



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, February 11, 2021
Meeting held virtually via Zoom

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 Robert Angelotti, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Councilman Mark Wolfe

MEMBERS ABSENT: None

STAFF PRESENT: Director of Utilities Tony Dawood, Administrative Coordinator Daralyn Baker, Utilities Finance Manager Glenn Simpson, 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. CHAIRPERSON'S TIME

IV. APPROVAL OF MINUTES – December 10, 2020

MOTION: Commissioner Silberstein made the motion to approve the December minutes as submitted. There was no meeting held in January, 2021.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that the Utilities Annual Report was presented to City Council on Monday, February 8, 2021. A copy of the full Annual Report will be distributed to each Commissioner.

Mr. Dawood also explained that COVID-19 has affected nearly every department in the Utilities. Precautions have been taken to alter work hours of the crews and

implement tele-working options whenever possible. Human Resources has been in contact with departments and is attempting to get the vaccine for essential workers.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of January. The Total Unrestricted Utility Operating Cash as of February 1, 2021 was \$21,840,310.82 and reflects the VMEA payment of \$1,829,670.37 made on January 22, 2021.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the February Customer Service Report. Ms. Davis reported there were 17,039 accounts billed throughout the month of January. Total revenue billed was \$5,674,763.08 and revenue collected was \$5,536,382.45. The City wrote off \$20,837.64 this month and collected \$1,728.77 from in-house, resulting in a net collection of \$19,108.87.

There are 4,283 paperless users, and 13,669 online system users.

Ms. Davis informed the Commission that since the beginning of the pandemic, approximately \$393,000 was accrued in lost revenue since penalties are not being applied to late accounts. Approximately \$44,000 has been lost in the past month.

D. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were seven (7) outages during the month of January. Three (3) outages were at Airport Substation, two (2) outages were in Point of Woods Substation, one (1) in Battery Heights Substation, and one (1) in Prince William Substation.

The December VMEA billing was \$1,829,670 (\$0.496 kwh). The City coincident peak for the month of January occurred on January 29, 2021 for a peak of 64.4 MW. The Dominion Power peak was 17,870 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Battlefield Drive is 65% complete, USA Cable is pulling cable.
E33 – Overhead to Underground Relocation (Electric Reliability)	Lincoln Ave and School St – City contractor completed the installation of conduit. Underground cable to be installed in conjunction with Jefferson Square project. Water Plant Compound – 98% complete, Verizon line transfer and clean up remaining.
E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive. Currently working on Peabody Street.

E37 – Substation Capacity & Reliability	Contract has been awarded for transformer major maintenance.
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E. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of January. There were six (6) water main breaks and one (1) sewer blockage in January.

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

CIP Project and Description	Status
W-42 – 24" Transmission Main Replacement	Phase IV design complete, awaiting funding. Phase V has 60% drawings received. Phase VI is continuing with construction. Phase VI-A design is complete, project was re-advertised for bid. Award to be completed soon.
W-47 – Finished Water Capacity Increase	100% design completed, Public Hearing set for Feb. 19 th send out to bid in late spring.
W-70 – Water Plant Improvements FY18	Prioritizing plant maintenance list, e.g.: filter replacement, floc gates, etc
W-71 – Dean Storage Tank	Tank construction is complete, piping work on-going

F. PURCHASE ORDERS APPROVED – JANUARY 2021

Project	Company	Amount
Schneider Industry Support for 2021	Graybar Electric Co, Inc	\$9,702
Micron Substation battery and charger replacement	DC Technology, Inc	\$54,126
Orbinox Knife Gate Valves	Hajoca Corp	\$27,863

VI. FY22 CIP AND BUDGET

G. FY2022 PRELIMINARY OPERATING BUDGET

Glenn Simpson, Utilities Finance Manager, introduced a preliminary FY2022 operating budget which incorporated the recommended CIP. Mr. Simpson discussed each fund and highlighted the changes in each. Rate changes proposed are a 5% increase in Water, 3.5% in Sewer, and no rate change in Electric.

MOTION: Commissioner Hollcroft

SECOND: Commissioner Silberstein

ABSTAIN: Council Member Wolfe

VOTE: Commissioners Angelotti, McWhirt, Rainville, Schornick

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 6:00 p.m.