

Berkeley Springs Water Works Committee Agenda
December 17, 2025 at 4:00pm
Water Plant

1. Call to Order

2. Roll Call of Members- Mary Lynn Hickey (), Susan Webster (), Ryan Kessel
Staff: Superintendent Rick Mayhew (), Water Office Manager Breana Farris ()
Other attendees:
Quorum – Yes/No

3. Review Minutes of Dec. 3, 2025 meeting

4. Project updates and action items

- Financing strategies for the water plant upgrade
- Update on all maps requested from Thrasher Engineers including Biser Street
- BSWW - Warm Springs PSD renewal contract now under review by WSPSD board
- 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 and (Inframark) transition update.

a3. Plant and Booster Station report

a4. Fail safe alarms – update

a5. Potential sale of dump truck

b. Repair & Replacement Projects

b1.

6. FY26 Budget update – Review of BSWW November 2025 financials. Assessment of available capacity for debt service.

7. Administrative

a. January meetings on Jan. 7 and Jan. 21

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

c. Update from the PSC regarding Silica

d. Personnel Matters

e. Strategic Plan for BSWW - Hickey

8. Next Regular Meeting – Wednesday, Jan. 7, 2025 at 4:00 pm

9. Adjourn