

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	Q1- Completed- applications submitted in February for both the water reclamation project and the lower aquifer well project.	Katie/Kristin/James	Q2
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. Q2- Submitted appropriations request to Sen. Murray’s office for this project. We were not selected. We will reapply and also have submitted the application to Mason County for ARPA.	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. Q2- DOE won’t announce funding awards until the end of the year.	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. Q2- Application submitted. Not eligible until we have NFA.	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. Q2- We have to wait for the NFA to apply for 50% reimbursement. We also have put in a request for any unused programmatic funds.	Kristin/James	Q2
1.2	Construction			
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. Q2- The USDA-RD has too many hoops to jump through and there’s no guarantee of any grant in the end. It’s just loan and we don’t need the loan. This is not cost effective to justify the staff time to go through the process. Will continue to look for other options to subsidize the project, but it’s moving forward regardless with the SRF funding.	Katie / James / Brandy	Q4
1.2.2	Canal View Well/Treatment/Retaining wall	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter. Will apply when funding opens in October.	Katie / James / Brandy	Q4
1.2.3	Alderbrook Mainline AC pipe	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	Katie /James /Brandy	Q4

		the state. Brandy is developing a plan to replace this year-by-year in the regular capital work plan/budget, independent of funding packages.		
1.2.4	Union Mainline AC Pipe	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.	Katie / James /Brandy	Q4
1.2.5	Canal Beach Tracts mainline	Q1- Material on site and planning on installing May. Q2- Water loss has improved, do not need to preplace mainline.	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. Q2- Continuing negotiations on property. Looking at a Plan B option if we can't get additional space. Will reapply for grants in fall.	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. Q2 – Nothing to report this quarter. Will apply in the Fall.	Katie / James /Brandy	Q4
1.2.9	Harstene Retreat Manganese	Q1- Applied through DWSRF and did not receive funding. Will apply again for 2023. Q2 – Nothing to report this quarter. Will apply in the Fall.	Katie / James / Brandy	Q4
1.3	DOH – Feasibility/Consolidation			
1.3.1	Bellwood A & B Bay East / Totten The Big 5	Q1- Nothing to report this quarter. Q2- Submitted grant application to DOH.	Katie / Brandy/James	Q3
1.3.2	Cedar Meadows 1 & 2 and Black B & C	Q1- Nothing to report this quarter. Q2- Will not pursue, it is not cost effective to consolidate.	Katie /Brandy/James	Q3
1.3.3	Anthony Rd N & S	Q1- Nothing to report this quarter. Q2- Will not pursue, it is not cost effective to consolidate.	Katie / Brandy/James	Q3
1.3.4	Stonebriar 1, 2 & 3	Q1- Nothing to report this quarter. Q2- Will not pursue, it is not cost effective to consolidate.	Katie / Brandy/James	Q3
1.4	DOE – Well decommissioning			
1.4.1	TwanoH Heights well 2	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter.	Katie / Brandy / James	Q3
1.5	FEMA – Hazard Mitigation – Due Nov 30 2021			

1.5.1	Seismic Valves	Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022. Q2- Nothing new to report. Will apply in the Fall.	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. Q2- Nothing new to report.	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. Q2- Funding was finally approved in federal budget. Design completed and approved by DOT. Designed in 4 phases to put out to bid. Engineer's estimate is \$1.3 million due to inflation. Putting together bid documents now. Hoping bids come in within budget. WDFW has secured about 50% of their funding. Will do Phase 1 work immediately and wait for WDFW before we start Phase 2.	Katie / Kristin / James	Q4
1.5.4	Overhead to Underground Conversions	Q1- Included in FEMA system resiliency invitation for full application. Submitted in February. Q2 – Responded to RFI from FEMA. Will know by the end of July whether our project moves forward for funding.	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. Q2 – Responded to RFI from FEMA. Will know by the end of July whether our project moves forward for funding.	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. Q2 – Nothing new to report.	Katie / Brandy / James	Q4
1.5.7	Pole Inspection /Testing	Q1- Nothing to report this quarter. Q2- Have bid packet ready. Waiting on this though because several of our poles are being replaced as part of the fiber installation in Eldon & Jefferson County. Have contracted engineer working on pole replacement plan for end of 106 and end of Skok Valley. After we get those replaced, we will regroup on what's left in the field still to inspect/test. Do not want to waste money testing or inspecting poles that are slated to be replaced anyway in the next 1-3 years. Will move this item to 2023.	Kristin	Q4
1.6	BEF			
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. Q2- Offered to help Mason County on their EV charging research for grants and also to fulfill their Clean Energy Community pledge. No word yet on the Energy Northwest grant application.	Kristin	Q3
1.6.2	Community Solar III- Is this feasible? Site/location?	Q1- Nothing to report this quarter. Q2- Had conversation with other utilities in Eastern Washington to see if they're able to host our solar project at their site where they get more sun/production	Kristin/Julie	Q4

