

***CANBY UTILITY
REGULAR BOARD MEETING
AUGUST 8, 2023
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 Work Session Minutes of June 22, 2023 and Regular Board Meeting Minutes of July 11, 2023 (pp. 1-6)
- Approval of Write-Offs
- 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 August 8, 2023 with your name, the topic you would like to speak on, and contact information: bbenson@canbyutility.org or 503-263-4312.

V. **BOARD MEMBER TRAINING** Board Member Training Presented by Ashleigh Dougill, Beery Elsner & Hammond

VI. **RECOMMENDATION** Approve Revised Procedure 410, Canby Utility's Summary of Benefits – Barbara Benson, Human Resources/Administration Manager (pp. 7-11)

VII. **BOARD REPORT**

- Chair Comments
- Board Member Comments

VIII. **STAFF REPORTS**

Board Secretary:

- Board Planning Calendar (pp. 12-13)

General Manager Updates

IX. **ADJOURN**

CANBY UTILITY WORK SESSION MEETING MINUTES JUNE 22, 2023

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

Staff Present: Carol Sullivan, General Manager; Barbara Benson, Board Secretary; Jason Berning, Operations Manager; Mike Schelske, Finance Manager; and Jason Peterson, Operations Field Supervisor

Others Present: Mike Greene and Brian Hutchins, Veolia North America; and Joe Brennan

Chair Thompson called the Work Session to order at 6:59 p.m. The purpose of the work session was to discuss the new information received from Canby Utility's Water Master Plan (WMP) consultants, Consor, during their WMP update on June 13, 2023. Thompson noted that the WMP presentation was a preliminary report and is still being finalized. Consor's initial timeline identified the significant project milestones, including project development and implementation plan; complete conceptual design, alternatives analysis; permitting; final design; and construction.

General Manager Carol Sullivan recommended hiring an owner's representative to manage the project. This recommendation was due to the potential for changes in staff and board members between now and when the plant is complete, and the need for someone with experience constructing a new treatment plant. Veolia North America's Mike Greene offered the names of some firms that provide owner-representative services and highlighted the procurement process, including a Request for Qualifications (RFQ), Statement of Qualifications (SOQ), and Request for Proposals (RFP). After discussion, the board agreed to proceed with an owner-representative approach to the project. Mike Greene offered to review the draft solicitation documents before they were published. Discussion ensued regarding the owner-representative role in the project.

Greene said the City of Sandy used the Construction Manager/General Contractor or "CM/GC" delivery method for their wastewater plant project.

Sullivan stated that the water rate study will be complete on November 2, 2023, and includes a financial plan. The study will also review Canby Utility's system development charges. The new water rates will go into effect on January 1, 2024, and the new system development charges on March 1, 2024. The study will consider other funding options like the Water Infrastructure Finance and Innovation Act (WIFIA) funds, the State Revolving Loan Fund, bonds, and legislative-direct funding. Sullivan noted that the RFQ would ask for the owner-representative firm's experience with getting grants since funding for the project will be Canby Utility's greatest challenge.

Sullivan said that in the fiscal year 2024 budget, \$2.4 million had been allocated to the water treatment plant project, with \$100,000 for the development project implementation plan, \$1.9 million for the complete conceptual design, alternatives analysis, and \$400,000 for permitting. There are also reserve funds available if needed.

Operations Manager Jason Berning stated that he has had discussions with the city regarding the treatment plant location, and they offered two alternative sites to Canby Utility's five-acre parcel. One area to consider is behind the wastewater treatment plant, and the other is on a city-owned property by the river along the logging road. The permitting process can begin once the site is selected and discussion ensued.

Greene gave an overview of the City of Wilsonville's water treatment plant processes that successfully produce high-quality drinking water. Wilsonville's plant was built approximately 20 years ago. The City of Wilsonville currently sells treated water to the City of Sherwood; however, they are constructing their own treatment plant.

Chair Thompson asked about the population projections used in the updated WMP. Sullivan reviewed the numbers with the City of Canby and confirmed that our consultant's growth projections align with theirs. Berning added that the City provided Consor with the data.

