

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	Q1- Aspect will be done with their work in Q2 and we will evaluate if we get an NFA and apply for reimbursement.	Kristin/Katie	When ready
1.1.3	VICP – if we get an NFA	Q1- Not ready.	Kristin/Katie	When ready
1.1.4	FEMA Mitigation Funding	Q1- Submitted water generator project (\$409k), Jorstad Substation (\$8M), and 106 Rebuild (\$8.4M), Substation Security Plan (\$5.4M), and Tree Removal (\$945k) projects to FEMA's programs. Invited for full applications for water generators, Jorstad Sub, and Tree Removals. 106 will be submitted to federal appropriations in 2025 and we will retool the security plan for next round.	Katie	Ongoing
1.1.5	BRIC Funding- Jorstad, 106, Water Resiliency, Poles & Reconductoring, Skokomish Dips	Q1- Jorstad Substation, water generators, and tree removals were invited for full applications. Working on RFIs for those in Q1.	Katie	Ongoing
1.1.6	DWSRF Funding	Q1- Hosted a site visit with director for DOH-SRF program manager. Toured Union projects. Assembling list for Q3 asks.	Katie/Brandy	Q3
1.1.7	State & Federal Appropriations	Q1- Submitted \$4.5 Manzanita Water Storage project and \$1.8 grid resiliency projects to federal appropriations. Did site visit at Manzanita w/ Rep. Couture for ask later this year. Received \$2.6M from state budget for utility relocations for WSDOT culvert replacements.	Kristin	Q2
1.1.8	Federal Infrastructure Grants	Q1- Waiting to hear back on USFS Wildfire Mitigation Program in Q2.	Katie/Kristin/Meguire Whitney	Ongoing
1.1.9	Add any others- RECOMPETE, Commerce, Culverts	Q1- Will apply in Q2 for PWTF for Manzanita Water Storage. Reached out to Commerce for site visit for Jorstad Sub for 40101(d) funding this year. Had meeting with Sen. Cantwell in D.C. regarding PUD eligibility to federal program to fund utility relocations for culvert replacements.	Staff	Ongoing
1.2	Continue Finance Strategies			
1.2.1	Continue days cash on hand	Q1- Continuing with the monthly allocation to fund 5 days cash on hand.	Katie	Ongoing
1.2.3	Finance Committee Meetings	Q1- Nothing to report this Qtr. Will schedule meeting in June.	Katie	2x in 2024

1.2.5	Roll out in-house Low Income Assistance Program	Q1- Lisa and Katie finished the in-house low-income certification process for the Canal Comfort Fund. Will revisit in Q2 to see if we want to lower the 200% MHI threshold to capture more customers in need.	Katie/Lisa	Q1
1.2.6	CETA Requirements/Reporting	Q1 – Submitted reporting requirements for 2022 & 2023 to Commerce.	Katie	Q4
1.2.7	Single Audit & CETA Audit	Q1- CETA audit is ongoing.	Katie	When ready
1.4	Misc.			
1.4.1	Community Solar II – Recertify Low income program	Q1- Lisa interviewed 17 applicants and the randomized drawing will be held in April. Q2- Drawing was held on April 2. 10 new participants selected for program through 2028.	Kristin/Lisa	Q1
1.5	Fund Infrastructure Projects			
1.5.1	Duckabush Relocation	Q1- Project is out to bid. Will be awarded in April.	Kristin	Ongoing
1.5.2	Jorstad	Q1- Received quotes for engineering & design for sub and two exit feeders. Applied for federal appropriations to complete this work so it's ready to go out to bid when Manzanita Sub is completed.	Kristin	Ongoing
1.5.3	Union Regional Projects	Q1- Vuecrest bid has been awarded. Construction will start Q2. Manzanita design is almost completed. Applied to federal appropriations for funding.	Kristin	Ongoing
1.5.4	Manzanita Campus	Q1- Substation construction has begun- site work and transformer pad being constructed in Q1. Transformer delivery in Q2. Jeremiah travelled to S. Carolina to inspect the transformer construction.	Kristin	Ongoing
1.6	CEDS	Q1- Nothing to report this quarter.	Kristin	Q2
2.0	Facilities			
2.1	Implement Manzanita Campus Plan			
2.1.1	Get project construction out to bid & choose contractor	Q1- Substation contract awarded. Construction has begun for land modification.	Kristin/Jeremiah/POWER	Q1