		and have an interlocal agreement for solar where our customers could buy into a project located offsite. In beginning discussions- conceptual only. Not aware of any projects like this happening elsewhere. Determining partner interest/feasibly at this point.		
1.7	Substation Money		Kristin	Q2
1.7.1	Capital budget request	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.	Kristin	Q1
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. Q2- Submitted ARPA requests for Vuecrest, Ripplewood and Manzanita Reservoir projects. \$1.62 million total. Also working with Senator Murray's staff on appropriations request for Manzanita Reservoirs and funding to close gap on the CERB Triton fiber project.	Kristin	Q4
1.8	Infrastructure			
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. Q2- Funding was finally approved in federal budget. Design completed and approved by DOT. Designed in 4 phases to put out to bid. Engineer's estimate is \$1.3 million due to inflation. Putting together bid documents now. Hoping bids come in within budget. WDFW has secured about 50% of their funding. Will do Phase 1 work immediately and wait for WDFW before we start Phase 2.	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. Q2- Nothing new to report.	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. Q2- Nothing new to report. Vuecrest application sent for ARPA.	Kristin/Brandy/James	Q4
1.8.4	Manzanita Campus	Q1- Water reservoirs, storage building, and campus security are included in the federal grant plan. Q2- Submitted appropriations request and CEDS request for reservoirs. Have begun preliminary site work and engineering.	Kristin/James	Q4
1.9	CEDS			
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. Q2 – Finance meeting held at the end of June to discuss status of LGIP investments, Long Term Debt, COSA refresh for Water & Electric, and possibility of Electric SDF.	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. Q2 – Nothing to report.	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. We do not intend to change the pole attachment rate until we complete our pole replacement plan and are finished with the fiber projects.	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 for power and water 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. Q2- Water COSA refresh is started and will be completed by the end of August, so that staff can incorporate any recommendations into the 2023 budget. Electric’s COSA refresh will start in 2023.	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

		Q2- Vuecrest ARPA contract closed out. Eldon Fiber ARPA contract closed out. \$9,305.84 left for arrearages ARPA contract. \$559,000 left for Agate Beach ARPA contract. Both should be closed out in early 2023. We have until the end of 2024 to spend the funding.		
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. Q2- Worked with Lumen & Wave staff on relocating attachments as part of the Fiber project. Intend to work with them on HCC's fiber grant project as well to help share in the cost of pole replacements.	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		
2.0	Facilities			
2.1	Manzanita Campus Plan			
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. Q2- Completed Geotech and ground grid study. Started preliminary substation engineering with POWER Engineers. Have decided on final campus design layout to move forward with for sub, water reservoirs, retention pond, and small warehouse. \$2.2 million for water reservoirs; \$750,000 for warehouse, \$3.2 million for substation, \$1.5 million for stormwater pond, demolition of existing house, fencing/site security and final grading, gravel, paving, etc. Will break this out into phases and go after grant funding for it, while putting smaller affordable milestones into the annual plan to keep it moving regardless of grant funding.	Kristin	Q3/Q4 for 2023 budget
2.2	Continue Facility maintenance			
2.2.1	Mow all vaults on highway each year	Q1- Nothing to report this quarter. Q2- Completed.	Temps	Q2 & Q3
2.2.2	Update landscaping along substations/sign cleaning	Q1- Nothing to report this quarter. Q2- Landscapers have started this quarter.	Temps	Q3
2.2.3	Re-stripe parking lot	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Rich	Q3
2.2.5	Replace window in Water Office to opening window	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Rich/Cole	Q3

