



City of Elkins

Sanitary Board

February 20, 2024
11:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of January 16, 2024
 - b. Proposed minutes for Special Call Meeting of February 14, 2024
4. **Presentation**
5. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of January 31, 2024
6. **Unfinished business**
 - a. Discussion on Replacement/Repair of Water and Sewer Lines in the City of Elkins
 - b. Discussion of Wastewater Collection Storage Building Bids
7. **New business**
 - a. Approval of Sewer Invoices
 - b. Reimbursement Request for Sewage Backup at Reckart Logistics, Inc
 - c. Reimbursement Request for Sewage Backup at 103 Randolph Ave
 - d. Approve changes to employee PEIA benefits for Fiscal Year 2025 and assign Health Equity as the HSA Administrator and Aflac as the primary supplemental insurance provider
 - e. Purchase and Installation of Weir-Wolf (Automated Clarifier & Thickener Cleaning System)
 - f. Upcoming Wastewater Projects for the 2024 Year
8. **Announcements**
9. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of January 16, 2024
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Minutes Proposed for Sanitary Board January 16, 2024 Meeting
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2024_01_16 - minutes

SANITARY BOARD REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
January 16, 2024
11:00 a.m.***

Present were Committee Members: Jerry Marco, Randall Biller, Richard Carr

Also present were: Whitney Hymes (Wastewater Superintendent/Chief Operator), Mark Hartley (Wastewater Collections Supervisor), Tracy Judy (Treasurer), Gerry Roberts (City Attorney)

MINUTES

Randall Biller, **MOVED APPROVAL OF THE DECEMBER 8, 2023 MEETING MINUTES.** The motion carried.

REPORTS

- **Whitney Hymes, Wastewater Collection Supervisor, gave a report on the RFQ meeting and said they will have an engineering firm picked by Friday so they will be able to meet with them and have more of an idea of the cost.**
- **Mark Hartley, the Wastewater Collection Supervisor, updated his department.**
- **Tracy Judy, the treasurer, provided Financial Statements and comments on how we are headed in the right direction.**

UNFINISHED BUSINESS

- The discussion on Replacement/Repair of water and sewer lines in the city of Elkins. Whitney Hymes made the committee aware of the progress that they had the interviews for the different companies and will have one picked out by Friday so they will be able to move on with the process.
- Whitney Hymes updated the Board on the Phase III Project.

NEW BUSINESS

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

Jerry Marco, **MOVED APPROVAL OF ELKINS WASTEWATER PLANT LABORATORY PRICE GUIDE AND RATES.** The motion carried.

Richard Carr, **MOVED APPROVAL OF THE CONSIDERATION OF PETITION OF THE SANITARY BOARD TO CITY COUNCIL REQUESTING THE ISSUANCE OF SEWER REVENUE BONDS IN AN AMOUNT NOT TO EXCEED \$250,000 FOR THE PURPOSES OF FINANCING A NEW GARAGE FOR THE SANITARY SEWER SYSTEM OF THE CITY OF ELKINS.** The motion carried.

ANNOUNCEMENTS

Welcome Richard Carr to the Board.

The meeting adjourned at 11:30 a.m.

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

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for Special Call Meeting of February 14, 2024
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Minutes Proposed for Special Call Sanitary Board Meeting on February 14, 2024
Fiscal Impact:	None
Recommendation:	Consider for Approval
Attachments:	1. Special Call Sanitary Board - 2024_02_14 - minutes

SANITARY BOARD SPECIAL CALL MEETING MINUTES

**401 Davis Avenue
City Hall, Council Chambers
February 14, 2024
9:00 a.m.**

Present were Committee Members: Jerry Marco, Randall Biller, Richard Carr

Also present were: Whitney Hymes (Wastewater Superintendent/Chief Operator), Tracy Judy (Treasurer), Gerry Roberts (City Attorney)

UNFINISHED BUSINESS

Elkins Sanitary Board entered executive session at 9:08AM, to take up Unfinished Business Item a. Phase III Project Updates and Discussion. Elkins Sanitary Board ended executive session at 9:21AM with no action taken.

Richard Carr, **MOVED TO DISSOLVE CONTRACT WITH BURGESS & NIPLE DETAILING THE PHASE III PROJECT.** The motion carried.

NEW BUSINESS

Randall Biller, **MOVED APPROVAL OF AGREEMENT WITH LEADSVILLE PSD FOR SERVICE LINE EXTENSION (PROPERTY DESIGNATED AS ELKINS TAX DISTRICT, MAP 1 PARCEL 38).** The motion carried.

ANNOUNCEMENTS

Whitney Hymes reminded the board of regular scheduled Sanitary Board meeting on February 20, 2024, at 11:00AM and the Special Call Joint Meeting: Sanitary and Water Board Meeting on February 28, 2024, at 4:00PM.

The meeting was adjourned at 9:41 a.m.

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

Name & Title

Signature

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: February 20, 2024

Time: 11:00AM

Report Presented By: Whitney Hymes-Wastewater Superintendent/Chief Operator

DRY WEATHER DISCHARGE AT CSO016 (S. RAILROAD AVE) 2/3/2024-2/9/2024

- WVDEP Inspectors notified Mark Hartley of an oil spill in the Tygart River approximately at 10:15AM on Saturday (2/3/2024). Upon inspection of the river, it was noted that CSO016 was discharging under dry weather. The collection crew and CSO Technician were called out to inspect the drainage area of S. Davis for potential illegal oil discharges and none could be found. A sewage spill from CSO016 was reported.
- Cleaning of sewer main began on 2/5/2023 (Monday). The blockage was removed from sewer main helping to move restricted flow, which stopped dry weather discharge from CSO016. 300feet of sewer main was cleaned and flushed. Flow meter showed inconsistencies in discharge from CSO016, planning on recalibrating meter. Brush and debris were also removed from CSO016 site. The dry weather spill located at CSO016 was updated to have stopped.
- WVDEP requested that sediment accumulated from discharge be removed from River. The river was lowered to help access sources of cleanup efficiently. Work continued to clean sewer main more thoroughly to prevent future discharges. Upon later inspection of site, it was noted that CSO016 had started discharging under dry weather once again. Spill and dry weather discharge was reported.
- Confined space entry into manhole was performed to clean built-up sediment and debris from overflow pipe and sewer main. Clean-up of river was also tried but the City's vac truck could not pull sediment from river. Zinn's pumping service was called to help with clean-up efforts of river.
- After maintenance of line and overflow pipe, dry weather flow ceased. The spill was reported as stopped and necessary paperwork and notifications performed. Rip rap was placed around the outfall and riverbank.

ISSUES WITH CSO DISCHARGES LOCATED AT: CSO016 (S. RAILROAD); CSO017 (S. DAVIS); AND CSO018 (S. KERENS)

- The City of Elkins has continuous issues with outfalls C016 (S. Railroad Ave), C017 (S. Davis Ave), and C018 (S. Kerens). The projected Phase III Project of rerouting the South Interceptor will help alleviate flows from these designated outfalls. Other strategies are being researched to help decrease the amount of dry and wet weather events of all fourteen (14) Combined Sewer Overflows (CSO's).

INTERVIEWS FOR CSO INSPECTOR/PRETREATMENT COORDINATOR

- The position has been filled. The new employee's tentative start date is February 26th (Monday).

AUCTION OF CITY ASSETS-SANITARY BOARD

The City of Elkins Wastewater Department will be auctioning off the following assets through JJ Kane Auction Site:

- February 27
 - ❖ K'A'RCHER HDS755 (Steam Jenny Washer)
 - ❖ Onan K3500 Generator
 - ❖ CM Flat Utility Bed (Model HS-03846034SD)
- February 28: 2011
 - ❖ Ford F-550 Utility Crane Truck

UPDATE ON LEADSVILLE PSD AGREEMENT

- Leadsville PSD Board Meeting was rescheduled from Wednesday (2/14/2024) to Tuesday (2/20/2024). Agreement (approved by City of Elkins Sanitary Board at 2/14/2024 Special Call Meeting) will be presented at the 2/20/2024 meeting.

WVU WASTEWATER COVID STUDY STIPEND

- The Wastewater Treatment Plant has been collaborating with WVU since the summer of 2022 by participating in a COVID study. We were notified at the beginning of February that we will receive a \$500 stipend for participating in this study. This stipend will be rewarded this year and next year for a total of \$1000.

CONSENT DECREE AND LONG-TERM CONTROL PLAN (LTCP) UPDATES

- Wastewater personnel have been working with Steptoe and Johnson and Burgess and Niple to answer questions that the EPA has concerning the drafted LTCP. Burgess and Niple has drafted a new LTCP addressing the EPA's comments and has resubmitted for the EPA's review.



- The EPA has found funding to provide technical assistance to the City of Elkins. A technician will be scheduled soon to review the City of Elkins infrastructure and provide feedback on structural and financially feasible ideas for improvement.
- The EPA is also reviewing modifying the Consent Decree to allow us to move away from the decree and toward an administrative order.

