.00
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	4,000	0.00	0.00	267.61	0.00	3,732.39	6.69
TOTAL COMMODITIES	4,000	0.00	0.00	267.61	0.00	3,732.39	6.69
TOTAL UTILITY BILLING	28,610	2,360.20	0.00	7,438.28	0.00	21,171.72	26.00

AS OF: OCTOBER 31ST, 2023

401-SEWER FUND

ADMIN & GENERAL

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	1,800	150.00	0.00	600.00	0.00	1,200.00	33.33
401-514-104-0000 FICA Tax	140	11.48	0.00	63.14	0.00	76.86	45.10
401-514-105-0000 Group Health Insurance	0	0.00	0.00	600.00	0.00	600.00	0.00
401-514-106-0000 Retirement	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-108-0000 Overtime/Extra Help	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	1,940	161.48	0.00	1,263.14	0.00	676.86	65.11
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	753.89	0.00	2,982.82	0.00	5,017.18	37.29
401-514-220-0000 Advertising	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-223-0000 Professional Services	10,000	174.50	0.00	2,629.00	0.00	7,371.00	26.29
401-514-226-0000 Insurance & Bonds	12,000	722.31	0.00	3,828.11	0.00	8,171.89	31.90
401-514-226-0001 Insurances & Bonds/GL	30,000	0.00	0.00	18,643.84	0.00	11,356.16	62.15
401-514-230-0000 Contracted Services	15,000	68.45	0.00	1,493.38	0.00	13,506.62	9.96
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	50	0.00	0.00	23.00	0.00	27.00	46.00
TOTAL CONTRACTUAL SERVICES	75,050	1,719.15	0.00	29,600.15	0.00	45,449.85	39.44
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	0	0.00	0.00	158.50	0.00	158.50	0.00
401-514-348-0000 Charges by Other Funds	41,022	3,159.25	0.00	12,637.00	0.00	28,385.00	30.81
401-514-353-0000 Computer Software	12,000	0.00	0.00	139.14	0.00	11,860.86	1.16
401-514-399-0000 Miscellaneous Expenses	1,000	51.00	0.00	218.50	0.00	781.50	21.85
TOTAL COMMODITIES	54,022	3,210.25	0.00	13,153.14	0.00	40,868.86	24.35
<u>CAPITAL OUTLAY</u>							
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
<u>OTHER EXPENDITURES</u>							
401-514-568-0000 Transfers	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-670-0000 Interest & Penalties	200	0.00	0.00	0.00	0.00	200.00	0.00
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	5,042.95	0.00	6,957.05	42.02
401-514-677-0000 R & R Requirement	71,000	0.00	0.00	16,012.63	0.00	54,987.37	22.55
401-514-677-0001 SB234 Requirement	174,000	0.00	0.00	39,461.64	0.00	134,538.36	22.68
TOTAL OTHER EXPENDITURES	257,200	0.00	0.00	60,517.22	0.00	196,682.78	23.53
TOTAL ADMIN & GENERAL	388,212	5,090.88	0.00	104,533.65	0.00	283,678.35	26.93

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

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>							
401-515-216-0000 Depreciation Acc Mtn Tr	0	0.00	0.00	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	0.00	0.00	9,984.00	0.00 (	9,984.00)	0.00
<u>TOTAL CAPITAL OUTLAY</u>							
TOTAL CAPITAL OUTLAY	0	0.00	0.00	9,984.00	0.00 (	9,984.00)	0.00
<u>TOTAL EXPENDITURES</u>							
TOTAL EXPENDITURES	2,960,000	190,091.67	0.00	872,882.86	0.00	2,087,117.14	29.49
<u>REVENUE OVER/(UNDER) EXPENDITURES</u>							
REVENUE OVER/(UNDER) EXPENDITURES	0	53,032.58	0.00	11,149.37	0.00 (	11,149.37)	0.00

FY 2024 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$216,491.85	\$207,080.31	\$217,303.75	\$243,124.25	\$247,921.27								-\$27,688.57	\$1,131,921.43
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$244,836.96	\$222,640.35	\$240,905.73	\$229,691.95	\$221,535.01									\$1,159,610.00

Bank Balance as of 11/30/2023: \$98,645.05

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	15,000	1,614.12	0.00	9,365.30	0.00	5,634.70	62.44
CHARGES FOR SERVICES	2,775,000	204,633.33	0.00	1,028,769.55	0.00	1,746,230.45	37.07
MISCELLANEOUS REVENUE	170,000	41,673.82	0.00	93,786.58	0.00	76,213.42	55.17
TOTAL REVENUE	2,960,000	247,921.27	0.00	1,131,921.43	0.00	1,828,078.57	38.24
<u>EXPENDITURE SUMMARY</u>							
CSO	50,459	2,273.62	0.00	11,964.63	0.00	38,493.87	23.71
CSO-OTHER	145,576	11,129.09	0.00	55,154.12	0.00	90,421.88	37.89
SEWER COLLECTION	1,001,170	65,901.91	0.00	376,756.28	0.00	624,413.22	37.63
SEWER TREATMENT	1,345,974	89,496.42	0.00	513,879.52	0.00	832,094.48	38.18
UTILITY BILLING	28,610	1,936.81	0.00	11,426.74	0.00	17,183.26	39.94
ADMIN & GENERAL	388,212	4,958.41	0.00	134,605.96	0.00	253,606.04	34.67
CAPITAL OUTLAY	0	45,838.75	0.00	55,822.75	0.00	(55,822.75)	0.00
TOTAL EXPENDITURES	2,960,000	221,535.01	0.00	1,159,610.00	0.00	1,800,390.00	39.18
REVENUE OVER/(UNDER) EXPENDITURES	0	26,386.26	0.00	(27,688.57)	0.00	27,688.57	0.00

