

***CANBY UTILITY  
REGULAR BOARD MEETING  
AUGUST 12, 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 and Executive Session Minutes of July 8, 2025 (pp. 1-4, plus separate item)
  - Approval of Payment of Water and Electric Bills
- IV. CITIZEN INPUT ON NON-AGENDA ITEMS *Citizen's wanting to speak virtually, please email or call the Board Secretary-Clerk by 4:30 p.m. on August 12, 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. PRESENTATION Canby Water Supply Project Update – Andrew Nishihara, Stantec (pp. 5-7)
- VI. RESOLUTION NO. 331 Adopting revisions to Procedure 405 – Barbara Benson, Human Resources and Administration Manager (pp. 8-15)
- VII. BOARD REPORT
  - Chair Comments
  - Board Member Comments
- VIII. STAFF REPORTS

Board Secretary:

  - Board Planning Calendar (pg. 16)
  - 55<sup>th</sup> Anniversary Event August 20thGeneral Manager Updates
- IX. ADJOURN

# ***CANBY UTILITY REGULAR BOARD MEETING MINUTES JULY 8, 2025***

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

**Absent:** Member Westcott

**Staff Present:** Carol Sullivan, General Manager; Barbara Benson, Board Secretary; Jason Berning, Operations Manager; Mike Schelske, Finance Manager; and Cindy Dittmar, Customer Service Supervisor

**Others Present:** Daniel Stearns, City Council Liaison; Brian Hutchins, Veolia Water North America; Mark Knudson, SDAO; Joe Brennan; Andrew Nishihara and Eric Ward, Stantec; Corrienne Burnette, Carollo; Mike Wells, Stratus Developers; Bob Willis, WSP; Brad Roberts, Therma Glass; and Tony Jenkins, VLMK

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 meeting minutes of June 10, 2025, and payment of the electric and water department bills in the amount of \$462,894.90. Member Molamphy seconded, and the motion passed 4-0.

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

Mike Wells, Principal at Stratus Real Estate Developers, addressed the Board regarding electric service availability for upcoming development projects. He explained that Stratus primarily develops warehouse-style buildings between 25,000 and 100,000 square feet and has identified approximately ten industrial-zoned sites in the area suitable for such projects. Wells expressed concern over the current electric supply constraints, describing them as a significant hardship for landowners, developers, contractors, architects, and engineers. He requested more clarity on how long these constraints are expected to last and what timelines developers should plan around. He also mentioned a potential project that they are uncertain if they can pursue it due to power challenges.

Operations Manager Jason Berning provided a brief overview of ongoing studies by Portland General Electric (PGE). The current study aims to identify the upgrades needed in their transmission system to reliably meeting Canby Utility's growing load demands. Although Canby Utility's power supply contract is with Bonneville Power Administration (BPA), BPA is permitting Canby Utility to work directly with PGE to address the transmission limitations.

Berning noted that based on information from PGE, the constraints could persist for approximately three to four years. He encouraged Mr. Wells to maintain ongoing communication with him for updates.

Member Hill clarified that while large-scale service constraints may take longer to resolve, smaller loads might be serviceable sooner. Mr. Wells expressed his willingness to collaborate with other stakeholders to support Canby Utility's efforts in advocating for a timely resolution with both BPA and PGE.

General Manager Carol Sullivan presented a resolution for consideration. She said that Canby Utility is a full-requirements customer of the Bonneville Power Administration (BPA), relying exclusively on BPA for wholesale power. Currently, BPA delivers power to Canby via Portland General Electric's (PGE) transmission system. The 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.

Sullivan said that to address this challenge and ensure long-term service reliability, Canby Utility must explore alternative transmission solutions to 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 Canby Utility. Sullivan recommended that the Board authorize this action by adopting the proposed resolution that directs staff to submit the LLIR. A brief discussion ensued regarding the cost of the LLIR and that Canby Utility would not be charged directly for the cost to connect to the BPA transmission line. Member Molamphy made the \*MOTION 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. Member Pendleton seconded, and the motion passed 4-0.

