City of Manassas, Virginia

Utility Commission Meeting

AGENDA

Utility Commission Meeting
Public Works Facility
8500 Public Works Drive
Manassas, VA 20110
Thursday, January 8, 2026

I. **Call Meeting to Order - 5:30 pm**

II. **Determination of Quorum**

III. **Approval of Remote Electronic Participation by a Commission Member**

IV. **Chairperson's Report**

V. **Approval of Minutes**

Va **Approval of Minutes - November 13, 2025**
November 13, 2025 - Regular Meeting.pdf

VI. **Staff Reports**

VIa **Utility Customer Service and Financial Reports**
CS Dec 2025 usage_Jan 2026 reporting month 2.pdf

VIb **Director of Electric Update and Electric Operations Report**
Elec Dec 2025 usage_Jan 2026 reporting month.pdf

VIc **Director of Water & Sewer Update and Water & Sewer Operations Report**
WS Nov 2025 usage_Jan 2026 reporting month 2.pdf

VII. **New Business**

VII **Fairfax Water New Legislation to Restrict Re-Use in the Occoquan Water Shed**
SKM_361i26010607420.pdf

Discussion of Utility Commission By-Laws and Resolution R-2023-39
Council R-2023-39 2-27-23 Mission & Role of UTC.pdf
Util Comm By-Laws 1992.pdf

VIII. **<u>Old Business</u>**

IX. **<u>Adjournment of Meeting</u>**

Manassas Public Works Facility
8500 Public Works Drive, Manassas, VA 20110

Members Present	Members Absent	Staff Present
Robert Angelotti	None	Tarek Aly
Robert Fox		Daralyn Baker
Charles Lemmon		Ana Davis
Richard Meyer		Lisandra Rodrigues
Tom Osina		Jeff Small
Steve Silberstein (Zoom)		
Andrew Smith		
Courtney Tolson		

I. Call Meeting to Order – 5:30 pm

Vice-Chairperson Tolson called the meeting to order.

II. Determination of Quorum

Quorum has been met.

III. Approval of Remote Electronic Participation by a Commission Member

Chairperson Silberstein requested electronic participation, via Zoom, due to being out of town.

Motion: *Lemmon* **Second:** *Meyer*
Vote: ***Results (Unanimous 6-0)***
Ayes: *Angelotti, Fox, Smith, Tolson*
Nays: *None*

IV. Chairperson's Report

Vice-Chairperson Tolson and Chairperson Silberstein announced there would be no meeting in December. Commission will resume meetings in January 2026.

Chairman Silberstein presented the Commission Annual Report to Council on Monday, November 10, 2025. Feedback was positive and Councilmember Osina thanked Chairman Silberstein and Commissioners for their dedication and hard work.

In January, Commissioner Meyer will lead a discussion on the roles and responsibilities of the Commission, based off the By-laws and Resolution R-2023-39.

V. Approval of Minutes

Minutes for October 9, 2025 approved as submitted.

Motion:	*Lemmon*	**Second:**	*Angelotti*
Vote:	***Results (Unanimous 7-0)***		
Ayes:	*Fox, Meyer, Silberstein, Smith, Tolson*		
Nays:	*None*		

VI. Staff Reports

A. Utility Customer Service and Financial Reports

Ms. Davis supplied the monthly customer service and financial reports which Commissioners are welcome to review and follow-up with any questions.

Effective November 3, 2025, Ms. Davis was named as an Assistant City Manager (ACM).

The Action Items for Customer Service will remain the same with the exception of the Utility Analyst position being removed. An offer was made and accepted by a successful candidate.

B. Director of Electric Update and Electric Operations Report

Mr. Aly, Director of Electric reviewed the new format of the monthly outage report. Additional information was included in the outage report including cause, detailed problem description and a description of the action taken. Mr. Aly also provided a new graph detailing the breakdown of the cause of an outage by cause and total for the year and month.

Mr. Aly discussed the outages that occurred in the month of October. The largest outage was a Dominion Energy outage in which a transmission line of theirs failed, causing the City to lose power in two substations. City crews proceeded to switch load to other available substations and had all power restored within two hours.

Commissioner Meyer addressed the perceived lack of communication to the pubic during power outages. Commissioner Meyer suggested more detailed social media posts in a more timely manner, with a follow-up post after the outage explaining the reason for the outage and the steps taken to resolve the issue. Chairperson Silberstein added he would also like to see more communications especially for a major outage, which raises the question of what determines a “major” outage. Ms. Davis and Councilmember Osina added that the Public Relations Department of the City is responsible for social media posts, and information is given to them in a timely manner. A question was raised on whether Utility staff should have access to the social media posts in order to post outage information on a weekend or during the night.

The Action Items for Electric will include updates to the communication to the public during power outages, possible updates to the on-line outage map, and an update to the repair for the bushings at Prince William Substation.

C. Water & Sewer Operations Report

Jeff Small, Director of Water & Sewer, announced that a Class 1 Operator was hired and has started the training process at the Water Treatment Plant. The Utility Worker position is still vacant.

Commissioner Fox was concerned and questioned lost water reported and Commissioner Angelotti asked if we can reclaim lost water. Mr. Small responded that the daily usage trend column is inaccurate data linked to old data set methods. All metering at the WTP is under evaluation for effectiveness and development of a new metering plan. Until metering is improved, non-revenue water cannot be broken down further. Non-revenue water is made up of accounted for and unaccounted for water. The metering plan is critical to breaking down non-revenue water.

Commissioner Meyer inquired about questionable data on the monthly MOR report and that the City does not have a reliable way to track water coming out of the plant. Mr. Small explained that the city's overall historical calculation of non-revenue water has been around 15-17%, which is well within typical non-revenue water numbers. Water loss, unaccounted for non-revenue water, has not previously been broken out, which is one of the areas a program has been put in place to define the City's non-revenue water.

Commissioner Fox asked about the results of the multi-jurisdictional meeting regarding PFAS. Mr. Small relayed that the meeting was held as a closed meeting, and once results are published he will inform the Commission.

The Action Items for Water will include the corrected numbers for the Operating Report, updates on the metering update, and results of the PFAS meeting (if finalized).

VII. New Business

None

VIII. Old Business

None

Adjournment

Motion:	*Tolson*	**Second:**	*Angelotti*
Vote:	***Results (Unanimous, 6-0)***		
Ayes:	*Fox, Lemmon, Meyer, Smith*		
Nays:	*None*		

The meeting was adjourned at 7:09 pm.

Steve Silberstein – Chair

Daralyn Baker, Utility Commission Clerk

Date Approved

UTILITY CUSTOMER SERVICE REPORT					
FOR THE MONTH OF DECEMBER 2025					
REVENUES BILLED				LAST MONTH	THIS MONTH
NUMBER OF ACCOUNTS BILLED				17,224	17,195
ELECTRIC			Energy	$1,938,264.12	
			Demand	$749,086.83	
			PCA	$341,504.96	
			FCA	$0.00	
			Security lgts	$21,504.57	
			Ld mgmt	$0.00	
			Sub Total	$3,050,360.48	
*** LOMAR		NOVEMBER		$252,684.43	
*** MICRON		NOVEMBER		$11,108.33	
***BRICK PLANT		NOVEMBER		$171,096.38	
TOTAL ELECTRIC					$3,485,249.62
WATER					$982,907.25
SEWER					$799,081.82
UOSA COMPONENT					$644,236.20
Pond overhead, maintenance and indirect					$27,754.17
REFUSE					$348,560.94
STORMWATER					$233,879.09
RETURNED DEPOSITS					($19,800.00)
SUBTOTAL					$6,501,869.09
PENALTIES				LAST MONTH	$56,521.58
TOTAL REVENUE BILLED				$7,227,382.04	$6,558,390.67
REVENUES COLLECTED FOR DECEMBER BILLINGS AND PRIOR					
OVER THE COUNTER		11.21%			$918,168.47
WIRE PAYMENTS		7.95%			$650,993.08
MAIL		9.71%			$795,846.54
A/R BOX		24.30%			$1,990,587.97
E-CHECKS (INVOICE CLOUD)		37.83%			$3,099,468.59
PAYPAL/VENMO		0.28%			$22,659.43
CREDIT CARDS (INVOICE CLOUD)		8.73%		LAST MONTH	$715,329.38
TOTAL REVENUE COLLECTED				$6,249,337.05	$8,193,053.46
OVER/SHORT					$0.00
OPERATION ROUND UP				$202.44	$198.73
MONTHLY NON PAY CUTS	DH	263			
	CUT	0			
	HOLDS	25			
TOTAL COLLECTION RATIO:				86.47%	124.93%
UTILITY ACCOUNTS RECEIVABLES					
AGING	08/29/25	09/30/25	10/31/25	11/26/25	12/31/25
CURRENT DUE (ACTIVE ACCTS)	$5,007,718.11	$3,582,793.73	$3,748,321.33	$4,374,297.21	$2,851,302.69
30 DAYS (ACTIVE ON CUT LIST)	$325,702.62	$277,509.32	$352,709.97	$585,627.22	$367,611.01
60 DAYS (DISCONNECTED ACCOUNTS)	$33,391.14	$46,589.57	$31,688.42	$54,693.83	$63,181.30
90 DAYS (DISCONNECTED WAITING FOR WRITE-OFF)	$7,740.08	$16,193.09	$16,335.58	$21,411.61	$16,675.72
OVER 90 DAYS	$19,666.60	$18,331.96	$18,542.02	$22,675.30	$15,199.86
TOTAL DUE	$5,394,218.55	$3,941,417.67	$4,167,597.32	$5,058,705.17	$3,313,970.58
* WRITE OFFS	$8,043.89	$10,098.87	$8,489.75	$7,383.58	$40,377.64
COLLECTED FROM STATE	$0.00	$0.00	$0.00	$0.00	$0.00
COLLECTED IN HOUSE	($1,391.44)	($1,079.22)	($589.25)	($569.70)	($441.79)
NET	$6,652.45	$9,019.65	$7,900.50	$6,813.88	$39,935.85
* written off accounts are bad debts removed from the accounts receivable control register but not from the system.					

