



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, October 14, 2021
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, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: Councilman Mark Wolfe, Commissioner Mason Hollcroft

STAFF PRESENT: Director of Utilities Tony Dawood, Administrative Coordinator Daralyn Baker, Assistant Director of Electric Tarek Aly, 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

Chairman Schornick reminded everyone that the November meeting has been rescheduled to Tuesday, November 16, 2021 due to the Veteran's Day holiday.

IV. APPROVAL OF MINUTES – September 9, 2021

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

SECOND: Commissioner Rainville

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, advised the Commission that the City Manager has approved ARPA funding for the Water Treatment Plant expansion and for the 36" transmission main remaining to be completed on Vint Hill Road.

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 1, 2021 was \$19,543,312.55 and reflects the VMEA payment of \$2,816,177.47 made on September 28, 2021.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the September Customer Service Report. Ms. Davis reported there were 17,150 accounts billed throughout the month of September. Total revenue billed was \$6,493,115.35 and revenue collected was \$7,226,656.15. The City wrote off \$20,268.65 this month and collected \$726.11 from in-house, resulting in a net collection of \$19,542.54.

D. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were seven (7) outages during the month of September. Three (3) outages were at Airport Substation, two (2) at Point of Woods Substation, one (1) at Battery Heights Substation and one (1) at Prince William Substation.

The August VMEA billing was \$2,816,177 (\$0.610 kwh). The City coincident peak for the month of September occurred on September 14, 2021 for a peak of 71.60 MW. The Dominion Power peak was 18,187 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews are working on the North Waterford Drive area and are approximately 90% complete. South Waterford Drive area will be the next area.
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 September. There were no water main breaks and no 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 awarded to GEI. Construction began October 4 th .
W-47 – Finished Water Capacity Increase	Project to bid in March 2022.
W-50 – Main Replacement Looping	Construction in progress on Jackson Avenue, Should be completed by end of October
W-65 – Clear Well Addition & Roof Replacement	Clark Construction awarded contract. Issue Notice to Proceed in a few weeks.
W-70 – Water Plant Improvements FY18	Conventional filters 7 and 8 are completed. PO issued to replace mud valves.

F. PURCHASE ORDERS APPROVED – SEPTEMBER 2021

Project	Vendor	Amount
Water Audit Initiation	Kimley-Horn	\$30,526
Micron Pond Discharge Diversion	Kimley-Horn	\$39,600
Manassas Wastewater Extraction to Reuse	Kimley-Horn	\$93,010
Replace CAT EMCP2 panels on VMEA units 9 & 10	CR Consulting Services	\$50,377
Visual and thermal cameras	Systems with Intelligence Inc	\$24,750
SCADA external penetration testing	Redbot Security	\$26,700
Installations of EZ-Gen at Water Treatment Plant	Electric Power Inc	\$95,106

VI. NEW BUSINESS**G. WATER AND SEWER PROJECT UPDATE**

Michael Nicholson, Assistant Director of Water and Sewer, presented a Power Point on Water & Sewer's current and completed projects, most notably the Dean Drive 2nd tank, Micron Pond, and the W-42 transmission main replacement.

MOTION: For Information Only

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 6:40 p.m.