



City of Elkins

Sanitary Board

June 17, 2024
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

Meets every 3rd Monday of the month

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of May 30, 2024
4. **Presentation**
5. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of May 31, 2024
6. **Unfinished business**
7. **New business**
 - a. Approval of Sewer Invoices
 - b. Sewer Issues at 1210 S. Davis Street
 - c. Sewer Issues at 312 S. Randolph Ave
8. **Announcements**
9. **Adjournment**

SANITARY BOARD REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
May 30, 2024
10:00 a.m.***

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

Also present were: Whitney Hymes (Wastewater Superintendent/Chief Operator), Mark Hartley (Wastewater Collection Supervisor), Tracy Judy (Treasurer), Liz Roberts (Executive Secretary), Cary Smith (Region VI), and Steve Buchannan (CEC).

Gerry Roberts (City Attorney) was absent.

MINUTES

Richard Carr, **MOVED APPROVAL OF THE MINUTES OF THE ARIL 15,2024, MEETING.** The motion carried.

REPORTS

- Whitney Hymes, the Wastewater Superintendent/Chief Operator, gave her report on the Elkins Middle School Career Fair, Employee Advancement, Change in Wastewater Personnel, 11th Street Sewer Line Relocation, the handling of biosolids, FY2025 employee wages, installation of Weir-Wolfe on Clarifier #3, NPDES permit modification, a compliance inspection report from February 15, 2024, consent decree updates, and CSO equipment/upgrades.
- Mark Hartley, the Wastewater Collection Supervisor, had nothing to add to the reports.
- Tracy Judy, the city treasurer, gave the financial report for May 2024. Said that we are on stable funds.

UNFINISHED BUSINESS

- Discussion of Wastewater Collection Storage Building Bids. Whitney Hymes (Wastewater Superintendent/Chief Operator) reported that a meeting was held with Lee Reger Builders, Inc on May 20, 2024 to discuss project. Materials are in the process of being ordered and construction will begin soon.

Richard Carr **MOVED APPROVAL OF PROCURING FOR PROFESSIONAL SERVICES ON THE GEORGETOWN ROAD SEWER EXTENSION PRELIMINARY STUDY.** The motion carried.

- Cary Smith (Region VI) will begin issuing documentation for Procurement for Professional Services.

NEW BUSINESS

Richard Carr **MOVED APPROVAL OF APPROVAL OF SEWER INVOICES.** The motion carried.

Jerry Marco **MOVED APPROVAL OF THE DISSOLVEMENT OF STEP/GRADE CLASSIFICATION CHART FOR THE ELKINS SANITARY BOARD.** The motion carried.

Randall Biller **MOVED APPROVAL OF THE FISCAL YEAR 2025 SEWER BUDGET.** The motion carried.

Randall Biller **MOVED APPROVAL OF THE CREATING AN ADMINISTRATIVE ASSISTANT POSITION FOR WASTEWATER.** The motion carried.

Richard Carr **MOVED APPROVAL OF WASTEWATER SUPERINTENDENT/CHIEF OPERATOR SALARY.** The motion carried.

Richard Carr **MOVED APPROVAL TO CONSTRUCT A DUMP STATION AT THE WASTEWATER PLANT.** The motion carried.

- Steve Buchannon stated BID Schedule as follows:
 - Advertising on June 5th and 12th
 - Prebid Meeting on June 26th
 - BID Opening on July 10th

This BID Schedule will be in combination with the 11th Street Line Relocation

- Construction costs will be out of the Phase I Loan Reserve-IDJC verified satisfactory to fund this project from this money.

Notice of Filing: Davis Memorial Presbyterian Church v. URETEK USA, Inc. No action was taken due to informational purposes only. MEMO was provided by Gerry Roberts, City Attorney.

The meeting was adjourned at 10:49 a.m.

Name & Title

Signature

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: June 17, 2024

Time: 10:00AM

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

11TH STREET LINE RELOCATION

- Advertisement for BIDS were published on June 5th and June 12th
- BID Opening will be on July 10, 2024 @ 2:00PM at Elkins City Hall 2nd Floor Council Chambers.
- All work summarized shall be substantially complete within sixty (60) calendar days after the date when the contract times commence to run.

