

Mason PUD 1

2023 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			
1.1.2	Brownsfield Funding	Q1 Completed. Received \$102,500 to be spent by 6/30/23 for pole yard clean up activities. Will put in another inquiry for any unspent Brownsfield funding at end of 2023.	James/Katie	When ready
1.1.3	VICP – if we get an NFA	Q1- We received a \$102,500 programmatic funding grant from Dept. of Ecology to help with final tasks for excavation and monitoring for the pole yard.	James/Katie	When ready
1.1.4	FEMA Mitigation Funding	Q1- Submitted a \$192,000 request to Dept. of Emergency Management for substation security activities in March. Should find out in a few months if all or a portion of it was selected for funding.	Katie	Ongoing
1.1.5	BRIC Funding	Q1- The \$9 million water main line and generator project was selected by the state to move forward for federal competition. Nothing new to report this quarter.	Katie	Ongoing
1.1.6	DWSRF Funding	Q1- We received 85% subsidy for \$682k portion of Bay East and 100% subsidy from the EPA funding through DWSRF for \$132k of Bay East. Overall, out of pocket cost to the PUD for the \$829k project is \$102k. New property acquisition at Totten was included in this request. No other SRF will be submitted until the fall.	Katie/Brandy	Q3
1.1.7	State & Federal Appropriations	Completed. Q1- We applied for \$3 million in Jorstad substation funding from Murry and Cantwell’s offices and \$2.4 million in Manzanita water reservoir funding from Kilmer’s office. Kristin set up separate meetings at their DC offices a couple weeks ago. Kristin also submitted \$1.5 million in water funding requests for state appropriations and Rep. Couture and Sen. MacEwen sponsored these requests for the capital budget. Will see if anything was selected to move forward.	Kristin	Q2
1.1.8	Federal Infrastructure Grants	Q1- Waiting for Resilience funding to open through Dept. of Commerce and waiting to hear if the \$3 million wildfire mitigation project is selected. No other openings this quarter to apply for. Kristin working with the EDC on RECOMPETE Act application for all of Mason County. Will apply part of MW grant writing budget to the RECOMPETE project if PUD 1 projects look like they’ll be wrapped into the scope of the request.	Katie/Kristin/Meguire Whitney	Ongoing
1.1.9	Add any others	Q1 Progress: Kristin submitted a \$2 million request to the State Broadband Office to replace 249 poles throughout Brinnon to help HCC’s Brinnon Broadband Project.	Staff	Ongoing

1.2	Continue Debt Strategy and Milestones			
1.2.1	Continue days cash on hand	Q1 – Continuing to fund each month into the LGIP for both Water & Electric.	Katie	Ongoing
1.2.3	Finance Committee Review and Recommend reserve funding levels	Q1- FCS Group starting the electric COSA refresh and will evaluate funding reserve levels as part of their recommendations in 2023. Nothing else to report this quarter.	Katie	Q3
1.2.3.1	Refresh reserves funding levels due to trends in vehicle replacements and substation expenses	Q1- FCS Group starting the electric COSA refresh and will evaluate funding reserve levels as part of their recommendations in 2023. Nothing else to report this quarter.	Katie	Q3
1.2.3.2	Show how the reserve funding impacts rates- give 3-4 options for board to choose from	Q1- Nothing to report this quarter.	Katie/Kristin	Q3
1.2.4	Consider Leasing equipment versus purchasing – do cost-benefit-analysis on reduction in maintenance/repairs costs with leasing compared to purchasing outright.	Q1 – Reached out to two vendors to get quotes on leased vehicles, equipment etc. Will review in the coming months to determine feasibility.	Katie/Rich	Q1
1.2.5	Low Income Assistance Program – what does the utility funded portion look like and how will we accomplish?	Q1 Progress: Board agreed to take \$25,000 out of BPA’s Reserve Distribution Credit in 2023 and set it aside in the LGIP to gain interest over the next few years while we develop the rest of the program.	Katie/Kristin	Q3
1.2.6	CETA Requirements/Reporting	Q1 – We were notified by the State Auditors that they have started the 2019 / 2020 audit for CETA. This will occur every two years.	Katie	
1.3	Update COSA & Rates			
1.3.1	Hold electric rate hearing	Q1- FCS Group starting the electric COSA refresh and will evaluate rates and electric system development fees as part of their recommendations in 2023. Nothing else to report this quarter.	Katie	Q4
1.3.1.1	Set next 3 years of rates	Q1- FCS Group starting the electric COSA refresh and will evaluate rates and electric system development fees as part of their recommendations in 2023. Nothing else to report this quarter.	Katie/Kristin	Q4
1.3.2	BPA Settlement or Rate Case – Pass through for negative increase	Q1 Completed. Board approved staff proposal to send BPA distribution credit through as bill credits for 10 months.	Kristin	When ready
1.3.3	Hold fiber rate hearing	Q1- Not ready to begin. HCC is sending a draft of the lease agreement for review.	Kristin	When ready
1.3.3.1	Set dark fiber lease policy	Q1- Not ready to begin. HCC is sending a draft of the lease agreement for review.	Kristin	When ready
1.3.3.2	Board to decide 5- or 7-year payback period for the \$355,000 balance due on the fiber project.	Q1- Not ready to begin. HCC is sending a draft of the lease agreement for review.	Kristin/Commissioners	When ready
1.3.3.3	Staff to work with HCC on this to make sure it’s affordable for customers to connect to internet and present options to board for approval at rate hearing	Q1- Not ready to begin. HCC is sending a draft of the lease agreement for review.	Kristin	When ready
1.4	Misc.			

