

Berkeley Springs Water Works Committee Minutes

**August 27, 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 Breauana Farris (X)
Also present: Mayor Greg Schene. Quorum – Yes
3. Review Minutes of August 27, 2025 meeting – approved by common consent.
4. Project updates and action items
 - GD&F engineering firm team a presentation of findings regarding the PER final report for the Silica Line task and the draft PER for the water department. Susan Webster encouraged the GD&F team to collaborate with the Town on securing funding sources for the water plant repair and restoration.
 - 522 Extension – no update.
 - Cemetery – open tap to service the Myers St building planned.
 - Water Tarriff Amendment (\$35 fee during shutoffs) – Bre will work with Ryan Kessel to create an amendment to the existing tariff to address this. Bre to send letters enforcing water rates in multiple occupancy buildings.
 - Sewer Contract - Hickey will reach out to Mike Jenkins regarding the currently expired contract between BSWW and Warm Springs PSD to request an updated contract.
 - Customers we do not charge for water (Fire Dept & The Park) - Schene and Mayhew will contact the State Park to discuss water rate fees.
 - Implementing ACH Debit for payment of water bills now complete.
 - Guidelines for Planned and Unplanned Water Outages.
5. Superintendents Report
 - a. Operations & Maintenance – Rick Mayhew had no updates to report.
 - a1. Distribution & Other Facilities
 - a2. InstruLogic SCADA upgrade (Inframark)
 - a3. Plant and Booster Station report
 - b. Repair & Replacement Projects
 - b1. No updates to report.

Other updates:
Status update on denied request to DOH to close a street for 1.5 days to make a more cost effective repair. Schene and Mayhew will contact the Governor's office to explore a more efficient solution.
6. FY26 Budget update: FY25 was the first year that BSWW realized a net surplus after accounting for operational expenses.
8. Administrative
 - a. Codifying process for Rick and Sharon to assess taxable benefit for Rick's car – Sharon has contacted our accountant for guidance on options to report this benefit.
 - b. Update on ASI Replacement options – Breauana Farris will make a detailed presentation and recommendation for a new vendor at the Sept. 10 meeting.

- c. Personnel Matters - BSWW is seeking to fill one staff vacancy.
- d. Strategic Plan for BSWW – no update.
- e. Salary review for BSWW staff (possible executive session) – no action taken.

9. Next Regular Meeting – Wednesday, Sept. 10, 2025 at 4:00 pm

10. Adjourn at 5:34 PM.