

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

Apr 16th, 2025

1. **CALL TO ORDER:** By Chairman at 2:05pm.

2. **ROLL CALL:** Dave O'Connell (X), Rebecca MacLeod (X), Susan Webster (X) Quorum – Yes
Also present – BSWW Superintendent Mayhew (x), Water Clerk Manager Breana Farris (x)

3. **Review Minutes of Apr 2nd, 2025**

Minutes accepted with common consent.

4. **Public Comment**

5. **Superintendents Report** (Rick Mayhew)

a) **Operations & Maintenance**

a1. **Distribution & Other Facilities**

* Instrulogic SCADA upgrade (Inframark)

Amanda has reached out on Apr 11th. Scheduling will be in May.

a2. **Plant Pumps & Booster Station Pump report**

* Reviewed motor upgrade proposal from iM Motors

- Two 60 HP motors for \$15.5k for the Pumps supporting the Filtration system

- Two 5hp motors for \$7.4k for the High Service Pumps delivery in 11 weeks (eta Aug)

Rebecca motioned to allocate \$23k from R&R funds to purchase Motors from iM Motors.

Susan 2nd the motion. Motion was unanimously approved.

* Hospital booster station pumps will be changed as time permits using O&M funds.

a3. **Courthouse (Meter Pit, Water colling system)**

* Uncertainty around potential multiple water sources and associated shutoffs.

Current plan is to freeze and cut the lines in the meter pit.

Work will be scheduled on a Saturday.

A4. **Other**

* Michael's has terminated their contract

Pennell may be establishing a new contract

b) **Repair & Replacement**

b1. **Decant Line cross Wilkes to Warm Springs run.**

* Construction proved to be challenging because of the amount of concrete in the road.

Rebecca motioned to outsource contracting services for up to \$25k using R&R funds.

Susan 2nd. Motion unanimously passed.

6. **Project updates**

* Water Treatment Plant Upgrades

- Now that GD&F contract has been approved. Notification letters need to be sent to all other firms.

Dave will formulate draft notification.

* 522 Extension (no update)

* US Silica Line

- Need to schedule meeting with US Silica to discuss requirements, cost & coordination of Task-2.

Potential Dates 5, 8, 9 of May. Dave will arrange.

7. Administrative

a) General

* CIF (Capacity Improvement Fee) has begun to be assessed (apx 3 for \$4.5k)

Confusion in determining Commercial Charges.

Bre will reach out to Charles Town for guidance on how they calculate Commercial charges.

b) Job Fair at James Rumsey was not very productive because of the distance and specialty.

Not likely to repeat next year.

c) Current Termination Notice

Discussed Date of Last Date of Payment prior to Termination vs Termination Date.

The committee members will review to provide optional wording next meeting.

d) Billing / Mailing issues

ASI is aging

Discussed Muni-Billing's abandoned effort.

Decided to reach out to the Municipal League to see if what systems are used by other Municipalities.

e) ASI Auto Payments (Standard Operating Procedures)

No Update

b) Staffing plans (Clerks & Field)

* Interview set up for Katie Knuckles

c) Personnel Issues

* No update

8. 7mth Income/Expense vs 7mth Budget FY25

* Dave reviewed a detailed 7 month Income & Expense budget variances (as of End of January)

* Highlights:

- Income is running much higher than expected \$50k (Needs confirmed)

- Expenses are running high \$66k of which \$50k was R&R expenses.

Effectively \$16k O&M overage.

- Full Year O&M is expected to be Net-Positive (apx \$17k)

9. Review Motions Passed

a) *Allocate \$23k from R&R funds to purchase Motors from iM Motors.*

b) *Outsource contracting services for up to \$25k using R&R funds.*

10. Next meeting May 7th, at 2pm.

11. Adjournment at 5pm with common consent.

Chairman



Date

May 7th

2:38 PM
11/15/24

BERKELEY SPRINGS WATER WORKS Profit & Loss

Accrual Basis July through January 2025
For Management Use Only - No Assurance Provided Page 1
Jul 2024 – Jan 2025 (7 Months)