1.4.1	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.	Kristin	Q2
1.4.2	Single Audit	Q1 – This will occur sometime in June – August. We will know by the end of May the timeframe for this audit.	Katie	Q4
1.4.3	CETA Audit	Q1 –2019 & 2020’s had has begun with the State Auditor’s office.	Katie	
1.4.4	Fund the Pole Yard	Q1- We received a \$102,000 programmatic funding grant from Dept. of Ecology to help with final tasks for excavation and monitoring for the pole yard.	Katie/Kristin	Q3- budget process
1.4.5	Cost Savings Opportunities	Q1- Rich found electric equipment on surplus site and procured it for new line superintendent. Saved over \$1,000.	Staff	Ongoing
1.4.6	Community Solar III	Q1- Energy Northwest is not able to host this project. Kristin will reach out to other east side utilities to see if there’s interest in partnering. Nothing else to report this quarter.	Kristin	Q2
1.5	Fund Infrastructure Projects			
1.5.1	Duckabush Relocation	Q1- Design is completed. Putting out to bid.	Kristin	Ongoing
1.5.2	Jorstad	Q1- The phased budget for this has been developed. Kristin met with federal delegation on earmarks to start this project. Will apply for Commerce 40101 funding when it opens.	Kristin	Ongoing
1.5.3	Union Regional Projects	Q1- Vuecrest received an additional \$750,000 in ARPA funding from Mason County. Engineers are phasing this to match the funding amounts and it will be put out to bid soon. Kristin met with Kilmer’s staff on CPF funding to help pay for the Manzanita water reservoir and retention pond. Will also apply for federal grants for this as they open.	Kristin	Ongoing
1.5.4	Manzanita	Q1- Kristin met with Kilmer’s staff on CPF funding to help pay for the Manzanita water reservoir and retention pond. Will also apply for federal grants for this as they open.	Kristin	Ongoing
1.6	CEDS	Q1- Nothing to report this quarter.	Kristin	Q2
2.0	Facilities			
2.1	Implement Manzanita Campus Plan			
2.1.1	Complete design of reservoirs & retention pond	Q1- In progress. Gray & Osborn have started this design.	Kristin/James/G&O	
2.1.2	Complete design of substation	Q1- In progress. POWER Engineers have started this design. Power transformer, regulators, distribution breakers and circuit switcher have been ordered. Fencing was put in a FEMA request for substation security. 180 Engineering has started the plan for distribution ties and will be on site to meet with the crew at the end of March to discuss that process.	Kristin/James/POWER	

2.1.2.1	Get project construction out to bid in 2023 & choose contractor	Q1- Not ready to begin.	Kristin/James/POWER	
2.1.2.2	Construct exit feeders	Q1- Not ready to begin.	Kristin/James/POWER	
2.1.2.3	Construct riser pole for double circuit	Q1- Not ready to begin.	Kristin/James/POWER	
2.1.3	Get quote to do design of small warehouse- determine if it will fit in 2023 or 2024's budget	Q1- Gray & Osborn have started this and will be included in their final design. Will likely be a Phase 3 project for a later date unless funding becomes available sooner.	Kristin/James/G&O	Q2
2.2	Continue facility maintenance			
2.2.1	Mow all vaults on highway each year	Q1- Not ready to begin.	Matt	Q2
2.2.2	Continue landscaping schedule – add any new sites or attention to list	Q1- Not ready to begin.	Matt/Brandy	Q2
2.2.3	Complete retrofit of Woman's Club for Meter shop	Q1- Matt met onsite with Summer from National Metering to get a design plan together for what needs to be done this summer.	Matt/Rich	Q2
2.2.4	Clean solar panels	Q1- Not ready to begin.	Kristin/Matt	Q2
2.2.5	Work with G&O on dusting off new facility plan so we know how much money we need to go after to build it. (Will not do any actual work on new buildings though unless we get funded eventually.)	Q1- Not ready to begin.	Kristin	Q4
2.2.6	Dust control	Q1- Not ready to begin.	Kristin/Rich	Q2
2.2.7	"No Parking" at front of buildings	Q1- Not ready to begin.	Kristin/Rich	Q3
2.2.8	Determine if we need to expand our lay down yard for grant project materials	Q1- TJ has ordered two covered storage buildings to be installed on site for water materials. James procured a private site in Brinnon for the pole replacement project and future line conversion project at Duckabush for a secure laydown yard.	TJ/Rich	Q1
2.3	Continue Cleanup Work at Pole Yard			
2.3.1	Complete monitoring	Q1-Completed 75% of required groundwater monitoring. Samples are trending to a non-detectable level.	James/Kristin	All Qs
2.3.2	Negotiate new monitoring contract with Aspect	Q1- The final quarterly sample taken in Q2 will dictate if a future sampling contract will be necessary.	James/Kristin	Q1
2.3.2.1	Evaluate if we can take our own samples	Q1- Aspect has been contracted to collect and record all groundwater samples.	James/Kristin	Q1
2.3.2.2	Get costs for dioxin sampling for historical survey	Q1- Dioxin/Furan Background Study & Additional Investigation contract order has been signed in the amount of \$103,453 funded by DOE's Brownsfields grant.	James/Kristin	
2.3.3	Negotiate steps forward with TPU	Q1- TPU has been very supportive of the Districts efforts. Current processes will determine next steps in Q2.	James/Kristin	
2.3.3.1	Cost-benefit analysis for 3 to 5 year monitoring plus remedial excavation	Q1- Not ready to begin.	James/Kristin	
2.3.4	Work with Aspect on monitoring to seek the "NFA-No Further Action" requirement	Q1- A background study will educate any additional remedial action. Aspect has finalized scope and are analyzing samples for Ecology review.	James/Kristin	Ongoing

