



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, January 11, 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

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 – December 14, 2017

MOTION: Commissioner Schornick made the motion to approve the December 14, 2017 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 ten (10) outages reported during the month of December: four (4) equipment failures, three (3) animal (squirrel) outages, one (1) equipment overload outage, and one (1) outage caused by a contractor, and one (1) outage caused by a fallen tree.

The November 2017 VMEA billing was \$2,004,972.00 (\$0.0633/kwh). The City coincident peak for the month of December occurred on December 28, 2017 for a peak of 73.58 MW. The Dominion Power peak was 17,999 MW.

Mr. Jones reviewed calendar year 2017 stating there were 127 outages logged by Systems Operations. Calendar year 2017 also logged 57.4 minutes on SAIDI (system average interruption), when the City's goal was less than 52 minutes. Mr. Jones outlined efforts underway to reduce outages, including regular tree-trimming, undergrounding lines, replacing aging cable and working with our new OMS (Outage Management System).

B. CUSTOMER SERVICE REPORT

Ana Davis, Customer Services Supervisor, presented the December Customer Service Report. Ms. Davis reported there were 16,582 accounts billed throughout the month of December. Total revenue billed was \$5,209,871.51 and revenue collected was \$4,379,167.76. The City wrote off \$10,365.92 this month and collected \$1,529.02 from in-house and \$46.41 from state resulting in a net collection of \$8,790.49.

15,683 AMI electric meters have been installed to date, along with 10,769 water meters.

C. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of December. The Total Unrestricted Utility Operating Cash as of January 2, 2018 was \$18,309,496.76 and reflects the VMEA payment of \$2,004,971.84 made on December 26, 2017.

D. WATER AND SEWER OPERATIONS REPORT

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

Mr. Nicholson reported on the status of the current CIP projects currently underway in the Water & Sewer Department. Mr. Nicholson stated that due to the extremely cold temperatures, the Water Department has responded to 215 frozen meters and/or pipes calls in the span of 2 days. The crews were commended on their hard work in responding to the calls.

E. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, updated the Commission on the passing of former Councilmember Stephen Randolph. Mr. Dawood also informed the Commission that paperwork has been finalized for the \$175,000 purchase of the Wiita land adjacent to the dam. The East End Mobile Home Park purchase also went to settlement this week and work should begin shortly by the Catholics for Housing.

F. PURCHASE ORDERS APPROVED – DECEMBER 2017

Project	Vendor	Amount
Finished Water Capacity Increase from 14 MGD to 18 MGD. Evaluate Potential Treatment Process Improvement	Michael Baker International	\$196,700
Water Plant Improvements Replacement of Main Master Control Center (MCC)	Commonwealth Controls Corp	\$67,984
Fire House Tank-industrial interior and exterior renovation for dry long term display; fill bottom of the bowl with sand	Utility Service, Inc.	\$44,742
Change Order #1 – Logo addition on 2 sides of Quarry Tank	Utility Service, Inc.	\$25,833

VI. NEW BUSINESS

VII. OLD BUSINESS

VIII. FY19 BUDGET AND CIP

G. FY19 EXPENDITURES

Glenn Simpson, Utilities Finance Manager, presented a power point on the proposed FY19 operating expenditures. Mr. Simpson summarized expenditures for the three funds and gave preliminary revenue forecasts along with projected rate increases. Rate increases are proposed in all three funds as follows: Water 5.2%, Sewer 5%, and no increase in Electric. David Jones, Assistant Director Electric, and Michael Nicholson, Distribution and Collections Manager, both described the major expenditures in their funds for FY19.

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 6:25 p.m.