Andrew Nishihara and Eric Ward, project managers with Stantec, provided an update on the Canby Water Supply Program. Nishihara reported that approximately 14% of the contract funds have been expended and over 11% of the work has been completed. Going forward, Stantec will attend monthly Board meetings to provide ongoing updates.

Nishihara outlined the upcoming project deliverables. The identification of service level goals is expected by the end of this week. Intake planning and the Communications Plan will be completed in August, followed by the treatment plant siting and other site assessments in September. In October, Stantec plans to deliver the pipeline planning and water quality components. Updated project cost estimates will be provided in November, and the overall project schedule is expected to be delivered in December. The project includes 18 subtasks, 14 of which are currently underway. The Board engaged in discussion about the project timeline, the status of deliverables, the communications strategy, and the collaboration portal.

Human Resources / Administration Manager Barbara Benson presented a policy for consideration. She explained that the Oregon Government Ethics Commission (OGE) recently issued an opinion interpreting ORS 244.040 to prohibit public bodies from providing food and beverages to elected or appointed officials and employees unless such provisions are expressly included in their official compensation package. Benson noted that common practices now prohibited without a formal policy include providing meals during governing body meetings held over lunch or dinner, appreciation events, team-building activities involving food, and holiday potlucks or retirement receptions. Board Attorney Ashley Driscoll advised that Canby Utility should immediately cease these practices unless and until the Board adopts a policy that designates food and beverages as part of the official compensation package for both employees and Board members. Benson shared that the proposed policy was drafted using sample language from the Board Attorney's office and has been reviewed by the International Brotherhood of Electrical Workers Local 125. She added that a separate policy addressing compensation for Board members will be brought forward at a future meeting. The OGE opinion does not address the tax implications of such provisions. Member Molamphy made the \*MOTION to adopt the official compensation package for Canby Utility employees as presented. Member Hill seconded, and the motion passed 4-0.

Member Pendleton inquired about the executive session the City of Canby had scheduled for Canby Utility. Chair Thompson responded that the discussions held during executive sessions are confidential and cannot be disclosed outside of that setting. Board Secretary Barbara Benson added that the Board Attorney's office is planning to coordinate a meeting between Canby Utility and City staff to follow up on the matter.

Member Pendleton inquired about project prioritization given current power supply limitations. He noted that Portland General Electric (PGE) has indicated it cannot currently provide the 7 megawatts requested by Canby Utility for projects included in the feasibility study, and asked whether Canby Utility or the City of Canby would be responsible for prioritizing new developments coming into the city.

Operations Manager Jason Berning explained that until the ongoing transmission studies are complete, Canby Utility will not have a clear understanding of future capacity limitations. He shared that he has been working with PGE to find interim solutions that allow the three proposed projects to move forward, and confirmed that he has issued three will-serve letters. Berning noted that PGE was able to expedite a portion of its study, confirming that 2 megawatts of additional capacity could be allocated to Canby Utility. In response, Canby Utility will shift 4 megawatts of existing load from the Westcott substation to the Knights Bridge substation during extreme weather events, thereby freeing up capacity at Westcott to serve the new projects. However, it remains uncertain whether this load shift will need to be permanent, seasonal, or event-driven.

Berning expressed concern about making firm commitments to developers while the long-term availability of additional capacity remains unclear. Chair Thompson directed staff to coordinate with legal counsel to ensure the Board is kept informed on this critical issue.

**Canby Utility  
Regular Board Meeting Minutes  
July 8, 2025  
Page 4 of 4**

Member Hill provided an update on the General Manager recruitment process. He reported that the recruitment is progressing on schedule and within budget. A total of 20 applications were received, with 18 candidates meeting the minimum qualifications. The screening committee has identified recommended finalists for interviews, which are being planned for July. Operations Manager Jason Berning reported that an outage occurred in May related to an underground cable fault. Berning provided details on that event.

Berning also reported that he has been in contact with the Interim City Manager, Randy Ealy, and has a meeting planned with Ealy and Planning Director Don Hardy next week related to the power constraints. Berning has requested that the city provide a list of all projects that have been through the planning process and were approved to proceed. Berning also noted he has a meeting with PGE on July 30 to check in on the status of the System Impact Study.

