



UTILITY COMMISSION REGULAR MEETING MINUTES

Thursday, February 10, 2022
8500 Public Works Drive, Manassas, VA 20110

I. CALL MEETING TO ORDER

Mason Hollcroft, Commissioner, called the meeting to order at 5:30 p.m.

II. DETERMINATION OF QUORUM

MEMBERS PRESENT: Councilman Mark Wolfe, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein (via Zoom), Commissioner Courtney Tolson

MEMBERS ABSENT: Chairman James Schornick

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: None

GUESTS PRESENT: Clyde Wimmer

III. APPROVAL OF REMOTE ELECTRONIC PARTICIPATION BY A COMMISSION MEMBER

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

SECOND: Commissioner McWhirt **VOTE:** Unanimous

IV. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

V. APPROVAL OF MINUTES – January 13, 2022

MOTION: Commissioner McWhirt made the motion to approve the January minutes as submitted.

SECOND: Commissioner Rainville

VOTE: Unanimous

VI. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, reported to the Commission that the Utilities Department currently has many vacant positions. Staff is actively trying to fill open positions but receiving limited applications.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of January. The Total Unrestricted Utility Operating Cash as of February 1, 2022 was \$21,649,622.11 and reflects the VMEA payment of \$2,314,739.89 made on January 19, 2022.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the January Customer Service Report. Ms. Davis reported there were 17,077 accounts billed throughout the month of January. Total revenue billed was \$6,035,454.92 and revenue collected was \$5,556,365.52. The City wrote off \$16,452.41 this month and collected \$985.78 from in-house, resulting in a net collection of \$15,466.63.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were thirteen (13) outages during the month of January. Seven (7) outages were out of Prince William Substation, two (2) outages out of Airport Substation, two (2) outages out of Point of Woods Substation, and two (2) out of Battery Heights Substation.

The December VMEA billing was \$2,314,739 (\$0.694 kwh). The City coincident peak for the month of January occurred on January 27, 2022 for a peak of 74.9 MW. The Dominion Power peak was 20,298 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews have begun work on South Waterford Drive and are about 50% complete
E33 – Overhead to Underground Relocation (Electric Reliability)	Lincoln Ave and School St – project is complete and waiting for Verizon and Comcast to remove their facilities.

	Foster Drive Phase II – all conduit is installed and cable installation began the week of January 3, 2022.
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 January. There were five (5) water main breaks and no sewer blockages in January.

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 under construction. Fiber company finished their work. City Installing 24” pipe.
W-47 – Finished Water Capacity Increase	In review with Prince William County. Project to bid in spring of 2022.
W-50 – Main Replacement Looping	Longstreet Drive - design to be completed and scheduled to bid in the spring of 2022.
W-65 – Clear Well Addition & Roof Replacement	Clark Construction issued Notice to Proceed on November 3, 2021. E&S under construction.
W-70 – Water Plant Improvements FY18	Conventional filter upgrades completed.

F. PURCHASE ORDERS APPROVED – JANUARY 2022

Project	Vendor	Amount
Sewer System Flow Monitoring	Flow Assessment Services, Inc	\$67,000
Repair Filter 12 Effluent Piping/Valves/Actuators	WGK Construction, LLC	\$24,591

VII. FY2023 BUDGET AND CIP

G. FY2023 PRELIMINARY OPERATING BUDGET

Glenn Simpson, Utilities Finance Manager, introduced a preliminary FY2023 operating budget which incorporates the recommended CIP. Mr. Simpson discussed each fund and highlighted the recommended changes for each fund. Rate changes proposed are a 3.9% increase in Water, 4.9% in Sewer, and 2.0% increase in Electric.

MOTION: Commissioner Rainville made the motion to approve the FY2023 budget and CIP

SECOND: Commissioner McWhirt

VOTE: Unanimous

VIII. NEW BUSINESS

H. BENEFITS OF MANASSAS GENERATION

Glenn Simpson, Utilities Finance Manager, presented a Power Point presentation outlining the benefits of Manassas generation assets. Mr. Simpson explained that the City operates a fleet of diesel generators selling into the PJM Base Residual Auction as well as clipping monthly transmission peaks. This provides significant cost savings and helps maintain low electrical rates.

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. Commissioner Hollcroft adjourned the regular meeting at 6:12 p.m.