2.2.6	Paint water leak repair area in lobby	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Rich/Cole	Q4
2.2.7	<i>New!</i> Convert old kitchen in Woman's Club to new meter shop.	Q2- Started gutting old kitchen area of woman's club and installed a new door so we have dedicated space for programming and storing meters. Working with National Meter Company on the best way to organize our meter process so we are not missing steps or going in circles when we deploy meters into the field. Eventually the new PUD buildings on the upper campus will have a meter shop that resembles the new layout of the Woman's Club meter area.	Rich/Summer	Q3
2.2.7	Re-bid landscaping contract	Completed. Put out to bid in February and awarded. New contractor has started.	Brandy/James	Q1
2.2.8	SLOW sign painted on asphalt to slow traffic on campus	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Rich	Q3
2.3	Supplies on Hand			
2.3.1	Water, Blankets, Paper products, food	Q1- Nothing to report this quarter. Have ordered thermoses, looking for blankets. Q2- Have purchased bedding and dry goods and plug in hot kettles for trucks.	Julie/Trish	Q2
2.4	Pole Yard			
2.4.1	Plan for TPU Monitoring Wells	Completed. Aspect has completed their plan, TPU has agreed. Work will start in Q1 2022.	James	Q1
2.4.2	Plan for NFA	Completed. Aspect has completed their plan, TPU has agreed. Work will start in Q1 2022. Will be ongoing through 2023 and then reevaluated.	James	Q1
2.5	Future Facilities			
2.5.1	Viewcrest Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Kristin/James	Q2
2.5.2	Manzanita wind stops	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Kristin/James	Q2
2.6	Easements			
2.6.1	Hood Canal	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Mary/James	Q3
2.6.2	North Hill Hoodsport	Q1- Nothing to report this quarter. Q2- 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. Q2- Completed.	James	Q3

2.6.4	BIA			
2.6.4.1	Fund Reserve Account	Q1- Nothing to report on this. Q2 – Nothing to report on this.	Katie & Kristin	Q3
2.6.5	Jorstad Easement			
2.6.5.1	Pay for easement & conveyance	Q1- Completed. Recorded with Mason County.	James	Q4
2.6.5.2	Clear & sell timber	Q1- Completed.	James	Q4
2.6.5.3	Woodpecker Poles	Q1- They are lay down in yard. Will install in Q2. Q2- Installed. Completed.	James	Q4
2.6.6	General Easement Items			
2.6.6.1	Schedule for annual mowing	Q1- Included in annual landscaping contract that was just awarded.	Kristin/Brandy	Q1
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. Q2- Nothing to report this quarter. Will have Rick start on this next quarter.	James	Q1
2.6.6.3f	Map out easement recording process for Mason County	Completed. Q1- JJ supplies easements on the 15th and 30th of every month, Mary has Joyce prepare a check and records them. Recorded power easements are returned to JJ.	Mary & JJ	Q1
3.0	Org Development			
3.1	Implement staffing plan			
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. Q2 – Ongoing NWPPA WO training via NWPPA in April for Joyce.	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. Q2- Completed for Power. Water tours scheduled for Q3.	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. Q2 – 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. Q2- Kyle passed his Journeyman test. Will evaluate opening another apprenticeship.	Kristin / Katie	All Qs
3.1.6	Foreman Training	Q1- Nothing to report this quarter. NWPPA doesn't have this offered locally yet. Q2 – Nothing to report this quarter.	Kristin / Katie	Q4
3.2	Continue Partnerships to Accomplish Work Goals			
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. Q2- Pole line replacement started for fiber project. Colony Surf project completed. Eells Hill project completed. Will partner on bore for Love Rd., Duckabush Rd. and AGYC.	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. Q2- Invited PUD 3 to co-host Energy Northwest CEO. Invited PUD 3 to participate in grant program meeting with Dept. of Commerce. Helped PUD 3 with application to Kilmer's office for substation funding.	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. Q2- Nothing to report this quarter.	Kristin	All Qs
3.2.4	Clark PUD	Q1- Nothing to report this quarter. Q2- CPU helped Rick with some procurement issues. Good partnership.	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. Q2- Attended Mason County's Public Health Awards for recognition for PUD's COVID partnership with the county. Attended FEMA meetings with new emergency services manager for Mason County.	Kristin	All Qs
3.3	Safety			
3.3.1	Practice the ERP	Q1- Nothing to report this quarter. Q2- 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 nd Qtr. Q2 – Office training delayed. Catching up with John in 3 rd Qtr through end of year.	Katie	All Qs
3.3.2.1	Panic Alarm testing	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter.	Julie	Q2
3.3.3	Fire Extinguisher Check	Q1 – Fire extinguishers were checked and tested.	Trish	Annually
3.4	Technology Plan			

