



**Mason County PUD No. 1  
Regular Board Meeting  
July 23, 2024  
1:00 p.m.**

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

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

**1) Call Regular Business Meeting to Order**

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

**3) Consent Agenda**

**Minutes:** Regular Board Meeting July 9, 2024  
Special Board Meeting July 17, 2024

<b>Disbursements:</b>	Accounts Payable Wire	\$ 74,200.08
	Check Nos 125220-125233	\$ 39,724.24
	Check Nos 125235-125272	\$520,873.64
	Payroll Wire	\$ 103,934.23
	Check Nos	\$ 1,600.00
	<b>Grand Total</b>	<b>\$740,332.19</b>

**4) Business Agenda**

- a. May Financial Report
- b. June & 2<sup>nd</sup> Quarter 2024 Financial Report
- c. Change Order No. 3- Vuecrest Water Storage Project
- d. 2<sup>nd</sup> Quarter 2024 Strategic Plan Update

**5) Staff Reports**

- a. General Manager
- b. District Treasurer
- c. Water Resource Manager
- d. Legal Counsel

**6) Correspondence**

**7) Board Comments**

**8) Other Business/Public Comment**

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

**10) Adjournment**

## 2024 Calendar

July 25	WPAG Hybrid Meeting
August 7	PPC Embassy Suites Portland Airport
August 8	PPC Embassy Suites Portland Airport
August 22	WPAG Virtual Meeting
September 4	PPC Embassy Suites Portland Airport
September 5	PPC Embassy Suites Portland Airport
Sep 18-20	WPUDA Association meetings, location TBD
Sept 25-27	WPUDA Water Workshop, location TBD
Sept 25	WPAG Hybrid Meeting
October 2	PPC Embassy Suites Portland Airport
October 3	PPC Embassy Suites Portland Airport
<b>October 4</b>	<b>PUD 1 Customer Appreciation Event</b>
October 23-24	Energy Northwest Members Forum, Richland
October 31	WPAG Meeting, Virtual
November 6	PPC Town Hall Embassy Suites Portland Airport
November 7	PPC Annual Meeting Embassy Suites Portland Airport
Nov 13-15	WPUDA Association meetings, Olympia



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Board Meeting  
July 9, 2024, Potlatch, Washington

**Present:**

Jack Janda, President  
Ron Gold, Vice President  
Mike Sheetz, Board Secretary  
Kristin Masteller, General Manager  
Katie Arnold, District Treasurer  
Brandy Milroy, Water Resource Manager

**Visitors:** None

**Excused:** Rob Johnson, Legal Counsel

**CALL TO ORDER:** Jack called the meeting to order at 1:00 p.m.

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA:**

<b>Minutes:</b>	Regular Board Meeting June 25, 2024	
<b>Disbursements:</b>	Accounts Payable Wire	\$ 80,389.86
	Check Nos 125132-125219	\$654,096.60
	Payroll Wire	\$ 96,721.52
	<b>Grand Total</b>	<b>\$831,207.98</b>

Ron made a motion to approve the consent agenda as presented; Mike seconded the motion. It passed unanimously.

**Business Agenda:**

**Award Duckabush Utility Relocation Project** – This was tabled while staff awaited the contractor’s SAM.GOV number, for audit purposes.

**Authorize Staff to Proceed with Acquisition of Lynch Road View Tracts Water System-** Ron made a motion authorize staff to proceed with acquiring Lynch Road View Tracts water system; Mike seconded the motion. It passed unanimously.

**Approve SCI Change Order No. 1 for Lake Arrowhead Mainline Project** – Ron made a motion to approve SCI Change Order No. 1 for Ripplewood Mainline Project in the amount of \$26,184.51.; Mike seconded the motion. It passed unanimously.

**Staff Reports –**

**General Manager** – Kristin gave an update on safety programs and reportable accidents. She also reported that the power crew was working on installing all of the vaults for Manzanita Substation and they had completed McDonald Cove and Four Wheel Drive Rd. rebuilds. Kristin gave an update on the



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Board Meeting  
July 9, 2024, Potlatch, Washington

disputed contract amounts for the Hill Way Relocation project and stated that Rob would give an update in executive session at the next meeting.

**District Treasurer** – Katie reported due to the timing of vacations and closing of month ends, the May and June financial reports will be presented at the next meeting. She said the PUD has just over \$1 million in reimbursements due, amounting to about 37 days cash-on-hand, but we have received \$405,000 in reimbursement already. The Line of Credit for cash flowing these grant projects has been set up and is ready to draw from when necessary. The State Auditor’s entrance conference is scheduled and Ron will attend to represent the board. Customer service is busy administering the \$200 bill credits from the Climate Commitment Act.

**Water Resource Manager** – Brandy gave an update on the consolidation at Wonderland water system. Dept. of Health had reached out to the PUD to help a commercial customer who wanted to annex into the PUD’s water system rather than create their own Group A system to serve food at their store. Dept. of Health has offered consolidation grants to help the PUD pay for the water system plan and the customer would pay for the physical line extension to connect. The water crew is still working at Lake Arrowhead this month finishing the road crossings ahead of Mason County Public Works’ road paving.

**Legal Counsel** – No report.

**Correspondence** – Thank you letter complementing the water crew was shared.

**Board Reports –**

**Mike** – Attended WPUDA water committee meeting.

**Jack** – No report.

**Ron** – No report.

**PUBLIC COMMENT** – None.

**EXECUTIVE SESSION** – None.

**Adjourned: 1:56 p.m.**

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**Jack Janda, President**

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**Ron Gold, Vice President**

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**Mike Sheetz, Secretary**



**Mason County Public Utility District No. 1**  
Board of Commissioners Special Board Meeting  
July 17, 2024, Potlatch, Washington

**Present via ZOOM:**

Jack Janda, President  
Ron Gold, Vice President  
Mike Sheetz, Board Secretary  
Kristin Masteller, General Manager  
Katie Arnold, District Treasurer  
Rob Johnson, Legal Counsel

**Visitors:** None

**Excused:** Brandy Milroy, Water Resource Manager

**CALL TO ORDER:** Jack called the meeting to order at 12:15 p.m.

**PUBLIC COMMENT:** None.

**Business Agenda:**

**Award Duckabush Utility Relocation Project** – Ron made a motion to award the Duckabush Utility Project to RiverLine Power in the amount of \$1,100,000; Mike seconded the motion. It passed unanimously.

**Meeting Adjourned: 12:20 p.m.**

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**Jack Janda, President**

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**Ron Gold, Vice President**

\_\_\_\_\_  
**Mike Sheetz, Secretary**

# Accounts Payable Check Register

07/05/2024 To 07/19/2024

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Date Tran	Pmt Type	Vendor	Vendor Name	Reference	Amount
1061 07/16/2024	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	39,394.96
1062 07/16/2024	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	20,762.75
1063 07/16/2024	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	10,229.25
1064 07/16/2024	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,813.12
125220 07/05/2024	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	SHOP SUPPLIES	65.21
125221 07/05/2024	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#51058600	1,548.81
125222 07/05/2024	CHK	GORDON TRUCK	FREIGHTLINER NORTHWEST OLYMPIA	VEHICLE #82-SENSORS	676.54
125223 07/05/2024	CHK	GMES LLC	GMES LLC	KLEIN TOOL BUCKET-VEHICLE #81 & SPARE	115.10
125224 07/05/2024	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	841.11
125225 07/05/2024	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	LAKE ARROWHEAD WATER-INSTALL 8" WATER	17,437.75
125226 07/05/2024	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	MCDONALD'S COVE -REPAIR WATER LEAK PARTS	15.17
125227 07/05/2024	CHK	L.G.	L. G. ISAACSON CO. INC.	WATER BASED PAINT & STEEL BOW RAKE	302.89
125228 07/05/2024	CHK	SHEL 2	MASON COUNTY JOURNAL	LEGAL NOTICE AD-DUCKABUSH PROJECG	1,019.00
125229 07/05/2024	CHK	POWER ENGINEER	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	12,159.90
125230 07/05/2024	CHK	JOHN 3	ROBERT W. JOHNSON	MONTHLY RETAINER FEES	4,375.00
125231 07/05/2024	CHK	NAPA AUTO PART	WESTBAY NAPA AUTO PARTS	EQUIPMENT #106-FILTERS	67.76
125232 07/11/2024	CHK	59	HAMID REZAEI	TBADAS PROJECT-ENGINEERING SERVICES	350.00
125233 07/11/2024	CHK	SLATE ROCK SAFI	SLATEROCK FR	2024-FR CLOTHING ALLOWANCE- RICK BRAGER	750.00
125235 07/16/2024	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,131.04
125236 07/16/2024	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	210.00
125237 07/16/2024	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS-EYENUT	380.10
125238 07/16/2024	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES ACCT#206-Z05-0016 020	1,096.05
125239 07/16/2024	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOUND CHARGES	79.44
125240 07/16/2024	CHK	CINTAS CORP	CINTAS CORPORATION	SAFETY SUPPLIES	272.41
125241 07/16/2024	CHK	DON SMALL & SOI	DON SMALL & SONS OIL DIST	DIESEL	2,133.23
125242 07/16/2024	CHK	GORDON TRUCK	FREIGHTLINER NORTHWEST OLYMPIA	VEHICLE #82-INSTALLED CABIN FILTER	88.10
125243 07/16/2024	CHK	HARB 1	HARBOR SAW & SUPPLY INC.	SHOP SUPPLIES-STIHL 2 CYCLE ENGINE OIL	82.14
125244 07/16/2024	CHK	HDFOWL	HD FOWLER COMPANY	WATER INVENTORY-METER SETTERS & BALL VAL	5,019.66
125245 07/16/2024	CHK	HENDEN ELECTRI	HENDEN ELECTRIC, INC	CANAL MUTUAL & LAKEWOOD HEIGHT-GENERATOR	85,698.00
125246 07/16/2024	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	TRITON COVE EMERGENCY REPAIR-2023 FIBER	19,469.79
125247 07/16/2024	CHK	KEMP	KEMP WEST	VEGETATION MANAGEMENT 2023-RETAINAGE	12,159.75
125248 07/16/2024	CHK	MASON7	MASON COUNTY AUDITOR	(6)ELECTRIC-UTILITY EASEMENT RECORDINGS	1,827.00
125249 07/16/2024	CHK	MASON CO COMM	MASON COUNTY COMMUNITY SERVICES	BUILDING PERMIT-T3 SUBSTATION	265.72
125250 07/16/2024	CHK	MTC	MATERIALS TESTING & CONSULTING, INC	VUECREST RESERVOIR & BOOSTER STATION	8,037.50
125251 07/16/2024	CHK	MOTOR CONT	MOTORS AND CONTROLS	ALDERBROOK WATER-WELL 3 GENERATOR	84.95
125252 07/16/2024	CHK	NISC	NISC	POSTAGE & ACH E-CHECKS,&CUST.ACCT CREDIT	14,624.05
125253 07/16/2024	CHK	PURCH	PURCHASE POWER	POSTAGE METER REFILL-8000-9000-0211-6881	2,037.50
125254 07/16/2024	CHK	SOUTH SOUND AP	SOUTH SOUND APPLIANCE	LOW INCOME EFFICIENCY-HENRY SMITH	4,800.00
125255 07/16/2024	CHK	SHOP	THE SHOPPER'S WEEKLY	EMPLOYEE APPRECIATION-SHIRT & SWEATSHIRT	763.13
125256 07/16/2024	CHK	TOZIER	TOZIER BROS, INC	WATER NON INVENTORY-RUSTOUT SALT PELLET	547.74
125257 07/16/2024	CHK	WASH 16	WASHINGTON STATE PARKS	EMPLOYEE APPREC.BBQ-7/12/2024 PARKING	210.00

