

2020 Strategic Work Plan



What we do:

Provide customers with safe, reliable and valued utility services.

How we do it:

With safety, teamwork, respect, communication, trust, local control and excellence.

View of the Olympics from Theler Center in Belfair.

Mason PUD 1

2020 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:
1.1.1	Aggressively pursue funding opportunities through FEMA, DOE, DOH, WRIA, Mason County and other grantmaking agencies to help pay for capital projects.	<p>Received 3 DOH SRF loan forgiveness grants for Lake Arrowhead and Bay East; Received a \$50k grant from BEF for Community Solar; applied for FEMA hazard mitigation grants- proposals are in the review queue; Applied for Ecology streamflow restoration grant funds for Alderbrook Water Reclamation project (\$275k); Did not receive the Mason County historical preservation grant for the PUD 1 sign rehab.</p> <p>NEW in 2Q: Submitted grant application to BEF for electric vehicle charging stations in partnership with Skokomish Tribe for \$23,085; We will receive reimbursements from FEMA for storm expenses of \$73,997.</p> <p>New in Q3: Received \$49,451.41 in CARES Act funds through Mason County to help pay past due utility accounts. Did not receive Ecology's streamflow restoration grant. Will research and reapply next year. Received \$30,000 DOH grant for feasibility study for consolidating several PUD 1-owned water systems in Shelton Springs area. Were invited to submit full proposals to FEMA for hazard mitigation projects- generators for water systems and a line rebuild for power line in slide-prone area. We have received 8% of our operating revenue in grants to-date, over \$900,000.</p> <p>New in Q4: Applied for FEMA Hazard Mitigation for Overhead to Underground Conversion in the North Hoodsport area, BRIC grants for Eells Hill slide repair / underground relocation, and generators for water systems. Applied for DOH Construction Loans with the intention of receiving subsidy for the following projects: Lake Arrowhead mainline replacement (the rest of the system), Shadowood Reservoir & Manganese Treatment, Union mainline replacement, Agate Beach mainline replacement. These grants / projects total over \$4 million.</p>	Katie	All Q
1.1.2	List Loan Payoffs in 2020	Completed. No payoffs in 2020. The amortization schedules and early payoffs have been calculated and are presented with quarterly and annual financial reports.	Katie	Q1
1.2	Implement COSA			
1.2.1	Rate Hearing – 3-year resolutions for both water & electric	Completed in conjunction with passing 2020 budget.	Katie	Q1

1.2.2	Customer Communication Packets for website & front counter	Completed – FAQ’s for both water and electric are on the website and at front counter.	Katie/Kristin	Q1
1.2.3	Complete NISC Rate Changes for water & electric- test them to make sure they’re working correctly	Completed. Water was effective with February’s billing. Electric’s will be effective in May for April’s billing. Both have been tested and are working.	Katie/Shiane	Q1
1.2.4	Document Updates- rate schedules, post these online	Completed – both water and electric’s rate schedules are updated and posted online.	Katie/Shiane	Q1
1.2.5	Water Rate resolution – include meter size rates	Completed.	Katie	Q1
1.2.6	Assign water customers into appropriate rate classes based on meter size	Completed.	Brandy & Mary/Shiane	Q1
1.2.7	Assign electric customers into appropriate rate classes based on consumption	Completed. NISC setup a special rate schedule that changes the basic charge / kWh usage rate from residential to low-use residential automatically each month based on consumption.	Katie/Shiane	Q1
1.3	Opportunities to Increase Margins			
1.3.1	Large Load Customers			
1.3.1.a	Complete BPA Study	Completed.	Kristin	Q4
1.3.1.b	T3 site logistics – easement, fire suppression, lease, deposit	This site is no longer being pursued, per customer request. Removed from plan.	Kristin	When Need Occurs
1.3.2	Water Acquisitions			
1.3.2.a	Emerald Lake decision	Completed. They did not want to turnover ownership, so they now have a new company managing them.	Darin	Q4
1.3.2.b	New System Viable Inquiries	Completed. Two Jackies and Bel Aire Cove have been acquired. Star Lake water system has reached out as well. Hood Canal Terrace has one property owner that does not want to sign so we have taken it off the acquisition list.	Darin & Brandy	Ongoing
1.3.3	Cost Savings Processes			
1.3.3.a	Engineering & Staking for power department in-house training	These are moved to 2021 due to budget cuts and no offering from NWPPA. Working with NWPPA to have a virtual option for this during the pandemic so our employee doesn’t fall behind on the training schedule.	Darin	Q4
1.3.3.b	Water System Plan writing in-house	James worked with Gray & Osborne on Union Regional, and Twanoh Consolidation plans. James also working with BKI on Lake Arrowhead, and Agate Beach. James has saved the District approximately \$31,500 in consulting fees, that BKI and Gray & Osborne would have charged to fully prepare the WSPs. James’ work is detailed out through the end of the year on these projects.	Darin	Ongoing
1.3.3.c	Set credit card payment limits via policy	Evaluated. We evaluated this and decided it was not feasible due to the types of cards. The impact from fees is not based on dollar amounts; they are based on the types of cards that are used, which we’re not able to control, and rarely causes issues for us.	Katie	Q1
1.4	Ongoing Financial Efforts			
1.4.1	Rates			

