

Mason PUD 1

2022 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		Staff	All Qs
1.1.1	DOE – Streamflow Restoration Grant	Q1- Completed- applications submitted in February for both the water reclamation project and the lower aquifer well project.	Katie/Kristin/James	Q2
1.1.2	Union Regional Mitigation	Q1- Application submitted to DOE for lower aquifer wells. No further action at this point until we find out if we are funded. Will also apply for ARPA funding for this. Q2- Submitted appropriations request to Sen. Murray’s office for this project. We were not selected. We will reapply and also have submitted the application to Mason County for ARPA. Q3- Adding funding requests for water reclamation, lower aquifer and Manzanita storage to the federal grant writing strategic plan. Scoped and estimated cost for this phased project. Will apply as soon as matching funding source opens. Did not receive DOE grant. Q4- Working with Meguire Whitney on an appropriation for the Manzanita water storage. Will submit in early 2023.	Kristin	Q2
1.1.3	Alderbrook Water Reclamation	Q1- Application submitted to DOE for feasibility study. No further action until we find out if we are funded. Q2- DOE won’t announce funding awards until the end of the year. Q3- Added to federal grant strategic plan. Will apply soon. Did not receive DOE grant. Completed tasks for 2022. Will resubmit in 2024.	Kristin/Brandy/James	Q2
1.1.4	DOE – Remedial Action Grant – Pole Yard	Q1- James submitted this in March. Will wait to see if we were approved. Q2- Application submitted. Not eligible until we have NFA. Q3- Cannot apply for this until NFA. Have also asked if we can apply for any leftover programmatic funds. They won’t know if there are any leftover funds until May of 2023.	Kristin/James	2023
1.1.5	DOE – Brownsfield Funding – Pole Yard	Q1- Submitted inquiry. Will apply for additional funding if its available before the end of the state’s fiscal year in June. Q2- We have to wait for the NFA to apply for 50% reimbursement. We also have put in a request for any unused programmatic funds. Q3- Had follow up meeting with Ecology & Aspect. Working on a next steps plan with budget. Q4- Ecology indicated there may be some leftover programmatic funding to help with the next phase. Will add to 2023.	Kristin/James	Q2

1.2	Construction			
1.2.1	Lake Arrowhead Mainline (Entire System)	<p>Q1 - Eligible for 50% subsidy through DWSRF. Will accept the funding to move the project forward. Kristin & Katie met with USDA-RD about layering their funding on top of DWSRF to help reduce the District's share.</p> <p>Q2- The USDA-RD has too many hoops to jump through and there's no guarantee of any grant in the end. It's just loan and we don't need the loan. This is not cost effective to justify the staff time to go through the process. Will continue to look for other options to subsidize the project, but it's moving forward regardless with the SRF funding.</p>	Katie / James / Brandy	Q4
1.2.2	Canal View Well/Treatment/Retaining wall	<p>Q1- Nothing to report this quarter.</p> <p>Q2 – Nothing to report this quarter. Will apply when funding opens in October.</p> <p>Q3 – Engineering is testing to mitigate saltwater intrusion levels.</p> <p>Q4- Submitting a SRF grant for Canal View deeper well.</p>	Katie / James / Brandy	Q4
1.2.3	Alderbrook Mainline AC pipe	Q1- Applied for 2022. Not eligible for subsidy with this system through DWSRF so the District declined the funding. Will resubmit in 2023 if it looks like additional subsidy can be awarded with the federal funding coming down to the state. Brandy is developing a plan to replace this year-by-year in the regular capital work plan/budget, independent of funding packages.	Katie /James /Brandy	Q4
1.2.4	Union Mainline AC Pipe	Q1- Applied for 2022. Not eligible for subsidy with this system through DWSRF so the District declined the funding. Will resubmit in 2023 if it looks like additional subsidy can be awarded with the federal funding coming down to the state. Brandy is developing a plan to replace this year-by-year in the regular capital work plan/budget, independent of funding packages.	Katie / James /Brandy	Q4
1.2.5	Canal Beach Tracts mainline	<p>Q1- Material on site and planning on installing May.</p> <p>Q2- Water loss has improved, do not need to preplace mainline.</p>	Katie / James /Brandy	Q4
1.2.6	Bay East Manganese	<p>Q1- The estimate to purchase property and install the treatment far exceeded the funding awarded. Not able to move project forward. District declined the funding and will continue to pursue grants. Working with attorney on negotiating the purchase of property or an easement to accommodate the treatment system.</p> <p>Q2- Continuing negotiations on property. Looking at a Plan B option if we can't get additional space. Will reapply for grants in fall.</p> <p>Q3- Got a quote to start the design for Plan B for Bay East. Will apply for grant in October/November. The engineer's estimate for the cost of the project is large- \$600,000+. Will find a way to phase it if we don't get 50% grant funding and start working on it in 2023. Will also include in federal grant ask. DWSRF Grant has been started.</p> <p>Q4- Working on purchase & sale agreement for Bay East property. Reapplying for SRF grants this quarter to cover the design and installation of treatment and hopefully the property.</p>	Katie / James /Brandy	Q4
1.2.7	Island Lake, Cherry Park, Woodland Manor, Springwood, Lake wood intertie		Katie / James / Brandy	
1.2.8	Arcadia Estates Manganese	Q1- Applied through DWSRF and didn't not receive funding. Will apply again for 2023.	Katie / James /Brandy	Q4

		Q2 – Nothing to report this quarter. Will apply in the Fall. Q3- Nothing to report this quarter. Will apply in the Fall at state level and have included this system in our scoping for federal funding request.		
1.2.9	Harstene Retreat Manganese	Q1- Applied through DWSRF and did not receive funding. Will apply again for 2023. Q2 – Nothing to report this quarter. Will apply in the Fall. Q3- Nothing to report this quarter. Will apply in the Fall at state level and have included this system in our scoping for federal funding request.	Katie / James / Brandy	Q4
1.3	DOH – Feasibility/Consolidation			
1.3.1	Bellwood A & B Bay East / Totten The Big 5	Q1- Nothing to report this quarter. Q2- Submitted grant application to DOH.	Katie / Brandy/James	Q3
1.3.2	Cedar Meadows 1 & 2 and Black B & C	Q1- Nothing to report this quarter. Q2- Will not pursue, it is not cost effective to consolidate.	Katie /Brandy/James	Q3
1.3.3	Anthony Rd N & S	Q1- Nothing to report this quarter. Q2- Will not pursue, it is not cost effective to consolidate.	Katie / Brandy/James	Q3
1.3.4	Stonebriar 1, 2 & 3	Q1- Nothing to report this quarter. Q2- Will not pursue, it is not cost effective to consolidate.	Katie / Brandy/James	Q3
1.4	DOE – Well decommissioning			
1.4.1	TwanoH Heights well 2	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Will be completed in 2023.	Katie / Brandy / James	2023
1.5	FEMA – Hazard Mitigation – Due Nov 30 2021			
1.5.1	Seismic Valves	Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022. Q2- Nothing new to report. Will apply in the Fall. Q3- Applied through BRIC Grant – received email that we were selected to submit a full application that’s due November 11, 2022. Q4- Submitted full application to state FEMA in November. Will see if we are chosen to move to federal pool.	Katie / Brandy / James	Q4
1.5.2	Generators/Water Trees	Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022. Q2- Nothing new to report. Q3- Applied through BRIC Grant – received email that we were selected to submit a full application that’s due November 11, 2022. Q4- Submitted full application to state FEMA in November. Will see if we are chosen to move to federal pool.	Katie / Brandy / James	Q4
1.5.3	Duckabush Relocation	Q1- Including Duckabush in DFW’s FEMA hazard mitigation application. They were invited to submit a full proposal in January. PUD assisting in that application. Rep. Kilmer included a \$1 million appropriation in the federal	Katie / Kristin / James	Q4

		<p>budget, which was approved in March. Working with his office on next steps to accept the funding.</p> <p>Q2- Funding was finally approved in federal budget. Design completed and approved by DOT. Designed in 4 phases to put out to bid. Engineer's estimate is \$1.3 million due to inflation. Putting together bid documents now. Hoping bids come in within budget. WDFW has secured about 50% of their funding. Will do Phase 1 work immediately and wait for WDFW before we start Phase 2.</p> <p>Q3- Evaluating if we have to complete a second NEPA or if the first one that Dept. of Fish & Wildlife did can also cover our utility line relocation in the same project. Should have final design coordinated with WSDOT in early fall and be able to go out to bid as soon as HUD gets a contract over to the PUD to sign. Cannot start any environmental work or construction until that's done. The PUD cannot get reimbursed for staff time and contracted engineering to-date. Waiting on HUD contract. Design with DOT is tentatively complete; waiting on securing private easement from customer on Dark Rd.</p> <p>Q4- Received private easement on Dark Rd. Engineering complete. Working with DOT staff on lighting requirements. Signed the HUD contract. DFW is able to assume the lead reviewing agency status for the NEPA. Will finalize design in Q1 of 2023 and put it out to bid.</p>		
1.5.4	Overhead to Underground Conversions	<p>Q1- Included in FEMA system resiliency invitation for full application. Submitted in February.</p> <p>Q2 – Responded to RFI from FEMA. Will know by the end of July whether our project moves forward for funding.</p> <p>Q3- FEMA has advanced our system resiliency project to review status. Should find out next year if we are funded for \$3.6 million.</p> <p>Q4- No new info. Waiting to hear if funded.</p>	Katie / Kristin / James	Q4
1.5.5	OH Rebuilds – high outage areas/bumps	<p>Q1- Included in FEMA system resiliency invitation for full application. Submitted in February.</p> <p>Q2 – Responded to RFI from FEMA. Will know by the end of July whether our project moves forward for funding.</p> <p>Q3- FEMA has advanced our system resiliency project to review status. Should find out next year if we are funded for \$3.6 million.</p> <p>Q4- No new info. Waiting to hear if funded.</p>	Katie / Kristin / James	Q4
1.5.6	Solenoid Valve – Pirate's Cove	<p>Q1- Submitted to FEMA. Did not get picked for this round. Will apply again in the fall of 2022.</p> <p>Q2 – Nothing new to report.</p> <p>Q3- Included in BRIC grant application – received an email we were invited to submit full application that's due November 11, 2022.</p> <p>Q4- No new info. Waiting to hear if funded.</p>	Katie /Brandy / James	Q4
1.5.7	Pole Inspection /Testing	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Have bid packet ready. Waiting on this though because several of our poles are being replaced as part of the fiber installation in Eldon & Jefferson County. Have contracted engineer working on pole replacement plan for end of 106 and end of Skok Valley. After we get those replaced, we will regroup on what's left in the field still to inspect/test. Do not want to waste money testing or inspecting poles that are slated to be replaced anyway in the next 1-3 years.</p> <p>Will move this item to 2023.</p>	Kristin	2023

