

CANBY UTILITY
REGULAR BOARD MEETING
JULY 9, 2024
7:00 P.M.

AGENDA

- 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 June 11, 2024 (pp. 1-6)
 - Approval of Payment of Water and Electric Bills
- IV. CITIZEN INPUT ON NON-AGENDA ITEMS *Citizen's wanting to speak virtually, please email or call the Board Secretary-Clerk by 4:30 p.m. on July 9, 2024 with your name, the topic you would like to speak on, and contact information: bbenson@canbyutility.org or 503-263-4312.*
- V. GENERAL MANAGER EMPLOYMENT AGREEMENT – Chair Thompson (pp. 7-13)
- VI. DISCUSSION Community Donation Policy – Barbara Benson, Human Resources/Administration Manager (14-16)
- VII. BOARD REPORT
 - Chair Comments
 - Board Member Comments
- VIII. STAFF REPORTS

Operations Manager:

 - Quarterly Reliability Report (pp. 17-18)

Finance Manager:

 - Third Quarter Financial Reports (pp. 19-27)

General Manager Updates:
- IX. ADJOURN

***CANBY UTILITY
REGULAR BOARD MEETING MINUTES
JUNE 11, 2024***

Board Present: Chair Thompson; Members Horrax, Molamphy, and Pendleton

Board Absent: Member Hill

Staff Present: Carol Sullivan, General Manager; Barbara Benson, Board Secretary; Jason Berning, Operations Manager; Mike Schelske, Finance Manager; Sue Arthur, Purchasing Agent; Cindy Dittmar, Customer Service Supervisor; and Jason Peterson, Operations Field Supervisor

Others Present: Jason Padden, City Council Liaison; Brian Hutchins, Veolia Water North America; Ray Keen, The Canby Center; Patty Travis; and Corianne Burnett

Chair Thompson called the Regular Board Meeting to order at 7:00 p.m.

Chair Thompson presented the meeting agenda for consideration. She asked for any additions, deletions, or corrections to the meeting agenda, and there were none.

Chair Thompson presented the consent agenda for approval. Member Molamphy made the *MOTION to approve the consent agenda, consisting of the meeting agenda, regular and executive session meeting minutes of May 14, 2024, and payment of the electric and water department bills in the amount of \$1,871,604.53. Member Pendleton seconded, and the motion passed 5-0.

Chair Thompson asked for citizen input on non-agenda items. Ray Keen, the Executive Director of the Canby Center, requested to address the Board. He thanked the Board for their time last month to listen to his request and the staff for their work on the draft edits to the Community Service Donation and Assistance Policy. He felt that this policy was good practice. Chair Thompson expressed her appreciation for Keen coming before the Board. Keen departed the meeting at 7:04 p.m.

Finance Manager Mike Schelske presented the FY25 Electric and Water Operating and Capital Budgets for approval. Schelske noted that the general expenses, where cost estimates were unavailable, were calculated using a 3% inflation factor. The budgeted payroll costs include a 3.5% contractual cost-of-living increases for represented employees and an estimated 4% for non-represented, which will be calculated based on the actual CPI index. Schelske noted that the CPI is tracking at about 3.4%.

Schelske then reviewed the Electric Department Executive Summary that highlighted the proposed changes for FY25 compared to FY24. The total electric sales are expected to increase by \$700,360 based on FY24 actuals with a three percent growth factor, the November 2023 rate increase, and higher revenue from commercial and industrial customers. The other electric energy revenues are expected to decrease by \$62,916 based on BPA's remaining contract amount for the conservation program. The overall operating revenues are increasing by \$637,444, mainly due to higher commercial and industrial sales. The total operating expenses are increasing by \$442,467, mainly due to purchased power and payroll costs, depreciation expenses, and computer consultants. The operating income loss will decrease by \$194,977 due to higher sales. The total non-operating revenues and expenses are increasing by \$80,927 due to interest earned on cash reserves. The total capital contributions will increase by \$23,197. Projects include an estimated 106 new meter connections, six new subdivisions, one multi-family development, seven commercial projects, and one street extension project scheduled for completion during the fiscal year. Schelske also reviewed the change in net assets, cash and investments, cash used for capital purchases, and depreciation. The total estimated end of FY25 cash and investments is \$15,275,877. Schelske answered the Board's questions on the BPA power dividend, BPA conservation credits, and interest income. Schelske reviewed charts that provided a visualization representing electric revenues and operating expenses.

Schelske reviewed the Water Department Executive Summary that highlighted the proposed changes for FY25 compared to FY24. The total water usage sales are expected to increase by \$934,000 based on FY 23-24 consumption and adjusted for the May 2024 rate increase. Schelske explained that prior budgets were based on a low consumption year to effectively over budget; however, he changed this method this year to budget based on reasonable consumption. The total operating expenses are expected to increase by \$294,121, mainly due to Veolia's annual contract fee and variable cost adjustments, payroll costs, and higher franchise taxes associated with higher revenues. The operating income will increase by \$639,879 due to higher water sales. The total non-operating revenues and expenses are increasing by \$279,889 due to higher interest earnings on cash reserves. The total capital contributions are increasing by \$649,920. Projects include a projected 93 new meter connections, six new subdivisions, one multi-family development, seven commercial projects, and one street extension project scheduled for completion during the fiscal year. Schelske reviewed the change in net assets, cash and investments, cash used for capital purchases, principal payments on water bonds, and depreciation. The total estimated end of FY25 cash and investments is \$8,660,430. Schelske noted that the 2014 water revenue bonds will be paid in full this year and that only three years remain on the 2017 bonds, and a brief discussion ensued. Schelske reviewed charts that provided a visualization representing water revenues and operating expenses.

Schelske reviewed the overall personnel costs increase of 2.6%. This increase would be expected to be higher, especially with insurance costs; however, employee turnover and higher-paid employees retiring and being replaced with lower-paid employees decrease labor costs.

Schelske reviewed the significant capital budget items for the electric and water departments. Member Pendleton asked about inflation trends. Staff shared how some costs have decreased and

others have increased. The lead times are shorter, but the price fluctuations continue. Chair Thompson asked about the electrical system study costs and the need for an RFP. Purchasing Agent Sue Arthur replied that the cost for that project is considered an intermediate procurement and three bids is sufficient without a formal RFP process. Member Pendleton asked if the Willamette River water source planning and conceptual design was all related to consulting fees. Schelske replied that it is for professional services with an identified deliverable. Chair Thompson complemented Schelske on the budget format.

