

Berkeley Springs Water Works Committee Minutes

**October 22, 2025 at 4:00pm
Town of Bath Municipal Center**

1. Call to Order – at 4:00 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 (X)

Quorum – Yes

3. Minutes of Oct. 8, 2025 meeting were approved by common consent.

4. Project updates and action items

- Updates on the PER final report for the Silica line and letter from the Mayor to Silica leadership and other stakeholders. Dick Gay will respond to the PSC's follow up regarding the Silica line.
- BSWW - Warm Springs PSD Contract – Review and approval of suggested changes to the expired contract. Motion to approve the contract with changes made by Webster with a second by Kessel. The motion was approved. Hickey will send the revised contract with our changes to Mike Jenkins, board chair of Warm Springs PSD.
- Follow up: Response from DOH regarding 3 proposed tap locations. Awaiting response from DOH.
- Follow up: customers we do not charge for water (Fire Dept & The Park) – no report.
- Follow up: Water Tarriff Amendment (\$35 fee during shutoffs) – no report.
- 522 Extension – no report.
- Cemetery – no report.

5. Superintendents Report

a. Operations & Maintenance

a1. Distribution & Other Facilities

a2. InstruLogic SCADA upgrade (Inframark) transition update. No report.

a3. Plant and Booster Station report – AR&E maintenance contract was approved and now in effect.

a4. Fail safe alarms – Bre will research the cost of these alarms activated by a button under staff members' desks and report back to the committee.

b. Repair & Replacement Projects

b1. DOH follow up – no report.

6. FY26 Budget update –The water committee has received the financial statements for Sept. 2025 and is awaiting further detail on BSWW's available debt capacity.

8. Administrative

a. Update on transition to CUSI billing vendor– no report.

b. Personnel Matters – in the process of onboarding a new BSWW employee.

c. Strategic Plan for BSWW - Hickey

9. Next Regular Meeting – Wednesday, Nov. 12, 2025 at 4:00 pm. The committee will not have a second meeting in November due to the Thanksgiving holiday.

10. Adjourn – the meeting was adjourned at 4:56 PM.