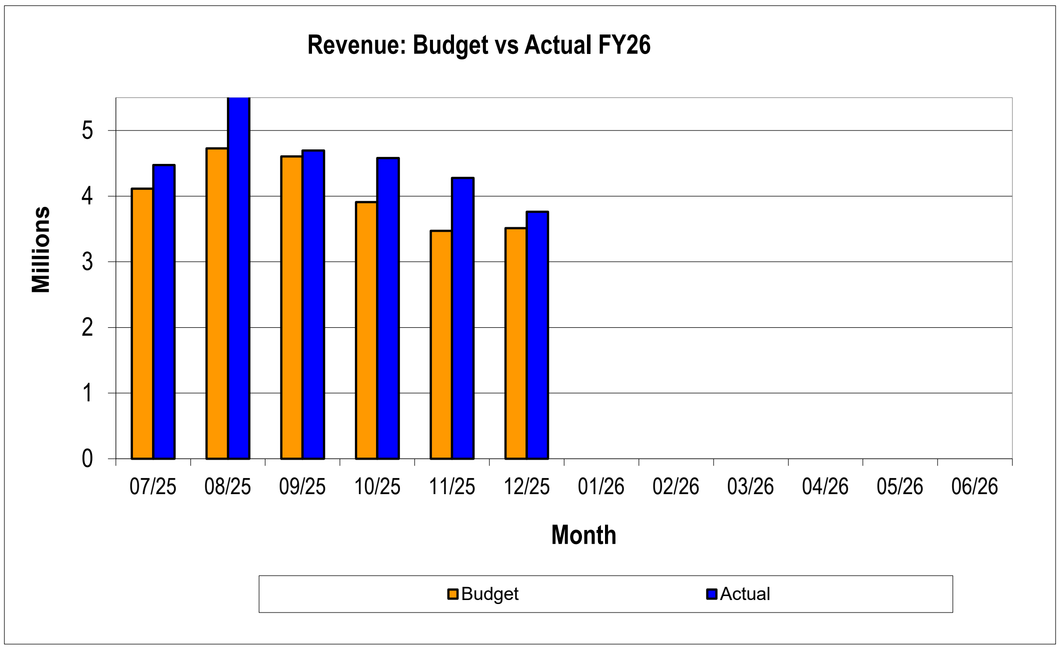
Electric Fund Budget vs Actual FY26

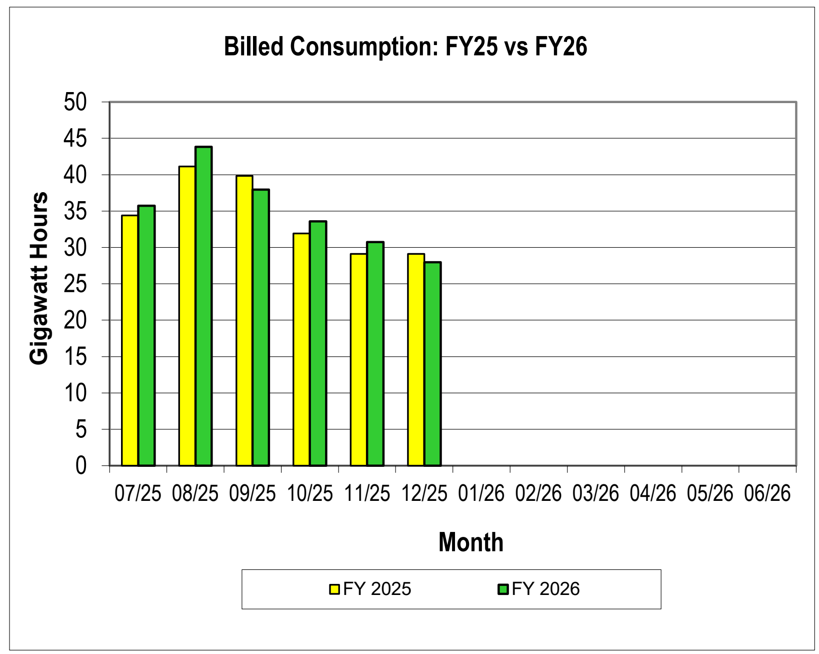
Revenue & Expenditures

Bill Mo	FY 26 Budget Revenue	FY 26 Actual Revenue	FY 26 Actual Expenditures	FY 26 Actual Capital Project Tranfers	Actual Rev over Budgeted Rev	Purchase Power**
07/25	$ 4,114,050	$ 4,473,845	$ 4,592,006	$ 3,015,000	8.75%	3,823,095
08/25	4,728,030	5,805,362	4,507,874	-	22.79%	3,415,506
09/25	4,603,863	4,696,168	3,863,696	-	2.00%	2,758,495
10/25	3,909,081	4,579,843	3,854,497	-	17.16%	2,368,410
11/25	3,470,373	4,276,874	4,349,263	-	23.24%	2,617,231
12/25	3,510,826	3,761,331	1,136,065	-	7.14%	
01/26			-	-		
02/26			-			
03/26			-			
04/26			-			
05/26			-			
06/26			-			
	$ 24,336,223	$ 27,593,423	$ 22,303,401	$ 3,015,000	13.38%	$ 14,982,737

Billed Consumption

Bill Mo	FY 26 Budget Total kWh	FY 26 Actual Total kWh	FY 25 Actual Total kWh	Actual over Budgeted	FY26 over FY25
07/25	34,146,554	35,735,556	34,384,917	4.65%	3.93%
08/25	40,695,272	43,822,906	41,126,140	7.69%	6.56%
09/25	39,483,429	37,959,539	39,837,918	-3.86%	-4.72%
10/25	32,557,003	33,575,966	31,905,591	3.13%	5.24%
11/25	28,320,793	30,738,160	29,105,692	8.54%	5.61%
12/25	28,557,011	27,970,273	29,098,997	-2.05%	-3.88%
01/26					
02/26					
03/26					
04/26					
05/26					
06/26					
	203,760,062	209,802,400	205,459,255	2.97%	2.11%



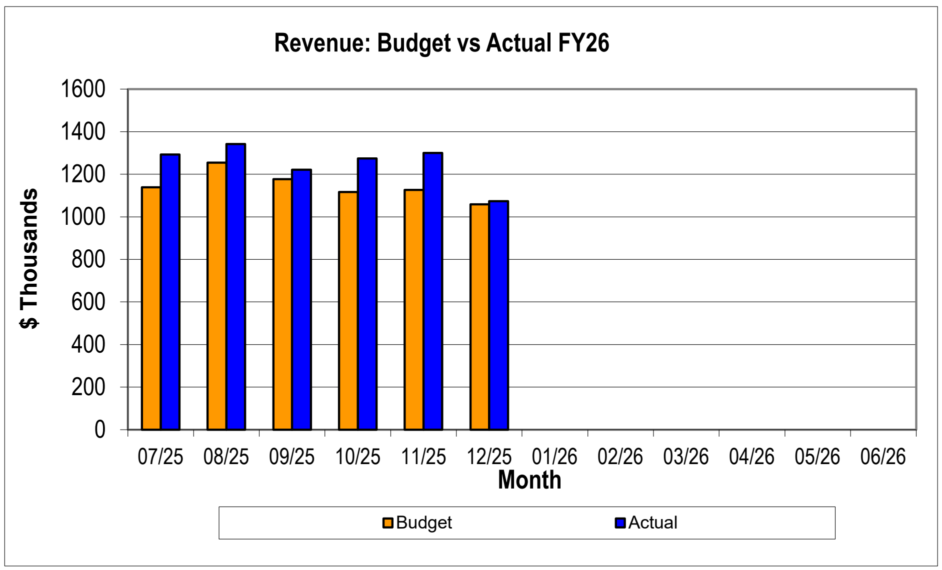


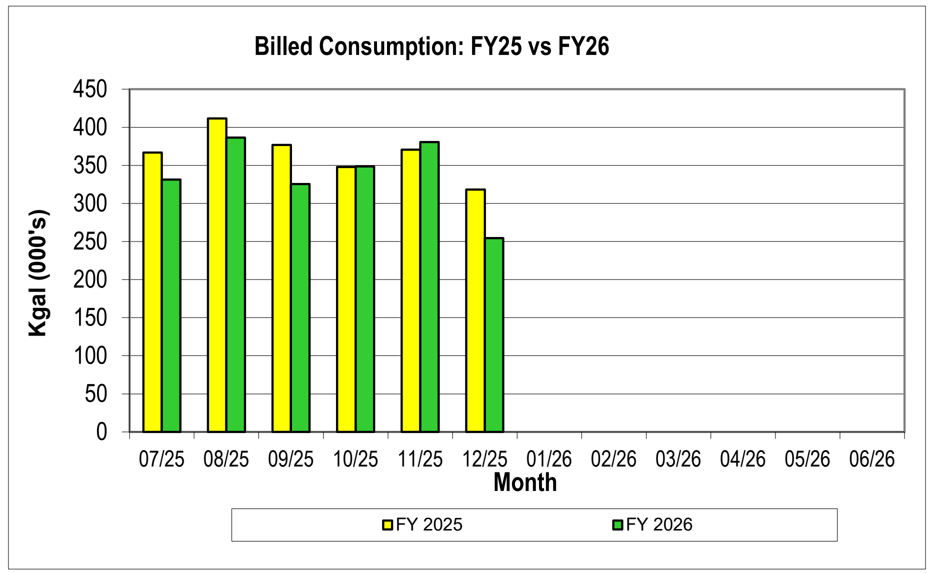
Water Fund Budget vs Actual FY26

Revenue & Expenditures					
Bill Mo	FY 26 Budget Revenue	FY 26 Actual Revenue	FY 26 Actual Expenditures	FY 26 Actual Capital Project Transfers	Actual Rev over Budgeted Rev
07/25	$ 1,139,086	$ 1,292,675	$ 2,046,864*	$ 4,865,000	13.48%
08/25	1,254,554	1,341,731	1,017,101	-	6.95%
09/25	1,176,509	1,220,938	723,034	-	3.78%
10/25	1,117,060	1,273,910	1,019,525	-	14.04%
11/25	1,126,792	1,299,671	814,620	-	15.34%
12/25	1,058,988	1,074,045	834,242	-	1.42%
01/26			-	-	
02/26			-	-	
03/26			-	-	
04/26			-	-	
05/26			-	-	
06/26			-	-	
	$ 6,872,989	$ 7,502,970	$ 6,455,386	$ 4,865,000	9.17%

*Includes $1,416,189.25 to Debt Service which were budgeted

Billed Consumption							
Bill Mo	FY 26 Budget Total Kgal	FY 26 Actual Total Kgal	FY 25 Actual Total Kgal	FY26 over FY25	Retail FY26 over FY25	Wholesale FY26 over FY25
07/25	360,525	331,336	366,752	-9.66%	-12.68%	-5.70%
08/25	410,491	386,295	411,483	-6.12%	-9.36%	-2.21%
09/25	377,088	325,615	376,902	-13.61%	0.46%	-31.06%
10/25	353,259	348,470	347,886	0.17%	3.17%	-3.21%
11/25	369,919	380,553	370,520	2.71%	-1.10%	6.46%
12/25	333,113	254,445	318,188	-20.03%	-6.77%	-36.09%
01/26						
02/26						
03/26						
04/26						
05/26						
06/26						
	2,204,395	2,026,714	2,191,731	-7.53%	-4.60%	-10.97%