2.3.5	Apply for reimbursement funding through Ecology as it comes available	Q1- The District was awarded Interagency Agreement (IAA) No. C2300086 from Department of Ecology in the amount of \$102,500.00	James/Kristin	Ongoing
2.4	Property Acquisitions			
2.4.1	Brinnon Substation	Q1- Kristin & Katie looking at possible CERB funding to support this project. Katie had a meeting with CERB on a \$5 million loan with 25% loan forgiveness and got the steps together to submit an abstract proposal to CERB. Once Pleasant Harbor development is moving forward, we can apply for this with a reimbursement agreement with The Statesman Group for the rest of the loan. Part of this funding will assist in site selection and procurement in Brinnon.	Kristin/James/Rob	When ready
2.4.2	Bay East	Q1- Completed. Property has been secured.	Kristin/Brandy/Rob	Q1
2.4.3	Viewcrest Beach	Q1-Nothing to report this quarter.	Brandy/Rob	When ready
3.0	Org Development			
3.1	Continue to Implement training plan			
3.1.1	Succession Planning	Q1- We have two retirements occurring in September. Have onboarded a temp early to see how they do and if they're a long term fit. Will likely not fill the admin position in 2023's budget.	Staff	Ongoing
3.1.2	Training Program for all employees- include in annual budget	Q1- Lisa & Katie attended the NISC NW Users Group Meeting, LJ and Mike Rose attended Voltage Regulator training through Specialty Engineering, Katie & Brandy attended CB Training. James attended Distribution Engineering training through NWPPA.	Staff	Q3
3.1.3	NWPPA- Rigging & Operations Class in-house	Q1- Nothing to report for Q1	Matt	Q3
3.1.4	Budget for tuition reimbursement and trainings	Q1- Nothing to report this quarter.	Kristin/Katie/Brandy	Q3
3.1.5	Apprentices	Q1- Rudy & LJ both attended Camp Rilea in Feb & March. Internal evaluations complete, evaluation review and progress meeting scheduled.	Kristin/Matt	As necessary
3.1.6	Add Brady Hansen grounding class	Q1- Class scheduled on site at PUD 1 on 5/22/23. Will invite other utilities to participate.	Matt	Q2
3.1.7	Start GIS Academy with local partners	Q1- Kristin working with NMHS on career academy. Looking for instructor. Also had meeting with superintendent for Shelton School District to see if it fits in their curriculum options.	Kristin	When ready
3.1.8	Cross Training for Essential Functions	Q1- Cross training in office has continued each month for essential functions.	Staff	All Qs
3.1.9	Update trainings process manuals	Q1- Training process manuals are continuously improving as cross-training occurs, and processes change.	Staff	All Qs
3.2	Continue Partnerships to Accomplish Work Goals & Highlight Achievements			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits & tribes	Q1- Worked with Wave, Lumen and HCC to relocate pole attachments as part of the pole replacement project.	Kristin	All Qs
3.3	Safety			
3.3.1	Practice the Emergency Response Plan	Q1- Matt has updated the plan for Q1 with new information. Life Flight flew into the PUD on March 16 as part of our safety Mayday exercise and training.	Staff/John Spain	Q3

3.3.1.1	Great Washington Shakeout	Q1- Nothing to report this quarter.	Staff	Q3
3.3.2	Redesign & Practice the Mayday Response with new crew & office staff	Q1- Mayday procedure completed. Life Flight flew into the PUD on March 16 as part of our safety Mayday exercise and training. Closed the office from 2-4 so all employees could participate.	Matt/Kristin/Katie/John Spain	Q1
3.3.3	Conduct an office-specific training/meeting	Q1 – office specific training has been scheduled for mid- year. Also participated in the Mayday Response training with office staff and radio / emergency call-out protocol.	Katie	Q3
3.3.3.1	Panic-alarm testing	Q1 – nothing to report this quarter.	Katie	Q2
3.3.3.2	Fire extinguisher testing	Q1 – All employees received training and all fire extinguishers (buildings and trucks) were tested, charged, or replaced as needed. Annual stickers were updated. Complete	Matt/Katie/John Spain	Q2
3.3.3.3	Active Shooter training	Q1- Nothing to report this quarter.	Katie	Q4
3.3.3.4	De-escalation Training	Q1- Nothing to report this quarter.	Katie	Q4
3.3.4	Offer recerts on CPR/1 st Aid	Q1- Nothing to report this quarter	Matt/John Spain	Q4
3.4	Continue IT module roll-outs			
3.4.1	Meter Reading	Q1 – Completed. Went live with new mobile meter reading process and it's working well.	Katie	Q1
3.4.2	Bill Print Redesign – go live in January 2023	Q1- Completed. New bill design went live. Also redesigned the DQ 1 and 2 notices.	Katie	Q1
3.4.2.1	Create schedule of monthly/quarterly messaging/promotions to customer and artwork		Kristin	Q1
3.4.3	Other process improvements		Staff	Ongoing
3.5	Technology Plan			
3.5.1	Continue to Implement the AMI Plan	Q1- Looking for federal grant funding for this project. Have a project abstract and budget created. Need fiber buildout to occur in Brinnon to support this project.	Kristin/Summer	Q4
3.5.1.1	Seek Funding	Q1- Looking for federal grant funding for this project.	Kristin/Summer	When available
3.5.1.2	Setup AMI committee	Q1- Not ready to begin.	Kristin/Summer	When ready
3.5.1.3	List of utilities to talk to	Q1- Not ready to begin.	Kristin/Summer	When ready
3.5.1.4	Setup meetings with vendors	Q1- Not ready to begin.	Kristin/Summer	When ready
3.5.1.5	Estimate timeframe and budget	Q1- Not ready to begin.	Kristin/Summer	When ready
3.5.1.6	Vendor contractor install or in-house install	Q1- Not ready to begin.	Kristin/Summer	When ready
3.5.1.7	Rollout implementation plan	Q1- Not ready to begin.	Kristin/Summer	When ready
3.5.2	SCADA	Q1- Not ready to begin.	Kristin/James/Matt	When ready. Funding dependent.

