

Mason PUD 1

2019 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	Engage with WPUA, DOH, DOE, Tribes & Legislators on issues that impact our water business			
1.1.1	Update on Meetings per Quarter		ALL	ALL Qs
1.2	Consolidation			
1.2.1	Approval of Union Regional Water Systems Plan		Kristin	Q1
1.2.2	Set up Plan for future Consolidations- Line out the steps for this		Darin & Kristin	Q2
1.2.3	Set up meeting with Bob Hunter		Darin & Kristin	Q1
1.3	Acquisitions			
1.3.1	Meet with SMAs to discuss next steps		Darin	Q2
1.4	Maintenance W-CWP			
1.4.1	Update Jocelyne's old Water CWP Spreadsheet- add 2019 Items to this list. Go through it with COSA findings/budget		Darin	Q1
1.4.2	Hyland Park reservoir repairs,		Darin	Q4
1.4.3	Purchase land for reservoir Union Ridge and Vuecrest		Staff	Q3
1.4.4	Hood Canal Main line replacement		Darin	Q2
1.4.5	Monitoring well Union		Darin	Q4
1.4.6	Manzanita to Dalby RD install 8" main with electric project		Darin	Q3
1.4.8	Identify needed tools and resources for budget		Darin	Q3
1.4.10	Evaluate free leak detection services from Evergreen Rural Water		Darin/Brandy	Q2
1.4.11	Rework Water Material Slips and print in-house		Darin/Brandy	Q1
1.4.12	Well House Painting. Tiger lakes, Woodland Manor, Wonder Land, Union and Hamma Ridge.		Darin	Q3

1.4.13	Procure & install generators. Union heights and View Crest Beach.		Darin	Q2
1.4.14	View Ridge Heights Booster Station		Darin	Q4
1.4.15	Treatment Upgrades- Lake Arrowhead, Canal Mutual, Minerva Terrace, Bayshore		Darin	Q2
1.4.16	Well Pump Replacements. Will evaluate and test pumps Q1 to create list.		Darin	Q4
1.4.17	Agate Beach- Lot for reservoir		Darin	Q3
1.4.18	Water System Plan- Part A Update	Waiting for information from PUD staff so that it can be included in the Plan. Brandy has the list of items needed. One long lead item is the maps for all water systems. 12/28/18 BAW	Darin/BKI	Q1
1.4.19	Reservoir Cleaning & Inspections. Bellwood, Hamma Ridge, island Lake Manor, Madrona Park, Lakewood, Madrona Beach, Pirates Cove, Tiger Lake, Twahoh Heights, Union, View Ridge, Canal Mutual, Cushman INC, Hoodsport, Hoodcanal B, Vuecrest, Highland Park, Harstene Retreat and Lake Arrowhead		Darin	
1.4.20	Backflow Device & CCC Campaign Hyland Park and Union Ridge		Brandy	Q4
1.4.21	Emergency Management Plan- Update the Water ERP		Staff	Q3
1.4.22.a	Identify regional wells as marshalling points		Staff	Q3
1.4.22.b	Line out items needed for each marshalling point		Staff	Q3
1.4.22.c	Seek grant funds for each list of items at each marshalling point		Staff	Q3
1.4.23	Water System Plans & Reports Arcadia Estates, Hamma Ridge, Shadow Wood, Ripple Wood, and Canton Wood.	BKI preparing Pre planning meeting with DOH and accumulating information for reports. 12/28/18 BAW	BKI	Ongoing
1.4.24	Develop messaging that we are the go-to agency for water: emergencies, questions, advice, SMAs, acquisition, etc.		Kristin & Brandy	Q4
1.4.25	Replace Main line Lake Arrow Head.		Darin/BKI	Q3
1.4.26	Shadow Wood Reservoir coating		Darin/BKI	Q1
1.5	COSA			
1.5.1	Complete COSA & Present findings, make recommendations		Kristin & Katie	Q1
1.5.2	SMA- evaluate impacts, capture costs, marketing (use COSA to make sure costs are appropriate, develop marketing materials, evaluate labor impacts)		Kristin & Katie	Q1
1.5.3	Sewer Rates		Kristin & Katie	Q1
1.6	BKI- Water			
1.6.1	Development review of main extensions construction documents.	None to Date 12/28/18 BAW	BKI/Staff	Ongoing
1.6.2	Continued support for Water System Plan Part B's submitted to DOH for approval.	This is ongoing as the DOH has five plans for approval. As of 12/28/18 they have not asked for additional information. Plans include Twanoh Terrace, Twanoh Heights, Agate Beach, Minerva Terrace and Viewcrest Beach 12/28/18 BAW	BKI/Staff	Ongoing

