

# BERKELEY SPRINGS WATER WORKS COMMITTEE

## Regular Meeting Minutes

Mar 5<sup>th</sup>, 2025

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 Sharron Corrick (x)  
Water Clerk Manager Breaua Farris (x)

3. **Review Minutes of Feb 19<sup>th</sup>, 2025**

Minutes accepted with common consent.

4. **Water Tasking Event**

\* Discussed BSWW 2<sup>nd</sup> place finish in the 2025 Municipal Water Competition

Rebecca motioned to allocate \$50 for a Plaque to be hung in Town Hall, Susan 2<sup>nd</sup>. Motion Carried.

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

a) **Operations & Maintenance**

a1. **Distribution & Other Facilities**

\* Instrulogic SCADA upgrade (Inframark)

Superintend contacted Inframark's presidents office.

Electrician has been scheduled to visit BSWW on March 7<sup>th</sup>.

a2. **Leaks**

\* Dent Hill leak ~~fixed~~ was may have gone undetected since the fall. Dent Hill above Independence St may have been a major contributor to high unaccounted water usage.

Operator was injured at the site and ~~needed to be hospitalized.~~ go to ~~the~~ *T. Tramma center*

Discussed the effectiveness of a Ditch Protector. Superintendents opinion was that the Ditch Protector would not have avoided the injury in this case.

\* Country Inn 2" line at SPA did not have an Internal Shutoff Valve.

Internal leak require meter level shutoff.

Country Inn has agreed to install an internal shutoff in the future.

a3. **High Plant Utilization**

\* Plant run time is exceeding 20hrs daily

\* Michael's and Rutter's is placing an uncertain high demand on the system.

Accurate reporting is in question.

b) **Repair & Replacement**

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

\* Weather causing delays. Currently shooting for end of March.

b2. **Roof Repair on Myers shed**

\* Back of shed has been competed. Front of shed should be replaced within 2 years.

The \$12k+ repair cost was largely subsidized by the insurance claim payment of \$11k.

5. **Water Treatment Plant Upgrades (Preliminary Engineering Report)**

a. **Interview selection (EADS, GD&F, Thrasher)**

\* GD&F was selected to proceed with the Preliminary Engineering Report bid.

6. **Special Projects - 522 Extension**

a. Trump & Trump submitted Resolution #2 requesting Legal Fee reimbursement.

Legal Fees for title searches were in line with expectations.

Motion to have Resolution #2 approved by Town Council. Motion accepted by common consent.

**7. Request to assume responsibility for 0.7 miles of the US Silica Line**

**From:** Sewer Treatment Plant on 522 to Sand Mine Rd.

- a. Waiting on GD&F Preliminary Engineering Report bid.

**8. Administrative**

**a) General**

- \* Sanitary Survey has been completed with Minor Deficiencies call outs include Operator Compliance, storage tank internal cleaning and back flow protection.
- \* High School will be hosting Career Day on Thursday May 13<sup>th</sup>  
The superintendent plans on sharing a table with Mt. Side private water works.
- \* Discussed the viability of Lovely Pixel vs Mail-Chimp.  
*Rebecca motioned to move forward with Mail-Chimp as an email broadcaster. Dave 2<sup>nd</sup>. Motion Carried.*
- \* Chair sent the Drinking Water Treatment Revolving Fund Priority list submission for 2025.  
The \$2.5 million request was mostly a placeholder incase the WTP Upgrade proceeds quickly.

**b) Sewer Bills for decant line**

- \* The \$800 monthly Sewer Bill for the decant line project that is 3 months overdue

**c) Large Quantity User**

- \* Superintendent has sent response/submission to the DEP

**d) Staffing plans (Clerks & Field)**

- \* Reviewing applications.

**e) Personnel Issues**

- \* None

**9. ASI Automated Payments**

- \* Waiting for ASI Fix of ACH transmission file to eliminate manual file adjustment
- \* Standard Operating Procedure are Work-in-Progress

**12. Review Motions Passed**

- \* *Allocate \$50 for a Plaque to be hung in Town Hall*
- \* *Move forward with Mail-Chimp as an email broadcaster*
- \* *S-522 extension Resolution #2 approved by Council*

**13. Next meeting Mar 19<sup>th</sup>, at 2pm.**

**14. Adjournment at 3:45pm with common consent.**

Chairman *Daniel D. Smith* Date *Mar 19, 2025*  
*As Adj. Sec.*



March 14, 2025

Richard Mayhew, Plant Superintendent  
Town of Bath - Berkeley Springs Water Works (BSWW)  
271 Wilkes Street  
Berkeley Springs, WV 25411

**RE: Professional Engineering Services Proposal (Task Order No. 2025-1)  
RFP for Engineering Services Task 1 and 2**

Dear Mr. Mayhew:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following Engineering Services Proposal (Task Order No. 2025-1) for preparation of an Evaluation and Preliminary Engineering Report (PER) for Task 1: Water Treatment Plant Upgrades and Task 2: Evaluation of Risk and Responsibilities Related to Acquiring Ownership of a Private Line, per the request for engineering services proposal dated February 6, 2025.