3.5.2.1	Include SCADA at all new subs	Q1- Designing Manzanita for SCADA system but may have to delay installation if substation construction is over budget. Will have substation ready to plug-and-play at future date.	Kristin/James/Matt	When ready. Funding dependent.
3.5.3	BPA Conservation Funding	Q1-	James	
3.5.3.1	Distribution Transformer Rebates	Q1-Benefit/ cost ratio is not conducive to the District. Will not be moving forward.	James	
3.5.3.2	Protection Equipment	Q1- Had meeting with various reclosure vendors, more scheduled. Identified locations for replacement and added protections. Need FEMA grant to be available for funding	James/Matt	
3.5.3.3	Have David do the BPA chart to track for efficiencies	Q1- James has been on a monthly call with BPA to implement Conservation voltage reduction practices/ reporting.	James	Ongoing
3.5.3.4	End of line monitoring	Q1- Received quote for Eaton IQ35. Will budget for 2 meters in 2024	James	
3.6	Records Management			
3.6.1	Annual Scanning	Q1- Nothing to report this quarter.	Kristin	Q4
3.6.2	Add recorded training to new hire onboarding	Q1 – Recording is ready for new hires – none in 1 st Qtr 2023.	Katie	Q1
3.7	Go Paperless! Campaign	Q1- Nothing to report this quarter.	Kristin	Q3
3.8	Grow Conservation Program		Kristin	
3.8.1	Continue toward 200 streetlights replaced each year	Q1- Replaced 7 as of March 20, asked front office for updated list of remaining HPS light that need replaced.	Matt	Q4
3.8.2	School Partnerships – lighting, EV’s	Q1 Progress- Trish made contact with Hood Canal School and is setting up a meeting to go over their lighting retrofit needs and develop a phased budget to take advantage of rebates.	Kristin/Trish	Q4
3.8.3	Items for Customer Appreciation Event/Public Power Week	Q1- Julie purchased PUD travel blankets for the giveaways at the next customer appreciation event during Public Power Week.	Kristin	Q3
3.8.4	Roll out comprehensive Weatherization Program w/CAC and BPA	Q1 – Nothing to report this quarter.	Trish/Katie/Kristin	Q2
3.8.5	Utilize BPA staff for project management, implementation and materials	Q1 – Trish has been in communication with Melissa to assist with implementation of new measures and upcoming changes to existing measures / rebates.	Trish/Katie/Kristin	Q2
3.8.6	Update page on website to make more user friendly with information on current rebate offerings etc.	Q1 – Nothing to report this quarter.	Kristin/Trish	Q2
3.8.7	Low Income Conservation Program information to customers and on website	Q1 – Nothing to report this quarter.	Kristin/Trish	Q2
3.8.8	Social Media push on rebates/newsletter information	Q1 – Nothing to report this quarter.	Kristin/Trish	Q2
3.9	Continue Canal Comfort Fund Drive	Q1- Nothing to report this quarter.	Kristin/Lisa	Q4
3.10	Cyber Security / Fraud Awareness			
3.10.1	Check in Quarterly on phishing scams tips / tricks	Q1- Nothing to report this quarter. Kristin learned that state Emergency Management office has partnered with SPSCC on penetration testing that she will look into for later this year.	Kristin/Katie	Ongoing

