

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

June 5, 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, Town of Bath Clerk Corrick, Mayor Merki
3. Water Committee Meeting Minutes of May 15, 2024 were not available due to the resignation of Tom Hall from the Town of Bath Council and therefore the Chairmanship of the Water Committee.

At the June 4, 2024 meeting of the Town of Bath Council Dave O'Connell was appointed to the open Council seat. Councilman O'Connell has assumed the Committee positions held by Hall including the Chairmanship of the Water Committee. It was understood that Chairman O'Connell will need time to get up to speed on the office administration, water plant operation, distribution system and special projects of the BSWW.

It was asked that BSWW and Town staff assist in producing BSWW committee meeting minutes including providing detailed written activity reports and requests.

4. BSWW Superintendent Mayhew's Report -

A. Plant and distribution operation -

a. Operational issues -

- * The BSWW's customer base includes instances that multiple businesses are on one tap therefore a single billing. Created an issue with doctors office sharing a line with Fox's Pizza. Late WSPSD payment generated a request from WSPSD for a water shutoff, resulting in shutting off both business.
- * BSWW as a water utility is required to provide a 30 day notice. WSPSD (Sewer) is not required to provide 30 day notice. WSPSD is generally concerned with timely shutoffs, preferably 1 day (or immediate) response.
- * Due to defects in 70 meters they are manual reads.
- * Discussed Copper & Lead Survey, and long term consequences of having houses with old lead pipes.
- * General comment on lost water through leaks.
8 million gallons billed per month,
10 million gallons pumped
Assumed that about 2 million gallons are lost through leaks. (20% loss)
- * Four hydrants are out of service and will be repaired this month.

B. Repair and Replacement projects -

a. Projects in progress -

- * Superintendent Mayhew received Thrasher plant upgrade recommendations to address plant deficiencies. Proposed cost \$1.54 million to cover Backwash, Filtration and the associated Control Systems. The proposal also address critical components that experience acute failure in the past year, the Backup-Generator, Raw Water Pump. Grant money needs to be sought to cover this cost.
- * Two major water line leaks, one at the hospital and the other at the Biser Street tennis court.
- * One minor leak is at the hydrant at Roy's Service Center.
- * Because minutes may have been lost for May Repair to the VTP pump. Line Shaft (\$1,710.97) & Motor (\$23,099.21) was approved with common consent in the May meeting (R&R). Repair of pump was chosen because of the wait time for the complete pump replacement (30 days). A new pump would have cost \$43.6k

b. Future projects - Chairman O'Connell will be the in leadership along with the Mayor in BSWW project funding and development with state, regional and county agencies. This role includes the current Rt. 522 Extension Project. David Dreamer and Jennifer Wishmyer are the contacts for Region 9 on this project.

- * 522 Extension project is currently obtaining Right-of-Way permissions.
- * Discussed the need for a 2nd water source. Morgan County Commissioners are assisting in the effort to research and will consider funding for drilling one well. A well may cost \$100k.

C. Administration -

- a. Extended discussion was had concerning the general implementation of the Town of Bath Family Leave policy as stipulated in the Town of Bath Employee Handbook, Item V. E. -
- b. General administrative functions were discussed including customer billing, accounts receivable and payable, write-offs, billing adjustments, customer service and daily Superintendent communications.
- c. BSWW Clerk Amanda Vasquez will be attending the PSC Utility Rules and Operations workshop on July 9 in Beckley, WV (attached brochure).
- d. Notification on Water Tariff increase will be posted on the Water Bill.
- e. May Income (as of 5/30) (attached)
Bills \$89k, Received \$91k, Acct Receivable \$83k
- f. Account Balance (as of 5/30) (attached):
R&R: \$525k
~~Depreciation: \$115k~~ *out*
Reserve: \$109k Min Req: \$144k (Too Low)
- g. Clerk Corrick, PSC has issued order to open a general investigation to examine water and sewer system cybersecurity (attached).
- h. A Notice of Public Meeting was presented for the FY2025 Drinking Water Intended Use Plan (attached).

C. Administration (Continued) -

- i. The schedule for the implementation of the water rate increase for the BSWW was presented. Discussion was had including suggestions and questions.
- j. The Water Service Termination Agreement received from the WSPSD. Amendments were discussed and clarification is needed before agreement is bound.

5. Special Project – Rt. 522 South Extension

A. Public meeting on Right of Ways for the extension project for the 522 Extension project will be June 11, 2024 from 4-7pm at the Pines Opportunity Center. An explanatory invitation letter has been sent to all affected property owners (attached).

* Right-of-Way Easement letter mailed 5/29/2024 (11 Letters) see attachment.

6. Adjournment by Common Consent.

Chairman *David Blawie* Date *6/19/2024*
with Adjustment