

**CANBY UTILITY**  
**REGULAR BOARD MEETING**  
**AUGUST 11, 2020**  
**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 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 July 14, 2020 (pp. 1-3)
  - Approval of Payment of Water and Electric Bills
- IV. CITIZEN INPUT ON NON-AGENDA ITEMS
- V. RESOLUTION NO. 304 Award Phase 2 Combined Service Center Project to Bidder – Dan Murphy, General Manager and Adam Olsen, Mackenzie (pp. 4-6)
- VI. RESOLUTION NO. 303 Revising Canby Utility's Water System Development Charges – Carol Sullivan, Finance Manager (pp. 7-10)
- VII. BOARD REPORT
  - Chairman Comments
  - Board Member Comments
- VIII. STAFF REPORTS

Finance Manager:

  - Third Quarter Financials (pp. 11-14)

Customer Service Supervisor:

  - Annual Aging Report (pg. 15-16)
  - COVID-19 Utility Billing Comparison (pp. 17-18)

General Manager Updates
- IX. ADJOURN

# **CANBY UTILITY**

## **REGULAR BOARD MEETING MINUTES**

### **JULY 14, 2020**

*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, Horrax, and Thompson

**Board Absent:** Member Wagner

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

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 June 9, 2020, and payment of the electric and water department bills in the amount of \$944,618.92. Member Horrax seconded, and the motion passed unanimously.

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

Interim Operations Manager Doug Erkson presented the quarterly reliability report. He also included a brief description of each acronym used in the report. Canby Utility's numbers, compared to the industry's typical values, are low. These low values are an indication of very good electric system reliability.

Customer Service Supervisor Dee Anne Wunder reported on the COVID-19 utility billing impacts for April through June 2020, compared to the same months in 2019. Wunder said the report shows that the number of payments has increased. She contributes this change to the staff calling customers to remind them about their account balance. They also recently began mailing out delinquency notices. Wunder noted that no customers are being disconnected for non-pay at this time. The customer service staff is taking a soft approach with customers who have not paid and are working with them to make payment arrangements. A brief discussion ensued regarding the non-aggressive approach to dealing with delinquent accounts during the COVID-19 pandemic.

Board Secretary Barbara Benson presented the board planning calendar for the new fiscal year. This calendar provides information such as board meeting dates, holidays, special events, and

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other items of interest that staff anticipates will come up over the course of the year. Benson encouraged feedback from board members, noting that the planning calendar can be updated throughout the year.

General Manager Dan Murphy gave a progress report for phase two of the combined service center project. Yesterday was the bidding deadline for general contractors to submit bids for the project. Mackenzie Architects have received ten bids so far and scheduled a virtual bid opening for next Tuesday. Mackenzie will then open and review the bids and research the contractors' qualifications. Murphy anticipates he may be presenting a recommendation to the Board for approval to proceed with construction of phase two and award the project to the lowest, responsible bidder. Murphy noted that there are sufficient funds between the electric and water finances to cover the construction cost of phase two completely, provided the bids do not exceed Mackenzie's project estimates.

Murphy reported on the summer water demand. He said that we have entered the time of year when we usually see the lowest river flows and highest peak water demand. Murphy reminded the board that the water treatment plant can produce up to 8 million gallons per day (mgd). Murphy provided historical data on water demand usage, looking back over the past ten years. Murphy stated that it has been a relatively mild summer so far, which is reflective of our water consumption. The peak demand day in June was 3,187,000 gallons. This amount is 19% lower than the previous June. The average daily water usage during June was 2,412,000 gallons per day. This amount is 26% lower than this same month last year. Murphy stated this data indicates a low-usage year. The water consumption for June did not exceed 4 million gallons per day (mgd). Murphy said that the water capacity is looking very good, especially under the mild weather conditions. The city's annual peak demand is five mgd, and the yearly monthly average demand is 3.25 million gallons.