Sewer Fund Budget vs Actual FY26

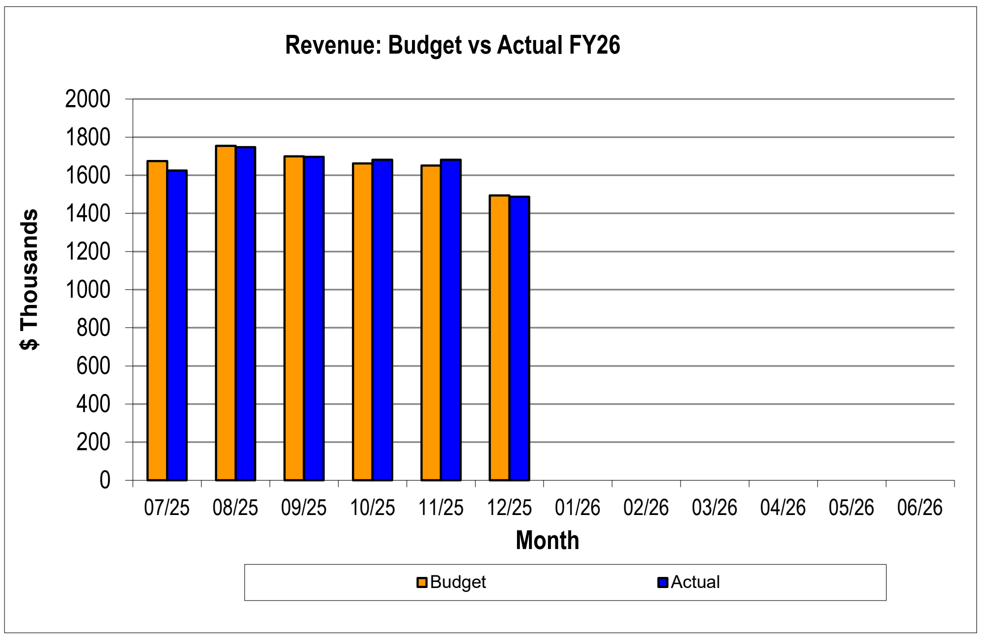
Revenue & Expenditures

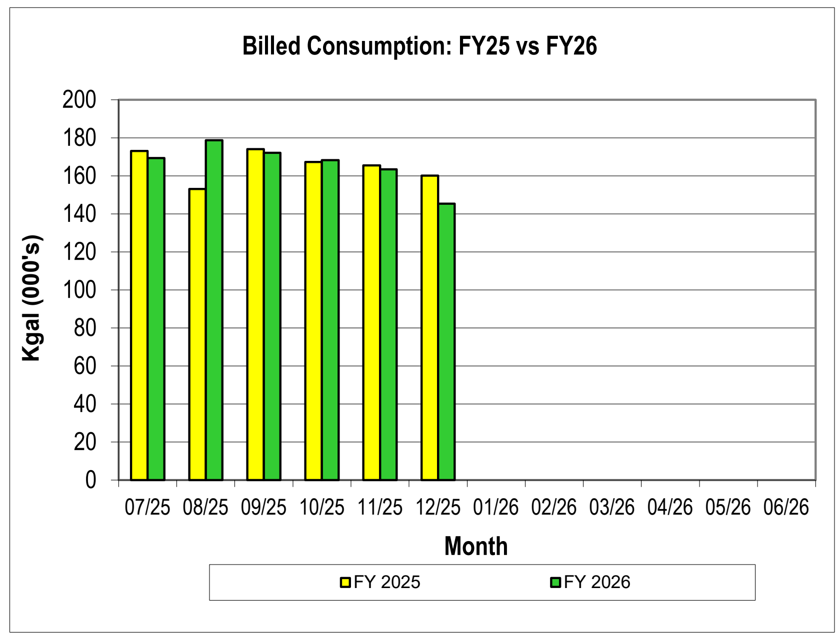
Bill Mo	FY 26 Budget Revenue	FY 26 Actual Revenue	FY 26 Actual Expenditures	FY 26 Actual Capital Project Transfers	Actual Rev over Budgeted Rev	UOSA Treatment
07/25	$ 1,674,803	$ 1,624,710	$ 5,180,296*	$ 3,615,000	-2.99%	$ 3,220,598
08/25	1,754,988	1,747,007	257,075	-	-0.45%	
09/25	1,699,308	1,696,345	3,616,016	-	-0.17%	2,571,980
10/25	1,662,736	1,681,394	317,271	-	1.12%	
11/25	1,651,198	1,681,357	264,005	-	1.83%	
12/25	1,494,678	1,486,836	3,687,768	-	-0.52%	
01/26			-	-		
02/26			-	-		
03/26			-	-		
04/26			-	-		
05/26			-	-		
06/26			-	-		
	$ 9,937,711	$ 9,917,649	$ 13,322,431	$ 3,615,000	-0.20%	$ 5,792,578

*Includes $1,603,975 to Debt Service which were budgeted

Billed Consumption

Bill Mo	FY 26 Budget Total Kgal	FY 26 Actual Total Kgal	FY 25 Actual Total Kgal	Actual Over Budgeted	FY 26 over FY 25
07/25	172,178	169,338	173,093	-1.65%	-2.17%
08/25	182,675	178,727	153,053	-2.16%	16.77%
09/25	171,477	172,063	174,072	0.34%	-1.15%
10/25	166,573	168,235	167,236	1.00%	0.60%
11/25	163,664	163,382	165,467	-0.17%	-1.26%
12/25	165,741	145,293	160,062	-12.34%	-9.23%
01/26					
02/26					
03/26					
04/26					
05/26					
06/26					
	1,022,308	997,038	992,983	-2.47%	0.41%





ACTION ITEMS

CUSTOMER SERVICE DEPARTMENT

- Vacant positions in Utilities: There are currently no vacancies in Utilities.

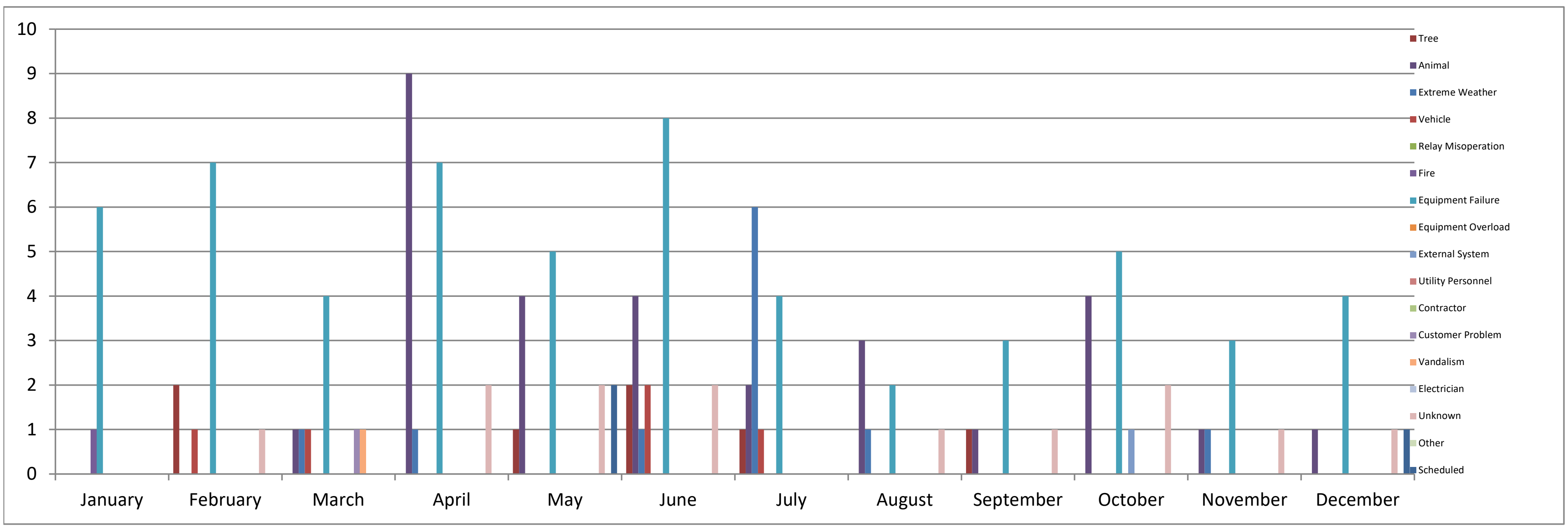
Electric System Outage Report - December 2013

Outage Date	Outage Time	Outage Address/Location	Cause Category	Failed Device	Detailed Problem Description	Description of Action Taken	Total No. of Customers	1st Restore Time	1st Restore Outage Minutes	1st Restore CMI	Total CMI
12/2/25	8:35	9438 Flowerden Ln	Equipment Failure	Underground Cable	Faulted Underground Cable @ G-17-16	Installed Service Saver, Cable Replaced on 12/3/2025	1	10:05	90	90	90
12/9/25	5:00	8651 Centreville Rd	Scheduled	Customer Upgrade	Scheduled Outage to Install New Service	Scheduled Outage to Install New Service	1	7:00	120	120	120
12/10/25	12:15	9021 Longstreet Dr.	Equipment Failure	Meter Base	Burnt Meter Base Lugs	Replaced Meter Base and Repaired Lugs	1	13:30	75	75	75
12/16/25	9:53	Airport Circuit 305 (101 Tied) Operated 1X	Unknown	Unknown	Airport Circuit 305 (101 Tied) Operated 1X	Patrolled Circuits/No Cause Found and No Outage Calls	1182	9:53	0	0	0
12/16/25	22:15	Weir Pl	Equipment Failure	Overhead Conductor	Burnt Jumper at K-10-35	Repaired Jumper at Pole K-10-35	11	0:20	125	1,375	1,375
12/20/25	6:15	8501 & 8503 Kirby St	Equipment Failure	Underground Cable	Faulted Underground Cable @ K-04-18	Installed Service Saver While Cable Was Being Repaired	2	9:30	195	390	390
12/25/25	10:09	9701 & 9703 Clark Pl	Squirrel	Fuse Cutout	Squirrel Found @ K-14-07, Blown Fuse for B Phase	Re-Fused at Pole K-14-07	8	11:30	81	648	648
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
Totals							**1,206**		**686**	**2,698**	**2,698**
Totals Excluding Scheduled Outages, Partial Power, and Customer Problem											

Outage Cause Breakdown

OUTAGE BREAKDOWN CALENDAR YEAR 2025

Cause	January	February	March	April	May	June	July	August	September	October	November	December	Total
Tree		2			1	2	1		1				7
Animal			1	9	4	4	2	3	1	4	1	1	30
Extreme Weather			1	1		1	6	1			1		11
Vehicle		1	1			2	1						5
Relay Misoperation													0
Fire	1												1
Equipment Failure	6	7	4	7	5	8	4	2	3	5	3	4	58
Equipment Overload													0
External System										1			1
Utility Personnel													0
Contractor													0
Customer Problem			1										1
Vandalism			1										1
Electrician													0
Unknown		1		2	2	2		1	1	2	1	1	13
Other													0
Scheduled					2							1	3
	7	11	9	19	14	19	14	7	6	12	6	7	**131**