3.10.2	Schedule penetration testing with ENW or HCC?	Q1- Nothing to report this quarter. Kristin learned that state Emergency Management office has partnered with SPSCC on penetration testing that she will look into for later this year.	Kristin/Katie	Q3
3.14	Continue HR & Employee Relations Functions			
3.14.1	Hold benefits meeting/workshops with employees as needed; i.e. open enrollment	Q1- Nothing to report this quarter.	Katie	Q3
3.14.2	Employee Picnic	Q1- Nothing to report this quarter.	Kristin	Q2
3.14.3	Service Awards	Q1- Nothing to report this quarter.	Kristin	Q2
3.14.4	Two potluck events in-house	Q1- We held an office potluck for Super Bowl Sunday.	Kristin/Katie	As needed
3.14.5	Customer Appreciation Event	Q1- Nothing to report this quarter.	Kristin	Q3
3.14.6	Hire Temporary Crew for Summer	Q1- First temp started in March to help water department. Will plan to hire 3-4 more in June.	Kristin/Katie	Q2
3.15	Public Involvement			
3.15.1	Career Day	Q1- Nothing to report this quarter.	Kristin	Q4
3.15.2	Parades	Q1- Julie registered the PUD for the Forest Festival parade in June.	Kristin	Q2 & Q4
3.16.3	Public Power Week	Q1- Nothing to report this quarter.	Kristin	Q4
3.16.4	EDC	Q1- Kristin working with the EDC on the RECOMPETE Act application for Mason County. If selected \$20 million in federal investment will be made in the county on various projects.	Kristin	All Qs
3.16.5	Kiwanis	Q1- Katie and Kristin attending KristmasTown Kiwanis meetings as time allows. Signed up to volunteer at next fundraiser in May. Kristin did a presentation for the Salish Sea Rotary in February on what's happening at PUD 1.	Kristin/Katie	All Qs
3.16	Easements			
3.16.1	Purchase road property from customer at Star White for future easements	Q1- This is on hold until the owner-partners can agree on a Quit Claim Deed or some other mechanism to deed it over to the PUD. The survey and preliminary appraisal are done.	Kristin/Rob/Brandy	Q1
3.16.2	Union Ridge	Q1 – Nothing to report this quarter.	Brandy/Rob	
3.16.3	Highland Park to Manzanita	Q1 – Nothing to report this quarter.	Brandy/Rob	
3.16.4	Colony Surf (Larry Codiga)	Q1- Larry Codiga will provide easement by the end of Q2	James/Rob	Q2
4.0	Water			
4.1	Engage on issues that impact our water business			

4.1.1	Foster Task Force/WWUC Water Rights Committee	Q1- WPUDA supported legislation based on the Foster Task Force recommendations. Kristin and Brandy continue to stay apprised of most recent changes or developments on Ecology policy changes and the task force bill.	Kristin/Brandy	Qs 1 & 2
4.1.2	WWUC	Q1- Brandy attending WWUC meetings. Kristin and Brandy continue to stay apprised of most recent changes or developments on Ecology policy changes and the task force bill.	Brandy/Kristin	All Qs
4.1.3	Mason County Comp Plan	Q1- Kristin met with Mason County in March about the status of the Comp Plan. They are hiring a consultant and will begin engaging in June for a re-write. Kristin agreed to revisit the text on utilities.	Kristin	All Qs
4.1.4	WPUDA culvert removal funding workgroup	Q1- Kristin had meeting with WPUDA, other utilities, and 24 th district legislators on culvert replacements that are causing a large price tag for utility relocations to accommodate the removals. There's still mixed messaging with some legislators saying we should raise rates to cover our portion of the expenses and others believing that the funding that the legislator put to WSDOT that isn't restricted gas tax funding should be used to help offset the relocation costs for utilities. At last meeting, there was a small possibility that a portion of the \$10-12 million may be funded this session.	Kristin/Brandy	All Qs
4.4.5	WPUDA water committee & leg committee	Q1- Mike continues to chair water committee and he, Brandy and Kristin continue to provide feedback on agenda items and roundtable. Mike, Jack and Kristin attend the leg committee meetings. Kristin went to DC with WPUDA to lobby the federal delegation in February on federal issues impacting PUDs.	Kristin/Mike Sheetz/Brandy	All Qs
4.2	Consolidation			
4.2.1	Complete Twanoh Water system Project List & seek funding	Q1- Nothing to report this quarter.	James/Brandy	Q4
4.2.1.a	Work with local internet providers to help advance fiber into the community	Q1- Nothing to report this quarter.	Staff	Ongoing
4.2.2	Bay East & Totten	Q1- Nothing to report this quarter.	James/Brandy	Q4
4.2.3	Bellwood A & B	Q1- Nothing to report this quarter.	James/Brandy	Q3
4.3	Acquisitions			
4.3.1	Bo Ginn Water System	Q1 – Waiting on owner to send over purchase and sales agreement.	Brandy/Kristin/Rob	Q1
4.3.2	Tillicum Beach	Q1 – Nothing to report this quarter.	Brandy/Kristin/Rob	Ongoing
4.3.3	Hipma	Q1 – Nothing to report this quarter.	Brandy/Kristin/Rob	Ongoing
4.3.4	Star Lake	Q1 – Nothing to report this quarter.	Brandy/Kristin/Rob	Ongoing
4.4	General Maintenance/CIP			
4.4.1	Well Houses	Q1 – Nothing to report this quarter.	TJ/Brandy	All Q's
4.4.1.1	Holiday Beach upgrade electrical panel	Q1 – Nothing to report this quarter.	TJ/Brandy	Q1
4.4.1.2	Tiger Lake – finish well house improvements	Q1 – Building has been rebuilt and re-roof has been completed.	TJ/Brandy	Q2
4.4.1.3	Two Jackies rebuild well house	Q1 – Nothing to report this quarter.	TJ/Brandy	Q3

