

Mason PUD 1

2024 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		Kristin/Katie	When ready
1.1.3	VICP – if we get an NFA		Kristin/Katie	When ready
1.1.4	FEMA Mitigation Funding		Katie	Ongoing
1.1.5	BRIC Funding- Jorstad, 106, Water Resiliency, Poles & Reconductoring, Skokomish Dips		Katie	Ongoing
1.1.6	DWSRF Funding		Katie/Brandy	Q3
1.1.7	State & Federal Appropriations		Kristin	Q2
1.1.8	Federal Infrastructure Grants		Katie/Kristin/Meguire Whitney	Ongoing
1.1.9	Add any others- RECOMPETE, Utah DOE, Commerce, Culverts		Staff	Ongoing
1.2	Continue Finance Strategies			
1.2.1	Continue days cash on hand		Katie	Ongoing
1.2.3	Finance Committee Meetings		Katie	2x in 2024
1.2.5	Roll out in-house Low Income Assistance Program		Katie/Lisa	Q1
1.2.6	CETA Requirements/Reporting		Katie	Q4

1.2.7	Single Audit & CETA Audit		Katie	When ready
1.4	Misc.			
1.4.1	Community Solar II – Recertify Low income program		Kristin/Lisa	Q1
1.5	Fund Infrastructure Projects			
1.5.1	Duckabush Relocation		Kristin	Ongoing
1.5.2	Jorstad		Kristin	Ongoing
1.5.3	Union Regional Projects		Kristin	Ongoing
1.5.4	Manzanita Campus		Kristin	Ongoing
1.6	CEDS		Kristin	Q2
2.0	Facilities			
2.1	Implement Manzanita Campus Plan			
2.1.1	Get project construction out to bid & choose contractor		Kristin/Jeremiah/POWER	Q1
2.1.2.2	Construct exit feeders		Kristin/Jeremiah/POWER	Q3
2.1.2.3	Construct riser pole for double circuit		Kristin/Jeremiah/POWER	Q3
2.1.3	Get quote to do design of small warehouse- determine if it will fit in 2023 or 2024’s budget		Kristin/Brandy/G&O	2024
2.1.4	TPU Easement on McReavy		Kristin/Jeremiah	2024
2.1.5	Kirk Properties Easement		Kristin	2024
2.1.6	Redundant Intertie		Kristin/Jeremiah	2024
2.2	Continue facility maintenance			
2.2.1	Mow all vaults on highway each year		Matt	Q2
2.2.2	Continue landscaping schedule – add any new sites or attention to list		Brandy	Q2

2.2.4	Clean solar panels		Kristin	Q3
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.)		Kristin	2024
2.2.6	Dust control		Kristin/Jordan	Q2
2.2.7	Restripe parking lot		Kristin/Jordan	Q2
2.2.8	Designate area for jobs materials/projects- safer storage for regulators, designated area for Manzanita & Duckabush supplies		Jordan/Matt	Q2
2.3	Continue Cleanup Work at Pole Yard			
2.3.1	Complete monitoring		Kristin	All Qs
2.3.2	Negotiate new monitoring contract with Aspect		Kristin	Q1
2.3.3	Negotiate steps forward with TPU		Kristin	Ongoing
2.3.4	Work with Aspect on monitoring to seek the “NFA-No Further Action” requirement		Kristin	Ongoing
2.3.5	Apply for reimbursement funding through Ecology as it comes available		Kristin	Ongoing
2.4	Property Acquisitions			
2.4.1	Brinnon Substation- Evaluate property options on Church Rd.		Kristin/Rob	Placeholder- When ready
2.4.3	Viewcrest Beach		Brandy/Rob	When ready
3.0	Org Development			
3.1	Continue to Implement training plan			
3.1.1	Succession Planning		Staff	Ongoing
3.1.2	Training Program for all employees- include in annual budget		Staff	Q3
3.1.3	NWPPA- Rigging & Operations Class in-house		Matt/Katie	Q3
3.1.5	Water & Line Apprentices		Katie/Matt	As necessary
3.1.6	Update trainings process manuals & cross training activities		Staff	As necessary
3.1.7	OMS Training		Katie/Jermiah	Ongoing
3.1.8	Service Order Training/Creation		Katie	Ongoing

