

# 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.

<b>1.0</b>	<b>Finance</b>	<b>Status:</b> <b>Progress, On Track, Off Track, Completed, Removed</b>	<b>Assigned To:</b>	<b>Due Date:</b>
1.1	Loans & Grants		Staff	All Qs
<b>1.1.1</b>	<b>DOE – Streamflow Restoration Grant</b>	<b>Q1- Completed- applications submitted in February for both the water reclamation project and the lower aquifer well project.</b>	<b>Katie/Kristin/James</b>	<b>Q2</b>
1.1.2	Union Regional Mitigation	Q1- Application submitted to DOE for lower aquifer wells. No further action at this point until we find out if we are funded. Will also apply for ARPA funding for this.	Kristin	Q2
1.1.3	Alderbrook Water Reclamation	Q1- Application submitted to DOE for feasibility study. No further action until we find out if we are funded.	Kristin/Brandy/James	Q2
1.1.4	DOE – Remedial Action Grant – Pole Yard	Q1- James submitted this in March. Will wait to see if we were approved.	Kristin/James	Q2
1.1.5	DOE – Brownsfield Funding – Pole Yard	Q1- Submitted inquiry. Will apply for additional funding if its available before the end of the state’s fiscal year in June.	Kristin/James	Q2
<b>1.2</b>	<b>Construction</b>			
1.2.1	Lake Arrowhead Mainline (Entire System)	Q1 - Eligible for 50% subsidy through DWSRF. Will accept the funding to move the project forward. Kristin & Katie met with USDA-RD about layering their funding on top of DWSRF to help reduce the District’s share.	Katie / James / Brandy	Q4
1.2.2	Canal View Well/Treatment/Retaining wall	Q1- Nothing to report this quarter.	Katie / James / Brandy	Q4
<b>1.2.3</b>	<b>Alderbrook Mainline AC pipe</b>	<b>Q1- Applied for 2022. Not eligible for subsidy with this system through DWSRF so the District declined the funding. Will resubmit in 2023 if it looks like additional subsidy can be awarded with the federal funding coming down to the state. Brandy is developing a plan to replace this year-by-year in the regular capital work plan/budget, independent of funding packages.</b>	<b>Katie /James /Brandy</b>	<b>Q4</b>
<b>1.2.4</b>	<b>Union Mainline AC Pipe</b>	<b>Q1- Applied for 2022. Not eligible for subsidy with this system through DWSRF so the District declined the funding. Will resubmit in 2023 if it looks like additional subsidy can be awarded with the federal funding coming down to the state. Brandy is developing a plan to replace this year-by-year in the regular capital work plan/budget, independent of funding packages.</b>	<b>Katie / James /Brandy</b>	<b>Q4</b>

1.2.5	Canal Beach Tracts mainline	Q1- Material on site and planning on installing May	Katie / James /Brandy	Q4
1.2.6	Bay East manganese	Q1- The estimate to purchase property and install the treatment far exceeded the funding awarded. Not able to move project forward. District declined the funding and will continue to pursue grants. Working with attorney on negotiating the purchase of property or an easement to accommodate the treatment system.	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	Q1- Applied through DWSRF and didn't not receive funding. Will apply again for 2023.	Katie / James /Brandy	Q4
1.2.9	Harstene Retreat Manganese	Q1- Applied through DWSRF and didn't not receive funding. Will apply again for 2023.	Katie / James / Brandy	Q4
<b>1.3</b>	<b>DOH – Feasibility/Consolidation</b>			
1.3.1	Bellwood A & B	Q1- Nothing to report this quarter.	Katie / Brandy/James	Q3
1.3.2	Cedar Meadows 1 & 2 and Black B & C	Q1- Nothing to report this quarter.	Katie /Brandy/James	Q3
1.3.3	Anthony Rd N & S	Q1- Nothing to report this quarter.	Katie / Brandy/James	Q3
1.3.4	Stonebriar 1, 2 & 3	Q1- Nothing to report this quarter.	Katie / Brandy/James	Q3
<b>1.4</b>	<b>DOE – Well decommissioning</b>			
1.4.1	Twano Heights well 2	Q1- Nothing to report this quarter.	Katie / Brandy / James	Q3
<b>1.5</b>	<b>FEMA – Hazard Mitigation – Due Nov 30 2021</b>			
1.5.1	Seismic Valves	Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022.	Katie / Brandy / James	Q4
1.5.2	Generators/Water Trees	Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022.	Katie / Brandy / James	Q4
1.5.3	Duckabush Relocation	Q1- Including Duckabush in DFW's FEMA hazard mitigation application. They were invited to submit a full proposal in January. PUD assisting in that application. Rep. Kilmer included a \$1 million appropriation in the federal budget, which was approved in March. Working with his office on next steps to accept the funding.	Katie / Kristin / James	Q4

