

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- Will not be ready in 2023. Will finalize report and submit in 2024. Q3- Had meeting with Ecology, Aspect and TPU. Will shoot for 2024.	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. Q3- Waiting for contracts and in RFI Process.	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. Q3- Jorstad and 106 were selected to submit full applications.	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. Q3- Will move the Minerva to 2024 application cycle. With 8 water system grant projects in the works now, we will not apply for more this year. Will finish out some of the existing projects and apply for storage projects in 2024.	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	Kristin	Q2

		<p>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.</p> <p>Q2- Senator Cantwell included \$1.5 million in her appropriations budget request for Jorstad Substation.</p> <p>Q3- Appropriations Committee didn't choose project for budget. Will reapply next year. House disallowed all energy projects and Senate had very few this year.</p>		
1.1.8	Federal Infrastructure Grants	<p>Q1- Waiting for Resilience funding to open through Dept. of Commerce and waiting to hear if the \$3 million wildfire mitigation project is selected. No other openings this quarter to apply for. Kristin working with the EDC on RECOMPETE Act application for all of Mason County. Will apply part of MW grant writing budget to the RECOMPETE project if PUD 1 projects look like they'll be wrapped into the scope of the request.</p> <p>Q2- We were invited to apply with Utah Dept. of Energy for a joint application 40101 grant. Included \$1.3 million tideflats 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.</p> <p>Q3- Resubmitting wildfire mitigation grant in Q4 for Round 2. Was not invited for a full proposal for ERA. Should find out from Dept. of Energy Utah by end of year. Submitting Manzanita Water Storage as part of RECOMPETE.</p>	Katie/Kristin/Meguire Whitney	Ongoing
1.1.9	Add any others	<p>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.</p> <p>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.</p> <p>Q3- Received three projects funding through state appropriations process. \$600k for Vuecrest and \$1 million for Agate Beach and Ripplewood. Working on contract requirements in Q4.</p>	Staff	Ongoing
1.2	Continue Debt Strategy and Milestones			
1.2.1	Continue days cash on hand	<p>Q1 – Continuing to fund each month into the LGIP for both Water & Electric.</p> <p>Q2 – On track with projections for 2023 funding budget.</p> <p>Q3- On track with projections for 2023. Reimbursements from FEMA bringing overall cash back up.</p>	Katie	Ongoing
1.2.3	Finance Committee Review and Recommend reserve funding levels	<p>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.</p> <p>Q2 – FCS is still working on electric COSA. Will review recommendations with Finance Committee after the COSA is complete.</p> <p>Q3- COSA is done. FCS Group working with staff to put together budget presentation for commission in Q4.</p>	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. Q3- COSA completed. Will incorporate projections into 2024 budget.	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. Q3- COSA completed. Will incorporate recommendations and projections in Q4 budget workshop with commission for budget process.	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. Q3- Evaluating if we should use Climate Commitment Act allowances to fund CETA low income program. Will have a presentation from Matt Samuelson by end of Q4. Adding \$2,500 from excise tax toward the CETA program fund.	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. Q3- Audit in progress. Will be completed by Q4.	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. Q3- Scheduled for December 12 th .	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. Q3- Scheduled for December 12 th .	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. Q3- Changed rate structure to be a drop fee billed through the service provider. This has been completed.	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. Q3- Changed rate structure to be a drop fee billed through the service provider. This has been completed.	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. Q3- This was set at a 10 year payback and approved by the board. Completed.	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. Q3- This drop rate was approved at a board meeting. Completed.	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. Q3- WSU approved rebate check amounts. Checks are ready to go out. Lisa and Julie will finalize process for recertifications in Q4.	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. Q3- Completed. No findings.	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. Q3- In process. Will be completed Q4.	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. Q3- Fully funded into 2024 and should cover the remaining tasks. Completed.	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. Q3- Purchased a reclosure from PUD 3 that saved us \$52,000. Ordered stringing equipment to save on labor expense and increase speed & safety on reconductoring.	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. Q3- This is not moving forward. Energy Northwest isn’t able to pull it off. Will be receptive to future opportunities if they arise.	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. Q3- Jeremiah is almost finished with DOT approval. Kristin met with WSDOT senior staff about guaranteeing no changes to final design approval. Materials should be ordered and bid packet out by end of 2023 or very early 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. Q3- BRIC application invited to submit full application. Will continue with Commerce once it opens.	Kristin	Ongoing
1.5.3	Union Regional Projects	Q1- Vuecrest received an additional \$750,000 in ARPA funding from Mason County. Engineers are phasing this to match the funding amounts and it will be put out to bid soon. Kristin met with Kilmer’s staff on CPF funding to help pay for the Manzanita water reservoir and retention pond. Will also apply for federal grants for this as they open. 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. Q3- Vuecrest is almost ready for bid. Will go out before end of year. Water system plan has been approved.	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. Q3- Manzanita water included in RECOMPETE application. Design is continuing for the water side. Will move warehouse design to 2024.	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. Q3- Completed for 2023.	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. Q3- Design is at 90% at end of Q3.	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. Q3- Design is at 75% by end of Q3. Still plan to put dirt work out to bid by end of Q4. Fencing has been ordered and install will be put out to bid by end of Q4. Rob is finalizing the easement. Kristin will work with TPU on vegetation management on their easement.	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. Q3- Not ready to begin.	Kristin/James/POWER	
2.1.2.2	Construct exit feeders	Q1- Not ready to begin. Q2- Not ready to begin. Q3- Not ready to begin. Moved to 2024 in house work plan.	Kristin/James/POWER	2024
2.1.2.3	Construct riser pole for double circuit	Q1- Not ready to begin. Q2- Not ready to begin. Q3- Not ready to begin. Moved to 2024 in house work plan.	Kristin/James/POWER	2024
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. Q3- Will put in budget for 2024.	Kristin/James/G&O	2024
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. Q3- Ongoing. Contract will closeout at end of Q3. Completed.	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. Q3- Summer and Matt to meet with Cole in October and finish out the project.	Matt/Rich	Q2
2.2.4	Clean solar panels	Q1- Not ready to begin. Q2- Not ready to begin. Q3- Need to get a quote for budget and contract this work in 2024.	Kristin/Matt	2024
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	Q1- Not ready to begin. Q2- Not ready to begin.	Kristin	2024