1.6	BEF			
1.6.1	Car Charging Station	<p>Q1- Included Port of Hoodspoint and Union Square in Dept. of Commerce EV grant that is being jointly written by Energy Northwest. Nothing else to report this quarter.</p> <p>Q2- Offered to help Mason County on their EV charging research for grants and also to fulfill their Clean Energy Community pledge. No word yet on the Energy Northwest grant application.</p> <p>Q3- Offered to assist Mason Transit and tribes in their grant cycle. The charger at the PUD office is not getting any utilization. Will look at moving it to a customer location that has more tourist traffic.</p> <p>Q4- Working with Hama Hama Seafood to possibly relocate the PUD's level 2 charger to their site. It is not being used at the current site.</p>	Kristin	Q3
1.6.2	Community Solar III- Is this feasible? Site/location?	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Had conversation with other utilities in Eastern Washington to see if they're able to host our solar project at their site where they get more sun/production and have an interlocal agreement for solar where our customers could buy into a project located offsite. In beginning discussions- conceptual only. Not aware of any projects like this happening elsewhere. Determining partner interest/feasibly at this point.</p> <p>Q3- Have had conversations with Energy Northwest about siting this project on their operations building in Tri-Cities and working with other small utilities to subscribe it. Hopefully will get enough participation to move it forward in 2023.</p> <p>Q4- Energy Northwest is not able to do this. Not feasible at PUD 1 site. Will discuss with other utilities to see if there's interest in co-owning a project in eastern Washington.</p>	Kristin/Julie	Q4
1.7	Substation Money		Kristin	Q2
1.7.1	Capital budget request	<p>Q1- Submitted a \$255,000 capital budget request to Sen. Sheldon's office for the Hood Canal-101 Broadband Project. HCC forwarded it to Rep. MacEwen as well. These were not included in the capital budget. Will try again in 2023.</p> <p>Q4- Will submit for water projects on state capital budget request to pitch to Rep. MacEwen to cover the shortage for Vuecrest & Agate Beach ARPA projects that had bids that came in way over budget.</p>	Kristin	Q1
1.7.2	ARPA/BBB Infrastructure	<p>Q1- Working with McGuire/Whitney on possible appropriations for federal requests. Kristin working on CEDS list and APRA funding request to submit in March.</p> <p>Q2- Submitted ARPA requests for Vuecrest, Ripplewood and Manzanita Reservoir projects. \$1.62 million total. Also working with Senator Murray's staff on appropriations request for Manzanita Reservoirs and funding to close gap on the CERB Triton fiber project.</p> <p>Q3- Did not receive funding from Murray's office. Have put together a comprehensive list for power and for water projects and grant asks. Looks like the Vuecrest project ranked high enough to possibly receive funding from the county for ARPA. Submitted a \$3,653,472 application for whole-system</p>	Kristin	Q4

		<p>vegetation management for wildfire prevention. Working on March 2023 grant application for Commerce for Jorstad Substation.</p> <p>Q4- Signed contract with Mason County for \$750,000 for Vuecrest. Working with Meguire Whitney on list of appropriations for federal level.</p>		
1.8	Infrastructure			
1.8.1	Duckabush Relocation Project	<p>Q1- Including Duckabush in DFW's FEMA hazard mitigation application. They were invited to submit a full proposal in January. PUD assisting in that application. Rep. Kilmer included a \$1 million appropriation in the federal budget, which was approved in March. Working with his office on next steps to accept the funding.</p> <p>Q2- Funding was finally approved in federal budget. Design completed and approved by DOT. Designed in 4 phases to put out to bid. Engineer's estimate is \$1.3 million due to inflation. Putting together bid documents now. Hoping bids come in within budget. WDFW has secured about 50% of their funding. Will do Phase 1 work immediately and wait for WDFW before we start Phase 2.</p> <p>Q3- Completing final design and waiting for HUD contract so we can put this out to bid before the end of the year. Environmental permitting may cause bid to be delayed to spring 2023. Waiting on HUD contract. Design with DOT is tentatively complete; waiting on securing private easement from customer on Dark Rd.</p> <p>Q4- Secured private easement for Dark Rd. Design agreement in place with DOT. HUD contract signed. DFW agreed to be reviewing agency for NEPA. Will complete design and put out to bid in 2023.</p>	Kristin	Q4
1.8.2	Jorstad Substation	<p>Q1- This project is listed on our federal grant priorities plan and will be submitted for federal funding.</p> <p>Q2- Nothing new to report.</p> <p>Q3- Hosted a site visit from Dept. of Commerce at Jorstad Sub to showcase the need for substation funding. This is the top funding priority for 2023 and beyond.</p> <p>Q4- Will apply for Commerce funding in March 2023 when it opens.</p>	Kristin	Q4
1.8.3	Union Regional Projects	<p>Q1- Several projects including reservoirs are included in the federal grant plan as well as being submitted to the Mason County CEDS list. Will work on a federal appropriation for reservoirs, likely.</p> <p>Q2- Nothing new to report. Vuecrest application sent for ARPA.</p> <p>Q3- Waiting to hear if Vuecrest application is selected for ARPA funding. This will allow the reservoir to be construction and complete the Vuecrest projects. Vuecrest Reservoir and Booster station is at 90% design. We have started the design for the Manzanita Reservoirs.</p> <p>Q4- Design underway for Manzanita Storage Project. Met with DOH for procedure to consolidate Vuecrest and Highland Estates water systems. Will not physically connect the systems until later down the road if there is need. Will apply to Ecology for that process when we're ready.</p>	Kristin/Brandy/James	Q4
1.8.4	Manzanita Campus	<p>Q1- Water reservoirs, storage building, and campus security are included in the federal grant plan.</p> <p>Q2- Submitted appropriations request and CEDS request for reservoirs. Have begun preliminary site work and engineering.</p>	Kristin/James	Q4

		Q3- Have started the engineering for the water reservoirs and stormwater retention ponds. Have started the design of the substation and ordered the regulators and transformers. Have this campus project in the federal grant application list. Q4- Design underway. Applying to Murray's office for federal appropriation in early 2023. Working with Meguire Whitney on the application.		
1.9	CEDS			
1.9.1	Update EDC's CEDS list with infrastructure projects	Q1- COMPLETED- Updated list sent for EDC board approval in March.	Kristin/Staff	Q3
1.10	Continue Debt Strategy and Milestones			
1.10.1	Hold 2 finance committee meetings to review investment & debt policies	Q1- Nothing to report this quarter. Q2 – Finance meeting held at the end of June to discuss status of LGIP investments, Long Term Debt, COSA refresh for Water & Electric, and possibility of Electric SDF. Q3- Will hold finance committee meeting prior to budget hearing in Q4. Q4- Finance committee met and 2023 budget adopted. Completed.	Katie	All Qs
1.11	Evaluate Staffing/Contractors for Assistance			
1.11.2	Grant Writing and Single Audit Requirement – Contract out to Audit Firm	Q1- Have contracted with McGuire Whitney for grant writing/lobbying services for capital plan projects and federal/state funding opportunities. Q2 – Nothing to report. Q3- Signed agreement with MW to start first grant application for whole system vegetation management. Submitted this grant in October. Submitted RFI feedback on resiliency grant to DOE as well. Q4- SAO conducting single audit now for federal grant audit. Katie will get quotes in 2023 for independent audit to compare costs to SAO expenses.	Katie/Kristin	Q2
1.12	Update Fee Schedule			
1.12.1	Pole Attachment Rate	Q1- Completed audit and sent out invoices to attachers. \$44,751 in newly captured revenue from unauthorized attachments. We also billed Lumen & Wave a combined total of \$41,221 for a portion of the audit to help recover the cost of the audit. Cost to conduct study was \$70,909.65, so it was a good investment for the utility and now we're on track to do this every five years. We do not intend to change the pole attachment rate until we complete our pole replacement plan and are finished with the fiber projects.	Katie/Kristin	Q1
1.12.2	Misc. Fee Schedule – reconnect/disconnect, etc.	Q1- Completed. Implemented new fee schedule.	Katie/Kristin/Shiane	Q1
1.12.3	Budget at end of the year for 2023 COSA tune-up to adjust targets and possibly scheduled rates- depending on impact of grant money to long term capital projects/needs	Q1- Received quote from FCS Group to do a refresh of the COSA for power and water and include the new grant funding the PUD has received as well as consider the costs for inflation on materials and see if the projections are still valid or if they should be adjusted in future ratemaking.	Kristin/Katie	Q4

