



Mason County PUD No. 1
Regular Board Meeting
July 25, 2023
1:00 p.m.

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

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

1:00 p.m. Regular Board Meeting

- 1) **Public Comment-** *Members of the public wishing to comment may request permission to do so during the Public Comment portion of the agenda. Comments shall be limited to no more than 5 minutes per speaker. There will be no action or discussion of public comment items, although the board may defer to PUD management for any necessary response.*

2) **Consent Agenda**

Minutes:

Regular Board Meeting July 11, 2023

Disbursements:

Accounts Payable Wire	\$ 66,962.14
Check Nos. 123500-123562	\$ 241,790.73

Payroll Wire	\$ 83,693.02
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Grand Total	\$392,445.89
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3) **Business Agenda**

- Approval of Policy No. 1000 Electric Service Extension policy revisions
- Approval of Policy No. 1002 Electric Basic Service policy revisions
- Award Janitorial Services Contract
- ISP Operating Agreement
- June 2023 and 2nd Qtr. Financials
- Discussion on WPUDA Request for Feedback
- 2023 Strategic Plan Review

4) **Staff Reports**

- General Manager
- District Treasurer
- Water Resource Manager
- Legal Counsel

5) **Correspondence**

6) **Board Comments**

7) **Other Business/Public Comment**

8) **Executive Session** may be held as authorized by the Open Public Meetings Act (RCW 42.30.110)

9) **Adjournment**

2023 Calendar

August 31	WPAG	Beijing Rm, SeaTac Airport
Sept. 13-15	WPUDA	Location TBA
Sept. 27-29	Water Workshop	7 Cedars, Sequim
Sept. 28	WPAG	Virtual
October 6	Customer Appreciation	Drive-Thru Upper Campus 11-2
October TBA	Admin/Finance/HR	Location TBA
October TBA	Energy NW PP Forum	Tri-Cities area
October 26	WPAG	London Rm, SeaTac Airport
November 15-17	WPUDA	Location TBA
November	PPC Annual Mtg.	Portland, OR
Nov/Dec (TBA)	WPAG	Virtual
Nov. 29-Dec 1	WPUDA Annual Conf.	Location TBA



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
July 11, 2023, Potlatch, Washington

Present:

Jack Janda, President
Ron Gold, Vice President (via Zoom)
Mike Sheetz, Board Secretary
Kristin Masteller, General Manager
Katie Arnold, District Treasurer
Brandy Milroy, Water Resource Manager
Julie Gray, Executive Assistant
Rob Johnson, Legal Counsel (excused)

Visitors: None

CALL TO ORDER: Jack called the Regular Meeting to order at 1:00 p.m.

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA:

Minutes: Regular Board Meeting- June 13, 2023

Disbursements:	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 304,754.93
	Check Nos. 123388-123468	\$ 612,966.29
	Check Nos. 123470-123499	\$ 74,716.81
	A/P Sub Total	\$962,216.05
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 171,009.69
	Payroll Check No. 123469	\$ 2,454.99
	Grand Total	\$1,165,902.71

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

BUSINESS AGENDA:

May 2023 Financials – Katie reported gross revenue was \$1,181,602 for the month of May 2023 and expenditures were \$909,173 for the same month. She also reported that as of May 30, the PUD has \$735,450 in grant reimbursements outstanding for ongoing projects. The budget to actuals as of May 2023 are within range of where they should be as compared to the annual budget.



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
July 11, 2023, Potlatch, Washington

Financial Metrics as Compared with Prior Year:	May 2023	May 2022
Total General Cash and Investments	\$1,353,607	\$1,178,741
Current Ratio (Current Assets/Current Liabilities)	2.69 to 1	2.53 to 1
Debt Service Coverage (O&M/ Debt Service)	3.42	3.60
Long-Term Debt to Net Plant	31%	35%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	40%	48%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	36%	43%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	5.09	5.84
Cash on Hand (Total Available Cash/Average Daily Costs)	47 Days (General) 143 Days (All Funds)	43 Days (General) 186 Days (All Funds)

Approval of Finance Policy No. 2008 "Electronic Funds Transfer" – Ron made a motion to approve Finance Policy No. 2008 Electric Funds Transfer. Mike seconded the motion. Motion carried.

Approval of Finance Policy No. 2009 "Lease Policy" – Mike made a motion to approve Finance Policy No. 2009 Lease Policy. Ron seconded the motion. Motion carried.

Approval of Resolution No. 2070 – "2023-Surplus Property" – Mike made a motion to approve Resolution No. 2070 – "2023 Surplus Property". Ron seconded the motion. Motion carried.

Staff Reports –

General Manager – Kristin reported that she and Katie submitted a \$5 million pre-application proposal for the HWY 106 to the end of the line project. Kristin reported that David Hodder was hired to do the preliminary engineering in 2022 and so the PUD is using his estimates to scope that project and solicit funding. She reported that the PUD is reapplying for Round 2 of the U.S. Forest Service community wildfire grant program. Even though the PUD did not get a grant in the first round, they scored the highest in the nation, absent the 20 points for "extreme fire risk area", so we have a good shot at getting funded in Round 2. She reported that she and Katie are helping Mason County reapply as well to update the County's community wildfire plan. She reported that the Canal Mutual Road easement acquisition is finished. The PUD will now be able to continue with the power and water projects there. The power relocation bid at Hill Way will be put out to bid by the end of this week and should be finished by the end of summer. HCC is ready to connect customers in Eldon with fiber but will need to wait until the agreement is approved at the next meeting that sets the rate per fiber drop. She also reported that Magnum is still replacing poles for the rebuild on Dosewallips. She reported that the Manzanita substation dirt work will likely be put out to bid this fall, but the substation will not go live until Spring 2025 due to long wait times for materials. She reported that on August 3, BPA will have a short outage to replace an old switch that feeds the Duckabush sub. Kristin reported that she and Katie are helping Tom Strong's team at the Skokomish Tribe with some different grant applications and programs.



Mason County Public Utility District No. 1
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District Treasurer – Katie reported that the PUD held their Finance Committee meeting the prior week to go over the District's investment activity, finance policies, etc. She also reported that the state audit for 2022 has started. She and the Auditor are doing weekly check-ins and the plan is to have the audit completed by mid-August so that they can upload the single audit report to the Federal Register.

Water Resource Manager – Brandy reported that the Consumer Confidence Reports for 2022 are finished and have been sent out to the customers. The scheduled reservoirs have been cleaned, with the exception of Bel Air Cove, which can wait until next year. She also reported that the water crew is working on a water line project in Union to allow additional connections.

Legal Counsel – No report.

Correspondence – A press release and an article from the WPUDA Friday Facts regarding Katie winning the Robert E. Roundtree Rising Star Award.

Board Reports –

Mike – Mike reported that he attended the WPUDA meeting on June 29th.

Jack – Jack had nothing to report.

Ron – Ron had nothing to report.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – None

Adjournment: 2:00 p.m.

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Secretary

07/20/2023 9:04:28 AM

Accounts Payable Check Register

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07/10/2023 To 07/20/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
877 07/17/2023	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	33,265.23
878 07/17/2023	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	20,418.41
879 07/17/2023	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	9,857.75
880 07/17/2023	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,420.75
123500 07/11/2023	CHK	2M COMPANY	2M COMPANY INC	WATER INVENTORY PARTS	2,530.22
123501 07/11/2023	CHK	ALTEC	ALTEC INDUSTRIES INC	SHOP PARTS	305.46
123502 07/11/2023	CHK	BAYSIDE REDI-	BAYSIDE REDI-MIX	CANAL MUTUAL WATER-SAND	228.66
123503 07/11/2023	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	VEHICLE #81-PARTS	180.31
123504 07/11/2023	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES ACCT#206-Z05-0016 020	1,507.96
123505 07/11/2023	CHK	CRC	COOPERATIVE RESPONSE CENTER, INC	AFTER HOURS ANSWERING SERVICE	1,848.85
123506 07/11/2023	CHK	THE SHOP*	D & H PRINTING	AGATE BEACH WATER-PRINTED 33 PAGES	137.85
123507 07/11/2023	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	DIESEL	4,477.82
123508 07/11/2023	CHK	GE SOFTWARE	GE SOFTWARE INC DBA EKOS	EKOS FUEL SITE MODULE	80.00
123509 07/11/2023	CHK	GILLIARDI LOG	GILLIARDI LOGGING AND CONSTRUCT	LAKE ARROWHEAD WATER-ROCK	1,878.41
123510 07/11/2023	CHK	GMES LLC	GMES LLC	ELECTRIC NON INVENTORY PARTS	165.34
123511 07/11/2023	CHK	HDFOWL	HD FOWLER COMPANY	WATER INVENTORY PARTS	15,324.04
123512 07/11/2023	CHK	L.G.	L. G. ISAACSON CO. INC.	MILWAUKEE DRILL & RECIPROCATING TOOL	789.89
123513 07/11/2023	CHK	SHEL 2	MASON COUNTY JOURNAL	HELP WANTED AD-TEMPORARY SUMMER HELPERS	511.15
123514 07/11/2023	CHK	NISC	NISC	JUNE 2023 RECURRING INVOICE	14,312.52
123515 07/11/2023	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY SERVICE-JUNE 15, 2023	1,136.25
123516 07/11/2023	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS VEHICLES	1,247.75
123517 07/11/2023	CHK	28	PETRO CARD	BULK OIL	1,125.86
123518 07/11/2023	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	12,148.53
123519 07/11/2023	CHK	SPECTRA LAB	SPECTRA LABORATORIES-KITSAP, LLC	VARIOUS WATER SAMPLES	5,351.70
123520 07/11/2023	CHK	STANDARD PES	STANDARD PEST CONTROL	QUARTERLY PEST CONTROL-PUD OFFICES & SHO	119.35
123521 07/11/2023	CHK	STELLA-JONES	STELLA-JONES CORPORATION	(29) UTILITY POLES	51,197.42

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Accounts Payable Check Register

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Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123522 07/11/2023	CHK	44	THE VON CORPORATION	THUMPPHONE III DETECTOR	24,612.80
123523 07/11/2023	CHK	TOZIER	TOZIER BROS, INC	SHOP SUPPLIES	329.08
123524 07/11/2023	CHK	UTILII	UTILITIES UNDERGROUND LOCATION	MONTHLY ELECTRIC LOCATES	390.93
123525 07/11/2023	CHK	WPUDA	WASHINGTON PUD ASSOC.	WPUDA WEDNESDAY MEMBERSHIP DINNER-MIKE S	50.00
123526 07/11/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #61-PARTS	219.95
123527 07/11/2023	CHK	2	MASON TRANSIT AUTHORITY	STRATEGIC PLANNING MEETING-8/30/2023	400.00
123528 07/17/2023	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,164.63
123529 07/17/2023	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	250.00
123530 07/18/2023	CHK	ATWORK!	ATWORK! COMMERCIAL ENTERPRISES	LANDSCAPE MAINTENANCE	8,527.37
123531 07/18/2023	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	INV#63648433 & SO 65869668 PAID TWICE	15.53
123532 07/18/2023	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOAND CHARGES(21)LINE	153.26
123533 07/18/2023	CHK	CORECT	CORRECT EQUIPMENT, INC.	MADRONA BEACH SEWER-RISERS -GRINDER PUMP	653.17
123534 07/18/2023	CHK	CRUMP	RICHARD CRUMP	CLOTHING ALLOWANCE	200.00
123535 07/18/2023	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#51058600	1,502.80
123536 07/18/2023	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	SUMMER 2023 NEWSLETTER	3,324.78
123537 07/18/2023	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	Employee Appreciation BBQ SUPPL	111.13
123538 07/18/2023	CHK	MARSH	MARSH MUNDORF PRATT & SUL	MONTHLY WPAG SERVICES	248.53
123539 07/18/2023	CHK	MASON7	MASON COUNTY AUDITOR	(14)PAGES-ELECTRIC EASEMENT RECORDINGS	2,863.00
123540 07/18/2023	CHK	PETTYJOHN ENT	PETTYJOHN ENTERPRISES, LLC	BRUSH REMOVAL	120.00
123541 07/18/2023	CHK	PURCH	PURCHASE POWER	REFILL POSTGE METER	2,030.00
123542 07/18/2023	CHK	JOHN 3	ROBERT W. JOHNSON	JUNE RETAINER & RECORDING FEES TAHJA	4,514.33
123543 07/18/2023	CHK	STATE	STATE AUDITOR'S OFFICE	2022 FINANCIAL AUDIT	4,096.00
123544 07/18/2023	CHK	USA	USA BLUEBOOK	VIEW RIDGE HEIGHTS -CHLORINE PUMP	1,888.42
123545 07/18/2023	CHK	VALLEY, LANCE	LANCE VALLEY	TRAVEL PER DIEM-VOLTAGE REGUALTOR SCHOOL	120.00
123546 07/18/2023	CHK	DOE	WA STATE DEPT OF ECOLOGY	MASON POLE YARD	607.28
123547 07/18/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #10-TAILGATE HANDLE & SHOP SUPPL	67.39

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Accounts Payable Check Register

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Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123548 07/18/2023	CHK	WHITEWOLF EN	WHITEWOLF ENGINEERING SERVICES	CANAL VIEW,LAKE ARROWHEAD,& ENGIN SUPPOR	1,797.50
123549 07/18/2023	CHK	2	BRUCE ALEXANDER	CUSTOMER NEVER MOVED FORWARD WITH UPGRAD	293.73
123550 07/18/2023	CHK	2	EPIC PHYSICAL THERAPY	BRYCEN DANTINNE-FIT-FITNESS FOR DUTY TES	60.00
123551 07/18/2023	CHK	2	MARI HEROLD	INACTIVE REFUND	75.00
123552 07/18/2023	CHK	2	MB IDUSTRIAL MOTORS, LLC	ARCADIA ESTATES WATER-BOOSTER STATION	616.30
123553 07/18/2023	CHK	2	CHRISTEL MORITZ	SENT TO WRONG UTILITY-PUD#3 CUSTOMER	150.00
123554 07/18/2023	CHK	2	RYAN MORRIS	INACTIVE REFUND	15.22
123555 07/19/2023	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	POLE YARD	34,705.01
123556 07/19/2023	CHK	ASW	ASW	Q3 2023 L&I CLAIM ONLY SERVICE FEE	508.16
123557 07/19/2023	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	CANAL MUTUAL WATER SUPPLIES	215.15
123558 07/19/2023	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC INVENTORY-(5)CABINET SWITCH	4,703.48
123559 07/19/2023	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS-CEMENT	15,834.88
123560 07/19/2023	CHK	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	JUNE POWER USAGE	7,595.80
123561 07/19/2023	CHK	VERIZO	VERIZON WIRELESS	ISLAND LAKE MANOR,BEL AIRE & SHADOWOOD	75.08
123562 07/19/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	SHOP SUPPLIKES	79.70
Total Payments for Bank Account - 4 :					(67) 308,752.87
Total Voids for Bank Account - 4 :					(0) 0.00
Total for Bank Account - 4 :					(67) 308,752.87
Grand Total for Payments :					(67) 308,752.87
Grand Total for Voids :					(0) 0.00
Grand Total :					(67) 308,752.87