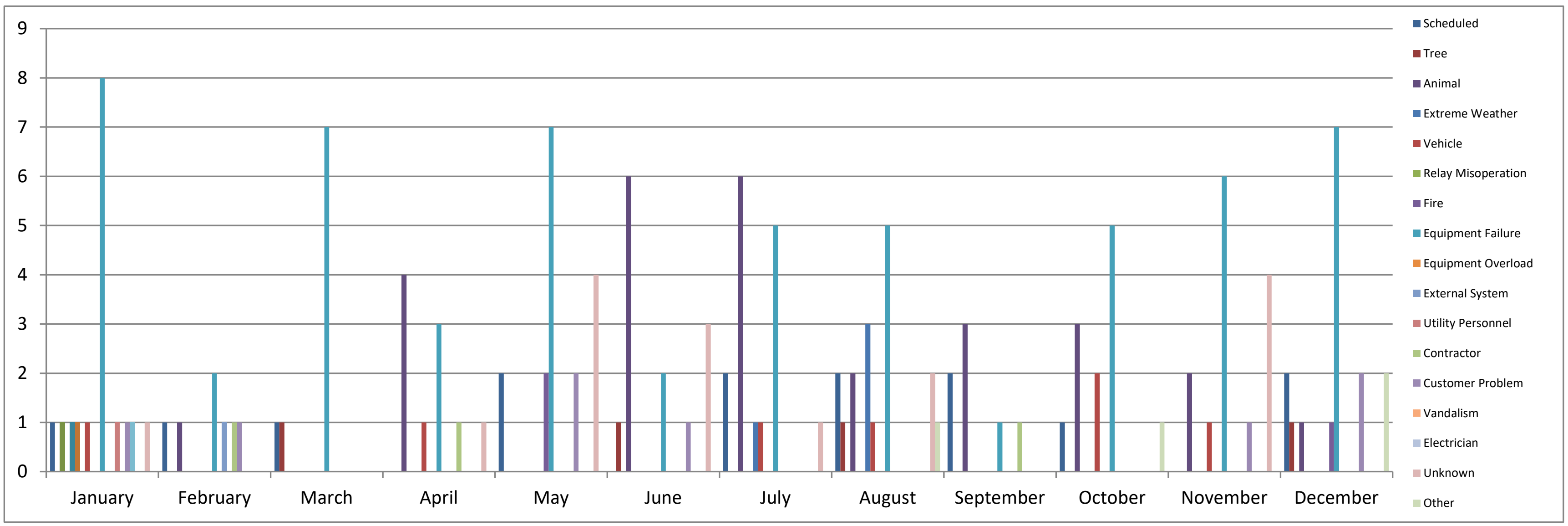


City of Manassas
Electric Department

Outage Weather/Cause/Failed Device Codes

OUTAGE BREAKDOWN CALENDAR YEAR 2024

Cause	January	February	March	April	May	June	July	August	September	October	November	December	Total
Scheduled	1	1	1		2		2	2	2	1		2	14
Tree			1			1		1				1	4
Animal		1		4		6	6	2	3	3	2	1	28
Extreme Weather							1	3					4
Vehicle	1			1			1	1		2	1		7
Relay Misoperation													0
Fire					2							1	3
Equipment Failure	8	2	7	3	7	2	5	5	1	5	6	7	58
Equipment Overload													0
External System		1											1
Utility Personnel	1												1
Contractor		1		1					1				3
Customer Problem	1	1			2	1					1	2	8
Vandalism													0
Electrician													0
Unknown	1			1	4	3	1	2			4		16
Other								1		1		2	4
	13	7	9	10	17	13	16	17	7	12	14	16	151

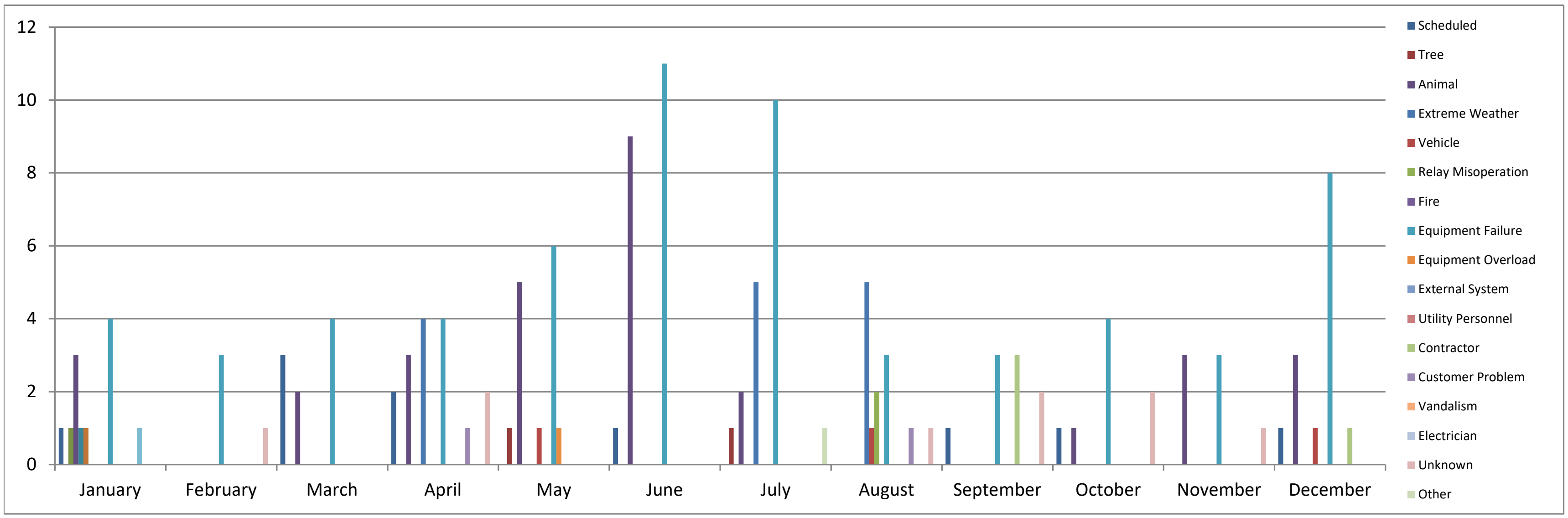


City of Manassas
Electric Department

Outage Weather/Cause/Failed Device Codes

OUTAGE BREAKDOWN CALENDAR YEAR 2023

Cause	January	February	March	April	May	June	July	August	September	October	November	December	Total
Scheduled	1		3	2		1			1	1		1	10
Tree					1		1						2
Animal	3		2	3	5	9	2			1	3	3	31
Extreme Weather				4			5	5					14
Vehicle					1			1				1	3
Relay Misoperation								2					2
Fire													0
Equipment Failure	4	3	4	4	6	11	10	3	3	4	3	8	63
Equipment Overload					1								1
External System													0
Utility Personnel													0
Contractor									3			1	4
Customer Problem				1				1					2
Vandalism													0
Electrician													0
Unknown		1		2				1	2	2	1		9
Other							1						1
	8	4	9	16	14	21	19	13	9	8	7	14	142



City of Manassas
Electric Department

Reliability

Target (Calendar Year)			
2025	**SAIDI (minutes)**	**ASAI (%)**	**CAIDI (minutes)**
January	0.204	100.000	85.692
February	2.407	99.994	154.142
March	1.508	99.997	572.976
April	8.013	99.981	92.914
May	9.477	99.979	50.870
June	12.713	99.971	115.580
July	1.922	99.996	199.383
August	0.039	100.000	217.998
September	0.123	100.000	187.000
October	17.04	99.961	66.640
November	3.343	99.992	156.051
December	0.150	99.999	112.087
YTD	56.939	99.989	167.611
Target	< 52	99.99	<156

System Average Interruption Duration Index (SAIDI):

Measures the average total sustained interruption duration for the average customer served over a defined period of time. (Sum of Customer Interruption Duration minutes / Total Number of Customers Served)

Average Service Availability Index (ASAI):

Represents the fraction of time (in percentage) that a customer service was available over a defined period of time.

Customer Average Interruption Duration Index (CAIDI):

Measures the average time required to restore service for impacted customers. (Sum of Customer Interruption Duration minutes/ Total Number of Customers Interrupted).

Electric System Operating Report – December 2025

System Data

	VMEA Bill	Actual cost per kWh (¢)
January	$ 2,850,755	6.64 *
February	$ 2,850,755	6.93 **
March	$ 2,430,604	7.75
April	$ 2,497,092	8.71
May	$ 2,731,018	9.09
June	$ 3,236,958	8.19
July	$ 3,823,095	8.41
August	$ 3,415,506	9.08
September	$ 2,758,495	8.14
October	$ 2,368,410	7.54
November	$ 2,617,231	7.12

* Reflects ($193,857) Credit from Dominion for FERC audit finding true-up.
** Reflects ($12,944) Credit from Dominion for FERC audit finding true-up.

Meter Data

DVP System Peak	24,229	MW (December 15th, 8 AM)
City Coincident Peak	69.2	MW (December 15th, 8 AM)
City System Peak	70.3	MW (December 15th, 9 AM)
System Transmission kWh	34,953,696	kWh
System Distribution kWh	2,370,722	kWh
CP/NCP Ratio	88.91%	(November, verified)
CP/NCP Ratio (Calendar Year avg.)	95.02%	(November, verified)

Generation - PJM Base Residual Auction

No PJM Runs

Load Control and Voltage Reduction

Monday, December 15th DVP Peak 24,229 MW @ 08:00: VMEA-231.4 MW, Man-69.2 MW

Temperatures at the Peak:

Manassas	17 °F
Richmond	15 °F
Norfolk	19 °F

Generation – Transmission Peak Shaving (in MW)

Date	Peak Hour	Hours Ran	Manassas Generation	DVP Load	Manassas Load	VMEA Load
Dec 9th	08:00	1.5	13.69	21,878	64.5	219.4
Dec 15th	08:00	1.25	13.66	24,229	69.2	231.4