Member Molamphy made the *MOTION that the fiscal year 2025 Electric and Water Operating and Capital Budgets be approved as presented. Member Pendleton seconded the motion, and the motion passed unanimously 4-0.

Human Resources/Administration Manager Barbara Benson presented a resolution that would adopt a limitation of liability for claims arising from the public's use of trails or structures in a public easement or unimproved right of way. Benson provided background on Oregon's recreational immunity law changes after a fairly recent court decision – Fields vs. City of Newport, where Ms. Fields sued for negligence. Previously protected landowners can now be held liable for injuries that occur on their property if their primary intent is not to recreate. Benson reviewed the Oregon Court of Appeals' decision on the case that led the legislature to address this in the legislative session with the passage of SB 1776 to restore some of the protections for landowners. The new law automatically covers cities with populations of 500,000 or more, but smaller cities must affirmatively opt-in to the protections. The City of Canby affirmatively opted in on May 15, but it is unknown if its action will extend protections to Canby Utility. The Board's Attorney recommended Canby Utility pass the resolution as a proactive measure. Benson explained that the land area of concern is primarily the 5-acre parcel designated for the future water treatment plant with walking trails. Another property that people may access is the bottomlands, where the water intake facilities are located. This land is less likely to be a concern since that area is restricted and not open to the public for recreation; however, people can access it from the river and by climbing over gates. Member Molamphy made the *MOTION to approve Resolution No. 324, a resolution of the Canby Utility Board adopting the limitation of liability for certain claims arising from the use of trails or structures within public easements and unimproved rights of way under ORS 105.668. Member Pendleton seconded, and the motion passed 4-0.

Human Resources/Administration Manager Barbara Benson said that the Board expressed concerns regarding their authority to grant system development charge (SDC) waivers under existing policies and asked staff to consult with the board attorney's office for guidance. Their review of Resolution No. 203 (Water System Development Charge Methodology and Fees), Resolution No. 318 (Water System Development Charge Requirements and Standards), and Canby Utility's Donation Policy do not allow SDC waivers. If the Board decides to authorize waivers, they should revise the policies. Benson noted that staff recommends that we refrain from offering water SDC waivers or reductions due to the funding needs for the large capital project on the horizon. Benson said that Canby Utility does offer SDC financing.

Benson added that last month's discussion on the request for an SDC reduction also highlighted the need to update Canby Utility's existing Community Donation Policy for clarity. Benson presented the board with a draft policy revision for discussion. Member Pendleton asked about policy prohibiting requests such as those from The Canby Center due to their organization being faith-based. Discussion ensued about the nature of the request, their services being available to anyone in need, and wanting further clarification on an organization's affiliation with a faith or religion affecting their ability to request a donation from Canby Utility. Board members agreed with staff not to waive SDCs. Benson added that partial or full waivers of SDCs are addressed in the draft policy. The Board also discussed waivers of labor, materials, fees, and charges, separate from SDCs, and the General Manager's ability to set the parameters for donation approvals. Benson will get clarification on a faith or religious-based organization's ability to request donations and determine if the staff wants to specify further the fees to be included or excluded from a donation request.

Member Molamphy reported that he met with General Manager Carol Sullivan on May 30 to deliver her job performance reviews. They discussed what she wanted in her successive employment agreement regarding wages and benefits. Sullivan offered to forego a salary increase if the board would grant her two additional weeks of vacation. Molamphy noted that the Board also needs to determine the contract term. All other remaining contract provisions would stay the same. Chair Thompson asked about the status of the salary study. Sullivan said that she scheduled the survey results presentation for the August board meeting. Chair Thompson asked that the survey be sent to them in July before the August presentation. Following discussion, the Board had consensus to give Carol two additional weeks of vacation and the contract would be for two years. Benson will work with the Board Attorney to draft the new employment agreement and bring it back to the next meeting.

Operations Manager Jason Berning reported a heightened concern about wildfires. As a result, the Oregon Public Utilities Commission (PUC) mandated all utilities develop a wildfire mitigation plan in 2022. The plan must be reviewed annually. The staff has completed its plan review and inspected Canby's higher-risk areas. Staff will notify the PUC that the annual review and inspections were completed.

Berning reported that the crew has started tree trimming. Forest Grove Light and Power will be loaning our crew the use of a large bucket truck that is able to reach some trees that our equipment cannot reach.

Berning also reported that the Knights Bridge substation is single-sourced Monday through Wednesday due to BPA system maintenance.

Berning reported a 20-second outage today at the Westcott Substation due to PGE's 57 kV transmission line. The event affected several substations, not only ours. The cause is unknown.

General Manager Carol Sullivan reported receiving a thank you note from The Canby Center's Executive Director Ray Keen for ensuring a smooth process for their reduction request to reach the Board at our last meeting.

Sullivan reported that the Molalla National Water Quality Initiative Technical Advisory Committee met regarding the monitoring of cyanobacteria on the Molalla River. They discussed the draft results from last year's cyanobacteria sampling and plans to continue testing next year, possibly in different locations. The results are still under review and will be made public after completion.

Sullivan reported that she has reviewed the initial numerical results of the management salary survey. The written report is in progress and will be presented to the Board in August.

Sullivan reported on the recovery scoping meeting with FEMA for public assistance with January's ice storm for the Maple Street water main break. Staff is completing the required documents so the application can go through FEMA's review process. The total cost of the damages was \$19,645, which FEMA will reimburse Canby Utility 75% of the eligible costs. There were no electrical events during the storm

Sullivan reported that the City of Canby is moving forward with efforts to locate a sports complex within the city. The early planning site was locating the complex at the Molalla State Park. The project proponents, COGEO/OYSA, are examining other sites in the city limits and urban growth boundary. Sullivan noted that about 30 to 50 acres of land is needed for a viable site. Canby Utility's bottomlands, where the Molalla River water intake facilities are located was discussed. Sullivan arranged a visit to the site to see if this would be a feasible location for the complex. The bottomlands consist of five land parcels totaling approximately 59 acres. This land is within a FEMA special flood hazard zone, contains wetlands, has the potential for the hillside to slide, and has restricted access under the Department of Homeland Security water system vulnerabilities. Sullivan said the city knows issues must be resolved should they select this site. Chair Thompson asked if the project would conflict with our water intakes, and Sullivan said it could potentially. Sullivan assured the Board that it is only a feasibility study at this point in time. Chair Thompson expressed concern for Canby Utility allowing this site for consideration with the constraints with the site. Sullivan expressed her desire to work with the city and enable them to perform a feasibility study on the potential use of the land. Canby Utility will need the same cooperation when we perform a feasibility study to consider site options for the future Willamette water treatment plant.

