



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, March 10, 2022
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 (via Zoom), Councilman Mark Wolfe, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

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 Water & Sewer Michael Nicholson, Deputy City Manager Bryan Foster, Compliance Officer Kaitlyn Geiger

STAFF ABSENT: None

GUESTS PRESENT: None

III. APPROVAL OF REMOTE ELECTRONIC PARTICIPATION BY A COMMISSION MEMBER

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

SECOND: Commissioner Hollcroft

VOTE: Unanimous

IV. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

V. APPROVAL OF MINUTES – February 10, 2022

MOTION: Commissioner Silberstein made the motion to approve the February minutes as submitted.

SECOND: Commissioner Rainville

VOTE: Unanimous

VI. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, reported to the Commission that the by-laws for the Commission were written in 1993 and are outdated. Mr. Dawood recommended forming a sub-committee to update the by-laws. Commissioners Silberstein, Hollcroft and McWhirt volunteered to work on the sub-committee.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of March. The Total Unrestricted Utility Operating Cash as of March 1, 2022 was \$24,460,499.52 and reflects the VMEA payment of \$2,722,756.75 made on February 25, 2022.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the March Customer Service Report. Ms. Davis reported there were 17,080 accounts billed throughout the month of February. Total revenue billed was \$6,212,938.99 and revenue collected was \$6,093,926.25. The City wrote off \$23,329.56 this month and collected \$1,496.12 from in-house, resulting in a net collection of \$21,833.44.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were five (5) outages during the month of February. Two (2) outages were out of Point of Woods Substation, two (2) outages out of Airport Substation, and one (1) out of Battery Heights Substation.

The January VMEA billing was \$2,722,756 (\$0.646 kwh). The City coincident peak for the month of February occurred on February 15, 2022 for a peak of 67.7 MW. The Dominion Power peak was 19,496 MW.

Mr. Dawood 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 90% complete. Country Lane is the next area designated for cable replacement.

E33 – Overhead to Underground Relocation (Electric Reliability)	Lincoln Ave and School St – project is complete and waiting for Verizon and Comcast to remove their facilities. Foster Drive Phase II – all conduit is installed and cable installation began the week of January 3, 2022.
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 February. There were four (4) water main breaks and one (1) sewer blockage in February.

Mr. Nicholson introduced Kaitlyn Geiger as the Compliance Officer.

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. Fiber company finished their work. City installing 24” pipe. Staff notified of 2.4 million dollars of Stem Grant to be used for Phase IV.
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. Grant Avenue near completion.
W-65 – Clear Well Addition & Roof Replacement	Clark Construction issued Notice to Proceed on November 3, 2021. E&S under construction.
W-70 – Water Plant Improvements FY18	Conventional filter upgrades completed.

F. PURCHASE ORDERS APPROVED – FEBRUARY 2022

Project	Vendor	Amount
Airport Substation Transformer Repair	Delta Star, Inc	\$4,900
WTP Clearwell #2 Project	Clark Construction	\$4,376,000

VII. NEW BUSINESS

H. ELECTION OF VICE-CHAIR FOR UTILITY COMMISSION

Tony Dawood, Director of Utilities, explained that per the by-laws of the Utility Commission, a vice-chair must be elected to act on behalf of the Commission in the chairperson's absence. The Commission discussed it amongst themselves, and chose to elect Commissioner Silberstein as the vice-chair.

MOTION: Commissioner Hollcroft made the motion to elect Commissioner Silberstein as the vice-chair of the Utility Commission

SECOND: Commissioner Rainville

VOTE: Unanimous

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 6:10 p.m.