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**Accounts Payable
Check Register**

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PARAMETERS ENTERED:

Check Date: 07/10/2023 To 07/20/2023

Bank: All

Vendor: All

Check:

Journal: All

Format: Summary

Extended Reference: No

Sort By: Check/Transaction

Voids: Current

Payment Type: All

Group By Payment Type: No

Minimum Amount: 0.00

Authorization Listing: No

Credit Card Charges: No

GENERAL LEDGER
TRANSACTION DETAIL

07/20/2023 8:30:19 AM

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JUL 2023 To JUL 2023

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)			Department: 0		
07/17/23	76078 Check Print	0	PL	2 PAYROLL	83,693.02

PARAMETERS ENTERED:

Division: All
Accounts: 0 131.2
Department: All
Activity: All
Sort By: Div/Acct
Date Selection: Period
Period: JUL 2023 To JUL 2023
Module: PL
Journal Activity: All
Accounts With No Transactions: Yes
Extended Reference: No
Interface Detail: No
Group by Department: Yes
/pro/tpptemplate/acct/2.55.1/gl/GL_TRANS_DETAIL.xml.rpt



Mason County Public Utility District No. 1
N. 21971 Highway 101
Shelton, WA 98584

ELECTRICAL SERVICE EXTENSION POLICY
Policy No. 1000
Effective Date: 10/11; Amended: 8/14, 6/19, 7/22

I. OBJECTIVE

- A. To provide a fair and consistent method of extending, upgrading and downgrading power lines and other service facilities within the Mason County PUD No.1 (PUD 1) service area.
- B. To encourage the rural development of the area served by PUD 1 providing electrical service to residential and commercial customers within the area as economically as feasible.
- C. To make electric service available in the service area to all those who desire it at a reasonable rate consistent with sound business practices.

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A. Definitions

Active Service: A service (either permanent or temporary) to which the District is currently capable of delivering electric energy to a Customer.

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Applicant: A person who requests electric service or extension of electric utility facilities.

Area Light: An un-metered exterior light fixture installed on PUD 1's facilities and maintained by the District.

Main Line: A primary voltage distribution line where other distribution taps and / or service can be provided.

General Service: Electric service other than residential where the primary end use is for commerce, or for service to any structure containing multiple dwelling units when supplied through one meter.

Construction Cost: The cost of constructing a line extension.

Temporary Service: Commonly referred to as "construction power". Secondary and metering facilities installed in a non-permanent fashion to provide power for construction. ~~It may be reasonably expected to be relocated or removed within 12 months of installation.~~ Temporary power will be provided for a maximum of 12 months during the construction process. Within that 12 months, permanent service shall be installed and the temporary will be disconnected. At the District's discretion, an extension of the maximum 12 months may be granted if the customer can demonstrate progress is being made towards a permanent service.

Construction Year: 12 months from the date of application submittal.

Contribution-in-Aid of Construction (CIAC): The applicant's share of the cost of making additions or modifications to electric distribution facilities. CIAC is payable as a condition prior to installing facilities which are the property of the District.

CT Metering or CT Service: Utility metering that measures and monitors the levels of electrical usage proportionally by using current transformers (CT's). Typically used for service in excess of 400 amperes.

Electric Service: The availability of electric energy at the point of delivery for use by a Customer, irrespective of whether electric energy is actually used.

End Use: The Customer's ultimate use of electricity.

Engineering: Engineering includes the preparation of electric layouts, design, specifications, and other drawings and lists associated with electric construction. It also includes, but not limited to, making construction specification, staking, right-of-way acquisition, and similar and related activities necessary to the technical planning and installation of electric distribution facilities.



Mason County Public Utility District No. 1
N. 21971 Highway 101
Shelton, WA 98584

ELECTRICAL SERVICE EXTENSION POLICY
Policy No. 1000
Effective Date: 10/11; Amended: 8/14, 6/19, 7/22

General Service Single Phase (GS-1): A service class that is applicable to all non-residential customers of the District requiring single phase service including: public hotels, motels, camps, lodges, apartments, dormitories, assisted living facilities, shelters, Group A or B wells, etc. served by one metered electric service are included in this definition.

General Service Three Phase (GS-3): A service class that applies to all non-residential customers of the District requiring 1-600 amps (300 KW) of three phase service.

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General Service Three Phase Large Loads (GSLL): A service class that applies to all three phase 601 amp or higher classes of service furnished by the District not applicable to other specific rate schedules or in rules and regulations pertaining thereto.

General Service Primary Voltage (GSPV): A Service class that is applicable to large commercial or industrial loads requiring direct connection to the electrical distribution primary 7.2/12.5kV distribution voltage without district provided transformer voltage reduction. Customers receiving this service class will provide, maintain, repair and replace all electrical transformation and protective devices beyond the point of metering at their expense.

Line Extension: Installation of PUD 1 electric distribution facilities which have been constructed by or on behalf of the District for the purpose of providing electric service to a location at which such service was not available prior to the completion of such construction.

Meter Base or Meter Loop: Facilities located on the secondary side of a transformer with provisions for a utility meter to monitor and record the electrical usage at a location. Meter bases can be located on poles or pedestals or structures approved by the PUD.

Mobile Home: A detached single-family dwelling designed for long-term human habitation, having complete living facilities, constructed and fabricated into a complete unit at a factory, and capable of being transported to the location of use on its own chassis and wheels.

Mobile Home Court: Any property in the same ownership, which is utilized for occupancy by more than two mobile homes, but not including tourist facilities for motor homes, campers or travel trailers.

Permanent Service: Customer's facilities constructed at a given location in such a manner that they may be reasonably expected to remain for the life of the facility.

Point of Delivery: The location where the District terminates its equipment or conductors and at which the Customer assumes responsibility for construction and maintenance of the electrical facilities.

Primary Voltage: The voltage at the high voltage side of a distribution transformer.

R.V. Park: Any property which is developed pursuant to a common plan or scheme for the purpose of occupancy primarily by more than two recreational vehicles.



Mason County Public Utility District No. 1
N. 21971 Highway 101
Shelton, WA 98584

ELECTRICAL SERVICE EXTENSION POLICY
Policy No. 1000
Effective Date: 10/11; Amended: 8/14, 6/19, 7/22

Residential Service: A service class that is classified as residential and seasonal uses requiring single phase 120/240V service and providing electric service to premises that have a residential purpose that includes facilities for living, eating, cooking, sleeping and sanitation. A metered electric service to premises that include a residential purpose (i.e. garages, barns, other outbuildings, non-Group A or B wells, pumps, etc.) and a nonresidential purpose is a residential service when the service includes a residential dwelling and the predominate usage of the metered electric service is for residential purposes.

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Secondary Voltage: The voltage at the low voltage side of a distribution transformer.

Security Lighting: A service class that is applicable to metered and unmetered, photo-electric controlled outdoor lighting used to provide security lighting and/or street lighting which is installed on poles where the required secondary voltage exists or can be obtained under provisions of this schedule.

Service: The conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served, or the furnishing of energy to the premises.

Service Entrance Equipment: The equipment installed between the utility's line and the customer-owned equipment. Typically consists of the meter used for billing, switches and/or circuit breakers and/or fuses, and metal housing.

Service Line: The line from the low voltage side of the transformer to the service entrance.

Subdivision or Development: The division or re-division of land for purposes of sale, lease or transfer of ownership into two or more lots, any one of which is smaller than forty acres.

Developer: An applicant seeking to serve more than one parcel.

- B. General Provisions:** PUD 1 reserves the right to refuse service to any load or location determined to be detrimental to the District's distribution and /or transmission system.



C. Service Sizing, Voltage and Phasing

The District shall select the appropriate service rate voltage based on the end use and nature of that service. Each customer/applicant is responsible for selection of service voltage, capacity, number of phases, and other characteristics that best suit the requirements for the end use intended. The following are standard voltages and capacities offered by PUD 1.

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Phasing	Service Voltage	Capacity (Amperes)
Single-phase	120/240 V	200 ¹ or 400
Three-phase	120/208 V Four wire grounded wye	As required by service, up to a total of 800 amperes.
Three-phase	277/480 V Four wire grounded wye	As required by service, up to a total of 800 amperes.
Three-phase	120/240 V Four wire delta	As required by service, up to a total of 800 amperes.
Three-phase	240 or 480 V Three wire delta	As required by service, up to a total of 800 amperes.

1. Service other than standard secondary voltages may be provided by special request to the District. It will be the responsibility of the customer to pay for special equipment needed to supply non-standard secondary voltages or regulate voltages closer than standard service provides.
2. Any service different from the above table may, at the District's sole and exclusive discretion, require an engineering review and a special service agreement with the applicant under terms that may materially differ from this policy.
3. The point at which PUD 1 will connect the new extension to existing facilities is the sole responsibility of PUD 1 and will be based on PUD 1's engineering design practices.
4. Applicant to pay for all primary service voltage installation.

D. Ownership of Primary and Secondary Facilities

All primary distribution facilities (transformers, poles, conductor, etc.) will remain the property of PUD 1, even though the applicant may make a financial contribution towards the construction costs. Conduit and/or vaults required for the construction of primary and secondary power line facilities, and that are purchased and installed by the applicant, will be subject to the required specifications and inspections prior to backfill. Those facilities shall become the property and responsibility of PUD 1 upon completion of the line extension project. The ~~d~~District may require as a condition of service that the applicant transfer the title to the facilities to the District by bill of sale for no consideration. The applicant must warrant that: (i) the facilities were constructed in a workmanlike and skillful manner; (ii) the facilities are in all respects are of good quality, free from all faults and defects in workmanship, material, design and title; (iii) the facilities strictly complies with the requirements of the law; and (iv) all materials, equipment and other items incorporated into the facilities or consumed in the performance/supply of the facilities are

¹ PUD 1's standard single-phase service size is 200 amperes. Service requiring less than 200 amperes may be connected, but will fall under the 200 ampere service requirements and rate class.



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new and of the most suitable grade for the purpose intended. The District in its sole and exclusive discretion may require the posting of financial security to secure the performance of the warranty.

The following criterion outlines the ownership and responsibility relationship between PUD 1 and its customers in regards to the secondary electrical distribution facilities:

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Type of Service	Installation	Secondary Conductor, Conduit and Equipment ²	Ownership and Responsibility
Single-phase residential or small commercial service	Meter base, on pedestal or pole, or structure installed by customer.	<ul style="list-style-type: none">• Conductor and Customer provides conduit from the transformer <u>or pole</u> to meter base. <u>provided by PUD 1 will provide and install the conductor, paid for as provided herein.</u> Conductor and conduit to load center by customer³.***	<ul style="list-style-type: none">• PUD 1 owns and maintains facilities up to meter base.• All facilities past meter base (including subsidiary breakers) are the responsibility of the customer.
Three-phase service	Customer installs metering equipment at transformer pole or facility.	See below.	<ul style="list-style-type: none">• PUD 1 assumes ownership and maintains facilities up to meter base.• All facilities past meter base are the responsibility of the customer.
Single-phase or three-phase CT service	PUD 1 installs CT metering equipment at CT box or other location as determined by PUD 1.	<ul style="list-style-type: none">• Customer provides conductor and conduit sized as necessary to serve load for single phase.• Conduit and conductor to run from transformer site to CT box at load center will be provided by PUD.• <u>Customer provides CT panel and junction box as specified by PUD 1.</u>• PUD 1 or customer will install CT metering, <u>wiring, and test switch equipment</u> at CT box⁴.• Customer provides all metering equipment as specified by PUD 1.	<ul style="list-style-type: none">• Customer retains all ownership and responsibility of secondary conductor and conduit beyond the District's metering point.

Any other secondary facility scenario not outlined above is to be approved by the PUD 1 Engineering Department prior to construction.

² All equipment provided by customers or authorized contractor to conform to the National Electric Safety Code (NESC) of National Electric Code (NEC).

³ Or authorized contractor.

⁴ Or other location as predetermined by PUD 1 Engineering Department.

*** PUD 1 may allow applicant to install conduit per PUD 1 specifications.



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Meter bases will not be attached to any mobile home or temporary structure in the District's service area. However, for mobile homes constructed similar to conventional frame houses, a meter base may be attached and installed during mobile home construction at the factory.

The point of delivery for overhead services shall be arranged so that the District's conductors can be attached in one place and one place only for drop into the customer's service entrance. The point of attachment must be within 6 feet horizontally of the roof edge with a minimum of 3 feet of vertical conductor clearance above the roof edge. The point of attachment must be installed in the location nearest the District's supply line. The customer will be required to provide equipment for attaching the District's conductors to building surface with adequate strength to support the District's conductors. Depending on the size and length of service, additional guying and or supports to the point of attachment may be required.

E. Application for New or Altered Services

At the time a line extension, relocation and / or an upgrade project is requested, a completed application form and fee must be submitted to PUD 1.

Applications for service and line extension agreements must be signed by the legal property owner, the authorized project representative or the lessee of State, Federal or Municipal property. Lessee / Renters on private property may sign only with the consent of the owner in writing. Proof of ownership (title report, deed, or other indicia of ownership) may be required of any applicant in the discretion of the District.

