



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, May 13, 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 Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, 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, Assistant Director of Water & Sewer Michael Nicholson, Deputy City Manager Bryan Foster

STAFF ABSENT: Assistant Director of Electric Tarek Aly

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

No update this month.

IV. APPROVAL OF MINUTES – April 8, 2021

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

SECOND: Commissioner Silberstein

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that Commissioner Robert Angelotti resigned from the Utility Commission. Mr. Dawood also reported that at the most recent UOSA Board Meeting, UOSA reported that staff collected 19

samples from the influent and all tested positive for COVID; however, all 19 samples tested negative on the effluent, confirming that the UOSA treatment process kills the virus.

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 1, 2021 was \$25,238,532.50 and reflects the VMEA payment of \$1,688,268.26 made on April 28, 2021.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the May Customer Service Report. Ms. Davis reported there were 17,085 accounts billed throughout the month of April. Total revenue billed was \$5,546,096.35 and revenue collected was \$4,781,964.73. The City wrote off \$5,067.11 this month and collected \$1,595.33 from in-house, resulting in a net collection of \$3,471.78.

There are 4,501 paperless users, and 13,945 online system users.

Ms. Davis informed the Commission that approximately \$40,100.00 in penalties were not accessed in April. There is approximately \$70,000 remaining in CARES assistance money.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were nine (9) outages during the month of April. Five (5) outages were at Point of Woods Substation, two (2) at Prince William Substation, one (1) at Battery Heights Substation and one (1) at Airport Substation.

The March VMEA billing was \$1,688,268 (\$0.525 kwh). The City coincident peak for the month of April occurred on April 2, 2021 for a peak of 50.1 MW. The Dominion Power peak was 14,411 MW.

Mr. Dawood reported on the following CIP Projects and their status:

CIP Project and Description	Status
E30 – Underground Cable Replacement	Battlefield Drive is 95% complete and should be completed mid-May. 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. Old Wellington Rd – Project is 98% complete. Contractor needs to remove overhead facilities.

E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive. Currently working on neighborhood collector streets.
E37 – Substation Capacity & Reliability	Contract has been awarded for transformer major maintenance. Work began this week.

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 were no water main breaks or sewer blockages in April.

The City received the Office of Drinking Water's 2020 Silver Award for achieving Virginia's optimization goals for water filtration.

The 2nd Dean Tank was placed in service on April 30, 2021.

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 completed. Phase VI-A awarded to GEI. Preconstruction meeting held, work initiating on site.
W-47 – Finished Water Capacity Increase	Formal Submission underway. Estimate out to Bid in November.
W-50 – Main Replacement Looping	Portner near completion to replace 6" pipe with 8" pipe in conjunction with sidewalk installation. Paving to be addressed by the end of May.
W-70 – Water Plant Improvements FY18	Work has started on flocculators and filter media replacement underway.

F. PURCHASE ORDERS APPROVED – APRIL 2021

Project	Company	Amount
Lake Manassas Algae Control Concept Design	Michael Baker International	\$63,400.00
TOC Analyzer Technical Memorandum	Michael Baker International	\$22,600.00
16" Main Valve Rebuild Assembly - Dean Pump Station	Core & Main	\$6,113.24
Electric Motor Actuator – 36" Knife Gate Valve	WGK Construction	\$14,564.00
Electric Motor Actuator – 24" Raw Water Butterfly Valve	WGK Construction	\$13,069.00

VI. NEW BUSINESS

G. LARGE POWER SERVICE – TRANSMISSION LEVEL TARIFF

Glenn Simpson, Utilities Finance Manager, explained that currently the Large Power Service – Transmission Level tariff applies to one customer. By revising the tariff from a fixed monthly fee to a \$0.50/KW of billed demand with a monthly cap of \$25,000, multiple transmission level customers will now fall under the Large Power Service tariff. Mr. Simpson further explained that this change will allow for transmission level customers of various sizes to more fairly share in the administrative and O&M costs of the utility.

MOTION: Commissioner Hollcroft made the motion to approve the tariff revisions effective July 1, 2022

SECOND: Commissioner Rainville

ABSTAIN: Commissioner McWhirt

VOTE: Commissioners Schornick and Silberstein, Council Member Wolfe

VII. OLD BUSINESS

H. LICENSE AGREEMENT RENEWAL FOR THE LAMAR COMPANY

Glenn Simpson, Utilities Finance Manager, explained to the Commission that the current lease between Lamar Company and the City for the billboard initially erected in 1952 is ending on June 30, 2021. The 5-year agreement for the billboard lease generates annual revenue for the water fund of \$20,000 and is included in the annual budget.

MOTION: Commissioner Silberstein made the motion to approve the license agreement and forward to the Mayor for signature.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

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.