3.4.1	IT	Q1 – developed barcode scanning system to keep track of small & attractive assets and replacements. Q2 – Inventoried all ipads.	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. Q2- Started this with National Metering Solutions. Need to find time to go through and audit each meter. Will work on through end of the year.	Kristin	Q4
3.4.2.1	Setup AMI Committee	Q1- Nothing to report this quarter. Q1- So far, it's Summer, Shiane, Katie, Kristin and Jordan. This will change though.	Kristin	Q4
3.4.2.2	List of utilities to talk to	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	Q4
3.4.2.3	Setup meetings with vendors	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	Q4
3.4.2.4	Estimate timeframe and budget	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	Q4
3.4.2.5	Vendor/contractor install or in-house install	Q1- Nothing to report this quarter. Q2- National Metering Services will provide a quote to do this.	Kristin	Q4
3.4.2.6	Rollout implementation plan	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	Q4
3.4.3	CYBER			
3.4.3.1	Energy NW Penetration testing	Q1- Nothing to report this quarter. Q2 – Evaluating the cost for penetration testing. 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. Q2 – Phishing tests ended in March 2022.	Katie	All Qs
3.4.3.3	Vendor/Contractor testing	Q1- Contractors on EN list passed email phishing test. Q2- Did a vendor list scrub this year to eliminate any inactive vendors. Included some contractors and consultants on the phishing emails.	Katie	Q3
3.4.4	Bill Print Design	Q1 – On NISC schedule for initial consultation in 2nd Qtr to begin design process. Q2- Overall design has been selected. Working with NISC through details, so that the design can go to programming at the end of July. Go Live planned for January 2022.	Katie/Shiane	Q1
3.5	Go Paperless! Campaign		Julie/Shiane	Q3
3.6	Give Conservation program report		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. Q2- The list has issues. The crew continues to help us clean it up and do new replacements. Will be ongoing through 2022.	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. Q2- Nothing to report this quarter.	Kristin/Trish	All Qs
3.6.3	Customer Appreciation Event/Public Power Week	Q1- Nothing to report this quarter. Q2- Scheduled event for Sep. 30 th . Ordered PUD giveaways.	Kristin/Julie	Q4
3.7	Continue Canal Comfort Fund Drive		Shiane	Q4
3.8	Website			
3.8.1	Spanish Language Page	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin/Julie	Q4
3.8.2	Interlocal Agreements	Complete	Julie	Q1
3.9	Evaluate Disconnect Threshold	Q2- Nothing to report this quarter.	Katie/Shiane	Q2
3.10	Hire Temporary Crew for Summer – 2 electric; 2 water	Q2- Hired 3 temps – one for water and two for electric.	Kristin/Brandy/Katie	Q2
3.11	Records Compliance		Julie	All Qs
3.11.1	Clean up Outback	Completed.	Julie	Q1
3.11.2	Send Julie to training	Q1- Nothing to report this quarter. Q2- 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. Q2- Completed with Morgan from the AG's office.	Kristin/Julie	Q3
3.11.4	Set budget for digitization of records & use it all	Completed.	Julie/Kristin	Q1
3.11.5	Apply for records scanning grant	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	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	Q1- Provided information to employees regarding the Employee Assistance Fund and what services are provide. Q2 – Sent information out for Colonial Life open enrollment, an HRA VEBA informational course, and the EAP May Newsletter with topics covering sleep, stress levels and how it affects physical and mental health.	Katie	All Qs