		<p>Q2- Water COSA refresh is started and will be completed by the end of August, so that staff can incorporate any recommendations into the 2023 budget. Electric's COSA refresh will start in 2023.</p> <p>Q3- Water COSA update is almost complete and will be ready for finance committee & budget hearing. Electric will start next year.</p> <p>Q4- Completed. Water overall rate increase dropped by 2% from 7% to 5% overall rates due to grant funding brought in. Will do the same for power in 2023.</p>		
1.13	Continue to Expand the Customer Assistance Program			
1.13.1	CETA – Low income Housing Assistance Program	COMPLETED. Q1- The PUD's CETA biannual filing was completed. Program is implemented.	Katie/Shiane	Q2
1.13.2	Formalize actual program	COMPLETED. Q1.	Katie/Shiane	Q2
1.13.3	Spend down ARPA funding	<p>Q1- Printed bill credit program in newsletter. Have applied \$12,000 so far. Put in request to reappropriate \$100,000 to fiber project. Given the success of the arrearages program, customers were directed to CAC and Crossroads Housing before PUD ARPA funding was triggered. This resulted in the majority of arrearages being covered by those other agencies' allocations and having a surplus of PUD ARPA funds. The County commission agreed to reappropriate the funding.</p> <p>Q2- Vuecrest ARPA contract closed out. Eldon Fiber ARPA contract closed out. \$9,305.84 left for arrearages ARPA contract. \$559,000 left for Agate Beach ARPA contract. Both should be closed out in early 2023. We have until the end of 2024 to spend the funding.</p> <p>Q3- No changes from Q2 update. Still working on both Agate Beach and Eldon Fiber.</p> <p>Q4- Closed out for arrearages contract. 2023 will close out Agate Beach.</p>	Katie/Shiane	Q4
1.14	What contracts need renegotiated for cost savings			
1.14.1	Lumen	<p>Q1- Lumen joint use contract settled. Julie pulling list of phone lines and getting pricing on options to see if we can save money with HCC.</p> <p>Q2- Worked with Lumen & Wave staff on relocating attachments as part of the Fiber project. Intend to work with them on HCC's fiber grant project as well to help share in the cost of pole replacements.</p> <p>Q3- Working with Lumen on cost share for Love Rd. They paid for Magnum to relocate their attachments for them as part of the fiber project.</p> <p>Q4- Lumen will coordinate with us for the Duckabush Project. Sending final design over to them for review. They can cost share for their part of the boring/trenching.</p>	Katie/Julie	Q2
	Community Solar II – Low income program	Place holder to remember to do new round of prequalifying low-income customers in 2023 to start participating in 2024		2023
2.0	Facilities			

2.1	Manzanita Campus Plan			
2.1.1	Staff develop plan – come up with steps and budget	<p>Q1- Preliminary substation design/planning for the site has begun this quarter. Will work with Gray & Osborne on the water reservoirs and a utility storage building on the site. Will need a cost estimate for the grant applications for this as well as security and groundwork. Have put the Geotech report out to bid.</p> <p>Q2- Completed Geotech and ground grid study. Started preliminary substation engineering with POWER Engineers. Have decided on final campus design layout to move forward with for sub, water reservoirs, retention pond, and small warehouse. \$2.2 million for water reservoirs; \$750,000 for warehouse, \$3.2 million for substation, \$1.5 million for stormwater pond, demolition of existing house, fencing/site security and final grading, gravel, paving, etc. Will break this out into phases and go after grant funding for it, while putting smaller affordable milestones into the annual plan to keep it moving regardless of grant funding.</p> <p>Q3- Completed. First phase design beginning.</p>	Kristin	Q3/Q4 for 2023 budget
2.2	Continue Facility maintenance			
2.2.1	Mow all vaults on highway each year	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Completed.</p>	Temps	Q2 & Q3
2.2.2	Update landscaping along substations/sign cleaning	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Landscapers have started this quarter.</p> <p>Q3- Completed. Landscapers visited the substation sites.</p>	Temps	Q3
2.2.3	Re-stripe parking lot	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Completed.</p>	Rich	Q3
2.2.4	Paint buildings-ops building and trim on other buildings	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Completed.</p>	Rich	Q3
2.2.5	Replace window in Water Office to opening window	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Not going to do this project. Will remove from plan.</p>	Rich/Cole	Q3
2.2.6	Paint water leak repair area in lobby	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Not going to do this project. Water leak will continue as long as the neon sign is on the roof. Will tough it out until new building is built or repair large damage if we incur it. Will remove from plan.</p>	Rich/Cole	Q4
2.2.7	New! Convert old kitchen in Woman’s Club to new meter shop.	<p>Q2- Started gutting old kitchen area of woman’s club and installed a new door so we have dedicated space for programming and storing meters. Working with National Meter Company on the best way to organize our meter process so we are not missing steps or going in circles when we deploy meters into the field. Eventually the new PUD buildings on the upper campus will have a meter shop that resembles the new layout of the Woman’s Club meter area.</p> <p>Q3- Temps have cleared out the area and Rich and Cole will start rebuilding cabinets and shelving for Summer to use.</p>	Rich/Summer	Q3

		Q4- Shelving ordered and new door installed. Will continue work into 2023.		
2.2.7	Re-bid landscaping contract	Completed. Put out to bid in February and awarded. New contractor has started.	Brandy/James	Q1
2.2.8	SLOW sign painted on asphalt to slow traffic on campus	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Moved to 2023 with “no parking”.	Rich	2023
2.3	Supplies on Hand			
2.3.1	Water, Blankets, Paper products, food	Q1- Nothing to report this quarter. Have ordered thermoses, looking for blankets. Q2- Have purchased bedding and dry goods and plug in hot kettles for trucks. Q3- Completed. These are stored in ops building.	Julie/Trish	Q2
2.4	Pole Yard			
2.4.1	Plan for TPU Monitoring Wells	Completed. Aspect has completed their plan, TPU has agreed. Work will start in Q1 2022.	James	Q1
2.4.2	Plan for NFA	Completed. Aspect has completed their plan, TPU has agreed. Work will start in Q1 2022. Will be ongoing through 2023 and then reevaluated.	James	Q1
2.5	Future Facilities			
2.5.1	Viewcrest Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter	Brandy/Kristin/James	Q2
2.5.2	Manzanita wind stops	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will be completing in 2023.	Brandy/Kristin/James	2023
2.6	Easements			
2.6.1	Hood Canal	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Mary/James	Q3
2.6.2	North Hill Hoodsport	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Mary/James	Q3
2.6.3	Canal Mutual to North Hill Way	Q1- We have identified parcels for this and are reaching out to property owners. Q2- Completed.	James	Q3
2.6.4	BIA			
2.6.4.1	Fund Reserve Account	Q1- Nothing to report on this. Q2 – Nothing to report on this.	Katie & Kristin	Q3

		Q3- Nothing to report on this. Q4- Nothing to report on this. Have decided not to do it until they reach out to us again. Have not heard from the BIA in years.		
2.6.5	Jorstad Easement			
2.6.5.1	Pay for easement & conveyance	Q1- Completed. Recorded with Mason County.	James	Q4
2.6.5.2	Clear & sell timber	Q1- Completed.	James	Q4
2.6.5.3	Woodpecker Poles	Q1- They are lay down in yard. Will install in Q2. Q2- Installed. Completed.	James	Q4
2.6.6	General Easement Items			
2.6.6.1	Schedule for annual mowing	Q1- Included in annual landscaping contract that was just awarded.	Kristin/Brandy	Q1
2.6.6.2	Map out easement recording process for Jefferson County	Q1- Nothing to report this quarter. James will see the process JJ had for doing this online. Q2- Nothing to report this quarter. Will have Rick start on this next quarter. Q3- Completed. With Jefferson we submit through an online portal and Rick can take care of this and request payment from AP.	James	Q1
2.6.6.3f	Map out easement recording process for Mason County	Completed. Q1- JJ supplies easements on the 15 th and 30 th of every month, Mary has Joyce prepare a check and records them. Recorded power easements are returned to JJ.	Mary & JJ	Q1
3.0	Org Development			
3.1	Implement staffing plan			
3.1.1	Training Program for all employees – include in annual budget	Q1- JJ to NWPPA staking class. Joyce, Mary, and JJ WO training via NWPPA in March. Water- Brandy to NWPPA Leadership class in February, TJ has water treatment classes 3 times a month, Reese & Cole attended 3-day Water Operator Class. Q2 – Ongoing NWPPA WO training via NWPPA in April for Joyce. Q3- WPUDA water workshop in September. Rooster to ERWOW. Lisa to NWPPA Credit & Collections. Katie to APPA finance conference. WPUDA committee meetings for HR, customer service, finance & public records. Rick Brager completed a 2-day Mapping and Staking (Mapwise) class offered on the NISC Community on Oct 4-5. Q4- Cassandra attended a training at Thurston PUD. TJ will take his backflow assembly test. Training included in 2023 budget that was approved. Completed.	Kristin/Katie/Brandy	All Qs
3.1.2	Continue System Tours – ask commissioners what they want to see	Q1- Nothing to report this quarter. Will schedule this summer now that COVID restrictions are lifted. Q2- Completed for Power.	Kristin/Julie	Q4

