

***CANBY UTILITY
REGULAR BOARD MEETING
APRIL 8, 2025
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 March 11, 2025 (pp. 1-3)
 - Approval of Payment of Water and Electric Bills
- IV. SPECIAL PRESENTATION Recognition of David Horrax's Service.
- V. 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 April 8, 2025, with your name, the topic you would like to speak on, and contact information: bbenson@canbyutility.org or 503-263-4312.*
- VI. PUBLIC HEARING: Water Rate Proposal
- VII. RESOLUTION NO. 329 Revising Canby Utility's Water Rate Schedules – Mike Schelske, Finance Manager and Carol Sullivan, General Manager (pp. 4-8)
- VIII. RECOMMENDATION Board Consideration and Approval of Standards, Procedures, Criteria and Related Documents for General Manager Recruitment – Mark Knudson, Senior Consultant, Special Districts Association of Oregon (pp. 9-29)
- IX. BOARD REPORT
 - Chair Comments
 - Board Member Comments
- X. STAFF REPORTS

Operations Manager:

 - Quarterly Reliability Report (pp. 30-31)

Finance Manager:

 - Fiscal Year 2026 Operating & Capital Budget Process (pg. 32)

General Manager Updates
- XI. ADJOURN

CANBY UTILITY REGULAR BOARD MEETING MINUTES MARCH 11, 2025

Board Present: Chair Thompson; Members Molamphy, Pendleton, Hill, and Westcott

Staff Present: Barbara Benson, Board Secretary; Jason Berning, Operations Manager; Mike Schelske, Finance Manager; Cindy Dittmar, Customer Service Supervisor; and Jason Peterson, Operations Field Supervisor

Others Present: Mark Knudson, Special Districts Association of Oregon; Brian Hutchins, Veolia Water North America; Corianne Burnett, Carollo; and Joe Brennan

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 Hill made the *MOTION to approve the consent agenda, consisting of the meeting agenda, regular and executive session meeting minutes of February 11, 2025, and payment of the electric and water department bills in the amount of \$2,246,200.86. Member Molamphy seconded, and the motion passed 5-0.

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

Human Resources/Administration Manager Barbara Benson presented the recommendation to enter into a professional services agreement (PSA) with the Special Districts Association of Oregon for General Manager recruitment facilitation services. Benson said that on March 3, 2025, the Board of Directors received a presentation from Mark Knudson, a consultant for SDAO, regarding facilitation services and that following the presentation, the Board reached a consensus to proceed with SDAO's services and directed staff to prepare a contract with a not-to-exceed amount of \$10,000 for these services. Benson noted that staff is preparing the PSA, including SDAO's Scope of Work for Consulting Services. Upon approval by the Board, both parties will execute the PSA, and SDAO's recruitment facilitation services will commence. Discussion ensued regarding establishing a board subcommittee to screen applications, the qualifications listed in the current job description, and the current General Manager's involvement in the process. Following the discussion, Member Molamphy made the *MOTION to authorize the General Manager to enter into a Professional Services Agreement with the Special Districts Association of Oregon for General Manager Recruitment Facilitation Services. Member Hill seconded, and the motion passed 5-0.

Chair Thompson reported that she and Board Secretary Barbara Benson discussed ways to improve communications with interested persons regarding the Board's decisions and directives

during their monthly meetings. Thompson suggested that Benson create an after-action report that she would distribute to the City Council Liaison, board members, and other interested persons. Since there is a month between meetings, the report would serve as a helpful reminder of the Board's actions and decisions. Benson agreed that the report would be beneficial and easy to prepare.

Member Hill said he would like to know more regarding Stantec's documentation of meetings and tracking actions. Benson said that they have only had the kickoff meeting and that she would ask Stantec how this information will be documented and tracked in the future.

Finance Manager Mike Schelske provided an update on Canby Utility's ongoing cybersecurity efforts. He reported that two multi-factor authentication (MFA) systems have been recently implemented, requiring either push notifications or key cards for access. Employees now use MFA to log into their computers and follow a separate MFA process to access the PCS billing and financial programs.

Schelske also announced that the next step in strengthening Canby Utility's cybersecurity posture is migrating the organization's domain from .org to .gov, which will enhance security and credibility. In addition, staff has engaged the Cybersecurity and Infrastructure Security Agency (CISA), which offers no-cost cybersecurity services designed to help organizations build and maintain a robust and resilient cyber framework.

Schelske plans to conduct a cyber tabletop exercise to prepare staff for potential cyber incidents. A discussion ensued regarding ransomware and cyber-attacks at other agencies and the importance of proactive cybersecurity measures.

Human Resources/Administration Manager Barbara Benson provided an update on the Canby Drinking Water Supply System project. The project officially began with a kickoff meeting on February 11th with Stantec. Following this meeting, Stantec submitted a comprehensive request for information from Canby Utility, which is essential for advancing the Conceptual Engineering and Project Definition tasks. Benson highlighted examples of the requested data and noted that significant progress has already been made in gathering and providing this information.

Stantec has outlined a detailed schedule of staff work sessions through January 14, 2026, marking the conclusion of the first year of services. The schedule includes 13 workshops with the Owner's Representative team and 12 with the Conceptual Engineering team. Additionally, Stantec has planned a collaborative workshop with Canby Utility and GSI Groundwater Solutions on Monday, March 17, 2025, to discuss water rights and the proposed added point of diversion. Discussion ensued regarding the data being provided to Stantec and the future treatment plant siting.

