

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	DOH – Feasibility/Consolidation			
1.3.1	Bellwood 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	DOE – Well decommissioning			
1.4.1	Twanoh Heights well 2		Katie / Brandy / James	Q3
1.5	FEMA – Hazard Mitigation – Due Nov 30 2021			
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

1.6	BEF			
1.6.1	Car Charging Station		Kristin	Q3
1.6.2	Community Solar III- Is this feasible? Site/location?		Kristin/Julie	Q4
1.7	Substation Money		Kristin	Q2
1.7.1	Capital budget request		Kristin	Q1
1.7.2	ARPA/BBB Infrastructure		Kristin	Q4
1.8	Infrastructure			
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
1.9	CEDS			
1.9.1	Update EDC's CEDS list with infrastructure projects		Kristin/Staff	Q3
1.10	Continue Debt Strategy and Milestones			
1.10.1	Hold 2 finance committee meetings to review investment & debt policies		Katie	All Qs
1.11	Evaluate Staffing/Contractors for Assistance			
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			
2.6.4.1	Fund Reserve Account		Katie & Kristin	Q3
2.6.5	Jorstad Easement			
2.6.5.1	Pay for easement & conveyance		James	Q4
2.6.5.2	Clear & sell timber		James	Q4
2.6.5.3	Woodpecker Poles		James	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
3.2	Continue Partnerships to Accomplish Work Goals			
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
3.3	Safety			
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
3.4	Technology Plan			
3.4.1	IT		Katie/Kyle (HCC)	All Qs
3.4.2	AMI			
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
3.4.3	CYBER			
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
3.5	Go Paperless! Campaign		Shiane	
3.6	Give Conservation program report		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
3.7	Continue Canal Comfort Fund Drive		Shiane	Q4
3.8	Website			
3.8.1	Spanish Language Page		Kristin/Julie	Q4
3.8.2	Interlocal Agreements		Julie	Q1
3.9	Evaluate Disconnect Threshold		Katie/Shiane	Q2
3.10	Hire Temporary Crew for Summer – 2 electric; 2 water		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		Staff	All Qs
3.13.3	Parades		Julie	All Qs

3.13.4	Public Power Week		Kristin/Julie	Q4
3.13.5	EDC		Kristin	All Qs
3.13.6	Kiwanis		Kristin/Julie	All Qs
4.0	Water			
4.1	Engage with WPUDA, DOH, DOE, Tribes & Legislators on issues that impact the water business		Kristin	All Qs
4.2	CONSOLIDATION			
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
4.3	Acquisitions			
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 nd 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	Capital Work Plan			
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		Engineer/James/Crew	Q2
5.2.1.4	OH to URD – Galloway Lane		Engineer/James/Crew	Q2, Q3
5.2.1.5	OH to URD – Love Road (need HCC bore)		Engineer/James/Crew	Q2, Q3
5.2.1.6	URD – Colony Surf Rebuild Divisions 5 & 6 (January)		Engineer/James/Crew	Q1
5.2.1.7	OH Rebuild – Bee Mill		Engineer/James/Crew	Q2
5.2.1.8	Eells Hill Rebuild – line out steps for this, include permitting. FEMA funded.		Engineer/James/Crew	Q4
5.2.1.9	Seal Rock Rd		Engineer/James/Crew	Q4
5.2.1.10	OH Rebuild – Skokomish Valley end of line rebuild (in-house) Planning		Engineer/James/Crew	Q2
5.2.1.11	106 Pole Replacement Plan		Kristin/Engineer/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)		Engineer/James/Crew	When ready

5.2.1.14	Triton Head Dr. (single phase)		Engineer/James/Crew	When ready
5.2.1.15	Bow Tree Ln (single phase)		Engineer/James/Crew	When ready
5.2.1.16	Hamma Rec. Road (single OH)		Engineer/James/Crew	When ready
5.2.1.17	Bottom end of Hamma Ridge Rd. (OH single)		Engineer/James/Crew	When ready
5.2.1.18	N206 L Tap (OH) to Char Ln (single)		Engineer/James/Crew	When ready
5.2.1.19	Eagle Creek Rd (single OH)		Engineer/James/Crew	When ready
5.2.1.20	Robinson Rd. to post office in Lilliwaup (3P URD)		Engineer/James/Crew	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		Engineer/James/Crew	Q4
5.2.1.23	Upper end of Finch Creek (Single)		Engineer/James/Crew	Q4
5.2.1.24	N44 L Tap (single)		Engineer/James/Crew	Q4
5.2.2	Contracted Vegetation Management			
5.2.2.1	N300-N311		James	Q4
5.2.2.2	N256-N270		James	Q4
5.2.2.3	N244-N250		James	Q4
5.2.2.4	N180-N200		James	Q4
5.2.3	In-house Vegetation Management			
5.2.3.1	N386 R Tap		Crew	Q4

5.2.3.2	Webster Ln. (Mid Section)		Crew	Q4
5.2.3.3	Hamma Rec. Rd.		Crew	Q4
5.2.3.4	N206 L Tap (Shar Ln)		Crew	Q4
5.2.3.5	N55 L Tap (Finch Creek Rd)		Crew	Q4
5.2.4	Danger Tree and Snag Removal			
5.2.4.1	N360-N363 (Leaning Firs and Alders)		Contractor	Q1
5.2.4.2	N350-351/N317		Contractor	Q1
5.2.4.3	N246 (Ivy Covered, Heavy leaning alders and Maples)		Contractor	Q1
5.2.4.4	N206 (Leaning Alder at end of Shar Ln OH)		Contractor	Q1
5.2.4.5	Danger tree removal list		James/Crew	All Qs
5.2.5	Broken Poles- list these out each quarter. Set up punch list in engineering office for to-do's		Line Crew	All Qs
5.3	Complete Infrastructure Plans			
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		James & Engineer	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		James	All Qs
5.6.6	Colony Surf – URD		James	Q1
5.7	Miscellaneous			
5.7.1	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
5.7.4	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		James	Q1