125258	07/16/2024	CHK	NAPA AUTO PART WESTBAY	NAPA AUTO PARTS	SHOP SUPPLIES	47.11	
125259	07/16/2024	CHK	2	MICK MARTINSON	REBATE-HEAT PUMP UPGRADE	200.00	
125260	07/19/2024	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	SHOP SUPPLIES-CLEANING WIPES & GLOVES	90.54	
125261	07/19/2024	CHK	DALEY ELECTRIC	DALEY ELECTRIC LLC	RENTAL-1681 E MCREAVY RD REPAIRS	410.51	
125262	07/19/2024	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC INVENTORY-(6) 25KVA PDMT TRANSF	25,998.84	
125263	07/19/2024	CHK	J&I	J & I POWER EQUIPMENT INC	KUBOTA SUPPLY PARTS	61.47	
125264	07/19/2024	CHK	LARRY BROWN	LARRY BROWN CONSTRUCTION, INC	VUECREST WATER - RESERVOIR	315,940.78	
125265	07/19/2024	CHK	MT VIEW LOCATI	MT. VIEW LOCATING SERVICES, LLC	MONTHLY UNDERGROUND LOCATES	7,225.00	
125266	07/19/2024	CHK	PUD#3	PUD #3 OF MASON COUNTY	ELECTRIC INVENTORY-WISHBONE BRACES	1,518.02	
125267	07/19/2024	CHK	SCOTT MCLENDO	SCOTT MCLENDON'S HARDWARE #2	TIGER LAKES WATER	170.92	
125268	07/19/2024	CHK	STANDARD PEST	STANDARD PEST CONTROL	650 E KINGSLEY DR-PEST CONTROL	200.73	
125269	07/19/2024	CHK	STATE	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT & ENERGY COMPLIANCE	6,891.70	
125270	07/19/2024	CHK	VERIZO	VERIZON WIRELESS	ISLAND LAKE MANOR, BEL AIRE,& SHADOWOOD	75.06	
125271	07/19/2024	CHK	WEST	WEST COAST MOBILE EQUIPMENT REPAIR	VEHICLE #80-OIL CHANGE & REPAIR TAILGATE	906.81	
125272	07/19/2024	CHK	NAPA AUTO PART WESTBAY	NAPA AUTO PARTS	RAIN-X WIPERS	118.85	
<b>Total Payments for Bank Account - 4 :</b>						(87)	634,797.96
<b>Grand Total :</b>						(87)	634,797.96

**PARAMETERS ENTERED:**

**Check Date:** 07/05/2024 To 07/19/2024

**Bank:** All

**Vendor:** All

**Check:**

**Journal:** All

**Format:** Summary

**Extended Reference:** No

**Sort By:** Check/Transaction

**Voids:** Current

**Payment Type:** All

**Group By Payment Type:** No

**Minimum Amount:** 0.00

**Authorization Listing:** No

**Credit Card Charges:** No



## PUD1 – Executive Summary – May 2024

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of May 2024:

- **Work in Progress:**
  - Grant Applications – Ongoing
  - 2019 / 2020 CETA Audit
  
- **Completed Projects:**
  - 2024 Budget
  - 2023 Privilege Tax Return (Due 2/29/24)
  - 2023 EIA Report (Due 4/30/24)
  - 2023 Form 7 (Due 3/31/24)
  - 2023 Annual Report (Due 05/30/24)
  
- **Planned Key Milestones, Activities and / or Events:**
  - Long range financial and budgetary planning – ongoing.

### Financial Highlights:

- Revenue – Gross Revenue was \$1,203,230 for the month of May 2024.
- Expenditures – Gross expenditures were \$956,609 for the month of May 2024.
- As of April 30, the PUD has \$1,125,000 in grant reimbursements outstanding for ongoing projects, which is an equivalent of about 40 days of our cash on hand.

Financial Metrics as Compared with Prior Year:	May 2024	May 2023
Total General Cash and Investments	\$1,045,321	\$1,353,607
Current Ratio (Current Assets/Current Liabilities)	1.90 to 1	2.69 to 1
Debt Service Coverage (O&M/ Debt Service)	3.44	3.42
Long-Term Debt to Net Plant	26%	31%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	36%	40%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	31%	36%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	6.53	5.09
Cash on Hand (Total Available Cash/Average Daily Costs)	37 Days (General) 110 Days (All Funds)	47 Days (General) 143 Days (All Funds)





## Mason County PUD No 1

*Budget Summary by Division For the Month Ended May 31, 2024*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 962,535.98	\$ 239,661.16	\$ 1,032.96	\$ 1,203,230.10
<b>Budgeted</b>	\$ 911,968.00	\$ 237,496.95	\$ 989.93	\$ 1,150,454.88
<b>Difference (-/+)</b>	\$ 50,567.98	\$ 2,164.21	\$ 43.03	\$ 52,775.22
<b>% of Budget</b>	106%	101%	104%	105%
<b>Total Expenditures</b>	\$ 753,627.91	\$ 202,218.54	\$ 762.92	\$ 956,609.37
<b>Budgeted</b>	\$ 777,135.78	\$ 214,795.46	\$ 532.56	\$ 992,463.80
<b>Difference (-/+)</b>	\$ (23,507.87)	\$ (12,576.92)	\$ 230.36	\$ (35,854.43)
<b>% of Budget</b>	97%	94%	143%	96%
<b>Net Operating Margins</b>	\$ 208,908.07	\$ 37,442.62	\$ 270.04	\$ 246,620.73
<b>Budgeted</b>	\$ 134,832.22	\$ 22,701.49	\$ 457.37	\$ 157,991.08
<b>Difference (-/+)</b>	\$ 74,075.85	\$ 14,741.13	\$ (187.33)	\$ 88,629.65
<b>% of Budget</b>	155%	165%	59%	156%



## Mason County PUD No 1

*Budget Summary by Division for the Five Months Ended May 31, 2024*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 5,467,518.40	\$ 1,189,175.73	\$ 5,302.44	\$ 6,661,996.57
<b>2024 Budget</b>	\$ 11,337,957.00	\$ 2,946,410.00	\$ 12,222.00	\$ 14,296,589.00
<b>Difference (-/+)</b>	\$ (5,870,438.60)	\$ (1,757,234.27)	\$ (6,919.56)	\$ (7,634,592.43)
<b>% of Budget</b>	48%	40%	43%	47%
<b>Total Expenditures</b>	\$ 4,556,960.21	\$ 880,530.14	\$ 2,157.00	\$ 5,439,647.35
<b>2024 Budget</b>	\$ 10,447,134.00	\$ 2,563,896.00	\$ 9,580.00	\$ 13,020,610.00
<b>Difference (-/+)</b>	\$ (5,890,173.79)	\$ (1,683,365.86)	\$ (7,423.00)	\$ (7,580,962.65)
<b>% of Budget</b>	44%	34%	23%	42%
<b>Net Operating Margins</b>	\$ 910,558.19	\$ 308,645.59	\$ 3,145.44	\$ 1,222,349.22
<b>2024 Budget</b>	\$ 890,823.00	\$ 382,514.00	\$ 2,642.00	\$ 1,275,979.00
<b>Difference (-/+)</b>	\$ 19,735.19	\$ (73,868.41)	\$ 503.44	\$ (53,629.78)
<b>% of Budget</b>	102%	81%	119%	96%