Member Pendleton requested an update on the ongoing feasibility studies conducted by the Bonneville Power Administration (BPA) and Portland General Electric (PGE), which Trammel Crow is waiting for the Canby South project. Operations Manager Jason Berning reported that

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BPA projected the results would be available by March 14. Berning stated that he has reached out to BPA to confirm the timely delivery of the results but has not yet received a response. He also noted that Trammel Crow has been making similar efforts to obtain updates from BPA. A discussion followed regarding a recent meeting held at Canby Utility. The meeting, which included the City of Canby's Planning Director Don Hardy, Economic Development Director Jamie Stickel, representatives from Trammel Crow, and BPA, focused on the challenges the delayed study results pose for Canby's development efforts.

Berning further reported that the Oregon Liquor Control Commission and the Clackamas County Fairgrounds are proceeding with their development plans. Berning informed both agencies that Canby Utility cannot guarantee we can meet their power needs until the study results are available. He also mentioned that Trammel Crow has encountered similar challenges with study requirements in Washington, adding that these study requirements have regional impacts. Berning said he encouraged the city to have potential new developments contact Canby Utility to discuss their power needs.

Member Molamphy made the *MOTION to adjourn the meeting. Member Hill seconded, and the motion passed 5-0.

The meeting adjourned at 7:36 p.m.

Melody Thompson, Chair

John Molamphy, Member

Jake Hill, Member

Jack Pendleton, Member

Robert Westcott, Member

Barbara Benson, Board Secretary



MEMORANDUM

April 2, 2025

TO: Chair Thompson, Member Molamphy, Member Pendleton, and
Member Hill, and Member Westcott

FROM: Mike Schelske, Finance Manager

SUBJECT: Resolution Adopting Proposed Water Rates Effective May 1, 2025

Suggested Motion: Adopt Resolution No. 329, adjusting Canby Utility's water rates effective May 1, 2025, with a rate increase of 14.24% on the base and volume charges for all customer classifications.

Recommendation:

Management proposes a 14.24% rate increase for both the base and consumption charges across all customer classifications. This proposal is based on the 2023 water rate study conducted by Steve Donovan of Donovan Enterprises, Inc.

Key Information:

- **Previous Adjustment:** The first of five recommended water rate adjustments was made May 1, 2024.
- **Reason for Increase:** The additional rate increase this year is necessary to fund the construction of a new water treatment facility and its associated infrastructure. This facility is essential to replace aging infrastructure, enhance water quality, and provide additional capacity.
- **Current Plant Capacity:** According to the 2023 Water Master Plan, the existing plant will reach capacity by 2035.
- **Revenue Allocation:** The revenue from the rate increase will be allocated as follows: 85% to project costs and associated debt service, and 15% to general operating expenses.

Cost of New Water Treatment Plant:

The initial estimated cost of the new facility is \$82 million.

Source of Funds:

The current funding plan assumes \$72 million from new loans and/or revenue bonds and \$10 million from reserves. The \$10 million in reserves will be sourced from existing reserves, additional revenues resulting from rate increases, and estimated SDC fees for the years 2025 through 2029.

Rate Increases:

The water rate study's primary purpose was to determine water rates necessary to generate sufficient cash flow to service the \$72 million of loans. The rate consultant recommended a series of smaller rate adjustments. The current forecast anticipates annual increases of approximately 14.3% over the five-year period beginning in 2024. Additionally, an annual inflationary adjustment of 3% per year for operating expenses has been factored into the calculations.

Allocation of Revenues:

During the estimated five-year planning and construction period, 85% of revenues from the rate increases will go towards construction costs and debt service, and 15% toward estimated increases in operating expenses.

Future Adjustments:

As the project progresses and more accurate cost estimates are obtained, the forecast may change, potentially altering the projected rate increases.

Closing:

The Board will invite comments from the public on the proposal during Tuesday's public rate hearing. After closing the public testimony, the Board will deliberate on the information and input received.

RESOLUTION NO. 329

A RESOLUTION OF THE CANBY UTILITY BOARD RELATED TO WATER RATES

WHEREAS, the City of Canby delegated by intergovernmental agreement to Canby Utility Board the authority to maintain the continuing operation and management of the water department, including the responsibility to set rates sufficient to pay all costs of the utility; and

WHEREAS, the Board was presented with evidence indicating a 14.24 percent increase in both base and consumption charges is necessary. This increase will provide revenues essential to the funding needed for the planned construction of a new water treatment facility. The additional revenue generated from the rate increase will contribute to project costs, debt service of the project's financing, and general operating expenses.

NOW, THEREFORE, the Canby Utility Board Resolves as follows:

Section 1. Resolution No. 322 is repealed.

Section 2. Monthly Water Rates.

A. The applicable monthly water rates are attached to this resolution as Exhibit A, incorporated herein by reference.

B. The base and consumption charges for all customer classifications will change.

Section 3. This Resolution is effective on May 1, 2025.

THIS RESOLUTION IS ADOPTED BY THE CANBY UTILITY BOARD THIS ____ DAY OF April 2025.

Melody Thompson, Chair

John Molamphy, Member

Jack Pendleton, Member

Jake Hill, Member

Robert Westcott, Member

Barbara Benson, Board Secretary

EXHIBIT A

Canby Utility Board Schedule of Proposed Water Rates Effective 5/1/2025

RESIDENTIAL

Applicable to single-family dwellings.

