



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, October 8, 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 Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Richard Milligan, 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 Electric Tarek Aly, Assistant Director of Water & Sewer Michael Nicholson, Compliance Officer Addie Aufforth, Distribution and Collections Manager Matt Holloway

STAFF ABSENT: Deputy City Manager Bryan Foster

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

IV. APPROVAL OF MINUTES – September 10, 2020

MOTION: Commissioner Silberstein made the motion to approve the September minutes with one change. A typo in Section D, second paragraph, was discovered. The word "as" should be changed to "has".

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. STAFF REPORTS

A. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were nine (9) outages during the month of September. Six (6) outages were in Airport Substation, two (2) in Battery Heights Substation and one (1) outage was in Prince William Substation.

The August VMEA billing was \$2,527,013 (\$0.630 kwh), which reflects payment due to Dominion Energy for the final Annual true-up Adjustment. The City coincident peak for the month of September occurred on September 3, 2020 for a peak of 77.30 MW. The Dominion Power peak was 18,801 MW.

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

CIP Project and Description	Status
E1 – Overhead to Underground Relocation (NVTA)	The consulting engineers performing the Grant Street design have incorporated the electric system plan. Crews currently installing conduit on Brent St.
E30 – Underground Cable Replacement	Park Ave/Park St work began in June. Completed approximately 75% of the 17,500 feet of new primary cable. Battlefield Drive area is next.
E33 – Overhead to Underground Relocation (Electric Reliability)	<p>Technology Drive/Foster Drive Phase II - on hold, to be worked in conjunction with Dean Drive Extended.</p> <p>Lincoln Ave and School St – City contractor completed the installation of conduit. Underground cable to be installed in conjunction with Jefferson Square project.</p> <p>Water Plant Compound – 90% complete, USA Cable starting pulling cable. Will coordinate outage with Plant staff.</p>
E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive.

B. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the September Customer Service Report. Ms. Davis reported there were 17,021 accounts billed throughout the month of September. Total revenue billed was \$6,157,530.09 and revenue collected was \$7,132,657.38. The City wrote off \$12,004.44 this month and collected \$1,444.69 from in-house, resulting in a net collection of \$10,559.75.

There are 4,045 paperless users, and 11,644 online system users.

Ms. Davis mentioned that staff will be working with customers who have outstanding past due balances due to the pandemic. Payment plans of 6 or 12 months will be issued, provided the customer also pays their current balance due.

C. 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, 2020 was \$23,442,836.87 and reflects the VMEA payment of \$2,527,013.94 made on September 25, 2020.

Mr. Simpson noted that the FY22 CIP process is beginning and in the next few months it will be brought before Commission.

D. 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 or sewer blockages in September.

Mr. Nicholson introduced Addie Aufforth as our new Compliance Officer and Matt Holloway as the new Distribution and Collections Manager.

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

CIP Project and Description	Status
W-42 – 24” Transmission Main Replacement	36” water transmission main under construction from Linton Hall Rd to PA Avenue. 24” water main from Godwin Dr to PA Ave awarded to Independence Contractors as part of road widening project to begin this winter
W-47 – Finished Water Capacity Increase	100% design completed, currently working through permit issue with PWC, anticipated 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

E. DIRECTOR’S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that there is new legislative activity being discussed regarding the moratorium for disconnecting utilities for past due balances accrued during the pandemic. Specifically, that a budget bill amendment being sought by the Governor includes all utilities, not just the ones regulated by the SCC, precluding turnoff as long as the state emergency declaration is in effect. Mr. Dawood explained that this is most likely a result to a situation that occurred with the City of Petersburg where the City had disconnected water utility customers and it was brought to the attention of the Governor, who got the Health Commissioner to order the City to reconnect those customers. The Governor's office wants their utility amendment in the budget because the budget bill will go into effect as soon as he signs it.

The final report for the UOSA Master Plan, as discussed last meeting, is out for printing and should be ready by the end of the month.

F. PURCHASE ORDERS APPROVED – SEPTEMBER 2020

Project	Company	Amount
FY21 Service Agreement	Motorola	\$84,250
Upgrade Micron Substation Protection and Control Relay	SEL (Schweitzer Engineering Laboratories)	\$249,710
Support for SCADA Network Switches	Disys Solutions, Inc	\$17,940
Two replacement Beck actuators	WGK Construction	\$10,562
Additional design and permitting services, clearwell addition	Kimley Horn	\$89,300
Replace 4 Magnetrol probes with 4 Drexelbrook probes	WGK Construction	\$29,559

VI. NEW BUSINESS**G. CCR – 2019 CONSUMER CONFIDENCE REPORT**

Addie Aufforth, Compliance Officer, presented an overview of the Consumers Confidence Report (CCR) for 2019, which is required by the Virginia Department of Health, as primacy for EPA, to provide information concerning the quality of water from the previous monitoring year. The information will be available to all City customers on the City's website. Paper copies of the report will also be mailed to any customer requesting one.

MOTION: For Information Only

H. E-30 UNDERGROUND CABLE & TERMINATION REPLACEMENT

Tarek Aly, Assistant Director of Utilities, presented a Power Point outlining the City's underground cable and termination replacement capital improvement project. The presentation provided a CIP overview, project background, and primary project objectives. Also, the presentation showed the progress made of the cable installation and restoration efforts currently underway for Park Avenue/Part Street project. The different modes of cable failures, medium voltage cable life-time cycle and how the electric system reliability can be improved by the changes/improvements currently being performed in the City of Manassas cable system as result of the CIP was covered.

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 6:59 p.m.