



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, November 12, 2020
Council Chambers, 9027 Center St, 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 Jeffrey McWhirt, Commissioner Richard Milligan, Commissioner Stephen Silberstein (via Zoom), Councilman Mark Wolfe

MEMBERS ABSENT: Commissioner Mason Hollcroft

STAFF PRESENT: Director of Utilities Tony Dawood, Administrative Coordinator Daralyn Baker, Utilities Finance Manager Glenn Simpson, Utilities Services Manager Ana Davis, 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 Milligan made the motion to allow Commissioner Silberstein to fully participate in the meeting via Zoom.

SECOND: Commissioner McWhirt

VOTE: Unanimous

IV. CHAIRPERSON'S TIME

Chairman Schornick announced the resignation of Commissioner Milligan, effective December 2020. Commissioner Milligan has served on the Utility Commission since 1996 and will be missed.

V. APPROVAL OF MINUTES – October 8, 2020

MOTION: Commissioner Milligan made the motion to approve the September minutes as submitted.

SECOND: Commissioner McWhirt

VOTE: Unanimous

VI. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, updated the Commission that due to the recent surge in COVID-19 cases, and the suggestion of the City Manager, staff and essential field crews will begin modifying their schedules and tele-working.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of October. The Total Unrestricted Utility Operating Cash as of November 2, 2020 was \$24,972,978.67 and reflects the VMEA payment of \$2,014,902.95 made on October 27, 2020.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the October Customer Service Report. Ms. Davis reported there were 17,052 accounts billed throughout the month of October. Total revenue billed was \$5,526,976.68 and revenue collected was \$5,091,798.84. The City wrote off \$22,722.80 this month and collected \$1,009.80 from in-house, resulting in a net collection of \$21,713.00.

There are 4,132 paperless users, and 12,909 online system users.

D. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were nine (9) outages during the month of October. Three (3) outages were in Prince William Substation, two (2) in Battery Heights Substation, two (2) Point of Woods Substation, and two (2) in Airport Substation.

The September VMEA billing was \$2,014,903 (\$0.599 kwh). The City coincident peak for the month of October occurred on October 21, 2020 for a peak of 48.81 MW. The Dominion Power peak was 12,616 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Park Ave/Park St work is complete. Battlefield Drive is the next designated area. USA Cable has begun 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 – 90% complete, USA Cable starting pulling cable. Will coordinate outage with Plant staff.

E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive.
E37 – Substation Capacity & Reliability	Bids are on the street 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 October. There were two (2) water main breaks and one (1) sewer blockage in October.

Mr. Nicholson reported that the Micron Pond lining project is on schedule with most of the liner installed. This week the leak detection test for the liner is scheduled.

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

CIP Project and Description	Status
W-42 – 24” Transmission Main Replacement	Phase IV is in design. Phase V has 60% drawings received. Phase VI is continuing with construction. Phase VI-A is in design with pre-bid and bid opening completed. Contract to be awarded soon.
W-47 – Finished Water Capacity Increase	100% design completed, send out to bid in November
W-70 – Water Plant Improvements FY18	Prioritizing plant maintenance list, e.g.: filter replacement, floc gates, etc
W-71 – Dean Storage Tank	Site work has begun, December completion date

F. PURCHASE ORDERS APPROVED – OCTOBER 2020

Project	Company	Amount
New access control boxes, software and padlocks for buildings at substations and generation plants	Integrated Access Control Services Inc	\$8,500
Update DVR/Video Equipment	Trinity Wiring Solutions	\$33,195
Development of Water Supply Options	Kimley-Horn	\$62,702
Occoquan Watershed Monitoring	Treasurer of Virginia	\$126,693
Superpulsator Filter Bldg.-Back Draft Dampers	WGK Construction	\$5,287
Dean Tank Construction Phase Services	Kimley-Horn	\$27,450
12” Micron Pond Discharge Force Main	Kimley-Horn	\$125,800

VII. FY22 CIP AND BUDGET

G. FY22 CAPITAL IMPROVEMENT PROGRAM

Glenn Simpson, Utilities Finance Manager, introduced the FY22 Utilities CIPs.

Tarek Aly, Deputy Director of Electric, highlighted Electric projects to include Manassas Airport Distribution Improvements (E-35), Substation Capacity & Reliability Improvements (E-37), and Circuit Automation (E-38).

Michael Nicholson, Deputy Director of Water & Sewer, presented the Water and Sewer projects to include Bucker Rd & Ellicott Lane Sewer Main Replacement (S-20 & 21), the purchase of a new sewer camera truck (S-25), Dean Drive Storage Tank (W-71), Finished Water Capacity Increase (W-47), Water Treatment Plant Improvements (W-70), and 24" Transmission Main Replacement (W-42)

MOTION: Commissioner Angelotti made the motion to approve the CIP as presented

SECOND: Commissioner McWhirt

VOTE: Unanimous

VIII. NEW BUSINESS

H. WATER PLANT IMPROVEMENTS

Tony Dawood, Director of Utilities, highlighted areas of the Water Treatment Plant that are in need of upgrade or repair. These include TOC analyzer for raw water, floc basin replacement, surge tank pit valves and actuators, filter actuator replacement, enclosure for pulsator and conventional filter. Mr. Dawood explained this replacement and refurbishing are critical to maintaining production levels, efficiency and to meet and exceed the standards set by Virginia's Department of Health.

Mr. Simpson, Utilities Finance Manager, explained that the funding for the projected \$6.7 million required for the upgrades will come from a combination of savings from the construction of the Dean Water Storage Tank as well as bonds that have already been issued.

MOTION: For Information Only

IX. OLD BUSINESS

X. CLOSED SESSION

XI. 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 6:53 p.m.