

McMinnville Water & Light  
Commission Meeting  
December 19, 2017

The McMinnville Water and Light Commission met in regular session at McMinnville Water & Light's Commission Room at 5:00 p.m. Those present were: Mayor Scott Hill, Commissioners Tom Tankersley, Patrick Fuchs, Ed Gormley, General Manager John Dietz, MW&L Attorney Sam Justice, Clerk Trena McManus, Finance Director Mark Dunmire, Electrical Distribution Superintendent Scott Rosenbalm, Water Superintendent Bob Klein, Office Manager Jon Spence, Purchasing Manager Chad Hudson, Conservation Specialist David Christie, Brent Keller of Mason, Bruce & Girard, Nicole Montesano of the News-Register, Wayne Gresh of Carollo Engineers, and Jenn Minton of Carollo Engineers. Absent: Commissioner Keyes was excused.

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:

1. Minutes of previous meeting dated November 21, 2017.
2. Commission declaration of surplus personal property owned by MW&L and approval for General Manager to determine the method of disposal "in the best interests of MW&L" in accordance with MW&L Resolution 2012-10 (8)(a) regarding disposition of surplus personal property.

Mayor Hill asked for any comments 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. Mr. Keller noted that the bid opening for 2018 stumpage sales will be February 15, 2018.

Wayne Gresh of Carollo Engineers presented to the Commission a proposal to provide engineering services to place an intake and raw water pump station site at a location recently purchased by MW&L on SE Mallard Lane on the Willamette River. It was moved by Commissioner Tankersley, seconded by Commissioner Fuchs, and passed by a unanimous vote to direct staff to prepare the contract documents, and authorize the Mayor and Clerk to sign a personal services contract with Carollo Engineers, Inc. for a Willamette Intake and Raw Water Pump Station Site Study, for a not to exceed fee of \$53,444.

Office Manager Jon Spence presented the Commission with an update to the Conservation Service Loan Program Rules. Commissioner Tankersley asked staff about the changes to the policy, and Mr. Spence said that one of the biggest changes is the loan amount requiring a trust deed is being raised from \$5,000 to \$7,500. This alleviates increased loan fee costs to the customer, and doesn't substantially increase risk to MW&L. Mr. Spence reported that to date, the program has generated 735 loans totaling \$2,825,661 for conservation projects with a default rate of only 1.6%. It was moved by Commissioner Gormley and seconded by Commissioner Fuchs to approve Resolution No. 2017-19, a resolution by the City of McMinnville, a municipal corporation of the State of Oregon, acting by and through its Water and Light Commission adopting rules and procedures to administer the Conservation Service Loan Program. The Clerk was asked to poll the Commission. Commissioner Tankersley-aye, Commissioner Fuchs-aye, Commissioner Gormley-aye, Mayor Hill-aye. Motion passed unanimously.

General Manager John Dietz reported on MW&L energy efficiency measures funded by BPA. He reported that McMinnville Water and Light has a total of \$2,676,274.53 available from BPA to spend on conservation measures in the current two-year rate period (FY18-19). John Dietz said that he asked staff to work with MW&L's current conservation contractor,

Efficiency Services Group (ESG) to get suggestions on how MW&L can effectively use these funds. Conservation Specialist David Christie discussed with the Commission potential future energy efficiency measures such as mailers, direct install-visit packages, and low-income programs that could be made available to MW&L residential customers. By consensus the Commission directed staff to continue with the current programs and requested an update in a few months on the status of the program and a plan going forward.

Finance Director Mark Dunmire presented to the Commission a second draft Investment Policy and explained the history of the drafting process. Mr. Dunmire indicated that this second draft is ready to be submitted to the Oregon Short Term Funds Board (OSTF Board) for comments. Commissioner Tankersley asked that prior to submission of the draft to the OSTF Board that staff consult with MW&L auditor Moss Adams to confirm that this new draft investment policy will not complicate MW&L's audit process. It was moved by Commissioner Tankersley, seconded by Commissioner Gormley, and passed by a unanimous vote to authorize staff to submit the second draft investment policy dated December 12, 2017 to the Oregon Short Term Funds Board (OSTF Board) for review and comment.

MW&L Attorney Sam Justice reported to the Commission that Jody Christensen of the McMinnville Economic Development Partnership (MEDP), an Oregon nonprofit corporation, is seeking an appointment, pursuant to MEDP's anticipated bylaws, from Water & Light Commission of a director to the MEDP board of directors. It was moved by Commissioner Tankersley, seconded by Commissioner Gormley, and passed by a unanimous vote to appoint General Manager John Dietz to the MEDP board of directors.

Water Superintendent Bob Klein reported that staff and legal counsel remain in negotiations with property owners on two remaining easement modifications for the new water transmission line between the Luoto and Sitton interties. Staff is continuing to work with Clark Balfour of Cable Huston on those easement modifications.

There being no further business, the meeting was adjourned at 6:35 p.m.

Prepared by:

Presided by:

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Trena McManus, Clerk

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Mayor & Ex-Officio Member of the  
Water and Light Commission