



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, December 8, 2022
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, Councilman Mark Wolfe, Commissioner Mason Hollcroft, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Jeffrey McWhirt

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

STAFF ABSENT: Deputy City Manager Bryan Foster

GUESTS PRESENT: None

III. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

IV. APPROVAL OF MINUTES – October 13, 2022

MOTION: Commissioner Rainville made the motion to approve the October 13, 2022 minutes as submitted. There was no meeting held in November, 2022.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Mr. Dawood informed the Commission that the Public Safety Center is completed, and personnel are beginning to move in.

The City Manager is allocating ARPA funds to be used on CIP projects specifically the Water Treatment Plant, Dewatering Facility, Dean Drive and the Vint Hill project.

Mr. Dawood touched on the substation vandalism that occurred in North Carolina and relayed that analysis are being conducted at City's substations and increased security such as fencing and cameras will be considered to the City's substations if necessary.

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, 2022 was \$23,226,360.57 and reflects the VMEA payment of \$2,467,162.30 made on November 16, 2022.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the November Customer Service Report. Ms. Davis reported there were 17,118 accounts billed throughout the month of November. Total revenue billed was \$6,388,751.79 and revenue collected was \$6,494,279.17. The City wrote off \$16,856.53 this month and collected \$529.24 from in-house, resulting in a net collection of \$16,327.29.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were 10 (ten) outages during the month of November. Four (4) outages were out of Prince William Substation, four (4) outages out of Battery Heights Substation, one (1) out of Point of Woods Substation, and one (1) out of Airport Substation.

The October VMEA billing was \$2,428,686 (\$0.860 kwh) and reflects a Dominion true-up of \$75,618. The City coincident peak for the month of November occurred on November 21, 2022 for a peak of 51.5 MW. The Dominion Power peak was 16,779 MW.

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

| CIP Project and Description | Status |
|-------------------------------------|--|
| E30 – Underground Cable Replacement | Crews have begun work in August 2022 on Silver Maple Area. Cannon Ridge area work began in March 2022 and cable installation began in August 2022. |

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|---|--|
| E33 – Overhead to Underground Relocation (Electric Reliability) | Longstreet Drive from Grant to Portner is in design. |
| 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 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 VI-A is under construction. Contractor mobilized and will be scheduling the start of the waterline work in the next few weeks. Staff notified of 2.4 million dollars of Stem Grant to be used for Phase IV. |
| W-47 – Finished Water Capacity Increase | Project to bid in January 2023. |
| W-50 – Main Replacement Looping | Longstreet Drive – design at 90%. Bragg Lane – Design at 100%. Bid awarded to Crown Construction. Pipe should be completed January 2023. |
| W-65 – Clear Well Addition & Roof Replacement | Tanks is currently under roof, finish coats to be applied this month. |
| W-70 – Water Plant Improvements FY18 | Replacement of flocculator paddles is in progress. Replaced valves and actuator controls on pulsator. |

F. PURCHASE ORDERS APPROVED – NOVEMBER 2022

There were no large purchase orders this month.

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 6:20 p.m.