METER SIZE	BASE CHARGE	VOLUME CHARGE					
		PER 100 CUBIC FEET (CCF)					
		Tier 1	Tier 1	Tier 2	Tier 2	Tier 3	Tier 3
		Rate	Threshold	Rate	Threshold	Rate	Threshold
5/8" - 3/4"	\$ 27.90	\$ 2.38	Up to 7 CCF	\$ 2.98	7 to 12 CCF	\$ 4.16	Over 12 CCF
1"	\$ 40.20	\$ 2.38	Up to 11 CCF	\$ 2.98	11 to 19 CCF	\$ 4.16	Over 19 CCF

MULTI-FAMILY RESIDENTIAL

Applicable to duplexes, triples, apartment houses/complexes, small lot mobile home parks and PUDs meeting three requirements: 1) Single-family residential property in a approved PUD; 2) Zone R-2 High Density by the City of Canby (per Chapter 16.20 of the City of Canby Municipal Code); and 3) Property has a separate Irrigation meter for which an SDC was paid to the Utility.

METER SIZE	BASE CHARGE	DWELLING UNIT CHARGE	VOLUME CHARGE		
			PER 100 CUBIC FEET (CCF)		
			Tier 1	Tier 2	Tier 3
			Up to 5 CCF	5 to 8 CCF	Over 8 CCF
5/8" - 3/4"	\$ 12.83	\$ 12.41	\$ 2.03	\$ 2.56	\$ 3.56
1"	\$ 15.15	\$ 12.41	\$ 2.03	\$ 2.56	\$ 3.56
1-1/2"	\$ 17.50	\$ 12.41	\$ 2.03	\$ 2.56	\$ 3.56
2"	\$ 23.90	\$ 12.41	\$ 2.03	\$ 2.56	\$ 3.56
3"	\$ 71.11	\$ 12.41	\$ 2.03	\$ 2.56	\$ 3.56
4"	\$ 88.62	\$ 12.41	\$ 2.03	\$ 2.56	\$ 3.56

Please note that the dwelling unit charge did increase. Use the number of dwelling units times the Dwelling Unit Charge to calculate that increase. Then use the number of dwelling units times the Threshold CCF numbers in the table above to determine the CCF Thresholds. Thus, if there are two Multi-Family Residential Dwelling Units, the Dwelling Unit Charge will be \$24.82 (\$12.41 x 2). The Tier 1 CCF will become 10 CCF (5 CCF x 2), Tier 2 CCF will become 16 CCF (8 CCF x 2) and Tier 3 CCF will be all volume Over 16 CCF.

COMMERCIAL

Applicable to all service deemed not to be Residential, Multi-Family Residential, or Irrigation.

METER SIZE	BASE CHARGE	VOLUME CHARGE					
		PER 100 CUBIC FEET (CCF)					
		Tier 1	Tier 1	Tier 2	Tier 2	Tier 3	Tier 3
		Rate	Threshold	Rate	Threshold	Rate	Threshold
5/8" - 3/4"	\$ 29.45	\$ 2.07	Up to 6 CCF	\$ 2.58	6 to 13 CCF	\$ 3.63	Over 13 CCF
1"	\$ 51.94	\$ 2.07	Up to 13 CCF	\$ 2.58	13 to 27 CCF	\$ 3.63	Over 27 CCF
1-1/2"	\$ 81.37	\$ 2.07	Up to 21 CCF	\$ 2.58	21 to 46 CCF	\$ 3.63	Over 46 CCF
2"	\$ 181.10	\$ 2.07	Up to 51 CCF	\$ 2.58	51 to 111 CCF	\$ 3.63	Over 111 CCF
3"	\$ 297.18	\$ 2.07	Up to 76 CCF	\$ 2.58	76 to 164 CCF	\$ 3.63	Over 164 CCF
4"	\$ 423.21	\$ 2.07	Up to 111 CCF	\$ 2.58	111 to 241 CCF	\$ 3.63	Over 241 CCF

EXHIBIT A

Canby Utility Board Schedule of Proposed Water Rates Effective 5/1/2025

IRRIGATION

Applicable to service for Irrigation only.

METER SIZE	BASE CHARGE	VOLUME CHARGE
		PER 100 CUBIC FEET (CCF)
5/8" - 3/4"	\$ 29.45	\$3.61
1"	\$ 51.94	\$3.61
1-1/2"	\$ 81.37	\$3.61
2"	\$ 181.10	\$3.61
3"	\$ 297.18	\$3.61
4"	\$ 423.21	\$3.61

Memorandum

Date: April 3, 2025

To: Canby Utility Board of Directors

From: Mark Knudson, Senior Consultant

Subject: Standards, Procedures, Criteria, and Related Documents for
Canby Utility General Manager Recruitment

Background

At the Canby Utility Board work session on April 2, 2025, the Board provided important input into the proposed procedure, schedule and related documents that will be part of the recruitment for the Canby Utility General Manager.

Recruitment Documents

SDAO has prepared the following updated recruitment documents to reflect the input and direction provided by the Board during the work session on April 2, 2025:

1. Position Description
2. Hiring Procedure and Schedule
3. Position Announcement
4. Advertising and Outreach Plan
5. Application Form
6. Candidate Screening Criteria
7. Finalist Evaluation Criteria
8. Candidate Travel Expense Reimbursement Guidelines

At the Board meeting on April 8, 2025, I will briefly summarize each of these documents and address any additional questions and comments by the Board.

Requested Board Actions

SDAO recommends the Canby Utility Board consider the following proposed actions related to the recruitment process and the attached documents.

1. **Invite Public Comments on the attached documents.** Pursuant to ORS 192.660(7)(d)(D), the public should be provided an “opportunity to comment on the standards, criteria and policy directives” pertaining to the employment of a chief executive officer.

- 2. Consider Board Adoption of the attached documents.** Pursuant to ORS 192.660(7)(d)(B and D), in the case of employment of a chief executive officer, the governing body should adopt “hiring procedures” and should adopt “hiring standards, criteria and policy directives in meetings open to the public.”

