

# BERKELEY SPRINGS WATER WORKS COMMITTEE

## Regular Meeting Minutes

Aug 7<sup>th</sup>, 2024

1. **CALL TO ORDER:** By Chairman at 2:00pm.

2. **ROLL CALL:** Dave O'Connell (X) Rebecca MacLeod () Susan Webster (X) Quorum – Yes  
Also present – BSWW Superintendent Mayhew (x), Town of Bath Clerk Corrick (x)

3. **Review Minutes of July 17<sup>th</sup>, 2024**

Minutes accepted with common consent, with minor adjustments.

4. **Superintendents Report**

a) **Operations & Maintenance**

a1) **Plant**

\* Completed 112 work orders in July

\* CISA completed the Cyber Security assessment.

Jason needs PSC required IT Training

\* Physical Plant security: Camera system has been upgraded to allow for remote monitoring

\* High Service Pump: Awaiting parts (AR&E supplier, \$24k to rebuild pumps previously authorized)

\* Instralogic upgrade: Awaiting parts

\* Backwash release into WS-PSD vs Warm Springs considered

Concern expressed with regards to overwhelming Sewage Plant.

Note: Warm Springs Watershed Assoc would prefer the release of water into the run (e.g. no chlorination)

Status: Deferred for future consideration

a2. **Distribution & Other Facilities**

\* Biser Leak: Leak under control but waiting on parts to properly complete.

Needed to borrow a special "Hydrant & Gate Valve Exerciser" tool from Martinsburg Water. The wait time to borrow the tool extended the leak repair time (into multiple days). Superintendent would like to purchase this tool to have available for future leaks and to shutoff all valves through out the system.

Hydrant & Gate Valve Exerciser Tool cost \$5.5k.

Rebecca proposed purchasing special shutoff tool, Susan 2<sup>nd</sup>: Proposal Unanimously Passed.

\* 3 Taps scheduled in August

\* Lead Service Line Inventory (LSL) is ongoing in collaboration with WV Rural Water Assoc

\* RCAP scheduled to revisit to assist in leak detection

Potential leak on Fairview needs research

\* Southern Corrosion will be inspecting Tanks Aug 14<sup>th</sup>.

\* Myers storage shed tree has fallen and damage roof.

Insurance claim may be rejected because of timeliness (damage occurred in the winter)

Sharron will file claim even with a rejection we need to move forward with some kind of repair before winter.

b) **Repair & Replacement**

b1. **Water Treatment Plant Upgrades**

\* No change since meeting with County Commissioners.

b2. **Meter Replacement**

\* 15 meters (older #183 type) scheduled for August

(Reason: 6 Dead, 9 Manual reads)

Jen Bishop

**5. Special Projects**

**a) 522 Extension**

**a1) Right-of-Way (Easement)**

- \* No Change from last meeting:  
Total Signed 4 of 16 signed.  
(Kessell, Parks&Rec, Omar, Swecker/Jamison)
- \* Combined Water/Sewer Public meeting set for Aug 14<sup>th</sup> from 6pm to 8pm.  
(Supplied map is inaccurate for public meeting)

**6. Administrative**

**a) General**

- \* Town/Water Office Salary alignment is a concern  
**Status:** Issue will be forwarded to Town Finance committee for discussion
- \* Sewer Water Termination agreement has not been re-written,  
**Status:** Waiting on WS-PSD.
- \* Stuart from ASI will be here to train 8/28/2024.
- \* Workers Comp Audit, requested Close Accounting to send in documentation.
- \* WV Div Emergency Management is requested data regarding drought issues.
- \* Guidance requested on Customer Billing when Service Discontinued  
**Guidance:** Stop Billing when Service has been Discontinued

**b) Personnel**

- \* Natasha Stover starts 8/19/2024
- \* Amanda has reached her 90-day probational period. (started 3/18/24)

**7. Budget FY25**

- \* Reviewed proposed budget in detail
- HACH cost under stated by \$30k need to cut expense line items
- Budget Cuts: Auditor:\$10k, R&R:\$5k, Depreciation:\$15k  
(Vehicle Depreciation account level is adequate, superintendent fills comfortable skipping one year)
- \* **Status:** Final budget to be presented next meeting

**8. Review Motions Passed**

- \* Purchase Hydrant & Gate Valve Exerciser Tool cost \$5.5k.  
Rebecca proposed purchasing special shutoff tool, Susan 2<sup>nd</sup>: Proposal Unanimously Passed.

**9. Next meeting Aug 21<sup>st</sup> at 2pm.**

**A. Adjournment at 4pm with common consent.**

Chairman



Date

Aug 21<sup>st</sup>, 2024