

Berkeley Springs Water Works Committee Minutes
January 7, 2026 at 4:00pm
Town of Bath Municipal Center

1. Call to Order

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

3. Minutes of Dec. 17, 2025 meeting approved by common consent

4. Project updates and action items

- Financing strategies for the water plant upgrade – Hickey detailed the follow up with Region 9 to secure 50% of Phase 1 project cost with grant funds from the WV Water Development Authority and the remaining 50% covered by a 2% loan from IJDC.
- BSWW - Warm Springs PSD renewal contract now under review by WSPSD board and Hickey will have an update on finalizing the WSPSD contract at the Jan. 21 meeting.
- Follow up: response from DOH regarding 1 proposed tap location on John St.– Mayhew will provide contact information for Mayor Schene to follow up.
- 522 Extension – no report
- Cemetery – no report

5. Superintendents Report

a. Operations & Maintenance

a1. Distribution & Other Facilities – no report.

a2. InstruLogic SCADA upgrade and (Inframark) transition update – in progress.

a3. Plant and Booster Station - no report .

a4. Fail safe alarms – Farris has submitted the signed service agreement and waiting for a work date to be scheduled.

a5. Potential sale of dump truck – Mayhew is getting the truck ready for a silent auction sale.

a6. Public safety processing traffic ticket payments upstairs unless there is an accessibility issue for customers. This issue was discussed and Schene suggested a meeting with front office staff and Public Safety to work out a customer friendly solution.

a7. Purchase of a skidsteer – issued discussed but no formal decision made.

b. Repair & Replacement Projects

b1. AR&E's schedule for approved repairs. AR&E expects the contracted work to be completed on or before March 15th. They are waiting on parts.

6. FY26 Budget update – Review of BSWW November 2025 financials. Assessment of available capacity for debt service.
 - Finalizing FY26 budget for BSWW – Hickey will contract Megan Close to input the proposed FY26 budget that will be reviewed by the water committee at the Jan. 21 meeting.
 - Motion made by Webster with a second by Kessel to approve the \$29,770 scope of work from Valley Automation. The motion was approved by common consent.
7. Administrative
 - a. Update on transition to CUSI billing vendor– Farris reported that the first data pull has been completed.
 - b. Update from the PSC regarding Silica – no report.
 - c. Personnel Matters – annual reviews for BSWW staff were discussed. Hickey and Schene will schedule and conduct Mayhew’s annual review. Mayhew will conduct reviews for all direct reports.
 - d. Strategic Plan for BSWW – Hickey
 - e. Update on letter received from the Bureau of Public Health - Letter forwarded to Town attorney and Mayhew to update the committee on this issue.
 - f. Schene to contact several attorneys specializing in municipal water utilities for guidance on current and emerging issues that BSWW needs to obtain legal expertise for.
8. Next Regular Meeting – Wednesday, Jan. 21, 2026 at 4:00 pm
9. Adjourn - the meeting was adjourned by common consent at 5:28 PM.