



Mason County PUD No. 1
Public Hearing & Regular Board Meeting
April 27, 2021
1:00 p.m.

Call-in Number for Public due to
COVID-19 facility closure:

Toll Free: 1 (888) 585-9008

Conference Room #504-309-172

PUBLIC HEARING – Canyonwood Water System Plan- Part B

1:00 p.m. Call to Order & Flag Salute

1) Consent Agenda

Minutes: April 13, 2021 Regular Board Meeting

Disbursements:

Accounts Payable Check Register

Accounts Payable Wire \$ 54,719.07

Check Nos. 120003-120069 \$ 233,248.70

A/P Sub-Total \$ 287,967.77

Payroll Expense

Payroll Wire \$ 60,860.52

Grand Total \$ 348,828.29

2) Public Comment- *Members of the public wishing to comment may request permission to do so during the Public Comment portion of the agenda. Comments shall be limited to no more than 3 minutes per speaker. There will be no action or discussion of public comment items, although the board may defer to PUD management for any necessary response.*

3) Business Agenda

- a. Approval of the Canyonwood Water System Plan- Part B
- b. March Financials and 1st Quarter 2021 Financials
- c. Approve the Lake Arrowhead Mainline Project for Bid
- d. 1st Quarter 2021 Strategic Work Plan Report
- e. Approval of Resolution 2047 – Declaring Surplus of Vehicles for Auction
- f. Award Reservoir Cleaning bid to H2O Solutions

4) Staff Reports

- a. General Manager
- b. Treasurer
- c. Water Resource Manager
- d. Legal Counsel

5) Correspondence -

6) Board Comments

7) Other Business/Public Comment

8) Executive Session-

9) Adjournment -

2021 Calendar

April 29	WPAG	9:00 am	
May 5, 2021	PPC		
May 12-13	WPUDA	Virtual	
May 13	WPUDA	Virtual	(Managers Meeting)
May 26	WPAG	1:00 pm	
May	WPUDA		Annual Meeting?
June, 2, 2021	PPC		
June 10	WPUDA	Virtual	Strategic Planning Committee
June 13-16	AWWA	San Diego, CA	
June 17	WPAG	9:00 am	
June 18-23	APPA	Chicago, IL	
June 24	WPUDA	Virtual	(Water Committee Meeting Quarterly)
July 14-16	WPUDA	Virtual	
July 16 th	Employee Appreciation Event		Potlatch State Park
July 29	WPAG	9:00 am	
August 4, 2021	PPC		
August 26	WPAG	9:00 am	
September 1, 2021	PPC		
September 15-17	WPUDA	Hotel Windrow, Ellensburg	
September 18 th	Forest Festival Parade		
September 22-24 or 29 thru Oct 1			Water Workshop
September 30	WPAG	9:00 am	
October 6, 2021	PPC		
October 8, 2021	Customer Appreciation Event		PUD 1 Campus
October 14	WPUDA	Virtual	Budget Committee
October 21	WPAG	9:00 am	
November 3, 2021	PPC (Town Hall with Marty Kanner 4-5:30pm)		
November 17	WPAG	1:00 pm	
November 17-19	WPUDA	Olympia	
December 1-3	WPUDA		Annual Meeting



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
April 13, 2021 Potlatch, Washington

Present:

Ron Gold, President (Online)
Mike Sheetz, Vice President (Online)
Jack Janda, Board Secretary (Online)
Kristin Masteller, General Manager (Online)
Katie Arnold, District Treasurer (Online)
Brandy Milroy, Water Resource Manager (Online)
Julie Gray, Executive Assistant (Online)
Rob Johnson, Legal Counsel (Online)

Visitors:

None.

APPROVAL OF CONSENT AGENDA:

Minutes: March 30, 2021 Regular Board Meeting

Disbursements:	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$131,982.51
	Check Nos. 119960-119987	\$ 80,676.96
	119900-120002	\$ 48,315.45
	A/P Total	\$260,974.92
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 98,040.42
	Check Nos. 119988-119989	\$ 20,637.06
	Grand Total	\$379,652.40

Jack made a motion to approve the consent agenda as presented, Ron seconded the motion, Motion carried.

PUBLIC COMMENT: None

BUSINESS AGENDA:

Award Agate Beach Mainline Replacement Phase 1 to Hanson Excavating – Jack made a motion to award the Agate Beach Mainline Replacement Phase 1 to Hanson Excavating, the lowest qualified bidder, in the amount of \$322,858.03. Ron seconded the motion. Motion carried.

Authorize the General Manager to sign the contract with Puget Sound Hardware for Security Locks

Jack made a motion to Authorize the General Manager to sign the contract with Puget Sound Hardware for Security locks in the amount of \$142,766.38. Ron seconded the motion. Motion carried.



Authorize the General Manager to sign the agreement with Osmose for Joint Use Audit, pending attorney approval on contract language, in an amount not to exceed \$45,010.

Jack made a motion to Authorize the General Manager to sign the agreement with Osmose for Joint Use Audit pending attorney approval on contract language, in an amount not to exceed \$45,010. Ron seconded the motion. Motion carried.

Move the June 22nd Board Meeting to June 29th.

Jack made a motion to move the June 22nd Regular Board meeting to June 29th. Ron seconded the motion, Motion carried.

General Manager – Kristin reported that she and Katie are interviewing this week for the Engineering & Operations Manager position. She plans to have a short list by the end of next week of potential candidates for a second interview. Congresswoman Strickland was in Shelton last week to look at the infrastructure. Kristin is the chair of the EDC this year and presented on behalf of the council. She also reported that she, Rob and Commissioner Sheetz would attend a meeting with the Squaxin Tribe on April 22. The EV project with the Skokomish Tribe is finished. Kristin reported that she, Katie and Shiane were working with Mason County and Crossroads to get some renters assistance for those who were/are affected by COVID. This project is for renters only and would help them get caught up on their rent and utility bills. The electric crew will begin the Bourgault Rd rebuild in June. There is a conduit shortage nationwide. Temps will start in June. The pole yard clean up has started and should be done by June 30. The contamination is deeper in a couple of the grid areas than originally thought. The grant for this is now at \$135,000.00.

Director of Business Services – Katie reported that the PUD will not receive Department of Commerce grant money from the applications submitted regarding arrearages for both PUD and HCC customers and COVID expenses. There were 74 applicants and only 6 were funded. The grants ranged from \$169,000 to \$250,000. The reimbursement from FEMA for COVID eligible expenses the District has incurred through September 12th, 2020 is moving forward. She and Mike Rose met with FEMA and Mason County for a second site visit on the Eells Hill project. She is waiting for the scope of work and cost estimate to move forward with this grant. She also reported that the Shadowood and Canal View will receive 50% loan forgiveness for the grants submitted to DOH. This is a savings of \$1.2 million for the District. The overhead-to-underground project near Hoodspout has been reviewed by Washington Emergency Management Division and now forwarded on to FEMA for funding consideration. Katie said she will update the board as she hears more.

Water Resource Manager – Brandy reported that the third appraisal for the Vuecrest property had been received. The Agate Beach mainline project has been awarded to Hanson. He will order material and after the material has arrived he will let her know of the start date. The project will be complete within the 60 days. The water crews have been working water leaks and low pressure complaints. She also reported that they will be installing a 6" main along main street in Union and will upgrade to 2" lines to the services. The customer who complained regarding the generator issues at Bay East has been contacted. The booster pump and generators have been installed at Treasure Island. TJ and James along



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
April 13, 2021 Potlatch, Washington

with Rayvn and Tom from BKI will be testing those this week. Brandy reported that she and Mary took a refresher course on work orders this week. Lake Arrowhead mainline design is at 90% and the cultural review is wrapping up. Island Lake Manor and Elkridge pump house projects are wrapping up.

Legal Counsel – Rob reported that Mason County had received money for rural housing, homeowners’ assistance, government agency loss, LIHEAP, and emergency help for renters. He also reported that the three Vuecrest property appraisals were very varied in cost. They ranged from \$133,000 to \$20,000.

Correspondence – Correspondence consisted of the zero emissions vehicle charging stations, notice of APPA Award, Friday Facts, Culvert Letter, and Skok Tribe letter.

Board Reports –

Mike – None

Jack – None

Ron – None

PUBLIC COMMENT - None

EXECUTIVE SESSION – None

Adjournment: 2:00 p.m.

Mike Sheetz, President

Jack Janda, Vice President

Ron Gold, Secretary

04/23/2021 8:05:14 AM

Accounts Payable Check Register

04/12/2021 To 04/23/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
451 04/14/2021	WIRE	PUD#1	PUD #1 ELECTRIC PAYMENTS	MO.POWER USAGE-WATER SYS & MCREAVY HOUSE	4,759.66
455 04/16/2021	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	22,109.69
456 04/16/2021	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	18,283.13
457 04/16/2021	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	6,838.50
458 04/16/2021	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	2,728.09
1706 04/12/2021	DD	BUILDERS	BUILDERS FIRSTSOURCE, INC	CREDIT-SOUTHSIDE WATER SUPPLIES	0.00
1707 04/14/2021	DD	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	TRUCK #57-HUB BEARING ASSEMBLY	0.00
1708 04/16/2021	DD	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	RETURNED FOR CREDIT-	0.00
120003 04/12/2021	CHK	BLACK	BLACK STAR	SHORT PAID SALES TAX ON INVOICE	21.42
120004 04/12/2021	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	MAXI TRAILER PARTS	378.36
120005 04/12/2021	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES-ACCT#206-Z05-0016 020B	1,070.18
120006 04/12/2021	CHK	CCAP	COMPACTION CONTRACTING	ASPHALT PATCH-GLEN AYR,BEACH DR, MODEL T	4,205.12
120007 04/12/2021	CHK	CRC	COOPERATIVE RESPONSE CENTER, INC	AFTER HOURS ANSWERING SERVICE	1,413.81
120008 04/12/2021	CHK	CSM HEATING	CSM HEATING & COOLING	DUCTLESS HEATPUMP & BPA INCENT-J STILES	700.00
120009 04/12/2021	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	DIESEL & FUEL	7,745.02
120010 04/12/2021	CHK	FARWEST	FARWEST LINE SPECIALTIES	LINE TRUCK TOOLS	298.14
120011 04/12/2021	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES	151.51
120012 04/12/2021	CHK	GRAY	GRAY & OSBORNE, INC	CANYONWOOD BEACH WATER SYSTEM PLAN	14,395.46
120013 04/12/2021	CHK	GRAYJU	GRAY, JULIE	HP ENVY PHOTO 7155 PRINTER	108.79
120014 04/12/2021	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	5,360.69
120015 04/12/2021	CHK	ITRON	ITRON, INC.	TECHNICAL SUPPORT (4.5 HOURS)	927.68
120016 04/12/2021	CHK	35	GREG JOHNSON	VUECREST WATER-LAND APPRAISAL	800.00
120017 04/12/2021	CHK	LINCOLN CREE	LINCOLN CREEK LUMBER CO	TIE DOWN KEEPR 15'	50.30
120018 04/12/2021	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MONTHLY GARBAGE CHARGES	500.04
120019 04/12/2021	CHK	MOSAIC MARKE	MOSAIC MARKETING STUDIO, LLC	MONTHLY WESITE MAINTENANCE	110.00
120020 04/12/2021	CHK	NATIONAL MET	NATIONAL METERING & TECHNICAL S	SERVICE METERS-2/9, 3/1, 3/4/ & 3/23	1,924.00

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Accounts Payable Check Register

