

Berkeley Springs Water Works Committee Minutes

July 9 2025 at 4:00pm

Town of Bath Municipal Center

1. Call to Order – at 4:01 PM

2. Roll Call of Members- Mary Lynn Hickey (X), Susan Webster (X), Ryan Kessel (X)
Superintendent Rick Mayhew (X), Water Office Manager Breana Farris (Absent)
Also present: Greg Schene. Quorum – Yes

3. Review Minutes of June 25, 2025 meeting – approved by common consent

4. Superintendents Report

a. Operations & Maintenance

a1. Distribution & Other Facilities

- The Courthouse leak was fixed resulting in a significant reduction in daily pumping hours at the plant to 16-17 hours per day.
- Rutter's gas station water service now active.
- The Berkeley Springs High School sprinkler system is connected and active.
- 10 standard and 4 one inch meters replaced for customers.
- 5 yards were reseeded and repaired from previous leaks.
- The Street Glide Lane tap requires a 2 inch tap on Hampshire Lane to be run approximately 200 feet to 2 meter connections. Right of way easements are in the process of being obtained and the work is scheduled to start the week of July 21st.
- All hydrants have been located and GPS catalogued. Follow up with the PSC is planned regarding the static flow, operational flow and chlorine residual for every hydrant so all hydrants can be color coded by flow output.

a2. InstruLogic SCADA upgrade (Inframark) – there have been several delays in the assembly of SCADA but the work is scheduled to continue on July 10.

a3. Plant and Booster Station report – generator parts from AR&E are scheduled to be delivered the week of July 14th and the repairs are expected to be completed by July 18th.

b. Repair & Replacement Projects

b1. Decant line: Across Wilkes to Warm Springs - this work scheduled for the week of July 21st

c. Rick Mayhew provided some information about the purchase of a new vehicle for the water department's use. Susan Webster will review the new vehicle quotes provided and report back at the July 23rd meeting.

5. Update on new WV state statutes affecting BSWW utility – Ryan Kessel shared his research on a couple of newly enacted WV statutes that took effect on July 1 which may impact the water utility. A review determined that BSWW is already compliant with these statutes.

6. FY26 Budget update – Greg Schene offered an update on BSWW's finances noting total revenue in FY24 was \$975,000 and FY25 revenue is projected to be \$1,500,000.

7. Project updates

* Hickey reported that she spoke with Matt Ritchey from the GD&F engineering firm regarding the status of the PER for the water plant and the Silica Line task will be presented at the July 23rd water committee meeting. Mr. Ritchey expects the final report on Task 2 to be ready for the July 23rd meeting and he noted that GD&F did not have all the requested information to complete their analysis on Task 2 until May 28th.

* Water Treatment Plant Upgrades (Task-1)

- Letter of Intent (US Army Corp of Engineers)
- CWSRF Clean Water State Revolving Funds Deadline 1/31/2025
- DWTRF Drinking Water Treatment Revolving Funds Deadline 3/1/2025 (Completed)
- FY26 – WVDEP Clean Water Intended Use Plan 6/18/2025

* US Silica Line (Task-2)

- Update on exploratory digs – these digs are completed and the findings will be shared by the GD&F team at the July 23rd meeting.

* 522 Extension – the next meeting of the working group US 522 Water/Sewer Extension working group is scheduled on July 11.

* Cemetery:– plans in place to link the garage to the main tap.

8. Administrative

a. ASI Replacement options – Bre will continue her research on alternative billing systems.

b. Strategic Plan for BSWW – Hickey added this item as a future project for the water committee and staff.

c. Personnel Matters – none

d. Salary review for BSWW staff (possible executive session) – this agenda item will be revisited at a future meeting.

9. Next Regular Meeting – Wednesday, July 23, 2025 at 4:00 PM

10. Adjourn - meeting adjourned at 5:15 PM.