	actual work on new buildings though unless we get funded eventually.)	Q3- Moved to 2024. Too many projects going on right now to focus on this. Need to use our resources getting our existing projects done.		
2.2.6	Dust control	Q1- Not ready to begin. Q2- On schedule for July. Q3- The company did not provide a quote. Will get in budget for 2024.	Kristin/Rich	2024
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. Q2- No report. Q3- Completed.	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. Q2- No report. Q3- Will determine if Ecology requires additional monitoring to close out the project in 2024, but at this time, the monitoring is completed.	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. Q2- Ecology working on recommendations for conditional NFA. Q3- James and Kristin met with TPU, Ecology and Aspect on site and Ecology will provide a technical recommendations memo to TPU in Q4. TPU then will decide which direction they want to move in and this will inform any close out work in 2024.	James/Kristin	Ongoing
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. Q3- Will occur in Q4 or 2024 once we get direction from Ecology and TPU on close out steps.	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

		Q3- James and Kristin met with TPU, Ecology and Aspect on site and Ecology will provide a technical recommendations memo to TPU in Q4. TPU then will decide which direction they want to move in and this will inform any close out work in 2024.		
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. Q3- The Statesman Group has not made any additional contact so far this year. This will be on hold until they're ready to proceed and initiate engineering. Done for 2023.	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. Q3- Looking for property and will budget in 2024.	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. Q3- All bids and new hires are done. Training schedules are set.	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 ERWOW. Water techs attended water conference for CEUs. James completed the Distribution Engineering Series. Joyce participated in NISC training webinar for AP processing. Q3- Lisa attended NISC MIC conference, Joyce did iVUE Webex on work orders and A/P, Cassandra went to a customer service training, TJ, Jordan and Brandy all	Staff	Q3