ELECTRIC CAPITAL IMPROVEMENTS

Project	Description	Start Date	Est Completion Date	Current Project Status	Funds to Date	Project to Date Actual Cost	Encumbrance	Balance	Percentage of Funds Remaining
C3667/E30	UG Cable Replacement	FY 2014	Ongoing	POW Phase II - USA Cable installing conduit	$7,948,178.48	$6,440,107.00	$156,554.35	$1,351,517.13	17%
C3686/E31	New Generation Alternatives	FY 2014	Ongoing	PW generator upgrade - On Hold	$3,008,681.00	$1,471,762.63	$362,023.00	$1,174,895.37	39%
C3693/E33	OH to UG	FY 2017	Ongoing	Douglas St - project complete	$5,625,000.00	$3,147,900.79	$0.00	$2,477,099.21	44%
C3515/E35	Airport Distribution	FY 2020	June 2026	Investigate Airport - recevied draft from vendor, under review	$2,893,000.00	$14,995.92	$0.00	$2,878,004.08	99%
C3517/E37	Substation Capacity & Reliability	FY 2020	Ongoing	Battery Heights Substation - back to normal	$2,665,000.00	$1,449,267.98	$184,300.00	$1,031,432.02	39%
C3533/T084	Longstreet Dr	FY 2025	July 2027	Longstreet Dr - revisiting scope of project	$1,500,000.00	$111,540.31	$1,299,559.70	$88,899.99	6%
C3694/E32	New Fiber Optic Loop/Ring	FY 2017	TBD	Fiber Optic - Prince William to PWF Bunker - On Hold	$505,000.00	$241,315.03	$0.00	$263,684.97	52%
C3527	Lockheed Substation Reloc/Upgrade	FY 2025	May 2026	Ordering long lead time material. Easement acquisition and Wetlands study underway. Coordinating the protection & control scope with Dominion and Lockheed Martin.	$4,510,000.00	$250,684.83	$587,984.55	$3,671,330.62	81%
C3528	AWS/BCG Substation	FY 2022	July 2026	The three (3) substation transformers have been installed including all the accessories, ancillary devices, and transformer oil. The oil containment system for the three (3) substation transformers have been completed. Dominion Energy changed the substation high-side energization date to July 31, 2026.	$1,943,495.00	$1,875,662.48	$67,832.52	$0.00	0%

ACTION ITEMS

ELECTRIC DEPARTMENT

- Underground cable replacement – transformer delivery date(s)
    - No concrete delivery date(s) yet. Item will remain on Action Item list

- Follow-up on AWS data center duct bank

- Outage Map Upgrades

- Repair of Prince William Substation Bushings

WATER & SEWER OPERATIONS REPORT

Reporting Month: January 2025 Usage: November 2025

RESERVOIR		Goal	Actual
			Monthly
Reservoir level/Feet above sea level	Top of Concrete	285'	
	Top of Rubber	290'	
	November Average	285.14'	
Rain Gauge	November Inches of Rain		0.00'

WATER PLANT		Monthly
Water Production (Thousand Gallons)	Minimum	5,606.00
	Maximum	13,656.00
	Average	9,952.67
	Total Finished	298,580.00
	Purchased Water	-
	Total	298,580.00
Water Distribution (Thousand Gallons)	Retail	176,598.00
	Whole	89,761.00
	Total	266,359.00

WATER QUALITY	Regulatory Limit	Q1 2025	Q2 2025	Q3 2025	Q4 2025
Disinfection by Products- THM	80 ppb	41.96	45.04	51.13	55.77
Disinfection by Products- HAA	60 ppb	27.42	29.82	35.24	36.93
TOC (Total Organic Carbon) Removal	> 1.0	1.07			
FY26 Turbidity Exceedances*	0	0			
FY26 Violations*	0	0			
Sampling	50	54			

WATER OPERATIONS	Total Assets	Monthly	Completed YTD
FY26 Critical Valves Operated (>16")	124	0	0
FY26 Non-critical Valves Operated (<12")	4,683	94	247
FY26 Locations Flushed*	0	0	0
Water Breaks		9	13
W&S Quality Complaints		9	14
FY26 Training hours (Utility Employees)*	108	2	281

SEWER OPERATIONS	Total Assets	Monthly	Completed YTD
Manholes Inspected	3,363	26	240
TV Inspections - Camera (feet)*	648,868.08	4,439.00	14,698.00
Sewer Main Rehabilitated (feet)*	648,868.08		
Sewer Main Manholes Rehabilitated	3,363		
Sewer lateral Rehabilitation(feet)*	533,570.26		
Line Cleaning (feet)*	648,868.08	1,500.00	77,382.00
Dry weather SSO's	0	0	0
Wet weather SSO's	0	0	0
	Base Flow (MGD) 5.45	Average Daily Flow (MGD) 5.44	EST Inflow and Infiltration % 0%
HIGHEST PEAK (July 1, 2025 - Nov 30, 2025) Peak for 30 days	Maximum allowed by UOSA 9.19	Highest Peak Month July 2025	Highest Peak 8.23

Date	Reservoir level	Rain gauge
	Feet above sea level	inches of rain
	Top of Concrete 285'	
November	Top of Rubber 290'	
1	286.68	na
2	285.60	na
3	285.60	na
4	285.49	na
5	285.46	na
6	285.46	na
7	285.38	na
8	285.34	na
9	285.28	na
10	285.21	na
11	285.15	na
12	285.15	na
13	285.11	na
14	285.05	na
15	285.03	na
16	284.97	na
17	284.93	na
18	284.94	na
19	284.93	na
20	284.93	na
21	284.92	na
22	284.92	na
23	284.91	na
24	284.87	na
25	284.85	na
26	284.85	na
27	284.85	na
28	284.85	na
29	284.78	na
30	284.74	na
31		
Monthly Average	285.14	0.00

DATE	12:00 AM	2:00 AM	4:00 AM	6:00 AM	8:00 AM	10:00 AM	12:00 PM	2:00 PM	4:00 PM	6:00 PM	8:00 PM	10:00 PM	Maxium
1													0
2													0
3													0
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Water Balance

WATER TREATMENT PLANT MONTHLY REPORT

CITY OF MANASSAS

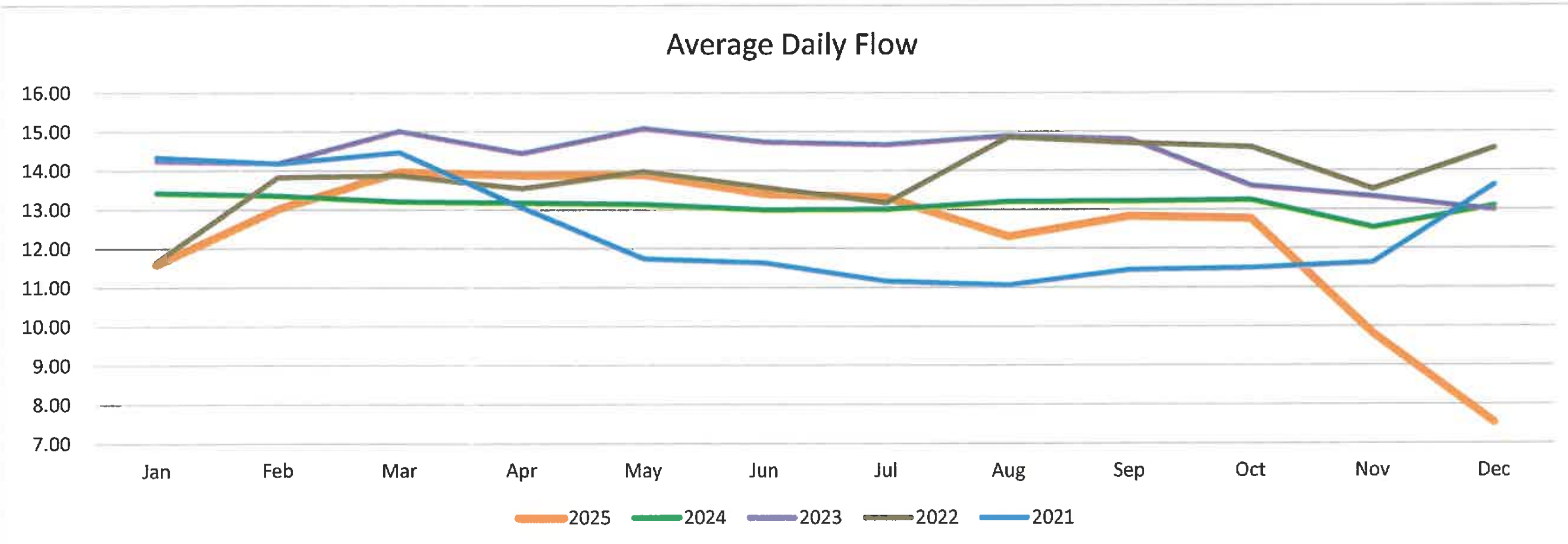
November **2025**

PWSID # 6685100

Date	Rate Change? Yes/No	West (Old) Water Treated (Thousand Gallons)	East (New) Water Treated (Thousand Gallons)	Pulsator Water Treated (Thousand Gallons)	Total Water Treated (Thousand Gallons)	Hours in Service	Pulsator Blowdown Frequency (minutes)	Pulsator Blowdown Thousand Gallons	Greenleaf Filter Wash Water (Thousand	East & West Filter Wash Water	Sed Basin Cleaning Thousand Gallons	Finished Water (Thousand Gallons)	Date	East&West
1	n	4,500	4,500	5,000	14,000	24.0	30	144	150	100		13,606	1	9,000
2	n	4,500	4,500	5,000	14,000	24.0	30	144	50	200		13,606	2	9,000
3	n	4,500	4,500	5,000	14,000	24.0	30	144	50	200		13,606	3	9,000
4	n	4,500	4,500	5,000	14,000	24.0	30	144	100	150		13,606	4	9,000
5	n	4,500	4,500	5,000	14,000	24.0	30	144	50	200		13,606	5	9,000
6	n	4,500	4,500	5,000	14,000	24.0	30	144	150	50		13,656	6	9,000
7	n	4,500	4,500	5,000	14,000	24.0	30	144	50	200		13,606	7	9,000
8	n	4,500	4,500	5,000	14,000	24.0	30	144	150	200		13,506	8	9,000
9	n	4,500	4,500	5,000	14,000	24.0	30	144	100	150		13,606	9	9,000
10	n	4,500	4,500	5,000	14,000	24.0	30	144	100	150		13,606	10	9,000
11	n	4,500	4,500	5,000	14,000	24.0	30	144	100	150		13,606	11	9,000
12	n	4,500	4,500	5,000	14,000	24.0	30	144	100	100		13,656	12	9,000
13	y	3,000	3,000	2,000	8,000	24.0	30	144	50	200		7,606	13	6,000
14	n	3,000	3,000	2,000	8,000	24.0	30	144	150	100		7,606	14	6,000
15	y	1,500	1,500	3,000	6,000	24.0	30	144	50	100		5,706	15	3,000
16	y	3,000	3,000	2,000	8,000	24.0	30	144	0	200		7,656	16	6,000
17	y	4,000	4,000	2,000	10,000	24.0	30	144	150	150		9,556	17	8,000
18	y	2,000	2,000	2,000	6,000	24.0	30	144	100	150		5,606	18	4,000
19	y	2,500	2,500	2,500	7,500	24.0	30	144	100	100		7,156	19	5,000
20	n	2,500	2,500	2,500	7,500	24.0	30	144	100	150		7,106	20	5,000
21	n	2,500	2,500	2,500	7,500	24.0	30	144	0	150		7,206	21	5,000
22	y	2,500	2,500	3,500	8,500	24.0	30	144	200	50		8,106	22	5,000
23	n	2,500	2,500	3,500	8,500	24.0	30	144	0	200		8,156	23	5,000
24	y	3,000	3,000	3,500	9,500	24.0	30	144	150	150		9,056	24	6,000
25	y	2,000	2,000	3,500	7,500	24.0	30	144	50	150		7,156	25	4,000
26	n	2,000	2,000	3,500	7,500	24.0	30	144	150	50		7,156	26	4,000
27	n	2,000	2,000	3,500	7,500	24.0	30	144	50	200		7,106	27	4,000
28	n	2,000	2,000	3,500	7,500	24.0	30	144	150	100		7,106	28	4,000
29	n	2,000	2,000	3,500	7,500	24.0	30	144	0	100		7,256	29	4,000
30	n	3,000	3,000	3,500	9,500	24.0	30	144	150	200		9,006	30	6,000
31													31	-
												-		
Total		99,000	99,000	112,000	310,000	720	900	4,320	2,750	4,350	-	298,580		
Maximum		4,500	4,500	5,000	14,000	24	30	144	200	200	-	13,656		
Minimum		1,500	1,500	2,000	6,000	24	30	144	-	50	-	5,606		
Average		3,300	3,300	3,733	10,333	24	30	144	92	145		9,953		