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND

% OF YEAR COMPLETED: 41.67

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	15,000	1,614.12	0.00	9,365.30	0.00	5,634.70	62.44
TOTAL TAXES	15,000	1,614.12	0.00	9,365.30	0.00	5,634.70	62.44
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,290,900	91,581.82	0.00	465,999.21	0.00	824,900.79	36.10
401-000-361-0001 Metered Sales to Comm C	1,050,000	78,497.55	0.00	379,107.25	0.00	670,892.75	36.11
401-000-361-0002 Unmetered Sales to Res	19,100	1,067.17	0.00	6,460.02	0.00	12,639.98	33.82
401-000-361-0003 Taps & Connections	10,000	750.00	0.00	7,082.66	0.00	2,917.34	70.83
401-000-361-0004 Services to Other Syste	405,000	32,736.79	0.00	170,120.41	0.00	234,879.59	42.01
TOTAL CHARGES FOR SERVICES	2,775,000	204,633.33	0.00	1,028,769.55	0.00	1,746,230.45	37.07
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	13,000	378.96	0.00	2,396.34	0.00	10,603.66	18.43
401-000-381-0000 Reimbursements	2,000	0.00	0.00	1,107.34	0.00	892.66	55.37
401-000-382-0000 Refunds & Rebates	4,000	161.91	0.00	2,092.44	0.00	1,907.56	52.31
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	0.00	0.00	0.00	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	961.83	0.00	1,912.27	0.00	912.27	191.23
401-000-399-0001 Lab Analysis Services	150,000	40,171.12	0.00	86,278.19	0.00	63,721.81	57.52
TOTAL MISCELLANEOUS REVENUE	170,000	41,673.82	0.00	93,786.58	0.00	76,213.42	55.17
TOTAL REVENUE	2,960,000	247,921.27	0.00	1,131,921.43	0.00	1,828,078.57	38.24

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND

CSO

% OF YEAR COMPLETED: 41.67

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	19,095	1,464.02	0.00	7,566.43	0.00	11,528.57	39.63
401-509-104-0000 FICA Tax	1,590	111.89	0.00	627.97	0.00	962.03	39.49
401-509-105-0000 Group Health Insurance	7,560	565.95	0.00	2,829.75	0.00	4,730.25	37.43
401-509-106-0000 Retirement	2,047	131.76	0.00	695.80	0.00	1,351.20	33.99
401-509-108-0000 Overtime/Extra Help	1,667	0.00	0.00	164.70	0.00	1,501.80	9.88
TOTAL PERSONAL SERVICES	31,959	2,273.62	0.00	11,884.65	0.00	20,073.85	37.19
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	0.00	0.00	10,000.00	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	11,000	0.00	0.00	0.00	0.00	11,000.00	0.00
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	79.98	0.00	5,920.02	1.33
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	7,500	0.00	0.00	79.98	0.00	7,420.02	1.07
TOTAL CSO	50,459	2,273.62	0.00	11,964.63	0.00	38,493.87	23.71

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
CSO-OTHER

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	100,960	7,405.05	0.00	40,024.00	0.00	60,936.00	39.64
401-510-104-0000 FICA Tax	8,430	640.53	0.00	3,484.17	0.00	4,945.83	41.33
401-510-105-0000 Group Health Insurance	17,866	1,119.49	0.00	5,597.74	0.00	12,268.26	31.33
401-510-106-0000 Retirement	9,070	728.20	0.00	3,531.74	0.00	5,538.26	38.94
401-510-108-0000 Overtime/Extra Help	9,250	1,235.82	0.00	2,516.47	0.00	6,733.53	27.21
TOTAL PERSONAL SERVICES	145,576	11,129.09	0.00	55,154.12	0.00	90,421.88	37.89
TOTAL CSO-OTHER	145,576	11,129.09	0.00	55,154.12	0.00	90,421.88	37.89

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 41.67

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	100,960	7,405.12	0.00	40,024.49	0.00	60,935.51	39.64
401-511-104-0000 FICA Tax	8,430	640.50	0.00	3,484.02	0.00	4,945.98	41.33
401-511-105-0000 Group Health Insurance	17,866	1,447.65	0.00	6,287.44	0.00	11,578.56	35.19
401-511-106-0000 Retirement	9,070	728.24	0.00	3,531.76	0.00	5,538.24	38.94
401-511-108-0000 Overtime/Extra Help	9,250	1,235.85	0.00	2,516.65	0.00	6,733.35	27.21
TOTAL PERSONAL SERVICES	145,576	11,457.36	0.00	55,844.36	0.00	89,731.64	38.36
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	211.52	0.00	1,044.11	0.00	1,955.89	34.80
401-511-213-0000 Utilities/Purchased Pow	100,000	7,100.19	0.00	35,693.41	0.00	64,306.59	35.69
401-511-214-0000 Travel	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-511-215-0002 Stormwater Supplies	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-511-216-0000 Maint Pumping Equipment	15,000	0.00	0.00	652.51	0.00	14,347.49	4.35
401-511-216-0001 Maint Structures/Improv	32,670	0.00	0.00	3,886.63	0.00	28,782.87	11.90
401-511-217-0000 Maint Repair Autos & T	15,000	638.92	0.00	16,074.25	0.00 (	1,074.25)	107.16
401-511-221-0000 Training & Education	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
401-511-222-0000 Dues & Subscriptions	0	0.00	0.00	610.58	0.00 (	610.58)	0.00
401-511-230-0000 Contracted Services	2,000	0.00	0.00	14,419.79	0.00 (	12,419.79)	720.99
401-511-240-0000 Refunds & Reimbursement	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	182,170	7,950.63	0.00	72,381.28	0.00	109,788.22	39.73
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	6,908.23	0.00	43,091.77	13.82
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	7,230.21	0.00	12,769.79	36.15
401-511-345-0000 Uniforms	5,200	0.00	0.00	1,422.29	0.00	3,777.71	27.35
401-511-399-0000 Miscellaneous	16,500	629.01	0.00	3,761.43	0.00	12,738.57	22.80
TOTAL COMMODITIES	91,700	629.01	0.00	19,322.16	0.00	72,377.84	21.07
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	14,152.05	0.00	19,812.95	41.67
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	36,346.95	0.00	50,886.05	41.67
401-511-458-0003 Bond Payable S-1-20-A-R	320,771	26,784.32	0.00	133,921.60	0.00	186,849.40	41.75
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	13,100.75	0.00	18,341.25	41.67
401-511-459-0000 2018 Van & Sewera Camer	26,520	2,230.13	0.00	11,086.39	0.00	15,433.61	41.80
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	2,815.80	0.00	3,942.20	41.67
401-511-459-0002 Capital Outlay	12,000	0.00	0.00	0.00	0.00	12,000.00	0.00
401-511-459-0003 900 ECO Cleaner	59,815	3,428.30	0.00	17,025.43	0.00	42,789.57	28.46
TOTAL CAPITAL OUTLAY	578,504	45,725.86	0.00	228,448.97	0.00	350,055.03	39.49
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	3,220	139.05	0.00	759.51	0.00	2,460.49	23.59
TOTAL OTHER EXPENDITURES	3,220	139.05	0.00	759.51	0.00	2,460.49	23.59
TOTAL SEWER COLLECTION	1,001,170	65,901.91	0.00	376,756.28	0.00	624,413.22	37.63