DUMP STATION CONSTRUCTION

- Advertisement for BIDS were published on June 7th and June 14th
- BID opening will be on July 10, 2024 @ 3:00PM at Elkins City Hall 2nd Floor Council Chambers
- All work summarized shall be substantially complete within sixty (60) calendar days after the date when the contract times commence to run.

GEORGETOWN SEWER LINE EXTENSION

- Procurement for Engineering Services was sent on June 5, 2024.
- Deadline to submit requested information is June 26, 2024 @ 3:00PM
- Need a committee to review services and select a firm

WASTEATER COLLECTION STORAGE BUILDING

- 1st Reading occurred on 1/18/2024 Council Meeting
- 2nd Reading occurred on 2/15/2024 Council Meeting
- 3rd Reading occurred on 3/21/2024 Council Meeting
- Notice to Proceed was given on 5/3/2024
- Notice of Award and Agreement was signed by Lee Reger Builds, Inc on 5/13/2024
- Meeting with Lee Reger Builds, LLC on 5/20/2024

- Start date of construction is 6/17/2024
- All work summarized shall be substantially complete within sixty (90) calendar days after the date when the contract times commence to run.

CONSENT DECREE/LTCP UPDATES

- Installation of (2) Rain Gauges at 31 Jones Drive (Old Plant Lift Station) and Barron Ave Lift Station. Located here to represent opposite ends of town and to compare rainfall data across the City.
- EPA wants CSO flow meters calibrated at least every 6 months. Requested to have these calibrated annually by an outside source and then quarterly in house. The first 3rd party calibration will be June 19th and 20th.
- All requested information was provided to EPA in May 2024.

DMPC V. CITY OF ELKINS UPDATES

- Requested information by representing attorney was provided by the City of Elkins.

ARPA FUNDING

- Available ARPA funding left for the Sewer Fund is as follows:
 - Sewer Collection-\$721.26
 - Sewer Treatment-\$118,956.63

FISCAL YEAR 2025 CONGRESSIONALLY DIRECTED SPENDING (CDS) REQUESTS

- The City of Elkins' CDS Request for the Wastewater Department have been chosen to be moved to consideration. This does not guarantee that the projects will be selected just moved to the next stage of consideration. The projects submitted were as follows:
 - Sewer Rehabilitation (\$7,256,000)
 - Biosolids Program (\$2,744,000)
 - Generator Installation (\$205,000)



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	\$206,231.45	\$275,589.81	\$294,491.33	\$229,210.30	\$251,455.26		-\$78,330.31	\$2,604,741.66
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$244,836.96	\$222,640.35	\$241,235.73	\$232,602.45	\$312,911.69	\$255,922.02	\$248,473.42	\$215,323.88	\$245,346.95	\$256,968.52	\$206,810.00			\$2,683,071.97

Bank Balance as of 5/31/2024: \$85,653.45

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

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401-SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	15,000	1,582.04	0.00	23,812.82	0.00 (	8,812.82)	158.75
CHARGES FOR SERVICES	2,775,000	221,628.17	0.00	2,372,747.15	0.00	402,252.85	85.50
MISCELLANEOUS REVENUE	170,000	28,245.05	0.00	208,181.69	0.00 (	38,181.69)	122.46
TOTAL REVENUE	2,960,000	251,455.26	0.00	2,604,741.66	0.00	355,258.34	88.00
<u>EXPENDITURE SUMMARY</u>							
CSO	50,459	3,158.06	0.00	33,544.70	0.00	16,913.80	66.48
CSO-OTHER	145,576	11,297.94	0.00	122,790.71	0.00	22,785.29	84.35
SEWER COLLECTION	1,001,170	64,647.94	0.00	856,842.81	0.00	144,326.69	85.58
SEWER TREATMENT	1,345,974	91,514.40	0.00	1,156,328.55	0.00	189,645.45	85.91
UTILITY BILLING	28,610	2,963.36	0.00	25,303.19	0.00	3,306.81	88.44
ADMIN & GENERAL	388,212	13,388.30	0.00	412,599.26	0.00 (	24,387.26)	106.28
CAPITAL OUTLAY	0	19,840.00	0.00	75,662.75	0.00 (	75,662.75)	0.00
TOTAL EXPENDITURES	2,960,000	206,810.00	0.00	2,683,071.97	0.00	276,928.03	90.64
REVENUE OVER/(UNDER) EXPENDITURES	0	44,645.26	0.00 (	78,330.31)	0.00	78,330.31	0.00