### **Cash Flow**

<b>Beginning Cash (General Fund)</b>	<b>71,824.92</b>	<b>88,805.73</b>	<b>4,195.20</b>	<b>164,825.85</b>
Net Operating Margin (Excluding Depreciation)	1,650,685.58	1,565,952.83	3,145.44	3,219,783.85
Cash Transferred to / from Special Funds	1,119,911.98	(109,316.49)	(441.36)	1,010,154.13
Change in Accounts Receivable	127,490.52	357,352.01	(2,682.39)	482,160.14
Change in Accounts Payable	367,264.84	(7,962.76)	-	359,302.08
Cash Expended on Utility Plant	(2,179,498.45)	(232,425.45)	0.00	(2,411,923.90)
Change in CWIP	(1,079,761.22)	(1,571,701.44)	(21.69)	(2,651,484.35)
<b>Ending Cash (General Fund)</b>	<b>77,918.17</b>	<b>90,704.43</b>	<b>4,195.20</b>	<b>172,817.80</b>



## Mason County PUD No. 1

Cash & Investment Balances

As of May 31, 2024

### Cash Balances

Cash - General Funds

\$ 172,817.80

Cash - Restricted

\$ 102,410.79

**Total Cash**

\$ 275,228.59

### Investment Balances (LGIP)

Investments - Electric

\$ 543,001.22

Investments - Sewer

\$ 10,542.82

Investments - Water

\$ 216,548.68

**Total Investments**

\$ 770,092.72

**Total Cash & Investments**

\$ 1,045,321.31

*\*\*Does Not Include Designated Funds*



## PUD1 – Executive Summary – June 2024

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of June 2024:

- **Work in Progress:**
  - Grant Applications – Ongoing
  - 2019 / 2020 CETA Audit
  - 2023 Financial Audit, 2023 Federal Audit, 2020 / 2023 Accountability Audit
  
- **Completed Projects:**
  - 2024 Budget
  - 2023 Privilege Tax Return (Due 2/29/24)
  - 2023 EIA Report (Due 4/30/24)
  - 2023 Form 7 (Due 3/31/24)
  - 2023 Annual Report (Due 05/30/24)
  
- **Planned Key Milestones, Activities and / or Events:**
  - Long range financial and budgetary planning – ongoing.

### Financial Highlights:

- Revenue – Gross Revenue was \$1,108,114 for the month of June 2024.
- Expenditures – Gross expenditures were \$843,319 for the month of June 2024.
- As of June 30, the PUD has \$1,125,000 in grant reimbursements outstanding for ongoing projects, which is an equivalent of about 40 days of our cash on hand.

Financial Metrics as Compared with Prior Year:	June 2024	June 2023
Total General Cash and Investments	\$945,196	\$1,510,725
Current Ratio (Current Assets/Current Liabilities)	2.44 to 1	3.23 to 1
Debt Service Coverage (O&M/ Debt Service)	3.44	3.18
Long-Term Debt to Net Plant	26%	31%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	33%	39%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	30%	35%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	6.86	4.48
Cash on Hand (Total Available Cash/Average Daily Costs)	33 Days (General) 107 Days (All Funds)	54 Days (General) 160 Days (All Funds)



## Mason County PUD No 1

*Budget Summary by Division For the Month Ended June 30, 2024*

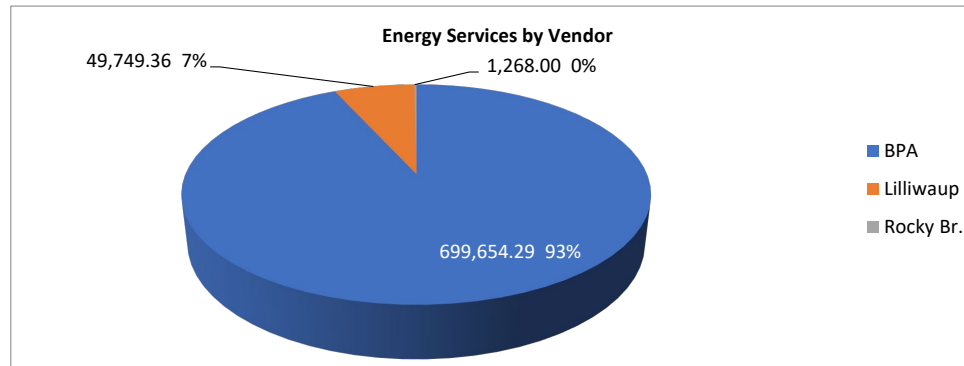
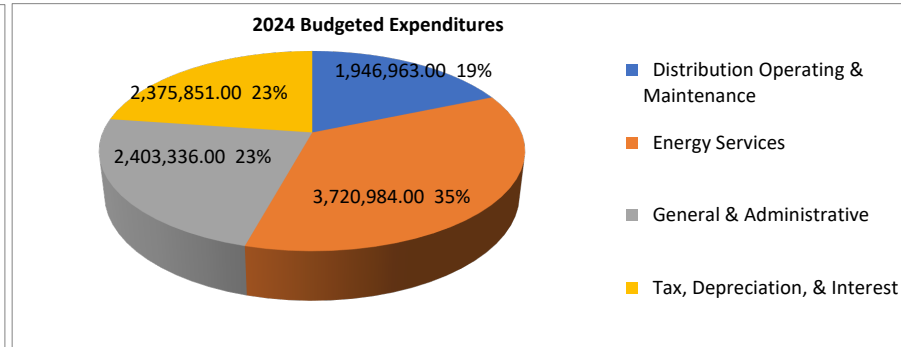
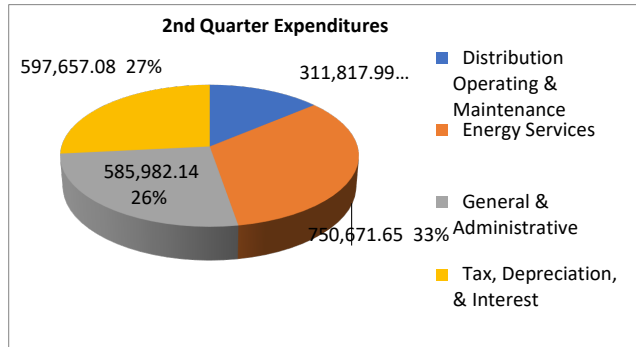
	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 855,568.42	\$ 251,509.84	\$ 1,035.34	\$ 1,108,113.60
<b>Budgeted</b>	\$ 788,106.00	\$ 267,399.31	\$ 989.93	\$ 1,056,495.24
<b>Difference (-/+)</b>	\$ 67,462.42	\$ (15,889.47)	\$ 45.41	\$ 51,618.36
<b>% of Budget</b>	109%	94%	105%	105%
<b>Total Expenditures</b>	\$ 674,283.11	\$ 168,937.98	\$ 97.79	\$ 843,318.88
<b>Budgeted</b>	\$ 754,003.69	\$ 212,444.82	\$ 1,450.76	\$ 967,899.27
<b>Difference (-/+)</b>	\$ (79,720.58)	\$ (43,506.84)	\$ (1,352.97)	\$ (124,580.39)
<b>% of Budget</b>	89%	80%	7%	87%
<b>Net Operating Margins</b>	\$ 181,285.31	\$ 82,571.86	\$ 937.55	\$ 264,794.72
<b>Budgeted</b>	\$ 34,102.31	\$ 54,954.49	\$ (460.83)	\$ 88,595.97
<b>Difference (-/+)</b>	\$ 147,183.00	\$ 27,617.37	\$ 1,398.38	\$ 176,198.75
<b>% of Budget</b>	532%	150%	-203%	299%

## Mason County PUD No. 1

*Status of Budget*  
As of June 30, 2024

### ELECTRIC DIVISION

	2nd Qtr 2024	2nd Quarter Budget	% of 2nd Qtr Budget	2024 Actuals	2024 Budget	% of Annual Budget
<b>Revenue</b>	2,759,346.75	2,735,494.00	101%	6,322,552.02	11,337,957.00	56%
<b>Expenditures</b>						
<b>Distribution Operating &amp; Maintenance</b>	311,817.99	460,073.94	68%	685,743.27	1,946,963.00	35%
<b>Energy Services</b>	750,671.65	748,350.00	100%	2,032,235.49	3,720,984.00	55%
<b>General &amp; Administrative</b>	585,982.14	574,032.52	102%	1,238,991.45	2,403,336.00	52%
<b>Tax, Depreciation, &amp; Interest</b>	597,657.08	595,726.35	100%	1,210,301.33	2,375,851.00	51%
<b>TOTAL EXPENDITURES</b>	\$ 2,246,128.86	\$ 2,378,182.81	94%	5,167,271.54	\$ 10,447,134.00	49%
<b>NET OPERATING MARGINS</b>	\$ 513,217.89	\$ 357,311.19	144%	1,155,280.48	\$ 890,823.00	130%