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
SEWER TREATMENT

% OF YEAR COMPLETED: 41.67

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	278,380	17,300.99	0.00	93,870.83	0.00	184,509.17	33.72
401-512-104-0000 FICA Tax	22,445	1,329.89	0.00	7,983.69	0.00	14,461.31	35.57
401-512-105-0000 Group Health Insurance	54,580	3,427.11	0.00	17,700.97	0.00	36,879.03	32.43
401-512-106-0000 Retirement	23,850	1,470.40	0.00	8,293.74	0.00	15,556.26	34.77
401-512-108-0000 Overtime/Extra Help	15,000	392.52	0.00	3,821.48	0.00	11,178.52	25.48
TOTAL PERSONAL SERVICES	394,255	23,920.91	0.00	131,670.71	0.00	262,584.29	33.40
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	3,000	177.67	0.00	877.59	0.00	2,122.41	29.25
401-512-213-0000 Utilities/Purchased Pow	160,000	13,138.15	0.00	70,484.45	0.00	89,515.55	44.05
401-512-214-0000 Travel	3,000	0.00	0.00	1,331.57	0.00	1,668.43	44.39
401-512-215-0000 Maint of Bldgs & Ground	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
401-512-216-0000 Maint Treat/Disp System	60,000	0.00	0.00	6,852.48	0.00	53,147.52	11.42
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	3,433.44	0.00	22,566.56	13.21
401-512-217-0000 Maint Repair Autos & Tr	9,000	0.00	0.00	3,097.12	0.00	5,902.88	34.41
401-512-218-0000 Postage	80	0.00	0.00	58.00	0.00	22.00	72.50
401-512-220-0000 Advertising	0	0.00	0.00	97.92	0.00	97.92	0.00
401-512-221-0000 Training & Education	3,000	0.00	0.00	1,850.00	0.00	1,150.00	61.67
401-512-222-0000 Dues & Subscriptions	200	0.00	0.00	925.58	0.00	725.58	462.79
401-512-230-0000 Contracted Services	32,000	1,315.00	0.00	17,215.25	0.00	14,784.75	53.80
TOTAL CONTRACTUAL SERVICES	297,280	14,630.82	0.00	106,223.40	0.00	191,056.60	35.73
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	12,000	816.05	0.00	11,161.57	0.00	838.43	93.01
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	1,916.81	0.00	26,083.19	6.85
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	9,500	0.00	0.00	3,709.82	0.00	5,790.18	39.05
401-512-345-0000 Uniforms	5,200	0.00	0.00	1,542.23	0.00	3,657.77	29.66
401-512-399-0000 Miscellaneous	0	0.00	0.00	125.00	0.00	125.00	0.00
TOTAL COMMODITIES	64,700	816.05	0.00	18,455.43	0.00	46,244.57	28.52
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	234,695.10	0.00	328,572.90	41.67
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	5,400.80	0.00	7,561.20	41.67
401-512-459-0002 Ford F-350	6,639	553.21	0.00	2,766.05	0.00	3,872.95	41.66
401-512-459-0003 Sewer Areation Equipmen	6,770	0.00	0.00	6,744.51	0.00	25.49	99.62
401-512-459-0005 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	589,639	48,572.39	0.00	249,606.46	0.00	340,032.54	42.33
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	100	1,556.25	0.00	7,923.52	0.00	7,823.52	7,923.52
TOTAL OTHER EXPENDITURES	100	1,556.25	0.00	7,923.52	0.00	7,823.52	7,923.52
TOTAL SEWER TREATMENT	1,345,974	89,496.42	0.00	513,879.52	0.00	832,094.48	38.18

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
UTILITY BILLING

% OF YEAR COMPLETED: 41.67

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	17,300	1,396.27	0.00	7,052.61	0.00	10,247.39	40.77
401-513-104-0000 FICA Tax	1,350	100.40	0.00	558.26	0.00	791.74	41.35
401-513-105-0000 Group Health Insurance	3,900	295.74	0.00	1,478.61	0.00	2,421.39	37.91
401-513-106-0000 Retirement	1,580	127.23	0.00	641.68	0.00	938.32	40.61
401-513-108-0000 Overtime/ Extra Help	280	17.17	0.00	76.44	0.00	203.56	27.30
TOTAL PERSONAL SERVICES	24,410	1,936.81	0.00	9,807.60	0.00	14,602.40	40.18
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	200	0.00	0.00	0.00	0.00	200.00	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	0.00	0.00	200.00	0.00
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	4,000	0.00	0.00	1,619.14	0.00	2,380.86	40.48
TOTAL COMMODITIES	4,000	0.00	0.00	1,619.14	0.00	2,380.86	40.48
TOTAL UTILITY BILLING	28,610	1,936.81	0.00	11,426.74	0.00	17,183.26	39.94