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

401-SEWER FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>TAXES</u>							
401-000-302-0000 Penalty Income	15,000	1,582.04	0.00	23,812.82	0.00	(8,812.82)	158.75
TOTAL TAXES	15,000	1,582.04	0.00	23,812.82	0.00	(8,812.82)	158.75
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,290,900	102,037.13	0.00	1,084,607.82	0.00	206,292.18	84.02
401-000-361-0001 Metered Sales to Comm C	1,050,000	82,815.87	0.00	884,565.24	0.00	165,434.76	84.24
401-000-361-0002 Unmetered Sales to Res	19,100	1,346.46	0.00	14,920.30	0.00	4,179.70	78.12
401-000-361-0003 Taps & Connections	10,000	750.00	0.00	11,579.48	0.00	(1,579.48)	115.79
401-000-361-0004 Services to Other Syste	405,000	34,678.71	0.00	377,074.31	0.00	27,925.69	93.10
TOTAL CHARGES FOR SERVICES	2,775,000	221,628.17	0.00	2,372,747.15	0.00	402,252.85	85.50
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	13,000	608.63	0.00	5,438.95	0.00	7,561.05	41.84
401-000-381-0000 Reimbursements	2,000	323.57	0.00	2,908.10	0.00	(908.10)	145.41
401-000-382-0000 Refunds & Rebates	4,000	860.35	0.00	4,234.78	0.00	(234.78)	105.87
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	14,647.00	0.00	(14,647.00)	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	8,556.00	0.00	14,219.35	0.00	(13,219.35)	1,421.94
401-000-399-0001 Lab Analysis Services	150,000	17,896.50	0.00	166,733.51	0.00	(16,733.51)	111.16
TOTAL MISCELLANEOUS REVENUE	170,000	28,245.05	0.00	208,181.69	0.00	(38,181.69)	122.46
TOTAL REVENUE	2,960,000	251,455.26	0.00	2,604,741.66	0.00	355,258.34	88.00

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

401-SEWER FUND
CSO

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-509-103-0000 Salaries & Wages	19,095	2,276.08	0.00	18,004.33	0.00	1,090.67	94.29
401-509-104-0000 FICA Tax	1,590	111.18	0.00	1,391.38	0.00	198.62	87.51
401-509-105-0000 Group Health Insurance	7,560	565.95	0.00	6,225.44	0.00	1,334.56	82.35
401-509-106-0000 Retirement	2,047	204.85	0.00	1,696.07	0.00	350.93	82.86
401-509-108-0000 Overtime/Extra Help	1,667	0.00	0.00	840.67	0.00	825.83	50.45
TOTAL PERSONAL SERVICES	31,959	3,158.06	0.00	28,157.89	0.00	3,800.61	88.11
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	1,685.00	0.00	8,315.00	16.85
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	1,685.00	0.00	9,315.00	15.32
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	3,701.81	0.00	2,298.19	61.70
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	3,701.81	0.00	3,798.19	49.36
 TOTAL CSO	 50,459	 3,158.06	 0.00	 33,544.70	 0.00	 16,913.80	 66.48

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

401-SEWER FUND
CSO-OTHER

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	100,960	8,522.61	0.00	88,778.81	0.00	12,181.19	87.93
401-510-104-0000 FICA Tax	8,430	396.94	0.00	7,131.28	0.00	1,298.72	84.59
401-510-105-0000 Group Health Insurance	17,866	1,402.60	0.00	12,886.42	0.00	4,979.58	72.13
401-510-106-0000 Retirement	9,070	738.14	0.00	7,803.59	0.00	1,266.41	86.04
401-510-108-0000 Overtime/Extra Help	9,250	237.65	0.00	6,190.61	0.00	3,059.39	66.93
TOTAL PERSONAL SERVICES	145,576	11,297.94	0.00	122,790.71	0.00	22,785.29	84.35
TOTAL CSO-OTHER	145,576	11,297.94	0.00	122,790.71	0.00	22,785.29	84.35