REMAINING FUNDS FROM PHASE I PROJECT

- Wastewater representatives were notified in February that a loan reserve was remaining from the Phase I project. The reserve on the loan account was already pre-funded and they would like to see this project closed out. The amount of loan funds are **\$123,928.04**. Whitney Hymes requested that Cary Smith (Region VII) be added as the administrator on the account so Region VII could monitor the funds.

Ideas for funding:

- ❖ Dump Station
- ❖ (2) Standby Generators at (2) separate lift station sites
(5) Lift Stations do not have auxiliary power sources
- ❖ Payment toward Wastewater Collection Storage Building

Quotes for idea project costs are being worked on.

REROUTING SEWER LINE ON 11TH STREET PROPERTY

- Reviewing ideas on potentially rerouting 18" sewer line that runs through northern portion of City owned property located on 11th Street.

NEW INTERNET AND PHONE SYSTEM AT WASTEWATER PLANT (5 RIVERBEND RD)

- Starlink was installed at the wastewater plant at the end of January. This new internet source will allow the wastewater plant to move toward a new phone system that is connected to City Hall to help ease the transition of calls and messages.

WVDEP FEDERAL INSPECTION OF WASTEWATER FACILITY AND COLLECTION SYSTEM

- WVDEP Inspectors and officials were on site February 14-15 to perform federal inspection of wastewater plant, land application site, combined sewer overflows, lift station, and collection system.



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	\$248,104.41	\$215,658.94	\$206,239.21						-\$124,609.54	\$1,554,002.72
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$234,852.96	\$222,640.35	\$241,235.73	\$232,602.45	\$267,072.94	\$252,912.52	\$227,295.31							\$1,678,612.26

Bank Balance as of 1/31/2024: \$26,105.13

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	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	2,910.45	0.00	13,387.19	0.00	1,612.81	89.25
CHARGES FOR SERVICES	2,775,000	198,961.88	0.00	1,435,214.74	0.00	1,339,785.26	51.72
MISCELLANEOUS REVENUE	170,000	4,366.88	0.00	105,400.79	0.00	64,599.21	62.00
TOTAL REVENUE	2,960,000	206,239.21	0.00	1,554,002.72	0.00	1,405,997.28	52.50
<u>EXPENDITURE SUMMARY</u>							
CSO	50,459	2,661.65	0.00	18,160.80	0.00	32,297.70	35.99
CSO-OTHER	145,576	9,264.69	0.00	77,979.21	0.00	67,596.79	53.57
SEWER COLLECTION	1,001,170	66,179.50	0.00	546,102.56	0.00	455,066.94	54.55
SEWER TREATMENT	1,345,974	89,177.94	0.00	747,226.23	0.00	598,747.77	55.52
UTILITY BILLING	28,610	1,928.94	0.00	16,075.43	0.00	12,534.57	56.19
ADMIN & GENERAL	388,212	58,082.59	0.00	273,068.03	0.00	115,143.97	70.34
CAPITAL OUTLAY	0	0.00	0.00	55,822.75	0.00	(55,822.75)	0.00
TOTAL EXPENDITURES	2,960,000	227,295.31	0.00	1,734,435.01	0.00	1,225,564.99	58.60
REVENUE OVER/(UNDER) EXPENDITURES	0	(21,056.10)	0.00	(180,432.29)	0.00	180,432.29	0.00

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND

% OF YEAR COMPLETED: 58.33

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	2,910.45	0.00	13,387.19	0.00	1,612.81	89.25
TOTAL TAXES	15,000	2,910.45	0.00	13,387.19	0.00	1,612.81	89.25
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,290,900	88,635.00	0.00	649,223.64	0.00	641,676.36	50.29
401-000-361-0001 Metered Sales to Comm C	1,050,000	79,149.79	0.00	538,393.29	0.00	511,606.71	51.28
401-000-361-0002 Unmetered Sales to Res	19,100	1,451.47	0.00	9,028.99	0.00	10,071.01	47.27
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	7,082.66	0.00	2,917.34	70.83
401-000-361-0004 Services to Other Syste	405,000	29,725.62	0.00	231,486.16	0.00	173,513.84	57.16
TOTAL CHARGES FOR SERVICES	2,775,000	198,961.88	0.00	1,435,214.74	0.00	1,339,785.26	51.72
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	13,000	402.56	0.00	3,339.61	0.00	9,660.39	25.69
401-000-381-0000 Reimbursements	2,000	294.43	0.00	1,401.77	0.00	598.23	70.09
401-000-382-0000 Refunds & Rebates	4,000	0.00	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	849.84	0.00	3,512.88	0.00	2,512.88	351.29
401-000-399-0001 Lab Analysis Services	150,000	2,820.05	0.00	95,054.09	0.00	54,945.91	63.37
TOTAL MISCELLANEOUS REVENUE	170,000	4,366.88	0.00	105,400.79	0.00	64,599.21	62.00
TOTAL REVENUE	2,960,000	206,239.21	0.00	1,554,002.72	0.00	1,405,997.28	52.50

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND

CSO

% OF YEAR COMPLETED: 58.33

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	1,464.00	0.00	11,263.04	0.00	7,831.96	58.98
401-509-104-0000 FICA Tax	1,590	133.41	0.00	872.56	0.00	717.44	54.88
401-509-105-0000 Group Health Insurance	7,560	565.94	0.00	3,961.64	0.00	3,598.36	52.40
401-509-106-0000 Retirement	2,047	162.03	0.00	1,063.71	0.00	983.29	51.96
401-509-108-0000 Overtime/Extra Help	1,667	336.27	0.00	555.87	0.00	1,110.63	33.36
TOTAL PERSONAL SERVICES	31,959	2,661.65	0.00	17,716.82	0.00	14,241.68	55.44
<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	443.98	0.00	5,556.02	7.40
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	443.98	0.00	7,056.02	5.92
TOTAL CSO	50,459	2,661.65	0.00	18,160.80	0.00	32,297.70	35.99

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
CSO-OTHER

% OF YEAR COMPLETED: 58.33

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	5,932.10	0.00	56,800.83	0.00	44,159.17	56.26
401-510-104-0000 FICA Tax	8,430	548.52	0.00	4,601.15	0.00	3,828.85	54.58
401-510-105-0000 Group Health Insurance	17,866	837.64	0.00	7,273.04	0.00	10,592.96	40.71
401-510-106-0000 Retirement	9,070	601.90	0.00	5,017.81	0.00	4,052.19	55.32
401-510-108-0000 Overtime/Extra Help	<u>9,250</u>	<u>1,344.53</u>	<u>0.00</u>	<u>4,286.38</u>	<u>0.00</u>	<u>4,963.62</u>	<u>46.34</u>
TOTAL PERSONAL SERVICES	145,576	9,264.69	0.00	77,979.21	0.00	67,596.79	53.57
TOTAL CSO-OTHER	145,576	9,264.69	0.00	77,979.21	0.00	67,596.79	53.57

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 58.33

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	5,932.16	0.00	56,801.49	0.00	44,158.51	56.26
401-511-104-0000 FICA Tax	8,430	548.50	0.00	4,600.98	0.00	3,829.02	54.58
401-511-105-0000 Group Health Insurance	17,866	1,165.80	0.00	8,619.02	0.00	9,246.98	48.24
401-511-106-0000 Retirement	9,070	601.94	0.00	5,017.90	0.00	4,052.10	55.32
401-511-108-0000 Overtime/Extra Help	9,250	1,344.55	0.00	4,286.63	0.00	4,963.37	46.34
TOTAL PERSONAL SERVICES	145,576	9,592.95	0.00	79,326.02	0.00	66,249.98	54.49
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	224.97	0.00	1,494.05	0.00	1,505.95	49.80
401-511-213-0000 Utilities/Purchased Pow	100,000	9,934.50	0.00	55,974.18	0.00	44,025.82	55.97
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	10,316.51	0.00	4,683.49	68.78
401-511-216-0001 Maint Structures/Improv	32,670	0.00	0.00	3,959.62	0.00	28,709.88	12.12
401-511-217-0000 Maint Repair Autos & T	15,000	0.00	0.00	21,355.22	0.00	6,355.22	142.37
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	18,634.67	0.00	16,634.67	931.73
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	10,159.47	0.00	112,344.83	0.00	69,824.67	61.67
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	13,863.99	0.00	36,136.01	27.73
401-511-343-0000 Automobile Supplies	20,000	267.00	0.00	9,851.94	0.00	10,148.06	49.26
401-511-345-0000 Uniforms	5,200	0.00	0.00	2,124.47	0.00	3,075.53	40.86
401-511-399-0000 Miscellaneous	16,500	260.00	0.00	4,154.45	0.00	12,345.55	25.18
TOTAL COMMODITIES	91,700	527.00	0.00	29,994.85	0.00	61,705.15	32.71
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	19,812.87	0.00	14,152.13	58.33
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	50,885.73	0.00	36,347.27	58.33
401-511-458-0003 Bond Payable S-1-20-A-R	320,771	26,784.32	0.00	187,490.24	0.00	133,280.76	58.45
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	18,341.05	0.00	13,100.95	58.33
401-511-459-0000 2018 Van & Sewera Camer	26,520	2,241.89	0.00	15,564.28	0.00	10,955.72	58.69
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	3,942.12	0.00	2,815.88	58.33
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	3,463.47	0.00	27,380.59	0.00	32,434.41	45.78
TOTAL CAPITAL OUTLAY	578,504	45,772.79	0.00	323,416.88	0.00	255,087.12	55.91
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	3,220	127.29	0.00	1,019.98	0.00	2,200.02	31.68
TOTAL OTHER EXPENDITURES	3,220	127.29	0.00	1,019.98	0.00	2,200.02	31.68
TOTAL SEWER COLLECTION	1,001,170	66,179.50	0.00	546,102.56	0.00	455,066.94	54.55