1.6.3	Manzanita to union transmission Water main	Prepare construction plans for future system tie. Union consolidation plan in conjunction with Electrical double circuit tie for Manzanita to union sub. 12/28/18 BAW	BKI	Q1
1.7	Sewer Maintenance			
1.7.1	Sewer Easement for Edwards/Manke		Darin	Q1
1.7.2	Education Campaign for Grinder Pumps		Brandy	Q1
2.0	ELECTRIC	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
2.1	Infrastructure E-CWP (Darin/BKI add items for 2019)			
2.1.1	Manzanita Permitting and clearing of property		Darin/bki	Ongoing
2.1.2	Manzanita to Mason#3 Feeder		Darin	Q4
2.1.3	Manzanita to union Substation phase 1		Darin	Q3
2.1.2	Substation Solutions Install New Breaker North circuit Duckabush		Darin	Ongoing
2.1.4	BIA Easement		Darin	Ongoing
2.1.5	Equipment/Tool List for 2019 Budget		Darin	Q1
2.1.6	Replace URD Alderbrook, Seamount and Olympic Trails		Darin	Q4
2.1.7	Install 34/5 kVA regulators on Daley property		Darin	Q3
2.1.8	Union Sub- rebuild remainder of the transmission to 115 kV With Distribution Underbuild		Darin	Q3
2.1.9	Contracted Vegetation Management		Darin	Q4
2.1.10	In-house Vegetation Management		Darin	Q4
2.1.11	Danger Tree Removal		Darin	Ongoing
2.1.12	New Fuel Management Program		Darin	Q4
2.1.13	Look for opportunities for CATEX		Darin & Kristin	Ongoing
2.2	Distributive Generation			
2.2.1	BEF- Community Solar: is a 2 nd project feasible, can we site it on top of the covered storage?		Kristin & Julie	Q3
2.2.2	Grant Writing for 101 Charger- partner with NODC on new grant; locate a 2 nd site if IGA installs their own		Kristin	If Feasible
2.3	Electrical BKI Engineering			
2.3.1	Manzanita Substation Site Preparation	FPA approval at the final stages at the County. Next step: Create tree removal and clearing bid documents. Mason #1 will take this out to bid.12/28/18	BKI	Q1
2.3.2	Facilities, Phase 2 – Covered Vehicle Storage	The permit application for the entire site grading design submitted to the county mid-July for permitting. The County has not approved the building permit building	BKI	

		permit put on hold for 180 days pending full submittal of shop drawings and associated engineering. The mass grading permit review is approved and waiting pickup at the County. 12/28/18 BAW		
2.3.3	Manzanita to Union Double-Ckt Distribution	Options have been reviewed and the route following the existing 34.5kV transmission line was selected. Design has been reviewed with Darin. 12/28/18 BAW	BKI	
2.3.4	Manzanita to Mason #3	Status is the same as Manzanita to Union double-circuit	BKI	
2.3.5	Union Substation, Voltage Regulation – construction	Material received. Mason #1 folks to construct. 12/28/18 BAW	BKI	
2.3.6	Implement Recloser and Regulator Metering	BKI will create laminated instruction cards at each device and then make a site visit to train the M#1 folks 12/28/18 BAW	BKI	
2.3.7	Road 24 Substation Permit Cont: Road 24 Substation Permit	BKI is completing the Mason Environmental Permit. The Survey and Environmental Study is also in progress. Next steps: Send in county permitting, FPA and MEP Obtain county permits DNR permits obtained - Easements to Hwy 101 12/28/18 BAW	BKI	
2.3.8	Power Transformer – Manzanita	Start on once the transformer	BKI	Ongoing
2.3.9	SPCC Plan Update – 2019		BKI	Q1
2.4	Pole & Meter Audits			
2.4.1	Do another round of 3PH/CT meter audits		Darin	Q4
2.4.2	Conduct Meter Training		Darin	Q4
2.4.3	Have a meeting to touch base on future AMI- come up with a plan		Darin/Kristin	Q3
2.4.4	Sell/surplus AMI meters		Darin	Q3
2.5	Create Plan for Large Load Customer(s)			
2.5.1	Siting- valuation for lease, easements.		Kristin	Q2
2.5.2	Power Agreement- Terry Mundorf		Kristin	Q2
2.5.3	Engineering- BKI. Ensure appropriate cap on power usage.		Kristin/BKI	Q1
2.5.4	Construction- agree on footprint and building specs. Write assets into agreement.		Kristin	Q1
2.5.5	Rates- EES		Kristin	Q1
2.5.6	Moratorium- Resolution just in case we reach capacity.		Kristin	Q2
3.0	FACILITIES	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:

3.1.1	Continue Next Phase of Facilities Plan- Covered Storage		Darin/BKI	Q4
3.1.1.a	Complete mass grading for all phases		Darin/BKI	Q2
3.1.1.b	Insert new phase items.		Darin/BKI	
3.1.2	Provide re-brief and report on phases to staff/board		Darin	Q1
3.1.3	Seal coat & strip parking lot		Darin	Q3
3.1.4	Concrete planters in front of building		Kristin/Rich	Q2
3.1.5	Exterior Paint buildings- ops building, trim on other buildings		Darin	Q3
3.1.6	Fencing Plan		Darin	Q1
3.1.7	Re-carpet front office		Kristin	Q3
3.1.8	Interior paint front office, patch/repair drywall		Kristin	Q3
3.1.9	Repair/replace kitchen area in front office		Kristin	Q3
3.1.10	Install new door in Woman's Club		Darin	Q3
3.1.11	Replace window in water office to an opening window		Darin	Q3
3.1.12	Repair office doorway drywall/leak in entryway		Darin	Q3
3.1.13	Rebid Landscaping Contract		Kristin	Q1
3.1.14	Remove all groundcover and old shrubbery; replace with sustainable, low-maintenance vegetation		Kristin/Rich	Q1
3.1.15	Mow all vaults on highway each year		Darin	Q3
3.1.16	Update landscaping along substations/clean sub signs		Darin	Q2
4.0	FINANCE	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
4.1	Financial Planning			
4.1.1	Create a 5 year Financial Plan for Expenditures		Katie	Q3
4.1.2	How to Pay for CWP- COSA/RATES		Katie	Q1
4.1.3	Long Term Debt Pay-Off Plan		Katie	Q1
4.1.4	Revise & recommend new reserve structures		Katie	Q1
4.1.5	Schedule finance committee meetings for review process		Katie	2x minimum in 2019
4.2	Complete the COSAs			
4.2.1	Hold electric rate hearing in January re: COSA findings		Kristin/Katie	Q1

4.2.2	Present Water COSA and hold rate hearing re: findings		Kristin/Katie	Q1
4.2.3	Create a funding plan for CWP from COSA- show board levels and impacts on each rate percentage		Kristin/Katie	Q1
4.2.4	Schedule finance committee meetings where needed for review process on COSA		Katie	Q1
4.3	Financial Policies			
4.3.1	Financial policy booklet- board level funding policies cash vs. financing		Katie	Q1
4.3.2	Spending authorities, utilizing RPA process		Katie	Q3
4.3.3	Procurement Policy (use Cowlitz PUD's policy as model)		Katie	Q2
4.3.4	Establish appropriate Reserves and pass through finance committee and then the board through budget process. Evaluate annually.		Katie	Q4
4.3.5	Schedule finance committee meetings where appropriate for policy review and then schedule policy committee meetings for final recommendation to board.		Katie	Ongoing
4.4	Investments			
4.4.1	Set up Cushion of Credit- RUS		Katie	Q1
4.4.2	Training for Katie on public investments		Katie	Q4
4.5	Pole Attachments			
4.5.1	Set new rates		Kristin/Rob	Q4
4.5.2	Create a new agreement with CenturyLink that addresses overtime issues as well as responding to emergencies		Kristin/Rob	Q4
4.5.3	Send out 18 month termination notice letters for negotiations		Kristin	Q1
4.6	Continue to Look at Cost Savings			
4.6.1	Identify opportunities where Energy Northwest can assist in 2019 strategic plan goals- use the 40 hours of in-kind services each year		Kristin	Q1
4.6.3	Ask Joyce to research what is available on the State Contract and present to staff		Joyce	Q2
4.7	Loans & Grants			
4.7.1	Evaluate USDA/PWTF/SRF grant opportunities for Union Regional		Staff	Q1
4.7.2	Evaluate RUS long term capital facility loans		Staff	Q4
4.7.3	Evaluate BPA foundation grants for community projects		Staff	Q4
4.7.4	Get on the EDC CEDS list for 2019		Kristin	Q3
4.8	Inventory Process			