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
ADMIN & GENERAL

% OF YEAR COMPLETED: 41.67

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	1,800	150.00	0.00	975.00	0.00	825.00	54.17
401-514-104-0000 FICA Tax	140	11.48	0.00	74.62	0.00	65.38	53.30
401-514-105-0000 Group Health Insurance	0	0.00	0.00	600.00	0.00	600.00	0.00
401-514-106-0000 Retirement	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-108-0000 Overtime/Extra Help	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	1,940	161.48	0.00	1,649.62	0.00	290.38	85.03
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	703.12	0.00	3,692.84	0.00	4,307.16	46.16
401-514-220-0000 Advertising	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-223-0000 Professional Services	10,000	0.00	0.00	8,172.50	0.00	1,827.50	81.73
401-514-226-0000 Insurance & Bonds	12,000	722.31	0.00	4,550.42	0.00	7,449.58	37.92
401-514-226-0001 Insurances & Bonds/GL	30,000	0.00	0.00	18,643.84	0.00	11,356.16	62.15
401-514-230-0000 Contracted Services	15,000	135.50	0.00	1,787.52	0.00	13,212.48	11.92
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	50	30.00	0.00	53.00	0.00	3.00	106.00
TOTAL CONTRACTUAL SERVICES	75,050	1,590.93	0.00	36,900.12	0.00	38,149.88	49.17
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	0	0.00	0.00	158.50	0.00	158.50	0.00
401-514-348-0000 Charges by Other Funds	41,022	3,159.25	0.00	15,796.25	0.00	25,225.75	38.51
401-514-353-0000 Computer Software	12,000	0.00	0.00	152.52	0.00	11,847.48	1.27
401-514-399-0000 Miscellaneous Expenses	1,000	46.75	0.00	265.25	0.00	734.75	26.53
TOTAL COMMODITIES	54,022	3,206.00	0.00	16,372.52	0.00	37,649.48	30.31
<u>CAPITAL OUTLAY</u>							
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
<u>OTHER EXPENDITURES</u>							
401-514-568-0000 Transfers	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-670-0000 Interest & Penalties	200	0.00	0.00	0.00	0.00	200.00	0.00
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	5,042.95	0.00	6,957.05	42.02
401-514-677-0000 R & R Requirement	71,000	0.00	0.00	22,025.23	0.00	48,974.77	31.02
401-514-677-0001 SB234 Requirement	174,000	0.00	0.00	52,615.52	0.00	121,384.48	30.24
TOTAL OTHER EXPENDITURES	257,200	0.00	0.00	79,683.70	0.00	177,516.30	30.98
TOTAL ADMIN & GENERAL	388,212	4,958.41	0.00	134,605.96	0.00	253,606.04	34.67

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

401-SEWER FUND
CAPITAL OUTLAY

% OF YEAR COMPLETED: 41.67

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	45,838.75	0.00	55,822.75	0.00 (	55,822.75)	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	45,838.75	0.00	55,822.75	0.00 (	55,822.75)	0.00
<u>TOTAL CAPITAL OUTLAY</u>							
TOTAL CAPITAL OUTLAY	0	45,838.75	0.00	55,822.75	0.00 (	55,822.75)	0.00
<u>TOTAL EXPENDITURES</u>							
TOTAL EXPENDITURES	2,960,000	221,535.01	0.00	1,159,610.00	0.00	1,800,390.00	39.18
<u>REVENUE OVER/(UNDER) EXPENDITURES</u>							
REVENUE OVER/(UNDER) EXPENDITURES	0	26,386.26	0.00	(27,688.57)	0.00	27,688.57	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	Unfinished 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:	December 8, 2023
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 Invoice #376 Crim Law Invoice #381 Steptoe & Johnson Invoice #1103834 Steptoe & Johnson Invoice #1108938 Burgess & Niple Invoice #1110190 Burgess & Niple Invoice #1113657 Burgess & Niple Invoice #1115342 Crim Law Invoice #387
Fiscal Impact:	
Recommendation:	
Attachments:	1. CrimLawOfficePLLCInvoice376 2. CrimLawOfficePLLCInvoices381 3. CrimLawOfficePLLCInvoice387 4. Steptoe&JohnsonInvoice#1103834 5. Steptoe&JohnsonInvoice#1108938 6. BNInv1110190 7. BNInv1113657 8. BNInv1115342

City of Elkins

August 2023

Sanitary Board Matters



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 www.wvlawyers.com

City of Elkins - Sanitary Board
 401 Davis Street
 Elkins, WV 26241

Invoice

Invoice Number	376
Invoice Date	09/25/2023
Payment Due On	10/09/2023
Amount Due	\$640.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
08/01/2023	Emails from W. Hymes about meeting with Church	GSR	\$100.00	0.20	\$20.00
08/01/2023	Emails to W. Hymes about meeting with Church	GSR	\$100.00	0.20	\$20.00
08/01/2023	Emails to M. Davis about meeting	GSR	\$100.00	0.20	\$20.00
08/07/2023	Email from M. Davis	GSR	\$100.00	0.10	\$10.00
08/07/2023	Emails from W. Hymes about meeting and agenda	GSR	\$100.00	0.20	\$20.00
08/07/2023	Email to W. Hymes about meeting and agenda	GSR	\$100.00	0.10	\$10.00
08/08/2023	Email with agenda for Board meeting	GSR	\$100.00	0.20	\$20.00
08/08/2023	Email to W. Hymes about sample agreement	GSR	\$100.00	0.10	\$10.00
08/14/2023	Meeting with Davis Memorial Presbyterian Church with City personnel to inspect damage and meet with church members	GSR	\$100.00	1.70	\$170.00

08/21/2023	Review of documents and attend meeting	GSR	\$100.00	1.00	\$100.00
08/21/2023	Review of DMPC information	GSR	\$100.00	0.60	\$60.00
08/21/2023	Research concerning prevailing wage and email to W. Hymes	GSR	\$100.00	0.50	\$50.00
08/22/2023	Review of information from W. Hymes concerning Fehrenbach property	GSR	\$100.00	0.20	\$20.00
08/22/2023	Research concerning Fehrenbach claim	GSR	\$100.00	0.30	\$30.00
08/23/2023	Email from W. Hymes about update call and Harman	GSR	\$100.00	0.10	\$10.00
08/23/2023	Email to W. Hymes about update call and Harman	GSR	\$100.00	0.10	\$10.00
08/23/2023	Emails concerning special call meeting	GSR	\$100.00	0.30	\$30.00
08/25/2023	Emails concerning special call meeting	GSR	\$100.00	0.30	\$30.00
					\$640.00

Subtotal	\$640.00
Total	\$640.00
Total Balance Due	\$640.00

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 9/27/2023

Whitney L. Hymes

City of Elkins

September 2023

Sanitary Board Matters



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City of Elkins - Sanitary Board
 401 Davis Street
 Elkins, WV 26241