Member Molamphy talked about the project's public relations component and the importance of giving a name to the project. Chair Thompson shared that we need to plan a work session with the City Council that will be mutually beneficial in creating a strategic communication process for the public. It was noted that one of the owner-representative roles would be providing public relations services.

Greene shared that the City of Albany engaged a citizen's committee in a large project that included representatives from various customer classes, which may be an option we want to consider. Berning also shared the lessons learned from the Eugene Water and Electric Board's project, and the two points they emphasized were establishing the point of diversion and engaging their public officials.

Chair Thompson talked about the partnership with the elected officials and scheduling a public work session. The board also discussed strategies for communicating the project's high cost and being prepared to answer questions from the public. This plant will be the largest construction project in Canby Utility's history. Sullivan expects the draft WMP in July and anticipates it will be complete in August. The board discussed having the joint work session in September after the WMP is complete.

Sullivan reviewed the action items. These included issuing the RFQ and touring the City of Wilsonville's water treatment plant.

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Work Session Minutes
June 22, 2023
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Member Molamphy made the *MOTION to adjourn the work session. Member Horrax seconded, and the motion passed unanimously.

There being no further business, the meeting adjourned at 8:20 p.m.

Melody Thompson, Chair

David Horrax, Member

John Molamphy, Member

Jack Pendleton, Member

Vacant

Barbara Benson, Board Secretary

CANBY UTILITY REGULAR BOARD MEETING MINUTES JULY 11, 2023

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

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

Others Present: Jason Padden, City Council Liaison; Joe Brennan

Chair Thompson called the Regular Board Meeting to order at 7:04 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 meeting minutes of June 13, 2023, write-offs in the amount of \$1,021.27, payment of the electric and water department bills in the amount of \$733,539.53. Member Horrax seconded, and the motion passed 3-0.

Chair Thompson asked for citizen input on non-agenda items, and there was none.

Chair Thompson reported that she was notified that an application for the vacant board position was submitted to the city, and a second person has expressed interest in applying too. She anticipates the city will be scheduling an interview soon.

Member Pendleton joined the meeting at 7:06 p.m. He asked about the Water Quality Report having not reported any Giardia or Cryptosporidium results. Board Secretary Barb Benson said that the State's rules establish the minimum requirements for the content of the annual report and that we ensure that we comply with all required reporting. Staff will reach out to Brian Hutchins of Veolia to find out why those two organisms were not required to be reported and then forward the response to the Board.

Operations Manager Jason Berning presented the quarterly reliability report. The indices continue to show that our power interruptions are well below industry standards. Canby Utility experienced an event last month and two more last week during the substation switching. Berning explained the cause of the power interruptions that occurred last Wednesday and Thursday. Berning said they are looking for ways to strengthen the system in these areas. Berning also reported on the Westcott Substation maintenance. They started with transformer #2, and the switching proceeded as planned. Then moved to transformer #1, and the switching also

went as planned. However, the next day, when they performed additional load switching, an amperage issue with overcurrent opened a fuse. The following day, various voltages fluctuated throughout areas within the City, raising concerns about power quality. As such, Berning halted the substation maintenance work early, and the feeders returned to normal to correct the voltage concerns. Berning said the last switch they closed caused the fuses to reopen due to the overcurrent in three areas. Berning is waiting for the findings report from the contractors; however, no concerns were brought to his attention.

Berning reported that an Oregon OSHA consultant was on site to inspect the facility for any safety concerns. The consultant was impressed with the cleanliness of the facilities. Berning will have the consultant return to complete a comprehensive evaluation of our safety programs.

Finance Manager Mike Schelske presented the third-quarter Executive Financial Summary through March 31, 2023. Schelske reviewed the profit and loss resulting from operations and capital contributions. The electric revenue for the nine months was \$11,794,797, the expense was \$10,029,733, and the operating profit was \$1,765,064. The operating profit plus capital contributions of \$626,124 resulted in a net income of \$2,391,188. The water revenue for the nine months was \$3,364,425, the expense was \$2,681,646, and the operating profit was \$682,779. The operating profit plus capital contributions of \$1,456,039 resulted in a net income of \$2,138,818.

