



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, February 9, 2023
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, Councilmember Theresa Coates Ellis, Commissioner Mason Hollcroft, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: None

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: None

III. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

IV. APPROVAL OF MINUTES – January 12, 2023

MOTION: Commissioner Hollcroft made the motion to approve the January 12, 2023 minutes as submitted.

SECOND: Commissioner Rainville

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Mr. Dawood informed the Commission that Glenn Simpson, Utilities Finance Director, will be retiring as of March 3, 2023.

The threats on Baltimore area substations has raised awareness on the security of our electric substations. Staff has been working to ensure security, e.g., cameras, locking gates and investigating other measures.

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, 2023 was \$20,473,298.30 and reflects the VMEA payment of \$2,944,713.99 made on January 18, 2023.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the January Customer Service Report. Ms. Davis reported there were 17,111 accounts billed throughout the month of January. Total revenue billed was \$7,001,767.17 and revenue collected was \$7,805,832.18. The City wrote off \$11,262.39 this month and collected \$560.35 from in-house, resulting in a net collection of \$10,702.04.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were 7 (seven) outages during the month of January. Three (3) outages were out of Point of Woods Substation, two (2) were out of Airport Substation, one (1) out of Prince William Substation, and one (1) out of Battery Heights Substation.

The December VMEA billing was \$2,944,713 (\$0.772 kwh). The City coincident peak for the month of January occurred on January 11, 2023 for a peak of 56.0 MW. The Dominion Power peak was 17,756 MW.

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

CIP Project and Description	Status
E30 – Underground Cable Replacement	Crews have started installing cable on Silver Maple Area. Cannon Ridge area has conduit installation complete and work began installing cable in August 2022. Conduit installation will begin next week in the Weems/Jackson/Stonewall area.
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 January. There were two (2) water main breaks and two (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	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. Phase V has 100% design plans received.
W-47 – Finished Water Capacity Increase	Project to bid in January 2023. Received approved plans from PWC.
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. Park Avenue – ready to start Park Street – almost complete
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 – JANUARY 2023

Project	Company	Amount
Portable pressure data logger	Ferguson Enterprises, Inc	\$8,285
Two sewer lift station pumps	Freemire & Assoc Inc	\$7,324
New roof for gas turbine building	Simpson Unlimited	\$19,900
Street lights for Grant Avenue	Anixter, Inc	\$255,377

VI. NEW BUSINESS

G. FY24 PRELIMINARY OPERATING BUDGET

Glenn Simpson, Utilities Finance Manager, presented the FY24 operating budget to the Commission. A 4% increase in electric is recommended. Water and Sewer will not have a recommended rate increase this year.

MOTION: Commissioner Hollcroft made the motion to approve the FY24 operating budget as presented.

SECOND: Commissioner McWhirt

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 6:30 p.m.