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

401-SEWER FUND
SEWER COLLECTION

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-511-103-0000 Salaries & Wages	100,960	8,522.66	0.00	88,779.80	0.00	12,180.20	87.94
401-511-104-0000 FICA Tax	8,430	396.92	0.00	7,131.10	0.00	1,298.90	84.59
401-511-105-0000 Group Health Insurance	17,866	1,730.74	0.00	15,544.94	0.00	2,321.06	87.01
401-511-106-0000 Retirement	9,070	738.13	0.00	7,803.67	0.00	1,266.33	86.04
401-511-108-0000 Overtime/Extra Help	9,250	237.66	0.00	6,190.97	0.00	3,059.03	66.93
TOTAL PERSONAL SERVICES	145,576	11,626.11	0.00	125,450.48	0.00	20,125.52	86.18
CONTRACTUAL SERVICES							
401-511-211-0000 Telephone	3,000	224.14	0.00	2,393.22	0.00	606.78	79.77
401-511-213-0000 Utilities/Purchased Pow	100,000	407.15	0.00	87,509.28	0.00	12,490.72	87.51
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	1,206.36	0.00	8,793.64	12.06
401-511-216-0000 Maint Pumping Equipment	15,000	5,343.00	0.00	20,653.37	0.00	5,653.37	137.69
401-511-216-0001 Maint Structures/Improv	32,670	0.00	0.00	9,880.18	0.00	22,789.32	30.24
401-511-217-0000 Maint Repair Autos & T	15,000	0.00	0.00	23,953.11	0.00	8,953.11	159.69
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	1,100.00	0.00	20,158.57	0.00	18,158.57	1,007.93
401-511-240-0000 Refunds & Reimbursement	2,000	0.00	0.00	3,493.65	0.00	1,493.65	174.68
TOTAL CONTRACTUAL SERVICES	182,170	7,074.29	0.00	169,858.32	0.00	12,311.18	93.24
COMMODITIES							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	25,967.67	0.00	24,032.33	51.94
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	16,243.83	0.00	3,756.17	81.22
401-511-345-0000 Uniforms	5,200	0.00	0.00	3,864.30	0.00	1,335.70	74.31
401-511-399-0000 Miscellaneous	16,500	0.00	0.00	7,302.57	0.00	9,197.43	44.26
TOTAL COMMODITIES	91,700	0.00	0.00	53,378.37	0.00	38,321.63	58.21
CAPITAL OUTLAY							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	31,134.51	0.00	2,830.49	91.67
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	79,963.29	0.00	7,269.71	91.67
401-511-458-0003 Bond Payable S-1-20-A-R	320,771	26,784.32	0.00	294,627.52	0.00	26,143.48	91.85
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	28,821.65	0.00	2,620.35	91.67
401-511-459-0000 2018 Van & Sewera Camer	26,520	2,265.59	0.00	24,591.01	0.00	1,928.99	92.73
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	6,194.76	0.00	563.24	91.67
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	3,510.93	0.00	41,352.93	0.00	18,462.07	69.13
401-511-459-0004 Wastewater Garage	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	578,504	45,843.95	0.00	506,685.67	0.00	71,818.33	87.59
OTHER EXPENDITURES							
401-511-670-0000 Interest & Penalties	3,220	103.59	0.00	1,469.97	0.00	1,750.03	45.65
TOTAL OTHER EXPENDITURES	3,220	103.59	0.00	1,469.97	0.00	1,750.03	45.65
TOTAL SEWER COLLECTION	1,001,170	64,647.94	0.00	856,842.81	0.00	144,326.69	85.58