Subject to any additional comments and direction, the Board is encouraged to consider the following suggested motion:

Motion: I move to approve the proposed documents for recruitment of the Canby Utility General Manager including the proposed Position Description, Hiring Procedure and Schedule, Position Announcement, Advertising and Outreach Plan, Application Form, Candidate Screening Criteria, Finalist Evaluation Criteria, and Travel Expense Reimbursement Guidelines.

- 3. Consider Appointment of Two Board Members to a Candidate Screening Committee.** As discussed at the work session on April 2, 2025, the Board wishes to establish a Candidate Screening Committee. It would be appropriate to formally establish the committee and appoint two Board Members to serve on the committee. The Board is encouraged to consider the following suggested motion:

Motion: I move to appoint Board Members Molamphy and Hill to serve on a Candidate Screening Committee to work with SDAO as outlined in the approved Hiring Procedure and Schedule, with this committee and these appointments to be terminated at the conclusion of the hiring process.

Please let me know if you have any questions or concerns prior to the meeting on April 8, 2025. I can be reached at mknudson@sdao.com or at 503-319-5256.



POSITION DESCRIPTION

Position Title: General Manager

Duration / Status: Regular, full-time position / FLSA-exempt position

Reports To: Canby Utility Board

Position Summary

Under administrative direction of the Canby Utility Board, the General Manager (GM) plans, directs and administers the overall operations of the organization, directly or through subordinate supervisory personnel, with accountability for results in terms of costs, methods and personnel. The GM develops strategic plans, programs and policies to enable continued successful operation of the organization and to meet customer needs. The GM provides oversight for contracting, budget, personnel, labor and operational elements of the organization. The GM works collaboratively with Board Members, staff, partner organizations, customers, and members of the public to implement Board approved policies and achieve organizational goals.

Key Responsibilities and Job Functions

LEADERSHIP

Provides leadership and direction to achieve Canby Utility Board policies and goals for delivering water and power to customers of Canby Utility. This includes long term and day-to-day implementation of appropriate methods supervision of supervisors and staff in work activities. Demonstrates and instills high levels of professional and ethical leadership and work standards in all endeavors of the organization. Researches and learns new and developmental techniques for implementation of leadership in the workplace.

BOARD SUPPORT

Communicates effectively with the Board; provides accurate information to the Board to support timely and well-informed decisions by the Board. Collaborates with the Board to help identify and develop Board-approved policies. Coordinates with the Board Chair to develop Board meetings agendas. Efficiently and promptly responds to inquiries by individual Board Members.

ORGANIZATIONAL MANAGEMENT

Manages implementation of Board-approved policies, goals, and priorities; exercises sound judgement when implementing policies and direction. Provides effective oversight and management of resources to meet contractual and financial obligations. Provides oversight to assure ongoing compliance with applicable state, federal and local laws, and regulatory requirements including identification of procedures, training, facilities, and resources as needed. Assesses performance and effectiveness of operations and programs; identifies and implements corrective actions. Maintains Canby Utility's reputation as a capable and skilled organization in touch with its mission and standards of service.

WORKFORCE MANAGEMENT

Responsible for management and oversight of a diverse workforce of approximately 25 full-time employees, including three direct reports. Provides oversight and direction for all activities necessary to recruit, hire, and maintain a competent and trained staff to perform the tasks necessary for utility service delivery. Monitors and upholds high standards of personnel policies and practices in all levels and activities of Canby Utility. Maintains essential worker programs including but not limited to compensation, personnel management, progression/succession planning, retention, safety, and training. Represents management's interests in negotiating with labor union and ensures compliance with labor laws and collective bargaining agreements. Cultivates a culture of high morale, efficiency, reliability, effective service, professionalism and respectful internal and external interactions.

CUSTOMER SERVICE

Meets demands of service delivery by developing and maintaining a service delivery ethic and mission throughout the organization. Collaborates with the Canby Utility Board, trade organizations, vendors, consultants, and Canby Utility personnel on operating and administrative issues. Develops and implements policies relating to delivery of electric and water service to the customers of the utility. Reviews plans, programs, and procedures to refine and suggest new and innovative methods of service delivery while maximizing cost effectiveness. Responds to service delivery inquiries and other customer requests in a timely and professional manner.

BUDGET AND FISCAL MANAGEMENT

Coordinates and oversees development of the annual budget, Board-approved policies, standards of service, strategic plans for the community, reviews programs, and department procedures. Identifies proposed budget requirements for staffing, equipment, materials, and supplies to accomplish reliable and efficient delivery of services. Provides oversight of accurate and timely financial reporting to the Board. Provides department heads and staff routine updates on financial performance measurements of departments and the entire organization. Develops strategic financial analysis for elements of the overall strategic plan for Canby Utility. Supports timely completion of an

annual audit by the Board-appointed auditor. Identifies, secures, implements and administers grants and loans as appropriate and in coordination with long-term financial plan.

COMMUNITY AND PUBLIC AFFAIRS

Represents the Canby Utility Board and organization professionally and effectively, including interface with customers, community organizations, neighborhoods, businesses, public agencies, and other constituents of Canby Utility. Provides information on Canby Utility programs, policies, finances, and planning in support of customer understanding and support for the Board's goals, direction, and service delivery. Provides input and assistance to initiatives pertaining to economic development and community planning. Responds to internal and external inquiries and complaints; negotiates and resolves sensitive and controversial issues. Serves as spokesperson for Canby Utility; participates in outside agency boards, commissions, and/or committees as needed; coordinates Canby Utility activities and programs with other organizations; travels to attend in-person work-related meetings, as needed.