2.1.2.2	Construct exit feeders	Q1-Nothing to report this quarter	Kristin/Jeremiah/POWER	Q3
2.1.2.3	Construct riser pole for double circuit	Q1--Nothing to report this quarter	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	Q1- The engineer's estimate for this is high and the federal funding doesn't include brick and mortar so as soon as a funding source is identified, we will begin the design on this. On hold for now. Got a price per sq. foot though for budgeting purposes.	Kristin/Brandy/G&O	2024
2.1.4	TPU Easement on McReavy	Q1- Nothing to report this quarter.	Kristin/Jeremiah	2024

2.1.5	Kirk Properties Easement	Q1- Reached back out to Kirk for signature.	Kristin	2024
2.1.6	Redundant Intertie	Q1- The redundant transmission line was included in the grid resiliency ask for federal appropriations in Q1. Got a refreshed engineer's estimate to complete the work.	Kristin/Jeremiah	2024
2.2	Continue facility maintenance			
2.2.1	Mow all vaults on highway each year	Q1- Nothing to report this quarter.	Matt	Q2
2.2.2	Continue landscaping schedule – add any new sites or attention to list	Q1- Nothing to report this quarter.	Brandy	Q2
2.2.4	Clean solar panels	Q1- Nothing to report this quarter.	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.)	Q1- Nothing to report this quarter.	Kristin	2024
2.2.6	Dust control	Q1- Nothing to report this quarter.	Kristin/Jordan	Q2
2.2.7	Restripe parking lot	Q1- Nothing to report this quarter.	Kristin/Jordan	Q2
2.2.8	Designate area for jobs materials/projects- safer storage for regulators, designated area for Manzanita & Duckabush supplies	Q1- Major project areas complete, still working on small job process.	Jordan/Matt	Q2
2.3	Continue Cleanup Work at Pole Yard			
2.3.1	Complete monitoring	Q1- Aspect working on sampling and will have report done in Q2.	Kristin	All Qs
2.3.2	Negotiate new monitoring contract with Aspect	Q1- Completed.	Kristin	Q1
2.3.3	Negotiate steps forward with TPU	Q1- Nothing to report this quarter.	Kristin	Ongoing
2.3.4	Work with Aspect on monitoring to seek the "NFA-No Further Action" requirement	Q1- Nothing to report this quarter.	Kristin	Ongoing
2.3.5	Apply for reimbursement funding through Ecology as it comes available	Q1- Nothing to report this quarter.	Kristin	Ongoing
2.4	Property Acquisitions			
2.4.1	Brinnon Substation- Evaluate property options on Church Rd.	Q1- Nothing to report this quarter.	Kristin/Rob	Placeholder- When ready
2.4.3	Viewcrest Beach	Q1 – HOA reached out and is interested in the PUD acquiring the well property. Brandy working on getting a Purchase and Sales Agreement over to Rob.	Brandy/Rob	When ready
3.0	Org Development			
3.1	Continue to Implement training plan			
3.1.1	Succession Planning	Q1- Hired new GIS Tech for water department due to retirement. Jordan training with Rich who retires in June.	Staff	Ongoing

3.1.2	Training Program for all employees- include in annual budget	Q1- Lisa attended NISC OMS training and NISC NW Users Group meeting. Cassandra attended BPA EE roundtable for rebates.	Staff	Q3
3.1.3	NWPPA- Rigging & Operations Class in-house	Q1- Class re-scheduled for May.	Matt/Katie	Q3
3.1.5	Water & Line Apprentices	Q1- Line = LJ to top out in June, Rudy at 5 th step. All training and class completed as required in Q1.	Katie/Matt	As necessary
3.1.6	Update trainings process manuals & cross training activities	Q1 – training manuals are continuously updated. Cross training ongoing.	Staff	As necessary
3.1.7	OMS Training	Q1 – Lisa & Matt attended an OMS training in St Louis with NISC. We are rolling out a training plan for other staff.	Katie/Jermiah	Ongoing
3.1.8	Service Order Training/Creation	Q1 – Working through process improvements to increase efficiency.	Katie	Ongoing