Murphy stated that Canby Utility has sufficient water capacity to meet current demand and expected growth. The Water Master Plan (WMP) identifies the need to build a new water treatment plant in approximately 15 years. Murphy said that the water taste and odor issue has seemed to curtail itself over the past month or two. Member Thompson asked about the WMP's projection for a new water treatment plant in 15 years and what benchmarks would trigger the beginning of discussion for building the new treatment plant. Murphy stated that, based on conversations with Veolia Water, the benchmark is when the demand has consistently reached 25 to 30 percent of the top of the system's capacity. Murphy noted that developing new capacity would take about five to eight years.

Murphy also gave an update on the cyanotoxin testing activities. According to Brian Hutchins of Veolia Water, all test results have been negative for cyanotoxins. Cyanotoxins are the byproduct of the harmful blue algae. There have been no positive tests in the entire state so far this year. Testing for cyanotoxins will continue throughout the summer per the mandatory testing requirements established by the State of Oregon.

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Murphy reported that in May, he designated Doug Erkson to serve as the Interim Operations Manager. Murphy said that he has decided to promote Erkson to Operations Manager effective tomorrow. Murphy stated that recruitment for the Operations Field Supervisor position would begin immediately. Murphy congratulated Erkson on his new role.

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

There being no further business, the meeting adjourned at 7:19 p.m.

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Robert Hill, Chairman

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David Horrax, Member

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Jack Brito, Member

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Melody Thompson, Member

*Absent 07/14/2020*

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Todd Wagner, Member

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Barbara Benson, Board Secretary

MEMORANDUM

Date: August 11, 2020

To: Canby Utility Board

From: Dan Murphy, General Manager

Subject: Resolution for Awarding Combined Service Center Project to General Contractor

Suggested Motion: *Motion that, upon recommendation of the General Manager and Mackenzie Architects, Resolution 304 be adopted awarding Canby Utility's Combined Service Center Phase 2 Project to the lowest responsive bidder Essex General Construction, Inc.*

Recommendation: Management and its architect Mackenzie recommends that the board approve the proposed Resolution 304, which will formally approve and accept the bid of Essex General Construction, Inc. for construction of the Canby Utility Combined Service Center Phase 2 project located at 1265 SE 3<sup>rd</sup> Avenue.

Background: A Public Bid Opening was held virtually on Tuesday, July 21, 2020, at 2:00 p.m. Bids were received from 12 different general contractors. All bids submitted were at or below the approved Mackenzie project budget.

Mackenzie reviewed each bid submitted for completeness and legitimacy to develop a recommendation for the board on the bid award. Mackenzie's analysis led to the determination that Essex General Construction, Inc. is the lowest responsive bidder for the project and should be awarded the project.

The bid tabulation form listing each participating general contractor bid is attached for the board's reference.

Unofficial Bid Tabulation - Canby Utility Combined Service Center - 2:00PM, July 21, 2020

BIDDER:	SIGNED BID FORM - ALL PAGES	ADDENDA ACKNOWLEDGED (ONE AND TWO)	BID SECURITY - FORM OF BID BOND	CONSTRUCTION CONTRACTORS BOARD LICENSE	BIDDER RESPONSIBILITY INFORMATION FORM - ALL PAGES	BASE BID	1ST TIER SUBCONTRACTOR DISCLOSURE: DUE BY 4:00PM, 7/21/2020
1 2KG Contractors	X	X	X	X	X	\$6,685,000.00	X
2 Banlin Construction	X	X	X	X	X	\$6,767,965.00	?
3 Centrex Construction	X	X	X	X	X	\$6,685,372.00	?
4 Corp Inc	X	X	X	X	X	\$6,377,194.96	X
5 CSI Construction Co.	X	X	X	X	X	\$7,002,283.00	?
6 Emerick Construction	?	X	X	X	X	?	?
7 Essex General Construction, Inc.	X	X	X	X	X	\$5,984,553.00	X
8 GSI Builders	X	X	?	X	X	\$6,834,718.00	X
9 Kirby Naaelhout Const. Co	X	X	X	X	X	\$6,594,374.00	X
10 P & C Construction Company	X	X	X	X	X	\$6,715,769.00	X
11 Perlo Construction	X	X	X	X	X	\$6,595,274.00	X
12 Rotschy Inc	X	X	X	X	X	\$5,936,500.00	X
<p><b>? = Not received</b></p> <p><b>ALTERNATE DESCRIPTIONS:</b> None</p>							