Ordinary Income/Expense		Actual	Actual VS Budget	7 Month Budget Estimate	Full Year Budget		
Income							
Fire Protection Income				58% of Year			
462100.0 Public Fire Protection	\$0			\$661		\$1,133	
462200.0 Private Fire Protection	\$4,173			\$3,678		\$6,305	
Total Fire Protection Income		\$4,173	-\$165		\$4,339		\$7,438
Other Income & Deductions							
414000.0 Sale of equipments	\$0			\$583		\$1,000	
419100.0 Interest Earned	\$8,904			\$6,820		\$11,692	
419200.0 Interest Earned 2009 R&R	\$13,129			\$10,850		\$18,599	
Total Other Income & Deductions		\$22,033	\$3,780		\$18,253		\$31,291
Other Revenue							
474100.0 Admin Fee NSF Revenue	\$175			\$175		\$300	
474200.0 Reimbursements	\$18,870			\$1,098		\$1,881	
474300.0 WSPSD Meter Readings	\$875			\$802		\$1,375	
474400.0 Miscellaneous Revenues	\$11,703			\$482		\$826	
474500.0 Revenues From Rent of Equip	\$893			\$780		\$1,337	
Total Other Revenue		\$32,516	\$29,180		\$3,336		\$5,719
Other Water Revenue							
470000.0 Forfeited Discounts	\$10,074			\$11,024		\$18,898	
471200.0 Connection Fee				\$11,156		\$19,125	
471200.0 Reconnect Fees	\$3,430			\$1,654		\$2,835	
471300.0 Service Call Charge				\$1,654		\$2,835	
471500.0 Tampering Fines Revenues	\$540						
471600.0 Meter Testing Fee	\$70			\$20		\$35	
Total Other Water Revenue		\$14,114	-\$11,394		\$25,508		\$43,728
Water Sales							
460000.0 Unmetered Water Revenue	\$484		\$484	\$0		\$0	
461100.0 Metered Sales Residential	\$449,692		\$29,783	\$419,909		\$762,466	
461200.0 Metered Sales Commercial	\$188,043		\$9,649	\$178,393		\$323,925	
461300.0 Metered Sales Industrial	\$49,293		\$5,659	\$43,634		\$88,447	
461400.0 Metered Sales Public Authority	\$33,677		\$4,979	\$28,698		\$52,110	
Total Water Sales		\$721,189	\$50,555		\$670,634		\$1,226,947
Total Income		\$794,025	\$71,955		\$722,070		\$1,315,123

P&L 7 Months

Expense		Actual	Actual VS Budget	7 Month Budget Estimate	Full Year Budget
Employee Pensions & Benefits					
604500.2	Health Ins - T&D	\$17,426			
604800.2	Health Ins. - Admin Gen	\$4,535	\$21,962	-\$4,870	\$17,092
604800.0	Retirement - Admin/General	\$14,018		\$10,365	\$24,383
604800.4	Life Insurance	\$12		-\$12	\$0
604800.5	Uniforms	\$3,350		-\$667	\$2,683
604806.0	Training & Education	\$2,066		-\$1,074	\$992
Total Employee Pensions & Benefits			\$41,408	\$3,742	\$45,150

408121.0	FICA/Medicare	\$11,168		\$440	\$11,608
408122.0	Unemployment Expense	\$3,952		-\$3,952	\$0
Employee Taxes			\$15,120	-\$3,512	\$11,608

Payroll					
601001.0	Salaries & Wages - Sick	\$4,174			
601100.0	Salaries & Wages - SOS/PUMP	\$32,749			
601120.0	On Call - SOS/PUMP	\$1,335	\$118,566	-\$11,233	\$107,333
601500.0	Salaries & Wages - T&D	\$80,308			
601310.0	Overtime Treatment	\$10,919			
601510.0	Overtime T&D	\$709	\$11,628	\$1,205	\$12,833
601800.0	Salaries & Wages Admin - Acct	\$23,156	\$23,156	\$8,635	\$31,792
601000.0	Payroll Expenses - Other	\$2,406	\$2,406	\$7,977	\$10,383
Total Payroll Expenses			\$155,757	\$6,585	\$162,342

