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**City Council Work Session Meeting Minutes
Light and Power Electric System Master**

**Monday, May 9, 2022
Zoom Community Auditorium**

Minutes are unofficial until approved by City Council.

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson, Kristy Kottkey; Timothy Rippe; Malynda Wenzl, Council President; and Peter Truax, Mayor. **COUNCIL ABSENT:** Elena Uhing and Mariana Valenzuela.
2. **STAFF PRESENT:** Paul Downey, Assistant City Manager/Finance Director; Keith Hormann, Light and Power Director; Eddie Littlefield, Power Services Manager; and Anna Ruggles, City Recorder. **STAFF ABSENT:** Jesse VanderZanden, City Manager.

A. 5:50 PM – COUNCIL WORK SESSION (FOREST GROVE LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN):

Mayor Truax called the work session meeting to order at 5:53 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

Littlefield, Hormann, and Downey facilitated the work session, noting the purpose of the work session was to present a summary and recommendations of the Forest Grove Light and Power Electric System Master Plan Final Report – April 2022, which was developed for the three Forest Grove substations and distribution system, including load forecasting analysis for future growth needs. Hormann introduced John So, Elcon Associates (Consultant), and Mike Beanland, Willamette Power Engineering (Contract Engineer) who presented a PowerPoint presentation overview of the Capital Improvement Plan (CIP) Budget (10-Year Time Frame), Overall Total \$25,532,000; Load Forecasting 2013-2021; Load Forecasting – Population 2013-2031; Seasonal Load Shift Data 2013-2021; Major Electrical Infrastructure Replacement Schedule; Distribution Transformer Inventory Review and Replacement Schedule; Pole Inventory Review and Replacement Schedule; 12.5 kV Underground Cable Inventory Review and Replacement Schedule; Electric Meter System Replacement Schedule and Future System Advisory; and System Situational Awareness Advisory. In conclusion of the above-noted presentation, the consultant reported the Plan recommends replacing 829 distribution transformers, 1,359 poles, and 131 spans of underground in the distribution grid, and the main transformer and five feeder breakers as well as retiring three voltage regulators at Filbert substation, noting replacement would be implemented in the time frame of 10 years with consideration of priority, resource, and budget. Given the estimated total load growth rate and peak load growth rate and given the estimated 2-3 MW of additional load from the available commercial and industrial sites, the existing substations are capable of meeting the

overall power demand growth in the next 10 years, with around 5-6 MW of surplus capacity. Figures 3-2 and 3-3 of the Plan were referenced for a visualization of the overall capacity of the Forest Grove system and projected average peak load over the next 10 years.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the summary and recommendations of the Forest Grove Light and Power Electric System Master Plan Final Report – April 2022. In conclusion of the above-noted review, Hormann and Downey advised staff will bring back a proposed resolution for Council consideration at a later date, to which Council collectively concurred.

Council took no formal action nor made any formal decisions during the work session.

B. Adjournment:

Mayor Truax adjourned the work session at 6:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder