



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, September 9, 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, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Stephen Silberstein, Councilman Mark Wolfe

**MEMBERS ABSENT:** Commissioner Kelsey Rainville

**STAFF PRESENT:** 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

**STAFF ABSENT:** Deputy City Manager Bryan Foster, Director of Utilities Tony Dawood

**GUESTS PRESENT:** None

#### III. CHAIRPERSON'S TIME

No update this month.

#### IV. APPROVAL OF MINUTES – July 8, 2021

**MOTION:** Commissioner Hollcroft made the motion to approve the July minutes as submitted.

**SECOND:** Commissioner Silberstein

**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 August. The Total Unrestricted Utility Operating Cash as of September 1, 2021 was \$19,332,803.01 and reflects the VMEA payment of \$2,726,486.70 made on August 27, 2021.

**C. CUSTOMER SERVICE REPORT**

Ana Davis, Utilities Services Manager, presented the August Customer Service Report. Ms. Davis reported there were 17,043 accounts billed throughout the month of August. Total revenue billed was \$6,499,645.05 and revenue collected was \$6,554,271.30. The City wrote off \$13,107.21 this month and collected \$1,333.06 from in-house, resulting in a net collection of \$11,774.15.

There are 4,615 paperless users, and 14,064 online system users.

Ms. Davis informed the Commission that approximately \$1,800 remains in CARES assistance money.

**D. ELECTRIC OPERATIONS REPORT**

Tarek Aly, Assistant Director of Electric, reported that there were six (6) outages during the month of August. Five (5) outages were at Point of Woods Substation, and one (1) at Battery Heights Substation.

The July VMEA billing was \$2,726,486 (\$0.518 kwh). The City coincident peak for the month of August occurred on August 12, 2021 for a peak of 85.30 MW. The Dominion Power peak was 20,432 MW.

Mr. Aly mentioned that the Route 28 Widening Phase III project is complete. This phase of the project was for the relocation of utility poles.

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 85% 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	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive. Currently working on neighborhood collector streets. An additional 340 lights were ordered and received.
E37 – Substation Capacity & Reliability	Major transformer maintenance project is complete.

**E. WATER AND SEWER OPERATIONS REPORT**

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of August. There were no water main breaks and no sewer blockages in August.

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 underway.
W-47 – Finished Water Capacity Increase	Project to bid in early spring 2022.
W-50 – Main Replacement Looping	Construction in progress (supply chain issues)
W-65 – Clear Well Addition & Roof Replacement	Clark Construction awarded contract. Pre-construction meeting held.
W-70 – Water Plant Improvements FY18	Floccuator replacement complete on 1 and 2. Conventional filters 7 and 8 are completed.

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

Project	Vendor	Amount
SCADA computer replacements	Dell Marketing, Inc	\$6,700

**VI. NEW BUSINESS**

**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 6:15 p.m.