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

401-SEWER FUND
SEWER TREATMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONAL SERVICES							
401-512-103-0000 Salaries & Wages	278,380	29,035.91	0.00	223,189.67	0.00	55,190.33	80.17
401-512-104-0000 FICA Tax	22,445	1,479.86	0.00	17,441.41	0.00	5,003.59	77.71
401-512-105-0000 Group Health Insurance	54,580	3,429.09	0.00	39,111.77	0.00	15,468.23	71.66
401-512-106-0000 Retirement	23,850	2,558.69	0.00	19,739.49	0.00	4,110.51	82.77
401-512-108-0000 Overtime/Extra Help	15,000	794.49	0.00	9,327.20	0.00	5,672.80	62.18
TOTAL PERSONAL SERVICES	394,255	37,298.04	0.00	308,809.54	0.00	85,445.46	78.33
CONTRACTUAL SERVICES							
401-512-211-0000 Telephone	3,000	215.80	0.00	2,135.58	0.00	864.42	71.19
401-512-213-0000 Utilities/Purchased Pow	160,000	0.00	0.00	146,368.39	0.00	13,631.61	91.48
401-512-214-0000 Travel	3,000	0.00	0.00	1,643.85	0.00	1,356.15	54.80
401-512-215-0000 Maint of Bldgs & Ground	1,000	0.00	0.00	49.29	0.00	950.71	4.93
401-512-216-0000 Maint Treat/Disp System	60,000	0.00	0.00	9,024.20	0.00	50,975.80	15.04
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	12,721.56	0.00	13,278.44	48.93
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	71.26	0.00	8.74	89.08
401-512-220-0000 Advertising	0	0.00	0.00	521.62	0.00	521.62	0.00
401-512-221-0000 Training & Education	3,000	0.00	0.00	2,899.00	0.00	101.00	96.63
401-512-222-0000 Dues & Subscriptions	200	1,306.83	0.00	2,505.90	0.00	2,305.90	1,252.95
401-512-230-0000 Contracted Services	32,000	2,407.00	0.00	40,079.21	0.00	8,079.21	125.25
TOTAL CONTRACTUAL SERVICES	297,280	3,929.63	0.00	221,116.98	0.00	76,163.02	74.38
COMMODITIES							
401-512-341-0000 Supplies & Materials	12,000	61.56	0.00	23,277.10	0.00	11,277.10	193.98
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	29,249.48	0.00	1,249.48	104.46
401-512-341-0002 Purification Supplies	10,000	0.00	0.00	62.97	0.00	9,937.03	0.63
401-512-343-0000 Automobile Supplies	9,500	0.00	0.00	9,952.82	0.00	452.82	104.77
401-512-345-0000 Uniforms	5,200	0.00	0.00	3,828.08	0.00	1,371.92	73.62
401-512-399-0000 Miscellaneous	0	150.00	0.00	473.75	0.00	473.75	0.00
TOTAL COMMODITIES	64,700	211.56	0.00	66,844.20	0.00	2,144.20	103.31
CAPITAL OUTLAY							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	516,329.22	0.00	46,938.78	91.67
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	11,881.76	0.00	1,080.24	91.67
401-512-459-0002 Ford F-350	6,639	553.21	0.00	6,085.31	0.00	553.69	91.66
401-512-459-0003 Sewer Areation Equipmen	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
401-512-459-0006 CIP WTP Garage	0	29.16	0.00	29.16	0.00	29.16	0.00
TOTAL CAPITAL OUTLAY	589,639	48,601.55	0.00	541,069.96	0.00	48,569.04	91.76
OTHER EXPENDITURES							
401-512-670-0000 Interest & Penalties	100	1,473.62	0.00	18,487.87	0.00	18,387.87	8,487.87
TOTAL OTHER EXPENDITURES	100	1,473.62	0.00	18,487.87	0.00	18,387.87	8,487.87
TOTAL SEWER TREATMENT	1,345,974	91,514.40	0.00	1,156,328.55	0.00	189,645.45	85.91

