

Berkeley Springs Water Works Committee Minutes
November 12, 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), Mayor
Greg Schene

Quorum – Yes

Other attendees: Matt Ritchie from GD&F Engineering, George Miller, Tom Hall and
Harold Morris

3. Minutes of Oct. 22, 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. Matt Ritchie from GD&F Engineering shared the final draft of the PER for the water plant and answered questions from the committee. Hickey and Schene will meet with the Morgan County Commissioners at their Nov. 19 meeting to discuss the water PER and updated projections for available water supply for new customers on the 522 South extension. Dick Gay will respond to the PSC's follow up regarding the Silica line.
- Map request made with Thrasher Engineers for Biser Street – Farris has made several requests for the Biser Street water line map and all other maps prepared by Thrasher and is still waiting to receive them.
- BSWW - Warm Springs PSD Contract – Motion to approve the updated contract made by Webster with a second by Kessel. Hickey to send the revised contract with approved changes to Mike Jenkins, board chair of Warm Springs PSD. He has agreed to 3 of the 4 suggested changes and will discuss the 4th proposed change regarding notice amended from 30 days to 5 days.
- Follow up: Response from DOH regarding 3 proposed tap locations on John St. and Fairview Drive. Permits were submitted in early October and the work is expected to start the third week in November.
- 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 – Greg Mason line extension now complete. A new booster pump for Fairview Drive has been delivered and should be operational within a week.

a2. InstruLogic SCADA upgrade and (Inframark) transition update. Mayhew reported that InstruLogic had completed the punch list in line with the contract agreement.

a3. Plant and Booster Station report – A motion to approve the AR&E generator quote in the amount of \$4,090 was made by Webster with a second by Kessel and approved by common consent. AR&E completed the generator maintenance and they will be refitting a high service pump. Per AR&E 's recommendation, a float will be connected to the deadman switch to automatically trigger a shutdown that will prevent accidents and damage to operating equipment. Steel sleeves will be placed over the failing water mounts as well.

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.

7. Administrative

a. Update on transition to CUSI billing vendor– Farris continues to meet with the vendor to facilitate the transition to our new billing system.

b. Personnel Matters – New BSWW staff member started on October 29. A motion to approve the promotion of a BSWW staff member to Distribution Supervisor with salary adjustment effective Nov. 12 was made by Kessel with a second by Webster and approved by common consent.

c. Strategic Plan for BSWW – no report.

d. Strategic plan for BSWW – no report.

8. Next Regular Meeting – Wednesday, December 3, 2025 at 4:00 pm. The committee will not have a second meeting in November due to the Thanksgiving holiday.

9. Adjourn – the meeting was adjourned at 5:25 PM.