General Manager Carol Sullivan reported that Senate Bill 427, related to water rights that could impact Canby Utility's ability to move the water point of diversion upstream on the Willamette River, died in the legislative session. As such, the urgency to apply has subsided.

Member Molamphy made the \*MOTION to go into Executive Session according to ORS 192.660(2)(a) to consider the employment of a public employee. Member Hill seconded, and the motion passed 4-0.

The regular meeting recessed at 7:56 p.m.

The regular meeting reconvened at 9:05 p.m.

Member Molamphy made the \*MOTION to adjourn the meeting at 9:07 p.m. Member Pendleton seconded, and the motion passed 4-0.

The meeting adjourned at 9:07 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



## MEMORANDUM

**To:** Chair Thompson, Member Molamphy, Member Pendleton, Member Hill, and Member Westcott

**Copy to:** Carol Sullivan, Jason Berning, Barb Benson

**From:** Mike Schelske, Finance Manager

**Date:** August 6, 2025

**Subject:** CWSP Budget Report as of June 27, 2025

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Attached is a report outlining expenditures through June 27 for each CWSP task, alongside the corresponding budget allocations. The report also includes a chart comparing the percentage of each task billed to its percentage of completion, providing a snapshot of progress and financial alignment.

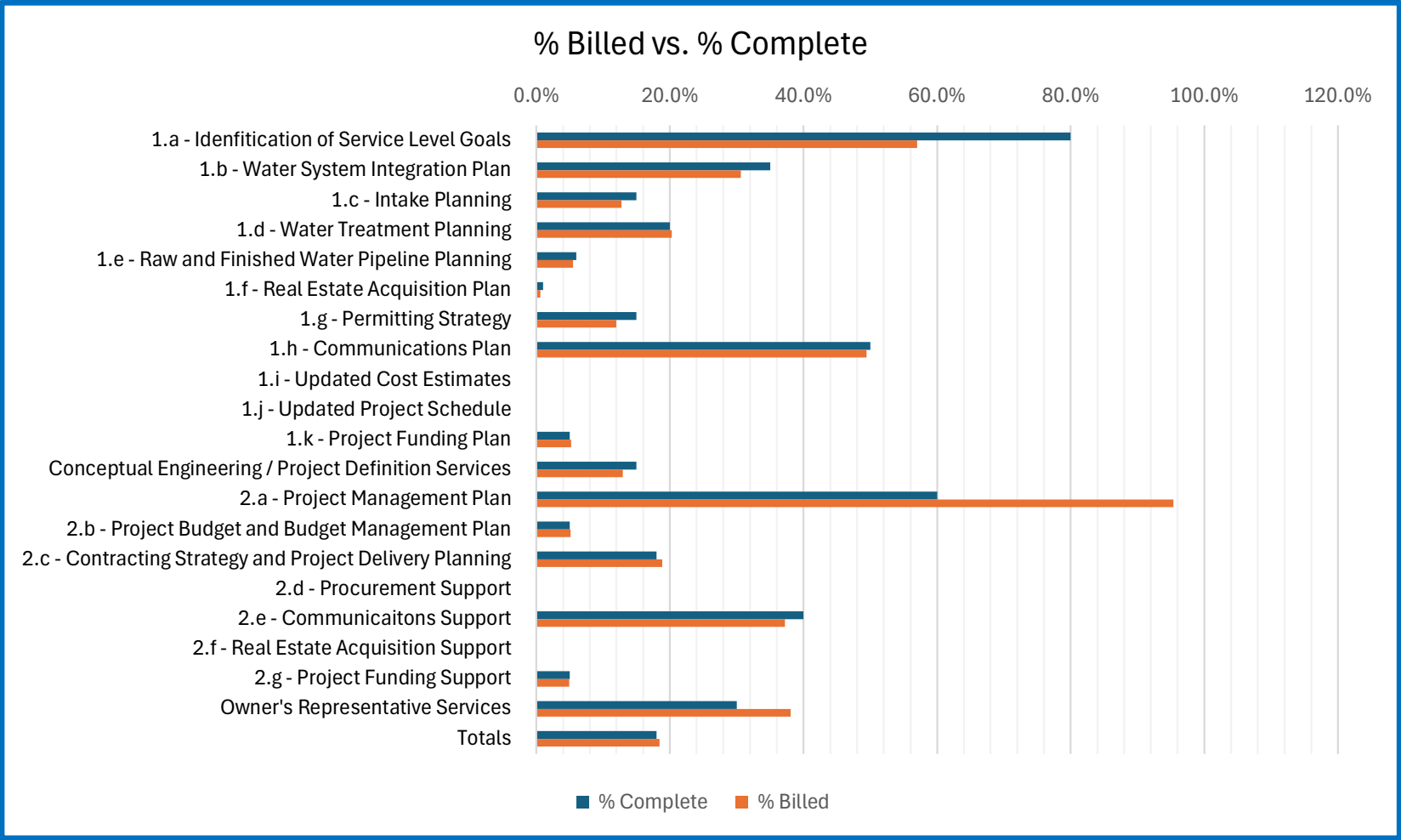
Stantec staff are available to address any questions or provide further clarification as needed.