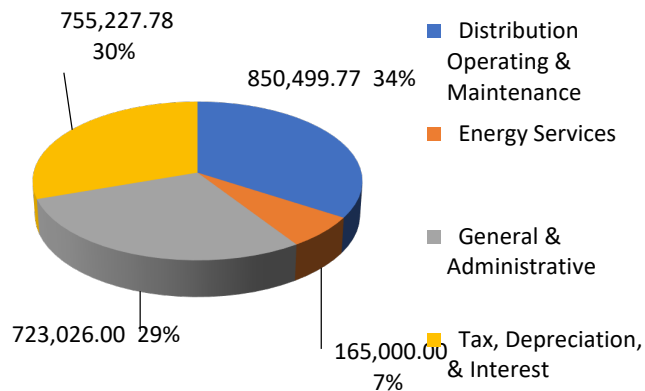
## Mason County PUD No. 1

*Status of Budget*  
As of June 30, 2024

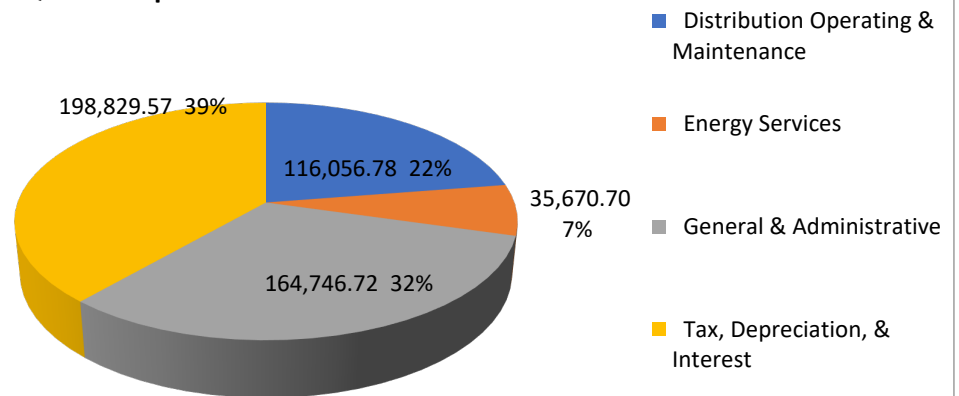
### WATER DIVISION

	2nd Quarter 2024	2nd Quarter Budget	% of 2nd Qtr Budget	2024 Actuals	2024 Budget	% of Annual Budget
<b>Revenue</b>	723,615.91	727,295.57	99%	1,440,685.57	2,687,536.00	54%
<b>Expenditures</b>						
Distribution Operating & Maintenance	116,056.78	187,732.59	62%	246,049.48	850,499.77	29%
Energy Services	35,670.70	37,000.00	96%	72,542.57	165,000.00	44%
General & Administrative	164,746.72	218,460.59	75%	330,997.99	723,026.00	46%
Tax, Depreciation, & Interest	198,829.57	193,443.60	103%	399,878.08	755,227.78	53%
<b>TOTAL EXPENDITURES</b>	<b>\$ 515,303.77</b>	<b>\$ 636,636.78</b>	<b>81%</b>	<b>1,049,468.12</b>	<b>\$ 2,493,753.55</b>	<b>42%</b>
<b>NET OPERATING MARGINS</b>	<b>\$ 208,312.14</b>	<b>\$ 90,658.79</b>	<b>230%</b>	<b>391,217.45</b>	<b>\$ 193,782.45</b>	<b>202%</b>

**2024 Budgeted Expenditures**



**2nd Quarter Expenditures**



## Mason County PUD No. 1

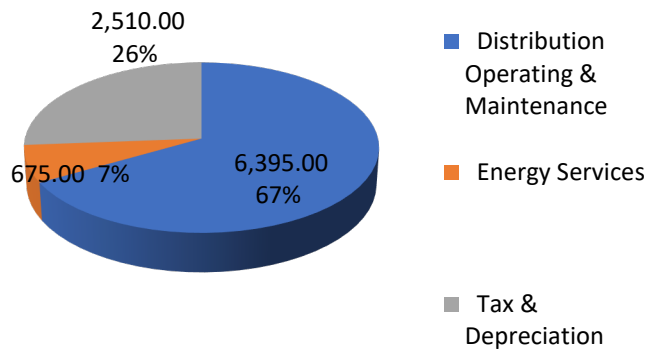
*Status of Budget*

As of June 30, 2024

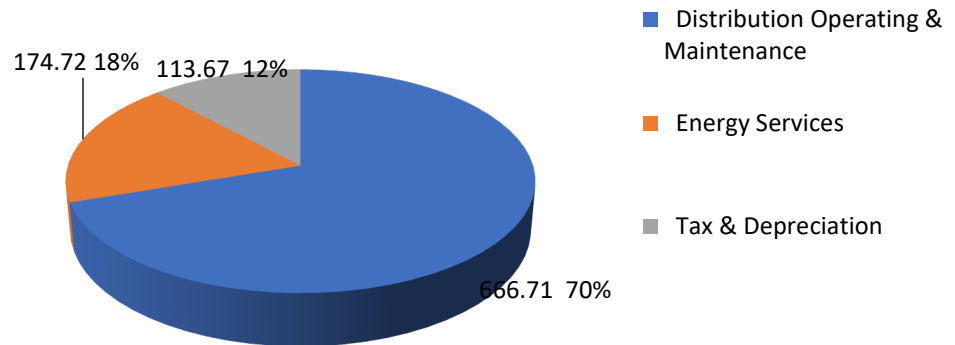
### SEWER DIVISION

	2nd Quarter 2024	2nd Quarter Budget	% of 2nd Qtr Budget	2024 Actuals	2024 Budget	% of Annual Budget
<b>Revenue</b>	3,099.71	2,969.79	104%	6,337.78	11,802.00	54%
<b>Expenditures</b>						
Distribution Operating & Maintenance	666.71	2,213.39	30%	1,738.08	6,395.00	27%
Energy Services	174.72	180.00	97%	291.55	675.00	43%
Tax & Depreciation	113.67	111.00	102%	225.16	2,510.00	9%
<b>TOTAL EXPENDITURES</b>	\$ 955.10	\$ 2,504.39	38%	\$ 2,254.79	\$ 9,580.00	24%
<b>NET OPERATING MARGINS</b>	\$ 2,144.61	\$ 465.40	461%	\$ 4,082.99	\$ 2,222.00	184%

**2024 Budgeted Expenditures**



**2nd Quarter Expenditures**





**Mason County PUD No. 1**  
*Treasurer's Report to Commission*  
 June 30, 2024

6/30/2024

General Electric Cash	65,127.52
General Water Cash	89,007.75
General Sewer Cash	4,195.20
Investments	786,265.56
Petty and Register	600.00
<b>General Funds Total</b>	<b>945,196.03</b>

**Designated Reserves**

Commerical Liability Fund	78,401.07
Computer Replacement Fund	50,997.83
Pole Yard	52,252.07
Privilege Tax Fund	83,027.86
Replacement Equipment Fund	62,259.64
Substation Fund	423,332.60
Water Regulatory Fund	77,638.12
System Development Fee	167,421.47
<b>Designated Reserves Total</b>	<b>\$ 995,330.66</b>

**Restricted Funds**

Customer Deposits	111,593.71
Electric Revenue Bond '18	410,263.95
Electric Revenue Bond Reserve '18	397,311.50
Electric System Revenue Bond 2014	321,842.01
Electric System Bond Reserve '14	333,143.62
Public Works Trust Fund	120,596.17
RUS Treasury Bond	393,228.24
US Treasury Reserves	235,946.79
Water System Revenue Bond '18	161,734.07
<b>Restricted Funds Total</b>	<b>2,485,660.06</b>
<b>TOTAL ALL FUNDS</b>	<b>4,426,186.75</b>

**Long-Term Debt**

	Beginning Balance	Principle Payments	Ending Balance
Electric Revenue Bond 2014	2,175,000.00		2,175,000.00
Electric Revenue Bond 2018	5,505,000.00		5,505,000.00
PWTF	466,054.46	(54,489.13)	411,565.33
RUS Long Term Debt	2,536,923.25	(59,692.30)	2,477,230.95
Water Bond '18	1,930,000.00		1,930,000.00
DWSRF	214,836.25	-	214,836.25
<b>Total Long Term Debt</b>	<b>12,827,813.96</b>	<b>(114,181.43)</b>	<b>12,713,632.53</b>



**PUBLIC UTILITY DISTRICT NO. 1**

**OF MASON COUNTY**

N. 21971 Hwy. 101  
Shelton, Washington 98584

BOARD OF COMMISSIONERS

MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

**SMALL WORKS PROJECT**

**CHANGE ORDER FORM**

**No. 03**

The following changes are hereby incorporated into this Contract:

A. Description of Change:

Installing footing drain around booster station building.

B. Contract Price Adjustment:

As a result of this Change Order, the total Contract shall be **increased**/decreased by the sum of \$1,555.00 plus sales tax, which the amount Contractor acknowledges is full and complete compensation for the Contract Work including changes incorporated by this Change Order.

This Change Order shall not provide any basis for any other payments to or claims by the Contractor as a result of or arising out of the performance of the work described herein. The new total revised Contract Price is \$1,396,895.97 including sales tax.

C. Time of Completion:

The time of completion shall be increased / decreased by \_\_\_\_\_ calendar days.  
The revised completion date shall be \_\_\_\_\_.