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

401-SEWER FUND
UTILITY BILLING

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-513-103-0000 Salaries & Wages	17,300	2,374.68	0.00	17,127.47	0.00	172.53	99.00
401-513-104-0000 FICA Tax	1,350	123.39	0.00	1,237.46	0.00	112.54	91.66
401-513-105-0000 Group Health Insurance	3,900	295.72	0.00	3,252.93	0.00	647.07	83.41
401-513-106-0000 Retirement	1,580	158.88	0.00	1,501.77	0.00	78.23	95.05
401-513-108-0000 Overtime/ Extra Help	280	10.69	0.00	177.40	0.00	102.60	63.36
TOTAL PERSONAL SERVICES	24,410	2,963.36	0.00	23,297.03	0.00	1,112.97	95.44
<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	2,006.16	0.00	1,993.84	50.15
TOTAL COMMODITIES	4,000	0.00	0.00	2,006.16	0.00	1,993.84	50.15
TOTAL UTILITY BILLING	28,610	2,963.36	0.00	25,303.19	0.00	3,306.81	88.44

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

401-SEWER FUND
ADMIN & GENERAL

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	1,800	325.00	0.00	2,400.00	0.00 (	600.00)	133.33
401-514-104-0000 FICA Tax	140	24.80	0.00	183.45	0.00 (	43.45)	131.04
401-514-105-0000 Group Health Insurance	0	6.05	0.00	718.02	0.00 (	718.02)	0.00
401-514-106-0000 Retirement	0	9.00	0.00	27.00	0.00 (	27.00)	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	364.85	0.00	3,328.47	0.00 (	1,388.47)	171.57
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	753.68	0.00	8,282.34	0.00 (	282.34)	103.53
401-514-220-0000 Advertising	0	0.00	0.00	126.06	0.00 (	126.06)	0.00
401-514-223-0000 Professional Services	10,000	8,172.64	0.00	92,726.74	0.00 (	82,726.74)	927.27
401-514-226-0000 Insurance & Bonds	12,000	722.31	0.00	9,009.28	0.00	2,990.72	75.08
401-514-226-0001 Insurances & Bonds/GL	30,000	0.00	0.00	37,287.68	0.00 (	7,287.68)	124.29
401-514-230-0000 Contracted Services	15,000	98.42	0.00	10,227.29	0.00	4,772.71	68.18
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	9,747.05	0.00	157,712.39	0.00 (	82,662.39)	210.14
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	0	0.00	0.00	954.60	0.00 (	954.60)	0.00
401-514-348-0000 Charges by Other Funds	41,022	3,159.25	0.00	34,751.75	0.00	6,270.25	84.71
401-514-353-0000 Computer Software	12,000	0.00	0.00	13,978.61	0.00 (	1,978.61)	116.49
401-514-399-0000 Miscellaneous Expenses	1,000	117.15	0.00	925.68	0.00	74.32	92.57
TOTAL COMMODITIES	54,022	3,276.40	0.00	50,610.64	0.00	3,411.36	93.69
<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	11,053.45	0.00	946.55	92.11
401-514-677-0000 R & R Requirement	71,000	0.00	0.00	58,355.51	0.00	12,644.49	82.19
401-514-677-0001 SB234 Requirement	174,000	0.00	0.00	131,538.80	0.00	42,461.20	75.60
TOTAL OTHER EXPENDITURES	257,200	0.00	0.00	200,947.76	0.00	56,252.24	78.13
TOTAL ADMIN & GENERAL	388,212	13,388.30	0.00	412,599.26	0.00 (	24,387.26)	106.28

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

401-SEWER FUND
CAPITAL OUTLAY

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>							
401-515-216-0000 Depreciation Acc Mtn Tr	0	19,840.00	0.00	75,662.75	0.00 (	75,662.75)	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	19,840.00	0.00	75,662.75	0.00 (	75,662.75)	0.00
TOTAL CAPITAL OUTLAY	0	19,840.00	0.00	75,662.75	0.00 (	75,662.75)	0.00
TOTAL EXPENDITURES	2,960,000	206,810.00	0.00	2,683,071.97	0.00	276,928.03	90.64
REVENUE OVER/(UNDER) EXPENDITURES	0	44,645.26	0.00	(78,330.31)	0.00	78,330.31	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 17, 2024
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 #432=\$1,430.00 Steptoe & Johnson Invoice #1139083=\$2,215.76 Burgess & Niple Invoice#1150571=\$1672.00
Fiscal Impact:	Total of Invoices: \$5,317.76
Recommendation:	Consider for Approval
Attachments:	1. CrimLawInvoice432 2. Steptoe Invoice1139083 3. BNInv1150571