Sullivan reported that she created a Gantt Chart of key activities for the contract to help with SDAO's procurement support for the owner representative. She reviewed the notable accomplishments during the month of May. This list includes: 1) finalized and obtained approvals for the SDAO consulting services agreement, 2) project start-up and tracking for project schedule and budget, 3) compiled reference documents and example RFPs for similar services, 4) confirmed procurement process expectations, applicable requirements, and applicable CU Public Contracting Rules, and 5) began drafting RFP and outline of project scope

**Canby Utility
Regular Board Meeting Minutes
June 11, 2024
Page 6 of 6**

of work. There were no exceptions or concerns. The project is on schedule and within budget. Sullivan noted that the work planned for June includes 1) a complete outline of the project scope of work, identifying anticipated project fees, and 2) complete drafting of the RFP and submission for Canby Utility and legal review.

Sullivan also reported that Purchasing Agent Sue Arthur announced her retirement. Her last day will be on August 19. She has worked at Canby Utility for more than 15 years. Arthur shared some of her retirement plans.

Member Molamphy made the *MOTION to adjourn the meeting. Member Pendleton seconded, and the motion passed 4-0.

The meeting adjourned at 8:27 p.m.

Melody Thompson, Chair

David Horrax, Member

John Molamphy, Member

Jack Pendleton, Member

Jake Hill, Member

Barbara Benson, Board Secretary



MEMORANDUM

To: Chair Thompson, Member Horrax, Member Molamphy, Member Pendleton, and Member Hill

From: Barb Benson, Human Resources/Administration Manager

Date: July 3, 2024

Subject: General Manager's Employment Agreement

Suggested Motion: Move to authorize Board Chair to sign Employment Agreement between Canby Utility and General Manager Carol Sullivan.

Background: During the June meeting, the Board discussed the terms of a successive employment agreement for General Manager Carol Sullivan. The Board came to consensus to grant an increase in her vacation accruals. They also agreed on the term for this agreement.

Attached is the draft agreement that the Board Attorney's office has prepared with direction from the Board on the amendments. The draft agreement includes her current salary, two additional weeks of annual vacation accruals, and a two-year term that will expire on February 28, 2026. One section was deleted that pertained to her first six months of serving in the General Manager role since it was no longer applicable.

All other terms and conditions of the existing agreement remain the same.

SULLIVAN EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made and entered this ____ day of _____, 2024 by and between the Canby Utility Board (hereinafter referred to as "Utility") and Carol Sullivan (hereinafter referred to as "Employee").

RECITALS

WHEREAS, Utility wishes to employ Employee as its General Manager and Employee desires to serve as General Manager for Utility; and

WHEREAS, the parties wish to execute a written agreement to reflect their common understanding of the terms of employment.

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, Utility and Employee mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The Utility will employ Employee as its General Manager and Employee will accept such employment. Employee is for all purposes an at-will employee and has no right to employment with Utility other than as expressly stated in this Agreement.
- B. The authority of Employee, consistent with state law, the Canby City Charter and pertinent Utility resolutions and rules, includes the following:
 - 1. The overall management, administration and direction of Utility operations;
 - 2. The hiring, disciplining and firing of all Utility employees/agents except: the Board Secretary-Clerk, over whom the Canby Utility Board of Directors shares authority with the General Manager; and the Board Attorney, over whom the Board of Directors exercises exclusive authority;
 - 3. The negotiation, execution and administration of Utility contracts within budget appropriations pursuant to Utility policy and resolution;
 - 4. Providing policy advice to the Board of Directors;
 - 5. Maintaining open communications with the community to thereby foster both responsive and courteous public services; and
 - 6. Other duties as the Board of Directors may, from time to time, assign.
- C. The Board of Directors agrees to the principle of non-interference in the Utility's administration as a necessary component to orderly and efficient implementation of the Board of Director's policies. The Board will direct concerns and communications relating to the Utility's administration through the Employee. Employee agrees to respond in a timely manner to all inquiries from the Board of Directors whether made individually or collectively.

SECTION II. TERM.

- A. This Agreement shall be retroactive from March 1, 2024, and will run through February 28, 2026 ("Term").
- B. Nothing in this Agreement prevents, limits or otherwise interferes with the right of the Board of Directors to terminate the services of Employee at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limits or otherwise interferes with the right of Employee to resign at any time from her position with Utility, subject only to the provisions set forth in this Agreement.
- D. Employee agrees to remain in the exclusive employ of the Utility during the term of this Agreement. Employee may not "moonlight" or accept any other additional outside employment without the prior written consent of the Board of Directors, which it may withhold in its sole discretion.

SECTION III. TERMINATION AND SEVERANCE.

- A. Termination without Cause. Either the Utility or the Employee may terminate this Agreement for any reason whatsoever, or no reason, upon giving thirty (30) calendar days' prior written notice to the other party.
- B. Termination for Cause. Employee's employment with Utility may be terminated immediately in the sole discretion of the Board of Directors if any of the following events occur:
 - 1. Employee fails or refuses to comply with the written policies, standards and regulations of the Utility that are now in existence or that may from time to time be established or amended;
 - 2. The Utility has reasonable cause to believe Employee has committed fraud, misappropriated Utility funds, goods or services to either her own or a private third party's benefit and/or other act(s) of misconduct that the Board of Directors reasonably believes is/are detrimental to the Utility and/or its interests; or
 - 3. Employee fails to perform faithfully or diligently her duties as General Manager.
- C. Not For Cause Termination. If the Utility terminates Employee's employment before the expiration of this Agreement for reasons other than those set out above in subsection III(B), and if Employee is otherwise willing and able to perform her duties for Utility, then in that event, Employee will be entitled to and Utility agrees to pay a severance equal to one (1) month's salary for each full year of service as the General Manager.

Payment of the above severance shall be made monthly, each payment being the

value of one month's salary or portion thereof to which employee has accrued a right consistent with the above schedule. The right to any severance payment shall cease if, during the period of the scheduled severance, Employee accepts employment with another employer (including self-employment). Employee has an affirmative obligation to notify the Utility upon acceptance of other employment.

