

***CANBY UTILITY***  
***REGULAR BOARD MEETING***  
***JULY 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 June 10, 2025 (pp. 1-8)
  - 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 July 8, 2025 with your name, the topic you would like to speak on, and contact information: [bbenson@canbyutility.org](mailto:bbenson@canbyutility.org) or 503-263-4312.*
- V. RESOLUTION NO. 330 Directing General Manager to Submit a Line and Load Interconnection Request to BPA for Direct Connection to the Federal Columbia River Transmission System – Carol Sullivan, General Manager (pp. 9-10)
- VI. PRESENTATION Canby Water Supply Project Update – Andrew Nishihara, Stantec
- VII. RECOMMENDATION Adopt Official Compensation Package for Employees – Barbara Benson, Human Resources/Administration Manager (pp. 11-12)
- VIII. BOARD REPORT
  - Chair Comments
  - Board Member Comments
- IX. STAFF REPORTS

Operations Manager

  - Will Serve Letters to the Oregon Liquor and Cannabis Commission, Sequoia Logistics, and Clackamas County Fairgrounds
  - Quarterly Reliability (pp. 13-14)

General Manager Updates
- X. EXECUTIVE SESSION The Canby Utility Board will adjourn its regular meeting to go into executive session pursuant to ORS 192.660(2)(a) to consider the employment of a public employee. Upon completion of the executive session the Board will return to its regular meeting.
- XI. ADJOURN

# ***CANBY UTILITY REGULAR BOARD MEETING MINUTES JUNE 10, 2025***

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

**Staff Present:** Carol Sullivan, General Manager; 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:** Andrew Nishihara and Portia Inman, Stantec; Brian Hutchins, Veolia Water North America; Corianne Burnett, Carollo; Dan Seligman, Columbia Research Corporation; Kirk Olsen, Trammel Crow; Samara Egger, Oregon Liquor and Cannabis Commission; Ken Spencer; Tony Jenkins and Ben Hagerman, VLMK; and Patty Travis

Chair Thompson called the Regular Board Meeting to order at 7:01 p.m.

Chair Thompson presented the meeting agenda for consideration and asked for any additions, deletions, or corrections to the agenda. Thompson noted that Item VII was removed from the agenda to give the International Brotherhood of Electrical Workers more time to review the recent opinion of the Oregon Government Ethics Commission.

Chair Thompson presented the consent agenda for approval. Member Hill made the \*MOTION to approve the consent agenda, consisting of the amended meeting agenda, regular meeting minutes of May 13, 2025, and payment of the electric and water department bills in the amount of \$1,172,951.94. Member Molamphy seconded, and the motion passed 5-0.

Chair Thompson asked for citizen input on non-agenda items.

Samara Egger, the Owner's Representative for the Oregon Liquor and Cannabis Commission (OLCC), addressed the Board regarding the permanent electrical service to the OLCC's new facility at 165 S. Walnut in Canby. Egger requested Board support for issuing a will-serve letter for the project, noting that OLCC has entered into construction and paid all applicable fees. She acknowledged the existing power constraints.

Egger informed the Board that OLCC has approached the Canby City Council for support, prompting the city to contact Representative Christine Drazan's office. Representative Drazan met with Portland General Electric (PGE) last Friday. Notes from that meeting, along with those from OLCC, were forwarded to the Vice President of Policy and Resource Planning at the Legislature, who will also meet with PGE to advocate for the project.

Egger emphasized that OLCC's project fees to Canby Utility have exceeded \$500,000 and that Canby Utility ordered their transformers, which has a 60-week lead time. She asked whether Canby Utility could consider any alternative methods to allow the project to proceed before the impact study is complete. She also requested that Canby Utility evaluate OLCC's project independently, as it is the only one that has been fully permitted and paid.