		attended the WPUA Water Workshop, crews did pole top rescue, confined space and vault training as well as trenching/shoring training.		
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. Q3- Completed and on schedule for 2024.	Matt	Q3
3.1.4	Budget for tuition reimbursement and trainings	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will be done in budget process in Q4.	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. Q3- Held apprentice evaluations based on feedback from Rilea and crew. They both moved to their next steps. Started Saturday School at Grays Harbor College. Kobe to start water apprenticeship training at ERWOW.	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. Q3- This will be moved to tbd. Not able to find instructor to lead this class. Still on radar for RECOMPETE possibly.	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. Q3- Office functions are being practiced and getting ready for when Julie leaves. Julie will work part time in Q4 to train the new CSR.	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. Q3- Office tasks have been updated for new hire training. New BPA rebate training and manual completed too.	Staff	All Qs
3.2	Continue Partnerships to Accomplish Work Goals & Highlight Achievements			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits & tribes	Q1- Worked with Wave, Lumen and HCC to relocate pole attachments as part of the pole replacement project. Q2- Working with Skokomish Tribe on grant applications. Working with public/private sectors on ReCompete application through EDC and Mason County. Q3- Kristin and Katie met with Skokomish Tribe to get BPA conservation dollars utilized at the Casino, tribal housing and tribal offices. BPA met onsite with tribal leadership to do a walk through and estimate. Brandy and Kristin met with Skokomish construction project manager to discuss possible wholesale water tap	Kristin	All Qs

		on 101 for Minerva Terrace. Kristin continuing on RECOMPETE committee and application for Mason County was submitted Q3 for \$55 million.		
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. Q3- will do a tabletop with the Great Washington Shakeout drill in October.	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. Q3- Will be in October.	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. Q3- Office staffing was low so this was moved to Q4.	Katie	Q3
3.3.3.1	Panic-alarm testing	Q1 – Nothing to report this quarter. Q2- Alarms will be tested in July. Q3- Completed.	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. Q3- Nothing to report this quarter. This class is held in December.	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. Q3- Nothing to report this quarter.	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. Q3- Engineering created new customer packet and updated design standards and policies.	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. Q2- All of these are on hold until funding materializes.	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. Q3- Included in design 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. Q3- Kristin sent out RFP. Will select and 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 from FEMA. Q3- Still waiting for FEMA. Added new triple/single for Duckabush south circuit. Did a hard reset on the T3 annunciator. All faults will be current in Q4.	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. Q3- Nothing new to scan. Records will be moved now that audit is over.	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. Q3- will do in onboarding meeting in Q4 for new hires.	Katie	Q1
3.7	Go Paperless! Campaign	Q1- Nothing to report this quarter. Q2- First notice has gone out in Summer newsletter. Q3- Credits to be billed in October.	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. Q3- This is mostly cleaned up. Less than 200 lights left. Will knock the rest of them out routinely over the next two years.	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. Q3- BPA did a walk-thru with the tribe on their lighting and Katie will reach out to the schools for the next funding cycle.	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. Q3- Ordered and arrived. Ready for October 6.	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. Q3- CAC is backlogged on this. Will have to get a plan together in 2024 to communicate the waiting list and ask them what they’re comfortable adding to the queue.	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. Q3- Utilized the BPA QR code for thermostats.	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. Q3- Nothing to report this quarter.	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. Q3- Nothing to report this quarter. Will move this to 2024 after meeting with CAC.	Trish	Q2
3.8.8	Social Media push on rebates/newsletter information	Q1 – Nothing to report this quarter. Q2 – Will start this in July. Q3- Put on October’s bills and will go through December.	Julie/Trish	Q2