- D. If Employee resigns at the request of the Board of Directors (for reasons other than those set out in subsection III(B)), then Employee may deem this Agreement to be involuntarily terminated without cause and will then be entitled to severance pay consistent with subsection (C) of this section. Termination or resignation in good standing shall entitle Employee to a lump sum payment equivalent to all accrued vacation benefits, consistent with the benefits accorded other unclassified employees.
- E. If Employee voluntarily resigns her position with the Utility before expiration of this Agreement, then she shall give the Utility at least thirty (30) calendar days' written notice in advance, excluding accrued vacation, and she shall make herself available to serve during this period. The Board of Directors, however, has the discretion to decide whether she shall continue to serve in her position during the notice period.

SECTION IV. SALARY, HOURS OF WORK, VACATION AND SICK LEAVE.

- A. Salary. Effective upon Board approval of this Agreement, the Utility agrees to pay Employee an initial starting salary of Two Hundred Two Thousand Two Hundred Ninety U.S. Dollars and no cents (\$202,290) as an annual salary to be paid in installments at the same interval as Utility pays its other employees.
- B. COLAs. As a member of the management team, Employee is entitled to and will receive the same percentage cost of living adjustment the Board grants, if any, to other members of the management team on an annual basis.
- C. Supplementation. Employee's compensation is subject to supplementation based on the Board of Director's annual review of Employee's performance, the salary range the Board of Directors sets for the General Manager position and budgetary considerations. The Board may supplement Employee's compensation through a salary increase, or a bonus, or additional paid vacation time, or some combination of the three.
- D. Vacation. Employee will accrue vacation benefits at a rate of 23.33 hours per month (7 weeks annually). In addition, Employee will be granted four (4) days of vacation in lieu of compensatory time. Employee may carryover up to four hundred (400) hours per year.
- E. Holidays. Employee will accrue holiday benefits at the same rate as established for management employees consistent with the Utility's personnel policies.

- F. Sick Leave. Employee will accrue sick leave at the same rate as established for other similarly situated management employees consistent with the Utility's personnel policies; however, in the event of termination (voluntary or otherwise) Employee is not entitled to receipt of monetary compensation for any unused accrued sick leave.

SECTION V. RETIREMENT, LIFE AND HEALTH INSURANCE.

- A. Retirement. The Utility agrees to pay and transmit the required employer contribution into the defined benefit pension plan portion of the Oregon Public Service Retirement Plan (OPSRP) in the amount set by the Oregon Public Employees Retirement Board consistent with the terms of Oregon law. Furthermore, Utility agrees to be responsible for and pay the six percent (6%) employee contribution. Employee may also participate, at her cost, in a Utility-sponsored 401(k) plan and an Oregon Savings Growth Plan (457 plan).
- B. Insurance. Utility agrees to provide Employee various insurance benefits (including health, vision, dental and life insurance) equal to that it provides to other management employees. Employer will pay a portion of the insurance coverage premiums equal to what it pays on behalf of other management employees.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The Utility encourages the professional growth and development of Employee and encourages reasonable participation in professional associations, short courses and seminars. The Utility will permit a reasonable amount of time for Employee to attend and the Utility shall pay for the direct costs necessary for travel, subsistence and registration subject to reasonable availability of funds and as approved in the annual budget.
- B. The Utility maintains a fleet of vehicles for its employees use during work hours and Employee may use a fleet vehicle for work purposes. If Employee uses her personal vehicle on Utility business, the Utility shall provide monthly vehicle expense reimbursement at the then current IRS mileage rate.
- C. The Utility recognizes that Employee will incur certain reasonable expenses on behalf of the Utility and it agrees to reimburse or pay those expenses upon receipt of appropriate confirmation.

SECTION VII. ANNUAL GOAL-SETTING AND PERFORMANCE EVALUATION.

- A. The Board of Directors will periodically identify concerns to Employee either through informal discussions with Employee or more in a more formal setting. The Board of Directors will meet with Employee at least annually during the anniversary month of Employee's employment as the General Manager for the purpose of setting goals

and priorities and to evaluate and assess the performance of Employee in meeting or progressing towards such goals and priorities. If the Board deems Employee's performance as satisfactory or better, the Board may supplement Employee's compensation in accordance with Section IV.C.

- B. If the Utility determines the performance of Employee is unsatisfactory in any respect or needs significant improvement in any area, without waiving or limiting any right available to Utility under this Agreement, the Utility will describe these concerns in writing and in reasonable detail or with specific examples.

SECTION VIII. GENERAL PROVISIONS.

- A. Professional Liability. The Utility agrees to defend, hold harmless and indemnify Employee from any and all demands, claims, suits, actions and legal proceedings brought against Employee in her individual capacity, or in her official capacity as agent and employee of the Utility, consistent with the terms of the Oregon Tort Claims Act.
- B. Personnel Policies. Employee is subject to all provisions of the Utility's personnel policies not directly addressed in this Agreement.
- C. Amendments. Any amendment to this Agreement must be in writing and signed by both the Utility and Employee.
- D. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- E. Survival. The rights and duties of Utility and Employee shall survive termination of this Agreement.
- F. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon request of either party.
- G. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

H. No Third-Party Beneficiaries. The Utility and Employee are the only parties to this Agreement and there are no third parties, express or implied, who have any rights or obligations under the Agreement.

SIGNED:

CANBY UTILITY BOARD

EMPLOYEE

Melody Thompson, Board Chairman

Carol Sullivan



MEMORANDUM

To: Chair Thompson, Member Horrax, Member Molamphy, Member Pendleton, and Member Hill

From: Barbara Benson, Human Resources/Administration Manager

Date: July 3, 2024

Subject: Draft Community Service Donation and Assistance Policy

Action Options:

- 1) Motion to adopt the Community Service Donation and Assistance Policy.
- 2) Discussion for additional revisions to the draft policy.

Background:

During the June 11th meeting, the Board discussed the revised Community Donation Policy draft. Member Pendleton specifically asked about whether or not the organization's affiliation with a faith or religion would affect their ability to request a donation from Canby Utility based on the policy language restricting donations for political or religious causes or events. This question was asked of the board's attorney Heather Martin for clarification.

In using The Canby Center's request as an example, eligibility for a donation towards construction cost to build their new facility would be determined based on what the building is going to be used for. Martin said that if the building would be used for serving all members of the public regardless of their religious affiliation and without any religious parameters around assistance, then she does not think that would be considered a religious cause but rather directed at either helping homeless/socio-economic challenged individuals with food, housing, assistance, etc. However, if the organization requires individuals to be of a certain faith or to attend services as a condition of assistance, then it would likely be considered a religious cause or event. This would be the type of analysis the General Manager will need to do to determine eligibility for donations or assistance to any organization.