D. Except as specifically provided herein, all other Contract terms and conditions shall remain unchanged.

CONTRACTOR

Company: Larry Brown Construction, Inc

Accepted By: [Signature]

Title: President

Date: 7/16/24

PUBLIC UTILITY DISTRICT NO. 1  
OF MASON COUNTY, WASHINGTON

Accepted By: \_\_\_\_\_

Title: General Manager

Date: \_\_\_\_\_

# 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. Q2- Nothing to report this quarter.	Kristin/Katie	When ready
1.1.3	VICP – if we get an NFA	Q1- Not ready. Q2- Submitted report to TPU and Ecology. Will reach out to Ecology if we want to do an NEB analysis and pursue a conditional NFA.	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. Q2- We did not get picked for the BRIC grant for the Jorstad Substation. FEMA will setup a meeting to discuss improvements so we can resubmit. The water generator project and tree removal project are currently in FEMA review. Working on two new applications for HMP.	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. Q2 – RFI's were submitted in Q1. Jorstad did not get picked, but we will reapply. Water generators and tree removal grants are currently in FEMA review. Working on OH to UG conversions to submit preapplications due August 9 <sup>th</sup> .	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. Q2-Submitted a \$50k feasibility / consolidation grant to consolidate a small business water system into the Wonderland System.	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. Q2- Did not receive funding from Kilmer's office. Had meeting with Reps Griffey & Couture on current projects and 2024 requests. South End underbuild for \$1.8 million was included in Senator Cantwell's appropriations request. Will find out in Q3 if we made the final cut in the federal budget.	Kristin	Q2

1.1.8	Federal Infrastructure Grants	Q1- Waiting to hear back on USFS Wildfire Mitigation Program in Q2. Q2- Did not receive WMP grant due to Mason County's Community Wildfire Defense Plan expiring. Will evaluate if we reapply in 3 <sup>rd</sup> round. Submitted \$5 million application to Bureau of Reclamation for Manzanita Water Storage project.	Katie/Kristin	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. Q2- Received \$75,000 ARPA grant for Lake Arrowhead mainline replacement. Received increase of \$ 151,587.47 from FEMA for overages on Hill Way project. Submitted a \$96,000 grant request to DOH Source Protection Grant Program for groundwater modeling; Received \$30,000 to start this work and an offer of a grant/loan combination for the other \$66,000, which we declined at this time while we search for other opportunities without taking on debt. Submitted a letter of interest to Bureau of Reclamation for over \$5 million for water monitoring, reservoirs and feasibility study for Union Regional area.	Staff	Ongoing
<b>1.2</b>	<b>Continue Finance Strategies</b>			
1.2.1	Continue days cash on hand	Q1- Continuing with the monthly allocation to fund 5 days cash on hand. Q2 –Continuing with the monthly allocation.	Katie	Ongoing
1.2.3	Finance Committee Meetings	Q1- Nothing to report this Qtr. Will schedule meeting in June. Q2 –Consulted with Mike Wittenberg regarding the LOC with CoBank.	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. Q2- Administering the CCA low income bill credit program through Q3.	Katie/Lisa	Q1
1.2.6	CETA Requirements/Reporting	Q1 – Submitted reporting requirements for 2022 & 2023 to Commerce. Q2 – Nothing to report this quarter.	Katie	Q4
1.2.7	Single Audit & CETA Audit	Q1- CETA audit is ongoing. Q2 – Started the federal single audit, 2022 / 2023 accountability audit, and the 2023 financial audit. Entrance Conference will be held in July.	Katie	When ready
1.4	<b>Misc.</b>			
1.4.1	<b>Community Solar II – Recertify Low income program</b>	<b>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.</b>	<b>Kristin/Lisa</b>	<b>Q1</b>
<b>1.5</b>	<b>Fund Infrastructure Projects</b>			
1.5.1	Duckabush Relocation	Q1- Project is out to bid. Will be awarded in April. Q2- Bids exceeded engineer's estimate by 200%. Moving appropriations funding to this project. Put project back out to bid in June. Will award in July.	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. Q2- Design & engineering was included in Senator Canwell's appropriations request. Will find out in Q3 if the project made the final budget. Will apply for Commerce resiliency funds when it opens.	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. Q2- Manzanita Design completed. Applied to PWB for \$4.5 million for grant/loan combo package as back up plan. Also submitted request to Bureau of Reclamation for Manzanita Reservoirs.	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. Q2- Site work completed. Transformer set. Fencing installed. Will put station construction package out to bid in Q3.	Kristin	Ongoing
1.6	<b>CEDS</b>	<b>Q1- Nothing to report this quarter.</b> <b>Q2- Completed. Kristin updated CEDS projects with EDC.</b>	<b>Kristin</b>	<b>Q2</b>
<b>2.0</b>	<b>Facilities</b>			
<b>2.1</b>	<b>Implement Manzanita Campus Plan</b>			
2.1.1	Get project construction out to bid & choose contractor	Q1- Substation contract awarded. Construction has begun for land modification. Q2- Site work phase completed. Q3- Will bid station construction in early August. Q4- Station Construction	Kristin/Jeremiah/POWER	Q3 -Q4
2.1.2	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. <b>Q2- Quote received. Removed from plan for 2024. Will evaluate year-to-year based on projects and budget.</b>	Kristin/Brandy/G&O	2024
<b>2.1.3</b>	<b>TPU Easement on McReavy</b>	<b>Q1- Nothing to report this quarter.</b> <b>Q2- Decided not to remove the trees on the easement. We removed danger trees and did trimming on corridor. Completed.</b>	<b>Kristin/Jeremiah</b>	<b>2024</b>
2.1.4	Kirk Properties Easement	Q1- Reached back out to Kirk for signature. Q2- Nothing to report this quarter.	Kristin	2024
2.1.5	Redundant Intertie	Q1- The redundant distribution line was included in the grid resiliency ask for federal appropriations in Q1. Got a refreshed engineer's estimate to complete the work. Q2- Had drone inspection on tide flats structures and several insulators need to be replaced soon before we energize to 115 kV. Will apply to Commerce for under build for resiliency. Senator Cantwell's appropriations request includes \$1.15 million to do this intertie. If it makes it to the final federal budget, we will begin final design on that while awaiting the contract.	Kristin/Jeremiah	2024
<b>2.2</b>	<b>Continue facility maintenance</b>			

2.2.1	Mow all vaults on highway each year	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Moved to Q3.	Matt	Q3
2.2.2	Continue landscaping schedule – add any new sites or attention to list	Q1- Nothing to report this quarter. Q2- Landscapers sprayed the substations.	Brandy	Q2
2.2.4	Clean solar panels	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Jordan to schedule for Q3 after dust control is done.	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. Q2- Nothing to report this quarter.	Kristin	2024
2.2.6	<b>Dust control</b>	<b>Q1- Nothing to report this quarter. Q2- Completed.</b>	<b>Kristin/Jordan</b>	<b>Q2</b>
2.2.7	<b>Restripe parking lot</b>	<b>Q1- Nothing to report this quarter. Q2- Completed.</b>	<b>Kristin/Jordan</b>	<b>Q2</b>
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. Q2- Nothing to report this quarter. Move to Q3	Jordan/Matt	Q3
<b>2.3</b>	<b>Continue Cleanup Work at Pole Yard</b>			
2.3.1	Complete monitoring	Q1- Aspect working on sampling and will have report done in Q2. Q2- Aspect report indicates additional shallow excavation needed. Will work with TPU and Ecology to see if we will continue or not.	Kristin	All Qs
2.3.2	<b>Negotiate new monitoring contract with Aspect</b>	<b>Q1- Completed.</b>	<b>Kristin</b>	<b>Q1</b>
2.3.3	Negotiate steps forward with TPU	Q1- Nothing to report this quarter. Q2- Submitted report to TPU. Awaiting response.	Kristin	Ongoing
2.3.4	Work with Aspect on monitoring to seek the “NFA-No Further Action” requirement	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Kristin	Ongoing
<b>2.4</b>	<b>Property Acquisitions</b>			
2.4.1	Brinnon Substation- Evaluate property options on Church Rd.	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Looking at options for increasing Duckabush capacity in lieu of Brinnon Sub.	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. Q2- Nothing to report this quarter.	Brandy/Rob	When ready
<b>3.0</b>	<b>Org Development</b>			
3.1	<b>Continue to Implement training plan</b>			
3.1.1	Succession Planning	Q1- Hired new GIS Tech for water department due to retirement. Jordan training with Rich who retires in June. Q2- Luke is training in water department now and for GIS.	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

		Q2- Power and water crews attended a rigging class on site. Joyce attended WO training through NISC. Jeremiah to attend NISC MIC conference in fall.		
<b>3.1.3</b>	<b>NWPPA- Rigging &amp; Operations Class in-house</b>	<b>Q1- Class re-scheduled for May. Q2- Completed.</b>	<b>Matt/Katie</b>	<b>Q3</b>
3.1.5	Water & Line Apprentices	Q1- Line = LJ to top out in June, Rudy at 5 <sup>th</sup> step. All training and class completed as required in Q1. Q2- LJ passed his journeyman's test. Will evaluate next apprenticeship opening with committee.	Katie/Matt	As necessary
3.1.6	Update trainings process manuals & cross training activities	Q1 – training manuals are continuously updated. Cross training ongoing. Q2- Updating training for water department with new hire.	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. Q2 -OMS test database was updated to work through outage predictions, switching, and mapping issues. Will hold a staff training in July or August.	Katie/Jeremiah	Ongoing
3.1.8	Service Order Training/Creation	Q1 – Working through process improvements to increase efficiency. Q2 – Updated tasks on SO for workflow to align with the order they are completed.	Katie	Ongoing
3.1.9	NISC Training- Rick & Jordan	Q1 – Nothing to report this Qtr. Q2 – Nothing to report this Qtr. Jeremiah to attend NISC MIC conference in fall.	Katie/Jeremiah	Ongoing
<b>3.2</b>	<b>Continue Partnerships to Accomplish Work Goals &amp; Highlight Achievements</b>			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits & tribes	Q1- Disbursed \$9,000 to Skokomish Tribe for conservation rebates so far this year. Q2- Invited City of McCleary to attend rigging course but they had last minute conflict. Invited neighboring utilities to participate in a Reasonable Suspicion training for drug and alcohol that PUD 1 is hosting.	Kristin	All Qs
<b>3.3</b>	<b>Safety</b>			
3.3.1	Practice the Emergency Response Plan	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Staff	Q3
3.3.2	Great Washington Shakeout	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Cassandra	Q3
3.3.3	Conduct an office-specific training/meeting	Q1 – Nothing to report this quarter. Q2- Cassandra attended an Active Shooter training hosted by the City of Shelton. We will work with the Sheriff's office to conduct a training here at the PUD.	Katie	Q3
3.3.4	Panic-alarm testing	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Schedule for Q3.	Katie	Q2
<b>3.3.5</b>	<b>Fire extinguisher testing</b>	<b>Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Move to Q3 Q3 – All testing completed in July</b>	<b>Matt/Katie/John Spain</b>	<b>Q3</b>
3.3.6	Active Shooter training	Q1- Nothing to report this quarter. Q2- Cassandra attended the MCSO and City of Shelton training. Working on doing an inhouse training.	Katie	Q4
3.3.7	De-escalation Training	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Katie	Q4

