



**Mason County PUD No. 1**  
**Public Hearing and Regular Board Meeting**  
**November 23, 2021**  
**1:00 p.m.**

Join Zoom Meeting  
<https://us02web.zoom.us/j/85869053743>

Meeting ID: 858 6905 3743  
1 (253) 215-8782

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

**Public Hearing to present the Lake Arrowhead Water System- Part B**

**1) Consent Agenda**

**Minutes:**

November 9, 2021 **Public Hearing & Regular Board Meeting**

**Disbursements:**

Accounts Payable Wire	\$ 52,356.77
Check Nos. 119770	\$ 2,564.15
Check Nos. 120949-120968	\$ 92,221.91
Check Nos. 120971-121004	\$ 85,362.62

**A/P Sub-Total** **\$ 232,505.45**

Payroll Wire	\$ 65,298.06
Payroll Check 120969-120970	\$ 2,599.10

**Grand Total** **\$ 300,402.61**

**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 5 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. Kevin Streett, General Manager, Jefferson PUD
- b. Approve Lake Arrowhead Water System Plan
- c. Award Bid to Kemp West for Danger Tree Removal
- d. Award Bid to Hanson Excavating for Lake Arrowhead Mainline Replacement
- e. October 2021 Financials
- f. Authorize the Treasurer to Submit DWSRF Applications
- g. Approval of 2022 Strategic Work Plan

**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 - None**

**9) Adjournment**

## **2021 Calendar**

**November 30**

December 1-3

**Manager Eval- Virtual 10:00 a.m.-Noon**

WPUDA Annual Meeting



## Mason County Public Utility District No. 1

Board of Commissioners Public Hearing & Regular Board Meeting  
November 9, 2021 Potlatch, Washington

### **Present:**

Mike Sheetz, President (Online)  
Jack Janda, Vice President (Online)  
Ron Gold, 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

**CALL TO ORDER:** Mike Sheetz called the Public Hearing to present the Redistricting plan to order at 1:00 p.m. No Public was in attendance. The Public Hearing was adjourned at 1:07 p.m. and Commissioner Sheetz called the Regular Board Meeting to order.

### **APPROVAL OF CONSENT AGENDA:**

**Minutes:** October 25, 2021 Special Board Meeting

<b>Disbursements:</b>	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 72,209.64
	Check Nos. 120890-120910	\$ 15,759.17
	120912-120948	\$ 82,269.75
	<b>A/P Sub Total</b>	<b>\$ 170,238.56</b>
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 64,965.93
	Payroll Check	\$ 2,681.00
	<b>Grand Total</b>	<b>\$ 237,885.49</b>

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

**PUBLIC COMMENT:** None.

### **BUSINESS AGENDA:**

**Resolution No. 2054 – Redistricting,** Jack made a motion to Approve Resolution No. 2054 Redistricting Plan as presented. Ron seconded the motion. Motion carried.



## **Mason County Public Utility District No. 1**

Board of Commissioners Public Hearing & Regular Board Meeting  
November 9, 2021 Potlatch, Washington

**Resolution No. 2053 – Safe Deposit Box Authority** – Jack made a motion to Approve Resolution No. 2053 – Safe Deposit Box Authority. Ron seconded the motion. Motion carried.

### **Claim for Damages (Grout)**

Jack made a motion to deny the claim and submit to Federated for processing. Ron seconded the motion. Motion carried.

**Approve the GM to negotiate a property acquisition under threat of condemnation for Bay East Water System** – Jack made a motion to Authorize the GM to negotiate a property acquisition under threat of condemnation for Bay East Water System. Ron seconded the motion. Motion carried.

**Approve the GM to negotiate a utility easement under threat of condemnation for Duckabush Road** – Jack made a motion to Authorize the GM to negotiate a utility easement under threat of condemnation for Duckabush Road. Ron seconded the motion. Motion carried.

**Approve the 2022 Budget** – The 2022 budget, with total revenue of \$12,433,582 and total expenditures of \$11,843,401 was presented for approval. Jack made a motion to approve the 2022 Budget as presented. Ron seconded the motion. Motion carried.

**General Manager** – Kristin reported that the office was now open to the public. She will be doing another push for customers to apply for ARPA funding and will have more metrics at a later meeting. She reported that they have started the bore project at Colony Surf. HCC has hired Hansen Excavation to start the trenching for the underground in January. They will also be doing the trenching at manzanita and Dalby which is a big trouble spot for the PUD. Kristin reported she will be meeting with Fish and Wildlife regarding the Duckabush project. She also reported that she is finished with the Wildfire mitigation plan. She is working on a form to pre-qualify electrical contractors and working on the CERB project grants to have fiber from Eldon to the County line. She reported that she has been in contact with Kemp West regarding the removal of 6 or 7 more danger trees. She let everyone know that the last commissioner meeting for the year would be on December 14<sup>th</sup>.

**Director of Business Services** – Katie reported that she continues to work on FEMA grants and the SRF DOH grants. She will bring the DOH grant approval request to the next board meeting as it needs to be turned in by November 30<sup>th</sup> and requires board authorization as part of the process. She also reported that she is working on the Clean Energy Implementation Plan that is part of the Clean Energy Transformation Act (CETA). She stated that a public hearing will be held at the December 14<sup>th</sup>'s board meeting and then the board will be asked to approve it ahead of the January 1, 2022 deadline.

**Water Resource Manager** – Brandy reported that Phase 1 is complete at Agate Beach. The System has all new 6" mainline and the customers are fed from the new main. Phase II for Agate Beach is the construction of the reservoir, booster station and backup generator. The engineering firm is 90% complete with the reservoir design. Once the design is complete and approved by DOH the PUD will go out to bid. Currently there is not a time frame for completion of this project. She also reported that the



## **Mason County Public Utility District No. 1**

Board of Commissioners Public Hearing & Regular Board Meeting

November 9, 2021 Potlatch, Washington

mitigation for the water right service to allow 1 gallon per minute back into the ground at Highland Estates (Ryan Rd) had been installed. She reported that the auto dialer for the generator is complete at Bay East. Lake Arrowhead mainline replacement bid opening was October 8<sup>th</sup>. The two lowest bidders were Hansen Excavation and Rognlin's. This project won't start until the spring when the weather is dryer. She reported that James, TJ and herself met with Gray and Osborne to discuss a new reservoir, replace the booster pumps and manganese treatment for Shadowood. ATEC will do the pilot study for the manganese. She also reported that she has been working with Katie on the DOH grants and FEMA funding. The crew has been busy with new services and finding leaks.

**Rob Johnson, Attorney** – None

**Correspondence** – Thank you card from the Brinnon residents

### **Board Reports –**

Mike – Mike reported that he had virtually attended the PPC annual meeting

Jack – Jack reported that he had virtually attended the PPC annual meeting

Ron – Ron reported that he had virtually attended the PPC annual meeting and the Hood Canal Coordinating Committee meeting.

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION** – None

**Adjournment: 2:14 p.m.**

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**Mike Sheetz, President**

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**Jack Janda, Vice President**

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**Ron Gold, Secretary**

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# Accounts Payable Check Register