Staff also looked at the donations and contributions being typically labor, materials, supplies, promotional items, and notices in the Canby Utility *The Reporter* newsletter. Fees for line extensions, water main-to-meter connections, etc., may be eligible for a donation, keeping in mind that the value of the donation will be a deciding factor in the decision-making process.

I will answer any questions the Board may have.

CANBY UTILITY

JULY 2024

COMMUNITY SERVICE DONATION AND ASSISTANCE POLICY

Purpose:

Canby Utility (“CU”) is a municipal corporation and an independent subdivision of the City of Canby. Its operational and capital needs rely on rates, fees, and charges. As such, the Board of Directors feels it is important to support its community while ensuring a responsible use of public funds collected by CU from its customers.

Requests for donation and assistance may be approved, partially approved, or denied at CU’s discretion. Approving a request does not obligate CU to approve subsequent requests.

Authority:

This policy provides general guidance and delegates authority to its General Manager to approve or deny requests as they deem necessary and appropriate within the scope of this policy. All requests must be submitted in writing.

Eligibility:

Donations and contributions made by CU are available to the following:

- Governmental agencies – federal, state, county, local, and special districts
- Councils and association organizations that CU is a member and the donation has a direct correlation to CU’s operations
- City of Canby civic and registered 501(c)(3) non-profit groups or organizations
- Any exceptions to the allowable use are on a case-by-case basis

Donation/Assistance Description:

Donations and contributions are generally limited to in-kind, non-cash transactions. CU must be the most suitable donor to donate. Support typically includes:

- Labor
- Materials
- Supplies
- Promotional items
- Notice of community events in The Reporter newsletter

- Equipment– with CU operator time
- Facilities use – conference room
- Tools

Restrictions:

CU does not accept requests for donations and assistance for the following reasons:

- Political or religious causes or events
- Partial or full waivers for Water System Development Charges
- Presents adverse financial liability to CU
- Poses concern for increased liability to CU and/or its employees
- Groups or organizations that discriminate against any legally protected class

The Board of Directors adopted this procedure on ___ day of _____, 20__.

Barbara Benson, Board Secretary

Date

OUTAGE AVERAGES July 2023 THROUGH June 2024

MONTH	YEAR	NUMBER OF OUTAGES	NUMBER OF CUSTOMERS AFFECTED	TOTAL CUSTOMER MINUTES OFF	MONTHLY NUMBER OF CUSTOMERS IN THE SYSTEM	NUMBER OF MOMENTARY INTERRUPTIONS
July	2023	2	105	15330	8217	3
Aug	2023	0	0	0	8231	1
Sep	2023	2	506	46395	8248	3
Oct	2023	1	5	600	8266	1
Nov	2023	1	70	7000	8274	1
Dec	2023	1	2	360	8273	1
Jan	2024	1	6	600	8280	1
Feb	2024	1	107	10705	8264	1
March	2024	1	5,000	800000	8289	2
April	2024	0	0	0	8292	1
May	2024	0	0	0	8334	2
June	2024	1	4	320	8331	1
12 MONTH TOTALS		11	5,805	881,310	99,299	18
12 MONTH AVERAGE		0.92	484	73,443	8,275	1.5

			<u>C.U.</u>	<u>Industry Typical Value</u>			
SAIDI =	$\frac{\text{Sum of all customer interruption minutes}}{\text{Total number of customers}}$	=	$\frac{881,310}{8,275}$	=	106.5038	=	87.0
SAIFI =	$\frac{\text{Total number of customer interruptions}}{\text{Total number of customers}}$	=	$\frac{5805}{8,275}$	=	0.70	=	0.93
MAIFI =	$\frac{\text{Total number of cust. momentary interruptions}}{\text{Total number of customers}}$	=	$\frac{18}{8,275}$	=	0.002	=	0.96
CAIDI =	$\frac{\text{Total interruption minutes for 12 months}}{\text{Total number of interruptions}}$	=	$\frac{152}{6}$	=	25	=	107.25

System Average Interruption Duration Index (SAIDI)

SAIDI indicates the total sustained interruption duration for the average customer during a predefined period of time. It is commonly measured in minutes or hours of interruption.

System Average Interruption Frequency Index (SAIFI)

SAIFI indicates how often the average customer experiences a sustained interruption during a predefined period of time.

Momentary Average Interruption Frequency Index (MAIFI)

MAIFI is a reliability indicator used by electric power utilities. MAIFI is the average number of momentary interruptions that a customer would experience during a given period (typically a year).

Customer Average Interruption Duration Index (CAIDI)

CAIDI gives the average outage duration that any given customer would experience. CAIDI can also be viewed as the average restoration time.



MEMORANDUM

To: Chair Thompson, Member Horrax, Member Molamphy, Member Pendleton, and Member Hill

Copy to: Carol Sullivan, Jason Berning, Jason Peterson, Cindy Dittmar, Sue Arthur

From: Mike Schelske, Finance Manager

Date: July 2, 2024

Subject: Financial Results Quarter Ending March 31, 2024, and YTD

Please refer to the attached **Financial Highlights, Summary Income Statement**, and **Balance Sheet** for supporting details. Numbers shown below will be outlined in red on these statements for easy reference.

Summary of Q3 Operating Results

Both Electric and Water had favorable budget variances except for contributed capital for Water. Operating revenues were higher than budget for both Electric and Water and operating expenses were lower than budget for both. Operating expenses were lower than budget due to open positions and lower costs for materials and supplies.

YTD Operating Results

Both Electric and Water had favorable budget variances except for contributed capital. Operating revenues were higher than budget for both Electric and Water and operating expenses were lower than budget for both due to open positions and lower costs for materials and supplies.

Other revenue (expense) was higher for both due to higher interest earnings than budget and the partially unbudgeted BPA power dividend.

Electric net income is \$737,677 higher than budget. Water net income is \$263,459 under budget.