City of Elkins

May 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	432
Invoice Date	06/03/2024
Payment Due On	06/17/2024
Amount Due	\$1,430.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
05/01/2024	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
05/01/2024	Emails to T. Judy	GSR	\$100.00	0.20	\$20.00
05/01/2024	Conference with insurance adjuster about DMPC	GSR	\$100.00	0.60	\$60.00
05/01/2024	Email to insurance adjuster	GSR	\$100.00	0.10	\$10.00
05/02/2024	Email to Attorney Carroll about new case	GSR	\$100.00	0.10	\$10.00
05/02/2024	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
05/03/2024	Emails from Attorney Carroll about new case	GSR	\$100.00	0.20	\$20.00
05/03/2024	Emails to Attorney Carroll about new case	GSR	\$100.00	0.10	\$10.00
05/08/2024	Review of information from M. Davis	GSR	\$100.00	0.20	\$20.00
05/08/2024	Review of information from S. Buchanan	GSR	\$100.00	0.80	\$80.00
05/09/2024	Review of information about dumpling stations	GSR	\$100.00	0.20	\$20.00
05/09/2024	Email from Attorney Carroll about new case	GSR	\$100.00	0.10	\$10.00
05/09/2024	Email to Attorney Carroll about new case	GSR	\$100.00	0.10	\$10.00
05/10/2024	Email from Attorney Carroll	GSR	\$100.00	0.10	\$10.00
05/13/2024	Conference with Attorney Carroll about DMPC case	GSR	\$100.00	0.90	\$90.00

05/13/2024	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
05/13/2024	Review of information from M. Davis	GSR	\$100.00	0.20	\$20.00
05/14/2024	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
05/14/2024	Emails about DMPC suit	GSR	\$100.00	0.40	\$40.00
05/15/2024	Conference with Mayor Marco about DMPC suit and email	GSR	\$100.00	0.20	\$20.00
05/15/2024	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
05/15/2024	Emails about answer	GSR	\$100.00	0.30	\$30.00
05/16/2024	Receive and review information for Board meeting	GSR	\$100.00	0.30	\$30.00
05/16/2024	Emails with Attorney Carroll	GSR	\$100.00	0.20	\$20.00
05/16/2024	Receive and review answer from Attorney Carroll and email concerning the same	GSR	\$100.00	0.50	\$50.00
05/16/2024	Emails from W. Hymes about meeting	GSR	\$100.00	0.50	\$50.00
05/17/2024	Extended conference with Attorney Judy concerning line extension	GSR	\$100.00	0.40	\$40.00
05/20/2024	Email from W. Hymes about PSC order	GSR	\$100.00	0.10	\$10.00
05/20/2024	Conference with Attorney Carroll	GSR	\$100.00	0.50	\$50.00
05/20/2024	Receive and review information from W. Hymes	GSR	\$100.00	0.30	\$30.00
05/20/2024	Email from T. Judy concerning property damage	GSR	\$100.00	0.20	\$20.00
05/20/2024	Email to T. Judy concerning property damage	GSR	\$100.00	0.10	\$10.00
05/21/2024	Conference with W. Hymes and email from her	GSR	\$100.00	0.30	\$30.00
05/21/2024	Review of information from W. Hymes about 1219 S. Davis	GSR	\$100.00	0.20	\$20.00
05/21/2024	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
05/23/2024	Review of information concerning DMPC case	GSR	\$100.00	0.90	\$90.00
05/24/2024	Work on issues related to UHC matter and email to M. Himes	GSR	\$100.00	0.70	\$70.00
05/24/2024	Review of information with regard to line extensions and conference with Attorney Judy	GSR	\$100.00	0.90	\$90.00
05/29/2024	Complete memo for meeting and email to W. Hymes	GSR	\$100.00	0.60	\$60.00
05/29/2024	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
05/29/2024	Email from Attorney Benincosa	GSR	\$100.00	0.10	\$10.00
05/29/2024	Email from W. Hymes	GSR	\$100.00	0.20	\$20.00
05/31/2024	Email about meeting	GSR	\$100.00	0.10	\$10.00
05/31/2024	Conference with Attorney Carroll	GSR	\$100.00	0.50	\$50.00
05/31/2024	Email from Attorney Carroll	GSR	\$100.00	0.10	\$10.00
05/31/2024	Work on UHC agreement and conference with Attorney Judy	GSR	\$100.00	0.40	\$40.00

