

Mason PUD 1- 2017 Strategic Work Plan

*** NOTICE: This work plan is a live, flexible document. The tasks assigned are budget and workforce contingent. Items will be added and some will be removed or changed throughout the year. This work plan is approved by the board of commissioners. Senior staff reports the progress quarterly to the board to ensure that the PUD is on track and has a clear plan and direction.**

1.0	WATER	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
1.1	Continue to Explore Feasibility Portion of Consolidation of Water Systems			
1.1.1	Union Regional Water System: Communications- presentations to staff, board with different options with the pros/cons for each option and the economics	Completed: Held board workshop in June.	Steve, Darin & Kristin	Q4
1.1.2	Union Regional Water System: Community Stakeholder Meetings to Solicit Input	Held board workshop in June. Public hearing scheduled for August 1 st .	Steve & Kristin	Pending
1.1.3	Union Regional Water System: Historical Review, Cultural Review	On hold for now.	Steve & Darin	Pending
1.2	Metering			
1.2.1	Service Meter Replacements as needed – up to 25	14 replaced this quarter.	Steve & Darin	Q4
1.2.2	Source Meter Replacements as needed – up to two	None replaced this quarter.	Steve & Darin	Q4
1.3	Maintenance & Consumption Reduction			

1.3.1	Water Facility Painting: Alderbrook, Bay East, Bayshore, Ripplewood, Viewcrest Beach	BKI is working on this and staff will meet to go over the engineering.	Steve & Darin	Q3
1.3.2	Pressure Reducing Valve Replacement	Replaced 2 in Hoodsport.	Steve & Darin	Q3
1.3.3	Identify water loss at Lake Arrowhead	Two leaks located and repaired this quarter. We had BKI analyze the cost of treatment and/or other options. One of the options is to drill/extend a new well. This is not a sure fix but we could go deeper and into another aquafer. Approximate cost of \$225k.	Steve & Darin	Q3
1.4	Funding- Grants, Low Interest Loans, Debt Forgiveness			
1.4.1	List any opportunities for these funding sources.	Nothing to report.	Steve	Q2
1.5	Work with WPUA on Legislative Changes			
1.5.1	Class A-B for small, rural A systems	Nothing to report.	Board	
1.6	Water Projects			
1.6.1	Investigation Process & Presentation- Ensure a proper scope of issues; receive input on the direction to move in from the board and the public prior to launching into a project. Give multiple options, "outside the box".	Continuing to work on proposed Union Consolidation. Working to identify priorities associated with twenty-year consolidation plan that will benefit the customers on the five systems associated with future consolidation.	Steve	Ongoing
1.6.2	Automate chlorination testing- continue to evaluate options	BKI is investigating.	Steve & Darin	Q3
1.6.3	Lake Arrowhead manganese and automated chlorination design	BKI is investigating. Agreed with DOH that we will poll customers with the options to improve the quality of the water. They are all expensive and will take time. The recommended option is to drill or extend the existing well to another deeper aquafer.	Steve & Darin	Q4

1.6.4	Automated chlorination design: Canal Mutual, Bayshore, and Minerva Terrace	BKI is investigating.	Steve & Darin	Q3
1.6.5	Agate Beach – Water System Plan	Nothing to report.	Steve & Darin	Q4
1.6.6	Well Pump Replacement: Viewcrest Beach	Nothing to report.	Steve & Darin	Q2
1.6.7	Emergency Pump Replacement: Booster or Well Pump	Replaced both pumps at Union Well 2, completed in July 2017.	Steve & Darin	Q4
1.6.8	Ensure all pump replacements have high efficiency	Nothing to report.	Steve & Darin	Q4
1.6.9	Reservoir Recoating (exterior) & Resealing (interior): Alderbrook Tank #1 & Tank #2	BKI Investigating options. Byron at BKI is looking into a less expensive recoating for the Alderbrook water towers. Interior, \$10-13 per sqft. Exterior \$15-20 per sqft.	Steve & Darin	Q4
1.6.10	Reservoir Recoating (exterior): Union Ridge tank	BKI investigating options.	Steve & Darin	Q4
1.6.11	Water System Plan Part A Update	Nothing to report.	Steve & Darin	Q4
1.6.12	Reservoir Cleaning & Inspection: Lake Arrowhead, Arcadia Estates, Bayshore, Mt View, Union Ridge, Canal Beach Tracts, Holiday View Two	Completed.	Steve & Darin	Q2
1.6.13	Water Quality Taste Test	Nothing to report.	Kristin & Brandy	Q2 & Q3
1.6.14	Roll out Backflow Device & Cross Connection Campaign to Alderbrook	Completed: These materials have been designed, printed, and mailed out to Alderbrook in March. Article in newsletter & social media.	Kristin & Brandy	Q1 & Q2
1.7	Sewer Maintenance			
1.7.1	Grinder Pump Replacements (as needed)	Nothing to report.	Steve & Darin	Q4
1.7.2	Onsite Septic Maintenance	Nothing to report.	Steve & Darin	Q3
2.0	ELECTRIC	Status: Progress, On Track, Off Track,	Assigned To:	Due Date:

