



# UTILITY COMMISSION

## REGULAR MEETING

### MINUTES

Thursday, July 14, 2022  
8500 Public Works Drive, Manassas, VA 20110

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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, Councilman Mark Wolfe, Commissioner Jeffrey McWhirt, Commissioner Kelsey Rainville, Commissioner Stephen Silberstein (via Zoom), Commissioner Courtney Tolson

**MEMBERS ABSENT:** Commissioner Mason Hollcroft

**STAFF PRESENT:** 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 (via Zoom)

**STAFF ABSENT:** Director of Utilities Tony Dawood

**GUESTS PRESENT:** None

#### III. CHAIRPERSON'S TIME

There was no Chairperson's update this month.

#### IV. APPROVAL OF MINUTES – May 12, 2022

**MOTION:** Commissioner Rainville made the motion to approve the May minutes as submitted. There was no meeting held in June, 2022.

**SECOND:** Commissioner McWhirt

**VOTE:** Unanimous

#### V. STAFF REPORTS

##### A. DIRECTOR'S UPDATE

There was no Director's update this month.

**B. CASH REPORT AND BUDGET UPDATE**

Glenn Simpson, Utilities Finance Manager, presented the Cash Report for the month of June. The Total Unrestricted Utility Operating Cash as of July 1, 2022 was \$35,655,669.61 and reflects the VMEA payment of \$2,600,449.68 made on June 24, 2022.

**C. CUSTOMER SERVICE REPORT**

Ana Davis, Utilities Services Manager, presented the June Customer Service Report. Ms. Davis reported there were 17,088 accounts billed throughout the month of June. Total revenue billed was \$5,921,043.81 and revenue collected was \$6,714,164.07. The City wrote off \$22,479.50 this month and collected \$1,960.30 from in-house, resulting in a net collection of \$20,519.20.

**D. ELECTRIC OPERATIONS REPORT**

Glenn Simpson, Utilities Finance Manager, reported that there were twelve (12) outages during the month of June. Six (6) outages were out of Prince William Substation, three (3) outages out of Battery Heights Substation, two (2) out of Airport Substation, and one (1) out of Point of Woods Substation.

The May VMEA billing was \$2,60,449 (\$0.823 kwh). The City coincident peak for the month of June occurred on June 17, 2022 for a peak of 74.5 MW. The Dominion Power peak was 19,848 MW.

Mr. Simpson also 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 90% complete. Country Lane is complete. Cannon Ridge area work began in March 2022.
E33 – Overhead to Underground Relocation (Electric Reliability)	Foster Drive Phase II – all cable and conduit is installed. Waiting on Verizon and Comcast to remove their facilities.  Longstreet Drive is being considered as the next target area.
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 June. There was one (1) water main break and zero sewer blockages in June.

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. Fiber company finished their work. Currently testing new mains, connections have been delayed. Staff notified of 2.4 million dollars of Stem Grant to be used for Phase IV.
W-47 – Finished Water Capacity Increase	In review with Prince William County. Project to bid in November of 2022.
W-50 – Main Replacement Looping	Longstreet Drive – design at 50% to be completed and scheduled to bid in the summer of 2022.  Bragg Lane – Design at 100%. Bid awarded to Crown Construction.
W-65 – Clear Well Addition & Roof Replacement	Clark Construction issued Notice to Proceed on November 3, 2021. Excavation on tank site completed, currently installing forms for tank.
W-70 – Water Plant Improvements FY18	Replacement of flocculator paddles is in progress. Replaced valves and actuator controls on pulsator.

**F. PURCHASE ORDERS APPROVED – JUNE 2022**

There were no large purchase orders approved in June 2022

**VI. NEW BUSINESS**

**G. SANITARY SEWER CONNECTION TO UOSA MANHOLE FOR CITY CUSTOMER AT 10219 DUMFRIES ROAD (MICHAEL NICHOLSON)**

Michael Nicholson, Assistant Director of Water & Sewer, requested the Commission’s approval to submit formal request to UOSA for connection to proposed City of Manassas sanitary sewer. The proposed connection to existing UOSA manhole, for a proposed learning center located at 10219 Dumfries Road, will be made by the developer and released to the City once constructed and inspected.

**MOTION:** Commissioner Rainville made the motion to approve the sanitary sewer connection to UOSA manhole for City customer at 10219 Dumfries Road.

**SECOND:** Commissioner Tolson

**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 6:05 p.m.