The application fee amounts are as follows:

Line Extension Type	Fee Amount
Single-Phase Residential, Small Service or Small Commercial	\$100
Temporary Service	\$100
Three-Phase Service/ Developments	\$200

F. Field Survey, Design Engineering and Cost Estimate

The fee will be applied toward the contribution-in-aid of construction costs at the time the line extension project is constructed, or toward any balance due to PUD 1. PUD 1 reserves the right to request additional engineering funds if the project design costs overrun the set deposit amount.

Upon receiving a completed application, PUD 1 will meet with the applicant or designated representative for a field survey. The PUD 1 representative will determine the appropriate meter location and line extension design in conjunction with the applicant and stake the project, if applicable.

Subsequent field visits and design may be required or as deemed necessary by the PUD 1.

Once the design has been finalized and agreed upon by the applicant and PUD 1, the District will develop a cost estimate for the project based upon the current prices. The cost estimate



will be a contribution-in-aid to construction (CIAC)⁵ by the applicant and is required as payment to PUD 1, along with any other applicable paperwork, prior to scheduling construction of the project. The cost estimate is valid for 90 days. If the CIAC has not been paid within 90 days, the estimate will be voided. An updated estimate with current pricing will be generated once the applicant notifies PUD 1 of the intent to move forward with construction.

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If line extension are to be (or were) constructed in difficult or unforeseen conditions (rock, frost, etc.), PUD 1 may require the applicant to bear additional costs.⁶ PUD 1 reserves the right to require these additional funds prior to construction starting. PUD 1 bears the sole discretion to determine what will be required of the applicant.

In certain instances, PUD 1 may include additional facilities in the project design that will benefit future projects. The costs for these additional facilities will not be the responsibility of the applicant.

If more than one applicant (group) requests service on the same line extension, a cost quote will be provided to the group showing the amount of contribution-in-aid of construction that is to be shared by that group. If requested by the group, the total cost estimate can be split into individual cost summaries. Otherwise, it is the responsibility of the group to determine each participant's share of the contribution-in-aid of construction.

If construction of a project is delayed 90 days from the date of the cost estimate, then the cost estimate will be updated by PUD 1 to reflect the most current pricing and additional funds may be required from the applicant. PUD 1 reserves the right to waive cost adjusting if special conditions or situations apply.

G. Contribution-In-Aid of Construction (CIAC)

PUD 1 requires growth to pay for growth, therefore the estimated line extension costs of construction shall be paid in full prior to any construction being performed by the District. The applicant will pay 100% of the estimated cost for material (including transformers), labor, engineering and overhead to install an electric line extension.

Late Comers Agreement: (Line Share) PUD 1 customers who, pursuant to this policy, have made a CIAC payment may receive benefit by the subsequent connection of addition customer(s) but only on that portion of primary extension paid for and required to accommodate the development. The line share calculation payment will be paid under the following terms:

- a) The Sharing shall be on any extension payment which in total exceeds \$5,000 for that portion of the extension not on the customer(s) private or developer's properties, and or development.

⁵ See Section H for a detailed explanation of CIAC.

⁶ For example, provide an open trench with conduit per PUD 1 specification, bedding material, snow removal, right of way trimming, etc.



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- b) The Sharing option is available to all customers from the time service is available under the following conditions.
 - a. For CIAC payments \$5,000.01 or greater, the sharing option will be available for a ten (10) year period. Shares shall be computed based on footage of the portion of the line or equipment (built by CIAC payment money) to be used by the additional customer(s). The District will compute the share(s) amount and will refund it to the prior customer(s) developer who paid the original CIAC. Refunds to any one customer will not exceed the original payment minus 10 percent for general administration and overhead expenses. No portion of the customer Fee used toward the CIAC payment will be refundable or used in computing the amount of sharing available.

H. Change of Service

Any customer requesting changes to existing District facilities will pay the full costs of construction as CIAC.

If a Developer requests a change of service to an existing development or subdivision for purpose of changing its present function and / or load requirements establishing a residential, commercial / industrial venture, will be require to pay for all system upgrades required to accommodate the additional loads. If the requested load is determined to exceed the limits of the primary distribution backbone of the District, the developer will be required to pay for all necessary improvements to the distribution system, including but not limited to, substation power transformer and associated equipment, distribution line upgrades, and /or any necessary changes to the transmission to accommodate the development.

The District reserves the right to make additional improvements to accommodate additional load outside the development at its cost. An example: If a development requires that a distribution line needs to be increased in size to accommodate the additional load, the District, may increase the size of the conductor, and/or equipment larger than required for the development. The District will share in the cost to enlarge the conductor and /or equipment.

If a customer requests changes to existing District facilities, and that change will also benefit PUD 1, then the District may share the cost of that change with the customer, as determined by an engineering review. If the change request requires outside engineering service, the cost of those fees will be the sole responsibility of the customer who requested the change.

Late Comers Agreement: (Line Share) may apply as out lined in section G.

I. Developments and Subdivisions



Developer(s) requesting a primary backbone electrical line extension(s) for a development, subdivision, or land division will be required to pay the full cost of installing the required facilities (labor, overhead and materials).

For underground facilities, the developer may provide all acceptable conduit and vault systems to accommodate District conductor(s), transformer(s) and switch gear. Developer will provide all grades and trenches prior to installation of District equipment. Inspections are required before backfilling.

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J. Line Extension Reconciliation

Once the project construction is complete, PUD 1 will reconcile actual costs for the project.⁷ PUD 1 will refund to or collect additional monies from the applicant by comparing the actual costs incurred to the estimated cost and CIAC received. If the actual construction expenses are within \$100 or less, then no refund will be given nor will additional payments be required.

PUD 1 will notify the applicant if additional monies are required upon reconciliation of the project. In the event that additional funds are required for the project, payments must be received within thirty (30) days after notification. If payment is not received within thirty (30) days, then any unpaid amounts will be transferred to the customer's electric billing account and normal collection procedures will be followed. In the event that payments cannot be secured through electric billing, PUD 1 will pursue legal avenues of resolution.

K. Permanent Service Requirements

PUD 1 bears the sole discretion to determine whether a project qualifies as a permanent structure.

L. Right-of-Way (ROW) Clearing

Clearing of all right-of-way required for the line extension is the sole responsibility of the applicant. All right-of-way will be cleared to meet PUD 1 specifications.

M. Service Agreements

Prior to the service energization, PUD 1 will provide an Agreement to be signed by the applicant and legal landowner.

N. Permits and External Fees

If permits are required by an outside agency (US Forest Service, State of Washington, Department of Ecology, etc.), any required fees will be in addition to the line extension costs and may be required at the time of application or any time during the design process. These fees will not be associated with the line extension costs that are eligible for reconciliation as outlined in section H, and thus are the full responsibility of the applicant.

⁷ Typical time between project completion and reconciliation is approximately two to three months. Time may vary depending upon project schedules and / or work load.



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O. Grant of Easement

For all line extension projects, PUD 1 will require Grant(s) of Easement for the purpose of construction, servicing, repair, adding of circuits, and replacement of PUD 1 lines necessary to provide service to the PUD 1 customers and to others who enter into agreements for purchasing of power from the District. Easements will be required of all land owners of which the line extension project encroaches upon. Easements will be recorded at the respective county courthouse by PUD 1 on behalf of the customer. The customer will be invoiced for the cost of the Easement.

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P. Temporary/ Construction Service

The applicant will be required to pay 100% of the cost to install and remove facilities that are for temporary construction service. All construction service secondary equipment (conductor, meter base and breakers, etc.) are to be provided by the customer or authorized electrical contractor and are subject to State electrical inspection prior to being energized.

Q. Service Upgrades

Customer requested service upgrades will be considered on a case by case basis. The customer will be responsible for the upgrade costs as determined by PUD 1.

R. Security Lighting

The District leases, installs and maintains security lights on a monthly basis in accordance with the District's rate schedule.

The District may provide all equipment including mast arms, brackets, control equipment, wiring and supports and shall be owned, operated and maintained by the District. For installation of two or more street lights the customer shall pay in advance 100% installation costs. A customer or developer who wants to use a special decorative light and /or decorative light pole will pay the cost of the purchase and installation and will be responsible for the replacement cost.

The District reserves the right to charge a customer for material, labor and overhead costs for repairs due to vandalism or continued breakage or may remove the security light assembly.

S. Service to Motor Loads

Motor with a nameplate rating of less than 10 horsepower (hp) can be served with a single-phase service. Motors of 10 hp or greater may be required to have reduced voltage starting equipment. The District may waive these requirements based on an engineering study. The customer will be responsible for 100% of the non-refundable fee associated with the engineering study.

T. Requirements for Permanently Installed Standby Generators



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If you intend to permanently install a standby generator for your home or business, the District requires the following:

- The customer must notify the District and provide electrical details of the work prior to installation. The information required includes generator location in proximity to the main electrical panel and proposed isolation method (disconnect) between the generator and the District's system;
- The District requires installation of an open transition switch, "double-throw", or equivalent, which prevents interconnection and back-feed to the District's electrical system; and
- District inspection of customer facilities is required prior to customer use

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III. RESPONSIBILITY:

The General Manager shall be responsible for the administration of this policy.



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ELECTRIC SERVICE POLICIES: BASIC SERVICES

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ELECTRIC CUSTOMER SERVICE POLICIES & PROCEDURES

Part I: Basic Services

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Application and Agreement for Service

A. Existing Residential, General Service and General Service Remote Accounts

- 1) Residential Customers, either owners or renters, are required to complete, sign and return the District's application card or a special contract for electric service (refer to page 3, Section D, Owner/Renter Agreement). The customer is required to pay a deposit as noted in the Rate Schedule or pass a credit check to waive the deposit.
- 2) Service applications include provisions and stipulations necessary or desirable to protect the interests of both the customer and the District.
- 3) The District may require proof of residential ownership and/or residential lease agreement.

B. New Residential, General Service, and General Service Accounts

Service will be energized for new construction when the following conditions have been met:

- 1) The customer has completed the District's service application for new or altered electrical service with the Engineering department and has paid all applicable fees for the new installation.
- 2) The customer has provided a valid service address for the location where electric service is to be installed and a correct mailing address for billing.
- 3) The customer has obtained a State of Washington electrical inspection approval and has met all District requirements and standards.
- 4) If required, the District will have the customer complete a notarized Easement and will file an electric utility easement on behalf of the customer allowing for access and future extensions to potential customers.

C. Multi-Unit Complexes

Service will be energized to multi-unit complexes when the conditions cited under sections A & B of Residential and General Service are met. However, the account(s) will remain in the builder or owner's name until:

- 1) Meter bases and/or panel covers have been permanently marked and verified by the District.
- 2) Tenants who have applied for service will be allowed to sign up for service effective the date the unit numbers are verified by the District.
- 3) The District has been notified in writing of any unit number changes.
- 4) Total District expense to change incorrect billings due to unit number changes without proper notification will be billed to the owner.



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D. Owner/Renter Standby Agreement

The Owner/Renter Standby Agreement is available to any owner of property that is let to tenants on a rental basis.

- 1) Owners may elect to enter into a rental standby agreement. The owner must sign a rental standby agreement form with the District.
- 2) In the interest of rendering uninterrupted electric service to an unoccupied premise, the District will leave electric service available with the understanding that the owner of the premise will be responsible for any charges for electric energy used during the period of time such service is in the owner's name.
- 3) If the owner adds or deletes properties to this agreement, written notice must be sent to the District, giving the date, address and unit numbers.
- 4) Individual bills will be rendered to the owner on regular billing dates for those premises with a rental standby agreement. A closing bill will be sent to the owner when the new party signs for service.
- 5) The District reserves the right to discontinue electric service in cases where no one has assumed responsibility for such service, resulting in nonpayment of bills rendered.

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E. Meter Reading, Billing and Adjustments

Meters will be read or estimated and billed monthly.

- 1) Meter readings will be made on the same cycle date, as nearly as possible, during each billing interval. A variation in reading periods caused by holidays, weekends, severe storms and differences in the length of calendar months will not be construed as a change from a normal monthly billing.
- 2) The District may estimate meter readings for billing purposes when its meter reader is unable to gain access to the premises on regularly scheduled meter reading trips, or when circumstance beyond the control of the District make reading of meters impractical or impossible. The District will analyze the actual reading and make the proper adjustments.
- 3) Opening and closing bills will be prorated from the connect date to the first reading date or from the last reading date to the closing date. If the closing charge is less than \$15 or the balance owed on any closed account is less than \$15, the District may elect to cancel the charge on the amount owed. Bills will be mailed to the billing address furnished by the customer. Failure to receive a bill does not release the customer from the obligation to pay when payment is due.
- 4) Services that have been billed inaccurately due to incorrect application of rates, a faulty meter, or clerical errors (including but not limited to a faulty installation or administration of a metering system) will be billed for an estimated amount of usage based upon a maximum of thirty-six (36) months. If money is owed after the adjustment, the district may agree to a payment plan and during this time may waive any late fees associated with these additional charges until that amount is paid.
- 5) Should one customer be billed for service actually furnished to another because of misidentification of the meter, the customer's accounts will be credited and/or debited. Crediting/debiting will be for all services so billed, up to a period of three years immediately preceding the discovery of the circumstance. The customers will then be re-billed for all service actually furnished. Any payments



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made to the incorrect account will be credited to the correct account after the adjustments are made.

- 6) Adjustments for non-operating streetlights may be made if the time-to-repair takes more than five working days from the date customer notified the District Office. Note: In the event a bulb change-out or other repair work did not correct the problem, it is the customer's responsibility to again notify the District so the crew can recheck the unit.
- 7) The District may alter or reschedule its meter reading and billing cycle dates when it is in the best interest of the District to do so.

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Automatic~~Automated~~ Meter Opt-Out

- 1) The District provides an option for customers that desire to opt-out of the use of ~~automatic~~automated meter technology. A monthly fee will be applied to the customer's bill to cover the costs of monthly manual meter reads. This fee is included in the District's Fee Schedule as a "Manual Meter Read Fee".
- 2) PUD 1 will return the service to ~~automated~~automatic meter reading (or capability) at its discretion after the customer moves, or the service transfers into another name. There may be an exception if a new customer follows the approved opt-out request process prior to installation of an ~~automated~~automatic meter by the PUD, which includes the completion of the "Automated~~ed~~ie Meter Reading Opt-Out Form" located on the District's website and in the PUD office. CHANGE FORM IF APPROVED
- 3) At no time is the owner/tenant/account holder authorized to remove, adjust or tamper with District equipment.
- 4) If safe and convenient access to read the electric meter is prevented by customer action or inaction, PUD 1 can deny the opt-out request and install an automatic meter. The account holder shall be responsible for any costs relating to the change.