04/12/2021 To 04/23/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120021 04/12/2021	CHK	NISC	NISC	MARCH 2021 RECURRING INVOICE	10,646.92
120022 04/12/2021	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY SERVICES ON 03/11/2021	1,136.25
120023 04/12/2021	CHK	NW LAND & TRE	NW LAND & TREE INC	MANZANITA CLEARING & GRUB	14,430.50
120024 04/12/2021	CHK	REEVE SHERWO	REEVE SHERWOOD CONSULTING LLC	TIMBER CRUISING JORSTAD CREEK	3,476.25
120025 04/12/2021	CHK	JOHN 3	ROBERT W. JOHNSON	MARCH RETAINER FEE	3,494.70
120026 04/12/2021	CHK	SAEGER, SHIAN	SAEGER, SHIANE	REIMBURSE FOR WIFI AT HOME (MARCH)	29.45
120027 04/12/2021	CHK	SPECTRA LAB	SPECTRA LABORATORIES-KITSAP, LLC	VARIOUS WATER TESTING	1,332.00
120028 04/12/2021	CHK	SUNSET AIR INC	SUNSET AIR INC	DUCTLESS HEATPUMP & BPA INCEN-S ANDERSON	1,300.00
120029 04/12/2021	CHK	UTILI1	UTILITIES UNDERGROUND LOCATION	MONTHLY UNDERGROUND LOCATES	147.84
120030 04/12/2021	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLET & (2)CELLULAR CHARGES	731.30
120031 04/12/2021	CHK	2	MITCHELL LEWS & STAVER CO	UNDERPAYMENT ON INVOICE-542417	16.15
120032 04/12/2021	CHK	2	STEWART PAINTING LLC	PAINTED INTERIOR-1681 E MCREAVY RD	5,412.58
120033 04/12/2021	CHK	MASON CO COM	MASON COUNTY COMMUNITY SERVIC	TIMBER CONVERSION FOR JORSTAD CREEK	300.00
120034 04/14/2021	CHK	2M COMPANY	2M COMPANY INC	NON-INVENTORY WATER SUPPLIES	5,870.73
120035 04/14/2021	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	RENEWAL RANDOM SELECTION & FMCSA QUERY	306.00
120036 04/14/2021	CHK	BKI ENGINEERI	BKI ENGINEERING SERVICES	LAKE ARROWHEAD MAIN REPLACEMENT	9,219.34
120037 04/14/2021	CHK	BUCKINGHAM	KIM BUCKINGHAM	REIMBURSE FOR WIFI AT HOME (FEBRUARY)	52.00
120038 04/14/2021	CHK	MARSH	MARSH MUNDORF PRATT & SUL	MONTHLY WPAG SERVICES	305.26
120039 04/14/2021	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,744.00
120040 04/14/2021	CHK	WASH21	WASHINGTON STATE DEPT. OF RETIRE	2020 OLD AGE & SURVIVORS INSURANCE	25.00
120041 04/14/2021	CHK	WRIGHT	WRIGHT EXPRESS FINANCIAL	MO.MASTERCARD CHARGE-5569-6200-0003-6811	4,661.71
120042 04/14/2021	CHK	2	TUPPER/MACK/WELLS PLLC	SQUAXIN ISLAND TRIBE	6,462.50
120043 04/14/2021	CHK	2	TUPPER/MACK/WELLS PLLC	SQUAXIN ISLAND TRIBE	19,387.50
120044 04/15/2021	CHK	BUCKINGHAM	KIM BUCKINGHAM	REIMBURSE FOR WIFI AT HOME (APRIL)	26.00
120045 04/16/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	CREDIT-SOUTHSIDE WATER SUPPLIES	873.16
120046 04/16/2021	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOAND CHARGES(21)LINE	205.41

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Accounts Payable Check Register

04/12/2021 To 04/23/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120047 04/16/2021	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON-INVENTORY SUPPLIES	21,754.86
120048 04/16/2021	CHK	NORTHWEST RO	NORTHWEST ROCK, INC	ROCK (SHOP)	1,165.99
120049 04/16/2021	CHK	RICOH USA	RICOH USA, INC.	MONTHLY RENT FOR TWO MACHINES	514.29
120050 04/16/2021	CHK	RWC GROUP	RWC GROUP	TRUCK #60-RADIATOR CAP	41.75
120051 04/16/2021	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	3,488.00
120052 04/16/2021	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	838.83
120053 04/16/2021	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	210.00
120054 04/16/2021	CHK	US TREASURY	US TREASURY	LEVY PROCEEDS #91-1197062	100.00
120055 04/16/2021	CHK	2	BONNEVILLE ENVIRONMENTAL FOUN	OVERAGE ON BEF PROJECT GRANT-SKOK TRIBE	210.13
120056 04/16/2021	CHK	2	SKOKOMISH TRIBAL CENTER	ZEV PROJECT GRANT MONEY	22,669.80
120057 04/21/2021	CHK	2M COMPANY	2M COMPANY INC	RAINBOW LAKE WATER-CHLORINE PUMP	414.06
120058 04/21/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	ISLAND LAKE WATER-SUPPLIES	16.81
120059 04/21/2021	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 26 UNITS	525.18
120060 04/21/2021	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	SPRING 2021 NEWSLETTER	2,309.10
120061 04/21/2021	CHK	HDFOWL	HD FOWLER COMPANY	WATER INVENTORY SUPPLIES	25,156.81
120062 04/21/2021	CHK	SHEL 2	MASON COUNTY JOURNAL	CANYONWOOD BEACH WATER-PUBLIC HEARING AD	40.50
120063 04/21/2021	CHK	MASTELLER	KRISTIN MASTELLER	REIMBURSE-MILEAGE & MEAL MENTOR FOR JAME	119.40
120064 04/21/2021	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS VEHICLES	1,011.76
120065 04/21/2021	CHK	SD MYERS	S.D. MYERS, LLC	SAMPLE DRAW 3/3/21	5,690.28
120066 04/21/2021	CHK	DEPT 14	WASHINGTON STATE DEPARTMENT OF	MASON POLE YARD	442.72
120067 04/21/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	RETURNED FOR CREDIT-	532.86
120068 04/21/2021	CHK	2	SKOKOMISH INDIAN TRIBE	CUSTOMERS CANCELLED PROJECT DUE TO COST	13,693.00
120069 04/21/2021	CHK	2	STEWART PAINTING LLC	RETAINAGE-1681 E MCREAVY RD WORK PERFORM	549.50
Total for Bank Account - 4 :					(75) 287,967.77
Grand Total :					(75) 287,967.77

Accounts Payable Check Register

PARAMETERS ENTERED:

Check Date: 04/12/2021 To 04/23/2021

Bank: All

Vendor: All

Check:

Journal: All

Format: Summary

Extended Reference: No

Sort By: Check/Transaction

Voids: None

Payment Type: All

Group By Payment Type: No

Minimum Amount: 0.00

Authorization Listing: No

Credit Card Charges: No

04/22/2021 8:37:32 AM

Page: 1

GENERAL LEDGER TRANSACTION DETAIL

APR 2021 To APR 2021

Date	Journal Description	Actv BU Project	Mod Jrnl Reference	Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)			Department: 0		
04/16/21	58050 Check Print	0	PL	2 PAYROLL	60,860.52

PARAMETERS ENTERED:

Division: All

Accounts: 0 131.2

Department: All

Activity: All

Sort By: Div/Acct

Date Selection: Period

Period: APR 2021 To APR 2021

Module: PL

Journal Activity: All

Accounts With No Transactions: Yes

Extended Reference: No

Interface Detail: No

Group by Department: Yes

51217

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Karnold

MASON COUNTY PUD NO. 1

MASON COUNTY, WASHINGTON



CANYONWOOD BEACH WATER SYSTEM PLAN

EXECUTIVE SUMMARY



G&O #19287
FEBRUARY 2021



Gray & Osborne, Inc.
CONSULTING ENGINEERS

EXECUTIVE SUMMARY

INTRODUCTION

The Canyonwood Beach Water System is a Group A water system with then DOH public water system ID 11030V. The water system is owned and operated by Mason County PUD No. 1 (the PUD). This Plan will assess the current and future capabilities of the District's water system, recommend needed improvements to allow the system to provide water service throughout the planning period, and meet the statutory requirements in Chapter 246-290-100 WAC, Chapter 246-293-250 WAC, and Chapter 246-295 WAC.

This Plan, together with the PUD's WSP Part A, is intended to meet all Water System Planning requirements, as well as the needs and concerns of the PUD. This Plan must be reviewed by and address any comments of Mason County Planning Department, DOH, and Washington State Department of Ecology (Ecology). Pursuant to Water Regulations, this Plan must receive approval of DOH and be adopted by the PUD.

This Plan covers the following topics:

- Chapter 1: System Background
- Chapter 2: Current and Projected Water System Capabilities and Demands
- Chapter 3: System Analysis
- Chapter 4: Water Use Efficiency (Conservation)
- Chapter 5, 6, 7 : Water Source Protection Requirements, Construction Standards and Operations (Covered in Part A)
- Chapter 8: Capital and Non-Capital Improvement Options
- Chapter 9: Financial Program
- Link to Part B: http://drive.google.com/file/d/1ut08_uS8IM6nHEDIYj61NAiq7GgditeO/view?usp=sharing

Chapter 1:

The Canyonwood Beach Water System is located in Mason County, Washington, and lies on the east side of Harstine Island along East Mickin Road. The Canyonwood Beach development was platted as a 43-lot residential subdivision in 1970. It is believed that the watersystem was constructed about this time. In June 2003, Mason County PUD 1 took over ownership and operation of the Canyonwood Beach Water System. The system consists of one pressure zone served by one well and approximately 4,450 feet of 4-inch Polyvinyl chloride (PVC) pipe and 1-inch Polyethylene (Poly) pipe.

The system currently serves 19 water service connections and is approved for 43 water service connections.

Chapter 2:

Mason County PUD 1 records indicate that the Canyonwood Beach Water System has maintained 19 service connections from 2016 to the present. 13 of these connections are believed to be full-time connections and 6 of these connections are believed to be part-time connections. Based on the Water Facilities Inventory, the Canyonwood Beach Water System has 33 full-time residents.

TABLE 2-4
Average Day Water Use per ERU

Total Consumption (gpd)	ERUADD (gpd/ERU)	Number of ERUs
734,335	120	17

To project future Canyonwood Beach Water System water demands, it will be assumed that water use will be proportional to the total number of ERUs. Historic water use factors developed above will be applied to projected ERUs to estimate future water demands. There are no anticipated changes to the Canyonwood Beach Water System service area.

Chapter 3:

The objective of this chapter is to determine if the existing system components are capable of supplying sufficient quality and quantity of water to meet existing as well as projected demands. The existing water mains and pumping systems are capable of meeting minimum system pressure standards at all locations under peak hour condition and a buildout scenario.

Water System Capacity Limits

Limiting Factor	System Capacity, ERUs	Existing Demand, ERUs	Available ERUs
Installed Source Capacity	265	19	246
Instantaneous Water Rights	278	19	259
Annual Water Rights	409	19	390

Based on the foregoing discussions, there are no water quality, distribution system, source capacity, or water rights deficiencies are identified.

Chapter 4:

The WUE Rule requires all sources and customer service connections be metered by January 22, 2017. The PUD completed installation of service meters on the Canyonwood Beach Water System in February 2016. Mason County PUD No. 1 has increased the efficiency of its water system in the past 10 years by finding and repairing water system leaks, by promoting water conservation amongst their customers, and by improved water accounting. PUD plans to continue these efforts to further optimize current water supply. PUD may be able to delay the expenses of additional source capacity, additional storage capacity, and additional booster pump capacity by implementing water conservation measures.

Chapter 8:

This section addresses capital improvements, or improvements to physical facilities. Improvements to operations, management or planning are addressed in the following section titled Non-Capital Improvements.

10-Year Capital Improvement Schedule

No	Project Title	Description	Cost Estimate	Financing Source	Year
G-6	Install an Emergency Generator	Install emergency generator with auto transfer switch	\$60,000	Reserves	2022
D-79	Water Main Rerouting	Reroute approx. 410 LF of 4-inch PVC main from wooded area to along private driveway out to McMickin Road	\$70,000	Loan	2028
Total 6- and 10-Year Capital Improvements			\$130,000		

Non-Capital Improvement Schedule

No.	Project Title	Type of Improvement	Description	Cost Estimate	Financing Source	Year
WUE-7	Leak Detection	Water Use Efficiency	Schedule leak detection on distribution system	\$5,000	Reserves	2025
Total 10-Year Capital Improvements				\$5,000		

Chapter 9:

Metered Rate Schedule

	Rates			
	2019	2020	2021	2022
Base Rate, 0-400 CF	\$41.32	\$51.12	\$53.70	\$56.95
Unit Rate per 100 CF (401 – 1,000 CF)	\$1.95	\$2.05	\$2.16	\$2.29
Unit Rate per 100 CF (1,001 cf and above)	\$2.44	\$2.55	\$2.68	\$2.85

At the average day demand of 120 gpd per connection the average monthly usage rate is 481 CF per month. The average monthly bill for 2020 would then be the base amount of \$51.12 plus usage fees of \$2.02 each, for a total of \$53.17. At 19 service connections, this would be an approximate total annual revenue of \$12,123 from metered water sales.

The District’s water utility fund is projected to have adequate funding to meet all of its O&M, capital projects, and water use efficiency needs. The ending balance for each year is in surplus, culminating with an end-of-year balance of \$87,889 in 2030.



PUD1 – Executive Summary – March 2021

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of March 2021:

- **Work in Progress:**
 - FEMA Funding
 - Budget / Cash Flow Monitoring from COVID-19 Effects
 - 2020 Annual Report – State Auditor
- **Completed Projects:**
 - DOH Construction Loans / Grants for 2021 Projects
 - Hazard Mitigation Grants
 - 2021 Budget Development
 - 2020 Privilege Tax Return (Due February 28, 2021)
 - 2020 RUS Form 7 (Due March 31, 2021)
- **Planned Key Milestones, Activities and / or Events:**
 - Long range financial and budgetary planning – ongoing.

Financial Highlights:

- Revenue – Gross Revenue was \$1,210,950 for the month of March 2021.
- Expenditures – Gross expenditures were \$975,950 for the month of March 2021.
- COVID Metrics – Cash on Hand is down overall, \$123,823 due to delayed account payments, late fees etc. We have applied \$117,607 to customer’s accounts to assist with past due balances. As of March, there were 136 electric accounts and 75 water accounts that were 90 days or more past due for a total of \$58,007.90.

