**Town of Bath**

**Berkeley Springs Water Works (BSWW)**

**Water Committee**

**Minutes**

**In-Person Meeting**

**Monday, February 7, 2022**

The meeting was called to order at 4:30 PM

Present were BSWW Director Ron Jainniney, Chairman of the Water Committee Chris Chapman, Mayor Scott Merki, Councilman Rose Jackson, and Town Clerk Sharron Corrick.

Jainniney introduced new water plant employee April Fischer, who started work on January 31.

Ron Martin from Morgan Wireless is exploring the idea of placing free standing aluminum towers in proximity to the water towers on the property BSWW owns on Meyers Road and behind the castle. Morgan Wireless has a similar arrangement with the Town of PawPaw near two of their water towers. Jainniney will check the Health Department regulations to see if there would be any issues with placing aluminum towers in proximity to the BSWW water towers. No further decision or action is needed on this issue at this time.

Jainniney provided an update on phase IV of the water line replacement project. Jainniney reported that the Governor has approved the Infrastructure and Jobs Development Council recommendation that the State of West Virginia cover the $264,000 overage on the lowest bid for the project and the $9,600 overage for the right of way work performed by Thrasher Engineering as part of the design work for the project. Jainniney also reported that there will be a pre-construction meeting for the project on Wednesday, February 9, at 2:00 PM. Jaininney and Merki plan to be at that meeting to represent BSWW and the Town.

Discussed the next steps for the proposed project to expand water lines south along Route 522 to Tabor Road. Thrasher Engineering has provided a proposed Service Agreement for BSWW consideration. The Agreement needs to be signed by February 15. A meeting was held by phone between Region IX, the County Commissioners, and the West Virginia Economic Development Authority to discuss money available for the project. The committee discussed how it wants to handle accounting for this project. It was agreed that we would handle the accounting in house, which involves setting up the account, tracking it, and managing it. The committee agreed to add another account with the regular water accounts for the water line project and handle it as just another account under our current accounts coordinating with Close Accounting as needed. In the meantime, the Morgan County Commission is continuing to try and find money for the project, while Thrasher Engineering continues to do their preliminary design work.

Jainniney reported on the efforts to transition from ASI to Munibilling as the new billing system for the BSWW. For various reasons, it has been decided to put the brakes on this transition effort and to put it on hold for now. In the meantime, we are going to pay ASI for another year of service. Employee training in ASI has been scheduled for Monday, February 14. In the meantime, we will continue to work on getting Munibilling set up and employees trained in its use over the next year. The committee discussed keeping the billing in house once we transition to Munibilling given the issues the Warm Springs PSD is dealing with in their implementation of Munibilling.

The committee discussed concerns regarding the business office not calculating leak adjustment request correctly. The committee agreed to review leak adjustment requests going forward to evaluate whether to grant adjustments and if so what the granted adjustment should be based on the current BSWW leak adjustment policy.

The meeting was adjourned.