		Completed, Removed		
2.1	Infrastructure			
2.1.1	Complete Phase 2 of Duckabush	Begun Phase 2 of Duckabush rebuild.	Darin	Q2
2.1.2	Continue emphasis on VM- 7 year trim cycle (herbacides)	Nothing to report.	Darin	Ongoing
2.1.3	Continue CT & 3PH Conversion	Converted Sunnyside Rd. to 3 phase.	Darin	Ongoing
2.1.4	Develop an UG replacement schedule	Duplicate. See 2.1.6	Darin	Q1
2.1.5	Replace 3 miles of primary underground	Replaced ¾ mile at Duckabush.	Darin	Q4
2.1.6	Develop a list of all primary underground replacements on the schedule with a cost for each of them	Duckabush, McReavy, Pleasant Tides, Highland Park will be on the schedule.	Darin	Q2
2.1.7	Get a design & cost for 106 Rebuild	Nothing to report.	Darin	Q3
2.1.8	Continue to replace submersible transformers (HOW MANY LEFT????)	Nothing to report.	Darin	Ongoing
2.1.9	Duckabush Substation: Design circuit switchers with cost estimate	Planned for Q2.	Darin	Q4
2.1.10	Union Substation: EVALUATE Repair LTC vs. Regulators	BKI is researching another option. Should have a cost and make a decision in April.	Darin	Q1
2.1.12	Union Substation: Replace breakers	Nothing to report.	Darin	Q4
2.1.13	Reduce Customer Outage Hours: identify future loops to reduce hrs.	Nothing to report.	Darin	Q4
2.1.14	Alderbrook to Jenn's Way URD replacement- secure easements	Nothing to report.	Darin/Vicky	Q3
2.1.15	LED Streetlights- 200 lights a year	Approximately 100 have been replaced so far in 2017.	Darin	Q4
2.2	Fleet Management			
2.2.1	Take Rooster's truck & the trailers to be repainted	Had a new bumper installed and painted.	Darin	Q2

2.2.2	Make sure all costs are being captured in Fleet Management- fuel costs, etc.	The fuel management system is too outdated to interface with iVue. Will get replacement quotes for 2018 budget.	Darin	Q4
2.3	Work Plan & Reports			
2.3.1	Work with BKI and staff to develop a new 5 year work plan	BKI is working on this with Darin & Steve for both electric and water.	Darin	Q2
2.3.2	Report types of outages, areas, duration, with the goal to reduce outage hours (Once Annually)	Done in March.	Darin	ongoing
2.3.3	AMI- Workshop for board/staff, list pros/cons of conversion, communication benefits & low cost AMR utilization options (Board direction goal.)	Pilot project with Tantalus has been approved. Targeting Alderbrook area instead of north end due to cost of communications for pilot project. PO has been signed and we are moving forward with the Pilot project.	Steve	Q3
2.4	Tree Trimming			
2.4.1	Clear 100' of ROW	Nothing to report. Still waiting on BIA to get signed documents for easements.	Darin	Q4
2.4.2	Contract out 15 miles of line trimming	Nothing to report.	Darin	Q4
2.4.3	Conduct 7 miles of in-house trimming	Nothing to report.	Darin	Q3
2.5	Improve Outage Communications			
2.5.1	Completion call when outage is over-100% of the time	Outage calls have been going very well.	Darin	Ongoing
2.5.2	Check in call to Lance with outage cause and/or timeframe for restoration	Crews are checking in.	Darin	ongoing
2.5.3	Set up outage management computer and programming at Answering Service office	Complete: Computer is set up. Lance will train with PUD 3 on OMS and then will begin using for PUD 1.	Kristin/HCC	Q1
2.5.4	Send Answering Service an updated customer list every quarter	Done for 2nd quarter.	Kristin/Shiane	All Qs
2.5.5	Ensure that CS is updating outage logs	Occurring.	Kristin	All Qs

