

CANBY UTILITY
REGULAR BOARD MEETING
FEBRUARY 9, 2021
7:00 P.M.

AGENDA

Due to COVID-19 Pandemic, the Board of Directors and staff will be attending the meeting virtually. The public is invited to attend the meeting virtually or in person at Canby Utility's office, with measures in place to comply with the Governor's Executive Order regarding social distancing.

I. CALL TO ORDER

II. AGENDA

- Additions, Deletions or Corrections to the Meeting Agenda

III. CONSENT AGENDA

- Approval of Agenda
- Approval of Regular Board Meeting Minutes of January 12, 2021 (pp. 1-2)
- Approval of Write-Offs
- Approval of Payment of Water and Electric Bills

IV. CITIZEN INPUT ON NON-AGENDA ITEMS

V. SPECIAL PRESENTATION

VI. RECOMMENDATION Approve Procedure 405 Committee's Revisions (pp. 3-17)

VII. RECOMMENDATION Revise Exhibit A to Resolution No. 267, Related to the Master Fee Schedule – Carol Sullivan, Finance Manager (pp. 18-24)

VIII. RECOMMENDATION Revise Exhibit A to Resolution No. 293, Related to Charges for Electrical Line Extensions and Upgrades – Carol Sullivan, Finance Manager (pp. 25-32)

IX. BOARD REPORT

- Chair Comments
- Board Member Comments

X. STAFF REPORTS

Finance Manager:

- First Quarter Financials (pp. 33-36)

Customer Service Supervisor:

- COVID-19 Utility Billing Comparison (pp. 37-38)
- Share the Warmth Program Update (pg. 39)

General Manager Updates

XI. ADJOURN

CANBY UTILITY REGULAR BOARD MEETING MINUTES JANUARY 12, 2021

Due to COVID-19 Pandemic, the Board of Directors and staff attended the meeting virtually. The public was invited to attend the meeting in person at Canby Utility's office, with measures in place to comply with the Governor's Executive Order regarding social distancing.

Board Present: Chairman Hill; Members Brito, Wagner, Horrax, and Thompson

Staff Present: Daniel P. Murphy, General Manager; Barbara Benson, Board Secretary; Carol Sullivan, Finance Manager; Sue Arthur, Purchasing Agent; Dee Anne Wunder, Customer Service Supervisor; and Doug Erkson, Operations Manager

Others Present: Jennifer Joly, Oregon Municipal Electric Utilities

Chairman Hill called the Regular Board Meeting to order at 7:00 p.m.

Chairman Hill presented the meeting agenda for consideration. He asked for any additions, deletions, or corrections to the meeting agenda, and there were none.

Chairman Hill presented the consent agenda for approval. Member Brito made the *MOTION to approve the consent agenda, consisting of the meeting agenda, regular meeting minutes of December 8, 2020, write-offs in the amount of \$1,460.84, payment of the electric and water department bills in the amount of \$1,437,259.51. Member Horrax seconded, and the motion passed unanimously.

Chairman Hill presented the annual election of the Board's Chairperson for 2021. Hill announced that he was not seeking re-election to serve as the Chair. Hill thanked the board members and staff for the support he received over the past year. Hill then opened the floor for nominations. Member Brito nominated Member Thompson, and she accepted the nomination. Member Wagner seconded the nomination. There were no other nominations made. Member Brito made the *MOTION to close nominations and appoint Melody Thompson to serve as Board Chair for the calendar year 2021. Member Wagner seconded, and the motion passed unanimously. Thompson abstained from the voting process. She also clarified with Hill that her role as Chair would begin in February and Hill agreed.

Chairman Hill asked for citizen input on non-agenda items, and there was none.

Customer Service Supervisor Dee Anne Wunder presented a recommendation to continue donating green power to the city for their parks and transit mall. Canby Utility currently donates 45 blocks of green power each month. This donation equates to a green power cost of \$41.40 per month. This donation has been ongoing since 2008. Chair-elect Thompson asked for clarification on the donation process. Wunder stated that Canby Utility donates the green power

**Canby Utility
Regular Board Meeting Minutes
January 12, 2021
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to the city in good-faith to “green up” the city’s parks and transit mall, which helps fund future renewable energy resources. Murphy noted that the green power donation promotes the use of renewable energy resources, and a brief discussion ensued. Wunder stated that we have 206 customers who currently purchase green power. Member Brito made the *MOTION to continue to make a monthly donation of Green Power on behalf of the city parks and transit mall. Member Thompson seconded, and the motion passed unanimously.

Chairman Hill announced that he has decided to reapply to serve another term on the Canby Utility Board.

Operations Manager Doug Erkson presented the quarterly reliability report for the calendar year 2020. Erkson said that Canby Utility’s numbers continue to be very favorable. There were no outages in the recent months, which are reflective in our industry averages comparisons. Erkson contributes our ongoing maintenance efforts for the positive results.

Customer Service Supervisor Dee Anne Wunder presented the updated COVID-19 utility billing comparison showing payment activity for September through November for 2019 to 2020. Wunder offered to answer any question about the report, but there were none.

Wunder also reported that the Canby Utility website is getting a fresh new look. The contract with our website provider allows for an update to the website design every five years. The website will go live on January 20. Wunder encouraged board members to provide her with feedback once they are able to review it.

General Manager Dan Murphy reported that Doug Erkson recently completed his six-month probationary period as Operations Manager. Erkson received his salary step adjustment for his satisfactory performance based on the pay plan policy’s provisions.

Member Thompson made the *MOTION to adjourn the meeting. Member Brito seconded, and the motion passed unanimously.

There being no further business, the meeting adjourned at 7:20 p.m.

Melody Thompson, Chairman

David Horrax, Member

Jack Brito, Member

Robert Hill, Member

Todd Wagner, Member

Barbara Benson, Board Secretary

MEMORANDUM

Date: February 9, 2021

To: Board of Directors

From: Dan Murphy, General Manager

Subject: Approve Procedure 405 Committee Work

Suggested Motion: ***Motion to Approve the Committee’s revisions and measures as described in the Board Attorney Memo***

Recommendation: The Board Committee was appointed at the September 10, 2019 regular board meeting. The Committee’s assignment was to review CU’s Pay Plan procedures and related items of record to determine how the pay plan relates to the general manager position.