		Q3- Water tours scheduled for Q3 & Q4. Q4- Water tours completed.		
3.1.3	NWPPA – Rigging & Operations Class in-house or PG&E Transformer training	This class is not being held due to COVID. Kristin is on the notification list when it is offered again.	Kristin	Q4
3.1.4	Budget for tuition reimbursement and trainings	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3 – 2023 tuition budget complete.	Kristin/Katie/Brandy	Q3
3.1.5	Apprentices	Q1- Completed apprentice reviews for LJ and Kyle. Submitted hours to state. Q2- Kyle passed his Journeyman test. Will evaluate opening another apprenticeship. Q3- Opened apprenticeship. Completed for 2022.	Kristin / Katie	All Qs
3.1.6	Foreman Training	Q1- Nothing to report this quarter. NWPPA doesn't have this offered locally yet. Q2 – Nothing to report this quarter. Q3- The price of this class doubled. We will wait until something is held locally at a better price. Removed from plan.	Kristin / Katie	Q4
3.2	Continue Partnerships to Accomplish Work Goals			
3.2.1	Hood Canal Communications	Q1- Eldon project awarded for fiber. Bore and work started at Colony Surf. Collaborated on joint work at AGYC w/ the HOA. Q2- Pole line replacement started for fiber project. Colony Surf project completed. Eells Hill project completed. Will partner on bore for Love Rd., Duckabush Rd. and AGYC. Q3- Love Rd. bore and 106 water bore. Road crossings at AGYC. Sharing open trenches on construction projects and secondary services. Q4- Working with HCC to install conduit for Arnold's Way project. James working on make readies for the pole replacements for their fiber project.	Kristin	All Qs
3.2.2	PUD 3	Q1- Working with PUD on power solutions for Agate Beach. Invited them into ditch at Lake Arrowhead; they declined. Q2- Invited PUD 3 to co-host Energy Northwest CEO, They were unable to attend. Invited PUD 3 to participate in grant program meeting with Dept. of Commerce. Helped PUD 3 with application to Kilmer's office for substation funding. Q3- PUD 3 unable to attend Energy Northwest meeting. Attended the Commerce meeting. Invited them to share in trench for rest of Lake Arrowhead water system rebuild they declined- they are OH. Q4- PUD 3 completed the power upgrade to 3PH at Agate Beach in time for our construction to be awarded.	Kristin	All Qs
3.2.3	Kitsap PUD	Q1- Had two meetings with KPUD re: stream monitoring. James hosted the KPUD monitor at our streams to go over data and field equipment and visited KPUD. Q2- Nothing to report this quarter. Q3- Worked with KPUD on WRIA partner issue. Invited KPUD to work with us on a GIS Academy program at North Mason HS. Q4- Nothing to report this quarter.	Kristin	All Qs

3.2.4	Clark PUD	Q1- Nothing to report this quarter. Q2- CPU helped Rich with some procurement issues. Good partnership. Q3- Brandy got advice from Oscar at CPU re: water intertie processes with state agencies. Katie got referral from CPU on regulator training. Q4- Nothing to report this quarter.	Kristin	All Qs
3.2.5	Mason County	Q1- Commission reappropriated \$100,000 in ARPA funding to support the Hood Canal-101 Broadband Project. Katie and Kristin helping Public Works on a FEMA application for the Dips project. Handing out pandemic supplies at the front counter at the request of public health. Coordinated with Public Works on ditch work on Eells Hill Rd. Q2- Attended Mason County's Public Health Awards for recognition for PUD's COVID partnership with the county. Attended FEMA meetings with new emergency services manager for Mason County. Q3- Did not get FEMA funding for the dips project's joint application; we are runner-up in case one of the other projects doesn't pan out. Loretta Swanson indicated there may be some utility funding available in their programmatic budget for the project. Helped Mason County DEM on their grant to update their Community Wildfire Protection Plan. Q4- Received \$750,000 in ARPA funds for Vuecrest water system. Commissioner Shutty agreed to assist the PUD in a capital budget request for covering the inflation overages on the outstanding water projects.	Kristin	All Qs
3.3	Safety			
3.3.1	Practice the ERP	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Scheduled for October. Q4- Putting new superintendent in charge of this and revamping our Mayday procedure.	Staff	Q4
3.3.2	Conduct an office-specific training/meeting	Q1-Created a schedule with John. Will start first one in 2 nd Qtr. Q2 – Office training delayed. Catching up with John in 3 rd Qtr through end of year. Q3- Completed. Had ergonomics training.	Katie	All Qs
3.3.2.1	Panic Alarm testing	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Completed.	Julie	Q2
3.3.3	Fire Extinguisher Check	Q1 – Fire extinguishers were checked and tested.	Trish	Annually
3.4	Technology Plan			
3.4.1	IT	Q1 – developed barcode scanning system to keep track of small & attractive assets and replacements. Q2 – Inventoried all ipads. Q3- This plan is completed. All items will be incorporated in annual budget each year.	Katie/Kyle (HCC)	All Qs

3.4.2	AMI	<p>Q1- This is on the federal grants list. Kristin & Shiane had meeting with metering company this quarter on a quote for project management and installation for AMI meters for the entire systems of power and water.</p> <p>Q2- Started this with National Metering Services. Need to find time to go through and audit each meter. Will work on through end of the year.</p> <p>Q3- Shiane left this quarter so we are working on gathering meter data that we will need to begin this in 2023. All meters have to be visited to create an inventory. We've started this.</p> <p>Q4- Received a quote from National Metering Services to project manage this. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.2.1	Setup AMI Committee	<p>Q1- Nothing to report this quarter.</p> <p>Q1- So far, it's Summer, Shiane, Katie, Kristin and Jordan. This will change though.</p> <p>Q3- Summer, Kristin & Lisa at this point until we're ready to begin in 2023. Shiane left and we have a new meter reader.</p> <p>Q4- Nothing to report this quarter. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.2.2	List of utilities to talk to	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Nothing to report this quarter. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.2.3	Setup meetings with vendors	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Nothing to report this quarter. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.2.4	Estimate timeframe and budget	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Nothing to report this quarter. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.2.5	Vendor/contractor install or in-house install	<p>Q1- Nothing to report this quarter.</p> <p>Q2- National Metering Services will provide a quote to do this.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Received quote. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.2.6	Rollout implementation plan	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Nothing to report this quarter. Still need funding to get it started. Will move to 2023.</p>	Kristin	When Funded
3.4.3	CYBER			
3.4.3.1	Energy NW Penetration testing	<p>Q1- Nothing to report this quarter.</p> <p>Q2 – Evaluating the cost for penetration testing. Nothing to report this quarter.</p> <p>Q3- Not going to do this in 2022. Will evaluate for 2023.</p>	Katie	All Qs

3.4.3.2	Energy NW Training and phishing tests	Q1 – Phishing test completed for Q1. 95% pass rate. Q2 – Phishing tests ended in March 2022. Completed.	Katie	All Qs
3.4.3.3	Vendor/Contractor testing	Q1- Contractors on EN list passed email phishing test. Q2- Did a vendor list scrub this year to eliminate any inactive vendors. Included some contractors and consultants on the phishing emails. Completed.	Katie	Q3
3.4.4	Bill Print Design	Q1 – On NISC schedule for initial consultation in 2 nd Qtr to begin design process. Q2- Overall design has been selected. Working with NISC through details, so that the design can go to programming at the end of July. Go Live planned for January 2022. Completed.	Katie/Shiane	Q1
3.5	Go Paperless! Campaign	Completed Q2&3.	Julie/Shiane	Q3
3.6	Give Conservation program report		Katie/Trish	Q4
3.6.1	Continue toward 200 streetlights replaced each year	Q1- New streetlight list has been updated and will be sent to crews. Q2- The list has issues. The crew continues to help us clean it up and do new replacements. Will be ongoing through 2022. Q3- Updated the audit list. Will continue to work on replacing them through end of year. Will probably not hit 200 lights this year though. Q4-	Katie/Trish	All Qs
3.6.2	School partnerships – lighting – EVs	Q1- Nothing to report this quarter. Forwarded on BEF contact information regarding grant opportunities to school districts. Offered to help support, if needed. Q2- Nothing to report this quarter. Q3- Will attend the SHS Career Fair in November. Q4- Reached out to Hood Canal School re: commercial lighting rebates.	Kristin/Trish	All Qs
3.6.3	Customer Appreciation Event/Public Power Week	Q1- Nothing to report this quarter. Q2- Scheduled event for Sep. 30 th . Ordered PUD giveaways. Q3- Had successful event. Gave items away the next week over Public Power Week.	Kristin/Julie	Q4
3.7	Continue Canal Comfort Fund Drive		Kristin/Julie	Q4
3.8	Website			
3.8.2	Interlocal Agreements	Complete	Julie	Q1
3.9	Evaluate Disconnect Threshold	Q2- Nothing to report this quarter. Q3- Will take to Finance Committee in October, to change in 4 th Qtr. Q4- Changed this to \$100.	Katie	Q2
3.10	Hire Temporary Crew for Summer – 2 electric; 2 water	Q2- Hired 3 temps – one for water and two for electric.	Kristin/Brandy/Katie	Q2
3.11	Records Compliance		Julie	All Qs

3.11.1	Clean up Outback	Completed.	Julie	Q1
3.11.2	Send Julie to training	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- WPUDA holding training in Q4.	Julie	All Qs
3.11.3	Conduct in-house training	Q1- Have scheduled training with the AG's office in Q2. Q2- Completed with Morgan from the AG's office.	Kristin/Julie	Q3
3.11.4	Set budget for digitization of records & use it all	Completed.	Julie/Kristin	Q1
3.11.5	Apply for records scanning grant	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Do not need this grant. Scanning is almost complete and we will not qualify. Removed from plan.	Julie/Kristin	Q2
3.12	Continue HR & Employee Relations Functions			
3.12.1	Hold benefits meeting/workshops with employees as needed: i.e. open enrollments	Q1- Provided information to employees regarding the Employee Assistance Fund and what services are provide. Q2 – Sent information out for Colonial Life open enrollment, an HRA VEBA informational course, and the EAP May Newsletter with topics covering sleep, stress levels and how it affects physical and mental health. Q3- Deductible incentive advertised for Q3. Aflac site visit for open enrollment. Q4- Open enrollment ongoing for November.	Katie	All Qs
3.12.2	Employee Picnic	Q1- Nothing to report this quarter. Date set for July 8, 2022 Potlatch State Park Q2- Completed.	Julie	Q3
3.12.3	Service Awards	Q1- Nothing to report this quarter. Working on them Q2- Completed.	Julie	Q3
3.12.4	Two potluck events in-house	Q1- Had two lunches together for going-away gatherings.	Kristin/Julie	All Qs
3.12.5	Customer Appreciation Event	Q1- Nothing to report this quarter. September 30, Upper campus Q2- Nothing to report this quarter. Q3- Scheduled for September 30 th . Items are ordered and artwork is completed for advertising. Completed.	Kristin/Julie	Q4
3.12.6	"Serving the Internal Customer" Training	Q1- Nothing to report this quarter. Q2 – Nothing to report this quarter. Q3- Will probably wait until late 2022 or early 2023 to do this training now that we have new office personnel. Q4- In budget for 2023.	Kristin/Katie	2023
3.12.7	Workplace Violence Training	Q1- Nothing to report this quarter. Q2 – Actively searching for a course to cover this topic. Q3- Nothing to report this quarter. Q4- On schedule for 2023. Had meeting with safety consultant about this.	Kristin/Katie	2023