3.9	Continue Canal Comfort Fund Drive	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will start in December.	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. Q3- Katie to work with HCC on developing a plan for 2024.	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. Q3- Katie to work with HCC on developing a plan for 2024.	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. Q3- Reduced incentive advertised along with changes to DCP.	Katie	Q3
3.14.2	Employee Picnic	Q1- Scheduled for July 7th. Q2- Scheduled for July 7th.	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. Q3- Held potluck in September.	Kristin/Katie	As needed
3.14.5	Customer Appreciation Event	Q1- Scheduled for October 6. Q2- Nothing to report this quarter. Q3- On schedule for October 6. Ready to go.	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. Q3- Completed.	Kristin/Katie	Q2
3.15	Public Involvement			
3.15.1	Career Day	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will attend in November.	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. Q3- Will do Christmas parade if staff is available.	Kristin	Q2 & Q4
3.16.3	Public Power Week	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Ready for this in coordination with our October 6 event.	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. Q3- Kristin on committee for RECOMPETE.	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. Q3- Kristin and Katie attended meetings. Offered to help write grants for tourism.	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. Q3- No response from customers on easement. Rob and Kristin will reach out and then we’ll come up with a Plan B.	Brandy/Rob	
3.16.3	Highland Park to Manzanita	Q1 – Nothing to report this quarter. Q2 - Nothing to report this quarter. Q3- No response from customers on easement. Rob and Kristin will reach out and then we’ll come up with a Plan B.	Brandy/Rob	
3.16.4	Colony Surf (Larry Codiga)	Q1- Larry Codiga will provide easement by the end of Q2. Q2- Easement was received and recoded August 22, 2023	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. Q3- Kristin attending the water rights committee meetings. WPUDA, WWUC and WSWD all submitted comments to Ecology.	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. Q3- Kristin and Brandy attending meetings and subcommittee meetings.	Brandy/Kristin	All Qs

4.1.3	Mason County Comp Plan	<p>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.</p> <p>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.</p> <p>Q3- Kristin regularly meeting with City and County on joint consultant.</p>	Kristin	All Qs
4.1.4	WPUDA culvert removal funding workgroup	<p>Q1- Kristin had meeting with WPUDA, other utilities, and 24th 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.</p> <p>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.</p> <p>Q3- No action on this in Q3. Will look to WPUDA for coordination for session.</p>	Kristin/Brandy	All Qs
4.4.5	WPUDA water committee & leg committee	<p>Q1- Mike continues to chair water committee and he, Brandy and Kristin continue to provide feedback on agenda items and roundtable. Mike, Jack and Kristin attend the leg committee meetings. Kristin went to DC with WPUDA to lobby the federal delegation in February on federal issues impacting PUDs.</p> <p>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.</p> <p>Q3- Brandy and Mike on planning committee and attending workshop. Kristin submitting topics for roundtable meetings.</p>	Kristin/Mike Sheetz/Brandy	All Qs
4.2	Consolidation			
4.2.1	Complete Twanoh Water system Project List & seek funding	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2024. Water system plan will be submitted and approved next year.</p>	James/Brandy	2024
4.2.1.a	Work with local internet providers to help advance fiber into the community	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Hood Canal shared trench at E. Westwood Way. They will share trenching in Q3 at Canal View and Union mainline.</p>	Staff	2024
4.2.2	Bay East & Totten	<p>Q1- Nothing to report this quarter.</p> <p>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.</p>	James/Brandy	Q4
4.2.3	Bellwood A & B	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p>	James/Brandy	2024