P&L 7 Months

Non-Payroll Expenses

603800.0	Admin Board Fees	\$11,900		\$3,617	\$15,517		\$26,600	
604800.3	OPEB Expense - Admin Gen	\$3,500		-\$1,983	\$1,517		\$2,600	
615800.0	Purchased Power	\$33,949		-\$7,057	\$26,892		\$46,100	
618300.0	Chemicals Treatment	\$7,712		-\$2,170	\$5,542		\$9,500	
620600.0	Materials & Supplies	\$27,399		-\$14,799	\$12,600		\$21,600	
620700.0	Materials & Supplies Cust Acct	\$1,994		-\$1,994	\$0		\$0	
620800.0	Materials & Supplies Admin/Gen	\$483		\$451	\$933		\$1,600	
632800.0	Contract Services - Accounting	\$3,325		\$2,042	\$5,367		9,200	
633800.0	Contract Services - Legal	\$2,775		\$142	\$2,917		\$5,000	
634800.0	Contract Services - Mgmt Fees	\$65,438		\$8,087	\$73,525		\$81,400	Water Tank
635800.0	Contractual Services-Testing	\$20,862		-\$6,454	\$14,408		54,700	Hach
636800.0	Contractual Services - Computer	\$10,389		-\$6,948	\$3,442		\$5,900	
641800.0	Rent Expense	\$26,950		\$0	\$26,950		\$46,200	
650800.0	Transportation Expense	\$7,933		\$2,800	\$10,733		\$18,400	
656800.0	Insurance - Vehicle	\$1,076		-\$26	\$1,050		\$1,800	
657800.0	Property Insurance	\$5,726		\$1,274	\$7,000		\$12,000	
659100.0	Other Insurance			\$175	\$175		\$300	
658800.0	Workers Comp - Admin General	\$2,313		\$313	\$2,625		\$4,500	
660800.0	Advertising and Promotion	\$961		-\$494	\$467		\$800	
670700.0	Bad Debt Expense	\$13		-\$8	\$6		\$10	
675200.0	Misc Expense - SOS	\$37,316		-\$22,616	\$14,700		\$42,200	
675400.0	Misc Expenses - Treatment	\$83		\$5,284	\$5,367		\$9,200	
675600.0	Misc Expenses - T&D	\$44,912		-\$34,529	\$10,383		\$17,800	
675800.0	Misc Expenses - Admin General	\$9,955		\$4,745	\$14,700		\$25,200	
675801.0	Bank Fees	\$0		\$0	\$0			
Total Non-Payroll Expenses			\$326,964	-\$70,150		\$256,814		\$442,610

Total Expense		\$539,249	-\$63,335		\$475,914		\$818,210
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Net Income - Expenses		\$254,776	\$8,620		\$246,156		\$496,913
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	Actual	Actual VS Budget	7 Month Budget Estimate	Full Year Budget
Net Income less all Outlays				
Total Expenses	\$539,249	-\$63,335	\$475,914	\$818,210
125300 Bond Debt Servicing			\$148,267	\$254,172
125200 Transfer to R&R Reserve			\$107,917	\$185,000
1327002 Transfer to O&M Reserve			\$29,167	\$50,000
125100 Transfer to Depreciation Resv			\$2,042	\$3,500
Total Outlays			\$763,306	\$1,310,882
Profit / Loss			-\$41,236	\$4,241

P&L 7 Months

Call Outs for first 7 months of P&L		7-Month Impact	Full Yr Impact	
1	Income – Capacity Fee unrealistic for FY25	-\$11,156	-\$19,125	For the Year, Budgeting Error
2	Income – Residential (\$30k)	\$50,555	\$73,666	May be sticky (keep 85%)
3	Expense – Health Ins vs Retirement	\$5,495	\$9,420	Budgeting Error
4	Expense – Power Under estimated?	-\$7,057	-\$12,098	Plant & substation run time
5	Expense – Various Supplies (Net)	-\$66,079	-\$20,022	Adj for R&R and 1-Time Expense R&R (ignore as O&M) 1-Time (projected into Annual)
	(Pull out Decant, Pump, VFD, R&R Exp)	\$54,400		
	(Adj 1 Time Expense)	\$27,400		
6	Expense – Unemployment Expense	-\$3,952	-\$6,775	Unplanned
7	Expense Accounts Not yet used	\$175	\$300	
	* Other Insurance			

NET IMPACT	w 1-time	\$22,380	\$25,366 <= Expected Positive Cashflow
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* Expect considerable O&M expenses
For Spring Leak Fixes & Decant Line

Research Needed

Income		Guess	Repeatable	
474200.0	Reimbursements	\$17,000	County ARPA: VFD's	No
474400.0	Miscellaneous Revenues	\$11,000	Roof Insurance	No
Expense				
620600.0	Materials & Supplies	-\$15,000	\$6.7k Hydrant Buddy, \$4.5k Leak Detector \$6.5 Core&Main Supplies ??	One-Time R&R One-Time
675200.0	Misc Expense - SOS	-\$22,500	\$11.0k Proccoder \$ 1.2k AC Unit \$ 2.0k Neptune \$ 8.0k Core&Main Decant Supplies	One-Time One-Time One-Time R&R
675600.0	Misc Expenses - T&D	-\$34,500	\$24.9k AR&E High Volt Pump, \$12.5k \$AR&E VFD Control Panel	R&R R&R
* One-Time or R&R Expenses		-\$72,000		
FY25 R&R Impact				
	FY25 R&R 7 Months	-\$54,400		
	(County ARPA)	\$17,000		
Spring time R&R Expenses				
	* Wilkes Decant	-\$25,000		
	* Engineering Task1/Task2	-\$50,000		
	* Control Panel Upgrade	\$175,000 (Deferred once VFD installed)		
	Annual Contribution	\$185,000		
	FY25 R&R Expected Impact	\$247,600 (Rebuilding)		
Question				
1) What are the customer counts vs last year (Revenue higher than expected)				