F. Change of Billing/Payment Responsibility

- 1) When a change of occupancy or legal responsibility takes place, the customer may terminate service by notification in person or by telephone within a reasonable time prior to the change.
 - a. Certain provisions of special contracts or agreements may require specific forms of notification.
 - b. The outgoing customer will be held responsible for all service supplied to the date the District is notified.

The District reserves the right to read the meter(s) for a final bill within five business days from the date of notification.

G. Security Deposit

- 1) RESIDENTIAL OWNERS AND RENTERS



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- a. All residential owners and renters are required to pay the two highest month's billing in a 12 month period as a security deposit for each service at the location at which the customer is making an application, (rounded up to the nearest dollar), with a minimum \$100.00 or a satisfactory credit check to waive the deposit.
- b. New construction may require a credit check to determine if a deposit is necessary and the deposit amount will be determined by the District.

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2) GENERAL SERVICE CUSTOMERS

- a. All general service customers are required to pay the two highest month's billing in a 12 month period as a security deposit for each service at the location at which the customer is making an application, (rounded up to the nearest dollar), with a minimum \$500.00.

3) REFUNDING SECURITY DEPOSITS

- a. All security deposits from residential owners and renters will be refunded if they have maintained a good payment history over a 12-month period and the account is up-to-date. General Service customer deposits will be held for 24 months.
- b. If a customer's payment history is not in good standing, the District reserves the right to withhold the deposit until the account is kept current for 12 consecutive months for Residential Owners and Renters, and 24 months for General Service customers.
- c. If the customer relocates within the District area and has an existing deposit on file, the original deposit may be transferred to the new account based on a good payment history; otherwise the original deposit will be credited to the final bill and a new deposit will be required for each service. If the original deposit has already been refunded due to good credit history, the district may waive a new deposit. If the customer moves out of the District's service area, the deposit will be credited to the final bill and a credit or balance due will be issued to the customer.

H. Disconnection of Service

- 1) The District may refuse to connect or may disconnect service for good cause, including but not limited to:
 - a) Violation of Service Policies
 - b) Failure to Pay a Deposit
 - c) Failure to Pay Electric Charges
 - d) Violation of Rate Schedule or Contract Provisions
 - e) Meter Tampering/Power Theft
 - f) Non-Responsibility for Billing
 - g) Violations of Municipal, State or National Electric Code



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- 2) Except where otherwise provided in this policy the District will, before disconnection, attempt to give the customer reasonable advance notice of disconnection, the reasons for it, and the date it is to occur. Notification will take into account the particular circumstances for the disconnect, with special consideration for the potential dangers to life and property.
- 3) Disconnection does not relieve the customer of their obligation to pay for energy or services received, or for the amounts specified in the District's service policies or any written contract with the customer.

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I. Reconnection of Service

- 1) The District is responsible for maintaining its distribution and service lines on a year round basis. The District's rates and schedules, except where otherwise specifically provided for, are based upon continuous service at a single service location for a period of twelve consecutive months. If a Customer does not maintain continuous service at a single service location for at least twelve (12) consecutive months.
- 2) The District will charge a basic charge at the current rate schedule for each month service has been disconnected.
- 3) The District reserves the right to remove any service that has been disconnected for more than 24 consecutive months.

J. Meter Tampering/Power Theft

- 1) Meter Tampering/Power Theft means to:
 - a. Divert, or cause to be diverted, utility services by any means whatsoever;
 - b. Make, or cause to be made, a connection or reconnection with property owned or used by the utility to provide utility service without the authorization or consent of the utility;
 - c. Prevent a utility meter or other device used in determining the charge for utility services from accurately performing its measuring function by tampering or by any other means;
 - d. Tamper with property owned or used by the utility to provide utility services including a meter seal; or
 - e. Use or receive the direct benefit of all or a portion of the utility service with knowledge of, or reason to believe that, the diversion, tampering, or unauthorized connection existed at the time of the use or that the use or receipt was without the authorization or consent of the utility.
- 2) Customers engaging in Meter Tampering shall be charged the minimum fees as set forth in the Rate Schedule for tampering. In addition to the tampering fees, the customer shall be charged all other applicable charges including, but not limited to, basic charges, usage charges as well as a reconnection charge, disconnection charge and a deposit. The District reserves the right to recover all other damages allowed by law including those authorized by RCW 9A62.060 and 9A.62.070 Usage may be estimated based on prior history.
- 3) Customer engaging in Power Theft Diversion be charged the minimum fees as set forth in the Rate Schedule for tampering. In addition to the tampering fees, the customer shall be charged all other



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applicable charges including, but not limited to, basic charges, usage charges as well as a reconnection charge, disconnection charge and a deposit. The District reserves the right to recover all other damages allowed by law including those authorized by RCW 9A62.060 and 9A.62.070 Usage may be estimated based on prior history or type of diversion.

Meter Tampering/Power Theft is also a crime under Chapter 9A.61 RCW which may be punishable as a class B felony, by imprisonment in a state correctional institution for a maximum term of not more than ten years, or by a fine in an amount fixed by the court of not more than twenty thousand dollars, or by both such imprisonment and fine.

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K. Security Lights

The District will install and maintain security lights upon customer request based upon a monthly charge in accordance with the District rate schedule.

- 1) The District will provide all equipment including mast arms, brackets, control equipment, wiring and supports and shall be owned, operated and maintained by the District. For installation of 2 or more security lights, the customer shall pay in advance 100% installation costs and the current monthly fee for each unit at each service location.
- 2) A customer or developer who wants to use a special decorative light and/or decorative light pole will pay the cost of the purchase and installation and will be responsible for the replacement cost.
- 3) The District reserves the right to charge a customer for material, labor and overhead costs for repairs due to vandalism or continued breakage or may remove the security light assembly.
- 4) It is the responsibility of the customer to supply the ditchtrench -and conduit per the District's specifications for an underground security light service.
- 5) It is the responsibility of the customer to inform the District of malfunctioning security lights. Repairs will not be made on Saturdays, Sundays, holidays or outside normal working hours except at the expense of the customer.
- 6) The District may disconnect and/or remove at the District's discretion a security light if the monthly rate is not paid.

L. Mailing and Receiving District Communications

- 1) All correspondence, bills and notices relating to items covered by these policies will be sent by first-class mail except where specifically provided otherwise. Such communications may also be delivered personally, electronically or by phone.
 - a) Customers shall provide proper mailing addresses and means of receiving mail. Failure to do so may render the service subject to disconnection.
 - b) The District may refuse to accept customer correspondence with insufficient postage.

M. Non-Discrimination

- 1) The District does not discrimination for any reason on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, physical, mental or sensory disability, familial status, parental status, religion, sexual orientation, genetic information, veteran status, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program or upon the basis of any other legally protected classification.



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N. Payment of Bills

Note: BILLING DUE DATES- All District bills are due and payable by the 10th of each month or the first business day thereafter. Unless otherwise noted on the bill, it becomes "past due" 7 calendar days after the due date.

- 1) Past Due Reminder/Penalty: A past due reminder notice will be sent to the customer on the 17th of each month or the first business day thereafter. A 1.5% late fee will be incurred on any past due balances.
- 2) Disconnection Notice: In the event the customer has not paid their bill or made satisfactory arrangements for payment within 10 days of the "Past Due" reminder, the District will send a disconnection notice to the customer by first-class mail, a recorded phone call and/or electronically requesting payment in full or to make satisfactory payment arrangements before the disconnect date shown on the notice. If the full amount due is not paid by the date requested on the disconnection notice, unless satisfactory payment arrangements have been made, the customer may be disconnected. The District may require the customer sign a payment arrangement agreement. A disconnect notice will still be mailed even if a customer has made satisfactory payment arrangements, but the service will not be disconnected unless the customer fails to meet the payment arrangements. Service will be restored upon payment in full plus disconnect and reconnect charges as listed in the Rate Schedule, and may require an additional deposit at the discretion of the district.

Any payments made in the field to prevent disconnection shall incur additional fees pursuant to the Rate Schedule, even if service is not disconnected.

- 3) Collection Procedures:

The District may retain collection agencies licensed under Chapter 19.16 RCW for the purpose of collecting debts owed by any person.

The District shall not assign an account to a collection agency unless (a) there has been an attempt to advise the Customer (i) of the existence of the debt and (ii) that the debt may be assigned to a collection agency for collection if the debt is not paid, and (b) at least thirty days have elapsed from the time notice was attempted.

- 4) Budget Billing Program:

This budget billing option is available to residential electric utility customers. Participation may be denied/discontinued if the customer has had a disconnect of electrical service for non-payment within the last year.

Utility customers may apply for the Budget Billing Program anytime throughout the year; however customers are strongly encouraged to apply in March. The program is designed to help customers develop a credit balance on their account to help cover the higher usage during the colder winter months. This program is intended to allow customers to pay the same amount each month of the year. This monthly amount will be billed each and every month regardless of any overpayment or credit on the account. Customers who sign up for the Budget Billing Program in October through March, will pay their monthly budget payment, plus an additional 20%, to compensate for higher starting bills. The budget payments are recalculated in May of each year. The payment amount is



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calculated based on an average of the actual electrical consumption for the immediate past twelve month period. To become eligible, your account must be paid in full (no balance owed).

In the event that the residential customer does not have a twelve month history at a particular location, the previous tenant's 12 month history will be used to determine what the current customer will pay each month. In the event that the home is newly constructed, void of a 12 month history, the District shall apply a 12 month history from a similarly situated home as determined by the District until the newly constructed home develops a 12 month history.

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If the customer fails to keep agreed upon payments twice in a 12 month period while on the budget billing program, they may be notified that they are no longer allowed to participate in the program for one year from the month of notification and bring your entire account(s) current as defined under District policy and state law.



Part II. Engineering Services

Delivery Phase and Voltage

- A. All Services will be alternating current – A frequency of 60 cycle. Nominal secondary deliver voltages are:
- 1) Secondary delivery voltages are 120/240 single-phase and 120, 240 or 480 three-phase.
 - 2) Service may also be delivered at 120/208 or 277/480 volts three-phase, only where such voltages exist, or in instances when the size of the load justifies a separate transformer installation.
 - 3) Generally, delivery voltages and phases will be those available at the point of service and, if other phases and voltages are necessary, the rate will be computed in accordance with extension policies and schedules.

For large loads, power may be delivered at other voltages approved by the District.

The District may require customers to install (at customer expense) reduced voltage starting equipment in cases where across the line starting would result in excessive voltage disturbances to the District's system.

The District may refuse to serve loads of a character which are seriously detrimental to the service rendered other customers.

B. Demands

Demand meters may be installed on any account when the nature of the customer's equipment and operation indicates that a demand meter is required for correct application of the rate schedule.

C. Electric Facilities Relocations

- 1) The District may relocate its electric facilities upon request. The District will pay the cost of relocations when required by law. All other relocation expenses will be at the expense of the requester. The District may require advance deposit of estimated relocation costs.
- 2) All requests for relocations must be in writing with attached project plans. The District must be given adequate notice so that assessment, engineering, cost estimate, and appropriate authorizations may be obtained prior to the planned construction.
- 3) District personnel will evaluate the relocation request and ~~recommend a course of action to the Director of Operations—Electric.~~ develop a cost estimate for materials, labor, fees and any other expenses.
- 4) Evaluation will include a determination of whether any of the work is considered District maintenance and if -or-not the District will pay-cover any the costs.
- 5) In the case of abnormal or unusual expense to the District, the request may be declined. Outside consultation may be used in making this determination.
- 6) ~~District personnel will evaluate the relocation request and develop a cost estimate for material, labor and any other expenses.~~

D. Inspections

- 1) The District will have the right, ~~but is not obligated,~~ to inspect the customer's wiring or equipment, ~~and trench~~ and conduit before, during or after the time service is supplied.



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- 2) The right to inspect will not be construed as placing a duty or responsibility on the District for the trench, condition or maintenance of the customer's wiring, or other equipment.

E. Interruption of Service

- 1) The District will use reasonable diligence to provide an adequate, uninterrupted supply of electrical energy at normal voltage. If this supply is interrupted without notice for any cause including, but not limited to, acts of nature, floods, fires, accidents, strikes, riots, mobs, public enemies, laws, government regulations, or failure of equipment and/or devices, the District will not be liable for personal injuries, loss or damages resulting therefrom.
- 2) The District will have the right to suspend service for the purpose of making repairs, improvements or additions to its system.
 - a) Notice will be given in such cases, when practicable, and every effort will be made to make such interruptions as short as possible.
 - b) If repairs, improvements or additions are made outside normal work hours for the convenience of the customer, the customer may be required to reimburse the District for costs incurred.

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F. Meter Location and Installation

- 1) Unless otherwise authorized by the District, the customer shall provide an approved meter base or loop installed on the exterior surface of the building or structure at a height of five to seven feet above finished grade.
- 2) Meters shall be installed facing the road or driveway nearest the district's supply line in a location approved by the District.
- 3) The customer shall maintain a clear space of at least ~~thirty (30) inches~~ 3 feet 10 feet in front of the meter. If the meter is recessed in a wall of a building, a space of not less than two inches around the perimeter of the meter will be provided. ~~to permit~~ Space requirements allow the District access for test equipment, maintenance and repairs.
- 4) If the meter is made inaccessible, in the sole and exclusive opinion of the District, due to remodeling or rearrangement of property, the meter shall be relocated at the customer's expense or the District may exercise its right to disconnect service until the meter has been made accessible.
- 5) The District will install and maintain all meters and other equipment necessary for measuring the electric demand and energy used by the customer under the District's applicable rate schedule.
- 6) If the customer requests the installation of additional meters other than those necessary to adequately measure the service used by the customer, such additional meters shall be provided, installed and maintained at the customer's expense.
- 7) If feasible, a customer may combine two or more electrical services on one meter to eliminate multiple accounts with the PUD by purchasing current transformer metering ("CT" meter) from the District, or the customer may upgrade to a 320 or 400 amp meter loop in compliance with State L&I electrical guidelines and approval.
- 8) Meters are not allowed on District poles.