3.1.9	NISC Training- Rick & Jordan	Q1 – Nothing to report this Qtr.	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	Q1- Disbursed \$9,000 to Skokomish Tribe for conservation rebates so far.	Kristin	All Qs
3.3	Safety			
3.3.1	Practice the Emergency Response Plan	Q1- Nothing to report this quarter.	Staff	Q3
3.3.2	Great Washington Shakeout	Q1- Nothing to report this quarter.	Cassandra	Q3
3.3.3	Conduct an office-specific training/meeting	Q1 – Nothing to report this quarter.	Katie	Q3
3.3.4	Panic-alarm testing	Q1- Nothing to report this quarter.	Katie	Q2
3.3.5	Fire extinguisher testing	Q1- Nothing to report this quarter.	Matt/Katie/John Spain	Q2
3.3.6	Active Shooter training	Q1- Nothing to report this quarter.	Katie	Q4
3.3.7	De-escalation Training	Q1- Nothing to report this quarter.	Katie	Q4
3.3.8	Offer recerts on CPR/1 st Aid	Q1- Nothing to report this quarter.	Matt/John Spain	Q4
3.3.9	Publish list of power & water monthly safety topics on ops calendar	Q1- Complete, Calendar is filled out for 2024	Matt & Brandy	Q1
3.4	Continue IT module roll--outs			
3.4.1	BPCs for both Service & Finance	Q1 – BPS for Service is scheduled to begin in August.	Katie	Q3
3.4.2	HR Connect Financials- Employee Self Serve	Q1 0- Implementation is underway. Go live date is April 18 th .	Katie	Q1
3.4.3	Implement new phone system	Q1 – New phone system has been implemented. Have ordered an upgraded model to demo in April to see if it's a better fit.	Katie	Q1
3.4.4	Cell Service- booster? Check out radio connectivity issues.	Q1- Nothing to report this quarter.	Katie/Matt	Q2
3.4.5	Investigate Tail board meetings on iPads	Q1- Nothing to report this quarter.	Katie/Matt	Q2

3.4.6	SCADA licensing at T3	Q1: Ordered and received equipment. Plan to program and implement Q3	Jeremiah	Q2
3.4.7	Broadband Mapping/Tracking in Mapwise	Q1: We received information	Jeremiah	Q2
3.4.8	Email Phishing/Penetration Testing	Q1 – Nothing to report this Qtr.	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	Q1: Ordered and received equipment for Office, T3, and Manzanita. Plan to program and start implementing Q3-Q4	Jeremiah	When ready
3.5.2.2	Determine HCC Networking Equipment Requirements- Substations & Reclosers	Q1: Done	Jeremiah	Done
3.5.2.3	Determine PUD equipment requirements- Substations: managed ethernet switches & RTACs	Q1: Done	Jeremiah	Q2
3.5.2.4	Determine PUD equipment requirements- Line Reclosers: managed ethernet switches & RTACs	Q1- Nothing to report this quarter.	Jeremiah	Q4
3.5.3.2	Protection Equipment- identify needs, budget, timeline	Q1- Nothing to report this quarter.	Jeremiah	Ongoing
3.5.3.4	End of line monitoring	Q1- Nothing to report this quarter.	Jeremiah	Q3
3.6	Records Management			
3.6.1	Annual Scanning	Q1- Nothing to report this quarter.	Office Staff	Q4
3.6.2	Add recorded training to new hire onboarding	Q1 – Will occur in second quarter.	Katie	Q1
3.6.3	Go Paperless! Campaign	Q1- Nothing to report this quarter.	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.	Q1- Nothing to report this quarter.	Katie/Matt	Q4
3.7.2	School Partnerships – lighting, EV's	Q1 – Brinnon School District is currently working through a lighting program for rebates. Should be finished in 2 nd Qtr.	Cassandra	Q4
3.7.3	Items for Customer Appreciation Event/Public Power Week	Q1- Nothing to report this quarter.	Kristin	Q3

3.7.4	Update page on website to make more user friendly with information on current rebate offerings etc.	Q1 – nothing to report this quarter.	Cassandra/Kristin	Q2
3.7.5	Social Media push on rebates/newsletter information	Q1- Nothing to report this quarter.	Cassandra/Kristin/Lisa	Q2
3.7.6	Continue Canal Comfort Fund Drive	Q1- Nothing to report this quarter.	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	Q1 – Nothing to report this quarter.	Katie	Q3
3.8.2	Employee Picnic	Q1- Reserved Potlatch State Park for July 12.	Kristin	Q2
3.8.3	Service Awards	Q1- Nothing to report this quarter.	Kristin	Q2
3.8.4	Two potluck events in-house	Q1- Nothing to report this quarter.	Kristin/Katie	As needed