**RESOLUTION NO. 304**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO ESSEX GENERAL CONSTRUCTION, INC. TO CONSTRUCT PHASE 2 OF THE CANBY UTILITY COMBINED SERVICE CENTER**

**WHEREAS**, in accordance with Oregon law, Canby Utility issued an invitation to bid for the construction of the second phase of the new “Combined Service Center”;

**WHEREAS**, Essex General Construction, Inc. was the lowest responsible bidder;

**WHEREAS**, Canby Utility issued a notice of intent to award the contract to Essex General Construction, Inc. on August 3, 2020; and

**WHEREAS**, no protests were filed within the seven-day deadline that followed the notice of intent to award.

**NOW, THEREFORE**, the Canby Utility Board resolves as follows:

Section 1. The Canby Utility Board authorizes General Manager Daniel P. Murphy to sign a contract with Essex General Construction, Inc. in the amount of \$5,984,553.00 for Phase 2 of the Canby Utility Combined Service Center.

Section 2. This resolution takes effect immediately upon its adoption.

THIS RESOLUTION IS ADOPTED BY THE CANBY UTILITY BOARD THIS 11th DAY OF AUGUST, 2020.

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Bob Hill, Chair

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Todd Wagner, Member

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David Horrax, Member

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Jack Brito, Member

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Melody Thompson, Member

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Barbara Benson, Board Secretary



## MEMORANDUM

August 7, 2020

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

FROM: Carol Sullivan, Finance Manager

SUBJECT: Water System Development Charge Annual Inflationary Adjustment

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**Suggested Motion:** Adopt Resolution 303 adjusting Canby Utility's Water System Development Charges by the prescribed inflationary amount effective September 1, 2020 and repeal resolution number 299.

**Recommendation:** Adjust Canby Utility's Water System Development Charges by the prescribed inflationary amount.

**Background:** Each year the Board is presented with a staff recommendation regarding Canby Utility's Water System Development Charges (SDC) based on an inflationary index adjustments.

SDC's account for new development impacts on water infrastructure needs and planning. When a new water connection is made—residential or commercial—the SDC must be paid to buy-in to the existing infrastructure and the capital reserves planning for future water needs. Infrastructure costs, both existing and future, are calculated in our 2010 Water Master Plan.

The amount of a SDC paid corresponds to the size of meter requested, based on water consumption needs calibrated to a single dwelling unit equivalent (DUE). Canby Utility's SDC methodology allows for an annual inflation adjustment to the charges using the Engineering News Record's Construction Cost Index.

The Fiscal Year 2021 inflation factor increase is 1.64% for one DUE or \$66. Please see the attached Resolution 303 Exhibit A.

Staff has notified a list of interested parties regarding the recommendation to adjust the SDC's, giving them an opportunity to comment, and an invite to the August 11<sup>th</sup> Board meeting.

Staff will be available to answer questions.



**RESOLUTION NO. 303**

**A RESOLUTION OF THE CANBY UTILITY BOARD ADOPTING REVISED WATER SYSTEM DEVELOPMENT CHARGES REFLECTING ANNUAL ADJUSTMENTS FOR INFLATION, REPEALING RESOLUTION NO. 299.**

The CANBY UTILITY BOARD resolves as follows:

Section 1. The 2004 Water System Development Charge methodology contains a method of annual adjustment of Water System Development Charges (SDCs) to account for inflation as determined by a known and recognized index, the Engineering News Record Construction Cost Index (CCI).