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
SEWER TREATMENT

% OF YEAR COMPLETED: 58.33

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	16,637.72	0.00	137,258.79	0.00	141,121.21	49.31
401-512-104-0000 FICA Tax	22,445	1,360.58	0.00	10,758.95	0.00	11,686.05	47.93
401-512-105-0000 Group Health Insurance	54,580	3,427.12	0.00	24,555.20	0.00	30,024.80	44.99
401-512-106-0000 Retirement	23,850	1,537.90	0.00	12,173.16	0.00	11,676.84	51.04
401-512-108-0000 Overtime/Extra Help	15,000	1,524.37	0.00	6,322.51	0.00	8,677.49	42.15
TOTAL PERSONAL SERVICES	394,255	24,487.69	0.00	191,068.61	0.00	203,186.39	48.46
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	3,000	177.67	0.00	1,347.65	0.00	1,652.35	44.92
401-512-213-0000 Utilities/Purchased Pow	160,000	13,997.23	0.00	98,338.14	0.00	61,661.86	61.46
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	6,892.56	0.00	53,107.44	11.49
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	8,104.10	0.00	17,895.90	31.17
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	395.56	0.00	395.56	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	0.00	0.00	27,566.68	0.00	4,433.32	86.15
TOTAL CONTRACTUAL SERVICES	297,280	14,174.90	0.00	149,906.96	0.00	147,373.04	50.43
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	12,000	421.88	0.00	12,913.07	0.00	913.07	107.61
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	25,973.69	0.00	2,026.31	92.76
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	5,770.31	0.00	3,729.69	60.74
401-512-345-0000 Uniforms	5,200	0.00	0.00	2,195.34	0.00	3,004.66	42.22
401-512-399-0000 Miscellaneous	0	0.00	0.00	125.00	0.00	125.00	0.00
TOTAL COMMODITIES	64,700	421.88	0.00	46,977.41	0.00	17,722.59	72.61
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	328,573.14	0.00	234,694.86	58.33
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	7,561.12	0.00	5,400.88	58.33
401-512-459-0002 Ford F-350	6,639	553.21	0.00	3,872.47	0.00	2,766.53	58.33
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	346,751.24	0.00	242,887.76	58.81
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	100	1,521.08	0.00	12,522.01	0.00	12,422.01	2,522.01
TOTAL OTHER EXPENDITURES	100	1,521.08	0.00	12,522.01	0.00	12,422.01	2,522.01
TOTAL SEWER TREATMENT	1,345,974	89,177.94	0.00	747,226.23	0.00	598,747.77	55.52

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
UTILITY BILLING

% OF YEAR COMPLETED: 58.33

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	1,406.55	0.00	10,562.14	0.00	6,737.86	61.05
401-513-104-0000 FICA Tax	1,350	100.06	0.00	761.15	0.00	588.85	56.38
401-513-105-0000 Group Health Insurance	3,900	295.72	0.00	2,070.05	0.00	1,829.95	53.08
401-513-106-0000 Retirement	1,580	126.61	0.00	959.96	0.00	620.04	60.76
401-513-108-0000 Overtime/ Extra Help	280	0.00	0.00	102.99	0.00	177.01	36.78
TOTAL PERSONAL SERVICES	24,410	1,928.94	0.00	14,456.29	0.00	9,953.71	59.22
<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	1,928.94	0.00	16,075.43	0.00	12,534.57	56.19

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
ADMIN & GENERAL

% OF YEAR COMPLETED: 58.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO 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	1,275.00	0.00	525.00	70.83
401-514-104-0000 FICA Tax	140	11.48	0.00	97.58	0.00	42.42	69.70
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	1,972.58	0.00	32.58	101.68
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	247.16	0.00	5,222.79	0.00	2,777.21	65.28
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	6,343.13	0.00	48,538.58	0.00	38,538.58	485.39
401-514-226-0000 Insurance & Bonds	12,000	722.31	0.00	6,120.04	0.00	5,879.96	51.00
401-514-226-0001 Insurances & Bonds/GL	30,000	0.00	0.00	27,965.76	0.00	2,034.24	93.22
401-514-230-0000 Contracted Services	15,000	397.57	0.00	7,989.72	0.00	7,010.28	53.26
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	53.00	0.00	3.00	106.00
TOTAL CONTRACTUAL SERVICES	75,050	7,710.17	0.00	95,889.89	0.00	20,839.89	127.77
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	0	88.25	0.00	819.61	0.00	819.61	0.00
401-514-348-0000 Charges by Other Funds	41,022	3,159.25	0.00	22,114.75	0.00	18,907.25	53.91
401-514-353-0000 Computer Software	12,000	10,202.73	0.00	13,847.53	0.00	1,847.53	115.40
401-514-399-0000 Miscellaneous Expenses	1,000	39.10	0.00	351.95	0.00	648.05	35.20
TOTAL COMMODITIES	54,022	13,489.33	0.00	37,133.84	0.00	16,888.16	68.74
<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	7,422.95	0.00	4,577.05	61.86
401-514-677-0000 R & R Requirement	71,000	10,413.85	0.00	38,571.61	0.00	32,428.39	54.33
401-514-677-0001 SB234 Requirement	174,000	26,307.76	0.00	92,077.16	0.00	81,922.84	52.92
TOTAL OTHER EXPENDITURES	257,200	36,721.61	0.00	138,071.72	0.00	119,128.28	53.68
TOTAL ADMIN & GENERAL	388,212	58,082.59	0.00	273,068.03	0.00	115,143.97	70.34

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

401-SEWER FUND
CAPITAL OUTLAY

% OF YEAR COMPLETED: 58.33

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	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	0.00	0.00	55,822.75	0.00 (	55,822.75)	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	55,822.75	0.00 (	55,822.75)	0.00
TOTAL EXPENDITURES	2,960,000	227,295.31	0.00	1,734,435.01	0.00	1,225,564.99	58.60
REVENUE OVER/(UNDER) EXPENDITURES	0 (	21,056.10)	0.00 (	180,432.29)	0.00	180,432.29	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	Discussion on Replacement/Repair of Water and Sewer Lines in the City of Elkins
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Updates on the project of Water/Sewer line replacement in the City of Elkins
Fiscal Impact:	NONE
Recommendation:	Presentation and Updates
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	Discussion of Wastewater Collection Storage Building Bids
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Updates on the Wastewater Collection Storage Building • 1st Reading occurred at the 1/18/2024 Council Meeting • 2nd Reading occurred at the 2/15/2024 Council Meeting • 3rd (Final) Reading will occur at the 3/7/2024 Council Meeting
Fiscal Impact:	Bid amount for building was for \$171,000
Recommendation:	Presentation with Updates
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Burgess & Niple Invoice #: 1123810=\$3,472 Burgess & Niple Invoice #: 1126906=\$384 Burgess & Niple Invoice #: 1126919=\$1337.00 Crim & Law Invoice #: 404=\$630 <u>Added on 2/20/2024</u> Crim & Law Invoice #409=\$890 Kay Casto & Chaney #147905=\$1237.50 Kay Casto & Chaney #147736=\$545.00 Steptoe & Johnson #1121680=\$3887.25 <u>Total Amount of Invoices: \$12,382.75</u>
Fiscal Impact:	\$12,382.75 (Total of Invoices Presented)
Recommendation:	Consider for Approval
Attachments:	1. BNInv1123810 2. CrimLawInvoice#404 3. BNInv1126906 4. BNInv1126919 5. SteptoeJohnsonInvoice1121680 6. KayCastoChaneyInvoice147736 7. KayCastoChaneyInvoice147905 8. CrimLawInvoiceNo409

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 01/19/2024

INVOICE NO. 1123810

B&N PROJECT NO. 61649

TOTAL DUE **\$3,472.00**

ATTN: Ms. Whitney Hymes
Wastewater Superintendent

Agreement: dated September 18, 2023

Professional services for the study and report phase of the Combined Sewer System Improvements, Phase 3.

