



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, April 13, 2023
8500 Public Works Drive, Manassas, VA 20110

I. CALL MEETING TO ORDER

James Schornick, Chairman, called the meeting to order at 5:36 p.m.

II. DETERMINATION OF QUORUM

MEMBERS PRESENT: Chairman James Schornick, Councilmember Theresa Coates Ellis, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Mason Hollcroft

STAFF PRESENT: Director of Utilities Tony Dawood, Administrative Coordinator Daralyn Baker, Utilities Services Manager Ana Davis, Assistant Director of Water & Sewer Michael Nicholson, Deputy City Manager Bryan Foster, Compliance Officer Katelyn Geiger

STAFF ABSENT: None

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

IV. APPROVAL OF MINUTES – March 9, 2023

MOTION: Commissioner Silberstein made the motion to approve the March 9, 2023 minutes as submitted.

SECOND: Commissioner Rainville

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

There was no Director's update this month.

B. CASH REPORT AND BUDGET UPDATE

Ana Davis, Utilities Services Manager, presented the Cash Report for the month of March. The Total Unrestricted Utility Operating Cash as of April 1, 2023 was \$22,560,042.33 and reflects the VMEA payment of \$2,914,124.12 made on March 24, 2023.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the March Customer Service Report. Ms. Davis reported there were 17,134 accounts billed throughout the month of March. Total revenue billed was \$6,623,594.94 and revenue collected was \$7,615,790.88. The City wrote off \$4,579.33 this month and collected \$5,177.17 from in-house, resulting in a net collection of \$597.84.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Utilities Finance Manager, reported that there were 5 (five) outages during the month of March. 2 (two) outages were out of Prince William Substation, one (1) outage each was out of Point of Woods, Airport Substation, and Battery Heights Substation.

The February VMEA billing was \$2,914,124 (\$0.949 kwh). The City coincident peak for the month of March occurred on March 21, 2023 for a peak of 57.84 MW. The Dominion Power peak was 17,288 MW.

Mr. Dawood also reported on the following CIP Projects and their status:

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews have started installing cable on Silver Maple Area. Cannon Ridge area has conduit installation complete and work began installing cable in August 2022. Conduit installation is complete in the Weems/Jackson/Stonewall area.
E33 – Overhead to Underground Relocation (Electric Reliability)	Longstreet Drive from Grant to Portner is in design.
E34 – LED Streetlights	Currently working on neighborhood collector streets.

E. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of March. There were no water main breaks and no sewer blockages in March. The Spring flushing program is underway and should take about 6 weeks to complete.

Mr. Nicholson also reported on the following CIP Projects and their status:

CIP Project and Description	Status
W-42 – 24” Transmission Main Replacement	Phase VI-A is under construction. Contractor mobilized and will be scheduling the start of the waterline work in the next few weeks. Staff notified of 2.4 million dollars of Stem Grant to be used for Phase IV. Phase V has 100% design plans received.
W-47 – Finished Water Capacity Increase	Project to bid in near future. Received approved plans from PWC.
W-50 – Main Replacement Looping	Longstreet Drive – ready to start Park Avenue – ready to start
W-65 – Clear Well Addition & Roof Replacement	Tanks is currently under roof, finish coats to be applied this month.
W-70 – Water Plant Improvements FY18	Replacement of flocculator paddles is in progress. Replaced valves and actuator controls on pulsator.

F. PURCHASE ORDERS APPROVED – MARCH 2023

Project	Company	Amount
Longstreet Drive ROW/easement acquisitions	Volkert, Inc	\$147,989
T. Nelson Elliott Dam Emergency Action Plan	AECOM Technical Services	\$17,300

VI. NEW BUSINESS

G. PFAS (PER- AND POLYFLUOROALKYL SUBSTANCES) UPDATE

Katelyn Geiger, Compliance Officer, updated the Commission on the upcoming regulatory and compliance requirements related to the proposed PFAS rule.

MOTION: For Information Only

H. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Tony Dawood, Director of Utilities, requested that the Commission nominate and elect, or re-elect, a new Chairman and Vice-Chairman to act on behalf of the Utility Commission. Chairman Schornick’s term ends on June 30, 2023.

After discussion amongst themselves, Jeff McWhirt accepted the Chairman position, and Steve Silberstein will remain the Vice-Chairman.

MOTION: Commissioner Rainville made the motion to elect Jeff McWhirt as Chairman and Steve Silberstein as Vice-Chairman.

SECOND: Commissioner Tolson **VOTE:** Unanimous

VII. OLD BUSINESS

VIII. CLOSED SESSION

IX. ADJOURNMENT OF MEETING

There being no further business; a motion was made, second and carried unanimously to adjourn the meeting. Chairman Schornick adjourned the regular meeting at 6:27 p.m.