**Town of Bath**

**Berkeley Springs Water Works (BSWW)**

**Water Committee**

**Minutes**

**In-Person Meeting**

**Monday, July 12, 2021**

The meeting was called to order at 4:30 PM.

Present were BSWW Director Ron Jainniney, Chairman of the Water Committee Chris Chapman, Councilman Rose Jackson, Councilman Greg Forney, and County Commissioner Sean Forney

Sean Forney spoke with the Committee about expansion of water and sewer lines south along Route 522 to Tabor Road. Sean reported that he would like to see CARES money used for matching funds for a Federal Economic Development Authority grant for the sewer and water line expansion. Sean requested that the Town approve funding a RFP for preliminary engineering design work for the proposed expansion. Sean acknowledged the Committee’s concern about the need for a secondary water source in case something were to happen to our primary water source and suggested that be included as part of the preliminary designs. Sean stated that he expects to be able to obtain a $3 million Federal Economic Development Authority grant and $1 million in ear mark money from our U.S. Senators. Sean envisions the Warm Springs Public Service District and the BSWW as co-applicants for the EDA grant working on two separate projects with one funding mechanism. The deadline for the completion of the project would be 2027. Chris asked for the Committee’s approval to relay Sean’s report at the next Town Council meeting and announce that Sean will be on the July 27 Council meeting agenda to present the issue to the Council and to ask it for a decision about moving forward with an RFP for preliminary engineering designs for the project. The Committee approved.

Ron provided an update on phase IV of the water line replacement project. Ron reported that everything is moving forward with obtaining the remaining eighteen easements needed for the project to go out for bid. Ron hopes to be able to put the project out for bid in early September and for the work to begin in late September.

Discussed moving the BSWW office system from ASI to another vendor. Ron and Sharron received a presentation on CUSI’s and Munilink’s services. Ron is continuing to research other potential candidates such as Munibilling.

Discussed the American Rescue Plan Act funds. There is nothing new to report on this issue to date.

Ron reported that he and the Town Clerk, Sharron Corrick, approached Close Accounting about handling the BSWW’s payroll processing and handling of W-2 tax forms at the end of the calendar year. They met with a representative of Close Accounting on Thursday, May 13, to discuss what we are looking for and to get an estimate for their services. They are recommending that the Committee approve transfer BSWW payroll responsibility to Close Accounting. The Committee approved.

Chris presented to the Committee the FY 2021-2022 BSWW budget. The Committee approved the budget.

Chris discussed potential changes to the Committee make-up based on the Mayor’s proposed Committee assignments for the newly installed Town Council. Tentatively, the Committee membership going forward will be Chris Chapman, Chair, with Beth Skinner and Greg Forney serving as members of the Committee for the duration of the 2021-2023 Town Council.

Discussed BSWW personnel issues. Ron reported that Bradley passed his Class 2 operator test. Ron also reported that Jim Close plans to retire in August 2022.

The Committee discussed issues around emergency response. Ron reported that as part of the Source Water Protection and Ground Water Protection Plans BSWW has good emergency response procedures in place.

Chris informed the Committee that Ron will be attending the annual West Virginia Rural Water Association conference in August.

Ron reported that the Public Service Commission investigated a water complaint filed against the BSWW because of a lack of water pressure on the line and sediment in the customer’s water. The PSC found that when War Memorial Hospital draws water for their auxiliary tank that it affects the pressure on the customer’s line, which causes scales to fall down into the customer’s line creating the sediment in their water. BSWW blew the customer’s lines on both sides of the customer’s house. BSWW also did testing on the customer’s water and saw no signs of sediment from the test.

The meeting was adjourned.