3.3.8	Offer recerts on CPR/1 <sup>st</sup> Aid	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Matt/John Spain	Q4
3.3.9	<b>Publish list of power &amp; water monthly safety topics on ops calendar</b>	<b>Q1- Complete, Calendar is filled out for 2024</b>	<b>Matt &amp; Brandy</b>	<b>Q1</b>
3.4	<b>Continue IT module roll--outs</b>			
3.4.1	BPCs for both Service & Finance	Q1 – BPS for Service is scheduled to begin in August. Q2 – BPC is on the calendar for August.	Katie	Q3
3.4.2	<b>HR Connect Financials- Employee Self Serve</b>	<b>Q1 0- Implementation is underway. Go live date is April 18<sup>th</sup>. Q2 – Complete. We are now live with HR Connect Financials.</b>	<b>Katie</b>	<b>Q1</b>
3.4.3	<b>Implement new phone system</b>	<b>Q1 – New phone system has been implemented. Have ordered an upgraded model to demo in April to see if it's a better fit. Q2- Completed.</b>	<b>Katie</b>	<b>Q1</b>
3.4.4	Cell Service- booster? Check out radio connectivity issues.	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Move to Q3	Katie/Matt	Q3
3.4.5	Investigate Tail board meetings on iPads	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Move to Q3.	Katie/Matt	Q3
3.4.6	SCADA licensing at T3	Q1: Ordered and received equipment. Plan to program and implement Q3 Q2: Received equipment. Working on drawings for SCADA implementation at T3	Jeremiah	Q3
3.4.7	Broadband Mapping/Tracking in Mapwise	Q1: We received information Q2: Nothing to report.	Jeremiah	Q2
3.4.8	Email Phishing/Penetration Testing	Q1 – Nothing to report this Qtr. Q2- Working on a plan with HCC to get this started in Q3.	Katie/HCC	Q2
3.5	<b>Technology Plan</b>			
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 Q2: Received equipment Q3: Complete Drawings for T3 SCADA map Q4: Office SCADA with T3 SCADA	Jeremiah	When ready
3.5.2.2	<b>Determine HCC Networking Equipment Requirements- Substations &amp; Reclosers</b>	<b>Q1: Done</b>	<b>Jeremiah</b>	<b>Done</b>
3.5.2.3	<b>Determine PUD equipment requirements- Substations: managed ethernet switches &amp; RTACs</b>	<b>Q1: Done</b>	<b>Jeremiah</b>	<b>Q2</b>



3.5.2.4	Determine PUD equipment requirements- Line Reclosers: managed ethernet switches & RTACs	Q1- Nothing to report this quarter. Q2- Depends on location and fiber availability. (An Ethernet switch or small RTAC)	Jeremiah	Q4
3.5.3.2	Protection Equipment- identify needs, budget, timeline	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Jeremiah	Ongoing
3.5.3.4	End of line monitoring	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Jeremiah	Q3
<b>3.6</b>	<b>Records Management</b>			
3.6.1	Annual Scanning	Q1- Nothing to report this quarter. Q2- Cleaned up S: drive and have been scanning contracts into S: folder.	Office Staff	Q4
3.6.2	Add recorded training to new hire onboarding	Q1 – Will occur in second quarter. Q2- Katie creating onboarding protocol.	Katie	Q1
3.6.3	Go Paperless! Campaign	Q1- Nothing to report this quarter. Q2- Started new campaign for Q3 in Q2 newsletter.	Kristin	Q3
<b>3.7</b>	<b>Grow Conservation Program</b>		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. Q2- 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 <sup>nd</sup> Qtr. Q2- Worked with Brinnon School on tree removal on front of school that interferes with power lines.	Cassandra	Q4
3.7.3	Items for Customer Appreciation Event/Public Power Week	Q1- Nothing to report this quarter. Q2- Julie working on getting the rest of the items ordered and on site.	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. Q2- Updated the rebate program information and highlighted new partnership with South Sound Appliance.	Cassandra/Kristin	Q2
<b>3.7.5</b>	<b>Social Media push on rebates/newsletter information</b>	<b>Q1- Nothing to report this quarter. Q2- Completed. South Sound Appliance and the CCA bill credits.</b>	<b>Cassandra/Kristin/Lisa</b>	<b>Q2</b>
3.7.6	Continue Canal Comfort Fund Drive	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin/Lisa	Q4
<b>3.8</b>	<b>Continue HR &amp; Employee Relations Functions</b>			
3.8.1	Hold benefits meeting/workshops with employees as needed, i.e. open enrollment	Q1 – Nothing to report this quarter. Q2 – Sent out information on Aflac and Colonial Life to schedule virtual meetings if staff is interested.	Katie	Q3
<b>3.8.2</b>	<b>Employee Picnic</b>	<b>Q1- Reserved Potlatch State Park for July 12. Q2- Purchased service awards. Julie getting stuff ordered. Completed.</b>	<b>Kristin</b>	<b>Q2</b>
<b>3.8.3</b>	<b>Service Awards</b>	<b>Q1- Nothing to report this quarter. Q2- Service awards ordered. Completed.</b>	<b>Kristin</b>	<b>Q2</b>
3.8.4	Two potluck events in-house	Q1- Nothing to report this quarter. Q2- Held a luncheon for employee's shower. Held retirement party for Rich Crump.	Kristin/Katie	As needed
3.8.5	Customer Appreciation Event	Q1- Scheduled event for October 4. Q2- Nothing to report this quarter.	Kristin	Q3
<b>3.8.6</b>	<b>Hire Temporary Crew for Summer</b>	<b>Q1- Rehired water temp. Evaluating utilizing flagging company in lieu of hiring a full summer crew.</b>	<b>Katie/Matt/TJ</b>	<b>Q2</b>

		<b>Q2- Hired three temporary employees- one for water, power and office. Completed.</b>		
<b>3.9</b>	<b>Public Involvement</b>			
3.9.1	Career Day	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Joyce	Q4
3.9.2	Parades	Q1- Signed up for the Brinnon parade in Q2. Q2- Participated in the Brinnon parade.	Kristin	Q2 & Q4
3.9.3	Public Power Week	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	Q4
3.9.4	EDC	Q1- Nothing to report this quarter. Q2- Kristin updated CEDS list and welcomed new EDC director.	Kristin	All Qs
3.9.5	Kiwanis	Q1- Katie and Kristin attending meetings. Q2- Katie and Kristin volunteered at their Day of Champions school event at North Mason High School. Q3- Katie and Kristin volunteered at Kiwanis Bluegrass in the Forest event.	Kristin/Katie	All Qs
<b>3.10</b>	<b>Easements</b>			
3.10.1	Union Ridge	Q1- Sent a third letter out to the customer to inquire about an easement. Waiting to hear back. Q2- Nothing to report this quarter.	Brandy/Rob	2024
<b>3.10.2</b>	<b>Highland Park to Manzanita</b>	<b>Q1- Rob verified 50' easement already exists from when the development was plated. Q2- Done</b>	<b>Brandy/Rob</b>	<b>2024</b>
3.10.3	GPS all new easements	Q1- Nothing to report this quarter. Q2- Luke is working on this throughout the year to update the maps.	Rick/Jeremiah	All Qs
3.10.4	Release of interest on Manzanita to Dalby	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Kristin	2024
3.10.5	Kirk Properties	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Kristin	2024
3.10.6	N95L Tap	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Rick/Matt	2024
<b>4.0</b>	<b>Water</b>			
<b>4.1</b>	<b>Engage on issues that impact our water business</b>			
4.1.1	Foster Task Force/WWUC Water Rights Committee	Q1- Nothing to report this quarter. Q2- Kristin attending meetings and group comments to Ecology.	Kristin/Brandy	All Qs
4.1.2	WWUC	Q1- Brandy attending monthly meetings. Q2- Brandy attending monthly meetings. Kristin participating in water rights committee. Sent PUD letter on Ecology Policy 2030.	Brandy/Kristin	All Qs
4.1.3	Mason County Comp Plan	Q1- Kristin attended kickoff meeting. Q2- Kristin meeting with City & County Planners as well as consultant on utility portion of comp plan.	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	Kristin/Brandy	All Qs

		applications and secured \$1.8+ million in state budget for PUD 1 utility relocations. Q2- Kristin made request to reappropriate \$1.5 million to Duckabush to complete that work. Jeremiah designing Lilliwaup corner and Brandy 106. Those costs are provided to Commerce for their study on impacts. Kristin is in touch with Commerce representative regularly. Submitted upcoming impacts to WPU DA.		
4.4.5	WPU DA & WASWD water committee & leg committees	Q1- Mike chairing water committee again. Brandy on planning committee for annual conference. All attending monthly meetings. Kristin attended DC Rally with WPU DA. Q2- Brandy has been attending water workshop committee meetings. Kristin attended the WASWD GRC meeting and is on the listserve for that committee now.	Kristin/Mike Sheetz/Brandy	All Qs
<b>4.2</b>	<b>Consolidation</b>			
4.2.1	Complete Twanoh Water system Project List & seek funding	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Brandy	2024
4.2.2	Bellwood A & B	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy	2024
<b>4.3</b>	<b>Acquisitions</b>			
4.3.1	Bo Ginn Water System	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.2	Tillicum Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.3	Hipma	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.4	Star Lake	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.5	Harstene Point Association	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/TJ	Ongoing
4.3.6	Ravendale	Q1- Nothing to report this quarter. Q2- 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. Q2- A water quality sample was taken and came back satisfactory. TJ preformed a pressure test and identified a leak on the system. TJ is working with the owner to have the leak repaired.	Brandy/TJ	Ongoing
4.3.8	Orchard Beach Community	Q2- TJ and Brandy met with two of the board members and did an assessment of the water system.	Brandy/TJ	Ongoing
<b>4.4</b>	<b>General Maintenance/CIP</b>			
4.4.1	Two Jackies Well House	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	TJ/Brandy	2024
4.4.2	Totten Estates Well House	Q1- Construction complete. Still need to finish the inside. Q2- Nothing to report this quarter.	TJ/Brandy	Q1

