**Town of Bath**

**Berkeley Springs Water Works (BSWW)**

**Water Committee**

**Minutes**

**In-Person Meeting**

**Monday, December 6, 2021**

The meeting was called to order at 4:30 PM

Present were BSWW Director Ron Jainniney, Chairman of the Water Committee Chris Chapman, and Mayor Scott Merki

David Truax and Melinda Sarti-Holliday, Truax’s real estate agent, discussed with the Committee past negotiations going back to the 1990’s regarding the extension of BSWW water lines to the Laurel Terrace Subdivision. Truax is in the process of listing the Subdivision property for sale and is trying to determine how to list the property regarding access to water. After discussion, the Committee agreed that the BSWW does not have the resources to extend water lines into the Laurel Terrace area. Given this decision, Truax will list the subdivision lots as available with private wells and septic. For two lots in the southwest portion of the subdivision where the BSWW water line is accessible, Truax requested that the BSWW waive the tap fees for tapping into the line. The Committee agreed to consider this request and get back to Truax with the Committee’s determination. The Committee informed Truax that if the Committee agrees to waive the tap fees, the Committee’s recommendation will need to be taken before the Town Council for final approval. After discussion, the Committee determined that it is not in the interest of the BSWW to agree to waive the tap fees since we cannot guarantee that the new owners of the property will utilize the available public water service. Given this, the Committee voted not to authorize waiver of tap fees under the conditions described. Chapman will draft a letter to Mr. Truax conveying to him the Committee’s decision.

Jainniney reported that the new water plant employee who was supposed to start working today has decided not to accept the position. Jainniney will continue to consider potential candidates for the open position.

Jainniney provided an update on phase IV of the water line replacement project. Jainniney reported that he has received notice from Steve Buchanan at Thrasher Engineering that the West Virginia Infrastructure and Jobs Development Council has agreed to cover the $264,000 overage on the lowest bid for the project. The Committee discussed past concerns with the lowest bidder for the project. Jainniney assured the Committee that he and/or Jim Close will oversee inspection of contractor work for the project in addition to inspection by Thrasher Engineering and that there will be a tight reign over the contractor. At this point Thrasher is waiting for documentation from the Town agreeing to the State’s handling of the $264,000 overage, which has been signed by the Mayor and is on its way to Thrasher.

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. Presentations by engineering firms interested in coordinating the design and implementation of the project will take place on Tuesday, December 7, starting at 1:30 PM.

Jainniney reported on the efforts to transition from ASI to Munibilling as the new billing system for the BSWW. Jainniney and the front office manager Kandy Morris have met with the Munibilling representative several times. The next meeting is scheduled for Wednesday, December 8. The target date for live implementation of the Munibilling system is December 31, 2021. Munibilling is working with Morris on getting the BSWW data loaded onto the Munibilling system. Jainniney thinks mid to late January may be a more reasonable target for going live with the new system. Staff training on the new system is ongoing.

Discussed whether BSWW needs to continue to maintain Life and Accident and Dismemberment insurance policies for employees through the Dearborn Group given that BSWW provides employees $10,000 in life insurance through PEIA for $2.00 per employee per month. Chapman will discuss this issue with Town Clerk Sharron Corrick to determine how best to proceed on this issue.

Chapman discussed the draft position descriptions for the business office manager and office clerk positions. Chapman will add non-violence and anti-bullying language to the position descriptions as recommended by Committee member Rose Jackson and agreed to by the Committee. Chapman then will re-send the descriptions to Committee members and seek to set up another time for meeting with the employees to present the position descriptions to them.

Discussed BSWW personnel issues. Jainniney reported that he interviewed one additional person for the open water plant position on October 26. A second candidate who interviewed in September is interested in the position but is waiting to see the outcome of negotiations with his current employer. We should know if he is willing to accept our job offer by the end of November.

Discussed the item on the County Commission’s November 3rd agenda regarding discussion of Morgan County water and sewers issues. Jainniney will check with the Warm Springs PSD director to see what he knows about this meeting and whether the BSWW should have representation at it.

Discussed the process for making calls to customers who are late paying their bills and subject to having their water service cut-off.

Jainniney provided an update on the backflow prevention issue. Jainniney reported that he discussed the issue with the circuit rider for the West Virginia Rural Water Association (WVRWA) who said that he would be willing to help the BSWW get its backflow prevention program going. Jainniney will plan to follow-up with the WVRWA after the first of the new year.

Jainniney reported that tank inspections are coming up in 2022. The WVRWA suggested that they have underground drones that can do the inspections for us. Jainniney will work with the WVRWA on potentially utilizing their services in conducting the tank inspections.

Jainniney reported that the last lead and copper samples are being done. We need to have this testing done by the end of the 2021 calendar year. Once this round of testing is done, BSWW will not need to do additional testing for a while

The meeting was adjourned.