The Committee met on October 2 and October 24, 2019. The Committee’s review and discussions resulted in determining the need for clarifications to CU’s pay plan Procedure 405. Board Attorney David Doughman was present, provided legal advice, and prepared the proposed revisions under instructions of the Committee.

All participants in the committee work are in agreement that the proposed revisions provide needed clarifications to ensure Canby Utility boards of directors, as it changes over time, will maintain a much clearer understanding of pay plan policy intent, pay plan procedures, and pay plan administrative responsibilities.

Supporting Documents:

1. Board Attorney Memorandum (Page 4)
2. Redline Version of Proposed Revisions (Page 6)
3. “Clean Version” of Revised Procedure 405 (Page 12)

MEMORANDUM

TO: Board Chair Hill
Board Members Brito, Daniels, Horrax and Wagner

FROM: David Doughman, Board Attorney's Office

SUBJECT: Proposed Revisions to Procedure 405

DATE: November 7, 2019



At its November 12, 2019 meeting, the Canby Utility Board (“Board”) will consider changes to Procedure 405. The procedure relates to how Canby Utility compensates exempt employees. Based on direction from the Board at its September 10 meeting, I met with General Manager Dan Murphy and Board Members Brito and Wagner to consider these changes. We met on October 2 and again on October 24. The changes you will consider on November 12 are the product of those meetings.

The changes to Procedure 405 respond to the Board’s desire to clarify whether the general manager (“GM”) position is subject to the salary steps that apply to other employees covered by Procedure 405. Our office previously advised that salary steps did not apply to the GM position for primarily two reasons: (1) the worksheet that was attached to the procedure when the Board originally adopted it in 2012 stated that there were no steps within the GM’s salary range; and (2) language in the GM’s employment agreement that addresses supplementation of salary. The agreement lists the various ways the Board may supplement the GM’s salary, and while it refers to the salary range for the GM, it does not state that supplementation will occur according to steps.

This issue has unfortunately created confusion for Dan and for Board members. To resolve this, the Board may adopt the proposed changes to Procedure 405, which would clarify that the GM position (not only Dan, but future GMs as well) is subject to salary steps as are other exempt employees covered by the procedure.

Here is a summary of the proposed changes:

- Section II of the procedure is revised to expressly state that it applies to the GM. We also clarified that it does not apply to exempt employees that are covered by a collective bargaining agreement.

- Throughout the procedure, the title of the HR Administration Manager has been corrected.
- Section III is amended to ensure that the GM only executes the plan relative to subordinates, and that the Board executes it relative to the GM.
- Section IV.A. is revised to reflect what I understand to be current practice, where steps within ranges are established administratively in accordance with specific instructions in the procedure itself.
- Section IV.A.2 clarifies that there are two ways an employee may be paid higher than the maximum of a range: (1) Board authorization; or (2) a salary is “red-circled” as described in Section IV.A.6.
- Section IV.A.4 allows the Board to establish a salary range without formally engaging a consultant to recommend a range.
- Section IV.B.1 revises the step progression process to clearly separate the GM’s authority to approve step increases and extend probationary periods of subordinate employees from the Board’s authority to approve step increases and extend a GM’s probationary period. The revisions as drafted permit the Board chairperson to authorize a step increase for the GM after the Board conducts its annual performance review.
- Section IV.G. is revised to permit the Board to conduct a market study for employees covered by this procedure at a time of its choosing. Previously, this obligation was tied to the Board’s ratification of union contracts every three years.
- Section V is revised to eliminate the worksheet that was attached to the June 12 version of this procedure and, instead, attach the salary ranges the Board has adopted for the various positions covered by the procedure. Note that these ranges reflect the date of the range when the Board adopted it. Consistent with Section IV.A.5, staff has applied cost of living adjustments to these ranges annually since their initial date of Board adoption.

I believe these changes clarify the issue the Board has struggled with – namely, is the GM position subject to salary step increases? If the Board adopts the revisions to Procedure 405, the GM position, including Dan as the current GM, will be subject to salary steps. Adopting the revisions will result in staff creating steps for the salary range of the GM position. Specifically, the steps would be established in accordance with Sections IV.A.2 and IV.A.3 of the procedure. It would also result in Dan’s salary moving to Step 5 of the range. After each of Dan’s four previous annual performance evaluations, I understand the Board has determined that Dan has successfully met the Board’s performance expectations each year. Dan has completed four years of service to Canby Utility, which would place him at the fifth step of the GM’s range.

We will have a work session on Tuesday night prior to the regular Board meeting to discuss the revisions. I will be in attendance and available to answer any questions the Board may have.

CANBY UTILITY

PROCEDURE 405
2019

~~June 2012~~November

Exempt Employee Compensation Plan

I. Purpose

Well qualified and dedicated employees are a key component to Canby Utility (CU) meeting its mission. The Compensation Plan (Plan) has been developed to maintain a program of internally and externally equitable salaries.

II. Scope

This procedure applies to CU's exempt, full-time ~~positions~~ employees whose compensation is not determined in accordance with a collective bargaining agreement. This includes the General Manager, except as an employment contract or this procedure expressly states otherwise.

III. Policy

CU strives to pay its employees a total compensation package that is competitive with those in the region and industry, recognizing individual effort and contribution to CU's success. The Plan focuses on being competitive, rewarding knowledge, skills, tenure and performance, as well as being centered on values. The Board of Directors (Board) is responsible for establishing policy for the Plan, with the General Manager being generally responsible for executing the Plan, and the ~~Administration/HR~~ Administration Manager responsible for maintaining the Plan's procedure. The General Manager is not responsible for executing the Plan relative to the General Manager's compensation. The Board will be solely responsible for executing the Plan relative to the General Manager's compensation. The Plan will be executed in line with the employee's overall performance.

IV. Compensation Program Elements

A. Salary Ranges

Minimum and maximum dollar values are established by CU and each employee covered by the Plan has an established salary range. The ~~Administration/HR~~ Administration Manager maintains current salary ~~schedules~~ ranges. Steps within the ranges are established administratively in accordance with Sections IV.A.2 and IV.A.3, below ~~Salary ranges and steps are approved by the Board.~~

1. Minimum Range

The minimum of the appropriate salary range is the rate of pay for newly hired employees and the minimum rate of pay at any time. New employees will be hired at the minimum salary. New employees with experience and/or education significantly exceeding the job description may be hired at a rate of pay within the salary range.