	for electric until the OMS is ready to go			
2.5.6	Give CS maps with better information until OMS is ready to go- color coded switching points, Mason/Jeff line, updated water system map	Water system map updated for office & board room.	Kristin/Darin	Q1
3.0	FACILITIES	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
3.1.1	Complete a four-phase Pole Yard plan	In Mason County review process now. The pole yard design has been approved by the county. BKI is preparing the bid documents to go out August 3rd. Once we receive the bid documents from the bidders we will evaluate the cost and the impact to the budget. This will determine if we need to take additional dollars on our line of credit with Key Bank.	Steve	Q4
3.1.2	Security: Evaluate type of door alarms on water facilities compatible with telemetry: Alderbrook, Hoodsport Reeder Well, North Hill Booster Station, Canal Beach Tracts, Canal Mutual, Arcadia Estates, Harstene Retreat Booster Station, Hood Canal Well B, Lake Arrowhead Booster Station, Pirate's Cove booster station, Union Well 2, View Ridge Heights Pump House	We had one vendor come in this quarter to see what they have.	Steve & Darin	Q4
3.1.3	Security: Get all cameras to show on television screens instead of on computers	HCC is still trying to get these on the monitors. Should be done next month.	Steve	Q1
3.1.5	SCADA: Establish communication link with Union, Hoodsport & Duckabush	Not included in 2017 budget.		2018
3.1.6	SCADA: Install equipment	Not included in 2017 budget.		2018

3.1.7	SCADA: Enhance Master Station	Not included in 2017 budget.		2018
3.2	Current Facility Improvements			
3.2.1	Develop schedule and budget to install fencing to secure transformers and wire	Nothing to report.	Darin	Q4
3.2.2	Apply for water rights for Sheldon/Ten-Four	Nothing to report. Will likely be moved onto the 5 year plan.	Steve	Q2
4.0	FINANCE		Status: Progress, On Track, Off Track, Completed, Removed	Assigned To: Due Date:
4.1	Set 2016 Pole Attachment Rate			
4.1.1	Work with Rob on a new rate and contract for pole contacts	Still pending outcome of lawsuit with Pacific PUD. Nothing new to report.	Steve	Q4
4.1.2	Send 6 month notice once rate formula is established	Nothing to report.	Kristin	Q4
4.2	Miscellaneous Goals			
4.2.1	Develop a 5 year financial forecast	Working with Piper Jaffray & Key Bank on this. Katie and I have been working on developing a financial forecast for each of the three divisions. This will help us understand the present and project cost of service are.	Steve	Q2
4.2.2	Identify customers with <500 kWh customer base- use visual aids to justify base rate and/or demand rate	Moved to COSA project timeline.	EES & CPA	Q1
4.2.3	Set a board policy for funding capital improvements- using rates vs. outside financing	Moved to COSA project timeline and also will be accomplished with Wittenberg's financial policies development.	Steve	Q1
4.2.4	Watch water bond rates and finance structures	Paid off the 2002 water bond. Doing a COSA to evaluate the others. Looking for ways to consolidate debt into one bond.	Key Bank & Piper Jaffray	All Qs
4.2.5	Develop regular financial reporting-	Completed: Established agreed upon first draft	Steve/Kristin/CPA	Q1