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. Q3- Nothing to report this quarter. Waiting on community to decide.	Brandy/Kristin/Rob	Q1
4.3.2	Tillicum Beach	Q1 – Nothing to report this quarter. Q2 – HOA has been in talks and are still disusing among the community. Q3- Nothing to report this quarter. Waiting on community to decide.	Brandy/Kristin/Rob	Ongoing
4.3.3	Hipma	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Nothing to report this quarter. Waiting on community to decide.	Brandy/Kristin/Rob	Ongoing
4.3.4	Star Lake	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Nothing to report this quarter. Waiting on community to decide.	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. Q3- Tiger Lakes and Woodland finished.	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. Q3- Completed.	TJ/Brandy	Q2
4.4.1.3	Two Jackies rebuild well house	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Moved to 2024.	TJ/Brandy	2024
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. Q3- Completed.	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 Q3- Nothing to report.	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. Q2 – Nothing to report this quarter. Q3- Pressure switch replaced and replumbed. Completed.	TJ/Brandy	Q2
4.4.1.3	Distribution Improvements	Q3- Union A/C mainline project completed.	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 5th St	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Completed.	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. Q3- 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. Q3- 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. Q3- 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 BLA. Q3- Design is still underway. MTC is doing the topographic survey and Insight is doing the geotechnical.	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. Q3- 2 generators installed. Completed.	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. Q3- This is at 90% design now.	James/ Brandy	
4.4.1.3.9	Seismic Valves	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Waiting on BRIC.	Katie/Brandy	All Q's
4.4.1.3.10	Twano Heights – decommission well	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Will be moved to 2024.	James/TJ/Brandy	2024
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. Q3- Purchased new thumper, new snap cutter and crimper.	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. Q2 – Nothing to report this quarter. Q3- 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. Q3- Moved to 2024.	TJ/Brandy	2024
4.4.4	Generators – Canyonwood Beach and Lakewood Heights	Q1- Bid awarded in March. Will be installed by end of 2023.	TJ/Brandy/James	Q2

		Q2 – Generators ordered. Q3- Completed.		
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. Q3- Nothing to report this quarter.	Mary/Brandy	Q1
4.4.7	Water System Planning & Reports – Bellwood A	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- A capacity analysis will be conducted instead of a full WSP.	James/Brandy	Q3
4.5	Water Rights			
4.5.1	Ripplewood	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Aspect will be engaged in Q4.	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. Q3- Nothing to report this quarter. Aspect will be engaged in Q4.	Brandy/Aspect	Q3
4.6	Water Loss			
4.6.1	Lake Arrowhead	Q1 – Nothing to report this quarter. Q2 – Leak repaired in April. Q3- This is being rebuilt in phases now with the new funding. Completed for 2023.	TJ/Brandy	Q4
4.6.2	Union- A/C line rerouted	Q1 – Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Completed.	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. Q3- Conduit installed. Crew can pull in wire now as time allows.	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. Q3- Conduit installed. Crew can pull in wire now as time allows.	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 3rd 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

		Q3- Design is completed. Will not brush until ready to rebuild. Having contractor supply quote to do one stretch this year. Will phase this out for several years similar to Bee Mill rebuild.		
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. Q3- Completed.	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. Q3- Will move this to 2024 if Kemp West can’t do it in 2023.	Matt/James for engineering	2024
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. Q3- In progress. Will be done in Q4 along with danger tree removal.	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. Q3- About 30% done. Will keep working on it until end of the year as schedule permits.	Matt	All Qs
5.1.3.2	N386	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Q3- Nothing to report this quarter.	Matt	All Qs
5.1.3.3	Webster Lane	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Q3- Nothing to report this quarter.	Matt	All Qs
5.1.3.4	N206 Shar Lane	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Q3- Nothing to report this quarter.	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. Q3- Will ask Kemp West to quote this in Q4.	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. Q3- Sunnyside Road., Hwy 101 south of shop and north up to Eldon where the contractors started, Warren Drive. All hot spot trimming as necessary.	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. Q3- Completed. Will be put out to bid in Q4.	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. Q3- The quote is out in Q3 and will issue the purchase order in 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. Q3- Finishing packet. Will be bid next quarter.	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. Q3- Ongoing. Hoodsport regulators were maintained this quarter. Matt is building a new report for 2024 that will show projections for actions based on the data collected in the field.	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. Q3- Did not get invited to do full app for ERA but was invited for BRIC.	James	
5.2.3.2	Skok Valley	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Matt is scheduling phases for this like at Bee Mill and Phase 1 will start in 2024. Materials ordered for 2024.	James	2024
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. Q3- Contractor more than 50% complete. Jefferson County contributed \$100k of ARPA funding. Should be done by end of the year.	James/Kristin/HCC	Q1
5.2.3.4	Replace EOL poles as identified	Q1- Nothing to report this quarter. Q3- 12 have been replaced so far by crew in 2023. Set annual goal of 10/year.	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	James	

