

Berkeley Springs Water Works Committee Agenda
January 21, 2026 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 Breauna Farris ()
Other attendees:
Quorum – Yes/No

3. Review Minutes of Jan. 7, 2025 meeting

4. Project updates and action items

- Financing update for the water plant upgrade
- Critical and time sensitive: status of 2025 PSC annual report filing
- BSWW - Warm Springs PSD renewal contract approved by WSPSD board with one change
- Follow up: response from DOH regarding 1 proposed tap location
- 522 Extension
- Cemetery
- International Water Tasting Sponsorship
- Water Tariff Discussion

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. Auction sale of dump truck, snowplow and F-550 truck
- a6. Purchase of a skidsteer

b. Repair & Replacement Projects

- b1. ARE's schedule for approved repairs

6. FY26 Budget update

- Review of December 2025 financials.
- Review and approval of BSWW FY26 budget

7. Administrative

- a. Update on transition to CUSI billing vendor– Breauna Farris
- b. Update on letter received from the Bureau of Public Health - Letter forwarded to Town attorney and Mayhew to update the committee on this issue.
- c. Personnel Matters
- d. Strategic Plan for BSWW – Hickey

8. Next Regular Meeting – Wednesday, Feb. 11, 2026 at 4:00 pm

9. Adjourn