3.1.9	NISC Training- Rick & Jordan		Katie/Jeremiah	Ongoing
3.2	Continue Partnerships to Accomplish Work Goals & Highlight Achievements			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits & tribes		Kristin	All Qs
3.3	Safety			
3.3.1	Practice the Emergency Response Plan		Staff	Q3
3.3.2	Great Washington Shakeout		Cassandra	Q3
3.3.3	Conduct an office-specific training/meeting		Katie	Q3
3.3.4	Panic-alarm testing		Katie	Q2
3.3.5	Fire extinguisher testing		Matt/Katie/John Spain	Q2
3.3.6	Active Shooter training		Katie	Q4
3.3.7	De-escalation Training		Katie	Q4
3.3.8	Offer recerts on CPR/1 st Aid		Matt/John Spain	Q4
3.3.9	Publish list of power & water monthly safety topics on ops calendar		Matt & Brandy	Q1
3.4	Continue IT module roll--outs			
3.4.1	BPCs for both Service & Finance		Katie	Q3
3.4.2	HR Connect Financials- Employee Self Serve		Katie	Q1
3.4.3	Implement new phone system		Katie	Q1
3.4.4	Cell Service- booster? Check out radio connectivity issues.		Katie/Matt	Q1
3.4.5	Investigate Tail board meetings on iPads		Katie/Matt	Q2
3.4.6	SCADA Licensing at T3		Jeremiah	Q2
3.4.7	Broadband Mapping/Tracking in Mapwise		Jeremiah	Q2
3.4.8	Email Phishing/Penetration Testing		Katie/HCC	Q2
3.5	Technology Plan			
3.5.1	Continue to Implement the AMI Plan	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.1	Seek Funding	Not ready to begin.	Kristin/Summer	When available
3.5.1.2	Setup AMI committee	Not ready to begin.	Kristin/Summer	When Funding Comes Through

3.5.1.3	List of utilities to talk to	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.4	Setup meetings with vendors	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.5	Estimate timeframe and budget	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.6	Vendor contractor install or in-house install	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.1.7	Rollout implementation plan	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.2.1	Implement SCADA at new & existing subs and reclosers		Jeremiah	When ready
3.5.2.2	Determine HCC Networking Equipment Requirements- Substations & Reclosers		Jeremiah	Q2
3.5.2.3	Determine PUD equipment requirements- Substations: managed ethernet switches & RTACs		Jeremiah	Q2
3.5.2.4	Determine PUD equipment requirements- Line Reclosers: managed ethernet switches & RTACs		Jeremiah	Q2
3.5.3.2	Protection Equipment- identify needs, budget, timeline		Jeremiah	Q3
3.5.3.4	End of line monitoring		Jeremiah	Q3
3.6	Records Management			
3.6.1	Annual Scanning		Office Staff	Q4
3.6.2	Add recorded training to new hire onboarding		Katie	Q1
3.6.3	Go Paperless! Campaign		Kristin	Q3
3.7	Grow Conservation Program		Kristin	
3.7.1	Wrap up streetlight audit- how many are left, are they mapped, etc. Budget for that in BPA conservation budget.		Katie/Matt	Q4
3.7.2	School Partnerships – lighting, EV’s		Cassandra	Q4
3.7.3	Items for Customer Appreciation Event/Public Power Week		Kristin	Q3
3.7.4	Update page on website to make more user friendly with information on current rebate offerings etc.		Cassandra/Kristin	Q2
3.7.5	Social Media push on rebates/newsletter information		Cassandra/Kristin/Lisa	Q2
3.7.6	Continue Canal Comfort Fund Drive		Kristin/Lisa	Q4
3.8	Continue HR & Employee Relations Functions			
3.8.1	Hold benefits meeting/workshops with employees as needed; i.e. open enrollment		Katie	Q3
3.8.2	Employee Picnic		Kristin	Q2
3.8.3	Service Awards		Kristin	Q2

