



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, February 13, 2020  
Public Works Facility, 8500 Public Works Drive

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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 Richard Milligan, Commissioner Stephen Silberstein, Councilman Mark Wolfe

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Director of Utilities Tony Dawood, Utilities Finance Manager Glenn Simpson, Administrative Coordinator Daralyn Baker, Utilities Services Manager Ana Davis, Assistant Director of Electric Tarek Aly, Acting Assistant Director of Water & Sewer Michael Nicholson

**STAFF ABSENT:** None

**GUESTS PRESENT:** None

#### III. CHAIRPERSON'S TIME

#### IV. APPROVAL OF MINUTES – January 9, 2020

**MOTION:** Commissioner Silberstein made the motion to approve the January 9, 2020 meeting minutes with one change. Chairman Schornick asked that on page 2, under the status update for E-31 the wording be changed from “we caused a problem” regarding the medical center generators.

**SECOND:** Commissioner Hollcroft

**VOTE:** Unanimous

#### V. STAFF REPORTS

##### A. ELECTRIC OPERATIONS REPORT

Tarek Aly, Assistant Director of Electric, reported that there were six (6) outages during the month of January. Three (3) outages were in Prince William Substation, two (2) in Airport Substation, and one (1) in Battery Heights.

The December VMEA billing was \$2,217,975 (\$0.601kwh). The City coincident peak for the month of January occurred on January 21, 2020 for a peak of 64.2 MW. The Dominion Power peak was 17,529 MW.

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

CIP Project and Description	Status
E1 – Overhead to Underground Relocation (NVTA)	The consulting engineers performing the Grant Street design have incorporated the electric system plan. Road construction estimated to start Fall 2020.
E30 – Underground Cable Replacement	Contractor starting replacing all primary cable on Bayberry Avenue.
E31 – New Generation Initiatives	GT Tie into Prince William Substation – The GT failed in service on May 29 and is currently being repaired in Texas by Alba. Staff negotiating with Alba for a possible replacement.  Medical Center Generators - upgrading fuse links, C&C to modify relay settings in the Point of Woods Substation.
E32 – New Fiber Optic Loop	All cable installed from Point of Woods substation to VMEA. C&C to splice fiber in the coming month. Installing cable from VMEA to Quarry Rd.
E33 – Overhead to Underground Relocation (Electric Reliability)	Technology Drive/Foster Drive Phase II is on hold, to be worked in conjunction with Dean Drive Extended.
E34 – LED Streetlights	LED fixtures are currently being installed on Sudley Rd/Rt. 234 with Liberia Avenue to follow.

## B. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the January Customer Service Report. Ms. Davis reported there were 16,967 accounts billed throughout the month of January. Total revenue billed was \$5,662,974.72 and revenue collected was \$5,290,334.24. The City wrote off \$12,358.30 this month and collected \$6.30 from in-house and \$973.32 from state, resulting in a net collection of \$11,378.66.

15,821 AMI electric meters have been installed to date, along with 11,055 water meters.

## C. 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 3, 2020 was \$24,950,927.10 and reflects the VMEA payment of \$2,217,975.10 made on January 24, 2020.

**D. WATER AND SEWER OPERATIONS REPORT**

Michael Nicholson, Acting Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of January. There were 2 water main breaks and 2 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	City has received 60% design drawings, alignment and required easements identified for Phase V. Design is in progress for Phase VI-A. Pipe has been delivered and Shirley Construction has begun construction.
W-47 – Finished Water Capacity Increase	Consultant is working on the design.
W-50 – Main Replacement Looping	Phase 1 for waterline improvements at the Airport is in the planning phase.
W-70 – Water Plant Improvements FY18	Phase II at the Water Treatment Plant is in the planning phase.
T-19 – Prince William Street	Water and sewer line work is complete.

**E. DIRECTOR’S UPDATE**

Tony Dawood, Director of Utilities, mentioned that the City Council had their annual retreat and the ‘go ahead’ was given for the Dean Drive Extended and Grant Avenue projects.

Mr. Dawood also provided information on the fire suppression foam that leaked at the Leidos Facility at the City’s Airport. Specifically, 300 gallons of C2 chem-guard chemical spilled into the hanger and some of the foam made its way to Cannon Branch. DEQ, VDH and Fairfax Water were notified. Actual impact to the environment and stream was minimal.

**F. PURCHASE ORDERS APPROVED – JANUARY 2020**

Project	Company	Amount
Minor NSR permitting for installation and operation of two emergency generators at the new Public Safety Center	Aegis Environmental, Inc	\$6,775
Year 4 Water Tank Maintenance Contract	Utility Services, Inc	\$8,371.00
DR-6000 UV-Vis Spectrophotometer	Hach	\$9,316.55

## **VI. BUDGET**

### **G. APPROVAL OF FY21 PROPOSED UTILITY BUDGET**

Glenn Simpson, Utilities Finance Manager, indicated that after two Utility Commission work sessions on January 9, 2020, and January 21, 2020, staff is recommending the approval of the FY21 Utilities operating budget and CIP.

**MOTION:** Commissioner Hollcroft made the motion to approve the Electric, Water, and Sewer FY21 Operating Budget and CIP, with the exclusion of the stormwater budget, and further the recommended budget to City Council for final approval.

**SECOND:** Commissioner Milligan

**VOTE:** Unanimous

## **VII. NEW BUSINESS**

### **H. UTILITIES ANNUAL REPORT**

Tony Dawood, Director of Utilities, presented an overview of the 2019 annual report. The annual report highlights accomplishments and financial position of the department in the past year. The Council presentation was given by Director Tony Dawood on Monday, February 10, 2020. A paper copy of the full report is available.

**MOTION:** For Information Only

## **VIII. OLD BUSINESS**

## **IX. CLOSED SESSION**

## **X. 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 6:39 p.m.