1.4.1.1	Create regulatory fund for water department, build into rate	Completed as part of 2020 budget approval.	Katie	Q1
1.4.1.2	Recalibrate pole attachment rate, following audit	We are evaluating an outside firm for this since our temp was unable to work this year on this project and it requires a specific knowledge to conduct a thorough analysis and audit. The goal is to have audit completed and revised pole attachment rates presented to the board in July 2021. Moved to 2021 plan.	Katie	Q3
1.4.1.3	Evaluate feasibility of discount program	Moved to 2021. Not the right time for this. Will need to be incorporated into 2022's budget process if we decided to move this forward.	Katie	Q3
1.4.1.4	Evaluate disconnect threshold	Reached out to other Utilities to evaluate change in disconnect threshold. Will have proposal in Q4.	Katie & Shiane	Q2
1.4.2	Finance Committee Work	Finance committee met in October to review budget draft in preparation of budget workshop. Also reviewed increasing our days cash on hand, with a combination of a Line of Credit and cash reserves. Katie is soliciting proposals for a LOC to have available for cash flow in an emergency situation. Finance committee will likely not meet again in 2020 unless there is an emergent need.	Katie & Mike Wittenberg	All Qs
1.4.2.1	Meet at least twice a year, to review investments, budget, and debt payoff strategy progress.	Finance committee met in October.	Katie	2x in 2020
1.4.3	Inventory	Completed for 2020.	Katie & Darin	3x in 2020
1.4.3.1	Review inventory list, and material sheets for electric and water – for count frequency, and what is considered inventory and non-inventory.	Completed. Both water and electric inventory sheets have been updated for inventory vs. non-inventory.	Katie & Darin	All Qs
1.4.3.2	IT Inventory	Completed.	HCC	Q3
1.4.3.3	Small & Attractive assets	Completed for 2020.	Trish	Q3
2.0	Facilities			
2.1	Manzanita Substation			
2.1.1	Transmission & Distribution feeder from Hwy 106 to Manzanita Substation site	Progress: This is a project that is funded with bond proceeds. Bid awarded to Magnum Power. Waiting on final materials. Signed change order w/Magnum for schedule and pricing. They are scheduled to begin before end of year and be completed by end of March 2021.	Darin	Q4
2.1.2	Distribution Underground Feeder from Mason 3 McReavy Rd to Manzanita Substation site- Replace Underground Cable	Progress: Finishing up Intertie agreement with PUD 3.- Meeting with Mason 3 in November to finalize.	Darin	Q3
2.1.3	Distribution Underground Feeder double circuit from Manzanita Substation site to Union Substation	Progress: Work has begun on this project with great progress. Contractor has completed the difficult areas and is on track to complete by end of year. All infrastructure in the ground contractor finishing clean up 11/23/20.	Darin	Q3
2.2	Continue the Next Phase of Facilities Plan			
2.2.1	Covered Storage (re-brief and report on phases to staff/board)	Completed.	Kristin & Darin	Q2
2.2.2	Tacoma Power pole yard clean up	Progress: Ecology has finally approved our voluntary clean-up plan on 11/24/20! Are in the process of completing a grant application to Ecology for clean-up.	Darin	Q3
2.3	Continue facility maintenance			

2.3.1	Mow all vaults on highway each year	Completed.	Darin	Q4
2.3.2	Update landscaping along substations/sign cleaning	Did not complete this year due to staffing shortages/no temps. Moved to 2021.	Darin	Q3
2.3.3	Fencing Plan			
2.3.3.1	Fence between Tacoma City Light and Mason PUD property along pole yard	Delayed for budget savings. Moved to 2021. Not mission critical at this point.	Darin	Q4
2.3.3.2	Develop and present fencing plan to staff and board. Include in facilities work plan and budget	Delayed for budget savings. Moved to 2021. Not mission critical at this point.	Darin & Brandy	Q1
2.3.4	Overnight accommodations for employees – safety/disaster planning			
2.3.4.1	Develop and procure a list of essentials to have on hand	Completed. We have updated this to include pandemic response. Rich, Trish and Katie are actively working on this and we plan to procure items for impending arrival of 2 nd wave of pandemic this fall. Stocking up on sanitizer, masks, alcohol and bleach.	Darin/Rich	Q2
2.3.4.2	Radio from County	Not a priority for County at this point. Not sure if this is still on their radar. Removed from plan.	Kristin	Q4
2.4	Create a Long-Term Facilities Plan			
2.4.1	Existing Campus			
2.4.1.1	Rehab sign	Completed. Applied for County historical preservation grant but wasn't awarded. We hired the restoration folks to come out and do the repairs and rehab, as well as roofers to repair the roof leak.	Kristin	Q4
2.4.2	Substations			
2.4.2.1	Road 24/Jorstad Substation & Feeder Easement	Progress: Timber cruise completed. Submitted to DNR for pricing.	Darin	Q2
2.4.2.2	Manzanita Substation – continued funding	Completed for 2020 with budget process. \$28,500 each month is being funded for substation fund.	Katie	Ongoing
2.4.2.3	Possibility of taking a feed from Mason 3 New Cushman substation to Mason 1 Hoodsport substation	Actively communicating with PUD 3 on this. Kristin and Annette, and Darin and PUD 3 engineering agree it's a good idea. Will be moved to 2021 plan so it doesn't get lost.	Darin	Q2
2.4.2.4	Possibility of Mason 3 taking an emergency feed from T3	Actively communicating with PUD 3 on this. Kristin and Annette, and Darin and PUD 3 engineering agree it's a good idea. Will be moved to 2021 plan so it doesn't get lost.	Darin	Q2
2.4.3	Property Acquisitions			
2.4.3.1	Agate Beach	Completed.	Brandy	Q4
2.4.3.2	Minerva Terrace	On hold – pH is within safe levels and are reported to DOH monthly. If a new well is drilled in the area, it would be drilled in fractured rock and DOH would require it to be chlorinated. After investigation this year, it's unlikely that we need to take any action at this point.	Brandy	Q4
2.4.3.3	Viewcrest Beach	Progress: In talks with community HOA president.	Brandy	Q4
2.4.3.4	Union Ridge/Vuecrest	Progress: Working with property owner to purchase land from her to install new reservoir and booster station. Appraisal and survey completed. Negotiating	Brandy	Q4