4.4.1.4	Woodland Manor, replace captive air tanks with bladder tanks, reinsulate, and cover walls with plywood	Q1 – Nothing to report this quarter.	TJ/Brandy	Q4
4.4.1.2	Replace Booster Pumps		TJ/Brandy	Q1-Q2
4.4.1.2.1	Harstene Retreat	Q1 - Completed	TJ/Brandy	Q1
4.4.1.2.2	Island Lake Manor	Q1 – Nothing to report this quarter.	TJ/Brandy	Q2
4.4.1.3	Distribution Improvements		TJ/Brandy	All Q's
4.4.1.3.1	Alderbrook AC on E Westwood Ln W	Q1 – Project has been started, should be done mid April	TJ/Brandy	Q1-Q2
4.4.1.3.2	Union AC on Alderney St and 5 th St	Q1 – Nothing to report this quarter.	TJ/Brandy	Q2
4.4.1.3.3	BayEast – install blowoff at the end of Low Rd	Q1 – Nothing to report this quarter.	TJ/Brandy	Q3
4.4.1.3.4	Cherry Park – Install isolation valve	Q1 – Nothing to report this quarter.	TJ/Brandy	Q4
4.4.1.3.5	Highland Estates install isolation valve	Q1 – Nothing to report this quarter.	TJ/Brandy	Q4
4.4.1.3.6	Bay East Manganese	Q1 – DWSRF awarded 85% subsidy for \$682k and 100% for \$139,100. Contracts are signed. Gray and Osborne will be providing a proposal for the design.	Brandy/TJ/James	All Q's
4.4.1.3.7	Generators/Water Trees	Q1 – Nothing to report this quarter regarding grant funding. Generator installs for Canyonwood and Harstine Retreat were awarded in February.	Katie/Brandy	All Q's
4.4.1.3.8	Highland Park – Gray and Osborne design reservoirs, booster station, and retention pond at Manzanita Campus	Q1- Additional survey was completed in Q1. G&O has submitted predesign. Gray and Osborne working on design.	James/Kristin/Brandy	
4.4.1.3.9	Seismic Valves	Q1 – Nothing to report this quarter.	Katie/Brandy	All Q's
4.4.1.3.10	TwanoH Heights – decommission well	Q1 – Nothing to report this quarter.	James/TJ/Brandy	Q2
4.4.1.3.11	Totten Estates I & II – install new well pumps and a cover over controls	Q1- Well pumps replaced in January.	TJ/Brandy	Q1
4.4.2	Identify any needed tools and resources we need to get the work done	Q1 – Purchased tools for new truck.	Staff	As necessary
4.4.2.1	Locator	Q1 – Purchased at the end of 2022	TJ/Brandy	Q1
4.4.2.2	Fusion Welder	Q1 – Will not be purchasing, cost is too high for how much it would get used.	TJ/Brandy	Q2
4.4.3	Well House Painting			
4.4.3.1	Bo-Ginn	Q1 – Nothing to report this quarter.	TJ/Brandy	Q3
4.4.3.2	Lakewood	Q1 – Nothing to report this quarter.	TJ/Brandy	Q3
4.4.3.3	Tiger Lake	Q1 – Completed.	TJ/Brandy	Q3
4.4.3.4	Two Jackies	Q1 – Nothing to report this quarter.	TJ/Brandy	Q3
4.4.4	Generators – Canyonwood Beach and Lakewood Heights	Q1- Bid awarded in March. Will be installed by end of 2023.	TJ/Brandy/James	Q2
4.4.5	Reservoir Cleaning & Inspection- BelAire Cove, Bellwood A, Highland Park and Madrona Park	Q1 – Bid's received at the end of March, apparent lowest bidder is Inland Potable	Brandy	Q3

4.4.6	Blackflow Device & CCC Campaign – Hood Canal	Q1 – Nothing to report this quarter.	Mary/Brandy	Q1
4.4.7	Water System Planning & Reports – Bellwood A	Q1- Nothing to report this quarter.	James/Brandy	Q3
4.5	Water Rights			
4.5.1	Ripplewood	Q1- Nothing to report this quarter.	Brandy/Aspect	Q3
4.5.2	Madrona Beach – Have Aspect do a review and make recommendations in a summary	Q1 – Nothing to report this quarter.	Brandy/Aspect	Q3
4.6	Water Loss			
4.6.1	Lake Arrowhead	Q1 – Nothing to report this quarter.	TJ/Brandy	Q4
4.6.2	Union- A/C line rerouted	Q1 – Nothing to report this quarter.	TJ/Brandy	Q4
5.0	ELECTRIC			
5.1	Rebuilds- Capital Work Plan			
5.1.1.1	T3 TX Line (2023)	Q1- 4/0 reconductor complete	Matt/James for engineering	Q1
5.1.1.2	Love Rd (2023)	Q1 – Design complete, no construction activity	Matt/James for engineering	Q3
5.1.1.3	Four Wheel Drive Rd (2023)	Q1 – Design complete, no construction activity	Matt/James for engineering	Q3
5.1.1.4	Bee Mill – Eight Additional spans (2023)	Q1- Rebuild is completed. Waiting for warmer weather to take the outage and cut it over.	Matt/James for engineering	Q4
5.1.1.5	Seal Rock Rd. Brush & Design (2023)	Q1- ROW clearing plan in place, design in progress	Matt/James for engineering	Q4
5.1.1.6	Dips – Mason County (2023)	Q1- Design complete. Construction to take place in 2024.	Matt/James for engineering	Q2
5.1.1.7	N95L Tap (single OH) to Virginia St. & N. Mardell Ln- upgrade wire (2023) *FEMA Grant*	Q1- Design complete. Waiting for grant funding	Matt/James for engineering	Q2
5.1.1.8	Upper end of Finch Creek single phase (2023) *FEMA Grant*	Q1- Design complete. Waiting for grant funding	Matt/James for engineering	Q4
5.1.1.9	101 & 106 Intersection on Hillside to Sunnyside Rd (TRIM in 2023)	Q1- Nothing to report this quarter	Matt/James for engineering	Q4
5.1.1.10	Robinson Rd to Post Office 3PH URD (2024) *FEMA Grant*- Contract Work			
5.1.1.11	Webster Lane single phase (2024)			
5.1.1.12	Triton Head Dr. single phase (2024)			
5.1.1.13	Bow Tree Lane single phase (2024)			
5.1.1.14	Hama Hama Rec Rd single OH (2024) *FEMA Grant*			
5.1.1.15	Bottom of Hama Ridge Rd single OH (2024) *FEMA Grant*			
5.1.1.16	N206L Tap (OH) to Shar Lane single *FEMA Grant*			
5.1.1.17	Eagle Creek Rd. single OH *FEMA Grant*			