Financial Metrics as Compared with Prior Year:	March 2021	March 2020
Total General Cash and Investments	\$926,982	\$919,511
Current Ratio (Current Assets/Current Liabilities)	2.73 to 1	3.58 to 1
Debt Service Coverage (O&M/ Debt Service)	2.89	3.00
Long-Term Debt to Net Plant	38%	42%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	53%	59%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	49%	54%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	5.43	4.70
Cash on Hand (Total Available Cash/Average Daily Costs)	33 Days (General) 133 Days (All Funds)	35 Days (General) 122 Days (All Funds)



Mason County PUD No 1

Budget Summary by Division For the Month Ended March 31, 2021

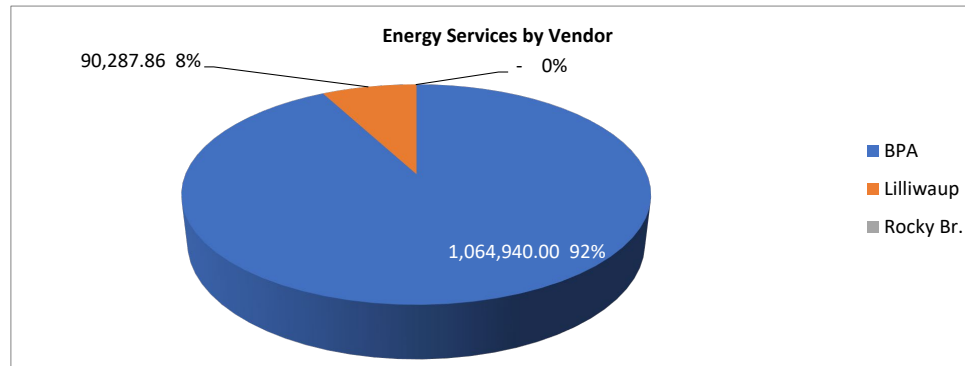
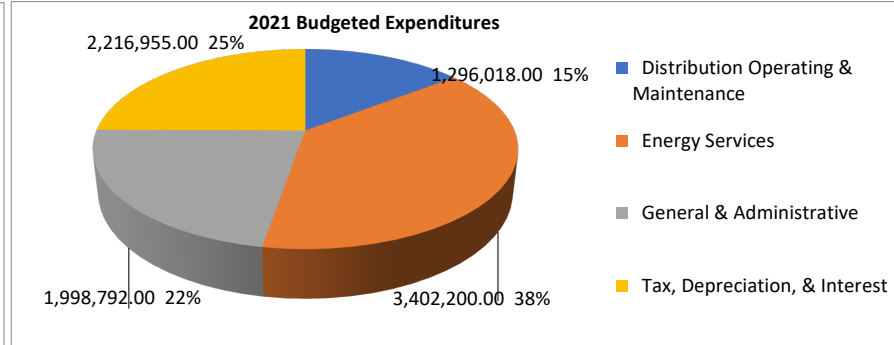
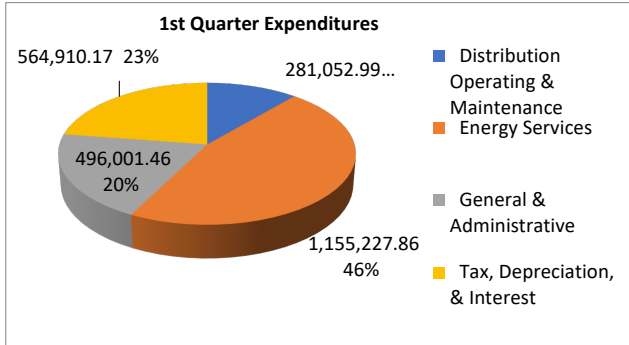
	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 976,017.80	\$ 234,477.86	\$ 454.71	\$ 1,210,950.37
Budgeted	\$ 896,354.43	\$ 172,465.00	\$ 745.00	\$ 1,069,564.43
Difference (-/+)	\$ 79,663.37	\$ 62,012.86	\$ (290.29)	\$ 141,385.94
% of Budget	109%	136%	61%	113%
Total Expenditures	\$ 794,405.80	\$ 181,484.60	\$ 59.73	\$ 975,950.13
Budgeted	\$ 770,345.26	\$ 167,020.63	\$ 1,711.37	\$ 939,077.26
Difference (-/+)	\$ 24,060.54	\$ 14,463.97	\$ (1,651.64)	\$ 36,872.87
% of Budget	103%	109%	3%	104%
Net Operating Margins	\$ 181,612.00	\$ 52,993.26	\$ 394.98	\$ 235,000.24
Budgeted	\$ 126,009.17	\$ 5,444.37	\$ (966.37)	\$ 130,487.17
Difference (-/+)	\$ 55,602.83	\$ 47,548.89	\$ 1,361.35	\$ 104,513.07
% of Budget	144%	973%	-41%	180%

Mason County PUD No. 1

Status of Budget
As of March 31, 2021

ELECTRIC DIVISION

	1st Quarter 2021	1st Quarter Budget	% of 1st Qtr Budget	2021 Actuals	2021 Budget	% of Annual Budget
Revenue	2,967,312.74	2,843,752.86	104%	2,967,312.74	9,167,115.96	32%
Expenditures						
Distribution Operating & Maintenance	281,052.99	276,371.67	102%	281,052.99	1,296,018.00	22%
Energy Services	1,155,227.86	1,067,700.00	108%	1,155,227.86	3,402,200.00	34%
General & Administrative	496,001.46	515,471.47	96%	496,001.46	1,998,792.00	25%
Tax, Depreciation, & Interest	564,910.17	560,524.27	101%	564,910.17	2,216,955.00	25%
TOTAL EXPENDITURES	\$ 2,497,192.48	\$ 2,420,067.41	103%	2,497,192.48	\$ 8,913,965.00	28%
NET OPERATING MARGINS	\$ 470,120.26	\$ 423,685.45	111%	470,120.26	\$ 253,150.96	186%



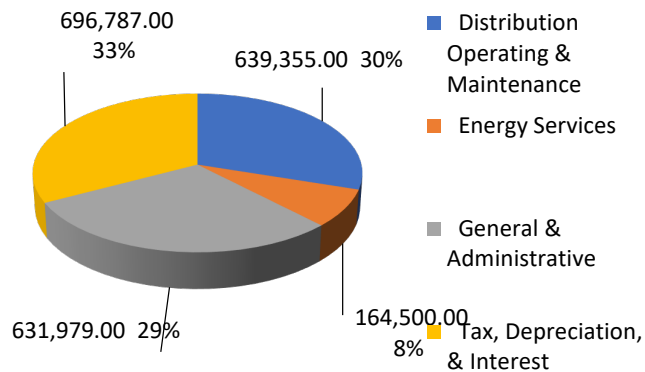
Mason County PUD No. 1

Status of Budget
As of March 31, 2021

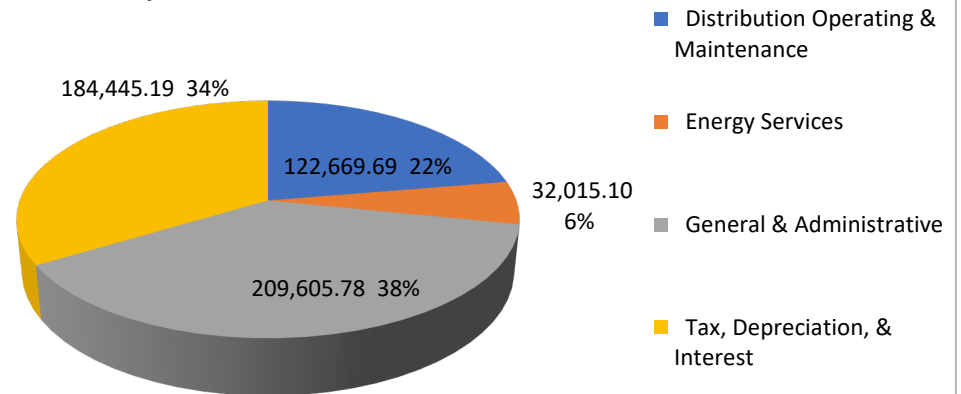
WATER DIVISION

	1st Quarter 2021	1st Quarter Budget	% of 1st Qtr Budget	2021 Actuals	2021 Budget	% of Annual Budget
Revenue	672,144.34	512,395.00	131%	672,144.34	2,286,636.00	29%
Expenditures						
Distribution Operating & Maintenance	122,669.69	128,481.71	95%	122,669.69	639,355.00	19%
Energy Services	32,015.10	41,250.00	78%	32,015.10	164,500.00	19%
General & Administrative	209,605.78	178,285.19	118%	209,605.78	631,979.00	33%
Tax, Depreciation, & Interest	184,445.19	162,732.00	113%	184,445.19	696,787.00	26%
TOTAL EXPENDITURES	\$ 548,735.76	\$ 510,748.90	107%	548,735.76	\$ 2,132,621.00	26%
NET OPERATING MARGINS	\$ 123,408.58	\$ 1,646.10	7497%	123,408.58	\$ 154,015.00	80%

2021 Budgeted Expenditures



1st Quarter Expenditures



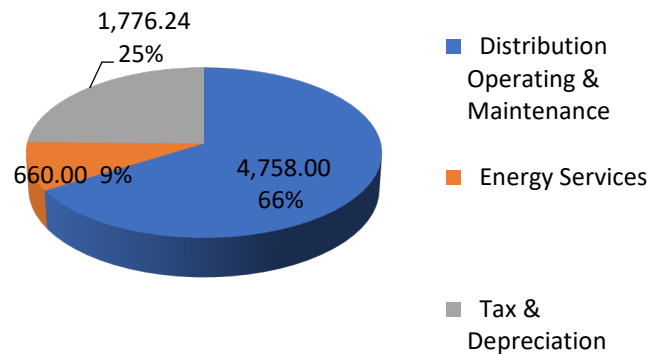
Mason County PUD No. 1

Status of Budget
As of March 31, 2021

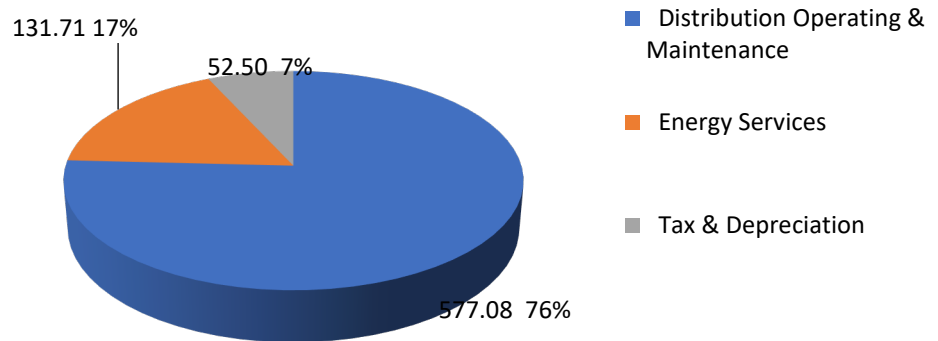
SEWER DIVISION

	1st Quarter 2021	1st Quarter Budget	% of 1st Qtr Budget	2021 Actuals	2021 Budget	% of Annual Budget
Revenue	1,365.08	2,235.00	61%	1,365.08	8,940.00	15%
Expenditures						
Distribution Operating & Maintenance	577.08	2,952.31	20%	577.08	4,758.00	12%
Energy Services	131.71	165.00	80%	131.71	660.00	20%
Tax & Depreciation	52.50	90.00	58%	52.50	1,776.24	3%
TOTAL EXPENDITURES	\$ 761.29	\$ 3,207.31	24%	\$ 761.29	\$ 7,194.24	11%
NET OPERATING MARGINS	\$ 603.79	\$ (972.31)	-62%	\$ 603.79	\$ 1,745.76	35%

2021 Budgeted Expenditures



1st Quarter Expenditures



Mason County PUD No. 1
Treasurer's Report to Commission
 March 31, 2021

3/31/2021

General Electric Cash	63,623.24
General Water Cash	97,711.46
General Sewer Cash	4,195.20
Investments	719,388.87
Petty and Register	600.00
General Funds Total	885,518.77

Designated Reserves

Commerical Liability Fund	32,481.49
Computer Replacement Fund	55,019.76
Contruccion Fund (Electric)	714,378.35
Contruccion Fund (Water)	699,635.94
Pole Yard	103,004.37
Privilege Tax Fund	30,171.15
Replacement Equipment Fund	295,345.77
Substation Fund	2,114,657.81
Water Regulatory Fund	100,171.03
System Development Fee	25,001.44
Designated Reserves Total	\$ 4,169,867.11

Restricted Funds

Customer Deposits	41,463.38
Electric Revenue Bond '18	186,332.86
Electric Revenue Bond Reserve '18	499,048.91
Electric System Revenue Bond 2014	136,765.68
Electric System Bond Reserve '14	303,766.61
Public Works Trust Fund	84,472.63
RUS Treasury Bond	164,526.86
US Treasury Reserves	235,946.79
Water System Revenue Bond '18	76,046.26
Restricted Funds Total	1,728,369.98