3.8.5	Customer Appreciation Event	Q1- Scheduled event for October 4.	Kristin	Q3
3.8.6	Hire Temporary Crew for Summer	Q1- Rehired water temp. Evaluating utilizing flagging company in lieu of hiring a full summer crew.	Katie/Matt/TJ	Q2
3.9	Public Involvement			
3.9.1	Career Day	Q1- Nothing to report this quarter.	Joyce	Q4
3.9.2	Parades	Q1- Signed up for the Brinnon parade in Q2.	Kristin	Q2 & Q4
3.9.3	Public Power Week	Q1- Nothing to report this quarter.	Kristin	Q4
3.9.4	EDC	Q1- Nothing to report this quarter.	Kristin	All Qs
3.9.5	Kiwanis	Q1- Katie and Kristin attending meetings.	Kristin/Katie	All Qs
3.10	Easements			
3.10.1	Union Ridge	Q1- Sent a third letter out to the customer to inquire about an easement. Waiting to hear back.	Brandy/Rob	2024
3.10.2	Highland Park to Manzanita	Q1- Rob verified 50' easement already exists from when the development was plated.	Brandy/Rob	2024
3.10.3	GPS all new easements	Q1- Nothing to report this quarter.	Rick/Jeremiah	All Qs
3.10.4	Release of interest on Manzanita to Dalby	Q1- Nothing to report this quarter.	Brandy/Kristin	2024
3.10.5	Kirk Properties	Q1- Nothing to report this quarter.	Kristin	2024
3.10.6	N95L Tap	Q1- Nothing to report this quarter.	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	Q1- Nothing to report this quarter.	Kristin/Brandy	All Qs
4.1.2	WWUC	Q1- Brandy attending monthly meetings.	Brandy/Kristin	All Qs
4.1.3	Mason County Comp Plan	Q1- Kristin attended kickoff meeting.	Kristin	All Qs
4.1.4	WPUDA culvert removal funding workgroup	Q1- Kristin working on this actively on state and federal level. Secured commitment from Sen. Cantwell's office re: legislative changes to federal funding applications and secured \$2.6 million in state budget for PUD 1 utility relocations.	Kristin/Brandy	All Qs
4.4.5	WPUDA water committee & leg committee	Q1- Mike chairing water committee again. Brandy on planning committee for annual conference. All attending monthly meetings. Kristin attended DC Rally with WPUDA.	Kristin/Mike Sheetz/Brandy	All Qs
4.2	Consolidation			
4.2.1	Complete Twanoh Water system Project List & seek funding	Q1- Nothing to report this quarter.	Brandy	2024
4.2.1.a	Work with local internet providers to help advance fiber into the Twanoh community	Q1- Nothing to report this quarter.	Brandy	2024
4.2.2	Bellwood A & B	Q1- Nothing to report this quarter.	Brandy	2024
4.3	Acquisitions			
4.3.1	Bo Ginn Water System	Q1- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.2	Tillicum Beach	Q1- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.3	Hipma	Q1- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.4	Star Lake	Q1- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.5	Harstene Point Association	Q1- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.6	Ravendale	Q1- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.7	Lynch Road View Tracts	Q1- TJ and Brandy did a walk through. TJ and Kristin are going to an HOA meeting in April.	Brandy/TJ	Ongoing
4.4	General Maintenance/CIP			
4.4.1	Two Jackies Well House	Q1- Nothing to report this quarter.	TJ/Brandy	2024
4.4.2	Totten Estates Well House	Q1- Construction complete. Still need to finish the inside.	TJ/Brandy	Q1
4.4.3	Bay East Reroof Well House	Q1- Nothing to report this quarter.	TJ/Brandy	Q1-Q2
4.4.4	Harstene Retreat Booster Pump Replacement	Q1- Nothing to report this quarter.	TJ/Brandy	Q3
4.4.5	Island Lake Manor Booster Pump Replacement	Q1- Nothing to report this quarter.	TJ/Brandy	Q4

4.4.6	Alderbrook AC on E. Dogwood Ln, Dogwood Ct, and Vine Maple Ct	Q1- Completed.	TJ/Brandy	Q4
4.4.7	Highland Park- G&O design at Manzanita	Q1- 60% design is complete.	Brandy/Kristin	2024
4.4.8	TwanoH Heights- decommission well	Q1- Nothing to report this quarter.	Brandy/TJ	2024
4.4.9	Bayshore- outside ladder for reservoir	Q1- Nothing to report this quarter.	Brandy/TJ	Q3