# CWSP Budget Report

As of June 27, 2025

Task	Contract Amount	Amount this Invoice	Amount Previously Billed	Amount Billed to Date	% of Contract Maximum Amount	Contract Amount Remaining	Physical Percent Complete	Earned Value
1.a - Identification of Service Level Goals	\$ 34,532	\$ 1,984	\$ 17,703	\$ 19,687	57.0%	\$ 14,845	80.0%	\$ 27,626
1.b - Water System Integration Plan	98,091	1,882	28,168	30,050	30.6%	68,041	35.0%	34,332
1.c - Intake Planning	194,816	6,690	18,158	24,849	12.8%	169,967	15.0%	29,222
1.d - Water Treatment Planning	163,777	2,047	31,166	33,213	20.3%	130,564	20.0%	32,755
1.e - Raw and Finished Water Pipeline Planning	84,656	1,406	3,259	4,665	5.5%	79,991	6.0%	5,079
1.f - Real Estate Acquisition Plan	52,712	333	-	333	0.6%	52,379	1.0%	527
1.g - Permitting Strategy	420,671	41,604	8,782	50,386	12.0%	370,284	15.0%	63,101
1.h - Communications Plan	44,035	1,757	20,020	21,777	49.5%	22,258	50.0%	22,017
1.i - Updated Cost Estimates	191,329	-	-	-	0.0%	191,329	0.0%	-
1.j - Updated Project Schedule	69,560	-	-	-	0.0%	69,560	0.0%	-
1.k - Project Funding Plan	127,805	3,823	2,827	6,649	5.2%	121,156	5.0%	6,390
<b>Conceptual Engineering / Project Definition Services</b>	<b>1,481,983</b>	<b>61,526</b>	<b>130,083</b>	<b>191,609</b>	<b>12.9%</b>	<b>1,290,375</b>	<b>15.0%</b>	<b>221,050</b>
2.a - Project Management Plan	106,106	1,904	99,277	101,181	95.4%	4,925	60.0%	63,663
2.b - Project Budget and Budget Management Plan	47,481	-	2,436	2,436	5.1%	45,046	5.0%	2,374
2.c - Contracting Strategy and Project Delivery Planning	63,053	8,521	3,351	11,872	18.8%	51,181	18.0%	11,350
2.d - Procurement Support	30,891	-	-	-	0.0%	30,891	0.0%	-
2.e - Communicaitons Support	109,272	14,148	26,507	40,655	37.2%	68,617	40.0%	43,709
2.f - Real Estate Acquisition Support	24,914	-	-	-	0.0%	24,914	0.0%	-
2.g - Project Funding Support	32,673	-	1,612	1,612	4.9%	31,061	5.0%	1,634
<b>Owner's Representative Services</b>	<b>414,390</b>	<b>24,573</b>	<b>133,182</b>	<b>157,755</b>	<b>38.1%</b>	<b>256,635</b>	<b>30.0%</b>	<b>122,729</b>
<b>Totals</b>	<b>\$ 1,896,373</b>	<b>\$ 86,099</b>	<b>\$ 263,265</b>	<b>\$ 349,364</b>	<b>18.4%</b>	<b>\$ 1,547,010</b>	<b>18.0%</b>	<b>\$ 343,779</b>

