

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

Nov 20th, 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 (x), Town of Bath Clerk Corrick (attend for admin)

3. **Review Minutes of Nov 6th, 2024**

Minutes accepted with common consent.

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

a) Operations & Maintenance

a1. Treatment Plant

- * Backwash pump breakdown which has been cleaned & repaired.
This pump is now planned to be cleaned & repaired annually.
- * Questions about Water Quality from Berkeley Club
 - Berkeley Club Distilled Water came from their own well water
 - Superintendent would like BSWW to take a tour of Berkeley Club for background
 - All BSWW water test in September passed by the Bureau of Public Health

a2. Distribution & Other Facilities

- * Lead Service Line Inventory (LSLI)
WV Rural Water Assoc personnel helped to clear up all 600 remaining residential customers.
This evaluation only verifies that the pipes outside the house are not using Lead.
Schools & Daycare need some addition review & administrative work.
- * Meters:
 - Neptune System Upgrade: Work in progress
- * Dick Gay is reviewing Inframark (Instrulogic) contract.
 - Dick's objective is to get Inframark to complete the project (not refund).
 - Susan made a motion to allow to Chair to review and approve Dick Gay's letter to Inframark.
Motion was unanimously approved.
- * Waiting on Permits:
 - Sit down with Seth Vanderstein needs to be scheduled
 - Sensel property at 92 Union is in the mix of backlogged permits,
Along with Rockwell Circle, Gospel Church on Williams
- * Vehicle Breakdowns:
 - 1) F550: Cracked Radiator
 - * Initiated: Low water level
- * Myers St Shed Roof Repair
 - No update

a3. Leaks

- * Fairview service line on hold until DOH meeting

a4. Shut Offs

- * Concerns with Theft & Tampering (old Giggle Factory)
 - Resident irrational behavior presented a concern at town hall
 - Background:
Lack of fire hydrants in area contributed to Giggle Factory burnout
4" line on Morgan Lane does not accommodate fire hydrants
Water bill for the property has been unpaid and the meter was shutoff.
The property owner turned the water back on before account in arrears was paid.

4. Superintendents Report (continued)

b) Repair & Replacement

b1. Wilkes St Storm Drain break

* Awaiting parts from Core & Main to begin construction of decant line.

b2. Water Treatment Plant Upgrades

* Still waiting for an estimate from specialty electrician
(Raw water control panel with VFD's)

b3. Inventory Project

* No Update

5. Water Treatment Plant Upgrades (Preliminary Engineering Report)

a. Procurement Plan

b. Request for Qualifications (RFQ for PER)

c. Public Notice for RFQ

d. RFQ Evaluation (Adjusted the weighting of experience with Firm)

* Evaluated all the target dates for the documents listed above with Firm selection by end of January

* Notice: 1st 11/27 and 2nd 12/04

* Plant Inspection: 12/10 to 12/13

* Questions 12/20

* Submission Due 1/09

* Firm Selection 1/21

6. Special Projects - 522 Extension

a) Right-of-Way (Easement)

* Condemnation process has begun for the four Properties in the Baseball Theme area.

* Total Signed 12 of 16 signed

b) Discussed Ryan Rhoad request for in-writing

* Hold harmless for damages due to root damage: Conclusion: Can not provide

* No-Hook Up required Conclusion: No necessary

c) Bond

* Bond payment has been made through Morgan County

d) DOH access requested per Chase Riley at Thrasher

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) Review our "Walk the line" on Nov 8th

* Possible Leak

* Pathway needs clearing through the woods for Maintenance

b) Discuss Pressure Test

* Supplies on Hand to be ready to fix any breaks

* Need scheduling: Chair will reach out to Chase Andrews at US Silica to set up coordination meeting.

8. Administrative (Sharron Corrick)

a) General

b) Income/Expense as of 10/31/2024

* Reviewed 4 month excesses

- Negative: Capacity Fee (Income shortfall for year -\$20k)
- Negative: Electrical Usage (Expense Excess for year -\$18k)
- Negative: Supplies (Expensed Excess 4 months -\$13k)
- Positive: Water Sales (Income high for 4 months \$30k)

* At this pace Annual Budget Shortfall should be about \$40k

Need to see details (Seasonal?)

Need to see details

Assumed seasonal

c) Personnel

* Two Water Clerks out for training.

9. ASI Automated Payments (Debit Payments)

- * ACH file with zero amounts have successfully been passed through CNB.
- * Next billing cycle will charge Dave O'Connell's bank account.

10. Review Motions Passed

* Allow to Chair to review and approve Dick Gay's letter when ready for Inframark.

11. Next meeting Dec 4th, at 2pm.

12. Adjournment at 4:49pm with common consent.

Chairman  Date 12/10/2024