

Berkeley Springs Water Works Committee Agenda
December 3, 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
Staff: Superintendent Rick Mayhew (), Water Office Manager Breana Farris ()
Other attendees:
Quorum – Yes/No

3. Review Minutes of Nov. 12, 2025 meeting

4. Project updates and action items

- Report on Nov. 19 meeting with County Commissioners regarding GDF Engineering PER final report on the water plant.
- 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

b. Repair & Replacement Projects

b1. DOH follow up

b2. PSC follow up

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

7. Administrative

a. Second meeting in December rescheduled to Dec. 17.

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

c. Personnel Matters

d. Strategic Plan for BSWW - Hickey

8. Next Regular Meeting – Wednesday, Dec. 17, 2025 at 4:00 pm

9. Adjourn