WATER AND POWER

Establishes and maintains necessary contact with professional associations, state and federal agencies, and legislative bodies pertaining to financing, delivery, and consumption of electricity and water. Maintains a knowledge base that allows for constant updating of strategic plans for delivery of utility products and service. Monitors community financial metrics and economic indicators in support of all aspects of rate setting and to maximize the value of services provided.

AUXILIARY JOB FUNCTIONS

Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintains work areas in a clean and orderly manner.

JOB KNOWLEDGE, SKILLS AND ABILITIES

Anticipated knowledge, skills and abilities of the position are outlined below. A satisfactory combination of experience and education which demonstrates the knowledge, skill, and ability to perform the essential duties will be considered.

1. Working knowledge of management theory and practices, including leadership skills, supervisory principles, strategic thinking, and planning,
2. Knowledge of principles and practices for budget development and financial administration practices consistent with administration of a \$20,000,000 annual operating budget.

3. Knowledge of regulatory requirements related to personnel management, public procurements, and public utility management.
4. Knowledge of water and electric utility operations, service delivery methods, and marketing of utility services.
5. Knowledge of principles and practices for human resources management.
6. Knowledge of public funding resources including rates, user fees and charges, public debt, and loans.
7. Knowledge of risk management best practices including personnel and facility safety and security.
8. Skill in communicating with Boards, employees, patrons/customers, and members of the public, including highly effective written, verbal and listening skills.
9. Skills in financial management, including financial planning, budgeting, tracking, reporting, and implementing corrective actions.
10. Skill in organizational management including business practices, organizational analysis, and efficiencies.
11. Skill in goal setting, work management and performance tracking.
12. Skill in effectively managing and deescalating difficult interactions, interpersonal conflicts, and controversial topics.
13. Skill in effectively navigating and resolving conflicting objectives, controversial topics, and community objectives.
14. Skill in use of computer applications including Microsoft Office suite, virtual meeting software, and financial management software.
15. Ability to effectively supervise, train, plan, and evaluate the work of others and hold employees accountable for performance.
16. Ability to motivate and support a diverse workforce.
17. Ability to cultivate a positive and supportive culture, including a commitment to teamwork.
18. Ability to manage multiple concurrent high-priority assignments, including long-term and short-term goals.
19. Ability to interpret and apply federal, state and local policies, laws and regulations.
20. Ability to recognize and keep sensitive information confidential.
21. Ability to establish and maintain effective working relationships and partnerships inside and outside the organization.
22. Ability exercise diplomacy and collaboration when representing the organization in contentious and adversarial situations.
23. Ability to develop and successfully implement a broad range of public information, community involvement and public outreach programs.
24. Ability to obtain a satisfactory background check.
25. Ability to drive a personal or company vehicle to attend work-related meetings and assignments.

JOB QUALIFICATION REQUIREMENTS

REQUIRED MINIMUM QUALIFICATIONS: Applicants must demonstrate satisfaction of the following minimum qualification to be considered as a candidate for this position:

- A bachelor's degree in public or business administration, engineering, economics, or a related field, and
- Ten years of progressively responsible experience in utility operations and management, including at least five years of senior management experience, or
- A satisfactory combination of education, experience and training that demonstrates the knowledge, skills, and abilities needed to perform the duties of the position.

DESIRED QUALIFICATIONS: In addition to satisfying the required minimum qualifications, the following qualifications are considered desirable:

- A master's degree or advanced studies in a related field,
- Organizational leadership experience in the water and/or electric utility industry in the Pacific Northwest, and
- Experience with planning, design, and construction of large, complex utility facilities.

CERTIFICATION/LICENSURE REQUIREMENTS: Possess a valid driver's license.

WORKING CONDITIONS & PHYSICAL DEMANDS OF THE POSITION

The working conditions described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made for qualified individuals requiring and requesting such accommodations to perform the essential functions.

This position typically requires:

- Regular and reliable attendance on-site is required; this is not a remote work position.
- Attendance at on-site and community events, including attendance outside of normal business hours and on weekends.
- Daily verbal communications both in person and on the telephone.
- Operate, read and focus on a personal computer, telephone and other related equipment.
- Respond to work, without advanced notice, in times of adverse weather, natural disaster, emergency or other unusual events.
- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, negotiating stairs and stooping in the performance of daily activities.

- Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle, and standard office equipment.
- Ability to read written reports and work-related documents.
- The need to move items weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 40 pounds.
- Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Occasional travel using a company or personal vehicle or public transportation.

SUPERVISION RECEIVED

Works under the direction of the Board of Directors.

ACKNOWLEDGEMENTS

The above statements are intended to describe the general nature and level of work being performed by General Manager. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. The Canby Utility Board has the exclusive right to alter this job description at any time without notice.

Approved by the Canby Utility Board on: _____
Date

Board Chair Signature

Date

I acknowledge I have read and understand this position description and agree it is an accurate description of the essential functions of this position:

Employee Signature

Date

Canby Utility
General Manager Hiring Procedure & Schedule*
April 8, 2025

Status	Date	Activity	Who
✓	April 2, 2025	Draft position description, announcement, procedure & schedule, and criteria	SDAO
✓	April 2, 2025	Board meeting to consider DRAFT position description, announcement, procedure & schedule, and criteria	Board
✓	April 3, 2025	Revise draft position description, announcement, procedure & schedule, and criteria	SDAO
	April 8, 2025	Board meeting: public comment period, Board approves position description, announcement, procedure & schedule, and criteria	Board
	April 14, 2025	Recruitment Period Opens (7 weeks)	SDAO & Board
	June 2, 2025	Recruitment Period Closes (applications due)	SDAO
	June 5, 2025	SDAO completes initial review of applications; applications that meet minimum qualifications forwarded to Committee	SDAO
	June 16, 2025	Application Screening: Committee scores applications; scores to SDAO; Committee meets virtually, identifies semifinalists	Committee
	June 23, 2025	Semifinalists notified; screening interviews scheduled	SDAO
	June 30, 2025	Committee conducts screening interviews with semifinalists (virtual via Teams); Committee identifies finalist candidates	Committee
	July 10, 2025	Finalists notified; finalist interviews scheduled	SDAO
	July 17, 2025	Finalist interviews with full Board (in-person, executive session); staff meet-and-greet (staff meeting)	Board, Staff & SDAO
	July 17, 2025	Board meeting (open session) to authorize Chair to make contingent offer to recommended candidate	Board
	July 21, 2025	Contingent offer letter signed by Chair and sent to recommended candidate	Chair & Staff
	Aug 6, 2025	Contingent offer signed by candidate; contract negotiations complete, background check complete, reference checks complete	Board & Staff
	Aug 12, 2025	Board meeting (open session) to consider approval of employment agreement	Board
	Sept 15, 2025	Target start date for New General Manager	New GM

* This schedule is subject to change and will be updated, as needed, throughout the hiring process



General Manager Position Announcement

Canby Utility is currently recruiting qualified applicants for the position of General Manager.

Opening Date: April 14, 2025

Closing Date: June 2, 2025

Desired Starting Date: September 15, 2025

ABOUT THE POSITION

The General Manager (GM) for Canby Utility (CU) serves as the organization's chief executive officer and is responsible for all aspects of CU's management and operations. The General Manager is appointed by the Board of Directors and reports directly to the Board. The GM works collaboratively with Board Members, staff, partner organizations, customers, and members of the public to implement Board approved policies and achieve organizational goals.

ABOUT CANBY UTILITY

Canby Utility (CU) was established as a customer-owned utility in 1970 and is an independent subdivision of the City of Canby. CU is governed by a five-member Board of Directors who are appointed by the Mayor of Canby and confirmed by the City Council.

The utility operates as a fiscally responsible business and pledges to continue to do so, managing the critical electric and water systems for the growing community. CU services 8,400 electric accounts and 5,900 water accounts. Electric and water rates are set by the Board through a public rate setting process. As a customer-owned utility, rates are designed to collect only enough money to effectively manage operations and plan for future demands. CU is funded solely through rates, fees and charges and is not subsidized by property taxes or the City's general fund.

CU is dedicated to supplying customers with reliable, quality power at an affordable cost. CU buys power from the most cost effective and efficient suppliers possible. Purchased power is delivered across regional transmission systems and arrives at substations, where it is stepped down and sent through overhead and underground feeder lines at 12,500 volts to pole or pad-mounted transformers.

The water system includes surface and groundwater sources, and 8 million gallons per day treatment plant, 66 miles of pipes, 3 storage reservoirs with 4.6 million gallons of total usable capacity, and 2 pump stations to deliver clean, safe drinking water to the Canby community. The utility's primary water supply comes from the Molalla River. Treatment plant operations are contracted through a public-private partnership with Veolia Water North America. CU also holds water rights on the

Willamette River and recently entered into a consulting services agreement to further explore development of that resource as a future water supply.

For more information about Canby Utility, visit www.canbyutility.org.

THE IDEAL CANDIDATE

Canby Utility is looking for a General Manager with the skills and aptitude to serve as an effective leader of the organization. The General Manager must have a strong background in utility management, strategic planning and implementation, fiscal management and accountability, and able to provide creative solutions to complex challenges.

The ideal candidate will be proficient in creating, prioritizing and achieving goals as well as providing high levels of professional and ethical leadership. The ideal candidate will demonstrate highly effective verbal and written communications, be an effective and efficient decision-maker, promote a positive and collaborative work environment, and be community oriented. The ideal candidate will have leadership experience in the water and/or electric utility industry in the Pacific Northwest.

REQUIRED QUALIFICATIONS

Applicants must demonstrate satisfaction of the following minimum qualifications to be considered as a candidate for this position:

- A bachelor's degree in public or business administration, engineering, economics, or a related field, and
- Ten years of progressively responsible experience in utility operations and management, including at least five years of senior management experience, or
- A satisfactory combination of education, experience and training that demonstrates the knowledge, skills, and abilities needed to perform the duties of the position.

In addition to satisfying the required minimum qualifications, the following qualifications are considered as highly desirable for this position:

- A master's degree or advanced studies in a related field,
- Organizational leadership experience in the water and/or electric utility industry in the Pacific Northwest, and
- Experience with planning, design, and construction of large, complex utility facilities.

PAY AND BENEFITS

Final compensation will be established in an employment agreement between the successful candidate and the Canby Utility Board. Anticipated compensation includes:

- Salary Range: \$212,705 to \$278,189 per year. Starting salary depending on qualifications and experience.
- A generous benefits package, including (subject to terms of the employment agreement):

Position Announcement: General Manager

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- Health, dental and vision insurance coverage for employee and family
- Contributions made monthly to a Voluntary Employees' Beneficiary Association (VEBA)
- Life insurance benefit of \$50,000 with option to elect additional coverage up to \$1,000,000.
- Paid leave of 2 weeks of vacation, 9 holidays, and 96 hours of sick leave per year.
- Retirement plan includes Oregon Public Employee Retirement System (PERS) (terms subject to existing PERS status) with 6% employee contribution picked up by employer.
- Availability of 401(k) and 457 deferred compensation plans, without matching contribution.