Highlights - Quarter Ending March 31, 2024

Electric

- Operating revenue of \$4,120,492 was \$194,882 higher than budget
- Purchased power of \$2,184,803 was \$100,809 lower than budget



- Operating expenses were \$128,732 lower than budget
- Operating profit was \$424,423 higher than budget
- Other revenue (expense) was \$321,383 higher than budget
- Contributed capital exceeded budget by \$10,336.
- Quarterly net income of \$1,325,193 was \$756,142 higher than budget

Water

- Operating revenue of \$772,093 was \$18,093 higher than budget
- Operating expenses were \$119,938 lower than budget
- Operating profit was \$138,030 higher than budget
- Other revenue (expense) was \$68,537 higher than budget
- Contributed capital was \$232,883 lower than budget
- Quarterly net income of \$232,513 was \$26,316 lower than budget

Highlights - YTD

Electric

- Operating revenue of \$11,235,622 was \$122,792 higher than budget
- Purchased power of \$6,585,903 was \$181,852 lower than budget
- Operating expenses were \$494,248 lower than budget
- Operating profit was \$435,188 higher than budget
- Other revenue (expense) was \$509,735 higher than budget
- Contributed capital was \$207,246 lower than budget
- YTD net income of \$2,571,602 was \$737,677 higher than budget

Water

- Operating revenue of \$3,210,951 was \$295,951 higher than budget
- Operating expenses were \$333,221 lower than budget
- Operating profit was \$629,172 higher than budget
- Other revenue (expense) was \$162,186 higher than budget
- Contributed capital was \$1,054,817 lower than budget
- YTD net income of \$1,079,025 was \$263,459 lower than budget

Please feel free to contact me if you have any questions or comments.

**Canby Utility
Financial Highlights
Quarter Ending March 31, 2024**

Electric Operations

	Actual	Quarter Budget	Prior Year	Over (Under) Budget	% Over (Under) Budget	Budget Status	Over (Under) Prior Year
Balance Sheet							
Cash & Investments	\$ 14,013,786	\$ 12,790,860	\$ 10,806,753	\$ 1,222,926	9.6%	Favorable	\$ 3,207,033
Income Statement							
Operating Revenue	\$ 4,120,492	\$ 3,925,610	\$ 3,786,940	\$ 194,882	5.0%	Favorable	\$ 333,553
Purchased Power	2,184,903	2,285,712	2,320,694	(100,809)	-4.4%	Favorable	(135,791)
Operating Expenses	1,363,841	1,492,573	1,278,260	(128,732)	-8.6%	Favorable	85,581
Operating Profit (Loss)	571,748	147,325	187,985	424,423	288.1%		383,763
Operating Margin	-3.1%	-12.8%	5.0%				
Other Rev. (Exp.)	450,987	129,604	640,351	321,383	248.0%	Favorable	(189,365)
Capital Contributions	302,458	292,122	105,320	10,336	3.5%	Within Budget	197,138
Net Income (Loss)	\$ 1,325,193	\$ 569,051	\$ 933,656	\$ 756,142	132.9%	Favorable	\$ 391,536
Sales Data							
kWh Purchased	52,387,206	55,971,664	49,245,231	(3,584,458)	-6.4%		3,141,975
kWh Sold	53,275,498		48,201,300				5,074,198

Water Operations

	Actual	Quarter Budget	Prior Year	Over (Under) Budget	% Over (Under) Budget	Budget Status	Over (Under) Prior Year
Balance Sheet							
Cash & Investments	\$ 8,942,497	\$ 5,905,054	\$ 7,472,043	\$ 3,037,444	51.4%	Favorable	\$ 1,470,454
Income Statement							
Operating Revenue	\$ 772,093	\$ 754,000	\$ 753,634	\$ 18,093	2.4%	Within Budget	\$ 18,459
Operating Expenses	883,756	1,003,694	854,028	(119,938)	-11.9%	Favorable	29,728
Operating Profit (Loss)	(111,664)	(249,694)	(100,395)	138,030	-55.3%		(11,269)
Operating Margin	-8.3%	-25.0%	-13.3%				
Other Rev. (Exp.)	111,931	43,394	64,258	68,537	157.9%	Favorable	47,673
Capital Contributions	232,246	465,129	185,536	(232,883)	-50.1%	Unfavorable	46,710
Net Income (Loss)	\$ 232,513	\$ 258,829	\$ 149,399	\$ (26,316)	-10.2%	Within Budget	\$ 83,114
Sales Data							
Cu. Ft. Sold	15,427,500		15,272,800				154,700

Canby Utility
Summary Income Statement
Profit (Loss) from Operations, Capital Contributions, and Net Income
Month, Quarter & YTD Ending March 31, 2024

Electric									
	Month			Quarter			Year-to-Date		
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	Actual	Budget	Over (Under)
Operating Revenue	\$ 1,372,808	\$ 1,356,870	\$ 1,334,152	\$ 4,120,492	\$ 3,925,610	\$ 3,786,940	\$ 11,235,622	\$ 11,112,830	\$ 122,792
Less: Purchased Power	(722,485)	(717,479)	(689,698)	(2,184,903)	(2,285,712)	(2,320,694)	(6,585,903)	(6,404,051)	(181,852)
Margin on Sales	650,323	639,391	644,454	1,935,589	1,639,898	1,466,246	4,649,719	4,708,779	(59,060)
	47.4%	47.1%	48.3%	47.0%	41.8%	38.7%	41.4%	42.4%	
Operating Expenses									
Operations & Maintenance	267,009	330,207	276,918	837,591	981,437	780,761	2,560,123	3,073,549	(513,426)
Depreciation	107,383	106,946	103,848	321,309	319,678	311,046	953,993	949,208	4,785
Taxes	68,254	66,236	64,541	204,941	191,458	186,453	555,567	541,174	14,393
Total Operating Expenses	442,646	503,389	445,306	1,363,841	1,492,573	1,278,260	4,069,683	4,563,931	(494,248)
Operating Profit (Loss)	207,677	136,002	199,148	571,748	147,325	187,985	580,036	144,848	435,188
	15.1%	10.0%	14.9%	13.9%	3.8%	5.0%	5.2%	1.3%	
Other Revenue (Expense)									
Interest Income	60,418	33,605	29,920	166,333	103,219	82,536	451,301	318,065	133,236
Interest Expense	(1,591)	(109)	(1,124)	(5,076)	(327)	(2,773)	(14,032)	(981)	(13,051)
Other (Net)	77,987	8,904	144,533	289,729	26,712	560,588	885,177	495,627	389,550
Total Other Revenue (Expense)	136,814	42,400	173,329	450,987	129,604	640,351	1,322,446	812,711	509,735
Change in Net Position Before Capital Contributions	344,491	178,402	372,477	1,022,735	276,929	828,337	1,902,482	957,559	944,923
Capital Contributions									
Hook-up Fees	21,748	19,857	27,148	44,680	59,571	62,945	257,361	178,713	78,648
Contributed by Others	-	-	-	54,794	-	-	63,159	-	63,159
Line Extension Fees	-	77,517	-	202,983	232,551	42,375	348,599	697,653	(349,054)
Total Capital Contributions	21,748	97,374	27,148	302,458	292,122	105,320	669,120	876,366	(207,246)
Net Income (Loss)	\$ 366,239	\$ 275,776	\$ 399,625	\$ 1,325,193	\$ 569,051	\$ 933,656	\$ 2,571,602	\$ 1,833,925	\$ 737,677