3.8.4	Two potluck events in-house		Kristin/Katie	As needed
3.8.5	Customer Appreciation Event		Kristin	Q3
3.8.6	Hire Temporary Crew for Summer		Katie/Matt/TJ	Q2
3.9	Public Involvement			
3.9.1	Career Day		Joyce	Q4
3.9.2	Parades		Kristin	Q2 & Q4
3.9.3	Public Power Week		Kristin	Q4
3.9.4	EDC		Kristin	All Qs
3.9.5	Kiwanis		Kristin/Katie	All Qs
3.10	Easements			
3.10.1	Union Ridge		Brandy/Rob	2024
3.10.2	Highland Park to Manzanita		Brandy/Rob	2024
3.10.3	GPS all new easements		Rick/Jeremiah	All Qs
3.10.4	Release of interest on Manzanita to Dalby		Brandy/Kristin	2024
3.10.5	Kirk Properties		Kristin	2024
3.10.6	N95L Tap		Rick/Matt	2024
4.0	Water			
4.1	Engage on issues that impact our water business			
4.1.1	Foster Task Force/WWUC Water Rights Committee		Kristin/Brandy	All Qs
4.1.2	WWUC		Brandy/Kristin	All Qs
4.1.3	Mason County Comp Plan		Kristin	All Qs
4.1.4	WPUDA culvert removal funding workgroup		Kristin/Brandy	All Qs
4.4.5	WPUDA water committee & leg committee		Kristin/Mike Sheetz/Brandy	All Qs
4.2	Consolidation			

4.2.1	Complete Twanoh Water system Project List & seek funding		Brandy	2024
4.2.1.a	Work with local internet providers to help advance fiber into the Twanoh community		Brandy	2024
4.2.2	Bellwood A & B		Brandy	2024
4.3	Acquisitions			
4.3.1	Bo Ginn Water System		Brandy/TJ	Ongoing
4.3.2	Tillicum Beach		Brandy/TJ	Ongoing
4.3.3	Hipma		Brandy/TJ	Ongoing
4.3.4	Star Lake		Brandy/TJ	Ongoing
4.3.5	Harstene Point Association		Brandy/TJ	Ongoing
4.3.6	Ravendale		Brandy/TJ	Ongoing
4.4	General Maintenance/CIP			
4.4.1	Two Jackies Well House		TJ/Brandy	2024
4.4.2	Totten Estates Well House		TJ/Brandy	Q1
4.4.3	Bay East Reroof Well House		TJ/Brandy	Q1-Q2
4.4.4	Harstene Retreat Booster Pump Replacement		TJ/Brandy	Q3
4.4.5	Island Lake Manor Booster Pump Replacement		TJ/Brandy	Q4
4.4.6	Alderbrook AC on E. Dogwood Ln, Dogwood Ct, and Vine Maple Ct		TJ/Brandy	Q4
4.4.7	Highland Park- G&O design at Manzanita		Brandy/Kristin	2024
4.4.8	Twanoh Heights- decommission well		Brandy/TJ	2024
4.4.9	Bayshore- outside ladder for reservoir		Brandy/TJ	Q3
4.4.10	Identify any needed tools and resources we need to get the work done	Pocket reader for iron and manganese, new hot saw.	Staff	As necessary
4.5	Well House Painting			
4.5.1	Canal Beach Tracts		TJ/Brandy	Q3
4.5.2	Two Jackies		TJ/Brandy	Q3
4.5.3	Bolduc		TJ/Brandy	Q3
4.5.4	Generators – Tiger Lake & Lakewood Heights		TJ/Brandy	Q2
4.5.5	Reservoir Cleaning & Inspection- Bel Aire Cove, Hamma Ridge, Hoodsport & Vuecrest		Brandy	Q3

4.5.6	Blackflow Device & CCC Campaign – Hood Canal		Brandy	Q1
4.5.7	Water System Planning & Reports – Amend SWMP for Arcadia Estates for iron & manganese treatment & Harstene Retreat for I&M Treatment		Brandy	Q3
4.6	Water Rights			
4.6.1	Ripplewood		Brandy/Aspect	Q3
4.6.2	Madrona Beach – Have Aspect do a review and make recommendations in a summary		Brandy/Aspect	Q3
4.7	Water Loss			
4.7.1	View Ridge Heights		TJ/Brandy	Q4
4.7.2	Arcadia Estates		TJ/Brandy	Q4
5.0	ELECTRIC			
5.1	Rebuilds- Capital Work Plan			
5.1.0	Bee Mill- Eight Additional Spans		Matt/Jeremiah for engineering	Q4
5.1.1	Seal Rock- Contractor conduit installation		Matt/Jeremiah for engineering	Q2
5.1.2	Dig final tap at Four Wheel Drive Rd		Matt	Q3
5.1.3	N44L Tap Single Phase		Matt	Q4
5.1.4	Webster Lane Single Phase		Matt	Q4
5.1.5	Triton Head Dr. Single Phase		Matt	Q4
5.1.6	Jorstad Reroute		Matt	Q3
5.1.7	101 & 106 Intersection on Hillside to Sunnyside Rd (TRIM in 2024)		Matt/Jeremiah for engineering	2024
5.1.8	Bow Tree Lane Single Phase		Matt	Q4
5.1.9	Dips – Mason County	Design complete.	Matt/Jeremiah	ON HOLD- Waiting for MCC & Mason County
5.2	FEMA REBUILD PROJECTS			
5.2.1	N95L Tap (single OH) to Virginia St. & N. Mardell Ln- upgrade wire (2023) *FEMA Grant*	If any of these FEMA projects are already engineered and in the binder, please delete “Jeremiah for engineering”.	Matt	ON HOLD- Waiting to Sign Contract
5.2.2	N138 Robinson Rd to Post Office 3PH URD (2024) *FEMA Grant*- Contract Work		Matt	ON HOLD- Waiting to Sign Contract
5.2.3	N330 Hamma Hamma Rec Rd single OH (2024) *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract
5.2.4	N243 Tap Bottom of Hamma Ridge Rd single OH (2024) *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract
5.2.5	N206L Tap (OH) to Shar Lane single *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract

5.2.6	N201 Eagle Creek Rd. single OH *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract
5.2.7	N133 R Tap Indian Beach (single OH) *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract
5.2.8	N220L1 Tap Colony Surf *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract
5.2.9	N299 L Tap Lon Webb Rd *FEMA Grant*		Matt	ON HOLD- Waiting to Sign Contract
5.2.10	Eldon to Duckabush Reconductor *FEMA Grant*- Contract Work		Matt/Jeremiah for engineering	ON HOLD- Waiting to Sign Contract
5.2.11	S25 to S77 Skokomish 101 Reconductor *FEMA Grant*- Contract Work		Matt/Jeremiah for engineering	ON HOLD- Waiting to Sign Contract
5.3	ENGINEERING FOR FUTURE PROJECTS			
5.3.1	Bambi Farms URD		Jeremiah	2024
5.3.2	Grand Rd. URD		Jeremiah	2024
5.3.3	Beacon Point		Jeremiah	2024
5.3.4	Enchantment Heights		Jeremiah	2024
5.3.5	Seamount URD		Jeremiah	2024
5.3.6	Eagle Point URD		Jeremiah	2024
5.3.7	McDonald Cove- Is this completed now? Done		Jeremiah	2024
5.3.8	Skok Valley Pole Replacement & Reconductor- (Break out in Phases Also)		Jeremiah	2024
5.3.9	Colony Surf- tap to get rid of fused elbow- We moving this up on 2024 work plan?		Jeremiah	2024
5.3.10	Goodpaster's Tap- We moving this up on 2024 work plan?		Jeremiah	2024
5.3.11	Manzanita Distribution- Not sure where this should go? Design?		Jeremiah	2024
5.4	Contracted Vegetation Management	Is any of this on USFS land? If so, we need to take steps outlined in new agreement for contract and in-house. Please review and make note.		
5.4.1	MP 314-308 (2024) N401 – N510		Kristin/Matt	2024
5.4.2	MP 308-302 (2025) N510 – N615			2025
5.4.3	MP 302-300 Bee Mill (2026) N615 – N645			2026
5.4.4	MP 320-327 (2027) N278 – N160			2027
5.4.5	MP 328-337 (2028) N138 – S48/U1			2028
5.4.6	HWY 106 MP 2-11 (2029) U50 – U251			2029
5.5	In-house Vegetation Management			

5.5.1	N459		Matt	2024
5.5.2	N386		Matt	2024
5.5.3	Webster Lane		Matt	2024
5.5.4	N206 Shar Lane		Matt	2024
5.5.5	HWY 101 x HWY 106 Southbound		Matt	2024
5.5.6	Other areas as necessary		Matt	2024
5.5.7	Annual USFS Permit Review		Kristin/Matt/Jeremiah	Q1- March
5.6	Manzanita Substation			
5.6.1	Station Design Completion & Prepare Bid Document Bid Document- Need to list out other things here....		POWER/Kristin/Jeremiah	Q1
	T3 Circuit Breaker		POWER/Kristin/Jeremiah	
	Distribution		POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
			POWER/Kristin/Jeremiah	
5.7	Annual Substation Inspection & Maintenance Plan			
5.7.1	Create annual reports with the data collected		Matt/Jeremiah	All Qs
5.7.2	Develop a regulator maintenance plan		Matt/Jeremiah	Q2
5.7.3	Evaluate the cost to have spares on hand and how many we can afford to purchase in a year or if we have to spread it over 2 years.		Matt/Jeremiah	Q2
5.7.4	Install fiber & camera at Duckabush Sub		Matt	Q2
5.8	Pole Replacement Plan			
5.8.1	106	Designed and shelved. Waiting for funding.	Jeremiah	On Hold
5.8.2	Skok Valley	Captured above in engineering.	Jeremiah	2024

