

McMinnville Water & Light  
Commission Meeting  
April 18, 2023

The McMinnville Water and Light Commission met in regular session at McMinnville Water and Light's Commission Room (855 NE Marsh Lane) at 3:30 pm. This meeting was also 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:** Mayor Remy Drabkin and Commissioners Tom Tankersley, Ed Gormley, and Kathy Tate.

Absent: Jody Christensen (excused).

**Staff present:** General Manager John Dietz, General Counsel Sam Justice, Clerk Trena McManus, Engineering & Operations Director James Burke, Power Resource Manager Jaime Phillips, Human Resources Manager Marci Humlie, Finance Director Mark Dunmire, Assistant Water Superintendent Ryan Sticka, and IT Manager Thad Woodworth.

**Visitors present:** Brent Keller of Mason, Bruce & Girard, Doug Gabbard and John Ghilarducci of FCS Group, and Mark Davis.

Mayor Drabkin called the meeting to order.

Clerk McManus took roll call.

Mayor Drabkin 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 March 21, 2023.
- b. Commission approval to engage in a public improvement contract with Magnum Power, LLC for the Horizontal Directional Drilling (HDD): Ash St., Coventry St. & Chelsea Court Conduit Installation project for \$119,050.00 as the responsible bidder submitting the lowest, responsive bid in accordance with ORS 279C.055 regarding competitive sealed bidding and to authorize the mayor and clerk of the commission to sign said contract pending issuance of a notice of intent to award and no protest being filed.

Mayor Drabkin 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.

Utility/Rate Analyst Trena McManus introduced Doug Gabbard and John Ghilarducci of Financial Consulting Solutions, Inc. (FCS) who prepared and presented the water department system development charge (SDC) study results to the commission. Following a discussion, the commission asked staff to place a water SDC on a future agenda for further consideration.

Power Resource Manager Jaime Phillips referred to information in the commission packet regarding the Oregon Clean Fuels Program. Ms. Phillips stated that McMinnville Water and Light first registered with the Oregon Clean Fuels Program in 2019 as a credit generator to begin reporting on and generating credits for electric vehicles (EV) registered in our service territory. On an annual basis, the Department of Environmental Quality (DEQ) calculates the number of residential EV credits generated and deposits the credits in the account of the utility. MW&L received 1,156 credits for calendar year 2022 and has a balance of 279 credits remaining from 2021 (1,435 credits total). As a credit generator with no compliance obligation, MW&L can offer the credits for sale. Staff recommendation was to declare the 1,435 credits as surplus and authorize the general manager to approve a sale. Counsel Justice read Resolution 2023-1 by title only. It was moved by Commissioner Gormley and seconded by Commissioner Tate to approve Resolution No. 2023-1, a resolution by the City of McMinnville, acting by and through its Water and Light Commission ("MW&L") declaring clean fuel credits (CFC) surplus and authorizing and delegating to general manager authority to sell clean fuel credits. The clerk was asked to poll the commission. Mayor Drabkin-aye.

Commissioner Tankersley-aye, Commissioner Gormley-aye, Commissioner Tate-aye. Motion passed unanimously.

Human Resource Manager Marci Humlie updated the commission on the Paid Leave Oregon plan that was effective on January 1, 2023. At the January 17 commission meeting, staff proposed that MW&L use an equivalent plan from the current MW&L life insurance provider, The Hartford, and that plan has now been approved by the State of Oregon. The rate for The Hartford's Paid Leave Insurance is .436% of taxable wages (compared to 1% under state plan), and private insurance payment will start in September 2023. Counsel Justice read Resolution 2023-2 by title only. It was moved by Commissioner Gormley and seconded by Commissioner Tankersley to approve Resolution No. 2023-2, a resolution by Water and Light Commission of the City of McMinnville, a municipal corporation of the state of Oregon ("MW&L" or "Commission") approving tax services agreements with the Hartford Financial Services Group, Inc. ("The Hartford"). The clerk was asked to poll the commission. Mayor Drabkin-aye, Commissioner Tankersley-aye, Commissioner Gormley-aye, Commissioner Tate-aye. Motion passed unanimously.

General Manager John Dietz stated that MW&L has the opportunity to have a voting delegate at the Northwest Public Power Association (NWPPA) annual meeting on May 15-17, 2023. Commissioners Tate and Tankersley plan to attend the annual meeting. It was moved by Commissioner Gormley, seconded by Commissioner Tate, and passed by a unanimous vote to nominate Tom Tankersley as the McMinnville Water and Light voting delegate for the Northwest Public Power Association (NWPPA) annual meeting in Anchorage, AK on May 15-17, 2023.

General Manager John Dietz noted that the flocculator at the Water Treatment Plant and the drain valve at Haskins Reservoir have been repaired.

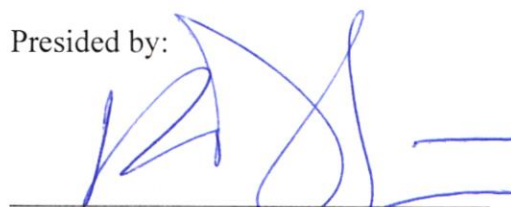
At 4:50 pm, Mayor Drabkin called for an executive session pursuant to ORS 192.660(2)(f) to consider information and records that are exempt from public disclosure under ORS 192.345(23) relating to information revealing security measures to protect information processing and asked those not involved in the executive session to leave the room (virtually and in person). No press was present to be advised not to report on the subject matter of the executive session. The executive session ended at 4:57 pm.

There being no further business, the meeting was adjourned at 4:58 pm.

Prepared by:

  
Trena McManus, Clerk

Presided by:

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