



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, March 11, 2021
9027 Center Street, 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, Commissioner Robert Angelotti, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein (via Zoom), 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 (via Zoom), 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. APPROVAL OF REMOTE ELECTRONIC PARTICIPATION BY A COMMISSION MEMBER

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

SECOND: Commissioner Angelotti **VOTE:** Unanimous

IV. CHAIRPERSON'S TIME

Chairman Schornick introduced our newest Commission Member, Mr. Kelsey Rainville. Mr. Rainville briefly introduced himself.

Chairman Schornick also asked that each Commission Member notify Daralyn Baker once they are fully vaccinated, with the hope that once everyone is fully vaccinated meetings can resume at the Public Works Facility.

V. APPROVAL OF MINUTES – February 11, 2021

MOTION: Commissioner Angelotti made the motion to approve the February minutes with the following changes: remove Richard Milligan's name and replace with Kelsey Rainville under the member's present on page 1. Change Obstain to Abstain on page 4.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

VI. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that on March 24, 2021, there is a budget work session scheduled with the City Council to discuss enterprise funds.

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, 2021 was \$23,252,101.06 and reflects the VMEA payment of \$1,943,222.34 made on February 19, 2021.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the March Customer Service Report. Ms. Davis reported there were 17,055 accounts billed throughout the month of February. Total revenue billed was \$5,684,220.59 and revenue collected was \$5,119,331.24. The City wrote off \$18,780.32 this month and collected \$7,768.23 from in-house, resulting in a net collection of \$11,012.09.

There are 4,404 paperless users, and 13,881 online system users.

Ms. Davis informed the Commission that approximately \$39,500 in penalties were not accessed in February. There is approximately \$80,000 remaining in CARES assistance money.

D. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were two (2) outages during the month of February. One outage was at Battery Heights Substation, and one in Prince William Substation.

The January VMEA billing was \$1,943,222 (\$0.495 kwh). The City coincident peak for the month of February occurred on February 4, 2021 for a peak of 55.45 MW. The Dominion Power peak was 16,897 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, South Main Street, and South Grant Avenue.
E37 – Substation Capacity & Reliability	Contract has been awarded for transformer major maintenance.

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.

The annual flushing program will begin the first week of April.

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 pipe work nearing completion, tie in date to be scheduled soon. Phase VI-A City has received Bids and will award shortly.
W-47 – Finished Water Capacity Increase	Public hearing was held with no major comments. Official submission is moving forward, look to bid once all approvals are complete.
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 completed. Piping work in progress. Project should be completed in a few weeks.

F. PURCHASE ORDERS APPROVED – FEBRUARY 2021

Project	Company	Amount
Testing for SEL microprocessor	ABM Electrical Power Solutions, Inc	\$13,050
Vibration testing on generator	Motor-Gen Testing & Inspections Services, Inc	\$9,150
Airport area reliability planning study	RGrid Power PLLC	\$15,000
Redoubt Pump Station retrofit	Shafer Troxell & Howe	\$26,050
Rehab 8 conventional filters (WTP)	WGK Construction	\$462,372
Assessment of City's sewer allocations in the UOSA plant	Kimley-Horn	\$16,068

VII. NEW BUSINESS

G. BENEFITS OF MANASSAS GENERATION (GLENN SIMPSON)

Glenn Simpson, Utilities Finance Manager, shared a Power Point Presentation from GDS explaining the benefits of Manassas generation. The presentation showed how the City was using its generation assets to sell capacity into the PJM market as well as clip its transmission peaks. These efforts saved the City over \$1.5 million in FY 20 and are estimated to save the City \$1.38 million in FY 21 and \$2.3 million in FY 22.

MOTION: For Information Only

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 6:28 p.m.