Schelske then reviewed the profit and loss resulting from operations with capital contributions compared to the budget. The electric fund's net income was \$530,614 higher than budgeted. The operating revenue was \$272,332 under budget, mainly due to lower commercial and industrial sales. The operating expense was \$353,363 under budget, mainly due to open positions and lower distribution expenses. The capital contributions were \$334,571 under budget due to lower line extension fees. The change in net assets was \$530,614 higher than budget, mainly due to higher non-operating revenues and lower expenses. The non-operating revenues included the BPA Power Dividend and the reimbursement for the 2021 ice storm.

The water fund's net income was \$289,564 higher than budgeted. The operating revenue was \$322,635 over budget, mainly due to higher residential sales. The operating expense was \$138,317 under budget, mainly due to open positions. The capital contributions were \$257,457 under budget, mainly due to lower infrastructure contributions from others. The change in net assets was \$289,564 over budget, mainly due to higher sales and lower expenses.

Schelske then reviewed the cash reserves summary. The electric reserves are \$10,806,753, which is \$774,218 over the target of \$10,032,535 and \$6,806,753 over the minimum level of \$4,000,000.

The current water cash reserves are \$7,472,043, which is \$1,125,979 over the target of \$6,346,064 and \$5,472,043 over the minimum of \$2,000,000.

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General Manager Carol Sullivan reported that the Oregon Health Authority's Drinking Water Services FFY 2023 Funding Drinking Water Source Protection Letter of Interest was not selected for funding. Our application was for monitoring and would have scored better if it included a risk-reduction implementation and planning element that would help address the nutrient enrichment that is believed to be responsible for the cyanobacteria and taste and odor issue. However, the USGS has started to evaluate the occurrence and risk of cyanobacteria in drinking water for the City of Canby. We anticipate the recurrence of the taste and odor compounds in the water within the next couple of weeks. Chair Thompson asked questions about the purpose of the testing. Sullivan explained that Canby Utility committed \$5,000 per year for the next three fiscal years for the USGS to perform testing. There was a low-level detection of harmful cyanobacteria in 2015. Sullivan added that many testing studies have been conducted on the Willamette River, but no baseline testing has been done on the Molalla. The USGS study will develop baseline testing for the Molalla River, including testing for harmful bacteria.

Sullivan reported that the auditors were here for two days for interim fieldwork, and everything went well. They will be back in September to finish their fieldwork.

Sullivan also reported that Canby Utility participated in the Fourth of July parade this year. Staff decorated the bucket truck and a trailer they used in the parade. After the parade, the mayor thanked us for participating; this is the first year the utility has participated.

Sullivan said that she, Chair Thompson, and Operations Field Supervisor Jason Peterson attended the City's ARPA workshop. The City has tentatively agreed to fund \$80,000 for the hydrant replacement project and \$130,000 for the mainline looping project along Township Road from S. Mulino Road to Sequoia Parkway.

Sullivan stated that she received the draft Water Master Plan.

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

The meeting adjourned at 7:26 p.m.

Melody Thompson, Chair

David Horrax, Member

John Molamphy, Member

Jack Pendleton, Member

Vacant

Barbara Benson, Board Secretary



MEMORANDUM

August 4, 2023

TO: Chair Thompson; Members Horrax, Molamphy, and Pendleton

FROM: Barbara Benson, Human Resources/Administration Manager

SUBJECT: Benefits – Procedure 410

Suggested Motion: Move to adopt revised Procedure 410, updating the summary of benefits for Canby Utility employees.

Background: Canby Utility's existing Procedure 410 was last updated in July 2018. The purpose of the procedure is to provide a summary of the benefits all employees receive unless the benefit is explicitly addressed in a separate policy, procedure, or collective bargaining agreement.