1.5.4	Overhead to Underground Conversions	Q1- Included in FEMA system resiliency invitation for full application. Submitted in February.	Katie / Kristin / James	Q4
1.5.5	OH Rebuilds – high outage areas/bumps	Q1- Included in FEMA system resiliency invitation for full application. Submitted in February.	Katie / Kristin / James	Q4
1.5.6	Solenoid Valve – Pirate’s Cove	Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022.	Katie /Brandy / James	Q4
1.5.7	Pole Inspection /Testing	Q1- Nothing to report this quarter.	Kristin	Q4
<b>1.6</b>	<b>BEF</b>			
1.6.1	Car Charging Station	Q1- Included Port of Hoodspout and Union Square in Dept. of Commerce EV grant that is being jointly written by Energy Northwest. Nothing else to report this quarter.	Kristin	Q3
1.6.2	Community Solar III- Is this feasible? Site/location?	Q1- Nothing to report this quarter.	Kristin/Julie	Q4
<b>1.7</b>	<b>Substation Money</b>		Kristin	Q2
<b>1.7.1</b>	<b>Capital budget request</b>	<b>Q1- Submitted a \$255,000 capital budget request to Sen. Sheldon’s office for the Hood Canal-101 Broadband Project. HCC forwarded it to Rep. MacEwen as well. These were not included in the capital budget. Will try again in 2023.</b>	<b>Kristin</b>	<b>Q1</b>
1.7.2	ARPA/BBB Infrastructure	Q1- Working with McGuire/Whitney on possible appropriations for federal requests. Kristin working on CEDS list and APRA funding request to submit in March.	Kristin	Q4
<b>1.8</b>	<b>Infrastructure</b>			
1.8.1	Duckabush Relocation Project	Q1- Including Duckabush in DFW’s FEMA hazard mitigation application. They were invited to submit a full proposal in January. PUD assisting in that application. Rep. Kilmer included a \$1 million appropriation in the federal budget, which was approved in March. Working with his office on next steps to accept the funding.	Kristin	Q4
1.8.2	Jorstad Substation	Q1- This project is listed on our federal grant priorities plan and will be submitted for federal funding.	Kristin	Q4
1.8.3	Union Regional Projects	Q1- Several projects including reservoirs are included in the federal grant plan as well as being submitted to the Mason County CEDS list. Will work on a federal appropriation for reservoirs, likely.	Kristin/Brandy/James	Q4
1.8.4	Manzanita Campus	Q1- Water reservoirs, storage building, and campus security are included in the federal grant plan.	Kristin/James	Q4
<b>1.9</b>	<b>CEDS</b>			

1.9.1	Update EDC's CEDS list with infrastructure projects	Q1- COMPLETED- Updated list sent for EDC board approval in March.	Kristin/Staff	Q3
1.10	Continue Debt Strategy and Milestones			
1.10.1	Hold 2 finance committee meetings to review investment & debt policies	Q1- Nothing to report this quarter.	Katie	All Qs
1.11	Evaluate Staffing/Contractors for Assistance			
1.11.2	Grant Writing and Single Audit Requirement – Contract out to Audit Firm	Q1- Have contracted with McGuire Whitney for grant writing/lobbying services for capital plan projects and federal/state funding opportunities.	Katie/Kristin	Q2
1.12	Update Fee Schedule			
1.12.1	Pole Attachment Rate	Q1- Completed audit and sent out invoices to attachers. \$44,751 in newly-captured revenue from unauthorized attachments. We also billed Lumen & Wave a combined total of \$41,221 for a portion of the audit to help recover the cost of the audit. Cost to conduct study was \$70,909.65, so it was a good investment for the utility and now we're on track to do this every five years.	Katie/Kristin	Q1
1.12.2	Misc. Fee Schedule – reconnect/disconnect, etc.	Q1- Completed. Implemented new fee schedule.	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	Q1- Received quote from FCS Group to do a refresh of the COSA and include the new grant funding the PUD has received as well as consider the costs for inflation on materials and see if the projections are still valid or if they should be adjusted in future ratemaking.	Kristin/Katie	Q4
1.13	Continue to Expand the Customer Assistance Program			
1.13.1	CETA – Low income Housing Assistance Program	COMPLETED. Q1- The PUD's CETA biannual filing was completed. Program is implemented.	Katie/Shiane	Q2
1.13.2	Formalize actual program	COMPLETED. Q1.	Katie/Shiane	Q2
1.13.3	Spend down ARPA funding	Q1- Printed bill credit program in newsletter. Have applied \$12,000 so far. Put in request to reappropriate \$100,000 to fiber project. Given the success of the arrearages program, customers were directed to CAC and Crossroads Housing before PUD ARPA funding was triggered. This resulted in the majority of arrearages being covered by those other agencies' allocations and having a surplus of PUD ARPA funds. The County commission agreed to reappropriate the funding.	Katie/Shiane	Q4
1.14	What contracts need renegotiated for cost savings			
1.14.1	Lumen	Q1- Lumen joint use contract settled. Julie pulling list of phone lines and getting pricing on options to see if we can save money with HCC.	Katie/Julie	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		
<b>2.0</b>	<b>Facilities</b>			
<b>2.1</b>	<b>Manzanita Campus Plan</b>			
2.1.1	Staff develop plan – come up with steps and budget	Q1- Preliminary substation design/planning for the site has begun this quarter. Will work with Gray & Osborne on the water reservoirs and a utility storage building on the site. Will need a cost estimate for the grant applications for this as well as security and groundwork. Have put the Geotech report out to bid.	Kristin	Q3/Q4 for 2023 budget
<b>2.2</b>	<b>Continue Facility maintenance</b>			
2.2.1	Mow all vaults on highway each year	Q1- Nothing to report this quarter.	Temps	Q2 & Q3
2.2.2	Update landscaping along substations/sign cleaning	Q1- Nothing to report this quarter.	Rich/Temps	Q3
2.2.3	Re-stripe parking lot	Q1- Nothing to report this quarter.	Rich	Q3
2.2.4	Paint buildings-ops building and trim on other buildings	Q1- Nothing to report this quarter.	Kristin/Rich/Julie	Q3
2.2.5	Replace window in Water Office to opening window	Q1- Nothing to report this quarter.	Rich/Cole	Q3
2.2.6	Paint water leak repair area in lobby	Q1- Nothing to report this quarter.	Rich/Cole	Q4
<b>2.2.7</b>	<b>Re-bid landscaping contract</b>	<b>Completed. Put out to bid in February.</b>	<b>Brandy/James</b>	<b>Q1</b>
2.2.8	SLOW sign painted on asphalt to slow traffic on campus	Q1- Nothing to report this quarter.	Rich/Kristin	Q3
<b>2.3</b>	<b>Supplies on Hand</b>			
2.3.1	Water, Blankets, Paper products, food	Q1- Nothing to report this quarter. Have ordered Thermos's, looking for blankets	Julie/Trish	Q2
<b>2.4</b>	<b>Pole Yard</b>			
<b>2.4.1</b>	<b>Plan for TPU Monitoring Wells</b>	<b>Completed. Aspect has completed their plan, TPU has agreed. Work will start in Q1 2022.</b>	<b>James</b>	<b>Q1</b>