Egger stated that the first official notification they received about power constraints was a notice attached to their public right-of-way permit. Chair Thompson responded by acknowledging the concerns and shared that she had discussed the matter in depth with the Mayor, which led to the city engaging Representative Drazen. She clarified that this outreach occurred at the Board's encouragement. Chair Thompson noted that following Egger's initial appearance before the Board—where she explained that the power constraints were new information to OLCC—staff communicated to the Board about the nature and extent of the communications staff had with project representatives. She emphasized that throughout those discussions, staff consistently conveyed that Canby Utility could not proceed, along with the reasons why. Thompson said that the formal notice she received could only be issued after the feasibility study was complete.

Thompson explained that Operations Manager Jason Berning has been actively working with our consulting engineers, PGE, and BPA to explore potential alternative solutions. At the same time, the System Impact Study is being conducted. She emphasized the Board's intent to support their project. Thompson also added that Operations Manager Jason Berning has had several meetings with our consulting engineers, PGE, and BPA's teams to explore alternative solutions while waiting for the impact study. In the meantime, the Board has authorized the impact study to obtain clear documentation from PGE outlining its infrastructure constraints. Thompson expressed hope that a solution would be found soon and conveyed her appreciation for OLCC's patience and the difficulties the situation had caused for their organization.

Kirk Olsen, Principal with Trammell Crow Company, also addressed the Board to express his appreciation for the Canby Utility staff. He reaffirmed their offer to assist in any way possible and voiced optimism about identifying a solution.

Andrew Nishihara, representing Stantec as part of the owner's representative team, delivered a presentation on the Canby Water Supply Program. A copy of the presentation is attached to the minutes for reference. The purpose of the presentation was to provide the Board with an overview of current progress and a preview of key decisions that will need to be made as the Program Management Plan is developed.

A primary topic of discussion was establishing clear decision-making authority as the project evolves. Nishihara emphasized the importance of defining decision-making levels early, particularly for approving changes that may impact scope, schedule, or budget. He discussed how complex infrastructure programs benefit from clearly defined processes and roles, which help mitigate risks, avoid confusion, and prevent delays, especially as construction activities begin to accelerate.

Nishihara also introduced the concept of an authority matrix to clarify who has the authority to make specific decisions. He shared an example from an ODOT road construction project to illustrate how structured decision-making supports effective project delivery and budget control. Following the presentation, Nishihara and Portia Inman addressed questions from the Board regarding the roles outlined in the authority matrix, the approved program budget, how proposed changes will be integrated and managed within that budget, and other related topics. A broader discussion ensued.

Nishihara noted that their updated project cost estimates are expected to be released in August. Stantec will return to the Board at a later date to present the finalized authority matrix for Board approval.

Finance Manager Mike Schelske presented the FY26 Electric and Water Operating and Capital Budgets for approval. Schelske reviewed five primary budget impact factors, beginning with the anticipated decline in construction activities that will impact capital contributions, payroll expenses, and net change in assets or net income for both funds. Schelske said that the water revenue is projected to increase 23% for FY 26, primarily driven by the May 2025 and planned May 2026 rate increases and an increase in consumption. Schelske explained that a rate increase has not been budgeted for the electric fund, but that a rate study is planned for this summer. Staff anticipates proposing an estimated 2% rate increase later this year to avoid having a negative operating income. BPA's estimated wholesale cost increase is 1.83%. Canby Utility is waiting for BPA to publish the final rates. Schelske also talked about the BPA power dividend ending last year. The last significant budget impact factor is lower capitalized labor, resulting from lower construction activity and increased net payroll costs for both funds.

Schelske reviewed the electric budget summary. Electric revenues for FY26 are budgeted at \$15.8 million. The operating expenses at \$16 million, resulting in an operating loss of approximately \$200,000. The net income, after non-operating income and expenses and capital contributions, is \$1.5 million. The capital expenditures are budgeted at \$1.8 million, with the largest expenditures being line extensions, purchase of a wire-pulling trailer, substation bay build-out, and service connections. The cash and investments are anticipated to be \$17.1 million by June 30, 2026.