***Understanding of the Project***

GD&F proposes to provide engineering services for the preparation of an Evaluation and Preliminary Engineering Report (PER) for both Task 1 and 2. The report will include but not be limited to the following components: condition assessment; operations experience; data collection; document reviews; permit compliance; process design analysis; optimization recommendations and treatment system alternatives evaluation and recommendations.

***Proposed Services***

See attached Appendix A for a Scope of Work.

***Proposed Schedule***

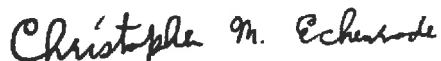
GD&F will begin immediately upon written authorization from the Board. Task 2 will be completed within one (1) month from written authorization. Task 1 will be completed within three (3) to four (4) months from written authorization, depending on when all existing information is obtained. A draft of the PER will be submitted to the Town for review. After review, the report will be revised or updated accordingly within two (2) weeks of written comments.

**Proposed Cost**

GD&F will provide the above scope of services for an estimated, not-to-exceed, lump sum fee of \$40,000.00. Task 1 is estimated at \$30,000 and Task 2 is estimated at \$10,000. Invoices will be submitted on a monthly basis. Payment will be made on a lump sum basis in proportion to the amount of work completed during the month, less previous invoices. The lump sum fee includes direct expenses such as printing/copying, mileage, postage, etc., as necessary to complete the services. Payment is due within thirty (30) days of invoicing. GD&F will perform the services identified in accordance with the Owner-Engineering Agreement and per the scope outlined in Appendix A.

We appreciate the opportunity to submit this proposal (Task Order). To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,  
GWIN, DOBSON & FOREMAN, INC.



Christopher M. Eckenrode, P.E.  
Engineering Manager

Enclosures  
CME/amb  
Prop/2025/TownofBath/Tasks1&2\_3-14-25.doc  
cc: File

**ACCEPTANCE OF PROPOSAL**

The Town of Bath - Berkeley Springs Water Works hereby accepts the above service and cost proposal.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest/Witness

**APPENDIX A**  
**TOWN OF BATH - BERKELEY SPRINGS WATER WORKS**  
**WATER TREATMENT FACILITIES**  
**PRELIMINARY ENGINEERING REPORT**  
**SCOPE OF WORK**

**GWIN, DOBSON & FOREMAN, INC.**  
**MARCH 14, 2025**

**Condition Assessment:** Inspect and review physical condition of water treatment facilities (WTF) for adequacy and functionality; review mechanical process systems, piping and rotating equipment for long-term serviceability; assess electrical power and distribution systems; instrumentation and control systems function and operation; estimate functional timeframes for process units, facilities and structures.

**Operations Experience:** Discuss treatment facility operations with designated plant personnel; collect information on current standard operating procedures and perceived limitations and problems of existing process treatment systems; maintenance requirements and repairs.

**Data Collection:** Obtain historical operational records for daily influent and effluent flow; turbidity; influent and effluent water quality data; data on solids generation, chemical usage, etc. Review facility operational and maintenance costs.

**Document Reviews:** Review existing drawings of WTF facilities; standard operating procedures; maintenance protocols and procedures; recent facility plans or evaluations; Sanitary Survey reports; facilities planning and programming reports.

**Permit Compliance:** Review WTF NPDES discharge permit; notices of NPDES permit violations; compliance plans, corrective action plans or administrative/consent orders; compliance schedules; enforcement and compliance actions; future regulatory compliance or NPDES limits.

**Process Design Analysis:** Review existing WTF design information for treatment process and unit operations; perform desk-top analysis to verify hydraulic capacity of unit operations and process metrics; compile data on process limitations and restrictions.

**Optimization Recommendations:** Based on process design and data analysis, recommend low-cost optimization methods within capabilities of existing plant at a minimum of cost. These include process adjustments, chemical usage, solids handling, sampling, testing, etc.

**Treatment System Alternatives:** If required and based on system evaluation and condition assessment, provide alternative treatment systems, techniques and technologies; provide summary of benefits/drawbacks of alternative systems.

**Alternatives Evaluation:** Prepare planning-level capital costs estimates (including construction, engineering, administrative, financing costs, etc.); provide planning-level O&M costs; perform cost-effectiveness evaluation; identify non-monetary factors for each alternative; provide project schedules with major milestones; based on alternatives evaluation recommend treatment system alternative.

**Work Product and Report:** Prepare a comprehensive report summarizing the data collection, evaluation and analysis efforts; summarize recommendations and alternatives including engineer's probable cost estimates; prepare an executive summary, provide the necessary photographs, graphics and other descriptive information, provide data addenda; provide report in both hardcopy and digital formats.

**Report Focal Points:** Raw Water Pump and Foot Valve, Raw Water/Effluent Water Control Panel with VFDs, High Water Service Pumps, VFDs for High Service Pumps including Control Panels, Dual Media Filters, Filtration System Auma Actuators, Water Filtration Control Panel, Backwash Pump Control Panel, Clear-Well Float Alarm, Backwash Suction Line in Clear-Well, Dehumidification System and Electric Backup Generator.

**Task 2:** GD&F proposes to utilize a handheld GPS to locate the existing U.S. Silica private water line, as flagged/identified by Owner in the field. GDF also proposes to perform a preliminary environmental sensitive analysis while field locating the line, which includes identifying existing wetlands, stream crossings, etc. An evaluation and risk and responsibility exposure assessment will also be performed per the RFQ.