Section 2. The purpose of this Resolution is to apply this index to reflect changes in the index as a proxy for construction-related inflation between now and the last Water Master Plan update in 2010.

Section 3. Applying the CCI index change to the current SDC schedule results in inflation-index adjusted Water SDCs as reflected in Exhibit A attached hereto and incorporated herein by reference. The adjusted Water SDCs are set forth in Exhibit B attached hereto and incorporated herein by reference.

Section 4. Resolution No. 299 is hereby repealed.

Section 5. Effective date. This Resolution shall become effective on the 1st day of September, 2020.

THIS RESOLUTION IS ADOPTED BY THE CANBY UTILITY BOARD THIS \_\_\_\_\_ DAY OF AUGUST, 2020

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Robert Hill, Chair

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Todd Wagner, Member

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Jack Brito, Member

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David Horrax, Member

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Melody Thompson, Member

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Barbara Benson, Board Secretary

**RESOLUTION NO. 303**  
**Exhibit A**

**System Development Charge - Proposed Adjustment Summary**

Class / Meter Size	DUEs	Current SDC	Proposed SDC	Change	% Change
<b>Residential</b>					
5/8 x 3/4 Inch	1.0	\$ 4,035	\$ 4,101	\$ 66	1.64%
1 Inch	1.6	6,456	6,562	106	1.64%
<b>Non Residential</b>					
5/8 x 3/4 Inch	1.1	\$ 4,439	\$ 4,511	\$ 72	1.62%
1 Inch	2.3	9,281	9,432	151	1.63%
1.5 Inch	3.9	15,737	15,994	257	1.63%
2 Inch	9.4	37,929	38,549	620	1.63%
3 Inch	13.9	56,087	57,004	917	1.63%
4 Inch	20.4	82,314	83,660	1,346	1.64%
<b>Irrigation</b>					
5/8 x 3/4 Inch	1.6	\$ 6,456	\$ 6,562	\$ 106	1.64%
1 Inch	5.6	22,596	22,966	370	1.64%
1.5 Inch	5.3	21,386	21,735	349	1.63%
2 Inch	8.2	33,087	33,628	541	1.64%
3 Inch	13.9	56,087	57,004	917	1.63%
<b>Multi Family (SDC Per DUE)</b>	0.7	\$ 2,825	\$ 2,871	46	1.63%
<b>Qualifying Small-lot Planned Unit Development (SDC Per DUE)</b>	0.7	\$ 2,825	\$ 2,871	\$ 46	1.63%
<p>Note: The Water System Development Charge will increase by \$66 for a 1.0 Dwelling Unit Equivalent (DUE) and by a factor of that amount for all customer classes and meter sizes based upon results of the Red Oak Consultant's study.</p>					

**RESOLUTION NO. 303**  
**Exhibit B**

**System Development Charge - Recommended Adjustment Summary**

<b>Class</b>	<b>Meter Size</b>	<b>SDC</b>
<b>Residential</b>	5/8 x 3/4 Inch	\$ 4,101
	1 Inch	6,562
<b>Non Residential</b>	5/8 x 3/4 Inch	\$ 4,511
	1 Inch	9,432
	1.5 Inch	15,994
	2 Inch	38,549
	3 Inch	57,004
	4 Inch	83,660
	<b>Irrigation</b>	
	5/8 x 3/4 Inch	\$ 6,562
	1 Inch	22,966
	1.5 Inch	21,735
	2 Inch	33,628
	3 Inch	57,004
<b>Multi-Family</b>	SDC per Dwelling Unit	\$ 2,871
<b>Qualifying Small-lot Planned Unit Development</b>	SDC per Dwelling Unit	\$ 2,871



