

**Town of Bath
Berkeley Springs Water Works (BSWW)
Water Committee
Minutes
In-Person Meeting
Monday, November 1, 2021**

The meeting was called to order at 4:30 PM.

Present were BSWW Director Ron Jainniny, Chairman of the Water Committee Chris Chapman, Councilman Rose Jackson, and Town Business Office Manager Kandy Morris

Jainniny provided an update on phase IV of the water line replacement project. The Request for Proposal was advertised in the Morgan Messenger on Wednesday, September 29 and October 6. The Pre-Bid Conference was held in person and virtually at 10:00 AM on Tuesday, October 19. Five to seven contractors participated. The opportunity for contractors to ask questions about the project closed at noon on Tuesday, October 28. All bids received at Town Hall on Thursday, November 10, by 2:00 PM will go straight to Steve Buchanan at Thrasher Engineering to review. A construction bid meeting will occur sometime after November 10. We have not heard anything further from Buchanan about pipe material and when we are going to be able to obtain it. Buchanan discussed with the WV Development Office his proposal to advertise and bid for the PVC pipe and buy it directly including an escalation clause to cover any potential overages, which would be capped at 20%. The Development Office would not approve this approach.

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. Chapman communicated with County Commissioner Sean Forney and Warm Springs Public Service District (PSD) Board President Mike Jenkins about a proposed advertisement seeking bids for the preliminary engineering design work. From that communication, Chapman coordinated with the Committee to publish an RFP for preliminary engineering designs. Jainniny reported that we have received a call from a potential bidder requesting a site visit walk through. The caller contacted the Warm Springs PSD as well. Jainniny will contact Scott Crunkleton at the PSD to touch bases on this request.

Jainniny reported that he had moved forward with finalizing negotiations with Munibilling and entering into a contract with them. The contract was finalized and signed the week of October 25th. A meeting is scheduled for November 10 for a kick-off meeting with the implementation team. The Business office manager, Town clerk, and BSWW superintendent will participate. A Munibilling representative will be signing into ASI with the Business office manager at 4:30 on November 2nd to begin looking at pulling needed information off of ASI.

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. Town Clerk Sharron Corrick will be checking with PEIA to see what the cost for the BSWW would be

to provide accident and dismemberment insurance for each employee and what the value of those insurance policies would be per employee.

Chapman discussed the draft position descriptions for the business office manager and office clerk positions. As requested by the Committee, Chapman added a signature block to the end of the descriptions for employees to acknowledge that they have received and read the descriptions and fully understand and agree to abide by them. Received input from the Town clerk that will be incorporated into the descriptions. Once these changes are added, the descriptions will be re-circulated to the Committee for comment prior its December meeting.

Jainnney provided an update on the backflow prevention issue.

Discussed BSWW personnel issues. Jainnney 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. Jainnney 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.

Realtor Melinda Sarti-Holliday is looking at selling local property sub-divided into 11 lots. A water line was run to this property in 1990. The Town Council approved running this water line to the said property in 1990 at the property owner's expense. The Council never agreed to run lines and taps to 10 other lots on this property. Ms. Sarti-Holliday likely will be coming before the Committee in December to discuss this issue further.

The meeting was adjourned.