

McMinnville Water & Light  
Commission Meeting  
July 13, 2023

The McMinnville Water and Light Commission met in regular session at McMinnville Water and Light's Commission Room (855 NE Marsh Lane) at 3:00 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 Ed Gormley, Jody Christensen, and Kathy Tate.

Absent: Tom Tankersley (excused).

**Staff present:** General Manager John Dietz, General Counsel Sam Justice, Clerk Trena McManus, Power Resource Manager Jaime Phillips, Human Resources Manager Marci Humlie, Finance Director Mark Dunmire, Purchasing Manager Chad Hudson, Assistant Water Superintendent Ryan Sticka, Communications Coordinator Julie Adam, Electric Superintendent Gene Crowston, and IT Manager Thad Woodworth.

**Visitors present:** Brent Keller of Mason, Bruce & Girard, and Mark Beauchamp of Utility Financial Solutions (UFS).

Mayor Drabkin called the meeting to order.

Clerk McManus took roll call.

Mayor Drabkin opened the public hearing, set for 3:00 pm, to consider changes to electric rates. Mayor Drabkin stated that she is the presiding officer and will conduct the hearing, impose reasonable time limits on participants and receive documents and reports into the hearing record. Mayor Drabkin called for the staff report.

Utility/Rate Analyst Trena McManus introduced Mr. Mark Beauchamp of Utility Financial Solutions, LLC (UFS) who prepared and presented the electric department cost of service study results to the commission. The commission asked questions and heard responses of Mr. Beauchamp and staff. The recommended rate track was an overall increase of 2.78% in year 1 (FY 2024) and 2.78% in year 2 (FY 2025). Staff will look into building in additional risk coverage into the minimum cash reserve levels and consider a 3<sup>rd</sup> block energy rate for the next rate track.

Mayor Drabkin asked if anyone in the audience would like to make any comments. Mark Davis, 652 SE Washington St., submitted written comments to Clerk McManus and his letter and packet material (pages 3-23) were entered into the public hearing record by Mayor Drabkin. It was moved by Commissioner Gormley, seconded by Commissioner Tate, and passed by a unanimous vote to continue the public hearing at the point of staff report to consider changes to electric rates to the September commission meeting for further hearing proceedings.

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 Tate, and passed by a unanimous vote to approve the items listed on the consent agenda:

- a. Minutes of previous meetings dated June 13, 14, and 20, 2023.
- b. Commission approval of engagement letter for 2023 auditing services pursuant to personal service contract for financial audit services with Moss Adams, and authorizing the mayor and clerk to sign.
- c. Commission approval of the Master Intergovernmental Cooperative Purchasing Agreement with the National Intergovernmental Purchasing Alliance Company, and Communities Program Management, LLC, dba Omnia Partners and authorize the mayor and clerk to sign.

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

Newly hired Communications Coordinator Julie Adam was introduced to the commission.

Mr. Brent Keller of Mason, Bruce & Girard (MB&G) gave his monthly report on forest management activities. After a discussion, the consensus of the commission was to have Brent Keller initiate an appraisal of the watershed.

Mayor Drabkin called for a short break at 4:50 pm and the meeting resumed at 4:55 pm.

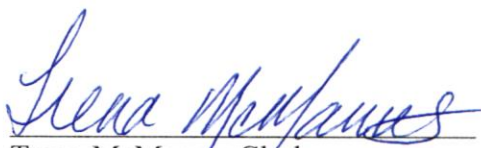
Finance Director Mark Dunmire referred to information in the commission packet on Amendment No. 1 to the Emergency Response Agreement with Tillamook County. Mr. Dunmire stated that in May 2004 MW&L entered into an agreement with the Tillamook County Emergency Communication District to provide notification of emergency conditions on the Nestucca River below the McGuire Reservoir by way of its emergency communications system. The agreement calls for the possibility of an annual CPI fee escalation. However, the Portland index described in the agreement has been discontinued. Amendment No. 1 changes the index to the CPI-U West Region index. Counsel Justice read the resolution by title only. It was moved by Commissioner Gormley and seconded by Commissioner Christensen, to approve Resolution No. 2023-8, a resolution by the City of McMinnville, acting by and through its Water and Light Commission ("McMinnville"), approving Amendment No. 1 to the Emergency System Response Agreement ("The Agreement") with the Tillamook County Emergency Communications District ("District"). The clerk was asked to poll the commission. Mayor Drabkin-aye, Commissioner Gormley-aye, Commissioner Christensen-aye, Commissioner Tate-aye. Motion passed unanimously.

General Counsel Sam Justice led a discussion with the commission on real property owned by MW&L. The consensus of the commission was to ask staff to conduct a needs assessment on the Miller property (east side of Marsh Lane) to see if a future sale is recommended.

At 5:27 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.

There being no further business, the meeting was adjourned at 5:32 pm.

Prepared by:

  
Trena McManus, Clerk

Presided by:

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