TOTAL ALL FUNDS **\$ 6,783,755.86**

Long-Term Debt

	Beginnging Balance	Principle Payments	Ending Balance
Electric Revenue Bond 2014	2,665,000.00		2,665,000.00
Electric Revenue Bond 2018	6,270,000.00		6,270,000.00
PWTF	756,131.02		756,131.02
RUS Long Term Debt	2,865,230.90	(29,846.15)	2,835,384.75
Water Bond '18	2,470,000.00		2,470,000.00
Total Long Term Debt	15,026,361.92	(29,846.15)	14,996,515.77

Mason County PUD No. 1
LGIP Investment Activity 1st Qtr 2021

	<u>12/31/2020</u>	Transfer In	Interest Earned	Transfers Out	<u>3/31/2021</u>
General Investments	681,070.98	38,100.00	217.89		719,388.87
Designated Reserves					
Commerical Liability Fund	111,228.30	32,250.00	3.19	(111,000.00)	32,481.49
Computer Replacement Fund	36,257.10	18,750.00	12.66		55,019.76
Pole Yard	102,971.77		32.60		103,004.37
Privilege Tax Fund	158,152.55	45,000.00	18.60	(173,000.00)	30,171.15
Replacement Equipment Fund	295,252.27		93.50		295,345.77
Substation Fund	2,028,510.51	85,500.00	647.30		2,114,657.81
Water Regulatory Fund	100,140.32		30.71		100,171.03
Sysyem Development Fund	0.00	24,999.00	2.44		25,001.44
Designated Reserves Total	2,832,512.82	206,499.00	841.00	(284,000.00)	2,755,852.82
Restricted Funds					
Electric Revenue Bond '18	58,293.99	128,013.00	25.87		186,332.86
Electric Revenue Bond Reserve '18	498,890.93		157.98		499,048.91
Electric System Revenue Bond 2014	58,367.66	78,375.00	23.02		136,765.68
Electric System Bond Reserve '14	303,670.45		96.16		303,766.61
Public Works Trust Fund	48,563.65	36,000.00	17.42		84,581.07
RUS Treasury Bond	391,236.70	60,000.00	122.53	(50,885.58)	400,473.65
Water System Revenue Bond '18	10,046.26	66,000.00	8.42		76,054.68
Restricted Funds Total	1,369,069.64	368,388.00	451.40	(50,885.58)	1,687,023.46
TOTAL ALL FUNDS	4,882,653.44	612,987.00	1,510.29	(334,885.58)	5,162,265.15



PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY
N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS
MIKE SHEETZ, Commissioner
JACK JANDA, Commissioner
RON GOLD, Commissioner

Lake Arrowhead Mainline Replacement

Engineer's Estimate of Schedule A: \$205,868.99

Engineer's Estimate of Alternate Schedule B: \$326,275.78

SCOPE OF WORK:

Schedule A: Replace 1,560 lf of 6-inch HDPE water line, hydrants, including water services, restoration, temporary erosion, and sedimentation control along Quillayute Tr., Colville Tr., and Skokomish Tr.

Alternate Schedule B: Replace 2,440 lf of 6-inch HDPE water line, hydrants, including water services, restoration, temporary erosion, and sedimentation control along Quillayute Tr., Colville Tr., Skokomish Tr., Tulalip Tr., and Quinault Tr.

FUNDING:

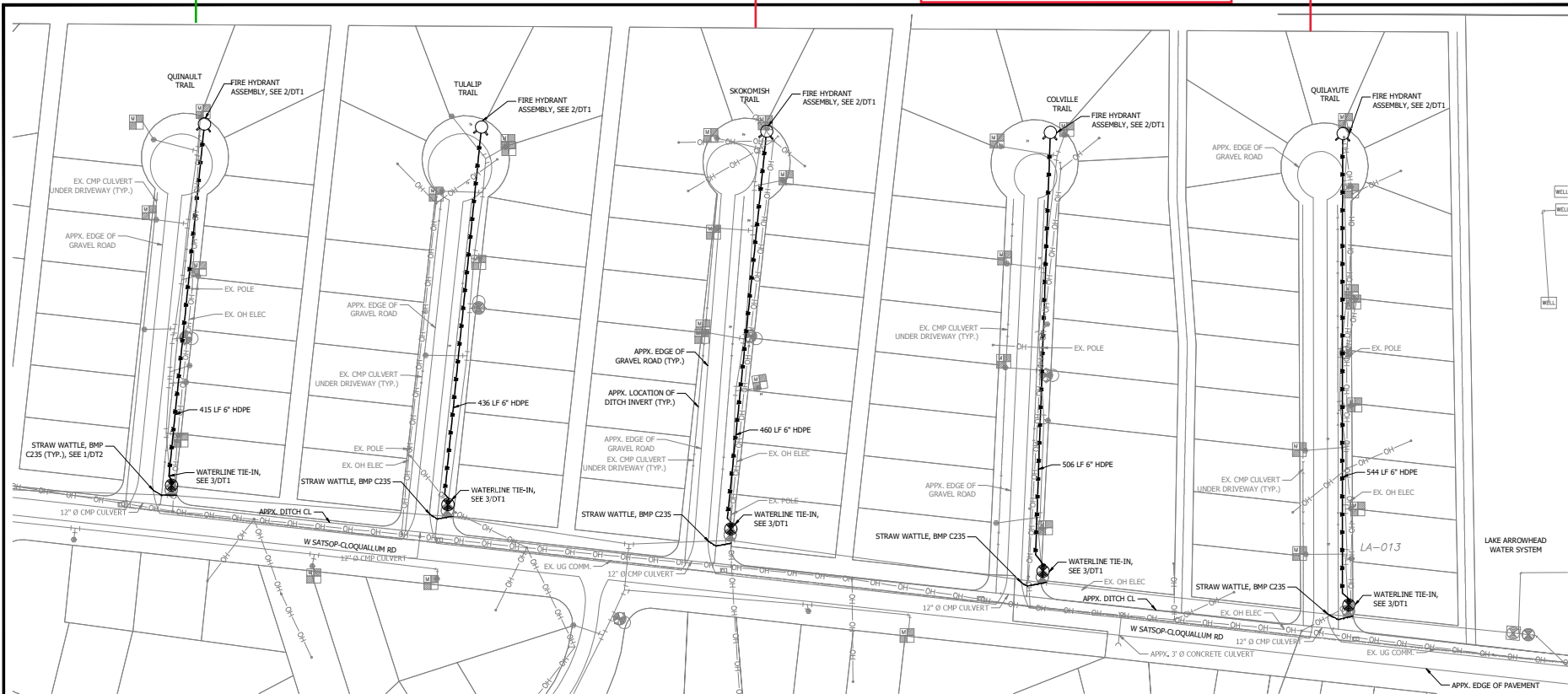
This project is fully or partially funded through the Washington State Drinking Water State Revolving Fund Program with federal funds from the U.S. Environmental Protection Agency. General contractors and all subcontractors must meet DWSRF requirements and provisions.

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-586.pdf>

Attached are the two bid schedules that the District is requesting Proposals for:

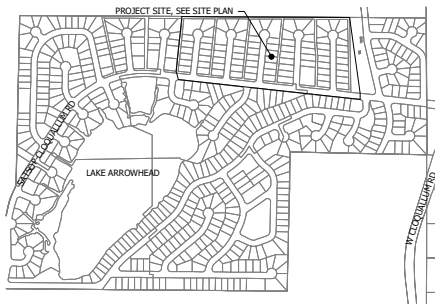
Alternate Schedule B

Schedule A



7-09.3(7)A - DEWATERING OF TRENCH

- WHERE WATER IS ENCOUNTERED IN THE TRENCH, IT SHALL BE REMOVED DURING PIPE-LAYING OPERATIONS AND THE TRENCH SO MAINTAINED UNTIL THE ENDS OF THE PIPE ARE SEALED AND PROVISIONS ARE MADE TO PREVENT FLOATING OF THE PIPE. TRENCH PIPE OR OTHER DELETERIOUS MATERIALS SHALL NOT BE ALLOWED TO ENTER THE PIPE AT ANY TIME.



GENERAL NOTES

- LAKE ARROWHEAD MAINLINE REPLACEMENT PROJECT CONSISTS OF THE REPLACEMENT AND ABANDONMENT OF WATERLINES ALONG QUINLAULT, TULALIP, SKOKOMISH, COLVILLE, AND QUILAYUTE TRAILS. PIPE LENGTHS NOTED ON PROJECT PLANS ARE APPROXIMATE. NEW GATEVALVES, FIRE HYDRANTS, AND OTHER APPURTENANCES WILL REQUIRE INSTALLATION AND EXISTING PARTS TO BE ABANDONMENT IN PLACE. QUANTITIES SHOWN ARE APPROXIMATE AND IT IS UP TO THE CONTRACTOR TO DETERMINE THE CORRECT QUANTITY OF APPURTENANCES AND LENGTH OF PIPE.
- ALL EXISTING FEATURES SHOWN ON SITE PLAN ARE APPROXIMATE IN LOCATION AND ONLY REPRESENT THE GENERAL LAYOUT OF THE SITE. NOT ALL FEATURES HAVE BEEN ACCOUNTED FOR. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE EXISTING CONDITIONS OF THE SITE TO DETERMINE THE CONSTRUCTABILITY OF THE PROJECT AND REFLECT IT AS SUCH IN THE BID PRICE.
- TEMPORARY STORMWATER AND EROSION CONTROL BMPS ARE REQUIRED TO BE IMPLEMENTED ACCORDING TO PROJECT PLANS PRIOR TO ANY GROUND DISTURBING ACTIVITIES. CONTRACTOR SHALL INSPECT AND MAINTAIN BMPS ON A WEEKLY BASIS, AS INDICATED ON TESC PAGE.
- DEWATERING ACTIVITIES MAY BE REQUIRED FOR TRENCHES IN THE AREA. GROUNDWATER ENCOUNTERED IN THE TRENCH SHALL BE DISCHARGED ON SITE THROUGH A SILTATION BAG INTO A SEDIMENT TRAP. DO NOT DISCHARGE POLLUTED GROUNDWATER TO THE SITE.
- UNLESS OTHERWISE NOTED HEREIN, ALL WORK SHALL BE IN ACCORDANCE WITH SECTION 7-09 OF THE WSDOT STANDARD SPECIFICATIONS.

WATER LINE NOTES

- MAINTAIN A MINIMUM 2'-0" CLEARANCE BETWEEN THE NEW WATERLINE AND EXISTING UTILITIES. NOTIFY ENGINEER AND OWNER OF ANY CONFLICTS IF CLEARANCES CANNOT BE MET.
- CONTRACTOR SHALL PREPARE THE ENTIRETY OF THE NEW WATERLINE, INCLUDING TESTING AND DISINFECTION, IN THE STREET PRIOR TO SWITCHING SERVICE WITH THE WATER TIE-IN, PER DETAIL 3/D11. COORDINATE WITH MASON COUNTY PUD NO. 1 ON OUTAGES REQUIRED FOR TIE-IN.
- LOCATE APPURTENANCES THAT EXTEND TO SURFACE IN ROAD SHOULDER OR TOP OF DITCH WHEREVER POSSIBLE. DO NOT LOCATE APPURTENANCES WITHIN ANY DRIVEWAY OR THAT MAY CAUSE DISRUPTION TO TRAFFIC AND ACCESS.
- CONTRACTOR SHALL PERFORM HYDROSTATIC TESTING PER PROJECT SPECIFICATIONS, MASON COUNTY PUD NO. 1 DESIGN STANDARDS, AND WSDOT STANDARD SPECIFICATIONS SECTION 7-09.3(23). CONTRACTOR SHALL FIX LEAKING APPURTENANCE OR PIPE AT HIS OWN EXPENSE.
- AFTER COMPLETION OF HYDROSTATIC PRESSURE TESTING, CONTRACTOR SHALL PERFORM DISINFECTION ON THE WATER MAIN ACCORDING TO WSDOT STANDARD SPECIFICATIONS SECTION 7-09.3(24).

MATERIAL & STANDARD REQUIREMENTS

- HDPE PIPE MATERIAL SHALL CONFORM TO AWWA C906, ASTM D2239, ASTM D2737, ASTM D3035, AND ASTM F714 STANDARDS. HDPE PIPE USED SHALL BE PRESSURE RATED AT DR 26 (80 PSI) OR GREATER PRESSURE RATINGS. BUTT FUSION AND MATERIAL REQUIREMENTS OF ALL HDPE PIPES AND RELATED PARTS SHALL CONFORM TO ASTM D3261, ASTM F1055, ASTM F2206, AND ASTM F2620 STANDARDS. HEAT FUSION OPERATIONS SHALL ONLY BE CONDUCTED BY QUALIFIED PERSONNEL THAT MEET ASTM F3190 STANDARDS.
- DUCTILE IRON MATERIAL AND RELATED PARTS TO CONFORM TO AWWA C110, C11, C115, C16, C150, C151, AND C153 STANDARDS. DUCTILE IRON MATERIALS TO BE INSTALLED ACCORDING TO AWWA C600 STANDARDS.
- ALL MATERIAL IN CONTACT WITH POTABLE WATER SHALL BE NSF-61 APPROVED. ALL MATERIAL TO BE APPROVED BY OWNER PRIOR TO PURCHASE.