G. Phase Balance

In the case of three-phase service, the current taken by each wire of a three-phase service will be reasonably balanced at times of maximum or near maximum load.

H. Point of Delivery

- 1) Point of delivery is that point where customer owned equipment and District-owned facilities are connected. The customer owned equipment shall not be attached to District facilities unless by special contract or by other agreements with the District.
- 2) All equipment on the load side of the point of delivery with the exception of meters and metering equipment and other equipment provided by the District, will belong to and be the responsibility of the customer.
- 3) The customer, or electrical contractor, is responsible for advising the District of service requirements and the desired location of the service in advance of the installation.
- 4) If the District is not consulted and/or the District does not accept the service entrance location, the customer must relocate the service entrance to an acceptable location at customer expense.

I. Right of Access

- 1) The District will must have large Utility vehicle access to its equipment at all times for the purpose of reading and testing meters, or repairing and/or replacing any equipment which is the property of the District. If such equipment is so located that locks must be operated, the District should be supplied with keys, combinations or codes to such locks. The District may install locks for their own right of access.
- 2) The customer is responsible for keeping all obstructions such as fences, buildings, and foliage at a reasonable distance from the District's overhead and underground facilities located on the customer's premises.

J. System Disturbances

- 1) Electric service will not be used in such a manner as to cause severe disturbances or voltage fluctuations to other District customers.
- 2) Customers using equipment that might be detrimental to the service of other customers may be required to install at their own expense regulative equipment to control such fluctuations.

K. Underground Service

- 1) The District will construct, install and maintain underground electric distribution facilities to the metering point, including transformer, subject to the provisions set forth in the Electric Service Extension Policy.
- 2) Replacement of overhead facilities with underground facilities may be done under the following conditions when the District determines it to be cost effective or in the best interest of the District:
 - a) The District has assurance that all affected customers will cooperate in the conversion project. The District will determine in each case the minimum boundary limits to qualify for conversion.



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- b) The District may require a payment according to the fee schedule to offset the cost of the underground installation.
- c) The customer will bear all costs of revising customer-owned service entrance equipment to receive underground service.
- d) The District may require the customer to execute an agreement, wherein special conditions are applicable.

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L. Discontinuance of Service by the District

- 1) The District may refuse to connect or may discontinue service for violation of any of its service policies, or for violation of rate schedule or contract provisions, or for theft, or illegal diversion of electricity, or if the customer has added electrical loads which, in the opinion of the District, would jeopardize District or customer facilities (see Additional Load in Part III Special Services).
- 2) The discontinuance of service for any of the above causes does not release the customer from obligation to pay for energy received or charges specified in any existing contract.
- 3) A charge will be made for each and every reconnection in accordance with the policies of the District.
- 4) If a meter remains un-energized or the service is abandoned for two years or more, the District may notify the customer of its intent to remove all its salvageable equipment and meter. Reinstallation of removed or retired services will be in accordance with the District's Electric Service Extension Policy for new services.



Part III. SPECIAL SERVICES

A. Resale of Energy

Any purchaser of electric energy shall not connect their service with that of any other person or in any way resell, re-bill or supply any other person or premises with electricity unless permitted by the terms of a special contract approved by the Commission of the District.

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B. Additional Load

Customers wishing to change load shall notify the District sufficiently in advance so that the District may, if economically feasible, provide the facilities to serve the increased load. If the customer fails to notify the District and the District's equipment is damaged, the customer shall be liable for the cost of the damage INCLUDING the cost of repairing, replacing, and/or restoring service.

C. Customer's Wiring and Equipment

The customer is responsible for providing and maintaining suitable protective equipment such as fuses circuit breakers and relays, to adequately protect the District's equipment. The District shall have the right but shall not be obligated to inspect any customer's electrical installation before service is supplied. The District reserves the right to refuse to connect service to any customer's installation which does not conform to these service policies, applicable codes and accepted standards of construction. The customer shall be solely responsible for the maintenance and safety of their wiring and equipment beyond the meter. The District shall not in any way be liable or responsible for any accident or damages to the customer or to third parties because of contact with or failure of any portion of customer's installation, whether or not such installation has been inspected by the District. All meter locations shall be approved by the District prior to installation by the customer.

D. Relocation of Poles or Equipment – Altered or upgraded Services

- 1) If a customer requests the delivery point be moved to a new location on an existing structure, the District will remove and reconnect its service drop or delivery point at the customer's expense. 100% of the estimated engineering costs shall be paid up front and reconciled at the project's completion.
- 2) If a customer requests a pole or poles, fixtures, transformers and other facilities be moved or removed for the purpose of making improvement to their premises, the District will relocate such facilities as requested provided that such relocations are in accordance with the District's construction standard. The customer will be required to pay all costs of such relocations or removals. ~~SHOULD WE ADD REQUESTED REMOVAL??~~

E. Customer's Responsibility for District's Property

The Customer shall exercise all reasonable and proper precautions to prevent damage to any District property on customer's premises, including meter, instrument, transformer, service conductors and any other equipment installed and owned by the District. All such equipment shall become and remain the properties of the District and may be removed at the District's discretion. In the event District property is damaged because of customer negligence, the customer shall reimburse the District for any associated costs. The District may disconnect and remove the electric facilities from property where such damage persists. No unauthorized person shall connect any house, premises, wire or appliances to the District's system for the purpose of securing electric energy. Any such act shall be subject to prosecution under the law. (See Meter Tampering/Power Theft).

Bidder	SMS Cleaning, Inc.	TransBlue	Excelsior Cleaning
Bid Amount	\$2,145.00	\$3,200.00	\$1,350.00

ISP OPERATING AGREEMENT

THIS ISP OPERATING AGREEMENT ("Agreement") is entered into by and between the Mason County Public Utility District No. 1, a Washington municipal corporation ("PUD") and Hood Canal Telephone Co., Inc. d/b/a Hood Canal Communications, a Washington corporation ("ISP") this 11th day of July, 2023 (the "Effective Date").

RECITALS

1. WHEREAS, PUD has received a broadband grant that includes the construction of fiber optic cable in the area in which ISP is capable of operation; and
2. WHEREAS, PUD desires to obtain Ethernet-based transport services or other transport methods from ISP to allow other ISPs to utilize to utilized the Network (defined below) to create an open access Network
3. WHEREAS, ISP desires to provide broadband services over PUD's Network that has been constructed using a grant from the Community Economic Revitalization Board (CERB) (the "Network") and to further provide transport services for PUD to allow other ISPs to utilize PUD's Network.

NOW, WHEREFOR, PUD and ISP desire to enter into an agreement as set forth below.

AGREEMENT

1. Duties of ISP.

- a. ISP shall provide broadband service which is capable of providing broadband speeds that meet State of Washington published goals for the CERB Grant Funding with speeds up to 1000 megabytes download and 1000 megabytes upload to locations that can be reached from the Network. Pricing for such service shall be competitive to similar services offered by ISP.
- b. ISP will furnish PUD with Ethernet-based transport services meeting the above referenced CERB Grant goals in the form of 802.3x or other transport methods agreed upon for the purpose specified in the application for service. The Ethernet-based transport services will be delivered from Hood Canal Telephone's point of presences to the PUD's Triton Cove Passive Optical Cabinet, GPS coordinates 47°35'53.3"N 122°59'31.2"W. The ethernet transport rates will be set at the rate contained in National Exchange Carrier Association (NECA) tariff applicable for ISP's study area 522419.

2. Compensation. ISP shall pay PUD a per port charge of \$33.22 per month per customer of ISP served on the Network (based on 2023 rates approved by the Board of Commissioners and to be adjusted annually). In addition, PUD will compensate ISP for transport services for third party ISPs at rates described in 1.b, above.
3. Term. The term of this Agreement shall be for ten (10) years following the Effective Date set forth above unless earlier terminated as provided herein.
5. Drops/CPE. ISP shall be responsible for construction and maintenance of drops to meet the customer and to provide customer premises equipment. PUD is operating an "open access" network on a non-exclusive basis which it can make available to other ISPs. Other ISPs shall be responsible for construction and maintenance of their own drops and customer premises equipment. Point of Presence (POP) is the point where the District's fibers are connected to the ISP's fiber drop. The ISP is responsible for the construction and maintenance of its underground and overhead drops.
6. Operation and Maintenance. It is PUD's responsibility, either acting on its own behalf or under contract with a competent entity, to maintain the Network throughout the term of this Agreement. PUD warrants and represents that the Network is capable of providing broadband speeds that meet State of Washington published goals. It is ISP's responsibility to be able to deliver broadband service at speeds that meet the State of Washington published goals over the Network and to provide such operating equipment and facilities to ensure the provision of such service.
7. Dispute Resolution. Should a dispute arise under this Agreement, PUD and ISP agree that as the first step in resolving said dispute, each will appoint a management executive to meet with the other party to discuss possible resolution of the dispute. If there is no resolution within thirty days of the first meeting, then either party may proceed to arbitration as set forth in Section 7.
8. Arbitration. If the parties fail to resolve such controversy or claim within thirty (30) calendar days of the disputing party's notice, either party may within thirty (30) calendar days request in writing that the dispute be submitted to binding, confidential arbitration in accordance with the Commercial Arbitration Rules of the Judicial Arbitration and Mediation Service. ("JAMS") using a mutually acceptable single arbitrator with professional training or experience in a mutually agreeable neutral location (if the parties cannot agree on a venue, the arbitration shall be held in Mason County, Washington). The arbitrator shall not have jurisdiction to hear or determine any claims or demands seeking, or make any awards of, any indirect, consequential, special, exemplary or punitive damages and neither shall any party be liable to the other party(ies) for any such damages. Nothing herein shall prevent any party from seeking equitable relief in a court of competent jurisdiction prior to or in combination with arbitration. Both parties retain and may exercise in any order provided by law all of

their legal and equitable rights in the event the dispute is not settled through arbitration. All applicable statutes of limitation, repose, or equitable laches periods shall be tolled during the period beginning on the date of the written demand for mediation and ending upon conclusion of the arbitration session(s). The common costs and fees of the arbitration shall be equally split among the parties, and otherwise each party to the arbitration shall bear its own costs and attorney fees. If either party fails to comply with the dispute resolution process set forth herein and a party is required to enforce such compliance in court or elsewhere, then the non-complying party shall reimburse all of the costs and expenses incurred by the party seeking such enforcement.

9. Governing Law/Forum. This Agreement shall be governed by the laws of the state of Washington without regard to its conflict of laws or comity provisions. The forum for any action brought under this Agreement shall be in Mason County.
10. Termination. Either party may terminate this Agreement upon providing written notice to the other party at least one hundred and eighty (180) days prior to the date of termination. If terminated by ISP, ISP will remove its equipment in such fashion as to not cause any damage to the underlying network and shall have no interest in or capability of using the existing network. At the time the Network is declared to be surplus, ISP shall have the right to purchase the Network at fair market value.
11. Miscellaneous.
 - a. Successors in Interest. This Agreement shall be binding upon and inure to the benefit of the successors, heirs, assigns and personal representatives of the parties; provided, that, to be a valid assignment by ISP must be approved by PUD in writing in advance provided such approval shall not be unreasonably delayed, conditioned or denied. ISP's assignee first must agree in writing to be bound by all terms and conditions of this Agreement in such form as approved by PUD. Without such agreement to be bound, any attempted assignment by ISP shall be void ab initio.
 - b. Execution of Counterpart. This Agreement and the Exhibits hereto shall be executed separately or independently in any number of counterparts, each and all of which together shall be deemed to have been executed simultaneously and for all purposes be one agreement.
 - c. Construction. This Agreement shall not be construed more favorably to one party over another, notwithstanding the fact that one party, or its attorney, may have been more responsible for the preparation of the document.

- d. Amendment. No modification, amendment, addition to, or termination of this Agreement nor waiver of any of its provisions shall be valid or enforceable unless in writing and signed by all parties.
- f. Waiver. No failure on the part of either party to exercise, and no delay in exercising, any rights hereunder shall operate as a waiver thereof; nor shall any waiver or acceptance of a partial, single or delayed performance of any term or condition of this Agreement operate as a continuing waiver or a waiver of any subsequent breach thereof.
- g. Notices. Any notice provided for in this Agreement shall be deemed given if it is in writing and is personally delivered or sent by certified mail, postage prepaid, return receipt requested, and delivered or addressed as set forth below, or to such other address as the Parties may hereafter designate by notice given in the same manner.

To PUD: Mason County Public Utility District No. 1
 Kristin Masteller, General Manager
 kristinm@mason-pud1.org (360) 877-5249 x. 202

To ISP: Hood Canal Telephone Co., Inc. d/b/a
 Hood Canal Communications
 Mike Oblizalo, VP & General Manager
 mikeo@hcc.net (360) 898-3485

Entered into as of the date set forth in the opening paragraph of this Agreement.

Hood Canal Telephone Co., Inc. d/b/a
Hood Canal Communications

Mason County Public Utility District
No. 1

By: _____
Mike Oblizalo
Its: VP & General Manager

By: _____
Kristin Masteller
Its: General Manager

Port Charge Calculation Worksheet

10 Year Payback Period		For Comparison:	**Based on 100% Take Rate**
CERB Project Balance	\$ 372,465		\$ 372,465
Maintenance	\$ 36,500.00		\$ 36,500.00
Total	\$ 408,965.00		\$ 408,965.00
Homes Passed	171		171
Take Rate	60%		100%
	103		171
Pay-Back In Months	120		120
Monthly Rate	\$ 3,408.04		\$ 3,408.04
Charge Per Port	\$ 33.22		\$ 19.93

Year 1 \$33.22/month port charge. Fully fund Maintenance (O&M) Fund.
Year 2 Recalibrate port charge based on take rate and use of Maintenance Fund.
Years 3-10 Recalibrate charge annually based on take rate and rolling average use of O&M Fund.
Years 10-24 Average out O&M fees to ensure account stays fully funded.
Year 25 Surplus Network



PUD1 – Executive Summary – June 2023

This report summarizes information on the current financial status of Mason County
PUD No. 1 for the month of June 2023:

- **Work in Progress:**
 - Grant Applications – Ongoing
 - 2019 / 2020 CETA Audit
 - 2022 Audit & Single Audit
- **Completed Projects:**
 - 2023 Budget
 - 2020 / 2021 Audit (Exit Conference January 2023)
 - 2022 Privilege Tax Return
 - 2022 Form 7 (Due 03/31/23)
 - 2022 EIA Report (Due 04/30/23)
 - 2022 Annual Report (Due 05/30/23)
- **Planned Key Milestones, Activities and / or Events:**
 - Long range financial and budgetary planning – ongoing.

