



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, March 9, 2023
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, Councilmember Theresa Coates Ellis, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Stephen Silberstein

STAFF PRESENT: Administrative Coordinator Daralyn Baker, Utilities Services Manager Ana Davis, Assistant Director of Water & Sewer Michael Nicholson, Deputy City Manager Bryan Foster

STAFF ABSENT: Director of Utilities Tony Dawood

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

Chairman Schornick announced that his term on the Utility Commission ends on June 30, 2023. A new Chairman and Vice-Chairman will need to be elected during the April 2023 meeting.

IV. APPROVAL OF MINUTES – February 9, 2023

MOTION: Commissioner McWhirt made the motion to approve the February 9, 2023 minutes as submitted.

SECOND: Commissioner Kelsey

VOTE: Unanimous

V. 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 February. The Total Unrestricted Utility Operating Cash as of March 1, 2023 was \$21,873,711.79 and reflects the VMEA payment of \$2,996,024.38 made on February 21, 2023.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the February Customer Service Report. Ms. Davis reported there were 17,105 accounts billed throughout the month of February. Total revenue billed was \$7,736,067.30 and revenue collected was \$6,629,812.32. The City wrote off \$16,227.52 this month and collected \$1,826.27 from in-house, resulting in a net collection of \$14,401.25.

D. ELECTRIC OPERATIONS REPORT

James Bower, Operations and Generation Supervisor, reported that there were 4 (four) outages during the month of February. One (1) outage each was out of Point of Woods, Airport Substation, Prince William Substation, and Battery Heights Substation.

The January VMEA billing was \$2,996,024 (\$0.850 kwh). The City coincident peak for the month of February occurred on February 4, 2023 for a peak of 67.2 MW. The Dominion Power peak was 19,544 MW.

Mr. Dawood 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 50% complete in the Weems/Jackson/Stonewall area.
E33 – Overhead to Underground Relocation (Electric Reliability)	Longstreet Drive from Grant to Portner is in design.
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 was one (1) water main break and no sewer blockages in February. The Spring flushing program is getting ready to begin.

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 – FEBRUARY 2023

Project	Company	Amount
Pad Mount Safefront Primary Metering Station – Brickyard Data Center	Anixter	\$151,108
900amp rated T-body and connecting plugs – Brickyard Data Center	WESCO Distribution Inc	\$49,270
Box Pad – Brickyard Data Center	Irby Co	\$5,904
Box Pad – Brickyard Data Center	Graybar Electric Co	\$5,374
Security Cameras in Customer Service area	Canal Alarm Devices Inc	\$6,671
Post Concealment Inspection/Special Inspection – Clearwell Project	Terracon Consultants, Inc	\$50,526
Sanitary Sewer Replacement – Ellicott Lane	Sagres Construction Corp	\$397,076

VI. NEW BUSINESS

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 6:10 p.m.