December 1, 2023 - December 31, 2023

Lump Sum Fee \$11,200.00

Percent Complete 36%

Total Earned To Date \$4,032.00

Less Previous Invoices \$560.00

TOTAL AMOUNT DUE THIS INVOICE \$3,472.00

Reviewed/Approved by Whitney Hymes-Wastewater Superintendent/Chief Operator on 1/19/2024

Approved:



Michael P. Davis

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 This Period:

- 1) Attended Board Meeting to give update.
- 2) Reviewed results of the smoke testing.
- 3) Updated cost estimates.

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

City of Elkins

December 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	404
Invoice Date	01/22/2024
Payment Due On	02/05/2024
Amount Due	\$630.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
12/01/2023	Review of information from Thrasher about easement	GSR	\$100.00	0.30	\$30.00
12/01/2023	Email from Attorney Judy	GSR	\$100.00	0.10	\$10.00
12/01/2023	Review of information from W. Hymes and various emails	GSR	\$100.00	0.40	\$40.00
12/04/2023	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
12/04/2023	Review of information from T. Judy	GSR	\$100.00	0.10	\$10.00
12/05/2023	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
12/05/2023	Review of information about bid documents	GSR	\$100.00	0.20	\$20.00
12/06/2023	Review of information about Metheny easement and conference with Attorney Judy	GSR	\$100.00	0.30	\$30.00
12/08/2023	Emails concerning meeting with EPA	GSR	\$100.00	0.30	\$30.00
12/08/2023	Attend Board meeting and review of information	GSR	\$100.00	1.00	\$100.00
12/11/2023	Emails concerning EPA meeting	GSR	\$100.00	0.50	\$50.00
12/12/2023	Emails about EPA meeting and update on permit	GSR	\$100.00	0.30	\$30.00
12/12/2023	Emails form Attorney Benincosa	GSR	\$100.00	0.20	\$20.00
12/12/2023	Preparation call for call with EPA and review of information	GSR	\$100.00	0.50	\$50.00
12/18/2023	Teams meeting about EPA consent decree	GSR	\$100.00	0.70	\$70.00

12/18/2023	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
12/19/2023	Emails about consent decree	GSR	\$100.00	0.20	\$20.00
12/20/2023	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
12/22/2023	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
12/22/2023	Conference with Attorney Stump about financing for new garage	GSR	\$100.00	0.40	\$40.00
					\$630.00

Subtotal	\$630.00
Total	\$630.00
Total Balance Due	\$630.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 1/22/2024

Whitney L Hymes

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 01/24/2024
INVOICE NO. 1126906
B&N PROJECT NO. 61650
TOTAL DUE

\$384.00

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.

December 1, 2023 - December 31, 2023

FIELD - Survey and Field Work

Civil Engineer	2.0	hours @	\$144.00	=	\$288.00
Civil Engineer	1.0	hours @	\$96.00	=	\$96.00
Total Hours	3.0				

Total Labor **\$384.00**

Subtotal Amount Due **\$384.00**

FUND - Funding Assistance

Subtotal Amount Due **\$0.00**

TOTAL AMOUNT DUE THIS INVOICE

\$384.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 1/24/2024

Approved:



Michael P. Davis



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

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 01/24/2024
INVOICE NO. 1126919
B&N PROJECT NO. 61666
TOTAL DUE **\$1,337.00**

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.

November 1, 2023 - December 31, 2023

ORDER - Consent Order Assistance

Sr. Sanitary Engineer	5.0	hours @	\$191.00	=	\$955.00
Total Hours	5.0				

Total Labor	\$955.00
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Subtotal Amount Due	\$955.00
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GARAGE - Reviewed and comment on bid documents for garage

Sr. Sanitary Engineer	2.0	hours @	\$191.00	=	\$382.00
Total Hours	2.0				

Total Labor	\$382.00
--------------------	-----------------

Subtotal Amount Due	\$382.00
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TOTAL AMOUNT DUE THIS INVOICE **\$1,337.00**

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 1/24/2024

Approved:



Michael P. Davis



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

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



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: February 9, 2024
Invoice Number: 1121680
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH JANUARY 31, 2024

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	\$	4,572.50
Courtesy Discount		(685.88)
Total Current Costs		0.63
Total Current Due	\$	3,887.25

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 2/20/2024

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)

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: February 9, 2024
Invoice Number: 1121680
Matter Number: 255480.00002

TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
01/02/24	AB	Emails to and from client regarding contacts with USEPA	0.50	295.00
01/05/24	AB	Emails to and from Whitney Himes and Mike Davis regarding communications from USEPA and response to comments	0.50	295.00
01/11/24	AB	Emails to Mike Davis regarding status of responses	0.50	295.00
01/19/24	AB	Emails from Mike Davis regarding response to EPA comments regarding revised LTCP; review documents	2.00	1,180.00
01/22/24	AB	Complete review of comments and new draft LTCP; provide comments and edits to documents	2.00	1,180.00
01/23/24	AB	Emails to and from Whitney Hymes and Mike Davis regarding comments and response to EPA	1.00	590.00
01/29/24	AB	Prepare for and participate in call with Mike Davis, Whitney Hymes and Geraldine	1.25	737.50
			Subtotal	4,572.50
			Courtesy Discount	(685.88)
			Total	\$ 3,886.62

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$590.00	7.75	4,572.50
			Total	\$ 4,572.50

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: February 9, 2024
Invoice Number: 1121680
Matter Number: 255480.00002

COST DETAIL

<u>Date</u>	<u>Description</u>	<u>Amount</u>
Thru 01/31/24	Postage	0.63
Total		\$ 0.63

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: February 9, 2024
Invoice Number: 1121680
Matter Number: 255480.00002

OUTSTANDING INVOICES

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Total</u>	<u>Payments</u>	<u>Total Balance</u>
01/09/24	1117259	6,343.13	0.00	6,343.13
			Total	\$ 6,343.13



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: February 9, 2024
Invoice Number: 1121680
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH JANUARY 31, 2024

REMITTANCE PAGE

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Due This Invoice	\$ 3,887.25
Balances From Previous Invoices	6,343.13
Total Amount Due	\$ 10,230.38
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



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

February 14, 2024

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

Invoice #: 147736
Client #: 0001473
Matter #: 000087
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through January 31, 2024

RE: Midland PSD Sewer Resale Agreement

Professional Services	\$ 545.50
Disbursements	<u>\$.00</u>

TOTAL THIS INVOICE	\$ 545.50
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Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 2/20/2024

Whitney L. Hymes

KAY CASTO & CHANEY PLLC

Invoice #: 147736

February 14, 2024

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
1/29/24	RRR	Telephone Call From Gerry Roberts Re Revision of Resale Agreements With Leadsville and Midland PSDs [Total Time 1.0; .5 Billed To Leadsville PSD File]	.50	275.00	137.50
1/30/24	RRR	Review Files Re Midland PSD Rates and Calculation Method	.60	275.00	165.00
1/31/24	JRM	Research re: other cases where determination made that billing appropriate on sewer usage per meter reading v. based on calculation from water usage	.30	270.00	81.00
1/31/24	JRM	Review sewer rules and prep. summary of ability to charge for sewer use via use of a sewer meter v. billing based on water used and compare to prior Huntington Sanitary Board case	.60	270.00	162.00

PROFESSIONAL SERVICES

\$ 545.50

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
JOHN R. MCGHEE	Member	.90	270.00	243.00
Robert R Rodecker	Member	1.10	275.00	302.50
Total		2.00		\$ 545.50

TOTAL THIS INVOICE

\$ 545.50



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

February 14, 2024

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

Invoice #: 147905
Client #: 0001473
Matter #: 000088
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through January 31, 2024

RE: Leadsville PSD Sewer Resale Agreement

Professional Services	\$ 1,237.50
Disbursements	<u>\$.00</u>

TOTAL THIS INVOICE	\$ 1,237.50
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Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 2/20/2024

Whitney L. Hymes

KAY CASTO & CHANEY PLLC

Invoice #: 147905

February 14, 2024

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
1/29/24	RRR	Telephone Call From Gerry Roberts Re Revision of Resale Agreements With Leadsville and Midland PSDs [Total Time 1.0; .5 Billed To Midland PSD File]	.50	275.00	137.50
1/30/24	RRR	Review Agreements With Leadsville PSD and Prepare Memo To Gerry Re Service To UHC Urgent Care and Possible Revisions To Resale Agreement	4.00	275.00	1,100.00

PROFESSIONAL SERVICES

\$ 1,237.50

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
Robert R Rodecker	Member	4.50	275.00	1,237.50
Total		4.50		\$ 1,237.50