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11/09/2021 To 11/18/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
566 11/16/2021	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	23,638.01
567 11/16/2021	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	18,243.24
568 11/16/2021	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	7,744.75
569 11/16/2021	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	2,730.77
119770 11/16/2021	CHK	2	DAVID NEARING	TO CORRECT CHECK#119770 THAT WAS VOIDED	2,564.15
120949 11/09/2021	CHK	15	MARY BECHTOLT	REIMBURSE FOR WIFI AT HOME (NOVEMBER)	29.45
120950 11/09/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	HAMMA RIDGE WATER	2,481.82
120951 11/09/2021	CHK	PAPE COMPANY	DITCH WITCH WEST	VACCUM TRAILER PARTS	2,821.30
120952 11/09/2021	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	3,729.04
120953 11/09/2021	CHK	ENERG1	ENERGY NORTHWEST	CYBER SERVICES	1,000.00
120954 11/09/2021	CHK	GILLIARDI LOG	GILLIARDI LOGGING AND CONSTRUCT	ROCK FOR SKOKOMISH TRAIL & LAKE ARROWHEA	222.76
120955 11/09/2021	CHK	GILLIS	GILLIS AUTO CENTER, INC.	TRUCK #44-DOOR ASSEMBLY	36.11
120956 11/09/2021	CHK	HANSON EXCAV	HANSON EXCAVATION LLC	AGATE BEACH WATER	63,683.55
120957 11/09/2021	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	AGATE BEACH WATER-3/4IN. HOSE CAST-IRON	54.24
120958 11/09/2021	CHK	MARSH	MARSH MUNDORF PRATT & SUL	MONTHLY WPAG SERVICES	153.92
120959 11/09/2021	CHK	NISC	NISC	SOFTWARE LICENSE-ESRI ARCGIS DESKTOP	7,595.00
120960 11/09/2021	CHK	TOZIER	TOZIER BROS, INC	AGATE BEACH WATER-WELL FUSES	29.57
120961 11/09/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	CREDIT-OIL FILTERS	24.74
120962 11/09/2021	CHK	2	WAYNE BERINGER	DUCTLESS HEATPUMP REBATE-306403 HWY 101	1,900.00
120963 11/09/2021	CHK	2	JUDY BURRINGTON	DUCTLESS HEATPUMP REBATE-JUDY BURRINGTON	1,300.00
120964 11/09/2021	CHK	2	MICHAEL CAPPELLUTI	DUCTLESS HEATPUMP & INCENTIVE-CAPPELLUTI	1,300.00VOID
120965 11/09/2021	CHK	2	HAROLD LEMAY ENTERPRISES, INC	LONG HAUL REMOVAL OF 10 YARDS OF DIRT	2,434.60
120966 11/12/2021	CHK	18	TRISH MARTIN	REIMBURSE FOR WIFI AT HOME (NOVEMBER)	36.95
120967 11/12/2021	CHK	WILLEY, KYLE	KYLE WILLEY	REIMBURSE FOR CDL PHYSICAL EXAM	115.00
120968 11/12/2021	CHK	WRIGHT	WRIGHT EXPRESS FINANCIAL	MO.MASTERCARD CHARGE 5569 6200 0003 6811	3,273.86
120971 11/16/2021	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	854.61

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# Accounts Payable Check Register

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11/09/2021 To 11/18/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120972 11/16/2021	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	210.00
120973 11/16/2021	CHK	US TREASURY	US TREASURY	LEVY PROCEEDS #91-1197062	100.00
120974 11/17/2021	CHK	2M COMPANY	2M COMPANY INC	DOUBLE CHECK VALVE	559.77
120975 11/17/2021	CHK	ALTEC	ALTEC INDUSTRIES INC	ELECTRIC SMALL TOOLS-ALLEN WRENCH	437.07
120976 11/17/2021	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	WATER RIGHT PROCESSING-(3)WATER SYSTEMS	9,618.75
120977 11/17/2021	CHK	BKI ENGINEERI	BKI ENGINEERING SERVICES	GENERAL CONSULTING	9,995.41
120978 11/17/2021	CHK	BROWNT	BROWN, TIM	PAYROLL DEDUCTION TO SAVING GOT REJECTED	50.00
120979 11/17/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	HAMMA RIDGE WATER-(21)T1-11 SHEETS	2,140.50
120980 11/17/2021	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	VACCUM TRAILER & SHOP SUPPLIES	313.30
120981 11/17/2021	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOARD CHARGES(21)LINE	197.59
120982 11/17/2021	CHK	DOH	DEPT. OF HEALTH	HOODSPORT SANITARY SURVEY INSPECTION	357.00
120983 11/17/2021	CHK	EVER	EVERGREEN RURAL	RICH CRUMP-11/16 MAINTAIN RESERVOIRS	240.00
120984 11/17/2021	CHK	FARWEST	FARWEST LINE SPECIALTIES	ELECTRIC SMALL TOOLS	186.00
120985 11/17/2021	CHK	GCR TIRES	GCR TIRES & SERVICE	TRUCK #59-(2)NEW TIRES & WHEEL BALANCE	679.84
120986 11/17/2021	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES	282.45
120987 11/17/2021	CHK	GENPAC	GENERAL PACIFIC INC	NON INVENTORY ELECTRIC SUPPLIES	18,536.27
120988 11/17/2021	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	WEBSITE HOSTING & WEBSITE DEVELOPMENT	1,796.50
120989 11/17/2021	CHK	HDFOWL	HD FOWLER COMPANY	PRESSURE BLADDER TANKS	3,793.16
120990 11/17/2021	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	HAMMA RIDGE WATER-ROLLERS & BRUSH	108.94
120991 11/17/2021	CHK	L.G.	L. G. ISAACSON CO. INC.	SHOP SUPPLIES	692.22
120992 11/17/2021	CHK	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	OCTOBER POWER USAGE	12,768.20
120993 11/17/2021	CHK	SHEL 2	MASON COUNTY JOURNAL	LAKE ARROWHEAD WATER-IRON & MANGANESE	1,012.50
120994 11/17/2021	CHK	MAS 15	MASON COUNTY SOLID WASTE	CREDIT	103.52
120995 11/17/2021	CHK	MILES	MILES SAND & GRAVEL COMPANY	HIGHLAND ESTATES WATER-ROCK	187.27
120996 11/17/2021	CHK	NISC	NISC	W2, W3, MISC 1096, MISC 1099,& AP/PR CHE	12,221.20
120997 11/17/2021	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS EQUIPMENT	1,079.58

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# Accounts Payable Check Register

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Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120998 11/17/2021	CHK	28	PETRO CARD	50GALLONS OF OIL	798.22
120999 11/17/2021	CHK	PLATT ELECTRI	PLATT	NON-INVENTORY ELECTRIC SUPPLIES	425.78
121000 11/17/2021	CHK	SHOP	THE SHOPPER'S WEEKLY	500 BUSINESS CARDS-BRANDY	59.62
121001 11/17/2021	CHK	WPUDA	WASHINGTON PUD ASSOC.	WPUDA DC GROUP DINNER-KRISTIN	1,794.00
121002 11/17/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	SHOP SUPPLIES	182.20
121003 11/17/2021	CHK	2	MANKE EXCAVATING, LLC	EXCAVATOR-VUECREST WATER	3,461.15
121004 11/17/2021	CHK	2	TUPPER/MACK/WELLS PLLC	SQUAXIN ISLAND TRIBE	120.00
Total Payments for Bank Account - 4 :					(58) 231,205.45
Total Voids for Bank Account - 4 :					(1) 1,300.00
Total for Bank Account - 4 :					(59) 232,505.45
Grand Total for Payments :					(58) 231,205.45
Grand Total for Voids :					(1) 1,300.00
Grand Total :					(59) 232,505.45



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# Accounts Payable Check Register

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**PARAMETERS ENTERED:****Check Date:** 11/09/2021 To 11/18/2021**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** Summary**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** Current**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No

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## Payroll/Labor

Page 1

## Check Register

Pay Date: 11/16/2021 To 11/16/2021

Empl Name	Pay Date	Dir Dep/Check	Net Pay	Type
135 TIMOTHY BROWN	11/16/2021	120969	1,899.10	CHK
150 GARET A OGG	11/16/2021	120970	700.00	CHK

## PARAMETERS ENTERED:

**Pay Date:** 11/16/2021 To 11/16/2021  
**Check/Direct Deposit:** All  
**Employee:** 135, 150  
**Journal:** 0  
  
**Division:** All  
**Format:** Summary By Check  
**Sort By:** Check/Direct Deposit

11/16/2021 2:03:02 PM

**GENERAL LEDGER  
TRANSACTION DETAIL**

Page: 1

NOV 2021 To NOV 2021

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)			Department:	0	Beginning Balance:
11/16/21	62704 Check Print	0	PL	2 PAYROLL	65,298.06

**PARAMETERS ENTERED:****Division:** All**Accounts:** 0 131.2**Department:** All**Activity:** All**Sort By:** Div/Acct**Date Selection:** Period**Period:** NOV 2021 To NOV 2021**Module:** PL**Journal Activity:** All**Accounts With No Transactions:** Yes**Extended Reference:** No**Interface Detail:** No**Group by Department:** Yes

51217

/pro/rpttemplate/acct/2.51.1/gl/GL\_TRANS\_DETAIL.xml.rpt

Karnold



**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

November 23, 2021

**Lake Arrowhead Water System Plan Executive Summary**

The Lake Arrowhead Water System is located around Lake Arrowhead west of the city of Shelton in SE NE Section 17, Township 19N, Range 05W and has a surface elevation of approximately 330 feet above mean sea level (MSL). The Lake Arrowhead Water System was transferred to PUD No. 1 who received approval for the existing water system in 2003. The previous iteration of the water system plan was approved in 2000. This water system plan captures improvements to Lake Arrowhead since PUD 1 ownership such as the 105,000-gallon reservoir, pump station and deficiencies that have been identified in recent years such as Iron and Manganese and high distribution system leakage (56.2% DSL).