		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. Q3- On hold until all poles are replaced with grants. Packet completed and ready to put out in 2024.		
5.2.4	System Inspection for Infrared & Drone Inspections – Tidal Crossing	Q1- Marketed to prequalified electrical contractors. Q2 – Nothing to report this quarter. Q3- Will do climbing inspection as part of the underbuild project in 2024. Waiting for word on grant funding.	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 Q3- Waiting on FEMA contract.	Matt/James	
5.2.5.2	N316	Q1 - Nothing to report this quarter Q2 - Nothing to report this quarter Q3- Waiting on FEMA contract.	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

		<p>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.</p> <p>Q3- Brandy and Mike on water planning committee and attending the workshop. Kristin and Nicolas Garcia and Matt Samuelson working on Climate Commitment Act project.</p>		
5.4.2	PPC	<p>Q1- Kristin asked by Public Power Council to testify in the BPA's pending BP-24 litigation hearings. Kristin and board attending PPC meetings.</p> <p>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.</p> <p>Q3- Kristin submitted testimony on Columbia River Treaty stakeholder meeting and then again for a PPC-led presentation for federal delegates and utilities. Attending the monthly meetings.</p>	Kristin & Commissioners	All Qs
5.4.3	WPAG	<p>Q1- Kristin and commission attending WPAG meetings. Had separate meeting with Ryan Neale on 2028 contracts.</p> <p>Q2- Kristin attended a BPA stakeholder meeting at TPU re: 2028 Provider of Choice workshop. Attending WPAG meetings regularly.</p> <p>Q3- Board and Kristin attending virtual monthly meetings.</p>	Kristin & Commissioners	All Qs
5.4.4	NWPPA	<p>Q1- Kristin attending NWPPA's policy & lobbying in WDC in May. Kristin & Commissioners attending annual meeting in Q2.</p> <p>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.</p> <p>Q3- Kristin sat on CEO panel at NWPPA's communications conference in September.</p>	Kristin & Commissioners	All Qs
5.4.5	BPA	<p>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.</p> <p>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.</p> <p>Q3- Kristin and Katie met with BPA on load forecasting. James and Matt and Kristin worked with BPA on successful Duckabush outage. Have a second one in October.</p>	Kristin & Commissioners	All Qs
5.5	Telecom-HCC Partnerships			
5.5.1	Complete CERB project	<p>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.</p>	Kristin/James/HCC	Q2

		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. Q3- Almost wrapped up. Customers connecting. Will close out in Q4.		
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. Q2- Areas that need new electric conduit are identified. Will be installed this year. Water replaced E. Westwood Way water main. Q3- Brandy to set up a new meeting with the new GM at AGYC and HCC and PUD 1 to look at AGYC and HCC's 2024 capital work plan in Alderbrook development. All work at AGYC is done for 2023.	Brandy/HCC	Ongoing
5.5.5	Canal View Bore - Water	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Waiting on bid to come back for this.	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. Q3- Will wait until 2024 when fiber project is completed and all the new poles are replaced.	Katie	2024
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. Q3- Lumen paid. Matt and Katie to work together on process for identifying and notifying violations.	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. Q3- This is ongoing with each project now. Completed.	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. Q3- Summer is scheduled for Q4 to use up the rest of the budget for this item.	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. Q3- Matt notified Katie of several to be contacted.	Matt/Katie	All Qs
5.7.3	Get quote and set up meeting for power locate contractors	Q1- Vendor has been selected, finalizing contract language, planned start April 1	James/Matt	Q1

		Q2 – Mt View Locating Inc is on property and completing all regular hour locates		
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