		price. Will use bond proceeds to purchase the site, one the owner/seller has reviewed the appraisals and decides on a price.		
2.4.3.2	Facilities			
2.4.3.2.1	Frontage Property	Not pursuing. Removing from plan.	Darin	Q4
2.4.4	Easements			
2.4.4.1	Hood Canal	Not pursuing at this time. Removed from plan.	Darin	Q4
2.4.4.2	North Hill Hoodsport	Darin will have JJ send paperwork and map to customer.	Darin	Q4
2.4.4.3	Canal Mutual to North Hill Way	Obtaining an easement will be part of the process that will be funded by FEMA.	Darin	Q4
2.4.4.4	BIA- Reserve Fund Account	This is stalled due to inactivity by BIA. They decided not to pursue it. It still needs to happen as our easement has expired. Katie has spoken with Teresa, who was helping Steve Taylor on it previously. We will fund the original estimate, with inflation. May need to add a new survey fee to the fund as well. Once we have a grasp on what has been done and what needs to be done, we will work to wrap it up. Been ongoing since 2011. Katie's researching and will add funding to 2021 budget. Moved to 2021.	Kristin	Q4
2.4.4.5	Road 24 Substation (Just getting easement this year; no more design work is necessary.)	This is duplicate of 2.4.2.1. Removed from plan.	Darin/BKI	Q4
2.4.4.6	All new services provide easement- Get paperwork ready	Completed. Electric and water now have a form they are sending when there is no recorded easement on file for every new/alterd service. Easements are then recorded with Mason County. All new water systems are required to sign easements before the PUD will execute the P&S agreement.	Darin/Kristin/JJ/Brandy	Q1
2.4.4.7	Sheldon Properties easement for existing driveway	Completed.	Kristin/Rob	Q4
2.4.4.8	Lake Arrowhead	Completed. Whole system is in county Right of Way.	Brandy	Q3
3.0	ORG DEVELOPMENT			
3.1	Implement Training Plans			
3.1.1	Training Program for all employees – include in annual budget	Completed. Training program has mostly been cut due to budget issues and conferences/classes being cancelled. We implemented virtual training programs for employees instead, most of which are free of charge. Employees did these from home and also while at the office through the end of Q2. Budget priority lies with the apprentice program and all accredited college programs that our employees are currently enrolled in. Will re-budget in fall in conjunction with budget process.	Staff	Q3
3.1.2	Continue System Tours – ask commissioners what they want to see	Moved to 2021 due to pandemic restrictions.	Darin	Q3 & Q4
3.1.3	Budget for Tuition reimbursement and trainings	Completed as part of 2021 budget process.	Katie	Q3
3.1.5	Practice backup training using manuals for essential job duties	Complete for 2020.	Staff	Each Q

3.1.4	Show job progression opportunities and match trainings up with those interests	Completed. We have had ongoing discussions with employees and discussed individually their career ambitions and next steps in moving around the PUD positions.	Staff	Ongoing
3.1.5	Hold Electric 101 training for New Hires	Completed. Rick Lovely, PE, former GHPUD manager held training on 2/20/20 for all new hires.	Kristin	Q1
3.1.6	Hold a PUD 1 Grid Training for New Hires	Moved to 2021 due to gathering restrictions.	Kristin & Darin	Q4
3.2	Continue Safety Emphasis & Disaster Planning			
3.2.1	Continue Great Washington Shake Out	This was not done in 2020 due to staff working remotely. Moved to 2021.	Kim	Q3
3.2.2	Exercise the ERP	Completed. We are in the middle of exercising the ERP and real-time updating it to encompass pandemic response. Julie is bringing the updated ERP to staff in August for approval prior to October's training event.	Staff	Q1
3.2.3	Put Company wide safety trainings on the office calendar	Completed.	Kim	Q1
3.2.4	Random safety inspections	Progress: Q1 paused due to COVID. Two site inspections completed in Q2. No safety violations noted during either inspection. Signage and PPE were all correct. Q3- one field safety inspection conducted and will do another one before the end of the year.	Darin/John Spain	All Qs
3.2.5	Budget for Safety items and tools	Completed. Purchased grounding tool. Also planning to purchase a high voltage tester. New items included in 2021 budget.	Darin	Q3
3.2.6	Ergonomics onsite clinic	Moved to 2021 due to gathering restrictions.	Katie/Kim	Q4
3.2.7	Wellness items for safety agenda	Completed. Darin and Katie met with John to review expectations for 2020 safety program. Reviewed safety/wellness protocols as they relate to the pandemic. Q3 – Provided guidance and webinars initiated through the Employee Assistance Program regarding COVID-19, working remotely, financial and emotional stress caused from the economic impact of the Pandemic.	Katie/Kristin/John Spain	Q1
3.2.8	Customer Education	Completed. Q2: Did education on electric shock drowning in June and in newsletter, encouraging boat and marina owners to get their marine and pool/hot tub electrical services inspected. Q3: Did education on generator safety and preventing backfeed injuries to linemen, as well as avoiding carbon monoxide poisoning.	Kristin/Julie	Q3
3.2.8.1	Disaster preparedness packs for public for 85 th anniversary giveaways at picnic – life straws, contact info, shelters, safety checklists to make 'go bags'	This got changed, due to COVID. Will revisit in future years if funding is available to help purchase these items.	Kristin/Julie	Q3
3.2.8.2	Generator safety and using your generator to help keep your neighbor's freezer cold	Completed. Did education on generator safety and preventing backfeed injuries to linemen, as well as avoiding carbon monoxide poisoning.	Kristin	Q3
3.2.8.3	Life support customer cards	Completed.	Julie/Shiane	Q4
3.3	Continue NISC module rollouts			
3.3.1	Mobile Workforce – Make reservation	Completed – NISC was onsite March 3-5 th .	Katie/Shiane	Q1
3.3.2	Evaluate Mapping Server Options	Completed. Team met to review options and decided to go with virtual condensed server option. Will be replaced in July.	Kristin/Katie	Q1
3.3.3	Smart Hub Payment Arrangement Feature	Payment arrangement has been setup. Will monitor to make sure we don't need to make any changes.	Shiane	Q4

