

***CANBY UTILITY  
REGULAR BOARD MEETING  
OCTOBER 9, 2018  
7:00 P.M.***

**AGENDA**

I. CALL TO ORDER

I. AGENDA

- Additions, Deletions or Corrections to the Meeting Agenda

II. CONSENT AGENDA

- Approval of the Agenda
- Approval of Regular Board Meeting Minutes of September 11, 2018 (pp. 1-2)
- Approval of Write-Offs
- Approval of Payment of Water and Electric Bills

III. CITIZEN INPUT ON NON-AGENDA ITEMS

IV. RECOMMENDATION Adopt Revised Exhibit A to Resolution No. 267, Related to Master Fee Schedule – Carol Sullivan, Finance Manager (pp. 3-6)

V. BOARD REPORT

- Chairman Comments
- Board Member Comments

VI. STAFF REPORTS

Operations Superintendent:

- Quarterly Reliability Report (pg. 7)
- Recruitment for a Utility Worker

Finance Manager:

- Water System Development Charge Comparison (pg. 8)
- Recruitment for Accounting Clerk

Customer Service Supervisor:

- Temporary Employee

Board Secretary:

- Employee Recognition Event

General Manager Updates

VII. ADJOURN

***CANBY UTILITY  
REGULAR BOARD MEETING MINUTES  
SEPTEMBER 11, 2018***

- Board Present:** Chairman (Pro-Tem) Daniels; Members Brito, Wagner, and Hill
- Absent:** Chairman Potter and Barbara Benson, Board Secretary
- Staff Present:** Daniel P. Murphy, General Manager; Carol Sullivan, Finance Manager; Sue Arthur, Purchasing Agent; Dee Anne Wunder, Customer Service Supervisor; and Jim Stuart, Operations Manager
- Others Present:** Joe Brennan

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

Chairman Daniels requested a moment of silence in honor of the anniversary of the events that occurred on September 11, 2001.

Chairman Daniels presented the meeting agenda for consideration. He asked for any additions, deletions or corrections to the meeting agenda. General Manager Dan Murphy noted that a correction needs to be made to the August 14<sup>th</sup> meeting minutes. Member Hill's name was omitted from the list of attendees. Daniels noted a correction was also needed to the member's name who seconded a motion. Murphy noted corrected minutes will be brought to the next meeting for signature.

Chairman Daniels 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 August 14, 2018, write-offs in the amount of \$564.36, and payment of the electric and water department bills in the amount of \$1,513,473.11. Member Wagner seconded the motion and the roll call ballot was as follows: Member Brito, aye; Member Wagner, aye; Member Hill, aye; and Chairman Daniels, aye. The motion passed 4 to 0.

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

Chairman Daniels asked for board member reports and there were none.

Operations Manager Jim Stuart reported that Rod McRae, a 28-year employee, retired on August 23rd. McRae served in the Working Foreman role for Canby Utility for many years. Stuart noted that there are internal candidates that will be considered for the position, as well as conducting an external recruitment. The advertisement for the position will be posted soon.

General Manager Dan Murphy reported that the management team has tentatively planned an open house and building dedication for Friday, October 19, 2018. Murphy wanted the board's

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feedback on the planned date and activities for the event. The board gave consensus on the date. Murphy stated the event will begin around 11:00 a.m. and continue until 3:00 p.m., beginning with a short presentation that will recognize dignitaries and those who contributed to the project. Employees will give customers a tour of the facility, offer giveaways, and food will be provided. A flyer will be mailed to customers with their bill statements, posted at the customer counter, and placed on the utility website. An advertisement will also be placed in the Canby Herald. Member Brito asked about the customer response to the new building. Customer Service Supervisor Dee Anne Wunder stated that the customer response has been positive. Murphy shared details about the building security that includes security cameras and card reader entry. The designated employee parking will be completed during Phase 2.

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

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

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Gary Potter, Chairman

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Walt Daniels, Member

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Jack Brito, Member

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Bob Hill, Member

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Todd Wagner, Member

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Barbara Benson, Board Secretary



## MEMORANDUM

October 5, 2018

TO: Chairperson Potter, Member Daniels, Member Brito, Member Wagner, and Member Hill

FROM: Carol Sullivan, Finance Manager

SUBJECT: Update Master Fee Schedule

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

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

Staff proposes the following revisions to the exhibit:

- Water hook-up, main to meter, 5/8" – 1" meter charge increase from \$6,505 to \$7,888 to reflect current costs.
- Water hook-up, main to meter, 1-1/2" – 2" meter charge increase from \$9,831 to \$11,794 to reflect current costs.
- Water hook-up, meter installation only charge, updated to current costs as follows:
  - 5/8" – 3/4" increase from \$319 to \$346
  - 1" increase from \$391 to \$445
  - 1-1/2" increase from \$814 to \$931
  - 2" increase from \$747 to \$834

Staff will answer any questions the Board may have during the regular board meeting.