APPLICATION PROCESS

To be considered, applicants must submit a letter of introduction, resume, and completed and signed application form. The introductory letter should describe why you are interested in the position and how your education and experience satisfy the requirements of the position.

Applications must be submitted by email or postal service to:

Shanta Carter
Attention: Canby Utility General Manager
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281
Email: scarter@sdao.com

APPLICATION DEADLINE

Applications must be received by 4:00 PM (Pacific Time) Monday, June 2, 2025.

ADDITIONAL INFORMATION

The application form and position description are available at <https://www.sdao.com/classifieds>. This notice is not an offer of employment. Employment of the successful candidate is subject to satisfactory background check, completion of an employment agreement, and final approval by the Canby Utility Board.

Memorandum

Date: April 3, 2025

To: Canby Utility Board of Directors

From: Mark Knudson, Senior Consultant

Subject: General Manager Recruitment - Advertising & Outreach Plan

Below is the proposed advertising and outreach plan for the Canby Utility General Manager position, as needed to help encourage awareness and interest in the position.

By Canby Utility

1. Board's Website
2. Northwest Public Power Association: <https://www.nwppa.org/job-dashboard/jobs/>
3. American Public Power Association: <https://jobs.publicpower.org/employers/>
4. American Water Works Association:
<https://careercenter.awwa.org/home/index.cfm?>
5. Email distribution of Job Announcement to City of Canby management team (includes WWTP)
6. Post Job Announcement in CU office, City of Canby City Hall
7. Board members and CU staff to contact potential candidates, provide referrals to Mark Knudson

By SDAO

1. SDAO Website Classifieds: <https://www.sdao.com/classifieds>
2. SDAO Member News (weekly email to members)
3. LinkedIn
4. Pacific Northwest Section of AWWA: <https://www.pnws-awwa.org/careers/jobs-listing/>
5. League of Oregon Cities: <https://www.orcities.org/programs-services/services/government-jobs-board>
6. SDAO Consultant Services team members to contact potential candidates, provide referrals to Mark Knudson



Employment Application

Canby Utility provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)			

Education				
List any colleges, military, trade, business, or other schools attended.				
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses			
List professional license, registration, or certificate required or preferred for position.			
Type	Issuing Agency	Date Issued	Date Expires



<p>This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.</p>					
Employer (1)		Job Title		Dates Employed (from-to)	
Address		City		State Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving					
Duties					
Employer (2)		Job Title		Dates Employed (from-to)	
Address		City		State Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving					
Duties					
Employer (3)		Job Title		Dates Employed (from-to)	
Address		City		State Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving					
Duties					
Employer (4)		Job Title		Dates Employed (from-to)	
Address		City		State Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving					
Duties					



References

Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
 - I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
 - I authorize the employing agency to verify the employment and education information provided in this employment application.
 - I authorize my driving record to be checked if the position for which I am applying requires driving.
 - I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
 - I understand that employment with Canby Utility is subject to a six-month probationary/orientation period.
 - I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
 - Applications are only good for 90 days and will be retained in accordance with Oregon records retention requirements.
- ☐ Yes
- ☐ No Explanation: _____

Signature: _____ Date: _____



Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____



General Manager Candidate Evaluation

Date

Candidate: _____

Evaluator: _____

SCREENING EVALUATION CRITERIA

Criteria	Maximum Points	Candidate Points	Notes
<u>APPLICATION</u>			
Education <ul style="list-style-type: none"> Minimum: Bachelor's degree in public or business administration, engineering, economics, or a related field, OR a satisfactory combination of education, training and experience that demonstrates the knowledge, skills and abilities needed to perform the duties of the position. Desired: Master's degree or advanced studies in a related field. 	15		
Experience <ul style="list-style-type: none"> Minimum: Ten years of progressively responsible experience in utility operations and management, including at least five years of senior management experience, OR a combination of education, training and experience that demonstrate the knowledge, skills & abilities needed to perform the duties of the position Desired: Organizational leadership experience in the water and/or electric utility industry in the Pacific Northwest; and experience with planning, design & construction of large, complex utility facilities. 	40		
Quality of Application <ul style="list-style-type: none"> Cover letter, resume and application are comprehensive, high quality and professional 	5		
SUBTOTAL - APPLICATION	60		
<u>SCREENING INTERVIEW</u>			
Interview <ul style="list-style-type: none"> Quality of responses to questions Preparedness and professionalism Time management during the interview 	35		
Board Member Preference <ul style="list-style-type: none"> Overall impression 	5		
SUBTOTAL - SCREENING INTERVIEW	40		
TOTAL SCREENING POINTS	100		



General Manager Candidate Evaluation

Date

Candidate: _____

Evaluator: _____

FINALIST EVALUATION CRITERIA

Criteria	Maximum Points	Candidate Points	Notes
<u>QUALIFICATIONS</u>			
Education <ul style="list-style-type: none"> Minimum: Bachelor's degree in public or business administration, engineering, economics, or a related field, OR a satisfactory combination of education, training and experience that demonstrates the knowledge, skills and abilities needed to perform the duties of the position. Desired: Master's degree or advanced studies in a related field. 	10		
Experience <ul style="list-style-type: none"> Minimum: Ten years of progressively responsible experience in utility operations and management, including at least five years of senior management experience, OR a combination of education, training and experience that demonstrate the knowledge, skills & abilities needed to perform the duties of the position Desired: Organizational leadership experience in the water and/or electric utility industry in the Pacific Northwest; experience with planning, design & construction of large, complex utility facilities. 	35		
Quality of Application <ul style="list-style-type: none"> Cover letter, resume and application are comprehensive, high quality and professional 	5		
SUBTOTAL - QUALIFICATIONS	50		
<u>FINALIST INTERVIEW</u>			
Interview <ul style="list-style-type: none"> Quality of responses to questions Preparedness and professionalism Time management during the interview 	40		
Board Member Preference <ul style="list-style-type: none"> Overall impression 	10		
SUBTOTAL - FINALIST INTERVIEW	50		
TOTAL FINALIST POINTS	100		

Memorandum

Date: April 3, 2025

To: Canby Utility Board of Directors

From: Mark Knudson, Senior Consultant

Subject: Candidate Travel Expense Reimbursement Guidelines

To encourage interest in the position and to help assure consistency in the treatment of all candidates, SDAO suggests the Board establish guidelines for reimbursement of travel expenses incurred by the finalist candidates.

