



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, December 10, 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 (via Zoom)

MEMBERS ABSENT: Councilman Mark Wolfe

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, Deputy City Manager Bryan Foster

STAFF ABSENT: None

GUESTS PRESENT: None

III. APPROVAL OF REMOTE ELECTRONIC PARTICIPATION BY A COMMISSION MEMBER

MOTION: Commissioner Hollcroft made the motion to allow Commissioner Silberstein to fully participate in the meeting via Zoom.

SECOND: Commissioner Milligan

VOTE: Unanimous

IV. CHAIRPERSON'S TIME

Chairman Schornick took a moment to thank Commissioner Richard Milligan for his time and dedication to the Commission over the years.

V. APPROVAL OF MINUTES – November 12, 2020

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

SECOND: Commissioner McWhirt

VOTE: Unanimous

VI. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, informed the Commission that the Utilities has received approximately \$319,000 in CARES Act money to help those customers who fell behind on their utility bills due to Covid-19. Ana Davis is heading the dispersing of the monies to those customers who apply and also meet the requirements to receive help.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of November. The Total Unrestricted Utility Operating Cash as of December 1, 2020 was \$26,347,222.02 and reflects the VMEA payment of \$1,573,048.00 made on November 20, 2020.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the December Customer Service Report. Ms. Davis reported there were 17,000 accounts billed throughout the month of November. Total revenue billed was \$5,139,294.93 and revenue collected was \$5,550,145.68. The City wrote off \$14,764.67 this month and collected \$987.35 from in-house, resulting in a net collection of \$13,777.32.

There are 4,193 paperless users, and 13,132 online system users.

D. ELECTRIC OPERATIONS REPORT

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

The October VMEA billing was \$1,573,047 (\$0.560 kwh). The City coincident peak for the month of November occurred on November 19, 2020 for a peak of 50.70 MW. The Dominion Power peak was 14,915 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Park Ave/Park St work is complete. Battlefield Drive is the next designated area. USA Cable has begun 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. Water Plant Compound – 90% complete, USA Cable starting pulling cable. Outage

	scheduled for December 12, 2020.
E34 – LED Streetlights	LED conversion completed on Liberia Avenue from Portner Ave to Hastings Drive. Currently working on Peabody Street.
E37 – Substation Capacity & Reliability	Bids are on the street for transformer major maintenance.

E. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of November. There were two (2) water main breaks and one (1) sewer blockage in November.

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

CIP Project and Description	Status
W-42 – 24” Transmission Main Replacement	Phase IV is in design. Phase V has 60% drawings received. Phase VI is continuing with construction. Phase VI-A is in design with pre-bid and bid opening completed. Contract to be awarded soon.
W-47 – Finished Water Capacity Increase	100% design completed, send out to 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

F. PURCHASE ORDERS APPROVED – NOVEMBER 2020

Project	Company	Amount
Actuator Valves Installed on Plant Process Drain Lines that Terminate at the Process Drain	WGK	\$10,270
Gateway Meter Station Parshall Flume Installation Certification	Hazen & Sawyer	\$8,560
Metering Equipment to Collect Data for the WTP Upgrade	Delta Systems	\$8,705

VII. FY22 CIP AND BUDGET

G. FY2022 PRELIMINARY OPERATING BUDGET

Glenn Simpson, Utilities Finance Manager, introduced a preliminary FY2022 operating budget which incorporated the recommended CIP. Mr. Simpson discussed each fund and highlighted the changes in each. Rate changes proposed are a 5% increase in Water, a 3.5% in Sewer, and no rate change in Electric.

A budget work session with Commission has been scheduled for January 19, 2021.

MOTION: For Information Only

VIII. NEW BUSINESS

H. CITY OF MANASSAS CITIZEN SATISFACTION SURVEY

Tony Dawood, Director of Utilities, explained that in the third citizen satisfaction survey conducted, results showed that citizen satisfaction in the City is significantly above national and regional benchmarks in a number of service areas. Overall, three categories stood out: the overall quality of citizen services provided; the overall quality of water, sewer and electric utilities; and the effectiveness of communication with the public.

MOTION: For Information Only

IX. OLD BUSINESS

X. CLOSED SESSION

XI. 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 6:28 p.m.