# 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

**METER SET and SERVICE & METER CHARGE COMPARISONS**

**SEPTEMBER 2018**

	Meter Set fee	Service & Meter	Meter Set fee	Service & Meter	Meter Set fee	Service & Meter
	5/8 x 3/4"		1"		2"	
Woodburn	\$ 284 plus \$75 deposit	Job estimate	\$ 284 plus \$75 deposit	Job estimate	\$ 284 plus \$75 deposit	Job estimate
<b>Canby</b>	<b>\$ 346</b>	<b>\$ 7,888</b>	<b>\$ 445</b>	<b>\$ 7,888</b>	<b>\$ 747</b>	<b>\$ 834</b>
Wilsonville	\$ 312	N/A	\$ 395	N/A	\$ 859	N/A
West Linn	\$ 369	\$ 2,747	\$ 503	\$ 2,881	\$ 1,273	\$ 5,092
Sherwood	\$ 373	\$ 2,171	\$ 757	\$ 2,555	\$ 3,161	\$ 5,700
Oregon City	\$ 550	N/A	\$ 650	N/A	\$ 2,478	N/A
Molalla	\$ 600	N/A	\$ 600	N/A	\$ 600	N/A
Aurora	\$ 1,150	N/A	\$ 1,150	N/A	\$ 1,150	N/A

### OUTAGE AVERAGES Oct. 2017 THROUGH Sep 2018

MONTH	YEAR	NUMBER OF OUTAGES	NUMBER OF CUSTOMERS AFFECTED	TOTAL CUSTOMER MINUTES OFF	MONTHLY NUMBER OF CUSTOMERS IN THE SYSTEM	NUMBER OF MOMENTARY INTERRUPTIONS
Oct	2017	0	0	0	7235	1
Nov	2017	0	0	0	7242	0
Dec	2017	2	91	13213	7258	3
Jan.	2018	0	0	0	7261	0
Feb	2018	0	0	0	7268	0
March	2018	0	0	0	7278	0
April	2018	0	0	0	7290	1
May	2018	2	1254	114146	7294	5
June	2018	4	1062	99254	7301	8
July	2018	2	1949	75943	7318	10
Aug	2018	1	93	651	7325	2
Sep	2018	1	36	14652	7331	2
<b>12 MONTH TOTALS</b>		<b>12</b>	<b>4,485</b>	<b>317,859</b>	<b>87,401</b>	<b>32</b>
<b>12 MONTH AVERAGE</b>		<b>1.00</b>	<b>374</b>	<b>26,488</b>	<b>7,283</b>	<b>2.7</b>

C.U.      Industry Typical Value

<b>SAIDI =</b>	Sum of all customer interruption minutes	=	317,859	=	43.6415		97.0
	Total number of customers		7,283				
<b>SAIFI =</b>	Total number of customer interruptions	=	4485	=	0.62		0.9
	Total number of customers		7,283				
<b>MAIFI =</b>	Total number of cust. momentary interruptions	=	29,134	=	4.000		N/A
	Total number of customers		7,283				
<b>CAIDI =</b>	Sum of all customer interruption minutes	=	317,859	=	71		96.00
	Total number of customer interruptions		4,485				





**MEMORANDUM**

September 27, 2018

TO: Chairperson Potter, Member Daniels, Member Brito, Member Wagner, and Member Hill

FROM: Carol Sullivan, Finance Manager

SUBJECT: System Development Charges Comparison

**BACKGROUND:** On July 10, 2018 the Board adopted Resolution No. 297, adjusting water system development charges. The Board made a request for Staff to compare our SDC charges to other entities. Below is a table with the SDC comparison information.

Staff will answer any questions the Board may have during the regular board meeting.

<b>WATER SYSTEM DEVELOPMENT CHARGE COMPARISONS</b>				
<b>SEPTEMBER 2018</b>				
	<b>Single Family SDC</b>	<b>Other SDC</b>		<b>Other SDC</b>
	5/8 x 3/4"	1"	2"	
Woodburn	\$ 3,756	\$ 6,260	\$ 20,033	
<b>Canby</b>	<b>\$ 3,943</b>	<b>\$ 9,069</b>	<b>\$ 37,064</b>	
Molalla	\$ 3,943	\$ 6,571	\$ 21,027	
Aurora	\$ 5,543	\$ 9,240	\$ 29,566	
Sherwood	\$ 5,776	\$ 14,439	\$ 46,205	
Wilsonville	\$ 5,995	\$ 14,527	\$ 45,596	
Oregon City	\$ 6,322	\$ 15,805	\$ 50,575	
West Linn	\$ 11,645	\$ 29,113	\$ 93,159	