



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, June 8, 2023
8500 Public Works Drive, Manassas, VA 20110

I. CALL MEETING TO ORDER

Jeffrey McWhirt, Chairman, called the meeting to order at 5:30 p.m.

II. DETERMINATION OF QUORUM

MEMBERS PRESENT: Chairman Jeffrey McWhirt, Councilmember Theresa Coates Ellis, Commissioner Mason Hollcroft, Commissioner Kelsey Rainville, Commissioner James Schornick, Commissioner Stephen Silberstein (via Zoom), Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Robert Fox

STAFF PRESENT: Administrative Coordinator Daralyn Baker, Utilities Services Manager Ana Davis, Assistant Director of Water & Sewer Michael Nicholson, Utilities Finance Manager Alla Price, Compliance Officer Katelyn Geiger

STAFF ABSENT: Director of Utilities Tony Dawood

GUESTS PRESENT: Richard Meyer

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.

SECOND: Commissioner Schornick

VOTE: Unanimous

IV. CHAIRPERSON'S TIME

V. APPROVAL OF MINUTES – April 13, 2023

MOTION: Commissioner Hollcroft made the motion to approve the April 13, 2023 minutes as submitted.

SECOND: Commissioner Schornick

VOTE: Unanimous

VI. STAFF REPORTS

A. DIRECTOR'S UPDATE

There was no Director's update this month.

B. CASH REPORT AND BUDGET UPDATE

Ana Davis, Utilities Services Manager, presented the Cash Report for the month of May. The Total Unrestricted Utility Operating Cash as of June 1, 2023 was \$27,315,858.97 and reflects the VMEA payment of \$2,290,632.65 made on May 26, 2023.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the May Customer Service Report. Ms. Davis reported there were 17,094 accounts billed throughout the month of May. Total revenue billed was \$6,518,572.76 and revenue collected was \$8,257,677.61. The City wrote off \$16,834.96 this month and collected \$386.60 from in-house, resulting in a net collection of \$16,448.36.

D. ELECTRIC OPERATIONS REPORT

Ana Davis, Utilities Services Manager, reported that there were 12 (twelve) outages during the month of May. 5 (five) outages were out of Prince William Substation, 4 (four) outages were out of Point of Woods, two (2) outages were out of Battery Heights Substation, and one (1) outage was out of Airport Substation.

The April VMEA billing was \$2,290,632.00 (\$0.814 kwh). The City coincident peak for the month of May occurred on May 12, 2023 for a peak of 54.9 MW. The Dominion Power peak was 15,841 MW.

Ms. Davis also reported on the following CIP Projects and their status:

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews have started installing cable on Silver Maple Area. Cannon Ridge area has conduit installation complete and work began installing cable in August 2022. Conduit installation is complete in the Weems/Jackson/Stonewall area. Conduit installation began in April 2023 in the King Carter Street area.
E33 – Overhead to Underground Relocation (Electric Reliability)	Longstreet Drive from Grant to Portner is in design. Douglas Street has the project designed and waiting on easements.
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 May. There were no water main breaks and no sewer blockages in May. The Spring flushing program is complete for this year.

Mr. Nicholson notified the Commission that the City's Water Treatment Plant has been awarded the Gold Award from the Virginia Department of Health for excellence in clarification, filtration and backwash. This is the first time the City has been awarded the Gold level.

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 is under construction. Contractor mobilized and will be scheduling the start of the waterline work in the next few weeks. Staff notified of 2.4 million dollars of Stem Grant to be used for Phase IV. Phase V has 100% design plans received.
W-47 – Finished Water Capacity Increase	Project to bid in near future. Received approved plans from PWC.
W-50 – Main Replacement Looping	Longstreet Drive – ready to start Park Avenue – ready to start
W-65 – Clear Well Addition & Roof Replacement	Tanks is currently under roof, finish coats to be applied this month.
W-70 – Water Plant Improvements FY18	Replacement of flocculator paddles is in progress. Replaced valves and actuator controls on pulsator.

F. PURCHASE ORDERS APPROVED – MAY 2023

Project	Company	Amount
Vibration testing on all peak generators	Motor-Gen Testing & Inspection Services	\$9,825
VMEA V9 emergency radiator purchase	Carter Machinery Co	\$131,543
Gateways for AMI	Cannon Technologies	\$9,400
CT testing	Delta Star, Inc	\$5,500
Brickyard Plant engineering services	Global Engineering Solutions	\$35,000
Annual CISCO support for SCADA	Disys Solutions	\$25,688
Replacement fire alarm panel at WTP	VSC Fire & Security Inc	\$6,989

VII. NEW BUSINESS

G. CONSUMERS CONFIDENCE REPORT

Katelyn Geiger, Compliance Officer, presented an overview of the Consumers Confidence Report (CCR) for 2021 and 2022, 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

H. MICRON AMENDED CITY CUSTOMER TRANSFER AGREEMENT WITH DOMINION VIRGINIA POWER

Ana Davis, Utilities Services Manager, explained to the Commission that Micron is currently working on an amendment to the Service Agreement with Dominion Virginia Power (DVP) that extends the terms until August 26, 2035. The City and Micron have a Customer Transfer Agreement which allows Micron to receive its power from DVP. That agreement has been in place since 2014 and has been previously amended in 2018 and 2019.

MOTION: Commissioner Hollcroft made the motion to approve the agreement.

SECOND: Commissioner Schornick **VOTE:** Unanimous

I. METHANOL FEED FACILITY

This item was postponed by the Utility Commission until further clarification can be made.

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 McWhirt adjourned the regular meeting at 7:02 p.m.