## Memorandum

June 11, 2020

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

**From:** Carol Sullivan, Finance Manager

**Subject:** Quarterly Financial Update as of March 31, 2020 Fiscal Year 2020

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Please find attached the Executive Financial Summary through March 31, 2020, the Utility's first nine months of fiscal year 2020. 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) Nine Months Ending March 31, 2020**

Legend	
	= Electric
	=Water

**Electric**

**Profit (Loss) From Operations**

	Revenue	Expense	Operating Profit (Loss)
\$	10,411,006	\$ 9,798,370	\$ 612,636

**Operations And Capital Contributions\*\*\***

	Operating Profit (Loss)	Capital Contributions	Net Income (Loss)
\$	612,636	\$ 718,861	\$ 1,331,497

**Water**

**Profit (Loss) From Operations**

	Revenue	Expense	Operating Profit (Loss)
\$	2,750,516	\$ 2,537,136	\$ 213,380

**Operations And Capital Contributions \*\*\***

	Operating Profit (Loss)	Capital Contributions	Net Income (Loss)
\$	213,380	\$ 1,262,384	\$ 1,475,764

\*\*\***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) Nine Months Ending March 31, 2020**

**Electric**

Net Income (Loss)	Budget	Over (Under) Budget
\$ 1,331,497	\$ 998,374	\$ 333,123

**Notes :** YTD operating revenue is 1.51% or \$153,716 under budget mainly due to lower residential sales.

YTD operating expenses are 1.92% or \$189,453 under budget mainly due to more labor capitalized and a vacant position.

YTD Capital contributions are 80.81% or \$321,286 over budget mainly due to more hook-up fees than budgeted for.

YTD Change in Net Assets is 33.37% or \$333,123 over budget mainly due to capital contributions.

**Water**

Net Income (Loss)	Budget	Over (Under) Budget
\$ 1,475,764	\$ 1,669,858	\$ (194,094)

**Notes :** YTD operating revenue is 1.92% or \$48,545 over budget mainly due to higher commercial sales.

YTD Operating expenses are 5.74% or \$147,484 under budget mainly due to more labor being capitalized.

YTD Capital contributions are 22.80% or \$372,794 under budget mainly due to the timing of contributions by others/developers sub divisions being received.

YTD Change in Net Assets is 11.62% or \$194,096 under budget mainly due to capital contributions and decreased expenditures.

**Canby Utility Executive Financial Summary  
Cash Reserves  
Year To Date (YTD) Nine Months Ending March 31, 2020**

**Electric**

<u>Budget Target 6/30/20</u>	<b>Current Cash Reserves</b>		<b>FYE 2020 Target</b>		<b>Over (Under) Target</b>
	\$	10,063,378	\$	10,238,041	\$ (174,663)

<u>MINIMUM</u>	<b>Current Cash Reserves</b>		<b>Minimum</b>		<b>Over (Under) Minimum</b>
	\$	10,063,378	\$	4,000,000	\$ 6,063,378

**Water**

<u>Budget Target 6/30/20</u>	<b>Current Cash Reserves</b>		<b>FYE 2020 Target</b>		<b>Over (Under) Target</b>
	\$	5,370,537	\$	4,795,916	\$ 574,621

<u>MINIMUM</u>	<b>Current Cash Reserves</b>		<b>Minimum</b>		<b>Over (Under) Minimum</b>
	\$	5,370,537	\$	2,000,000	\$ 3,370,537



**MEMORANDUM**

July 27, 2020

**TO:** Chairperson Hill, Member Brito, Member Wagner, Member Horrax, and Member Thompson.

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

**SUBJECT:** Annual Customer Account Aging Report

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I have attached the Annual FY20 Aging Report for your review. This report includes a 13-month history from June 2019 through June 2020.