TOTAL THIS INVOICE

\$ 1,237.50

City of Elkins

January 2024

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	409
Invoice Date	02/15/2024
Payment Due On	02/29/2024
Amount Due	\$890.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
01/02/2024	Review of information from W. Hymes about CD	GSR	\$100.00	0.40	\$40.00
01/02/2024	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
01/04/2024	Review of information from W. Hymes about meetings	GSR	\$100.00	0.10	\$10.00
01/04/2024	Emails concerning meetings	GSR	\$100.00	0.30	\$30.00
01/04/2024	Email from W. Lambert	GSR	\$100.00	0.10	\$10.00
01/05/2024	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
01/05/2024	Email from W. Hymes about meeting	GSR	\$100.00	0.10	\$10.00
01/05/2024	Email from L. Roberts about meeting	GSR	\$100.00	0.10	\$10.00
01/05/2024	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
01/05/2024	Email from M. Davis	GSR	\$100.00	0.10	\$10.00
01/10/2024	Review of information from W. Hymes	GSR	\$100.00	0.30	\$30.00
01/10/2024	Emails from W. Hymes about agenda	GSR	\$100.00	0.30	\$30.00
01/10/2024	Emails from Attorney Stump about agenda	GSR	\$100.00	0.10	\$10.00
01/12/2024	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
01/16/2024	Review of information from Attorney Stump and conference concerning the same	GSR	\$100.00	0.70	\$70.00

01/16/2024	Attend Board meeting	GSR	\$100.00	0.50	\$50.00
01/17/2024	Review of information from W. Hymes	GSR	\$100.00	0.40	\$40.00
01/17/2024	Email from Attorney Stump about ordinance	GSR	\$100.00	0.10	\$10.00
01/19/2024	Begin review of Leadsville agreements for use in preparation of new agreement	GSR	\$100.00	0.60	\$60.00
01/22/2024	Review of information from Attorney Benincosa	GSR	\$100.00	0.50	\$50.00
01/22/2024	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
01/23/2024	Review of information about Leadsville agreement	GSR	\$100.00	0.10	\$10.00
01/23/2024	Review of information from W. Hymes about consent decree	GSR	\$100.00	0.10	\$10.00
01/23/2024	Emails concerning meeting	GSR	\$100.00	0.30	\$30.00
01/24/2024	Review of Midland PSD documents provided by W. Hymes	GSR	\$100.00	0.80	\$80.00
01/24/2024	Emails about joint meeting	GSR	\$100.00	0.20	\$20.00
01/24/2024	Emails from T. Judy	GSR	\$100.00	0.10	\$10.00
01/25/2024	Email from W. Hymes about drawings	GSR	\$100.00	0.10	\$10.00
01/25/2024	Review of information from C. Winter	GSR	\$100.00	0.30	\$30.00
01/25/2024	Review of information from W. Hymes about 11th Street property	GSR	\$100.00	0.30	\$30.00
01/29/2024	Conference with Attorney Rodecker about Leadsville and Midland	GSR	\$100.00	0.50	\$50.00
01/29/2024	Call concerning update on Consent Decree	GSR	\$100.00	0.40	\$40.00
01/30/2024	Update from W. Hymes about Leadsville agreement	GSR	\$100.00	0.10	\$10.00
01/31/2024	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
					\$890.00

Subtotal	\$890.00
Total	\$890.00
Total Balance Due	\$890.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 2/20/2024

Whitney L. Hymes



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Reimbursement Request for Sewage Backup at Reckart Logistics, Inc
Recommended By:	Whitney Hymes-Wastewater Superintendent/Chief Operator
Summary:	Reimbursement request for damage that occurred at 929 S. Davis Ave (Reckhart Logistics, Inc) due to sewage backup
Fiscal Impact:	Invoice: E14546=\$583.00 Invoice: 2024-01-18-1346=\$2,270.65 Total: \$2,853.65
Recommendation:	Consider for Approval
Attachments:	1. E14546ReckartLogistics 2. 2024-01-18-1346_RECKART_LOGISTICS

Bates Carpet & Furniture Center

PO Box 2772
Elkins, WV 26241
304-636-6862
304-636-6877(Fax)

Number: E14546

Date: 2/12/2024

Bill To:

Reckart Logistics
Po Box 908
Elkis Wv 26241

Ship To:

--

PO Number

Customer

Sean

Ship Via

Style	Description	Quanti	Price	Tax	Tax2	Amount
	Floor Replacement from Sewage Backup	1	\$550.00	✓		\$550.00

Amount Paid	\$0.00
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Amount Due	\$583.00
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SubTotal	\$550.00
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State Tax 6.00% on \$550.00	\$33.00
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0.00% on \$0.00	\$0.00
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Total	\$583.00
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Replacement of Floor from Sewage Back-up

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 2/13/2024

Whitney L Hymes



PERFECTION PLUS TURBO-DRY LLC

251 Hillcrest Drive
Elkins, WV 26241
Phone: 304.636.0015 / Fax: 304.636.0553
WV TAX ID# 55-074-3480
perfectionplusllc@frontier.com

Client: RECKART LOGISTICS
Property: 929 SOUTH DAVIS AVE.
ELKINS, WV 26241

Operator: PERFECTI

Type of Estimate:

Date Entered: 1/18/2024

Date Assigned:

Price List: WVFA8X_JAN24

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2024-01-18-1346

Reckart Logistics
929 S Davis Avenue
Elkins, WV 26241

Perfection Plus Turbo-Dry LLC was called in on January 5, 2024 due to sewage damage in the business.
Category 3/Sewer water backed into the kitchen and storage area
Non salvageable LVT/Floating floor was removed in storage area.
Trim was also removed

Cabinets in kitchen were detached and reset

All flooring areas were treated with anti-microbial agent

Dehumidifiers were placed to aid in dry out

Load and haul debris to the dump



PERFECTION PLUS TURBO-DRY LLC

251 Hillcrest Drive
Elkins, WV 26241
Phone: 304.636.0015 / Fax: 304.636.0553
WV TAX ID# 55-074-3480
perfectionplusllc@frontier.com

2024-01-18-1346

Kitchen		LxWxH 22' x 11' 3" x 8'		
DESCRIPTION	QTY	UNIT PRICE	TOTAL	
1. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor.	4.00 EA @	105.58 =	422.32	
2. Detach & Reset Cabinetry - lower (base) units	2.83 LF @	77.23 =	218.56	
3. Apply anti-microbial agent to the floor	247.50 SF @	0.29 =	71.78	

Storage Area/Room		LxWxH 15' 5" x 6' 10" x 8'		
DESCRIPTION	QTY	UNIT PRICE	TOTAL	
4. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor.	4.00 EA @	105.58 =	422.32	
5. Tear out baseboard and bag for disposal - up to Cat 3	34.50 LF @	1.01 =	34.85	
6. Tear out trim and bag for disposal - up to Cat 3	17.00 LF @	1.01 =	17.17	
7. Tear out non-salv floating floor & bag - Category 3 water	105.35 SF @	2.93 =	308.68	
8. Apply anti-microbial agent to the floor	105.35 SF @	0.29 =	30.55	

Additional Services				
DESCRIPTION	QTY	UNIT PRICE	TOTAL	
9. Equipment setup, take down, and monitoring (hourly charge)	5.00 HR @	58.84 =	294.20	
10. Equipment decontamination charge - per piece of equipment	2.00 EA @	35.37 =	70.74	
11. Content Manipulation charge - per hour	2.00 HR @	42.86 =	85.72	
12. Haul debris - per pickup truck load - including dump fees	1.00 EA @	145.22 =	145.22	

Grand Total Areas:

888.00 SF Walls	352.85 SF Ceiling	1,240.85 SF Walls and Ceiling
352.85 SF Floor	39.21 SY Flooring	111.00 LF Floor Perimeter
299.33 SF Long Wall	144.67 SF Short Wall	111.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



PERFECTION PLUS TURBO-DRY LLC

251 Hillcrest Drive
Elkins, WV 26241
Phone: 304.636.0015 / Fax: 304.636.0553
WV TAX ID# 55-074-3480
perfectionplusllc@frontier.com

Summary

Line Item Total	2,122.11
Total Tax	148.54
Replacement Cost Value	\$2,270.65
Net Claim	\$2,270.65

Clean-up Associated with Sewer Back-up

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 2/12/2024

Whitney L Hymes



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Reimbursement Request for Sewage Backup at 103 Randolph Ave
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Reimbursement request for damage that occurred at 103 Randolph Ave (Pack n Ship, LLC) due to sewage backup
Fiscal Impact:	Invoice #:i50369=\$247.17 Invoice #:i50371=\$392.83 Total=\$640.00
Recommendation:	Consider for Approval
Attachments:	1. GSPBill-103RandolphBackupInvoicei50169 2. GSPBill-103RandolphBakupInvoicei50371

Graham Simon Plumbing
176 Simpson Street
Clarksburg, WV 26301



Phone: (304) 566-7241
support@gspmail.com
grahamsimonplumbing.com

Bill to
Robert Chewning
103 Randolph ave
Elkins, wv 26241

Ship to
Robert Chewning
Pack N Ship
103 Randolph ave
Elkins, wv 26241

Work Order Description

Need you to look at his plumbing to figure out his next step. May need snake or camera but wants to look at it first. 01/17/24 Went and met with the city

Work Order #: 1020

Transaction Date: 1/17/2024

Terms: Cash On Completion

Invoice #: i50169

Item	Description	Quantity	Price	Amount
CF-004-073383-0200	SEWER LEAK DETECTION	1	\$367.13	\$367.13