	monthly with detail, executive summary & training	of financial reports for Q1. Will do abbreviated monthly reports and a detailed quarterly report. Will reevaluate each quarter until they work the way we want.		
4.2.6	Reevaluate the FTE auditor/accountant position	Complete: Satisfied with CPA firm work for now. Will reevaluate at end of 2017 to ensure that arrangement still meets needs of District.	Steve/Kristin	Q1
4.2.7	Better financial reports to the board each month	See 4.2.5	Steve/Kristin/CPA	Q1
4.2.8	Hold a staff and a board workshop on budget	Nothing to report. We need to schedule a couple of dates that will work towards on our 2018 budget.	Steve/CPA	Q3
4.2.9	RFQ for outside audit	Hired an external auditor. This item is not relevant. Removed from plan.	Steve/Kristin	Q3
4.2.10	Departmental budgeting training	Nothing to report.	Steve/CPA	Q3
4.2.11	Complete the interface of fleet management software to iVue & tie into the fuel system	Removed from plan. Need to replace system in 2018.	Kristin/Shiane	Q2
4.2.12	Move A/P to paperless invoices with new scanner	Completed: A/P now uses document vault. Invoices will no longer be filed and stored physically.	Kristin/Joyce	Q2
4.2.13	Add monthly financial data to the website	Occurring now with new financial reports.	Kristin	Monthly
4.2.14	Ensure quarterly reports are filed on time- L&I, Unemployment, IRS	Completed for Qs 1 & 2.	Kristin	All Qs
4.2.15	WebEx Training for A/P Workflow program	Completed. Teresa is back up for A/P now.	Joyce/Teresa	Q1
5.0	Customer Service	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
5.1	Miscellaneous Goals			

5.1.1	Outage Management System (OMS) training for front office	Progress: Tablets have OMS installed. Set up all crew members with log-ins.	Kristin/Vicky	Q2
5.1.2	Continue the conservation program: LED lighting, industrial and grocery, customer rebates	Progress: PUD buildings & Hoodsport Library in process of commercial lighting program resulting in \$7,000 in rebates, plus performance payments; new pizza place and HCC getting a lighting audit; installed about 100 LEDs at homes during residential audits resulting in \$5,000 in rebates, plus performance payments. As of June 30 th , we are down to \$49,295 of our rebate allowance left to use. On target to use by end of September.	Kristin/Teresa	Ongoing
5.1.3	Use conservation dollars for LED streetlight replacements	Lights ordered. Systematic change out process began at north end of the system. All light change outs now are done with LED-everywhere.	Darin/Teresa	Q1
5.1.4	Develop a conservation "menu", poll customers for feedback on what rebates they want to see next.	This is difficult due to the narrowing of rebate opportunities through BPA. We do not want to put the question out to our customers and then not be able to act on it afterward and have people be disappointed that we didn't follow through. We are going to remove this line item from the plan and focus on the promotion of new conservation items, per 5.1.5 below.	Kristin/Teresa	Q2
5.1.5	Promote new options for conservation	Introduced new items this year: 275 power strips, 200 showerheads and 500 light bulbs have been handed out to customers so far.	Kristin/Teresa	Q2 & Q4
5.1.6	Engage with the public on BIG projects-water systems, facilities, etc.	Nothing to report this quarter. Will hold public hearing for Union water system and also for electric rates next quarter.	Kristin/Staff	As needed.
5.1.7	Develop and post/distribute handouts for regulations/costs written at an easy level for public to review	Nothing to report this quarter.	Kristin	As needed.
5.1.8	Expand NISC modules, Smart Hub, communications- VALUE ADDED ONLY	Progress: Continue to move forward with OMS schedule. Started training on Messenger feature	Kristin/Shiane	All Qs

		for Smart Hub.		
5.1.9	Continue to invest in education to better assist customers- Training schedules, programs, system tours	Teresa attended a workplace safety training. Joyce attended two NWPPA finance workshops. Shiane will attend a NISC user workshop in July.	Kristin	All Qs
5.1.10	Develop and publish a customer education program for conservation, time of use, dispel myths, etc.	Progress: promoted new conservation items in Summer newsletter.	Kristin	All Qs
5.1.11	Streamline purchasing/coordination between departments- office supplies, stationary, etc.	Completed: This has all been moved to the front office. Shiane is purchasing all office supplies.	Kristin/Shiane	Q1
5.1.12	Evaluate carrier contracts for telecom to see if there's opportunity to consolidate and maybe save money	Completed: HCC is now providing all phone services with the exception of alarm dialers for wells and our cell carrier contract.	Kristin/Shiane/Joyce	Q2
5.1.13	Continue to develop the Canal Comfort Fund donation drive & process	Progress: Round Up feature online is now working.	Kristin/Shiane	Q3
5.1.14	Procure a copy of the PUD business license for the safe	Completed. Found out that PUDs don't have or need business licenses.	Kristin/Joyce	Q2
5.1.15	Complete scanning of all agreement cards	Completed through L.	Kristin/CS staff	Q4
5.1.16	Identify things that should be offered in other languages & a plan to accomplish that	Kristin made contact with Franklin PUD, who agreed to translate the customer card and service agreement into Spanish. Looking at maybe a Spanish language page on the website also.	Kristin	Q2
5.1.17	Evaluate ability to make agreement cards purely electronic with an electronic signature	Completed: There are a couple different companies that offer this software but NISC doesn't do this yet. We are following the updates for any future changes.	Kristin/Shiane	Q1
5.1.18	Get the PAY IT NOW feature on the website	Completed.	Kristin/Shiane	Q1
5.1.19	Get the ADA information on the website	Nothing to report this quarter.	Kristin	Q2
5.1.20	Promote the GO Paperless Campaign &	Completed: Go Paperless campaign started in	Kristin	Q3