2. Maximum Range

The maximum of a salary range provides an upper limit of pay for employees and the maximum to be paid at any time, ~~unless: (i) the Board authorizes an employee to be paid above the maximum on a case-by-case basis; or (ii) pursuant to the condition described in Section IV.A.6. However, it is not an absolute limit, and the condition described in Section A.6 may allow an employee to be paid above the maximum.~~

3. Range Spread

The salary range for each position consists of a thirty percent (30%) spread from minimum to maximum salary with the market average as the mid-point. The Board-approved market-average will be placed in “Step 3”. Calculations for determining salary ranges are subject to change based on recommendation of compensation consultants.

4. Salary Range Approach

CU applies a salary range for each exempt position that has been approved by the Board. ~~Except as the Board may determine otherwise in its discretion, salary ranges are established~~ through a recommendation from the independent compensation consultant and the General Manager. The range is used to calculate salary steps. Salary steps are created by using an equal spread in dollars between steps with the exception of the probationary step being set at 50% of the equal spread in dollars.

5. Cost of Living Adjustment

The salaries and salary ranges of management team employees will be adjusted on a yearly basis based upon the “1st half” of year published Consumer Price Index (CPI-U) for Portland-Salem. The index is typically announced in August each year and retroactively applied to the salaries and salary ranges at the beginning of the fiscal year. A negative index will not impact employee salaries or ranges. In that scenario, salaries and ranges will reflect a 0% increase for that year. This index will be used until such time as Congress changes the method used for cost of living escalation applications for salary and salary range adjustments, and a new standard is adopted in lieu of the CPI-U standard for subsequent

fiscal years. On an annual basis, the General Manager will report to the Board on the status of CPI-U adjustments.

6. “Red-Circle” Salary

If market rate compensation study reveals that an employee is paid above the maximum at the time the range for the position is established, or if the position is re-evaluated and reclassified to a lower range, the salary may be “red circled” or reduced. The employee will be considered ineligible for an increase in pay until an adjustment in the salary range brings the rate within the established range for the position. The adjustments to ranges are typically the result of a market salary study or cost of living increases.

B. Salary Steps

Salary steps are how employees covered by the Plan progress through a salary range throughout their CU career. CU uses a five (5) step plan, ~~plus which includes~~ a probationary half-step.

1. Step Progression

An employee will progress to the next step by:

- Successfully meeting job performance expectations as a condition of their newly appointed position, new hire or promotion, referred to as completing the six (6) month probationary period. Employees in this situation will be eligible for a half-step progression.
 - For all covered employees other than the General Manager, Probationary—probationary periods may be extended at the discretion of the General Manager.
 - For the General Manager, probationary periods may be extended at the discretion of the Board.
 - The General Manager may authorize a half-step increase to a subordinate’s salary upon the employee’s successful completion of a probationary period.
 - The Board Chair, with the Board’s consent, may authorize a half-step increase to the General Manager’s salary upon the General Manager’s successful completion of a probationary period.
- Successfully meeting job performance expectations on the employee’s service anniversary for each step.
 - The General Manager will annually review the job performance of subordinate employees and will authorize

- step increases for subordinate employees who are successfully meeting job performance expectations.
 - The Board will annually review the job performance of General Manager and the Board Chair will authorize step increases for the General Manager if he or she is successfully meeting job performance expectations.
- Employees whose tenure has exceeded the range for steps will likely top out at the maximum salary for their range providing performance expectations have been met. Should a salary study adjust the range upwards, the employee's current salary shall be placed within that range. The employee will then advance to the next step at their subsequent anniversary, again providing performance expectations are met. Should that next step have minimal salary impact due to where the rate falls in comparison to their existing salary:
 - ~~the~~ The General Manager, with the approval of the Board, may ~~approve the salary be increased~~ increase the salary of a subordinate employee by two steps; and
 - The Board may increase the salary of the General Manager by two steps.

2. Oversight

~~Completion~~ For covered employees other than the General Manager, completion of the exempt employee's evaluation and General Manager-approved step increase results will be reported to the Board. The Board will participate in the Board Secretary-Clerk's performance reviews, as that position also directly reports to the Board, which may impact his/her salary steps. Under the Canby City Charter, the Board has final approval of the Board Secretary-Clerk's compensation. Upon recommendation and justification from the General Manager, the Board may authorize an employee to be compensated at a rate above their next scheduled step increase if exemplary performance justifies the action.

C. Salary Review Frequency

The first salary review after employment will occur at the end of six month's service or when the employee successfully completes his/her probationary period. Subsequent salary reviews will be held on or about the employee's annual employment anniversary thereafter.

D. Promotion

A promotion is a change in status for an employee to a higher range position. Employees, changing from one position to another, will be subject to a new job probationary period with the eligibility for a half-step salary adjustment upon

successful completion of the job probationary period. In this situation, benefits will not be affected.

E. Promotion Increases

An employee shall be moved into the step for the new position, having the least impact on their existing salary. The date of promotion establishes a new anniversary date for salary review.

F. General Salary Adjustment

General salary adjustments may be given to all or selected pay ranges when the local and/or regional economic factors indicate the pay ranges are falling below competitive marketplace salaries for equal or comparable job positions. If the General Manager determines such adjustments are appropriate, he/she will submit the request for adjustment to the Board for its consideration and approval.

G. Maintaining Competitive Salaries

It is the Board's desire that CU's salaries remain competitive to attract, retain and motivate committed, hard-working, creative and thoughtful employees who support our mission and values. To ensure salaries remain competitive, the Board may periodically conduct a market study ~~is conducted~~ to determine if adjustments are necessary. ~~The market study process will begin within three (3) months of the represented employees' contract ratification or as the Board directs. Except as the Board determines otherwise,~~ CU will engage a consultant to obtain an unbiased and impartial study. The consultant, with the assistance of the ~~Administration/HR~~ HR Administration Manager and oversight by the General Manager, will establish a list of suitable comparators for the industry and region. In addition to salaries, benefits may also be evaluated as part of CU's total compensation package. The results of the consultant's study will be presented to the Board for review and consideration.

V. Salary Ranges

The salary ranges adopted by the Board are attached and incorporated ~~herein and attached as into this procedure by~~ reference. The attached ranges are adjusted annually, according to Resolution No. 188 and do not affect the Plan procedures.