You could have saved \$36.71

Learn More at
grahamsimonplumbing.com/maintenance-agreements

Subtotal: \$367.13

Tax: \$25.70

Total: \$392.83

Payments: \$0.00

Balance Due: \$392.83

Whitney L. Hymes

Work Associated with Sewage Backup at 103 Randolph Ave
Reviewed and Approved by Whitney Hymes-Superintendent/Chief Operator 2/8/2024

Graham Simon Plumbing
176 Simpson Street
Clarksburg, WV 26301



Phone: (304) 566-7241
support@gspmail.com
grahamsimonplumbing.com

Bill to
Robert Chewning
103 Randolph ave
Elkins, wv 26241

Ship to
Robert Chewning
Pack N Ship
103 Randolph ave
Elkins, wv 26241

Work Order Description
Run snake

Work Order #: 100537

Transaction Date: 1/31/2024

Terms: Cash On Completion

Invoice #: i50371

Item	Description	Quantity	Price	Amount
CF-005-032965-0119	MAIN LINE CLEAN OUT FIRST 100 FEET	1	\$231.00	\$231.00

You could have saved \$23.10

Learn More at
grahamsimonplumbing.com/maintenance-agreements

Subtotal: \$231.00

Tax: \$16.17

Total: \$247.17

Payments: \$0.00

Balance Due: \$247.17

Whitney L. Hymes

Work associated with Sewage Backup at 103 Randolph Ave
Reviewed and Approved by Whitney Hymes-Superintendent/Chief Operator on 2/7/2024



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Approve changes to employee PEIA benefits for Fiscal Year 2025 and assign Health Equity as the HSA Administrator and Aflac as the primary supplemental insurance provider
Recommended By:	Finance Committee, Personnel Committee, Human Resources, Administrative Officers
Summary:	PEIA premium costs will rise 14 percent for FY 2025 (plan year beginning July 1). There will be no spousal surcharge during FY 2025. Without making changes to the city's current administration of PEIA benefits, the city would incur an increase of more than \$100,000 as of July 1 (across all funds) and employee contributions would increase 14 percent. By shifting to Plan C (high deductible plan) as its base plan, the city may be able to avoid most of that \$100,000 increase even while funding 100 percent of premiums and deductibles (through Health Savings Accounts). Once the deductible is met, Plan C copay and coinsurance are comparable to Plan A. The city would still offer all other PEIA plans but would only contribute toward non-Plan C premiums up to the cost of equivalent coverage under Plan C. See the attached memo for more information.
Fiscal Impact:	Designating Plan C as the base plan and funding premiums and deductibles as described above/attached may avoid most of what would otherwise be more than \$100,000 in new costs. However, increased utilization by employees whose spouses aren't currently covered or who are not currently on PEIA themselves may result in lower savings.
Recommendation:	Consider for Approval
Attachments:	1. 2402060 Sanitary Board PEIA_ Proposal HSA Admin_Aflac

Sanitary Board

West Virginia Public Employees Insurance (PEIA) Proposal to move to Plan C FY 2025 and Assign Health Equity as the HSA Administrator and Aflac as primary supplemental insurance provider.

On December 7, the West Virginia Public Employees Insurance (PEIA) Finance Board approved a 14% increase for local and non-state employees for the 2024 – 2025 fiscal year. This was higher than the earlier proposed 13% increase. However, the board did **not** approve the spousal surcharge for local and non-state employees that we were expecting. (This surcharge would have been \$147 on average per person per month for any employee whose spouse is on PEIA but is eligible for insurance through his or her employer.)

In response, and as presented previously, shifting to PEIA Plan C as our base plan would result in substantial savings for both the city and its employees.

- Plan C has a significantly lower premium cost but a much higher deductible than other PEIA plans. Once the higher deductible is met, most medical services would incur similar coinsurance (i.e., payment) requirements under Plan C as under Plan A.
- Organizations offering high-deductible health insurance plans can subsidize employee deductible costs by depositing funds into employee Health Savings Accounts (HSAs). HSAs also enable employees to make additional pre-tax contributions, and unused funds carry over to the next plan year.

The substantially lower premium cost of PEIA Plan C presents the city with an opportunity. Because of the low Plan C premiums, the city could avoid significant increase over FY 2024 plan costs *and* offer the following to employees for FY 2025:

- Cover 100 percent of premium costs (i.e., no employee contribution needed)
- Contribute 100 percent of the high deductible to employee HSAs

In this case, and with the current level of employee participation, the city's total FY 2025 PEIA costs would remain just slightly higher than we are currently paying (in FY 2024)—**even after covering all FY 2025 employee premium and deductible costs.**

- Current employer cost for **Sanitary Board** (FY 2024): \$74,543.60.
- Cost in FY 2025 after 14% increase based on current employees that participate in our plan:
 - Maintaining current contributions/base plans (including current employee contributions): **\$84,979.70**
 - After shifting to Plan C (with no employee contributions required): \$77,121.68

As this shows, shifting to Plan C would avoid \$ in future costs, even with (1) the city paying 100% of the cost (i.e., no employee contributions required) and (2) covering 100% of the deductible through city-funded HSA.

Employee Feedback

Employees have received information and had the chance to provide feedback about the proposed shift to Plan C.

On November 27, PEIA representative came to Elkins for a presentation and Q&A with employees. Offered informative session on plans offered and focused on Plan C.

We obtained employment feedback about the proposed shift to Plan C through a survey after the session to be completely sure that we are taking employee desires into account.

Most of the respondents from the PEIA Survey are in favor of moving forward with Plan C.

Survey Questions	Composite Rating (5 strongly agree and 1 strongly disagree.)
The cost of health insurance premiums (paycheck deductions) is affordable.	3
I don't mind keeping my same healthcare plan and paying 13% more for the premium.	2
I would like my employer to move to a high deductible plan and pay 100% of the premium and deductible through a Health Spending Account (HSA).	4
I would like to have a Health Spending Account (HSA) to pay for certain health care costs (all tax free).	4
I understand the different health insurance plan options available to me.	4
Will you be willing to move to another plan if it would save you money and not sacrifice quality of coverage?	5

Notes to keep in mind:

- HSAs are only available for high-deductible plans (i.e., only Plan C).
- The overall cost to the city could increase if employees and/or spouses not currently on PEIA joined the plan during open enrollment for FY 2025.

PEIA PLAN COMPARISONS

Benefit Description	PEIA PPB Plan A	PEIA PPB Plan B	PEIA PPB Plan C
	The most expensive PEIA PPB Plan offered to all eligible active employees and non-Medicare retirees.	Plan B offers lower premiums with higher deductibles, higher out-of-pocket maximums, increased coinsurance, and higher copayments for prescription drugs. The medical coverage is the same in Plans A, B and D.	The plan offers lower premiums, but a high deductible that must be met before the plan begins to pay. The City of Elkins is considering covering 100% of the premium and the deductible through a health savings accounts for our employees.
Annual Deductible	\$450/individual or \$900/family	\$725/Individual or \$1,450/family	\$1,500 employee only/ \$3,000 family combined medical/ prescription deductible; services on the Preventive Care List covered without deductible
Annual out- of-pocket maximum	For network providers \$2,500 individual / \$5,000 family; for out-of-network providers \$2,500 individual / \$5,000 family	For network providers \$3,000 individual / \$6,000 family; for out-of-network providers \$3,000 individual / \$6,000 family	\$2,500 employee only.
Coinsurance (PEIA PAYS) PEIA's Share of In State In Network Care after medical deductible	80% Covered	70% Covered	80% Covered
Coinsurance (YOU PAYS) Member's Share of In State, In Network Care after medical deductible	20%	30%	20%
Prescription Deductible	\$75 individual/ \$150 family	\$150 individual/ \$300 family	Included with Medical Deductible

**This overview is not meant to be comprehensive, for complete plan details go to <https://peia.wv.gov/members> view Shoppers Guide or Summary Plan Description*

Plan C is designed to work with either a health savings account or a health reimbursement arrangement. Moving towards Plan C as our base plan will require us to have an HSA trustee/custodian administer the account. Employees can use the HSA funds to go toward the high deductible amount of Plan C.

Employee benefits of an HSA:

- HSA contributions are tax-deductible or pre-tax (if made by payroll deduction). See IRS Publication 969(external link)(PDF file).
- Interest earned on your account is tax-free
- Withdrawals for qualified medical expenses(external link) are tax-free
- Unused funds and interest are carried over, without limit, from year to year
- Employees own the HSA and it is theirs to keep — even when they change plans or retire

Employer benefits of an HSA:

- Employers can receive tax savings by contributing to HSAs. HSA contributions are untaxed and can receive a triple tax advantage under federal law when set up under the Section 125 Cafeteria plan. Employers can also reduce their payroll tax on the amounts employees contribute to their HSAs.

There is an opportunity to secure HSA administration through an Aflac partner named Health Equity.