Invoice

Invoice Number	381
Invoice Date	10/09/2023
Payment Due On	10/23/2023
Amount Due	\$1,410.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
09/05/2023	Email from W. Hymes about meeting	GSR	\$100.00	0.10	\$10.00
09/05/2023	Email scheduling meeting	GSR	\$100.00	0.10	\$10.00
09/05/2023	Begin review of agreement for Phase III project	GSR	\$100.00	0.50	\$50.00
09/05/2023	Call with M. Gardner about DPMC back up	GSR	\$100.00	0.40	\$40.00
09/06/2023	Review of information from W. Hymes about bid project	GSR	\$100.00	0.30	\$30.00
09/06/2023	Review of information from W. Hymes on DMPC	GSR	\$100.00	0.30	\$30.00
09/07/2023	Conference with M. Gardner at DMPC about back up	GSR	\$100.00	0.40	\$40.00
09/08/2023	Receive and review of information from W. Hymes about incident involving Department truck	GSR	\$100.00	0.20	\$20.00
09/08/2023	Conference call with M. Currence about damage to his vehicle	GSR	\$100.00	0.20	\$20.00

09/11/2023	Conference with M. Currence about vehicle damage and email to City personnel	GSR	\$100.00	0.30	\$30.00
09/12/2023	Receive and review damage information from M. Currence	GSR	\$100.00	0.20	\$20.00
09/12/2023	Forward Currence information to Board	GSR	\$100.00	0.10	\$10.00
09/12/2023	Email from M. Currence on damage amount	GSR	\$100.00	0.10	\$10.00
09/13/2023	Emails and conference concerning M. Currence	GSR	\$100.00	0.40	\$40.00
09/14/2023	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
09/14/2023	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
09/14/2023	Review of information from W. Hymes for meeting	GSR	\$100.00	0.20	\$20.00
09/18/2023	Conference with V. White and Mayor Marco	GSR	\$100.00	0.50	\$50.00
09/18/2023	Conference with W. Hymes and email forwarding WV code section	GSR	\$100.00	0.20	\$20.00
09/18/2023	Attend Board meeting	GSR	\$100.00	1.00	\$100.00
09/18/2023	Conference with M. Currence about car damage	GSR	\$100.00	0.20	\$20.00
09/19/2023	Review of legal ad information from W. Hymes	GSR	\$100.00	0.40	\$40.00
09/19/2023	Email to W. Hymes about bid and performance bonds	GSR	\$100.00	0.10	\$10.00
09/19/2023	Email to M. Currence about vehicle damage	GSR	\$100.00	0.10	\$10.00
09/19/2023	Email from M. Currence	GSR	\$100.00	0.10	\$10.00
09/19/2023	Email to M. Fehrenbach with offer of settlement and conference with him	GSR	\$100.00	0.50	\$50.00
09/19/2023	Detailed email from W. Hymes about consent decree	GSR	\$100.00	0.20	\$20.00
09/19/2023	Receive and review signed agreement with B&N	GSR	\$100.00	0.20	\$20.00
09/19/2023	Extended conversation with Attorney Benincosa and emailing him the consent decree	GSR	\$100.00	0.40	\$40.00
09/20/2023	Email from W. Hymes about legal ad	GSR	\$100.00	0.10	\$10.00
09/20/2023	Email from W. Hymes to EPA about consent decree	GSR	\$100.00	0.10	\$10.00

09/20/2023	Review of information sent to EPA	GSR	\$100.00	0.50	\$50.00
09/20/2023	Emails to schedule call about consent decree	GSR	\$100.00	0.40	\$40.00
09/20/2023	Emails from Attorney Benincosa about engagement letter	GSR	\$100.00	0.20	\$20.00
09/20/2023	Emails to Attorney Benincosa	GSR	\$100.00	0.20	\$20.00
09/21/2023	Receive and review engagement letter	GSR	\$100.00	0.20	\$20.00
09/21/2023	Email to Attorney Benincosa about Board meeting	GSR	\$100.00	0.10	\$10.00
09/21/2023	Email to Mayor Marco and W. Hymes with engagement letter	GSR	\$100.00	0.10	\$10.00
09/21/2023	Email about Special Call meeting	GSR	\$100.00	0.10	\$10.00
09/21/2023	Email to W. Hymes about meeting	GSR	\$100.00	0.10	\$10.00
09/22/2023	Begin review of information regarding tap at 1303 Randolph Avenue	GSR	\$100.00	0.30	\$30.00
09/22/2023	Email from W. Hymes with corrected agenda	GSR	\$100.00	0.10	\$10.00
09/22/2023	Email concerning easement preparation	GSR	\$100.00	0.10	\$10.00
09/25/2023	Email to Board members and others about engagement letter	GSR	\$100.00	0.10	\$10.00
09/25/2023	Email to C. Winter about easement	GSR	\$100.00	0.10	\$10.00
09/25/2023	Email from C. Winter with drawings	GSR	\$100.00	0.20	\$20.00
09/26/2023	Email from W. Hymes about extension	GSR	\$100.00	0.10	\$10.00
09/26/2023	Review of consent decree items in preparation for conference call	GSR	\$100.00	0.50	\$50.00
09/26/2023	Conference call to make plans for responding to EPA and consent decree	GSR	\$100.00	0.50	\$50.00
09/26/2023	Review of report from M. Davis	GSR	\$100.00	0.40	\$40.00
09/26/2023	Email to Operations about retrieval of information	GSR	\$100.00	0.10	\$10.00
09/26/2023	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
09/26/2023	Email from C. Winter about survey	GSR	\$100.00	0.10	\$10.00
09/26/2023	Emails from M. Himes	GSR	\$100.00	0.20	\$20.00
09/26/2023	Emails from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
09/26/2023	Emails to Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
09/26/2023	Emails about scheduling a meeting	GSR	\$100.00	0.10	\$10.00

09/27/2023	Emails from W. Hymes about meetings and call	GSR	\$100.00	0.20	\$20.00
09/27/2023	Email from W. Hymes about easement survey	GSR	\$100.00	0.10	\$10.00
09/27/2023	Email to W. Hymes about easement survey	GSR	\$100.00	0.10	\$10.00
09/27/2023	Emails about scheduling meeting	GSR	\$100.00	0.20	\$20.00
09/27/2023	Email to C. Winter about survey	GSR	\$100.00	0.10	\$10.00
09/27/2023	Email from C. Winter about survey	GSR	\$100.00	0.10	\$10.00
09/28/2023	Emails from W. Hymes	GSR	\$100.00	0.10	\$10.00
					\$1,410.00

