

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

Oct 9th, 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 (arrived for admin)

Guest: County Commissioner Sean Forney, Governor's Representative Daryl Cowles

Note: Planned Meeting for Oct 2nd was shifted to Oct 9th to allow for WV-SAO training for council members.

3. **Review Minutes of Sept 18th, 2024**

Minutes accepted with common consent.

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

a) **Operations & Maintenance**

a1. **Treatment Plant**

* Rebuilt Influent High Service Pump running normal

a2. **Distribution & Other Facilities**

* Lead Service Line Inventory (LSL) is targeted to complete Oct 16th

* Hydrant Flushing is Planned for Oct to Nov.

* Meters:

- Neptune system needs upgraded to work with the ASI system (supporting new Radio Read equip).

Rebecca has contacted Harry Dodson at Core&Main, Harry has contact Stuart at ASI to obtain a test tile.

* Sensel property at 92 Union has been waiting for a Tap for 2+ years

Attempted work but the project had to be resealed because Seth Vanderstein DOH-Utilities had an issue with the permit paperwork. The superintendent filled out the permit paperwork with Seth but it was the same paperwork as before.

* Previously ~~if~~ Seth stopped the Water Works from shutting off a water line on Fairview, claiming DOH right-of-way on Fairview even though the Meter pit is located on the Owners property.

* These engagements have occurred after BSWW inappropriately shutdown Independence St in July without proper clearance from DOH-Utility. Leading to a requirement to have BSWW & Public Works staff being trained in traffic control.

Status: Dave agreed to contact Lee Thorne at DOH District 5 to see if BSWW is being unfairly targeted.

a3. **Leaks**

* Wilkes St. Leak – Addressed in 1 day

a4. **Shut Offs**

* 1 day for terminations

b) **Repair & Replacement**

b1. **Constuction of Backwash Effluent Line** (addressing collapsed Storm Drain at Wilkes/Fairfax)

- Revised Core&Main cost of material for Dedicated Backwash line directly to Warm Springs run.

Revised Estimate: \$6.5k vs Original estimate of \$5k

- Rebecca made a motion to appropriate **\$6.5k for the Backwash Effluent Line.** Susan 2nd.

Motion unanimously approved.

b2. **Water Treatment Plant Upgrades**

* Influent High Service Pump was re-installed on Tuesday 9/24 (with repaired shaft)

A power fluctuation raised a false alarm and caused for brief shutdown of the new pump, otherwise the pump has been in continuous operation. The pump is expected to run warm for the first month.

b3. **Inventory Project**

* Working on getting Alan Marchin (WV RCAP) to visit.

5. Special Projects - 522 Extension

a) Right-of-Way (Easement)

- * Randy Waugh has signed
- * Potomac Edison expected to sign
- * Unger's expected to sign
- * Waiting to hear from George McVey on Love the Assembly of God
- * The four Properties in the Baseball Theme area may need to go through condemnation process.
- * The Clem property may need to go through the condemnation process.
- * We do not have up-to-date engineering drawings which complicate matters when discussing with a resident.
Total Signed 8 of 16 signed 3 more likely)
(Kessell, Parks&Rec, Omar, Swecker/Jamison, Fisher, Rider, Schoen, Waugh)

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

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

Background (O'Connell/Forney/Cowles): The US Silica line currently a private line. The north end of the Bypass will cross over the line and will reroute the line. The DOH will treat the line in a more positive way if the line is owned by a utility (BSWW). As a private line the US Silica line may get rerouted far from the 522 circle. Additionally the Senior Center & STS buildings are inappropriately connected through the US Silica water line. Over the time these properties have become part of separated organizations and should have their own water taps.