5.1.1.18	Indian Beach (single OH) to N133 R Tap *FEMA Grant*			
5.1.1.19	N44L Tap single phase			
5.1.1.20	Lake Surf Dr. Colony Surf *FEMA Grant*			
5.1.1.21	Eldon to Duckabush Reconductor *FEMA Grant*- Contract Work			
5.1.1.22	S25 to S77 Skokomish 101 Reconductor *FEMA Grant*- Contract Work			
5.1.1.23	N295 L Tap *FEMA Grant*			
5.1.2	Contracted Vegetation Management			
5.1.2.1	MP 319-314 Eldon (2023)	Q1- RFP was issued to prequalified electrical contractors in March. Bids due in April.	James/Contractor	Q4
5.1.2.2	MP 314-308 (2024)			
5.1.2.3	MP 308-302 (2025)			
5.1.2.4	MP 302-300 Bee Mill (2026)			
5.1.2.5	MP 320-327 (2027)			
5.1.2.6	MP 328-337 (2028)			
5.1.2.7	HWY 106 MP 2-11 (2029)			
5.1.3	In-house Vegetation Management			
5.1.3.1	N459	Q1- Nothing to report this quarter	Matt	All Qs
5.1.3.2	N386	Q1- Nothing to report this quarter	Matt	All Qs
5.1.3.3	Webster Lane	Q1- Nothing to report this quarter	Matt	All Qs
5.1.3.4	N206 Shar Lane	Q1- Nothing to report this quarter	Matt	All Qs
5.1.3.5	N55 Finch Creek	Q1- Nothing to report this quarter	Matt	All Qs
5.1.3.6	HWY 101 x HWY 106 Southbound	Q1- Cleared some trees over line, working on renting taller aerial lift to complete	Matt	All Qs
5.1.3.7	Other areas as necessary	Q1 – 75% complete with ROW clearing on hi storm outage area on Duckabush rd, moving to hot spot trim hi storm outage area on Dosewallips early Q2.	Matt	All Qs
5.1.4	Complete the USFS Operating Permits	Q1- Completed and submitted. Waiting for it to be processed and approved.	Kristin	Q1
5.2.1	Manzanita Substation		Kristin/James/POWER/Matt	
5.2.1.1	Distribution Circuit Breaker/Recloser Spec., Quotation, Evaluation, & PO	Q1- Completed.	Kristin/James/POWER/Matt	
5.2.1.2	Site Plan & Site Work Bid document	Q1- In progress.	Kristin/James/POWER/Matt	
5.2.1.3	Station Material Package Spec, Quotation, Evaluation, & PO	Q1- Nothing to report this quarter.	Kristin/James/POWER/Matt	

5.2.1.4	Station Design Completion & Prepare Bid Document Bid Document	Q1- Nothing to report this quarter.	Kristin/James/POWER/Matt	
5.2.2	Annual Substation Inspection & Maintenance Plan	Q1- Completed for this quarter. Incorporated Federated's list of tasks for inspections as well to the new protocol.	James/Matt	All Qs
5.2.3	Pole Replacement Plan		James	
5.2.3.1	106	Q1- Received URD engineer's estimate of \$8.5 million. Will look at grants and at actual OH line & pole replacements too.	James	
5.2.3.2	Skok Valley	Q1- Nothing to report this quarter.	James	
5.2.3.3	Jefferson County/HCC fiber project	Q1- HCC's Brinnon broadband project moving forward. Pole replacement bid was awarded, and 156 poles will be replaced in Brinnon as part of HCC's grant funding. Jefferson County Commissioners dedicated \$100,000 in ARPA funds to support the project and Jefferson PUD pledged funding, supplies, and in-kind support to help the Brinnon buildout. PUD 1 had contractor quote to relocate pole attachments for 3 rd party attachers to consolidate efforts and get the telecom attachments moved quickly. Kristin attended a ribbon cutting at Eldon Store for HCC's wi-fi hotspot they installed as part of their Eldon fiber buildout. PUD 1's portion of the fiber has been hung and now the splicing will start before customers can connect in coming months.	James/Kristin/HCC	Q1
5.2.3.4	Replace EOL poles as identified	Q1- Nothing to report this quarter.	James	All Q's
5.2.3.5	Pole Inspection /Testing	Q1- 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.	James	
5.2.4	System Inspection for Infrared & Drone Inspections – Tidal Crossing	Q1- Marketed to prequalified electrical contractors.	James/Matt	
5.2.4.1	Plant Fir Trees at Jorstad Sub site	Q1- Completed.	James/Matt	Q2
5.2.5	Install Gang Switches		Matt/James	
5.2.5.1	N220		Matt/James	
5.2.5.2	N316		Matt/James	
5.2.6	Install reclosure banks		Matt/James	
5.2.6.1	N459 (2023) *FEMA Grant*		Matt/James	
5.2.6.2	N377 (2023) *FEMA Grant*		Matt/James	
5.2.6.3	Duckabush Sub North *FEMA Grant*		Matt/James	
5.2.6.4	N544 (2024) *FEMA Grant*		Matt/James	