4.4.3	Bay East Reroof Well House	Q1- Nothing to report this quarter. Q2- Gray and Osborne will have the reroof an additive for the iron and manganese project. Moving to 2025.	TJ/Brandy	Q1-Q2
4.4.4	Harstene Retreat Booster Pump Replacement	Q1- Nothing to report this quarter. Q2- Booster pumps have doubled in price, will see if it is possible to replace in 2025.	TJ/Brandy	Q3
4.4.5	Island Lake Manor Booster Pump Replacement	Q1- Nothing to report this quarter. Q2- Booster pumps have doubled in price, will see if it is possible to replace in 2025.	TJ/Brandy	Q4
<b>4.4.6</b>	<b>Alderbrook AC on E. Dogwood Ln, Dogwood Ct, and Vine Maple Ct</b>	<b>Q1- Completed.</b>	<b>TJ/Brandy</b>	<b>Q4</b>
4.4.7	Highland Park- G&O design at Manzanita	Q1- 60% design is complete. Q2- 100% design is complete and submitted to DOH for reviews.	Brandy/Kristin	2024
4.4.8	Twanoh Heights- decommission well	Q1- Nothing to report this quarter. Q2- Reached out to Davis Drilling to get a cost and scope.	Brandy/TJ	2024
4.4.9	Bayshore- outside ladder for reservoir	Q1- Nothing to report this quarter. Q2- Decided ladder isn't needed, for safety reason.	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. Q2- Nothing to report this quarter.	Staff	As necessary
<b>4.5</b>	<b>Well House Painting</b>			
4.5.1	Canal Beach Tracts	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	TJ/Brandy	Q3
4.5.2	Two Jackies	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	TJ/Brandy	Q3
4.5.3	Bolduc	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	TJ/Brandy	Q3
<b>4.5.4</b>	<b>Generators – Tiger Lake &amp; Lakewood Heights</b>	<b>Q1- RFP went out and closed, reviewing all bids. Q2- Generators were installed in May and startup was completed in June. The project is complete.</b>	<b>TJ/Brandy</b>	<b>Q2</b>
<b>4.5.5</b>	<b>Reservoir Cleaning &amp; Inspection- Bel Aire Cove, Hamma Ridge, Hoodspout &amp; Vuecrest</b>	<b>Q1- RFP went out and closes in the beginning of April. Q1- Reservoirs were cleaned in April.</b>	<b>Brandy</b>	<b>Q3</b>
4.5.6	Blackflow Device & CCC Campaign – Hood Canal	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Brandy	Q3
<b>4.6</b>	<b>Water Rights</b>			
4.6.1	Ripplewood	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Brandy/Aspect	Q3
4.6.3	Apply for change in place of use for Twanoh Consolidation	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy/Aspect	Q3
<b>4.7</b>	<b>Water Loss</b>			

4.7.1	View Ridge Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	TJ/Brandy	Q4
4.7.2	Arcadia Estates	Q1- Nothing to report this quarter. Q2- Repaired a leak in March.	TJ/Brandy	Q4
<b>5.0</b>	<b>ELECTRIC</b>			
<b>5.1</b>	<b>Rebuilds- Capital Work Plan</b>			
5.1.0	Bee Mill- Eight Additional Spans	Q1- Nothing to report this quarter. Q2- Moved to 2025 due to budget and project priorities.	Matt/Jeremiah for engineering	2025
5.1.1	Seal Rock- Contractor conduit installation	Q1: Original bid was too high. Waiting on a re-quote per new HCC route. Q2- Doing joint trench area for Seal Rock. Work started in May.	Matt/Jeremiah for engineering	Q3
<b>5.1.2</b>	<b>Dig final tap at Four Wheel Drive Rd</b>	<b>Q1- Nothing to report this quarter.</b> <b>Q2 – Job Complete</b>	<b>Matt</b>	<b>Q3</b>
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. Rick Obtaining easement to convert 5 spans of OH CU with UG. Q2- Nothing to report this quarter.	Matt	Q4
5.1.4	Webster Lane Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter.	Matt	Q4
5.1.5	Triton Head Dr. Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter.	Matt	Q4
<b>5.1.6</b>	<b>Jorstad Reroute</b>	<b>Q1- Nothing to report this quarter.</b> <b>Q2 – Job complete</b>	<b>Matt</b>	<b>Q3</b>
5.1.7	101 & 106 Intersection on Hillside to Sunnyside Rd (TRIM in 2024)	Q1: Put this on the 2024 FEMA Tree Trimming. Q2- Nothing to report this quarter.	Matt/Jeremiah for engineering	2024
5.1.8	Bow Tree Lane Single Phase	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter.	Matt	Q4
<b>5.1.9</b>	<b>McDonald Cove Reroute</b>	<b>Q1- Nothing to report this quarter.</b> <b>Q2 – Job Complete</b>	<b>Matt</b>	<b>Q2</b>
5.1.10	Dips – Mason County	Design complete.	Matt/Jeremiah	ON HOLD- Waiting for MCC & Mason County
<b>5.2</b>	<b>FEMA REBUILD PROJECTS</b>			
5.2.1	N95L Tap (single OH) to Virginia St. & N. Mardell Ln- upgrade wire (2023) *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA.	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. Q2- Waiting on FEMA.	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. Q2- Waiting on FEMA.	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. Q2- Waiting on FEMA.	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. Q2- Waiting on FEMA.	Matt	ON HOLD- Waiting to Sign Contract
5.2.6	N201 Eagle Creek Rd. single OH *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA.	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. Q2- Waiting on FEMA.	Matt	ON HOLD- Waiting to Sign Contract

5.2.8	N220L1 Tap Colony Surf *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA.	Matt	ON HOLD- Waiting to Sign Contract
5.2.9	N299 L Tap Lon Webb Rd *FEMA Grant*	Q1- Nothing to report this quarter. Q2- Waiting on FEMA.	Matt	ON HOLD- Waiting to Sign Contract
5.2.10	Eldon to Duckabush Reconductor *FEMA Grant*- Contract Work	Q1: Submitted an RFI to FEMA Q2- Waiting on 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 Q2- Waiting on FEMA.	Matt/Jeremiah for engineering	ON HOLD- Waiting to Sign Contract
<b>5.3</b>	<b>ENGINEERING FOR FUTURE PROJECTS</b>			
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. Q2- Nothing to report this quarter.	Jeremiah	2024
5.3.3	Beacon Point	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Jeremiah	2024
5.3.4	Enchantment Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Jeremiah	2024
5.3.5	Seamount URD	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Jeremiah	2024
5.3.6	Eagle Point URD	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Jeremiah	2024
<b>5.3.7</b>	<b>McDonald Cove pole installations</b>	<b>Completed.</b>	<b>Jeremiah</b>	<b>2024</b>
5.3.8	Skok Valley Pole Replacement & Reconductor- (Break out in Phases Also)	Q1- Nothing to report this quarter. Q2- 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. Q2- Nothing to report this quarter.	Matt	2024
5.3.10	Goodpaster's Tap	Q1- Nothing to report this quarter. Q2 – Mainline and restoration complete, taps were fused.... Discussion needed on future plan to replace UG or stay with fused elbows	Matt	2024
5.3.11	Manzanita Distribution	Q1: Finalized plan with Matt. Working on final plan drawing Q2 – All pipes and vaults are in sub to Dalby, wire and terminations planned for Q3. Waiting on elbows to finish buildout.	Matt/Jeremiah	2024
<b>5.4</b>	<b>Contracted Vegetation Management</b>	<b>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.</b>		
5.4.1	MP 314-308 (2024) N401 – N510	Q1- Nothing to report this quarter. Q2- Bid awarded.	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