Growth in the development has not been consistent and is not concentrated in any one portion of the plat. Many of the 558 available lots may never be developed because there are wetlands present. The system currently has approval for 400 residential Equivalent Residential Units (ERUs). Approximately 275 of those lots have been developed. Each part time and seasonal residence is considered a single ERU as these tend to convert to full time residences over time. This provides a conservative calculation of the physical system demand. The Lake Arrowhead Water System currently has **252 ERUs**.

Average Day Demand (ADD) is the average water usage in gallons per day per Equivalent Residential Unit (gpd/ERU) that a typical single-family home in the water system can expect to consume. Water systems are required to perform at Maximum Day Demand (MDD) assumptions. ADD and MDD used for system analysis are **81 gpd/ERU** and **175 gpd/ERU**, respectively. The Lake Arrowhead water system is currently able to produce **648 ERU's**, so with the Department of Health's approval of **400 ERU's** the system has no production deficiencies.

A main focus for the District is reducing leakage by replacing aging pipes. Installing isolation valves will allow PUD1 employees to isolate any leaks while disturbing the least number of customers. Much of the above-mentioned improvement alternatives can be completed by District staff while some of the improvements will be funded by system reserves, and the larger mainline replacement projects will be contracted out.

Based on the criteria established by the District, the following is the priority list:

1. Locate and eliminate leaks, reduce DSL to 25% or less. (Currently 56.2%)
2. Replace well pump, wiring, drop pipe and source meter for Well #1 for emergency use.
3. Drill new well to eliminate the necessity for Iron and Manganese treatment plus chlorination
4. Clean and inspect reservoir every two years
5. Install treatments for Iron and Manganese if drilling new well is beyond feasibility
6. Decommission all fire hydrants (Removal)
7. Install hydrants at the end of mainline.
8. Decommission non active well #2

Sincerely,

Brandy Milroy  
Water Resource Manager

# KEMP WEST, INC.

(425) 334-5572

3800 Sinclair Ave. Snohomish, Wa. 98290

## QUOTATION / ESTIMATE

CUSTOMER NAME: Mason County P.U.D. #1 Date: 11/8/2021  
CONTACT: Kristin Masteller  
BILLING ADDRESS: N. 21971 Highway 101  
Shelton, Wa. 98584  
TELEPHONE: Office- 360-877-5249 Cell- 360-490-4895  
FAX:  
Email: [kristinm@mason-pud1.org](mailto:kristinm@mason-pud1.org)

**PROJECT LOCATION:** Work along Hwy 101 between Brinnon & Hoodsport

**PROJECT SPECIFICATIONS:** Remove trees at (4) locations as per site visit with Mike. Chip all brush and leave wood on site. Supply traffic control. Remove approximately (9) trees.

### QUOTATION:

#### Description

Same as above

\$42,200.00

Subtotal \$42,200.00

Plus Applicable Sales Tax, which will be added to final invoice

**Total \$42,200.00**

THIS ESTIMATE/QUOTATION IS:

☐

On a Time & Materials basis at the daily rates shown above, hours/days and fees are estimated, not fixed !!

☒

A Fixed Price bid not to be exceeded to perform above specified work.

Credit Cards are Not accepted

ACKNOWLEDGED AND ACCEPTED BY:

KEMP WEST QUOTE PROVIDED BY:

  
Customer Representative/Title Date 11/18/2021

  
Kari Hakso/Kemp West, Inc./Pres. Date 10/8/2019

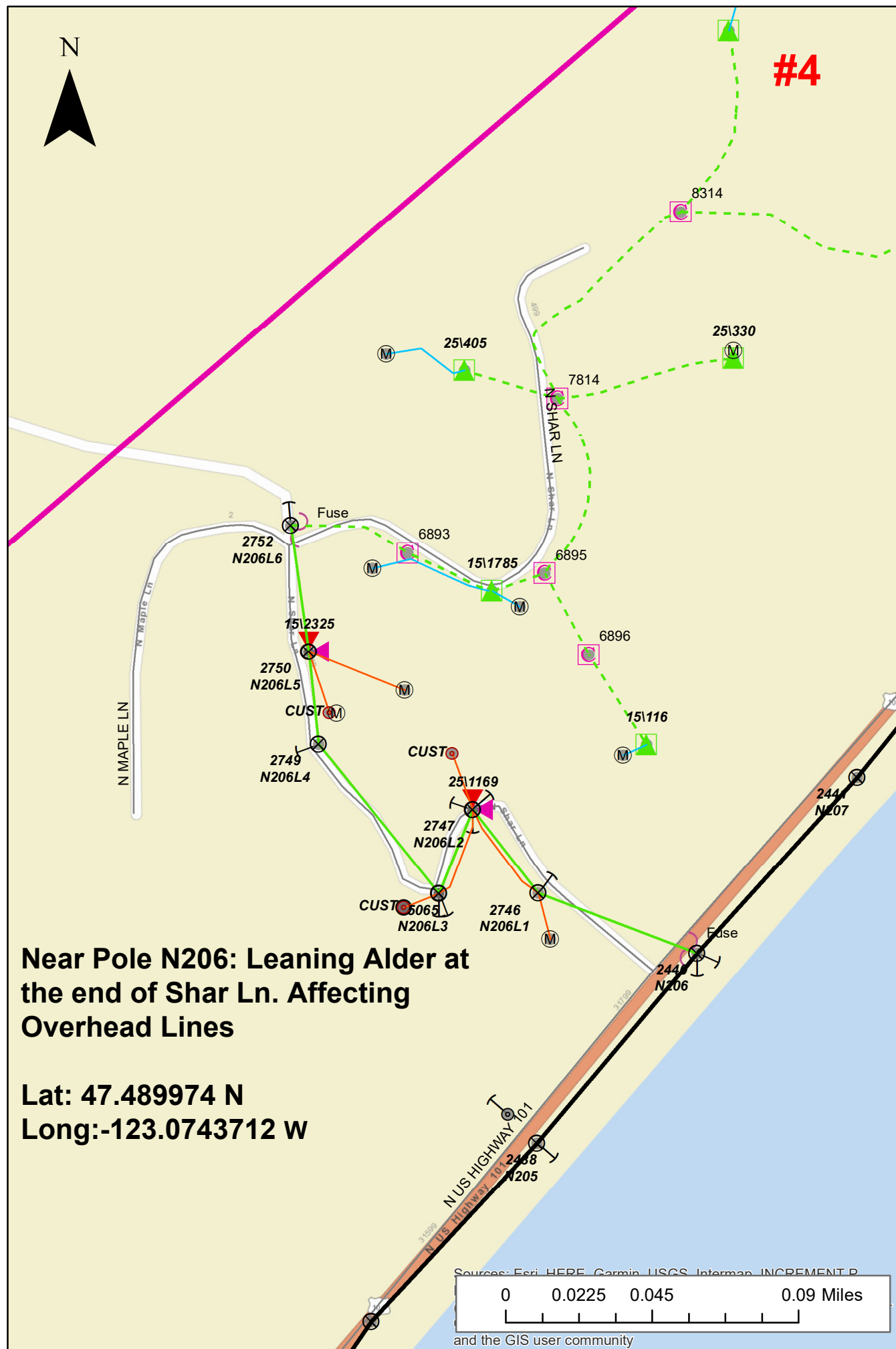
*This estimate/quotation is valid for 30 days from the date above.*

## **List of Drawings and Specifications- Exhibit B**

See five pages of maps with tree locations.