Financial Highlights:

- Revenue – Gross Revenue was \$1,049,495 for the month of June 2023.
- Expenditures – Gross expenditures were \$958,751 for the month of June 2023.
- As of June 30, the PUD has \$823,790 in grant reimbursements outstanding for ongoing projects.

Financial Metrics as Compared with Prior Year:	June 2023	June 2022
Total General Cash and Investments	\$1,510,725	\$1,096,278
Current Ratio (Current Assets/Current Liabilities)	3.23 to 1	2.07 to 1
Debt Service Coverage (O&M/ Debt Service)	3.18	3.56
Long-Term Debt to Net Plant	31%	35%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	39%	48%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	35%	42%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	4.48	5.76
Cash on Hand (Total Available Cash/Average Daily Costs)	54 Days (General) 160 Days (All Funds)	43 Days (General) 170 Days (All Funds)



Mason County PUD No 1

Budget Summary by Division For the Month Ended June 30, 2023

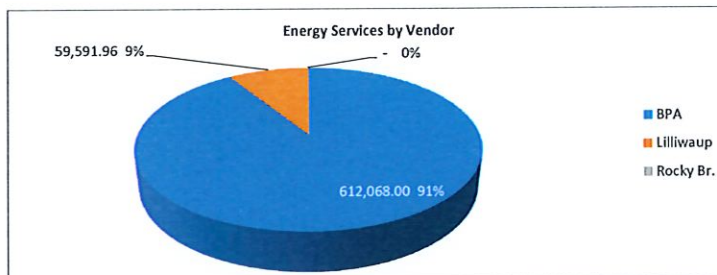
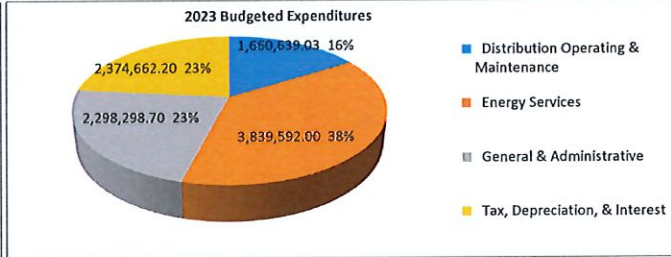
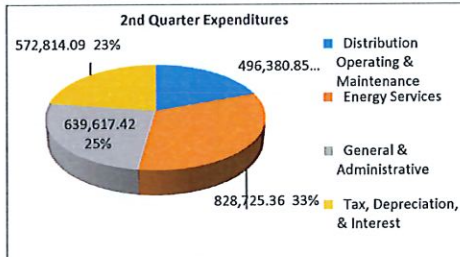
	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 776,196.76	\$ 272,240.10	\$ 1,058.61	\$ 1,049,495.47
Budgeted	\$ 749,299.00	\$ 232,399.31	\$ 989.93	\$ 982,688.24
Difference (-/+)	\$ 26,897.76	\$ 39,840.79	\$ 68.68	\$ 66,807.23
% of Budget	104%	117%	107%	107%
 Total Expenditures	 \$ 760,500.06	 \$ 197,390.20	 \$ 860.96	 \$ 958,751.22
Budgeted	\$ 767,341.06	\$ 219,628.09	\$ 1,528.11	\$ 988,497.26
Difference (-/+)	\$ (6,841.00)	\$ (22,237.89)	\$ (667.15)	\$ (29,746.04)
% of Budget	99%	90%	56%	97%
 Net Operating Margins	 \$ 15,696.70	 \$ 74,849.90	 \$ 197.65	 \$ 90,744.25
Budgeted	\$ (18,042.06)	\$ 12,771.22	\$ (538.18)	\$ (5,809.02)
Difference (-/+)	\$ 33,738.76	\$ 62,078.68	\$ 735.83	\$ 96,553.27
% of Budget	-87%	586%	-37%	-1562%

Mason County PUD No. 1

Status of Budget
As of June 30, 2023

ELECTRIC DIVISION

	2nd Quarter 2023	2nd Quarter Budget	% of 2nd Qtr Budget	2023 Actuals	2023 Budget	% of Annual Budget
Revenue	2,837,242.68	2,790,712.84	102%	6,243,309.54	10,712,903.00	58%
Expenditures						
Distribution Operating & Maintenance	496,380.85	379,018.11	131%	830,650.69	1,660,639.03	50%
Energy Services	828,725.36	860,598.00	96%	2,129,579.99	3,839,592.00	55%
General & Administrative	639,617.42	551,560.75	116%	1,209,382.67	2,298,298.70	53%
Tax, Depreciation, & Interest	572,814.09	585,716.05	98%	1,177,732.56	2,374,662.20	50%
TOTAL EXPENDITURES	\$ 2,537,537.72	\$ 2,376,892.91	107%	5,347,345.91	\$ 10,173,191.93	53%
NET OPERATING MARGINS	\$ 299,704.96	\$ 413,819.93	72%	895,963.63	\$ 539,711.07	166%



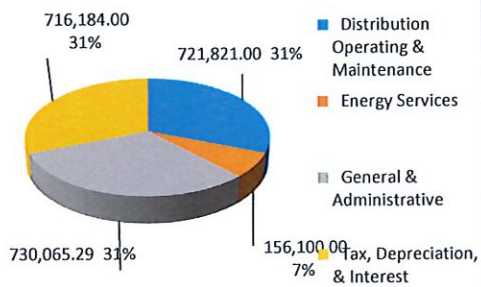
Mason County PUD No. 1

Status of Budget
As of June 30, 2023

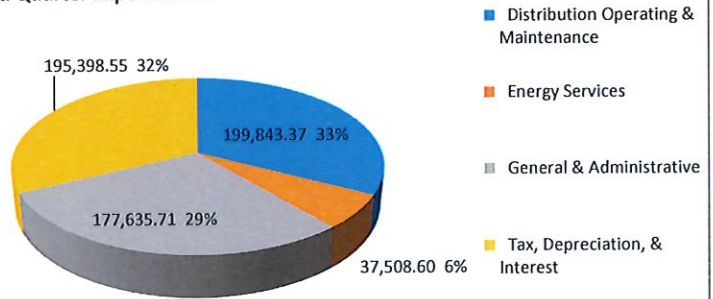
WATER DIVISION

	2nd Quarter 2023	2nd Quarter Budget	% of 2nd Qtr Budget	2023 Actuals	2023 Budget	% of Annual Budget
Revenue	751,121.50	678,697.93	111%	1,401,593.23	2,559,920.00	55%
<u>Expenditures</u>						
Distribution Operating & Maintenance	199,843.37	212,882.63	94%	364,600.96	721,821.00	51%
Energy Services	37,508.60	41,250.00	91%	69,364.43	156,100.00	44%
General & Administrative	177,635.71	179,706.36	99%	372,822.98	730,065.29	51%
Tax, Depreciation, & Interest	195,398.55	187,892.55	104%	384,906.85	716,184.00	54%
TOTAL EXPENDITURES	\$ 610,386.23	\$ 621,731.54	98%	1,191,695.22	\$ 2,324,170.29	51%
NET OPERATING MARGINS	\$ 140,735.27	\$ 56,966.39	247%	209,898.01	\$ 235,749.71	89%

2023 Budgeted Expenditures



2nd Quarter Expenditures



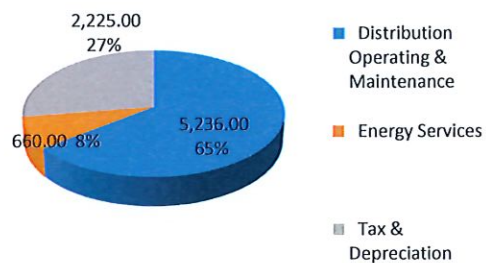
Mason County PUD No. 1

Status of Budget
As of June 30, 2023

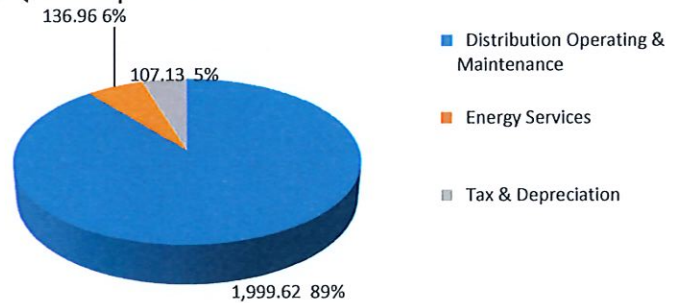
SEWER DIVISION

	2nd Quarter 2023	2nd Quarter Budget	% of 2nd Qtr Budget	2023 Actuals	2023 Budget	% of Annual Budget
Revenue	3,172.47	2,969.79	107%	6,309.33	11,124.00	57%
<u>Expenditures</u>						
Distribution Operating & Maintenance	1,999.62	2,375.99	84%	2,476.62	5,236.00	47%
Energy Services	136.96	180.00	76%	267.25	660.00	40%
Tax & Depreciation	107.13	111.00	97%	214.26	2,225.00	10%
TOTAL EXPENDITURES	\$ 2,243.71	\$ 2,666.99	84%	\$ 2,958.13	\$ 8,121.00	36%
NET OPERATING MARGINS	\$ 928.76	\$ 302.80	307%	\$ 3,351.20	\$ 3,003.00	112%

2023 Budgeted Expenditures



2nd Quarter Expenditures



Mason County PUD No. 1
Treasurer's Report to Commission
June 30, 2023

	6/30/2023
General Electric Cash	314,369.52
General Water Cash	88,532.44
General Sewer Cash	4,195.20
Investments	1,103,027.89
Petty and Register	600.00
General Funds Total	1,510,725.05
<u>Designated Reserves</u>	
Commerical Liability Fund	73,896.19
Computer Replacement Fund	115,897.89
Pole Yard	107,308.27
Privilege Tax Fund	78,721.55
Replacement Equipment Fund	199,716.82
Substation Fund	1,903,523.01
Water Regulatory Fund	104,356.56
System Development Fee	258,044.87
Designated Reserves Total	\$ 2,841,465.16
<u>Restricted Funds</u>	
Customer Deposits	102,607.61
Electric Revenue Bond '18	265,302.09
Electric Revenue Bond Reserve '18	519,901.06
Electric System Revenue Bond 2014	226,726.02
Electric System Bond Reserve '14	316,459.13
Public Works Trust Fund	134,296.47
RUS Treasury Bond	273,467.89
US Treasury Reserves	235,946.79
Water System Revenue Bond '18	118,047.11
Restricted Funds Total	2,192,754.17
TOTAL ALL FUNDS	6,544,944.38

Long-Term Debt			
	Beginning Balance	Principle Payments	Ending Balance
Electric Revenue Bond 2014	2,239,867.50		2,239,867.50
Electric Revenue Bond 2018	5,770,000.00		5,770,000.00
PWTF	544,074.16	(54,489.14)	489,585.02
RUS Long Term Debt	2,596,615.55	(29,846.15)	2,566,769.40
Water Bond '18	2,116,000.00		2,116,000.00
Total Long Term Debt	13,266,557.21	(84,335.29)	13,182,221.92

Mason County PUD No. 1
LGIP Investment Activity 2nd Qtr 2023

	<u>3/31/2023</u>	Transfer In	Interest Earned	Transfers Out	<u>6/30/2023</u>
General Investments	1,051,657.89	38,100.00	13,270.00		1,103,027.89
Designated Reserves					
Commerical Liability Fund	36,981.23	36,300.00	614.96		73,896.19
Computer Replacement Fund	114,453.27		1,426.62		115,879.89
Pole Yard	105,987.19		1,321.08		107,308.27
Privilege Tax Fund	33,117.84	45,000.00	603.71		78,721.55
Replacement Equipment Fund	64,875.99	132,786.35	1,971.49		199,633.83
Substation Fund	1,795,282.92	85,500.00	22,740.09		1,903,523.01
Water Regulatory Fund	103,071.82		1,284.74		104,356.56
Sysyem Development Fund	230,072.07	24,999.00	2,973.80		258,044.87
Designated Reserves Total	2,483,842.33	324,585.35	32,936.49	0.00	2,841,364.17
Restricted Funds					
Electric Revenue Bond '18	244,564.79	128,013.00	2,649.30	(109,925.00)	265,302.09
Electric Revenue Bond Reserve '18	513,500.52		6,400.54		519,901.06
Electric System Revenue Bond 2014	202,792.77	78,375.00	2,373.25	(56,815.00)	226,726.02
Electric System Bond Reserve '14	312,563.18		3,895.95		316,459.13
Public Works Trust Fund	153,947.34	36,000.00	1,581.55	(57,354.11)	134,174.78
RUS Treasury Bond	492,352.36	60,000.00	6,187.31	(49,124.99)	509,414.68
Water System Revenue Bond '18	87,385.04	66,000.00	1,057.27	(36,395.20)	118,047.11
Restricted Funds Total	2,007,106.00	368,388.00	24,145.17	(309,614.30)	2,090,024.87
TOTAL ALL FUNDS	5,542,606.22	731,073.35	70,351.66	(309,614.30)	6,034,416.93

Julie Gray

From: Kristin Masteller
Sent: Monday, July 17, 2023 2:33 PM
To: Julie Gray
Subject: FW: WPUDA Executive Director
Attachments: Mission&GuidingPrinciples.pdf

Please pdf the email and merge with the attached pdf and add to board agenda: "Discussion on WPUDA Request for Feedback".

From: Mike Sheetz <mikes@mason-pud1.org>
Sent: Monday, July 17, 2023 1:14 PM
To: Kristin Masteller <kristinm@mason-pud1.org>
Subject: FW: WPUDA Executive Director

Fyi, should we forward to Jack and Ron too?