This procedure was adopted by the Board of Directors on ___ day of _____, 20122019.

Barbara Benson, Board Secretary

Date

Procedure 405

Salary Ranges Adopted by Canby Utility Board of Directors

Adopted December 13, 2011

Canby Utility Job Title	30% Proposed Range	
	min	max
General Manager	\$127,890	\$166,110
Operations Superintendent*	\$96,570	\$125,430
Finance Manager	\$95,700	\$124,300
Purchasing Agent	\$60,900	\$79,100
HR Administration Manager	\$57,420	\$74,580
Customer Service Supervisor	\$56,842	\$73,894

Adopted June 12, 2018

Canby Utility Job Title	30% Proposed Range	
	min	max
Operations Field Supervisor	\$112,500	\$146,250

* The title of this position was changed to "Operations Manager" in 2016.

CANBY UTILITY

PROCEDURE 405

November 2019

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IV. Compensation Program Elements

A. Salary Ranges

Minimum and maximum dollar values are established by CU and each employee covered by the Plan has an established salary range. The HR Administration Manager maintains current salary ranges. Steps within the ranges are established administratively in accordance with Sections IV.A.2 and IV.A.3, below.

1. Minimum Range

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2. Maximum Range

The maximum of a salary range provides an upper limit of pay for employees and the maximum to be paid at any time, unless: (i) the Board authorizes an employee to be paid above the maximum on a case-by-case basis; or (ii) pursuant to the condition described in Section IV.A.6.

3. Range Spread

The salary range for each position consists of a thirty percent (30%) spread from minimum to maximum salary with the market average as the mid-point. The Board-approved market-average will be placed in “Step 3”. Calculations for determining salary ranges are subject to change based on recommendation of compensation consultants.

4. Salary Range Approach

CU applies a salary range for each exempt position that has been approved by the Board. Except as the Board may determine otherwise in its discretion, salary ranges are established through a recommendation from the independent compensation consultant and the General Manager. The range is used to calculate salary steps. Salary steps are created by using an equal spread in dollars between steps with the exception of the probationary step being set at 50% of the equal spread in dollars.

5. Cost of Living Adjustment

The salaries and salary ranges of management team employees will be adjusted on a yearly basis based upon the “1st half” of year published Consumer Price Index (CPI-U) for Portland-Salem. The index is typically announced in August each year and retroactively applied to the salaries and salary ranges at the beginning of the fiscal year. A negative index will not impact employee salaries or ranges. In that scenario, salaries and ranges will reflect a 0% increase for that year. This index will be used until such time as Congress changes the method used for cost of living escalation applications for salary and salary range adjustments, and a new standard is adopted in lieu of the CPI-U standard for subsequent fiscal years. On an annual basis, the General Manager will report to the Board on the status of CPI-U adjustments.

6. “Red-Circle” Salary

If market rate compensation study reveals that an employee is paid above the maximum at the time the range for the position is established, or if the position is re-evaluated and reclassified to a lower range, the salary may be “red circled” or reduced. The employee will be considered ineligible for an increase in pay until an adjustment in the salary range brings the rate within the established range for the position. The adjustments to ranges are typically the result of a market salary study or cost of living increases.

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1. Step Progression

An employee will progress to the next step by:

- Successfully meeting job performance expectations as a condition of their newly appointed position, new hire or promotion, referred to as completing the six (6) month probationary period. Employees in this situation will be eligible for a half-step progression.
 - For all covered employees other than the General Manager, probationary periods may be extended at the discretion of the General Manager.
 - For the General Manager, probationary periods may be extended at the discretion of the Board.
 - The General Manager may authorize a half-step increase to a subordinate’s salary upon the employee’s successful completion of a probationary period.
 - The Board Chair, with the Board’s consent, may authorize a half-step increase to the General Manager’s salary upon the General Manager’s successful completion of a probationary period.
- Successfully meeting job performance expectations on the employee’s service anniversary for each step.
 - The General Manager will annually review the job performance of subordinate employees and will authorize step increases for subordinate employees who are successfully meeting job performance expectations.
 - The Board will annually review the job performance of General Manager and the Board Chair will authorize step

increases for the General Manager if he or she is successfully meeting job performance expectations.

- Employees whose tenure has exceeded the range for steps will likely top out at the maximum salary for their range providing performance expectations have been met. Should a salary study adjust the range upwards, the employee's current salary shall be placed within that range. The employee will then advance to the next step at their subsequent anniversary, again providing performance expectations are met. Should that next step have minimal salary impact due to where the rate falls in comparison to their existing salary:
 - The General Manager, with the approval of the Board, may increase the salary of a subordinate employee by two steps; and
 - The Board may increase the salary of the General Manager by two steps.

2. Oversight

For covered employees other than the General Manager, completion of the exempt employee's evaluation and General Manager-approved step increase results will be reported to the Board. The Board will participate in the Board Secretary-Clerk's performance reviews, as that position also directly reports to the Board, which may impact his/her salary steps. Under the Canby City Charter, the Board has final approval of the Board Secretary-Clerk's compensation. Upon recommendation and justification from the General Manager, the Board may authorize an employee to be compensated at a rate above their next scheduled step increase if exemplary performance justifies the action.

C. Salary Review Frequency

The first salary review after employment will occur at the end of six month's service or when the employee successfully completes his/her probationary period. Subsequent salary reviews will be held on or about the employee's annual employment anniversary thereafter.

D. Promotion

A promotion is a change in status for an employee to a higher range position. Employees, changing from one position to another, will be subject to a new job probationary period with the eligibility for a half-step salary adjustment upon successful completion of the job probationary period. In this situation, benefits will not be affected.

E. Promotion Increases

An employee shall be moved into the step for the new position, having the least impact on their existing salary. The date of promotion establishes a new anniversary date for salary review.

F. General Salary Adjustment

General salary adjustments may be given to all or selected pay ranges when the local and/or regional economic factors indicate the pay ranges are falling below competitive marketplace salaries for equal or comparable job positions. If the General Manager determines such adjustments are appropriate, he/she will submit the request for adjustment to the Board for its consideration and approval.