Schelske reviewed the water budget summary. Water revenues for FY26 are budgeted at \$5.8 million. The operating expenses at \$4.6 million. The operating income is \$1.2 million. The net income, after non-operating income and expenses and capital contributions, is \$3.7 million. Schelske explained that the rate adjustments are projected to increase revenues \$500,000 per year, or \$3.5 million over the five-year period that is required to cover the debt service for the Canby Water Supply Project (CWSP).

The capital expenditures are budgeted at \$3.9 million, with the largest expenditures being the CWSP conceptual engineering and program management, new construction projects, mainline replacement, and meter replacements. Schelske said that cash and investments are anticipated to be \$12.5 million by June 30, 2026.

Schelske stated that the overall personnel costs are projected to increase by approximately 1.7% due to a 3.5% wage increase for represented employees, a 2.0% projected cost of living adjustment for non-represented employees, and the elimination of the purchasing agent position.

Following a brief discussion on the budget, Member Pendleton made the \*MOTION that the fiscal year 2026 Electric and Water Operating and Capital Budgets be approved as presented. Member Molamphy seconded the motion, and the motion passed unanimously 5-0.

Chair Thompson shared an update on her conversation with Mayor Hodson regarding Canby Utility's current power delivery challenges, which are impacting development. The purpose of their discussion was to explore whether the Mayor and the City Council could offer support in addressing these issues. Mayor Hodson expressed an understanding of the situation and offered to conduct outreach to individuals or entities that may be able to provide assistance.

Following this update, the Board discussed the OLCC's proposed plans for on-site solar generation and a 2 MW generator. Operations Manager Jason Berning clarified that Canby Utility calculates a development's power needs based on standard service requirements, independent of any on-site generation the customer may have.

Member Westcott commented on the budget including Canby Utility's first electric vehicle - an electric forklift. He emphasized the importance of supporting the community and promoting the use of Canby Utility's power. Discussion followed regarding the balance between encouraging power sales through electric vehicle promotion and the constraints currently facing the utility's power delivery system. Westcott noted that Canby Utility has sufficient power capacity to support customers' electric vehicles, unlike the large commercial and industrial loads. He was pleased to see the commitment to electrification reflected in the budget through the purchase of its first electric vehicle.

Operations Manager Jason Berning reported on Canby Utility's Wildfire Mitigation Plan. Berning said that the staff had completed its annual required plan review and inspected Canby's higher-risk wildfire areas. Staff will notify the Oregon Public Utilities Commission that the review and inspections are done.

Berning also reported on the bridge work on Knights Bridge Road. He has had good communications with the contractor to ensure that Canby Utility will be able to access the construction area for emergency or other necessary work.

General Manager Carol Sullivan provided several updates to the Board. She reported that staff is actively planning for Canby Utility's 55th Anniversary Customer Appreciation Event, which is scheduled for mid-August.

Sullivan shared that she recently signed an Intergovernmental Agreement with McMinnville Water & Light, enabling Canby Utility's Apprentice Lineman to receive the training hours required to advance in the program.

Sullivan also attended the Northwest Public Power Association (NWPPA) Conference with the intent of promoting interest in the General Manager position.

Sullivan noted that Canby Utility participated in the Touch-A-Truck event as part of Canby's First Thursday celebration on June 5. Staff brought both the large bucket truck and the Vactor truck to the event.

Sullivan also reported that she and Operations Manager Jason Berning had conversations with Representative Christine Drazan's assistant about Canby Utility's power delivery challenges. Her assistant expressed support and offered to assist. Sullivan also noted that Representative Drazan met with PGE President and CEO Maria Pope. During a recent meeting with PGE and BPA, PGE acknowledged the urgency of the situation and the pressure to expedite their study process. PGE will now conduct the system impact study in phases. Within one month, PGE expects to inform Canby Utility how much additional load the Westcott Substation can handle without system upgrades. The remaining portions of the study—such as scoping and cost estimating—will take longer to complete.