3.13	Public Involvement			
3.13.1	Career Day	Q1- Nothing to report this quarter. Q2- SHS sent out the Save the Dates. Q3- Booked for November. Q4- Eric Johnson and Joyce Gray attended. Completed.	Joyce	All Qs
3.13.2	Science Fair	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Invited to the AGYC Emergency Preparedness Community Event in September and will have emergency kits to give away while we talk about generator safety and back feed risks.	Staff	All Qs
3.13.3	Parades	Q1- Nothing to report this quarter. Signed up for Forest Festival in Q2. Q2- Outages forced us to miss forest festival. Will see if they do Christmas parade. Q3- Nothing to report this quarter. Will do Christmas Parade in Shelton if they have one this year. Q4- Kristin and Katie volunteering for KristmasTown Kiwanis reverse parade. Not sending a truck to it though.	Julie	All Qs
3.13.4	Public Power Week	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Ordered items for Customer Appreciation & Public Power Week. Completed.	Kristin/Julie	Q4
3.13.5	EDC	Q1- Kristin continuing to attend regular board meetings. Q2- Kristin and Katie working with EDC on strategic planning and their finance/accountability audit. Q3- Kristin serving on Infrastructure Committee for Q3. Q4- Kristin participating in Q4. Participated in meeting with Rep. Kilmer & Sen. Cantwell.	Kristin	All Qs
3.13.6	Kiwanis	Q1- Nothing to report this quarter. Q2- Katie and Kristin joined Kristmastown Kiwanis group. Will volunteer at summer music festival and present to the group on PUD 1 projects in August. Q3- Kristin and Katie volunteered at KTW Bluegrass Festival and gave a presentation at the club meeting about PUD 1 projects and grants. Q4- Kristin and Katie volunteering for Kiwanis Christmas Reverse Parade	Kristin/Julie	All Qs
4.0	Water			
4.1	Engage with WPUDA, DOH, DOE, Tribes & Legislators on issues that impact the water business	Q1- WPUDA invited Kristin to provide stakeholder testimony to the state opposing mandating fluoridation of the public water supply. Kristin emailed legislators encouraging them to include culvert replacement funding for utility relocation in the state budget. Q2- Brandy & Kristin both participating on WWUC and WPUDA's water rights committees. Kristin proposing technical fix to DWSRF WAC language regarding submittal of Water System Plans for eligibility for funding. Will see if WPUDA can seek a sponsor and work with DOH staff on a way to get through the backlog issues in time to be eligible for funding at end of the year.	Kristin	All Qs

		<p>Q3- Working with Mason County and DOH to prepare for new iteration of the Comprehensive Plan in 2023. Working with WWUC & WPUDA on Ecology policy changes and possible regulation issues at DOH.</p> <p>Q4- Working with WWUC and WPUDA on the Joint Legislative Task Force on Water Resource Mitigation and Ecology Policy 2030 revisions. Brandy attended the Tri-WUCC annual meeting.</p>		
4.2	CONSOLIDATION			
4.2.1	List out 12-18 months of URWSP projects to start working on	Q1- Completed. We have the list of projects and are soliciting funding for each of them.	Brandy/TJ	Q1
4.2.1.1	Vuecrest Design	<p>Q1- In progress. Seeking ARPA funding to complete this project. Completed paving in upper area.</p> <p>Q2- G&O waiting on specs from pump manufacture, once they have the specs they will submit full design for us to review.</p> <p>Q3- Waiting to find out if ARPA funding is approved to complete this project. The project was ranked high on the County's priority list.</p> <p>Q4- \$750,000 in ARPA funds granted. Completing design now and get bid package together. Working on a capital budget request to state legislature to cover inflation overages.</p>	Brandy/TJ/James	Q3
4.2.1.1.1	Out to bid	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter. Will not occur until 2023 if funded through ARPA.</p>	Brandy/James	Q4
4.2.1.1.2	Easement to Union Ridge	<p>Q1-Send letter out to Mr. & Mrs. Lenington asking for an easement.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Still have not heard back. Will do another outreach to them.</p>	Brandy	Q1
4.2.1.1.3	Construction	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter. Will not occur until 2023 if funded through ARPA.</p>	Brandy/TJ	Q4
4.2.1.1.4	Vegetation planted	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter. Will not occur until 2023 if funded through ARPA.</p>	TJ/Rooster	Q4
4.2.1.1.5	Punch list for road work that needs complete	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter. Will not occur until 2023 if funded through ARPA.</p>	TJ/Brandy	Q2
4.2.1.2	Manzanita Reservoir Design	<p>Q1- Getting rough idea of sizes so we can do the Geotech for the Manzanita site.</p> <p>Q2- Received Proposal from G&O to complete design</p> <p>Q3- Design started. Will be completed by end of 2023.</p>	TJ/Brandy/James	Q1
4.2.1.3	Highland Park easements	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter.</p> <p>Q4- Easement areas identified. James contacting property owners.</p>	Brandy/Mary	Q2

4.2.1.4	Hood Canal/Union easements	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Identified where future water lines will be installed and easements are already existing with Mason County.	Brandy/Mary	Q2
4.3	Acquisitions			
4.3.1	What systems are in the works? List each quarter.	Q1- Lake Wood Water System. Q2- Tillicum Beach Water System is inquiring about the PUD taking ownership, will be scheduling an assessment for James and TJ. Q3- Board approved acquisition of Bo Ginn Water System. Title company working on it now. Q4- Nothing in the works this quarter.	Brandy/Kristin	All Qs
4.3.1.1	HIPMA	Q1- Nothing to report. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Nothing to report this quarter.	Brandy/Kristin	All Qs
4.3.1.2	Lake Wood	Q1- Almost completed. Waiting on clearing a title issue. Q2- Nothing to report this quarter. Q3- Kristin signed title & escrow documents. Transfer is complete. Will start outreach to onboard new customers.	Brandy/Kristin	Q1
4.4	Maintenance/CIP			
4.4.1	Update the CIP – Brandy this is the document that we went over with TJ, take the projects that we lined out within the next 18 months.	Q1- Updating project list. Q2- Nothing to report this quarter. Q3- Completed. This has been updated with staff and we are now using it for grants and future capital work plans.	Brandy	Q1
4.4.2	Develop, request mainline extensions	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed needs assessment for feet of mainline for grant requests. Q4- Submitted BRIC grant to FEMA for mainline replacement. Invited to submit full application to state. Waiting to find out in 2023 if we're selected to move forward to the federal level for consideration. \$9 million total grant for water infrastructure projects.	Brandy/Kristin/James	All Qs
4.4.2.1	Union 2 nd St.	Q1- Material on site, projected start project in June. Q2- Nothing to report this quarter. Q3- Project started at in October. Q4- Completed this part of the project. Repaired a service leak on 2 nd .	Brandy/TJ	Q3
4.4.3	Address leakage issues	Q1- Repaired leaks: Holiday Beach, Hoodsport, Union, Lake Arrowhead, Alderbrook Q2- Repaired leaks: View Ridge Heights, Alderbrook, Harstene Retreat, Rainbow Lake, Mt. View, Lake Arrowhead, Canal Beach Tracts. Q3- Alderbrook, Bay East, Canal View, Tiger Lake Q4- Repaired leaking PRV in Union. Replaced mainline on 2 nd St. in Union and a big service leak.	TJ/Rooster	All Qs

4.4.3.1	Identify leaks to reduce water loss	Q1- Confirm inactive services are still off. Q2- Nothing to report this quarter. Q3- Lake Arrowhead was audited in preparation for mainline replacement. Union replacing mainline that goes cross county at the Union Park. Q4- PRV replaced in Union. Main line replaced on hill in Union on 2 nd St.	TJ/Rooster	All Qs
4.4.3.1.1	Canal Beach Tracts	Q1- Materials on site, projected start date is May. Q2- Leak repaired in April, reduced water loss. Will be using material for another job.	TJ/Rooster	Q3
4.4.3.1.2	Hoodsport	Q1- Leak repaired on N Lake Cushman Rd in Feb. believes this leak has going for some time. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4-	TJ/Rooster	Q3
4.4.3.1.3	Lake Arrowhead	Q1- Hanson Excavation will start mainline replacement late spring. DWSRF application was accepted to replace the rest of the mainline, 50% loan forgiveness. Q2- Nothing to report this quarter. Q3- All services prepped for first phase of mainline replacement. Hanson started in August and completed mainline in September. All water services were connected to the new mainlines. Phase 1 completed and closed out with DOH. Waiting for DOH to approve Iron and Manganese removal treatment.	Brandy/TJ	Q1
4.4.3.1.4	Ripplewood	Q1- DWSRF application was accepted to replace the rest of the mainline, 50% loan forgiveness. Q2- Nothing to report this quarter. Q3- Waiting for DOH approval to put project out to bid. Waiting to hear if ARPA funding is approved for other 50%. Q4- Did not receive ARPA funding for the other 50%. As soon as DOH approves the design, it will be put out to bid in 2023.	Brandy/TJ	Q1
4.4.3.1.5	Union	Q1- Leak repaired in January. Q2- Nothing to report this quarter. Q3- Union/106 mainline project scheduled to start in September or October, waiting for HCC. Q4- Mainline project completed. PRV also replaced by Fire Hall.	TJ/Rooster	Q3
4.4.3.1.6	View Ridge Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Have identified transmission mainline needs to be rerouted. This will need to be designed and approved by DOH. Will be budgeting the design for 2024 and construction 2025.	TJ/Rooster	Q3
4.4.3.2	Evaluate free leak detection services from Evergreen Rural Water	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will schedule if we identify a system that needs it. Been doing in in house as we go so far this year. Q4- Identified areas for them to evaluate in 2023.	Brandy/TJ	All Qs
4.4.4	Well Houses	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter.	Brandy	Ongoing