LEGEND	
	DITCH INVERT
	UG PUD3 LINES
	OH PUD3 LINES
	PUD3 POLES
	POLE GUY
	CENTURYLINK BOX
	CULVERT
	METER
	VALVE
	FIRE HYDRANT
	GATE VALVE ASSEMBLY, SEE 1/D11
	FIRE HYDRANT ASSEMBLY, SEE 2/D11
	WATER LINE
	STRAW WATTLE, BMP C235

REV	DATE	DESCRIPTION	DESIGNER	BY	REVIEWER
0		SUBMIT CONSTRUCTION PLANS			

PRELIMINARY

BKI
BROWN & KYBUR, INC.
BKI PROJECT NO: M421-001
CONTRACT NO: _____
DATE: _____
SCALE: _____
AT THE CORRECT SCALE

MASON COUNTY PUD
LAKE ARROWHEAD WATERLINE REPLACEMENT
SITE PLAN
MASON COUNTY PUD NO. 1
N 21971 HWY. 101
SHELTON, WA 98584

0 REVISION
SP1
5 / 7

Mason PUD 1

2021 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	Finance	Status: Progress, On Track, Off Track, Completed, Removed	Assigned To:	Due Date:
1.1	FIND WAYS TO INCREASE OUR MARGINS			
1.1.1	Implement the COSA Rate Structures to help replenish the system reinvestment dollars	Completed. The rate schedules for water, power and sewer are all ready to go for April 1 st , 2021.	Katie	Q2
1.1.1.a	Conduct COSA for Madrona Sewer. Hold public rate hearing and send out materials. Draft resolution to pass in coordination with timing of power and water rates.	Completed. We finished the COSA and sent out packets to all customers on the system. Held rate hearing on 2/23/21 and commission passed new rate schedule effective April 1, 2021.	Katie	Q1
1.1.2	Find Ways for large load customers to come online	Nothing to report this quarter.	Kristin	As needed
1.1.3	Look for opportunities to create cost savings for the District	Q1- Rich found quality, used tools that were on our purchase list for a fraction of the price, saving \$ in the budget.	All Staff	All Qs
1.1.3.1	What contracts need renegotiated for cost savings	Q1- Changed alarm monitoring companies from Stanley to Washington Alarm Center. Savings of \$1,750 per year.	Katie & Joyce	All Qs
1.1.3.1.1	Terminix	Completed. This contract was moved to quarterly and with Standard Pest Control.	Joyce	Q1
1.1.3.1.2	Centurylink (potentially)	Nothing to report this quarter.	Katie	Q3
1.1.2.1.3	Mason County Garbage	Completed. Revised pick up and contract.	Rich	Q1
1.1.2.1.4	Printing Services	Nothing to report this quarter.	Trish	Q3
1.1.3.2	What processes can be improved or streamlined Add items as identified	Nothing to report this quarter.	All Staff	All Qs
1.1.3.3	Are there things we contract out that can be brought in house now?	Nothing to report this quarter.	All Staff	All Qs
1.1.3.3.1	Energy Resource Plan	Completed. We paid EES \$500 to develop a two-page template and instructions, that we can update annually using their criteria and methodology and submit to Commerce to satisfy the CETA requirements.	Katie	Q3

1.1.3.3.2	Public Work Contracting	Completed. James is doing site inspections for contractor construction now. All staff attended a Public Works Contracting course online through MRSC. James and Katie are being trained to take over all public works contracting. We will still have engineering firms help do this work when we are too busy or it's a complicated project.	Staff	Q1
1.1.3.3.3	In House Printing	Nothing to report this quarter.	Trish	All Qs
1.1.3.4	Identify and eliminate waste List items as they come along	Nothing to report this quarter.	All Staff	All Qs
1.2	GRANTS AND FUNDING OPPORTUNITIES			
1.2.1	COVID Related Funding	Q1- All CARES Act funds have been applied to customer accounts and submitted for reimbursement. \$49,451.41 for Mason County customers and \$6,985.18 for Jefferson County customers. We applied for a grant through Commerce for additional COVID funding and also listed HCC as a sub-recipient to help customers with internet and phone bill arrearages.	Katie	Q1
1.2.1.3	Communicate LIHEAP funding to every single customer who is behind on accounts	Completed for Q1.	Shiane	All Qs
1.2.1.4	Communicate business assistance funding that is advertised through the EDC	Completed through social media. We do not have commercial accounts that are on the disconnect list. If any appear, we will refer them to EDC for assistance.	Shiane	All Qs
1.2.1.5	Continue to work with WPUA to advocate to state legislature the need for utility assistance	Q1- Letter sent to Governor Inslee and WA leg delegation regarding priority testing and vaccinations for essential utility workers. Kristin testified w/ WPUA to Sen. Takko's committee on COVID impacts to special purpose districts.	Kristin & Katie	All Qs
1.2.1.6	Continue to work with APPA and NWPPA to advocate for utility assistance	Q1- Signed onto APPA letter for additional LIHEAP funding.	Kristin & Katie	All Qs
1.2.2	Apply for Water System Grants and Loans			
1.2.2.1	DWSRF	Received notification that we received \$2.25 million from 2020's application process for Canal View & Shadowood water systems. Nothing to report this quarter.	Katie & Brandy	Q4
1.2.2.2	PWTF forgiveness loans	Nothing to report this quarter.	Katie & Brandy	Q4
1.2.2.3	Lake Arrowhead Mainline	Completed. Applied for in 2020. Was not selected this round.	Katie & Brandy	Q1
1.2.3	Consolidation Grants	Nothing to report this quarter.	Katie & Brandy	Q3
1.2.4	Ecology Stream restoration grants	Nothing to report this quarter.	James	As Available
1.2.5	Other DOH	Nothing to report this quarter.	Katie/Kristin	All Qs
1.2.6	Other DOE	Progress: received a \$135,000 grant from Ecology for pole yard cleanup.	Staff	All Qs
1.2.8	CEDS	Nothing to report this quarter.	Kristin	All Qs
1.2.9	FEMA	Q1: Waiting on storm event to be declared for January windstorm. COVID disaster is moving forward for funding.	Katie	All Qs

1.2.10	WRIA	Progress: Final Vote on the plan was on 4/21, consensus is not to pass it. Ecology has until 06/30 to have the committee come back and work on getting the plan to pass. If it doesn't pass on 6/30, Ecology can have their own ruling.	Brandy/James	All Qs
1.2.11	USDA	Nothing to report this quarter.	Kristin	All Qs
1.2.12	Others	Nothing to report this quarter.	Staff	All Qs
1.2.3.1	Cross-country in Hoodspport	Completed. Submitted full application to FEMA at end of 2020. 2021 Update: Application has moved forward into the next round for funding consideration. Actively working with FEMA regarding follow up questions and requests for additional information.	Katie & Darin	Q4
1.2.3.2	Eells Hill Rd	Completed. Submitted full application to FEMA at end of 2020. This was funded and we are evaluating options for moving the project forward.	Katie & Darin	Q4
1.2.3.3	Seismic Valve Retrofits	Completed. Submitted full application to FEMA in 2020. Waiting to hear back.	Katie & James	Q3 / Q4
1.2.3.3.1	Generators	Completed. Submitted full application to FEMA in 2020. Waiting to hear back.	Katie & Brandy	Q3 / Q4
1.2.3.3.2	Water Trees	Completed. Submitted full application to FEMA in 2020. Waiting to hear back.	Katie	Q3 / Q4
1.2.3.3.3	Solenoid Valves	Completed. Submitted full application to FEMA in 2020. Waiting to hear back.	Katie & James	Q3 / Q4
1.2.4.1	Capital budget requests to state legislature	Q1 Progress- Kristin and Bill Clarke from WPUDA have approached Senator Sheldon about a budget request for the Duckabush Bridge relocation project. See below.	Kristin & Katie	All Qs
1.2.4.1.1	DOT Duckabush Bridge	Q1 Progress- Kristin met with DOT and WPUDA to submit a capital budget request for Duckabush Bridge line relocation for \$500,000. Tim Sheldon has agreed to sponsor the request. Kristin and Darin met with BKI to line out the project, utility needs, and budget. Possible opportunity to wrap the utility relocation budget into the overall DOT project budget since both are passed by state budget. This will be an ongoing project for the next two years.	Kristin	Q1
1.2.4.1.2	Manzanita Reservoir Mainline	Nothing to report this quarter.	Staff	Q4
1.2.4.1.3	Alderbrook mainline replacement – intertie to Highland Park	Nothing to report this quarter.	Staff	Q4
1.2.4.2	EDC CEDS list same as capital budget request above	Nothing to report this quarter. Will submit CEDS projects in Q2.	Kristin & Katie	Q4
1.2.4.3	.09 Funds from Mason County	Complete for 2021- Kristin met with Commissioner Shutty on this issue. The .09 funds are already dedicated for the next few years to city and county projects. When those commitments expire, Kristin asked for the opportunity to discuss some projects that would support economic development and expansion of the tax base to qualify for .09 assistance to fund the infrastructure buildouts.	Kristin	As Open
1.2.4.4	Bonneville Environmental Foundation	Completed. Project with Skokomish Tribe completed. Their ZEV Charging Station are online and the request for \$22,874.87.	Kristin	As Open
1.3	BUILD UPON INTERNAL PROCESSES			
1.3.1	Implement the April 1 st Rate Schedules for water, power & sewer	Completed.	Shiane	Q2

1.3.3	Recalibrate the Pole Attachment rate in Summer/Fall following Pole attachment audit.	Q1- Progress. Staff met with Osmose, a contractor that specializes in pole attachment audits and inspections. The cost is lower than hiring a temporary employee to conduct the audit, and the services received exceed what the PUD is able to do in-house. There is tremendous value in contracting this- operationally, financially and from a risk management perspective. We will work on a contract to get this completed by June 2021.	Staff	Q3
1.3.3.1	Hold Appropriate stakeholder outreach and public hearings	Nothing to report this quarter.	Staff	All Qs
1.3.4	Set a regular electric capital budget just the water budget with a set amount to plan each year independent of grant and bond funds	Nothing to report this quarter.	Staff	Q3
1.3.5	Hold two finance committee meetings in 2021	Nothing to report this quarter.	Katie	Q4
1.4	SAFETY			
1.4.2	Continue to budget for materials/tools to make work safer	Nothing to report this quarter.	Kristin	As necessary
2.0	Facilities			
2.1	Substations			
2.1.1	Manzanita – line out all tasks, phases, projects leading up to and including construction; gray out everything after 2022	Completed. For 2021, we are only doing the clearing & grubbing and the intertie MOU. Both completed in Q1. Will move other things to following years' plans after we get a new E&O manager.	Kristin	Q1
2.1.1.1	What is the process with BPA? Load Switching	Nothing to report this quarter.	BKI & Kristin	Q4
2.1.1.2	What other things do we not know?	Nothing to report this quarter.	BKI & Kristin	As necessary
2.1.2	Jorstad – Line out steps for next 10 years; gray out everything after 2022	For 2021, we are only working on the easement and possibly removing the trees. Will move other things to following years' plans after we get a new E&O manager.	BKI & Kristin	Q4
2.1.2.1	Easement, clearing easement	Q1 Progress- The easement is at DNR being evaluated and should be approved in April. Will use our consultant to work with Mason County on the conversion request that we did several years ago, but DNR has said we can remove the timber as long as the easement is approved. Have selected a contractor off small works roster to do the clearing work.	BKI & Kristin	Q4
2.1.3	Federated – Identify substation inventory and submit all relevant claims to Federated	Q1 Progress- line truck submitted. Had meeting with Federated re: substation items that can be included.	Katie & Kristin	All Qs
2.1.4	Mason 3 ties – Potlatch and T3	Nothing to report this quarter.	BKI & Kristin	Q4
2.2	Existing facilities			
2.2.1	Organize Equipment and materials	Completed.	Rich	Q3
2.2.1.1	Upper Campus/warehouse	Completed.	Rich	Q3
2.2.1.2	Lower Campus/Shop	Completed.	Rich	Q3
2.2.2	Temperature controlled storage options	Nothing to report this quarter.	Rich	Q3