CWSP Budget Report  
As of June 27, 2025







## MEMORANDUM

**To:** Chair Thompson, Member Molamphy, Member Pendleton, Member Hill, and Member Westcott

**From:** Barbara Benson, Human Resources/Administration Manager

**Date:** August 8, 2025

**Subject:** Non-Represented and Exempt Employee Compensation Procedure

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### **Recommended Motion:**

Move to Adopt Resolution No. 331, a resolution adopting revision to Procedure 405 Compensation Plan for Non-Represented and Exempt Employees.

### **Background:**

The Board of Directors authorized adding a new position to Canby Utility's organization chart: *Administrative Assistant – Confidential*. Canby Utility policies currently cover represented employees through collective bargaining agreements and exempt employees through Procedure 405. However, non-represented hourly employees have been covered only by the provisions of the employee handbook.

The handbook does not provide clear guidance on salary structure, cost-of-living increases, or frequency of market studies in the same way Procedure 405 does. To address this gap, staff recommends updating Procedure 405 to include non-represented, non-exempt positions.

During our most recent salary study for the new position, conducted by HR Answers, we identified conflicting language in the existing policy. The policy states that salary steps should have an equal dollar amount between them, and it also states that the salary range for each position should consist of a thirty percent (30%) spread from minimum to maximum salary, with the Board-approved market average as the mid-point in Step 3. These two provisions conflict when applied simultaneously. To resolve this, we propose clarifying the process so that the 30% salary range spread from minimum to maximum is established first, and then the range is divided into equal steps. This change will remove ambiguity and ensure consistent application of the policy.

I will be available to answer any questions the Board may have during the meeting.

## RESOLUTION NO. 331

### A RESOLUTION ADOPTING REVISED PROCEDURE 405 COMPENSATION PLAN FOR NON-REPRESENTED AND EXEMPT EMPLOYEES.

**WHEREAS**, Procedure 405 sets forth Canby Utility’s compensation plan for exempt employees;

**WHEREAS**, the Board of Directors (“Board”) originally adopted Procedure 405 in 2012 and most recently revised it in 2024; and

**WHEREAS**, the Board has approved the addition of a new non-represented, non-exempt position, *Administrative Assistant – Confidential*, which is not covered by a Collective Bargaining Agreement and is currently outside the scope of Procedure 405;

**WHEREAS**, staff recommends updating Procedure 405 to include non-represented positions in order to provide consistent compensation guidelines;

**WHEREAS**, a compensation study for the new position conducted by HR Answers, Inc., identified conflicting language in the current procedure regarding the relationship between the 30% salary range spread and equal dollar amounts between steps, and the procedure has been revised to provide clarity.

#### **NOW, THEREFORE, THE CANBY UTILITY BOARD RESOLVES AS FOLLOWS:**

1. The Board adopts a revised version of Procedure 405, attached as Exhibit A and incorporated by reference, which replaces the existing Procedure 405 in its entirety.
2. The revised Procedure 405 incorporates an updated salary range chart including the non-represented, non-exempt position, based on the recommendations of the compensation study consultant. Cost-of-living adjustments to these ranges will be made pursuant to Procedure 405, and the Board may adjust these ranges periodically at its discretion
3. This resolution takes effect on immediately upon adoption.
4. Resolution No. 325 is hereby repealed.

**Approved** on this \_\_\_\_\_<sup>th</sup> Day of \_\_\_\_\_, 2025.

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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 UTILITY

PROCEDURE 405

Revised August 2025

## Non-Represented & Exempt Employee Compensation Plan

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### I. Purpose

Well-qualified and dedicated employees are key to Canby Utility (CU) meeting its mission. The Compensation Plan (Plan) has been developed to maintain an internally and externally equitable salary program.

### II. Scope

This procedure applies to CU's non-represented and exempt, full-time employees whose compensation is not determined by a collective bargaining agreement. This includes the General Manager, except as an employment contract or this procedure expressly states otherwise.