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



Canby Utility  
Accounts Receivable Aging-Prior 13 Months  
JUNE 2020

Category/ Date	1-30 days old	% of Total	31-60 days old	% of Total	61-90 days old	% of Total	91-120 days old	% of Total	Over 121 days old	% of Total	Total Balance	% of Total
<b>Electric:</b>												
June 2020	\$ 431,888.72	67.24%	\$ 128,621.06	20.02%	\$ 33,423.88	5.20%	\$ 28,873.33	4.50%	\$ 19,536.36	3.04%	\$ 642,343.35	100.00%
May 2020	\$ 482,094.01	54.98%	\$ 280,597.57	32.00%	\$ 75,465.83	8.61%	\$ 27,848.75	3.18%	\$ 10,758.78	1.23%	\$ 876,794.94	100.00%
Apr 2020	\$ 434,944.83	66.96%	\$ 149,738.53	23.05%	\$ 48,684.68	7.50%	\$ 12,367.04	1.90%	\$ 3,776.75	0.58%	\$ 649,511.83	100.00%
March 2020	\$ 518,280.34	76.39%	\$ 137,265.27	20.23%	\$ 18,330.70	2.70%	\$ 3,509.26	0.52%	\$ 1,103.70	0.16%	\$ 678,489.27	100.00%
Feb 2020	\$ 524,085.95	75.52%	\$ 159,988.31	23.05%	\$ 8,032.13	1.16%	\$ 1,042.84	0.15%	\$ 832.14	0.12%	\$ 693,981.37	100.00%
Jan 2020	\$ 630,917.08	76.01%	\$ 187,428.84	22.58%	\$ 9,753.38	1.18%	\$ 843.79	0.10%	\$ 1,070.74	0.13%	\$ 830,013.83	100.00%
Dec 2019	\$ 542,587.80	80.45%	\$ 121,967.01	18.09%	\$ 7,253.52	1.08%	\$ 1,621.54	0.24%	\$ 970.35	0.14%	\$ 674,400.22	100.00%
Nov 2019	\$ 550,529.33	67.53%	\$ 252,628.78	30.99%	\$ 9,966.20	1.22%	\$ 1,440.95	0.18%	\$ 638.19	0.08%	\$ 815,203.45	100.00%
Oct 2019	\$ 420,154.51	82.18%	\$ 82,007.22	16.04%	\$ 7,221.33	1.41%	\$ 1,331.28	0.26%	\$ 571.96	0.11%	\$ 511,286.10	100.00%
Sept 2019	\$ 461,246.23	77.80%	\$ 122,232.01	20.62%	\$ 7,375.99	1.24%	\$ 1,103.04	0.19%	\$ 884.62	0.15%	\$ 592,841.89	100.00%
Aug 2019	\$ 515,687.00	77.15%	\$ 140,075.37	20.96%	\$ 10,393.18	1.55%	\$ 1,608.50	0.24%	\$ 673.33	0.10%	\$ 668,437.38	100.00%
July 2019	\$ 417,851.78	83.56%	\$ 74,106.86	14.82%	\$ 6,262.89	1.25%	\$ 1,567.79	0.31%	\$ 274.45	0.05%	\$ 500,063.77	100.00%
June 2019	\$ 401,964.96	80.39%	\$ 88,948.26	17.79%	\$ 7,682.99	1.54%	\$ 1,237.52	0.25%	\$ 158.45	0.03%	\$ 499,992.18	100.00%
<b>Water:</b>												
June 2020	\$ 123,706.21	74.29%	\$ 30,342.66	18.22%	\$ 5,301.94	3.18%	\$ 4,005.23	2.41%	\$ 3,160.97	1.90%	\$ 166,517.01	100.00%
May 2020	\$ 136,031.95	66.71%	\$ 50,794.85	24.91%	\$ 11,505.27	5.64%	\$ 3,651.11	1.79%	\$ 1,917.62	0.94%	\$ 203,900.80	100.00%
Apr 2020	\$ 91,093.00	74.46%	\$ 23,253.09	19.01%	\$ 5,796.40	4.74%	\$ 1,118.44	0.91%	\$ 1,081.60	0.88%	\$ 122,342.53	100.00%
March 2020	\$ 94,458.85	79.41%	\$ 21,521.04	18.09%	\$ 1,816.13	1.53%	\$ 351.08	0.30%	\$ 804.64	0.68%	\$ 118,951.74	100.00%
Feb 2020	\$ 97,756.17	80.26%	\$ 21,569.26	17.71%	\$ 1,500.60	1.23%	\$ 283.02	0.23%	\$ 695.33	0.57%	\$ 121,804.38	100.00%
Jan 2020	\$ 111,127.91	74.63%	\$ 34,129.84	22.92%	\$ 2,408.53	1.62%	\$ 315.36	0.21%	\$ 931.87	0.63%	\$ 148,913.51	100.00%
Dec 2019	\$ 93,163.67	77.92%	\$ 23,584.16	19.73%	\$ 1,311.39	1.10%	\$ 937.58	0.78%	\$ 567.47	0.47%	\$ 119,564.27	100.00%
Nov 2019	\$ 115,059.50	64.81%	\$ 57,291.27	32.27%	\$ 4,279.33	2.41%	\$ 517.24	0.29%	\$ 382.05	0.22%	\$ 177,529.39	100.00%
Oct 2019	\$ 94,995.86	77.60%	\$ 24,627.94	20.12%	\$ 2,171.83	1.77%	\$ 382.12	0.31%	\$ 239.52	0.20%	\$ 122,417.26	100.00%
Sept 2019	\$ 167,013.66	79.46%	\$ 40,926.87	19.47%	\$ 1,773.99	0.84%	\$ 288.56	0.14%	\$ 189.60	0.09%	\$ 210,192.68	100.00%
Aug 2019	\$ 228,623.06	79.51%	\$ 56,074.10	19.50%	\$ 2,451.34	0.85%	\$ 228.74	0.08%	\$ 161.81	0.06%	\$ 287,539.05	100.00%
July 2019	\$ 167,133.97	84.62%	\$ 28,944.46	14.66%	\$ 1,166.54	0.59%	\$ 210.41	0.11%	\$ 44.74	0.02%	\$ 197,500.12	100.00%
June 2019	\$ 140,732.05	84.60%	\$ 24,439.84	14.69%	\$ 961.66	0.58%	\$ 181.74	0.11%	\$ 25.71	0.02%	\$ 166,341.00	100.00%



