**Town of Bath**

**Berkeley Springs Water Works (BSWW)**

**Water Committee**

**Minutes**

**In-Person Meeting**

**Monday, September 12, 2022**

The meeting was called to order at 4:30 PM

Present were BSWW Director Ron Jainniney, Chairman of the Water Committee Chris Chapman, and Business Office Manager Kandy Morris, Mayor Scott Merki, and Councilwoman Rose Jackson.

Steve Buchanan and Brian Channel of Thrasher, Chad Schaffer of Pro Contracting, and Jennifer Wishmyer of Region IX participated in progress meeting number one for phase IV of the water line replacement project. Work began on the project on August 1. As of August 25, 9.49 percent of the work has been completed to date. A payout for the contractor of $179,925.78 is ready once the Mayor signs off on it and sends it to Region IX for Jennifer Wishmyer to coordinate. Final completion of work for the project is set for February 27. To date, approximately 75 percent of materials have been delivered to the project site. Meter lids are not scheduled to be delivered until February. Thrasher will be looking for an alternative for getting the meter lids sooner. We have received complaints about bushes, rocks, and mailboxes being removed. People need to understand that the work on this project is ongoing between now and February and until then workers will be coming and going between the various work sites. All dug up property will be put back to original state, if not better. Jainniney will contact the Warm Springs Public Service District to make them understand the need to properly mark the sewer lines in a timely proactive manner. For the few people in the work area still on well water, Thrasher will put a letter on their doors letting them know that if they want to tap into the public water lines, then they should go to the BSWW office and signup. It was agreed that the next Water Committee and next progress report will be scheduled for Tuesday, October 11.

Morris reported that a few water leak adjustments will be forthcoming but are not ready yet for processing.

Jainniney and Morris reported that the adjusted water loss for the month of August was higher than in previous months. This was due to a leak adjustment from several years ago that threw consumption higher for August.

Discussed the proposed project to expand water lines south along Route 522 to Tabor Road. There is nothing new to report on this project. The grant application is still going through review at the Federal Economic Development Agency at the Department of Commerce.

The Committee discussed the efforts to transition from ASI to Munibilling as the new billing system for the BSWW. Concerns remain with being able to fully make this transition at this time. Alternatives for moving forward were discussed. The Committee agreed we will pay $5,000, plus late fees, and will send a letter explaining BSWW wants out of the contract with Munibilling due to concerns with the service being provided by them.

Jainniney reported on BSWW equipment upgrades. The telemetry in the distribution system is going bad due to instrumentation going bad. Instrulogic currently is in the process of ordering the telemetry equipment necessary to complete the Fairview water tank upgrades.

Chapman discussed written questions received from the Town Planning Commission regarding water issues. Jainniney provided written responses to the questions. The Committee agreed to wait and see if the Planning Commission has any follow-up questions from those responses.

Chapman discussed the request from the Town Train Depot Committee about the possibility of running water and sewer lines behind the train depot for future restroom facilities and other uses for water and sewer on the site. Jainniney reported that the Train Depot Committee would need to figure out where they want the restrooms and other features requiring water. He suggested that the best way forward is to set up a meeting with BSWW, the Warm Springs Public Service District, and the Depot Committee at the depot lot to figure out exactly what the Committee is wanting to do and from there figure out how much supplies and labor and supplies would be needed to the project so that an estimate can be provided for how much it would cost to complete the needed work.

Chapman discussed a proposed new Equipment Use Agreement between BSWW, the Town of Bath Cemetery Management and Maintenance Corporation, and the Cemetery Corporation’s new contractor for use of BSWW equipment for digging graves in Greenway Cemetery. The Water Committee agreed to move forward with signing the agreement.

Jainniney noted that tomorrow will be the one-year anniversary of Morris starting work for BSWW. The Committee expressed congratulations and thanks to Morris for the year of service she has rendered to the BSWW and the Town of Bath.

Jainniney discussed BSWW personnel issues. Among other things, he announced that he plans to retire as of September 1, 2023. After some discussion, the Committee agreed the best approach to ensure a smooth transition will be to go ahead and go through the process of making a hire for an Assistant Director to give them six months to train under Jainniney before stepping into the Director’s position.

The meeting was adjourned.