#4



**Near Pole N206: Leaning Alder at  
the end of Shar Ln. Affecting  
Overhead Lines**

**Lat: 47.489974 N  
Long:-123.0743712 W**

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P  
and the GIS user community

0 0.0225 0.045 0.09 Miles



### #3

**Span: Approx 350 ft.**



and the GIS user community



N



(1) EPOXY PIN

(1) I13

Construction

(1) EPOXY PIN

(1) I13

#2

**Pole Span N350-N351: Leaning  
Firs and Alders  
Length: Approximate 200 ft.**

**Lat: 47.582756 N**

**Long: 123.005608 W**

3566  
N351

N US Highway 101  
101

N US Highway 101

3567  
N351

3568

101

N US Highway 101

Pacific Coast Scenic Byway

0 0.0075 0.015 0.03 Miles



N

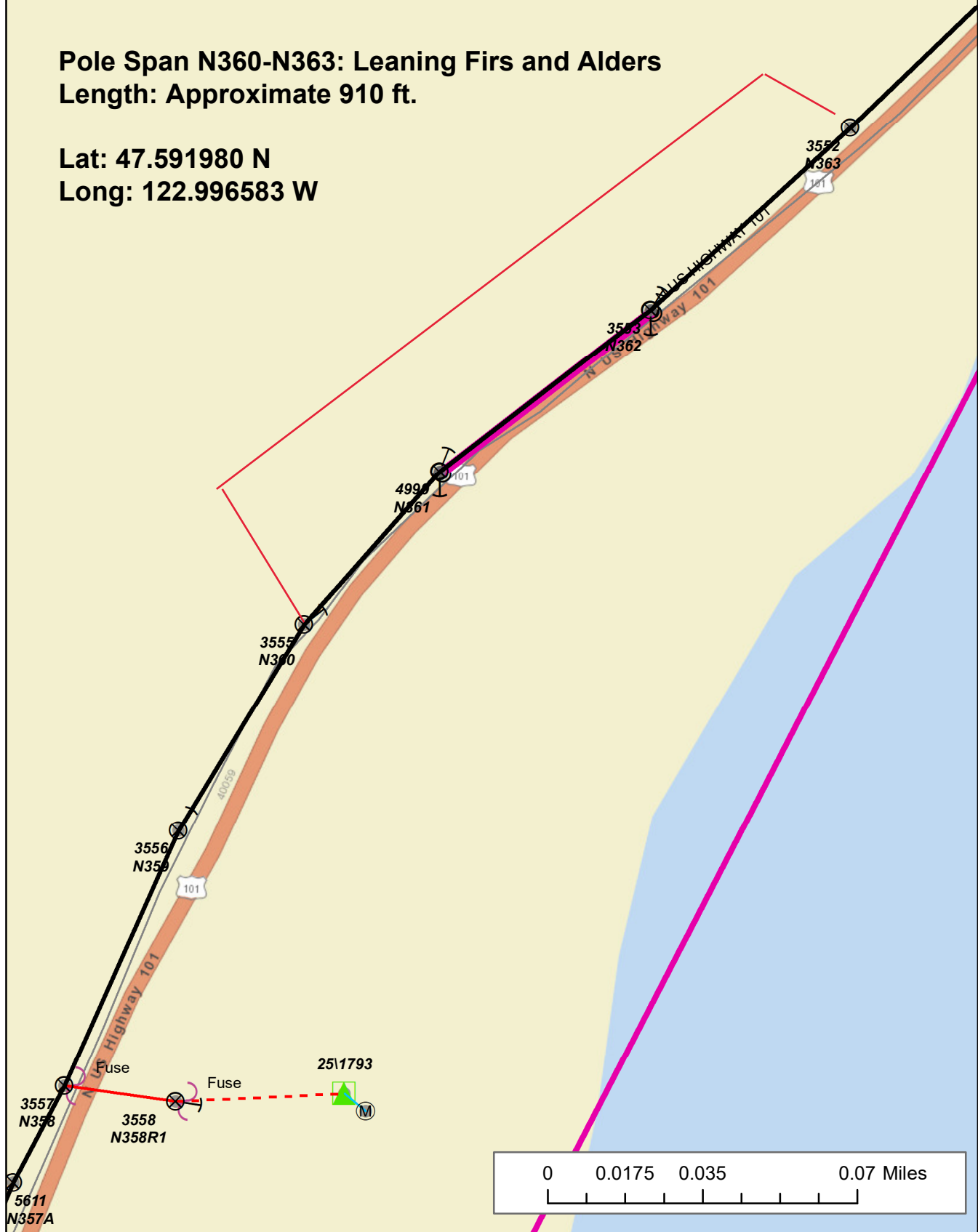


#1

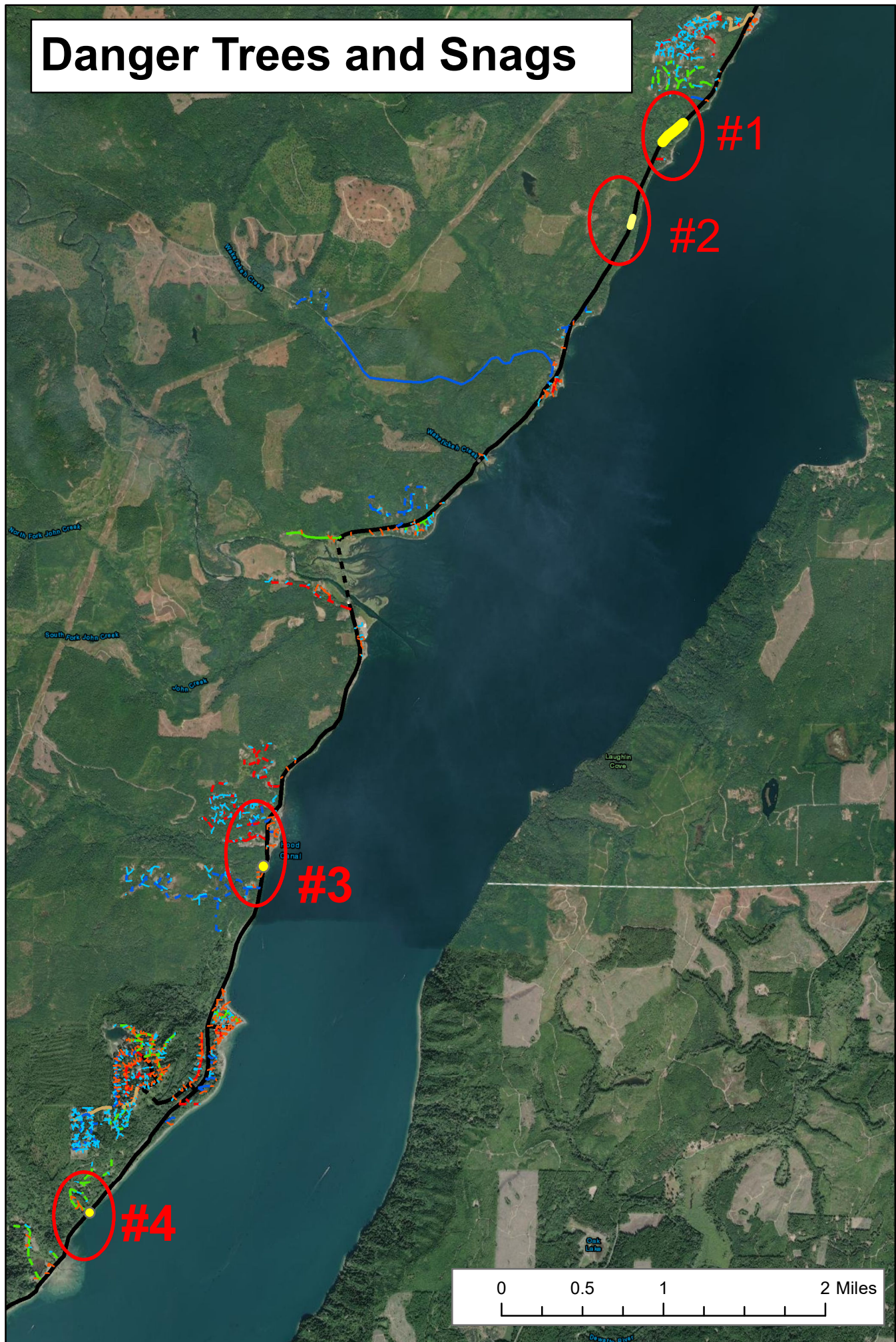
**Pole Span N360-N363: Leaning Firs and Alders**  
**Length: Approximate 910 ft.**