### III. Policy

CU strives to pay its employees a total compensation package that is competitive with those in the region and industry, recognizing individual effort and contribution to CU's success. The Plan focuses on being competitive, rewarding knowledge, skills, tenure, performance, and being centered on values. The Board of Directors (Board) is responsible for establishing policy for the Plan, with the General Manager being generally responsible for executing the Plan and the HR Administration Manager responsible for maintaining the Plan's procedure. The General Manager is not responsible for executing the Plan relative to the General Manager's compensation. The Board will be solely responsible for executing the Plan relative to the General Manager's compensation. The Plan will be executed in line with the employee's overall performance.

### IV. Compensation Program Elements

#### A. Salary Ranges

CU sets minimum and maximum salary values for each pay range under the plan, calculated using the standard 2,080 annual work hours. The HR Administration Manager maintains these salary ranges with progression steps being established in accordance with Sections IV.A.2 and IV.A.3 below.

**1. Minimum Range**

The minimum of the appropriate salary range is the rate of pay for newly hired employees and the minimum rate of pay at any time. New employees will be hired at the minimum salary. New employees with experience and/or education significantly exceeding the job description may be hired at a rate of pay within the salary range.

**2. Maximum Range**

The maximum of a salary range provides an upper limit of pay for employees and the maximum to be paid at any time unless: (i) the Board authorizes an employee to be paid above the maximum on a case-by-case basis, or (ii) pursuant to the condition described in Section IV.A.6.

**3. Range Spread**

The salary range for each position consists of a thirty percent (30%) spread from minimum to maximum salary, with the market average as the mid-point. The Board-approved market-average will be placed in "Step 3" to calculate the spread then steps will be developed – See #4. Calculations for determining salary ranges are subject to change based on the recommendations of compensation consultants.

**4. Salary Range Approach**

CU applies a salary range for each non-represented and exempt position that has been approved by the Board. Except as the Board may determine otherwise in its discretion, salary ranges are established through a recommendation from the independent compensation consultant and the General Manager. The range is used to calculate salary steps. Salary steps are created by taking the new range spread and creating an equal spread in dollars between steps, with the exception of the probationary step being set at 50% of the equal spread in dollars.

**5. Cost of Living Adjustment**

Non-represented and exempt employee's salaries and salary ranges will be adjusted every year based on the Consumer Price Index (CPI-U) for West B/C published each August. The inflationary adjustment is retroactively applied to the salaries and salary ranges at the beginning of the fiscal year, July 1. A negative index will not impact employee salaries or ranges. In that scenario, salaries and ranges will reflect a 0% increase for that year. On an annual basis, staff will report to the Board on the status of CPI-U adjustments.

**6. "Red-Circle" Salary**

When changes to the compensation structure or grade occur and an employee's current pay at the time of the change is above the maximum,

or if the position is re-evaluated and reclassified to a lower range, the salary may be “red-circled.” The employee will be considered ineligible for an increase in pay until an adjustment in the salary range brings the rate within the established range for the position. However, if the employee’s job duties have substantially changed since the previous market study, the Board may reduce the salary to align with the updated market.

## **B. Salary Steps**

Salary steps are how employees progress through a salary range throughout their CU career. CU uses a five (5) step plan plus a probationary half-step. Salary steps do not apply to the General Manager, and the terms of the General Manager’s employment agreement govern pay.

### **1. Step Progression**

A covered employee will progress to the next step by:

- Successfully meeting job performance expectations as a condition of their newly appointed position, new hire, or promotion, referred to as completing the six (6) month probationary period. Employees in this situation will be eligible for a half-step progression.
  - The probationary period for all covered employees, other than the General Manager, may be extended at the discretion of the General Manager. .
- Successfully meeting job performance expectations on the employee’s service anniversary for each step.
  - The General Manager will annually review the job performance of subordinate employees and will authorize step increases for subordinate employees who successfully meet job performance expectations.
- Once an employee is on the maximum step of their range, they will only progress through Cost-of-Living adjustments.