2.2.2.1	Look at options for woman's club	Nothing to report this quarter.	Rich	Q3
2.2.2.2	Storage for disaster planning items	Nothing to report this quarter.	Rich	Q3
2.2.2.3	Look at options for outback	Nothing to report this quarter.	Rich	Q3
2.2.3	Security Plan	Completed. Security plan has been developed and bids received. Now working on budget and timeline for implementation.	Kristin	Q1
2.2.3.1	Fencing plan and budget	Completed.	James & Kristin	Q1
2.2.3.1.1	Does Tacoma Power want to share in the south end fence	Completed. We did not get response from Tacoma Power. They can pay to put privacy slats in it later if they want.	James	Q1
2.2.3.1.2	New Key system for all facilities	Q1- Progress. Received two bids for key system. Staff has chosen one and is working with contractor on pricing options. Will present to board for approval in April. Will use part of 2020's Net Operating Margin to pay for the security upgrades, rather than roll into LGIP.	Kristin	Q1
2.2.3.1.3	Install cameras in new areas	Completed. Three cameras are installed in new warehouse on upper campus.	Kristin	Q1
2.2.4	Upkeep			
2.2.4.1	Paint warehouse	Q1- Received bid for this. Too high. Will do in-house with temp crew.	Kristin	Q3
2.2.4.2	Paint water leak repair area in lobby	Nothing to report this quarter.	Kristin	Q3
2.2.4.3	Replace dead plants in planter	Completed.	Joyce	Q2
2.2.4.4	Install a hose bib at front of facilities	Completed. The water crew got the existing one working.	Brandy/TJ	Q4
2.2.5	Pole Yard Clean up	Q1 Progress- Kristin and James took this project over and moved it to Aspect to close out the action plan for voluntary clean up. We got the access permit and excess liability insurance for Tacoma Power completed. Aspect has submitted a new scope of work and timeline. James has completed the Inadvertent Discovery Plan for Ecology and James and Kristin have had several meetings with Ecology regarding Voluntary Cleanup Plan (VCP) and grant funding. This project started in March and should be wrapped up in June.	James & Kristin	When Approved
2.2.5.1	Apply for DOE grant to pay for this	Q1 Progress- Have received \$135,000 already from Ecology for this. Nick from Ecology is helping James & Kristin submit for a second type of grant funding if there is additional cleanup that needs to occur.	James, Kristin & Katie	Q1
2.2.5.2	Get plan approved with Tacoma/DOE	Completed- Tacoma and DOE have both agreed to a No Further Action (NFA) designation as substantial completion for this project. NFA is the target. As a result, TPU has issued an access permit to the PUD and our contractors.	James & Kristin	Q1
2.2.5.3	Contract clean-up and get signoff	Plan is to get NFA declaration from Ecology by June 30.	James & Kristin	When Approved
2.3	Future Facilities			
2.3.1.1.1	Viewcrest Beach	In talks with property owner.	Brandy	Q2
2.3.1.1.2	Shadowood	Completed- Received grant to begin this in 2022. Will be working with HOA to remove existing tennis court to build new reservoir, booster station, and install a generator	Brandy	Q2
2.3.2	Easements	Working on this for power. Will work on 2022 projects for new water facilities.	Mary	As required

2.3.2.1	View Ridge Heights	Nothing to report this quarter.	Brandy	Q4
2.3.2.2	Hood Canal	Nothing to report this quarter.	Brandy	Q4
2.4	Safety			
2.4.1	See if FEMA has funding available to relocate any of our facilities.	FEMA is too backlogged right now due to COVID and cannot get through the queue they already have. This will be tabled for future years, because there is no immediate need for this. The new facility isn't slated until 2030 and planning for it won't begin until 2028.	Kristin & Katie	All Qs
2.4.1.1	Specifically, if they will cover any portion of our new office building's public access area if we designate the room as a shelter or command center during an earthquake or something like that.	FEMA is too backlogged right now due to COVID and cannot get through the queue they already have. This will be tabled for future years, because there is no immediate need for this. The new facility isn't slated until 2030 and planning for it won't begin until 2028.	Katie	Q4
2.1.1.2	Find Ways to improve traffic flow on-campus to avoid trucks having to turn around	Completed. They're able to use the new access road to do a complete turnaround at the upper campus now.	Rich	Q2
2.1.1.2.1	Find ways to slow down trucks (vendors especially) who drive in our parking lot "SLOW" painted on asphalt or something	Nothing to report this quarter.	Rich	Q2
3.0	ORG DEVELOPMENT			
3.1	WORKFORCE			
3.1.2	Create training plans for every employee	Q1 Progress- JJ has started his NWPPA staking certification. Kyle is attending Camp Rilea this quarter for his apprenticeship training. James, Kristin, Katie & Brandy all took a public works contracting course through MRSC.	Staff	All Qs
3.1.2.1	Continue system tours when it is safe to do so	Nothing to report this quarter.	Staff	When feasible
3.1.2.2	Hold a PUD 1 power grid 101 class for newer employees, including: <ul style="list-style-type: none"> Pole Labeling and how to translate that information to landmarks that the customers can understand Go over education items below 	Nothing to report this quarter.	Staff	When feasible
3.1.2.2.2	Restoration process handout	Completed.	Kristin	Q1
3.1.2.2.3	Cold Loading	Progress: Draft completed. Will use this fall/winter when applicable again.	Kristin	Q1
3.1.2.2.4	Where to plant trees/shrubs	Completed.	Kristin	Q1
3.1.2.3	2021 Trainings/Conferences	Q1: Admin Staff participated in an NWPPA Serving the Internal Customer training, to help improve communication and teamwork	All Staff	All Qs
3.1.2.3.1	3 C's Conference - Shiane	Nothing to report this quarter.	Shiane	Q4
3.1.2.3.2	Accounting & Finance Conference - Joyce	Nothing to report this quarter.	Joyce	Q2
3.1.2.3.3	Work Order Training	Nothing to report this quarter.	Mary, JJ	Q4
3.1.2.3.4	Raising Your Energy IQ 101 - NWPPA	Nothing to report this quarter.	Kim & Trish	Q4

3.1.2.3.5	Energy Conservation - Kim	Nothing to report this quarter.	Kim	Q3
3.1.3Q	Succession planning for employees and commissioners	Nothing to report this quarter.	Kristin & Katie	All Qs
3.1.3.1	Job Descriptions for outgoing positions	Q1- Kristin has updated the Operations Superintendent position, electric engineering technician position and temporary helper position.	Kristin & Katie	All Qs
3.1.3.2	Inquire about interest in backfilling positions and prepare them to move into those roles	Nothing to report this quarter.	Kristin & Katie	All Qs
3.1.4	Policies:			
3.1.4.1	Employee Handbook	Draft is complete. Submitted to Archbright for review.	Katie	Q1
3.1.4.2	Remote work policy	Nothing to report this quarter. Moved to Q2.	Katie	Q1
3.1.4.3	Review Key Policy following new key replacements	Nothing to report this quarter. Moved to Q2.	Kristin	Q1
3.1.4.4	Continue disconnect threshold review/discussion	Q1 Progress- Shiane has reached out to other utilities for their disconnect threshold. Implementing is on hold until the moratorium is lifted.	Shiane	Q1
3.1.5.1	Recap respectful workplace training for new employees	Q1 Progress- Katie has contracted for a virtual class with Jennifer Bouman-Steagal, a labor attorney who contracts with NWPPA for these courses. She conducted the last on-site course for Mason PUD 1. New hires took the virtual training March 23 rd . The PUD is on a 5-year rotation for all-employee refreshers course.	Katie/NWPPA	Q2
3.1.5.2	Practice the backup duties at least twice yearly	Q1 – Staff are continuing to practice backup duties that can be done while working remotely.	All Staff	All Qs
3.2	SAFETY			
3.2.1	Redraft the ERP	Nothing to report this quarter. Draft is done. Need to finalize.	Julie	Q1
3.2.2	Publish calendar of trainings for office safety program by January on bulletin boards and on shared office calendar	Completed.	Katie	Q1
3.2.3	Reinforce COVID safety protocols weekly; tailboards, staff meetings, on the spot reminders.	Completed- ongoing and part of the tailboard worksheet.	All Staff	All Qs
3.2.4	Workplace Violence Prevention	Nothing to report this quarter.	All Staff	Q4
3.2.4.1	Hostile customer training for operations and office employees- how to react, how to report, how to deescalate	Nothing to report this quarter.	All Staff	Q4
3.2.4.2	Domestic violence issues in the workplace	Nothing to report this quarter.	Katie & Kristin	Q4
3.2.5	List safety tools and equipment – budget	Nothing to report this quarter.	Kristin	Q4
3.2.5.2	Highline Truck	Q1 Progress- Kristin put a request out to the Westside Managers group about setting up a contract to lease the truck and a couple trimmers from neighboring PUDs. Will also evaluate cost of contractor for this.	Kristin	Q4
3.2.5.3	High Voltage Tester	Nothing to report this quarter.	Kristin & Rich	Q3
3.2.5.4	Voltage Monitoring Device	Nothing to report this quarter.	Kristin & Rich	Q3

3.2.6	Nominate PUD for safety recognition	Completed. APPA & NWPPA.	Katie	Q3
3.2.7	Random Safety Inspections	Completed for Q1.	Kristin & John Spain	All Qs
3.2.8	Incorporate Wellness Items w/ Safety Program	Nothing to report this quarter.	Katie	All Qs
3.2.9	Customer Education on Safety	Nothing to report this quarter.	Kristin & Trish	Q4
3.2.9.1	Work Zones	Nothing to report this quarter.	Kristin & Trish	Q4
3.2.9.2	Electric Shock Drowning	Nothing to report this quarter.	Kristin & Trish	Q4
3.2.9.3	Downed Wires	Nothing to report this quarter.	Kristin & Trish	Q4
3.2.9.4	Generator Safety	Nothing to report this quarter.	Kristin & Trish	Q4
3.2.9.5	Backflow Devices	Completed. This was the focus of the water dept summer newsletter article.	Brandy & Mary	All Qs
3.2.9.6	Wellhead protection zones	Progress – Any property owners with in Canyonwood Beach WHPZ received notices.	Brandy & Mary	All Qs
3.3	IT & TECHNOLOGY			
3.3.1	NISC – Appoint key people to implementation teams and set a schedule for:	Q1 Progress: Mobile Workforce has gone live. Shiane, Rose, Rooster & Katie implemented this. A second team for Outage Management has been developed: Julie, Shiane, JJ, Katie & BKI.	Staff	As needed
3.3.1.1	Mobile Workforce (January 2021)	Completed. This taskforce consisted of Katie, Mike Rose, Shiane and Rooster. The Mobile Workforce program has been deployed in the field and crews are using it. All employees in field and office received training from NISC.	Shiane & Katie	Q1
3.3.1.2	OMS Training	Completed. This taskforce consists of Julie, Shiane, Katie, and JJ. They have standing Thursday morning meetings until OMS is functioning correctly and fully implemented.	Shiane & JJ	Q3
3.3.1.3	Meter Reading – Itron Ipad mobile with workforce	Q1 Progress: Quote has been requested from Itron for mobile meter reading.	Katie	Q1
3.3.2	Kiosks? Do we still want these? Sites? (piggy back on downtown Shelton PUD 3 for water systems)	Completed. Not able to come to an agreement with PUD 3 on siting. Will evaluate in the future if there is a demand or we pick up additional water systems in the Belfair area.	Shiane	Q1
3.3.3	Replenish IT reserve account	Q1 Progress: reserve established and is being funded on a monthly basis to reach the target amount by end of year.	Katie	Q4
3.3.4	Order new ipads – add service plan increases to monthly Verizon budget)	Completed- as part of our mobile workforce deployment.	Joyce	Q1
3.3.5	Plotter – fix or replace	Nothing to report this quarter.	Brandy	Q2
3.3.6	Check Endorser – needs replacing	Q1 Progress – Shiane has researched check endorsers and found they are no longer manufacturing them because everyone is moving to electronic check scanning devices. We are currently getting a quote from NISC for the RemitPlus check scanning device instead.	Shiane	Q1

3.3.7	Uniformity in our IT processes	Q1- Met with HCC to outline expectations of uniformity and processes. Provided list of areas that needed addressed.	Kristin & Katie	Q1
3.3.7.1	Adobe Log-ins	HCC will complete in May.	Kristin & Katie	Q1
3.3.7.2	Microsoft Log-ins; password availability for HCC so we don't have to reset	HCC will complete in May.	Kristin & Katie	Q1
3.3.7.3	PINS for smartcards – why do some people have passwords and some have PINS to log in	HCC will complete in May.	Kristin & Katie	Q1
3.3.7.4	Explore EN services, IT equipment, make-ready equipment	Q1- Progress. Have provide EN the information and waiting for them to return a proposal for us.	Kristin & Katie	Q2
3.3.8	Network Security	Nothing new to report outside of normal routine maintenance this quarter.	Kristin & Katie	Q1
3.3.8.1	Phishing and penetration testing from EN	Completed. Signed contract to continue this into 2021 for phishing. Will budget for penetration testing in 2022.	Kristin & Katie	Q1
3.3.8.2	How to ensure all our network patches are being performed on schedule.	Completed. This is now part of the weekly check in by HCC.	Kristin & Katie	Q1
3.4	COMMUNICATIONS & PR			
3.4.1	Internal outage communications	Completed. Mike Rose & Kristin communicate after hours. All normal business hours outage information is being ran through the CSR who is physically at the office and then the water and power foremen.	All Staff	All Qs
3.4.1.1	Plan for when Kristin is out – who will take over running the outage and communications? <ul style="list-style-type: none"> Plan for daytime outage info flowing to/from office; and then for afterhours also. 	Completed- Mike Rose takes electric after hours calls and Brandy takes the water calls. Rose and Brandy will communicate with Kristin or her designee both during the day and for after hours. All information should run exclusively through those channels so information to the crews and to the public is accurate and timely.	All Staff	Q1
3.4.2	Nurturing the departmental and cross-departmental communications and teamwork	Q1 Progress- Working on OMS and Mobile Workforce across operations, customer service and engineering. Have BKI sitting in on meetings where appropriate to help streamline processes and integrate our processes into NISC.	All Staff	All Qs
3.4.2.1	Weekly or regular staff meetings – add a question each time about; is there anything you need or is there a way you can help making something work better?	Q1 Progress – monthly staff meetings held for admin staff.	All Staff	All Qs
3.4.3	Website (See below)		Kristin & Julie	Q4
3.4.3.1	Do a review with operations staff, have a cross department team meeting on this.	Q1- Progress. Julie has started working on this, first with the water department.	Kristin & Julie	Q4
3.4.3.2	Set a budget and scope of work -	Q1- Julie and Kristin met with webmaster and Mosaic Marketing for website project kick off meeting. Set scope and budget and timeline of June 30 for completion.	Kristin & Julie	Q4
3.4.3.2.1	Ensure the upload size is sufficient	Q1- Progress. This was included in the scope for the new website project.	Kristin & Julie	Q4
3.4.3.2.2	Ensure the back-end functionality is easy for us to do ourselves	Q1- Progress. This was included in the scope for the new website project.	Kristin & Julie	Q4
3.4.4	Hold Employee Appreciation Event	Q1- Progress. Scheduled for 7/16.	Julie	Q2
3.4.5	Hold Customer Appreciation Event	Q1- Progress. Scheduled for 10/8.	Julie	Q3
3.4.6	Go Paperless! Campaign	Nothing to report this quarter.	Kristin & Shiane	Q3

