

McMinnville Water & Light  
Commission Meeting  
September 18, 2018

The McMinnville Water and Light Commission met in regular session at McMinnville Water & Light's Commission Room at 5:00 p.m.

**Commission members present were:** Mayor Scott Hill, Commissioners Tom Tankersley, Ed Gormley, Patrick Fuchs, and Nancy Carlton.

Absent: None.

**Staff present:** General Manager John Dietz, General Counsel Sam Justice, Clerk Trena McManus, Finance Director Mark Dunmire, Water Superintendent Bob Klein, Electric Division Director Scott Rosenbalm, Electric Superintendent Sam Eastman, Office Manager Jon Spence, Senior Power Analyst Jaime Phillips, IT Manager Mike Polzen, Water Division Director James Burke, and Human Resources Generalist Marci Humlie.

**Visitors present:** Brent Keller of Mason, Bruce & Girard, Mark Davis, Mark Carlton and Jody Christensen of the McMinnville Economic Development Partnership (MEDP).

Mayor Hill called the meeting to order. Clerk McManus took roll call.

Mayor Hill read the items on the consent agenda and asked if the Commission wanted to remove any items. It was moved by Commissioner Gormley, seconded by Commissioner Tankersley, and passed by a unanimous vote to approve the items listed on the consent agenda:

- a. Minutes of previous meeting dated August 21, 2018.
- b. Commission approval to enter into the Oregon Low Income Home Energy Assistance (LIHEAP) Agreement with the Yamhill County Action Partnership (YCAP), and authorization for the Mayor and Clerk to sign the agreement.

Mayor Hill asked if there were any questions regarding the accounts payable and purchasing reports that were included in the Commission packet.

Mr. Brent Keller of Mason, Bruce & Girard (MB&G) gave his monthly report on forest management activities.

Jody Christenson, McMinnville Economic Development Partnership (MEDP) Executive Director, updated the Commission on MEDP activities and thanked the Commission for their support. She also provided the Commission with an MEDP information sheet.

General Counsel Sam Justice presented the Commission with a resolution that acknowledges and consents to General Manager John Dietz's continued service on the MEDP Board of Directors. Counsel Justice read Resolution No. 2018-14 by title only. It was moved by Commissioner Gormley and seconded by Commissioner Tankersley to approve Resolution No. 2018-14, a resolution approving and consenting to the continuing service of John C. Dietz as member of the Board of Directors of the McMinnville Economic Development Partnership ("MEDP") as being in the best interests of the City of McMinnville, acting by and through its Water & Light Commission ("MW&L"). The Clerk was asked to poll the Commission. Mayor Hill-aye, Commissioner Tankersley-aye, Commissioner Gormley-aye, Commissioner Fuchs-aye, Commissioner Carlton-aye. Motion passed unanimously.

General Counsel Sam Justice next referred to information in the Commission packet regarding a grant application and agreement with MEDP. Counsel Justice noted that the proposed grant agreement describes the relationship between MEDP and MW&L, and recognized that Ms. Christensen as Executive Director applies on behalf of MEDP to receive a \$60,000 grant from MW&L to provide a base support in the year 2018-19 from which it can develop toward its own financial sustainability and also to promote utility health through the continued growth of the traded sector in MW&L's service territory. Finance Director Mark Dunmire confirmed that this grant amount to MEDP is included in MW&L's 2018/19 budget. Counsel Justice read Resolution No. 2018-15 by title only. It was moved by Commissioner Gormley and seconded by Commissioner Carlton to approve Resolution No. 2018-15, a resolution authorizing and approving a grant agreement with the McMinnville Economic Development Partnership, an Oregon