3.3.4	ACH Auto-pay	Completed.	Shiane	Q1
3.3.5	Kiosk Options	Progress: Shiane reached out to NISC to get information on the cost of KIOSK, as well as with PUD 3 about options to partner with them at their downtown location. PUD 3 not interested in partnering at a Belfair location because they have an office location there. Evaluating other sites in Belfair. Put this on 2021's plan.	Shiane	Q4
3.3.6	Map Report Training for Notifications	Nothing to report this quarter.	Kristin/Shiane	Q4
3.3.7	Cross Train and Write out instructions for call capture and messenger	Instructions saved in Training Manual on S: Drive. Cross-training complete.	Shiane/Julie	Q2
3.4	Go Paperless! Campaign	Completed. We had a 1% increase in enrollment this year, bringing it up to 26% of total customers who are now paperless in 2020.	Kristin/Julie	Q2 & Q3
3.5	Continue Canal Comfort Fund Drive	Completed. Advertised in fall/Q3 newsletter and online. Will go into Q4.	Kristin/Shiane	Q3 & Q4
3.6	85th Anniversary Celebration-			
3.6.1	Logo	Completed.	Kristin/Julie	Q1
3.6.2	Press	Completed. Updated logo on website and social media, did a happy anniversary post in February along with interview on KMAS.	Kristin/Julie	Q1
3.6.3	Merch	Completed.	Kristin/Julie	All Q
3.7	Website			
3.7.1	Spanish Language Page	Have not had time to do this. Moved to 2021.	Kristin/James	Q2
3.7.3	Interlocal Agreements	Completed.	Julie	Q1
3.9	Records Compliance			
3.9.1	Clean up Outback	CSRs have been scanning in-house.	Julie	Q4
3.9.2	Set budget for digitization of records & use it all	Removed budget for this to offset COVID/rate impacts. Instead identified drawers of records that are being scanned in house. This is occurring now.	Julie	Q4
3.9.3	Establish checklist for contract management/renewals that's sortable by year	Reviewed and cleaned out contracts in vault. Hard copy in vault completed.	Julie	Q1
3.9.4	Water records – downsize and digitize	Progress: All scanned. Brandy to needs to go through the pile of unknowns, will be finished combing through vault file in Jan. 2021.	Julie/Brandy	Q1
3.10	Continue HR & Employee Relations Functions			
3.10.1	Hold benefits meeting/workshops with employees as needed: i.e. open enrollment	Completed.	Katie	Q4
3.10.1.1	Benefit letters home for deductibles, open enrollment, PEBB, stapled to checks	Completed.	Katie	As needed
3.10.1.2	EAP Benefits advertised	Completed. Sent out notices regarding EAP benefits and posted on bulletin boards.	Katie	Q2
3.10.1.3	Financial consultant- are employees interested in this?	Move to 2021	Katie	Q4
3.10.1.4	DRS Visit- are employees interested in this?	Move to 2021 because DRS is not available.	Katie	Q2

