



UTILITY COMMISSION

REGULAR MEETING

MINUTES

Thursday, January 12, 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, Commissioner Mason Hollcroft, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: Commissioner Jeffrey McWhirt, Councilmember Theresa Coates Ellis

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: Robert Fox, citizen

III. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

IV. APPROVAL OF MINUTES – December 8, 2022

MOTION: Commissioner Silberstein made the motion to approve the December 8, 2022 minutes as submitted.

SECOND: Commissioner Hollcroft

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Mr. Dawood informed the Commission that the Electric Department was called upon for multiple generation PJM runs over the Christmas holiday. A new all-time peak was reached. Chairman Schornick gave kudos to members of both the electric and water crews who worked over the holidays.

Theresa Coates Ellis is now the Council Liaison to the Utility Commission, replacing Mark Wolfe.

Mr. Dawood distributed a draft copy of the revised by-laws and advised the sub-committee members that he would reach out to them to discuss.

B. CASH REPORT AND BUDGET UPDATE

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of December. The Total Unrestricted Utility Operating Cash as of January 3, 2023 was \$20,252,547.00 and reflects the VMEA payment of \$2,803,051.33 made on December 22, 2022.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the December Customer Service Report. Ms. Davis reported there were 17,074 accounts billed throughout the month of December. Total revenue billed was \$6,434,464.61 and revenue collected was \$5,905,671.24. The City wrote off \$10,304.36 this month and collected \$984.29 from in-house, resulting in a net collection of \$9,320.07.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Director of Utilities, reported that there were 5 (five) outages during the month of December. All five (5) outages were out of Prince William Substation.

The November VMEA billing was \$2,777,737 (\$0.895 kwh). The City coincident peak for the month of December occurred on December 24, 2022 for a peak of 72.98 MW. The Dominion Power peak was 22,219 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.
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.
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E. WATER AND SEWER OPERATIONS REPORT

Michael Nicholson, Assistant Director of Water & Sewer, presented the Water & Sewer Operations Report for the month of December. There were thirteen (13) water main breaks and one (1) sewer blockage in December.

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 – DECEMBER 2022

Project	Company	Amount
Premium Support Plan – Technical Support for Modicon 240 PLCs	Graybar Electric	\$10,020
SAR Satellite Imagery Analysis	Utilis Inc	\$16,000

VI. NEW BUSINESS

G. SANITARY SEWER INFRASTRUCTURE OWNERSHIP AND MAINTENANCE ON UOSA LINES AT 8500 PUBLIC WORKS DRIVE (MICHAEL NICHOLSON)

Michael Nicholson, Assistant Director of Water and Sewer, requested approval from the Commission to submit a formal request to UOSA for change of ownership and maintenance responsibilities for sewer mains and manholes located on the property

of the Public Works Facility. The City is requesting this ownership to connect the new oil water separator located on the property at 8500 Public Works Drive. UOSA has requested approval from the Utility Commission before a formal request is submitted by staff.

MOTION: Commissioner Silberstein made the motion to approve the formal request to UOSA for change in ownership.

SECOND: Commissioner Hollcroft

**H. CLEARWELL PRESENTATION FROM 2022 WATER JAM CONFERENCE
(MICHAEL NICHOLSON)**

Michael Nicholson, Assistant Director of Water and Sewer, presented a Power Point presentation that was given at the Water Jam Conference highlighting the Water Treatment Plant clearwell project.

MOTION: For Information Only

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.