2.4.2	<b>Plan for NFA</b>	<b>Completed. Aspect has completed their plan, TPU has agreed. Work will start in Q1 2022. Will be ongoing through 2023 and then reevaluated.</b>	James	Q1
2.5	<b>Future Facilities</b>			
2.5.1	Viewcrest Beach	Q1- Nothing to report this quarter.	Brandy/Kristin/James	Q2
2.5.2	Manzanita wind stops	Q1- Nothing to report this quarter.	Brandy/Kristin/James	Q2
2.6	<b>Easements</b>			
2.6.1	Hood Canal	Q1- Nothing to report this quarter.	Mary/James	Q3
2.6.2	North Hill Hoodsport	Q1- Nothing to report this quarter.	Mary/James	Q3
2.6.3	Canal Mutual to North Hill Way	Q1- We have identified parcels for this and are reaching out to property owners.	Mary/James/JJ	Q3
2.6.4	<b>BIA</b>			
2.6.4.1	Fund Reserve Account	Q1- Nothing to report on this.	Katie & Kristin	Q3
2.6.5	<b>Jorstad Easement</b>			
2.6.5.1	Pay for easement & conveyance	<b>Q1- Completed. Recorded with Mason County.</b>	James	Q4
2.6.5.2	Clear & sell timber	<b>Q1- Completed.</b>	James	Q4
2.6.5.3	Woodpecker Poles	Q1- They are laid down in yard. Will install in Q2.	James	Q4
2.6.6	<b>General Easement Items</b>			
2.6.6.1	<b>Schedule for annual mowing</b>	<b>Q1- Included in annual landscaping contract that was just awarded.</b>	<b>Kristin/Brandy</b>	<b>Q1</b>
2.6.6.2	Map out easement recording process for Jefferson County	Q1- Nothing to report this quarter. James will see the process JJ had for doing this online.	James	Q1

2.6.6.3f	Map out easement recording process for Mason County	Completed. Q1- JJ supplies easements on the 15 <sup>th</sup> and 30 <sup>th</sup> of every month, Mary has Joyce prepare a check and records them. Recorded power easements are returned to JJ.	Mary & JJ	Q1
<b>3.0</b>	<b>Org Development</b>			
<b>3.1</b>	<b>Implement staffing plan</b>			
3.1.1	Training Program for all employees – include in annual budget	Q1- JJ to NWPPA staking class. Joyce, Mary, and JJ WO training via NWPPA in March. Water- Brandy to NWPPA Leadership class in February, TJ has water treatment classes 3 times a month, Reese & Cole attended 3 day Water Operator Class	Kristin/Katie/Brandy	All Qs
3.1.2	Continue System Tours – ask commissioners what they want to see	Q1- Nothing to report this quarter. Will schedule this summer now that COVID restrictions are lifted.	Kristin/Julie	Q4
3.1.3	NWPPA – Rigging & Operations Class in-house	This class is not being held due to COVID. Kristin is on the notification list when it is offered again.	Kristin	Q4
3.1.4	Budget for tuition reimbursement and trainings	Q1- Nothing to report this quarter.	Kristin/Katie/Brandy	Q3
3.1.5	Apprentices	Q1- Completed apprentice reviews for LJ and Kyle. Submitted hours to state.	Kristin / Katie	All Qs
3.1.6	Foreman Training	Q1- Nothing to report this quarter. NWPPA doesn't have this offered locally yet.	Kristin / Katie	Q4
<b>3.2</b>	<b>Continue Partnerships to Accomplish Work Goals</b>			
3.2.1	Hood Canal Communications	Q1- Eldon project awarded for fiber. Bore and work started at Colony Surf. Collaborated on joint work at AGYC w/ the HOA.	Kristin	All Qs
3.2.2	PUD 3	Q1- Working with PUD on power solutions for Agate Beach. Invited them into ditch at Lake Arrowhead; they declined.	Kristin	All Qs
3.2.3	Kitsap PUD	Q1- Had two meetings with KPUD re: stream monitoring. James hosted the KPUD monitor at our streams to go over data and field equipment and visited KPUD.	Kristin	All Qs
3.2.4	Clark PUD	Q1- Nothing to report this quarter.	Kristin	All Qs
3.2.5	Mason County	Q1- Commission reappropriated \$100,000 in ARPA funding to support the Hood Canal-101 Broadband Project. Katie and Kristin helping Public Works on a FEMA application for the Dips project. Handing out pandemic supplies at the front counter at the request of public health. Coordinated with Public Works on ditch work on Eells Hill Rd.		
<b>3.3</b>	<b>Safety</b>			