**Lat: 47.591980 N**

**Long: 122.996583 W**



# Danger Trees and Snags



## Lake Arrowhead Mainline Replacement 2021

	Simmons & Sons	Rognlin's Inc.	Larry Brown Construction	Hanson Excavation	Advanced Excavating Specialists	Engineer Estimate (Labor Only)
<b>Bid Prices</b>						
Subtotal	\$234,598	\$220,000	\$227,471	\$200,993	\$299,223	
8.5% Tax	\$19,940.83	\$18,700.00	\$19,335.04	\$17,084.41	\$25,433.96	
<b>Total</b>	<b>\$254,538.83</b>	<b>\$238,700.00</b>	<b>\$246,806.04</b>	<b>\$218,077.41</b>	<b>\$324,656.96</b>	<b>\$220,000.00</b>





## PUD1 – Executive Summary – October 2021

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

- **Work in Progress:**
  - FEMA Funding
  - Cash Flow Monitoring from COVID-19 Effects
  - Hazard Mitigation Grants – 2021 / 2022
  - DOH Construction Loans / Grants for 2022 Projects
  - Clean Energy Implementation Plan
- **Completed Projects:**
  - 2020 Annual Report – State Auditor
  - 2020 Privilege Tax Return (Due February 28, 2021)
  - 2020 RUS Form 7 (Due March 31, 2021)
  - 2022 Budget Development
- **Planned Key Milestones, Activities and / or Events:**
  - Long range financial and budgetary planning – ongoing.

### Financial Highlights:

- Revenue – Gross Revenue was \$895,322 for the month of October 2021.
- Expenditures – Gross expenditures were \$970,221 for the month of October 2021.
- COVID Metrics – Cash on Hand is down overall, \$152,378 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 October, there were 132 electric accounts and 81 water accounts that were 90 days or more past due for a total of \$75,102.

<b>Financial Metrics as Compared with Prior Year:</b>	<b>October 2021</b>	<b>October 2020</b>
Total General Cash and Investments	\$1,001,482	\$888,545
Current Ratio (Current Assets/Current Liabilities)	2.42 to 1	3.20 to 1
Debt Service Coverage (O&M/ Debt Service)	2.38	2.47
Long-Term Debt to Net Plant	38%	41%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	52%	57%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	47%	52%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	4.01	3.81
Cash on Hand (Total Available Cash/Average Daily Costs)	45 Days (General) 180 Days (All Funds)	39 Days (General) 199 Days (All Funds)



## Mason County PUD No 1

*Budget Summary by Division For the Month Ended October 31, 2021*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 664,667.50	\$ 229,751.74	\$ 902.43	\$ 895,321.67
<b>Budgeted</b>	\$ 583,780.61	\$ 182,465.00	\$ 745.00	\$ 766,990.61
<b>Difference (-/+)</b>	\$ 80,886.89	\$ 47,286.74	\$ 157.43	\$ 128,331.06
<b>% of Budget</b>	114%	126%	121%	117%
 <b>Total Expenditures</b>	 \$ 796,827.57	 \$ 173,308.29	 \$ 85.25	 \$ 970,221.11
<b>Budgeted</b>	\$ 706,902.12	\$ 185,774.17	\$ 693.46	\$ 893,369.75
<b>Difference (-/+)</b>	\$ 89,925.45	\$ (12,465.88)	\$ (608.21)	\$ 76,851.36
<b>% of Budget</b>	113%	93%	12%	109%
 <b>Net Operating Margins</b>	 \$ (132,160.07)	 \$ 56,443.45	 \$ 817.18	 \$ (74,899.44)
<b>Budgeted</b>	\$ (123,121.51)	\$ (3,309.17)	\$ 51.54	\$ (126,379.14)
<b>Difference (-/+)</b>	\$ (9,038.56)	\$ 59,752.62	\$ 765.64	\$ 51,479.70
<b>% of Budget</b>	107%	-1706%	1586%	59%



## Mason County PUD No 1

*Budget Summary by Division for the Ten Months Ended October 31, 2021*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 8,211,926.88	\$ 2,371,543.32	\$ 7,682.66	\$ 10,591,152.86
<b>2021 Budget</b>	\$ 9,167,191.56	\$ 2,286,636.00	\$ 8,940.00	\$ 11,462,767.56
<b>Difference (-/+)</b>	\$ (955,264.68)	\$ 84,907.32	\$ (1,257.34)	\$ (871,614.70)
<b>% of Budget</b>	90%	104%	86%	92%
<b>Total Expenditures</b>	\$ 7,421,908.93	\$ 1,815,624.81	\$ 8,550.46	\$ 9,246,084.20
<b>2021 Budget</b>	\$ 8,913,965.00	\$ 2,132,621.00	\$ 7,194.24	\$ 11,053,780.24
<b>Difference (-/+)</b>	\$ (1,492,056.07)	\$ (316,996.19)	\$ 1,356.22	\$ (1,807,696.04)
<b>% of Budget</b>	83%	85%	119%	84%
<b>Net Operating Margins</b>	\$ 790,017.95	\$ 555,918.51	\$ (867.80)	\$ 1,345,068.66
<b>2021 Budget</b>	\$ 253,226.56	\$ 154,015.00	\$ 1,745.76	\$ 408,987.32
<b>Difference (-/+)</b>	\$ 536,791.39	\$ 401,903.51	\$ (2,613.56)	\$ 936,081.34
<b>% of Budget</b>	312%	361%	-50%	329%

### **Cash Flow**

<b>Beginning Cash (General Fund)</b>	<b>49,753.30</b>	<b>97,382.51</b>	<b>4,195.20</b>	<b>151,331.01</b>
Net Operating Margin (Excluding Depreciation)	1,248,223.33	956,593.14	(1,179.26)	2,203,637.21
Cash Transferred to / from Special Funds	(955,085.20)	(129,326.73)	(27.26)	(1,084,439.19)
Change in Accounts Receivable	28,004.78	219,758.01	3,739.91	251,502.70
Change in Accounts Payable	188,463.60	26,044.16	311.46	214,819.22
Cash Expended on Utility Plant	(613,667.60)	(727,852.21)	0.00	(1,341,519.81)
Change in CWIP	88,493.05	(345,852.96)	(2,844.85)	(260,204.76)
<b>Ending Cash (General Fund)</b>	<b>34,185.26</b>	<b>96,745.92</b>	<b>4,195.20</b>	<b>135,126.38</b>



## Mason County PUD No. 1

### Cash & Investment Balances

As of October 31, 2021

#### Cash Balances

Cash - General Funds

\$ 135,326.89

Cash - Restricted

\$ 57,446.12

**Total Cash**

\$ 192,773.01

#### Investment Balances (LGIP)

Investments - Electric

\$ 508,652.01

Investments - Sewer

\$ 30,545.11

Investments - Water

\$ 269,512.42

**Total Investments**

\$ 808,709.54

**Total Cash & Investments**

\$ 1,001,482.55

*\*\*Does Not Include Designated Funds*



**2021 DWSRF CONSTRUCTION LOAN APPLICATION LIST**

<b>Water System</b>	<b>Project</b>	<b>Amount</b>
Alderbrook	Mainline Replacement	\$ 2,960,665.30
Arcadia Estates	Manganese Treatment	\$ 1,057,355.50
Bay East	Manganese Treatment	\$ 1,057,355.50
Canal Beach Tracts	Mainline Replacement	\$ 124,878.58
Harstene Retreat	Manganese Treatment	\$ 1,057,355.50
Hoodspout	Mainline Replacement	\$ 101,268.00
Lake Arrowhead	Mainline Replacement (Entire System)	\$ 2,508,257.79
Ripplewood	Mainline Replacement	\$ 705,762.19
Union	Hwy 106 Mainline Replacement	\$ 209,189.91
Union	AC Mainline Replacement	\$ 709,699.73
Union	Main Street Mainline Replacement	\$ 79,448.00

