

McMinnville Water & Light  
Special Commission Meeting  
July 14, 2022

The McMinnville Water & Light Commission met in special session at 3:00 pm. This meeting was conducted electronically via Zoom. The meeting was live streamed on YouTube at [https://www.youtube.com/channel/UC\\_Xa8f4W09mzOp8O3Tfo-5g/live](https://www.youtube.com/channel/UC_Xa8f4W09mzOp8O3Tfo-5g/live).

**Those present were:** Interim Mayor Remy Drabkin, Commissioners Tom Tankersley, Ed Gormley, Jody Christensen, and Kathy Tate.

Absent: None.

**Staff present:** General Manager John Dietz, General Counsel Sam Justice, Engineering & Operations Assistant Amy Gonzales, Engineering & Operations Director James Burke, Customer Service Manager Jon Spence, Finance Director Mark Dunmire, and IT Manager Thad Woodworth.

**Visitors present:** None.

Interim Mayor Drabkin called the meeting to order.

E&O Assistant Gonzales took roll call.

Customer Service Manager Jon Spence provided the commission with an overview of MW&L's current billing system (NISC), how the system currently bills for services, and how the city service fee could be incorporated into the existing billing system. There was a discussion on some of the city's proposed billing method(s) including: how to use existing MW&L rate classifications (ie. residential, general service, etc.), accessory dwelling unit (ADU) classification, multi-family dwelling units, and identifying low-income customers.

After a discussion, the consensus of the commission was to direct staff to send a letter along with the proposed comments to include an explanation on how the proposed changes will align the ordinance with MW&L's existing billing system and policies and will provide the quickest implementation timeline. Commissioner Tankersley requested a re-write on the options for identifying multi-family customers based on the discussion earlier. Once staff makes the changes to the document(s), Interim Mayor Drabkin and Commissioner Tankersley will review the documents prior to them being sent to the city.

It was moved by Commissioner Gormley, seconded by Commissioner Tate and motion passed by a unanimous vote to direct staff to develop a document explaining comments on the city's pending ordinance regarding the City Service Fee as discussed today, pending review and approval by Interim Mayor Drabkin and Commissioner Tankersley prior to sending to the city.

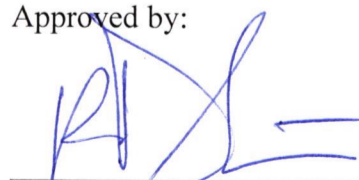
General Counsel Sam Justice sought commission input and direction on the draft billing agreement with the City of McMinnville. Counsel Justice clarified that the proposed agreement is intended to be temporary until all of the details of the city service fee are finalized, when a follow-up agreement would be proposed. Commissioner Tankersley suggested sending it to the city for comment ahead of an approval. It was the consensus of the commission to send the draft billing agreement to the city for comment.

There being no further business, the meeting was adjourned at 4:20 pm.

Prepared by:

  
Trena McManus, Clerk

Approved by:

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