### **2. Oversight**

For covered employees other than the General Manager, completion of the non-represented and exempt employee’s evaluation and General Manager-approved step increase results will be reported to the Board. The Board will participate in the Board Secretary-Clerk’s performance reviews, as that position also directly reports to the Board, which may impact their salary steps. Under the Canby City Charter, the Board has final approval of the Board Secretary-Clerk’s compensation. Upon recommendation and justification from the General Manager, the Board

may authorize an employee to be compensated at a rate above their next scheduled step increase if exemplary performance justifies the action.

**C. Salary Review Frequency**

The first salary review after employment will occur at the end of six months of service or when the employee successfully completes their probationary period. Subsequent salary reviews will be held on or about the employee's annual employment anniversary thereafter.

**D. Promotion**

A promotion is a change in status for an employee to a higher range position. Employees changing from one position to another will be subject to a new probationary period with the eligibility for a half-step salary adjustment upon successfully completing the probationary period. In this scenario, benefits will not be affected.

**E. Promotion Increases**

An employee shall be moved into the step for the new position that has the least impact on their existing salary. The date of promotion establishes a new anniversary date for salary review.

**F. General Salary Adjustment**

General salary adjustments may be given to all or selected pay ranges when the local and/or regional economic factors indicate the pay ranges are falling below competitive marketplace salaries for equal or comparable job positions. If the General Manager determines such adjustments are appropriate, they will submit the request for adjustment to the Board for its consideration and approval.

**G. Maintaining Competitive Salaries**

To maintain competitive salaries that contribute to attraction, retention, and motivation of committed and hard-working employees who support CU's mission and values, it is essential to conduct regular market studies every 18 to 36 months. These studies analyze current compensation trends within our industry and geographical area, helping us benchmark our pay practices against similar organizations. Assessing salary data and adjusting as needed will ensure that CU's compensation remains aligned with market standards and reflects the value of each role within the organization. Unless the Board decides otherwise, CU will engage an independent consultant to conduct an objective and impartial study. Working in collaboration with the HR Administration Manager and under the General Manager's oversight, the consultant will develop a list of appropriate comparator organizations. Beyond evaluating salaries, the study may also assess benefits to provide a comprehensive view of total compensation. Once

completed, the consultant's findings will be presented to the Board for review and consideration.

When a market study is adopted by the Board, the employee's wage will be immediately adjusted up to the nearest step within the newly established step range. This adjustment ensures that employee compensation aligns with updated market standards. Following the initial adjustment, employees will continue to advance to the next step in accordance with Section IV.B.1.

#### **H. Compliance with the Fair Labor Standards Act**

CU will review its job descriptions regularly, and significant changes or the creation of new roles will be thoroughly reviewed to ensure compliance with the Fair Labor Standards Act (FLSA), which establishes standards for wages, overtime pay, and other employment practices. This review will assess the position's classification as either exempt or non-exempt based on FLSA criteria, including duties performed, salary level, and salary basis.

### **V. Salary Ranges**

The salary ranges adopted by the Board are attached and incorporated into this procedure by reference. The attached ranges are adjusted annually, in accordance with Section IV.A.5 above, and do not affect the Plan procedures.

This procedure was adopted by the Board of Directors on \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2025.

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Barbara Benson, Board Secretary

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Date

**PROCEDURE 405  
ATTACHMENT**

**CANBY UTILITY  
NON-REPRESENTED AND EXEMPT EMPLOYEES  
SALARY RANGES**

**Resolution No. 331**

30% Spread

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
General Manager	Salary Range: \$212,705 - \$278,189 Note: Board determines compensation through employment contract. No steps within salary range.				
Operations Manager	\$ 145,254	\$ 156,109	\$ 166,962	\$ 177,814	\$ 188,669
Finance Manager	\$ 143,949	\$ 154,704	\$ 165,459	\$ 176,216	\$ 186,968
CS Supervisor	\$ 94,542	\$ 101,818	\$ 109,095	\$ 116,371	\$ 123,647
HR/Admin Manager Board Secretary	\$ 96,081	\$ 103,476	\$ 110,871	\$ 118,265	\$ 125,660
Purchasing Agent	\$ 65,337	\$ 70,366	\$ 75,395	\$ 80,423	\$ 85,452
Ops Field Supervisor	\$ 140,830	\$ 151,669	\$ 162,508	\$ 173,347	\$ 184,186
Administrative Assistant (Non-Exempt)	\$ 30.28	\$ 32.21	\$ 34.27	\$ 36.84	\$ 39.60