3.10.2	Employee Picnic	Completed on July 10 th .	Julie	Q2
3.10.3	Service Awards	Completed on July 10 th .	Julie	Q2
3.10.4	Two potluck events in-house	Completed. Had one early in the year and then Kristin brought in breakfast the morning that the crew all came back together on same shift.	Julie	2x in 2020
3.10.5	Customer Appreciation Event	Completed. Drive thru event had almost twice the attendance we usually have.	Kristin/Julie	Q3
3.10.6	Highlight employees in awards and other forums	PUD received special purpose districts award for pandemic response, APPA communications awards, AWWA communications awards, NWPPA communications awards, APPA safety awards, NWPPA safety awards.	Kristin	All Qs
3.10.7	Revamp employee handbook – organize in sections	Katie has begun this. Our new contract with Archbright includes an employee handbook review. We have received copies of other utilities’ recently redesigned handbooks. First draft will go to Archbright in Q4.	Katie/Kristin/Rob	Q2
3.10.8	Review Policies and see if any need to be revamped	Completed for 2020. Retiree Medical policy done in Q2. Net Metering policies and COVID telework stipend policy for Q3/Q4. Q4- Net Metering, Water Policy, and SDF Policy.	Katie & Kristin	Q2
3.10.9	Exit interviews process	Kristin has discussed this with staff and started a list of items. Katie to ask HR listserv for copies of other utilities’ processes.	Katie & Kristin	Q3
3.11	Public Involvement			
3.11.1	SHS Career Day	Cancelled due to COVID. Will do it next year.	Joyce	Q4
3.11.1.a	Hood Canal School Career Day	Was cancelled this year due to COVID. Will do it next year.	Joyce	Q1
3.11.3	Parades	Cancelled due to COVID. Will do next year.	Julie	3x in 2020
3.11.4	Public Power Week- designate as a clean energy community including county resolutions & signs. Ask PUD 3 if they want to join in.	Completed. Both Mason County and the City of Shelton passed proclamations designating each Clean Energy Communities. Worked with PUD 3 to get signs ordered and proclamations written. Will install signs in Q4.	Julie/Kristin	Q3
3.11.5	EDC	Completed. Kristin continuing to participate on board. Participated on a small business enterprise grant panel for COVID funding and nominations committee for the board.	Kristin	Ongoing
3.11.6	Kiwanis	Completed. PUD 1 signed up as a member for Hood Canal Kiwanis.	Jack & Kristin	Ongoing
3.11.7	Invite Hood Canal School and Brinnon Elementary to participate in a water conservation poster contest	This got cancelled due to COVID. Will add to 2021’s plan.	Julie	Q2
3.11.8	Invite Hood Canal School and Brinnon Elementary to participate in an electrical safety poster contest	This has been cancelled due to COVID. Will add to 2021’s plan.	Julie	Q3
3.11.9	Complete first Annual Report for 2019	Completed. Digital link to be available online in April.	Kristin/Katie	Q1
4.0	Water			
4.1	Water Rights & WSPs-			
4.2.1.1	MOU for Union Regional	No further work in 2020. Best and final offer on MOU has been sent to the tribe for review and discussion. We are at an impasse. Likely will not occur this year. Moving forward with defense of water permit extension and Part B approval instead, per board instruction to Kristin.	Kristin	Q2

4.1.1	Work w/our partners to exercise our water rights	Completed for 2020. Continuing to work with WPUA and move forward our water rights applications. Brandy to start attending WWUC meetings as PUD designee. Ecology will start rule making for MWL in regard to Hirst. Brandy will stay apprised. Brandy completed a water rights portfolio review with Aspect and has tied it to our water system plan schedule and capital work plan/grant applications. Regulatory budget secured for this.	Kristin	Ongoing
4.1.2	Develop a water rights strategic plan and budget to prioritize applications	Completed with Aspect Engineering. Now tying that plan to our water system plan schedule and 10-year capital budget to make sure that all work is planned out and coordinated for the next 10 years.	Brandy	Q2
4.1.3	List all plans to be completed in 2020- have a strategic list that matches up with water rights strategy and long-term budget projections/maintenance/grant funding	Completed. Brandy has developed this plan and we continue to reprioritize it throughout the year as new funding becomes available. We are currently pulling the top items from the list for grant requests this fall and to incorporate in strategic plan.	Brandy/Darin w/ help from staff	Q2
4.2	Consolidation			
4.2.1	Union Regional Consolidation Plan- get this approved!	Completed.	Kristin	Q1
4.2.1.1	Vuecrest reservoir-mainline-design and build (not budgeted in 2020)	Activities Completed for 2020. Anderson Appraisal is completed appraisal. MTN2COAST completed the survey. Going out for design of mainline and reservoir 2021.	Brandy	Q2
4.2.1.2	Highland park-reservoir, mainline-design and build (not budgeted for 2020- apply for grants in fall)	It isn't feasible to consolidate with another nearby water system. Will be going out for design of mainline and reservoir 2022. Removed from 2020 plan.	Brandy	Q2
4.2.2.1	Island Lake Manor, Cherry Park, Woodland Manor (not budgeted for 2020- apply for grants in fall)	Received a \$30,000 grant to conduct this feasibility study. Will move this project into 2021.	Brandy & Darin	Q2
4.2.2.2	Twano	Completed. Plan approved and projects will be listed on grant apps this fall.	Brandy & Darin	Q2
4.3	Acquisitions-			
4.3.1	Meet with SMAs to discuss next steps-provide notice	Done for one SMA, which we declined to renew. The other SMA system is in the process of completing capital projects prior to transferring ownership to the PUD. They are aware of the deadline and we're working with them to move things along.	Darin	Q2
4.3.1.1	Revamp SMA contract to include milestones and process	Completed. SMA now has milestones every 6 months to work toward transfer of ownership in 24 months.	Kristin/Brandy/Rob	Q2
4.3.2	Utilize new checklist to make good decisions on acquisitions	Completed. Using this every time we evaluate a system from Staff to Legal to Water Techs, to Water Rights through Ecology. All aspects of a system are evaluated now before we decide to move forward with acquisition.	Darin & Brandy	Ongoing
4.0	Maintenance/CIP			
4.4.1	Water Loss-			
4.4.1.1	Prioritize and budget-			
4.4.1.1.1	Lake Arrowhead	Completed. Received a \$162,019 principal forgiveness loan to replace mainline. Will sign load contract in late 2020 and project will be scheduled for 2021.	Brandy	Q4
4.4.1.1.2	Viewridge Heights	Completed: Leaks found and fixed.	Brandy	Q4
4.4.1.2	Leak detection services free vs. contract			