BSWW Risk: The condition of line. Problematic Leak fixed in 2019. Line replacement project est: \$2 mil

Discussion:

- * US Silica map only shows the distribution in the area near the Senior Center. The location of the water line coming up 522 from the Sewer Treatment Plant is unclear. Craig Miller (PSC) informed Rick that the line goes up through the woods (i.e. ^{potentially} Wet Lands? Wet Lands and potentially the woods will preclude installing Shutoff Valves and certainly Fire Hydrants. The Wooded / Wet Lands area is the most likely location in which the DOH Bypass would cross the line. The DOH would put a Fire Hydrant & Shutoff Valve on both sides of the Bypass circle.
- * Location of the line is even more uncertain approaching the property in front of the Senior Center. Near 522, along Sand Mine Rd, directly towards the Senior Center. Rick stated that the line would have to be dowse (divining rods).
- * Two phased approached was considered most appropriate:
Phase I: Portion of the line up to Sand mine Red without any break aways (utility lines).
Phase II: Construction along Sand Mine Rd to services Senior Center, STS, etc.
- * Digging holes to find the line will be necessary to confirm the line size (6" or 8") as well as to locate the line.
- * One hole needs to be dug near the current Meter Pit to verify that the line has not been reduced from 6" to 4".
- * Shutoff Values & Fire Hydrants would be needed to be PSC compliant.
Ignoring the Wooded / Wet Land area we would need about 4 to 5 Shutoffs & Hydrants.
- * Pressure Testing the line would require the first shutoff to be installed near the Future New Meter Pit.
- * Rick suggested that the line be internally scoped with a camera.
This would be valuable considering the exact location of the line may remain uncertain.
- * The Senior Center Tap would be problematic because it is tied into the existing US Silica distribution system. The Senior Center, STS, Police Barracks buildings would have to wait until a second Phase.
- * Phase II would be a construction phase going up from the New Meter pit along Sand Mine Rd. The Senior Center, STS and Police Barracks could be tied in at that point.
A second New Meter Pit could also be established for the US Silica Water distribution system.
- * Dave: Who's paying and who is doing the work will not be clarified until the plan of action is confirm.
- * **Status:** Dave will write the plan up in greater specificity and confirm the plan with Sean/Daryl before running it past US Silica (Chase Andrews)

7. Administrative (Sharron Corrick)

a) General

- * Myers Ins Claim was filed 8/22/2024, reached out to several roofing companies with a Request for Quote. We have not receive any response to date.
- * Consumption levels for September
Still experiencing a high volume of manual entries for rereads (48 Work Orders in September)

b) Finance

- * Requested funds from matured bond be released to the R&R account.
- * Billing for September: \$95,402.11
- * Current Accounts Receivable: \$78,341.31 Write-Off: \$242.95

c) Review Feedback: Water Termination agreement

- * WS-PSD did not attend to discuss the termination agreement
- * Discussed the Termination (\$35) and Re-Activation (\$35) fees. General agreement that we should charge the WS-PSD for Re-activation of service. This aligns with the new Water Termination Agreement as presented. This policy aligns with how Water Works Terminations process works.
- * Rebecca made a motion to set the total Termination & Reactivation fee to a combined \$70. The motion was unanimously passed.
- * Status: Needs reviewed with WS-PSD.

c) Policy Consideration: Required Documentation

- * Status: No action.

d) Rate Increase Update: Notice & Date of Increase

- * New Tariff change to take effect on 10/31/2024.
Period covering 9/15/2024 to 10/15/2024.

e) Financials – Account Balances

- * Repair & Replace: \$541,540.55
- * Operational Reserves: \$110,871.21 (Required Balance: \$105k, 1/8th of Budget)
- * Operating Account \$98,834.69
- * Special Fund \$21,430.53 (ASI Deposit)
- * Depreciation \$117,098.52
- * Reserve for Debt \$80,451.28
- * Money Market \$759.86

f) Personnel

- * Water Clerk Resignation: Natasha Stover (7 weeks of employment).
Reason: Better Offer.

8. ASI Automated Payments (Debit Payments)

- * Working on the file with ASI & CNB first attempt was rejected.

9. Review Motions Passed

- * Appropriate \$6.5k for the Backwash Effluent Line (was \$5k).
- * Total Termination(\$35) & Reactivation(\$35) fee to a combined \$70.

10. Next meeting Oct 23th, at 2pm.

11. Adjournment at 4:30pm with common consent.

Chairman David O'Connell Date 10/9/2024
As corrected ✓