



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, April 8, 2021  
9027 Center Street, 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 Kelsey Rainville, Commissioner Stephen Silberstein, Councilman Mark Wolfe

**MEMBERS ABSENT:** Commissioner Robert Angelotti

**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

No update this month.

#### IV. APPROVAL OF MINUTES – March 11, 2021

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

**SECOND:** Commissioner Hollcroft

**VOTE:** Unanimous

#### V. STAFF REPORTS

##### A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that an orientation was held at the Public Works Facility for the new Council Members, David Farajollahi and Tom Osina. The members had a tour of the facility and the Water Treatment Plant.

**B. CASH REPORT AND BUDGET UPDATE**

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of March. The Total Unrestricted Utility Operating Cash as of April 1, 2021 was \$24,606,319.21 and reflects the VMEA payment of \$1,898,669.09 made on March 25, 2021.

**C. CUSTOMER SERVICE REPORT**

Ana Davis, Utilities Services Manager, presented the April Customer Service Report. Ms. Davis reported there were 17,067 accounts billed throughout the month of March. Total revenue billed was \$5,766,850.52 and revenue collected was \$6,867,424.04. The City wrote off \$10,418.68 this month and collected \$3,722.78 from in-house, resulting in a net collection of \$6,695.90.

There are 4,493 paperless users, and 13,920 online system users.

Ms. Davis informed the Commission that approximately \$38,443 in penalties were not accessed in March. There is approximately \$80,000 remaining in CARES assistance money.

**D. ELECTRIC OPERATIONS REPORT**

Tony Dawood, Director of Utilities, reported that there were three (3) outages during the month of March. Two (2) outages were at Prince William Substation, and one (1) was at Point of Woods Substation.

The February VMEA billing was \$1,898,669 (\$0.524 kwh). The City coincident peak for the month of March occurred on March 8, 2021 for a peak of 56.60 MW. The Dominion Power peak was 16,103 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Battlefield Drive is 75% complete and should be completed mid-May. USA Cable is pulling cable.
E33 – Overhead to Underground Relocation (Electric Reliability)	Lincoln Ave and School St – City contractor completed the installation of conduit. Underground cable to be installed in conjunction with Jefferson Square project.  Old Wellington Rd – Project is 98% complete. Contractor needs to remove overhead facilities.
E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive. Currently working on neighborhood collector streets.
E37 – Substation Capacity & Reliability	Contract has been awarded for transformer major maintenance. Work getting ready to begin.

**E. WATER AND SEWER OPERATIONS REPORT**

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of March. There was one (1) water main break and zero sewer blockages in March.

The annual flushing program will begin the first week of April.

Contractor continues to work at Micron Pond installing the liner.

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 pipe work nearing completion, tie in scheduled April 24 <sup>th</sup> with a rain date of May 1 <sup>st</sup> . Phase VI-A City has received Bids and will award shortly.
W-47 – Finished Water Capacity Increase	Public hearing was held with no major comments. Official submission is moving forward, look to bid once all approvals are complete.
W-50 – Main Replacement Looping	Work continues on Portner Ave to replace 6” pipe with 8” pipe in conjunction with sidewalk installation. Portner Ave should be completed by the first week of May, weather permitting
W-70 – Water Plant Improvements FY18	Prioritizing plant maintenance list, e.g.: filter replacement, floc gates, etc. Conventional filter work has started.
W-71 – Dean Storage Tank	Tank construction is completed. Work continues testing and filling the tank. Finishing paint and backfill substantial completion within a couple weeks.

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

There were no large purchase orders approved in March

**VI. NEW BUSINESS**

**G. SEWER CAPACITY DEBT SERVICE**

Glenn Simpson, Utilities Finance Manager, explained that as part of the additional .5 MGD of capacity that was purchased from Fairfax County in FY2020, the City assumed the debt service associated with that capacity. Staff is requesting approval to transfer the amount of \$737,673 from restricted funds to unrestricted funds to cover the debt service through FY21.

**MOTION:** Commissioner Hollcroft made the motion to approve the transfer and proceed to the Finance Committee for further approval

**SECOND:** Commissioner Rainville

**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 6:02 p.m.