

**Berkeley Springs Water Works Committee Minutes**  
**March 18, 2026 at 4:00pm**  
**Town of Bath Municipal Center**

1. Call to Order – the meeting was called to order at 4:00 PM.
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
3. Review Minutes of Feb. 25, 2026 meeting - the minutes were approved by common consent.
4. Project updates and action items
  - Financing update for the water plant upgrade – Hickey reviewed the status of approved and applied for funding.
  - GD&F’s update on water plant upgrades – GD&F staff engineers Matt Ritchie and Kellen Douglas shared an update on aligned funding in hand with work to be covered under phase 1 of planned repairs. Ritchie also asked BSWW to submit a bill for hours spent in planning discussions with the Town and Region 9 and that request was approved by the committee. GD&F will send an invoice.
  - Update from attorney advising on water issues and tariff adjustments – Schene reported that a task list of deliverables has been shared with our attorney advising on water related legal matters.
  - BSWW - Warm Springs PSD renewal contract status – after consultation with WSPSD, the final contract agreed to by BSWW and WSPSD will be submitted to the PSC for review. Once approved, both parties will sign the contract renewal agreement.
  - 522 Extension – no report.
  - Cemetery – no report.
5. Superintendents Report
  - a. Operations & Maintenance
    - a1. Distribution & Other Facilities –
      - BSWW staff is working through a list of vacant homes to inspect for leaks. Two blown lines were discovered adjacent to vacant homes.
      - Johnson’s Mill water tap completed.
      - Oomps tap still in progress and awaiting paperwork
      - Young Lane tap still needs easements for the 35 year old line but the work is expected to be completed on March 19.
    - a2. InstruLogic SCADA upgrade and (Inframark) transition update. Valley Automation received the SIM card to begin the next step in the transfer.
    - a3. Plant and Booster Station report –
    - a4. Update on the auction sale of dump truck, snowplow and F-550 truck
    - a5. Purchase of a skid steer
  - b. Repair & Replacement Projects
    - b1. ARE’s schedule for approved repairs update – the high service pump is scheduled to be installed on March 26.
6. FY26 Budget update
  - Review of February 2026 financials – the financials from BSWW’s accountant were not available for review at the meeting. Hickey will contact our accountant to stress the

necessity of having previous month financial statement available to the committee by the 15<sup>th</sup> of the month following the previous month's close to maintain timely compliance with PSC regulations.

- Water usage report – there was a drop in the number of gallons of unbilled water outflow. Mayhew will contact the Berkeley Springs Volunteer Fire Department regarding installing meters to track their usage.

#### 7. Administrative

- a. Update on transition to CUSI billing vendor– Farris reported that the staff will be trained on the new system on March 18-and 19. The final data pull is scheduled for March 30 and parallel billing between ASI and CUSI will be commence in April.
- b. Personnel Matters – Mayhew and Farris attended the career fair at Berkeley Springs High School.
- c. Strategic Plan for BSWW – no report.

8. Next Regular Meeting – the committee decided that unless another meeting is needed sooner, the next meeting will be scheduled on April 24, 2026.

9. Adjourn – the meeting was adjourned by common consent at 5:56 PM.