3.3.1	Practice the ERP	Q1- Nothing to report this quarter.	Staff	Q4
3.3.2	Conduct an office-specific training/meeting	Q1-Created a schedule with John. Will start first one in 2 <sup>nd</sup> Qtr.	Katie	All Qs
3.3.2.1	Panic Alarm testing	Q1- Nothing to report this quarter.	Staff	Q2
3.3.3	Fire Extinguisher Check	Q1 – Fire extinguishers were checked and tested.	Trish	All Qs
<b>3.4</b>	<b>Technology Plan</b>			
3.4.1	IT	Q1 – developed barcode scanning system to keep track of small & attractive assets and replacements.	Katie/Kyle (HCC)	All Qs
3.4.2	AMI	Q1- This is on the federal grants list. Kristin & Shiane had meeting with metering company this quarter on a quote for project management and installation for AMI meters for the entire systems of power and water.	Kristin	Q4
3.4.2.1	Setup AMI Committee	Q1- Nothing to report this quarter.	Kristin	Q4
3.4.2.2	List of utilities to talk to	Q1- Nothing to report this quarter.	Kristin	Q4
3.4.2.3	Setup meetings with vendors	Q1- Nothing to report this quarter.	Kristin	Q4
3.4.2.4	Estimate timeframe and budget	Q1- Nothing to report this quarter.	Kristin	Q4
3.4.2.5	Vendor/contractor install or in-house install	Q1- Nothing to report this quarter.	Kristin	Q4
3.4.2.6	Rollout implementation plan	Q1- Nothing to report this quarter.	Kristin	Q4
<b>3.4.3</b>	<b>CYBER</b>			
3.4.3.1	Energy NW Penetration testing	Q1- Nothing to report this quarter.	Katie	All Qs
3.4.3.2	Energy NW Training and phishing tests	Q1 – Phishing test completed for Q1. 95% pass rate.	Katie	All Qs
3.4.3.3	Vendor/Contractor testing	Q1- Contractors on EN list passed email phishing test.	Katie	Q3



3.4.4	Bill Print Design	Q1 – On NISC schedule for initial consultation in 2 <sup>nd</sup> Qtr to begin design process.	Katie/Shiane	Q1
<b>3.5</b>	<b>Go Paperless! Campaign</b>		Julie/Shiane	Q3
<b>3.6</b>	<b>Give Conservation program report</b>		Katie/Trish	Q4
3.6.1	Continue toward 200 streetlights replaced each year	Q1- New streetlight list has been updated and will be sent to crews.	Katie/Trish	All Qs
3.6.2	School partnerships – lighting – EVs	Q1- Nothing to report this quarter. Forwarded on BEF contact information regarding grant opportunities to school districts. Offered to help support, if needed.	Kristin/Trish	All Qs
3.6.3	Customer Appreciation Event/Public Power Week	Q1- Nothing to report this quarter.	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	Q1- Nothing to report this quarter.	Kristin/Julie	Q4
3.8.2	Interlocal Agreements	<b>Complete</b>	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
<b>3.11</b>	<b>Records Compliance</b>		Julie	All Qs
<b>3.11.1</b>	<b>Clean up Outback</b>	<b>Completed.</b>	<b>Julie</b>	<b>Q1</b>
3.11.2	Send Julie to training	Q1- Nothing to report this quarter.	Julie	All Qs
3.11.3	Conduct in-house training	Q1- Have scheduled training with the AG’s office in Q2.	Kristin/Julie	Q3
<b>3.11.4</b>	<b>Set budget for digitization of records &amp; use it all</b>	<b>Completed.</b>	<b>Julie/Kristin</b>	<b>Q1</b>

3.11.5	Apply for records scanning grant	Q1- Nothing to report this quarter.	Julie/Kristin	Q2
<b>3.12</b>	<b>Continue HR &amp; Employee Relations Functions</b>			
3.12.1	Hold benefits meeting/workshops with employees as needed: i.e. open enrollments	Q1- Provided information to employees regarding the Employee Assistance Fund and what services are provide.	Katie	All Qs
3.12.2	Employee Picnic	Q1- Nothing to report this quarter. Date set for July 8, 2022 Potlatch State Park	Julie	Q3
3.12.3	Service Awards	Q1- Nothing to report this quarter. Working on them	Julie	Q3
<b>3.12.4</b>	<b>Two potluck events in-house</b>	<b>Q1- Had two lunches together for going-away gatherings.</b>	<b>Kristin/Julie</b>	<b>All Qs</b>
3.12.5	Customer Appreciation Event	Q1- Nothing to report this quarter. September 30, Upper campus	Kristin/Julie	Q4
3.12.6	"Serving the Internal Customer" Training	Q1- Nothing to report this quarter.	Kristin/Katie	Q4
3.12.7	Workplace Violence Training	Q1- Nothing to report this quarter.	Kristin/Katie	All Qs
<b>3.13</b>	<b>Public Involvement</b>			
3.13.1	Career Day	Q1- Nothing to report this quarter.	Joyce	All Qs
3.13.2	Science Fair	Q1- Nothing to report this quarter.	Staff	All Qs
3.13.3	Parades	Q1- Nothing to report this quarter. Signed up for Forest Festival in Q2.	Julie	All Qs
3.13.4	Public Power Week	Q1- Nothing to report this quarter.	Kristin/Julie	Q4
3.13.5	EDC	Q1- Kristin continuing to attend regular board meetings.	Kristin	All Qs
3.13.6	Kiwanis	Q1- Nothing to report this quarter.	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	Q1- WPUDA invited Kristin to provide stakeholder testimony to the state opposing mandating fluoridation of the public water supply. Kristin emailed	Kristin	All Qs