Mike

From: Dave McKenzie <dmckenzie@skamaniapud.com>
Sent: Monday, July 17, 2023 12:25 PM
To: Dave McKenzie <dmckenzie@skamaniapud.com>
Cc: Dave McKenzie <dmckenzie@skamaniapud.com>
Subject: WPUDA Executive Director

You are receiving this email because you are the current voting member for your Utility's WPUDA membership.

As you are aware George Caan is retiring from WPUDA at the end of the year. At our WPUDA Board of Directors meeting in Suquamish this past Friday, many of you participated in an open conversation about filling that position. We asked George to present the Executive Board with a Succession Plan at the July meeting, which he did. His succession Plan Included Liz Anderson to be named as the new Executive Director in January 2024. The Executive Board **has not** made a decision on how we will fill said Executive Director position until we have had a chance to engage our member Utilities.

This email is to get information from you to be reviewed by the Executive Board to help develop a vision of the needs of the general membership and how the organization and the Executive Director fit into those needs. Please take some time to answer the questions below and send your answers to Dave McKenzie, President, WPUDA. I will compile the results and present the information to the Executive Board members.

We ask that you engage your other Commissioners and General Manager in this process.

The mission and guiding principles of WPUDA are provided in the attachment and come from the current Strategic Business Plan which may help in your deliberations.

Listed below are some general questions (you may have additional ones too) that we would like answered and **returned to me no later than July 31st.**

The questions below focus on the future.

1. What does service from WPUDA mean to you? Give an example of how WPUDA has served your PUD? What services would you like to see from WPUDA in the future?
2. In promoting the value and needs of PUDs to policy makers and legislators, what does WPUDA do well?
3. What additional activities, actions, or materials would you like to see from WPUDA? Proactive and reactive on legislation and rules making.
4. Do you get value from attending the monthly meetings? Do commissioners or staff get value? What would make the monthly meetings more valuable for commissioners and staff?
5. What does your PUD need from association staff? Executive Director, Lobbyists, Senior Policy Analysts, etc.
6. We are stronger when we come together as a consensus on issues. What does WPUDA do well to gain consensus? What can WPUDA do better when a consensus cannot be reached among PUDs?
7. What other goals or visions do you have for WPUDA?
8. What qualities, skills, expertise, and experience do you expect the WPUDA Executive Director to have?

On behalf of the Executive Committee, I want to thank you for your time in answering these questions and/or supplying other questions/answers you may have. Please make sure to send your responses to me **no later than July 31, 2023.**

Respectfully,

Dave McKenzie, President WPUDA

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. Q2- Not ready to begin.	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. Q2- Were not selected for this round of DEM funding for substation. Will resubmit for next round. Also submitting several HMP and BRIC applications in July.	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. Q2- Submitting several BRIC project applications in July for Jorstad, substation security, mobile substation and 106 rebuild.	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. Q2- Had meeting with Skokomish Tribe about possibly co-applying for Minerva Terrace water main extension.	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. Q2- Senator Cantwell included \$1.5 million in her appropriations budget request for Jorstad Substation.	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	Katie/Kristin/Meguire Whitney	Ongoing

		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. Q2- We were invited to apply with Utah Dept. of Energy for a joint application 40101 grant. Included \$1.3 million tidelflats underbuild project. Should find out at end of 2023 if we were selected. Did not get selected in USFS wildfire mitigation grant for the first round. Were invited to reapply for the second round. Application scored high but did not have extreme fire risk like the others selected in the first round. Will reapply this fall. Applying for several BRIC grants and ReCompete through Mason County for various Infrastructure projects.		
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. Q2- Was not selected for the SBO grant. Have follow up meeting scheduled with their office to see if it's worth continuing to try in future rounds. Working with EDC and Mason County on federal ReCompete application for Mason County. Manzanita water storage project included in this application.	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. Q2 – On track with projections for 2023 funding budget.	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. Q2 – FCS is still working on electric COSA. Will review recommendations with Finance Committee after the COSA is complete.	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. Q2 – COSA ongoing. Will know more in mid-July.	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. Q2 – Will know more mid-July. COSA is underway.	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. Q2 – Completed. Not considering leasing at this time, due to cost and reporting requirements. Will continue to keep the lines open for future.	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. Q2 – nothing new to report this quarter.	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. Q2 – Audit is in progress. No updates to report at this time.	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. Q2 – COSA is in progress. Will know more mid-July.	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. Q2 – COSA is in progress. Will know more mid-July.	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. Q2- Not having a dark fiber lease rate anymore. Instead have developed a port charge. This will be on the July board agenda for approval.	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. Q2- Not leasing dark fiber. Instead offering a port charge. This policy and rate and agreement will be on the July board agenda for approval.	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. Q2- Have developed an 8 year payback model for port charges. Will reevaluate the charge each year until the balance is paid off and a small reserve fund for maintenance and repairs is built. Will be on July board agenda for approval.	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. Q2- Have developed an 8 year payback model for port charges. Will reevaluate the charge each year until the balance is paid off and a small reserve fund for maintenance and repairs is built. Will be on July board agenda for approval.	Kristin	When ready
1.4	Misc.			
1.4.1	Community Solar II – Low income program	Q1- Place holder to remember to do new round of prequalifying low-income customers in 2023 to start participating in 2024. Q2- Julie and Lisa outlined process for prequalifying next round and set dates for outreach and notification to existing customers.	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. Q2 – Audit will start July 2023 and be completed mid-August.	Katie	Q4
1.4.3	CETA Audit	Q1 – 2019 & 2020's had has begun with the State Auditor's office. Q2 – No updates to report this quarter.	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. Q2- Completed tasks under the grant requirements. Will now evaluate next steps and decide if we are going to do any of them in 2023's budget cycle or wait until 2024.	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. Q2- Nothing to report this quarter.	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. Q2- Nothing to report this quarter.	Kristin	Q2
1.5	Fund Infrastructure Projects			
1.5.1	Duckabush Relocation	Q1- Design is completed. Putting out to bid. Q2- Environmental NEPA is complete. Project on hold until WSDOT finalizes their design this year. Will now be put out to bid in 2024.	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. Q2- Senator Cantwell included funding in the budget. Will see if it passes and then will work on contracts to begin engineering and permitting. Have applied for funding through BRIC and will also apply through Commerce.	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. Q2- Working on RECOMPETE to include the Manzanita Water Storage project. Vuecrest received state budget funding to complete. Will be put out to bid in Q3.	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. Q2- Working on RECOMPETE to include the Manzanita Water Storage project. Substation design and engineering continuing. Civil design for water and retention ponds continuing.	Kristin	Ongoing
1.6	CEDS	Q1- Nothing to report this quarter. Q2- Kristin updated PUD 1's CEDS projects for the RECOMPETE application through the EDC.	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. Q2- Ongoing. G&O is working with James and Power Engineers on this.	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. Q2- Ongoing. Design continues and bids have been awarded for equipment.	Kristin/James/POWER	
2.1.2.1	Get project construction out to bid in 2023 & choose contractor	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/James/POWER	

2.1.2.2	Construct exit feeders	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/James/POWER	
2.1.2.3	Construct riser pole for double circuit	Q1- Not ready to begin. Q2- 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. Q2- Nothing new to report.	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. Q2- Completed.	Matt	Q2
2.2.2	Continue landscaping schedule --add any new sites or attention to list	Q1- Not ready to begin. Q2- Landscapers have started. Brandy managing this contract. Spraying substations and have increased Madrona Park mowing to every other week.	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. Q2- Looking for area to relocate items in woman's club. Water department needs to reorganize part of their inventory in new covered area. Summer met with Cole to finalize plan.	Matt/Rich	Q2
2.2.4	Clean solar panels	Q1- Not ready to begin. Q2- 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. Q2- Not ready to begin.	Kristin	Q4
2.2.6	Dust control	Q1- Not ready to begin. Q2- On schedule for July.	Kristin/Rich	Q2
2.2.7	*No Parking* at front of buildings	Q1- Not ready to begin. Q2- Not having his issue anymore. Will move to 2024 when we resurface/repaint parking lot. Moved to 2024.	Kristin/Rich	MOVED to 2024
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. Q2- Completed. Both covered storage buildings on-site. One has been constructed.	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	Q1
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. Q2- 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. Q2- Aspect has released a memo after the conclusion of the groundwater monitoring efforts as well as the additional soil investigations. Water samples are below detectable range, however additional soil removal may be necessary. Ecology will determine extent in Q3.	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 Q2- The District has fulfilled requirements of Interagency Agreement (IAA) No. C2300086.	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. Q2- Looking at options to expand capacity at Duckabush rather than construction Brinnon right now. On hold.	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. Q2- 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. Q2- Began bid process for represented positions for impending retirement. Rich is developing training manual for new purchaser.	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. Q2- Trish attended a BPA conservation conference. Katie attended LERG conference. Had Brady Hanson grounding class at the shop and invited PUD 3. Barney and Rich both got water CEUs through ERWOIW. Water techs attended	Staff	Q3

		water conference for CEUs. James completed the Distribution Engineering Series. Joyce participated in NISC training webinar for AP processing.		
3.1.3	NWPPA- Rigging & Operations Class in-house	Q1- Nothing to report for Q1. Q2- Earliest available date was 2024, Move to Q1 2024	Matt	Q3
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- Rudy & LJ both attended Camp Rilea in Feb & March. Internal evaluations complete, evaluation review and progress meeting scheduled. Q2- Held apprentice evaluations based on feedback from Rilea. They both moved to their next steps.	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. Q2- Completed. Held in shop with PUD 3 invited.	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. Q2- Kristin met with Wyeth Jessee at SSD to discuss including GIS at CEDAR High School. Meeting with MMK in Q3 as part of ReCompete application.	Kristin	When ready
3.1.8	Cross Training for Essential Functions	Q1- Cross training in office has continued each month for essential functions. Q2- Julie working with Lisa on solar processes.	Staff	All Qs
3.1.9	Update trainings process manuals	Q1- Training process manuals are continuously improving as cross-training occurs, and processes change. Q2- New processes are documented and updated as cross-training occurs. This is on-going each month.	Staff	All Qs
3.2	Continue Partnerships to Accomplish Work Goals & Highlight Achievements			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits and tribes	Q1- Worked with Wave, Lumen and HCC to relocate pole attachments as part of the pole replacement project. Q2- Working with Skokomish Tribe on grant applications. Working with public/private sectors on ReCompete application through EDC and Mason County.	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. Q2- Nothing to report this quarter.	Staff/John Spain	Q3
3.3.1.1	Great Washington Shakeout	Q1- Nothing to report this quarter. Q2- Cassandra will be the point person for this in 2023.	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. Q2- Staff participated in De-escalation Training in June.	Katie	Q3
3.3.3.1	Panic-alarm testing	Q1 – nothing to report this quarter. Q2- Alarms will be tested in July.	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. Q2-Nothing to report this quarter. This will occur in the Fall.	Katie	Q4
3.3.3.4	De-escalation Training	Q1- Nothing to report this quarter. Q2-Completed in June 2023.	Katie	Q4
3.3.4	Offer recerts on CPR/1 st Aid	Q1- Nothing to report this quarter Q2- 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	Q1- Nothing to report. Q2- Utilizing 2&3 Q messaging for social media and newsletter.	Kristin	Q1
3.4.3	Other process improvements	Q1- Nothing to report. Q2- Started auto-upload of specific check-free / wire payments to increase efficiency for Customer Service.	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. Q2- Not ready to begin.	Kristin/Summer	When available
3.5.1.2	Setup AMI committee	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/Summer	When ready
3.5.1.3	List of utilities to talk to	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/Summer	When ready
3.5.1.4	Setup meetings with vendors	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/Summer	When ready
3.5.1.5	Estimate timeframe and budget	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/Summer	When ready
3.5.1.6	Vendor contractor install or in-house install	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/Summer	When ready
3.5.1.7	Rollout implementation plan	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin/Summer	When ready
3.5.2	SCADA	Q1- Not ready to begin. Q2- 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. Q2- Getting a quote from POWER for Manzanita.	Kristin/James/Matt	When ready. Funding dependent.
3.5.3	BPA Conservation Funding	Q1- BPA offered to assist with end of line meters. Will use conservation dollars for cost share. Q2- Decided due to cost and priorities to not use conservation dollars for this project. Will reevaluate in future years.	James	

3.5.4	Quotes for new Phone System- (Added 5/23)	Q2- Asked Lisa to request recommendations from current phone support contractor. Will work on an RFP so we can get quotes to budget for 2024.	Katie	Q4
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. Q2- Locations identified, waiting 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. Q2- Nothing to report this quarter. Will move records after audit.	Julie	Q4
3.6.2	Add recorded training to new hire onboarding	Q1 – Recording is ready for new hires – none in 1 st Qtr 2023. Q2 – No new hires in 2 nd Qtr.	Katie	Q1
3.7	Go Paperless! Campaign	Q1- Nothing to report this quarter. Q2- First notice has gone out in Summer newsletter.	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. Q2- Received updated list from front office, working on completing those on record and will be complete with known HPS lights	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. Q2- Kristin and Katie met with Skokomish Tribe on possible conservation partnership for energy efficient upgrades on tribal housing and offices.	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. Q2- Nothing new to report this quarter.	Julie	Q3
3.8.4	Roll out comprehensive Weatherization Program w/CAC and BPA	Q1 – Nothing to report this quarter. Q2 – Trish is working with BPA to create the program. Will have ready July.	Trish/Katie	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. Q2 – Trish worked with BPA to create marketing material on existing rebates / measures. This is available on the website now and going out to customers when they request information.	Trish/Katie	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. Q2 – In progress. Updated listed of offerings is complete.	Trish	Q2
3.8.7	Low Income Conservation Program Information to customers and on website	Q1 – Nothing to report this quarter. Q2 – In progress. Working with CAC to determine what this looks like.	Trish	Q2
3.8.8	Social Media push on rebates/newsletter information	Q1 – Nothing to report this quarter. Q2 – Will start this in July.	Julie/Trish	Q2