4.4.1.2.1	Hamma Ridge	Completed. Leaks found and fixed by crew.	Brandy	Q4
4.4.1.2.2	Enchantment	Completed. Leaks found and fixed by crew.	Brandy	Q4
4.4.1.2.3	Ripplewood	First steps completed. Have engaged Aspect Engineering to do water rights review to begin cost reimbursement process. Installing isolation valves to start leak detection. (Cannot go out for any type of funding until a WSP has been approved, that cannot happen until we have water rights.) Will carry over into 2021.	Brandy	Q4
4.4.2	Stream monitoring			
4.4.2.1	James to identify two other locations	On hold until budget stabilizes. Moved to 2021.	James	Q1
4.4.2.2	Provide ongoing maintenance budget and 2020 site budget	Completed. Current monitoring sites being maintained.	James	Ongoing
4.4.3	Facility security			
4.4.3.1	Close in window at Highland Estates pumphouse, over wellhead	Completed. Window has been removed.	Brandy	Q2
4.4.3.2	Canal Mutual well 3 – install gate	Completed 11/23/20	Brandy	Q2
4.4.3.3	Canal View – install gate and cover wellhead	2020 Activities Completed. Danger trees removed from above the well house. Will continue minimal/essential work on this site then the rest has been submitted for grants.	Brandy	Q2
4.4.4	Identify needed tools and resources			
4.4.1	Add items here when we come across needs or requests from crew	Valve exercising tool and crane for back of truck.	Darin	Ongoing
4.4.5	Identify main line extensions for potential growth			
4.4.5.1	SDF earnest money policy	Completed. Brandy is working on areas to bring to staff and the board. It was decided that this should not be a policy. Per Rob it can be brought to the board on a case by case basis. This has been included in the budget for 2021 and will be discussed at the budget workshop.	Kristin	Q2
4.4.5.2	SDF Policy – updating sunset date	Completed.	Kristin/Brandy	Q2
4.4.5.3	List 3-4 sites and poll customers	View Ridge Heights, Canal View and Union.	Kristin/Brandy	Q2
4.4.6	Well House Rehab-			
4.4.6.1	Bay East Roof Replacement	Moving to 2021, the roof may need to be redone to accommodate the additional building for manganese treatment will not know until the design for treatment is finished. This is the system we got the grant for, so we have to do things in the correct order according to the grant terms.	Brandy	Q3
4.4.6.2	Highland Estates roof	Changed to union well one it is in worse shape hope to get this done in December.	Brandy	Q3
4.4.6.3	Canal View wellhouse, signs, tree removal, gate, rock & well head protection	2020 Activities Completed. Removed trees and installed well head protection, brought rock in. Rest included in 2021 grant application to DOH.	Darin	Q3
4.4.6.4	Wonderland	Completed.	Brandy	Q3

4.4.6.5	Woodland	Completed.	Brandy	Q3
4.4.6.6	Tiger Lakes	Moving to 2021	Brandy	Q3
4.4.6.7	Hellickson	Completed.	Brandy	Q3
4.4.6.8	Elk Ridge	Moved to 2021	Brandy	Q3
4.4.7	Well House Paint			
4.4.7.1	Black A & B	Could not complete, no temps 2020.	Darin/Brandy	Q3
4.4.7.2	Cedar Meadows	Could not complete, no temps 2020.	Darin/Brandy	Q3
4.4.7.3	Holiday View 2	Could not complete, no temps 2020.	Darin/Brandy	Q3
4.4.7.4	Dayton Trails	Could not complete, no temps 2020.	Darin/Brandy	Q3
4.4.7.5	Bellwood	Could not complete, no temps 2020.	Darin/Brandy	Q3
4.4.8	Water System Generators for High Outage Areas			
4.4.8.1	Bellwood A	This is likely going to be moved to 2021 due to budget shortfalls related to COVID-19. Waiting to see if we receive FEMA grant before we pay for this out of pocket. Grant submitted in October.	Brandy	Q4
4.4.8.2	Shadowood	This may be moved to 2021 due to budget shortfalls related to COVID-19. Waiting to see if we receive FEMA grant before we pay for this out of pocket. Grant submitted in October.	Brandy	Q4
4.4.9	Treatment Upgrades			
4.4.9.1	Island Lake Manor	Completed in Q2	Brandy	Q4
4.4.9.2	Rainbow Lake	Completed in Q2	Brandy	Q4
4.4.9.3	Bel Aire Cove	Completed in Q2	Brandy	Q2
4.4.10	Miscellaneous Water Projects			
4.4.10	Well Pump Replacements- Budget for 3/year	Completed: Highland Park, Springwood Well 3, Union Well 1	Brandy	As needed
4.4.11	Agate Beach-Design, reservoir and mainline	Ongoing/Progress. This has started. Gray and Osborne working on design; James assisting in-house. Will be done by early 2021.	Brandy	Q4
4.4.12	Reservoir Cleaning & Inspection-List systems	Completed. Canal Mutual, Hood Canal, Lakewood Heights, Pirate's Cove, Tiger Lake, Twanoh Heights, Union, and View Ridge Heights	Brandy	Q3
4.4.13	Backflow Device & CCC Campaign-List systems & status- schedule crews to support timeline	Completed. Letters out in July. Mary and Brandy will provide update on status of campaign- re: systems, progress, etc. Water techs are currently assessing Hood Canal Water System.	Mary	Q3
4.4.14	Water System Planning & Reports	Completed. Lake Arrowhead, Twanoh, and Union Regional, Minerva Terrace in the works now for 2020.	Brandy & James	Q1
4.4.14.1	Follow up with part B approvals	Completed. Agate Beach and Viewcrest Beach was approved. URWSP should be approved by end of year.	Brandy & James	Q1

