**Town of Bath**

**Berkeley Springs Water Works (BSWW)**

**Water Committee**

**Minutes**

**In-Person Meeting**

**Monday, August 2, 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, Mayor Scott Merki, and Ron Martin representing Morgan Wireless

Ron Martin from Morgan Wireless came before the Committee to discuss the Fairview water tower lease agreement between BSWW and Morgan Wireless. The lease agreement was signed into effect on January 6, 2020, for a period of two years, with the option of up to 5 two-year extensions. Martin reported that no equipment has been placed on the tower to date. They are working on getting an electric panel installed on the site. They would like to have their equipment installed and functional by September 30, 2021. In order to put the two-year extension in line with each new Town Council, Morgan Wireless proposes that the first two-year extension take effect as of July 1, 2021, and run until June 30, 2023. The monthly lease increased from $100.00 per month to $105.00 per month as of January 6, 2021 and will remain in effect until January 6, 2022. At that time, the monthly lease amount will increase to $110.25 per month through June 30, 2022. As of July 1, 2022, the monthly lease amount will increase to $115.76 per month and will remain at that amount through June 30, 2023. The annual monthly lease increase of 5% per year then will take effect on July 1 of each year going forward until the expiration of the current agreement. The Committee approved this proposal and agreed to draft an Addendum to the current Lease Agreement setting out the above change in schedule for annual payment increases and biennial extensions. The Committee will present the draft Addendum to the current Town Council for approval of the current two year extension and proposed changes in the payment schedule and timing of extensions.

The Committee discussed the next steps for moving forward with an RFP for preliminary engineering designs for the proposed project.to expand water lines south along Route 522 to Tabor Road now that the Committee has Town Council approval to pursue this. The Committee agreed that the next step will be to set up a meeting with County Commissioner Bill Clark to discuss how we should best move forward with developing an RFP for the preliminary engineering design work. Chapman agreed to pursue reaching out to Clark to set up a meeting with the Committee

Jainniney provided an update on phase IV of the water line replacement project. Jainniney reported that BSWW cleared another West Virginia Department of Environmental Protection permit for pursuing the project. Jainniney will request a status report from Steve Buchanan at Thrasher Engineering on where he is on putting the project out to bid. Jainniney is still hoping to be able to put the project out for bid in early September and for the work to begin in late September or early October.

Discussed moving the BSWW office system from ASI to another vendor. Jainniney is waiting to talk with Scott Crunkleton at the Warm Springs Public Service District about Munilink and what he has learned about Munilink from other water companies. Jainniney will call Crunkleton back on August 3rd to discuss going forward with Munilink.

Discussed BSWW personnel issues. Jainniney reported that he would like to hire an Office Manager with a strong utility background into the water office at $15.00 per hour. The Committee agreed to this approach and agreed to go forward with putting out ads to fill the position. Jainniney also reported that one of the plant operators has provided his verbal 30-day notice that he will be resigning as of August 30. The Committee agreed to go forward with advertising for a Class 1 or Class 2 Operator to fill this impending vacant position.

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

Chapman provided an update on changes to the Committee make-up based on the Mayor’s proposed Committee assignments for the newly installed Town Council. The Committee membership going forward for the duration of the 2021-2023 Town Council will be Chapman, Chair, with Jackson and Merki serving as members of the Committee.

The Committee discussed issues around BSWW system maps up to date. Jainniney reported that BSWW currently has hard copy maps of its system. Jainniney stated that he would like to employ a Geographic Information System to update and refine the BSWW’s maps and to put the resulting maps into electronic files. Ideally, we would update the BSWW maps are updates to the water lines are done. We might look at this as a long-term project.

Jainniney discussed the Public Service Commission investigation into an informal 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 sediment to fall into the customer’s hot water tank 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. No formal complaint has been filed by the customer to the PSC to date.

The meeting was adjourned.