



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, May 12, 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, Councilman Mark Wolfe, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Stephen Silberstein

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

STAFF ABSENT: None

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

IV. APPROVAL OF MINUTES – March 10, 2022

MOTION: Commissioner Hollcroft made the motion to approve the March minutes as submitted. There was no meeting held in April, 2022.

SECOND: Commissioner McWhirt

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, reported to the Commission that Council approved the budget on Monday, May 9, 2022.

Filling vacant positions has been difficult, especially the Assistant Director of Electric position.

Mr. Dawood handed out a draft of the Utility Commission by-laws to the members of the sub-committee.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of April. The Total Unrestricted Utility Operating Cash as of May 2, 2022 was \$32,694,355.55 and reflects the VMEA payment of \$2,174,490.08 made on April 22, 2022.

Mr. Simpson provided a copy of a memo that was sent to the Mayor and Council Members explaining an increase in the PCA, which will increase the average residential customer's bill by \$8.25.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the April Customer Service Report. Ms. Davis reported there were 17,066 accounts billed throughout the month of April. Total revenue billed was \$5,911,123.76 and revenue collected was \$5,316,650.16. The City wrote off \$11,216.68 this month and collected \$466.80 from in-house, resulting in a net collection of \$10,751.88.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were seven (7) outages during the month of April. Four (4) outages were out of Prince William Substation, two (2) outages out of Airport Substation, and one (1) out of Battery Heights Substation.

The January VMEA billing was \$2,174,490 (\$0.679 kwh). The City coincident peak for the month of April occurred on April 24, 2022 for a peak of 48.3 MW. The Dominion Power peak was 14,246 MW.

Mr. Dawood announced that the Gas Turbine is running and functional. Mr. Dawood also 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 Country Lane and are 90% complete. Cannon Ridge area is the next area designated for cable replacement.
E33 – Overhead to Underground Relocation (Electric Reliability)	Foster Drive Phase II – all cable and conduit is installed. Waiting on Verizon and Comcast to remove their facilities. Longstreet Drive is being considered as the next target area.
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 April. There was one (1) water main breaks and zero sewer blockages in 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-A is 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 summer of 2022. Grant Avenue near completion. Awaiting 60% plan. Bragg Lane – Out for bid. Bid expected to close June 7, 2022.
W-65 – Clear Well Addition & Roof Replacement	Clark Construction issued Notice to Proceed on November 3, 2021. E&S under construction. Excavation for the tank being done currently on second lift no delays expected at this time.
W-70 – Water Plant Improvements FY18	Conventional filter upgrades completed.
T-21 – Grant Avenue Water Line	Completed

F. PURCHASE ORDERS APPROVED – APRIL 2022

Project	Vendor	Amount
Removal and installation of 6” butterfly valves for filters 9-12	WGK Construction	\$39,940

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 6:05 p.m.