**MEMORANDUM**

August 11, 2020

**TO:** Chairman Hill, Member Brito, Member Wagner, Member  
Horrax, and Member Thompson

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

**SUBJECT:** COVID-19 Utility Billing Comparison

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The attached report compares activity of payments and delinquencies for the months of May, June, and July 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**  
**July 9, 2020**

	May-2019	May-2020	June-2019	June-2020	July-2019	July-2020
<b>Statements Mailed</b>	7,990	8,090	7,938	8,140	7,986	8,140
<b>Delinquent Notices</b>	1,275	1,390 <i>Not mailed</i>	1,086	1,016 <i>Not mailed</i>	1,189	1,241
<b>Delinquent Accounts</b>	\$ 189,065	\$ 270,418	\$ 151,589	\$ 232,236	\$ 168,386	\$ 256,132
<b>Average Delinquent Amount</b>	\$ 148	\$ 195	\$ 140	\$ 229	\$ 142	\$ 206
<b>Percentage of Delinquencies From Prior Month Billing</b>	16%	17%	14%	13%	15%	15%
<b>Bank Deposits, SDC's, and Misc Payments</b>	\$ 1,157,142	\$ 1,310,644	\$ 1,512,256	\$ 1,593,050	\$ 1,516,389	\$ 1,487,245
<b>Number of Payments</b>	7,126	6,356	7,325	8,110	8,361	7,127