	Report enrollment data	June and will continue through September.		
5.1.22	Get the Round Up feature to work on Smart Hub to go to Canal Comfort Fund	Completed. Shiane has implemented this.	Kristin/Shiane	Q1
5.1.23	Utilize the Crystal Reports for mapping, the \$5 credit, solar credit, etc. to reduce manpower hours	Completed. Crystal Reports are being used now for a nominal fee as opposed to several hours/days of staff time to manually enter info.	Kristin/Shiane	Q1
5.1.24	Complete the Community Solar & Net Metering Incentive Payments and Bill Credits, per the contracts	Julie has sent the annual incentive information to all participants. Will process payments in July.	Kristin/Julie	Q2 & Q4
5.1.25	Evaluate the Value of the Automated Bill Payer feature- keep or go?	Completed. Have been tracking utilization of the IRV and it is high and it has been decided by CS staff to continue.	Kristin & CS Staff	Q2
5.1.26	Push back on Robot voice on call capture. Can we pay to be able to record a human voice?	Completed: We cannot change it at this time. NISC has had other requests for it from other members so we are following the updates for any future changes.	Kristin	Q2
6.0	INTERNAL DEVELOPMENT	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
6.1.1	Develop a 5 year strategic IT plan-server, antivirus, etc.	Completed. Will use for budgeting process this year.	Steve/HCC	Q1
6.1.2	Hire temporary crew for summer	Completed. Temps started June 1 st .	Darin/Kristin	Q2
6.1.3	Identify job shadow opportunities for students	Nothing to report.	Kristin	Q2
6.1.4	Purchase iPads- five for electric, three for water	Completed.	Kristin	Q1
6.1.4.a	Implement the Mobile Workforce options- meter change outs, work orders, service orders, etc.	This has been moved to 2018.	Kristin & Darin	Q3

6.1.5	Install apps for iPads- NISC maps, service orders, etc.	Completed. The App Suite has been installed on all the tablets and they have the maps with it.	Kristin/Vicky/Shiane	Q1
6.1.6	Ensure that all positions have critical functions written out and a backup person assigned to them. Exercise the backup at least twice a year.	Completed. This backup occurs regularly.	Staff	Q2
6.1.7	Add all interlocal agreements to the website	Nothing to report this quarter.	Kristin	Q4
6.1.8	Hold team meetings and inter-department meetings to map work processes & increase efficiency	Progress: Held a follow up meeting to work orders and outlined new procedures and set protocol for inventory.	Kristin & Darin	All Qs
6.1.9	Identify impending retirements/departures and implement succession plan to backfill	Completed for 2017. Staff addressed backfill for retirement & lateral movements. Will evaluate additional FTE needs in the strategic plan and budgeting process.	Kristin & Darin	All Qs
6.1.10	Hold benefits meetings/workshops with employees as needed	Had meeting with employees regarding reconciliation of past premiums. Hosted Colonial and Aflac supplemental representatives this 2Q.	Kristin	All Qs
6.2	Continue to Develop the Safety Program			
6.2.1	Report on meetings as usual.	Ongoing each month. Teresa attended a workplace safety training and reported back to safety group and CS/Finance group on takeaways.	Darin	Monthly
6.2.2	Conduct ERP exercise and RUS Report	Registered for Great Washington Shake Out.	Kristin	Q3
6.2.3	Report all reportable accidents to the Board.	Occurring as needed.	Steve	All Qs
6.2.4	Active shooter drill- ask Sheriff's office	Nothing to report this quarter.	Kristin	Q4
6.2.5	Reasonable Suspicion Training for Supervisors	Nothing to report this quarter.	Kristin	Q4
6.2.6	Office Safety Trainings	See comment above re: training Teresa attended. CPR 1 st Aid class rescheduled for Q3.	Kristin	All Qs