4.8.1	Begin new cycle counting process for inventory		Katie	Q1
4.8.2	Train Katie on entry		Katie	Q1
4.8.3	Small & Attractive Assets inventory		Katie	Q3
4.8.4	IT inventory		Katie/HCC	Q3
4.8.5	Nuts & Bolts of Work Orders Training- See if necessary for 2019		Katie/Darin	Q4
5.0	INTERNAL DEVELOPMENT	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
5.1.1	Implement Staffing Plan for 2019		Kristin	Q4
5.1.2	Training program for all employees- outlined in budget, including tuition and trainings		Kristin	Q4
5.1.3	GM- Pathways to Leadership Training		Kristin	Ongoing
5.1.4	NWPPA- Rigging and operations class in-house		Kristin	If Available
5.2	Continue Disaster Planning			
5.2.1	Set up Water Emergency Plan (see water section for deliverables)		Staff	Q2
5.2.2	Practice the ERP for power & water		Staff	Q3
5.2.3	Conduct an office-specific safety training		Julie/Teresa	Q4
5.2.4	Test panic alarms		Julie/Teresa	Q4
5.3	Continue NISC Module roll-outs			
5.3.1	Mobile Workforce- line out the timeframe/deliverables for this		Shiane/Vince & Vicky	Q4
5.3.2	Budget Module		Katie	Q1
5.3.3	Solar Module		Julie	Q1
5.3.4	Cycle Counting		Katie	Q1
5.3.5	Evaluate Mapping Solutions/Options for Water		Darin & Brandy	Q4
5.3.6	ACH Withdrawals for customers		Shiane	Q2
5.3.7	SmartHub Payment Arrangements Feature		Shiane	Q2
5.4	Records Management			
5.4.1	Identify & digitize documents per budget		Julie	Q4
5.4.2	Clean out the vault		Julie	Q1
5.4.3	Clean out the Outback		Julie	Q3

5.4.4	Training for Julie		Julie	Q4
5.4.5	Evaluate the need/cost for a consultant to assist in organization of recordkeeping (Tara-GHPUD)		Julie/Kristin	Q3
5.5	Continue HR & Employee Relations Functions			
5.5.1	Hold benefits meeting/workshops with employees as needed: i.e. open enrollment		Kristin/Katie	Ongoing
5.5.2	Employee picnic		Kristin/Julie	Q2
5.5.3	Service Awards		Kristin/Julie	Q2
5.5.4	Two in-house potluck events		Julie	Q4
5.5.5	Customer appreciation event		Kristin/Julie	Q3
5.5.6	Update Policies- tuition reimbursement, employee handbook, WA Paid FML, etc. do an audit and schedule committee work		Kristin/Katie	Ongoing
5.6	Conservation			
5.6.1	Continue 200 LED streetlights replacements per year		Darin/Teresa	Q4
5.6.2	School partnerships		Staff	As needed
5.6.3	Customer appreciation event/public power week		Teresa	Q3
5.6.4	Give a year-end report on the program to staff/board		Teresa	Q4
5.7	Canal Comfort Drive			
5.7.1	Continue the annual drive		Shiane/Kristin	Q3
5.7.2	Evaluate if we should manage this program in-house		Shiane	Q2
5.7.3	Evaluate feasibility of any other type of discount for qualified customers		Shiane/Julie/Katie	Q3
5.7.4	Give year-end report on program to staff/board		Shiane	Q3
5.8	Website			
5.8.1	Finish refresh of website		Kristin	Q1
5.8.2	Spanish Language Page		Kristin/Julie	Q2
5.8.3	ADA		Kristin/Julie	Q3
5.8.4	Interlocal Agreements		Kristin/Julie	Q3
5.9	Public Involvement			
5.9.1	Career Day- SHS/Olympic College		Joyce	Q4
5.9.2	Science Fairs		Staff	If needed

5.9.3	Parades		Staff	Ongoing
5.9.4	Public Power Week		Staff	Ongoing
5.9.5	EDC		Kristin	Ongoing
5.9.6	Kiwanis		Kristin & Jack	2x in 2019 for presentation
5.9.7	WPUDA PUD Day on the Hill		Joyce	Q1
5.9.8	Port of Hoodsport		Kristin	1x in 2019 for presentation
5.10	Miscellaneous Items			
5.10.1	Give report to board on IT/Phone Services- revisit pricing and service agreement		Kristin	Q2
5.10.2	Set up recurring supervisor meeting every other month to touch base with crews and set messaging		Kristin	Ongoing
5.10.3	Go Paperless! Campaign		Kim	Q3
5.10.4	Evaluate kiosks in Brinnon and Belfair		Shiane	Q2
5.10.5	Evaluate disconnect threshold		Shiane/Julie	Q2
5.10.6	Hire temporary crew for summer		Kristin/Darin	Q2
5.10.7	Complete scanning of all customer cards in the vault		Kim, Shiane & Teresa	Q4
5.10.8	Start Campaign for Info Gathering for iVUE Messenger		Kristin/Kim/Shiane	Q2
5.10.9	Training on how to use Messenger		Shiane	Q2
5.10.10	Practice back-up support of all cross training duties for front office, operations' engineering techs.		All employees	Q3