<b>5.5</b>	<b>In-house Vegetation Management</b>			
5.5.1	N459	Q1- 75 % complete in 2023, remainder planned for Q2/3 Q2- Nothing to report this quarter.	Matt	2024
5.5.2	N386 R Tap Webster/Triton/Bowtree	Q1 – Sent customer notifications, planned work for trees, wires and poles. Q2- Nothing to report this quarter.	Matt	2024
<b>5.5.3</b>	<b>N44 L Tap Old Mill Hill</b>	<b>Q1- Completed full trim for taller poles and reconductor.</b>	<b>Matt</b>	<b>2024</b>
5.5.4	N206 Shar Lane	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Matt	2024
5.5.5	HWY 101 x HWY 106 Southbound	Q1- Nothing to report this quarter. Q2- 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 Q2- Nothing to report this quarter.	Matt	2024
5.5.7	Annual USFS Permit Review	Q1- Nothing to report this quarter. Q2- Jeremiah and Kristin working on amendment with USFS to eventually reroute power at Seal Rock.	Kristin/Matt/Jeremiah	Q1- March
<b>5.6</b>	<b>Manzanita Substation</b>			
5.6.1	Station Design Completion & Prepare Bid Document Bid Document-	Q1- Sitework awarded. Will be completed in Q2. Q2- Site work phase completed. Q3- Will bid station construction in August. Q4- Station Construction	POWER/Kristin/Jeremiah	Q3-Q4
5.6.2	T3 Circuit Breaker	Q1 – Working on wiring drawings Q2 – Working on drawings	POWER/Kristin/Jeremiah	Q4
5.6.3	Distribution	Q1- Finalized plan. Working on final plan drawings for crew. Q2- Crew almost completed.	POWER/Kristin/Jeremiah	Q3
5.6.3.1	Construct exit feeders	Q1-Nothing to report this quarter. Q2-Nothing to report this quarter.	Kristin/Jeremiah/POWER	Q3
5.6.3.2	Construct riser pole for double circuit	Q1-Nothing to report this quarter. Q2-Nothing to report this quarter.	Kristin/Jeremiah/POWER	Q3
<b>5.7</b>	<b>Annual Substation Inspection &amp; Maintenance Plan</b>			
5.7.1	Create annual reports with the data collected	Q1: Data Collection Ongoing. Will start collating data for an annual report Q2: Collating information	Matt/Jeremiah	All Qs
5.7.2	Develop a regulator maintenance plan	Q1 – Nothing to report this quarter Q2- Nothing to report this quarter. Move to Q3	Matt/Jeremiah	Q3
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. Q2- Nothing to report this quarter.	Matt/Jeremiah	Q2
5.7.4	Install fiber & camera at Duckabush Sub	Q1 – Nothing to report this quarter Q2- Kristin asked HCC for a quote to do this work.	Matt	Q2
<b>5.8</b>	<b>Pole Replacement Plan</b>			
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

		Q2 – Replaced 2 EOL poles		
5.8.4	Pole Inspection/Testing	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2024
5.8.5	System Climbing/Inspection plan or Drone inspection for Tidal Crossing	Q1 – Matt got a partial drone inspection done for the tidal crossing. Q2 – Jeremiah got a full drone inspection and will be working on a time to replace all of the insulators and other issues by Q3	Jeremiah	Q3
<b>5.9</b>	<b>Install Gang Switches</b>			
5.9.1	N220 *FEMA Grant*	Q1 – Nothing to report this quarter Q2 - 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 Q2- Nothing to report this quarter.	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
<b>5.10</b>	<b>Install recloser banks</b>			
5.10.1	N459 *FEMA Grant*	Q1 – Completed, triple single not coordinating or working properly. Replaced with 3 phase tank w/controller	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.2	N377 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.3	Duckabush Sub North *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.4	N544 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
5.10.5	N595R1 *FEMA Grant*	Q1: Submitted an RFI to FEMA Q2: Waiting on FEMA	Matt/Jeremiah	ON HOLD- Waiting to Sign Contract
<b>5.11</b>	<b>Duckabush Utility Relocation Project</b>			
<b>5.11.1</b>	<b>Final Design</b>	<b>Q1- Completed.</b>	<b>Jeremiah</b>	<b>Q1</b>
<b>5.11.2</b>	<b>Finalize Permitting</b>	<b>Q1- Completed.</b>	<b>Jeremiah</b>	<b>Q1</b>
<b>5.11.3</b>	<b>Order Materials</b>	<b>Q1- Completed.</b>	<b>Jeremiah/Jordan</b>	<b>Q1</b>
5.11.4	Bidding & Award Contract	Q1- Out to bid. Q2- Bids came in too high compared to engineer’s estimate. Rebid in June. Q3- Bid awarded to RiverLine. Work to start in August.	Kristin/Jeremiah	Q3
5.11.5	Start Construction for Phases 1 & 2	Q1- Out to bid. Starting in Q2. Q2- Bids came in too high compared to engineer’s estimate. Rebid in June. Should have notice to proceed in July. Q3- Bid awarded to RiverLine. Work to start in August.	Jeremiah/Kristin	Q3
<b>5.12</b>	<b>Misc. Engineering Projects</b>			
5.12.1	Long Range Plan (LRP)- use WindMil model to aid in LRP	Q1 – Nothing to report this quarter Q2- 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 Q2 – Luke is working on GIS side for this	Jeremiah	2024
5.12.3	Tideflats Underbuild Planning	Q1 – Estimate created for funding Q2 – Estimate updated for funding	Jeremiah	2024
5.12.4	Finalize Avian Protection Plan	Q1 – Nothing to report this quarter Q2 – Attended Avian Protection Classes	Jeremiah	2024



	<b>Identify UG Construction Standards to Update</b>			
5.12.5	Calculations as necessary	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
5.12.6	Add/Change/Determine necessary item #s in NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
5.12.7	AutoCAD Drawings	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
5.12.8	Add/Change AUs NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
	<b>Identify OH Construction Standards to Update</b>			
5.12.9	Calculations as necessary	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
5.12.10	Add/Change/Determine necessary item #s in NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
5.12.13	AutoCAD Drawings	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
5.12.14	Add/Change AUs NISC Financials	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2025
	<b>Procedure Streamlining</b>			
5.12.15	Process for as-built in NISC for transformers	Q1 – Nothing to report this quarter Q2 – Reviewed and updated process with Rick – need to see if Lisa is having any issues	Jeremiah	2024
5.12.16	Process for as-built in NISC for meters	Q1 – Nothing to report this quarter Q2 – Reviewed and updated process with Rick – need to see if Lisa is having any issues	Jeremiah	2024
	<b>WindMil Model</b>			
5.12.17	Identify NISC connectivity issues	Q1 – Nothing to report this quarter Q2 – Identified missing meters and other connectivity issues. Working on updating these meters with Rick	Jeremiah	2024
5.12.18	Document clean up for WindMil & NISC models	Q1 – Nothing to report this quarter Q2 – Nothing to report this quarter	Jeremiah	2024
5.12.19	Load flow analysis	Q1 – Nothing to report this quarter Q2 – Duckabush Complete	Jeremiah	2024
5.12.20	Voltage drop analysis	Q1 – Nothing to report this quarter Q2 – Duckabush Complete	Jeremiah	2024
5.12.21	Protection/Coordination analysis	Q1 – Nothing to report this quarter Q2 – Matt & Rose to verify locations of reclosers on system map	Jeremiah	2024
<b>5.13</b>	<b>Engage in Industry Associations that Support our Power Business</b>			
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. Q2- Kristin working with ad-hoc committees on resource adequacy proposal and EDAM.	Staff & Commissioners	All Qs

5.13.2	PPC	Q1- Kristin & Commissioners attending PPC meetings. Will chime in on the Markets+ proposal in Q2. Q2- Kristin & Commissioners attending PPC meetings.	Kristin & Commissioners	All Qs
5.13.3	WPAG	Q1- Kristin & Commissioners attending WPAG meetings. Will develop position for Markets+ in BPA's Provider of Choice proposal. Q2- Kristin & Commissioners attending WPAG meetings regarding EDAM and 2028 contracts.	Kristin & Commissioners	All Qs
5.13.4	NWPPA	Q1- Kristin registered for annual conference in Q2. Q2- Kristin attended annual conference and also participates in the government relations committee and western wildfire policy committee.	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. Q2- Marcus Perry, power account exec from BPA will attend July board meeting. Kristin and Jeremiah working with BPA on large load customers, transmission, and contract for metering for Manzanita Substation.	Kristin & Commissioners	All Qs
<b>5.14</b>	<b>Telecom-HCC Partnerships</b>			
<b>5.14.1</b>	<b>Alderbrook URD</b>	<b>Q1- Replaced</b>	<b>Brandy/Kristin/HCC</b>	<b>Ongoing</b>
5.14.2	Canal View Bore - Water	Q1- Working on permitting with WSDOT and will get new quote from HCC. Q2- Nothing to report this quarter.	Brandy/HCC	Ongoing
<b>5.14.3</b>	<b>Seal Rock</b>	<b>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. Q2- Agreed to participate in joint trench areas in 2024. Work began in May to install conduit only. Will do future phases in coming years.</b>	<b>Kristin/HCC</b>	<b>Q2</b>
<b>5.15</b>	<b>Pole Attachments</b>			
5.15.1	Recalculate pole attachment rates	Q1- Nothing to report this quarter. Q2 – Nothing to reports this quarter – will work on in Q3.	Katie	2024
<b>5.15.2</b>	<b>Update contact list for partnerships for OH &amp; URD conversion projects</b>	<b>Q1- Nothing to report this quarter. Q2 – Updated contacts for our telecom attachers to notify during conversions.</b>	<b>Katie</b>	<b>Q1</b>
<b>5.16</b>	<b>MISC.</b>			
5.16.1	Continue more 3PH/CT Meter Audits	Q1- Worked some in Q1, ongoing Q2- Worked some in Q2, ongoing, move to Q4	Matt/Summer	Q4
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 <sup>rd</sup> party attachers. Will follow up on compliance in Q2. Q2 –Attachers are working on relocating. Will follow up in 3 <sup>rd</sup> Q to check on progress and notify as needed.	Matt/Katie	All Qs