4.4.10	Identify any needed tools and resources we need to get the work done	Q1- Pocket reader for iron and manganese, new hot saw.	Staff	As necessary
4.5	Well House Painting			
4.5.1	Canal Beach Tracts	Q1- Nothing to report this quarter.	TJ/Brandy	Q3
4.5.2	Two Jackies	Q1- Nothing to report this quarter.	TJ/Brandy	Q3
4.5.3	Bolduc	Q1- Nothing to report this quarter.	TJ/Brandy	Q3
4.5.4	Generators – Tiger Lake & Lakewood Heights	Q1- RFP went out and closed, reviewing all bids.	TJ/Brandy	Q2
4.5.5	Reservoir Cleaning & Inspection- Bel Aire Cove, Hamma Ridge, Hoodsport & Vuecrest	Q1- RFP went out and closes in the beginning of April.	Brandy	Q3
4.5.6	Blackflow Device & CCC Campaign – Hood Canal	Q1- Nothing to report this quarter.	Brandy	Q3
4.5.7	Water System Planning & Reports – Amend SWMP for Arcadia Estates for iron & manganese treatment & Harstene Retreat for I&M Treatment	Q1- Nothing to report this quarter.	Brandy	Q3
4.6	Water Rights			
4.6.1	Ripplewood	Q1- Nothing to report this quarter.	Brandy/Aspect	Q3
4.6.2	Madrona Beach – Have Aspect do a review and make recommendations in a summary	Q1- Nothing to report this quarter.	Brandy/Aspect	Q3
4.7	Water Loss			
4.7.1	View Ridge Heights	Q1- Nothing to report this quarter.	TJ/Brandy	Q4
4.7.2	Arcadia Estates	Q1- Nothing to report this quarter.	TJ/Brandy	Q4
5.0	ELECTRIC			
5.1	Rebuilds- Capital Work Plan			
5.1.0	Bee Mill- Eight Additional Spans	Q1- Nothing to report this quarter.	Matt/Jeremiah for engineering	Q4
5.1.1	Seal Rock- Contractor conduit installation	Q1: Original bid was too high. Waiting on a re-quote per new HCC route.	Matt/Jeremiah for engineering	Q2
5.1.2	Dig final tap at Four Wheel Drive Rd	Q1- Nothing to report this quarter.	Matt	Q3
5.1.3	N44L Tap Single Phase (Old Mill Hill)	Q1- Replaced 5 poles with taller, added 1 pole, removed 5 spans of CU wire and replaced with 1/0 ACSR. Obtaining easement to convert 5 spans of OH CU with UG.	Matt	Q4

5.1.4	Webster Lane Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles.	Matt	Q4
5.1.5	Triton Head Dr. Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles.	Matt	Q4
5.1.6	Jorstad Reroute	Q1- Nothing to report this quarter.	Matt	Q3
5.1.7	101 & 106 Intersection on Hillside to Sunnyside Rd (TRIM in 2024)	Q1: Put this on the 2024 FEMA Tree Trimming.	Matt/Jeremiah for engineering	2024
5.1.8	Bow Tree Lane Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles.	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*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.2	N138 Robinson Rd to Post Office 3PH URD (2024) *FEMA Grant*- Contract Work	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.3	N330 Hamma Hamma Rec Rd single OH (2024) *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.4	N243 Tap Bottom of Hamma Ridge Rd single OH (2024) *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.5	N206L Tap (OH) to Shar Lane single *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.6	N201 Eagle Creek Rd. single OH *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.7	N133 R Tap Indian Beach (single OH) *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.8	N220L1 Tap Colony Surf *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.9	N299 L Tap Lon Webb Rd *FEMA Grant*	Q1- Nothing to report this quarter.	Matt	ON HOLD- Waiting to Sign Contract
5.2.10	Eldon to Duckabush Reconductor *FEMA Grant*- Contract Work	Q1: Submitted an RFI to FEMA	Matt/Jeremiah for engineering	ON HOLD- Waiting to Sign Contract
5.2.11	S25 to S77 Skokomish 101 Reconductor *FEMA Grant*- Contract Work	Q1: Submitted an RFI to FEMA	Matt/Jeremiah for engineering	ON HOLD- Waiting to Sign Contract
5.3	ENGINEERING FOR FUTURE PROJECTS			
5.3.1	Bambi Farms URD	Removed from plan. Commercial customer planning to relocate. Will not replace URD 3-Phase lines in this area. Will replace single phase later down the road.	Jeremiah	2024
5.3.2	Grand Rd. URD	Q1- Nothing to report this quarter.	Jeremiah	2024
