



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, October 13, 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 Stephen Silberstein (via Zoom)

MEMBERS ABSENT: Commissioner Courtney Tolson

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 – July 14, 2022

MOTION: Commissioner Silberstein made the motion to approve the July minutes as submitted. There were no meetings held in August and September, 2022.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

There was no Director's update this month.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of September. The Total Unrestricted Utility Operating Cash as of October 3, 2022 was \$29,888,558.43 and reflects the VMEA payment of \$2,272,682.02 made on September 23, 2022.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the September Customer Service Report. Ms. Davis reported there were 17,057 accounts billed throughout the month of September. Total revenue billed was \$7,395,707.94 and revenue collected was \$5,895,473.12. The City wrote off \$6,569.11 this month and collected \$388.20 from in-house, resulting in a net collection of \$6,180.91.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were 11 (eleven) outages during the month of September. Three (3) outages were out of Prince William Substation, three (3) outages out of Battery Heights Substation, three (3) out of Point of Woods Substation, and two (2) out of Airport Substation.

The August VMEA billing was \$2,227,889 (\$0.757 kwh). The City coincident peak for the month of August occurred on September 1, 2022 for a peak of 68.54 MW. The Dominion Power peak was 17,781 MW.

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 in August 2022 on Silver Maple Area. Cannon Ridge area work began in March 2022 and cable installation began in August 2022.
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 September. There was one (1) water main break and zero sewer blockages in September.

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.
W-47 – Finished Water Capacity Increase	Project to bid in November of 2022.
W-50 – Main Replacement Looping	Longstreet Drive – design at 60% to be completed and scheduled to bid in the summer of 2022. Bragg Lane – Design at 100%. Bid awarded to Crown Construction.
W-65 – Clear Well Addition & Roof Replacement	Under construction
W-70 – Water Plant Improvements FY18	Replacement of flocculator paddles is in progress. Replaced valves and actuator controls on pulsator.

F. PURCHASE ORDERS APPROVED – SEPTEMBER 2022

Project	Company	Amount
Services to clean, lubricate, adjust and test customer supplied electrically operated vacuum circuit breaker (Prince William Substation)	Circuit Breaker Sales, Inc	\$5,550
Replacement of SCADA computers	Dell Marketing, LP	\$7,579.28
Annual VWARE technical support service	Achieve, LLC	\$34,500
Bragg Lane water main replacement project	Crown Construction Service, Inc	\$811,586

VI. NEW BUSINESS

G. PROPOSED RE-USE FACILITY

Tony Dawood, Director of Utilities, presented to the Commission the proposal of constructing a re-use facility to extract municipal wastewater from the City’s sewer collection system and treat it to re-use standards. Mr. Dawood further explained that the re-use effluent can then be utilized by industrial facilities for process water and/or cooling systems.

MOTION: For Information Only

H. WATER METER AMR UPGRADE

Ana Davis, Utilities Services Manager, asked for Commission approval to budget and appropriate \$275,000 for a capital project that will replace 3,000 water meters with AMR meters.

Ms. Davis explained that this project involves upgrading water meters with AMR nodes to address communication issues that the existing AMI water meters have been experiencing due to their positioning underground.

MOTION: Commissioner Hollcroft made the motion to move forward with the budget and appropriation

SECOND: Commissioner Silberstein

VOTE: Unanimous

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 6:17 p.m.