



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, February 8, 2018  
Public Works Facility, 8500 Public Works Drive

---

#### I. CALL MEETING TO ORDER

John Weber, Chairman, called the meeting to order at 5:30 p.m.

#### II. DETERMINATION OF QUORUM

**MEMBERS PRESENT:** Chairman John Weber, Commissioner Mason Hollcroft, Commissioner Jeff McWhirt, Commissioner Richard Milligan, Commissioner Dr. James Schornick, Councilman Mark Wolfe, Commissioner Stephen Silberstein

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Tony Dawood, Director of Utilities; David Jones, Assistant Director Electric; Glenn Simpson, Utilities Finance Manager; Ana Davis, Utilities Services Manager; Daralyn Baker, Utilities Administrative Coordinator; Michael Nicholson, Distribution and Collection Manager; Bryan Foster, Deputy City Manager

**STAFF ABSENT:** Ron Tatariw, Assistant Director of Water and Sewer

**GUESTS PRESENT:** None

#### III. CHAIRPERSON'S TIME

#### IV. APPROVAL OF MINUTES – January 11, 2018

**MOTION:** Commissioner Milligan made the motion to approve the January 11, 2018 meeting minutes as submitted.

**SECOND:** Commissioner Hollcroft

**VOTE:** Unanimous

#### V. STAFF REPORTS

##### A. ELECTRIC OPERATIONS REPORT

David Jones, Assistant Director of Electric, reported that there were nineteen (19) outages reported during the month of January: eight (8) equipment failures, five (5) customer side problems, three (3) scheduled outages, two (2) animal outages, and one (1) outage caused by a contractor.

The December 2017 VMEA billing was \$2,520,519.00 (\$0.0646/kwh). The City coincident peak for the month of January occurred on January 7, 2018 for a peak of 85.19 MW. The Dominion Power peak was 21,232 MW.

Mr. Jones relayed that our overhead to underground relocation project (E-1) was 90% complete along Fairview Avenue, with four customers already converted to underground service. The conduit installation along Tudor Lane is 40% complete.

## **B. CUSTOMER SERVICE REPORT**

Ana Davis, Customer Services Supervisor, presented the January Customer Service Report. Ms. Davis reported there were 16,564 accounts billed throughout the month of January. Total revenue billed was \$5,651,524.78 and revenue collected was \$6,113,252.48. The City wrote off \$8,270.12 this month and collected \$1,634.44 from in-house and \$654.90 from state resulting in a net collection of \$5,980.78.

15,701 AMI electric meters have been installed to date, along with 10,814 water meters.

## **C. CASH REPORT AND BUDGET UPDATE**

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of January. The Total Unrestricted Utility Operating Cash as of February 1, 2018 was \$21,119,133.20 and reflects the VMEA payment of \$2,520,518.68 made on January 24, 2018.

## **D. WATER AND SEWER OPERATIONS REPORT**

Michael Nicholson, Distribution and Collection Manager, presented the Water & Sewer Operations Report for the month of January. There were six water main breaks and two sewer blockages in January.

Mr. Nicholson reported on the status of the current CIP projects currently underway in the Water & Sewer Department. W-42 is steadily moving along and staff continues to work closely with Prince William County. The Prince William Street oversizing and replacement project (T-19) is in the bid phase with the bids closing this week.

## **E. DIRECTOR'S UPDATE**

Tony Dawood, Director of Utilities, updated the Commission that the kick-off meeting for East End Mobile Home Park will be held on Friday. The Gateway project is also moving along and should have approximately twelve occupancies by next week.

**F. PURCHASE ORDERS APPROVED – JANUARY 2018**

<b>Project</b>	<b>Vendor</b>	<b>Amount</b>
Install concrete sidewalk, apron, curb & gutter along Fairview Avenue	Espina Paving, Inc.	\$138,716
Delivery, installation, and pick-up of a 24x50 double wide office trailer-W&S Shop renovation	Allied Trailer	\$10,025

**VI. NEW BUSINESS**

**G. UTILITIES ANNUAL REPORT**

Tony Dawood, Director of Utilities, presented an overview of the FY17 annual report. The Annual Report highlights accomplishments and financial position of the department in the past year. The Council presentation will be given by Director Tony Dawood on Monday, February 12, 2018. All Commissioners are invited to attend if they wish.

**MOTION:** For Information Only

**H. REPLACEMENT LINE TRUCK FOR E-7**

Tony Dawood, Director of Utilities, and David Jones, Assistant Director of Electric, explained to the Commission that the Utilities' 2007 line truck, E-07, has developed a hydraulic leak that can only be repaired at the manufacturer's facility. The manufacturer has a new demo line truck that will be available in March for approximately \$200,000. The Electric Department is seeking approval to procure the new line truck from fund reserves, which will allow E-07 to be sent away for the repairs.

Commission and staff had a discussion regarding leasing or borrowing a line truck from another neighboring jurisdiction. Mr. Jones had researched that option to no avail. Most trucks available for lease are in Florida or Texas helping to rebuild after the hurricanes this past summer.

**MOTION:** Commissioner Hollcroft made the motion to begin the financial process of replacing line truck E-7 while still researching other options.

**SECOND:** Commissioner Milligan

**VOTE:** Unanimous

**VII. OLD BUSINESS**

**VIII. FY19 BUDGET AND CIP**

**I. APPROVAL OF FY19 OPERATING BUDGET & CIP**

Glenn Simpson, Utilities Finance Manager, indicated that after two Utility Commission work sessions on January 11, 2018, and January 23, 2018, staff is recommending the approval of the FY19 Utilities operating budget and CIP.

**MOTION:** Commissioner Schornick made the motion to approve the FY19 Operating Budget and CIP as submitted and further to City Council for final approval.

**SECOND:** Commissioner Hollcroft

**VOTE:** Unanimous

**IX. CLOSED SESSION**

**X. ADJOURNMENT OF MEETING**

There being no further business; a motion was made, seconded and carried unanimously to adjourn the meeting. Chairman Weber adjourned the regular meeting at 6:15 p.m.