Canby Utility
Summary Income Statement
Profit (Loss) from Operations, Capital Contributions, and Net Income
Month, Quarter & YTD Ending March 31, 2024

Summary of Purchased Power and Operating Expenses

	Month			Quarter			Year-to-Date		
	Actual	Budget	Over (Under)	Actual	Budget	Over (Under)	Actual	Budget	Over (Under)
Purchased Power	\$ 722,485	\$ 717,479	\$ 5,006	\$ 2,184,903	\$ 2,285,712	\$ (100,809)	\$ 6,585,903	\$ 6,404,051	\$ 181,852
Operating Expenses									
Payroll & Employer Paid Expenses	193,098	237,669	(44,571)	618,302	713,007	(94,705)	1,851,862	2,139,021	(287,159)
Depreciation	107,383	106,946	437	321,309	319,678	1,631	953,993	949,208	4,785
Taxes	68,254	66,236	2,018	204,941	191,458	13,483	555,567	541,174	14,393
Other Costs	73,911	92,538	(18,627)	219,289	268,430	(49,141)	708,260	934,528	(226,268)
Total Operating Expenses	442,646	503,389	(60,743)	1,363,841	1,492,573	(128,732)	4,069,683	4,563,931	(494,248)
Total Purchased Power & Operating Expenses	\$ 1,165,131	\$ 1,220,868	\$ (55,737)	\$ 3,548,744	\$ 3,778,285	\$ (229,541)	\$ 10,655,586	\$ 10,967,982	\$ (312,396)

Canby Utility
Summary Income Statement
Profit (Loss) from Operations, Capital Contributions, and Net Income
Month, Quarter & YTD Ending March 31, 2024

Water									
	Month			Quarter			Year-to-Date		
	Actual	Budget	Prior Year	Actual	Budget	Prior Year	Actual	Budget	Over (Under)
Operating Revenue	\$ 269,654	\$ 248,000	\$ 261,640	\$ 772,093	\$ 754,000	\$ 753,634	\$ 3,210,951	\$ 2,915,000	\$ 295,951
Operating Expenses									
Operations & Maintenance	212,288	248,913	204,517	626,985	742,449	605,088	1,975,081	2,308,669	(333,588)
Depreciation	72,810	74,669	70,461	218,166	223,545	211,259	650,653	665,083	(14,430)
Taxes	13,483	12,400	13,082	38,605	37,700	37,682	160,548	145,750	14,798
Total Operating Expenses	<u>298,581</u>	<u>335,982</u>	<u>288,060</u>	<u>883,756</u>	<u>1,003,694</u>	<u>854,028</u>	<u>2,786,281</u>	<u>3,119,502</u>	(333,221)
Operating Profit (Loss)	(28,928)	(87,982)	(26,420)	(111,664)	(249,694)	(100,395)	424,670	(204,502)	629,172
	-10.7%	-35.5%	-10.1%	-14.5%	-33.1%	-13.3%	13.2%	-7.0%	
Other Revenue (Expense)									
Interest Income	40,228	14,974	23,154	115,674	47,645	62,533	315,471	166,660	148,811
Interest Expense	(1,774)	(1,774)	(2,540)	(5,323)	(5,322)	(7,619)	(18,277)	(18,274)	(3)
Other (Net)	25	357	2,433	1,580	1,071	9,343	16,591	3,213	13,378
Total Other Revenue (Expense)	<u>38,479</u>	<u>13,557</u>	<u>23,047</u>	<u>111,931</u>	<u>43,394</u>	<u>64,258</u>	<u>313,785</u>	<u>151,599</u>	162,186
Change in Net Position Before Capital Contributions	9,551	(74,425)	(3,373)	267	(206,300)	(36,137)	738,455	(52,903)	791,358
Capital Contributions									
Hook-up Fees	1,440	4,845	4,220	5,280	14,535	12,650	14,960	43,605	(28,645)
Contributed by Others	-	75,108	-	137,322	225,324	-	137,322	675,972	(538,650)
SDC Fees	32,937	75,090	50,522	89,644	225,270	172,886	188,288	675,810	(487,522)
Total Capital Contributions	<u>34,377</u>	<u>155,043</u>	<u>54,742</u>	<u>232,246</u>	<u>465,129</u>	<u>185,536</u>	<u>340,570</u>	<u>1,395,387</u>	(1,054,817)
Net Income (Loss)	<u>\$ 43,928</u>	<u>\$ 80,618</u>	<u>\$ 51,369</u>	<u>\$ 232,513</u>	<u>\$ 258,829</u>	<u>\$ 149,399</u>	\$ 1,079,025	\$ 1,342,484	\$ (263,459)

Canby Utility
Summary Income Statement
Profit (Loss) from Operations, Capital Contributions, and Net Income
Month, Quarter & YTD Ending March 31, 2024

Summary of Operating Expenses

	Month			Quarter			Year-to-Date		
	Actual	Budget	Over (Under)	Actual	Budget	Over (Under)	Actual	Budget	Over (Under)
Operating Expenses									
Payroll & Employer Paid Expenses	\$ 69,679	\$ 99,779	\$ (30,100)	\$ 202,201	\$ 299,337	\$ (97,136)	\$ 666,022	\$ 898,011	\$ (231,989)
Depreciation	72,810	74,669	(1,859)	218,166	223,545	(5,379)	650,653	665,083	(14,430)
Taxes	13,483	12,400	1,083	38,605	37,700	905	160,548	145,750	14,798
Other Costs	142,610	149,134	(6,524)	424,784	443,112	(18,328)	1,309,058	1,410,658	(101,600)
Total Operating Expenses	\$ 298,581	\$ 335,982	\$ (37,401)	\$ 883,756	\$ 1,003,694	\$ (119,938)	\$ 2,786,281	\$ 3,119,502	\$ (333,221)