3.9	Continue Canal Comfort Fund Drive	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Julie/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. Q2 – Nothing to report this quarter.	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. Q2 – Nothing to report this quarter.	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. Q2- Open enrollment info provided for Colonial Life / Aflac in June.	Katie	Q3
3.14.2	Employee Picnic	Q1- Scheduled for July 7 th . Q2- Scheduled for July 7 th .	Julie	Q2
3.14.3	Service Awards	Q1- Nothing to report this quarter. Scheduled for July 7.	Julie	Q2
3.14.4	Two potluck events in-house	Q1- We held an office potluck for Super Bowl Sunday. Q2- Nothing to report this quarter.	Kristin/Katie	As needed
3.14.5	Customer Appreciation Event	Q1- Scheduled for October 6. Q2- Nothing to report this quarter.	Julie	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. Q2- Have two temps working so far. Will evaluate if we need more.	Kristin/Katie	Q2
3.15	Public Involvement			
3.15.1	Career Day	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Joyce	Q4
3.15.2	Parades	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Staff wasn't available to drive truck this year.	Kristin	Q2 & Q4
3.16.3	Public Power Week	Q1- Nothing to report this quarter. Q2- 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. Q2- Kristin working with EDC and Mason County on RECOMPETE. Hired a consultant and grant writer. Identifying partners to join.	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. Q2- Katie and Kristin attending meetings and volunteered at fundraisers.	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. Q2- Completed. PUD has title to the road.	Kristin/Rob/Brandy	Q1
3.16.2	Union Ridge	Q1 - Nothing to report this quarter. Q2- Working with customer to secure easement on Skyview and 2 nd St.	Brandy/Rob	
3.16.3	Highland Park to Manzanita	Q1 - Nothing to report this quarter. Q2 - 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. Q2- Nothing new to report.	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. Q2- Attending Policy 2030 comment meetings with WWUC and WPUDA.	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. Q2- Brandy and sometimes Kristin attending the meetings. Kristin attending the water rights portions mainly. Continuing to keep apprised of status of interlocal agreements between state agencies and the tribes as well as Policy 2030 changes.	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. Q2- Kristin meeting with county and city officials regularly on this. Will meet with the consultant in Q3. Met with Sarah Mack regarding land use implications and what approach water purveyors should be taking holistically as water planning intersects with the Comp Plan.	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. Q2- Kristin continuing to work with WPUDA on this. Requested meeting with WSDOT leadership for relocation assurance for Duckabush prior to it going to out bid. Will likely set the stage for other utilities throughout the state with regard to utility relocations for fish passage.	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/Mike Sheetz/Brandy	All Qs

		Kristin attend the leg committee meetings. Kristin went to DC with WPUDA to lobby the federal delegation in February on federal issues impacting PUDs. Q2- Kristin attended NWPPA leg rally in DC on mostly power issues, but also working with WPUDA on local water leg issues. Working with WPUDA on comments for rulemaking with L&I for heat exposure and prevailing wage for pipe fitters. Working with PPC for testimony on BPA rate case and CEQ dam removal public outreach. Brandy and Mike serving on WPUDA water workshop planning committee.		
4.2	Consolidation			
4.2.1	Complete Twanoh Water system Project List & seek funding	Q1- Nothing to report this quarter. Q2- 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. Q2- Hood Canal shared trench at E. Westwood Way. They will share trenching in Q3 at Canal View and Union mainline.	Staff	Ongoing
4.2.2	Bay East & Totten	Q1- Nothing to report this quarter. Q2- Will not move forward for now. Will need to possibly update place of use for Bay East water right, it currently will only serve Bay East Development.	James/Brandy	Q4
4.2.3	Bellwood A & B	Q1- Nothing to report this quarter. Q2- 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. Q2 – Nothing to report this quarter.	Brandy/Kristin/Rob	Q1
4.3.2	Tillcum Beach	Q1 – Nothing to report this quarter. Q2 – HOA has been in talks and are still disusing among the community.	Brandy/Kristin/Rob	Ongoing
4.3.3	Hipma	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter.	Brandy/Kristin/Rob	Ongoing
4.3.4	Star Lake	Q1 – Nothing to report this quarter. Q2 – 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. Q2- 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. Q2 – Bright Knight Electric upgraded the panel in June. Completed	TJ/Brandy	Q1
4.4.1.2	Tiger Lake – finish well house improvements	Q1 – Building has been rebuilt and re-roof has been completed. Q2 – Nothing to report this quarter.	TJ/Brandy	Q2
4.4.1.3	Two Jackies rebuild well house	Q1 – Nothing to report this quarter. Q2 – 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. Q2 – Captive air tanks removed, bladder tanks install, one wall has been rebuilt.	TJ/Brandy	Q4
4.4.1.2	Replace Booster Pumps	Q1- Nothing to report this quarter. Q2- Replaced Lakewood Heights, Madrona Park, Holiday View 2, and Canal View	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. 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 Q2 - Completed	TJ/Brandy	Q1-Q2
4.4.1.3.2	Union AC on Alderney St and 5 th St	Q1 – Nothing to report this quarter. Q2 – 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. Q2 – Nothing to report this quarter.	TJ/Brandy	Q3
4.4.1.3.4	Cherry Park – Install isolation valve	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter.	TJ/Brandy	Q4
4.4.1.3.5	Highland Estates install isolation valve	Q1 – Nothing to report this quarter. Q2 – 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. Q2 – Gray and Osborne working on the design. Mountain 2 Coast working on BIA.	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. Q2 – Nothing to report this quarter.	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. Q2 – Nothing to report this quarter.	James/ Brandy	
4.4.1.3.9	Seismic Valves	Q1 – Nothing to report this quarter. Q2 – 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. Q2 – 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. Q2- Bladder tanks installed to service water connections. Completed.	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. Q2 – Nothing to report this quarter.	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. Q1 – Nothing to report this quarter.	TJ/Brandy	Q3
4.4.3.2	Lakewood	Q1 – Nothing to report this quarter. Q2 – Completed.	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. Q2 – 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. Q2 – Generators ordered.	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 Q2 – Reservoirs cleaned in June. Completed.	Brandy	Q3

4.4.6	Blackflow Device & CCC Campaign – Hood Canal	Q1 – Nothing to report this quarter. Q2 – Water techs identify any cross connections.	Mary/Brandy	Q1
4.4.7	Water System Planning & Reports – Bellwood A	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	James/Brandy	Q3
4.5	Water Rights			
4.5.1	Ripplewood	Q1- Nothing to report this quarter. Q2- 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. Q2 – Nothing to report this quarter.	Brandy/Aspect	Q3
4.6	Water Loss			
4.6.1	Lake Arrowhead	Q1 – Nothing to report this quarter. Q2 – Leak repaired in April.	TJ/Brandy	Q4
4.6.2	Unlon- A/C line rerouted	Q1 – Nothing to report this quarter. Q2 – 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 Q2 – Scheduled for Q3	Matt/James for engineering	Q3
5.1.1.3	Four Wheel Drive Rd (2023)	Q1 – Design complete, no construction activity Q2 – Contractor started digging and installing pipe late June, scheduled complete in early Q3.	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. Q2 – Outage is scheduled for August 3 rd to energize new line and complete project. Q3	Matt/James for engineering	Q4
5.1.1.5	Seal Rock Rd. Brush & Design (2023)	Q1- ROW clearing plan in place, design in progress Q2 – District	Matt/James for engineering	Q4
5.1.1.6	Dips – Mason County (2023)	Q1- Design complete. Construction to take place in 2024. Q2 – Unlikely this job will go this year, either way we have design complete and material available Moving to Q3 Q3	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. Q2- Nothing to report this quarter. FEMA items moved to 2024.	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 Q2 – Completed some tree trimming and set 2 poles, will complete in Q3.	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. Q2 – 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. Q2- Contract was awarded to Kemp West, Inc and scheduled to begin Q3.	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. Q2- Scheduled for Q3.	Matt	All Qs
5.1.3.2	N386	Q1- Nothing to report this quarter. Q2- Scheduled for Q3.	Matt	All Qs
5.1.3.3	Webster Lane	Q1- Nothing to report this quarter. Q2- Scheduled for Q3.	Matt	All Qs
5.1.3.4	N206 Shar Lane	Q1- Nothing to report this quarter. Q2- Scheduled for Q3.	Matt	All Qs
5.1.3.5	N55 Finch Creek	Q1- Nothing to report this quarter. Q2 -- Completed as part of Finch Creek reconductor.	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. Q2 – Completed Hot Spot, working on contractor with taller bucket to clear.	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. Q2 – Completed upper end of Duckabush ROW clear, contractor are working Dosewallips as needed for new pole heights on fiber project.	Matt	All Qs
5.1.4	Complete the USFS Operating Permits	Q1- Completed and submitted. Waiting for it to be processed and approved. Q2- Approved.	Kristin	Q1
5.2.1	Manzanita Substation		James/POWER/Kristin	
5.2.1.1	Distribution Circuit Breaker/Recloser Spec., Quotation, Evaluation, & PO	Q1- Completed.	James/POWER/Kristin	
5.2.1.2	Site Plan & Site Work Bid document	Q1- In progress. Q2- In progress. Site plan will be complete Q3.	James/POWER/Kristin	
5.2.1.3	Station Material Package Spec, Quotation, Evaluation, & PO	Q1- Nothing to report this quarter. Q2- Some materials have been ordered now. Will have rest on order by end of Q4.	James/POWER/Kristin	
5.2.1.4	Station Design Completion & Prepare Bid Document Bid Document	Q1- Nothing to report this quarter. Q2- Dirt work to be bid in 2023. Bid packet for construction in 2024.	James/POWER/Kristin	
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. Q2 – All substation and field equipment inspections are up to date thru June.	Matt/James	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. Q2- James reviewed estimate to shave the cost down to \$6.8 million. Applying for grant for \$5 million from ERA program and BRIC program.	James	
5.2.3.2	Skok Valley	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	James	Q3
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. Q2- Jefferson PUD contributed \$30,000, in-kind engineering, and spools of fiber to the project. Will use their donation to connect Brinnon School District. Pole replacements have started on Duckabush Road. About 25% complete.	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. Q2- Nothing new to report this quarter.	James	
5.2.4	System Inspection for Infrared & Drone Inspections – Tidal Crossing	Q1- Marketed to prequalified electrical contractors. Q2 – Nothing to report this quarter.	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	Q1 – Nothing to report this quarter Q2 - Nothing to report this quarter	Matt/James	
5.2.5.2	N316	Q1 - Nothing to report this quarter Q2 - Nothing to report this quarter	Matt/James	
5.2.6	Install reclosure banks		Matt/James	
5.2.6.1	N459 (2023) *FEMA Grant*	Waiting for funding to be released. Moved to 2024.	Matt/James	
5.2.6.2	N377 (2023) *FEMA Grant*	Waiting for funding to be released. Moved to 2024.	Matt/James	
5.2.6.3	Duckabush Sub North *FEMA Grant*	Waiting for funding to be released. Moved to 2024.	Matt/James	
5.2.6.4	N544 (2024) *FEMA Grant*	Waiting for funding to be released. Moved to 2024.	Matt/James	
5.2.6.5	N595RI (2024) *FEMA Grant*	Waiting for funding to be released. Moved to 2024.	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	This will start in late 2023/early 2024.	Kristin/James/Rich	2024
5.3.4	Bidding & Award Contract	This will occur in 2024.	Kristin/James	2024
5.3.5	Start Construction	This will occur in 2024.	Kristin/James	2024
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. Kristin went to DC with WPUDA for APPA. Attending monthly association meetings. Mike is chairing Water Committee again this year.	Staff & Commissioners	All Qs

		Q2- Brandy and Mike working with the water planning committee for the Water Workshop. Kristin submitting comments on L&I rulemaking for heat exposure and pipefitters.		
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. Q2- Kristin submitted testimony in the BPA-24 rate case. Also secured spot with CEQ Stakeholder process on LSRDs and Scott Simms is assisting with talking points to enter into the record in May. Submitted comments from commissioner to CEQ portal in June.	Kristin & Commissioners	All Qs
5.4.3	WPAG	Q1- Kristin and commission attending WPAG meetings. Had separate meeting with Ryan Neale on 2028 contracts. Q2- Kristin attended a BPA stakeholder meeting at TPU re: 2028 Provider of Choice workshop. Attending WPAG meetings regularly.	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. Q2- Kristin attended NWPPA & NCPA's Washington, D.C. rally and met with NW delegation on wildfire prevention and permitting reform, as well as defense production act funding for transformers. Mike & Kristin attended the annual conference in May.	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. Q2- Kristin attended the Provider of Choice workshop in Tacoma. Kristin & James continuing meetings with BPA on substation construction & upgrades, as well as upcoming outages. Katie working on Low Density Discount calculations to see if we qualify this year.	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. Q2- Splicing complete and drops are installed to connect customers. Finalizing agreement with HCC for use of the open access network as well as maintenance agreement.	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. Q2- Design complete. This project was moved to 2024 by Mason Conservation District. Will revisit next year. MOVE to 2024.	James/Kristin/MC Public Works	Q2
5.5.4	Alderbrook URD	Q1- Nothing to report this quarter.	Brandy/HCC	Ongoing

		Q2- Areas that need new electric conduit are identified. Will be installed this year. Water replaced E. Westwood Way water main.		
5.5.5	Canal View Bore - Water	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	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. Q2- Rob to send Lumen letter insisting they pay their back fees and rates.	Katie & Rick	Q1
5.6.3	Create contact list for partnerships in overhead to underground conversion projects	Q1- Nothing to report this quarter. Q2- Partnering with Lumen, Wave and HCC on pole replacements and attachment relocations. Partnering with HCC on 4 Wheel Drive Rd.	Kristin/Katie	Q1
5.7	MISC.			
5.7.1	Continue more 3PH/CT Meter Audits	Q1- Nothing to report this quarter. Q2 - 6 Ct audits complete this quarter, more scheduled for July and Aug	Matt/Summer	Q3
5.7.2	Low wires – audit & notify attachers	Q1- Nothing to report this quarter. Q2- Katie notified Wave that the lines at Church Road and along 101 at Seamount need to be fixed.	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 Q2 – Mt View Locating Inc is on property and completing all regular hour locates	James/Matt	Q1