



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, June 10, 2021  
8500 Public Works Drive, 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 Kelsey Rainville, Commissioner Stephen Silberstein, Councilman Mark Wolfe

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Director of Utilities Tony Dawood, Administrative Coordinator Daralyn Baker, Assistant Director of Electric Tarek Aly, Utilities Finance Manager Glenn Simpson, Utilities Services Manager Ana Davis, Assistant Director of Water & Sewer Michael Nicholson, Compliance Officer Addie Aufforth

**STAFF ABSENT:** Deputy City Manager Bryan Foster

**GUESTS PRESENT:** None

#### III. CHAIRPERSON'S TIME

No update this month.

#### IV. APPROVAL OF MINUTES – May 13, 2021

**MOTION:** Commissioner McWhirt made the motion to approve the May minutes as submitted.

**SECOND:** Commissioner Hollcroft

**VOTE:** Unanimous

#### V. STAFF REPORTS

##### A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that he attended a meeting regarding the Boards, Commissions and Committees within the City. A few changes will be implemented that affect the Utility Commission. Commission members can hold two consecutive 4-year terms; however, if no applicants are received for a vacant position, the member may be considered to serve a third 4-year term.

An annual report will be given to Council by the Chairman of the Commission updating the Council. Council Member Wolfe said this annual report can be combined with the staff annual report given each year.

Mr. Dawood also informed the Commission that ARPA stimulus money might become available to the utility for investments in water service. Money must be spent by the end of calendar year 2024. Staff will begin prioritizing projects that might benefit from this.

## **B. CASH REPORT AND BUDGET UPDATE**

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of May. The Total Unrestricted Utility Operating Cash as of June 1, 2021 was \$27,502,562.89 and reflects the VMEA payment of \$1,808,223.51 made on May 26, 2021.

## **C. CUSTOMER SERVICE REPORT**

Ana Davis, Utilities Services Manager, presented the May Customer Service Report. Ms. Davis reported there were 17,061 accounts billed throughout the month of May. Total revenue billed was \$5,254,835.38 and revenue collected was \$5,780,225.57. The City wrote off \$11,953.29 this month and collected \$1,160.93 from in-house, resulting in a net collection of \$10,792.36.

There are 4,599 paperless users, and 14,002 online system users.

Ms. Davis informed the Commission that approximately \$49,000 remains in CARES assistance money and the money must be used by November 30, 2021.

## **D. ELECTRIC OPERATIONS REPORT**

Tarek Aly, Assistant Director of Electric, reported that there were fifteen (15) outages during the month of May. Seven (7) outages were at Prince William Substation, four (4) at Airport Substation, two (2) at Battery Heights Substation and two (2) at Point of Woods Substation.

The April VMEA billing was \$1,808,223 (\$0.630 kwh). The City coincident peak for the month of May occurred on May 26, 2021 for a peak of 65.10 MW. The Dominion Power peak was 17,840 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Battlefield Drive is complete and crews are now beginning on the North Waterford Drive area.
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. Old Wellington Rd – Project is complete.
E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive. Currently working on neighborhood collector streets.
E37 – Substation Capacity & Reliability	Major transformer maintenance project is complete.

#### E. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of May. There were no water main breaks and two (2) sewer blockages in May.

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 completed. Phase VI-A awarded to GEI. Preconstruction meeting held, work initiating on site.
W-47 – Finished Water Capacity Increase	Formal Submission underway. Estimate out to Bid in November.
W-50 – Main Replacement Looping	Portner Ave completed to replace 6" pipe with 8" pipe in conjunction with sidewalk installation. Grant Ave will be the next area.
W-65 – Clear Well Addition & Roof Replacement	Pre-bid meeting occurred last week.
W-70 – Water Plant Improvements FY18	Flocuators replacement completed.

#### F. PURCHASE ORDERS APPROVED – MAY 2021

Project	Company	Amount
Upgrade Digges Road system to EZ-Gen in lieu of replacing DSLC units	Electric Power, Inc	\$92,788.00

### VI. NEW BUSINESS

**G. CCR 2020 – CONSUMER CONFIDENCE REPORT**

Addie Aufforth, Compliance Officer, presented an overview of the Consumers Confidence Report (CCR) for 2020, which is required by the Virginia Department of Health, as primacy for EPA, to provide information concerning the quality of water from the previous monitoring year. The information will be available to all City customers on the City's website. Paper copies of the report will also be mailed to any customer requesting one.

**MOTION:** For Information Only

**VII. OLD BUSINESS**

**VIII. CLOSED SESSION**

**IX. 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 6:40 p.m.