		legislators encouraging them to include culvert replacement funding for utility relocation in the state budget.		
<b>4.2</b>	<b>CONSOLIDATION</b>			
<b>4.2.1</b>	<b>List out 12-18 months of URWSP projects to start working on</b>	<b>Q1- Completed. We have the list of projects and are soliciting funding for each of them.</b>	<b>Brandy/TJ</b>	<b>Q1</b>
4.2.1.1	Vuecrest Design	Q1- In progress. Seeking ARPA funding to complete this project. Completed paving in upper area.	Brandy/TJ/James	Q3
4.2.1.1.1	Out to bid	Q1- Nothing to report this quarter.	Brandy/James	Q4
4.2.1.1.2	Easement to Union Ridge	Q1- Gathering information need to send to property owner.	Brandy	Q1
4.2.1.1.3	Construction	Q1- Nothing to report this quarter.	Brandy/TJ	Q4
4.2.1.1.4	Vegetation planted	Q1- Nothing to report this quarter.	TJ/Rooster	Q4
4.2.1.1.5	Punch list for road work that needs complete	Q1- Nothing to report this quarter.	TJ/Brandy	Q2
4.2.1.2	Manzanita Reservoir Design	Q1- Getting rough idea of sizes so we can do the Geotech for the Manzanita site.	TJ/Brandy/James	Q1
4.2.1.3	Highland Park easements	Q1- Nothing to report this quarter.	Brandy/Mary	Q2
4.2.1.4	Hood Canal/Union easements	Q1- Nothing to report this quarter.	Brandy/Mary	Q2
<b>4.3</b>	<b>Acquisitions</b>			
<b>4.3.1</b>	<b>What systems are in the works? List each quarter.</b>	<b>Q1- Lake Wood Water System acquired.</b>	<b>Brandy/Kristin</b>	<b>All Qs</b>
4.3.1.1	HIPMA	Q1- Nothing to report.	Brandy/Kristin	All Qs
<b>4.3.1.2</b>	<b>Lake Wood</b>	<b>Completed. Acquired in February.</b>	<b>Brandy/Kristin</b>	<b>Q1</b>
<b>4.4</b>	<b>Maintenance/CIP</b>			

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.	Q1- Updating project list.	Brandy	Q1
4.4.2	Develop, request mainline extensions	Q1- Nothing to report this quarter.	Brandy/Kristin/James	All Qs
4.4.2.1	Union 2 <sup>nd</sup> St.	Q1- Material on site, projected start project in June.	Brandy/TJ	Q3
4.4.3	Address leakage issues	Q1- Repaired leaks: Holiday Beach, Hoodsport, Union, Lake Arrowhead, Alderbrook	TJ/Rooster	All Qs
4.4.3.1	Identify leaks to reduce water loss	Q1- Confirm inactive services are still off.	TJ/Rooster	All Qs
4.4.3.1.1	Canal Beach Tracts	Q1- Materials on site, projected start date is May.	TJ/Rooster	Q3
4.4.3.1.2	Hoodsport	Q1- Leak repaired off of N Lake Cushman Rd in Feb. believes this leak has going for some time.	TJ/Rooster	Q3
4.4.3.1.3	Lake Arrowhead	Q1- Hanson Excavation will start mainline replacement late spring. DWSRF application was accepted to replace the rest of the mainline, 50% loan forgiveness.	Brandy/TJ	Q1
4.4.3.1.4	Ripplewood	Q1- DWSRF application was accepted to replace the rest of the mainline, 50% loan forgiveness.	Brandy/TJ	Q1
4.4.3.1.5	Union	Q1- Leak repaired in January.	TJ/Rooster	Q3
4.4.3.1.6	View Ridge Heights	Q1- Nothing to report this quarter.	TJ/Rooster	Q3
4.4.3.2	Evaluate free leak detection services from Evergreen Rural Water	Q1- Nothing to report this quarter.	Brandy/TJ	All Qs
4.4.4	Well Houses	Q1- Nothing to report this quarter.	Brandy	Ongoing
4.4.4.1	Painting	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.1	Bel Aire Cove	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.2	Canal Mutual	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.3	Cherry Park	Q1- Nothing to report this quarter.	Water Techs	Q3

4.4.4.1.4	Lakewood Heights	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.5	Rhododendron Place	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.6	Tiger Lake	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.7	Two Jackies	Q1- Moving to 2023.	Water Techs	Q3
4.4.4.1.8	Union Ridge	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.9	Woodland manor (Park Pl.)	Q1- Moving to 2023.	Water Techs	Q3
4.4.4.2	Roofing/Repairs	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.2.1	Hamma Ridge	Q1- New tanks installed, building and roof enclosed, building painted.	Water Techs	Q3
4.4.4.2.2	Jade Dr.	Q1- Nothing to report this quarter.	Water Techs	Q3
4.4.4.2.3	Tiger Lake	Q1- Preparing building and getting a materials list together to replace deteriorating siding.	Water Techs	Q3
4.4.4.2.4	Two Jackies	Q1- Moving to 2023.	Water Techs	Q3
4.4.4.2.5	Woodland Manor (Park Pl)	Q1- Moving to 2023.	Water Techs	Q3
<b>4.4.5</b>	<b>Generators – Bid this out Q1</b>		James/Brandy	Q1
4.4.5.1	Arcadia Estates	Q1- Bid awarded to Henden Electric.	Brandy/TJ	Q2
4.4.5.2	Bellwood A	Q1- Bid awarded to Henden Electric.	Brandy/TJ	Q2
<b>4.4.6</b>	<b>Reservoir Cleaning &amp; Inspection</b>			
4.4.6.1	Arcadia Estates	Q1- Out to bid.	Brandy	Q3
4.4.6.2	Bayshore	Q1- Out to bid.	Brandy	Q3