Sullivan also reported on the Canby Water Supply Program (CWSP). Staff selected a new brand for CWSP communications and materials. On May 14, the third workshop for the Conceptual Engineering team was held, focusing on potential plant site locations and the conservation easements on City-owned property. Sullivan stated that the CWSP project was identified as a low-priority project for the State Revolving Loan Fund. The workshop also included discussions on alternative site analyses and transferring water rights.

Member Hill provided an update on the status of the General Manager recruitment. Eighteen applicants met the minimum qualifications and were scored accordingly. The subcommittee will review the top candidates and determine which individuals will be invited to a screening interview. Although in-person interviews were initially scheduled for July 17, that date may need to be adjusted to accommodate a full day of interviews.

Member Pendleton expressed concerns regarding funding for the CWSP, noting the uncertainty surrounding the future of the Water Infrastructure Finance and Innovation Act (WIFIA). He raised two key questions should WIFIA funding become unavailable: first, whether market rates for revenue bonds would be comparable to WIFIA financing; and second, if the City of Canby were to pursue another Urban Renewal District (URD), would borrowing for the CWSP project negatively affect the city's credit rating, potentially increasing financing costs. In response, Schelske explained that, in general, revenue bonds tend to have higher costs than federal funding options, such as WIFIA. However, this could vary due to the current volatility in the bond markets. He also briefly described revenue bonds as being backed by revenue generated to service the loan but was unsure whether such borrowing would impact the city's credit rating.

Andrew Nishihara of Stantec shared a recent example from Grants Pass, where the city lost \$50 million in FEMA funding for a project and subsequently considered WIFIA and bond financing. Given current market conditions, Grants Pass ultimately opted to issue revenue bonds. Nishihara further explained that WIFIA loan rates are tied to the U.S. Treasury rate, with the rate calculation based on the State and Local Government Series plus an additional 0.01%.

Member Hill then revisited the timeline for PGE's System Impact Study. He expressed some frustration with the 30-day timeframe needed to determine how much additional load can be supported at the Westcott substation. Sullivan explained that the analysis incorporates the projected load growth for Canby Utility and PGE under various severe weather scenarios. Berning added that on one side of the Westcott Substation, the transmission line is auto-transferred, allowing PGE to isolate and reroute power during certain events. He explained that PGE will run multiple load scenarios and analyze the data to ensure system reliability.

Lastly, Member Westcott raised questions regarding PGE's use of backup generators on their system compared to the backup generation requested by the OLCC. Berning clarified that Environmental Protection Agency regulations limit the use of backup generators for commercial and industrial purposes to 50 hours per year for non-emergency situations, prompting further discussion among the members.

Member Molamphy made the \*MOTION to adjourn the meeting at 8:20 p.m. Member Hill seconded, and the motion passed 5-0.

The meeting adjourned at 8:20 p.m.

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Melody Thompson, Chair

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John Molamphy, Member

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Jake Hill, Member

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Jack Pendleton, Member

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Robert Westcott, Member

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Barbara Benson, Board Secretary

## Canby Water Supply Program (CWSP)

Aligning Authority, Budgets, and Change: Why an Authority Matrix matters for Program Success

June 10, 2025



CANBY WATER SUPPLY PROGRAM - AUTHORITY MATRIX

## Budget Decisions Trigger Program-Wide Change

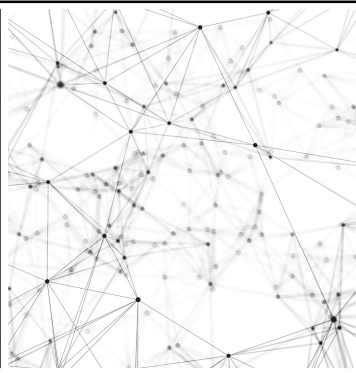
All change decisions are limited to what's already been approved in the program budget, contingency, and management reserve.



