

Berkeley Springs Water Works Committee Agenda
November 12, 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 Oct. 22, 2025 meeting

4. Project updates and action items

- GDF Engineering PER final report on the water plant – Matt Ritchie attending.
- Map Request from Thrasher Engineers for Biser Street
- Update on BSWW - Warm Springs PSD Contract
- Follow up: response from DOH regarding 3 proposed tap locations.
- 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 – AR&E maintenance contract

a4. Fail safe alarms - update

b. Repair & Replacement Projects

b1. DOH follow up

b2. PSC follow up

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

8. Administrative

a. Scheduling our December meetings on Dec. 3 and Dec. 17 due to holidays. No second meeting in November.

b. Update on transition to CUSI billing vendor– Breana Farris

c. Personnel Matters

d. Strategic Plan for BSWW - Hickey

9. Next Regular Meeting – Wednesday, Dec. 3, 2025 at 4:00 pm

10. Adjourn –