4.4.6.3	Canal Beach Tracts	Q1- Out to bid.	Brandy	Q3
4.4.6.4	Island Lake Manor	Q1- Out to bid.	Brandy	Q3
4.4.6.5	Lake Arrowhead	Q1- Out to bid.	Brandy	Q3
4.4.6.6	Mt. View	Q1- Out to bid.	Brandy	Q3
4.4.6.7	Union Ridge	Q1- Out to bid.	Brandy	Q3
<b>4.4.7</b>	<b>Backflow Device &amp; CCC Campaign</b>			
4.4.7.1	Hood Canal	Q1- Nothing to report this quarter.	Brandy/Mary	Q2
4.4.7.2	Madrona Beach	Q1- Nothing to report this quarter.	Brandy/Mary	Q2
<b>4.4.8</b>	<b>Water System Planning &amp; Reports</b>			
4.4.8.1	Bellwood A	Q1- Nothing to report this quarter.	James/Brandy	Q2
4.4.8.2	Highland Estates	Q1- Nothing to report this quarter.	James/Brandy	Q3
4.4.8.3	Shadowood	Q1- Pilot study complete, chapters 1-5 WSP done, pre-design for treatment and reservoir or in progress.	James/Brandy/G&O	Q1
4.4.8.4	View Ridge Heights	Q1- Nothing to report this quarter.	James/Brandy	Q4
4.4.9	Rain gauge at Alderbrook Well 3, Fiber connection	Q1- Fiber was installed, HCC working on Firewall transmission with Kitsap.	James	Q2
<b>4.5</b>	<b>Water Lots</b>			
4.5.1	Viewcrest Beach	Q1- Nothing to report this quarter.	Brandy/TJ	Q2
4.5.2	Bay East	Q1- Portion of parcel identified. Board approved Rob to begin negotiations for acquisition of easement or purchase. Rob has reached out to property owners.	Brandy/TJ	Q1
<b>4.6</b>	<b>Water Rights</b>			

4.6.1	Pickering View	Q1- Nothing to report this quarter.	Kristin/Brandy	Q2
4.6.2	Madrona Beach	Q1- Nothing to report this quarter.	Kristin/Brandy	Q4
<b>4.7</b>	<b>Capacity Analysis</b>			
<b>4.7.1</b>	<b>Highland Park</b>	<b>Completed- System needs additional storage before there can be additional connections</b>	<b>Brandy/James</b>	<b>Q3</b>
4.7.2	Bellwood A	Q1- Working with G&O to submit to DOH.	Brandy/James	Q1
<b>4.8</b>	<b>Personnel Education</b>			
4.8.1	ERWOW	Q1- Nothing to report this quarter.	Rooster/Marty/Mary	Q3
4.8.2	WPUDA Water Workshop	Q1- Nothing to report this quarter.	Brandy/TJ/Cole/Reese	Q3
<b>5.0</b>	<b>ELECTRIC</b>			
<b>5.1</b>	<b>Implement Staffing Plan &amp; Engineering Roster Plan</b>			
5.1.1	Training	Q1- Jeremiah doing onsite field training for JJ. JJ attending NWPPA courses and also getting software/mapping training through BKI. James attending NWPPA Engineering & Operations conference in April.	Kristin	Q3
<b>5.1.1.1</b>	<b>JJ Staking Program</b>	<b>Q1- Continuing NWPPA Staking certification training this quarter. JJ is taking new job out of state. This item is completed for 2022.</b>	<b>JJ</b>	<b>All Qs</b>
5.1.1.2	Mapping & process flow for jobs	Q1- BKI consultant assisting in repairing NISC and mapping info. Conducted onsite training this quarter. Jeremiah working with JJ on process and workflow for staking and building new jobs. Jeremiah built assembly units, pick lists, maps, and checklists to automate a lot of processes and improve the communication between engineering and the crew. Lots of progress being made in this area.	JJ/Kristin	All Qs
5.1.1.3	Linemen – to other utilities to learn new skills and processes	Q1- Two linemen and purchaser attending NWPPA E&O Conference in April. Have set up meter training for 2 <sup>nd</sup> quarter with National Metering Services.	Kristin	When available
5.1.1.4	Commissioner & Employee Site Visits	Nothing to report this quarter.	Kristin	When available
5.1.1.5	Foreman/Leadership Training	Nothing to report this quarter.	Kristin	When available
5.1.2	Select new electrical engineers on roster and assign projects for 2022	Q1- Have tried out new engineering firms on various projects to gauge the fit and how well we work together. Will reinterview firms through RFQ in Q2.	Kristin & James	Q1

