

# BERKELEY SPRINGS WATER WORKS COMMITTEE

## Regular Meeting Minutes

Mar 19<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), Water Clerk Manager Breana Farris (x)

**3. Review Minutes of Mar 5<sup>th</sup>, 2025**

Minutes accepted with common consent.

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

**a) Operations & Maintenance**

**a1. Distribution & Other Facilities**

\* Instrulogic SCADA upgrade (Inframark)

Electrician & Amanada from Inframark visited the BSWW to redeveloped the parts list requirement.  
No follow up from Inframark since the March 7<sup>th</sup> visit.

Council member Webster emphasized that the committee had already approved turning this issue over to legal council back in February. We should not be going through another waiting/delay cycle.  
General agreement that the superintendent wait for 1 week before turning this over to Dick Gay.

**a2. Michale's & Rutter's Utilization level**

\* Superintendent met with Michael's on reporting accuracy and limiting their daily draw.

\* Michael's has agreed to only pull 8 truck loads maximum on any given day.

Michael's reported using 745,000 gallons

\* Hancock had terminated their agreement with Michael's because of excessive draws

**a3. Plant Pumps & Booster Station Pump report**

\* iM Motors of Fort Ashby, provided an extremely low bid that needs to be assessed for it's veracity.

- \$3k for 60hp motor delivered in 14 weeks (seems too low for High Service Pumps)

- \$15k for the Booster Station pumps

\* Waiting on second estimate from AR&E

**a4. Leaks / Tank Level / Plant Run Time**

\* A second Dent Hill leak may exist because of a high chlorine level in a pond at the bottom of the hill.

\* Woodside Lane had a 1" line leak with a couple of additional leak on street. The leaks were at locations where repairs had been previously made (apx 2yrs ago). The PVC piping between the main and the meter is near end of life and should be replaced in-full whenever a leak is encounter.

\* Looking to have Alan Marchun from RCAP visit BSWW to help with leak detection.

**a5. Equipment Repair**

\* The Back Hoe broke down during the Dent Hill leak repair. The hydraulic hoses ruptured at the site of a duct taped repair. The repair bill was \$7k.

**b) Repair & Replacement**

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

\* Still shooting for end of March.

**5. FEMA GIS Mapping \$20k match on \$80k**

\* Being managed by Reg-9.

\* Reg-9 needs to obtain support from other water companies before proceeding.

\* The committee is in support of the GIS mapping but did not see the need to make a motion to commit the \$20k at this time. Waiting to hear back from Reg-9 before proceeding.

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

- a. Review GD&F Owner / Engineering Agreement
- b. Review Profession Engineering Services Proposal (Task Order No. 2025-01)
  - \* Deferred for a Special meeting to allow time for in depth assessment both documents
  - \* Schedule:
    - Mar 25<sup>th</sup> Special Meeting
    - Mar 26<sup>th</sup> eMail GD&F on questions and requests
    - Apr 2<sup>nd</sup> Meet with GD&F in regular meeting
    - Apr 7<sup>th</sup> Turn over to Dick Gay for legal review
    - Apr 15<sup>th</sup> Present to council for approval

**7. Special Projects - 522 Extension**

- a. Superintend would like to have multiple master meters installed along the South 522 Extension to improve capability to find leaks in the future. The committee was supportive of this effort with the understanding that this would likely led to a “Change Order” cost coming back to BSWW. The superintendent will discuss the issue with Chase at Thrasher.

**8. 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**
- b) **Utility Rules & Operation Seminar (May 20th)**
  - \* Bree Farris is unable to attend the May Seminar, she is looking to attend a seminar in the fall.
- c) **Career Fair assessment**
  - \* Superintendent felt attendance was a good idea for BSWW and encourages the Town to attend next years Career Fair. This may be a good connection will young workers.
- d) **Staffing plans (Clerks & Field)**
  - \* Reviewing applications.
- e) **Personnel Issues**
  - \* John Unger is back to work after injury at the Dent Hill leak.
  - \* Personnel Reviews need to be scheduled for BSWW staff in May.  
(Chair & Superintendent will handle: John & Amanda review)  
(Chair & another committee member will handle Superintendent’s review)

**9. ASI Automated Payments**

- \* No update

**12. Review Motions Passed**

**13. Next meeting Apr 2<sup>nd</sup>, at 2pm.**

**14. Adjournment at 4:30pm with common consent.**

Chairman David Rowell Date Apr 2nd, 2025