

**Berkeley Springs Water Works Committee Minutes**  
**January 21, 2026 at 4:00pm**  
**Town of Bath Municipal Center**

1. Call to Order at 4:04 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: Mayor Greg Schene  
Quorum – Yes

3. Review Minutes of Jan. 7, 2025 meeting – minutes were approved by common consent.

4. Project updates and action items

- Financing update for the water plant upgrade – Hickey detailed the grant and loan financing currently being submitted by Region 9. Phase I repair costs will be paid by a WV Water Development Authority grant equal to a 50% match of project costs with a 50% Town match funded by an IJDC loan with a 2% interest rate. Once the loan and grant amounts have been finalized, Hickey will ask Region 9 to confirm what their administrative fee will be.
- Critical and time sensitive: status of 2025 PSC annual report filing. BSWW accountant, Megan Close, filed the annual PSC report on Jan. 20.
- BSWW - Warm Springs PSD renewal contract approved by WSPSD board with one change – Hickey reported that WSPSD prefers a 3-day service shutoff window versus BSWW's suggestion of 5 days. Hickey and Mayhew will plan to reach out to Mike Jenkins to further discuss adding conditional language to the 3-day shutoff timeline so the contract can be approved.
- Follow up: response from DOH regarding 1 proposed tap location – this situation has been resolved with boring completed for \$3,800.
- 522 Extension – no report.
- Cemetery – no report.
- International Water Tasting Sponsorship – Motion made by Hickey with a second by Kessel to approve a \$1,500 sponsorship of this event by BSWW. The motion was approved.
- Water Tariff Discussion – the committee reviewed a list of water tariff amendment items to be incorporated in an updated tariff. The issue of bulk water rates needs to be addressed more specifically. This work will continue through the passage of an updated amendment by the full Town Council. Hickey will inquire with BSWW's accountant to see if they have the expertise to assess the value of BSWW.

5. Superintendents Report

a. Operations & Maintenance

- a1. Distribution & Other Facilities – no update.
- a2. InstruLogic SCADA upgrade and (Inframark) transition update. In progress.
- a3. Plant and Booster Station report - no update.
- a4. Fail safe alarms – the alarms were installed on January 21.
- a5. Auction sale of dump truck, snowplow and F-550 truck. Mayhew will prepare the items for auction and check with Mountaineer Auctions to handle the process and include minimum bids for each item.
- a6. Purchase of a skid steer under consideration.

b. Repair & Replacement Projects

- b1. ARE's schedule for approved repairs – all repairs in the scope of work are expected to be completed by March 15<sup>th</sup>.

6. FY26 Budget update

- Review of December 2025 financials. BSWW is operating in the black with an improved financial position.
- Review and approval of BSWW FY26 budget - Farris detailed several line item adjustments made to the FY26 operating budget for the committee's review and approval. Farris will share the adjusted line item amounts with BSWW's accountant and the committee approved the suggested changes by common consent.

7. Administrative

- a. Update on transition to CUSI billing vendor– Farris reported that the data conversion to our new contractor is in progress.
- 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 – no report.
- d. Strategic Plan for BSWW – no report.
- e. Other business –BSWW will need to retain an attorney with subject matter expertise in water related matters. Schene shared proposals from two Charleston-based law firms and the committee will vote to approve the retaining of one of them at the next committee meeting on Feb. 11<sup>th</sup>.

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

9. The meeting was adjourned at 6:04 PM.