## The Challenge

### Complex Programs Require Clear Decision-Making

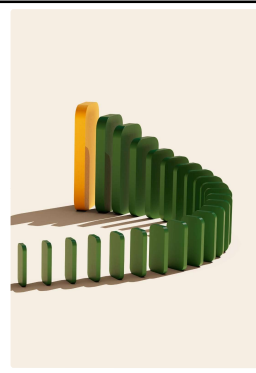
- Multiple stakeholders and roles
- Overlapping projects and decisions
- Scope and budget changes affect timelines and outcomes



## Budgets & Change Are Intertwined

### Managing Change Within Approved Budgets

All change decisions are limited to the approved program budget, contingency, and management reserve.



## What's at Stake

### Risks Without Clear Authority

- Delayed decisions and budget bottlenecks
- Misaligned priorities between projects
- Field-level confusion and resistance to change



## What is an Authority Matrix?

### Defining Who Decides What, When, and How


- Clarifies decision-making roles at every level
- Aligns change approvals with budget authority
- Presents decision overlaps and delays

Planned Budget Changes	Changes to Planned Project Phase Completion Date	Change Tier	Who Must Approve?
Up to \$100,000 per change that does not alter Baseline Budget including contingency and approved management reserve	Less than 5 calendar days or cumulative of less than 15 calendar days	5	Construction Manager
Up to \$250,000 per change that does not alter Baseline Budget including contingency and approved management reserve	Less than 15 calendar days or cumulative of less than 30 calendar days	4	Project Manager
Up to \$500,000 per change that does not alter Baseline Budget including contingency and approved management reserve	Less than 30 calendar days or cumulative of less than 90 calendar days	3	Program Manager
Up to \$1 million per change or aggregate that does not alter Baseline Budget including contingency and approved management reserve	Less than 90 calendar days or cumulative of less than 180-day aggregate calendar days	2	Program Director / Executive Committee
Cost impact will exceed Management Reserve limits (cumulative)	Beyond 180-day aggregate calendar days	1	CU Board of Directors




**Why It Matters Now – Laying a Strong Foundation**


**Building Clarity Into Our Program From Day One**




**Defining Roles Clearly**  
Who is responsible, Accountable, Consulted, and Informed (RACI) – so there is no ambiguity.



**Preventing Confusion and Overlap**  
Everyone knows their part. No duplicate work or missed tasks.



**Speeding Up Decisions**  
Clear authority lines mean faster approvals and fewer delays.



**Boosting Accountability and Governance**  
People take ownership, and decisions align with policy and compliance standards.

**Questions**


**Guardrails for Budget Authority**

**Authority to Manage, Not to Expand**

- ✓ Changes **within** the approved program budget
- ✓ Allocation of **contingency funds** (planned risks)
- ✓ Use of **management reserve** (unforeseen but in-scope)
- ✓ Internal **reallocations** within approved budget

**What it Does NOT Cover**

- ✗ Approving **new funding** outside of the approved budget
- ✗ **Expanding** program scope without approval
- ✗ Making **financial commitments** not aligned with approved limits



**Next Steps**

- Approval of the authority matrix after the project budget is confirmed

**Benefits of an Authority Matrix**

**Why This Matters for Success**

Without Authority Matrix	With Authority Matrix
Unclear decision-making	Defined roles and responsibilities
Delays in budget and change approvals	Faster, streamlined decisions
Confusion across program layers	Clear accountability across teams
Field teams unsure who decides what	Aligned direction from top to bottom
Scope and budget creep risks	Decisions stay within council limits



## MEMORANDUM

July 3, 2025

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

FROM: Carol Sullivan, General Manager and Jason Berning, Operations Manager

SUBJECT: Bonneville Power Administration Line and Load Interconnection Request

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**Suggested Motion:** Move to adopt Resolution No. 330, directing the General Manager to submit a Line and Load Interconnection Request to the Bonneville Power Administration, initiating the process to evaluate and pursue a potential direct connection to the Federal Columbia River Transmission System.