G. Maintaining Competitive Salaries

It is the Board's desire that CU's salaries remain competitive to attract, retain and motivate committed, hard-working, creative and thoughtful employees who support our mission and values. To ensure salaries remain competitive, the Board may periodically conduct a market study to determine if adjustments are necessary. Except as the Board determines otherwise, CU will engage a consultant to obtain an unbiased and impartial study. The consultant, with the assistance of the HR Administration Manager and oversight by the General Manager, will establish a list of suitable comparators for the industry and region. In addition to salaries, benefits may also be evaluated as part of CU's total compensation package. The results of the consultant's study will be presented to the Board for review and consideration.

V. Salary Ranges

The salary ranges adopted by the Board are attached and incorporated into this procedure by reference. The attached ranges are adjusted annually, according to Resolution No. 188 and do not affect the Plan procedures.

This procedure was adopted by the Board of Directors on ___ day of _____, 2019.

Barbara Benson, Board Secretary

Date

Procedure 405

Salary Ranges Adopted by Canby Utility Board of Directors

Adopted December 13, 2011

Canby Utility Job Title	30% Proposed Range	
	min	max
General Manager	\$127,890	\$166,110
Operations Superintendent*	\$96,570	\$125,430
Finance Manager	\$95,700	\$124,300
Purchasing Agent	\$60,900	\$79,100
HR Administration Manager	\$57,420	\$74,580
Customer Service Supervisor	\$56,842	\$73,894

Adopted June 12, 2018

Canby Utility Job Title	30% Proposed Range	
	min	max
Operations Field Supervisor	\$112,500	\$146,250

* The title of this position was changed to "Operations Manager" in 2016.



MEMORANDUM

February 2, 2021

TO: Chair Thompson, Member Brito, Member Wagner, Member Hill, and Member Horrax

FROM: Carol Sullivan, Finance Manager

SUBJECT: Master Fee Schedule Update

RECOMMENDATION: Adopt Revised Exhibit A to Resolution No. 267, Related to the Master Fee Schedule.

BACKGROUND: On September 24, 2013 the Board adopted Resolution No. 267, establishing a master fee schedule for Canby Utility's water, electric, and customer services, and allowing for an annual review of and update to the exhibit of fees.

Staff proposes the following revisions to Exhibit A to reflect current costs:

- Adding a new fee for water line inspections of \$74 per hour.
- Water hook-up from main to meter, 5/8" – 1" meter charge increases from \$7,888 to \$9,885.
- Water hook-up from main to meter, 1-1/2" – 2" meter charge decreases from \$11,794 to \$10,949.
- Water hook-up charge for meter installation only, updated as follows:
 - 5/8" – 3/4" Increase from \$346 to \$375
 - 1" Increase from \$445 to \$500
 - 1-1/2" Increase from \$931 to \$1,036
 - 2" Increase from \$834 to \$919

Staff will answer any questions the Board may have.

CANBY UTILITY MASTER FEE SCHEDULE

RESOLUTION 267 EXHIBIT A

OTHER SERVICES	FEE
WATER LINE INSPECTION	\$74 per hour
DOORHANGER FEE	\$25
DISCONNECT NOTICE FEE	\$25
FAILED PAYMENT ARRANGEMENT	\$25
NSF CHECK	\$33
RECONNECTION	\$40
SAME DAY SERVICE FEE	\$40
AFTER-HOURS RECONNECTION	\$250
ACCOUNT SET UP FEE	\$25
PUBLIC RECORDS	Staff time and benefits, and material costs (first 30 minutes no charge).
PUBLIC RECORDS (Mailing Costs)	Actual cost plus \$1 handling
PUBLIC RECORDS (Faxing Costs)	\$0.50 per page
PHOTOCOPIES (Single/Double Sided)	\$0.25
PHOTOCOPIES (Color or Printouts)	\$0.75

STREET LIGHTING FIXTURE RENTAL	MONTHLY FEE
100 WATT	\$4.00
150 WATT	\$4.10
200 WATT	\$6.75
250 WATT	\$6.90
400 WATT	\$7.25

STREET LIGHTING POLE RENTAL	MONTHLY FEE
24' ALUMINUM POLE	\$3.00
30' WOOD POLE	\$1.50
35' WOOD POLE	\$1.75
40' WOOD POLE	\$2.75

WATER HOOK-UP MAIN TO METER SERVICE LATERAL INCLUDING METER	
METER SIZE	CHARGE
5/8" – 1"	\$9,885
1-1/2" - 2"	\$10,949
Above 2"	Job Cost Estimate

WATER HOOK-UP METER INSTALLATION ONLY	
METER SIZE	CHARGE
5/8" – 3/4"	\$375
1"	\$500
1-1/2"	\$1,036
2"	\$919
Above 2"	Job Cost Estimate

Source Documents:

Customer Service Policies & Procedures: Resolution No. 288

Electric Service Conditions: Resolution No. 254

Water Service Policies and Procedures: Resolution No. 259

Public Records Request Procedures: Procedure 402

RESOLUTION NO. 267

A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR CANBY UTILITY'S WATER SERVICE, ELECTRIC SERVICE, AND CUSTOMER SERVICE; SUPERSEDING THE SCHEDULE OF RATES, FEES AND CHARGES IN EXHIBIT A OF RESOLUTION NO. 250, EXHIBIT B OF RESOLUTION NO. 262; AND REPEALING RESOLUTION NOS. 86.1 REV.1 AND 195.

WHEREAS, the Canby Utility Board desires to establish a master fee schedule to periodically update fees authorized in various Canby Utility Board resolutions; and

WHEREAS, the Canby Utility Board desires to repeal Resolution No. 86.1 Rev. 1 relating to street and rental lights that are now addressed in the Electric Service Policies and Procedures; and

WHEREAS, the Canby Utility Board desires to repeal Resolution No. 195 relating to a public drinking fountain service policy that is now generally addressed by the Water Service Policies and Procedures; and

WHEREAS, the Canby Utility Board desires to remove references in Resolution Nos. 250 and 262 to specific rates, fees and charges that will now be incorporated into a master fee schedule; and

WHEREAS, the Canby Utility Board desires to annually review and update the existing rates, fees and charges as appropriate.

THEREFORE, THE CANBY UTILITY BOARD RESOLVES AS FOLLOWS:

Section 1. The Canby Utility Master Fee Schedule is attached to this resolution as Exhibit A, incorporated herein by reference.

Section 2. Exhibit B of Resolution No. 262 and the Schedule of Rates, Fees & Other Charges of Exhibit A of Resolution No. 250 are superseded.

