



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, December 12, 2019
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 Jeffrey McWhirt, Commissioner Richard Milligan, Commissioner Dr. James Schornick, Councilman Mark Wolfe

MEMBERS ABSENT: Commissioner Stephen Silberstein

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

STAFF ABSENT: Utilities Finance Manager Glenn Simpson

GUESTS PRESENT: Mayor Harry Parrish, City Manager Patrick Pate, Clyde Wimmer, Councilmember Ellis

III. CHAIRPERSON'S TIME

IV. APPROVAL OF MINUTES – November 12, 2019

MOTION: Commissioner Schornick made the motion to approve the November 12, 2019 meeting minutes as submitted.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. ELECTION OF OFFICERS

John Weber, Chairman, requested a nomination to elect a new Chairman of the Utilities Commission. A motion was made, and carried unanimously, to elect James Schornick as the new Chairman effective December 13, 2019.

VI. STAFF REPORTS

A. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were ten (10) outages during the month of November. Three (3) outages were in Point of Woods Substation, three (3) in Prince William Substation, two (2) in Airport Substation, and two (2) in Battery Heights Substation.

The October 2019 VMEA billing was \$2,145,482 (\$0.734/kwh). The City coincident peak for the month of November occurred on November 14, 2019 for a peak of 54.5 MW. The Dominion Power peak was 16,298 MW.

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

CIP Project and Description	Status
E1 – Overhead to Underground Relocation (NVTA)	The consulting engineers performing the Grant Street design have incorporated the electric system plan. Road construction estimated to start Fall 2020.
E30 – Underground Cable Replacement	Contractor starting replacing all primary cable on Bayberry Avenue.
E31 – New Generation Initiatives	GT Tie into Prince William Substation – The GT failed in service on May 29 and is currently being repaired in Texas by Alba. Medical Center Generators – Power Services to review and provide guidance on the operation of generator for peak shaving.
E33 – Overhead to Underground Relocation (Electric Reliability)	Technology Drive/Foster Drive Phase II is on hold, to be worked in conjunction with Dean Drive Extended.
E34 – LED Streetlights	LED fixtures are currently being installed on Sudley Rd/Rt. 234 with Liberia Avenue to follow.

B. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the November Customer Service Report. Ms. Davis reported there were 16,945 accounts billed throughout the month of November. Total revenue billed was \$5,457,848.07 and revenue collected was \$4,158,366.39. The City wrote off \$8,842.41 this month and collected \$841.31 from in-house, resulting in a net collection of \$8,001.10.

15,821 AMI electric meters have been installed to date, along with 11,055 water meters.

C. CASH REPORT AND BUDGET UPDATE

Tony Dawood, Director of Utilities, presented the Cash Report for the month of November. The Total Unrestricted Utility Operating Cash as of December 5, 2019 was \$26,282,578.49 and reflects the VMEA payment of \$2,145,482.93 made on November 25, 2019.

D. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Acting Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of November. There were 15 water main breaks, due to pressure issues, and zero sewer blockages in November.

The VDH Distribution System Sanitary Survey Report was distributed to the Commission for their information. VDH had no comments to the City on their report.

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

CIP Project and Description	Status
W-42 – 24” Transmission Main Replacement	City has received 60% design drawings, alignment and required easements identified. Kick-off meeting for easement acquisition was held with Michael Baker and ERM on September 24, 2019. Design is in progress for Phase VI-A. Pipe has been delivered and Shirley Construction will begin work in the near future for Phase VI.
W-47 – Finished Water Capacity Increase	Consultant is working on the design.
W-50 – Main Replacement Looping	Phase 1 for waterline improvements at the Airport is in the planning phase.
W-70 – Water Plant Improvements FY18	Phase II at the Water Treatment Plant is in the planning phase.
T-19 – Prince William Street	Water and sewer line work is complete.

E. DIRECTOR’S UPDATE

There was no Director update this month.

F. PURCHASE ORDERS APPROVED – NOVEMBER 2019

Project	Company	Amount
Water Hydraulic Model Update	Kimley-Horn	\$51,000

VII. PRESENTATION

VIII. NEW BUSINESS

IX. OLD BUSINESS

X. CLOSED SESSION

XI. ADJOURNMENT OF MEETING

There being no further business; a motion was made, second and carried unanimously to adjourn the meeting. Chairman Weber adjourned the regular meeting at 5:55 p.m.