5.3.3	Beacon Point	Q1- Nothing to report this quarter.	Jeremiah	2024
5.3.4	Enchantment Heights	Q1- Nothing to report this quarter.	Jeremiah	2024
5.3.5	Seamount URD	Q1- Nothing to report this quarter.	Jeremiah	2024
5.3.6	Eagle Point URD	Q1- Nothing to report this quarter.	Jeremiah	2024

5.3.7	McDonald Cove-	Completed.	Jeremiah	2024
5.3.8	Skok Valley Pole Replacement & Reconductor- (Break out in Phases Also)	Q1- Nothing to report this quarter.	Jeremiah	2024
5.3.9	Colony Surf- tap to get rid of fused elbow	Q1- Nothing to report this quarter.	Matt	2024
5.3.10	Goodpaster's Tap	Q1- Nothing to report this quarter.	Matt	2024
5.3.11	Manzanita Distribution	Q1: Finalized plan with Matt. Working on final plan drawing	Matt/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	Q1- Nothing to report this quarter.	Jeremiah/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	Q1- 75 % complete in 2023, remainder planned for Q2/3	Matt	2024
5.5.2	N386 R Tap Webster/Triton/Bowtree	Q1 – Sent customer notifications, planned work for trees, wires and poles.	Matt	2024
5.5.3	N44 L Tap Old Mill Hill	Q1- Completed full trim for taller poles and reconductor	Matt	2024
5.5.4	N206 Shar Lane	Q1- Nothing to report this quarter.	Matt	2024
5.5.5	HWY 101 x HWY 106 Southbound	Q1- Nothing to report this quarter.	Matt	2024
5.5.6	Other areas as necessary (Canal View)	Q1- Removed veg from canal view line during and after un-planned outage	Matt	2024
5.5.7	Annual USFS Permit Review	Q1- Nothing to report this quarter.	Kristin/Matt/Jeremiah	Q1- March
5.6	Manzanita Substation			
5.6.1	Station Design Completion & Prepare Bid Document Bid Document-	Q1- Sitework awarded. Will be completed in Q2.	POWER/Kristin/Jeremiah	Q1
	T3 Circuit Breaker	Q1 – Working on wiring drawings	POWER/Kristin/Jeremiah	
	Distribution	Q1- Finalized plan. Working on final plan drawings for crew.	POWER/Kristin/Jeremiah	
5.7	Annual Substation Inspection & Maintenance Plan			
5.7.1	Create annual reports with the data collected	Q1: Data Collection Ongoing. Will start collating data for an annual report	Matt/Jeremiah	All Qs
5.7.2	Develop a regulator maintenance plan	Q1 – Nothing to report this quarter	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.	Q1 – Nothing to report this quarter.	Matt/Jeremiah	Q2
5.7.4	Install fiber & camera at Duckabush Sub	Q1 – Nothing to report this quarter	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	Q1 – Nothing to report this quarter	Matt	All Qs
5.8.4	Pole Inspection/Testing	Q1 – Nothing to report this quarter	Jeremiah	2024
5.8.5	System Climbing/Inspection plan or Drone inspection for Tidal Crossing	Q1 – Matt got a drone inspection done for the tidal crossing. Working on plan for replacing insulators.	Jeremiah	2024
5.9	Install Gang Switches			
5.9.1	N220 *FEMA Grant*	Q1 – Nothing to report this quarter	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.9.2	N316 *FEMA Grant*	Q1 – Nothing to report this quarter	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10	Install reclosure banks			
5.10.1	N459 *FEMA Grant*	Q1 - Completed	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.2	N377 *FEMA Grant*	Q1: Submitted an RFI to FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.3	Duckabush Sub North *FEMA Grant*	Q1: Submitted an RFI to FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.4	N544 *FEMA Grant*	Q1: Submitted an RFI to FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.5	N595RI *FEMA Grant*	Q1: Submitted an RFI to FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.11	Duckabush Utility Relocation Project			
5.11.1	Final Design	Q1- Completed.	Jeremiah	Q1
5.11.2	Finalize Permitting	Q1- Completed.	Jeremiah	Q1
5.11.3	Order Materials	Q1- Completed.	Jeremiah/Jordan	Q1
5.11.4	Bidding & Award Contract	Q1- Out to bid. Awarded in Q2.	Kristin/Jeremiah	Q1
5.11.5	Start Construction for Phases 1 & 2	Q1- Out to bid. Starting in Q2.	Jeremiah/Kristin	2024