**Background:** Canby Utility (CU) is a full-requirements customer of the Bonneville Power Administration (BPA), relying exclusively on BPA for wholesale power. Currently, BPA delivers power to CU via Portland General Electric's (PGE) transmission system.

Results from the recent BPA and PGE's 2025 Feasibility Study showed that PGE's transmission system is experiencing severe congestion and constraints that are limiting new growth opportunities in Canby, particularly for projects requiring loads of one megawatt or more.

To address this challenge and ensure long-term service reliability, CU must explore alternative transmission solutions accommodate future demand. One option is to submit a Line and Load Interconnection Request (LLIR) to BPA, which would begin the formal process to evaluate the feasibility of a direct transmission interconnection between BPA and CU.

As General Manager, I recommend that the Board authorize this action by adopting Resolution No. 330, directing staff to submit the LLIR to BPA.

Jason and I will be available to answer any questions the Board may have.

**RESOLUTION NO. 330**

**A RESOLUTION OF THE CANBY UTILITY BOARD DIRECTING THE GENERAL MANAGER TO SUBMIT A LINE AND LOAD INTERCONNECTION REQUEST TO THE BONNEVILLE POWER ADMINISTRATION FOR DIRECT CONNECTION TO THE FEDERAL COLUMBIA RIVER TRANSMISSION SYSTEM.**

**WHEREAS**, the Canby Utility Board is committed to providing safe, reliable, and cost-effective electric service to all its customers; and

**WHEREAS**, the Board recognizes the importance of supporting the City of Canby’s economic growth and development by ensuring adequate electric capacity for current and future demand; and

**WHEREAS**, Canby Utility is a full requirements customer of the Bonneville Power Administration (BPA), relying solely on BPA as its source of wholesale power supply; and

**WHEREAS**, BPA currently delivers power to Canby Utility through Portland General Electric’s transmission system, which is experiencing severe congestion and constraints that are limiting new load growth opportunities in Canby; and

**WHEREAS**, due to these system limitations, Canby Utility must explore alternative long-term transmission solutions to maintain service reliability and accommodate future demand; and

**WHEREAS**, BPA has indicated its willingness to study a potential direct transmission interconnection to Canby Utility;

**NOW, THEREFORE**, the Canby Utility Board hereby directs the general manager to submit a Line and Load Interconnection Request (LLIR) to the Bonneville Power Administration, initiating the process to evaluate and pursue a direct connection to the Federal Columbia River Transmission System.

ADOPTED by the Canby Utility Board this \_\_\_\_day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Melody Thompson, Chair

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John Molamphy, Member

\_\_\_\_\_  
Jake Hill, Member

\_\_\_\_\_  
Jack Pendleton, Member

\_\_\_\_\_  
Robert Westcott, Member

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



## MEMORANDUM

**To:** Chair Thompson, Members Molamphy, Pendleton, Hill, and Westcott  
**From:** Barbara Benson, Human Resources/Administration Manager  
**Date:** June 27, 2025  
**Subject:** Official Compensation Package for Employees

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**Suggested Motion:** Motion to adopt the official compensation package for Canby Utility employees.

**Background:** The Oregon Government Ethics Commission (OGEC) recently issued an opinion interpreting ORS 244.040 to prohibit the provision of any food and beverages by a public body to elected or appointed officials and employees unless such provisions are part of their official compensation package.

Common examples that are now prohibited unless policies are updated include:

- Meals during governing body meetings held over lunch/dinner
- Appreciation events
- Team-building gatherings with food
- Holiday potlucks or retirement receptions

Board Attorney Ashley Driscoll advised that Canby Utility immediately stop these practices unless and until the following steps are taken:

1. The Board adopt a policy designating food/beverages as part of compensation for the Board of Directors.
2. Update existing or adopt a stand-alone policy to include food/beverage as official compensation for employees.