Subtotal	\$1,410.00
Total	\$1,410.00
Total Balance Due	\$1,410.00

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 10/10/2023

Whitney L. Hymes

City of Elkins

October 2023

Sanitary Board Matters



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City of Elkins - Sanitary Board
 401 Davis Street
 Elkins, WV 26241

Invoice

Invoice Number	387
Invoice Date	11/06/2023
Payment Due On	11/20/2023
Amount Due	\$1,370.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
10/02/2023	Email from Thrasher concerning easement	GSR	\$100.00	0.10	\$10.00
10/02/2023	Email from W. Hymes about bid process	GSR	\$100.00	0.10	\$10.00
10/02/2023	Email to W. Hymes about bid process	GSR	\$100.00	0.10	\$10.00
10/02/2023	Email from W. Hymes about easement	GSR	\$100.00	0.20	\$20.00
10/02/2023	Email from Thrasher Engineering	GSR	\$100.00	0.10	\$10.00
10/02/2023	Conference with C. Metheny about easement	GSR	\$100.00	0.30	\$30.00
10/03/2023	Email from W. Hymes regarding EPA call	GSR	\$100.00	0.10	\$10.00
10/03/2023	Work on issues related to Metheny easement	GSR	\$100.00	0.40	\$40.00
10/03/2023	Email from Thrasher Engineering	GSR	\$100.00	0.10	\$10.00
10/03/2023	Email to T. Fehrenback rescinding offer	GSR	\$100.00	0.10	\$10.00
10/03/2023	Email from W. Hymes about EPA and discharges	GSR	\$100.00	0.10	\$10.00
10/03/2023	Email about SEP information	GSR	\$100.00	0.30	\$30.00
10/03/2023	Email from Attorney Benincosa	GSR	\$100.00	0.20	\$20.00
10/04/2023	Conference with Attorney Judy about easement	GSR	\$100.00	0.40	\$40.00
10/04/2023	Emails concerning Metheny easement	GSR	\$100.00	0.30	\$30.00

10/04/2023	Email from C. Winter about contact person	GSR	\$100.00	0.10	\$10.00
10/04/2023	Email from C. Winter about survey work	GSR	\$100.00	0.10	\$10.00
10/04/2023	Email from W. Hymes about reports	GSR	\$100.00	0.10	\$10.00
10/04/2023	Email from Attorney Benincosa about reports	GSR	\$100.00	0.10	\$10.00
10/04/2023	Email to City personnel about meeting with Attorney Judy and response	GSR	\$100.00	0.30	\$30.00
10/05/2023	Email from Attorney Judy about meeting	GSR	\$100.00	0.10	\$10.00
10/05/2023	Email from W. Hymes about information needed	GSR	\$100.00	0.10	\$10.00
10/05/2023	Conference arranging for access to B. Pingley computer information	GSR	\$100.00	0.40	\$40.00
10/05/2023	Email from W. Hymes about documents needed	GSR	\$100.00	0.10	\$10.00
10/05/2023	Review of agenda items	GSR	\$100.00	0.10	\$10.00
10/05/2023	Email about obtaining computer information	GSR	\$100.00	0.10	\$10.00
10/05/2023	Email from M. Kesecker about Pingley file	GSR	\$100.00	0.10	\$10.00
10/06/2023	Emails concerning accessing B. Pingley's information	GSR	\$100.00	0.20	\$20.00
10/06/2023	Conference with Department personnel and Attorney Judy about line extension and easement	GSR	\$100.00	0.90	\$90.00
10/06/2023	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
10/09/2023	Email to T. Judy about payment about damage	GSR	\$100.00	0.10	\$10.00
10/09/2023	Email from W. Hymes about Pingley files	GSR	\$100.00	0.10	\$10.00
10/09/2023	Email to W. Hymes about Pingley file	GSR	\$100.00	0.10	\$10.00
10/10/2023	Emails concerning Pingley information	GSR	\$100.00	0.20	\$20.00
10/10/2023	Emails from W. Hymes about bid opening	GSR	\$100.00	0.10	\$10.00
10/11/2023	Email from W. Hymes about SEP information	GSR	\$100.00	0.10	\$10.00
10/11/2023	Email to W. Hymes about SEP information	GSR	\$100.00	0.10	\$10.00
10/11/2023	Email to W. Hymes about bid process	GSR	\$100.00	0.10	\$10.00
10/11/2023	Email from W. Hymes about bid process	GSR	\$100.00	0.10	\$10.00
10/16/2023	Review of information from W. Hymes	GSR	\$100.00	0.30	\$30.00
10/16/2023	Email about rescheduling meeting	GSR	\$100.00	0.10	\$10.00
10/16/2023	Emails concerning M. Currence matter	GSR	\$100.00	0.20	\$20.00
10/16/2023	Emails with new meeting date	GSR	\$100.00	0.20	\$20.00
10/17/2023	Email from W. Hymes about information	GSR	\$100.00	0.10	\$10.00
10/17/2023	Email from W. Hymes with CSO report	GSR	\$100.00	0.20	\$20.00
10/18/2023	Preparation of release agreement for M. Currence and email forwarding to him	GSR	\$100.00	0.50	\$50.00

