



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Tuesday, November 16, 2021  
8500 Public Works Drive, Manassas, VA 20110

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#### 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 Stephen Silberstein, Commissioner Courtney Tolson

**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

There was no Chairperson's update this month.

#### IV. APPROVAL OF MINUTES – October 14, 2021

**MOTION:** Commissioner McWhirt made the motion to approve the October minutes as submitted.

**SECOND:** Commissioner Silberstein

**VOTE:** Unanimous

#### V. STAFF REPORTS

##### A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that to build a new 20 MGD water treatment plant the cost would be approximately \$129 million. We obtained this cost from the recently constructed water treatment plant in Loudoun County.

**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 1, 2021 was \$20,592,772.21 and reflects the VMEA payment of \$2,380,536.33 made on October 22, 2021.

**C. CUSTOMER SERVICE REPORT**

Ana Davis, Utilities Services Manager, presented the October Customer Service Report. Ms. Davis reported there were 17,144 accounts billed throughout the month of October. Total revenue billed was \$6,276,364.72 and revenue collected was \$5,628,375.57. The City wrote off \$10,538.43 this month and collected \$856.77 from in-house, resulting in a net collection of \$9,681.66.

**D. ELECTRIC OPERATIONS REPORT**

Tony Dawood, Director of Utilities, reported that there were five (5) outages during the month of October. Two (2) outages were at Airport Substation, one (1) at Point of Woods Substation, one (1) at Battery Heights Substation and one (1) at Prince William Substation.

The September VMEA billing was \$2,380,539 (\$0.626 kwh). The City coincident peak for the month of October occurred on October 5, 2021 for a peak of 71.36 MW. The Dominion Power peak was 18,187 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews have completed the North Waterford Drive area and begun work on South Waterford Drive.
E33 – Overhead to Underground Relocation (Electric Reliability)	Lincoln Ave and School St – City contractor completed the installation of conduit and underground cable is being installed now in conjunction with Jefferson Square project.
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 October. There were two (2) water main breaks and no sewer blockages in October.

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 started construction.
W-47 – Finished Water Capacity Increase	Project to bid in December 2021.
W-50 – Main Replacement Looping	Construction completed on Jackson Avenue. Bragg Lane and Longstreet Drive next areas.
W-65 – Clear Well Addition & Roof Replacement	Clark Construction issued Notice to Proceed on November 3, 2021.
W-70 – Water Plant Improvements FY18	PO issued to replace mud valves, should be completed by next week.

**F. PURCHASE ORDERS APPROVED – OCTOBER 2021**

Project	Vendor	Amount
Installation of mud valves	WGK Construction	\$27,258

**VI. FY2023 BUDGET AND CIP**

**G. FY2023 CAPITAL IMPROVEMENT PROGRAM**

Glenn Simpson, Utilities Finance Manager, introduced the FY23 Utilities CIPs.

Tony Dawood, Director of Utilities, highlighted Electric projects to include E-030 Electric T&D Maintenance and Improvements, E-033 Place Overhead Lines Underground (non-transportation), and E-038 Distribution Switching Capabilities Improvements.

Michael Nicholson, Deputy Director of Water & Sewer, presented the Water and Sewer projects to include W-047 Finished Water Capacity Increase, W-050 Main Replacement/Looping and W-065 Clear Well (#2) Addition and Roof Rehab. Sewer projects include S-016 Upper Flat Branch Interceptor Replacement, S-021 Ellicott Lane Sewer Main Replacement and S-023 Sewer Main Replacement.

**MOTION:** For Information Only

**VII. NEW BUSINESS**

**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.