The proposed changes in benefits stem primarily from the recent labor negotiations. I have also updated the wording to reflect changes by our insurance provider, City/County Insurance Services (CIS). Below is a list of the changes in the attached procedure:

- Insurance premium cost-sharing changes effective July 1, 2023. This change would allow the non-represented employees to receive the same 100% premium contribution as the represented employees.
- Regence BCBS Medical Plan was renamed CIS Copay Plan E to reflect the self-insured trust. CIS will continue to have the plan administered through Regence BCBS.
- The dental insurance plan was renamed CIS Dental Plan but continues to be administered by Delta Dental. The CIS Dental Plan will change from Plan II to Plan III due to collective bargaining, effective January 1, 2024.
- The Hartford will discontinue offering a short-term disability product due to the new Paid Leave Oregon law. CIS is able to offer a comparable voluntary plan through MetLife. CIS also updated its The Hartford life insurance voluntary plan limits policy.
- Employee Assistance Program provider changed to Canopy. This benefit was not previously mentioned in the procedure; however, recognizing it reminds employees that it is available.
- CIS now offers voluntary supplemental benefit plans similar to the plans offered by AFLAC.
- We discontinued the 32 hours of dependent leave due to the upcoming Paid Leave Oregon. This provision allowed employees to use 32 hours of their sick leave bank for a dependent (spouse or minor child) for non-protected leave purposes.

- Observed holidays were updated to reflect the new 4/10 workweek. The workweek change eliminated the day after Thanksgiving and one and a half days of personal floating holidays.

The most significant change in this procedure is the premium cost share from 95% to 100% paid. The change will aid in recruiting and retaining non-represented employees similarly to the represented employees. We reviewed the budget impact for this change, and the additional expense would be just over \$6,000. However, the budgeted Consumer Price Index (CPI)/Cost-of-Living adjustment (COLA) will likely offset this budget impact. The COLA is budgeted to be 4.5%, and the CPI has continued to trend downwards. The published CPI for June is 3.6%. With the proposed increase in cost of health insurance premiums and decrease in CPI, we expect the fiscal year budget to see a net decrease of approximately \$5,700.

The benefit changes, if approved, will be incorporated into the employee handbook update.

CANBY UTILITY

PROCEDURE 410

August 2023

Benefits

The Canby Utility Board ("Board") provides benefits to non-represented and represented employees as part of their employee benefit package. The benefits for non-represented employees may be the same or similar to represented employees. To the extent these policies conflict with any applicable collective bargaining agreement, the collective bargaining agreement will govern.

Benefits and eligibility for employees include:

Medical Insurance: City/County Insurance Services (CIS) plans Copay E Plan (administered by Regence Blue Cross/Blue Shield) or Kaiser Permanente Copay B Plan. The Board pays 100% of the employee and the employee's family premiums. Employees become eligible on the first day of the month following date of employment. Plans are subject to CIS rules and guidelines.

Dental Insurance: CIS plans Dental III (administered by Delta Dental) or Willamette Dental. The Board pays 100% of the employee and the employee's family premiums. Employees become eligible on the first day of the month following date of employment. Plans are subject to CIS rules and guidelines.

Vision Insurance: CIS plan VSP or Kaiser Permanente vision. Vision plans are tied to medical plans. The Board pays 100% of the employee and the employee's family premiums. Employees become eligible on the first day of the month following date of employment. Plans are subject to CIS rules and guidelines.

Life & Accidental Death and Dismemberment Insurance: The Hartford Company. The Board pays 100% of the premium. The benefit is based on a calculation of one times the employee's base salary up to a current maximum of \$50,000. Employees become eligible on the first day of the month following date of employment. Plans are subject to CIS rules and guidelines.

Voluntary Life: The Hartford Company. The Board offers voluntary life for the employee, their spouse, and eligible dependents. The employee pays 100% of the premium. The benefit maximum for employee and their spouse is capped at \$300,000, and the dependent benefit is a set amount of \$10,000 per dependent. Employees become eligible to enroll in voluntary coverage on the first day of the month following date of employment. Plans and coverage limits are subject to CIS rules and guidelines, as well as The Hartford Company's medical underwriting approval.