5.8.3	Replace EOL poles as identified- goal is 10/year		Matt	All Q's
5.8.4	Pole Inspection/Testing		Jeremiah	2024
5.8.5	System Climbing/Inspection plan or Drone inspection for Tidal Crossing		Jeremiah	2024
5.9	Install Gang Switches			
5.9.1	N220 *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.9.2	N316 *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10	Install reclosure banks			
5.10.1	N459 *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.2	N377 *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.3	Duckabush Sub North *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.4	N544 *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.5	N595RI *FEMA Grant*		Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.11	Duckabush Utility Relocation Project			
5.11.1	Final Design		Jeremiah	Q1
5.11.2	Finalize Permitting		Jeremiah	Q1
5.11.3	Order Materials		Jeremiah/Jordan	Q1
5.11.4	Bidding & Award Contract		Kristin/Jeremiah	Q1
5.11.5	Start Construction for Phases 1 & 2		Jeremiah/Kristin	2024
5.12	Misc. Engineering Projects			
5.12.1	Long Range Plan (LRP)- use WindMil model to aid in LRP		Jeremiah	2024
5.12.2	Tree Clearing Tracking- create layers in NISC or ARCGIS		Jeremiah	2024
5.12.3	Tideflats Underbuild Planning		Jeremiah	2024
5.12.4	Finalize Avian Protection Plan		Jeremiah	2024
	Identify UG Construction Standards to Update			
5.12.5	Calculations as necessary		Jeremiah	2024
5.12.6	Add/Change/Determine necessary item #s in NISC Financials		Jeremiah	2024

5.12.7	AutoCAD Drawings		Jeremiah	2024
5.12.8	Add/Change AUs NISC Financials		Jeremiah	2024
	Identify OH Construction Standards to Update			
5.12.9	Calculations as necessary		Jeremiah	2024
5.12.10	Add/Change/Determine necessary item #s in NISC Financials		Jeremiah	2024
5.12.13	AutoCAD Drawings		Jeremiah	2024
5.12.14	Add/Change AUs NISC Financials		Jeremiah	2024
	Procedure Streamlining			
5.12.15	Process for as-built in NISC for transformers		Jeremiah	2024
5.12.16	Process for as-built in NISC for meters		Jeremiah	2024
	WindMil Model			
5.12.17	Identify NISC connectivity issues		Jeremiah	2024
5.12.18	Document clean up for WindMil & NISC models		Jeremiah	2024
5.12.19	Load flow analysis		Jeremiah	2024
5.12.20	Voltage drop analysis		Jeremiah	2024
5.12.21	Protection/Coordination analysis		Jeremiah	2024
5.13	Engage in Industry Associations that Support our Power Business			
5.13.1	WPUDA		Staff & Commissioners	All Qs
5.13.2	PPC		Kristin & Commissioners	All Qs
5.13.3	WPAG		Kristin & Commissioners	All Qs
5.13.4	NWPPA		Kristin & Commissioners	All Qs
5.13.5	BPA		Kristin & Commissioners	All Qs
5.14	Telecom-HCC Partnerships			
5.14.1	Alderbrook URD		Brandy/Kristin/HCC	Ongoing
5.14.2	Canal View Bore - Water		Brandy/HCC	Ongoing
5.14.3	Seal Rock	Included in Electric CWP Section above.	Kristin/HCC	Q2
5.15	Pole Attachments			

5.15.1	Recalculate pole attachment rates		Katie	2024
5.15.2	Update contact list for partnerships for OH & URD conversion projects		Katie	Q1
5.16	MISC.			
5.16.1	Continue more 3PH/CT Meter Audits		Matt/Summer	Q3
5.16.2	Low wires – audit & notify attachers		Matt/Katie	All Qs