

**Town of Bath
Berkeley Springs Water Works (BSWW)
Water Committee
Minutes
In-Person Meeting
Monday, March 7, 2022**

The meeting was called to order at 4:30 PM

Present were BSWW Director Ron Jainniny, Chairman of the Water Committee Chris Chapman, Mayor Scott Merki, Town Clerk Sharron Corrick, and Business Office Manager Kandy Morris.

The Committee reviewed water leak adjustment applications and supporting documentation provided by the business office. Review and approval of proposed leak adjustments tabled due to proposed adjustments being mis-calculated. Morris and Corrick will go back and re-calculate adjustments before asking the Committee to sign-off on the adjustments.

The Committee discussed personnel concerns and options for addressing concerns.

The Committee discussed options for adjusting BSWW employees' life insurance and accidental death and dismemberment insurance under PEIA to match what it has been under the BSWW's Dearborn Insurance policy. Issue tabled for further consideration by the Committee.

The Committee discussed the efforts to transition from ASI to Munibilling as the new billing system for the BSWW. We are continuing to put the brakes on this transition effort and to put it on hold for now. In the meantime, we have paid ASI for another year of service and plan to run Munibilling parallel with ASI before fully transitioning to Munibilling.

The Committee discussed the Meyer Street building and whether any repairs or upgrades are needed to that building. Given that the BSWW employees only use that building for storage of BSWW supplies and maintain an inventory of those supplies, it was agreed that any repairs or upgrades to that building should be the responsibility of the Town given that Public Works employees spend more of their time at that building.

The Committee discussed Jainniny's request to attend a water seminar in April at the Days Inn Conference Center in Flatwoods, West Virginia. The Committee approved Jainniny attending the seminar and approved the payment of his hotel room and travel expenses associated with his attendance of the seminar.

Discussed the proposed project to expand water lines south along Route 522 to Tabor Road. Thrasher Engineering has provided some proposed revisions to the draft Service Agreement that addresses the terms and conditions for their producing a Professional Engineering Report for the project. To date, we have not received the final hard copy version of the Service Agreement for signature by the Mayor.

Jainnney provided an update on phase IV of the water line replacement project. Jainnney reported that from the pre-construction meeting for the project on Wednesday, February 9, it was determined that BSWW needs to apply for a SM-6 West Virginia Department of Highways Bond for \$100,000 to cover work performed within the DOH right of way as part of the water line replacement work. This bond is needed just for the period of the actual work on the water line replacement project. The application for the bond has been drafted and was approved by the Committee for submission. From the February 9 meeting, it was noted that we are now looking at a potential start date for the work of May 1.

Jainnney provided an update on his efforts to move the backflow prevention issue forward. He is continuing to work with the Rural Water Association on this issue. Chapman will forward to Jainnney the Town's backflow prevention ordinance so Jainnney can use it to develop a policy for non-Town BSWW customers.

Jainnney reported that he is going to submit a waiver request to the Health Department requesting that they waive the requirement for 24 hour a day manned monitoring of the water plant given the 24-hour electronic monitoring BSWW has in place that make physical manned monitoring unnecessary.

Per a question posed by Chapman regarding whether BSWW employees carry identification when working in the field, Jainnney confirmed that between the identifiable water department employees' field uniforms and identification badges that have been issued to each field employee, BSWW is compliant with PSC requirements.

Jainnney confirmed that BSWW did participate in the International Water Festival the weekend of February 25-26. However, BSWW did not place this year.

The Committee discussed the 2022 Berkeley and Morgan County Multi-Jurisdictional Hazard Mitigation Plan. The Committee approved reporting the plan to the Town Council and asking it to move forward with a resolution to adopt the plan.

Jainnney reported that there are some big-ticket items in the plant that are going to need repair and/or replacement. In particular, the turbidity meters are going to need to be replaced and the valve on the ridge tank needs replaced.

The Committee discussed the proper lines of communication between BSWW and the Warm Springs PSD business offices. Jainnney will discuss the issue with Warm Springs PSD management.

The Committee discussed back billing Warm Springs PSD for shut offs not billed them since July 2020. Jainnney noted that per the Warm Springs PSD's request, from here on, BSWW will do monthly billing of Warm Spring PSD for shut offs performed.

The meeting was adjourned.