**PROJECT TOTALS**

**\$ 10,571,236.00**

# Mason PUD 1

## 2022 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	Loans & Grants		Staff	All Qs
1.1.1	DOE – Streamflow Restoration Grant		Katie/Kristin/James	Q2
1.1.2	Union Regional Mitigation		Kristin	Q2
1.1.3	Alderbrook Water Reclamation		Kristin/Brandy/James	Q2
1.1.4	DOE – Remedial Action Grant – Pole Yard		Kristin	Q2
1.1.5	DOE – Brownsfield Funding – Pole Yard		Kristin/Katie	Q2
1.2	Construction			
1.2.1	Lake Arrowhead Mainline (Entire System)		Katie / James /Brandy	Q4
1.2.2	Canal View Well/Treatment/Retaining wall		Katie / James / Brandy	Q4
1.2.3	Alderbrook Mainline AC pipe		Katie /James /Brandy	Q4
1.2.4	Union Mainline AC Pipe		Katie / James /Brandy	Q4
1.2.5	Canal Beach Tracts mainline		Katie / James /Brandy	Q4
1.2.6	Bay East manganese		Katie / James /Brandy	Q4

1.2.7	Island Lake, Cherry Park, Woodland Manor, Springwood, Lake wood intertie		Katie / James / Brandy	
1.2.8	Arcadia Estates Manganese		Katie / James /Brandy	Q4
1.2.9	Harstene Retreat Manganese		Katie / James / Brandy	Q4
1.3	<b>DOH – Feasibility/Consolidation</b>			
1.3.1	Belllwood A & B		Katie / Brandy/James	Q3
1.3.2	Cedar Meadows 1 & 2 and Black B & C		Katie /Brandy/James	Q3
1.3.3	Anthony Rd N & S		Katie / Brandy/James	Q3
1.3.4	Stonebriar 1, 2 & 3		Katie / Brandy/James	Q3
1.4	<b>DOE – Well decommissioning</b>			
1.4.1	TwanoH Heights well 2		Katie / Brandy / James	Q3
1.5	<b>FEMA – Hazard Mitigation – Due Nov 30 2021</b>			
1.5.1	Seismic Valves		Katie / Brandy / James	Q4
1.5.2	Generators/Water Trees		Katie / Brandy / James	Q4
1.5.3	Duckabush Relocation		Katie / Kristin / James	Q4
1.5.4	Overhead to Underground Conversions		Katie / Kristin / James	Q4
1.5.5	OH Rebuilds – high outage areas/bumps		Katie / Kristin / James	Q4
1.5.6	Solenoid Valve – Pirate’s Cove		Katie /Brandy / James	Q4
1.5.7	Pole Inspection /Testing		Kristin	Q4

<b>1.6</b>	<b>BEF</b>			
1.6.1	Car Charging Station		Kristin	Q3
1.6.2	Community Solar III- Is this feasible? Site/location?		Kristin/Julie	Q4
<b>1.7</b>	<b>Substation Money</b>		Kristin	Q2
1.7.1	Capital budget request		Kristin	Q1
1.7.2	ARPA/BBB Infrastructure		Kristin	Q4
<b>1.8</b>	<b>Infrastructure</b>			
1.8.1	Duckabush Relocation Project		Kristin	Q4
1.8.2	Jorstad Substation		Kristin	Q4
1.8.3	Union Regional Projects		Kristin/Brandy/James	Q4
1.8.4	Manzanita Campus		Kristin/James	Q4
<b>1.9</b>	<b>CEDS</b>			
1.9.1	Update EDC's CEDS list with infrastructure projects		Kristin/Staff	Q3
<b>1.10</b>	<b>Continue Debt Strategy and Milestones</b>			
1.10.1	Hold 2 finance committee meetings to review investment & debt policies		Katie	All Qs
<b>1.11</b>	<b>Evaluate Staffing/Contractors for Assistance</b>			
1.11.1	Interns?		Katie/Kristin	Q2

1.11.2	Grant Writing and Single Audit Requirement – Contract out to Audit Firm		Katie/Kristin	Q2
1.12	Update Fee Schedule			
1.12.1	Pole Attachment Rate		Katie/Kristin	Q1
1.12.2	Misc. Fee Schedule – reconnect/disconnect, etc.		Katie/Kristin/Shiane	Q1
1.12.3	Budget at end of the year for 2023 COSA tune-up to adjust targets and possibly scheduled rates- depending on impact of grant money to long term capital projects/needs		Kristin/Katie	Q4
1.13	Continue to Expand the Customer Assistance Program			
1.13.1	CETA – Low income Housing Assistance Program		Katie/Shiane	Q2
1.13.2	Formalize actual program		Katie/Shiane	Q2
1.13.3	Spend down ARPA funding		Katie/Shiane	Q4
1.14	What contracts need renegotiated for cost savings			
1.14.1	Lumen			Q2
	Community Solar II – Low income program	Place holder to remember to do new round of prequalifying low-income customers in 2023 to start participating in 2024		
2.0	Facilities			
2.1	Manzanita Campus Plan			
2.1.1	Staff develop plan – come up with steps and budget		Kristin	All Qs
2.2	Continue Facility maintenance			
2.2.1	Mow all vaults on highway each year		Temps	Q2 & Q3

2.2.2	Update landscaping along substations/sign cleaning		Rich/Temps	Q3
2.2.3	Seal Coat and stripe parking lot		Rich	Q3
2.2.4	Paint buildings-ops building and trim on other buildings		Kristin/Rich/Julie	Q3
2.2.5	Replace window in Water Office to opening window		Rich/Cole	Q3
2.2.6	Paint water leak repair area in lobby		Rich/Cole	Q4
2.2.7	Re-bid landscaping contract		Brandy/James	Q1
2.2.8	SLOW sign painted on asphalt to slow traffic on campus		Rich/Kristin	Q3
2.3	Supplies on Hand			
2.3.1	Water, Blankets, Paper products, food		Julie/Trish	Q2
2.4	Pole Yard			
2.4.1	Plan for TPU Monitoring Wells		James	Q1
2.4.2	Plan for NFA		James	Q1
2.5	Future Facilities			
2.5.1	Viewcrest Beach		Brandy/Kristin/James	Q2
2.5.2	Manzanita wind stops		Brandy/Kristin/James	Q2
2.6	Easements			
2.6.1	Hood Canal		Mary/James	Q3
2.6.2	North Hill Hoodsport		Mary/James	Q3

2.6.3	Canal Mutual to North Hill Way		Mary/James	Q3
2.6.4	BIA		Katie & Kristin	
2.6.4.1	Fund Reserve Account		Katie & Kristin	Q3
2.6.5	Jorstad Easement		James & Kristin	
2.6.5.1	Pay for easement & conveyance		James & Kristin	Q4
2.6.5.2	Clear & sell timber		James & Kristin	Q4
2.6.5.3	Woodpecker Poles		James & Kristin	Q4
2.6.6	General Easement Items			
2.6.6.1	Schedule for annual mowing		Kristin/Brandy	Q1
2.6.6.2	Map out easement recording process for Jefferson County		JJ	Q1
2.6.6.3f	Map out easement recording process for Mason County		Mary & JJ	Q1
3.0	Org Development			
3.1	Implement staffing plan			
3.1.1	Training Program for all employees – include in annual budget		Kristin/Katie/Brandy	All Qs
3.1.2	Continue System Tours – ask commissioners what they want to see		Kristin/Julie	All Qs
3.1.3	NWPPA – Rigging & Operations Class in-house		Kristin	All Qs
3.1.4	Budget for tuition reimbursement and trainings		Kristin/Katie/Brandy	All Qs
3.1.5	Apprentices		Kristin / Katie	All Qs

3.1.6	Foreman Training		Kristin / Katie	All Qs
<b>3.2</b>	<b>Continue Partnerships to Accomplish Work Goals</b>			
3.2.1	Hood Canal Communications		Kristin	All Qs
3.2.2	PUD 3		Kristin	All Qs
3.2.3	Kitsap PUD		Kristin	All Qs
3.2.4	Clark PUD		Kristin	All Qs
<b>3.3</b>	<b>Safety</b>			
3.3.1	Practice the ERP		Staff	Q4
3.3.2	Conduct an office-specific training/meeting		Katie	All Qs
3.3.2.1	Panic Alarm testing		Staff	Q2
3.3.3	Fire Extinguisher Monthly Check		Trish	All Qs
<b>3.4</b>	<b>Technology Plan</b>			
3.4.1	IT		Katie/Kyle (HCC)	All Qs
<b>3.4.2</b>	<b>AMI</b>		<b>Kristin</b>	<b>Q4</b>
3.4.2.1	Setup AMI Committee		Kristin	Q4
3.4.2.2	List of utilities to talk to		Kristin	Q4
3.4.2.3	Setup meetings with vendors		Kristin	Q4
3.4.2.4	Estimate timeframe and budget		Kristin	Q4