4.4.18	Replace failing source meters	Completed. Island Lake Manor, Madrona Park, New Pine Acres, Wonderland, and Bellwood B	Brandy	Q4
4.4.19	Replace captive air tanks with bladder tanks	Completed. One replaced at Woodland and two at Wonderland.	Brandy	Q4
4.4.20	Work with Alderbrook Resort & AGYC on feasibility study for reclaimed water project	2020 Activities Completed. Held stakeholder meetings and collected letters of support. Had pre-application meeting with DOE and they were supportive of our application. WRIA 14 also supportive of project. Submitted formal grant application for \$275,000 for feasibility study. Q3- We did not get funded. Will reevaluate for 2021.	James & Kristin	Q1 & Q2
4.4.15	Emergency Management Plan			
4.4.15.1	Identify regional wells as marshalling points	Completed. Identified, but then we were invited to submit full proposal to FEMA for generators for ALL systems- not just marshalling points. Katie submitting in October.	Kristin & Katie	Q4
4.4.15.2	Line out items needed	Completed in grant proposals to FEMA.	Kristin & Katie	Q4
4.4.15.3	Apply for grants	Completed.	Kristin & Katie	Q4
4.4.17	Main Line replacement			
4.4.17.1	Lake Arrowhead	Received a \$162,019 principal forgiveness loan to replace mainline. Will sign load contract in late 2020 and project will be scheduled for 2021.	Darin	Q3
4.4.17.2	Canal Beach Tracts	Identifying what is needed to replace mainline. Working with HCC to do boring to replace water line, will be completed in 2021	Brandy	Q3
4.4.17.3	Union	Applying for grant to replace failing mainline along State Route 106.	Brandy	Q3
4.4.17.4	Upgrade 8" water main Manzanita to Dalby Rd. in coordination with electric cable replacement project	Completed: Installation completed Dec 2020 and pressure test in 2021.	Brandy	Q4
4.5	Customer Education on Water Issues			
4.5.1	Newsletter articles on water regulatory issues as well as cost of service topics	Snake River Dams and COVID have taken all the real estate this year. Will focus on this in 2020.	Kristin	All Qs
5.0	Electric			
5.1	Continue CIP WORK AND PRIORITIZATION			
5.1.1	Manzanita, substation solutions, 34/5, ROW	Progress: This project is funded by bond proceeds that need to be spent by the deadline. Bid awarded; construction to start as soon as we can get materials onsite. They are delayed due to demand for wildfire rebuilds and storm damage across the U.S. Q4- All but a couple material items are on site. Board approved change order with Magnum at December meeting. They will begin and should be completed by March 2021.	Darin	Q2
5.1.2	Install 34.5 kVA regulators on Daley property	Progress: Regulators are purchased. Waiting on scheduling to install them. Will be installed during outage for transmission cutover.	Darin	Q3
5.1.3	Union Substation-rebuild remainder of the transmission to 115 kV	Progress: This project is funded by bond proceeds that need to be spent by the deadline. Bid awarded; construction to start in Q3.	Darin	Q4