5.2	Capital Work Plan			
5.2.1	Line Rebuilds	Q1- Wa-Wa Point completed. Eells Hill Rd. completed. Colony Surf started.	Kristin/James	All Qs
5.2.1.1	Skokomish Reservation – HCC Partnership	Nothing to report this quarter.	Kristin	If HCC or Skokomish get the funding- no date for this
5.2.1.2	<b>Alderbrook URD Rebuild – conduit/annual \$</b>	<b>Plan completed. All road crossings identified and budgeted. Partnering with local companies to complete for 2022.</b>	<b>Kristin/Katie</b>	<b>Q1</b>
5.2.1.3	URD Rebuild – Four Wheel Drive Road	<b>Q1- Design completed.</b> Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason.	Engineer/James/Crew	Q2
5.2.1.4	OH to URD – Galloway Lane	<b>Q1- Design completed.</b> Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason.	Engineer/James/Crew	Q2, Q3
5.2.1.5	OH to URD – Love Road (need HCC bore)	<b>Q1- Design completed.</b> Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason.	Engineer/James/Crew	Q2, Q3
5.2.1.6	URD – Colony Surf Rebuild Divisions 5 & 6 (January)	<b>Q1- This has started in Q1. Will be completed in Q2.</b> Part of this work can be included in the January FEMA disaster declaration due to that area being torn up so badly, so the PUD will be reimbursed for a portion of it.	Engineer/James/Crew	Q1
5.2.1.7	OH Rebuild – Bee Mill	<b>Q1- Design completed.</b> Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason.	Engineer/James/Crew	Q2
5.2.1.8	<b>Eells Hill Rebuild – line out steps for this, include permitting. FEMA funded.</b>	<b>COMPLETED. Q1- Design, permitting and FEMA funding completed. Worked with Mason County Public Works to get in the ditch and run conduit. Will complete Q2.</b>	<b>Engineer/James/Crew</b>	<b>Q4</b>
5.2.1.9	Seal Rock Rd	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	Q4
5.2.1.10	OH Rebuild – Skokomish Valley end of line rebuild	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	Q2
5.2.1.11	106 Pole Replacement Plan	Nothing to report this quarter.	Kristin/Engineer/James	Q4
5.2.1.12	Interties	Nothing to report this quarter.	Kristin	When ready
5.2.1.12.1	Manzanita Intertie	Nothing to report this quarter.	Kristin	When ready
5.2.1.13	Webster Ln (single phase)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.14	Triton Head Dr. (single phase)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready



5.2.1.15	Bow Tree Ln (single phase)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.16	Hamma Rec. Road (single OH)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.17	Bottom end of Hamma Ridge Rd. (OH single)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.18	N206 L Tap (OH) to Char Ln (single)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.19	Eagle Creek Rd (single OH)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.20	Robinson Rd. to post office in Lilliwaup (3P URD)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	When ready
5.2.1.21	Indian Beach (single OH) to N133 R Tap	Q1- In design phase. Added to FEMA list for system resiliency.		
5.2.1.22	N 95 L Tap (single OH) up Virginia St. and N. Mardell Ln – Wire upgrade Poles	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	Q4
5.2.1.23	Upper end of Finch Creek (Single)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	Q4
5.2.1.24	N44 L Tap (single)	Q1- In design phase. Added to FEMA list for system resiliency.	Engineer/James/Crew	Q4
<b>5.2.2</b>	<b>Contracted Vegetation Management</b>			
5.2.2.1	N300-N311	Q1- Put out to bid.	Contractor/James	Q4
5.2.2.2	N256-N270	Q1- Put out to bid.	Contractor/James	Q4
5.2.2.3	N244-N250	Q1- Put out to bid.	Contractor/James	Q4
5.2.2.4	N180-N200	Q1- Put out to bid.	Contractor/James	Q4
<b>5.2.3</b>	<b>In-house Vegetation Management</b>			
5.2.3.1	N386 R Tap	Q1- Nothing to report this quarter.	Crew	Q4
5.2.3.2	Webster Ln. (Mid Section)	Q1- Nothing to report this quarter.	Crew	Q4

5.2.3.3	Hamma Rec. Rd.	Q1- Nothing to report this quarter.	Crew	Q4
5.2.3.4	N206 L Tap (Shar Ln)	Q1- Nothing to report this quarter.	Crew	Q4
5.2.3.5	N55 L Tap (Finch Creek Rd)	Q1- Nothing to report this quarter.	Crew	Q4
<b>5.2.4</b>	<b>Danger Tree and Snag Removal</b>			
5.2.4.1	N360-N363 (Leaning Firs and Alders)	Completed. Kemp West removed.	Contractor	Q1
5.2.4.2	N350-351/N317	Completed. Kemp West removed.	Contractor	Q1
5.2.4.3	N246 (Ivy Covered, Heavy leaning alders and Maples)	Completed. Kemp West removed.	Contractor	Q1
5.2.4.4	N206 (Leaning Alder at end of Shar Ln OH)	Completed. Kemp West removed.	Contractor	Q1
5.2.4.5	Danger tree removal list	Q1- Nothing to report this quarter.	Kristin/Crew	All Qs
5.2.5	Broken Poles- list these out each quarter. Set up punch list in engineering office for to-do's	Q1- Nothing to report this quarter.	Line Crew	All Qs
<b>5.3</b>	<b>Complete Infrastructure Plans</b>			
5.3.1	10 Year Substation Plan	Q1- POWER Engineers is almost complete with this project. Will be done in Q2 and first steps added to 2023 budget and work plan.	Kristin/James	Q2
5.3.2	Annual Substation Inspection & Maintenance Plan	Q1- Completed. Jeremiah has developed a 5-year rotation plan that has different intervals of maintenance tasks and testing for both crews and contractors to ensure system is monitored and functioning correctly. PUD 3 engineering supervisor helped us scale this appropriately.	Kristin & Engineer	Q1
5.3.3	Pole Inspection & Testing Plan	Q1- Have obtained a draft copy of scope of work for this and will put it out to bid in 2022.	Kristin	Q2
5.3.3.1	RFQ – Send out for Pole Inspection & Testing	Q1- Completed. This is part of our prequal process now. James completed this in February.	Kristin/James	Q2
5.3.4	Vegetation Management & Wildfire Mitigation Plan	Q1- Completed. Kristin and Jeremiah completed this plan and schedule for vegetation management, including a trimming map and rotation schedule that James created to monitor for effectiveness of 5-7 year cycle. This is not a requirement YET for our state, but it is heavily recommended each year by the liability insurance company. We were able to do this in-house thanks to	Kristin	Q1