		Q3- Hamma Ridge tank/booster building is complete.		
4.4.4.1	Painting	Q1- Nothing to report this quarter. Q2- Temp has started this. Q3- Bel Aire Cove, Canal Mutual, Cherry Park, Lakewood Heights, Rhododendron Pl, and Ripplewood	Water Techs	Q3
4.4.4.1.1	Bel Aire Cove	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed	Water Techs	Q3
4.4.4.1.2	Canal Mutual	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3
4.4.4.1.3	Cherry Park	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3
4.4.4.1.4	Lakewood Heights	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3
4.4.4.1.5	Rhododendron Place	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed	Water Techs	Q3
4.4.4.1.6	Tiger Lake	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- This will not be painted until well house maintenance has been completed. Will be starting on well house in October. Q4-	Water Techs	Q3
4.4.4.1.7	Two Jackies	Q1- Moving to 2023.	Water Techs	Q3
4.4.4.1.8	Union Ridge	Q1- Nothing to report this quarter. Q2- Completed	Water Techs	Q3
4.4.4.1.9	Woodland manor (Park Pl.)	Q1- Moving to 2023.	Water Techs	Q3
4.4.4.2	Roofing/Repairs	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4-	Water Techs	Q3
4.4.4.2.1	Hamma Ridge	Q1- New tanks installed, building and roof enclosed, building painted. Q2- Worked on getting electrical back in place on the inside of the building. Q3- Completed	Water Techs	Q3
4.4.4.2.2	Jade Dr.	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Completed.	Water Techs	Q3
4.4.4.2.3	Tiger Lake	Q1- Preparing building and getting a materials list together to replace deteriorating siding. Q2- Nothing to report this quarter. Q3- Will be starting in October.	Water Techs	Q3

		Q4-		
4.4.4.2.4	Two Jackies	Q1- Moving to 2023.	Water Techs	2023
4.4.4.2.5	Woodland Manor (Park Pl)	Q1- Moving to 2023.	Water Techs	2023
4.4.5	Generators – Bid this out Q1		James/Brandy	Q1
4.4.5.1	Arcadia Estates	Q1- Bid awarded to Henden Electric. Q2- Generator installation in progress. Q3- Completed.	Brandy/TJ	Q2
4.4.5.2	Bellwood A	Q1- Bid awarded to Henden Electric. Q2- Generator installation in progress. Q3- Completed.	Brandy/TJ	Q2
4.4.6	Reservoir Cleaning & Inspection			
4.4.6.1	Arcadia Estates	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.2	Bayshore	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaning scheduled for July	Brandy	Q3
4.4.6.3	Canal Beach Tracts	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.4	Island Lake Manor	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.5	Lake Arrowhead	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.6	Mt. View	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.6.7	Union Ridge	Q1- Out to bid. Q2- Awarded to H2O Solutions, cleaned in June	Brandy	Q3
4.4.7	Backflow Device & CCC Campaign			
4.4.7.1	Hood Canal Lakewood Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Lakewood water system had the campaign done and Hood Canal will be completed in 2023.	Brandy/Mary	Q2

4.4.7.2	Madrona Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4-	Brandy/Mary	Q2
4.4.8	Water System Planning & Reports			
4.4.8.1	Bellwood A	Q1- Nothing to report this quarter. Q2 – Applied through DOH Consolidation Grant for WSP to consolidate both Bellwood A & B into one water system. Q3- Nothing to report this quarter. Waiting to hear if we got the funding. Q4-	James/Brandy	Q2
4.4.8.2	Highland Estates	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Will not do until all WSP's are approved.	James/Brandy	Q3
4.4.8.3	Shadowood	Q1- Pilot study complete, chapters 1-5 WSP done, pre-design for treatment and reservoir or in progress. Q2- Reviewed WSP draft. Q3- Tying up all the WSP approval with DOH so we can get the design and bid docs approved and get this put out to bid soon. DOH has a backlog. Q4- Completed but waiting for DOH to approve.	James/Brandy/G&O	Q1
4.4.8.4	View Ridge Heights	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will not be doing until all current WSP's are approved.	James/Brandy	Q4
4.4.9	Rain gauge at Alderbrook Well 3, Fiber connection	Q1- Fiber was installed, HCC working on Firewall transmission with Kitsap. Q2- Relevelled gauge, continued relay of weather data to Kitsap Q3- Completed	James	Q2
4.5	Water Lots			
4.5.1	Viewcrest Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Nothing to report this quarter.	Brandy/TJ	Q2
4.5.2	Bay East	Q1- Portion of parcel identified. Board approved Rob to begin negotiations for acquisition of easement or purchase. Rob has reached out to property owners. Q2- Owner has put his properties up for sale. Will wait for the property to sell, then work with the new owner. Q3- Nothing new to report this quarter. We are working on a Plan B for treatment options and pricing in case we don't get new property. Q4- Entering into Purchase & Sale agreement with new landowner that offered a very good price on the property. Adding price of property to SRF grant request. Should close on this in late 2022 or Jan 2023.	Brandy/TJ	Q1
4.6	Water Rights			

4.6.1	Pickering View	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Will not be moving forward until other water right projects have been complete.	Kristin/Brandy	Q2
4.6.2	Madrona Beach	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Q4- Will not be moving forward until other water right projects have been complete.	Kristin/Brandy	Q4
4.7	Capacity Analysis			
4.7.1	Highland Park	Completed- System needs additional storage before there can be additional connections	Brandy/James	Q3
4.7.2	Bellwood A	Q1- Working with G&O to submit to DOH. Q2- Capacity Analysis has been submitted to DOH. Q3- Nothing to report this quarter. Q4- Applying for consolidation grant for Bellwood A & B.	Brandy/James	Q1
4.8	Personnel Education			
4.8.1	ERWOW	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Water Techs attended training.	Rooster/Marty/Mary	Q3
4.8.2	WPUDA Water Workshop	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Attended training. Q3- Brandy on steering committee. Brandy, James & TJ are presenting on panels at the workshop. Kristin and Mike Sheetz also attending. Mike is committee chair for water now.	Brandy/TJ/Cole/Reese	Q3
5.0	ELECTRIC			
5.1	Implement Staffing Plan & Engineering Roster Plan			
5.1.1	Training	Q1- Jeremiah doing onsite field training for JJ. JJ attending NWPPA courses and also getting software/mapping training through BKI. James attending NWPPA Engineering & Operations conference in April. Q2 – Registered for the Brady Hansen Grounding class to take place at the PUD 1 facility in May 2023. Invited other neighboring utilities to send participants. Q3- Nothing to report this quarter. Had to reschedule CT metering class due to instructor illness. Will try to do before end of year. Q4- CT metering class scheduled for 2023.	Kristin	Q3
5.1.1.1	JJ Staking Program	Q1- Continuing NWPPA Staking certification training this quarter. JJ is taking new job out of state. This item is completed for 2022.	JJ	All Qs

5.1.1.2	Mapping & process flow for jobs	<p>Q1- BKI consultant assisting in repairing NISC and mapping info. Conducted onsite training this quarter. Jeremiah working with JJ on process and workflow for staking and building new jobs. Jeremiah built assembly units, pick lists, maps, and checklists to automate a lot of processes and improve the communication between engineering and the crew. Lots of progress being made in this area.</p> <p>Q2- Have new engineering tech that will help fine tune our process. It is working pretty well so far.</p> <p>Q3- Shiane & Rick did cross training on the workflow manual for new services. Closed out BKI Consultant and mapping task. Jeremiah is helping maintain an updated power map.</p> <p>Q4- Improved new customer work flow in NISC. Lisa developed a training manual for Credit & Collections. Julie & Rick did updated work flow for new solar customers. Rick and Katie and Kristin reviewed pole attachment application process and will try out with new attachment application.</p>	Kristin	All Qs
5.1.1.3	Linemen – to other utilities to learn new skills and processes	<p>Q1- Two linemen and purchaser attending NWPPA E&O Conference in April. Have set up meter training for 2nd quarter with National Metering Services.</p> <p>Q2- Apprentice worked with Magnum Power for a week on the pole line rebuild on Hwy 101.</p> <p>Q3- Nothing to report this quarter. Discussed types of projects they'd like to work on include a 3PH hot rebuild with possibility of hiring Magnum's foreman and equipment to assist. Will evaluate this if the grant money comes through to rebuild parts of 101.</p> <p>Q4- Line crew did a week of mutual aid at Jefferson PUD. Got to work on high voltage lines that we don't have and also ordered some new tools that they got to use up at Jefferson.</p>	Kristin	When available
5.1.1.4	Commissioner & Employee Site Visits	<p>Nothing to report this quarter.</p> <p>Q2- Completed. Did system tours and site visits to project sites.</p>	Kristin	When available
5.1.1.5	Foreman/Leadership Training	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- The price for this doubled. We will not do it this year.</p>	Kristin	When available
5.1.2	Select new electrical engineers on roster and assign projects for 2022	<p>Q1- Have tried out new engineering firms on various projects to gauge the fit and how well we work together. Will reinterview firms through RFQ in Q2.</p> <p>Q2- Will update Consultant Roster in Q3</p> <p>Q3- Completed. Engineering consultant rosters were updated for the next 2 years.</p>	James & Kristin	Q1
5.2	Capital Work Plan			
5.2.1	Line Rebuilds	<p>Q1- WaWa Point completed. Eells Hill Rd. completed. Colony Surf started.</p> <p>Q2- Galloway Lane started, will restring in Q3. Colony Surf completed.</p> <p>Q3- Galloway Ln. completed, Duckabush/BPA URD conversion completed, Love Rd. bore was only ½ successful but we trimmed it out and will revisit in 2023, started Bee Mill Rd. Completed the rebuild of the TX line that was damaged by vandal earlier this year out of T3 substation.</p> <p>Q4- Pulling wire in at Manzanita this quarter.</p>	James & Kristin	All Qs