5.12	Misc. Engineering Projects			
5.12.1	Long Range Plan (LRP)- use WindMil model to aid in LRP	Q1 – Nothing to report this quarter	Jeremiah	2024

5.12.2	Tree Clearing Tracking- create layers in NISC or ARCGIS	Q1 – Started. Waiting for GIS tech to help	Jeremiah	2024
5.12.3	Tideflats Underbuild Planning	Q1 – Estimate created for funding	Jeremiah	2024
5.12.4	Finalize Avian Protection Plan	Q1 – Nothing to report this quarter	Jeremiah	2024
	Identify UG Construction Standards to Update			
5.12.5	Calculations as necessary	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.6	Add/Change/Determine necessary item #s in NISC Financials	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.7	AutoCAD Drawings	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.8	Add/Change AUs NISC Financials	Q1 – Nothing to report this quarter	Jeremiah	2024
	Identify OH Construction Standards to Update			
5.12.9	Calculations as necessary	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.10	Add/Change/Determine necessary item #s in NISC Financials	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.13	AutoCAD Drawings	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.14	Add/Change AUs NISC Financials	Q1 – Nothing to report this quarter	Jeremiah	2024
	Procedure Streamlining			
5.12.15	Process for as-built in NISC for transformers	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.16	Process for as-built in NISC for meters	Q1 – Nothing to report this quarter	Jeremiah	2024
	WindMil Model			
5.12.17	Identify NISC connectivity issues	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.18	Document clean up for WindMil & NISC models	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.19	Load flow analysis	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.20	Voltage drop analysis	Q1 – Nothing to report this quarter	Jeremiah	2024
5.12.21	Protection/Coordination analysis	Q1 – Nothing to report this quarter	Jeremiah	2024
5.13	Engage in Industry Associations that Support our Power Business			
5.13.1	WPUDA	Q1- Kristin attended DC Rally with WPUDA and APPA. Working with WPUDA this session on funding for utility relocations for culverts on both state and federal levels.	Staff & Commissioners	All Qs
5.13.2	PPC	Q1- Kristin & Commissioners attending PPC meetings. Will chime in on the Markets+ proposal in Q2.	Kristin & Commissioners	All Qs
5.13.3	WPAG	Q1- Kristin & Commissioners attending WPUDA meetings. Will develop position for Markets+ in BPA's Provider of Choice proposal.	Kristin & Commissioners	All Qs
5.13.4	NWPPA	Q1- Kristin registered for annual conference in Q2.	Kristin & Commissioners	All Qs

5.13.5	BPA	Q1- Reviewing BPA's Provider of Choice program for 2028 contracts and will consult with WPAG and PPC before providing feedback in Q2.	Kristin & Commissioners	All Qs
5.14	Telecom-HCC Partnerships			
5.14.1	Alderbrook URD	Q1- Replaced	Brandy/Kristin/HCC	Ongoing
5.14.2	Canal View Bore - Water	Q1- Working on permitting with WSDOT and will get new quote from HCC.	Brandy/HCC	Ongoing
5.14.3	Seal Rock	Q1- Included in Electric CWP Section above. The quote for this came in way too high. HCC amended the construction plans and we are waiting on a quote from the contractor to decide if we are going to share in the open trench or not.	Kristin/HCC	Q2
5.15	Pole Attachments			
5.15.1	Recalculate pole attachment rates	Q1- Nothing to report this quarter.	Katie	2024
5.15.2	Update contact list for partnerships for OH & URD conversion projects	Q1- Nothing to report this quarter.	Katie	Q1
5.16	MISC.			
5.16.1	Continue more 3PH/CT Meter Audits	Q1- Worked some in Q1, ongoing	Matt/Summer	Q3
5.16.2	Low wires – audit & notify attachers	Q1- Matt and crew did a full audit of the north end and provided Katie with a list of violations to contact 3 rd party attachers. Will follow up on compliance in Q2.	Matt/Katie	All Qs