3.4.7	Canal Comfort Fund Drive (add round up?)	Nothing to report this quarter.	Shiane	Q3
3.5	RECORDS COMPLIANCE			
3.5.1	Pull list of contracts that need to be renewed in 2021 and add to plan	Nothing to report this quarter.	Julie	Q1
3.5.2	Digitize records	Nothing to report this quarter.	Julie	Q3
3.5.3	Do annual purge and destruction log following state audit	Nothing to report this quarter.	Julie	Q3
3.5.4	Purge boxes of records from Outback	Nothing to report this quarter.	Julie	Q3
3.5.5	Julie to attend a Records Roundtable or training	Nothing to report this quarter.	Julie	As available
3.5.6	In-house records training for all employees	Nothing to report this quarter.	All Staff	Q4
3.6	Public Involvement			
3.6.1	SHS Career Day	Nothing to report this quarter.	Joyce & Trish & Ops Employee	If available
3.6.2	Hood Canal School Career Day	Nothing to report this quarter.	Joyce & Trish & Ops Employee	If available
3.6.3	Parades	Nothing to report this quarter.	Julie	When available
3.6.4	EDC	Kristin will step in and chair the EDC board for the remainder of 2021, following the exit of the current elected chair.	Kristin	All Qs
3.6.5	Kiwanis	Nothing to report this quarter.	Kristin, Julie & Jack	When Available
3.6.6	Invite Hood Canal School and Brinnon Elementary to participate in a water conservation poster contest	Nothing to report this quarter.	Julie	When Available
3.6.7	Invite Hood Canal School and Brinnon Elementary to participate in an electrical safety poster contest	Nothing to report this quarter.	Julie	When Available
3.7	Employee Events			
3.7.1	Two Potluck events in-house	Q1- Employees had lunch in shop for Darin's last day.	Staff	Q4
3.7.2	Highlight employees in awards and other forums	Q1- Kristin sent off APPA nominations for staff and the PUD. We won the Sue Kelly Community Service award and Katie, Kristin & Ron will be there to accept it.	Staff	All Qs
3.7.4	Review Policies and see if any need revamped- (PCI)	Nothing to report this quarter.	Kristin & Katie	All Qs
3.7.5	Exit interviews process	Nothing to report this quarter.	Kristin & Katie	Q2
4.0	Water			
4.1	REGULATORY			
4.1.1.1	Water Rights			
4.1.1.1.1	Highland Estates	Q1 Progress- This is in its final review with Ecology. Out for public comment. Should be completed in April.	Brandy	Q2
4.1.1.1.2	Canal View	Completed- Additional water rights approved March	Brandy	Q2

4.1.1.1.3	Ripplewood	Q1 Progress- Just started this cost reimbursement contract with Aspect and Ecology.	Brandy	Q4
4.1.1.2	Participate in committees and associations	Q1 Progress- Staff and commissioners attended WRIA, WWUC, WPUDA, and HC Coordinating Council meetings.	Brandy & James	All Qs
4.1.1.3	Federal & State Regulations	Nothing to report this quarter.	Brandy & James	All Qs
4.2	PERSONNEL			
4.2.1	James' in-house project, hours, schedule – line these out for the year.	Completed. James is also working with a new engineering mentor through BKI to get his hours for his P.E.	James & Brandy	Q1
4.2.2	Brandy list out all the trainings for each water department employee – CEU's, conferences, etc.	Nothing to report this quarter.	Brandy	Q1
4.2.2.1	ERWoW Fall Conference	Nothing to report this quarter.	TJ, Marty, Brandy, and Mary	Q3
4.2.2.2	WPUDA Water Workshop	Nothing to report this quarter.	Brandy, Kristin, Rooster, Cole, and James	Q4
4.2.2.3	NWPPA Leadership Training	Nothing to report this quarter.	Brandy	All Qs
4.2.3	CSR Education – FAQs, identify gaps in knowledge	Nothing to report this quarter.	Brandy, Julie, Katie	Q2
4.2.3.1	Water mainline breaks – pressure, dirty water, how to flush your water in your home	Nothing to report this quarter.	Water techs	All Qs
4.2.3.2	How to check for a leak at your house	Nothing to report this quarter.	Brandy	Q2
4.2.4	Review Water ERP – print copy, train employees on how to refer to it with questions when Brandy isn't available	Nothing to report this quarter.	Brandy	Q2
4.3	INFRASTRUCTURE			
4.3.1	Identify 2021's water system plans			
4.3.1.2	Lake Arrowhead Part B (WSP currently working on submitting)	Q1 Progress- Wrapping up WSP, Mainline design is 90% complete and working on getting ready to go out to bid	James, Brandy, & BKI	Q2
4.3.1.3	Canal View	Progress- Waiting on contract from DOH will probably not receive till the end of the year.	James, Brandy, & G&O	Q2
4.3.1.4	Minerva Terrace part B	Q1 Progress- DOH reviewing plan	James, Brandy, & BKI	Q1
4.3.1.5	Twanoh Consolidation	Nothing to report this quarter.	James, Brandy, & G&O	Q3
4.3.1.6	Highland Estates	Nothing to report this quarter.	James, Brandy, & G&O	Q4
4.3.1.7	Shadowood	Waiting on contract from DOH	James, Brandy, & G&O	Q2
4.3.1.8	Canyonwood Beach	Progress- Waiting on contract from DOH will probably not receive till the end of the year.	James, Brandy, & G&O	Q1
4.3.3	Build Annual CIP budget	Nothing to report this quarter.	Brandy	Q3
4.3.3.1	Create an SDF Special Project Fund	Completed. SDF Special Project Fund will be funded each month based on previous month revenue for SDF's paid. \$104,126 received since 03/2021.	Katie	Q1

4.3.4	Identify CIP projects			
4.3.4.1	Agate Beach whole system mainline replacement *Bond Funded	Bid opening April 1 st . Contract awarded to Hanson Excavating.	James, Brandy, & G&O	Q3
4.3.4.2	Anthony Road N replace source meter	Nothing to report this quarter.	Brandy	Q2
4.3.4.3	Bay East Manganese treatment *grant funded and reroof well house	Q1 Progress: Manganese pilot study completed. This information will now be sent to G&O for next steps. Should be completed by end of year.	Brandy, James, & G&O	Q2
4.3.4.4	Bellwood A & B paint pump house	Nothing to report this quarter.	Brandy	Q3
4.3.4.6	Canal Mutual bolt down well enclosure and install gate	Completed.	Brandy	Q1
4.3.4.7	Canal View rebuilt & paint pump house, and replace well enclosure	Progress- Waiting on contract from DOH will probably not receive till the end of the year.	Brandy	Q3
4.3.4.8	Elk Ridge rebuild and paint pump house	Q1 Progress: 75% completed	Brandy	Q3
4.3.4.9	Highland Estates install well enclosures over wells 1 & 2 and possible monitor well 2	Completed. James checks static levels on Wells 1 & 2 per quarter.	Brandy	Q2
4.3.4.10	Jade Drive blowoffs	Completed.	Brandy	Q1
4.3.4.11	Lake Arrowhead mainline replacement and manganese treatment *Grant funded	Q1 Progress: Manganese pilot study completed. This information will now be sent to G&O for next steps. Should be completed by end of year.	Brandy, James, & G&O	Q3
4.3.4.12	Rainbow Lake replace captive air tank with bladder tanks, isolation valves, and paint pump house	Nothing to report this quarter.	Brandy & James	Q3
4.3.4.13	Rhododendron Place replace source meter and paint pump house	Completed.	Brandy	Q3
4.3.4.14	Shadowood automated chlorine reader	Completed.	Brandy	Q1
4.3.4.15	Singh Water paint pump house	Nothing to report this quarter.	Brandy	Q3
4.3.4.16	Island Lake Manor replace captive air tank with bladder tanks and reroof	Q1 Progress: 90% complete	Brandy	Q3
4.3.4.17	South Side replace captive air tank with bladder tanks and reroof	Completed.	Brandy	Q3
4.3.4.18	Stonebriar paint pump house	Nothing to report this quarter.	Brandy	Q3
4.3.5	Water Loss			
4.3.5.1	Leak Detection	Nothing to report this quarter.	Brandy	All Qs
4.3.5.1	Use BPA Program	Nothing to report this quarter.	Brandy	Q3
4.3.5.2	Evergreen Rural Water Free Detection	Nothing to report this quarter.	Brandy	Q2
4.3.5.2.1	Ripplewood (43%)	Nothing to report this quarter.	Brandy	Q2
4.3.5.3	In House detection			
4.3.5.3.1	Canal Beach Tracts (62%)	Nothing to report this quarter.	Brandy	Q3

4.3.5.3.2	View Ridge Heights (51%)	Nothing to report this quarter.	Brandy	Q4
4.3.5.3.3	Bayshore (39%)	Nothing to report this quarter.	Brandy	Q4
4.3.6	Mainline replacements			
4.3.6.2.1	Lake Arrowhead *grant funded	Q1 Progress- BKI design mainline to replace 2500' mainline. Applied for DWSRF late 2020 to replace rest of mainline, did not get approved.	Brandy	Q3
4.3.6.2.2	Canal Beach Tracts (hot tub shed to barber shop)	Completed.	Brandy	Q3
4.3.6.2.3	Union *Byers on 106, Condos to Rick Buechel on 106	Applied for DWSRF late 2020 to replace rest of mainline, did not get approved.	Brandy	Q4
4.3.7	Identify & replace aging service and source meters	Rainbow Lake	Brandy	All Qs
4.3.7.3.1	Consider replacing with AMI, but still read AMR	Q1 Progress- Working with Landis & Gyr to get a reliable quote before we decide which meters to buy. Should move this item to Q4.	Brandy & Kristin	Q1
4.3.7.3.2	Meet with PUD 3 regarding telecom infrastructure for water meter reads	Nothing to report this quarter.	Brandy	Q4
4.3.7.3.3	Identify type of meters we want to move to	Nothing to report this quarter.	Brandy	Q4
4.3.7.3.4	Brandy to research other utilities' conversion projects for recommendations for meters that work for both water& power, or at least work together on the same AMI system	Nothing to report this quarter.	Brandy	Q4
4.3.8	Facility Security	Nothing to report this quarter.	Brandy	Q4
4.3.8.1	Well Heads	Nothing to report this quarter.	Brandy	Q4
4.3.8.2	Fencing	Bay East	Brandy	Q4
4.3.8.3	Gates	Nothing to report this quarter.	Brandy	Q4
4.3.9	Generator plan		Brandy	Q1
4.3.9.1	Bellwood A	Nothing to report this quarter.	Brandy	Q4
4.3.9.2	Shadowood	Nothing to report this quarter.	Brandy	Q4
4.3.9.2.1	Make a complete list of all systems that need generators and what size and list them according to priority	Completed. Submitted for FEMA Hazard Mitigation Grant at end of 2020.		
4.3.9.2.2	Choose the ones for grant applications	Nothing to report this quarter.	Brandy	Q2
4.3.10	Stream monitoring	Nothing to report this quarter.	James	All Qs
4.3.10.1	Ensure ongoing budget for existing monitoring network	Completed. This is routine in the budget now.	James	All Qs
4.3.10.2	Budget for two additional streams	Nothing to report this quarter.	James	Q1
4.3.11	Reservoir Cleaning and Inspections	Q1: Reservoir cleaning bids due April 22. Q2: Bid will be awarded 4/27	Brandy	Q3
4.4	ADD CONNECTIONS			