5.2.1.1	Skokomish Reservation – HCC Partnership	Q1- Nothing to report this quarter. Q2- Invited tribe to Commerce meeting in Q3. Tribe got \$ from Kilmer for housing development utilities. Will coordinate with them on power needs. Q3- Invited Skokomish Tribe to Commerce funding meeting to talk about their allocation and how to apply it to a project. Did not attend so we'll reach out again. The Tribe did support our federal grant application. Q4- Invited Tribe to EDC federal visit. They agreed to support our federal grant for vegetation management.	Kristin	If HCC or Skokomish get the funding- no date for this
5.2.1.2	Alderbrook URD Rebuild – conduit/annual \$	Plan completed. All road crossings identified and budgeted. Partnering with local companies to complete for 2022.	Kristin & Katie	Q1
5.2.1.3	URD Rebuild – Four Wheel Drive Road	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Nothing to report this quarter. Q3- Moved to 2023 work plan.	Engineer/James/Crew	2023
5.2.1.4	OH to URD – Galloway Lane	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Pole line completed. Will pull wire in off time. Can do this work in the rain. Q3- Completed.	Engineer/James/Crew	Q2, Q3
5.2.1.5	OH to URD – Love Road (need HCC bore)	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Ready to start in Q3. Q3- This has been moved to 2023. The bore did not work as planned. We have to find new path forward.	Engineer/James/Crew	2023
5.2.1.6	URD – Colony Surf Rebuild Divisions 5 & 6 (January)	Q1- This has started in Q1. Will be completed in Q2. Part of this work can be included in the January FEMA disaster declaration due to that area being torn up so badly, so the PUD will be reimbursed for a portion of it. Q2- Completed.	Engineer/James/Crew	Q1
5.2.1.7	OH Rebuild – Bee Mill	Q1- Design completed. Ready to complete in 2022. Added to FEMA list if not completed in 2022 for some reason. Q2- Ready to start in Q3. Q3- Removed trees along new pole line. Worked out agreement with BSA for removing them and accessing the property with new easement. Started setting poles. Work will likely continue into early 2023. Q4- Will continue brushing this out. Will not be completed until 2023.	Engineer/James/Crew	Q2
5.2.1.8	Eells Hill Rebuild – line out steps for this, include permitting. FEMA funded.	COMPLETED. Q1- Design, permitting and FEMA funding completed. Worked with Mason County Public Works to get in the ditch and run conduit. Will complete Q2.	Engineer/James/Crew	Q4
5.2.1.9	Seal Rock Rd	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Preliminary design completed. Estimate is cost-prohibitive. Will phase it out. We are budgeting for vegetation removal in 2023.	Engineer/James/Crew	Q4
5.2.1.10	OH Rebuild – Skokomish Valley end of line rebuild	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Nothing to report this quarter. Engineering still needs to be done on this. Will move to 2023.	Engineer/James/Crew	2023

5.2.1.11	106 Pole Replacement Plan	<p>Q1- Nothing to report this quarter.</p> <p>Q2- In preliminary design phase. Submitted to FEMA. Will do full design if funded and put out to bid.</p> <p>Q3- Engineer working on this plan. Did site visit at end of September to get measurements. Will begin on design plan to covert URD. Will submit to federal grants as well.</p> <p>Q4- Completed. The engineer's estimate came in at \$8.5 million to underground this. We will continue to look for grant money but in the interim, decide if we want to keep any of it OH and start budgeting for pole replacements. The ultimate goal would be though to URD it because of ROW issues and having to set poles in the canal for HWY clearance.</p>	Kristin/Engineer/James	Q4
5.2.1.12	Interties	<p>Q1- Nothing to report this quarter.</p> <p>Q2- 106 Intertie is included in FEMA request and design.</p> <p>Q3- Nothing to report this quarter. Will not have any interties in 2022. A 106 intertie design is part of the 106 Pole Replacement Plan design phase to be done this year.</p> <p>Q4- Intertie for 106 engineered.</p>	Kristin	2024
5.2.1.12.1	Manzanita Intertie	<p>Q1- Nothing to report this quarter.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Nothing to report this quarter. No intertie will occur this year. Will be part of 2024's substation construction.</p>	Kristin	2024
5.2.1.13	Webster Ln (single phase)	<p>Q1- In design phase. Added to FEMA list for system resiliency.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2023 work plan.</p>	Engineer/James/Crew	When ready
5.2.1.14	Triton Head Dr. (single phase)	<p>Q1- In design phase. Added to FEMA list for system resiliency.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2023 work plan.</p>	Engineer/James/Crew	When ready
5.2.1.15	Bow Tree Ln (single phase)	<p>Q1- In design phase. Added to FEMA list for system resiliency.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2023 work plan.</p>	Engineer/James/Crew	When ready
5.2.1.16	Hamma Rec. Road (single OH)	<p>Q1- In design phase. Added to FEMA list for system resiliency.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2023 work plan.</p>	Engineer/James/Crew	When ready
5.2.1.17	Bottom end of Hamma Ridge Rd. (OH single)	<p>Q1- In design phase. Added to FEMA list for system resiliency.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2023 work plan.</p>	Engineer/James/Crew	When ready
5.2.1.18	N206 L Tap (OH) to Shar Ln (single)	<p>Q1- In design phase. Added to FEMA list for system resiliency.</p> <p>Q2- Nothing to report this quarter.</p> <p>Q3- Moved to 2023 work plan.</p>	Engineer/James/Crew	When ready

5.2.1.19	Eagle Creek Rd (single OH)	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Moved to 2023 work plan.	Engineer/James/Crew	When ready
5.2.1.20	Robinson Rd. to post office in Lilliwaup (3P URD)	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Moved to 2023 work plan.	Engineer/James/Crew	When ready
5.2.1.21	Indian Beach (single OH) to N133 R Tap	Q1- In design phase. Added to FEMA list for system resiliency. Q3- Moved to 2023 work plan.		2023
5.2.1.22	N 95 L Tap (single OH) up Virginia St. and N. Mardell Ln – Wire upgrade Poles	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Moved to 2023 work plan.	Engineer/James/Crew	2023
5.2.1.23	Upper end of Finch Creek (Single)	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Moved to 2023 work plan.	Engineer/James/Crew	2023
5.2.1.24	N44 L Tap (single)	Q1- In design phase. Added to FEMA list for system resiliency. Q2- Nothing to report this quarter. Q3- Moved to 2023 work plan.	Engineer/James/Crew	2023
5.2.2	Contracted Vegetation Management			
5.2.2.1	N300-N311	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August. Q3- Kemp West started Sep. 18. Q4- Kemp West completed in Q4 along with Danger Tree removal.	Contractor/James	Q4
5.2.2.2	N256-N270	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August. Q3- Moved to 2023	Contractor/James	2023
5.2.2.3	N244-N250	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August. Q3- Moved to 2023	Contractor/James	2023
5.2.2.4	N180-N200	Q1- Put out to bid. Q2- Bid awarded. Kemp West will start mid-August. Q3- Moved to 2024.	Contractor/James	2024
5.2.3	In-house Vegetation Management			
5.2.3.1	N386 R Tap	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail. Q3-	Crew	Q4
5.2.3.2	Webster Ln. (Mid Section)	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail.	Crew	Q4

5.2.3.3	Hamma Rec. Rd.	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail.	Crew	Q4
5.2.3.4	N206 L Tap (Shar Ln)	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail.	Crew	Q4
5.2.3.5	N55 L Tap (Finch Creek Rd)	Q1- Nothing to report this quarter. Q2- Scheduled for Q3. Notices to customers have already been sent out via mail.	Crew	Q4
5.2.4	Danger Tree and Snag Removal			
5.2.4.1	N360-N363 (Leaning Firs and Alders)	Completed. Kemp West removed.	Contractor	Q1
5.2.4.2	N350-351/N317	Completed. Kemp West removed.	Contractor	Q1
5.2.4.3	N246 (Ivy Covered, Heavy leaning alders and Maples)	Completed. Kemp West removed.	Contractor	Q1
5.2.4.4	N206 (Leaning Alder at end of Shar Ln OH)	Completed. Kemp West removed.	Contractor	Q1
5.2.4.5	Danger tree removal list	Q1- Nothing to report this quarter. Q2- Crew assembling list for quote from Kemp West for Q3. Q3- List completed. Signed contract with Kemp West to remove the list of trees. They started in October. Q4- Kemp West removed trees.	Kristin/Crew	All Qs
5.2.5	Broken Poles- list these out each quarter. Set up punch list in engineering office for to-do's	Q1- Nothing to report this quarter. Q2- List is established. Will get to it as time allows. Q3- Crew replaced several poles this quarter and re-guyed poles that had low hanging attachments.	Line Crew	All Qs
5.3	Complete Infrastructure Plans			
5.3.1	10 Year Substation Plan	Q1- POWER Engineers is almost complete with this project. Will be done in Q2 and first steps added to 2023 budget and work plan. Q2- Completed. Will use to budget and plan work each year.	Kristin/James	Q2
5.3.2	Annual Substation Inspection & Maintenance Plan	Q1- Completed. Jeremiah has developed a 5-year rotation plan that has different intervals of maintenance tasks and testing for both crews and contractors to ensure system is monitored and functioning correctly. PUD 3 engineering supervisor helped us scale this appropriately.	Kristin & Engineer	Q1
5.3.3	Pole Inspection & Testing Plan	Q1- Have obtained a draft copy of scope of work for this and will put it out to bid in 2022. Q2- This is on hold until we get our poles replaced with fiber project and then a plan for 106 and Skok Valley. No sense paying to inspect or test poles that are coming out anyway. Will reevaluate in late 2023.	Kristin	Q2
5.3.3.1	RFQ – Send out for Pole Inspection & Testing	Q1- Completed. This is part of our prequal process now. James completed this in February.	Kristin/James	Q2

