

# **Berkeley Springs Water Works Committee Minutes**

**February 11, 2026 at 4:00pm  
Town of Bath Municipal Center**

1. Call to Order – the meeting was called to order at 4:03 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 Jan. 21, 2025 meeting - the minutes were approved by common consent.
4. Project updates and action items
  - Financing update for the water plant upgrade – the IJDC loan and WV Water Development Authority matching grant are in process with Region 9.
  - Review and approval of contract for attorney advising on water issues. Motion made by Webster with a second by Kessel to approve the Spilman, Thomas and Battle law firm contract for services. The motion passed unanimously.
  - BSWW - Warm Springs PSD renewal contract approval – Hickey reported that the Warm Springs PSD approved the renewal contract with mutually approved changes at their Feb. 11 meeting. A clean contract will be sent to Mike Jenkins for his signature.
  - Water Tariff Discussion – the committee will explore potential changes in the current tariff for bulk water.
  - 522 Extension - no report.
  - Cemetery – no report.
5. Superintendents Report
  - a. Operations & Maintenance
    - a1. Distribution & Other Facilities – no update.
    - a2. InstruLogic SCADA upgrade and (Inframark) transition update. The team was on site on Feb. 10 to start the software transition.
    - a3. Plant and Booster Station report – no update.
    - a4. Update on the auction sale of dump truck, snowplow and F-550 truck – the posting was delayed due to weather.
    - a5. Purchase of a skid steer – no update.
  - b. Repair & Replacement Projects
    - b1. ARE's schedule for approved repairs update – these repairs are on track for full completion by March 15.
6. FY26 Budget update
  - Review of January 2026 financials. The January financials will be reviewed at the Feb. 25<sup>th</sup> meeting because they were not yet available.

- FY26 budget line item changes sent by Farris to BSWW's accountant, and she will ensure all changes have been made as requested.

7. Administrative

- a. Update on transition to CUSI billing vendor– Farris reported that the CUSI billing system is scheduled to go live in April and the Town will start paying for their services in March.
- b. Update on letter received from the Bureau of Public Health - Letter forwarded to Town attorney - Mayhew reported that all cited items in the letter have been fully remediated.
- c. Personnel Matters - With a motion from Webster and a second from Kessel, the committee voted to enter executive session to discuss a personnel matter. Upon finishing the brief discussion, a motion was made by Webster with a second from Kessel, the committee voted to close the executive session.
- d. Strategic Plan for BSWW – no report.

8. Next Regular Meeting – Wednesday, Feb. 25, 2026 at 4:00 pm

9. The meeting was adjourned by common consent at 5:12 PM.