05/31/2024	Research with regard to PSC regulations and email concerning the same	GSR	\$100.00	0.50	\$50.00
05/31/2024	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
05/31/2024	Email from M. Himes	GSR	\$100.00	0.10	\$10.00
					\$1,430.00

Subtotal	\$1,430.00
Total	\$1,430.00
Total Balance Due	\$1,430.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 6/3/2024

Whitney L. Hymes



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: June 7, 2024
Invoice Number: 1139083
Matter Number: 255480.00002

FOR PROFESSIONAL SERVICES THROUGH MAY 31, 2024

Client: Elkins Sanitary Board

Matter: Compliance with USDC Northern District Civil Action Case

Total Current Fees	\$	2,212.50
Total Current Costs		3.26
Total Current Due	\$	2,215.76

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 6/14/2024

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)

Attorney-Client Communication - Privileged and Confidential

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: June 7, 2024
Invoice Number: 1139083
Matter Number: 255480.00002

TIME DETAIL

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
05/02/24	AB	Review CSO enforcement policy	1.00	590.00
05/08/24	AB	Emails to and from Mike Davis regarding call with EPA	0.25	147.50
05/13/24	AB	Emails to and from Mike David regarding call with EPA technical team	0.50	295.00
05/29/24	AB	Emails to and from Whitney Hymes and Mike Davis regarding EPA discussions; review information regarding collection system	2.00	1,180.00
Total			\$	2,212.50

TIMEKEEPER SUMMARY

<u>Name</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Armando Benincasa	Member	\$590.00	3.75	2,212.50
Total			3.75	\$ 2,212.50

COST DETAIL

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/09/24	Certified Mail 2101	1.63
05/09/24	Certified Mail 2101	1.63
Total		\$ 3.26

Elkins Sanitary Board
Compliance with USDC Northern District Civil Action Case

Invoice Date: June 7, 2024
Invoice Number: 1139083
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>
05/09/24	1134990	4,573.14	0.00	4,573.14
Approved on 5/20/2024 Meeting for Payment			Total	\$ 4,573.14

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 06/14/2024
INVOICE NO. 1150571
B&N PROJECT NO. 61666
TOTAL DUE **\$1,672.00**

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.

May 1, 2024 - May 31, 2024

GEORGE - Sewer Extension to Georgetown Road

Sr. Sanitary Engineers	0.5	hours @	\$209.00	=	\$104.50
Total Hours	0.5				

Total Labor	\$104.50
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Subtotal Amount Due	\$104.50
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ORDER - Consent Order Assistance

Sr. Sanitary Engineers	7.5	hours @	\$209.00	=	\$1,567.50
Total Hours	7.5				

Total Labor	\$1,567.50
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Subtotal Amount Due	\$1,567.50
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TOTAL AMOUNT DUE THIS INVOICE **\$1,672.00**

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 6/14/2024

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



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 17, 2024
Section:	New business
Category:	Presentation
Agenda Item Name:	Sewer Issues at 1210 S. Davis Street
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Damage compliant from owner of 1210 S. Davis Ave
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 17, 2024
Section:	New business
Category:	Presentation
Agenda Item Name:	Sewer Issues at 312 S. Randolph Ave
Recommended By:	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
Summary:	Discussion of sewer related issues occurring at 312 S. Randolph Ave
Fiscal Impact:	
Recommendation:	
Attachments:	None