3.4.2.5	Vendor/contractor install or in-house install		Kristin	Q4
3.4.2.6	Rollout implementation plan		Kristin	Q4
<b>3.4.3</b>	<b>CYBER</b>			
3.4.3.1	Energy NW Penetration testing		Katie	All Qs
3.4.3.2	Energy NW Training and phishing tests		Katie	All Qs
3.4.3.3	Vendor/Contractor testing		Katie	Q3
3.4.4	Bill Print Design		Katie/Shiane	Q1
<b>3.5</b>	<b>Go Paperless! Campaign</b>		Shiane	
<b>3.6</b>	<b>Give Conservation program report</b>		Katie/Trish	
3.6.1	Continue toward 200 streetlights replaced each year		Katie/Trish	All Qs
3.6.2	School partnerships – lighting – EVs		Kristin/Trish	All Qs
3.6.3	Customer Appreciation Event/Public Power Week		Kristin/Julie	Q4
<b>3.7</b>	<b>Continue Canal Comfort Fund Drive</b>		Shiane	Q4
<b>3.8</b>	<b>Website</b>			
3.8.1	Spanish Language Page		Kristin/Julie	Q4
3.8.2	Interlocal Agreements		Julie	Q1
<b>3.9</b>	<b>Evaluate Disconnect Threshold</b>		Katie/Shiane	Q2
<b>3.10</b>	<b>Hire Temporary Crew for Summer – 2 electric; 2 water</b>		Kristin/Brandy/Katie	Q2

3.11	Records Compliance		Julie	All Qs
3.11.1	Clean up Outback		Julie	Q1
3.11.2	Send Julie to training		Julie	All Qs
3.11.3	Conduct in-house training		Kristin/Julie	Q3
3.11.4	Set budget for digitization of records & use it all		Julie/Kristin	Q1
3.11.5	Apply for records scanning grant		Julie/Kristin	Q2
3.12	Continue HR & Employee Relations Functions			
3.12.1	Hold benefits meeting/workshops with employees as needed: i.e. open enrollments		Katie	All Qs
3.12.2	Employee Picnic		Julie	Q3
3.12.3	Service Awards		Julie	Q3
3.12.4	Two potluck events in-house		Kristin/Julie	All Qs
3.12.5	Customer Appreciation Event		Kristin/Julie	Q4
3.12.6	“Serving the Internal Customer” Training		Kristin/Katie	Q4
3.12.7	Workplace Violence Training		Kristin/Katie	All Qs
3.13	Public Involvement			
3.13.1	Career Day		Joyce	All Qs
3.13.2	Science Fair		Kristin	All Qs
3.13.3	Parades		Julie	All Qs

3.13.4	Public Power Week		Kristin/Julie	Q4
<b>3.13.5</b>	EDC		Kristin	All Qs
3.13.6	Kiwanis		Kristin/Julie	All Qs
<b>4.0</b>	<b>Water</b>			
4.1	Engage with WPUDA, DOH, DOE, Tribes & Legislators on issues that impact the water business		Kristin	All Qs
<b>4.2</b>	<b>CONSOLIDATION</b>			
4.2.1	List out 12-18 months of URWSP projects to start working on		Brandy/TJ	Q1
4.2.1.1	Vuecrest Design		Brandy/TJ/James	Q3
4.2.1.1.1	Out to bid		Brandy/James	Q4
4.2.1.1.2	Easement to Union Ridge		Brandy	Q1
4.2.1.1.3	Construction		Brandy/TJ	Q4
4.2.1.1.4	Vegetation planted		TJ/Rooster	Q4
4.2.1.1.5	Punch list for road work that needs complete		TJ/Brandy	Q2
4.2.1.2	Manzanita Reservoir Design		TJ/Brandy/James	Q1
4.2.1.3	Highland Park easements		Brandy/Mary	Q2
4.2.1.4	Hood Canal/Union easements		Brandy/Mary	Q2
<b>4.3</b>	<b>Acquisitions</b>			
4.3.1	What systems are in the works? List each quarter.		Brandy/Kristin	All Qs

4.3.1.1	HIPMA		Brandy/Kristin	All Qs
4.3.1.2	Lake Wood		Brandy/Kristin	Q1
4.4	Maintenance/CIP			
4.4.1	Update the CIP – Brandy this is the document that we went over with TJ, take the projects that we lined out within the next 18 months.		Brandy	Q1
4.4.2	Develop request and main extensions		Brandy/Kristin/James	All Qs
4.4.2.1	Union 2 <sup>nd</sup> St.		Brandy/TJ	Q3
4.4.3	Address leakage issues		TJ/Rooster	All Qs
4.4.3.1	Identify leaks to reduce water loss		TJ/Rooster	All Qs
4.4.3.1.1	Canal Beach Tracts		TJ/Rooster	Q3
4.4.3.1.2	Hoodsport		TJ/Rooster	Q3
4.4.3.1.3	Lake Arrowhead		Brandy/TJ	Q1
4.4.3.1.4	Ripplewood		Brandy/TJ	Q1
4.4.3.1.5	Union		TJ/Rooster	Q3
4.4.3.1.6	View Ridge Heights		TJ/Rooster	Q3
4.4.3.2	Evaluate free leak detection services from Evergreen Rural Water		Brandy/TJ	All Qs
4.4.4	Well Houses		Brandy	Ongoing
4.4.4.1	Painting		Water Techs	Q3

4.4.4.1.1	Bel Aire Cove		Water Techs	Q3
4.4.4.1.2	Canal Mutual		Water Techs	Q3
4.4.4.1.3	Cherry Park		Water Techs	Q3
4.4.4.1.4	Lakewood Heights		Water Techs	Q3
4.4.4.1.5	Rhododendron Place		Water Techs	Q3
4.4.4.1.6	Tiger Lake		Water Techs	Q3
4.4.4.1.7	Two Jackies		Water Techs	Q3
4.4.4.1.8	Union Ridge		Water Techs	Q3
4.4.4.1.9	Woodland manor (Park Pl.)		Water Techs	Q3
4.4.4.2	Roofing/Repairs		Water Techs	Q3
4.4.4.2.1	Hamma Ridge		Water Techs	Q3
4.4.4.2.2	Jade Dr.		Water Techs	Q3
4.4.4.2.3	Tiger Lake		Water Techs	Q3
4.4.4.2.4	Two Jackies		Water Techs	Q3
4.4.4.2.5	Woodland Manor (Park Pl)		Water Techs	Q3
4.4.5	Generators – Bid this out Q1		James/Brandy	Q1
4.4.5.1	Arcadia Estates		Brandy/TJ	Q2
4.4.5.2	Bellwood A		Brandy/TJ	Q2

4.4.6	Reservoir Cleaning & Inspection			
4.4.6.1	Arcadia Estates		Brandy	Q3
4.4.6.2	Bayshore		Brandy	Q3
4.4.6.3	Canal Beach Tracts		Brandy	Q3
4.4.6.4	Island Lake Manor		Brandy	Q3
4.4.6.5	Lake Arrowhead		Brandy	Q3
4.4.6.6	Mt. View		Brandy	Q3
4.4.6.7	Union Ridge		Brandy	Q3
4.4.7	Backflow Device & CCC Campaign			
4.4.7.1	Hood Canal		Brandy/Mary	Q2
4.4.7.2	Madrona Beach		Brandy/Mary	Q2
4.4.8	Water System Planning & Reports			
4.4.8.1	Bellwood A		James/Brandy	Q2
4.4.8.2	Highland Estates		James/Brandy	Q1
4.4.8.3	Shadowood		James/Brandy/G&O	Q1
4.4.8.4	View Ridge Heights		James/Brandy	Q4
4.4.9	Rain gauge at Alderbrook Well 3, Fiber connection		James	Q2
4.5	Water Lots			