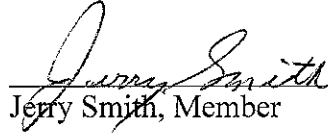
Section 3. Resolution Nos. 86.1 Rev.1 and 195 are repealed.

Section 4. This resolution is effective on October 1, 2013.

THIS RESOLUTION IS ADOPTED BY THE CANBY UTILITY BOARD THIS 24th DAY OF SEPTEMBER 2013.



Bob Cornelius, Chairman



Jerry Smith, Member

Absent 9-24-13

Todd Wagner, Member



Bob Maxwell, Member

Absent 9-24-13

Gary Potter, Member



Barbara Benson, Board Secretary

CANBY UTILITY MASTER FEE SCHEDULE

RESOLUTION 267 EXHIBIT A

OTHER SERVICES	FEE
DOORHANGER FEE	\$25
DISCONNECT NOTICE FEE	\$25
FAILED PAYMENT ARRANGEMENT	\$25
NSF CHECK	\$33
RECONNECTION	\$40
SAME DAY SERVICE FEE	\$40
AFTER-HOURS RECONNECTION	\$250
ACCOUNT SET UP FEE	\$25
PUBLIC RECORDS	Staff time and benefits, and material costs (first 30 minutes no charge).
PUBLIC RECORDS (Mailing Costs)	Actual cost plus \$1 handling
PUBLIC RECORDS (Faxing Costs)	\$0.50 per page
PHOTOCOPIES (Single/Double Sided)	\$0.25
PHOTOCOPIES (Color or Printouts)	\$0.75

STREET LIGHTING FIXTURE RENTAL	MONTHLY FEE
100 WATT	\$4.00
150 WATT	\$4.10
200 WATT	\$6.75
250 WATT	\$6.90
400 WATT	\$7.25

STREET LIGHTING POLE RENTAL	MONTHLY FEE
24' ALUMINUM POLE	\$3.00
30' WOOD POLE	\$1.50
35' WOOD POLE	\$1.75
40' WOOD POLE	\$2.75

WATER HOOK-UP MAIN TO METER SERVICE LATERAL INCLUDING METER	
METER SIZE	CHARGE
5/8" – 1"	\$7,888
1-1/2"- 2"	\$11,794
Above 2"	Job Cost Estimate

WATER HOOK-UP METER INSTALLATION ONLY	
METER SIZE	CHARGE
5/8" – 3/4"	\$346
1"	\$445
1-1/2"	\$931
2"	\$834
Above 2"	Job Cost Estimate

Source Documents:

Customer Service Policies & Procedures: Resolution No. 288

Electric Service Conditions: Resolution No. 254

Water Service Policies and Procedures: Resolution No. 259

Public Records Request Procedures: Procedure 402



MEMORANDUM

February 2, 2021

TO: Chair Thompson, Member Brito, Member Wagner, Member Hill, and Member Horrax

FROM: Carol Sullivan, Finance Manager

SUBJECT: Update Electrical Line Extension and Upgrade Charges

RECOMMENDATION: Adopt Revised Exhibit A to Resolution No. 293, related to charges for electrical line extensions and upgrades.

BACKGROUND: On September 12, 2017, the Board adopted Resolution No. 293, restating the electrical line extension and upgrade policy, and allowing for an annual review and update of the existing charges.

Staff proposes the following revisions to Exhibit A to reflect current costs:

- Single family residential installation charge increases from \$1,200 to \$1,600.
- Temporary construction power installation charge increases from \$250 to \$300

Staff will answer any questions the Board may have.

Exhibit A

RESIDENTIAL SECONDARY SERVICE INSTALLATIONS		
	Charge	Notes:
Single Family Residential	\$1,600.00	Payment due prior to installation
Multi-Family Residential	Job Cost Estimate	Payment due prior to installation
Temporary Construction Power	\$300.00	Charge covers first 6 months.
Temporary Construction Power	\$25.00 per month	After initial 6 month period.
<p>Telephone and cable TV service drops may be installed in the electric service drop trench at no additional cost, if the installation is coordinated to meet CUB's construction schedule.</p>		

Resolution No. 293
 Table Revised: 2/9/21

RESOLUTION NO 293

**A RESOLUTION OF THE CANBY UTILITY BOARD RESTATING THE
ELECTRICAL LINE EXTENSION AND UPGRADE POLICY**

WHEREAS, on November 18, 2008 the Canby Utility Board (Board) adopted Resolution No. 227, relating to Canby Utility's (CU's) Line Extension and Upgrade Policy; and

WHEREAS, the Board wishes to restate the Line Extension and Upgrade Policy to streamline the process for efficiencies and establish a fixed charge for single-family residential service installations; and

WHEREAS, the Canby Utility Board desires to annually review and update the existing charges as appropriate, based on trending data.

NOW, THEREFORE, be it resolved by Board that it rescinds Resolution No. 227, along with all prior and subsequent motions or resolutions pertaining to the Line Extension and Upgrade Policy and hereby adopts the following Line Extension and Upgrade Policy for CU.

**CANBY UTILITY BOARD
LINE EXTENSION AND UPGRADE POLICY
DATED OCTOBER 1, 2017**

I. OVERVIEW

This Line Extension and Upgrade Policy (Policy) defines the responsibilities of CU and the responsibilities of the customer for the extension and/or upgrade of CU facilities for new or upgraded electrical service. The Policy is written to cover the majority of probable line extension and upgrade situations. The Policy cannot, and is not intended to, cover every specific situation or eventuality. The General Manager is therefore authorized to make policy adjustments to accommodate those unique situations as they arise.

II. APPLICABILITY

The Policy applies to all customers as defined in this resolution. CU may be unable to extend electrical service where the extension is either physically or economically not feasible and, in such situation, may not be able to provide new electrical service.

III. DEFINITIONS

Aid to Construction – Cash and/or approved construction work required of the customer.

Base System – The power system needed to serve a customer, excluding meter(s) and service drop(s).

Customer – CU customers, builders or developers who have or seek to have electrical service.

Customer Contribution – The cash portion of aid to construction.

Electrical Service – All necessary lines and equipment—base system and secondary service facilities—needed to provide electricity to the customer.

Questionable Permanence – Facilities that are to be served for short periods, or that may be speculative in nature, as determined by CU.

Secondary Service Facilities – The meter(s) and service drop(s) excluded from the base system.