**Board Planning Calendar  
FY 2026**

<p><b>JULY 2025</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 7/8</li> <li>▪ Start of Fiscal Year 2026</li> <li>▪ Quarterly Reliability Update</li> <li>▪ Office Closed Independence Day 7/3</li> <li>▪ 3<sup>rd</sup> Quarter Financials &amp; Reserves</li> </ul>	<p><b>JANUARY 2026</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 1/13</li> <li>▪ Board Chairperson Election</li> <li>▪ Quarterly Reliability Update</li> <li>▪ Green Power Donation to City</li> <li>▪ Share the Warmth Update</li> <li>▪ Board Secretary Evaluation</li> <li>▪ Water Rate Proposal</li> <li>▪ Office Closed New Year's 1/1</li> <li>▪ Stantec Year 2 Commences</li> </ul>
<p><b>AUGUST 2025</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 8/12</li> <li>▪ Board Planning Calendar</li> <li>▪ Procedure 405 Update</li> <li>▪ CWSP Project Update</li> <li>▪ CU's 55<sup>th</sup> Anniversary Event 8/20</li> </ul>	<p><b>FEBRUARY 2026</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 2/10</li> <li>▪ Office Closed President's Day 2/16</li> <li>▪ SDAO Conference – Seaside</li> <li>▪ Water Rate Hearing</li> </ul>
<p><b>SEPTEMBER 2025</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 9/9</li> <li>▪ Carol's Retirement</li> <li>▪ Welcome New General Manager</li> <li>▪ Office Closed Labor Day 9/1</li> <li>▪ 4<sup>th</sup> Quarter (FY 25 Year End) Financials</li> <li>▪ Management Cost of Living Adjustment</li> <li>▪ Master Fee Schedule Review</li> <li>▪ Water SDC Inflationary Adjustment</li> <li>▪ CWSP Project Update</li> </ul>	<p><b>MARCH 2026</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 3/10</li> <li>▪ 2<sup>nd</sup> Quarter Financials</li> <li>▪ General Manager 6 Mo Evaluation</li> <li>▪ New Water Rates in Effect 3/1</li> <li>▪ Board Training</li> </ul>
<p><b>OCTOBER 2025</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 10/14</li> <li>▪ Quarterly Reliability Update</li> <li>▪ Electric Rate Study Presentation</li> <li>▪ PGE System Impact Study</li> <li>▪ CWSP Project Update</li> <li>▪ Stantec Yr 2 Contract Discussion</li> </ul>	<p><b>APRIL 2026</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 4/14</li> <li>▪ Budget Process Begins</li> <li>▪ Quarterly Reliability Report</li> <li>▪ Labor Negotiations Update</li> </ul>
<p><b>NOVEMBER 2025</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 11/11 (TBD – Holiday)</li> <li>▪ Red Flag Annual Update/Report</li> <li>▪ Electric Rate Hearing</li> <li>▪ SDC Reserves</li> <li>▪ BPA 20 Yr Contract</li> <li>▪ Office Closed Thanksgiving Day 11/27</li> <li>▪ CWSP project update</li> </ul>	<p><b>MAY 2026</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 5/12</li> <li>▪ Office Closed Memorial Day 5/25</li> <li>▪ 3<sup>rd</sup> Quarter Financials</li> <li>▪ Labor Negotiations Update</li> </ul>
<p><b>DECEMBER 2025</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 12/9</li> <li>▪ Annual Financial Audit</li> <li>▪ 1<sup>st</sup> Quarterly Financials</li> <li>▪ Office Closed Christmas Eve and Christmas Day 12/24-25</li> <li>▪ Employee Recognition Event 12/13</li> <li>▪ Five Year Electrical Study</li> <li>▪ CWSP project update</li> </ul>	<p><b>JUNE 2026</b></p> <ul style="list-style-type: none"> <li>▪ Board Meeting 6/9</li> <li>▪ FY 26 Budgets Approval</li> <li>▪ Fire Mitigation Plan Update</li> </ul>

*This calendar is subject to change.*