

BERKELEY SPRINGS WATER WORKS COMMITTEE

Financial Meeting Minutes

June 19, 2024

1. CALL TO ORDER: By Chairman at 2:00pm.
2. ROLL CALL: Dave O'Connell (X) Rebecca MacLeod (X) Susan Webster (X) Quorum – Yes
Also present – BSWW Superintendent Mayhew (x), Town of Bath Clerk Corrick ()
3. Water Committee Meeting Minutes of June 5, 2024 were review and passed by common consent.
4. Water Chairman's Report (Dave O'Connell)
 - * Desired clarification on the timing of the ASI Billing system.
 - * Adjusting the general order of the Agenda's and reporting
 - Eliminating the Superintendent report as a single report but rather into three functional areas.
 - Operational Stuff (with no approval needed)
 - Projects In-Progress (R&R)
 - Projects Future & Planning (Involves Clerk Reporting)
 - * Elevator Speech way of organizing areas of discussion & investment.
 - Reliability, Capacity, Growth
 - * Reviewed Time line for Rate-Increase to verify that Town Council's (Ordinance) timeline match the PSC requirements.
 - * Discussed the PSD Water Service Termination/Restoration Agreement.
 - Two sticking points. 3 Days needed for shutoff in extreme cases. \$35 Shutoff Fee.
4. 522 Extension -
 - * 5 new Right-of-Way agreements need to be authorized. Total RoW agreements now 16.
5. WTP upgrades
 - * Reviewed itemized list of recommended repairs
 - * Rebecca Proposed to raise the Contingency level from 10% to 15%.
 - Susan 2nd, motion passed unanimously.
 - * Agreed with common consent that the Chair should pursue Reg-9, Morgan County Commission Support for getting ARPA grants.
6. Budget FY24 & FY25
 - * Chair requested FY24 budget, expressed concern that budget was not part of regular financial review.
 - * Discussed deadlines for FY25. Acknowledged, budget should have been developed by now.
7. Income & Expense and Balance Sheet
 - * Prior Year FY23 reports were available for reference
 - * FY24 reports were delayed waiting on ASI billing information

8. Plant and distribution operation -

AS/ * Rt 9 Trumbull is completing the line movement at the New Bypass by the end of week (6/21/2024).
There will be two Fire Hydrants installed on either side of the bypass.

* Projects

- Hydrant Flushing: Will be working on from Mid Summer through Fall.
- Back-flow prevention: This is currently on hold
- Dead Meter Inspection: Ongoing, a little each time meter reading cycle (monthly)
apx 80 meters debatable, 12 dead meters.
- Manual Reads Ongoing
- Lead Survey Ongoing, conducting 20-30 a day.
Goal to be completed October.
- Lord Fairfax clean-up Scheduled for June 25th
Sand supplied by Sand Mine for free.
Water employees will power wash the run.

9. Old Business -

* Superintendent questioned the value of the Southern Corrosion contract. Discussion around the original plan of staying with the contract for 3 of the 5 years. Discussed the very heavy early termination cost of the contract. Early termination cost were higher the earlier the contract was terminated. Original evaluate worksheet was needed to properly re-evaluate.

10. New Business -

* None

11. Personnel Issues

* Executive Session at 4:04pm to 4:43P, No recommendations requiring Board decision.

12. Review Motions Passed

- * WTP Upgrade: Contingency change from 10% to 15%
- * WTP Upgrade: Pursue Grant fund and support from Reg-9 and Morgan County Commissioners.

13. Next Water meeting July 3rd at 2pm

14. Adjourn by common consent at 4:46pm.

Chairman *David Randall* Date _____
with Adjusted