5.2.6.5	N595RI (2024) *FEMA Grant*		Matt/James	
5.3	Duckabush Utility Relocation Project			
5.3.1	Final Design	Q1- Completed. Waiting for HUD NEPA closeout to put this out to bid.	Kristin/James/Jeremiah	Q1
5.3.2	Environmental Review	Q1- Completed. Dept. Fish & Wildlife signed on as reviewing agency for HUD. This has been completed and they are submitting their invoicing for reimbursement. James will start local SEPA and Jeff Co. permitting.	Kristin/James/DFW/JeffCo.	Q2
5.3.3	Order Materials	Q1- Jeremiah is assembling materials list for purchase.	Kristin/James/Rich	Q2- if HUD contract is signed
5.3.4	Bidding & Award Contract	Q2- This will be put out to bid in Q2.	Kristin/James	Q2- if HUD contract is signed
5.3.5	Start Construction	Q3- Anticipated notice to proceed date will be in Q2.	Kristin/James/Matt	Q2- if HUD contract is signed
5.4	Engage in Industry Associations that Support our Power Business			
5.4.1	WPUDA	Q1- Attended WPUDA's legislative reception in January and PUD Day on the Hill in February. Attending monthly association meetings. Mike is chairing Water Committee again this year.	Staff & Commissioners	All Qs
5.4.2	PPC	Q1- Kristin asked by Public Power Council to testify in the BPA's pending BP-24 litigation hearings. Kristin and board attending PPC meetings.	Kristin & Commissioners	All Qs
5.4.3	WPAG	Q1- Kristin and commission attending WPAG meetings. Had separate meeting with Ryan Neale on 2028 contracts.	Kristin & Commissioners	All Qs
5.4.4	NWPPA	Q1- Kristin attending NWPPA's policy & lobbying in WDC in May. Kristin & Commissioners attending annual meeting in Q2.	Kristin & Commissioners	All Qs
5.4.5	BPA	Q1- Staff had meeting with BPA transmission team regarding 2025 transmission line rebuild to come up with ways to reduce impacts to customers in Brinnon that are fed off of the Duckabush substation. BPA is replacing a switch to feed Duckabush from the north end to help eliminate some of the scheduled outages. PUD 1 insisted outages be short, overnight, and during warmer months to lessen impact on customers. Kristin and Katie met with BPA Power Account Exec regarding Provider of Choice questions on 2028 contracts and new large loads coming in at Duckabush. Kristin will testify in BP-24 litigation hearings on behalf of customers, discussing impacts BPA rates have on PUD 1 households.	Kristin & Commissioners	All Qs
5.5	Telecom-HCC Partnerships			
5.5.1	Complete CERB project	Q1- Poles replaced. Fiber has been hung. Splicing starts Q2. Kristin did newsletter article on progress and directed customers to HCC site for pre-signup.	Kristin/James/HCC	Q2
5.5.2	Pole Replacements for Jefferson County – Make Ready, Budget for Engineering	Q1- Completed for pole replacement project. If SBO awards another \$2 million for additional poles, we will enlist help of Jefferson PUD to get the rest of the engineering completed, as part of our interlocal agreement with JPUD for fiber in Brinnon.	James	Q1
5.5.3	Skokomish URD	Q1- Nothing to report this quarter.	James/Kristin/MC Public Works	Q2
5.5.4	Alderbrook URD	Q1- Nothing to report this quarter.	Kristin/Brandy/HCC	Ongoing
5.5.5	Canal View Bore - Water	Q1- Nothing to report this quarter.	Brandy	

5.6	Pole Attachments			
5.6.1	Recalculate pole attachment rates	Q1- Nothing to report this quarter. Will wait until all the grant-funded pole replacements are completed and then will recalculate.	Katie	Q3
5.6.2	Improve pole attachment process for permit applications, notice of relocations, and abandonment	Q1- We've started a process for reviewing permit applications. None have been received in 2023 yet.	Katie & Rick	Q1
5.6.3	Create contact list for partnerships in overhead to underground conversion projects	Q1- Nothing to report this quarter.	Kristin/Katie	Q1
5.7	MISC.			
5.7.1	Continue more 3PH/CT Meter Audits	Q1- Nothing to report this quarter.	Matt/Summer	Q3
5.7.2	Low wires – audit & notify attachers	Q1- Nothing to report this quarter.	Matt/Katie	All Qs
5.7.3	Get quote and set up meeting for power locate contractors	Q1- Vendor has been selected, finalizing contract language, planned start April 1	James/Matt	Q1