6.2.7	100% CPR/1 st Aid/AED training- all employees	CPR 1 st Aid class rescheduled for August.	Kristin/Darin	Q2
6.3	Continue to Develop Records Compliance Program			
6.3.1	Quarterly clean up days	Nothing to report for Q2.	Kristin	All Qs
6.3.2	Annual Outback Clean up day	Purged several boxes that met their retirement date per the state's retention schedule.	Kristin	Q4
6.3.3	Attend one training for records managers in 2017	Attended WPUDA records managers roundtable at Alderbrook.	Kristin	Q4
6.3.4	Identify items to move to State Archivist's office	Nothing to report this quarter but we have decided to use Document Vault to back up essential HR records through NISC. No additional cost to use in in HR as well as accounting.	Kristin	Q2
6.3.5	Conduct a records training for employees	Will attempt to schedule this in Q3.	Kristin	Q3
6.3.6	Set a budget and scope of work for external scanning/storage	Will do for 2018. Not in 2017's budget.	Kristin	Q3
6.3.7	Review the life cycle of a record internal/external, storage, etc. for each department	Nothing to report this quarter.	Staff	Q4
6.4	Continue HR & Employee Relations Functions			
6.4.1	Employee Annual Appreciation Event	Completed July 14th at Potlatch State Park.	Kristin	Q2
6.4.2	Employee Service Awards	Completed July 14th.	Kristin	Q2
6.4.3	Two employee potluck events for lunchtime	Progress: Had a St. Patrick's Day Potluck. Nothing to report.	Kristin	2x/year
6.4.4	Showcase employees in public forums- press, awards, schools	Karl's award featured in media. Barney's journeyman test featured on social media. Kristin featured in media for EDC/SHS business plan competition.	Kristin	All Qs
6.4.5	Customer Appreciation BBQ	Scheduled for October 6.	Kristin	Q3

6.4.6	Outreach to Schools	Kristin was a judge for Shelton HS business plan competition through the EDC.	Kristin	All Qs
6.4.7	EDC participation	Kristin elected vice chair for 2017.	Kristin	All Qs
6.4.8	Chamber participation	Nothing to report.	Steve	All Qs
6.4.9	Kiwanis Club	Jack attending.	Steve & Jack	All Qs
6.4.10	Public Power Week	Nothing to report this quarter.	Kristin	Q3
6.4.11	Continue to build customer registration for online communications	Online registration advertised in newsletter. Now up to 1,629.	Kristin	All Qs
6.4.12	Continue emphasis for paperless billing	Began Go Paperless campaign in June. To run through September 30.	Kristin	Q3
6.4.13	Continue outreach on social media	Ongoing for 2nd quarter.	Kristin	All Qs
6.4.14	Submit utility and employees for industry awards	Former commissioner was submitted for the NWPPA life member award.	Kristin	All Qs
6.4.15	In-house video production for how-to videos	Nothing to report this quarter.	Kristin	Q4
6.4.16	Host a kid's coloring contest for conservation/energy	Nothing to report this quarter.	Kristin	Q3
6.4.17	Continue participation with Hood Canal School	Nothing to report this quarter.	Kristin	All Qs
6.4.18	Report the strategic plan to the community	This is now available on the website and updated quarterly.	Kristin	All Qs
6.4.19	Celebrate national drinking water week May 7-13, 2017	Completed: Promoted on social media.	Kristin/Steve & Darin	Q2
6.4.20	Promote Earth Day	Completed: Done on social media and in newsletter.	Kristin	Q1
6.4.21	Promote NWRP/Fish mitigation	Nothing to report this quarter.	Kristin	Q3
6.4.22	Participation in Parades and community events	Participated in Forest Festival & Brinnon parades this quarter.	Kristin	All Qs
6.4.23	Publish the Fuel Mix Summary	Nothing to report this quarter.	Kristin	Q4

6.4.24	Hire consultant to do a benefits competitiveness analysis	Delayed- moved to 3 rd quarter.	Kristin	Q2
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