4.5.1	Viewcrest Beach		Brandy/TJ	Q2
4.5.2	Bay East		Brandy/TJ	Q1
4.6	Water Rights			
4.6.1	Pickering View		Kristin/Brandy	Q2
4.6.2	Madrona Beach		Kristin/Brandy	Q4
4.7	Capacity Analysis			
4.7.1	Highland Park		Brandy/James	Q3
4.7.2	Bellwood A		Brandy/James	Q1
4.8	Personnel Education			
4.8.1	ERWOW		Rooster/Marty/Mary	Q3
4.8.2	WPUDA Water Workshop		Brandy/TJ/Cole/Reese	Q3
5.0	ELECTRIC			
5.1	Implement Staffing Plan & Engineering Roster Plan			
5.1.1	Training		Kristin	Q3
5.1.1.1	JJ Staking Program		JJ	All Qs
5.1.1.2	BKI’s help mapping & process flow for jobs		JJ/Kristin	All Qs
5.1.1.3	Linemen – to other utilities to learn new skills and processes		Kristin	When available
5.1.1.4	Commissioner & Employee Site Visits		Kristin	When available

5.1.1.5	Foreman/Leadership Training		Kristin	When available
5.1.2	Select new electrical engineers on roster and assign projects for 2022		Kristin & James	Q1
5.2	<b>Capital Work Plan</b>			
5.2.1	Line Rebuilds		Kristin & James	All Qs
5.2.1.1	Skokomish Reservation – HCC Partnership		Kristin	When ready- no date for this
5.2.1.2	Alderbrook URD Rebuild – conduit/annual \$		Kristin/Katie	Q1
5.2.1.3	URD Rebuild – Four Wheel Drive Road		Kristin & James	Q2
5.2.1.4	OH to URD – Galloway Lane		Kristin & James	Q2, Q3
5.2.1.5	OH to URD – Love Road (need HCC bore)		Kristin & James	Q2, Q3
5.2.1.6	URD – Colony Surf Rebuild Divisions 5 & 6 (January)		Kristin & James	Q1
5.2.1.7	OH Rebuild – Bee Mill		Kristin & James	Q2
5.2.1.8	Eells Hill Rebuild – <b>line out steps for this, include permitting. FEMA funded.</b>		Kristin & James	Q4
5.2.1.9	Seal Rock Rd		Kristin & James	Q4
5.2.1.10	OH Rebuild – Skokomish Valley end of line rebuild (in-house) Planning		Kristin & James	Q2
5.2.1.11	106 Pole Replacement Plan		Kristin & James	Q4
5.2.1.12	Interties		Kristin	When ready
5.2.1.12.1	Manzanita Intertie		Kristin	When ready
5.2.1.13	Webster Ln (single phase)		Kristin & James	When ready



5.2.1.14	Triton Head Dr. (single phase)		Kristin & James	When ready
5.2.1.15	Bow Tree Ln (single phase)		Kristin & James	When ready
5.2.1.16	Hamma Rec. Road (single OH)		Kristin & James	When ready
5.2.1.17	Bottom end of Hamma Ridge Rd. (OH single)		Kristin & James	When ready
5.2.1.18	N206 L Tap (OH) to Char Ln (single)		Kristin & James	When ready
5.2.1.19	Eagle Creek Rd (single OH)		Kristin & James	When ready
5.2.1.20	Robinson Rd. to post office in Lilliwaup (3P URD)		Kristin & James	When ready
5.2.1.21	Indian Beach (single OH) to N133 R Tap			
5.2.1.22	N 95 L Tap (single OH) up Virginia St. and N. Mardell Ln – Wire upgrade Poles		Kristin & James	Q4
5.2.1.23	Upper end of Finch Creek (Single)		Kristin & James	Q4
5.2.1.24	N44 L Tap (single)		Kristin & James	Q4
5.2.2	Contracted Vegetation Management			
5.2.2.1	N300-N311		Kristin	Q4
5.2.2.2	N256-N270		Kristin	Q4
5.2.2.3	N244-N250		Kristin	Q4
5.2.2.4	N180-N200		Kristin	Q4
5.2.3	In-house Vegetation Management			
5.2.3.1	N386 R Tap		Kristin	Q4

5.2.3.2	Webster Ln. (Mid Section)		Kristin	Q4
5.2.3.3	Hamma Rec. Rd.		Kristin	Q4
5.2.3.4	N206 L Tap (Shar Ln)		Kristin	Q4
5.2.3.5	N55 L Tap (Finch Creek Rd)		Kristin	Q4
<b>5.2.4</b>	<b>Danger Tree and Snag Removal</b>			
5.2.4.1	N360-N363 (Leaning Firs and Alders)		Kristin	Q1
5.2.4.2	N350-351/N317		Kristin	Q1
5.2.4.3	N246 (Ivy Covered, Heavy leaning alders and Maples)		Kristin	Q1
5.2.4.4	N206 (Leaning Alder at end of Shar Ln OH)		Kristin	Q1
5.2.4.5	Danger tree removal list		Kristin	All Qs
<b>5.2.5</b>	<b>Broken Poles- list these out each quarter. Set up punch list in engineering office for to-do's</b>		Line Crew	All Qs
<b>5.3</b>	<b>Complete Infrastructure Plans</b>			
5.3.1	10 Year Substation Plan		Kristin & James	Q2
5.3.2	Annual Substation Inspection & Maintenance Plan		Kristin & Engineer	Q1
5.3.3	Pole Inspection & Testing Plan		Kristin	Q2
5.3.3.1	RFQ – Send out for Pole Inspection & Testing		Kristin & James	Q2
5.3.4	Vegetation Management & Wildfire Mitigation Plan		Kristin	Q1
5.3.5	System Inspection Plan – Infrared & Drone Inspection – Tidal Crossing		Kristin	Q3

5.3.6	AMI Plan – visit other utilities, choose meter, set timeline for deployment		Kristin & AMI Team	Q4
5.3.6.1	Do research with other utilities		Kristin & AMI Team	Q4
5.3.6.2	Choose meter brand & vendor		Kristin & AMI Team	Q4
5.3.6.3	Get quote to be able to set phased budget plan		Kristin & AMI Team	Q4
5.3.6.4	Develop a testing and implementation schedule		Kristin & AMI Team	Q4
5.4	Duckabush Estuary Project			
5.4.1	Earmark Funding		Kristin	Q1
5.4.2	Lobbying Plan for funding		Kristin	Q1
5.4.3	Engineering Firm		Kristin & James	Q1
5.4.4	Final Design		Kristin & James	Q1
5.4.5	Bidding & Contract Award		Kristin & James	Q3
5.5	Engage in Industry Associations that Support our Electric Business			
5.5.1	WPUDA		Staff	All Qs
5.5.2	PPC		Staff	All Qs
5.5.3	WPAG		Staff	All Qs
5.5.4	NWPPA		Staff	All Qs
5.5.5	BPA		Staff	All Qs
5.6	Telecom-HCC Partnership			

5.6.1	CERB project		Kristin/Katie	Q2
5.6.2	Pole Replacements – Make ready, budget for Engineering		Kristin/James	Q1
5.6.3	Skokomish URD		Kristin & Mike O.	When ready
5.6.4	Alderbrook URD		Kristin & Mike O. & AGYC	When ready
5.6.5	Canal View Bore - Water		Kristin/Brandy / James	All Qs
5.6.6	Colony Surf – URD		Kristin & James & HCC	Q1
5.6.7	Others? Add partnerships to the quarterly report.		Staff	All Qs
<b>5.7</b>	<b>Miscellaneous</b>			
<b>5.7.1</b>	Do more 3 PH/CT Meter Audits – how many? What’s the budget? Prioritize. James & Kristin to meet with Summer		Kristin/James	All Qs
5.7.2	Low Wires – notify attachers. Need to send this information out w/pole attachment results.		Katie / JJ	All Qs
5.7.3	Possibility of back up feed from TPU? Kristin to reach out to TPU.		Kristin	Q4
5.7.4	PUD 3 Intertie Plan		Kristin	When ready
5.7.5	Monthly/quarterly/annual substation & system inspection program		Kristin & Engineer	All Qs
5.7.6	Prequal process and list for electrical contractors – send this out in January		Kristin & James	Q1