



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, November 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, Utilities Finance Manager Glenn Simpson, Administrative Coordinator Daralyn Baker, Utilities Services Manager Ana Davis, Acting Assistant Director of Water & Sewer Michael Nicholson, Deputy City Manager Bryan Foster

STAFF ABSENT: None

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

IV. APPROVAL OF MINUTES – October 10, 2019

MOTION: Commissioner Schornick made the motion to approve the October 10, 2019 meeting minutes as submitted.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. STAFF REPORTS

A. ELECTRIC OPERATIONS REPORT

Glenn Simpson, Acting Assistance Director of Electric, reported that there were four (4) outages during the month of October. Two (2) outages were in Airport Substation, one (1) in Prince William Substation, and one (1) in Battery Heights Substation.

The September 2019 VMEA billing was \$2,306,368 (\$0.761/kwh). The City coincident peak for the month of October occurred on October 2, 2019 for a peak of 79.4 MW. The Dominion Power peak was 17,794 MW.

Mr. Simpson 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 two spans of UG primary on Bayberry Avenue.
E31 – New Generation Initiatives	GT Tie into Prince William Substation – The GT failed in service on May 29 and was removed and shipped to the Alba shop in Houston for inspection. Medical Center Generators – Power Services to review and provide guidance and a solution to the issues we caused the hospital.
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	All LED fixtures have been installed on Rt. 28, Wellington Road and in Georgetown South. Currently working on Hastings/Godwin.

B. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the October Customer Service Report. Ms. Davis reported there were 16,913 accounts billed throughout the month of October. Total revenue billed was \$5,812,392.82 and revenue collected was \$6,917,485.22. The City wrote off \$5,840.47 this month and collected \$5,465.11 from in-house and \$422.35 from state resulting in a net collection of \$46.99.

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

C. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of October. The Total Unrestricted Utility Operating Cash as of November 1, 2019 was \$27,053,378.83 and reflects the VMEA payment of \$2,306,368.98 made on October 23, 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 October. There were no water main breaks or sewer blockages in October.

Mr. Nicholson announced that the Micron Pond relining project is ready to begin. The contract was awarded to Independence Contracting and the project should take 5 months, weather depending.

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 – SEPTEMBER 2019

There were no large purchase orders this month.

VI. PRESENTATION

G. FY21 CIP PRESENTATION

Glenn Simpson, Utilities Finance Manager, introduced the FY21 Utilities CIPs. Projects include relocating overhead lines to underground on Grant Avenue, Quarry Rd Streetscape and Dean Drive.

Michael Nicholson, Acting Deputy Director of Water & Sewer, presented the Water and Sewer projects to include Upper Flat Branch Interceptor Replacement and Elliott Lane Sewer Main Replacement on the sewer side, and the Finished Water Capacity Increase, Clear Well Addition and Roof Rehab and Water Treatment Plant Improvements on the water side.

MOTION: For Information Only

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. CLOSED SESSION

X. 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 6:05 p.m.