Employee Assistance Program: Canopy. Employees who are enrolled in Canby Utility's health insurance plan are automatically eligible for benefits through the program. There are no additional costs associated with providing the benefit.

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Retirement: Oregon PERS. Employee eligibility in Tier 1, 2 or OPSRP is determined by the employee's hire date with a participating PERS employer – subject to PERS rules. All eligible employees will have an Individual Account Program (IAP) account in which the Board picks up the employee's contribution of 6%.

Deferred Compensation Plans: The Oregon Savings Growth 457 Plan or Empower's 401(k) Profit Sharing Plan. The Board offers two deferred compensation. Employees can defer a portion of his/her gross salary into one or both plans. See The Oregon Savings Growth Plan's Enrollment Guide or Empower's Retirement & Investment Guide for plan details. The Board does not contribute to these plans.

Supplemental (Voluntary) Benefit Plans:

AFLAC supplemental benefit plans. Plans include Accident Indemnity, Individual Short-Term Disability, Cancer Indemnity, Critical Care and Recovery, and Term Life Insurance. Employees are eligible to participate upon hire. The employee pays 100% of the premiums.

CIS supplemental benefit plans. Plans offered through CIS include Identity Protection, Trauma, Accident, Hospital Indemnity, and Short-Term Disability. These plans are subject to CIS plan availability and are offered by Allstate and MetLife. The employee pays 100% of the premiums.

Legal Shield/ID Shield benefit plans. These plans provide prepaid legal and identity theft protection services. The employee pays 100% of the premiums and is required to sign a disclaimer form.

Vacation: The vacation schedule is as follows for regular, full-time employees:

# of Years	# of Hours	# Days
0 - 5 Years	80 Hours	08
6 - 10 Years	120 Hours	12
11-18 Years	160 Hours	16
19+ Years	200 Hours	20

New employees who successfully complete probation will have one-half (1/2) of their 80 hours of vacation to use at that time. Management's vacation schedule is approved by the Board of Directors. See Procedure 413.

Voluntary Employees' Beneficiary Association (VEBA): VEBA plan is offered to all employees and contributions are funded by the Board. Details of the plan and contribution amounts are found in Procedure 414.

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Sick Leave: The sick leave schedule is as follows for regular, full-time employees: Eight (8) hours for each calendar month of services. Sick leave accrues from the date of employment, but shall not be taken during the first 90 days of employment. Leave for illnesses or related appointment may require physician's documentation or return to work release at the supervisor's discretion, typically following three days of absence.

Holidays: The following days shall be recognized as holidays for which there will be no reduction in pay when not worked:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

Note: Under the 4/10 workweek, holidays that fall on a Saturday will have those hours banked.

Retiree Continuation of Benefits: Retiree coverage is available to employees who retire from the utility when they are eligible to receive retirement benefits under the Oregon Public Employees Retirement System. Retirees may remain on the plan until they are eligible for Medicare. The retiree pays 100% of the premiums.

Consolidated Omnibus Budget Reconciliation Act (COBRA): COBRA continuation options are offered as required under Federal and State laws. The participant pays 100% of the premiums.

This procedure was revised by the Board of Directors on ____ day of August, 2023.

Barbara Benson, Human Resources/Administration Manager

Date



MEMORANDUM

July 31, 2023

TO: Chair Thompson, Members Horrax, Molamphy, and Pendleton

FROM: Barbara Benson, Board Secretary-Clerk

SUBJECT: Planning Calendar

Attached is a proposed agenda planning calendar for the current fiscal year. Staff has provided input on the anticipated timeline for when projects or activities will be presented to the board; however, the actual date of when they will be added to the agenda may change throughout the year.

In addition to the anticipated agenda items, important dates and recurring reporting are also included for your information.

We welcome your input on additional matters that can be added to the calendar. Staff will be ready to answer any questions the board may have.

