

Berkeley Springs Water Works Committee Minutes
Sept. 24, 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: Matt Ritchie and Kellen Douglas from GDF Engineering. Quorum – Yes

3. Review Minutes of September 24, 2025 meeting – approved by common consent.

4. Project updates and action items
 - GD&F engineering firm team made a follow up presentation regarding the PER draft report for the water department that incorporated feedback from the committee. The working consensus is that the final draft should focus on repair and restoration of the existing plant at a projected cost of \$5 – 6 million dollars. Hickey will ask Region 9 for any affordable rate analysis they may have.
 - Coolfont Mountainside Association RFP – the committee decided not to submit an RFP from BSWW.
 - Sewer Contract – Hickey shared the currently expired contract with the committee. Breauana Farris offered initial input and Ryan Kessel will review the contract to suggest any other changes and report back at the Oct. 8 meeting.
 - Follow up: customers we do not charge for water (Fire Dept & The Park) – we are required to charge every customer and strategies for meeting that requirement with the State Park and the Fire Department were discussed. Rick Mayhew will connect with Mayor Schene to speak with DNR to obtain additional clarification.
 - Follow up: Water Tarriff Amendment (\$35 fee during shutoffs) – no report
 - 522 Extension – no report
 - Cemetery - no report

5. Superintendents Report
 - a. Operations & Maintenance
 - a1. Distribution & Other Facilities – Mayhew reported that there have been frequent power surges recently.
 - a2. InstruLogic SCADA upgrade (Inframark) – the InstruLogic transfer to Valley Automation is mostly complete. Inframark is requesting that BSWW sign off on project completion but that will be deferred until outstanding deliverables have been satisfied. Town attorney is now involved.
 - a3. Plant and Booster Station report
 - a4. Fail safe alarms – tied into InstruLogic to set up fail safe warnings for the water treatment process to ensure early alert for issues. Mayhew will research this option further.
 - b. Repair & Replacement Projects
 - b1. Update on delivery of back up generator – the generator has been delivered.
 - b2. Status update on contacting DOH regarding closing a street for water repairs. The request for a night dig was denied by DOH. Mayhew is looking at alternative solutions for this repair.

6. FY26 Budget update – Review of FY25 BSWW financials and available capacity for debt service. Waiting on more information from BSWW accountant, Megan Close, about debt service capacity.
8. Administrative
 - a. Confirming that all conditions regarding taxable benefit for Mayhew’s truck is complete. All requirements to satisfy a payroll tax abatement have been met.
 - b. Follow up and selection of new billing vendor to replace ASI Replacement– Breana Farris reported that she is in the process of transitioning to a new billing vendor, CUSI, approved by the water committee.
 - c. Personnel Matters – Mayhew attended a VA job fair in Martinsburg.
 - d. Strategic Plan for BSWW – no report
 - e. Salary review for BSWW staff – Salary changes were processed effective Sept. 29 for Breana Farris and Amanda Vasquez.
9. Next Regular Meeting – Wednesday, Oct. 8, 2025 at 4:00 pm
10. Adjourn at 5:51 PM.