

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

June 11th, 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 ()

3. **Review Minutes of May 28th, 2025**

Minutes as adjusted accepted with common consent.

4. **Public Comment**

Chair represented a high usage concern for a neighbor (Martinsburg Rd), who's home fixes occurred months earlier but the billing was still receiving high usage bills. A new meter was put in place last month. No leak existed at the time of the Meter replacement, neither at the meter connections or at Home/property side. Superintendent made reference to research being conducted at the Castle Property in which multiple touch points are being selectively shutdown and logged. The log will be compared to the daily usage report for that specific meter. This same kind of research can be done for the Martinsburg neighbor, if the high water usage persist.

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

a) **Operations & Maintenance**

a1. **Distribution & Other Facilities**

- * 4 Leaks recently repaired, notable repairs at High School and Ridge Tank
- Repairs in the High School area required a "Boil Water" notice which adversely impacted a local Dentist office. The Dentist office was not able to open for business until Bacterial Test results were returned. Test results expect back within 24hrs of this report (June 12th)
- Ridge Tank has been overflowing because of Sensor Failure reporting an inaccurate level. Sensor setting has be set to 26' vs 33' to shutdown earlier.

a2. **Instrulogic SCADA upgrade (Inframark)**

- * Work at the Ridge Tank, Fairview Booster and 522 Booster stations has been completed.
- * Programming work is expected to be completed by the end of the week (June 13th)

a3. **Booster Station Pump report**

- * Fairview Booster pump-1 has been rebuilt by Biedler's (est cost \$600-\$800).
- * Fairview Booster pump-2 is been put out for repair.
- * Citco system is malfunctioning, this will be a moot point once the Instrulogic system goes live. Jack Macintosh will be coming out examine the system.
- * Allen Merchan from RCAP will be coming out to set up the Asset Management system

a4. **Other**

- * Consumer Confidence Report (CCR) will be posted next week in the Morgan Messenger.
- * Lead Copper report due at the End-of-July (Work in Progress)

b) **Repair & Replacement**

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

- * Bell housing is on order.
- Restrictor will have to be a custom developed part.

6. Project updates

- * Water Treatment Plant Upgrades (Task-1)
 - Kate is working on collecting historical Electrical Usage report.
- * 522 Extension
 - Inquiry from a potential new customer, interest in getting a status report.
- * US Silica Line (Task-2)
 - US-Silca has the 5 site location, excavations still need to be dug.
Excavation pits need to be left open (covered) for GD&F inspection June 19th.

7. Cemetery: Water availability, history, cost

- * No update.

8. Administrative

a) General

- * Discussed the use of BSWW truck for personal transportation.
 - BSWW needs to comply with IRS regulations to account personal use as a Fringe Benefit.
This could be as high as \$16k per year.
 - Requested the Superintendent look into a vehicle with a lower operating cost.

c) Termination Notice & Process

- * No update

d) ASI Replacement options

- * No update

e) Personnel Reviews – Process

- * Superintendent will review his staff without the involving committee members.
- * The Committee will provide a review of the Superintendent.

f) Personnel Issues

- Tye Redick*
Walt
- * ~~Tye Redick~~ is now a Class-1 operator
 - * John & Jason are soon to become a Class-2 operators.

9. Review Motions Passed

- a) *None*

11. Adjournment at 4:00pm with common consent.

Chairman *Mary Lynn Hickey* Date *July 9, 2025*