



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, December 9, 2021
8500 Public Works Drive, Manassas, VA 20110

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, Councilman Mark Wolfe, Commissioner Mason Hollcroft, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Jeffrey McWhirt

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

STAFF ABSENT: None

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

IV. APPROVAL OF MINUTES – November 16, 2021

MOTION: Commissioner Hollcroft made the motion to approve the November minutes as submitted.

SECOND: Commissioner Silberstein

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that the Federal Infrastructure Bill has funds for utility related infrastructure. Specifically, the bill speaks to monies for lead service line replacement, revolving loan fund and emerging contaminants.

Mr. Dawood and Mr. Simpson also introduced the new Utility Analyst, Tadios Alemayhue.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of November. The Total Unrestricted Utility Operating Cash as of December 1, 2021 was \$22,151,249.34 and reflects the VMEA payment of \$2,202,434.85 made on November 29, 2021.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the November Customer Service Report. Ms. Davis reported there were 17,094 accounts billed throughout the month of November. Total revenue billed was \$5,817,540.71 and revenue collected was \$6,801,864.99. The City wrote off \$29,664.81 this month and collected \$768.98 from in-house, resulting in a net collection of \$28,895.83.

Ms. Davis also reported that approximately \$243,000 of ARPA money was applied to those accounts that were 60+ days in arrears.

D. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were eight (8) outages during the month of November. Three (3) outages were at Airport Substation, two (2) at Point of Woods Substation, two (2) at Prince William Substation, and one (1) at Battery Heights Substation.

The October VMEA billing was \$2,202,435 (\$0.744 kwh). The City coincident peak for the month of November occurred on November 24, 2021 for a peak of 62.41 MW. The Dominion Power peak was 16,151 MW.

Commission member Hollcroft questioned staff regarding electric pole replacement protocols. Commissioner Hollcroft asked specifically how many poles are typically replaced in a year due to age or deterioration. Commission member Silberstein asked staff to set a goal of 95% for placing electric lines underground. Staff advised the Commission that the City has approximately 87% of its electrical distribution lines now underground.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews have begun work on South Waterford Drive and are about 50% complete
E33 – Overhead to Underground	Lincoln Ave and School St – project is complete

Relocation (Electric Reliability)	and waiting for Verizon and Comcast to remove their facilities. Foster Drive Phase II – project is released and will start after staking and grade elevations.
E34 – LED Streetlights	Currently working on neighborhood collector streets.

E. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of November. There were four (4) water main breaks and no sewer blockages in November.

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

CIP Project and Description	Status
W-42 – 24" Transmission Main Replacement	Phase VI-A under construction. Construction delays encountered due to fiber company conflicts.
W-47 – Finished Water Capacity Increase	In review with Prince William County. Project to bid in spring of 2022.
W-50 – Main Replacement Looping	Longstreet Drive - design to be completed and scheduled to bid in the spring of 2022.
W-65 – Clear Well Addition & Roof Replacement	Clark Construction issued Notice to Proceed on November 3, 2021. Contract documents being finalized
W-70 – Water Plant Improvements FY18	Conventional filter completed.

F. PURCHASE ORDERS APPROVED – NOVEMBER 2021

Project	Vendor	Amount
Longstreet Drive improvements	Michael Baker	\$168,900

VI. FY2023 BUDGET AND CIP

G. FY2023 PRELIMINARY OPERATING BUDGET

Glenn Simpson, Utilities Finance Manager, introduced a preliminary FY2023 operating budget which incorporated the recommended CIP. Mr. Simpson discussed each fund and highlighted the changes in each. Rate changes proposed are a 4% increase in Water, a 5% increase in Sewer, and a 2% increase in Electric.

A budget work session with Commission has been scheduled for January 18, 2022.

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 Schornick adjourned the regular meeting at 6:52 p.m.