5.1.4	Contracted Vegetation Management	Removing this from 2020 plan due to budget cuts and backlog for contractors to even bid on our work. 2021 budget has an increase in this arena to catch up for lost time in 2020.	Darin	Q4
5.1.5	In-house Vegetation Management	Completed. Crews have already done the Skokomish Valley and Wa Wa Point. Tog Road Brinnon. Will continue through end of the year as time permits.	Darin	Q2
5.1.6	Overhead to underground Galloway LN, Luv Rd, Whitney Point, WA WA Point	Progress: Whitney Point complete.	Darin	Q3
5.1.7	Underground replacements Sylopash LN, Four Wheel Drive Rd, Division 6 Colony Surf, Sunnyside Rd	Progress: Timber Tides and Foothills Park are done.	Darin	Q3
5.1.8	Overhead rebuilds Hoodsport Tap, Weed Tap, End of Skokomish Valley	Completed	Darin	Q3
5.1.9	Hire Temporary Crew for Summer – 3 electric; 2 water	Staff has cancelled the summer crew for 2020 due to budget restrictions.	Darin	Q2
5.1.2	Insert BKI Deliverables			
5.1.2.1	Cross Country estimate	Completed by BKI. Submitted as grant to FEMA for slide area. We were invited to submit a full proposal from FEMA so we are awaiting decision on this application.	Darin/BKI	Q2
5.1.3	New Fuel Management Program			
5.1.3.1	Upgrade fuel system	We ordered a new Gas Boy system and it will be installed before end of the year. Our old system freezes and makes us unable to use the fuel pumps until the data is dumped, which wasn't set up to do automatically. It also doesn't correctly interface with our fleet management system.	Darin/HCC	Q3
5.2	Distributive Generation			
5.2.1	BEF-Community Solar	Community Solar II completed. It was fully subscribed with 51 kilowatts, 51 participants, 10 of whom are low income participants through our new low income solar program, funded by a \$50,000 grant from BEF.	Kristin & Julie	Q2
5.2.2	Get a design, put to bid, start web page, refresh registration documents, advertise, set all deadlines	All completed. Registration completed. Website is live. www.solar.mason-pud1.org	Kristin & Julie	Q1
5.2.3	EV Charger- Continue to work with Energy Northwest, BEF and other partners on a fast charge station for Hoodsport	Completed: Received a grant from BEF for two electric vehicle charging stations to be installed for the Skokomish Tribe at Lucky Dog Casino. Ongoing: Working with Energy Northwest on a fast charge station through the Commerce grant program. Fast charge station will be with Port of Hoodsport and IGA.	Kristin	Ongoing
5.2.4	Redesign the Policies for Solar that are on website	Julie has completed this. Policy Committee scheduled November 3rd for final.	Julie	Q3
5.3	Develop a Technology Plan			
5.3.1	AMI			
5.3.1.1	Setup AMI committee-	Completed. Darin has identified committee members, solicited recommendations from other utilities on meter vendors, and set up meetings with the vendors. Will move to 2021's plan for next stages.	Kristin & Darin	Q3
5.3.1.2	List of utilities to talk to	Darin and Shiane had meeting with Lakeview Power & Light that was cancelled due to social distancing restrictions. Will try to reschedule for 2021.	Darin	Q1

5.3.1.3	Setup meetings with vendors	This is all on hold for 2020. Not going to have budget for this. Will move to 2021's plan.	Darin	Q2
5.3.1.4	Estimate timeframe and budget	This is all on hold for 2020. Not going to have budget for this. Will move to 2021's plan.	Kristin	Q3
5.3.1.5	Vendor contractor install or in-house install	This is all on hold for 2020. Not going to have budget for this. Will move to 2021's plan.	Kristin & Darin	Q2
5.3.1.6	Rollout implementation plan	This is all on hold for 2020. Not going to have budget for this. Will move to 2021's plan.	Kristin & Darin	Q4
5.3.2	SCADA			
5.3.2.1	See if existing SCADA will work with AMI	This is all on hold for 2020. Not going to have budget for this. Will move to 2021's plan.	Darin	Q2
5.3.2.2	How much SCADA do we need	This is all on hold for 2020. Not going to have budget for this. Will move to 2021's plan.	Darin/BKI	Q2
5.3.3	CYBER			
5.3.3.1	Energy NW Phishing testing	Completed. Did our first test in Q1. Everyone passed. 2 more rounds of testing scheduled for 2020.	Kristin	Q1
5.3.3.2	Energy NW Cyber Training	Completed Feb. 19 th .	Kristin	Q1
5.3.3.3	Vendor/Contractor testing	Completed. Main contractors included in testing. Everyone passed. Will continue in future rounds of testing.	Kristin	Q1
5.3.4	5G- stay apprised	Ongoing discussions through WPUDA.	Kristin/Board/Rob	Ongoing
5.4	Emphasis on Pole & Meter Audits			
5.4.1	Do more 3PH/CT Meter Audits	Completed.	Darin	Q3
5.4.2	Conduct a new pole/pole attachment audit	Progress: Looking at using a contractor for this. Staff has meeting with Osmose in December to get a proposal for this. Waiting to see how Mason PUD 3's contractor does, also. Goal is to be completed by July 2021.	Darin	Q2
5.4.3	Replace leaning poles	Completed. Replaced 3 in Hoodsport area and 3 in Duckabush area.	Darin	Q3
5.4.4	Point out rebuilds in danger areas	Removing this from plan because we've called these out in other areas of this document. It's duplicating reporting.	Darin	Q3
5.5	Reliability and Emergency Planning			
5.5.1	County planning coordination	Kristin continuing communications with the group. All activities completed for 2020.	Kristin	Ongoing
5.5.2	Take advantage of joint ventures with PUD3, HCC, Tacoma Power, Mason County	Manzanita work will include HCC, as will other rebuild areas. Partnering with PUD 3 on interties. We have multiple locations going where we're working with sister agencies to streamline work and save on expenses.	Kristin	Ongoing
5.6	BPA			
5.6.1	Prep for 2028	Completed for 2020. Kristin has ongoing communication with Marcus on this and PUD 1 participating with WPAG also. Gave presentation to WPAG in November regarding District's interests and positions on BPA power provider issues.	Kristin/Marcus	Ongoing
5.6.2	Rates	Activities completed for 2020. BPA waived the financial surcharge, which is about \$5,000 per month savings to the PUD. APPA has been working hard to	Kristin/Katie	Ongoing

		lobby for additional LIHEAP funds to help customers but BPA needs some kind of stimulus package to help with rate relief to its wholesale customers. Sent letters to federal delegation in June asking them to sign onto Rep. Matsui’s bill for COVID relief for PUDs.		
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