3.12.2	Employee Picnic	Q1- Nothing to report this quarter. Date set for July 8, 2022 Potlatch State Park Q2- Completed.	Julie	Q3
3.12.3	Service Awards	Q1- Nothing to report this quarter. Working on them Q2- Completed.	Julie	Q3
3.12.4	Two potluck events in-house	Q1- Had two lunches together for going-away gatherings.	Kristin/Julie	All Qs
3.12.5	Customer Appreciation Event	Q1- Nothing to report this quarter. September 30, Upper campus Q2- Nothing to report this quarter.	Kristin/Julie	Q4
3.12.6	"Serving the Internal Customer" Training	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter.	Kristin/Katie	Q4
3.12.7	Workplace Violence Training	Q1- Nothing to report this quarter. Q2 – Actively searching for a course to cover this topic.	Kristin/Katie	All Qs
3.13	Public Involvement			
3.13.1	Career Day	Q1- Nothing to report this quarter. Q2- SHS sent out the Save the Dates.	Joyce	All Qs
3.13.2	Science Fair	Q1- Nothing to report this quarter. Q2- 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. Q2- Outages forced us to miss forest festival. Will see if they do Christmas parade.	Julie	All Qs
3.13.4	Public Power Week	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin/Julie	Q4
3.13.5	EDC	Q1- Kristin continuing to attend regular board meetings. Q2- Kristin and Katie working with EDC on strategic planning and their finance/accountability audit.	Kristin	All Qs
3.13.6	Kiwanis	Q1- Nothing to report this quarter. Q2- Katie and Kristin joined Kristmastown Kiwanis group. Will volunteer at summer music festival and present to the group on PUD 1 projects in August.	Kristin/Julie	All Qs
4.0	Water			
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 legislators encouraging them to include culvert replacement funding for utility relocation in the state budget. Q2- Brandy & Kristin both participating on WWUC and WPUDA's water rights committees. Kristin proposing technical fix to DWSRF WAC language regarding submittal of Water System Plans for eligibility for funding. Will see if WPUDA can seek a sponsor and work with DOH staff on a way to get through the backlog issues in time to be eligible for funding at end of the year.	Kristin	All Qs

4.2	CONSOLIDATION			
4.2.1	List out 12-18 months of URWSP projects to start working on	Q1- Completed. We have the list of projects and are soliciting funding for each of them.	Brandy/TJ	Q1
4.2.1.1	Vuecrest Design	Q1- In progress. Seeking ARPA funding to complete this project. Completed paving in upper area. Q2- G&O waiting on specs from pump manufacture, once they have the specs they will submit full design for us to review.	Brandy/TJ/James	Q3
4.2.1.1.1	Out to bid	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/James	Q4
4.2.1.1.2	Easement to Union Ridge	Q1-Send letter out to Mr. & Mrs. Lenington asking for an easement. Q2- Nothing to report this quarter.	Brandy	Q1
4.2.1.1.3	Construction	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ	Q4
4.2.1.1.4	Vegetation planted	Q1- Nothing to report this quarter. Q2- 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. Q2- 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. Q2- Received Proposal from G&O to complete design	TJ/Brandy/James	Q1
4.2.1.3	Highland Park easements	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Mary	Q2
4.2.1.4	Hood Canal/Union easements	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Mary	Q2
4.3	Acquisitions			
4.3.1	What systems are in the works? List each quarter.	Q1- Lake Wood Water System. Q2- Tillicum Beach Water System is inquiring about the PUD taking ownership, will be scheduling an assessment for James and TJ.	Brandy/Kristin	All Qs
4.3.1.1	HIPMA	Q1- Nothing to report. Q2- Nothing to report this quarter.	Brandy/Kristin	All Qs
4.3.1.2	Lake Wood	Q1- Almost completed. Waiting on clearing a title issue. Q2- Nothing to report this quarter.	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.	Q1- Updating project list. Q2- Nothing to report this quarter.	Brandy	Q1