10/19/2023	Emails from M. Currence about release	GSR	\$100.00	0.20	\$20.00
10/19/2023	Emails from T. Judy about release	GSR	\$100.00	0.20	\$20.00
10/19/2023	Emails about easement for new extension	GSR	\$100.00	0.20	\$20.00
10/20/2023	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
10/20/2023	Emails about Teams meeting	GSR	\$100.00	0.30	\$30.00
10/23/2023	Email from W. Hymes about meeting	GSR	\$100.00	0.10	\$10.00
10/23/2023	Emails about easement for extension	GSR	\$100.00	0.20	\$20.00
10/23/2023	Work on M. Currence payment issues	GSR	\$100.00	0.50	\$50.00
10/23/2023	Emails about scheduling	GSR	\$100.00	0.20	\$20.00
10/24/2023	Email from W. Hymes about meeting	GSR	\$100.00	0.20	\$20.00
10/24/2023	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
10/24/2023	Email from Mike Davis	GSR	\$100.00	0.10	\$10.00
10/24/2023	Email from L. Roberts about canceling meeting	GSR	\$100.00	0.10	\$10.00
10/24/2023	Email to T. Judy about Currence payment and prepare new release	GSR	\$100.00	0.50	\$50.00
10/25/2023	Receive information from W. Hymes about easement	GSR	\$100.00	0.20	\$20.00
10/25/2023	Email from A. Rowe from Thrasher	GSR	\$100.00	0.10	\$10.00
10/25/2023	Email from T. Judy about Currence payment	GSR	\$100.00	0.10	\$10.00
10/25/2023	Email to T. Judy about Currence payment	GSR	\$100.00	0.10	\$10.00
10/25/2023	Review of information from Attorney Judy about easement	GSR	\$100.00	0.20	\$20.00
10/26/2023	Email from W. Hymes about Metheny easement	GSR	\$100.00	0.10	\$10.00
10/26/2023	Email to Attorney Judy about Metheny easement	GSR	\$100.00	0.10	\$10.00
10/26/2023	Email from W. Hymes about scheduling meeting	GSR	\$100.00	0.10	\$10.00
10/27/2023	Email from W. Hymes with agenda	GSR	\$100.00	0.10	\$10.00
10/30/2023	Teams meeting on consent decree	GSR	\$100.00	0.60	\$60.00
10/30/2023	Receive and review draft SEP report from M. Davis	GSR	\$100.00	0.20	\$20.00
10/31/2023	Review of information from Attorney Benincosa	GSR	\$100.00	0.30	\$30.00
					\$1,370.00

Subtotal	\$1,370.00
Total	\$1,370.00
Total Balance Due	\$1,370.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 12/6/2023

Whitney L. Hymes



ST
STEPHOE & JOHNSON
ATTORNEYS AT LAW

TAX ID # 55-0286140
PHONE: (304) 933-8200
www.stephoe-johnson.com

DUE UPON RECEIPT

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

Invoice Date: October 4, 2023
Invoice Number: 1103834
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH SEPTEMBER 30, 2023

Client: Elkins Sanitary Board
Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	\$ 3,245.00
Courtesy Discount	(324.50)
Total Current Due	\$ 2,920.50

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 10/11/2023
Whitney L. Hymes

Payment Address:
Stephoe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247
Credit Card (fees apply):
www.stephoe-johnson.com/payments

Electronic Payment Instructions:
The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
ACH Number: 051903761
Wire Routing Number: 0440000024
Swift Code: HUNNTUS33
(Please Reference Invoice Number)

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case
Invoice Date: October 4, 2023
Invoice Number: 1103834
Matter Number: 255480.00002

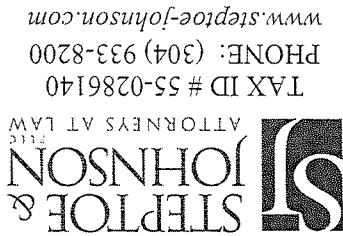
TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
09/19/23	AB	Call and emails from client regarding Consent Order and EPA issues; review USEPA communications and Consent Order	2.00	1,180.00
09/20/23	AB	Review amended LTCP; review post construction report; emails to and from client	2.50	1,475.00
09/26/23	AB	Prepare for and participate in call with client team regarding Federal Consent Decree and future actions	1.00	590.00

Subtotal	3,245.00
Courtesy Discount	(324.50)
Total	\$ 2,920.50

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$590.00	5.50	3,245.00
Total			5.50	\$ 3,245.00



DUE UPON RECEIPT

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

Invoice Date: October 4, 2023
Invoice Number: 1103834
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH SEPTEMBER 30, 2023

REMITTANCE PAGE

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Due This Invoice	\$	2,920.50
Amount of Payment	\$	

Payment Address:
Step toe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

Credit Card (fees apply):

www.step toe-johnson.com/payments

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

Attorney-Client Communication - Privileged and Confidential



TAX ID # 55-0286140
PHONE: (304) 933-8200
www.step toe-johnson.com

DUE UPON RECEIPT

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

Invoice Date: November 8, 2023
Invoice Number: 1108938
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH OCTOBER 31, 2023

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	\$	9,292.50
Total Current Costs		0.63
Total Current Due	\$	9,293.13

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 11/16/2023

Whitney L. Hymes

Payment Address:

Step toe & Johnson PLLC
P.O. Box 247
Bridgeport, WV 26330-0247

Credit Card (fees apply):

www.step toe-johnson.com/payments

Electronic Payment Instructions:

The Huntington National Bank (Columbus, OH)
Account Number: 01521200171
ACH Number: 051903761
Wire Routing Number: 044000024
Swift Code: HUNTUS33
(Please Reference Invoice Number)

TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/03/23	AB	Emails to and from Whitney Himes and Gerry Roberts regarding SEP and Consent Decree issues	1.25	737.50
10/04/23	AB	Emails to and from Whitney Himes regarding SEP project and report	0.50	295.00
10/05/23	AB	Calls and emails to and from Whitney Himes regarding SEP and file review	1.25	737.50
10/06/23	AB	Emails to and from Whitney Himes and Gerry Roberts regarding permit compliance and SEP records; review materials	1.25	737.50
10/09/23	AB	Emails to and from Whitney Himes regarding documents	0.75	442.50
10/16/23	AB	Emails to and from Mike Davis and Whitney Himes regarding compliance with permit; review NOVs and summary by Mike Davis	2.00	1,180.00
10/17/23	AB	Review SEP documents and semi-annual reports	1.25	737.50
10/18/23	AB	Call with Whitney Himes and Mike Davis regarding CD termination and compliance issues; review materials	2.50	1,475.00
10/20/23	AB	Emails to and from Whitney Himes and Richard Lewis regarding dry weather and wet weather overflows	1.50	885.00
10/30/23	AB	Call with client regarding status of Consent Decree issues; review SEP Completion Report; emails to and from Mike Davis and Whitney Himes	2.00	1,180.00
10/31/23	AB	Emails to and from Mike Davis regarding new draft SEP Completion Report; review report; emails Tia me from Whitney Himes regarding EPA discussions	1.50	885.00
Total			\$	9,292.50