Service Drop – The electrical line(s) including the terminus on CU equipment through conduit, if needed, to the customer's equipment.

IV. LINE EXTENSIONS – GENERAL

CU will construct electrical service necessary to extend such service to new customers, or to serve additional loads of existing customers, subject to the latest revisions of CU's rules, regulations, construction standards and practices.

1. The extension must be from an existing distribution line used by CU.
2. The extension must be located along a permanently established road upon which CU has, or may obtain, a satisfactory permit or franchise; or if not on an established road, a permanent easement or right-of-way must be provided at no cost to CU.
3. The extension shall be constructed, owned, operated, and maintained by CU. (The division of expenses is detailed in the following sections of this policy.)

V. SERVICE FROM EXISTING BASE SYSTEM

All CU-provided electrical service will be designed to achieve the most efficient, direct route practical and at the least expense to CU. If a customer requests a more expensive

alternative, and CU agrees to provide it, the customer will pay the additional expense as determined by CU.

VI. RESIDENTIAL BASE SYSTEM CHARGES

Charges for base system extension to boundary of development:

No direct charge to customer for extension of CU's most efficient, direct and least expensive route practical to boundary of development. The customer is responsible for trenching, excavation, backfill and paving (see Section X).

Charges for base system extension within development boundary:

Charges will be based on CU market cost estimates at the time of extension for costs such as material, labor, equipment and overhead and the electrical service design required.

An estimate of the charges will be provided as soon as practical following the City of Canby's pre-application meeting with the customer and receipt from the customer by CU of information that CU may request at that meeting.

VII. RESIDENTIAL SECONDARY SERVICE FACILITIES CHARGES

Single-Family Residential Development: Will be charged for secondary service facilities required to provide service from the base system to the point of delivery (customer meter base). All charges are due prior to installation. See Exhibit A.

Multi-Family Residential Development: Will be charged for secondary service facilities required to provide service from the base system to the point of delivery (customer meter base). An estimate of the charges will be provided as soon as practical following the joint CU and City of Canby Pre-Construction Conference with the customer and receipt from the customer by CU of information that CU may request at that meeting. All charges due are payable prior to start of construction.

Telephone and cable TV utility services may be installed in the service drop trench at no additional cost, if installation is coordinated to meet CU's construction schedule.

In the event temporary construction power is required, a fee for installation will be added to the above applicable charges. For this fee, CU shall provide a temporary service unit and electricity for up to six (6) months. After the initial six (6) month period of time, a monthly fixed rate will be charged to the customer, builder, or developer for the temporary power. See Exhibit A.

If CU determines that a standard temporary construction service unit is inadequate to meet the needs of the project, CU will charge fees based on the cost to provide the temporary service.

VIII. COMMERCIAL AND INDUSTRIAL ELECTRICAL SERVICE CHARGES

Commercial and industrial electrical service charges will be calculated on a case-by-case basis. An estimate of the charges will be provided as soon as practical following the City of Canby's pre-application meeting with the customer and receipt from the customer by CU of information that CU may request at that meeting.

IX. CONTRIBUTIONS IN AID OF CONSTRUCTION

At the election of CU, contributions in aid of construction may be in cash or in approved construction work. Cash contributions must be made before work can begin on the extension. Approved construction work will be limited to general construction such as trenching, right-of-way clearing, etc. No electrical construction work will be approved as a contribution. No right, title or interest in the extension will accrue to the customer from this contribution.

X. SUBDIVISION OR DEVELOPMENT BASE SYSTEM CHARGES

The customer shall provide all trenching, excavating, backfill and paving. Based off the estimate prepared for the project, payment will be due in advance of construction.

Individual residential customers requesting service within a subdivision or development shall be provided service in accordance with the applicable specifications in Section VII.

XI. HIGH VOLTAGE SERVICE

CU will provide high voltage service (over 600 volts) under certain conditions. These will be negotiated with the customer.

XII. SERVICE TO A LOAD OF QUESTIONABLE PERMANENCE

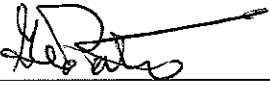
If, in the opinion of CU, and at its sole discretion, the extension is to be constructed to serve a load of questionable permanence, the customer will be required to make a cash payment, in advance of construction, in an amount equal to the estimated irrecoverable cost. Irrecoverable costs are defined as the cost of construction of the facilities, plus the cost of removal of the same facilities, minus salvage value.

The amount of this cash payment in excess of the normal customer contribution will be refunded on the basis of not more than 20% (twenty percent) per anniversary year of full operation, up to a maximum of five years. In the event the customer discontinues service prior to the full amount being refunded, the balance of the advance will be retained and received by CU and will not be refunded.

XIII. EFFECTIVE DATE

This resolution and the charges contained herein shall be effective October 1, 2017.

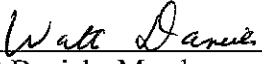
THIS RESOLUTION IS ADOPTED BY THE CANBY UTILITY BOARD THIS
12th DAY OF September, 2017.



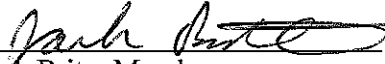
Gary Potter, Chair

absent

Todd Wagner, Member




Walt Daniels, Member



Jack Brito, Member



Robert Maxwell, Member



Barbara Benson, Board Secretary

Exhibit A

RESIDENTIAL SECONDARY SERVICE INSTALLATIONS		
	Charge	Notes:
Single Family Residential	\$1,200.00	Payment due prior to installation
Multi-Family Residential	Job Cost Estimate	Payment due prior to installation
Temporary Construction Power	\$250.00	Charge covers first 6 months.
Temporary Construction Power	\$25.00 per month	After initial 6 month period.
<p>Telephone and cable TV service drops may be installed in the electric service drop trench at no additional cost, if the installation is coordinated to meet CUB's construction schedule.</p>		

Resolution No. 293

Table Revised: 10/1/17



Memorandum

January 21, 2021

To: Chairman Thompson, Member Brito, Member Wagner, Member Hill, and Member Horrax

From: Carol Sullivan, Finance Manager

Subject: Quarterly Financial Update as of September 30, 2020 Fiscal Year 2021

Please find attached the Executive Financial Summary through September 30, 2020, the Utility's first three months of fiscal year 2021. The report is cumulative to date and gives a quick overview of profit and loss resulting from operations and capital contributions, a comparison to budget with notes, and cash reserves compared to the budget target and minimum. For monthly information refer to the financial packet sent via e-mail.