4.4.2	Develop, request mainline extensions	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Kristin/James	All Qs
4.4.2.1	Union 2 nd St.	Q1- Material on site, projected start project in June. Q2- Nothing to report this quarter.	Brandy/TJ	Q3
4.4.3	Address leakage issues	Q1- Repaired leaks: Holiday Beach, Hoodsport, Union, Lake Arrowhead, Alderbrook Q2- Repaired leaks: View Ridge Heights, Alderbrook, Harstene Retreat, Rainbow Lake, Mt. View, Lake Arrowhead, Canal Beach Tracts.	TJ/Rooster	All Qs
4.4.3.1	Identify leaks to reduce water loss	Q1- Confirm inactive services are still off. Q2- Nothing to report this quarter.	TJ/Rooster	All Qs
4.4.3.1.1	Canal Beach Tracts	Q1- Materials on site, projected start date is May. Q2- Leak repaired in April, reduced water loss. Will be using material for another job.	TJ/Rooster	Q3
4.4.3.1.2	Hoodsport	Q1- Leak repaired on N Lake Cushman Rd in Feb. believes this leak has going for some time. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	Brandy/TJ	Q1
4.4.3.1.4	Ripplewood	Q1- DWSRF application was accepted to replace the rest of the mainline, 50% loan forgiveness. Q2- Nothing to report this quarter.	Brandy/TJ	Q1
4.4.3.1.5	Union	Q1- Leak repaired in January. Q2- Nothing to report this quarter.	TJ/Rooster	Q3
4.4.3.1.6	View Ridge Heights	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Brandy/TJ	All Qs
4.4.4	Well Houses	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy	Ongoing
4.4.4.1	Painting	Q1- Nothing to report this quarter. Q2- Temp has started this.	Water Techs	Q3
4.4.4.1.1	Bel Aire Cove	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.2	Canal Mutual	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3
4.4.4.1.3	Cherry Park	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3

4.4.4.1.4	Lakewood Heights	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3
4.4.4.1.5	Rhododendron Place	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Water Techs	Q3
4.4.4.1.6	Tiger Lake	Q1- Nothing to report this quarter. Q2- 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. Q2- Completed	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. Q2- 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. Q2- Worked on getting electrical back in place on the inside of the building.	Water Techs	Q3
4.4.4.2.2	Jade Dr.	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	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
4.4.5	Generators – Bid this out Q1		James/Brandy	Q1
4.4.5.1	Arcadia Estates	Q1- Bid awarded to Henden Electric. Q2- Generator installation in progress.	Brandy/TJ	Q2
4.4.5.2	Bellwood A	Q1- Bid awarded to Henden Electric. Q2- Generator installation in progress.	Brandy/TJ	Q2
4.4.6	Reservoir Cleaning & Inspection			
4.4.6.1	Arcadia Estates	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3