Balance Sheet

March 31, 2024 & 2023

Electric

	<u>This Year YTD</u>	<u>Last Year YTD</u>	<u>Variance \$\$</u>	<u>Variance %</u>
Assets				
Current Assets				
Cash	\$ 632,916	\$ 642,586	\$ (9,670)	-1.5%
Local Government Investment Pool	<u>13,380,870</u>	<u>10,164,166</u>	<u>3,216,704</u>	31.6%
Subtotal	14,013,786	10,806,753	3,207,033	
Allocate Cash to Reserves	(12,827,619)	(10,478,740)	(2,348,878)	22.4%
Current Accounts Receivable	1,605,881	1,648,513	(42,631)	-2.6%
Prepayments	81,695	75,370	6,324	8.4%
Plant Materials & Operating Supplies	<u>2,542,108</u>	<u>1,767,690</u>	<u>774,418</u>	43.8%
Total Current Assets	5,415,851	3,819,585	1,596,266	41.8%
Noncurrent Assets				
	1,269,482	1,468,004	(198,523)	-13.5%
Property Plant and Equipment				
Property Plant & Equipment in Service	49,909,872	48,476,596	1,433,277	3.0%
Accumulated Depreciation	(18,077,690)	(16,762,932)	(1,314,758)	7.8%
Construction Work in Progress	<u>685,089</u>	<u>18,193</u>	<u>666,896</u>	3665.7%
Total Property Plant and Equipment	32,517,271	31,731,857	785,414	2.5%
Cash Designated for Future Use	<u>12,827,619</u>	<u>10,478,740</u>	<u>2,348,878</u>	22.4%
Total Assets	<u>\$ 52,030,223</u>	<u>\$ 47,498,187</u>	<u>\$ 4,532,036</u>	9.5%
Liabilities and Net Assets				
Current Liabilities				
Accounts Payable	\$ 1,660,455	\$ 811,333	\$ 849,123	104.7%
Customer Deposits	416,301	354,788	61,512	17.3%
Accrued Payroll & Taxes Payable	198,110	175,199	22,911	13.1%
Other Current & Accrued Liabilities	<u>12,219</u>	<u>358</u>	<u>11,861</u>	3310.7%
Total Current Liabilities	2,287,086	1,341,679	945,407	70.5%
Noncurrent Liabilities				
	<u>3,448,228</u>	<u>3,516,662</u>	<u>(68,434)</u>	-1.9%
Total Liabilities	5,735,314	4,858,341	876,973	18.1%
Net Assets - Unrestricted				
Reserves	-	-	-	0.0%
Unappropriated Retained Earnings	45,204,862	42,356,337	2,848,525	6.7%
YTD Net Income(Loss)	2,571,602	1,765,064	806,538	45.7%
Other Equities	(1,481,555)	(1,481,555)	-	0.0%
Less PP&E, Net	<u>(32,517,271)</u>	<u>(31,731,857)</u>	<u>(785,414)</u>	2.5%
Total Net Assets - Unrestricted	13,777,638	10,907,989	2,869,649	26.3%
Investment in Capital Assets	<u>32,517,271</u>	<u>31,731,857</u>	<u>785,414</u>	2.5%
Total Net Assets	<u>46,294,909</u>	<u>42,639,846</u>	<u>3,655,063</u>	8.6%
Total Liabilities and Net Assets	<u>\$ 52,030,223</u>	<u>\$ 47,498,187</u>	<u>\$ 4,532,036</u>	9.5%

Balance Sheet
March 31, 2024 & 2023

Water

	<u>This Year YTD</u>	<u>Last Year YTD</u>	<u>Variance \$\$</u>	<u>Variance %</u>
Assets				
Current Assets				
Cash	\$ 33,056	\$ 137,767	\$ (104,711)	-76.0%
Local Government Investment Pool	<u>8,909,441</u>	<u>7,334,276</u>	<u>1,575,165</u>	21.5%
Subtotal	8,942,497	7,472,043	1,470,454	
Allocate Cash to Reserves	(5,396,029)	(7,099,032)	1,703,003	-24.0%
Current Accounts Receivable	514,713	497,662	17,051	3.4%
Prepayments	36,731	31,810	4,921	15.5%
Plant Materials & Operating Supplies	<u>353,490</u>	<u>267,270</u>	<u>86,219</u>	32.3%
Total Current Assets	4,451,402	1,169,754	3,281,649	280.5%
Noncurrent Assets				
Property Plant and Equipment				
Property Plant & Equipment in Service	42,078,337	41,012,937	1,065,399	2.6%
Accumulated Depreciation	(14,966,849)	(14,101,433)	(865,416)	6.1%
Construction Work in Progress	<u>283,058</u>	<u>164,479</u>	<u>118,579</u>	72.1%
Total Property Plant and Equipment	27,394,545	27,075,983	318,562	1.2%
Cash Designated for Future Use	<u>5,396,029</u>	<u>7,099,032</u>	<u>(1,703,003)</u>	-24.0%
Total Assets	<u>\$ 37,710,810</u>	<u>\$ 36,043,203</u>	<u>\$ 1,667,607</u>	4.6%
Liabilities and Net Assets				
Current Liabilities				
Accounts Payable	\$ 190,441	\$ 158,755	\$ 31,686	20.0%
Accrued Interest	10,647	15,238	(4,591)	-30.1%
Accrued Payroll & Taxes Payable	28,903	29,962	(1,058)	-3.5%
Other Current & Accrued Liabilities	<u>(5,855)</u>	<u>(4,788)</u>	<u>(1,067)</u>	22.3%
Total Current Liabilities	224,136	199,167	24,970	12.5%
Noncurrent Liabilities				
Total Liabilities	<u>2,577,586</u>	<u>3,346,593</u>	<u>(769,007)</u>	-23.0%
Net Assets - Unrestricted				
Reserves	49,531	36,912	12,620	34.2%
Unappropriated Retained Earnings	32,568,625	30,528,257	2,040,368	6.7%
YTD Net Income(Loss)	1,079,025	682,779	396,246	58.0%
Other Equities	1,436,042	1,448,661	(12,620)	-0.9%
Less PP&E, Net	<u>(27,394,545)</u>	<u>(27,075,983)</u>	<u>(318,562)</u>	1.2%
Total Net Assets - Unrestricted	7,738,678	5,620,626	2,118,052	37.7%
Investment in Capital Assets	<u>27,394,545</u>	<u>27,075,983</u>	<u>318,562</u>	1.2%
Total Net Assets	<u>35,133,223</u>	<u>32,696,610</u>	<u>2,436,614</u>	7.5%
Total Liabilities and Net Assets	<u>\$ 37,710,810</u>	<u>\$ 36,043,203</u>	<u>\$ 1,667,607</u>	4.6%