The attached policy was drafted from sample language Driscoll provided to Canby Utility for the employees. The International Brotherhood of Electrical Workers Local 125 has also reviewed the policy. A separate policy will be presented next month that will address board members compensation.

It was also noted that adopting an official compensation package will require staff to review whether or not the compensation and benefits being provided are taxable fringe benefits under federal tax law.

I will answer any questions the board has during the meeting.

# CANBY UTILITY

JULY 2025

## Official Compensation Package for Employees

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**Purpose:** This policy is to address any Oregon Government Ethics (ORS 244) issues that might arise from providing meals, food, beverages, or other compensation to employees as a result of performing their official duties for Canby Utility.

**Covered Individuals:** This policy applies for all employees serving Canby Utility.

**Policy:** As part of their official compensation package as that term is used under ORS 244.040(2)(a), employees may receive the following from Canby Utility:

- (1) Food, beverage, and other related items provided by Canby Utility including any of their relatives or household members who are accompanying them during a Canby Utility-related event such as, but not limited to meetings, team building activities, potlucks, employee appreciation events, retirement parties, retreats, and conferences.
- (2) Items with Canby Utility logo provided to them in their role as an employee such as clothing, water bottles, pens, paper, etc.
- (3) This policy does not apply to:
  - (a) Food, lodging, transportation and other related costs reimbursed by Canby Utility and covered under existing Canby Utility reimbursement policies.
  - (b) Food, beverage, and other related items provided by Canby Utility to the employee that are also available to the public at large.
  - (c) Items that are considered “gifts” under ORS 244.020(7).
- (4) Compensation provided as part of an official compensation package may be subject to income tax per the IRS rules on taxable fringe benefits (See IRS Publication 5137, Tax Exempt & Government Entities).

**Examples:** The following are examples of when this policy would apply:

- (1) At its regular meetings, the Canby Utility Board provides meals and beverages for employees staffing a Canby Utility meeting. Those meals would be considered part of the official compensation package.
- (2) After being hired, all Canby Utility employees receive a Canby Utility logo sweatshirt. This sweatshirt would be considered part of the official compensation package.
- (3) Employee, while performing Canby Utility related business, is provided with a meal by an outside third party. This is not considered part of the official compensation package and must be analyzed under ORS 244. Canby Utility generally does not allow contractors and vendors to pay for an employee’s meal.
- (4) Members of Canby Utility Board are provided dinner at a utility staff recognition event which employees are invited to attend as well. Dinner and a prize would be considered part of the official compensation package.

The Board of Directors adopted this procedure on \_\_\_\_ day of July, 2025.

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Barbara Benson, Board Secretary

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Date

OUTAGE AVERAGES July 2024 THROUGH June 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
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
April	2025	0	0	0	8423	0
May	2025	1	482	130140	8432	1
June	2025	0	0	0	8434	0
12 MONTH TOTALS		6	3,334	393,898	100,721	14
12 MONTH AVERAGE		0.50	278	32,825	8,393	1.2

			C.U.	Industry Typical Value
SAIDI =	$\frac{\text{Sum of all customer interruption minutes}}{\text{Total number of customers}}$	$= \frac{393,898}{8,393}$	$= 46.9294$	$87.0$
SAIFI =	$\frac{\text{Total number of customer interruptions}}{\text{Total number of customers}}$	$= \frac{3334}{8,393}$	$= 0.40$	$0.93$
MAIFI=	$\frac{\text{Total number of cust. momentary interruptions}}{\text{Total number of customers}}$	$= \frac{14}{8,393}$	$= 0.002$	$0.96$
CAIDI =	$\frac{\text{Total interruption minutes for 12 months}}{\text{Total number of interruptions}}$	$= \frac{118}{6}$	$= 20$	$107.25$

## **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.