4.4.6.2	Bayshore	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaning scheduled for July	Brandy	Q3
4.4.6.3	Canal Beach Tracts	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.4	Island Lake Manor	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.5	Lake Arrowhead	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.6	Mt. View	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.7	Union Ridge	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.7	Backflow Device & CCC Campaign			
4.4.7.1	Hood Canal	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Mary	Q2
4.4.7.2	Madrona Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Mary	Q2
4.4.8	Water System Planning & Reports			
4.4.8.1	Bellwood A	Q1- Nothing to report this quarter. Q2 – Applied through DOH Consolidation Grant for WSP to consolidate both Bellwood A & B into one water system.	James/Brandy	Q2
4.4.8.2	Highland Estates	Q1- Nothing to report this quarter. Q2- 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. Q2- Reviewed WSP draft.	James/Brandy/G&O	Q1
4.4.8.4	View Ridge Heights	Q1- Nothing to report this quarter. Q2- 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. Q2- Relevelled gauge, continued relay of weather data to Kitsap	James	Q2
4.5	Water Lots			
4.5.1	Viewcrest Beach	Q1- Nothing to report this quarter. Q2- 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. Q2- Owner has put his properties up for sale. Will wait for the property to sell, then work with the new owner.	Brandy/TJ	Q1
4.6	Water Rights			
4.6.1	Pickering View	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin/Brandy	Q2
4.6.2	Madrona Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin/Brandy	Q4
4.7	Capacity Analysis			
4.7.1	Highland Park	Completed- System needs additional storage before there can be additional connections	Brandy/James	Q3
4.7.2	Bellwood A	Q1- Working with G&O to submit to DOH. Q2- Capacity Analysis has been submitted to DOH.	Brandy/James	Q1
4.8	Personnel Education			
4.8.1	ERWOW	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Rooster/Marty/Mary	Q3
4.8.2	WPUDA Water Workshop	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ/Cole/Reese	Q3
5.0	ELECTRIC			
5.1	Implement Staffing Plan & Engineering Roster Plan			
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. Q2 – Registered for the Brady Hansen Grounding class to take place at the PUD 1 facility in May 2023. Invited other neighboring utilities to send participants.	Kristin	Q3
5.1.1.1	JJ Staking Program	Q1- Continuing NWPPA Staking certification training this quarter. JJ is taking new job out of state. This item is completed for 2022.	JJ	All Qs
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. Q2- Have new engineering tech that will help fine tune our process. It is working pretty well so far.	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 nd quarter with National Metering Services. Q2- Apprentice worked with Magnum Power for a week on the pole line rebuild on Hwy 101.	Kristin	When available
5.1.1.4	Commissioner & Employee Site Visits	Nothing to report this quarter. Q2- Completed. Did system tours and site visits to project sites.	Kristin	When available
5.1.1.5	Foreman/Leadership Training	Q1- Nothing to report this quarter. Q2- 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. Q2- Will update Consultant Roster in Q3	James & Kristin	Q1
5.2	Capital Work Plan			
5.2.1	Line Rebuilds	Q1- WaWa Point completed. Eells Hill Rd. completed. Colony Surf started. Q2- Galloway Lane started, will restring in Q3. Colony Surf completed.	James & Kristin	All Qs
5.2.1.1	Skokomish Reservation – HCC Partnership	Q1- Nothing to report this quarter. Q2- Invited tribe to Commerce meeting in Q3. Tribe got \$ from Kilmer for housing development utilities. Will coordinate with them on power needs.	Kristin	If HCC or Skokomish get the funding- no date for this
5.2.1.2	Alderbrook URD Rebuild – conduit/annual \$	Plan completed. All road crossings identified and budgeted. Partnering with local companies to complete for 2022.	Kristin & Katie	Q1
5.2.1.3	URD Rebuild – Four Wheel Drive Road	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Nothing to report this quarter.	Engineer/James/Crew	Q2
5.2.1.4	OH to URD – Galloway Lane	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Pole line completed. Will pull wire in off time. Can do this work in the rain.	Engineer/James/Crew	Q2, Q3
5.2.1.5	OH to URD – Love Road (need HCC bore)	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Ready to start in Q3.	Engineer/James/Crew	Q2, Q3
5.2.1.6	URD – Colony Surf Rebuild Divisions 5 & 6 (January)	Q1- This has started in Q1. Will be completed in Q2. 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. Q2- Completed.	Engineer/James/Crew	Q1
5.2.1.7	OH Rebuild – Bee Mill	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Ready to start in Q3.	Engineer/James/Crew	Q2
5.2.1.8	Eells Hill Rebuild – line out steps for this, include permitting. FEMA funded.	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.	Engineer/James/Crew	Q4
5.2.1.9	Seal Rock Rd	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	Engineer/James/Crew	Q2
5.2.1.11	106 Pole Replacement Plan	Q1- Nothing to report this quarter. Q2- In preliminary design phase. Submitted to FEMA. Will do full design if funded and put out to bid.	Kristin/Engineer/James	Q4
5.2.1.12	Interties	Q1- Nothing to report this quarter. Q2- 106 Intertie is included in FEMA request and design.	Kristin	When ready
5.2.1.12.1	Manzanita Intertie	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	Engineer/James/Crew	When ready
5.2.1.18	N206 L Tap (OH) to Shar Ln (single)	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	Engineer/James/Crew	Q4
5.2.1.24	N44 L Tap (single)	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter.	Engineer/James/Crew	Q4
5.2.2	Contracted Vegetation Management			

