

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

Sept 4th, 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 ()

3. **Review Minutes of Aug 21th, 2024**

Minutes accepted with common consent.

4. **Superintendents Report**

a) **Operations & Maintenance**

a1) **Plant**

* InstuLogic Ignition software renewal

Invoice for \$5.1k with only 5 days notice with a \$92k upgrade in the works for December

Status: David O'Connell contact InstuLogic personnel about Software & Upgrade coordination.

(Contacts: Amanda Hilton for system upgrade, Shelly Farley for Software update)

* Collapsed Storm Drain at Wilkes/Fairfax

- Discussed DOH reluctance to address a collapsed Storm Drain beyond the street curb.

The collapse may extend under the sidewalk and building at Fairfax & Wilkes.

Any effort by the DOH wouldn't occur until some time in the distant future.

(ie beyond our 90 day window)

- Boring under Wilkes was considered too expensive with the minimum boring cost of \$15k.

- **Status:** Rick Mayhew will explore cost of putting in a Water Works dedicated line to Warm Springs as well as evaluating the additive cost of including Storm Drain needs.

a2. **Distribution & Other Facilities**

* Additional fallout for closure of Independence St.

Outcome: DOH Utility Coordinator has emphasized that DOH has to be notified before for repairs can begin, with regards to DOH Right-of-Ways.

Outcome: DOH required Traffic Flag Crew Training is scheduled on Wed 9/25

* Myers Storage Center:

- Roof damage from fallen tree: No update.

* Lead Service Line Inventory (LSL) is targeted to complete ~~Sept~~ ^{Oct} 16th

* Hydrant Flushing is Planned for Oct to Nov.

* 20+ Shutoffs scheduled for September.

* Skid Steer found damaged after the equipment was borrowed by Town's Public Works staff.

Repair cost will be forwarded to Public Works for consideration.

Status: Send Skid Steer to Carter Machinery for repairs

* Backhoe should have Diagnostics run as a preventive maintenance effort,

Status: Transport with Skid Steer to Carter Machinery.

b) **Repair & Replacement**

b1. **Water Treatment Plant Upgrades**

* Rebuilt High Service Pump was unsuccessful because of shaft problems.

- No additional cost expected for the rework by AR&E.

- **Status:** Rework delivery schedule is unknown at this time.

b2. **Meter Replacement**

* 8 Meters to be replaced this month.

b3. **Inventory Project** (No update)

5. Special Projects - 522 Extension

a) Right-of-Way (Easement)

* Schoen has signed the Easement papers.

Total Signed 7 of 16 signed.

(Kessell, Parks&Rec, Omar, Swecker/Jamison, Fisher, Rider, Schoen)

* Address correction for Sweetbriar Rd Martinsburg has been changed to Micky Mantle Rd & Hank Arron rd. Berkeley Springs.

- These two homes along with 3 other homes have new Septic and Well systems and are not likely to hook up the water or sewer.

6. Administrative

a) General

* None

b) Action: Water Termination agreement

* Status: Needs reviewed.

c) Policy Consideration: Required Documentation

* Status: Deferred

d) ASI Training update

* None

e) Personnel

* None

8. ASI Automated Payments (Debit Payments)

* No Update

9. Old Business / New Business

10. Review Motions Passed

* None

11. Next meeting Sept 18th, at 2pm.

12. Adjournment at 3:35pm with common consent.

Chairman David J. Conwell Date 9/1/8
with Adjustm-nt

Sharron's Notes for 09/18/24 Meeting.

5.

a) Actively working to get ROW's, have updated documents for Potomac Edison & Doris Burkey.

b) Bond was signed 9/17/24 & submitted to The Insurance Company.

Teisnot
\$3000

6.

a) Bond maturing in September will need to get with WV Municipal Bond Co for options.

Myers Street Ins Claim was files 8/22/24 reached out to several roofing companies with RFQ.

c)

Policies: Work in Progress, have not started yet.
up/ha w ynsirt

d)

New Tariff change to take effect on the 10/31/24 billing. Period covered 09/15/24-10/15/24

BSWW Bank Balance as of 8/31/24

Balance	Account	Balance Required	Explanation
\$ 521,177.03	Repair & Replace		Most expensive piece of equipment
\$ 110,531.46	Reserve for Operations	\$ 104,983.04	1/8 of the current year Budget
\$ 91,733.32	Operating Account	\$ -	N/A
\$ 21,915.00	Special Fund (deposits)		Match ASI Deposit Balance
\$ 121,486.35	Depreciation		Vehicle replacement
\$ 79,644.44	Reserve for Debt	\$ - Fully Funded	1/3 bond principal if not fully funded
\$ 756.23	Money Market	\$ -	N/A