

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

Feb 19th, 2025

1. CALL TO ORDER: By Chairman at 2:00pm.

2. ROLL CALL: Dave O'Connell (X), Rebecca MacLeod (X), Susan Webster (X) Quorum – Yes
Also present – BSWW Superintendent Mayhew (x), Town of Bath Clerk Sharron Corrick (for Admin)
Town of Bath Clerk Breana Farris (x)

3. Review Minutes of Feb 5th, 2025

Minutes accepted with common consent.

4. Superintendents Report (Rick Mayhew)

a) Operations & Maintenance

a1. Treatment Plant

a2. Distribution & Other Facilities

* Instrulogic SCADA upgrade (Inframark)

No response from Inframark from Superintendent inquiry on planned February scheduling.

Susan made a motion to turn the SCADA Upgrade over the Town attorney Dick Gay,

Dave 2nd the motion. The motion passed unanimously.

a3. Leaks

* Union St. on an undocumented 4" line. This line was apparently left in operation back in 2003. A newer 6" line seems to have been abandoned leaving a Fire Hydrant unusable.

Superintendent noted that the As-Built design from 2003 was inaccurate, it showed the 6" line serving the residents on Union St. Conversations with the Thrasher engineer showed that the engineer at the time of inspection was not on site to confirm the work.

* Johnson Mill road. This line flow down to 522 (Washington St) for several days before the DOH notified BSWW of the repeated icing situation caused by the water flow.

* Maintaining proper water level at the Fairview Water continues to be problematic.
Suggesting a major line leak. Weather continues to limit research.

* Power outage caused Ridge tanks overflow

* Three blacktop repairs planned for next week (week of 2/24).

b) Repair & Replacement

b1. Decant Line cross Wilkes to Warm Springs run.

* Weather causing delays. Currently shooting for end of March.

b2. Roof Repair on Myers shed

* Roofer is planning to work on Shed Monday Feb 24th

* Path around the Shed had not been complete at this time.

Superintendent contact Truax Tree Service about finishing the work by Friday Feb 21st.

Rebecca made a motion to have Truax Tree Service finish tree clearing around Myers Shed by Friday Feb 21st at expected cost of \$1,200. Susan 2nd the motion.

The motion passed unanimously.

5. Water Treatment Plant Upgrades (Preliminary Engineering Report)

a. Evaluation Results

- * Each of the submissions were independently evaluated scored over 4 categories, General Qualifications, Relevant Experience, Subcontractor Qualifications and References.
- * Rank order differences were resolved through deliberation.
- * Seven Engineering firms were evaluated, 3 firms were selected to go forward with interviews
 - Engineering Architecture and Design Services (EADS)
 - GWIN, Dobson & Forman (GD&F)
 - Thrasher
- * Four firms evaluated and not selected to be interviewed (Buchart Horn, Civil & Environment Consultants, Postesta, and New River Engineering Services)
- * Interviews will be scheduled Tue/Wed Feb 25/26, with Thursday as backup.

6. Special Projects - 522 Extension (No Update)

7. Request to assume responsibility for 0.7 miles of the US Silica Line

From: Sewer Treatment Plant on 522 to Sand Mine Rd.

- a. Line Shutoff to test Fire Hydrant and STS building conducted on Thursday 2/06
Fire Hydrant & STS building proved already to be separated from the Silica Plant and the Senior Center.
This will greatly reduce construction cost associated with bringing the line within code.

8. Administrative

a) General

- * Discussed new PSC regulation that the Water Company has email address for contact information. Need to provide email notices in addition to phone calls and site visit prior to shutoff notice.
- * Discussed the usefulness and cost of using Mail-Chimp.
Bree agreed to do additional research with other automated email systems.

b) Long Term Staffing plans

- * Discuss Water Clerk staffing, capabilities and attendance.
- * Discussed the benefits of direct management
- * Discussed the level of overburdening Town-Clerks

c) Personnel: (Executive session from 3:40 – 3:45)

- * Offered the role as Water Clerk Manager to Breana Farris, start date backdated to Feb 16th.
- * Bree will register for PSC training on May 20th, in Morgantown.

9. ASI Automated Payments (Debit Payments) (No update)

10. Water Tasting Event (Feb 20-22)

- a) Plant Tour provided to Clear Brook Water Works
(7 time winner of the International Water Tasting Event)

12. Review Motions Passed

- * Turn the SCADA Upgrade issue over the Town attorney Dick Gay.
- * Truax Tree Service finish tree clearing around Myers Shed by Friday Feb 21st @ apx. \$1,200.

13. Next meeting Mar 5th, at 2pm.

14. Adjournment at 4:05pm with common consent.

Chairman  Date 3/5/2025