I will present these at the next board meeting and will be available for comments or to answer any questions.

Canby Utility Executive Financial Summary
Profit (Loss) Resulting From Operations and Capital Contributions***
Year To Date (YTD) Three Months Ending September 30, 2020

Legend	
	= Electric
	=Water

Electric

Profit (Loss) From Operations

	Revenue	Expense	Operating Profit (Loss)
	\$ 3,229,047	\$ 3,076,704	\$ 152,343

Operations And Capital Contributions***

	Operating Profit (Loss)	Capital Contributions	Net Income (Loss)
	\$ 152,343	\$ 187,065	\$ 339,408

Water

Profit (Loss) From Operations

	Revenue	Expense	Operating Profit (Loss)
	\$ 1,294,721	\$ 897,031	\$ 397,690

Operations And Capital Contributions ***

	Operating Profit (Loss)	Capital Contributions	Net Income (Loss)
	\$ 397,690	\$ 409,127	\$ 806,817

*****Capital Contributions** are contributions of capital, in the form of money or assets/infrastructure to Canby Utility from a customer or a vendor.

Canby Utility Executive Financial Summary
Profit (Loss) Resulting From Operations With Capital Contributions Compared To Budget
Year To Date (YTD) Three Months Ending September 30, 2020

Electric

Net Income (Loss)	Budget	Over (Under) Budget
\$ 339,408	\$ 63,211	\$ 276,197

Notes : YTD total operating revenue is 3.67% or \$120,539 under budget mainly due to lower small commercial sales.

YTD operating expenses are 10.38% or \$353,982 under budget mainly due to more labor capitalized and vacant positions.

YTD Capital contributions are 48.51% or \$61,104 over budget mainly due to more hook-up fees than budgeted for.

YTD Change in Net Assets is 436.94% or \$276,197 over budget mainly due to lower operating expenses.

Water

Net Income (Loss)	Budget	Over (Under) Budget
\$ 806,817	\$ 640,664	\$ 166,154

Notes : YTD operating revenue is 6.09% or \$71,993 over budget mainly due to higher residential sales.

YTD Operating expenses are 11.40% or \$111,226 under budget mainly due to the timing of rate studies and a vacant position that wont be refilled due to succession planning.

YTD Capital contributions are 3.36% or \$14,206 under budget mainly due to the timing of contributions by others/developers subdivisions being received.

YTD Change in Net Assets is 25.93% or \$166,152 over budget mainly due to lower operating expenses.

Canby Utility Executive Financial Summary
Cash Reserves
Year To Date (YTD) Three Months Ending September 30, 2020

Electric

<u>Budget Target 6/30/2021</u>	Current Cash Reserves		FYE 2021 Target		Over (Under) Target
	\$ 10,661,926	\$	4,171,027	\$	6,490,899

<u>MINIMUM</u>	Current Cash Reserves		Minimum		Over (Under) Minimum
	\$ 10,661,926	\$	4,000,000	\$	6,661,926

Water

<u>Budget Target 6/30/2021</u>	Current Cash Reserves		FYE 2021 Target		Over (Under) Target
	\$ 6,239,420	\$	2,029,489	\$	4,209,931

<u>MINIMUM</u>	Current Cash Reserves		Minimum		Over (Under) Minimum
	\$ 6,239,420	\$	2,000,000	\$	4,239,420



MEMORANDUM

February 1, 2020

TO: Chair Thompson, Member Hill, Member Brito, Member Wagner, and Member Horrax

FROM: Dee Anne Wunder, Customer Service Supervisor

SUBJECT: COVID-19 Utility Billing Comparison

The attached report compares activity of payments and delinquencies for the months of October, November and December 2019 to the same months in 2020. I will update the comparisons monthly to monitor impacts from the COVID-19 pandemic.

I will be available to answer questions during the Board Meeting.

Canby Utility
COVID Utility Billing Comparison 2019 & 2020
December 30, 2020

	Oct. 2019	Oct. 2020	Nov. 2019	Nov. 2020	Dec. 2019	Dec. 2020
Statements Mailed	8,024	8,188	8,000	8,227	8,044	8,244
Delinquent Notices	1,651	1,334	1,643	1,212	1,117	1,268
Delinquent Accounts	\$ 175,988	\$ 278,539	\$ 178,639	\$ 308,377	\$ 252,517	\$ 266,629
Average Delinquent Amount	\$ 107	\$ 209	\$ 109	\$ 254	\$ 226	\$ 210
Percentage of Delinquencies From Prior Month Billing	21%	17%	20%	15%	14%	15%
Bank Deposits, SDC's, and Misc Payments	\$ 1,569,907	\$ 1,528,592	\$ 1,162,250	\$ 1,625,048	\$ 1,752,591	\$ 1,613,872
Number of Payments	8,120	6,814	5,765	7,856	9,279	8,583



Memorandum

DATE: February 1, 2021

TO: Chair Thompson, Member Hill, Member Brito, Member Wagner, and Member Horrax

FROM: Dee Anne Wunder, Customer Service Supervisor

SUBJECT: Share the Warmth Update

The table below is a yearly accounting of funds disbursed, customers assisted, intake fees paid, customer donations, and the number of customer donations for calendar year 2016 through 2020. Please note that the program is based upon a calendar year while funding is for Canby Utility’s fiscal year, July 1 though June 30. The Canby Adult Center (CAC) receives \$5 for each intake and is paid on a quarterly basis.

Calendar Year	Disbursed to Customer Accounts	Number of Customers Assisted	Number of Intakes Paid During Calendar Year	Intake Fees Paid to CAC	Total of Customer Donations	Number of Customer Donations
2016	\$54,389	274	436	\$2,180	\$7,549	118
2017	\$40,827	205	191	\$ 955	\$7,054	120
2018	\$49,698	246	246	\$1,230	\$6,435	117
2019	\$46,799	237	237	\$1,185	\$2,235	43
2020	\$42,154	211	211	\$1,055	\$10,502	134

Donations are up for FY2020 from previous years. The donations made were from customers, local organizations, businesses, and some from outside our service area. The Board’s annual donation of \$40,000 truly ensures the success of this program and allows us to assist many customers.