Water Production - Average Daily Flow By Month

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	11.60	13.03	13.97	13.88	13.90	13.40	13.32	12.32	12.83	12.77	9.81	7.52
2024	13.42	13.35	13.20	13.17	13.13	12.98	13.00	13.20	13.21	13.24	12.52	13.09
2023	14.24	14.19	15.01	14.44	15.08	14.72	14.66	14.89	14.80	13.60	13.32	12.98
2022	11.66	13.83	13.86	13.54	13.97	13.56	13.17	14.86	14.70	14.59	13.51	14.56
2021	14.33	14.18	14.46	13.04	11.73	11.62	11.15	11.05	11.44	11.49	11.62	13.62



AWWA Free Water Audit Software
Water Balance

VOLUME in MG/Yr

Water Audit Report for: City Of Manassas
Audit Year: 2025
Data Validity Tier: TBD

Nov 01 2025 - Nov 30 2025

Volume from Own Sources (VOS) (corrected for known errors) ***298,580.000***	System Input Volume ***298,580.000***	Water Exported (WE) (corrected for known errors) ***0.000***	Billed Water Exported			Revenue Water (Exported) **0.000**
		Water Supplied ***298,580.000***	Authorized Consumption ***284,573.000*** ***(95%)***	Billed Authorized Consumption ***266,359.000***	Billed Metered Consumption (BMAC) (water exported is removed) ***266,359.000***	Revenue Water **266,359.000**
					Billed Unmetered Consumption (BUAC) ***0.000***	
				Unbilled Authorized Consumption ***18,214.000***	Unbilled Metered Consumption (UMAC) ***0.000***	Non-Revenue Water (NRW) **32,221.000** **(11%)**
					Unbilled Unmetered Consumption (UUAC) ***18,214.000***	
			Water Losses ***14,007.000*** ***(5%)***	Apparent Losses ***1,999.361*** ***(1%)***	Systematic Data Handling Errors (SDHE) ***665.898***	
					Customer Metering Inaccuracies (CMI) ***667.566***	
					Unauthorized Consumption (UC) ***665.898***	
Water Imported (WI) (corrected for known errors) ***0.000***				Real Losses ***12,007.639*** ***(4%)***	Target Leakage Reduction ***0.000***	
					Leakage Level After Reduction ***12,007.639***	

Resevoir

Water Usage	**Min (MGD)**	**Max (MGD)**	**Average (MGD)**	**Total (MGD)**	**Month**
Water Pumped from **Lake** to WTP	6	14	10.33	310	November
Total Water Produced by WTP	6	14	10.33	310	November
Water Pumped to **COM**	5.6	13.656	9.953	298.58	November

Water Quality Statistics	**Q1 2025**	**Q2 2025**	**Q3 2025**	**Q4 2025**	**In Compliance**
DBP (THMS) {80 ug/L MCL}	41.96	45.04	51.13	55.77	YES
DBP(HAA) {60 ug/L MCL}	27.42	29.82	35.24	36.93	YES

	Calcuated Ratios			**QRAA**	**In Compliance**
TOC Removal Ratio {MCL <1.0 QRAA}	Sep = 1.11	Oct = 0.88	Nov= 0.87	1.07	YES

Sampling	**Required Samples**	**Actual Samples**	**# Pos Coliform samples**	**Month**	**In Compliance**
Total Coliform Distribution Samples	50	54	1	November	YES
DBP Samples	4	4	n/a	November	YES
TOC Samples	2	2	n/a	November	YES

	# of samples	**Raw Water Average (ppt)**	**Finished Water Average (ppt)**	**Trending**	**Month**
Geosmin {Threshold 4-10 ppt}	4	5.63	4.49	Up	November
MIB {Threshold 4-16 ppt}	4	18.2	14.9	Up	November

UOSA MONTHLY FLOW REPORT

AVERAGE DAILY FLOW (ADF)
SUMMARY
for
November 2025

	UOSA Influent mgd	Fairfax County mgd	Prince William County mgd	City of Manassas mgd	City of Manassas Park mgd
Allocation* (Max 30-day rolling ADF)	**54.0000**	**22.0999**	**19.7971**	**9.1893**	**2.9137**
95% of Allocation		**20.9949**	**18.8072**	**8.7298**	**2.7680**
ACTUAL:					
Max 30-day rolling ADF (this month)	29.5983	11.4862	12.0567	5.4395	1.1546
Max 30-day rolling ADF (last month)	29.9199	11.3048	12.1167	5.4353	1.0916
Max 30-day rolling ADF (2 months prior)	30.3187	11.7087	12.1382	5.4494	1.0653
ADF this month					
Collection System	28.5312	11.3775	11.9055	4.0961	1.1521
Septage Receiving Facility	0.0911	0.0323	0.0586	0.0002	0.0000
Total average daily flow (mgd)	28.6223	11.4098	11.9641	4.0963	1.1521
ADF past 3 months					
Collection System	29.2534	11.2770	11.8874	4.9871	1.1019
Septage Receiving Facility	0.0971	0.0296	0.0674	0.0001	0.0000
Total average daily flow (mgd)	29.3505	11.3067	11.9548	4.9872	1.1019
ADF past 12 months					
Collection System	33.5397	12.5411	13.6630	6.0120	1.3237
Septage Receiving Facility	0.0853	0.0269	0.0582	0.0001	0.0000
Total average daily flow (mgd)	33.6250	12.5681	13.7212	6.0121	1.3237

Rain data in total inches:	**Month** November-25	**Quarter** September-25 through November-25	**Year** December-24 through November-25
UOSA Plant Site Gage	1.04	6.10	42.39
Dulles Weather Station Gage	1.50	4.85	34.38

*Refer to UOSA Service Agreement §4.2, §4.3, and §6.6

WATER & SEWER DEPARTMENT CAPITAL IMPROVEMENT PROJECTS

CIP	Project Name	Year	Design & Construction Status	Project Estimate	FY 2026 Funds Available	Project to Date Actual Costs	Expected Start Date	Expected Completion Date
WATER								
W042	24" Transmission Main Replacement (C3683)	2007		$ 28,800,000	$ 605,537	$ 15,415,509	TBD	TBD
	24" Transmission Main Replacement Dean Dr (C3540)		Construction contract awarded 12/23/24 to A&M Concrete. To date: 10 RFIs issued; 10 resolved. NTP issued 8/18/25. Pipeline installation commenced 9/11/25 and is approximately 97% complete (Sta. 0+48 to 24+77). A&M is continuing pipeline installation from Sta. 0+48 toward 0+00.	$ 3,724,308	$ 859,248	$ 2,865,059	8/25	7/26
	Phase V-B Vint Hill Rd: from Rollins Ford Road to Silas Road (C3538)		Construction contract awarded 10/30/23 to Sagres Construction Corporation. To date: 4 RFIs issued; 4 resolved. NTP issued 12/23/24. Pipeline installation remains approximately 95% complete (Sta. 0+68 to 53+00 and Sta. 55+90 to 63+06). Loudoun Tunneling commenced the final 54in bore at Sta. 53+35 on 10/22/25 and encountered large boulders/soft soil. They hand excavated to reach a stable rock face and filled the void with concrete. Machine boring restarted on 12/15/25, but the drive unit failed. Currently awaiting drive unit repair.	$ 7,600,000	$ 639,878	$ 7,247,329	12/24	2/26
	Phase V-C Vint Hill: Rd from Silas Road to Sudley Manor Rd (C3539)		Construction contract awarded 1/22/24 to Sagres Construction Corporation. To date: 2 RFIs issued; 2 resolved. Submittals continue. NTP issued 11/13/25. Pipeline installation commenced 11/13/25 and is approximately 29% complete (Sta. 0+16 to 11+74 and 18+00 to 25+82). Sagres is continuing pipeline installation between Sta. 11+74 and 18+00.	$ 6,900,000	$ 4,042,393	$ 2,494,331	11/25	8/26
W047	Finished Water Capacity Increase (C3684)	2009	Construction contract awarded 12/16/24 to CPP Construction. To date: 25 RFIs issued; 25 resolved. Submittals continue. NTP issued 4/30/25. PWC Building Permits issued 5/28/25. Chemical conduit installation continues. Masonry subcontractor mobilized to site 12/1/25. Interior block wall construction continues. Project is approximately 30% complete.	$ 7,500,000	$ 7,084,376	$ 4,278,366	4/25	10/27
W054	Recycle Decant to the WTP (C3678)	2012	hold for new BOA	$ -	$ 281,903	$ 62,004	TBD	TBD
W050	Main Replacement Looping (C3663)			$ 400,000	$ 724,103	$ 4,106,134	ongoing	ongoing
	Peabody Street	2025	Installation 35% complete	$ 250,000		$ -	9/25	TBD
	Hazel Drive	2025	Start Spring 2026	$ 250,000		$ -	9/25	TBD
W064	Clear Well Roof (C3674)		Evaluation to start once piping for new clearwell has been completed	$ 1,500,000	$ 1,500,000	$ -	TBD	TBD
W065	Clear Well Addition & Roof Replacement (C3696)	2011	Clearwell leak test completed/passed 4/17/25 and Substantial Completion achieved. Removal of silt fence completed 6/2/25. PWC approved site plan as-built 11/12/25. Clark pursuing close-out of PWC permits - awaiting PWC acceptance of grass germination.	$ 4,745,563	$ 3,592,692	$ 1,532,281	12/20	6/26
W066	Nokesville Rd Water Main Upgrade (C3525)	2022	Baker 100% design. Four easements to be acquired. Easement plats reviewed by CoM Attorneys 3/27/25. Baker revisions received 4/8/25. Baker ROW Data Sheet received 8/5/25. Volkert provided 3 of 4 offer packages for CoM review on 8/7/25. Volkert provided 4 revised offer packages for CoM review on 10/1/25. Project placed on hold.	$ -	$ 53,889	$ 372,202	TBD	TBD
W070	Water Plant Improvements (C3602)	2018	Mud Valves for Filtes 3 and 4, Clay valve rebuilds at finished water pump house,	$ 400,000	$ 909,451	$ 3,507,793	1/18	ongoing
W072	Surge Tank Expansion (C3519)	2021	Hold for new BOA	$ 2,000,000	$ 2,000,000	$ -	TBD	TBD

