



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, August 13, 2020  
Council Chambers, 9027 Center St, Manassas, VA 20110

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#### I. CALL MEETING TO ORDER

James Schornick, Chairman, called the meeting to order at 5:30 p.m.

#### II. DETERMINATION OF QUORUM

**MEMBERS PRESENT:** Chairman James Schornick, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Richard Milligan, Commissioner Stephen Silberstein (via Zoom due to being out of town)

**MEMBERS ABSENT:** Councilman Mark Wolfe, Commissioner Robert Angelotti

**STAFF PRESENT:** Director of Utilities Tony Dawood, Utilities Finance Manager Glenn Simpson, Administrative Coordinator Daralyn Baker, Utilities Services Manager Ana Davis, Assistant Director of Electric Tarek Aly, Assistant Director of Water & Sewer Michael Nicholson, Deputy City Manager Bryan Foster

**STAFF ABSENT:** None

**GUESTS PRESENT:** None

#### III. APPROVAL OF REMOTE ELECTRONIC PARTICIPATION BY A COMMISSION MEMBER

**MOTION:** Commissioner Hollcroft made the motion to allow Commissioner Silberstein to fully participate in the meeting via Zoom.

**SECOND:** Commissioner McWhirt

**VOTE:** Unanimous

#### IV. CHAIRPERSON'S TIME

Chairman Schornick requested that more information be provided on the monthly reports specifically regarding the CIP project update. Chairman Schornick offered to work with staff.

#### V. APPROVAL OF MINUTES – July 9, 2020

**MOTION:** Commissioner Milligan made the motion to approve the July minutes as presented.

**SECOND:** Commissioner Hollcroft

**VOTE:** Unanimous

## VI. STAFF REPORTS

### A. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were thirteen (13) outages during the month of July. Four (4) outages each were in Prince William Substation, Battery Heights Substation and Airport Substation. One (1) outage was in Point of Woods Substation.

The June VMEA billing was \$2,469,699 (\$0.691 kwh), which reflects payment due to Dominion Energy for the Annual true-up Adjustment. The City coincident peak for the month of July occurred on July 20, 2020 for a peak of 89.90 MW. The Dominion Power peak was 20,084 MW.

Mr. Aly 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. Crews currently installing conduit on Brent St.
E30 – Underground Cable Replacement	Park Ave/Park St work began in June. Completed about 25% of installing new primary cable.
E31 – New Generation Initiatives	GT Tie into Prince William Substation – The GT failed in service on May 29 and was being repaired in Texas by Alba. Repair is now complete and the turbine was shipped back to us on July 8, 2020.  Medical Center Generators – changes were made to the relay setting and generators step-up transformers connection. Generators were tested and now running ok.
E32 – New Fiber Optic Loop	All cable installed from VMEA to Quarry Road. C&C spliced all fiber. Project is now complete.
E33 – Overhead to Underground Relocation (Electric Reliability)	Technology Drive/Foster Drive Phase II - on hold, to be worked in conjunction with Dean Drive Extended.  Lincoln Ave – City contractor completed the installation of conduits. Underground cable to be installed in conjunction with Jefferson Square project.  School St – contractor has completed installation of conduits. Underground cable to be installed in conjunction with Jefferson Square project.

E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive.
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**B. CUSTOMER SERVICE REPORT**

Ana Davis, Utilities Services Manager, presented the July Customer Service Report. Ms. Davis reported there were 17,094 accounts billed throughout the month of July. Total revenue billed was \$5,671,283.68 and revenue collected was \$4,901,020.99. The City wrote off \$8,215.36 this month and collected \$793.04 from in-house, resulting in a net collection of \$9,008.40.

There are 3,900 paperless users, and 11,318 online system users.

**C. CASH REPORT AND BUDGET UPDATE**

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of July. The Total Unrestricted Utility Operating Cash as of August 3, 2020 was \$27,790,298.11 and reflects the VMEA payment of \$2,469,699.97 made on July 24, 2020.

**D. WATER AND SEWER OPERATIONS REPORT**

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of July. There was one water main break and one sewer blockage in July. Mr. Nicholson also mentioned that the recent rains have caused a delay in the Micron Pond project but the anticipated completion date has remained September, 2020.

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 for Phase V. Design is in progress for Phase VI-A. Shirley Construction has begun construction. Conflict discovered with Dominion Energy lines but working to get it resolved.
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.
W-71 – Dean Storage Tank	Crews are working through E&S issues, site work has begun.

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

Tony Dawood, Director of Utilities, explained to the Commission that Prince William County (PWC) is requiring the City process a "Public Facility Review" (PFR) for the proposed Water Treatment Plant Capacity Expansion Project. This will require going to the PWC Planning Commission for approval. The County is working with the City to expedite the process.

Mr. Dawood stated that the UOSA Ammonia project for the Micron expansion has moved from "Preliminary Engineering Report" to "Basis of Design". Also, a better order-of-magnitude cost estimate has been requested for Micron's budget purposes.

## **F. PURCHASE ORDERS APPROVED – JUNE 2020**

There were no large purchase orders approved in June.

## **VII. NEW BUSINESS**

### **G. UOSA MASTER PLAN**

Tony Dawood, Director of Utilities, explained to the Commission that a Master Plan for UOSA is currently underway. He indicated that based on current flows and flow projections from each of the four (4) jurisdictions it serves, the UOSA plant will reach its capacity of 54 million gallons per day (mgd) by the year 2028 to 2030. The purpose of the Master Plan is to insure that the Plant continues to meet its regulatory and performance requirements, as well as, the needs of the jurisdictions it serves well into the future. Mr. Dawood explained that one very critical element of the Master Plan is the capacity needs of the City. The Master Plan is considering capacity needs for each jurisdiction out to 2050. Mr. Dawood indicated that based on our flow projections the City's needs for capacity is more immediate than other jurisdictions. He indicated that regardless of the methodology used, with the anticipated growth, the recently adopted City Comprehensive Plan and Micron, the City would exhaust its current capacity of 9.19 mgd well before 2028. The Master Plan is considering capital project needs, time schedules, order-of-magnitude cost to meet flow and loading requirements for each jurisdiction. Mr. Dawood stated that the Master Plan is proposing a six (6) mgd incremental expansion initially, and subsequently two additional six (6) mgd expansions as needed. Mr. Dawood indicated that he has advised UOSA consultants that the City's needs are in the proximity of four (4) mgd based on the City analysis to the year 2028, but qualified that capacity needs for the City would require additional discussions internally with the City Manager's Office. Mr. Dawood also stated that he has had meetings with Micron to determine their needs and timing for their possible expansion into phase II. Finally, Mr. Dawood informed the Commission that the UOSA Service Agreement most likely will also need to be amended depending on each jurisdiction's needs.

**MOTION:** For Information Only

**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 Schornick adjourned the regular meeting at 6:22 p.m.