Below are proposed candidate travel expense reimbursement guidelines for the Board's consideration.

Candidate Travel Expense Reimbursement Guidelines

1. Canby Utility (CU) will provide travel expense reimbursement only to qualified candidates who are invited to attend an in-person finalist interview, as determined by CU.
2. If candidate must travel less than 75 miles one way, CU will pay total mileage for round trip travel. No other travel expense reimbursement will be provided.
3. If candidate must travel 76 miles to less than 200 miles one way, CU will pay total mileage for round trip travel plus one breakfast meal (\$20) and one dinner meal (\$33).
4. If candidate must travel 201 miles or more one way, CU will pay total mileage for round trip travel, two breakfast meals (\$20/meal), one dinner meal (\$33), and one night lodging (\$136).
5. If CU determines it is in CU's best interest to allow for air travel by a candidate, CU will pay one round-trip airfare to/from Portland International Airport, two breakfast meals (\$20/meal), one lunch meal (\$22/meal), two dinner meals (\$33/meal), two nights lodging (\$136/night), and rental car expenses.
6. General criteria and standards:
 - a. Mileage will be determined based on Google Maps mileage from candidate's primary residence to CU's office.
 - b. Personal vehicle mileage will be paid at IRS published mileage rate (currently \$0.70 per mile).

Candidate Travel Expense Reimbursement Guidelines

April 3, 2025 - Page 2 of 2

- c. Meals and lodging will be paid as a per diem, at GSA published per diem rates for Clackamas County, Oregon (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
 - d. Reimbursement for items specified to be paid at GSA Per Diem rates will not require receipt.
 - e. Reimbursement for airfare, checked baggage, rental car, and fuel will be at actual cost, with receipts required. No payments for these expenses will be made without receipts. Airfare will be paid at coach/economy class and one checked bag. Car rental will be paid for a compact or smaller vehicle plus fuel for up to three days (i.e., day before, day of, and day after finalist interview).
7. Any claimed mileage and travel expenses must be submitted within 30 days of the completion of travel by the candidate using CU's approved travel expense form. Expense requests will be submitted to Mark Knudson for initial review; Mark will forward requests to Barbara Benson for processing and payment by CU.
8. CU will pay only for the specified travel expenses; no other travel or incidental expenses will be reimbursed.

OUTAGE AVERAGES April 2024 THROUGH March 2025

MONTH	YEAR	NUMBER OF OUTAGES	NUMBER OF CUSTOMERS AFFECTED	TOTAL CUSTOMER MINUTES OFF	MONTHLY NUMBER OF CUSTOMERS IN THE SYSTEM	NUMBER OF MOMENTARY INTERRUPTIONS
April	2024	0	0	0	8292	1
May	2024	0	0	0	8334	2
June	2024	1	4	320	8331	1
July	2024	2	2,504	250216	8351	2
Aug	2024	0	0	0	8364	2
Sep	2024	1	300	7200	8359	1
Oct	2024	0	0	0	8372	1
Nov	2024	1	42	5082	8375	2
Dec	2024	1	6	1260	8393	3
Jan	2025	0	0	0	8404	2
Feb	2025	0	0	0	8402	0
March	2025	0	0	0	8412	0
12 MONTH TOTALS		6	2,856	264,078	100,389	17
12 MONTH AVERAGE		0.50	238	22,007	8,366	1.4

			C.U.	Industry Typical Value
SAIDI =	$\frac{\text{Sum of all customer interruption minutes}}{\text{Total number of customers}}$	$= \frac{264,078}{8,366}$	$= 31.5666$	87.0
SAIFI =	$\frac{\text{Total number of customer interruptions}}{\text{Total number of customers}}$	$= \frac{2856}{8,366}$	$= 0.34$	0.93
MAIFI=	$\frac{\text{Total number of cust. momentary interruptions}}{\text{Total number of customers}}$	$= \frac{17}{8,366}$	$= 0.002$	0.96
CAIDI =	$\frac{\text{Total interruption minutes for 12 months}}{\text{Total number of interruptions}}$	$= \frac{92}{6}$	$= 15$	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 Molamphy, Member Pendleton, Member Hill, and Member Westcott

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

From: Mike Schelske, Finance Manager

Date: April 2, 2025

Subject: Fiscal Year 2026 Operating & Capital Budget Process

The following is the schedule for the development of the Fiscal Year 2026 Operating and Capital Budgets.

- March 24 – email Capital Budget forms to Management Team
- March 31 – email Operating Budget forms to Department Heads
- April 14 & 28 – check-ins with Department Heads to review process
- May 12 – Operating and Capital Budgets are due
- May 19 – begin budget review process with General Manager
- May 29 – complete the budget review process with General Manager
- June 5 – budget is distributed to Board with June Board Packet
- June 10 – present proposed Operating & Capital Budget to Board

Please feel free to contact me if you have any questions about this process.