- There will be no fee for HSA administration because we are a public sector entity and can have it waived by Aflac.
- Aflac will help us update our Premium Only Plan documents/ Cafeteria Plan documents.
- Aflac does not charge a fee to us but under the agreement with Aflac we would need to offer two or more lines of Aflac products during the open enrollment period and the products need to remain in effect for a minimum of 3 years from the effective date of the products. Also, under the agreement, Aflac will cover the monthly per participant cost of the HSA administration facilitated by Heath Equity for three years.
- Aflac is also going to help with our open enrollment onsite and be available to help with the training of staff and family members prior to the open enrollment start date for educational purposes.

Staff recommends that the Sanitary Board take the following actions:

- Designate PEIA Plan C as the city's base plan.
- Cover 100 percent of the premium cost of Plan C for all eligible employees and dependents for the FY 2025 PEIA plan year
- Contribute full annual deductible amount of Plan C to Health Savings Account for all employees and dependents for the FY 2025 PEIA plan year
- Contribute premium costs for any employee selecting any PEIA plan other than Plan C, up to the cost of Plan C.
- That the board select Aflac/health equity as the HSA plan administrator under the terms of Aflac's letter of understanding (after review by the city attorney)

- That any current supplemental insurance policyholders be grandfathered after any changes, and
- That human resources personnel be authorized to take the steps necessary to implement the letter of understanding after council approval.



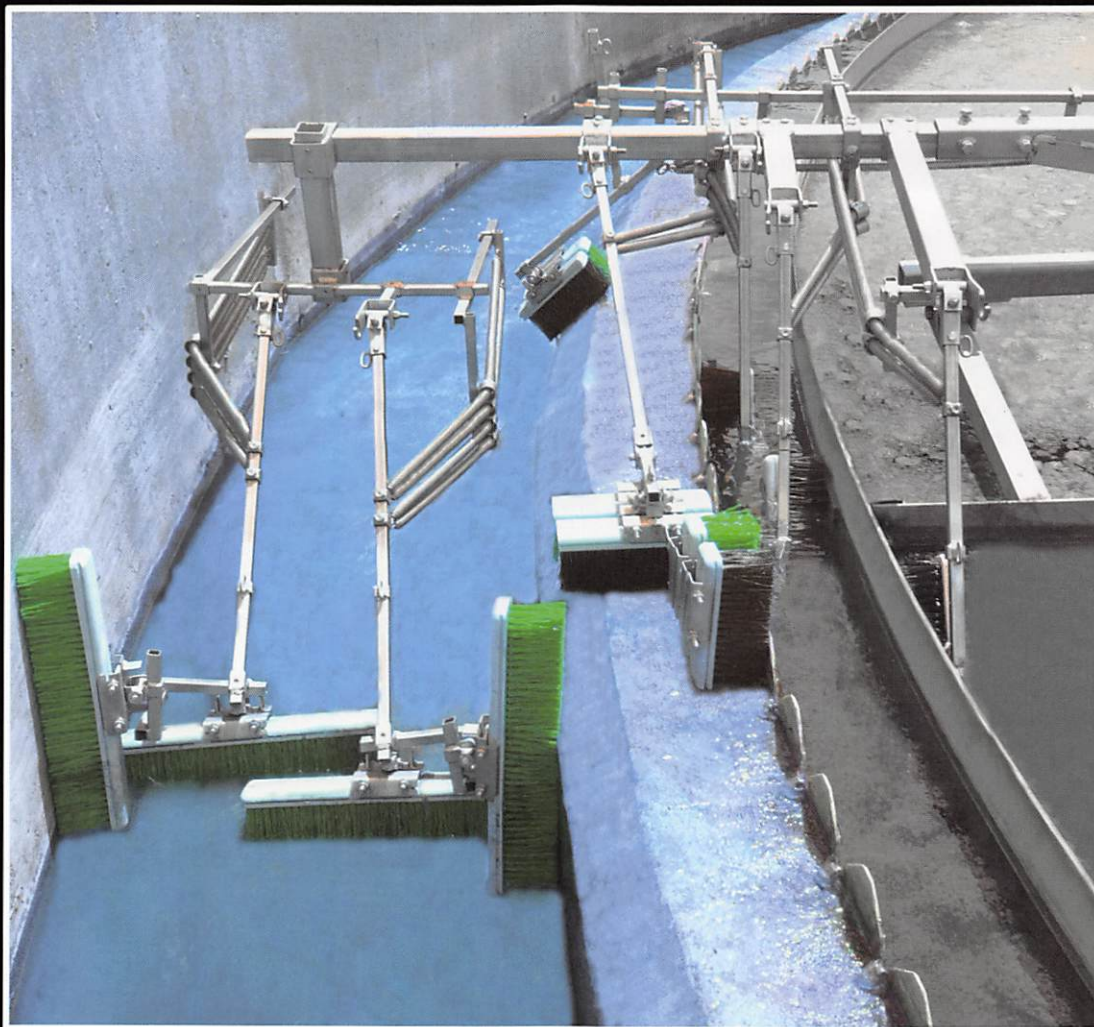
CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Purchase and Installation of Weir-Wolf (Automated Clarifier & Thickener Cleaning System)
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Installation of an automated clarifier & thickening cleaning system (Weir-Wolf) for the clarifier unit at wastewater treatment plant. Weir-wolf continuously cleans clarifier trough and weirs to lessen environmental impacts through helping to eliminate algae and debris growth on material that could be deposited into receiving stream.
Fiscal Impact:	\$19,840 (Material and Installation)
Recommendation:	Consider for Approval
Attachments:	1. 2019 Weir-Wolf Brochure 2. Reference Sheet 3. WV Elkins WWTP 12.20.23

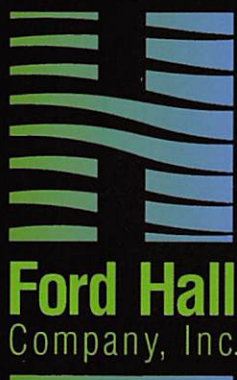


Weir-Wolf™

Automated Clarifier & Thickener Cleaning System



"Break-Away" From The Pack



30+ Years

Over 2000 units

Installed in 49 States,
Canada, Asia & Australia

859-624-1077

weir-wolf.com



Features

- Removes algae/ non algae build up
- All Stainless Steel
- Brush Life ~ 1 year
- Patented Shear Safety feature
- Custom Designed
- Engage / Disengage capabilities

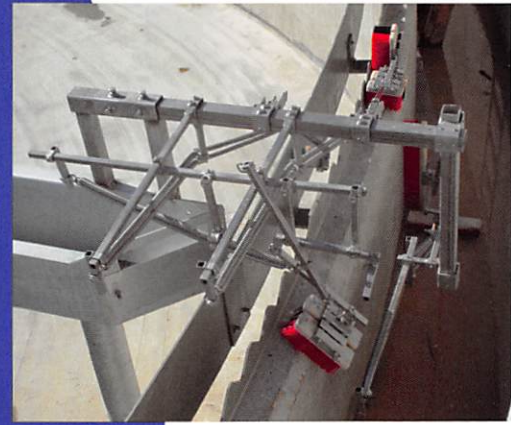
Benefits

- Reduces risk of injury
- Fast and easy
- No chemicals
- Green Technology
- Reliable and durable
- Easy to maintain
- Saves Money
- Saves Time
- Saves Manpower
- Assists UV and Disinfection Systems

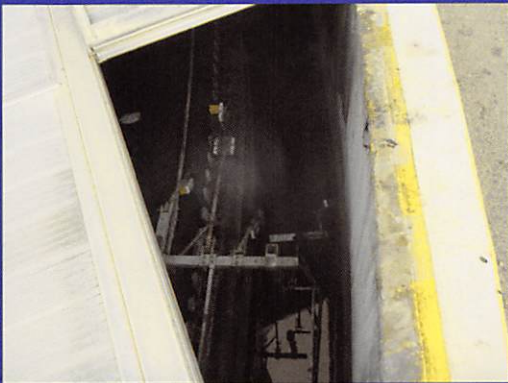
"I preach physical observations... The most simple clarifier observation is the weir characteristics. Plugged weirs cause flow pattern changes that affect the ability of the clarifier to clarify. If currents develop due to plugged weirs, the entire clarifier becomes upset and the potential for solids carryover is greatly increased. Clean weirs!! Clean weirs, blanket observations, and lower return sludge flow rates are the bases of optimal clarifier operation."

Applications

- Municipal & Industrial Installations
- Wastewater & Water Plants
- Clarifiers (Primary, Intermediate, Secondary/Final)
- Contact Basins & Thickeners
- Installed on New
- Retrofitted to Existing
- Open Tanks, Under Domes
- Circular and Multi-sided Applications



64+ Covered Applications



*Hey, folks! I just wanted to thank you for providing the **BEST** device for cleaning weirs. I can't tell you how many times I've seen the Weir Wolf in action all over the country! It's the one thing that does the job it's supposed to do !!!*

- John Esler

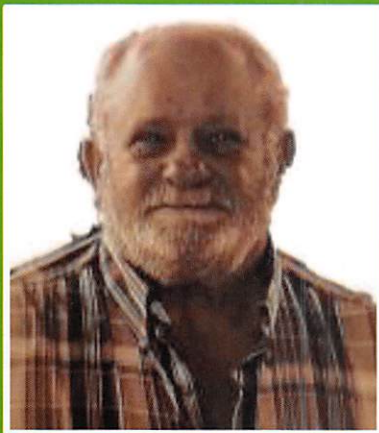
What Separates Weir-Wolf from the Pack?