4.4.1	Identify areas for line extension to be added to CIP for 2021 and beyond	Nothing to report this quarter.	Brandy	Q2
4.4.1.1	Take 2021 areas that will require SDF as earnest money to board for approval	Nothing to report this quarter.	Brandy	Q2
4.4.1.1.1	Hood Canal mainline extension undeveloped properties south of Sprague Ave	Nothing to report this quarter.	Brandy	Q2
4.4.1.1.2	Union mainline extension on Kuhn and 2 nd St	Nothing to report this quarter.	Brandy	Q2
4.4.1.1.3	View Ridge Heights mainline extension on Duncan Rd	Nothing to report this quarter.	Brandy	Q1
4.4.1.1.4	Viewcrest Beach mainline extension north on Libby Rd	Q1: Customers that owns property for to extend mainline for services isn't sure if he would like to move forward.	Brandy	Q1
4.4.2	Identify new projects that will add connections and either move it to the CIP or park it here with future dates	Nothing to report this quarter.	Brandy	Q3
4.4.2.1	Vuecrest reservoir & Union Ridge intertie (2021 or 2022)	Q1: working with property owner to purchase land to build reservoir.	Brandy	Q4
4.4.2.2	Vuecrest, Union Ridge, highland Park intertie (2022 or further out)	Nothing to report this quarter.	Brandy	Q4
4.5	ERU CAPACITY ANALYSIS			
4.5.1	Which systems are almost to capacity or will be in <5 years?	Aldebrook, Hood Canal, Bellwood A	Brandy	Q1
4.5.1.1	How we are identifying and addressing it	Capacity Analysis, Monitoring Water Use, System improvements, Leak Repairs	Brandy	Q1
4.5.1.1.1	FT/PT Survey	Nothing to report this quarter.	Brandy	All Qs
4.5.1.1.2	Water Loss	Nothing to report this quarter.	Brandy	All Qs
4.5.1.2	Find ways to increase system capacity (low connections)			
4.5.1.2.1	Alderbrook	Completed. Submitted and approved for 203 connections.	Brandy & James	Q1
4.5.1.2.1.1	Find out how ERU's were calculated	Completed. Older water data was used and since then water leaks have been repaired and consumers are using less.	James	Q1
4.5.1.2.1.2	Do we need to drill well 4 to accommodate existing growth?	Completed. When we need more pumping capacity for the water system, then well 4 will need to be drilled.	Brandy & James	Q4
4.5.1.2.2	Union	When the WSP was approved Union connections increased by 55 connections.	Brandy	Q1
4.5.1.2.3	Bellwood A (James working on, need more usage data)	Nothing to report this quarter.	Brandy & James	Q1
4.5.1.2.4	Ripplewood (water rights and wsp, currently working on)	Nothing to report this quarter.	Brandy	All Qs
4.5.1.2.5	Vuecrest (currently working on)	Nothing to report this quarter.	Brandy	All Qs
4.6	SAFETY			
4.6.1	Identify safety program subject in 2021 schedule	Completed. Posted.	Kristin & John Spain	All Qs
4.6.2	Ensure that the new tailboard process is being implemented on each crew	Completed. This was the safety topic for January. Kristin will check in with foremen throughout the year to ensure that it is occurring and reinforced.	Darin	All Qs

4.6.3	Identify any tools or equipment that needs replaced or purchased to make jobs safer	Q1 Progress- Identified valve exercising tool and crane for back of truck.	Kristin & Rich	All Qs
4.6.4	Reinforce that everyone has Stop Work authority at each tailboard	Completed. This is an item on the tailboard sheets now to reemphasize to all employees that they all have stop work authority if they see something unsafe or questionable, they are empowered to say something and halt work until the situation is corrected.	Darin	All Qs
4.6.5	Reinforce COVID safety protocols at each tailboard	Completed. This item is part of the form for tailboards.	Darin	All Qs
5.5.3	Make sure that near misses are being discussed and debriefed at the Safety meetings	Completed. Kristin met with John Spain to discuss heightening the emphasis on discussing near misses in the meetings so people can learn from them. Also, ensuring that foremen are stopping work and pulling together for another tailgate when they happen on site. Kristin and John will work to reemphasize this with the foremen throughout the year.	Darin	All Qs
5.0	Electric			
5.1	PERSONNEL			
5.1.1	Workforce education	Q1 Progress- Internal Customer Service training through NWPPA customized for PUD 1 to help us keep our teamwork and interpersonal skills sharp while we're working remotely and under massive change at the utility.	Staff	All Qs
5.1.2	Line out trainings for electric employees	Nothing to report this quarter.	Kristin & Katie	Q2
5.1.3	Cross-departmental trainings i.e. system tours, outage drills	On hold until we all come back to the office.	Staff	When available
5.1.4	Staking technician training	Q1- JJ took Line Inspection, Protection / Basic Sectionalizing Design, Underground line design and subdivision layout.	JJ & Katie	All Qs
5.1.5	OMS Training	Q1- Selected OMS implementation team. Those members took NISC OMS training and had several team meetings this quarter. Goal is for OMS to be functional by end of 2021.	All Staff	Q1
5.1.6	Foreman/leadership training	Nothing to report this quarter.	All Staff	When available
5.1.7	Succession planning	Nothing to report this quarter.	All Staff	Where needed
5.1.8	Shared apprentice training at other westside utilities for different experience	Q1 Progress- Kristin put in a request to westside managers meeting attendees for projects that we could send our apprentice to participate with.	All Staff	When available
5.1.9	Engineering plan – RFP Roster	Completed. Have selected a new roster of electric engineering firms.	Kristin & Darin	Q1
5.1.10	Temp crew/backfilling vacant line position; evaluate budget and create a plan	Completed. Fully staffed line crew now. No vacant positions. Have budgeted for a temporary crew- 3 electric; 2 water if we are achieving budget by Q2.	Staff	Q1
5.2	RISK ANALYSIS & MITIGATION			
5.2.1	Do we need a wildfire plan	Yes. Kristin is working on options for having this done by a contractor in 2021.	Kristin	Q1
5.2.2.1	Remove Danger Trees	Q1 Progress- We have a list of identified trees that we will discuss with our vegetation management contractor.	Kristin	Q3
5.2.1.2	Upgrade reclosures	Kristin Note: Did we budget for this? Duckabush north circuit. Check with BKI.	BKI	Q4
5.2.2	Pole Attachments & Inventory Plan	Q1 Progress- Kristin is working on a contract with Osmose to conduct this attachment audit and do a pole testing audit.	Kristin	Q2

5.2.2.1	Create a pole testing/evaluation and replacement program	Q1 Progress- Kristin is working on a contract with Osmose to test 10% of the system's poles ever year so the entire system is audited by the time the next pole attachment audit comes up.	Kristin	Q2
5.2.2.2	Identify clearance issues throughout the system	Osmose will do this.	Kristin & BKI	Q3
5.2.2.3	Complete pole attachment audit by June 2021	Progress Q1- Contract received from Osmose to begin this work. Should have this completed by the end of June.	Staff	Q2
5.2.3	Identify Danger Trees	Q1 Progress- Compiled a list to put out to bid with tree trimming. Budgeted for danger tree removal in 2021.	Staff	Q2
5.2.4	BPA's Potlatch Substation	BPA said the substation is fine. It's their responsibility to serve and they have a portable sub for it if it fails, according to BPA.	Darin & Kristin	Ongoing
5.3	OPERATIONS			
5.3.1.1	Mason 3 to Manzanita tie	MOU completed and executed. Intertie doesn't need to happen until 2023.	Kristin	Q4
5.3.1.2	Install conductor and poles for Manzanita Dalby Rd double circuit	Jeremiah review. Conductors need poled, poles need set. Contract this out. This is the second portion of Hanson's project.	Kristin & BKI	Q4
5.3.2	CT Meter Upgrades/Training	Summer should be here for 3PH jobs. She is programming all our CT meters.	Kristin	Q2
5.3.2.1	Start system audit of meters (form, class and amps)	Changing this for 2021. Fixing stuff we've already identified instead. No new audit for 2021. Moving audit to 2022. The list of stuff that needs fixed can go to crews.	Kristin & BKI	Q2
5.3.2.2	Work with national metering CT upgrades for training	Busy work. Try to get a portion of it done this year. Crew can identify any they're not comfortable with and we can call Summer from National Metering to come in.	Kristin	Q2
5.3.3	URD replacements, OH/URD conversions, tap replacements			
5.3.3.1	Rebuild WAWA Point	Priority. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.3.2	Whitney Point Phase 1 rebuild	If we have time. Or move to 2022.	Kristin & BKI	Q4
5.3.3.3	Rebuild end of Skok Valley (Julie's)	Priority. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.3.4	Galloway Lane overhead to underground rebuild	Priority. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.3.5	Love road overhead to underground rebuild	Priority. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.3.6	Colony Surf division 5 and 6 underground replacement	Priority. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.3.7	Alderbrook underground taps replacement	Darin has a map of this. HCC is identifying where they need replacements. Work with HCC on this.	Kristin & BKI	Q4
5.3.3.8	Sylopash Lane underground replacement (Brinnon Store)	Summertime priority. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.3.9	Four Wheel Drive Rd underground replacement	If we have time. Or move to 2022. Nothing to report this quarter.	Kristin & BKI	Q4
5.3.4	Potential Interties w/PUD 3			
5.3.4.1	Manzanita to Mason 3	MOU completed. No construction until 2035.	Kristin & BKI	Q4
5.3.4.2	HWY 106 end of line	Will likely move this to 2022 until we have a new electric ops manager in place.	Kristin & BKI	Q4

5.3.4.3.	T3 to Lake Cushman	Will likely move this to 2022 until we have a new electric ops manager in place.	Kristin & BKI	Q4
5.3.4.4	Mason 3 Cushman to Hoodsport	Will likely move this to 2022 until we have a new electric ops manager in place.	Kristin & BKI	Q4
5.3.5	Scada			
5.3.5.1	See if existing SCADA will work with AMI	Will likely move this to 2022 until we have a new electric ops manager in place. Don't think this is a priority anymore.	Staff	Q3
5.3.5.2	How much SCADA do we need	Will likely move this to 2022 until we have a new electric ops manager in place. Don't think this is a priority anymore.	Staff	Q3
5.4	PLANNING			
5.4.1	AMI Plan		Staff	Q4
5.4.1.1	Do research with other utilities	Will likely move this to 2022 until we have a new electric ops manager in place.	Staff	Q4
5.4.1.2	Choose meter brand & vendor	Q1- Had presentation by Landis & Gyr. Will likely move this to 2022 until we have a new electric ops manager in place.	Staff	Q4
5.4.1.3	Get quote to be able to set phased budget plan	Will likely move this to 2022 until we have a new electric ops manager in place.	Staff	Q4
5.4.1.4	Develop a testing and implementation schedule	Will likely move this to 2022 until we have a new electric ops manager in place.	Staff	Q4
5.4.3	2028 Contracts	No action at this time. Continuing to stay involved with WPAG and PPC on these issues. Should evaluate possible back up feed from Tacoma Power also.	Staff	Q4
5.4.4	DNR Easement for Jorstad	Progress: DNR to come back with agreement and \$ amount. Pay for easement- make sure we clear that easement within 24 months. Clear 5 acre parcel, 20' easement on ROW, and part of the road, and area that goes cross country. Schedule every 3 years have someone come in w/Skid Steer and mow it.	Kristin	Q4



**PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY**

N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS

MIKE SHEETZ, Commissioner
JACK JANDA, Commissioner
RON GOLD, Commissioner

**A RESOLUTION DECLARING ITEMS AS SURPLUS PROPERTY
RESOLUTION NO. 2047**

WHEREAS, the listed items of personal property located on exhibit "A" attached hereto and incorporated by this reference are no longer usable by Public Utility District No. 1 of Mason County (the "District").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Mason County PUD No. 1 that the listed items of personal property are declared surplus and that the district is hereby authorized to sell the salable items to the person or persons presenting quotations resulting in the best return to the district, or to dispose of unsalable items as appropriate; and

BE IT FURTHER RESOLVED that the attached items are hereby made a part of Resolution No. 2047,

ADOPTED this 27th day of April 2021.

Mike Sheetz, President

Jack Janda, Vice President

ATTEST:

Ron Gold, Secretary



PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY
N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS
MIKE SHEETZ, Commissioner
JACK JANDA, Commissioner
RON GOLD, Commissioner

Attachment A

Bid No. SURPLUS-2047
Surplus Equipment

NOTICE IS HEREBY GIVEN THAT THE BOARD OF COMMISSIONERS OF PUBLIC UTILITY DISTRICT NO. 1 OF MASON COUNTY, WASHINGTON, DOES HEREBY SURPLUS EQUIPMENT AS FOLLOWS:

ITEM NO. 1- PUD VEH. ID #41, QTY. 1
Description: 2008 Ford F-250 (mileage 228,152)
VIN: 1FTSX21538ED86728 (license #88520C)

ITEM NO. 2- PUD VEH. ID #75, QTY 1
Description: 2000 Volvo Vac Truck (mileage 124,135)
VIN: 4V5SC8JF01N307450 (license #C1296D)

Board of Commissioners, Mason County PUD No. 1

DATE: April 27, 2021

BID OPENING: Going to Auction

Bidder	H2O Solutions, LLC	Advanced Diving Services, INC	Inland Potable Service, Inc
Bid Amount	\$3,950.00	\$8,084.00	\$9,782.50
Sales Tax	\$335.75	\$687.14	\$831.51
Total Amount	\$4,285.75	\$8,771.14	\$10,614.01