

***CANBY UTILITY  
REGULAR BOARD MEETING  
FEBRUARY 24, 2015  
7:00 P.M.***

**AGENDA**

- I. CALL TO ORDER
- II. AGENDA
  - Additions, Deletions or Corrections to the Meeting Agenda
- III. CONSENT AGENDA
  - Approval of February 24, 2015 Agenda
  - Approval of Regular Board Meeting & Executive Session Minutes of February 10, 2015
- IV. CITIZEN INPUT ON NON-AGENDA ITEMS
- V. RECOMMENDATION Revise Award Amount for Purchase of Bucket Truck – Sue Arthur, Purchasing Agent (pg. 1)
- VI. BOARD REPORTS
  - Member Wagner Board Status – Chairman Cornelius
  - Smart Irrigation – Member Wagner
- VII. STAFF REPORTS

Finance Manager:

  - Auditor RFP

Customer Service Supervisor:

  - Quarterly Customer Account Aging Update (pp. 2-3)

Board Secretary:

  - General Manager Search Process Update
- VIII. EXECUTIVE SESSION The Canby Utility Board will adjourn its regular meeting to go into executive session pursuant to ORS 192.660(2)(i) to discuss performance of a public employee. Upon completion of the executive session the Board will return to its regular meeting.
- IX. ADJOURN

**CANBY UTILITY**  
**REGULAR BOARD MEETING MINUTES**  
**FEBRUARY 10, 2015**

PRESENT: Chairman Cornelius; Members Wagner, Maxwell, Potter and Daniels; and Barbara Benson, Board Secretary

ALSO PRESENT: David Doughman, Board Attorney; and Heather Gantz, Waldron (arrived at 4:07 p.m.)

Chairman Cornelius called the Regular Board Meeting to order at 4:06 p.m.

Chairman Cornelius presented the meeting agenda for consideration. He asked for any additions, deletions or corrections to the meeting agenda. Chairman Cornelius noted that the executive session will held after accepting citizen input on non-agenda items.

Chairman Cornelius presented the consent agenda for approval. Member Wagner made the \*MOTION to Approve the Consent Agenda, Consisting of the Meeting Agenda, Regular Meeting Minutes of January 27, 2015, Write-Offs in the Amount of \$566.38, Payment of the Electric and Water Department Bills in the Amount of \$755,994.71, with Carry-Ins in the Amount of \$4,306.02, for a Total of \$760,300.73. Member Maxwell seconded, and the motion passed unanimously.

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

Member Daniels made the \*MOTION to go into Executive Session according to ORS 192.660(2)(a) to discuss employment of public employee. Member Potter seconded, and the motion passed unanimously.

The regular meeting was recessed at 4:09 p.m.

The regular meeting was reconvened at 8:12 p.m.

David Doughman, Board Attorney, departed the meeting during executive session at 7:26 p.m.

Member Potter made the \*MOTION to Adjourn the Meeting. Member Daniels seconded, and the motion passed unanimously.

There being no further business, the meeting was adjourned at 8:12 p.m.

**Canby Utility  
Regular Board Meeting Minutes  
February 10, 2015  
Page 2 of 2**

---

Bob Cornelius, Chairman

---

Robert Maxwell, Member

---

Gary Potter, Member

---

Walt Daniels, Member

---

Todd Wagner, Member

---

Barbara Benson, Board Secretary

***CANBY UTILITY  
EXECUTIVE SESSION MINUTES  
FEBRUARY 10, 2015***

PRESENT: Chairman Cornelius; Members Wagner, Maxwell, Potter and Daniels; and Barbara Benson, Board Secretary

ALSO PRESENT: David Doughman, Board Attorney; and Heather Gantz, Waldron

The Executive Session was opened at 4:09 p.m. by Chairman Cornelius, in the Conference Room of the Canby Utility Board office, pursuant to ORS 192.660(2) (a) for the purpose of discussing employment of a public employee.

David Doughman, Board Attorney, departed the meeting at 7:26 p.m.

There being no further business, the Executive Session was adjourned at 8:12 p.m.

\_\_\_\_\_  
Bob Cornelius, Chairman

\_\_\_\_\_  
Robert Maxwell, Member

\_\_\_\_\_  
Gary Potter, Member

\_\_\_\_\_  
Walt Daniels, Member

\_\_\_\_\_  
Todd Wagner, Member

\_\_\_\_\_  
Barbara Benson, Board Secretary



## MEMORANDUM

February 18, 2015

TO: Chairman Cornelius, Members Wagner, Maxwell, Potter, and Daniels

FROM: Sue Arthur, Purchasing Agent

SUBJECT: Recommendation to Revise Award Amount for Purchase of Bucket Truck

---

Recommendation: Amend the original contract award to Altec Industries for the purchase of a 2016 bucket truck with a Ford F550 chassis for a not to exceed amount of \$120,374.

Background: The Board authorized staff to purchase a new 40 foot bucket truck from Altec Industries at the February 10th board meeting in the amount of \$119,674. The award amount was based on a 2015 Ford F550 chassis; however, Ford manufacturing closed their 2015 order desk effective the second week of January. Altec Industries searched for an available 2015 chassis and was unsuccessful; therefore, they will need to source a 2016 chassis at a higher cost. Altec estimates the price increase to be approximately \$700. Canby Utility will only be required to pay the actual cost up to \$700. If the price exceeds \$700, Altec will absorb any additional cost increase.