- Proven Track Record with over 20000 installations
- Dedicated Service Division
- Trained Professional Installation Crew
- Preventative Maintenance Programs
- Patented Shear Safety™ Feature
- Aftermarket Courtesy Calls



Going Around in Circles for 30 years

"It's All We Do!"



Ford W. Hall

Ford began work in 1986 as a mechanic / operator at West Hickman Treatment Plant in Lexington, KY. Workers formerly had to get into the tanks to remove the algae.

Ford's device was mounted on the existing skimmer arm, needing no motor of its own. This kept the algae from getting a foothold.

Ford patented his invention.

Now over 30 years later, FHC is continuing to help plants with safety, manpower, savings in this capacity.

Say Goodbye to Scrubbing

A Revolution in the Industry



859-624-1077

fordhall.com

859-624-3320 Fax

PO Box 2110

Richmond, KY 40476



Ford Hall Company References

<u>City/State:</u>	<u>Plant Name:</u>	<u>Contact Name:</u>	<u>Contact #:</u>
*Phenix City, AL	Phenix City WWTP	Jarrold Barker	334-664-1770
*Tucson, AZ	Tres Rios/Avra Valley/Green	Jason Hartman	520-724-6068
*Chino Hills, CA	Inland Empire	Carl Kreimeyer	909-270-6793
*Corona, CA	Corona WWTP #1 & #2	Rodney Williams	951-903-9618
*Boulder, CO	75th Street WWTP	Luke Slagle	303-413-7692
*Cromwell, CT	Mattabassett WWTP	Bill Adkins	860-635-5550 Ext. 220
*Frankford, DE	South Costal Reg. WWTP	Loran George	302-542-8749
*Port Sant Lucie, FL	Glades WWTP	John Lamb	772-801-8576
*Jacksonville, FL	Arlington East WRF	Leo Tamburini	904-665-8112
Atlanta, GA	RL Sutton WWTP	Eddie Taylor	404-609-6050
*Kennesaw, GA	Noonday Creek WRF	Apollo Ndongi	770-419-6485
*Post Falls, ID	Post Fall WWTP	Adam Tate	208-457-3355
*Woodridge, IL	Illinois American Water (5	Gerry Rosenwinkle	630-739-8873
*Lewisville, IN	South Henry Reg. Waste Dist.	Jerry Libby	765-987-8432
*Syracuse, IN	Syracuse WWTP	Mark Alrich	260-286-0817
*Union City, IN	Union City WWTP	Rob Meyers	765-964-5544
*Augusta, KS	Augusta WWTP	Shane Noland	316-775-4535
*Georgetown, KY	Georgetown WWTP #1	Brad Parrent	502-509-5673
*Richmond, KY	Silver Creek WWTP	Jerry Perkins	859-985-5446
*Russell, KY	Greenup Community Envir.	Brett Gillum	606-8315078
*Shelbyville, KY	Shelbyville WWTP	Bill Byrant	502-633-4548
*Somerset, KY	Pittman Creek WWTP	Ryan Powers	606-678-4718
*Winchester, KY	Lower Howards Creek WWTP	Garret Krall	859-808-6086
*Monroe, LA	Monroe WWTP	Joshua Laneaux	318-329-2424
*Bangor, ME	Bangor WWTP	Keefe Cyr	207-992-4472
*Billerica, MA	Billerica WWTF	David Garabedian	978-671-0956
*Warren, MI	Warren WWTP	Robert VanDeusen	586-264-2530 Ext. 8130
*Vicksburg, MS	Vicksburg WWTP	Eddie Busby	601-636-2037
*Saint Louis, MO	Grand Glaize WWTP	Todd Bolte	636-861-6700
*Las Vegas, NV	Clark County Central WRD	Tim Maleport	702-668-8451
Moapa, NV	Moapa Valley, NV	Scott Farnsworth	702-668-8451
*Hammonton, NJ	Town of Hammonton WWTP	Anthony Decicco	609-567-4331
*Mt. Laurel, NJ	Hartford Road WWTP	Frank Deyhle	856-772-5910 Ext. 303
*Baldwinsville, NY	Anheuser-Busch Inc.	Lee Martin	315-635-4118
Port Washington, NY	Port Washington WPCD	Windsor Kinney	516-944-6100
Telford, PA	Telford WWTP	Dan Wurst	267-718-3861
Lima, OH	Lima WWTP	Eric Markley	419-234-0528
*Urbana, OH	Urbana WWTP	Zachary Herrmann	937-652-4331
*Lebanon, OH	Lower Little Miami WWTP	Taylor Bishop	513-683-5808
Sidney, OH	Sidney WWTP	Barry Zerkle	937-498-8721
West Jefferson, OH	West Jefferson WWTP	Nathan Kinzy	614-879-5343
Birdsboro, PA	Birdsboro WWTP	Shawn Hoster	610-582-6034
Tyrone, PA	Tyrone WWTP	Jason Harris	814-684-2110
*Pennsburg, PA	Upper Montgomery WWTP	Jenn Leister	215-679-5133 Ext. 102
Monaca, PA	Borough of Monaca Sewage	Curt Digiovine	724-775-9606
*Moncks Corner, SC	Central Berkeley WWTP	Eric Dziamniski	843-719-2374



*Moncks Corner, SC	Lower Berkeley WWTP	Eric Dzieminski	843-719-2374
*North Charleston, SC	North Charleston WWTP	Chad Maurer	843-764-3072
*Dickson, TN	Jones Creek WWTP	Nicholas Tatum	615-740-9130
Franklin, TN	Berry's Chapel, Inc	Bruce Meyer	615-261-8600
Clarksville, TN	Clarksville WWTP	Jeff Uhler	931-553-2497
Frisco, TX	Panther Creek WWTP	Baron Snelgrove	214-872-4932
NTMWD, TX	North Texas Munc. Water	Ashley Burt	469-626-4929
*Saint George, UT	Saint George WRF	Larry Desenburg	435-627-4271
Locust Grove, VA	Wilderness WWTP	Joe Compton	540-219-6915
Fredericksburg, VA	Massaponax WWTP	Darin Quann	540-760-3428
Stafford, VA	Aquia WWTP	Mark Jackson	540-658-4826
Moorefield, WV	Moorefield WWTP	Brian Wilson	304-530-7448 Ext. 2
*Laramie, WY	Laramie WWTP	Jared Cooksey	307-721-5204

FORD HALL CO INC WEIR WOLF automated cleaning system PO Box 2110 Richmond KY 40476 859-624-1077			Wednesday, December 20, 2023		Project: <u>Elkins WWTP WV</u>	
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Model:	SBSWL-001 DUAL									
Surfaces:	Inner Baffle	Outer Baffle	Inner Weir	Outer Weir	Top Spillway	Angle Spillway	Vertical Spillway	Inner Launder Wall	Bottom Launder	Outer Wall
	X	X	X	X	X	X	X	X	X	X
Materials			316 Stainless Steel			304 Stainless Steel				
Attachment Sleeve						X				
Mainframe						X				
Brush Arm						X				
Brush Holders			X							
Springs			X							
Effluent and Scum Box Ramps						X				
Brushes			Polypropylene (Red/Black)							
Installation									INCLUDED	
Fully Installed - Turnkey Installation by FHC Certified Technicians. Includes tools, field installation, start up testing, certification and Training. up to Two (2) days per clarifier. Startup testing, certification and training must be completed during the Two (2) days per clarifier the FHC technician is onsite.									INCLUDED	
Based on (1) Mobilization (626 MILES ROUND TRIP) for the total job.										
The Weir-Wolf equipment is covered by a five (5) years parts warranty and a one (1) year labor warranty (excluding brushes.)										

ONE (1)	CUSTOM DESIGNED WEIR-WOLF SYSTEM	\$19,840
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X indicates option included in quote.

The Weir-Wolf system requires "L- shaped" upper scum baffle brackets. Price assumes clarifier is completely free of obstructions around the entire periphery of the clarifier and is compatible with the Weir-Wolf system. If the system cannot be welded to the skimmer arm additional materials and fees will be assessed.

Price does not include any taxes, licenses, prevailing wage requirements nor fees (if applicable). Where sales taxes are applicable, it shall be paid directly to the state by the buyer. Our terms of payment are NET payable upon receipt of invoice. This quote will remain in effect for ninety (90) days. All Prices are in US Dollars.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 20, 2024
Section:	New business
Category:	Presentation
Agenda Item Name:	Upcoming Wastewater Projects for the 2024 Year
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Discussion of potential projects for the Wastewater Department in 2024
Fiscal Impact:	
Recommendation:	Discussion and Presentation
Attachments:	None