5.2.2.1	N300-N311	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August.	Contractor/James	Q4
5.2.2.2	N256-N270	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August.	Contractor/James	Q4
5.2.2.3	N244-N250	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August.	Contractor/James	Q4
5.2.2.4	N180-N200	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August.	Contractor/James	Q4
5.2.3	In-house Vegetation Management			
5.2.3.1	N386 R Tap	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail	Crew	Q4
5.2.3.2	Webster Ln. (Mid Section)	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail	Crew	Q4
5.2.3.3	Hamma Rec. Rd.	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail	Crew	Q4
5.2.3.4	N206 L Tap (Shar Ln)	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail	Crew	Q4
5.2.3.5	N55 L Tap (Finch Creek Rd)	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail	Crew	Q4
5.2.4	Danger Tree and Snag Removal			
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. Q2- Crew assembling list for quote from Kemp West for Q3.	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. Q2- List is established. Will get to it as time allows.	Line Crew	All Qs
5.3	Complete Infrastructure Plans			

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. Q2- Completed. Will use to budget and plan work each year.	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. Q2- This is on hold until we get our poles replaced with fiber project and then a plan for 106 and Skok Valley. No sense paying to inspect or test poles that are coming out anyway. Will reevaluate in late 2023.	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 Jeremiah's expertise and saved the PUD \$15,000-20,000 in consultant fees to create the plan.	Kristin	Q1
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. Q2- Nothing new to report this quarter.	Kristin	Q3
5.4	Duckabush Estuary Project			
5.4.1	Earmark Funding	Q1- Kristin continuing to stay in contact with Rep. Kilmer's office on the budget for this earmark. Q2- Waiting on contracts.	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. Q2- Nothing to report this quarter.	Kristin	Q1
5.4.3	Engineering Firm	Completed. Kristin and James are working with GDS on this project.	Kristin/James	Q1
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. Q2- Jeremiah is back on board and working with DOT to finalize design.	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. Q2- Nothing new to report this quarter.	Kristin/James	Q3
5.5	Engage in Industry Associations that Support our Electric Business			

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. Q2- Mike Sheetz is new chair of water committee. Brandy & Kristin helping him scope the discussions and meetings.	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. Q2- Continue to participate in meetings and submit public comments re: BPA issues, LSRDs and other issues that impact our ability to serve reliable, affordable power to our ratepayers, like the Alcoa issue.	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. Q2- Continuing to attend meetings. Voted to approve EN's proposal for extended power uprate.	Staff	All Qs
5.5.4	NWPPA	Q1- Kristin attending GRC meetings. Kristin to attend NWPPA D.C. Rally in April. Q2- Kristin attended WDC policy conference and lobbying on utility issues. Commission & Kristin attended annual meeting.	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. Q2- Kristin asked for meeting to discuss conservation program. Marcus Perry visited to talk about contract high water mark setting and give update at board meeting.	Staff	All Qs
5.6	Telecom-HCC Partnership			
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). Q2 – Still waiting on CERB contract to request reimbursement for the project.	Kristin/Katie	Q2
5.6.2	Pole Replacements – Make ready, budget for Engineering	Q1- Completed.	James & Engineer	Q1
5.6.3	Skokomish URD	Q1- Nothing to report this quarter. Q2- Not selected by FEMA for grant.	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. Q2- Nothing to report this quarter.	James	All Qs
5.6.6	Colony Surf – URD	Q1- Project started. Should be completed in Q2. Q2- Completed.	James	Q1
5.7	Miscellaneous			

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. Q2 -All attachers are actively working to correct violations identified during the pole attachment audit.	Katie / JJ	All Qs
5.7.4	PUD 3 Intertie Plan	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	When ready
5.7.5	Monthly/quarterly/annual substation & system inspection program	Q1- Completed. Jeremiah got this done and we have implemented it.	Kristin & Engineer	All Qs
5.7.6	Prequal process and list for electrical contractors – send this out in January	Q1- Completed. This went out in February.	James	Q1