**Board Planning Calendar
FY 2024**

<p>JULY 2023</p> <ul style="list-style-type: none"> ▪ Board Meeting 7/11 ▪ Start of Fiscal Year 2024 ▪ Quarterly Reliability Update ▪ Office Closed Independence Day 7/4 ▪ Monthly Financial Report Distributed 		<p>JANUARY 2024</p> <ul style="list-style-type: none"> ▪ Board Meeting 1/9 ▪ Board Chairperson Election ▪ Quarterly Reliability Update ▪ Green Power Donation to City ▪ Share the Warmth Update ▪ Financial System Software Update ▪ Board Secretary Evaluation ▪ Water Rate and SDC Methodology Study ▪ Office Closed New Year's 1/1 ▪ Monthly Financial Report Distributed
<p>AUGUST 2023</p> <ul style="list-style-type: none"> ▪ Board Meeting 8/8 ▪ Board Governance Training ▪ Monthly Financial Report Distributed ▪ Board Planning Calendar 		<p>FEBRUARY 2024</p> <ul style="list-style-type: none"> ▪ Board Meeting 2/13 ▪ Office Closed President's Day 2/19 ▪ SDAO Conference – Seaside ▪ Water Rate Hearing ▪ SDC Methodology Hearing ▪ Monthly Financial Report Distributed
<p>SEPTEMBER 2023</p> <ul style="list-style-type: none"> ▪ Board Meeting 9/12 ▪ Office Closed Labor Day 9/4 ▪ FY 23 4th Quarter Financials & Reserves ▪ Electric Rate Study ▪ Fire Hydrant Replacement Project ▪ Management Cost of Living Adjustment ▪ Master Fee Schedule Review ▪ Water Master Plan ▪ Water SDC Inflationary Adjustment ▪ Monthly Financial Report Distributed 		<p>MARCH 2024</p> <ul style="list-style-type: none"> ▪ Board Meeting 3/12 ▪ 2nd Quarter Financials & Reserves Update ▪ General Manager Evaluation ▪ New Water Rates in Effect 3/1 ▪ New Water SDC Rates in Effect 3/1 ▪ Monthly Financial Report Distributed
<p>OCTOBER 2023</p> <ul style="list-style-type: none"> ▪ Board Meeting 10/10 ▪ Electric Rate Hearing ▪ Quarterly Reliability Update ▪ WTP Project Owner-Representative ▪ Monthly Financial Report Distributed ▪ Fleet Safety Policy Update ▪ Share the Warmth Policy Update 		<p>APRIL 2024</p> <ul style="list-style-type: none"> ▪ Board Meeting 4/9 ▪ Budget Process Begins ▪ Quarterly Reliability Report ▪ Customer Service Policy Update ▪ Monthly Financial Report Distributed
<p>NOVEMBER 2023</p> <ul style="list-style-type: none"> ▪ Board Meeting 11/14 ▪ Red Flag Annual Update/Report ▪ Office Closed Thanksgiving Day 11/23 ▪ New Electric Rates in Effect 11/1 ▪ Management Salary Study ▪ Safety Manual Update ▪ Public Contracting and Procurement Policy Update ▪ Monthly Financial Report Distributed 		<p>MAY 2024</p> <ul style="list-style-type: none"> ▪ Board Meeting 5/14 ▪ Office Closed Memorial Day 5/27 ▪ Water Service Policies and Procedures Update ▪ Electric Service Policies and Procedures Update ▪ Monthly Financial Report Distributed ▪ Waterline Looping Project
<p>DECEMBER 2023</p> <ul style="list-style-type: none"> ▪ Board Meeting 12/12 ▪ Annual Financial Audit ▪ 1st Quarterly Financials & Reserves Update ▪ Office Closed Christmas 12/25 ▪ Employee Recognition Event 12/9 ▪ New 45' Bucket Truck ▪ Employee Handbook Update ▪ Monthly Financial Report Distributed 		<p>JUNE 2024</p> <ul style="list-style-type: none"> ▪ Board Meeting 6/11 ▪ FY 25 Budgets Approval ▪ 3rd Quarter Financials & Reserves Update ▪ Board Training ▪ Monthly Financial Report Distributed

This calendar is subject to change.