



UTILITY COMMISSION REGULAR MEETING MINUTES

Tuesday, January 18, 2022
Meeting held virtually via Zoom

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 Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein, Commissioner Courtney Tolson

MEMBERS ABSENT: Councilman Mark Wolfe, Commissioner Mason Hollcroft

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 – December 9, 2021

MOTION: Commissioner McWhirt made the motion to approve the December minutes with two changes. Page 1 section A should read "bill" instead of "bills", and on page 2 section D Point of Woods Substation is referenced twice.

SECOND: Commissioner Silberstein

VOTE: Unanimous

V. STAFF REPORTS

A. DIRECTOR'S UPDATE

Tony Dawood, Director of Utilities, reported back to the Commission that the City has approximately 1,100 wood poles with electric lines on them. Mr. Dawood reported that the City has a few poles that are 60-70 years old. However, the majority of poles are 25-50 years old. Based on the recommendation of the Commission, staff will work on obtaining a contractor to perform a survey to determine the condition of the poles and remedial work necessary.

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, 2022 was \$22,768,641.54 and reflects the VMEA payment of \$2,125,789.16 made on December 23, 2021.

C. CUSTOMER SERVICE REPORT

Ana Davis, Utilities Services Manager, presented the December Customer Service Report. Ms. Davis reported there were 17,147 accounts billed throughout the month of December. Total revenue billed was \$6,294,818.66 and revenue collected was \$6,748,103.21. The City wrote off \$31,176.49 this month and collected \$976.78 from in-house, resulting in a net collection of \$30,199.71.

D. ELECTRIC OPERATIONS REPORT

Tony Dawood, Assistant Director of Electric, reported that there were twelve (12) outages during the month of December. Four (4) outages were out of Point of Woods Substation, three (3) outages out of Airport Substation, three (3) outages out of Prince William Substation, and two (2) out of Battery Heights Substation.

The November VMEA billing was \$2,125,789 (\$0.761 kwh). The City coincident peak for the month of December occurred on December 5, 2021 for a peak of 58.8 MW. The Dominion Power peak was 16,544 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 December. There were nine (9) water main breaks and no sewer blockages in December.

Katelyn Geiger has been promoted to the new Compliance Officer. Ms. Geiger was previously a lab analyst at the Water Treatment Plant.

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. Construction delays encountered due to fiber company conflicts.
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. Contract documents being finalized
W-70 – Water Plant Improvements FY18	Conventional filter completed.

F. PURCHASE ORDERS APPROVED – DECEMBER 2021

Project	Vendor	Amount
Ellicott Lane Sanitary Sewer Replacement Design	Michael Baker International	\$41,500
Installation of 8 mufflers at VMEA	Shickel Corporation	\$117,360
Dean Drive – Duct Bank Stakeout	GRS Group LLC	\$5,000
Schneider Industry Support for 2022	Graybar Electric Co	\$9,702

VI. FY2023 BUDGET AND CIP

G. FY2023 PRELIMINARY OPERATING BUDGET

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

Commissioner Silberstein suggested creating a summary slide in the Power Point presentation displaying all the increases and how it would affect a typical customer's monthly bill.

MOTION: For Information Only

VII. NEW BUSINESS

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 6:30 p.m.