

**Berkeley Springs Water Works Committee Agenda**  
**October 8, 2025 at 4:00pm**  
**Town of Bath Municipal Center**

1. Call to Order

2. Roll Call of Members- Mary Lynn Hickey ( ), Susan Webster ( ), Ryan Kessel

Other attendees:

Quorum – Yes/No

Superintendent Rick Mayhew ( ), Water Office Manager Breana Farris ( )

3. Review Minutes of Sept. 24, 2025 meeting

4. Project updates and action items

- Updates on the PER final report for the water department and next steps including follow up with Silica.
- Declined to follow up on Coolfont Mountainside Association RFP. Any follow up needed?
- BSWW - Warm Springs PSD Contract – Review of expired contract with suggested changes.
- Follow up: customers we do not charge for water (Fire Dept & The Park)
- Follow up: Water Tarriff Amendment (\$35 fee during shutoffs)
- 522 Extension
- Cemetery

5. Superintendents Report

a. Operations & Maintenance

a1. Distribution & Other Facilities

a2. InstruLogic SCADA upgrade (Inframark) transition update.

a3. Plant and Booster Station report

a4. Fail safe alarms

b. Repair & Replacement Projects

b1. DOH follow up

6. FY26 Budget update – Review of BSWW financials. Assessment of available capacity for debt service.

8. Administrative

a. Update on new billing vendor to replace ASI Replacement– Breana Farris

b. BSWW staff salary adjustments effective Sept. 29.

c. Personnel Matters

d. Strategic Plan for BSWW - Hickey

9. Next Regular Meeting – Wednesday, Oct. 22, 2025 at 4:00 pm

10. Adjourn