

McMinnville Water & Light
Commission Meeting
May 16, 2017

The McMinnville Water and Light Commission met in regular session at McMinnville Water and Light's Commission Room at 5:00 p.m. Those present were: Mayor Scott Hill, Commissioners Tom Tankersley, Ed Gormley, Mike Keyes, Patrick Fuchs, Commission Attorney Sam Justice, General Manager Kem Carr, Clerk Mary Ann Nolan, Engineering & Operations Manager John Dietz, Electric Distribution Superintendent Scott Rosenbalm, Finance Director Mark Carlton, Power Resource Manager Rick Rozanski, Water Superintendent Bob Klein, Purchasing Manager Chad Hudson, Lead Utility Accountant Eric Silberg, Brent Keller of Mason, Bruce & Girard, Mark Davis, Mark Dunmire, J.W. Millegan, Drew Millegan.

Mayor Hill called the meeting to order.

Clerk Nolan took roll call.

Mayor Hill read the items on the consent agenda. It was moved by Commissioner Gormley, seconded by Commissioner Keyes, and passed by a unanimous vote to approve the items listed on the consent agenda:

1. Minutes of previous meeting dated April 18, 2017.
2. Approval to engage in a public improvement contract signed by the Mayor and Clerk of the Commission with Northwest Metal Fab & Pipe, Inc. for the installation of vaults and conduit, by means of directional drilling, at Hwy. 99 (Adams Street) and Second Street for \$293,675.00 as the lowest bid pursuant to ORS 279C.375(1) pending good references (responsibility determination) and issuance of a Notice of Intent to Award and no protest being filed.
3. Authorization to award a Public Improvement agreement signed by the Mayor and Clerk of the Commission for asphalt paving services with North Santiam Paving Company for a bid price of \$55,031.04 as the quote that best serves the interests of McMinnville Water and Light in accordance with ORS 279C.412 and 279C.414 regarding intermediate procurements.
4. Authorization to purchase 10,000' of 1/0 primary conductor from General Pacific for \$19,738.00 as the quote that serves the best interests of McMinnville Water and Light in accordance with ORS 279B.070 regarding intermediate procurements.

Mayor Hill asked for any discussion regarding the accounts payable and purchasing reports that were included in the Commission packet.

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

Engineering and Operations Manager John Dietz explained his recommendation regarding engineering services for replacement of 1.3 miles of distribution line on Hill Road, which is necessary due to City of McMinnville's road realignment project. During the discussion Mr. Dietz explained the process staff went through and the qualifiers that were measured for the three proposers in order to come to a recommendation. Mr. Dietz stated that it was his opinion that Brown & Kysar, Inc. was the most qualified to provide the engineering services for this work. Commissioner Tankersley made a motion, based on the presentation and information from staff, to find Brown & Kysar, Inc. to be the most qualified proposer and to select Brown & Kysar, Inc. to provide engineering services for the design of the 12.5 kV distribution line on Northwest Hill Road, subject to issuance of a selection notice and no protests being filed, and to authorize staff to prepare contract documents and complete contract negotiations including a contract price not to exceed \$227,000, and to authorize the Mayor and Clerk to sign the contract. Commissioner Fuchs seconded the motion and it passed by a unanimous vote.

Mr. Dietz remained at the Commission table and explained his recommendation regarding engineering services for the relocation of .25 miles of 115 kV transmission line on West

Second Street, which is necessary due to City of McMinnville's road realignment project. During the discussion Mr. Dietz stated that staff went through an identical evaluation process as for the distribution line project which was just approved, and that he recommended Tri-Axis Engineering for the transmission line project. Commissioner Tankersley made a motion, based on the presentation and information from staff, to find TriAxis, a division of David Evans and Associates, engineering to be the most qualified proposer and to select TriAxis engineering to provide engineering services for the design of the relocation of .25 miles of 115 kV transmission line on West Second Street, subject to issuance of a selection notice and no protests being filed, and to authorize staff to prepare contract documents and complete contract negotiations including a contract price not to exceed \$100,000, and to authorize the Mayor and Clerk to sign the contract. Commissioner Keyes seconded the motion and it passed by a unanimous vote.

Finance Director Mark Carlton presented the 2017-18 electric department budget. There was a discussion. It was moved by Commissioner Gormley, seconded by Commissioner Keyes, and passed by a unanimous vote to approve the 2017-18 McMinnville Water and Light electric department budget, as presented by staff and reflected on pages 30-53 of the Commission packet, with the understanding that the budget is based on projected Bonneville Power Administration rate increases, which actual increases will not be known until July and which increases may cause a higher expenditure for power costs than shown in the adopted budget.

Finance Director Mark Carlton presented the 2017-18 water department budget. There was a discussion. It was moved by Commissioner Gormley, seconded by Commissioner Fuchs, and passed by a unanimous vote to adopt the 2017-18 McMinnville Water and Light water department budget, as presented by staff and reflected on pages 54-77 of the Commission packet.

Finance Director Mark Carlton presented the 2017-18 fiber department budget. There was a discussion. It was moved by Commissioner Fuchs, seconded by Commissioner Tankersley, and passed by a unanimous vote to adopt the 2017-18 McMinnville Water and Light fiber department budget, as presented by staff and reflected on pages 78-81 of the Commission packet.

Commissioner Keyes asked a few questions regarding net metering and stated that he hopes to ask the consultant to explain aspects of net metering at the upcoming cost of service workshop.

Mr. Mark Dunmire, who will be the Finance Director for McMinnville Water and Light starting June 1, 2017, was introduced to the Commission.

There being no further business, the meeting was adjourned.

Prepared by:

Presided by:

Mary Ann Nolan, Clerk

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