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: November 8, 2023
Invoice Number: 1108938
Matter Number: 255480.00002

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$590.00	15.75	9,292.50
			Total	15.75 \$ 9,292.50

COST DETAIL

<u>Date</u>	<u>Description</u>	<u>Amount</u>
Thru 10/31/23	Postage	0.63
		Total \$ 0.63

BURGESS & NIPLE

4424 Emerson Ave, Parkersburg, West Virginia 26104 (304) 485-8541 ar@burgessniple.com

Elkins Sanitary Board
401 Davis Avenue
Elkins, WV 26241

INVOICE DATE 10/19/2023
INVOICE NO. 1110190
B&N PROJECT NO. 61666
TOTAL DUE

\$573.00

ATTN: Ms. Whitney Hymes
Wastewater Superintendent

Agreement: dated September 25, 2023

Task No. 01

Professional engineering services requested on an as-needed basis to complete various assignments involving the Board's wastewater system.

September 1, 2023 - September 30, 2023

ORDER - Consent Order Assistance

Sr. Sanitary Engineer	3.0	hours @	\$191.00	=	\$573.00
Total Hours	3.0				
Total Labor					\$573.00

TOTAL AMOUNT DUE THIS INVOICE

\$573.00

Approved:



Rodney D. Holbert

Electronic Payments

ACH/Wiring Instructions
Bank: PNC Bank
Routing: 041000124
Account: 4209511627 (checking)
Notification E-Mail: AR@burgessniple.com

Check Payments

PLEASE REMIT TO:
330 Rush Alley Ste 700, Columbus, OH 43215

Description of Work Performed:

1.0 hours-Updated the milestone calendar for the semi-annual report
2.0 hours-Preparation for and participating in conference call discussing the Consent Decree. Further updated the milestone calendar

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 10/23/2023



PLEASE REMIT TO: 330 Rush Alley Ste 700, Columbus, Ohio 43215

BURGESS & NIPLE

4424 Emerson Ave, Parkersburg, West Virginia 26104 (304) 485-8541 ar@burgessniple.com

Elkins Sanitary Board
401 Davis Avenue
Elkins, WV 26241

INVOICE DATE 11/22/2023
INVOICE NO. 1113657
B&N PROJECT NO. 61666
TOTAL DUE **\$2,101.00**

ATTN: Ms. Whitney Hymes
Wastewater Superintendent

Agreement: dated September 25, 2023

Task No. 01

Professional engineering services requested on an as-needed basis to complete various assignments involving the Board's wastewater system.

October 1, 2023 - October 31, 2023

ORDER - Consent Order Assistance

Sr. Sanitary Engineer	11.0	hours @	\$191.00	=	\$2,101.00
Total Hours	11.0				
Total Labor					\$2,101.00

TOTAL AMOUNT DUE THIS INVOICE **\$2,101.00**

Approved:



Rodney D. Holbert

Electronic Payments

ACH/Wiring Instructions
Bank: PNC Bank
Routing: 041000124
Account: 4209511627 (checking)
Notification E-Mail: AR@burgessniple.com

Check Payments

PLEASE REMIT TO:
330 Rush Alley Ste 700, Columbus, OH 43215

10/14-3hrs-Drafted letter to USEPA addressing closing Consent Order
10/16-3hrs-Continued working on draft Consent Order Termination Report
10/18-1hr-Conference call with Steptoe & Johnson and Board on termination report
10/20-0.5hrs-Reviewed additional information from the Board
10/30-2.0hrs-Drafted SEP Closeout report and conference call on project progress
10/31-1.5hrs-Updated SEP Closeout report based upon comments

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 11/29/2023



PLEASE REMIT TO: 330 Rush Alley Ste 700, Columbus, Ohio 43215

BURGESS & NIPLE

4424 Emerson Ave, Parkersburg, West Virginia 26104 (304) 485-8541 ar@burgessniple.com

Elkins Sanitary Board
401 Davis Avenue
Elkins, WV 26241

INVOICE DATE 11/28/2023
INVOICE NO. 1115342
B&N PROJECT NO. 61650
TOTAL DUE **\$16,445.45**

ATTN: Ms. Whitney Hymes
Wastewater Superintendent

Agreement: dated September 18, 2023

Professional services necessary for Phase 3 of the Combined Sewer System Improvements, Additional Services which includes Surveys and Mapping and Funding Application Assistance.

October 1, 2023 - October 31, 2023

FIELD - Survey and Field Work

Sr. Sanitary Engineer	2.0	hours @	\$191.00	=	\$382.00
Civil Engineer	63.0	hours @	\$144.00	=	\$9,072.00
Civil Engineer	41.0	hours @	\$119.00	=	\$4,879.00
Civil Engineer	12.0	hours @	\$96.00	=	\$1,152.00
Total Hours	118.0				

Total Labor **\$15,485.00**

Travel Expenses \$960.45

Total Non-Labor **\$960.45**

Subtotal Amount Due **\$16,445.45**

FUND - Funding Assistance

Subtotal Amount Due **\$0.00**

TOTAL AMOUNT DUE THIS INVOICE **\$16,445.45**

Approved:



Rodney D. Holbert

Electronic Payments

ACH/Wiring Instructions
Bank: PNC Bank
Routing: 041000124
Account: 4209511627 (checking)
Notification E-Mail: AR@burgessniple.com

Check Payments

PLEASE REMIT TO:
330 Rush Alley Ste 700, Columbus, OH 43215

Work associated with Phase III Project

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 11/28/2023



PLEASE REMIT TO: 330 Rush Alley Ste 700, Columbus, Ohio 43215



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion of Potential Extension of City Sewer Services
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Discussion of the potential extension of City sewer services to areas surrounding Georgetown Road
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Phase III Project Updates and Discussions
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Burgess & Niple will be providing updates on the current progress of the Phase III engineering work completed
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposal to Grant Half a Day Holiday for Sanitary Board Employees for 12/22/2023 and 12/29/2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion of Wastewater Collection Storage Building BIDS
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Discussion of BIDS received for Wastewater Collection Storage Building from 12/5/2023
Fiscal Impact:	
Recommendation:	
Attachments:	None