W074	Enclosure Pulsator Basins at WTP (C3521)		Field meeting held 5/28/25 to restart project. Steel transported to shop for sandblasting/painting on 9/19/25. Sherwin-Williams NSF coatings submittal approved 9/26/25 and color selection provided 10/1/25. Shop inspection performed 10/8/25. Second shop inspection held 10/24/25. Installation anticipated in January 2026.	$ 115,000	$ 99,587	$ 115,513	9/25	1/26
W076	Screw Press Decant (C3522)	2021	On Hold	$ 13,000,000	$ 111,747	$ 1,197,384	TBD	TBD
W078	Water Meter AMR (C3530)	2023	Installation is ongoing as AMI nodes fail		$ 445,259	$ 858,709		ongoing
W079	Super Pulsator PLC Replacement (C3537)		Coordinating with C&C	$ 300,000	$ 300,000	$ -	TBD	TBD
W082	Remote Water Quality Monitoring (C3544)			$ 300,000	$ 300,000	$ -		
W083	Dean Drive Pump Station Rehab (C3545)				$ 800,389	$ 75,408		
W080	Dry Structure Storage (Pole Barn) (C3547)		Hold for new BOA	$ 200,000	$ 200,000	$ -	TBD	TBD
W081	Conventional Filter Underdrain Replacement (C3548)		Hold for new BOA	$ 200,000	$ 200,000	$ -	TBD	TBD
W084	Boat Storage & Dock Improvements (C3549)		Hold for new BOA	$ 300,000	$ 300,000	$ -	TBD	TBD
SEWER								
S016	Upper Flat Branch Interceptor Replacement (C3669)	2010	Scheduled for construction in FY26. Currently reviewing and QA/QC on existing plan	$ 1,900,000	$ 3,934,483	$ 808,411	TBD	TBD
S023	Sewer Main Replacement (C3514)	2018	Grant Avenue sewer replacement - Kimley-Horn provided revised drawings 5/6/25 to eliminate exposed manhole/pipe in stream. WINCAN inspection report reviewed with D&C on 6/10/25. Additional issues to be addressed/corrected sent to K-H on 10/10/25. Revised PO issued 10/27/25. New survey underway, results expected January 2026.	$ 1,300,000	$ 2,437,672	$ 149,901	TBD	TBD
S026	Airport Infrastructure Improvements (C3524)	2022	Kimley-Horn 90% design for W&S.	$ 3,800,000	$ 3,723,065	$ 76,935	TBD	TBD
S024	Sewer Capacity Expansion (C3526)	2022	currently on Hold	$ 900,000	$ 806,099	$ 93,901	TBD	TBD
S027	Capacity Management Operations & Maintenance (C3542)	2025	Reduce I&I. System modeling. Inspection/assesments. SSO risk reduction.	$ 750,000	$ 624,261	$ 125,739		
S028	UOSA Ammonia Tretament Upgrade (C3543)		Substantial Completion 7/2/25. Final Completion 10/3/25. UOSA closing out finacials and making final Grant funding submission for approval. Final invoice ETA is end of January 2026.	$ 9,000,000	$ 1,169,336	$ 8,630,664		10/25
T084	Water Longstreet Wtr Ln Sidewalk (C3531)	2025	Contract Documents being Completed, Electric starting undergrounding	$ 3,800,000	$ 3,800,000	$ -	7/25	9/26
	Sewer Longstreet Wtr Ln Sidewalk (C3532)	2025	Design Completed Electric to begin undergrounding as project contract documents are completed for bid	$ 600,000	$ 600,000	$ -	7/25	9/26
T086	T086 Water Mathis Ave (C3534)	2025	Construction start w/ in-house team 4/28/25. Pipe installed. Final connection and paving complete.	$ 425,000	$ 449,424	$ 550,576	3/25	8/25 completed
	T086 Sewer Mathis Ave (C3535)	2025		$ 500,000	$ 500,000		TBD	TBD

ACTION ITEMS
WATER & SEWER DEPARTMENT

- Water & Sewer sanitary system model
    - Item will remain on Action Item list
- Further review of W-72 Surge Tank Expansion Project
- Report Correct numbers on W&S Operations Report

Utility Commission Agenda Item Report

Agenda Item No. VII
Submitted by: Daralyn Baker
Submitting Department: Utilities
Meeting Date: January 8, 2026

Item Title

Fairfax Water New Legislation to Restrict Re-Use in the Occoquan Water Shed

Suggested Action and/or Recommendation

Suggested Motion

For Information Only

Item Type Reports / Presentations
Submitting Department Utilities
Meeting Body Utility Commission

Item ID 2026-512
Drafter Daralyn Baker
Meeting Date January 8, 2026

Executive Summary and Background Information

Briefing for awareness

ATTACHMENTS

- SKM_361i26010607420.pdf

HOUSE BILL NO. ____ / SENATE BILL NO. ____

A BILL to amend and reenact § 62.1-44.15:5.02 of the Code of Virginia, relating to low-flow protection for drinking water safe yield of the Occoquan Reservoir.

Be it enacted by the General Assembly of Virginia:

1. That § 62.1-44.15:5.02 of the Code of Virginia is amended and reenacted as follows:

§ 62.1-44.15:5.02. Low-flow protections in Potomac River *and Occoquan Reservoir*.

A. *1.* Virginia Water Protection Permits issued after July 1, 2007, authorizing withdrawal of water from the Potomac River or its tributaries between the West Virginia border and Little Falls for any purpose other than municipal water supply, shall incorporate low-flow protection requirements if the maximum consumptive use allowed by the permit exceeds 500,000 gallons per day. Such permits shall require that the permittee provide or secure sufficient offstream storage to augment instream flow during low-flow periods in an amount equal to the amount that the permittee's consumptive use exceeds 500,000 gallons per day. The permit shall specify the instream flow volume at which low-flow protection is to be implemented.

~~B.~~ *2.* Permittees may comply with the requirements of this *sub*section by: (i) constructing or acquiring facilities for offstream storage of water that may be used to replace their consumptive use withdrawals exceeding 500,000 gallons per day during low-flow periods; (ii) purchasing storage capacity in facilities owned by another entity, sufficient to replace their consumptive use withdrawals exceeding 500,000 gallons per day during low-flow periods; or (iii) agreeing to a permit condition limiting consumptive use to not more than 500,000 gallons per day during low-flow periods as designated in the permit.

~~C.~~ *3.* No owner who holds a Virginia Water Protection Permit as described in this *sub*section shall withdraw water for consumptive use in excess of 500,000 gallons per day, except in compliance with permit requirements for low-flow augmentation.

~~D.~~ *4.* Should the implementation of emergency measures pursuant to applicable law, regulation, or interjurisdictional agreement require more stringent temporary restrictions on consumptive use, those requirements shall override the provisions of permits issued pursuant to this *sub*section during the period that such requirements are in effect.

~~E.~~ *5.* The requirements of this *sub*section shall not apply to the reissuance or amendment of any Virginia Water Protection Permit issued prior to July 1, 2007, unless such reissuance or amendment: (i) authorizes an increase in the permitted withdrawal in excess of 500,000 gallons per day for consumptive use; or (ii) authorizes a change from nonconsumptive to consumptive use, in excess of 500,000 gallons per day.

6. No new Virginia Water Protection Permit shall be issued after July 1, 2026, authorizing withdrawal of water from the Occoquan Reservoir, the Occoquan River, Bull Run, or any of their tributaries above the Occoquan Reservoir, for consumptive uses, other than upon application for a permit for agricultural or irrigation purposes or for continued operation, expansion, or relocation of existing public water supply withdrawals.

B. 1. Virginia Pollutant Discharge Elimination System Permits issued or reissued after July 1, 2026, authorizing diversion of sewage or reclaimed water from a publicly owned treatment works for reuse that would otherwise discharge into the Occoquan Reservoir, the Occoquan River, Bull Run, or any of their tributaries above the Occoquan Reservoir, shall incorporate the following low-flow protection requirements for drinking water safe yield if the total diversion amount allowed by the permit exceeds 500,000 gallons per day.

2. Such permits shall require (a) that the permittee not divert more than a total of 500,000 gallons per day for consumptive use and (b) that any amount diverted in excess of 500,000 gallons per day (i) be returned in the same quantity following its use, either directly by the user discharging to the Occoquan Reservoir, the Occoquan River, Bull Run, or any of their tributaries above the Occoquan Reservoir, or indirectly by the user discharging to a treatment works that discharges to such waters and (ii) upon return be of a quality equal to or better than the quality of the effluent discharged from the publicly owned treatment works from which it was originally diverted.

3. No owner who holds a Virginia Pollutant Discharge Elimination System Permit as described in this subsection shall divert sewage or reclaimed water in excess of 500,000 gallons per day, except in compliance with the foregoing requirements for low-flow protections for drinking water safe yield.

4. Should the implementation of emergency measures pursuant to applicable law, regulation, or interjurisdictional agreement require more stringent temporary restrictions on consumptive use, those requirements shall override the provisions of permits issued pursuant to this subsection during the period that such requirements are in effect.

5. Should the implementation of requirements established pursuant to § 62.1-44.15 (15) for the reclamation and reuse of wastewater require more stringent restrictions on consumptive or nonconsumptive uses, those requirements shall override the provisions of permits issued pursuant to this subsection.

Utility Commission Agenda Item Report

Agenda Item No.
Submitted by: Daralyn Baker
Submitting Department: Utilities
Meeting Date: January 8, 2026

Item Title

Discussion of Utility Commission By-Laws and Resolution R-2023-39

Suggested Action and/or Recommendation

For Information Only

Suggested Motion

For Information Only

Item Type Reports / Presentations
Submitting Department Utilities
Meeting Body Utility Commission

Item ID 2026-534
Drafter Daralyn Baker
Meeting Date January 8, 2026

Executive Summary and Background Information

Discussion reviewing the Utility Commission By-Laws and Resolution R-2023-39 (copies attached) as requested by the Commission

ATTACHMENTS

- Council R-2023-39 2-27-23 Mission & Role of UTC.pdf
- Util Comm By-Laws 1992.pdf

MOTION: **February 27, 2023**
Regular Meeting
SECOND: **Res. No. R-2023-39**

RE: A RESOLUTION MEMORIALIZING THE MISSION AND ROLE OF THE UTILITY COMMISSION OF THE CITY OF MANASSAS

WHEREAS, the City Council established the Utility Commission by Resolution #R-92-165 adopted June 29, 1992; and

WHEREAS, the Utility Commission is a valuable resource in providing advice and recommendations regarding the operation of the City's water, sanitary sewer, and electric utilities; and

WHEREAS, the City Council wishes to clarify, reaffirm, and establish the role of the Utility Commission to ensure the continued success of the City's utility systems;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Manassas does clarify, reaffirm, and establish the Utility Commission of the City of Manassas as follows:

1. The Utility Commission ("Commission") shall consist of no more than seven members who shall serve at the pleasure of City Council. Members shall serve staggered four-year terms set up so that at least one term expires every year. Those members currently serving as Commission members as of the date of this resolution shall continue to serve until their current term expires, and may be reappointed subject to City Council's Policy on Appointments and Commissions. There shall also be a City Council liaison to the Utility Commission.

2. The Commission shall elect its own chairperson, who shall preside, and a vice-chair, who shall preside in the chairperson's absence. The Director of Utilities shall be the staff liaison to the Commission, and shall prepare agendas and minutes of all meetings of the Commission.

3. The mission and role of the Commission shall be as follows:
   a. To provide advice and recommendations to Council and Staff regarding efficient operations of the water, sanitary sewer and electric utility systems.
   b. To recommend future capital improvements for the efficient operation and needs of the utility systems.
   c. To make recommendations in any master plans for use and development of the utility systems.
   d. To do all things proper and convenient to carry out the purposes of this resolution, except for powers reserved to the Council by this resolution, by City ordinance or charter, or by general law.

4. The City Council, with and through the City Manager and staff, retains the following power and duties:
    a. Daily operation and management of the utility systems.
    b. Construction of all system improvements.
    c. To approve the annual operating budget and capital improvements program, and to appropriate all necessary funds for each.
    d. To set utility rates, fees, and charges.
    e. To issue bonds.
    f. To grant leases and franchises.
    g. To execute all contracts.
    h. To execute all agreements with the United States and the Commonwealth of Virginia.
    i. To appoint members of the Commission.
    j. To remove members of the Commission.
    k. To administer personnel rules, regulations, salaries, and fringe benefits for all employees of the utility systems.

5. The City Manager shall appoint the Director of Utilities and all utility staff. The City Manager or his designee shall supervise the Director of Utilities on a day-to-day basis. The Commission has no role in the supervision, direction, or hiring of employees.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Manassas, Virginia that this resolution is effective immediately upon its adoption.

Michelle Davis-Younger Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Lee Ann Henderson City Clerk

Votes:
Ayes:
Nays:

Absent from Vote:
Absent from Meeting:

CITY OF MANASSAS

UTILITY COMMISSION

EST. 1993

UTILITY COMMISSION MEMBERS:

Chairman:	***John Weber***
Vice-Chairman:	***A. Stewart Vetter***

Harry K. Bowman ***James H. Johnston*** ***Robert Oliver*** ***James H. Payne, Sr.*** ***James H. Payne, Jr.***

COUNCIL RESOLUTION

#R-92-165

ESTABLISHING A UTILITY COMMISSION AND PRESCRIBING ITS POWERS AND DUTIES

Adopted: June 29, 1992

WHEREAS, the City Council's Utility Committee recommends that the Council create a Utility Commission with powers similar to those granted to the Airport Board by a resolution adopted February 27, 1967, and

WHEREAS, a Utility Commission would improve the service provided by City-owned water, sanitary sewer, and electric utilities,

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Manassas, meeting in regular Session this 29th Day of June, 1992, does hereby create a Utility Commission, as provided for in Virginia Code Section 15.1-845, to have primary responsibility over the water, sanitary sewer, and electric utilities belonging to the City, and any additions to those utilities which the City creates or acquires in the future.

A. The Board shall consist of no more than seven members. One member shall be a member of council, whose term shall be the same as his or her term of office as a council member. The other members shall serve staggered four year terms set up so that at least one term expires every year. A majority of current members shall be a quorum. The Board shall elect its own chairperson, who shall preside, and a vice-chairperson, who shall preside in the chairperson's absence. The Board shall set times for regular meetings, and the chairperson or any two members may call a special meeting by giving two days' notice to the other members. Members may waive the two days' notice by unanimous consent.

B. The Board shall have the following powers and duties:

1. To construct improvements,
2. To operate and maintain the City's facilities,
3. To prepare an annual report and budget and submit them to the Council before January 30 of each year, and to recommend rates to support the budget,
4. To pay out funds transferred or appropriated for the operation and maintenance of the City's utilities,
5. To prepare a set of by-laws, which shall take effect only when approved by Council,
6. To develop a Master Plan for the use and development of the City's utilities, which plan shall prepare for the City's future needs,
7. To apply for, receive, and use state and federal funds,
8. To advertise, negotiate, and recommend leases of City utility property,
9. To do all things proper and convenient to carry out the purposes of this resolution, except for powers reserved to the Council by this resolution, by City ordinance or charter, or by general law.

C. The City Council retains the following powers and duties:

1. To execute agreements with the United States and the Commonwealth of Virginia,

2. To grant leases and franchises,

3. To appoint members of the Utility Commission,

4. To remove any member of the Utility Commission, either upon recommendation of the Commission confirmed by a two-thirds majority vote of Council or upon Council's own motion, approved by a two-thirds majority vote; in either case, the employee grievance procedure shall not apply to members of the Utility Commission, nor shall cause be required;

5. To set the amount of the stipend for Utility Commission members,

6. To appropriate funds for capital improvements,

7. To approve the Commission's budget, or disapprove it with reasons stated and send it back to the Commission for amendment,

8. To provide for the annual audit of Commission and utility records,

9. To issue bonds,

10. To set utility rates, fees, and charges,

11. To administer personnel rules, regulations, salaries, and fringe benefits for all employees of the utility systems.

D. The City Manager shall appoint the Director of Utilities after consulting with the Utility Commission and City Council. The City Manager shall supervise the Director of Utilities on a day-to-day basis. However, the Director of Utilities shall follow the policies set by the Commission. The Director of Utilities shall attend the Commission's meetings.

BY ORDER OF THE COUNCIL:

Mayor

Attest:

City Clerk

ND DAVENPORT

BY LAWS
CITY OF MANASSAS, VIRGINIA

UTILITY COMMISSION

ARTICLE 1. FORMATION

1-1. This Commission, established pursuant to a Resolution adopted by the Council, City of Manassas and effective on the ___ day of ___, 199_, adopts the subsequent By-Laws to facilitate its powers and duties in accordance with referenced Resolution.

1-2. The official title of this Board is the "Manassas Utility Commission".

ARTICLE 2. RULES FOR MEMBERS

2-1. Members having any personal or financial interest in any matter involving the City's utilities, other than utility service for privately owned property, shall so state and shall be disqualified from acting on that matter.

ARTICLE 3. OFFICERS AND THEIR SELECTION

3-1. The officers of the Commission shall consist of a chairman and vice chairman, who shall be elected by the Commission.

3-2. Nominations and election of officers shall be made by members from the floor at the annual meeting of each calendar year.

3-3. A candidate receiving a majority vote of the <u>entire</u> membership of the Commission shall be declared elected and shall take office immediately and serve for one year or until his successor shall take office.

3-4. Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE 4. DUTIES OF OFFICERS

4-1. The <u>chairman</u> shall be a member of the Commission and shall:

4-1-1. Preside at all meetings;

4-2-1. Rule on all procedural questions (subject to a reversal by a majority vote of the members presents);

4-3-1. Sign all Resolutions passed by the Commission certifying that the same were the Resolutions adopted. After his signature is affixed to any Resolution, the Resolution shall be considered immediately entered as a public record.

4-2. The <u>vice-chairman</u> shall be a member of the Commission and shall:

4-2-1. Act in the absence or inability of the chairman to act; and

4-2-2. Have the powers of function in the same capacity of the chairman in cases of the chairman's inability to act.

4-3. The Director of Utilities or his designee shall:

4-3-1. Keep a written record of all business transacted by the Commission;

4-3-2. Notify all members and such other parties, as the chairman may direct, of all meetings;

4-3-3. Keep a file of all official records and reports of the Commission and invoices for routine maintenance and operation.

4-3-4. Certify all maps, records and reports of the Commission and invoices or routine maintenance and operation.

4-3-5. Attend to routine correspondence and other correspondence as directed by the Commission.

4-3-6. Keep a set of minutes of all Commission meetings.

4-3-7. Prepare such reports as may be required.

4-3-8. Prepare the agenda for Commission meetings.

ARTICLE 5. MEETINGS

5-1. Regular meeting of the Commission shall be held the second Thursday of each month. When a meeting date falls on a legal holiday, the meeting shall be held the following day unless otherwise designated by the chairman.

5-2. Special meetings may be called at the request of the chairman or at the request of any other member. Notice of such meetings shall be given to each member prior to such meetings and shall state the purpose and time of the meeting.

5-3. All regular hearings, records, and accounts shall be open to the public. Executive meetings may be held to which such parties shall be admitted as the chairman may summon.

5-4. A majority of the membership of the Commission shall constitute a quorum and the number of votes necessary to transact business shall be a majority of those present at the meeting. Voting shall be by voice vote and a record of the vote shall be kept as a part of the minutes. A roll call vote may be requested by any member.

ARTICLE 6. ORDER OF BUSINESS:

6-1. The order of business for a regular meeting shall be:

6-1-1. Call of order;

6-1-2. Roll call;

6-1-3. Determination of quorum;

6-1-4. Reading of minutes;

6-1-5. Report of the chairman;

6-1-6. Report of director of utilities;

6-1-7. Report of special committees (if any);

6-1-8. Unfinished business;

6-1-9. New Business;

6-1-10. Executive meetings (if any);

6-1-11. Adjournment.

6-2. Resolutions and motions shall be written and shall be read by the chairman before a vote is taken. The names of the persons making and seconding the motions shall be recorded by the director of utilities.

6-3. Parliamentary procedure in Commission meetings shall be governed by the rules of order adopted herewith, namely, Robert's Rule of Order.

ARTICLE 7. CORRESPONDENCE

7-1. It shall be the duty of the Director of Utilities to draft and sign all correspondence necessary for the execution of the duties and functions of the Board.

7-2. It shall be the duty of the director of utilities to communicate by telephone and telegraph whenever necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.

7-3. All official papers and plans involving the authority of the Commission shall bear the signature of the chairman or vice-chairman.

ARTICLE 8. AMENDMENTS

8-1. These rules may be recommended for change by a majority vote of the entire membership.

8-2. The Commission may temporarily suspend any of these rules by a unanimous vote of members present.

ARTICLE 9. PAY OF MEMBERS

9-1. The pay of members, if any, shall be determined by the City Council. Members shall be reimbursed for travel and subsistence to professional conferences and workshops and such reimbursement being made in compliance with the general policies of the City of Manassas.

ARTICLE 10. MEMBERS

10-1. The names of the initial duly appointed members to the Commission are attached as Appendix A.

ARTICLE 11. FISCAL YEAR

11-1. The fiscal year shall be July 1 -June 30.