5.3.4	Vegetation Management & Wildfire Mitigation Plan	Q1- Completed. Kristin and Jeremiah completed this plan and schedule for vegetation management, including a trimming map and rotation schedule that James created to monitor for effectiveness of 5-7 year cycle. This is not a requirement YET for our state, but it is heavily recommended each year by the liability insurance company. We were able to do this in-house thanks to Jeremiah's expertise and saved the PUD \$15,000-20,000 in consultant fees to create the plan.	Kristin	Q1
5.3.5	System Inspection Plan – Infrared & Drone Inspection – Tidal Crossing	Q1- This has started. Included in Jeremiah's work for the annual inspection plan. He spoke with Darin and found the old engineering documents. We are working on a scope for inspection and will get quotes for 2023's budget and work plan. Q2- Nothing new to report this quarter. Q3- Contracted engineer took infrared reads in substations- Completed. Will move drone inspection to 2023 and solicit quotes for 2023 budget. Q4- Infrared completed. Included drone inspection in 2023 budget.	Kristin	Q3
5.4	Duckabush Estuary Project			
5.4.1	Earmark Funding	Q1- Kristin continuing to stay in contact with Rep. Kilmer's office on the budget for this earmark. Q2- Waiting on contracts. Q3- Waiting on contracts. Finalizing design. Will put out to bid before end of year. Q4- Signed HUD contract. Engineering design completed and DOT approved. Will coordinate with DOT traffic lighting engineer and telecoms and put out to bid in 2023.	Kristin	Q1
5.4.2	Lobbying Plan for funding	Q1- Sen. Sheldon did not want to meet at the site. Said timing is bad. Kristin and Katie helping DFW on funding through FEMA. Q2- Nothing to report this quarter. Q3- Signed onto letter for WDFW funding. Q4- Will assist in 2023 with DFW's requests.	Kristin	Q1
5.4.3	Engineering Firm	Completed. Kristin and James are working with GDS on this project. Q3- Reverted back to Jeremiah for this. Completed.	Kristin/James	Q1
5.4.4	Final Design	Q1- Nearly complete. Working out a couple areas with WSDOT and will work on an easement with Hood Canal Salmon Enhancement Group for vault easements. Q2- Jeremiah is back on board and working with DOT to finalize design. Q3- Design is tentatively complete. Working on permanent easement. Q4- Easement procured. Design completed and approved. Will coordinate with telecoms.	Kristin/James	Q1
5.4.5	Bidding & Contract Award	Q1- Once final design is approved, we will put together bid documents. Once funding comes in from Kilmer's office, we will put the phases out to bid and do a notice to proceed on Phase One. Q2- Nothing new to report this quarter. Q3- Will not be put out to bid until early 2023 due to environmental permitting and late contracts from HUD. Q4- Will bid in 2023. Working on bid package this quarter.	Kristin/James	Q3

5.5	Engage in Industry Associations that Support our Electric Business			
5.5.1	WPUDA	<p>Q1- Working with water committee on Ecology rulemaking on municipal water law and related policies as well as culvert replacement task force for funding to relocate electrical utilities.</p> <p>Q2- Mike Sheetz is new chair of water committee. Brandy & Kristin helping him scope the discussions and meetings.</p> <p>Q3- Kristin working with Bill Clarke and attorneys from the WWUC on WSP approval concerns.</p> <p>Q4- Kristin forwarded information re: USFS permitting fees and strict liability limits on permits. Will also raise issue at Dec manager's meeting re: DFW bird take permits. And potential pole attachment legislation from private ISPs.</p>	Staff	All Qs
5.5.2	PPC	<p>Q1- Board and Kristin continuing to attend meetings for discussions on BPA's 2028 contract preparations, power supply issues, and FCRPS.</p> <p>Q2- Continue to participate in meetings and submit public comments re: BPA issues, LSRDs and other issues that impact our ability to serve reliable, affordable power to our ratepayers, like the Alcoa issue.</p> <p>Q3- Humaira Falkenberg invited Kristin and other CEOs from small-to-medium utilities at PPC to have a meeting offline with John Hairston at BPA in August.</p> <p>Q4- Kristin attended PPC's annual meeting.</p>	Staff	All Qs
5.5.3	WPAG	<p>Q1- Board and Kristin continuing to attend meetings for discussions on BPA's 2028 contract preparations, power supply issues, and FCRPS.</p> <p>Q2- Continuing to attend meetings. Voted to approve EN's proposal for extended power uprate.</p> <p>Q3- Attending meetings this quarter in Zoom and in Tacoma.</p> <p>Q4- Participating in settlement proposals for augmentation.</p>	Staff	All Qs
5.5.4	NWPPA	<p>Q1- Kristin attending GRC meetings. Kristin to attend NWPPA D.C. Rally in April.</p> <p>Q2- Kristin attended WDC policy conference and lobbying on utility issues. Commission & Kristin attended annual meeting.</p> <p>Q3- Nothing to report. Won several NWPPA Excellence in Communications awards in September.</p> <p>Q4- Kristin invited to attend NWPPA's federal lobbying to represent Washington State again in April 2023.</p>	Staff	All Qs
5.5.5	BPA	<p>Q1- Kristin had meeting with transmission planner for historical update and planning on transmission upgrades and Potlatch substation. Katie worked with BPA to fix the Lilliwaup Falls report issues.</p> <p>Q2- Kristin asked for meeting to discuss conservation program. Marcus Perry visited to talk about contract high water mark setting and give update at board meeting.</p> <p>Q3- Kristin met with Marcus again about new large load customer. Notified BPA transmission/construction that the Duckabush line conflict has been resolved. Met with TX account executive about line capacity to serve Pleasant Harbor Resort. Humaira Falkenberg invited Kristin and other CEOs from small-to-medium utilities at PPC to have a meeting offline with John Hairston at BPA. Scheduled for end of August. Held meeting with BPA regarding their impending transmission rebuild project that will impact Potlatch and Duckabush substations.</p>	Staff	All Qs

		Q4- Submitted second request to BPA transmission group about potential tie into second transmission line at Duckabush (shoo fly) to keep that sub in power during construction and maintenance events. Asked for a cost share quote. Met with load forecasters to complete biannual forecast. Working with Marcus Perry on how to sign up for Ecology's REC trading program (Cap & Invest). Submitted new tap application to BPA for Manzanita. Working on the ones for Jorstad and possibly Brinnon.		
5.6	Telecom-HCC Partnership			
5.6.1	CERB project	Q1- Initial round of funding approved. Received additional funding to support project. Project was put out to bid. Notice to proceed issued for both Schedule A (Eldon-HCC) and Schedule B (Triton-PUD). Q2 – Still waiting on CERB contract to request reimbursement for the project. Q3- Contract executed. All Magnum work on Schedules A & B (poles) are completed. They did an excellent job. MLS Enterprises has hung the fiber and now HCC is waiting on a shipment that is backordered so they can begin bringing fiber out to customers' homes. Supply chain is holding us up. Q4- HCC will begin connecting homes by end of 2022, early 2023.	Kristin/Katie	Q2
5.6.2	Pole Replacements – Make ready, budget for Engineering	Q1- Completed.	James & Engineer	Q1
5.6.3	Skokomish URD	Q1- Nothing to report this quarter. Q2- Not selected by FEMA for grant. Q3- Working with Loretta Swanson at Mason Co. Public Works to see if part of the line rebuild can be included in MC's project budget. Received notice from FEMA that the dips was a runner-up project and may still get funded. Q4- Waiting for final design from Mason County. Will have to do this project in Q2 of 2023.	Kristin & Mike O.	When ready
5.6.4	Alderbrook URD	Q1- This plan is complete. Will occur throughout 2022 as HCC trenches. Replaced water main in Blackberry Ct. and HCC has installed road crossing for power while they opened the road. Q2- Road crossings installed for future use. Q3- Road crossings installed for future need. Q4- Nothing new to report.	Kristin & Mike O. & AGYC	When ready
5.6.5	Canal View Bore - Water	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Will probably not be able to bid this project until 2023. DOH still needs to approve WSP and project plan. Will move to 2023.	James	2023
5.6.6	Colony Surf – URD	Q1- Project started. Should be completed in Q2. Q2- Completed.	James	Q1
5.7	Miscellaneous			
5.7.1	Do more 3 PH/CT Meter Audits – how many? What's the budget? Prioritize. Shiane & Kristin to meet with Summer	Q1- Completed. Had meeting with Summer and discussed plan/work/budget for 2022.	Kristin/Shiane	All Qs

5.7.2	Low Wires – notify attachers. Need to send this information out w/pole attachment results.	Q1- Katie sent required notice to Lumen & Wave to bring lines into compliance from Seamount on 101 to Brinnon and also in Oly Canal Tracts. Q2 -All attachers are actively working to correct violations identified during the pole attachment audit. Q3- Attachers corrected areas from Seamount to Brinnon and removed old line from Tozier’s field. Notified Lumen of low lines along Skokomish Bridge. Magnum Power relocated lines for the attachers on the 101 Broadband project and PUD invoiced attachers. Q4- Following up with Lumen to prove they raised their low hanging wires into compliance for 101 in Seamount and Brinnon. They said they did it but we require photographs to prove it so we don’t have to charge them for physical inspections.	Katie / JJ	All Qs
5.7.4	PUD 3 Intertie Plan	Q1- Nothing to report this quarter. Q2- Nothing to report this quarter. Q3- Part of our applications to FEMA. Will apply for 106 intertie with federal grants. Will not do any interties in 2022 or likely 2023.	Kristin	When ready-2024 and beyond
5.7.5	Monthly/quarterly/annual substation & system inspection program	Q1- Completed. Jeremiah got this done and we have implemented it.	Kristin & Engineer	All Qs
5.7.6	Prequal process and list for electrical contractors – send this out in January	Q1- Completed. This went out in February.	James	Q1