If the Board approves the price increase, this purchase will remain under the reserved funds of \$125,000 in the Electric Capital Budget and staff will proceed with a purchase order to Altec Industries.

I will be available at the board meeting to answer any questions you may have.



**MEMORANDUM**

February 18, 2015

**TO:** Chairperson Cornelius, Member Wagner, Member Maxwell, Member Potter and Member Daniels.

**FROM:** Dee Anne Wunder, Customer Service Supervisor

**SUBJECT:** Quarterly Customer Account Aging Report

---

I have attached the 2<sup>nd</sup> Quarter FY15 Aging Report for your review. This report includes October, November and December FY15 and FY14. This is the quarterly report presentation; the annual report will be presented in July.

I will answer any questions the Board may have at the meeting.

### 2nd Quarter FY15 Aging Report

Category/ Date	Current Balance	% of Total	Past Due 1 - 30	% of Total	Past Due 31 - 60	% of Total	Past Due 61 - 90	% of Total	Past Due Over 91	% of Total	Total Balance	% of Total
<b>Electric 2nd Quarter FY15</b>												
Dec. 2014	\$ 386,217.01	81.91%	\$ 75,474.96	16.01%	\$ 6,463.45	1.37%	\$ 2,604.08	0.55%	\$ 736.23	0.16%	\$ 471,495.73	100.00%
Nov. 2014	\$ 447,499.22	80.42%	\$ 94,245.94	16.94%	\$ 11,940.18	2.15%	\$ 2,013.79	0.36%	\$ 725.63	0.13%	\$ 556,424.76	100.00%
Oct. 2014	\$ 355,297.56	82.90%	\$ 63,823.17	14.89%	\$ 7,487.04	1.75%	\$ 1,274.61	0.30%	\$ 697.47	0.16%	\$ 428,579.85	100.00%
Average	\$ 396,337.93	81.75%	\$ 77,848.02	15.95%	\$ 8,630.22	1.75%	\$ 1,964.16	0.40%	\$ 719.78	0.15%	\$ 485,500.11	100.00%
<b>Electric 2nd Quarter FY14</b>												
Dec. 2013	\$ 365,000.18	78.12%	\$ 91,979.40	19.69%	\$ 8,782.28	1.88%	\$ 1,136.98	0.24%	\$ 327.14	0.07%	\$ 467,225.98	100.00%
Nov. 2013	\$ 414,393.26	73.97%	\$ 130,083.33	23.22%	\$ 13,891.04	2.48%	\$ 1,371.73	0.24%	\$ 452.89	0.08%	\$ 560,192.25	100.00%
Oct. 2013	\$ 345,425.14	80.04%	\$ 75,362.09	17.46%	\$ 8,710.60	2.02%	\$ 1,753.67	0.41%	\$ 338.01	0.08%	\$ 431,589.51	100.00%
Average	\$ 374,939.53	77.38%	\$ 99,141.61	20.12%	\$ 10,461.31	2.13%	\$ 1,420.79	0.30%	\$ 372.68	0.08%	\$ 486,335.91	100.00%
<b>Water 2nd Quarter FY15</b>												
Dec. 2014	\$ 145,453.92	81.38%	\$ 31,275.53	17.50%	\$ 1,401.47	0.78%	\$ 494.08	0.28%	\$ 112.28	0.06%	\$ 178,737.28	100.00%
Nov. 2014	\$ 192,121.23	83.24%	\$ 34,928.73	15.13%	\$ 3,527.61	1.53%	\$ 219.56	0.10%	\$ -	0.00%	\$ 230,797.13	100.00%
Oct. 2014	\$ 114,465.16	85.03%	\$ 18,534.20	13.77%	\$ 1,451.56	1.08%	\$ 159.40	0.12%	\$ 0.66	0.00%	\$ 134,610.98	100.00%
Average	\$ 150,680.10	83.22%	\$ 28,246.15	15.47%	\$ 2,126.88	1.13%	\$ 291.01	0.16%	\$ 37.65	0.02%	\$ 181,381.80	100.00%
<b>Water 2nd Quarter FY14</b>												
Dec. 2013	\$ 117,470.85	73.85%	\$ 36,265.42	22.80%	\$ 4,490.87	2.82%	\$ 217.58	0.14%	\$ 632.79	0.40%	\$ 159,077.51	100.00%
Nov. 2013	\$ 185,282.54	75.90%	\$ 53,958.21	22.10%	\$ 4,102.66	1.68%	\$ 123.46	0.05%	\$ 654.69	0.27%	\$ 244,121.56	100.00%
Oct. 2013	\$ 116,226.56	78.23%	\$ 29,766.32	20.04%	\$ 1,873.66	1.26%	\$ 56.80	0.04%	\$ 646.91	0.44%	\$ 148,570.25	100.00%
Average	\$ 139,659.98	75.99%	\$ 39,996.65	21.65%	\$ 3,489.06	1.92%	\$ 132.61	0.08%	\$ 644.80	0.37%	\$ 183,923.11	100.00%