		<b>Jeremiah's expertise and saved the PUD \$15,000-20,000 in consultant fees to create the plan.</b>		
5.3.5	System Inspection Plan – Infrared & Drone Inspection – Tidal Crossing	Q1- This has started. Included in Jeremiah's work for the annual inspection plan. He spoke with Darin and found the old engineering documents. We are working on a scope for inspection and will get quotes for 2023's budget and work plan.	Kristin	Q3
<b>5.4</b>	<b>Duckabush Estuary Project</b>			
5.4.1	Earmark Funding	Q1- Kristin continuing to stay in contact with Rep. Kilmer's office on the budget for this earmark.	Kristin	Q1
5.4.2	Lobbying Plan for funding	Q1- Sen. Sheldon did not want to meet at the site. Said timing is bad. Kristin and Katie helping DFW on funding through FEMA.	Kristin	Q1
<b>5.4.3</b>	<b>Engineering Firm</b>	<b>Completed. Kristin and James are working with GDS on this project.</b>	<b>Kristin/James</b>	<b>Q1</b>
5.4.4	Final Design	Q1- Nearly complete. Working out a couple areas with WSDOT and will work on an easement with Hood Canal Salmon Enhancement Group for vault easements.	Kristin/James	Q1
5.4.5	Bidding & Contract Award	Q1- Once final design is approved, we will put together bid documents. Once funding comes in from Kilmer's office, we will put the phases out to bid and do a notice to proceed on Phase One.	Kristin/James	Q3
<b>5.5</b>	<b>Engage in Industry Associations that Support our Electric Business</b>			
5.5.1	WPUDA	Q1- Working with water committee on Ecology rulemaking on municipal water law and related policies as well as culvert replacement task force for funding to relocate electrical utilities.	Staff	All Qs
5.5.2	PPC	Q1- Board and Kristin continuing to attend meetings for discussions on BPA's 2028 contract preparations, power supply issues, and FCRPS.	Staff	All Qs
5.5.3	WPAG	Q1- Board and Kristin continuing to attend meetings for discussions on BPA's 2028 contract preparations, power supply issues, and FCRPS.	Staff	All Qs
5.5.4	NWPPA	Q1- Kristin attending GRC meetings. Kristin to attend NWPPA D.C. Rally in April.	Staff	All Qs
5.5.5	BPA	Q1- Kristin had meeting with transmission planner for historical update and planning on transmission upgrades and Potlatch substation. Katie worked with BPA to fix the Lilliwaup Falls report issues.	Staff	All Qs
<b>5.6</b>	<b>Telecom-HCC Partnership</b>			
5.6.1	CERB project	Q1- Initial round of funding approved. Received additional funding to support project. Project was put out to bid. Notice to proceed issued for both Schedule A (Eldon-HCC) and Schedule B (Triton-PUD).	Kristin/Katie	Q2
5.6.2	<b>Pole Replacements – Make ready, budget for Engineering</b>	<b>Q1- Completed.</b>	<b>James &amp; Engineer</b>	<b>Q1</b>

5.6.3	Skokomish URD	Q1- Nothing to report this quarter.	Kristin & Mike O.	When ready
5.6.4	Alderbrook URD	Q1- This plan is complete. Will occur throughout 2022 as HCC trenches. Replaced water main in Blackberry Ct. and HCC has installed road crossing for power while they opened the road.	Kristin & Mike O. & AGYC	When ready
5.6.5	Canal View Bore - Water	Q1- Nothing to report this quarter.	James	All Qs
5.6.6	Colony Surf – URD	Q1- Project started. Should be completed in Q2.	James	Q1
<b>5.7</b>	<b>Miscellaneous</b>			
5.7.1	Do more 3 PH/CT Meter Audits – how many? What’s the budget? Prioritize. Shiane & Kristin to meet with Summer	Q1- Completed. Had meeting with Summer and discussed plan/work/budget for 2022.	Kristin/Shiane	All Qs
5.7.2	Low Wires – notify attachers. Need to send this information out w/pole attachment results.	Q1- Katie sent required notice to Lumen & Wave to bring lines into compliance from Seamount on 101 to Brinnon and also in Oly Canal Tracts.	Katie / JJ	All Qs
5.7.4	PUD 3 Intertie Plan	Q1- Nothing to report this quarter.	Kristin	When ready
5.7.5	<b>Monthly/quarterly/annual substation &amp; system inspection program</b>	<b>Q1- Completed. Jeremiah got this done and we have implemented it.</b>	<b>Kristin &amp; Engineer</b>	<b>All Qs</b>
5.7.6	<b>Prequal process and list for electrical contractors – send this out in January</b>	<b>Q1- Completed. This went out in February.</b>	<b>James</b>	<b>Q1</b>